

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Tuesday, August 12, 2025**

The Public was able to participate in the public meeting by joining the meeting in person or through the Zoom Video Conference link provided. The public was also able to join the meeting by calling a provided teleconference phone number.

- 1) **ROLL CALL** – President Reynolds called the meeting to order at 7:00 p.m. Present at roll call in person in the Board room: Vice President Bob Feldman, Director Ken Coverdell, Director Chris Mickelsen, and Director John Muller.

Also present: Mary Rogren, General Manager; Jeffrey Schneider, Asst. General Manager Finance/ Admin., Patrick Miyaki, Legal Counsel, Gina Brazil, Administrative Services Manager, Darin Sturdivan, Water Distribution Operations Manager, and Lisa Sulzinger, Administrative Analyst.

Also Participating: Jonathan Sutter, EKI Environment and Water, Inc.

- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** – There were no public comments.
- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending July 31, 2025:  
Claims: \$ 3,354,809.34; Payroll: \$ 250,547.23 for a total of \$ 3,605,356.57  
*July 2025 Monthly Financial Claims reviewed and approved by Director Reynolds*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of July 8, 2025, Regular Board of Directors Meeting
- D. Installed Water Connection Capacity and Water Meters Report
- E. Total CCWD Production Report
- F. CCWD Monthly Sales by Category Report – July 2025
- G. Leak/Flushing Report – July 2025
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Conditions Report – June and July 2025

- J. Association of California Water Agencies (ACWA) Election of Board Officers and Region 5 Board Members for the 2026-2027 Term
- K. Notice of Completion – Nunes Water Treatment Plant Hypochlorite Room Improvements Project
- L. Notice of Completion – Highway 92 Emergency Pipeline Replacement Project
- M. Acceptance of Subdivision Utility System 555/565/575 Seymore Street, Half Moon Bay Sarah B. Clover and Jeremy D. Clover, Trustees of the Sarah and Jeremy Clover Living trust and Coastside Estates LLC.

Director Reynolds stated he reviewed the financial claims and found them to be in order.

Director Feldman stated that in reference to Item 4J, the District will be voting per the ACWA Nominating Committee's recommended slate.

**ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to approve the Consent Calendar:**

Director Coverdell	Aye
Director Mickelsen	Aye
Director Muller	Aye
Vice-President Feldman	Aye
President Reynolds	Aye

**5) MEETINGS ATTENDED / DIRECTOR COMMENTS**

- Director Muller attended the County of San Mateo Agricultural Advisory Committee Meeting on August 11, 2025. He also attended the County of San Mateo Disaster Preparedness Day held on August 2, 2025.
- Director Mickelsen attended a BAWSCA Board of Directors Meeting.
- Director Feldman visited the Carter Hill tank site to view the concrete pour of the first wall of the DN Prestressed Concrete Tank currently under construction. He also attended the JPIA Sexual Harassment Prevention for Management training class held at the District Office.

**6) GENERAL BUSINESS**

**A. Approval of Professional Services Agreement with EKI Environment and Water, Inc. for Engineering Services for the Nunes Water Treatment Plant Sedimentation Basin Rehabilitation Project.**

Ms. Rogren summarized that in June 2024, the Nunes Water Treatment Plant Upgrades Project was completed that included the addition of a plate settler sedimentation basin. This new basin added important redundancy and resiliency to the treatment plant. The original sedimentation basin was built in the early 1990's as part of the Crystal Spring Project and has rarely been taken offline since then. In July

2024, the District drained the original basin and arranged for Brentwood Industries (Brentwood) to inspect the mechanical systems. Brentwood recommends replacing the chain and flight components of the basin's three collector systems and other components to meet modern safety and efficiency standards. The District also engaged Bay Area Coating Consultants, Inc. (BACC) to conduct a coating condition assessment. BACC recommends recoating the basin and making repairs to the concrete. EKI Environment and Water, Inc.'s (EKI) proposal includes a structural evaluation, design services, bid support services and engineering during construction.

**ON MOTION BY Director Coverdell and seconded by Director Muller, the Board voted by roll call vote to authorize the General Manager to enter into a professional services agreement with EKI Environment and Water, Inc. for engineering services for the Nunes Water Treatment Plant Sedimentation Basin Rehabilitation Project for a not-to-exceed amount of \$236,600.**

Director Coverdell	Aye
Director Mickelsen	Aye
Director Muller	Aye
Vice-President Feldman	Aye
President Reynolds	Aye

**B. Approval of Professional Services Agreement with EKI Environment and Water, Inc. for Geotechnical Investigation and Predesign Study for the Highway 92 Pipeline Project – Phase 2**

Ms. Rogren reported that in July 2025 the Highway 92 Emergency Pipeline Replacement Project was completed. This new pipeline replaced the middle section of an existing 12-inch welded steel potable pipeline that was damaged during the sever storm events of December 2022 and January 2023. The District would like to move forward with Phase 2 of the project to include replacement of the west and east portions of the remaining pipeline. EKI's proposal includes geotechnical consulting work to explore subsurface conditions for each of the two creek crossings along the proposed alignment and a predesign study by EKI to assess what design options are available to the District.

**ON MOTION BY President Reynolds and seconded by Vice President Feldman, the Board voted by roll call vote to authorize the General Manager to enter into a professional services agreement with EKI Environment and Water, Inc. for a geotechnical investigation and predesign study for the Highway 92 Pipeline Project – Phase 2 for a not-to-exceed amount of \$85,500.**

Director Coverdell	Aye
Director Mickelsen	Aye
Director Muller	Aye
Vice-President Feldman	Aye
President Reynolds	Aye

**C. Waive the District's Procedural Requirements for Sealed Competitive Bids and Authorize the General Manager to Award a Contract to Central Roofing, Inc. for Roof Repairs at the Nunes Water Treatment Plant.**

Ms. Rogren summarized that in 2024, the District contracted with Central Roofing, Inc. to repair and replace the upper and lower roofs at Nunes Water Treatment Plant. Staff recently discovered issues with the generator roof at Nunes that require repair. The District has utilized Central Roofing to refurbish roofs at the District's main office, Alves water tank, and most recently at Nunes. Staff has been pleased with Central Roofing's work product and lack of change orders.

**ON MOTION BY Director Muller and seconded by Director Mickelsen, the Board voted by roll call vote to waive the District's competitive bidding requirement of Resolution 2016-09 and authorize the General Manager to award a contract to complete generator roof repairs at the Nunes Water Treatment Plant from Central Roofing, Inc. for a not-to-exceed amount of \$34,300.**

Director Coverdell	Aye
Director Mickelsen	Aye
Director Muller	Aye
Vice-President Feldman	Aye
President Reynolds	Aye

**D. Consider Approval of Resolution 2025-07 Amending the District's Policies and Procedures for Award of Contracts and approval of updates to the District's Purchasing Policy**

Ms. Rogren shared that Resolution 2016-09 provides that the General Manager or Designee may approve contractual agreements, including professional services agreements, construction contracts and purchases up to a limit of \$30,000. Staff is proposing to amend the resolution to allow the President, Vice President or Standing Committee to approve contractual agreements between \$30,000 and \$50,000. Such contracts would then be reported to the Board at the next Regular Board of Directors Meeting. This change will provide staff greater flexibility in conducting business with contractors and vendors in the District's day-to day activities.

Staff also recommends making housekeeping changes to the District's Purchasing Policy including removing references to the Superintendent position and replacing with the Water Treatment Plant Operations Manager and the Water Distribution Operations Manager positions. The Operations Managers will have similar authority to the former Superintendent position. Ms. Rogren also noted that the Purchasing Policy will be revised to show that the Water Resources Analyst also is issued a credit card and can approve expenditures under \$500.

ON MOTION BY Director Mickelsen and seconded by Director Muller, the Board voted by roll call vote to adopt Resolution 2025-07 Amending the District's Policies and Procedures for Award of Contracts.

Director Coverdell	Aye
Director Mickelsen	Aye
Director Muller	Aye
Vice-President Feldman	Aye
President Reynolds	Aye

ON MOTION BY President Reynolds and seconded by Director Mickelsen, the Board voted by roll call vote to approve updates to the District's Purchasing Policy.

Director Coverdell	Aye
Director Mickelsen	Aye
Director Muller	Aye
Vice-President Feldman	Aye
President Reynolds	Aye

**E. 2024-2025 County of San Mateo Civil Grand Jury Report: "Will the Next Big One Leave You High and Dry?"**

Ms. Rogren summarized that the 2024-2025 County of San Mateo Civil Grand Jury Report is a follow up to a 2021-2022 Grand Jury Report and investigation of 12 County water providers (including the District). As a result of the 2021-2022 study, the Grand Jury recommended that the County water providers make improvements to their emergency preparedness exercises and after action reporting and analysis consistent with their emergency response plans and to develop plans to increase emergency water storage and emergency fuel storage.

The 2024-2025 Civil Grand Jury report followed up with three water providers on the Peninsula and two providers on the Coastside. The Grand Jury's report was favorable for the District, and no findings or recommendations included in the report are applicable for the District or require response to the Civil Grand Jury. Ms. Rogren noted that emergency preparedness is a key priority for District staff, and staff regularly participate in exercises, training, and drills both internally and with other agencies. The Board provided positive comments about the Civil Grand Jury report and the efforts of the District staff, and thanked staff for providing this report to the Board.

**F. Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project - Update #10**

Ms. Rogren provided an update on the progress made on the Carter Hill Prestressed Tank and Seismic Upgrades Project during July 2025.

7) **MONTHLY INFORMATIONAL REPORTS**

**A. General Manager's Report**

Ms. Rogren shared there have been times when technical difficulties have occurred during Board meetings and members of the public have not been able to participate remotely. The District Legal Counsel has suggested that the District consider modifying the opening paragraph of the Board Meeting agenda to address technical issues that may prevent remote participation. The proposed agenda wording would state that in person meetings are the primary format for Board meetings; that the District desires to accommodate remote participation but there may be disruptions, and if a disruption occurs the Board meeting may continue as long as the public may still attend the Board meeting in person. The District's Legal Counsel noted that if a Board member is attending remotely due to AB2449, the Brown Act requires both video and audio to be operational for the meeting to continue.

A discussion ensued and the Board provided input on the agenda wording.

**B. Operations Report**

Mr. Sturdivan summarized the Operation Highlights for the month of July 2025.

8) **DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS**

President Reynolds requested that in January 2026, the Board have a half-day long strategic planning session.

9) **ADJOURNMENT - Board Meeting Adjourned at 8:12 p.m.**

Respectfully submitted,

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Mary Rogren, General Manager  
Secretary to the District

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Glenn Reynolds, President  
Board of Directors