

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, October 13, 2026 - 6:00 p.m.

AGENDA

The Public may attend this meeting in person at the District Office located at 766 Main Street, Half Moon Bay or choose to watch and/or participate in the public meeting by joining the meeting through the Zoom Videoconference link provided below. The public may also join the meeting by calling the below listed teleconference phone number. Note that in person meetings are the primary format for the District's Board of Directors meetings. The District desires to accommodate remote participation by the public, therefore as courtesy and technology permitting, the public will have the opportunity to fully participate in the meeting via Zoom. However, the District cannot guarantee that the public's remote access to any meeting will be uninterrupted before or during a meeting, and technical difficulties may occur from time to time. In those instances, as long as the public may attend the meeting in person, the meeting may be held or continue. Members of the public desiring to provide comments as a part of a Board meeting are encouraged to submit written comments prior to the meeting or to attend the meeting in person.

The meeting will begin at 6:00 p.m.

Join Zoom Meeting

<https://us06web.zoom.us/j/88072855389?pwd=Clntk7vRdroB1qYjWmxflEMhrTwBxXv.1>

Meeting ID: 880 7285 5389

Passcode: 665880

One tap mobile

+16699006833,,88072855389#,,,,*665880# US (San Jose)

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Join instructions

https://us06web.zoom.us/meetings/88072855389/invitations?signature=YRwn56lE7_FKR2xE69D0b4fwo1AAVHQnBriGU9n8j4w

Procedures to make a public comment with Zoom Video/Conference – All participants except the Board Members and Staff are muted on entry and video is disabled. Participants may not unmute themselves unless asked to unmute by the Moderator.

- ***From a computer:*** (1) Using the Zoom App. at the bottom of your screen, click on “Participants” and then “Raise Hand”. Participants will be called to comment in the order in which they are received.
- ***From a phone:*** Using your keypad, dial *9, and this will notify the Moderator that you have raised your hand. The Moderator will call on you by stating the last 4 digits of your phone number.

The Coastside County Water District (CCWD) does not discriminate against persons with disabilities. Upon request, the agenda and agenda packet materials can be provided in a format to accommodate special needs. If you require a copy of the agenda or related materials in an alternative format to accommodate a disability, or if you wish to attend this public meeting and will require special assistance or other special equipment, please call the District at (650) 726-4405 in advance and we will make every reasonable attempt to provide such an accommodation.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the CCWD District Office, located at 766 Main Street, Half Moon Bay, CA at the same time that the public records are distributed or made available to the legislative body.

This agenda and accompanying materials can be viewed on Coastside County Water District’s website located at: www.coastsidewater.org.

The Board of the Coastside County Water District reserves the right to take action on any item included on this agenda.

- 1) ROLL CALL**
- 2) PLEDGE OF ALLEGIANCE**
- 3) PUBLIC COMMENT**

At this time members of the public may address the Board of Directors on issues not listed on the agenda which are within the purview of the Coastside County Water District. Comments on matters that are listed on the agenda may be made at the time the Board is considering each item. Each speaker is allowed a maximum of three (3) minutes. Members of the public attending in-person must complete and submit a speaker slip. Members of the public attending via Zoom must first “raise hand” and the Moderator will “ask to unmute”. The President of the Board will recognize each speaker, at which time the speaker can provide their comments to the Board.

4) CONSENT CALENDAR

The following matters before the Board of Directors are recommended for action as stated by the General Manager. All matters listed hereunder constitute a Consent Calendar, are considered as routine by the Board of Directors, and will be acted upon by a single vote of the Board. There will be no separate discussion of these items unless a member of the Board so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- A. Approval of disbursements for the month ending September 30, 2026:
Claims: \$1,207,602.41 Payroll: \$267,069.95 for a total of \$1,474,672.36
September 2026 Monthly Financial Claims reviewed and approved by Vice President Muller
([attachment](#))
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of September 8, 2026, Regular Board of Directors Meeting
([attachment](#))
- D. Approval of Minutes of September 15, 2026, Special Board of Directors Meeting
([attachment](#))
- E. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- F. Total CCWD Production Report ([attachment](#))
- G. CCWD Monthly Sales by Category Report – September 2026 ([attachment](#))
- H. Leak/Flushing Report – September 2026 ([attachment](#))
- I. Monthly Rainfall Reports ([attachment](#))
- J. SFPUC Hydrological Conditions Report – September 2026 ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Approval of Professional Services Agreement with EKI Environment and Water, Inc. for the Preliminary Design Engineering Services for the Miramontes Potable Water Consolidated Storage Project ([attachment](#))
- B. Approval of Procurement of a Kenworth VAC-CON Hydro-Excavation Truck ([attachment](#))
- C. Quarterly Financial Review ([attachment](#))
- D. Hanson Bridgett Billing Rates – Proposed Increase ([attachment](#))
- E. Designate the District's ACWA Voting Representative and Authorize Casting of Vote in Consideration of Proposed ACWA Amended and Restated Bylaws ([attachment](#))

7) MONTHLY INFORMATIONAL REPORTS

- A. General Manager's Report ([attachment](#))
- B. Operations Report ([attachment](#))

8) DIRECTOR AGENDA ITEMS – REQUESTS FOR FUTURE BOARD MEETING

9) CLOSED SESSION

- A. Pursuant to California Government Code Section 54957
Public Employee Appointment
Title: General Manager
- B. Conference with Labor Negotiators
Pursuant to California Government Code Section 54957.6
Agency Designated Negotiators: Director Dickson and Director Coverdell
Unrepresented Employees: Prospective General Manager

10) RECONVENE TO OPEN SESSION

Public Reports on Closed Session Actions

11) ADJOURNMENT

**COASTSIDE COUNTY WATER DISTRICT
CLAIMS FOR SEPTEMBER 2026**

CHECKS			
CHECK DATE	CHECK NO.	VENDOR	AMOUNT
09/10/2026	37097	NORCAL BEES	\$ 250.00
09/11/2026	37098	ADP, INC.	\$ 798.80
09/11/2026	37099	ALLIANCE RESOURCE CONSULTING LLC	\$ 10,667.00
09/11/2026	37100	AMAZON CAPITAL SERVICES, INC.	\$ 519.38
09/11/2026	37101	BADGER METER, INC.	\$ 69.30
09/11/2026	37102	BAY ALARM COMPANY	\$ 382.50
09/11/2026	37103	CALIFORNIA C.A.D. SOLUTIONS, INC	\$ 1,050.00
09/11/2026	37104	CINTAS FIRST AID & SAFETY	\$ 982.28
09/11/2026	37105	CLARK PEST CONTROL OF STOCKTON, INC.	\$ 120.00
09/11/2026	37106	JAMES COZZOLINO, TRUSTEE	\$ 275.00
09/11/2026	37107	WATERCO OF THE CENTRAL STATES	\$ 435.69
09/11/2026	37108	DE LAGE LANDEN FINANCIAL SERVICES, INC.	\$ 838.97
09/11/2026	37109	MICHELLE DUTTO	\$ 50.00
09/11/2026	37110	ELDORADO FORKLIFT COMPANY	\$ 1,444.28
09/11/2026	37111	FREYER & LAURETA, INC.	\$ 2,838.00
09/11/2026	37112	GRAINGER, INC.	\$ 322.49
09/11/2026	37114	HACH CO., INC.	\$ 458.95
09/11/2026	37115	HANSONBRIDGETT. LLP	\$ 14,983.50
09/11/2026	37116	HDR ENGINEERING, INC	\$ 1,456.72
09/11/2026	37117	IRON MOUNTAIN	\$ 1,110.41
09/11/2026	37118	IRVINE CONSULTING SERVICES, INC.	\$ 1,099.69
09/11/2026	37119	MISSION UNIFORM SERVICES INC.	\$ 90.33
09/11/2026	37120	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$ 2,676.74
09/11/2026	37121	NEARMAP US, INC	\$ 9,207.78
09/11/2026	37122	PACIFIC GAS & ELECTRIC CO.	\$ 76,177.74
09/11/2026	37123	PACIFIC GAS & ELECTRIC CO.	\$ 102.65
09/11/2026	37124	PACIFICA COMMUNITY TV	\$ 300.00
09/11/2026	37125	PACE SUPPLY CORP.	\$ 2,489.97
09/11/2026	37126	PAULO'S AUTO CARE	\$ 253.96
09/11/2026	37127	FERGUSON ENTERPRISES, INC.	\$ 275.90
09/11/2026	37128	REDWOOD TRADING POST	\$ 15,112.02
09/11/2026	37129	ROGUE WEB WORKS, LLC	\$ 795.00
09/11/2026	37130	SAN MATEO CTY PUBLIC HEALTH LAB	\$ 1,040.30
09/11/2026	37131	SCAPES, INC	\$ 400.00
09/11/2026	37132	SOUTHWEST VALVE, LLC	\$ 611.10
09/11/2026	37133	STANDARD INSURANCE COMPANY	\$ 517.00
09/11/2026	37134	TPX COMMUNICATIONS	\$ 1,490.51
09/11/2026	37135	BOSCO OIL COMPANY	\$ 3,666.00
09/11/2026	37136	VERIZON CONNECT INC.	\$ 342.60
09/15/2026	37138	ADP, INC.	\$ 110.65
09/15/2026	37139	AMAZON CAPITAL SERVICES, INC.	\$ 43.82
09/15/2026	37140	HEALTH BENEFITS ACWA-JPIA	\$ 59,041.36
09/15/2026	37141	BAY ALARM COMPANY	\$ 287.28
09/15/2026	37142	BIG CREEK LUMBER	\$ 349.02
09/15/2026	37143	CALCON SYSTEMS, INC.	\$ 329.63
09/15/2026	37144	JPMORGAN CHASE BANK, N.A.	\$ 403,039.56
09/15/2026	37145	GRAINGER, INC.	\$ 1,227.32
09/15/2026	37146	HMB BLDG. & GARDEN INC.	\$ 599.84
09/15/2026	37147	IRVINE CONSULTING SERVICES, INC.	\$ 4,837.61
09/15/2026	37148	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$ 3,402.00
09/15/2026	37149	FERGUSON ENTERPRISES, INC.	\$ 279.08
09/15/2026	37150	TRI COUNTIES BANK	\$ 6,552.43
09/15/2026	37151	ULINE, INC	\$ 108.11
09/15/2026	37152	HD SUPPLY INC	\$ 1,581.56

09/15/2026	37153	WATER RESEARCH FOUNDATION	\$	1,422.00
09/15/2026	37154	JACK WHELEN	\$	50.00
09/15/2026	37156	PATRICK BARRON	\$	24.90
09/15/2026	37157	MARYANN ERNST	\$	13.37
09/15/2026	37158	JONATHAN MORAN	\$	17.15
09/15/2026	37159	KENNETH LANE	\$	24.16
09/15/2026	37160	JILL SPITZER	\$	15.62
09/15/2026	37161	GOLDEN STATE CONSTRUCTION UTILITY	\$	3,459.90
09/15/2026	37162	CRYSTAL ECK	\$	36.62
09/15/2026	37163	CHIACHANG HSU	\$	158.52
09/15/2026	37164	PETER THOMAS	\$	389.57
09/15/2026	37165	ETHAN MILLER	\$	9.11
09/15/2026	37166	COASTSIDE REALTY & MANAGEMENT	\$	17.37
09/17/2026	37167	SAN FRANCISCO WATER DEPT.	\$	361,414.36
09/21/2026	37168	AMAZON CAPITAL SERVICES, INC.	\$	160.85
09/21/2026	37169	AT&T MOBILTY	\$	131.22
09/21/2026	37170	AT&T	\$	3,441.91
09/21/2026	37171	BKS LAW FIRM, A PROFESSIONAL CORPORATION	\$	90.00
09/21/2026	37172	BAY ALARM COMPANY	\$	1,976.25
09/21/2026	37173	PETTY CASH	\$	41.09
09/21/2026	37174	DATAPROSE, LLC	\$	4,597.82
09/21/2026	37175	MCMASTER-CARR SUPPLY COMPANY	\$	110.31
09/21/2026	37176	MISSION UNIFORM SERVICES INC.	\$	90.33
09/21/2026	37177	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$	390.00
09/21/2026	37178	TEAMSTERS LOCAL UNION #856	\$	1,630.00
09/21/2026	37179	TNEMEC CO INC	\$	441.44
09/21/2026	37180	UGSI CHEMICAL FEED, INC.	\$	1,689.24
09/21/2026	37181	UNDERGROUND REPUBLIC WATER WORKS, INC.	\$	935.25
09/21/2026	37182	HD SUPPLY INC	\$	529.79
09/21/2026	37183	WAGNER & BONSIGNORE CONSULTING CIVIL ENGINEERS, A CORPORATION	\$	46.25
09/21/2026	37184	WATERSMART SOFTWARE, INC	\$	111.07
09/21/2026	37185	MARIA ROMERO	\$	2,640.00
09/30/2026	37186	AMAZON CAPITAL SERVICES, INC.	\$	75.00
09/30/2026	37187	BIG CREEK LUMBER	\$	57.76
09/30/2026	37188	BRUSH HOG TREE CARE, INC.	\$	9,750.00
09/30/2026	37189	CINTAS FIRST AID & SAFETY	\$	319.44
09/30/2026	37190	CLARK PEST CONTROL OF STOCKTON, INC.	\$	120.00
09/30/2026	37191	PETTY CASH	\$	407.41
09/30/2026	37192	COMCAST	\$	228.61
09/30/2026	37193	GRAINGER, INC.	\$	222.43
09/30/2026	37194	KELLY HOFFMAN-DAVIS	\$	3,152.19
09/30/2026	37195	HMB BLDG. & GARDEN INC.	\$	21.32
09/30/2026	37196	HASSETT HARDWARE	\$	2,095.84
09/30/2026	37197	HURLEY DIESEL AND POWER LLC	\$	17,271.56
09/30/2026	37198	IRVINE CONSULTING SERVICES, INC.	\$	3,268.76
09/30/2026	37199	PAULO'S AUTO CARE	\$	181.81
09/30/2026	37200	RELIABLE AUTOMATION CONTROLS	\$	57,472.95
09/30/2026	37201	SAN FRANCISCO PUBLIC UTILITIES COMMISSION	\$	3,158.24
09/30/2026	37202	RYAN H. STOLL	\$	187.81
09/30/2026	37203	UNIVAR SOLUTIONS USA INC.	\$	2,659.44
09/30/2026	37204	HD SUPPLY INC	\$	93.27
09/30/2026	37205	VERIZON WIRELESS	\$	3,037.02
09/30/2026	37206	WATCH TECHNOLOGIES LLC	\$	7,728.58
09/30/2026	37207	MOSSA EXCAVATION	\$	4,162.13
09/30/2026	37208	PETER THOMAS	\$	8.00
09/30/2026	37209	IAN WALLACE	\$	96.52
09/30/2026	37210	BART DRAPER	\$	367.18
SUBTOTAL CLAIMS FOR MONTH			\$	1,139,740.57

WIRE PAYMENTS				
09/11/2026	DFT0000765	CALPERS	\$	90.00
09/11/2026	DFT0000766	PUB. EMP. RETIRE SYSTEM	\$	22,007.41
09/11/2026	DFT0000768	EMPOWER RETIREMENT, LLC	\$	1,225.00
09/17/2026	DFT0000773	CALPERS	\$	350.00
09/17/2026	DFT0000774	VALIC	\$	6,469.52
09/30/2026	DFT0000775	EMPOWER RETIREMENT, LLC	\$	1,225.00
09/30/2026	DFT0000776	PUB. EMP. RETIRE SYSTEM	\$	21,202.24
09/30/2026	DFT0000777	VALIC	\$	6,569.52
09/30/2026		BANK AND CREDIT CARD FEES	\$	8,723.15
SUBTOTAL WIRE PAYMENTS FOR MONTH			\$	67,861.84
TOTAL CLAIMS FOR THE MONTH				\$ 1,207,602.41



Coastside County Water District

Monthly Budget Report

Account Summary

For Fiscal: 2026-2027 Period Ending: 09/30/2026

		September Budget	September Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
Revenue										
RevType: 1 - Operating										
1-4120-00	Water Revenue	1,531,300.00	1,551,925.72	20,625.72	1.35%	4,730,900.00	4,806,779.08	75,879.08	1.60%	16,238,800.00
	Total RevType: 1 - Operating:	1,531,300.00	1,551,925.72	20,625.72	1.35%	4,730,900.00	4,806,779.08	75,879.08	1.60%	16,238,800.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	6,000.00	9,287.07	3,287.07	54.78%	18,000.00	20,522.16	2,522.16	14.01%	60,000.00
1-4180-00	Late Notice - 10% Penalty	8,400.00	13,702.99	5,302.99	63.13%	25,200.00	33,212.72	8,012.72	31.80%	100,000.00
1-4230-00	Service Connections	1,300.00	1,057.72	-242.28	-18.64%	3,900.00	2,216.88	-1,683.12	-43.16%	15,000.00
1-4920-00	Interest Earned	18,300.00	17,103.46	-1,196.54	-6.54%	57,800.00	58,178.56	378.56	0.65%	225,000.00
1-4930-00	Tax Apportionments/County Checks	1,400.00	2,063.55	663.55	47.40%	1,400.00	2,063.55	663.55	47.40%	1,300,000.00
1-4950-00	Miscellaneous Income	400.00	-100.00	-500.00	-125.00%	1,200.00	860.00	-340.00	-28.33%	5,000.00
1-4955-00	Cell Site Lease Income	20,391.00	20,616.44	225.44	1.11%	61,173.00	61,122.50	-50.50	-0.08%	244,700.00
1-4965-00	ERAF Refund - County Taxes	0.00	575.96	575.96	0.00%	318,500.00	394,299.16	75,799.16	23.80%	650,000.00
	Total RevType: 2 - Non-Operating:	56,191.00	64,307.19	8,116.19	14.44%	487,173.00	572,475.53	85,302.53	17.51%	2,599,700.00
	Total Revenue:	1,587,491.00	1,616,232.91	28,741.91	1.81%	5,218,073.00	5,379,254.61	161,181.61	3.09%	18,838,500.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	357,265.00	361,405.60	-4,140.60	-1.16%	1,110,498.00	1,097,383.31	13,114.69	1.18%	2,746,787.00
1-5230-00	Nunes T P Pump Expense	5,600.00	3,885.37	1,714.63	30.62%	18,100.00	15,873.41	2,226.59	12.30%	75,900.00
1-5231-00	CSP Pump Station Pump Expense	68,800.00	32,371.34	36,428.66	52.95%	183,400.00	144,260.44	39,139.56	21.34%	500,000.00
1-5232-00	Other Trans. & Dist Pump Expense	3,200.00	1,901.87	1,298.13	40.57%	10,400.00	7,311.10	3,088.90	29.70%	41,400.00
1-5233-00	Pilarcitos Canyon Pump Expense	3,800.00	1,089.35	2,710.65	71.33%	9,800.00	2,954.13	6,845.87	69.86%	95,100.00
1-5234-00	Denniston T P Pump Expense	12,100.00	8,277.38	3,822.62	31.59%	43,600.00	36,080.75	7,519.25	17.25%	131,500.00
1-5242-00	CSP Pump Station Operations	1,460.00	1,279.43	180.57	12.37%	4,380.00	3,555.77	824.23	18.82%	17,649.00
1-5243-00	CSP Pump Station Maintenance	4,050.00	6,643.42	-2,593.42	-64.04%	12,150.00	12,156.19	-6.19	-0.05%	50,000.00
1-5246-00	Nunes T P Operations - General	21,974.00	4,471.41	17,502.59	79.65%	31,264.00	15,656.88	15,607.12	49.92%	111,500.00
1-5247-00	Nunes T P Maintenance	11,667.00	2,413.61	9,253.39	79.31%	35,001.00	16,696.77	18,304.23	52.30%	140,000.00
1-5248-00	Denniston T P Operations-General	2,442.00	3,110.01	-668.01	-27.36%	7,326.00	6,732.17	593.83	8.11%	75,000.00
1-5249-00	Denniston T.P. Maintenance	8,457.00	19,619.42	-11,162.42	-131.99%	25,371.00	34,585.96	-9,214.96	-36.32%	164,754.00
1-5250-00	Laboratory Expenses	7,600.00	6,323.70	1,276.30	16.79%	22,800.00	16,445.40	6,354.60	27.87%	91,200.00
1-5260-00	Maintenance - General	31,791.00	50,939.86	-19,148.86	-60.23%	113,873.00	124,836.95	-10,963.95	-9.63%	400,000.00
1-5263-00	Uniforms	4,000.00	5,600.50	-1,600.50	-40.01%	9,000.00	8,600.50	399.50	4.44%	16,000.00
1-5318-00	Studies/Surveys/Consulting	17,278.00	46.25	17,231.75	99.73%	40,609.00	31,100.35	9,508.65	23.42%	160,000.00
1-5321-00	Water Resources	579.00	161.74	417.26	72.07%	1,737.00	484.88	1,252.12	72.09%	10,618.00
1-5322-00	Community Outreach	550.00	300.00	250.00	45.45%	1,650.00	600.00	1,050.00	63.64%	72,670.00

Monthly Budget Report

For Fiscal: 2026-2027 Period Ending: 09/30/2026

		September Budget	September Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
1-5381-00	Legal	12,500.00	26,632.50	-14,132.50	-113.06%	37,500.00	47,079.50	-9,579.50	-25.55%	150,000.00
1-5382-00	Engineering	8,400.00	7,945.86	454.14	5.41%	25,200.00	29,238.45	-4,038.45	-16.03%	100,000.00
1-5383-00	Financial Services	229.00	229.17	-0.17	-0.07%	7,687.00	687.51	6,999.49	91.06%	23,750.00
1-5384-00	Computer Services	32,860.00	38,738.76	-5,878.76	-17.89%	104,535.00	103,451.17	1,083.83	1.04%	416,300.00
1-5410-00	Salaries/Wages-Administration	138,086.00	134,927.72	3,158.28	2.29%	418,776.00	390,657.43	28,118.57	6.71%	1,726,695.00
1-5411-00	Salaries & Wages - Field	191,025.00	172,319.84	18,705.16	9.79%	566,124.00	538,481.91	27,642.09	4.88%	2,275,133.00
1-5420-00	Payroll Tax Expense	23,926.00	21,393.03	2,532.97	10.59%	71,601.00	68,368.17	3,232.83	4.52%	290,932.00
1-5435-00	Employee Medical Insurance	50,177.00	53,174.92	-2,997.92	-5.97%	152,818.00	153,724.33	-906.33	-0.59%	637,590.00
1-5436-00	Retiree Medical Insurance	5,836.00	4,857.19	978.81	16.77%	17,508.00	13,495.24	4,012.76	22.92%	81,207.00
1-5440-00	Employees Retirement Plan	70,607.00	66,447.08	4,159.92	5.89%	211,921.00	202,896.50	9,024.50	4.26%	847,382.00
1-5445-00	Supplemental Retirement 401a	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	41,472.00
1-5510-00	Motor Vehicle Expense	7,240.00	4,309.10	2,930.90	40.48%	21,720.00	12,136.87	9,583.13	44.12%	86,880.00
1-5620-00	Office & Billing Expenses	33,300.00	23,506.40	9,793.60	29.41%	99,900.00	94,291.47	5,608.53	5.61%	400,000.00
1-5625-00	Meetings / Training / Seminars	4,410.00	3,647.62	762.38	17.29%	13,230.00	8,451.51	4,778.49	36.12%	52,900.00
1-5630-00	Insurance	29,190.00	32,066.77	-2,876.77	-9.86%	87,570.00	88,012.09	-442.09	-0.50%	363,600.00
1-5687-00	Membership, Dues, Subscript.	5,704.00	5,520.34	183.66	3.22%	30,163.00	29,542.27	620.73	2.06%	120,000.00
1-5688-00	Election Expenses	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	20,000.00
1-5689-00	Labor Relations	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	6,000.00
1-5700-00	San Mateo County Fees	2,900.00	1,344.67	1,555.33	53.63%	8,700.00	7,274.01	1,425.99	16.39%	34,800.00
1-5705-00	State Fees	5,000.00	10,000.00	-5,000.00	-100.00%	15,000.00	11,445.75	3,554.25	23.70%	60,000.00
Total ExpType: 1 - Operating:		1,184,003.00	1,116,901.23	67,101.77	5.67%	3,570,912.00	3,374,549.14	196,362.86	5.50%	12,634,719.00
ExpType: 4 - Capital Related										
1-5715-00	Debt Service/CIEDB 11-099	0.00	0.00	0.00	0.00%	283,183.82	283,183.82	0.00	0.00%	334,818.64
1-5716-00	Debt Service/CIEDB 2016	0.00	0.00	0.00	0.00%	246,909.40	246,909.40	0.00	0.00%	320,336.58
1-5717-00	Debt Service-Chase Bank - 2018 Loan	403,039.56	403,039.56	0.00	0.00%	403,039.56	403,039.56	0.00	0.00%	437,180.17
1-5718-00	Debt Service-First Foundation Bank - 20...	0.00	0.00	0.00	0.00%	354,776.75	354,776.75	0.00	0.00%	417,294.74
1-5719-00	Debt Service-2025 COP Issuance	0.00	0.00	0.00	0.00%	428,025.00	428,025.00	0.00	0.00%	599,800.00
Total ExpType: 4 - Capital Related:		403,039.56	403,039.56	0.00	0.00%	1,715,934.53	1,715,934.53	0.00	0.00%	2,109,430.13
Total Expense:		1,587,042.56	1,519,940.79	67,101.77	4.23%	5,286,846.53	5,090,483.67	196,362.86	3.71%	14,744,149.13
Report Total:		448.44	96,292.12	95,843.68		-68,773.53	288,770.94	357,544.47		4,094,350.87

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
September 30, 2026**

<u>RESERVE BALANCES</u>	Current Year as of 9/30/2026	Prior Year as of 9/30/2025
CAPITAL AND OPERATING RESERVE	\$5,888,756.88	\$13,482,550.08
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
TOTAL DISTRICT RESERVES	\$6,138,756.88	\$13,732,550.08

ACCOUNT DETAIL

ACCOUNTS WITH TRI COUNTIES BANK		
CHECKING ACCOUNT	\$2,935,842.34	\$1,785,295.93
CSP T & S ACCOUNT	\$134,335.65	\$549,786.33
MONEY MARKET	\$181,191.86	\$3,777,952.43
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$2,886,587.03	\$7,618,715.39
DISTRICT CASH ON HAND	\$800.00	\$800.00
TOTAL ACCOUNT BALANCES	\$6,138,756.88	\$13,732,550.08

This report is in conformity with CCWD's Investment Policy.

COASTSIDE COUNTY WATER DISTRICT
CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT
FISCAL YEAR TO DATE 2026/2027 - September, 2026

10/13/2026

9/30/2026

* Approved June 2026

Status	Approved* CIP Budget FY26/27	Actual To Date FY26/27	Projected FY26/27	Variance vs. Budget	% Completed	Project Status/ Comments
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Equipment Purchases & Replacement

99-02	Vehicle Fleet Replacement	Ongoing	\$ 50,000		\$ 50,000	\$ -	0%	Purchase completion expected in November, 2026
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Facilities & Maintenance

09-09	Fire Hydrant Upgrades and Replacement	Ongoing	\$ 140,000	\$ 26,350	\$ 140,000	\$ -	0%	
26-07	Pilarcitos Canyon Slide Repairs Project	Design	\$ 100,000	\$ 6,806	\$ 100,000	\$ -	0%	
27-02	District Shop/Corporation Yard Upgrade Feasibility/Concept	Concept	\$ 250,000		\$ 250,000	\$ -	0%	
27-03	Nunes Office Trailer	Concept	\$ 150,000		\$ 150,000	\$ -	0%	
27-04	Mobile Generator (for Pilarcitos Wells; Backup)	Construction	\$ 160,000		\$ 180,600	\$ (20,600)	0%	Board approved July, 2026

Pipeline Projects

26-01	Highway 92 Treated Water Pipeline Replacement Project - Phase 2 (replacement of welded steel pipe)	Design	\$ 200,000	\$ 31,818	\$ 200,000	\$ -	0%	
21-01	Pipeline Replacement Projects: Miramar neighborhood at Santa Rosa Avenue and Alcatraz Avenue	Construction	\$ 500,000	\$ 280,186	\$ 500,000	\$ -	70%	
27-05	Miramar Dead-end Looping Project at Alameda Avenue/PRV	Design	\$ 100,000		\$ 100,000	\$ -	0%	
27-07	Pipeline Assessment Study (Raw Water line/Other older pipelines)	Concept	\$ 50,000		\$ 50,000	\$ -	0%	

Pump Stations / Tanks / Wells

27-08	Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project: "HMB Tank #2"	Design	\$ 692,000		\$ 692,000	\$ -	0%	
08-14	Alves/Miramontes Tank & Pump Station Replacement Project	Concept	\$ 325,000		\$ 325,000	\$ -	0%	
27-09	El Granada Master Tank Plan	Concept	\$ 50,000		\$ 50,000	\$ -	0%	
08-16	Cahill Tank Exterior Recoat	Concept	\$ 50,000		\$ 50,000	\$ -	0%	
25-02	Upper Pilarcitos Well Field Replacements	Construction	\$ 500,000	\$ 264,722	\$ 500,000	\$ -	90%	
16-08	Denniston Well Field Replacements	Feasibility	\$ 100,000		\$ 100,000	\$ -	0%	
27-11	CSP Controls Upgrades and Documentation Project	Concept	\$ 50,000		\$ 50,000	\$ -	0%	

Water Supply Development

14-25	San Vicente/Denniston Water Supply Development	Ongoing	\$ 300,000	\$ 13,563	\$ 300,000	\$ -	n/a	
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Water Treatment Plants

23-06	Sedimentation Basin Rehabilitation	Design	\$ 50,000	\$ 16,992	\$ 50,000	\$ -	74%	
27-13	Nunes WTP - Crystal Springs Treatability Improvement Project	Feasibility	\$ 50,000		\$ 50,000	\$ -	0%	
27-14	Denniston Water Treatment Plant Improvement Project	Concept	\$ 200,000		\$ 200,000	\$ -	0%	

UNSCHEDULED/NEW CIP ITEMS FOR CURRENT FISCAL YEAR 2025/2026

NN-00	Unscheduled CIP		\$ 100,000		\$ 100,000	\$ -		
71-2609	Nunes Access Road Improvements			\$ 945	\$ 945	\$ (945)	0%	
78-2602	EG Tank #3 - Pump #1 and Motor Replacement	Construction		\$ 29,865	\$ 37,865	\$ (37,865)	90%	
72-2715	Denniston Hypochlorite Pump Replacement	Construction		\$ 36,808	\$ 36,808	\$ (36,808)	50%	

FY2026/2027 CIP TOTAL	\$ 4,167,000	\$ 708,056	\$ 4,263,218	\$ (96,218)
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COASTSIDE COUNTY WATER DISTRICT
 CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT
 FISCAL YEAR TO DATE 2026/2027 - September, 2026

10/13/2026

9/30/2026

* Approved June 2026

Status	Approved* CIP Budget FY26/27	Actual To Date FY26/27	Projected FY26/27	Variance vs. Budget	% Completed	Project Status/ Comments
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FY2025/2026 CARRYOVER PROJECTS

21-07	Carter Hill Tank Improvement Project	Complete		\$ 17,659	\$ 17,659	\$ (17,659)	100%
78-2505	Potable Water Master Tank Plan	Complete		\$ 4,017	\$ 4,017	\$ (4,017)	100%
78-2506	Monoclor Residual Control System EG Tank #3	Complete		\$ 7,415	\$ 7,415	\$ (7,415)	100%

TOTAL - FY 2026/2027 CIP + PRIOR YEAR CARRYOVER

Green = approved by the Board/construction in process

\$ 4,167,000 \$ 737,147 \$ 4,292,309 \$ (125,309)

Legal Cost Tracking Report
12 Months At-A-Glance

Acct. No.5681
Patrick Miyaki - HansonBridgett, LLP
Legal

Month	Admin (General Legal Fees)	Water Supply Development	Recycled Water	Uninstalled Connection Transfer Program	Capital Improvement Projects	Labor & Employment	Cell Tower Leases	Public Records Requests	Litigation	Non CIP / Infrastructure (Project Review) <i>Reimbursable</i>	Total
Oct-25	8,333			120		3,348	977				12,777
Nov-25	6,045			1,663	2,348		5,694				15,750
Dec-25	7,749			1,029	1,302	1,116	465				11,661
Jan-26	9,051			1,335		1,907					12,293
Feb-26	12,691						392				13,083
Mar-26	12,250			718							12,968
Apr-26	15,204			427	2,352		4,704				22,687
May-26	14,959			564	3,087	3,577	3,332				25,519
Jun-26	7,455			1,628	784		490				10,357
Jul-26	9,149			543	1,862		2,401				13,955
Aug-26	10,693			672	3,969		588			980	16,902
Sep-26	11,799			441	2,499		245				14,984
TOTAL	125,377	0	0	9,137	18,203	9,948	19,288	0	0	980	182,931

EKI Environment & Water
Engineering Services Billed FY 2024-2025 to FY 2026-2027
Billed through 9/30/2026

10/2/2026

	Contract Date	Not to Exceed Budget	Status	FY 2024-2025	FY 2025-2026	FY 2026-2027
CIP Project Management						
Fiscal Year 2025-2026-Capital Improvement Management	1.13.2026	\$ 100,000.00	Open		\$ 48,830.86	\$ 18,465.46
Fiscal Year 2025-2026-Capital Improvement Management	10.9.2024	\$ 100,000.00	Complete	\$ 77,991.67	\$ 21,992.46	
Fiscal Year 2024-2025-Capital Improvement Management	1.9.2024	\$ 100,000.00	Complete	\$ 37,520.86		
Fiscal Year 2026-2027- Non-Complex Main line Extension Services	8.3.2026	\$ 25,000.00	Open			\$ 6,463.04
Fiscal Year 2026-2027- NC- Main line Extension Services - Wavecrest	7.31.2026	\$ 25,000.00	Open			\$ 12,930.53
Fiscal Year 2025-2026- Non-Complex Main line Extension Services	6.30.2025	\$ 25,000.00	Complete	\$ 2,522.00	\$ 22,201.66	
Fiscal Year 2023-2024 - Non-Complex Main line Extension Services	12.12.2023	\$ 25,000.00	Complete	\$ 13,840.06		
Sub Total - CIP Project Management Services		\$ 25,000.00		\$ 131,874.59	\$ 93,024.98	\$ 37,859.03

Projects:

Half Moon Bay Tank #2 Engineering Design & Bid Support Services	27-08	9.8.2026	\$ 636,800.00			
Highway 92 Potable Water Pipeline Phase 2 (2025) Predesign	26-01	8.13.2025	\$ 85,500.00	Open	\$ 32,301.86	\$ 21,817.56
Nunes WTP Sedimentation Basin Rehabilitation Design	23-06	8.13.2025	\$ 236,600.00	Open	\$ 157,021.24	\$ 16,992.42
Alcatraz Ave, Santa Rosa Ave, and Ocean Colony Pipeline Projects	21-01	1.9.2024	\$ 66,200.00	Complete	\$ 11,268.66	
Alcatraz Ave, Santa Rosa Ave Pipeline Replacement Project	21-01	1.14.2026	\$ 66,000.00	Open	\$ 31,733.10	\$ 12,235.09
Alcatraz Ave, Santa Rosa Ave Construction Observation	21-01	7.31.2026	\$ 25,000.00	Open		\$ 3,881.00
Pilarcitos Wellfield Replacement Project	25-02	10.9.2024	\$ 378,300.00	Open	\$ 279,724.08	\$ 101,190.80
Pilarcitos Wellfield & Slide Repair Environmental Services	25-02/23-13	5.13.2025	\$ 268,760.00	Complete	\$ 39,570.75	\$ 237,100.88
Pilarcitos Creek Road Pipeline Replacement Project	26-07	7.14.2026	\$ 146,000.00	Open		\$ 6,806.01
Pilarcitos Creek Road Bank Stabilization & Culvert Project	23-13	10.9.2024	\$ 44,800.00	Complete	\$ 49,419.93	\$ 71,953.06
Pilarcitos Slide Pipeline Feasibility Study	26-07	12.3.2025	\$ 28,700.00	Complete	\$ 28,628.70	
Potable Water Storage Master Plan	25-05	5.13.2025	\$ 170,400.00	Complete	\$ 2,315.30	\$ 174,907.35
Coastal Interagency Supply Resiliency Study	5382	8.13.2025	\$ 32,000.00	Complete	\$ 31,988.58	
SFPUC Pilarcitos Dam and Reservoir Improvement Project	5382	10.9.2024	\$ 18,000.00	Complete	\$ 6,913.66	
Denniston/San Vicente Project - Environmental Services	14-25	2.4.2026	\$ 29,700.00	Complete	\$ 38,219.94	\$ 1,223.08
San Vicente Pipeline Project - Phase A	14-25	1.14.2025	\$ 82,200.00	Complete	\$ 27,017.20	\$ 1,586.52
Carter Hill Tank Replacement Project Support	21-07	9.1.2024	\$ 50,000.00	Complete	\$ 39,886.64	\$ 2,979.08
EG Tank #1 - Pre-design for New Pump Station	19-01	6.13.2023	\$ 25,000.00	Complete		
Highway 92 Potable Water Pipeline Phase 1 (2023)	14-01	6.13.2023	\$ 135,400.00	Complete	\$ 31,148.61	\$ 7,508.54
Highway 92 Potable Water Pipeline Emergency Restoration-Design	23-10	3.15.2023	\$ 247,600.00	Complete	\$ 43,473.18	\$ 23,239.58
Highway 92 Environmental Services During Construction	14-01	1.8.2025	\$ 166,700.00	Complete	\$ 83,484.07	\$ 40,532.61
Miramar Deadends Project - Biological Resources Assessment	22-07	5.24.2023	\$ 18,200.00	Complete	\$ 21,712.00	
Medio Creek and Magellan Pipeline/Miramar Deadends Design	22-07	3.15.2023	\$ 138,900.00	Complete	\$ 7,782.58	
Highway 92 Environmental Permitting - Emergency Restoration	23-10	3.15.2023	\$ 73,800.00	Complete	\$ 19,833.49	

Total - All Services

\$ 795,424.74 \$ 1,073,916.82 \$ 130,048.42

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, September 8, 2026 - 6:00 p.m.

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 Feldman called the meeting to order at 6:00 p.m. Present at roll call in person in the Boardroom: Vice President John Muller, Director Ken Coverdell, Director David Dickson and Director Chris Mickelsen

Also present: Mary Rogren, General Manager, Jeffrey Schneider, Asst. General Manager Finance/ Administration, Patrick Miyaki, Legal Counsel, Sean Donovan, Water Treatment Plant Operations Manager, Darin Sturdivan, Water Distribution Operations Manager, Gina Brazil, Administrative Services Manager and Ingrid Anderson, Administrative Analyst

Also present: Jonathan Sutter, Principal Engineer EKI Environment & Water, Inc.

- 2) PLEDGE OF ALLEGIANCE**
- 3) PUBLIC COMMENT**

There was no public comment.

- 4) CONSENT CALENDAR**

- A.** Approval of disbursements for the month ending August 31, 2026:
Claims: \$3,103,179.22; Payroll: \$283,800.61 for a total of \$3,386,979.83
August 2026 Monthly Financial Claims reviewed and approved by Director Coverdell
- B.** Acceptance of Financial Reports
- C.** Approval of Minutes of August 11, 2026, Regular Board of Directors Meeting
- D.** Approval of Minutes of August 20, 2026, Special Board of Directors Meeting
- E.** Approval of Minutes of August 27, 2026, Special Board of Directors Meeting
- F.** Installed Water Connection Capacity and Water Meters Report

- G. Total CCWD Production Report
- H. CCWD Monthly Sales by Category Report – August 2026
- I. Leak/Flushing Report – August 2026
- J. Monthly Rainfall Reports
- K. SFPUC Hydrological Conditions Report – August 2026
- L. Water Service Connection Transfer Report for August 2026

Director Coverdell stated that he reviewed the financial claims and found them to be in order. Mr. Miyaki said that updates had been made to the minutes of the Special Board meetings held on August 20, 2026 and August 27, 2026, and that the updated minutes were made available to the public, and he summarized the changes that had been made to the minutes.

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 Dickson	Aye
Director Mickelsen	Aye
Vice-President Muller	Aye
President Feldman	Aye

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

- Vice President Muller reported on a conference he attended in Washington D.C.

6) GENERAL BUSINESS

A. Approval of Professional Services Agreement with EKI Environment and Water, Inc. for Engineering Design and Bid Support Services for the Half Moon Bay Tank #2 Project

Ms. Rogren summarized that EKI Environment and Water, Inc. (EKI) recently completed the District's Potable Water Storage Master Plan which identified that the existing 1.5 million gallon steel tank located at the Carter Hill site (and constructed in 1963) should be prioritized for replacement with a new prestressed concrete tank. Following the successful completion of Half Moon Bay (HMB) Tank #1 in June 2026, staff recommended proceeding with the engineering design and bid support services for HMB Tank #2. Ms. Rogren reviewed the proposed scope of services and use of sub-consultants, including Peterson Structural Engineers for structural design of the prestressed concrete tank. Ms. Rogren also noted that the proposal is competitively priced compared to the engineering services agreement prepared in 2020 for HMB Tank #1.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to authorize the General Manager to enter into a professional service agreement with EKI Environment and Water, Inc. for engineering design and bid support services for the Half Moon Bay Tank #2 Project for an amount not-to-exceed \$636,800.

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

B. Approval of Professional Services Agreement with Balance Hydrologics, Inc. for Denniston/San Vicente Stream Gaging, Groundwater Monitoring, and Data Collection

Ms. Rogren explained that quantifying the amount of water available for diversion from Denniston Creek and San Vicente Creek is important to the District's efforts to secure its water rights on these streams. Balance Hydrologics has been providing the stream gaging, groundwater monitoring and data collection since Water Year 2011.

ON MOTION BY Director Mickelsen and seconded by Vice President Muller, the Board voted by roll call vote to authorize the General Manager to enter into a Professional Services Agreement with Balance Hydrologics, Inc. for Water Year 2027 stream gaging, groundwater monitoring, and data analysis for the Denniston and San Vicente watersheds for an estimated time-and-materials cost at \$109,364.

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

C. Purchase of Hydrants from Underground Republic Water Works, Inc.

Mr. Sturdivan explained that the District's Capital Improvement Program includes \$140,000 for dry barrel hydrant replacement in Fiscal Year 2026-2027. Since 2020, District staff have upgraded over 200 hydrants as part of an ongoing hydrant replacement program. Staff have identified 56 remaining dry barrel hydrants to be replaced. Staff requested bids from four vendors, and Underground Republic Water Works, Inc. submitted the lowest responsive quote.

ON MOTION BY Director Dickson and seconded by Director Coverdell, the Board voted by roll call vote to authorize the General Manager to procure 27 Clow 2065 bronze wet barrel hydrants for \$138,541.39 from Underground Republic Water Works, Inc.

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

D. Appoint Agency Designated Representative(s) for Labor Negotiations between the District and Prospective General Manager

Ms. Rogren summarized that in anticipation of her retirement in March 2027, the District is currently recruiting for the next General Manager. As part of the recruitment process, the District will be negotiating the terms and conditions of employment with a prospective candidate.

ON MOTION BY Vice President Muller and seconded by Director Dickson, the Board voted by roll call vote to designate Director Coverdell and Director Dickson as the District's representatives for labor negotiations between the District and the prospective General Manager.

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

7) MONTHLY INFORMATIONAL REPORTS

A. General Manager's Report

Ms. Rogren reported that SFPUC opened the Skyline Watershed Ridge Trail to the public beginning on August 24, 2026.

B. Operations Report

Mr. Donovan summarized the Operations highlights for the month of August 2026.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no requests for future agenda items.

9) CLOSED SESSION -at 6:38 p.m.

A. Conference with Real Property Negotiators

Pursuant to California Government Code Section 54956.8

Property: Permanent easement along access road to the District's Nunes Water Tank Site in the City of Half Moon Bay, CA [APN 056-310-420 and 056-310-050]

Agency Negotiator: Mary Rogren, General Manager

Negotiating Parties: Dovercrest, LLC Properties, Keet Nerhan

Under Negotiation: Price and Terms of Payment

B. Conference with Labor Negotiators

Pursuant to California Government Code Section 54957.6

Agency Designated Negotiators: Director Dickson and Director Coverdell

Unrepresented Employees: Prospective General Manager

10) RECONVENE TO OPEN SESSION - at 7:27 p.m.

Public Reports on Closed Session Actions - Mr. Miyaki reported:

Closed session item A, Direction was given to agency negotiator.

Closed session item B, No action was taken.

11) MEETING ADJOURNED - at 7:30 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Bob Feldman, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

Tuesday, September 15, 2026 – 10:30 a.m.

The Public was able to participate in the public meeting at the District Office. This was an in-person meeting.

- 1) **ROLL CALL** - President Feldman called the meeting to order at 10:31 a.m.
Present at roll call: Vice President Muller, Director Ken Coverdell, Director Chris Mickelsen, and Director Dickson.

Also present: Mary Rogren, General Manager, Ingrid Anderson, Administrative Analyst

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC COMMENT**

There was no public comment.

- 4) **CLOSED SESSION** - at 10:32 a.m.

A. Pursuant to California Government Code Section 54957
Public Employee Appointment
Title: General Manager

- 5) **RECONVENE TO OPEN SESSION** - at 11:47 a.m.

President Feldman reported that no action was taken.

- 6) **ADJOURNMENT** - at 11:47 a.m.

Respectfully submitted,

Bob Feldman, President
Board of Directors

Mary Rogren, General Manager
Secretary to the District

FY 2026 / 2027

[illegible]

5/8" meter = 1.0 connection
3/4" meter = 1.5 connections
1" meter = 2.5 connections
1.5" meter = 5.0 connections
2" meter = 8 connections
3" meter= 17.5 connections

[illegible]

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2027

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	1.00	15.60	0.00	27.42	12.88	55.90	4.38	51.52
AUG	1.00	12.60	0.00	33.68	13.91	60.19	3.67	56.52
SEPT	1.20	12.40	0.00	30.48	12.63	55.51	3.33	52.18
OCT						0.00		0.00
NOV						0.00		0.00
DEC						0.00		0.00
JAN						0.00		0.00
FEB						0.00		0.00
MAR						0.00		0.00
APR						0.00		0.00
MAY						0.00		0.00
JUN						0.00		0.00
TOTAL	3.20	40.60	0.00	91.58	39.42	171.60	11.38	160.22
% MONTHLY TOTAL	0.0%	27.9%	0.0%	49.1%	23.0%	100.0%	7.8%	92.2%
% ANNUAL TO DATE TOTAL	0.0%	23.7%	0.0%	53.4%	23.0%	100.0%	6.6%	93.4%

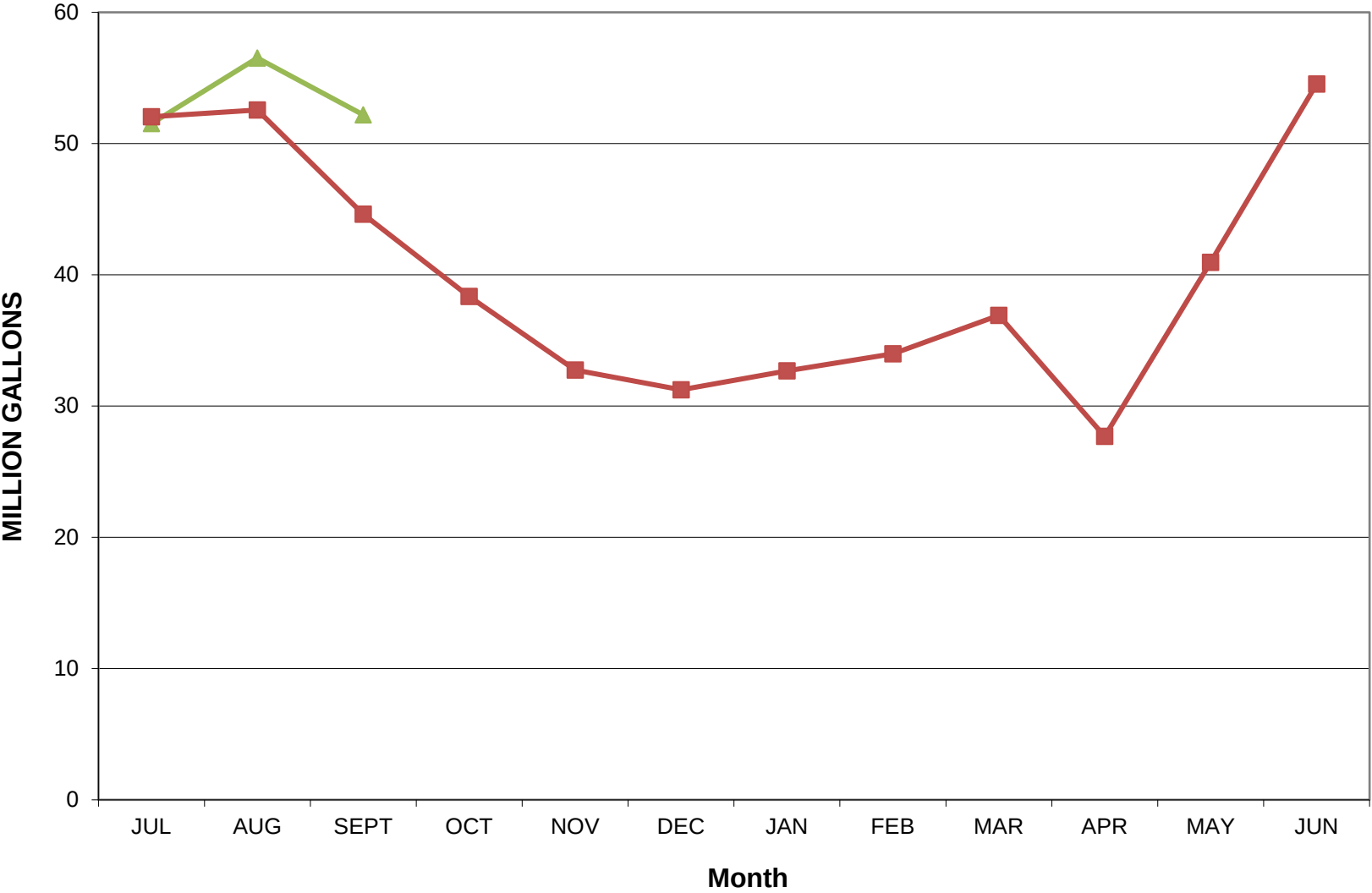
CCWD vs SFPUC- month 27.9%

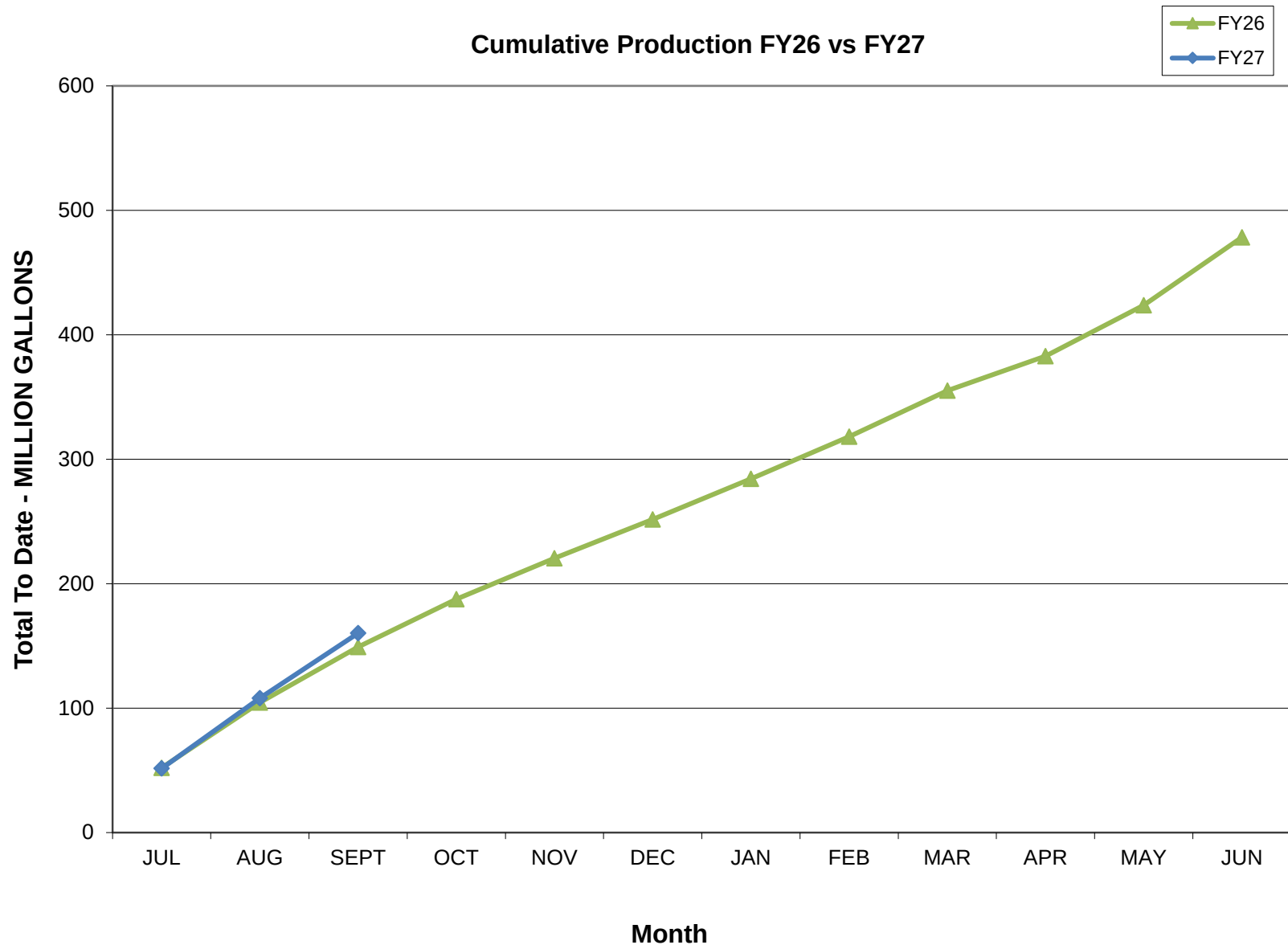
CCWD vs SFPUC- annual 23.7%

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2026

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.00	17.60	0.00	26.99	11.50	56.09	4.04	52.05
AUG	0.00	15.80	0.00	29.56	11.56	56.92	4.37	52.55
SEPT	0.00	13.00	0.00	26.69	7.77	47.46	2.84	44.62
OCT	0.00	7.60	0.00	24.10	9.28	40.98	2.62	38.36
NOV	0.00	14.30	14.83	5.84	1.08	36.05	3.30	32.75
DEC	0.00	11.50	13.85	9.03	0.00	34.38	3.15	31.23
JAN	0.00	10.40	18.86	6.29	0.00	35.55	2.86	32.69
FEB	0.00	11.60	13.74	8.17	2.20	35.71	1.73	33.98
MAR	0.00	21.30	13.91	1.93	3.78	40.92	4.00	36.92
APR	0.00	26.50	0.00	7.29	0.00	33.79	6.10	27.69
MAY	0.00	23.60	0.00	17.53	4.41	45.54	4.59	40.95
JUN	1.00	20.10	0.00	18.16	18.57	56.83	2.29	54.54
TOTAL	1.00	193.30	75.19	181.58	70.15	520.22	41.89	478.33
% Annual Total	n/a	37.2%	14.5%	34.9%	13.5%	0.0%	8.1%	91.9%

Monthly Production FY 26 vs 27





Coastside County Water District Monthly Sales By Category (MG) FY2027

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	26.67	26.70	26.32										79.69
COMMERCIAL	2.96	3.13	3.05										9.14
RESTAURANT	1.81	1.77	1.70										5.27
HOTELS/MOTELS	2.76	2.92	2.70										8.38
SCHOOLS	0.50	0.61	0.71										1.82
MULTI DWELL	2.62	2.65	2.69										7.96
BEACHES/PARKS	0.66	0.71	0.36										1.73
AGRICULTURE	1.36	1.30	1.28										3.94
RECREATIONAL	0.25	0.24	0.24										0.73
MARINE	0.41	0.56	0.45										1.43
RES. IRRIGATION	1.41	1.60	1.60										4.60
DETECTOR CHECKS	0.01	0.01	0.00										0.01
NON-RES. IRRIGATION	0.39	1.62	0.75										2.76
RAW WATER	9.84	8.79	9.58										28.21
PORTABLE METERS	0.08	0.25	0.30										0.63
CONSTRUCTION	0.29	0.30	0.25										0.84
TOTAL - MG	52.00	53.16	51.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	157.14

Non Residential Usage	25.33	26.46	25.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Running 12 Month Total			496.69										
12 mo Residential			280.11										
12 mo Non Residential			216.59										

FY2026

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	26.41	26.56	26.88	24.83	21.31	20.72	20.72	19.97	21.54	23.54	22.69	25.09	280.27
COMMERCIAL	2.98	3.05	3.02	3.03	2.69	2.80	2.72	2.71	2.90	2.79	2.69	2.89	34.28
RESTAURANT	1.60	1.78	1.64	1.78	1.43	1.34	1.46	1.35	1.60	1.61	1.48	1.70	18.77
HOTELS/MOTELS	2.80	2.86	2.73	2.67	2.26	2.07	2.19	2.11	2.64	2.75	2.72	2.97	30.78
SCHOOLS	0.54	0.61	0.49	0.50	0.23	0.21	0.15	0.20	0.24	0.24	0.26	0.24	3.89
MULTI DWELL	2.62	2.65	2.62	2.66	2.40	2.35	2.38	2.31	2.57	2.57	2.51	2.57	30.20
BEACHES/PARKS	0.59	0.72	0.53	0.48	0.27	0.17	0.16	0.17	0.22	0.31	0.41	0.76	4.81
AGRICULTURE	1.41	1.35	1.41	1.31	1.12	1.39	1.79	1.02	0.97	1.09	1.09	1.17	15.11
RECREATIONAL	0.25	0.25	0.25	0.24	0.22	0.19	0.21	0.21	0.22	0.23	0.20	0.22	2.69
MARINE	0.32	0.39	0.49	0.35	0.32	0.30	0.42	0.38	0.30	0.32	0.37	0.33	4.28
RES. IRRIGATION	1.76	1.70	1.73	1.10	0.52	0.29	0.16	0.41	0.40	0.81	0.70	1.26	10.84
DETECTOR CHECKS	0.01	0.02	0.00	0.00	0.00	0.00	0.00	0.01	0.00	0.00	0.00	0.00	0.06
NON-RES. IRRIGATION	2.39	0.43	3.35	0.58	0.19	0.11	0.07	0.11	0.10	0.13	0.11	2.15	9.72
RAW WATER	9.46	9.86	4.75	2.27	4.09	0.00	0.00	2.20	1.47	2.30	1.49	8.18	46.07
PORTABLE METERS	0.25	0.22	0.27	0.13	0.16	0.12	0.04	0.09	0.07	0.14	0.22	0.32	2.02
CONSTRUCTION	0.21	0.22	0.21	0.20	0.18	0.17	0.15	0.17	0.19	0.22	0.22	0.26	2.41
TOTAL - MG	53.59	52.65	50.39	42.14	37.39	32.23	32.62	33.44	35.43	39.04	37.15	50.12	496.19

Running 12 Month Total			496.19
12 mo Residential			280.27
12 mo Non Residential			215.92

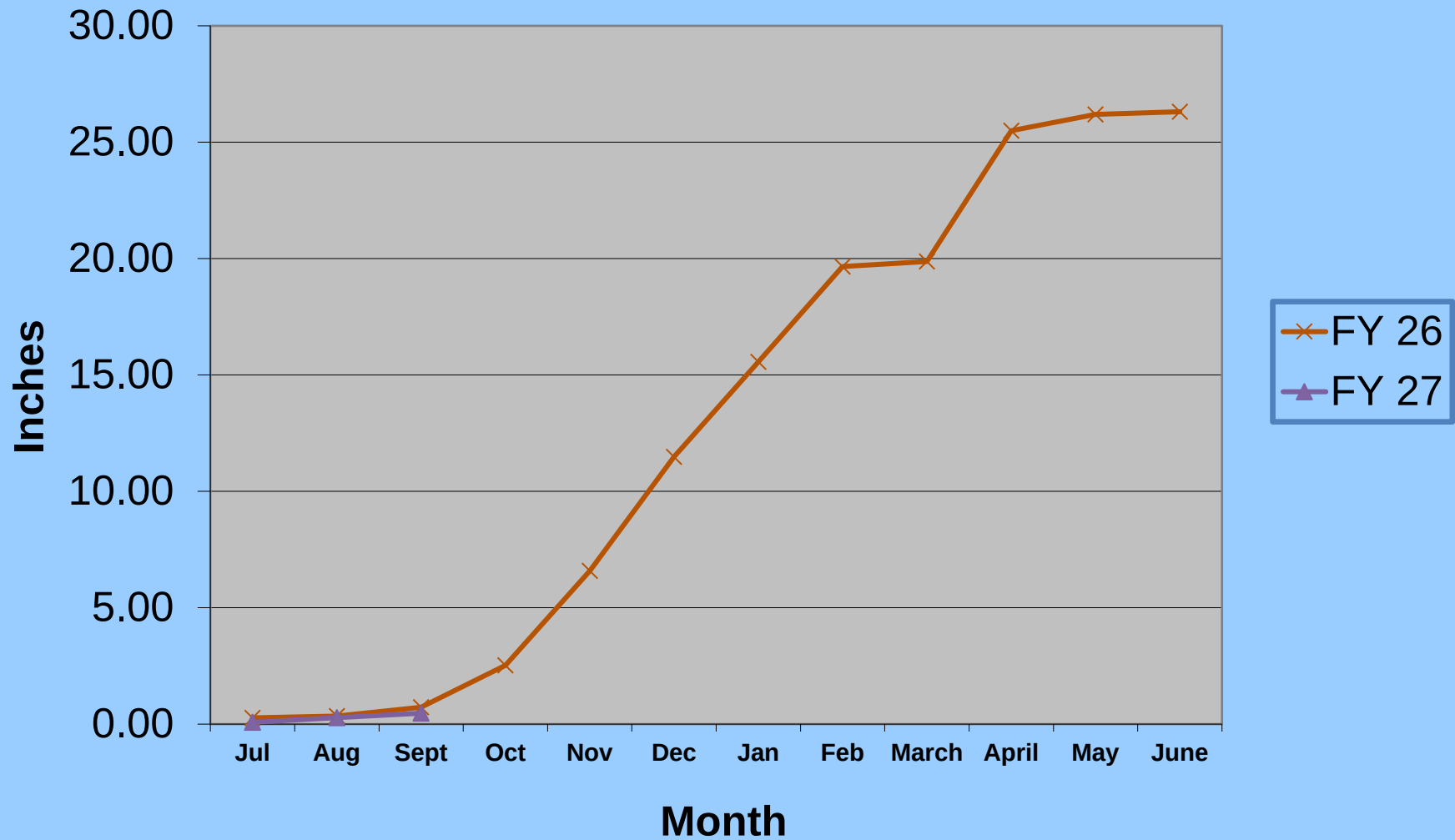
MONTH		September-26									
Coastside County Water District Monthly Discharge Report											
EMERGENCY MAIN AND SERVICE REPAIRS											
C o u n t	Date Reported Discovered	Time Reported	Date Repaired	Time Repaired	Estimated Duration of Leak	(Identifier) Location	Estimated Water Volume Loss (MG)	Class Type	Material Type	Size (Inches)	Work Order Numbe
1	9/13/2026	1100	9/14/2026	0100	2 Hours	754 El Granada Blvd	0.001	Service	Plastic	3/4"	9470
2	9/9/2026	1530	9/16/2026	1030	163 Hours	285 Metzgar St	0.001	Main	CI	6"	9468
3	9/28/2026	1715	9/30/2026	1100	41 Hours	585 Myrtle Street	0.001	Service	Plastic	3/4"	9471
4											
5											
6											
7											
8											
						Total	0.003				

OTHER DISCHARGES	
Total Volumes (MG)	
Flushing Program	0.012
Reservoir Cleaning	0.000
Automatic Blowoffs	0.187
Dewatering Operations	0.000
Other (includes flow testing)	0.010
DISCHARGES GRAND TOTAL (MG)	
0.209	

Nunes
Rainfall in Inches

[illegible]

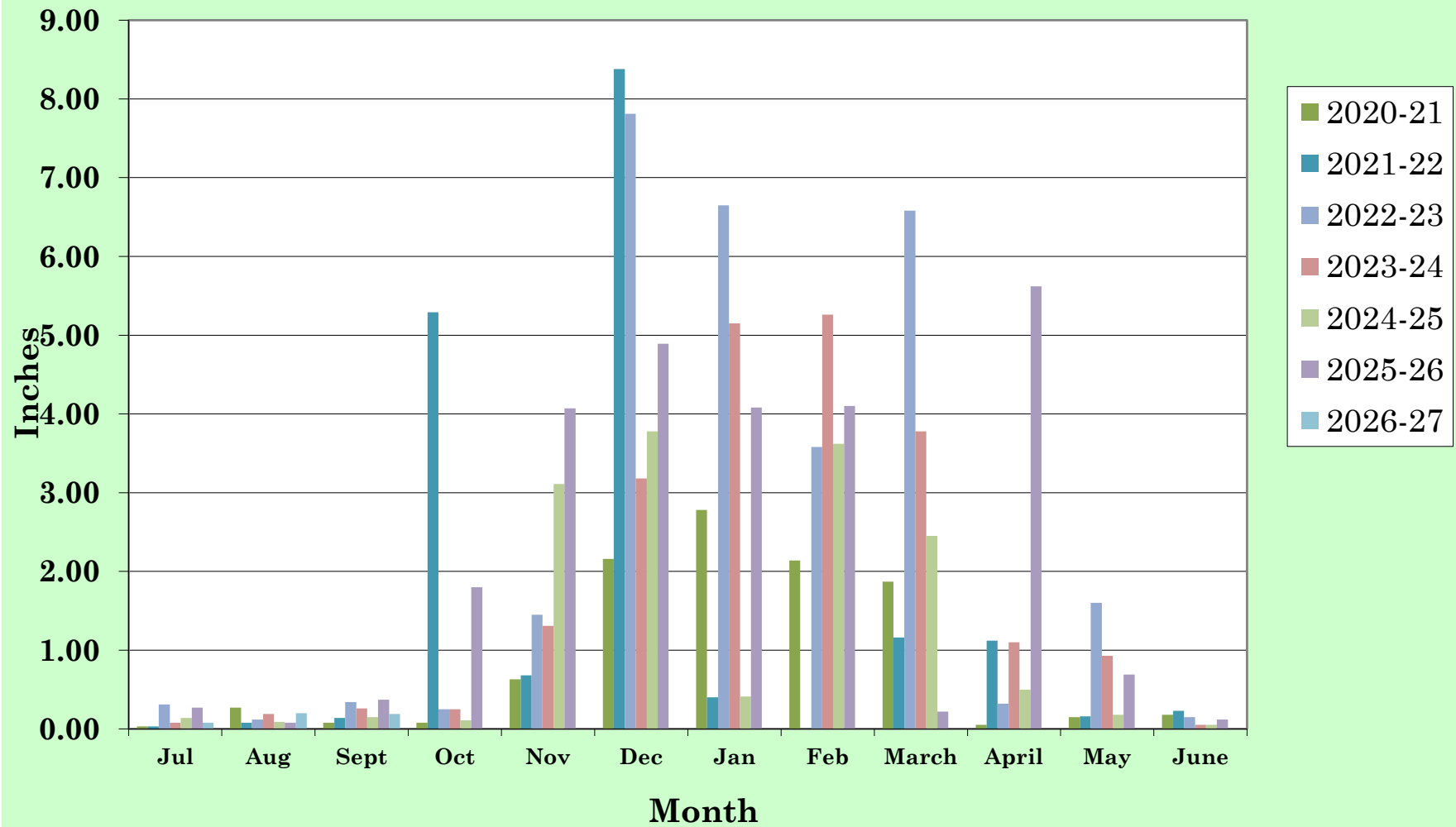
Rainfall Total Comparison Fiscal Years 2025-26 vs. 2026-27



Coastside County Water District

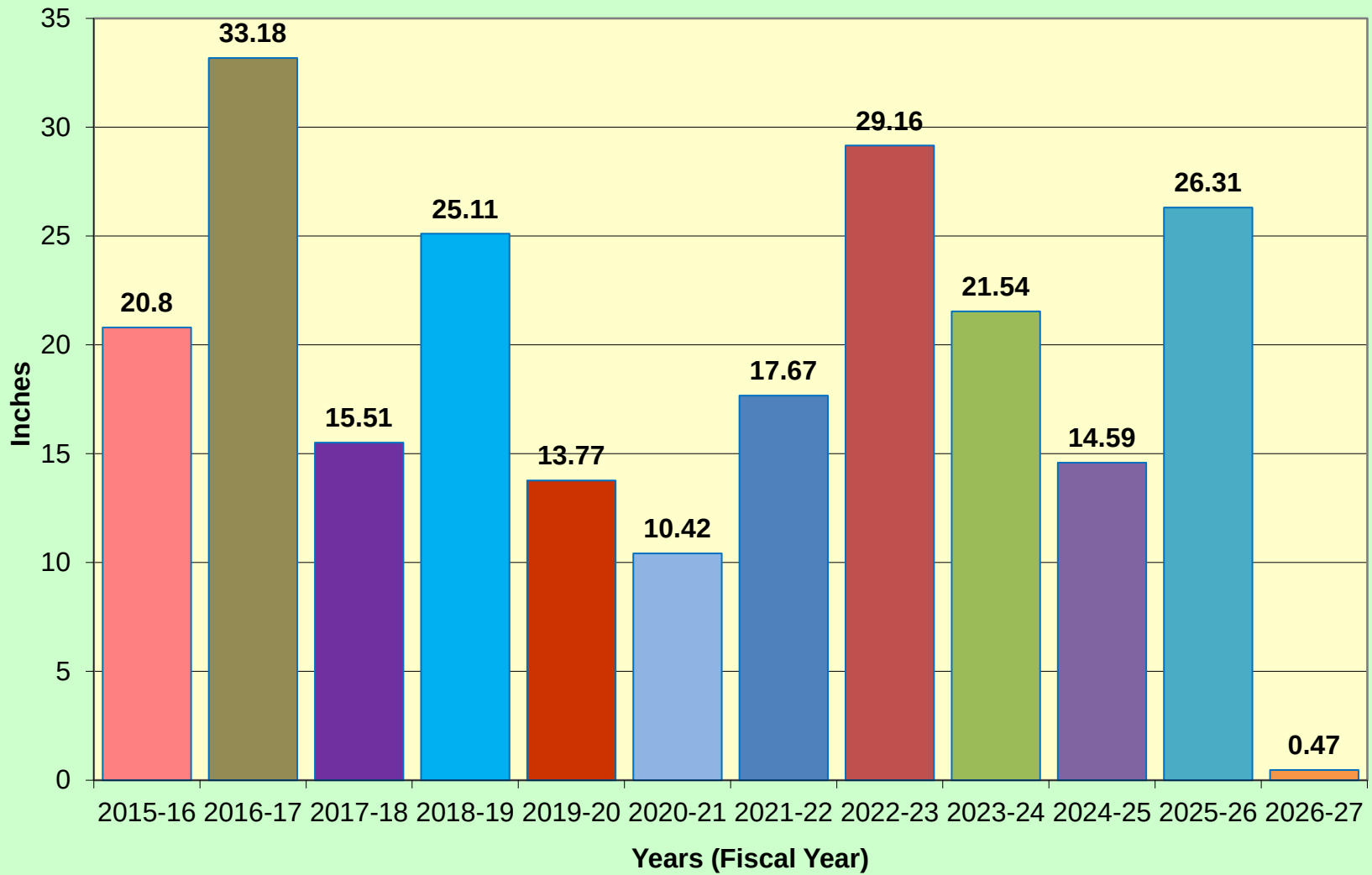
Rainfall by Month

Fiscal Years 2021 - 2027



Rain Totals

Fiscal Years 2016- 2026



San Francisco Public Utilities Commission

Hydrological Conditions Report

August 2026

H. Forrester, R. Milton, L. Stewart
Prepared September 1, 2026



View looking downstream at O'Shaughnessy Dam spillway during September 1st California Division of Safety of Dams (DSOD) inspection. Inspections and maintenance have been underway at dams, powerhouses, and valves throughout the upcountry system as the summer season closes.

System Storage

Current Tuolumne System and Local Bay Area storage conditions are summarized in Table 1.

Table 1. Current System Storage as of September 1, 2026							
	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	acre-feet	millions of gallons	acre-feet	millions of gallons	acre-feet	millions of gallons	
Tuolumne System							
Hetch Hetchy Reservoir ¹	311,876		360,360		48,484		87%
Cherry Reservoir ²	240,080		268,811		28,731		89%
Lake Eleanor ³	20,954		27,100		6,146		77%
Water Bank	570,000		570,000		0		100%
Tuolumne Storage	1,142,910		1,226,271		83,361		93%
Local Bay Area Storage							
Calaveras Reservoir	58,367	19,019	96,670	31,500	38,303	12,481	60%
San Antonio Reservoir	42,934	13,990	52,506	17,109	9,572	3,119	82%
Crystal Springs Reservoir	41,314	13,462	68,743	22,400	27,430	8,938	60%
San Andreas Reservoir	15,940	5,194	18,898	6,158	2,958	964	84%
Pilarcitos Reservoir	1,808	589	3,118	1,016	1,310	427	58%
Total Local Storage	160,363	52,254	239,936	78,183	79,573	25,929	67%
Total System	1,303,273		1,466,206		162,933		89%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates activated.

² Maximum Cherry Reservoir storage with flashboards removed.

³ Maximum Lake Eleanor storage with all flashboards installed.

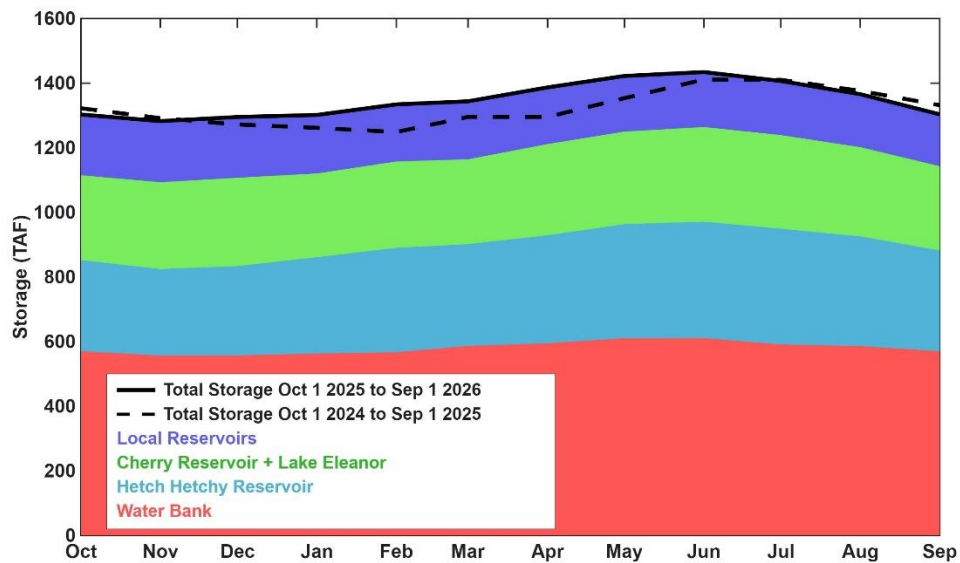


Figure 1: Local and Upcountry Reservoir storage. Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage for the previous 12 months.

Hetch Hetchy System Precipitation Index

Current Month: The August 2026 six-station precipitation index was 0.02 inches, or 200% of the 1991-2020 median August precipitation.

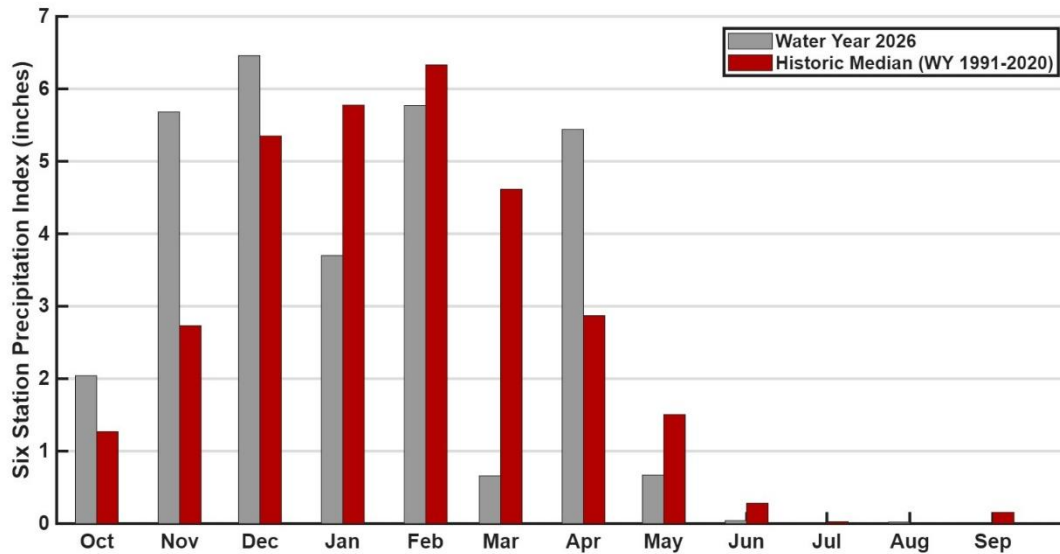


Figure 2: Monthly distribution of the six-station precipitation index relative to the monthly precipitation medians as of September 1. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

Cumulative Precipitation to Date: The cumulative six-station precipitation index for Water Year (WY) 2026 is 30.45 inches, which is 86% of the median to-date. The Hetch Hetchy Weather Station received 0.08 inches of precipitation in August resulting in a total of 31.10 inches for WY 2026, or 90% of the WY median to-date. The cumulative WY 2026 Hetch Hetchy Weather Station precipitation is shown in Figure 3 in red.

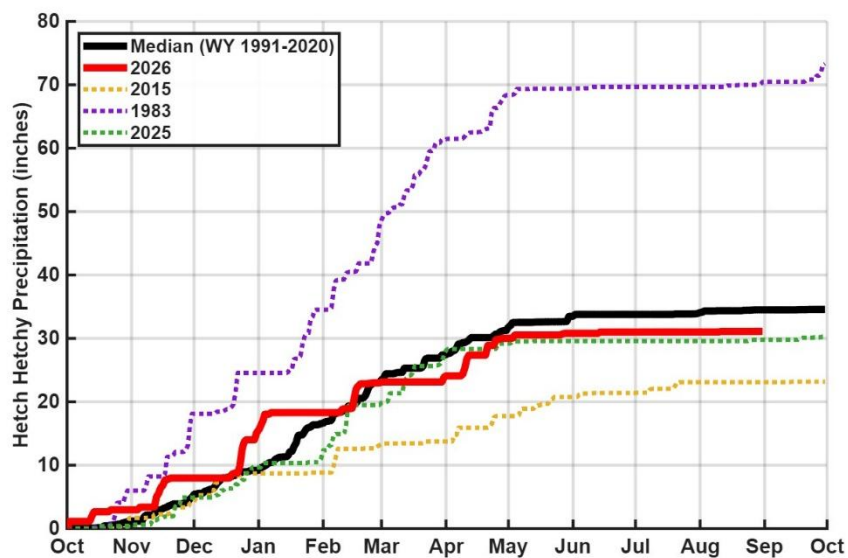


Figure 3: Water Year 2026 cumulative precipitation measured at Hetch Hetchy Weather Station as of September 1. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with Water Year 2025 for comparison purposes.

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for August 2026 and Water Year 2026 is summarized below in Table 2.

Table 2. Calculated reservoir inflows and Water Available to City								
All flows are in acre-feet ¹	August, 2026				October 1, 2025 through August 31, 2026			
	Observed Flow	Median ¹	Mean ¹	Percent of Mean	Observed Flow	Median ¹	Mean ¹	Percent of Mean
Inflow to Hetch Hetchy Reservoir	1,884	5,262	13,011	14%	584,918	701,700	756,455	77%
Inflow to Cherry Lake and Lake Eleanor	0 ²	2,325	4,561	0%	403,936	464,076	503,655	80%
Tuolumne River at LaGrange	11,286	16,872	28,918	39%	1,440,030	1,653,577	1,930,331	75%
Water Available to City	0	0	1,636	0%	393,533	580,260	870,168	45%

¹Hydrologic Record: 1991-2020

²Evaporation losses exceeded total real inflows resulting in a net negative monthly inflow via mass balance calculations.

Hetch Hetchy System Operations

Water deliveries via the San Joaquin Pipeline (SJPL) were 220 MGD throughout the month of August.

Hetch Hetchy Reservoir power draft and stream release totaled 29,480 acre-feet during the month of August. The required minimum instream release during August was 110 cfs (Year Type B). It reduces to 80 cfs on September 1st and again to 65 cfs on September 15th (Year Type B).

Cherry Reservoir power draft and stream release totaled 12,928 acre-feet during the month of August. The required minimum instream release for August was 15 cfs and will remain at 15 cfs for September.

Lake Eleanor stream release totaled 1,333 acre-feet during the month of August. 2,648 acre-feet of water was transferred to Cherry Reservoir via the Cherry-Eleanor Pumping Station. The required minimum instream release for August was 20 cfs. It will remain at 20 cfs through September 15th, reducing to 10 cfs on September 16th.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant production rate for the month was 30 MGD. The Sunol Valley Water Treatment Plant was offline and produced 0 MG.

Regional System Water Delivery

The average August delivery rate was 229 MGD which shows no change from the July delivery rate of 229 MGD.

Local Precipitation

The rainfall summary for August 2026 and Water Year 2026 is presented in Table 3.

Weather Station Location	August 2026		October 1, 2025 through August 31, 2026	
	Total (inches)	Percent of Mean for the Month	Total (inches)	Percent of Mean for the Year-To-Date
Pilarcitos Reservoir	0.08	267%	37.46	112%
Lower Crystal Springs Reservoir	0.05	100%	29.51	134%
Calaveras Reservoir	0.00	0%	21.81	121%

*Mean Period = WY 1991-2020

Water Supply and Planned Water Supply Management

Conditions in the Tuolumne River Basin were characteristically dry during August with temperatures slightly above seasonal average. A stable pattern of hot and dry conditions at the beginning of the month was interrupted in mid-August by a low-pressure system delivering cooler temperatures and modest upcountry precipitation. Warm and dry conditions re-established in late August but were again interrupted by a low-pressure system delivering sharp cooling and modest precipitation at the end of the month.

Unimpaired flow at La Grange remained below the Districts' maximum entitlement throughout the month. As such, no Water Available to the City (WAC) was observed in August (Figure 4). Inflows to SFPUC reservoirs were similarly low. Hetch Hetchy Reservoir is drafting via instream releases and Kirkwood Powerhouse power draft to match deliveries to the SJPL and Moccasin Fish Hatchery. Power draft from Hetch Hetchy Reservoir will continue to match deliveries during September. Cherry Reservoir is drafting via minimum instream releases and scheduled Holm Powerhouse power draft to provide recreational releases through Labor Day. Holm Powerhouse will then remain offline until active weather resumes. Lake Eleanor is drafting via minimum instream releases. The Cherry-Eleanor Pumps were activated for nine days in early August, targeting a Lake Eleanor storage of 22,000 acre-feet to accommodate construction activities. The pumps are planned to be reactivated after Labor Day, targeting a reservoir storage of 18,000 acre-feet on September 30th. Water Bank is expected to remain full or debit slightly through September.

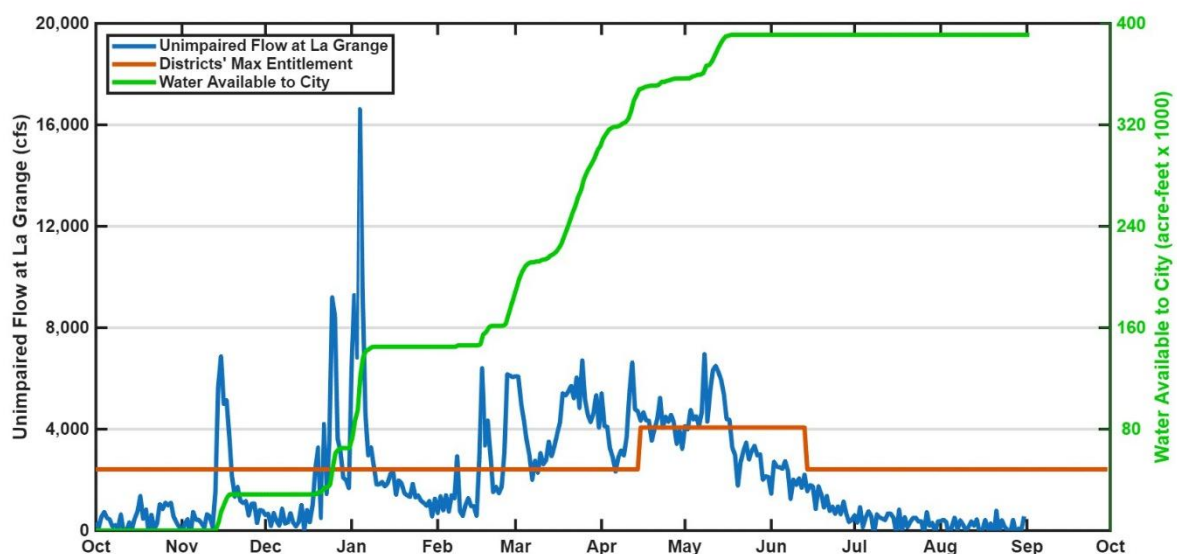


Figure 4: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: October 13, 2026

Date: October 9, 2026

Agenda Title: Approval of Professional Services Agreement with EKI Environment and Water, Inc. for the Preliminary Design Engineering Services for the Miramontes Potable Water Consolidated Storage Project

Recommendation/Motion:

Authorize the General Manager to enter into a professional service agreement with EKI Environment and Water, Inc. for the preliminary design engineering services for the Miramontes Potable Water Consolidated Storage Project for a not-to-exceed price of \$273,000.

Background:

EKI Environment and Water, Inc. (EKI) recently completed the District's Potable Water Storage Master Plan (Storage Master Plan) which identified and prioritized two water storage improvement projects for the District's near-term consideration. At its September 8, 2026 meeting, the Board of Directors approved moving forward with the engineering design for the first project, the replacement of Half Moon Bay (HMB) Tank #3, following the successful completion of HMB Tank #1 in June 2026.

The Storage Master Plan also identified and prioritized a second project to improve water storage and pumping facilities in the southern portion of the District's service area. Previous tank evaluations determined that the Alves Tank, a 1.5-million-gallon steel tank constructed in 1974 and located on Miramontes Point Road, requires major rehabilitation or replacement due to its condition and the need to meet current seismic standards. In addition, its location and elevation limit the District's ability to effectively utilize the Alves Tank to serve the lower portions of the District's service area, including downtown Half Moon Bay. The Miramontes Tank, a .4-million-gallon steel tank constructed in 1999 and located at a higher elevation on Miramontes Point Road,

only serves the Moonridge Apartments. Given its age and condition, this tank will also require rehabilitation in the near future.

Rather than rehabilitating both existing tanks, EKI recommends that the District consider demolishing the two tanks and constructing one new, appropriately sized tank at the existing Miramontes Tank site. As identified in the Storage Master Plan, EKI determined that constructing one new tank at a more suitable location could be considerably more cost-effective than rehabilitating two substandard tanks at their existing locations. Because of its higher elevation, a new 2-million-gallon prestressed concrete tank at the Miramontes site could provide greater redundancy and operational flexibility for the southern portion of the District's service area, including downtown Half Moon Bay. The project would also include a larger, upgraded pump station at the Alves site and approximately 2,400 linear feet of new 12-inch water pipeline between the Alves and Miramontes sites.

The key tasks in EKI's preliminary design engineering services for this project include the following:

- Project management and coordination
- Geotechnical investigation
- Document review, site investigation and topographic survey, and base map development
- Basis of Design Report and 30% Submittal, including opinion of probable cost (OPC)

The proposal budget for EKI's preliminary design is \$273,000 which includes the following:

Sub-consultants (including markup):

Geologic and Associates (geotechnical investigation)	\$ 59,000
Underwood & Rosenblum Inc (site investigation/topography)	26,000
Peterson Structural Engineers (structural engineering)	10,000
TJC & Associates (instrumentation, controls, electrical)	<u>33,000</u>
Total Sub-consultants	\$128,000

EKI	<u>\$145,000</u>
Total Project	<u>\$273,000</u>

This preliminary design phase is estimated to be completed by Summer, 2027 .

Given the scope and complexity of the improvements, construction of the project would likely occur in multiple phases. The District's 10-year Capital Improvement Program includes the following phasing for the project over the next 8 years at a total budgeted amount of \$17,441,000:

FY2026/2027 - FY2029/2030: Engineering, CEQA/Environmental, Permitting

FY2030/2031: Alves Pump Station & Miramontes Pt Road Pipeline Construction

FY2032/2033 - FY2033-2034: Miramontes Prestressed Concrete Tank Construction

Because EKI developed this conceptual vision as part of the District's Potable Water Storage Master Plan and in conjunction with hydraulic modeling of the District's water system, Staff is confident that EKI is well-positioned to advance the concept into a basis of design. Staff therefore recommends that the Board approve this proposal.

Fiscal Impact: \$273,000

(\$325,000 is included in the District's approved Capital Improvement Program for FY2026/2027.)

Attachments:

Attachment A - EKI Environment and Water, Inc. Proposal

24 September 2026

Ms. Mary Rogren
General Manager
Coastside County Water District
766 Main Street
Half Moon Bay, California 94019

Subject: Proposal for Preliminary Design Engineering Services for the Miramontes Potable Water Consolidated Storage Project
Coastside County Water District, Half Moon Bay, California
(EKI B80108.60)

Dear Ms. Rogren:

EKI Environment & Water, Inc. (EKI) is pleased to provide this proposal to Coastside County Water District (District) for preliminary design engineering services for the Miramontes Potable Water Consolidated Storage Project (Project). For this Project, EKI proposes to team with Geologic & Associates (Geologic) for geotechnical engineering support, Underwood and Rosenblum, Inc. (U&R) for topographic surveying, Peterson Structural Engineers, Inc. (PSE) for structural engineering support, and TJC and Associates, Inc. (TJCAA) for instrumentation, controls, and electrical (ICE) engineering support. This proposal has been prepared in response to the District's request.

PROJECT UNDERSTANDING

EKI recently completed the District's Potable Water Storage Master Plan (PWSMP) (EKI, 2026), which identified a need to improve water storage and pumping facilities in the southern portion of the District's service area.

The existing facilities in the southern portion of the District's service area includes the 1.5-million-gallon Alves Tank, built in 1974; the Alves Pump Station; and the 0.4-million-gallon Miramontes Tank, built in 1999. Prior evaluations found that the Alves Tank requires major rehabilitation or replacement given the tanks condition and to meet current seismic code. Additionally, the Alves Tank's operating level limits the tank's ability to support the District's lower-elevation service area, including downtown Half Moon Bay. The Miramontes Tank will soon need replacement of the interior and exterior protective coatings and currently serves only the area between the Miramontes and Alves sites, including the Moon Ridge Apartments.

Rather than rehabilitating both existing tanks, the District has concluded that constructing one larger, consolidated tank at the Miramontes site would provide greater long-term value and better serve the southern portion of the District's service area.

This proposal is limited to preliminary design for the Project, which will include:

- Decommissioning the existing Alves Tank and Alves Pump Station;

- Replacing the Miramontes Tank with a new approximately 2.0-million-gallon prestressed concrete tank;
- Building a new pump station and pressure regulating facility at the Alves site; and
- Installing approximately 2,400 feet of new 12-inch water pipeline between the Alves and Miramontes sites.

The District will likely implement the Project in multiple phases. The preliminary design will address both anticipated phases and provide the foundation for future work, including environmental review under the California Environmental Quality Act (CEQA), permitting, detailed design, bidding, construction management and engineering services, and construction.

PROPOSED SCOPE OF WORK

EKI proposes the following tasks as part of this scope of work.

Task 1: Project Management and Coordination

EKI will provide Project management, general coordination, and quality control reviews of all Project submittals. EKl will provide frequent and clear communication with the District throughout the Project to ensure that deadlines and budgets are met. EKl will perform general Project management tasks including as-needed communications and general consulting services, budget tracking, invoicing, and schedule updates. Each monthly invoice will include a progress summary report describing the work performed during that month and the next steps for the Project. EKl will set up and maintain a file sharing site for use by the District and the EKl Team. EKl will follow its standard quality control and quality assurance (QA/QC) procedures for each deliverable. For budgeting purposes, QA/QC tasks are included in Tasks 2 through 4.

EKI will coordinate and attend the following meetings:

- The Project Kickoff meeting;
- Up to three progress meetings over the duration of the Project; and
- One two-hour meeting to present findings and recommendations to the District's Facility Committee and/or Board of Directors.

At the kickoff meeting, EKl will provide a preliminary Project schedule, which will be updated and shared as needed.

Deliverables:

- Monthly progress summary reports, provided with invoices.
- Agenda and meeting minutes for each meeting, with a list of attendees.
- Project schedule, provided at the kick-off meeting and updated as needed.
- Presentation materials for the District's Facilities Committee or Board of Directors meeting presentations.

EKI Assumptions:

- The District's Facility Committee/Board of Directors meeting will be held in person, and all other meetings will be held virtually.

Task 2: Geotechnical Investigation

The EKI team will perform a geotechnical investigation to explore subsurface conditions at the Miramontes Tank site, the Alves Pump Station site, and along the pipeline alignment on Miramontes Point Road. The EKI team will develop geotechnical recommendations for the Project's design and construction.

The geotechnical investigation is anticipated to include the following tasks:

- Review pertinent geological information for the area.
- Conduct a site visit to observe existing site conditions and mark proposed boring locations.
- Notify USA for underground utility clearance.
- Obtain an encroachment permit from San Mateo County (County) for field subsurface exploration on Miramontes Point Road.
- Obtain a subsurface drilling permit from the County of San Mateo Environmental Health Services Division (SMCEHS).
- Subcontract with a private underground services locator to check the proposed boring locations for the presence of underground utilities.
- Coordinate subsurface exploration with the District and County.
- Perform subsurface exploration by means of exploratory borings using a track or truck-mounted drilling rig. In the borings, soil sampling and penetration testing will be performed at approximately 5-foot intervals. Traffic control will be provided during borings along Miramontes Point Road. The proposed boring locations and depths are shown below.

Location	Proposed Number & Depths of Borings
Miramontes Tank Site	2 borings each to 25 feet
New Alves Pump Station	1 boring to 15 feet
Miramontes Point Road	6 borings each to 7 feet

- Borings will be backfilled with cement grout per SMCEHS requirements.
- Perform laboratory testing on selected soil samples obtained from the borings to evaluate pertinent engineering properties.
- Perform engineering analysis on the data collected from borings.
- Prepare a geotechnical investigation report to present findings and recommendations.

The EKI team will use the results of the geotechnical investigation to assist in the preliminary design including the soil constructability, tank and pump station foundations, and the corrosivity requirements for the pipeline.

Deliverables:

- Draft and final Geotechnical Reports in PDF format.
- Subsurface drilling permit.
- County encroachment permit including traffic control.

Assumptions:

- In existing pavement areas, the top of the borings will be filled with cold patch asphalt or Portland cement dyed black.
- Cost is based on conventional geotechnical subsurface exploration with truck or track-mounted equipment, and no special requirements or procedures.
- Soil samples collected from the six borings along Miramontes Point Road will be tested for soil corrosivity. The lab test program is tailored to the 10-point soil-test evaluation guidelines in ANSI/AWWA C105/A21.5 and recommendations will refer to the Ductile Iron Pipe Research Associates (DIPRA) recommendations for corrosion protection.
- Field work will be performed during business hours Monday-Friday, between 7 am-6 pm
- The scope of work includes permitting fees for the encroachment permit from the County (\$2,000) and drilling permits from SMCEHS (\$2,952).
- The traffic control plan will not need to be prepared, signed, and stamped by a registered professional engineer.
- Soil cuttings will be spread in vacant areas owned by the District near the drilling sites. Additional fees will be required if soil cuttings are to be handled differently.
- No work plan is required for field work. Additional fees will be required if a work plan is required.

Task 3: Document Review, Site Investigation and Topographic Survey, and Base Map Development

Under this task, the EKI team will review the available as-built records and other documentation for the Project site and create a Project library.

EKI's subconsultant will perform topographic surveying and mapping to accurately locate existing elevations, improvements, structures, and utilities within the Project extent. EKI will request that the District mark its water mains prior to the field survey. The surveyor will locate and measure visible surface utility features (water valves, fire hydrants, utility boxes, power poles and boxes, manholes and invert depths, and underground utility markings).

Once the field investigation and as-built drawing research is complete, EKI will map the Project site in AutoCAD and add the San Mateo County parcels map, utility data from as-built records, and aerial images to the base map.

EKI will visit the site with the District to confirm the base map and key site features.

EKI Assumptions:

- The District will mark their water line in the Project extent prior to the field survey visit.
- No boundary survey or the placing of monuments will be completed as part of this scope of work.

Task 4: Basis of Design Report

EKI will prepare a Basis of Design Report (BODR) and 30% Submittal that will serve as the foundation for final design, CEQA documentation, and initial permitting. The BODR will include the following:

- Site Layouts: Summary of the Miramontes Tank and Alves Pump Station site layouts selected for the final design showing existing utilities, demolition plans, proposed facility and piping layouts, grading, and site improvements.
- Tank Design Criteria: Confirmation of Miramontes Tank dimensions and elevations including tank diameter, height, floor elevation, and maximum operating level. Evaluations will be based on site constraints, required tank footprint, civil/site improvements needing utility relocation, and D110 Type I tank constructability requirements.
- Tank Appurtenances: Confirmation of the Miramontes Tank controls, communication, mixing, sampling, access ports, stairs, security, and other appurtenances.
- Pump Station and PRV Hydraulics and Design Criteria: EKI will review water system hydraulic modeling results to confirm the pump station configuration and sizing criteria, as well as the PRV design point, sizing, and configuration.
- Pump Type Evaluation: EKI will evaluate potential pump types for the Project and present our findings and recommendations in the BODR. The evaluation will be based on the energy efficiency criteria, space constraints, and estimated capital and operations requirements. EKI will qualitatively consider both capital and operating costs and benefits.
- Pump Station Building: A description of the proposed Alves Pump Station building materials and layout.
- Access Requirements: EKI will work with District staff to develop site access requirements for both the Miramontes Tank and Alves Pump Station, including space needs for vehicles and maintenance.
- Operations: A narrative of the proposed Alves Pump Station operation.
- Pipeline Design: Confirmation of pipeline alignment, materials, and corrosion protection, if required.
- Preliminary Surge Evaluation: EKI will perform a preliminary surge analysis using the hydraulic model to assess the need for surge-protection devices such as surge tanks or air vessels to reduce extreme pressures to within acceptable limits.

- Emergency Generator Sizing: Based on the preliminary Alves Pump Station design, EKI will evaluate the sizing alternatives for an emergency generator and potential placement locations at the Alves site.
- Instrumentation, Controls, and Electrical (ICE) Requirements: EKI will develop the preliminary design criteria and requirements for significant elements of the ICE design for both the Miramontes Tank and Alves Pump Station sites, including recommendations, utility service requirements, equipment load analysis, distribution equipment, standby power requirements, control system components, and instrumentation.
- Construction Sequencing and Phasing: Description of the proposed construction sequencing and phasing, including a discussion of staging areas and required temporary improvements.
- CEQA and Permitting: Discussion of CEQA documentation and permitting requirements for the Project.
- 30% Design Drawings: EKI will develop the following preliminary drawings:
 - Existing site and demolition plans,
 - Proposed site plans,
 - Tank plan and section,
 - Yard piping plans,
 - Grading and paving plans,
 - Pump station mechanical plans,
 - Electrical site plans,
 - Process piping and instrumentation diagram, and
 - Pipeline plans and profiles.
- Schedule: Preliminary Project Schedule by phase.
- Costs: Preliminary engineer's opinion of probable cost (OPC) by phase.

Deliverables:

- PDF file of the draft and final Basis of Design Report, including 30% Design Drawings and OPC.

EKI Assumptions:

- Design documents will be based on the District standards and details.
- The District will provide preferences and comments for equipment and site layout.
- No utility coordination is included.
- Preliminary design will comply with the requirements of the 2025 California Building Code. No formal City or County building department permit review, Title 24 energy calculations, or completion on compliance forms will be required.
- The Alves Pump Station building will be a concrete masonry unit (CMU).
- The District will review and provide comments on the draft BODR.

PROJECT SCHEDULE

We are prepared to begin work immediately on this Project upon receipt of authorization to proceed. EKI will provide its services throughout the duration of design. EKI assumes that the Project can be completed in FY 2026-2027.

COMPENSATION FOR CONSULTING SERVICES

We propose that compensation for consulting services by EKI be on a time and expense reimbursement basis in accordance with our attached current Schedules of Charges, dated 1 January 2026. Based on the proposed Scope of Work described above, we propose a budget of \$273,000 for the completion of Tasks 1 through 4 as shown by task in Table 2 below and detailed in Table 3, attached. The total budget will not be exceeded without additional authorization.

Table 2. Proposed Cost by Tasks

Task	Description	Task Total
1	Project Management and Coordination	\$ 23,500
2	Geotechnical Investigation	\$ 61,200
3	Document Review, Site Investigation and Topographic Survey, and Base Map Development	\$ 39,300
4	Basis of Design Report	\$ 149,000
Total Estimated Budget		\$ 273,000

TERMS AND CONDITIONS

Other than the scope of work, budget, and schedule herein, the work will be performed in accordance with our current Agreement. Thank you for the opportunity to work with the District on this Project. Please contact Jonathan Sutter at 650-292-9100 with any questions.

Mary Rogren
Coastside County Water District
24 September 2026
Page 8 of 8



Very truly yours,

EKI ENVIRONMENT & WATER, INC.

A handwritten signature in blue ink, appearing to read "Jonathan Sutter".

Jonathan Sutter, P.E. – C 81606
Principal Engineer

Attachments

Table 3 – Proposed Budget

EKI Schedule of Charges, dated 1 January 2026

Table 3. Estimated Fee - Preliminary Design Engineering Services for the Miramontes Potable Water Consolidated Storage Project

Coastside County Water District, Half Moon Bay, California
(EKI B80108.60)

TASKS						LABOR COST (\$)	SUBS				OTHER DIRECT COSTS				MARKUP ON DIRECT COSTS	TOTAL DIRECT COSTS	TOTAL	
	G5 Engineer	Yuying Gao, P.E.	Jordan Gans, P.E.	Tim Beaman, P.E.	Jonathan Sutter, P.E.		Geologic & Associates	Underwood and Rosenblum, Inc.	Peterson Structural Engineers	T.J.C and Associates ICE	UNIT	QUANTITY	UNIT COST	TOTAL COST			TASK BUDGET TOTALS (\$)	ROUNDED BUDGET TOTALS (\$)
Task 1 - Project Management and Coordination	\$175	\$221	\$241	\$343	\$353									10%				
General Project Management			16	16	8	\$12,168											\$12,168	
Project Meetings																		
Kick Off Meeting			3	2	2	\$2,115											\$2,115	
Facilities/BOD Meetings			6	4	4	\$4,230					LS	1	\$200	\$200	\$20	\$220	\$4,450	
Progress Meetings			6	4	3	\$3,877											\$3,877	
Communications Fee (EKI Labor Only)												4%	\$22,390			\$896	\$896	
Task 1 Subtotal			31	26	17	\$22,390									\$20	\$1,116	\$23,506	\$23,500
Task 2 - Geotechnical Investigation																		
Geotechnical Investigation	2		4	2	1	\$2,353	\$53,450								\$5,345	\$58,795	\$61,148	
Communications Fee (EKI Labor Only)												4%	\$2,353			\$94	\$94	
Task 2 Subtotal	2		4	2	1	\$2,353	\$53,450								\$5,345	\$58,889	\$61,242	\$61,200
Task 3 - Document Review, Site Investigation and Topographic Survey, and Basemap Development																		
Document Request and Review	6		2	2	1	\$2,571											\$2,571	
Site Investigation and Topographic Survey	4		4	1	1	\$2,360		\$24,000							\$2,400	\$26,400	\$28,760	
Basemap Development	16		8	5	3	\$7,502											\$7,502	
Communications Fee (EKI Labor Only)												4%	\$12,433		\$1,243	\$497	\$497	
Task 3 Subtotal	26		14	8	5	\$12,433		\$24,000							\$3,643	\$26,897	\$39,330	\$39,300
Task 4 - Basis of Design Report																		
Develop 30% Plans	120		40	16	8	\$38,952			\$3,582	\$12,160					\$1,574	\$17,316	\$56,268	
Transient Analysis		24	2		4	\$7,198											\$7,198	
Develop 30% Opinion of Probable Construction Cost	12		8	6	2	\$6,792			\$448	\$1,520					\$197	\$2,165	\$8,957	
Develop Draft BODR	80	4	32	16	8	\$30,908			\$4,926	\$16,720					\$2,165	\$23,811	\$54,719	
QA/QC BODR/30% Design Submittal					8	\$2,824											\$2,824	
Prepare, Conduct, and Document BODR/30% Design Review			4	3	3	\$3,052											\$3,052	
Prepare Final BODR/30% Design Submittal	32		12	6	4	\$11,962											\$11,962	
Communications Fee (EKI Labor Only)												4%	\$101,688			\$4,068	\$4,068	
Task 4 Subtotal	244	28	98	47	37	\$101,688			\$8,956	\$30,400					\$3,936	\$47,359	\$149,047	\$149,000
TOTALS:	272	28	147	83	60	\$138,864	\$53,450	\$24,000	\$8,956	\$30,400				\$200	\$12,944	\$134,261	\$273,125	\$273,000

Client/Address: Coastside County Water District
766 Main Street, Half Moon Bay, CA 94019



Proposal/Agreement Date: 09/24/2026

EKI Proposal/Project # B80108.60

SCHEDULE OF CHARGES FOR EKI ENVIRONMENT & WATER, INC.

1 January 2026

<u>Personnel Classification</u>	<u>Hourly Rate</u>
Officer and Chief Engineer-Scientist	366
Principal Engineer-Scientist	353
Supervising I, Engineer-Scientist	343
Supervising II, Engineer-Scientist	329
Senior I, Engineer-Scientist	315
Senior II, Engineer-Scientist	304
Associate I, Engineer-Scientist	291
Associate II, Engineer-Scientist	275
Engineer-Scientist, Grade 1	255
Engineer-Scientist, Grade 2	241
Engineer-Scientist, Grade 3	221
Engineer-Scientist, Grade 4	199
Engineer-Scientist, Grade 5	175
Engineer-Scientist, Grade 6	152
Project Assistant	143
Technician	137
Senior GIS / Database Analyst	180
CADD Operator / GIS Analyst	157
Senior Administrative Assistant	172
Administrative Assistant	136
Secretary	114

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work will be at cost plus ten percent (10%) for items such as:

- a. Maps, photographs, reproductions, printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, drillers, laboratories, and contractors.
- c. Rented vehicles, local public transportation and taxis, travel, and subsistence.
- d. Special fees, insurance, permits, and licenses applicable to the work.
- e. Outside computer processing, computation, and proprietary programs purchased for the work.

A Communication charge for e-mail access, web conferencing, cellphone calls, messaging and data access, file sharing, local and long distance telephone calls and conferences, facsimile transmittals, standard delivery U.S. postage, and incidental in-house copying will be charged at a rate of 4% of labor charges. Large volume copying of project documents, e.g., bound reports for distribution or project-specific reference files, will be charged as a project expense as described above.

Reimbursement for company-owned automobiles, except trucks and four-wheel drive vehicles, used in connection with the work will be at the rate of sixty cents (\$0.60) per mile. The rate for company-owned trucks and four-wheel drive vehicles will be seventy-five cents (\$0.75) per mile. There will be an additional charge of thirty dollars (\$30.00) per day for vehicles used for field work. Reimbursement for use of personal vehicles will be at the federally allowed rate plus ten percent (10%).

CADD and other specialized software computer time will be charged at twenty dollars (\$20.00) per hour. In-house material and equipment charges will be in accordance with the current rate schedule or special quotation. Excise taxes, if any, will be added as a direct expense.

Rate for professional staff for legal proceedings or as expert witnesses will be at a rate of one and one-half times the Hourly Rates specified above.

The foregoing Schedule of Charges is incorporated into the Agreement for the Services of EKI Environment & Water, Inc. and may be updated annually.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: October 13, 2026

Date: October 9, 2026

Agenda Title: Approval of Procurement of a Kenworth VAC-CON Hydro-Excavation Truck

Recommendation/Motion:

Authorize the General Manager to purchase a Kenworth Vac-Con Hydro-Excavation Truck from Municipal Maintenance Equipment for a not-to-exceed amount of \$799,667.

Background:

With the number of underground facilities expanding in our community every day, it has become increasingly difficult to safely and efficiently repair the District's infrastructure. District crews can spend hours locating and carefully excavating around existing utilities using traditional excavation methods. In some situations, staff must manually dig around utilities to avoid damaging them. Striking certain utilities, such as natural gas lines or high-voltage electrical facilities, can pose serious safety hazards to workers. Damage to other utilities, such as telecommunications and fiber-optic lines, can result in costly repairs and service interruptions. These challenges can significantly increase the time required to complete repairs and restore service to customers, while also increasing project costs.

To address these challenges, staff is requesting authorization to purchase a hydro-excavation truck. A hydro-excavation truck uses pressurized water and a high-powered vacuum system to safely and precisely remove soil and debris.

Some of the advantages of hydro-excavation include:

Worker safety – Reduces the need for manual digging and allows crews to safely expose utilities while minimizing exposure to hazardous conditions, confined spaces and risk of injury from heavy equipment operations.

Efficiency – Requires fewer workers and can significantly reduce excavation time compared to conventional methods.

Lower potential for utility damage – Provides precise excavation around underground utilities, reducing the risk of costly damage and service interruptions.

Minimal site disruption – Limits excavation to the immediate work area, making it particularly useful in congested streets and areas with numerous underground facilities.

Emergency response – Allows crews to locate and expose utilities more quickly, helping reduce repair times and restore customer service sooner.

Staff researched and requested multiple quotes from hydro-excavation manufacturers including Ditch Witch and Vacall and ultimately selected the Kenworth Vac-Con Hydro-Excavation Truck (Vac-Con). While pricing was similar among the manufacturers, the other units did not meet all of the District's operational requirements.

Staff determined that Vac-Con's unit best meets the District's needs. Vac-Con's water tank is positioned under the truck subframe, providing improved stability, and it offers greater water capacity than the other units evaluated. Vac-Con's proprietary centrifugal fan uses a cyclonic separator and screen rather than replaceable filters and is backed by a five-year warranty compared to one year offered by other manufacturers.

Staff also contacted several water agencies and municipalities that operate Vac-Con equipment, including San Jose Water, Vallejo Water, the City of Sunnyvale, the City of Daly City, North Coast County Water District, the City of Redwood City, and Santa Clara Valley Water District. All of the references reported very positive experiences with Vac-Con, particularly regarding the equipment's performance, service reliability, low maintenance requirements, and longevity.

The proposed truck will utilize a Kenworth T880 MX chassis, a versatile, heavy-duty vocational truck designed for demanding water utility applications. The chassis also provides improved operator visibility through its low-sloped hood. Kenworth is supported locally by a Papé dealership which can provide mobile repair and service capabilities.

Vac-Con equipment is sold locally by Municipal Maintenance Equipment (MME) in Hayward Ca. MME and is a Sourcewell vendor. Sourcewell is a Joint Powers Authority that serves government agencies with competitive bidding contract pricing.

The expected delivery date of the Vac-Con Hydro-Excavation Truck is anticipated in July, 2027.

Fiscal Impact: \$ 799,667 in FY2027/2028

(\$750,000 is included in the District's approved Capital Improvement Program for FY2027/2028.)

Attachments:

Exhibit A - Vac-Con Quotation

Exhibit B - Sourcewell Information



CSLB #980409
DIR 1000004282
www.truslime.com
Toll Free 1-888-484-9968

Exhibit A - Quotation

September 28, 2026

Coastside County Water District
766 Main Street
Half Moon Bay, CA 94019

Tel: 650-276-0271
Cell: 650-554-0007
dsturdivan@coastsidewater.org

Attention: Darin Sturdivan, Water Distribution Operations Manager

We are pleased to provide the enclosed contract pricing sheet off the Sourcewell Contract No. 021726-VAC for the One (1) Vac-Con VX312LHE/1300 Xcavator mounted on a new Kenworth T-880 6x4 truck chassis for your review.

Summary:	Complete Unit per attached Sourcewell price sheet	
	Price F.O.B. Half Moon Bay, CA	\$727,780.46
	9.875% Estimated Sales Tax	71,868.32
	CA Tire Fee (10 @ \$1.75 Each)	17.50
	Total	<u>\$799,666.28</u>

- Vac-Con is the Sourcewell contract holder and all purchasing documents are to go directly to them. **District's Purchase Order to be prepared and sent directly to Vac-con, Inc.**
969 Hall Park Drive, Green Cove Springs, FL 32043
Contact: Rachel Deel Email: rdeel@vac-con.com Tel: 904-529-1315
- CARB Disclosure: A vehicle operated in California may be subject to California Air Resources Board Advanced Clean Fleets regulations. It therefore could be subject to the requirements to reduce emissions of air pollutants. For more information, please visit the CARB Advanced Clean Fleets webpage at <https://www2.arb.ca.gov/our-work/programs/advanced-clean-fleets>
- Municipal Maintenance Equipment, Inc. is the local dealer and will provide on-site training, warranty support, and future service for the Vac-Con products.
- Pricing includes delivery and on-site training.
- Normal delivery 120-150 days A.R.O., depending on chassis and component availability during production.
- Sales tax applicable at time of delivery will be shown on invoice.
- Terms: per Sourcewell Program.
- Quotation valid for 30 days.

Thank you for your interest in this fine product. Should you have any questions or need additional information, please let us know. We look forward to being of service.

Sincerely,



James Wheeler,
President

Enclosure



DATE: 09.25.26
QUOTE: 114052

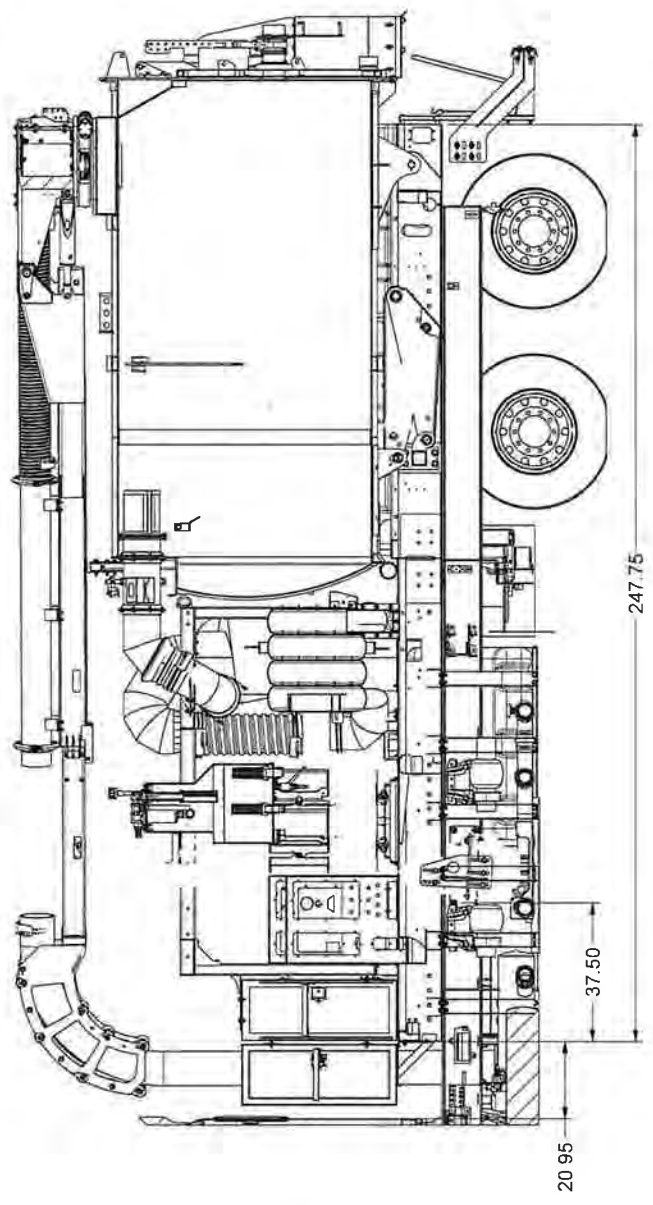
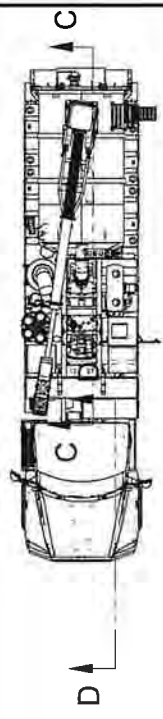
HYDRO-EXCAVATOR

SOURCEWELL CONTRACT: 021726-VAC
Customer: Coastsidewater District, 766 Main St. Half Moon Bay CA 94019
ATTN: Darin Sturdivan - Water Distribution Operations Manager
Email: dsturdivan@coastsidewater.org Ph: 650-276-0271

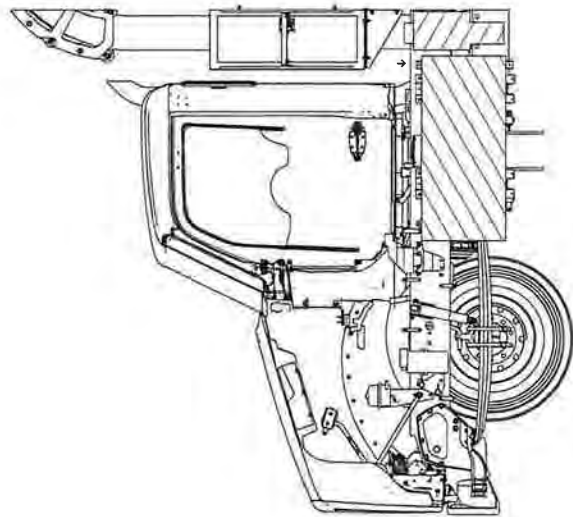
SHIPPING: MME Hayward

VX312LHE/1300	
Sourcewell Discount	
Kenworth T-980 Cummins X-15 450@1900 Allison 4500RDS 6-speed, with PTO	
Body mounting on chassis	
Rear Mounted 7 foot Extendable Boom, Includes Flat Rear Door	
20 gpm/4000 psi Water System - Hydrostatic Drive	
Vacuum System (as specified by Model Number)	
Cyclone Separator	
Hydrostatic Blower Drive	
270 Degree Rotating Boom	
6" Vacuum Intake Hose	
Aluminum Diamond Plate Storage Boxes & Cabinets	
Cross Linked Polyethylene Water Capacities: 1300 gallons with 10 Year Warranty	
Automatic Vacuum Breaker Shut Off-Relief to Atmosphere & Dual Stainless Steel Float Balls	
20 gpm/4000 psi Water System - Hydraulically Driven	
100' retractable high-pressure hose reel, high-pressure digging wand	
1/4" Carbon Steel Debris Body with 5 Year Warranty	
Debris tank Dumping: minimum 50 deg., hydraulic scissors lift - power up/power down	
Full Opening Rear Door / Hydraulic Door Locks / Hydraulic Door Grabber	
Passenger Side Controls	
Passenger Control Panel Cabinet Aluminum Diamond Plate (35" x 14" x 24")	
Water Pump and Hose Reel Cabinet / Passenger Side Aluminum Diamond Plate (51" x 20" x 30")	
Storage Box Behind Cab Aluminum Diamond Plate (16" x 42" x 96")	
Single Axle Units: Drivers Side Storage Cabinet Aluminum Diamond Plate (51" x 24" x 24")	
2 Joystick Controls 1-Passenger Side Control Panel, 1-Front Bumper	
Emergency Shut Off	
Reflective Striping / Side & Chevrons	
20.5" aluminum intake pipe(1-3", 1-5", 1-6", and 1-6.5" nozzle)	
ICC lighting	
PPG Polyurethane Paint	
12 month standard warranty - see certificate for details	
5# Fire Extinguisher	
Set of Triangles	
6" Knife Valve with Center Post and Handle, in Lieu of the 5" Butterfly Valve	
Built in Body Prop - Rear Support Frame Mounted	
Debris tank drain screen placement - Standard drain valve	
Electric Vibrator	
Rear Splash Shield Diamond Plate Aluminum	
Rubber pad on standard deflector	
Screen assembly over drain port in debris tank	
Stainless Steel Ball on Debris Body Level Indicator	
Water Tank Side Panels, Diamond Plate Aluminum	
Wear Plate, Swing Style	
100' Capacity Handgun Hose Reel	

Bollen/Water Heater 420,000 BTU		
Debris Body "Power Flush" System, 8 jets		
Water Pump Remote Oil Drain		
Automatic Lube Kit for Centrifugal Compressor		
Centrifugal Compressor Quiet Stancer, Class 4, 304 Stainless Steel Construction, 14in x 40in with 8in discharge		
Cone Storage Rack Placement - Rear of Frame		
Cone Storage Rack, Behind Front Bumper Curbside		
Hydraulic Power Tool Option, Rear Bumper Control Valve Mount Location		
Rear Mounted Tow Hooks		
Remote Boom Grease Zerk Assembly (Ground Level - includes water pump drive) - If Applicable		
Remote Debris Tank Grease Assembly (Ground Level)		
LED 4 Strobes - (2) front bumper / (2) rear bumper		
(2) LED Arrow stick		
LED Boom Mounted Flood Lights with Limb Guard		
LED Midbody Flood Lights with guards		
LED Rear Mounted Flood Lights with Limb Guard		
(2) LED strobe with Limb Guard, Rear Debris Tank Mounted		
(2) Midbody LED Strobes - Frame Mounted		
12 Volt Auxiliary Hydraulic System for Boom Functions		
Curbside Camera Placement - Mirror Mounted Standard		
Driver's Side Camera Placement - Mirror Mounted Standard		
Low Water Alarm with Light		
Rear Camera Placement		
(2) Remote Control (Wireless): Boom, Vacuum Breaker, Throttle & Debris Body (includes HI-Dump, if applicable). Does not include remote cable pendant controls for boom or hi dump.		
Traffic Camera With Color Monitor - MUST PICK CAMERA PLACEMENT		
(2) Dig Pig oscillating hydro-x nozzles		
(2) Stand Off Strobes mounted to the bottom of mirror		
150' electric reel in the storage box		
4' HydroX Lance Extension		
(5) 4" x 20' Kanaflex with Male and Female camlocks at each end		
8" tube to 4" camlock reducer		
Additional pipe rack on deck		
Boom Access via Catwalk		
Boom Hose Guard Part #711-57688		
Digging lances to be HDPE covered		
Factory inspection for 2 District Employees		
(3) LED Lighting in all tool boxes		
Pistol grip lance with HDPE cover		
Water tank fill to be hard piped.		
(2) Roll out shelves for storage box behind cab		
Aluminum Storage Box 16" X 42" X 96" (Upgrade) Behind Cab in lieu of Standard Steel		
Paint: To be advised		
Standard Striping Package - White 652-5204-01		
Undercoat - Vac-Con Module		
Delivery		
TOTAL PRICE OFFERED TO SOURCEWELL MEMBER :	\$	727,780.46
SALES TAX 9.875%	\$	71,868.32
CALIFORNIA TIRE FEE:	\$	17.50
TOTAL PRICE OFFERED TO SOURCEWELL MEMBER WITH TAX & FEES:	\$	799,666.28
VENDOR/CONTRACT HOLDER: VAC-CON, INC. 988 HALL PARK RD. GREEN COVE SPRINGS, FL 32043		
PURCHASE ORDERS TO BE MADE OUT TO: VAC-CON, INC. - QUOTE IS VALID FOR 30 DAYS		
CONTACT: RACHEL DEEL EMAIL: RDEEL@VAC-CON.COM PHONE: 904-528-1315		

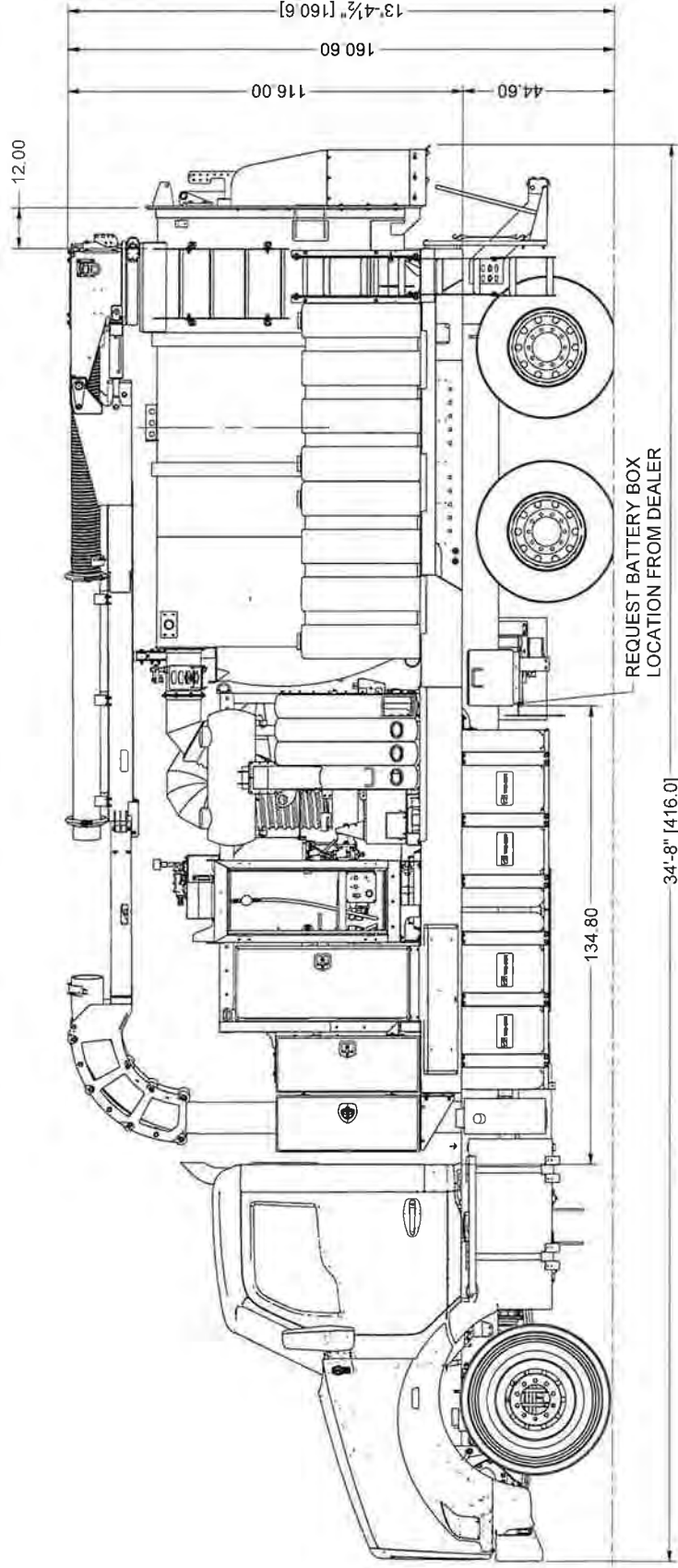


SECTION C-C



SECTION D-D

 GREEN COVE SPRINGS, FLORIDA USA GREEN COVE GREEN COVE ASSEMBLERS MANUAL CODE	DRAWN: OSA	DATE: 9/29/2025	COASTSIDE COUNTY, CA - QUOTE # 112868	TRUCK SPECIFICATIONS			REFERENCE	701-51224
	CHECKED:	DATE: 6/5/2023		CHASSIS KW T860 6 X 4 X13 A4500	FRAME 800-52377			
				MODEL IX312BHE/1100	WEIGHTS (YES/NO)			
				CA/CT 214.00	BOGIE ROLL (YES/NO)			
				SETBACK 21.00				
	SCALE:	WEIGHT: N/A					SHEET 2 OF 6	REV -



DRIVER SIDE VIEW

VAC-CON
GREEN COVE SPRINGS, FLORIDA USA

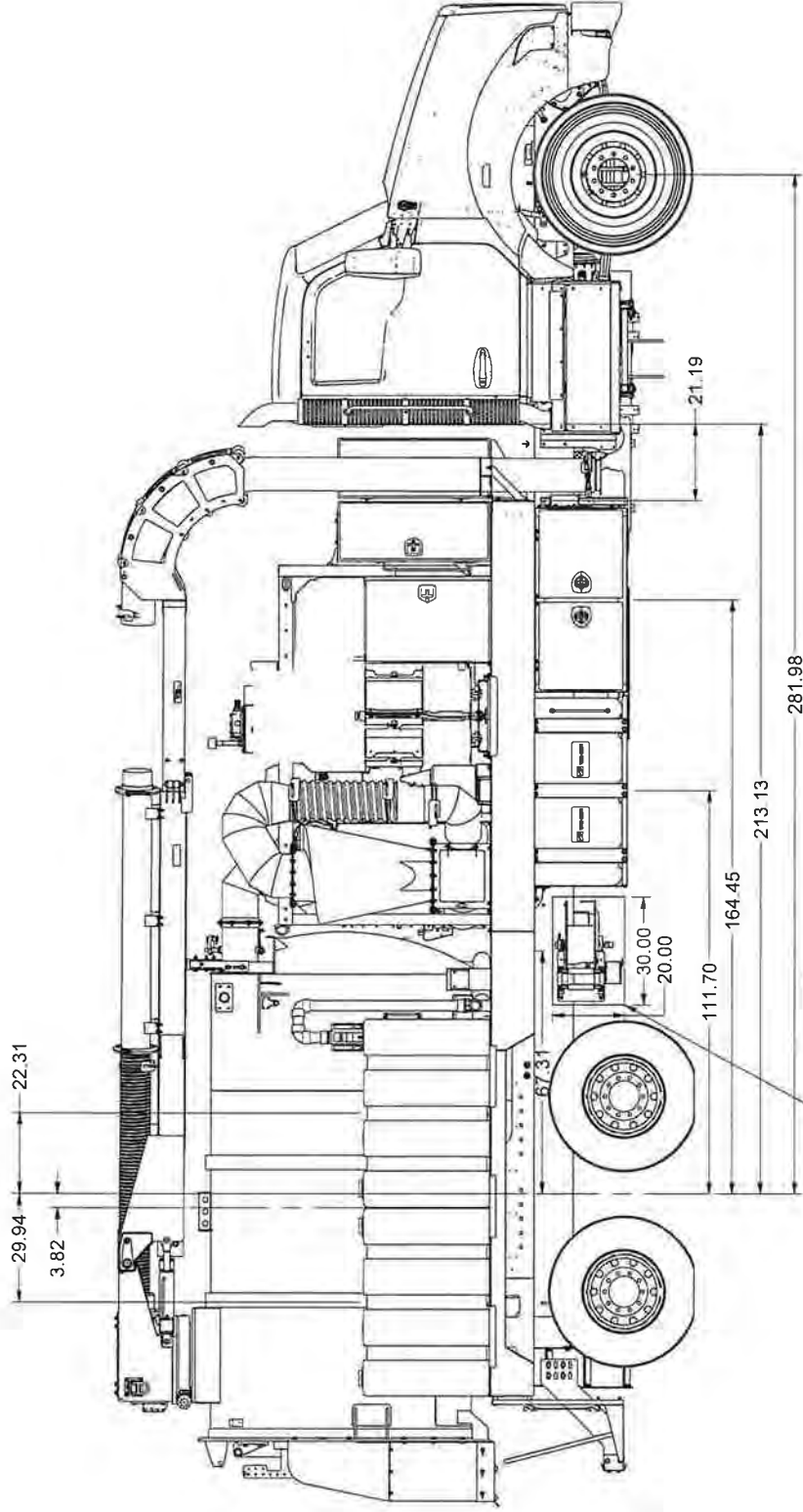
PROD CODE	ASSEMBLIES
CONM CODE	
MANUAL CODE	

DRAWN:	DATE:
OSA	9/29/2025
CHECKED:	DATE:
	6/5/2023
SCALE:	WEIGHT:
	N/A

COASTSIDE COUNTY, CA - QUOTE #
112868

TRUCK SPECIFICATIONS			
CHASSIS	KW T880 6 X 4 X13 A4500	FRAME	800-52377
MODEL	IX312BHE/1100	WEIGHTS (YES/NO)	
CA/CT	214 00	BOGIE ROLL (YES/NO)	
SETBACK	21.00		

REFERENCE		701-51224
SHEET	REV	
3 OF 6	-	



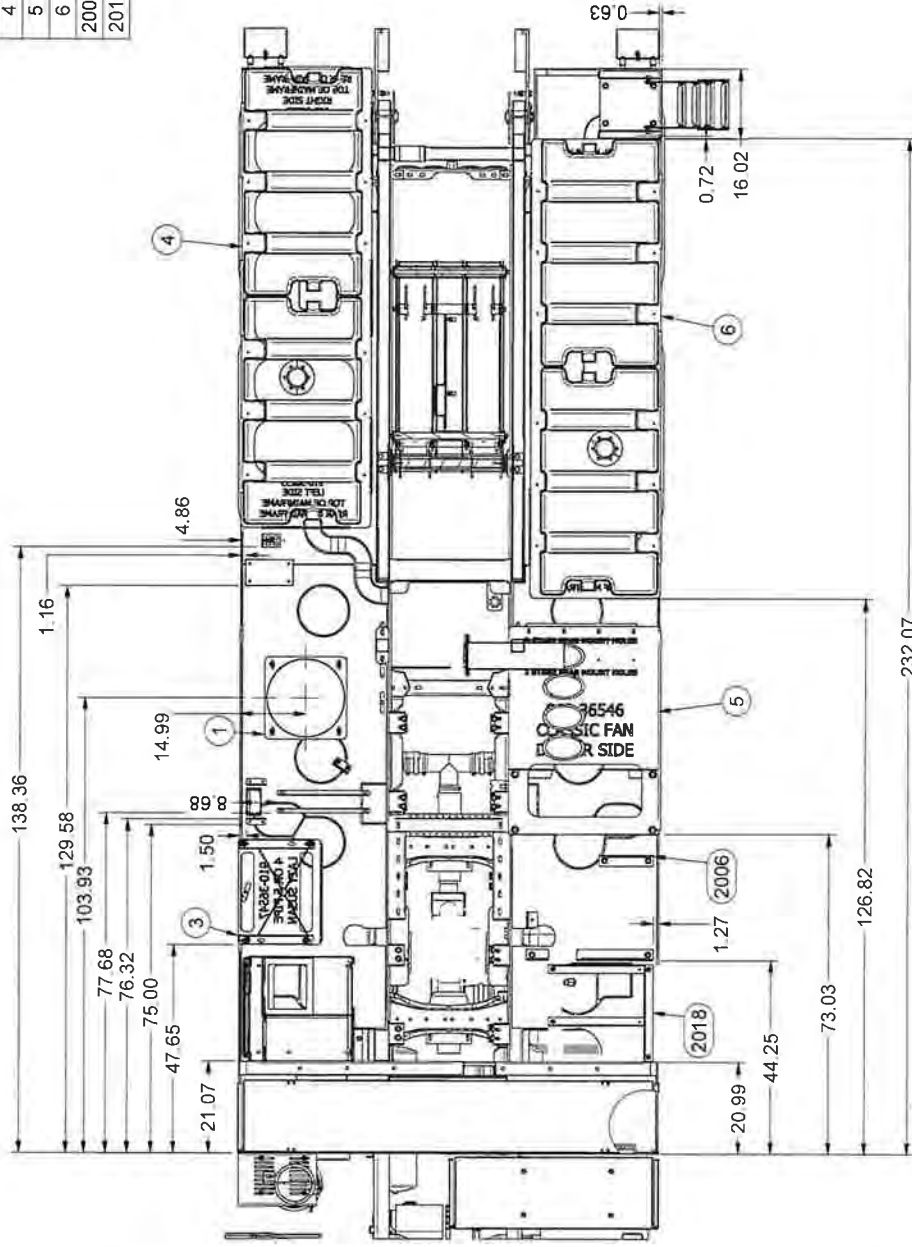
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&
150 FT LOW PRESSURE
ELECTRIC REEL

CURB SIDE VIEW

 GREEN COVE SPRINGS, FLORIDA USA PRICE CODE EQUIP CODE MANUAL CODE	DRAWN: OSA	DATE: 9/29/2025	COASTSIDE COUNTY, CA - QUOTE # 112868	TRUCK SPECIFICATIONS		REFERENCE	701-51224
	CHECKED:	DATE: 6/5/2023		CHASSIS KW T880 6 X 4 X13 A4500	FRAME 800-52377	REV	
	SCALE:	WEIGHT: N/A		MODEL IX312BHE/1100	WEIGHTS (YES/NO)	SHEET	
				CA/CT 214.00	BOGIE ROLL (YES/NO)	4 OF 6	
				SETBACK 21.00		-	

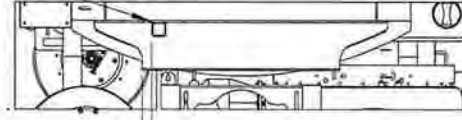
PARTS LIST

ITEM	PART NUMBER	REV	DESCRIPTION
1	800-53952	A	COLLECTION CHAMBER WELDMENT
3	910-36547	B	4 OR 5 LAZY SUSAN PIPE RACK TEMPLATE
4	910-36235	A	UPPER WATER TANK TEMPLATE
5	910-36546	C	CLASSIC FAN DRIVER SIDE LOC TEMPLATE
6	910-37117	-	UPPER WATER TANK TEMPLATE - TAG AXLE
2006	810-58695	A	6" RISER PLATE - BOILER
2018	800-9439	-	BASE WELDMENT

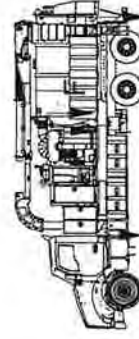


DECK LAYOUT

FLUSH TO TANK
WELD ALL AROUND



SECTION F-F



VAC-CON
GREEN COVE SPRINGS, FLORIDA USA
PREGO CODE
CONAM CODE
MATERIAL CODE

DRAWN:	OSA
CHECKED:	
DATE:	9/29/2025
DATE:	6/5/2023
SCALE:	
WEIGHT:	N/A

COASTSIDE COUNTY, CA - QUOTE #
112868

CHASSIS	KW T880 6 X 4 X13 A4500
MODEL	IX312BHE/1100
CA/CT	214.00
SETBACK	21.00

FRAME	800-52377
WEIGHTS (YES/NO)	
BOGIE ROLL (YES/NO)	

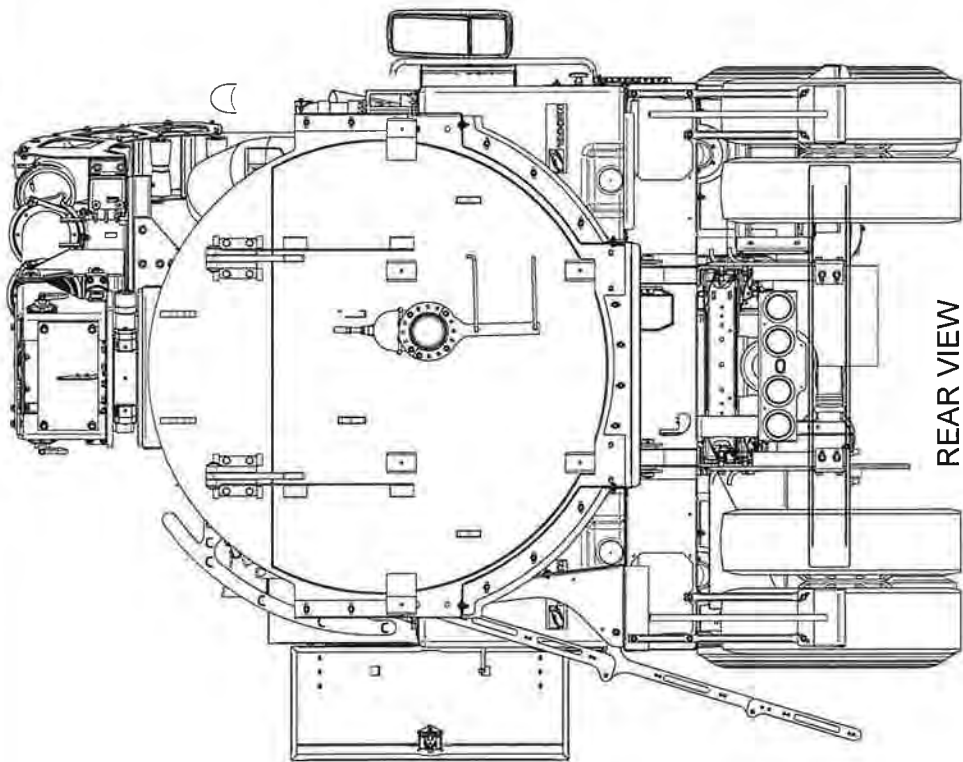
REFERENCE

701-51224

SHEET
5 OF 6

REV

-



REAR VIEW



VAC-CON
GREEN COVE SPRINGS, FLORIDA USA

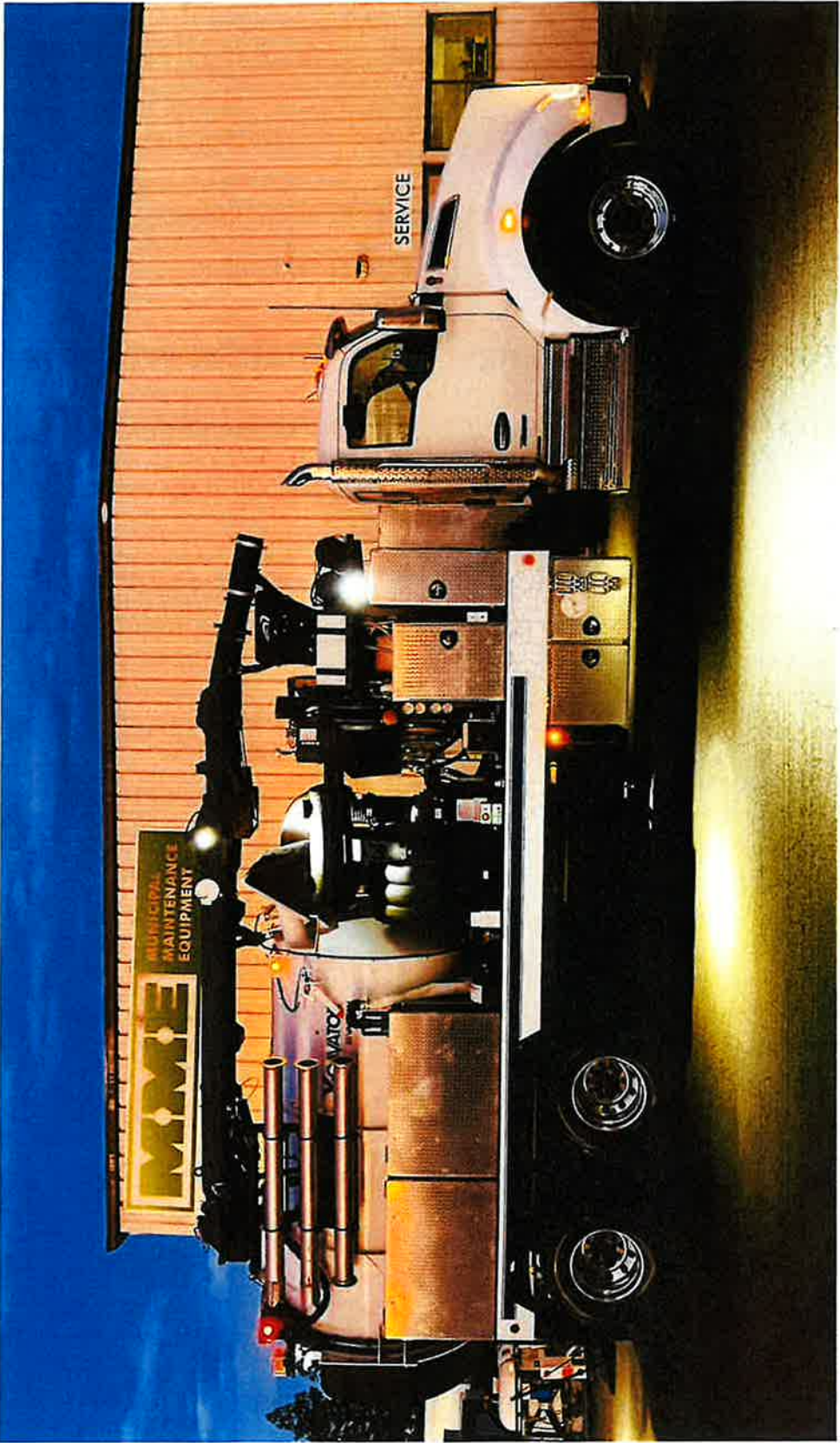
PROJECT CODE	ASSEMBLIES
COMP CODE	
MANUAL CODE	

DRAWN:	DATE:
OSA	9/29/2025
CHECKED:	DATE:
	6/5/2023
SCALE:	WEIGHT:
	N/A

COASTSIDE COUNTY, CA - QUOTE #
112868

TRUCK SPECIFICATIONS			
CHASSIS	KW T880 6 X 4 X13 A4500	FRAME	800-52377
MODEL	IX312BHE/100	WEIGHTS (YES/NO)	
CA/CT	214 00	BOGIE ROLL (YES/NO)	
SETBACK	21.00		

REFERENCE



Mary Rogren

Subject: FW: Sourcewell Summery

Vac-con Sourcewell Contract # 021726-VAC

Coastside County Water District Sourcewell Account # 152449

Half Moon Bay , California

Sourcewell Cooperative Purchasing – Water District Procurement

Sourcewell is a government agency that provides competitively solicited cooperative purchasing contracts for public agencies, including water districts.

How the Process Works

Instead of the Water District conducting its own complete competitive solicitation for a piece of equipment, Sourcewell conducts a national competitive procurement process on behalf of participating public agencies.

Sourcewell:

- Develops and publicly advertises competitive solicitations.
- Receives proposals from manufacturers and suppliers.
- Evaluates proposals using established evaluation criteria.
- Awards contracts to responsive and responsible suppliers.
- Maintains the solicitation, evaluation, award, pricing, and contract documentation for agency review.

Once a contract has been awarded, an eligible Water District may use that contract to purchase qualifying equipment or services.

Typical Water District Purchasing Process

1. Register with Sourcewell-Coastside County Water District is already a member

The Water District registers as a Sourcewell participating agency. Registration is free, and there is no obligation to make a purchase.

2. Identify the Appropriate Sourcewell Contract

The District identifies the manufacturer or supplier and confirms that the desired equipment falls within the scope of an active Sourcewell contract.

3. Review Procurement Documentation

District purchasing staff can review the Sourcewell solicitation, evaluation, contract award, pricing structure, and other supporting documents to verify that the procurement method satisfies the District's requirements.

4. Obtain a Sourcewell Contract Quote

The manufacturer or authorized local dealer prepares a quotation referencing the applicable Sourcewell contract number and Sourcewell contract pricing.

The equipment can generally be configured to meet the District's specific operational requirements, provided the products, options, and services are within the scope of the awarded contract.

5. District Approval

The District follows its normal internal approval procedures. Depending on the District's policies and purchase amount, this may include purchasing approval, management approval, legal review, or Board approval.

6. Issue the Purchase Order

After approval, the District issues its purchase order to the appropriate contracted supplier or authorized dealer, referencing the Sourcewell contract.

Why Water Districts Use Sourcewell

The primary advantage is that **Sourcewell has already completed a competitive solicitation and contract-award process**. This can significantly reduce the time and administrative effort associated with preparing specifications, advertising a solicitation, receiving proposals, evaluating responses, and awarding a separate contract.

It can also allow a District to select equipment based on its operational requirements while purchasing through an established competitively solicited contract.

In Simple Terms

Sourcewell conducts the competitive procurement → awards the contract → the Water District reviews and accepts the cooperative contract → the dealer provides Sourcewell contract pricing → the District completes its normal internal approval → the District issues a purchase order.

Thank you.



Kevin Widmer
Territory Sales Manager

 [916-922-1103 ex.503](tel:916-922-1103)

 [541-953-0872](tel:541-953-0872)

 www.trustmme.com

 kwidmer@trustmme.com

 [2241 National Ave. Hayward CA. 94545](#)



STAFF REPORT

To: Coastside County Water District Board of Directors

From: Jeffrey Schneider, Assistant General Manager of Finance and Administration

Agenda: October 13, 2026

Report Date: October 9, 2026

Agenda Title: Quarterly Financial Review

Recommendation/Motion:

Information Only.

Background:

The attached Period Budget Analysis summarizes year-to-date revenue and expenses for the first three months of Fiscal Year 2026-27. A summary of Capital Improvement Program (CIP) spend is also included in this staff report.

Highlights include:

- Year-to-date operating revenue is \$4,807,000, which is \$76,000, or 1.6%, above budget; actual water sales volume of 157.1 million gallons (MG), is 0.5 MG, or 0.3%, above the budget for FY 2026-27, and 0.5 MG above the previous year;
- Year-to-date non-operating revenue is \$572,000 which is \$85,000, or 17.5%, above budget, and includes the following positive variances:
 - o \$76,000 in Excess ERAF refunds;
 - o \$8,000 in Late Notice fees;
 - o \$1,000 in other non-operating revenue accounts.

Total Revenues are thus \$5,379,000, which is \$161,000 or 3.1% above budget.

- Year-to-date operating expenses of \$3,375,000 are \$196,000, or 5.5%, below budget.

Expense savings versus budget include:

- o \$71,000 savings in salaries and benefits as a result of one vacancy in Operations and leaves in Customer Service;
- o \$59,000 savings in PG&E expenses, largely due to use of local sources and the Pilarcitos Reservoir (a gravity source) vs. the Crystal Springs pump station;
- o \$18,000 in Nunes Water Treatment Plant Maintenance due to timing of controls work and other services versus budget;
- o \$16,000 in Nunes Water Treatment Plant Operations due to timing of chemical purchases;
- o \$13,000 in SFPUC water purchases, as actual year-to-date SFPUC volumes of 131.0 MG are 3.0 MG, or 2.2%, below the budget;
- o \$53,000 savings in other expenses, none of which vary significantly versus budget.

Expenses above budget include:

- o \$11,000 of General Maintenance expense related to the timing of mainline repair work versus budgeted assumptions;
 - o \$10,000 of legal expenses due to labor and employment, cell tower lease renewals, environmental, and administrative fees;
 - o \$9,000 of Maintenance expense at Denniston, largely related to timing of the installation of sludge pond slide gates that are budgeted in October;
-
- *The net impact of the favorable revenue performance and expense savings is a positive variance of \$358,000 for the first three months of the Fiscal Year 2026-27.*
 - *Contributions to the Capital Improvement Program and Reserves are \$289,000 versus the budget of <\$69,000> for the first three months of the Fiscal Year.*

Cash Reserves:

The current cash balance as of September 30, 2026 is \$6,139,000.

Capital Improvement Program (CIP):

Year-to-date CIP spend totaled \$737,000 for the first three months of FY 2026-27.

Major projects included:

- Pipeline Replacement Projects: Miramar neighborhood at Santa Rosa Avenue and Alcatraz Avenue (Construction) - \$280,000
- Upper Pilarcitos Well Field Replacements (Construction) - \$265,000
- Denniston Hypochlorite Pump Replacement (Construction) - \$37,000
- Highway 92 Treated Water Replacement Project - Phase 2 (Design) - \$32,000
- EG Tank #3 – Pump #1 and Motor Replacement (Construction) - \$30,000

COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS
Quarter Ending September 30, 2026

ACCOUNT	DESCRIPTION	YTD BUDGET	YTD ACTUAL	Variance Favorable (Unfavorable)	% Variance	Comments
OPERATING REVENUE						
1-0-4120-00	Water Revenue -All Areas	4,730,900.00	4,806,779.08	75,879.08	1.60%	Water volumes (157.1 MG) are at Budget (156.6 MG) and prior year (156.6 MG)
TOTAL OPERATING REVENUE		4,730,900.00	4,806,779.08	75,879.08	1.60%	
NON-OPERATING REVENUE						
1-0-4170-00	Water Taken From Hydrants	18,000.00	20,522.16	2,522.16	14.01%	ERAf funds grew 8% above prior year, well above budgeted levels
1-0-4180-00	Late Notice -10% Penalty	25,200.00	33,212.72	8,012.72	31.80%	
1-0-4230-00	Service Connections	3,900.00	2,216.88	(1,683.12)	(43.16%)	
1-0-4920-00	Interest Earned	57,800.00	58,178.56	378.56	0.65%	
1-0-4930-00	Tax Apportionments/Cnty Checks	1,400.00	2,063.55	663.55	47.40%	
1-0-4950-00	Miscellaneous Income	1,200.00	860.00	(340.00)	(28.33%)	
1-0-4955-00	Cell Site Lease Income	61,173.00	61,122.50	(50.50)	(0.08%)	
1-0-4965-00	ERAf REFUND -County Taxes	318,500.00	394,299.16	75,799.16	23.80%	
TOTAL NON-OPERATING REVENUE		487,173.00	572,475.53	85,302.53	17.51%	
TOTAL REVENUES		5,218,073.00	5,379,254.61	161,181.61	3.09%	
OPERATING EXPENSES						
1-1-5130-00	Water Purchased	1,110,498.00	1,097,383.31	13,114.69	1.18%	At 131 MG, SFPUC use is 3 MG (2.2%) below budget
1-1-5230-00	Pump Exp, Nunes T P	18,100.00	15,873.41	2,226.59	12.30%	
1-1-5231-00	Pump Exp, CSP Pump Station	183,400.00	144,260.44	39,139.56	21.34%	Lower than budgeted use of Crystal Springs pump station
1-1-5232-00	Pump Exp, Trans. & Dist.	10,400.00	7,311.10	3,088.90	29.70%	
1-1-5233-00	Pump Exp, Pilarcitos Canyon	9,800.00	2,954.13	6,845.87	69.86%	Actuals incl. Denniston sludge pond slide gates \$15k; budget is \$16k in October
1-1-5234-00	Pump Exp. Denniston	43,600.00	36,080.75	7,519.25	17.25%	
1-1-5242-00	CSP Pump Station Operations	4,380.00	3,555.77	824.23	18.82%	
1-1-5243-00	CSP Pump Station Maintenance	12,150.00	12,156.19	(6.19)	(0.05%)	
1-1-5246-00	Nunes T P Operations	31,264.00	15,656.88	15,607.12	49.92%	
1-1-5247-00	Nunes T P Maintenance	35,001.00	16,696.77	18,304.23	52.30%	
1-1-5248-00	Denniston T.P. Operations	7,326.00	6,732.17	593.83	8.11%	
1-1-5249-00	Denniston T.P. Maintenance	25,371.00	34,585.96	(9,214.96)	(36.32%)	
1-1-5250-00	Laboratory Services	22,800.00	16,445.40	6,354.60	27.87%	
1-1-5260-00	Maintenance -General	113,873.00	124,836.95	(10,963.95)	(9.63%)	
1-1-5263-00	Uniforms	9,000.00	8,600.50	399.50	4.44%	Timing of consulting services versus budget assumptions
1-1-5318-00	Studies/Surveys/Consulting	40,609.00	31,100.35	9,508.65	23.42%	
1-1-5321-00	Water Resources	1,737.00	484.88	1,252.12	72.09%	Lower than budgeted overtime and customer service staff member on leave Operations staffing is 1 FTE below the Budget; currently recruiting for Operator
1-1-5322-00	Community Outreach	1,650.00	600.00	1,050.00	63.64%	
1-1-5381-00	Legal	37,500.00	47,079.50	(9,579.50)	(25.55%)	
1-1-5382-00	Engineering	25,200.00	29,238.45	(4,038.45)	(16.03%)	
1-1-5383-00	Financial Services	7,687.00	687.51	6,999.49	91.06%	
1-1-5384-00	Computer Services	104,535.00	103,451.17	1,083.83	1.04%	
1-1-5410-00	Salaries/Wages-Administration	418,776.00	390,657.43	28,118.57	6.71%	
1-1-5411-00	Salaries & Wages -Field	566,124.00	538,481.91	27,642.09	4.88%	
1-1-5420-00	Payroll Tax Expense	71,601.00	68,368.17	3,232.83	4.52%	
1-1-5435-00	Employee Medical Insurance	152,818.00	153,724.33	(906.33)	(0.59%)	
1-1-5436-00	Retiree Medical Insurance	17,508.00	13,495.24	4,012.76	22.92%	
1-1-5440-00	Employees Retirement Plan	211,921.00	202,896.50	9,024.50	4.26%	

ACCOUNT	DESCRIPTION	YTD BUDGET	YTD ACTUAL	Variance Favorable (Unfavorable)	% Variance	Comments
1-1-5445-00	Supplemental Retirement 401a	0.00	0.00	0.00	0.00%	
1-1-5510-00	Motor Vehicle Expense	21,720.00	12,136.87	9,583.13	44.12%	
1-1-5620-00	Office Supplies & Expense	99,900.00	94,291.47	5,608.53	5.61%	
1-1-5625-00	Meetings / Training / Seminars	13,230.00	8,451.51	4,778.49	36.12%	
1-1-5630-00	Insurance	87,570.00	88,012.09	(442.09)	(0.50%)	
1-1-5687-00	Membership, Dues, Subscript.	30,163.00	29,542.27	620.73	2.06%	
1-1-5688-00	Election Expenses	0.00	0.00	0.00	0.00%	
1-1-5689-00	Labor Relations	0.00	0.00	0.00	0.00%	
1-1-5700-00	San Mateo County Fees	8,700.00	7,274.01	1,425.99	16.39%	
1-1-5705-00	State Fees	15,000.00	11,445.75	3,554.25	23.70%	
TOTAL OPERATING EXPENSES		3,570,912.00	3,374,549.14	196,362.86	5.50%	
CAPITAL ACCOUNTS						
1-1-5715-00	Debt Svc/CIEDB 11-099 (I-BANK)	283,183.82	283,183.82	0.00	0.00%	
1-1-5716-00	Debt Svc/CIEDB 2016 (I-BANK)	246,909.40	246,909.40	0.00	0.00%	
1-1-5717-00	Chase Bank - 2018 Loan	403,039.56	403,039.56	0.00	0.00%	
1-1-5718-00	First Foundation Bank - 2022	354,776.75	354,776.75	0.00	0.00%	
1-1-5718-00	Debt Svc-2025 COP Issuance	428,025.00	428,025.00	0.00	0.00%	
TOTAL CAPITAL ACCOUNTS		1,715,934.53	1,715,934.53	0.00	0.00%	
TOTAL EXPENSES		5,286,846.53	5,090,483.67	196,362.86	3.71%	
CONTRIBUTION TO CIP/RESERVES		(68,773.53)	288,770.94	357,544.47		

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: October 13, 2026

Report Date: October 9, 2026

Agenda Title: Hanson Bridgett Billing Rates – Proposed Increase

Recommendation/Motion:

Approve proposed increases to Hanson Bridgett billing rates effective January 1, 2027, January 1, 2028, and January 1, 2029

Background:

As summarized on the attached memo, in December 2023, the Board approved a three-year rate schedule for Hanson Bridgett legal services based on the categories of legal services provided and for the calendar years of 2024, 2025, and 2026.

Pat Miyaki, the District's Counsel will discuss a new three-year rate schedule with the proposed rates to be effective January 1, 2027, January 1, 2028, and January 1, 2029.

The proposed rate increases for these 3 years is 3.5%, 3.5%, and 3.5% respectively and for all categories of service.

Memorandum

TO: Mary Rogren

FROM: Patrick T. Miyaki

DATE: September 18, 2026

RE: **Hanson Bridgett Billing Rates – Proposed Increase**

Mary, in 2023, the District approved a three-year rate schedule based on the categories of legal services provided and based on the level of attorney providing those services. Under the 2023 rate schedule, the new rates were effective January 1 of 2024, 2025, and 2026. I propose a new three-year rate schedule that will become effective January 1, 2027, that will increase our billing rates for all categories and for each of the three years by 3.5%, rounded to the nearest five dollar increment. This proposed new rate schedule remains a substantial discount from our standard rates. For example, my 2026 standard rate is \$820, and my current rate for the District is \$490.

The chart below shows our current rates, and our proposed rates for the next three years.

General Services	Current	Year 1	Year 2	Year 3
Partners	\$490	\$505	\$525	\$545
Senior Associates	\$455	\$470	\$485	\$500
Associates	\$420	\$435	\$450	\$465
Litigation Services	Current	Year 1	Year 2	Year 3
Partners	\$575	\$595	\$615	\$635
Senior Associates	\$530	\$550	\$570	\$590
Associates	\$495	\$510	\$530	\$550
Employee Benefits	Current	Year 1	Year 2	Year 3
Partners	\$605	\$625	\$645	\$665
Senior Associates	\$565	\$585	\$605	\$625
Associates	\$520	\$540	\$560	\$580

The rates above are discounted from our standard rates by 20%-50%. Year 1 rates would be effective January 1, 2027; Year 2 rates would be effective January 1, 2028; and Year 3 rates would be effective January 1, 2029. The billing rates for paralegals will be their standard rate less a discount of not less than 10%.

As the District's General Counsel, my rate would be the same general services rate regardless of what type of matter I work on. We also do not charge for travel time to attend Board meetings.

Mary Rogren
September 18, 2026
Page 2

We provide our legal services to the District in an efficient and cost-effective manner, and we will continue to work closely with you to coordinate our legal services in a way that provides the most value to the District.

I will be ready to discuss this with the Board at the next appropriate Board meeting. In the meantime, please do not hesitate to contact me if you have any questions or if you want to discuss this proposal. Please know that we appreciate the opportunity to serve as the District's General Counsel.

Thank You.

PTM:ld

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: October 13, 2026

Date: October 9, 2026

Agenda Title: Designate the District's ACWA Voting Representative and Authorize Casting of Vote in Consideration of Proposed ACWA Amended and Restated Bylaws.

Recommendation/Motion:

- 1) Designate _____ as the District's ACWA Voter Representative; and
- 2) Authorize casting of the District's vote to approve [*or disapprove*] the proposed ACWA Amended and Restated Bylaws

Background:

At the September 26, 2026 ACWA Board of Directors Meeting, the ACWA Board recommended proposed Amended and Restated Bylaws (Attachment C). These proposed bylaws must be voted on by ACWA's member agencies, and each agency can cast one vote.

ACWA has requested that each agency complete a Voting Representative Form by October 30. The named Voting Representative will vote by electronic ballot for the following actions:

- 1) Proposed Amended and Restated Bylaws (vote cast by December 18.)
- 2) Next year's election of ACWA's Board Officers and Region Boards for the 2028/2029 term.

Note that electronic voting has replaced the in-person voting that has typically occurred at ACWA conferences.

The Voting Representative has historically been the District's Board Representative to ACWA, however, that role will be vacant after the November 2026 election.

Action to be taken is to 1) Designate a Board member as the ACWA Voter Representative; and 2) Review proposed ACWA Amended and Restated Bylaws (Attachment C) and reach agreement on how the District should vote.

Attachments:

Attachment A – Memorandum from Karla Nemeth, ACWA Executive Director regarding
“Proposed Amendments to ACWA’s Bylaws by Written Ballot”

Attachment B – Authorized Voting Representative Form

Attachment C – Proposed Amendments to the ACWA’s Bylaws



MEMORANDUM

Via U.S. Electronic Mail

TO: ACWA Member Agency Board Presidents and General Managers
CC: ACWA Board of Directors
FROM: Karla Nemeth, ACWA Executive Director
DATE: September 28, 2026
SUBJECT: Proposed Amendments to ACWA's Bylaws by Written Ballot

ACWA will conduct a vote of the membership by electronic ballot on proposed Amended and Restated Bylaws, as recommended by the Board of Directors on September 25, 2026.

The voting will be conducted by electronic ballot consistent with the voting process used by members to elect Board Officers and region boards. Conducting the vote electronically provides all members an opportunity to participate, rather than limiting voting to members attending an ACWA conference, thereby promoting broader member participation and engagement.

Each member agency is entitled to one vote that will be cast by its authorized voting representative. Member agencies must designate their voting representative by submitting the attached Voting Representative Form by **Friday, October 30**.

Important Next Steps

- 1. Designate voting representative:** Fill out the attached Voting Representative Form by Friday, October 30. Note: ACWA will also use this designee as the voting representative in next year's election for ACWA's Board Officers and region boards for the 2028-'29 term. You will have the opportunity to change the designation prior to the deadline for nominating candidates if desired.
- 2. Review proposed Amended and Restated Bylaws:** These are available online at <https://www.acwa.com/2026-bylaws/> as well as attached.
- 3. Have designated voter prepare for the electronic voting:** Your designated voter will receive an email directly from Simply Voting on November 9. Have them add (vote@simplyvoting.com) to their safe-senders list to ensure delivery of the ballot. **Ballots must be submitted by December 18.**

More information on the proposed Amended & Restated Bylaws, voting process, and next steps is available at <https://www.acwa.com/2026-bylaws/>. For additional questions regarding the proposed Amended and Restated Bylaws or the voting process, please contact ACWA's General Counsel Joshua Nelson at 916-951-2859 or joshua.nelson@bbklaw.com or Senior Clerk of the Board Donna Pangborn at 916-669-2425 or donnap@acwa.com.



Attachments (Also see website [link](#) for these materials.):

1. Authorized Voting Representative Form
2. Proposed Amendments to ACWA's Bylaws Summary Table
3. Proposed Amended and Restated Bylaws (redline version)
4. Proposed Amended and Restated Bylaws (clean version)

Attachment B

ACWA members will vote by electronic ballot on proposed Amended and Restated Bylaws.

Key Details:

- **Electronic Voting:** Voting will be conducted electronically by each member agency's designated voter.
- **Designated Voter:** Each agency must **designate one voting representative by October 30**. To designate your agency's voter, please submit this **Authorized Voting Representative Form** by the deadline.
Note: ACWA will also use the person designated below as the voting representative in next year's election for ACWA's Board Officers and region boards for the 2028-'29 term. You will have an opportunity to change the designation prior to the deadline for nominating candidates, if desired.
- **Default Voter:** If no representative is designated by the deadline, your agency's **General Manager** will be the authorized voter by default.
- **Ballot Distribution:** Authorized voters will receive an electronic ballot on November 9.

For more information about ACWA's elections, visit: www.acwa.com/elections.

The person designated below will cast our agency's vote for the proposed Amended and Restated Bylaws process in 2026 and the election of ACWA's President, Vice President and Region Board for the 2028-'29 term.

Member Agency's Name		Agency's Phone No.
Authorized Voting Representative's Name	Authorized Voting Representative's Email	Authorized Voting Representative's Phone No.

Print Name of Member Agency's Authorized Signatory

X

Authorized Signatory Signature

Date

SUBMIT YOUR FORM

To: Donna Pangborn, Senior Clerk of the Board
Email: donnap@acwa.com
Mail: 980 9th Street, Suite 1000, Sacramento, CA 95814

SUBMISSION DEADLINE

OCT. 30, 2026



Proposed Amendments to the ACWA's Bylaws

Amendment 1: ARTICLE 4, Section 4.05, Special Meeting

Current Bylaw	Proposed Bylaw	Rationale
Section 4.05. Special Meetings. Special meetings may be called by the president upon the president's own volition or shall be called by the president when requested in writing by five directors. Prior to conducting such a special meeting, the president shall consult with the Executive Committee to ensure that adequate information is available to the Board of Directors for any necessary decisions; and where such meeting is called upon the president's own volition, the president shall also consult with the Executive Committee as to the necessity of the special meeting. Notice for special meetings shall be provided in the following manner: (1) upon 10 days' written notice sent by mail to each director and addressed to each at the address as shown upon the records of the Association; or (2) upon 48 hours' notice with notice provided by electronic means. When the meeting is called upon the president's own volition, the president shall choose the form of notice; when the meeting is called by a request of five directors, the five directors shall choose the form of notice and the president shall promptly call the meeting. No business except those items described in the notice shall be transacted at any special meeting, except by consent of three-fourths of the members of the Board of Directors present.	Section 4.05. Special Meetings. Special meetings may be called by the president upon the president's own volition or shall be called by the president when requested in writing by five directors. Prior to conducting such a special meeting, the president shall consult with the Executive Committee to ensure that adequate information is available to the Board of Directors for any necessary decisions; and where such meeting is called upon the president's own volition, the president shall also consult with the Executive Committee as to the necessity of the special meeting. <u>However, the president's determination of necessity shall control.</u> Notice for special meetings shall be provided in the following manner: (1) upon 10 days' written notice sent by mail to each director and addressed to each at the address as shown upon the records of the Association; or (2) upon 48 hours' notice with notice provided by electronic means. When the meeting is called upon the president's own volition, the president shall choose the form of notice; when the meeting is called by a request of five directors, the five directors shall choose the form of notice and the president shall promptly call the meeting. No business except those items described in the notice shall be transacted at any special meeting, except by consent of three-fourths of the members of the Board of Directors present.	Amendment to add the president's ultimate authority to schedule a special meeting if deemed necessary.

Note: Green text throughout this document reflects edits recommended by the Legal Affairs Bylaws and Procedures Subcommittee in response to its review and analysis of the proposed amendments to the Bylaws, consistent with Section 9.09 of ACWA's Bylaws. The ACWA Board included the LAC Workgroup's recommended edits as part of its recommendation to the members.

Proposed Amendments to the ACWA's Bylaws

Amendment 2: ARTICLE 4, Section 4.06 Meetings by Electronic Communication

Current Bylaw	Proposed Bylaw	Rationale
Section 4.06. Meetings by Electronic Communication. Any meeting of the Board of Directors, region boards, or any committee may be conducted, in whole or in part, by telephone, electronic transmission, or by electronic video screen communication. A member of the Board of Directors, a region board, or any committee shall be deemed present in person at the meeting if the following apply: (a) Each director, region board, or committee member participating in the meeting can communicate concurrently with all other directors, region board, or committee members. (b) Each director, region board or, committee member is provided the means of participating in all matters before the board, region board, or committee, including the capacity to propose, or to interpose an objection to, a specific action to be taken by the Association.	Section 4.06. Meetings by Electronic Communication. <u>Alternatives to Traditional Meetings.</u> (a) Any meeting of the Board of Directors, region boards, or any committee may be conducted, in whole or in part, by telephone, electronic transmission, or by electronic video screen communication. A member of the Board of Directors, a region board, or any committee shall be deemed present in person at the meeting if the following apply: 1) Each director, region board, or committee member participating in the meeting can communicate concurrently with all other directors, region board, or committee members. 2) Each director, region board or, committee member is provided the means of participating in all matters before the board, region board, or committee, including the capacity to propose, or to interpose an objection to, a specific action to be taken by the Association. (b) <u>To the extent permitted by applicable law and subject to all applicable requirements, any action that may be taken at a regular or special Board of Directors, a region board, or any committee may be approved by unanimous written consent of the members of that body.</u>	Amendment to allow the flexibility to take action by written consent. LAC recommended this language be added to Article 4 instead of Article 9.

Proposed Amendments to the ACWA's Bylaws

Amendment 3: ARTICLE 5, Regions

Current Bylaw	Proposed Bylaw	Rationale
Section 5.02. Officers (a) The officers of each region shall be a chair and vice chair and three to five region board members who shall be elected by the region in each odd-numbered year. A region may maintain a board of fewer than five but not less than three members as provided in the region's rules and regulations. The officers of the region board shall take office on January 1 of the calendar year following election and shall hold office for two years, or until their successors take office. Regions shall hold elections by electronic ballot. Association staff shall verify the legitimacy of the ballots.	Section 5.02. Officers (a) The officers of each region shall be a chair and vice chair and three to five region board members who shall be elected by the region in each odd-numbered year. A region may maintain a board of fewer than five but not less than three members as provided in the region's rules and regulations. The officers of the region board shall take office on January 1 of the calendar year following election and shall hold office for two years, or until their successors take office. Regions shall hold elections by electronic ballot. <u>Five or more members of the Association from the region shall constituting a quorum for the purposes of regional board elections.</u> Association staff shall verify the legitimacy of the ballots.	Amendment to clarify the quorum for region board elections is five members.

Proposed Amendments to the ACWA's Bylaws

Amendment 4: ARTICLE 6, Section 6.04, Meetings

Current Bylaw	Proposed Bylaw	Rationale
Section 6.04. Meetings. The Executive Committee shall hold regularly scheduled meetings as set by the president. Special meetings of the Executive Committee may be called by the president upon notice to the members of that committee or upon written request of three Executive Committee members. Notice for special Executive Committee meetings shall be provided to the entire Board: (1) upon five days' written notice sent by mail, or (2) upon 24 hours' notice with notice provided by electronic means; and all such meetings shall be open to the Board of Directors. Any meeting, regular or special, may be held in person or by telephone conference, web video conference, or other electronic video screen communication or electronic transmission, as set forth in Section 4.06. All members of the Board of Directors may attend any meeting of the Executive Committee. Meetings of the Executive Committee may be closed to others at the discretion of the president or committee. Only members of the Executive Committee are allowed to vote on matters at a meeting of the committee.	Section 6.04. Meetings. The Executive Committee shall hold regularly scheduled meetings as set by the president. Special meetings of the Executive Committee may be called by the president upon notice to the members of that committee or upon written request of three Executive Committee members. Notice for special Executive Committee meetings shall be provided to the entire Board: (1) upon five days' written notice sent by mail, or (2) upon 24 hours' notice with notice provided by electronic means; and all such meetings shall be open to the Board of Directors. Any meeting, regular or special, may be held in person or by telephone conference, web video conference, or other electronic video screen communication or electronic transmission, as set forth in Section 4.06. <u>With the exception of closed sessions as designated by the Executive Committee,</u> all members of the Board of Directors <u>and Council of Past Presidents</u> may attend any meeting of the Executive Committee. <u>However, Meetings of the Executive Committee may be closed its meetings to select or all non-members of the Committee to others at the discretion of the president or by a majority vote of the Executive Committee. Any decision to close an Executive Committee meeting to others shall be final and not reversible except with the consent of party that decided to close the meeting.</u> Only members of the Executive Committee are allowed to vote on <u>Executive Committee</u> matters. at a meeting of the committee.	Amendment to limit attendance during closed session discussions involving personnel matters to preserve the confidentiality of sensitive employment information, protect the privacy rights of employees and applicants, and promote candid discussion by those with responsibility for making personnel decisions. Importantly, the Board of Directors could conduct its own closed session prior to any final action. This amendment ensures flexibility for the Executive Committee's internal deliberation and consideration while preserving ultimate Board decision-making authority.

Proposed Amendments to the ACWA's Bylaws

Amendment 5, ARTICLE 8, Section 8.01, Council of Past Presidents

Current Bylaw	Proposed Bylaw	Rationale
Section 8.01. Council of Past Presidents. There shall be a Council of Past Presidents composed of all past presidents of the Association who serve on the council until each is no longer able to or wishes to serve. The council shall provide a mechanism for past presidents to continue to make valuable contributions to the Association. With approval of the Board of Directors, the president and/or executive director/secretary may assign specific responsibilities to the council from time to time. Members of the Council of Past Presidents are invited to attend and participate in the Association's Board and Executive Committee meetings, including attending closed sessions. With the exception of the immediate past president, members of the Council of Past Presidents are non-voting.	Section 8.01. Council of Past Presidents. There shall be a Council of Past Presidents composed of all past presidents of the Association who serve on the council until each is no longer able to or wishes to serve. The council shall provide a mechanism for past presidents to continue to make valuable contributions to the Association. With approval of the Board of Directors, the president and/or executive director/secretary may assign specific responsibilities to the council from time to time. Members of the Council of Past Presidents are invited to attend and participate in the Association's Board and Executive Committee meetings, including attending closed sessions <u>of the Board. Members of the Council of Past Presidents may also attend closed session meetings the Executive Committee except as designated by the Executive Committee as further described in Section 6.04.</u> With the exception of the immediate past president, members of the Council of Past Presidents are non-voting.	Amendment to clarify that the Council of Past Presidents may attend Board of Directors and Executive Committee meetings, with the exception of Executive Committee closed sessions as designated by the Executive Committee.

Proposed Amendments to the ACWA's Bylaws

Amendment 6, Article 9, Section 9.08, Quorum

Current Bylaw	Proposed Bylaw	Rationale
Section 9.08. Quorum. The presence of the authorized representatives of at least 50 members of the Association at any meeting of the members shall constitute a quorum for transacting business. Actions taken by written ballot shall require the timely receipt of the written ballot from the authorized representatives of at least 50 members to constitute a quorum.	Section 9.08. Quorum. The presence of the authorized representatives of at least 50 members of the Association at any meeting of the members shall constitute a quorum for transacting business. Actions <u>of the members of the Association</u> taken by written ballot shall require the timely receipt of the written ballot from the authorized representatives of at least 50 members to constitute a quorum.	Amendment to clarify that the quorum for the region board elections is five, consistent with the quorum needed to conduct business at a region meeting, as established in Section 5.04, and with newly amended quorum language to elect region boards in Section 5.02.



PROPOSED AMENDED AND
RESTATED BYLAWS of the
Association of California
Water Agencies

Amended and restated by the ACWA Members: December 4, 2024

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(As amended and restated by the Members on December 4, 2024)

ARTICLE 1 - General

Section 1.01. Name. The name of this California nonprofit corporation shall be the Association of California Water Agencies (hereinafter referred to as the Association).

Section 1.02. Principal Office. The principal office for the transaction of business of the Association shall be located in Sacramento, California.

Section 1.03. Purposes. The purposes of the Association shall be to work together with its members and others for the best interests of California and its citizens and landowners who use, need and depend upon water; to encourage the orderly development of the waters of the state; to seek means of obtaining and making available to all of California a dependable water supply of the best possible quality at the lowest possible cost, giving due consideration to environmental factors involved therein; to provide inspiration and leadership in meeting and solving the water supply problems of this state; to propose and advocate such policies and measures—local, state and federal—that serve the best interests of the Association, opposing those of contrary nature; to assist in promoting the health, safety and welfare of the employees of its members; and to do all other things that are in the best interests of its members.

ARTICLE 2 – Membership and Dues

Section 2.01. Membership.

- (a) **Members.** Only a public district, public agency, or public organization created and operated for the purpose of controlling, treating, developing, acquiring, using or supplying water for any purpose for inhabitants or lands within the state of California, or for the protection, drainage or reclamation of lands within the state of California, may become a member of the Association. Such an entity will become a member upon written application, approval by the Board of Directors, and the payment of the required dues. Acceptance to membership shall authorize full participation in Association activities. Except as otherwise provided in Section 2.01(b) below, in no case may an organization other than a state, a political subdivision (as defined in § 1.103-1(b) of the Income Tax Regulations) of a state or an entity the income of which is excluded from gross income under § 115 of the Internal Revenue Code be a member of the Association. A member of the Association shall be in good standing if in compliance with all bylaws and requirements of membership, including timely payment of annual dues and emergency assessments.
- (b) **Honorary Life Members.** Any person who has rendered conspicuous service in furthering the purposes of the Association may, by vote of the Board of Directors, be granted an honorary life membership in the Association without payment of dues or assessments. All past presidents of the Association shall automatically be honorary life members without vote of the Board of Directors. Honorary life members shall not be entitled to a vote or to hold office automatically because of their status as honorary life members.
- (c) **Termination of Members.** Membership shall cease upon the failure of any member to pay the dues provided for in Section 2.02 of this Article. The membership of any member may be terminated at any time by such member sending written notification of its intention to withdraw to the Association's principal office. The Board of Directors may terminate the membership of any member upon 30 days' written notice by first-class mail when it is determined at any regular Board meeting or at any special Board meeting called for that purpose that continuance of such membership would not be in the best interests of the Association. Withdrawal or termination of membership ends any participation in Association activities and shall terminate a member's interest in the Association's assets.

Section 2.02. Dues. The annual dues of each member of the Association shall be established by the Board of Directors; provided, however, that any member may apply for a change in its dues because of conditions that differentiate such applicant from other members.

Section 2.03. Liability of Members. No member shall be liable for any obligation incurred by the Association with the following exception: (1) the payment of the annual dues while it remains a member;

and (2) the payment of emergency assessments, which shall not exceed 10 percent of current annual dues for each member in any calendar year while it remains a member. No emergency assessment may be levied against any member during its first two years of membership in the Association.

ARTICLE 3 - Officers

Section 3.01. President and Vice President.

- (a) **General.** The president and vice president of the Association shall be the elected officers of the Association. At the time of their election the president and vice president shall each be an elected or appointed member of the governing body or commission (as appropriate) of a member agency of the Association. The president and vice president shall be elected by the members of the Association by written ballot in each odd-numbered year before the Association's annual meeting, shall be announced at the Association's annual meeting, shall take office on January 1 of the calendar year following election, and shall hold office until such time as their successors take office or are appointed. An elected president shall not be permitted to succeed himself/herself to that office. Except as provided in this Article, should vacancies occur in either office of the president or vice president, the Board of Directors shall appoint persons to fill such offices for the unexpired terms thereof.
- (b) **President.** The president shall preside at all meetings of the Board of Directors, the Executive Committee, and the general membership; shall appoint members of all committees, including the chair and vice chair of each, upon recommendation from members and regions (as communicated by the region chairs), with each such committee chair and vice chair ratified by the Board of Directors; and shall perform all other duties necessary to carry out the functions of the office. The president shall be a non-voting, *ex officio* member of each committee, but shall not be an *ex officio* member of the Election Committee or the region boards.
- The president may be expelled from office with or without cause, upon the satisfaction of the following two events: (1) a two-thirds vote of the Board of Directors; and (2) a subsequent simple majority vote of the members of the Association during a meeting of the membership.
- (c) **Vice President.** The vice president shall, in the absence of the president, assume all of the duties of that office and, if a vacancy occurs, succeed thereto for the unexpired term. The vice president shall sit as a member of the Executive Committee of the ACWA Joint Powers Insurance Authority and shall perform such other duties as assigned by the president. The vice president shall be a non-voting, *ex officio* member of each committee, but shall not be an *ex officio* member of the Election Committee or the region boards.

The vice president may be expelled from office with or without cause, upon the satisfaction of the following two events: (1) a two-thirds vote of the Board of Directors; and (2) a subsequent simple majority vote of the members of the Association during a meeting of the membership.

Section 3.02. Executive Director/Secretary and Controller/Treasurer.

- (a) **General.** The executive director/secretary and controller/treasurer of the Association shall also be officers of the Association. The executive director/secretary shall be appointed by and hold office at the pleasure of the Board of Directors of the Association.
- (b) **Executive Director/Secretary.** The executive director/secretary shall: (1) advise and assist the Board of Directors, all committees, the boards of each region, and the workgroups of each region; (2) be responsible for administering the total operations of the Association; (3) employ, direct, and release all employed staff in accordance with the policies adopted by the Board of Directors and consistent with the budget adopted by the Board of Directors; (4) provide relevant information to the Board of Directors needed by the Board to take actions; (5) give members notice and record minutes of all meetings of the membership, Board of Directors, and Executive Committee; and (6) have such other powers and perform such other duties as may be provided and assigned by the Board of Directors directly or through the president of the Board or the Executive Committee. The executive director/secretary, with the assistance of the controller/treasurer, shall render a report to the Board of Directors at the first meeting following the close of each calendar year showing the membership of the Association, the receipts and expenditures during the year, and the work accomplished during the previous year.
- (c) **Controller/Treasurer.** The controller/treasurer shall report to and act under the direction of the executive director/secretary. The controller/treasurer shall be a signatory on all accounts held by the Association and shall act as a fiduciary for all assets of the Association.

ARTICLE 4 – Board of Directors

Section 4.01. Membership. The Board of Directors shall consist of:

- (a) The Association president and vice president.
- (b) The chair and vice chair of each region.
- (c) The chair of each standing committee.
- (d) The most immediate active past president.
- (e) The vice president of the ACWA/Joint Powers Insurance Authority.

Section 4.02. Term of Office. The term of office of all members of the Board of Directors shall commence on January 1 of the calendar year following election of the president and vice president, except for those persons who serve on the Board of Directors by nature of their position as chairs of standing committees, whose terms shall instead commence upon their ratification by the Board of Directors. Except as provided in Article 4, Section 4.11, the term of office for all members of the Board of Directors shall terminate on December 31 of the following odd-numbered year two years later, or until their successors take office.

Section 4.03. Attendance Requirement. Any member of the Board of Directors who misses two consecutive regular Board meetings without being excused by the Board will no longer be a member of the Board of Directors.

Section 4.04. Regular Meetings. Regular meetings of the Board of Directors shall be held bimonthly at such times and places as the Board may determine.

Section 4.05. Special Meetings. Special meetings may be called by the president upon the president's own volition or shall be called by the president when requested in writing by five directors. Prior to conducting such a special meeting, the president shall consult with the Executive Committee to ensure that adequate information is available to the Board of Directors for any necessary decisions; and where such meeting is called upon the president's own volition, the president shall also consult with the Executive Committee as to the necessity of the special meeting. [However, the president's determination of necessity shall control.](#) Notice for special meetings shall be provided in the following manner: (1) upon 10 days' written notice sent by mail to each director and addressed to each at the address as shown upon the records of the Association; or (2) upon 48 hours' notice with notice provided by electronic means. When the meeting is called upon the president's own volition, the president shall choose the form of notice; when the meeting is called by a request of five directors, the five directors shall choose the form of notice and the president shall promptly call the meeting. No business except those items described in the notice shall be transacted at any special meeting, except by consent of three-fourths of the members of the Board of Directors present.

Section 4.06. ~~Meetings by Electronic Communication.~~ Alternatives to Traditional Meetings.

(a) Any meeting of the Board of Directors, region boards, or any committee may be conducted, in whole or in part, by telephone, electronic transmission, or by electronic video screen communication. A member of the Board of Directors, a region board, or any committee shall be deemed present in person at the meeting if the following apply:

(a)(1) Each director, region board, or committee member participating in the meeting can communicate concurrently with all other directors, region board, or committee members.

~~(1)-(2)~~ Each director, region board or, committee member is provided the means of participating in all matters before the board, region board, or committee, including the capacity to propose, or to interpose an objection to, a specific action to be taken by the Association.

(b) To the extent permitted by applicable law and subject to all applicable requirements, any action that may be taken at a regular or special Board of Directors, a region board, or any committee may be approved by unanimous written consent of the members of that body.

~~Section 4.06.~~**Section 4.07. Quorum.** At any meeting of the Board of Directors, the attendance of 50 percent of the voting members of the Board of Directors, or their permitted alternates as specified in these bylaws, shall constitute a quorum for the transaction of any business. The Board may hold a closed session for discussion of personnel matters; enforcement of violations of the code of conduct; pending or anticipated litigation or other legal matters, including, but not limited to, considering whether to file or join in an amicus brief; real property negotiations and discussions; and other confidential matters as determined by the Board to the extent permitted by applicable law. (See Board Policy 2.1.8.3.)

~~Section 4.07.~~**Section 4.08. Alternates.** Each region shall designate an alternate for each chair and vice chair, who shall meet the qualification requirements for chair and vice chair, to act at meetings of the Board of Directors when the chair or vice chair is unable to attend. The vice chair of each standing committee will be the alternate to act at meetings of the Board of Directors when the standing committee chair is unable to attend. An alternate may not act or vote on behalf of more than one member of the Board of Directors. A member of the Board of Directors may not act as an alternate for any other member.

~~Section 4.08.~~**Section 4.09. Vacancies for Standing Committee Chairs and Vice Chairs.** Should a vacancy occur in the office of any standing committee chair or vice chair before the end of the term, the president shall appoint a new committee chair or vice chair to fulfill the unexpired term of such committee chair or vice chair subject to ratification by the Board of Directors. A vacancy in the office of any such standing committee chair or vice chair as described in the previous sentence shall be deemed to exist when the chair or vice chair: (1) resigns the office; (2) no longer is an officer, employee, or member of the governing body of a member agency of the Association, or other representative duly designated by a member agency of the Association to represent that member; or (3) is otherwise removed by a member agency of the Association.

~~Section 4.09.~~**Section 4.10. Duties, Authorities, and Delegation.** Subject to the provisions and limitations of California Nonprofit Corporation Law, other applicable laws, and the provisions of these bylaws, the Association's activities and affairs are to be exercised by or under the direction of the Association's Board of Directors. The Board of Directors is responsible for the overall supervision, control, and direction of the Association. The Board of Directors shall: (1) employ and release the executive director/secretary; (2) set performance expectations for the executive director/secretary; (3) receive, review, and consider approval of executive director/secretary recommended compensation, other terms and conditions of employment, and annual evaluations as prepared by the Executive Committee; (4)

annually adopt a budget; and (5) set the level of dues for the Association. Except as to the duties listed in the previous sentence, and subject to Article 3, Section 2, the Board of Directors may delegate the supervision, control, and direction of the Association's affairs to any person or group, including a committee, provided the Association Board retains ultimate responsibility for the actions of such person or group. Where such powers are delegated, the delegation shall be documented in writing.

~~Section 4.10.~~Section 4.11. **Immediate Past President.** The immediate past president automatically assumes this position after serving as the Association's elected president and is a voting member of the Board of Directors and Executive Committee. The term of office for the immediate past president shall commence on January 1 of the calendar year following election of the president and vice president and shall terminate on December 31 of the following odd-numbered year two years later. In the event the most immediate active past president is unavailable to serve, the most recent and available active past president in succession shall serve in this capacity.

~~Section 4.11.~~Section 4.12. **Code of Conduct of Board Members.**

- (a) The Board of Directors shall establish, and update as appropriate, a code of conduct for its Directors that recognizes the Association's commitment of integrity, respect, and fair representation to its members and the public they serve and establishes minimum ethical standards for the performance of the duties of office. (See Code of Conduct Policy, Board Policy Manual, Policy No. GO-2.1A.) The code shall be consistent with the procedural processes contained in the Code of Conduct Policy. (See sections 2.1.3A and 2.1.4A of Policy GO-2.1A of the Board Policy Manual.) The code shall be distributed to all new Directors and shall be distributed annually to all members of the Association.

ARTICLE 5— Regions

Section 5.01. Boundaries of Each Region.

- (a) There shall be a maximum of 10 regions within the state. The Board of Directors shall determine the regional boundaries. Insofar as is practicable, the regions shall have a numerical balance in members of the Association; make geographic sense; and promote regional problem solving.
- (b) A member of the Association may file a written petition to the Board of Directors requesting a change in regions. Such petition shall set forth the reasons for such requested change. The Board shall, within a reasonable time, act upon such petition and set forth the reasons for its action. Such action by the Board shall be based on factors in Section 5.01(a) above, as well as others deemed by the Board of Directors to be relevant to the decision.

Section 5.02. Officers.

- (a) The officers of each region shall be a chair and vice chair and three to five region board members who shall be elected by the region in each odd-numbered year. A region may maintain a board of fewer than five but not less than three members as provided in the region's rules and regulations. The officers of the region board shall take office on January 1 of the calendar year following election and shall hold office for two years, or until their successors take office. Regions shall hold elections by electronic ballot. Five or more members of the Association from the region shall constitute a quorum for purposes of regional board elections. Association staff shall verify the legitimacy of the ballots.
- (b) The officers of each region shall: (1) exercise the powers and perform duties of the region during the interim between region meetings; and (2) make recommendations to the president regarding appointments to committees. The chair and vice chair shall be the region's representatives to the Board of Directors.
- (c) Each officer of a region shall be an officer, employee, or member of the governing body of a member agency of the Association, or other representative duly designated by a member agency of the Association to represent that member at the time of the appointment. Where an individual ceases to meet these criteria during the term of the office, the individual may not serve during the remaining term of that office unless that individual can again meet the criteria for the office and is appointed to complete the term. The region board may adopt more stringent criteria for board member qualifications as part of the region's rules and regulations.
- (d) Should a vacancy occur in any of the region board positions before the end of the term, the remaining members of the region board shall appoint a new member. A vacancy in the office of any region board position shall be deemed to exist when a region board member: (1) resigns the office; (2) no longer is an officer, employee, or member of the governing body of a member agency of the Association, or other representative duly designated by a member of the Association to represent that member; or (3) is otherwise removed by a member agency of the Association.

Section 5.03. Nominating Committees. There shall be a nominating committee for each region consisting of three or more designees, each representing a member of the Association located within the region, appointed by the chair of the region and approved by the region board. Nominating committees shall be formed by February 28 of each odd-numbered year.

Section 5.04. Meetings. The meetings of each region shall be held at both the spring and fall conferences and at such other times and places as may be determined by the region chair. Representatives of five or more members of the Association from the region present at any region meeting shall constitute a quorum for purposes of conducting the business of the region. Any meeting,

regular or special, may be held in person or by telephone conference, web video conference, or other electronic video screen communication or electronic transmission, as set forth in Section 4.06.

Section 5.05. Workgroups. Workgroups may be appointed by the region chair as needed.

Section 5.06. Rules. Each region shall organize and adopt rules and regulations for the conduct of its meetings and affairs not inconsistent with the Articles of Incorporation or bylaws of the Association. Each region shall abide by the code of conduct adopted by the Board of Directors of the Association.

ARTICLE 6 – Executive Committee

Section 6.01. Membership. There shall be an Executive Committee consisting of the following: the president of the Association, who shall be the chair thereof; the vice president; the most immediate active past president; the chair of the Finance Committee; and three at-large representatives selected from and by the members of the Board of Directors. The election of the three at-large representatives to the Executive Committee shall occur at the first Board of Directors meeting held in each even-numbered year and the elected representatives shall serve immediately following their election and until such time as their successors take office. To the extent practical, the Executive Committee should be constituted so as to reflect the geographic extent of the Association and the functions of the members of the Association.

Section 6.02. Powers. The Executive Committee shall have the following authority:

- (a) **Personnel.** Subject to the budget adopted by the Board of Directors, the Executive Committee shall perform the following personnel actions: (1) recommend compensation for the executive director/secretary to the Board of Directors for approval; (2) perform annual reviews of the executive director/secretary and submit that review to the Board of Directors; (3) review the classification and compensation plan and publicly posted salary schedule for Association employees submitted by the executive director/secretary, which shall be approved by the Board of Directors; (4) establish personnel policies for the conduct and behavior of employees, which shall be reviewable by the Board of Directors; and (5) undertake such other personnel actions as may be requested by the executive director/secretary in support of his or her oversight of all other personnel matters, which shall be reviewable by the Board of Directors, in closed session, upon request of the Board of Directors.
- (b) **Delegation.** The Executive Committee may act pursuant to any authority specifically delegated to it by the Board of Directors. The delegation shall indicate whether the authority is still subject to the ultimate authority of the Board.
- (c) **Authority to Act Between Meetings.** The Executive Committee may act for the Board of Directors between Board meetings when calling a special meeting of the Board of Directors is impracticable, provided that no such action of the Executive Committee shall be binding on the Board of Directors until authorized or approved by the Board. The

Executive Committee has the authority to authorize actions recommended by the Legal Affairs Committee (such as the filing of letter briefs and amicus curiae briefs) by electronic means without the need for an in-person or telephonic meeting, but such actions shall be ratified by the Board of Directors at its next meeting.

Section 6.03. Reporting. The president, or any person designated by the president, shall report to the Board of Directors, at each regular Board meeting, any action taken by the Executive Committee since the last preceding regular Board meeting. The minutes of Executive Committee meetings, which at that time may still be in draft form, shall be mailed (using the U.S. Postal Service, express delivery, electronic means, or otherwise) to each member of the Board of Directors at least five days prior to Board meetings, except in cases in which the Executive Committee meets during or immediately prior to a conference of the Association or immediately prior to a Board meeting, in which case the minutes, which may still be in draft form, shall be mailed to each director promptly thereafter.

Section 6.04. Meetings. The Executive Committee shall hold regularly scheduled meetings as set by the president. Special meetings of the Executive Committee may be called by the president upon notice to the members of that committee or upon written request of three Executive Committee members. Notice for special Executive Committee meetings shall be provided to the entire Board: (1) upon five days' written notice sent by mail, or (2) upon 24 hours' notice with notice provided by electronic means; and all such meetings shall be open to the Board of Directors. Any meeting, regular or special, may be held in person or by telephone conference, web video conference, or other electronic video screen communication or electronic transmission, as set forth in Section 4.06. With the exception of closed sessions as designated by the Executive Committee, all members of the Board of Directors and Council of Past Presidents may attend any meeting of the Executive Committee. However, Meetings of the Executive Committee may be closed its meetings to select or all non-members of the Committee to others at the discretion of the president or by a majority vote of the Executive Committee. Any decision to close an Executive Committee meeting to others shall be final and not reversible except with the consent of party that decided to close the meeting. Only members of the Executive Committee are allowed to vote on Executive Committee matters at a meeting of the committee.

Section 6.05. Minutes. The minutes of the Executive Committee meetings shall be kept by the executive director/secretary at the Association's principal office. Actions of the Executive Committee shall be reported to the Board of Directors as provided in Section 3 of this Article and shall be available to any member of the Board of Directors upon request to the executive director/secretary.

ARTICLE 7 – Standing Committees

Section 7.01. Qualification. In order to serve on any Association standing committee, an individual must be an officer, employee, or member of the governing body of a member agency of the Association, or other representative duly designated by a member agency of the Association to represent that member at the time of the appointment. Where an individual ceases to meet these criteria during the term of the

appointment, the individual may not serve during the remaining term of that appointment unless that individual can again meet the criteria for appointment and is appointed to complete the term.

Section 7.02. Term of Office. The term of office of standing committee members shall be two years commencing on January 1 of each even-numbered year. The term of office of standing committee chairs and vice chairs shall be approximately two years and shall commence as soon after January 1 of the even-numbered year as they may be appointed by the president and ratified by the then-seated Board of Directors, and shall terminate on December 31 of the odd-numbered year approximately two years later or until their successors are appointed and ratified.

Section 7.03. Meetings. Meetings of standing committees may be called at such times and places designated by the respective chair thereof except where provided otherwise by these bylaws. Any meetings of standing committees may be conducted, in whole or in part, by electronic transmission or by electronic video screen communication, as set forth in Section 4.06. Subject to the provisions of these bylaws and any actions that may be taken by the Board of Directors, the chairs of each standing committee may establish their own rules for the efficient operation of the committee they each chair. The chairs of each standing committee are authorized to create subcommittees and workgroups in order to complete the work of the committee.

Section 7.04. Committee Composition. Each limited standing committee shall have a membership composition that is comprised of members in the quantity and with qualifications as defined by the provisions of these bylaws. The committee chair position shall not be included in the maximum count for determining the committee composition total of any given limited committee. The committee chair shall, however, be a voting member of their respective committees subject to the rules and procedures of each committee. If the chair is absent, the vice chair shall fill the role of the chair during such absence.

Section 7.05. Agriculture Committee. There shall be an Agriculture Committee whose duty it shall be to recommend Association policy, positions and programs to the Board of Directors, State Legislative Committee, Federal Affairs Committee or other committees, as appropriate, regarding agricultural issues affecting the interests of the Association and its members. The committee shall consist of at least one member from each region.

Section 7.06. Business Development Committee. There shall be a Business Development Committee whose duty it is to develop and recommend to the Board of Directors programs and activities to be provided or administered by the Association that generate non-dues revenue and provide a service or benefit to member agencies. The committee shall consist of at least one member from each region and may include members from any of the other standing committees.

Section 7.07. Communications Committee. There shall be a Communications Committee whose duty it shall be to develop and make recommendations to the Board of Directors regarding a comprehensive internal and external communications program for the Association and to promote development of sound public information and education programs and practices among member agencies. The committee shall

consist of no more than 40 members. The committee shall consist of at least one member from each region.

Section 7.08. Energy Committee. There shall be an Energy Committee whose duty it shall be to recommend policies and programs to the Board of Directors and to the State Legislative Committee and/or Federal Affairs Committee as appropriate. The committee shall consist of at least one member from each region.

Section 7.09. Federal Affairs Committee. There shall be a Federal Affairs Committee whose duty it shall be to review all federal legislative proposals and regulatory proposals affecting member agencies, after consulting with other appropriate committees, and to develop Association positions consistent with existing policy, where it has been established; recommend sponsorship of bills that will resolve problems or improve conditions for member agencies; and assist in the establishment of the Association's federal legislative program. The committee shall consist of at least one, but no more than five members from each region.

Section 7.10. Finance Committee. There shall be a Finance Committee whose duty it shall be to make recommendations to the Board of Directors regarding annual budgets, dues formula and schedules and other revenue-producing income, annual audit and selection of an auditor, and investment strategies. The committee shall consist of the president and vice president of the Association as *ex officio* members, either the chair or vice chair from each of the Association's 10 region boards, and one additional member from each region with experience in financial matters.

Section 7.11. Groundwater Committee. There shall be a Groundwater Committee whose duty it shall be to recommend policies and programs to the Board of Directors and to the State Legislative Committee and/or Federal Affairs Committee as appropriate. The committee shall consist of at least one member from each region.

Section 7.12. Legal Affairs Committee. There shall be a Legal Affairs Committee whose duty it shall be to support the mission of the Association, and more particularly to deal with requests for assistance involving legal matters of significance to member agencies, including but not limited to state and federal court litigation, water rights matters, selected regulatory and resources agency matters, proposed bylaw revisions, review of legislation as requested by the State Legislative Committee, etc. The committee shall consider matters and issues submitted to it in order to determine which ones are of major significance to the member agencies and, assuming a finding of major significance, recommend to the Board of Directors the position(s) which the committee believes the Association should take with respect thereto. The committee shall be composed of between 34 and 44 attorneys, each of whom shall be a member of the California Bar and shall be, or act as, counsel for a member agency, representing diverse interests within the Association, including but not limited to, different geographical areas throughout the state, large and small agencies, agricultural and urban agencies, agencies created under the various enabling statutes, etc. The committee shall consist of at least one member from each region.

Section 7.13. Local Government Committee. There shall be a Local Government Committee whose duty it shall be to recommend policies to the State Legislative Committee, as appropriate, and Board of Directors on matters affecting water agencies as a segment of local government in California. The committee shall consist of at least one, but no more than three members from each region.

Section 7.14. Membership Committee. There shall be a Membership Committee whose duty it shall be to assist staff in developing membership recruitment and retention programs, make recommendations to the Board of Directors regarding membership policies, eligibility, and applications for membership and review and make recommendations to the Finance Committee regarding an equitable dues structure. The committee shall consist of at least one member from each region.

Section 7.15. State Legislative Committee. There shall be a State Legislative Committee whose duty it shall be to review all state legislative proposals affecting member agencies and to establish Association positions, consistent with existing policy, where it has been established; sponsor bills that will resolve problems or improve conditions for member agencies; and assist in the establishment of the Association's legislative program. The committee shall consist of members representing a variety of types of member agencies and at least one, but no more than four members from each region.

Section 7.16. Water Management Committee. There shall be a Water Management Committee whose duty it shall be to recommend policy and programs to the Board of Directors on any area of concern in water management. The committee shall consist of at least one, but no more than four members from each region.

Section 7.17. Water Quality Committee. There shall be a Water Quality Committee whose duty it shall be to develop and recommend Association policy, positions, and programs to the Board of Directors, to promote cost-effective state and federal water quality regulations that protect the public health, to enable interested member agencies to join together to develop and coordinate with other organizations, and to present unified comments regarding agricultural and domestic water quality regulations. The committee shall consist of at least one member from each region.

ARTICLE 8 – Special Councils, Committees, and Task Forces

Section 8.01. Council of Past Presidents. There shall be a Council of Past Presidents composed of all past presidents of the Association who serve on the council until each is no longer able to or wishes to serve. The council shall provide a mechanism for past presidents to continue to make valuable contributions to the Association. With approval of the Board of Directors, the president and/or executive director/secretary may assign specific responsibilities to the council from time to time. Members of the Council of Past Presidents are invited to attend and participate in the Association's Board and Executive Committee meetings, including attending closed sessions [of the Board](#). [Members of the Council of Past Presidents may also attend closed sessions meetings of the Executive Committee except as designated by the Executive Committee as further described in Section 6.04.](#) With the exception of the immediate past president, members of the Council of Past Presidents are non-voting.

Section 8.02. Election Committee. There shall be an Election Committee consisting of eleven representatives established by February 28 of each odd-numbered year, whose purpose shall be to present qualified individuals for the offices of president and vice president of the Association. The Election Committee shall vet all candidates to determine if the eligibility criteria have been met. The Election Committee will endorse a preferred candidate for president and vice president before presenting an open ballot with all qualifying candidates to the members for a vote in the manner set forth in Section 9.10 and Section 9.11.

(a) Selection. The Election Committee shall be selected in the following manner:

(1) Each of the 10 currently seated Region Boards in the odd-numbered year shall appoint a representative from their respective regions to serve on the Election Committee.

(2) One representative appointed by the president in the odd-numbered year shall also serve on the Election Committee. Neither the president nor the vice president qualifies to be appointed to this position.

(b) Qualification. In order to serve on the Election Committee, an individual must be an officer, employee, or member of the governing body of a member agency of the Association, or other representative duly designated by a member agency of the Association to represent that member at the time of the appointment. Past presidents, who are Honorary Life Members of the Association, may also serve on the Election Committee without meeting stated qualifications unless otherwise disqualified. Where an individual ceases to meet these criteria during the election cycle, the individual may not continue to serve. When the disqualified member represented a Region Board, the affected Region Board shall select a replacement representative. When the disqualified member represented the President, the President shall select an alternate representative.

Section 8.03. Other Committees and Task Forces. Other committees and task forces may be appointed by the president from time to time as needed, consistent with and supportive of the mission of the Association.

ARTICLE 9 – Meetings of Members

Section 9.01. Meetings. Meetings of the members of the Association shall be held at the Association's conferences to provide a report to the members on the Association's activities during the past year, provide an overview of the Association's finances, announce the newly elected president and vice president of the Association in each odd-numbered year, and to transact such other proper business as may come before the meeting.

Section 9.02. Special Meetings. Special meetings of the members of the Association may be called by the Board of Directors, the president of the Board of Directors, or by 5 percent or more of the members of the Association. Except when called by the Board, a request for a special meeting must be in writing and must be delivered in person or mailed by first-class mail addressed to the president of the Board at the principal office of the Association, with a copy to the executive director/secretary. The request must state the general nature of the business proposed to be transacted at the meeting.

A special meeting that has been called by written request of 5 percent of the member agencies of the Association to the Board of Directors shall be set by the Board of Directors on a date that is not less than 35 or more than 90 days after receipt of the request.

Section 9.03. Meetings by Remote Communication. Any meeting of the members may be conducted, in whole or in part, by electronic transmission by and to the Association or by electronic video screen communication. The member shall be deemed present in person at the meeting if the following apply:

- (a) The Association implements reasonable measures to provide the member a reasonable opportunity to participate in the meeting and to vote on matters submitted to the members, including an opportunity to read or hear the proceedings of the meeting substantially concurrently with those proceedings.
- (b) If any member votes or takes other action at the meeting by means of electronic transmission to the Association or electronic video screen communication, a record of that vote or action is maintained by the Association.
- (c) The Association verifies that each person participating remotely is an authorized representative of a voting member.

Section 9.04. Notice Requirements for Membership Meetings. Written notice of any membership meeting shall be given to each voting member of the Association. The notice shall state the date, time, and place of the meeting; the means by which members may participate; and the general nature of the business to be transacted. The member notification information shall also be posted on the Association's website.

Except as otherwise provided in these bylaws or California law, a written notice of regular membership meetings shall be given not less than 10 or more than 90 days before the date of the meeting to each member who, on the record date for notice of the meeting, is entitled to vote; provided, however, that if notice is given by mail, and the notice is not mailed by first-class, registered, or certified mail, that notice shall be given not less than 20 days before the meeting.

Section 9.05. Notice Requirements for Special Meetings. The executive director/secretary shall cause notice to be given to all members of the Association of the date, time, and place of the meeting and the general nature of the business to be transacted at the meeting. No business except that specified in the request and notice may be transacted at said special meeting. If notice of the requested special meeting

is not given within 20 days after receipt of the request, the person or persons requesting the meeting may give the notice.

Section 9.06. Voting. Each member of the Association in good standing at the time of the annual or special meeting shall be entitled to one vote that shall be cast by its authorized representative. Each member must designate its authorized representative prior to the annual or special meeting. It is the member's responsibility to designate or update its authorized representative as needed. The Association may confirm with any member the identity of that member's authorized representative for the purpose of casting ballots in any election of president and vice president, amendments to these Bylaws, or other Association business that requires a vote. All questions, except amendments or revisions of these bylaws, shall be determined by a majority of the members present and voting. A roll call may be requested by any authorized representative.

Section 9.07. Amendment of Bylaws. These bylaws may be amended or revised by two-thirds of the member agencies of the Association present and voting at any meeting.

Section 9.08. Quorum. The presence of the authorized representatives of at least 50 members of the Association at any meeting of the members shall constitute a quorum for transacting business. Actions [of the members of the Association](#) taken by written ballot shall require the timely receipt of the written ballot from the authorized representatives of at least 50 members to constitute a quorum.

Section 9.09. Amendments, Revisions, and Resolutions. Before any amendments or revisions to the bylaws, or resolutions, may be considered at any meeting of the Association, any such amendment, revision, or resolution shall be submitted to the executive director/secretary at least 90 days prior to the first day of such meeting. The executive director/secretary shall promptly distribute any proposed amendments or revisions to the Legal Affairs Committee for the Legal Affairs Committee to develop an unbiased analysis of the amendments or revisions. Following development of an analysis for the proposed amendments or revisions, the executive director/secretary shall distribute copies of any resolutions, amendments or revisions, including any applicable analyses, to all members of the Association not less than 10 days or more than 90 days prior to presentation at such meeting. The written notice of the membership meeting shall be given to each voting member of the Association consistent with the provisions defined in Section 9.04. The 90-day rule may be suspended at any meeting of the Association by consent of three-fourths of the members present. Voting on resolutions, amendments, or revisions shall proceed as provided by Sections 9.06 and 9.07.

Section 9.10. Nomination of President and Vice President.

- (a) **Qualification.** At the time of their election, the president and vice president of the Association shall each be an elected or appointed member of the governing body or commission (as appropriate) of a member agency of the Association.

- (b) **Nominating Resolutions.** All nominations for the positions of president and vice president shall be accompanied by an official resolution from the Association member agency on whose board the nominee serves. Said resolution shall be signed by an authorized signatory of the member agency's Board of Directors.

Section 9.11. Election of President and Vice President. Each member of the Association in good standing at the time a vote is cast is entitled to one vote for election of the president and vice president that shall be cast by its authorized representative by written ballot. The ballot and any related material may be sent by first class, registered, or certified mail or electronic transmission by the Corporation that meets the requirements of Corporations Code section 20, and responses may be returned to the Corporation by mail or electronic transmission. On any written ballot for the election of president or vice president, an authorized representative acting on behalf of the member may write in a qualified candidate for election. Nominating resolutions for write-in candidates must be received by the deadline for the return of ballots.

Section 9.12. Write-In Candidates. If a write-in candidate prevails in any election for president or vice president, such individual shall not be officially elected into such position until the Election Committee confirms that the individual meets the eligibility criteria and qualifications requirements.

Section 9.13. Run-off Election for President and Vice President. In the event a nominee does not receive a majority of the votes for president or vice president, a run-off election shall be held for the office or offices for which a majority of the votes have not been received. The run-off election shall only involve the nominees who received the two highest amounts of votes. The run-off election shall be conducted in the same manner as the initial election.

Section 9.14. Additional Procedures for Election of President and Vice President. The Board shall have the authority to adopt policies for elections ("Election Policy") of president and vice president setting forth the details for the election of such positions when not otherwise contrary to or covered by these bylaws.

Section 9.15. Action by Written Ballot. To the extent permitted by applicable law and subject to all applicable requirements, any action that may be taken at a regular or special member meeting of the members may be approved by written ballot if a ballot is sent to each member entitled to vote on the matter. If approved by the Board, ballots may be sent and returned by electronic transmission as permitted in the Corporations Code. Ballot format, solicitation and voting thresholds shall meet the requirements of the Corporations Code and be consistent with applicable provisions of these Bylaws.

ARTICLE 10—Indemnification of Directors, Officers, and Other Agents

Section 10.01. Right of Indemnity. To the fullest extent permitted by law, this Corporation shall indemnify its Directors, Officers, employees, and other persons described in Section 7237(a) of the California Corporations Code, including persons formerly occupying any such position, against all expenses, judgments, fines, settlements and other amounts actually and reasonably incurred by them in

connection with any "proceeding," as that term is used in that Section, and including an action by or in the right of the Corporation, by reason of the fact that the person is or was a person described in that section. "Expenses," as used in this bylaw, shall have the same meaning as in Section 7237(a) of the California Corporations Code.

Section 10.02. Approval of Indemnity. On written request to the Board by any person seeking indemnification under Section 7237(b) or Section 7237(c) of the California Corporations Code, the Board shall promptly determine under Section 7237(e) of the California Corporations Code whether the applicable standard of conduct set forth in Section 7237(b) or Section 7237(c) has been met and, if so, the Board shall authorize indemnification.

Section 10.03. Advancement of Expenses. To the fullest extent permitted by law and except as otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification under these bylaws in defending any proceeding covered by those Sections shall be advanced by the Corporation before final disposition of the proceeding, on receipt by the Corporation of an undertaking by or on behalf of that person that the advance will be repaid unless it is ultimately determined that the person is entitled to be indemnified by the Corporation for those expenses.

Section 10.04. Insurance. The Corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its Officers, Directors, employees, and other agents, against any liability asserted against or incurred by any officer, director, employee, or agent in such capacity or arising out of the officer's, director's, employee's or agent's status as such.

ARTICLE 11 - Miscellaneous

Section 11.01. Conduct of Meetings. All meetings of the Association shall be conducted in accord with the code of conduct and in substantial accordance with the latest edition of Robert's Rules of Order Newly Revised unless the Board adopts alternate rules of conduct for itself and/or its committees, region boards, and region workgroups.

Section 11.02. Funds. The funds of the Association shall be used to further the aims and purposes of this Association. They shall be kept by the controller/treasurer and paid out by checks or other electronic means, which shall only be valid with two authorized signatures. The Board of Directors shall designate by resolution which persons, other than the controller/treasurer, may sign for expenditures. The Finance Committee shall implement procedures to ensure necessary internal controls over the receipt and expenditures of Association funds and arrange for an external audit. Audit reports shall be presented to the Board of Directors.

Section 11.03. Disposition of Assets upon Dissolution. The Association's properties and assets are irrevocably dedicated to the fulfillment of the Association's purposes as described in Article 2 of the Articles of Incorporation. No part of the Association's net earnings, properties and assets, on dissolution or otherwise, may inure to the benefit of any private person. Upon the dissolution of the Association, all

debts thereof shall be paid and its affairs settled, and all remaining assets shall be distributed to the Association's member political subdivisions for a public purpose, consistent with the provisions of the California Nonprofit Corporation Law relating to mutual benefit corporations then in effect and with the Articles of Incorporation.

Section 11.04. Definitions. As used in these Bylaws, the terms "electronic transmission" and "notice provided by electronic means" shall refer to notice and other communications given by fax or e-mail.

Section 11.05. Conflicts Between Bylaws and Other Association Policies. To the extent permitted by applicable law, these Bylaws shall govern in the event there is a conflict between these Bylaws and another Association policy, rule, or procedure.

Amended comprehensively December 1, 2010

Amended May 9, 2012

Amended May 7, 2014

Amended December 2, 2015

Amended November 29, 2017

Amended & Restated November 30, 2022

Amended & Restated December 4, 2024

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: October 13, 2026

Report Date: October 9, 2026

Agenda Title: General Manager's Report

District's New Water Tank Featured in *Coastside Magazine*

The District's new 2.1-million-gallon prestressed concrete water tank is featured in the attached article from the October issue of *Coastside Magazine*. The article highlights the project and the District's ongoing investments in reliable, resilient water infrastructure for the Coastside community.

-



New Water Tank Built to Serve Coastside for Generations

\$13 million Carter Hill
project adds storage and
strengthens system
against earthquakes
and emergencies

By Emma Spaeth

Photos by Coastside County Water District

High on Carter Hill above Half Moon Bay, a new concrete structure holds enough water to fill more than three Olympic-size swimming pools.

The Coastside County Water District completed its new 2.1 million-gallon water tank in June, adding 1 million gallons to the district's storage capacity and replacing two steel tanks built in the 1950s. District officials said the approximately \$13 million project was completed within budget and 50 days ahead of schedule.

The district celebrated the new tank during a July 29 ribbon-cutting and tour of the site near the Nunes Water Treatment Plant.

For General Manager Mary Rogren, who plans to retire in March 2027, the project represents one of the most significant achievements of her time with the district.

"I really feel this is one of the greatest achievements that we've done for the water district," Rogren said. "It's monumental for the community because we have this asset that's going to be here for our children's children."

The Half Moon Bay Prestressed Concrete Tank and Seismic Upgrades Project is the second-largest undertaking in the district's history, surpassed only by the Crystal Springs pipeline project that brought Hetch Hetchy system water across the mountains to the Coastside.

At 97 feet in diameter and 55 feet tall, including its domed roof, the new tank required nearly 1,000 cubic yards of concrete and 21 miles of high-strength prestressing wire. It is expected to remain in service for 80 to 100 years.

Replacing aging infrastructure

The Coastside County Water District was established in 1947 with approximately 400 connections. It now has about 7,700 connections serving 19,000



people in Half Moon Bay, El Granada, Miramar and Princeton.

The district operates nine water storage tanks, six of which were constructed during the 1950s and 1960s. A 2020 assessment identified the two oldest tanks at Carter Hill—built in 1950 and 1955—as priorities for replacement.

Together, those tanks held approximately 1 million gallons.

The need to strengthen the system became especially clear following public safety power shutoffs that left the Coastsides without electricity for several days. The experience prompted district officials to consider how the water system would continue operating during prolonged outages and other emergencies.

Because the Carter Hill site is next to the district's primary treatment plant and can feed much of the system by gravity, officials identified it as the most valuable location for additional storage.

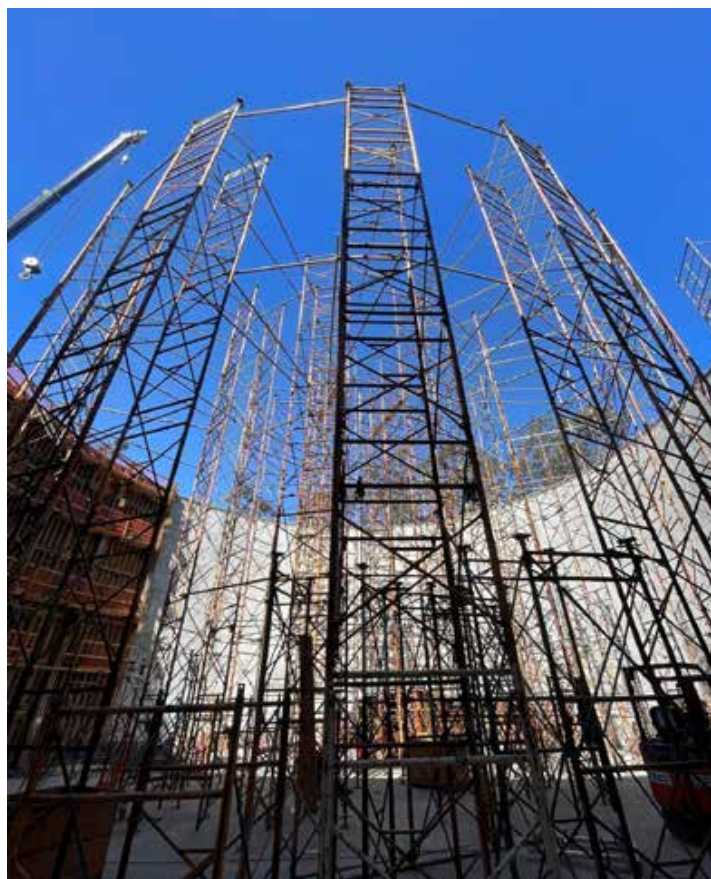
The new capacity will help the district meet periods of peak demand while maintaining a larger reserve for firefighting, earthquakes, power outages and other emergencies.

"A mountain range separates our community from nearby urban areas, making us relatively isolated," Rogren said. "That's why reliable, resilient water infrastructure isn't just important; it's essential."

Designed for earthquakes and coastal weather

The new tank was built to modern seismic standards using prestressed concrete, a construction method designed to withstand the enormous outward pressure created by millions of gallons of water.

After the concrete walls were poured, crews wrapped the structure with high-strength steel wire and covered it with a layer of shotcrete. The tension created by the wire





strengthens the walls, while the tank's domed roof helps distribute seismic forces during an earthquake.

When filled to capacity, the water inside weighs nearly 20 million pounds.

The concrete design also offers advantages in the Coastsides damp, salty climate. Steel tanks typically require recoating and rehabilitation about every 20 years as corrosion takes its toll. The new concrete tank will require substantially less maintenance.

Rogren said that although constructing another steel tank might have cost slightly less initially, the concrete structure is projected to save approximately \$7 million in today's dollars over an 80-year period.

"It really makes sense," she said. "We're trying to save money for the future."

Concrete also helps keep stored water cooler and provides a stable environment for maintaining water quality. New online monitors check the water as it leaves the tank, while upgrades to the district's supervisory control and data acquisition system allow staff to monitor operations remotely.

That technology is a considerable change from the district's earlier methods. Staff members once used a telescope at the district office to read gauges mounted on the sides of the Carter Hill tanks. If trees grew into the line of sight, crews had to trim them before employees could check the water level.

The new tank uses radar equipment to measure the water inside. Pressure sensors perform a similar job in the remaining steel tank.

Keeping the water flowing

The district began designing the project in 2021 and awarded the construction contract in July 2024. Construction began in January 2025.

One of the biggest challenges was replacing two critical tanks without interrupting service. Crews first installed a temporary bypass system, allowing water to continue moving through the site while the old tanks were taken offline and demolished.

After excavation and foundation work, crews poured the tank's seven wall sections over approximately seven weeks. Scaffolding filled the entire interior while the domed roof was constructed. Because the finished tank has no conventional door, the scaffolding and construction equipment had to be removed through roof openings measuring approximately 4 feet by 8 feet.

Crews then wrapped the exterior with prestressing wire, applied shotcrete and installed extensive underground piping. The tank was slowly filled according to the manufacturer's specifications before being disinfected and placed into service.

The project used \$8 million in bond financing, with the remaining cost supported through district funds, including revenue from water sales.

Director Ken Coverdell, who was unable to attend the July 29 ceremony, provided a prepared statement that was read in his absence. He credited district staff, engineers, contractors, suppliers and financing partners with keeping the complicated project on track.

"This complex project has been completed, not simply on time, but ahead of schedule by 50 days, with a significantly lower change-order percentage than most projects, totaling 2.3 percent," Coverdell wrote.

He said careful work during the design, permitting, site-management and construction phases contributed to the result.

Coverdell also thanked customers for supporting the district's capital improvement program and the water-rate increases used in part to fund infrastructure projects.

"This water storage tank is likely to last 80 years," he wrote, "and it truly is another physical symbol of our commitment to ensure the safety and security of coastal water supply for our children's children's children."

Planning the next replacement

The district is already looking toward its next major storage project.

A third steel tank remains at Carter Hill. Built in 1963, it holds 1.5 million gallons and is also approaching the end of its useful life. Rogren said the district hopes to begin design engineering for its replacement in fall 2026.

The preliminary plan calls for replacing it with a 3 million-gallon prestressed concrete tank around 2030 or 2031.

District staff anticipated that future project while building the new tank and installed some of the underground infrastructure that the second replacement will require. That should reduce the amount of piping and site work needed later.

If the project proceeds as envisioned, Carter Hill would ultimately hold 5.1 million gallons between its two concrete tanks—roughly twice the site's storage capacity before the current work began.

For Rogren, completing the first tank is both a milestone and a step toward a more resilient water system. Though much of the infrastructure is out of public view, it supports nearly every part of daily life on the Coastside, from homes and businesses to firefighting and emergency response.

The new tank is now expected to continue that work for the next 80 to 100 years, serving generations of residents who may never see it but will depend on the water it stores. **COASTSIDE**

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Frank Vento is a Broker Associate/Manager with Intero Real Estate, a Berkshire Hathaway Affiliate, in the Half Moon Bay office. He has been serving clients for 25 years, primarily on the San Mateo County Coast and the San Francisco Peninsula. His main focus as Realtor is to put his clients' needs ahead of his own, which means "doing what's right" for the client. This takes precedence over making a sale.

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MONTHLY REPORT

To: Mary Rogren, General Manager

From: Sean Donovan, Water Treatment Operations Manager
Darin Sturdivan, Water Distribution Operations Manager
Todd Schmidt, Water Treatment Supervisor
Dustin Jahns, Distribution Supervisor

Agenda: October 13, 2026

Report

Date: October 9, 2026

Monthly Highlights

- Wavecrest mainline extension complete. (City of Half Moon Bay)
- Pilarcitos Wellfield Project.
 - Well replacements and electrical are complete. SCADA instrumentation work still in progress.
- Alcatraz and Santa Rosa Project.
 - Mains installed and services underway. (Complete in October)
- Treatment staff toured Harry Tracy Water Treatment Plant.
- Split gates installed at Denniston sludge ponds.

Sources: Pilarcitos Reservoir, Denniston Creek and Crystal Springs Reservoir.

Service leaks:

754 El Granada Blvd
585 Myrtle Ave

Main leaks:

285 Metzgar Ave

Services Installed:

- 152 Yale Ave.

Projects:

EKI Environment and Water, Inc.

- Submittals review and construction support of Wavecrest Project. (City of Half Moon Bay)
- Project close out and as-builts for Pilarcitos Well Replacement Project.
- Submittals review and construction support of Alcatraz and Santa Rosa Pipeline Project.
- 90% Design review of Sedimentation Basin Rehab Project at Nunes.