

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**Wednesday, November 12, 2025**

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

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

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

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

- A. Approval of disbursements for the month ending October 31, 2025:  
Claims: \$ 976,578.13; Payroll: \$ 251,248.65 for a total of \$ 1,227,826.78  
*October 2025 Monthly Financial Claims reviewed and approved by Director Coverdell*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of October 14, 2025, Regular Board of Directors Meeting
- D. Installed Water Connection Capacity and Water Meters Report
- E. Total CCWD Production Report
- F. CCWD Monthly Sales by Category Report – October 2025
- G. Leak/Flushing Report – October 2025
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Conditions Report – October 2025
- J. Water Service Connection Transfer Report for October 2025

- K. Notice of Completion – Denniston Reservoir Maintenance Dredging Project for Year 2025
- L. Notice of Completion – Pilarcitos Creek Road Culvert Replacement Project

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

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

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

5) **MEETINGS ATTENDED / DIRECTOR COMMENTS**

6) **GENERAL BUSINESS**

**A. Approval of Additional Scope of Work on the Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project for Installation of a Communications Duct Bank and Appurtenances from the Carter Hill Tank Site up to the Nunes Treatment Plant.**

Ms. Rogren summarized that the District currently utilizes radio communications between the Carter Hill tank site and the Nunes Water Treatment Plant. Given the Carter Hill Tank Project construction, District staff recommends making improvements to the District’s communication infrastructure to allow for real time data acquisition and continuous communication capabilities with the District’s tank infrastructure, the distribution meter located below the tank site, and the Nunes Water Treatment Plant. The proposed duct bank will serve anticipated future fiber optic needs and will include spare conduits to ensure that communication can be maintained or upgraded in the future. Doing the work now will prevent future excavation in the new asphalt surface included in the tank project.

This is an additional scope of work for DN Tanks, LLC (“DN”) under change order #4. DN’s electrical subcontractor on the tank project, Atlas Pellizzari Electric, Inc. (“Atlas”) will manage the work. Atlas will utilize Andreini Bros., Inc. to provide the required trenching and excavation and Northern Directional Drilling, Inc. to provide the directional boring.

**ON MOTION BY Director Coverdell and seconded by Director Muller, the Board voted by roll call vote to authorize the General Manager to approve an additional scope of work for DN Tanks, LLC. on the Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project for**

installation of a communications duct bank and appurtenances from the Carter Hill tank site up to the Nunes Water Treatment Plant in the not to exceed amount of \$184,216.44.

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

**B. Authorize the General Manager to Enter into a Professional Services Agreement with Cecil & Cecil Enterprises, Inc. for Construction Inspection Services for the Pilarcitos Wellfield Replacement Project**

Ms. Rogren summarized that at the October 14, 2025, Regular Board of Directors meeting, the Board awarded a contract to GSW Construction, Inc. for the Pilarcitos Wellfield Replacement Project. This project includes the construction of six new wells, and modernization of the electrical and SCADA systems for the wells. At the request of the District, Cecil & Cecil Enterprises, Inc. ("Cecil and Cecil") prepared an estimate to provide as-needed construction inspection services for 998 hours per the project specifications. Cecil & Cecil has provided construction inspections for the District on numerous District projects including the recently completed Highway 92 Emergency Pipeline Replacement Project and has consistently come in under budget.

**ON MOTION BY Director Muller and seconded by President Reynolds, the Board voted by roll call vote to authorize the General Manager to enter into a professional services agreement with Cecil & Cecil Enterprises, Inc. for construction inspection services for the Pilarcitos Wellfield Replacement Project for a not to exceed amount of \$299,913.**

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

**C. Consider Resolution 2025-08 Changing the Start Time of the Coastside County Water District Regular Board of Directors Meeting from 7:00 p.m. to 6:00 p.m. Effective with the December 9, 2025 Regular Board of Directors Meeting**

Ms. Rogren summarized that at the October 14, 2025 Regular Board of Directors Meeting, staff was asked to present a resolution (2025-08) for consideration at the November 12, 2025, Board meeting changing the start time of the Regular Board of Directors meetings from 7:00 p.m. to 6:00 p.m. This Resolution 2025-08 also changes the end time to 9:30 p.m. unless extended by the Board of Directors.

ON MOTION BY Director Mickelsen and seconded by Director Muller, the Board voted by roll call vote to adopt Resolution 2025-08 changing the start time of the Coastside County Water District Regular Board of Directors Meeting from 7:00 p.m. to 6:00 p.m. effective with the December 9, 2025, Regular Board of Directors Meeting.

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

**D. SB 707 – Brown Act Amendments and Other Legislative Updates - Discussion**

Mr. Miyaki, the District’s Legal Counsel summarized the Senate Bill 707, Brown Act Amendments and other Legislative Updates on the following:

- Traditional Teleconferencing Requirements
- Alternative Teleconferencing Requirements
- Eligible Legislative Bodies
- Additional Brown Act Updates
- SB 827 – Fiscal and Financial Training
- SB 852 – Filing Form 700 with FPPC.

Mr. Miyaki responded to questions throughout the presentation.

**E. Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project – Update #13**

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

**7) MONTHLY INFORMATIONAL REPORTS**

**A. General Manager’s Report**

- Ms. Rogren stated that the District received a check for \$87,500 from the State Water Resources Control Board for a Recycled Water Feasibility Study Grant. District staff submitted the District’s Recycled Water Feasibility Report to the State in Fall, 2024.
- Ms. Rogren stated that on October 16, 2025 (on the day of the “Great Shakeout”) SFPUC held a tabletop emergency exercise for BAWSCA water managers and their teams. 50 staff members from 20+ agencies participated in the exercise. Participates from the District were Mary Rogren, Jeffrey Schneider, Sean Donovan and Darin Sturdivan.

**B. Operations Report**

Mr. Sturdivan summarized the operation highlights for the month of October 2025.

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

President Reynolds suggested that a Board training workshop be held in advance of the Strategic Planning Workshop scheduled for January 8, 2026. Discussion ensued amongst the Board, and three Board members stated that they did not want to conduct the training at this time.

9) **ADJOURNMENT - Board Meeting Adjourned at 8:20 p.m.**

Respectfully submitted,

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Mary Rogren, General Manager  
Secretary to the District

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Glenn Reynolds, President  
Board of Directors