

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, February 10, 2026

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 Board room: Vice President John Muller, Director Ken Coverdell, Director Chris Mickelsen, and Director Glenn Reynolds.

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, Cathleen Brennan, Water Resource Analyst, and Lisa Sulzinger, Administrative Analyst

Also present:
Jonathan Sutter, 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 January 31, 2026:
Claims: \$ 1,442,785.95; Payroll: \$ 393,798.34 for a total of \$ 1,836,584.29
January 2026 Monthly Financial Claims reviewed and approved by Director Feldman
- B. Acceptance of Financial Reports
- C. Approval of Minutes of January 12, 2026, Special Board of Directors Meeting - Strategic Planning-Board Workshop

- D. Approval of Minutes of January 13, 2026, Regular Board of Directors Meeting
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report – January 2026
- H. Leak/Flushing Report – January 2026
- I. Monthly Rainfall Reports
- J. Request for Board to Provide Authorization to Write Off Bad Debts for Fiscal Year ended June 30, 2025

President Feldman stated he reviewed the financial claims and found them all to be in order.

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

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

- Vice President Muller reported that he attended an ACWA Region 5 meeting on February 9, 2026 and also attended Supervisor Ray Mueller’s Election Campaign meeting on February 6, 2026. Vice-President Muller also reported that his neighbor noticed water flowing from a Main Street business and that District staff quickly responded and he thanked staff for their quick action.
- Director Reynolds reported that he and Director Mickelson attended a Facilities Committee Meeting on February 9, 2026 and reviewed the Capital Improvement Program.

6) GENERAL BUSINESS

A. Consider Approval of Resolution 2026-01 Amending and Recodifying the Regulations Regarding Water Utility System Improvements, Including New and Modified Water Service Connections to Existing Water Mainlines.

Ms. Rogren introduced Ms. Brennan and thanked her for spearheading this project. She noted that Ms. Brennan has worked on the modifications to the regulations over the past 3 years in collaboration with District staff and EKI Environment & Water, Inc. Ms. Brennan explained that the regulations were modified and restructured to align with the District’s current workflow, current engineering practices, and industry standards. The amended regulations are intended to assist the District in clearly communicating requirements for mainline extensions and new or modified water services. The amended regulations were reviewed by the Facilities Committee

at its February 9, 2026 meeting. The Committee's suggested clarification language changes were incorporated into the final version.

ON MOTION BY Director Reynolds and seconded by Director Mickelsen, the Board voted by roll call vote to adopt Resolution 2026-01 amending and recodifying the regulations regarding water utility system improvements, including new and modified water service connections to existing water mainlines.

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

B. Authorize the General Manager to Procure a Spare Gearbox for the Nunes Water Treatment Plant Rapid Mixer.

Ms. Rogren summarized that the District uses the SPXFLOW rapid mixer in its coagulation process at the Nunes Water Treatment Plant. The existing rapid mixer was purchased in 2013, and although the mixer has an expected useful life of 15-20 years, staff recommends purchasing a spare gearbox to provide redundancy in the event of failure. MISCOWater Pacific, LLC. is the sole authorized representative of SPXFLOW mixers in the state of California and Nevada. Staff recommends purchasing the spare SPXFLOW gearbox as a sole source procurement under Resolution 2025-07.

ON MOTION BY Director Reynolds and seconded by Director Mickelsen, the Board voted by roll call vote to authorize the General Manager to purchase a spare SPXFLOW gearbox for the Nunes Water Treatment Plant rapid mixer from MISCOWater Pacific, LLC. for \$39,464 as a sole source procurement under Resolution 2025-07.

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

C. Budget Process Timeline

Mr. Schneider presented the Budget Process Timeline with key milestones for the annual budget process and key dates for the District's on-going planning and

reporting in support of the strategic priorities that were established at the Board's January 12, 2026 Strategic Planning Workshop.

D. Authorize the Board President to Create Board Advisory Committees, to Make Appointments of Board Members to the District Board Committees, and to Make Appointments of District Representatives to External Organizations and Associations. Review of District Board Committees.

Ms. Rogren summarized that since 2019, by Board action, the Board authorizes creation of Advisory Committees and approves appointments of Board members to Board Committees and to external organizations. At the January 13, 2026 Board of Directors meeting, the Board expressed interest in returning to the practice in place prior to 2019 whereby the Board President was authorized to create Advisory Committees and to make appointments to Board Committees.

ON MOTION BY Vice President Muller and seconded by Director Coverdell, the Board voted by roll call vote to authorize the Board President to (1) create Board Advisory Committees, (2) make appointments of Board members to the District Board Committees, and (3) make appointments of District representatives to external organizations and associations. Review of District Board Committees.

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

After the motion and roll call vote, President Feldman took the following actions:

- Dissolved the Advisory Committee - Water Reuse Committee
- Created a new Advisory Committee - Interagency Affiliation Committee
This new Advisory Committee 1) supports the District's funding efforts, including communicating with elected officials and staff of other public (local, County, State and Federal) agencies to discuss the District's funding needs; 2) communicates with elected officials and staff of other public agencies on interagency initiatives; and 3) participates in community outreach and public engagement.
- Appointed Vice President Muller and Director Mickelson to the Interagency Affiliation Committee.

All other appointments to Standing Committees and external organizations remain the same.

E. Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project - Update #16

Mr. Donovan provided an update on the progress made on the Carter Hill Prestressed Tank and Seismic Upgrades Project during January 2026.

7) **MONTHLY INFORMATIONAL REPORTS**

A. General Manager's Report

- Ms. Rogren announced her retirement from the District effective March 2027. Board members shared comments and expressed their appreciation for Ms. Rogren's contributions to the District. President Feldman thanked Ms. Rogren for the early notice and requested staff to arrange a Special Board Meeting on March 2, 2026, to discuss the recruitment of the next General Manager.
- Ms. Rogren reported that on February 3, 2026, Steve Ritchie, Assistant General Manager of Water at SFPUC, issued the Initial Water Supply Availability Estimate for the current year. Current conditions indicate a reasonable probability that SFPUC will be able to meet full customer demand this year.

B. Operations Report

Mr. Sturdivan summarized the operation highlights for the month of January 2026.

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

There were no requests for future agenda items.

9) **ADJOURNMENT - Board Meeting Adjourned at 7:18 p.m.**

Respectfully submitted,



Mary Rogren, General Manager
Secretary to the District

Bob Feldman, President
Board of Directors

Bob Feldman, President
Board of Directors

