

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**Tuesday, May 13, 2025**

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

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

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

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

*It was noted that Item “J” Water Transfer Connection Report for April 2025 should be removed from the Consent Calendar because two transfers involved Director Mickelsen and that Director Mickelsen should not vote on this item. It also was noted that this item is for informational purposes only and the Board did not need to take any action on the item.*

**ON MOTION BY Director Coverdell and Seconded by Director Muller to remove “Item J” Water Transfer Connection Report for April 2025 from the Consent Calendar:**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Abstain</b>
<b>Director Muller</b>	<b>Aye</b>
<b>Vice-President Feldman</b>	<b>Aye</b>
<b>President Reynolds</b>	<b>Aye</b>

**A. Approval of disbursements for the month ending April 30, 2025:**

Claims: \$ 1,646,848.97; Payroll: \$ 210,714.44 for a total of \$ 1,857,563.41  
*April 2025 Monthly Financial Claims reviewed and approved by Director Mickelsen*

- B. Acceptance of Financial Reports
- C. Approval of Minutes of April 8, 2025, Regular Board of Directors Meeting
- D. Installed Water Connection Capacity and Water Meters Report
- E. Total CCWD Production Report
- F. CCWD Monthly Sales by Category Report – April 2025
- G. Leak/Flushing Report – April 2025
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Conditions Report – March 2025 and April 2025
- J.
- K. Approval of Water Service Agreement – 555/565/575 Seymour Street,  
Half Moon Bay

Director Mickelsen stated he had reviewed the financial claims, and he 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 with “Item J” removed:**

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

**5) MEETINGS ATTENDED / DIRECTOR COMMENTS**

- Director Muller and Vice President Feldman attended an HR Committee Meeting on April 15, 2025
- Director Muller and Vice president Feldman will be attending the ACWA Spring Conference on May 14, 2025, in Monterey.
- Director Mickelsen will be attending a BAWSCA meeting on Thursday, May 15, 2025.

**6) GENERAL BUSINESS**

**A. Approval of Professional Services Agreement with EKI Environment and Water, Inc. for the Preparation of a Potable Water Storage Master Plan**

Ms. Rogren summarized that in 2020, the District engaged EKI Environment and Water, Inc. (EKI) to conduct a Potable Water Storage Evaluation which included assessing the operating condition of existing storage facilities (built pre-1975 except for one tank), conducting a hydraulic modeling analysis to assess system performance, and reviewing recent seismic evaluations of many of the District’s

tanks. In their 2020 analysis, EKI recommended that the District consider adding storage at the Carter Hill site leading to the decision to implement the Carter Hill Prestressed Concrete Tank and Seismic Upgrade Project currently under construction. Now that the Carter Hill Tank project is under way, staff recommends that the District develop a Potable Water Storage Master Plan that can be incorporated into the District's Capital Improvement Program and that will serve to enhance the District's system reliability. Given EKI's previous work in assisting the District to evaluate its storage needs as well as EKI's ongoing work on the hydraulic model, Staff recommends utilizing EKI to assist the District with this project.

**ON MOTION BY Director Mickelsen and seconded by Director Muller, 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 the preparation of a Potable Water Storage Master Plan for a not-to-exceed amount of \$170,400.**

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

**B. Approval of Professional Services Agreement with EKI Environment and Water, Inc. for Environmental Services for the Pilarcitos Wellfield Replacement Project and the Pilarcitos Road Slide Repair Project**

Ms. Rogren summarized that Pilarcitos Canyon is a sensitive habitat and the location of the District's wellfield. EKI Environment and Water, Inc. (EKI) has teamed up with Environmental Science Associates (ESA) to provide environmental and permitting support for the Pilarcitos Wellfield Replacement Project and Pilarcitos Road Slide Repair Project (two separate projects). The District plans to begin construction on the Wellfield Replacement Project in Fall, 2025 and will require regulatory compliance and monitoring services during construction. EKI will also contract with Avocet Research Associates (ARA) to conduct Marbled Murrelet surveys for the Slide Repair Project. Given EKI's experience in managing past environmental work for the District, staff recommends that the Board authorize staff to enter into an agreement with EKI.

**ON MOTION BY Director Mickelsen and seconded by Director Muller, the Board voted by roll call vote to authorize the General Manager to enter into a professional services agreement with EKI Environment and Water, Inc. for environmental services for the Pilarcitos Wellfield Replacement Project and the Pilarcitos Road Slide Repair Project for a not-to-exceed amount of \$268,760.**

Director Coverdell	Aye
Director Mickelsen	Aye
Director Muller	Aye

Vice-President Feldman  
President Reynolds

Aye  
Aye

**C. Waive the District's Procedural Requirements for Sealed Competitive Bids and Authorize the General Manager to Purchase a Monoclor Residual Control System for El Granada Tank 3**

Ms. Rogren summarized that the existing residual control system servicing El Granada Tank 3 is over 25 years old. This system maintains the chlorine residual in El Granada Tank 3 and zone 4 of the District's distribution system. Staff has received excellent reviews from other water agencies regarding the quality, reliability and functionality of the Monoclor Residual Control System. Staff recommends moving forward with acquiring this system as it will produce a more consistent chlorine residual and will reduce the production of disinfection byproducts. This system will also reduce chemical use, staff time and provide for more consistent water chemistry. Cleanwater1, Inc. is the exclusive distributor of the Monoclor Residual Control System.

**MOTION BY Director Mickelsen and seconded by Director Muller, the Board voted by roll call vote to waive the District's competitive bidding requirements of Resolution 2016-09 and authorize the General Manager to purchase a Monoclor Residual Control System for El Granada Tank 3 from Cleanwater1, Inc. for a not-to-exceed amount of \$148,350 (plus applicable taxes).**

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

Aye  
Aye  
Aye  
Aye  
Aye

**D. Approval of a Professional Services Agreement with Reliable Automation Controls, LLC. for Maintenance and Instrumentation Support of the District's SCADA System**

Mr. Schneider summarized that the District has been using Calcon Systems, Inc. (Calcon) since 2009 for SCADA System support. The founder of Reliable Automation Controls, LLC. (RAC), and the key point of contact is Rudy Everett, who until recently has been employed by Calcon and has been the District's primary provider of SCADA support services for the last 15 years. In his role with his new company, Mr. Everett will continue to serve as the District's primary SCADA resource for the next 12 months, with Calcon functioning in a back-up role.

**ON MOTION BY Director Mickelsen and seconded by Director Muller, the Board voted by roll call vote to authorize the General Manager to enter into a professional services agreement with Reliable Automation Controls, LLC. for maintenance and instrumentation support of the**

District’s SCADA System for a time and materials cost not to exceed \$70,000 for the next twelve months.

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

E. Overview of Draft Capital Improvement Program for Fiscal Years 2025/26 – 2034/35

Ms. Rogren provided an overview of the Draft 10-year Capital Improvement Program (CIP) for Fiscal Years 2025/2026 to Fiscal Year 2034/2035. Staff and Jon Sutter from EKI Environment and Water, Inc. met with Facilities Committee on March 10, 2025 and April 22, 2025 to review the CIP. At the June 10, 2025, Regular Board of Directors Meeting the Board will be asked to approve the FY 2025/26 Operations and Maintenance Budget and the CIP for FY 2025/26 – FY 2034/35.

F. Approval of Updated Organization Chart and Amended Salary Schedule for Fiscal Year 2024-2025

Ms. Rogren provided an overview of the current organization and the need for succession planning. She then proposed an update to the District’s organization chart to address increased workloads and the need for changes in skill sets of staff given the increased levels of regulatory monitoring and reporting, asset and system management responsibilities, and complexities in the District’s day-to-day operations. Ms. Rogren also commented that the District staffing levels are lean (23 employees) in comparison to other similar sized BAWSCA agencies who do not treat their own water. District staff engaged a Human Resource consultant to assist with organizational planning. Staff met with the Human Resources Committee on April 15, 2025, and the committee concurred with the following recommendations to be effective immediately:

Operations Management

- Eliminate the position of Superintendent (vacant since fall 2024) and add two management positions specializing in their areas of focus in District Operations:
  - Water Treatment Plant Operations Manger
  - Water Distribution Operations Manager

Finance and Administration

- Add a Customer Support Specialist who will assume complex administrative and analytical responsibilities while cross-training on tasks unique to the District requiring historical and water industry background.
- Change the title of “Office Manager” to “Administrative Services Manager” in recognition of the position’s broad responsibilities and reflective of the title found in similar agencies.

### Amended Salary Schedule

An Amended Salary Schedule was presented for approval incorporating the new positions and recommended salary ranges. In addition, given input from the District's HR consultant, salary ranges were modified for the Administrative Services Manager and Accounting Manager, similar to the range for the Water Resource Analyst, and with one step added to allow for growth.

**ON MOTION BY Director Muller and seconded by Vice President Feldman, the Board voted by roll call vote to Approve (1) an Updated Organization Chart, and (2) Amended Salary Schedule for Fiscal Year 2024-2025 to be effective May 13, 2025.**

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

**G. Consider Resolution 2025-02 Approving Placing in Nomination John Muller as a Member of the Association of California Water Agencies ("ACWA") Region 5 Board of Directors**

The Nominating Committee of ACWA is currently seeking candidates for the Region 5 Board for the term of 2026-2027. Director Muller is currently on the Region 5 Board and has expressed interest in serving another term.

**ON MOTION BY Director Mickelsen and seconded by Director Coverdell, the Board voted by roll call vote to Approve Resolution 2025-02 placing in nomination John Muller as a Member of the Association of California Water Agencies ("ACWA") Region 5 Board of Directors.**

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

**H. Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project - Update #7**

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

7) **MONTHLY INFORMATIONAL REPORTS**

**A. General Managers Report Operations Report**

- Ms. Rogren reported that on April 15, 2025, Steven Ritchie, Assistant General Manager of Water at SPFUC, issued a final update on the water supply availability for Water Year 2025.
- On May 8, 2025, the American Water Works Association recognized the Pulgas Water temple as a historic water landmark.

**B. Operations Report**

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

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

There were no requests for future agenda items.

9) **ADJOURNMENT - Board Meeting Adjourned at 8:26 p.m.**



Glenn Reynolds, President  
Board of Directors

Respectfully submitted,



Mary Rogren, General Manager  
Secretary to the District

