

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**Tuesday, May 14, 2024**

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 Mickelsen called the meeting to order at 7:00 p.m. Present at roll call: Vice President Reynolds, Director Ken Coverdell, Director Bob Feldman, and Director John Muller.

Also present: Mary Rogren, General Manager, Jeffery Schneider, Asst. General Manager Finance/Admin., Patrick Miyaki, Legal Counsel; James Derbin, Superintendent, Gina Brazil, Office Manager, Nancy Trujillo, Accounting Manager and Lisa Sulzinger, Administrative Analyst

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

- A. Approval of disbursements for the month ending April 30, 2024:  
Claims: \$ 1,047,651.39; Payroll: \$ 286,623.08 for a total of \$ 1,334,274.47  
*April 2024 Monthly Financial Claims reviewed and approved by Director Reynolds*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of April 9, 2024, Regular Board of Directors Meeting
- D. Approval of Minutes of April 30, 2024, Special 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 – April 2024
- H. Leak/Flushing Report – April 2024
- I. Monthly Rainfall Reports
- J. SFPUC Hydrological Conditions Report – March 2024 and April 2024

Director Reynolds stated he had reviewed the monthly financial claims, and all appeared to be in order.

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

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

**5) MEETINGS ATTENDED / DIRECTOR COMMENTS**

- Director Coverdell reported on the snow conditions in the Sierras.
- Director Feldman gave a brief report of the Association of California Water Agencies (ACWA) Spring Conference May 7-9, 2024, held in Sacramento, CA that he attended along with Ms. Rogren and Mr. Schneider.
- Director Reynolds attended the California-Nevada Conference in Lake Tahoe.
- Directors Reynolds and Mickelsen attended the Facilities Committee Meeting.

**6) GENERAL BUSINESS**

**A. Approval of Change Order #3 for Nunes Water Treatment Plant Upgrades Project**

Ranger Pipelines, Inc., has submitted change order #3 for \$222,494 which captures 15 project modifications, and a combination of credits and requests. Approval of change order #3 will increase the total project cost by 2.7% from \$8,439,179 to \$8,661,672.

**ON MOTION BY Director Coverdell and seconded by Vice President Reynolds, the Board voted by roll call vote to authorize the General Manager to approve Change Order #3 with Ranger Pipelines, Inc., for \$222,494 as part of the Nunes Water Treatment Plant Upgrades Project**

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

**B. Overview of Draft Fiscal Year 2024-2025 Operations and Maintenance Budget and Draft Fiscal Year 2024/2025 to Fiscal Year 2033/2034 Capital Improvement Program and Budget Calendar**

Mr. Schneider summarized the Budget Calendar and highlighted the changes since the March 2024 Board Meeting to the revenue and operating expenses in the Operations and Maintenance Budget for Fiscal Year 2024-2025. He then summarized the Capital Improvement Program Fiscal Years 2033/2034.

**C. Nunes Water Treatment Plant Upgrades Project Update #33**

Mr. Derbin gave an update on the progress made at the Nunes Water Treatment Plant during April 2024.

**7) MONTHLY INFORMATIONAL REPORTS**

**A. General Manager's Report**

- San Francisco Public Utilities Commission held a public hearing on May 14, 2024 to consider adoption of a proposed 8.8% increase over the current wholesale water rates to be effective July 1, 2024.
- The Bay Area Water Supply and Conservation Agency (BAWSCA) Chief Executive Officer/General Manager Nicole Sandkulla is retiring December 20, 2024.
- Two District staff members participated in the Job Fair at the Half Moon Bay High School on May 3, 2024, promoting careers in water.
- On April 16, 2024, District staff organized a full-day tour of the District's facilities for (14) BAWSCA staff and water managers from other Bay Area agencies.

**B. Superintendent of Operations Report**


Mr. Derbin summarized the Operation Highlights for the month of April 2024.

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

There were no requests for future agenda items.

**9) ADJOURNMENT - Board Meeting Adjourned at 7:56 p.m.**

Respectfully submitted,

  
\_\_\_\_\_  
Mary Rogren, General Manager  
Secretary to the District

  
\_\_\_\_\_  
Chris Mickelsen, President  
Board of Directors

