

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**Tuesday, July 8, 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, Chris Mickelsen, and Director John Muller.

President Reynolds stated he was participating remotely (via Zoom by video and audio) pursuant to the just cause basis under AB2449 because he was caring for an elderly parent. He also stated that there was no one over 18 in the room with him.

Also present: Mary Rogren, General Manager; Jeffrey Schneider, Asst. General Manager Finance/ Admin., Patrick Miyaki, Legal Counsel, Gina Brazil, Administrative Services Manager, Darin Sturdivan, Water Distribution Operations Manager, Sean Donovan, Water Treatment Plant Operations Manager, Cathleen Brennan, Water Resources Analyst, Nancy Trujillo, Utility Billing/ 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 June 30, 2025:  
Claims: \$ 1,872,005.55; Payroll: \$ 232,014.89 for a total of \$ 2,104,020.44  
*June 2025 Monthly Financial Claims reviewed and approved by Director Muller*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of June 10, 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 – June 2025

- G. Leak/Flushing Report – June 2025
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Conditions Report – May 2025
- J. California Special Districts Association (CSDA) – 2026 Board Election – Bay Area Network, Seat B
- K. Notice of Acceptance – Creekside Court Subdivision Utility System

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

**ON MOTION BY Director Coverdell and seconded by Vice President Feldman, 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**

- Director Coverdell commented about the lakes and dams in the Sierra Mountains being full.

**6) GENERAL BUSINESS**

**A. Waive the Procedural Requirements for Sealed Competitive Bids and Authorize the General Manager to Procure a New Ford F150 4x4 Crew Cab Pickup from Serramonte Ford, Inc.**

Ms. Rogren summarized that the District budgets annually for vehicle replacements as part of the Capital Improvement Program. Staff obtained three quotes for a Ford F150 4x4 Crew Cab which all reflect government fleet pricing. Serramonte Ford had the lowest of the three quotes at \$48,430 including sales tax and all applicable fees.

**ON MOTION BY Director Mickelsen and seconded by Director Coverdell, the Board voted by roll call vote to waive the procedural requirements for sealed competitive bids and authorized the General Manager to procure a new Ford F150 4X4 Crew Cab pickup from Serramonte Ford, Inc. for a not-to-exceed amount of \$48,430.**

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

**B. Waive the Procedural Requirements for Sealed Competitive Bids and Authorize the General Manager to Enter Into a Contractual Agreement with Andreini Bros., Inc. for the Replacement of the Main Inlet Pipeline and Two 16" Valves at the Carter Hill Tank Site**

At this time, President Reynolds recused himself and was put into a Zoom Waiting Room for the rest of the discussion of this item as he currently rents property from the principals of Andreini Bros., Inc.

Ms. Rogren summarized that staff has identified an opportunity to replace 110 feet of 16" ductile iron pipe, and two 16" valves that currently feed the HMB tank 3 inlet pipe. This pipe and valves were originally installed as part of the 1980 Nunes Water Treatment Plant Project and are located in the roadway next to the Carter Hill tanks. As part of the Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project, staff proposes that a portion of the 16" pipe and the two valves be removed and replaced. Given the age of the pipeline and valves, staff and the District's engineer for this project recommend replacing another 110 foot section of the 16" pipe that extends uphill from the new tank under construction to Tank 3 as well as replacing the two 16" valves.

This project was not originally in the scope of the Carter Hill tank project, however given that the sub-contractor (Andreini Bros. Inc.) is already mobilized and trenching at the site, by doing this work now, the District will save future construction costs including remobilization and without having to cut into the newly refurbished concrete base road that is part of the current Carter Hill tank project. Once completed, the new pipeline and valves will not only serve as the inlet for the new DN Prestressed Concrete Tank but will also serve as the future connection for the Tank 3 replacement.

**ON MOTION BY Director Muller and seconded by Director Coverdell, the Board voted by roll call vote to waive the procedural requirements for sealed competitive bids and authorize the General Manager to enter into a contractual agreement with Andreini Bros., Inc. for the replacement of the main inlet pipeline and two 16" valves at the Carter Hill Tank Site at a not-to-exceed price of \$161,078.**

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

President Reynolds was admitted back into the Zoom Meeting after this item concluded.

**C. Fiscal 2024-2025 Year-End Financial Results - Preliminary.**

Mr. Schneider summarized the preliminary results of the Fiscal Year ending June 30, 2025. He reviewed the revenue and expense highlights, cash reserves, and Capital Improvement Program spending.

**D. Approval of Amended Salary Schedule for Fiscal Year 2025-2026 and Updated Organization Chart to Add a New Job Classification, "Treatment/Distribution Operator - Lead (Assigned to Distribution)"**

Mr. Schneider summarized that when the new Water Distribution Operations Manager was reviewing the organization chart, he identified a need to appoint a "Lead" Treatment/Distribution Operator from the field staff. While the Distribution Supervisor and Senior Distribution Operator are increasingly focused on data management, regulatory reporting and cross connection/backflow oversight activities, there remains the need in the field to lead, train and direct the work of new field operators. This new job classification does not include an addition to headcount, rather one of the current operators will be assigned this position.

**ON MOTION BY Director Mickelsen and seconded by Director Muller, the Board voted by roll call vote to approve the amended Salary Schedule for FY2025-26 and updated Organization Chart that includes the addition of a new Job Classification, "Treatment/Distribution Operator - Lead (Assigned to Distribution)".**

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

**E. Consider Approval of Resolution 2025-05 Amending Conflict-of-Interest Code.**

Ms. Rogren stated that the Superintendent position was removed from the Conflict-of-Interest Code and the Water Treatment Operations Manager and Water Distribution Operations Manager positions were added.

**ON MOTION BY Director Mickelsen and seconded by Director Coverdell, the Board voted by roll call vote to adopt Resolution No. 2025-05, a Resolution of the Board of Directors of the Coastside County Water District amending its Conflict-of-Interest Code.**

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

President Reynolds

Aye

**F. Consider Approval of Resolution 2025-06 Establishing Appropriations Limit Applicable to District During Fiscal Year 2025/2026.**

Article XIIB of the California Constitution, and its implementing legislation, requires each local agency to review the appropriations limit applicable to it annually. The appropriations limit is the maximum amount of proceeds of taxes which the District can appropriate during the fiscal year.

**ON MOTION BY Director Mickelsen and seconded by President Reynolds, the Board voted by roll call vote to approve Resolution No. 2025-06 establishing appropriations limit applicable to District during Fiscal Year 2025/2026.**

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

**G. Rescheduling of the November 11, 2025, Coastside County Water District Regular Board of Directors Meeting in Recognition of the Veterans Day Holiday.**

Ms. Rogren explained that the regularly scheduled November 11, 2025, Board of Directors meeting falls on the Veterans Day holiday this year. Staff propose that this meeting be rescheduled to Wednesday, November 12, 2025, in recognition of the Veterans' Day holiday.

**ON MOTION BY President Reynolds and seconded by Director Muller, the Board voted by roll call vote to approve to reschedule the November 11, 2025, Coastside County Water District Regular Board of Directors Meeting to Wednesday, November 12, 2025, in recognition of the Veterans Day Holiday.**

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 #9**

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

7) **MONTHLY INFORMATIONAL REPORTS**

A. Operations Report

Mr. Donovan summarized the Operation Highlights for the month of June 2025.

B. Water Resources Report

- Staff submitted the Annual Water Supply and Demand Assessment report to the California Department of Water Resources on June 12, 2025.
- Ms. Brennan reported that the 2024 Consumer Confidence Report (CCR) Annual Water Quality Report has been posted. The drinking water delivered to customers met all U.S. EPA and California drinking water standards in calendar year 2024. A postcard was mailed to District customers and delivered on June 25, 2025.

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

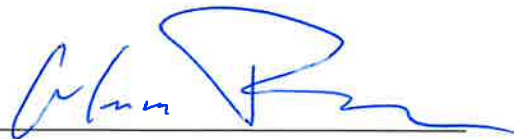
There were no requests for future agenda items.

9) **ADJOURNMENT - Board Meeting Adjourned at 8:01 p.m.**

Respectfully submitted,



Mary Rogren, General Manager  
Secretary to the District



Glenn Reynolds, President  
Board of Directors