

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, September 9, 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: Jeffrey Schneider, Asst. General Manager Finance/ Admin., Patrick Miyaki, Legal Counsel, Gina Brazil, Administrative Services Manager, Darin Sturdivan, Water Distribution Operations Manager, Sean Donovan, Treatment Plant Operations 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 August 31, 2025:
Claims: \$ 3,860,250.87; Payroll: \$ 360,218.06 for a total of \$ 4,220,468.93
August 2025 Monthly Financial Claims reviewed and approved by Director Feldman
- B. Acceptance of Financial Reports
- C. Approval of Minutes of August 12, 2025, Special Board of Directors Meeting
- D. Approval of Minutes of August 12, 2025, Regular Board of Directors Meeting
- E. Approval of Minutes of August 27, 2025, Special Board of Directors Meeting
- F. Installed Water Connection Capacity and Water Meters Report
- G. Total CCWD Production Report
- H. CCWD Monthly Sales by Category Report – August 2025
- I. Leak/Flushing Report – August 2025
- J. Monthly Rainfall Reports
- K. Water Service Connection Transfer Report for August 2025

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

Director Muller inquired about the Coastside Estates LLC payment. Mr. Schneider stated it was related to the Seymore Line Extension, a refund of their original deposit.

ON MOTION BY Director Mickelsen and seconded by Director Coverdell, 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

- There were no meetings reported.

6) GENERAL BUSINESS

A. Approval of Professional Services Agreement with Balance Hydrologics, Inc. for Denniston/San Vicente Stream Gaging, Groundwater Monitoring, and Data Collection.

Mr. Schneider explained that quantifying the amount of water available for diversion from Denniston Creek and San Vicente Creek is important to the District's efforts to secure its waters rights on these streams. Balance Hydrologics, Inc. has been providing the stream gaging, groundwater monitoring and data collection since Water Year 2011.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to authorize the General Manager to enter into a professional services agreement with Balance Hydrologics, Inc. for water year 2026 stream gaging, groundwater monitoring, and data analysis for the Denniston Creek and San Vicente Creek watersheds for an estimated time-and-materials cost of \$105,454.

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 Continued Environmental Services Related to the Pilarcitos Creek Road Culvert Replacement Project

Mr. Schneider summarized that during the December 2022/January 2023 storm event the District sustained considerable damage in Pilarcitos Canyon to the existing road, including multiple slides and damage to a culvert crossing. In October 2024, the District engaged EKI and their subconsultant, Environmental Science Associates (ESA) to develop an environmental permitting strategy (Task 1) for the Pilarcitos Road Stabilization Project including the Pilarcitos Slide Repairs and Culvert Replacement Project. EKI and staff recommend pursuing the Culvert Replacement Project as the next phase. ESA will provide additional environmental services, with a specific focus on obtaining the necessary permitting and environmental compliance for the Pilarcitos Road Culvert Replacement Project.

ON MOTION BY Director Muller and seconded by Director Mickelsen, the Board voted by roll call vote to authorize the General Manager to enter into an amendment to a professional services agreement with EKI Environment and Water, Inc. for environmental services related to the Pilarcitos Creek Road Culvert Replacement Project for \$69,740.

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

C. Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project – Update #11

Mr. Donovan provided an update on the progress made on the Carter Hill Prestressed Tank and Seismic Upgrades Project during August 2025.

7) MONTHLY INFORMATIONAL REPORTS

A. Operations Report

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

8) DIRECTOR AGENDA ITEMS – REQUESTS FOR FUTURE BOARD MEETINGS

There were no requests for future agenda items.

9) ADJOURNMENT – Board Meeting Adjourned at 7:36 p.m.

A handwritten signature in blue ink, appearing to read 'Glenn Reynolds', written over a horizontal line.

Glenn Reynolds, President
Board of Directors

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Mary Rogren', written over a horizontal line.

Mary Rogren, General Manager
Secretary to the District