COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, October 14, 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 Chris Mickelsen, and Director John Muller. Director Ken Coverdell was absent.

Also present: Mary Rogren, General Manager, Jeffrey Schneider, Asst. General Manager Finance/Administration, Patrick Miyaki, Legal Counsel, Gina Brazil, Administrative Services Manager, Darin Sturdivan, Water Distribution Operations Manager, Sean Donovan, Treatment Plant Operations Manager, Nancy Trujillo, Utility Billing and Accounting Manager, and Lisa Sulzinger, Administrative Analyst.

Other participants included: Harry Ysselstein, Jeffery Goshorn, CF Booth, Robert Kincade, and Karen Flick, all from the HMB Amateur Radio Club.
Jonathan Sutter, EKI Environment and Water, Inc.

2) **PLEDGE OF ALLEGIANCE**

3) **PUBLIC COMMENT** – There were no public comments.

4) **CONSENT CALENDAR**

A. Approval of disbursements for the month ending September 30, 2025:
Claims: $ 2,405,851.75; Payroll: $ 247,127.84 for a total of $ 2,652,979.59
September 2025 Monthly Financial Claims reviewed and approved by Director Mickelsen
B. Acceptance of Financial Reports
C. Approval of Minutes of September 9, 2025, Regular Board of Directors Meeting
D. Approval of Minutes of September 26, 2025, 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 – September 2025

H. Leak/Flushing Report – September 2025
I. Monthly Rainfall Reports
J. SFPUC Hydrological Conditions Report – August 2025 and September 2025
K. Water Service Connection Transfer Report for September 2025

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

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

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

- Director Mickelsen attended a Bay Area Water Supply & Conservation Agency (BAWSCA) Board of Directors Meeting.
- Director Muller noted that he and other Directors and District Staff attended the Association of California Water Agencies (ACWA) Region 5 Tour – Exploring SFPUC's Water Infrastructure & Fire Resilience.
- Directors Feldman and Director Reynolds stated they also attended the ACWA Region 5 tour and all Board members said it was a good event.

6) GENERAL BUSINESS

A. **Approval of Communications Site License Agreement with the Half Moon Bay Amateur Radio Club to Install a Ham Radio Repeater at El Granada Tank #3 Site.**

Ms. Rogren summarized that the HAM radio network on the San Mateo Coastside provides an important communication link during emergencies for the Coastside CERT neighborhoods and other emergency responders from Montara to Pescadero. The Half Moon Bay Amateur Radio Club (HMBARC) currently utilizes a repeater operated by the County of San Mateo but may have limited or no access to the County's repeater in extreme emergencies when the County's emergency network takes precedence. HMBARC has identified the El Granada Tank #3 site as an ideal location for an HMBARC owned repeater. Under the terms of a communication site license agreement, HMBARC will install a repeater at the tank site and will be responsible for all costs associated with the installation, operation, and maintenance with the exception of electricity. HMBARC agrees that the District may use the repeater in cases of emergency, and in exchange for this service, no license fee will be charged. The agreement is for two years with an auto-renewal clause, and may be terminated by either party for any or no reason with (60) days-notice.

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 a communications site license agreement with the Half Moon Bay Amateur Radio Club to install a ham radio repeater at the El Granada Tank #3 site.

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

B. <u>Award of Contract to GSW Constructions, Inc. for the Pilarcitos Wellfield Replacement Project</u>

Ms. Rogren summarized that there are six shallow water wells in Pilarcitos Canyon that serve as points of diversion for the District's surface water rights to Pilarcitos Creek. The District has maximized this water right since the 1960's, supplying approximately 20% of the District's current annual water demands. Three of the wells were installed in the 1960's; two in the 1970's, and one in the 1990's. The condition of these aging wells presents operational challenges and increasingly high maintenance costs due to scale buildup, fouling, and corrosion. The wells also lack modern automation and monitoring capabilities.

This project includes 1) construction of six new wells "in kind" 2) destroying five existing production wells 3) converting one existing production well into a monitoring well; 4) installation of six new submersible pumps; and 5) installation of new electrical and controls equipment including integration with the District's supervisor control and data acquisition (SCADA) system for remote monitoring and for automated control and the addition of manual transfer switches for emergency generators.

The bid opening was August 28, 2025 and only one bid was received by GSW Construction, Inc. (GSW) for $5,196,060. District staff and the District Engineer for the project have met with GSW and their subcontractors and have identified cost savings that reduce the total cost to $3,723,560.

ON MOTION BY Vice President Feldman and seconded by Director Muller, the Board voted by roll call vote to authorize the General Manager to enter into a contractual agreement with GSW Construction, Inc. for the Pilarcitos Wellfield Replacement Project for a not-to-exceed amount of $3,723,560.

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

President Reynolds	**Aye**

C. **Approval of Change Order #3 for the Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project**

Ms. Rogren summarized that the contract for construction of the Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project was awarded to DN Tanks, LLC. ("DN") in July 2024. This project is now 50% complete and there have been two change orders to date totaling a ($60,282) credit. DN is now requesting the following changes to their contract:1) Expansion of scope for $101,361 that includes replacement of 110 linear feet of 16" main inlet pipeline. This scope of work was already approved by the Board at the July 8, 2025, Board meeting as a separate project under an agreement between the District and Andreini Brothers, Inc. ("Andreini"). Given that the location of the pipeline replacement is within the DN work site, for liability purposes, DN has requested that the pipeline portion of the work be contracted through DN with Andreini as the sub-contractor to DN. The District's contract with Andreini will be revised to remove this pipeline replacement work; and 2) Change order of $174, 311 for seismic, structural, and safety improvements which consist of: inlet-outlet and overflow pipe changes, pipe support changes, yard piping changes and extension of hand railing by 240 feet around the entire tank roof for safety purposes.

Excluding the expansion of scope for a separate and unrelated project previously approved by the Board, change orders to date on the tank project total $114,028 (reflecting $174,311 minus a credit of ($60,282) from earlier change orders) or 1% of the project.

ON MOTION BY Director Mickelsen and seconded by Director Muller, the Board voted by roll call vote to authorize the General Manager to approve Change Order #3 with DN Tanks, Inc. for $275,671.90 (comprising of $101,361.37 for an expansion of scope and $174,310.53 for seismic, structural and safety improvements) as part of the Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project.

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

D. **Purchase of Hydrants from Underground Republic Water Works, Inc.**

Ms. Rogren summarized that the District's Capital Improvement Program includes $140,000 per year for dry barrel hydrant replacement through FY 33/34. Staff submitted a request for bids for 28 hydrants from three vendors. Underground Republic was the lowest bidder. The 28 hydrants will cost $135,251.06.

ON MOTION BY President Reynolds and seconded by Vice President Feldman, the Board voted by roll call vote to authorize the General Manager to procure 28 Clow 2065 bronze wet barrel hydrants for $135,251.06 from Underground Republic.

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

E. Quarterly Financial Review

Mr. Schneider summarized the year-to-date revenue and expenses for the first three months of Fiscal Year 2025-2026. He also provided an overview of the District's cash reserves and the Capital Improvement Program expenditures.

F. Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project – Update #12

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

7) MONTHLY INFORMATIONAL REPORTS

A. General Manager's Report

- Ms. Rogren summarized that a Board member recently inquired if the Board meeting start time could be changed from 7:00 p.m. to 6:00 p.m. A discussion ensued with the Board members. The Board directed staff to prepare a resolution for discussion at the November 12, 2025 Regular Board of Directors Meeting changing the start time to 6:00 p.m. with the effective date of the December 9, 2025 Board meeting.
- Ms. Rogren announced that Director Muller was re-elected to the Association of California Water Agencies (ACWA) Region 5 Board of Directors for the term 2026-2027.
- Strategic/Long-Term Planning Workshop is currently scheduled for Monday, January 12, 2026. The agenda will focus on a discussion of priorities in the following areas:
  - Water Resource Reliability and Resiliency
  - Infrastructure Management and Operational Integrity
  - Organizational Excellence
  - Customer Care, Outreach, and Stakeholder Engagement
  - Financial Management and Sustainability
  - Emergency Preparedness

B. **Operations Report**

Mr. Sturdivan summarized the operation highlights for the month of September 2025.

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

There were no requests for future agenda items.

9) **ADJOURNMENT –** Board Meeting Adjourned at 8:28 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Glenn Reynolds, President
Board of Directors