

**North Coast County Water District**  
Minutes of the Regular Board of Directors Meeting  
June 18, 2025 at 7:00 P.M.  
Sharp Park Restaurant  
2600 Francisco Blvd.  
Pacifica, CA 94044

## 1) CALL TO ORDER

President Ash called the Board Meeting to order at 7:00 p.m.

## 2) ROLL CALL

Present at Roll Call at the Board Room were President Ron Ash, Vice President William Hauser, Director Joshua Cosgrove, Director Anne DeJarnatt, Director John Vallero, General Manager Adrienne Carr, Assistant General Manager Scott Dalton, Management Analyst Stephanie Dalton, Attorney Patrick Miyaki, BAWSCA Board Member Thomas Piccolotti, and District Engineer Jonathan Sutter.

## 3) PLEDGE OF ALLEGIANCE

Led by Director Vallero.

## 4) PUBLIC COMMENT

None.

## 5) APPROVAL OF ORDER OF AGENDA

ON MOTION by Director Cosgrove, seconded by Director DeJarnatt, the Board voted unanimously to approve the order of agenda as presented. Motion passed 5-0.

## 6) SPECIAL ORDER OF BUSINESS

A. Public Hearing and Annual Report on District Vacancies, Recruitment, and Retention in Compliance with AB 2561

General Manager Carr introduced the item and stated that the District is mandated by AB 2561 to ensure sufficient staffing for reliable and efficient public services and must report the status of vacancies and recruitment efforts once per year. She summarized the staff report and explained that the District currently has one vacancy, for Mechanic, a position that is currently in the recruitment process and should be filled soon.

Open Public Hearing

President Ash opened the public hearing, at which time the General Manager confirmed there were no attendees online nor in attendance.

Public Comments

There were no public comments made at this time.

Close Public Hearing

President Ash closed the Public Hearing at 7:14 p.m.

Board Comments

Director Cosgrove thanked General Manager Carr for her efforts and added that the District tries to hire locally as much as possible.

B. Consider Ordinance No. 63-2025 Cross-Connection Control Ordinance

General Manager Carr provided an overview of the new cross-connection control plan regulations set forth by the State Water Resources Control Board (SWRCB). She stated that the District had engaged Backflow Prevention Specialists, Inc. to assist the District in developing a new Cross-Connection Control Plan and Ordinance, which was attached for review in the Board packet. She highlighted the new changes, including a new requirement to perform residential hazard assessments and having backflow prevention specialists and cross-connection control specialists on staff. She noted that the new ordinance would supersede and replace the District’s current policy on cross-connections, Resolution No. 1048.

General Manager Carr responded to questions from the Board.

President Ash requested that the District perform extensive public outreach regarding the new program. General Manager Carr provided information about the District’s plan for action.

Director Cosgrove thanked staff for their efforts.

Attorney Miyaki clarified that the District is required to submit their Cross-Connection Control Program and Plan to the SWRCB by July 1, 2025, and the Ordinance being considered would give the District the authority to implement and enforce the District's Cross-Connection Control Program and Plan.

ON MOTION by Director DeJarnatt, seconded by President Ash, the Board voted unanimously to Adopt Ordinance No. 63-2025 Cross-Connection Control Ordinance.

|                       |     |
|-----------------------|-----|
| President Ash         | Aye |
| Director Cosgrove     | Aye |
| Director DeJarnatt    | Aye |
| Vice President Hauser | Aye |
| Director Vallero      | Aye |

Motion passed 5-0.

7) BAY AREA WATER SUPPLY AND CONSERVATION AGENCY ISSUES

BAWSCA Board Member Piccolotti discussed topics from the May 15, 2025 BAWSCA Board of Directors meeting.

8) BOARD COMMUNICATIONS

None.

9) CONSENT CALENDAR

- A. Overview of District Investments
- B. Statement for 2021 Water System Financing Project Fund
- C. Financial Statements for May 2025
- D. Minutes of the May 21, 2025 Regular Meeting of the Board
- E. Report on Sale of District Property
- F. May 2025 Leak Report
- G. May 2025 Water Quality Report
- H. May 2025 Legislative Update
- I. May 2025 Hydrological Report

ON MOTION by Director Cosgrove, seconded by Director DeJarnatt, the Board voted unanimously to approve the Consent Calendar as presented. Motion passed 5-0.

10) GENERAL MANAGER’S REPORT

A. New Business

1. Approval of Claims Dated June 18, 2025

General Manager Carr responded to questions from the Board.

ON MOTION by Director Cosgrove, seconded by Director DeJarnatt, the Board voted unanimously to approve the Claims List dated June 18, 2025 in the amount of \$2,391,050.78. Motion passed 5-0.

2. Adopt Resolution No. 1174 Adopting Fiscal Year 2025-2026 Salary Schedule

General Manager Carr summarized the Staff Report stating that the Board generally reviews the salary schedule once per year as a part of the budget process. She explained that the FY 2025-2026 Salary Schedule has been updated to reflect a 2.7% cost-of-living adjustment (COLA). She stated that the draft Salary Schedule was presented to the Finance Committee on June 11, 2025, and that the Committee was supportive of the adjustment. The General Manager’s salary is set by the employment agreement that was most recently amended in September 2024.

ON MOTION by Director Cosgrove, seconded by President Ash, the Board voted unanimously to Adopt Resolution No. 1174 Adopting Fiscal Year 2025-2026 Salary Schedule:

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|-----------------------|-----|
| President Ash         | Aye |
| Director Cosgrove     | Aye |
| Director DeJarnatt    | Aye |
| Vice President Hauser | Aye |
| Director Vallero      | Aye |

Motion passed 5-0.

3. Adopt the FY 2025-2026 Operating Budget

General Manager Carr summarized the staff report and provided an overview of the FY 2025-2026 Operating Budget and shared high-level assumptions on revenues and expenses. She stated that the Finance Committee reviewed the draft budget on June 11, 2025.

ON MOTION by Director De Jarnatt, seconded by President Ash, the Board voted unanimously to Adopt Fiscal Year 2025-2026 Operating Budget. Motion passed 5-0.

4. Adopt Fiscal Year 2025-2026 Capital Improvement Program Budget

General Manager Carr summarized the Staff Report, stating that the CIP Budget was also discussed during the June 11, 2025 Finance Committee Meeting. She stated that the CIP Committee reviewed the draft FY 2025-2026 CIP Budget and 5-year CIP Budget. The FY 2025-2026 Budget includes significant budgeted amounts for projects such as the design of the District Headquarters and Sheila tank which are bond funded, and the Advanced Metering Infrastructure (AMI) project which is grant funded. Other projects include Loop at Everglades Drive Pipeline - Phase 2, Fassler Tank Design, and pump station design and improvements.

ON MOTION by President Ash, seconded by Director DeJarnatt, the Board voted unanimously to Adopt Fiscal Year 2025-2026 Capital Improvement Program Budget. Motion passed 5-0.

5. Adopt Resolution No. 1175 Amending the District’s Labor Rates to be Charged for District Services

General Manager Carr stated that the District last updated its Labor Rates in June 2024, when they were calculated using the salary schedule for FY 2024-2025. She explained that the District aims to update the Labor Rates annually at the time the new salary schedule is adopted.

ON MOTION by Director Cosgrove, seconded by Director DeJarnatt, by the following Roll Call Vote, the Board unanimously voted to Adopt Resolution No. 1175 Amending the District’s Labor Rates to be Charged for District Services

|                       |     |
|-----------------------|-----|
| President Ash         | Aye |
| Director Cosgrove     | Aye |
| Director DeJarnatt    | Aye |
| Vice President Hauser | Aye |
| Director Vallero      | Aye |

Motion passed 5-0.

6. Approval of Amendment to the EKI Environment & Water, Inc Task Order 25-02 in the Amount of \$68,600 for Continuing Capital Improvement Program Support and As-Needed Engineering Services

General Manager Carr summarized the Staff Report and stated that the amendment for the EKI Environment & Water, Inc. task order would provide continuing Capital Improvement Program (CIP) support and as-needed engineering services. She explained that one of the primary tasks would be to perform additional refinements to the District’s hydraulic model, as requested by the CIP Committee, to help prioritize pipeline projects in the Districts 5-year CIP.

General Manager Carr and District Engineer Sutter responded to questions from the Board.

Director DeJarnatt and Director Cosgrove supported the item but recommended that EKI obtain data from more than the 12-15 fire hydrants specified in the scope of work.

ON MOTION by Director DeJarnatt, seconded by Director Cosgrove, the Board voted unanimously for the Approval of Amendment to the EKI Environment & Water, Inc Task Order 25-02 in the Amount of \$68,600 for Continuing Capital Improvement Program Support and As-Needed Engineering Services. Motion passed 5-0.

7. Authorize the General Manager to Enter into a Professional Services Agreement with Voler Strategic Advisers for External Communications Support in an Amount Not to Exceed \$72,000

General Manager Carr stated that the Board authorized a Professional Services Agreement with Voler Strategic Advisers for external communications support in August 2024. She provided an update on the services received over the span of the contract, including strategic support, production of several promotional videos, as well as documentation of District properties, pipelines, and tank sites. General Manager Carr presented the scope of work to renew the contract with Voler Strategic Advisers for an amount not to exceed \$72,000.

General Manager Carr responded to questions from the Board.

ON MOTION by Director Cosgrove, seconded by President Ash, the Board voted unanimously to Authorize the General Manager to Enter into a Professional Services Agreement with Voler Strategic Advisers for External Communications Support in an Amount Not to Exceed \$72,000. Motion passed 5-0.

8. Authorize General Manager to Enter into a Professional Services Agreement with HF&H for a Water Rate Study in an Amount Not to Exceed \$60,970

General Manager Carr summarized the staff report and stated that HF&H Consultants have been assisting the District with its water rates since 2001, with their last study completed in 2021. She explained that a new rate study is warranted as the final rate adjustment of the current 5-year plan is being implemented July 1, 2025. She provided an overview of the scope of work and noted that it was also presented to the Finance Committee at its most recent meeting.

ON MOTION by Director DeJarnatt, seconded by Director Cosgrove, the Board voted unanimously to Authorize General Manager to Enter into a Professional Services Agreement with HF&H for a Water Rate Study in an Amount Not to Exceed \$60,970. Motion passed 5-0.

9. Update Regarding the District Headquarters Upgrade Project

General Manager Carr provided an update on the furniture procurement for the Headquarters. She stated that an order for the bulk of the furniture was successfully placed by June 15, 2025, which avoided a planned Steelcase increase. The order totaled \$253,700.01, and order details were provided as an attachment in the board packet. General Manager Carr stated that a second furniture order will be taking place in the next few weeks.

General Manager Carr stated that a Building/Cell Site/Headquarters Committee Meeting was held on June 12, 2025, at which time dedication of the Headquarters was discussed. The Committee discussed the possibility of dedicating the Headquarters to former Board President Jack Burgett and marking the occasion with a bronze plaque on the outside of the building. A similar plaque would be installed nearby displaying the District's mission statement.

The Board discussed the dedication and provided General Manager Carr with direction and input for the dedication of the building.

10. Annual Assessment of District Internal Controls

General Manager Carr presented the District's Annual Assessment of Internal Controls. She stated that the assessment was a direct response to the 2023-2024 Grand Jury Report, titled "Assessing and Reporting Internal Controls in San Mateo County Agencies and School Districts," which was released on June 27, 2024. To assist with assessing risks and developing the annual assessment, the General Manager entered into a contract with Regional Government Services (RGS). The Finance Committee reviewed the assessment at its recent meeting and committee-member and Vice President Hauser requested that the next Annual Assessment of Internal Controls be prepared by the District's auditor as part of their annual processes.

11. District Engineer's Report

District Engineer Sutter provided status updates on the Sheila Tank Project and the Advanced Metering Infrastructure (AMI) Project.

12. General Manager's Update

General Manager Carr provided an update Advanced Metering Infrastructure (AMI) Project public outreach effort and shared a draft of the mailer to be sent to all residents regarding the project.

B. Continued Business

1. Capital Improvement Program and Bond Projects

There was no discussion.

11) COMMITTEE AND/OR DIRECTORS' REPORTS ON MEETINGS ATTENDED

A. City of Pacifica City Council Meeting

Director DeJarnatt provided the highlights of the meeting she attended.

B. Planning Commission Meeting

Director Hauser reported on the Planning Commission meeting.

C. CIP Committee Meeting

Director Cosgrove and General Manager Carr provided a report on the meeting.

D. Personnel Committee Meeting

President Ash reported on the meeting.

E. Finance Committee Meeting

The items discussed at this meeting were discussed earlier in tonight's Board meeting.

F. Building/Cell Site/Headquarters Committee Meeting

Director Cosgrove and President Ash reported that the item was discussed earlier in the meeting.

12) DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS

Director DeJarnatt thanked Staff for their hard work on this month's Board packet.

13) CORRESPONDENCE

None.

14) PUBLIC COMMENT

BAWSCA Board Member Piccolotti commented on former Board President Jack Burgett's perseverance on the Headquarters Project, and that he feels it is very appropriate to acknowledge and recognize his efforts.

15) ADJOURNMENT

President Ash adjourned the meeting at 8:28 p.m.

Respectfully submitted,

Approved:

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General Manager Adrienne Carr

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Ron Ash, President