

DIRECTORS
JACK J. BURGETT, *President*
JOSHUA COSGROVE, *Vice-President*
ANNE DE JARNATT, *Director*
RON ASH, *Director*
WILLIAM HAUSER, *Director*
RUSSELL CONROY,
Director Emeritus

P.O. Box 1039
Pacifica, CA 94044
www.nccwd.com



STAFF
ADRIANNE CARR, Ph.D.
GENERAL MANAGER
SCOTT DALTON
ASSISTANT GENERAL MANAGER
– OPERATIONS
Phone (650) 355-3462
Fax (650) 355-0735

AGENDA
NORTH COAST COUNTY WATER DISTRICT
BOARD OF DIRECTORS
Special Meeting December 13, 2023, 7:00 PM
Amended December 12, 2023

This agenda and all accompanying materials can be viewed on the North Coast County Water District website at: nccwd.com

This meeting will be conducted both in person and by Zoom Meeting. Members of the public may attend this meeting in person at the District Office located at 2400 Francisco Boulevard, Pacifica.

Members of the public may participate remotely as follows:

REMOTE PARTICIPATION ACCESS VIA ZOOM

Online: <https://us06web.zoom.us/j/85134857676?pwd=bhMcSoi0GaVatbWSFsb5OZu6ooXAHA.1>

Webinar ID: 851 3485 7676 **Passcode:** 855370

By Phone: (669) 444-9171

Members of the public participating online may use "Raise Hand" function to request to speak.
Those participating by phone, press *9 to request to speak and *6 to mute or unmute.

1. Call to Order
2. Roll Call
 - A. Location of Emergency Exits
3. Pledge of Allegiance Led by President Jack Burgett.
4. Public Comment

Members of the public are invited to participate during the public comment period(s) or when a particular item is introduced. Members of the public are encouraged to participate remotely by submitting comments to info@nccwd.com at least one hour prior to the scheduled start time of the meeting. For comments submitted prior to the meeting, please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the Directors before or during the meeting. Although public comments are generally limited to three minutes per person per comment, the Board President shall have the discretion to manage the Public Comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.
5. Approval of Order of Agenda ACTION
6. Bay Area Water Supply and Conservation Agency Issues INFORMATION

7. Special Order of Business: Selection of Board President and Vice-President ACTION
8. Board Communications
9. Consent Calendar ACTION
All matters listed hereunder constitute a Consent Calendar, are considered as routine by the Board of Directors, and will be acted upon by a single vote of the Board. There will be no separate discussion of these items unless a member of the Board so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item
 - A. Overview of District Investments – Attached
 - B. Statement for 2021 Water System Financing Project Fund – Attached
 - C. Financial Statements for November 2023 – Attached
 - D. Minutes of the November 9, 2023 Special Meeting of the Board – Attached
 - E. Minutes of the November 15, 2023 Regular Meeting of the Board – Attached
 - F. Report on Sale of District Property – None
 - G. November 2023 Leak Report – Attached
 - H. November 2023 Water Quality Report – Attached
 - I. November 2023 Legislative Update – None
10. General Manager’s Report
 - A. New Business
 1. Approval of Claims Dated December 13, 2023 – Attached (Amended 12/12/23) ACTION
 2. Adopt Resolution No. Amending Rules of the Board to Change the Location of the Regular Board of Directors Meetings – Attached ACTION
 3. Authorize the General Manager to Enter into a Professional Services Agreement with Langan for Geotechnical Services During Construction of the Headquarters Project for an Amount Not-to-Exceed \$70,700– Attached (Amended 12/12/23) ACTION
 4. Update Regarding the District Headquarters Upgrade Project and Related Permits INFORMATION
 5. District Engineer’s Report – Attached INFORMATION
 - Sheila Tank Replacement Project
 - Loop at Everglades Drive Project
 6. General Manager’s Update – Attached INFORMATION
 - E.I. DuPont de Nemours and Company and 3M Company PFAS Settlements
 7. Ratify President Burgett’s and Vice President Cosgrove’s Attendance for Two Board Leadership Meetings and Authorize Compensation for One Day of Service Each– Attached (Amended 12/12/23) ACTION
 - B. Continued Business - Attached
 1. Capital Improvement Program and Bond Projects INFORMATION
11. Committee and/or Directors’ Reports on Meetings Attended
 - A. Meeting of Board Leadership Regarding San Pedro Creek – November 17, 2023 (Burgett/Cosgrove)
 - B. City of Pacifica City Council – November 27, December 11 (Burgett)
 - C. Meeting of Board Leadership – December 1 (Burgett/Cosgrove)
 - D. City of Pacifica Planning Commission – December 4, 2023 (Burgett)
 - E. CIP Committee – December 5, 2023 (Cosgrove/Burgett)
 - F. Community Roundtable on Local Coastal Land Use Plan Update – December 5, 2023 (Cosgrove)

December 13, 2023

Special Meeting

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12. Directors' Comments and/or Agenda Requests
 - A. Board President's Thought for the Month: Only those who will risk going too far can possibly find out how far one can go.
13. Correspondence
14. Public Comment
15. Adjournment in Memory of Don Horsley

Accessible Public Meetings - Upon request, the North Coast County Water District will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least three (3) days before the meeting. Requests should be sent to: North Coast County Water District, Attn: Alternative Agenda Request, PO Box 1039, Pacifica, CA 94044-6039.

NORTH COAST COUNTY WATER DISTRICT
Investment Portfolio Summary
November 30, 2023

A. LOCAL AGENCY INVESTMENT FUND

Account Value at Oct 31, 2023	Deposit/Transfer Maturity	Quarterly Interest Earned	Account Value at Nov 30, 2023	Current Yield	Y-T-D Interest Earned
19,836,855.98	-	-	19,836,855.98	3.670%	559,688.02
19,836,855.98	-	-	19,836,855.98	3.670%	559,688.02
	(b)		(c)		(a)

Note:

(a) L.A.I.F. interest is paid on a quarterly basis.

(b) Transfer fund from general fund account to LAIF account.

(c) The above fund is used to cover the following District's reserve fund policy:

Restricted Reserve Funds:

- Debt Service Reserve	\$ 2,029,050.00
- Compensated Absences	546,641.00
- Retiree COLA Payment	94,000.00
- Storage and Transmission Fees	5,312.00
Total Restricted Reserve Funds:	<u>\$ 2,675,003.00</u>

Designated Reserve Funds:

- Emergency Reserve	\$ 3,421,284.00
- CIP Reserve	1,942,510.00
- Operating Reserve	6,842,568.00
- OPEB Liabilities	315,500.00
Total Designated Reserve Funds:	<u>\$ 12,521,862.00</u>

Total Restricted & Designated Reserve Funds: \$ 15,196,865.00

- Unrestricted Cash \$ 4,639,990.98

Total Investment fund balance: \$ 19,836,855.98

California State Treasurer *Fiona Ma, CPA*



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

December 06, 2023

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

NORTH COAST COUNTY WATER DISTRICT

GENERAL MANAGER
P.O. BOX 1039
PACIFICA, CA 94044

[Tran Type Definitions](#)

Account Number:

November 2023 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	19,836,855.98
Total Withdrawal:	0.00	Ending Balance:	19,836,855.98

NORTH COAST COUNTY WATER DISTRICT
Wilmington Trust Fund Summary
November 30, 2023

A. 2021 WATER SYSTEM FINANCING PROJECT FUND

Asset Name	Opening Balance at Oct 31, 2023	Distribution/ Transfer	Current Month Dividend	Closing Balance at Nov 30, 2023	Current Yield	Y-T-D Dividend
Government Money Market Fund	\$ 20,430,758.71	(902,242.44)	87,750.63	\$ 19,616,266.90	5.080%	\$ 890,233.77
Total	20,430,758.71	(902,242.44)	87,750.63	19,616,266.90	5.080%	890,233.77

Transaction Activity Detail

Trade Date Settlement Date	Transaction Type	Transaction Description	Quantity	Price	Principal Cash	Income Cash
OPENING BALANCE					\$20,430,758.71	-
11/01/2023	Dividends	CASH RECEIPT OF DIVIDEND EARNED ON WILMINGTON US GOVT MONEY MKT CL SLCT UNITS DUE 2023-10-31	-	-	-	\$87,644.42
11/01/2023	Cash Receipts	CASH RECEIPT TRANSFER ACCOUNT TO PRINCIPAL OF ACCOUNT PER SEC 7.04 EARNINGS TO PROJECT FD	-	-	106.21	-
11/01/2023	Other Receipts	CASH RECEIPT MISCELLANEOUS TRANSFER	-	-	87,644.42	-
11/01/2023	Cash Disbursements	CASH DISBURSEMENT MISCELLANEOUS TRANSFER TO ACCT	-	-	-	-87,644.42
11/20/2023	Other Disbursements	CASH DISBURSEMENT DISBURSEMENT - WIRE PAID TO North Coast County Water District PER REQUISITION NO. 6	-	-	-902,242.44	-
CLOSING BALANCE					\$19,616,266.90	-

**North Coast County Water District
REVENUES & EXPENSES SUMMARY
For November 2023**

	Current Month Nov. '23	Y-T-D Total Jul. '23 - Jun. '24	FY 2023-24 Budget	% of Y-T-D Total to Budget
Operating Revenues:				
Water Consumption Sales	657,369.60	4,057,973.68	9,707,000.00	41.81%
Other Service Charges	371,147.23	1,829,694.50	4,268,000.00	42.87%
Total Operating Revenues	1,028,516.83	5,887,668.18	13,975,000.00	42.13%
Operating Expenses:				
Administration Expenses				
Administration - Directors	11,761.68	55,608.40	110,000.00	50.55%
Administration Employee Development	-	149.99	21,500.00	0.7%
Administration Operations	50,001.04	292,977.08	815,900.00	35.91%
Administration Profession, Fees	14,146.20	151,282.67	490,000.00	30.87%
Administration Salaries & Benefits	137,025.50	714,808.26	2,329,900.00	30.68%
Bond-Debt Service	64,206.69	321,033.45	865,875.00	37.08%
Total Administration Expenses	277,141.11	1,535,859.85	4,633,175.00	33.15%
Distribution Expenses				
Distribution - Operations	12,324.59	112,097.89	342,000.00	32.78%
Distribution Salaries & Benefits	116,556.90	589,631.26	1,555,100.00	37.92%
Total Distribution Expenses	128,881.49	701,729.15	1,897,100.00	36.99%
Plant Expenses				
Plant Operations	638,814.25	3,172,253.56	6,837,460.00	46.4%
Plant Salaries & Benefits	16,092.24	108,450.32	317,400.00	34.17%
Total Plant Expenses	654,906.49	3,280,703.88	7,154,860.00	45.85%
Total Administrative, Distribution & Plant Expenses	1,060,929.09	5,518,292.88	13,685,135.00	40.32%
Total Operating Expenses	1,060,929.09	5,518,292.88	13,685,135.00	40.32%
Net Operation Income (Loss):	(32,412.26)	369,375.30	289,865.00	127.43%
Non-Operating Revenues	155,819.47	1,228,551.56	2,105,000.00	58.36%
Net Income (Loss)	123,407.21	1,597,926.86	2,394,865.00	66.72%

**North Coast County Water District
Revenues & Expenses Report
For November 2023**

	<u>Current Month Nov. '23</u>	<u>Y-T-D Total Jul. '23 - Jun. '24</u>	<u>FY 2023-24 Budget</u>	<u>% of Y-T-D Total to Budget</u>
Ordinary Revenues/Expenses				
Operating Revenues				
4110 - Residential Water Sales	640,575.32	2,788,057.92	6,430,000.00	43.36%
4110001 - Residential Service Charges	339,213.39	1,587,752.49	3,810,000.00	41.67%
4120 - Commercial Water Sales	66,438.88	350,388.52	824,000.00	42.52%
4120001 - Commercial Service Charges	10,411.48	59,708.98	148,000.00	40.34%
4140 - Multi-Unit Water Sales	19,644.82	468,099.78	1,320,000.00	35.46%
4140001 - Multi-Unit Service Charges	4,347.57	49,986.95	152,000.00	32.89%
4170 - Other Public, Portables, etc.	46,850.40	237,040.96	450,000.00	52.68%
4170001 - Other Public Service Charges	3,006.75	25,639.02	72,000.00	35.61%
4180 - Irrigation	32,400.04	130,911.28	305,000.00	42.92%
4180001 - Irrigation Service Charges	4,282.51	20,786.05	50,500.00	41.16%
4185 - Recycled Water Sales	(151,963.48)	61,319.72	145,000.00	42.29%
4185001 - Recycled Water Service Charges	23.16	4,975.02	14,500.00	34.31%
4210 - Fire Standbys (Fire Protection)	3,423.62	22,155.50	63,000.00	35.17%
4230 - Water Connections	1,247.22	12,089.21	25,000.00	48.36%
4240 - Renewal of Service Fees	2,342.00	8,744.00	21,000.00	41.64%
4260 - Late Fee Charges	5,218.00	27,658.00	70,000.00	39.51%
4870 - Miscellaneous Income	1,055.15	32,354.78	75,000.00	43.14%
Total Operating Revenues	1,028,516.83	5,887,668.18	13,975,000.00	42.13%
Expenses				
130 - Administration Expenses				
Administration - Directors				
5645130 - Directors Health Insurance	9,186.68	45,933.40	85,000.00	54.04%
5940130 - Directors Fees	2,500.00	9,600.00	17,000.00	56.47%
5941130 - Directors' Election Fee	-	-	-	0.0%
5942130 - Directors Convention & Travel	75.00	75.00	8,000.00	0.94%
Total Administration - Directors	11,761.68	55,608.40	110,000.00	50.55%
Administration Employee Development				
5625130 - Meetings & Conferences	-	-	1,500.00	0.0%
5635130 - Staff Training	-	149.99	20,000.00	0.75%
Total Administration Employee Development	-	149.99	21,500.00	0.7%
Administration Operations				
5514130 - Online Payment Fees	12,190.72	75,970.38	120,000.00	63.31%
5522130 - Bad Debt Write Off	-	-	10,000.00	0.0%
5620130 - Advertising	515.00	415.18	5,000.00	8.3%
5621130 - Printing & Office Supplies	583.22	3,063.57	12,000.00	25.53%
5622130 - Utilities - District Office	3,633.63	17,419.37	17,000.00	102.47%
5623130 - Telephone	371.15	2,957.38	8,000.00	36.97%
5624130 - Janitor & Gardener	3,934.17	12,779.17	20,000.00	63.9%

**North Coast County Water District
Revenues & Expenses Report
For November 2023**

	Current Month Nov. '23	Y-T-D Total Jul. '23 - Jun. '24	FY 2023-24 Budget	% of Y-T-D Total to Budget
5626130 · Dues & Memberships	595.00	14,522.00	50,000.00	29.04%
5626130A · BAWSCA Dues	-	47,547.50	98,000.00	48.52%
5627130 · Postage	2,882.92	13,123.94	35,000.00	37.5%
5628130 · General Manager Expenses	-	86.30	5,000.00	1.73%
5630130 · Insurance	1,241.29	15,669.82	80,000.00	19.59%
5631130 · Office Bldg. Maintenance & Repairs	5,547.96	27,729.37	75,000.00	36.97%
5637130 · Billing Software Support	3,193.27	19,791.35	125,000.00	15.83%
5650130 · Office Equip. Repair & Maintenance	2,795.13	10,252.88	25,000.00	41.01%
5655130 · Office Equip. Lease & Maintenance	63.94	1,395.90	10,000.00	13.96%
5661130 · Uniforms	63.26	1,153.19	3,000.00	38.44%
5685130 · Water Ed/Community Services	1,304.79	5,363.02	15,000.00	35.75%
5687130 · Water Conservation	2,255.75	7,815.75	38,500.00	20.3%
5720130 · Taxes & Assessments	-	1,019.58	3,000.00	33.99%
5725130 · Rebate Programs	8,074.28	11,445.28	48,500.00	23.6%
5730130 · Miscellaneous Expenses	331.52	1,443.65	6,000.00	24.06%
5732130 · License & Certificates	60.00	909.48	2,000.00	45.47%
5733130 · Meals & Entertainment	364.04	734.47	1,200.00	61.21%
5734130 · Travel & Lodging	-	368.55	1,200.00	30.71%
5735130 · Employee Rec. Dinner Awards	-	-	2,500.00	0.0%
Total Administration Operations	50,001.04	292,977.08	815,900.00	35.91%
Administration Profession, Fees				
5680130 · Engineering	-	18,117.50	80,000.00	22.65%
5681130 · Legal Fees	8,146.20	82,325.57	250,000.00	32.93%
5682130 · Auditing & Accounting Fees	-	8,000.00	20,000.00	40.0%
5683130 · Misc. Professional Fees	6,000.00	42,839.60	140,000.00	30.6%
Total Administration Profession, Fees	14,146.20	151,282.67	490,000.00	30.87%
Administration Salaries & Benefits				
5111130 · Regular Salary	69,169.07	358,027.42	974,000.00	36.76%
5112130 · Overtime	273.33	3,104.55	7,500.00	41.39%
5640130 · Payroll Taxes	4,299.57	24,167.65	68,400.00	35.33%
5641130 · Workers Compensation	8,850.72	18,594.77	32,000.00	58.11%
5642130 · Health Insurance	11,805.52	64,115.60	184,000.00	34.85%
5642130A · Retiree's Health Insurance	18,381.91	81,276.72	315,500.00	25.76%
5643130 · CalPERS Retirement	17,032.99	118,308.22	631,000.00	18.75%
5644130 · Retiree COLA Benefit	5,611.82	41,250.34	94,000.00	43.88%
5646130 · Life Insurance	1,540.57	5,662.99	18,500.00	30.61%
5647130 · Employee Welfare	60.00	300.00	5,000.00	6.0%
Total Administration Salaries & Benefits	137,025.50	714,808.26	2,329,900.00	30.68%
5800130 · Bond-Debt Service	64,206.69	321,033.45	865,875.00	37.08%
Total 130 · Administration Expenses	277,141.11	1,535,859.85	4,633,175.00	33.15%

**North Coast County Water District
Revenues & Expenses Report
For November 2023**

	<u>Current Month Nov. '23</u>	<u>Y-T-D Total Jul. '23 - Jun. '24</u>	<u>FY 2023-24 Budget</u>	<u>% of Y-T-D Total to Budget</u>
120 - Distribution Expenses				
Distribution - Operations				
5230120 - Utilities	4,443.94	25,918.48	55,000.00	47.13%
5314120 - Other Services - Misc.	-	-	8,000.00	0.0%
5315120 - Contract Services	-	2,219.86	12,000.00	18.5%
5350120 - Tools & Equipment	-	912.29	15,000.00	6.08%
5412120 - Operating Supplies	549.73	2,942.90	4,000.00	73.57%
5420120 - Inventory	6,040.13	20,819.45	120,000.00	17.35%
5623120 - Telephone	95.71	1,771.67	15,000.00	11.81%
5661120 - Uniforms & Safety Equipment	1,195.08	4,093.25	12,000.00	34.11%
5670120 - Distribution Repairs & Maintenance	-	52,451.45	75,000.00	69.94%
5730120 - Misc. Supplies/Expenses	-	678.38	18,000.00	3.77%
5750120 - Recycled Water Operations	-	290.16	8,000.00	3.63%
Total Distribution - Operations	<u>12,324.59</u>	<u>112,097.89</u>	<u>342,000.00</u>	<u>32.78%</u>
Distribution Salaries & Benefits				
5111120 - Regular Salary	87,167.90	435,248.88	1,155,000.00	37.68%
5112120 - Overtime	1,828.03	10,423.47	25,000.00	41.69%
5113120 - Duty	5,753.20	28,901.88	77,000.00	37.54%
5640120 - Payroll Taxes	5,896.11	30,361.33	83,600.00	36.32%
5642120 - Health Insurance	15,911.66	84,695.70	214,500.00	39.49%
Total Distribution Salaries & Benefits	<u>116,556.90</u>	<u>589,631.26</u>	<u>1,555,100.00</u>	<u>37.92%</u>
Total 120 - Distribution Expenses	<u>128,881.49</u>	<u>701,729.15</u>	<u>1,897,100.00</u>	<u>36.99%</u>
110 - Plant Expenses				
Plant Operations				
5130110 - Water Purchases - SFPUC	611,601.84	2,906,148.10	6,275,460.00	46.31%
5230110 - Utilities	26,319.41	151,013.96	285,000.00	52.99%
5312110 - Lab	-	6,359.85	35,000.00	18.17%
5314110 - Regulatory Fees	-	60,292.27	120,000.00	50.24%
5350110 - Tools & Equipment	-	560.85	6,000.00	9.35%
5412110 - Operating Supplies	-	10.73	2,000.00	0.54%
5623110 - Telephone	250.77	885.60	2,500.00	35.42%
5629110 - Vehicle Maintenance	157.36	4,720.62	30,000.00	15.74%
5632110 - Fuel	200.46	21,667.32	55,000.00	39.4%
5661110 - Uniforms & Safety Equipment	-	419.31	2,500.00	16.77%
5670110 - Plant Repair & Maintenance	284.41	20,174.95	24,000.00	84.06%
Total Plant Operations	<u>638,814.25</u>	<u>3,172,253.56</u>	<u>6,837,460.00</u>	<u>46.4%</u>

**North Coast County Water District
Revenues & Expenses Report
For November 2023**

	<u>Current Month Nov. '23</u>	<u>Y-T-D Total Jul. '23 - Jun. '24</u>	<u>FY 2023-24 Budget</u>	<u>% of Y-T-D Total to Budget</u>
Plant Salaries & Benefits				
5111110 · Regular Salary	11,764.82	83,973.13	250,000.00	33.59%
5112110 · Overtime	-	-	2,000.00	0.0%
5640110 · Payroll taxes	900.00	6,322.87	18,800.00	33.63%
5642110 · Health Insurance	3,427.42	18,154.32	46,600.00	38.96%
Total Plant Salaries & Benefits	<u>16,092.24</u>	<u>108,450.32</u>	<u>317,400.00</u>	<u>34.17%</u>
Total 110 · Plant Expenses	<u>654,906.49</u>	<u>3,280,703.88</u>	<u>7,154,860.00</u>	<u>45.85%</u>
Total Administrative, Distribution & Plant Expenses	<u>1,060,929.09</u>	<u>5,518,292.88</u>	<u>13,685,135.00</u>	<u>40.32%</u>
Total Operating Expense	<u>1,060,929.09</u>	<u>5,518,292.88</u>	<u>13,685,135.00</u>	<u>40.32%</u>
Net Operating Income (Loss)	<u>(32,412.26)</u>	<u>369,375.30</u>	<u>289,865.00</u>	<u>127.43%</u>
Non-Operating Revenues/(Expenses)				
4910 · Revenue from Leases of Property	22,015.89	105,953.45	250,000.00	42.38%
4920 · Interest Revenues	92,257.65	777,368.40	400,000.00	194.34%
4930 · Taxes and Assessments	41,720.93	340,707.71	1,280,000.00	26.62%
4980 · Transmission & Storage	-	5,312.00	100,000.00	5.31%
5910 · Interest Expense	(175.00)	(790.00)	-	100.0%
Total Non-Operating Revenues	<u>155,819.47</u>	<u>1,228,551.56</u>	<u>2,030,000.00</u>	<u>60.52%</u>
Net Income (Loss)	<u>123,407.21</u>	<u>1,597,926.86</u>	<u>2,319,865.00</u>	<u>68.88%</u>

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North Coast County Water District
 Minutes of the Special Board of Directors Meeting
 November 9, 2023 6:00 p.m.
 2400 Francisco Blvd.
 Pacifica, CA 94044

**THIS MEETING WAS CONDUCTED BOTH IN PERSON AND
 BY ZOOM MEETING.**

1) CALL TO ORDER

President Burgett called the Special Board Meeting to order at 6:04 p.m.

2) ROLL CALL

Present at Roll Call at the District Office were President Burgett, Vice President Joshua Cosgrove, Director Hauser, Director De Jarnatt, Direct Ash, and General Manager Adrienne Carr.

3) PUBLIC COMMENT

None.

4) President Burgett adjourned the Board into Closed Session at 6:04 P.M. for the following item:

CLOSED SESSION

Pursuant to Government Code Section 54957
 Public Employee Performance Evaluation
 Title: General Manager

5) REPORT ON ACTION TAKEN IN CLOSED SESSION

At 6:52 P.M. the Board returned to Open Session.

President Burgett reported that no action was taken in the closed session.

6) ADJOURNMENT

President Burgett adjourned the meeting at 6:52 P.M. in memory of Harold "Hal" Ash.

Respectfully submitted,

Approved:

 General Manager Adrienne Carr

 Jack Burgett, President

1348

North Coast County Water District
 Minutes of the Regular Board of Directors Meeting
 November 15, 2023 7:00 P.M.
 2400 Francisco Blvd.
 Pacifica, CA 94044

**THIS MEETING WAS CONDUCTED BOTH IN PERSON AND
 BY ZOOM MEETING.**

1) CALL TO ORDER

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

2) ROLL CALL

Present at Roll Call at the District Office were, President Burgett, Vice President Joshua Cosgrove, Director De Jarnatt, Director William Hauser, General Manager Adrienne Carr, Assistant General Manager Scott Dalton, Management Analyst Stephanie Dalton, Attorney Patrick Miyaki, and District Engineer Jonathan Sutter.

Director Ash was absent.

3) PLEDGE OF ALLEGIANCE

Led by Director Thomas Piccolotti.

4) PUBLIC COMMENT

None.

5) APPROVAL OF ORDER OF AGENDA

ON MOTION by Vice President Cosgrove, seconded by Director DeJarnatt, the Board voted unanimously to approve the order of agenda as presented. Motion passed 4-0.

6) BAY AREA WATER SUPPLY AND CONSERVATION AGENCY ISSUES

BAWSCA Board member Piccolotti summarized the agenda for the upcoming BAWSCA Board meeting on November 16, 2023. He added that BAWSCA will be celebrating their 20th anniversary prior to the meeting and that the event was open to the public.

7) SPECIAL ORDER OF BUSINESS

A. Water-Wise Garden Contest Awards Ceremony

President Burgett welcomed the garden contest contestants and explained the purpose of the Water-Wise Garden Contest. General Manager Carr announced the sponsors of the contest who donated prizes for the winning gardens including Rainwater Solutions and Sloat Garden Center. She thanked the landscape judges for their time and effort in judging the gardens. Using a slideshow, photos of the top three gardens were highlighted while President Burgett and Board members recognized each winner. The following contestants were recognized for their water-wise gardens:

3rd Place: Frances Chan
 2nd Place: Kimberly Finale
 1st Place: Joyce Cohen

A brief recess followed, and the Board reconvened at 7:21 p.m.

8) BOARD COMMUNICATIONS

President Burgett stated that he had a discussion with the management of Classic Bowl regarding the possibility of hosting the next employee appreciation event.

President Burgett stated he attended the Veterans Day event hosted by the City of Daly City and thanked City Manager Piccolotti for inviting him.

Vice President Cosgrove stated he also attended the City of Daly City's Veterans Day event. He shared his appreciation for all veterans and thanked President Burgett for his service.

9) CONSENT CALENDAR

- A. Overview of District Investments
- B. Statement for 2021 Water System Financing Project Fund
- C. Financial Statements for October 2023
- D. Minutes of the October 18, 2023 Regular Meeting of the Board
- E. Report on Sale of District Property
- F. October 2023 Leak Report
- G. October 2023 Water Quality Report
- H. October 2023 Legislative Update
- I. October 2023 SFPUC Hydrological Conditions Report

ON MOTION by Director De Jarnatt, seconded by Vice President Cosgrove, the Board voted to approve the Consent Calendar as submitted. Motion passed 4-0.

10) GENERAL MANAGER'S REPORT

A. New Business

1. Approval of Claims Dated November 15, 2023
General Manager Carr responded to questions from the Board.

ON MOTION by Director Hauser, seconded by President Burgett, the Board unanimously voted to approve the Claims List dated November 15, 2023 in the amount of \$1,242,549.94. Motion passed 4-0.

2. Cancel December 20, 2023 Regular Board Meeting and Schedule a Special Meeting to take place December 13, 2023 at 7:00 P.M.

General Manager Carr stated that due to its proximity to the holidays, staff recommend holding the Board Meeting the previous week on December 13, 2023 and canceling the December 20, 2023.

General Manager Carr responded to questions from the Board.

ON MOTION by President Burgett, seconded by Director De Jarnatt to Cancel the December 20, 2023 Regular Board Meeting and Schedule a Special Meeting to take place December 13, 2023 at 7:00 P.M. Motion passed 4-0.

3. Proposed Increase in Hanson Bridgett Billing Rates

Attorney Miyaki provided an overview of the proposed rates for 2024 through 2026, stating that the last three-year rate structure was approved in 2020 and implemented in 2021. He added that the District, and other public agencies, receives a discounted rate for legal services from Hanson Bridgett.

Vice President Cosgrove stated he was in support of the increase, and has been pleased with legal services over the years.

Director Hauser stated he was in support of the increase.

ON MOTION by President Burgett, seconded by Vice President Cosgrove, the Board unanimously voted to approve the proposed three year increase in Hanson Bridgett billing rates. Motion passed 4-0.

4. Adopt Resolution No. 1158 Honoring Retiring City of Pacifica Employee, Susan Thaxton

General Manager Carr distributed the resolution to all in attendance and displayed a copy on the slideshow. She read aloud the resolution.

Vice President Cosgrove shared his experience working with Susan Thaxton at the City of Pacifica, and her knowledge in the field of water quality. He also acknowledged another longtime City of Pacifica employee, Maria Aguliar, who was also retiring after many years of service. He wished them both the best in their retirements.

ON MOTION by Vice President Cosgrove, seconded by President Burgett, the Board unanimously voted to Adopt Resolution No. 1158 Honoring Retiring City of Pacifica Employee, Susan Thaxton. Motion passed 4-0.

5. Update Regarding the District Headquarters Upgrade Project and Related Permits

General Manager Carr reported that the District advertised the Headquarters Project for bid on November 3, 2023, and held a pre-bid meeting on November 13, 2023. She shared the upcoming schedule including the projected bid award date of January 3, 2024.

General Manager Carr provided the status of the building permit process stating that the District's project team will be resubmitting to the Building Department on November 16, 2023. She also shared that the District was working with the City of Pacifica and Sam Trans to move the bus stop.

General Manager Carr provided an update on the moves from the District Headquarters office to the temporary offices at Eureka Square and Terra Nova. She stated the Eureka Square office will open to the public on December 18, 2023.

General Manager Carr responded to questions from the Board.

6. District Engineer's Report

Sheila Tank and PRV Improvement Update

District Engineer Sutter stated the DN Tanks mobilization for the Sheila Tank Project was postponed this week. He will provide an update at the next meeting.

7. General Manager's Update

General Manager Carr shared that Dish Network had approached the District regarding the Skyline Tank Site, and that she would have more information for the Board in the coming months.

Vice President Cosgrove inquired about the possibility of upgrading the monopole at the site to include a faux tree. General Manager Carr replied that she would advise Dish of this request.

President Burgett reiterated that the District's focus is water, and not cell sites, and that its important to receive public input from the neighboring residents before moving forward with a new agreement.

President Burgett expressed his desire to modify the name and purpose of the Board's current cell site committee, the "Cell Site Lease Advisory Committee for American Tower Communications Site Lease Agreement at Gypsy Hill and Crown Castle Communications Site Lease Agreement at Royce" to add "and the Skyline Tank Site Lease Agreements." With this modification, the Committee would review the Dish Network proposal for Skyline Tank.

General Manager Carr stated that she entered into a Professional Services Agreement with Turner Advisement, LLC for real estate advisory services in an amount not to exceed \$18,000.00

B. Continued Business

1. Capital Improvement Program and Bond Projects

President Burgett shared that he was pleased with how specific the report has become.

General Manager Carr responded to questions from the Board.

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

A. BAWSCA Alameda Watershed Tour

President Burgett, Vice President Cosgrove, and General Manager Carr shared their experience on the Watershed Tour.

B. General Manager Evaluation Advisory Committee

President Burgett provided a report from the meetings attended.

C. Public Outreach Committee Meeting

Director DeJarnatt stated that the Committee reviewed the garden contest entries.

D. City of Pacifica City Council Meetings

President Burgett summarized the meeting topics from the City Council meetings attended.

E. City of Pacifica Planning Commission Meetings

President Burgett provided a report of the meetings attended.

11) DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS

BAWSCA Board member Piccolotti shared memories of Harold "Hal" Ash, longtime Pacifican, businessman, and the father of Director Ron Ash. He stated that Hal Ash was a very hardworking father, an excellent role model, and will be missed by many.

12) CORRESPONDENCE

None.

13) PUBLIC COMMENT

None.

- 14) Attorney Miyaki adjourned the Board into Closed Session at 8:22 P.M. for the following item:

CLOSED SESSION

Pursuant to California Government Code Section 54956.9(d)(1)
Conference with Legal Counsel – Existing Litigation
City of Camden, et al., v. 3M Company – Case No. 2:23-cv-03147-RMG
City of Camden, et al., v. E.I. DuPont de Nemours and Company – Case No.
2:23-cv-03230-RMG

- 15) REPORT ON ACTION TAKEN IN CLOSED SESSION

At 8:47 P.M. the Board returned to Open Session. Attorney Miyaki reported that direction was given to legal counsel during closed session.

- 16) ADJOURNMENT

President Burgett adjourned in memory of Harold “Hal” Ash at 8:47 p.m. Vice President Cosgrove added that he was a pillar of the community and that he wished his family well during this difficult time.

Respectfully submitted,

Approved:

General Manager Adrienne Carr

Jack Burgett, President

NORTH COAST COUNTY WATER DISTRICT

Monthly Leak Report

November 2023

#	Location	Date/Time	Response Time*	Repair Time**	Water Loss (gallons)	People Affected	How People Notified	Contractors	Total Staff + Work-hours***	Leak Description	Reimbursable	Piping Materials
1	360 Talbot Avenue	11/1/2023 3:30 pm - 6:30 pm	15 minutes	3 hours	Approx. 7,500 Gallons	No Homes	N/A	No	6 Workers @ 1 RT Hr = 6 RT Hrs, 6 Workers @ 2 OT Hrs = 12 OT Hrs	Crack in main	No	1 - 6"x15" full circle clamp
2	684 Crespi Drive	11/24/2023 6:30 am - 12:30 pm	20 minutes	6 hours	Approx. 13,500 Gallons	8 Homes	Knocked on doors, social media	No	5 Workers @ 6 OT Hrs = 30 OT Hrs	Saddle Leak	No	1-6"x1" service saddle, 1 - 1" union, 3' - 1" copper pipe

* Describes the time between when the leak was first reported to the District until the time staff arrived on the scene and started throttling down the leak.

** Estimated time for the duration is measured from the time the District receives the leak report to the time it takes staff to stop the leak. Additional effort is required to complete backfill, site clean-up, complete paveworks/concrete restoration, and/or demobilization, etc.

*** This estimate for work-hours includes mobilization through demobilization of fixing the actual leak (aka total labor-hours).

Monthly Fluoride Monitoring*- November, 2023

<u>Date of Sample</u>	<u>Location of Sample</u>	<u>Fluoride level mg/L</u>	<u>Monitored By</u>
10/30 – 11/05/23	HTWTP/ SF Jail	0.66	SFPUC
11/03/23	5066 Palmetto Ave.	0.65	NCCWD
11/03/23	Main Pump Station	0.67	NCCWD
11/03/23	332 San Pedro Ave.	0.67	NCCWD
11/03/23	730 St. Lawrence Ct.	0.66	NCCWD
11/06 – 11/12/23	HTWTP/ SF Jail	0.62	SFPUC
11/07/23	5066 Palmetto Ave.	0.63	NCCWD
11/07/23	Main Pump Station	0.63	NCCWD
11/07/23	332 San Pedro Ave.	0.61	NCCWD
11/07/23	730 St. Lawrence Ct.	0.61	NCCWD
11/13 – 11/19/23	HTWTP/ SF Jail	0.64	SFPUC
11/14/23	5066 Palmetto Ave.	0.63	NCCWD
11/14/23	Main Pump Station	0.65	NCCWD
11/14/23	332 San Pedro Ave.	0.64	NCCWD
11/14/23	730 St. Lawrence Ct.	0.65	NCCWD
11/20 – 11/26/23	HTWTP/ SF Jail	0.70	SFPUC
11/21/23	5066 Palmetto Ave.	0.64	NCCWD
11/21/23	Main Pump Station	0.67	NCCWD
11/21/23	332 San Pedro Ave.	0.65	NCCWD
11/21/23	730 St. Lawrence Ct.	0.66	NCCWD
11/27 – 12/03/23	HTWTP/ SF Jail	0.58	SFPUC
11/28/23	5066 Palmetto Ave.	0.56	NCCWD
11/28/23	Main Pump Station	0.59	NCCWD
11/28/23	332 San Pedro Ave.	0.57	NCCWD
11/28/23	730 St. Lawrence Ct.	0.57	NCCWD

*This report summary displays the levels of fluoride reported by San Francisco Public Utilities Commission (SFPUC) Water Quality Division at the Harry Tracy Water Treatment Plant (HTWTP), as well as the levels collected at the North Coast County Water District (NCCWD) sample stations throughout Pacifica. Per the SFPUC Water Quality Department Notifications and Communications Plan: The control range for the HTWTP is 0.6 mg/L to 1.2 mg/L. The optimal fluoride level for the water supplied by the SFRWS (San Francisco Regional Water System) is 0.70 mg/L.

**NORTH COAST COUNTY WATER DISTRICT
CLAIMS LIST
DECEMBER 13, 2023
(AMENDED DECEMBER 12, 2023)**

	PAYEE	A/C NO.	DESCRIPTION		
1	Airgas NCN	5730-120	Cylinder Rental		132.50
2	Anderson Pacific	1117-135	Sheila Tank Replacement Project	91,570.50	96,083.00
		1117-183B	PRV Improvement Project	4,512.50	
3	Aqua-Metric Sales Co.	1117-169	Water Meters		3,778.72
4	AT&T	5230-110	Fiber Internet Services for SCADA from 11/11/22 to 12/10/23	594.52	1,312.15
		Various	Telephone Services for Office/Shop/Pump Stations from 11/04/22 to 12/03/23	717.63	
5	Bay Area Integration	1118-172B	Dell PowerEdge R450 Server to Support Tyler Incode Upgrade	11,477.18	19,877.18
		1118-172B	Printers & Cabling	3,848.04	
		5683-130	IT Support for November 2023	8,400.00	
6	Baird Trucking Inc	5670-120	Two Loads of Sand		1,980.31
7	Brown & Caldwell	1117-135	Sheila Tank Engineering and Construction Management Services		40,571.93
8	Comcast	5622-130	Cable & Internet Service for Francisco Blvd., Eureka Square, and Terra Nova Blvd. Offices		394.71
9	Core & Main LP	5420-120	Inventory Supplies		6,040.13
10	Dataprose	Various	Utility Billing and Postage for November 2023		4,072.81
11	Eureka Square Shopping Center LP	5631-130	October Rent for Eureka Square Office		3,530.00
12	Hanson Bridgett LLP	5681-130	Legal Fees for November 2023		8,229.00
13	Jean Pierre Gardening	5642-130	Monthly Gardening Service November 2023		645.00
14	KBA Document Solutions	5655-130	Printing and Copying Charges		63.94
15	Langan	1118-112B	Geotechnical Investigation		2,940.00
16	LEA Relocation Services Inc.	5631-130	Moving Services from 2400 Francisco Blvd to 80 Eureka Dr		16,947.50
17	Nelson's Lock & Key	5650-130	Locks & Keys for Eureka Square and Terra Nova Offices		566.00
18	Noll & Tam Architects	1118-112B	Architectural Services for District Office Replacement		40,531.28
19	Paul Curletto	5631-130	Rent for Terra Nova Facility from 10/15/23 to 11/14/23		1,950.00
20	PG&E	Various	Monthly Gas & Electric Costs for Plant, Office, & Distribution		32,093.52
21	Recology of the Coast	5230-130	Monthly Service Charges from 12/01/23 to 12/31/23		925.42
22	Sandis	1118-112B	Meeting Attendance & Support		2,900.00
23	Snow's Cleaning Solutions	5624-130	Monthly Janitorial Cleaning Services for November to December 2023		2,984.17
24	SFPUC	5130-110	Water Purchased & Service Charges from 11/08/23 to 12/07/23		548,375.34
25	Steven Dea	5732-130	Reimbursement for Certification Fee for Water Treatment Operator Grade D2		60.00
26	State Water Resources Control Board	5624-130	Annual Permit Fee		3,576.00
27	Thomas J Piccolotti LLC	5683-130	Strategic Counsel Services from 10/18/23 to 11/06/23		2,000.00
28	U.S. Bank	Various	See Details Attached		10,661.60
29	Verizon Wireless	5623-120	Monthly Service for Tablets and Phones from 10/24/23 to 11/23/23		585.01
30	We'll Be There	5631-130	Moving Services for Copier from 2400 Francisco Blvd to 80 Eureka Dr		450.00
31	Wienhoff Drug Testing	5626-130	Annual Consortium Membership for Drug Testing		595.00
32	Wilmington Trust	5683-130	Annual Service Fees		2,500.00
					\$ 857,219.72

**NORTH COAST COUNTY WATER DISTRICT
CLAIMS LIST
DECEMBER 13, 2023**

U.S. BANK NATIONAL ASSOCIATION
Business Card Company Statement
Expenses Breakdown
Billing Date: 11/22/2023

A/C No.	Vendor	Description	Amount
1118-131	Amazon.com	Desks for Temporary Offices	2,295.69
5412-120	Home Depot	Mats for Office Move & Small Tools	549.73
5620-130	Lucidpress	Newsletter Software	15.00
5621-130	Amazon.com	Office Supplies	583.22
5629-110	O'Reilly Auto Parts	Automotive Parts	157.36
5631-130	Home Depot	Plywood	67.96
5650-130	Adobe Acropro Subscription	Acrobat Pro Service Charges	19.99
5650-130	Bay Shred	Shredding Services	2,058.00
5650-130	Intermedia.Net	Monthly Spam Email Screening & Reporting Services	512.77
5650-130	Amazon.com	Wall Mount Security Drop Box	54.38
5650-130	McAfee	Anti Virus Software	149.99
5661-120	Road Safe Traffic Systems	Road Marking Paint for Personnel Safety	773.10
5661-120	Amazon.com	Safety Gloves (96 pairs)	421.98
5661-130	Amazon.com	COVID-19 Antigen Test Kits	63.26
5687-130	4Imprint	Buckets for Customer Water Conservation	1,835.91
5687-130	New Resources Group	Leak Detecting Dye Tablet Packets	403.45
5685-130	Amazon.com	Waterwise Garden Contest Prizes	65.76
5685-130	Pacific Manor Ace Hardware	Waterwise Garden Contest Prizes	50.00
5730-130	Linda Mar Florist	Sympathy Flowers	71.42
5730-130	Teleflora	Congratulatory Flowers	73.59
5733-130	Colombo's Delicatessen	Meals for CPR, First Aid Training, and Water Professionals Appreciation Week	298.83
5733-130	Mazetti's Bakery	Refreshments for Waterwise Garden Contest	56.98
5733-130	Safeway	Refreshments for Waterwise Garden Contest	8.23
5942-130	ACWA	ACWA Fall Conference Registration	815.00
5942-130	ACWA	ACWA Fall Conference Registration Refund	(740.00)
		Total:	10,661.60



P.O. BOX 6343
FARGO ND 58125-6343



DEC 01 2023

000001595 01 SP 0.630 106481893572394 P

NORTH COAST CWD
2400 FRANCISCO BLVD

PACIFICA CA 94044-6039

ACCOUNT NUMBER

STATEMENT DATE 11-22-2023

AMOUNT DUE \$16,707.35

NEW BALANCE \$16,707.35

PAYMENT DUE ON RECEIPT

AMOUNT ENCLOSED
\$

Please make check payable to "U.S. Bank"

U.S. BANK CORPORATE PAYMENT SYSTEMS
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	= New Balance
Company Total	\$15,710.96	\$11,401.60	\$0.00	\$0.00	\$0.00	\$740.00	\$9,665.21	\$16,707.35

CORPORATE ACCOUNT ACTIVITY

NORTH COAST COUNTY WATER

TOTAL CORPORATE ACTIVITY
\$9,665.21 CR

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-09	11-07	74798263313000000001435	PAYMENT - THANK YOU 00000 C	9,665.21 PY

NEW ACTIVITY

CREDITS \$0.00 PURCHASES \$265.85 CASH ADV \$0.00 TOTAL ACTIVITY \$265.85

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-13	11-11	24692163315102561387922	MCAFFEE *WWW.MCAFFEE.COM 866-622-3911 TX	149.99
11-20	11-17	24943013322010190053366	THE HOME DEPOT #0639 COLMA CA	115.86

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT SUMMARY

PREVIOUS BALANCE 15,710.96
PURCHASES & OTHER CHARGES 11,401.60

STATEMENT DATE 11/22/23
DISPUTED AMOUNT .00

CASH ADVANCES .00
CASH ADVANCE FEES .00
LATE PAYMENT CHARGES .00

SEND BILLING INQUIRIES TO:

U.S. Bank National Association
C/O U.S. Bancorp Purchasing Card Program
P.O. Box 6335
Fargo, ND 58125-6335

AMOUNT DUE

16,707.35

CREDITS 740.00
PAYMENTS 9,665.21
ACCOUNT BALANCE 16,707.35



Company Name: NORTH COAST COUNTY WATER
Statement Date: 11-22-2023

NEW ACTIVITY					
		CREDITS \$0.00	PURCHASES \$1,907.33	CASH ADV \$0.00	TOTAL ACTIVITY \$1,907.33
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
10-25	10-24	24036283297027012463134	LINDA MAR FLORIST PACIFICA CA	71.42	
11-03	11-02	24692163306105215532935	4IMPRINT, INC 4IMPRINT.COM WI	1,835.91	
		CREDITS \$0.00	PURCHASES \$433.87	CASH ADV \$0.00	TOTAL ACTIVITY \$433.87
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
11-03	11-01	24692163306104975312943	THE HOME DEPOT 639 COLMA CA	433.87	
		CREDITS \$740.00	PURCHASES \$8,794.55	CASH ADV \$0.00	TOTAL ACTIVITY \$8,054.55
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
10-24	10-23	24492153296745450389783	ADOBE INC. 408-536-6000 CA	19.99	
10-24	10-23	24692163296109973889703	AMZN MKTP US*780KV0213 AMZN.COM/BILL WA	41.74	
10-25	10-24	24431063297083309501554	AMAZON.COM*XD3W99M03 SEATTLE WA	25.07	
10-26	10-25	24493983298286357900106	ASSOCIATION OF CALIFORNI 916-441-4545 CA	815.00	
10-27	10-27	24692163300102665083655	AMAZON.COM*GK6TA0603 AMZN.COM/BILL WA	5.41	
10-30	10-28	24492153301715376308046	MARQ 888-705-4096 UT	15.00	
10-30	10-30	24692163303102296291179	AMZN MKTP US*IH0LO1HU3 AMZN.COM/BILL WA	384.55	
11-01	10-31	24431063305083335554411	AMZN MKTP US*PI7KL44M3 SEATTLE WA	340.60	
11-01	10-30	24445003304300470404207	PY *COLOMBOS DELI PACIFI PACIFICA CA	298.83	
11-02	11-02	24692163306104489269241	AMZN MKTP US*HZ48W9GU3 AMZN.COM/BILL WA	527.34	
11-03	11-02	24493983307026448381133	INTERMEDIA.NET INC 800-379-7729 WA	512.77	
11-03	11-02	24692163306105041325322	AMZN MKTP US*DL3JN4GR3 AMZN.COM/BILL WA	40.63	
11-06	11-03	24194333309030024647386	NRG 203-366-1000 CT	352.46	
11-06	11-04	24692163308106872915965	AMZN MKTP US*ZO1Y31003 AMZN.COM/BILL WA	340.60	
11-06	11-04	24692163308106872918993	AMZN MKTP US*S15GV9233 AMZN.COM/BILL WA	340.60	
11-07	11-06	24431063310083723367460	AMAZON.COM*652UZ96H3 SEATTLE WA	10.98	
11-09	11-09	24692163313100339687575	AMZN MKTP US*VK7W239I3 AMZN.COM/BILL WA	58.34	
11-10	11-09	24692163313100409091757	AMZN MKTP US*K22TS9GT3 AMZN.COM/BILL WA	65.76	
11-13	11-10	24692163314101369455635	AMZN MKTP US*XN5RK52G3 AMZN.COM/BILL WA	63.26	
11-13	11-10	24692163314101370680395	AMAZON.COM*B69QY5LS3 AMZN.COM/BILL WA	421.98	
11-14	11-13	24055223317091363000299	MAZZETTI'S BAKERY CLOVER.COM CA	33.99	
11-14	11-13	24431053318838003984570	O'REILLY 3562 PACIFICA CA	157.36	
11-14	11-13	24692163317104013582181	SQ *ROADSAFE TRAFFIC SYST 877-417-4551 CA	773.10	
11-15	11-14	24055223318063154709742	NRG 203-366-1000 CT	50.99	
11-15	11-14	24122593318027011973507	BAY SHRED INC 415-760-9227 CA	2,058.00	
11-16	11-15	74493983319286357400040	ASSOCIATION OF CALIFORNI 9164414545 CA	740.00CR	
11-16	11-15	24055223319091270000646	PACIFIC MANOR HARDWARE GREENBRAE CA	25.00	
11-16	11-15	24055223319091270000653	PACIFIC MANOR HARDWARE GREENBRAE CA	25.00	
11-16	11-15	24055223319091365000394	MAZZETTI'S BAKERY CLOVER.COM CA	22.99	
11-16	11-15	24692163319105445139894	AMZN MKTP US*8H2R1M63 AMZN.COM/BILL WA	10.97	
11-16	11-15	24692163319105510333869	AMZN MKTP US*FB37U8903 AMZN.COM/BILL WA	362.00	
11-16	11-15	24692163319105626186946	AMAZON.COM*N37U05YC3 AMZN.COM/BILL WA	5.99	
11-16	11-16	24692163320105707249370	AMZN MKTP US*OJ0E60P03 AMZN.COM/BILL WA	99.88	
11-16	11-16	24692163320105765079768	AMZN MKTP US*DW0L491T3 AMZN.COM/BILL WA	185.58	
11-16	11-15	24717053320153206972930	TELEFLORACOM PICKS RCV 800-4935610 CA	73.59	
11-17	11-15	24231683320837001153388	SAFEWAY #3008 PACIFICA CA	8.23	
11-17	11-16	24692163320106228216377	AMZN MKTP US*9Y5GS4BQ3 AMZN.COM/BILL WA	54.38	



Company Name: NORTH COAST COUNTY WATER
Statement Date: 11-22-2023

NEW ACTIVITY				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-17	11-16	24692163320106280827756	AMAZON.COM*4L76U6GE3 AMZN.COM/BILL WA	23.19
11-17	11-16	24692163320106369212425	AMAZON.COM*QS76A4973 AMZN.COM/BILL WA	21.44
11-20	11-16	24183103321900014700060	SHARP PARK MARKET 650-2781282 CA	15.09
11-20	11-17	24692163321106820687222	AMAZON.COM*MH0DT4843 AMZN.COM/BILL WA	38.91
11-22	11-20	24943013325010180195810	THE HOME DEPOT #6655 COLMA CA	67.96

Department: 00000 Total: \$10,661.60
Division: 00000 Total: \$10,661.60



U.S. BANCORP SERVICE CENTER
 P. O. Box 6343
 Fargo, ND 58125-6343



DEC 01 2023

NORTH COAST COUNTY WATER DIST

ACCOUNT NUMBER
STATEMENT DATE 11-22-23
TOTAL ACTIVITY \$ 265.85

000015097 01 SP 0.630 106481893603770 P

"MEMO STATEMENT ONLY"
 DO NOT REMIT PAYMENT

NCCWD
 PO BOX 1039
 2400 FRANCISCO BLVD
 PACIFICA CA 94044-6039

We certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

[Signature] 12/5/23

Cardholder _____ Date _____ Approver _____ Date _____

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
11-13	11-11	MCA FEE *WWW.MCA FEE.COM 866-622-3911 TX PUR ID: CS3389611082 TAX: 0.00	24692163315102561387922	5968	149.99
			5650-130		
11-20	11-17	THE HOME DEPOT #0639 COLMA CA PUR ID: SHOP TAX: 9.93	24943013322010190053366	5200	115.86
			5412-120		

Default Accounting Code:

CUSTOMER SERVICE CALL 800-344-5696			ACCOUNT SUMMARY	
	STATEMENT DATE	DISPUTED AMOUNT	PREVIOUS BALANCE	\$.00
	11-22-23	\$.00	PURCHASES & OTHER CHARGES	\$265.85
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE		CASH ADVANCES	\$.00
	\$ 0.00		CASH ADVANCE FEE	\$.00
	DO NOT REMIT		CREDITS	\$.00
			TOTAL ACTIVITY	\$265.85



U.S. BANCORP SERVICE CENTER
 P. O. Box 6343
 Fargo, ND 58125-6343



DEC 01 2023

NORTH COAST COUNTY WATER DIST

ACCOUNT NUMBER
STATEMENT DATE 11-22-23
TOTAL ACTIVITY \$ 1,907.33

000015098 01 SP 0.630 106481893603771 P

"MEMO STATEMENT ONLY"
 DO NOT REMIT PAYMENT

NCCWD
 2400 FRANCISCO BLVD.
 PACIFICA CA 94044-2300

We certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

Cardholder _____ Date _____ Approver _____ Date _____

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
10-25	10-24	LINDA MAR FLORIST PACIFICA CA PUR ID: TAX: 6.42	24036283297027012463134	5992	71.42 □
11-03	11-02	4IMPRINT, INC 4IMPRINT.COM WI PUR ID: AFC/Template in Q TAX: 124.89	24692163306105215532935	5969	1,835.91 □

Handwritten notes:
 5650-130 5730-12
 5650-110
 5687-130

Default Accounting Code:

CUSTOMER SERVICE CALL 800-344-5696			ACCOUNT SUMMARY	
	STATEMENT DATE	DISPUTED AMOUNT	PREVIOUS BALANCE	\$.00
	11-22-23	\$.00	PURCHASES & OTHER CHARGES	\$1,907.33
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE		CASH ADVANCES	\$.00
	\$ 0.00		CASH ADVANCE FEE	\$.00
	DO NOT REMIT		CREDITS	\$.00
			TOTAL ACTIVITY	\$1,907.33



U.S. BANCORP SERVICE CENTER
P. O. Box 6343
Fargo, ND 58125-6343

RECEIVED

NORTH COAST COUNTY WATER DIST

DEC 01 2023

ACCOUNT NUMBER
STATEMENT DATE 11-22-23
TOTAL ACTIVITY \$ 433.87

000015099 01 SP 0.630 106481893603772 P

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

NCCWD
P.O. BOX 1039
2400 FRANCISCO BLVD.
PACIFICA CA 94044-6039

We certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

Cardholder _____ Date _____

Adman 12/5/2
Approver _____ Date _____

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
11-03	11-01	THE HOME DEPOT 639 COLMA CA PUR ID: 0 TAX: 37.19	24692163306104975312943 <i>5412-120</i>	5200	433.87

Default Accounting Code:

CUSTOMER SERVICE CALL

800-344-5696

STATEMENT DATE	DISPUTED AMOUNT
11-22-23	\$.00

SEND BILLING INQUIRIES TO:

C/O U.S. BANCORP SERVICE CENTER, INC
U.S. BANK NATIONAL ASSOCIATION
P.O. BOX 6335
FARGO, ND 58125-6335

AMOUNT DUE
\$ 0.00
DO NOT REMIT

ACCOUNT SUMMARY

PREVIOUS BALANCE	\$.00
PURCHASES & OTHER CHARGES	\$433.87
CASH ADVANCES	\$.00
CASH ADVANCE FEE	\$.00
CREDITS	\$.00
TOTAL ACTIVITY	\$433.87



U.S. BANCORP SERVICE CENTER
P. O. Box 6343
Fargo, ND 58125-6343



RECEIVED
DEC 01 2023
NCCWD

NORTH COAST COUNTY WATER DIST

ACCOUNT NUMBER
STATEMENT DATE 11-22-23
TOTAL ACTIVITY \$ 8,054.55



000022517 01 SP 0.630 106481893611190 P

NORTH COAST CWD
2400 FRANCISCO BLVD
PACIFICA CA 94044-2300

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

We certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

Cardholder _____ Date _____ Approver *Adrian Cam* Date *12/16/23*

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
10-24	10-23	ADOBE INC. 408-536-6000 CA PUR ID: BL2585399784 TAX: 0.00	24492153296745450389783	5734	19.99 ✓
10-24	10-23	AMZN MKTP US*780KV0213 AMZN.COM/BILL WA PUR ID: 113-5865699-64674 TAX: 3.75	24692163296109973889703	5942	41.74 ✓
10-25	10-24	AMAZON.COM*XD3W99M03 SEATTLE WA PUR ID: OFFICE SUPPLIES TAX: 0.00	24431063297083309501554	5942	25.07 ✓
10-26	10-25	ASSOCIATION OF CALIFORNI 916-441-4545 CA PUR ID: 35790010 TAX: 0.00	24493983298286357900108	9399	815.00 ✓
10-27	10-27	AMAZON.COM*GK6TA0603 AMZN.COM/BILL WA PUR ID: 113-5788470-02618 TAX: 0.49	24692163300102665083655	5942	5.41 ✓
10-30	10-28	MARQ 888-705-4096 UT PUR ID: 37630804 TAX: 0.00	24492153301715376308046	5734	15.00 ✓
10-30	10-30	AMZN MKTP US*IH0LO1HU3 AMZN.COM/BILL WA PUR ID: office supplies TAX: 34.56	24692163303102296291179	5942	384.55 ✓
11-01	10-31	AMZN MKTP US*PI7KL44M3 SEATTLE WA PUR ID: OFFICE SUPPLIES TAX: 30.61	24431063305083335554411	5942	340.60 ✓
11-01	10-30	PY *COLOMBOS DELI PACIFI PACIFICA CA	24445003304300470404207	5812	298.83 ✓
11-02	11-02	AMZN MKTP US*HZ48W9GU3 AMZN.COM/BILL WA PUR ID: office supplies TAX: 47.40	24692163306104489269241	5942	527.34 ✓

Default Accounting Code:

CUSTOMER SERVICE CALL		ACCOUNT SUMMARY	
800-344-5696	STATEMENT DATE	DISPUTED AMOUNT	PREVIOUS BALANCE \$.00
	11-22-23	\$.00	PURCHASES & OTHER CHARGES \$8,794.55
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE		CASH ADVANCES \$.00
	\$ 0.00		CASH ADVANCE FEE \$.00
	DO NOT REMIT		CREDITS \$740.00
			TOTAL ACTIVITY \$8,054.55



Account Name:	
Company Name:	NORTH COAST COUNTY WATER DIST
Account Number:	
Statement Date:	11-22-23

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
11-03	11-02	INTERMEDIA.NET INC 800-379-7729 WA PUR ID: 15318770 TAX: 0.00	24493983307026448381133	4814	512.77
11-03	11-02	AMZN MKTP US*DL3JN4GR3 AMZN.COM/BILL WA PUR ID: office supplies TAX: 3.65	24692163306105041325322	5942	40.63 ✓
11-06	11-03	NRG 203-366-1000 CT PUR ID: 12332 TAX: 21.04	24194333309030024647386	5399	352.46 ✓
11-06	11-04	AMZN MKTP US*ZO1Y31003 AMZN.COM/BILL WA PUR ID: office supplies TAX: 30.61	24692163308106872915965	5942	340.60 ✓
11-06	11-04	AMZN MKTP US*S15GV9233 AMZN.COM/BILL WA PUR ID: office supplies TAX: 30.61	24692163308106872918993	5942	340.60 ✓
11-07	11-06	AMAZON.COM*652UZ96H3 SEATTLE WA PUR ID: 113-3809934-56706 TAX: 0.99	24431063310083723367460	5942	10.98 ✓
11-09	11-09	AMZN MKTP US*VK7W239I3 AMZN.COM/BILL WA PUR ID: office supplies TAX: 5.24	24692163313100339687575	5942	58.34 ✓
11-10	11-09	AMZN MKTP US*K22TS9GT3 AMZN.COM/BILL WA PUR ID: public outreach TAX: 5.91	24692163313100409091757	5942	65.76 ✓
11-13	11-10	AMZN MKTP US*XN5RK52G3 AMZN.COM/BILL WA PUR ID: 111-1911296-84618 TAX: 5.68	24692163314101369455635	5942	63.26 ✓
11-13	11-10	AMAZON.COM*B69QY5LS3 AMZN.COM/BILL WA PUR ID: 112-9493443-20018 TAX: 37.92	24692163314101370680395	5942	421.98 ✓
11-14	11-13	MAZZETTI'S BAKERY CLOVER.COM CA PUR ID: 36300029 TAX: 3.06	24055223317091363000299	5462	33.99 ✓
11-14	11-13	O'REILLY 3562 PACIFICA CA PUR ID: 202311014347 TAX: 0.00	24431053318838003984570	5533	157.36 ✓
11-14	11-13	SQ *ROADSAFE TRAFFIC SYST 877-417-4551 CA PUR ID: 00011529215134015 TAX: 0.00	24692163317104013582181	8999	773.10 □
11-15	11-14	NRG 203-366-1000 CT PUR ID: VERBAL TAX: 0.00	24055223318063154709742	5399	50.99 ✓
11-15	11-14	BAY SHRED INC 415-760-9227 CA PUR ID: 11232525 TAX: 0.00	24122593318027011973507	7399	2,058.00 ✓
11-16	11-15	ASSOCIATION OF CALIFORNI 9164414545 CA PUR ID: 0117888262 TAX: 0.00	74493983319286357400040	9399	740.00CR
11-16	11-15	PACIFIC MANOR HARDWARE GREENBRAE CA PUR ID: 863788 TAX: 2.12	24055223319091270000646	5251	25.00 ✓
11-16	11-15	PACIFIC MANOR HARDWARE GREENBRAE CA PUR ID: 863790 TAX: 2.12	24055223319091270000653	5251	25.00 ✓
11-16	11-15	MAZZETTI'S BAKERY CLOVER.COM CA PUR ID: 36500039 TAX: 2.07	24055223319091365000394	5462	22.99 ✓
11-16	11-15	AMZN MKTP US*8H2R1M63 AMZN.COM/BILL WA PUR ID: 113-4058291-07842 TAX: 0.99	24692163319105445139894	5942	10.97 ✓
11-16	11-15	AMZN MKTP US*FB37U8903 AMZN.COM/BILL WA PUR ID: office supplies TAX: 32.55	24692163319105510333869	5942	362.00 ✓
11-16	11-15	AMAZON.COM*N37U05YC3 AMZN.COM/BILL WA PUR ID: 113-8406783-64762 TAX: 0.54	24692163319105626186946	5942	5.99 ✓
11-16	11-16	AMZN MKTP US*OJ0E60P03 AMZN.COM/BILL WA PUR ID: 113-3854447-10122 TAX: 8.99	24692163320105707249370	5942	99.88 ✓
11-16	11-16	AMZN MKTP US*DW0L491T3 AMZN.COM/BILL WA PUR ID: 113-3854447-10122 TAX: 16.68	24692163320105765079768	5942	185.58 ✓

5650-180
5621-130
5687-180
1118-181
1118-181
5621-130
5621-138
5620-138
5661-130
5661-120
5733-130
5629-110
5661-120
5687-180
5650-130
5942-130
5685-130
5685-130
5733-130
5621-128
1118-131
5621-130
5621-130
6621-730

285.46



Account Name:	
Company Name:	NORTH COAST COUNTY WATER DIST
Account Number:	
Statement Date:	11-22-23

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
11-16	11-15	TELEFLORACOM PICKS RCV 800-4935610 CA PUR ID: ci6752004235 TAX: 0.00	24717053320153206972930	5992	73.59 ✓
11-17	11-15	SAFEWAY #3008 PACIFICA CA PUR ID: 331900115338 TAX: 0.00	24231683320837001153388	5411	8.23 ✓
11-17	11-16	AMZN MKTP US*9Y5GS4BQ3 AMZN.COM/BILL WA PUR ID: 111-9768545-50122 TAX: 4.89	24692163320106228216377	5942	54.38 ✓
11-17	11-16	AMAZON.COM*4L76U6GE3 AMZN.COM/BILL WA PUR ID: 113-0340899-01842 TAX: 0.00	24692163320106280827756	5942	23.19 ✓
11-17	11-16	AMAZON.COM*QS76A4973 AMZN.COM/BILL WA PUR ID: 113-8587337-77522 TAX: 1.93	24692163320106369212425	5942	21.44 ✓
11-20	11-16	SHARP PARK MARKET 650-2781282 CA PUR ID: 100190271 TAX: 0.00	24183103321900014700060	5411	15.09 ✓
11-20	11-17	AMAZON.COM*MH0DT4843 AMZN.COM/BILL WA PUR ID: 113-0314220-20754 TAX: 3.50	24692163321106820687222	5942	38.91 ✓
11-22	11-20	THE HOME DEPOT #6655 COLMA CA PUR ID: SHOP TAX: 5.77	24943013325010180195810	5200	67.96 ✓

5730-130
5733-130
5650-130
5621-130
5621-130
5621-130
5621-130
5631-130

STAFF

ADRIANNE CARR, Ph.D.
GENERAL MANAGER

SCOTT DALTON
ASSISTANT GENERAL MANAGER
- OPERATIONS

Phone (650) 355-3462
Fax (650) 355-0735



DIRECTORS

JACK J. BURGETT, *President*
JOSHUA COSGROVE, *Vice-President*
ANNE DE JARNATT, *Director*
RON ASH, *Director*
WILLIAM HAUSER, *Director*
RUSSELL CONROY,
Director Emeritus

2400 Francisco Blvd.
P.O. Box 1039
Pacifica, CA 94044
www.nccwd.com

STAFF REPORT

TO: Board of Directors
FROM: Adrienne Carr, General Manager
DATE: December 13, 2023
RE: Consider Adoption of Resolution No. Amending Rules of the Board to Change the Location of the Regular Board of Directors Meetings

INFORMATION/BACKGROUND

The District's facilities at 2400 Francisco Blvd., Pacifica will be closing due to construction of the new District's headquarters. The Board of Directors has selected an alternate location for regular meetings beginning January 17, 2023 and each month until the Headquarters Upgrade Project is complete.

The Board of Directors has reviewed the current version of Rules of the Board and desires to make the following amendment to change the location of the regular Board of Directors meetings until the District Headquarters Upgrade Project is complete:

- Under Rule II. Section A. 1. Regular Meetings
Amend section that begins: "The Board shall convene its regular meetings at 7:00 p.m. on the third Wednesday of each month in the District's Office located at 2400 Francisco Boulevard, Pacifica, California."

And modify it with the following language: "The Board shall convene its regular meetings at 7:00 p.m. on the third Wednesday of each month at the Sharp Park Restaurant located at 2600 Francisco Boulevard, Pacifica, California."

A redlined version of the document with the proposed changes is attached, as well as the resolution adopting the proposed changes.

RECOMMENDATION

Staff recommends that the Board adopt Resolution No. Amending the Rules of the Board.

ATTACHMENT

- A. NCCWD Rules of the Board
- B. Resolution No. Amending Rules of the Board

**NORTH COAST COUNTY WATER DISTRICT
RULES OF THE BOARD**

Adopted by Resolution No. 841

Amended through Resolution No. _____

December 13, 2023

NORTH COAST COUNTY WATER DISTRICT

RULES OF THE BOARD

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BOARD OF DIRECTORS
NORTH COAST COUNTY WATER DISTRICT
RULES OF THE BOARD

The Board of Directors (“Board”) of the North Coast County Water District (“District”) hereby adopts these Rules to govern its proceedings pursuant to Section 30530 of the California Water Code. The District shall conduct its business in compliance with the state’s open meeting law, the Ralph M. Brown Act, California Government Code Sections 54950 et seq., and these rules are intended to assist the Board in complying with this law.

These Rules are designed solely to facilitate the handling by the Board of its own affairs. These Rules are not intended, and shall not be construed, to create procedural or substantive rights in any person who is not a member of the Board in the event an action is taken by the Board in a manner which may depart from, or be inconsistent with, these Rules.

RULE I. OFFICERS OF THE BOARD OF DIRECTORS

A. President. The Board shall elect a President from among its members by majority vote annually at the regular meeting in each December. The President of the Board shall preside at all meetings of the Board.

The President shall sign all contracts for the procurement of equipment, supplies, materials or services when the amount to be paid by the District exceeds the spending limits delegated to the General Manager.

The President shall have power to appoint directors to standing committees of the Board and to designate the chairperson of such committees. The President shall also have power to appoint directors to serve as the representative of the District to all other groups and organizations, except in cases of appointments which the law requires be made by action of the full Board.

The President shall have such other powers and duties as shall be designated by the Board.

B. Vice-President. The Board shall elect a Vice-President from among its members by a majority vote annually at the regular meeting of each December. The Vice-President shall perform the duties of the President in the President’s absence or incapacity and, in the case of a vacancy of the office of President, the Vice-President shall succeed to that office.

C. President Pro Tem and Vice-President Pro Tem. If both the serving President and Vice-President will not continue in office as directors beyond the first Friday in December next following the general district election (held on the first Tuesday after the first Monday in November), then at the regular meeting in November of that year, the Board shall elect, from among those members who will continue in office, a President Pro Tem and a Vice-President Pro Tem, each of who shall serve until the regular meeting in December, at which time the Board will elect its officers for a one-year term as provided above.

RULE II. THE RULES OF ORDER

A. Meetings

1. Regular Meetings. The Board shall convene its regular meetings at 7:00 p.m. on the third Wednesday of each month at the Sharp Park Restaurant located at 2600 Francisco Boulevard, Pacifica, California. ~~in the District's Office located at 2400 Francisco Boulevard, Pacifica, California.~~

2. Special Meetings. Special meetings of the Board may be called at any time by the President or by a majority of the members of the Board by delivering personally or by mail written notice to each Board member and to each local newspaper of general circulation, radio or television station requesting notice in writing. Such notices must be delivered personally or by mail at least 24 hours before the time of such meeting as specified in the notice. The notice shall specify the time and place of the special meeting and the business to be conducted. No other business shall be considered by the Board at such meetings. Such notice may be dispensed with as to any member of the Board who at, or prior to the time the meeting convenes, files with the Secretary a written waiver of notice. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. Additionally, the notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public, such as at the District office.

3. Emergency Meetings. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice requirement or posting requirement for special meetings. "Emergency situation" means either of the following:

a) Work stoppage, or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board.

b) Crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the members of the Board.

However, each local newspaper of general circulation, or radio or television station which has requested notice of special meetings shall be notified by the Secretary one hour prior to the emergency meeting by telephone. All telephone numbers provided in the most recent request of such newspaper, radio or television station for notification of special meetings shall be exhausted. In the event that telephone services are not functioning, the notice requirements shall be deemed waived, and the District shall notify those newspapers, radio or television stations of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

The Board shall not meet in closed session during an emergency meeting.

The minutes of the emergency meeting, a list of the persons notified or attempted to be notified, a copy of the roll call vote, and any actions taken at the emergency meeting shall be posted for a minimum of ten (10) days in a public place as soon after the meeting as possible.

B. Preparation, Posting and Distribution of Agenda.

The General Manager is responsible for preparing the agenda of all regular and special meetings of the Board, in consultation with the President. The General Manager shall use his/her best efforts to provide a draft of the agenda to the President at least five (5) days before each regular meeting. The General Manager shall include on the draft agenda any item requested by a director at a previous meeting or at any time thereafter at least ten (10) days in advance of the meeting for which the draft agenda is being prepared. The President may direct the General Manager to add items to the agenda, and may modify the order in which items are presented (consistent with Section C), but may not direct that any item be deleted from the agenda as submitted by the General Manager.

A copy of the agenda, containing a brief general description of each item of business to be transacted or discussed, including matters to be discussed in closed session, shall be posted in a location freely accessible to the public and on the District's internet web site at least 72 hours before each regular meeting of the Board, and at least 24 hours before each special meeting of the Board. At least 72 hours before a regular Board meeting, the Secretary shall have delivered to the Board members, and to the newspapers of general circulation and any other party who has filed a written request, a copy of the agenda.

A copy of the agenda, and all documents (other than those exempt from disclosure under the Public Records Act) distributed to the Board members with the agenda, shall be available for public inspection at least 72 hours before each regular meeting and at least 24 hours before each special meeting. A copy of the agenda and such supporting documents shall also be available at the meeting.

No action shall be taken on any item not appearing on the posted agenda unless (1) a majority of the Board determines that an emergency situation exists; (2) two-thirds of the Board, or if less than two-thirds of the Board members are present, all of the members present, by unanimous vote, determine that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted; (3) the item was posted in an agenda for a meeting of the Board held not more than five (5) calendar days earlier, where the item was continued to the meeting where action is being taken, or (4) there is a legal requirement to take action.

The agenda for regular meetings will provide an opportunity for persons to address the Board concerning items of interest to the public that are within the subject matter jurisdiction of the Board; the agenda for special meetings and public hearing will provide an opportunity for person to address the Board concerning agenda items.

C. Procedure.

1. President. The President shall conduct the meetings of the Board and preserve order and decorum. The President shall state each motion under consideration and announce each decision of the Board. The President shall decide all questions of order, subject to the advice of counsel and an appeal to the Board, in which the majority of the Board will determine the question of order. The President may make or second motions and vote on all questions or motions before the Board.

2. Quorum. A majority of the members of the Board constitutes a quorum for the conduct of business.

3. Motions. All items requiring Board action must be preceded by a motion of a member. A motion is made after presentation of a report on the matter under consideration. In order for a vote to be taken on a motion, it requires a second from another member of the Board. Discussion may precede or follow the making of a motion and second. Once a motion is made, seconded and stated, it may be amended only by a second motion. Debate is confined to the pending motion. A majority vote is required for passage of a motion. In the event a minimum quorum of three members is present, a unanimous vote of three is required for passage of a motion (other than one solely relating to the procedure of that meeting), pursuant to Water Code Section 30525. In the event four members are present, a tie vote results in defeat of the motion. Action on an item may be postponed indefinitely or to a date certain by a motion to table the item. A roll call vote shall be held on all motions to approve ordinances or resolutions and on any other motion which is not passed unanimously.

4. Guidelines for Discussion.

a) General. These guidelines are intended primarily for those situations where it is necessary to formalize the meeting in order for each Director to be heard. The President will decide, subject to a question of order by a Director, the degree of enforcement of these guidelines during the meeting.

b) Rules of Order. The Board prefers a flexible form of meeting, and therefore does not conduct its meetings with formal rules of order. If a Director believes order is not being maintained or procedures are not adequate, the Director may raise a point of order to the President. If the ruling of the President is not satisfactory, it may be appealed to the entire Board. A majority of the Board will determine the point of order.

c) Requesting the floor. Any Director desiring to speak should address the President and, upon recognition by the President, address the subject under discussion.

d) Interruptions. Any Director, once recognized, should not be interrupted unless called to order by the President. If called to order, the Director should cease speaking until the question of order is determined.

e) Statements entered in the record. Any Director may request the privilege of having an abstract of his or her written statement, either in support or in opposition of any matter before the Board, entered in the minutes. This request shall be made not later than the time the matter is acted upon.

f) Voting. Except as otherwise provided by law, motions will be determined to have carried if they receive an affirmative vote of a majority of the Board.

5. Minutes. The Secretary shall arrange for minutes of each Board meeting to be prepared and mailed to each Director prior to the next regular Board meeting whenever practicable. Such minutes need not include the text of ordinances and resolutions adopted, which shall be recorded in separate volumes by the Secretary. Such minutes are intended to be a summary of discussion and Board action, and shall not be a verbatim transcript of the meeting. Minutes shall reflect roll call votes on all motions approving ordinances and resolutions and the dissenting votes of any director(s) on other motions. Tape recordings of meetings are made solely to assist in the preparation of the minutes.

RULE III. COMMITTEES

A. Standing Committees. The Board may create standing committees that have continuing jurisdiction over a particular subject matter, or a set meeting schedule. The Rules of Order in Rule II shall apply to all meetings of a standing committee. There are at present the following four Standing Committees of the Board of Directors:

1. The Personnel Committee
2. The Finance Committee
3. Capital Improvement Program (CIP) Committee
4. Public Outreach Committee

B. Advisory Committees. The Board by a majority vote of the entire Board, or the President of the Board on his or her own initiative, may create advisory committees to undertake special assignments on behalf of the Board. The President of the Board will designate the Chairperson of each advisory committee. Advisory committees created under this section must consist solely of members of the Board that constitute less than a quorum of the Board and must not have continuing subject matter jurisdiction or a fixed meeting schedule. An advisory committee will exist until its special assignment is completed or until it is disbanded by the President of the Board or by a majority vote of the entire Board. At least once a year, the President of the Board and the Chair of each advisory committee will review the special assignment of each advisory committee to determine if the special assignment has been completed or if there is still a need or desire for the continued existence of the advisory committee.

Advisory committee meetings generally should comply with the following procedures:

1. Notice. Notice of an advisory committee meeting should be provided to the local newspaper, posted on the sign board at the District office, and posted on the District's website as soon as possible before the meeting. The notice will specify the date, time and location of the advisory committee meeting and provide a general description of the topics to be discussed at the meeting.

2. Open to Public. All advisory committee meetings for which advance notice has been provided will be open to the public, and any person attending the meeting will be given an opportunity to address the advisory committee concerning the items to be discussed during the meeting.

3. Time of Meeting. The specific time for having an advisory committee meeting will be determined by the Chair of the committee in consultation with the General Manager. If practical, the advisory committee meeting will be held in the late afternoon or early evening for the convenience of the public who may want to attend the meeting.

Advisory Committees are not subject to the requirements of the Brown Act, and therefore these procedures are intended to be following to the greatest extent possible, but need not be followed for every advisory committee meeting.

RULE IV. BOARD APPOINTED STAFF

A. General Manager. The General Manager shall be responsible for introducing agenda items and for directing staff responses to Board inquiries arising during the course of the Board meeting.

B. Secretary. The Secretary shall call the roll, record votes, take minutes, and distribute copies as required.

C. Attorney. The Attorney shall serve as parliamentarian.

RULE V. COMMUNICATIONS TO THE BOARD

A. General. Any person desiring to speak on a matter which is not scheduled on the Agenda may do so under Public Comments. Pursuant to Government Code Section 54954.2(a), it is the Board's policy to take no immediate action on matters which are not on the Agenda. Any such items raised by the public may be referred to staff for review and analysis and may be reported back to the Board at a subsequent meeting. All comments and questions are to be directed to the Board President.

If the speaker refers to any document, writing, record, picture, or other exhibit, the Board request that a copy be given to the District Secretary so that it can be included in the record.

B. Time Limits on Public Comments. In the interest of all those who may wish to speak, the presiding officer may impose time limits on each speaker. The following rules of procedure shall be followed when addressing the Board:

1. Agenda Items. The public may speak on any item under discussion by the Board of Directors, after receiving recognition by the presiding officer.

2. Non-Agenda Items. The presiding officer shall be allowed discretion to determine the length of time allowed for all oral communications concerning non-agenda items. Interested persons or their authorized representative may address the Board concerning non-agenda items at the time Public Comments is taken up by the Board.

3. Written Communications. Written communications to the Board shall be submitted to the District Secretary. It shall be the responsibility of the District Secretary to provide copies to each member of the Board either at the meeting, if sufficient copies are available, or at a later time. Unless otherwise directed by the presiding officer, written communications to the Board shall not be read verbatim at the meetings of the Board.

RULE VI. AMENDMENTS

The Rules may be suspended, amended or repealed at any Board of Directors' meeting by a majority of the members of the Board.

LIST OF AMENDMENTS

RESOLUTION NO. 871 Rule I. Section C. (New) Amending Rules of the Board to Provide for Election of President Pro Tem and Vice President Pro Tem in Specified Circumstances Feb. 18, 1998

RESOLUTION NO. 874 Rule II. B. and Rule II. C. Amending Rules of the Board to Address Preparation of Agendas for Board Meetings, to Provide for a "Consent Calendar" and to Make Other Minor Changes to the Order of Business of Board Meetings Jul. 17, 1998

RESOLUTION NO. 890 Rule I. A. Amending Rules of the Board to Clarify President's Powers of Appointment Sept. 15, 1999

RESOLUTION NO. 1010 Rule III. B. Amending Rules of the Board, Rule III. B. Advisory Committees Mar. 19, 2008

RESOLUTION NO. 1018 Rule III. Committees, Section A. Amending Rules of the Board Regarding Standing Committees Feb. 18, 2009

RESOLUTION NO. 1089 Amending Rules of the Board due to changes in the law and changes in the Board's procedures. Jun. 20, 2018

RESOLUTION NO. 1128 Rule II: Amended to include: (1) Bay Area Water Supply and Conservation Agency Issues; and (2) Committee and/or Director's Reports on Meetings Attended. Rule III. Standing Committees. Section A, is amended by deleting the word 'Conservation' from the Public Outreach/Conservation Committee Oct. 20, 2021

RESOLUTION NO.
1152

Amending Rules of the Board Removing
of Order of Business

March 15, 2023

ATTACHMENT B
RESOLUTION NO. _____
AMENDING RULES OF THE BOARD
NORTH COAST COUNTY WATER DISTRICT

WHEREAS, the District's Rules of the Board establish rules to govern the procedures of the Board of Directors; and

WHEREAS, Rule II, Section A.1 of the Rules of the Board sets forth the date, time, and location for regular meetings; and

WHEREAS, the District's facilities at 2400 Francisco Blvd., Pacifica will be closing due to construction of the new District's headquarters by or before January 17, 2023; and

WHEREAS, the Board of Directors has selected an alternate location for regular meetings beginning January 17, 2023 and each month until the Headquarters Upgrade Project is complete; and

WHEREAS, the Board desires to amend its Rules of the Board until the Headquarters Upgrade Project is complete.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the North Coast County Water District hereby amends the District's Rules of the Board as follows:

- I. Rule II, Section A.1 will be amended with the replacement of the following section:

The Board shall convene its regular meetings at 7:00 p.m. on the third Wednesday of each month in the District's Office located at 2400 Francisco Boulevard, Pacifica, California.

Replaced with:

The Board shall convene its regular meetings at 7:00 p.m. on the third Wednesday of each month at the Sharp Park Restaurant located at 2600 Francisco Boulevard, Pacifica, California.

- II. Effective Date. The foregoing amendment to the Rules of the Board is effective upon enactment of this resolution and will remain in effect until the construction of the new District headquarters is complete.

PASSED AND ADOPTED this 13th of December, 2023, by the following vote:

AYES:
NOES:
ABSENT:

President, Board of Directors
North Coast County Water District

ATTEST:

Secretary of said Board

ADRIANNE CARR, Ph.D.
GENERAL MANAGER

SCOTT DALTON
ASSISTANT GENERAL MANAGER
– OPERATIONS

Phone (650) 355-3462
Fax (650) 355-0735

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2400 Francisco Blvd.
P.O. Box 1039
Pacifica, CA 94044
www.nccwd.com

**STAFF REPORT**

TO: Board of Directors
FROM: Adrienne Carr, Ph.D., General Manager
DATE: December 13, 2023
RE: Authorize the General Manager to Enter into a Professional Services Agreement with Langan for Geotechnical Services During Construction of the Headquarters Project for an Amount Not-to-Exceed \$70,700

BACKGROUND

In 2021, the District utilized the services of Langan, an environmental and engineering company, to perform an updated geotechnical study to assist with the design of the Headquarters Upgrade Project (Project). The staff from Langan also performed a geotechnical analysis for the Project in 2006. Results of the updated study were provided in a report dated October 8, 2021.

ISSUE

In anticipation of the District Headquarter Upgrade Project construction planned for as early as January, 2024, staff requested a proposal from Langan to provide services during construction. An updated proposal for geotechnical services during construction is attached to this staff report. These services will include:

- observation and testing during site grading;
- observation during excavation of the administration building and shop building foundation;
- observation and testing during utility trench backfill;
- observation and testing during subgrade preparation of the trash enclosure;
- observation and testing during hardscape subgrade and aggregate base preparation;
- reviewing contractor submittals and requests for information (RFIs); and
- consultation with the project team regarding geotechnical issues that may arise during construction.

FISCAL IMPACT

The adopted FY 2023-24 CIP Budget includes funding for the Headquarters Upgrade Project, and anticipated fees for various construction inspection services, including geotechnical services. The contract not-to-exceed amount for these services is \$70,700.

RECOMMENDATION

Staff recommends that the Board authorize the General Manager to enter into a Professional Services Agreement with Langan for Geotechnical Services During Construction of the Headquarters Project for an Amount Not-to-Exceed \$70,700.

ATTACHMENT

- A. Updated Proposal for Geotechnical Services During Construction - Dated December 8, 2023

8 December 2023

Dr. Adrienne Carr
General Manager
North Coast County Water District
2400 Francisco Boulevard
Pacifica, California 94044

**SUBJECT: Updated Proposal for Geotechnical Services During Construction
North Coast County Water District
Office Replacement
Pacifica, California
Langan Proposal No. 730370601**

Dear Dr. Carr:

Langan Engineering and Environmental Services, Inc., (Langan) is pleased to present this proposal to provide geotechnical services during the construction phase for the proposed North Coast County Water District (NCCWD) office replacement project in Pacifica, California. We previously performed a geotechnical study for the office replacement and presented the results in a report dated 8 October 2021. This proposal is based on our review of the preliminary construction schedule¹ titled , review of the permit plan set², review of the project specifications³ and our previous experience with similar projects.

The site is located at the southwest corner of Francisco Boulevard and Brighton Road. Currently, the site is occupied by an administration building and two maintenance buildings, and a paved lot. We understand the current proposed development plans include the replacement of the existing administration building and eastern-most maintenance building located in the northeastern section of the site with a two-story structure; the maintenance building to the west will remain and will abut the new building. The proposed development also includes the construction of a new one-story shop building with an automobile lift, new soil material storage area, and new trash enclosure located in the southwest section of the site. New photovoltaic (PV) array panel structures are also proposed in the vehicle parking areas located along the east border of the site. In addition, a new Pacific Gas and Electric (PG&E) equipment pad is planned at the southeast corner of the site.

¹ Preliminary construction schedule titled "North Coast County Water District Renovation, Project: NCCWD" dated 13 October 2023.

² Permit plan set titled "North Coast County Water District, 2400 Francisco Blvd, Pacifica, California 94044, PERMIT – 09/19/23" dated 19 September 2023.

³ Project specifications titled "North Coast County Water District, Headquarters Project, 2400 Francisco Blvd. Pacifica, California 94004" dated 19 September 2023.

SCOPE OF SERVICES

We anticipate our services during construction will include:

- observation and testing during site grading;
- observation during excavation of the administration building and shop building foundation;
- observation and testing during utility trench backfill;
- observation and testing during subgrade preparation of the trash enclosure;
- observation and testing during hardscape subgrade and aggregate base preparation;
- reviewing contractor submittals and RFIs; and
- consultation with the project team regarding geotechnical issues that may arise during construction.

In addition, we assume that we will submit three samples (one native and two import) for laboratory testing to obtain compactions curves per ASTM D1557.

At the end of construction, we will submit a special inspection letter for the geotechnical aspects of the geotechnical aspects of the project.

FEE ESTIMATE

We propose to perform the described services on a time and material basis in accordance with our 2023 Schedule of Fees and Conditions, which is attached. We have based our construction observation fee estimate on the Construction Schedule dated 13 October 2023. Our estimate for services is detailed below:

Task	Fee
<u>Geotechnical Construction Observation</u>	
Site Grading and Foundation Subgrade Preparation (assumes 15 part-time site visits).....	\$21,200
Onsite and Offsite Utility Trench Backfill (assume 18 part-time site visits)	25,400
Trash Enclosure Subgrade Preparation (assume three part-time site visits)	4,200
Hardscape Subgrade and Aggregate Base (assume nine part-time site visits).....	12,700
Laboratory Testing (assume three compaction curves).....	1,200
Special Inspection Letter	1,000
Consultation and Project Management.....	<u>5,000</u>
TOTAL.....	\$70,700

It is difficult to estimate fees for construction, as it depends on many factors, including the construction schedule, weather, the amount of overlap between tasks and the need for retesting. We anticipate that our part-time site visits will average approximately four to five hours per visit, including travel time and preparing daily field memorandum. However, the number of visits and the time for each visit depends on the quality of the grading and utility contractor's workmanship and the amount of retesting of unsatisfactory work. In the past, we have found that the number of visits and retests required generally increase during the rainy season. If additional or less time is required in the field, our fee will be adjusted accordingly. We will coordinate our site visits with the general contractor's field superintendent to reduce charges to the project. Project costs will be monitored, and you will be notified if a budget revision becomes necessary; you will be notified in writing before we exceed the estimated fee.

The above fees for site visits during construction include adjustments to meet project prevailing wage requirements.

Our 2023 Schedule of Fees and Conditions are attached to this proposal and incorporated herein by reference. We would be pleased to perform this services with our current professional service agreement with North Coast County Water District. If the foregoing is acceptable to you, please sign and return a copy of this proposal as your authorization for us to perform the described services.

We appreciate the opportunity to present this proposal. If you have any questions, please call.

Sincerely,

Langan Engineering and Environmental Services, Inc.



Herman Sok
Senior Staff Engineer



Serena T. Jang, GE #2702
Principal/Vice President

Attachment: 2023 Schedule of Fees and Conditions

AUTHORIZATION

Receipt of this Proposal including the Schedule of Fees is hereby acknowledged and all of the terms and conditions contained therein are accepted.

Dr. Adrienne Carr
General Manager
North Coast County Water District
2400 Francisco Boulevard
Pacifica, California 94044

**SUBJECT: Updated Proposal for Geotechnical Services During Construction
North Coast County Water District
Office Replacement
Pacifica, California
Langan Proposal No. 730370601**

Company: _____ (“Client”)

By/Title: _____
(Authorized representative)

Signature: _____

Date: _____

SCHEDULE OF FEES AND CONDITIONS

Effective 1 January 2023

BILLING CATEGORY	HOURLY BILLING RATE
Technician - Level I	130
Technician - Level II	170
Technician - Level III	180
Staff Personnel - Level I	190
Staff Personnel - Level II	200
Staff Personnel - Level III	210
Senior Staff Personnel - Level I	230
Senior Staff Personnel - Level II	240
Senior Staff Personnel - Level III	250
Project Personnel - Level I	270
Project Personnel - Level II	280
Project Personnel - Level III	290
Senior Project Personnel - Level I	310
Senior Project Personnel - Level II	330
Executive Associate/Senior Associate/Associate	370
Associate Principal	380
Principal	400
Senior Principal	450

- Managing Principals are billed at \$525/Hour
- Senior Consultants are billed at \$500/Hour
- At any level, personnel may be engineers, geologists, hydrogeologists, landscape architects, regulatory specialists, scientists, planners, toxicologists, wetland specialists, etc.
- Litigation related services, including expert testimony, court appearances, depositions, etc. are billed at 1.5 times the above rates. The services will be billed at a minimum of 4 hours for up to one half day and a minimum of 8 hours for services over 4 hours.
- Langan reserves the right to make adjustments for individuals within these classifications as may be necessary by reason of promotion, and to increase our hourly billing rates due to annual salary increases.

CONSULTANT EQUIPMENT RENTAL RATES

Automobiles, Vans, and Small Trucks (travel time plus time on site) \$26.25 per hour/\$210 per day. Nuclear Moisture-Density Gauge \$16.20 per hour

COMPUTER SERVICES

Our in-house computer usage is billed on a time used basis at the following rates:

	Rate per Hour
CADD, GIS and Terrain Modeling Programs	\$30
Engineering Programs/Digitizing	\$25

SURVEYING SERVICES

See survey-specific Schedule of Fees and Conditions

SUBCONTRACTOR/SUBCONSULTANT COSTS

All subcontracted services including lab tests and analyses, borings, test pits, report reproduction, outside computer services, surveying, etc., will be billed at cost plus 15%.

REIMBURSABLE EXPENSES

PROFESSIONAL LIABILITY AND RELATED INSURANCE

A surcharge of 4% will be added to the invoice total to cover the cost of Professional Liability Insurance and related costs of insurance.

IN-HOUSE LABORATORY TESTS

Laboratory testing will be billed at unit rates depending on the type of test. A schedule of unit prices for standard laboratory tests will be furnished upon request. Engineering soil and/or rock samples will be stored for 90 days without charge and will be discarded, or returned to the client, unless otherwise requested by the client. Sample storage past 90 days will be billed at \$10.00 per box per month.

HEALTH AND SAFETY AND OTHER SPECIAL FIELD EQUIPMENT

Special equipment such as nuclear densitometers, seismographs, load test equipment, surveying equipment, disposable protective equipment, and respirator cartridges will be billed on a daily rate. PID's and similar safety and/or monitoring equipment will be billed on daily, weekly or monthly rates. A rate schedule will be provided upon request.

OTHER EXPENSES

All expenses incurred for special supplies, plan reproduction, long distance communications, travel and subsistence and other project related expenses will be billed at cost plus 10%. Car mileage is billed at current IRS rates.

PREVAILING WAGE

If applicable, prevailing wage premium will be added to the rates stated above.

TERMS

Invoices are payable within 30 days. Service charge of 1.5% /mo. will be imposed on all bills not paid w/in 30 days. If a bill remains unpaid after 60 days, we will discontinue our work until payments are received to bring your account current. We reserve the right to terminate an account without notice for non-payment.

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**STAFF**

ADRIANNE CARR, Ph.D.
 GENERAL MANAGER

SCOTT DALTON
 ASSISTANT GENERAL MANAGER
 – OPERATIONS

Phone (650) 355-3462
 Fax (650) 355-0735

TO: Board of Directors
 FROM: Jonathan Sutter, District Engineer
 DATE: December 13, 2023
 RE: District Engineer's Report

Update on Sheila Tank Replacement and PRV Improvement Project

Due to ongoing soil testing and geotechnical analyses by the District's design engineers (Brown and Caldwell and Miller Pacific) and Anderson Pacific Engineering Construction, Inc. (APEC), the mobilization of DN Tanks has been delayed. DN Tanks plans to mobilize once the testing confirms that the subgrade is suitable for tank construction and meets the project's design specifications.

Update on Loop at Everglades Drive Pipeline Project

The bidding period for the project is scheduled to begin the week of December 11th. The District anticipates awarding the construction contract at the February 2024 Board of Directors meeting.

Presentation from Primus Line

The District Engineer facilitated a CIP Committee meeting attended by a sales representative from Primus Line and the President from Advantage Reline, a construction firm that specializes in trenchless pipeline repairs and a certified Primus Line installer. Primus Line is a pressure pipe rehabilitation technology that uses a flexible pipe reinforced by Kevlar to line the host pipe and was one of several rehabilitation and replacement alternatives evaluated by EKI for the District's 21-inch transmission main installed under Interstate 280. The Primus Line and Advantage Reline representatives jointly demonstrated the technology, explained the installation methods, and compared its benefits to other rehabilitation methods including cured-in-place pipe (CIPP).

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 SCOTT DALTON
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 – OPERATIONS

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STAFF REPORT

TO: Board of Directors
 FROM: Adrienne Carr, General Manager
 DATE: December 13, 2023
 RE: General Manager's Update

E.I. DuPont de Nemours and Company and 3M Company PFAS Settlements

At the November Board meeting, the Board convened into closed session to discuss the PFAS litigation against Dupont and 3M Company and in the closed session direction was given to legal counsel. In late November, we learned that the City and County of San Francisco made the decision to opt out of the two settlements. Therefore, the District filed the necessary documents to opt out of both the Dupont and 3M settlements by the opt out deadlines.

Professional Services Agreements

To comply with Resolution No. 995, Award of Contracts and the Delegation of Authority to the General Manager, the following report details the Professional Services Agreements that were executed by the General Manager that fall within the General Manager's spending authority.

Sandis

The General Manager entered into an amendment to its Professional Services Agreement with Sandis for additional engineering services related to the Headquarters Upgrade Project. The Amendment added \$2,900 for a new not-to-exceed amount of \$14,900.

Musco Electric

The General Manager entered into a Professional Services Agreement with Muscio Electric for security system installation and monitoring services at the District's temporary offices for a not-to-exceed amount of \$6,195.

LEA Relocation Services

The General Manager entered into a Professional Services Agreement with LEA Relocation Services for moving services for a not-to-exceed amount of \$17,000.

ACWA JPIA President's Special Recognition Award

The District received the ACWA JPIA's President's Special Recognition Award for achieving a low ratio of paid claims and case reserves to deposit premiums in the Property Program for the period of 07/01/2019-6/30/2022.

Attachments

- A. Current Reservoir Conditions, California Major Water Supply Reservoirs, Current Conditions as of December 7, 2023.

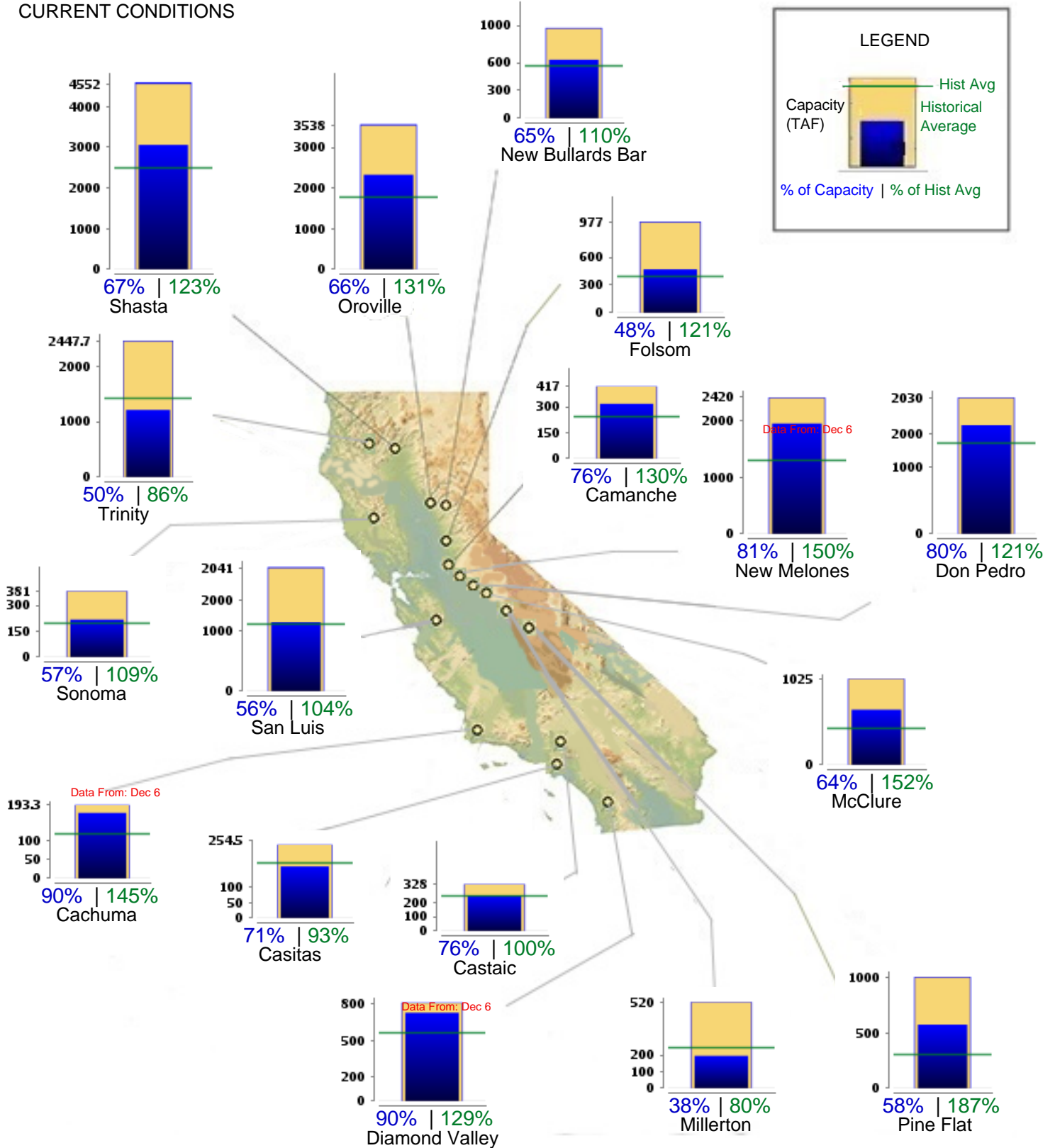


CURRENT RESERVOIR CONDITIONS

CALIFORNIA MAJOR WATER SUPPLY RESERVOIRS

Midnight - December 7, 2023

CURRENT CONDITIONS



STAFF

ADRIANNE CARR, Ph.D.
GENERAL MANAGER

SCOTT DALTON
ASSISTANT GENERAL MANAGER
– OPERATIONS

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STAFF REPORT

DATE: December 12, 2023
 TO: Board of Directors
 FROM: Adrienne Carr, General Manager
 RE: Ratify President Burgett's and Vice President Cosgrove's Attendance for Two Board Leadership Meetings and Authorize Compensation for One Day of Service Each

BACKGROUND

On November 17, 2023 and December 1, 2023, District Board President Burgett and Vice President Cosgrove held Board Leadership meetings under the "Emergency and Other Exceptions" provision of the District's Policy for Compensation and Expense Reimbursement for Board Members (Ordinance No. 62), as it was deemed essential to further the interests of the District.

Ordinance No. 62, An Ordinance Amending Policy for Compensation and Expense Reimbursement for Board Members, sets forth the procedures that are followed for compensation and expense reimbursement for members of the Board of Directors who attend events or meetings on behalf of the District. This action would ratify President Burgett's and Vice-President Cosgrove's attendance at the meetings, authorizing compensation to each for their two, one-day commitments.

RECOMMENDATION

The Recommendation is that the Board ratify President Burgett's and Vice President Cosgrove's attendance for two Board Leadership meetings and authorize compensation for one day of service for each meeting.



Capital Improvement Projects

MONTHLY STATUS REPORT NOVEMBER, 2023

POTABLE PIPING IMPROVEMENTS

1117-130 21" Transmission Main Pipeline Inspection

Evaluation of replacement and rehabilitation options continues.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$1,050,000	\$53,982	5.14%	\$996,018

1117-145 Shoreside Levee Pipeline Replacement

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$360,000	\$0	0%	\$360,000

1117-145 Emergency Pipeline Repairs

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$200,000	\$133,333	66.67%	\$66,667

1117-149 Loop at Everglades Dr. Pipeline Replacement

The Phase 1 project design has been completed, and the project bid documents are currently being finalized. It is anticipated that the bid will be awarded at the February Regular Board of Directors meeting.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$2,000,000	\$14,144	0.71%	\$1,985,856

MISCELLANEOUS PROJECTS

1118-122B Vehicle Replacement

Two pickup trucks have been ordered and delivery is anticipated by year-end.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$65,000	\$0	0%	\$65,000

1118-130 Automated Metering Infrastructure Pilot Study

District staff is working with the District Engineer to design a pilot study.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$50,000	\$0	0%	\$50,000

1118-160 Water System Hydraulic Model Update & Integration with GIS

The budget for this item is designated for further work on updating the District's 20-year Master Plan in conjunction with the updated hydraulic model results, improving the



Capital Improvement Projects

District’s GIS capabilities, and performing further seismic evaluation of the District’s infrastructure.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$20,000	\$0	0%	\$20,000

POTABLE STORAGE TANK/RESERVOIR PROJECTS

1117-119 Repair/Replacement of Tank Vents

Site assessments have been done and Sandis has prepared a final report. The State Board has reviewed the report and has no further comment. Staff is preparing plans to make tank vent improvements.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$45,000	\$0	0%	\$45,000

ANNUAL PROJECTS

1117-112 Reservoir Site Paving Project (Annual)

No work performed in November.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$12,000	\$0	0%	\$12,000

1117-113 Reservoir Fence Maintenance (Annual)

No work performed in November.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$12,000	\$0	0%	\$12,000

117-145 Annual Valve Exercise Program

Work is ongoing. Costs for this program thus far are primarily related to staff time and thus, are not reflected in the project budget.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$5,000	\$0	0%	\$5,000

1117-145 Annual Flushing & Dead-End Blow-Off Project

Work is ongoing. Costs for this program thus far are primarily related to staff time and thus, are not reflected in the project budget.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$10,000	\$0	0%	\$10,000



Capital Improvement Projects

1117-165 Easement Protection (Annual Program)

Easement clearing is scheduled for June 2024.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$15,000	\$0	0%	\$15,000

1117-169 Meter Replacement Program

Ongoing Program.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$160,000	\$11,112	6.95%	\$148,888

1117-170 Fire Hydrant Replacement Project

Work is ongoing.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$120,000	\$0	0%	\$120,000

1117-183B Pressure Regulator Station Upgrades

The Palmetto regulator has been installed and is in service, landscaping has been completed. The Adobe regulator upgrade has begun in conjunction with the Sheila Tank Construction Project.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$220,000	\$30,918	14.05%	\$189,082

BUILDING PROJECTS

1118-112B Francisco Headquarters Upgrade

The Headquarters Project was advertised for bid on November 3, 2023 and bid opening is scheduled for December 15 at 3:00 pm. The plan is to award the bid at a Special Meeting of the Board of Directors in early January. An update on the Project and related permitting will be provided at the meeting.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$13,500,000	\$348,384	2.58%	\$13,151,616

1118-172B Computer Upgrades/SCADA/Office

The District continues to upgrade its computers and networks to ensure that systems are secure and updated.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$15,000	\$0	0%	\$15,000



Capital Improvement Projects

RECYCLED WATER PROJECT

1116-201B Recycled Water

The Residential Recycled Water Fill Station is closed until construction of the new headquarters is complete.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$10,000	\$1,509	15.09%	\$8,491

RESERVOIR CONSTRUCTION PROJECTS

1117-135 Sheila Tank – Consultant/Inspectors

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$10,000	\$1,164	11.64%	\$8,836

1117-135 Sheila Tank – Construction

An update on this project is provided in the District Engineer’s Report.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$5,000,000	\$1,014,400	20.29%	\$3,985,600

1117-137 Fassler Tank – Design

The CIP Committee and Staff agreed with Brown & Caldwell’s recommendation to proceed with design of a prestressed concrete tank. EKI is assisting the District with drafting a Request for Qualifications for the tank design work.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$350,000	\$21,278	6.08%	\$328,722

WATER AVAILABILITY STUDY

1116-611 Phase 2 Assessment of Groundwater and Recycled Water

EKI Environment & Water provided a draft report summarizing results of the Test Well Construction Project. Staff is reviewing the results and will provide an update to the Board at a future meeting.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$165,000	\$7,845	4.75%	\$157,155