

North Coast County Water District
Minutes of the Special Board of Directors Meeting
December 13, 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 Jack Burgett, Vice President Joshua Cosgrove, Director Ash, Director Anne 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.

3) PLEDGE OF ALLEGIANCE

Led by Daniel Burgett.

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 amended, moving Item #7 to proceed Item #12. Motion passed 5-0.

6) BAY AREA WATER SUPPLY AND CONSERVATION AGENCY ISSUES

BAWSCA Board member Piccolotti provided a summary of the topics discussed at the BAWSCA Board Meeting on November 16, 2023. He stated that prior to the meeting, BAWSCA had a celebratory event to mark their 20th anniversary.

BAWSCA Board member Piccolotti also reported on a summary of topics covered at the Board Policy Committee on December 13, 2023.

Director Cosgrove provided an update regarding the status of the negotiations underway by BAWSCA agencies on the update of the Tier 2 Plan that would determine required cutbacks that would affect BAWSCA agencies during a drought. He expressed his concern with adopting a plan that would ultimately require the District, and other low per-capita water use agencies, to conserve a significant amount of water during a drought.

General Manager Carr provided information regarding the current Tier 2 Plan and discussions she is currently involved with as one of the BAWSCA wholesale agency managers.

BAWSCA Board member Piccolotti stated his concern for agencies with vulnerable populations that may be negatively impacted by the Tier 2 Plan if forced to cut back even more as low per-capita users.

City Councilmember Mary Bier greeted the Board as she joined remotely.

7) BOARD COMMUNICATIONS

Vice President Cosgrove stated he was approached by a customer that appreciated the help of District staff to locate a leak on their property and submit a leak adjustment.

9) CONSENT CALENDAR

- A. Overview of District Investments
- B. Statement for 2021 Water System Financing Project Fund
- C. Financial Statements for November 2023
- D. Minutes of the November 9, 2023 Special Meeting of the Board
- E. Minutes of the November 15, 2023 Regular Meeting of the Board
- F. Report on Sale of District Property
- G. November 2023 Leak Report
- H. November 2023 Water Quality Report
- I. November 2023 Legislative Update

ON MOTION by Director De Jarnatt, seconded by Vice President Cosgrove, the Board voted to approve the Consent Calendar as submitted. Motion passed 5-0.

10) GENERAL MANAGER'S REPORT

A. New Business

1. Approval of Revised Claims Dated December 13, 2023
General Manager Carr distributed copies of the amended claims list and stated that the claims were also updated on the District's website. The revised claims included invoices received after the agenda was posted.

ON MOTION by Vice President Cosgrove, seconded by Director De Jarnatt, the Board unanimously voted to approve the Claims List dated December 13, 2023 in the amount of \$ 857,219.72 as amended. Motion passed 5-0.

2. Consider Adoption of Resolution No. 1159 Amending Rules of the Board to Change the Location of the Regular Board of Directors Meetings

General Manager Carr stated that the District's Rules of the Board specifies the location of all regular board meetings and must be modified to accommodate the change in location during construction of the headquarters. This resolution would amend the Rules of the Board to specify that regular board meetings will be held at the Sharp Park Restaurant at 2600 Francisco Blvd. for the duration of construction.

General Manager Carr responded to questions from the Board.

ON MOTION by President Burgett, seconded by Director De Jarnatt, by the following roll call vote, the Board unanimously Voted to Adopt Resolution No. 1159 Amending Rules of the Board to Change the Location of the Regular Board of Directors Meetings

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

Motion passed 5-0.

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

General Manager stated that Langan had previously performed geotechnical analysis for the District Headquarters Project in 2003. In addition to the analysis Langan performed in 2021 for the District's Headquarters design phase, they also provided support during the District's Plan Check reviews. This agreement would enable Langan to provide geotechnical services during the construction of the Headquarters Project.

General Manager Carr responded to questions from the Board.

ON MOTION by Director Hauser, seconded by Vice President Cosgrove, the Board unanimously voted to 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. Motion passed 5-0.

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

General Manager Carr reported that bids for the District Headquarters Project are due December 15, 2023 at 3:00 p.m., at which time they will be opened and read aloud at the District office and on Zoom. The Project team will be scoring the proposals based on Best Value Criteria described in the bid documents. The award of contract is tentatively planned to occur during a special board meeting in early January.

General Manager Carr provided an update on the building permits, stating that the District received preliminary comments from the City on the second submittal of plans. In addition, the District sent a formal letter to the City Manager regarding the relocation of the TSPP spot before construction as the relocation will need to be identified by the City Manager prior to the issuance of building permits.

General Manager Carr shared the status of the move of the administrative and field employees to the two temporary locations. She stated that she is working to create signage at the new offices.

5. District Engineer's Report

Sheila Tank and PRV Improvement Update

District Engineer Sutter stated that the Sheila Tank Project is currently delayed until the compaction analyses are complete. He will provide an update at the next meeting.

Loop at Everglades Drive Project

District Engineer Sutter stated that he anticipates the project will go out to bid shortly.

District Engineer Sutter provided a summary of the CIP Committee meeting that included a presentation of a pipeline rehabilitation technology called Primus Line, a flexible-fabric reinforced pipe (FFRP).

6. General Manager's Update

General Manager Carr provided a brief update relating to the E.I.DuPont de Nemours and Company and 3M Company PFAS settlements. She stated that the District opted out of both settlements per the direction of the Board at last month's meeting.

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

General Manager Carr stated that the two meetings of the Board Leadership Committee were held November 21, 2023 and December 1, 2023. The meetings were approved by the Board President under the Emergency and Other Exceptions provision of the Board Compensation Policy.

ON MOTION by Director Hauser, seconded by Director De Jarnatt, the Board unanimously voted Ratify President Burgett's and Vice President Cosgrove's Attendance for Two Board Leadership Meetings and Authorize Compensation for One Day of Service Each. Motion passed 5-0.

B. Continued Business

1. Capital Improvement Program and Bond Projects

General Manager Carr responded to questions from the Board.

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

A. Meeting of Board Leadership Regarding San Pedro Creek

General Manager Carr stated that the Board Leadership reviewed a proposal from a non-profit agency that will be presented to the full board for approval at a future meeting.

B. City of Pacifica City Council

President Burgett summarized the meeting topics from the City Council meetings attended. He stated that the council elected Sue Vaterlaus as Mayor and Sue Beckmeyer as Mayor pro Tem.

C. Meeting of Board Leadership

Vice President Cosgrove provided a report from the meeting.

D. City of Pacifica Planning Commission

President Burgett provided a report of the meeting attended.

E. CIP Committee

Vice President Cosgrove stated that the meeting summary was covered in the District Engineers report.

F. Community Roundtable on Local Coastal Land Use Plan Update

Vice President Cosgrove provided a report from the meeting. He discussed the importance of the Local Coastal Land Use Plan as District infrastructure exists in the sea level rise zone. He requested that the item be discussed at a future meeting.

12) Selection of Board President/Vice-President

President Burgett opened nominations for Board President. Vice President Cosgrove nominated Jack Burgett for Board President. Hearing no other nominations, President Burgett closed nominations.

ON MOTION by Vice President Cosgrove, seconded by Director DeJarnatt, by the following Roll Call Vote, the Board voted unanimously to elect Director Jack Burgett as Board President:

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|------------------------|-----|
| Director Ash | Aye |
| Director Cosgrove | Aye |
| Director De Jarnatt | Aye |
| Director Hauser | Aye |
| Vice President Burgett | Aye |

Motion passed 5-0.

President Burgett thanked the Board, staff, consultants and constituents for the continued support of his leadership.

President Burgett opened nominations for Vice President. President Burgett nominated Joshua Cosgrove for Board Vice President. Hearing no other nominations, President Burgett closed nominations.

ON MOTION by President Burgett, seconded by Director Ash, by the following Roll Call Vote, the Board voted unanimously to elect Joshua Cosgrove as Board Vice President:

| | |
|---------------------|-----|
| Director Ash | Aye |
| Director Cosgrove | Aye |
| Director De Jarnatt | Aye |
| Director Hauser | Aye |
| President Burgett | Aye |

Motion passed 5-0.

12) DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS

President Burgett stated that the Board would hold a Special Meeting and Farewell Ceremony for the Russ Conroy Memorial Conference Room on January 9, 2024.

President Burgett acknowledged the hard work of the Pacifica City Councilmembers each month, attending several meetings and events throughout the City.

Director Ash thanked the Board for the kind words that were spoken in memory of his father at the last meeting.

13) CORRESPONDENCE

None.

14) PUBLIC COMMENT

None.

15) ADJOURNMENT

President Burgett adjourned in memory of former County Supervisor, Don Horsley.

Vice President Cosgrove stated that he appreciated Supervisor Horsley's commitment to the Pacifica community and his years of service, and may he rest in peace.

President Burgett also adjourned in memory of friend, and former Marine, Bill Ahern.

BAWSCA Boardmember Piccolotti spoke of Mr. Ahern who began his career with the Pacifica Police Department and coached for Oceana High School, among other achievements, he was a psychologist for Department of Justice. He added that he was a great person and will be missed by many.

Respectfully submitted,

Approved:

General Manager Adrienne Carr

Jack Burgett, President