

**DIRECTORS**  
WILLIAM HAUSER, *President*  
ANNE DE JARNATT, *Vice-President*  
RON ASH, *Director*  
JOSHUA COSGROVE, *Director*  
JOHN VALLERO, *Director*  
2400 Francisco Blvd.  
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**  
**Regular Meeting January 21, 2026, 7:00 PM**

**This agenda and all accompanying materials can be viewed on the North Coast County Water District website at: [nccwd.com](http://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’s Headquarters 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/86569270058?pwd=BunibUdcoasdVcuOQaaD4oMe4c38x3.1>**

**Webinar ID: 865 6927 0058 Passcode: 082804**

**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
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](mailto: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. Special Order of Business
  - A. Presentation by Chavan & Associates, LLP of Districts FY 2024-2025 Audit
  - B. Accept District's FY 2024-2025 Audit – Attached (Board Only) ACTION
  - C. Review of Board Committees and Board President's Committee Appointments and Appointments for Representatives to Other Groups and Organizations – Attached
7. Bay Area Water Supply and Conservation Agency (BAWSCA) Issues INFORMATION
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 December 2025 – Attached
  - D. Minutes of the December 17, 2025 Regular Board meeting – Attached
  - E. Report on Sale of District Property – None
  - F. December 2025 Leak Report – Attached
  - G. December 2025 Water Quality Report – Attached
  - H. December 2025 Legislative Update – None
  - I. December 2025 Hydrological Report – Attached
10. General Manager's Report
  - A. New Business
    1. Approval of Claims Dated January 21, 2026 – Attached ACTION
    2. Authorize the Board President to Execute an Amendment to the Agreement with Thomas J. Piccolotti for Strategic Counsel Services to Extend the Term – Attached ACTION
    3. Authorize the General Manager to Enter into Task Order 26-01 with EKI Environment and Water for Preparation of Risk and Resilience Assessment and Emergency Response Plan in an Amount not to Exceed \$70,700 – Attached ACTION
    4. Consider Adopting a Resolution Authorizing the General Manager to Enter into a Property Disposition and Access Easement Agreement for Property Near Shiela Lane with Craig W. Butko, as Trustee of the Craig W. Butko Living Trust, and to Take Related Actions – Attached ACTION
    5. Authorize the General Manager to Execute a Change Order with Midstate Construction Corporation to Release Partial Retention for the Headquarters Upgrade Project in the Amount of \$500,000– Attached ACTION
    6. District Engineer's Report - Attached INFORMATION
      - Automated Metering Infrastructure (AMI) Project Update
    7. General Manager's Update – Attached INFORMATION
  - B. Continued Business - Attached
    1. Capital Improvement Program and Bond Projects INFORMATION

11. Committee and/or Directors' Reports on Meetings Attended
  - A. City of Pacifica City Council Meeting – January 12 (DeJarnatt)
  - B. Building/Cell Site/Headquarters Committee Meeting – January 15 (Cosgrove/Ash)
  - C. City of Pacifica Planning Commission Meeting – January 20 (Hauser)
12. Directors' Comments and/or Agenda Requests
13. CLOSED SESSION  
Pursuant to California Government Code Section 54956.9(d)(2)  
Conference with Legal Counsel – Anticipated Litigation  
Significant Exposure to Litigation  
One Potential Case
14. Report on Action Taken in Closed Session
15. Correspondence
16. Public Comment
17. Adjournment

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 or [info@nccwd.com](mailto:info@nccwd.com).



North Coast County Water District  
**2026 Committee Appointments**

<b><u>Standing Committees</u></b>	<b><u>2025 Committee Appointments</u></b>	<b><u>2026 Committee Appointments</u></b>
Finance Committee	Hauser (Chair) Cosgrove	
Personnel Committee	Ash (Chair) Vallero	
CIP Committee	Cosgrove (Chair) DeJarnatt	
Public Outreach Committee	DeJarnatt (Chair) Vallero	
<b><u>Associations</u></b>	<b><u>2025 Representative</u></b>	<b><u>2026 Representative</u></b>
ACWA	DeJarnatt	
ACWA/JPIA	DeJarnatt	
BAWSCA	Piccolotti	
Local Chapter CSDA	Vallero Hauser – Alternate	
LAFCO	Ash	
<b><u>Advisory Committees</u></b>	<b><u>2025 Committee Appointments</u></b>	<b><u>2026 Committee Appointments</u></b>
Building/Cell Site/Headquarters Committee	Cosgrove (Chair) Ash	
Conservation/Alternate Source of Supply Committee	DeJarnatt (Chair) Hauser	
Policies, Procedures and Practices Review Committee	DeJarnatt (Chair) Hauser	
Infrastructure Vulnerability Committee	Cosgrove (Chair) Ash	
Emergency Preparedness Committee	Ash (Chair) Cosgrove	
Water Rates Advisory Committee	Hauser (Chair) Ash	
<b><u>Outside Committees</u></b>	<b><u>2025 Representative</u></b>	<b><u>2026 Representative</u></b>
Joint Articulation Committee	DeJarnatt Hauser - Alternate	
<b><u>Board Liaison</u></b>	<b><u>2025 Liaison</u></b>	<b><u>2026 Liaison</u></b>
City of Pacifica City Council and Commission Meetings	DeJarnatt Hauser - Alternate	

**NORTH COAST COUNTY WATER DISTRICT  
Investment Portfolio Summary  
December 31, 2025**

**A. LOCAL AGENCY INVESTMENT FUND**

Account Value at Nov 30, 2025	Deposit/Transfer Maturity	Quarterly Interest Earned	Account Value at Dec 31, 2025	Current Yield	Y-T-D Interest Earned
10,961,501.26	-	-	10,961,501.26	4.025%	738,351.76
<b>10,961,501.26</b>	-	-	<b>10,961,501.26</b>	<b>4.025%</b>	<b>738,351.76</b>

(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	\$ 2,003,190.00
- Compensated Absences	767,899.00
- Retiree COLA Payment	94,000.00
- Storage and Transmission Fees	37,183.00
Total Restricted Reserve Funds:	<u>\$ 2,902,272.00</u>

Designated Reserve Funds:

- Emergency Reserve	\$ 3,816,331.00
- CIP Reserve	-
- Operating Reserve	3,927,898.26
- OPEB Liabilities	315,000.00
Total Designated Reserve Funds:	<u>\$ 8,059,229.26</u>

**Total Restricted & Designated Reserve Funds: \$ 10,961,501.26**

- Unrestricted Cash \$ -

Total Investment fund balance: \$ 10,961,501.26

# California State Treasurer *Fiona Ma, CPA*



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

January 02, 2026

[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:

December 2025 Statement

### Account Summary

Total Deposit:	0.00	Beginning Balance:	10,961,501.26
Total Withdrawal:	0.00	Ending Balance:	10,961,501.26

**NORTH COAST COUNTY WATER DISTRICT  
Wilmington Trust Fund Summary  
December 31, 2025**

**A. 2021 WATER SYSTEM FINANCING PROJECT FUND**

Asset Name	Opening Balance at Nov 30, 2025	Distribution/ Transfer	Current Month Dividend	Closing Balance at Dec 31, 2025	Current Yield	Y-T-D Dividend
Blackrock Liquidity Municipal Fund	1,061,918.60	(503,462.37)	2,005.91	560,462.14	2.930%	177,008.23
<b>Total</b>	<b>1,061,918.60</b>	<b>(503,462.37)</b>	<b>2,005.91</b>	<b>560,462.14</b>	<b>2.930%</b>	<b>177,008.23</b>

## Principal Asset & Sub Asset Allocation

Asset Class	Total Market Value (%)	Closing Market Value	Cost	Unrealized Gain/Loss	Accrued Income	Market Value w/ Accrued Income
<b>Cash &amp; Equivalents</b>						
Taxable	9.52%	\$53,368.15	\$53,368.15	-	-	\$53,368.15
Tax-Exempt	90.48	507,093.99	507,093.99	-	1,130.80	508,224.79
<b>Total Cash &amp; Equivalents</b>	<b>100.00%</b>	<b>\$560,462.14</b>	<b>\$560,462.14</b>	<b>-</b>	<b>\$1,130.80</b>	<b>\$561,592.94</b>
<b>TOTAL PRINCIPAL ASSETS</b>	<b>100.00%</b>	<b>\$560,462.14</b>	<b>\$560,462.14</b>	<b>-</b>	<b>\$1,130.80</b>	<b>\$561,592.94</b>

## Income Asset & Sub Asset Allocation

Asset Class	Total Market Value (%)	Closing Market Value	Cost	Unrealized Gain/Loss	Accrued Income	Market Value w/ Accrued Income
No investments held at this time						
<b>TOTAL ASSETS</b>	<b>100%</b>	<b>\$560,462.14</b>	<b>\$560,462.14</b>	<b>-</b>	<b>\$1,130.80</b>	<b>\$561,592.94</b>

## Transaction Activity Detail

Trade Date Settlement Date	Transaction Type	Transaction Description	Quantity	Price	Principal Cash	Income Cash
<b>OPENING BALANCE</b>					<b>\$554,824.61</b>	-
12/01/2025	Other Disbursements	CASH DISBURSEMENT DISBURSEMENT - WIRE PAID TO North Coast County Water District PER REQUISITION NO.18	-	-	-\$503,462.37	-
12/01/2025	Dividends	CASH RECEIPT OF DIVIDEND EARNED ON BLCKRCK LIQ FD MUNICSH-INST UNITS DUE 2025-11-30	-	-	-	2,005.91
12/02/2025	Other Receipts	CASH RECEIPT MISCELLANEOUS TRANSFER FROM ACCT:	-	-	2,005.91	-
12/02/2025	Cash Disbursements	CASH DISBURSEMENT MISCELLANEOUS TRANSFER TO ACCT:	-	-	-	-2,005.91
<b>CLOSING BALANCE</b>					<b>\$53,368.15</b>	-

**North Coast County Water District**  
**REVENUES & EXPENSES SUMMARY**  
For December 2025

	<u>Current Month</u> <u>Dec '25</u>	<u>Y-T-D Total</u> <u>Jul '25 - Jun ' 26</u>	<u>FY 2024-25</u> <u>Budget</u>	<u>% of Y-T-D Total</u> <u>to Budget</u>
<b>Operating Revenues:</b>				
<b>Water Consumption Sales</b>	709,732.85	5,409,052.02	10,133,650.00	53.38%
<b>Other Service Charges</b>	359,567.16	2,469,858.68	4,528,280.00	54.54%
<b>Total Operating Revenues</b>	<b>1,069,300.01</b>	<b>7,878,910.70</b>	<b>14,661,930.00</b>	<b>53.74%</b>
<b>Operating Expenses:</b>				
<b>Administration Expenses</b>				
Administration - Directors	9,101.74	57,615.56	117,000.00	49.24%
Administration Employee Development	-	-	32,500.00	0.0%
Administration Operations	43,616.36	476,223.20	1,066,500.00	44.65%
Administration Profession, Fees	50,213.50	234,927.00	750,000.00	31.32%
Administration Salaries & Benefits	176,911.82	1,616,187.84	2,864,000.00	56.43%
Bond-Debt Service	62,660.17	399,787.25	809,325.00	49.4%
<b>Total Administration Expenses</b>	<b>342,503.59</b>	<b>2,784,740.85</b>	<b>5,639,325.00</b>	<b>49.38%</b>
<b>Distribution Expenses</b>				
Distribution - Operations	7,933.51	109,423.66	409,000.00	26.75%
Distribution Salaries & Benefits	145,417.97	933,412.70	1,833,500.00	50.91%
<b>Total Distribution Expenses</b>	<b>153,351.48</b>	<b>1,042,836.36</b>	<b>2,242,500.00</b>	<b>46.5%</b>
<b>Plant Expenses</b>				
Plant Operations	711,247.65	4,268,142.61	7,002,500.00	60.95%
Plant Salaries & Benefits	31,527.16	170,146.11	381,000.00	44.66%
<b>Total Plant Expenses</b>	<b>742,774.81</b>	<b>4,438,288.72</b>	<b>7,383,500.00</b>	<b>60.11%</b>
<b>Total Administrative, Distribution &amp; Plant Expenses</b>	<b>1,238,629.88</b>	<b>8,265,865.93</b>	<b>15,265,325.00</b>	<b>54.15%</b>
<b>Total Operating Expenses</b>	<b>1,238,629.88</b>	<b>8,265,865.93</b>	<b>15,265,325.00</b>	<b>54.15%</b>
<b>Net Operation Income (Loss):</b>	<b>(169,329.87)</b>	<b>(386,955.23)</b>	<b>(603,395.00)</b>	
<b>Non-Operating Revenues</b>	420,073.14	1,332,150.75	2,520,000.00	52.86%
<b>Net Income (Loss)</b>	<b>250,743.27</b>	<b>945,195.52</b>	<b>1,916,605.00</b>	<b>49.32%</b>

**North Coast County Water District  
Revenues & Expenses Report  
For December 2025**

	<u>Current Month Dec '25</u>	<u>Y-T-D Total Jul '25 - Jun '26</u>	<u>FY 2025-26 Budget</u>	<u>% of Y-T-D Total to Budget</u>
<b>Ordinary Revenues/Expenses</b>				
<b>Operating Revenues</b>				
4110 · Residential Water Sales	542,855.22	3,414,577.89	6,695,000.00	51.0%
4110001 · Residential Service Charges	327,357.18	2,137,191.49	4,041,720.00	52.88%
4120 · Commercial Water Sales	68,739.98	491,436.70	890,950.00	55.16%
4120001 · Commercial Service Charges	11,576.79	79,816.66	156,000.00	51.17%
4140 · Multi-Unit Water Sales	44,726.76	805,280.02	1,400,000.00	57.52%
4140001 · Multi-Unit Service Charges	4,929.88	88,708.16	170,000.00	52.18%
4170 · Other Public, Portables, etc.	28,721.30	303,717.96	570,000.00	53.28%
4170001 · Other Public Service Charges	9,052.90	48,952.56	70,000.00	69.93%
4180 · Irrigation	17,031.58	229,640.70	224,700.00	102.2%
4180001 · Irrigation Service Charges	2,116.12	26,968.57	53,560.00	50.35%
4185 · Recycled Water Sales	-	125,781.95	120,000.00	104.82%
4185001 · Recycled Water Service Charges	-	7,958.97	16,000.00	49.74%
4210 · Fire Standbys (Fire Protection)	7,658.01	38,616.80	63,000.00	61.3%
4230 · Water Connections	-	11,828.84	25,000.00	47.32%
4240 · Renewal of Service Fees	1,442.00	11,372.00	21,000.00	54.15%
4260 · Late Fee Charges	1,778.00	26,136.00	70,000.00	37.34%
4870 · Miscellaneous Income	1,314.29	30,925.43	75,000.00	41.23%
<b>Total Operating Revenues</b>	<b>1,069,300.01</b>	<b>7,878,910.70</b>	<b>14,661,930.00</b>	<b>53.74%</b>
<b>Expenses</b>				
<b>130 · Administration Expenses</b>				
<b>Administration - Directors</b>				
5645130 · Directors Health Insurance	6,927.87	48,495.09	92,000.00	52.71%
5940130 · Directors Fees	1,400.00	7,300.00	17,000.00	42.94%
5941130 · Directors' Election Fee	-	-	-	0.0%
5942130 · Directors Convention & Travel	773.87	1,820.47	8,000.00	22.76%
<b>Total Administration - Directors</b>	<b>9,101.74</b>	<b>57,615.56</b>	<b>117,000.00</b>	<b>49.24%</b>
<b>Administration Employee Development</b>				
5625130 · Meetings & Conferences	-	-	2,500.00	0.0%
5635130 · Staff Training	-	-	30,000.00	0.0%
<b>Total Administration Employee Development</b>	<b>-</b>	<b>-</b>	<b>32,500.00</b>	<b>0.0%</b>
<b>Administration Operations</b>				
5514130 · Online Payment Fees	18,577.77	140,330.25	200,000.00	70.17%
5522130 · Bad Debt Write Off	-	-	20,000.00	0.0%
5620130 · Advertising	-	770.03	8,500.00	9.06%
5621130 · Printing & Office Supplies	552.56	6,139.71	15,000.00	40.93%
5622130 · Utilities - District Office	415.62	6,149.30	20,000.00	30.75%
5623130 · Telephone	104.15	472.76	15,000.00	3.15%
5624130 · Janitor & Gardener	400.00	11,569.61	35,000.00	33.06%

**North Coast County Water District  
Revenues & Expenses Report  
For December 2025**

	<b>Current Month Dec '25</b>	<b>Y-T-D Total Jul '25 - Jun '26</b>	<b>FY 2025-26 Budget</b>	<b>% of Y-T-D Total to Budget</b>
5626130 · Dues & Memberships	97.00	43,700.00	60,000.00	72.83%
5626130A · BAWSCA Dues	-	53,019.00	106,500.00	49.78%
5627130 · Postage	2,177.19	20,569.91	48,000.00	42.85%
5628130 · General Manager Expenses	839.58	1,905.86	5,000.00	38.12%
5630130 · Insurance	14,025.40	80,700.57	165,000.00	48.91%
5631130 · Office Bldg. Maintenance & Repairs	(3,493.69)	22,039.08	60,000.00	36.73%
5637130 · Billing Software Support	4,590.99	29,756.18	140,000.00	21.25%
5650130 · Office Equip. Repair & Maintenance	2,526.32	19,635.10	30,000.00	65.45%
5655130 · Office Equip. Lease & Maintenance	-	2,549.36	15,000.00	17.0%
5661130 · Uniforms & Safety Equipment	-	369.80	3,000.00	12.33%
5685130 · Water Ed/Community Services	893.90	16,413.54	15,000.00	109.42%
5687130 · Water Conservation	1,405.19	1,840.19	35,000.00	5.26%
5720130 · Taxes & Assessments	-	8,566.42	3,000.00	285.55%
5725130 · Rebate Programs	-	1,096.03	48,500.00	2.26%
5730130 · Miscellaneous Expenses	-	7,728.80	6,000.00	128.81%
5732130 · License & Certificates	-	135.00	2,000.00	6.75%
5733130 · Meals & Entertainment	504.38	766.70	3,500.00	21.91%
5734130 · Travel & Lodging	-	-	5,000.00	0.0%
5735130 · Employee Rec. Dinner Awards	-	-	2,500.00	0.0%
<b>Total Administration Operations</b>	<b>43,616.36</b>	<b>476,223.20</b>	<b>1,066,500.00</b>	<b>44.65%</b>
<b>Administration Profession, Fees</b>				
5680130 · Engineering	9,680.25	45,929.00	175,000.00	26.25%
5681130 · Legal Fees	11,296.50	59,203.00	120,000.00	49.34%
5682130 · Auditing & Accounting Fees	-	9,375.00	30,000.00	31.25%
5683130 · Misc. Professional Fees	29,236.75	120,420.00	425,000.00	28.33%
<b>Total Administration Profession, Fees</b>	<b>50,213.50</b>	<b>234,927.00</b>	<b>750,000.00</b>	<b>31.32%</b>
<b>Administration Salaries &amp; Benefits</b>				
5111130 · Regular Salary	98,848.33	569,303.37	1,170,000.00	48.66%
5112130 · Overtime	983.82	7,638.39	10,000.00	76.38%
5640130 · Payroll Taxes	5,145.45	35,354.21	80,000.00	44.19%
5641130 · Workers Compensation	-	22,485.18	45,000.00	49.97%
5642130 · Health Insurance	22,091.25	156,628.64	300,000.00	52.21%
5642130A · Retiree's Health Insurance	20,911.26	110,089.99	315,000.00	34.95%
5643130 · CalPERS Retirement	22,808.70	664,748.76	815,000.00	81.56%
5644130 · Retiree COLA Benefit	5,093.30	43,751.04	94,000.00	46.54%
5646130 · Life Insurance	969.71	5,828.26	30,000.00	19.43%
5647130 · Employee Welfare	60.00	360.00	5,000.00	7.2%
<b>Total Administration Salaries &amp; Benefits</b>	<b>176,911.82</b>	<b>1,616,187.84</b>	<b>2,864,000.00</b>	<b>56.43%</b>
5800130 · Bond-Debt Service	62,660.17	399,787.25	809,325.00	49.4%
<b>Total 130 · Administration Expenses</b>	<b>342,503.59</b>	<b>2,784,740.85</b>	<b>5,639,325.00</b>	<b>49.38%</b>

**North Coast County Water District  
Revenues & Expenses Report  
For December 2025**

	<u>Current Month Dec '25</u>	<u>Y-T-D Total Jul '25 - Jun '26</u>	<u>FY 2025-26 Budget</u>	<u>% of Y-T-D Total to Budget</u>
<b>120 · Distribution Expenses</b>				
<b>Distribution - Operations</b>				
5230120 · Utilities	5,712.03	43,449.21	65,000.00	66.85%
5314120 · Other Services - Misc.	-	4,669.40	50,000.00	9.34%
5315120 · Contract Services	-	-	10,000.00	0.0%
5350120 · Tools & Equipment	127.22	1,710.16	15,000.00	11.4%
5412120 · Operating Supplies	-	1,064.04	4,000.00	26.6%
5420120 · Inventory	88.99	38,884.98	135,000.00	28.8%
5623120 · Telephone	714.05	8,500.13	15,000.00	56.67%
5661120 · Uniforms & Safety Equipment	987.11	2,411.19	12,000.00	20.09%
5670120 · Distribution Repairs & Maintenance	-	377.43	75,000.00	0.5%
5730120 · Misc. Supplies/Expenses	304.11	8,357.12	20,000.00	41.79%
5750120 · Recycled Water Operations	-	-	8,000.00	0.0%
<b>Total Distribution - Operations</b>	<u>7,933.51</u>	<u>109,423.66</u>	<u>409,000.00</u>	<u>26.75%</u>
<b>Distribution Salaries &amp; Benefits</b>				
5111120 · Regular Salary	106,680.68	682,921.22	1,340,000.00	50.96%
5112120 · Overtime	5,718.17	22,731.14	40,000.00	56.83%
5113120 · Duty	6,452.48	43,470.96	100,000.00	43.47%
5640120 · Payroll Taxes	6,334.26	46,353.41	93,500.00	49.58%
5642120 · Health Insurance	20,232.38	137,935.97	260,000.00	53.05%
<b>Total Distribution Salaries &amp; Benefits</b>	<u>145,417.97</u>	<u>933,412.70</u>	<u>1,833,500.00</u>	<u>50.91%</u>
<b>Total 120 · Distribution Expenses</b>	<u>153,351.48</u>	<u>1,042,836.36</u>	<u>2,242,500.00</u>	<u>46.5%</u>
<b>110 · Plant Expenses</b>				
<b>Plant Operations</b>				
5130110 · Water Purchases - SFPUC	607,604.37	3,940,888.46	6,348,500.00	62.08%
5230110 · Utilities	26,088.67	185,397.38	350,000.00	52.97%
5312110 · Lab	3,270.30	23,302.06	45,000.00	51.78%
5314110 · Regulatory Fees	63,653.76	68,063.13	135,000.00	50.42%
5350110 · Tools & Equipment	65.91	1,991.95	6,000.00	33.2%
5412110 · Operating Supplies	65.87	144.02	2,000.00	7.2%
5623110 · Telephone	1,807.92	3,636.51	2,500.00	145.46%
5629110 · Vehicle Maintenance	3,838.72	11,869.73	30,000.00	39.57%
5632110 · Fuel	4,795.04	30,163.50	55,000.00	54.84%
5661110 · Uniforms & Safety Equipment	-	329.03	3,500.00	9.4%
5670110 · Plant Repair & Maintenance	57.09	2,356.84	25,000.00	9.43%
<b>Total Plant Operations</b>	<u>711,247.65</u>	<u>4,268,142.61</u>	<u>7,002,500.00</u>	<u>60.95%</u>

**North Coast County Water District  
Revenues & Expenses Report  
For December 2025**

	<u>Current Month Dec '25</u>	<u>Y-T-D Total Jul '25 - Jun ' 26</u>	<u>FY 2025-26 Budget</u>	<u>% of Y-T-D Total to Budget</u>
<b>Plant Salaries &amp; Benefits</b>				
5111110 · Regular Salary	27,565.78	142,764.14	295,000.00	48.4%
5112110 · Overtime	-	548.74	2,000.00	27.44%
5640110 · Payroll taxes	855.52	9,812.66	20,000.00	49.06%
5642110 · Health Insurance	3,105.86	17,020.57	64,000.00	26.6%
<b>Total Plant Salaries &amp; Benefits</b>	<u>31,527.16</u>	<u>170,146.11</u>	<u>381,000.00</u>	<u>44.66%</u>
<b>Total 110 · Plant Expenses</b>	<u>742,774.81</u>	<u>4,438,288.72</u>	<u>7,383,500.00</u>	<u>60.11%</u>
<b>Total Administrative, Distribution &amp; Plant Expenses</b>	<u>1,238,629.88</u>	<u>8,265,865.93</u>	<u>15,265,325.00</u>	<u>54.15%</u>
<b>Total Operating Expense</b>	<u>1,238,629.88</u>	<u>8,265,865.93</u>	<u>15,265,325.00</u>	<u>54.15%</u>
<b>Net Operating Income (Loss)</b>	<u>(169,329.87)</u>	<u>(386,955.23)</u>	<u>(603,395.00)</u>	
<b>Non-Operating Revenues/(Expenses)</b>				
4910 · Revenue from Leases of Property	23,795.19	155,498.35	260,000.00	59.81%
4920 · Interest Revenues	-	408,686.87	800,000.00	51.09%
4930 · Taxes and Assessments	396,277.95	728,108.53	1,385,000.00	52.57%
4980 · Transmission & Storage	-	37,183.00	75,000.00	49.58%
5910 · Interest Expense	-	-	-	
<b>Total Non-Operating Revenues</b>	<u>420,073.14</u>	<u>1,332,150.75</u>	<u>2,520,000.00</u>	<u>52.86%</u>
<b>Net Income (Loss)</b>	<u>250,743.27</u>	<u>945,195.52</u>	<u>1,916,605.00</u>	<u>49.32%</u>

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**North Coast County Water District**  
 Minutes of the Regular Board of Directors Meeting  
 December 17, 2025 at 7:00 P.M.  
 North Coast County Water District  
 Multipurpose Room  
 2400 Francisco Blvd.  
 Pacifica, CA 94044

1) CALL TO ORDER

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

2) ROLL CALL

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

3) PLEDGE OF ALLEGIANCE

Led by President Ash.

4) PUBLIC COMMENT

None.

5) APPROVAL OF ORDER OF AGENDA

ON MOTION by Director Cosgrove, seconded by Director DeJarnatt, the Board voted unanimously to amend the order of agenda, moving Item 6B before Item 6A. Motion passed 5-0.

6) SPECIAL ORDER OF BUSINESS

B. Selection of Board President and Vice-President

President Ash thanked the Board for their continued support of his leadership.

President Ash opened nominations for Board President. Director DeJarnatt nominated William Hauser for Board President. Hearing no other nominations, President Ash closed the nominations.

Board discussion occurred.

Director Hauser said he was humbled by the nomination and that he cared deeply about the District and the Board of Directors.

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

Director Ash	Aye
Director Cosgrove	Aye
Director DeJarnatt	Aye
Director Hauser	Aye
Director Vallero	Aye

Motion passed 5-0.

President Ash opened nominations for Vice President. Director Hauser nominated Anne DeJarnatt for Board Vice President. Hearing no other nominations, President Ash closed nominations.

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

Director Ash	Aye
Director Cosgrove	Aye
Director DeJarnatt	Aye
Director Hauser	Aye
Director Vallero	Aye

Motion passed 5-0.

President Ash opened Public Comment. Mr. Brent Turner congratulated the incoming President and Vice President.

A. Water-Wise Garden Contest Awards Ceremony

President Ash welcomed the garden contest contestants who were present.

General Manager Carr explained the purpose of the Water-Wise Garden Contest and announced the sponsors of the contest who donated prizes for the winning gardens including Rainwater Solutions and Sloat Garden Center. Using a slideshow, photos of the top three gardens were highlighted. The following contestants were recognized for their water-wise gardens:

3rd Place: Bob Pickerrell  
2nd Place: Chris Tegley  
1st Place: Gloria Stofan

President Ash opened Public Comment. Mrs. Gloria Stofan expressed her gratitude to the District for her award, stating that while designing her yard, she prioritized the environment and water conservation, and she was very proud of the results.

The Board thanked Mrs. Stofan for her participation.

President Ash called a short recess.

President Ash called the meeting back to order at 7:31 p.m. and thanked the Board and Staff for their support during his year as President.

7) BAY AREA WATER SUPPLY AND CONSERVATION AGENCY ISSUES

BAWSCA Board Member Thomas Piccolotti discussed some of the items that were discussed at the previous BAWSCA Board of Directors meeting.

8) BOARD COMMUNICATIONS

President Ash announced that he created the Water Rates Advisory Committee, comprised of Vice President Hauser as Chair and himself.

9) CONSENT CALENDAR

- A. Overview of District Investments
- B. Statement for 2021 Water System Financing Project Fund
- C. Financial Statements for November 2025
- D. Minutes of the November 19, 2025 Regular Meeting of the Board
- E. Report on Sale of District Property
- F. November 2025 Leak Report
- G. November 2025 Water Quality Report
- H. November 2025 Legislative Update
- I. November 2025 Hydrological Report

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

10) GENERAL MANAGER'S REPORT

A. New Business

1. Approval of Claims Dated December 17, 2025

General Manager Carr stated that a revised claims list was posted online on the District's website and distributed to all in attendance. General Manager Carr responded to questions from the Board.

ON MOTION by Director Cosgrove, seconded by Director DeJarnatt, the Board voted unanimously to approve the Revised Claims List dated December 17, 2025, in the amount of \$1,703,240.80. Motion passed 5-0.

2. Approval of Amendment No. 1 to EKI Environment & Water, Inc. Task Order 25-03 in the Amount Not-to-Exceed \$103,800 for Park Pacifica Tank and Christen Hill Tank Rehabilitation Design Services

General Manager Carr introduced the item, requesting Board approval for Amendment No. 1 to Task Order 25-03 with EKI Environment & Water, Inc. to provide additional engineering design services for the Park Pacifica and Christen Hill tank rehabilitation projects. She explained that the amendment is necessary to incorporate newly requested design elements, such as storm drain replacements and piping modifications. She reminded the Board that this work must be completed before the Fassler Tank replacement project begins, as there will be increased reliance on the Park Pacifica tank during construction. She stated that the amendment would increase the project budget by \$103,800, bringing the total authorized amount for these services to a not-to-exceed total of \$238,900.

Board discussion occurred.

ON MOTION by Director Cosgrove, seconded by Director DeJarnatt, the Board voted unanimously to approve Amendment No. 1 to EKI Environment & Water, Inc. Task Order 25-03 in an Amount not-to-exceed \$103,800 for Park Pacifica Tank and Christen Hill Tank Rehabilitation Design Services. Motion passed 5-0.

3. Discussion on Possible Change to Regular Board Meeting Time

General Manager Carr presented information regarding the District's monthly Board Meeting start time, the process required to change this start time and included a survey of start times from other local government meetings.

Director DeJarnatt shared her experiences attending Pacifica City Council meetings, which recently shifted their start time from 7:00 p.m. to 6:00 p.m. She noted that the City Council meetings often ran very late at night, so the adjustment aimed to help conclude the meetings earlier. However, she observed that many members of the public tended to arrive after the 6:00 p.m. start time.

Director Cosgrove expressed appreciation for the Board's discussion on this matter and was interested in hearing what start time would be most convenient for both the public and staff.

President Ash then opened the floor for public comment.

Mayor Sue Beckmeyer commented on the City Council's recent transition from a 7:00 p.m. to a 6:00 p.m. start time. She mentioned that the agenda items often require lengthy discussions, and the earlier start helps ensure the meetings do not extend too late into the night. She also noted that the earlier time might be less favorable during daylight hours in the spring and summer.

Councilmember Wright stated that he had received positive feedback from City staff about the recent change in meeting times, as the adjusted schedule allowed them to return home earlier.

The District's monthly Board Meeting start time will not be adjusted at this time. However, this topic may be discussed again in the future.

4. Update Regarding the District Headquarters Upgrade Project

General Manager Carr provided an update on the Headquarters Upgrade Project. She reported on Change Order #12, dated December 9, 2025, for \$18,032.00, which included various items, including the fabrication and installation of the mudroom door.

General Manager Carr responded to questions from the Board.

Director Cosgrove stated that he was pleased with the new flagpole and is looking forward to the addition of outdoor tile along the Headquarters administration building.

5. District Engineer's Report

District Engineer Sutter reported on the status of the Advanced Metering Infrastructure (AMI) Project. He stated that more than 7,770 meters have been replaced to date, and the schedule indicates that the project will be completed by the end of February 2026.

6. General Manager's Update

General Manager Carr provided an update on her attendance at the ACWA Fall Conference, the ACWA JPIA Membership Summit in San Diego, and her meeting with Senator Becker at the District Headquarters.

B. Continued Business

1. Capital Improvement Program and Bond Projects

There was no discussion.

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

A. City of Pacifica City Council Meeting

Director DeJarnatt provided highlights of the meetings she attended, including the reorganization of City Council at the latest meeting.

B. Planning Commission Meeting

Vice President Hauser provided a report from the meetings he attended.

C. Building/Cell Site/Headquarters Committee Meeting

President Ash reported on the topics discussed at the meeting.

D. ACWA Fall Conference and ACWA JPIA Membership Summit

Director DeJarnatt provided a report from the conference.

## 12) DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS

President Ash thanked the Board and Staff for support during his presidency.

## 13) CORRESPONDENCE

None.

## 14) PUBLIC COMMENT

BAWSCA Board Member Piccolotti congratulated the incoming President and Vice President of the Board and thanked the outgoing President and Vice President. He also acknowledged the outgoing Mayor of Pacifica in the audience. He thanked the council members for their dedication to the public and for their commitment to water district and City relations.

Mayor Beckmeyer announced the passing of Mary Ann Nihart, a longtime Pacifica resident and former City Councilmember, and shared her fond memories of Mrs. Nihart.

## 15. ADJOURNMENT

President Ash adjourned the meeting at 8:22 p.m. in memory of Mary Ann Nihart.

Respectfully submitted,

Approved:

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General Manager Adrienne Carr

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Ron Ash, President

**DIRECTORS**

WILLIAM HAUSER, *President*  
ANNE DEJARNATT, *Vice-President*  
RON ASH, *Director*  
JOSHUA COSGROVE, *Director*  
JOHN VALLERO, *Director*

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www.nccwd.com

**STAFF**

ADRIANNE CARR, Ph.D.  
GENERAL MANAGER

SCOTT DALTON  
ASSISTANT GENERAL MANAGER  
- OPERATIONS

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

**REPORT ON SALE OF DISTRICT  
EQUIPMENT, MATERIAL OR OTHER PERSONAL PROPERTY**

**December 2025**

**PURCHASER: Addison Moore**

- **DESCRIPTION:** Western Red Cedar Siding
- **QUANTITY:** 1
- **DATE:** 12/31/2025
- **PRICE:** \$4,100.00

**Monthly Leak Report**

December 2025

#	Location	Date/Time	Response Time <sup>(a)</sup>	Repair Time <sup>(b)</sup>	Water Loss (gallons)	People Affected	How People Notified	Contractors	Total Staff + Work-hours***	Leak Description	Reimbursable	Piping Materials
1	532 Edgemar	12/6/2025 3:30PM - 8:00PM	20 minutes	4.5 Hours	Approximately 24,000 Gallons	25 Homes	Social Media, Website, Door to Door Notifications	No	4 Workers @ 1 RT Hrs = 4 RT Hrs 4 Workers @ 3.5 OT Hrs = 14 OT Hrs	Crack on main	No	1 - 6" x 15" full circle clamp
2	464 Manor Drive	12/18/2025 9:00AM - 1:00PM	15 minutes	3.5 Hours	Approximately 15,000 Gallons	16 Homes	Social Media, Website, Door to Door Notifications	No	5 Workers @ 3.5 RT Hrs = 17.5 RT Hrs	Crack on main	No	1 - 6" x 15" full circle clamp
3	464 Manor Drive	12/18/2025 1:00PM - 5:00PM	0 minutes	4 Hours	Approximately 10,000 Gallons	16 Homes	Social Media, Website, Door to Door Notifications	No	5 Workers @ 4 RT Hrs = 20 RT Hrs	Crack on main	No	1 - 4" x 20" full circle clamp
4	215 Seaside Drive	12/23/2025 8:00AM - 1:00PM	15 minutes	5 Hours	Approximately 15,000 Gallons	20 Homes	Social Media, Website, Door to Door Notifications	No	4 Workers @ 5 RT Hrs = 20 RT Hrs	Saddle Leak	No	1 - 4" x 3/4" service seal 1 - 3/4" corp. stop 1 - 3/4" union 4 ft. 3/4" copper
5	377 Reina Del Mar Ave (Vallemar Elementary School)	12/29/2025 6:00PM - 7:00PM	20 minutes	1 Hour	Approximately 26,000 Gallons	12 Homes	Social Media, Website, Door to Door Notifications	No	2 Workers @ 1 OT Hrs = 2 OT Hrs	Meter Leak	No	4 - Meter washers

Footnotes:

(a) 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.

(b) 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 pavements/concrete restoration, and/or demobilization, etc.

**Monthly Fluoride Monitoring\* - December, 2025**

<b><u>Date of Sample</u></b>	<b><u>Location of Sample</u></b>	<b><u>Fluoride level mg/L</u></b>	<b><u>Monitored By</u></b>
12/01 – 12/07/25	HTWTP/ SF Jail	0.76	SFPUC
12/04/25	5066 Palmetto Ave.	0.70	NCCWD
12/04/25	Main Pump Station	0.73	NCCWD
12/04/25	332 San Pedro Ave.	0.71	NCCWD
12/04/25	730 St. Lawrence Ct.	0.71	NCCWD
12/08 – 12/14/25	HTWTP/ SF Jail	0.81	SFPUC
12/12/25	5066 Palmetto Ave.	0.68	NCCWD
12/12/25	Main Pump Station	0.74	NCCWD
12/12/25	332 San Pedro Ave.	0.69	NCCWD
12/12/25	730 St. Lawrence Ct.	0.74	NCCWD
12/15 – 12/21/25	HTWTP/ SF Jail	0.67	SFPUC
12/19/25	5066 Palmetto Ave.	0.66	NCCWD
12/19/25	Main Pump Station	0.67	NCCWD
12/19/25	332 San Pedro Ave.	0.67	NCCWD
12/19/25	730 St. Lawrence Ct.	0.66	NCCWD
12/22 – 12/28/25	HTWTP/ SF Jail	0.70	SFPUC
12/26/25	5066 Palmetto Ave.	0.67	NCCWD
12/26/25	Main Pump Station	0.67	NCCWD
12/26/25	332 San Pedro Ave.	0.66	NCCWD
12/26/25	730 St. Lawrence Ct.	0.66	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.

# San Francisco Public Utilities Commission

## Hydrological Conditions Report

### December 2025

B. Barry, H. Forrester, L. Stewart, R. Walters  
Prepared January 2, 2026



Hetch Hetchy Water and Power (HHWP) maintenance crews on top of O'Shaughnessy Dam, lowering a bulkhead into a slot through which water enters supply wells that feed valves on the downstream face of the dam. This temporary installation allowed for successful repair of a 100-year-old slide gate inside the dam. These bulkheads will allow for isolation and safe working conditions for future maintenance and repair projects within O'Shaughnessy Dam.

## System Storage

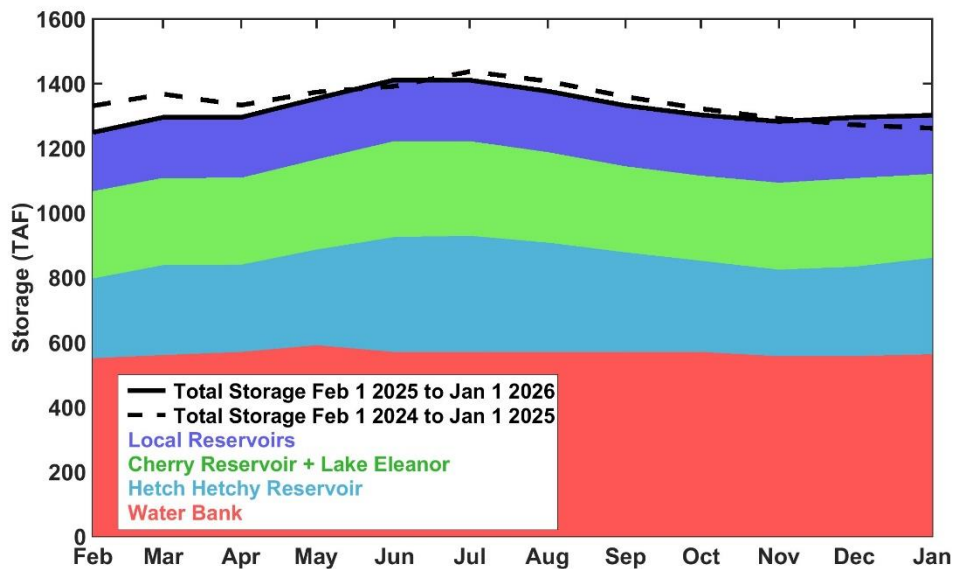
Current Tuolumne System and Local Bay Area storage conditions are summarized in Table 1.

Table 1. Current System Storage as of January 1, 2026							
	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	acre-feet	millions of gallons	acre-feet	millions of gallons	acre-feet	millions of gallons	
<b>Tuolumne System</b>							
Hetch Hetchy Reservoir <sup>1</sup>	298,100		340,830		42,730		87%
Cherry Reservoir <sup>2</sup>	235,448		268,811		33,363		88%
Lake Eleanor <sup>3</sup>	23,914		23,355		0		100%
Water Bank	562,967		570,000		7,033		99%
Tuolumne Storage	1,120,429		1,202,996		83,126		93%
<b>Local Bay Area Storage</b>							
Calaveras Reservoir	65,168	21,235	96,670	31,500	31,502	10,265	67%
San Antonio Reservoir	48,292	15,736	52,506	17,109	4,214	1,373	92%
Crystal Springs Reservoir	50,256	16,376	68,743	22,400	18,487	6,024	73%
San Andreas Reservoir	15,615	5,088	18,898	6,158	3,284	1,070	83%
Pilarcitos Reservoir	1,752	571	3,118	1,016	1,366	445	56%
Total Local Storage	181,084	59,006	239,935	78,183	58,852	19,177	75%
<b>Total System</b>	<b>1,301,513</b>		<b>1,442,932</b>		<b>141,978</b>		<b>90%</b>

<sup>1</sup> Maximum Hetch Hetchy Reservoir storage with drum gates de-activated.

<sup>2</sup> Maximum Cherry Reservoir storage with flashboards removed.

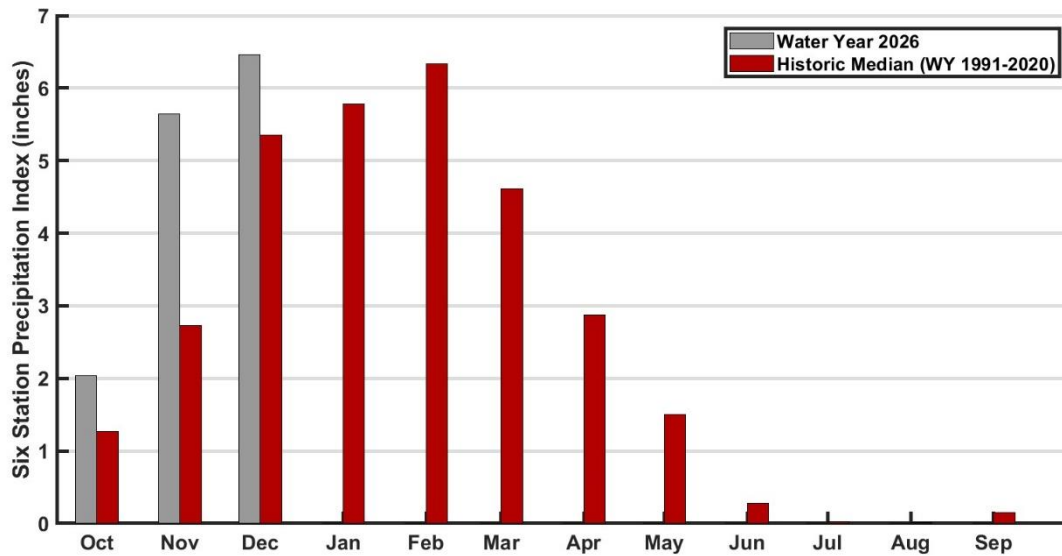
<sup>3</sup> Maximum Lake Eleanor storage with two rows of flashboards in spillway log chute.



**Figure 1:** Local and Upcountry Reservoir storage. Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage for the previous 12 months.

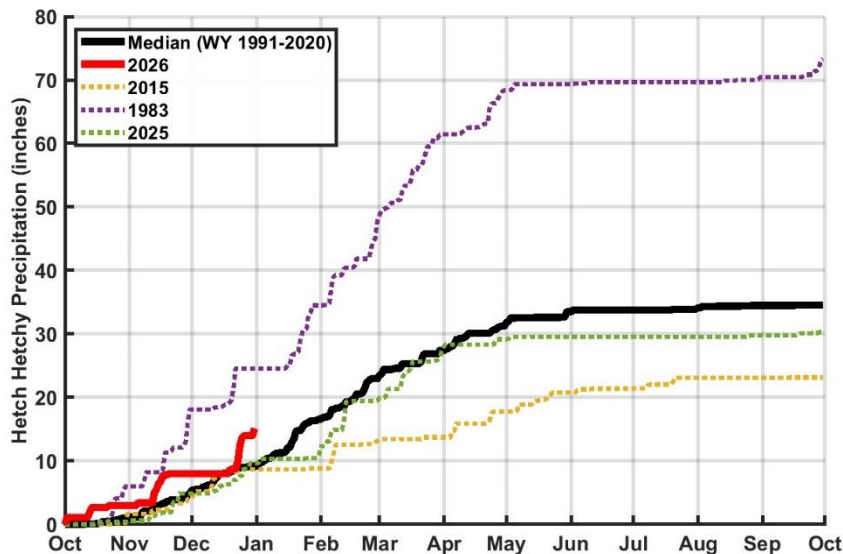
## Hetch Hetchy System Precipitation Index

*Current Month:* The December 2025 six-station precipitation index was 6.46 inches.



**Figure 2:** Monthly distribution of the six-station precipitation index relative to the monthly precipitation medians as of December 1. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

*Cumulative Precipitation to Date:* The cumulative six-station precipitation index for Water Year (WY) 2026 is 14.14 inches, which is 151% of the median to-date. The Hetch Hetchy Weather Station received 7.18 inches of precipitation in December resulting in a total of 15.15 inches for WY 2026, or 165% of the WY median to-date. The cumulative WY 2026 Hetch Hetchy Weather Station precipitation is shown in Figure 3 in red.



**Figure 3:** Water Year 2026 cumulative precipitation measured at Hetch Hetchy Weather Station as of January 1. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with Water Year 2025 for comparison purposes.

## Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for December 2025 and Water Year 2026 is summarized below in Table 2.

Table 2. Calculated reservoir inflows and Water Available to City								
All flows are in acre-feet <sup>1</sup>	December, 2025				October 1, 2025 through December 31, 2025			
	Observed Flow	Median <sup>1</sup>	Mean <sup>1</sup>	Percent of Mean	Observed Flow	Median <sup>1</sup>	Mean <sup>1</sup>	Percent of Mean
Inflow to Hetch Hetchy Reservoir	29,466	11,208	18,263	161%	69,812	24,564	36,157	193%
Inflow to Cherry Lake and Lake Eleanor	33,828	14,889	25,932	130%	79,613	35,976	47,885	166%
Tuolumne River at LaGrange	107,837	52,580	83,633	129%	224,999	93,357	137,618	163%
Water Available to City	36,591	325	31,109	118%	65,151	7,941	42,244	154%

<sup>1</sup>Hydrologic Record: 1991-2020

### Hetch Hetchy System Operations

Water deliveries via the San Joaquin Pipeline (SJPL) decreased from 140 MGD to 120 MGD on December 3 and then decreased to 0 MGD on December 11.

Hetch Hetchy Reservoir power draft and stream release totaled 7,755 acre-feet during the month of December. Required minimum instream release during December was 40 cfs (Year Type B). The required minimum instream release during January is 50 cfs (Year Type A).

Cherry Reservoir power draft and stream release totaled 41,699 acre-feet during the month of December. The required minimum instream release from October 1 to June 30 is 5 cfs.

Lake Eleanor stream release totaled 6440 acre-feet during the month of December. 2,192 acre-feet of water was transferred to Cherry Reservoir via the Cherry-Eleanor pumping station. Required minimum instream release from November 1 to February 28 is 5 cfs.

### Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant production rate for the month was 54 MGD. The Sunol Valley Water Treatment Plant production rate for the month was 69 MGD.

### Regional System Water Delivery

The average December delivery rate was 155 MGD which is an 8.3% decrease compared to the November delivery rate of 169 MGD.

## Local Precipitation

The rainfall summary for December 2025 and Water Year 2026 is presented in Table 3.

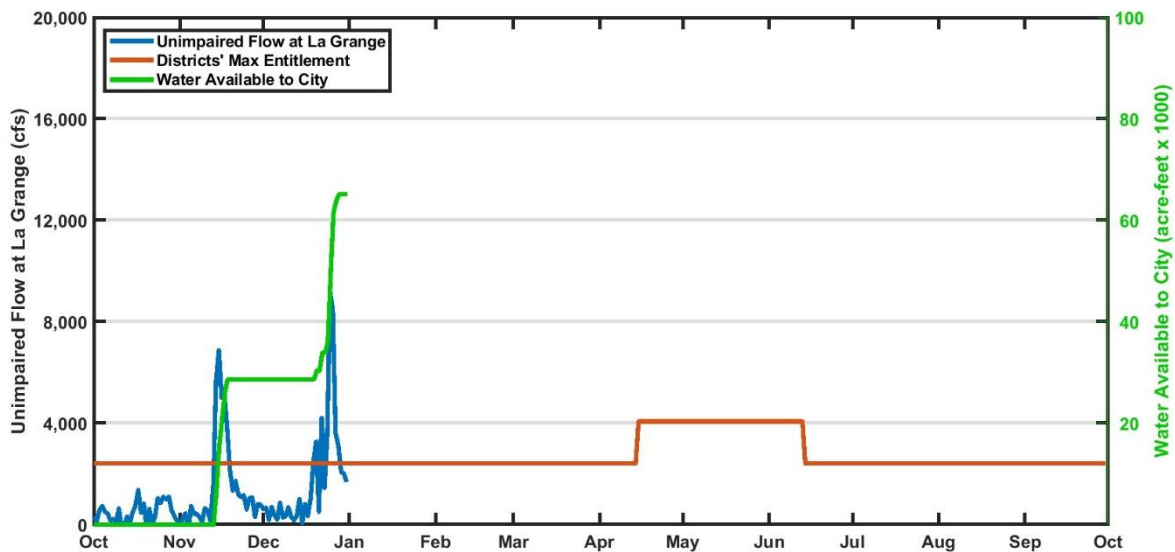
Weather Station Location	December 2025		October 1, 2025 through December 31, 2025	
	Total (inches)	Percent of Mean for the Month	Total (inches)	Percent of Mean for the Year-To-Date
Pilarcitos Reservoir	7.06	103%	15.45	134%
Lower Crystal Springs Reservoir	5.18	116%	11.32	151%
Calaveras Reservoir	2.36	70%	9.11	155%

\*Mean Period = WY 1991-2020

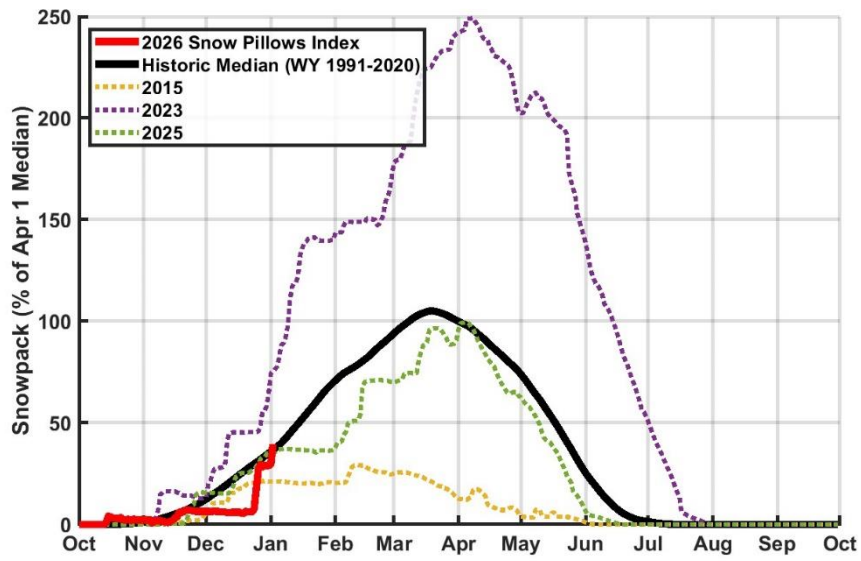
## Snowpack, Water Supply and Planned Water Supply Management

Air temperatures in the Tuolumne River Basin were generally above normal during December, particularly during warm storm systems in the latter half of the month. Heavy forecasted rainfall from a warm atmospheric river (AR) near the middle of the month prompted flood control releases in anticipation of elevated inflows. The storm significantly underdelivered rainfall to the Tuolumne River Basin, instead traveling north centered on the Mokelumne and American River Basins. A second AR then generated significant precipitation throughout the Basin and snow accumulation above 6,000 feet. Lastly, a winter storm arriving New Year's Eve brought monthly total precipitation above normal and further augmented high-elevation snowpack. These storms resulted in elevated flows on the Tuolumne River and 36,591 acre-feet of Water Available to the City (WAC) in December (Figure 4).

Hetch Hetchy Reservoir is drafting only via minimum instream releases with discretionary Powerdraft at Kirkwood planned to begin in mid-January. Cherry Reservoir is drafting via minimum instream releases and Holm Powerdraft to manage toward seasonal targets. The Cherry-Eleanor Pumps were intermittently active during December and are expected to remain active through spring runoff season. Lake Eleanor is drafting via minimum instream releases and reservoir spill. Water Bank is expected to remain nearly full or debit slightly, depending on natural inflows.



**Figure 4:** Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City.



**Figure 5:** Current water year 10-Station Snow Pillows Index as of January 1 (red line), based on real-time snow water equivalent measurements in the Tuolumne Basin. Historic median, wet and dry years, and previous water year are included for comparison purposes.

**NORTH COAST COUNTY WATER DISTRICT  
CLAIMS LIST  
JANUARY 21, 2026**

**10A1**

	PAYEE	A/C NO.	DESCRIPTION	TOTAL
1	Acuna, Anthony	5420-120	Reimbursement for Meter Gaskets	88.99
2	ACWA JPIA	5641-130	Workers Compensation Insurance for 01/01/26 to 12/31/26	13,524.11
3	Airgas NCN	5730-120	Monthly Propane Cylinder Rental	106.46
4	American Water Works Association	5626-130	Membership for 01/01/26 to 03/31/26	5,233.00
5	Anderson Pacific Engineering Construction	1117-135	Sheila Tank Replacement Project Construction - October 2025	40,223.00
6	AT&T	Various	Internet for Gypsy Hill and Royce Sites, Phone Service for Plant and New Headquarters	1,090.25
7	BAWSCA	5626A-130	FY 25-26 Third Quarter Assessment	26,509.50
8	Baird Trucking, Inc.	5670-120	Fuel Charges for 710 Oddstad Dumping	1,408.00
9	Bay Area Integration	5650-130	IT Business Endpoint Protection, and Security Software for December	1,445.00
		Various	IT Services for December	6,060.00
10	Carollo Engineers, Inc.	5680-130	Recycled Water Engineering Report	5,032.50
11	Cumming Management Group	1118-112B	District Headquarters Construction Management for December 2025	7,925.00
12	Dalton, Stephanie	5685-130	Reimbursement for Event Supplies	58.22
13	Dataprose	Various	Utility Bill Mailing, Postage Deposit, and Postage for December 2025	3,047.66
14	Deluxe	5621-130	Check stock for Accounts Payable	823.54
15	EKI	1117-118A	Park Pacifica & Christen Hill Rehabilitation Project Design Services	36,306.00
		1117-137	Fassler Tank Replacement Support for December	1,244.00
		1117-149	Engineering Services for Loop at Everglades Drive for December	1,666.50
		1118-135	Advanced Metering Infrastructure Project Implementation for December (Reimbursable)	7,751.30
		1118-160	Water System Hydraulic Model Update for December	13,063.75
		5680-130	District Engineering and General Engineering Services for December	8,612.75
16	Global Industrial	1118-112B	Parts for Construction of Auto Shop	28,203.05
17	Ferguson Waterworks	1118-135	Advanced Metering Infrastructure Project Construction through November (Reimbursable)	456,697.79
18	Hach	5312-110	Lab Supplies	65.04
19	Hanson Bridgett LLP	5681-130	Legal Fees for December 2025	11,296.50
20	IDEXX Laboratories	1118-112B	Equipment for New Headquarters Lab	7,121.74
		5312-110	Lab Supplies	86.46
21	Jean Pierre Gardening	5624-130	Gardening Services for December 2025	400.00
22	KBA	5631-130	Copier Fees 11/30/25 to 12/29/25	193.64
23	Midstate Construction Corporation	1118-112B	Headquarters Project Construction for December	20,194.15
		1118-112B	Retainer per Escrow Agreement	1,062.85
24	Noll & Tam	1118-112B	Headquarters Project Architectural and Engineering Services through November	3,281.69
25	One Workplace	1118-112B	Furniture for New Headquarters	193,790.26
26	Parangan, Noel	5730-130	Reimbursement for DOT Medical Exam	90.00
27	PG&E	Various	Monthly Gas & Electric Costs for Plant, Office, & Distribution	37,553.79
28	Promotables LLC	5621-130	Signage for Multipurpose Room	275.24
29	Rogue Webworks	5683-130	Update District Website for Water-Wise Garden Pictures and Voting Form	175.00
30	Shoe Depot	5661-120	Work Pants (8 Pairs)	391.10
31	SFPUC	5130-110	Water Purchased & Service Charges from 12/09/25 to 01/09/25	597,458.34
		5312-110	Lab Tests	3,390.00
32	SWRCB	5314-110	Laboratory Assessment and Recycled Water Fees	6,678.20
33	The EDCCO Group, Inc.	5670-110	Wonderware Software Support	6,345.00
34	Thomas J Piccolotti LLC	5683-130	Strategic Counsel Services for 11/21/25 to 12/17/25	4,875.00
35	Underground Republic Water Works	5420-120	Inventory Supplies	7,130.34
36	U.S. Bank	Various	See Details Attached	13,396.08
37	Verdant Commercial Capital	5631-130	Copier Machine Lease from November 2025 to January 2026	1,905.17
38	Verizon Wireless	5623-120	Monthly Service for Cell Phones and Tablets from 11/17/25 to 12/23/25	1,448.23
39	Voler Strategic Advisors	5683-130	External Communications Support Services for January 2026	6,000.00
40	Water Works Engineers	1117-137	Fassler Tank Project Management for December	1,112.09
41	VWR International, LLC	5312-110	Lab Supplies	453.72
42	WEX Bank	5632-110	Fuel For District Vehicles	4,795.04
43	Wienhoff Drug Testing	5730-130	DOT Required Drug Screening	60.00

**NORTH COAST COUNTY WATER DISTRICT  
CLAIMS LIST  
JANUARY 21, 2026**

	PAYEE	A/C NO.	DESCRIPTION	TOTAL
				\$ 1,597,145.04

**NORTH COAST COUNTY WATER DISTRICT  
CLAIMS LIST  
JANUARY 21, 2026**

<b>U.S. BANK NATIONAL ASSOCIATION</b> Business Card Company Statement Expenses Breakdown Billing Date: 12/22/2025			
A/C No.	Vendor	Description	Amount
1118-112B	Adam Hill Company	Parts for Construction of Auto Shop	246.06
1118-112B	Cresco Equipment Rentals	Aerial Work Platform Rental	907.45
1118-112B	Cal Steam	Parts for Construction of Auto Shop	333.32
1118-112B	Hassett Hardware	Parts for Construction of Auto Shop	363.91
1118-112B	Lowe's	Parts for Construction of Auto Shop	64.19
1118-112B	Standard Plumbing Supply	Parts for Construction of Auto Shop	589.34
5312-110	Hassett Hardware	Lab Supplies	165.36
5412-110	Hassett Hardware	Supplies for Auto Shop	65.87
5621-130	Amazon.com	Office Supplies	2.71
5621-130	Envelopes.com	Envelopes	519.02
5621-130	Oceana Market	Office Supplies	12.47
5621-130	Primo Water	Water for Temporary Offices	7.88
5621-130	Staples	Copier Paper	98.87
5622-130	Comcast	Internet & Phone Service for Offices	415.62
5623-110	AT&T	Gypsy Hill Fiber for SCADA	1,807.92
5626-130	Apartment Owners Association	Membership for Landlord-Tenant Law, Forms, and Screening	97.00
5628-130	Hilton San Diego Airport	Hotel Stay for General Manager at ACWA 2025 Fall Conference & Expo	741.65
5628-130	San Francisco Taxi Service	General Manager Transportation for ACWA 2025 Fall Conference & Expo	48.00
5628-130	Uber	General Manager Transportation for ACWA 2025 Fall Conference & Expo	49.93
5629-110	Daly City Locksmith	Key Duplication for Truck No. 10	140.64
5629-110	JJ Keller	Vehicle Inspections	106.73
5629-110	O'Reilly Auto Parts	Auto Parts for Car No.16	197.78
5629-110	Oceana Smog Test	Smog Test	360.00
5629-110	Pacifica Tires & Service Center	Tires, Mounting, and Balancing for Car Nos. 4, 5, and 23	2,722.59
5629-110	Putnam Toyota	Vehicle Maintenance for Car No. 3	310.98
5631-130	Amazon.com	American Flags	66.88
5631-130	Hassett Hardware	Circuit Breaker for Rental Property	38.45
5631-130	Lowe's	Electrical Outlet for Rental Property	22.34
5350-110	Hassett Hardware	Disposable Gloves amd Small Tools	65.91
5350-120	Hassett Hardware	Small Tools	127.22
5650-130	Apple.com	Cellular Phone Data Storage	0.99
5650-130	Intermedia	Monthly Spam Email Screening & Reporting Services	1,080.33
5670-110	Hassett Hardware	Concrete Mix	57.09
5685-130	Amazon.com	Prizes for Garden Contest	85.68
5730-120	Blue Line Transfer	Dumping Costs for Terra Nova Office	125.00
5730-130	The Gavel Store	Gavel for President Ash	72.65

**NORTH COAST COUNTY WATER DISTRICT  
CLAIMS LIST  
JANUARY 21, 2026**

5733-130	Colombo's Delicatessen	Meals for Water Professionals Week Luncheon	419.02
5733-130	Safeway	Refreshments for Meeting	14.98
5733-130	Mazzetti's Bakery	Refreshments for Staff and Board Meetings	70.38
5942-130	ACWA	Director DeJarnatt Registration and Credit for Attend ACWA 2025 Fall Conference & Expo Event	(161.00)
5942-130	Hilton San Diego Airport	Hotel Stay for Director DeJarnatt at ACWA 2025 Fall Conference & Expo	934.87
		<b>Total:</b>	<b>13,396.08</b>

Account Number :  
 Unique ID:  
 North Coast County Water  
 Statement Date : 12-22-2025



Corporate Account Summary	
Previous Balance	\$21,899.92
Purchases and Other Charges	\$29,854.60
Cash Advances	\$0.00
Cash Advance Fees	\$0.00
Late Payment Charges	\$0.00
Credits	\$1,492.20 CR
Payments	\$21,397.48 PY
<b>New Balance</b>	<b>\$28,864.84</b>
Disputed Amount	\$0.00

Payment Information	
Amount Due	\$28,864.84
<b>Payment due in accordance with your agreement with U.S. Bank.</b>	
QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE <b>1-800-344-5696</b>	
To overnight or courier a payment, please send to: Corporate Payment Systems 3180 Rider Trail S, Department 790428 Earth City, MO 63045-1518	

**Corporate Account Activity**

North Coast County Water	Total Corporate Activity			
Account Number:	\$6,737.07 CR			
Unique ID:				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-02	11-26	74798265336000000000310	PAYMENT - THANK YOU 00000 C	21,397.48 PY
12-05	10-22	74798265339000000000481	DEL PYMT - STOP PYMT C	14,660.41

**New Activity**

Account Number:	Purchases	\$399.41	<b>Total Activity</b>	<b>\$399.41</b>
Unique ID:	Cash Advances	\$0.00		
	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-26	11-25	24765015329561194520787	HASSETT ACE HARDWARE PACIFICA CA	14.27
12-01	11-28	24765015332564396372150	HASSETT ACE HARDWARE PACIFICA CA	10.98
12-05	12-04	24692165338107121260608	APPLE.COM/BILL 866-712-7753 CA	0.99
12-15	12-12	24755425347123471377257	OCEANA SMOG TEST ONLY CEN PACIFICA CA	360.00
12-16	12-15	24765015349582924428337	HASSETT ACE HARDWARE PACIFICA CA	13.17

(transactions continued on next page)

✂ Payment may be made electronically or by check made payable to Corporate Payment Systems.

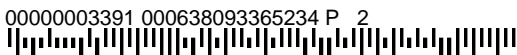
CORPORATE PAYMENT SYSTEMS  
 P.O. BOX 6343  
 FARGO, ND 58125-6343

Account Number:  
 Unique ID:  
 Amount Due: \$28,864.84

Amount Enclosed \$

If paying by check, include coupon with payment to address below.

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



NORTH COAST COUNTY WATER  
 PO BOX 1039  
 PACIFICA CA 94044-6039

Statement Date : 12-22-2025

<b>New Activity cont</b>
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Account Number: Unique ID:	Purchases Cash Advances Cash Advances Fees Credits	\$306.00 \$0.00 \$0.00 \$0.00 CR	<b>Total Activity</b>	<b>\$306.00</b>
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-18	12-17	24765015351585166483725	HASSETT ACE HARDWARE PACIFICA CA	165.36
12-22	12-19	24692165353102945029891	SQ *DALY CITY LOCKSMITH & DALY CITY CA	140.64

Account Number: Unique ID:	Purchases Cash Advances Cash Advances Fees Credits	\$2,226.79 \$0.00 \$0.00 \$595.00 CR	<b>Total Activity</b>	<b>\$1,631.79</b>
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-02	12-01	24493985335171837128447	APARTMENT OWNERS ASSOCIA 818-988-9200 CA	97.00
12-02	11-30	24943005335335556060072	HILTON SAN DIEGO AIRPORT SAN DIEGO CA 3354331164 ARRIVAL:11-30-25	263.23
12-04	12-03	24055225337569886375307	MAZZETTI'S BAKERY PACIFICA CA	31.67
12-05	12-03	24943005338337394047219	HILTON SAN DIEGO AIRPORT SAN DIEGO CA 3383715381 ARRIVAL:12-01-25	671.64
12-08	12-06	24055235341573377009212	THE GAVEL STORE 801-367-1327 UT	72.65
12-10	12-09	74115725343900013492687	ACWA EVENT REGISTRATION 916-4414545 CA	595.00 CR
12-17	12-16	24116415350714007422861	ENVELOPES.COM 201-567-6666 NJ	177.52
12-17	12-16	24116415350742007417201	ENVELOPES.COM 201-567-6666 NJ	341.50
12-17	12-15	24231685350583751519588	SAFEWAY #3008 PACIFICA CA	14.98
12-18	12-17	24055225351585327375251	MAZZETTI'S BAKERY PACIFICA CA	38.71
12-18	12-17	24164075351105441234867	STAPLES INC STAPLES.COM MA	98.87
12-19	12-18	24692165352101550752210	TST*COLOMBOS DELICATESS 650-355-5023 CA	419.02

Account Number: Unique ID:	Purchases Cash Advances Cash Advances Fees Credits	\$1,944.76 \$0.00 \$0.00 \$33.94 CR	<b>Total Activity</b>	<b>\$1,910.82</b>
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-02	12-02	24036295336712451395486	UBER *TRIP HELP.UBER.COM CA	28.96

(transactions continued on next page)



Statement Date : 12-22-2025

New Activity cont				
12-03	12-03	24036295337744660985384	UBER *TRIP HELP.UBER.COM CA	20.97
12-03	12-02	24115725336900011949427	ACWA EVENT REGISTRATION 916-4414545 CA	434.00
12-04	12-03	24692165338106794792624	SQ *SAN FRANCISCO TAXI SE BRISBANE CA	48.00
12-05	12-03	24943005338337394047359	HILTON SAN DIEGO AIRPORT SAN DIEGO CA 3355275284 ARRIVAL:12-01-25	741.65
12-11	12-10	24428065344300748268733	PUTNAM TOYOTA BURLINGAME CA	310.98
12-15	12-13	74036295347714433910467	UBER *TRIP 8005928996 CA	33.94 CR
12-15	12-13	24036295347712419438177	UBER *TRIP HELP.UBER.COM CA	33.94
12-15	12-14	24692165348107734955972	AMAZON MKTPL*0P5G847T3 AMZN.COM/BILL WA	22.22
12-16	12-15	24692165349108462952487	AMAZON MKTPL*BZ87V16C1 AMZN.COM/BILL WA	92.03
12-16	12-16	24692165350109158710839	AMAZON.COM*NO2NS00E3 AMZN.COM/BILL WA	102.71
12-17	12-16	24692165350100045931191	AMAZON MKTPL*LQ5EV88U3 AMZN.COM/BILL WA	43.72
12-17	12-16	24692165350109379865669	AMAZON.COM*C19ML3KE3 AMZN.COM/BILL WA	21.81
12-17	12-16	24692165350109488666834	AMAZON MKTPL*HT0HR4CY3 AMZN.COM/BILL WA	31.30
12-17	12-16	24765015351584681616695	OCEANA MARKET PACIFICA CA	12.47

Account Number:	Purchases	\$184.31	<b>Total Activity</b>	<b>\$184.31</b>
Unique ID:	Cash Advances	\$0.00		
	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-05	12-04	24765015338570842506402	HASSETT ACE HARDWARE PACIFICA CA	57.09
12-08	12-05	24943015340010200670517	THE HOME DEPOT #0639 COLMA CA	127.22

North Coast Cwd	Purchases	\$10,132.92	<b>Total Activity</b>	<b>\$9,269.66</b>
Account Number:	Cash Advances	\$0.00		
Unique ID:	Cash Advances Fees	\$0.00		
	Credits	\$863.26 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-25	11-24	24100855328900011101963	BLUE LINE TRANSFER SOUTH SAN FRA CA	125.00
11-28	11-26	24431055331240751891909	O'REILLY 3562 PACIFICA CA	167.03
11-28	11-27	24692165331100085237834	AT&T *8310010477105 800-9694288 NJ	1,807.92
11-28	11-28	24692165332100640046265	COMCAST / XFINITY 800-266-2278 CA	415.62
11-28	11-26	24765015330562336557080	HASSETT ACE HARDWARE PACIFICA CA	29.66
12-04	12-03	24493985338172512165933	INTERMEDIA.NET INC 800-379-7729 WA	1,080.33
12-04	12-03	24551935337027016132927	PACIFICA TIRE & SERVICE C PACIFICA CA	781.76
12-04	12-03	24551935337027016132935	PACIFICA TIRE & SERVICE C PACIFICA CA	994.08
12-04	12-03	24765015337569724477717	HASSETT ACE HARDWARE PACIFICA CA	16.47
12-05	12-05	74692165339107715554261	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	48.18 CR
12-05	12-04	24551935338027016293496	PACIFICA TIRE & SERVICE C PACIFICA CA	946.75
12-08	12-04	24323045339044100176754	CRESCO EQUIPMENT RENTALS 650-3474660 CA	1,200.00
12-08	12-05	24692165339108163027813	AMAZON MKTPL*B132F03Y0 AMZN.COM/BILL WA	43.93
12-08	12-05	24692165339108439317923	LOWES #01019* SAN BRUNO CA	22.34
12-08	12-07	24692165341100364993089	AMAZON MKTPL*B14GC7ID1 AMZN.COM/BILL WA	22.95
12-08	12-05	24765015339571976538947	HASSETT ACE HARDWARE PACIFICA CA	36.25
12-08	12-05	24765015339571976539374	HASSETT ACE HARDWARE PACIFICA CA	38.45
12-09	12-08	24435655342140900179000	CAL-STEAM 2507 BURLINGAME CA	333.32
12-09	12-08	24717055343123430245377	STANDARD PLUMBING 78 COLMA CA	388.34
12-09	12-08	24717055343123430245385	STANDARD PLUMBING 78 COLMA CA	201.00
12-09	12-08	24765015342575223443574	HASSETT ACE HARDWARE PACIFICA CA	130.50
12-09	12-08	24765015342575223444101	HASSETT ACE HARDWARE PACIFICA CA	80.14
12-10	12-08	24394695343017022541297	ADAM-HILL COMPANY 650-589-9655 CA	106.27
12-10	12-09	24692165343102546364666	PRIMO BRANDS/WATERSERV 800-274-5282 CA	7.88

(transactions continued on next page)

Statement Date : 12-22-2025

New Activity cont				
12-10	12-09	24765015343576309453064	HASSETT ACE HARDWARE PACIFICA CA	91.18
12-10	12-09	24765015343576309453932	HASSETT ACE HARDWARE PACIFICA CA	29.62
12-10	12-08	24801975343576322245803	JJ KELLER & ASSOCIATES I 920-722-2848 WI	106.73
12-11	12-10	24692165344103673938313	LOWES #01019* SAN BRUNO CA	64.19
12-12	12-10	24394695345017024381344	ADAM-HILL COMPANY 650-589-9655 CA	73.76
12-12	12-11	24431055346246947557703	O'REILLY 3562 PACIFICA CA	30.75
12-12	12-11	24692165345104748539408	AMAZON MKTPL*PH7IV5TF3 AMZN.COM/BILL WA	151.82
12-12	12-10	24765015345578525509263	HASSETT ACE HARDWARE PACIFICA CA	32.47
12-12	12-11	24765015345578525510634	HASSETT ACE HARDWARE PACIFICA CA	10.98
12-15	12-12	74323045347042700126588	CRESCO EQUIPMENT RENTALS BURLINGAME CA	292.55 CR
12-15	12-11	74394695346017025205371	ADAM-HILL COMPANY 650-589-9655 CA	106.27 CR
12-15	12-11	24394695346017025205384	ADAM-HILL COMPANY 650-589-9655 CA	172.30
12-15	12-13	24692165347106317649409	AMAZON MKTPL*DC9ON63Q3 AMZN.COM/BILL WA	85.68
12-15	12-13	24692165347106466085991	AMAZON MKTPL*8U7M03WC3 AMZN.COM/BILL WA	68.30
12-15	12-14	24692165348107615414123	AMAZON MKTPL*WN5EO1VL3 AMZN.COM/BILL WA	145.10
12-16	12-15	74692165349108293264446	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	10.26 CR
12-16	12-15	74692165349108791932445	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	406.00 CR
12-16	12-15	24692165349108868990529	AMAZON MKTPL*230XT6873 AMZN.COM/BILL WA	7.27
12-19	12-18	24692165352101763700634	AMAZON MKTPL*T022S4RW3 AMZN.COM/BILL WA	22.12
12-22	12-20	24692165354100763679531	AMAZON MKTPL*H78IV07R3 AMZN.COM/BILL WA	35.38
12-22	12-21	24692165355101995489334	AMAZON MKTPL*P37ET6KT3 AMZN.COM/BILL WA	22.70
12-22	12-21	24692165355102117467273	AMAZON MKTPL*Y42354L23 AMZN.COM/BILL WA	6.58
			Department: 00000	Total: \$13,701.99
			Division: 00000	Total: \$13,701.99

Account Number :  
Unique ID:



Statement Date : 12-22-2025

Account Summary		General Information	
Previous Balance	\$0.00	Total Activity	\$399.41
Purchases and Other Charges	\$399.41		
Cash Advances	\$0.00		
Cash Advance Fees	\$0.00		
Late Payment Charges	\$0.00		
Credits	\$0.00 CR		
Payments	\$0.00 PY		
<b>Total Activity</b>	<b>\$399.41</b>		
Disputed Amount	\$0.00		

QUESTIONS OR TO REPORT A LOST OR STOLEN CARD,  
CALL CUSTOMER SERVICE 1-800-344-5696

**New Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-26	11-25	24765015329561194520787	HASSETT ACE HARDWARE PACIFICA CA	5412-110 14.27
12-01	11-28	24765015332564396372150	HASSETT ACE HARDWARE PACIFICA CA	5412-110 10.98
12-05	12-04	24692165338107121260608	APPLE.COM/BILL 866-712-7753 CA	5650-130 0.99
12-15	12-12	24755425347123471377257	OCEANA SMOG TEST ONLY GEN PACIFICA CA	5629-110 360.00
12-16	12-15	24765015349582924428337	HASSETT ACE HARDWARE PACIFICA CA	5412-110 13.17

CORPORATE PAYMENT SYSTEMS  
P.O. BOX 6343  
FARGO, ND 58125-6343

Account Number:  
Unique ID:  
Amount Due: \$0.00

**\*\*MEMO STATEMENT ONLY\*\*  
DO NOT REMIT PAYMENT**

00000000369 000638093362212 P

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

Statement Date : 12-22-2025

Account Summary		General Information	
Previous Balance	\$0.00	Total Activity	\$306.00
Purchases and Other Charges	\$306.00		
Cash Advances	\$0.00		
Cash Advance Fees	\$0.00		
Late Payment Charges	\$0.00		
Credits	\$0.00 CR		
Payments	\$0.00 PY		
<b>Total Activity</b>	<b>\$306.00</b>		
Disputed Amount	\$0.00		

New Activity			
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-18	12-17	24765015351585166483725	HASSETT ACE HARDWARE PACIFICA CA	5312-110 165.36
12-22	12-19	24692165353102945029891	SQ *DALY CITY LOCKSMITH & DALY CITY CA	5629-110 140.64

1/14/26

CORPORATE PAYMENT SYSTEMS  
P.O. BOX 6343  
FARGO, ND 58125-6343

Account Number:  
Unique ID:  
Amount Due: \$0.00

**\*\*MEMO STATEMENT ONLY\*\***  
**DO NOT REMIT PAYMENT**

0000001539 000638093363382 P



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

Account Number :  
Unique ID:



Statement Date : 12-22-2025

Page 1 of 2

Account Summary		General Information	
Previous Balance	\$0.00	Total Activity	\$1,631.79
Purchases and Other Charges	\$2,226.79		
Cash Advances	\$0.00		
Cash Advance Fees	\$0.00		
Late Payment Charges	\$0.00		
Credits	\$595.00 CR		
Payments	\$0.00 PY		
<b>Total Activity</b>	<b>\$1,631.79</b>		
Disputed Amount	\$0.00		

**New Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-02	12-01	24493985335171837128447	APARTMENT OWNERS ASSOCIA 818-988-9200 CA ✓	5626-130 97.00
12-02	11-30	24943005335335556060072	HILTON SAN DIEGO AIRPORT SAN DIEGO CA ✓	5942-130 263.23
			3354331164 ARRIVAL:11-30-25	
12-04	12-03	24055225337569886375307	MAZZETTI'S BAKERY PACIFICA CA	5733-130 31.67
12-05	12-03	24943005338337394047219	HILTON SAN DIEGO AIRPORT SAN DIEGO CA	5942-130 671.64
			3383715381 ARRIVAL:12-01-25	
12-08	12-06	24055235341573377009212	THE GAVEL STORE 801-367-1327 UT ✓	5730-130 72.65
12-10	12-09	74115725343900013492687	ACWA EVENT REGISTRATION 916-4414545 CA	5742-130 595.00 CR
12-17	12-16	24116415350714007422861	ENVELOPES.COM 201-567-6666 NJ ✓	5621-130 177.52
12-17	12-16	24116415350742007417201	ENVELOPES.COM 201-567-6666 NJ ✓	5621-130 341.50
12-17	12-15	24231685350583751519588	SAFEWAY #3008 PACIFICA CA ✓	5733-130 14.98
12-18	12-17	24055225351585327375251	MAZZETTI'S BAKERY PACIFICA CA ✓	5733-130 38.71
12-18	12-17	24164075351105441234867	STAPLES INC STAPLES.COM MA	5621-130 98.87
12-19	12-18	24692165352101550752210	TST*COLOMBOS DELICATESS 650-355-5023 CA ✓	5733-130 419.02

CORPORATE PAYMENT SYSTEMS  
P.O. BOX 6343  
FARGO, ND 58125-6343

Account Number:  
Unique ID:  
Amount Due: \$0.00

**\*\*MEMO STATEMENT ONLY\*\*  
DO NOT REMIT PAYMENT**

00000005723 000638093367566 P

NCCWD  
2400 FRANCISCO BLVD.  
PACIFICA CA 94044-2300

Account Summary		General Information	
Previous Balance	\$0.00	Total Activity	\$1,910.82
Purchases and Other Charges	\$1,944.76		
Cash Advances	\$0.00		
Cash Advance Fees	\$0.00		
Late Payment Charges	\$0.00		
Credits	\$33.94 CR		
Payments	\$0.00 PY		
<b>Total Activity</b>	<b>\$1,910.82</b>		
Disputed Amount	\$0.00		

QUESTIONS OR TO REPORT A LOST OR STOLEN CARD,  
CALL CUSTOMER SERVICE **1-800-344-5696**

**New Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-02	12-02	24036295336712451395486	UBER *TRIP HELP.UBER.COM CA	<del>5628-130</del> 28.96
12-03	12-03	24036295337744660985384	UBER *TRIP HELP.UBER.COM CA	<del>5628-130</del> 20.97
12-03	12-02	24115725336900011949427	ACWA EVENT REGISTRATION 916-4414545 CA	<del>5942-130</del> 434.00
12-04	12-03	24692165338106794792624	SQ *SAN FRANCISCO TAXI SE BRISBANE CA	<del>5628-130</del> 48.00
12-05	12-03	24943005338337394047359	HILTON SAN DIEGO AIRPORT SAN DIEGO CA	<del>5628-130</del> 741.65
			3355275284 ARRIVAL: 12-01-25	
12-11	12-10	24428065344300748268733	PUTNAM TOYOTA BURLINGAME CA	<del>5629-110</del> 310.98
12-15	12-13	74036295347714433910467	UBER *TRIP 8005928996 CA	<del>5628-130</del> 33.94 CR
12-15	12-13	24036295347712419438177	UBER *TRIP HELP.UBER.COM CA	<del>5628-130</del> 33.94
12-15	12-14	24692165348107734955972	AMAZON MKTPL*0P5G847T3 AMZN.COM/BILL WA	<del>5621-130</del> 22.22
12-16	12-15	24692165349108462952487	AMAZON MKTPL*BZ87V16C1 AMZN.COM/BILL WA	<del>5621-130</del> 92.03
12-16	12-16	24692165350109158710839	AMAZON.COM*NO2NS00E3 AMZN.COM/BILL WA	<del>5621-130</del> 102.71
12-17	12-16	24692165350100045931191	AMAZON MKTPL*LQ5EV88U3 AMZN.COM/BILL WA	<del>5621-130</del> 43.72
12-17	12-16	24692165350109379865669	AMAZON.COM*C19ML3KE3 AMZN.COM/BILL WA	<del>5621-130</del> 21.81
12-17	12-16	24692165350109488666834	AMAZON MKTPL*HT0HR4CY3 AMZN.COM/BILL WA	<del>5621-130</del> 31.30
12-17	12-16	24765015351584681616695	OCEANA MARKET PACIFICA CA	<del>5621-130</del> 12.47

CORPORATE PAYMENT SYSTEMS  
P.O. BOX 6343  
FARGO, N D 58125-6343

Account Number:  
Unique ID:  
Amount Due: \$0.00

**\*\*MEMO STATEMENT ONLY\*\***  
**DO NOT REMIT PAYMENT**

00000007595 000638093369438 P



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

Account Summary		General Information	
Previous Balance	\$0.00	Total Activity	\$184.31
Purchases and Other Charges	\$184.31	QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE <b>1-800-344-5696</b>	
Cash Advances	\$0.00		
Cash Advance Fees	\$0.00		
Late Payment Charges	\$0.00		
Credits	\$0.00 CR		
Payments	\$0.00 PY		

**Total Activity** \$184.31

Disputed Amount \$0.00

**New Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-05	12-04	24765015338570842506402	HASSETT ACE HARDWARE PACIFICA CA	5670-120 57.09
12-08	12-05	24943015340010200670517	THE HOME DEPOT #0639 COLMA CA	5350-120 127.22

CORPORATE PAYMENT SYSTEMS  
P.O. BOX 6343  
FARGO, ND 58125-6343

Account Number:  
Unique ID:  
Amount Due: \$0.00

**\*\*MEMO STATEMENT ONLY\*\***  
**DO NOT REMIT PAYMENT**

0000021199 000638093383042 P

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

Account Number :  
 Unique ID:  
 North Coast Cwd  
 Statement Date : 12-22-2025



Account Summary	General Information
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Previous Balance	\$0.00	Total Activity	\$9,269.66
Purchases and Other Charges	\$10,132.92		
Cash Advances	\$0.00		
Cash Advance Fees	\$0.00		
Late Payment Charges	\$0.00		
Credits	\$863.26 CR		
Payments	\$0.00 PY		

QUESTIONS OR TO REPORT A LOST OR STOLEN CARD,  
 CALL CUSTOMER SERVICE 1-800-344-5696

**Total Activity** **\$9,269.66**

Disputed Amount \$0.00

New Activity
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Post Date	Tran Date	Reference Number	Transaction Description		Amount
11-25	11-24	24100855328900011101963	BLUE LINE TRANSFER SOUTH SAN FRA CA	5730-120	125.00
11-28	11-26	24431055331240751891909	O'REILLY 3562 PACIFICA CA	5629-110	167.03
11-28	11-27	24692165331100085237834	AT&T *8310010477105 800-9694288 NJ	5623-110	1,807.92
11-28	11-28	24692165332100640046265	COMCAST / XFINITY 800-266-2278 CA	5622-130	415.62
11-28	11-26	24765015330562336557080	HASSETT ACE HARDWARE PACIFICA CA	5350-110	29.66
12-04	12-03	24493985338172512165933	INTERMEDIA.NET INC 800-379-7729 WA	5650-130	1,080.33
12-04	12-03	24551935337027016132927	PACIFICA TIRE & SERVICE C PACIFICA CA	5629-110	781.76
12-04	12-03	24551935337027016132935	PACIFICA TIRE & SERVICE C PACIFICA CA	5629-110	994.08
12-04	12-03	24765015337569724477717	HASSETT ACE HARDWARE PACIFICA CA	5412-110	16.47
12-05	12-05	74692165339107715554261	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	5621-130	48.18 CR
12-05	12-04	24551935338027016293496	PACIFICA TIRE & SERVICE C PACIFICA CA	5629-110	946.75
12-08	12-04	24323045339044100176754	CRESO EQUIPMENT RENTALS 650-3474660 CA	1118-1128	1,200.00
12-08	12-05	24692165339108163027813	AMAZON MKTPL*BI32F03Y0 AMZN.COM/BILL WA	5631-130	43.93
12-08	12-05	24692165339108439317923	LOWES #01019* SAN BRUNO CA	5631-130	22.34
12-08	12-07	24692165341100364993089	AMAZON MKTPL*BI4GC7ID1 AMZN.COM/BILL WA	5631-130	22.95
12-08	12-05	24765015339571976538947	HASSETT ACE HARDWARE PACIFICA CA	5350-110	36.25
12-08	12-05	24765015339571976539374	HASSETT ACE HARDWARE PACIFICA CA	5631-130	38.45
12-09	12-08	24435655342140900179000	CAL-STEAM 2507 BURLINGAME CA	1118-1128	333.32
12-09	12-08	24717055343123430245377	STANDARD PLUMBING 78 COLMA CA	1118-1128	388.34
12-09	12-08	24717055343123430245385	STANDARD PLUMBING 78 COLMA CA	1118-1128	201.00

(New Activity continued on next page)

CORPORATE PAYMENT SYSTEMS  
 P.O. BOX 6343  
 FARGO, ND 58125-6343

Account Number:  
 Unique ID:  
 Amount Due: \$0.00

**\*\*MEMO STATEMENT ONLY\*\***  
**DO NOT REMIT PAYMENT**



NORTH COAST CWD  
 2400 FRANCISCO BLVD  
 PACIFICA CA 94044-2300

Statement Date : 12-22-2025

New Activity - Continued

Post Date	Tran Date	Reference Number	Transaction Description	Amount	
12-09	12-08	24765015342575223443574	HASSETT ACE HARDWARE PACIFICA CA	<del>1118-1128</del>	130.50
12-09	12-08	24765015342575223444101	HASSETT ACE HARDWARE PACIFICA CA	<del>1118-1128</del>	80.14
12-10	12-08	24394695343017022541297	ADAM-HILL COMPANY 650-589-9655 CA	<del>1118-1128</del>	106.27
12-10	12-09	24692165343102546364666	PRIMO BRANDS/WATERSERV 800-274-5282 CA	<del>5621-130</del>	7.88
12-10	12-09	24765015343576309453064	HASSETT ACE HARDWARE PACIFICA CA	<del>1118-1128</del>	91.18
12-10	12-09	24765015343576309453932	HASSETT ACE HARDWARE PACIFICA CA	<del>1118-1128</del>	29.62
12-10	12-08	24801975343576322245803	JJ KELLER & ASSOCIATES I 920-722-2848 WI	<del>5629-110</del>	106.73
12-11	12-10	24692165344103673938313	LOWES #01019* SAN BRUNO CA	<del>1118-1128</del>	64.19
12-12	12-10	24394695345017024381344	ADAM-HILL COMPANY 650-589-9655 CA	<del>1118-1128</del>	73.76
12-12	12-11	24431055346246947557703	O'REILLY 3562 PACIFICA CA	<del>5629-110</del>	30.75
12-12	12-11	24692165345104748539408	AMAZON MKTPL*PH7IV5TF3 AMZN.COM/BILL WA	<del>5621-130</del>	151.82
12-12	12-10	24765015345578525509263	HASSETT ACE HARDWARE PACIFICA CA	<del>1118-1128</del>	32.47
12-12	12-11	24765015345578525510634	HASSETT ACE HARDWARE PACIFICA CA	<del>5412-110</del>	10.98
12-15	12-12	74323045347042700126588	CRESO EQUIPMENT RENTALS BURLINGAME CA	<del>1114-1128</del>	292.55 CR
12-15	12-11	74394695346017025205371	ADAM-HILL COMPANY 650-589-9655 CA	<del>1118-1128</del>	106.27 CR
12-15	12-11	24394695346017025205384	ADAM-HILL COMPANY 650-589-9655 CA	<del>1118-1128</del>	172.30
12-15	12-13	24692165347106317649409	AMAZON MKTPL*DC9ON63Q3 AMZN.COM/BILL WA	<del>5625-130</del>	85.68 → 5685-130
12-15	12-13	24692165347106466085991	AMAZON MKTPL*8U7M03WC3 AMZN.COM/BILL WA	<del>5621-130</del>	68.30
12-15	12-14	24692165348107615414123	AMAZON MKTPL*WN5EO1VL3 AMZN.COM/BILL WA	<del>5621-130</del>	145.10
12-16	12-15	74692165349108293264446	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	<del>5621-130</del>	10.26 CR
12-16	12-15	74692165349108791932445	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	<del>5621-130</del>	406.00 CR
12-16	12-15	24692165349108868990529	AMAZON MKTPL*230XT6873 AMZN.COM/BILL WA	<del>5621-130</del>	7.27
12-19	12-18	24692165352101763700634	AMAZON MKTPL*T022S4RW3 AMZN.COM/BILL WA	<del>5621-130</del>	22.12
12-22	12-20	24692165354100763679531	AMAZON MKTPL*H78IV07R3 AMZN.COM/BILL WA	<del>5621-130</del>	35.38
12-22	12-21	24692165355101995489334	AMAZON MKTPL*P37ET6KT3 AMZN.COM/BILL WA	<del>5621-130</del>	22.70
12-22	12-21	24692165355102117467273	AMAZON MKTPL*Y42354L23 AMZN.COM/BILL WA	<del>5621-130</del>	6.58

**DIRECTORS**

WILLIAM HAUSER, *President*  
 ANNE DEJARNATT, *Vice-President*  
 RON ASH, *Director*  
 JOSHUA COSGROVE, *Director*  
 JOHN VALLERO, *Director*

2400 Francisco Blvd.  
 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

**STAFF REPORT**

TO: Board of Directors  
 FROM: Adrienne Carr, Ph.D., General Manager  
 DATE: January 21, 2026  
 RE: Authorize the Board President to Execute an Amendment to the Agreement with Thomas J. Piccolotti for Strategic Counsel Services to Extend the Term

**DISCUSSION**

Starting in January 2023, the District contracted with Thomas J. Piccolotti for strategic counsel services to assist the District with certain organizational, political, and communication issues, by recommending strategies to address these issues and providing advice to implement the strategies. Former Director Thomas J. Piccolotti was a key part of District decision-making and leadership for 28 years.

This action will amend the Professional Services Agreement, executed in January 2025, to extend the term of the Agreement to the end of the fiscal year, June 30, 2026. No other provisions of the agreement would change. The budget remaining under the Agreement should be sufficient for the services through the end of this fiscal year.

**FISCAL IMPACT**

The cost for the Strategic Counsel Services will continue to be based on a time and materials basis for services provided. Under the proposed Amendment to the Agreement, the District will expend the remaining unspent funds from the Agreement. These costs were included in the adopted FY 2025-26 Operating Budget.

**RECOMMENDATION**

Staff recommends that the Board authorize the Board President to execute an Amendment to the Agreement with Thomas J. Piccolotti for Strategic Counsel Services to extend the term to the end of this fiscal year, June 30, 2026.

**ATTACHMENTS**

A) First Amendment to Agreement for Services

**FIRST AMENDMENT TO  
AGREEMENT**

This FIRST AMENDMENT TO STRATEGIC COUNSEL SERVICES AGREEMENT ("AMENDMENT"), is made as of January 21, 2026, by and between North Coast County Water District, ("DISTRICT") and Thomas J. Piccolotti ("CONSULTANT").

WHEREAS, DISTRICT and CONSULTANT entered into a Strategic Counsel Services Agreement ("AGREEMENT") on January 15, 2025, and

WHEREAS, the DISTRICT desires CONSULTANT to continue providing strategic counsel services and would like to extend the term of the AGREEMENT.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Under Section 4 of the AGREEMENT, the Term is amended to be extended through June 30, 2026.
2. Except for those changes expressly specified in this AMENDMENT, all other provisions, requirements, conditions, and sections of the AGREEMENT remain in full force and effect.

IN WITNESS WHEREOF, this AMENDMENT to the AGREEMENT is entered into as of the date first written above by the duly authorized representatives of the parties.

DISTRICT:	CONSULTANT:
NORTH COAST COUNTY WATER DISTRICT	THOMAS J. PICCOLOTTI

By: \_\_\_\_\_  
William Hauser  
President, Board of Directors

By: \_\_\_\_\_  
Thomas J. Piccolotti

**DIRECTORS**

WILLIAM HAUSER, *President*  
 ANNE DE JARNATT, *Vice-President*  
 RON ASH, *Director*  
 JOSHUA COSGROVE, *Director*  
 JOHN VALLERO, *Director*

2400 Francisco Blvd.  
 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

**STAFF REPORT**

DATE: January 21, 2026  
 TO: Board of Directors  
 FROM: Adrienne Carr, General Manager  
 RE: Authorize the General Manager to Enter into Task Order 26-01 with EKI Environment and Water for Preparation of Risk and Resilience Assessment and Emergency Response Plan in an Amount not to Exceed \$70,700

**BACKGROUND**

Based on Section 2013 of the America's Water Infrastructure Act of 2018 (AWIA), the District is required to submit a Risk and Resilience Assessment (RRA) to the United States Environmental Protection Agency (U.S. EPA) by June 30, 2026 and an Emergency Response Plan (ERP) by December 31, 2026. The purpose of these documents is to review existing infrastructure systems and operational practices and recommend actions to mitigate and minimize impacts on public health and the safety and supply of drinking water from natural hazards or malevolent acts. Specifically, the RRA evaluates a wide variety of risks of threats to a water system's critical assets and the consequences of failure, while the ERP prepares and records strategies, resources, plans, and procedures to prepare for and response to incidents.

**INFORMATION**

In anticipation of the upcoming deadlines for the RRA and ERP submittals, the District requested that EKI Environment & Water, Inc. (EKI) provide a proposal to prepare the RRA and ERP (see Attachment A). The District received one more proposal, and found the EKI proposal to be more efficient, given EKI's familiarity with the District's water system and facilities.

The following tasks are included in EKI's scope of work:

1. Project Management, Kickoff Meeting, and Data Collection
2. Risk and Resilience Assessment
3. Emergency Response Plan

The contemplated services will be billed to the District on a time and materials basis, with a not-to-exceed-budget of \$70,700.

**FISCAL IMPACT**

The overall cost of the award is \$70,700. Budget for these tasks is allocated under the "Miscellaneous Professional Fees" line item of the Administration Expenses category of the FY 2025-2026 Operating Budget. It is anticipated that the Emergency Response Plan portion of the project may take place into FY 2026-2027, given the ERP deadline in December 2026.

January 21, 2026

RRA and ERP

Page 2 of 2

**RECOMMENDATION**

Staff recommends that the Board Authorize the General Manager to Enter into Task Order #26-01 with EKI Environment & Water, inc. for Preparation of a Risk and Resilience Assessment and an Emergency Response Plan in an amount not to exceed \$70,700.

**ATTACHMENTS**

A. Preparation of Risk and Resilience Assessment and Emergency Response Plan, Letter proposal dated December 11, 2025

11 December 2025

Adrienne Carr, Ph.D.  
General Manager  
North Coast County Water District  
80 Eureka Drive, #219  
Pacifica, California 94044

**Subject: Preparation of Risk and Resilience Assessment and Emergency Response Plan**  
North Coast County Water District, California  
(EKI C50031.07)

Dear Ms. Carr:

EKI Environment & Water, Inc. (EKI) is pleased to provide this proposal to North Coast County Water District (Client or District) for preparation of (1) a Risk and Resilience Assessment (RRA) and (2) an Emergency Response Plan (ERP) as required by Section 2013 of the America's Water Infrastructure Act (AWIA) of 2018.

## **BACKGROUND**

A federal mandate issued by the United States Environmental Protection Agency (U.S. EPA) requires the preparation of an RRA and ERP for Community Water Systems (CWS) with a population greater than 3,300 people, as defined by Section 2013 of AWIA of 2018, and submission of Certification Letters to the U.S. EPA upon their completion. The District's population served falls between 3,301 and 49,999 individuals which requires submissions to the U.S. EPA updating the 2021 documents by 30 June 2026 for the RRA, and 31 December 2026 for the ERP. Failure to comply with AWIA may result in financial penalties.

The purpose of AWIA is to review existing infrastructure systems and operational practices and recommend actions to mitigate and minimize impacts on public health and the safety and supply of drinking water from natural hazards or malevolent acts through the preparation of the RRA and ERP. The RRA considers a wide variety of risks of threats to a water system's critical assets and the consequences of failure. The ERP prepares and records strategies, resources, plans, and procedures to prepare for and respond to an incident, natural or man-made, that threatens life, property, or the environment.

## **PROPOSED SCOPE OF WORK**

We propose the following tasks as part of this scope of work.

### **Task 1 – Project Management, Kickoff Meeting, and Data Collection**

EKI will provide project management and general consulting services to the District. This task includes coordination with District staff, general consultation, and technical project management services. Frequent and clear communication with the District throughout the development of the RRA update will be important to ensure that the Project meets the District's expectations and stays on schedule. Specific tasks include:

- **Information Management:** EKI will prepare an information request outlining the specific information required from the District to develop the RRA, and, as an optional task, the ERP. Since EKI has a strong

understanding of the District’s water system, it is anticipated that EKI will already have much of the necessary information in-house.

- Kickoff Meeting: At the kickoff meeting, EKI and District staff will discuss project goals, opportunities, constraints, information needs, roles, responsibilities, schedule, and expectations. Key District staff will participate in the kickoff meeting (District General Manager, Engineering, Operations, Human Resources, IT, and safety/security leaders).
- Project Management: EKI will set up a project platform on Microsoft SharePoint for a central location where project management information, data repository, and work products will be stored. EKI will perform other project management tasks including as-needed communications and general consulting services, budget tracking, and invoicing. EKI will provide budget and progress summary reports to the District with each invoice.

#### Task 1 Deliverables:

- Information request
- Meeting agendas, presentations, and minutes
- Monthly budget and progress summary reports

#### Task 1 Assumptions:

- The kickoff meeting will be up to one (1) hour and will be held virtually via Microsoft Teams

### **Task 2 – Risk and Resilience Assessment**

EKI proposes to utilize the Small Systems Worksheet from American Water Works Association (AWWA) and Rural Community Assistance Partnership (RCAP) approach for developing the RRA.<sup>1</sup> This process will take place over a three-month period and will include a virtual workshop with EKI, the District, and other agencies (if available). Specific subtasks for Task 2 include:

- Virtual Workshop: The Consulting Team will conduct a 1.5-hour virtual workshop to discuss the sections of the AWWA RCAP Small Systems Worksheet. The six sections are outlined below.
  1. Utility Information;
  2. Potential Critical Assets;
  3. Potential Threats;
  4. Potential Consequences;
  5. Mitigation Measures; and
  6. Additional information needed for AWIA compliance.
- RRA Preparation: Once the worksheet is complete, EKI will use the information in the worksheet to prepare a draft RRA. The RRA will include the following AWIA requirements:
  1. The risk to the system from malevolent acts and natural hazards;
  2. The resilience of the pipes and constructed conveyances, physical barriers, source water, water collection and intake, pretreatment, treatment, storage and distribution facilities, electronic, computer, or other automated systems (including the security of such systems) which are utilized by the system;
  3. The monitoring practices of the system;

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<sup>1</sup> Although U.S. EPA recently released an updated Small System RRA template, the AWWA method continues to be a more comprehensive framework.

4. The financial infrastructure of the system (note that this refers to a documentation of financial systems rather than a financial analysis);
  5. The use, storage, or handling of various chemicals by the system; and
  6. The operation and maintenance of the system.
- **RRA Submission Support:** Once the RRA is complete, EKI will provide support for the submission of the RRA, which is expected to include preparation of the RRA certification letter and assistance with the submittal of the certification letter via the AWIA online portal.

#### Task 2 Deliverables:

- Small Systems Worksheet results
- Agendas and meeting minutes for the workshop
- Draft and Final RRA (in electronic MS Word format)
- Final RRA Certification Letter

#### Task 2 Assumptions:

- The Workshop will be up to 1.5 hours in length and will be held virtually via Microsoft Teams.

### **Task 3 – Emergency Response Plan**

U.S. EPA does not require the use of a particular guideline or document to develop ERPs, however, a basic ERP outline is provided by U.S. EPA's M19 and G440 guides. If the task is approved by the District, EKI will use these guides to review and revise the District's current ERP to develop an AWIA-compliant ERP. This process will occur over a three-month period and will include virtual workshops with EKI, the District, and other agencies (if available). Specific subtasks for Task 3 include:

- **Virtual Workshops:** EKI will prepare an ERP based on information provided by the District and gathered in up to two (2) 1.5-hour workshops.
- **ERP Preparation:** Once workshops have been completed, EKI will use the information gathered to prepare a draft ERP. The ERP will include up to fifteen (15) Incident Action Checklists (IACs) based on the RRA threats determined in Task 2. The ERP will include the following AWIA requirements:
  - Strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system;
  - Plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or natural hazard that threatens the ability of the community water system to deliver safe drinking water;
  - Actions, procedures, and equipment which can avoid or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to communities and individuals, including the development of alternative source water options, relocation of water intakes, and construction of flood protection barriers; and
  - Strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.

Once a draft ERP is prepared, EKI will facilitate an ERP review meeting with District staff and outside agencies such as emergency management, police, fire and State regulatory agencies. Coordination with Local Emergency Planning Committee members is suggested by AWIA and will assist the District to organize for communication needs during an emergency. EKI will update the draft ERP and provide the revised version to the District for review within two (2) weeks of the review meeting. Upon completion of the ERP, EKI will draft the Certification Letter to the U.S. EPA for review and submission by the District.

Task 3 Deliverables:

- Draft and Final ERP (in electronic MS Word format) to include up to fifteen (15) IACs
- Agendas and meeting minutes for both virtual workshops

Task 3 Assumptions:

- Workshops will be up to 1.5 hours each and be held virtually via Microsoft Teams
- Scope does not include development of Standard Operating Procedures

**SCHEDULE**

EKI is prepared to start work on the above Scope of Work immediately upon authorization from the District to proceed. We anticipate that the draft RRA can be completed within 3 months of receiving notice to proceed. The EKI team is committed to meeting the regulatory deadlines mentioned above, including 30 June 2026 for the RRA and 31 December 2026 for the ERP.

**COMPENSATION**

We propose that compensation for consulting services by EKI be on a time and expense reimbursement basis in accordance with our current Schedule of Charges. Based on the proposed Scope of Work described above, we propose a not-to-exceed budget of \$70,700 for the completion of Tasks 1 through 3 as listed by task in **Table 1** below.

**Table 1. Proposed Project Budget**

<b>Task</b>	<b>Cost</b>
Task 1 – Project Management, Kickoff Meeting, and Data Collection	\$10,000
Task 2 – Risk and Resilience Assessment	\$25,800
Task 3 – Emergency Response Plan	\$34,900
<b>TOTAL</b>	<b>\$70,700</b>

**TERMS AND CONDITIONS**

Other than the scope of work, budget, and schedule herein, EKI’s services will be performed in accordance with our Professional Services Agreement dated 3 February 2025.

EKI understands that the District will issue a task order that will incorporate this proposal as an exhibit.

Thank you for the opportunity to work with the District on this Project. Please contact Jonathan Sutter at 650-292-9100 with any questions.

Adrienne Carr, Ph.D.  
North Coast County Water District  
11 December 2025  
Page 5



Very truly yours,

EKI ENVIRONMENT & WATER, INC.

A handwritten signature in blue ink, appearing to read 'Jonathan Sutter'.

Jonathan Sutter, P.E.  
Principal Engineer / District Engineer

**DIRECTORS**

**WILLIAM HAUSER**, *President*  
**ANNE DEJARNATT**, *Vice-President*  
**RON ASH**, *Director*  
**JOSHUA COSGROVE**, *Director*  
**JOHN VALLERO**, *Director*

2400 Francisco Blvd.  
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

**STAFF REPORT**

**TO:** Board of Directors  
**FROM:** Adrienne Carr, General Manager  
**DATE:** January 21, 2026  
**RE:** Consider Adopting a Resolution Authorizing the General Manager to Enter into a Property Disposition and Access Easement Agreement for Property Near Shiela Lane with Craig W. Butko, as Trustee of the Craig W. Butko Living Trust and to Take Related Actions

**BACKGROUND**

At the November 19, 2025 Board of Directors Meeting, the Board declared a small parcel of District-owned property near Sheila Lane as "Exempt Surplus Land." The parcel, Assessor's Parcel Number (APN) 023-640-040, is located over the District's pipeline that hydraulically connects Tapis Tank to Sheila Tank in Zone 28 and was determined to be no longer needed for the District's use. The parcel is approximately 10 feet wide and 260 feet long. The total area of the site is approximately 1,300 square feet, and it is surrounded on all sides by private property. A map of the parcel in relation to the surrounding area is included on the next page.

**INFORMATION**

The District is ready to dispose of APN 023-640-040 because it does not need fee title to this property; however the District needs a perpetual easement for its underground water line that is located within APN 023-640-040. In addition, the District needs to maintain access to APN 023-640-040 through the property adjacent to APN 023-640-040. After negotiations with the adjacent property owner (and the only property owner with access to APN 023-640-040), Craig W. Butko, the District and Mr. Butko arrived at terms that were favorable to both parties. As described in Attachment A, Property Disposition and Access Easement Agreement, in exchange for acquiring fee title to APN 023-640-040, the District will retain a perpetual water line easement and Mr. Butko will convey to the District a perpetual access easement across his property, ensuring the District has access to its water line facilities located within APN 023-640-040. The terms and conditions of the Agreement, Grant Deed and Reservation of Water Line Easement, and Grant of Access Easement are set forth in the attachments to this staff report.

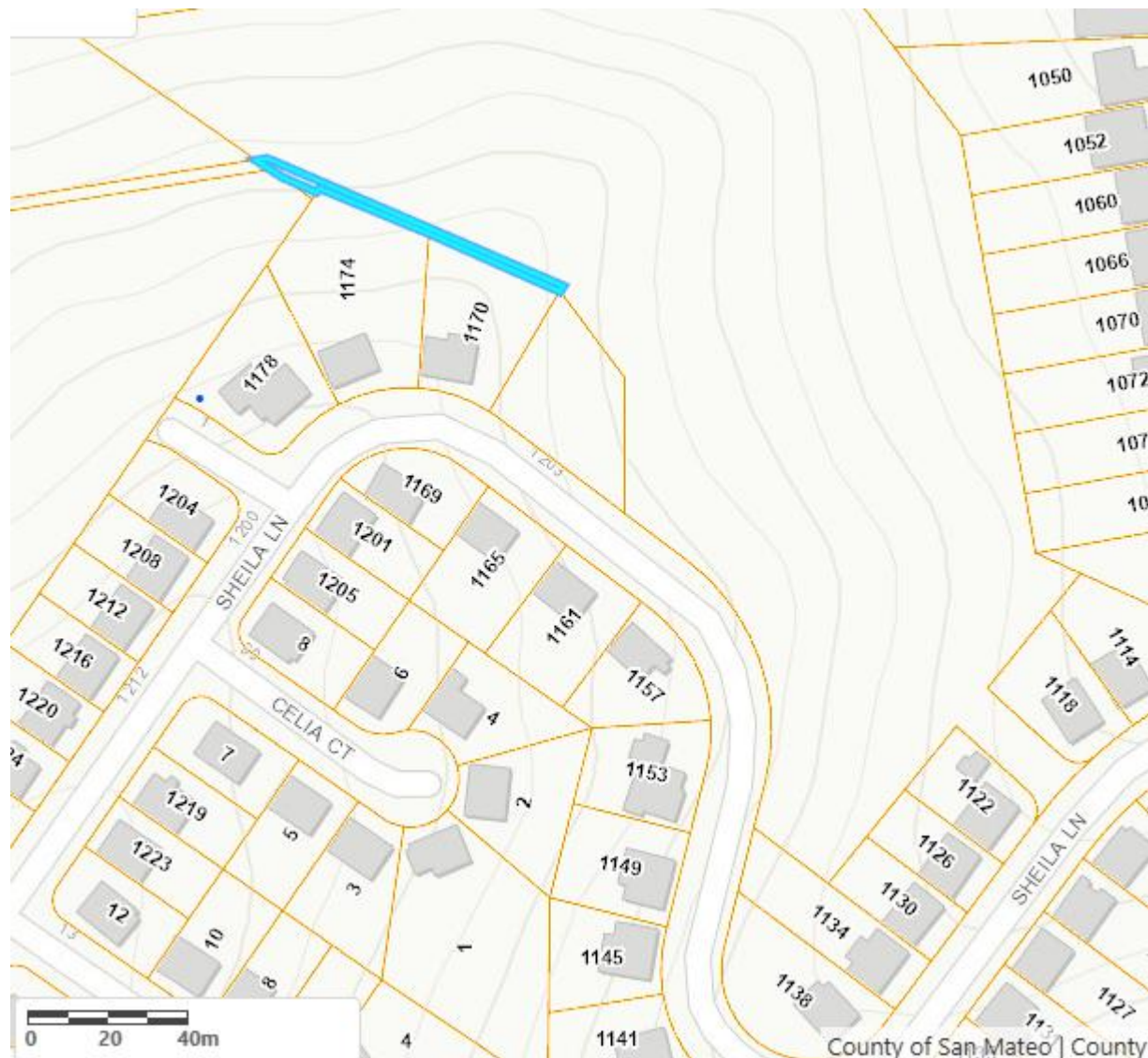
The District's legal counsel has reviewed the terms of the attached documents and provided guidance on this matter.

## **RECOMMENDATION**

Staff recommends that the Board Adopt a Resolution authorizing the General Manager to Enter into a Property Disposition and Access Easement Agreement for Property Near Shiela Lane with Craig W. Butko, as Trustee of the Craig W. Butko Living Trust, to Execute the Grant Deed and Reservation of Water Line Easement, and to Take all Actions Necessary to Implement the Agreement.

## **Attachments**

- A. Property Disposition and Access Easement Agreement (Shiela Lane Property)
- B. Grant Deed and Reservation of Water Line Easement
- C. Grant of Access Easement
- D. Resolution



# ATTACHMENT A

## **PROPERTY DISPOSITION AND ACCESS EASEMENT AGREEMENT (Sheila Lane Property)**

This PROPERTY DISPOSITION AND ACCESS EASEMENT AGREEMENT ("**Agreement**") is effective as of \_\_\_\_\_ (the "**Effective Date**") and is by and between the NORTH COAST COUNTY WATER DISTRICT, a county water district ("**District**"), and Craig W. Butko, as Trustee of the Craig W. Butko Living Trust dated November 24, 2023, ("**Owner**"). The District and the Owner are each a "**Party**" and together the "**Parties**."

A. Owner owns property located at 1120 Sheila Lane, located in the City of Pacifica, County of San Mateo, State of California known as APN 023-640-020 (the "**Owner Property**").

B. The District owns a parcel adjacent to the Owner Property, known as APN 023-640-040 (the "**District Property**"), upon which it maintains water pipeline infrastructure ("**Facilities**").

C. The District intends to convey, and the Owner intends to accept, the District Property in fee title, subject to a reserved easement for water pipeline infrastructure purposes.

D. In exchange for the acquisition of the District Property, the Owner will convey to the District an access easement across the Owner Property to allow the District perpetual access to its Facilities, according to the terms and conditions set forth in this Agreement and in the *Grant Deed and Reservation of Water Line Easement* and *Grant of Access Easement* attached to this Agreement.

The Parties therefore agree as follows:

### **1. Property Conveyance.**

1.1 The District shall convey fee title to the Owner to the District Property, using the *Grant Deed and Reservation of Water Line Easement* attached hereto as Exhibit A.

1.2 By executing this Agreement, Owner acknowledges and agrees that it has examined the District Property and will accept the Property in its "AS-IS" condition as of the Effective Date. The District makes no representation or warranty whatsoever with respect to the Property or its condition or suitability for the Owner's intended use.

### **2. Access Easement.**

2.1 Owner shall convey to the District an access easement as described in the *Grant of Access Easement* attached hereto as Exhibit B.

3. **Consideration.** As the Parties have determined that the above mentioned property rights are approximately equal in value, no monetary funds will be exchanged as part of this transaction.

### **4. Recordation.**

4.1 The District shall be responsible for recording the Grant Deed and Reservation of Water Line Easement and Grant of Access Easement.

4.2 At Owner's discretion, Owner may obtain a title insurance policy for the District Property at its cost.

**5. Authority; District Board Approval.**

5.1 By executing this Agreement, Owner represents and warrants that he has the full legal authority to enter into the Agreement and effectuate the transaction contemplated herein.

5.2 This Agreement is subject to approval by the District's Board of Directors.

**6. Commission and Representation.** Neither the District nor the Owner have engaged brokers with respect to this transaction, and no commission will be paid to any broker or agent for either Party.

**7. Modification.** This Agreement may not be modified, terminated, or rescinded, in whole or in part, except by a written instrument duly executed and acknowledged by the Parties.

**8. Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California. Venue shall be San Mateo County.

**9. Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original but both of which together shall constitute one and the same agreement.

The Parties have executed this Agreement as of the Effective Date.

NORTH COAST COUNTY WATER DISTRICT

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Adrienne Carr, General Manager

CRAIG W. BUTKO, AS TRUSTEE OF THE  
CRAIG W. BUTKO LIVING TRUST DATED  
NOVEMBER 24, 2023

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## Exhibit A

## Exhibit B

# ATTACHMENT B

**Recording Requested By:**

North Coast County Water District

**And When Recorded Mail To:**

North Coast County Water District  
2400 Francisco Boulevard  
Pacifica, CA 94044

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APN 023-640-040

Record without fees (Govt. Code §27383). Exempt  
from Documentary Transfer Tax (Rev. and Tax Code §11922).

**GRANT DEED AND RESERVATION OF WATER LINE EASEMENT**

For valuable consideration, receipt of which is hereby acknowledged, the **NORTH COAST COUNTY WATER DISTRICT** ("District") hereby grants to Craig W. Butko, as Trustee of the Craig W. Butko Living Trust dated November 24, 2023, ("Grantee"), the real property situated in the County of San Mateo, State of California, which is described in Exhibit A attached hereto and incorporated herein by this reference (the "Property").

This grant is **subject to** a 10 foot perpetual, nonexclusive easement covering the entire Property for the purposes of constructing, repairing, maintaining, replacing, renewing and using a pipeline and appurtenant facilities for the transmission and distribution of water, and for all connected and associated purposes, together with the right of ingress and egress over said easement for the aforesaid purposes, over, under and across the Property.

Grantee shall not grant any other party rights to use the area within the easement for any purpose which would unreasonably burden or interfere with District's use or enjoyment of its easement rights. In addition, Grantee shall not install or grant any other party rights to install (1) non-potable or potable water pipelines including but not limited to sewer lines, irrigation lines or well water lines within ten (10) feet horizontally or crossing vertically above the District's water pipelines, or (2) other underground facilities including but not limited to gas pipelines, or electrical, telephone, and cable TV conduit or cable, within four (4) feet horizontally or crossing vertically within two (2) feet over or under the District's water pipelines, or within such greater distance as may be required by subsequently enacted laws or regulations of any federal, state or local governmental authority with jurisdiction. Nor will Grantee make any use of the surface of the property within the easement which would unreasonably interfere with District's easement rights, including, but not limited to, construction of any fixed structure.

In exercise of its easement rights, the District and its agents may enter upon, pass, and repass, and bring equipment, supplies, and similar items, over, along, and across the Property, and may clear and cut brush, trees, roots, and branches and other vegetation on the Property to maintain access to its facilities and to prevent damage to the underground water line.

IN WITNESS WHEREOF, the District has executed this conveyance this \_\_\_\_ day of \_\_\_\_\_, 2026.

**North Coast County Water District**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF CALIFORNIA )  
 )  
COUNTY OF SAN MATEO )

On \_\_\_\_\_ before me, \_\_\_\_\_, Notary Public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Witness my hand and official seal.

Signature \_\_\_\_\_

(seal)

## EXHIBIT A

That portion of a strip of land 10 feet in width, the centerline of which is hereinafter described, lying within the land conveyed to Oddstad Homes by Deed dated February 29, 1960 and recorded in Book 3755 of Official Records at Page 294, Records of San Mateo County, California.

The centerline of said strip of land is described as follows:

Beginning at Point in the North line of Linda Mar No. 14, as per Map thereof recorded in Book 44 of Maps at Page 41, in the Office of the County Recorder of San Mateo County, State of California, said point being South 84° 14' 20" East 154.35 feet, measured along said North line from the Northwest corner of said Linda Mar No. 14; thence North 28° 09' 47" East 13.21 feet, to a point in a curve concave to the North having a radius of 122.00 feet and a central angle of 75° 03' 13", the tangent to said curve bearing North 61° 50' 13" West at said last mentioned point; thence along said curve to the right, a distance of 159.81 feet; thence North 13° 13' East 141.13 feet; thence along a curve to the left having a radius of 128.00 feet and a central angle of 67° 04', a distance of 149.83 feet; thence North 53° 51' West 199.85 feet; thence North 29° 35' East 162.52 feet; thence North 67° 36' West 265.00 feet; thence South 80° 18' West 237.40 feet; thence North 53° 30' West 124.40 feet; thence North 44° 31' 05" West 251.45 feet, more or less, to a point in the Southeasterly line of the land described in Deed to Pillar of Fire, recorded December 27, 1951 in Book 2178 of Official Records at Page 288, Records of San Mateo County, said last mentioned point being the intersection of said Southeasterly line with a line which is parallel with and distant 5 feet Southwesterly, measured at right angles, from the Southwesterly line of Linda Mar No. 13, as per Map recorded in Book 45 of Maps at Page 12, in the Office of the County Recorder of San Mateo County, State of California.

Said strip was conveyed by Challenge Development, Inc. to North Coast County Water District by Quit Claim Deed, recorded August 26, 1976, in Book 7225 of Official Records at Page 544 (File No. 15014-AK), Records of San Mateo County, California.

LYING within the following described land:

Beginning at a Point on the Northerly boundary of Linda Mar No. 28, said point being the most Northerly corner of Lot 2, Block 3, as shown on that certain Map entitled, "Linda Mar No. 28, Pacifica, California", filed in the Office of the County Recorder of San Mateo County, State of California on December 19, 1962 in Book 57 of Maps at Pages 25 and 26; thence from said Point of Beginning along the Northwesterly line of said Lot 2, South 34° 00' 15" West 11.47 feet to the Northeasterly line of lands described in Deed to Oddstad Homes, a corporation, dated November 8, 1961 and recorded November 22, 1961 in Book 4099 of Official Records at Page 61 (File No. 17324-U), Records of San Mateo County, California; thence along last said line North 56° 04' 05" West 247.96 feet to a point on the Southerly line of Linda Mar No. 13, said point being the most Southerly corner of Lot 10, Block 43, as shown on that certain Map entitled, "Tract No. 734, Linda Mar No. 13, San Mateo County, California", filed in the Office of the County Recorder of San Mateo County, State of California on May 16, 1956 in Book 45 of Maps at Pages 12 to 15, inclusive; thence along last said line the following courses; North 80° 54' 00" East 350.93 feet, South 87° 51' 30" East 207.35 feet; North 80° 54' 00" East 80.76 feet to a point on the Southwesterly line of Linda Mar No. 18, said point being the most Westerly point of Lot 3, Block 3 as shown on that certain Map entitled, "Linda Mar No. 18, Pacifica California", filed in the Office of the County Recorder of San Mateo County, State of California

on July 8, 1959, in Book 51 of Maps at Page 43; thence along last said line the following courses; South 38° 04' 18" East 176.75 feet, South 11° 00' 00" East 350.00 feet, South 66° 38' 44" East 40.88 feet to the most Northerly corner of Lot 2, Block 6 as shown on said Map of Linda Mar No. 28; thence along the boundary of last said Map the following courses: South 38° 28' 00" West 122.44 feet, South 48° 37' 00" East 83.66 feet to a point at the beginning of tangent curve to the left; thence along the arc of last said curve, having a radius of 20 feet, a central angle of 84° 11' 20", an arc length of 29.39 feet to a point of cusp on the Northwesterly line of Sheila Land as shown on last said Map; thence Southwesterly along last said line, along the arc of a curve concave to the Southeast having a radius of 375 feet, a central angle of 11° 11' 40", an arc length of 73.27 feet to a point of cusp; thence Northerly along the arc of a curve concave to the Southwest, having a radius of 20 feet, a central angle of 84° 37' 00" an arch length of 29.54 feet; thence along the following courses: North 48° 37' 00" West 81.62 feet, South 38° 28' 00" West 168.02 feet, North 54° 00' 00" West 77.04 feet North 13° 13' 00" East 39.13 feet to a point at the beginning of a tangent curve to the left; thence along the arc of last said curve having a radius of 175 feet, a central angle of 67° 04' 00" an arc length of 204.84 feet; thence along the following courses; North 53° 51' 00" West 65.00 feet, North 0° 45' 18" West 111.63 feet, North 37° 36' 00" West 90.00 feet, North 67° 36' 00" West 215.95 feet to the point of beginning.

APN: 023-640-040

# ATTACHMENT C

**Recording Requested By:**

North Coast County Water District

**And When Recorded Mail To:**

North Coast County Water District  
2400 Francisco Boulevard  
Pacifica, CA 94044

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APN 023-640-020

Record without fees (Govt. Code §27383). Exempt from  
Documentary Transfer Tax (Rev. and Tax Code §11922).

**GRANT OF ACCESS EASEMENT**

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, Craig W. Butko, as Trustee of the Craig W. Butko Living Trust dated November 24, 2023, (“**Owner**”) does hereby grant and convey to the North Coast County Water District, a county water district (“**District**”), a perpetual, non-exclusive access easement (“**Easement**”) along and across a portion of real property commonly known as 1120 Sheila Lane, located in the City of Pacifica, County of San Mateo, State of California known as APN 023-640-020 (the "**Property**"), for vehicular and pedestrian access in the location described in Exhibit A and depicted in Exhibit B (the "**Easement Area**"). This Easement includes the right of the District and its agents to enter upon, pass, and repass, and bring equipment, supplies, and similar items, over, along, and across the Property for the purposes described further in this Grant of Access Easement.

Owner shall be responsible to maintain the Easement Area in good condition at all times. The District may request that Owner perform maintenance of the Easement Area or the surrounding area as necessary to maintain the District’s access to its facilities located on adjacent property. If Owner fails to perform the requested maintenance within thirty days, the District may perform the work and invoice Owner for the reasonable cost of the maintenance work. The District may trim, cut, and clear away any trees, brush, and obstructions, as reasonably needed, to maintain the Easement Area in good condition at all times.

This Grant of Access Easement is subject to any and all covenants, conditions, restrictions, reservations, easements, rights, rights-of-way and encumbrances of record or apparent or of which the District has actual notice in, on, across or under the Easement Area.

Owner retains all rights to use and enjoy the Property that are not inconsistent with the Easement described herein.

Date: \_\_\_\_\_

**CRAIG W. BUTKO, AS TRUSTEE OF THE CRAIG W. BUTKO LIVING TRUST DATED NOVEMBER 24, 2023**

By: \_\_\_\_\_

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of San Mateo )

On \_\_\_\_\_, before me, \_\_\_\_\_, a Notary Public, personally

appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

(Seal)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of San Mateo )

On \_\_\_\_\_, before me, \_\_\_\_\_, a Notary Public, personally

appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

(Seal)

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the Grant of Access Easement dated \_\_\_\_\_ from Craig W. Butko, as Trustee of the Craig W. Butko Living Trust dated November 24, 2023 to **NORTH COAST COUNTY WATER DISTRICT**, a county water district, is hereby accepted by order of the undersigned officer pursuant to authority conferred by Resolution No. 761 of the Board of Directors of North Coast County Water District adopted on March 17, 1986, and the District consents to recordation thereof by its duly authorized officer.

Dated: \_\_\_\_\_

\_\_\_\_\_, Secretary of the District  
North Coast County Water District

# EXHIBIT A

# EXHIBIT B

# ATTACHMENT D

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE NORTH COAST COUNTY WATER DISTRICT  
AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A PROPERTY  
DISPOSITION AND ACCESS EASEMENT AGREEMENT FOR PROPERTY NEAR  
SHEILA LANE AND TO TAKE RELATED ACTIONS**

**WHEREAS**, the North Coast County Water District (District) owns certain property located in the City of Pacifica, County of San Mateo, California, known as Assessor's Parcel Number 023-640-40, which is located near Sheila Lane, and the District has declared to be exempt surplus property (Property).

**WHEREAS**, the District has negotiated an agreement with the adjacent property owner, Craig W. Butko, as Trustee of the Craig W. Butko Living Trust, dated November 24, 2023 (Butko), for the conveyance of fee title to the Property, in exchange for the reservation of a perpetual water line easement through the Property and a perpetual access easement over adjacent property owned by Butko. .

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the North Coast County Water District hereby authorizes the General Manager to enter into a Property Disposition and Access Easement Agreement (Agreement), to execute the Grant Deed and Reservation of Water Line Easement, to accept the Grant of Access Easement, and to take all actions necessary to implement the Agreement.

Passed and adopted this 21st day of January, 2026, by the following vote of the Board.

AYES:

NOES:

ABSENT:

---

President  
North Coast County Water District

ATTEST:

---

Secretary of the Board

**DIRECTORS**

**WILLIAM HAUSER**, *President*  
**ANNE DEJARNATT**, *Vice-President*  
**RON ASH**, *Director*  
**JOSHUA COSGROVE**, *Director*  
**JOHN VALLERO**, *Director*

2400 Francisco Blvd.  
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

**STAFF REPORT**

**TO:** Board of Directors  
**FROM:** Adrienne Carr, General Manager  
**DATE:** January 21, 2026  
**RE:** Authorize the General Manager to Execute a Change Order with Midstate Construction Corporation for the Partial Release of Retention for the Headquarters Upgrade Project in the Amount of \$500,000

**BACKGROUND**

Construction of the District Headquarters Upgrade Project (Project) is nearing Final Completion. The Project reached Substantial Completion on October 16, 2025, when the architect, contractor (Midstate Construction Corporation), and the District signed off on the Substantial Completion. From that date, the District has had occupancy of the Headquarters. As noted on the Substantial Completion document, the cost of the estimated remaining work to be completed or corrected is approximately \$135,000. The final anticipated work for the Project is the delivery and installation of the new generator, which is currently expected to be delivered at the end of March 2026.

The initially awarded contract amount for the Headquarters Upgrade Project was \$13,833,000. At the time of contract approval, the Board authorized the General Manager to approve change orders up to an additional \$1,383,300 (10%) for a total of \$15,216,300. There have been 15 change orders to date, and the current value of the contract is \$14,315,134.00. Of that amount, \$13,590,856.75 has been paid or is due to the contractor, \$715,308.25 is being held in retention, and \$8,969 is left to be paid to the contractor for future work.

The contractor has requested that the District release a portion of the retention amount, given that the Project reached Substantial Completion in October and the Project is nearing Final Completion. District staff met with the Construction Management team at the Cumming Group, discussed this request, and determined that a release of \$500,000 of the total retention held is acceptable at this time. Staff discussed this request with legal counsel, who recommended executing a change order to document the release of a portion of the retention. This final contract change order will be subject to review by legal counsel before execution.

Following the final installation of the generator and any other outstanding items, staff will bring a Notice of Completion to the Board for approval. An authorization for the release of the remaining retention amount will accompany that future Board action.

**RECOMMENDATION**

Staff recommends that the Board authorize the General Manager to execute a change order with Midstate Construction Corporation for the partial release of retention for the Headquarters Upgrade Project in the amount of \$500,000.

**DIRECTORS**

WILLIAM HAUSER, *President*  
 ANNE DEJARNATT, *Vice-President*  
 RON ASH, *Director*  
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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: January 21, 2026  
 RE: District Engineer's Report

### **Update on Advanced Metering Infrastructure (AMI) Project**

Ferguson and its installation contractor, Professional Meters, Inc. (PMI), maintained steady progress on meter changeouts across Routes 28-34 and 13-14 over the past month. As of January 15, 2026, a total of 9,588 new meters have been installed, representing a 75% completion rate of the 12,720 total meters. PMI remains on schedule to complete all remaining meter installations by the end of February 2026. In coordination with this effort, District operations staff are resolving approximately 200 specific meter assemblies where site conditions prevented PMI from completing the installation. Concurrently, District customer service staff are integrating the new meter data into the billing system. The District and EKI are working with the Department of Water Resources to ensure that all the California Department of Water Resources grant closeout tasks are completed by the March 2026 deadline.

### **Hydraulic Model Calibration**

In December 2025, EKI and the District successfully completed retesting at locations where original flow measurements were compromised by debris (a rock) in the pitot gauge assembly. EKI is currently finalizing the model calibration using this corrected data. The final results, including any necessary adjustments to the recommended hydraulic capital improvement projects, will be presented to the Board at an upcoming meeting.

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### STAFF REPORT

TO: Board of Directors  
 FROM: Adrienne Carr, General Manager  
 DATE: January 21, 2026  
 RE: General Manager's Update

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#### Meeting with County Supervisor Mueller

On Thursday, January 15, San Mateo County Supervisor Ray Mueller met with the District's General Manager. During their meeting, General Manager Carr gave a tour of the new Jack Burgett Headquarters and a presentation about the District, providing an overview of its operations, current projects, and local and regional water issues.

#### Staff CPR and First Aid Training

On January 13, District staff participated in its biennial CPR and first aid training class. Technicians from the American Red Cross came to the District Headquarters and led the three and half hour training, which also included training on use of AEDs.

#### Contracts and Agreements

To comply with Resolution No. 1181, Amending Policies and Procedures for the Award of Contracts and the Delegation of Authority to the General Manager, the following report details the contracts that were executed by the General Manager that fall within the General Manager's spending authority.

##### MaidSity Cleaning Services

In December 2025, the General Manager entered into a one-year agreement with MaidSity Cleaning for janitorial services for the District Headquarters in an amount not to exceed \$28,760.

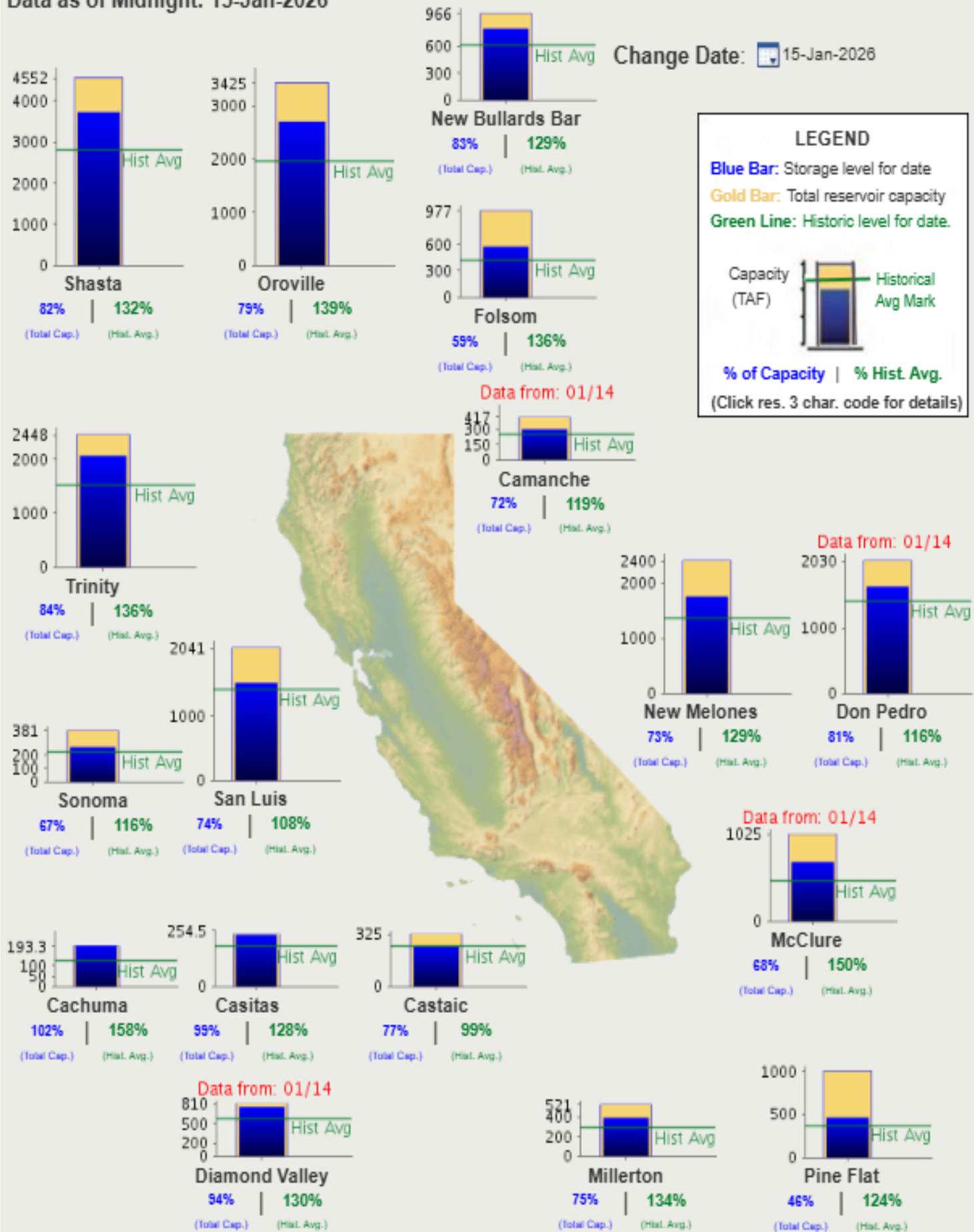
#### Attachments

- A. Current Reservoir Conditions, California Major Water Supply Reservoirs, Current Conditions as of January 16, 2026.

**CURRENT CONDITIONS: MAJOR WATER SUPPLY RESERVOIRS:15-JAN-2026**

Data as of Midnight: 15-Jan-2026

Change Date:



[Click to download printable version of current data.](#)

Report Generated: 16-Jan-2026 2:27 PM

The CSI link has been disabled to zoom in, for the lack of historical data.



# Capital Improvement Projects

## MONTHLY STATUS REPORT DECEMBER 2025

### POTABLE PIPING IMPROVEMENTS

#### 1117-130 21” Transmission Main Pipeline Inspection

The San Francisco Sherrif’s Department aging County Jail pipeline is in poor condition and currently shares the tunnel with the District’s 21” transmission main pipeline. District staff and the District Engineer met the Sherrif’s Department to discuss partnering on a project, as there could be cost savings if both entities did repair or replacement activities at the same time. The Sherrif’s department is currently working with the SFPUC to review options.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$100,000	\$0	0%	\$100,000

#### 1117-145 Emergency Pipeline Repairs

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$100,000	\$0	0%	\$100,000

#### 1117-149 Loop at Everglades Dr. Pipeline Replacement

Phase 2 of the pipeline project is complete.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$850,000	\$714,992	84.04%	\$135,635

#### 1117-149 Pressure Zone 1 Transmission Line Evaluation

This District Engineer is preparing a proposal for this work for District staff review.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$100,000	\$0	0%	\$100,000

#### 1117-149 FY 26-27 Potable Pipeline Improvements – Design

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$500,000	\$0	0%	\$500,000

### MISCELLANEOUS PROJECTS

#### 1118-122B Vehicle Replacement

The District received the 4-wheel drive service truck in mid-December from Towne Ford. The order for a new dump truck was placed, and the District is awaiting delivery.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$215,000	\$53,875	25.06%	\$161,125



# Capital Improvement Projects

## 1118-130 Automated Metering Infrastructure Upgrade

Progress continues on the AMI Upgrade Project. The District Engineer will provide an update on this project. Spending is reimbursable on a quarterly basis from the Department of Water Resources Urban and Multibenefit Drought Relief Program grant funding.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$700,000	\$4,428,051	632.58%	(\$3,728,051)

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

The hydrant flow tests will inform the recalibration of the hydraulic model. The scope of the project was increased to include more hydrants on direction from the Board. The hydrant flow tests are still underway, given the issues with the testing device during the first round of tests.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$20,000	\$66,621	333.10%	(\$46,621)

## **POTABLE STORAGE TANK/RESERVOIR PROJECTS**

### 1117-134 Christen Hill Tank Exterior Painting Project

EKI is working on the design of this project in coordination with the coating subconsultant and an update will be provided at a future meeting.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$500,000	\$0	0%	\$500,000

### 1117-118A Park Pacifica Tank and Pump Station Upgrades

Work is underway for design and engineering services for the Park Pacifica Tank upgrades.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$1,790,000	\$86,136	4.81%	\$1,703,864

## **ANNUAL PROJECTS**

### 1117-112 Reservoir Site Paving Project (Annual)

No work performed in December.

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



# Capital Improvement Projects

1117-113 Reservoir Fence Maintenance (Annual)

No work performed in December.

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 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 are not reflected in the project budget.

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

1117-165 Easement Protection (Annual Program)

Easement clearing will be completed in June 2026.

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

1117-169 Meter Replacement Program

The funding in this account is being spent on maintenance and upgrades of the existing Sensus meter program and other meter-related expenses outside of the AMI Project.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$5,000	\$2,231	44.62%	\$2,769

1117-170 Fire Hydrant Replacement Project

No fire hydrants were replaced in December 2025.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$120,000	\$40,082	33.40%	\$2,769

1117-183B Pressure Regulator Station Upgrades

No upgrades were performed in December 2025.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$220,000	\$0	0%	\$220,000



# Capital Improvement Projects

## BUILDING PROJECTS

### 1118-112B Francisco Headquarters Upgrade

An update on the Project will be provided at the meeting.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$3,580,000	\$3,095,719	86.47%	\$484,281

### 1118-172B Computer Upgrades/SCADA/Office

The District continues to upgrade its computers and networks.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$20,000	\$8,770	43.85%	\$11,230

## RECYCLED WATER PROJECT

### 1116-201B Recycled Water

The Residential Recycled Water Fill Station will open in spring 2026 after upgrades to the City's ultraviolet light treatment system are completed.

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

## RESERVOIR CONSTRUCTION PROJECTS

### 1117-135 Sheila Tank - Consultant/Inspectors

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$5,000	\$5,598	111.96%	(\$598)

### 1117-135 Sheila Tank - Construction

The project is nearing completion. The District is working with the contractor to finalize the project closeout items.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$500,000	\$477,475	95.50%	\$22,525

### 1117-137 Fassler Tank - Design

The project is ongoing, with project CEQA analysis underway.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$500,000	\$44,118	8.82%	\$455,882



# Capital Improvement Projects

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## WATER AVAILABILITY STUDY

### 1116-610A San Pedro Creek Feasibility Study

EKI Environment & Water is assisting the District with planning work for the relocation of the District's diversion on San Pedro Creek.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$170,000	\$47	0.03%	\$169,954