

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
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STAFF
ADRIANNE CARR, Ph.D.
GENERAL MANAGER

SCOTT DALTON
ASSISTANT GENERAL MANAGER
– OPERATIONS

Phone (650) 355-3462
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AGENDA
NORTH COAST COUNTY WATER DISTRICT
BOARD OF DIRECTORS
Regular Meeting February 18, 2026, 7:00 PM

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

This meeting will be conducted both in person and by Zoom Meeting. Members of the public may attend this meeting in person at the District’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/81397272391?pwd=Ycf86Wcm1WGbYIVUFGHeUDjfb1mE5C.1>

Webinar ID: 813 9727 2391 Passcode: 584718

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 at least one hour prior to the scheduled start time of the meeting. For comments submitted prior to the meeting, please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the Directors before or during the meeting. Although public comments are generally limited to three minutes per person per comment, the Board President shall have the discretion to manage the Public Comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.
5. Approval of Order of Agenda

ACTION

6. Bay Area Water Supply and Conservation Agency (BAWSCA) Issues INFORMATION
7. Board Communications
8. 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 January 2026 – Attached
 - D. Minutes of the January 21, 2026 Regular Board meeting – Attached
 - E. Report on Sale of District Property – Attached
 - F. January 2026 Leak Report – Attached
 - G. January 2026 Water Quality Report – Attached
 - H. January 2026 Legislative Update – None
 - I. January 2026 Hydrological Report – Attached
9. General Manager’s Report
 - A. New Business
 1. Approval of Claims Dated February 18, 2026 – Attached ACTION
 2. Adopt Resolution No. Approving Statement of Investment Policy – Attached ACTION
 3. Adopt Resolution No. Adoption of Amended 2020 and 2024 Personnel Manuals With Retroactive Effective Dates – Attached ACTION
 4. Consider Amending the District’s Organization Chart to Create and Add New Administrative Services Manager Position and Adopting Resolution No. Amending the Salary Schedule to Add the Administrative Services Manager Position – Attached ACTION
 5. Mid-Year Budget Review - Attached INFORMATION
 6. District Engineer’s Report - Attached INFORMATION
 - Automated Metering Infrastructure (AMI) Project Update
 - 2025 Urban Water Management Plan Update
 7. General Manager’s Update – Attached INFORMATION
 - Employee Recognition Event
 8. District Headquarters Upgrade Project Update INFORMATION
 - B. Continued Business - Attached
 1. Capital Improvement Program and Bond Projects INFORMATION
10. Committee and/or Directors’ Reports on Meetings Attended
 - A. City of Pacifica City Council Meeting – (DeJarnatt) February 9, 2026
 - B. City of Pacifica Planning Commission Meeting – (Hauser) February 17, 2026
 - C. Personnel Committee – (Ash/Vallero) February 9, 2026
 - D. CIP Committee Meeting – (Cosgrove/DeJarnatt) February 10, 2026
 - E. Finance Committee Meeting- (Hauser/Cosgrove) February 17, 2026
11. Directors’ Comments and/or Agenda Requests

12. Correspondence
13. Public Comment
14. 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.

NORTH COAST COUNTY WATER DISTRICT
Investment Portfolio Summary
January 31, 2026

A. LOCAL AGENCY INVESTMENT FUND

Account Value at Dec 31, 2025	Deposit/Transfer Maturity	Quarterly Interest Earned	Account Value at Jan 31, 2026	Current Yield	Y-T-D Interest Earned
10,961,501.26	2,000,000.00	128,699.64	13,090,200.90	3.931%	128,699.64
10,961,501.26	2,000,000.00	128,699.64	13,090,200.90	3.931%	128,699.64

(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	54,893.00
Total Restricted Reserve Funds:	<u>\$ 2,919,982.00</u>

Designated Reserve Funds:

- Emergency Reserve	\$ 3,816,331.00
- CIP Reserve	-
- Operating Reserve	6,038,887.90
- OPEB Liabilities	315,000.00
Total Designated Reserve Funds:	<u>\$ 10,170,218.90</u>

Total Restricted & Designated Reserve Funds:**\$ 13,090,200.90**

- Unrestricted Cash

\$ -

Total Investment fund balance:

\$ 13,090,200.90

California State Treasurer
Fiona Ma, CPA



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

February 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:

January 2026 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
1/15/2026	1/15/2026	QRD	1793038	N/A	SYSTEM	128,699.64
1/20/2026	1/20/2026	RD	1793715	N/A		2,000,000.00

Account Summary

Total Deposit:	2,128,699.64	Beginning Balance:	10,961,501.26
Total Withdrawal:	0.00	Ending Balance:	13,090,200.90

NORTH COAST COUNTY WATER DISTRICT
Wilmington Trust Fund Summary
January 31, 2026

A. 2021 WATER SYSTEM FINANCING PROJECT FUND

Asset Name	Opening Balance at Dec 31, 2025	Distribution/ Transfer	Current Month Dividend	Closing Balance at Jan 31, 2025	Current Yield	Y-T-D Dividend
Blackrock Liquidity Municipal Fund	560,462.14	-	1,130.80	561,592.94	1.470%	1,130.80
Total	560,462.14	-	1,130.80	561,592.94	1.470%	1,130.80

Principal Asset & Sub Asset Allocation

Asset Class	Total Market Value (%)	Closing Market Value	Cost	Unrealized Gain/Loss	Accrued Income	Market Value w/ Accrued Income
Cash & Equivalents						
Taxable	9.70%	\$54,498.95	\$54,498.95	-	-	\$54,498.95
Tax-Exempt	90.30	507,093.99	507,093.99	-	470.37	507,564.36
Total Cash & Equivalents	100.00%	\$561,592.94	\$561,592.94	-	\$470.37	\$562,063.31
TOTAL PRINCIPAL ASSETS	100.00%	\$561,592.94	\$561,592.94	-	\$470.37	\$562,063.31

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						
TOTAL ASSETS	100%	\$561,592.94	\$561,592.94	-	\$470.37	\$562,063.31

Transaction Activity Detail

Trade Date Settlement Date	Transaction Type	Transaction Description	Quantity	Price	Principal Cash	Income Cash
OPENING BALANCE					\$53,368.15	-
01/02/2026	Dividends	CASH RECEIPT OF DIVIDEND EARNED ON BLCKRCK LIQ FD MUNICSH-INST UNITS DUE 2025-12-31	-	-	-	\$1,130.80
01/05/2026	Other Receipts	CASH RECEIPT MISCELLANEOUS TRANSFER FROM ACCT:	-	-	1,130.80	-
01/05/2026	Cash Disbursements	CASH DISBURSEMENT MISCELLANEOUS TRANSFER TO ACCT:	-	-	-	-1,130.80
CLOSING BALANCE					\$54,498.95	-

North Coast County Water District
REVENUES & EXPENSES SUMMARY
For January 2026

	<u>Current Month</u> <u>Jan '26</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>
Operating Revenues:				
Water Consumption Sales	849,968.71	6,259,020.73	10,133,650.00	61.77%
Other Service Charges	411,548.38	2,885,636.94	4,528,280.00	63.73%
Total Operating Revenues	1,261,517.09	9,144,657.67	14,661,930.00	62.37%
Operating Expenses:				
Administration Expenses				
Administration - Directors	8,280.07	66,108.29	117,000.00	56.5%
Administration Employee Development	1,909.80	1,909.80	32,500.00	5.88%
Administration Operations	89,973.85	610,569.04	1,066,500.00	57.25%
Administration Profession, Fees	59,556.00	306,904.15	750,000.00	40.92%
Administration Salaries & Benefits	177,314.30	1,855,541.39	2,864,000.00	64.79%
Bond-Debt Service	66,202.08	469,531.24	809,325.00	58.02%
Total Administration Expenses	403,236.10	3,310,563.91	5,639,325.00	58.71%
Distribution Expenses				
Distribution - Operations	29,942.57	140,182.37	409,000.00	34.27%
Distribution Salaries & Benefits	142,552.37	1,075,965.07	1,833,500.00	58.68%
Total Distribution Expenses	172,494.94	1,216,147.44	2,242,500.00	54.23%
Plant Expenses				
Plant Operations	580,605.37	4,917,542.47	7,002,500.00	70.23%
Plant Salaries & Benefits	26,568.05	196,714.16	381,000.00	51.63%
Total Plant Expenses	607,173.42	5,114,256.63	7,383,500.00	69.27%
Total Administrative, Distribution & Plant Expenses	1,182,904.46	9,640,967.98	15,265,325.00	63.16%
Total Operating Expenses	1,182,904.46	9,640,967.98	15,265,325.00	63.16%
Net Operation Income (Loss):	78,612.63	(496,310.31)	(603,395.00)	
Non-Operating Revenues	545,969.57	1,880,126.23	2,520,000.00	74.61%
Net Income (Loss)	624,582.20	1,383,815.92	1,916,605.00	72.2%

**North Coast County Water District
Revenues & Expenses Report
For January 2026**

	<u>Current Month Jan '26</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>
Ordinary Revenues/Expenses				
Operating Revenues				
4110 · Residential Water Sales	503,692.80	3,918,270.69	6,695,000.00	58.53%
4110001 · Residential Service Charges	353,040.14	2,490,231.63	4,041,720.00	61.61%
4120 · Commercial Water Sales	75,289.04	566,725.74	890,950.00	63.61%
4120001 · Commercial Service Charges	14,709.30	94,525.96	156,000.00	60.59%
4140 · Multi-Unit Water Sales	179,491.30	984,771.32	1,400,000.00	70.34%
4140001 · Multi-Unit Service Charges	24,759.25	113,467.41	170,000.00	66.75%
4170 · Other Public, Portables, etc.	57,362.12	361,080.08	570,000.00	63.35%
4170001 · Other Public Service Charges	6,553.58	55,506.14	70,000.00	79.29%
4180 · Irrigation	18,067.76	247,708.46	224,700.00	110.24%
4180001 · Irrigation Service Charges	6,817.43	33,786.00	53,560.00	63.08%
4185 · Recycled Water Sales	11,828.35	137,610.30	120,000.00	114.68%
4185001 · Recycled Water Service Charges	2,705.53	10,664.50	16,000.00	66.65%
4210 · Fire Standbys (Fire Protection)	4,237.34	42,854.14	63,000.00	68.02%
4230 · Water Connections	-	12,213.74	25,000.00	48.86%
4240 · Renewal of Service Fees	1,344.00	12,716.00	21,000.00	60.55%
4260 · Late Fee Charges	(30.00)	26,106.00	70,000.00	37.29%
4870 · Miscellaneous Income	1,649.15	36,419.56	75,000.00	48.56%
Total Operating Revenues	1,261,517.09	9,144,657.67	14,661,930.00	62.37%
Expenses				
130 · Administration Expenses				
Administration - Directors				
5645130 · Directors Health Insurance	7,280.07	55,775.16	92,000.00	60.63%
5940130 · Directors Fees	1,000.00	8,300.00	17,000.00	48.82%
5941130 · Directors' Election Fee	-	-	-	0.0%
5942130 · Directors Convention & Travel	-	2,033.13	8,000.00	25.41%
Total Administration - Directors	8,280.07	66,108.29	117,000.00	56.5%
Administration Employee Development				
5625130 · Meetings & Conferences	-	-	2,500.00	0.0%
5635130 · Staff Training	1,909.80	1,909.80	30,000.00	6.37%
Total Administration Employee Development	1,909.80	1,909.80	32,500.00	5.88%
Administration Operations				
5514130 · Online Payment Fees	19,185.11	137,395.36	200,000.00	68.7%
5522130 · Bad Debt Write Off	-	-	20,000.00	0.0%
5620130 · Advertising	-	770.03	8,500.00	9.06%
5621130 · Printing & Office Supplies	1,704.81	7,705.99	15,000.00	51.37%
5622130 · Utilities - District Office	7,088.52	27,369.98	20,000.00	136.85%
5623130 · Telephone	219.29	1,374.77	15,000.00	9.17%
5624130 · Janitor & Gardener	400.00	11,969.61	35,000.00	34.2%

**North Coast County Water District
Revenues & Expenses Report
For January 2026**

	Current Month Jan '26	Y-T-D Total Jul '25 - Jun '26	FY 2025-26 Budget	% of Y-T-D Total to Budget
5626130 · Dues & Memberships	5,233.00	48,933.00	60,000.00	81.56%
5626130A · BAWSCA Dues	26,509.50	79,528.50	106,500.00	74.68%
5627130 · Postage	3,898.66	24,468.57	48,000.00	50.98%
5628130 · General Manager Expenses	-	1,905.86	5,000.00	38.12%
5630130 · Insurance	14,025.40	94,725.97	165,000.00	57.41%
5631130 · Office Bldg. Maintenance & Repairs	26.35	23,970.50	60,000.00	39.95%
5637130 · Billing Software Support	4,916.66	78,696.84	140,000.00	56.21%
5650130 · Office Equip. Repair & Maintenance	2,649.98	22,285.08	30,000.00	74.28%
5655130 · Office Equip. Lease & Maintenance	256.08	2,805.44	15,000.00	18.7%
5661130 · Uniforms & Safety Equipment	-	369.80	3,000.00	12.33%
5685130 · Water Ed/Community Services	-	16,499.22	15,000.00	110.0%
5687130 · Water Conservation	3,720.00	11,361.08	35,000.00	32.46%
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	90.00	7,818.80	6,000.00	130.31%
5732130 · License & Certificates	-	135.00	2,000.00	6.75%
5733130 · Meals & Entertainment	50.49	817.19	3,500.00	23.35%
5734130 · Travel & Lodging	-	-	5,000.00	0.0%
5735130 · Employee Rec. Dinner Awards	-	-	2,500.00	0.0%
Total Administration Operations	89,973.85	610,569.04	1,066,500.00	57.25%
Administration Profession, Fees				
5680130 · Engineering	11,778.50	65,637.50	175,000.00	37.51%
5681130 · Legal Fees	18,420.00	77,623.00	120,000.00	64.69%
5682130 · Auditing & Accounting Fees	-	9,375.00	30,000.00	31.25%
5683130 · Misc. Professional Fees	29,357.50	154,268.65	425,000.00	36.3%
Total Administration Profession, Fees	59,556.00	306,904.15	750,000.00	40.92%
Administration Salaries & Benefits				
5111130 · Regular Salary	73,603.82	655,302.39	1,170,000.00	56.01%
5112130 · Overtime	1,047.48	8,685.87	10,000.00	86.86%
5640130 · Payroll Taxes	7,084.70	42,718.67	80,000.00	53.4%
5641130 · Workers Compensation	13,524.11	36,009.29	45,000.00	80.02%
5642130 · Health Insurance	21,012.30	179,424.58	300,000.00	59.81%
5642130A · Retiree's Health Insurance	23,619.68	180,828.89	315,000.00	57.41%
5643130 · CalPERS Retirement	24,760.01	689,908.77	815,000.00	84.65%
5644130 · Retiree COLA Benefit	11,688.92	55,439.96	94,000.00	58.98%
5646130 · Life Insurance	913.28	6,802.97	30,000.00	22.68%
5647130 · Employee Welfare	60.00	420.00	5,000.00	8.4%
Total Administration Salaries & Benefits	177,314.30	1,855,541.39	2,864,000.00	64.79%
5800130 · Bond-Debt Service	66,202.08	469,531.24	809,325.00	58.02%
Total 130 · Administration Expenses	403,236.10	3,310,563.91	5,639,325.00	58.71%

**North Coast County Water District
Revenues & Expenses Report
For January 2026**

	<u>Current Month Jan '26</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>
120 · Distribution Expenses				
Distribution - Operations				
5230120 · Utilities	6,262.63	49,711.84	65,000.00	76.48%
5314120 · Other Services - Misc.	-	4,669.40	50,000.00	9.34%
5315120 · Contract Services	-	1,328.25	10,000.00	13.28%
5350120 · Tools & Equipment	-	1,710.16	15,000.00	11.4%
5412120 · Operating Supplies	58.20	1,122.24	4,000.00	28.06%
5420120 · Inventory	18,795.03	57,680.01	135,000.00	42.73%
5623120 · Telephone	676.17	8,604.19	15,000.00	57.36%
5661120 · Uniforms & Safety Equipment	1,091.98	3,503.17	12,000.00	29.19%
5670120 · Distribution Repairs & Maintenance	2,952.10	3,329.53	75,000.00	4.44%
5730120 · Misc. Supplies/Expenses	106.46	8,523.58	20,000.00	42.62%
5750120 · Recycled Water Operations	-	-	8,000.00	0.0%
Total Distribution - Operations	<u>29,942.57</u>	<u>140,182.37</u>	<u>409,000.00</u>	<u>34.27%</u>
Distribution Salaries & Benefits				
5111120 · Regular Salary	100,650.62	783,571.84	1,340,000.00	58.48%
5112120 · Overtime	5,395.65	28,126.79	40,000.00	70.32%
5113120 · Duty	6,698.36	50,169.32	100,000.00	50.17%
5640120 · Payroll Taxes	8,628.40	54,981.81	93,500.00	58.8%
5642120 · Health Insurance	21,179.34	159,115.31	260,000.00	61.2%
Total Distribution Salaries & Benefits	<u>142,552.37</u>	<u>1,075,965.07</u>	<u>1,833,500.00</u>	<u>58.68%</u>
Total 120 · Distribution Expenses	<u>172,494.94</u>	<u>1,216,147.44</u>	<u>2,242,500.00</u>	<u>54.23%</u>
110 · Plant Expenses				
Plant Operations				
5130110 · Water Purchases - SFPUC	528,877.89	4,469,766.35	6,348,500.00	70.41%
5230110 · Utilities	27,849.93	216,323.24	350,000.00	61.81%
5312110 · Lab	1,263.59	24,565.65	45,000.00	54.59%
5314110 · Regulatory Fees	6,500.00	142,372.33	135,000.00	105.46%
5350110 · Tools & Equipment	180.19	2,172.14	6,000.00	36.2%
5412110 · Operating Supplies	-	144.02	2,000.00	7.2%
5623110 · Telephone	1,469.33	2,615.20	2,500.00	104.61%
5629110 · Vehicle Maintenance	3,432.92	15,302.65	30,000.00	51.01%
5632110 · Fuel	4,686.52	34,850.02	55,000.00	63.36%
5661110 · Uniforms & Safety Equipment	-	329.03	3,500.00	9.4%
5670110 · Plant Repair & Maintenance	6,345.00	9,101.84	25,000.00	36.41%
Total Plant Operations	<u>580,605.37</u>	<u>4,917,542.47</u>	<u>7,002,500.00</u>	<u>70.23%</u>

**North Coast County Water District
Revenues & Expenses Report
For January 2026**

	<u>Current Month Jan '26</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>
Plant Salaries & Benefits				
5111110 · Regular Salary	21,666.58	164,430.72	295,000.00	55.74%
5112110 · Overtime	-	548.74	2,000.00	27.44%
5640110 · Payroll taxes	1,657.48	11,470.14	20,000.00	57.35%
5642110 · Health Insurance	3,243.99	20,264.56	64,000.00	31.66%
Total Plant Salaries & Benefits	<u>26,568.05</u>	<u>196,714.16</u>	<u>381,000.00</u>	<u>51.63%</u>
Total 110 · Plant Expenses	<u>607,173.42</u>	<u>5,114,256.63</u>	<u>7,383,500.00</u>	<u>69.27%</u>
Total Administrative, Distribution & Plant Expenses	<u>1,182,904.46</u>	<u>9,640,967.98</u>	<u>15,265,325.00</u>	<u>63.16%</u>
Total Operating Expense	<u>1,182,904.46</u>	<u>9,640,967.98</u>	<u>15,265,325.00</u>	<u>63.16%</u>
Net Operating Income (Loss)	78,612.63	(496,310.31)	(603,395.00)	
Non-Operating Revenues/(Expenses)				
4910 · Revenue from Leases of Property	29,902.33	185,400.68	260,000.00	71.31%
4920 · Interest Revenues	129,830.44	540,523.22	800,000.00	67.57%
4930 · Taxes and Assessments	293,954.80	1,022,063.33	1,385,000.00	73.8%
4977 · Gain on Sale of Assets	74,572.00	77,246.00	-	
4980 · Transmission & Storage	17,710.00	54,893.00	75,000.00	73.19%
5910 · Interest Expense	-	-	-	
Total Non-Operating Revenues	<u>545,969.57</u>	<u>1,880,126.23</u>	<u>2,520,000.00</u>	<u>74.61%</u>
Net Income (Loss)	<u>624,582.20</u>	<u>1,383,815.92</u>	<u>1,916,605.00</u>	<u>72.2%</u>

1489

North Coast County Water District
 Minutes of the Regular Board of Directors Meeting
 January 21, 2026 at 7:00 P.M.
 North Coast County Water District
 Multipurpose Room
 2400 Francisco Blvd.
 Pacifica, CA 94044

1) CALL TO ORDER

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

2) ROLL CALL

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

3) PLEDGE OF ALLEGIANCE

Led by Director Cosgrove.

4) PUBLIC COMMENT

None.

5) APPROVAL OF ORDER OF AGENDA

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

6) SPECIAL ORDER OF BUSINESS

A. Presentation by Chavan & Associates, LLP of Districts FY 2024-2025 Audit

Angela Lee of Chavan & Associates, LLP provided a presentation of the results District's FY 24-25 financial audit. She responded to questions from the Board.

B. Accept District's FY 2024-2025 Audit

ON MOTION by Director Cosgrove, seconded by Vice President DeJarnatt, the Board voted unanimously to Accept District's FY 2024-2025 audit as presented. Motion passed 5-0.

C. Review of Board Committees and Board President's Committee Appointments and Appointments for Representatives

President Hauser reviewed who he intends to appoint to each committee, and the chair for each committee, as follows:

Committees:

- Finance Committee: Hauser (Chair) and Cosgrove
- Personnel Committee: Ash (Chair) and Vallero
- CIP Committee: Cosgrove (Chair) and DeJarnatt
- Public Outreach Committee: DeJarnatt (Chair) and Vallero

Associations:

- ACWA Region 5: DeJarnatt
- ACWA/JPIA: DeJarnatt
- BAWSCA: Piccolotti

- Local Chapter CSDA: Vallero, Hauser (Alternate)
- LAFCo: Ash

Advisory Committees:

- Building Committee: Cosgrove (Chair) and DeJarnatt
- Conservation/Alternative Source of Supply Committee: DeJarnatt (Chair) and Hauser
- Policies, Procedures, and Practices Review Committee: DeJarnatt (Chair) and Hauser
- Infrastructure Vulnerability Committee: Cosgrove (Chair) and Ash
- Emergency Preparedness Committee: Ash (Chair) and Cosgrove
- Water Rates Advisory Committee: Hauser (Chair) and Cosgrove

Outside Committees:

- Joint Articulation Committee: DeJarnatt, Hauser (Alternate)

Board Liaison

- City of Pacifica City Council and Commission Meetings: DeJarnatt, Hauser (Alternate)

Attorney Miyaki stated that the Board must evaluate each advisory committee annually to ensure its purpose is still being served, and the Board, by reviewing the committees tonight and making the appointments to the advisory committees, confirms that each advisory committee is still necessary.

Director Cosgrove concurred with the President Hauser that the Committees still served their purposes.

7) BAY AREA WATER SUPPLY AND CONSERVATION AGENCY ISSUES

Director Cosgrove discussed some of the items that were discussed at the previous BAWSCA Board of Directors meeting and distributed a summary of the meeting from BAWSCA Board Member Piccolotti.

8) BOARD COMMUNICATIONS

Vice President DeJarnatt stated she attended the Pacifica Democrats monthly meeting at Sharp Park Restaurant on Saturday, January 17, 2026, which featured discussion from Christopher Lopez, the newest member of the California Coastal Commission.

9) CONSENT CALENDAR

- Overview of District Investments
- Statement for 2021 Water System Financing Project Fund
- Financial Statements for December 2025
- Minutes of the December 17, 2025 Regular Meeting of the Board
- Report on Sale of District Property
- December 2025 Leak Report
- December 2025 Water Quality Report
- December 2025 Legislative Update
- December 2025 Hydrological Report

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

10) GENERAL MANAGER'S REPORT

A. New Business

- Approval of Claims Dated January 21, 2026

General Manager Carr responded to questions from the Board.

ON MOTION by Vice President DeJarnatt, seconded by Director Cosgrove, the Board voted unanimously to approve the Revised Claims List dated January 21, 2026, in the amount of \$1,597,145.04. Motion passed 5-0.

2. Authorize the Board President to Execute an Amendment to the Agreement with Thomas J. Piccolotti for Strategic Counsel Services to Extend the Term

General Manager Carr presented the item requesting the Board's approval for an amendment to the agreement with Thomas J. Piccolotti for Strategic Counsel Services. She noted that the remaining balance of the agreement, which was signed in January 2025, is sufficient to cover the services through the end of the current fiscal year, June 30, 2026. The action will only extend the term of the agreement, with no other changes.

Board discussion occurred.

ON MOTION by Director Cosgrove, seconded by Vice President DeJarnatt, the Board voted unanimously to Authorize the Board President to Execute an Amendment to the Agreement with Thomas J. Piccolotti for Strategic Counsel Services to Extend the Term. Motion passed 5-0.

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

General Manager Carr presented information relating to the American Water Infrastructure Act of 2018 (AWIA), and the requirements for community water systems which include preparation of a Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP), which need to be updated and submitted in 2026.

General Manager Carr stated that EKI Environment and Water and another consultant had prepared proposals for this work. EKI's proposal was lower in cost, and the familiarity with the system will aid in the preparation of these documents. She outlined the Scope of Work in Task Order #26-01.

General Manager Carr responded to questions from the Board.

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

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

General Manager Carr introduced the item, stating that at the Board of Directors Meeting on November 19, 2025, the Board declared APN # 023-640-040 as "Exempt Surplus Land." She stated that the parcel is a narrow strip approximately 10 feet wide and 260 feet long, totaling about 1,300 square feet, located near Sheila Lane and completely surrounded by private property. She explained that Staff, with assistance from legal counsel, has successfully negotiated terms of an agreement with Craig T. Butko, the only property owner with direct access to this parcel.

General Manager Carr discussed the terms of the agreement. She stated that the District will transfer the fee title of a 1,300-square-foot parcel to Mr. Butko. In return, the District will retain a perpetual, non-exclusive easement over the entire parcel for the construction, repair, and maintenance of its water pipeline and related facilities. Additionally, Mr. Butko will grant the District a perpetual access easement across his property at 1120 Sheila Lane, allowing District staff and equipment to access the water line facilities. With Board approval, the General Manager will execute the Property Disposition and Access Easement Agreement, the Grant Deed and Reservation of Water Line Easement, and the Grant of Access Easement (specifically, the Certificate of Acceptance).

General Manager Carr responded to questions from the Board.

ON MOTION by Director Cosgrove, seconded by Vice President DeJarnatt, by the Following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 1183 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.

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

Motion passed 5-0.

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

General Manager Carr introduced the item stating that the initial contract awarded to Midstate Construction Inc. for the Headquarters Upgrade Project was \$13,833,000. An additional \$1,383,300 (10%) was approved for change orders, raising the total contract amount to \$15,216,300. To date, there have been 15 change orders, and the current value of the contract stands at \$14,315,134.00. She explained that on October 16, 2025, the architect, contractor, and District signed off on the Substantial Completion of the Headquarters Upgrade Project, and that currently, the District is holding \$715,308.25 in retention.

General Manager Carr stated that the final significant component of the project is the delivery and installation of a new generator, which is anticipated to arrive by the end of March 2026. As of October 16, 2025, the architect estimated that the remaining work to be completed amounts to \$135,000. General Manager Carr explained that after consulting with legal counsel, staff recommend the release of a portion of the retention funds, releasing \$500,000 to the contractor, which would leave more than \$215,000 in retention. This remaining amount will be released in conjunction with the filing of the Notice of Completion.

General Manager Carr and Attorney Miyaki responded to questions from the Board.

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

6. District Engineer's Report

District Engineer Sutter reported on the status of the Advanced Metering Infrastructure (AMI) Project. He stated that more than 10,000 meters have been replaced to date, and the schedule indicates that the project will be completed by the end of February 2026.

7. General Manager's Update

General Manager Carr provided an update on the District's AED, CPR, and First Aid class held in the Multipurpose Room.

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

Vice President DeJarnatt provided highlights and distributed notes from the last council meeting.

She asked Pacifica City Councilmember, Sue Beckmeyer, who was in the audience, if she wanted to add to her summary pertaining to the City's discussion of the "Pacifica Coastline from Westline Drive to the end of Beach Boulevard."

Councilmember Beckmeyer commented on the structure of the North wall and the issues that it faces, as well as some possible solutions the City is looking into.

B. Building/Cell Site/Headquarters Committee Meeting

General Manager Carr and Director Cosgrove reported on the items that had been discussed at the meeting.

C. Planning Commission Meeting

President Hauser provided a report from the meeting attended.

12) DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS

Director Ash commented on the landscaping of the Linda Mar medians, which were adopted by the District, noting that they looked well-maintained and free of litter.

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

The Board convened into closed session at 8:02 p.m.

14) Report on Action Taken in Closed Session

At 8:21 p.m. the Board returned from Closed Session. Attorney Miyaki reported that in closed session, no action was taken.

15) CORRESPONDENCE

None.

16) PUBLIC COMMENT

None.

17) ADJOURNMENT

President Hauser adjourned the meeting at 8:22 p.m.

Respectfully submitted,

Approved:

General Manager Adrienne Carr

William Hauser, President

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

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

January 2026

PURCHASER: Steven Dea

- **DESCRIPTION:** GE Refrigerator
- **QUANTITY:** 1
- **DATE:** 1/16/2026
- **PRICE:** \$6.60

PURCHASER: Jason Sahagun

- **DESCRIPTION:** 2002 GMC W4500 Flatbed Utility Vehicle
- **QUANTITY:** 1
- **DATE:** 1/28/2026
- **PRICE:** \$5,600.00

NORTH COAST COUNTY WATER DISTRICT

8F

Monthly Leak Report

January 2026

#	Location	Date/Time	Response Time ^(a)	Repair Time ^(b)	Water Loss (gallons)	People Affected	How People Notified	Contractors	Total Staff + Work-hours***	Leak Description	Reimbursable	Piping Materials
1	1635 Rosita Road	1/2/2026 6:00PM - 3:00AM	20 minutes	9 Hours	Approximately 325,000 Gallons	24 Homes	Social Media, Website, Phone Calls	No	6 Workers @ 9 OT Hrs = 54 OT Hrs	Crack on main	No	2 - 6" couplings 6 ft. 6" ductile iron pipe
2	131 McKinney Ave	1/8/2026 9:30AM - 2:00PM	15 minutes	4.5 Hours	Approximately 25,000 Gallons	18 Homes	Social Media, Website, Door to Door Notifications	No	4 Workers @ 4.5 RT Hrs = 18 RT Hrs	Crack on main	No	1 - 6" x 15" full circle clamp
3	1368 Castro Court	1/15/2026 6:00AM - 12:00PM	20 minutes	6 Hours	Approximately 15,000 Gallons	5 Homes	Social Media, Website, Door to Door Notifications	No	5 Workers @ 4 RT Hrs = 20 RT Hrs 5 Workers @ 2 OT Hrs = 10 OT Hrs	Saddle Leak	No	2 - 1" x 4" saddles 2 - 1" corp. stop 2 - 1" unions 8 ft. 1" copper
4	243 Seaside Drive	1/27/2026 8:00AM - 12:00PM	25 minutes	4 Hours	Approximately 25,000 Gallons	20 Homes	Social Media, Website, Door to Door Notifications, Phone Calls	No	5 Workers @ 4 RT Hrs = 20 RT Hrs	Saddle Leak	No	1 - 6" x 1" saddle 1 - 1" union 4ft. copper

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 paveworks/concrete restoration, and/or demobilization, etc.

Monthly Fluoride Monitoring*- January 2026

<u>Date of Sample</u>	<u>Location of Sample</u>	<u>Fluoride level mg/L</u>	<u>Monitored By</u>
12/29 – 01/04/26	HTWTP/ SF Jail	0.70	SFPUC
01/02/26	5066 Palmetto Ave.	0.69	NCCWD
01/02/26	Main Pump Station	0.70	NCCWD
01/02/26	332 San Pedro Ave.	0.70	NCCWD
01/02/26	730 St. Lawrence Ct.	0.68	NCCWD
01/05 – 01/11/26	HTWTP/ SF Jail	0.61	SFPUC
01/09/26	5066 Palmetto Ave.	0.60	NCCWD
01/09/26	Main Pump Station	0.61	NCCWD
01/09/26	332 San Pedro Ave.	0.60	NCCWD
01/09/26	730 St. Lawrence Ct.	0.60	NCCWD
01/12 – 01/18/26	HTWTP/ SF Jail	0.65	SFPUC
01/16/26	5066 Palmetto Ave.	0.62	NCCWD
01/16/26	Main Pump Station	0.65	NCCWD
01/16/26	332 San Pedro Ave.	0.63	NCCWD
01/16/26	730 St. Lawrence Ct.	0.64	NCCWD
01/19 – 01/25/26	HTWTP/ SF Jail	0.68	SFPUC
01/23/26	5066 Palmetto Ave.	0.63	NCCWD
01/23/26	Main Pump Station	0.68	NCCWD
01/23/26	332 San Pedro Ave.	0.64	NCCWD
01/23/26	730 St. Lawrence Ct.	0.64	NCCWD
01/26 – 02/01/26	HTWTP/ SF Jail	0.66	SFPUC
01/29/26	5066 Palmetto Ave.	0.62	NCCWD
01/29/26	Main Pump Station	0.65	NCCWD
01/29/26	332 San Pedro Ave.	0.63	NCCWD
01/29/26	730 St. Lawrence Ct.	0.63	NCCWD

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

**NORTH COAST COUNTY WATER DISTRICT
CLAIMS LIST
FEBRUARY 18, 2026**

9A1

	PAYEE	A/C NO.	DESCRIPTION	TOTAL
1	Airgas NCN	5730-120	Monthly Propane Cylinder Rental	106.46
2	American Red Cross	5635-130	CPR, AED, and Adult First Aid Staff Training	1,879.80
3	AT&T	Various	Internet for Gypsy Hill and Royce Sites, Phone Service for Plant and New Headquarters	1,696.98
4	Bay Area Air Quality Management District	5314-110	Operating Permit	564.00
5	BAWSCA	5687-130	Lawn Be Gone Inspections, Water Loss Control Program, and Water Education Kits	11,188.89
6	Bay Area Integration	5650-130	IT Business Endpoint Protection, and Security Software for January	1,445.00
		Various	IT Services for December	5,040.00
7	BLX Group, LLC	5683-130	Continuing Disclosure Report Services	3,500.00
8	Broadmoor Landscape Supply	5670-120	Trailer Rental	193.82
9	Carollo Engineers, Inc.	5680-130	Recycled Water Engineering Report Services	915.00
10	Cumming Management Group	1118-112B	District Headquarters Construction Management for January 2026	8,155.00
11	Custom Binding & Die Cutting	5621-130	Letterhead for 2026	399.39
12	Dataprose	Various	Utility Bill Mailing, Postage Deposit, and Postage for January 2026	4,594.80
13	DeJarnatt, Elizabeth	5942-130	Reimbursement for Lodging at ACWA 2025 Fall Conference	212.66
14	Durkin, Patrick	5412-120	Reimbursement for Gel Caps	42.65
15	EKI	1116-610A	San Pedro Creek Surveying & Permitting Strategy	2,926.25
		1117-118A	Park Pacifica & Christen Hill Rehabilitation Project Design Services	16,736.85
		1117-135	Sheila Tank Replacement Support for January	311.00
		1118-135	Advanced Metering Infrastructure Project Implementation for January	7,589.50
		1118-160	Water System Hydraulic Model Update for January	2,612.50
		5680-130	District Engineering and General Engineering Services for January	10,863.50
16	Environmental Service Associates	1117-137	Fassler Tank Project Management for January	12,673.12
17	Global Industrial	1118-112B	Parts for Construction of Auto Shop	1,926.53
18	Graniterock	5670-120	Road Materials	1,205.20
19	Ferguson Waterworks	1118-135	Advanced Metering Infrastructure Project Construction through December (Reimbursable)	466,942.09
20	Foxtron Security	5670-110	Repairs to Sharp Park Inturusion Alarm	400.00
21	Gallagher	5683-130	Human Resources Consulting Services	55.00
22	Hach	5312-110	Lab Supplies	34.78
23	Hanson Bridgett LLP	5681-130	Legal Fees for January 2026	18,420.00
24	HF&H Consultants, LLC	5680-130	Water Rate Study Professional Services	9,447.50
25	Hurte, Sherry	5670-120	Claim Settlement – Rosita Drive Leak Repair	8,095.00
26	Jean Pierre Gardening	5624-130	Gardening Services for January 2026	400.00
27	J. Snell & Co., Inc.	5621-130	Metal Signature Plate	393.50
28	KBA	5631-130	Copier Fees 12/30/25 to 01/29/26	16.90
29	Marin Integration Services	5683-130	IT Services for Office Move	945.00
30	Noll & Tam	1118-112B	Headquarters Project Architectural and Engineering Services through December	276.10
31	PG&E	Various	Monthly Gas & Electric Costs for Plant, Office, & Distribution	39,882.75
32	Quadient Leasing USA	5655-130	Postage Machine Lease	256.08
33	Recology of the Coast	5230-130	Garbage Service 11/01/25 - 12/31/25	1,435.68
34	Rice Lake Weighing Systems	5312-110	Lab Equipment	1,954.00
35	SFPUC	5130-110	Water Purchased & Service Charges from 01/10/26 to 02/06/26	527,815.24
36	SWRCB	5732-130	Drinking Water Treatment Operator T2 Certification Renewal	60.00
37	Thomas J Piccolotti LLC	5683-130	Strategic Counsel Services for 12/19/25 to 01/21/26	3,000.00
38	Turner Advisement LLC	5683-130	Real Estate Consulting Fees	675.00
39	Tyler Technologies, Inc.	5637-130	Utility Billing Transaction Fees	21,904.00
40	Uline	5621-130	Office Supplies	132.03
41	Underground Republic Water Works	5420-120	Inventory Supplies	16,089.24
42	U.S. Bank	Various	See Details Attached	9,585.98
43	Verdant Commercial Capital	5631-130	Copier Machine Lease from February 2026	604.03
44	Verizon Wireless	5623-120	Monthly Service for Cell Phones and Tablets from 11/17/25 to 1/23/25	2,190.51
45	Voler Strategic Advisors	5683-130	External Communications Support Services for February 2026	6,000.00
46	VWR International, LLC	5312-110	Lab Supplies	1,709.55

**NORTH COAST COUNTY WATER DISTRICT
CLAIMS LIST
FEBRUARY 18, 2026**

	PAYEE	A/C NO.	DESCRIPTION	TOTAL
47	WEX Bank	5632-110	Fuel For District Vehicles	4,686.52
48	Wienhoff Drug Testing	5626-130	Annual Membership Fee for 2026	680.00
				\$ 1,240,865.38

**NORTH COAST COUNTY WATER DISTRICT
CLAIMS LIST
FEBRUARY 18, 2026**

U.S. BANK NATIONAL ASSOCIATION Business Card Company Statement Expenses Breakdown Billing Date: 01/22/2026			
A/C No.	Vendor	Description	Amount
1118-112B	Keter US	Oil Waste Storage Unit for Auto Shop	676.82
1118-135	Calpico Inc	Meter Gaskets for AMI Project	652.66
5350-110	Hassett Hardware	Shop Tools	49.44
5350-110	Lowe's	Shop Tools	130.75
5412-120	Hassett Hardware	Rebar for Distribution	35.14
5412-120	Safeway	Detergent for Uniform Laundry	23.06
5412-120	Tarps Plus	Tarps	329.66
5420-120	Standard Plumbing Supply	Inventory Supplies	423.11
5621-130	Amazon.com	Office Supplies	175.93
5621-130	Costco Wholesale	Office Supplies	38.48
5621-130	Office Depot	Office Supplies	17.35
5622-130	Comcast	Internet & Phone Service for Offices	1,248.56
5629-110	Adam Hill Company	Auto Parts for Truck No. 6	167.18
5629-110	Bay Metals	Angle Bar for Truck No. 28	85.81
5629-110	Circuit Board Medics	Repairs for Truck No. 24	420.49
5629-110	Fast Signs	Vinyl Signage for Trucks	98.67
5629-110	Grainger	Auto Parts for Truck No. 22	148.54
5629-110	Hassett Hardware	Auto Parts for Truck Nos. 2, 6, and 28	44.56
5629-110	James Ford Inc	Vehicle Maintenance for Truck No. 27	239.38
5629-110	Napa Auto Parts	Auto Parts for Truck No. 28	140.59
5629-110	O'Reilly Auto Parts	Auto Parts for Truck Nos. 22, 27, 28 and Tractor	499.04
5629-110	Pape Machinery	Tractor Parts	215.80
5629-110	UPS Store	Shipping of Parts for Truck No. 24	68.15
5629-110	US Rubber Tech, Inc.	Suction Hoses for Truck No. 6	1,304.71
5631-130	Hassett Hardware	Thermocouple and Duster for Clarendon Property	26.35
5661-120	Amazon.com	Safety Gloves and First Aid Kits	701.38
5635-130	Oakland Asian Cultural Center	Parking for AMI Forum	30.00
5650-130	Apple.com	Cellular Phone Data Storage	0.99
5650-130	Intermedia	Monthly Spam Email Screening & Reporting Services	1,074.00
5650-130	Microsoft	Annual Subscription to Microsoft 365	129.99
5670-120	Home Depot	Parts for Leak Repair	338.90
5733-130	Costco	Meals for Staff CPR, AED, and Adult First Aid Training	50.49
		Total:	9,585.98



Corporate Account Summary		Payment Information	
Previous Balance	\$28,864.84	Amount Due	\$24,014.95
Purchases and Other Charges	\$9,925.65	Payment due in accordance with your agreement with U.S. Bank.	
Cash Advances	\$0.00	QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE 1-800-344-5696	
Cash Advance Fees	\$0.00	To overnight or courier a payment, please send to:	
Late Payment Charges	\$0.00	Corporate Payment Systems	
Credits	\$339.67 CR	3180 Rider Trail S, Department 790428	
Payments	\$14,435.87 PY	Earth City, MO 63045-1518	
New Balance	\$24,014.95		
Disputed Amount	\$0.00		

Account Messages

Your account is past due \$14,089.30. Past due amount is included in the amount due. Please remit immediately.

Corporate Account Activity

North Coast County Water Total Corporate Activity
\$14,435.87 CR

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-02	12-23	74798266002000000000048	PAYMENT - THANK YOU 00000 C	14,435.87 PY

New Activity

Purchases	\$117.01	Total Activity	\$117.01
Cash Advances	\$0.00		
Cash Advances Fees	\$0.00		
Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-24	12-23	24692165358104451290730	FAST SIGNS SAN MATEO 650-425-9903 CA	98.67
01-02	12-31	24137466001501083997887	OFFICE DEPOT #3286 COLMA CA	17.35

(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: \$24,014.95

Amount Enclosed \$

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

00000002875 000638112716274 P 2


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

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

Statement Date : 01-22-2026

New Activity cont				
01-05	01-04	24692166004104271247486	APPLE.COM/BILL 866-712-7753 CA	0.99

	Purchases	\$887.30	Total Activity	\$887.30
	Cash Advances	\$0.00		
	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-13	01-13	24011346013100002375175	COSTCO BY INSTACART INSTACART.COM CA	50.49
01-19	01-15	24445006016500459560968	PACIFIC RENAISSANCE GARG OAKLAND CA	16.00
01-19	01-15	24445006016500459561040	PACIFIC RENAISSANCE GARG OAKLAND CA	14.00
01-20	01-20	24011346020100060102330	MICROSOFT*MICROSOFT 36 MICROSOFT.COM WA	129.99
01-21	01-20	24793386020001697366076	KETER US INC. ANDERSON IN	676.82

	Purchases	\$65.66	Total Activity	\$65.66
	Cash Advances	\$0.00		
	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-09	01-08	24943006009358011432069	COSTCO WHSE #0422 SOUTH SAN FRA CA	38.48
01-13	01-12	24692166012101771191032	AMAZON.COM*TA3RT3UT3 AMZN.COM/BILL WA	7.40
01-14	01-14	24692166014102936372820	AMAZON MKTPL*L21SW2NQ3 AMZN.COM/BILL WA	19.78

	Purchases	\$3,003.05	Total Activity	\$3,003.05
	Cash Advances	\$0.00		
	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-30	12-29	24355895363551730466064	BAY METALS SANFRANCISCO CA	85.81
12-31	12-30	24055225364599127335329	JAMES FORD INC HALF MOON BAY CA	239.38
12-31	12-30	24431055365254636489770	O'REILLY 3562 PACIFICA CA	38.61
01-05	01-02	24755426003150035881741	CALPICO INC SOUTH SAN FRA CA	652.66
01-05	01-02	24765016002602306426497	HASSETT ACE HARDWARE PACIFICA CA	6.14
01-06	01-05	24431066006356095035390	CIRCUIT BOARD MEDICS 800-547-2049 SC	420.49
01-06	01-05	24765016005605429406491	HASSETT ACE HARDWARE PACIFICA CA	26.35

(transactions continued on next page)



Statement Date : 01-22-2026

New Activity cont				
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01-07	01-05	24122596006017012353114	US RUBBER TECH INC 650-952-8991 CA	383.74
01-08	01-06	24765016007607583435926	HASSETT ACE HARDWARE PACIFICA CA	35.14
01-12	01-09	24231686010610650136246	SAFEWAY #0304 PACIFICA CA	23.06
01-12	01-08	24692166009108833841723	THE HOME DEPOT 6655 COLMA CA	289.59
01-14	01-13	24011346014100002961296	SP ABADAK TARPSPLUS TARPSPLUS.COM TX	329.66
01-19	01-16	24717056017120170267598	STANDARD PLUMBING 78 COLMA CA	423.11
01-19	01-16	24943016017010187343773	THE HOME DEPOT #6655 COLMA CA	49.31

	Purchases	\$5,852.63	Total Activity	\$5,512.96
	Cash Advances	\$0.00		
	Cash Advances Fees	\$0.00		
	Credits	\$339.67 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-23	12-22	24431055357251500725248	O'REILLY 3562 PACIFICA CA	51.01
12-23	12-22	24765015356590768482609	HASSETT ACE HARDWARE PACIFICA CA	32.94
12-24	12-23	24431055358251942743394	O'REILLY 3562 PACIFICA CA	17.56
12-24	12-23	24765015357591923528319	HASSETT ACE HARDWARE PACIFICA CA	14.16
12-26	12-25	74692165359105366089384	COMCAST / XFINITY 800-266-2278 CA	334.88 CR
12-29	12-28	24692165362108347456094	AMAZON.COM*YB5QN0H03 AMZN.COM/BILL WA	26.29
12-30	12-30	24692165364109534398493	COMCAST / XFINITY 800-266-2278 CA	1,560.93
12-31	12-31	24692165365100413494510	AMAZON MKTPL*0D5TU0VL3 AMZN.COM/BILL WA	18.19
01-06	01-05	24493986006181902001177	INTERMEDIA.NET INC 800-379-7729 WA	1,074.00
01-07	01-06	24692166006106026630708	AMAZON.COM*O34653AU3 AMZN.COM/BILL WA	79.06
01-08	01-08	24692166008107491599152	AMAZON.COM*JL5AD5AM3 AMZN.COM/BILL WA	79.06
01-09	01-08	24692166008108231873402	AMAZON.COM*4E2RN9D83 AMZN.COM/BILL WA	79.29
01-12	01-09	24122596011017012935962	US RUBBER TECH INC 650-952-8991 CA	920.97
01-13	01-12	24692166012101783607124	AMAZON MKTPL*8Q3QM8PI3 AMZN.COM/BILL WA	63.72
01-13	01-12	24765016012612965391591	HASSETT ACE HARDWARE PACIFICA CA	5.48
01-13	01-12	24765016012612965392805	HASSETT ACE HARDWARE PACIFICA CA	13.14
01-14	01-12	24394696013017021819071	ADAM-HILL COMPANY 650-589-9655 CA	167.18
01-14	01-13	24431056014260322359410	O'REILLY 3562 PACIFICA CA	27.71
01-14	01-13	24692166013102262698724	AMAZON MKTPL*9K6NQ9K23 AMZN.COM/BILL WA	331.80
01-15	01-15	74692166015103820093971	COMCAST / XFINITY 800-266-2278 CA	4.79 CR
01-15	01-14	24000976014094004269740	THE UPS STORE 1906 510-2588450 CA	68.15
01-15	01-14	24692166014103420571992	LOWES #01019* SAN BRUNO CA	130.75
01-16	01-14	24643726015030011266890	NAPA AUTO PARTS- SAN BRUN SAN BRUNO CA	140.59
01-16	01-15	24692166015104491268095	AMAZON MKTPL*MB4FV38Z3 AMZN.COM/BILL WA	369.58
01-16	01-14	24755426015160158575075	GRAINGER BURLINGAME CA	148.54
01-19	01-16	24431056017261624528360	O'REILLY 3562 PACIFICA CA	63.02
01-19	01-16	24765016016617352513786	HASSETT ACE HARDWARE PACIFICA CA	49.44
01-22	01-21	24492156022213262031303	PAPE MACHINERY NEWARK CA	215.80
01-22	01-21	24692166021109717113837	AMAZON MKTPL*Z224019H3 AMZN.COM/BILL WA	91.64
01-22	01-21	24692166021109737825139	AMAZON.COM*DP8664N43 AMZN.COM/BILL WA	12.63

Department:	00000	Total:	\$9,585.98
Division:	00000	Total:	\$9,585.98



Statement Date : 01-22-2026

Page 1 of 2

Account Summary		General Information	
Previous Balance	\$0.00	Total Activity	\$117.01
Purchases and Other Charges	\$117.01		
Cash Advances	\$0.00		
Cash Advance Fees	\$0.00		
Late Payment Charges	\$0.00	QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE 1-800-344-5696	
Credits	\$0.00 CR		
Payments	\$0.00 PY		
Total Activity	\$117.01		
Disputed Amount	\$0.00		

New Activity				
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-24	12-23	24692165358104451290730	FAST SIGNS SAN MATEO 650-425-9903 CA	5629-110 98.67
01-02	12-31	24137466001501083997887	OFFICE DEPOT #3286 COLMA CA	5621-130 17.35
01-05	01-04	24692166004104271247486	APPLE.COM/BILL 866-712-7753 CA	5650-130 0.99

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

00000000271 000638112713670 P

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



Statement Date : 01-22-2026

Page 1 of 2

Account Summary		General Information	
Previous Balance	\$0.00	Total Activity	\$887.30
Purchases and Other Charges	\$887.30		
Cash Advances	\$0.00		
Cash Advance Fees	\$0.00		
Late Payment Charges	\$0.00		
Credits	\$0.00 CR		
Payments	\$0.00 PY		
Total Activity	\$887.30		
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
01-13	01-13	24011346013100002375175	COSTCO BY INSTACART INSTACART.COM CA	5733-130 50.49
01-19	01-15	24445006016500459560968	PACIFIC RENAISSANCE GARG OAKLAND CA	5635-130 16.00
01-19	01-15	24445006016500459561040	PACIFIC RENAISSANCE GARG OAKLAND CA	1 14.00
01-20	01-20	24011346020100060102330	MICROSOFT*MICROSOFT 36 MICROSOFT.COM WA	5650-130 129.99
01-21	01-20	24793386020001697366076	KETER US INC. ANDERSON IN	1118-1128 676.82

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**

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NCCWD
2400 FRANCISCO BLVD.
PACIFICA CA 94044-2300



Statement Date : 01-22-2026

Page 1 of 2

Account Summary		General Information	
Previous Balance	\$0.00	Total Activity	\$65.66
Purchases and Other Charges	\$65.66		
Cash Advances	\$0.00		
Cash Advance Fees	\$0.00		
Late Payment Charges	\$0.00	QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE 1-800-344-5696	
Credits	\$0.00 CR		
Payments	\$0.00 PY		
Total Activity	\$65.66		
Disputed Amount	\$0.00		

New Activity				
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-09	01-08	24943006009358011432069	COSTCO WHSE #0422 SOUTH SAN FRA CA	38.48
01-13	01-12	24692166012101771191032	AMAZON.COM*TA3RT3UT3 AMZN.COM/BILL WA	7.40
01-14	01-14	24692166014102936372820	AMAZON MKTPL*L21SW2NQ3 AMZN.COM/BILL WA	19.78

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

00000006400 000638112719799 P



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

Account Summary		General Information	
Previous Balance	\$0.00	Total Activity	\$3,003.05
Purchases and Other Charges	\$3,003.05		
Cash Advances	\$0.00		
Cash Advance Fees	\$0.00		
Late Payment Charges	\$0.00	QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE 1-800-344-5696	
Credits	\$0.00 CR		
Payments	\$0.00 PY		
Total Activity	\$3,003.05		
Disputed Amount	\$0.00		

New Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-30	12-29	24355895363551730466064	BAY METALS SANFRANCISCO CA	5629-110 85.81
12-31	12-30	24055225364599127335329	JAMES FORD INC HALF MOON BAY CA	239.38
12-31	12-30	24431055365254636489770	O'REILLY 3562 PACIFICA CA	38.61
01-05	01-02	24755426003150035881741	CALPICO INC SOUTH SAN FRA CA	1118-135 652.66
01-05	01-02	24765016002602306426497	HASSETT ACE HARDWARE PACIFICA CA	5629-110 6.14
01-06	01-05	24431066006356095035390	CIRCUIT BOARD MEDICS 800-547-2049 SC	420.49
01-06	01-05	24765016005605429406491	HASSETT ACE HARDWARE PACIFICA CA	5631-130 26.35
01-07	01-05	24122596006017012353114	US RUBBER TECH INC 650-952-8991 CA	5629-110 383.74
01-08	01-06	24765016007607583435926	HASSETT ACE HARDWARE PACIFICA CA	5412-120 35.14
01-12	01-09	24231686010610650136246	SAFEWAY #0304 PACIFICA CA	5412-120 23.06
01-12	01-08	24692166009108833841723	THE HOME DEPOT 6655 COLMA CA	5630-120 289.59
01-14	01-13	24011346014100002961296	SP ABADAK TARPSPLUS TARPSPLUS.COM TX	5412-120 329.66
01-19	01-16	24717056017120170267598	STANDARD PLUMBING 78 COLMA CA	423.11
01-19	01-16	24943016017010187343773	THE HOME DEPOT #6655 COLMA CA	5630-120 49.31

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

00000017474 000638112730873 P

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

New Activity - Continued

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-14	01-13	24692166013102262698724	AMAZON MKTPL*9K6NQ9K23 AMZN.COM/BILL WA	5661-120 * 331.80
01-15	01-15	74692166015103820093971	COMCAST / XFINITY 800-266-2278 CA	5622-130 4.79 CR
01-15	01-14	24000976014094004269740	THE UPS STORE 1906 510-2588450 CA	5629-110 68.15
01-15	01-14	24692166014103420571992	LOWES #01019* SAN BRUNO CA	5350-110 130.75
01-16	01-14	24643726015030011266890	NAPA AUTO PARTS- SAN BRUN SAN BRUNO CA	5629-110 140.59
01-16	01-15	24692166015104491268095	AMAZON MKTPL*MB4FV38Z3 AMZN.COM/BILL WA	5661-120 369.58
01-16	01-14	24755426015160158575075	GRAINGER BURLINGAME CA	5629-110 148.54
01-19	01-16	24431056017261624528360	O'REILLY 3562 PACIFICA CA	↓ 63.02
01-19	01-16	24765016016617352513786	HASSETT ACE HARDWARE PACIFICA CA	5350-110 49.44
01-22	01-21	24492156022213262031303	PAPE MACHINERY NEWARK CA	5629-110 215.80
01-22	01-21	24692166021109717113837	AMAZON MKTPL*Z224019H3 AMZN.COM/BILL WA	5621-130 91.64
01-22	01-21	24692166021109737825139	AMAZON.COM*DP8664N43 AMZN.COM/BILL WA	↓ 12.63

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: February 18, 2026
 RE: Adopt Resolution No. Approving Statement of Investment Policy Effective February 2026

INFORMATION/BACKGROUND

The investment policies and practices of the District are based on state law and prudent money management. All funds will be invested in accordance with the District's Investment Policy and Section 53601 of the California Government Code. Each year, the General Manager will render to the Board the Statement of Investment Policy, which the Board will consider at a public meeting.

The Finance Committee is scheduled to meet on February 17 to review the investment policy.

RECOMMENDATION

Staff recommends that the Board adopt Resolution No. Approving the Statement of Investment Policy effective February 2026.

Attachments

- A. NCCWD Investment Policy Statement, February 2026
- B. Resolution No. Approving the Statement of Investment Policy

ATTACHMENT A

North Coast County Water District Investment Policy Statement February 2026

I. Introduction

The purpose of this document is to identify various policies and procedures that enhance opportunities for a prudent and systematic investment policy and to organize and formalize investment-related activities.

The investment policies and practices of North Coast County Water District ("the District") are based on state law and prudent money management. All funds will be invested in accordance with the District's Investment Policy and Section 53601 of the California Government Code. Bond funds will also be invested in accordance with Bond documents.

II. Scope

It is intended that this policy cover all funds and investment activities under the direction of the District.

III. Prudence

Investments shall be made with judgment and care under circumstances then prevailing which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "prudent investor" standard and shall be applied in the context of managing an overall portfolio. All persons investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds must act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

IV. Objectives

The primary objectives, in priority order, of the investment activities of the District shall be:

1) Safety. Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure preservation of capital in the portfolio.

2) Liquidity. The investment portfolio of the District will remain sufficiently liquid to enable the District to meet its cash flow requirements.

3) Return on Investment. The investment portfolio of the District shall be designed with the objective of attaining a market rate of return on its investments consistent with the constraints imposed by its safety objective and cash flow considerations.

V. Delegation of Authority

The management responsibility for the investment program is hereby delegated to the General Manager who shall monitor and review all investments for consistency with this investment policy. No person may engage in an investment transaction except as provided under the limits of this policy. The District may delegate its investment decision making and execution authority to an investment advisor. The advisor shall follow the policy and such other written instructions as are provided.

VI. Ethics and Conflict of Interest

District officers and employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions. District officers and employees must also comply with: 1) the District's Conflict of Interest Code; 2) Government Code 1090 and; 3) the Political Reform Act.

VII. Internal Controls

The District shall establish a set of internal controls which shall be documented in writing. The internal controls will be reviewed by the District and with the independent auditor. The controls shall be designed to prevent employee error, misrepresentations by third parties, unanticipated changes in financial markets, or imprudent actions by officers or employees of the District.

VIII. Selection of Financial Institutions and Broker/Dealers

To provide for the optimum yield in the District's portfolio, the District's procedures shall be designed to encourage competitive bidding on transactions from an approved list of broker/dealers.

The General Manager, or the District's investment advisor, shall maintain a list of authorized broker/dealers and financial institutions that are approved for investment purposes. This list will be developed after a comprehensive credit and capitalization analysis indicates the firm is adequately financed to conduct business with public entities. It shall be the policy of the District to purchase securities only from those authorized institutions or firms.

IX. Permitted Investment Instruments

1. United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.
2. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
3. Obligations of the State of California or any local agency within the state, including bonds payable solely out of revenues from a revenue-producing property owned, controlled or operated by the state or any local agency or by a department, board, agency or authority of the state or any local agency; provided that the obligations are rated in one of the two highest categories by a nationally recognized statistical rating organization (NRSRO).
4. Repurchase Agreements used solely as short-term investments not to exceed 30 days.

The District may enter into Repurchase Agreements with primary dealers in U.S. Government securities who are eligible to transact business with, and who report to, the Federal Reserve Bank of New York.

The following collateral restrictions will be observed: Only U.S. Treasury securities or Federal Agency securities, as described in VII. 1 and 2, will be acceptable collateral. All securities underlying Repurchase Agreements must be delivered to the District's custodian bank versus payment or be handled under a properly executed tri-party repurchase agreement. The total market value of all collateral for each Repurchase Agreement must equal or exceed, 102 percent of the total dollar value of the money invested by the District for the term of the investment. For any Repurchase Agreement with a term of more than one day, the value of the underlying securities must be reviewed at least weekly. Since the market value of the underlying securities is subject to daily market fluctuations, the investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102 percent no later than the next business day.

Market value must be calculated each time there is a substitution of collateral.

The District or its trustee shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to Repurchase Agreement. The District will have properly executed a PSA agreement with each counter party with which it enters into Repurchase Agreements.

5. Banker's Acceptances issued by domestic or foreign banks, which are eligible for purchase by the Federal Reserve System, the short-term paper of which is rated in the top two highest rating category as provided for by a nationally recognized statistical rating organization (NRSRO).

Purchases of Banker's Acceptances may not exceed 180 days maturity or 40 percent of the District's investment portfolio. No more than 10 percent of the District's investment portfolio may be invested in the Banker's Acceptances of any one commercial bank.

6. Commercial paper rated in the highest letter and number rating as provided for by a nationally recognized statistical rating organization (NRSRO). The entity that issues the commercial paper shall meet all of the conditions in either paragraph (a) or paragraph (b) below:

- (a) The entity meets the following criteria:

- (i) Is organized and operating in the United States as a general corporation.
 - (ii) Has total assets in excess of five hundred million dollars (\$500,000,000).
 - (iii) Has debt other than commercial paper, if any, that is rated "A" or higher by a nationally recognized statistical rating organization.

- (b) The entity meets the following criteria:

- (i) Is organized within the United States as a special purpose corporation, trust, or limited liability company.
 - (ii) Has programwide credit enhancements including, but not limited to, overcollateralization, letters of credit, or surety bond.
 - (iii) Has commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical-rating organization (NRSRO).

Purchases of eligible commercial paper may not exceed 270 days maturity and may not represent more than 10 percent of the outstanding paper of an issuing corporation.

Purchases of commercial paper may not exceed 25 percent of the District's investment portfolio.

7. Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Medium-term corporate notes shall be rated in a rating category "A" or its equivalent or better by a nationally recognized statistical-rating service (NRSRO).

Purchase of medium-term corporate notes may not exceed 30 percent of the District's investment portfolio.

8. FDIC insured or fully collateralized time certificates of deposit in financial institutions located in California, including U.S. branches of foreign banks licensed to do business in California. All time deposits must be collateralized in accordance with California Government Code section 53561, either at 150% by promissory notes secured by first mortgages and first trust deeds upon improved residential property in California eligible under section (m) or at 110% by eligible marketable securities listed in subsections (a) through (l) and (n) and (o). The District, at its discretion and by majority vote of the Board of Directors, on a quarterly basis, may waive the collateralization requirements for any portion of the deposit that is covered by federal insurance.

9. Negotiable certificates of deposit or deposit notes issued by a nationally or state-chartered bank or a state or federal savings and loan association or by a state-licensed branch of a foreign bank; provided that the senior debt obligations of the issuing institution are rated "A" or better by a nationally recognized statistical-rating service.

The District's Board of Directors and the General Manager or other officials of the District having legal custody of the District's money are prohibited from investing the District's funds, or funds in the custody of the District, in negotiable certificates of deposit issued by a state or federal credit union if a member of the Board of Directors or any person with investment decision making authority in the administrative office, manager's office, budget office, auditor-controller's office, or General Manager's office of the District also serves on the Board of Directors, or any committee appointed by the Board of Directors, or the credit committee, or the supervisory committee of the state or federal credit union issuing the negotiable certificates of deposit.

Purchase of negotiable certificates of deposit may not exceed 30 percent of the District's investment portfolio.

10. State of California's Local Agency Investment Fund. Investment in LAIF may not exceed \$40 million and should be reviewed periodically.

11. San Mateo County Investment Pool

12. Insured savings account or bank money market account. In accordance with California Government Code Section 53635.2 to be eligible to receive local agency deposits a financial institution must have received a minimum overall satisfactory rating for meeting the credit needs of California Communities in its most recent evaluation.

13. Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1, et seq.). To be eligible for investment pursuant to this subdivision these companies shall either: (1) attain the highest ranking letter or numerical rating provided by not less than two of the three largest nationally recognized rating services or (2) have an investment advisor registered or exempt from registration with the Securities and Exchange Commission with not less than five years experience managing money market mutual funds and with assets under management in excess of \$500,000,000.

The purchase price of shares shall not exceed 15 percent of the investment portfolio of the District.

14. Any mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-back certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond of a maximum of five years maturity. Eligible securities must be rated, by a nationally recognized rating service, as "AA" or higher, and the issuer of the security must have an "A" or higher rating for its debt as provided by a nationally recognized rating service. No more than 20 percent of the agency's surplus funds may be invested in this type of security.

15. Shares of beneficial interest issued by a joint powers authority organized pursuant to California Government Code Section 6509.7 that invests in the securities and obligations authorized in subdivisions (a) to (n), inclusive. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible under this section, the joint powers authority issuing the shares shall have retained an investment adviser that meets all of the following criteria: (1) The adviser is registered or exempt from registration with the Securities and Exchange Commission; (2) The adviser has not less than five years of experience investing in the securities and obligations authorized in California Government Code 53601 subdivisions (a) to (n), inclusive; (3) The adviser has assets under management in excess of five hundred million dollars (\$500,000,000). This investment must be rated in the top rating category as provided for by a nationally recognized statistical rating organization (NRSRO).

Credit criteria listed in this section refers to the credit of the issuing organization at the time the security is purchased. The District may from time to time be invested in a security whose rating is downgraded. In the event a rating drops below "A," the General Manager shall immediately notify the Board of Directors and will report to the Board, at their next regularly scheduled meeting, both the downgrade and the action that has been taken.

X. Ineligible Investments

The District shall not invest any funds in inverse floaters, range notes, or interest-only strips that are derived from a pool of mortgages, or in any security that could result in zero interest accrual if held to maturity.

XI. Maximum Maturity

Investment maturities shall be based on a review of cash flow forecasts. Maturities will be scheduled so as to permit the District to meet all projected obligations.

The maximum maturity will be no more than five years from purchase date to maturity date.

XII. Reporting Requirements

The General Manager shall annually render to the Board a statement of investment policy, which the Board must consider at a public meeting. Any changes to the policy shall also be considered by the Board at a public meeting.

The General Manager shall render a quarterly investment report to the Board. The report shall include the following information for each individual investment:

- Description of investment instrument
- Issuer name
- Yield on cost
- Purchase date

- Maturity date
- Purchase price
- Par Value
- Current market value and the source of the valuation

The quarterly report also shall (i) state compliance of the portfolio to the statement of investment policy, or manner in which the portfolio is not in compliance, (ii) include a description of any of the District's funds, investments or programs that are under the management of contracted parties, including lending programs, and (iii) include a statement denoting the ability of the District to meet its expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall, or may, not be available.

This quarterly report shall be submitted within 30 days following the end of the quarter covered by the report.

XIII. Performance Benchmark

The District will establish an appropriate performance benchmark. The District's portfolio performance, at the end of each quarter, will be compared to the benchmark. A review of the portfolio's characteristics, including the portfolio's performance compared to the benchmark, will be presented to the Board each quarter.

XIV. Safekeeping and Custody

The assets of the District shall be secured through the third-party custody and safekeeping procedures. Bearer instruments shall be held only through third-party institutions. Collateralized securities such as repurchase agreements shall be purchased using the delivery vs. payment procedure.

XV. Trading and Sales of Investments

Permitted Investments should be purchased with the intent of holding them until maturity. However, in an effort to increase the total return of the portfolio (and subject always to the investing objectives of this Policy), Permitted Investments may be sold prior to their maturities when economic circumstances warrant a sale of the securities to enhance the District's overall portfolio yield. If any investment manager sells a Permitted Investment for the District that results in a loss, the investment manager shall report such loss to the General Manager.

ATTACHMENT B

RESOLUTION NO.

APPROVING STATEMENT OF INVESTMENT POLICY

NORTH COAST COUNTY WATER DISTRICT

WHEREAS, pursuant to Government Code Section 53646(a)(2) the General Manager has submitted the Statement of Investment Policy for the District effective February 2025 to the Board of Directors, a copy of which is attached to this Resolution as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the North Coast County Water District as follows:

1. The statement of investment policy effective February 2026 is approved as submitted.
2. The General Manager is delegated the authority to deposit and invest District funds in accordance with law and the attached policy. The General Manager shall be the “Treasurer” of the District for all purposes of Government Code Sections 53600-53683 dealing with the deposit and investment of local agency funds.

PASSED AND ADOPTED this 18th day of February, 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President, Board of Directors
North Coast County Water District

ATTEST:

Secretary of Said Board

DIRECTORS

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

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STAFF REPORT

TO: Board of Directors
FROM: Adrienne Carr, General Manager
DATE: February 18, 2026
RE: Consider Resolution to Adopt Amended 2020 and 2024 Personnel Manuals with Retroactive Effective Dates

BACKGROUND

The North Coast County Water District ("District") contracts with CalPERS to provide employees with pension benefits. CalPERS benefits are governed by the Public Employees' Retirement Law ("PERL") and its underlying regulations, including list of which items of pay are considered reportable compensation for purposes of calculating retirement benefits. The PERL also establishes the terms and conditions that must be met for items of compensation to be treated as reportable, such as requiring "special compensation" be included in a labor policy or agreement, each having been duly adopted by the Board of Directors ("Board") at a public meeting. The Board adopted the current version of its Personnel Manual in October 2024.

The District provides employees with a number of items of pay considered special compensation under the PERL, including Incentive Pay, Longevity Pay, and Special Class Drivers' License Pay. In order for these pay items to be reportable compensation for purposes of CalPERS retirement benefits, certain terms and conditions must be met, and CalPERS periodically conducts reviews to ensure only pay items that meet those requirements are included in the retirement benefit calculation.

In recent discussions with CalPERS regarding the three pay types offered by the District, CalPERS staff outlined a few revisions to the sections describing the District's Incentive Pay, Longevity Pay, and Special Class Drivers' License Pay. The revisions identified by CalPERS are intended to memorialize, in writing, (1) the terms and conditions Incentive Pay and Longevity Pay benefits must meet to comply with the applicable definition of reportable compensation in the PERL and its regulations, and (2) clarify when Special Class Driver's License Pay is reportable compensation. The proposed changes are presented as inline changes (redlines) to the existing document in Attachment A. In addition, CalPERS indicated these changes also be made back to the previous 2020 Personnel Manual, and those proposed changes are shown as inline changes in Attachment B.

These Personnel Manual changes are recommended by CalPERS so that the special compensation is reportable to CalPERS. Legal counsel prepared a resolution so that the Board can retroactively adopt the revised versions of the 2020 and 2024 Personnel Manuals to ensure that the special compensation paid to District employees complies with PERL and its underlying regulations for reportable compensation. The resolution is included here as Attachment C.

FISCAL IMPACT

There is no fiscal impact for this proposed action.

ATTACHMENTS

- A. Excerpts from Personnel Manual dated September 2020 with proposed changes tracked
- B. Excerpts from Personnel Manual dated October 2024 with proposed changes tracked
- C. Resolution No. Adoption of Amended 2020 and 2024 Personnel Manuals with Retroactive Effective Dates

North Coast County Water District Personnel Manual

**REVISED AND RESTATED BY RESOLUTION NO. 793
AMENDED THROUGH RESOLUTION NO. ____**

REVISED-EFFECTIVE: SEPTEMBER 16, 2020

General Manager, until the top step is reached.

E. Certification Program. Many positions at the District require employees to obtain and maintain certain certifications and licenses. Additionally, the District encourages its employees to obtain job-related education above what is required by their positions. ~~Accordingly, the District has implemented the following policies:~~Upon the approval of the General Manager, certification pay shall be paid in addition to regular pay as specified when the certification directly relates to an employee’s job, enhances their ability to do their job, and meets the requirements of this policy. An employee may not receive more than a fifteen percent (15%) increase in pay.

Incentive for Certifications. The District generally has two (2) types of employees; Administrative staff (employees who work primarily in the office) and Field staff (employees who work primarily outside the office). All employees may obtain certain certifications as listed below. In addition, employees who are eligible for, and who achieve the certifications and licenses as listed below, will receive additional compensation as provided below, and the additional compensation will be prorated based on the number of days of the year the employee had the certification or license. For each full month the employee maintains the certification or license, the employee shall receive 1/12th of the additional compensation as indicated in the table below. The employee must provide proof of the certificate or license to the General Manager for approval and maintain the certification or license for the entire month to be eligible for the additional compensation each month.

2018-2019 and Future		
3% of base salary per Certification to a Maximum of 15% of base salary		
Certification	Eligible Employees	Amount of Bonus Stipend
State Water Resources Control Board -Water Distribution Operator Grade 1	Field	3% of base salary
State Water Resources Control Board -Water Distribution Operator Grade 2	Field	3% of base salary
State Water Resources Control Board -Water Distribution Operator Grade 3	Field	3% of base salary
State Water Resources Control Board -Water Distribution Operator Grade 4	Field	3% of base salary
State Water Resources Control Board -Water Distribution Operator Grade 5	Field	3% of base salary
AWWA CA/NV Water Use Efficiency Practitioner Grade 1	Administrative	3% of base salary
AWWA CA/NV Water Use Efficiency Practitioner Grade 2	Administrative	3% of base salary

California Driver's License - Class B	Field	\$500 Flat Fee per year
California Driver's License - Class A	Field	\$500 Flat Fee per year

- The flat fee Class A/B Driver's License bonus is not included in the Maximum limit of 15%,
- Special compensation payable for maintaining a special class driver's license will be paid and reported to CalPERS on a monthly basis separately from base pay in accordance with the CalPERS rules for special compensation.
- Employees who hold a State Water Resources Control Board (previously granted by California Department of Health Services) Water Treatment Operator Licenses and/or Water Quality Certification and Administrative Employees who hold Water Distribution Certificates as of 11/15/2017 and maintain their certification(s) shall receive the 3% certification bonus for each certification and this certification bonus is included in the maximum limit of 15% of base salary

The District strongly encourages all employees to seek advanced training, however, only the above certifications and licenses for the types of employees identified above qualify for the additional compensation. Incentive pay for certifications and licenses will be paid and reported to CalPERS on a monthly basis separately from base pay in accordance with the CalPERS rules for special compensation.

2. Required Certifications and Licenses. An employee who must be certified or licensed for their position as specified in their job description must maintain their certification/license in good standing with the issuing authority; otherwise the employee may face disciplinary action up to and including termination.

The District will reimburse an employee for the application fee for a certification or license examination. The District will pay the certification and license fee only once, and an employee who fails must pay the fees for any subsequent attempts at certification or licensure. To be reimbursed for the initial fees, the employee must pay the costs and then request reimbursement with supporting documentation.

Renewal Fees. The District will pay for renewal fees for certifications or licenses held by the employees that are required by the position job description. It is the employee's responsibility to promptly submit the invoice. If the employee submits the renewal invoice to the District at least ten (10) days before it is due, the District will pay the invoice directly on behalf of the employee. In all other cases, the employee must pay the renewal fees and then submit the invoice for reimbursement after the renewal by the employee. The District will not pay any late fees incurred by the employee because of untimely submission of the invoice for any reason.

Class A Driver's License Fee. The District will pay the application fee and employee's Class A Driver's License directly to the Department of Motor Vehicles. The District will pay the fee of the required physical examination directly to the physician providing the physical examination. The District will pay the Class A license fees only once, and an employee who fails must pay any subsequent re-testing fees. If the District paid for the application and physical examination fee, and the employee fails to successfully obtain his or her license while employed at the District, the employee is required to reimburse the District for those fees.

Employee Responsibility. Each employee is responsible for enrolling, participating in, and keeping track of any and all required training to obtain and maintain the certifications or licenses required by his or her job description. Failure to do so will lead to discipline up to and including termination.

F. Review of Salaries. The Board of Directors normally reviews the District's Salary Schedule annually and may, in its discretion, adjust compensation ranges at any time. In addition, as part of the Budget process the General Manager will report to the Board the change in the March Consumer Price Index ("CPI") for the San Francisco Bay Area (Urban Wage Earners Index) and the Board will determine if the salary schedule will be increased per this increase in the CPI, as a "cost of living adjustment" or "COLA." If a COLA is approved, the Board shall adopt a revised Salary Schedule reflecting the COLA. The Board may also approve additional compensation for outstanding performance, and for special or unique circumstances as submitted by the General Manager through further adjustments to the annual Salary Schedule.

G. Longevity Pay. In order to recognize and reward long-term employees, each employee will receive a salary increase, which shall apply to the employee's then-current salary consisting of base salary shown on the salary schedule, commencing when the employee achieves ten years of service with the District, payable as of the first payroll period following their anniversary date, and with an additional increase applied to the employee's then-current salary, including any previously earned Longevity Pay increase, every five years thereafter as shown in the table below, such that the payments are ongoing, continuous, and compounded as part of the payment structure. Although each Longevity Pay increase applies to an eligible employee's current salary at the time the employee achieves the requisite years of service listed on the table below, including any previously earned Longevity Pay



Serving Pacifica Since 1944

North Coast County Water District

PERSONNEL MANUAL

REVISED AND RESTATED BY RESOLUTION NO. 1169

FURTHER AMENDED AND RESTATED THROUGH RESOLUTION NO.

EFFECTIVE DATE: OCTOBER 16, 2024

ADOPTED BY RESOLUTION NO. 1169

Vacations should be arranged so as not to interfere with work requirements. All vacation schedules and changes to vacation schedules must be approved by the General Manager or designee. The General Manager may, during the recruitment process, award an individual with vacation credit to aid in the recruitment process. Such vacation credit may not be utilized until the new employee completes the initial introductory period.

Employees must submit their vacation requests to their direct supervisors in January of each year, if possible, but at least one month in advance for review and approval on the forms provided by the District. Supervisors may approve vacations submitted on shorter notice at their discretion. Vacation requests will be approved in the order they are received. Should a scheduling conflict arise between employees who submit vacation requests for the same time period, seniority shall be the governing factor for resolving such disputes. Should the needs of the District supersede an approved vacation request, the vacation may be revoked by the General Manager or designee. In such cases, the District will reimburse the employee the costs of any prepaid nonrefundable vacation expenses. The District will make every effort to accommodate the vacation requests of its employees.

Section 4.7 Management Leave

Management leave is designed to recognize and compensate for work in excess of an employee's regularly scheduled workweek by exempt employees. Management leave is not based on overtime hours worked on an hour-for-hour basis.

All exempt employees shall receive five (5) days of Management Leave per calendar year. For employees starting or separating service during the calendar year, management leave will be prorated to the nearest half hour based on the number of full pay periods elapsed or remaining during the payroll year. Should the employee terminate their employment or retire from the District and has used more management leave than the prorated amount for the payroll year, the excess used management leave will be deducted from vacation leave hours, then if needed, from the employee's final paycheck without the necessity of the City securing a judgement. Accordingly, unused management leave is not to be compensated. Management Leave may not be carried over from one calendar year to the next and all unused management leave will automatically be erased from the books at the end of the calendar year.

Section 4.8 Certification Program

Many positions at the District require employees to obtain and maintain certain certifications and licenses. Additionally, the District encourages its employees to obtain job-related education above what is required by their positions.



Upon the approval of the General Manager, certification pay shall be paid in addition to regular pay as specified when the certification directly relates to an employee's job, enhances their ability to do their job, and meets the requirements of this policy. An employee may not receive more than a fifteen percent (15%) increase in pay.

Incentive for Certifications

All employees may obtain certain certifications as listed in Appendix B. In addition, employees who are eligible for, and who achieve the certifications and licenses in Appendix B will receive additional compensation as provided in Appendix B and the additional compensation will be prorated based on the number of days of the year the employee had the certification or license. For each full pay period the employee maintains the certification or license, the employee shall receive 1/26th of the additional compensation as indicated. The employee must provide proof of the certificate or license to the General Manager for approval and maintain the certification or license for the entire pay period to be eligible for the additional compensation each pay period. The employee is paid this additional compensation on a biweekly basis.

The District strongly encourages all employees to seek advanced training; however, only the certifications and licenses for the types of employees identified listed in Appendix B qualify for the additional compensation. Incentive pay for certifications and licenses will be paid and reported to CalPERS on a biweekly basis separately from base pay in accordance with the CalPERS rules for special compensation.

Application and Renewal Fees

The District will reimburse an employee for the application fee for a certification or license examination. The District will pay the certification and license fee only once, and an employee who fails an examination must pay the fees for any subsequent attempts at certification or licensure. To be reimbursed for the initial fees, the employee must pay the costs and then request reimbursement with supporting documentation.

The District will pay for renewal fees for certifications or licenses held by the employees that are required by the position job description. It is the employee's responsibility to promptly submit the invoice. If the employee submits the renewal invoice to the District at least ten (10) days before it is due, the District will pay the invoice directly on behalf of the employee. In all other cases, the employee must pay the renewal fees and then submit the invoice for reimbursement after the renewal by the employee. The District will not pay any late fees incurred by the employee because of untimely submission of the invoice for any reason.



Class A and Class B Driver's License Special Compensation

The District will pay an annual amount of special compensation of \$500 to all employees whose position description provides that they are required to maintain a valid Class A or Class B driver's license in order to perform street maintenance as part of their job duties. Special compensation payable for maintaining a special class driver's license will be paid and reported to CalPERS on a monthly basis separately from base pay in accordance with the CalPERS rules for special compensation.

Class A and Class B Driver's License Fee

The District will pay the application fee and employee's Class A and Class B Driver's License fee directly to the Department of Motor Vehicles. The District will pay the fee of the required physical examination directly to the physician providing the physical examination. The District will pay the Class A or Class B license fees only once, and an employee who fails a driving examination must pay any subsequent re-testing fees. If the District paid for the application and physical examination fee, and the employee fails to successfully obtain their license while employed at the District, the employee is required to reimburse the District for those fees.

Class A and Class B Driver's License Training

The District will pay for the employee's training to obtain a Class A or Class B Driver's License, and may require the employee to reimburse the District for these training costs if the employee terminates employment with the District within one year after successfully obtaining the license.

Employee Responsibility

An employee who must be certified or licensed for their position as specified in their job description must maintain their certification/license in good standing with the issuing authority.

Each employee is responsible for enrolling, participating in, and keeping track of any and all required training to obtain and maintain the certifications or licenses required by their job description. Employees are required to notify their supervisor immediately if their certificate and/or license lapses so pay can be discontinued.

Retention of Certificate Pay

An employee who received an unsatisfactory performance evaluation or is subject to significant discipline shall automatically lose the additional certificate pay increase and shall not be eligible to reapply for a one-year period after the employee is performing at an acceptable level.



Section 4.9 Education Reimbursement

Education reimbursement is intended to provide an opportunity to expand individual skills and knowledge to enhance job performance and career development. Completion of a training or educational course does not guarantee promotion and is entirely at the discretion of the employee. Employees are eligible for reimbursement for educational training or certification training taken from any college, university or accredited institution. All courses must be job-related, in addition to the requirements of the job specification, and preapproved by the General Manager prior to beginning classes in order to qualify.

Eligible reimbursement expenses for each employee shall not exceed \$5,000 per calendar year. Approved expenses include tuition, related class expenses, parking and books. Reimbursement will be made upon submittal of proof of grade and payment of approved expenses. Submittal for reimbursement must be made no later than 120 days following completion of the class.

A grade of "C" or better must be attained for reimbursement of undergraduate level courses and a grade of "B" or better must be attained for reimbursement of graduate level courses.

Seminars and workshops attended at the request of the District will be pre-paid by the District and do not fall under the tuition reimbursement rules.

Section 4.10 Longevity Pay

In order to recognize and reward long-term employees, each employee will receive a salary increase, which shall apply to the employee's then-current salary consisting of base salary shown on the salary schedule, commencing when the employee achieves ten years of service with the District, payable as of the first payroll period following their anniversary date, and with an additional increase applied to the employee's then-current salary, including any previously earned Longevity Pay increase every five years thereafter as shown in the table below, such that the payments are ongoing, continuous, and compounded as part of the payment structure.

Although each Longevity Pay increase applies to an eligible employee's current salary at the time the employee achieves the requisite years of service listed on the table below, including any previously earned Longevity Pay increase, all Longevity Pay will be reported to CalPERS separately from base pay in accordance with the CalPERS rules for reporting and paying contributions on special compensation.

Years of Service	Percentage Increase in Employee's Current Salary
10	1

Appendix B – Certifications Eligible for Additional Compensation

Table 2 lists certifications eligible for additional special compensation. Please see Section 4.8 of the manual for details of the certification program.

Table 2. Certifications Eligible for Additional Special Compensation

Certification	Eligible Classifications ¹	Stipend <u>Special Compensation</u>
AWWA CA/NV Water Use Efficiency Practitioner Grade 1	Field/Administrative	3% of base salary
AWWA CA/NV Water Use Efficiency Practitioner Grade 2	Field/Administrative	3% of base salary
Backflow Prevention Assembly Tester Certification	Field/Administrative	3% of base salary
Cross Connection Control Specialist Certification	Field/Administrative	3% of base salary
Water Quality Laboratory Analyst Certification	Field	3% of base salary
California Driver’s License - Class A ²	Field	\$500 Flat Fee <u>per year</u> ³
California Driver’s License - Class B ²	Field	\$500 Flat Fee <u>per year</u> ³
State Water Resources Control Board - Water Distribution Operator Grade 1	Field/Administrative	3% of base salary
State Water Resources Control Board - Water Distribution Operator Grade 2	Field	3% of base salary
State Water Resources Control Board - Water Distribution Operator Grade 3	Field	3% of base salary
State Water Resources Control Board - Water Distribution Operator Grade 4	Field	3% of base salary
State Water Resources Control Board - Water Distribution Operator Grade 5	Field	3% of base salary

¹ Employees who hold a State Water Resources Control Board (previously granted by California Department of Health Services) Water Treatment Operator Licenses as of November 15, 2017 and maintain their certification(s) shall receive the 3% certification bonus differential for each certification. This stipend is included in the maximum limit of 15% of base salary.

²The flat fee Class A/B Driver’s License bonus payment is not included in the Maximum limit of 15%,

³ Special compensation payable for maintaining a special class driver’s license will be paid and reported to CalPERS on a monthly basis separately from base pay in accordance with the CalPERS rules for special compensation.



RESOLUTION NO.

**ADOPTION OF AMENDED 2020 AND 2024 PERSONNEL MANUALS WITH
RETROACTIVE EFFECTIVE DATES**

NORTH COAST COUNTY WATER DISTRICT

WHEREAS, the District contracts with the California Public Employees' Retirement System ("CalPERS") to provide retirement benefits to its employees; and

WHEREAS, CalPERS is governed by the Public Employees' Retirement Law ("PERL") and its regulations; and

WHEREAS, the PERL and its regulations define which items of pay constitute reportable compensation for the purposes of calculating retirement benefits for Classic members and PEPRA members and establish the terms and conditions for their reportability; and

WHEREAS, during a recent review of reportable compensation, CalPERS determined that the 2020 and 2024 versions of the District's Personnel Manuals did not include the necessary effective dates the PERL and its regulations require for certification pay, longevity pay, and special class drivers' license pay to be treated as reportable compensation; and

WHEREAS, CalPERS also determined that the 2020 and 2024 versions of the District's Personnel Manuals did not define longevity pay and certification pay in a manner that meets the reportable compensation definitions in the PERL and its regulations; and did not clearly limit special class drivers' license pay to employees who were required to perform street maintenance work as part of their job requirements; and

WHEREAS, the September 2020 Personnel Manual and 2024 Personnel Manual have been amended to comply with the statutory requirements identified by CalPERS to ensure longevity pay, certification pay, and special class drivers' license pay is reportable compensation, as applicable, for Classic and PEPRA members; and

WHEREAS, in order for the District to comply with the reportable compensation

requirements for certification pay, longevity pay, and special class drivers' license pay, the District must provide CalPERS with Board-approved versions of the District's 2020 Personnel Manual and 2024 Personnel Manual amended to (1) include compliant definitions of longevity pay and certification pay, (2) clarify the conditions under which special class driver's license pay is reportable compensation, and (3) include retroactive effective dates; and

WHEREAS, staff recommends that the Board adopt the attached amended 2020 Personnel Manual and 2024 Personnel Manual to ensure longevity pay, certification pay, and special class drivers' license pay provided to District employees complies with the reportable compensation of the PERL and regulations.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the North Coast County Water District hereby adopts the amended 2020 and 2024 Personnel Manuals attached to this Resolution with the required retroactive effective dates.

PASSED AND ADOPTED this 18th day of February 2026 by the following vote:

AYES:

NOES:

ABSENT:

President, Board of Directors
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*

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- OPERATIONS

Phone (650) 355-3462
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STAFF REPORT

TO: Board of Directors
FROM: Adrienne Carr, General Manager
DATE: February 18, 2026
RE: Consider Amending the District's Organization Chart to Create and Add New Administrative Services Manager Position and Adopting a Resolution Amending the Salary Schedule to Add the Administrative Services Manager Position

BACKGROUND

A key recommendation by the 2019 Management Partners Finance and Human Resources Organizational Assessment (Organizational Assessment) was the need to expand the District's workforce development for the District's administrative staff. To continue to be successful, the District needs to provide opportunities for staff growth and upward mobility. These opportunities will help attract and retain top talent and improve organizational functionality.

Another key recommendation from the 2019 Management Partners Organizational Assessment was to create a new management position within the administration department that has oversight of the customer service representative and billing specialist staff positions. Creating a new management position will allow for the reassignment of some of the General Manager's oversight responsibilities to the new management position, allowing the General Manager to devote greater time and attention to District projects and priorities identified by the Board of Directors. Additionally, the transfer of oversight of the District's billing specialists and customer services representatives to the new manager position will allow current and future employees who fill those staff positions to receive more focused attention and mentoring which will help with their career development and success.

These services and the plan to create a new position was discussed with the Personnel Committee in June 2025.

In July 2025, the District contracted with Gallagher (formerly Koff & Associates) for creation of a new position (class) description. The General Manager worked with Gallagher to design a position to fit the needs of the District. Attachment A is the proposed Administrative Services Manager position description. The duties of this position are extensive and include significant administrative and human resources responsibilities, including supervision of employees. As a result, it was determined that the District's salary schedule required updating. The updates made to the salary schedule to bolster the District's ability to recruit and retain high-quality staff who

are recognized for the level and scope of work performed and are paid on a fair and competitive basis. Attachment B is an updated salary schedule that slots the position into range 8 that is currently titled “Admin. Services/Accountant.” The proposed revision to range 8 is to include both Administrative Services Manager and Accountant. Attachment C is an updated Organization Chart that includes the new Administrative Services Manager position. A resolution outlining this process has been prepared and attached as Attachment D for consideration by the Board.

The Personnel Committee met in early February to review the new position description and salary schedule.

FISCAL IMPACT

The creation of the new position and promotion of an existing employee into this position was budgeted for in the FY 25-26 Operating Budget.

RECOMMENDATION

Approve an amended District Organization Chart to create and add a new Administrative Services Manager position and adopt a Resolution Amending the Salary Schedule to Add the Administrative Manager Position.

ATTACHMENTS

- A. Administrative Services Manager Position Description
- B. Draft Revised FY 2025-2026 Salary Schedule
- C. Amended District Organization Chart
- D. Resolution No. Amending the Salary Schedule to Add an Administrative Services Manager Position

ATTACHMENT A

ADMINISTRATIVE SERVICES MANAGER

DEFINITION

Under general direction, assumes management responsibility for the work of assigned departmental administrative functional areas including human resources, customer service, government relations, and Board of Directors support programs; participates in the development of policies and strategies for assigned programs; participates in the development and administration of the District budget; performs the most difficult and sensitive analytical work of assigned to functional areas and makes recommendations for action; works with senior and executive management to develop and implement policy and procedures; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from General Manager. Exercises supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating professional, technical, and administrative support staff assigned to administrative functional areas of responsibility and serves as a subject matter expert in assigned functional areas. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Manages, directs, oversees, and participates in the broad range of administrative duties of assigned functions including human resources administration, customer service, government relations, and Board of Directors administrative support; participates in the development and administration of the District budget.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions; continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- In coordination with the General Manager, oversees the implementation of water conservation and public outreach and information programs, including website content coordination.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award;

negotiates contracts; administers contracts to ensure compliance with District specifications and service quality.

- Evaluates alternative courses of action and makes recommendations which may include such areas as organizational structure, staffing, facilities, equipment, budget, cost analysis, productivity, and policy or procedure modifications.
- Identifies operational or administrative problems impacting assigned functional areas; conducts extensive research into root causes and organizational impacts to ensure a systems approach to problem resolution.
- Coordinates budget requests with executive management for development of new fiscal year budgets; provides support to executive management in preparation for annual budget hearings and mid-year budget review; oversees the annual development and administration of assigned function operating budgets.
- Manages the District's human resources program including recruitment and selection, employer-employee relations, job analysis and classification, compensation, benefits, leave administration, performance management, training and development, worker's compensation, and general human resources administration.
- Advises administrative staff on a wide variety of employee relations issues including employee performance improvement support, grievances/complaints, disciplinary actions, and dispute resolutions; counsels and advises employees, supervisors, and managers on various employee relations matters.
- Directs the District's customer service program; oversees timely billing cycles and the provision of helpful customer service via phone, email, and the front desk; provides assistance to resolve escalated customer service and billing issues and concerns.
- Directs the coordination of District employee training and development; oversees the planning and implementation of safety staff meetings; updates District health and safety programs and policies to prevent injury, occupational illness, and damage to District property.
- Oversees and participates in the District's government relations program; provides direction on legislative monitoring, public policy engagement, and government advocacy strategies; collaborates with external stakeholders, government agencies, and local policymakers to support District initiatives.
- Ensures the provision of administrative support for the District's Board of Directors including the preparation of meeting agendas and gathering of background information for agenda items, assembly and distribution of agenda packets, and maintenance of meeting records including agendas, minutes, and resolutions.
- Oversees departmental technology issues including implementation of new systems and applications; works with Information Technology staff on business needs of the District as they relate to technology; ensures that technology policies and procedures are aligned with District-wide protocols and policies for information systems and security.
- Responds to requests from the public and from other governmental and private entities for organization, technical, operations, and administrative information about District operations and administration.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.

- Serves as a liaison for assigned functions with other District departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in assigned program areas; researches emerging products and enhancements and their applicability to District needs.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and management.
- Administrative management principles, encompassing organizational design, resource allocation, process optimization, and performance measurement; proficiency in aligning administrative functions with strategic goals.
- Methodologies and techniques to develop and execute strategic plans that align administrative operations with broader organizational objectives.
- Change management principles and practices.
- Performance measurement methodologies and key performance indicators (KPIs) relevant to administrative functions.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Project lifecycles stages, from initiation and planning to execution and closure and how assigned programs fit within larger project frameworks.
- Identifying, assessing, and mitigating risks associated with program delivery, management strategies, and contingency plans to ensure program success.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- District and mandated safety rules, regulations, and protocols.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to the work performed.

Ability to:

- Plan, organize, oversee, and manage the staff and operations of the assigned program.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Develop and execute a comprehensive strategic vision for administrative operations that aligns with organizational goals.
- Lead organizational change by effectively communicating the rationale, benefits, and steps of change initiatives.
- Leverage data analytics to inform strategic and operational decisions and extract meaningful insights from data and use them to drive informed choices.
- Foster a culture of innovation and creativity to drive continuous process improvement.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the division and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to the work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in public or business administration, finance, human resources management, or a related field and five (5) years of increasingly responsible analytical and professional administrative experience in assigned functional areas, to include two (2) years in the capacity of a lead or supervisory role.

Licenses and Certifications:

- Possession of, or ability to obtain by the time of appointment, an appropriate California driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 lbs.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ATTACHMENT B

NORTH COAST COUNTY WATER DISTRICT
DRAFT Salary Schedule for Fiscal Year 2025-2026
2.7% Adjustment and 5% Adjustment to General Manager Classification, effective July 1, 2025

	Title	Hourly Range Bottom (S)	A	B	C	D	Hourly Top Range (E)
1	Temporary Assistance	27.11	28.47	29.89	31.39	32.96	34.61
2	Customer Service Rep. I	34.21	35.92	37.71	39.60	41.58	43.66
3	Customer Service Rep. II	36.54	38.37	40.29	42.30	44.42	46.64
3A	Utility Billing Specialist	42.03	44.13	46.34	48.65	51.09	53.64
4	Management Analyst I	44.95	47.20	49.56	52.03	54.64	57.37
5	Management Analyst II	53.41	56.08	58.88	61.82	64.92	68.16
6	Secretary to the Board	49.51	51.99	54.59	57.32	60.18	63.19
7	Customer Service Supervisor	55.62	58.40	61.32	64.39	67.61	70.99
8	Administrative Services Manager Accountant	71.04	74.59	78.32	82.23	86.35	90.66
9	Utility Maintenance Worker I	32.92	34.57	36.29	38.11	40.01	42.01
10	Utility Maintenance Worker II	40.03	42.03	44.13	46.34	48.65	51.09
11	Utility Maintenance Worker III	43.33	45.49	47.77	50.16	52.66	55.30
12	Mechanic/Fleet	41.46	43.53	45.71	47.99	50.39	52.91
13	GIS Technician	35.26	37.02	38.87	40.82	42.86	45.00
14	Plant Technician Lead Water Operator	50.16	52.66	55.30	58.06	60.97	64.01
15	Lab Technician	46.73	49.07	51.52	54.10	56.80	59.64
16	Field Supervisor Plant and Mechanical Supervisor	60.66	63.70	66.88	70.23	73.74	77.43
17	Superintendent	81.01	85.06	89.31	93.78	98.46	103.39
18	Asst. Gen Manager - Operations	87.34	91.70	96.29	101.10	106.16	111.47

19	General Manager	Low	123.95
		High	154.94

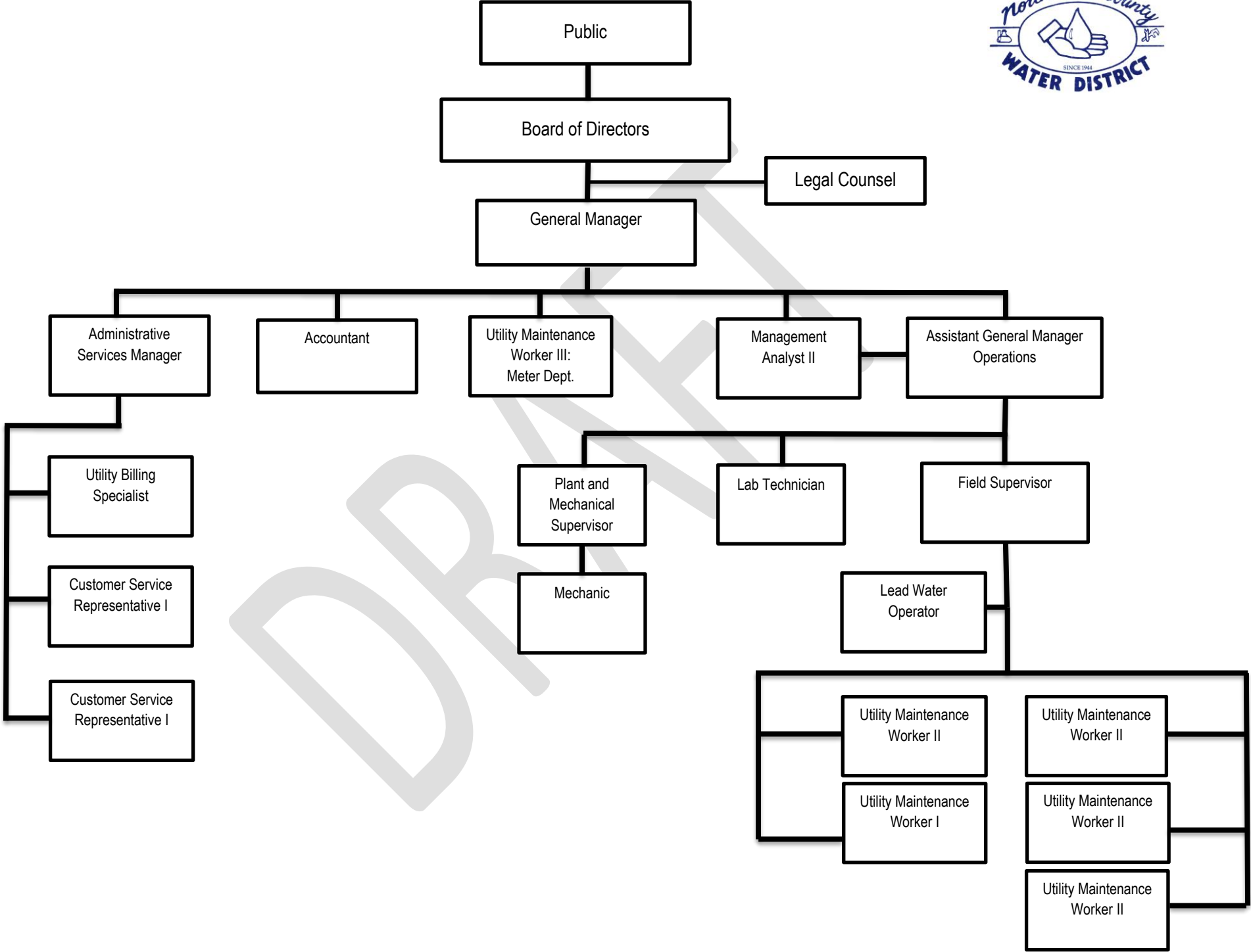
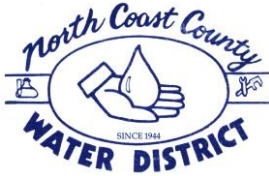
Time base = hourly.

All employees are paid bi-weekly.

Employees who are eligible for Certification and License Incentive Pay shall be paid an additional percentage of the base pay shown for each step, or an additional flat dollar amount, as in accordance with the North Coast County Water District's Personnel Manual.

Employees who are eligible for Longevity Pay shall be paid an additional percentage of their then current salary, including any previously earned Longevity Pay increase and excluding any Certification and License Incentive Pay, as in accordance with the North Coast County Water District's Personnel Manual.

ATTACHMENT C



RESOLUTION NO.

**AMENDING THE SALARY SCHEDULE TO ADD AN
ADMINISTRATIVE SERVICES MANAGER POSITION**

NORTH COAST COUNTY WATER DISTRICT

WHEREAS, it is in the District's best interest to take steps that will allow it to attract and retain top talent and improve organizational functionality; and

WHEREAS, the Management Partners Organizational Assessment performed in a prior year resulted in a number of key recommendations that would assist the District in attracting and retaining top talent, including the creation of a new Administrative Services Manager position that would allow the General Manager to focus more on District projects and Board priorities and also provide opportunity for employee growth and upward mobility; and

WHEREAS, Staff is recommending that an Administrative Services Manager position be added to the District's Organizational Chart; and

WHEREAS, the District's Salary Schedule sets the pay ranges for all positions; and

WHEREAS, the New Administrative Services Manager position carries extensive duties that merit an update to the District's Salary Schedule in order to remain competitive in the recruitment and retention of top talent; and

WHEREAS, Staff recommends that the pay range for the Administrative Services Manager is set such that it aligns with the salary range of the Accountant position; and

WHEREAS, staff recommends adding the Administrative Services Manager position and pay range to the District's Salary Schedule as shown in Attachment 1 to this Resolution.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the North Coast County Water District hereby adopts the amended Salary Schedule for the 2025-2026 Fiscal Year adding the Administrative Services Manager Position, as shown in Attachment 1 to this Resolution.

PASSED AND ADOPTED this _____th day of _____ by the following vote:

AYES:

NOES:

ABSENT:

President, Board of Directors
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*

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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

STAFF REPORT

TO: Board of Directors
 FROM: Adrienne Carr, General Manager
 DATE: February 18, 2026
 RE: FY 2025-2026 Mid-Year Budget Review

BACKGROUND

In anticipation of budget preparation for the upcoming Fiscal Year 2026-2027, the Finance Committee is scheduled to meet February 17, 2026 to review mid-year expenditures and revenues for the current fiscal year. Looking at the status of the budget at the midpoint of the year shows variances from the approved budget for FY 2025-2026, but revenues and expenses are tracking as anticipated at mid-year.

The adopted FY 2025-26 Operating Budget includes a total estimated operating expense of \$15,265,325 and estimates total revenues of \$17,181,930, with a total of \$1,916,605 available for Capital Improvement Program (CIP) projects and/or contribution to reserves for future CIP projects.

Looking at the CIP budget shows that progress is being made on many of the projects, but that some of the anticipated projects have not been started this fiscal year.

INFORMATION

Table 1 provides an overview of the operating budget and revenues for the first half of the fiscal year. The operating budget year to date is included as Attachment A. Review of the CIP Budget is included as Attachment B.

Table 1. Operating Budget Overview at Mid-Year

Cost Category	FY 2025-26 Budget	Mid-Year Total	Percent
Expenses			
Administration	\$5,639,325	\$3,310,564	59%
Distribution	\$2,242,500	\$1,216,147	54%
Plant	\$7,383,500	\$4,917,542	70%
Total Operating Expense	\$15,265,325	\$9,640,968	63%
Debt Service Principal	\$860,000	\$860,000	100%
Revenues			
Total Operating Revenues	\$14,661,930	\$9,144,658	62%
Total Non-Operating Revenues	\$2,520,000	\$1,880,126	75%

RECOMMENDATION

This item is for information only.

ATTACHMENTS

- A. Detailed FY 2025-2026 Mid-Year Operating Budget
- B. FY 2025-2026 Capital Improvement Program (CIP) Mid-Year Budget

Revenue

Acct #	Description	23/24 Budget	23/24 Total Activity	24/25 Adopted Budget	24/25 Total Activity	% Received	25/26 Adopted Budget	25/26 Through Jan 2026	% Received
4110	Residential Water Sales	6,430,000	6,224,512	6,500,000	7,070,631	108.8%	6,695,000	3,918,271	58.5%
4110-1	Residential Service	3,810,000	3,817,590	3,924,000	4,032,306	102.8%	4,041,720	2,490,232	61.6%
4140	Multi-Unit Sales	1,320,000	1,319,030	1,340,000	1,443,550	107.7%	1,400,000	984,771	70.3%
4140-1	Multi-Unit Service	152,000	157,023	156,500	171,418	109.5%	170,000	113,467	66.7%
4120	Commercial Water Sales	824,000	836,920	865,000	962,060	111.2%	890,950	566,726	63.6%
4120-1	Commercial Service	148,000	150,353	152,500	161,362	105.8%	156,000	94,526	60.6%
4170	Public Sales	450,000	579,218	525,000	574,957	109.5%	570,000	361,080	63.3%
4170-1	Public Service	72,000	73,012	70,000	89,495	127.8%	70,000	55,506	79.3%
4180	Irrigation	305,000	200,801	210,000	258,021	122.9%	224,700	247,708	110.2%
4180-1	Irrigation Service	50,500	50,375	52,000	52,255	100.5%	53,560	33,786	63.1%
4185	Recycled Water	145,000	112,671	140,000	111,738	79.8%	120,000	137,610	114.7%
4185-1	Recycled Water Service	14,500	15,176	14,900	15,607	104.7%	16,000	10,665	66.7%
4210	Fire Standby	63,000	56,839	63,000	61,919	98.3%	63,000	42,854	68.0%
4230	Water Connections	25,000	28,257	25,000	7,526	30.1%	25,000	12,214	48.9%
4240	Renewal of Service Fees	21,000	19,245	21,000	19,186	91.4%	21,000	12,716	60.6%
4260	Late Fee Charge	70,000	73,084	70,000	60,738	86.8%	70,000	26,106	37.3%
4970	Miscellaneous Income	75,000	47,589	75,000	60,944	81.3%	75,000	36,420	48.6%
SUB-TOTAL		13,975,000	13,761,693	14,203,900	15,153,712	106.7%	14,661,930	9,144,658	62.4%
Non-Operating Revenue									
4910	Revenue from Leases	250,000	252,397	257,000	280,384	109.1%	260,000	203,273	78.2%
4920	Interest Revenues	400,000	1,863,981	800,000	1,450,365	181.3%	800,000	540,523	67.6%
4930	Taxes & Assessments	1,280,000	1,387,681	1,344,000	1,404,781	104.5%	1,385,000	1,022,063	73.8%
4977	Gain on Sale of Assets	-	5,908	-	14,137	-	-	77,246	-
4980	Trans & Storage	100,000	24,798	75,000	90,488	120.7%	75,000	54,893	73.2%
TOTAL		16,005,000	17,296,458	16,679,900	18,393,867	110.3%	17,181,930	11,042,656	64.3%

FY 2025-2026 Operating Budget
Mid-Year Budget Review

Expense Plant 110

Acct.#	Description	23/24 Budget	23/24 Total Activity	24/25 Adopted Budget	24/25 Total Activity	% Spent	25/26 Adopted Budget	25/26 Through Jan 2026	% Spent
5111-110	Regular Salary	250,000	178,092	250,000	193,864	77.5%	295,000	164,431	55.7%
5112-110	Overtime	2,000	0	2,000	410	20.5%	2,000	549	27.4%
5640-110	Payroll Taxes	18,800	12,854	18,800	13,538	72.0%	20,000	11,470	57.4%
5642-110	Health Insurance	46,600	51,064	46,600	25,662	55.1%	64,000	20,265	31.7%
SUB-TOTAL		317,400	242,009	317,400	233,475	73.6%	381,000	196,714	51.6%
5130-110	Water Purchases-SF	5,805,000	6,527,976	5,950,000	6,994,581	117.6%	5,800,000	4,143,447	71.4%
	Water Service	40,700	40,692	45,300	45,300	100.0%	46,500	25,774	55.4%
	BAWSCA Surcharge	429,760	384,468	328,000	351,444	107.1%	502,000	300,545	59.9%
5230-110	Utilities	285,000	349,934	310,000	325,684	105.1%	350,000	216,323	61.8%
5312-110	Lab	35,000	31,309	45,000	33,157	73.7%	45,000	24,566	54.6%
5314-110	Regulatory Fees	120,000	122,384	125,000	129,895	103.9%	135,000	142,372	105.5%
5350-110	Tools & Repair	6,000	1,381	6,000	3,295	54.9%	6,000	2,172	36.2%
5412-110	Operating Supplies	2,000	205	2,000	13	0.7%	2,000	144	7.2%
5623-110	Telephone and Internet	2,500	3,040	2,500	3,505	140.2%	2,500	2,615	104.6%
5629-110	Vehicle Maintenance	30,000	15,023	30,000	10,971	36.6%	30,000	15,303	51.0%
5632-110	Fuel	55,000	45,837	55,000	55,543	101.0%	55,000	34,850	63.4%
5661-110	Uniforms & Safety Equip	2,500	1,823	2,500	2,620	104.8%	3,500	329	9.4%
5670-110	Plant Repair & Maint.	24,000	38,875	25,000	15,474	61.9%	25,000	9,102	36.4%
SUB-TOTAL		6,837,460	7,562,946	6,926,300	7,971,482	115.1%	7,002,500	4,917,542	70.2%
TOTAL		7,154,860	7,804,955	7,243,700	8,204,957	113.3%	7,383,500	5,114,257	69.3%

FY 2025-2026 Operating Budget
Mid-Year Budget Review

Expense Distribution 120

Acct.#	Description	23/24 Budget	23/24 Total Activity	24/25 Adopted Budget	24/25 Total Activity	% Spent	25/26 Adopted Budget	25/26 Through Jan 2026	% Spent
5111-120	Regular Salary	1,155,000	1,139,111	1,250,000	1,314,297	105.1%	1,340,000	783,572	58.5%
5112-120	Overtime	25,000	34,100	30,000	50,776	169.3%	40,000	28,127	70.3%
5113-120	Duty	77,000	75,579	80,000	81,421	101.8%	100,000	50,169	50.2%
5640-120	Payroll Taxes	83,600	86,430	87,500	92,385	105.6%	93,500	54,982	58.8%
5642-120	Health Insurance	214,500	293,010	232,000	242,768	104.6%	260,000	159,115	61.2%
SUB-TOTAL		1,555,100	1,628,229	1,679,500	1,781,648	106.1%	1,833,500	1,075,965	58.7%
5230-120	Utilities	55,000	63,949	55,000	75,505	137.3%	65,000	49,712	76.5%
5314-120	Other Services-Misc.	8,000	1,575	20,000	6,398	32.0%	50,000	4,669	9.3%
5315-120	Contract Services	12,000	6,042	10,000	0	0.0%	10,000	1,328	13.3%
5350-120	Tools & Equipment	15,000	6,284	15,000	7,796	52.0%	15,000	1,710	11.4%
5412-120	Operating Supplies	4,000	6,995	4,000	2,532	63.3%	4,000	1,122	28.1%
5420-120	Inventory	120,000	75,612	120,000	161,461	134.6%	135,000	57,680	42.7%
5623-120	Telephone and Internet	15,000	9,305	15,000	17,086	113.9%	15,000	8,604	57.4%
5661-120	Uniforms & Safety Equip	12,000	9,567	12,000	7,936	66.1%	12,000	3,503	29.2%
5670-120	Dist.Repairs & Maintenance	75,000	71,658	75,000	64,848	86.5%	75,000	3,330	4.4%
5730-120	Misc. Supplies & Expenses	18,000	32,739	20,000	5,047	25.2%	20,000	8,524	42.6%
5750-120	Recycled Water Operations	8,000	4,047	8,000	8,125	101.6%	8,000	0	0.0%
	Sub Total	342,000	287,773	354,000	356,734	100.8%	409,000	140,182	34.3%
TOTAL		1,897,100	1,916,002	2,033,500	2,138,382	105.2%	2,242,500	1,216,147	54.2%

FY 2025-2026 Operating Budget
Mid-Year Budget Review

Expense Administration 130

Acct.#	Description	24/25 Adopted Budget	24/25 Total Activity	% Spent	25/26 Adopted Budget	25/26 Through Jan 2026	% Spent
5111-130	Regular Salary	1,040,000	1,181,125	113.6%	1,170,000	655,302	56.0%
5112-130	Overtime	8,500	11,022	129.7%	10,000	8,686	86.9%
5640-130	Payroll Taxes	70,000	76,644	109.5%	80,000	42,719	53.4%
5641-130	Workers Compensation	37,000	42,065	113.7%	45,000	36,009	80.0%
5642-130	Health Insurance	245,000	150,948	61.6%	300,000	179,425	59.8%
5642-130A	Retiree Health Insurance	285,000	225,177	79.0%	315,000	180,829	57.4%
5643-130	Retirement	732,000	763,994	104.4%	815,000	689,909	84.7%
5644-130	Retiree COLA Benefit	94,000	90,613	96.4%	94,000	55,440	59.0%
5645-130	Directors' Health Insurance	92,000	50,691	55.1%	92,000	55,775	60.6%
5646-130	Life Insurance	20,000	17,157	85.8%	30,000	6,803	22.7%
5647-130	Employee Welfare	5,000	5,756	115.1%	5,000	420	8.4%
5940-130	Directors' Fees	17,000	17,338	102.0%	17,000	8,300	48.8%
SUB-TOTAL		2,645,500	2,632,529	99.5%	2,973,000	1,919,617	64.6%

	Description	24/25 Adopted Budget	24/25 Total Activity	% Spent	25/26 Adopted Budget	25/26 Through Jan 2026	% Spent
<u>Operations</u>							
5514-130	Credit Card Fees	160,000	349,209	218.3%	200,000	137,395	68.7%
5522-130	Bad Debt Write Off	10,000	0	0.0%	10,000	0	0.0%
5620-130	Advertising	8,000	10,758	134.5%	8,500	770	9.1%
5621-130	Printing & Office Supplies	12,000	10,197	85.0%	15,000	7,706	51.4%
5622-130	Utilities	20,000	11,405	57.0%	20,000	27,370	136.8%
5623-130	Telephone and Internet	5,000	3,160	63.2%	15,000	1,375	9.2%
5624-130	Janitor & Gardener	25,000	25,200	100.8%	35,000	11,970	34.2%
5627-130	Postage	45,000	53,123	118.1%	48,000	24,469	51.0%
5628-130	General Manager Expenses	7,000	8,090	115.6%	5,000	1,906	38.1%
5630-130	Insurance	85,000	117,827	138.6%	165,000	94,726	57.4%
5631-130	Off. Build. Maint. & Repairs	80,000	78,895	98.6%	60,000	23,971	40.0%
5637-130	Billing	200,000	215,231	107.6%	140,000	78,697	56.2%
5650-130	Off. Equip. Rep/Maint/Pur	25,000	32,215	128.9%	30,000	22,285	74.3%
5655-130	Off. Equip. Lease & Maint	10,000	8,576	85.8%	15,000	2,805	18.7%
5685-130	Water Ed/Comm. Service	15,000	9,949	66.3%	15,000	16,499	110.0%

FY 2025-2026 Operating Budget
Mid-Year Budget Review

Acct.#	Description	24/25 Adopted Budget	Spent through May 2025	% Spent	25/26 Adopted Budget	25/26 Through Jan 2026	% Spent
5687-130	Water Conservation	38,500	34,172	88.8%	35,000	11,361	32.5%
5720-130	Taxes & Assessments	3,000	2,028	67.6%	3,000	8,566	285.5%
5730-130	Miscellaneous Expenses	6,000	7,221	120.3%	6,000	7,819	130.3%
5732-130	Licenses & Certificates	2,000	887	44.4%	2,000	135	6.8%
5733-130	Meals	4,000	2,093	52.3%	3,500	817	23.3%
5734-130	Travel & Lodging	3,000	1,938	64.6%	5,000	0	0.0%
5735-130	Employee Annual Recog	2,500	2,149	86.0%	2,500	0	0.0%
5661-130	Uniforms & Safety Equip.	3,000	810	27.0%	3,000	370	12.3%
<u>Director's Expenses</u>							
5941-130	Directors' Election Fees	20,000	0	-	0	0	-
5942-130	Directors' Conv. & Travel	8,000	4,113	51.4%	8,000	2,033	25.4%
<u>Employee Development</u>							
5625-130	Meetings & Conferences	2,500	0	0.0%	2,500	0	0.0%
5626-130	Dues & Membership	52,000	49,932	96.0%	60,000	48,933	81.6%
5626-130A	BAWSCA Dues	105,000	103,654	98.7%	106,500	79,529	74.7%
5635-130	Staff Training	25,000	9,473	37.9%	30,000	1,910	6.4%
<u>Professional Fees</u>							
5680-130	Engineering Fees	150,000	198,760	132.5%	175,000	65,638	37.5%
5681-130	Legal Fees	120,000	129,175	107.6%	120,000	77,623	64.7%
5682-130	Auditing & Accounting Fees	23,000	20,500	89.1%	30,000	9,375	31.3%
5683-130	Misc. Professional Fees	140,000	221,790	158.4%	425,000	154,269	36.3%
5725-130	Rebate Programs	48,500	17,268	35.6%	48,500	1,096	2.3%
SUB-TOTAL		1,463,000	1,747,765	119.5%	1,847,000	922,512	49.9%
5800-130	Debt Service - Interest	838,600	848,025	101.1%	809,325	469,531	58.0%
TOTAL ADMINISTRATION		4,947,100	5,228,319	105.7%	5,629,325	3,311,660	58.8%
2118	Debt Service - Principal	830,000	830,000	100.0%	860,000	860,000	100.0%
TOTAL ADMIN. W/DEBT PRINCIPAL		5,777,100	6,058,319	104.9%	6,489,325	4,171,660	64.3%

Expense Capital Improvement and Bond Projects

Account Number	Description	FY 24-25 Budget	Final 24-25	FY 25-26 Budget	FY 25-26 Y-T-D Spent	End of Year Estimate
Portable Piping Improvements						
1117-130	21" Transmission Main Pipeline Project	\$100,000	\$0	\$100,000	\$0	\$0
	Shoreside Levee Pipeline Replacement	\$375,000	\$0	\$0	\$0	\$0
1117-145	Emergency Pipeline Repairs	\$650,000	\$434,873	\$100,000	\$0	\$100,000
1117-149	Loop at Everglades Dr. Pipeline Replacement	\$1,350,000	\$925,843	\$850,000	\$716,031	\$725,000
	Pressure Zone 1 Transmission Line Evaluation	\$100,000	\$0	\$100,000	\$0	\$0
	FY 26-27 Potable Pipeline Improvements - Design	-	-	\$500,000	\$0	\$0
Miscellaneous Projects						
1118-122B	Vehicle Replacement - Pickup Trucks	\$85,000	\$71,475	\$215,000	\$53,875	\$215,000
1118-130	Automated Metering Infrastructure Project	\$50,000	\$46,943	\$700,000	\$5,359,442	\$6,598,816
1118-160	Water System Hydraulic Model Update & Integration with GIS	\$20,000	\$9,205	\$20,000	\$79,685	\$120,000
Potable Storage Tank/Reservoir Projects						
1117-134	Christen Hill Tank Exterior Painting Project	\$1,000,000	-	\$500,000	\$0	\$0
1117-118A	Park Pacifica Tank and Pump Station Upgrades	\$700,000	\$81,000	\$1,790,000	\$122,442	\$150,000
Annual Projects						
1117-112	Reservoir Site Paving Project (Annual)	\$12,000	\$0	\$12,000	\$0	\$12,000
1117-113	Reservoir Fence Maintenance (Annual)	\$12,000	\$0	\$12,000	\$0	\$12,000
1117-145	Annual Valve Excercise Program	\$5,000	\$0	\$5,000	\$0	\$5,000
1117-145	Annual Flushing & Dead-end Blow Off Project	\$10,000	\$0	\$10,000	\$0	\$10,000
1117-165	Easement Protection(Annual Program)	\$15,000	\$0	\$15,000	\$0	\$15,000
1117-169	Meter Replacement Program	\$160,000	\$54,697	\$5,000	\$2,231	\$5,000
1117-170	Fire Hydrant Replacement Project	\$120,000	\$0	\$120,000	\$40,082	\$50,000
1117-183B	Pressure Regulator Station Upgrades	\$220,000	\$4,513	\$220,000	\$0	\$40,000
Building Project						
1118-112B	Francisco Headquarters Upgrade	\$12,500,000	\$10,152,754	\$3,580,000	\$3,363,011	\$3,580,000
1118-172B	Computer Upgrades/SCADA, Office	\$15,000	\$5,214	\$20,000	\$8,770	\$20,000
Recycled Water Project						
1116-201B	Recycled Water	\$10,000	\$0	\$10,000	\$0	\$10,000
Reservoir Construction Projects						
1117-135	Sheila Tank - Consultant/Inspectors	\$20,000	\$8,050	\$5,000	\$5,598	\$6,000
1117-135	Sheila Tank - Construction	\$5,400,000	\$2,666,425	\$500,000	\$477,475	\$950,000
1117-137	Fassler Tank - Design / Construction	\$540,000	\$274,370	\$500,000	\$58,489	\$150,000
Water Availability Study						
1116-610A	San Pedro Creek Feasibility Study	\$250,000	\$70,457	\$170,000	\$1,436	\$50,000
1118-130	Equipment (Fog Collectors)	-	-	-	\$0	\$10,000
Totals		\$23,729,000	\$14,805,818	\$10,059,000	\$10,288,567	\$12,823,816
Total Bond Funded		\$17,920,000	\$12,819,179	\$3,580,000	\$3,363,011	\$3,660,000
Total Grant Funded					\$3,223,699	\$6,511,066
Total Pay-Go Funded		\$5,809,000	\$1,986,639	\$6,479,000	\$3,701,857	\$2,652,750

DIRECTORS

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

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SCOTT DALTON
 ASSISTANT GENERAL MANAGER
 – OPERATIONS

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

TO: Board of Directors
 FROM: Jonathan Sutter, District Engineer
 DATE: February 18, 2026
 RE: District Engineer's Report

Update on Advanced Metering Infrastructure (AMI) Project

Ferguson and its installation contractor, Professional Meters, Inc. (PMI), have maintained steady progress on meter changeouts over the past month. As of February 12, 2026, the team has completed at least 87% of changeouts across all 35 routes. To date, 11,962 new meters have been installed, representing a 94% completion rate of the 12,720 total meters. PMI remains on schedule to complete all remaining installations by the end of February 2026. In coordination with this effort, District operations staff are resolving approximately 130 specific meter assemblies where unique site conditions prevented PMI from completing the initial installation. Concurrently, District administration staff are integrating the new meter data into the billing system, while the District and EKI work with the Department of Water Resources to ensure all grant close-out tasks are finalized by the March 2026 deadline.

To date, the District and Ferguson have executed two Contract Change Orders (CCOs). CCO 01 reduced the number of large meters (greater than 2 inches) following a meter audit and added costs for external antennas required by existing assembly configurations, resulting in a net credit of \$49,377.62. CCO 02 added 145 meters capable of monitoring both pressure and flow, resulting in a cost increase of \$11,378.26. The net result of CCO 01 and CCO 02 is a credit of \$37,999.36. An additional CCO is anticipated to resolve remaining meter size discrepancies, the procurement of additional flanges for 2-inch meters, and the installation of pressure meters at sites where basic meters had already been placed.

Urban Water Management Plan

EKI is preparing the District's 2025 Urban Water Management Plan (UWMP) and Water Shortage Contingency Plan (WSCP). Both documents must be adopted by the Board of Directors before the July 1, 2026, submission deadline to the California Department of Water Resources (DWR). Completion of the supply and demand assessment is currently pending the release of SFPUC's water supply reliability projections, which the District and other BAWSCA agencies require to finalize their UWMPs. The District intends to publish the public drafts in May 2026, with the public hearing and formal adoption scheduled for the June 2026 Board meeting.

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Phone (650) 355-3462
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STAFF REPORT

TO: Board of Directors
FROM: Adrienne Carr, General Manager
DATE: February 18, 2026
RE: General Manager's Update

Meeting with Congressman Sam Licardo

On Thursday, January 29, District staff and Director Cosgrove met with Congressman Sam Licardo over Zoom. During this meeting, General Manager Carr provided a presentation about the District, which included an overview of its operations, ongoing projects, and local and regional water issues. The discussion also highlighted project priorities and possible sources of funding.

Employee Recognition Event

The General Manager will provide potential dates and locations for the event at the Board Meeting.

Earth Day EcoFest and Day of Action

The District will host a booth at the Pacifica Beach Coalition Earth Day of Action at Linda Mar Beach parking lot on April 18, 2026 from 10:30 am to 1:30 pm. The District will contribute \$5,000 to the Coalition to support the event, including Pacifica street and beach cleanups and habitat and environmental education. This event will serve as an opportunity to provide information to the community about water awareness and conservation.

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.

LCC Engineering and Surveying

In early February, the General Manager entered into an agreement with LCC Engineering and Surveying, Inc. for an amount not to exceed \$16,955 for lot line adjustment services.

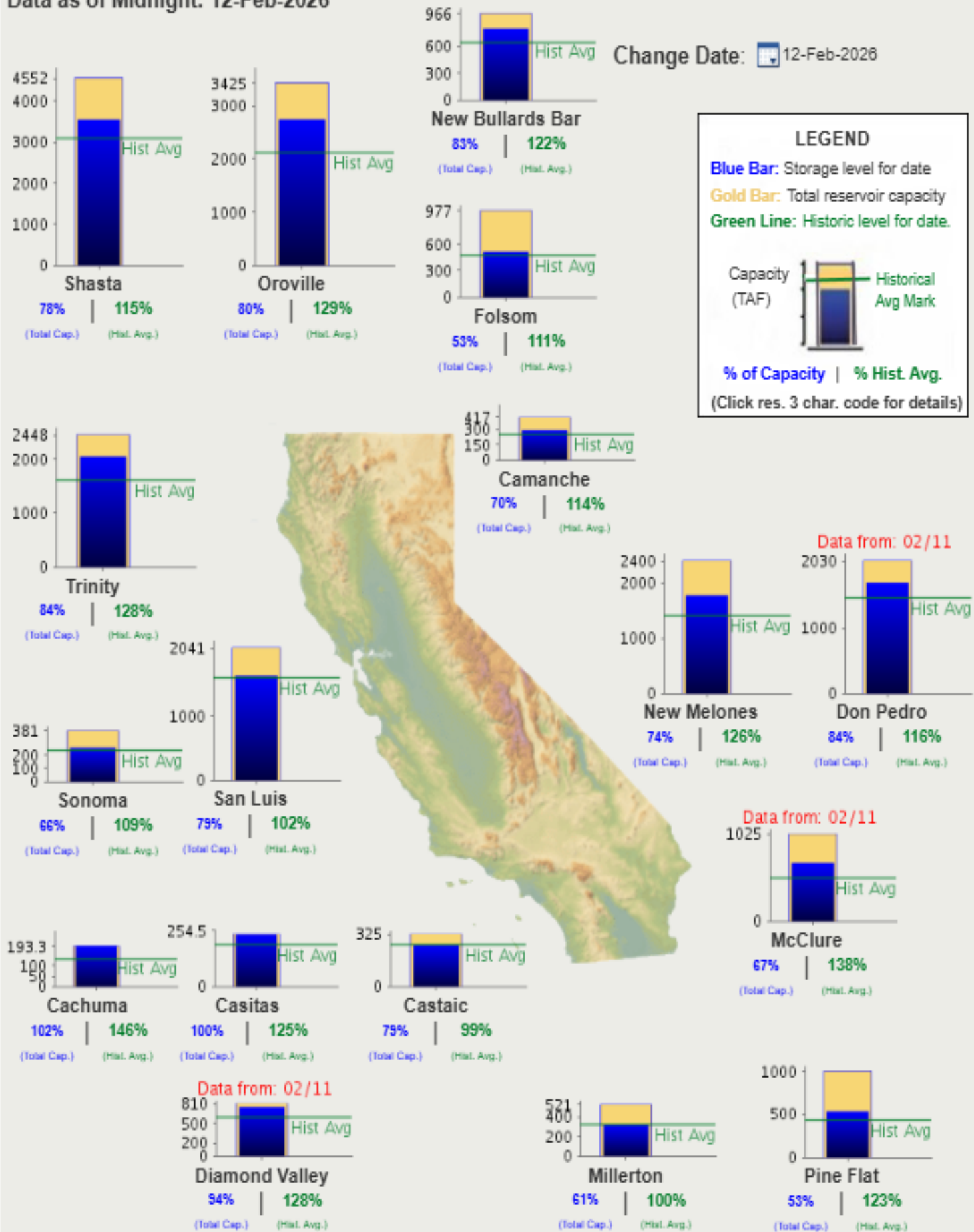
Attachments

- A. Current Reservoir Conditions, California Major Water Supply Reservoirs, Current Conditions as of February 13, 2026.

CURRENT CONDITIONS: MAJOR WATER SUPPLY RESERVOIRS:12-FEB-2026

Data as of Midnight: 12-Feb-2026

Change Date:



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

Report Generated: 13-Feb-2026 1:48 PM

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



Capital Improvement Projects

MONTHLY STATUS REPORT JANUARY 2026

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	\$716,031	84.24%	\$133,969

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	Total Year to Date Spent	Grant Funds Received*	Net Spend	Percent Spent	Balance Remaining
\$700,000	\$5,359,442	(\$2,799,395)	\$2,560,047	365.72%	(\$1,860,047)

*Reimbursement received for expenses July 1-September 30

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	\$79,685	398.42%	(\$59,685)

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. Design for this project is combined with the design for the Park Pacifica Tank upgrades, and is not being reported separately. Money budgeted here is for construction costs.

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	\$122,442	6.84%	\$1,667,558

ANNUAL PROJECTS

1117-112 Reservoir Site Paving Project (Annual)

No work performed in January.

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 January.

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 January 2026.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$120,000	\$40,082	33.40%	\$79,918

1117-183B Pressure Regulator Station Upgrades

In January, District Staff replaced a 2" pressure regulating valve at 464 Manor Drive.

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	\$3,363,011	93.94%	\$216,989

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

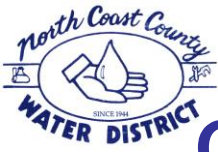
The project is nearing completion. The District is working with the contractor to finalize the project closeout items.

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	\$58,489	11.70%	\$441,511



Capital Improvement Projects

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	\$1,436	0.84%	\$168,564