

North Coast County Water District
 Minutes of the Regular Board of Directors Meeting
 October 18, 2023 7:00 P.M.
 2400 Francisco Blvd.
 Pacifica, CA 94044

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

1) CALL TO ORDER

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

2) ROLL CALL

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

Director De Jarnatt was absent.

3) PLEDGE OF ALLEGIANCE

Led by Jonathan Sutter.

4) PUBLIC COMMENT

Commissioner Wright greeted the Board and stated that the Sheila Tank Groundbreaking Ceremony was a great event.

5) APPROVAL OF ORDER OF AGENDA

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

6) BAY AREA WATER SUPPLY AND CONSERVATION AGENCY ISSUES

BAWSCA Board member Piccolotti provided a summary of the September 27th BAWSCA Board of Directors Special Meeting.

7) SPECIAL ORDER OF BUSINESS

A. Formation of a Board Advisory Committee for General Manager Performance Evaluation Process

President Burgett discussed the Board's desire to have a standardized evaluation process for the General Manager. President Burgett created the General Manager Performance Evaluation Advisory Committee and appointed himself and Vice President Cosgrove to the Committee, designating himself as Chair.

8) BOARD COMMUNICATIONS

President Burgett stated he would like staff to look into hosting the next employee appreciation event at Classic Bowl.

Vice President Cosgrove shared that he attended last month's Fog Fest Parade with fellow directors and thanked staff for their participation.

9) CONSENT CALENDAR

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

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

10) GENERAL MANAGER'S REPORT

A. New Business

1. Approval of Claims Dated October 18, 2023

General Manager Carr responded to questions from the Board.

ON MOTION by Vice President Cosgrove, seconded by Director Ash, the Board unanimously voted to approve the Claims List dated October 18, 2023 in the amount of \$2,413,330.23. Motion passed 4-0.

2. Approval of EKI Environment and Water Task Order No. 6 for As-Needed Engineering Services in an Amount Not to Exceed \$40,000

General Manager Carr reported that the previous contract for as-needed engineering services with EKI Environment and Water was executed in July 2021, with the intent of covering services for one year. The budget of \$55,000 was sufficient for two years. She stated that the new task order includes budget for continued engagement on Sheila Tank, Fassler Tank Design, and various as-needed engineering projects.

Vice President Cosgrove stated that he was pleased with the work that EKI has provided thus far.

General Manager Carr responded to questions from the Board.

ON MOTION by Director Ash, seconded by Vice President Cosgrove, the Board unanimously voted to approve the EKI Environment and Water Task Order No. 6 for As-Needed Engineering Services in an Amount Not to Exceed \$40,000. Motion passed 4-0.

3. Ratify the Award of Contract between the District and GSW Construction, Inc. for the Hinton Ranch Pipeline Emergency Repair in the Amount of \$210,000 as an Emergency Expenditure under Resolution No. 995

General Manager Carr provided an overview of the repair on the Hinton Ranch Pipeline, which was damaged during the 2022-2023 winter storms. The project was deemed an emergency after a geotechnical evaluation revealed the magnitude of slope failure. GSW Construction, Inc. was available to perform the repair, and provided an estimate of up to \$210,000 to complete the repair. General Manager Carr stated that she conferred with the Board President who provided authorization to General Manager to enter into an Emergency Contract under Resolution No. 995.

The repair was completed in early October and the final cost of the repair came in at \$125,555.00.

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

ON MOTION by Vice President Cosgrove, seconded by President Burgett, the Board unanimously voted to Ratify the Award of Contract between the District and GSW an Emergency, Inc. for the Hinton Ranch Pipeline Emergency Repair in the Amount of \$125,555 as an Emergency Expenditure under Resolution No. 995. Motion passed 4-0.

4. Ratify the Award of Contract between the District and GSW Construction, Inc. for the Claridge Drive Pipeline Emergency Repair in the Amount of \$75,000 as an Emergency Expenditure under Resolution No. 995

General Manager Carr stated that in late September 2023, the District discovered a leak on its 8-inch waterline running northwest under Skyridge Park at the end of Claridge Drive. Due to the complexity of the repair and the depth of the pipeline, Staff recommended utilizing services of an outside contractor. Because the pipeline supplies Hickey Tank and several other pressure zones in the area with fire protection, this repair is urgent and considered an emergency.

General Manager Carr stated that staff reached out to contractors, and GSW Construction, Inc. was available to perform the repair, and provided an estimate of up to \$75,000 to complete the repair. General Manager Carr stated that she consulted with the Board President who provided authorization to General Manager to enter into an Emergency Contract under Resolution No. 995.

General Manager Carr and Assistant General Manager Dalton responded to questions from the Board.

ON MOTION by Director Ash, seconded by Vice President Cosgrove, the Board unanimously voted to Ratify the Award of Contract between the District and GSW Construction, Inc. for the Claridge Drive Pipeline Emergency Repair in the Amount of \$75,000 as an Emergency Expenditure under Resolution No. 995 Motion passed 4-0.

5. Approval of an Amendment to the Agreement with Noll & Tam Architects for Additional Architectural Services for the District Headquarters Upgrade Project for an Amount Not to Exceed \$405,475

General Manager Carr stated that Noll & Tam Architects had been working with the District on the Headquarters Upgrade Project since 2020. Because some services were unanticipated, including City Council Appeal Hearing and the additional work to comply with City's conditions of approval on the Project, a budget amendment is needed to fund Noll & Tam's work on the remainder of the project design. General Manager Carr stated that the budget amendment also includes funds for the architectural and engineering services during construction.

Board discussion occurred.

ON MOTION by Director Hauser, seconded by Director Ash, the Board unanimously voted to Approve the Amendment to the Agreement with Noll & Tam Architects for Additional Architectural Services for the District Headquarters Upgrade Project for an Amount Not to Exceed \$405,475. Motion passed 4-0.

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

General Manager Carr reported that the District received plan check comments from the City of Pacifica Planning Department, and that the District's architect and engineering team has been working to respond to comments and resubmit to the City. She stated that the bid documents for the project are being finalized, and it's anticipated that the bid process will begin October 27, 2023. She stated that the overall project schedule has construction beginning in late January, dependent upon the speed of approvals from the City of Pacifica.

General Manager Carr provided the estimated moving schedule for the District offices and stated that the Eureka Square location will open to the public on December 18, 2023.

General Manager Carr responded to questions from the Board.

7. Approve Change Order for Construction of Sheila Tank Replacement Project and Pressure Regulating Valves Improvement Project for an Amount of \$30,453

General Manager Carr reported that in August 2023, while performing Pressure Regulating Valves (PRVs) improvements on Palmetto Ave., the District's contractor, Anderson Pacific Engineering Construction, Inc. (APEC), discovered the City's storm drain line location was different than anticipated, requiring a modification to plans and the removal and replacement of the existing sidewalk. The change order of \$30,453 was reviewed by the Construction Management team and District staff and was determined to be essential to the Project.

General Manager Carr displayed photos of the final work.

Board discussion occurred.

ON MOTION by Director Ash, seconded by Vice President Cosgrove, the Board unanimously voted to Approve Change Order for Construction of Sheila Tank Replacement Project and Pressure Regulating Valves Improvement Project for an Amount of \$30,453. Motion passed 4-0.

8. District Engineer's Report

Loop at Everglades Drive Pipeline Replacement Phase 1
District Engineer Johnathan Sutter provided an update on the Project. Bid documents are being finalized.

21-Inch Transmission Main Alternatives Evaluation Update
District Engineer Sutter stated that that the District has reached out to the SFPUC about coordinating repair of the jail waterline and learned that the San Francisco Sheriff's office is responsible for the line. There may not be interest in coordination at this time, but Staff will report back.

9. General Manager's Update

General Manager Carr stated that the Water Wise Garden Contest entries are due by October 27, 2023 and online voting will take place between October 27 and November 7, 2023.

General Manager Carr stated that staff participated in the JUHSD College and Career Fair at Serramonte Mall October 12, 2023, as part of the District's efforts to educate students about careers in water.

President Burgett stated that the District should consider a summer internship for students. General Manager Carr responded that the fog harvesting program will provide an opportunity for an intern, and that staff will also investigate additional opportunities once the new building is complete.

General Manager Carr shared a graphic depicting levels of major water supply reservoirs in California during the month of September.

President Burgett welcomed Councilmember Sue Beckmeyer to the meeting upon joining on Zoom.

B. Continued Business

1. Capital Improvement Program and Bond Projects

General Manager Carr shared photos of the Sheila Tank Groundbreaking Ceremony held on October 16, 2023.

General Manager Carr responded to questions and comments from the Board.

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

A. Public Outreach Committee Meeting

Director Ash summarized the topics from the Committee meeting including the latest Reservoir newsletter, conservation items, and the garden contest.

B. City of Pacifica City Council Meetings

President Burgett provided a report from the meetings he attended.

C. ACWA JPIA Liability Committee Meeting

President Burgett reported on the Liability Committee meeting he attended and stated he felt the program was in good shape.

D. City of Pacifica Planning Commission Meetings

President Burgett provided a brief report. Commissioner Wright also commented on the latest meeting and commended City of Pacifica staff for their hard work.

E. CIP Committee Meeting

Vice President Cosgrove provided a report from the meeting.

F. Building Committee Meeting

Vice President Cosgrove provided a report from the meeting.

11) DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS

Vice President Cosgrove announced that the President of the Pacifica Historical Society and Little Brown Church manager, Judy Heldberg, passed away recently. He stated that both Judy and her husband have been very active in the Pacifica community for many years, and that she will be missed.

12) CORRESPONDENCE

None.

13) PUBLIC COMMENT

None.

- 14) Attorney Miyaki adjourned the Board into Closed Session at 8:05 P.M. for the following items:

CLOSED SESSION

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

- 15) REPORT ON ACTION TAKEN IN CLOSED SESSION

At 8:36 P.M. the Board returned to Open Session. Attorney Miyaki reported that no action was taken in the closed session.

- 16) ADJOURNMENT

President Burgett adjourned in memory of Judy Heldberg at 8:30 p.m.

Respectfully submitted,

Approved:

General Manager Adrienne Carr

Jack Burgett, President