

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

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



STAFF
ADRIANNE CARR, Ph.D.
GENERAL MANAGER

SCOTT DALTON
ASSISTANT GENERAL MANAGER
– OPERATIONS

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

AGENDA
NORTH COAST COUNTY WATER DISTRICT
BOARD OF DIRECTORS
Regular Meeting August 16, 2023, 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 Office located at 2400 Francisco Boulevard, Pacifica.

Members of the public may participate remotely as follows:

REMOTE PARTICIPATION ACCESS VIA ZOOM

Online: <https://us06web.zoom.us/j/84014062541?pwd=bDBicU1nTzgxV1FaYU5lamo1T2tOQT09>

Meeting ID: 840 1406 2541 Passcode: 149814 By Phone: (669) 444-9171

Members of the public participating online may use "Raise Hand" function to request to speak.

Those participating by phone, press *9 to request to speak and *6 to mute or unmute.

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

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

ACTION

6. Bay Area Water Supply and Conservation Agency Issues INFORMATION
7. 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 July 2023 – Attached
 - D. Minutes of the July 18, 2023 Special Meeting of the Board – Attached
 - E. Minutes of the July 19, 2023 Regular Meeting of the Board – Attached
 - F. Minutes of the August 9, 2023 Special Meeting of the Board - Attached
 - G. Report on Sale of District Property – None
 - H. July 2023 Leak Report – Attached
 - I. July 2023 Water Quality Report – Attached
 - J. July 2023 Legislative Update - None
 - K. July 2023 SFPUC Hydrological Conditions Report – Attached
9. General Manager’s Report
 - A. New Business
 1. Approval of Claims Dated August 16, 2023 – Attached ACTION
 2. Approval of an Amendment to the Agreement with Brown and Caldwell for Additional Engineering Support and Construction Management Services for the Sheila Tank Replacement Project for an Amount Not to Exceed \$328,503 and to Extend the Term of the Agreement – Attached ACTION
 3. Update Regarding the District Headquarters Upgrade Project Related Permits INFORMATION
 4. District Engineer’s Report – Attached INFORMATION
 - Sheila Tank and PRV Improvement Project
 - Loop at Everglades Drive Pipeline Replacement Phase 1
 - 21-Inch Transmission Main Alternatives Evaluation
 - Hinton Ranch Pipeline Emergency Repair
 5. General Manager’s Update – Attached INFORMATION
 - B. Continued Business - Attached
 1. Capital Improvement Program and Bond Projects INFORMATION
10. Committee and/or Directors’ Reports on Meetings Attended
 - A. ACWA JPIA Liability Committee Meeting – July 26, 2023 (Burgett)
11. Directors’ Comments and/or Agenda Requests
 - A. Board President’s Thought for the Month: People will forget what you said, people will forget what you did, but people will never forget how you made them feel.
12. Correspondence
13. Public Comment

14. CLOSED SESSION – Two Items

Pursuant to California Government Code Section 54956.9(d)(1)

Conference with Legal Counsel – Existing Litigation

Name of Case: North Coast County Water District v. City of Pacifica, Case No. 22-CIV-03493

Pursuant to California Government Code Section 54956.9(d)(4)

Conference with Legal Counsel – Anticipated Litigation

Initiation of Litigation

One Potential Case

15. Report on Action Taken in Closed Session

16. 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.

**NORTH COAST COUNTY WATER DISTRICT
Investment Portfolio Summary
July 31, 2023**

A. LOCAL AGENCY INVESTMENT FUND

Account Value at Jun 30, 2023	Deposit/Transfer Maturity	Quarterly Interest Earned	Account Value at Jul 31, 2023	Current Yield	Y-T-D Interest Earned
20,003,015.72	-	152,083.39	20,155,099.11	3.305%	377,931.15
20,003,015.72	-	152,083.39	20,155,099.11	3.305%	377,931.15

(b) (c) (a)

Note:

- (a) L.A.I.F. interest is paid on a quarterly basis.
- (b) Transfer fund from general fund account to LAIF account.
- (c) The above fund is used to cover the following District's reserve fund policy:

Restricted Reserve Funds:	
- Debt Service Reserve	\$ 2,029,050.00
- Compensated Absences	612,883.00
- Retiree COLA Payment	94,000.00
- Storage and Transmission Fees	-
Total Restricted Reserve Funds:	<u>\$ 2,735,933.00</u>
Designated Reserve Funds:	
- Emergency Reserve	\$ 3,421,284.00
- CIP Reserve	1,942,510.00
- Operating Reserve	6,842,568.00
- OPEB Liabilities	315,500.00
Total Designated Reserve Funds:	<u>\$ 12,521,862.00</u>
Total Restricted & Designated Reserve Funds:	<u><u>\$ 15,257,795.00</u></u>
- Unrestricted Cash	<u>\$ 4,897,304.11</u>
Total Investment fund balance:	<u><u>\$ 20,155,099.11</u></u>

California State Treasurer
Fiona Ma, CPA



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

August 01, 2023

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

NORTH COAST COUNTY WATER DISTRICT

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

[Tran Type Definitions](#)

Account Number:

July 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
7/14/2023	7/19/2023	QRD	1735785	N/A	SYSTEM	152,083.39

Account Summary

Total Deposit:	152,083.39	Beginning Balance:	20,003,015.72
Total Withdrawal:	0.00	Ending Balance:	20,155,099.11

**NORTH COAST COUNTY WATER DISTRICT
Wilmington Trust Fund Summary
July 31, 2023**

A. 2021 WATER SYSTEM FINANCING PROJECT FUND

Asset Name	Opening Balance at Jun 30, 2023	Distribution/ Transfer	Current Month Dividend	Closing Balance at Jul 31, 2023	Current Yield	Y-T-D Dividend
Government Money Market Fund	\$ 20,990,590.12		83,367.89	\$ 21,073,958.01	4.930%	\$ 539,087.56
Total	20,990,590.12	-	83,367.89	21,073,958.01	4.930%	539,087.56

Transaction Activity Detail

Trade Date Settlement Date	Transaction Type	Transaction Description	Quantity	Price	Principal Cash	Income Cash
OPENING BALANCE					\$20,990,590.12	-
07/03/2023	Dividends	CASH RECEIPT OF DIVIDEND EARNED ON WILMINGTON US GOVT MONEY MKT CL SLCT UNITS DUE 2023-06-30	-	-	-	\$83,367.89
07/03/2023	Other Receipts	CASH RECEIPT MISCELLANEOUS TRANSFER FROM ACCT:	-	-	83,367.89	-
07/03/2023	Cash Disbursements	CASH DISBURSEMENT MISCELLANEOUS TRANSFER TO ACCT:	-	-	-	-83,367.89
CLOSING BALANCE					\$21,073,958.01	-

North Coast County Water District
 REVENUES & EXPENSES SUMMARY
 For July 2023

	Current Month Jul. '23	Y-T-D Total Jul. '23 - Jun. '24	FY 2023-24 Budget	% of Y-T-D Total to Budget
Operating Revenues:				
Water Consumption Sales	683,786.64	683,786.64	9,707,000.00	7.04%
Other Service Charges	357,559.27	357,559.27	4,268,000.00	8.38%
Total Operating Revenues	1,041,345.91	1,041,345.91	13,975,000.00	7.45%
Operating Expenses:				
Administration Expenses				
Administration - Directors	10,786.68	10,786.68	110,000.00	9.81%
Administration Employee Development	-	-	21,500.00	0.0%
Administration Operations	60,515.87	60,515.87	815,900.00	7.42%
Administration Profession, Fees	62,606.65	62,606.65	490,000.00	12.78%
Administration Salaries & Benefits	164,141.45	164,141.45	2,329,900.00	7.05%
Bond-Debt Service	64,206.69	64,206.69	865,875.00	7.42%
Total Administration Expenses	362,257.34	362,257.34	4,633,175.00	7.82%
Distribution Expenses				
Distribution - Operations	10,275.53	10,275.53	342,000.00	3.01%
Distribution Salaries & Benefits	112,133.48	112,133.48	1,555,100.00	7.21%
Total Distribution Expenses	122,409.01	122,409.01	1,897,100.00	6.45%
Plant Expenses				
Plant Operations	618,567.48	618,567.48	6,837,460.00	9.05%
Plant Salaries & Benefits	18,756.19	18,756.19	317,400.00	5.91%
Total Plant Expenses	637,323.67	637,323.67	7,154,860.00	8.91%
Total Administrative, Distribution & Plant Expenses	1,121,990.02	1,121,990.02	13,685,135.00	8.2%
Total Operating Expenses	1,121,990.02	1,121,990.02	13,685,135.00	8.2%
Net Operation Income (Loss):	(80,644.11)	(80,644.11)	289,865.00	-27.82%
Non-Operating Revenues	302,083.85	302,083.85	2,105,000.00	14.35%
Net Income (Loss)	221,439.74	221,439.74	2,394,865.00	9.25%

North Coast County Water District
REVENUES & EXPENSES SUMMARY
For July 2023

	<u>Current Month</u> <u>Jul. '23</u>	<u>Y-T-D Total</u> <u>Jul. '23 - Jun. '24</u>	<u>FY 2023-24</u> <u>Budget</u>	<u>% of Y-T-D Total</u> <u>to Budget</u>
Operating Revenues:				
Water Consumption Sales	683,786.64	683,786.64	9,707,000.00	7.04%
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Operating Expenses:				
Administration Expenses				
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Administration Employee Development	-	-	21,500.00	0.0%
Administration Operations	60,515.87	60,515.87	815,900.00	7.42%
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Distribution Expenses				
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Non-Operating Revenues				
Net Income (Loss)	221,439.74	221,439.74	2,394,865.00	9.25%

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

	Current Month Jul. '23	Y-T-D Total Jul. '23 - Jun. '24	FY 2023-24 Budget	% of Y-T-D Total to Budget
Ordinary Revenues/Expenses				
Operating Revenues				
4110 · Residential Water Sales	516,263.64	516,263.64	6,430,000.00	8.03%
4110001 · Residential Service Charges	326,994.06	326,994.06	3,810,000.00	8.58%
4120 · Commercial Water Sales	54,529.56	54,529.56	824,000.00	6.62%
4120001 · Commercial Service Charges	10,088.97	10,088.97	148,000.00	6.82%
4140 · Multi-Unit Water Sales	37,542.12	37,542.12	1,320,000.00	2.84%
4140001 · Multi-Unit Service Charges	4,167.97	4,167.97	152,000.00	2.74%
4170 · Other Public, Portables, etc.	25,641.00	25,641.00	450,000.00	5.7%
4170001 · Other Public Service Charges	2,887.03	2,887.03	72,000.00	4.01%
4180 · Irrigation	46,366.32	46,366.32	305,000.00	15.2%
4180001 · Irrigation Service Charges	4,157.84	4,157.84	50,500.00	8.23%
4185 · Recycled Water Sales	-	-	145,000.00	0.0%
4185001 · Recycled Water Service Charges	-	-	14,500.00	0.0%
4210 · Fire Standbys (Fire Protection)	3,444.00	3,444.00	63,000.00	5.47%
4230 · Water Connections	-	-	25,000.00	0.0%
4240 · Renewal of Service Fees	1,590.00	1,590.00	21,000.00	7.57%
4260 · Late Fee Charges	5,710.00	5,710.00	70,000.00	8.16%
4870 · Miscellaneous Income	1,963.40	1,963.40	75,000.00	2.62%
Total Operating Revenues	1,041,345.91	1,041,345.91	13,975,000.00	7.45%
Expenses				
130 · Administration Expenses				
Administration - Directors				
5645130 · Directors Health Insurance	9,186.68	9,186.68	85,000.00	10.81%
5940130 · Directors Fees	1,600.00	1,600.00	17,000.00	9.41%
5941130 · Directors' Election Fee	-	-	-	0.0%
5942130 · Directors Convention & Travel	-	-	8,000.00	0.0%
Total Administration - Directors	10,786.68	10,786.68	110,000.00	9.81%
Administration Employee Development				
5625130 · Meetings & Conferences	-	-	1,500.00	0.0%
5635130 · Staff Training	-	-	20,000.00	0.0%
Total Administration Employee Development	-	-	21,500.00	0.0%
Administration Operations				
5514130 · Online Payment Fees	11,294.54	11,294.54	120,000.00	9.41%
5522130 · Bad Debt Write Off	-	-	10,000.00	0.0%
5620130 · Advertising	598.52	598.52	5,000.00	11.97%
5621130 · Printing & Office Supplies	240.94	240.94	12,000.00	2.01%
5622130 · Utilities - District Office	1,363.85	1,363.85	17,000.00	8.02%
5623130 · Telephone	317.92	317.92	8,000.00	3.97%
5624130 · Janitor & Gardener	1,915.00	1,915.00	20,000.00	9.58%

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

	Current Month Jul. '23	Y-T-D Total Jul. '23 - Jun. '24	FY 2023-24 Budget	% of Y-T-D Total to Budget
5626130 · Dues & Memberships	-	-	50,000.00	0.0%
5626130A · BAWSCA Dues	23,773.75	23,773.75	98,000.00	24.26%
5627130 · Postage	3,344.15	3,344.15	35,000.00	9.56%
5628130 · General Manager Expenses	-	-	5,000.00	0.0%
5630130 · Insurance	1,613.22	1,613.22	80,000.00	2.02%
5631130 · Office Bldg. Maintenance & Repairs	3,530.00	3,530.00	75,000.00	4.71%
5637130 · Billing Software Support	4,794.31	4,794.31	125,000.00	3.84%
5650130 · Office Equip. Repair & Maintenance	263.67	263.67	25,000.00	1.06%
5655130 · Office Equip. Lease & Maintenance	-	-	10,000.00	0.0%
5661130 · Uniforms	-	-	3,000.00	0.0%
5685130 · Water Ed/Community Services	-	-	15,000.00	0.0%
5687130 · Water Conservation	5,245.00	5,245.00	38,500.00	13.62%
5720130 · Taxes & Assessments	21.00	21.00	3,000.00	0.7%
5725130 · Rebate Programs	2,200.00	2,200.00	48,500.00	4.54%
5730130 · Miscellaneous Expenses	-	-	6,000.00	0.0%
5732130 · License & Certificates	-	-	2,000.00	0.0%
5733130 · Meals & Entertainment	-	-	1,200.00	0.0%
5734130 · Travel & Lodging	-	-	1,200.00	0.0%
5735130 · Employee Rec. Dinner Awards	-	-	2,500.00	0.0%
Total Administration Operations	60,515.87	60,515.87	815,900.00	7.42%
Administration Profession, Fees				
5680130 · Engineering	-	-	80,000.00	0.0%
5681130 · Legal Fees	57,912.05	57,912.05	250,000.00	23.17%
5682130 · Auditing & Accounting Fees	-	-	20,000.00	0.0%
5683130 · Misc. Professional Fees	4,694.60	4,694.60	140,000.00	3.35%
Total Administration Profession, Fees	62,606.65	62,606.65	490,000.00	12.78%
Administration Salaries & Benefits				
5111130 · Regular Salary	73,087.68	73,087.68	974,000.00	7.5%
5112130 · Overtime	182.22	182.22	7,500.00	2.43%
5640130 · Payroll Taxes	2,498.32	2,498.32	68,400.00	3.65%
5641130 · Workers Compensation	-	-	32,000.00	0.0%
5642130 · Health Insurance	14,185.69	14,185.69	184,000.00	7.71%
5642130A · Retiree's Health Insurance	20,230.99	20,230.99	315,500.00	6.41%
5643130 · CalPERS Retirement	40,089.71	40,089.71	631,000.00	6.35%
5644130 · Retiree COLA Benefit	12,207.44	12,207.44	94,000.00	12.99%
5646130 · Life Insurance	1,584.40	1,584.40	18,500.00	8.56%
5647130 · Employee Welfare	75.00	75.00	5,000.00	1.5%
Total Administration Salaries & Benefits	164,141.45	164,141.45	2,329,900.00	7.05%
5800130 · Bond-Debt Service	64,206.69	64,206.69	865,875.00	7.42%
Total 130 · Administration Expenses	362,257.34	362,257.34	4,633,175.00	7.82%

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

	<u>Current Month Jul. '23</u>	<u>Y-T-D Total Jul. '23 - Jun. '24</u>	<u>FY 2023-24 Budget</u>	<u>% of Y-T-D Total to Budget</u>
120 · Distribution Expenses				
Distribution - Operations				
5230120 · Utilities	5,836.39	5,836.39	55,000.00	10.61%
5314120 · Other Services - Misc.	-	-	8,000.00	0.0%
5315120 · Contract Services	2,219.86	2,219.86	12,000.00	18.5%
5350120 · Tools & Equipment	-	-	15,000.00	0.0%
5412120 · Operating Supplies	352.29	352.29	4,000.00	8.81%
5420120 · Inventory	-	-	120,000.00	0.0%
5623120 · Telephone	95.71	95.71	15,000.00	0.64%
5661120 · Uniforms & Safety Equipment	196.82	196.82	12,000.00	1.64%
5670120 · Distribution Repairs & Maintenance	1,373.63	1,373.63	75,000.00	1.83%
5730120 · Misc. Supplies/Expenses	200.83	200.83	18,000.00	1.12%
5750120 · Recycled Water Operations	-	-	8,000.00	0.0%
Total Distribution - Operations	<u>10,275.53</u>	<u>10,275.53</u>	<u>342,000.00</u>	<u>3.01%</u>
Distribution Salaries & Benefits				
5111120 · Regular Salary	86,916.68	86,916.68	1,155,000.00	7.53%
5112120 · Overtime	429.24	429.24	25,000.00	1.72%
5113120 · Duty	5,477.32	5,477.32	77,000.00	7.11%
5640120 · Payroll Taxes	3,398.58	3,398.58	83,600.00	4.07%
5642120 · Health Insurance	15,911.66	15,911.66	214,500.00	7.42%
Total Distribution Salaries & Benefits	<u>112,133.48</u>	<u>112,133.48</u>	<u>1,555,100.00</u>	<u>7.21%</u>
Total 120 · Distribution Expenses	<u>122,409.01</u>	<u>122,409.01</u>	<u>1,897,100.00</u>	<u>6.45%</u>
110 · Plant Expenses				
Plant Operations				
5130110 · Water Purchases - SFPUC	520,403.77	520,403.77	6,275,460.00	8.29%
5230110 · Utilities	29,392.77	29,392.77	285,000.00	10.31%
5312110 · Lab	1,370.45	1,370.45	35,000.00	3.92%
5314110 · Regulatory Fees	60,292.27	60,292.27	120,000.00	50.24%
5350110 · Tools & Equipment	-	-	6,000.00	0.0%
5412110 · Operating Supplies	-	-	2,000.00	0.0%
5623110 · Telephone	198.58	198.58	2,500.00	7.94%
5629110 · Vehicle Maintenance	361.74	361.74	30,000.00	1.21%
5632110 · Fuel	6,547.90	6,547.90	55,000.00	11.91%
5661110 · Uniforms & Safety Equipment	-	-	2,500.00	0.0%
5670110 · Plant Repair & Maintenance	-	-	24,000.00	0.0%
Total Plant Operations	<u>618,567.48</u>	<u>618,567.48</u>	<u>6,837,460.00</u>	<u>9.05%</u>

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

	Current Month Jul. '23	Y-T-D Total Jul. '23 - Jun. '24	FY 2023-24 Budget	% of Y-T-D Total to Budget
Plant Salaries & Benefits				
5111110 · Regular Salary	14,877.55	14,877.55	250,000.00	5.95%
5112110 · Overtime	-	-	2,000.00	0.0%
5640110 · Payroll taxes	451.22	451.22	18,800.00	2.4%
5642110 · Health Insurance	3,427.42	3,427.42	46,600.00	7.36%
Total Plant Salaries & Benefits	18,756.19	18,756.19	317,400.00	5.91%
Total 110 · Plant Expenses	637,323.67	637,323.67	7,154,860.00	8.91%
Total Administrative, Distribution & Plant Expenses	1,121,990.02	1,121,990.02	13,685,135.00	8.2%
Total Operating Expense	1,121,990.02	1,121,990.02	13,685,135.00	8.2%
Net Operating Income (Loss)	(80,644.11)	(80,644.11)	289,865.00	-27.82%
Non-Operating Revenues/(Expenses)				
4910 · Revenue from Leases of Property	50,590.69	50,590.69	250,000.00	20.24%
4920 · Interest Revenues	235,451.28	235,451.28	400,000.00	58.86%
4930 · Taxes and Assessments	16,126.88	16,126.88	1,280,000.00	1.26%
4980 · Transmission & Storage	-	-	100,000.00	0.0%
5910 · Interest Expense	(85.00)	(85.00)	75,000.00	-0.11%
Total Non-Operating Revenues	302,083.85	302,083.85	2,105,000.00	14.35%
Net Income (Loss)	221,439.74	221,439.74	2,394,865.00	9.25%

1317

North Coast County Water District
Minutes of the Special Board of Directors Meeting
July 18, 2023 6:00 p.m.
2400 Francisco Blvd.
Pacifica, CA 94044

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

1) CALL TO ORDER

President Burgett called the Special Board Meeting to order at 6:00 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, Attorney Patrick Miyaki, Attorney Natalie Kirkish and BAWSCA Board Member Thomas Piccolotti.

Director DeJarnatt participated remotely by teleconference pursuant to the AB-2449 teleconference requirements that were summarized.

All action items were done by roll call vote.

3) PUBLIC COMMENT

BAWSCA Board Member Piccolotti stated he would not be attending the District's Regular Board meeting tomorrow, nor the BAWSCA Board of Directors meeting on Thursday. However, Vice President Cosgrove will be attending in his place, and will provide a report at the next regular meeting.

4) Attorney Miyaki adjourned the Board into Closed Session at 6:03 P.M. for the following two items:

CLOSED SESSION – Two Items

Pursuant to California Government Code Section 54956.9(d)(1)

Conference with Legal Counsel – Existing Litigation

Name of Case: North Coast County Water District v. City of Pacifica, Case No. 22-CIV-03493

Pursuant to California Government Code Section 54956.9(d)(4)

Conference with Legal Counsel – Anticipated Litigation

Initiation of Litigation

One Potential Case

5) REPORT ON ACTION TAKEN IN CLOSED SESSION

At 7:13 P.M. the Board returned to Open Session. Attorney Miyaki reported that during closed session, no action was taken during either item.

6) ADJOURNMENT

President Burgett adjourned the meeting at 7:14 P.M.

Respectfully submitted,

Approved:

General Manager Adrienne Carr

Jack Burgett, President

1318

North Coast County Water District
Minutes of the Regular Board of Directors Meeting
July 19, 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 DeJarnatt participated remotely by teleconference pursuant to the AB-2449 teleconference requirements that were summarized.

All action items were done by roll call vote.

3) PLEDGE OF ALLEGIANCE

Led by Assistant General Manager Dalton.

4) PUBLIC COMMENT

None.

5) APPROVAL OF ORDER OF AGENDA

ON MOTION by Vice President Cosgrove, seconded by Director De Jarnatt, the Board voted unanimously to approve the order of agenda as submitted.

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

Motion passed 5-0.

6) BAY AREA WATER SUPPLY AND CONSERVATION AGENCY ISSUES

Vice President Cosgrove stated that he would be attending the upcoming BAWSCA meeting.

7) BOARD COMMUNICATIONS

President Burgett welcomed Planning Commissioner Wright and Kimberly (Burgett), sitting in the audience this evening. He thanked them for coming.

8) CONSENT CALENDAR

- A. Overview of District Investments
- B. Statement for 2021 Water System Financing Project Fund
- C. Financial Statements for June 2023
- D. Minutes of the June 21, 2023 Special Meeting of the Board

- E. Minutes of the June 21, 2023 Regular Meeting of the Board
- F. Report on Sale of District Property
- G. June 2023 Leak Report
- H. June 2023 Water Quality Report
- I. June 2023 Legislative Update
- J. SFPUC Hydrological Conditions Report

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

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

Motion passed 5-0.

9) GENERAL MANAGER’S REPORT

A. New Business

1. Approval of Claims Dated July 19, 2023

General Manager Carr responded to questions from the Board.

ON MOTION by Director Ash, seconded by Director Hauser, the Board unanimously voted to approve the Claims List dated July 19, 2023, in the amount of \$906,905.57.

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

Motion passed 5-0.

2. Waive the Formal Bid Process and Authorize the General Manager to Purchase Two 2023 Ford F150 4x2 Regular Cab Pickup Longbed Trucks through the Statewide Contract for Fleet Vehicles in an Amount Not to Exceed \$70,500

General Manager Carr stated that the Statewide Contract for Vehicle Purchases offers local government agencies significant savings and a simplified process for vehicle purchases. Per Resolution No. 951/995, vehicles must be purchased through soliciting bids through advertisement in a newspaper of general circulation, however this requirement can be waived by Board of Directors.

Vice President Cosgrove suggested that the Board revisit the procurement policy to change the advertisement requirements.

ON MOTION by Vice President Cosgrove, seconded by President Burgett, the Board unanimously voted to Waive the Formal Bid Process and Authorize the General Manager to Purchase Two 2023 Ford F150 4x2 Regular Cab Pickup Longbed Trucks through the Statewide Contract for Fleet Vehicles in an Amount Not to Exceed \$70,500:

Director Ash	Aye
Director De Jarnatt	Aye
Director Hauser	Aye
Vice President Cosgrove	Aye

President Burgett

Aye

Motion passed 5-0.

3. Adopt Resolution No. 1157 Amending the District's Labor Rates to be Charged for District Services

General Manager Carr summarized the staff report and stated that the District's labor rates were last adopted in March 2022, and the proposed resolution includes rates that reflect the latest Salary Schedule approved by the Board in June 2023.

General Manager Carr responded to questions from the Board. She stated that the Finance Committee will meet to discuss new labor rate policies.

ON MOTION by Vice President Cosgrove, seconded by Director Ash, the Board unanimously voted to Adopt Resolution No. 1157 Amending the District's Labor Rates to be Charged for District Services.

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

Motion passed 5-0.

4. Update Regarding the District Headquarters Upgrade Project Related Permits

General Manager Carr reported that the District submitted an appeal to the City of Pacifica on June 22, 2023, appealing five of the fifty conditions imposed by the Planning Commission on the Headquarters Project. The appeal has been scheduled for August 14, 2023.

5. District Engineer's Report

Update on Sheila Tank Replacement and PRV Improvement Project

District Engineer Johnathan Sutter provided an update of the Sheila Tank Project. District could not secure agreement with adjacent property owner for temporary access road. The District's contractor and project team are currently evaluating other options for the crane pad. He also reported that two pressure regulating valves were successfully installed.

Update on Groundwater Test Well Project

District Engineer Johnathan Sutter provided an update of the Project and preliminary results of the Groundwater Test Well Project.

Update on Loop at Everglades Drive Project

District Engineer Sutter report that the District met with the City of Pacifica regarding the project, and that the District will make the changes the City has recommended to receive the waiver from the Department of Drinking Water.

6. General Manager's Update

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

B. Continued Business1. Capital Improvement Program and Bond Projects

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

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

A. City of Pacifica City Council Meetings

President Burgett reported on the meetings attended on June 26 and July 10. He stated that he was impressed with the number of meetings the council members attend each month.

B. Headquarters Renovation and Coastal Development Permit Advisory Committee Meeting

Vice President Cosgrove reported on the Committee meetings.

C. Cell Site Lease Advisory Committee

President Burgett reported on the Committee Meeting held on July 12. General Manager Carr stated that the lease amendment that was reviewed pertains to an emergency generator for T-Mobile at Royce Tank Site.

D. City of Pacifica Planning Commission Meeting

President Burgett provided a report from the July 17 meeting. He stated that Commissioner Wright was appointed to attend the City Council appeal on August 14, 2023.

11) DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS

President Burgett commended Director De Jarnatt and General Manager Carr for hosting tours of the proposed Headquarters' facility and recycled water fill station.

- A. Board President's Thought for the Month: It is amazing what you can accomplish if you do not care who gets the credit.

12) CORRESPONDENCE

None.

13) PUBLIC COMMENT

None.

14) ADJOURNMENT

President Burgett adjourned the meeting at 7:47 P.M.

Respectfully submitted,

Approved:

General Manager Adrienne Carr

Jack Burgett, President

1322

North Coast County Water District
Minutes of the Special Board of Directors Meeting
August 9, 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 Special 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 De Jarnatt, General Manager Adrienne Carr, Attorney Patrick Miyaki, and BAWSCA Board Member Thomas Piccolotti.

Director Hauser participated remotely by teleconference pursuant to the AB-2449 teleconference requirements that were summarized.

All action items were done by roll call vote.

3) PUBLIC COMMENT

None.

At President Burgett’s request, BAWSCA Board member Piccolotti led the pledge to the flag.

4) 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 \$35,950

General Manager Carr summarized the staff report, stating that additional work is needed by Noll and Tam to modify the design and construction documents to comply with new building code requirements.

ON MOTION by Vice President Cosgrove, seconded by Director Ash, the Board voted unanimously to Approve 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 \$35,950

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

Motion passed 5-0.

5) Approve Change Order for Construction of Sheila Tank Replacement Project and Pressure Regulating Valves Improvement Project for an Amount of \$190,000

ON MOTION by Vice President Cosgrove, seconded by Director De Jarnatt, the Board voted unanimously to Approve Change Order for Construction of Sheila Tank Replacement Project and Pressure Regulating Valves Improvement Project for an Amount of \$190,000.

Director Ash	Aye
Director De Jarnatt	Aye
Director Hauser	Aye

Vice President Cosgrove	Aye
President Burgett	Aye

Motion passed 5-0.

- 6) Attorney Miyaki adjourned the Board into Closed Session at 7:05 P.M. for the following two items:

CLOSED SESSION – Two Items

Pursuant to California Government Code Section 54956.9(d)(1)

Conference with Legal Counsel – Existing Litigation

Name of Case: North Coast County Water District v. City of Pacifica, Case No. 22-CIV-03493

Pursuant to California Government Code Section 54956.9(d)(4)

Conference with Legal Counsel – Anticipated Litigation

Initiation of Litigation

One Potential Case

- 7) REPORT ON ACTION TAKEN IN CLOSED SESSION

At 8:22 P.M. the Board returned to Open Session. Attorney Miyaki reported that during closed session, no action was taken during either item.

- 8) ADJOURNMENT

President Burgett adjourned the meeting at 8:22 P.M.

Respectfully submitted,

Approved:

General Manager Adrienne Carr

Jack Burgett, President

NORTH COAST COUNTY WATER DISTRICT

ITEM # 8H

Monthly Leak Report

July 2023

#	Location	Date/Time	Response Time*	Repair Time**	Water Loss (gallons)	People Affected	How People Notified	Contractors	Total Staff + Work-hours***	Leak Description	Reimbursable	Piping Materials
1	1048 Glacier Avenue	07/13/2023 9:00 am -1:30 pm	Planned	4.5 hours	Approx. 5,000 Gallons	No Homes	N/A	No	5 Workers @ 4.5 RT Hrs = 22.5 RT Hrs	Pinhole leak in copper	No	1 - 1" x 6" redi-clamp
2	668 Linda Mar Blvd.	07/21/2023 10:00 am - 3:00 pm	Planned	5 hours	Approx. 7,500 Gallons	No Homes	N/A	No	5 Workers @ 5 RT Hrs = 25 RT Hrs	Crack on main	No	1 - 8" x 20" full circle clamp

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

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

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

Monthly Fluoride Monitoring* - July, 2023

<u>Date of Sample</u>	<u>Location of Sample</u>	<u>Fluoride level mg/L</u>	<u>Monitored By</u>
07/03 – 07/09/23	HTWTP/ SF Jail	0.61	SFPUC
07/07/23	5066 Palmetto Ave.	0.64	NCCWD
07/07/23	Main Pump Station	0.64	NCCWD
07/07/23	332 San Pedro Ave.	0.64	NCCWD
07/07/23	730 St. Lawrence Ct.	0.64	NCCWD
07/10 – 07/16/23	HTWTP/ SF Jail	0.61	SFPUC
07/13/23	5066 Palmetto Ave.	0.67	NCCWD
07/13/23	Main Pump Station	0.67	NCCWD
07/13/23	332 San Pedro Ave.	0.67	NCCWD
07/13/23	730 St. Lawrence Ct.	0.67	NCCWD
07/17 – 07/23/23	HTWTP/ SF Jail	0.61	SFPUC
07/20/23	5066 Palmetto Ave.	0.66	NCCWD
07/20/23	Main Pump Station	0.66	NCCWD
07/20/23	332 San Pedro Ave.	0.66	NCCWD
07/20/23	730 St. Lawrence Ct.	0.66	NCCWD
07/24 – 07/30/23	HTWTP/ SF Jail	0.60	SFPUC
07/27/23	5066 Palmetto Ave.	0.66	NCCWD
07/27/23	Main Pump Station	0.67	NCCWD
07/27/23	332 San Pedro Ave.	0.64	NCCWD
07/27/23	730 St. Lawrence Ct.	0.67	NCCWD

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

San Francisco Public Utilities Commission Hydrological Conditions Report July 2023

J. Chester, H. Forrester, N. Waelty Prepared August 9, 2023



Upper Tuolumne River Ecosystem Program (UTREP) releases peaked in early July (left). Inundation of Poopenaut Valley wetlands (right), occurred from mid-May through early-July.

System Storage

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

Table 1. Current System Storage as of July 1, 2023							
	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	acre-feet	millions of gallons	acre-feet	millions of gallons	acre-feet	millions of gallons	
Tuolumne System							
Hetch Hetchy Reservoir ¹	361,152		360,360		0		100%
Cherry Reservoir ²	267,229		273,345		6,116		98%
Lake Eleanor ³	26,920		27,100		180		99%
Water Bank	570,000		570,000		0		100%
Tuolumne Storage	1,225,301		1,230,805		6,296		100%
Local Bay Area Storage							
Calaveras Reservoir	92,669	30,169	96,670	31,500	4,001	1,304	96%
San Antonio Reservoir	52,248	17,025	52,506	17,109	258	84	99%
Crystal Springs Reservoir	51,683	16,841	68,743	22,400	17,060	5,559	75%
San Andreas Reservoir	15,568	5,073	18,898	6,158	3,330	1,085	82%
Pilarcitos Reservoir	2,741	893	3,118	1,016	377	123	88%
Total Local Storage	214,909	70,028	239,935	78,183	25,027	8,155	90%
Total System	1,440,210		1,470,740		31,323		98%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates activated.

² Maximum Cherry Reservoir storage with flash-boards installed.

³ Maximum Lake Eleanor storage with flash-boards installed.

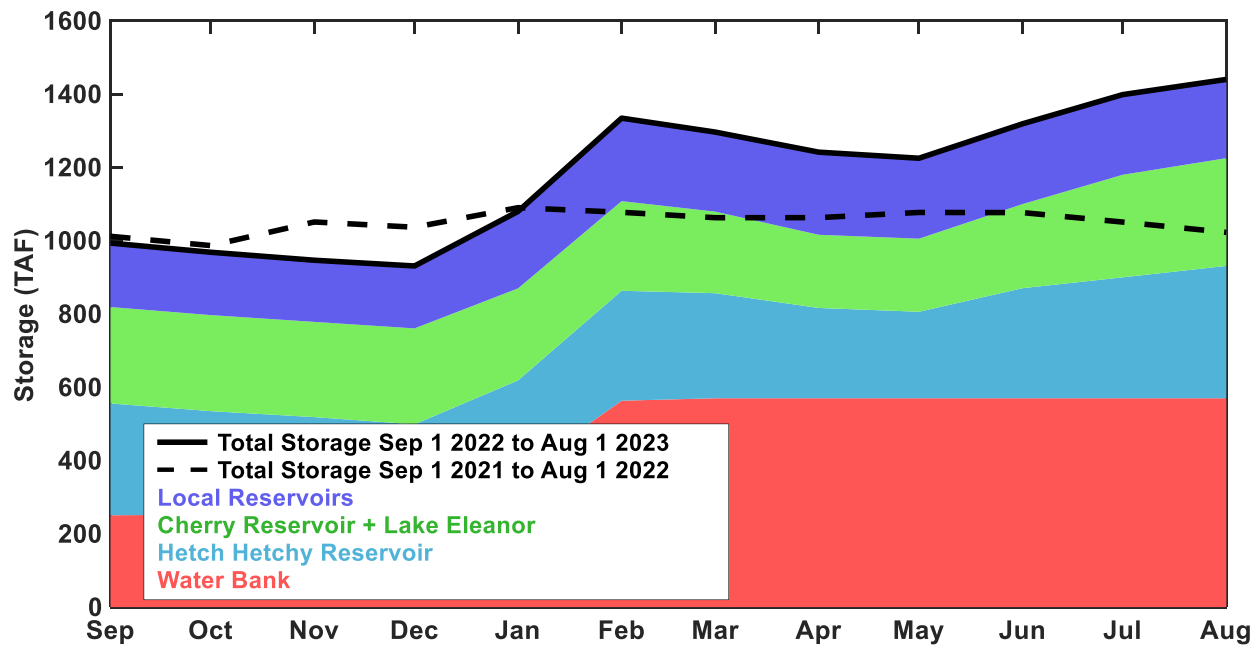


Figure 1: Local and Upcountry Reservoir storage. Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.

Hetch Hetchy System Precipitation Index

Current Month: The July 2023 six-station precipitation index was 0.02 inches, or 67% of median for the month.

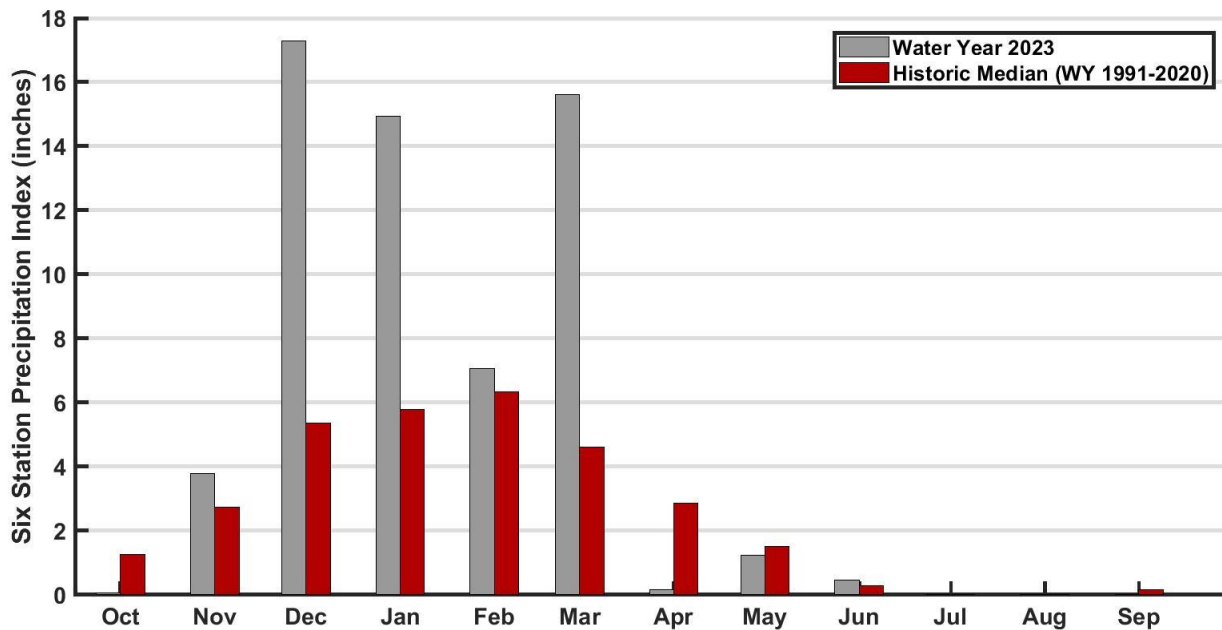


Figure 2: Monthly distribution of the six-station precipitation index relative to the monthly precipitation medians. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

Cumulative Precipitation to Date: As of August 1, the six-station precipitation index for Water Year (WY) 2023 was 60.53 inches, which is 197% of the median total to date. The Hetch Hetchy Weather Station received 0.02 inches of precipitation in July resulting in a total of 62.45 inches for WY 2023, or 174% of median to date. The cumulative WY 2023 Hetch Hetchy Weather Station precipitation is shown in Figure 3 in red.

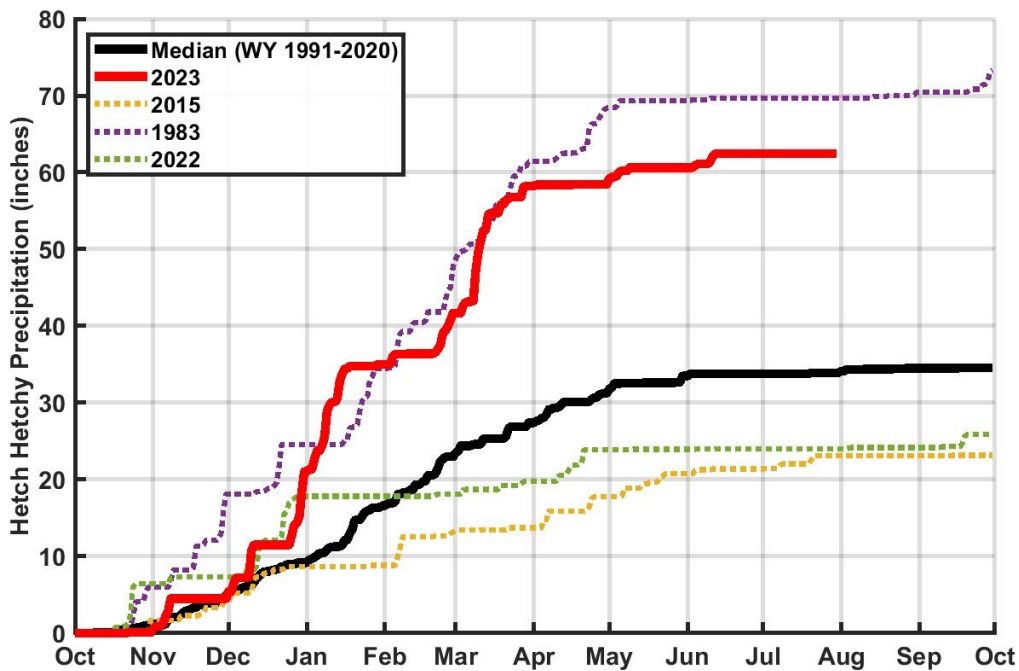


Figure 3: Water Year 2023 cumulative precipitation measured at Hetch Hetchy Weather Station. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with Water Year 2023 for comparison purposes.

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for July 2023 and Water Year 2023 is summarized below in Table 2.

Table 2. Calculated reservoir inflows and Water Available to City								
* All flows are in acre-feet	July 2023				October 1, 2022 through July 31, 2023			
	Observed Flow	Median ¹	Mean ¹	Percent of Mean	Observed Flow	Median ¹	Mean ¹	Percent of Mean
Inflow to Hetch Hetchy Reservoir	319,305	29,426	78,013	409%	1,480,572	692,727	744,347	199%
Inflow to Cherry Reservoir and Lake Eleanor	114,670	10,474	31,067	369%	891,374	462,114	499,745	178%
Tuolumne River at La Grange	464,331	55,975	131,032	354%	4,057,783	1,636,705	1,900,776	213%
Water Available to City	316,566	653	61,127	518%	2,755,588	579,119	868,533	317%

¹Hydrologic Record: 1991-2020

Hetch Hetchy System Operations

Water deliveries via the San Joaquin Pipeline (SJPL) remained at 208 MGD for the duration of July.

Hetch Hetchy Reservoir power draft and stream releases during the month totaled 288,214 acre-feet. Hetch Hetchy Reservoir minimum instream release requirements for July were 189 cfs. As of August 1, WY 2023 total inflow volume has kept Hetch Hetchy Reservoir instream releases at a Type A (median to wet) year. Minimum stream releases for August are 125 cfs.

Cherry Reservoir power draft and stream releases totaled 74,577 acre-feet for the month of July. The required minimum instream release from Cherry Reservoir for July was 15 cfs and will remain 15 cfs through September 30, 2023. Lake Eleanor required minimum instream release for July was 20 cfs and will remain at 20 cfs until mid-September.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for July was 31 MGD. The Sunol Valley Water Treatment Plant was in standby for the month, there was no production.

Regional System Water Delivery

The average July delivery rate was 216 MGD which is a 5% increase over the June delivery rate of 205 MGD.

Local Precipitation

The rainfall summary for July 2023 is presented in Table 3.

Weather Station Location	July 2023		October 1, 2022 through July 31, 2023	
	Total (inches)	Percent of Mean for the Month	Total (inches)	Percent of Mean for the Year-To-Date
Pilarcitos Reservoir	0.05	125%	59.98	179%
Lower Crystal Springs Reservoir	0.00	0%	44.46	201%
Calaveras Reservoir	0.00	0%	38.79	215%

*Mean Period = WY 1991-2020

Snowpack, Water Supply and Planned Water Supply Management

Thirty-one atmospheric rivers from mid-December to the end of March established a near-historic snowpack in the Sierra Nevada. On August 1, based on modeled snowpack data that has been updated with Airborne Snow Observatory Inc. surveys over the Tuolumne River Basin, the snowpack held an estimated 28,000 acre-ft of snow water equivalent (SWE) above Hetch Hetchy, 4,500 acre-feet of SWE above Cherry Reservoir, and 1,400 acre-ft of SWE above Lake Eleanor. During the April through July period, 1,276,241 acre-feet of inflows to Hetch Hetchy were recorded. Runoff peaked in late May with sustained inflows expected to persist into August.

Cumulative Water Available to the City (WAC) for WY 2023 was 2,755,588 acre-feet on August 1 (Figure 5). The inflows into upcountry reservoirs and intervening flows to Don Pedro Reservoir continued to maintain a full Water Bank. Forecasted high inflows above and below SFPUC storage reservoirs (Figure 6) will maintain a full Water Bank through the end of the water year.

Hetch Hetchy Reservoir is full and spilling and drafting via minimum required streamflow releases and additional power generation to manage inflows and reservoir storage. Cherry Reservoir is nearly full and drafting via daily recreational releases, additional power generation, and minimum required streamflow releases to manage reservoir storage. Lake Eleanor is nearly full and drafting via the Cherry-Eleanor pumps and minimum required streamflow releases.

Discretionary releases from Hetch Hetchy Reservoir peaked at ~8,300 cfs in early July. SFPUC staff worked with Yosemite National Park staff to perform these releases in the most environmentally beneficial manner, as part of the Upper Tuolumne River Ecosystem Program (UTREP). Releases receded toward minimum required streamflow by the beginning of August.

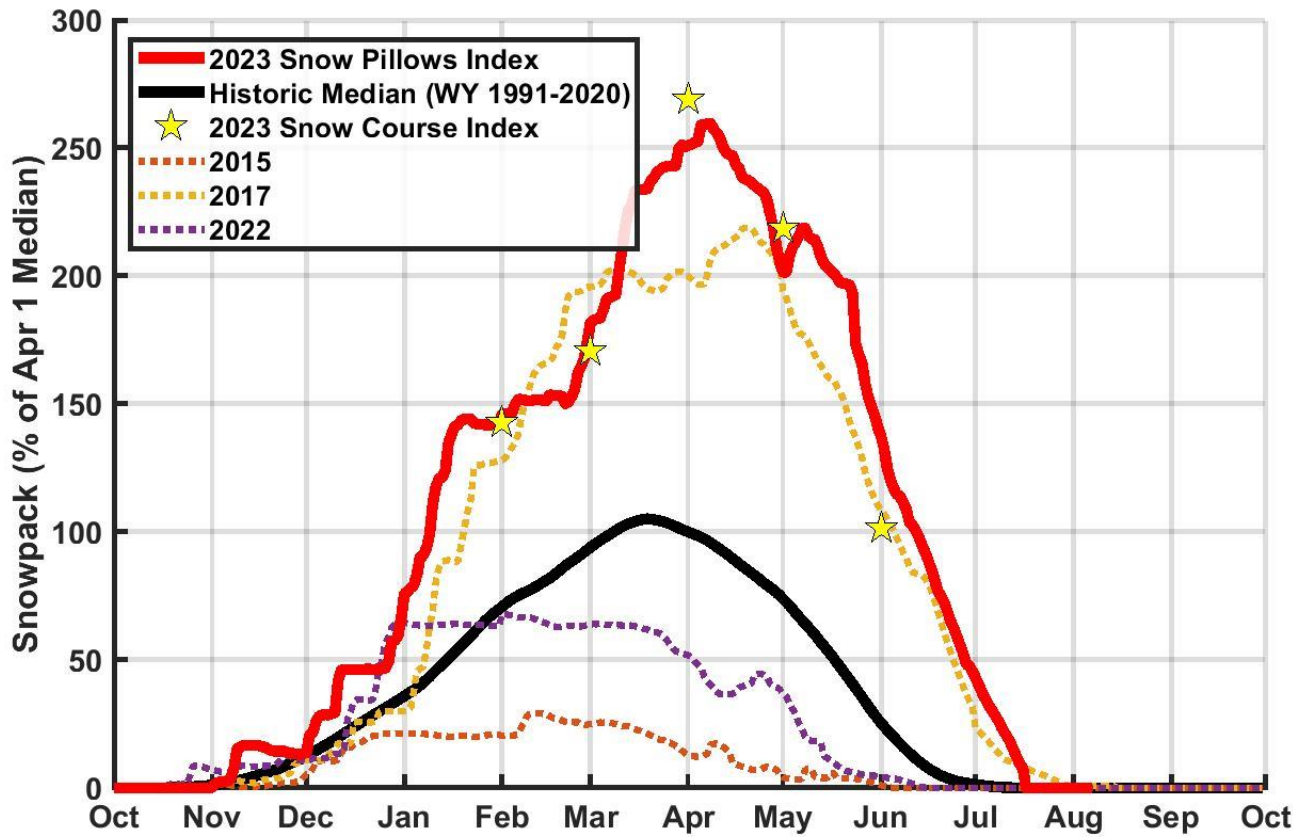


Figure 4: Tuolumne River Basin Snow Pillow Index and Snow Course Index, based on real time snow pillow and manual snow course Snow Water Equivalent (SWE) measurements in the Tuolumne Basin. Example high and low snowpack years are included with Water Year 2023 for comparison purposes.

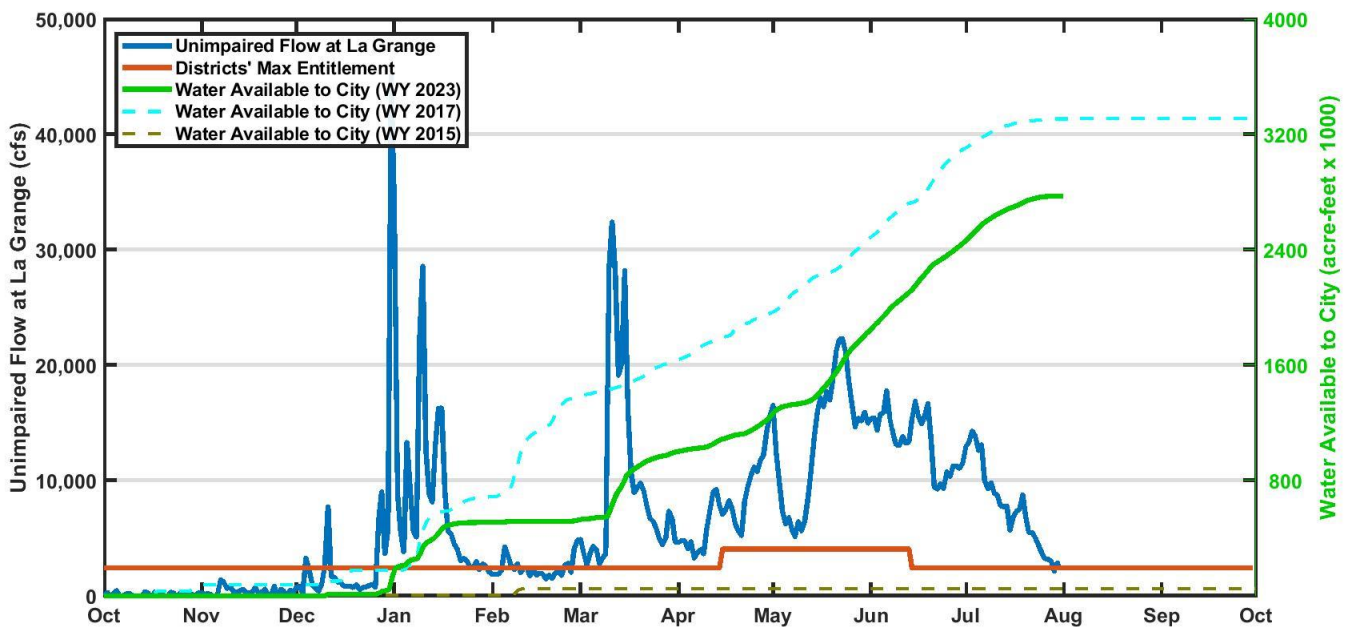


Figure 5: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. WY 2017 included for comparison.

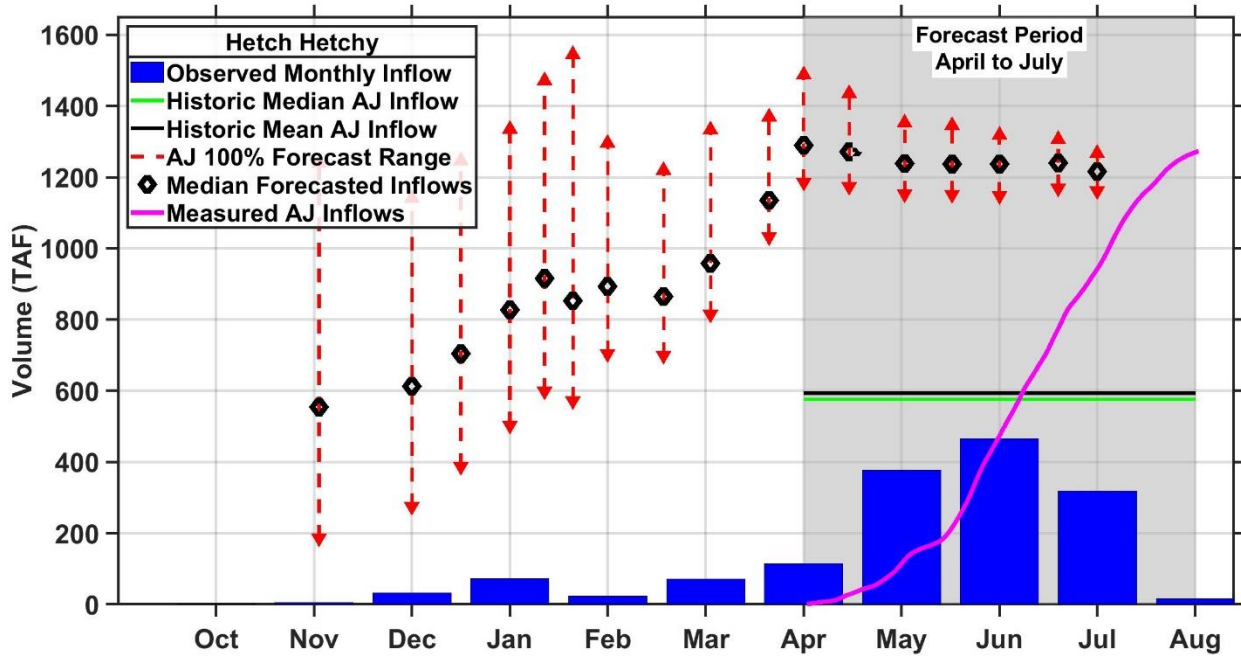


Figure 6: Water Supply Forecast Model April through July runoff projection on the Tuolumne River at Hetch Hetchy Reservoir. This model is driven by precipitation from October to February, and by snow survey data from February through June. The forecast range decreases as time passes due to reduced potential future precipitation.

**NORTH COAST COUNTY WATER DISTRICT
CLAIMS LIST
AUGUST 16, 2023**

ITEM #9A1

	PAYEE	A/C NO.	DESCRIPTION		
1	Airgas NCN	5730-120	Cylinder Rental		136.11
2	Aqua-Metric	1117-169	Water Meters		6,094.19
3	Artemis Supply, Inc.	1116-201B	Check Valves		540.00
4	ASF Electric	5670-110	Replace Socket In Milagra Ridge		2,785.00
5	AT&T	5622-130	Fiber Internet Services for SCADA from 07/11/23 to 08/10/23	594.52	1,207.38
		Various	Telephone Services for Office/Shop/Pump Stations from 06/04/22 to 07/03/23	612.86	
6	BAWSCA	5687-130	Meter Testing		5,245.00
7	Baird Trucking Inc.	5650-130	Toll Reimbursements for Dump Runs		387.73
8	Bay Area Integration	5650-130	IT Business Endpoint Protection for July 2023 & Ethernet Switch	1,353.67	2,313.67
		5683-130	IT Support for July 2023	960.00	
9	Brown & Caldwell	1117-135	Engineering Support Services for Sheila Tank Project		36,376.34
10	Comcast	5622-130	Cable & Internet Service for Francisco Blvd., Eureka Square, and Terra Nova Blvd. Offices		981.67
11	Core & Main LP	5420-120	Inventory Supplies		5,823.09
12	Dataprose	Various	Utility Billing and Postage for July 2023		4,445.19
13	Eureka Square Shopping Center LP	5631-130	August Rent for 80-218 & 80-219 Eureka Square Office		3,530.00
14	EKI	1116-611	Groundwater Test Well Project	18,748.99	33,235.62
		1117-130	21-Inch Transmission Pipeline Replacement Study	6,156.78	
		1117-135	Sheila Tank Replacement Support	873.60	
		5680-130	Professional Services for District Engineering, GIS Support & AWSDA	7,456.25	
15	Esbro	5312-110	Lab Supplies		987.34
16	Flyers Energy, LLC	5623-110	Unleaded Gas and Diesel Fuel		6,547.90
17	Hanson Bridgett LLP	5681-130	Legal Fees for July 2023		43,738.00
18	Idexx Distribution, Inc.	5312-110	Lab Supplies		1,177.15
19	Jean Pierre Gardening	5642-130	Monthly Gardening Service July 2023		410.00
20	K-119 of California, Inc.	5412-120	Operating Supplies - Distribution		76.88
21	Macquarie Equipment Capital	5655-130	Lease Payment for Canon Copier		520.02
22	Noll & Tam Architects	1118-112B	Professional Services Re: Building Code Changes		5,621.00
23	Paul Curletto	5631-130	Rent for Terra Nova Facility from 7/15/23 to 8/14/23		1,950.00
24	PG&E	Various	Monthly Gas & Electric Costs for Plant, Office, & Distribution		36,359.19
25	Pacifica Tires & Service	5629-110	Tires & Service for Truck No. 3		413.17
26	Pitcher Services, LLC	1116-611	Construction of Groundwater Test Well Project		247,541.27
27	Recology of the Coast	5624-130	Monthly Service Charges from 07/01/23 to 07/31/23		558.19
28	Serramonte Ford	5629-110	Auto Parts for Trucks No. 8 and 16		538.12
29	SFPUC	5130-110	Water Purchased & Service Charges from 07/11/23 to 08/07/23	520,813.03	522,878.03
		5312-110	Lab Tests & Document Fee	2,065.00	
30	Staples Credit Plan	5621-130	Copy Paper		98.30
31	Squeekey Kleening Co.	5624-130	Monthly Janitorial Cleaning Services for July 2023		1,745.00
32	Thomas J Piccolotti LLC	5683-130	Board and Committee Meetings from 06/21/23 to 07/18/23		2,625.00
33	Tyler Technologies	5514-130	Utility Billing Transaction Fees		12,255.00
34	Underground Service Alert	5314-120	Regulatory Costs, 2023 Membership Fee & 2022 Billable Tickets Fee		2,983.13
35	U.S. Bank	Various	See Details Attached		3,610.85
36	Verizon Wireless	5623-120	Monthly Service for Tablets and Phones from 06/17/23 to 07/16/23		573.01
					\$ 996,171.43

**NORTH COAST COUNTY WATER DISTRICT
CLAIMS LIST
AUGUST 16, 2023**

U.S. BANK NATIONAL ASSOCIATION
Business Card Company Statement
Expenses Breakdown
Billing Date: 07-22-2023

A/C No.	Vendor	Description	Amount
5412-120	Home Depot	Operating Supplies	221.32
5620-130	Lucidpress	Newsletter Software	15.00
5621-130	Amazon.com	Office Supplies	80.00
5621-130	Envelopes.com	Customized Office Envelopes (2,000)	257.05
5621-130	Quadient Inc.	Ink for Postage Machine	154.48
5631-130	Amazon.com	Janitorial Supplies	47.19
5731-130	Pacific Manor Ace Hardware	Building Maintenance Supplies	19.76
5650-130	Adobe Acropro Subscription	Monthly Service Charge	75.96
5650-130	Apple.com	Online Storage Services	0.99
5650-130	Intermedia.Net	Monthly Spam Email Screening & Reporting Services	464.90
5661-130	Amazon.com	Endurance Nylon Work Gloves (24 cases) & Hard Hat (1)	854.00
5670-110	Baghouse America, Inc.	Asco Valve	221.30
5685-130	Education & Outreach Company	Customized Digital Shower Timers and "Careers in Water" Booklets	1,177.26
5750-120	Amazon.com	3/4" Ball Valves with T-Handle	21.64
		Total:	3,610.85



P.O. BOX 6343
FARGO ND 58125-6343

RECEIVED
JUL 31 2023

ACCOUNT NUMBER
STATEMENT DATE 07-24-2023
AMOUNT DUE \$10,265.97
NEW BALANCE \$10,265.97
PAYMENT DUE ON RECEIPT



000001642 01 SP 0.630 106481794230869 P

NORTH COAST COUNTY WATER
PO BOX 1039

PACIFICA CA 94044-6039

AMOUNT ENCLOSED
\$

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

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

4246044555653488 001026597 001026597

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

NORTH COAST COUNTY W	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges	Credits -	Payments -	New Balance =
Company Total	\$13,204.81	\$3,610.85	\$0.00	\$0.00	\$2.00	\$0.00	\$6,551.69	\$10,265.97

CORPORATE ACCOUNT ACTIVITY

NORTH COAST COUNTY WATER				TOTAL CORPORATE ACTIVITY
				\$6,549.69 CR
Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-23	06-20	7479826317400000000369	PAYMENT - THANK YOU 00000 C	6,551.69 PY
07-24	07-24		LATE PAYMENT CHARGE	2.00

NEW ACTIVITY

					CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
					\$0.00	\$221.30	\$0.00	\$221.30
Post Date	Tran Date	Reference Number	Transaction Description	Amount				
06-23	06-21	24984583173019642155192	BAGHOUSE AMERICA, INC 951-2909793 AZ	221.30				

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

ACCOUNT SUMMARY

STATEMENT DATE 07/24/23
DISPUTED AMOUNT .00

PREVIOUS BALANCE	13,204.81
PURCHASES & OTHER CHARGES	3,610.85
CASH ADVANCES	.00
CASH ADVANCE FEES	.00
LATE PAYMENT CHARGES	2.00
CREDITS	.00
PAYMENTS	6,551.69
ACCOUNT BALANCE	10,265.97

SEND BILLING INQUIRIES TO:

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

AMOUNT DUE

10,265.97



Company Name: NORTH COAST COUNTY WATER
Corporate Account Number:
Statement Date: 07-24-2023

NEW ACTIVITY					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$19.99	\$0.00	\$19.99
06-30	06-29	24943003180700650198691	ADOBE ACROPRO SUBS 408-536-6000 CA	19.99	
		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$19.76	\$0.00	\$19.76
07-21	07-20	24055223201091270001124	PACIFIC MANOR HARDWARE GREENBRAE CA	19.76	
		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$68.96	\$0.00	\$68.96
07-03	06-30	24943013182010180294540	THE HOME DEPOT #6655 COLMA CA	68.96	
		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$3,280.84	\$0.00	\$3,280.84
06-23	06-22	24692163173105370238138	QUADIENT INC ORACLE 800-636-7678 CT	154.48	
06-23	06-23	24692163174106077645095	AMZN MKTP US*NJ9093MW3 AMZN.COM/BILL WA	21.64	
06-26	06-23	24492153174717735487135	ADOBE *ACROPRO SUBS 408-536-6000 CA	14.99	
06-26	06-23	24492153174745791172838	ENVELOPES.COM 187-768-3567 NY	257.05	
06-28	06-27	24003413178900010965092	PROJECT ENERGY SAVERS 718-5966155 NY	1,177.26	
06-29	06-28	24492153179715570155069	MARQ 888-705-4096 UT	15.00	
06-30	06-29	24431063180083703610134	AMZN MKTP US*0L74G39D3 AM AMZN.COM/BILL WA	47.19	
07-03	07-01	24492153182745024614960	ADOBE *IL CREATIVE CL 408-536-6000 CA	20.99	
07-04	07-03	24431063184083305994072	AMAZON.COM*LC0H53103 AMZN AMZN.COM/BILL WA	411.48	
07-04	07-03	24431063184083740520672	AMAZON.COM*2G2NN2WL3 AMZN AMZN.COM/BILL WA	25.07	
07-04	07-03	24692163184104323866407	APPLE.COM/BILL 866-712-7753 CA	0.99	
07-06	07-05	24493983187026453860588	INTERMEDIA.NET INC 800-379-7729 WA	464.90	
07-10	07-09	24692163190109565853106	AMAZON.COM*7O58H63Z3 AMZN.COM/BILL WA	411.48	
07-17	07-16	24692163197102006418897	AMZN MKTP US*2274U7183 AMZN.COM/BILL WA	31.04	
07-17	07-14	24943013196010183579057	THE HOME DEPOT #6655 COLMA CA	152.36	
07-18	07-18	24692163199103742929013	AMZN MKTP US*L96NR6KT3 AMZN.COM/BILL WA	28.54	
07-24	07-23	24492153204713334632928	ADOBE *ACROPRO SUBS 408-536-6000 CA	19.99	
07-24	07-23	24692163204108342253204	AMAZON.COM*WW41L9Q43 AMZN.COM/BILL WA	26.39	



Company Name: NORTH COAST COUNTY WATER
Corporate Account Number:
Statement Date: 07-24-2023

Department: 00000 Total:	\$3,610.85
Division: 00000 Total:	\$3,610.85



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



RECEIVED

JUL 31 2023

NORTH COAST COUNTY WATER DIST

ACCOUNT NUMBER
STATEMENT DATE 07-24-23
TOTAL ACTIVITY \$ 3,280.84

000020002 01 SP 0.630 106481794342790 P

NORTH COAST CWD
2400 FRANCISCO BLVD
PACIFICA CA 94044-2300

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

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

Cardholder _____ Date _____ Approver Adrian Can Date 8/19/23

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
06-23	06-22	QUADIANT INC ORACLE 800-636-7678 CT PUR ID: 17034539 TAX: 13.88	24692163173105370238138	7399	154.48 ✓
06-23	06-23	AMZN MKTP US*NJ9093MW3 AMZN.COM/BILL WA24692163174106077645095 PUR ID: 5750-120 missy TAX: 1.94	24692163174106077645095	5942	21.64 ✓
06-26	06-23	ADOBE *ACROPRO SUBS 408-536-6000 CA PUR ID: KGS9XG2J TAX: 0.00	24492153174717735487135	5734	14.99 ✓
06-26	06-23	ENVELOPES.COM 187-768-3567 NY PUR ID: 79117283 TAX: 0.00	24492153174745791172838	5111	257.05 ✓
06-28	06-27	PROJECT ENERGY SAVERS 718-5966155 NY PUR ID: 64449696362 TAX: 0.00	24003413178900010965092	5942	1,177.26 ✓
06-29	06-28	MARQ 888-705-4096 UT PUR ID: 57015506 TAX: 0.00	24492153179715570155069	5734	15.00 ✓
06-30	06-29	AMZN MKTP US*OL74G39D3 AM AMZN.COM/BILL WA431063180083703610134 PUR ID: 113-7925257-93402 TAX: 4.24	24431063180083703610134	5942	47.19 ✓
07-03	07-01	ADOBE *IL CREATIVE CL 408-536-6000 CA PUR ID: 5YPY8602 TAX: 0.00	24492153182745024614960	5734	20.99 ✓
07-04	07-03	AMAZON.COM*LC0H531O3 AMZN AMZN.COM/BILL WA431063184083305994072 PUR ID: 114-3500275-85346 TAX: 36.96	24431063184083305994072	5942	411.48 ✓

Default Accounting Code:

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	STATEMENT DATE 07-24-23	DISPUTED AMOUNT \$.00	PREVIOUS BALANCE \$.00	
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE \$ 0.00		PURCHASES & OTHER CHARGES \$3,280.84	
	DO NOT REMIT		CASH ADVANCES \$.00	
			CASH ADVANCE FEE \$.00	
			CREDITS \$.00	
		TOTAL ACTIVITY		\$3,280.84



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



RECEIVED

JUL 27 2023

NORTH COAST COUNTY WATER DIST

ACCOUNT NUMBER
STATEMENT DATE 07-24-23
TOTAL ACTIVITY \$ 221.30

000014349 01 SP 0.630 106481794337137 P

"MEMO STATEMENT ONLY"
 DO NOT REMIT PAYMENT

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

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

Cardholder *[Signature]* Date 8-8-23 Approver *[Signature]* Date 8-8-23

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
06-23	06-21	BAGHOUSE AMERICA, INC 951-2909793 AZ PUR ID: 64439394089 TAX: 0.00	24984583173019642155192 <i>5670-110</i>	5085	221.30

Default Accounting Code:

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	STATEMENT DATE	DISPUTED AMOUNT	PREVIOUS BALANCE	\$.00
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE		PURCHASES & OTHER CHARGES	\$221.30
	\$ 0.00		CASH ADVANCES	\$.00
	DO NOT REMIT		CASH ADVANCE FEE	\$.00
			CREDITS	\$.00
			TOTAL ACTIVITY	\$221.30



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



RECEIVED
JUL 31 2023

NORTH COAST COUNTY WATER DIST

ACCOUNT NUMBER
STATEMENT DATE 07-24-23
TOTAL ACTIVITY \$ 19.99



000014350 01 SP 0.630 106481794337138 P

NCCWD
2400 FRANCISCO BLVD.

PACIFICA CA 94044-2300

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

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

Cardholder [Signature] Date 8/9/23 Approver [Signature] Date 8/9/23

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
06-30	06-29	ADOBE ACROPRO SUBS 408-536-6000 CA PUR ID: BL2489212015 TAX: 0.00	24943003180700650198691 <u>5650-130</u>	5734	19.99 r

Default Accounting Code:

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	STATEMENT DATE	DISPUTED AMOUNT	PREVIOUS BALANCE	\$.00
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE		PURCHASES & OTHER CHARGES	\$19.99
	\$ 0.00		CASH ADVANCES	\$.00
	DO NOT REMIT		CASH ADVANCE FEE	\$.00
			CREDITS	\$.00
			TOTAL ACTIVITY	\$19.99



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



NORTH COAST COUNTY WATER DIST

RECEIVED
 JUL 31 2023
 RECEIVED

ACCOUNT NUMBER
STATEMENT DATE 07-24-23
TOTAL ACTIVITY \$ 19.76

000014351 01 SP 0.630 106481794337139 P

"MEMO STATEMENT ONLY"
 DO NOT REMIT PAYMENT

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

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

Cardholder Advent Co Date 8/19/23 Approver Advent Co Date 8/19/23

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
07-21	07-20	PACIFIC MANOR HARDWARE GREENBRAE CA PUR ID: 837522 TAX: 1.78	24055223201091270001124 <u>5631-130</u>	5251	19.76

Default Accounting Code:

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	STATEMENT DATE	DISPUTED AMOUNT	PREVIOUS BALANCE	\$.00
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE		PURCHASES & OTHER CHARGES	\$19.76
	\$ 0.00		CASH ADVANCES	\$.00
	DO NOT REMIT		CASH ADVANCE FEE	\$.00
			CREDITS	\$.00
			TOTAL ACTIVITY	\$19.76



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



RECEIVED

JUL 31 2023

NORTH COAST COUNTY WATER DIST

ACCOUNT NUMBER
STATEMENT DATE 07-24-23
TOTAL ACTIVITY \$ 68.96

000014352 01 SP 0.630 106481794337140 P

"MEMO STATEMENT ONLY"
 DO NOT REMIT PAYMENT

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

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

Cardholder _____ Date _____ Approver Adrianna Carr Date 8/9/23

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
07-03	06-30	THE HOME DEPOT #6655 COLMA CA PUR ID: SHOP TAX: 5.91	24943013182010180294540 <u>5412-120</u>	5200	68.96

Default Accounting Code:

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	STATEMENT DATE 07-24-23	DISPUTED AMOUNT \$.00	PREVIOUS BALANCE	\$.00
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE \$ 0.00 DO NOT REMIT		PURCHASES & OTHER CHARGES	\$68.96
			CASH ADVANCES	\$.00
			CASH ADVANCE FEE	\$.00
			CREDITS	\$.00
			TOTAL ACTIVITY	\$68.96



DIRECTORS
JACK J. BURGETT, President
JOSHUA COSGROVE, Vice-President
ANNE DE JARNATT, Director
RON ASH, Director
WILLIAM HAUSER, Director
RUSSELL CONROY,
Director Emeritus
 2400 Francisco Blvd.
 P.O. Box 1039
 Pacifica, CA 94044
 www.nccwd.com

STAFF
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: August 16, 2023
RE: Approval of an Amendment to the Agreement with Brown and Caldwell for Additional Engineering Support and Construction Management Services for the Sheila Tank Replacement Project for an Amount Not to Exceed \$328,503 and to Extend the Term of the Agreement

BACKGROUND

In May 2020, the District entered into an agreement with Brown and Caldwell for Sheila Tank Replacement Project (Project) design services in an amount not to exceed \$332,432. Two contract amendments were entered into in November 2020 and December 2020, for CEQA support and outreach services, bringing the total value of the agreement to \$388,561. A third amendment was made in May 2021 to extend the end date of the contract through December 2021. A fourth amendment was made in December 2021 for an additional amount of \$450,000, for a total not-to-exceed contract amount of \$838,561. The fourth amendment provided funding for engineering support during construction and for construction management services during construction.

In September 2022, whilst preparing the site for construction, it was discovered that the site conditions were different than expected. The Project has since been delayed due to the redesign of the contractor's temporary ground support systems, changes to the permanent retaining wall, and above average non-working days due to weather. This delay requires additional engineering and construction management support to complete the project beyond the original assumed level of effort.

The proposal, included here as Attachment A, includes a revised project scope of work for Brown and Caldwell to continue engineering and construction management services as they continue to also address and evaluate the permanent retaining wall, crane pad location, temporary access road, and valve vault alternatives. Under this proposed scope of work, Brown and Caldwell will continue to serve as an interface between the District and the Contractor, to assist in the completion of the project.

The following services are included in the scope of work, and are in addition to the previous approved services:

- Additional Engineering Support Services and Additional Construction Management & Inspection Services - Additional efforts primarily focus on addressing and evaluating the permanent retaining wall, crane pad location, temporary access road, and valve vault alternatives. This has also resulted in additional progress, coordination and special topic meetings with the Contractor, the District, and the geotechnical consultant, Miller Pacific.
- Additional scope and budget for Miller Pacific to provide materials testing and specialty inspections. The permanent portion of the soil nail wall requires specialty inspections per the California Building Code. Miller Pacific will also provide concrete and shotcrete sampling and testing for the tank. These services were not included in Amendment No. 4, and, per the Contract Documents, the Contractor is not required to provide these services.

The term of the current agreement with Brown and Caldwell for Shelia Tank Replacement Project is through July 31, 2023, when the Project had initially been expected to be complete, prior to the Project delay.

The proposal assumes that construction shall be completed in 14 months, but no later than September 2024.

FISCAL IMPACT

The current agreement for the Shelia Tank Design Services is for a cost not-to-exceed \$838,561. Compensation for services described in Attachment A is \$328,503, increasing the total budget from \$838,561 to \$1,167,064.

RECOMMENDATION

Staff recommends that the Board of Directors authorize the General Manager to amend the agreement with Brown and Caldwell for Engineering Services During Construction for the Sheila Tank Replacement project for an amount not to exceed \$328,503 and to extend the term of the agreement.

ATTACHMENTS

- A. Letter Proposal from Brown and Caldwell, Amendment for Sheila Tank Replacement Project – Dated June 14, 2023

ATTACHMENT A

June 14, 2023



Adrienne Carr, General Manager
North Coast County Water District
2400 Francisco Boulevard
Pacifica, CA 94044

Subject: Shelia Tank - Amendment 5 (Revised): Additional Engineering Support and Construction Management Services

Dear Ms. Carr:

****This revised amendment request superseded in full the request we submitted on March 8, 2023.****

As you are aware, the project has been delayed due to the redesign of the contractor's temporary ground support systems, changes to the permanent retaining wall, and above average non-working days due to weather. We estimate these delays will extend the work by approximately eleven months, nearly doubling the original Contract Duration. Per the original approved baseline schedule, the temporary soil nail wall was to begin in late July 2022. Our assumption is the temporary soil nail wall will begin in late June 2023. This delay requires additional engineering and construction management support to complete the project beyond the original assumed level of effort.

Brown and Caldwell (BC) respectfully submits this contract amendment for additional engineering services during construction (Phase 006) and construction management services (Phase 007) for the Shelia Tank project. Scope of work and fee for the requested phases are provided in the following sections.

Scope of Work

A detailed description of the additional effort is described in the following sections. Phase and task numbering in the below sections follows numbering in invoices. Phases not included below are not affected by this amendment.

Phase 006 – Additional Engineering Support Services

BC has and will continue to expend additional effort on the following tasks: 001 - *Project Administration*; 002 - *Project Meetings*; 004 - *Requests for Information*; and 005 - *Submittal Review*. Additional efforts primarily focus on addressing and evaluating the permanent retaining wall, crane pad location, temporary access road, and valve vault alternatives. This has also resulted in additional progress, coordination and special topic meetings with the Contractor, the District, and our geotechnical consultant, Miller Pacific (M-P).

The number of budgeted, actual number to date, and anticipated number at revised completion date of progress meetings, submittal reviews and RFI responses and the actual number of submittals and RFIs processed are summarized in Table 1.

Table 1. Summary of ESDC Scope Changes				
Description	Approved Scope ^a	Actual to Date	Anticipated at Revised Completion Date	Increase over Approved Scope ^a
Progress Meetings	24	42	74	50
Submittal Review (submittal/re-submittals)	40 / 20	52 / 24	70 / 30	30 / 10
RFI Response	40	26	50	10

^a included in Amendment 4.

We are also requesting additional scope and budget for M-P to provide materials testing and specialty inspections. The permanent portion of the soil nail wall requires specialty inspections per the California Building Code. M-P will also provide concrete and shotcrete sampling and testing for the tank. These services were not included in our Amendment No. 4, and, per the Contract Documents, the Contractor is not required to provide these services per the Contract Documents.

Phase 007 – Additional Construction Management & Inspection Services

Like Phase 006, the additional efforts to date are primarily focused on addressing and evaluating the permanent retaining wall, crane pad location, temporary access road, and valve vault alternatives. This has resulted in additional progress, coordination and special topic meetings with the Contractor, the District, and M-P. Our staff has also spent increased time on the review and coordination of additional submittals and RFIs as noted in Table 1.

Level of effort for construction management and inspection services is typically more related to the number of working days (i.e., contract duration) verses a quantifiable assumption of deliverables. Since we anticipate the contract duration will extend approximately eleven months, we have developed our request for estimated additional budget in order to provide oversight.

General Assumptions:

Additional level of effort (i.e., staff hours) estimates assigned to each of the above Phase are consistent with assumptions and estimated hours included in our original proposal and previous amendments. BC will provide services up to the limit of the Phase budgets. If additional services are needed, an amendment will be required.

Schedule

The project's original baseline completion date is September 7, 2023. We anticipate an eleven-month delay, revising the completion date to early August 2024. This amendment request assumes our services, including record drawings and final completion services, will be completed by the end of September 2024. BC will provide services up to the limit of the Phase budgets. If additional services are needed, an amendment will be required. See Attachment B for the revised schedule of services.

Cost

Compensation for services described above is \$328,503, increasing the total project budget from \$838,561 to \$1,167,064. A summary of the amendment costs in relation to the total project costs is presented in Table 2. A detailed amendment cost summary is attached, Exhibit A, Amendment Budget.

Table 2. Summary of Amendment 5 Cost by Task			
Phase / Description	Current Approved Budget ^a	Budget Increase in this Amendment 5	Total Revised Budget
001 - Project Management	\$67,358	\$0	\$67,358
002 - Basis of Design Report	\$72,243	\$0	\$72,243
003 - 30% Design / CEQA	\$93,322	\$0	\$93,322
004 - 90% Design	\$108,082	\$0	\$108,082
005 - 100% / Final Design	\$62,888	\$0	\$62,888
006 - Engineering Support Services	\$194,537	\$87,737	\$282,274
007- Construction Management & Inspection Services	\$240,131	\$240,766	\$480,897
TOTAL	\$838,561	\$328,503	\$1,167,064

^a Includes Amendments 1 thru 4 budget.

Terms and Conditions

Work on this amendment, described in this letter, will be performed per the terms and conditions of the North Coast County Water District and Brown and Caldwell “Professional Services Agreement” dated May 15, 2020.

Very truly yours,

Brown and Caldwell



Bernadette Visitacion-Sumida, PE
Authorized Signatory



Stephen Walters, PE
Project Manager

Attachments:

- A. Amendment No. 5 Budget
- B. Revised Schedule of Services
- C. Miller Pacific’s Supplemental Geotechnical Construction Services dated 6/8/23

**EXHIBIT A
Amendment No. 5 Budget**

Phase	Phase Description	Desverme, La Donna	Allen, Kaitlyn M	Hesby, James C	Visitation-Sumida, Bernadette J	Romero, Sara B	Puthuveedu Palani, Sundara Rajan	Lambert, Tait R	Gagne, Daniel	Glushko, Maksim	Carboni, Davina R	Hoff, Kenneth	Lee, Gavin	Pennington, Thomas	Walters, Stephen T	Labor Hours	Total Labor Effort	APC	Subconsultant - Miller Pacific	Total Expense Cost	Total Expense Effort	Total Effort
																264	\$ 65,825					
008	Phase 006 - ESDC (Amendment 5)	36	0	20	8	12	10	10	40	40	84	0	0	4	0	264	\$ 65,825	\$ 2,112	\$ 18,000	\$ 20,112	\$ 21,912	\$ 87,737
009	Phase 007 - CM (Amendment 5)	0	72	0	0	0	0	0	0	0	0	2	816	0	192	1,082	\$ 232,110	\$ 8,656	\$ -	\$ 8,656	\$ 8,656	\$ 240,766
GRAND TOTAL		36	72	20	8	12	10	10	40	40	84	2	816	4	192	1,346	\$ 297,935	\$ 10,768	\$ 18,000	\$ 28,768	\$ 30,568	\$ 328,503

ID	BC Phase and Task	Task Name	Start	Finish	Half 1, 2022							Half 2, 2022							Half 1, 2023							Half 2, 2023							Half 1, 2024							Half 2, 2024						
					N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O						
1	Phase 005	100%/Final Design	Fri 12/17/21	Thu 2/17/22																																										
2		Amendment Authorization	Fri 12/17/21	Fri 12/17/21																																										
3	Task 005.001	Final Design Development	Fri 12/17/21	Thu 2/17/22																																										
4	Phase 006	Engineering Support Services	Fri 12/17/21	Wed 9/25/24																																										
5	Task 006.001	Project Administration	Fri 12/17/21	Thu 9/19/24																																										
6	Task 006.002	Project Meetings	Fri 3/4/22	Thu 8/15/24																																										
7	Task 006.003	Bid Period Services	Wed 4/20/22	Wed 5/18/22																																										
8		Construction NTP	Wed 6/1/22	Wed 6/1/22																																										
9	Task 006.004	Requests for Information	Thu 6/2/22	Wed 8/21/24																																										
10	Task 006.005	Submittal Review	Thu 6/2/22	Wed 8/21/24																																										
11	Task 006.006	Design Clarification Memoranda	Thu 6/2/22	Wed 8/21/24																																										
12	Task 006.007	Record Drawings	Thu 8/22/24	Wed 9/25/24																																										
13	Phase 007	Construction Management	Thu 6/2/22	Wed 9/18/24																																										
14	Task 007.001	Construction Management/Inspection	Thu 6/2/22	Wed 8/21/24																																										
15	Task 007.002	Final Completion Services	Thu 8/22/24	Wed 9/18/24																																										

Project: PRV Improvements Date: Tue 6/13/23	Task		Project Summary		Manual Task		Start-only		Deadline	
	Split		Inactive Task		Duration-only		Finish-only		Progress	
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone			



June 8, 2023
File: 2281.001pro4.doc

Mr. Stephen Walters, PE
Senior Manager, Construction Management
Brown and Caldwell
Sacramento, CA

Re: Supplemental Geotechnical Construction Services
Shelia Tank Replacement Project
Pacifica, California

Introduction

Following our recent discussions, Miller Pacific Engineering Group is pleased to propose our geotechnical engineering services regarding construction of the planned new water tank located on the downslope side of Shelia Lane in Pacifica. A 100,000-gallon wood tank will be removed and likely be replaced with a new 600,000-gallon concrete tank in roughly the same location. We are currently providing geotechnical construction services per our Task Order dated March 31, 2022. Based on understanding of the current construction plans supplemental services are requested.

Supplemental Scope of Services

We have provided consultation and review of the Contractor's various grading and wall options to accommodate a crane pad and their construction operations. Meetings and evaluation regarding Contractor's means and methods were not anticipated in our original scope. Thus, requesting supplemental budget for geotechnical consultation and evaluation.

Supplemental requested construction services include: (1) concrete sampling and strength testing for the tank foundation, walls and roof. Assumes 6 pour days and 5 sets of cylinders (4 cylinders per set); and (2) Inspection and testing of the permanent portion of the soil nail wall including; double corrosion protection of soil nails, soil nail grout and wall shotcrete sampling and strength testing.

Budget Increase

We propose the above our services on a time and expense basis for the fee estimates below.

Supplemental Consultation - Time and Expense, Estimate	\$3,000
Tank Concrete Sampling & Testing - Time and Expense, Estimate.....	\$10,000
Permanent Soil Nail Inspection and Testing - Time and Expense, Estimate.....	\$5,000

Very truly yours,
MILLER PACIFIC ENGINEERING GROUP

A handwritten signature in black ink, appearing to read 'Scott Stephens', is written over a light blue horizontal line.

Scott Stephens
Geotechnical Engineer No. 2398
(Expires 6/30/23)

ADRIANNE CARR, Ph.D.
GENERAL MANAGERSCOTT DALTON
ASSISTANT GENERAL MANAGER
– OPERATIONSPhone (650) 355-3462
Fax (650) 355-0735

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

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



TO: Board of Directors
FROM: Jonathan Sutter, District Engineer
DATE: August 16, 2023
RE: District Engineer's Report

Sheila Tank Replacement and PRV Improvement Project

The District Board of Directors approved a change order for the temporary access road and temporary/permanent soil nail wall at an August 9th Special Meeting. Anderson Pacific Engineering Construction, Inc. (APEC) is developing an updated baseline schedule and is tentatively scheduled to begin construction of the soil nail wall the week of August 14th.

Loop at Everglades Drive Pipeline Replacement Phase 1

EKI redesigned the utility crossing detail based on comments from the City of Pacifica and submitted a revised pipeline separation waiver request to the State Water Resources Control Board Division of Drinking Water (DDW). Final Bid documents will be prepared after DDW approval.

21-Inch Transmission Main Alternatives Evaluation

EKI is finalizing its evaluation of the rehabilitation and replacement alternatives for the District's 21-inch transmission main that crosses in the Interstate-280 tunnel and a final report will be submitted to the District by the end of August.

Hinton Ranch Pipeline Emergency Repair

EKI and its geotechnical subconsultant Geo-Logic Associates, performed a site walk with the District to assess damage and evaluate restoration options for the District's Hinton Ranch Pipeline, a 14-inch-diameter concrete lined and coated steel pipe that crosses a stream near the end of Hinton Ranch Road. The pipeline is embedded within a concrete pipe bridge/drainage structure that crosses the stream. During the recent Winter 2022-2023 storms, the stream banks near the pipeline experienced heavy erosion that exposed portions of the concrete drainage structure and threatened to undermine the pipe trench on either side of the structure. Geo-Logic Associates is preparing recommendations for restoring and stabilizing the stream bank. The District intends to complete the recommended improvements before the rainy season.

ADRIANNE CARR, Ph.D.
GENERAL MANAGERSCOTT DALTON
ASSISTANT GENERAL MANAGER
– OPERATIONSPhone (650) 355-3462
Fax (650) 355-0735

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 P.O. Box 1039
 Pacifica, CA 94044
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STAFF REPORT

TO: Board of Directors
 FROM: Adrienne Carr, General Manager
 DATE: August 16, 2023
 RE: General Manager's Update

Water Conservation and Community Outreach Update

The District was invited to contribute to the Coastside Magazine's environmental-themed August issue. The District advertised the water monitoring device, Flume, along with rebate information and District's website details. Coastside Magazine is inserted into the Pacifica Tribune and the Half Moon Bay Review and distributed at locations all along the Coastside, from Pescadero to Pacifica.

The Pacifica Tribune published the District's General Manager's letter to the editor in its August 9th issue. The letter discusses the status of Headquarters Upgrade Project, challenges faced, and the information relating to the City of Pacifica appeal hearing scheduled for August 14th.

The District will be participating in the Fog Fest parade, scheduled for Saturday, September 23rd.

Professional Services Agreements

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

EKI Environment & Water

In May 2023, the General Manager entered into Task Order 2023-04 with EKI Environment & Water for the 2023 Annual Water Supply and Demand Assessment services for an amount not-to-exceed \$8,500. EKI completed this work and submitted the Assessment to the State Department of Water Resources on behalf of the District in order to comply with this new requirement.

In June 2023, the General Manager entered into Task Order 2023-05 with EKI Environment & Water for a geotechnical assessment of Hinton Ranch pipeline storm damage for an amount not-to-exceed \$9,800. The District's Hinton Ranch Pipeline is a 14-inch-diameter concrete lined and coated steel pipe that connects portions of Pressure Zone 23 between Royce Tanks and Terra Nova Boulevard. The pipeline crosses a stream near the end of Hinton Ranch Road, where it is embedded within a concrete pipe bridge/drainage structure. During the recent Winter 2022-2023

storms, the stream banks near the pipeline experienced heavy erosion that exposed portions of the concrete drainage structure and now threatens to undermine the pipe trench on either side of the structure. The District requested that the EKI team provide geotechnical services to assess the damage and to identify geotechnical alternatives for an emergency repair of the damaged section.

Attachments

A. Current Reservoir Conditions, California Major Water Supply Reservoirs, Current Conditions as of August 11, 2023

ATTACHMENT A

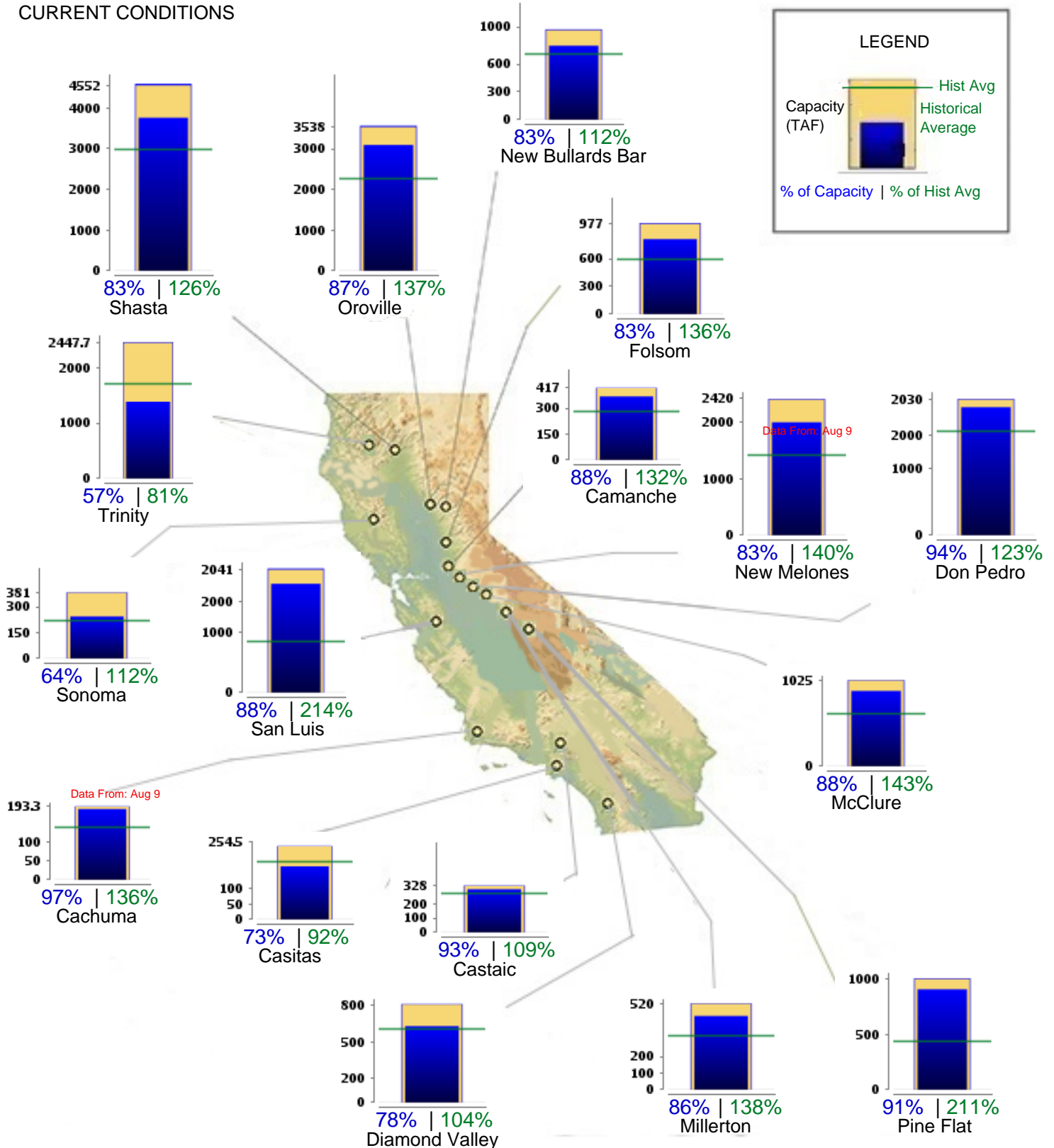


CURRENT RESERVOIR CONDITIONS

CALIFORNIA MAJOR WATER SUPPLY RESERVOIRS

Midnight - August 10, 2023

CURRENT CONDITIONS





Capital Improvement Projects

MONTHLY STATUS REPORT JULY, 2023

POTABLE PIPING IMPROVEMENTS

1117-130 21" Transmission Main Pipeline Inspection

The District Engineer is working to submit a draft report by the end of August. Results of the study will be reviewed by the CIP Committee to determine next steps on this project.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$1,050,000	\$0	0%	\$1,050,000

1117-145 Shoreside Levee Pipeline Replacement

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

1117-145 Emergency Pipeline Repairs

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$200,000	\$0	0%	\$200,000

1117-149 Loop at Everglades Dr. Pipeline Replacement

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

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$2,000,000	\$0	0%	\$2,000,000

MISCELLANEOUS PROJECTS

1118-122B Vehicle Replacement

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

1118-130 Automated Metering Infrastructure Pilot Study

District staff met with four different vendors to gather information and is working with the District Engineer to design a pilot study.

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

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

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



Capital Improvement Projects

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

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

POTABLE STORAGE TANK/RESERVOIR PROJECTS

1117-119 Repair/Replacement of Tank Vents

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

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

ANNUAL PROJECTS

1117-112 Reservoir Site Paving Project (Annual)

No work performed in July.

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

1117-113 Reservoir Fence Maintenance (Annual)

No work performed in July.

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

117-145 Annual Valve Exercise Program

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

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

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

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

Budget	Year to Date Spent	Percent Spent	Balance Remaining
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Capital Improvement Projects

\$10,000	\$0	0%	\$10,000
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1117-165 Easement Protection (Annual Program)

Easement clearing is scheduled for June, 2024.

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

1117-169 Meter Replacement Program

Ongoing Program.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$160,000	\$6,094	3.81%	\$153,906

1117-170 Fire Hydrant Replacement Project

Work is ongoing.

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

1117-183B Pressure Regulator Station Upgrades

The Palmetto regulator has been installed and is in service, landscaping needs to be completed. The Adobe regulator upgrade continues to move forward in conjunction with the Sheila Tank Construction Project.

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

BUILDING PROJECTS

1118-112B Francisco Headquarters Upgrade

District Headquarters Upgrade Project plans have been modified to comply with the new 2023 updated Building Code requirements, including onsite battery storage. Cumming is performing an updated project cost estimate, reviewing modified plans, contacting contractors, and working to refine the bid process.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$13,500,000	\$14,573	0%	\$13,485,427

1118-172B Computer Upgrades/SCADA/Office

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

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



Capital Improvement Projects

RECYCLED WATER PROJECT

1116-201B Recycled Water

The Residential Recycled Water Fill Station is open by appointment only, weather permitting.

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
\$10,000	\$0	0%	\$10,000

1117-135 Sheila Tank – Construction

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

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

1117-137 Fassler Tank – Design

Staff received preliminary information about two different tank options and a draft evaluation report will be submitted by the end of August. Results of the study will be reviewed by the CIP Committee to determine next steps on this project.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$350,000	\$0	0%	\$350,000

WATER AVAILABILITY STUDY

1116-611 Phase 2 Assessment of Groundwater and Recycled Water

EKI Environment & Water is working to summarize the Test Well Construction Project data.

Budget	Year to Date Spent	Percent Spent	Balance Remaining
\$165,000	\$0	0%	\$165,000