

North Coast County Water District
Minutes of the Special Board of Directors Meeting
December 14, 2022 7:00 P.M.
2400 Francisco Blvd.
Pacifica, CA 94044

DUE TO COVID-19 AND IN ACCORDANCE WITH ASSEMBLY BILL 361, WHICH MODIFIES GOVERNMENT CODE SECTION 54953, THE MEETING WAS CONDUCTED USING A HYBRID FORMAT OFFERING THE OPTION OF PARTICIPATING IN PERSON, ONLINE, OR BY TELECONFERENCE. INSTRUCTIONS FOR PARTICIPATION ONLINE OR BY PHONE WERE GIVEN ON THE AGENDA. EACH VOTE WAS TAKEN BY ROLL CALL VOTE.

1) CALL TO ORDER

President Piccolotti 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 Thomas Piccolotti, Vice President Jack Burgett, Director Anne DeJarnatt, Director Joshua Cosgrove, General Manager Adrienne Carr, Management Analyst II Stephanie Dalton, and Attorney Patrick Miyaki.

Director Ron Ash and Assistant General Manager Scott Dalton were present at Roll Call via teleconference from remote locations.

3) PLEDGE OF ALLEGIANCE

Led by President Piccolotti.

4) PUBLIC COMMENT

None.

5) APPROVAL OF ORDER OF AGENDA

ON MOTION by Vice President Burgett, seconded by Director De Jarnatt, by the following Roll Call Vote, the Board voted unanimously to approve the order of agenda as amended:

Director Ash	Aye
Director DeJarnatt	Aye
Director Cosgrove	Aye
Vice President Burgett	Aye
President Piccolotti	Aye

Motion passed 5-0.

6) BOARD COMMUNICATIONS

None.

7) OATH OF OFFICE CEREMONY

Oath of Office Ceremony for Returning Board Members Ron Ash and Anne DeJarnatt and New Board Member William Hauser

President Piccolotti administered the Oath of Office to returning Board members Anne De Jarnatt and Ron Ash and new board member, William Hauser.

8) SPECIAL ORDER OF BUSINESS

A. Recognition of Thomas J. Piccolotti’s 28 Years of Service to the NCCWD Board of Directors by County Supervisor David Canepa

A representative from County Supervisor David Canepa’s office spoke on behalf of the Supervisor, acknowledging Thomas Piccolotti for his years of service on the District Board of Directors and thanking him for his service to Pacifica.

B. Selection of Board President/Vice-President

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

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

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

Motion passed 5-0.

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

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

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

Motion passed 5-0.

C. Adopt Resolution No. 1148 Recognizing Thomas J. Piccolotti for his Outstanding Contributions to the District Throughout 28 Years of Service

President Burgett read the resolution aloud and thanked Thomas Piccolotti for his leadership and years of service to the District.

ON MOTION by Vice President Cosgrove, seconded by Director De Jarnatt, by the following Roll Call Vote, the Board voted unanimously to elect Joshua Cosgrove as Board Vice President for 2023:

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

Motion passed 5-0.

Board members, General Manager Carr and Attorney Miyaki took turns expressing their gratitude and wishing Mr. Piccolotti well. General Manager Carr presented Thomas Piccolotti with a service award and framed resolution.

The Board took a short recess and returned to the meeting at 7:47 p.m. Thomas Piccolotti continued to participate in the meeting in the capacity of District BAWSCA Representative.

D. Presentation by Cal State Monterey Bay Students on Pacifica Fog Collection Data Analysis

Dr. Daniel M. Fernandez, Professor, Department of Applied Environmental Science, California State University, Monterey Bay and students Demi Cook, Olivia Equinoa, and Heather Knight presented their findings from their fog collection research project involving three District tank site properties. The District's three fog collectors recorded a combined 116 gallons of fog water between August and November using the standard size fog collectors (1 m²). The presenters discussed how increasing the size and quantity of the fog collectors on the properties could potentially provide thousands of gallons of non-potable water each year.

Professor Fernandez and the students responded to questions from the Board. The Board thanked the group for their research. Vice President Cosgrove stated that he would welcome additional research.

9) CONSENT CALENDAR

- A. Overview of District Investments
- B. Statement for 2021 Water System Financing Project Fund
- C. Financial Statements for November 2022
- D. Minutes of the November 16, 2022 Regular Meeting of the Board
- E. Report on Sale of District Property
- F. November 2022 Leak Report
- G. November 2022 Water Quality Report
- H. November 2022 Legislative Update
- I. October and November 2022 Hydrological Report

ON MOTION by Vice President Cosgrove, seconded by Director De Jarnatt, by the following Roll Call Vote, 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.

Vice President Cosgrove recused himself from discussion of Item #10A1: Approval of Claims List, due to his employment with the City of Daly City and a potential conflict with an item on the claim's list.

10) GENERAL MANAGER'S REPORT

A. New Business

- 1. Approval of Claims Dated December 14, 2022

General Manager Carr distributed a revised version of the claims and explained that the District had not received some of its monthly statements prior to publishing the agenda the week before. The revised claims reflected the San Francisco Public Utilities Commission statement in an amount of \$382,439.72, and a Hanson Bridgett, LLP statement in the amount of \$44,968.74.

General Manager Carr responded to questions from the Board.

ON MOTION by President Burgett, seconded by Director De Jarnatt, by the following Roll Call Vote, the Board unanimously voted to approve the Claims List dated December 14, 2022 in the amount of \$610,282.24:

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

Motion passed 4-0, with Vice President Cosgrove absent.

Vice President Cosgrove returned to the meeting.

- 2. Reaffirm Resolution No. 1129 “Making Findings Pursuant to Assembly Bill 361 That the Proclaimed State of Emergency Continues to Impact the Ability to Meet Safely in Person”

ON MOTION by Vice President Cosgrove seconded by Director De Jarnatt by the following Roll Call Vote, the Board voted unanimously to Reaffirm Resolution No. 1129 Making Findings Pursuant to Assembly Bill 361 That the Proclaimed State of Emergency Continues to Impact the Ability to Meet Safely in Person:

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

Motion passed 5-0.

- 3. Authorize General Manager to Enter into Professional Services Agreement with EKI Environment and Water for District Engineering Services

General Manager Carr summarized the staff report and discussed the Request for Proposals (RFP) process used by the District for obtaining the proposals for engineering services. She stated that proposals were reviewed and evaluated based on the criteria set forth in the RFP by the District General Manager and CIP Committee. The proposal with the highest score, and the firm that received a recommendation by the CIP Committee, was EKI Environment and Water (EKI).

General Manager Carr introduced Jonathan Sutter, PE of EKI, who responded to questions from the Board. Attorney Miyaki discussed certain clauses in the Professional Services Agreement, a copy of which is posted on the District’s website as part of the RFP.

ON MOTION by Vice President Cosgrove seconded by Director De Jarnatt, by the following Roll Call Vote, the Board voted unanimously to Enter into Professional Services Agreement with EKI Environment and Water for District Engineering Services:

Director Ash	Aye
Director De Jarnatt	Aye

Director Hauser	Aye
Vice President Cosgrove	Aye
President Burgett	Aye

Motion passed 5-0.

4. Find the NCCWD Groundwater Test Well Project Exempt from the California Environmental Quality Act (CEQA)

General Manager Carr provided a summary of the Groundwater Test Well Project. District staff and project consultant, EKI, determined that the test well project is exempt from CEQA based on the Class 6 Exemption.

General Manager Carr responded to questions from the Board.

ON MOTION by Vice President Cosgrove seconded by Director De Jarnatt, by the following Roll Call Vote, the Board voted unanimously to Find the NCCWD Groundwater Test Well Project Exempt from the California Environmental Quality Act (CEQA):

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

Motion passed 5-0.

5. Declare the 2010 Ford F250 Pickup as Surplus and Authorize the General Manager to Proceed with the Necessary Process to Sell the Vehicle

No discussion.

ON MOTION by Vice President Cosgrove seconded by Director De Jarnatt, by the following Roll Call Vote, the Board voted unanimously to Declare the 2010 Ford F250 Pickup as Surplus and Authorize the General Manager to Proceed with the Necessary Process to Sell the Vehicle:

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

Motion passed 5-0.

6. Update on District's Headquarters Upgrade Project and City of Pacifica Temporary Safe Parking Program

General Manager Carr provided an update on the District Headquarters Project, stating that staff and consultants are meeting regularly, reviewing plans, and planning for the relocation of District staff and operations during construction.

General Manager Carr responded to questions from the Board.

President Burgett appointed himself to the Headquarters Renovation and Coastal Development Permit Advisory Committee, due to the vacancy left by former Board President Piccolotti.

7. General Manager's UpdateDrought Update

General Manager Carr provided an update of current drought conditions affecting San Francisco Regional Water System and throughout California.

Update on Sheila Tank Replacement Project

General Manager Carr stated that the project is currently delayed due to the site conditions that were different than expected. She stated that a permanent soil nail wall to support the crane pad would provide value for the District. The soil nail wall will be proposed as a change order at the next meeting.

Board discussion occurred.

Hanson Bridgett Legal Services Billing Rates

General Manager Carr summarized the information in the General Manager's report stating that the Board approved a revised billing rate structure for legal services in 2020, with a 3-year rate schedule. Attorney Miyaki stated that Hanson Bridgett did not implement the Year 1 rate increase on July 1, 2020, and instead implemented it on January 1, 2021. Hanson Bridgett's billing rates will increase to the Year 3 rates starting January 1, 2023.

B. Continued Business1. Capital Improvement Program and Bond Projects

No discussion.

11) BAY AREA WATER SUPPLY AND CONSERVATION AGENCY ISSUES

Thomas Piccolotti shared highlights from the December BAWSCA Board of Directors meeting.

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

A. ACWA Board of Directors Meeting

President Burgett provided a report from the meeting.

B. ACWA Board of Directors Meeting

President Burgett provided a report from the meeting.

C. ACWA JPIA Fall Conference

President Burgett discussed highlights from the conference.

D. ACWA Fall Conference

President Burgett discussed highlights from the conference.

E. Headquarters Renovation and Coastal Development Permit Advisory Committee Meeting

Vice President Cosgrove stated that the information covered by the committee was previously discussed during the meeting..

He stated that the District may want to consider appointing a District liaison to attend the City of Pacifica Council Meetings.

13) DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS

President Burgett requested a future agenda item to discuss appointment of a District liaison to the City of Pacifica Council Meetings.

President Burgett welcomed Director Hauser to the District and wished him well.

14) CORRESPONDENCE

None.

15) PUBLIC COMMENT

None.

16) ADJOURNMENT

President Burgett adjourned the meeting at 9:01 P.M.

Respectfully submitted,

Approved:

General Manager Adrienne Carr

Jack Burgett, President