

North Coast County Water District
 Minutes of the Regular Board of Directors Meeting
 February 19, 2025 at 7:00 P.M.
 Sharp Park Restaurant Banquet Room
 2600 Francisco Blvd.
 Pacifica, CA 94044

1) CALL TO ORDER

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

2) ROLL CALL

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

3) PLEDGE OF ALLEGIANCE

Led by Director Cosgrove.

4) PUBLIC COMMENT

None.

5) APPROVAL OF ORDER OF AGENDA

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

6) BAY AREA WATER SUPPLY AND CONSERVATION AGENCY ISSUES

BAWSCA Board Member Piccolotti provided a report and notable topics from the January BAWSCA Board of Directors meeting. The next meeting will take place March 20, 2025.

7) BOARD COMMUNICATIONS

None.

8) CONSENT CALENDAR

- A. Overview of District Investments
- B. Statement for 2021 Water System Financing Project Fund
- C. Financial Statements for December 2024
- D. Minutes of the January 15, 2025 Regular Meeting of the Board
- E. Report on Sale of District Property
- F. January 2025 Leak Report
- G. January 2025 Water Quality Report
- H. January 2025 Legislative Update
- I. January 2025 Hydrological Report

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

9) GENERAL MANAGER'S REPORT

A. New Business

- 1. Approval of Claims Dated February 19, 2025

ON MOTION by President Ash, seconded by Director DeJarnatt, the Board voted unanimously to approve the Claims List dated February 19, 2025 in the amount of \$2,047,204.40. Motion passed 5-0.

2. Adopt Resolution No. 1170 Honoring Retiring Bay Area Water Supply & Conservation Agency Chief Executive Officer, Nicole Sandkulla

General Manager Carr introduced the resolution and provided a summary of the accomplishments of retiring BAWSCA Chief Executive Officer, Nicole Sandkulla.

The Board shared sentiments and wishes for Ms. Sandkulla.

ON MOTION by Director Cosgrove, seconded by President Ash, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 1170 Honoring Retiring Bay Area Water Supply & Conservation Agency Chief Executive Officer, Nicole Sandkulla:

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

Motion passed 5-0.

3. Award of Contract for Security and Surveillance System for the District Headquarters Upgrade Project

General Manager Carr summarized the staff report stating that the District’s new headquarters facility will require a comprehensive security system that will include a video surveillance system, an alarm system, and a building access control system. A Request for Proposals (RFP) was issued on January 8, 2025. General Manager Carr provided the evaluation criteria and stated that after following up with references, the evaluation team selected AVS as the highest ranked proposer based on the evaluation criteria set forth in the RFP. AVS provided a proposal in the amount of \$183,613, which includes a one-year warranty and first year of service plan. In addition, the General Manager requests 10% contingency for authorizing change orders in the amount of \$18,361

General Manager Carr responded to questions from the Board.

ON MOTION by Director Cosgrove, seconded by Director DeJarnatt, the Board voted unanimously to Award of Contract to AVS for Security and Surveillance System for the District Headquarters Upgrade Project in an Amount of \$183,613 and Authorize the General Manager to Execute Change Orders up to a 10% Contingency of \$18,361, for a Total Not to Exceed Amount of \$201,974. Motion passed 5-0.

4. Authorize the General Manager to Enter into Task Order 25-02 with EKI Environment & Water for Continuing Capital Improvement Program Support and As-Needed Engineering Services - 2025 in an Amount Not-to-Exceed \$127,800

General Manager Carr summarized the staff report stating that Task Order 25-02 with EKI Environment and Water would provide Capital Improvement Program (CIP) support and as-needed services. She stated that EKI has provided CIP project implementation services for the District since February 2020. Task Order 25-02 will include updates to the hydraulic model, assistance with CIP planning and budgeting for the next five years, revisions to standard details and specifications, and engineering

support for the Sheila and Fassler Tank Replacement Projects, along with miscellaneous engineering services as needed. The total cost for these CIP support services is \$127,800, with compensation based on a time and expense reimbursement basis. She stated that the CIP Committee met on February 18 and expressed support for the project.

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

ON MOTION by Director DeJarnatt, seconded by Director Cosgrove, the Board voted unanimously to Authorize the General Manager to Enter into Task Order 25-02 with EKI Environment & Water for Continuing Capital Improvement Program Support and As-Needed Engineering Services - 2025 in an Amount Not-to-Exceed \$127,800. Motion passed 5-0.

5. Authorize the General Manager to Enter into Task Order 25-03 with EKI Environment and Water Park Pacifica Tank and Christen Hill Tank Rehabilitation Design Services in an Amount Not-to-Exceed \$135,100

General Manager Carr provided a report on the improvements needed for Park Pacifica Tank and Pump Station and Christen Hill Tank. She stated that EKI has proposed a scope of work for Task Order 25-03, which includes site visits, investigations, and design submittals at various stages, along with bidding assistance, at a cost of \$135,100. She stated that the CIP Committee met on February 18 and expressed their support for the project.

ON MOTION by Director Cosgrove, seconded by Director DeJarnatt, the Board voted unanimously to Authorize the General Manager to Enter into Task Order 25-03 with EKI Environment and Water Park Pacifica Tank and Christen Hill Tank Rehabilitation Design Services in an Amount Not-to-Exceed \$135,100. Motion passed 5-0.

6. Adopt Resolution No. 1171 Approving Statement of Investment Policy

General Manager Carr introduced the resolution for the approval of the District's Statement of Investment Policy, which the Board reviews annually during a public meeting. She stated that the Finance Committee reviewed the policy at their meeting on February 12, and did not recommend any modifications at this time.

ON MOTION by Director DeJarnatt, seconded by Director Cosgrove, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 1171 Approving Statement of Investment Policy:

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

Motion passed 5-0.

7. Authorize the General Manager to Enter into a Professional Services Agreement with Launch! Consulting, Inc. for Emergency Exercise Services in an Amount Not-to Exceed \$42,975

General Manager Carr summarized the staff report and stated that in 2023, the District partnered with Launch! Consulting, Inc. to create a tabletop exercise focused on its Emergency Response Plan (ERP). Staff would like to partner with Launch once again to provide a new, 4-hour emergency exercise that will refresh staff on essential ERP components, to aid in staff's emergency planning. A final After-Action Report will be prepared

to identify successes and areas for improvement. General Manager Carr stated that she shared the possibility of a new emergency exercise with the Emergency Preparedness Committee during its last meeting, and that the Committee was supportive of the idea. The proposed cost for the exercise and report is \$42,975.

General Manager Carr responded to questions from the Board.

Director Cosgrove emphasized the importance of the District Headquarters as an Emergency Operations Center.

ON MOTION by Director DeJarnatt, seconded by President Ash, the Board voted unanimously to Authorize the General Manager to Enter into a Professional Services Agreement with Launch! Consulting, Inc. for Emergency Exercise Services in an Amount Not-to Exceed \$42,975. Motion passed 5-0.

8. Mid-Year Budget Review

General Manager Carr summarized the Staff Report and provided slides on the mid-year budget. She stated that the Finance Committee met and reviewed the mid-year budget on February 12.

9. District Headquarters Upgrade Project Update

General Manager Carr shared photos of the latest construction on the Headquarters building.

10. Update on the City of Pacifica’s Local Coastal Land Use Plan

General Manager Carr provided an update on the City of Pacifica’s Local Coastal Land Use Plan (LCLUP). General Manager Carr distributed a copy of the letter that was sent from the District to Denise Bazzano, the attorney representing the City of Pacifica in connection with the LCLUP, on February 19, 2025.

11. District Engineer’s Report

District Engineer Sutter summarized the Staff Report and provided updates on the Sheila Tank Replacement Project.

12. General Manager’s Update

General Manager Carr updated the Board regarding Earth Day activities. She stated that the District will have a booth at the Pacifica Beach Coalition’s Earth Day of Action and Pelican Fest at Linda Mar Beach on April 26, 2025. She stated that the District contributed \$5,000 to support the event, which includes street and beach cleanups, habitat restoration, and environmental education.

B. Continued Business

1. Capital Improvement Program and Bond Projects

There was no discussion.

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

A. City of Pacifica City Council Meeting

Director DeJarnatt provided the highlights of the meeting she attended.

Mayor Sue Beckmeyer was present in the audience and was asked if she would like to share additional comments on the meetings. She provided comments regarding the cost share for two U.S. Army Corps of Engineers studies of erosion, one for Esplanade Avenue and the other for Beach Blvd.

B. Planning Commission Meeting

Director Hauser stated that there was not a quorum, so the meeting could not take place.

C. Building Committee Meeting

Director Cosgrove provided a brief report on the committee meeting.

D. Infrastructure Vulnerability Committee Meeting

The items discussed during the committee meeting were covered in earlier discussions.

E. Emergency Preparedness Committee Meeting

President Ash stated that the Committee discussed the recent wildfires in California, and proactive measures taken by the District to prepare for emergencies, including an updated hydraulic model.

F. Finance Committee Meeting

Vice President Hauser stated that the Committee reviewed the Mid-Year Budget and discussed the investment policy.

G. CIP Committee Meeting

Director DeJarnatt provided a brief report and stated that the items were discussed during the meeting tonight.

11) DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS

12) CLOSED SESSION – One Item

Pursuant to California Government Code Section 54956.8
 Conference with Real Property Negotiators
 Property: 171-173 Clarendon Road, Pacifica, CA 94044-2724
 Agency Negotiators: General Manager Carr
 Negotiating Parties: Mark F. & Angelika G. Claussen Trust
 Under Negotiation: Price and Terms of Payment

13) REPORT ON ACTION TAKEN IN CLOSED SESSION

At 8:34 p.m. the Board returned from Closed Session.

Attorney Miyaki reported that in closed session, the Board provided direction to the Agency Negotiator.

14) CORRESPONDENCE

None.

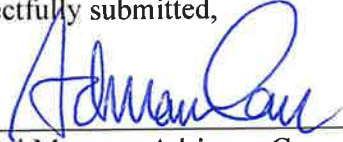
15) PUBLIC COMMENT

None.

16) ADJOURNMENT

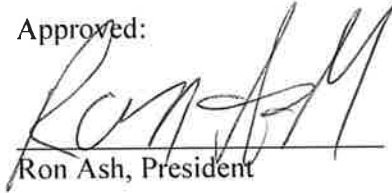
President Ash adjourned the meeting at 8:35 p.m. in memory Luigi Latorella, owner of Luigi's Restaurant in Pacifica.

Respectfully submitted,



General Manager Adrienne Carr

Approved:



Ron Ash, President