North Coast County Water District

Minutes of the Regular Board of Directors Meeting
October 15, 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 7:01 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 Adrianne 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 President Ash.

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 Thomas Piccolotti reported on topics from the September 18, 2025 BAWSCA Board of Directors meeting.

7) BOARD COMMUNICATIONS

President Ash announced that the City of Daly City will host the second annual "Top of the Hill" festival on Saturday, October 18th.

8) CONSENT CALENDAR

A. Overview of District Investments
B. Statement for 2021 Water System Financing Project Fund
C. Financial Statements for September 2025
D. Minutes of the September 17, 2025 Regular Meeting of the Board
E. Report on Sale of District Property
F. September 2025 Leak Report
G. September 2025 Water Quality Report
H. September 2025 Legislative Update
I. September 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. <u>New Business</u>

1. Approval of Claims Dated October 15, 2025

General Manager Carr responded to questions from the Board.

ON MOTION by Director Cosgrove, seconded by Director DeJarnatt, the Board voted unanimously to approve the Claims List dated October 15, 2025, in the amount of $3,105,521.71. Motion passed 5-0.

2. Adopt Resolution No. 1180 A Resolution Amending the Rules of the Board to Change the Location of the Regular Board of Directors Meetings

General Manager Carr introduced the agenda item and summarized the resolution to formally change the location of regular meetings from the Sharp Park Restaurant back to the North Coast County Water District Office at 2400 Francisco Boulevard. She reminded the Board that the previously adopted Resolution No. 1159 designates the Sharp Park Restaurant as the temporary location for regular meetings beginning January 2024 until completion of the new headquarters.

ON MOTION by Director DeJarnatt, seconded by Director Cosgrove, by the following Roll Call Vote, the Board unanimously voted to Adopt Resolution No. 1180 A Resolution Amending the Rules of the Board to Change the Location of the Regular Board of Directors Meetings

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

Motion passed 5-0.

3. Adopt Resolution No. 1181 Amending Policies and Procedures for the Award of Contracts and the Delegation of Authority to General Manager

General Manager Carr introduced the agenda item and summarized the resolution, which proposes comprehensive updates to the District's policies and procedures regarding contract awards and the delegation of authority to the General Manager. She explained that the primary goals of this amendment are to increase the General Manager's spending authority to account for inflation since the previous policy, Resolution No. 995, was adopted on September 20, 2006, and to streamline procurement processes using modern practices.

General Manager Carr presented slides that outlined the proposed categories and spending limits, along with a comparison of the General Manager's authority limits among other water districts. She noted that the District's legal counsel reviewed the draft created after the Finance Committee meeting. Although the Committee discussed implementing a local preference policy for vendors, staff recommended postponing this initiative to allow for further research to ensure compliance with all legal requirements. It was suggested that a stand-alone policy could be adopted in the future.

Vice President Hauser provided words of support for the resolution.

ON MOTION by Director DeJarnatt, seconded by President Ash, by the following Roll Call Vote, the Board unanimously voted to Adopt Resolution No. 1181 Amending Policies and Procedures for the Award of Contracts and the Delegation of Authority to General Manager

President Ash Aye
Director Cosgrove Aye
Director DeJarnatt Aye

Vice President Hauser Aye
Director Vallero Aye

Motion passed 5-0.

4. Declare the 2002 GMC Truck as Surplus and Authorize the General Manager to Proceed with the Necessary Process to Sell the Vehicle

General Manager Carr summarized the staff report and stated that she recommends declaring Truck #19, a 2002 GMC W4500 cab-over flatbed with about 98,000 miles, as surplus property. She explained that the vehicle requires significant repairs to remain functional, making it not economically practical to keep it in service.

Board discussion occurred, and the General Manager responded to questions from the Board.

ON MOTION by Director Cosgrove, seconded by Director DeJarnatt, the Board voted unanimously to Declare the 2002 GMC Truck as Surplus and Authorize the General Manager to Proceed with the Necessary Process to Sell the Vehicle

Motion passed 5-0.

5. Update Regarding the District Headquarters Upgrade Project

The General Manager provided an update on the Headquarters Upgrade Project progress and photos of the building. She stated that the City issued the Certificate of Occupancy on October 13, and that she expects that substantial completion will be confirmed in late October. She provided a list of the outstanding items and the expected timeline for each.

General Manager Carr reported that the Headquarters Committee proposed a ribbon-cutting event for later in November. General Manager Carr will reach out to each board member with details and potential dates.

General Manager Carr reported that the Headquarters Committee suggested adding a light blue tile to the exterior of the building to symbolize water. Samples of tiles and renderings of the proposed placement were shared with the Board.

General Manager Carr responded to questions from the Board.

6. District Engineer's Report

District Engineer Sutter provided status updates on the Sheila Tank Replacement Project, the Advanced Metering Infrastructure (AMI) Project, and the Hydraulic Model Calibration.

7. General Manager's Update

General Manager Carr reported on the Headquarters Dedication Ceremony and the District's participation in the Pacific Coast Fog Fest. She stated that during the Fog Fest, staff engaged with attendees, and over 50 residents requested information about obtaining their own fog collectors.

B. Continued Business

1. Capital Improvement Program and Bond Projects

There was no discussion.

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

A. Finance Committee Meeting

Director Cosgrove reported that the content had been previously covered in the meeting.

B. City of Pacifica City Council Meeting

Director DeJarnatt provided highlights of the meetings she attended.

C. Planning Commission Meeting

Vice President Hauser provided a report from the meeting.

D. Building/Cell Site/Headquarters Committee Meeting

President Ash reported that the content had been previously covered in the meeting.

11) DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS

None.

12) CORRESPONDENCE

None.

13) PUBLIC COMMENT

Mayor Sue Beckmeyer shared her experiences with construction delays and offered advice regarding large projects like the Headquarters Project.

14. CLOSED SESSION – One Item

Pursuant to California Government Code Section 54957
Public Employee Performance Evaluation
Title: General Manager

The Board convened into closed session at 7:55 p.m.

REPORT ON ACTION TAKEN IN CLOSED SESSION

At 8:13 p.m. the Board returned from Closed Session.

Director Cosgrove reported that in closed session, no action was taken.

15. ADJOURNMENT

President Ash adjourned the meeting at 8:13 p.m.

Respectfully submitted,

General Manager Adrianne Carr

Approved:

Ron Ash, President