

1400

North Coast County Water District
 Minutes of the Special Board of Directors Meeting
 June 20, 2024 at 7:00 P.M.
 Pacifica School District Board Room
 375 Reina Del Mar Avenue
 Pacifica, CA 94044

1) CALL TO ORDER

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

2) ROLL CALL

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

3) PLEDGE OF ALLEGIANCE

Led by Thomas Piccolotti.

4) PUBLIC COMMENT

John Keener, President of San Pedro Creek Watershed Coalition, spoke about the diversion structure at the creek. Bill Schwegler, founder of Cultivar Foundation, stated that he looked forward to the diversion structure being removed. He thanked the Board and General Manager for approving the first phase for evaluating the diversion structure removal.

5) APPROVAL OF ORDER OF AGENDA

ON MOTION by Director President Cosgrove, seconded by Vice President Ash, the Board voted unanimously to approve the order of agenda as amended. Motion passed 5-0.

6) BAY AREA WATER SUPPLY AND CONSERVATION AGENCY ISSUES

BAWSCA Board member Piccolotti provided a report from the May 2024 BAWSCA Board of Directors Meeting.

7) BOARD COMMUNICATIONS

President Cosgrove thanked the Pacifica School District for the use of their facilities this evening.

President Cosgrove stated that the funeral service for former Board President Jack Burgett was held on June 13, 2024. He thanked staff and community members for their attendance and thanked the City of Pacifica, the City of Daly City, and all the agencies who helped to coordinate the escort and processional from the church to the celebration of life service.

8) CONSENT CALENDAR

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

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

9) GENERAL MANAGER'S REPORT

A. New Business1. Approval of Claims Dated June 20, 2024

General Manager Carr responded to questions from the Board.

ON MOTION by Director Hauser, seconded by Director DeJarnatt, the Board voted unanimously to approve the Claims List dated June 20, 2024 in the amount of \$1,069,280.53. Motion passed 5-0.

2. Adopt Resolution No. Adopting Fiscal Year 2024-2025 Salary Schedule

General Manager Carr summarized the Staff Report stating that the Board generally reviews the salary schedule once per year as a part of the budget process, and that the Finance Committee had met June 12, 2024 to review the draft. The salary schedule, effective July 1, 2024, reflects a 2.9% cost-of-living adjustment (COLA). General Manager Carr stated that the General Manager's salary is set by the employment agreement that was most recently amended in September 2022.

President Cosgrove stated that the Finance Committee met and reviewed the salary schedule and cost-of-living adjustment and remarked that it was in line with neighboring agencies.

ON MOTION by Director Hauser, seconded by President Cosgrove, by the following Roll Call Vote, the Board unanimously voted to adopt Resolution No. 1164 Adopting Fiscal Year 2024-2025 Salary Schedule

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

President Cosgrove Aye

Motion passed 5-0.

3. Adopt Fiscal Year 2024-2025 Operating Budget

General Manager Carr provided an overview of the FY 2024-2025 Operating Budget and shared high-level assumptions on revenues and expenses.

Director Hauser stated that the Finance Committee met and reviewed the proposed budget. He recounted the discussion the Committee had regarding bond interest and unrestricted cash.

President Cosgrove, who also serves on the Finance Committee, provided remarks and thanked the General Manager for her work in developing the budget.

ON MOTION by Director De Jarnatt, seconded by President Cosgrove, the Board voted unanimously to Adopt Fiscal Year 2024-2025 Operating Budget. Motion passed 5-0.

4. Adopt Fiscal Year 2024-2025 Capital Improvement Program Budget

General Manager Carr summarized the Staff Report, stating that the CIP Budget was also discussed during the June 12, 2024 Finance Committee Meeting. She stated that many of the projects included in the FY 2024-2025 CIP are continuing from the current fiscal year. She highlighted that the District Headquarters Project and Sheila Tank Project were bond funded projects and others would be funded through reserves and revenues generated by the rates.

Director Hauser stated that the Finance Committee reviewed the District's finances to verify that there was adequate funding, and that the Committee recommended the budget for adoption.

ON MOTION by President Cosgrove, seconded by Director DeJarnatt, the Board voted unanimously to Adopt Fiscal Year 2024-2025 Capital Improvement Program Budget. Motion passed 5-0.

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

General Manager Carr stated that the District last updated its Labor Rates in July 2023, when they were calculated using the salary schedule for FY 2023-2024. She explained that the District aims to update the Labor Rates annually at the time the new salary schedule is adopted.

ON MOTION by Director DeJarnatt, seconded by Director Hauser, by the following Roll Call Vote, the Board unanimously voted to Adopt Resolution No. 1165 Amending the District's Labor Rates to be Charged for District Services

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

Motion passed 5-0.

6. Approval of Resolution No. 1166 of the North Coast County Water District Calling for an Election to be held on Tuesday, November 5, 2024 for the Election of Two (2) Members of the Governing Board Representing Zone C and Zone D

General Manager Carr summarized the Staff Report, and highlighted details specified in the resolution, including that the District’s elections are by zone, that two members will be elected in 2024, and that the District must enter into an Elections Agreement with the County of San Mateo. The Agreement specifies the requirements of both the District and County, and that the Board would need to determine if the costs relating to the candidate statement will be paid by the candidate or District, and if the length of the statement will be 200 or 400 words.

Board discussion occurred. President Cosgrove provided his input, stating that he believed the statement should be paid by the candidate and limited to 200 words. The Board concurred.

ON MOTION by Director DeJarnatt, seconded by Director Hauser, by the following Roll Call Vote, the Board unanimously voted to Approval of Resolution No. 1166 of the North Coast County Water District Calling for an Election to be held on Tuesday, November 5, 2024 for the Election of Two (2) Members of the Governing Board Representing Zone C and Zone D with the Candidate Statement Limited to 200 Words and the Costs to be Paid by Candidate.

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

Motion passed 5-0.

7. Waive the Formal Bid Process and Authorize the General Manager to Purchase a Service Truck in an Amount not to Exceed \$80,000

General Manager Carr informed the Board that the District’s Service Truck had reached the end of its useful life, having endured significant wear and tear, and requiring frequent repairs. She stated that finding a replacement for the Service Truck has been challenging due to the scarcity of the model. General Manager Carr requested that the Board waive the formal bid process as outlined in Resolution No. 995, requiring the

District to solicit bids, to enable the District to purchase the vehicle when it becomes available. The cost of a new Service Truck is anticipated to be approximately \$65,000-75,000.

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

ON MOTION by Director De Jarnatt, seconded by Vice President Ash, the Board voted unanimously to Waive the Formal Bid Process and Authorize the General Manager to Purchase a Service Truck in an Amount not to Exceed \$80,000. Motion passed 5-0.

8. Authorize General Manager to Enter into a Professional Services Agreement with Carollo Engineers, Inc. for Recycled Water Engineering Report Services for an Amount Not-to-Exceed \$49,100

General Manager Carr reported that the City of Pacifica is replacing the ultraviolet light treatment system at the Calera Creek Water Recycling Plant (Plant), and that Carollo Engineers (Carollo) is leading the design of the Plant's new UV treatment system. She stated that the District has been meeting with City and Carollo for a couple of years to discuss the project, as the changes require the District to update its recycled water permit with the state. Due to their expertise and experience working on the project thus far, General Manager Carr recommends engaging with Carollo Engineers to provide engineering services to update the recycled water permit.

President Cosgrove discussed the history of the recycled water project and the collaborative efforts of the District and the City of Pacifica. He remarked that it has been a beneficial project for the community and that he supports the District working with Carollo Engineers.

General Manager Carr responded to questions from the Board.

ON MOTION by Director De Jarnatt, seconded by President Cosgrove, the Board voted unanimously to Authorize General Manager to Enter into a Professional Services Agreement with Carollo Engineers, Inc. for Recycled Water Engineering Report Services for an Amount Not-to-Exceed \$49,100. Motion passed 5-0.

9. Update on the City of Pacifica's Local Coastal Land Use Plan

General Manager Carr provided an update on the status of the Local Coastal Land Use Plan (LCLUP), stating that the District sent a letter to the City Council, and the California Coastal Commission, on May 22, 2024 outlining concerns regarding modifications to the LCLUP and possible impacts to District infrastructure. She discussed that the City Council met on May 23, 2024 and was waiting on feedback from the Coastal Commission on several items.

Councilmember Sue Beckmeyer addressed the Board. She stated that the next City Council meeting has been scheduled for June 26, 2024 at 6:00 p.m. and that the Staff Report would be available shortly.

President Cosgrove thanked the Councilmembers in attendance and stated that the District is here to support the City and community throughout the LCLUP process.

10. Update Regarding District Headquarters Project

General Manager Carr provided an update on the Headquarters Project and shared photos from the work site.

President Cosgrove stated that he appreciates the neighborhoods patience during construction.

11. District Engineer's Report

District Engineer Sutter provided an update on Sheila Tank Project and stated that work restarted June 10.

District Engineer Sutter stated that the Loop at Everglades Drive Pipeline Project work began June 6, 2024 and is schedule to be completed the first week of August.

12. General Manager's Update

General Manager Carr shared the invitation for the City of Pacifica Civic Center Grand Opening June 27, 2024 on Santa Maria Avenue.

General Manager Carr presented a graph depicting current reservoir levels throughout the State of California.

B. Continued Business

1. Capital Improvement Program and Bond Projects

There was no discussion.

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

A. Infrastructure Vulnerability Committee

President Cosgrove stated that the Committee discussed the LCLUP and letter to the City Council.

B. City of Pacifica City Council Meetings

Director DeJarnatt provided the highlights from the meetings she attended.

C. City of Planning Commission Meeting

Director Hauser provided a report from the Planning Commission Study Session he attended which focused on the quarry reclamation plan.

D. Policies, Procedures, Practices Committee Meeting

Director De Jarnatt reported that the Committee reviewed the Personnel Manual. Director Hauser provided remarks. General Manager Carr stated that the Manual will be sent to legal for review.

E. Finance Committee Meeting

President Cosgrove stated that the meeting discussion was covered earlier in the meeting.

11) DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS

President Cosgrove read aloud the President's Thought for the Month.

President Cosgrove commented that the Pacific Coast Fog Fest event is a great opportunity for public outreach and engagement and stated that he supported the District contributing \$5,000 to sponsor the Fog Fest.

12) CORRESPONDENCE

None.

13) PUBLIC COMMENT

None.

14) ADJOURNMENT

President Cosgrove adjourned the meeting at 8:17 p.m.

Respectfully submitted,

Approved:

General Manager Adrienne Carr

Joshua Cosgrove, President