

1363

North Coast County Water District
 Minutes of the Regular Board of Directors Meeting
 January 17, 2024 at 7:00 P.M.
 Sharp Park Restaurant Banquet Room
 2600 Francisco Blvd.
 Pacifica, CA 94044

1) CALL TO ORDER

President Burgett called the Board Meeting to order at 7:05 p.m.

2) ROLL CALL

Present at Roll Call at the Banquet Room were, President Jack Burgett, Vice President Joshua Cosgrove, Director Ron Ash, Director Anne De Jarnatt, General Manager Adrienne Carr, Assistant General Manager Scott Dalton, Management Analyst Stephanie Dalton, Attorney Patrick Miyaki, and District Engineer Jonathan Sutter.

Director Hauser stated that he was participating remotely by teleconference pursuant to the just cause basis under AB 2449. Director Hauser went through each of the AB 2449 teleconference requirements and Attorney Miyaki confirmed that all the AB 2449 requirements were satisfied.

All action items were done by roll call vote.

3) PLEDGE OF ALLEGIANCE

Led by President Burgett.

4) PUBLIC COMMENT

None.

5) APPROVAL OF ORDER OF AGENDA

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

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

Motion passed 5-0.

City Councilmember Mary Bier greeted the Board as she joined remotely.

6) BAY AREA WATER SUPPLY AND CONSERVATION AGENCY ISSUES

BAWSCA Board member Piccolotti provided a summary of the topics that will be discussed at the BAWSCA Board Meeting.

7) SPECIAL ORDER OF BUSINESS

A. Review of Board Committees and Board President's Committee Appointments and Appointments for Representatives to Other Groups and Organizations

President Burgett reviewed who he intends to appoint to each committee, and the chair for each committee, as follows:

Committees:

- Finance Committee: Hauser (Chair) and Cosgrove
- Personnel Committee: Burgett (Chair) and DeJarnatt
- CIP Committee: Cosgrove (Chair) and Burgett
- Public Outreach Committee: DeJarnatt (Chair) and Ash

Associations:

- ACWA Region 5: DeJarnatt
- ACWA/JPIA: Burgett
- BAWSCA: Piccolotti
- Local Chapter CSDA: DeJarnatt, Hauser (Alternate)
- LAFCo: Ash

Advisory Committees:

- Building Committee: Burgett (Chair) and Cosgrove
- Cell Site Lease Advisory Committee: Ash (Chair) and Cosgrove
- Conservation/Alternative Source of Supply Committee: DeJarnatt (Chair) and Hauser
- Headquarters Renovation and Coastal Development Permit Advisory Committee: Burgett (Chair) and Cosgrove
- Policies, Procedures, and Practices Review Committee: DeJarnatt (Chair) and Cosgrove
- General Manager Evaluation Process Committee: Burgett (Chair) and Cosgrove

Outside Committees:

- Joint Articulation Committee: DeJarnatt, Hauser (Alternate)

Board Liaison

- City of Pacifica City Council and Commission Meetings: Burgett, De Jarna 1365 (Alternate)

Attorney Miyaki stated that the Board must annually evaluate the purpose of each advisory committee. President Burgett stated that this item should be placed on the agenda for the February Board meeting for further discussion

A. Presentation by Nigro & Nigro, PC of Districts FY 2022-2023 Audit

Mr. Paul Kaymark of Nigro & Nigro, PC presented the District’s Annual Financial Report for Fiscal Year ending June 30, 2023. He shared highlights from the report and responded to questions and comments from the Board.

President Burgett requested that future audit reports include a one-page executive summary.

B. Accept District’s FY 2022-2023 Audit

ON MOTION by Director Cosgrove, seconded by Director DeJarnatt, by the following Roll Call Vote, the Board voted unanimously to Accept District’s FY 2022-2023 Audit:

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

Motion passed 5-0.

8) BOARD COMMUNICATIONS

There were no communications to report.

9) CONSENT CALENDAR

- A. Overview of District Investments
- B. Statement for 2021 Water System Financing Project Fund
- C. Financial Statements for December 2023
- D. Minutes of the December 13, 2023 Special Meeting of the Board
- E. Minutes of the January 5, 2024 Special Meeting of the Board
- F. Minutes of the January 9, 2024 Special Meeting of the Board
- G. Report on Sale of District Property
- H. December 2023 Leak Report
- I. December 2023 Water Quality Report
- J. December 2023 Legislative Update
- K. November and December 2023 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 Hauser	Aye
Director De Jarnatt	Aye
Vice President Cosgrove	Aye
President Burgett	Aye

Motion passed 5-0.

10. GENERAL MANAGER’S REPORT

A. New Business

1. Approval of Claims Dated January 17, 2024

General Manager Carr responded to questions from the Board.

President Burgett was pleased to see local vendors in the Claims List.

ON MOTION by Director DeJarnatt, seconded by Vice President Cosgrove, by the following Roll Call Vote, the Board unanimously voted to approve the Claims List dated January 17, 2024 in the amount of \$730,294.81:

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

Motion passed 5-0.

2. Authorize Board President to Execute an Agreement with Thomas J. Piccolotti for Strategic Counsel Services at a Cost Not-to-Exceed \$75,000

Vice President Cosgrove thanked Mr. Piccolotti for his services thus far and stated that he felt the agreement was an excellent idea. He stated that Mr. Piccolotti has played a crucial role in the Headquarters Project and other District interests.

Director De Jarnatt concurred with Vice President Cosgrove’s statement. She added that she appreciated Mr. Piccolotti’s insight as a longstanding board member of the District.

ON MOTION by Vice President Cosgrove, seconded by Director De Jarnatt, by the following Roll Call Vote, the Board unanimously voted to Authorize Board President to Execute an Agreement with Thomas J. Piccolotti for Strategic Counsel Services at a Cost Not-to-Exceed \$75,000:

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

Motion passed 5-0.

3. Authorize the General Manager to Exercise the Option to Extend the Professional Services Agreement with EKI Environment and Water for

District Engineering Services for a Second One-Year Term for an Amount Not-to-Exceed \$60,000

President Burgett introduced the agenda item.

Vice President Cosgrove stated he was pleased with the engineering services provided EKI Environment and Water (EKI) thus far, and added that the Board and General Manager continue to manage all District consultants and contracts closely and thoroughly.

ON MOTION by President Burgett, seconded by Vice President Cosgrove, by the following Roll Call Vote, the Board unanimously voted to Authorize the General Manager to Exercise the Option to Extend the Professional Services Agreement with EKI Environment and Water for District Engineering Services for a Second One-Year Term for an Amount Not-to-Exceed \$60,000:

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

Motion passed 5-0.

4. Authorize the General Manager to Enter into Task Order #24-01 with EKI Environment & Water for Construction Management and Engineering Services During Construction for the Loop at Everglades Drive Pipeline – Phase 1 Project in an Amount Not-to-Exceed \$274,800

When it was determined that the project is within close proximity to President Burgett’s home and that he had a conflict of interest, President Burgett left the meeting.

General Manager Carr provided a presentation depicting the Loop at Everglades Drive Pipeline Project, displaying maps and the scope of work outlined by EKI. She stated that the project is currently out to bid and that the pre-bid meeting was held today.

Assistant General Manager Dalton responded to questions regarding the project. He stated that the project is complicated by the waterlines that were placed before the homes were built.

ON MOTION by Director De Jarnatt, seconded by Director Ash, by the following Roll Call Vote, the Board unanimously voted to Authorize the General Manager to Enter into Task Order #24-01 with EKI Environment & Water for Construction Management and Engineering Services During Construction for the Loop at Everglades Drive Pipeline – Phase 1 Project in an Amount Not-to-Exceed \$274,800:

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

Motion passed 4-0.

5. Find the Loop at Everglades Drive Pipeline Project Exempt from the California Environmental Quality Act (CEQA)

It was determined that the project is within close proximity of President Burgett’s home, so President Burgett refrained from rejoining the meeting.

General Manager Carr stated that Staff and consultants reviewed the scope of the project and determined that the project is exempt from CEQA, as the Loop at Everglades Drive Pipeline Project meets criteria of CEQA Section 15282(k). The exemption covers the installation of new pipeline or maintenance, repair, restorage, removal, or demolition of existing pipeline for projects less than one mile in length.

Attorney Miyaki responded to a question about CEQA exemptions.

ON MOTION by Director De Jarnatt, seconded by Director Ash, by the following Roll Call Vote, the Board unanimously voted to Authorize the General Manager to Enter into Task Order #24-01 with EKI Environment & Water for Construction Management and Engineering Services During Construction for the Loop at Everglades Drive Pipeline – Phase 1 Project in an Amount Not-to-Exceed \$274,800:

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

Motion passed 4-0.

President Burgett returned to the meeting.

6. Ratify President Burgett’s Attendance at a Meeting with City Council Leadership and Authorize Compensation for One Day of Service

President Burgett stated that his meeting with City of Pacifica leadership, Mayor Sue Vaterlaus, and Mayor pro Tem Sue Beckmeyer, was very successful.

Vice President Cosgrove thanked President Burgett for attending and continuing District and City relations.

ON MOTION by Vice President Cosgrove, seconded by Director De Jarnatt, by the following Roll Call Vote, the Board unanimously voted to Ratify President Burgett’s Attendance at a Meeting with City Council Leadership and Authorize Compensation for One Day of Service:

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

Motion passed 5-0.

Councilmember Bier thanked the Board for their efforts in relationship building and stated that she hopes that the City of Pacifica and District can continue to support one another.

7. Update Regarding the District Headquarters Upgrade Project and Related Permits

General Manager Carr stated that the Board awarded the District’s Headquarters Project contract to Midstate Construction Corporation at the January 5, 2024 Special Meeting. She added that the contract has been executed and that the District was reviewing it for conformance. She stated that the timeline for construction is approximately fifteen months once the Notice to Proceed is issued.

General Manager Carr discussed the challenges with the building permit process and provided a timeline of the District’s submittal process, and other outstanding items that the District and City of Pacifica are working on together to finalize.

Councilmember Bier offered her assistance and asked that the Board contact her if they need any assistance.

8. Update Regarding BAWSCA Tier 2 Plan Negotiations

General Manager Carr provided an overview of the BAWSCA Tier 2 Plan Negotiations. She requested input from the Board pertaining to the District’s minimum cutback.

Director De Jarnatt expressed her concerns regarding future cutbacks and how difficult it would be for customers who already conserve during non-drought years.

Director Ash expressed his concerns about further cutbacks and commended Pacificans for their water conservation.

Vice President Cosgrove stated that the health and safety threshold that was established at 47 gallons per person per day should override a minimum cutback.

The Board also provided input in support of Vice President Cosgrove's statement. General Manager Carr thanked the Board for their input.

9. District Engineer's Report

Sheila Tank Replacement Project

District Engineer Sutter provided an update on Sheila Tank Project.

Loop at Everglades Drive Project

This item was covered earlier in the meeting.

10. General Manager's Update

General Manager Carr provided an update on statewide reservoir levels and impending precipitation.

B. Continued Business

1. Capital Improvement Program and Bond Projects

General Manager Carr responded to questions from the Board related to water storage tank coating.

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

A. San Mateo County CSDA Chapter Meeting

President Burgett provided a report about the December CSDA Chapter Meeting and Director Hauser provided a report from the January CSDA Chapter Meeting. Meetings will be held on the 3rd Tuesday of every quarter going forward.

B. Building Committee Meeting

Vice President Cosgrove provided a report from the meeting.

C. Cell Site Committee Meeting

President Burgett provided a report from the meeting. General Manager Carr stated that a cell site contract amendment will come before the full Board at a meeting in the future.

D. City of Pacifica Planning Commission

President Burgett provided a report of the meeting attended.

E. Meeting of Board President with Pacifica's Mayor and Mayor pro Tem

President Burgett reported on this item previously in the meeting.

F. City of Pacifica City Council

President Burgett provided a report on the City Council meetings attended.

G. San Mateo County CSDA Chapter Meeting

Directors De Jarnatt and Hauser provided reports from the meeting.

15) ADJOURNMENT

President Burgett adjourned the meeting at 8:50 P.M.

Respectfully submitted,

Approved:

General Manager Adrienne Carr

Joshua Cosgrove, President