

**North Coast County Water District**  
 Minutes of the Regular Board of Directors Meeting  
 July 17, 2024 at 7:00 P.M.  
 Sharp Park Restaurant Banquet Room  
 2600 Francisco Blvd.  
 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, and District Engineer Jonathan Sutter.

## 3) PLEDGE OF ALLEGIANCE

Led by Attorney Miyaki.

## 4) PUBLIC COMMENT

## 5) APPROVAL OF ORDER OF AGENDA

ON MOTION by Vice President Ash, seconded by Director Vallero, 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

President Cosgrove stated that the BAWSCA report would be given during Item #9A8.

## 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 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 Business

- 1. Approval of Claims Dated July 17, 2024

General Manager Carr responded to questions from the Board.

ON MOTION by President Cosgrove, seconded by Director DeJarnatt, the Board voted unanimously to approve the Claims List dated July 17, 2024 in the amount of \$1,883,679.93. Motion passed 5-0.

2. Adopt Resolution No. 1167 Establishing the Appropriations Limit Applicable to the District during Fiscal Year 2024-2025

General Manager Carr summarized the Staff Report stating that the Board must annually adopt the appropriations limit. The appropriations limit for FY 2024-2025 was calculated to be \$1,595,232.

ON MOTION by Director DeJarnatt, seconded by Vice President Ash, by the following Roll Call Vote, the Board unanimously voted to adopt Resolution No. 1167 Establishing the Appropriations Limit Applicable to the District during Fiscal Year 2024-2025:

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

Motion passed 5-0.

3. California Special Districts Association (CSDA) Board of Directors Election Ballot – Term 2025-2027; Seat A – Bay Area Network

General Manager Carr provided an overview of the CSDA Board of Directors voting process, stating that there was one Bay Area Network seat up for election and two candidates running for the position. Statements from the candidates were included in the packet.

Director DeJarnatt stated that the candidate from San Mateo County Harbor District, Kathryn Slater-Carter, is very well informed on special district functions and local issues. Vice President Ash concurred.

President Cosgrove added that Ms. Slater-Carter is very engaged and responsive, and easy to contact to discuss local matters.

The item was for Board input, Board action was not necessary.

4. San Mateo County Local Agency Formation Commission (LAFCo) Election of Alternate Special District Member for a Term Ending May 2028

General Manager Carr summarized the Staff Report and the LAFCo election process, stating that there were two nominations for the position of Alternate Special District Member.

President Cosgrove stated that Kathryn Slater-Carter was a good candidate for LAFCo as she is an advocate for special districts.

Director DeJarnatt stated that she also supported Kathryn Slater-Carter.

The item was for Board input, Board action was not necessary.

5. Authorize the General Manager to Execute Change Orders for the Sheila Tank Replacement and Pressure Regulating Valves Improvement Project for an Amount Not-to-Exceed \$400,000

General Manager Carr and District Engineer Sutter provided an update on the Sheila Tank Replacement Project. District Engineer Sutter reported on

the site preparations underway at the tank site including soil compaction and changes to the retaining wall.

General Manager Carr provided a summary of the contract change orders received to date. She stated that the initial awarded contract amount was \$5,932,000 which included \$100,000 for change orders, an amount that was used early in the Project due to various plan modifications. She stated that the Project was approved without a 10% contingency for change orders and requested a \$400,000 authorization for contract change orders through the end of the Project to avoid delays.

General Manager Carr responded to questions from the Board.

President Cosgrove thanked the CIP Committee and General Manager for their work on the project thus far and stated that he was supportive of the change order.

ON MOTION by President Cosgrove, seconded by Director DeJarnatt, the Board voted unanimously to Authorize the General Manager to Execute Change Orders for the Sheila Tank Replacement and Pressure Regulating Valves Improvement Project for an Amount Not-to-Exceed \$400,000. Motion passed 5-0.

6. Update on District Headquarters Upgrade Project

General Manager Carr provided an update on the Headquarters Project and detailed the changes in costs and work that comprised Contract Change Order Number 1. General Manager Carr detailed the change order which had combined three proposed change orders (PCOs) which increased the cost and caused a schedule delay of three days.

General Manager Carr discussed the potential Acquisition of 171 Clarendon Rd., a property adjacent to District headquarters at 2400 Francisco Blvd. She stated that the Building Committee had discussed the possibility of acquisition over the past two years to maximize storage and parking in the corporation yard. General Manager Carr stated that the current owner is open to sale.

Board discussion occurred. General Manager Carr responded to questions from the Board.

7. 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 June 26, 2024 City Council meeting was continued to August 12, 2024. The City Council was presented with new policies and alternative modifications of the plan, and the Council decided that more time was needed to discuss portions of the document prior to certifying the draft LCLUP by resolution.

President Cosgrove and Director DeJarnatt provided details from the City Council meeting on June 26, 2025, of which they attended.

8. Update on BAWSCA Tier 2 Plan Negotiations and Possible Amendments to the Water Supply Agreement between San Francisco and the Wholesale Customers that Pertain to Water Reliability

BAWSCA Board member Piccolotti summarized the agenda for the next BAWSCA Board of Directors meeting. He responded to questions from the Board.

General Manager Carr provided an overview of the shortage allocation process including the Tier 1 Plan, which allocates available water from the

Regional Water System between SFPUC Retail and the Wholesale Customers collectively, and Tier 2 Plan that allocates water among the Wholesale Customers during shortages caused by drought.

General Manager Carr discussed the Minimum Purchase Requirement included in the Water Supply Agreement (WSA) and stated that future adoption of the Tier 2 Plan may be combined with the adoption of two amendments to the WSA. General Manager Carr also discussed the financial impact of reliability investments.

General Manager Carr responded to questions from the Board.

9. District Engineer’s Report

District Engineer Sutter stated that the Loop at Everglades Drive Pipeline Project should be completed ahead of schedule.

District Engineer Sutter provided an update on the Cabrillo Emergency Pipeline Project and stated he anticipates the project be complete prior to the start of school.

10. General Manager’s Update

General Manager Carr summarized the staff report.

President Cosgrove stated that the Fog Fest is scheduled for September 28-29 and that the District would be in the parade on September 28.

President Cosgrove commended the District’s cybersecurity efforts.

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 Meetings

Director DeJarnatt provided the highlights from the meetings she attended. President Cosgrove stated he plans to attend the August 12, 2024 meeting.

B. City of Planning Commission Meeting

Director Hauser provided a report from the Planning Commission Meeting.

C. Building/Cell Site/Headquarters Committee Meeting

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

D. Capital Improvement Program (CIP) Committee Meeting

Vice President Ash provided a report on this meeting and stated the meeting went very well, and that he looked forward to the Cabrillo Pipeline Project.

11) DIRECTORS’ COMMENTS AND/OR AGENDA REQUESTS

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

12) CORRESPONDENCE

None.

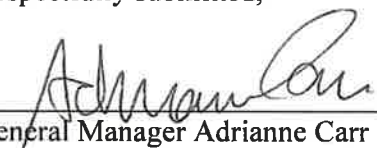
13) PUBLIC COMMENT

None.

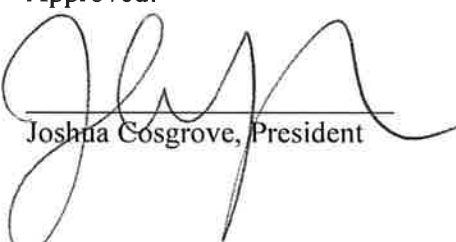
14) ADJOURNMENT

President Cosgrove adjourned the meeting at 8:21 p.m.

Respectfully submitted,

  
General Manager Adrienne Carr

Approved:

  
Joshua Cosgrove, President