North Coast County Water District

Minutes of the Regular Board of Directors Meeting
January 21, 2026 at 7:00 P.M.
North Coast County Water District
Multipurpose Room
2400 Francisco Blvd.
Pacifica, CA 94044

1) CALL TO ORDER

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

2) ROLL CALL

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

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 Vice President DeJarnatt, the Board voted unanimously to approve the order of agenda as presented. Motion passed 5-0.

6) SPECIAL ORDER OF BUSINESS

A. Presentation by Chavan & Associates, LLP of Districts FY 2024-2025 Audit

Angela Lee of Chavan & Associates, LLP provided a presentation of the results District's FY 24-25 financial audit. She responded to questions from the Board.

B. Accept District's FY 2024-2025 Audit

ON MOTION by Director Cosgrove, seconded by Vice President DeJarnatt, the Board voted unanimously to Accept District's FY 2024-2025 audit as presented. Motion passed 5-0.

C. Review of Board Committees and Board President's Committee Appointments and Appointments for Representatives

President Hauser 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: Ash (Chair) and Vallero
- CIP Committee: Cosgrove (Chair) and DeJarnatt
- Public Outreach Committee: DeJarnatt (Chair) and Vallero

Associations:
- ACWA Region 5: DeJarnatt
- ACWA/JPIA: DeJarnatt
- BAWSCA: Piccolotti

- Local Chapter CSDA: Vallero, Hauser (Alternate)
- LAFCo: Ash

Advisory Committees:

- Building Committee: Cosgrove (Chair) and DeJarnatt
- Conservation/Alternative Source of Supply Committee: DeJarnatt (Chair) and Hauser
- Policies, Procedures, and Practices Review Committee: DeJarnatt (Chair) and Hauser
- Infrastructure Vulnerability Committee: Cosgrove (Chair) and Ash
- Emergency Preparedness Committee: Ash (Chair) and Cosgrove
- Water Rates Advisory Committee: Hauser (Chair) and Cosgrove

Outside Committees:

- Joint Articulation Committee: DeJarnatt, Hauser (Alternate)

Board Liaison

- City of Pacifica City Council and Commission Meetings: DeJarnatt, Hauser (Alternate)

Attorney Miyaki stated that the Board must evaluate each advisory committee annually to ensure its purpose is still being served, and the Board, by reviewing the committees tonight and making the appointments to the advisory committees, confirms that each advisory committee is still necessary.

Director Cosgrove concurred with the President Hauser that the Committees still served their purposes.

7) BAY AREA WATER SUPPLY AND CONSERVATION AGENCY ISSUES

Director Cosgrove discussed some of the items that were discussed at the previous BAWSCA Board of Directors meeting and distributed a summary of the meeting from BAWSCA Board Member Piccolotti.

8) BOARD COMMUNICATIONS

Vice President DeJarnatt stated she attended the Pacifica Democrats monthly meeting at Sharp Park Restaurant on Saturday, January 17, 2026, which featured discussion from Christopher Lopez, the newest member of the California Coastal Commission.

9) CONSENT CALENDAR

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

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

10) GENERAL MANAGER'S REPORT

A. New Business

1. Approval of Claims Dated January 21, 2026

General Manager Carr responded to questions from the Board.

ON MOTION by Vice President DeJarnatt, seconded by Director Cosgrove, the Board voted unanimously to approve the Revised Claims List dated January 21, 2026, in the amount of $1,597,145.04. Motion passed 5-0.

2. Authorize the Board President to Execute an Amendment to the Agreement with Thomas J. Piccolotti for Strategic Counsel Services to Extend the Term

General Manager Carr presented the item requesting the Board's approval for an amendment to the agreement with Thomas J. Piccolotti for Strategic Counsel Services. She noted that the remaining balance of the agreement, which was signed in January 2025, is sufficient to cover the services through the end of the current fiscal year, June 30, 2026. The action will only extend the term of the agreement, with no other changes.

Board discussion occurred.

ON MOTION by Director Cosgrove, seconded by Vice President DeJarnatt, the Board voted unanimously to Authorize the Board President to Execute an Amendment to the Agreement with Thomas J. Piccolotti for Strategic Counsel Services to Extend the Term. Motion passed 5-0.

3. Authorize the General Manager to Enter into Task Order 26-01 with EKI Environment and Water for Preparation of Risk and Resilience Assessment and Emergency Response Plan in an Amount not to Exceed $70,700

General Manager Carr presented information relating to the American Water Infrastructure Act of 2018 (AWIA), and the requirements for community water systems which include preparation of a Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP), which need to be updated and submitted in 2026.

General Manager Carr stated that EKI Environment and Water and another consultant had prepared proposals for this work. EKI's proposal was lower in cost, and the familiarity with the system will aid in the preparation of these documents. She outlined the Scope of Work in Task Order #26-01.

General Manager Carr responded to questions from the Board.

ON MOTION by Director Cosgrove, seconded by Vice President DeJarnatt, the Board voted unanimously to Authorize the General Manager to Enter into Task Order 26-01 with EKI Environment and Water for Preparation of Risk and Resilience Assessment and Emergency Response Plan in an Amount not to Exceed $70,700. Motion passed 5-0.

4. Consider Adopting a Resolution Authorizing the General Manager to Enter into a Property Disposition and Access Easement Agreement for Property Near Shiela Lane with Craig W. Butko, as Trustee of the Craig W. Butko Living Trust, and to Take Related Actions

General Manager Carr introduced the item, stating that at the Board of Directors Meeting on November 19, 2025, the Board declared APN # 023-640-040 as "Exempt Surplus Land." She stated that the parcel is a narrow strip approximately 10 feet wide and 260 feet long, totaling about 1,300 square feet, located near Sheila Lane and completely surrounded by private property. She explained that Staff, with assistance from legal counsel, has successfully negotiated terms of an agreement with Craig T. Butko, the only property owner with direct access to this parcel.

General Manager Carr discussed the terms of the agreement. She stated that the District will transfer the fee title of a 1,300-square-foot parcel to Mr. Butko. In return, the District will retain a perpetual, non-exclusive easement over the entire parcel for the construction, repair, and maintenance of its water pipeline and related facilities. Additionally, Mr. Butko will grant the District a perpetual access easement across his property at 1120 Sheila Lane, allowing District staff and equipment to access the water line facilities. With Board approval, the General Manager will execute the Property Disposition and Access Easement Agreement, the Grant Deed and Reservation of Water Line Easement, and the Grant of Access Easement (specifically, theCertificate of Acceptance).

General Manager Carr responded to questions from the Board.

ON MOTION by Director Cosgrove, seconded by Vice President DeJarnatt, by the Following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 1183 Adopting a Resolution Authorizing the General Manager to Enter into a Property Disposition and Access Easement Agreement for Property Near Shiela Lane with Craig W. Butko, as Trustee of the Craig W. Butko Living Trust, and to Take Related Actions.

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

Motion passed 5-0.

5. Authorize the General Manager to Execute a Change Order with Midstate Construction Corporation to Release Partial Retention for the Headquarters Upgrade Project in the Amount of $500,000

General Manager Carr introduced the item stating that the initial contract awarded to Midstate Construction Inc. for the Headquarters Upgrade Project was $13,833,000. An additional $1,383,300 (10%) was approved for change orders, raising the total contract amount to $15,216,300. To date, there have been 15 change orders, and the current value of the contract stands at $14,315,134.00. She explained that on October 16, 2025, the architect, contractor, and District signed off on the Substantial Completion of the Headquarters Upgrade Project, and that currently, the District is holding $715,308.25 in retention.

General Manager Carr stated that the final significant component of the project is the delivery and installation of a new generator, which is anticipated to arrive by the end of March 2026. As of October 16, 2025, the architect estimated that the remaining work to be completed amounts to $135,000. General Manager Carr explained that after consulting with legal counsel, staff recommend the release of a portion of the retention funds, releasing $500,000 to the contractor, which would leave more than $215,000 in retention. This remaining amount will be released in conjunction with the filing of the Notice of Completion.

General Manager Carr and Attorney Miyaki responded to questions from the Board.

ON MOTION by Vice President DeJarnatt, seconded by Director Cosgrove, the Board voted unanimously to Authorize the General Manager to Execute a Change Order with Midstate Construction Corporation to Release Partial Retention for the Headquarters Upgrade Project in the Amount of $500,000. Motion passed 5-0.

6. District Engineer's Report

District Engineer Sutter reported on the status of the Advanced Metering Infrastructure (AMI) Project. He stated that more than 10,000 meters have been replaced to date, and the schedule indicates that the project will be completed by the end of February 2026.

7. General Manager's Update

General Manager Carr provided an update on the District's AED, CPR, and First Aid class held in the Multipurpose Room.

B. Continued Business

1. Capital Improvement Program and Bond Projects

There was no discussion.

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

A. City of Pacifica City Council Meeting

Vice President DeJarnatt provided highlights and distributed notes from the last council meeting.

She asked Pacifica City Councilmember, Sue Beckmeyer, who was in the audience, if she wanted to add to her summary pertaining to the City's discussion of the "Pacifica Coastline from Westline Drive to the end of Beach Boulevard."

Councilmember Beckmeyer commented on the structure of the North wall and the issues that it faces, as well as some possible solutions the City is looking into.

B. Building/Cell Site/Headquarters Committee Meeting

General Manager Carr and Director Cosgrove reported on the items that had been discussed at the meeting.

C. Planning Commission Meeting

President Hauser provided a report from the meeting attended.

12) DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS

Director Ash commented on the landscaping of the Linda Mar medians, which were adopted by the District, noting that they looked well-maintained and free of litter.

13) CLOSED SESSION

Pursuant to California Government Code Section 54956.9(d)(2)
Conference with Legal Counsel – Anticipated Litigation
Significant Exposure to Litigation
One Potential Case

The Board convened into closed session at 8:02 p.m.

14) Report on Action Taken in Closed Session

At 8:21 p.m. the Board returned from Closed Session. Attorney Miyaki reported that in closed session, no action was taken.

15) CORRESPONDENCE

None.

16) PUBLIC COMMENT

None.

17) ADJOURNMENT

President Hauser adjourned the meeting at 8:22 p.m.

Respectfully submitted,

General Manager Adrianne Carr

Approved:

William Hauser, President