

**North Coast County Water District**  
Minutes of the Regular Board of Directors Meeting  
November 20, 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, General Manager Adrienne Carr, Assistant General Manager Scott Dalton, Management Analyst Stephanie Dalton, Attorney Patrick Miyaki, District Engineer Jonathan Sutter and BAWSCA Board Member Thomas Piccolotti.

Director John Vallero was absent.

## 3) PLEDGE OF ALLEGIANCE

Led by President Cosgrove.

## 4) PUBLIC COMMENT

None.

## 5) APPROVAL OF ORDER OF AGENDA

ON MOTION by Director DeJarnatt, seconded by Vice President Ash, the Board voted unanimously to approve the order of agenda as presented. Motion passed 4-0.

## 6) SPECIAL ORDER OF BUSINESS

A. Water-Wise Garden Contest Awards Ceremony

President Cosgrove welcomed the garden contest contestants who were present.

General Manager Carr explained the purpose of the Water-Wise Garden Contest and announced the sponsors of the contest who donated prizes for the winning gardens including Rainwater Solutions and Sloat Garden Center. She thanked the landscape judges for their time and effort in judging the gardens. Using a slideshow, photos of the top three gardens were highlighted. The following contestants were recognized for their water-wise gardens:

3rd Place: Michael Orourke  
2nd Place: Kristin Hamilton  
1st Place: Noreen Chan

## 7) BAY AREA WATER SUPPLY AND CONSERVATION AGENCY ISSUES

BAWSCA Board Member Piccolotti briefed the Board on the upcoming November Board of Directors Meeting.

## 8) BOARD COMMUNICATIONS

None.

## 9) CONSENT CALENDAR

- A. Overview of District Investments
- B. Statement for 2021 Water System Financing Project Fund
- C. Financial Statements for October 2024
- D. Minutes of the October 16, 2024 Regular Meeting of the Board
- E. Report on Sale of District Property
- F. October 2024 Leak Report
- G. October 2024 Water Quality Report
- H. October 2024 Legislative Update
- I. October 2024 Hydrological Report

ON MOTION by President Cosgrove, seconded by Director DeJarnatt, the Board voted unanimously to approve the Consent Calendar as presented. Motion passed 4-0.

## 10) GENERAL MANAGER'S REPORT

A. New Business1. Approval of Claims Dated November 20, 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 November 20, 2024 in the amount of \$ 2,763,444.06. Motion passed 4-0.

2. Accept Loop at Everglades Drive Pipeline Replacement Project as Complete, Authorize the Release of Retention, and Authorize Filing a Notice of Completion

General Manager Carr summarized the Staff Report and reported that the Loop at Everglades Drive Pipeline Project – Phase 1 is now complete. The contract was awarded to Casey Construction, Inc. on February 21, 2024 for \$1,331,600 with 10% contingency, for a total amount of \$1,464,760. Two change orders brought the total of the project to \$1,462,950.12. She reported that final inspections were performed by EKI Environment & Water and District Staff, and that the project met their satisfaction. By declaring the project complete, the District will release the retention of \$73,147.50.

ON MOTION by President Cosgrove, seconded by Director DeJarnatt, the Board voted unanimously to Accept the Loop at Everglades Drive Pipeline Replacement Project as Complete, and to Authorize the Release of Retention, and Authorize Filing a Notice of Completion. Motion passed 4-0.

3. Authorize the General Manager to Enter into Task Order #24-09 with EKI Environment & Water for Management of Advanced Metering Infrastructure Project Implementation in an Amount Not-to-Exceed \$179,000

General Manager Carr discussed the District's desire to repurpose grant funding from the Urban and Multi-benefit Drought Relief Grant Program that was previously awarded for the District's Groundwater Project. She stated that, as previously reported in September, that District Staff and the District Engineer are proposing to repurpose the funding for an Advanced Metering Infrastructure (AMI) conversion project. An AMI conversion project will upgrade the District's metering system to enable live reading data instead of bi-monthly readings, which will help in identifying abnormalities and water leaks more promptly. Approval of the task order

presented by EKI will provide project management, grant support and other project related tasks.

General Manager Carr responded to questions from the Board.

President Cosgrove shared his enthusiasm for the project and for repurposing the grant funding. He reminded the staff that the District must remain aware of cyber security as it undertakes new projects involving new technologies.

ON MOTION by Director DeJarnatt, seconded by Director Hauser, the Board voted unanimously to authorize the General Manager to enter into Task Order #24-09 with EKI Environment & Water, Inc in an amount not to exceed \$179,000 for Management of the Advanced Metering Infrastructure Project Implementation. Motion passed 4-0.

4. Update on the District Headquarters Upgrade Project

General Manager Carr provided an update on the construction progress of the District Headquarters. She shared photos from the project site. Additionally, she mentioned that there will be upcoming change orders, which she will present to the Board at a future meeting.

5. Authorize the General Manager to Enter into First Amendment to Lease Agreement with Eureka Square Shopping Center, LP

General Manager Carr summarized the staff report stating that in April 2023, the Board approved a 16-month lease between the District and Eureka Square Shopping Center, LP for temporary office space to operate customer service and administration departments during construction of the new headquarters. The lease also included an optional four-month extension term, bringing the lease term previously approved by the Board to 20 months. The base lease agreement is effective from May 15, 2023, and will expire on November 30, 2024. The anticipated completion date for the Headquarters Project is mid-September, 2025. In order to extend the lease past the rental period, rent will increase from \$3,530.00 to \$3,706.50, consistent with the previously negotiated rate for the 4-month extension term. The extended lease term begins December 1, 2024 and ends November 30, 2025.

General Manager Carr responded to questions from the Board.

ON MOTION by Director Hauser, seconded by President Cosgrove, the Board unanimously voted to authorize the General Manager to enter into the First Amendment to the Standard Multi-Tenant Office Lease with Eureka Square Shopping Center, LP for 80-218 and 80-219 Eureka Square for Administrative Office Space During District Headquarters Upgrade Project. Motion passed 4-0.

6. Appoint Agency Negotiators for Real Property Negotiations with Mark F. & Angelika G. Claussen Trust for Real Property at 171-173 Clarendon Road, Pacifica, California 94044

General Manager Carr summarized the Staff Report and stated that the design of the new District headquarters, auto shop building, vehicle wash rack, and stormwater treatment basin, has left District with limited outdoor storage space. She stated that having centralized storage for these items provides access for daily operations and leak repairs. General Manager Carr stated that one way to increase space is to acquire property next door to the corporation yard. On November 13, 2024 the Building/Cell Site/Headquarters Committee expressed support to move forward with negotiations.

President Cosgrove recommended that the General Manager be appointed as the Agency Negotiator.

ON MOTION by President Cosgrove, seconded by Director DeJarnatt, the Board unanimously voted to Appoint General Manager Carr as Agency Negotiator for Real Property Negotiations with Mark F. & Angelika G. Claussen Trust for Real Property at 171-173 Clarendon Road, Pacifica, California 94044. Motion passed 4-0.

7. Update on the City of Pacifica's Local Coastal Land Use Plan (LCLUP)

General Manager Carr provided an update on the LCLUP and City Council meetings that have occurred since last Board Meeting. She stated that at the October 16, 2024 Board of Directors Meeting, the Board authorized President Cosgrove to sign and send a letter to the Pacifica City Council. That letter was sent on October 21, 2024 and was included in the materials published October 24, 2024 in advance of the October 28, 2024 City Council meeting. She stated that the City incorporated many of the comments/suggestions recommended by the District into the revised LCLUP, however, one key policy was not included. The Infrastructure Vulnerability Committee met on October 25, 2024 to review the agenda materials, and the General Manager drafted and sent an additional letter to Council on October 28, 2024 urging the Council to include all recommendations.

General Manager Carr and Director DeJarnatt provided public comment at the October 28, 2024 City Council meeting, encouraging the City Council to consider adding additional protections to the infrastructure. The City Council approved the LCLUP Draft without the addition of the requested policy.

President Cosgrove acknowledged that the LCLUP was very complex and expressed that he had hoped that the City Council would accept all of the recommendations provided. President Cosgrove stated that the District's legal counsel will be reviewing the document to ensure that the protections included are sufficient.

Councilmember Bier provided public comment via her remote location. She stated that she was very pleased that the Council was able to include as much as possible in the short period of time since collaborating with the District. She added that to her knowledge, the policy mentioned by General Manager Carr is incorporated in another part of the plan. She will clarify and get back to the District. She believes that there will be another opportunity to comment as the Commission has not completed their review of the plan.

President Cosgrove requested that Attorney Miyaki provide an update on the Half Moon Bay Casa Mira HOA vs. California Coastal Commission (CCC) case.

Attorney Miyaki provided an update on the Casa Mira HOA case, which pertains to the Coastal Commissions approach to existing structures and armoring. He stated that legal counsel will monitor developments closely as the findings may have implications for the situation in Pacifica.

8. District Engineer's Report

District Engineer Sutter summarized the Staff Report and provided updates on the Sheila Tank Replacement Project and the Fassler Tank Project.

9. General Manager's Update

General Manager Carr provided a slide on California's reservoir levels.

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

Director DeJarnatt provided the highlights from the meetings she attended.

B. City of Planning Commission Meeting

Director Hauser provided an update from the Planning Commission meetings.

C. Building/Cell Site/Headquarters Committee

President Cosgrove stated that items discussed had been covered earlier in the meeting.

D. Infrastructure Vulnerability Committee Meeting

President Cosgrove stated that items discussed had been covered earlier in the meeting. General Manager Carr added that the Committee met October 25, November 1, and November 18.

E. Public Outreach Committee Meeting

Director Ash provided a report from the meeting. He stated that the Garden Contest was discussed and that the Committee performed a tiebreaker after the professional judges provided their rankings of the three gardens.

General Manager Carr stated that the Committee also reviewed the first video provided by Voler Strategic Consulting. The Committee also discussed ideas for additional videos including Board interviews for the 80<sup>th</sup> Anniversary.

11) DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS

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

President Cosgrove requested an update on the San Pedro Creek Project in January.

12) CLOSED SESSION – One Item

Pursuant to California Government Code Section 54956.8  
Conference with Real Property Negotiators  
Property: 171-173 Clarendon Road, Pacifica, CA 94044-2724  
Agency Negotiators: General Manager Carr  
Negotiating Parties: Mark F. & Angelika G. Claussen Trust  
Under Negotiation: Price and Terms of Payment

13) REPORT ON ACTION TAKEN IN CLOSED SESSION

At 8:37 p.m. the Board returned from Closed Session.

Attorney Miyaki reported that in closed session, the Board provided direction to the Agency Negotiator.

14) CORRESPONDENCE

None.

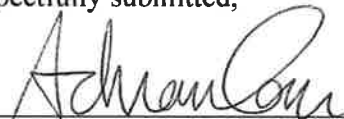
15) PUBLIC COMMENT

(Provided out of order) Councilmember Bier invited District Board and Staff to the reorganization of the City Council on December 9th.

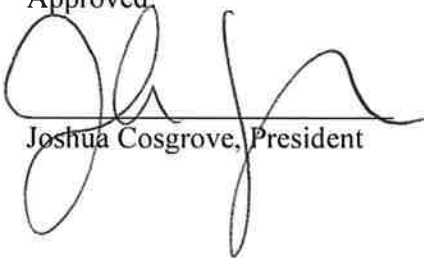
16) ADJOURNMENT

President Cosgrove adjourned the meeting at 8:38 p.m.

Respectfully submitted,

  
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General Manager Adrienne Carr

Approved:

  
\_\_\_\_\_  
Joshua Cosgrove, President