North Coast County Water District

Minutes of the Regular Board of Directors Meeting
September 17, 2025 at 7:00 P.M.
Sharp Park Restaurant Banquet Room
2600 Francisco Blvd.
Pacifica, CA 94044

1) CALL TO ORDER

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

2) ROLL CALL

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

Director John Vallero was absent.

3) PLEDGE OF ALLEGIANCE

Led by President Ash.

4) PUBLIC COMMENT

None.

5) APPROVAL OF ORDER OF AGENDA

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

6) BAY AREA WATER SUPPLY AND CONSERVATION AGENCY ISSUES

BAWSCA Board Member Thomas Piccolotti arrived and reported on topics included on the agenda for the upcoming BAWSCA Board of Directors meeting.

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 August 2025
D. Minutes of the August 20, 2025 Regular Meeting of the Board
E. Report on Sale of District Property
F. August 2025 Leak Report
G. August 2025 Water Quality Report
H. August 2025 Legislative Update
I. August 2025 Hydrological Report

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

9) GENERAL MANAGER'S REPORT

A. <u>New Business</u>

1. <u>Introduction of New District Employee</u>

General Manager Carr introduced the District's new mechanic, Rick Schmidt, to the Board of Directors.

Mr. Schmidt provided a brief overview of his background and experience, and the Board congratulated him on his new position.

2. Approval of Claims Dated September 17, 2025

General Manager Carr responded to questions from the Board.

ON MOTION by Director Cosgrove, seconded by Director DeJarnatt, the Board voted unanimously to approve the Claims List dated September 17, 2025, in the amount of $ 4,221,268.51. Motion passed 4-0.

3. Adopt Resolution No. 1179 A Resolution to Dedicate the North Coast County Water District Headquarters Building in Honor of Jack Burgett

General Manager Carr introduced the item and summarized the resolution to formally dedicate the new North Coast County Water District Headquarters in honor of former Board President Jack Burgett. The resolution recognized Mr. Burgett's twelve years of service and his instrumental role in the Headquarters Upgrade Project. She stated that a dedication ceremony has been scheduled for tomorrow, September 18, which would have been Mr. Burgett's 87th birthday. A plaque honoring Mr. Burgett will be displayed outside the District front entrance.

ON MOTION by Director DeJarnatt, seconded by Director Cosgrove, by the following Roll Call Vote, the Board unanimously voted to Adopt Resolution No. 1179 A Resolution to Dedicate the North Coast County Water District Headquarters Building in Honor of Jack Burgett

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

Motion passed 4-0.

4. Annual Review of District Reserve Fund Policy

General Manager Carr provided an overview of the District's Reserve Fund Policy. She stated that the District's Reserve Fund Policy, adopted in January 2014, requires the Board to review the balance of reserve funds on an annual basis. She stated that staff calculated the reserve totals for Fiscal Year 2025-2026 and confirmed that sufficient funds are available in the investment account to fund them fully. A calculation sheet was provided in the Board packet.

Board discussion occurred, and the General Manager responded to questions from the Board.

5. Rescind Prior Authorization to Purchase Service Truck Through Statewide Contract, Waive the Requirement to Formally Solicit Bids, and Authorize the General Manager to Purchase a 2026 Ford F250 XL 4x4 Regular Cab from Towne Ford for an Amount not to Exceed $50,177.52

General Manager Carr provided a revised staff report that was also posted on the District's website. She stated that at the August meeting, the Board authorized the purchase of a 2026 Ford F-250 for up to $52,892.30 through the California Statewide Contract for Fleet Vehicles. She stated that shortly after the August Board meeting, staff received a lower-priced proposal for the exact same vehicle from a local dealership, Towne Ford, which also offered a shorter delivery time. Staff recommended the Board consider rescinding the prior authorization and authorize the General Manager to purchase the vehicle for an amount not to exceed $50,177.52

General Manager Carr responded to questions from the Board.

ON MOTION by President Ash, seconded by Director DeJarnatt, the Board voted unanimously to Rescind Prior Authorization to Purchase Service Truck Through Statewide Contract, Waive the Requirement to Formally Solicit Bids, and Authorize the General Manager to Purchase a 2026 Ford F250 XL 4x4 Regular Cab from Towne Ford for an Amount not to Exceed $50,177.52

Motion passed 4-0.

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

General Manager Carr summarized the Staff Report and provided an overview of the Loop at Everglades Drive Pipeline Project Phase II. She stated that the contract was awarded to Casey Construction, Inc. on April 16, 2025, for $683,730.00, with a 10% contingency for a total not-to-exceed amount of $752,103. The project was completed in July, under budget, and final inspections by EKI Environment and Water and District staff confirmed that the project work was satisfactorily completed.

General Manager Carr and District Engineer Sutter responded to questions from the Board.

ON MOTION by Director Cosgrove, seconded by Director DeJarnatt, the Board voted unanimously to accept Loop at Everglades Drive Pipeline Project Phase II as Complete, and Authorize the General Manager to file a Notice of Completion, and to Release the Retention Held on the Project.

Motion passed 4-0.

7. Consider Approval of a Fifth Amendment to Communications Site Agreement Between North Coast County Water District and T-Mobile West, LLC

General Manager Carr summarized the Staff Report and provided an overview of the lease agreement terms. She stated that the Fifth Amendment to the Communications Site Agreement between the District and T-Mobile West, LLC would extend the lease for the Skyline site for an additional two 5-year terms. The rent, regular increases, and all other terms will remain the same. She stated that the Building/Seismic/Cell Site Committee, along with legal counsel, had reviewed the amendment and recommended it be brought to the full board for consideration.

General Manager Carr responded to questions from the Board.

ON MOTION by Director Cosgrove, seconded by Director DeJarnatt, the Board voted unanimously to Approve the Fifth Amendment to Communications Site Agreement Between North Coast County Water District and T-Mobile West, LLC

Motion passed 4-0.

8. Update Regarding the District Headquarters Upgrade Project

The General Manager provided an update on the Headquarters Upgrade Project progress and photos of the building.

General Manager Carr responded to questions from the Board.

9. District Engineer's Report

District Engineer Sutter provided status updates on the Advanced Metering Infrastructure (AMI) Project and the Fassler Tank Project.

10. General Manager's Update

General Manager Carr reported that the District is sponsoring the Pacific Coast Fog Fest on September 27-28 and will be hosting a booth alongside fog researchers and students.

B. Continued Business

1. Capital Improvement Program and Bond Projects

There was no discussion.

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

A. Building/Seismic/Cell Site Committee Meeting

President Ash reported that the content had been previously covered in the meeting.

B. City of Pacifica City Council Meeting

Director DeJarnatt provided highlights of the meetings she attended.

C. Planning Commission Meeting

Vice President Hauser provided a report from the meeting.

11) DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS

None.

12) CORRESPONDENCE

None.

13) PUBLIC COMMENT

14) ADJOURNMENT

President Ash adjourned the meeting at 7:47 p.m. in honor of Jack Burgett.

Respectfully submitted,

General Manager Adrianne Carr

Approved:

Ron Ash, President