

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, February 13, 2018 - 7:00 p.m.

AGENDA

The Coastside County Water District (CCWD) does not discriminate against persons with disabilities. Upon request, the agenda and agenda packet materials can be provided in a format to accommodate special needs. If you require a copy of the agenda or related materials in an alternative format to accommodate a disability, or if you wish to attend this public meeting and will require special assistance or other special equipment, please call the District at (650) 726-4405 in advance and we will make every reasonable attempt to provide such an accommodation.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the CCWD District Office, located at 766 Main Street, Half Moon Bay, CA at the same time that the public records are distributed or made available to the legislative body.

This agenda and accompanying materials can be viewed on Coastside County Water District's website located at: www.coastsidewater.org.

The Board of the Coastside County Water District reserves the right to take action on any item included on this agenda.

- 1) ROLL CALL**
- 2) PLEDGE OF ALLEGIANCE**
- 3) PUBLIC COMMENT**

At this time members of the public may address the Board of Directors on issues not listed on the agenda which are within the purview of the Coastside County Water District. Comments on matters that are listed on the agenda may be made at the time the Board is considering each item. Each speaker is allowed a maximum of three (3) minutes and must complete and submit a speaker slip. The President of the Board will recognize each speaker, at which time the speaker should proceed to the podium, give their name and address and provide their comments to the Board.

4) CONSENT CALENDAR

The following matters before the Board of Directors are recommended for action as stated by the General Manager. All matters listed hereunder constitute a Consent Calendar, are considered as routine by the Board of Directors, and will be acted upon by a single vote of the Board. There will be no separate discussion of these items unless a member of the Board so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- A. Approval of disbursements for the month ending January 31, 2018:
Claims: \$611,804.85; Payroll: \$97,172.79 for a total of \$708,977.64 ([attachment](#))
➤ *January Monthly Financial Claims reviewed and approved by Director Mickelsen*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of January 9, 2018 Regular Board of Directors Meeting ([attachment](#))
- D. Approval of Minutes of January 17, 2018 Special Board of Directors Meeting ([attachment](#))
- E. Monthly Water Service Connection Transfer Report ([attachment](#))
- F. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- G. Total CCWD Production Report ([attachment](#))
- H. CCWD Monthly Sales by Category Report - January 2018 ([attachment](#))
- I. Monthly Rainfall Reports ([attachment](#))
- J. S.F.P.U.C. Hydrological Report for the month of December 2017 ([attachment](#))
- K. Notice of Completion - Denniston Treated Water Pump Station & Transmission Pipeline Project ([attachment](#))
- L. Notice of Completion - El Granada Tank 1 - Slide Stabilization Project ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. District Transparency Certificate of Excellence awarded through the Special District Leadership Foundation ([attachment](#))
- B. Contract with Dal Porto Electric for Denniston Pump Station Transformer Work ([attachment](#))
- C. Fiscal Year 2018-2019 Budget Process Timeline - information only ([attachment](#))
- D. Draft Fiscal Year 2018-2019 Operations Budget and Draft Fiscal Year 2018/19 to 2027/28 Capital Improvement Program (CIP) ([attachment](#))

7) MONTHLY INFORMATIONAL REPORTS

- A. Assistant General Manager's Report ([attachment](#))
 - AMI - Advanced Metering Infrastructure
 - SFPUC Memo from Steven Ritchie - Initial Water Supply Availability Estimate
- B. Superintendent of Operations Report ([attachment](#))
- C. Water Resource Report ([attachment](#))

**8) DIRECTOR AGENDA ITEMS - FUTURE BOARD AND COMMITTEE MEETINGS
AND REQUESTS FOR FUTURE BOARD MEETINGS AGENDA ITEMS**

- Regular Board Meeting - Tuesday, March 13, 2018 - agenda items include:
Presentation of Draft Operations and Maintenance Budget and Capital
Improvement Program

9) CLOSED SESSION

- A. Conference with Legal Counsel - Anticipated Litigation**
Significant Exposure to Litigation
Pursuant to Government Code Section 54956.9(d)(2)
One Potential Case

10) RECONVENE TO OPEN SESSION

Public Report of closed session action.

11) ADJOURNMENT

**COASTSIDE COUNTY WATER DISTRICT
CLAIMS FOR JANUARY 2018**

CHECKS				
CHECK DATE	CHECK NO.	VENDOR	VOID CHECK	AMOUNT
01/03/2018	24920	CALIFORNIA C.A.D. SOLUTIONS, INC		3,090.00
01/03/2018	24921	CHEVRON/TEXACO UNIVERSAL CARD		1,635.94
01/03/2018	24922	MASS MUTUAL FINANCIAL GROUP		1,933.75
01/03/2018	24923	SUSAN TURGEON		74.41
01/03/2018	24924	VALIC		3,075.00
01/09/2018	24925	HEALTH BENEFITS ACWA-JPIA		42,038.22
01/09/2018	24926	HUE & CRY, INC.		524.04
01/09/2018	24927	U.S. BANK GLOBAL CORP TRUST SERVICES		94,803.60
01/09/2018	24928	U.S. BANK GLOBAL CORP TRUST SERVICES		73,802.19
01/12/2018	24929	AT&T		3,250.40
01/12/2018	24930	AT&T LONG DISTANCE		193.95
01/12/2018	24931	AUTOMATIC DOOR SYSTEMS, INC.		9,370.00
01/12/2018	24932	COMCAST		200.39
01/12/2018	24933	RECORDER'S OFFICE		21.00
01/12/2018	24934	JAMES COZZOLINO, TRUSTEE		200.00
01/12/2018	24935	FIRST NATIONAL BANK		2,029.75
01/12/2018	24936	HASSETT HARDWARE		322.65
01/12/2018	24937	DUSTIN JAHNS		100.00
01/12/2018	24938	JAMES FORD, INC.		131.14
01/12/2018	24939	MASS MUTUAL FINANCIAL GROUP		1,974.65
01/12/2018	24940	PACIFIC GAS & ELECTRIC CO.		17,691.96
01/12/2018	24941	PITNEY BOWES, INC.		92.43
01/12/2018	24942	REPUBLIC SERVICES		419.06
01/12/2018	24943	STATE WATER RESOURCES CONTROL BD		200.00
01/12/2018	24944	STATE WATER RESOURCES CONTROL BD		200.00
01/12/2018	24945	STANDARD INSURANCE COMPANY		504.12
01/12/2018	24946	TEAMSTERS LOCAL UNION #856		1,256.00
01/12/2018	24947	TPX COMMUNICATIONS		1,811.09
01/12/2018	24948	VALIC		3,400.00
01/12/2018	24949	VERIZON WIRELESS		1,108.40
01/12/2018	24950	JUAN CARLOS SALAZAR		1,400.00
01/17/2018	24951	SAN FRANCISCO WATER DEPT.		68,950.75
01/17/2018	24952	MICHAEL BRIAN CASEY		1,617.65
01/17/2018	24953	TOWNE FORD		28,843.81
01/26/2018	24954	METER READINGS HOLDING, LLC		650.00
01/26/2018	24955	ADP, INC.		672.65
01/26/2018	24956	FRANK YAMELLO		235.00
01/26/2018	24957	ANALYTICAL ENVIRONMENTAL SERVICES		447.50
01/26/2018	24958	ANDREINI BROS. INC.		3,992.25
01/26/2018	24959	ANIXTER INC		276.22
01/26/2018	24960	AZTEC GARDENS, INC.		190.00
01/26/2018	24961	BADGER METER, INC.		27.00
01/26/2018	24962	BARTKIEWICZ, KRONICK & SHANAHAN		82.50
01/26/2018	24963	BAY AREA WATER SUPPLY &		8,077.75
01/26/2018	24964	BAY ALARM COMPANY		559.59
01/26/2018	24965	INSTITUTE FOR ENVIRONMENTAL HEALTH, INC.		775.00
01/26/2018	24966	GINA BRAZIL		100.00
01/26/2018	24967	CALCON SYSTEMS, INC.		3,908.74
01/26/2018	24968	CHEMTRADE CHEMICALS US LLC		2,555.52
01/26/2018	24969	CLARK PEST CONTROL OF STOCKTON, INC.		125.00
01/26/2018	24970	PETTY CASH		2.32
01/26/2018	24971	CURLEY & RED'S INC. BODY SHOP		288.00
01/26/2018	24972	DATAPROSE, LLC		293.06
01/26/2018	24973	JAMES DERBIN		1,700.00
01/26/2018	24974	SEAN DONOVAN		80.00
01/26/2018	24975	ELECSYS INTERNATIONAL CORP		250.00

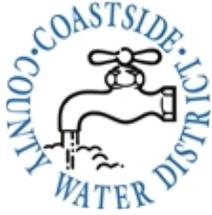
01/26/2018	24976	CASTANEDA & PEREZ INC	403.46
01/26/2018	24977	GRAINGER, INC.	1,724.19
01/26/2018	24978	HACH CO., INC.	186.29
01/26/2018	24979	HMB BLDG. & GARDEN INC.	498.27
01/26/2018	24980	HALF MOON BAY REVIEW	459.00
01/26/2018	24981	H.M.B.AUTO PARTS	11.19
01/26/2018	24982	HANSONBRIDGETT. LLP	3,726.50
01/26/2018	24983	HF&H CONSULTANTS, LLC	940.00
01/26/2018	24984	IRON MOUNTAIN	611.84
01/26/2018	24985	IRVINE CONSULTING SERVICES, INC.	2,802.30
01/26/2018	24986	IRVINE CONSULTING SERVICES, INC.	378.00
01/26/2018	24987	MAGGY KHAMIS	300.00
01/26/2018	24988	GLENNA LOMBARDI	118.00
01/26/2018	24989	LAURA ALSTER MARTIN	100.00
01/26/2018	24990	MISSION UNIFORM SERVICES INC.	245.34
01/26/2018	24991	MOBILE MODULAR MGMT CORP	535.82
01/26/2018	24992	DARIN BOVILLE	3,300.00
01/26/2018	24993	MONTEREY COUNTY LAB	4,001.00
01/26/2018	24994	NATIONAL METER & AUTOMATION	9,489.44
01/26/2018	24995	OFFICE DEPOT	885.05
01/26/2018	24996	OFFICIAL PAYMENTS CORPORATION	150.00
01/26/2018	24997	ONTRAC	481.20
01/26/2018	24998	PACIFICA COMMUNITY TV	250.00
01/26/2018	24999	PAKPOUR CONSULTING GROUP	3,289.13
01/26/2018	25000	PAULO'S AUTO CARE	1,223.02
01/26/2018	25001	PITNEY BOWES	211.91
01/26/2018	25002	PUMP REPAIR SERVICE CO. INC.	11,666.13
01/26/2018	25003	RAY A MORGAN COMPANY INC.	569.54
01/26/2018	25004	RICOH USA INC	503.07
01/26/2018	25005	ROBERTS & BRUNE CO.	9,120.30
01/26/2018	25006	ROGUE WEB WORKS, LLC	210.00
01/26/2018	25007	SAN MATEO CTY PUBLIC HEALTH LAB	658.00
01/26/2018	25008	SERVICE PRESS	77.70
01/26/2018	25009	PHIL SLATTERY	200.00
01/26/2018	25010	JAMES TETER	4,098.01
01/26/2018	25011	SUSAN TURGEON	221.08
01/26/2018	25012	TYLER TECHNOLOGIES, INC	1,195.95
01/26/2018	25013	UPS STORE	40.59
01/26/2018	25014	VERIZON WIRELESS	951.66
01/11/2018	25015	KRAIG SANTOS	53.37
01/11/2018	25016	GEOFFREY COOK	43.34
01/25/2018	25017	CAROLYN BRANDWAJN	9.87
01/31/2018	25018	CANYON SPRINGS ENTERPRISES	76,684.80
01/31/2018	25019	CHEVRON/TEXACO UNIVERSAL CARD	1,577.20
01/31/2018	25020	MASS MUTUAL FINANCIAL GROUP	1,974.65
01/31/2018	25021	VALIC	3,300.00
SUBTOTAL CLAIMS FOR MONTH			\$541,030.66

WIRE PAYMENTS

<u>MONTH</u>	<u>VENDOR</u>	<u>AMOUNT</u>
01/02/2018	DFT0000102 PUB. EMP. RETIRE SYSTEM	11,858.52
01/02/2018	DFT0000103 CalPERS FISCAL SERVICES DIVISION	40.03
01/02/2018	DFT0000104 CalPERS FISCAL SERVICES DIVISION	27,620.90
01/11/2018	DFT0000105 PUB. EMP. RETIRE SYSTEM	13,391.67
01/31/2018	DFT0000106 PUB. EMP. RETIRE SYSTEM	13,407.97
1/1/2018	BANK & CREDIT CARD FEES	4,455.10
SUBTOTAL WIRE PAYMENTS FOR MONTH		\$70,774.19

TOTAL CLAIMS FOR THE MONTH

\$611,804.85



Coastside County Water District

Monthly Budget Report

Account Summary

For Fiscal: 2017-2018 Period Ending: 01/31/2018

	January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget	
Revenue										
RevType: 1 - Operating										
1-4120-00	Water Revenue	636,759.00	652,326.66	15,567.66	2.44 %	6,649,303.00	7,005,818.08	356,515.08	5.36 %	10,805,600.00
	Total RevType: 1 - Operating:	636,759.00	652,326.66	15,567.66	2.44 %	6,649,303.00	7,005,818.08	356,515.08	5.36 %	10,805,600.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	4,165.00	2,369.53	-1,795.47	-43.11 %	29,155.00	36,023.76	6,868.76	23.56 %	50,000.00
1-4180-00	Late Notice - 10% Penalty	4,998.00	11,207.48	6,209.48	124.24 %	34,986.00	38,116.87	3,130.87	8.95 %	60,000.00
1-4230-00	Service Connections	833.00	849.04	16.04	1.93 %	5,831.00	7,163.65	1,332.65	22.85 %	10,000.00
1-4920-00	Interest Earned	1,543.00	3,146.02	1,603.02	103.89 %	4,630.00	5,943.12	1,313.12	28.36 %	6,174.00
1-4930-00	Tax Apportionments/County Checks	0.00	3,809.95	3,809.95	0.00 %	375,000.00	439,477.07	64,477.07	17.19 %	700,000.00
1-4950-00	Miscellaneous Income	3,084.00	2,639.89	-444.11	-14.40 %	21,584.00	13,676.09	-7,907.91	-36.64 %	37,000.00
1-4955-00	Cell Site Lease Income	12,834.00	13,057.84	223.84	1.74 %	89,834.00	90,878.99	1,044.99	1.16 %	154,000.00
1-4965-00	ERAF Refund - County Taxes	250,000.00	366,651.07	116,651.07	46.66 %	250,000.00	366,651.07	116,651.07	46.66 %	250,000.00
	Total RevType: 2 - Non-Operating:	277,457.00	403,730.82	126,273.82	45.51 %	811,020.00	997,930.62	186,910.62	23.05 %	1,267,174.00
	Total Revenue:	914,216.00	1,056,057.48	141,841.48	15.52 %	7,460,323.00	8,003,748.70	543,425.70	7.28 %	12,072,774.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	86,604.00	80,218.75	6,385.25	7.37 %	1,496,704.00	1,207,042.94	289,661.06	19.35 %	2,106,991.00
1-5230-00	Nunes T P Pump Expense	3,357.00	2,172.70	1,184.30	35.28 %	23,497.00	22,378.15	1,118.85	4.76 %	40,280.00
1-5231-00	CSP Pump Station Pump Expense	10,000.00	24,379.00	-14,379.00	-143.79 %	275,000.00	253,867.73	21,132.27	7.68 %	318,000.00
1-5232-00	Other Trans. & Dist Pump Expense	1,500.00	1,413.10	86.90	5.79 %	16,000.00	13,663.19	2,336.81	14.61 %	25,440.00
1-5233-00	Pilarcitos Canyon Pump Expense	3,500.00	11,735.57	-8,235.57	-235.30 %	16,400.00	18,332.82	-1,932.82	-11.79 %	32,309.00
1-5234-00	Denniston T P Pump Expense	5,000.00	5,036.15	-36.15	-0.72 %	32,000.00	55,867.68	-23,867.68	-74.59 %	92,220.00
1-5242-00	CSP Pump Station Operations	875.00	1,180.15	-305.15	-34.87 %	6,125.00	5,705.81	419.19	6.84 %	10,500.00
1-5243-00	CSP Pump Station Maintenance	1,388.00	240.86	1,147.14	82.65 %	9,716.00	5,448.98	4,267.02	43.92 %	37,000.00
1-5246-00	Nunes T P Operations - General	6,000.00	5,073.61	926.39	15.44 %	42,000.00	30,205.47	11,794.53	28.08 %	72,000.00
1-5247-00	Nunes T P Maintenance	10,250.00	3,700.56	6,549.44	63.90 %	71,450.00	42,026.87	29,423.13	41.18 %	122,500.00
1-5248-00	Denniston T P Operations-General	3,500.00	2,817.48	682.52	19.50 %	17,500.00	25,345.49	-7,845.49	-44.83 %	34,500.00
1-5249-00	Denniston T.P. Maintenance	5,000.00	5,116.51	-116.51	-2.33 %	35,000.00	57,775.39	-22,775.39	-65.07 %	60,000.00
1-5250-00	Laboratory Expenses	4,000.00	9,196.16	-5,196.16	-129.90 %	27,000.00	35,364.95	-8,364.95	-30.98 %	53,000.00
1-5260-00	Maintenance - General	24,308.00	22,825.31	1,482.69	6.10 %	170,158.00	120,026.32	50,131.68	29.46 %	291,700.00
1-5261-00	Maintenance - Well Fields	3,000.00	0.00	3,000.00	100.00 %	23,500.00	0.00	23,500.00	100.00 %	40,000.00
1-5263-00	Uniforms	3,700.00	0.00	3,700.00	100.00 %	8,700.00	4,763.62	3,936.38	45.25 %	10,000.00
1-5318-00	Studies/Surveys/Consulting	10,000.00	5,940.00	4,060.00	40.60 %	60,000.00	39,335.00	20,665.00	34.44 %	160,000.00
1-5321-00	Water Resources	3,084.00	931.75	2,152.25	69.79 %	21,584.00	9,241.79	12,342.21	57.18 %	37,000.00

Monthly Budget Report

For Fiscal: 2017-2018 Period Ending: 01/31/2018

	January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
1-5322-00 Community Outreach	2,700.00	4,259.00	-1,559.00	-57.74 %	18,700.00	18,649.78	50.22	0.27 %	54,700.00
1-5381-00 Legal	9,166.00	3,877.50	5,288.50	57.70 %	64,168.00	25,007.00	39,161.00	61.03 %	110,000.00
1-5382-00 Engineering	8,333.00	3,769.13	4,563.87	54.77 %	58,333.00	24,174.82	34,158.18	58.56 %	100,000.00
1-5383-00 Financial Services	3,000.00	500.00	2,500.00	83.33 %	20,000.00	13,928.00	6,072.00	30.36 %	20,000.00
1-5384-00 Computer Services	12,067.00	13,766.74	-1,699.74	-14.09 %	84,467.00	65,761.61	18,705.39	22.15 %	144,800.00
1-5410-00 Salaries/Wages-Administration	88,500.00	70,479.76	18,020.24	20.36 %	664,000.00	500,748.75	163,251.25	24.59 %	1,150,980.00
1-5411-00 Salaries & Wages - Field	97,400.00	97,560.56	-160.56	-0.16 %	730,400.00	778,620.22	-48,220.22	-6.60 %	1,266,081.00
1-5420-00 Payroll Tax Expense	13,120.00	12,736.51	383.49	2.92 %	98,395.00	89,773.58	8,621.42	8.76 %	170,555.00
1-5435-00 Employee Medical Insurance	38,629.00	32,022.93	6,606.07	17.10 %	253,909.00	222,451.00	31,458.00	12.39 %	447,056.00
1-5436-00 Retiree Medical Insurance	4,103.00	2,450.82	1,652.18	40.27 %	26,705.00	22,576.13	4,128.87	15.46 %	47,215.00
1-5440-00 Employees Retirement Plan	41,875.00	40,486.67	1,388.33	3.32 %	314,065.00	303,490.43	10,574.57	3.37 %	544,380.00
1-5445-00 Supplemental Retirement 401a	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	35,000.00
1-5510-00 Motor Vehicle Expense	4,225.00	4,641.61	-416.61	-9.86 %	29,575.00	38,167.41	-8,592.41	-29.05 %	50,700.00
1-5620-00 Office & Billing Expenses	18,792.00	12,040.03	6,751.97	35.93 %	131,544.00	130,518.19	1,025.81	0.78 %	225,500.00
1-5625-00 Meetings / Training / Seminars	2,000.00	-713.00	2,713.00	135.65 %	14,000.00	11,539.64	2,460.36	17.57 %	24,000.00
1-5630-00 Insurance	10,000.00	9,957.16	42.84	0.43 %	70,000.00	69,985.61	14.39	0.02 %	120,000.00
1-5687-00 Membership, Dues, Subscript.	10,000.00	8,832.40	1,167.60	11.68 %	44,000.00	51,444.07	-7,444.07	-16.92 %	75,350.00
1-5689-00 Labor Relations	1,000.00	0.00	1,000.00	100.00 %	5,000.00	0.00	5,000.00	100.00 %	6,000.00
1-5700-00 San Mateo County Fees	1,666.00	0.00	1,666.00	100.00 %	11,666.00	12,855.62	-1,189.62	-10.20 %	20,000.00
1-5705-00 State Fees	0.00	0.00	0.00	0.00 %	4,000.00	2,181.95	1,818.05	45.45 %	24,000.00
Total ExpType: 1 - Operating:	551,642.00	498,645.48	52,996.52	9.61 %	4,995,261.00	4,328,266.01	666,994.99	13.35 %	8,179,757.00
ExpType: 4 - Capital Related									
1-5712-00 Debt Service/Existing Bonds 2006B	0.00	767.25	-767.25	0.00 %	361,956.25	362,514.63	-558.38	-0.15 %	486,776.00
1-5715-00 Debt Service/CIEDB 11-099	73,801.83	73,802.19	-0.36	0.00 %	336,269.00	336,269.36	-0.36	0.00 %	336,269.00
1-5716-00 Debt Service/CIEDB 2016	94,803.67	94,803.60	0.07	0.00 %	324,652.00	324,651.94	0.06	0.00 %	324,652.00
Total ExpType: 4 - Capital Related:	168,605.50	169,373.04	-767.54	-0.46 %	1,022,877.25	1,023,435.93	-558.68	-0.05 %	1,147,697.00
Total Expense:	720,247.50	668,018.52	52,228.98	7.25 %	6,018,138.25	5,351,701.94	666,436.31	11.07 %	9,327,454.00
Report Total:	193,968.50	388,038.96	194,070.46		1,442,184.75	2,652,046.76	1,209,862.01		2,745,320.00

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
January 31, 2018**

<u>RESERVE BALANCES</u>	Current Year as of 1/31/18	Prior Year as of 1/31/17
CAPITAL AND OPERATING RESERVE	\$5,243,136.16	\$4,320,936.59
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
TOTAL DISTRICT RESERVES	\$5,493,136.16	\$4,570,936.59

ACCOUNT DETAIL

ACCOUNTS WITH FIRST NATIONAL BANK (FNB)		
CHECKING ACCOUNT	\$4,417,572.10	\$2,674,897.57
CSP T & S ACCOUNT	\$32,967.88	\$866,229.22
MONEY MARKET GEN. FUND (Opened 7/20/17)	\$2,500.00	\$0.00
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$1,039,396.18	\$1,029,109.80
DISTRICT CASH ON HAND	\$700.00	\$700.00
TOTAL ACCOUNT BALANCES	\$5,493,136.16	\$4,570,936.59

This report is in conformity with CCWD's Investment Policy.

COASTSIDE COUNTY WATER DISTRICT
APPROVED CAPITAL IMPROVEMENT PROJECTS
FISCAL YEAR 2017-2018

1/31/2018

Approved CIP Budget FY 17/18	Actual To Date FY 17/18	Projected Year-End FY 17/18	Variance vs. Budget	% Completed	Project Status/ Comments
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Equipment Purchases & Replacement

06-03	SCADA/Telemetry/Electrical Controls Replacement	\$ 50,000	\$ 30,693	\$ 50,000	\$ -	61%	
08-12	New Service Truck	\$ 250,000	\$ 211,985	\$ 210,367	\$ 39,633	100%	
99-02	Vehicle Replacement	\$ 90,000	\$ 28,844	\$ 90,000	\$ -	32%	
99-03	Computer Systems	\$ 5,000	\$ -	\$ -	\$ 5,000	0%	included in operating expenses
99-04	Office Equipment/Furniture	\$ 3,000	\$ -	\$ -	\$ 3,000	0%	included in operating expenses

Facilities & Maintenance

08-08	PRV Valves Replacement Project	\$ 30,000	\$ 11,812	\$ 30,000	\$ -	39%	
09-07	Advanced Metering Infrastructure	\$ 850,000	\$ 816,935	\$ 980,000	\$ (130,000)	96%	Overage in AMI/Meter change - relates to utilizing an installation contractor, approved by the Board in August, 2017
99-01	Meter Change Program	\$ 600,000	\$ 795,192	\$ 900,000	\$ (300,000)	133%	Includes \$70K ordered in prior fiscal year/received in current year
09-09	Fire Hydrant Replacement	\$ 40,000	\$ 19,012	\$ 40,000	\$ -	48%	
16-07	Sample Station Replacment Project	\$ 20,000	\$ 26,375	\$ 26,375	\$ (6,375)	132%	
14-14	Pilarcitos Canyon Road Improvements	\$ 100,000	\$ 20,454	\$ 20,454	\$ 79,546	20%	Moved to FY2020

Pipeline Projects

06-02	Highway 1 South Pipeline Replacement Project	\$ 80,000	\$ -	\$ 80,000	\$ -	0%	
07-03	Pilarcitos Canyon Pipeline Replacement	\$ 150,000	\$ 31,927	\$ 50,000	\$ 100,000	21%	Moved to FY2020
14-01	Replace 12" Welded Steel Line on Hwy 92 at La Nebbia	\$ 300,000	\$ 211,854	\$ 300,000	\$ -	71%	
14-26	Replace 2" Pipe in Downtown Half Moon Bay	\$ 500,000	\$ 68,054	\$ 660,000	\$ (160,000)	14%	
18-12	Installation of two (2) valves - Ritz Carlton	\$ 20,000	\$ -	\$ 20,000	\$ -	0%	

Pump Stations / Tanks / Wells

06-04	Hazen's Tank Replacement	\$ 30,000	\$ -	\$ -	\$ 30,000	0%	Moved to FY2019
08-14	Alves Tank Recoating (Interior & Exterior)	\$ 100,000	\$ 1,935	\$ 100,000	\$ -	2%	
13-08	Crystal Springs Spare 350 HP Motor	\$ 60,000	\$ -	\$ 60,000	\$ -	0%	
18-02	CSP Air Relief Valves	\$ 40,000	\$ -	\$ 40,000	\$ -	0%	
18-03	CSP Spare 500 Pump Rehabilitation	\$ 30,000	\$ 15,191	\$ 30,000	\$ -	58%	
18-05	Tank THM Control (Mixer & Blower)	\$ 80,000	\$ -	\$ 80,000	\$ -	0%	
18-07	EG #2 Tank Chlorination System (Residual Control System)	\$ 50,000	\$ -	\$ 50,000	\$ -	0%	
18-08	CSP Communications	\$ 50,000	\$ -	\$ 50,000	\$ -	0%	

Water Supply Development

17-12	Recycled Water Project Development	\$ 100,000	\$ -	\$ -	\$ 100,000	0%	Moved to FY18/19
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Water Treatment Plants

17-04	Denniston Dam Spillway Repairs	\$ 90,000	\$ -	\$ 90,000	\$ -	0%	
18-09	Denniston Heater	\$ 15,000	\$ -	\$ 15,000	\$ -	0%	
18-10	Nunes Treatment Plan Improvements - Study (Filter 5, Filter Coasting, etc.)	\$ 100,000	\$ -	\$ 100,000	\$ -	0%	
18-11	Nunes Bulk Caustic Tank	\$ 40,000	\$ -	\$ -	\$ 40,000	0%	Moved to FY18/19

COASTSIDE COUNTY WATER DISTRICT
 APPROVED CAPITAL IMPROVEMENT PROJECTS
 FISCAL YEAR 2017-2018

1/31/2018

		Approved CIP Budget FY 17/18	Actual To Date FY 17/18	Projected Year-End FY 17/18	Variance vs. Budget	% Completed	Project Status/ Comments
99-05	Denniston Maintenance Dredging	\$ 35,000	\$ 23,811	\$ 23,811	\$ 11,189	68%	(This amount is reflected as an annual expense under Denniston maintenance vs. CIP.)

FY 17/18 TOTALS \$ 3,908,000 \$ 2,314,072 \$ 4,096,007 \$ (188,007)

FY2016/17 CIP Projects in process - paid in FY 2017/18

06-03	El Granada Tank #3 Recoating Project		\$ 197,351	\$ 197,351	\$ (197,351)		Carryover of project from 2016/17; project completed 10-2017; funded by Ibank loan
10-02 & 12-04	Denniston Booster Pump Station & Bridgeport Pipeline Project		\$ 332,414	\$ 370,000	\$ (370,000)		Carryover of project from 2016/17; project is near completion/awaiting pump repair; funded by Ibank loan
17-06	Crystal Springs Pump Station Discharge Valve Replacement		\$ 365	\$ 365	\$ (365)		
13-02	Replace 8inch Pipeline Under Creek at Pilarcitos Ave (Strawflower Pipeline Replacement Project)		\$ 194,638	\$ 194,638	\$ (194,638)		Carryover of project from 2016/17; projected completed in August 2017
17-08	Nunes Filter Surface Wash Repairs		\$ 14,850	\$ 14,850	\$ (14,850)		
17-05	CSP Pump Station Motor Controls		\$ 24,705	\$ 24,705	\$ (24,705)		

PREVIOUS YEAR TOTALS \$ - \$ 764,323 \$ 801,909 \$ (801,909)

UNSCHEDULED ITEMS (CAPITAL EXPENDITURES) FOR CURRENT FISCAL YEAR 17/18

17-16	CSP P3 Soft Start Pump/Shafting Replacement & Motor refurbishment		\$ 13,678	\$ 13,678	\$ (13,678)		Work related to FY2016/17 emergency pump replacement - approved at February 2017 Board meeting
12-12	Denniston/San Vicente Water Supply Development		\$ 43,968	\$ 43,968	\$ (43,968)		Legal fees & gaging
	Door Replacement at Nunes		\$ 17,450	\$ 17,450	\$ (17,450)		
	Door Replacement at Denniston		\$ 9,370	\$ 9,370	\$ (9,370)		
	Wavecrest Road Pipeline Replacement Project		\$ 20,213	\$ 20,213	\$ (20,213)		
	El Granada Tank #1 - Slide Stabilization		\$ 22,098	\$ 22,098	\$ (22,098)		
	El Granada Tank #3 - Pump #1 Rebuild/Motor Replacement		\$ 11,666	\$ 11,666	\$ (11,666)		
	Denniston WTP and Tank Road Repairs/Paving		\$ 27,016	\$ 27,016	\$ (27,016)		

NON-BUDGETED TOTALS \$ - \$ 165,458 \$ 165,458 \$ (165,458)

CIP TOTALS \$ 3,908,000 \$ 3,243,854 \$ 5,063,374 \$ (1,155,374)

**Legal Cost Tracking Report
12 Months At-A-Glance**

**Acct. No.5681
Patrick Miyaki - HansonBridgett, LLP
Legal**

Month	Admin (General Legal Fees)	Water Supply Develpmnt	Recycled Water	Transfer Program	CIP	Personnel	Water Shortage	Lawsuits	Infrastructure Project Review (Reimbursable)	TOTAL
Feb-17	3,080			474	1,087					4,641
Mar-17	1,350		695	1,219	1,510					4,773
Apr-17	7,572			724	544					8,840
May-17	5,739			500	30					6,269
Jun-17	1,846		272	379	393	19,831				22,721
Jul-17	2,476			108		2,716				5,300
Aug-17	2,925		748	387	2,984					7,043
Sep-17	1,625		195	374	4,602	1,778				8,573
Oct-17	975			222	130	1,268				2,595
Nov-17	2,418			226	2,340	525				5,509
Dec-17	4,934			138	1,300	130				6,502
Jan-18	878			412	260				2,178	3,727

TOTAL	35,818	0	1,909	5,160	15,179	26,247	0	0	2,178	86,491
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**Engineer Cost Tracking Report
12 Months At-A-Glance**

**Acct. No. 5682
JAMES TETER
Engineer**

Month	Admin & Retainer	CIP	Studies & Projects	TOTAL	Reimbursable from Projects
Feb-17	1,494	11,649	806	13,949	806
Mar-17	480	7,552		8,032	
Apr-17	480	5,594		6,074	
May-17	587	9,988		10,575	
Jun-17	480	620		1,100	
Jul-17	480		1,606	2,086	1,606
Aug-17	1,241	117	2,186	3,544	2,186
Sep-17	480		845	1,325	845
Oct-17	480		930	1,410	930
Nov-17	480		3,007	3,487	3,006
Dec-17	480		338	818	
Jan-18	480	1,935	1,683	4,098	1,683
TOTAL	7,641	37,456	11,400	56,497	11,062

Calcon T&M Projects Tracking
as of 1/31/18

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Total Billing (thru 6/30/17)	Project Billing FY2017-18	Project Budget Remaining
CAL-13-01	EG Tank 2 Recoating Project	Closed	9/30/13	10/8/13	\$8,220.00	\$8,837.50		-\$617.50
CAL-13-02	Nunes Control System Upgrades	Closed	9/30/13	10/8/13	\$46,141.00	\$55,363.60		-\$9,222.60
CAL-13-03	Win 911 and PLC Software	Closed	9/30/13	10/8/13	\$9,717.00	\$12,231.74		-\$2,514.74
CAL-13-04	Crystal Springs Surge Tank Retrofit	Closed	11/26/13	11/27/13	\$31,912.21	\$66,572.54		-\$34,660.33
CAL-13-05		Closed				\$0.00		\$0.00
CAL-13-06	Nunes Legacy Backwash System Removal	Closed	11/25/13	11/26/13	\$6,516.75	\$6,455.00		\$61.75
CAL-13-07	Denniston Backwash FTW Valves	Closed	11/26/13	11/27/13	\$6,914.21	\$9,518.28		-\$2,604.07
CAL-14-01	Denniston Wash Water Return Retrofit	Closed	1/28/14	2/14/14	\$13,607.00	\$13,591.60		\$15.40
CAL-14-02	Denniston Calrifier SCADA Data	Closed	4/2/14	4/7/14	\$4,125.00	\$4,077.50		\$47.50
CAL-14-03	Nunes Surface Scatter Turbidimeter	Closed	4/2/14	4/7/14	\$2,009.50	\$0.00		\$2,009.50
CAL-14-04	Phase I Control System Upgrade	Closed	4/2/14	4/7/14	\$75,905.56	\$44,459.14		\$31,446.42
CAL-14-06	Miramar Control Panel	Closed	8/28/14	8/28/14	\$37,953.00	\$27,980.71		\$9,972.29
CAL-14-08	SFWater Flow & Data Logger/Cahill Tank	Closed	8/20/2014	8/20/2014	\$1,370.00	\$1,372.00		-\$2.00
CAL-15-01	Main Street Monitors	Closed				\$6,779.42		-\$6,779.42
CAL-15-02	Denniston To Do List	Closed				\$2,930.00		-\$2,930.00
CAL-15-03	Nunes & Denniston Turbidity Meters	Closed			\$6,612.50	\$12,536.12		-\$5,923.62
CAL-15-04	Phase II Control System Upgrade		6/23/2015	8/11/2015	\$195,000.00	\$194,102.50	\$8,125.00	-\$7,227.50
CAL-15-05	Permanganate Water Flow					\$1,567.15		-\$1,567.15
CAL-16-04	Radio Network		12/9/2016	1/10/2017	\$126,246.11	\$116,633.18	\$22,567.50	-\$12,954.57
CAL-16-05	El Granada Tank No. 3 Recoating		12/16/2016		\$6,904.50	\$3,860.00	\$2,985.00	\$59.50
CAL-17-01	Crystal Springs Leak Valve Control		2/8/2017	2/14/2017	\$8,701.29	\$6,390.00		\$2,311.29
CAL-17-02	Crystal Springs Requirements & Addtl Controls		2/8/2017	2/14/2017	\$38,839.50	\$16,467.06	\$24,705.00	-\$2,332.56
CAL-17-03	Nunes Valve Control		6/29/2017	7/11/2017	\$73,281.80	\$64,184.35	\$14,850.00	-\$5,752.55
CAL-17-04	Denniston Booster Pump Station		7/27/2017	8/8/2017	\$21,643.75	\$1,230.00	\$28,530.00	-\$8,116.25
CAL-17-05	Crystal Springs Pump Station #3 Soft Start		7/27/2017	8/8/2017	\$12,213.53	\$0.00	\$12,178.13	\$35.40
CAL-17-06	Nunes Flocculartor & Rapid Mix VFD Panels		12/6/2017	12/12/2017	\$29,250.75	\$0.00	\$1,815.00	\$27,435.75
SUBTOTAL					\$763,084.96	\$677,139.39	\$115,755.63	-\$29,810.06
Other: Maintenance								
CAL-17-EMG	Emergency Callout Tanks						\$ 1,620.00	
	Crystal Springs Maintenance						\$ 9,144.43	
	Nunes Maintenance						\$ 2,996.81	
	Denniston Maintenance						\$ 1,160.00	
	Distribution System						\$ 10,982.44	
TOTAL FY2017/18							\$ 141,659.31	

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING

Tuesday, January 9, 2018

- 1) **ROLL CALL** - President Robert Feldman called the meeting to order at 7:00 p.m. Present at roll call: Vice-President Ken Coverdell, and Directors Arnie Glassberg, and Glenn Reynolds. Director Chris Mickelsen was absent.

Also present: David Dickson, General Manager; Mary Rogren, Assistant General Manager; James Derbin, Superintendent of Operations; Patrick Miyaki Legal Counsel; JoAnne Whelen, Administrative Assistant/Recording Secretary, Cathleen Brennan, Water Resources Analyst, and Gina Brazil, Office Manager.

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC COMMENT** - There were no public comments.

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending December 31, 2017:
Claims: \$628,489.23; Payroll: \$146,990.75 for a total of \$775,479.98
- B. Acceptance of Financial Reports
- C. Approval of Minutes of December 12, 2017 Regular and Special Board of Directors Meetings
- D. Monthly Water Service Connection Transfer Report
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report - December 2017
- H. Monthly Rainfall Reports
- I. S.F.P.U.C. Hydrological Report for the month of November 2017
- J. Acceptance of a Non-Complex Pipeline Extension Project - Champs Elysee Avenue - Mark Stoloski & Robert Gonzalez

ON MOTION BY Director Coverdell and seconded by Director Glassberg, the Board voted by roll call vote to approve the Consent Calendar in its entirety:

Vice-President Coverdell	Aye
Director Glassberg	Aye
Director Mickelsen	Absent
Director Reynolds	Aye
President Feldman	Aye

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Reynolds reported that he has been attending a Leadership in Water Utilities Workshop in Fresno.

6) GENERAL BUSINESS

A. Accept the Coastside County Water District’s Basis Financial Statements and Independent Auditors Report for Fiscal Year Ended June 30, 2017

Ms. Rogren provided a brief background, followed by an introduction of Mr. Christopher Brown with Fedak & Brown, LLP, the District’s current independent auditor. Mr. Brown shared a presentation with the Board on the 2017 audit results, reviewing the audit requirements, the financial statement audit, professional guidance, fieldwork, the annual financial and management reports, communication to the governing board, and financial highlights. Mr. Brown reported an unmodified “clean” auditor’s opinion following the audit. He also reported that no material weaknesses had been noted, and followed with a question and answer period with the Board.

ON MOTION BY Director Reynolds and seconded by Director Glassberg, the Board voted by roll call vote to accept the Coastside County Water District Basic Financial Statements and Independent Auditors Report for Fiscal Year Ended June 30, 2017:

Vice-President Coverdell	Aye
Director Glassberg	Aye
Director Mickelsen	Absent
Director Reynolds	Aye
President Feldman	Aye

B. Approval of First Amendment to Communications Site Lease with T Mobile

Mr. Dickson began by providing the background on the District’s cell sites, managed with the assistance of Aaron Levinson of Communication Leasing Services, Inc. He noted that there has been no public opposition to the Alves Tank site’s antenna array and that he did not expect the proposed modifications to raise concerns. He advised of the additional rent of \$850.00 per month, which will be subject to the same 4% annual escalation as the base rent.

ON MOTION BY Director Reynolds and seconded by Director Glassberg, the Board voted by roll call vote to authorize the General Manager to execute the attached First Amendment to the Communication Site Lease Agreements with T-Mobile dated June 26, 2008 for the cell site located at the District's Alves Tank property on Miramontes Point Road.

Vice-President Coverdell	Aye
Director Glassberg	Aye
Director Mickelsen	Absent
Director Reynolds	Aye
President Feldman	Aye

C. Agreement with Raftelis Financial Consultants, Inc. for FY 2018-2019 Water Rate Study

Ms. Rogren summarized the background of this agenda matter, advising that with the anticipation of the need to begin looking at the Fiscal Year 2018-2019 water rates early in the budgeting process, staff had met with Raftelis Financial Consultants, Inc. and requested the proposal. She provided background information on Mr. Sanjay Gaur, with Raftelis Financial Consultants, advising that she felt he would be excellent to work with to perform the study on the District's water rates. Mr. Dickson reiterated how impressed District staff was with Mr. Gaur and felt he could provide opportunities to re-structure and possibly simplify the District's water rates.

Vice-President Coverdell noted that the Finance Committee members had discussed the proposal and felt that it was a good idea to pursue this rate study; Director Glassberg agreed that he was excited about the opportunity for some creative approaches to determining rates while meeting the District's goals.

Director Reynolds added that he was familiar with Mr. Gaur's work and was also impressed and President Feldman noted that he had attended one of Mr. Gaur's workshops sponsored by the Association of Water Agencies (ACWA).

ON MOTION BY Director Glassberg and seconded by Director Reynolds, the Board voted by roll call vote to authorize the General Manager to execute a professional services agreement with Raftelis Financial Consultants, Inc. to provide a Water Rate Study for FY 2018-2019 at a time and materials cost not to exceed \$52,725.00:

Vice-President Coverdell	Aye
Director Glassberg	Aye
Director Mickelsen	Absent
Director Reynolds	Aye
President Feldman	Aye

D. Agreement with Cornerstone Structural Engineering Services Group for Seismic Evaluation of Alves Tank

Mr. Dickson reviewed the background of the District's 2.0 million-gallon Alves Tank, built in 1970 and designed by the District's Engineer, Jim Teter. He advised that based on discussion with consultants regarding the recoating and rehabilitation of the tank, staff believes that performing an evaluation of the tank's ability to meet current seismic standards is an essential first step to the design process and a common best practice in rehabilitating water tanks.

ON MOTION BY Vice-President Coverdell and seconded by Director Glassberg, the Board voted by roll call vote to authorize the General Manager to execute a professional services agreement with Cornerstone Structural Engineering Services Group for seismic evaluation of the Alves Tank at a time and materials cost not to exceed \$40,550:

Vice-President Coverdell	Aye
Director Glassberg	Aye
Director Mickelsen	Absent
Director Reynolds	Aye
President Feldman	Aye

E. Quarterly Financial Review

Ms. Rogren stated she was pleased to report on the good state of the District's finances. She reviewed the District's year-to-date revenue, \$402,000 above budget and the year-to-date expenses, under plan by \$614,000.

F. Fiscal Year 2018-2019 Budget Process Timeline

Ms. Rogren reviewed the current budget related meetings that have been scheduled and presented the proposed Budget Process Timeline, summarizing some of the additional meetings proposed.

G. Coastside County Water District Board Committees

Mr. Dickson reminded the Board that this is a District exercise visited annually at the January Board meeting for the purpose of evaluating the current committee members and assignments, which past practice has established as the prerogative of the Board President.

President Feldman reported that he had reviewed the committees and members with staff and agrees with the current assignments. He did advise that there is a vacancy on the Montara Water & Sanitary District Mutual Interest Committee, and stated that he felt Director Glassberg would be an excellent choice to serve with him on this committee, which was agreed upon by Director Glassberg.

H. **Appointment of CCWD Board Member Representative Alternate(s) to participate in San Mateo Local Agency Formation Commission (LAFCo) election of officers**

Mr. Dickson reminded the Board that this is an annual exercise and reiterated the need to designate the other Board members as alternates in the event that the CCWD Board President is unavailable to participate in a LAFCo election.

ON MOTION BY Director Reynolds and seconded by Director Glassberg, the Board voted by roll call vote to appoint CCWD Board Member Representative alternates to participate in San Mateo Local Agency Formation Commission (LAFCo) election of officers:

Vice-President Coverdell	Aye
Director Glassberg	Aye
Director Mickelsen	Absent
Director Reynolds	Aye
President Feldman	Aye

7) **GENERAL MANAGER'S REPORT & MONTHLY INFORMATIONAL REPORTS**

Recycled Water Update

In response to an inquiry from the Board at the December 12, 2017 Board meeting, Mr. Dickson provided a brief update on the status of the recycled water project, reporting that he had spoken with the Sewer Authority Mid-Coastside's General Manager, Beverli Marshall, and learned that since July 11, 2017, there has been no direction or guidance to SAM staff regarding negotiation of a detailed recycled water agreement.

A. **Assistant General Manager's Report**

- **SFPUC Water Rates** - Ms. Rogren advised that SFPUC recently announced that they are not planning an increase in the wholesale water rates for FY 2018-2019 and that future projections will be shared at the February 2018 meeting with Wholesale Customers.
- **CCWD Leak Adjustment Policy** - In response to Director Reynolds inquiry at the December Board meeting, staff had included a copy of Resolution 2006-23 that outlines the District's policy regarding leaks. She briefly described the current policy and advised that with the installation of the advanced metering infrastructure and with the eventual online tool/app, "Water Smart", customers will have the capability to personally monitor water consumption and to set alerts if they are experiencing unusually high usage.

- **Advanced Metering Infrastructure Installation** - Ms. Rogren advised that the Superintendent of Operations would be reporting further on the number of installations to date in his report to follow.

B. Superintendent of Operations Report

Mr. Derbin reviewed the operations highlights, including total annual production for the Denniston Water Treatment Plant, the Denniston Pump Station and the Bridgeport Transmission Main Project; and the installation of 1,701 new meters by PMI, as well as District staff's installation of 1,025 over the past couple of years. He also provided an update on the Downtown 2" Main Replacement Project.

C. Water Resources Report

Ms. Brennan provided an informational report on the submittal, review and acceptance of the District's 2015 Urban Water Management Plan by the Department of Water Resources.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no requests for future agenda items.

9) ADJOURNMENT - The meeting was adjourned at 8:29 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary to the District

Robert Feldman, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

Wednesday, January 17, 2018

- 1) **ROLL CALL** - President Feldman called the special meeting to order at 9:00 a.m. Present at roll call: Directors Chris Mickelsen and Arnie Glassberg. Vice-President Ken Coverdell and Director Glenn Reynolds were absent.

Also present: David Dickson, General Manager, Mary Rogren, Assistant General Manager, James Derbin, Superintendent of Operations, Cathleen Brennan, Water Resources Analyst, and JoAnne Whelen, Administrative Assistant/Recording Secretary.

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC COMMENT** - There were no public comments.

- 4) **GENERAL BUSINESS**

- A. **Presentation by Mr. Sanjay Gaur of Raftelis Financial Consultants, Inc. regarding the FY 2018-2019 Water Rate Study**

Ms. Rogren provided a brief background, reporting that the Board had approved an agreement with Raftelis Financial Consultants to perform the District's 2018-2019 Water Rate Study at the January 9, 2018 CCWD Board of Directors meeting. She then introduced Mr. Sanjay Gaur, Vice President and Project Manager, and Mr. Kevin Kostiuk, Senior Consultant/Lead Analyst, to provide a presentation and water rate study kickoff meeting.

Mr. Gaur introduced himself, provided a brief background on himself and Mr. Kostiuk. He reviewed the presentation agenda, project scope and project schedule and encouraged the Board's input and participation. Mr. Gaur then summarized the legal environment and key legislation in California affecting water rates, including Proposition 218, Proposition 26, and California Government Code 54999. Additionally, Mr. Gaur reviewed the water conservation related legislation, explained the San Juan Capistrano case study and ruling and the role and importance of having an administrative record to illustrate the nexus between cost of providing services and rates.

Next Mr. Kostiuk summarized the cost of service, the fundamental benchmark used to establish utility rates in the United States. He explained the process to recover costs from users in proportion to their use of the system, recognizing the impact of each class on the system's facilities and operations. He also illustrated water system costs and peak demand in a graph and reviewed the rationale behind cost of service, followed by featuring a water rate case study from Scotts Valley Water District.

Mr. Gaur then focused on the evolution of water rate structure and demonstrated the characteristics of the following rate structures, flat rates, uniform rates, seasonal rates, inclining tiered rates and water budget tiered rates. He also reviewed the goals and objectives of rate pricing and potential refinements to tiered rates and encouraged the Board and Staff's suggestions regarding any additional refinements that should be evaluated.

Board members expressed interest in the possibility of covering a multi-year rate increase schedule with a single Proposition 218 notice and hearing process and commented on the existing tiered rate structure. The presentation and discussion of agenda item 4A concluded at 9:58 a.m.

5) CLOSED SESSION

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

The Closed Session convened at 10:00 a.m. with Directors Mickelsen and Glassberg and President Feldman, Mr. Dickson and Ms. Rogren present and Mr. Miyaki participating via telephone. Discussion of the closed session agenda item concluded at 10:29 a.m.

6) RECONVENE TO OPEN SESSION - The meeting reconvened to open session at 10:29 a.m. with President Feldman reporting that there was no Board action taken on Agenda item 5A in the Closed Session.

5) ADJOURNMENT - The Special Meeting was adjourned at 10:29 a.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary to the District

Robert Feldman, President
Board of Directors

**WATER SERVICE CONNECTION TRANSFER REPORT
TRANSFERS APPROVED FOR THE MONTH OF JANUARY 2018**

DONATING APN	PROPERTY OWNER(S)	RECIPIENT APN	PROPERTY OWNER(S)	# OF CONNECTIONS	DATE
066-171-180	Stonehaven Investment Management LLC	056-150-010	Churchside Court LLC	2 -- 5/8"	January 5, 2018

**COASTSIDE COUNTY WATER DISTRICT
Installed Water Connection Capacity & Water Meters**

FY 2018 Meters

Installed Water Meters	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
HMB Non-Priority													
0.5" capacity increase													
5/8" meter	10	1	8		1		1						21
3/4" meter													
1" meter													
1 1/2" meter													
2" meter													
3" meter													
HMB Priority													
0.5" capacity increase													
5/8" meter													
3/4" meter													
1" meter													
1 1/2" meter		1		1									2
2" meter													
County Non-Priority													
0.5" capacity increase													
5/8" meter	6												6
3/4" meter													
1" meter													
County Priority													
5/8" meter													
3/4" meter	1												1
1" meter													
Totals	17	2	8	1	1	0	1						30

5/8" meter = 1 connection
 3/4" meter = 1.5 connections
 1" meter = 2.5 connections
 1.5" meter = 5 connections
 2" meter = 8 connections
 3" meter = 17.5 connections

FY 2018 Capacity (5/8" connection equivalents)	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
HMB Non-Priority	10	2	8		1		1						22
HMB Priority		5		5									10
County Non-Priority													0
County Priority	7.5												7.5
Total	17.5	7	8	5	1	0	1						39.5

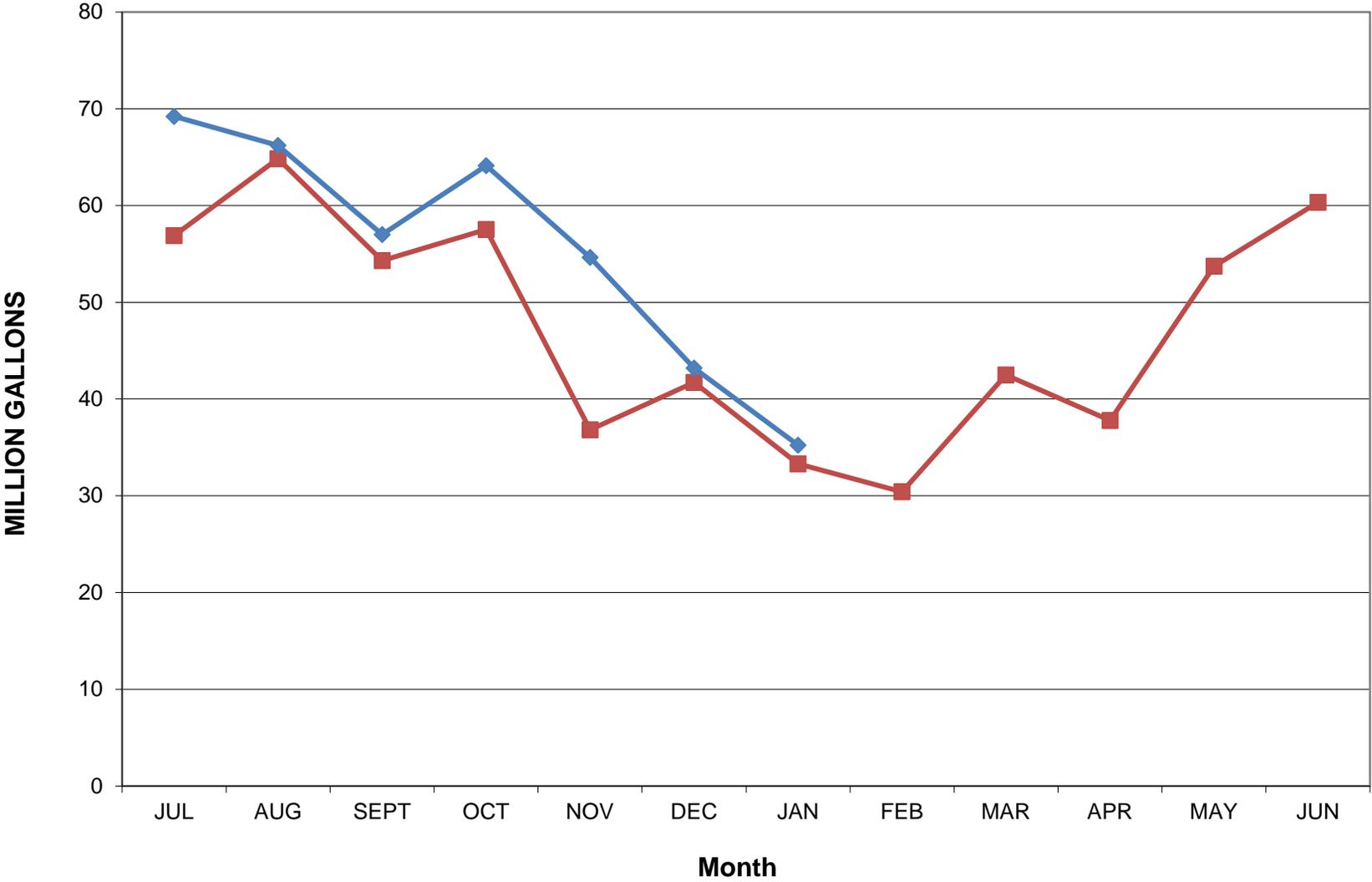
TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2018

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.87	25.93	0.00	0.00	45.87	72.67	3.45	69.22
AUG	2.32	24.89	0.00	0.00	42.86	70.07	3.85	66.22
SEPT	2.21	19.72	0.00	0.00	38.88	60.81	3.80	57.01
OCT	1.63	15.79	0.00	0.00	50.08	67.50	3.37	64.13
NOV	4.82	21.54	18.4	0.00	12.45	57.21	2.57	54.64
DEC	0.09	22.00	14.32	0.00	10.04	46.45	3.25	43.20
JAN	0.09	15.70	11.20	0.00	11.40	38.39	3.15	35.24
FEB								
MAR								
APR								
MAY								
JUN								
TOTAL	12.03	145.57	43.92	0.00	211.58	413.10	23.44	389.66
% MONTHLY TOTAL	3.31%	35.52%	0.00%	0.00%	61.17%	100.00%	0.05	94.51%
% ANNUAL TO DATE TOTAL	2.9%	35.2%	10.6%	0.0%	51.2%	100.0%	5.68%	94.3%
Local vs Imported-month	38.8%	61.17%		CCWD vs SFPUC- month	38.8%	61.2%		
Local vs Imported-annual	48.8%	51.2%		CCWD vs SFPUC- annual	48.8%	51.2%		
	Local Source	Imported Source						

12 Month Running Treated Total

614.39

Monthly Production FY 17 vs FY 18



Coastside County Water District
 766 Main Street
 July 2017 - June 2018

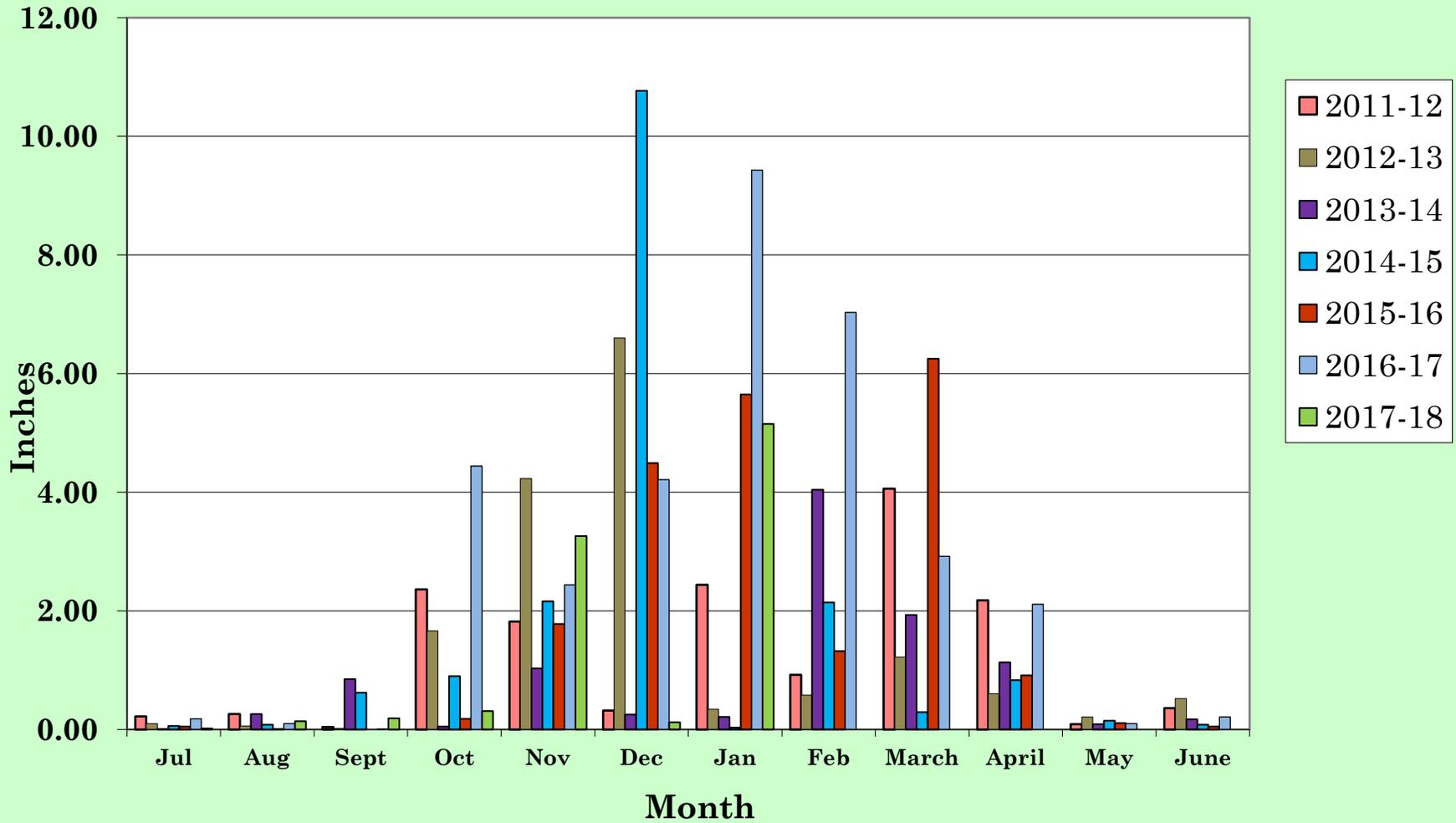
District Office
 Rainfall in Inches

	2017						2018					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0	0	0.01	0	0	0					
2	0.01	0	0	0	0	0.03	0					
3	0.01	0	0	0	0.04	0	0.24					
4	0	0.02	0	0	0.48	0	0.05					
5	0	0	0	0	0	0	0.43					
6	0	0.02	0	0	0.01	0	0.02					
7	0	0	0	0	0	0	0					
8	0	0.01	0	0	0.14	0	1.91					
9	0	0.01	0.02	0	0.15	0	1.28					
10	0	0.01	0	0	0.01	0	0.03					
11	0	0.02	0.07	0	0.01	0	0.01					
12	0	0	0.01	0	0	0	0.01					
13	0	0.02	0.01	0	0.19	0	0					
14	0	0.02	0	0	0.01	0	0					
15	0	0	0.02	0	0.06	0	0					
16	0	0	0	0	1.15	0	0.02					
17	0	0	0.01	0	0.45	0	0					
18	0	0	0.02	0	0.14	0	0.38					
19	0	0	0	0.06	0	0	0.03					
20	0	0	0.02	0.22	0	0.09	0.01					
21	0	0	0	0.01	0	0	0.01					
22	0	0	0.01	0	0	0	0.22					
23	0	0	0	0	0	0	0					
24	0	0.01	0	0	0	0	0.43					
25	0	0	0	0	0	0	0.05					
26	0	0	0	0	0.26	0	0.01					
27	0	0	0	0	0.14	0	0.01					
28	0	0	0	0.01	0.01	0	0					
29	0	0	0	0	0.01	0	0					
30	0	0	0	0	0	0	0					
31	0	0		0		0	0					
Mon.Total	0.02	0.14	0.19	0.31	3.26	0.12	5.15					
Year Total	0.02	0.16	0.35	0.66	3.92	4.02	9.17					

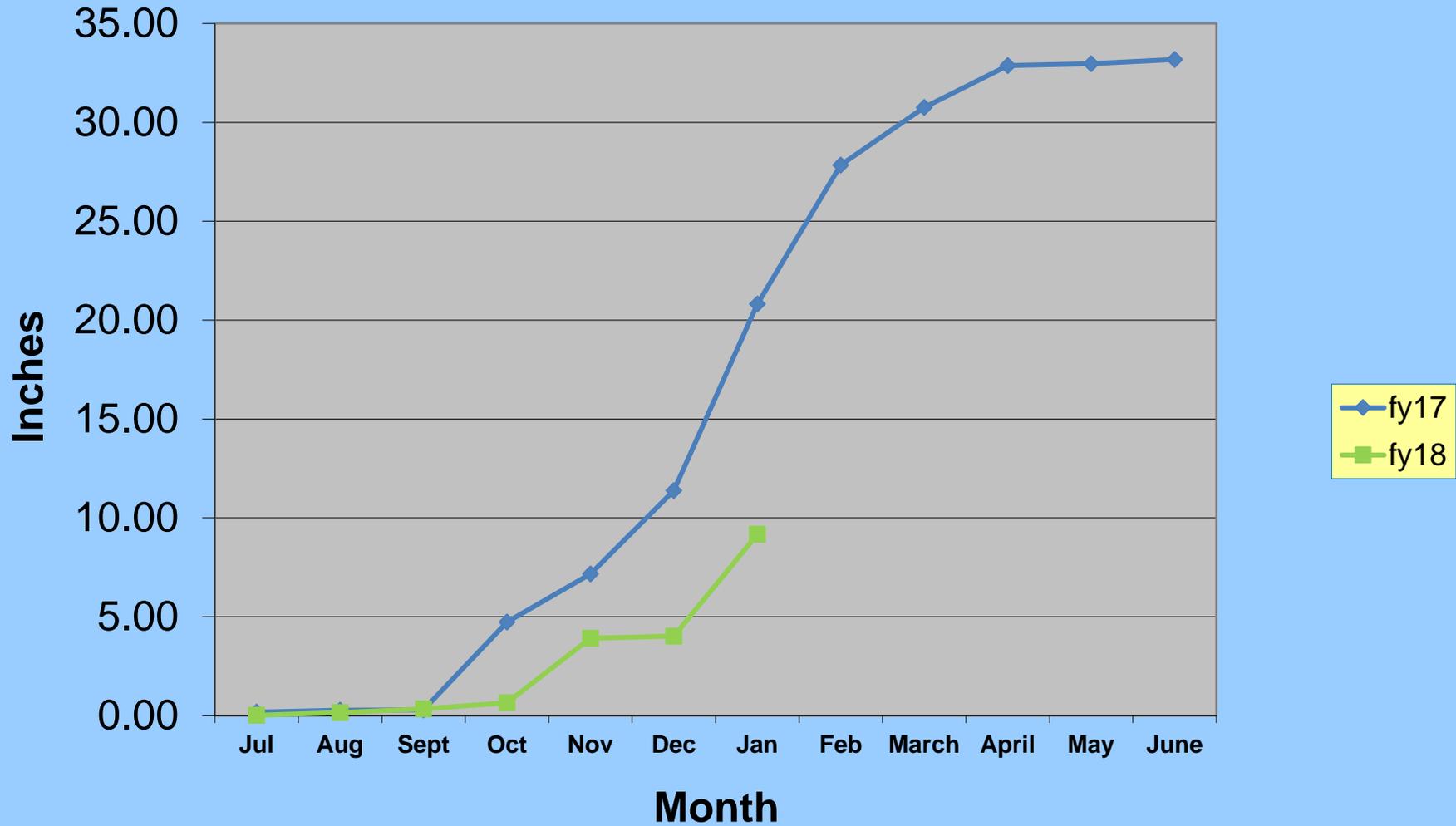
Coastside County Water District

Rainfall by Month

Fiscal Years 12 - 18



Rainfall Total Comparison Fiscal Years 17 and 18



San Francisco Public Utilities Commission Hydrological Conditions Report for December 2017

J. Chester, C. Graham, & N. Waelty, January 8, 2018



Environmental releases below O'Shaughnessy dam (circa 2001)

System Storage

Current Tuolumne System and Local Bay Area storage conditions are summarized in Table 1.

Table 1 Current Storage As of January 1, 2018							
Reservoir	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	
Tuolumne System							
Hetch Hetchy ¹	316,010		340,000		23,990		92.9%
Cherry ²	8,602		268,810		260,208		3.2%
Eleanor ³	25,867		26,416		549		97.9%
Water Bank	562,544		570,000		7,456		98.7%
Tuolumne Storage	931,023		1,205,226		292,203		75.8%
Local Bay Area Storage							
Calaveras ⁴	20,447	6,663	96,824	31,550	76,377	24,887	21.1%
San Antonio	40,881	13,321	50,496	16,454	9,615	3,133	81.0%
Crystal Springs	47,157	15,366	58,377	19,022	11,220	3,656	80.8%
San Andreas	16,640	5,422	18,996	6,190	2,356	768	87.6%
Pilarcitos	1,851	603	2,995	976	1,144	373	61.8%
Total Local Storage	126,977	41,375	227,688	74,192	100,711	32,817	55.8%
Total System	1,058,000		1,432,914		392,914		73.8%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates deactivated.

² Maximum Cherry Lake storage with flash-boards removed.

³ Maximum Lake Eleanor storage with 3 of 4 rows of flash-boards installed.

⁴ Available capacity does not take into account current DSOD storage restrictions.

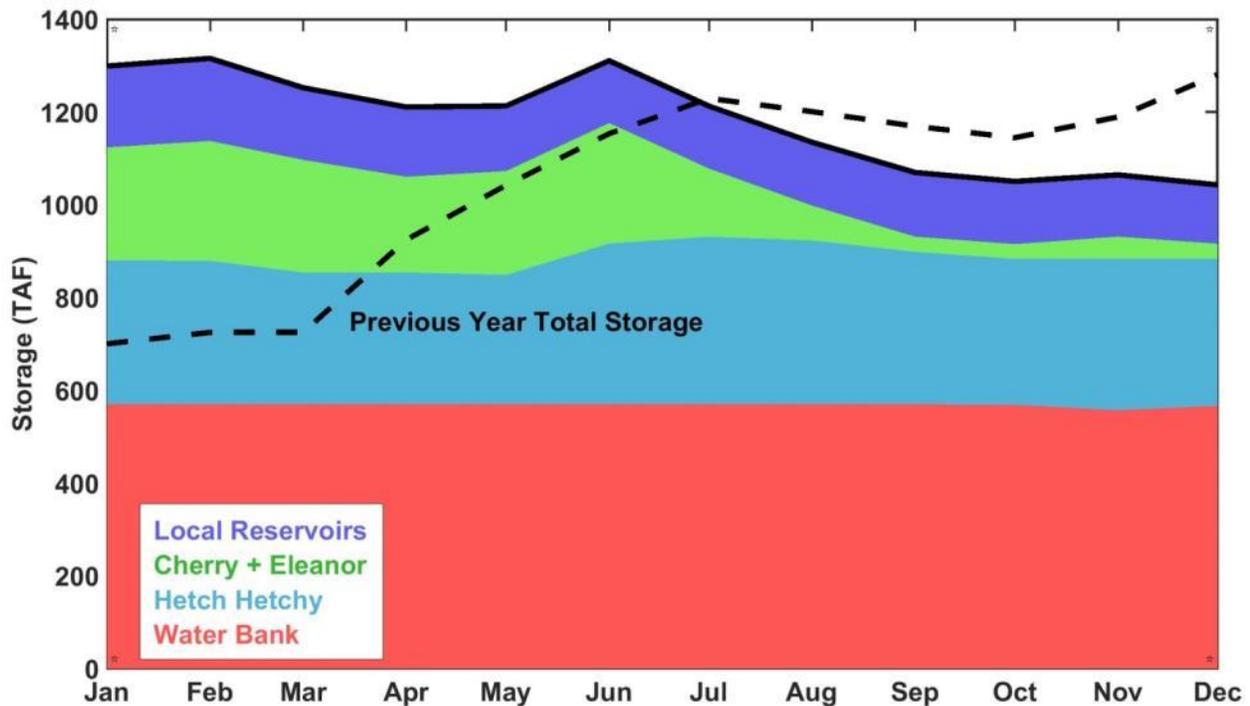


Figure 1: Monthly system storage for past 12 months in thousand acre-feet (TAF). Color bands show relative contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.

Hetch Hetchy System Precipitation Index ^{5/}

Current Month: The December 2017 six-station precipitation index was 0.28 inches, or 6.1% of the average index for the month.

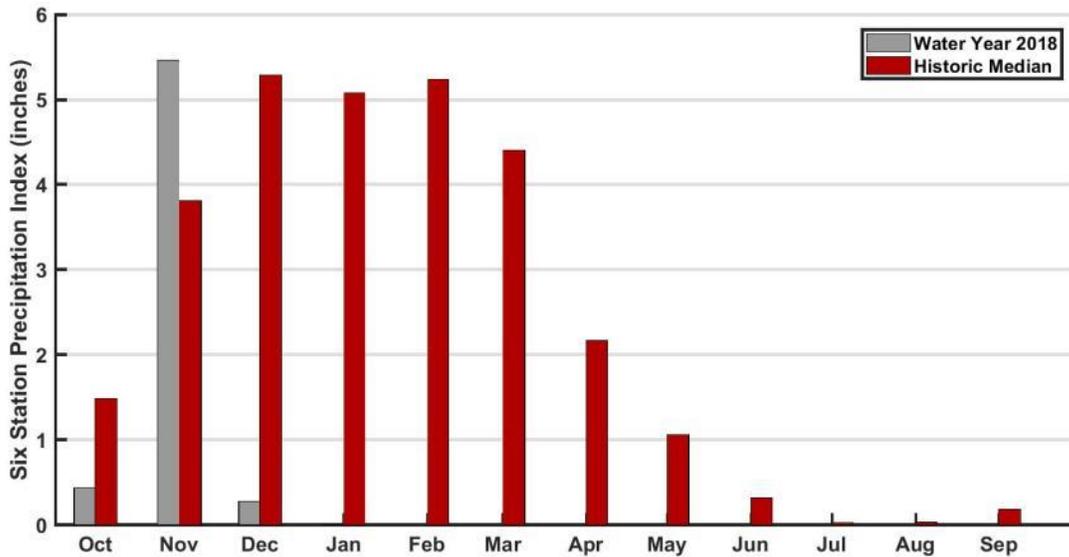


Figure 2: Monthly distribution of the Hetch Hetchy six-station precipitation index as percent of the annual average precipitation, as of January 1.

Cumulative Precipitation to Date: The accumulated six-station precipitation index for water year 2018 is 6.18 inches, which is 17% of the average annual water year total. Hetch Hetchy received 0.35 inches precipitation in December, for a total of 7.11 inches for Water Year 2018. The cumulative Hetch Hetchy precipitation is shown in Figure 3 in red.

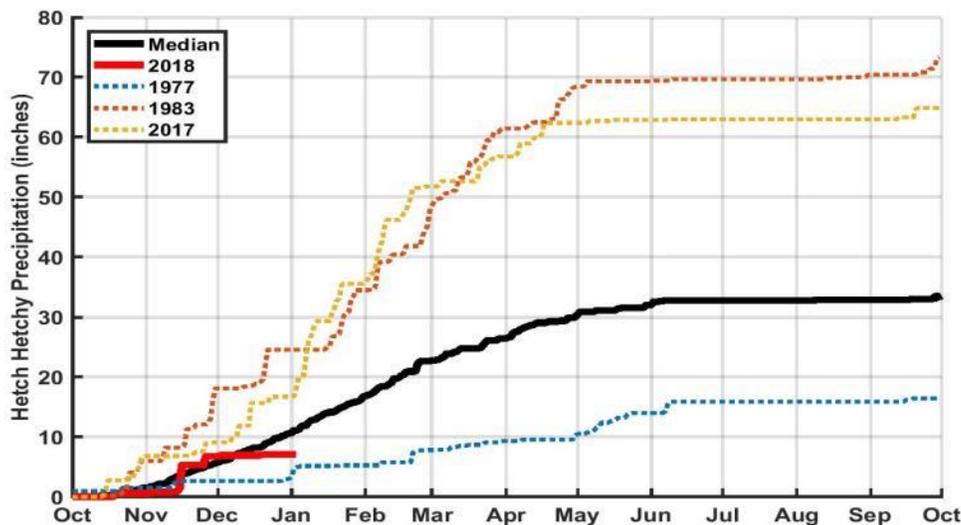


Figure 3: Water year 2018 cumulative precipitation measured at Hetch Hetchy Reservoir through January 1st, 2018. Precipitation at the Hetch Hetchy gauge for wet, dry, median, and WY 2017 are included for comparison purposes.

^{5/}The precipitation index is computed using six Sierra precipitation stations and is an indicator of the wetness of the basin for the water year to date. The index is computed as the average of the six stations and is expressed in inches and in percent.

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange as of January 1, 2018 is summarized below in Table 2.

*All flows are in acre feet	December 2017				October 1 through December 31, 2017			
	Observed Flow	Median ⁶	Mean ⁶	Percent of Mean	Observed Flow	Median ⁶	Mean ⁶	Percent of Mean
Inflow to Hetch Hetchy Reservoir	11,004	12,039	20,973	52%	46,086	28,667	40,852	113%
Inflow to Cherry Lake and Lake Eleanor	8,249	14,006	23,946	34%	51,376	31,552	45,136	114%
Tuolumne River at La Grange	31,892	48,166	88,566	36%	154,649	95,724	150,540	103%
Water Available to City	0	1,449	37,212	0%	35,396	5,372	52,576	67%

⁶Hydrologic Record: 1919 – 2015

Hetch Hetchy System Operations

Power draft and releases from Hetch Hetchy Reservoir during the month of December totaled 19,743 acre-feet to meet instream release requirements. Precipitation to date puts Hetch Hetchy Reservoir in Year Type B through February 1, 2018. Hetch Hetchy minimum instream release requirements for December were 50 cfs, and for January is 40 cfs.

Valve releases from Cherry Lake totaled 22,215 acre-feet during the month of December to meet instream release requirements and to lower Cherry Lake back to construction levels for valve work; November inflows to Cherry Lake caused the lake to rise above the necessary construction level. No water was transferred via pumping from Lake Eleanor to Cherry Lake in December. The required minimum instream release from Cherry Lake is 5 cfs through June 30th, 2018. Required minimum release from Lake Eleanor is 5 cfs through March 1st. Lake Eleanor is currently nearly full, with releases targeting minimum instream release requirements.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for December was 29 MGD. The Sunol Valley Water Treatment Plant production for the month was 17 MGD.

Local System Water Delivery

The average December rate was 163 MGD which is a 4% decrease below the November delivery rate of 170 MGD.

Local Precipitation

Lack of rainfall characterized precipitation across the watersheds in December. The rainfall summary for the month is presented in Table 3.

Reservoir	Month Total (inches)	Percentage of Average for the Month	Water Year to Date ⁷ (inches)	Percentage of Average for the Year-to-Date ⁷
Pilarcitos	0.64	9 %	7.29	51 %
Lower Crystal Springs	0.31	7 %	4.68	49 %
Calaveras	0.15	4 %	2.97	40 %

⁷ WY 2018: Oct. 2017 through Sep. 2018.

Snowmelt and Water Supply

Cherry Lake was lowered to 5,000 acre-feet for outlet valve repairs and replacement. Butterfly valve repair work is scheduled to be completed the second week of January, allowing for lake refilling throughout the winter. The hollow jet replacement is scheduled to be completed in February, allowing for return to normal operations at Cherry Lake. Lake Eleanor is being kept at maximum storage. Water from Lake Eleanor will be transferred to Cherry Lake as soon as construction allows, which may be as early as late January.

Hetch Hetchy is currently at 316 TAF, within our seasonal storage target. If Hetch Hetchy storage increases above 330 TAF, some additional power generation will be scheduled to bring Hetch Hetchy back to seasonal storage targets.

No significant snowpack has accumulated to date.

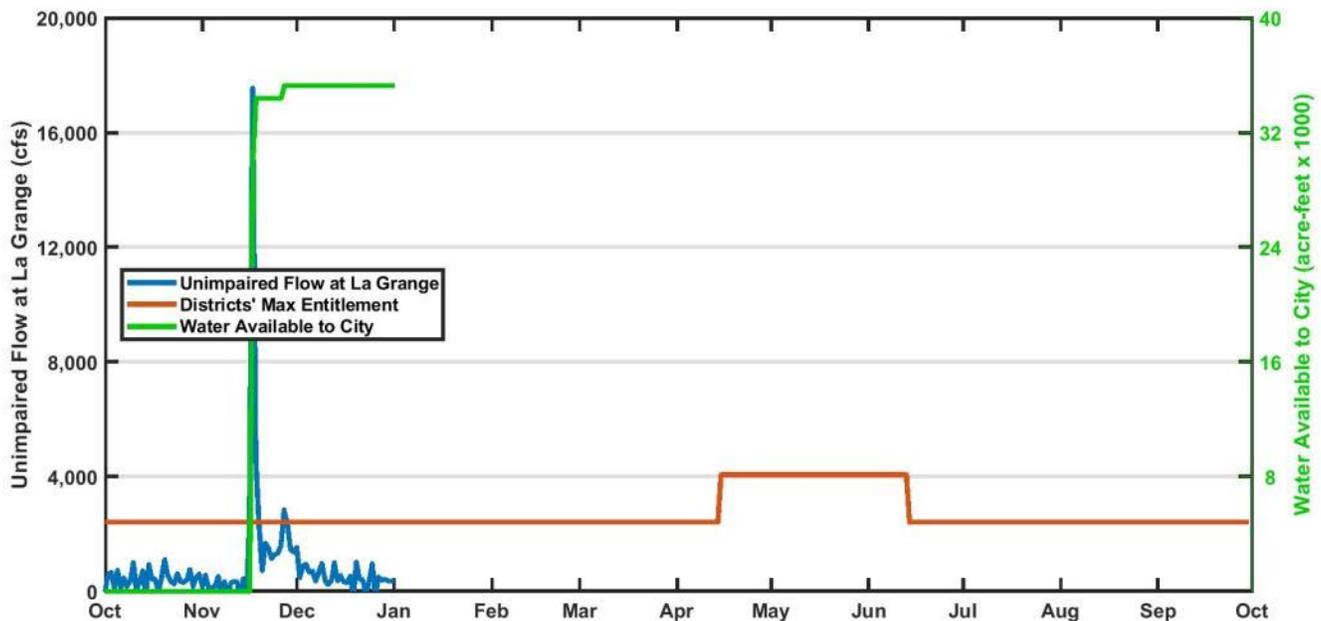


Figure 4: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Dave Dickson, General Manager

Agenda: February 13, 2018

Date: February 9, 2018

Subject: Notice of Completion - Denniston Treated Water Pump Station and Transmission Pipeline Project

Recommendation:

That the Board of Directors take the following actions:

- (1) Accept the Denniston Treated Water Pump Station and Transmission Pipeline as complete.
- (2) Authorize the Notice of Completion to be filed with the County of San Mateo.
- (3) Authorize the release of the retention funds when the Notice of Completion has been recorded and returned to the District.

Background

Coastside County Water District entered into a contract with Stoloski & Gonzalez, Inc. on August 29, 2016 for the Denniston Treated Water Pump Station and Transmission Pipeline Project.

The work consisted of a treated water booster pump station housed in a concrete masonry building, approximately 3,500 feet of 12-inch diameter transmission pipeline, two pressure reducing valves, and associated appurtenances. The site of the work was in El Granada, an unincorporated community in San Mateo County. All work was within District-owned property and existing street right of way areas.

The project was completed on February 1, 2018. The project was constructed according to District specifications.

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

Name
Street
Address
City &
State

COASTSIDE COUNTY WATER DISTRICT
766 MAIN STREET
HALF MOON BAY, CA 94019

SPACE ABOVE THIS LINE FOR RECORDER'S USE

RECORD WITHOUT FEE Govt. Code § 6103 & 27383

NOTICE OF COMPLETION

1. The undersigned is an owner of an interest or estate in the hereafter described real property, the nature of which is: Fee

2. The full name and address of the undersigned is:

COASTSIDE COUNTY WATER DISTRICT
766 MAIN STREET
HALF MOON BAY, CALIFORNIA 94019

3. On the February 13, 2018 there was completed upon the hereinafter described real property a work of improvement as a whole named Denniston Treated Water Pump Station and Transmission Pipeline Project. The work consisted of a treated water booster pump station housed in a concrete masonry building, approximately 3,500 feet of 12-inch diameter transmission pipeline, two pressure reducing valves, and associated appurtenances.

4. The name of the original contractor for the work of improvement as a whole was: Stoloski & Gonzalez, Inc., 727 Main Street, Half Moon Bay, CA 94019.

5. The real property herein referred to is situated in the County of San Mateo, State of California, and described as follows:

The site of the work was in El Granada, an unincorporated community in San Mateo County All work was within District-owned property and existing street right of way areas.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

COASTSIDE COUNTY WATER DISTRICT

BY: _____
David R. Dickson, Secretary

VERIFICATION

I, David R. Dickson, declare that I am the Secretary of the Coastside County Water District and am authorized to make this verification for that reason. I have read said Notice of Completion and know the contents thereof to be true and correct.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on February 13, 2018, at Half Moon Bay, California
(Date) (Place where signed)

By: _____
David R. Dickson,
Secretary of the District

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Dave Dickson, General Manager

Agenda: February 13, 2018

Date: February 9, 2018

Subject: Notice of Completion - El Granada Tank No. 1 Slide Stabilization Project

Recommendation:

That the Board of Directors take the following actions:

- (1) Accept the El Granada Tank No. 1 Slide Stabilization Project as complete.
- (2) Authorize the Notice of Completion to be filed with the County of San Mateo.
- (3) Authorize the release of the retention funds when the Notice of Completion has been recorded and returned to the District.

Background

Coastside County Water District entered into a contract with Andreini Bros., Inc. on November 17, 2017 for the El Granada Tank No. 1 Slide Stabilization Project.

The work consisted of excavating and removing of slide debris, hauling and disposal of soil and failed cement bags, purchase and delivery of structure blocks. The site of the work is El Granada, an unincorporated community in San Mateo County. All work is within a parcel of land owned by the Coastside County Water District, APN 047-171-050.

The work was completed on December 15, 2017. The project was constructed according to District specifications.

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

Name
Street
Address
City &
State

COASTSIDE COUNTY WATER DISTRICT
766 MAIN STREET
HALF MOON BAY, CA 94019

SPACE ABOVE THIS LINE FOR RECORDER'S USE

RECORD WITHOUT FEE Govt. Code § 6103 & 27383

NOTICE OF COMPLETION

1. The undersigned is an owner of an interest or estate in the hereafter described real property, the nature of which is: Fee

2. The full name and address of the undersigned is:

COASTSIDE COUNTY WATER DISTRICT
766 MAIN STREET
HALF MOON BAY, CALIFORNIA 94019

3. On February 13, 2018 there was completed upon the hereinafter described real property a work of improvement as a whole named El Granada Tank No. 1 Slide Stabilization Project. The work consisted of excavating and removing of slide debris, hauling and disposal of soil and failed cement bags, purchase and delivery of structure blocks.

4. The name of the original contractor for the work of improvement as a whole was: Andreini Bros. Inc., 151 Main Street, Half Moon Bay, CA 94019.

5. The real property herein referred to is situated in Half Moon Bay, County of San Mateo, State of California, and described as follows:

The site of the work is El Granada, an unincorporated community in San Mateo County. All work is within a parcel of land owned by the Coastside County Water District APN 047-171-050.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

COASTSIDE COUNTY WATER DISTRICT

BY: _____
David R. Dickson, Secretary

VERIFICATION

I, David R. Dickson, declare that I am the Secretary of the Coastside County Water District and am authorized to make this verification for that reason. I have read said Notice of Completion and know the contents thereof to be true and correct.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on February 13, 2018 at Half Moon Bay, California
(Date) (Place where signed)

By: _____
David R. Dickson,
Secretary of the District

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: February 13, 2018

Report Date: February 7, 2018

Subject: District Transparency Certificate of Excellence awarded through the Special District Leadership Foundation

Recommendation:

None. Information Only.

Background:

In June of 2017 the Superior Court of California, County of San Mateo released the Grand Jury's Report entitled "Can We See You Now? San Mateo County's Independent Special Districts Website Transparency Update" which was a follow up to the Grand Jury's 2014 report, "Partly Cloudy with a Chance of Information". The reports provided findings and recommendations pertaining to website transparency issues associated with 23 independent special districts operating within San Mateo County.

At the July 11, 2017 Coastside County Water District's Board of Directors Meeting, the Board approved the District's response to the findings and recommendations prepared by District staff. One of the recommendations encouraged submitting an application for the District Transparency Certificate of Excellence to the California Special Districts Special Leadership Foundation. District staff submitted this application on July 26, 2017.

On December 28, 2017 the District learned that the Transparency Certificate of Excellence application had been approved and awarded (Attachment 1).

Staff has been advised that Colleen Haley, Public Affairs Field Coordinator, will be presenting the Certificate of Excellence at the February 13, 2018 CCWD Board Meeting.



**SPECIAL DISTRICT
LEADERSHIP
FOUNDATION**

1112 I Street, Suite 200
Sacramento, CA 95814
916.231.2939
www.sdlf.org

Attachment 1

RECEIVED

JAN 04 2018

**COASTSIDE COUNTY
WATER DISTRICT**

December 28, 2017

JoAnne Whelen
Coastside County Water District
766 Main Street
Half Moon Bay, CA 94019

RE: District Transparency Certificate of Excellence Approval

Dear Ms. Whelen:

Congratulations! The Coastside County Water District has successfully completed the District Transparency Certificate of Excellence program through the Special District Leadership Foundation (SDLF).

On behalf of the SDLF Board of Directors, I would like to congratulate your district on achieving this important certificate. By completing the District Transparency Certificate of Excellence Program, the Coastside County Water District has proven its dedication to being fully transparent as well as open and accessible to the public and other stakeholders.

Included in this letter are window cling year stickers so that your district may showcase this important accomplishment.

Congratulations and thank you for your dedication to excellence in local government.
Most sincerely,

A handwritten signature in black ink, appearing to read 'David Aranda', written in a cursive style.

David Aranda
SDLF Board President

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: February 13, 2018

Report Date: February 6, 2018

Subject: Contract with Dal Porto Electric for Denniston Pump Station Transformer Work

Recommendation:

Authorize the General Manager to execute a contract with Dal Porto Electric for the installation of a PG&E transformer pad with protective bollards, underground electrical conduit, wires and grounding, and a 400Amp 277/480 volt 4-wire main service enclosure for a cost of \$38,840.

Background:

The existing Denniston Pump Station PG&E transformer provides service to the Denniston raw and finished water pump station. Following the installation of the Denniston Finished Water Pump Station it was discovered that the new total electrical demand was 115% of the rated capacity of the existing PG&E transformer. This work will be done in advance of PG&E installing a new larger transformer ultimately resolving this issue with minimal interruption of electrical service.

Three bids were solicited for this work as listed below:

Dal Porto Electric	\$38,840
Andreini Bros. Inc.	\$39,862
Calcon	\$41,500

Fiscal Impact

The cost of this work will be covered under the Denniston Booster Pump Station project as part of the FY18 CIP and funded by the District's Ibank loan.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: February 13, 2018

Report

Date: February 9, 2018

Subject: Fiscal Year 2018-2019 Budget Process Timeline

Recommendation:

None. Information only.

Background:

The attached Budget Process Timeline lays out the proposed schedule for presentation and consideration of the Fiscal Year 2018-2019 Budget and the Fiscal Year 18/19 - 27/28 Capital Improvement Program. Key timeline milestones follow the pattern established over the last three budget cycles, culminating in the public hearing on the budget scheduled for the regular June Board meeting.

Staff will review the budget process and answer any questions the Board may have.

Fiscal Impact:

None.

**Coastside County Water District
BUDGET (CIP and O&M) PROCESS TIMELINE
Fiscal Year 2018-2019**

Description	Date
Staff Internal Budget Review – Distribute O&M Budget Worksheets and Update CIP budget spreadsheet	January 2018
Finance Committee Meeting - Introduction to Budget Process/Timeline	January 3, 2018
Present Budget Timeline for Board approval	January 9, 2018 Regular Board Meeting
Special Board Meeting - Rate Study Kickoff	January 17, 2018
Staff Internal Budget Review – Worksheets Due/Review CIP Budget	January 24, 2018
Facilities Committee Meeting – Review Draft CIP Budget	January 31, 2018
Finance Committee Meeting – Review Draft O&M Budget & CIP	February 8, 2018
Present “Draft” O&M Budget and CIP to Board of Directors at Board Meeting	February 13, 2018 Regular Board Meeting
Present “Draft” O&M Budget and CIP to Board of Directors at Board Meeting	March 13, 2018 Regular Board Meeting
Finance Committee Meeting – Review Draft O&M Budget, CIP, and District Financing Plan	March 19, 2018 (11AM)
Customer Outreach – Website – Post Draft Budget and Finance Plan FY 2019	March 30, 2018
Customer Outreach – E-Newsletter – Shared with Facebook and Twitter Message: Public Meeting Schedule for Budget –Links to Operations Budget and CIP	April 3, 2018
Present “Draft” O&M Budget and CIP to Board of Directors at Board Meeting	April 10, 2018 Regular Board Meeting
Special Meeting: Budget/Finance Plan Work Session with Board of Directors; Approve Notice of Rate Increase (Prop 218)	April 16, 2018 Special Meeting
Mail Notice of Rate Increase (Prop 218) – Minimum 45-Day Notice Before Public Hearing and post Notice on Bulletin Board.	April 23, 2018

February 9, 2018

Prop 218 Notice published in the Half Moon Bay Review	April 25, 2018 & May 2, 2018
Customer Outreach – E-Newsletter Message: Understanding Budget and Proposed Rate Increase	May __, 2018
Present & Discuss “Draft” CIP and O&M Budget and Finance Plan	May 8, 2018 Regular Board Meeting
Rate Increase Hearing - Approve O&M Budget and CIP – Approve Rate Increase	June 12, 2018 Regular Board Meeting

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: February 13, 2018

Report

Date: February 9, 2018

Subject: Draft Fiscal Year 2018-2019 Operations Budget and Draft Fiscal Year 2018/19 to 2027/28 Capital Improvement Program (CIP).

Recommendation:

No Board action required at this time.

Background:

Staff presents for the Board's review the attached draft Fiscal Year 2018-2019 Operations Budget and draft Fiscal Year 2018/19 to 2027/28 Capital Improvement Program (CIP). Staff will make a presentation reviewing budget details.

Note that this is the first introduction to the Board of the draft Fiscal Year 2018-2019 Budget and the 10-year Capital Improvement Program. Over the next few months, Staff will be meeting with the Board to discuss the budget in further detail. (Please refer to the Budget Timeline for meeting dates. Note that Staff met with the Finance Committee on February 8 and the Facilities Committee on January 31 to discuss the draft Operations Budget and CIP.)

Highlights:

Budget to Budget Comparison

- FY2019 Operations Budget assumes water sales at 580 MG, up from the 560 MG planned in the FY2018 Budget. As the rate adjustment is still to be determined, no rate adjustment has been included in the draft budget.
- FY2019 water purchases from SFPUC are \$280,000 less than the FY2018 budget primarily due to an increased use of local sources vs. SFPUC over prior years given our FY2017/FY2018 \$2.7M capital improvements at the Denniston Treatment Plant and Bridgeport pipeline which allow us to utilize more of our local water.
- Total FY2019 Operating Expenses are .5% higher than the FY2018 budget (or \$40,000), primarily due to inflationary increases offset by the decrease in water purchases.

CIP

- \$32,710,000 total 10-year CIP (FY2019 dollars)
- \$18,130,000 total 5-year CIP (average of \$3,626,000 per year)
 - Increase of \$2,390,000 for 5-year CIP over prior year's CIP for the same 5-year period, primarily due to increases in cost estimates for tank recoating/rehabilitation and pipeline projects.

Please note that due to the volume of paper, the individual detailed sheets for the Operations Budget are not included in this agenda packet. The individual detailed sheets are available in electronic form on the District's website at www.coastsidewater.org or hard copies may be obtained at the District's office.

Operations & Maintenance Budget - FY 2018-2019

<i>08-Feb-18</i>		Proposed Budget FY 18/19	Approved FY 17/18 Budget	FY18/19 Budget Vs. FY 17/18 Budget \$ Change	FY18/19 Budget Vs. FY 17/18 Budget % Change	Proj Year End FY 17/18	FY 18/19 Budget Vs. FY 17/18 Actual \$ Change	FY 18/19 Budget Vs. FY 17/18 Actual % Change	YTD Actual FY 17/18 as of December 31, 2017
Account Number	Description								
OPERATING REVENUE									
4120	Water Sales *	\$11,145,000	\$10,805,600	\$339,400	3.1%	\$11,145,000	\$0	0.0%	\$6,353,491
Total Operating Revenue		\$11,145,000	\$10,805,600	\$339,400	3.1%	\$11,145,000	\$0	0.0%	\$6,353,491
NON-OPERATING REVENUE									
4170	Hydrant Sales	\$50,000	\$50,000	\$0	0.0%	\$50,000	\$0	0.0%	\$33,654
4180	Late Penalty	\$60,000	\$60,000	\$0	0.0%	\$60,000	\$0	0.0%	\$26,909
4230	Service Connections	\$10,000	\$10,000	\$0	0.0%	\$10,000	\$0	0.0%	\$6,315
4920	Interest Earned	\$6,174	\$6,174	\$0	0.0%	\$6,174	\$0	0.0%	\$2,797
4930	Property Taxes	\$725,000	\$700,000	\$25,000	3.6%	\$725,000	\$0	0.0%	\$435,667
4950	Miscellaneous	\$37,000	\$37,000	\$0	0.0%	\$37,000	\$0	0.0%	\$11,036
4955	Cell Site Lease Income	\$165,000	\$154,000	\$11,000	7.1%	\$154,000	\$11,000	7.1%	\$77,821
4965	ERAF Refund	\$325,000	\$250,000	\$75,000	30.0%	\$366,651	-\$41,651	-11.4%	\$0
Total Non-Operating Revenue		\$1,378,174	\$1,267,174	\$111,000	8.8%	\$1,408,825	-\$30,651	-2.2%	\$594,200
TOTAL REVENUES		\$12,523,174	\$12,072,774	\$450,400	3.7%	\$12,553,825	-\$30,651	-0.2%	\$6,947,691
OPERATING EXPENSES									
5130	Water Purchased	\$1,826,618	\$2,106,991	-\$280,373	-13.3%	\$1,850,000	-\$23,382	-1.3%	\$1,126,824
5230	Electrical Exp. Nunes WTP	\$42,697	\$40,280	\$2,417	6.0%	\$40,280	\$2,417	6.0%	\$20,205
5231	Electrical Expenses, CSP	\$337,080	\$318,000	\$19,080	6.0%	\$318,000	\$19,080	6.0%	\$229,489
5232	Electrical Expenses/Trans. & Dist.	\$26,966	\$25,440	\$1,526	6.0%	\$25,440	\$1,526	6.0%	\$12,250
5233	Elec Exp/Pilarcitos Cyn	\$34,248	\$32,309	\$1,939	6.0%	\$32,309	\$1,939	6.0%	\$6,597
5234	Electrical Exp., Denn	\$130,000	\$92,220	\$37,780	41.0%	\$120,000	\$10,000	8.3%	\$50,832
5242	CSP - Operation	\$10,700	\$10,500	\$200	1.9%	\$10,500	\$200	1.9%	\$4,526
5243	CSP - Maintenance	\$37,000	\$37,000	\$0	0.0%	\$37,000	\$0	0.0%	\$5,208
5246	Nunes WTP Oper	\$77,850	\$72,000	\$5,850	8.1%	\$72,000	\$5,850	8.1%	\$25,132
5247	Nunes WTP Maint	\$115,250	\$122,500	-\$7,250	-5.9%	\$122,500	-\$7,250	-5.9%	\$38,326
5248	Denn. WTP Oper.	\$45,050	\$34,500	\$10,550	30.6%	\$43,000	\$2,050	4.8%	\$22,528
5249	Denn WTP Maint	\$101,850	\$60,000	\$41,850	69.8%	\$90,000	\$11,850	13.2%	\$52,659
5250	Laboratory Expenses	\$71,450	\$53,000	\$18,450	34.8%	\$59,000	\$12,450	21.1%	\$26,169
5260	Maintenance Expenses	\$291,700	\$291,700	\$0	0.0%	\$291,700	\$0	0.0%	\$97,201
5261	Maintenance, Wells	\$40,000	\$40,000	\$0	0.0%	\$40,000	\$0	0.0%	\$0
5263	Uniforms	\$12,500	\$10,000	\$2,500	25.0%	\$10,000	\$2,500	25.0%	\$4,764
5318	Studies/Surveys/Consulting	\$160,000	\$160,000	\$0	0.0%	\$160,000	\$0	0.0%	\$33,395
5321	Water Resources	\$25,200	\$37,000	-\$11,800	-31.9%	\$24,000	\$1,200	5.0%	\$8,310
5322	Community Outreach	\$54,700	\$54,700	\$0	0.0%	\$54,700	\$0	0.0%	\$14,391
5381	Legal	\$100,000	\$110,000	-\$10,000	-9.1%	\$100,000	\$0	0.0%	\$21,130
5382	Engineering	\$60,000	\$100,000	-\$40,000	-40.0%	\$60,000	\$0	0.0%	\$20,406
5383	Financial Services	\$20,000	\$20,000	\$0	0.0%	\$20,000	\$0	0.0%	\$13,428
5384	Computer Services	\$163,600	\$144,800	\$18,800	13.0%	\$144,800	\$18,800	13.0%	\$51,995
5410	Salaries, Admin.	\$1,128,688	\$1,150,980	-\$22,291	-1.9%	\$950,000	\$178,688	18.8%	\$430,269
5411	Salaries - Field	\$1,366,174	\$1,266,081	\$100,092	7.9%	\$1,340,000	\$26,174	2.0%	\$681,060

Operations & Maintenance Budget - FY 2018-2019

<i>08-Feb-18</i>		Proposed Budget FY 18/19	Approved FY 17/18 Budget	FY18/19 Budget Vs. FY 17/18 Budget		Proj Year End FY 17/18	FY 18/19 Budget Vs. FY 17/18 Actual		YTD Actual FY 17/18 as of December 31, 2017
Account Number	Description			\$ Change	% Change		\$ Change	% Change	
5420	Payroll Taxes	\$175,279	\$170,555	\$4,724	2.8%	\$170,555	\$4,724	2.8%	\$77,037
5435	Employee Medical Insurance	\$444,246	\$447,056	-\$2,809	-0.6%	\$425,000	\$19,246	4.5%	\$190,428
5436	Retiree Medical Insurance	\$50,659	\$47,215	\$3,444	7.3%	\$47,215	\$3,444	7.3%	\$20,125
5440	Employee Retirement	\$595,537	\$544,380	\$51,158	9.4%	\$544,380	\$51,157	9.4%	\$263,004
5445	SIP 401a Plan	\$35,000	\$35,000	\$0	0.0%	\$35,000	\$0	0.0%	\$0
5510	Motor Vehicle Exp.	\$60,000	\$50,700	\$9,300	18.3%	\$56,700	\$3,300	5.8%	\$33,526
5620	Office & Billing Expenses	\$261,600	\$225,500	\$36,100	16.0%	\$225,500	\$36,100	16.0%	\$118,478
5625	Meetings/Training/Seminars	\$26,000	\$24,000	\$2,000	8.3%	\$24,000	\$2,000	8.3%	\$12,253
5630	Insurance	\$129,000	\$120,000	\$9,000	7.5%	\$126,000	\$3,000	2.4%	\$60,028
5687	Memberships & Subscriptions	\$75,970	\$75,350	\$620	0.8%	\$75,350	\$620	0.8%	\$42,612
5688	Election Expense	\$25,000	\$0	\$25,000		\$0	\$25,000		\$0
5689	Union Expenses	\$6,000	\$6,000	\$0	0.0%	\$6,000	\$0	0.0%	\$0
5700	County Fees	\$20,000	\$20,000	\$0	0.0%	\$20,000	\$0	0.0%	\$12,856
5705	State Fees	\$36,500	\$24,000	\$12,500	52.1%	\$36,000	\$500	1.4%	\$2,182
Total Operating Expenses		\$8,220,111	\$8,179,756	\$40,356	0.5%	\$7,806,929	\$413,182	5.3%	\$3,829,621
CAPITAL ACCOUNTS									
5712	Existing Bonds - 2006B	\$486,383	\$486,776	-\$393	-0.1%	\$486,776	-\$393	-0.1%	\$361,747
5715	Existing Bond-CIEDB 11-099	\$336,126	\$336,269	-\$143	0.0%	\$336,269	-\$143	0.0%	\$262,467
5716	CIEDB 16-111	\$324,235	\$324,652	-\$417		\$324,652	-\$417		\$229,848
Total Capital Accounts		\$1,146,744	\$1,147,697	-\$953	-0.1%	\$1,147,697	-\$953	-0.1%	\$854,063
TOTAL REVENUE LESS TOTAL EXPENSE		\$3,156,319	\$2,745,322	\$410,997	15.0%	\$3,599,199	-\$442,880	-12.3%	\$2,264,008
5713	Cont. to CIP & Reserves	\$3,156,319							

* Estimated at 580 MG (increase from 560 MG in FY2017/18 budget)

Does not reflect any rate adjustment.

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4120 Description: Water Sales	
Actual Amount As Of: 31-Dec 2017	6,353,491
PROJECTED ACTIVITY to END of FY:	4,791,509
Projected YEAR END TOTAL:	11,145,000

PROPOSED Line Item Amount:	\$11,145,000 *
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	\$10,805,600
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% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	3.1%
Dollar difference between proposed budget & current budget	339,400

NARRATIVE:

Budget at 580MG per year (up from 560MG -FY2018 budget)

Spread:

Jul	Aug	Sep	Oct	Nov	Dec	Totals
Jan	Feb	Mar	Apr	May	Jun	

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2018/2019

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4170 Description: Hydrant Sales	
Actual Amount As Of: 31-Dec 2017	33,654
PROJECTED ACTIVITY to END of FY:	16,346
Projected YEAR END TOTAL:	50,000
PROPOSED Line Item Amount:	50,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	50,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

Water is taken from designated fire hydrants through portable meters for a variety of reasons. The most common use of this water is for new construction (dust control, earth compaction, etc.). Other uses of water through portable meters result in use for temporary irrigation, failed wells, temporary livestock watering, dust control for non construction purposes, festivals, etc. Water can only be supplied to areas within the District Boundary.

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2018/2019

<u>Line Item</u>		<u>Amount</u>
Acct. No.	4180	Description: Late Penalty
Actual Amount As Of:	31-Dec 2017	26,909
PROJECTED ACTIVITY to END of FY:		33,091
Projected YEAR END TOTAL:		60,000
PROPOSED Line Item Amount:		60,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	60,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	100.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4230 Description: Service Connections	
Actual Amount As Of: 31-Dec 2017	6,315
PROJECTED ACTIVITY to END of FY:	3,685
Projected YEAR END TOTAL:	10,000
PROPOSED Line Item Amount:	10,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	10,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

The amounts in the account show the labor cost charged to a customer for the installation of a new water service connection. The costs vary with each new installation depending upon the size of the service and how far it is from the distribution pipeline under the street. Cost of materials are not included in this category.

Labor	\$10,000
TOTAL	\$10,000

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4920 Description: Interest Earned	
Actual Amount As Of: 31-Dec 2017	2,797
PROJECTED ACTIVITY to END of FY:	3,377
Projected YEAR END TOTAL:	6,174
PROPOSED Line Item Amount:	\$ 6,174

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	6,174
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

Interest income is derived from cash on deposit with LAIF.

Cash on Deposit	Balance							
	1,029,048	0	1,029,048	x	0.60%	=	\$ 6,174	

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4930 Description: Property Taxes	
Actual Amount As Of: 31-Dec 2017	435,667
PROJECTED ACTIVITY to END of FY:	289,333
Projected YEAR END TOTAL:	725,000
PROPOSED Line Item Amount:	725,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	700,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	3.6%
Dollar difference between proposed budget & current budget	25,000

NARRATIVE:

Projected CCWD portion of unsecured/secured Property Tax	\$700,000
TOTAL	<u><u>\$700,000</u></u>

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4950 Description: Miscellaneous	
Actual Amount As Of: 31-Dec 2017	11,036
PROJECTED ACTIVITY to END of FY:	25,964
Projected YEAR END TOTAL:	37,000
PROPOSED Line Item Amount:	37,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	37,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

Revenue from disposal of excess equipment, vehicles and reimbursement of expense line items, in addition to the identified sources, are entered into the Miscellaneous Sales account line item, such as: returned check fees, re-connect fees, copies of documents, reimbursement of repairs., etc...)

Skylawn Memorial Park reimburses the District for pumping when the District is not operating the Crystal Springs Pump Station for benefit of the District.

	FY 17/18
Skylawn	25,000
Miscellaneous	12,000
	<u>37,000</u>

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4955 Description: Cell Site Lease Income	
Actual Amount As Of: 31-Dec 2017	77,821
PROJECTED ACTIVITY to END of FY:	76,179
Projected YEAR END TOTAL:	154,000
PROPOSED Line Item Amount:	165,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	154,000
% Change Actual Year End compared to Proposed Line item amount.	7.1%
% Change to Previous Year Budget	7.1%
Dollar difference between proposed budget & current budget	11,000

NARRATIVE:

Revenue from Cell Site Leasing

<u>Sub-Account</u>	<u>FY 17/18</u>
Sprint Spectrum Lease (Carter Hill)	\$ 29,992
Sprint Spectrum Lease (Alves Tank)	\$ 29,992
Metro PCS (Miramontes Tank)	\$ 32,561
Metro PCS (Miramar Tank)	\$ 32,561
Verizon (Nunes WTP)	\$ 29,351
January 2018 Amendment to Alves	10,200
	<u>164,657</u>

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4965 Description: ERAF Refund	
Actual Amount As Of: 31-Dec 2017	0
PROJECTED ACTIVITY to END of FY:	366,651
Projected YEAR END TOTAL:	366,651
PROPOSED Line Item Amount:	325,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	250,000
% Change Actual Year End compared to Proposed Line item amount.	(11.4%)
% Change to Previous Year Budget	30.0%
Dollar difference between proposed budget & current budget	75,000

NARRATIVE:

Educational Revenue Augmentation Fund (ERAF). ERAF was established in 1992 to redirect property tax revenues from cities, counties and special districts to public education programs. Once the school districts & programs are paid the maximum allowable under law, the law requires the excess to be refunded to the local taxing jurisdiction that contributed to ERAF.

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5130 Description: Water Purchased	
Actual Amount As Of: 31-Dec 2017	1,126,824
PROJECTED ACTIVITY to END of FY:	723,176
Projected YEAR END TOTAL:	1,850,000
PROPOSED Line Item Amount:	1,826,618

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	2,106,991
% Change Actual Year End compared to Proposed Line item amount.	(1.3%)
% Change to Previous Year Budget	(13.3%)
Dollar difference between proposed budget & current budget:	-280,373

NARRATIVE:

See worksheet 5130 A

The information on this sheet relates directly to Account 4120, water sales.

- San Francisco Wholesale rates: FY2019 Cost per hcf \$3.67 (\$4.10 less \$.43 treated water discount)
FY2019 assumes a 0 increase
- BAWSCA Bond Surcharge (\$163,464 Annual)
- SFPUC Base Charge (\$81,384 annual)

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

PRODUCTION & PUMPING SCHEDULE FY 2018/2019

	Denniston Surface		Denniston Wells		Pilarcitos Wells		SFWD Pilarcitos-Crystal Springs				SFWD Total		TOTAL PRODUCTION		SFWD COST
	FY 17/18 hcf	FY 18/19 hcf	FY 17/18 hcf	FY 18/19 hcf	FY 17/18 hcf	FY 18/19 hcf	Pilarcitos		CSP		FY 17/18 hcf	FY 18/19 hcf	FY 17/18	FY 18/19	**3.67/hcf
							Actual hcf	Plan	Plan						
JUL	34,666	35,000	1,163	1,000	0	0	0	0	61,324	64,000	61,324	64,000	97,153	100,000	\$234,880
AUG	33,275	34,000	3,101	2,400	0	0	0	0	57,299	58,000	57,299	58,000	93,675	94,400	\$212,860
SEP	26,364	27,500	2,954	2,100	0	0	0	0	51,979	60,000	51,979	60,000	81,297	89,600	\$220,200
OCT	21,109	22,000	2,180	1,800	0	0	0	0	66,952	67,000	66,952	67,000	90,241	90,800	\$245,890
NOV	28,797	29,000	6,445	3,900	24,599	25,000	0	0	16,644	17,500	16,644	17,500	76,485	75,400	\$64,225
DEC	29,412	30,000	120	125	19,144	20,000	0	0	13,422	15,000	13,422	15,000	62,098	65,125	\$55,050
JAN	17,500	17,500	0	0	19,500	19,500	0	0	15,200	15,500	15,200	15,500	52,200	52,500	\$56,885
FEB	10,000	0	0	0	29,000	29,000	0	5,000	15,000	15,000	15,000	20,000	54,000	49,000	\$73,400
MAR	16,500	0	0	0	29,000	29,000	15,500	15,000	0	0	15,500	15,000	61,000	44,000	\$55,050
APR	16,500	18,500	1,100	2,200	0	0	32,000	30,000	0	0	32,000	30,000	49,600	50,700	\$110,100
MAY	16,500	21,000	1,100	2,200	0	0	24,000	30,000	0	0	24,000	30,000	41,600	53,200	\$110,100
JUN	16,500	21,000	1,100	2,200	0	0	39,600	39,000	0	0	39,600	39,000	57,200	62,200	\$143,130
hcf Totals	267,123	255,500	19,263	17,925	121,243	122,500	111,100	119,000	297,820	312,000	408,920	431,000	816,549	826,925	\$1,581,770
MG Totals	199.81	191.11	14.41	13.41	90.69	91.63	83.10	89.01	222.77	233.38	305.87	322.39	610.78	618.54	

Base Charge	\$81,384
BAWSCA Bond Surcharge	\$163,464
Grand Total	\$1,826,618

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5230 Description: Electrical Exp. Nunes WTP	
Actual Amount As Of: 31-Dec 2017	20,205
PROJECTED ACTIVITY to END of FY:	20,075
Projected YEAR END TOTAL:	40,280
PROPOSED Line Item Amount:	42,697

Approved Line Item Amount:

<u>PREVIOUS YEAR BUDGET:</u>	<u>40,280</u>
% Change Actual Year End compared to Proposed Line item amount.	6.0%
% Change to Previous Year Budget	6.0%
Dollar difference between proposed budget & current budget	2,417

NARRATIVE:

The costs shown for this line item are for electrical costs for operating the water treatment plant.

FY 18/19

PG&E \$42,697

(assumes 6% rate increase)

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2018/2019

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5231 Description: Electrical Expenses, CSP	
Actual Amount As Of: 31-Dec 2017	229,489
PROJECTED ACTIVITY to END of FY:	88,511
Projected YEAR END TOTAL:	318,000

PROPOSED Line Item Amount: 337,080

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	318,000
% Change Actual Year End compared to Proposed Line item amount.	6.0%
% Change to Previous Year Budget	6.0%
Dollar difference between proposed budget & current budget	19,080

NARRATIVE:

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5232 Description: Electrical Expenses/Trans. & Dist.	
Actual Amount As Of: 31-Dec 2017	12,250
PROJECTED ACTIVITY to END of FY:	13,190
Projected YEAR END TOTAL:	25,440
PROPOSED Line Item Amount:	26,966

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	25,440
% Change Actual Year End compared to Proposed Line item amount.	6.0%
% Change to Previous Year Budget	6.0%
Dollar difference between proposed budget & current budget	1,526

NARRATIVE:

	FY 18/19
Granada #1	\$7,303
Granada #2	\$6,427
Granada #3	\$3,157
Alves Pump Station	\$9,663
Miramontes Tank	\$416
TOTAL	<u><u>\$26,966</u></u>

Assumes 6% rate increase.

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
TRUE**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5233 Description: Elec Exp/Pilarcitos Cyn	
Actual Amount As Of: 31-Dec 2017	6,597
PROJECTED ACTIVITY to END of FY:	25,712
Projected YEAR END TOTAL:	32,309
PROPOSED Line Item Amount:	34,248

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	32,309
% Change Actual Year End compared to Proposed Line item amount.	6.0%
% Change to Previous Year Budget	6.0%
Dollar difference between proposed budget & current budget	1,939

NARRATIVE:

Assumes that we will focus on well production more so than in the past. Assumes a 6% rate increase.

FY 18/19

Well #1	\$ 5,830	Well #4	\$ 2,714
Well #3	\$ 583	Well #4A	\$ 8,639
Well #3A	\$ 10,070	Well #5	\$ 5,512
Carter Hill	\$ 449	Telemetry	\$ 451
TOTAL		Total	\$ 34,248

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5234 Description: Electrical Exp., Denn	
Actual Amount As Of: 31-Dec 2017	50,832
PROJECTED ACTIVITY to END of FY:	49,168
Projected YEAR END TOTAL:	100,000
PROPOSED Line Item Amount:	130,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	92,220
% Change Actual Year End compared to Proposed Line item amount.	30.0%
% Change to Previous Year Budget	41.0%
Dollar difference between proposed budget & current budget	37,780

NARRATIVE:

Reflects increased electrical costs due to new booster pump station being on line.
Includes 6% rate increase from PG&E.

	FY 18/19
Denn Pump Station/Booster Station	\$102,000
Denn Well #1	\$1,124
Denn Well #2,3,4	\$2,809
Denn Well #5	\$562
Denn Well #9	\$5,618
Denn WTP	\$13,483
WWR System	\$4,404
 TOTAL	 <u><u>\$130,000</u></u>

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5242 Description: CSP - Operation	
Actual Amount As Of: 31-Dec 2017	4,526
PROJECTED ACTIVITY to END of FY:	5,974
Projected YEAR END TOTAL:	10,500
PROPOSED Line Item Amount:	10,700

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	10,500
% Change Actual Year End compared to Proposed Line item amount.	1.9%
% Change to Previous Year Budget	1.9%
Dollar difference between proposed budget & current budget	200

NARRATIVE: FY 18/19

Telephone & Telemetry	\$7,500
Alarm Co. (Bay Alarm / HMB Alarm)	\$1,100
Fire System Maint.	<u>\$2,100</u>
TOTAL	<u><u>\$10,700</u></u>

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5243 Description: CSP - Maintenance	
Actual Amount As Of: 31-Dec 2017	5,208
PROJECTED ACTIVITY to END of FY:	31,792
Projected YEAR END TOTAL:	37,000
PROPOSED Line Item Amount:	37,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	37,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

	FY 18/19
Electrical Testing (ETI)	\$7,500
Electrical Repair	\$6,000
Misc. Equipment & Repair	\$9,000
Telemetry & Alarms	\$4,500
Pump Maintenance	\$10,000
	<u><u>\$37,000</u></u>

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2018/2019

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5246 Description: Nunes WTP Oper	
Actual Amount As Of: 31-Dec 2017	25,132
PROJECTED ACTIVITY to END of FY:	46,868
Projected YEAR END TOTAL:	72,000
PROPOSED Line Item Amount:	77,850

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	72,000
% Change Actual Year End compared to Proposed Line item amount.	8.1%
% Change to Previous Year Budget	8.1%
Dollar difference between proposed budget & current budget	5,850

NARRATIVE:

Telephone/DSL	\$9,500	Chemicals	
Alarm System	<u>\$5,500</u>	Caustic	\$23,000
Sub total	\$15,000	Alum	\$28,350
		Salt	\$9,000
		Other	\$2,500
		Sub Total	\$62,850
		TOTAL	<u>\$77,850</u>

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5247 Description: Nunes WTP Maint	
Actual Amount As Of: 31-Dec 2017	38,326
PROJECTED ACTIVITY to END of FY:	84,174
Projected YEAR END TOTAL:	122,500
PROPOSED Line Item Amount:	115,250

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	122,500
% Change Actual Year End compared to Proposed Line item amount.	(5.9%)
% Change to Previous Year Budget	(5.9%)
Dollar difference between proposed budget & current budget	-7,250

NARRATIVE:

FY 18/19

Hach Service & Certification	\$6,500
Generator Service Contract	\$2,500
Sludge Removal	\$10,000
Electrical	\$6,500
Instrumentation/Controls	\$17,500
Tools	\$7,750
Motor & Pump Replacement	\$5,000
Filter Surveillance	\$0
Filter Rehab/Media	\$0
Pump Service	\$7,500
Paving Repairs	\$20,000
Trees / Landscape	\$24,500
Misc. Expenses / Office Supplies	\$7,500
	<u>\$115,250</u>

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5248 Description: Denn. WTP Oper.	
Actual Amount As Of: 31-Dec 2017	22,528
PROJECTED ACTIVITY to END of FY:	20,472
Projected YEAR END TOTAL:	43,000
PROPOSED Line Item Amount:	45,050

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	34,500
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	4.8%
% Change to Previous Year Budget	30.6%
Dollar difference between proposed budget & current budget	10,550

NARRATIVE:

Denniston reflects increase over prior year due to increased reliance on Denniston vs. SFPUC sources.

ADMIN		CHEMICALS	
Telephone/DSL	\$3,600	Caustic	\$8,000
Alarm System	\$3,600	917	\$12,500
		Salt	\$2,500
Subtotal	\$7,200	Pot. Perm	\$8,000
		Other	\$6,850
		Subtotal	\$37,850
		<hr/>	
		Total	\$45,050

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5249 Description: Denn WTP Maint	
Actual Amount As Of: 31-Dec 2017	52,659
PROJECTED ACTIVITY to END of FY:	37,341
Projected YEAR END TOTAL:	90,000

PROPOSED Line Item Amount:	101,850
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	60,000
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	13.2%
% Change to Previous Year Budget	69.8%
Dollar difference between proposed budget & current budget	41,850

NARRATIVE:

FY2018 reflects increased flows from Denniston vs. other sources.

	FY 18/19
Misc. Expenses / Office Supplies	\$ 4,750
Misc. Plumbing & Parts	\$ 11,500
Sludge Removal	\$ 6,100
Filter Surveillance	\$ 10,000
Treework	\$ 14,500
Inst. Controls	\$ 24,500
Dredging	\$ 25,000
Hach Service	\$ 2,500
Other	\$ 3,000
<hr/>	
TOTAL	\$ 101,850

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5250 Description: Laboratory Expenses	
Actual Amount As Of: 31-Dec 2017	26,169
PROJECTED ACTIVITY to END of FY:	32,831
Projected YEAR END TOTAL:	59,000
PROPOSED Line Item Amount:	71,450

Approved Line Item Amount:

<u>PREVIOUS YEAR BUDGET:</u>	<u>53,000</u>
% Change Actual Year End compared to Proposed Line item amount.	21.1%
% Change to Previous Year Budget	34.8%
Dollar difference between proposed budget & current budget	18,450

NARRATIVE:

Laboratory Costs associated with water sampling throughout distribution system, source waters and Treatment Plants.

Laboratory Costs associated with water sampling throughout distribution system, source waters and Treatment Plants.

(Additional sampling required for Lead in Schools, UCMR4 and LT2 sampling)

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5260	Description: Maintenance Expenses
Actual Amount As Of:	31-Dec 2017	97,201
PROJECTED ACTIVITY to END of FY:		194,499
Projected YEAR END TOTAL:		291,700

PROPOSED Line Item Amount:	291,700
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Approved Line Item Amount:

due to storms.

PREVIOUS YEAR BUDGET:	291,700
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% Change Actual Year End compared to Proposed Line item amount.	0.0%
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% Change to Previous Year Budget	0.0%
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Dollar difference between proposed budget & current budget	0
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NARRATIVE:

<u>ACCT 5260</u>		Equipment Rental	\$2,000
Laundry	\$1,200	Radio Repair/PM	\$2,000
Supplies Shop/Breakroom	\$1,250	Landscape Maint	\$7,500
Service Products	\$2,500	Cathodic Protection	\$10,500
Pump Repair	\$10,000	Misc. tools, etc.	\$9,500
USA	\$500	(Welder, Drill, Airtools, Sump Pump, Lrg tools)	
Backfill	\$5,000	Waste Services	\$3,000
Hydrant Repair	\$2,800	Fence Repairs	\$2,000
Tank Maintenance	\$4,000	Raising Valve (City/County)	\$15,000
Generator services	\$8,950	Building Maintenance	\$7,500
Safety Supplies	\$2,500		
DMV/Pre-employment Physical	\$1,000	<u>Acct 5260-10</u>	
Tree Removal	\$20,000	Emergency ML Repairs	\$100,000
Inventory	\$16,500	<u>Acct 5260-11</u>	
Materials	\$6,500	Paving	\$50,000

Spread:	TOTAL	\$291,700
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Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5261 Description: Maintenance, Wells	
Actual Amount As Of: 31-Dec 2017	0
PROJECTED ACTIVITY to END of FY:	40,000
Projected YEAR END TOTAL:	40,000
PROPOSED Line Item Amount:	40,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	40,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

wells and complete upgrades

	FY 18/19
Repairs	\$ 25,000
Electrical PM	\$8,000
Electrical	\$6,800
Plumbing	\$200
	<hr/>
	\$40,000

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2018/2019

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5263	Description: Uniforms
Actual Amount As Of:	31-Dec 2017	4,764
PROJECTED ACTIVITY to END of FY:		5,236
Projected YEAR END TOTAL:		10,000
PROPOSED Line Item Amount:		12,500

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	10,000
% Change Actual Year End compared to Proposed Line item amount.	25.0%
% Change to Previous Year Budget	25.0%
Dollar difference between proposed budget & current budget	2,500

NARRATIVE:

Field Operation Uniforms (8 pants, 12 shirts, 1 Winter & 1 Summer Jacket)
Cost increase reflects - (1) additional employee --- & vendor change.

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5318 Description: Studies/Surveys/Consulting	
Actual Amount As Of: 31-Dec 2017	33,395
PROJECTED ACTIVITY to END of FY:	126,605
Projected YEAR END TOTAL:	160,000
PROPOSED Line Item Amount:	\$160,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	160,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

Narrative:

	FY 18/19
<u>Consulting studies to include:</u>	
Annual Rate Study	\$40,000
Annual Water Loss Audit	\$70,000
Making Water Conservation a Way of Life (state mandate)	\$20,000
Hydraulic Model	\$25,000
Other	\$5,000
	<hr/> \$160,000

Move \$ from FY2017/18

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5321 Description: Water Resources	
Actual Amount As Of: 31-Dec 2017	8,310
PROJECTED ACTIVITY to END of FY:	15,690
Projected YEAR END TOTAL:	24,000
PROPOSED Line Item Amount:	25,200

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	37,000
% Change Actual Year End compared to Proposed Line item amount.	5.0%
% Change to Previous Year Budget	(31.9%)
Dollar difference between proposed budget & current budget	-11,800

NARRATIVE:

FY 18/19

BAWSCA - Conservetrack hosting/Admin Fees	\$1,500
High Efficiency Toilets Rebate Program	\$10,200
High Efficiency Fixture Devices	\$1,000
School Education Programs	\$5,200
Public Information / Outreach Programs	\$7,300
	\$25,200

Total

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5322 Description: Community Outreach	
Actual Amount As Of: 31-Dec 2017	14,391
PROJECTED ACTIVITY to END of FY:	40,309
Projected YEAR END TOTAL*:	54,700
PROPOSED Line Item Amount:	54,700

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	54,700
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

For community outreach between CCWD and our customers.	FY 18/19
Pacifica Coast Television - Recording meetings(14 @ \$250)	\$3,500
Montara Fog (14 @ \$300)	\$4,200
Prop 218/Other Public Notices (Printing/HMB Review/Mailing Services)	\$8,000
Postage for Public Outreach	\$8,000
Design/Printing Annual Reports (Consumer Confidence Report/ Water Supply Evaluation, etc.. Including Translation & Postage fees)	\$25,000
Constant Contact/Email	\$1,000
Graphic Artist/Photography	\$4,000
Pumpkin Festival	\$500
Pens	\$500
TOTAL	54,700

* Costs generally occur later in the year -- Consumer Confidence Report, Prop 218 Notices

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5381 Description: Legal	
Actual Amount As Of: 31-Dec 2017	21,130
PROJECTED ACTIVITY to END of FY:	78,871
Projected YEAR END TOTAL:	100,000
PROPOSED Line Item Amount:	100,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	110,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	(9.1%)
Dollar difference between proposed budget & current budget	-10,000

NARRATIVE:

This account is for the Legal Counsel General District business that is not included in capital projects or reimbursable projects. The legal costs for capital projects and reimbursable projects whether the work is performed by District Counsel or other counsel

HansonBridgett	\$90,000
Bartkiewicz (Water Rights)	\$10,000
Total	<u>\$100,000</u>

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5382 Description: Engineering	
Actual Amount As Of: 31-Dec 2017	20,406
PROJECTED ACTIVITY to END of FY:	39,594
Projected YEAR END TOTAL:	60,000
PROPOSED Line Item Amount:	60,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	100,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	(40.0%)
Dollar difference between proposed budget & current budget	-40,000

NARRATIVE:

This account is for the District Engineer's monthly retainer and for general District business that is not included in capital projects or reimbursable projects. The engineering costs for capital projects and reimbursable projects whether the work is performed by the District engineer or another engineer are part of the overall project and not an operating expense.

(Reflects decrease from previous year's budget - as engineering costs are generally charged to capital projects.)

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5383 Description: Financial Services	
Actual Amount As Of: 31-Dec 2017	13,428
PROJECTED ACTIVITY to END of FY:	6,572
Projected YEAR END TOTAL:	20,000
PROPOSED Line Item Amount:	20,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	20,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

Annual auditing services performed by Fedak & Brown, CPA and
Other misc services

	FY 18/19
Financial Audit Service	\$16,000
Accounting/Actuarial Services (OPEB)	\$4,000
Total	<u><u>\$20,000</u></u>

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5384	Description: Computer Services
Actual Amount As Of:	31-Dec 2017	51,995
PROJECTED ACTIVITY to END of FY:		92,805
Projected YEAR END TOTAL:		144,800
PROPOSED Line Item Amount:		163,600

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	144,800
% Change Actual Year End compared to Proposed Line item amount.	13.0%
% Change to previous year budget:	13.0%
Dollar difference between proposed budget & current budget	18,800
Includes addition of Aclara maintenance (AMI) and Tyler software maintenance over prior years actual	

NARRATIVE:

FY 18/19

Maintenance Agreements		Computer Services	
Tyler	\$25,000	New/Upgrades to software/Cust Rpts	\$5,000
Water Smart	\$13,000	Service/Repairs/Parts	\$10,000
Irvine Consulting Svcs	\$33,000		
Aclara	\$41,000	Coastside Net	\$1,000
XC2 Software	\$2,500	Rogue Web Works (Website Maint.)	\$7,500
Remit Plus/Ck Scanner)	\$2,100		
GIS License (CalCAD)	\$5,000	Spam Filtering	\$900
Web Filtering (Barracuda)	\$1,400	Comcast Internet	\$2,400
CalCad Assessor Update	\$3,500	CalCAD Annual Application Maint.	\$2,500
		CalCAD Updates	\$10,000
DCU location rental	\$2,400	Subtotal	\$34,300
Badger	400		
Subtotal	\$129,300	Grand Total	\$163,600

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5410 Description: Salaries, Admin.	
Actual Amount As Of: 31-Dec 2017	430,269
PROJECTED ACTIVITY to END of FY:	519,731
Projected YEAR END TOTAL:	950,000

PROPOSED Line Item Amount:	1,128,688
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	1,150,980
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	18.8%
% Change to Previous Year Budget	(1.9%)
Dollar difference between proposed budget & current budget	-22,292

NARRATIVE:

Admin Salaries include:

* Reflects an estimated 3.3% COLA adjustment (TBD-COLA is based upon the Department of Labor Statistics information for February to February timeframe.) Also includes step increases effective 7/1/2018.

Includes 100% salary of General Manager. FY2018/19 reflects reduction of (1) position from FY 2017/18 budget.

(See Spreadsheet of Account #5411A for Admin and Board of Directors Salaries)

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5411 Description: Salaries - Field	
Actual Amount As Of: 31-Dec 2017	681,060
PROJECTED ACTIVITY to END of FY:	658,940
Projected YEAR END TOTAL:	1,340,000
PROPOSED Line Item Amount:	1,366,174

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	1,266,081
% Change Actual Year End compared to Proposed Line item amount.	2.0%
% Change to Previous Year Budget	7.9%
Dollar difference between proposed budget & current budget	100,093

NARRATIVE:

* Reflects an estimated 3.3% COLA adjustment (TBD-COLA is based upon the Department of Labor Statistics information for February to February timeframe.) Also includes step increases effective 7/1/2018.

Salaries reflect addition of (1) operator position partially offset by the elimination of temporary staff.

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT
7/1/2018
FY 2017/2018 BUDGET WORKSHEET (5411 A)
SALARY INFORMATION - Accounts 5411 & 5410

EMPLOYEE	Current Hrly Rate	With Step Due 7/1/2018**	COLA 3.30%	Annual Pay	O T Hours	O T Pay	Cert. Pay	TOTAL
FIELD #5411								
Superintendent	69.19	70.92	73.26	152,376			12,000	164,376
Distribution Supervisor	58.23	58.23	60.15	125,112	80	7,218	7,200	139,530
WTP Supervisor	65.86	65.86	68.03	141,503	140	14,286	7,200	162,989
Sr. WTP Oper.	45.48	46.61	48.15	100,155	140	10,112	7,800	118,067
Treat/Dist Op	37.39	38.33	39.59	82,347	140	8,314	6,000	96,661
Treat/Dist Op	36.57	37.49	38.72	80,545	140	8,132	6,000	94,676
Treat/Dist Op (WTP)	33.82	34.66	35.81	74,476	140	7,519	7,200	89,195
Treat/Dist Op	39.14	39.23	40.52	84,291	140	8,510	6,000	98,801
Treat/Dist Op	39.23	39.23	40.52	84,284	140	8,509	4,800	97,594
Treat/Dist Op (WTP)	39.23	39.23	40.52	84,284	140	8,509	7,200	99,994
Treat/Dist Op	36.56	37.47	38.71	80,516	140	8,129	4,800	93,445
Treat/Dist Op	32.19	32.99	34.08	70,888	140	7,157	4,800	82,845
Other (Superintendent relocation)				8,000				8,000
Standby Pay for On-Call Employees				20,000				20,000
Sub total, Field				1,188,777		96,396	81,000	1,366,174

ADMIN #5410								
Gen Manager	108.44	108.44	112.02	232,996			6,000	238,996
Asst. General Manager	85.53	85.53	88.35	183,772			3,600	187,372
Water Resource Analyst	48.36	48.36	49.96	103,915	100	7,494	1,200	112,609
Office Mgr	47.75	47.75	49.33	102,605	100	7,399		110,004
Admin Assist.	46.15	46.15	47.67	99,157	100	7,151	1,200	107,507
Utility Billing Specialist	40.63	41.65	43.02	89,489	100	6,454	600	96,543
Customer Service Specialist II	36.26	36.41	37.61	78,232	50	2,821		81,053
Customer Service Specialist I	31.60	32.39	33.46	69,603	50	2,510		72,113
Customer Service Specialist II	34.66	35.53	36.70	76,339	50	2,753	1,200	80,292
Water Cons/Outreach				-		-		-
Other - Car Allowance				7,200				7,200
Part-Time Help	20.00			20,000				20,000
Directors				15,000				15,000
Sub total, Admin				1,078,308		36,581	13,800	\$1,128,688

TOTAL

2,267,085

\$2,494,862

General Manager is budgeted at full time.

** Step increases are given annually - 1X per year at 7/1/2018.

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2018/2019

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5420 Description: Payroll Taxes	
Actual Amount As Of: 31-Dec 2017	77,037
PROJECTED ACTIVITY to END of FY:	93,518
Projected YEAR END TOTAL:	170,555

PROPOSED Line Item Amount:	175,279
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	170,555
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% Change Actual Year End compared to Proposed Line item amount.	2.8%
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% Change to Previous Year Budget	2.8%
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Dollar difference between proposed budget & current budget	4,724
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NARRATIVE:

Payroll taxes, i.e. Social Security is a function of salaries. It is applied at a total rate of 7.65% of gross payroll. The final amount will be determined when salaries and employee complement is finalized by the Board.

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

Line Item

Amount

Acct. No. **5420**

Description:

Payroll Taxes

CALCULATION FOR PAYROLL TAXES

		SOCIAL SECURITY 6.20%	MEDICARE 1.45%	TOTAL
TOTAL PAYROLL	\$ 2,494,862			
AMOUNT SUBJECT TO SOCIAL SECURITY	\$ 2,243,599	\$ 139,103		\$ 139,103
AMOUNT SUBJECT TO MEDICARE	\$ 2,494,862		\$ 36,175	\$ 36,175
TOTAL				<u>\$ 175,279</u>

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5435	Description: Employee Medical Insurance
Actual Amount As Of: 31-Dec 2017	190,428
PROJECTED ACTIVITY to END of FY:	234,572
Projected YEAR END TOTAL:	425,000
PROPOSED Line Item Amount:	444,246

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	447,056
% Change Actual Year End compared to Proposed Line item amount.	4.5%
% Change to Previous Year Budget	(0.6%)
Dollar difference between proposed budget & current budget	-2,810

NARRATIVE: Reflects active employees only. Assumes rate increases effective 1/1/2019
7% Kaiser and 10% Anthem.

<u>Active Employees:</u>	FY 18/19
Medical	400,263
Dental	18,071
Vision	5,430
Life/AD&D	13,211
LTD	6,666
EAP	606
	444,246 Total

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5436 Description: Retiree Medical Insurance	
Actual Amount As Of: 31-Dec 2017	20,125
PROJECTED ACTIVITY to END of FY:	25,875
Projected YEAR END TOTAL:	46,000
PROPOSED Line Item Amount:	50,659

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	47,215
% Change Actual Year End compared to Proposed Line item amount.	10.1%
% Change to Previous Year Budget	7.3%
Dollar difference between proposed budget & current budget	3,444

NARRATIVE: Retiree Medical Insurance (see insurance breakdown for more detail)
Assumes 7% rate increase - Kaiser; 10% Anthem ---- effective 1/1/2019.

<u>Retirees:</u>	FY 18/19
Medical	48,429
Dental	412
Vision	1,818
	50,659 Total

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

ACCOUNT No. 5435 / Insurance Benefits for Active Employees - Current Year 2018/2019

ACTIVE EMPLOYEES

	Kaiser	Blue Cross	Dental	Vision	Life/AD&D	LTD	EAP
July-18	10,018	21,892	1,491	448	1,090	550	50
August-18	10,018	21,892	1,491	448	1,090	550	50
September-18	10,018	21,892	1,491	448	1,090	550	50
October-18	10,018	21,892	1,491	448	1,090	550	50
November-18	10,018	21,892	1,491	448	1,090	550	50
December-18	10,018	21,892	1,491	448	1,090	550	50
January-19	10,719	24,081	1,521	457	1,112	561	51
February-19	10,719	24,081	1,521	457	1,112	561	51
March-19	10,719	24,081	1,521	457	1,112	561	51
April-19	10,719	24,081	1,521	457	1,112	561	51
May-19	10,719	24,081	1,521	457	1,112	561	51
June-19	10,719	24,081	1,521	457	1,112	561	51
Total Active	\$ 124,424	\$ 275,839	\$ 18,071	\$ 5,430	\$ 13,211	\$ 6,666	\$ 606

Rate increase assumption 7% 10% 2% 2% 2% 2% 2%

ACCOUNT No. 5436 / Insurance Benefits for Retirees - Current Year 2018/2019

RETIREEES/COBRA

	Kaiser	Blue Cross	Dental	Vision
July-18	731	3,123	34	150
August-18	731	3,123	34	150
September-18	731	3,123	34	150
October-18	731	3,123	34	150
November-18	731	3,123	34	150
December-18	731	3,123	34	150
January-19	782	3,435	35	153
February-19	782	3,435	35	153
March-19	782	3,435	35	153
April-19	782	3,435	35	153
May-19	782	3,435	35	153
June-19	782	3,435	35	153
Total Retiree	\$ 9,079	\$ 39,350	\$ 412	\$ 1,818

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5440 Description: Employee Retirement	
Actual Amount As Of: 31-Dec 2017	263,004
PROJECTED ACTIVITY to END of FY:	281,376
Projected YEAR END TOTAL:	544,380
PROPOSED Line Item Amount:	595,537

Approved Line Item Amount:

PREVIOUS YEAR BUDGET: **544,380**

% Change Actual Year End compared to Proposed Line item amount. **9.4%**

% Change to Previous Year Budget **9.4%**

Dollar difference between proposed budget & current budget **51,157**

NARRATIVE:

This line item is a function of salaries and will be determined when salaries and employee complement is set by the Board

<p>2.5% @ 55 Employer Rate increased from 10.848% (FY 17/18) to 11.419% for FY18/19. In addition, the amount \$372,552 will be added for our unfunded liability. (This amount is up \$41K over the prior year's contribution to our unfunded liability. Employees pay 100% of the employee contribution, or (8%).</p>
<p>2% @ 60 Employer Rate increased from 7.850% (FY 17/18) to 8.346% (FY18/19.) In addition \$642 will be added to cover this year's contribution to the unfunded liability. Employees pay 100% of the employee contribution, or (7%).</p>
<p>2% @ 62 - New Tier - Effective January 1, 2013 (PERS Pension Reform Act 2013 - PEPRA) Employer rate increase from 6.908% in FY17/18 to 7.266% in FY 18/19; In addition, \$1,618 will be added to cover our unfunded liability. Member Contribution (6.5%) 100% paid by Employee</p>

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2018/2019

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5445	Description: SIP 401a Plan
Actual Amount As Of:	31-Dec 2017	0
PROJECTED ACTIVITY to END of FY:		35,000
Projected YEAR END TOTAL:		35,000
PROPOSED Line Item Amount:		35,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	35,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5510 Description: Motor Vehicle Exp.	
Actual Amount As Of: 31-Dec 2017	33,526
PROJECTED ACTIVITY to END of FY:	23,174
Projected YEAR END TOTAL:	56,700
PROPOSED Line Item Amount:	60,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	56,700
% Change Actual Year End compared to Proposed Line item amount.	5.8%
% Change to Previous Year Budget	5.8%
Dollar difference between proposed budget & current budget	3,300

NARRATIVE:

	<u>FY 18/19</u>
Fuel	\$30,000.00
Mobile Phones/Radios	\$15,000.00
Service & Repairs	\$15,000.00

	<u><u>\$60,000.00</u></u>
Total	

*

Jul	Aug	Sept	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

Budget Worksheet

Fiscal Year
2018/2019

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5620	Description: Office & Billing Expenses
Actual Amount As Of: 31-Dec 2017	118,478
PROJECTED ACTIVITY to END of FY:	107,022
Projected YEAR END TOTAL:	225,500
PROPOSED Line Item Amount:	261,600

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	225,500
% Change Actual Year End compared to Proposed Line item amount.	16.0%
% Change to Previous Year Budget	16.0%
Dollar difference between proposed budget & current budget	36,100

NARRATIVE:

See Sheet 5620 A which details the cost items comprising this line item
Category was underbudgeted in prior years given recent historical activity.

5620-00	General Office	\$	33,000	
5620-30	Billing & Fulfillment Services	\$	50,000	
5620-31	Payroll	\$	9,000	
5620-32	Equipment Leases/Maint	\$	22,600	
5620-33	Credit Card/Bank Fees	\$	50,000	
5620-34	Office Facilities/Communication	\$	86,000	
5620-35	Bad Debt Expense	\$	11,000	<u><u>\$ 261,600</u></u>

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

Account 5620 - Detail of Account

Acct No	Account Name	Description	Amount	
5620-00	General Office	Postage/Printing	\$	10,000
		Office Supplies	\$	20,000
		Recruitment/HR Related	\$	3,000
				\$ 33,000
5620-30	Billing Fulfillment Services	Dataprose (reflects move to monthly billing)		\$ 50,000
	Monthly Billing			
	Bill package	\$ 6,800.00 \$	0.16 \$	1,054.00
	Search & Viewbill	\$ 7,500.00 \$	0.02 \$	112.50
	NCOAlink	\$ 50.00 \$	0.50 \$	25.00
	Additional Impressions	\$ 1,400.00 \$	0.04 \$	49.00
	Bill suppression	\$ 700.00 \$	0.05 \$	35.00
	Oversize surcharge	\$ 10.00 \$	0.20 \$	2.00
		\$ 10.00 \$	4.00 \$	40.00
	Postage	\$ 6,800.00 \$	0.40 \$	2,720.00
	Late package			\$ 250.00
	Total Monthly - Dataprose			<u>\$ 4,287.50</u>
	Annual			<u>\$ 51,450.00</u>
5620-31	Payroll	Payroll Processing with ADP		\$ 9,000
5620-32	Leases/Equipment Maint	Pitney Bowes	\$	2,600
		Ricoh Copy Machine	\$	12,000
		Office Equipment Repairs	\$	3,000
		Office Alarms and Security Camera	\$	5,000
				\$ 22,600
5620-33	Credit Card/Bank Fees	Insite Transaction Fees		\$ 50,000
		Bank Fees		
5620-34	Office Facilities/Communications	Janitorial Service	\$	16,800
		Pest Control	\$	3,500
		Office Building	\$	5,000
		Iron Mountain - Offsite Storage	\$	6,500
		Bay Alarm	\$	1,800
		PG&E - District Office	\$	8,400
		TPX Communications	\$	24,000
		AT&T	\$	20,000
				\$ 86,000
5620-35	Bad Debt Expense			\$ 11,000
				\$ 261,600

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5625 Description: Meetings/Training/Seminars	
Actual Amount As Of: 31-Dec 2017	12,253
PROJECTED ACTIVITY to END of FY:	11,747
Projected YEAR END TOTAL:	24,000

PROPOSED Line Item Amount:	26,000
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	24,000
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	8.3%
% Change to Previous Year Budget	8.3%
Dollar difference between proposed budget & current budget	2,000

FY 18/19

NARRATIVE:

	<u>Amount</u>
Conferences (District Employees)	\$ 5,000
Conferences/Seminars (Board of Directors)	\$ 3,000
Staff Training/Seminars/Continuing Education	\$ 4,000
Safety Training (CINTAS)	\$ 9,000
WTO/WDO Renewal/Application Fees	\$ 2,000
Water Resource Meetings, Training, Seminars	\$ 3,000
TOTAL	<u>\$ 26,000</u>

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2018/2019

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5630 Description: Insurance	
Actual Amount As Of: 31-Dec 2017	60,028
PROJECTED ACTIVITY to END of FY:	59,972
Projected YEAR END TOTAL:	120,000
PROPOSED Line Item Amount:	129,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	120,000
% Change Actual Year End compared to Proposed Line item amount.	7.5%
% Change to Previous Year Budget	7.5%
Dollar difference between proposed budget & current budget	9,000

NARRATIVE:	FY 18/19
Auto/General Liability	\$65,000
Property Program	\$22,000
Workers Compensation	\$42,000
TOTAL	<u><u>\$129,000</u></u>

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2018/2019

<u>Line Item</u>			<u>Amount</u>
Acct. No.	5687	Description:	Memberships & Subscriptions
Actual Amount As Of:	31-Dec	2017	42,612
PROJECTED ACTIVITY to END of FY:			32,738
Projected YEAR END TOTAL:			75,350
PROPOSED Line Item Amount:			75,970

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	75,350
% Change Actual Year End compared to Proposed Line item amount.	0.8%
% Change to Previous Year Budget	0.8%
Dollar difference between proposed budget & current budget	620

NARRATIVE: See attached worksheet for detail of costs

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

Worksheet 5687A			
Budget Detail Worksheet			
Line Item: Memberships & Subscriptions			Description
Acct. No. 5687		Amount	
	Alliance for Water Efficiency	\$ 500	Annual Membership
	ACWA	\$ 15,000	Membership dues/Delta Sustainability
	AWWA	\$ 3,000	Membership dues and technical publications
	BAWSCA	\$ 32,500	Annual assessment & dues
	California Emergency Utilities	\$ 500	Annual Membership
	California Special Districts	\$ 7,000	Annual membership
	California Urban Water Conservation Council	\$ 2,700	Annual Membership
	Chamber of Commerce	\$ 600	Membership dues
	Costco	\$ 110	Annual Membership
	Half Moon Bay Review	\$ 60	Annual Subscription
	IAMPO	\$ 100	Subscription for Backflow Prevention Magazine
	Miscellaneous	\$ 3,500	Miscellaneous Dues/Memberships/Subscriptions
	Tyler User Groups	\$ 2,000	Tyler Software
	Underground Service Alert	\$ 2,000	Annual Membership
	Water Education Foundation	\$ 1,000	Membership dues and technical publications
	Water Net	\$ 250	Publication & Membership
	Water Research Foundation	\$ 1,100	Annual Membership Dues
	Water ReUse	\$ 700	Annual Association Dues
	Wellness Program	\$ 2,100	Wellness Program
	West Group (Formally Barclays)	\$ 600	Updates on California Code of Regulations regarding construction laws
	Wienhoff & Associates	\$ 650	Consortia Fee
	TOTAL	\$ 75,970	

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5688	Description: Election Expense
Actual Amount As Of:	31-Dec 2017	0
PROJECTED ACTIVITY to END of FY:		0
Projected YEAR END TOTAL:		0
PROPOSED Line Item Amount:		25,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET: **0**

% Change Actual Year End compared to Proposed Line item amount.

% Change to Previous Year Budget

Dollar difference between proposed budget & current budget 25,000

NARRATIVE:

Next election is November 2018 - County of San Mateo election costs

Spread:

Jul	Aug	Sep	Oct	Nov	Dec	Totals
Jan	Feb	Mar	Apr	May	Jun	

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5689 Description: Union Expenses	
Actual Amount As Of: 31-Dec 2017	0
PROJECTED ACTIVITY to END of FY:	6,000
Projected YEAR END TOTAL:	6,000
PROPOSED Line Item Amount:	6,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	6,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

Union Negotiation Services	\$ 6,000
TOTAL	\$ 6,000

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5700 Description: County Fees	
Actual Amount As Of: 31-Dec 2017	12,856
PROJECTED ACTIVITY to END of FY:	7,144
Projected YEAR END TOTAL:	20,000
PROPOSED Line Item Amount:	20,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	20,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

FY 18/19

1. The cost of the LAFCo budget, estimated	\$7,000.00
2. Hazardous Material Handling (Nunes & Denniston)	\$4,000.00
3. Property Taxes	\$1,500.00
4. Annual Encroachment Permit	\$6,000.00
5. District Digital Mapping - Secured Master Data	\$1,500.00
	<u>\$20,000.00</u>

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5705 Description: State Fees	
Actual Amount As Of: 31-Dec 2017	2,182
PROJECTED ACTIVITY to END of FY:	33,818
Projected YEAR END TOTAL:	36,000

PROPOSED Line Item Amount:	36,500
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	24,000
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	1.4%
% Change to Previous Year Budget	52.1%
Dollar difference between proposed budget & current budget	12,500

NARRATIVE:

Large water systems fee - State Water Resource Control Board; plus applications and annual permits/reports on operation of the Nunes & Denniston *Water Treatment Plants*

#2 Water Rights (initialized by SWRCB) for both Pilarcitos & San Vicente

#3 RWQCB NPDES Annual Fee

#4 Bay Area Air Quality Management Dist - Permits to Operate

#1	\$27,000	500
#2	\$2,000	
#3	\$2,000	
#4	\$5,500	
	<hr/>	
	\$36,500	

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

Line Item **Amount**

Acct. No. **5712** Description: **Existing Bonds - 2006B**

Actual Amount As Of: 31-Dec 2017 **361,747**

PROJECTED ACTIVITY to END of FY: **125,029**

Projected YEAR END TOTAL: **486,776**

PROPOSED Line Item Amount:	486,383
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	486,776
% Change Actual Year End compared to Proposed Line item amount.	(0.1%)
% Change to Previous Year Budget	(0.1%)
Dollar difference between proposed budget & current budget	-393

NARRATIVE:

CSCDA Pooled Financing Program Series 2006B

September 2018 Payment	\$366,963
March 2019 Payment	\$116,603
Annual fees (CSCDA/Admin Fees)	\$2,817
	\$486,383

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5715 Description: Existing Bond-CIEDB 11-099	
Actual Amount As Of: 31-Dec 2017	262,467
PROJECTED ACTIVITY to END of FY:	0
Projected YEAR END TOTAL:	336,269
PROPOSED Line Item Amount:	336,126

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	336,269
% Change Actual Year End compared to Proposed Line item amount.	(0.0%)
% Change to Previous Year Budget	(0.0%)
Dollar difference between proposed budget & current budget	-143

NARRATIVE:

California Infrastructure & Economic Development Bank (I-Bank) - CIEDB-11-099

July 2018 Payment	\$264,524
January 2019 Payment	<u>\$71,602</u>
	\$336,126

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2018/2019**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5716 Description: CIEDB 16-111	
Actual Amount As Of: 31-Dec 2017	229,848
PROJECTED ACTIVITY to END of FY:	94,804
Projected YEAR END TOTAL:	324,652
PROPOSED Line Item Amount:	324,235

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	324,652
% Change Actual Year End compared to Proposed Line item amount.	(0.1%)
% Change to Previous Year Budget	(0.1%)
Dollar difference between proposed budget & current budget	-417

NARRATIVE:

Reflects new lbank loan per loan schedule

July 2018 payment	\$231,498
January 2019 payment	<u>\$92,737</u>
	\$324,235

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

Project #	Project Name	Comments	FY18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY26/27	FY27/28	FY 18/19 to FY 27/28 Total
Equipment Purchase & Replacement													
06-03	SCADA/Telemetry/Electric Controls Replacement (Backup Communications @ Cahill, PRV controls)		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 500,000
08-10	Backhoe			\$ 200,000									\$ 200,000
15-04	Vactor Truck/Trailer							\$ 500,000					\$ 500,000
19-XX	Valve truck	New FY18-19. Valve truck will replace the valve exercising trailer that was purchased ~10 years ago.			\$ 225,000								\$ 225,000
99-02	Vehicle Replacement	Increase budget by \$10K per year	\$ 100,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 460,000
Equipment Purchase & Replacement Totals			\$ 150,000	\$ 290,000	\$ 315,000	\$ 90,000	\$ 90,000	\$ 590,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 1,885,000

Facilities & Maintenance													
08-08	PRV Valves Replacement Project		\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000							\$ 120,000
09-09	Fire Hydrant Replacement	Increase from \$40K to \$140K per year	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 1,000,000
15-03	District Administration/Operations Center								\$ 3,000,000				\$ 3,000,000
16-07	Sample Station Replacement Project	Increase from \$20K to \$30K	\$ 30,000										\$ 30,000
17-15	Pilarcitos Canyon Emergency Road Repairs	Moved from FY17/18 to FY18/19 (restoration work from Feb 2017 storms)	\$ 100,000										\$ 100,000
18-13	Denniston WTP and Tank Road Repairs and Paving	New	\$ 100,000										\$ 100,000
99-01	Meter Change Program	Ongoing replacement of larger meters	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 200,000
Facilities and Maintenance Totals			\$ 420,000	\$ 190,000	\$ 190,000	\$ 190,000	\$ 160,000	\$ 160,000	\$ 60,000	\$ 3,060,000	\$ 60,000	\$ 60,000	\$ 4,550,000

Pipeline Projects													
06-02	Highway 1 South Pipeline Replacement Project	Increase from \$500K to \$750K	\$ 750,000										\$ 750,000
07-03	Pilarcitos Canyon Pipeline Replacement	Increase from \$600K to \$700K - need SFPUC approval; moved from FY18/19 to FY19/20		\$ 700,000									\$ 700,000
07-04	Bell Moon Pipeline Replacement Project	move up from FY23/24 and FY24/25	\$ 60,000	\$ 250,000									\$ 310,000
13-02	Replace 8 Inch Pipeline Under Creek at Pilarcitos Ave	Add \$50K for design	\$ 50,000			\$ 400,000							\$ 450,000
14-01	Replace 12" Welded Steel Line on Hwy 92 with 8"	Add \$100K for design	\$ 100,000					\$ 1,000,000	\$ 1,000,000	\$ 1,000,000			\$ 3,100,000
14-27	Grandview 2 Inch Replacement	Increased project by \$1M in FY23/24 - due to expanded scope; design in FY18/19	\$ 50,000					\$ 1,450,000					\$ 1,500,000
14-28	Replace 2 Inch Hilltop Market to Spanishtown							\$ 240,000					\$ 240,000
14-29	Replace 2 Inch GS Purissima Way	Move out from FY19/20 to FY20/21			\$ 125,000								\$ 125,000
14-30	Replace Miscellaneous 2 Inch GS El Granada	Move up from FY19/20 to FY18/19	\$ 60,000										\$ 60,000
14-31	Ferdinand Avenue - Replace 4" WS Ferdinand Ave. to Columbus	Increase from \$225K to \$450K; moved out from FY 19/20 to FY20/21 - add design in FY 18/19	\$ 60,000		\$ 450,000								\$ 510,000
14-32	Casa Del Mar - Replace Cast Iron Mains	Add \$350K for PRVs - FY18/19 and FY19/20 -- will allow us to decrease pressure/extend life; pushed out main replacement to FY26/27 and FY27/28 and increase by \$1M		\$ 350,000							\$ 1,500,000	\$ 1,500,000	\$ 3,350,000
14-33	Miramar Cast Iron Pipeline Replacement	Increase FY24/25 from \$500K to \$1M							\$ 1,000,000	\$ 1,000,000			\$ 2,000,000
16-09	Slipline 10 Inch Pipeline in Magellan at Hwy 1	Move our from FY18/19 to FY20/21			\$ 100,000								\$ 100,000
18-01	Pine Willow Oak - 2400 feet	Increase FY21/22 from \$500K to \$1M				\$ 1,000,000							\$ 1,000,000
19-XX	Grand Blvd Pipeline/PRV Loop				\$ 250,000								
NN-00	Unscheduled CIP	Added line item to cover unscheduled CIP that occurs during the year. Removed pipeline replacements in Yrs 6-10	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 1,000,000
Pipeline Projects Totals			\$ 1,230,000	\$ 1,400,000	\$ 1,025,000	\$ 1,500,000	\$ 100,000	\$ 2,790,000	\$ 2,100,000	\$ 2,100,000	\$ 1,600,000	\$ 1,600,000	\$ 15,195,000

Pump Stations/Tanks/Wells													
06-04	Hazen's Tank Removal	move from FY17/18 to FY18/19	\$ 30,000										\$ 30,000
08-14	Alves Tank Recoating, Interior & Exterior	Assumes design work plus start of project in FY18/19; \$600K added from prior CIP	\$ 600,000	\$ 1,500,000									\$ 2,100,000
19-XX	EG Tank #1 Recoating, Interior & Exterior	New	\$ 100,000	\$ 500,000	\$ 800,000								\$ 1,400,000
19-XX	Miramar Tank - Chime	new - seismic evaluation in FY18/19	\$ 40,000		\$ 250,000								\$ 290,000

Project #	Project Name	Comments	FY18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY26/27	FY27/28	FY 18/19 to FY 27/28 Total
08-16	Cahill Tank Exterior Recoat	increased from \$75K to \$200K		\$ 200,000									\$ 200,000
09-18	Pilarcitos Well Field Improvements	moved - design work in FY18/19 with implementation in FY19/20		\$ 150,000									\$ 150,000
11-02	CSPS Stainless Steel Inlet Valves							\$ 100,000					\$ 100,000
11-05	Half Moon Bay Tank #2 Interior & Exterior Recoat	FY 19/20 and FY20/21 - added design and seismic evaluation \$50K each year; moved tank rehab out from FY20/21 to FY21/22 and increased costs for \$400K to \$750K		\$ 50,000	\$ 50,000	\$ 750,000							\$ 850,000
11-06	Half Moon Bay Tank #3 Interior & Exterior Recoat	FY 19/20 and FY20/21 - added design and seismic evaluation \$50K each year; increased costs of tank rehab for \$400K to \$1M		\$ 50,000	\$ 50,000		\$ 1,000,000						\$ 1,100,000
16-08	Denniston Well Field Improvements	Moved from FY18/19 to FY23/24; increased from \$100K to \$150K						\$ 150,000					\$ 150,000
18-04	CSP Fire System	Moved from FY18/19 to FY23/24;						\$ 40,000					\$ 40,000
18-05	Denniston Tank THM Residual Control	move from FY17/18 to FY18/19	\$ 80,000										\$ 80,000
18-06	CSP -- (3) Butterfly Valves	increased from \$45K to \$80K	\$ 80,000										\$ 80,000
19-XX	Tanks - THM Control	New	\$ 120,000										\$ 120,000

Pump Stations/Tanks/Wells Totals \$ 1,050,000 \$ 2,450,000 \$ 1,150,000 \$ 750,000 \$ 1,000,000 \$ 290,000 \$ - \$ - \$ - \$ - \$ - \$ 6,690,000

Water Supply Development

12-12	San Vicente Diversion and Pipeline	moved \$100K up from FY19/20 to FY18/19	\$ 100,000	\$ 200,000	\$ 1,000,000	\$ 1,000,000							\$ 2,300,000
13-04	Denniston Reservoir Restoration	move from FY19/20 to FY20/21			\$ 1,000,000								\$ 1,000,000
17-12	Recycled Water Project Development	move from FY17/18 to FY18/19	\$ 100,000										\$ 100,000

Water Supply Development Totals \$ 200,000 \$ 200,000 \$ 2,000,000 \$ 1,000,000 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ 3,400,000

Water Treatment Plants

08-07	Nunes Filter Valve Replacement	Changed from \$45K per year for (5) years to \$500K to get work all completed at once; Cost increase includes hiring a contractor to replace the valves (vs. CCWD staff) due to safety issues.	\$ 500,000										\$ 500,000
13-05	Denniston WTP Emergency Power	Move up from FY23/24 to FY19/20; design work in FY19/19	\$ 50,000	\$ 400,000									\$ 450,000
17-01	Nunes Water Treatment Plant Treated Water Meter	removed											\$ -
17-04	Denniston Dam Spillway Repairs	work will be done in FY17/18											\$ -
18-11	Nunes Bulk Caustic Tank	moved from FY17/18 to FY19/20		\$ 40,000									\$ 40,000

Water Treatment Plants Totals \$ 550,000 \$ 440,000 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ 990,000

GRAND TOTAL \$ 3,600,000 \$ 4,970,000 \$ 4,680,000 \$ 3,530,000 \$ 1,350,000 \$ 3,830,000 \$ 2,250,000 \$ 5,250,000 \$ 1,750,000 \$ 1,750,000 \$ 32,710,000

MEMO - Prior CIP Difference \$ 3,598,000 \$ 2,238,000 \$ 2,628,000 \$ 4,148,000 \$ 3,128,000 \$ 2,483,000 \$ 1,683,000 \$ 4,683,000 \$ 1,683,000 \$ 30,180,000
 \$ 2,000 \$ 2,732,000 \$ 2,052,000 \$ (618,000) \$ (1,778,000) \$ 1,347,000 \$ 567,000 \$ 567,000 \$ 67,000

5 year change Recap	\$ 2,390,000	5 year average	\$ 3,626,000
Delay Hwy 92 8 inch	\$ (2,900,000)	Alves Tank Refurbishment	\$ 600,000
Delay Casa del Mar Pipeline Replacement	\$ (2,000,000)	EG Tank #1 Refurbishment (New to CIP)	\$ 1,400,000
Offset by addition of PRVs in Casa del Mar	\$ 350,000	Miramar Tank Chime (New to CIP)	\$ 290,000
Delay Vactor Truck	\$ (500,000)	HMB Tank #2	\$ 430,000
Valve Truck (New to CIP)	\$ 200,000	HMB Tank #3	\$ 680,000
Fire hydrants	\$ 500,000	Nunes Filter Valve Replacement	\$ 275,000
Pipeline Replacement-Hwy 1 South	\$ 250,000	Denniston Emergency Power	\$ 450,000
Pipeline Replacement-Bell Moon	\$ 310,000	Unscheduled CIP placeholder added	\$ 500,000
Pipeline Replacement-Ferdinand	\$ 285,000	Other (< \$200,000 projects)	\$ 520,000
Pipeline Replacement-Pine Willow	\$ 500,000		
Grand Blvd - PRV loop	\$ 250,000		
			\$ 2,390,000

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: February 13, 2018

Report

Date: February 9, 2018

Subject: Assistant General Manager's Report

Recommendation: none

Background:

- **AMI (Advanced Metering Infrastructure) Installation:** During the month of February, Professional Meters, Inc. (PMI) will be installing residential meters in El Granada and non-residential meters District-wide. PMI estimates that they will complete installations District-wide in early March, 2018.
- **SFPUC Memo from Steven Ritchie - Initial Water Supply Availability Estimate:** On February 1, Steven Ritchie sent out the attached memo to the SFPUC Wholesale Customers. Mr. Ritchie notes that despite the below normal precipitation to date, at this time SFPUC does not anticipate needing to request demand reductions for the retail and wholesale service areas.



TO: SFPUC Wholesale Customers 

FROM: Steven R. Ritchie, Assistant General Manager, Water

DATE: February 1, 2018

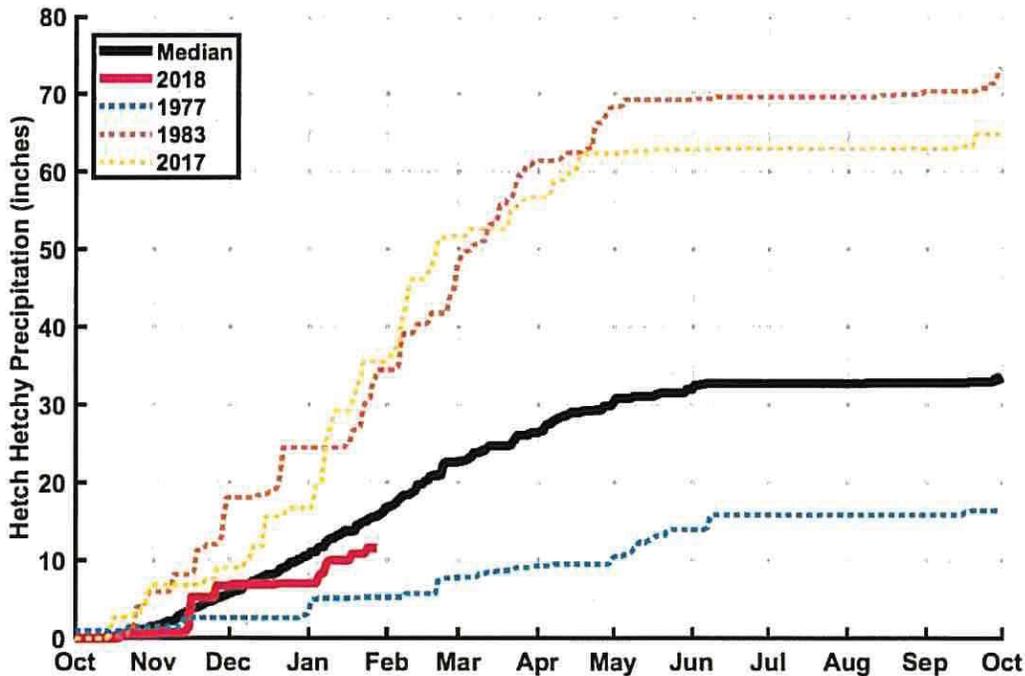
RE: Initial Water Supply Availability Estimate

This memo provides the initial estimates of water availability for Water Year 2018. Thus far, the water year's precipitation has been below normal in the local and Hetch Hetchy watersheds. However, at this time the SFPUC does not anticipate needing to request demand reductions for the retail and wholesale service areas.

The February 1st snow surveys in the Hetch Hetchy watershed are nearly completed, and snowpack above 8200 feet is about half of normal for this time of year. Evaluating the entire snowpack, it is about a third of the average to date. While the snowpack is lagging, the preliminary water supply forecast indicates Hetch Hetchy Reservoir will likely fill even if precipitation conditions for the remainder of the year are exceptionally dry. The preliminary February 1st water supply forecast indicates there is about a 25% chance that the entire water system will refill, including Water Bank, following spring runoff.

The plots below provide precipitation at Hetch Hetchy and snowpack in the watershed.

Hetch Hetchy Precipitation as of January 29, 2018



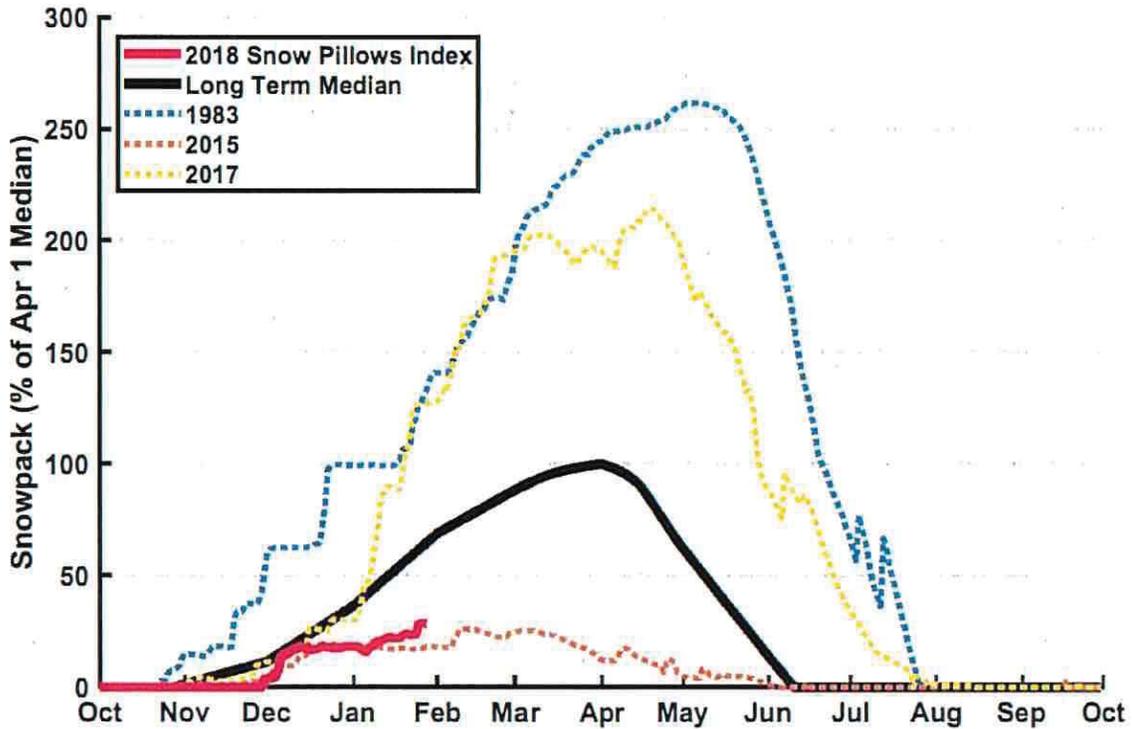
- Mark Farrell
Mayor
- Ike Kwon
President
- Vince Courtney
Vice President
- Ann Moller Caen
Commissioner
- Francesca Vietor
Commissioner
- Anson Moran
Commissioner
- Harlan L. Kelly, Jr.
General Manager

Services of the San Francisco Public Utilities Commission

OUR MISSION: To provide our customers with high-quality, efficient and reliable water, power and sewer services in a manner that values environmental and community interests and sustains the resources entrusted to our care.



% of Median April 1st Upcountry Snowpack as of January 29, 2018



The local precipitation totals are below normal for this water year as well. For the 7-station index, (based on precipitation gages at Calaveras Dam, Mt. Hamilton, San Antonio, Alameda East, Lower Crystal Springs, San Andreas, and Pilarcitos,) the precipitation total year-to-date is 10.52 inches, which is about 72.5% of the average year-to-date.

Although precipitation and snowpack are lagging, system storage remains high for this time of year and demands continue to be below pre-drought levels. At this point, we do not anticipate requiring water reductions; however, we will be tracking demand and snowpack closely as the season progresses to determine if other actions are necessary.

The SFPUC will send an update on the water supply availability on or around March 1, 2018 and will have a final estimate of water supply availability on April 15, 2018 or sooner. A full report of the current water supply conditions will be provided at the Annual Wholesale Customer Meeting on Thursday February 15, 2018.

cc.: Nicole Sandkulla, CEO/General Manager, BAWSCA

MONTHLY REPORT

To: David Dickson, General Manager
From: James Derbin, Superintendent of Operations
Agenda: February 13, 2018

Report
Date: February 7, 2018

Monthly Highlights

- New delay pilots added to the altitude valves on the Alves and EG1 tanks in an effort to improve water quality
- Load bank testing was conducted on all District emergency generators
- Final comments submitted to Pakpour Consulting on the revised CCWD Specification and Standards
- Staff is preparing for the first round of EPA required 4th Unregulated Contaminant Monitoring Rule (UCMR4) sampling this month
- Seacrest School first grade class took a tour of the Nunes Water Treatment Plant

Source of Supply

Denniston Well 9 and Pilarcitos wells with Denniston and Crystal Springs Reservoirs as the sources of supply in January. Combined flows from the Pilarcitos wells is currently ~320 gpm.

Projects

Denniston Pump Station and Bridgeport Transmission Main Project

Problematic speeds on the new pumps will be avoided through programming the Variable Frequency Drive (VFD) interface. Punch list items are complete. The pump manufacturer has issued CCWD an extended warranty on Pump 2 due to vibration issues.

Automatic Meter Infrastructure

As of 2/7/18, PMI has installed a total of 3843 new meters.

Downtown 2" Main Replacement Project

Andreini Brothers has completed replacing the 2" main on Correas Street with a new 6" DI main and will be mobilizing to San Benito Street next.

STAFF REPORT

To: Board of Directors
From: Cathleen Brennan, Water Resources Analyst
Agenda: February 13, 2018

Report Date: February 8, 2018

Subject: Water Resources Informational Report

February 2018 Snow Survey Results



California Department of Water Resources

California's statewide snowpack's snow water equivalent is 4.9 inches or 27 percent of the February 1st average.

Proposed Regulations Regarding Water Conservation

The State Water Resources Control Board released draft language for new water conservation regulations. There are special provisions for the Napa River and Russian River along with a policy stating that the board shall consider the use of recycled water or reuse of water during an investigation of water misuse.

The following summarized actions are specifically prohibited in the draft language.

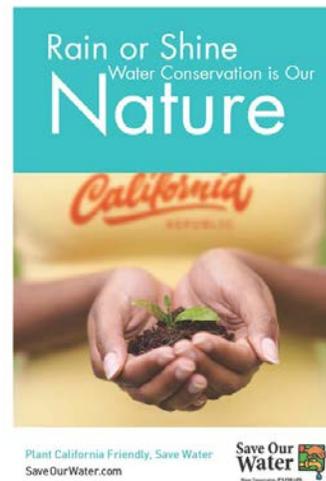
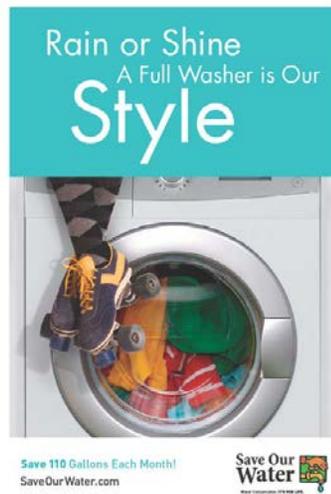
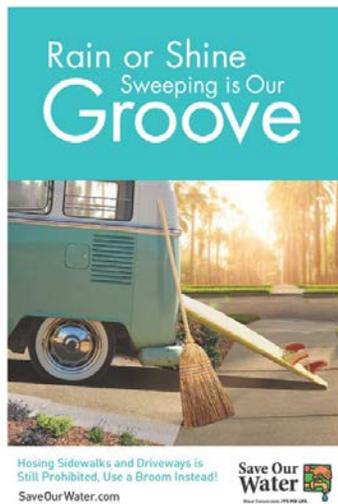
- A) Incidental runoff from the application of water to an outdoor landscape.
- B) Use of a hose dispensing water to wash a motor vehicle, unless the hose is fitted with a shutoff nozzle.
- C) Potable water applied directly to driveways and sidewalks.
- D) Potable water being used in a fountain or decorative water feature except if the water is part of a recirculating system.
- E) Application of water to irrigate turf and ornamental landscapes during and within 48 hours after measurable (one fourth of one inch) rainfall.
- F) Serving drinking water other than upon request in eating and drinking establishments during a state of emergency based on drought conditions.
- G) Effective January 25, 2025 - irrigating turf on public street medians.
Exceptions include when turf irrigation is incidental to the irrigation of trees, the turf serves a community function or the turf has been irrigated with recycled water prior to 2018.

Exceptions to the prohibitions can be made for health and safety needs and to comply with state or federal permit conditions. And it is being proposed that hotels be required to post a notice allowing guests the option of not laundering linens daily. The District did not provide comments on the proposed regulations.

2018 Save Our Water Campaign

Water Conservation: It's For Life

New messaging, infographics and artwork are being developed by the Save Our Water Campaign. The campaign materials are made available to water agencies to use in outreach. The new materials are expected to be available in April of 2018.



Rain or Shine
Water Conservation is Our
Thing