

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

SPECIAL MEETING OF THE BOARD OF DIRECTORS

Tuesday, February 14, 2017 - 6:30 p.m.

AGENDA

1) ROLL CALL

2) PUBLIC COMMENT

Members of the public may address the Board of Directors on the items on the agenda for this special meeting. The Chair requests that each person addressing the Board complete and submit a speaker slip, and limit their comments to three (3) minutes.

3) CLOSED SESSION

**Pursuant to California Government Code Section §54957.6
Conference with Labor Negotiator**

Agency Designated Representatives: David Dickson, General Manager
and Mary Rogren, Assistant General Manager

Employee Organization: Teamsters Union, Local 856

4) RECONVENE TO OPEN SESSION

Public report of closed session action.

5) ADJOURNMENT

***Accessible Public Meetings** - Upon request, the Coastside County Water District will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, telephone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least two (2) days before the meeting. Requests should be sent to: Coastside County Water District, Attn: Alternative Agenda Request, 766 Main Street, Half Moon Bay, CA 94019.*

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, February 14, 2017 - 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, 2017:
Claims: \$829,221.85; Payroll: \$105,974.00 for a total of \$935,195.85 ([attachment](#))
➤ *January 2017 Monthly Financial Claims reviewed and approved by Director Feldman*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of January 10, 2017 Special & Regular Board of Directors Meetings ([attachment](#))
- D. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- E. Total CCWD Production Report ([attachment](#))
- F. CCWD Monthly Sales by Category Report – January 2017 ([attachment](#))
- G. Monthly Emergency Main & Service Repairs Report and Water Line Flushing Report ([attachment](#))
- H. Monthly Rainfall Reports ([attachment](#))
- I. S.F.P.U.C. Hydrological Report for the month of December, 2016 ([attachment](#))
- J. Notice of Completion for Emergency Generators ([attachment](#))
- K. Approval of Calcon Work Directives ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Pilarcitos Canyon High Pressure Valve Replacement Project ([attachment](#))
- B. Crystal Springs Pump 3 Column Pipe and Shaft Replacement ([attachment](#))
- C. Proposed CCWD-SAM Recycled Water Agreement General Terms ([attachment](#))
- D. Fiscal Year 2017-2018 Budget Process Timeline – information only ([attachment](#))
- E. Draft Fiscal Year 2017-2018 Operations Budget and Draft Fiscal Year 2017/18 to 2026/27 Capital Improvement Program ([attachment](#))
- F. Web Site Media Campaign ([attachment](#))

7) GENERAL MANAGER'S REPORT AND MONTHLY INFORMATIONAL REPORTS ([attachment](#))

- SFPUC Water Availability Estimate
- Recycled Water Request
- Pilarcitos Canyon Emergency Road Repairs

- A. Assistant General Manager's Report ([attachment](#))
- B. Superintendent of Operations Report ([attachment](#))
- C. Water Resources Report ([attachment](#))

8) DIRECTOR AGENDA ITEMS – REQUESTS FOR FUTURE BOARD MEETINGS

9) ADJOURNMENT

**COASTSIDE COUNTY WATER DISTRICT
CLAIMS FOR JANUARY 2017**

CHECKS				
CHECK DATE	CHECK NO.	VENDOR	VOID CHECK	AMOUNT
01/10/2017	23593	HEALTH BENEFITS ACWA-JPIA		\$39,232.15
01/10/2017	23594	PACIFIC GAS & ELECTRIC CO.		\$39,506.73
01/10/2017	23595	CaPERS FISCAL SERVICES DIVISION		\$25,069.57
01/10/2017	23596	U.S. BANK GLOBAL CORP TRUST SERVICES		\$75,943.21
01/10/2017	23597	U.S. BANK GLOBAL CORP TRUST SERVICES		\$145,202.41
01/13/2017	23598	ASSOC. CALIF. WATER AGENCY		\$10,733.00
01/13/2017	23599	AT&T		\$2,920.98
01/13/2017	23600	AT&T LONG DISTANCE		\$198.68
01/13/2017	23601	BADGER METER, INC.		\$228.00
01/13/2017	23602	BFI OF CALIFORNIA, INC.		\$3,815.91
01/13/2017	23603	CANYON SPRINGS ENTERPRISES		\$19,422.00
01/13/2017	23604	COMMUNICATION LEASING SERVICES, INC		\$2,437.00
01/13/2017	23605	COMCAST		\$191.93
01/13/2017	23606	FIRST NATIONAL BANK		\$4,593.23
01/13/2017	23607	HASSETT HARDWARE		\$739.24
01/13/2017	23608	MASS MUTUAL FINANCIAL GROUP		\$2,570.65
01/13/2017	23609	PAUL MCGREGOR		\$279.34
01/13/2017	23610	REPUBLIC SERVICES		\$375.51
01/13/2017	23611	TEAMSTERS LOCAL UNION #856		\$1,113.00
01/13/2017	23612	US TELEPACIFIC CORPORATION		\$3,736.21
01/13/2017	23613	VALIC		\$3,445.00
01/13/2017	23614	VERIZON WIRELESS		\$1,607.43
01/27/2017	23615	METER READINGS HOLDING, LLC		\$9,730.08
01/27/2017	23616	ADP, INC.		\$637.25
01/27/2017	23617	FRANK YAMELLO		\$235.00
01/27/2017	23618	ANDREINI BROS. INC.		\$18,403.80
01/27/2017	23619	AZTEC GARDENS, INC.		\$190.00
01/27/2017	23620	BALANCE HYDROLOGICS, INC		\$8,876.92
01/27/2017	23621	BARKERBLUE		\$39.65
01/27/2017	23622	BAY ALARM COMPANY		\$559.59
01/27/2017	23623	BAYSIDE EQUIPMENT COMPANY		\$170,999.25
01/27/2017	23624	BORGES & MAHONEY, INC.		\$200.21
01/27/2017	23625	CALIFORNIA GENERATOR SERVICE		\$1,425.00
01/27/2017	23626	CALCON SYSTEMS, INC.		\$9,943.00
01/27/2017	23627	CALIFORNIA C.A.D. SOLUTIONS, INC		\$3,090.00
01/27/2017	23628	CAROLYN STANFIELD		\$600.00
01/27/2017	23629	CEMEX		\$4,967.35
01/27/2017	23630	CHEVRON/TEXACO UNIVERSAL CARD		\$1,867.65
01/27/2017	23631	CINTAS FIRST AID & SAFETY		\$270.19
01/27/2017	23632	DATAPROSE, LLC		\$3,011.07
01/27/2017	23633	DEL GAVIO GROUP		\$260.00
01/27/2017	23634	SEAN DONOVAN		\$212.55
01/27/2017	23635	ELECSYS INTERNATIONAL CORP		\$250.00
01/27/2017	23636	EMERGENCY VEHICLE EQUIPMENT		\$1,199.21
01/27/2017	23637	FREYER & LAURETA, INC.		\$1,277.50
01/27/2017	23638	GOLDEN STATE FLOW MEASUREMENT		\$4,601.63
01/27/2017	23639	GRAINGER, INC.		\$269.36
01/27/2017	23640	GREG JONES		\$250.00
01/27/2017	23641	HMB BLDG. & GARDEN INC.		\$8,002.23

01/27/2017	23642	HALF MOON BAY REVIEW	\$465.00
01/27/2017	23643	H.M.B.AUTO PARTS	\$289.23
01/27/2017	23644	HANSONBRIDGETT. LLP	\$4,693.30
01/27/2017	23645	U.S. HEALTHWORKS MEDICAL GROUP, P.C.	\$99.00
01/27/2017	23646	HF&H CONSULTANTS, LLC	\$3,825.00
01/27/2017	23647	HUE & CRY, INC.	\$280.00
01/27/2017	23648	IRON MOUNTAIN	\$474.85
01/27/2017	23649	IRVINE CONSULTING SERVICES, INC.	\$2,431.84
01/27/2017	23650	JJACPA, INC	\$2,000.00
01/27/2017	23651	KANEKO AND KRAMMER CORP	\$480.00
01/27/2017	23652	CAROL LEWANDOWSKI	\$200.00
01/27/2017	23653	GLENNA LOMBARDI	\$113.00
01/27/2017	23654	VICTORIA MARINA-TOMPKINS	\$100.00
01/27/2017	23655	MASS MUTUAL FINANCIAL GROUP	\$1,724.65
01/27/2017	23656	METLIFE GROUP BENEFITS	\$1,807.10
01/27/2017	23657	MISSION UNIFORM SERVICES INC.	\$211.23
01/27/2017	23658	MONTEREY COUNTY LAB	\$1,616.00
01/27/2017	23659	NATIONAL METER & AUTOMATION	\$1,909.50
01/27/2017	23660	OFFICE DEPOT	\$212.78
01/27/2017	23661	OFFICIAL PAYMENTS CORPORATION	\$150.00
01/27/2017	23662	ONTRAC	\$711.55
01/27/2017	23663	PACIFICA COMMUNITY TV	\$250.00
01/27/2017	23664	PAKPOUR CONSULTING GROUP	\$2,208.94
01/27/2017	23665	PAN-PACIFIC SUPPLY CO.	\$2,081.88
01/27/2017	23666	PAULO'S AUTO CARE	\$35.00
01/27/2017	23667	PITNEY BOWES	\$211.91
01/27/2017	23668	POLLARDWATER.COM	\$3,382.32
01/27/2017	23669	RICOH USA, INC.	\$495.11
01/27/2017	23670	RICOH USA INC	\$503.07
01/27/2017	23671	ROBERTS & BRUNE CO.	\$2,046.53
01/27/2017	23672	ROGUE WEB WORKS, LLC	\$237.75
01/27/2017	23673	SAN FRANCISCO WATER DEPT.	\$110,122.78
01/27/2017	23674	SAN MATEO CTY PUBLIC HEALTH LAB	\$702.00
01/27/2017	23675	STATE WATER RESOURCES CONTROL BD	\$320.00
01/27/2017	23676	STRAWFLOWER ELECTRONICS	\$93.58
01/27/2017	23677	JAMES TETER	\$10,210.46
01/27/2017	23678	TYLER TECHNOLOGIES, INC	\$1,112.50
01/27/2017	23679	UGSI CHEMICAL FEED, INC.	\$1,848.14
01/27/2017	23680	UPS STORE	\$135.59
01/27/2017	23681	USA BLUE BOOK	\$589.11
01/27/2017	23682	VALIC	\$3,445.00
01/27/2017	23683	VERIZON WIRELESS	\$764.98
01/27/2017	23684	JOANNE WHELEN	\$118.17
01/01/2017	23685	VIPAPORN HARNYOOT	\$7.08
01/01/2017	23686	GRANITEROCK	\$630.15
01/01/2017	23687	REPUBLIC SERVICES	\$707.61
01/01/2017	23688	E.E. GILBERT CONSTRUCTION	\$848.27
01/27/2017	23689	HARVEY BOLLINGER	\$47.00
01/27/2017	23690	GIGI STOWE	\$100.00
01/27/2017	23691	PAM PADILLA	\$34.01
01/12/2017	23692	DANIEL BIRD	\$7.44
01/12/2017	23693	JULIA VINES	\$26.89

CLAIMS FOR MONTH OF JANUARY 2017

\$801,846.97

WIRE PAYMENTS

<u>MONTH</u>	<u>VENDOR</u>	<u>AMOUNT</u>
1/31/17	CREDIT CARD & BANK FEES	\$3,581.18
1/31/17	PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$23,793.70
	TOTAL WIRE PAYMENTS	\$27,374.88
TOTAL CLAIMS FOR THE MONTH OF JANUARY 2017		\$829,221.85



Coastside County Water District

Monthly Budget Report Account Summary

For Fiscal: 2016-2017 Period Ending: 01/31/2017

	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	566,934.00	618,213.12	51,279.12	9.04 %	6,147,483.00	6,340,645.06	193,162.06	3.14 %	10,266,127.00
	Total RevType: 1 - Operating:	566,934.00	618,213.12	51,279.12	9.04 %	6,147,483.00	6,340,645.06	193,162.06	3.14 %	10,266,127.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	4,165.00	2,776.67	-1,388.33	-33.33 %	29,155.00	43,803.56	14,648.56	50.24 %	50,000.00
1-4180-00	Late Notice - 10% Penalty	5,997.60	5,574.83	-422.77	-7.05 %	41,983.20	45,710.82	3,727.62	8.88 %	72,000.00
1-4230-00	Service Connections	833.00	673.64	-159.36	-19.13 %	5,831.00	9,340.16	3,509.16	60.18 %	10,000.00
1-4920-00	Interest Earned	767.50	1,749.94	982.44	128.01 %	2,302.50	3,276.53	974.03	42.30 %	3,070.00
1-4930-00	Tax Apportionments/County Checks	0.00	5,117.26	5,117.26	0.00 %	350,000.00	419,073.77	69,073.77	19.74 %	600,000.00
1-4950-00	Miscellaneous Income	3,082.10	66,741.60	63,659.50	2,065.46 %	21,574.70	101,053.41	79,478.71	368.39 %	37,000.00
1-4955-00	Cell Site Lease Income	11,969.54	13,121.45	1,151.91	9.62 %	83,786.78	86,855.35	3,068.57	3.66 %	143,692.00
1-4965-00	ERAF Refund - County Taxes	200,000.00	325,313.79	125,313.79	62.66 %	200,000.00	325,313.79	125,313.79	62.66 %	200,000.00
	Total RevType: 2 - Non-Operating:	226,814.74	421,069.18	194,254.44	85.64 %	734,633.18	1,034,427.39	299,794.21	40.81 %	1,115,762.00
	Total Revenue:	793,748.74	1,039,282.30	245,533.56	30.93 %	6,882,116.18	7,375,072.45	492,956.27	7.16 %	11,381,889.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	79,005.00	105,461.78	-26,456.78	-33.49 %	1,817,182.00	1,481,940.08	335,241.92	18.45 %	2,578,474.00
1-5230-00	Nunes T P Pump Expense	2,604.79	1,727.69	877.10	33.67 %	18,233.53	20,360.89	-2,127.36	-11.67 %	31,270.00
1-5231-00	CSP Pump Station Pump Expense	11,038.00	-1,300.86	12,338.86	111.79 %	308,240.00	213,160.38	95,079.62	30.85 %	325,420.00
1-5232-00	Other Trans. & Dist Pump Expense	1,104.00	1,470.30	-366.30	-33.18 %	10,607.00	13,123.19	-2,516.19	-23.72 %	18,020.00
1-5233-00	Pilarcitos Canyon Pump Expense	4,154.00	15,620.58	-11,466.58	-276.04 %	17,154.00	20,572.41	-3,418.41	-19.93 %	26,000.00
1-5234-00	Denniston T P Pump Expense	7,523.00	1,290.69	6,232.31	82.84 %	29,309.00	28,244.48	1,064.52	3.63 %	85,000.00
1-5242-00	CSP Pump Station Operations	874.65	667.95	206.70	23.63 %	6,122.55	5,649.43	473.12	7.73 %	10,500.00
1-5243-00	CSP Pump Station Maintenance	1,388.00	1,139.83	248.17	17.88 %	9,716.00	7,312.55	2,403.45	24.74 %	37,000.00
1-5246-00	Nunes T P Operations - General	2,976.00	1,712.51	1,263.49	42.46 %	38,062.00	36,597.27	1,464.73	3.85 %	57,000.00
1-5247-00	Nunes T P Maintenance	3,958.00	3,657.23	300.77	7.60 %	44,206.00	47,922.22	-3,716.22	-8.41 %	80,500.00
1-5248-00	Denniston T P Operations-General	4,187.00	610.83	3,576.17	85.41 %	14,061.00	11,554.77	2,506.23	17.82 %	35,000.00
1-5249-00	Denniston T.P. Maintenance	2,750.00	5,509.38	-2,759.38	-100.34 %	39,250.00	50,172.72	-10,922.72	-27.83 %	53,000.00
1-5250-00	Laboratory Expenses	3,313.00	3,029.55	283.45	8.56 %	29,817.00	24,703.22	5,113.78	17.15 %	53,000.00
1-5260-00	Maintenance - General	10,970.61	14,052.95	-3,082.34	-28.10 %	76,794.27	93,038.58	-16,244.31	-21.15 %	131,700.00
1-5260-10	Maintenance - Main Line Breaks	8,330.00	0.00	8,330.00	100.00 %	58,310.00	17,631.69	40,678.31	69.76 %	100,000.00
1-5260-11	Maintenance - Paving	4,165.00	8,543.53	-4,378.53	-105.13 %	29,155.00	29,421.89	-266.89	-0.92 %	50,000.00
1-5261-00	Maintenance - Well Fields	909.00	-0.01	909.01	100.00 %	45,455.00	10,978.37	34,476.63	75.85 %	50,000.00
1-5263-00	Uniforms	3,700.00	0.00	3,700.00	100.00 %	9,278.00	7,940.04	1,337.96	14.42 %	10,000.00

Monthly Budget Report

For Fiscal: 2016-2017 Period Ending: 01/31/2017

		January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
1-5318-00	Studies/Surveys/Consulting	12,495.00	8,950.94	3,544.06	28.36 %	87,465.00	33,256.46	54,208.54	61.98 %	150,000.00
1-5321-00	Water Resources	3,915.10	300.00	3,615.10	92.34 %	27,405.70	5,377.06	22,028.64	80.38 %	47,000.00
1-5322-00	Community Outreach	4,165.00	250.00	3,915.00	94.00 %	29,155.00	4,258.78	24,896.22	85.39 %	50,000.00
1-5381-00	Legal	4,998.00	5,231.40	-233.40	-4.67 %	34,986.00	50,420.53	-15,434.53	-44.12 %	60,000.00
1-5382-00	Engineering	1,166.20	1,480.00	-313.80	-26.91 %	8,163.40	4,200.00	3,963.40	48.55 %	14,000.00
1-5383-00	Financial Services	3,000.00	2,000.00	1,000.00	33.33 %	14,000.00	8,580.00	5,420.00	38.71 %	20,000.00
1-5384-00	Computer Services	10,437.49	10,860.90	-423.41	-4.06 %	73,062.43	55,049.53	18,012.90	24.65 %	125,300.00
1-5410-00	Salaries/Wages-Administration	127,015.00	69,506.47	57,508.53	45.28 %	677,415.00	535,191.47	142,223.53	21.00 %	1,100,800.00
1-5411-00	Salaries & Wages - Field	140,466.00	120,683.77	19,782.23	14.08 %	749,153.00	757,499.52	-8,346.52	-1.11 %	1,217,375.00
1-5420-00	Payroll Tax Expense	18,721.00	14,561.04	4,159.96	22.22 %	99,842.00	88,320.86	11,521.14	11.54 %	162,245.00
1-5435-00	Employee Medical Insurance	35,682.00	34,362.24	1,319.76	3.70 %	234,494.00	232,031.83	2,462.17	1.05 %	412,904.00
1-5436-00	Retiree Medical Insurance	5,205.00	4,726.89	478.11	9.19 %	33,951.00	29,219.93	4,731.07	13.93 %	59,976.00
1-5440-00	Employees Retirement Plan	49,002.00	39,272.38	9,729.62	19.86 %	303,129.00	269,696.01	33,432.99	11.03 %	508,256.00
1-5445-00	Supplemental Retirement 401a	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	33,000.00
1-5510-00	Motor Vehicle Expense	4,723.11	4,702.54	20.57	0.44 %	33,061.77	27,714.64	5,347.13	16.17 %	56,700.00
1-5620-00	Office Supplies & Expense	14,225.55	17,905.67	-3,680.12	-25.87 %	99,578.85	135,111.86	-35,533.01	-35.68 %	170,775.00
1-5625-00	Meetings / Training / Seminars	1,999.20	949.31	1,049.89	52.52 %	13,994.40	9,895.69	4,098.71	29.29 %	24,000.00
1-5630-00	Insurance	9,996.00	16,287.65	-6,291.65	-62.94 %	69,972.00	72,301.36	-2,329.36	-3.33 %	120,000.00
1-5687-00	Membership, Dues, Subscript.	6,164.20	23,024.80	-16,860.60	-273.52 %	43,149.40	47,724.97	-4,575.57	-10.60 %	74,000.00
1-5689-00	Labor Relations	499.80	0.00	499.80	100.00 %	3,498.60	0.00	3,498.60	100.00 %	6,000.00
1-5700-00	San Mateo County Fees	1,582.70	0.00	1,582.70	100.00 %	11,078.90	11,241.98	-163.08	-1.47 %	19,000.00
1-5705-00	State Fees	1,332.80	320.00	1,012.80	75.99 %	9,329.60	19,332.71	-10,003.11	-107.22 %	16,000.00
Total ExpType: 1 - Operating:		609,741.20	538,569.93	71,171.27	11.67 %	5,256,837.40	4,516,749.37	740,088.03	14.08 %	8,179,215.00
ExpType: 4 - Capital Related										
1-5712-00	Debt Service/Existing Bonds 2006B	0.00	2,857.00	-2,857.00	0.00 %	356,597.00	359,438.86	-2,841.86	-0.80 %	486,426.00
1-5715-00	Debt Service/CIEDB 11-099	75,943.00	75,943.21	-0.21	0.00 %	336,409.00	336,409.49	-0.49	0.00 %	336,409.00
1-5716-00	Debt Service/CIEDB 2016	145,203.00	145,202.41	0.59	0.00 %	145,203.00	145,202.41	0.59	0.00 %	145,203.00
Total ExpType: 4 - Capital Related:		221,146.00	224,002.62	-2,856.62	-1.29 %	838,209.00	841,050.76	-2,841.76	-0.34 %	968,038.00
Total Expense:		830,887.20	762,572.55	68,314.65	8.22 %	6,095,046.40	5,357,800.13	737,246.27	12.10 %	9,147,253.00
Report Total:		-37,138.46	276,709.75	313,848.21		787,069.78	2,017,272.32	1,230,202.54		2,234,636.00

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
January 31, 2017**

RESERVE BALANCES

CAPITAL AND OPERATING RESERVE	\$4,323,370.76
RATE STABILIZATION RESERVE	\$250,000.00
TOTAL DISTRICT RESERVES	\$4,573,370.76

ACCOUNT DETAIL

ACCOUNTS WITH FIRST NATIONAL BANK (FNB)	
CHECKING ACCOUNT	\$2,677,331.74
CSP T & S ACCOUNT	\$866,229.22
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$1,029,109.80
DISTRICT CASH ON HAND	\$700.00
TOTAL ACCOUNT BALANCES	\$4,573,370.76

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

**COASTSIDE COUNTY WATER DISTRICT
APPROVED CAPITAL IMPROVEMENT PROJECTS
FISCAL YEAR 2016-2017**

= still to be committed

1/31/2017

Approved CIP Budget FY 16/17	Actual To Date FY16/17	Projected Year-End FY 16/17	Variance vs. Budget	% Completed	Project Status/ Comments
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Equipment Purchases & Replacement

06-03	SCADA/Telemetry/Electrical Controls Replacement	\$ 50,000		\$ 130,000	\$ (80,000)	0%	Calcon work directive 16-04 \$126K (Approved Jan 2017 board meeting)
17-02	Forklift for Nunes	\$ 30,000	\$ 14,661	\$ 14,661	\$ 15,339	49%	completed
99-03	Computer Systems	\$ 5,000	\$ 1,053	\$ 5,000	\$ -	21%	
99-04	Office Equipment/Furniture	\$ 3,000		\$ 3,000	\$ -	0%	

Facilities & Maintenance

08-08	PRV Valves Replacement Project	\$ 30,000	\$ 7,116	\$ 30,000	\$ -	24%	will spend in FY2016-17
09-09	Fire Hydrant Replacement	\$ 40,000	\$ 24,575	\$ 40,000	\$ -	61%	will spend in FY2016-17
09-23	District Digital Mapping	\$ 10,000			\$ 10,000	0%	accounted for in expense
14-14	Pilarcitos Canyon Road Improvements	\$ 65,000	\$ 82,781	\$ 82,781	\$ (17,781)	100%	completed
17-11	Pilarcitos PRV Station Valve Replacement	\$ 45,000		\$ 45,000	\$ -	0%	will spend in FY2016-17
09-07	Advanced Metering Infrastructure	\$ 300,000	\$ 4,793	\$ 300,000	\$ -	2%	will spend in FY2016-17
99-01	Meter Change Program	\$ 300,000	\$ 195,383	\$ 300,000	\$ -	65%	will spend in FY2016-17

Pipeline Projects

06-01	Avenue Cabrillo Phase 3B Pipeline Replacement Project	\$ 650,000	\$ 623,119	\$ 650,000	\$ -	96%	Notice of completion - Jan 2017 Board meeting
13-02	Replace 8" Pipeline Under Creek at Pilarcitos Avenue	\$ 100,000	\$ 8,174	\$ 150,000	\$ (50,000)	8%	Approved at January 2017 Board meeting
14-26	Replace 2" Pipe in Downtown Half Moon Bay	\$ 500,000	\$ 11,323	\$ 500,000	\$ -	2%	Engineering is in process

Pump Stations / Tanks / Wells

06-04	Hazen's Tank Replacement	\$ 30,000			\$ 30,000	0%	on hold-evaluate after completion of Bridgeport Pipeline/Denniston PS project
06-03	El Granada Tank #3 Recoating Project	\$ 600,000	\$ 256,109	\$ 700,000	\$ (100,000)	43%	In process (Canyon bid \$683K)
13-11	EG Tank #1 & Tank #2 Emergency Generators	\$ 200,000	\$ 181,039	\$ 200,000	\$ -	91%	Notice of Completion at February 2017 Board meeting
17-03	Pilarcitos Wells 3 and 3A Rehabilitation	\$ 90,000	\$ 51,733	\$ 100,000	\$ (10,000)	57%	In process
17-05	Crystal Springs Pump Station Motor Controls	\$ 50,000		\$ 50,000	\$ -	0%	will spend in FY2016-17 (Calcon)
17-06	Crystal Springs Pump Station Discharge Valve Replacement	\$ 30,000		\$ 30,000	\$ -	0%	will spend in FY2016-17 (Calcon)

Water Supply Development

10-02 & 12-04	Denniston Pump Station & Pipeline Project (formerly Bridgeport Drive Pipeline Replacement Project)	\$ 2,600,000	\$ 5,496	\$ 2,600,000	\$ -	0%	Project is starting in January 2017 (completion scheduled for late June 2017 -- cash flow could go into to next fiscal year)
17-12	Recycled Water Project Development	\$ 100,000		\$ 100,000	\$ -	0%	no current commitments

Water Treatment Plants

17-01	Nunes Water Treatment Plant Treated Water Meter	\$ 50,000		\$ -	\$ 50,000	0%	Move to FY 2017-18
17-04	Denniston Dam Spillway	\$ 10,000		\$ 10,000	\$ -	0%	will spend in FY2016-17
17-07	Denniston WTP Site Improvements for Erosion Control	\$ 50,000		\$ 50,000	\$ -	0%	will spend in FY2016-17
17-08	Nunes Filter Surface Wash Repairs	\$ 50,000	\$ 3,507	\$ 50,000	\$ -	7%	Approved at January 2017 Board meeting
17-10	Nunes Backwash Pond Sand Replacement	\$ 65,000	\$ 14,072	\$ 29,000	\$ 36,000	22%	will spend in FY2016-17

COASTSIDE COUNTY WATER DISTRICT
 APPROVED CAPITAL IMPROVEMENT PROJECTS
 FISCAL YEAR 2016-2017

1/31/2017

= still to be committed

		Approved CIP Budget FY 16/17	Actual To Date FY16/17	Projected Year-End FY 16/17	Variance vs. Budget	% Completed	Project Status/ Comments
99-05	Denniston Maintenance Dredging	\$ 35,000	\$ 7,681	\$ 35,000	\$ -	22%	will spend in FY2016-17

FY 16/17 TOTALS \$ 6,088,000 \$ 1,492,613 \$ 6,204,442 \$ (116,442)

Previous CIP Projects - paid in FY 16/17

14-24	Denniston/San Vicente EIR & Permitting		\$ 22,721	\$ 22,721	\$ (22,721)		
99-02	2017 Customer Service Vehicle		\$ 30,482	\$ 30,482	\$ (30,482)		On FY15/16 CIP
	Ventura / Washington Pipeline Replacement		\$ 5,775	\$ 5,775	\$ (5,775)		On FY15/16 CIP
10-01	El Granada Pipeline Final Phase Replacement Project		\$ (1,026)	\$ (1,026)	\$ 1,026		Completed - Refund for Application Fee

PREVIOUS YEAR TOTALS \$ - \$ 57,953 \$ 57,952 \$ (57,952)

UNSCHEDULED ITEMS (CAPITAL EXPENDITURES) FOR CURRENT FISCAL YEAR 16/17

	Mixers for El Granada Tanks #1 and #2		\$ 3,128	\$ 3,128	\$ (3,128)		Completed (\$3K is for installation; Mixers were purchased in 6/2016. Currently conducting study to determine next steps/additional \$\$\$ required.)
	Wavecrest Road Pipeline Extension - CCWD Portion		\$ 169	\$ 20,000	\$ (20,000)		CCWD portion of pipeline - to be completed after hotel pipeline is completed
07-03	Stone Dam/Pilarcitos Canyon Pipeline Project		\$ 30,701	\$ 30,701	\$ (30,701)		SFPUC Plan Review meeting occurred Jan 2017; need followup with SFPUC to determine next steps
06-02	Highway One South Pipeline Replacement Project		\$ 557	\$ 557	\$ (557)		
99-02	2017 Ford F-150 Pickup		\$ 22,528	\$ 22,528	\$ (22,528)		Emergency replacement
17-15	Pilarcitos Canyon Emergency Road Repairs (2017)			\$ 40,000	\$ (40,000)		2-2017 Emergency - Storm Related Repairs
	Replace 4" Fire Check at District Office		\$ 11,400	\$ 11,400	\$ -		Completed
17-16	Crystal Springs Pump 3 - Column pipes/shafting replacement			\$ 75,000			Urgent replacement - On February 2017 Board agenda
13-08	Crystal Springs Pump 1 Motor Replacement			\$ 63,000			Urgent replacement-approved by Board December 2016 (moved up from 2017/18)

NON-BUDGETED TOTALS \$ - \$ 68,483 \$ 266,314 \$ (116,914)

CIP TOTALS \$ 6,088,000 \$ 1,619,049 \$ 6,528,708 \$ (291,308)

**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-16	2,969				1,000	7,859				11,828
Mar-16	8,572		272		60	8,282				17,187
Apr-16	8,014			900	91	2,640				11,645
May-16	3,616			776		5,438				9,830
Jun-16	3,583		1,540			11,879				17,002
Jul-16	7,269		1,812	392		5,564				15,037
Aug-16	3,412			284	674	18,541				22,912
Sep-16	2,489			603	3,798	7,063				13,953
Oct-16	2,205			784	1,392	677				5,056
Nov-16	1,909		815	757	1,657	677			242	6,057
Dec-16	2,776		513	544	60	478				4,371
Jan-17	3,231			858					604	4,693
TOTAL	50,047	0	4,953	5,897	8,732	69,098	0	0	846	139,572

**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-16	1,926	6,083	338	8,347	338
Mar-16	2,291	5,812		8,103	
Apr-16	480	10,650	2,789	13,919	2,789
May-16	2,508	12,863	7,014	22,385	7,014
Jun-16	1,280	4,960	2,191	8,431	2,191
Jul-16	480			480	0
Aug-16	480	14,917		15,397	0
Sep-16	480	8,597		9,077	0
Oct-16	480	17,965		18,445	0
Nov-16	480	12,365	254	13,098	254
Dec-16	480	3,392	2,424	6,296	2,424
Jan-17	480	5,662	4,069	10,210	4,069
TOTAL	11,845	103,265	19,078	134,187	19,078

Calcon T&M Projects Tracking
as of 1/31/17

Project No.	Name	Acct No.	Proposal Date	Approved Date	Project Budget	Project Total Billing (thru 6/30/16)	Project Billing FY2016-17	Project Budget Remaining
CAL-13-EMG	Emergency Callout							
CAL-14-EMG	Emergency Callout							
CAL-15-EMG	Emergency Callout						\$790.00	
CAL-13-00	Calcon Project Admin/Miscellaneous							
CAL-13-01	EG Tank 2 Recoating Project		9/30/13	10/8/13	\$8,220.00	\$8,837.50		-\$617.50
CAL-13-02	Nunes Control System Upgrades		9/30/13	10/8/13	\$46,141.00	\$55,363.60		-\$9,222.60
CAL-13-03	Win 911 and PLC Software		9/30/13	10/8/13	\$9,717.00	\$12,231.74		-\$2,514.74
CAL-13-04	Crystal Springs Surge Tank Retrofit		11/26/13	11/27/13	\$31,912.21	\$66,572.54		-\$34,660.33
CAL-13-05						\$0.00		\$0.00
CAL-13-06	Nunes Legacy Backwash System Removal		11/25/13	11/26/13	\$6,516.75	\$6,455.00		\$61.75
CAL-13-07	Denniston Backwash FTW Valves		11/26/13	11/27/13	\$6,914.21	\$9,518.28		-\$2,604.07
CAL-14-01	Denniston Wash Water Return Retrofit		1/28/14	2/14/14	\$13,607.00	\$13,591.60		\$15.40
CAL-14-02	Denniston Calrifier SCADA Data		4/2/14	4/7/14	\$4,125.00	\$4,077.50		\$47.50
CAL-14-03	Nunes Surface Scatter Turbidimeter		4/2/14	4/7/14	\$2,009.50	\$0.00		\$2,009.50
CAL-14-04	Phase I Control System Upgrade		4/2/14	4/7/14	\$75,905.56	\$44,459.14		\$31,446.42
CAL-14-06	Miramar Control Panel		8/28/14	8/28/14	\$37,953.00	\$27,980.71		\$9,972.29
CAL-14-08	SFWater Flow & Data Logger/Cahill Tank		8/20/2014	8/20/2014	\$1,370.00	\$1,372.00		-\$2.00
CAL-15-01	Main Street Monitors					\$6,779.42		-\$6,779.42
CAL-15-02	Denniston To Do List					\$2,930.00		-\$2,930.00
CAL-15-03	Nunes & Denniston Turbidity Meters				\$6,612.50	\$5,833.26		\$779.24
CAL-15-04	Phase II Control System Upgrade		6/23/2015	8/11/2015	\$195,000.00	\$164,904.50		\$30,095.50
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		\$6,628.00	\$119,618.11
CAL-16-05	EI Granada Tank No. 3 Recoating		12/16/2016		\$6,904.50		\$405.00	\$6,499.50
					\$572,249.84	\$432,473.94	\$7,418.00	\$133,147.90

Other: Maintenance

Tanks	\$	2,950.00
Crystal Springs Maintenance	\$	1,117.50
Nunes Maintenance	\$	6,905.73
Denniston Maintenance	\$	29,113.06
TOTAL FY2016/17	\$	40,086.29

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

Tuesday, January 10, 2017

- 1) **ROLL CALL** - President Glenn Reynolds called the special meeting to order at 6:00 p.m. Present at roll call: Directors Ken Coverdell, Bob Feldman, Arnie Glassberg and Chris Mickelsen. Also David Dickson, General Manager, Mary Rogren, Assistant General Manager; and Patrick Miyaki, District Legal Counsel were in attendance.
- 2) **PUBLIC COMMENT** - There were no public comments.
The Board entered into closed session at 6:00p.m.
- 3) **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
- 4) **RECONVENE TO OPEN SESSION** - The Board reconvened into open session at 6:58. President Reynolds announced that no action had been taken in the closed session.
- 5) **ADJOURNMENT** - The special meeting was adjourned at 6:58 p.m.

Respectfully submitted,

David R. Dickson, General Manager

Glenn Reynolds, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING

Tuesday, January 10, 2017

- 1) **ROLL CALL** - President Glenn Reynolds called the meeting to order at 7:01 p.m. Present at roll call: Directors Ken Coverdell, Bob Feldman, Arnie Glassberg and Chris Mickelsen.

Also present: David Dickson, General Manager; Mary Rogren, Assistant General Manager; Patrick Miyaki, Legal Counsel; Joe Guistino, Superintendent of Operations; Cathleen Brennan, Water Resources Analyst; JoAnne Whelen, Administrative Assistant/Recording Secretary; 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, 2016:
Claims: \$870,058.37; Payroll: \$139,040.76 for a total of \$1,009,099.13
➤ *December 2016 Monthly Financial Claims reviewed and approved by President Reynolds*
 - B. Acceptance of Financial Reports
 - C. Approval of Minutes of December 13, 2016 Regular Board of Directors Meeting
 - D. Monthly Water Transfer Report
 - E. Installed Water Connection Capacity and Water Meters Report
 - F. Total CCWD Production Report
 - G. CCWD Monthly Sales by Category Report - November 2016
 - H. Monthly Emergency Main & Service Repairs Report and Water Line Flushing Report
 - I. Rainfall Reports
 - J. S.F.P.U.C. Hydrological Report for the month of November, 2016
 - K. Notice of Completion - Phase 3B Avenue Cabrillo Pipeline Replacement Project
 - L. Acceptance of Non-Complex Pipeline Extension Project 923/925 Miramontes Street - Muller & Adreveno
 - M. Acceptance of Non-Complex Pipeline Extension Project Belleville Blvd - TDR Properties
 - N. Acceptance of Non-Complex Pipeline Extension Project - 456 Grand Blvd - Paul McGregor

President Reynolds stated that he had reviewed the monthly financial claims and found all to be in order.

ON MOTION BY Director Glassberg and seconded by Vice President Feldman, the Board voted to accept and approve the Consent Calendar in its entirety:

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Coverdell shared his recent observations of snow conditions in the Sierras. He also briefly reported on the recent meeting of the District's Finance Committee, noting that in his opinion, the current financial state of the District is in excellent shape.

Vice-President Feldman provided a brief status update on the January 4, 2017 District Facilities Committee meeting.

6) GENERAL BUSINESS

A. Coastside County Water District Basic Financial Statements and Independent Auditors Report for the Fiscal Year Ended June 30, 2016

Ms. Rogren introduced Brett Jones, of Joseph J. Arch, CPA, Inc. (JJACPA), who had just recently completed work on the District's Basic Financial Statements for the fiscal year ending June 30, 2016. Mr. Jones briefly summarized the audit results, advising that once again an unqualified opinion has been issued to the District, which he noted is the best possible status.

Director Glassberg stated that he is always pleased to see a positive statement related to strong internal controls. He also pointed out that the last sentence on page 25 of the report was not completed, and he expressed an interest in learning the contents of the remainder of that sentence. Additionally he inquired if there may be a significant savings to the District to raise the insurance deductible amounts with the District's coverage with the Association of California Water Agencies Joint Powers Insurance Authority's (ACWA/JPIA). Ms. Rogren indicated that although the rates are pooled rates, she could check into that matter further to see if there are any options available.

Vice-President Feldman expressed that he was also pleased with the results of the audit and appreciated that there were no internal control issues to be reported.

ON MOTION BY Director Glassberg and seconded by Director Mickelsen, the Board voted, by roll call vote, to accept the Basic Financial Statements for Fiscal year Ended June 30, 2016:

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

B. Contract with Calcon Systems for Instrumentation and Controls Work

Mr. Dickson reviewed the background of this item including the contract with Calcon, and summarized the contract status for instrumentation and controls work with Calcon initiated in August of 2013, with an additional \$250,000 approved by the Board in August of 2015. He stated that staff was seeking the Board's authorization for an additional \$250,000 to continue necessary work on the District's SCADA system, as well as work required on the Crystal Springs Instrumentation and Controls.

Discussion ensued among the Board with Mr. Dickson answering several questions and he elaborated on the many tasks that Calcon has successfully completed for the District. Upon request from the Board members, Mr. Dickson agreed that staff could review the capital improvement projects and identify the amount of money budgeted for Calcon instrumentation and controls work for each of the projects and provide it to the Board.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted, by roll call vote, to authorize the General Manager to extend the current time and materials agreement with Calcon Systems for instrumentation and controls work, in an amount not to exceed \$250,000:

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

C. Award of Contract for Strawflower Village Pipeline Replacement Project

Mr. Guistino described the nature of this project and reported that the District had received five bids. He answered a few questions from the Board about the timing of the project.

ON MOTION BY Director Coverdell and seconded by President Reynolds, the Board voted, by roll call vote, to authorize the General Manager to contract with Andreini Brothers for the Strawflower Village Pipeline Replacement Project for the lump-sum cost of \$148,255:

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

D. Nunes Filter Wash Valves Replacement Project

Mr. Guistino summarized the background of this project, noting that District staff had performed an excellent job in researching this recommended replacement equipment which will accommodate the tight clearances of the Nunes filter design.

ON MOTION BY President Reynolds and seconded by Director Glassberg, the Board voted, by roll call vote, to authorize the General Manger to procure materials and services as necessary for installation of new filter wash valves at the Nunes WTP for a cost not to exceed \$50,000:

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

E. Quarterly Financial Review

Ms. Rogren reviewed the District’s finances for the first half of the year, reporting that revenue is up slightly from the amount budgeted and that expenses are currently approximately \$669,000 below the budgeted amount, largely due to the savings achieved in running the Denniston Water Treatment Plant and in utilizing other local water sources, as well as a savings in personnel costs.

F. Fiscal Year 2017-2018 Budget Process Timeline

Ms. Rogren distributed an updated Budget Process Timeline, advising that staff had planned to move the budget process up by one month and that the budget will be presented for the first time at the February 14, 2017 Board of Directors meeting.

G. Coastside County Water District Board Committees

President Reynolds inquired if any Board members were interested in changing committee assignments. No Directors expressed an interest in making any changes to the committees. President Reynolds announced that the District’s

committee appointments would remain unchanged for the new calendar year and would stand as published in the listing presented.

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

Mr. Dickson explained that this is a routine matter that the District addresses each time the Board President changes and each new year it is necessary to appoint the alternate representatives to LAFCo in succession by naming the Vice-President followed by the Board members in order of seniority. He advised that staff notifies LAFCo of the appointments by forwarding a copy of the approved Board meeting minutes.

ON MOTION BY President Reynolds and seconded by Director Glassberg, the Board voted, by roll call vote, to appoint CCWD Board Member Representative alternate(s) by name: Vice-President Feldman, and Directors Coverdell, Mickelsen, and Glassberg, to participate in San Mateo Local Agency Formation Commission (LAFCo) election of officers:

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

7) GENERAL MANAGER’S REPORT AND MONTHLY INFORMATIONAL REPORTS

- Barbara’s Fishtrap Restaurant Service Connection Issue

Mr. Dickson noted that this is an update to the Board on the resolution to this matter. He summarized the history of this agenda item, advising that President Reynolds had performed an excellent job of looking into this situation on behalf of the Board, referencing President Reynolds’ report, as well as a written opinion summary submitted from the District’s Legal Counsel, Patrick Miyaki. He advised that both of these reports basically support the staff’s determination, which was communicated in a letter to the President of Barbara’s Fishtrap in October, that their service line is undersized for the demand of the restaurant and that it should be replaced. He added that under District policy, replacement is the responsibility of the customer. He advised that this matter does not require any further Board consideration or action.

A. Assistant General Manager’s Report - Ms. Rogren referenced the District’s upcoming Strategic Planning Meeting, proposed for February 1, 2017, advising that staff has identified a facilitator and an alternate, who will be contacting each of the

Board members for a short interview in advance of the meeting in order to formulate an agenda. Mr. Dickson advised that he felt that additional time to prepare for the planning session would be important and beneficial to the Board, staff and the facilitator and suggested re-scheduling the meeting in March. He advised that he sees this session as an opportunity for the Board members, rather than staff, to set the agenda, based on the topics that interest them in planning for the future of the District. For the record, Mr. Miyaki stated that the Strategic Planning Session will be a special Board meeting, subject to the Brown Act and that it is appropriate for the facilitator to contact each of the Board members to talk about their ideas for agenda items. A brief discussion ensued of prospective dates for the rescheduling of the Strategic Planning Session, with the date of Thursday, March 16, 2017 being determined to work with all schedules.

Ms. Rogren also provided a recap from a recent BAWSCA meeting, advising that some recent refinancing by the San Francisco Public Utilities Commission, (SFPUC) should favorably impact the District's SFPUC water rates.

B. Operations Report - Mr. Guistino highlighted a few recent District events, including the El Granada Pump Stations 1 and 2 Emergency Generator Project, and announced the recent retirement of Don Patterson, Senior Treatment Operator, advising that staff is in the recruitment process to fill the current vacant positions. On behalf of the Board, President Reynolds asked Mr. Guistino to relay the Board's appreciation and best wishes to Mr. Patterson.

C. Water Resources Report - Ms. Brennan shared an update on the recent reimbursement for two of the District's rebate programs. She also advised that the District was temporarily suspending the Lawn Be Gone Program.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

President Reynolds requested that a proposed public outreach program that he is currently developing, be placed on a future agenda for discussion by the Board.

9) ADJOURNMENT - The meeting was adjourned at 8:20 p.m.

Respectfully submitted,

David Dickson, General Manager
Secretary to the District

Glenn Reynolds, President
Board of Directors

Fiscal Year 2017 Water Service Installations

FY 2017

APN	Name	Install Address	City/Community	Meter Size	Type	Date Installed	Notes
056-081-380	Nava, Kenneth & Yvonne	694 Terrace Ave	HMB	5/8"	dom	25-Jul-16	with 1" fire
047-218-150	Engdahl, Maxine	640 Ferdinand	EG	5/8"	dom	5-Aug	with 1" fire
064-321-120	Jones, Lani and Greg	371 Magnolia St	HMB	5/8"	dom	11-Aug	with 1" fire
048-013-090	Philomena LLC	114 Magellan Ave.	Miramar	5/8"	dom	27-Sep	with 1" fire
047-062-170	DaRosa, Tom	431 Sonora Ave.	EG	5/8"	dom	28-Sep	1" fire installed 10/6/16
047-221-070	Sanchez, Cesar	435 Avenue Del Oro	EG	5/8"	dom	3-Oct	with 1" fire
056-502-080	Oceanview Foundation	1001 Main Street	HMB	1"	irr	4-Oct	
056-502-080	Oceanview Foundation	1001 Main Street	HMB	3"	dom	4-Oct	
056-116-120	Gray, Kenneth	419 Correas Street	HMB	5/8"	dom	11-Oct	failed well
047-071-230	McKee, Patrick and Barbara	139 Madrona Ave.	EG	5/8"	dom	1-Nov	failed well
064-052-320	McGregor, Paul	220 Myrtle Street	HMB	5/8"	dom	8-Nov	with 1" fire
066-600-270	Carnoustie LLC	119 Carnoustie Dr	HMB	3/4"	dom	24-Oct	
048-121-160	Ralston, Randy	2805 Champs Elysee	HMB	5/8"	dom	15-Nov	with 1" fire
056-056-020	McGregor, Paul	456 Grand Blvd.	HMB	5/8"	dom	10-Nov	with 1" fire
056-141-710	Negrete, Sal	460-462 Oak Ave.	HMB	5/8"	second	7-Dec	
047-287-260	Machado, Doug	917 PalmaSt.	EG	5/8"	dom	14-Dec	with 1" fire

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2017

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	1.58	15.50	0.00	37.11	7.05	61.24	4.36	56.88
AUG	2.55	10.84	0.00	4.40	51.18	68.97	4.12	64.85
SEPT	2.28	10.35	0.00	0.00	45.04	57.67	3.37	54.30
OCT	0.49	1.71	0.00	0.00	57.09	59.29	1.76	57.53
NOV	0.01	1.13	10.91	0.00	26.92	38.97	2.15	36.82
DEC	0.00	13.01	13.18	0.00	17.59	43.78	2.05	41.73
JAN	0.00	2.32	18.25	0.00	14.98	35.55	2.24	33.31
FEB								
MAR								
APR								
MAY								
JUN								
TOTAL	6.91	54.86	42.34	41.51	219.85	365.47	20.06	345.41
% MONTHLY TOTAL	0.00%	6.53%	51.34%	0.0%	42.14%	100.00%	6.30%	93.70%
% ANNUAL TO DATE TOTAL	1.9%	15.0%	11.6%	11.4%	60.2%	100.0%	5.49%	94.5%

Local vs Imported-month	57.9%	42.14%	CCWD vs SFPUC- month	57.9%	42.1%
Local vs Imported-annual	39.8%	60.2%	CCWD vs SFPUC- annual	28.5%	71.5%
	Local Source	Imported Source			

12 Month Running Treated Total 582.26

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2016

	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS RESERVOIR	CRYSTAL SPRINGS RESERVOIR	RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
JUL	0.00	0.00	0.00	0.00	57.33	57.33	2.57	54.76
AUG	0.00	0.00	0.00	0.00	62.00	62.00	2.07	59.93
SEPT	0.00	0.00	0.00	0.00	59.07	59.07	2.93	56.14
OCT	0.00	0.00	0.00	0.00	56.60	56.60	2.44	54.16
NOV	0.00	0.00	2.07	0.00	42.44	44.51	2.45	42.06
DEC	0.00	12.51	9.44	0.00	17.68	39.63	3.03	36.60
JAN	0.00	11.84	15.14	0.00	10.96	37.94	2.67	35.27
FEB	0.00	17.51	11.08	7.89	3.27	39.75	2.19	37.56
MAR	0.05	9.33	13.85	15.86	0.11	39.20	3.21	35.99
APR	0.00	18.08	13.24	10.30	1.96	43.58	3.26	40.32
MAY	0.00	24.01	2.70	33.79	4.03	64.53	3.92	60.62
JUN	1.45	18.80	0	39.29	7.69	67.23	4.87	62.36
TOTAL	1.50	112.08	67.52	107.13	323.15	611.37	35.60	575.77
% TOTAL	0.2%	18.3%	11.0%	17.5%	52.9%	100.0%	5.82%	94.2%

 denotes estimated due to faulty SFPUC meter

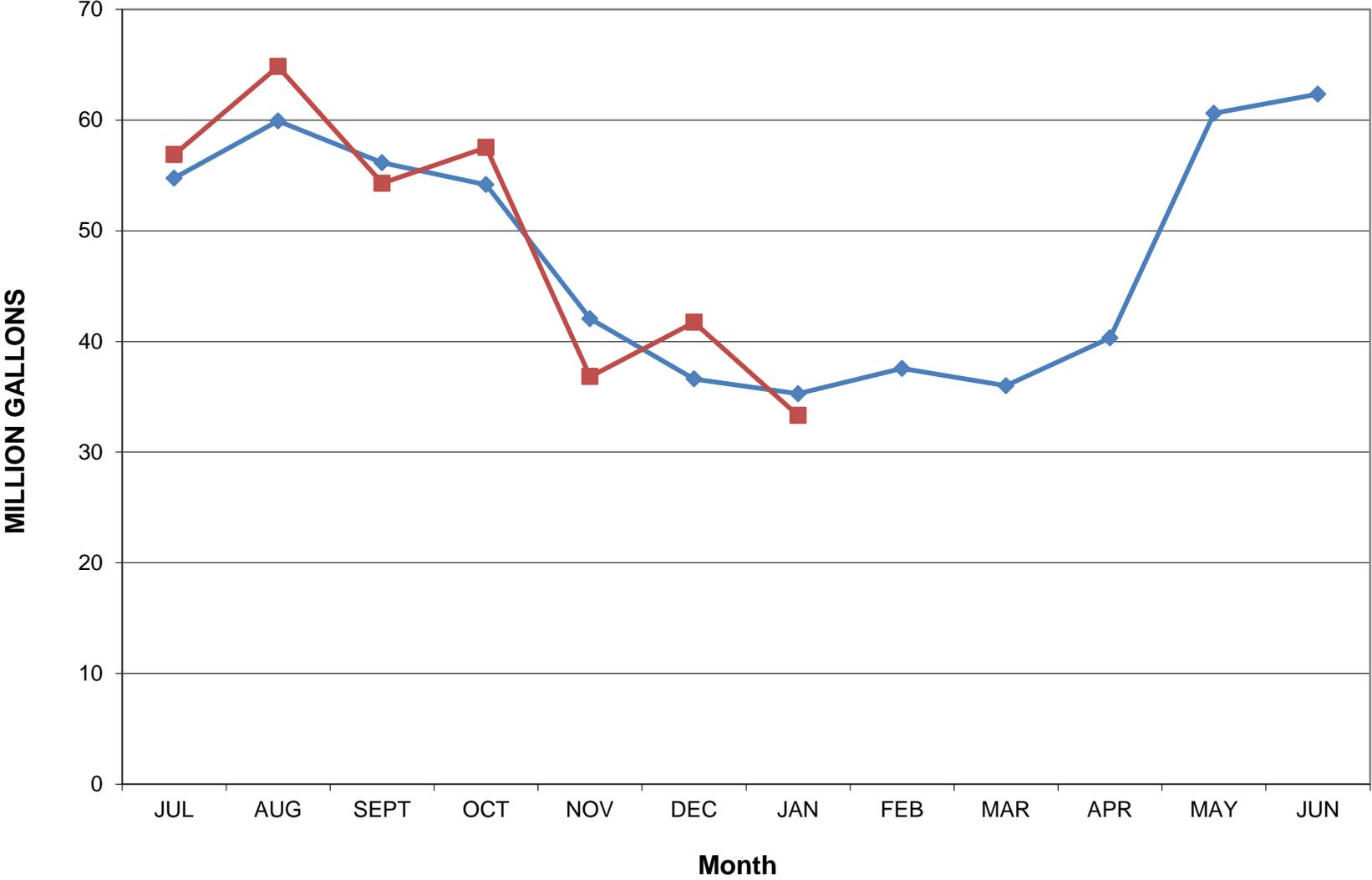
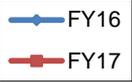
COASTSIDE COUNTY WATER DISTRICT

Predicted vs Actual Production - All Sources FY 17

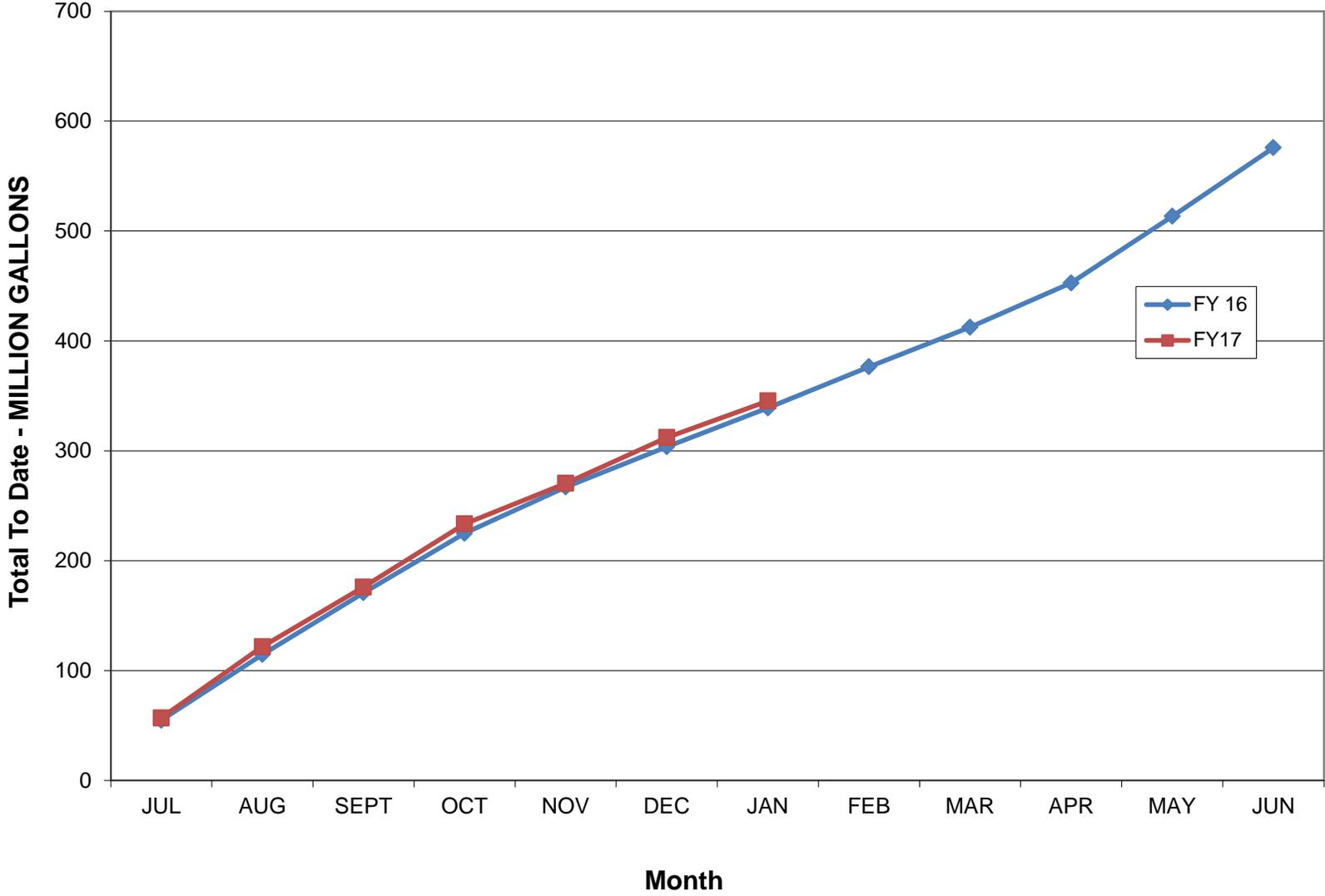
	Denniston Surface			Denniston Wells			Pilarcitos Wells			Pilarcitos Surface			SFWD CSP			SFWD Total	
	Actual MG	Predicted MG	pred-act	Actual MG	Predicted	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG
Jul-16	15.50	0.00	-15.50	1.58	0.00	-1.58	0.00	0.00	0.00	37.11	0.00	-37.11	9.62	57.30	47.68	46.73	57.30
Aug-16	10.84	0.00	-10.84	2.55	0.00	-2.55	0.00	0.00	0.00	4.40	0.00	-4.40	51.18	61.04	9.86	55.58	61.04
Sep-16	10.35	0.00	-10.35	2.28	0.00	-2.28	0.00	0.00	0.00	0.00	0.00	0.00	45.04	67.77	22.73	45.04	67.77
Oct-16	1.71	0.00	-1.71	0.49	0.00	-0.49	0.00	0.00	0.00	0.00	0.00	0.00	57.09	66.27	9.19	57.09	66.27
Nov-16	1.13	0.00	-1.13	0.01	0.00	-0.01	10.91	4.94	-5.97	0.00	0.00	0.00	26.92	45.33	18.41	26.92	45.33
Dec-16	13.01	12.49	-0.52	0.00	0.00	0.00	13.18	16.46	3.28	0.00	16.64	16.64	17.59	0.00	-17.59	17.59	16.64
Jan-17	2.32	12.49	10.17	0.00	0.00	0.00	18.25	17.20	-1.05	0.00	8.98	8.98	14.98	0.00	-14.98	14.98	8.98
Feb-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	8.98
Mar-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	5.31
Apr-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	30.37
May-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	34.11
Jun-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	0.00
MG Totals	54.86	24.98	-29.88	6.91	0.00	-6.91	42.34	38.60	-3.74	41.51	25.62	-15.89	222.42	297.70	75.29	263.93	402.09

	Actual non SFPUC	Predicted non SFPUC	Actual SFPUC	Predicted SFPUC	TOTAL Actual	TOTAL Predicted	TOTAL Pred-act
	104.11	63.58	263.93	323.32	368.04	386.90	18.86
% Total	28.29%	16.43%	71.71%	83.57%	95.12%		

Monthly Production FY 16 vs FY 17



Cumulative Production FY 16 vs.FY17



Plant Water Use*				Unmetered Water							2017		MG	
	Denniston Plant	Nunes Plant	Total	Main Flushing	Detector Checks*	Main Breaks	Fire Dept	Miscellaneous	Denniston Holding Pond	Autoflush	Tank Level Difference	Total		
JAN	1.070	1.430	2.500	0.000	0.022	0.040	0.000	0.024		0.139	-0.553	2.173		
FEB												0.000		
MAR												0.000		
APR												0.000		
MAY												0.000		
JUN												0.000		
JUL												0.000		
AUG												0.000		
SEP												0.000		
OCT												0.000		
NOV												0.000		
DEC												0.000		
TOTAL	1.07	1.43	2.50	0.00	0.02	0.04	0.00	0.02	0.00	0.14	-0.55	2.17		

* water removed from system and not returned
Denniston Samples 3009.33 gal/day
Nunes Samples 8750.33 gal/day
Dec
Jan
May
denniston overflow
denniston pond discharge
autoflush malfunction
0.069
0.1728

Plant Water Use*				Unmetered Water							2016		MG	
	Denniston Plant	Nunes Plant	Total	Main Flushing	Detector Checks*	Main Breaks	Fire Dept	Miscellaneous	Denniston Holding Pond	Miscellaneous	Tank Level Difference	Total		
JAN	1.070	1.430	2.500	0.005	0.022	0.000	0.006	0.000	0.013	0.139	0.002	2.686		
FEB	1.220	1.130	2.350	0.001	0.012	0.010	0.000	0.000	0.011	0.139	-0.326	2.197		
MAR	0.850	1.610	2.460	0.000	0.011	0.010	0.030	0.013	0.270	0.139	0.274	3.206		
APR	1.740	1.400	3.140	0.000	0.008	0.030	0.000	0.000	0.000	0.139	0.149	3.466		
MAY	1.920	1.560	3.480	0.000	0.019	0.173	0.000	0.000	0.000	0.139	0.153	3.964		
JUN	1.740	1.790	3.530	0.872	0.010	0.309	0.000	0.000	0.000	0.139	0.006	4.867		
JUL	1.810	2.150	3.960	0.512	0.009	0.011	0.000	0.000	0.000	0.139	-0.273	4.358		
AUG	1.380	1.980	3.360	0.000	0.011	0.089	0.000	0.000	0.283	0.139	0.240	4.123		
SEP	1.240	1.420	2.660	0.000	0.127	0.005	0.000	0.000	0.303	0.139	0.140	3.374		
OCT	0.130	1.600	1.730	0.000	0.007	0.020	0.000	0.000	0.000	0.139	-0.131	1.764		
NOV	1.650	0.000	1.650	0.000	0.008	0.006	0.000	0.002	0.125	0.139	0.224	2.154		
DEC	0.000	1.610	1.610	0.000	0.025	0.000	0.000	0.000	0.289	0.139	-0.010	2.054		
TOTAL	14.75	17.68	32.43	1.39	0.27	0.66	0.04	0.02	1.29	1.67	0.45	38.21		

**Coastside County Water District Monthly Sales By Category (MG)
FY2017**

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	19.638	39.197	19.950	34.540	16.008	28.428	17.071						174.83
COMMERCIAL	3.731	3.032	3.597	2.698	2.969	2.321	2.599						20.95
RESTAURANT	1.745	1.569	1.937	1.353	1.596	1.260	1.343						10.80
HOTELS/MOTELS	3.004	3.420	2.778	2.425	2.239	1.857	2.048						17.77
SCHOOLS	0.659	0.754	0.723	0.722	0.332	0.223	0.131						3.54
MULTI DWELL	2.572	2.697	2.403	2.659	2.161	2.671	2.377						17.54
BEACHES/PARKS	0.579	0.500	0.406	0.343	0.206	0.120	0.153						2.31
AGRICULTURE	5.160	5.131	4.784	7.124	5.950	4.090	4.353						36.59
RECREATIONAL	0.242	0.282	0.221	0.220	0.186	0.211	0.185						1.55
MARINE	0.498	0.524	0.638	0.391	0.501	0.565	0.464						3.58
IRRIGATION	1.538	3.239	2.703	2.395	0.471	0.406	0.377						11.13
RAW WATER	10.081	8.593	9.711	8.440	0.141	2.079	0.000						39.04
Portable Meters	0.099	0.895	0.404	0.496	0.299	0.155	0.094						2.44
TOTAL - MG	49.55	69.83	50.25	63.81	33.06	44.39	31.19	0.00	0.00	0.00	0.00	0.00	342.08

Non Residential Usage 29.907 30.637 30.304 29.266 17.053 15.958 14.124 0.000 0.000 0.000 0.000 0.000
Running 12 Month Total 565.77
 12 mo Residential **294.44**
 12 mo Non Residential **271.33**
 Total #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! 565.77 #VALUE! #VALUE! #VALUE! #VALUE! #VALUE!

FY 2016

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	16.404	36.028	19.921	35.811	17.330	26.355	15.604	26.528	14.252	23.645	17.277	37.908	287.06
COMMERCIAL	5.667	3.049	3.291	2.591	2.874	2.085	2.685	2.306	2.777	1.976	3.822	2.684	35.81
RESTAURANT	1.461	1.871	1.921	1.486	1.462	1.132	1.530	1.254	1.523	1.034	1.946	1.354	17.98
HOTELS/MOTELS	2.439	3.397	3.086	2.502	2.528	1.985	2.440	2.164	2.352	2.035	3.535	2.573	31.04
SCHOOLS	0.530	0.619	0.782	0.830	0.536	0.261	0.194	0.297	0.309	0.221	0.791	0.688	6.06
MULTI DWELL	1.815	2.930	2.426	2.736	2.135	2.387	2.422	2.558	2.155	2.127	2.922	2.786	29.40
BEACHES/PARKS	0.413	0.498	0.673	0.352	0.287	0.158	0.162	0.153	0.178	0.141	0.356	0.429	3.80
AGRICULTURE	4.342	5.487	4.794	5.120	5.653	3.664	3.549	4.523	5.588	4.971	7.473	4.559	59.72
RECREATIONAL	0.173	0.263	0.209	0.206	0.158	0.153	0.161	0.166	0.154	0.153	0.245	0.220	2.26
MARINE	0.491	0.592	0.680	0.425	0.397	0.260	0.328	0.278	0.373	0.442	0.652	0.445	5.36
IRRIGATION	4.941	6.605	5.648	1.765	0.612	0.396	0.137	0.158	0.187	0.376	4.553	4.927	30.31
RAW WATER	3.736	6.878	6.416	5.393	5.210	1.716	1.513	1.471	1.147	0.902	2.631	7.195	44.21
Portable Meters	0.697	1.057	0.560	0.687	0.518	0.144	0.066	0.099	0.122	0.141	0.231	0.254	4.58
TOTAL - MG	43.11	69.27	50.41	59.90	39.70	40.69	30.79	41.96	31.12	38.16	46.43	66.02	557.58

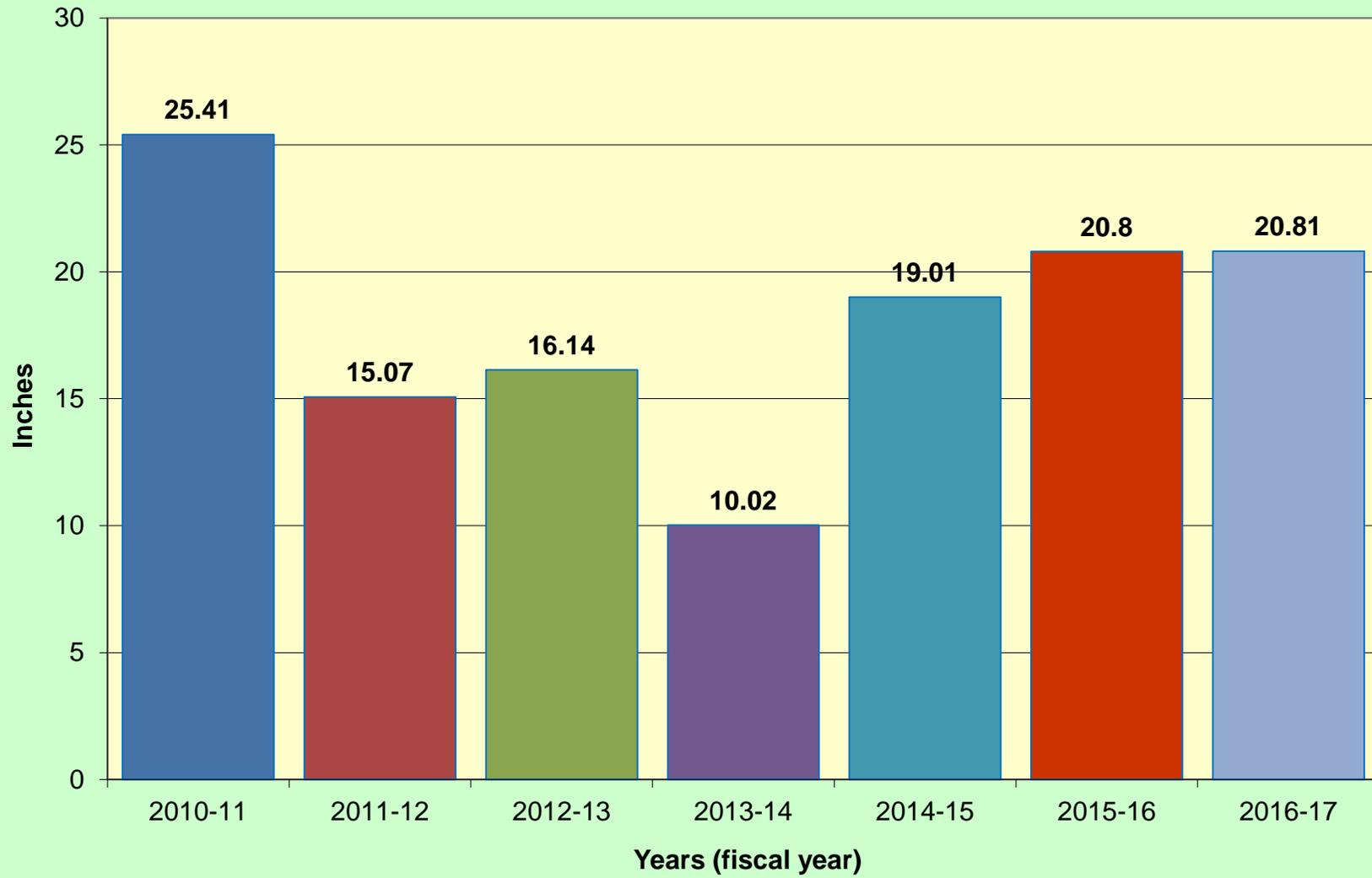
Non Residential Usage 26.706 33.246 30.486 24.093 22.371 14.340 15.187 15.428 16.865 14.519 29.156 28.114
Running 12 Month Total
 12 mo Residential 1.37 4.37 6.03 9.01 10.46 12.65 13.95 16.17 17.35 19.32 20.76 23.92
 12 mo Non Residential 2.23 5.00 7.54 9.54 11.41 12.60 13.87 15.15 16.56 17.77 20.20 22.54
 Total 3.59 9.37 13.57 18.56 21.87 25.26 27.82 31.32 33.91 37.09 40.96 46.46

MONTH														
Coastside County Water District Monthly Discharge Report														
EMERGENCY MAIN AND SERVICE REPAIRS														
1	Date Reported Discovered	Date Repaired	Location	Pipe Class	Pipe Size & Type	Estimated Water Loss (Gallons)*	Environmental Damage? Y/N**	If Yes chlorine residual after dechlor	Equipment Costs	Material Costs	Employee hours		Labor Costs	Total Costs
											Staff	Hours		
1	1/17/2017	1/17/17	Seymore X main Street	M	DI	25,000	N		\$450.00	\$350.00	4	3	\$600	\$1,400.00
2	1/18/2017	1/18/2017	422 Montecito Ave	M	DI	15,000	N		\$1,050.00	\$860.00	4	7	\$1,400	\$3,310.00
3														\$0.00
4														\$0.00
5														\$0.00
6														\$0.00
7														\$0.00
8														\$0.00
Totals						40,000			\$1,500.00	\$1,210.00		10	\$2,000	\$4,710.00
*includes 1,000 gallons for mains to daylight plus 1,000 gallons to flush mains or 100 gallons to flush services									** If Yes, include photos of damage			Staff x hours = 0		

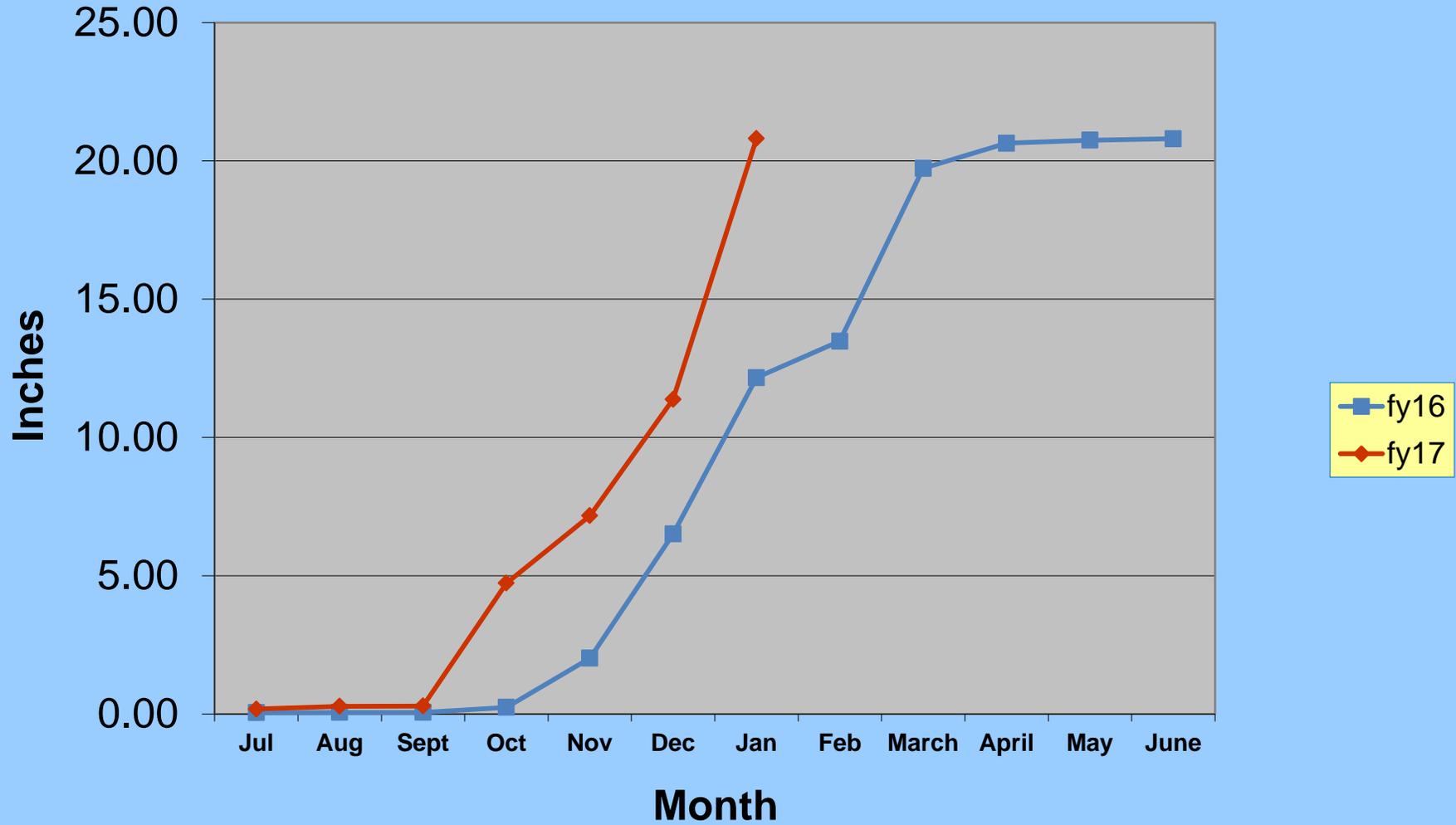
MONTH		January		2017											
PLANNED PLANT OR TANK DISCHARGE AND NEW WATER LINE FLUSHING REPORT										OTHER DISCHARGES					
	Date	Project/Location	Pipe Size & Type	Estimated Water Flushed (Gallons)	Chlorine Residual after dechlor	pH	Flow Rate (gal/min)	Duration of Discharge (minutes)	Total Volumes (gallons)						
1	25-Jan-17	El Granada Pump Station 3 Temporary Tank	6"	18,000	<0.1	8.13	60	300	Flushing Program						
2									Reservoir Cleaning						
3									Automatic Blowoffs	139000					
3									Dewatering Operations	275088					
4									Other (includes flow testing)						
DEWATERING OPERATIONS GREATER THAN 350,000 GALLONS (requires prenotification to CWRCB)										Number of planned or emergency discharges greater than 50,000 gallons					
	Date	Location	Volume	pH			Chlorine Residual after dechlor			Duration (min)					
				5 min	20 min	end	5 min	20 min	end		1				
1															
2															
ANNUAL REPRESENTATIVE MONITORING															
	Date	Location	Volume (gal)	pH	Chlorine Residual after dechlor (ppm)						PLANNED DISCHARGES GRAND TOTAL (MG)				
1											0.335				

Rain Totals

Fiscal Years 11 - 17



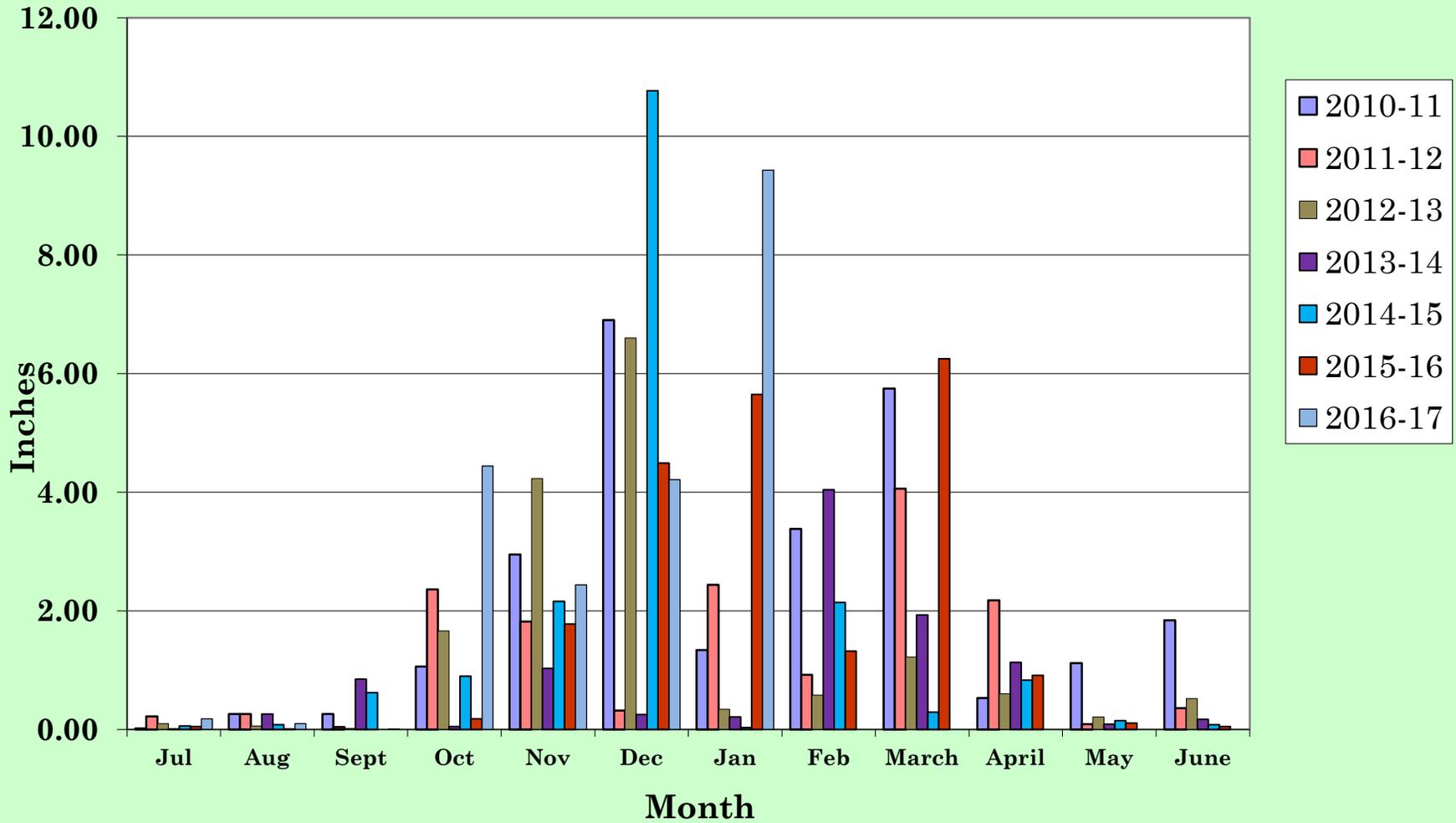
Rainfall Total Comparison Fiscal Years 16 and 17



Coastside County Water District

Rainfall by Month

Fiscal Years 11 - 17



MONTHLY CLIMATOLOGICAL SUMMARY for JAN. 2017

NAME: CCWD weather station CITY: STATE:
 ELEV: 80 ft LAT: 37° 18' 00" N LONG: 122° 18' 00" W

TEMPERATURE (°F), RAIN (in), WIND SPEED (mph)

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	49.4	53.1	1:00p	43.4	12:00m	15.6	0.0	0.04	2.2	14.0	3:00a	W
2	47.4	52.5	3:00p	41.3	7:30a	17.6	0.0	0.15	1.1	12.0	2:30p	SSW
3	52.5	56.1	9:30p	48.8	6:00a	12.5	0.0	1.06	5.2	29.0	7:30p	SSW
4	51.8	56.8	3:30a	46.6	12:00m	13.2	0.0	0.41	1.7	22.0	1:00a	W
5	43.5	50.9	3:00p	34.0	12:00m	21.5	0.0	0.01	1.2	12.0	12:00p	E
6	44.8	51.7	12:00m	37.2	12:30a	20.2	0.0	0.00	3.2	18.0	11:30a	E
7	54.9	58.5	11:30p	45.5	3:30a	10.1	0.0	0.55	5.5	31.0	11:30a	SSW
8	58.9	62.1	4:00a	56.8	6:00p	6.1	0.0	0.92	7.2	30.0	8:30a	SSW
9	54.5	58.8	12:00p	51.2	8:00a	10.5	0.0	0.35	2.5	19.0	12:00m	SSW
10	55.5	56.9	11:30a	53.3	10:00p	9.5	0.0	1.09	4.9	23.0	7:30p	SSW
11	51.7	56.0	2:30p	46.2	10:00p	13.3	0.0	0.04	2.3	18.0	12:30a	W
12	47.1	53.3	2:30p	41.5	12:00m	17.9	0.0	0.35	0.9	11.0	1:30p	NE
13	46.7	57.9	4:30p	39.7	11:30p	18.3	0.0	0.00	1.2	10.0	7:00a	E
14	46.8	59.8	2:00p	38.9	3:30a	18.2	0.0	0.01	1.3	13.0	12:30p	ENE
15	46.6	56.0	3:00p	38.1	5:30a	18.4	0.0	0.01	1.9	15.0	2:30p	E
16	48.7	57.5	3:00p	42.9	7:30a	16.3	0.0	0.00	3.1	15.0	5:30a	ENE
17	48.9	57.1	1:00p	43.1	7:30a	16.1	0.0	0.00	1.7	16.0	7:30a	E
18	51.6	54.1	5:30p	46.1	1:30a	13.4	0.0	0.92	3.7	31.0	6:00p	SSW
19	53.0	59.5	2:00p	47.6	6:30a	12.0	0.0	0.38	2.2	17.0	11:30p	WSW
20	50.5	55.0	11:30a	47.2	5:30p	14.5	0.0	1.28	4.5	33.0	4:00a	W
21	52.2	57.2	12:00p	48.5	7:30p	12.8	0.0	0.31	4.5	35.0	11:00p	W
22	51.3	58.9	12:00p	46.9	3:30p	13.7	0.0	0.80	4.0	31.0	2:30a	WSW
23	47.6	54.3	3:30p	40.5	12:00m	17.4	0.0	0.73	1.8	15.0	2:30a	W
24	44.8	55.1	3:30p	38.8	11:30p	20.2	0.0	0.01	1.8	15.0	1:00p	E
25	45.4	57.5	2:30p	37.6	3:30a	19.6	0.0	0.01	0.8	8.0	1:00p	E
26	47.1	58.2	3:00p	38.9	2:00a	17.9	0.0	0.00	1.6	12.0	7:00a	E
27	49.3	60.9	3:00p	40.9	1:30a	15.7	0.0	0.00	2.4	16.0	7:00a	E
28	52.9	63.1	3:30p	42.5	2:30a	12.1	0.0	0.00	4.9	21.0	1:30p	E
29	56.0	64.5	3:30p	49.8	4:30a	9.0	0.0	0.00	5.8	23.0	10:00a	E
30	56.8	65.8	2:00p	48.1	11:00p	8.2	0.0	0.00	4.1	19.0	12:00p	E
31	55.8	66.7	12:00p	49.5	7:00a	9.3	0.1	0.00	2.0	13.0	6:30a	E

	50.5	66.7	31	34.0	5	451.1	0.1	9.43	2.9	35.0	21	E

Max >= 90.0: 0

Max <= 32.0: 0

Min <= 32.0: 0

Min <= 0.0: 0

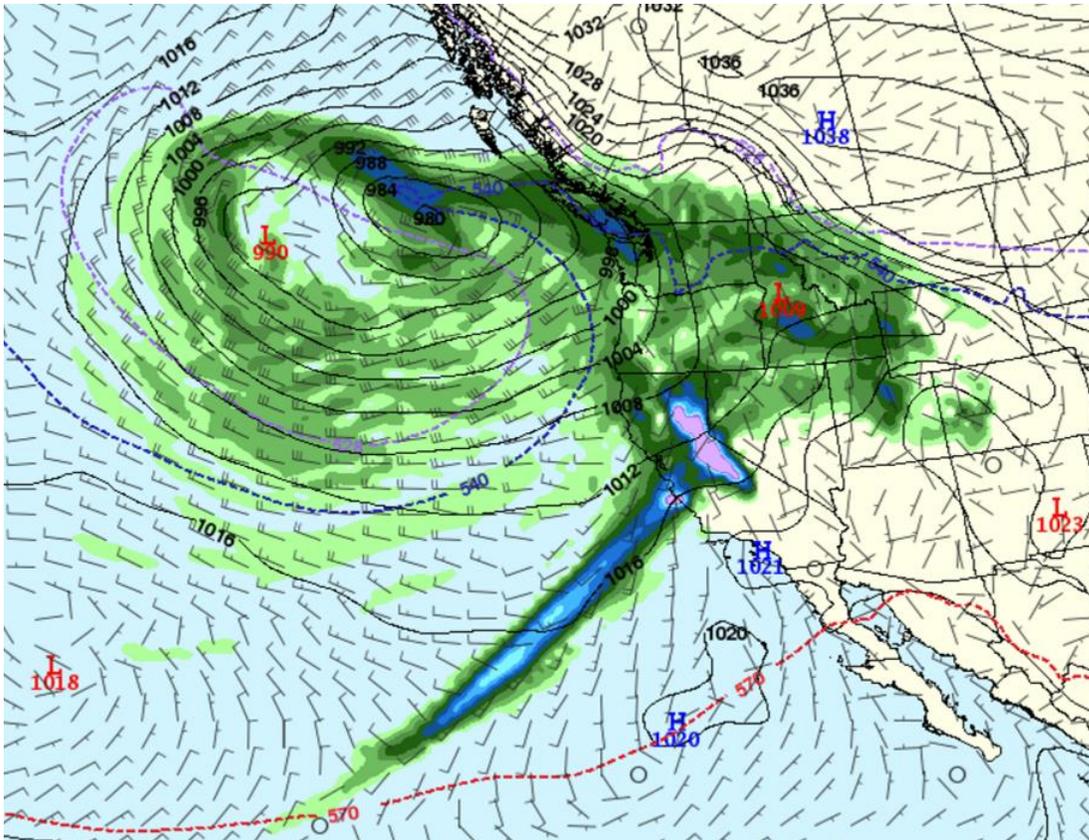
Max Rain: 1.28 ON 01/20/17

Days of Rain: 16 (>.01 in) 14 (>.1 in) 3 (>1 in)

Heat Base: 65.0 Cool Base: 65.0 Method: Integration

San Francisco Public Utilities Commission Hydrological Conditions Report For December 2016

J. Chester, C. Graham, A. Mazurkiewicz, & M. Tsang, January 5, 2017



An atmospheric river, commonly known in California as the pineapple express, is a narrow band of concentrated moisture coming across the Pacific Ocean from the Hawaiian Tropics. The above image is of the forecasted weather for January 9, 2016. The atmospheric river hits the Sierra Nevada Mountains, rises and drops considerable moisture. The January 7-9 storm event was large enough to result in considerable inflows at all reservoirs, causing Eleanor to fill and spill. The photo above was spill in the 6,000 cfs range – eventual spill peaked at 11,000 cfs.

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

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	320,168		340,830		20,662		93.9%
Cherry ²	241,796		268,810		27,014		90.0%
Lake Eleanor ³	22,704		21,495		0		full
Water Bank	540,266		570,000		29,734		94.8%
Tuolumne Storage	1,124,934		1,201,135		77,410		93.7%
Local Bay Area Storage							
Calaveras ⁴	34,909	11,375	96,824	31,550	61,915	20,175	36.1%
San Antonio	44,405	14,470	50,496	16,454	6,091	1,985	87.9%
Crystal Springs	55,640	18,130	58,377	19,022	2,737	892	95.3%
San Andreas	18,438	6,008	18,996	6,190	558	182	97.1%
Pilarcitos	2,788	908	2,995	976	207	67	93.1%
Total Local Storage	156,180	50,891	227,688	74,192	71,508	23,301	68.6%
Total System	1,281,114		1,428,823		148,918		89.7%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates de-activated.

² Maximum Cherry Reservoir storage with flash-boards removed.

³ Maximum Lake Eleanor storage with flash-boards removed.

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

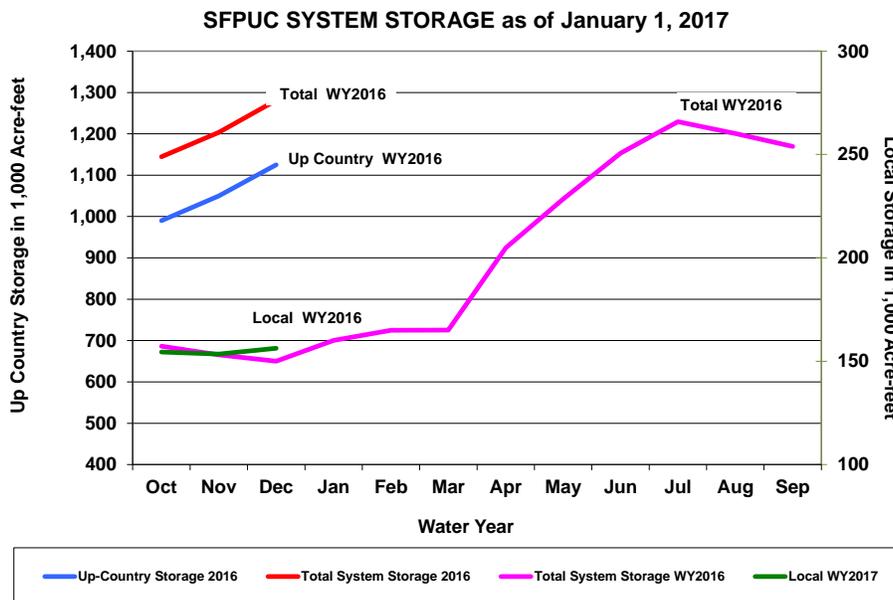


Figure 1: Monthly system storage for Water Year 2017

Hetch Hetchy System Precipitation Index ^{5/}

Current Month: The December six-station precipitation index was 7.73 inches, or 134.9% of the average index for the month.

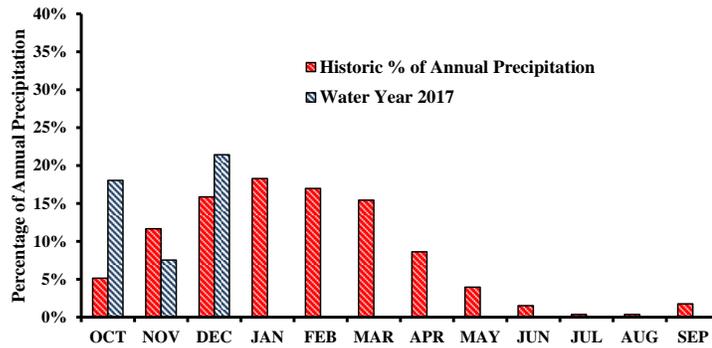


Figure 2: Monthly distribution of the Hetch Hetchy Six-station precipitation index as percent of the annual average precipitation.

Cumulative Precipitation to Date: The accumulated six-station precipitation index for water year 2017 is 16.83 inches, which is 47.3% of the average annual water year total, or 143.8% of average annual to date. Hetch Hetchy received 7.66 inches precipitation in December, a total of 16.4 inches for water year 2017. The cumulative Hetch Hetchy precipitation is shown in Figure 3 in red.

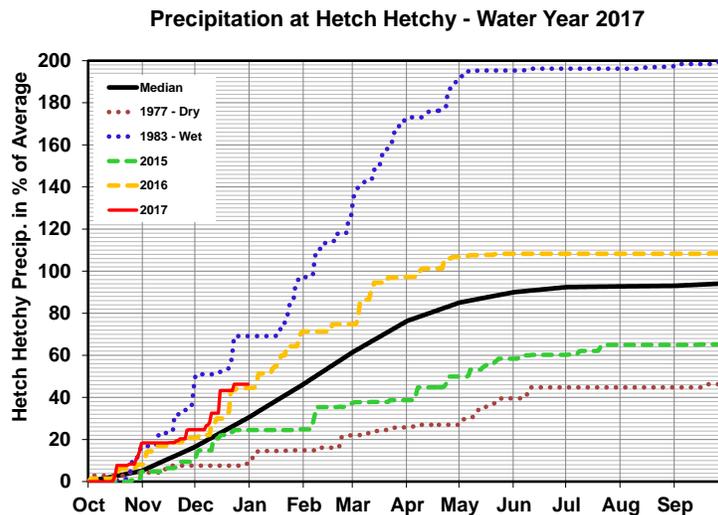


Figure 3: Water year 2017 cumulative precipitation measured at Hetch Hetchy Reservoir through December 31st, 2016. Precipitation at the Hetch Hetchy gauge for wet, dry, median, and WY 2016 are included for comparison purposes.

^{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 December 31st, 2016 is summarized below in Table 2.

	December 2016				October 1, 2016 through December 31, 2016			
	Observed Flow	Median ⁶	Average ⁶	Percent of Average	Observed Flow	Median ⁶	Average ⁶	Percent of Average
Inflow to Hetch Hetchy Reservoir	48,010	12,039	20,973	228.9%	125,507	28,667	40,852	307.2%
Inflow to Cherry Reservoir and Lake Eleanor	61,632	14,006	23,946	257.4%	142,557	31,552	45,136	315.8%
Tuolumne River at La Grange	170,015	48,166	88,566	192.0%	364,520	95,724	150,540	242.1%
Water Available to the City (WAC)	68,013	1,449	37,212	182.8%	146,820	5,372	52,756	278.3%

⁶ Hydrologic Record: 1920 – 2015

Hetch Hetchy System Operations

The instream release schedule at Hetch Hetchy Reservoir for the month of December was year type A (normal to wet conditions). This year type is based upon accumulated runoff from October 1st, 2015 through August 31st, 2016. The Hetch Hetchy instream release requirement was 50 cfs for December. The cumulative precipitation since October 1, 2016 at Hetch Hetchy Reservoir meets the criteria of a water year type A. Hetch Hetchy release for January will be 50 cfs.

Draft and releases from Hetch Hetchy Reservoir during the month of December totaled 41,788 acre-feet to meet SJPL deliveries, instream release requirements, and reservoir management goals. Around 21,000 acre-feet of this draft was taken to control Hetch Hetchy storage going into the winter shutdown. Additional draft is scheduled to be taken in January for reservoir management.

32,237 acre-feet of draft was made from Cherry Reservoir during the month of December to meet instream release requirements and to meet reservoir management goals. About 8,545 acre-feet of water was transferred via pumping from Lake Eleanor to Cherry Reservoir in December. The required minimum instream release from Cherry Reservoir and Lake Eleanor was 5 cfs in December. In the month of January, the required minimum instream release from Cherry Reservoir and Lake Eleanor is 5 cfs.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for December was 40 MGD. The Sunol Valley Water Treatment Plant average production for the month was 27 MGD.

Local System Water Delivery

The average December delivery rate was 142 MGD which is a 9% decrease below the November delivery rate of 156 MGD.

Local Precipitation

Three rain events in December pushed rain fall totals above average across local watersheds. The December rainfall summary 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	10.08	140 %	20.13	143 %
Lower Crystal Springs	6.03	135 %	13.51	143 %
Calaveras	3.93	109 %	8.00	108 %

⁷ WY 2017: Oct. 2016 through Sep. 2017.

Snowmelt and Water Supply

December precipitation was well above average, keeping us above average for the year to date. Reservoir inflows have correspondingly been above average, maintaining Reservoir storages at our seasonal targets for all of December. The high precipitation has not resulted in above average snow, however, as many of the storms have been relatively warm. The 10-station snow index was at 75% of normal to date on January 1.

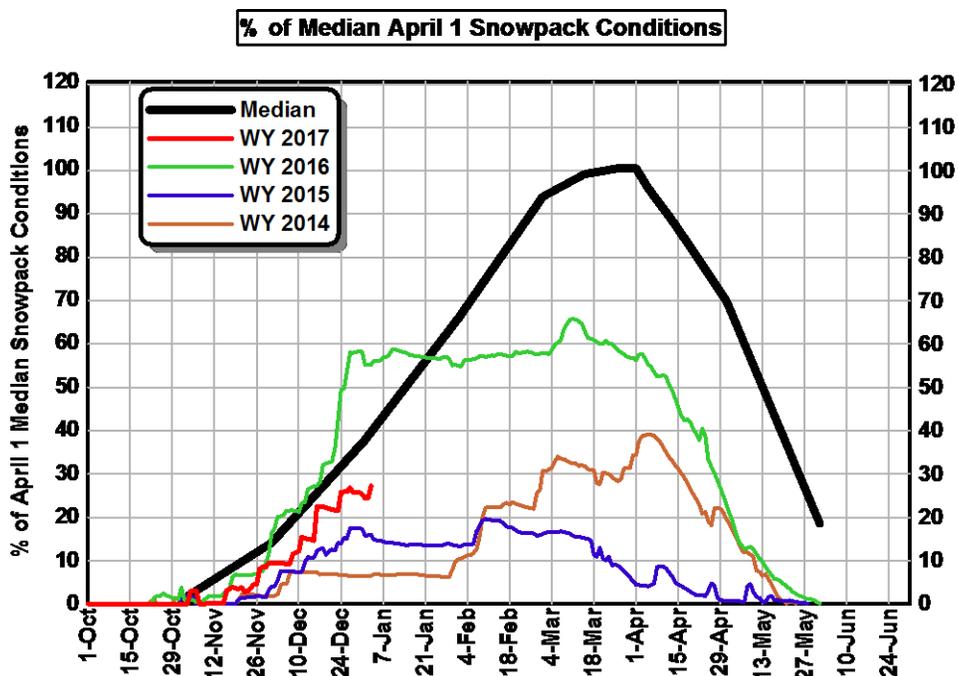
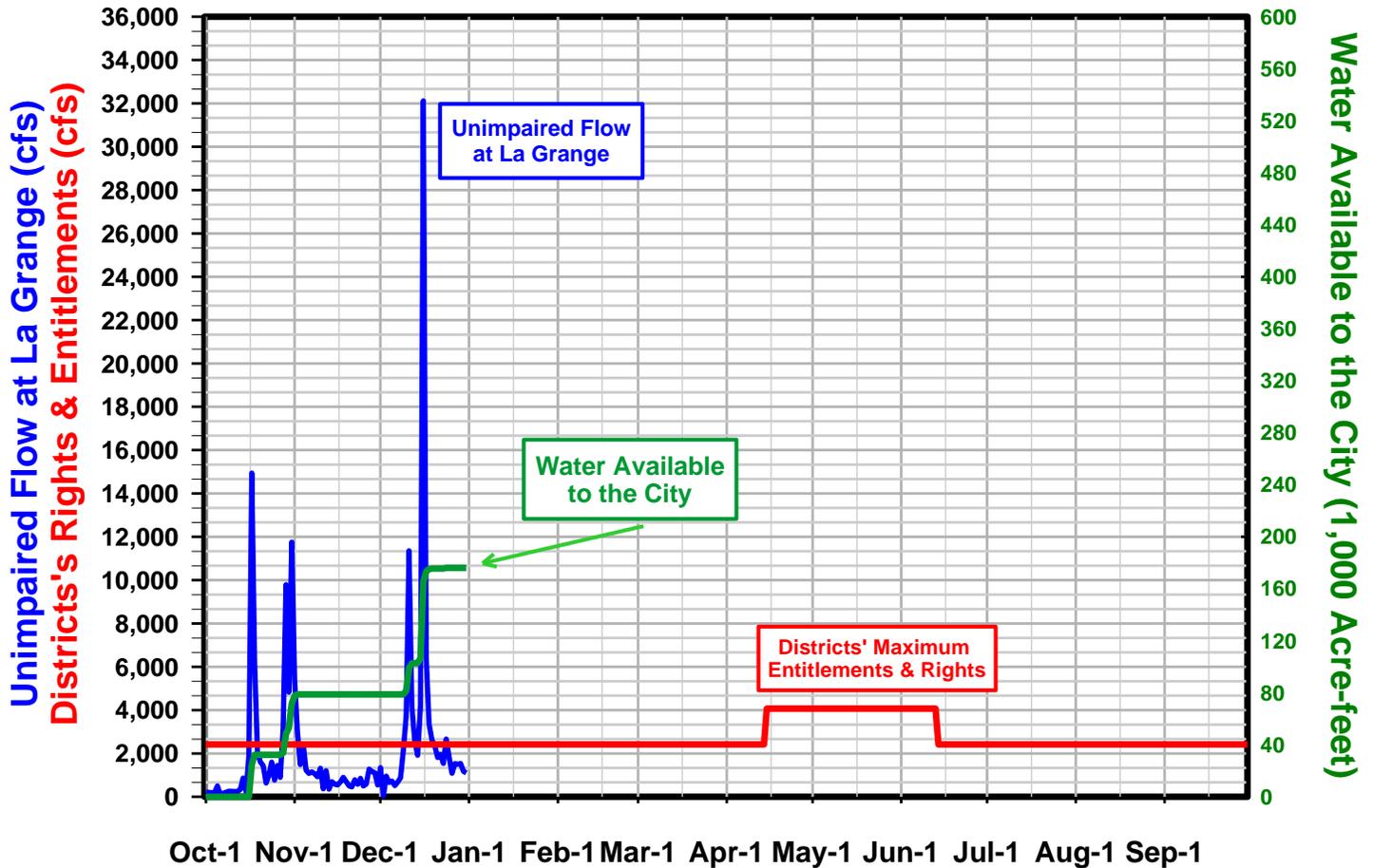


Figure 4: Snowpack conditions as of January 1. The above average precipitation has not resulted in above average snowpack, as many of the fall storms have been relatively warm. Precipitation events in the first two weeks of January should increase the overall snowpack.

Unimpaired Flow at La Grange & Water Available to the City



Water Year 2017

Figure 5: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. Water available to the City between October 1 and January 1 is 146,820 acre-feet.

cc	HHWP Records	Graham, Chris	Mazurkiewicz, Adam	Ritchie, Steve
	Briggs, David	Hale, Barbara	Meier, Steve	Sheehan, Charles
	Carlin, Michael	Hannaford, Margaret	Moses, Matt	Sandkulla, Nicole
	Chester, John	Hörger, Brent	Patterson, Mike	Tsang, Michael
	DeGraca, Andrew	Kelly, Harlan	Perl, Charles	Williams, Mike
	Dhakal, Amod	Kehoe, Paula	Pluche, Rebecca	
	Dufour, Alexis	Lehr, Dan	Nelson, Chris	
	Gambon, Paul	Levin, Ellen	Ramirez, Tim	

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Dave Dickson, General Manager

Agenda: February 14, 2017

Date: February 9, 2017

Subject: Notice of Completion - El Granada Generators Project

Recommendation:

That the Board of Directors take the following actions:

- (1) Accept the El Granada Generators Project as complete.
- (2) Authorize the release of the Bid Security Deposit of \$17,285 back to the contractor.
- (3) Authorize the Notice of Completion to be filed with the County of San Mateo.
- (4) 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 Bayside Equipment Company on July 6, 2016 for the El Granada Generators Project.

The work consisted of supplying, installing, hardwiring a generator and automatic transfer switch gear on each site at El Granada Tank 1 and El Granada Tank 2. The site of the work was in El Granada, an unincorporated community in San Mateo County. All work was completed within parcels of land owned by the Coastside County Water District.

The project was completed on January 6, 2017. The project was constructed according to District specifications.

RECORDING REQUESTED BY

SPACE ABOVE THIS LINE FOR RECORDER'S USE

AND WHEN RECORDED MAIL TO

Name
Street
Address
City &
State

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

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 Title

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

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

3. On January 6, 2017 there was completed upon the hereinafter described real property a work of improvement as a whole named El Granada Generators Project. The work consisted of supplying, installing, hardwiring a generator and automatic transfer switch gear on each site at El Granada Tank 1 and El Granada Tank 2.

4. The name of the original contractor for the work of improvement as a whole was: Bayside Equipment Company, 3562 Haven Avenue, Redwood City, CA 94063.

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 is in El Granada, an unincorporated community in San Mateo County. All work was within parcels of land owned by the Coastside County Water District APN's 047-171-050 and 047-181-070.

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 14, 2017, 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 14, 2017

Report

Date: February 10, 2017

Subject: Approval of Calcon Work Directives

Recommendation:

Authorize staff to proceed with Calcon Work Directives as follows:

- | | | |
|--------------|------------------------------------|----------|
| 1. CAL-17-01 | Crystal Springs Leak Valve Control | \$8,700 |
| 2. CAL-17-02 | Crystal Springs IQ Replacement | \$38,340 |

Background:

Copies of Work Directives attached.

This work is included within the \$250,000 total authorized by the Board for Calcon Systems' instrumentation and controls work.

Fiscal Impact:

Cost of \$47,000. The approved CIP includes funding for instrumentation and controls work.

WORK DIRECTIVE
FOR PUBLIC WORKS PROJECT

Work Directive No.: CAL-17-01 – Crystal Springs Leak Valve Control

Date Issued: 02-08-2017

1. General

Calcon System is pleased to provide the following work directive for the Crystal Springs Leak Valve Controls project. CCWD will be installing an additional valve on their main effluent line just before it exits the Pump Station building. Calcon will procure and install the additional Rigid conduit, conductors, and PLC hardware then make all terminations to the valve, power and PLC I/O. This installation will include all valve I/O signals for open/close command, opened/closed feedback, fault/alarm and remote/local indication.

Calcon will develop the control strategy for this valve control and make all necessary program modifications to the PLC providing Manual and Automatic control and the additional Alarms. The HMI & SCADA programs will be updated to provide visualizations as well as local and remote operator control. The new Alarms for the “Leak Valve” will be added to the WIN911 alarm notification system.

2. Scope of Services

- Discuss, analyze and develop the control strategy for the new “Leak Valve” which CCWD will install
- Install Rigid conduit, conductors, and PLC hardware then make all the terminations to the valve, power and PLC I/O. Conduit will be run from the Valve to the Main Control panel with a tee to the 120 VAC breaker panel.
- Create and install wire labels
- PLC, HMI, SCADA and WIN911 programming
- System startup and complete functional testing of the “Leak Valve’s” operation with CCWD

3. Special Requirements

CCWD will install the new valve

4. Location of Work

Crystal Springs pump station

5. Schedule/Time for Completion

3 days

6. Project Budget

See below

Calcon Project Budget Estimate

Project: Crystal Springs Leak Valve Control
 Proj. No.: CAL-17-01

Date: 2/8/2017

Labor

Task No.	Description	PM Hours @ \$ 140.00	Hours @ \$ 130.00	Travel Trips @ \$250	Project Totals
0	Project Management	8		1	
1	Specify and procure all necessary hardware and install conduit, conductors and PLC hardware. Make all terminations to valve, power and PLC I/O. Create and install wire labels.		24	3	
2	PLC, HMI, SCADA and WIN911 Programming	12		1	
	Total Hours	20	24	5	
	Total Labor Cost	\$ 2,800.00	\$ 3,120.00	\$ 1,250.00	\$ 7,170.00

Expenses

Number	Description	Unit Cost	Total Cost	
1	1762-IA8 Allen Bradley 8 Point Input Module	\$ 194.00	\$ 194.00	
1	1762-OA8 Allen Bradley 8 Point Relay Ouput Module	\$ 253.00	\$ 253.00	
1	Electrical installation materials: conduit, wire & miscellaneous	\$ 750.00	\$ 750.00	
	Total Expenses		\$ 1,197.00	
	Sales Tax (8.75% Half Moon Bay)		\$ 104.74	
	Estimated Shipping Costs		\$ 50.00	
	Markup - 15% (Costs x 1.15)		\$ 179.55	\$ 1,531.29
	Total Project Budget			\$ 8,701.29

WORK DIRECTIVE

FOR PUBLIC WORKS PROJECT

Work Directive No.: CAL-17-02 – Crystal Springs IQ Replacements & Additional Controls

Date Issued: 02-08-2017

1. General

Calcon System is pleased to provide the following work directive for the Crystal Springs IQ Replacements & Additional Controls project. The IQ Replacements & Additional Controls project involves the replacement of all 3 of the obsolete IQ-1000 Motor Protection devices with MP-3000's. The MP-3000 is an advanced microprocessor-based motor protection relay that monitors, controls, and protects motors against overload, thermal damage to rotor/stator, electrical faults, excessive starting and various equipment failures.

In addition to these primary functions the MP-3000's also have the capability of user programmable input and output functions. This feature will be used to connect the MP-3000's I/O to the AB PLC I/O in order to provide Remote Reset capability. Once programmed and all physical installations are complete Remote Reset of any MP-3000 trips will be possible from the SCADA interface.

2. Scope of Services

- Cross reference old IQ's, specify their replacements and procure all required hardware
- Complete parameter setting discovery on existing IQ-1000's in order to maintain set values. On site documentation of these values may be available in the Pump Station Library, however, ASBUILT configurations must be confirmed and applied
- Remove each IQ-1000 from their respective MCC panels
- Install the new MP-3000's in each of the MCC panels
- Parameterize and configure 3 MP-3000's to their required configurations
- Wire each of the MP-3000's and setup their I/O for desired functionality
- Install additional conduit from each of the MCC's to the Main Control panel. If possible we'll use the overhead raceways.
- The additional wires for the MP-3000's may be easily pulled through the existing conduit, otherwise we will install additional conduit as required for the connections to the motor side.
- Modify the Main Control panel for the additional I/O points.
- As required, additional I/O will be procured and installed on the AB PLC chassis
- Modify the program in each of the following devices in order to provide the Remote Reset capability: PLC, HMI, SCADA, and WIN911

- Update critical documentation and comments and provide new wire labels where applicable
- System startup and testing for each of the pumps including induced pump fail trips on each pump to fully test system functionality

3. Special Requirements

This work requires the pump station to be offline. Calcon will take care of power switching

4. Location of Work

Crystal Springs pump station

5. Schedule/Time for Completion

1 week

6. Project Budget

See below

Calcon Project Budget Estimate

Project: Crystal Springs IQ Replacement & Additional Controls
 Proj. No.: CAL-17-02

Date: 2/8/2017

Labor

Task No.	Description	PM Hours @ \$ 140.00	Hours @ \$ 130.00	Travel Trips @ \$250	Project Totals
0	Project Management	16		1	
1	Remove each of the IQ's and confirm/identify/tag wires. Install additional conduit to each of the MCC's from the MCP. Install the new MP-3000's in each MCC's panel door. Pull all new conductors required to and from the MCC's to MCP and to the Motor.	8	40	6	
2	Modify the Main Control panel for the additional I/O. Wire each of the MP-3000's and connect all signal wiring. Parameterize and configure all 3 MP-3000.	8	24	4	
3	Wire each of the MP-3000's and connect all signal wiring				
4	Install additional conduit to each of the MCC's from the Main				
5	Modify the programs in each: PLC, HMI, SCADA, WIN911	16	8		
6	Documentation updates, comments and wire labels		4		
7	System startup and testing of each pump with CCWD	8		1	
	Total Hours	56	76	12	
	Total Labor Cost	\$ 7,840.00	\$ 9,880.00	\$ 3,000.00	\$ 20,720.00

Expenses

Number	Description	Unit Cost	Total Cost	
3	MP-3000 Motor Protection Units	\$ 4,480.00	\$ 13,440.00	
1	Electrical installation materials: conduit, wire & miscellaneous	\$ 1,000.00	\$ 1,000.00	
	Total Expenses		\$ 14,440.00	
	Sales Tax (8.75% Half Moon Bay)		\$ 1,263.50	
	Estimated Shipping Costs		\$ 250.00	
	Markup - 15% (Costs x 1.15)		\$ 2,166.00	\$ 18,119.50
	Total Project Budget			\$ 38,839.50

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David R. Dickson, General Manager

Agenda: February 14, 2017

Date: February 9, 2017

Subject: Pilarcitos Canyon High Pressure Valve Replacement Project

Recommendation:

Authorize General Manager to contract with Andreini Bros. Inc. to purchase and install high pressure valves at the Crystal Springs Pressure Reducing Valve Station for a total of \$56,528.

Background:

The valve vault that houses the valves to switch our SFPUC source water from Pilarcitos Reservoir to Crystal Springs Reservoir is located deep in Pilarcitos Canyon near the SFPUC property line. The elevation change from the Cahill Tank (Crystal Springs source) to this vault is in excess of 650 feet, resulting in line pressure in the vault in excess of 300 psi. There are three valves which shut off the pipeline from Cahill Tank and isolate the pressure reducing valve. Over the years that Crystal Springs has been in operation, the valves have worn and it is becoming harder and harder to get an effective seal. Inability to shut off these valves creates operational problems when Crystal Springs Pump Station is shut down, so they must be replaced.

We asked two of the local contractors to provide us with a quote to procure and install the three valves at this site:

Andreini Bros. Inc.	\$56,528
Stoloski & Gonzales	\$98,000

Fiscal Impact:

Cost of \$56,000. The approved FY17-FY26 CIP includes 45,000 in funding in FY17 for this project.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David R. Dickson, General Manager

Agenda: February 14, 2017

Date: February 9, 2017

Subject: Crystal Springs Pump 3 Column Pipe and Shaft Replacement

Recommendation:

Authorize the General Manager to purchase and install 150 feet of pump shaft and column pipe for Crystal Springs Pump #3 for a total of approximately \$75,000.

Background:

Last summer we noticed a steady stream of water leaking out of our 500 HP Crystal Springs Pump 3 under the base of the pump. We estimated the leak to be about 150 gpm. Upon pulling the pump it was discovered that there was a 3" diameter hole in the steel column shaft of this unit and numerous deep pits in the shaft that got progressively worse at the lower elevations. Allowed to continue, the corrosion would have led to numerous leaks and significant reduction of pump capacity. The pump shaft was also out of alignment, which results in lowered pump efficiency and a high probability of bearing failure.

We received two quotes for replacement of the column pipe and shaft as follows:

Pump Repair Service Company	\$65,129
G3 Engineering, Inc.	\$74,798

This price does not reflect the costs to install the new equipment with a crane service or the cost of a diver to assist in the installation. The total cost for these services is estimated to be less than \$10,000.

Fiscal Impact:

Cost of \$75,000.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: February 14, 2017

Report

Date: February 9, 2017

Subject: Proposed CCWD-SAM Recycled Water Agreement General Terms

Recommendation:

Consider proposed terms for CCWD-SAM Recycled Water Agreement.

Background:

Sewer Authority Mid-Coastside (SAM) has contracted with SRT for a 25% design of facilities to produce recycled water. The 25% design, expected to conclude in Spring 2017, will provide SAM and CCWD with cost estimates for construction and operation of the facilities to support the agencies' further decisions on proceeding with a recycled water project.

The Guiding Principles for Recycled Water Project Between SAM, CCWD and MWSD ("Principles", Attachment A) state that "An agreement outlining the final details of Phase 1 shall be entered into prior to commencing the design and construction of Phase 1." At the CCWD-SAM Joint Recycled Water Committee meeting on January 27, 2017, all parties agreed that negotiating the agreement is a vital next step and should proceed immediately.

Based on the Principles and on discussion with the Board's ad-hoc Recycled Water Committee, staff has developed a set of basic recycled water agreement terms (Attachment B) for the Board's consideration. These terms, if approved by the CCWD Board, will then be presented to SAM for the SAM Board's discussion and possible approval. Terms approved by both agencies will form the basis for drafting of detailed agreement language by SAM and CCWD staff and counsel.

Fiscal Impact:

None.

GUIDING PRINCIPLES FOR RECYCLED WATER PROJECT BETWEEN SAM, CCWD AND MWSD

BASIS FOR AGREEMENT

The Sewer Authority Mid-Coastside (SAM) is responsible for the treatment and disposal of wastewater collected from within its service area. Within the SAM service area, two agencies, the Coastside County Water District (CCWD) and the Montara Water and Sanitary District (MWSD) are retail water suppliers for their respective service areas.

The parties (SAM – CCWD – MWSD) intend that a recycled water treatment facility shall be constructed at the SAM treatment plant in order to treat the wastewater generated to a water quality level sufficient for its use as recycled water for distribution and sale by CCWD. Phase 1 of the project (Phase 1) is intended to provide recycled water to the Ocean Colony Partners (OCP) golf course only.

Phase 1 has been proposed consisting of two components:

- (A) A Recycled water treatment facility located at the SAM plant, the capacity of which shall be designed, at a minimum, to serve recycled water to OCP's golf courses
- (B) Recycled water transmission and distribution systems for CCWD's service area, specifically for transmitting recycled water to OCP's golf courses

The parties intend to proceed with the design and construction of Phase 1 with funds secured by the parties to self-fund Phase 1. If grants or low interest financing provided by the federal or state governments is available, these funds will be pursued. The parties further intend that SAM shall be reimbursed for its expenditures for Phase 1.

It is anticipated by the parties that after Phase 1 is completed, additional recycled water projects will be studied for potential benefits and funding. The recycled water plant will be designed to handle additional recycled water projects after Phase 1.

These Guiding Principles shall serve as the basis for an agreement or agreements among SAM as the producer of recycled water and CCWD and MWSD as distributors of recycled water.

TERMS AND CONDITIONS

The purpose of the Agreement is to set out the basic terms and conditions pursuant to which SAM, CCWD and MWSD will agree to finance, design, construct and operate the Phase 1 Project, including the following:

1. **Jurisdiction:** SAM will be the producer of the recycled water. CCWD and MWSD will be the distributors of recycled water to all recycled water customers within their respective service areas.
2. **Point(s) of Delivery:** The Point or Points of Delivery of recycled water from SAM to CCWD and MWSD, respectively, shall be defined as that point or points in the recycled water treatment facility immediately downstream of the last treatment unit and from which delivery of recycled water is made to CCWD and MWSD.
3. **Design and Construction:** SAM will be responsible for the design, construction, and operation of the recycled water treatment facilities for Phase 1 with input from CCWD and MWSD (and future Phases). The facilities will be designed to satisfy the water quality specified by the CCWD and MWSD and the combined production requirements of CCWD and MWSD; provided, that in no event shall said requirements exceed the maximum flow rate of SAM's treatment facilities; provided, further, that SAM shall have the final authority with regard to determining selection of treatment technology.

CCWD and MWSD shall be responsible for the design, construction, and operation of all facilities for the transmission and distribution of recycled water within their respective service areas.

4. **CEQA:** The parties will be responsible for complying with the California Environmental Quality Act (CEQA) for the components of Phase 1 which each proposes to construct, with the understanding that the parties shall cooperate with each other and coordinate their efforts for CEQA compliance.
5. **Permits:** As much as practicable and for the sake of expediency, the parties will jointly apply for permits from the San Francisco Bay Regional Water Quality Control Board and the California Department of Public Health, for all permits necessary to construct Phase 1. If not practicable or expedient, then the parties will apply separately for such permits pertaining to their respective components of the Phase 1 Project.
6. **Financing:** The financing for Phase 1 is agreed to be self-funded by the parties. Ideally SAM will secure the needed funding for Phase 1. If SAM is unable to fully fund Phase 1 and CCWD is able to fund and provide all or part of the financing for Phase 1, the monies provided by CCWD will be repaid by SAM to CCWD over time. The specific details of any repayment will be specified at the time funding is finalized.
The parties also intend to apply for grant or low interest financing provided by the federal or state governments (Collectively, "Grant Funding") for the design and construction of Phase 1. The parties shall jointly apply for such financing to the extent allowable under Grant Funding programs; provided, that if such financing is based on ownership of the individual components, i.e., SAM's recycling treatment facilities, CCWD's transmission and distribution facilities and MWSD's transmission and distribution facilities, then the parties shall apply for Grant Funding

corresponding to ownership, but in any event, the parties shall cooperate with and assist each other in obtaining Grant Funding.

7. **Facilities ' Ownership:** SAM will own, operate and maintain the recycled water treatment facilities to the point(s) of delivery to CCWD and MWSD. CCWD and MWSD will own, operate and maintain their respective recycled water transmission and distribution facilities downstream of the point of delivery.
8. **Operation and Maintenance:** SAM will operate and maintain the recycled water treatment facilities to the point(s) of delivery. CCWD and MWSD will operate and maintain their respective recycled water transmission and distribution facilities downstream of the point of delivery.
9. **Records:** Without limitation upon record-keeping requirements, SAM shall keep and maintain accurate records of recycled water production and the volume of recycled water provided to CCWD and MWSD, respectively. The records or the data contained therein shall be provided periodically to CCWD and MWSD and upon demand as CCWD and MWSD may require.
10. **Access to Treatment Facilities:** MWSD and CCWD shall have reasonable access to the recycled water treatment facilities during construction and from and after SAM's acceptance thereof to ascertain SAM's compliance with the terms and conditions of the agreement entered into in pursuance of these Guiding Principles.
11. **Dispute Resolution:** Disputes regarding the interpretation of, or performance under, the agreement entered into in pursuance of these Guiding Principles shall be resolved initially by meeting and conferring between or among the parties to the dispute and if not resolved thereby, by submittal to mediation.
12. **Successors:** The agreement entered into in pursuance of these Guiding Principles shall be binding upon and inure to the benefit of the successors and assigns of the parties thereto.
13. **Reimbursement:** SAM shall be reimbursed by CCWD and MWSD for all costs incurred by SAM for the Phase 1 Project which are not reimbursed by Grant Funding. Such costs shall be allocated between CCWD and MWSD in proportion to the flow of recycled water allocated to them in the Project.
14. **Effect:** These Guiding Principles shall be effective upon the last of the dates of execution hereinafter set forth and shall be incorporated in an agreement or agreements between and among the parties for the implementation of the Project. These Guiding Principles are merely a statement of the terms upon which the parties may be interested in pursuing further negotiations. An agreement outlining the final details of Phase 1 shall be entered into prior to commencing the design and construction of Phase 1.

Signature Page

IN WITNESS WHEREOF, the parties (below) have executed these Guiding Principles upon the dates hereinafter listed below and agree to the intent and principles of these guidelines:

SAM

General Manager: _____ Date: _____

Board President: _____ Date: _____

CCWD

General Manager: _____ Date: _____

Board President: _____ Date: _____

MWSD

General Manager: _____ Date: _____

Board President: _____ Date: _____

City of HALF MOON BAY

City Manager: _____ Date: _____

Mayor: _____ Date: _____

GRANADA COMMUNITY SERVICES DISTRICT

General Manager: _____ Date: _____

Board President: _____ Date: _____

Proposed CCWD-SAM Recycled Water Agreement Basic Terms
February 14, 2017

1. 2-party agreement between SAM and CCWD.
2. CCWD will provide reclaimed water quantity and quality specification.
3. SAM commits to provide reclaimed water in quantity and quality specified.
4. The parties agree that CCWD will be the exclusive distributor of recycled water within its jurisdictional boundaries and that applications, customers, terms of use and pricing for recycled water distributed by CCWD shall be determined by CCWD.
5. Recycled water treatment facilities shall be designed for increase of capacity and optional additional level(s) of treatment as agreed between SAM and CCWD.
6. SAM will commit to costs for capital, operation, and maintenance of the facilities – term to be determined.
7. SAM to fund costs for design, construction, and operation of recycled water production facilities.
8. CCWD will pay SAM's total capital cost – up to the maximum determined in 6 above – on an amortized basis over the same term as the SAM borrowing used to provide the capital. Any grant funding received by the parties shall be applied 100% to the capital cost of the project.
9. CCWD will reimburse SAM for operation and maintenance costs as incurred, plus reasonable SAM overhead and other expenses, up to the maximum agreed between CCWD and SAM.
10. Payments from CCWD to SAM to be conditioned on SAM meeting water quality, quantity, and level of service specifications.
11. Each party will be responsible for compensating the other party for its failure to perform under the agreement.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: February 14, 2017

Report

Date: February 10, 2017

Subject: Fiscal Year 2017-2018 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 2017-2018 Budget and the Fiscal Year 17/18 - 26/27 Capital Improvement Program. Key timeline milestones follow the pattern established over the last two 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 2017-2018**

Description	Date
Staff Internal Budget Review – Distribute O&M Budget Worksheets and Update CIP budget spreadsheet	January 2017
Facilities Committee Meeting – Introduction to CIP Budget Process/Timeline	January 4, 2017
Finance Committee Meeting - Introduction to Budget Process/Timeline	January 9, 2017
Present Budget Timeline for Board approval	January 10, 2017 Regular Board Meeting
Staff Internal Budget Review – Worksheets Due/Review CIP Budget	January 31, 2017
Finance Committee Meeting – Review Draft O&M Budget and CIP	February 8, 2017
Facilities Committee Meeting – Review Draft CIP Budget	February 9, 2017
Present “Draft” O&M Budget and CIP to Board of Directors at Board Meeting	February 14, 2017 Regular Board Meeting
Present “Draft” O&M Budget and CIP to Board of Directors at Board Meeting	March 14, 2017 Regular Board Meeting
Customer Outreach – Website Draft Budget and Finance Plan FY 2017	March 2017 (TBD)
Customer Outreach – E-Newsletter Message: Budget Work Session – Budget and Finance Plan	March 2017 (TBD)
Budget Work Session with Board of Directors	March 29, 2017 3:00 PM
Present “Draft” O&M Budget and CIP to Board of Directors at Board Meeting – Approve Notice of Rate Increase (Prop 218)	April 11, 2017 Regular Board Meeting
Mail Notice of Rate Increase (Prop 218) – Minimum 45-Day Notice Before Public Hearing	April 17, 2017
Finance Committee Meeting – Review Draft O&M Budget, CIP, and Finance Plan	April/May __, 2017

February 10, 2017

Customer Outreach – E-Newsletter Message: Understanding Budget and Proposed Rate Increase	April 24, 2017
Present & Discuss “Draft” CIP and O&M Budget and Finance Plan	May 9, 2017 Regular Board Meeting
Rate Increase Hearing - Approve O&M Budget and CIP – Approve Rate Increase	June 13, 2017 Regular Board Meeting

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: February 14, 2017

Report

Date: February 10, 2017

Subject: Draft Fiscal Year 2017-2018 Operations Budget and Draft Fiscal Year 2017/18 to 2026/27 Capital Improvement Program.

Recommendation:

No Board action required at this time.

Background:

Staff presents for the Board's review the attached draft Fiscal Year 2017-2018 Operations Budget and draft Fiscal Year 2017/18 to 2026/27 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 2017-2018 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 February 9 to discuss the draft Operations Budget and CIP.)

Highlights:

Budget to Budget Comparison

- FY2018 Budget assumes water sales at current levels of 560 MG, up from the 550 MG planned in the FY2017 Budget. As the rate adjustment is still to be determined, no rate adjustment has been included in the draft budget.
- FY2018 water purchases from SFPUC are \$276,000 less than the FY2017 budget primarily due to an increased use of local sources. The impact of the SFPUC volume decrease is partially offset by a 5.7% increase in SFPUC water rates.
- Total FY2017 Operating Expenses are 2.2% higher than the FY2016 budget (or \$183,000), primarily due to increases in engineering, pension costs and inflation adjustments.
- The FY2018 budget also includes an additional \$179,000 for debt service for a new (2016) IBank loan.

CIP

- \$29,460,000 total 10 year CIP (FY2018 dollars)
- \$15,815,000 total 5 year CIP (average of \$3,163,000 per year)
- Increase of \$1,880,000 for FY17 - FY21 CIP includes \$1,200,000 increases in cost estimates for tank recoating/rehabilitation.

Please note that due to the volume of paper, the individual detailed sheets for the Operations Budget and Capital Improvement Program 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 2017-2018

Account Number	Description	Proposed Budget FY 17/18	Approved FY 16/17 Budget	FY17/18 Budget Vs. FY 16/17 Budget \$ Change	FY17/18 Budget Vs. FY 16/17 Budget % Change	Proj Year End Actual FY 16/17	FY 17/18 Budget Vs. FY 16/17 Actual \$ Change	FY 17/18 Budget Vs. FY 16/17 Actual % Change	YTD Actual FY 16/17 as of January 31, 2017
OPERATING REVENUE									
4120	Water Sales (1)	\$10,400,000	\$10,266,127	\$133,873	1.3%	\$10,400,000	\$0	0.0%	\$6,340,645
Total Operating Revenue		\$10,400,000	\$10,266,127	\$133,873	1.3%	\$10,400,000	\$0	0.0%	\$6,340,645
NON-OPERATING REVENUE									
4170	Hydrant Sales	\$50,000	\$50,000	\$0	0.0%	\$55,000	-\$5,000	-9.1%	\$43,804
4180	Late Penalty	\$60,000	\$72,000	-\$12,000	-16.7%	\$60,000	\$0	0.0%	\$45,711
4230	Service Connections	\$10,000	\$10,000	\$0	0.0%	\$12,000	-\$2,000	-16.7%	\$9,340
4920	Interest Earned	\$6,174	\$3,070	\$3,104	101.1%	\$3,500	\$2,674	76.4%	\$3,277
4930	Property Taxes	\$700,000	\$600,000	\$100,000	16.7%	\$700,000	\$0	0.0%	\$419,074
4950	Miscellaneous	\$37,000	\$37,000	\$0	0.0%	\$105,000	-\$68,000	-64.8%	\$101,052
4955	Cell Site Lease Income	\$154,000	\$143,692	\$10,308	7.2%	\$150,000	\$4,000	2.7%	\$86,855
4965	ERAF Refund	\$250,000	\$200,000	\$50,000	25.0%	\$325,314	-\$75,314	-23.2%	\$325,314
Total Non-Operating Revenue		\$1,267,174	\$1,115,762	\$151,412	13.6%	\$1,410,814	-\$143,640	-10.2%	\$1,034,427
TOTAL REVENUES		\$11,667,174	\$11,381,889	\$285,285	2.5%	\$11,810,814	-\$143,640	-1.2%	\$7,375,072
OPERATING EXPENSES									
5130	Water Purchased	\$2,302,064	\$2,578,474	-\$276,410	-10.7%	\$2,260,000	\$42,064	1.9%	\$1,481,940
5230	Electrical Exp. Nunes WTP	\$40,280	\$31,270	\$9,010	28.8%	\$38,000	\$2,280	6.0%	\$20,361
5231	Electrical Expenses, CSP	\$318,000	\$325,420	-\$7,420	-2.3%	\$300,000	\$18,000	6.0%	\$213,160
5232	Electrical Expenses/Trans. & Dist.	\$25,440	\$18,020	\$7,420	41.2%	\$24,000	\$1,440	6.0%	\$13,123
5233	Elec Exp/Pilarcitos Cyn	\$32,309	\$26,000	\$6,309	24.3%	\$25,000	\$7,309	29.2%	\$20,572
5234	Electrical Exp., Denn	\$92,220	\$85,000	\$7,220	8.5%	\$90,000	\$2,220	2.5%	\$28,244
5242	CSP - Operation	\$10,500	\$10,500	\$0	0.0%	\$10,500	\$0	0.0%	\$5,649
5243	CSP - Maintenance	\$37,000	\$37,000	\$0	0.0%	\$37,000	\$0	0.0%	\$7,313
5246	Nunes WTP Oper	\$72,000	\$57,000	\$15,000	26.3%	\$70,000	\$2,000	2.9%	\$36,597
5247	Nunes WTP Maint	\$122,500	\$80,500	\$42,000	52.2%	\$85,000	\$37,500	44.1%	\$47,922
5248	Denn. WTP Oper.	\$34,500	\$35,000	-\$500	-1.4%	\$29,000	\$5,500	19.0%	\$11,555
5249	Denn WTP Maint	\$60,000	\$53,000	\$7,000	13.2%	\$70,000	-\$10,000	-14.3%	\$50,173
5250	Laboratory Expenses	\$53,000	\$53,000	\$0	0.0%	\$53,000	\$0	0.0%	\$24,703
5260	Maintenance Expenses	\$291,700	\$281,700	\$10,000	3.5%	\$281,700	\$10,000	3.5%	\$140,093
5261	Maintenance, Wells	\$40,000	\$50,000	-\$10,000	-20.0%	\$40,000	\$0	0.0%	\$10,978
5263	Uniforms	\$10,000	\$10,000	\$0	0.0%	\$10,000	\$0	0.0%	\$7,940
5318	Studies/Surveys/Consulting	\$160,000	\$150,000	\$10,000	6.7%	\$150,000	\$10,000	6.7%	\$33,256
5321	Water Resources	\$37,000	\$47,000	-\$10,000	-21.3%	\$25,000	\$12,000	48.0%	\$5,377
5322	Community Outreach	\$54,700	\$50,000	\$4,700	9.4%	\$50,000	\$4,700	9.4%	\$4,259
5381	Legal	\$110,000	\$60,000	\$50,000	83.3%	\$100,000	\$10,000	10.0%	\$50,421
5382	Engineering	\$100,000	\$14,000	\$86,000	614.3%	\$54,000	\$46,000	85.2%	\$4,200
5383	Financial Services	\$20,000	\$20,000	\$0	0.0%	\$18,000	\$2,000	11.1%	\$8,580
5384	Computer Services	\$144,800	\$125,300	\$19,500	15.6%	\$100,000	\$44,800	44.8%	\$55,050
5410	Salaries, Admin.	\$1,147,800	\$1,100,800	\$47,000	4.3%	\$960,000	\$187,800	19.6%	\$535,191
5411	Salaries - Field	\$1,258,789	\$1,217,375	\$41,414	3.4%	\$1,217,375	\$41,414	3.4%	\$757,500

Operations & Maintenance Budget - FY 2017-2018

Account Number	Description	Proposed Budget FY 17/18	FY17/18 Budget			Proj Year End	FY 17/18 Budget			YTD Actual FY 16/17 as of January 31, 2017
			Approved FY 16/17 Budget	Vs. FY 16/17 Budget \$ Change	Budget Vs. FY 16/17 Budget % Change		Vs. FY 16/17 Actual	FY 17/18 Budget Vs. FY 16/17 Actual		
5420	Payroll Taxes	\$169,904	\$162,245	\$7,659	4.7%	\$150,000	\$19,904	13.3%	\$88,321	
5435	Employee Medical Insurance	\$447,056	\$412,904	\$34,152	8.3%	\$412,904	\$34,152	8.3%	\$232,032	
5436	Retiree Medical Insurance	\$47,215	\$59,976	-\$12,761	-21.3%	\$59,976	-\$12,761	-21.3%	\$29,220	
5440	Employee Retirement	\$542,877	\$508,257	\$34,620	6.8%	\$485,000	\$57,877	11.9%	\$269,696	
5445	SIP 401a Plan	\$35,000	\$33,000	\$2,000	6.1%	\$33,000	\$2,000	6.1%	\$0	
5510	Motor Vehicle Exp.	\$50,700	\$56,700	-\$6,000	-10.6%	\$50,000	\$700	1.4%	\$27,715	
5620	Office & Billing Expenses	\$225,500	\$170,775	\$54,725	32.0%	\$225,000	\$500	0.2%	\$135,112	
5625	Meetings/Training/Seminars	\$24,000	\$24,000	\$0	0.0%	\$24,000	\$0	0.0%	\$9,896	
5630	Insurance	\$120,000	\$120,000	\$0	0.0%	\$115,000	\$5,000	4.3%	\$72,301	
5687	Memberships & Subscriptions	\$75,350	\$74,000	\$1,350	1.8%	\$74,000	\$1,350	1.8%	\$47,725	
5688	Election Expense	\$0	\$0	\$0		\$0	\$0		\$0	
5689	Union Expenses	\$6,000	\$6,000	\$0	0.0%	\$6,000	\$0	0.0%	\$0	
5700	County Fees	\$20,000	\$19,000	\$1,000	5.3%	\$19,000	\$1,000	5.3%	\$11,242	
5705	State Fees	\$24,000	\$16,000	\$8,000	50.0%	\$24,000	\$0	0.0%	\$19,332	
Total Operating Expenses		\$8,362,203	\$8,179,216	\$182,987	2.2%	\$7,775,455	\$586,748	7.5%	\$4,516,749	
CAPITAL ACCOUNTS										
5712	Existing Bonds - 2006B	\$486,776	\$486,426	\$350	0.1%	\$486,395	\$381	0.1%	\$359,439	
5715	Existing Bond-CIEDB 11-099	\$336,269	\$336,409	-\$140	0.0%	\$336,409	-\$140	0.0%	\$336,409	
5716	CIEDB 16-111	\$324,652	\$145,203	\$179,449		\$145,203	\$179,449		\$145,203	
Total Capital Accounts		\$1,147,697	\$968,038	\$179,659	18.6%	\$968,007	\$179,690	18.6%	\$841,051	
TOTAL REVENUE LESS TOTAL EXPENSE		\$2,157,274	\$2,234,635	-\$77,361	-3.5%	\$3,067,352	-\$910,078	-29.7%	\$2,017,271	
5713	Cont. to CIP & Reserves	\$2,157,274								

Notes:

Project #	Project Name	Comments	FY 17/18	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	FY 17/18 to FY 26/27 Total
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Equipment Purchase & Replacement

06-03	SCADA/Telemetry/Electric Controls Replacement (<i>Backup Communications @ Cahill, PRV controls</i>)	\$50K added for each year	\$ 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	cost increase (from \$80K)			\$ 130,000								\$ 130,000
08-12	New Service Truck	cost increase (from \$200K)	\$ 250,000										\$ 250,000
15-04	Vactor Truck/Trailer	moved from FY18/19						\$ 500,000					\$ 500,000
99-02	Vehicle Replacement	added vehicle replacements	\$ 90,000	\$ 90,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 420,000
99-03	Computer Systems		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 50,000
99-04	Office Equipment/Furniture		\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 30,000

Equipment Purchase & Replacement Totals			\$ 398,000	\$ 148,000	\$ 218,000	\$ 88,000	\$ 88,000	\$ 588,000	\$ 88,000	\$ 88,000	\$ 88,000	\$ 88,000	\$ 1,880,000
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Facilities & Maintenance

08-08	PRV Valves Replacement Project		\$ 30,000	\$ 30,000	\$ 30,000								\$ 90,000
09-07	Advanced Metering Infrastructure	moved up installation from FY18/19; added \$250K for contract installation in FY17/18; removed \$50K in FY19/20 and \$20K/yr from FY18/19 forward; net 5 year change = + \$160K	\$ 850,000										\$ 850,000
09-09	Fire Hydrant Replacement		\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 400,000
15-03	District Administration/Operations Center										\$ 3,000,000		\$ 3,000,000
16-07	Sample Station Replacement Project		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000			\$ 40,000
99-01	Meter Change Program	moved up \$300K from FY 18/19	\$ 600,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 780,000

Facilities and Maintenance Totals			\$ 1,525,000	\$ 95,000	\$ 95,000	\$ 65,000	\$ 3,060,000	\$ 60,000	\$ 5,160,000				
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Pipeline Projects

06-02	Highway 1 South Pipeline Replacement Project	moved up from FY 19/20; reduced cost \$800K	\$ 80,000	\$ 500,000									\$ 580,000
07-03	Pilarcitos Canyon Pipeline Replacement	moved up from FY 23/24 (interest from SFPUC) -- reduced cost \$400K	\$ 150,000	\$ 600,000									\$ 750,000
07-04	Bell Moon Pipeline Replacement Project							\$ 60,000	\$ 250,000				\$ 310,000
13-02	Replace 8 Inch Pipeline Under Creek at Pilarcitos Ave						\$ 400,000						\$ 400,000
14-01	Replace 12" Welded Steel Line on Hwy 92 with 8"		\$ 300,000			\$ 1,000,000	\$ 1,000,000	\$ 1,000,000					\$ 3,300,000
14-27	Grandview 2 Inch Replacement							\$ 450,000					\$ 450,000
14-28	Replace 2 Inch Hilltop Market to Spanishtown							\$ 240,000					\$ 240,000
14-29	Replace 2 Inch GS Purissima Way				\$ 125,000								\$ 125,000
14-30	Replace Miscellaneous 2 Inch GS El Granada				\$ 60,000								\$ 60,000
14-31	Ferdinand Avenue - Replace 4" WS Ferdinand Ave. to Columbus			\$ 225,000									\$ 225,000
14-32	Casa Del Mar - Replace Cast Iron Mains						\$ 1,000,000	\$ 1,000,000					\$ 2,000,000
14-33	Miramar Cast Iron Pipeline Replacement								\$ 500,000	\$ 1,000,000			\$ 1,500,000
16-09	Slipline 10 Inch Pipeline in Magellan at Hwy 1			\$ 100,000									\$ 100,000
18-XX	Pine Willow Oak - 2400 feet	new					\$ 500,000						\$ 500,000
NN-00	Pipeline Replacement								\$ 1,050,000	\$ 750,000	\$ 500,000	\$ 1,500,000	\$ 3,800,000

Pipeline Projects Totals			\$ 530,000	\$ 1,425,000	\$ 185,000	\$ 1,000,000	\$ 2,900,000	\$ 2,000,000	\$ 1,800,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 14,340,000
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Pump Stations/Tanks/Wells

06-04	Hazen's Tank Replacement	moved from FY 16/17	\$ 30,000										\$ 30,000
08-14	Alves Tank Recoating, Interior & Exterior	increased cost from \$600K	\$ 100,000	\$ 1,500,000									\$ 1,600,000
08-16	Cahill Tank Exterior Recoat			\$ 75,000									\$ 75,000
09-18	New Pilarcitos Well			\$ 150,000									\$ 150,000

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: February 14, 2017

Report

Date: February 8, 2017

Subject: Web Site Media Campaign

Recommendation:

None.

Background:

President Reynolds provided the attached slide presentation and requested that it be placed on the agenda.

Fiscal Impact:

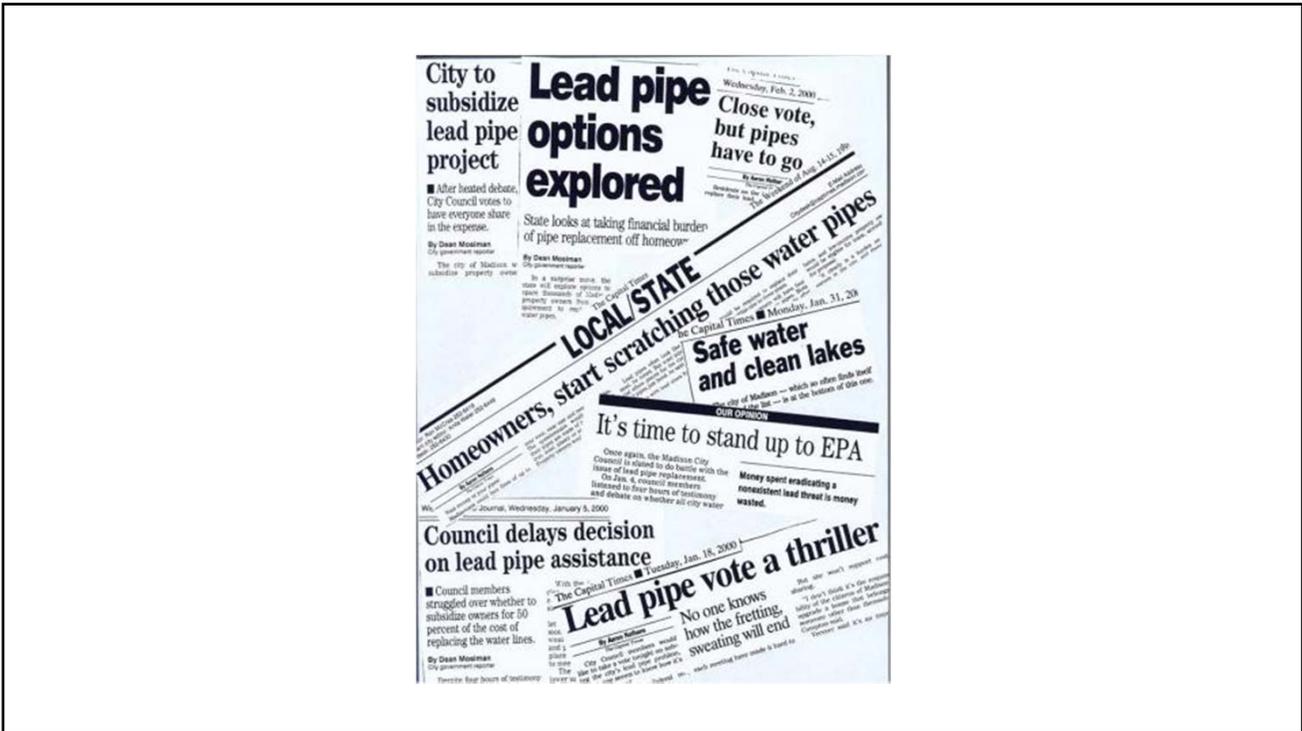
None.

Coastside County Water District

Investing in better water



A monthly web site positive
media campaign



It's wrong to just let a broken pipe get the headline

If owe our customers the good news, it's a part of running a quality water district



We have the tools

Now we need to do it.

Our website is a perfect starting place

Updating a web page can cost between: zero if done internally to less than a thousand dollars if contracted out.

Right now we are not telling our story

Here are some examples of how we could do it.



Replacing our pipe

Water pipe is our single largest asset. To keep our distribution system working we need to replace pipe which is too old, with new pipe. The replacement pipe is smoother inside which provides better fire flow, and helps keep the water tasting fresh. A typical Bay Area utility budgets about \$400 per foot to replace water mains. Our system has about XXX feet of water main, so it's a big part of our budget. Our water mains average about XX years of service life which means we have gotten great value from our old pipe.



Water Tanks need paint

While the Golden Gate Bridge, gets painted every year, we only need to paint our water tanks every fifteen years. With eleven storage tanks in our system we need to repaint one tank every sixteen months!





Drink local

We have worked extremely hard to source water here on the coast to reduce the cost and electrical bills from pumping Sierra Water over highway 92. While it costs money in the short term to upgrade our local water treatment plant, the long term savings and reliability of having local water is invaluable.

Picture of denniston plant



Our own backhoe

Owning our own heavy equipment not only reduces cost but allows a faster emergency response time. Your water district has it's own dump truck and backhoe.





Larger Dump Truck saves district funds



Purchasing a replacement dump truck doesn't just save money on repair bills, it saves time! Our old dump truck meant we had to make multiple trips to offload on every project, which wasted both staff time and slowed the project down as all digging had to stop while our team waited for the truck to be emptied.



Lead in Drinking water

A big news item this year; Coastside County Water District has been testing for lead since XXXX. Even though our tests have always been much less than the limit, we keep testing just to be safe. Our repair crews always remove any lead pipe or lead joints which they find during repair work. This year the water district will be able to include schools as part of our testing program.



Financial impact of the drought

While the rains have been bountiful this winter, the past several years of drought have reduced income to the district as people use less water and the cost for our purchased water increases. Our operating costs remain the same or even go up as we work with customers to reduce water waste. This means we must balance our budget with rate increases. We have worked hard to be as efficient as possible and have kept our rates less than other bay area water districts.



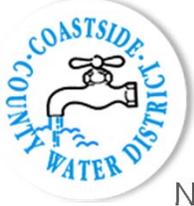
How our new billing software will help

The State responded to the drought by requiring all water utilities to report monthly water use, yet our old billing system required we compile this data by hand. This cost our district a lot of staff time and hindered our helping customers identify leaks! Our new billing system allows us to look at water use quickly and easily. The new system helps us comply with state requirements with much less staff effort, allowing the district to save money.



Why water meters matter

Our new meters are more accurate, last longer and a read remotely. All these features will save our water district not only money but reduce unaccounted for water!



In house expertise

Not only do our staff maintain water license and certification, but our district wins awards:

Best dressed operator

Cleanest service truck

Nicest customer service smile



ok , these were just to see if you were still awake :)

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: January 10, 2017

Report

Date: January 5, 2017

Subject: General Manager's Report

Recommendation:

None. Information only.

Background:

For this month's report, I would like to highlight the following:

- 1. SFPUC Water Availability Estimate:** In accordance with provisions of the Water Supply Agreement between SFPUC and the wholesale customers, SFPUC provided an Initial Water Supply Availability Estimate on February 1, 2017 (Attachment A). The estimate concludes that precipitation and snowpack this year "essentially guarantee that the SFPUC water system will fill this year" and that SFPUC does not anticipate requiring continued water use reductions this year.
- 2. Recycled Water Request:** Following the Board's discussion of recycled water at the November 8, 2016 meeting and further discussion at the SAM-CCWD Joint Recycled Water Committee meeting on January 27, 2017, I sent SAM General Manager Beverli Marshall the letter included as Attachment B. The SAM Board will consider our request to add an analysis of recycled water facility expansion capacity to the SRT 25% design scope at their February 13, 2017 meeting.
- 3. Pilarcitos Canyon Emergency Road Repairs:** On February 2, CCWD field staff observed that high flows in Pilarcitos Creek, partially diverted by a fallen tree, had eroded away a significant section of stream bank next to our access road. This erosion exposed the old Pilarcitos pipeline and, if it continued, would threaten the District's current pipeline bringing SFPUC water into our system. We deemed this an emergency under the District's procurement policies, allowing the General Manager to waive purchasing procedural requirements in responding to conditions that threaten significant impact to District facilities. Andreini Brothers, supervised by Field Superintendent John Davis, worked on February 3 and 4 to place 20 truckloads of rock to prevent further erosion. The total cost of the emergency repairs, including required environmental monitoring, was about \$38,000.



San Francisco
Water Power Sewer
 Operator of the Hetch Hetchy Regional Water System

525 Golden Gate Avenue, 13th Floor
 San Francisco, CA 94102
 T 415.554.3155
 F 415.554.3161
 TTY 415.554.3488

TO: SFPUC Wholesale Customers 

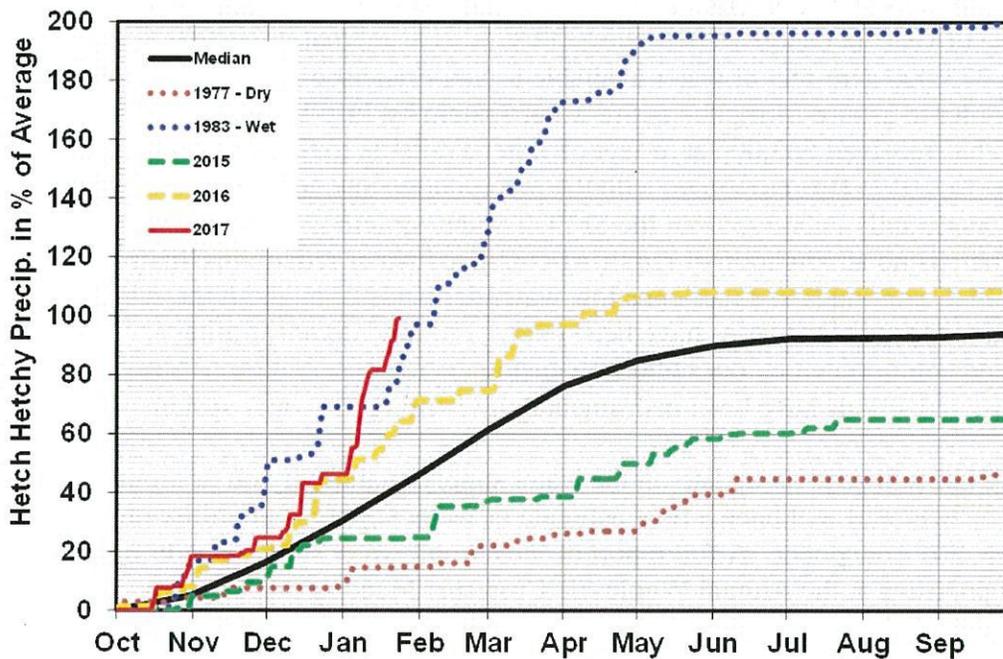
FROM: Steven R. Ritchie, Assistant General Manager, Water

DATE: February 1, 2017

RE: Initial Water Supply Availability Estimate

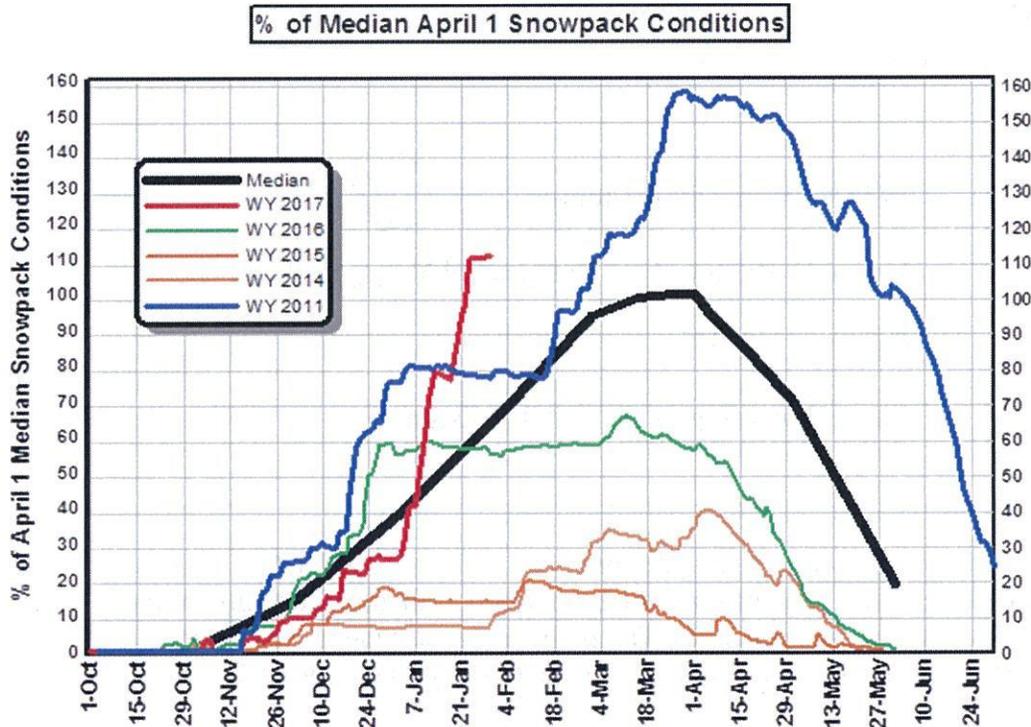
Based on current snowpack and precipitation totals in the SFPUC watersheds, the SFPUC does not anticipate needing to request demand reductions for the retail and wholesale service areas. The plots below provide precipitation at Hetch Hetchy and snowpack in the watershed through January 30, 2017.

Precipitation at Hetch Hetchy - Water Year 2017



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

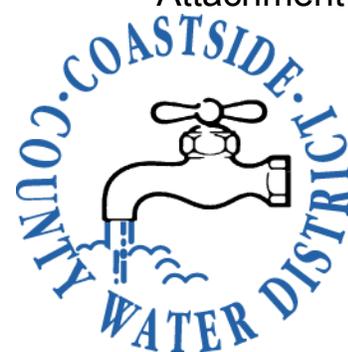




As the two plots show, precipitation and snowpack are well above normal for this time of year. In October 2016, the SFPUC forecasted that it needed to receive 373,000 acre-feet of water available to San Francisco under the Raker Act in order to ensure filling the entire water system by July 1, 2017. The SFPUC has received 683,000 acre-feet of water available to San Francisco as of January 30, 2017. This combined with the precipitation and snowpack received to date, essentially guarantee that the SFPUC water system will fill this year. Thus, there is no anticipation of requiring continued water reductions this year. The SFPUC continues to experience low water demands throughout the service area. January water deliveries have been below 150 mgd demonstrating a continued commitment by our collective customers to conservation. These water use reductions have been instrumental in re-filling the water system.

The SFPUC will send an update on the water supply availability on or around March 1, 2017 and will have a final estimate of water supply availability on April 15, 2017 or sooner. A full report of the current water supply conditions will be provided at the Annual Wholesale Customer Meeting on Thursday February 16, 2017.

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



February 6, 2017

Ms. Beverli Marshall
General Manager
Sewer Authority Mid-Coastside
1000 Cabrillo Highway North
Half Moon Bay, CA 94019

Re: Request for SRT Analysis of Proposed Recycled Water Facility Expansion Capacity

Dear Ms. Marshall:

I write to confirm a request Director Ken Coverdell made on behalf of the Coastsideside County Water District Board of Directors at the January 30, 2017 meeting of the CCWD and SAM Joint Recycled Water Committee. Based on discussion and direction given by the CCWD Board at their November 8, 2016 meeting, the District requests that SAM add to the scope of SRT's 25% design work 1) an analysis of extending the capacity of the proposed Phase 1 recycled water facilities to treat 100% of the Phase 1 design flow to the highest achievable product water quality (reverse osmosis plus disinfection); and 2) an analysis of increasing the capacity of the proposed facilities to treat 100% of the secondary effluent available from SAM to the highest achievable product water quality.

Subject to having an opportunity to review and approve SRT's scope of work for this analysis, CCWD will reimburse SAM for all costs associated with the added effort as SAM incurs them.

I look forward to discussing this request further with you at your convenience.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "David R. Dickson".

David R. Dickson
General Manager

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: February 14, 2017

Report

Date: February 10, 2017

Subject: Assistant General Manager's Report

Recommendation:

No Board action required.

Strategic Planning Meeting

The Strategic Planning Meeting is scheduled for March 16, 2017 from 9:00 AM to 4:00 PM to be held at the Senior Center in the Rotary Media Room, 925 Main Street, Half Moon Bay. The meeting will be facilitated by Greg Larson of Management Partners. (See the attached for Greg's biographical information.) Greg will be conducting interviews with the Board of Directors, Legal Counsel, and staff in advance of the meeting in order to finalize an agenda.

Advanced Metering Infrastructure

Aclara installed (4) of the (9) Data Collector Units (DCU's) around the District, and were successfully able to connect to Aclara's hosting site. Sites have been identified for the remaining DCUs, and installation will be completed in the next 2-3 months. Staff will be trained on radio installation and programming and on the accompanying meter reading software during the last week of February. Staff will be able to commence installation of new Badger ultrasonic meters and Aclara radios in March, 2017.





Project Team

Greg Larson will serve as facilitator for this engagement. He will be assisted by Patricia Black, management analyst, who will serve as recorder. Their brief qualifications are provided below.

Greg Larson, Partner, has 30 years of experience in leading, managing and supporting public, non-profit and educational organizations. Most of his career was spent as a turnaround specialist, taking on troubled organizations and issues, and then helping to restore them operationally, financially and structurally. More recently he has been working with healthy organizations to meet emerging challenges and new opportunities. Greg's diverse experience includes rising from a legislative analyst to department head and deputy city manager for the City of San Jose, twice serving as city manager (Milpitas and Los Gatos), twice serving as director of Planning and Community Development (Scottsdale and Santa Cruz), president & CEO of United Way Silicon Valley, and chief deputy controller for the State of California. He has also been active professionally as past president of Cal-ICMA, supporting emerging young professionals through the Municipal Management Association of Northern California (MMANC), and providing the opening invocation at the 2010 International City/County Management Association annual conference. A graduate of Stanford University, Greg has facilitated many workshops and meetings for local government and non-profit organizations.

Patricia Black, Management Analyst, is a public policy and communications analyst trained in quantitative and qualitative research methods, group facilitation and process management. Her areas of local government experience include conducting organizational assessments, communications analyses and systems workflow design. Her most recent projects have focused on the use of social media by local governments for emergency communications during natural disasters, process analysis, fee structure assessments, and benefits analysis. Prior to joining Management Partners, Patricia worked in the City of Mountain View's City Manager's Office. Her professional experience also includes work in high-tech, education and non-profit policy and systems analysis.

MONTHLY REPORT

To: David Dickson, General Manager
From: Joe Guistino, Superintendent of Operations
Agenda: February 14, 2017

Report

Date: February 7, 2017

Monthly Highlights

Weather Impacts – We have definitely felt the impact of the 9.5 inches of rain received in January. A treefall in Pilarcitos Creek on 1 February altered the course of the creek endangering the access road and our main raw water transmission line.

Personnel changes – Treatment/Distribution Operator Todd Schmidt was promoted to Senior Treatment Plant Operator in January. We are presently in open recruitment for an operator to work at the Treatment Plants.

Source of Supply

Crystal Springs and Denniston Reservoirs, and Pilarcitos Wells #1, 3, 3A, 4, 4A and 5 were the source of supply in January, supplying approximately 36 million gallons (MG) of water. Local sources (Pilarcitos Wells and Denniston Project) supplied 58% of our water in January. Denniston Water Treatment Plant (WTP) ran for 8 days in January before it had to be shut down due to high turbidity source water.

System Improvements

Single Check Backflow Replacement Program

There are many underground single check backflow devices associated with fire systems on many commercial properties. These devices are unable to be tested and their reliability of operation during emergency use cannot be guaranteed. Commercial properties undergoing remodels and which have underground single checks are required to upgrade them to above ground testable double check detector assemblies. In January, Cuhna Middle School single check was upgraded. We have just approved plans for the Cuhna Country Store to upgrade theirs. CCWD upgraded our device in November.

Denniston Canyon Access Road

The Denniston Canyon Access Road between the Denniston Pump Station and Treatment Plan was flooded out in the recent rains. We graded and laid 4" drain rock on this road to facilitate better transport to the WTP without the danger of getting stuck.

Rain water runoff calculator

Excessive rain water runoff filling the Denniston Drying Beds and holding pond distorts the way that we audit water. Senior Operator Schmidt came up with a formula whereby inches of rain can be used to determine how much water was gained by the system after rain events.

Other Activities Update:

Meter Replacement Program

There were no meters replaced in January.

Crystal Springs Pump 3

I reported last month that the Crystal Springs Pump 3 had a significant water leak in its casing upon initial investigation. When we pulled the pump it was discovered that the majority of the casing was severely corroded and in need of replacement. See staff report this month.

Personnel changes

Treatment/Distribution Operator Todd Schmidt was promoted to Senior Treatment Plant Operator in January. Two in house candidates were interviewed. We have posted a notice for Treatment/Distribution Operator to fill the slot left vacant by Mr. Schmidt. Applications will continue to be taken until the position closes on Friday, 17 February.

Pilarcitos Well 4

Last month I reported that Pilarcitos Well #4 stopped pumping. We pulled the well in January to find that the pump failed and much of the column pipe badly corroded. The motor/pump assembly and part of the column pipe was replaced for \$14,000 and the pump is back in service providing 80 gpm.

Seacrest School Tour Cancelled

We were scheduled to give our annual tour of the Nunes WTP to the Seacrest School First Grade Class on Thursday, 19 January but it got cancelled due to rain. It was not rescheduled.

Weather Impacts

Denniston WTP – We have been unable to start up Denniston WTP due to high turbidity in Denniston Creek. We hope to start up on 13 February after the present storm cycle subsides.

Pilarcitos Creek – 1. A large log blocked one of our culverts in Pilarcitos Canyon resulting in washout of part of the access road. At this time a large vehicle cannot pass. We hope to have the road repaired in the first half of February. 2. – A treefall on 1 February altered the course of the Pilarcitos Creek which quickly eroded the east bank and would have taken out Pilarcitos Canyon Road and our main raw water transmission main had we not taken immediate action to stabilize the bank.

Crystal Springs Communication – A lightning strike on 23 January cut communication between Crystal Springs Pump Station and Cahill Tank. We had to man the station every 5 hours to manually operate the pumps. Calcon came out the next day to render repairs.

Denniston Communication – High winds took out the phone and internet communication to Denniston WTP. AT&T had to come out twice to get them both resolved.

Power Failures – We experienced a number of power failures requiring call-outs in January. The El Granada Highlands lost power for about 35 hours on the first weekend of January. The new emergency generator at El Granada Tank 2 came on as it was designed.

Regulatory Agency Interaction

California Water Resources Control Board (CWRCB)

We received our new template for quarterly DDBP reporting to CWRCB. We also received sampling information for 2017 from both CWRCB and Monterey Lab.

The CWRCB approved the status change for the Pilarcitos Well 3A from active standby to active.

Safety/Training/Inspections/Personnel/Meetings

Meetings Attended

4 January – Facilities Committee meeting

5 January – Bid opening for Strawflower Main Project

6 January – Met with Greg Jameson as to his hotel plans

12 January – Met with SFPUC at their Crystal Springs PS to get information as to their fire suppression system.

17 January – CIP meeting with District Staff

18 January – Salary Survey kickoff meeting with consultant

18 January – Bridgeport Transmission Main/Denniston PS status update meeting

25 January – Appeared before the SFPUC Project Review Committee to discuss plans for Stone Dam Pipeline

25 January – Met with RCD staff to discuss biological report for the Pilarcitos Road Project completed in 2016.

26 January – CIP meeting with consultant

31 January – Phone meeting on the Bridgeport Transmission Main/Denniston PS about potential change order.

31 January – Met with John Riddell of Coastside Fire Protection District as to taking El Granada Tank 3 out of service for the recoating project.

Tailgate safety sessions in January

3 January – Powerful Protection from PPE

10 January – Reducing the Risk of Workplace Violence
17 January – Weld Well to End Well
23 January – Vehicle Safety: Check, Inspect, Drive!
30 January – Trenching: Don't Dig Into Trouble!

Safety Committee and Training

There was no safety Committee Meeting scheduled for January.

The Safety Training for January was on Confined Spaces. Whelen, Jahns, Bruce and Winch were in attendance.

Treatment/Distribution Operator Position

We launched a recruitment notice for the open Treatment/Distribution Operator Position in January. This position is to mainly work at the treatment plants. The position closes on 17 February.

Crystal Springs Fire Protection System

On 12 January, Maintenance Supervisor John Davis and Treatment/Distribution Operator Jon Bruce and I took a field trip to SFPUC's Crystal Springs Pump Station to observe their fire suppression system. The existing fire suppression system at our Crystal Springs Pump Station is corroded and non functioning and we were on a fact finding mission to determine how to proceed. We concluded that we should have fire suppression in our office area and not in the general pump area since there is no fuel there to burn.

Safety Data Sheets (SDS)

Treatment/Distribution Operator Dustin Jahns has been updating our files for what was formerly called Material Safety Data Sheets (MSDS) in order to protect worker safety and to keep the District up on the new rules governing safety communication to our workers.

Temporary Worker

Temp worker Cody Dexter finished his tenure with the District in January. We are now open for recruitment of a new temp worker.

Projects

El Granada Pump Stations 1 and 2 Emergency Generator Project

Both generators are in place, tested and confirmed operational. Staff was trained on their operation on 4 January.

El Granada Tank 3 Rehabilitation and Coating Project

The temporary tank was secured, connected, disinfected, bacti tested, integrated into the control system and put in service in January. The Coastside Fire Protection District was notified that the El Granada Tank 3 will be taken out of service and that its 250,000 gallon storage will not be available until the completion of the project sometime in May.

Nunes Drying Bed #2 Sand Replacement Project

This project is complete.

Denniston Pump Station and Bridgeport Transmission Main Project

Bridgeport drive has been potholed to locate various utilities, saw cut and the new pipes stored in the cul-de-sac at the end of the street.

Field crews met with the contractor to establish placement of the PRV vault at the north end of Bridgeport Drive.

Potholing revealed the shallow nature of the extensive underground utilities in Bridgeport Drive. Three hundred feet of the new pipeline therefore must be installed a little shallower than planned, with only 3 feet of cover rather than the usual 36 inches. In discussing the options with the CM and contractor, we decided to install the pipe at three feet and pour a grout cap over it at grade followed by the asphalt.

Well Projects

Pilarcitos Wells 3 and 3a were installed in January. Well 3 is presently operating at 85 gpm. Since 3a has been taken out of active standby, we had to monitor it for the entire panel of SDWA testing before it can be continually operated. It was running at 50 gpm when we sampled it and it is expected to give us a continual yield of 85 gpm.

Stone Dam Pipeline

Assistant General Manager Mary Rogren and I appeared before the SFPUC plan review committee on 25 January to present our plans for the permanent solution to the failed Stone Dam Pipeline. Although we haven't received their official letter as to the conditions we must work under, the panel seemed very willing to cooperate to get this important project completed as soon as possible. We hope to hear back from them in February.

Downtown 2" Line Replacement Project

District Engineer Jim Teter started the design phase of the 2" galvanized line replacement project for downtown Half Moon Bay. He was on site on 25 January to work with Maintenance Supervisor John Davis to physically go over the replacement sites.

STAFF REPORT

To: Board of Directors
From: Cathleen Brennan, Water Resources Analyst
Agenda: February 14, 2017
Report Date: February 9, 2017
Subject: Water Resources

Informational Report: Emergency Drought Regulations Update

The State Water Resources Control Board voted on February 8, 2017 to follow staff's recommendation and extend (re-adopt) the emergency drought regulations for an additional 270 days. The Governor's emergency drought declaration (Proclamation No. 1-17-2014) also remains in effect. The drought is over for a majority of the state but the state-wide water shortage remains. In particular, groundwater overdraft, unpredictable weather and water conveyance infrastructure deficiencies were noted in the discussion to extend the regulations.



Coastside County Water District's existing water supply self-certification with the State Board will remain in effect and the zero conservation standard will continue to be applied to the District. As mentioned in the General Manager's staff report, SFPUC does not anticipate the need to request demand reductions from its wholesale customers and with normal local precipitation, there should be sufficient local water supplies available to the District in the current water year.

With SFPUC no longer requesting reductions and with a zero conservation standard from the state, District staff shall consider the following actions:

- Consider updating the drought fact sheet and website
- Consider either going to a Stage 1 - Water Shortage Advisory in our Water Shortage Contingency Plan
- Consider updating Ordinance No. 2008-01 Prohibitions on Water Waste
- Consider canceling or updating Ordinance No. 2016-01: An ordinance amending mandatory water use restrictions and prohibitions under Stage 2 Water Shortage Emergency Warning of the District's Water Shortage Contingency Plan

The above listed actions and their impacts will have to be considered carefully, since the emergency drought proclamation and the emergency drought regulations remain in effect.