

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

SPECIAL MEETING OF THE BOARD OF DIRECTORS

Tuesday, March 8, 2016 - 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

- A. Pursuant to California Code Section §54957
Public Employee Appointment
Title: General Manager

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, March 8, 2016 - 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) **PUBLIC HEARING** ([attachment](#))

- **To allow community input on Coastside County Water District's Water Shortage Contingency Plan**
- **Consider Resolution 2016-01 Authorizing the Approval of a Water Shortage Contingency Plan**

- A. Open Public Hearing
- B. Staff Presentation of Coastside County Water District's Water Shortage Contingency Plan
- C. Public Comments
- D. Close Public Hearing
- E. Board Comments/Board Action

5) **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 February 29, 2016: Claims: \$539,321.52; Payroll: \$86,733.64 for a total of \$626,055.16 ([attachment](#))
 - *February 2016 Monthly Financial Claims reviewed & approved by Director Reynolds*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of January 26, 2016 Special Board of Directors Meeting ([attachment](#))
- D. Approval of Minutes of February 9, 2016 Regular Board of Directors Meeting ([attachment](#))
- E. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- F. Total CCWD Production Report ([attachment](#))
- G. CCWD Monthly Sales by Category Report - February 2016 ([attachment](#))
- H. Monthly Emergency Main and Service Repairs Report ([attachment](#))
- I. Rainfall Reports ([attachment](#))
- J. Notice of Completion - Administration Building Repair/Remodeling Project ([attachment](#))
- K. SFPUC Hydrological Report for January 2016 ([attachment](#))

6) **MEETINGS ATTENDED / DIRECTOR COMMENTS**

7) GENERAL BUSINESS

- A. Resolution of Intention to Approve an Amendment to Contract with California Public Employees' Retirement System for Partial Service Retirement ([attachment](#))
- B. Amended Fiscal Year 2016-2017 Budget Process Timeline - Information Only ([attachment](#))
- C. Draft Fiscal Year 2016-2017 Operations Budget and Draft Fiscal Year 2016/17 to 2025/26 Capital Improvement Program ([attachment](#))
 - Draft Operations & Maintenance Budget for Fiscal Year 2016-2017 ([attachment](#))

8) GENERAL MANAGER'S REPORT & MONTHLY INFORMATIONAL REPORTS
([attachment](#))

- Recycled Water Update
- March 3, 2016 BAWSCA Water Supply Management Representatives Meeting
- A. Operations Report ([attachment](#))

9) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

10) ADJOURNMENT

Monthly Report

To: Coastside County Water District Board of Directors
via David Dickson, General Manager
From: Cathleen Brennan, Water Resources Analyst
Agenda: March 8, 2016

Date of Report: March 3, 2016

Subject: Water Shortage Contingency Plan Update

Attachments: Attachment A - Resolution 2016-01
Attachment B - Updated Water Shortage Contingency Plan

Recommendation:

Staff recommends adopting, by resolution, the updated Water Shortage Contingency Plan to be included in the District's 2015 Urban Water Management Plan.

Background:

Water shortage contingency planning and analysis is required for urban water suppliers and it must be included in the water supplier's Urban Water Management Plan. This requirement is part of the Urban Water Management Planning Act (California Water Code § 10632). In addition, California Water Code (CWC § 350-359) provides authority to the urban water supplier to declare water shortage emergencies and to implement regulations and restrictions to manage the water shortage emergency.

The objective of this requirement is to establish actions and procedures for managing water supply and water demand during water shortages. The Water Shortage Contingency Plan should minimize non-essential uses of water and conserve remaining supplies for the greatest public benefit. The intent is to maintain essential public health and safety and minimize adverse impacts on economic activity and environmental resources during periods of water shortage.

Update:

The update includes current data for the tables, formatting changes and changes to the definitions. It also included some clean up in the wording and an expanded explanation of the Tier Two agreement with the San Francisco Public Utilities Commission. There has been no change in the District's approach to managing a water shortage emergency in this update.

Recent changes to the water code [CWC § 10632(b)] now require water suppliers to define water features that are artificially supplied with water, separately from swimming pools and spas. This change has been included in the update in the definitions and in the actions to consider at the different stages of water shortage.

The District has implemented the current Water Shortage Contingency Plan that was updated and adopted in 2011. We are currently in a Stage 2-Water Shortage Emergency Warning with mandatory water use restrictions and prohibitions. The ordinance (Ordinance 2015-01) that was adopted based on declaring a Water Shortage Emergency Warning has been added, as Appendix D, to the updated Water Shortage Contingency Plan. The updated plan is consistent with our current Stage 2- Water Shortage Emergency Warning and Ordinance 2015-01.

Fiscal Impact:

Periods of water shortage can burden the District's finances due to less revenue from water sales, increased work load for staff and the potential for penalties from the water wholesaler. This plan relies on the use of the District's reserves to help meet any gaps between revenues and expenses before a rate study can be completed and drought rates are implemented.

RESOLUTION 2016-01

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
COASTSIDE COUNTY WATER DISTRICT AUTHORIZING
THE ADOPTION OF A WATER SHORTAGE CONTINGENCY PLAN**

WHEREAS, Section 10632 of the California Water Code requires the Coastside County Water District to maintain a water shortage contingency analysis within its Urban Water Management Plan; and

WHEREAS, Section 350-359 of the California Water Code provides authority for a water agency to declare a water shortage emergency and implement regulations to manage the water shortage emergency; and

WHEREAS, the District maintains a Water Shortage Contingency Plan and desires to update said plan to conform to the current Water Code and provide a guidance document for management of water shortages within the Coastside County Water District; and

WHEREAS, the District posted notice of its intent to modify its Water Shortage Contingency Plan and offered opportunity for public comment on the intended modifications;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Coastside County Water District as follows:

1. The Water Shortage Contingency Analysis and Plan is hereby adopted and ordered to be filed with the California Department of Water Resources with the District's 2015 Urban Water Management Plan.
2. The General Manager shall recommend to the Board of Directors regarding additional procedures, rules, and regulations to carry out the effective and equitable allocation of water resources during a water shortage.

PASSED AND ADOPTED this 8th day of March, 2016 by the following votes of the Coastside County Water District's Board of Directors:

AYES:

NOES:

ABSENT:

ABSTAIN:

Arnie Glassberg, President
Board of Directors

David R. Dickson, General Manager
Secretary of the District

WATER SHORTAGE CONTINGENCY PLAN

Coastside County Water District

Water Shortage Contingency Plan



Coastside County Water District

766 Main Street
Half Moon Bay, CA 94019
(650) 726-4405 | www.coastsidewater.org

March 2016

Table of Contents

- Introduction**..... 2
 - Requirement..... 2
 - Authority..... 2
 - Objective..... 2
 - Service Area..... 2
 - Climate..... 2
 - Water Shortage..... 3
- Water Shortage Impacts** 4
 - Public Health..... 4
 - Recreation 4
 - Wildfire..... 4
 - Infrastructure..... 4
 - Livestock..... 5
 - Water Features and Pools..... 5
 - Surrounding Rural Areas 5
- Assessing Water Supply and Water Demand**..... 6
 - Description of Water Sources 6
 - San Francisco Public Utilities Commission (SFPUC)..... 6
 - Pilarcitos Creek Infiltration Wells 6
 - Denniston Creek Project 6
 - Facilities Description 7
 - Description of Demand..... 7
 - Historic Water Shortage Records..... 7
- Water Waste**..... 10
- Impacts on Revenues and Expenditures**..... 11
- Agreements**..... 12
 - San Francisco Regional Water System (RWS)..... 12
 - Agreement for Emergency Water Supply..... 13
- Utility Billing**..... 14
- Determination of a Water Shortage**..... 15
- Approach to Demand Reduction** 16
 - Stage 1: Water Shortage Advisory..... 16

Stage 2: Water Shortage Warning.....	17
Stage 3: Water Shortage Emergency	17
Stage 4: Severe Water Shortage Emergency	18
Stage 5: Critical (catastrophic) Water Shortage Emergency	18
Reduction by Sales Category	19
Enforcement	23
Appendices	25
Appendix A.....	26
Sample Drought Ordinance with Allocations	26
Appendix B	33
Emergency Contact List.....	33
Appendix C	34
Reference Materials	34
Appendix D.....	35
Sample Drought Ordinance without Allocations	35

List of Tables

Table 1 – Water Sources (Million Gallons).....	6
Table 2 - Average Annual Water Demand History.....	7
Table 3 - Recent Historic Water Shortage Episodes.....	9
Table 4 - Projected Water Supply During Dry Years.....	12
Table 5 - Stages of Action.....	16
Table 6 - Residential GPCD.....	19
Table 7 - Stage 5 Residential GPCD	20
Table 8 – Example of Water Supply Allocations by Sales Class	22

Acronyms, Abbreviations and Definitions

Ac-ft	Acre feet
Ac-ft/year	Acre feet per year
AMI	Advanced Automated Metering Infrastructure
BAWSCA	Bay Area Water Supply and Conservation Agency
cf	Cubic foot
cfs	Cubic foot per second
CWC	California Water Code
District	Coastside County Water District
g/cycle	Gallons per cycle
GPCD	Gallons per day per capita
gpf	Gallons per flush
gpm	Gallons per minute
MG	Million gallons
MGD	Million gallons per day
MOU	Memorandum of Understanding
MWSD	Montara Water and Sanitary District
Plan	Water Shortage Contingency Plan
RWS	Regional Water System
SFPUC	San Francisco Public Utilities Commission
Swimming Pool or Pool	Means any structure intended for swimming or recreational bathing that contains water over 18 inches deep. "Swimming pool" includes in ground and aboveground structures and includes, but is not limited to, hot tubs, spas, and non –portable wading pools.
UWMP	Urban Water Management Plan
Water Feature	Means any above ground or below grade outdoor structure that contains water and is used for irrigation, decoration, recreation, or noise abatement.
WF	Water Factor is the number of gallons needed for each cf of laundry

Introduction

This plan provides guidelines for Coastside County Water District to manage water supply and demand in the event of a water supply disruption. This plan addresses both progressive situations, such as those that are weather related, and more drastic and immediate situations, including facility emergencies and natural disasters. **This revised Water Shortage Contingency Plan is an update of the Plan that was adopted in 2011.**

Requirement

The Urban Water Management Planning Act (CWC § 10632) requires water agencies to provide water shortage contingency planning and analysis and to include that analysis in their Urban Water Management Plan.

Authority

California Water Code (CWC § 350-359) provides the authority for a water agency to declare a water shortage emergency through its governing body. The water agency has the power to implement and enforce regulations and restrictions to manage the water shortage emergency. The water agency shall adopt regulations and restrictions that conserve the water supply for the greatest public benefit with particular regard to domestic use, sanitation and fire protection.

Objective

The objective of the Plan is to establish actions and procedures for managing water supply and demand during water shortages. The overall intent of this plan is to develop strategies to minimize non-essential uses of water and to conserve remaining supplies for the greatest public benefit, with particular regard to domestic use, sanitation and fire protection. Implementation of the Plan will help the District maintain essential public health and minimize adverse impacts on economic activity and environmental resources during periods of water shortage.

Service Area

Coastside County Water District is a coastal community in San Mateo County. The District has approximately seven thousand water service connections that provide potable water to roughly seventeen thousand people in the City of Half Moon Bay and the unincorporated communities of El Granada, Miramar and Princeton by the Sea. The local area supports approximately **four thousand jobs and seven thousand households.**

Climate

The service area of the District has a mild climate typical of central and northern California. The rainy season is October through April with an annual average water year precipitation of 26 inches. The Pacific Ocean influences the climate along the coast with wind typical during the day and fog typical in the morning and evenings. **The average temperature is 55 degrees Fahrenheit and the average maximum and average minimum temperatures are 62 and 47 respectively. The annual average reference evapotranspiration for the area is almost 33 inches.**

The upper Pilarcitos Creek watershed, which supplies water for the SFPUC's Pilarcitos Lake and the District's Pilarcitos Creek infiltration wells, has an average water year precipitation of

39.5 inches. The District relies on imported water from the Hetch-Hetchy watershed in the Sierra Nevada Mountain Range. The Hetch-Hetchy watershed has an average water year precipitation of approximately 35.6 inches. Two minor watersheds that supply runoff, to what the SFPUC considers to be local reservoirs, are the Crystal Springs Reservoir with an average water year precipitation of approximately 27.1 inches and the Calaveras Reservoir with an average water year precipitation of approximately 21.8 inches.

Water Shortage

A water shortage occurs when a geographic area experiences water demand that can't be met by current water supply. This can be caused by drought, natural disaster or water system failure.

The term drought is used to indicate a water shortage but a drought is a meteorological occurrence, which describes less precipitation than average for a specific geographic area. It is possible for a geographic area to be in a drought but not have a water shortage. If a geographic area has extensive water storage compared to their demand, they may have enough water storage to make up for the deficit in precipitation for a defined period of time. It is also possible for a geographic area to have normal precipitation but find itself in a water shortage because demand is greater than the normal amount of precipitation **and storage** can meet.

Catastrophic water system failures from a natural disaster or infrastructure failure may result in the inability for the water system to meet demand. **Water system failures may also result in the inability of the water system meet demand with water that meets regulatory water quality standards.**

Water Shortage Impacts

Public Health

The District must balance the basic needs for health and safety for the residential population against the needs of the commercial, industrial, institutional and agricultural customers. Water is required for non-residential customers to sustain employment, the economic stability of the community **and the services used by the residential community.**

Risks to public health from a water shortage include impacts on water supply and **raw** water quality. As reservoir levels drop, water temperatures rise and the concentration of contaminants increase. **The result is an increased risk of algal blooms, along with a negative impact on odor and taste.** Impacts on food production can range from a collapse in fisheries to a decline in irrigated agriculture and grazing land.

Recreation

Most of the recreation in the District's service area is focused on the coastline. Day use of beaches and parks could be impacted, if there isn't enough water for restrooms. Hiking in the local hillsides may be restricted, if fire danger becomes a threat from human activity. Golf is a popular recreational sport for both local and visiting populations. If local golf courses are not able to irrigate their greens, it could result in a diminished golfing experience and fewer visitors coming to the area to play golf.

Wildfire

Wildlands in California can be strongly affected by drought. Moisture content decreases and plant materials become fuels that increase fire risk and can intensify wildfire behavior. A significant portion of the District's raw water transmission infrastructure is surrounded by open space wildlands vulnerable to fire. The northern section of the District's service area is heavily wooded with eucalyptus trees, which are known for their fuel potential. The local climate is influenced by cool temperatures and fog most of the year, so the risk of a wildfire is low during normal water years, but during an extended drought, the risk of wildfires is a recognized threat by both the community and the local fire protection district.

During a catastrophic wildfire, in a normal or drought period, the District's infrastructure would not be able to provide enough water to suppress a wildfire in the rural or open space areas. At best, during a catastrophic wildfire, the District's infrastructure may be able to prevent structures from being destroyed and provide protection for some of the urban boundaries.

Infrastructure

If local sources were impacted by a drought or a natural disaster, the District would rely more on Upper Crystal Springs Reservoir, as a source of water. Raw water from Upper Crystal Springs Reservoir must be pumped over the Cahill Ridge to the Nunes Water Treatment Plant, which requires electricity.

During a power outage or facility failure at the Crystal Springs Pump Station, the District would rely on the Denniston Project, Pilarcitos Lake and Pilarcitos Creek **infiltration** wells (Pilarcitos Creek **infiltration** wells can only be operated from November through March). If the water level in Pilarcitos Lake is below the outlet, with permission from the SFPUC, the

District could set up a temporary pumping system to draw water out of Pilarcitos Lake to supply the District. Nunes Water Treatment Plant has a generator that can operate the plant during a power failure and the District has a portable generator on a trailer that can be deployed where it is needed.

During droughts and water shortages, annual flushing of the distribution system will need to cease. This could impact water quality in the long term, with complaints of colored water during planned and unplanned distribution system work.

The District office and corporation yard have sufficient water and emergency rations to support a full crew for three days. An emergency generator is maintained in operable condition at all times at the District office and corporation yard.

Livestock

The City of Half Moon Bay and surrounding unincorporated areas have an agricultural base with many property owners that maintain livestock. In addition, there are recreationally based operations that have horseback riding and stables. The District must consider the needs of livestock when implementing any mandatory rationing.

Water Features and Pools

Water features and swimming pools that use potable water either as part of or as their entire water source shall be regulated during a water shortage emergency.

Surrounding Rural Areas

The most recent drought has shown that multiple years of drought has an impact on local surface and groundwater sources in the rural areas contingent to the District's service area. Since the District is not able to provide water to these rural areas, the District will refer these property owners to the Office of Emergency Services of San Mateo County.

Assessing Water Supply and Water Demand

Description of Water Sources

The District currently has three water supply sources, which consist of imported water, local surface water and local groundwater. Production from a specific water supply source can vary year to year, due to a variety of reasons. But during drought conditions, the District will rely more on imported water from the SFPUC sources. A brief description of each source is provided below in Table 1.

Local		Imported-Purchased			Total
Denniston Creek Project		Pilarcitos Creek	SFPUC		
Surface Water	Groundwater Wells	Infiltration Wells	Pilarcitos Lake (Stone Dam)	Upper Crystal Springs Reservoir	
17%	3%	5%	39%	35%	100%
21 years of fiscal year data – updated 2015					

San Francisco Public Utilities Commission (SFPUC)

The District purchases roughly 75 percent of its total water supply from the SFPUC. On average, 39 percent of the District’s annual water supply comes from Pilarcitos Lake and 36 percent comes from Upper Crystal Springs Reservoir. Purchases from the SFPUC are limited to approximately 2.175 MGD, until at least 2018, based on agreements with the SFPUC.

Pilarcitos Lake is a local reservoir owned and operated by the SFPUC. It is located in the coastal foothills north of the City of Half Moon Bay. It is totally dependent upon local precipitation and runoff.

Upper Crystal Springs Reservoir is a local reservoir owned and operated by the SFPUC. It is located in the foothills east of the City of Half Moon Bay. This reservoir is dependent upon imported water from the Regional Water System (RWS) and is supplemented by local runoff and local precipitation.

Pilarcitos Creek Infiltration Wells

The District produces 5 percent of its water supply from an infiltration well field located in Pilarcitos Creek Canyon. The District can pump from November 1st through March 31st of each year, as described in the license for diversion from the State Water Resources Control Board. The license also limits diversions to 1.5 cfs or 360 ac-ft/year. During drought conditions, supply from this source is extremely low since the wells are dependent upon Pilarcitos Creek (sub-surface) flow. Pilarcitos Creek flows are influenced by local runoff and by the SFPUC’s operation of Pilarcitos Dam on upper Pilarcitos Creek.

Denniston Creek Project

The Denniston Project has two water supply sources: Denniston groundwater and Denniston Creek. Denniston groundwater comes from the Airport Subbasin of the Half Moon Bay Terrace

Basin. On average, the District obtains 17 percent of its total water supply from Denniston surface water and 3 percent of its supply from Denniston groundwater. During drought years the production from Denniston Creek is extremely low because of the small watershed area and because the water is shared with an agricultural user with senior water rights. In addition, production from the Denniston well field may decrease during drought periods. Denniston groundwater is only used to supplement surface water diversions.

Facilities Description

The District has two surface water treatment plants with a combined treatment capacity of 5.5 MGD. The Nunes Water Treatment Plant, located within the City of Half Moon Bay, treats raw water from Upper Crystal Springs Reservoir, Pilarcitos Lake and Pilarcitos Creek infiltration wells. The Denniston Water Treatment Plant, located in the County of San Mateo, treats raw water from Denniston Creek and groundwater. The District has eleven treated water storage tanks for a total of 8 MG of treated water storage.

Description of Demand

On average, 61 percent of the District’s water sales are to the residential sector. The second major water use sector is commercial, with an average of 17 percent of annual water sales. Agriculture is the third major water use sector with an average of 12 percent of annual water sales. Table 2 summarizes the average demand and percentage of total demand by sales class.

Sales Class	Average Demand	Percentage
Agriculture	84	12
Commercial/ Institutional	116	17
Residential	422	61
Irrigation	69	10
Portable Meters	3	<1%
Total Average Demand (MG)	694	100%
Average Annual Demand (MGD)	1.90	
Based on a 10 year Average		

Historic Water Shortage Records

The District has experienced water shortages in the past due to drought conditions. District customers have been very responsive to water rationing programs that have been implemented during critically dry periods in the past. Mandatory water rationing was in effect for all of 1977, 1978, 1988, 1990, 1991, and 1992 as well as four months in 1989 and 1993. Mandatory water restrictions were adopted in August of 2014 and are currently planned to continue through October of 2016.

The residential sector has been particularly responsive to drought measures imposed by the District. In 1977, residential consumption dropped by 33 percent, the first year in which water rationing was instituted. Subsequent dry years, in which rationing was instituted, also saw significant reductions in residential water use: 1989, 24 percent; 1990, 40 percent; 1991,

32 percent; and 22 percent in 1993. In 2015, District customers reduced their consumption by 19 percent when compared to sales in 2013.

There were three consecutive dry water years (2007-2008-2009) with 2007 being critically dry. Voluntary 10 percent rationing was implemented and the District experienced a 17 percent reduction in total sales between 2007 and 2009. A significant difference between the water shortages in the 1970's and 1990's, compared to the most recent water shortages, is that the District did not have Upper Crystal Springs Reservoir as a source of water during the 1970's and 1990's water shortages. Upper Crystal Springs Reservoir became available to the District in 1994. During recent water shortages, the District relied upon the available water storage in Upper Crystal Springs Reservoir.

The State Water Resources Control Board adopted mandatory water conservation goals in 2015 along with specific end user requirements and outdoor restrictions. Coastside County Water District's goal was an 8 percent reduction in water production from June 2015 through February of 2016 compared to the same months of 2013. At the time this Plan was prepared, the District was exceeding the 8 percent conservation goal and the State Water Resources Control Board extended the mandatory conservation goals and restrictions through October of 2016.

After multiple consecutive dry years, it may be necessary to maintain voluntary or mandatory rationing within the District's service area for an additional year, once precipitation has returned to normal or above normal. It may take a couple of consecutive normal water years to allow surface water storage and ground water storage to recover.

During past water shortage emergency periods, residential accounts were allocated an average number of billing units per cycle per person. According to the District's Ordinance No. 26 (1990), permanent residents were allocated 7 units per billing cycle (approximately 87 gallons per day per person). In Ordinance No. 28 (1991), the District allocated 8 units per billing cycle per person (100 gallons per day per person). The most recent drought that started in 2012 focused on outdoor water use restrictions and prohibitions to meet water savings goals.

Table 3 summarizes the historic water shortage episodes or periods in the District’s recent past and the resulting rationing status.

Table 3 – Recent Historic Water Shortage Episodes				
Year	Production (MG)	Rationing Status	Inches Precipitation Water Year	Percent of Mean Precipitation
1976	475	Voluntary	14.72	55
1977	356	Mandatory	14.61	55
1978	450	Mandatory	34.15	128
1987	733	No Rationing	18.16	68
1988	632	Voluntary	20.17	76
1989	637	Mandatory	24.51	92
1990	593	Voluntary	16.45	62
1991	479	Mandatory	20.76	78
1992	548	Mandatory	24.19	91
1993	644	Mandatory	33.22	125
2007	932	Voluntary	18.78	71
2008	848	Voluntary	20.41	77
2009	761	Voluntary	20.48	77
2012	671	No Rationing	15.82	61
2013	745	Voluntary	19.56	74
2014	746	Mandatory	8.99	36
2015	656	Mandatory	16.00	61
2016	Not Available	Mandatory	Not Available	Not Available
Rainfall Data NOAA NCDC Station 43714				

Water Waste

The District originally adopted an ordinance (No. 1997-01) in 1997 that establishes rules and regulations prohibiting wasteful water use during a normal water supply situation and providing enforcement. This ordinance was updated in 2008 (2008-01) to conform to the California Urban Water Conservation Council's memorandum of understanding (MOU) for best management practices. This existing water waste ordinance can be used during stage 1.

During times of mandatory rationing, this ordinance will not apply. The District will need to implement, with the Board of Directors approval, additional and specific regulations to prevent water waste during periods of mandatory rationing.

Impacts on Revenues and Expenditures

Successful water rationing programs result in reduced water sales and reduced revenues. However, the District's expenditures do not decline in proportion to reduced sales because a large part of the District's expenditures are related to fixed capital costs, maintenance and operations. In addition, the District will pay more for imported water because the SFPUC will raise their wholesale rates to cover their reduced water sales and their increased administrative costs.

During periods of rationing, the District's administrative costs and staffing costs will increase due to enforcement of new rules and complex billing structures. Consequently, retail water rates will increase during years of water shortages when rationing programs are implemented. The District has an emergency reserve that it can use to cover increased costs, until it can implement and realize the benefit of adjusted water rationing rates, surcharges and penalties.

The District will need to follow Proposition 218 requirements for the drought rates, which will cause a slight delay in the actual implementation of the drought rates. Also causing a delay in drought rates will be waiting for decisions from the SFPUC on their rates and actions during water shortages.

Agreements

San Francisco Regional Water System (RWS)

The District purchases water from the SFPUC along with 25 other public and private water retailers. There are drought implementation plan agreements between the SFPUC and the SFPUC’s wholesale customers, known as Tier One, and among the wholesale customers, known as Tier Two. Tier One is part of the 2009 Water Supply Agreement (WSA). These agreements allocate available water from the RWS during system wide shortages of 20 percent or less. The current Tier Two Plan is due to expire in 2018, unless extended by the wholesale customers.

In drought years, the SFPUC will formally declare a water shortage between April 15th and April 31st. At this time, the SFPUC will declare the magnitude of the water shortage and determine the need for voluntary or mandatory actions. On June 1st, final drought allocations will be issued for the supply year beginning on July 1st through June 30th. In addition, monthly water budgets will become effective July 1st. Excess use charges will be implemented at the same time the monthly water budgets are implemented.

Since the District purchases anywhere from 70 percent to 90 percent of our water supply from the SFPUC, these agreements are critical to the District’s drought planning and analysis. Table 4 summarizes the District’s allocation from the SFPUC and the District’s estimated local supply. The total projected water supply, during a single dry year and multiple dry years, includes purchased and local supplies.

	Average Year	Single Dry Year	Multiple Dry Years		
			Year 1	Year 2	Year 3
SFPUC Regional Water System Shortage	0%	10%	10%	22%	22%
SFPUC Wholesale Allocation (MGD)	184	152.6	152.6	129.2	129.2
SFPUC Coastside CWD’s Allocation (MGD)	2.18	1.82	1.82	1.65	1.65
SFPUC Coastside CWD’s Allocation (MG/Year)	800	662	662	602	602
Coastside CWD’s Local Sources (MG/Year)	200	125	125	63	40
Total Projected Water Supply (MG/Year)	1000	787	787	665	642
Calculated January 2016					

The Tier Two allocation formula can be described with the following components to arrive at an allocation factor:

- 33.3% weight applied to individual agency’s Individual Supply Guarantee (with slight variations for Hayward, San Jose and Santa Clara).
- 66.6% weight applied to a Base/Seasonal calculation using 3 year average monthly production values for all supply sources.
- 10% minimum cutback and maximum cutback equal to no more than the average cutback plus 20%.
- Guaranteed sufficient supply of water to East Palo Alto to meet health and safety needs for its community.

- **Residential per capita use.**

Each wholesale customer's allocation factor, which represents its percentage allocation of the total available water supplies, is calculated from its proportionate share of the total of all wholesale customers' allocation bases. The final shortage allocation for each wholesale customer is determined by multiplying the amount of water available to the wholesale customers' collectively under the Tier One Plan, by the wholesale customer's allocation factor.

The Tier Two Plan requires that the allocation factors be calculated by BAWSCA each year in preparation for a potential water shortage emergency. As the wholesale customers change their water use characteristics (e.g., increases or decreases in SFPUC purchases and use of other water sources, changes in monthly water use patterns, or changes in residential per capita water use), the Allocation Factor for each wholesale customer will also change.

For long-term planning purposes, each wholesale customer has been provided with the Tier Two allocation factors calculated by BAWSCA based upon the most recent normal year to determine its share of available RWS supplies. However, actual allocations to each wholesale customer during a future shortage event will be calculated in accordance with the Tier Two Plan at the onset of the shortage.

Agreement for Emergency Water Supply

The District and Montara Water and Sanitary District (MWSD) entered into an agreement, as of October 18, 2010, for the mutual benefit of both districts, to provide a temporary, interruptible supply of water for use during a water shortage emergency.

For the purposes of this agreement, emergency water supply is defined as a temporary and interruptible supply of water to help alleviate a water shortage emergency. The water shortage emergency is when ordinary demands and requirements of the District's water users cannot be satisfied without depleting its water supply to the extent that there would be insufficient water for human consumption, sanitation and fire protection. The water shortage emergency has to be due to a lack of water supply caused by circumstances outside the District's reasonable control or damage to the water system facilities, as a result of a "Force Majeure". For the purposes of this agreement, Force Majeure means; fire, flood, earthquake, natural calamity or acts of God, and governmental action or inaction.

The implementation of this agreement is still under review by both agencies, but the District would likely only receive an emergency water supply from the MWSD during a critical water shortage emergency, as defined in this Plan.

Utility Billing

The District has a mix of monthly and bi-monthly billing. It would be beneficial for both the District and customers to have all customers on monthly billing during mandatory rationing. Monthly billing gives the customer faster feedback on meeting reduction goals and gives the District time to notify and work with customers having difficulty meeting reduction goals.

For the District to go to monthly billing, it would require hiring additional staff to read meters and to process the customer service tasks. Another option for monthly billing is to install an advanced automated metering infrastructure (AMI). This is also commonly referred to as smart metering. This would allow for daily access to customer water use by being able to upload daily water meter data with a fixed network by cellular or radio technology. There are other features of smart metering that could be implemented as the District receives more water usage data from metering. Leak alerts, backflow alerts and tampering alerts are examples features the district could implement with smart metering.

Impacts on revenue and expenditures, from migrating to monthly billing, could improve the District's statement of cash flow and its ability to cover short term liabilities. It could also benefit the customer by creating more manageable monthly payments instead of larger bi-monthly payments.

Determination of a Water Shortage

The SFPUC will notify the District and other wholesale customers by April 15th, if there will be a water shortage. The magnitude of the water shortage will be determined by June 1st and the District's allocation from the SFPUC will become effective July 1st. Since the District is dependent on imported water, the SFPUC's determination will be critical to implementing the Water Shortage Contingency Plan and determining which stage will be implemented.

The District monitors local precipitation to assist in determining the adequacy of local surface and groundwater sources. During periods of less than normal precipitation, the District will make a determination on how productive local sources will be for the upcoming fiscal year.

The District will take the SFPUC reduction and the District's projected reduction in local sources to determine the total reduction in production and the corresponding needed reduction in demand to be implemented on July 1st.

A determination of a water shortage or drought emergency can be made by the governor and action can be taken by the State Water Resources Control Board to mandate water conservation. The District would then implement the stage of action that met the conservation requirements mandated by the state.

Approach to Demand Reduction

This plan provides five stages of response based on increasing severity. This type of response would be appropriate to a drought or other water shortages. The five stages are listed in Table 5:

Stage	Stage Name	Water Shortage Measurement
1	Water Shortage Advisory	0%-5%
2	Water Shortage Warning	5%-10%
3	Water Shortage Emergency	10%-20%
4	Severe Water Shortage Emergency	20%-30%
5	Critical Water Shortage Emergency	30%-50%

These stages would be declared by the Board of Directors, as recommended by staff. Each water shortage episode is unique and will require individual water use restrictions to fit those unique circumstances. The following is a brief written description of a general escalation of actions that would be considered for possible adoption by the District at the different stages of water shortage.

Stage 1: Water Shortage Advisory

The public is informed as early as meaningful data are available that a possible shortage may occur. The District’s water waste ordinance would be enforced to the maximum extent possible. The District would request voluntary water conservation to encourage behavior changes and a reduction in irrigation. District staff would assess local sources and begin to prepare for implementation of mandatory rationing. This stage relies heavily on voluntary cooperation and support of customers to meet consumption reduction goals.

At Stage 1, the District should consider the following actions:

- Implementation of a public information campaign
- Coordination with the Bay Area Water Supply and Conservation Agency
- Coordination with the San Francisco Public Utilities Commission
- Coordination and communication actions with all District staff
- Implementation of a production and consumption monitoring and reporting plan
- Planning for the continuation and escalation of water shortage conditions
- Encouraging leak detection and repair for retail customers
- Educating the public on water waste prohibitions

An example of the public message for Stage 1 – Water Shortage Advisory

“Due to significantly less than normal precipitation this water year, we are asking customers to voluntarily conserve water with a goal of achieving a 5 percent reduction in water consumption. Conserving water now will help keep water storage at adequate levels, if the water shortage should continue or worsen.”

Stage 2: Water Shortage Emergency Warning

If water supply conditions worsen, this stage would begin to implement mandatory restrictions on water use. This stage would be a transitional stage to prepare customers and the District for a Water Shortage Emergency.

At Stage 2, the District should consider the following actions:

- Continuing with actions from Stage 1
- Escalating the public information campaign
- Implementing restrictions on water features and swimming pools
- Encouraging meter reading by customers to track water usage
- Performing outreach to major customers, regarding water supply status
- Designating days, times and duration that irrigation is allowed, if voluntary measures are not meeting goals
- Studying the impacts to revenue and developing a budget strategy for mitigating decreases in revenue
- Informing the City of Half Moon Bay and the County of San Mateo of water supply status
- Informing the Coastside Fire Protection District of water supply status and request cooperation in reducing training exercises that use water
- Prohibiting the cleaning of certain exterior surfaces with potable water
- Prohibiting the cleaning of driveways and sidewalks with potable water
- Suspending routine flushing of water mains
- Emphasizing leak detection and repair for the District's transmission and distribution system
- Establishing and advertising a hotline to respond to questions and reports of water waste

An example of the public message for Stage 2 – Water Shortage Warning

“Water supply conditions have worsened and it is now necessary to impose mandatory restrictions on water use. The District encourages customers to conserve water and to help the District achieve a 10 percent reduction in water consumption. Conserving water now will help maintain an adequate water supply to meet the public health and safety needs of the community.”

Stage 3: Water Shortage Emergency

This stage would escalate mandatory restrictions and prohibitions. The District would strongly consider transitioning into water allocations (water budgets). Restrictions would emphasize reducing or prohibiting decorative landscape irrigation for commercial, institutional and residential customers. Implementation of penalties and surcharges would be considered for non-compliance with mandatory restrictions. The District would continue to study the impacts to revenue and expenditures and consider adopting a budget strategy.

At Stage 3, the District should consider the following actions:

- Continuing with actions taken in stages 1 and 2

- Implementing residential and non-residential water allocations (water budgets)
- Implementation of system-wide monthly billing
- Temporary moratorium on the activation of new connections
- Implementing drought rates, surcharges and penalties
- Prohibiting the installation of new lawn (turf)
- Prohibiting the installation of new water features
- Prohibiting the installation of new swimming pools
- Providing information on legal gray water use
- Contacting the Coastside Fire Protection District and consider eliminating fire training exercises that use water
- Evaluating water waste prohibitions and expanding them
- Consider enhancing the District's leak repair program and possibly contracting out some leak repair activities

An example of the public message for Stage 3 – Water Shortage Emergency

“A serious water shortage emergency exists and it is necessary to conserve the available water supply for public health and safety, while trying to minimize negative impacts to the local economy. The District needs the cooperation from all its customers to achieve a 20 percent reduction in water consumption.”

Stage 4: Severe Water Shortage Emergency

This stage would include mandatory restrictions and water allocations. At this stage all decorative landscape irrigation would be prohibited and residential allocations would be severely reduced from the previous stage.

At Stage 4, the District should consider the following actions:

- Continuing with actions taken in stages 1, 2 and 3
- Adjusting residential and commercial allocations for a more severe water shortage
- Prohibiting all new decorative landscape installations
- Prohibiting irrigation except for the survival of approved trees and edible gardens
- Scheduling staff for enforcement and customer service on the weekends
- Prohibiting on-site fleet, dealership and residential vehicle washing
- Prohibiting the use of portable meters, except for public agencies
- Deferring certain capital improvement projects that don't result in a potential water savings

An example of the public message for Stage 4 – Severe Water Shortage Emergency

“A severe water shortage emergency exists and it is necessary to conserve water to the maximum extent possible. The District needs the cooperation from all its customers to achieve a 30 percent reduction in water consumption.”

Stage 5: Critical (catastrophic) Water Shortage Emergency

This stage is the most severe. The need for demand reduction could include a combination of mandatory measures, penalties and rate surcharges. Allocations would be implemented to

meet the minimum health and safety standards. This could be used as the last stage of a progressive situation, such as a drought of increasing severity, or to address an immediate crisis, such as; a facility failure, natural disaster or power failure.

At Stage 5, the District should consider the following actions:

- Continuing with actions from stages 1, 2, 3 and 4
- Adjusting allocations for a critical water shortage emergency
- Providing special notification to major users and the hospitality industry in the area
- Closing public pools and public showers
- Prohibiting water used for recreational purposes (showers and restrooms at public and private parks and camping facilities)
- Purchasing bottled water to provide to customers for nominal charge or free of charge
- For extended catastrophic emergencies, consider the use of a portable treatment plant (membrane) to treat groundwater, brackish water or saltwater to supplement water supplies
- Requesting emergency water supplies from neighboring water agencies

An example of the public message for Stage 5 – Critical Water Shortage Emergency

“A critical water shortage emergency exists and there is only water to meet the most basic needs of the community. The hardship to residential and commercial customers is severe and the District appreciates the cooperation of its customers to meet a 50 percent reduction in water consumption.”

Reduction by Sales Category

In developing the allocations among the different sales categories and stages, the need for public health and a sustainable economy were considered. During a water shortage, the priority for public health, sanitation and safety are given priority over other water uses.

A population of **16,668** for the service area was assumed in the calculations for the residential component, as illustrated in Table 6. Table 6 represents the residential allocation at the different stages.

Stage	Percent of Allocation	GPCD
0	100	69
1	95	66
2	90	62
3	85	59
4	75	51
5	50	35

Table 6 illustrates per person allocations and the percent of a normal year’s allocation. The most severe water shortage stage allocates approximately **35 gallons** per day per person. This table shows the progression of reducing residential demand during the different water

shortage stages and confirms that enough water has been allocated to meet the basic domestic sanitation needs of the residential population.

With high efficiency fixtures and significant hardship, 35 gallons per day per person should provide enough water to meet the health and safety standards for residential customers. There will be some individuals with special medical needs that will need additional water allocated and any rationing scenarios implemented will need to take into account customers with special needs.

Table 7 illustrates how a dwelling with high efficiency fixtures could meet the most severe water shortage allocation of 35 gallons per day per person.

Table 7 - Stage 5 Residential GPCD			
Fixture	Multiplier	Efficiency	Gallons
Toilet	5 Flushes	1.28 gpf	6
Shower	8 minutes	2.0 gpm	16
Clothes Washer	3 loads per week	4.5 WF	2
Kitchen Sink	4 minutes	1.8 gpm	7
Dishwasher	1 load per week	6.5 g/cycle	1
Bathroom Sink	2 minutes	1.5 gpm	3
Total			35

For non-residential customers, a percent reduction from a chosen base year would be the method for reducing water demand. This method is commonly used as a method for non-residential customers because it is considered easy to understand and to administer. The negatives of this method are that it can be perceived as penalizing customers that are water efficient because they will be asked to reduce consumption from a base consumption that is already water efficient. The hardship for non-residential customers can be significant in stages 3, 4 and 5.

To some extent, financial rationing will be in place for all customers because rates will be higher and special penalties and charges will be in place for customers that use more water than they are allocated. Financial rationing gives an added incentive to reduce water consumption.

Another rationing method that will be used for all customers are specific use restrictions which prohibit certain uses of water; such as surface washing, vehicle washing, new connections and irrigation restrictions. This method is used in instances where other rationing methods might not be effective or there is the need for an immediate reduction in water use. This method is time and staff intensive because it requires patrolling the service area to look for violations, tracking violations and following up on compliance.

Table 8 illustrates an example of a water supply allocation by sales class at the different stages of water shortage. The baseline (zero deficiency) is based on the most recent five year average demand by sales class. This table represents the analysis that must be done during every water shortage episode and at every water shortage stage because each water shortage episode has unique considerations based on the severity and cause of the water shortage.

Each sales class or sector is listed with the percent of normal allocation and the allocation in million gallons. Based on the severity of the water deficiency and the resulting allocations, a plan can be developed to meet the necessary reductions. The actions and measures described for each stage are intended to meet the required reduction.

Table 8 - Example of Water Supply Allocations by Sales Class

	Base Year 0% Deficiency		Stage 1 5% Deficiency		Stage 2 10% Deficiency		Stage 3 20% Deficiency		Stage 4 30% Deficiency		Stage 5 50% Deficiency	
	Annual Allocation		Annual Allocation		Annual Allocation		Annual Allocation		Annual Allocation		Annual Allocation	
	%	MG	%	MG	%	MG	%	MG	%	MG	%	MG
SF Residential	100	380	95	361	90	342	85	323	73	277	50	190
Commercial	100	43	95	41	90	39	90	39	80	34	55	24
Restaurant	100	17	95	16	90	15	90	15	80	14	55	9
Hotel Motel	100	30	95	28	90	27	90	27	80	24	55	16
Schools	100	13	95	12	90	12	90	12	75	10	50	7
MF Residential	100	42	95	40	90	38	90	38	75	32	50	21
Beaches Parks	100	4	95	4	90	4	90	4	80	4	50	2
Agriculture	100	84	95	80	90	76	90	76	80	67	50	42
Recreation	100	2	95	2	90	2	90	2	80	2	55	1
Marine	100	7	95	6	90	6	90	6	80	5	55	4
Irrigation	100	11	95	10	85	9	50	6	10	1	0	0
<i>Irrigation (raw water customer)</i>	100	58	95	55	85	49	0	0	0	0	0	0
Portable Meters	100	3	95	3	90	3	0	0	0	0	0	0
Sales Subtotal	100	694	95%	659	89%	621	79%	546	68%	470	46%	317
Non Revenue Water	100%	60	100%	60	100%	60	100%	60	100%	60	100%	60
Gross Total Demand	100%	754	95%	719	90%	681	80%	606	70%	530	50%	377
Demand Reduction		0		35		73		148		224		377
TOTAL GROSS MGD		2.1		2.0		1.9		1.7		1.5		1.0

Enforcement

During prior water shortage periods, the District implemented excess use fees to residential customers who consumed more water than their allocation. These fees were determined based on an allocation formula that considered, among other things, the number of residents per residential housing unit. Other enforcement measures used by the District include the installation of flow restrictors on a water service and turning off water service for specified time periods. **As a water district, Coastside County Water District has limited authority to fine customers for water waste and non-compliance with regulations.**

Appendices

Appendix A

Sample Drought Ordinance with Allocations

ORDINANCE NO. [REDACTED]

COASTSIDE COUNTY WATER DISTRICT

AN ORDINANCE ESTABLISHING RULES AND REGULATIONS FOR RATIONING WATER DURING A WATER SHORTAGE EMERGENCY AND ESTABLISHING PENALTIES FOR VIOLATIONS THEREOF

BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE COASTSIDE COUNTY WATER DISTRICT AS FOLLOWS:

Section 1: Findings and Determinations

This ordinance is adopted in light of the following facts and circumstances, which are hereby found and declared by the Board of Directors.

Whereas, the District obtains the majority of its water from the San Francisco Public Utilities Commission (SFPUC) and is substantially dependent on the SFPUC supply throughout the year and particularly in dry years.

Whereas, the SFPUC has, on [REDACTED], found that due to [REDACTED] low water supplies within the reservoirs and anticipated low levels of inflow into such reservoirs, water consumption must be decreased and has declared a water shortage emergency.

Whereas, the SFPUC has adopted a water conservation program under which the amount of water allocated to the District will be reduced by approximately [REDACTED] during fiscal year [REDACTED].

Whereas, the District's local sources of water, which supplement the water supplies purchased from SFPUC, are also below normal as a result of [REDACTED] of below normal precipitation.

Whereas, the actions of the SFPUC, and the reduced amount of water available from local sources, a water shortage emergency exists within the area served by the District.

Whereas, the rules, regulations and restrictions set forth in this ordinance are intended to conserve the water supply of the District for the greatest public benefit with particular regard to domestic use, sanitation and fire protection.

Whereas, according to the District's Water Shortage and Drought Contingency Plan, conditions exist to implement Stage [REDACTED], as developed under authority of California Water Code Section 10632.

Whereas, the specific uses prohibited or restricted by this ordinance are nonessential, and if allowed would constitute wastage of District water, and should be prohibited pursuant to the District's authority under California Water Code section 350 – 359 et seq., California Water Code Section 31026 et seq., and the common law.

Whereas, the actions taken hereinafter are exempt from the provisions of Section 21000 et seq. of the Public Resources Code as a project undertaken as immediate action necessary to prevent or mitigate an emergency pursuant to Title 14, California Code of Regulations Section 15269 and as a project undertaken to assure the maintenance, restoration or enhancement of a natural resource pursuant to Title 14, California Code of Regulations Section 15307.

Section 2: Definitions

- A. "District" means Coastside County Water District
- B. "General Manager" means the General Manager of the District.
- C. "Person" means any person, firm, partnership, association, corporation, company, organization or governmental entity.
- D. "Customer" means any person, whether within or without the geographic boundaries of the District, who uses water supplied by the District.
- E. "Billing Unit" means a quantity of water equal to 100 cubic feet (ccf) or 748 gallons.
- F. "Account" means a metered or unmetered water service.

Section 3: Prohibition of Nonessential Water Use

It shall be unlawful for any person to use water obtained from the water system of the District for nonessential uses as hereinafter defined in Sections 4 and 5.

Section 4: Allocations

- A. Use of water in excess of the following allocation is hereby determined to be nonessential:
 - 1. Residential Accounts
 - a. Basic Allocation: The allocation for each billing period (monthly or bi-monthly) shall be:
 - 1. Minimum Allocation: Residential customers shall be granted an allocation based on the number of permanent, full-time residents. A customer shall submit evidence, satisfactory to the General Manager, of the number of permanent, full-time residents. The minimum allocation for a billing period is determined as follows:

Number of full-time permanent residents per living unit	Bi-Monthly Allocation (in billing units)	Monthly Allocation (in billing units)
One person	(insert ccf)	(insert ccf)
Second Person	(insert ccf)	(insert ccf)
Each Additional Person	(insert ccf)	(insert ccf)
For example, the minimum bi-monthly allocation for a living unit with three permanent, full-time residents would be (insert ccf) billing units.		

2. Maximum Allocation: No residential customer shall be entitled to an allocation of more than (insert ccf) billing units during a bi-monthly billing period.

3. Allocation for Livestock: Residential customers shall be entitled to an allocation for livestock: The allocation for a billing period is determined as follows:

Livestock	Gallons Per Day
Horse	12
Cow	20-45
Pig	5
Sheep/Goat	2
Poultry/Fowl	15/Q100
University of New Hampshire Cooperative Extension "water conservation on dairy and livestock farms"	

2. Non-Residential Customers

(fill in percent) of the base year (insert base year) during the corresponding billing period is allowed.

3. Dedicated Irrigation Customers

(fill in percent) of the base year (insert base year) during the corresponding billing period is allowed.

4. Raw Water Customers Under Contract

During a water emergency, customers under special contract shall not receive any water.

5. Allocation Where No Past History Exists

When water records are not available, individual allocations will be calculated on the basis of the current occupancy.

Section 5: General Prohibitions

The following uses of water are hereby determined to be nonessential:

- A. Use of water through any meter when the customer has been given 24 hours notice to repair broken or defective plumbing, sprinkler, watering or irrigation systems and has failed to effect such repairs.
- B. Use of water which results in flooding or runoff in gutters or streets.
- C. The use of non-recycled water for washing cars, buses, boats, trailers, motorcycles, vehicles, and other equipment, except for washing with a bucket and rinsing with a hand held hose equipped with a nozzle with a positive shutoff valve.
- D. Use of water through a hand-held hose for washing sidewalks, walkways, driveways, patios, parking lots, tennis courts, or other hard surfaced areas.
- E. Use of water for initially filling or refilling any swimming pool, sauna or hot tub constructed after the date of this ordinance.
- F. Use of water for construction purposes, such as dust control and consolidation of backfill.
- G. Service of water by restaurants except upon the specific request of the customer.
- H. Use of water for residential and commercial decorative landscaped areas, unless the plants are edible and are intended to be used as a source of food for customers. Golf courses are exempt from this prohibition.

Section 6: Exceptions

Written applications for an exception to water use restrictions (Section 5) or for an adjustment to an allocation (Section 4) may be made to the General Manager on a form provided by the District.

The General Manager may grant an exception or adjust an allocation if he finds that (1) failure to do so would adversely affect the health, sanitation, fire protection or safety of the customer or the public, or (2) failure to do so would cause an unnecessary and undue hardship to the customer or the public, such as loss of jobs in the community. The General Manager may condition the exception or adjustment upon the customer's adopting practical water conservation measures.

A customer may appeal a decision of the General Manager to the Board of Directors. To do so, he or she must submit a written statement of the reasons for the appeal, together with evidence for support.

Section 7: Excess Water Use Charge

A. An excess use charge shall be imposed on water used in excess of a customer’s allocation, during each billing period, as follows:

Amount in Excess of Allocation	Excess Use Charge
Up to 10% over allocation	(insert multiplier) times the applicable regular unit rate
10.01% -20% over allocation	(insert multiplier) times the applicable regular unit rate
20.01% - 25% over allocation	(insert multiplier) times the applicable regular unit rate
25.01% or more over allocation	(insert multiplier) times the applicable regular unit rate

B. The excess use charges are in addition to the basic rate for water used.

C. One billing unit will be subtracted from the consumption amount used to calculate excess use charges to account for the fact that meter reads are based on whole numbers, so the previous billing period’s usage could be carried over to the next billing period, if it was less than 1ccf.

Section 8: Rates

A. The District shall recover the cost of increased rates imposed by the SFPUC.

Water Shortage Rates		
Sales Class	Consumption Range	\$/ccf
Non Residential		
	1+	\$ (insert dollar amount)
Residential		
	0-8	\$ (insert dollar amount)
	9-25	\$ (insert dollar amount)
	26-40	\$ (insert dollar amount)
	41+	\$ (insert dollar amount)

B. The District shall institute a water shortage surcharge to recover the increased costs of operations, maintenance and additional staffing needed for enforcement of rules and regulations. This surcharge is in addition to meter base charges.

Water Shortage Surcharge		
Meter Size	Monthly	Bi-Monthly
5/8 "	\$ (insert dollar amount)	\$ (insert dollar amount)
5/8 " (serving 2 dwelling units)	\$ (insert dollar amount)	\$ (insert dollar amount)
3/4 "	\$ (insert dollar amount)	\$ (insert dollar amount)
3/4 " (serving 2 dwelling units)	\$ (insert dollar amount)	\$ (insert dollar amount)
1 "	\$ (insert dollar amount)	\$ (insert dollar amount)
1- 1/2 " (1.5 ")	\$ (insert dollar amount)	\$ (insert dollar amount)
2 "	\$ (insert dollar amount)	\$ (insert dollar amount)
3 "	\$ (insert dollar amount)	\$ (insert dollar amount)
4 "	\$ (insert dollar amount)	\$ (insert dollar amount)

Section 9: Enforcement

A. Installation of Flow Restricting Devices

In lieu of, or in addition to, the penalties provided for in Section 356 and Section 31029 of the California Water Code, the District may, after one written warning, install a flow restricting device on the service line of any customer violating any of the provisions of this ordinance, including use of water in excess of the allocation set out on Section 4.

B. Charges for Installation of Flow Restricting Devices and Restoration of Service

Meter Size	Installation Charge	Removal Charge
5/8" to 1"	(insert charge)	(insert charge)
1-1/2" to 2"	(insert charge)	(insert charge)
3" and larger	(insert charge)	(insert charge)

First installation to be a minimum of 3 days; succeeding installations shall be a minimum of 10 days.

C. Discontinuance of Water Service

Continued water consumption in excess of the allocation may result in the discontinuance of water service by the District. A charge of (insert charge) shall be paid prior to reactivating the service.

Section 10: Effective Date

All provisions of this ordinance shall become effective immediately. Excess use charges shall become effective, and shall be included in billing statements commencing with billing statements mailed on or after July 1, (insert year).

Section 11: Severability

If any provision of this ordinance is held to be invalid, or unenforceable in particular circumstances, such invalidity shall not affect the remainder of the ordinance which shall continue to be of full force and effect and the Board declares this ordinance to be severable for that purpose.

Section 12: Publication

The Secretary is hereby directed to arrange for this ordinance to be published in a newspaper of general circulation in the District.

Passed and Adopted this (insert date) day of (insert month), (insert year) by the following vote:

Ayes:

Noes:

Absent:

President, Board of Directors
Coastside County Water District

Attest:

Secretary

Appendix B

Emergency Contact List

The complete and current emergency contact list can be found in the District's **Readiness Emergency Response & Emergency Communications Plan**.

Emergency Contact List			
Category		Contact	Phone Number
Public Safety			
	General Emergency		911
	HMB Substation		650-726-8288
	County Dispatch		650-363-4951
	Sheriff		650-726-4435
	County HAZMAT		650-802-4259
			650-363-4305
	Coastside Fire Protection District	Chief	650-726-5213
			650-740-7248
Utilities			
	PG&E		650-726-6882
			650-222-6049
			800-468-4743
			800-743-5000
	Sewer Authority Mid-Coastside		650-726-0124
	San Francisco Public Utilities Commission	Engineer	650-872-5900
		Water Quality	650-652-3102
		Paul Gambon	650-808-3811
			650-302-1733
		Pilarcitos Caretaker	415-518-2666
	USA		800-277-2600
	AT&T	Field Repair	800-332-1321
		Half Moon Bay Central	650-726-0027
		Test Center	800-924-9632
		Dispatch	510-498-8023
	Montara Water And Sanitary District		650-728-3545
State Contacts			
	California Department of Public Health	Eric Lacy	510-620-3453
		Ryan Thissen	510-620-3461
	California Regional Water Quality Control Board		510-622-2300
		Lou Gonzles	510-622-2365
	Governor's Office of Emergency Services		916-845-8510
	California Department of Transportation	Local Yard	650-726-4604
San Mateo County			
	San Mateo County Office of Emergency Service	Homeland Security	650-363-4790
	San Mateo County Harbor District		650-726-4723
	San Mateo County Public Works	Steve Fischer	650-599-7281
	San Mateo County Environmental Health	Greg Smith	650-372-6279
	Office of Emergency Services	Brian Molver	650-363-4448
Schools			
	Cabrillo Unified School District		650-363-4790
			650-712-7160
City of Half Moon Bay			
	City Manager		650-726-8270
	Public Works Department		650-726-8260
Laboratories			
	San Mateo County Public Health Laboratory		650-573-2500
	Monterey County Department of Public Health		831-755-4516

Appendix C

Reference Materials

[ABAG, 2013 Housing Projections, Coastside County Water District service area](#)

[ABAG, 2013 Population Projections, Coastside County Water District service area](#)

City and County of San Francisco, [Water Supply Agreement between the City and County of San Francisco and Wholesale Customers in Alameda County, San Mateo County and Santa Clara County, Tier 1 and Tier 2, July 2009](#)

City of Santa Cruz, City of Santa Cruz Water Department, [Water Shortage Contingency Plan March 2009](#)

Coastside County Water District, [Coastside County Water District Readiness Emergency Response and Emergency Communication Plan June 2010](#)

Coastside County Water District, [Coastside County Water District Water System Emergency Response Plan 2014](#)

State of California, California Natural Resources Agency and the Department of Water Resources, [California Drought Contingency Plan November 2010](#)

State of California, Department of Water Resources, Office of Water Use Efficiency and Transfers State of [California Urban Drought Guidebook 2008 Updated Edition](#)

Appendix D

Sample Drought Ordinance without Allocations

ORDINANCE NO. XXXX-XX
AN AMENDED AND RESTATED ORDINANCE OF
THE COASTSIDE COUNTY WATER DISTRICT

An ordinance establishing and expanding mandatory water use restrictions and prohibitions under Stage 2- Water Shortage Emergency Warning of the District's Water Shortage Contingency Plan

Be it ordained by the Board of Directors of the Coastside County Water District (District) as follows:

Section 1: Findings and Determinations

This ordinance is adopted in light of the following facts and circumstances, which are hereby found and declared by the Board of Directors.

WHEREAS, California is experiencing one of the most severe droughts on record; and

WHEREAS, the District implemented Stage 1 – Water Shortage Advisory of its Water Shortage Contingency Plan on October 8, 2013 informing the public of a possible water shortage and requesting voluntary water conservation; and

WHEREAS, Governor Brown declared a drought state of emergency on January 17, 2014, and called on all Californians to do their part to reduce their water use; and

WHEREAS, the wholesale water provider for a significant portion of the District's water supply, the San Francisco Public Utilities Commission (SFPUC), requested 10 percent voluntary water use reduction system-wide on January 31, 2014; and

WHEREAS, the District requested 10 percent voluntary water use reduction from all customers on February 11, 2014; and

WHEREAS, Governor Brown issued a proclamation of a continued state of emergency on April 25, 2014 to mitigate the effects of drought conditions upon the people and property of California, and called on residents to refrain from wasting water; and

WHEREAS, the District adopted Resolution 2014-02 on May 13, 2014 urging heightened water use efficiency by customers in response to drought conditions, and

WHEREAS, the State Water Resources Control Board (SWRCB) adopted drought emergency regulations on July 15, 2014 (Resolution No. 2014-0038) that imposed mandatory actions by urban water suppliers that became effective July 28, 2014; and

WHEREAS, the District was required to comply with the 2014 SWRCB drought emergency regulations as an urban water supplier, and one of the mandatory actions requires the District to implement all requirements and actions of the stage of its Water Shortage Contingency Plan that impose mandatory restrictions on outdoor irrigation of ornamental landscapes or turf with potable water; and

WHEREAS, the District is an urban water supplier that has an adopted Water Shortage Contingency Plan that is considered sufficient by the California Department of Water Resources by review of the District's 2010 Urban Water Management Plan; and

WHEREAS, Stage 2 – Water Shortage Emergency Warning of the District's Water Shortage Contingency Plan describes a menu of options including mandatory restrictions on outdoor water use, irrigation and prohibiting cleaning of exterior surfaces with potable water; and

WHEREAS, by Resolution No. 2014-06, adopted on August 12, 2014, the District implemented Stage 2 – Water Shortage Emergency Warning of its Water Shortage Contingency Plan; and

WHEREAS, by Ordinance No. 2014-02, adopted on August 12, 2014, the District established mandatory water use prohibitions and restrictions under Stage 2-Water Shortage Emergency Warning of its Water Shortage Contingency Plan; and

WHEREAS, the SWRCB extended and expanded the drought emergency regulations on March 17, 2015 (Resolution No. 2015-0013) that imposes mandatory actions by urban water suppliers that became effective March 27, 2015; and

WHEREAS, Governor Brown issued Executive Order B-29-15 on April 1, 2015, that, in part, directed the SWRCB to impose restrictions to achieve a statewide 25 percent reduction in potable urban water usage, to increase enforcement against water waste, and to implement additional restrictions on the outdoor use of potable water; and

WHEREAS, the SWRCB expanded and modified its drought emergency regulations on May 5, 2015 (Resolution 2015-0032) to achieve a statewide 25 percent reduction in potable urban water usage and the emergency regulations went into effect on May 18, 2015; and

WHEREAS, the SWRCB determined that the District had an average July-September 2014 R-GPCD of less than 65, and that the District shall reduce its total potable water production by 8 percent for each month as compared to the amount used in the same month in 2013; and

WHEREAS, the SFPUC's request for all customers to reduce water consumption by 10 percent system-wide, remains in place; and

WHEREAS, the actions taken hereinafter are exempt from the provisions of Section 21000 et seq. of the Public Resources Code as a project undertaken as immediate action necessary to prevent or mitigate an emergency pursuant to Title 14, California Code of Regulations Section 15269 and as a project undertaken to assure the maintenance, restoration or enhancement of a natural resource pursuant to Title 14, California Code of Regulations Section 15307.

Section 2: Definitions

Agricultural use: Use that meets the definition of Government Code section 51201, subdivision (b).

Customer: Any person, whether within or without the geographical boundaries of the District, who uses water supplied by the District.

District: Coastside County Water District.

General Manager: The General Manager of Coastside County Water District or the General Manager's designee.

Graywater: Untreated household waste water which has not come in contact with toilet waste, as regulated by the 2013 California Plumbing Code Chapter 16 Section 1602.

Irrigation station: A group of sprinklers controlled by the same valve to correspond to a hydrozone, also referred to as a circuit.

Low volume irrigation systems: Any irrigation system that applies irrigation water at low pressure through a system of tubing or lateral lines and low volume emitters such as drip, driplines, microspray, and bubblers with a very low flow rate (≤ 2 gallons per hour [gph]) measured in gallons per hour, and that is designed to apply small volumes of water very slowly at or near the root zone of plants. This includes but is not limited to properly functioning drip irrigation systems and soaker hoses.

Measurable rainfall: Climatological conditions that result in ≥ 0.1 (greater than or equal to one tenth) of an inch of precipitation in any continuous 4 (four) hour period.

Ornamental landscape: Any landscaping where the primary function is of maintaining aesthetic value. An ornamental landscape may serve other purposes but the primary purpose is visual.

Person: Any customer, tenant, property owner, governmental entity, firm, association, organization, company or business using water.

Recycled water: Treated reclaimed wastewater from a publically owned treatment plant.

Turf: Grasses grown for ornamental or recreational use which are mowed regularly. It is also referred to as lawn.

Water: Any water delivered by or originating from Coastside County Water District's transmission and distribution system.

Section 3: Prohibited and Restricted Activities in Promotion of Water Conservation

- A. To promote water conservation, each of the following actions is prohibited, except where necessary to address an immediate health and safety need or to comply with a term or condition in a permit issued by a state or federal agency:

1. The application of water to outdoor landscapes and turf in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, storm-water drainage infrastructure, or structures;
 2. The use of a hose that dispenses water to wash motorized vehicles, boats and trailers, except where the hose is fitted with a positive shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;
 3. The application of water to driveways and sidewalks;
 4. The use of water in a fountain or other decorative water feature, except where the water is part of a recirculating system;
 5. The application of water to outdoor landscapes during and within 48 hours after measurable rainfall; and
 6. The application of water to ornamental turf on public street medians.
- B. To prevent the waste and unreasonable use of water and to further promote water conservation, each of the following actions is prohibited:
1. The use of water that causes flooding or pooling due to super-saturation of the ground or soil;
 2. The use of water when the customer has been given written notice by the District to repair broken or defective plumbing, equipment, appliances, sprinklers, watering or irrigation systems, and has failed to effect such repairs for 24 hours after delivery of the notice;
 3. The indiscriminate running of water or washing with water that causes runoff;
 4. The use of water for single pass through cooling systems. The use of potable water ice making machines and other mechanical equipment that utilizes a single-pass cooling system to remove and discharge heat to the sewer. Water used for all cooling purposes shall be recycled or re-circulated; and
 5. The use of water from any fire hydrant, unless specifically authorized by the District, except by regularly constituted fire protection agencies for fire suppression purposes or for other specifically authorized uses, including water distribution flushing, fire flow testing, and filling of District approved vehicles for sewer system flushing, and street sweeping purposes.
- C. Specific Non-Residential End-User Requirements and Prohibitions in Promotion of Water Conservation:

1. The serving of drinking water other than upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served and/or purchased; and
2. Operators of hotels, motels, inns, and bed and breakfast establishments, shall provide guests with the option of choosing not to have towels and linens laundered daily. The operator shall prominently display notice of this option in each guestroom using clear and easily understood language; and
3. All commercial, industrial, institutional and irrigation customers that use a water supply any portion of which is from a source other than Coastside County Water District shall:
 - (a) Notify the District by **Insert Date**, if there is an alternate water supply associated with their property; and
 - (b) Limit outdoor irrigation of ornamental landscapes or turf with potable water to no more than two days per week; or
 - (c) Reduce potable water usage by 25 percent for the months of **Insert Date** through **Insert Date** as compared to the amount used for the same months in **Insert Year**.

Section 4: Mandatory Restrictions on Outdoor Irrigation of Ornamental Landscapes or Turf

- A. Time of day restriction. No person shall use or cause to be used any water for ornamental landscape or turf irrigation between the hours of 8:00 a.m. and 5:00 p.m.
- B. Length of time restriction. No person shall use or cause to be used any water for ornamental landscape or turf irrigation that exceeds 15 minutes per irrigation station during the designated days and times allowed for irrigation.
- C. Days of the week restrictions. No person shall use or cause to be used any water for ornamental landscape or turf irrigation on Sunday and Saturday. Irrigation of ornamental landscape or turf is allowed only on the following days:
 1. Odd Address: Monday and Thursday
 2. Even Address: Tuesday and Friday
 3. No Address: Monday and Thursday
 4. The address used to determine Irrigation days is as it appears under service address in the utility billing database under account information.

- D. The limitations specified in Section 4. A, B, and C shall not apply to Agricultural use, Floricultural use and Plant Nursery use.
- E. Section 4. A, B, and C does not apply to the following categories of water use for the irrigation of ornamental landscapes or turf:
 - 1. the use of a hand-held bucket or similar container;
 - 2. the use of a hand-held hose with a positive shut-off valve or similar device;
 - 3. the use of a properly functioning low volume irrigation system;
 - 4. the use for very short periods of time for the express purpose of adjusting or repairing an irrigation system;
 - 5. the use of a graywater system; and
 - 6. the use of recycled water.

Section 5: Enforcement

A. Written Notice

If the District believes that water has been or is being used in violation of the above restrictions, the District will send a written notice to the customer specifying the nature of the violation and the date and time of occurrence and request that the customer cease the violation and take remedial action. The District will provide the customer with a copy of the ordinance and inform the customer that failure to comply may result in termination of water service.

B. On-Site Notification

In the event that a further violation(s) is observed by District, after the original written notice, the District will make reasonable efforts to notify the customer of the violation and post a notice on the front door or other point of entry onto the property requiring the customer to cease the violation and take remedial action within 48 hours of the on-site notification. Failure to comply after the on-site notification may result in the temporary termination of water service.

C. Termination of Water Service

- 1. In the event that a further violation(s) is observed by District personnel 48 or more hours after the on-site notification, it will be deemed a willful violation of the mandatory restrictions on water use and the District may temporarily discontinue water service.
- 2. The customer shall be responsible for paying the District's costs incurred in enforcing this ordinance, including providing the on-site notification and

temporarily terminating and restoring water service, on a time and material basis in accordance with the District's rate and fee schedule.

3. The customer shall pay all fees and charges above, and the customer's account must be in good standing, in order for the District to proceed with the reconnection of water service after it has been temporarily terminated.

Section 6: Appeal

Any customer, who disputes a staff determination of a violation of the above restrictions, may appeal in writing to the General Manager. The decision of the General Manager shall be final.

A. Written Appeal

The written appeal must be addressed to the General Manager and include: (1) the customer's name; (2) the mailing address and site address, if different; (3) the water account number; (4) a description of the violation(s); (5) the enforcement action taken; and (6) a detailed explanation of the basis of the appeal.

Coastside County Water District
Attn: General Manager
766 Main Street
Half Moon Bay, CA 94019

B. Criteria for Appeal

The General Manager will evaluate each written appeal based on the following criteria: (1) public health; (2) public safety; and (3) regulatory requirements of a state or federal agency.

Section 7: Effective Date

All provisions of this amended and restated ordinance shall become effective after the publication of this ordinance and remain in effect until the District cancels implementation of Stage 2 – Water Shortage Emergency Warning of the District's Water Shortage Contingency Plan.

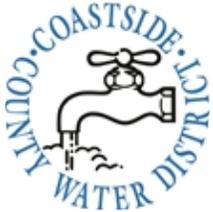
Section 8: Severability

If any provision of this ordinance is held to be invalid, or unenforceable in particular circumstances, such invalidity shall not affect the remainder of the ordinance which shall continue to be in full force and effect and the Board declares this ordinance to be severable for that purpose.

Section 9: Publication

The secretary is hereby directed to arrange for this ordinance to be published in a newspaper of general circulation in the District and to be posted on the District's website.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Coastside County Water District held on this **Insert Day** day of **Insert Year** by the following vote:



Coastside County Water District

Check Report

By Check Number

Date Range: 02/01/2016 - 02/29/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: General Checking-General Checking - First National Bank						
ASS01	HEALTH BENEFITS ACWA-JPIA/CB&T	02/12/2016	Regular	0.00	26,055.02	22417
ATT02	AT&T	02/12/2016	Regular	0.00	2,737.71	22418
BRU02	JON BRUCE	02/12/2016	Regular	0.00	89.99	22419
CAR08	REGISTER TAPES UNLIMITED, INC.	02/12/2016	Regular	0.00	149.00	22420
COM02	COMCAST	02/12/2016	Regular	0.00	192.02	22421
HAL04	HALF MOON BAY REVIEW	02/12/2016	Regular	0.00	299.00	22422
HAS01	HASSETT HARDWARE	02/12/2016	Regular	0.00	946.18	22423
KAI01	KAISER FOUNDATION HEALTH PLAN	02/12/2016	Regular	0.00	17,021.00	22424
MAS01	MASS MUTUAL FINANCIAL GROUP	02/12/2016	Regular	0.00	2,195.65	22425
PAC01	PACIFIC GAS & ELECTRIC CO.	02/12/2016	Regular	0.00	27,058.59	22426
PUB01	PUB. EMP. RETIRE SYSTEM	02/12/2016	Regular	0.00	25,514.51	22427
PUB02	CalPERS FISCAL SERVICES DIVISION	02/12/2016	Regular	0.00	23,148.00	22428
REP02	REPUBLIC SERVICES	02/12/2016	Regular	0.00	364.57	22429
TEA02	TEAMSTERS LOCAL UNION #856	02/12/2016	Regular	0.00	973.00	22430
TEL02	US TELEPACIFIC CORPORATION	02/12/2016	Regular	0.00	1,774.18	22431
TUR04	SUSAN TURGEON	02/12/2016	Regular	0.00	120.12	22432
VAL01	VALIC	02/12/2016	Regular	0.00	3,140.00	22433
TEA01	TEAMWRKX CONSTRUCTION, INC.	02/17/2016	Regular	0.00	37,253.37	22434
ACC02	ACCURATE AIR ENGINEERING, INC	02/26/2016	Regular	0.00	704.02	22435
ACO01	OMAR ACOSTA	02/26/2016	Regular	0.00	11.87	22436
ADP01	ADP, INC.	02/26/2016	Regular	0.00	537.50	22437
ADV02	FRANK YAMELLO	02/26/2016	Regular	0.00	235.00	22438
AND01	ANDREINI BROS. INC.	02/26/2016	Regular	0.00	106,633.46	22439
ATT03	AT&T LONG DISTANCE	02/26/2016	Regular	0.00	94.50	22440
AZT01	AZTEC GARDENS, INC.	02/26/2016	Regular	0.00	190.00	22441
BAL04	BALANCE HYDROLOGICS, INC	02/26/2016	Regular	0.00	6,301.70	22442
BAY01	BAY AREA AIR QUALITY MGMT DIST	02/26/2016	Regular	0.00	557.00	22443
BAY10	BAY ALARM COMPANY	02/26/2016	Regular	0.00	1,578.21	22444
BOR01	BORGES & MAHONEY, INC.	02/26/2016	Regular	0.00	1,411.28	22445
BRU02	JON BRUCE	02/26/2016	Regular	0.00	90.13	22446
CAL09	CALIFORNIA URBAN WATER CONSERVATION COU	02/26/2016	Regular	0.00	2,653.80	22447
CAL11	CALIFORNIA C.A.D. SOLUTIONS, INC	02/26/2016	Regular	0.00	900.00	22448
CAR02	CAROLYN STANFIELD	02/26/2016	Regular	0.00	600.00	22449
CAR15	SUSAN CARR	02/26/2016	Regular	0.00	75.00	22450
CHE07	CHEMTRAC SYSTEMS, INC.	02/26/2016	Regular	0.00	1,235.00	22451
CHR02	CARINA CHRISTENSEN	02/26/2016	Regular	0.00	9.65	22452
CIA01	GUIDO CIARDI	02/26/2016	Regular	0.00	150.00	22453
COA19	COASTSIDE COUNTY WATER DIST.	02/26/2016	Regular	0.00	70.00	22454
DAT01	DATAPROSE, LLC	02/26/2016	Regular	0.00	2,500.79	22455
DOU01	BRIAN DOUGLAS	02/26/2016	Regular	0.00	3,536.00	22456
EKI01	EKI INC.	02/26/2016	Regular	0.00	3,308.76	22457
ELE01	ELECSYS INTERNATIONAL CORP	02/26/2016	Regular	0.00	250.00	22458
ERS01	ERS INDUSTRIAL SERVICES INC.	02/26/2016	Regular	0.00	8,791.13	22459
FAI01	CHARLES FAIRBROTHER	02/26/2016	Regular	0.00	150.00	22460
FEN01	YANJIA FENG	02/26/2016	Regular	0.00	153.49	22461
FRE02	FREYER & LAURETA, INC.	02/26/2016	Regular	0.00	6,572.50	22462
GAR09	LESLEY GARDENS	02/26/2016	Regular	0.00	16.60	22463
GRA03	GRAINGER, INC.	02/26/2016	Regular	0.00	651.97	22464
HAL01	HMB BLDG. & GARDEN INC.	02/26/2016	Regular	0.00	33.29	22465
HAL24	H.M.B.AUTO PARTS	02/26/2016	Regular	0.00	682.12	22466
HAN01	HANSONBRIDGETT. LLP	02/26/2016	Regular	0.00	11,827.90	22467
HEA01	U.S. HEALTHWORKS MEDICAL GROUP, P.C.	02/26/2016	Regular	0.00	100.00	22468
IRO01	IRON MOUNTAIN	02/26/2016	Regular	0.00	449.72	22469
IRV01	IRVINE CONSULTING SERVICES, INC.	02/26/2016	Regular	0.00	2,384.00	22470

Check Report

Date Range: 02/01/2016 - 02/29/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
IRV02	IRVINE CONSULTING SERVICES, INC.	02/26/2016	Regular	0.00	960.73	22471
JAM01	JAMES FORD, INC.	02/26/2016	Regular	0.00	2,301.37	22472
JJA01	JJACPA, INC	02/26/2016	Regular	0.00	3,120.00	22473
JOH06	BRETT JOHNSON/AMANDA HAHN	02/26/2016	Regular	0.00	8.83	22474
KAJ01	ANNE KAJAVA	02/26/2016	Regular	0.00	17.08	22475
KEL03	JANET KELTNER	02/26/2016	Regular	0.00	150.00	22476
LIT01	AKARI LITTLE	02/26/2016	Regular	0.00	32.20	22477
LOC01	LOCKWORKS UNLIMITED	02/26/2016	Regular	0.00	237.14	22478
LOM01	GLENNA LOMBARDI	02/26/2016	Regular	0.00	108.00	22479
LOR02	JOHN LORTS	02/26/2016	Regular	0.00	75.00	22480
MAS01	MASS MUTUAL FINANCIAL GROUP	02/26/2016	Regular	0.00	2,195.65	22481
MET06	METLIFE GROUP BENEFITS	02/26/2016	Regular	0.00	1,732.23	22482
MIL02	VIRGINIA MILLER	02/26/2016	Regular	0.00	47.23	22483
MIS01	MISSION UNIFORM SERVICES INC.	02/26/2016	Regular	0.00	205.48	22484
MON01	DARIN BOVILLE	02/26/2016	Regular	0.00	900.00	22485
NAR01	WILLIAM NAREY	02/26/2016	Regular	0.00	41.27	22486
NAT02	NATIONAL METER & AUTOMATION	02/26/2016	Regular	0.00	6,380.25	22487
NOR08	NORTHSTAR CHEMICAL	02/26/2016	Regular	0.00	3,040.50	22488
OFF01	OFFICE DEPOT	02/26/2016	Regular	0.00	629.59	22489
OLS02	JASON & KIMBERLY OLSEN	02/26/2016	Regular	0.00	67.77	22490
ONT01	ONTRAC	02/26/2016	Regular	0.00	555.98	22491
PAC01	PACIFIC GAS & ELECTRIC CO.	02/26/2016	Regular	0.00	2,730.68	22492
PAC06	PACIFICA COMMUNITY TV	02/26/2016	Regular	0.00	250.00	22493
PAS02	NATALIE PASTORINO	02/26/2016	Regular	0.00	34.01	22494
PAU01	PAULO'S AUTO CARE	02/26/2016	Regular	0.00	471.58	22495
PIT04	PITNEY BOWES	02/26/2016	Regular	0.00	215.82	22496
POU01	CRAIG POULSEN	02/26/2016	Regular	0.00	129.62	22497
PUB01	PUB. EMP. RETIRE SYSTEM	02/26/2016	Regular	0.00	12,760.13	22498
PUM01	PUMP REPAIR SERVICE CO. INC.	02/26/2016	Regular	0.00	4,815.00	22499
RED02	RED WING SHOE STORE	02/26/2016	Regular	0.00	117.71	22500
RIC01	RICOH USA, INC.	02/26/2016	Regular	0.00	299.53	22501
RIC02	RICOH USA INC	02/26/2016	Regular	0.00	506.54	22502
RIC06	JOANN RICKLEY	02/26/2016	Regular	0.00	21.82	22503
ROB01	ROBERTS & BRUNE CO.	02/26/2016	Regular	0.00	21,171.79	22504
ROG01	ROGUE WEB WORKS, LLC	02/26/2016	Regular	0.00	276.25	22505
SAN03	SAN FRANCISCO WATER DEPT.	02/26/2016	Regular	0.00	75,863.04	22506
SAN05	SAN MATEO CTY PUBLIC HEALTH LAB	02/26/2016	Regular	0.00	812.00	22507
SCH06	TODD SCHMIDT	02/26/2016	Regular	0.00	208.04	22508
STA03	STATE WATER RESOURCES CONTROL BD	02/26/2016	Regular	0.00	90.00	22509
SUT01	JAMES SUTRO	02/26/2016	Regular	0.00	150.00	22510
TET01	JAMES TETER	02/26/2016	Regular	0.00	8,346.89	22511
TYL01	TYLER TECHNOLOGIES, INC	02/26/2016	Regular	0.00	30,719.65	22512
USA01	USA BLUE BOOK	02/26/2016	Regular	0.00	519.06	22513
VAL01	VALIC	02/26/2016	Regular	0.00	4,190.00	22514
WAL03	DUFFY WALLACH	02/26/2016	Regular	0.00	49.25	22515
WES01	WEST YOST ASSOCIATES, INC	02/26/2016	Regular	0.00	6,879.51	22516
WIL05	WILSEY HAM	02/26/2016	Regular	0.00	3,779.00	22517

Check Report

Date Range: 02/01/2016 - 02/29/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
WSO01	WATER SYSTEMS OPTIMIZATION, INC	02/26/2016	Regular	0.00	6,630.00	22518

Bank Code General Checking Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	175	102	0.00	539,321.52
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	175	102	0.00	539,321.52



Coastside County Water District

Monthly Budget Report Account Summary

For Fiscal: Current Period Ending: 02/29/2016

	February Budget	February Activity	Variance Favorable (Unfavorable)	Variance %	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Variance %	Total Budget	
Revenue										
RevType: 1 - Operating										
1-4120-00	Water Revenue	815,148.00	715,009.70	-100,138.30	-87.72 %	6,644,661.00	6,254,780.57	-389,880.43	-94.13 %	9,863,916.00
	Total RevType: 1 - Operating:	815,148.00	715,009.70	-100,138.30	-87.72 %	6,644,661.00	6,254,780.57	-389,880.43	-94.13 %	9,863,916.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	3,333.33	2,863.38	-469.95	-85.90 %	26,666.64	64,210.23	37,543.59	-240.79 %	40,000.00
1-4180-00	Late Notice - 10% Penalty	7,500.00	6,405.13	-1,094.87	-85.40 %	60,000.00	47,180.48	-12,819.52	-78.63 %	90,000.00
1-4230-00	Service Connections	833.00	691.97	-141.03	-83.07 %	6,664.00	8,518.81	1,854.81	-127.83 %	10,000.00
1-4920-00	Interest Earned	0.00	0.00	0.00	0.00 %	1,912.50	2,438.55	526.05	-127.51 %	2,550.00
1-4930-00	Tax Apportionments/County Checks	25,000.00	49,324.00	24,324.00	-197.30 %	390,000.00	465,494.14	75,494.14	-119.36 %	600,000.00
1-4950-00	Miscellaneous Income	3,083.00	5,497.71	2,414.71	-178.32 %	24,664.00	17,714.63	-6,949.37	-71.82 %	37,000.00
1-4955-00	Cell Site Lease Income	11,603.75	11,975.07	371.32	-103.20 %	92,830.00	95,287.86	2,457.86	-102.65 %	139,245.00
1-4965-00	ERAF REFUND - County Taxes	200,000.00	0.00	-200,000.00	0.00 %	200,000.00	325,710.11	125,710.11	-162.86 %	200,000.00
	Total RevType: 2 - Non-Operating:	251,353.08	76,757.26	-174,595.82	-30.54 %	802,737.14	1,026,554.81	223,817.67	-127.88 %	1,118,795.00
	Total Revenue:	1,066,501.08	791,766.96	-274,734.12	-74.24 %	7,447,398.14	7,281,335.38	-166,062.76	-97.77 %	10,982,711.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	131,092.00	65,863.04	65,228.96	50.24 %	1,863,295.00	1,730,236.84	133,058.16	92.86 %	2,871,947.00
1-5230-00	Nunes T P Pump Expense	2,458.00	4,816.43	-2,358.43	195.95 %	19,664.00	22,024.25	-2,360.25	112.00 %	29,500.00
1-5231-00	CSP Pump Station Pump Expense	5,000.00	3,163.00	1,837.00	63.26 %	208,605.00	224,695.88	-16,090.88	107.71 %	307,052.00
1-5232-00	Other Trans. & Dist Pump Expense	1,067.00	1,319.86	-252.86	123.70 %	8,536.00	11,014.55	-2,478.55	129.04 %	12,800.00
1-5233-00	Pilarcitos Canyon Pump Expense	3,717.00	5,490.51	-1,773.51	147.71 %	10,285.00	14,227.67	-3,942.67	138.33 %	18,000.00
1-5234-00	Denniston T P Pump Expense	15,604.00	10,730.81	4,873.19	68.77 %	47,543.00	22,381.07	25,161.93	47.08 %	90,100.00
1-5242-00	CSP Pump Station Operations	708.00	867.02	-159.02	122.46 %	5,666.00	6,595.63	-929.63	116.41 %	8,500.00
1-5243-00	CSP Pump Station Maintenance	3,083.33	1,293.16	1,790.17	41.94 %	24,666.64	4,272.52	20,394.12	17.32 %	37,000.00
1-5246-00	Nunes T P Operations - General	2,731.00	4,528.42	-1,797.42	165.82 %	34,565.00	38,783.47	-4,218.47	112.20 %	52,764.00
1-5247-00	Nunes T P Maintenance	4,625.00	1,334.64	3,290.36	28.86 %	37,000.00	37,715.01	-715.01	101.93 %	55,500.00
1-5248-00	Denniston T P Operations-General	5,196.00	2,046.73	3,149.27	39.39 %	15,831.00	21,024.76	-5,193.76	132.81 %	30,000.00
1-5249-00	Denniston T.P. Maintenance	2,667.00	-2,466.49	5,133.49	-92.48 %	21,336.00	22,369.90	-1,033.90	104.85 %	32,000.00
1-5250-00	Laboratory Expenses	3,333.00	3,367.98	-34.98	101.05 %	26,666.00	26,011.55	654.45	97.55 %	40,000.00
1-5260-00	Maintenance - General	22,375.00	15,638.65	6,736.35	69.89 %	179,000.00	168,495.26	10,504.74	94.13 %	268,500.00
1-5261-00	Maintenance - Well Fields	0.00	0.00	0.00	0.00 %	40,000.00	19,603.96	20,396.04	49.01 %	40,000.00
1-5263-00	Uniforms	0.00	1,068.00	-1,068.00	0.00 %	0.00	2,569.67	-2,569.67	0.00 %	0.00
1-5318-00	Studies/Surveys/Consulting	20,000.00	13,509.51	6,490.49	67.55 %	160,000.00	106,315.98	53,684.02	66.45 %	240,000.00
1-5321-00	Water Resources	3,083.33	4,734.00	-1,650.67	153.54 %	24,666.64	32,281.64	-7,615.00	130.87 %	37,000.00

Monthly Budget Report

For Fiscal: Current Period Ending: 02/29/2016

	February Budget	February Activity	Variance Favorable (Unfavorable)	Variance %	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Variance %	Total Budget
1-5322-00 Community Outreach	7,925.00	1,150.00	6,775.00	14.51 %	63,400.00	6,581.48	56,818.52	10.38 %	95,100.00
1-5381-00 Legal	5,000.00	10,828.30	-5,828.30	216.57 %	40,000.00	30,865.30	9,134.70	77.16 %	60,000.00
1-5382-00 Engineering	1,166.66	1,926.18	-759.52	165.10 %	9,333.28	5,286.18	4,047.10	56.64 %	14,000.00
1-5383-00 Financial Services	0.00	3,120.00	-3,120.00	0.00 %	24,000.00	9,360.00	14,640.00	39.00 %	24,000.00
1-5384-00 Computer Services	8,650.00	18,897.91	-10,247.91	218.47 %	69,200.00	57,212.80	11,987.20	82.68 %	103,800.00
1-5410-00 Salaries/Wages-Administration	81,675.38	68,200.81	13,474.57	83.50 %	735,078.42	622,015.73	113,062.69	84.62 %	1,061,780.00
1-5411-00 Salaries & Wages - Field	86,038.92	79,297.12	6,741.80	92.16 %	774,350.28	753,883.27	20,467.01	97.36 %	1,118,506.00
1-5420-00 Payroll Tax Expense	11,773.53	11,541.89	231.64	98.03 %	105,961.78	95,506.89	10,454.89	90.13 %	153,056.00
1-5435-00 EE/Ret Medical Insurance	43,954.75	36,812.36	7,142.39	83.75 %	351,638.00	303,748.92	47,889.08	86.38 %	527,457.00
1-5436-00 Retiree Medical Insurance	0.00	6,472.78	-6,472.78	0.00 %	0.00	6,578.78	-6,578.78	0.00 %	0.00
1-5440-00 Employees Retirement Plan	38,870.92	52,536.54	-13,665.62	135.16 %	349,838.28	323,069.69	26,768.59	92.35 %	505,322.00
1-5445-00 Supplemental Retirement 401a	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	30,000.00
1-5510-00 Motor Vehicle Expense	4,638.00	5,899.82	-1,261.82	127.21 %	37,101.00	28,476.77	8,624.23	76.75 %	55,650.00
1-5620-00 Office Supplies & Expense	13,706.25	10,736.34	2,969.91	78.33 %	109,650.00	121,191.79	-11,541.79	110.53 %	164,475.00
1-5625-00 Meetings / Training / Seminars	2,000.00	90.00	1,910.00	4.50 %	16,000.00	9,567.81	6,432.19	59.80 %	24,000.00
1-5630-00 Insurance	6,250.00	6,633.48	-383.48	106.14 %	80,000.00	69,295.92	10,704.08	86.62 %	115,000.00
1-5687-00 Membership, Dues, Subscript.	5,940.83	2,778.80	3,162.03	46.77 %	47,526.64	39,743.27	7,783.37	83.62 %	71,290.00
1-5688-00 Election Expenses	25,000.00	0.00	25,000.00	0.00 %	25,000.00	0.00	25,000.00	0.00 %	25,000.00
1-5689-00 Labor Relations	500.00	0.00	500.00	0.00 %	4,000.00	0.00	4,000.00	0.00 %	6,000.00
1-5700-00 San Mateo County Fees	1,475.00	0.00	1,475.00	0.00 %	11,800.00	16,984.84	-5,184.84	143.94 %	17,700.00
1-5705-00 State Fees	1,333.33	557.00	776.33	41.78 %	10,666.64	10,981.88	-315.24	102.96 %	16,000.00
Total ExpType: 1 - Operating:	572,638.23	454,784.60	117,853.63	79.42 %	5,591,869.60	5,020,970.93	570,898.67	89.79 %	8,358,799.00
ExpType: 4 - Capital Related									
1-5712-00 Debt Service/Existing Bonds 2006B	0.00	0.00	0.00	0.00 %	349,992.00	350,896.46	-904.46	100.26 %	485,889.00
1-5715-00 Debt Service/CIEDB 11-099	0.00	0.00	0.00	0.00 %	338,024.00	336,545.79	1,478.21	99.56 %	338,024.00
Total ExpType: 4 - Capital Related:	0.00	0.00	0.00	0.00 %	688,016.00	687,442.25	573.75	99.92 %	823,913.00
Total Expense:	572,638.23	454,784.60	117,853.63	79.42 %	6,279,885.60	5,708,413.18	571,472.42	90.90 %	9,182,712.00
Report Total:	493,862.85	336,982.36	-156,880.49		1,167,512.54	1,572,922.20	405,409.66		1,799,999.00

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
February 29, 2016**

RESERVE BALANCES

CAPITAL AND OPERATING RESERVE	\$2,342,593.71
RATE STABILIZATION RESERVE	\$250,000.00

TOTAL DISTRICT RESERVES	\$2,592,593.71
--------------------------------	-----------------------

ACCOUNT DETAIL

ACCOUNTS WITH FIRST NATIONAL BANK (FNB)	
CHECKING ACCOUNT	\$831,718.32
CSP T & S ACCOUNT	\$736,948.98

LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$1,023,226.41
---	----------------

DISTRICT CASH ON HAND	\$700.00
-----------------------	----------

TOTAL ACCOUNT BALANCES	\$2,592,593.71
-------------------------------	-----------------------

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

**COASTSIDE COUNTY WATER DISTRICT
APPROVED CAPITAL IMPROVEMENT PROJECTS
FISCAL YEAR 2015-2016**

2/29/2016

	Approved CIP Budget FY 15/16	Actual To Date FY 15/16	Projected Year-End FY 15/16	Variance vs. Budget	% Completed	Project Status/ Comments
--	---	--	--	--------------------------------	------------------------	-------------------------------------

Equipment Purchases & Replacement

06-03	SCADA/Telemetry/Electrical Controls Replacement	\$ 150,000	\$ 103,461	\$ 200,000	\$ -	69%	In progress
16-06	Portable Work Lights	\$ 6,000	\$ 9,208	\$ 6,000	\$ -	153%	Complete
99-02	Vehicle Replacement	\$ 30,000		\$ 30,000	\$ -	0%	
99-03	Computer Systems	\$ 5,000	\$ 3,886	\$ 5,000	\$ -	78%	
99-04	Office Equipment/Furniture	\$ 3,000	\$ 3,988	\$ 3,000	\$ -	133%	

Facilities & Maintenance

08-08	PRV Valves Replacement Project	\$ 30,000	\$ 36,208	\$ 60,000	\$ (30,000)	121%	Replaced two PRV's instead of one
09-09	Fire Hydrant Replacement	\$ 20,000	\$ 17,113	\$ 20,000	\$ -	86%	Complete for FY16
09-23	District Digital Mapping	\$ 10,000		\$ 10,000	\$ -	0%	
14-11	Replace 2" and Larger Meters with Omni Meters	\$ 30,000		\$ 30,000	\$ -	0%	
15-01	Utility Billing Software Upgrade	\$ 150,000	\$ 61,455	\$ 150,000	\$ -	41%	Software transition to be complete by 4/2016
99-01	Meter Change Program	\$ 10,000	\$ 45,020	\$ 70,000	\$ (60,000)	450%	

Pipeline Projects

07-03	Pilarcitos Canyon Pipeline Replacement	\$ 100,000	\$ 9,255	\$ 100,000	\$ -	9%	Evaluating design
10-01	El Granada Pipeline Final Phase Replacement Project	\$ 2,000,000	\$ 160,735	\$ 850,000	\$ 1,150,000	8%	Construction to start February 2016
14-01	Replace 12" Welded Steel Line on Hwy 92 with 8" DI	\$ 300,000		\$ -	\$ -		Project moved to FY 16/17
16-09	Slipline 10-inch Pipeline in Magellan at Hwy 1	\$ 100,000	\$ 12,098	\$ 20,000	\$ 80,000	12%	In design - will slip into next fiscal year

Pump Stations / Tanks / Wells

06-04	Hazen's Tank Replacement	\$ 300,000	\$ 702	\$ 5,000	\$ 300,000	0%	Design complete, may not need tank
13-11	EG Tank #1 & Tank #2 Emergency Generators	\$ 75,000	\$ 6,573	\$ 100,000	\$ (25,000)	9%	Will go out to bid in March 2016

Water Supply Development

10-02	Denniston Pump Station & Pipeline Project (formerly Bridgeport Drive Pipeline Replacement Project)	\$ 110,000	\$ 229,438	\$ 300,000	\$ (190,000)		In design
12-04	Denniston Treated Water Booster Station	\$ 200,000		\$ 200,000	\$ -		In design
12-12	San Vicente Diversion & Pipeline	\$ 300,000		\$ -	\$ 300,000		Waiting for SWRCB time extension approval
14-24	Denniston/San Vicente EIR & Permitting	\$ 50,000	\$ 22,684	\$ 20,000	\$ 30,000		
14-25	Water Shortage Plan Development	\$ 100,000		\$ -	\$ 100,000	0%	

Water Treatment Plants

16-01	Denniston WTP Coag Tank Motor Operated Valve	\$ 10,000		\$ 10,000	\$ -	0%	
16-02	Denniston WTP Filter Repairs	\$ 110,000	\$ 94,509	\$ 95,000	\$ 15,000	86%	Completed
16-03	Denniston WTP Filter Flow Meter Replacement	\$ 10,000		\$ 10,000	\$ -	0%	
16-04	Denniston WTP Pond Return Pump	\$ 25,000		\$ -	\$ 25,000	0%	Project not needed
16-05	Nunes Filter Valve Repairs & Replacements	\$ 15,000	\$ 2,778	\$ 15,000	\$ -	19%	

**COASTSIDE COUNTY WATER DISTRICT
APPROVED CAPITAL IMPROVEMENT PROJECTS
FISCAL YEAR 2015-2016**

2/29/2016

		Approved CIP Budget FY 15/16	Actual To Date FY 15/16	Projected Year-End FY 15/16	Variance vs. Budget	% Completed	Project Status/ Comments
99-05	Denniston Maintenance Dredging	\$ 35,000		\$ -	\$ 35,000	0%	Will not dredge this year

FY 15/16 TOTALS \$ 4,284,000 \$ 819,110 \$ 2,309,000 \$ 1,730,000

Previous CIP Projects - paid in FY 15/16

	Sand for Nunes Drying Bed		\$ 29,680	\$ 29,680			
	Pilarcitos Road Improvement 2014		\$ 19,706	\$ 20,000			
	Admin Buiilding Repair/Remodel Project		\$ 37,253	\$ 37,253			

PREVIOUS YEAR TOTALS \$ - \$ 86,639 \$ 86,933 \$ (86,933) In Progress

UNSCHEDULED ITEMS (CAPITAL EXPENDITURES) FOR CURRENT FISCAL YEAR 15/16

	Ventura/Washington Pipeline Replacement Project		\$ 395,248	\$ 400,000			Completed, No Retention Paid yet
	Water Recycling		\$ 51,653	\$ 50,000			
	Valve for Nunes Filter #3		\$ 5,133	\$ 5,133			
	New Fence for District Office		\$ 9,889	\$ 9,889			Completed
	Denniston Dam Repair		\$ 9,532	\$ 9,532			
	Replace 8 inch Pipeline Under Creek at PilarcitoS Avenue		\$ 7,204	\$ 7,204			
	New Valves for Nunes Surface Wash		\$ 1,227	\$ 1,227			
	Water Softener for Denniston Treatment Plant		\$ 2,495	\$ 2,495			
	Slip Lining - Near LaNebbia Winery		\$ 21,009	\$ 21,009			
	Avenue Cabrillo Phase 3B		\$ 437	\$ 437			

NON-BUDGETED TOTALS \$ - \$ 503,827 \$ 506,926 \$ (506,926)

CIP TOTALS \$ 4,284,000 \$ 1,409,576 \$ 2,902,859 \$ 1,136,141

**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
Mar-15	1,411	1,470							1,352	4,233
Apr-15	2,205	88		1,697						3,990
May-15	2,543	559		3,415			4,204			10,720
Jun-15	6,115			554						6,670
Jul-15	5,824					718	1,235			7,777
Aug-15	8,255			625	88					8,968
Sep-15	764		1,147	206	1,348				941	4,405
Oct-15	2,259	88	500	1,609	6,164	504			118	11,241
Nov-15	3,920		176	1,113	5,014					10,224
Dec-15	1,535	617			1,970					4,122
Jan-16	2,673	970		798	941					5,382
Feb-16	2,969				1,000	7,859				11,828
TOTAL	40,474	3,793	1,823	10,016	16,524	9,082	5,439	0	2,410	89,560

**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
Mar-15	480		254	734	254
Apr-15	480		1,014	1,494	1,014
May-15	649	7,192	423	8,264	423
Jun-15	544	16,999		17,543	
Jul-15	480	11,378	1,014	12,872	1,014
Aug-15	480	9,845	85	10,409	85
Sep-15	480	11,362	507	12,349	507
Oct-15	480	10,853	1,372	12,705	1,372
Nov-15	480	2,095	1,606	4,180	1,606
Dec-15	480	1,389	4,901	6,770	4,901
Jan-16	480		4,392	4,872	4,392
Feb-16	1,926	6,083	338	8,347	338
TOTAL	7,439	77,194	15,904	100,537	15,904

Calcon T&M Projects Tracking

Project No.	Name	Acct No.	Proposal Date	Approved Date	Project Budget	8/31/15	9/30/15	10/31/15	11/30/15	12/31/15	1/31/16	Project Total Billing	Project Budget Remaining	CIP Project
CAL-13-EMG	Emergency Callout													
CAL-14-EMG	Emergency Callout													
CAL-15-EMG	Emergency Callout						\$410.48		\$1,107.50	\$5,488.33				
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	08-17
CAL-13-02	Nunes Control System Upgrades		9/30/13	10/8/13	\$46,141.00							\$55,363.60	-\$9,222.60	FY13 CIP
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	6-Dec
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 Califrier 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						\$7,292.50	\$22,711.88	\$16,250.78	\$44,910.86	\$24,466.83	\$115,632.85	-\$115,632.85	
CAL-15-05	Permanganate Water Flow						\$1,567.15					\$1,567.15	-\$1,567.15	
					\$244,391.23	\$0.00	\$8,859.65	\$22,711.88	\$16,250.78	\$44,910.86	\$24,466.83	\$383,202.29	-\$132,198.56	

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

Tuesday, January 26, 2016

- 1) **ROLL CALL** - President Arnie Glassberg called the special meeting to order at 3:05 p.m. Present at roll call: Directors Chris Mickelsen, Ken Coverdell, and Vice-President Glenn Reynolds. Director Steve Flint was absent. David Dickson, General Manager, was also present initially, but was not in attendance during the entire closed session portion of the meeting.

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC COMMENT**

Clemens Heldmaier - Expressed his appreciation for the opportunity to work with Mr. Dickson and commended Mr. Dickson for his previous work and the legacy that he built at the Sewer Authority Mid-Coastside, as well as his many years of successfully managing the Coastside County Water District.

Bob Feldman - Commented that he felt that the hiring of Mr. Dickson at the Coastside County Water District was one of the best hires of his personal career and that it will be difficult and challenging to replace Mr. Dickson.

- 4) **CLOSED SESSION**
 - A. Pursuant to California Government Code Section §54957
Public Employee Appointment - Title: General Manager

- 5) **RECONVENE TO OPEN SESSION**

The Board reconvened into open session at 4:29 p.m. and reported that no action had been taken in closed session. Mr. Dickson, Mary Rogren, Assistant General Manager, and JoAnne Whelen, Administrative Assistant/Recording Secretary, joined the meeting.

 - A. Retirement of General Manager and Transition Planning

The Board discussed the organizational role of the General Manager position. The Board expressed its desire to look to the future for stability and to maintain the current efficient management style and the level of quality staff that currently contribute to the smooth and successful operation of the District. The Board feels that rather than launch a recruitment process, that the best plan at this point is to retain the services of the current General Manager, Mr. Dickson, on a reduced time basis to allow him to continue to focus on some of the ongoing District projects that he has been so intimately involved with and to continue with the positive relationships that he has built for the District over the years.

The Board discussed several tasks the Board would like staff to evaluate and report back to the Board on: (1) obtain all pertinent information that the Board may need from CalPERS in order to retain the General Manager's services on a reduced time basis; (2) draft a transition plan that would provide guidance to the Board regarding how things will proceed for the District over the next two to four years, with a focus on stability; (3) provide an analysis of the budget implications of the transition plan; and (4) as part of the transition plan, evaluate the District's current engineering services to assist in determining whether the current District Engineer position should be reassessed for the future needs of the District.

On behalf of the Board, Director Coverdell thanked Mr. Dickson for considering staying on and continuing to lead such a strong and productive District staff. Vice-President Reynolds added that the reason that the Board is so comfortable with this plan is because Mr. Dickson and the individual staff members that make up the team have done a great job of operating the District in an efficient and successful manner.

Mr. Dickson thanked the Board for their vote of confidence.

6) **ADJOURNMENT** - The Special Board meeting was adjourned at 4:36 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary of the District

Arnie Glassberg, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE BOARD OF DIRECTORS MEETING

Tuesday, February 9, 2016

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

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, and JoAnne Whelen, Administrative Assistant/Recording Secretary

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending January 31, 2016:
Claims: \$609,064.33; Payroll: \$91,890.47 for a total of \$700,954.80
➤ *January 2016 Monthly Financial Claims reviewed & approved by Director Coverdell*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of January 12, 2016 Special Board of Directors Meeting
- D. Approval of Minutes of January 12, 2016 Regular Board of Directors Meeting
- E. Approval of Minutes of January 26, 2016 Special Board of Directors Meeting
- F. Installed Water Connection Capacity and Water Meters Report
- G. Total CCWD Production Report
- H. CCWD Monthly Sales by Category Report - January 2016
- I. Monthly Emergency Main and Service Repairs Report
- J. Rainfall Reports
- K. SFPUC Hydrological Report for December 2015
- L. Notice of Completion - Ventura/Washington Pipeline Replacement Project

Director Coverdell reported that he had reviewed the monthly financial claims and found all to be in order.

Mr. Dickson announced that Agenda item 4E – the Approval of Minutes of January 26, 2016 Special Board of Directors Meeting was to be pulled from the Consent Calendar for revisions.

ON MOTION BY Director Mickelsen and seconded by Vice-President Reynolds, the Board voted to accept and approve, the Consent Calendar, with the exception of agenda item 4E.

Director Mickelsen	Aye
Director Coverdell	Aye
Director Flint	Absent
Vice President Reynolds	Aye
President Glassberg	Aye

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Coverdell reported that he was recently at a local establishment and learned from a member of the public who had attended the February 15, 2016 meeting of the American Association of University Women (AAUW), that Cathleen Brennan, Water Resource Analyst, had done an impressive job on her presentation at the meeting. Director Coverdell extended his recognition and appreciation to Ms. Brennan.

Director Coverdell also reported that he felt that having Vice-President Glenn Reynolds assigned to the Recycled Water Committee was an excellent decision by the Board and that Mr. Reynolds had been unanimously elected to serve as the Committee’s Chairperson by all members of the Committee.

Director Mickelsen stated that he had attended a Bay Area Water Supply & Conservation Agency Board of Directors meeting.

6) GENERAL BUSINESS

A. Accept the Coastside County Water District’s Financial Statements and Independent Auditor’s Report for Fiscal year Ended June 30, 2015

Ms. Rogren introduced Joseph Arch and Brett Jones, Auditors, with Joseph J. Arch, CPA Inc. (JJACPA). Mr. Jones provided a brief presentation reviewing the audit report, advising that once again an unqualified opinion has been issued to the

District, which is the best possible status. He expressed his appreciation to Ms. Rogren and staff for their assistance with the audit.

President Glassberg stated that he is always pleased to see a positive statement about internal controls with no exceptions. He also inquired about the new GASB/Pers issue, and whether it took longer to perform the audit with this new requirement, which Mr. Jones affirmed.

ON MOTION BY Vice-President Reynolds and seconded by Director Mickelsen, the Board voted, by roll call vote, to accept the Basic Financial Statements for Fiscal Year Ended June 30, 2015:

Director Mickelsen	Aye
Director Coverdell	Aye
Director Flint	Absent
Vice President Reynolds	Aye
President Glassberg	Aye

B. Fiscal Year 2016-2017 Budget Process Timeline

Ms. Rogren reviewed the Draft Budget Capital Improvement Program (CIP) and Operations and Maintenance (O & M) Process Timeline for Fiscal Year 2016-2017 and she and Mr. Dickson answered a few questions from the Board members about the Budget process.

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

Mr. Dickson explained the purpose and past practice procedure of appointing the alternate officers to participate in LAFCo election of officers.

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

Director Mickelsen	Aye
Director Coverdell	Aye
Director Flint	Absent
Vice President Reynolds	Aye
President Glassberg	Aye

D. Recycled Water Update

Mr. Dickson updated the Board on the Recycled Water Committee meeting held the previous evening and invited the Committee members to report on the results of the meeting. Director Coverdell stated that he felt it was a positive meeting and reviewed the items that he personally felt were important that the Committee focus on, including drafting an agreement between the agencies, working with the community to get their input and support of a recycled water project, having the participating agencies establish cost estimates and budgets, as well as exploring other possible uses of recycled water.

Vice-President Reynolds complimented the Sewer Authority Mid-Coastside (SAM) staff and Board members for their efforts in keeping the project moving forward and responding to requests from the Committee and also acknowledged that Ocean Colony Partners has been very responsive to requests from the Committee. He noted that the agencies currently have a memorandum of understanding, but agreed with Director Coverdell that he felt the Committee's focus now should be on ironing out details and establishing an agreement among the agencies.

Mr. Dickson recapped the progress that District consultant Kennedy Jenks has made to date on the project.

7) GENERAL MANAGER'S REPORT INCLUDING MONTHLY INFORMATIONAL REPORTS

- **El Granada Pipeline Replacement Final Phase Project Update** – Mr. Dickson provided an update on the progress of this project.

A. Assistant General Manager's Report – Ms. Rogren informed the Board of the new software implementation for the District's financial/accounts payable module and the upcoming implementation of the new utility billing system, noting that this program will provide enhancements for the District's customers, including a more user-friendly online bill payment program. Ms. Rogren also informed the Board that staff has been evaluating options for implementing Advanced Metering Infrastructure (AMI), with results of the research soon to be presented and discussed with the Facilities Committee members.

- B. Operations Report** - Mr. Guistino reviewed monthly operations highlights, including running of the Denniston Water Treatment Plant for the majority of the month. He updated the Board on the progress of the Stone Dam Pipeline Replacement Project and on plans for well rehabilitation.
- C. Water Resources Report** - Ms. Brennan recapped earlier discussion with regards to the Department of Water Resources (DWR) snow survey and the extension of the Emergency Water Conservation Regulations. She also provided an update on the progress and schedule of the Urban Water Management Plan and the District’s Water Shortage Contingency Plan.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no requests for future agenda items from the Board.

9) ADJOURNMENT - The meeting was adjourned at 8:14 p.m.

Respectfully submitted,

David R. Dickson General Manager
Secretary of the District

Arnie Glassberg, President
Board of Directors

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

FY 2016

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

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

Installed Water Meters	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
HMB Non-Priority	1	7	2		3.5			1					14.5
HMB Priority													0
County Non-Priority			1	1	1		1.5						4.5
County Priority			1.5										1.5
Monthly Total	1	7	4.5	1	4.5	0	1.5	1	0	0	0	0	20.5

Fiscal Year 2016 Water Service Installations

FY 2016

APN	Name	Install Address	City/Community	Meter Size	Type	Date Installed	Notes
048-211-060	Taffera, Anthony	421 Wave Ave	HMB	5/8"	dom	10-Jul-15	with 1" fire
056-141-700	Belloni, Paula	456-458 Oak Street	HMB	5/8"	dom	31-Jul	second unit meter
064-092-550	Shaw, Dan	401 Filbert Street	HMB	1"	fire	4-Aug-15	fire only
066-600-080	Carnoustie LLC	241 Bayhill Rd	HMB	3/4"	dom	21-Aug-15	with 2" fire
066-600-110	Carnoustie LLC	116 Carnoustie Dr	HMB	3/4"	dom	21-Aug-15	with 2" fire
066-600-100	Carnoustie LLC	118 Carnoustie Dr	HMB	3/4"	dom	21-Aug-15	with 2" fire
066-600-090	Carnoustie LLC	231 Bayhill Rd	HMB	3/4"	dom	25-Aug-15	with 2" fire
064-231-270	McGregor, Paul	483 Poplar Street	HMB	5/8"	dom	31-Aug-15	with 1" fire
037-320-350	Lea, David and Patricia	6 Denniston Road	EG	3/4"	dom	2-Sep-15	with 2" fire
056-143-330	Taffera, Anthony	447 Laurel Ave	HMB	5/8"	dom	11-Sep-15	with 1" fire
056-104-150	Carey, Robert	208 Valdez	HMB	5/8"	dom	18-Sep-16	1" fire installed 25 Jan 16
047-113-210	Coffield, Lyle	925 Ferdinand Ave	EG	5/8"	dom	25-Sep-15	with 1" fire
048-054-130	Garrison, Michi	375 Miramar Drive	EG	5/8"	dom	2-Oct-15	with 1" fire
066-600-320	Carnoustie LLC	120 Carnoustie Drive	HMB	3/4"	dom	4-Nov-15	with 2" fire
056-191-070	Mithal, Arti	728 Main Street	HMB	5/8"	dom	5-Nov-15	second unit meter with 1" fire
047-222-100	Wenzel, Lutz	477 Avenue Portola	EG	5/8"	dom	9-Nov-15	fire not installed yet
056-081-370	Moules, Roberty and Bertin	690 Terrace Ave.	HMB	5/8"	dom	18-Nov-15	with 1" fire
056-144-290	KN Properties	481/483/485 Pine St.	HMB	3/4"	dom	10-Nov-15	with 5/8" irrigation and 2" fire
048-023-350	Bakshi, Reema	321 Cortez Ave	EG	3/4"	dom	27-Jan-16	with 1" fire
064-232-440	McGregor, Paul	484 Poplar Street	HMB	5/8"	dom	8-Feb-16	with 1" fire

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2016

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
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								
APR								
MAY								
JUN								
TOTAL	0.00	41.86	37.73	7.89	309.35	396.83	20.35	376.48
% MONTHLY TOTAL	0.00%	44.05%	27.88%	19.84%	8.23%	100.00%	7.05%	92.95%
% ANNUAL TO DATE TOTAL	0.0%	10.5%	9.5%	2.0%	78.0%	100.0%	5.13%	94.9%
Local vs Imported-month	91.8%	8.23%	CCWD vs SFPUC- month		71.9%	28.1%		
Local vs Imported-annual	22.0%	78.0%	CCWD vs SFPUC- annual		20.1%	79.9%		
	Local Source	Imported Source						

12 Month Running Treated Total **568.75**

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2015

	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS RESERVOIR	CRYSTAL SPRINGS RESERVOIR	RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
JUL	0.48	2.32	0.00	0.00	71.96	74.76	3.10	71.67
AUG	0.10	0.82	0.00	0.00	73.97	74.89	3.00	71.89
SEPT	0.05	0.60	0.00	0.00	59.58	60.23	2.89	57.34
OCT	0.00	0.00	0.00	0.00	57.13	57.13	2.15	54.98
NOV	0.01	0.93	4.43	0.00	41.00	46.37	2.18	44.19
DEC	0.20	2.19	10.67	9.68	16.37	39.11	2.19	36.92
JAN	0.64	13.95	8.44	20.23	10.52	53.78	3.17	50.61
FEB	0.51	12.88	8.56	25.95	2.43	50.33	2.36	47.97
MAR	0.81	12.59	8.8	25.67	2.02	49.89	2.70	47.19
APR	1.31	14.34	0.00	31.85	1.38	48.88	2.54	46.34
MAY	0.60	6.18	0.00	30.04	7.37	44.19	1.65	42.54
JUN	0.00	0.00	0	0.00	56.87	56.87	0.67	56.20
TOTAL	4.71	66.80	40.90	143.41	400.60	656.42	28.58	627.85
% TOTAL	0.7%	10.2%	6.2%	21.8%	61.0%	100.0%	4.35%	95.6%

denotes estimated due to faulty SFPUC meter

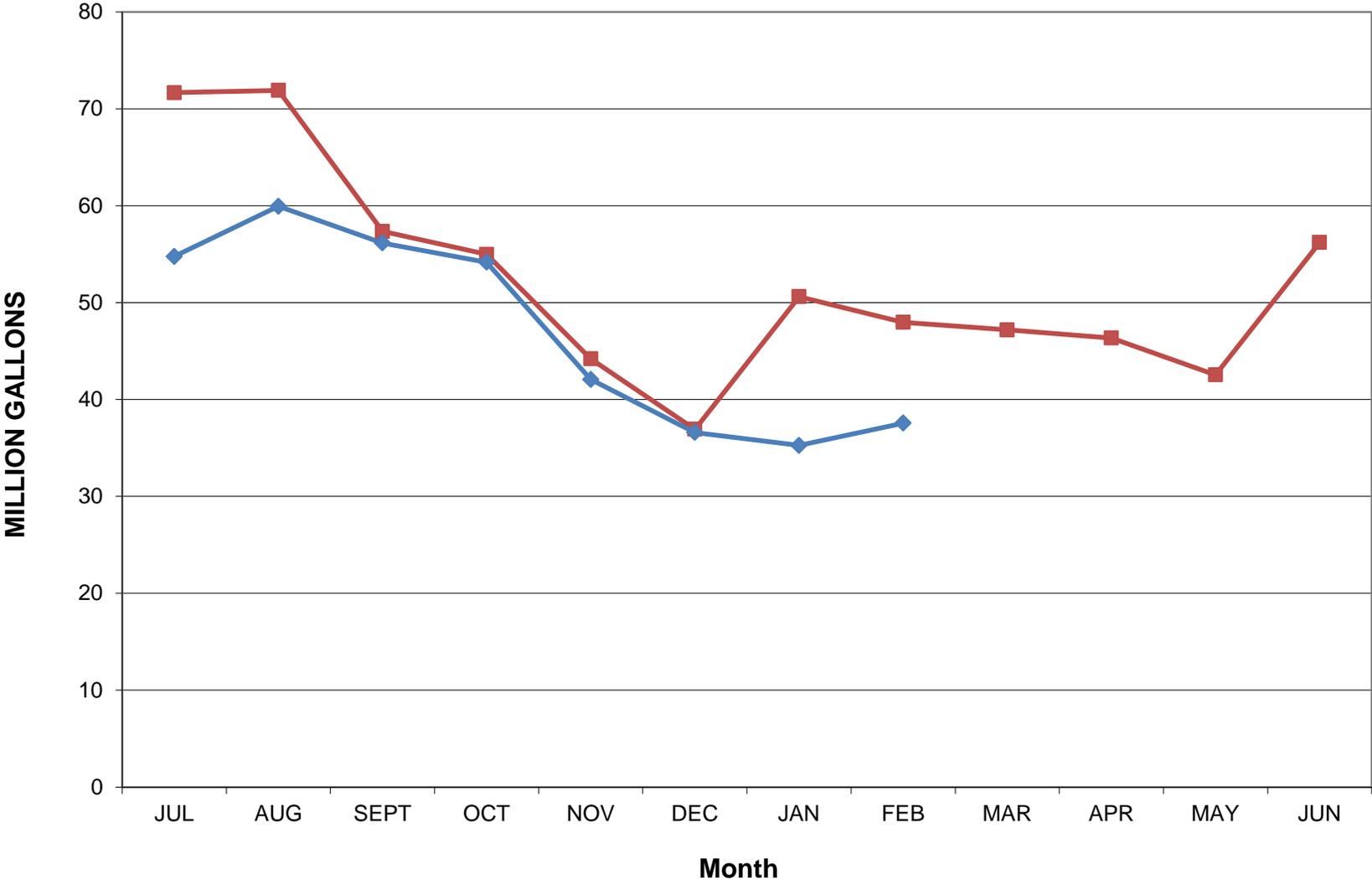
COASTSIDE COUNTY WATER DISTRICT

Predicted vs Actual Production - All Sources FY 16

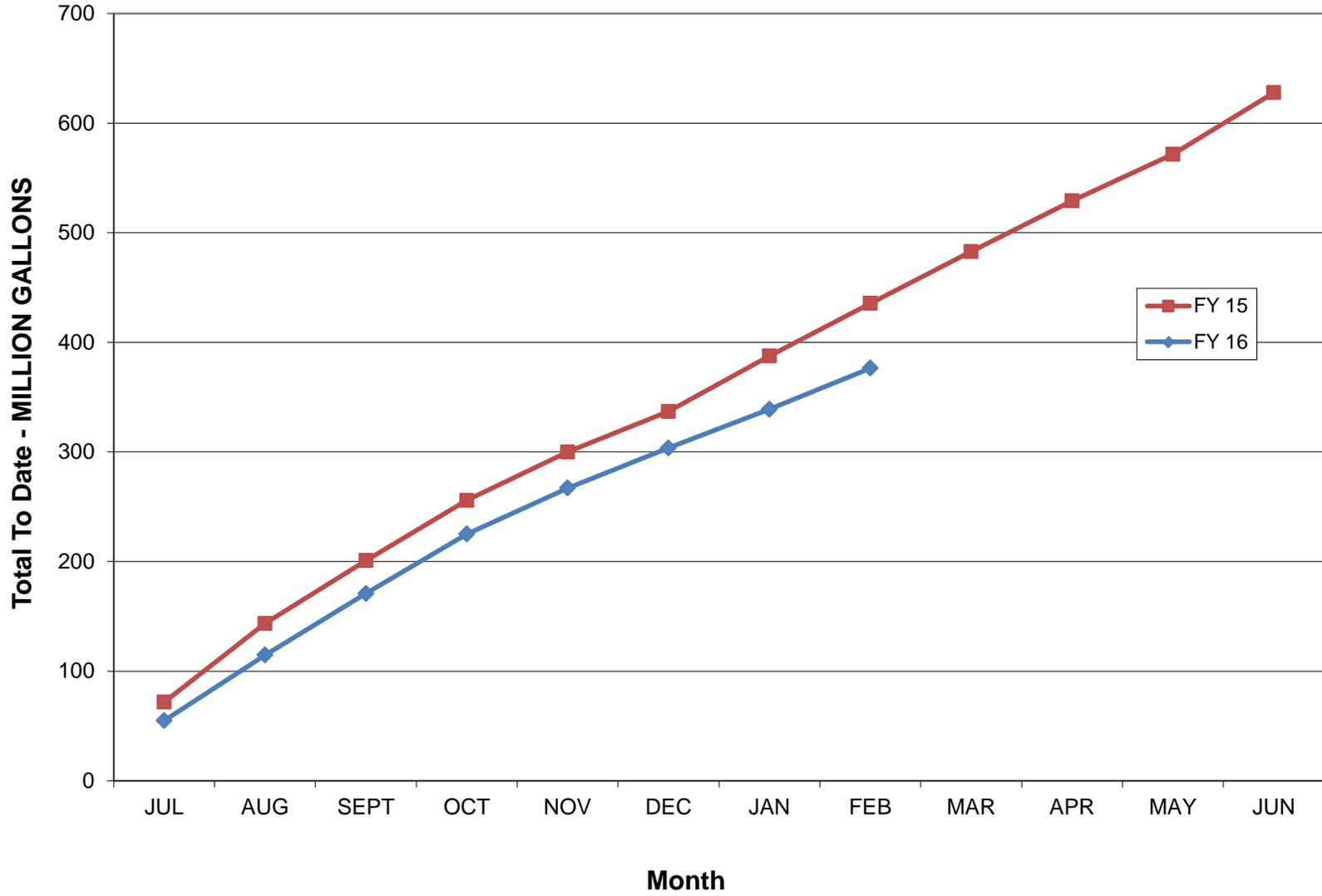
	Denniston Surface			Denniston Wells			Pilarcitos Wells			Pilarcitos Surface			SFWD CSP			SFWD Total	
	Actual MG	Predicted MG	pred-act	Actual MG	Predicted	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG
Jul-15	0.00	2.32	2.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	57.33	62.94	5.61	57.33	62.94
Aug-15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	62.00	65.62	3.62	62.00	65.62
Sep-15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	59.07	52.90	-6.17	59.07	52.90
Oct-15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	56.60	50.89	-5.71	56.60	50.89
Nov-15	0.00	0.97	0.97	0.00	0.01	0.01	2.07	4.94	2.87	0.00	0.00	0.00	42.44	35.50	-6.94	42.44	35.50
Dec-15	12.51	3.74	-8.77	0.00	0.20	0.20	9.44	8.98	-0.46	0.00	9.17	9.17	17.68	14.73	-2.95	17.68	23.90
Jan-16	11.84	8.23	-3.61	0.00	0.60	0.60	15.14	8.98	-6.16	0.00	36.69	36.69	10.96	0.00	-10.96	10.96	36.69
Feb-16	17.51	8.23	-9.28	0.00	0.60	0.60	11.08	8.98	-2.10	7.89	21.17	13.28	3.27	0.00	-3.27	11.16	21.17
Mar-16			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	29.63
Apr-16			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	41.61
May-16			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	62.06
Jun-16			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	58.53
MG Totals	41.86	23.49	-18.37	0.00	1.41	1.41	37.73	31.87	-5.86	7.89	67.03	59.14	309.35	282.58	-26.77	317.24	541.44

	Actual non SFPUC	Predicted non SFPUC	Actual SFPUC	Predicted SFPUC	TOTAL Actual	TOTAL Predicted	TOTAL Pred-act
	79.59	56.77	317.24	349.61	396.83	406.38	9.55
% Total	20.06%	13.97%	79.94%	86.03%	97.65%		

Monthly Production FY 15 vs FY 16



Cumulative Production FY 15 vs.FY16



Plant Water Use*			Unmetered Water					2016			MG	
	Denniston Plant	Nunes Plant	Total	Main Flushing	Detector Checks*	Main Breaks	Fire Dept	Miscellaneous	Tank Level Difference	Total		
JAN	1.070	1.430	2.500	0.005	0.022	0.000	0.006	0.139	0.002	2.674		
FEB	1.220	1.130	2.350	0.001	0.012	0.010	0.000	0.139	-0.326	2.186		
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	2.29	2.56	4.85	0.01	0.03	0.01	0.01	0.28	-0.32	4.86		

Feb-16

Coastside County Water District Monthly Discharge Report

EMERGENCY MAIN AND SERVICE REPAIRS

ID	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	2/1/2016	2/3/16	714 Kelly Ave	S	3/4"	10,000	no		\$1,500.00	\$900.00	5	6	\$1,500	\$3,900.00
2														\$0.00
3														\$0.00
4														\$0.00
5														\$0.00
6														\$0.00
7														\$0.00
8														\$0.00
Totals						10,000			\$1,500.00	\$900.00	5	6	\$1,500	\$3,900.00
*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 = 30		

Feb-16											
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	2/17/2016	valencia prv		1,000			22	45	Flushing Program		
2									Reservoir Cleaning		
3									Automatic Blowoffs		
3									Dewatering Operations		
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)	2
				5 min	20 min	end	5 min	20 min	end		
1											
2											
ANNUAL REPRESENTATIVE MONITORING											PLANNED DISCHARGES GRAND TOTAL (MG)
	Date	Location	Volume (gal)	pH	Chlorine Residual after dechlor (ppm)						
1										1,000	

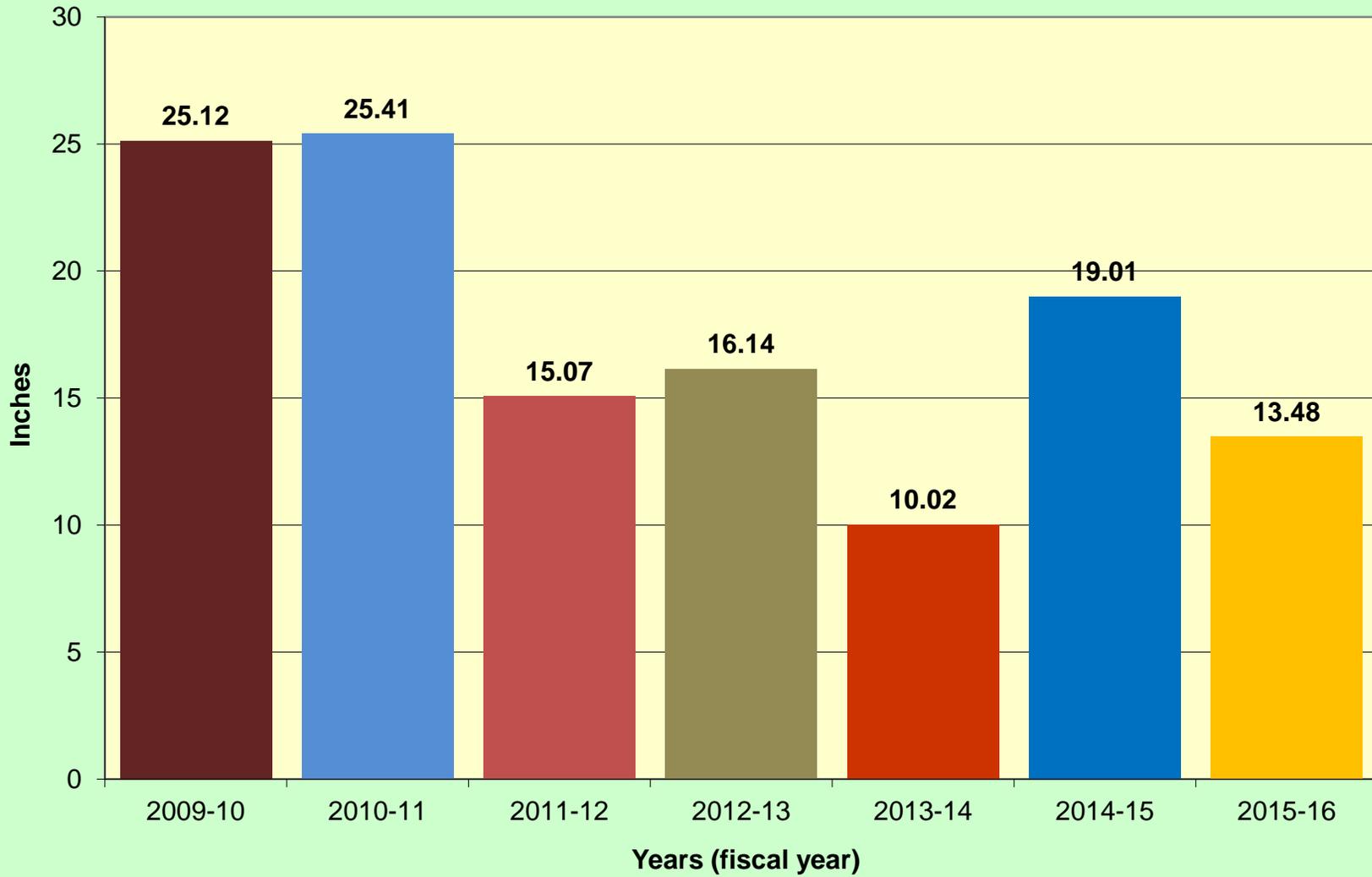
Coastside County Water District
 766 Main Street
 July 2015 - June 2016

District Office
 Rainfall in Inches

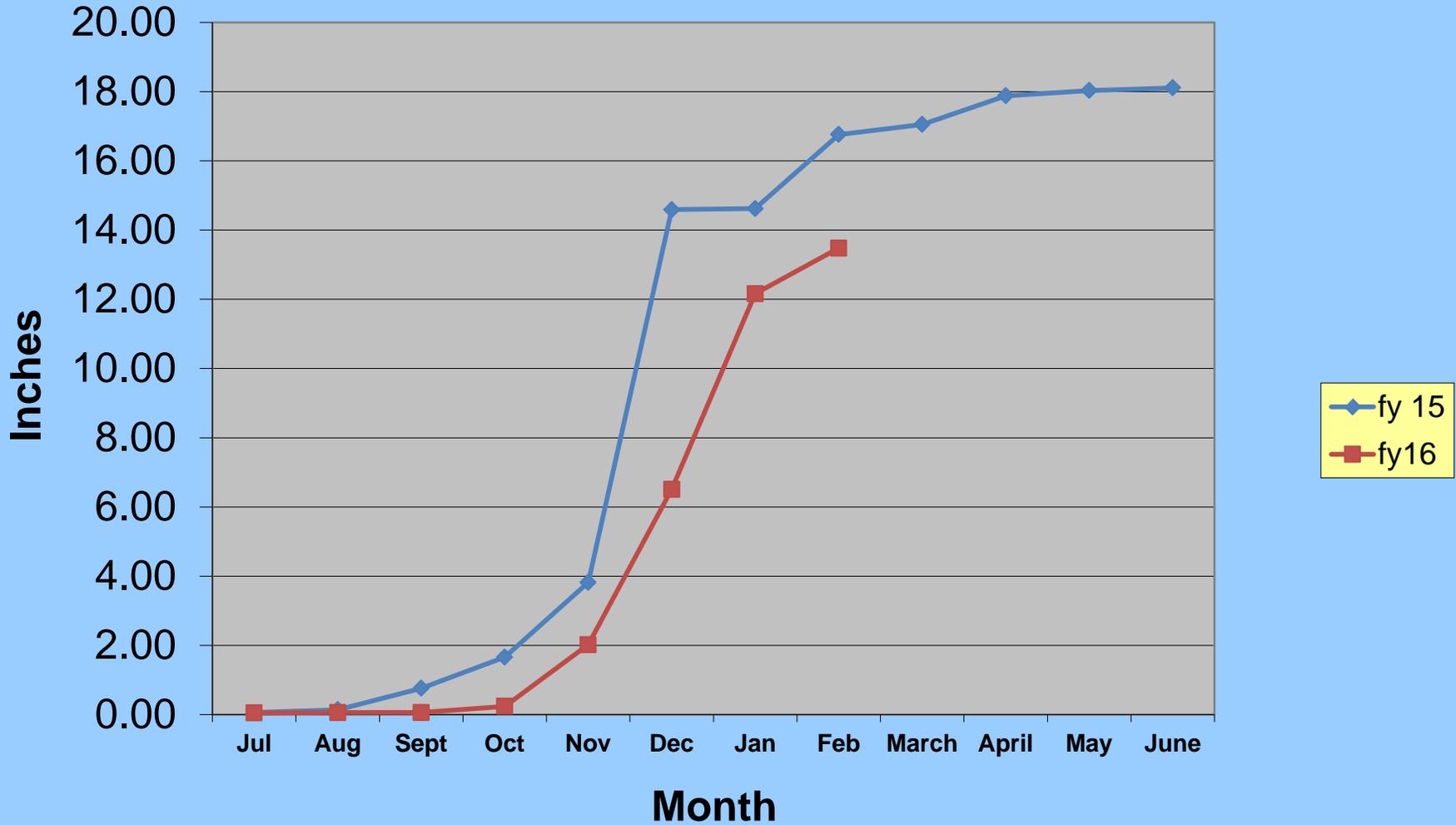
	2015						2016					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0	0	0	0.05	0	0	0				
2	0	0	0	0	0.57	0	0	0.33				
3	0	0	0	0	0	0.37	0.06	0				
4	0	0	0	0	0.01	0.02	0.12	0				
5	0.01	0	0	0	0	0	1.04	0				
6	0	0	0	0	0	0.14	0.91	0				
7	0	0	0	0	0	0.02	0.05	0				
8	0	0	0	0	0.02	0	0.01	0				
9	0.02	0	0	0	0.32	0.01	0.01	0				
10	0	0	0	0	0.01	0.44	0	0				
11	0	0.01	0	0	0	0.1	0	0				
12	0	0	0	0	0.01	0	0	0				
13	0	0	0	0	0	0.33	0.22	0.01				
14	0.01	0	0	0	0	0	0.15	0				
15	0.01	0	0	0	0.53	0	0.15	0				
16	0	0	0	0	0	0	0.12	0				
17	0	0	0	0	0	0	0.87	0.6				
18	0	0	0	0.05	0.01	0.38	0.26	0.17				
19	0	0	0	0.05	0.01	0.09	0.9	0.15				
20	0	0	0	0.01	0	0.89	0.01	0.01				
21	0	0	0	0.01	0.01	1.13	0	0				
22	0	0	0	0	0	0.23	0.24	0.01				
23	0	0	0	0.01	0	0	0.23	0				
24	0	0	0	0	0.18	0.25	0.01	0				
25	0	0	0	0	0.05	0.03	0	0				
26	0	0	0	0.01	0	0	0.01	0.02				
27	0	0	0	0.03	0	0.02	0	0.01				
28	0	0	0	0	0	0.02	0	0				
29	0	0	0	0	0	0.01	0.28	0.01				
30	0	0	0	0.01	0	0.01	0					
31	0	0		0		0	0					
Mon.Total	0.05	0.01	0.00	0.18	1.78	4.49	5.65	1.32	0.00	0.00	0.00	0.00
Year Total	0.05	0.06	0.06	0.24	2.02	6.51	12.16	13.48	13.48	13.48	13.48	13.48

Rain Totals

Fiscal Years 10 - 16



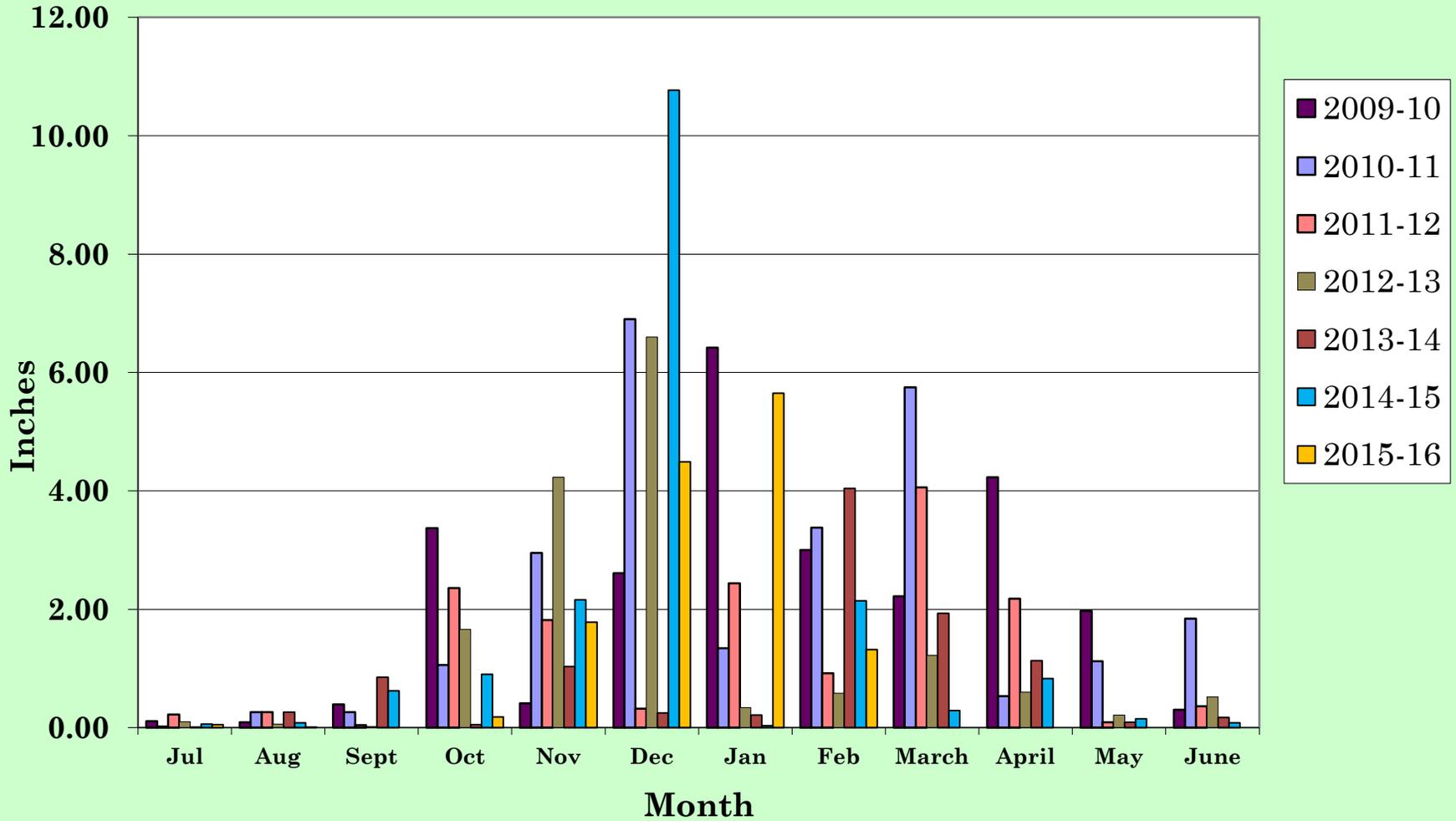
Rainfall Total Comparison Fiscal Years 15 and 16



Coastside County Water District

Rainfall by Month

Fiscal Years 09 - 15



MONTHLY CLIMATOLOGICAL SUMMARY for FEB. 2016

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	50.1	55.9	3:00p	42.1	8:00a	14.9	0.0	0.00	2.6	17.0	12:30a	NE
2	50.1	59.1	2:00p	45.0	11:30p	14.9	0.0	0.33	1.8	14.0	10:30p	E
3	49.9	58.5	12:00p	43.8	4:00a	15.1	0.0	0.00	1.8	14.0	1:00a	E
4	53.6	61.4	2:30p	47.5	2:30a	11.4	0.0	0.00	3.4	19.0	9:00a	E
5	55.9	65.4	3:30p	48.5	5:00a	9.1	0.0	0.00	2.2	13.0	3:30p	E
6	57.9	67.3	3:00p	51.4	6:30a	7.3	0.2	0.00	3.9	21.0	9:30a	E
7	62.4	74.7	3:30p	48.7	7:30a	4.7	2.1	0.00	2.3	17.0	11:00a	NE
8	67.2	78.0	3:00p	57.1	12:00m	1.5	3.7	0.00	5.3	25.0	1:30p	E
9	61.8	77.8	2:00p	50.7	12:00m	4.8	1.6	0.00	2.1	19.0	12:30p	E
10	59.4	73.6	1:00p	46.5	6:00a	6.4	0.8	0.00	1.9	16.0	9:30a	E
11	59.3	69.5	3:00p	49.2	12:00m	5.9	0.2	0.00	1.1	15.0	1:30a	W
12	54.7	65.2	12:30p	46.1	7:00a	10.3	0.0	0.00	1.1	18.0	2:30p	E
13	55.3	65.4	12:00p	47.2	12:00m	9.7	0.0	0.01	1.6	15.0	9:30a	E
14	54.8	70.5	12:00p	45.5	3:30a	10.4	0.2	0.00	1.0	16.0	4:00p	E
15	63.5	76.7	1:30p	52.0	12:30a	3.7	2.2	0.00	1.7	14.0	7:00a	NE
16	64.6	75.9	4:30p	50.2	2:30a	3.2	2.8	0.00	1.9	15.0	9:30a	ENE
17	59.7	68.0	7:00a	49.5	8:00p	5.5	0.1	0.60	5.0	24.0	12:00p	SSW
18	55.3	63.4	2:00p	49.1	6:30a	9.7	0.0	0.17	3.0	20.0	3:30a	WSW
19	53.1	64.1	1:00p	45.6	2:00a	11.9	0.0	0.15	1.9	19.0	2:30p	SSW
20	51.0	61.4	2:30p	43.1	12:00m	14.0	0.0	0.01	1.8	16.0	10:30a	E
21	50.6	60.5	3:00p	41.5	6:00a	14.4	0.0	0.00	1.5	14.0	2:30p	E
22	55.8	71.6	3:30p	44.9	4:00a	9.9	0.7	0.01	2.1	15.0	11:30a	E
23	57.1	71.0	3:00p	46.5	2:00a	8.5	0.5	0.00	1.3	14.0	10:00a	W
24	55.8	66.2	1:00p	44.2	6:00a	9.2	0.1	0.00	1.0	11.0	12:30a	W
25	56.7	72.4	3:30p	47.3	3:00a	9.0	0.7	0.00	0.8	11.0	12:00p	W
26	54.6	63.9	2:30p	47.5	5:30a	10.4	0.0	0.02	0.6	8.0	11:30a	W
27	55.8	63.5	2:30p	46.3	12:00m	9.2	0.0	0.01	1.3	13.0	3:00p	WNW
28	52.4	63.3	2:30p	42.9	4:00a	12.6	0.0	0.00	0.7	11.0	2:30p	ESE
29	58.4	73.7	12:00p	46.3	3:00a	7.8	1.2	0.01	1.2	14.0	8:00a	WSW
	56.4	78.0	8	41.5	21	265.4	17.1	1.32	2.0	25.0	8	E

Max >= 90.0: 0

Max <= 32.0: 0

Min <= 32.0: 0

Min <= 0.0: 0

Max Rain: 0.60 ON 02/17/16

Days of Rain: 5 (>.01 in) 4 (>.1 in) 0 (>1 in)

Heat Base: 65.0 Cool Base: 65.0 Method: Integration

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David R. Dickson, General Manager

Agenda: March 8, 2016

Date: March 3, 2016

Subject: Notice of Completion - Administration Building Repair/Remodeling Project

Recommendation:

That the Board of Directors take the following actions:

- (1) Accept Administration Building Repair/Remodeling Project as complete.
- (2) Authorize the Notice of Completion to be filed with the County of San Mateo.
- (3) Authorize the release of the retention funds when the Notice of Completion has been recorded and returned to the District.

Background

Coastside County Water District entered into a contract with Teamwrkx Construction on September 19, 2014 for the Administration Building Repair/Remodeling Project.

The work consisted of removing partial sections of existing non-structural interior walls, building new interior walls, relocating existing doors, replacing the building's electrical and data wiring, replacing all lighting fixtures with new, energy efficient led lighting, replacing south-facing fixed glass windows, replacing the building's heating and ventilation system, modifying restrooms, replacing all flooring, and other miscellaneous improvements.

All work was located within Coastside County Water District owned property located at 766 Main Street, Half Moon Bay.

The project was completed on February 17, 2016. The project was constructed in accordance with District plans and direction.

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

Name
Street
Address
City &
State

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE

RECORD WITHOUT FEE Govt. Code § 6103 & 27383

NOTICE OF COMPLETION

1. The undersigned is an owner of an interest or estate in the hereafter described real property, the nature of which is: Fee 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 the 17th of February, 2016 there was completed upon the hereinafter described real property a work of improvement as a whole named Administration Building Repair/Remodeling Project. The work consisted of removing partial sections of existing non-structural interior walls, building new interior walls, relocating existing doors, replacing the building's electrical and data wiring, replacing all lighting fixtures with new, energy efficient led lighting, replacing south-facing fixed glass windows, replacing the building's heating and ventilation system, modifying restrooms, replacing all flooring, and other miscellaneous improvements.

4. The name of the original contractor for the work of improvement as a whole was: Teamwrkx Construction, 1855 Park Avenue, San Jose, CA 95126.

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

All work was located within the District owned property situated at 766 Main Street, Half Moon Bay, California, Assessor Parcel Number (APN) 056-191-190 .

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 March 8, 2016, at Half Moon Bay, California
(Date) (Place where signed)

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

San Francisco Public Utilities Commission Hydrological Conditions Report For January 2016

J. Chester, C. Graham, A. Mazurkiewicz, & M. Tsang, February 10, 2016



New Calaveras Dam construction continues, photo taken in December 2015

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	282,348		340,830		58,482		82.8%
Cherry ²	95,775		268,810		173,035		35.6%
Lake Eleanor ³	3,803		21,495		17,692		17.7%
Water Bank	192,796		570,000		377,204		33.8%
Tuolumne Storage	574,722		1,201,135		626,413		47.8%
Local Bay Area Storage							
Calaveras ⁴	28,111	9,225	96,824	31,550	68,513	22,325	29.0%
San Antonio	48,392	15,769	50,496	16,454	2,103	685	95.8%
Crystal Springs	53,017	17,275	58,377	19,022	5,360	1,747	90.8%
San Andreas	17,628	5,744	18,996	6,190	1,369	446	92.8%
Pilarcitos	2,849	928	2,995	976	145	47	95.1%
Total Local Storage	149,977	48,941	227,688	74,192	77,490	25,250	65.9%
Total System	724,919		1,428,823		703,904		50.7%

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.

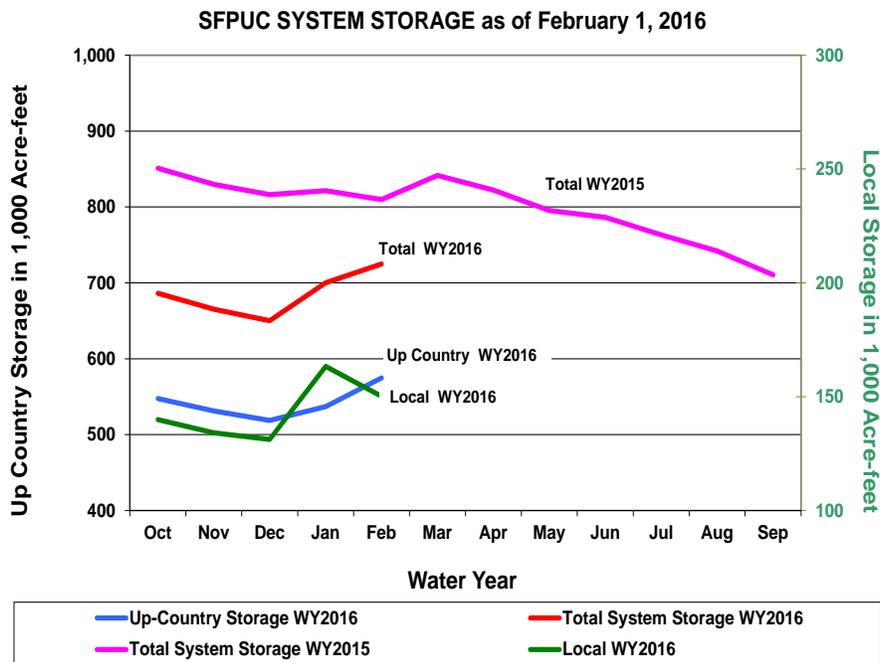


Figure 1: Monthly system storage for water year 2016

Hetch Hetchy System Precipitation Index ^{5/}

Current Month: The January six-station precipitation index was 9.35 inches, or 145.0% of the average index for the month.

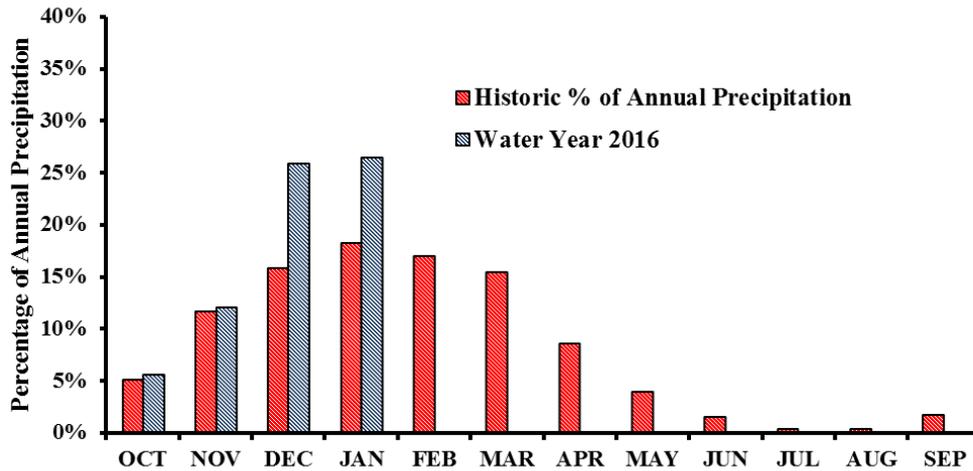


Figure 2: Monthly distribution of the Hetch Hetchy Six-station precipitation index as percent of the annual average precipitation.

Cumulative Precipitation to Date: The accumulated six-station precipitation index for water year 2016 is 24.79 inches, which is 69.7% of the average annual water year total, or 137.3% of average annual to date. Hetch Hetchy received 9.52 inches of precipitation in January, a total of 24.6 inches for water year 2016 to date. The cumulative Hetch Hetchy precipitation is shown in Figure 3 in red.

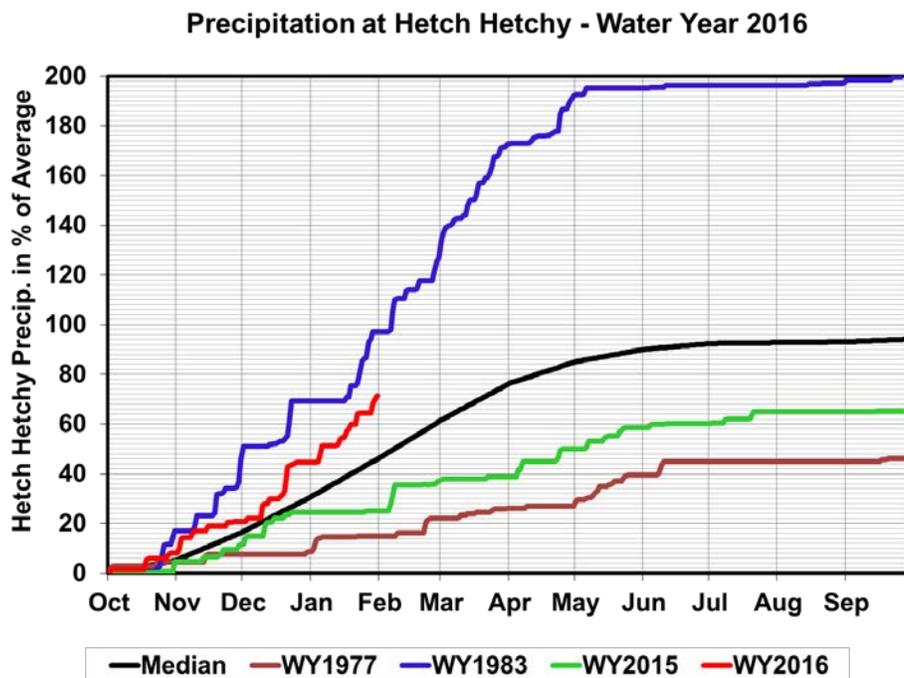


Figure 3: Water year 2016 cumulative precipitation measured at Hetch Hetchy Reservoir through January 31st, 2016. Precipitation at the Hetch Hetchy gauge for wet, dry, median, and WY 2015 are included for comparison purposes.

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

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange as of January 31st is summarized below in Table 2.

	January 2016				October 1, 2015 through January 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	31,484	15,031	22,548	139.6%	79,412	49,332	63,923	124.2%
Inflow to Cherry Reservoir and Lake Eleanor	29,859	15,706	24,460	122.1%	66,009	51,546	69,614	94.8%
Tuolumne River at La Grange	149,639	73,463	119,619	125.1%	299,034	180,851	269,814	110.8%
Water Available to the City	39,316	7,251	49,827	78.9%	77,710	22,226	102,366	75.9%

⁶ Hydrologic Record: 1919 – 2015

Hetch Hetchy System Operations

Draft and releases from Hetch Hetchy Reservoir during the month of January totaled 10,540 acre-feet to meet SJPL deliveries and instream release requirements. The reduced release volume during the month of January was due to a scheduled system shutdown where water was not diverted from Hetch Hetchy beginning January 10th through the remainder of the month.

The instream release schedule at Hetch Hetchy Reservoir for the month of January was year type A (normal to wet conditions). This year type is based upon accumulated precipitation from October 1st, 2015 through December 31st, 2015. The instream release requirement from Hetch Hetchy Reservoir was 50 cfs throughout January. The cumulative precipitation through January 31, 2016 at Hetch Hetchy Reservoir meets the criteria to maintain a water year type A (normal to wet conditions). Hetch Hetchy releases for February are 60 cfs under type A condition.

26,013 acre-feet of draft was made from Cherry Reservoir during the month of January to meet senior water right obligations and instream release requirements. 9,199 acre-feet of water was transferred by gravity flow from Lake Eleanor to Cherry Reservoir in January. The required minimum instream release from Lake Eleanor and from Cherry Reservoir was 5 cfs during January. Instream flow requirements from each reservoir for the month of February are 5 cfs.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant (HTWTP) average production rate for January was 59 MGD. The Sunol Valley Water Treatment Plant (SVWTP) average production for the month was 68 MGD. Increased rates for the month were due to the Hetchy Hetchy shutdown, where Hetch Hetchy Reservoir water was not diverted into the regional water delivery system. Water supply during this time was provided solely by the SVWTP and HTWTP.

Local System Water Delivery

The average January delivery rate was 145 MGD which is a 1% decrease below the December delivery rate of 147 MGD.

Local Precipitation

The local area watersheds experienced above average precipitation during the month. The January 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	10.98	125%	25.02	112%
Lower Crystal Springs	6.57	116%	16.28	107%
Calaveras	4.59	107%	13.36	115%

⁷ WY 2016: Oct. 2015 through Sep. 2016.

Snowmelt and Water Supply

January 2016 continued the pattern of frequent storm events as a result precipitation for the month was 145% of normal. Temperature during the events varied, however a significant snowpack has accumulated above the Tuolumne Basin Reservoirs. Manual snow surveys taken at the end of January and the early part of February indicated the basin snowpack is 132% of normal February 1st conditions. The varying storm events triggered flows on the Tuolumne River to exceed the Districts' entitlements as a result, a total of 77,710 acre-feet of water has become available to the City (Figure 5).

Precipitation events in the Bay Area have triggered runoff in the local reservoir watersheds. These inflows coupled with lower customer demands have resulted in lower diversion rates from the Tuolumne River Basin. This is allowing for recovery of storage with the Tuolumne Basin Reservoirs.

The Tuolumne Basin Water Supply Forecast model was executed using the measured snow course, precipitation, and runoff data. The forecast indicates that the median amount of runoff at La Grange this year is 145% of the long-term median (Figure 4). The median forecast for the April-through-July runoff is about 1,270 TAF, compared to the long-term median measured runoff for the April-through-July period of 1,080 TAF. For natural flow at La Grange, there is an 80 percent chance that the April-to-July natural runoff will be between 2,170 TAF and 1,140 TAF. This forecast indicates that Hetch Hetchy Reservoir will fill to capacity during the snowmelt runoff season. The forecast also indicates that there is a 40% to 50% chance that the system can refill following the snowmelt runoff season.

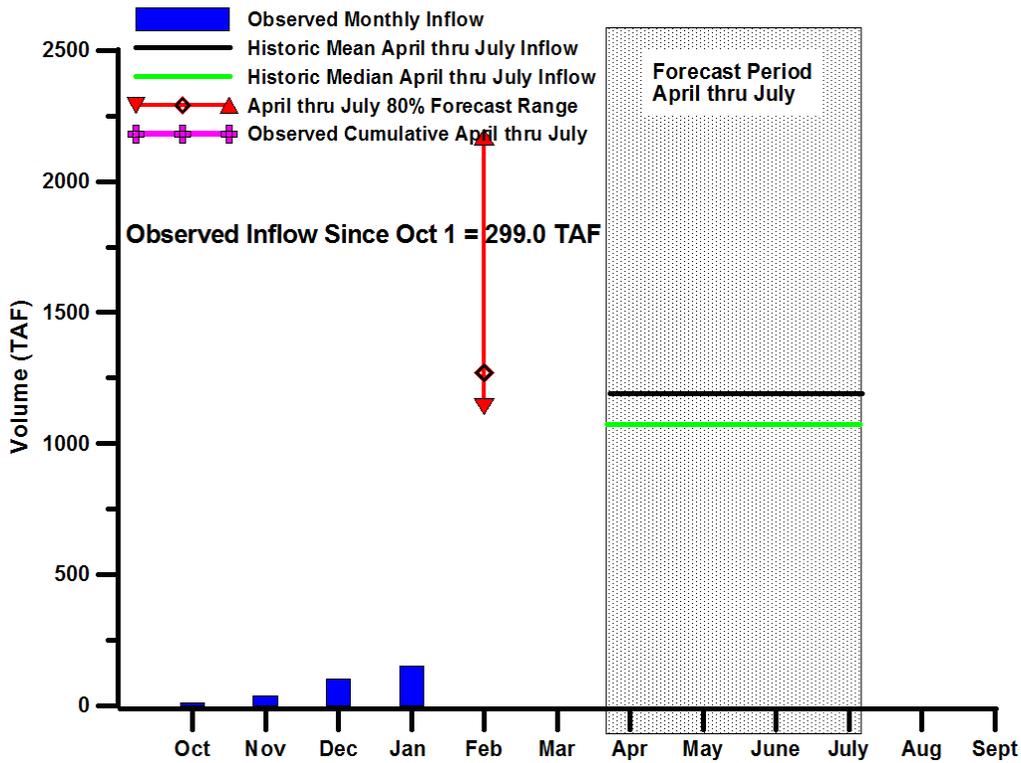


Figure 4: Water year 2016 conditions for the Tuolumne River at La Grange and for the 80% water supply forecast range (triangles represent the 90% and 10% forecasts, the open diamond represents the median forecast).

Unimpaired Flow at La Grange & Water Available to the City

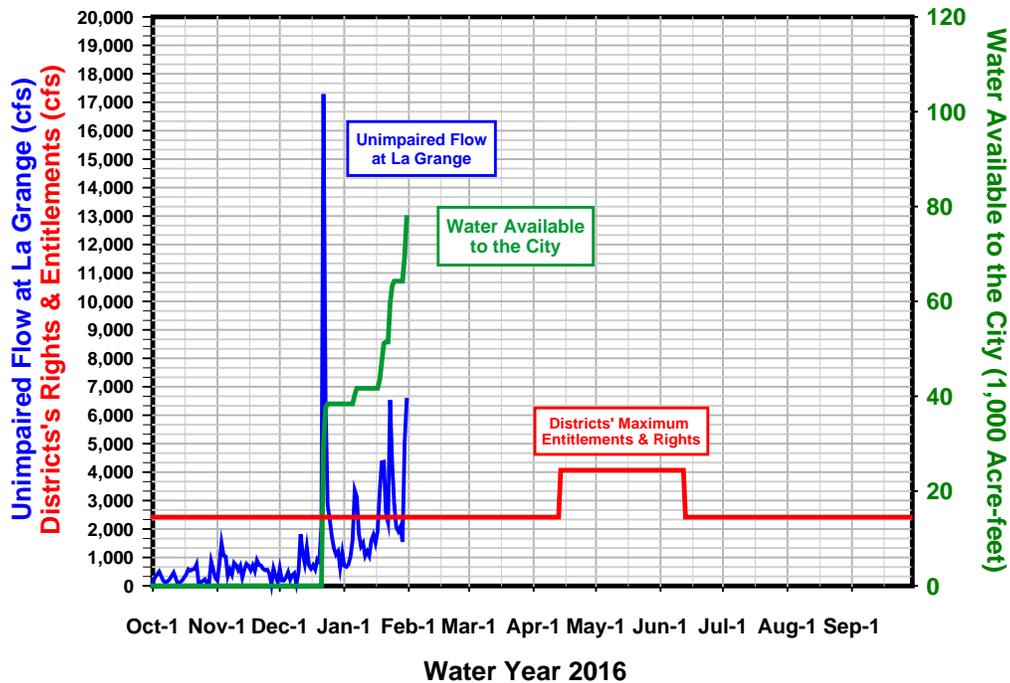


Figure 5: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. 77,710 acre-feet of water has become available to the City during water year 2016.

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

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: March 8, 2015

Report

Date: March 3, 2015

Subject: Resolution of Intention to Approve an Amendment to Contract With California Public Employees' Retirement System for Partial Service Retirement

Recommendation:

Approve Resolution No. 2016-02, a Resolution of Intention to Approve an Amendment to Contract Between the Board of Administration California Public Employees' Retirement System and the Board of Directors Coastside County Water District.

Background:

Based on the possible benefits to the District of adding an option for partial service retirement to the District's contract with CalPERS, the Board has asked staff to bring the required contract modification up for the Board's consideration. Under this option, an employee eligible for retirement may reduce work time between 20% and 60% and receive a partial service retirement allowance corresponding to the reduction. An employee working 40% time (60% reduction), for example, would receive 60% of his/her full retirement allowance.

The attached Resolution of Intention would take the first step in completing the partial service retirement contract modification. The Board could then consider the final resolution approving the contract modification at the April 12, 2016 meeting.

CalPERS does not provide a revised actuarial valuation for this addition to the District's contract. Addition of the partial service retirement option should not result in any change to the District's annual costs beyond the normal costs of extending the service of the partially retired employee(s).

Fiscal Impact:

None.

RESOLUTION NO. 2016-02

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE COASTSIDE COUNTY WATER DISTRICT

RESOLUTION OF INTENTION TO APPROVE AN AMENDMENT TO CONTRACT BETWEEN THE
BOARD OF ADMINISTRATION
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM AND THE
BOARD OF DIRECTORS COASTSIDE COUNTY WATER DISTRICT

WHEREAS, the Public Employees' Retirement Law permits the participation of public agencies and their employees in the Public Employees' Retirement System by the execution of a contract, and sets forth the procedure by which said public agencies may elect to subject themselves and their employees to amendments to said Law; and

WHEREAS, one of the steps in the procedures to amend this contract is the adoption by the governing body of the public agency of a resolution giving notice of its intention to approve an amendment to said contract, which resolution shall contain a summary of the change proposed in said contract; and

WHEREAS, the following is a statement of the proposed change:

To provide Section 21118 (Partial Service Retirement) for local miscellaneous members.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the above agency does hereby give notice of intention to approve an amendment to the contract between said public agency and the Board of Administration of the Public Employees' Retirement System, a copy of said amendment being attached hereto, as an "Exhibit" and by this reference made a part hereof.

PASSED AND ADOPTED THIS 8th day of March, 2016, by the following vote of the Board of Directors:

AYES:

NOES:

ABSENT:

COASTSIDE COUNTY WATER DISTRICT

Arnie Glassberg, President of the Board of Directors

David R. Dickson, General Manager
Secretary of the District



EXHIBIT

California
Public Employees' Retirement System



AMENDMENT TO CONTRACT

**Between the
Board of Administration
California Public Employees' Retirement System
and the
Board of Directors
Coastside County Water District**



The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective September 1, 1963, and witnessed August 13, 1963, and as amended effective May 1, 1982, July 12, 2000, April 20, 2001, August 14, 2002, October 12, 2002 and August 14, 2010 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 14 are hereby stricken from said contract as executed effective August 14, 2010, and hereby replaced by the following paragraphs numbered 1 through 15 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for classic local miscellaneous members entering membership in the miscellaneous classification on or prior to August 14, 2010, age 60 for classic local miscellaneous members entering membership for the first time in the miscellaneous classification after August 14, 2010 and age 62 for new local miscellaneous members.

2. Public Agency shall participate in the Public Employees' Retirement System from and after September 1, 1963 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.
3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorney fees that may arise as a result of any of the following:
 - (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
 - (b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas.
 - (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
 - a. Employees other than local safety members (herein referred to as local miscellaneous members).

5. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
 - a. **SAFETY EMPLOYEES.**
6. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member in employment before and not on or after October 12, 2002 shall be determined in accordance with Section 21354 of said Retirement Law subject to the reduction provided therein for Federal Social Security (2% at age 55 Modified).
7. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member in employment on or after October 12, 2002 and not entering membership for the first time with this agency in the miscellaneous classification after August 14, 2010 shall be determined in accordance with Section 21354.4 of said Retirement Law subject to the reduction provided therein for Federal Social Security (2.5% at age 55 Modified).
8. The percentage of final compensation to be provided for each year of credited current service as a classic local miscellaneous member entering membership for the first time with this agency in the miscellaneous classification after August 14, 2010 shall be determined in accordance with Section 21353 of said Retirement Law subject to the reduction provided therein for Federal Social Security (2% at age 60 Modified).
9. The percentage of final compensation to be provided for each year of credited prior and current service as a new local miscellaneous member shall be determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Supplemental to Federal Social Security).
10. Public Agency elected and elects to be subject to the following optional provisions:
 - a. Section 20042 (One-Year Final Compensation) for those classic local miscellaneous members entering membership on or prior to August 14, 2010.
 - b. Sections 21624 and 21626 (Post-Retirement Survivor Allowance).
 - c. Section 20965 (Credit for Unused Sick Leave).
 - d. Section 21024 (Military Service Credit as Public Service).

PLEASE DO NOT SIGN "EXHIBIT ONLY"

- e. Section 20475 (Different Level of Benefits): Section 21353 (2% @ 60 Modified formula) and Section 20037 (Three-Year Final Compensation) are applicable to classic local miscellaneous members entering membership for the first time with this agency in the miscellaneous classification after August 14, 2010.
 - f. Section 21118 (Partial Service Retirement).
11. Public Agency, in accordance with Government Code Section 20834, shall not be considered an "employer" for purposes of the Public Employees' Retirement Law. Contributions of the Public Agency shall be fixed and determined as provided in Government Code Section 20834, and such contributions hereafter made shall be held by the Board as provided in Government Code Section 20834.
 12. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.
 13. Public Agency shall also contribute to said Retirement System as follows:
 - a. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
 - b. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
 14. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.

PLEASE DO NOT SIGN "EXHIBIT ONLY"

- 15. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the _____ day of _____, _____.

BOARD OF ADMINISTRATION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BOARD OF DIRECTORS
COASTSIDE COUNTY WATER
DISRTICT

BY _____
RENEE OSTRANDER, CHIEF
EMPLOYER ACCOUNT MANAGEMENT DIVISION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
PRESIDING OFFICER

Witness Date

Attest:

Clerk

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: March 8, 2016

Report

Date: March 3, 2016

Subject: Amended Fiscal Year 2016-2017 Budget Process Timeline

Recommendation:

None. Information only.

Background:

See attached for the latest version of the Fiscal Year 2016-2017 Budget Process Timeline. Meetings are scheduled between now and the end of June, 2016 in order to finalize the details of the Draft Fiscal Year 2016-2017 Budget as well as the Draft Fiscal Year 2016/17 to 2025/26 Capital Improvement Program.

A Facilities Committee Meeting was held on February 24, 2016.

Upcoming meetings include a Finance Committee scheduled for March 23, 2016 at 3:00 PM. A Budget Work Session will be scheduled in early April.

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 2016/2017**

Description	Date
Staff Internal Budget Review – Distribute O&M Budget Worksheets and Update CIP budget spreadsheet	January 2016
Staff Internal Budget Review – Worksheets Due/Review CIP Budget	February 5, 2016
Present Budget Timeline for Board approval	February 9, 2016 Regular Board Meeting
Facility Committee Meeting – Introduction to CIP Budget Process/Timeline	February 24, 2016 10:00am
Finance Committee Meeting – Introduction to CIP and O&M Budget Process/Timeline	March 23, 2016 3:00pm
Present “Draft” CIP and O&M Budget to Board of Directors at Board Meeting	March 8, 2016 Regular Board Meeting
Customer Outreach – Website Draft Budget and Finance Plan FY 2017	March 2016 (TBD)
Customer Outreach – E-Newsletter Message: Budget Work Session – Budget and Finance Plan	March 2016 (TBD)
Budget Work Session with Board of Directors	April 2016 (TBD)
Finance Committee Meeting	April 2016 (TBD)
Present “Draft” CIP and O&M Budget to Board of Directors at Board Meeting)	April 12, 2016 Regular Board Meeting
Present & Discuss “Draft” CIP and O&M Budgets at Workshop- Approve Notice of Rate Increase (Prop 218)	May 10, 2016 Regular Board Meeting
Mail Notice of Rate Increase (Prop 218) – Minimum 45-Day Notice Before Public Hearing	May 2016 (TBD)
Customer Outreach – E-Newsletter Message: Understanding Budget and Proposed Rate Increase	May/June 2016 (TBD)
Present & Discuss “Draft” CIP and O&M Budgets	June 14, 2016 Regular Board Meeting
Rate Increase Hearing - Approve CIP and O&M Budgets – Approve Rate Increase	Special Board Meeting June 30 th

DRAFT

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: March 8, 2016

Report

Date: March 4, 2016

Subject: Draft Fiscal Year 2016-2017 Operations Budget and Draft Fiscal Year 2016/17 to 2025/26 Capital Improvement Program.

Recommendation:

No Board action required at this time.

Background:

Staff presents for the Board's review the attached draft Fiscal Year 2016-2017 Operations Budget and draft Fiscal Year 2016/17 to 2025/26 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 2016-2017 Budget and the 10 year Capital Improvement Program. Over the next few months, Staff will be meeting with the Finance Committee and the Board to discuss the budget in further detail. (Please refer to the Budget Timeline for meeting dates.)

Highlights:

Budget to Budget Comparison

- FY2017 Budget assumes water sales at the latest 12 month running average of 570 MG. (FY2016 budget reflected water sales of 590 MG; FY2015 actual sales were 610 MG.) As the rate adjustment is still "to be determined", no rate adjustment has been included in the draft budget.
- FY2017 water purchases from SFPUC are \$220,000 less than the FY2016 budget primarily due to: 1) a decrease in year-over-year water sales and 2) increased use of local sources vs. SFPUC over prior years. The impact of the SFPUC volume decreases are partially offset by an 8% increase in SFPUC water rates.
- FY2017 Operating Expenses are \$105,000 less than the prior year's budget, primarily due to lower SFPUC water purchases and lower consulting, outreach and water conservation expenses.
- The FY2017 budget also includes an additional \$311,000 for debt service for a new IBank loan.

CIP

- \$33,529,000 total CIP (FY2017 dollars)
- Net decrease of \$702,500 vs. FY2015/16 to FY2024/25 CIP

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 2016-2017

DRAFT
Updated: 3/4/2016 8:34 AM

Note: Rate Increase is TBD -- No adjustment over FY2015-16 has been included.		Proposed Budget FY 16/17	Approved FY 15/16 Budget	FY16/17 Budget Vs. FY 15/16 Budget \$ Change	FY16/17 Budget Vs. FY 15/16 Budget % Change	Proj Year End Actual FY 15/16	FY 16/17 Budget Vs. FY 15/16 Actual \$ Change	FY 16/17 Budget Vs. FY 15/16 Actual % Change	YTD Actual FY 15/16 as of February 28, 2016
Account Number	Description								
OPERATING REVENUE									
4120	Water Sales (1) *	\$9,280,000	\$9,863,916	-\$583,916	-5.9%	\$9,280,000	\$0	0.0%	\$6,254,781
Total Operating Revenue		\$9,280,000	\$9,863,916	-\$583,916	-5.9%	\$9,280,000	\$0	0.0%	\$6,254,781
NON-OPERATING REVENUE									
4170	Hydrant Sales	\$50,000	\$40,000	\$10,000	25.0%	\$70,000	-\$20,000	-28.6%	\$64,210
4180	Late Penalty	\$72,000	\$90,000	-\$18,000	-20.0%	\$70,000	\$2,000	2.9%	\$47,180
4230	Service Connections	\$10,000	\$10,000	\$0	0.0%	\$11,000	-\$1,000	-9.1%	\$8,519
4920	Interest Earned	\$3,070	\$2,550	\$520	20.4%	\$4,000	-\$930	-23.3%	\$2,439
4930	Property Taxes	\$600,000	\$600,000	\$0	0.0%	\$625,000	-\$25,000	-4.0%	\$465,494
4950	Miscellaneous	\$37,000	\$37,000	\$0	0.0%	\$25,000	\$12,000	48.0%	\$17,715
4955	Cell Site Lease Income	\$143,692	\$139,245	\$4,447	3.2%	\$141,000	\$2,692	1.9%	\$95,288
4965	ERAF Refund	\$200,000	\$200,000	\$0	0.0%	\$325,710	-\$125,710	-38.6%	\$325,710
Total Non-Operating Revenue		\$1,115,762	\$1,118,795	-\$3,033	-0.3%	\$1,271,710	-\$155,948	-12.3%	\$1,026,555
TOTAL REVENUES		\$10,395,762	\$10,982,711	-\$586,949	-5.3%	\$10,551,710	-\$155,948	-1.5%	\$7,281,335
OPERATING EXPENSES									
5130	Water Purchased	\$2,652,107	\$2,871,947	-\$219,840	-7.7%	\$2,530,000	\$122,107	4.8%	\$1,730,237
5230	Electrical Exp. Nunes WTP	\$31,270	\$29,500	\$1,770	6.0%	\$31,000	\$270	0.9%	\$22,024
5231	Electrical Expenses, CSP	\$325,420	\$307,052	\$18,368	6.0%	\$307,000	\$18,420	6.0%	\$224,696
5232	Electrical Expenses/Trans. & Dist.	\$18,020	\$12,800	\$5,220	40.8%	\$16,000	\$2,020	12.6%	\$11,015
5233	Elec Exp/Pilarcitos Cyn	\$26,000	\$18,000	\$8,000	44.4%	\$22,000	\$4,000	18.2%	\$14,228
5234	Electrical Exp., Denn	\$98,020	\$90,100	\$7,920	8.8%	\$62,000	\$36,020	58.1%	\$22,381
5242	CSP - Operation	\$10,500	\$8,500	\$2,000	23.5%	\$10,000	\$500	5.0%	\$6,596
5243	CSP - Maintenance	\$37,000	\$37,000	\$0	0.0%	\$37,000	\$0	0.0%	\$4,273
5246	Nunes WTP Oper	\$57,000	\$52,764	\$4,236	8.0%	\$57,000	\$0	0.0%	\$38,783
5247	Nunes WTP Maint	\$73,000	\$55,500	\$17,500	31.5%	\$63,000	\$10,000	15.9%	\$37,715
5248	Denn. WTP Oper.	\$35,000	\$30,000	\$5,000	16.7%	\$35,000	\$0	0.0%	\$21,025
5249	Denn WTP Maint	\$43,000	\$32,000	\$11,000	34.4%	\$40,000	\$3,000	7.5%	\$22,370
5250	Laboratory Expenses	\$40,000	\$40,000	\$0	0.0%	\$40,000	\$0	0.0%	\$26,012
5260	Maintenance Expenses	\$281,700	\$268,500	\$13,200	4.9%	\$270,000	\$11,700	4.3%	\$168,495
5261	Maintenance, Wells	\$50,000	\$40,000	\$10,000	25.0%	\$50,000	\$0	0.0%	\$19,603
5263	Uniforms	\$10,000	\$0	\$10,000	#DIV/0!	\$9,000	\$1,000	11.1%	\$2,568
5318	Studies/Surveys/Consulting	\$150,000	\$240,000	-\$90,000	-37.5%	\$200,000	-\$50,000	-25.0%	\$106,316
5321	Water Resources	\$47,000	\$37,000	\$10,000	27.0%	\$45,000	\$2,000	4.4%	\$32,282
5322	Community Outreach	\$50,000	\$95,100	-\$45,100	-47.4%	\$65,000	-\$15,000	-23.1%	\$6,581
5381	Legal	\$60,000	\$60,000	\$0	0.0%	\$60,000	\$0	0.0%	\$30,865
5382	Engineering	\$14,000	\$14,000	\$0	0.0%	\$14,000	\$0	0.0%	\$5,286
5383	Financial Services	\$20,000	\$24,000	-\$4,000	-16.7%	\$24,000	-\$4,000	-16.7%	\$9,360
5384	Computer Services	\$125,300	\$103,800	\$21,500	20.7%	\$103,000	\$22,300	21.7%	\$57,213
5410	Salaries, Admin.	\$1,070,973	\$1,061,780	\$9,193	0.9%	\$940,000	\$130,973	13.9%	\$622,016
5411	Salaries - Field	\$1,182,478	\$1,118,506	\$63,972	5.7%	\$1,118,506	\$63,972	5.7%	\$753,883
5420	Payroll Taxes	\$157,665	\$153,056	\$4,609	3.0%	\$145,000	\$12,665	8.7%	\$95,507

Operations & Maintenance Budget - FY 2016-2017

DRAFT
Updated: 3/4/2016 8:34 AM

Note: Rate Increase is TBD -- No adjustment over FY2015-16 has been included.		Proposed Budget FY 16/17	Approved FY 15/16 Budget	FY16/17 Budget Vs. FY 15/16 Budget \$ Change	FY16/17 Budget Vs. FY 15/16 Budget % Change	Proj Year End Actual FY 15/16	FY 16/17 Budget Vs. FY 15/16 Actual \$ Change	FY 16/17 Budget Vs. FY 15/16 Actual % Change	YTD Actual FY 15/16 as of February 28, 2016
Account Number	Description								
5435	Employee Medical Insurance	\$471,999	\$527,457	-\$55,458	-10.5%	\$470,000	\$1,999	0.4%	\$303,749
5436	Retiree Medical Insurance	\$93,620		\$93,620	#DIV/0!	\$55,677	\$37,943	68.1%	\$6,579
5440	Employee Retirement	\$503,132	\$505,321	-\$2,189	-0.4%	\$475,000	\$28,132	5.9%	\$323,070
5445	SIP 401a Plan	\$33,000	\$30,000	\$3,000	10.0%	\$33,000	\$0	0.0%	\$0
5510	Motor Vehicle Exp.	\$56,700	\$55,650	\$1,050	1.9%	\$55,000	\$1,700	3.1%	\$28,477
5620	Office Expenses	\$170,775	\$164,475	\$6,300	3.8%	\$173,000	-\$2,225	-1.3%	\$121,192
5625	Meetings/Training/Seminars	\$24,000	\$24,000	\$0	0.0%	\$24,000	\$0	0.0%	\$9,568
5630	Insurance	\$120,000	\$115,000	\$5,000	4.3%	\$115,000	\$5,000	4.3%	\$69,296
5687	Memberships & Subscriptions	\$74,000	\$71,290	\$2,710	3.8%	\$71,000	\$3,000	4.2%	\$39,743
5688	Election Expense	\$0	\$25,000	-\$25,000	-100.0%	\$0	\$0		\$0
5689	Union Expenses	\$6,000	\$6,000	\$0	0.0%	\$6,000	\$0	0.0%	\$0
5700	County Fees	\$19,000	\$17,700	\$1,300	7.3%	\$17,700	\$1,300	7.3%	\$16,985
5705	State Fees	\$16,000	\$16,000	\$0	0.0%	\$16,000	\$0	0.0%	\$10,982
Total Operating Expenses		\$8,253,679	\$8,358,798	-\$105,119	-1.3%	\$7,804,883	\$448,796	5.8%	\$5,020,969
CAPITAL ACCOUNTS									
5712	Existing Bonds - 2006B	\$486,426	\$485,889	\$537	0.1%	\$477,852	\$8,574	1.8%	\$350,896
5715	Existing Bond-CIEDB 11-099	\$336,409	\$338,024	-\$1,615	-0.5%	\$336,546	-\$136	0.0%	\$336,546
	New Bond	\$311,167	\$0	\$311,167	#DIV/0!	\$0	\$311,167	#DIV/0!	
Total Capital Accounts		\$1,134,003	\$823,913	\$310,090	37.6%	\$814,398	\$319,604	39.2%	\$687,442
TOTAL REVENUE LESS TOTAL EXPENSE		\$1,008,080	\$1,800,000	-\$791,920	-44.0%	\$1,932,429	-\$924,349	-47.8%	\$1,572,925
5713	Cont. to CIP & Reserves	\$1,008,080							

Notes:

CIP Projects FY16/17 to FY25/26

NO.	PROJECT NAME	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	CIP Total
Equipment Purchase & Replacement												
06-03	SCADA/Telemetry/Electrical Controls Replacement	150,000	150,000									300,000
08-10	Backhoe				80,000							80,000
08-12	New Service Truck		200,000									200,000
15-04	Vactor Truck/Trailer			350,000								350,000
17-02	Forklift for Nunes, Miscellaneous Tools	40,000										40,000
99-02	Vehicle Replacement			30,000		30,000	30,000		30,000			120,000
99-03	Computer Systems	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000			40,000
99-04	Office Equipment/Furniture	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000			24,000
8	Equipment Purchase & Replacement Totals	198,000	358,000	388,000	88,000	38,000	38,000	8,000	38,000			1,154,000
Facilities & Maintenance												
08-08	PRV Valves Replacement Project	30,000	30,000	30,000	30,000							120,000
09-07	Advanced Metering Infrastructure	300,000	300,000	300,000	50,000	20,000	20,000	20,000	20,000	20,000	20,000	1,070,000
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
09-23	District Digital Mapping	10,000										10,000
14-14	Pilarcitos Canyon Road Improvements	50,000										50,000
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
17-11	Pilarcitos PRV Station Valve Replacement	45,000										45,000
99-01	Meter Change Program	300,000	300,000	300,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	1,040,000
9	Facilities & Maintenance Totals	775,000	675,000	675,000	145,000	85,000	85,000	85,000	85,000	85,000	3,080,000	5,775,000
Pipeline Projects												
06-01	Avenue Cabrillo Phase 2 & 3 Pipeline Replacement Project	300,000										300,000
06-02	Highway 1 South Pipeline Replacement Project		80,000	100,000	1,200,000							1,380,000
07-03	Pilarcitos Canyon Pipeline Replacement							150,000	1,000,000			1,150,000
07-04	Bell Moon Pipeline Replacement Project		60,000	250,000								310,000
13-02	Replace 8 Inch Pipeline Under Creek at Pilarcitos Ave.	200,000										200,000
14-01	Replace 12" Welded Steel Line on Hwy 92 with 8" DI	300,000				1,000,000	1,000,000	1,000,000				3,300,000
14-26	Replace 2 Inch Pipe Downtown Half Moon Bay	500,000										500,000

NO.	PROJECT NAME	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	CIP Total
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 Purisima 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 St.			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				1,000,000	1,000,000						2,000,000
16-09	Slipline 10-inch Pipeline in Magellan at Hwy 1	100,000										100,000
NN-00	Pipeline Replacement								1,500,000	1,500,000	1,500,000	4,500,000
16	Pipeline Projects Totals	1,400,000	590,000	815,000	2,385,000	2,000,000	2,000,000	2,150,000	2,500,000	1,500,000	1,500,000	16,840,000
Pump Stations/Tanks/Wells												
06-04	Hazen's Tank Replacement	30,000										30,000
08-14	Alves Tank Recoating, Interior + Exterior			600,000								600,000
08-16	Cahill Tank Exterior Recoat				15,000							15,000
08-18	EG Tank #3 Recoating Interior + Exterior	600,000										600,000
09-18	New Pilarcitos Well		150,000									150,000
11-02	CSPS Stainless Steel Inlet Valves			100,000								100,000
11-05	Half Moon Bay Tank #2 Interior + Exterior Recoat		200,000									200,000
11-06	Half Moon Bay Tank #3 Interior + Exterior Recoat				200,000							200,000
13-08	Crystal Springs Spare 350 HP Pump & Motor		50,000									50,000
13-11	EG Tank #1 & Tank #2 Emergency Generators	200,000										200,000
16-08	New Denniston Well		80,000									80,000
17-03	Pilarcitos Wells 3 and 3a Rehabilitation	90,000										90,000
17-05	Crystal Springs Pump Station Motor Controls	50,000										50,000
17-06	Crystal Springs Pump Station Discharge Valve Replacement	30,000										30,000
14	Pump Stations/Tanks/Wells Totals	1,000,000	480,000	700,000	215,000							2,395,000
Water Supply Development												
10-02	Bridgeport Drive Pipeline Replacement Project	1,300,000										1,300,000
12-04	Denniston Treated Water Booster Station	1,300,000										1,300,000
12-12	San Vicente Diversion and Pipeline			300,000	1,000,000	1,000,000						2,300,000
13-04	Denniston Reservoir Restoration				1,000,000							1,000,000
17-12	Recycled Water Project Development	100,000	100,000									200,000

NO.	PROJECT NAME	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	CIP Total
5	Water Supply Development Totals	2,700,000	100,000	300,000	2,000,000	1,000,000						6,100,000
Water Treatment Plants												
08-07	Nunes Filter Valve Replacement			30,000	30,000	30,000	30,000	30,000				150,000
13-05	Denniston WTP Emergency Power			500,000								500,000
17-04	Denniston Dam Spillway Repairs	10,000	90,000									100,000
17-07	Denniston WTP Site Improvements for Erosion Control	50,000										50,000
17-08	Nunes Filter Surface Wash Repairs	50,000										50,000
17-10	Nunes Backwash Pond Sand Replacement	65,000										65,000
99-05	Denniston Maintenance Dredging	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	350,000
7	Water Treatment Plants Totals	210,000	125,000	565,000	65,000	65,000	65,000	65,000	35,000	35,000	35,000	1,265,000
Grand Total		6,283,000	2,328,000	3,443,000	4,898,000	3,188,000	2,188,000	2,308,000	2,658,000	1,620,000	4,615,000	33,529,000

Operations & Maintenance Budget - FY 2016-2017

DRAFT

Updated: 3/4/2016 9:47 AM

<i>Note: Rate Increase is TBD -- No adjustment over FY2015-16 has been included.</i>		Proposed Budget FY 16/17	Approved FY 15/16 Budget	FY16/17 Budget Vs. FY 15/16 Budget \$ Change	FY16/17 Budget Vs. FY 15/16 Budget % Change	Proj Year End Actual FY 15/16	FY 16/17 Budget Vs. FY 15/16 Actual \$ Change	FY 16/17 Budget Vs. FY 15/16 Actual % Change	YTD Actual FY 15/16 as of February 28, 2016
Account Number	Description								
OPERATING REVENUE									
4120	Water Sales (1) *	\$9,280,000	\$9,863,916	-\$583,916	-5.9%	\$9,280,000	\$0	0.0%	\$6,254,781
Total Operating Revenue		\$9,280,000	\$9,863,916	-\$583,916	-5.9%	\$9,280,000	\$0	0.0%	\$6,254,781
NON-OPERATING REVENUE									
4170	Hydrant Sales	\$50,000	\$40,000	\$10,000	25.0%	\$70,000	-\$20,000	-28.6%	\$64,210
4180	Late Penalty	\$72,000	\$90,000	-\$18,000	-20.0%	\$70,000	\$2,000	2.9%	\$47,180
4230	Service Connections	\$10,000	\$10,000	\$0	0.0%	\$11,000	-\$1,000	-9.1%	\$8,519
4920	Interest Earned	\$3,070	\$2,550	\$520	20.4%	\$4,000	-\$930	-23.3%	\$2,439
4930	Property Taxes	\$600,000	\$600,000	\$0	0.0%	\$625,000	-\$25,000	-4.0%	\$465,494
4950	Miscellaneous	\$37,000	\$37,000	\$0	0.0%	\$25,000	\$12,000	48.0%	\$17,715
4955	Cell Site Lease Income	\$143,692	\$139,245	\$4,447	3.2%	\$141,000	\$2,692	1.9%	\$95,288
4965	ERAF Refund	\$200,000	\$200,000	\$0	0.0%	\$325,710	-\$125,710	-38.6%	\$325,710
Total Non-Operating Revenue		\$1,115,762	\$1,118,795	-\$3,033	-0.3%	\$1,271,710	-\$155,948	-12.3%	\$1,026,555
TOTAL REVENUES		\$10,395,762	\$10,982,711	-\$586,949	-5.3%	\$10,551,710	-\$155,948	-1.5%	\$7,281,335
OPERATING EXPENSES									
5130	Water Purchased	\$2,652,107	\$2,871,947	-\$219,840	-7.7%	\$2,530,000	\$122,107	4.8%	\$1,730,237
5230	Electrical Exp. Nunes WTP	\$31,270	\$29,500	\$1,770	6.0%	\$31,000	\$270	0.9%	\$22,024
5231	Electrical Expenses, CSP	\$325,420	\$307,052	\$18,368	6.0%	\$307,000	\$18,420	6.0%	\$224,696
5232	Electrical Expenses/Trans. & Dist.	\$18,020	\$12,800	\$5,220	40.8%	\$16,000	\$2,020	12.6%	\$11,015
5233	Elec Exp/Pilarcitos Cyn	\$26,000	\$18,000	\$8,000	44.4%	\$22,000	\$4,000	18.2%	\$14,228
5234	Electrical Exp., Denn	\$98,020	\$90,100	\$7,920	8.8%	\$62,000	\$36,020	58.1%	\$22,381
5242	CSP - Operation	\$10,500	\$8,500	\$2,000	23.5%	\$10,000	\$500	5.0%	\$6,596
5243	CSP - Maintenance	\$37,000	\$37,000	\$0	0.0%	\$37,000	\$0	0.0%	\$4,273
5246	Nunes WTP Oper	\$57,000	\$52,764	\$4,236	8.0%	\$57,000	\$0	0.0%	\$38,783
5247	Nunes WTP Maint	\$73,000	\$55,500	\$17,500	31.5%	\$63,000	\$10,000	15.9%	\$37,715
5248	Denn. WTP Oper.	\$35,000	\$30,000	\$5,000	16.7%	\$35,000	\$0	0.0%	\$21,025
5249	Denn WTP Maint	\$43,000	\$32,000	\$11,000	34.4%	\$40,000	\$3,000	7.5%	\$22,370
5250	Laboratory Expenses	\$40,000	\$40,000	\$0	0.0%	\$40,000	\$0	0.0%	\$26,012
5260	Maintenance Expenses	\$281,700	\$268,500	\$13,200	4.9%	\$270,000	\$11,700	4.3%	\$168,495
5261	Maintenance, Wells	\$50,000	\$40,000	\$10,000	25.0%	\$50,000	\$0	0.0%	\$19,603
5263	Uniforms	\$10,000	\$0	\$10,000	#DIV/0!	\$9,000	\$1,000	11.1%	\$2,568
5318	Studies/Surveys/Consulting	\$150,000	\$240,000	-\$90,000	-37.5%	\$200,000	-\$50,000	-25.0%	\$106,316
5321	Water Resources	\$47,000	\$37,000	\$10,000	27.0%	\$45,000	\$2,000	4.4%	\$32,282
5322	Community Outreach	\$50,000	\$95,100	-\$45,100	-47.4%	\$65,000	-\$15,000	-23.1%	\$6,581
5381	Legal	\$60,000	\$60,000	\$0	0.0%	\$60,000	\$0	0.0%	\$30,865
5382	Engineering	\$14,000	\$14,000	\$0	0.0%	\$14,000	\$0	0.0%	\$5,286
5383	Financial Services	\$20,000	\$24,000	-\$4,000	-16.7%	\$24,000	-\$4,000	-16.7%	\$9,360
5384	Computer Services	\$125,300	\$103,800	\$21,500	20.7%	\$103,000	\$22,300	21.7%	\$57,213
5410	Salaries, Admin.	\$1,070,973	\$1,061,780	\$9,193	0.9%	\$940,000	\$130,973	13.9%	\$622,016
5411	Salaries - Field	\$1,182,478	\$1,118,506	\$63,972	5.7%	\$1,118,506	\$63,972	5.7%	\$753,883
5420	Payroll Taxes	\$157,665	\$153,056	\$4,609	3.0%	\$145,000	\$12,665	8.7%	\$95,507

Operations & Maintenance Budget - FY 2016-2017

DRAFT

Updated: 3/4/2016 9:47 AM

Note: Rate Increase is TBD -- No adjustment over FY2015-16 has been included.		Proposed Budget FY 16/17	Approved FY 15/16 Budget	FY16/17 Budget Vs. FY 15/16 Budget \$ Change	FY16/17 Budget Vs. FY 15/16 Budget % Change	Proj Year End Actual FY 15/16	FY 16/17 Budget Vs. FY 15/16 Actual \$ Change	FY 16/17 Budget Vs. FY 15/16 Actual % Change	YTD Actual FY 15/16 as of February 28, 2016
Account Number	Description								
5435	Employee Medical Insurance	\$471,999	\$527,457	-\$55,458	-10.5%	\$470,000	\$1,999	0.4%	\$303,749
5436	Retiree Medical Insurance	\$93,620		\$93,620	#DIV/0!	\$55,677	\$37,943	68.1%	\$6,579
5440	Employee Retirement	\$503,132	\$505,321	-\$2,189	-0.4%	\$475,000	\$28,132	5.9%	\$323,070
5445	SIP 401a Plan	\$33,000	\$30,000	\$3,000	10.0%	\$33,000	\$0	0.0%	\$0
5510	Motor Vehicle Exp.	\$56,700	\$55,650	\$1,050	1.9%	\$55,000	\$1,700	3.1%	\$28,477
5620	Office Expenses	\$170,775	\$164,475	\$6,300	3.8%	\$173,000	-\$2,225	-1.3%	\$121,192
5625	Meetings/Training/Seminars	\$24,000	\$24,000	\$0	0.0%	\$24,000	\$0	0.0%	\$9,568
5630	Insurance	\$120,000	\$115,000	\$5,000	4.3%	\$115,000	\$5,000	4.3%	\$69,296
5687	Memberships & Subscriptions	\$74,000	\$71,290	\$2,710	3.8%	\$71,000	\$3,000	4.2%	\$39,743
5688	Election Expense	\$0	\$25,000	-\$25,000	-100.0%	\$0	\$0		\$0
5689	Union Expenses	\$6,000	\$6,000	\$0	0.0%	\$6,000	\$0	0.0%	\$0
5700	County Fees	\$19,000	\$17,700	\$1,300	7.3%	\$17,700	\$1,300	7.3%	\$16,985
5705	State Fees	\$16,000	\$16,000	\$0	0.0%	\$16,000	\$0	0.0%	\$10,982
Total Operating Expenses		\$8,253,679	\$8,358,798	-\$105,119	-1.3%	\$7,804,883	\$448,796	5.8%	\$5,020,969
CAPITAL ACCOUNTS									
5712	Existing Bonds - 2006B	\$486,426	\$485,889	\$537	0.1%	\$477,852	\$8,574	1.8%	\$350,896
5715	Existing Bond-CIEDB 11-099	\$336,409	\$338,024	-\$1,615	-0.5%	\$336,546	-\$136	0.0%	\$336,546
	New Bond	\$311,167	\$0	\$311,167	#DIV/0!	\$0	\$311,167	#DIV/0!	
Total Capital Accounts		\$1,134,003	\$823,913	\$310,090	37.6%	\$814,398	\$319,604	39.2%	\$687,442
TOTAL REVENUE LESS TOTAL EXPENSE		\$1,008,080	\$1,800,000	-\$791,920	-44.0%	\$1,932,429	-\$924,349	-47.8%	\$1,572,925
5713	Cont. to CIP & Reserves	\$1,008,080							

Notes:

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4120 Description: Water Sales	
Actual Amount As Of: 28-Feb 2016	6,254,781
PROJECTED ACTIVITY to END of FY:	3,025,219
Projected YEAR END TOTAL:	9,280,000

PROPOSED Line Item Amount:	\$9,280,000 *
-----------------------------------	----------------------

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	\$9,863,916
-----------------------	--------------------

% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	(5.9%)
Dollar difference between proposed budget & current budget	-583,916

NARRATIVE: See Worksheet 4120 A for calculations

3-8-16 - Rate increase is TBD and has not been included.
Water sales reflect 12 month average as of Feb 2016 - 570 MG

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2016/2017

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4170 Description: Hydrant Sales	
Actual Amount As Of: 28-Feb 2016	64,210
PROJECTED ACTIVITY to END of FY:	5,790
Projected YEAR END TOTAL:	70,000
PROPOSED Line Item Amount:	50,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	40,000
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	(28.6%)
% Change to Previous Year Budget	25.0%
Dollar difference between proposed budget & current budget	10,000

NARRATIVE:

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

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4180 Description: Late Penalty	
Actual Amount As Of: 28-Feb 2016	47,180
PROJECTED ACTIVITY to END of FY:	22,820
Projected YEAR END TOTAL:	70,000
PROPOSED Line Item Amount:	72,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	90,000
% Change Actual Year End compared to Proposed Line item amount.	2.9%
% Change to Previous Year Budget	100.0%
Dollar difference between proposed budget & current budget	-18,000

NARRATIVE:

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4230 Description: Service Connections	
Actual Amount As Of: 28-Feb 2016	8,519
PROJECTED ACTIVITY to END of FY:	2,481
Projected YEAR END TOTAL:	11,000
PROPOSED Line Item Amount:	10,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	10,000
% Change Actual Year End compared to Proposed Line item amount.	(9.1%)
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

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

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

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2016/2017

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4920 Description: Interest Earned	
Actual Amount As Of: 28-Feb 2016	2,439
PROJECTED ACTIVITY to END of FY:	1,561
Projected YEAR END TOTAL:	4,000
PROPOSED Line Item Amount:	\$ 3,070

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	2,550
% Change Actual Year End compared to Proposed Line item amount.	(23.3%)
% Change to Previous Year Budget	20.4%
Dollar difference between proposed budget & current budget	520

NARRATIVE:

Interest income is derived from cash on deposit with LAIF.

Cash on Deposit	Balance	Less CSP \$							
	1,023,226	0	1,023,226	x	0.30%	=	\$	3,070	

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4930 Description: Property Taxes	
Actual Amount As Of: 28-Feb 2016	465,494
PROJECTED ACTIVITY to END of FY:	159,506
Projected YEAR END TOTAL:	625,000
PROPOSED Line Item Amount:	600,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	600,000
% Change Actual Year End compared to Proposed Line item amount.	(4.0%)
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

Projected CCWD portion of unsecured/secured Property Tax	\$600,000
TOTAL	\$600,000

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4950 Description: Miscellaneous	
Actual Amount As Of: 28-Feb 2016	17,715
PROJECTED ACTIVITY to END of FY:	7,285
Projected YEAR END TOTAL:	25,000
PROPOSED Line Item Amount:	37,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	37,000
% Change Actual Year End compared to Proposed Line item amount.	48.0%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

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

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

	FY 15/16
Skylawn	25,000
Miscellaneous	12,000
	37,000

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2016/2017

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4955 Description: Cell Site Lease Income	
Actual Amount As Of: 28-Feb 2016	95,288
PROJECTED ACTIVITY to END of FY:	45,712
Projected YEAR END TOTAL:	141,000
PROPOSED Line Item Amount:	143,692

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	139,245
% Change Actual Year End compared to Proposed Line item amount.	1.9%
% Change to Previous Year Budget	3.2%
Dollar difference between proposed budget & current budget	4,447

NARRATIVE:

Revenue from Cell Site Leasing

<u>Sub-Account</u>	<u>FY 16/17</u>
Sprint Spectrum Lease (Carter Hill)	29,064
Sprint Spectrum Lease (Alves Tank)	29,064
T Mobile (Miramontes Tank)	28,424
T Mobile (Miramar Tank)	28,424
Verizon (Nunes WTP)	28,716
	143,692

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4965 Description: ERAF Refund	
Actual Amount As Of: 28-Feb 2016	325,710
PROJECTED ACTIVITY to END of FY:	0
Projected YEAR END TOTAL:	325,710
PROPOSED Line Item Amount:	200,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	200,000
% Change Actual Year End compared to Proposed Line item amount.	(38.6%)
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

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

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2016/2017

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5130 Description: Water Purchased	
Actual Amount As Of: 28-Feb 2016	1,730,237
PROJECTED ACTIVITY to END of FY:	799,763
Projected YEAR END TOTAL:	2,530,000
PROPOSED Line Item Amount:	2,652,107

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	2,871,947
% Change Actual Year End compared to Proposed Line item amount.	4.8%
% Change to Previous Year Budget	(7.7%)
Dollar difference between proposed budget & current budget:	-219,840

NARRATIVE:

See worksheet 5130 A

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

- San Francisco Wholesale rates: Cost per hcf \$3.68 (\$4.05 less \$.37 treated water discount)
- BAWSCA Bond Surcharge (\$343,955 Annual)
- SFPUC Base Charge (\$81,384 annual)

SFPUC rates reflect 8% increase effective 7/1/2016. (This estimate was provided by SFPUC Feb 2016. The SFPUC rate increase will be finalized at the SFPUC rate hearing scheduled for May 10, 2016.)

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

PRODUCTION & PUMPING SCHEDULE FY 2016/2017

	Denniston Surface		Denniston Wells		Pilarcitos Wells		SFWD Pilarcitos-Crystal Springs Pilarcitos CSP				SFWD Total		TOTAL PRODUCTION		SFWD COST
	FY 15/16	FY 16/17	FY 15/16	FY 16/17	FY 15/16	FY 16/17	FY 15/16	FY 16/17	FY 15/16	FY 16/17	FY 15/16	FY 16/17	FY 15/16	FY 16/17	**3.68/hcf
	hcf	hcf	hcf	hcf	hcf	hcf	hcf	hcf	hcf	hcf	hcf	hcf	Actual	Plan	Plan
JUL	0	0	0	0	0	0	0	0	76,644	78,000	76,644	78,000	76,644	78,000	\$287,040
AUG	0	0	0	0	0	0	0	0	82,888	83,000	82,888	83,000	82,888	83,000	\$305,440
SEP	0	0	0	0	0	0	0	0	78,971	92,000	78,971	92,000	78,971	92,000	\$338,560
OCT	0	0	0	0	0	0	0	0	75,668	90,000	75,668	90,000	75,668	90,000	\$331,200
NOV	0	0	0	0	2,767	6,600	0	0	56,737	62,000	56,737	62,000	59,504	68,600	\$228,160
DEC	16,725	16,700	0	0	12,620	22,000	0	23,000	23,626	0	23,626	23,000	52,971	61,700	\$84,640
JAN	15,829	16,700	0	0	20,241	23,000	0	12,000	14,652	0	14,652	12,000	50,722	51,700	\$44,160
FEB	15,900	16,700	0	0	23,000	26,000	12,000	12,000	0	0	12,000	12,000	50,900	54,700	\$44,160
MAR	15,900	16,900	0	0	23,000	26,000	16,000	7,100	0	0	16,000	7,100	54,900	50,000	\$26,128
APR	13,500	16,900	2,300	3,812	0	0	47,000	42,000	0	0	47,000	42,000	62,800	62,712	\$154,560
MAY	13,500	16,900	2,300	3,812	0	0	50,000	47,000	0	0	50,000	47,000	65,800	67,712	\$172,960
JUN	13,500	16,900	2,300	3,812	0	0	0	58,000	57,000	0	58,000	57,000	73,800	77,712	\$209,760
hcf Totals	104,854	117,700	6,900	11,436	81,628	103,600	125,000	143,100	467,186	462,000	592,186	605,100	785,568	837,836	\$2,226,768
MG Totals	78.43	88.04	5.16	8.55	61.06	77.49	93.50	107.04	349.46	345.58	442.96	452.61	587.60	626.70	

Base Charge **\$81,384**

BAWSCA Bond Surcharge **\$343,955**

Grand Total **\$2,652,107**

Note: Bold numbers in actual columns are estimates

Note: **Bold** numbers in FY 15/16 columns are estimates

Assume production in FY17 to be 95% of fy16

Reflects SFPUC Projected Rate Increase effective 7/1/2016 -- 8%

Expect 30.3 MG (40479 hcf) of estimated unmetered water (leaks, plant use, flow tests, etc...) for FY17

7% unaccountable water

Max Dennistorn is 400 gpm through fy17

Denniston is assumed to run 22 days per month between December and June

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5230 Description: Electrical Exp. Nunes WTP	
Actual Amount As Of: 28-Feb 2016	22,024
PROJECTED ACTIVITY to END of FY:	8,976
Projected YEAR END TOTAL:	31,000
PROPOSED Line Item Amount:	31,270

Approved Line Item Amount:

<u>PREVIOUS YEAR BUDGET:</u>	<u>29,500</u>
% Change Actual Year End compared to Proposed Line item amount.	0.9%
% Change to Previous Year Budget	6.0%
Dollar difference between proposed budget & current budget	1,770

NARRATIVE:

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

FY16/17

PG&E \$31,270

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5231 Description: Electrical Expenses, CSP	
Actual Amount As Of: 28-Feb 2016	224,696
PROJECTED ACTIVITY to END of FY:	82,304
Projected YEAR END TOTAL:	307,000
PROPOSED Line Item Amount:	325,420

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	307,052
% Change Actual Year End compared to Proposed Line item amount.	6.0%
% Change to Previous Year Budget	6.0%
Dollar difference between proposed budget & current budget	18,368

NARRATIVE:

Used current year budget (\$307000) plus 6% PG&E rate increase (effective March 2016.)

Projected FY2016 is at budget or below --- if we can continue to rely on Denniston and Pilarcitos wells through June 2016.

325420

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5232 Description: Electrical Expenses/Trans. & Dist.	
Actual Amount As Of: 28-Feb 2016	11,015
PROJECTED ACTIVITY to END of FY:	4,985
Projected YEAR END TOTAL:	16,000
PROPOSED Line Item Amount:	18,020

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	12,800
% Change Actual Year End compared to Proposed Line item amount.	12.6%
% Change to Previous Year Budget	40.8%
Dollar difference between proposed budget & current budget	5,220

NARRATIVE:

	FY 16/17
Granada #1	\$4,857
Granada #2	\$4,294
Granada #3	\$2,112
Alves Pump Station	\$6,476
Miramontes Tank	\$282
TOTAL	<u>\$18,020</u>

Added 6% PG&E rate increase over prior year (Rate increase was effective 3/2016.)

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2016/2017

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5233	Description: Elec Exp/Pilarcitos Cyn
Actual Amount As Of: 28-Feb 2016	14,228
PROJECTED ACTIVITY to END of FY:	7,772
Projected YEAR END TOTAL:	22,000

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

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	18,000
% Change Actual Year End compared to Proposed Line item amount.	18.2%
% Change to Previous Year Budget	44.4%
Dollar difference between proposed budget & current budget	8,000

NARRATIVE:

Assumes sufficient rain in October to pump Pilarcitos Wells in November.

Assumes 28,500 units of production, at an energy cost of \$0.79 per unit plus \$1800 base

Wells #1 & 3	\$ 2,900	Well #4	\$ 2,100
Well #2	\$ 300	Well #4A	\$ 7,000
Well #3A	\$ 8,000	Well #5	\$ 4,000
Carter Hill	\$ 400	Telemeter	\$ 300
TOTAL		Blending Station	\$ 1,000
		Total	\$ 26,000

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5234 Description: Electrical Exp., Denn	
Actual Amount As Of: 28-Feb 2016	22,381
PROJECTED ACTIVITY to END of FY:	39,619
Projected YEAR END TOTAL:	62,000
PROPOSED Line Item Amount:	98,020

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	90,100
% Change Actual Year End compared to Proposed Line item amount.	58.1%
% Change to Previous Year Budget	8.8%
Dollar difference between proposed budget & current budget	7,920

NARRATIVE:

Reflects increased electrical costs due to increased reliance on Denniston.
Includes 6% rate increase from PG&E (effective March 2016.)

	FY 16/17
Denn Pump Station	\$74,200
Denn Well #1	\$1,000
Denn Well #2,3,4	\$500
Denn Well #5	\$600
Denn Well #9	\$5,000
Denn WTP	\$12,720
WWR System	\$4,000
 TOTAL	 <u><u>\$98,020</u></u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2016/2017

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5242 Description: CSP - Operation	
Actual Amount As Of: 28-Feb 2016	6,596
PROJECTED ACTIVITY to END of FY:	3,404
Projected YEAR END TOTAL:	10,000
PROPOSED Line Item Amount:	10,500

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	8,500
% Change Actual Year End compared to Proposed Line item amount.	5.0%
% Change to Previous Year Budget	23.5%
Dollar difference between proposed budget & current budget	2,000

NARRATIVE:

FY 16/17

Telephone & Telemetry	\$7,000
Alarm Co. (Bay Alarm / HMB Alarm)	\$1,500
Fire System Maint.	<u>\$2,000</u>
 TOTAL	 <u><u>\$10,500</u></u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2016/2017

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5243 Description: CSP - Maintenance	
Actual Amount As Of: 28-Feb 2016	4,273
PROJECTED ACTIVITY to END of FY:	32,727
Projected YEAR END TOTAL:	37,000
PROPOSED Line Item Amount:	37,000

Approved Line Item Amount:

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

NARRATIVE:

	FY 16/17
Electrical Testing (ETI)	\$4,000
Electrical Repair	\$6,000
Equipment /Valve Maintenance	\$11,000
Pressure Reducing Valves	\$1,000
Misc. Equip/Air Vent	\$1,000
Telemetry & Alarms	\$4,000
Pump Maintenance	\$10,000
	<u>\$37,000</u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2016/2017

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5246 Description: Nunes WTP Oper	
Actual Amount As Of: 28-Feb 2016	38,783
PROJECTED ACTIVITY to END of FY:	18,217
Projected YEAR END TOTAL:	57,000
PROPOSED Line Item Amount:	57,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	52,764
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	8.0%
Dollar difference between proposed budget & current budget	4,236

NARRATIVE:

Chemical costs = \$103/MG.
Expect to treat 484 MG.

Telephone/DSL	\$2,500	Chemicals	
Alarm System	\$1,500	Caustic	\$20,000
Sub total	\$4,000	Polymer	\$2,000
		Alum	\$22,000
		Salt	\$7,000
		Other	\$2,000
		Sub Total	\$53,000
		TOTAL	\$57,000

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5247 Description: Nunes WTP Maint	
Actual Amount As Of: 28-Feb 2016	37,715
PROJECTED ACTIVITY to END of FY:	25,285
Projected YEAR END TOTAL:	63,000
PROPOSED Line Item Amount:	73,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	55,500
% Change Actual Year End compared to Proposed Line item amount.	15.9%
% Change to Previous Year Budget	31.5%
Dollar difference between proposed budget & current budget	17,500

NARRATIVE:

Reflects FY2016 expenses plus \$10,000 for tool additions

Increase in Misc. Expenses to include misc. office expenses.

FY 16/17

Hach Service	\$2,500
Generator Service Contract	\$1,000
Sludge Removal	\$10,000
Electrical	\$5,000
Instrumentation/Controls	\$10,500
Tools	\$10,000
Motor & Pump Replacement	\$2,500
Filter Inspection	\$7,500
Backwash Pump Service	\$5,000
Annual Electrical PM	\$5,000
Trees / Landscape	\$7,000
Misc. Expenses / Office Supplies	\$7,000
	\$73,000

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5248 Description: Denn. WTP Oper.	
Actual Amount As Of: 28-Feb 2016	21,025
PROJECTED ACTIVITY to END of FY:	13,975
Projected YEAR END TOTAL:	35,000
PROPOSED Line Item Amount:	35,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	30,000
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	16.7%
Dollar difference between proposed budget & current budget	5,000

NARRATIVE:

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

ADMIN		CHEMICALS	
Telephone/DSL	\$2,300	Caustic	\$8,000
Alarm System	\$2,200	917	\$7,000
		Salt	\$2,000
Subtotal	\$4,500	Pot. Perm	\$3,500
		Lab Reagents	\$4,000
		Other	\$6,000
		Subtotal	\$30,500
		Total	<u>\$35,000</u>

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2016/2017

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5249 Description: Denn WTP Maint	
Actual Amount As Of: 28-Feb 2016	22,370
PROJECTED ACTIVITY to END of FY:	17,630
Projected YEAR END TOTAL:	40,000

PROPOSED Line Item Amount:	43,000
-----------------------------------	---------------

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	32,000
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	7.5%
% Change to Previous Year Budget	34.4%
Dollar difference between proposed budget & current budget	11,000

NARRATIVE:

FY2017 reflects increased flows from Denniston vs. other sources.

	FY 16/17
Misc. Expenses / Office Supplies	\$ 3,800
Telemetry	\$ 2,000
Misc. Plumbing & Parts	\$ 4,600
Sludge Removal	\$ 6,100
Annual PM	\$ 5,000
Inst. Controls	\$ 11,000
Office Lab	\$ 4,000
CCTV	\$ 1,000
Hach Service	\$ 2,500
Other	\$ 3,000
TOTAL	\$ 43,000

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5250 Description: Laboratory Expenses	
Actual Amount As Of: 28-Feb 2016	26,012
PROJECTED ACTIVITY to END of FY:	13,988
Projected YEAR END TOTAL:	40,000
PROPOSED Line Item Amount:	40,000

Approved Line Item Amount:

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

NARRATIVE:

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

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5260 Description: Maintenance Expenses	
Actual Amount As Of: 28-Feb 2016	168,495
PROJECTED ACTIVITY to END of FY:	101,505
Projected YEAR END TOTAL:	270,000
PROPOSED Line Item Amount:	281,700

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	268,500
% Change Actual Year End compared to Proposed Line item amount.	4.3%
% Change to Previous Year Budget	4.9%
Dollar difference between proposed budget & current budget	13,200

NARRATIVE:

Uniforms has been moved to new account number 5263

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

Spread: **TOTAL** **\$281,700**

Jul Aug Sep Oct Nov Dec

Jan Feb Mar Apr May Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5261 Description: Maintenance, Wells	
Actual Amount As Of: 28-Feb 2016	19,603
PROJECTED ACTIVITY to END of FY:	30,397
Projected YEAR END TOTAL:	50,000

PROPOSED Line Item Amount:	50,000
-----------------------------------	---------------

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	40,000
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	25.0%
Dollar difference between proposed budget & current budget	10,000

NARRATIVE:

FY 15/16 amounts same from past year due to not being able to rehabilitate wells and complete upgrades

	<u>FY 16/17</u>
Electrical PM	\$2,000
Pumps	\$5,000
Electrical	\$2,800
Plumbing	\$200
Rehabilitation (1 well)	\$40,000
	<hr style="border-top: 1px solid black;"/>
	<u>\$50,000</u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5263 Description: Uniforms	
Actual Amount As Of: 28-Feb 2016	2,568
PROJECTED ACTIVITY to END of FY:	0
Projected YEAR END TOTAL:	9,000
PROPOSED Line Item Amount:	10,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	0
% Change Actual Year End compared to Proposed Line item amount.	11.1%
% Change to Previous Year Budget	#DIV/0!
Dollar difference between proposed budget & current budget	10,000

NARRATIVE:

Field Operation Uniforms (8 pants, 12 shirts, 1 Winter & 1 Summer Jacket)

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2016/2017

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5318 Description: Studies/Surveys/Consulting	
Actual Amount As Of: 28-Feb 2016	106,316
PROJECTED ACTIVITY to END of FY:	93,684
Projected YEAR END TOTAL:	200,000
PROPOSED Line Item Amount:	\$150,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	240,000
% Change Actual Year End compared to Proposed Line item amount.	(25.0%)
% Change to Previous Year Budget	(37.5%)
Dollar difference between proposed budget & current budget	-90,000

Narrative:

Consulting studies to include:

Annual Rate Study	\$30,000.00
Annual Water Audit	\$70,000.00
Other Misc. studies, including	\$ 50,000.00
Infrastructure Replacement Plan	
Seismic Vulnerability Study	

\$150,000.00

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2016/2017

Line Item **Amount**

Acct. No. 5321 Description: Water Resources

Actual Amount As Of: 28-Feb 2016 32,282

PROJECTED ACTIVITY to END of FY: 12,718

Projected YEAR END TOTAL: 45,000

PROPOSED Line Item Amount: **47,000**

Approved Line Item Amount:

PREVIOUS YEAR BUDGET: 37,000

% Change Actual Year End compared to Proposed Line item amount. 4.4%

% Change to Previous Year Budget 27.0%

Dollar difference between proposed budget & current budget 10,000

Water resource activities are budgeted in 5321 Water Resources and 5322 Community Outreach.
See significant savings in 5322 that offset this budget.

NARRATIVE:

Lawn Be Gone! Rebate Program	\$20,000
High Efficiency Toilets Rebate Program	\$7,000
School Education Programs	\$5,000
Public Information / Outreach Programs	\$15,000

\$47,000 Total

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5322	Description: Community Outreach
Actual Amount As Of:	28-Feb 2016	6,581
PROJECTED ACTIVITY to END of FY:		58,419
Projected YEAR END TOTAL:		65,000

PROPOSED Line Item Amount:	50,000
-----------------------------------	---------------

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	95,100
% Change Actual Year End compared to Proposed Line item amount.	(23.1%)
% Change to Previous Year Budget	(47.4%)
Dollar difference between proposed budget & current budget	-45,100

NARRATIVE:

Created new account per Finance Committee to accommodate new community outreach between CCWD and Customers.

Pacifica Coast Television - Recording meetings(14 @ \$250)	\$3,500
Montara Fog (14 @ \$300)	\$4,200
Materials/Publications/Public Information	\$5,000
Postage for Public Outreach	\$6,000
Design/Printing Annual Reports (Consumer Confidence Report/ Water Supply Evaluation, etc.. Including Translation & Postage fees)	\$25,000
Constant Contact/Email	\$2,300
Graphic Artist	\$2,000
Pumpkin Festival	\$1,000
Pens	\$1,000

Spread:	TOTAL	50,000
----------------	-------	---------------

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

COASTSIDE COUNTY WATER DISTRICT
DRAFT
 Budget Worksheet

Fiscal Year
2016/2017

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5381 Description: Legal	
Actual Amount As Of: 28-Feb 2016	30,865
PROJECTED ACTIVITY to END of FY:	29,135
Projected YEAR END TOTAL:	60,000
PROPOSED Line Item Amount:	60,000

Approved Line Item Amount:

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

NARRATIVE:

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

HansonBridgett	\$60,000
Total	\$60,000

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5382 Description: Engineering	
Actual Amount As Of: 28-Feb 2016	5,286
PROJECTED ACTIVITY to END of FY:	8,714
Projected YEAR END TOTAL:	14,000
PROPOSED Line Item Amount:	14,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	14,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

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

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5383 Description: Financial Services	
Actual Amount As Of: 28-Feb 2016	9,360
PROJECTED ACTIVITY to END of FY:	14,640
Projected YEAR END TOTAL:	24,000
PROPOSED Line Item Amount:	20,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	24,000
% Change Actual Year End compared to Proposed Line item amount.	(16.7%)
% Change to Previous Year Budget	(16.7%)
Dollar difference between proposed budget & current budget	-4,000

NARRATIVE:

Annual auditing services performed by Joseph J Arch, CPA and
Other misc services

	FY 16/17
Financial Audit Service	\$18,000
Accounting Services	\$2,000
Total	<u><u>\$20,000</u></u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2016/2017

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5384 Description: Computer Services	
Actual Amount As Of: 28-Feb 2016	57,213
PROJECTED ACTIVITY to END of FY:	45,787
Projected YEAR END TOTAL:	103,000
PROPOSED Line Item Amount:	125,300

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	103,800
% Change Actual Year End compared to Proposed Line item amount.	21.7%
% Change to previous year budget:	20.7%
Dollar difference between proposed budget & current budget	21,500
Increase in Springbrook Maintenance & Website Maintenance and addition of Comcast Internet	
NARRATIVE:	

Maintenance Agreements		Computer Services	
Tyler/Springbrook	\$20,000	New/Upgrades to software/Cust Rpts	\$7,500
Radix	\$3,000	Service/Repairs/Parts	\$15,000
Irvine Consulting Srvc	\$24,000	Coastside Net	\$1,000
Badger/AMR/AMI	\$15,000	Rogue Web Works (Website Maint.)	\$7,500
XC2 Software	\$2,600	Sonic.net	\$1,500
Remit Plus/Ck Scanner)	\$2,000	Spam Filtering	\$900
GIS License	\$5,000	Comcast Internet	\$1,700
Web Filtering (Barracuda)	\$1,400	CalCAD Annual Application Maint.	\$2,500
Sprbrk Server License	\$700	Subtotal	\$37,600
TelePacific Phone Sys	\$14,000		
Subtotal	\$87,700	Grand Total	\$125,300

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5410 Description: Salaries, Admin.	
Actual Amount As Of: 28-Feb 2016	622,016
PROJECTED ACTIVITY to END of FY:	317,984
Projected YEAR END TOTAL:	940,000
PROPOSED Line Item Amount:	1,070,973

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	1,061,780
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	13.9%
% Change to Previous Year Budget	0.9%
Dollar difference between proposed budget & current budget	9,193

NARRATIVE:

Admin Salaries include:

* A COLA of 4.2% was used as a place holder based upon the Department of Labor Statistics information for February to February timeframe. (Reflects 3.2% COLA plus 1% per union contract.) Note that the COLA increase is offset by a 2% reduction in pension contribution by the District effective 7/1/16. Salaries for (2) vacant positions are included in the budget.

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

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2016/2017

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5411 Description: Salaries - Field	
Actual Amount As Of: 28-Feb 2016	753,883
PROJECTED ACTIVITY to END of FY:	364,623
Projected YEAR END TOTAL:	1,118,506
PROPOSED Line Item Amount:	1,182,478

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	1,118,506
% Change Actual Year End compared to Proposed Line item amount.	5.7%
% Change to Previous Year Budget	5.7%
Dollar difference between proposed budget & current budget	63,972

NARRATIVE:

* A COLA of 4.2% was used as a place holder based upon the Department of Labor Statistics information for February to February timeframe. (Reflects 3.2% COLA plus 1% per union contract.) Note that

Spread:

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

COASTSIDE COUNTY WATER DISTRICT
 2/28/2015
FY 2016/2017 BUDGET WORKSHEET (5411 A)
SALARY INFORMATION - Accounts 5411 & 5410

EMPLOYEE	Current Hly Rate	With Step Due 7/1/2016**	COLA 4.20%	Annual Pay	O T Hours	O T Pay	Cert. Pay	TOTAL
FIELD #5411								
Superintendent	67.70	67.70	70.54	146,733			10,800	157,533
Field Supervisor	54.20	54.20	56.48	117,471	80	6,777	7,200	131,448
WTP Supervisor	56.94	60.14	59.33	123,404	120	10,679	7,200	141,283
Sr. WTP Oper.	43.41	44.30	45.23	94,082	120	8,142	6,000	108,224
Treat/Dist Op	33.06	33.96	34.45	71,658	120	6,201	6,000	83,860
Treat/Dist Op	30.71	32.40	32.00	66,565	120	5,760	4,800	77,125
Treat/Dist Op	34.75	36.23	36.21	75,316	120	6,518	6,600	88,433
Treat/Dist Op	33.90	35.55	35.32	73,474	120	6,358	6,000	85,832
Treat/Dist Op	34.75	36.39	36.21	75,316	120	6,518	4,800	86,633
Treat/Dist Op	36.51	36.51	38.05	79,136	120	6,848	7,200	93,184
Treat/Dist Op	31.48	33.20	32.80	68,218	120	5,903	4,800	78,921
Part-Time Help	15.00			15,000				15,000
Part-Time Help	15.00			15,000				15,000
Standby Pay for On-Call Employees				20,000				20,000
Sub total, Field				1,041,372		69,705	71,400	1,182,478
ADMIN #5410								
Gen Manager	100.94	100.94	105.18	218,768			6,000	224,768
Asst. General Manager of Finance/Admin	79.61	79.61	82.96	172,549			2,400	174,949
Water Resource Analyst	45.02	45.02	46.91	97,569	50	3,518	1,200	102,287
Office Mgr	44.45	44.45	46.32	96,339	50	3,474		99,813
Admin Assist.	40.30	40.30	41.99	87,345	50	3,149	1,200	91,694
Utility Billing Specialist	36.00	36.90	37.51	78,025	50	2,813	600	81,438
Office Speclst II	31.00	32.93	32.30	67,188		-		67,188
Office Speclst I	28.00	28.70	29.18	60,686		-		60,686
Office Speclst II (Customer Service)	29.71	29.71	30.96	64,392	50	2,322	1,200	67,914
Office Speclst II (Water Cons/Outreach)	29.71	29.71	30.96	64,392	100	4,644	1,200	70,236
Part-Time Help	15.00			15,000				15,000
Directors				15,000				15,000
Sub total, Admin				1,037,253		19,920	13,800	\$1,070,973
TOTAL				2,078,626				\$2,253,451

Admin Budget includes (2) vacant positions - budgeted in FY2016
 1) Office Specialist II - for Customer Service/Meter Reading
 2) Office Specialist II for Water Conservation/Outreach --- would be required for allocations

** Step increases due during FY2015-2016 were postponed to 7/1/2016 in order to change the practice of giving step increases on the employee's anniversary date to the start of the new fiscal year budget cycle. (7/1/2016 also includes a prorated portion of the step increase that would have historically been given on an employee's anniversary

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5420 Description: Payroll Taxes	
Actual Amount As Of: 28-Feb 2016	95,507
PROJECTED ACTIVITY to END of FY:	49,493
Projected YEAR END TOTAL:	145,000
PROPOSED Line Item Amount:	157,665

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	153,056
% Change Actual Year End compared to Proposed Line item amount.	8.7%
% Change to Previous Year Budget	3.0%
Dollar difference between proposed budget & current budget	4,609

NARRATIVE:

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

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

Line Item

Amount

Acct. No. **5420**

Description:

Payroll Taxes

CALCULATION FOR PAYROLL TAXES

		SOCIAL SECURITY 6.20%	MEDICARE 1.45%	TOTAL
TOTAL PAYROLL	\$ 2,253,451			
AMOUNT SUBJECT TO SOCIAL SECURITY	\$ 2,015,970	\$ 124,990		\$ 124,990
AMOUNT SUBJECT TO MEDICARE	\$ 2,253,451		\$ 32,675	\$ 32,675
TOTAL				\$ 157,665

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5435	Description: Employee Medical Insurance
Actual Amount As Of: 28-Feb 2016	303,749
PROJECTED ACTIVITY to END of FY:	166,251
Projected YEAR END TOTAL:	470,000
PROPOSED Line Item Amount:	471,999

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	471,780
% Change Actual Year End compared to Proposed Line item amount.	0.4%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	219

NARRATIVE: Reflects active employee only; Prior year includes employee and retiree See account 5436 for retiree medical.

<u>Active Employees:</u>	<u>FY 16/17</u>
Medical	415,335
Dental	18,312
Vision	5,168
Life/AD&D	10,798
LTD	21,816
EAP	570
471,999 Total	

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2016/2017

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5436 Description: Retiree Medical Insurance	
Actual Amount As Of: 28-Feb 2016	6,579
PROJECTED ACTIVITY to END of FY:	0
Projected YEAR END TOTAL:	50,000
PROPOSED Line Item Amount:	93,620

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	55,677
% Change Actual Year End compared to Proposed Line item amount.	87.2%
% Change to Previous Year Budget	68.1%
Dollar difference between proposed budget & current budget	37,943

NARRATIVE: Retiree Medical Insurance --- FY2017 includes (2) additional retirees over FY2016 budget

<u>Retirees:</u>	
Medical	87,256
Dental	4,556
Vision	1,809
	93,620 Subtotal

Note: This is a new account for FY2017. Previous years' retiree expenses were combined with employee expenses in account 5435. (Additional breakout is now required by Cal Pers.)

Spread:

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

ACCOUNT No. 5635 / Insurance Benefits for Active Employees - Current Year 2016/2017

ACTIVE EMPLOYEES

	Kaiser	Blue Cross	Dental	Vision	Life/AD&D	LTD	EAP
July-16	17,848	15,273	1,511	426	891	1,800	47
August-16	17,848	15,273	1,511	426	891	1,800	47
September-16	17,848	15,273	1,511	426	891	1,800	47
October-16	17,848	15,273	1,511	426	891	1,800	47
November-16	17,848	15,273	1,511	426	891	1,800	47
December-16	17,848	15,273	1,511	426	891	1,800	47
January-17	19,454	16,648	1,541	435	909	1,836	48
February-17	19,454	16,648	1,541	435	909	1,836	48
March-17	19,454	16,648	1,541	435	909	1,836	48
April-17	19,454	16,648	1,541	435	909	1,836	48
May-17	19,454	16,648	1,541	435	909	1,836	48
June-17	19,454	16,648	1,541	435	909	1,836	48
Total Active	\$ 223,812	\$ 191,523	\$ 18,312	\$ 5,168	\$ 10,798	\$ 21,816	\$ 570

Rate increase assumption 9% 9% 2% 2% 2% 2% 2%

ACCOUNT No. 5636 / Insurance Benefits for Retirees - Current Year 2016/2017

RETIREES/COBRA

	Kaiser	Blue Cross	Dental	Vision
July-16	1,748	5,210	376	149
August-16	1,748	5,210	376	149
September-16	1,748	5,210	376	149
October-16	1,748	5,210	376	149
November-16	1,748	5,210	376	149
December-16	1,748	5,210	376	149
January-17	1,905	5,679	383	152
February-17	1,905	5,679	383	152
March-17	1,905	5,679	383	152
April-17	1,905	5,679	383	152
May-17	1,905	5,679	383	152
June-17	1,905	5,679	383	152
Total Retiree	\$ 21,920	\$ 65,336	\$ 4,556	\$ 1,809

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5440 Description: Employee Retirement	
Actual Amount As Of: 28-Feb 2016	323,070
PROJECTED ACTIVITY to END of FY:	151,930
Projected YEAR END TOTAL:	475,000
PROPOSED Line Item Amount:	503,132

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	505,322
% Change Actual Year End compared to Proposed Line item amount.	5.9%
% Change to Previous Year Budget	(0.4%)
Dollar difference between proposed budget & current budget	-2,190

NARRATIVE:

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

2.5% @ 55 Employer Rate increased from 10.612% (FY 15/16) to 10.808% (FY 16/17). In addition, the amount \$300,835 will be added to cover unfunded liability and side fund instead of the prior method of a contribution rate. Employer Paid Member Contribution has been eliminated, Member Contribution (8%) 100% paid by Employee
2% @ 60 Employer Rate increased from 7.510% (FY 15/16) to 7.809% (FY 16/17) Employer Paid Member Contribution has been eliminated, Member Contribution (7%) 100% paid by Employee
2% @ 62 - New Tier - Effective January 1, 2013 (PERS Pension Reform Act 2013 - PEPRA) Employer Rate 6.930% / Employee Rate 6.5% No Employer Paid Member Contribution

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2016/2017

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5445 Description: SIP 401a Plan	
Actual Amount As Of: 28-Feb 2016	0
PROJECTED ACTIVITY to END of FY:	33,000
Projected YEAR END TOTAL:	33,000
PROPOSED Line Item Amount:	33,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	30,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	10.0%
Dollar difference between proposed budget & current budget	3,000

NARRATIVE:

Supplemental Income Trust Fund / AIP 401a Plan base on the Memorandum of Understanding between CCWD and the Teamsters Union, Local 856

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2016/2017

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5510 Description: Motor Vehicle Exp.	
Actual Amount As Of: 28-Feb 2016	28,477
PROJECTED ACTIVITY to END of FY:	26,523
Projected YEAR END TOTAL:	55,000
PROPOSED Line Item Amount:	56,700

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	55,650
% Change Actual Year End compared to Proposed Line item amount.	3.1%
% Change to Previous Year Budget	1.9%
Dollar difference between proposed budget & current budget	1,050

NARRATIVE:

	<u>FY16/17</u>
Gasoline	\$25,000.00
Diesel	\$3,000.00
FastTrak	\$200.00
Mobile Phones*	\$12,500.00
Service & Repairs	\$16,000.00
	<u>\$56,700.00</u>

Total

* Includes \$5000 for employee adds - Public outreach and Meter Reading

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

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5620 Description: Office Expenses	
Actual Amount As Of: 28-Feb 2016	121,192
PROJECTED ACTIVITY to END of FY:	51,808
Projected YEAR END TOTAL:	173,000
PROPOSED Line Item Amount:	170,775

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	164,475
% Change Actual Year End compared to Proposed Line item amount.	(1.3%)
% Change to Previous Year Budget	3.8%
Dollar difference between proposed budget & current budget	6,300

NARRATIVE:

See Sheet 5620 A which details the cost items comprising this line item

Increase due to:

Spread:

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

Account 5620 - Detail of Account

Acct No	Account Name	Description	Amount	
5620-00	Postage	Mail Machine	\$ 6,000	
5620-00		Bulk Mailing	\$ 6,000	
5620-00		Pre-Stamped Envelopes	\$ 3,000	
5620-34	Phone Services PG&E	Monthly Service & Repairs	\$ 12,000	
5620-34		Monthly Service (District Office)	\$ 7,000	
5620-00	Office Cleaning	Janitorial Service/Carpet Cleaning	\$ 8,300	
5620-00	File Storage	Iron Mountain - Offsite Storage	\$ 6,000	
5620-00		Iron Mountain - Shredding Service	\$ 300	
5620-32	Leases	Mail & Copier Machines	\$ 11,000	
5620-32		Office Alarms and Security Camera	\$ 5,000	
5620-00	Printing	Checks, Forms, Statements	\$ 2,000	
5620-30	CSG Systems, Inc.	Fulfillment Center for Billing Strmnts	\$ 30,000	
5620-30		NetBill (Online Payments)	\$ 6,500	
5620-00	Emergency	Supplies	\$ 1,000	
5620-00		AED Certification	\$ 125	
5620-33	Miscellaneous	Office Supplies	\$ 9,000	
5620-33		Credit Card / Bank Fees	\$ 15,000	
5620-00		Pre-Employment Physicals	\$ 500	
5620-00		Employee Recognition Program	\$ 2,000	
5620-00		Petty Cash	\$ 2,500	
5620-00		Director recognition/framing	\$ 300	
5620-00		ORCC LockBox Services	\$ 750	
5620-00		Allowance for Bad Debt	\$ 6,000	
5620-00		Bond Administration Costs	\$ 2,000	
5620-00		Maintenance	Office Equipment/Repairs	\$ 5,000
5620-00			Office Building	\$ 15,000
5620-31	Payroll	Payroll Processing with ADP	\$ 8,500	
TOTAL			\$ 170,775	

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2016/2017

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5625 Description: Meetings/Training/Seminars	
Actual Amount As Of: 28-Feb 2016	9,568
PROJECTED ACTIVITY to END of FY:	14,432
Projected YEAR END TOTAL:	24,000
PROPOSED Line Item Amount:	24,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	24,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

	<u>Amount</u>
Conferences (District Employees)	\$ 5,000
Conferences/Seminars (Board of Directors)	\$ 3,000
Staff Training/Seminars/Continuing Education	\$ 4,000
Safety Training (CINTAS)	\$ 7,000
WTO/WDO Renewal/Application Fees	\$ 2,000
Water Resource Meetings, Training, Seminars	\$ 3,000
TOTAL	<u>\$ 24,000</u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5630	Description: Insurance
Actual Amount As Of:	28-Feb 2016	69,296
PROJECTED ACTIVITY to END of FY:		45,704
Projected YEAR END TOTAL:		115,000
PROPOSED Line Item Amount:		120,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	115,000
% Change Actual Year End compared to Proposed Line item amount.	4.3%
% Change to Previous Year Budget	4.3%
Dollar difference between proposed budget & current budget	5,000

NARRATIVE:	FY 16/17
Auto/General Liability	\$57,000
Property Program	\$21,000
Workers Compensation	\$42,000
TOTAL	<u>\$120,000</u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5687	Description: Memberships & Subscriptions
Actual Amount As Of: 28-Feb 2016	39,743
PROJECTED ACTIVITY to END of FY:	31,257
Projected YEAR END TOTAL:	71,000
PROPOSED Line Item Amount:	74,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	71,290
% Change Actual Year End compared to Proposed Line item amount.	4.2%
% Change to Previous Year Budget	3.8%
Dollar difference between proposed budget & current budget	2,710

NARRATIVE: See attached worksheet for detail of costs

Spread:

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

Worksheet 5687A		
Budget Detail Worksheet		
Line Item: Memberships & Subscriptions		Description
Acct. No. 5687	Amount	
Alliance for Water Efficiency	\$ 300	Annual Membership
ACWA	\$ 12,000	Membership dues
ACWA	\$ 10,000	Delta Sustainability Dues
AWWA	\$ 2,000	Membership dues and technical publications
BAWSCA	\$ 32,000	Annual assessment & dues
California Emergency Utilities	\$ 500	Annual Membership
California Urban Water Conservation Council	\$ 2,400	Annual Membership
Chamber of Commerce	\$ 600	Membership dues
CSDA	\$ 5,000	Membership dues
Half Moon Bay Review	\$ 60	Annual Subscription
IAMPO	\$ 100	Subscription for Backflow Prevention Magazine
Miscellaneous	\$ 3,390	Miscellaneous Dues/Memberships/Subscriptions
Springbrook Users Group	\$ 100	Annual Users Group for Springbrook Software
Water Education Foundation	\$ 1,500	Membership dues and technical publications
Water Net	\$ 250	Publication & Membership
Water Research Foundation	\$ 1,100	Annual Membership Dues
Water ReUse	\$ 600	Annual Association Dues
Wellness Program	\$ 1,500	Wellness Program group membership in health club
West Group (Formally Barclays)	\$ 600	Updates on California Code of Regulations regarding construction laws
TOTAL	<u>\$ 74,000</u>	

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5688	Description: Election Expense
Actual Amount As Of:	28-Feb 2016	0
PROJECTED ACTIVITY to END of FY:		0
Projected YEAR END TOTAL:		0
PROPOSED Line Item Amount:		0

Approved Line Item Amount:

PREVIOUS YEAR BUDGET: 25,000

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

% Change to Previous Year Budget

Dollar difference between proposed budget & current budget -25,000

NARRATIVE:

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5689	Description: Union Expenses
Actual Amount As Of:	28-Feb 2016	0
PROJECTED ACTIVITY to END of FY:		6,000
Projected YEAR END TOTAL:		6,000
PROPOSED Line Item Amount:		6,000

Approved Line Item Amount:

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

NARRATIVE:

Union Negotiation Services		\$ 6,000
	TOTAL	<u>\$ 6,000</u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5700 Description: County Fees	
Actual Amount As Of: 28-Feb 2016	16,985
PROJECTED ACTIVITY to END of FY:	715
Projected YEAR END TOTAL:	17,700
PROPOSED Line Item Amount:	19,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	17,700
% Change Actual Year End compared to Proposed Line item amount.	7.3%
% Change to Previous Year Budget	7.3%
Dollar difference between proposed budget & current budget	1,300

NARRATIVE:

1. The cost of the LAFCo budget, estimated	\$5,000.00
2. Hazardous Material Handling (Nunes & Denniston)	\$4,000.00
3. Property Taxes	\$1,500.00
4. Annual Encroachment Permit	\$7,000.00
5. District Digital Mapping - Secured Master Data	\$1,500.00
	\$19,000.00

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2016/2017

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5705 Description: State Fees	
Actual Amount As Of: 28-Feb 2016	10,982
PROJECTED ACTIVITY to END of FY:	5,018
Projected YEAR END TOTAL:	16,000
PROPOSED Line Item Amount:	16,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	16,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

- #1 Fees are charged by the State Department of Health Services for reviewing applications and annual reports on operation of the Nunes & Denniston Water Treatment Plants *(DHS Fees - Increase due to additional services regarding new regulations)*
- #2 Water Rights (initialized by SWRCB) for both Pilarcitos & San Vicente
- #3 RWQCB NPDES Annual Fee (estimated)
- #4 Bay Area Air Quality Management Dist - Permits to Operate

#1	\$12,000
#2	\$1,000
#3	\$2,000
#4	\$1,000
	<u>\$16,000</u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5712 Description: Existing Bonds - 2006B	
Actual Amount As Of: 28-Feb 2016	350,896
PROJECTED ACTIVITY to END of FY:	126,956
Projected YEAR END TOTAL:	477,852
PROPOSED Line Item Amount:	486,426

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	485,889
% Change Actual Year End compared to Proposed Line item amount.	1.8%
% Change to Previous Year Budget	0.1%
Dollar difference between proposed budget & current budget	537

NARRATIVE:

CSCDA Pooled Financing Program Series 2006B

September 2016 Payment	\$356,597
March 2017 Payment	\$126,956
Annual fees (CSCDA/Admin Fees)	\$2,873
	\$486,426

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5713 Description: Cont. to CIP & Reserves	
Actual Amount As Of: 28-Feb 2016	1,300,000
PROJECTED ACTIVITY to END of FY:	500,000
Projected YEAR END TOTAL:	1,800,000
PROPOSED Line Item Amount:	1,008,080

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	1,800,000
% Change Actual Year End compared to Proposed Line item amount.	(44.0%)
% Change to Previous Year Budget	(44.0%)
Dollar difference between proposed budget & current budget	-791,920

NARRATIVE:

Contribution to CIP & Reserves	\$ 1,008,080
	\$ 1,008,080

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5715 Description: Existing Bond-CIEDB 11-099	
Actual Amount As Of: 28-Feb 2016	336,546
PROJECTED ACTIVITY to END of FY:	0
Projected YEAR END TOTAL:	336,546
PROPOSED Line Item Amount:	336,409

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	338,024
% Change Actual Year End compared to Proposed Line item amount.	(0.0%)
% Change to Previous Year Budget	(0.5%)
Dollar difference between proposed budget & current budget	-1,615

NARRATIVE:

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

July 2016 Payment	\$260,466
January 2017 Payment	\$75,943
	<u>\$336,409</u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2016/2017**

<u>Line Item</u>	<u>Amount</u>
Acct. No. Unknown Description: New Bond	
Actual Amount As Of: 28-Feb 2016	0
PROJECTED ACTIVITY to END of FY:	0
Projected YEAR END TOTAL:	0
PROPOSED Line Item Amount:	311,167

Approved Line Item Amount:

PREVIOUS YEAR BUDGET: 0

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

% Change to Previous Year Budget

Dollar difference between proposed budget & current budget 311,167

NARRATIVE:

July 2016 Payment	\$216,259
January 2017 Payment	\$94,908
	<u>\$311,167</u>

Spread:

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

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: March 8, 2016

Report

Date: March 3, 2016

Subject: General Manager's Report

Recommendation:

None. Information only.

Background:

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

- 1. Recycled Water Update:** We have a meeting of the SAM-CCWD joint Recycled Water Committee meeting scheduled for March 21, 7pm at SAM. We rescheduled this meeting from March 14 because Mary Rogren and I will be attending the 2016 WaterReuse California Annual Conference in Santa Rosa from March 13 to March 15. Discussion of regulatory and technical considerations related to potable reuse of recycled water dominates the program for this conference.
- 2. March 3 BAWSCA Water Supply Management Representatives Meeting:** Mary Rogren and I attended this meeting, which featured an optimistic summary of the status of SFPUC's water supply by Steve Ritchie. Based on current snowpack conditions and predicted storms in the coming week, it appears likely that SFPUC storage could fill entirely. There has been no discussion of the need for further conservation or the possibility of mandatory water allocations.

There was also significant discussion devoted to several BAWSCA agency initiatives exploring potable reuse of recycled water. Several representatives commented that the increased regulatory and public acceptance of potable reuse could signal the end of the purple pipe era.

MONTHLY REPORT

To: David Dickson, General Manager
From: Joe Guistino, Superintendent of Operations
Agenda: March 8, 2016

Report
Date: March 3, 2016

Monthly Highlights

Well Activity – Another Pilarcitos well (P4) was put on line in February and Denniston Well 9 is being prepared for start-up in March.

Hit Hydrant – A hit hydrant at the Ritz Carleton resulted in over 30 colored water complaints, which subsided by evening of the same day.

Source of Supply

Crystal Springs, Pilarcitos and Denniston Reservoirs and Pilarcitos Wells 1, 4, 4A and 5 were the source of supply in February, supplying 40 million gallons (MG) of water. Seventy two percent of February's production was from District-owned sources (44% from Denniston and 28% from Pilarcitos wells). We switched from Crystal Springs to Pilarcitos Reservoir on 4 February. This is the second month in a row that local, District-owned sources provided more water than that supplied by San Francisco Public Utility Commission (SFPUC).

System Improvements

Well Activity

Staff has compiled and cleaned up our files on the Pilarcitos and Denniston Well fields to allow a better understanding of the history and flow trends on these assets.

Issues with Pilarcitos Wells 4 and 4a were resolved with the assistance of our instrument tech person and a local electrician. Both wells are in operation and producing 190 gpm.

The results of last month's inspection of Pilarcitos Wells 3 and 3a indicate that they are both good candidates for scrubbing and refurbishment. We will be making improvements to one of these wells in the upcoming fiscal year.

We gave our pump contractor the go ahead to scrub and clean Denniston Well 9 in the hopes of supplementing the Denniston source once the weather starts warming up this summer. We have made improvements around the well head and the pump should be ready to run in March.

Pressure Reducing Valve (PRV) Replacement Project

The PRV at Avenue Balboa and Valencia Street was replaced in February and is back in service. The location was changed to make this valve easier to access and adjust.

Nunes Backwash Pump 1

As reported in January, the motor control panel (MCC) for Nunes Backwash Pump #1 was no longer functioning. The MCC panel and 1980's vintage soft start for this unit was upgraded to a modern version which operates much better and no longer taxes the power circuits at the plant upon startup. We plan to upgrade the second pump MCC this spring.

Nunes Filter Valve Replacements

Treatment Staff has replaced Nunes surface wash valve for filter 3 and the surface wash valve actuator for filter 1 in February. The smaller filter valves are at the end of their useful life and are being replaced with new valves with modern actuators.

Alves Pump Station Mag Meter

A flow meter was installed at the Alves Pump Station (PS) to allow better water auditing and increased understanding of water usage in our distribution network.

Other Activities Update:

Hit Hydrant

On 3 February, an unknown motorist hit and damaged the fire hydrant in front of the Ritz Carlton, resulting in dirty water complaints that extended up to the vicinity of the fire station at the end of Main Street. We received 31 complaints of yellow or brown water, which cleared itself later that evening.

Regulatory Agency Interaction

California Water Resources Control Board (CWRCB)

I spoke with our regulating sanitary engineer at the waterboard to answer a few questions that she had on our nitrate sampling program.

Safety/Training/Inspections/Meetings

Meetings Attended

2 Feb - Met with Resource Conservation District on the Randtron and Pilarcitos Canyon Road Project.

4 Feb - El Granada Pipeline Final Phase kickoff meeting.

4 Feb - Met with Cabrillo Unified School District Engineer Ed Watkins on the Hatch Elementary and Pilarcitos High Schools projects.

5 Feb - Met with Ed Watkins and local contractor on the Cuhna Elementary School Gym Project.

8 Feb - Another meeting with Ed Watkins on the Cuhna Project

10 Feb - Bay Area Water Supply and Conservation Authority (BAWSCA)/SFPUC quarterly water quality meeting

10 Feb - Met with SFPUC representatives on the plans of the Stone Dam Pipeline Replacement Project.

22 Feb-2 Mar - vacation

Tailgate safety sessions in October

1 February - Accident Investigation: Key to Preventing Future Accidents

8 February - Focus Mentally To Avoid Distracted Work

16 February - Setting Up a Safe Traffic Control Zone

CINTAS Safety Committee and Training

We have established schedule, timing and payment issues with Preventative Solutions for our safety training needs. We will be partnering with Montara Water and Sanitary District on this venture.

Safety

District crews moved and improved the access stairway at El Granada Tank 1 to allow for better vehicle access and worker safety.

Training

No special training in February.

Projects

Stone Dam Pipeline Replacement Project

I met with Mike Weisenburg and Jon Chow of SFPUC to discuss our plans to partially bury the temporary Stone Dam pipeline and move our meter in order to eliminate the air entrapment issue that makes operating this pipeline unpredictable. They provided assistance in the development of a package to be presented to the SFPUC plan review board and pledged their full support to help the success of this project. We presently await more input from the operations manager before we put together a comprehensive package to present to the plan review board in April.

El Granada Pipeline Final Phase

We had a construction kickoff meeting on 3 February with representatives of Stoloski and Gonzales (the contractor), Cross Country HDI (horizontal directional drilling subcontractor) and EKI (construction management). We discussed roles and responsibilities, security, housekeeping, access, biological training and monitoring, traffic control, public outreach, safety, lines of communication and project schedule. Construction is slated to start the second week of March. EKI is presently reviewing submittals.

Automated Meter Reading and Unmetered Water Efficiency

The field crew has installed 30 Badger meters with automated meter infrastructure (AMI) as part of a pilot project to assess the installation, remote reading and viability issues of working with this system in our application.

Denniston Treated Water Pump Station and Pipeline Project

Kennedy/Jenks is preparing the contract documents to go out to bid in March.

El Granada Tank 3 Rehab Project

I received the results of the coating tests done in February and will be preparing the contract documents to go out to bid in March.

El Granada Pump Station 1 and 2 Emergency Generator Project

The design engineer has completed the contract documents and we will be going out to bid for this project in March.