

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

SPECIAL MEETING OF THE BOARD OF DIRECTORS

Tuesday, May 10, 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 Government Code Section §54957.6
Conference with Labor Negotiator**

Agency Designated Representatives: David Dickson, General Manager
Employee Organization: Teamsters Union, Local 856

4) RECONVENE TO OPEN SESSION - Public report of closed session action

5) ADJOURNMENT

Accessible Public Meetings - Upon request, the Coastsides 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: Coastsides 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, May 10, 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) 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 April 30, 2016: Claims: \$741,590.18; Payroll: \$88,632.49 for a total of \$830,222.67 ([attachment](#))
 - *April 2016 Monthly Financial Claims reviewed & approved by President Glassberg*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of April 12, 2016 Regular Board of Directors Meeting ([attachment](#))
- D. Approval of Minutes of April 28, 2016 Special Board of Directors Meeting ([attachment](#))
- E. Monthly Water Transfer Report ([attachment](#))
- F. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- G. Total CCWD Production Report ([attachment](#))
- H. CCWD Monthly Sales by Category Report – March 2016 ([attachment](#))
- I. Monthly Emergency Main and Service Repairs Report ([attachment](#))
- J. Rainfall Reports ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Fiscal Year 2016/2017 to FY 2021/2022 Financing Plan and Proposed Water Rate Increase; Cost of Service Analysis ([attachment](#))
- B. Draft Fiscal Year 2016-2017 Operations Budget and Draft Fiscal Year 2016/17 to 2025/26 Capital Improvement Program ([attachment](#))
- C. Schedule a Public Hearing on Proposed Rate Increase and Authorize Issuance of a Notice of Public Hearing and Proposed Rate Increase ([attachment](#))
- D. Award of Contract – Phase 3b Avenue Cabrillo Pipeline Replacement Project ([attachment](#))
- E. Resolution Amending the Coastside County Water District Personnel Manual ([attachment](#))
- F. Resolution Establishing Policies and Procedures for Partial Service Retirement ([attachment](#))

7) MONTHLY INFORMATIONAL REPORTS

- A. Assistant General Manager's Report – Change in Medical Insurance Offerings for District Employees ([attachment](#))
- B. Operations Report ([attachment](#))
- C. Water Resource Analyst's Report ([attachment](#))

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

9) **CLOSED SESSION**

A. **Pursuant to California Government Code Section §54957**

Public Employment

Title: General Manager - Reduced Time Due to Partial Service Retirement

B. **Pursuant to California Government Code Section §54957.6**

Conference with Labor Negotiator

Agency Designated Representative: Arnie Glassberg

Unrepresented Employee: General Manager

10) **RECONVENE TO OPEN SESSION**

A. Public report of closed session action.

B. Consideration of an Amendment to the Employment Agreement Between the Coastside County Water District and David Dickson (General Manager)

11) **ADJOURNMENT**



Coastside County Water District

Check Report

By Check Number

Date Range: 04/01/2016 - 04/30/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: General Checking-General Checking - First National Bank						
ASS08	ASSOC. CALIF. WATER AGENCY	04/08/2016	Regular	0.00	10,092.00	22631
BAL04	BALANCE HYDROLOGICS, INC	04/08/2016	Regular	0.00	5,560.00	22632
COM02	COMCAST	04/08/2016	Regular	0.00	192.02	22633
COU05	RECORDER'S OFFICE	04/08/2016	Regular	0.00	48.00	22634
FIR06	FIRST NATIONAL BANK	04/08/2016	Regular	0.00	1,016.59	22635
GEM01	GEMPLER'S, INC.	04/08/2016	Regular	0.00	192.12	22636
GUI01	JOE GUISTINO	04/08/2016	Regular	0.00	1,335.18	22637
HAN01	HANSONBRIDGETT. LLP	04/08/2016	Regular	0.00	17,186.80	22638
HAS01	HASSETT HARDWARE	04/08/2016	Regular	0.00	961.36	22639
HEA01	U.S. HEALTHWORKS MEDICAL GROUP, P.C.	04/08/2016	Regular	0.00	99.00	22640
KAI01	KAISER FOUNDATION HEALTH PLAN	04/08/2016	Regular	0.00	17,021.00	22641
MAS01	MASS MUTUAL FINANCIAL GROUP	04/08/2016	Regular	0.00	2,195.65	22642
PAC01	PACIFIC GAS & ELECTRIC CO.	04/08/2016	Regular	0.00	49.94	22643
PUB01	PUB. EMP. RETIRE SYSTEM	04/08/2016	Regular	0.00	12,754.37	22644
PUB02	CaIPERS FISCAL SERVICES DIVISION	04/08/2016	Regular	0.00	23,148.00	22645
REP02	REPUBLIC SERVICES	04/08/2016	Regular	0.00	364.57	22646
SCH06	TODD SCHMIDT	04/08/2016	Regular	0.00	742.20	22647
TEA02	TEAMSTERS LOCAL UNION #856	04/08/2016	Regular	0.00	973.00	22648
TEC01	TECHNIQUE DATA SYSTEMS, INC.	04/08/2016	Regular	0.00	2,987.70	22649
TEL02	US TELEPACIFIC CORPORATION	04/08/2016	Regular	0.00	1,774.01	22650
VAL01	VALIC	04/08/2016	Regular	0.00	4,190.00	22651
VER02	VERIZON WIRELESS	04/08/2016	Regular	0.00	1,318.16	22652
ADP01	ADP, INC.	04/22/2016	Regular	0.00	619.00	22653
ADV02	FRANK YAMELLO	04/22/2016	Regular	0.00	235.00	22654
ALD01	HANS ULRICH ALDAG	04/22/2016	Regular	0.00	74.21	22655
AME09	AMERICAN WATER WORKS ASSOC.	04/22/2016	Regular	0.00	1,920.00	22656
AND01	ANDREINI BROS. INC.	04/22/2016	Regular	0.00	37,036.12	22657
ASS01	HEALTH BENEFITS ACWA-JPIA	04/22/2016	Regular	0.00	24,974.24	22658
ATT02	AT&T	04/22/2016	Regular	0.00	2,776.62	22659
ATT03	AT&T LONG DISTANCE	04/22/2016	Regular	0.00	154.28	22660
AZT01	AZTEC GARDENS, INC.	04/22/2016	Regular	0.00	190.00	22661
BAL04	BALANCE HYDROLOGICS, INC	04/22/2016	Regular	0.00	41,304.39	22662
BAR01	BARTKIEWICZ, KRONICK & SHANAHAN	04/22/2016	Regular	0.00	4,755.95	22663
BAY01	BAY AREA AIR QUALITY MGMT DIST	04/22/2016	Regular	0.00	557.00	22664
BAY05	BAY AREA WATER SUPPLY &	04/22/2016	Regular	0.00	15,600.00	22665
BAY10	BAY ALARM COMPANY	04/22/2016	Regular	0.00	289.68	22666
BIG01	BIG CREEK LUMBER	04/22/2016	Regular	0.00	47.45	22667
BOR01	BORGES & MAHONEY, INC.	04/22/2016	Regular	0.00	2,583.95	22668
CAL06	CALIFORNIA GENERATOR SERVICE	04/22/2016	Regular	0.00	3,922.03	22669
CAL08	CALCON SYSTEMS, INC.	04/22/2016	Regular	0.00	14,927.74	22670
CAL20	CALIFORNIA UTILITIES	04/22/2016	Regular	0.00	500.00	22671
CAL26	KATHY CALOCA	04/22/2016	Regular	0.00	55.80	22672
CAR08	REGISTER TAPES UNLIMITED, INC.	04/22/2016	Regular	0.00	450.00	22673
CHE04	CHEMTRADE CHEMICALS US LLC	04/22/2016	Regular	0.00	2,397.12	22674
CIN01	CINTAS FIRST AID & SAFETY	04/22/2016	Regular	0.00	1,179.77	22675
COA19	COASTSIDE COUNTY WATER DIST.	04/22/2016	Regular	0.00	93.25	22676
COU05	RECORDER'S OFFICE	04/22/2016	Regular	0.00	21.00	22677
DAT01	DATAPROSE, LLC	04/22/2016	Regular	0.00	2,758.03	22678
DES03	FREDERICK/SHOSHANA DES CHENES	04/22/2016	Regular	0.00	45.65	22679
DON02	SEAN DONOVAN	04/22/2016	Regular	0.00	34.00	22680
EKI01	EKI INC.	04/22/2016	Regular	0.00	30,780.62	22681
ELE01	ELECSYS INTERNATIONAL CORP	04/22/2016	Regular	0.00	250.00	22682
GAR09	LESLEY GARDENS	04/22/2016	Regular	0.00	22.93	22683
GRA03	GRAINGER, INC.	04/22/2016	Regular	0.00	380.26	22684

Check Report

Date Range: 04/01/2016 - 04/30/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
HAC01	HACH CO., INC.	04/22/2016	Regular	0.00	2,187.21	22685
HAL01	HMB BLDG. & GARDEN INC.	04/22/2016	Regular	0.00	334.36	22686
HAL24	H.M.B.AUTO PARTS	04/22/2016	Regular	0.00	40.53	22687
HAN05	VICTORIA HANIFF/PETER McDONALD	04/22/2016	Regular	0.00	216.87	22688
HYD01	HYDROSCIENCE ENGINEERS, INC.	04/22/2016	Regular	0.00	930.00	22689
IRO01	IRON MOUNTAIN	04/22/2016	Regular	0.00	523.23	22690
IRV01	IRVINE CONSULTING SERVICES, INC.	04/22/2016	Regular	0.00	2,425.60	22691
KEL04	PETER KELLER	04/22/2016	Regular	0.00	37.39	22692
KEN03	KENNEDY/JENKS CONSULTANTS	04/22/2016	Regular	0.00	19,863.75	22693
KIN01	KINGS MOUNTAIN ARBOR HEALTH & SAFETY	04/22/2016	Regular	0.00	1,450.00	22694
LIV01	DANIEL LIVAK	04/22/2016	Regular	0.00	22.80	22695
LOM01	GLENNA LOMBARDI	04/22/2016	Regular	0.00	107.00	22696
LUT01	BENJAMIN/TONIA LUTCH	04/22/2016	Regular	0.00	27.36	22697
MAS01	MASS MUTUAL FINANCIAL GROUP	04/22/2016	Regular	0.00	2,195.65	22698
MET06	METLIFE GROUP BENEFITS	04/22/2016	Regular	0.00	1,732.23	22699
MIS01	MISSION UNIFORM SERVICES INC.	04/22/2016	Regular	0.00	199.00	22700
MON07	MONTEREY COUNTY LAB	04/22/2016	Regular	0.00	7,390.00	22701
MOO02	ALISA MOORE	04/22/2016	Regular	0.00	15.94	22702
NAL03	NALCO COMPANY	04/22/2016	Regular	0.00	1,510.32	22703
NAT02	NATIONAL METER & AUTOMATION	04/22/2016	Regular	0.00	148.81	22704
NOR08	NORTHSTAR CHEMICAL	04/22/2016	Regular	0.00	1,564.50	22705
OFF01	OFFICE DEPOT	04/22/2016	Regular	0.00	260.24	22706
ONT01	ONTRAC	04/22/2016	Regular	0.00	541.91	22707
PAC06	PACIFICA COMMUNITY TV	04/22/2016	Regular	0.00	250.00	22708
PAU01	PAULO'S AUTO CARE	04/22/2016	Regular	0.00	404.17	22709
PUB01	PUB. EMP. RETIRE SYSTEM	04/22/2016	Regular	0.00	12,760.13	22710
RIC01	RICOH USA, INC.	04/22/2016	Regular	0.00	1,348.21	22711
ROB01	ROBERTS & BRUNE CO.	04/22/2016	Regular	0.00	19,095.94	22712
ROB04	STEPHANIE ROBERTS	04/22/2016	Regular	0.00	37.09	22713
ROG01	ROGUE WEB WORKS, LLC	04/22/2016	Regular	0.00	292.50	22714
ROG02	MARY ROGREN	04/22/2016	Regular	0.00	848.40	22715
SAN03	SAN FRANCISCO WATER DEPT.	04/22/2016	Regular	0.00	106,489.22	22716
SAN05	SAN MATEO CTY PUBLIC HEALTH LAB	04/22/2016	Regular	0.00	746.00	22717
SAN09	SAN MATEO COUNTY DEPT. OF	04/22/2016	Regular	0.00	1,100.00	22718
SCA02	LIZA SCATENA	04/22/2016	Regular	0.00	71.84	22719
STA03	STATE WATER RESOURCES CONTROL BD	04/22/2016	Regular	0.00	90.00	22720
STO01	STOLOSKI & GONZALEZ, INC.	04/22/2016	Regular	0.00	219,928.80	22721
STR02	STRAWFLOWER ELECTRONICS	04/22/2016	Regular	0.00	43.50	22722
TDR01	TDR PROPERTIES	04/22/2016	Regular	0.00	5.22	22723
TYL01	TYLER TECHNOLOGIES, INC	04/22/2016	Regular	0.00	4,649.06	22724
UPS01	UPS STORE	04/22/2016	Regular	0.00	207.80	22725
VAL01	VALIC	04/22/2016	Regular	0.00	4,190.00	22726
WES01	WEST YOST ASSOCIATES, INC	04/22/2016	Regular	0.00	2,216.70	22727
CAR02	CAROLYN STANFIELD	04/29/2016	Regular	0.00	600.00	22728
CHE01	CHEVRON/TEXACO UNIVERSAL CARD	04/29/2016	Regular	0.00	1,639.25	22729
HAN01	HANSONBRIDGETT. LLP	04/29/2016	Regular	0.00	11,645.30	22730
OFF02	OFFICIAL PAYMENTS CORPORATION	04/29/2016	Regular	0.00	150.00	22731

Check Report

Date Range: 04/01/2016 - 04/30/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
TET01	JAMES TETER	04/29/2016	Regular	0.00	13,918.59	22732

Bank Code General Checking Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	201	102	0.00	741,590.18
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
	201	102	0.00	741,590.18

Fund Summary

Fund	Name	Period	Amount
1	Water District Fund	4/2016	741,590.18
			<u>741,590.18</u>



Coastside County Water District

Monthly Budget Report Account Summary

For Fiscal: Current Period Ending: 04/30/2016

	April Budget	April Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget	
Revenue										
RevType: 1 - Operating										
1-4120-00	Water Revenue	930,289.00	721,393.98	-208,895.02	-22.45 %	8,276,032.00	7,521,699.68	-754,332.32	-9.11 %	9,863,916.00
	Total RevType: 1 - Operating:	930,289.00	721,393.98	-208,895.02	-22.45 %	8,276,032.00	7,521,699.68	-754,332.32	-9.11 %	9,863,916.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	3,333.33	3,000.00	-333.33	-10.00 %	33,333.30	70,229.20	36,895.90	110.69 %	40,000.00
1-4180-00	Late Notice - 10% Penalty	7,500.00	-154.87	-7,654.87	-102.06 %	75,000.00	55,944.07	-19,055.93	-25.41 %	90,000.00
1-4230-00	Service Connections	833.00	2,073.00	1,240.00	148.86 %	8,330.00	11,574.34	3,244.34	38.95 %	10,000.00
1-4920-00	Interest Earned	637.50	1,156.62	519.12	81.43 %	2,550.00	3,595.17	1,045.17	40.99 %	2,550.00
1-4930-00	Tax Apportionments/County Checks	200,000.00	241,666.11	41,666.11	20.83 %	595,000.00	708,282.82	113,282.82	19.04 %	600,000.00
1-4950-00	Miscellaneous Income	3,083.00	307.36	-2,775.64	-90.03 %	30,830.00	23,312.14	-7,517.86	-24.38 %	37,000.00
1-4955-00	Cell Site Lease Income	11,603.75	12,129.09	525.34	4.53 %	116,037.50	119,546.04	3,508.54	3.02 %	139,245.00
1-4965-00	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00 %	200,000.00	325,710.11	125,710.11	62.86 %	200,000.00
	Total RevType: 2 - Non-Operating:	226,990.58	260,177.31	33,186.73	14.62 %	1,061,080.80	1,318,193.89	257,113.09	24.23 %	1,118,795.00
	Total Revenue:	1,157,279.58	981,571.29	-175,708.29	-15.18 %	9,337,112.80	8,839,893.57	-497,219.23	-5.33 %	10,982,711.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	223,488.00	86,489.22	136,998.78	61.30 %	2,256,133.00	1,928,684.18	327,448.82	14.51 %	2,871,947.00
1-5230-00	Nunes T P Pump Expense	2,458.00	2,400.00	58.00	2.36 %	24,580.00	25,146.84	-566.84	-2.31 %	29,500.00
1-5231-00	CSP Pump Station Pump Expense	9,233.00	18,000.00	-8,767.00	-94.95 %	222,838.00	242,586.01	-19,748.01	-8.86 %	307,052.00
1-5232-00	Other Trans. & Dist Pump Expense	1,067.00	2,000.00	-933.00	-87.44 %	10,670.00	14,967.38	-4,297.38	-40.28 %	12,800.00
1-5233-00	Pilarcitos Canyon Pump Expense	3,801.00	5,151.26	-1,350.26	-35.52 %	17,626.00	26,520.79	-8,894.79	-50.46 %	18,000.00
1-5234-00	Denniston T P Pump Expense	12,767.00	9,003.71	3,763.29	29.48 %	75,914.00	45,173.73	30,740.27	40.49 %	90,100.00
1-5242-00	CSP Pump Station Operations	708.00	613.55	94.45	13.34 %	7,082.00	7,944.49	-862.49	-12.18 %	8,500.00
1-5243-00	CSP Pump Station Maintenance	3,083.33	947.91	2,135.42	69.26 %	30,833.30	5,661.16	25,172.14	81.64 %	37,000.00
1-5246-00	Nunes T P Operations - General	3,771.00	2,200.01	1,570.99	41.66 %	41,835.00	46,500.43	-4,665.43	-11.15 %	52,764.00
1-5247-00	Nunes T P Maintenance	4,625.00	2,622.13	2,002.87	43.31 %	46,250.00	48,419.47	-2,169.47	-4.69 %	55,500.00
1-5248-00	Denniston T P Operations-General	4,251.00	572.32	3,678.68	86.54 %	25,278.00	26,933.68	-1,655.68	-6.55 %	30,000.00
1-5249-00	Denniston T.P. Maintenance	2,667.00	-4,216.19	6,883.19	258.09 %	26,670.00	29,740.48	-3,070.48	-11.51 %	32,000.00
1-5250-00	Laboratory Expenses	3,333.00	10,797.01	-7,464.01	-223.94 %	33,332.00	42,517.41	-9,185.41	-27.56 %	40,000.00
1-5260-00	Maintenance - General	22,375.00	8,079.37	14,295.63	63.89 %	223,750.00	188,320.20	35,429.80	15.83 %	268,500.00
1-5261-00	Maintenance - Well Fields	0.00	4,815.00	-4,815.00	0.00 %	40,000.00	30,807.20	9,192.80	22.98 %	40,000.00
1-5263-00	Uniforms	0.00	0.00	0.00	0.00 %	0.00	5,318.53	-5,318.53	0.00 %	0.00
1-5300-00	Studies & Surveys	0.00	3,502.50	-3,502.50	0.00 %	0.00	3,502.50	-3,502.50	0.00 %	0.00
1-5318-00	Studies/Surveys/Consulting	20,000.00	17,216.70	2,783.30	13.92 %	200,000.00	130,552.99	69,447.01	34.72 %	240,000.00

Monthly Budget Report

For Fiscal: Current Period Ending: 04/30/2016

	April Budget	April Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
1-5321-00 Water Resources	3,083.33	1,946.98	1,136.35	36.85 %	30,833.30	37,738.62	-6,905.32	-22.40 %	37,000.00
1-5322-00 Community Outreach	7,925.00	1,982.46	5,942.54	74.98 %	79,250.00	9,598.86	69,651.14	87.89 %	95,100.00
1-5381-00 Legal	5,000.00	6,117.55	-1,117.55	-22.35 %	50,000.00	70,130.65	-20,130.65	-40.26 %	60,000.00
1-5382-00 Engineering	1,166.66	480.00	686.66	58.86 %	11,666.60	8,056.79	3,609.81	30.94 %	14,000.00
1-5383-00 Financial Services	0.00	0.00	0.00	0.00 %	24,000.00	9,360.00	14,640.00	61.00 %	24,000.00
1-5384-00 Computer Services	8,650.00	4,254.51	4,395.49	50.81 %	86,500.00	68,722.17	17,777.83	20.55 %	103,800.00
1-5410-00 Salaries/Wages-Administration	81,675.38	68,370.62	13,304.76	16.29 %	898,429.18	759,714.98	138,714.20	15.44 %	1,061,780.00
1-5411-00 Salaries & Wages - Field	86,038.92	86,532.30	-493.38	-0.57 %	946,428.12	929,213.74	17,214.38	1.82 %	1,118,506.00
1-5420-00 Payroll Tax Expense	11,773.53	11,859.63	-86.10	-0.73 %	129,508.84	119,472.79	10,036.05	7.75 %	153,056.00
1-5435-00 Employee Medical Insurance	43,954.75	35,518.14	8,436.61	19.19 %	439,547.50	376,079.42	63,468.08	14.44 %	527,457.00
1-5436-00 Retiree Medical Insurance	0.00	5,802.19	-5,802.19	0.00 %	0.00	18,634.18	-18,634.18	0.00 %	0.00
1-5440-00 Employees Retirement Plan	38,870.92	39,776.40	-905.48	-2.33 %	427,580.12	402,622.52	24,957.60	5.84 %	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	2,278.75	2,359.25	50.87 %	46,377.00	36,594.65	9,782.35	21.09 %	55,650.00
1-5620-00 Office Supplies & Expense	13,706.25	8,582.82	5,123.43	37.38 %	137,062.50	143,660.75	-6,598.25	-4.81 %	164,475.00
1-5625-00 Meetings / Training / Seminars	2,000.00	196.20	1,803.80	90.19 %	20,000.00	14,472.77	5,527.23	27.64 %	24,000.00
1-5630-00 Insurance	16,250.00	10,092.00	6,158.00	37.90 %	102,500.00	86,021.44	16,478.56	16.08 %	115,000.00
1-5687-00 Membership, Dues, Subscript.	5,940.83	17,055.00	-11,114.17	-187.08 %	59,408.30	58,130.27	1,278.03	2.15 %	71,290.00
1-5688-00 Election Expenses	0.00	0.00	0.00	0.00 %	25,000.00	0.00	25,000.00	100.00 %	25,000.00
1-5689-00 Labor Relations	500.00	0.00	500.00	100.00 %	5,000.00	0.00	5,000.00	100.00 %	6,000.00
1-5700-00 San Mateo County Fees	1,475.00	0.00	1,475.00	100.00 %	14,750.00	16,984.84	-2,234.84	-15.15 %	17,700.00
1-5705-00 State Fees	1,333.33	557.00	776.33	58.22 %	13,333.30	11,538.88	1,794.42	13.46 %	16,000.00
Total ExpType: 1 - Operating:	651,609.23	471,597.05	180,012.18	27.63 %	6,829,966.06	6,026,045.79	803,920.27	11.77 %	8,358,799.00
ExpType: 4 - Capital Related									
1-5712-00 Debt Service/Existing Bonds 2006B	0.00	0.00	0.00	0.00 %	485,889.00	482,491.78	3,397.22	0.70 %	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	0.44 %	338,024.00
Total ExpType: 4 - Capital Related:	0.00	0.00	0.00	0.00 %	823,913.00	819,037.57	4,875.43	0.59 %	823,913.00
Total Expense:	651,609.23	471,597.05	180,012.18	27.63 %	7,653,879.06	6,845,083.36	808,795.70	10.57 %	9,182,712.00
Report Total:	505,670.35	509,974.24	4,303.89		1,683,233.74	1,994,810.21	311,576.47		1,799,999.00

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
April 30, 2016**

RESERVE BALANCES

CAPITAL AND OPERATING RESERVE	\$2,283,529.51
RATE STABILIZATION RESERVE	\$250,000.00
TOTAL DISTRICT RESERVES	\$2,533,529.51

ACCOUNT DETAIL

ACCOUNTS WITH FIRST NATIONAL BANK (FNB)	
CHECKING ACCOUNT	\$771,259.46
CSP T & S ACCOUNT	\$737,162.51
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$1,024,407.54
DISTRICT CASH ON HAND	\$700.00
TOTAL ACCOUNT BALANCES	\$2,533,529.51

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

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

4/30/2016

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	\$ 161,566	\$ 200,000	\$ (50,000)	108%	In progress
16-06	Portable Work Lights	\$ 6,000	\$ 9,208	\$ 9,208	\$ (3,208)	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	\$ 6,976	\$ 7,000	\$ (4,000)	233%	

Facilities & Maintenance

08-08	PRV Valves Replacement Project	\$ 30,000	\$ 49,246	\$ 60,000	\$ (30,000)	164%	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	\$ 81,622	\$ 150,000	\$ -	54%	Software transition to be complete by 5/2016
99-01	Meter Change Program	\$ 10,000	\$ 53,093	\$ 70,000	\$ (60,000)	531%	

Pipeline Projects

07-03	Pilarcitos Canyon Pipeline Replacement	\$ 100,000	\$ 10,100	\$ 100,000	\$ -	10%	Evaluating design
10-01	El Granada Pipeline Final Phase Replacement Project	\$ 2,000,000	\$ 430,898	\$ 850,000	\$ 1,150,000	22%	Construction in process- to be completed 5/2016
14-01	Replace 12" Welded Steel Line on Hwy 92 with 8" DI	\$ 300,000		\$ -	\$ 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	\$ 295,000	0%	Design complete, may not need tank
13-11	EG Tank #1 & Tank #2 Emergency Generators	\$ 75,000	\$ 6,635	\$ 100,000	\$ (25,000)	9%	Will go out to bid in May 2016

Water Supply Development

10-02	Denniston Pump Station & Pipeline Project (formerly Bridgeport Drive Pipeline Replacement Project)	\$ 110,000	\$ 314,333	\$ 350,000	\$ (240,000)		In design
12-04	Denniston Treated Water Booster Station	\$ 200,000			\$ 200,000		See above line. This project is combined with 10-02.
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	\$ 36,878	\$ 50,000	\$ -		
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%	
-------	--	-----------	--	-----------	------	----	--

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

4/30/2016

		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
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%	
99-05	Denniston Maintenance Dredging	\$ 35,000		\$ -	\$ 35,000	0%	Will not dredge this year

FY 15/16 TOTALS \$ 4,284,000 \$ 1,291,639 \$ 2,196,208 \$ 2,087,792

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 Building Repair/Remodel Project		\$ 80,809	\$ 80,809			Completed, Retention Paid

PREVIOUS YEAR TOTALS \$ - \$ 130,194 \$ 130,488 \$ (130,488) In Progress

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

	Ventura/Washington Pipeline Replacement Project		\$ 437,427	\$ 437,427			Completed, Retention Paid
	Water Recycling		\$ 51,743	\$ 55,000			
	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		\$ 14,158	\$ 14,158			
	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		\$ 9,101	\$ 9,101			
	Hydraulic Model Update and Analysis		\$ 99	\$ 99			

NON-BUDGETED TOTALS \$ - \$ 561,813 \$ 565,070 \$ (565,070)

CIP TOTALS \$ 4,284,000 \$ 1,983,646 \$ 2,891,766 \$ 1,392,234

**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
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
Mar-16	8,572		272		60	8,282				17,187
Apr-16	8,014			900	91	2,640				11,645
TOTAL	53,444	2,234	2,095	9,219	16,675	20,004	5,439	0	1,058	110,169

**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
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
Mar-16	2,291	5,812		8,103	
Apr-16	480	10,650	2,789	13,919	2,789
TOTAL	9,249	93,656	17,425	120,331	17,425

Calcon T&M Projects Tracking

Project No.	Name	Acct No.	Proposal Date	Approved Date	Project Budget	9/30/15	10/31/15	11/30/15	12/31/15	1/31/16	2/29/16	3/30/16	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		\$5,633.06	\$1,048.50			
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 Calrifier SCADA Data		4/2/14	4/7/14	\$4,125.00								\$4,077.50	\$47.50	
CAL-14-03	Nunes Surface Scatter Turbidimeter		4/2/14	4/7/14	\$2,009.50								\$0.00	\$2,009.50	
CAL-14-04	Phase I Control System Upgrade		4/2/14	4/7/14	\$75,905.56								\$44,459.14	\$31,446.42	
CAL-14-06	Miramar Control Panel		8/28/14	8/28/14	\$37,953.00								\$27,980.71	\$9,972.29	
CAL-14-08	SFWater Flow & Data Logger/Cahill Tank		8/20/2014	8/20/2014	\$1,370.00								\$1,372.00	-\$2.00	
CAL-15-01	Main Street Monitors												\$6,779.42	-\$6,779.42	
CAL-15-02	Denniston To Do List												\$2,930.00	-\$2,930.00	
CAL-15-03	Nunes & Denniston Turbidity Meters				\$6,612.50								\$5,833.26	\$779.24	
CAL-15-04	Phase II Control System Upgrade					\$7,292.50	\$22,711.88	\$16,250.78	\$44,910.86	\$24,466.83	\$14,452.50	\$9,528.20	\$139,613.55	-\$139,613.55	
CAL-15-05	Permanganate Water Flow					\$1,567.15							\$1,567.15	-\$1,567.15	
					\$244,391.23	\$8,859.65	\$22,711.88	\$16,250.78	\$44,910.86	\$24,466.83	\$14,452.50	\$9,528.20	\$407,182.99	-\$156,179.26	

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE BOARD OF DIRECTORS MEETING

Tuesday, April 12, 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 Steve Flint. Vice-President Glenn Reynolds was absent.

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

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending March 31, 2016:
Claims: \$700,382.33; Payroll: \$91,952.50 for a total of \$792,334.83
➤ *March 2016 Monthly Financial Claims reviewed & approved by Director Flint*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of March 8, 2016 Special Board of Directors Meeting
- D. Approval of Minutes of March 8, 2016 Regular Board of Directors Meeting
- E. Approval of Minutes of April 5, 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 - March 2016
- I. Monthly Emergency Main and Service Repairs Report
- J. Rainfall Reports
- K. SFPUC Hydrological Report for February 2016
- L. SFPUC Hydrological Report for March 2016
- M. Monthly Water Transfer Report

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

ON MOTION BY Director Coverdell and seconded by Director Flint, the Board voted to accept and approve the Consent Calendar in its entirety:

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Flint stated that he has announced his resignation from the Coastside County Water District Board effective as of this meeting due to a recent move to a residence just outside of the District’s service boundaries. He added that it has been a privilege to serve on the Board.

Oh behalf of the Board, President Glassberg, Director Coverdell, and Director Mickelsen highlighted Director Flint’s contributions to the District and thanked him for his service.

6) GENERAL BUSINESS

A. Water Audit for Fiscal Year 2013-2014

Ms. Brennan began her presentation by providing the background of the Board’s authorization for staff to contract with Water Systems Optimization, Inc. (WSO, Inc.) in July of 2014 to complete an annual water audit, evaluate water loss control opportunities and provide guidance for the implementation of a water loss control program. She reviewed voluntary and regulatory requirements, followed by a summary and validation of the audit results. She also reviewed recommendations for the water loss control program and audit validation in detail. Ms. Brennan thanked CCWD staff members for their assistance with this project and answered a few brief questions from the Board members. She also introduced Reinhard Sturm, with WSO, Inc., who explained how a technical assistance program is being developed which will assist with these program requirements going forward with future requirements and submittals.

B. Resolution Authorizing an Amendment to Contract with California Public Employees’ Retirement System for Partial Service Retirement

Mr. Dickson explained that the proposed resolution would revise the District’s contract with CalPERS to add a partial service retirement option, completing an amendment process that began with the Board’s passage of a Resolution of Intention (Resolution No. 2016-02) at the March 8, 2016 meeting. He distributed a revised resolution to replace the resolution attached to the staff report, explaining that CalPERS requires that the Board approve the resolution exactly as provided by CalPERS without the minor modifications staff had made. There were no questions or comments from the Board about the resolution or the amendment to the contract.

ON MOTION BY Director Flint and seconded by Director Mickelsen, the Board voted, by roll call vote, to adopt Resolution 2016-03, a Resolution Authorizing an Amendment to Contract between the Board of Administration California Public Employees’ Retirement System and the Board of Directors, Coastside County Water District:

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

C. Quarterly Financial Review – FY 2015-2016

Ms. Rogren reviewed year-to-date revenue and expenses for the first nine months of Fiscal Year 2015-2016, explaining that lower than planned expenses had offset a 7.4% shortfall in water revenue, putting net contribution to capital and reserves close to the budgeted level. She also reviewed current estimates for the District’s FY 2016 Capital Improvement Program.

D. Salary Schedule Effective July 1, 2016

Ms. Rogren advised the Board that the California Public Employees’ Retirement System requires that the Board approve the salary schedule annually. She reviewed components of the proposed salary schedule, including a 3% COLA increase for employees (per the Memorandum of Understanding with the union) and the incorporation of \$221 per pay period into the Administrative Assistant’s base rate for Board-related duties previously paid out as “special compensation”, as required by a recent CalPERS audit.

ON MOTION BY Director Mickelsen and seconded by Director Flint, the Board voted, by roll call vote, to approve the Fiscal Year 2016-2017 Salary Schedule (effective July 1, 2016):

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

E. Updated Fiscal Year 2016-2017 Budget Process Timeline - Information Only

Mr. Dickson referenced the updated timeline, noting the scheduling of an additional District Finance Committee meeting on April 28th and reviewed some of the budget related tasks that are scheduled to be accomplished at the May and June Board meetings.

F. Draft Fiscal Year 2016-2017 Operations Budget and Draft Fiscal Year 2016/2017 to 2025/2026 Capital Improvement Program

President Glassberg reiterated that the Draft Budgets are presented in the Board packets over the period of several months with the goal in mind to allow the public multiple opportunities to view the budget and provide input. Ms. Rogren advised that these budget documents contain no revisions or additions to the package reviewed by the Board in the recent Budget Workshop conducted on April 5, 2016.

7) GENERAL MANAGER'S REPORT & MONTHLY INFORMATIONAL REPORTS

- Recycled Water Update - Mr. Dickson advised that there continues to be a great deal of enthusiasm with regards to recycled water, but the progress slow. He reported that the Recycled Water Committee met on March 21, 2016, at which time the District presented Kennedy/Jenks' Technical Memo # 2, which describes the recycled water transmission facilities that Coastside County Water District (CCWD) will need and estimates the cost at about \$1.2 million. He added that the Committee suggested that the Sewer Authority Mid Coastside (SAM) and CCWD staff should begin working on a term sheet for a recycled water agreement between the agencies. He also reported that the SAM Manager Beverli Marshall has reported that SAM is attempting to get

a preliminary design budget approved by all of the member agencies as a next step.

- San Francisco Water Supply Availability- Mr. Dickson referenced the Final Water Supply Availability Estimate for the upcoming fiscal year, as required under the Water Supply Agreement, which concludes that “San Francisco will not request further action of its customers beyond the current State Water Resources Control Board mandatory conservation requirements”.
- A. Operations Report – Mr. Guistino reviewed monthly operations highlights, including well activity, and the Stone Dam Pipeline Replacement Project.

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 8:26 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 SPECIAL MEETING OF THE BOARD OF DIRECTORS

Thursday, April 28, 2016

- 1) **ROLL CALL** - President Arnie Glassberg called the special meeting to order at 4:01 p.m. Present at roll call: Directors Ken Coverdell, Chris Mickelsen, and Vice-President Glenn Reynolds. David Dickson, General Manager; Mary Rogren, Assistant General Manager, and JoAnne Whelen, Administrative Assistant/Recording Secretary were also in attendance.
- 2) **PLEDGE OF ALLEGIENCE**
- 3) **PUBLIC COMMENT** - There were no public comments
- 4) **SPECIAL ORDER OF BUSINESS**

A. Review Statements of Interest and Qualifications for Filling Vacancy on the Board and Discuss the Process for Filling the Vacancy

President Glassberg reviewed the background of the vacancy, reiterating that Steve Flint had resigned from his position on the Board of Directors effective April 12, 2016, due to his relocation to a residence which was located outside of the District's service boundaries. He then summarized the Board's options to fill the vacancy, which included conducting a special election or the Board could make an appointment of a Director. He explained that to save the expense of a special election, the Board had decided to make an appointment and at the April 5, 2016 special CCWD Board meeting, the Board gave direction for an open and efficient search process, with President Glassberg and Vice-President Reynolds assigned to the task of reviewing the candidates' statements of interest and making recommendations regarding filling the vacancy.

President Glassberg explained that he and Vice-President Reynolds had met recently to review the statements of qualifications/letters of interest from the candidates. After further discussion of selection criteria and following comments by Board members on the excellence of the applicants,

President Glassberg stated the he and Vice-President Reynolds were recommending to the Board that Bob Feldman be appointed to fill the current

Board vacancy based on his past service, experience and expertise and continued involvement with the District.

B. Consider Adopting Resolution Making an Appointment to Fill the Vacancy on the Board

ON MOTION BY Vice-President Reynolds and seconded by Director Coverdell, the Board voted by roll call vote to fill the vacant position opened by Steve Flint's resignation with the appointment of Robert C. Feldman:

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

C. Appoint Agency Designated Representative(s) for Labor Negotiations between the District and the General Manager, an Unrepresented Employee, in connection with Partial Service Retirement

President Glassberg explained that this matter consists of the Board's appointment of a representative to work with the General Manager regarding his partial service retirement. Director Mickelsen recommended that President Glassberg serve in this capacity based on his previous experience as a school district superintendent. Vice-President Reynolds and Director Coverdell agreed and supported the recommendation. Based on Board consensus, President Glassberg was appointed to serve as the Agency Designated Representative for Labor Negotiations between the District and the General Manager in connection with partial service retirement.

Prior to adjournment of the special meeting, President Glassberg administered the Oath of Office to Bob Feldman. Director Feldman thanked the Board, stating that he too was very impressed with the other candidates and encouraged them to stay involved with the District.

5) ADJOURNMENT - The special meeting was adjourned at 4:30 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary of the District

Arnie Glassberg, President
Board of Directors

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: May 10, 2016

Report

Date: May 4, 2016

Subject: Monthly Water Transfer Report - April 2016

Recommendation:

None. For Board information purposes only.

Background:

At the December 10, 2002 Board meeting and November 18, 2003 Special Board meeting, the Board made several changes to the District's water transfer policy. One of the changes directed the General Manager to approve routine water transfer applications that met the District's criteria as embodied in Resolution 2002-17 and Resolution 2003-19. The General Manager was also directed to report the number of water transfers approved each month as part of the monthly Board packet information.

During the month of April, two applications to transfer one and one-half (1.5) -- 5/8" (20 gpm) non-priority water service connections were approved. A spreadsheet reporting these transfers follows this report as well as the approval memorandums from Patrick Miyaki and the confirmation letters from Gina Brazil.

**NON PRIORITY WATER TRANSFERS APPROVED FOR THE 2016 CALENDAR YEAR
MONTH OF APRIL 2016**

DONATING APN	PROPERTY OWNER(S)	RECIPIENT APN	PROPERTY OWNER(S)	# of CONNECTIONS	DATE
056-053-400	TDR Properties LLC	056-116-140	Charles & Trula Floyd	0.5 (half of 5/8")	April 8, 2016
047-218-280	Steve & Laralee Conran	056-115-080	Susan Boyer, Trustee	1 -- 5/8"	April 21, 2016

Memorandum

TO: Gina Brazil
FROM: Patrick T. Miyaki
DATE: April 8, 2016
RE: **Application to Transfer One-Half of an Uninstalled Non-Priority Water Service Connection from TDR Properties LLC to Charles & Trula Floyd, Trustees**

Gina, I have reviewed the Application to transfer one-half of a 5/8-inch (10 gpm) uninstalled non-priority water service connection from property owned by TDR Properties LLC (APN 056-053-400) to property owned by Charles & Trula Floyd, Trustees (APN 056-116-140).

The Application is generally in order and satisfies the requirements of the District's General Regulations Regarding Water Service, Section U, Transfer of Uninstalled Water Service Connection Rights.

Please do not hesitate to contact me if you have any questions or want to discuss this matter in more detail.

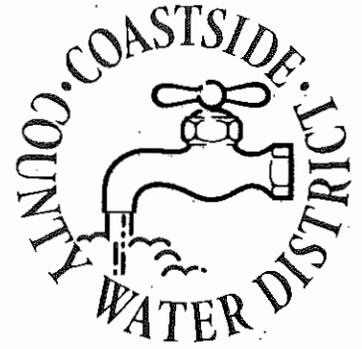
PTM:ld

cc: David Dickson

.

April 11, 2016

Tom DaRosa
TDR Properties LLC
1546 West Branch
Arroyo Granda, CA 93420



and

Charles & Trula Floyd
551 Alsace Lorraine
Half Moon Bay, CA 94019

RE: Approval - Request for Transfer of Water Service Connection Capacity

Dear Property Owners:

This is official confirmation that the Coastside County Water District has approved your request to transfer half (.5) - 5/8" non-priority water service connection. The result of this transfer is as follows:

- APN 056-053-400 has no present rights to uninstalled water service connections from the Coastside County Water District; and
- APN 056-116-140 - now has half (.5) -- 5/8" non-priority uninstalled water service connection assigned to it from the Crystal Springs Project. This parcel also has two - 5/8" existing non-priority uninstalled water service connection that is assigned to it. **With approval of this water transfer, this parcel will now have a total of two and one half (2.5) - 5/8" uninstalled water service connections assigned to it from the Crystal Springs project.**

Please be advised that the City Council of the City of Half Moon Bay has taken the position that the transfer of a water service connection meets the definition of "development" so as to require a coastal development permit from the City. Applicants are advised to investigate this issue further with the City of Half Moon Bay Planning Department if applicable. The Coastside County Water District, in approving this application, does not make any representations or warranties with respect to further permits or approvals required by other governmental agencies, including the City of Half Moon Bay.

Sincerely,

A handwritten signature in cursive script that reads "Gina Brazil".

Gina Brazil
Office Manager

cc: David Dickson, General Manager

Memorandum

TO: Gina Brazil
FROM: Patrick T. Miyaki
DATE: April 21, 2016
RE: **Application to Transfer One Uninstalled Non-Priority Water Service Connection from Steve & Laralee Conran to Susan Boyer, Trustee**

Gina, I have reviewed the Application to transfer one 5/8-inch uninstalled non-priority water service connection from property owned by Steve & Laralee Conran (APN 047-218-280) to property owned by Susan Boyer, Trustee (APN 056-115-080).

The Application is generally in order and satisfies the requirements of the District's General Regulations Regarding Water Service, Section U, Transfer of Uninstalled Water Service Connection Rights.

Please do not hesitate to contact me if you have any questions or want to discuss this matter in more detail.

PTM:slh

cc: David Dickson

.



April 21, 2016

Steve & Laralee Conran
P. O. Box 1632
El Granada, CA 94018

and

Susan D. Boyer
443 Miramontes Avenue
Half Moon Bay, CA 94019

RE: Approval - Request for Transfer of Water Service Connection Capacity

Dear Property Owners:

This is official confirmation that the Coastside County Water District has approved your request to transfer one - 5/8" non-priority water service connection. The result of this transfer is as follows:

- APN 047-218-280 has no present rights to uninstalled water service connections from the Coastside County Water District; and
- --APN-056-115-080 now has one (1) -- 5/8" (20 gpm) uninstalled non-priority water service -- -- connection assigned to it from the Crystal Springs Project.

Please be advised that the City Council of the City of Half Moon Bay has taken the position that the transfer of a water service connection meets the definition of "development" so as to require a coastal development permit from the City. Applicants are advised to investigate this issue further with the City of Half Moon Bay Planning Department if applicable. The Coastside County Water District, in approving this application, does not make any representations or warranties with respect to further permits or approvals required by other governmental agencies, including the City of Half Moon Bay.

Sincerely,

Gina Brazil
Office Manager

cc: David Dickson, General Manager

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	1	1			8
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				1				4
3/4" meter							1						1
1" meter													0
County Priority													
5/8" meter													0
3/4" meter			1										1
1" meter										1			1
Monthly Total	1	5	4	1	4	0	1	1	2	1	0	0	21

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	1	1			16.5
HMB Priority													0
County Non-Priority			1	1	1		1.5		1				5.5
County Priority			1.5							2.5			4
Monthly Total	1	7	4.5	1	4.5	0	1.5	1	2	3.5	0	0	26

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 Bertine	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
048-056-060	Carey, Tom	412 Lee Ave.	Mirmar	5/8"	dom	1-Mar-16	with 1" fire
048-021-400	Ralston, Randy	311 Magellan Ave.	Mirmar	5/8"	dom	25-Mar-16	with 1" fire
064-272-130	Moberg, Nils and Mary	654 Poplar St.	HMB	5/8"	dom	4-Apr-16	with 1" fire
047-081-390	Point Pillar Project Develop	280 Capistrano Rd	Princeton	1"	dom	11-Apr-16	with 4" 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	0.05	9.33	13.85	15.86	0.11	39.20	3.21	35.99
APR	0.00	18.08	13.24	10.30	1.96	43.58	3.26	40.32
MAY								
JUN								
TOTAL	0.05	69.27	64.82	34.05	311.43	479.61	26.82	452.79
% MONTHLY TOTAL	0.00%	41.48%	30.38%	23.64%	4.50%	100.00%	7.49%	92.51%
% ANNUAL TO DATE TOTAL	0.0%	14.4%	13.5%	7.1%	64.9%	100.0%	5.59%	94.4%
Local vs Imported-month	95.5%	4.50%	CCWD vs SFPUC- month		71.9%	28.1%		
Local vs Imported-annual	35.1%	64.9%	CCWD vs SFPUC- annual		28.0%	72.0%		
	Local Source	Imported Source						

12 Month Running Treated Total **551.54**

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

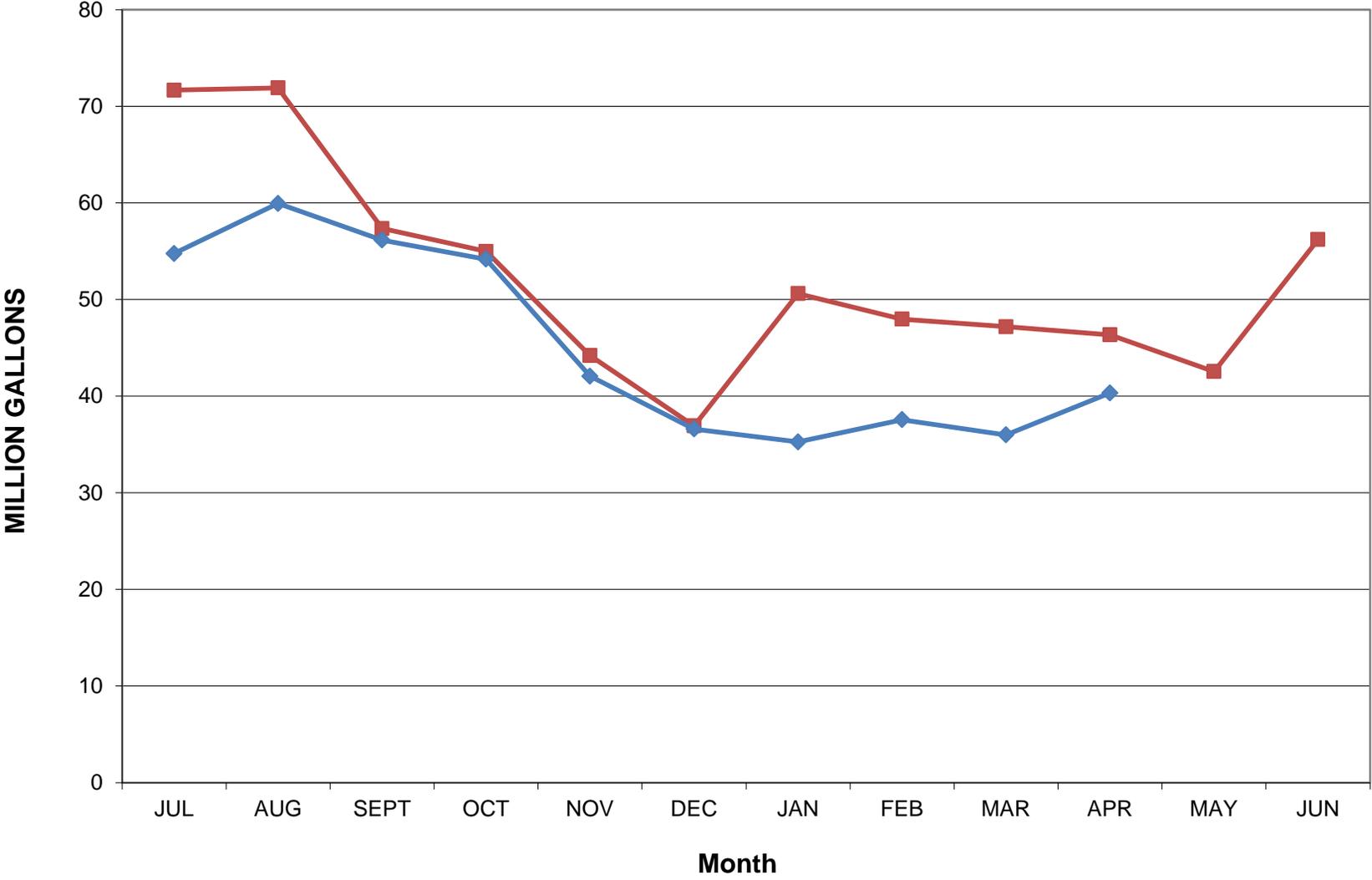
COASTSIDE COUNTY WATER DISTRICT

Predicted vs Actual Production - All Sources FY 16

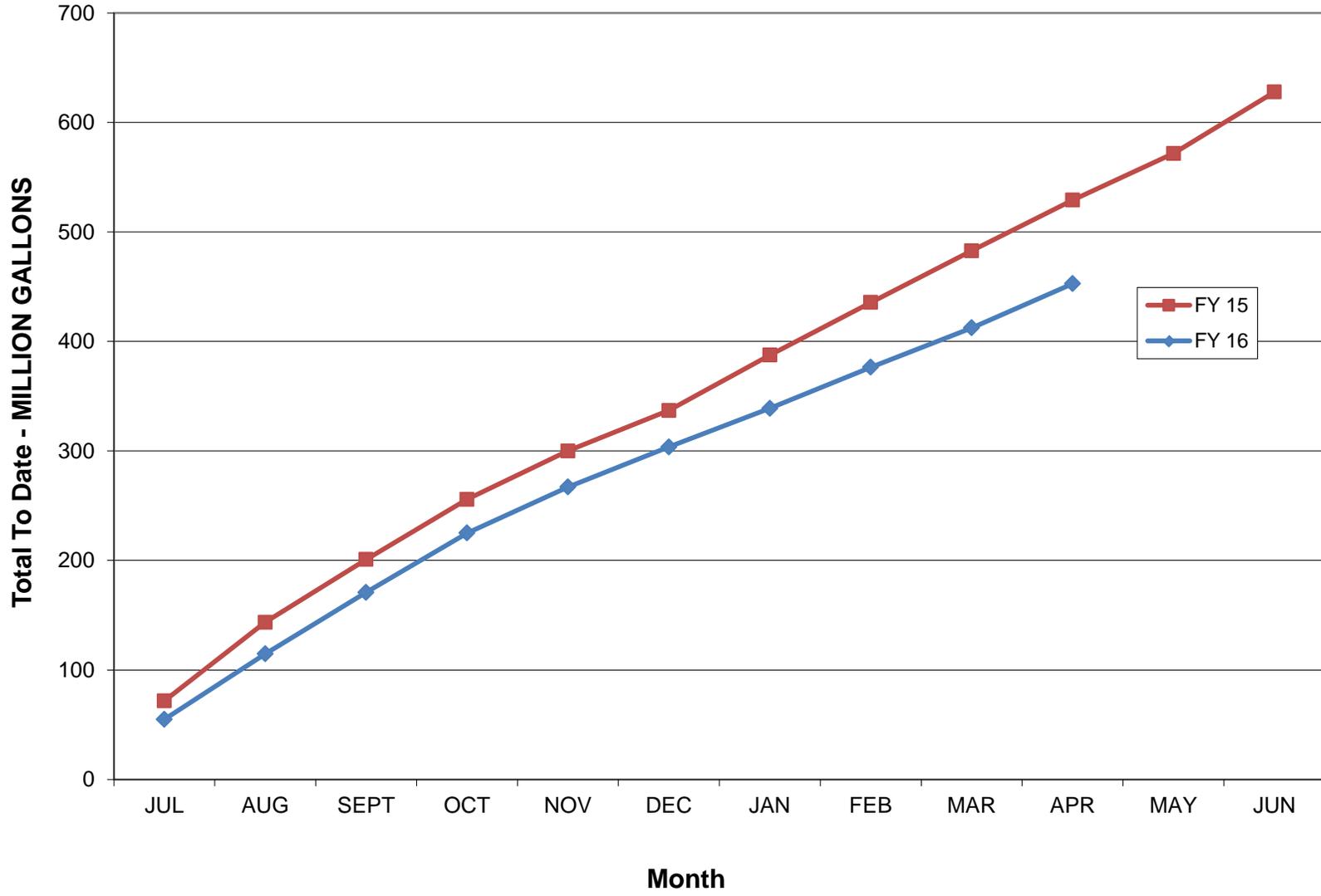
	Denniston Surface			Denniston Wells			Pilarcitos Wells			Pilarcitos Surface			SFWD CSP			SFWD Total	
	Actual MG	Predicted MG	pred-act	Actual MG	Predicted	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG
Jul-15	0.00	2.32	2.32	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	9.33	8.23	-1.10	0.05	0.60	0.55	13.85	8.98	-4.87	15.86	29.63	13.77	0.11	0.00	-0.11	15.97	29.63
Apr-16	18.08	6.73	-11.35	0.00	0.60	0.60	13.24	0.00	-13.24	10.30	28.22	17.92	1.96	13.39	11.43	12.26	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	69.27	38.45	-30.82	0.05	2.61	2.56	64.82	40.85	-23.97	34.05	124.88	90.83	311.42	295.97	-15.45	345.47	541.44

	Actual non SFPUC	Predicted non SFPUC	Actual SFPUC	Predicted SFPUC	TOTAL	Actual	Predicted	Pred-act
	134.14	81.91	345.47	420.85		479.61	502.76	23.15
% Total	27.97%	16.29%	72.03%	83.71%		95.40%		

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	Denniston Holding Pond	Autoflush	Tank Level Difference	Total		
JAN	1.070	1.430	2.500	0.005	0.022	0.000	0.006	0.000	0.013	0.139	0.002	2.686		
FEB	1.220	1.130	2.350	0.001	0.012	0.010	0.000	0.000	0.011	0.139	-0.326	2.197		
MAR	0.850	1.610	2.460	0.000	0.011	0.010	0.030	0.013	0.270	0.139	0.274	3.206		
APR	1.740	1.400	3.140	0.000	0.008	0.030	0.000	0.000	0.000	0.139	-0.054	3.263		
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	4.88	5.57	10.45	0.01	0.05	0.05	0.04			0.56	-0.11	11.35		

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

Plant Water Use*			Unmetered Water							2015			MG	
	Denniston Plant	Nunes Plant	Total	Main Flushing	Detector Checks*	Main Breaks	Fire Dept			Miscellaneous	Tank Level Difference	Total		
JAN	1.360	1.510	2.870	0.012	0.006	0.118	0.000			0.014	0.146	3.165		
FEB	1.030	1.240	2.270	0.000	0.010	0.000	0.000			0.014	0.066	2.359		
MAR	1.350	1.440	2.790	0.000	0.006	0.020	0.000			0.014	-0.129	2.701		
APR	1.240	1.510	2.750	0.000	0.010	0.014	0.100			0.014	-0.351	2.537		
MAY	0.020	1.580	1.600	0.000	0.007	0.299	0.000			0.014	-0.270	1.650		
JUN	2.090	0.000	2.090	0.000	0.025	0.105	0.000			0.014	0.669	2.904		
JUL	0.000	2.440	2.440	0.000	0.010	0.097	0.006			0.014	0.004	2.571		
AUG	0.000	2.500	2.500	0.000	0.010	0.000	0.000			0.019	-0.456	2.073		
SEP	0.000	2.300	2.300	0.005	0.138	0.065	0.000			0.014	0.408	2.930		
OCT	0.000	2.240	2.240	0.000	0.016	0.008	0.002			0.014	0.172	2.452		
NOV	0.000	2.690	2.690	0.004	0.029	0.000	0.000			0.014	-0.303	2.434		
DEC	1.110	1.750	2.860	0.000	0.010	0.040	0.020			0.090	0.025	3.045		
TOTAL	8.20	21.20	29.40	0.02	0.28	0.77	0.13			0.25	-0.02	30.82		

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	4/1/2016	4/6/16	Wavecrest Rd											
				M	2" Galv	21,600	N		\$600.00	\$200.00	3	4	\$600	\$1,400.00
2	4/4/2016	4/8/2016	575 Myrtle St											
				S	1"PI	7,200	N		\$1,200.00	\$518.00	4	6	\$1,200	\$2,918.00
3	4/13/2016	4/13/2016	520 Kelly											
				M	2"	1,500	N		\$835.00	\$220.00			\$720	\$1,775.00
4														
														\$0.00
5														
														\$0.00
6														
														\$0.00
7														
														\$0.00
8														
														\$0.00
Totals						30,300			\$2,635.00	\$938.00	7	10	\$2,520	\$6,093.00
*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 = 70		

MONTH												
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									Flushing Program			
2									Reservoir Cleaning			
3									Automatic Blowoffs	139,000		
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)		
				5 min	20 min	end	5 min	20 min	end		2	
1												
2												
ANNUAL REPRESENTATIVE MONITORING												
	Date	Location	Volume (gal)	pH	Chlorine Residual after dechlor (ppm)						PLANNED DISCHARGES GRAND TOTAL (MG)	
1											139,000	

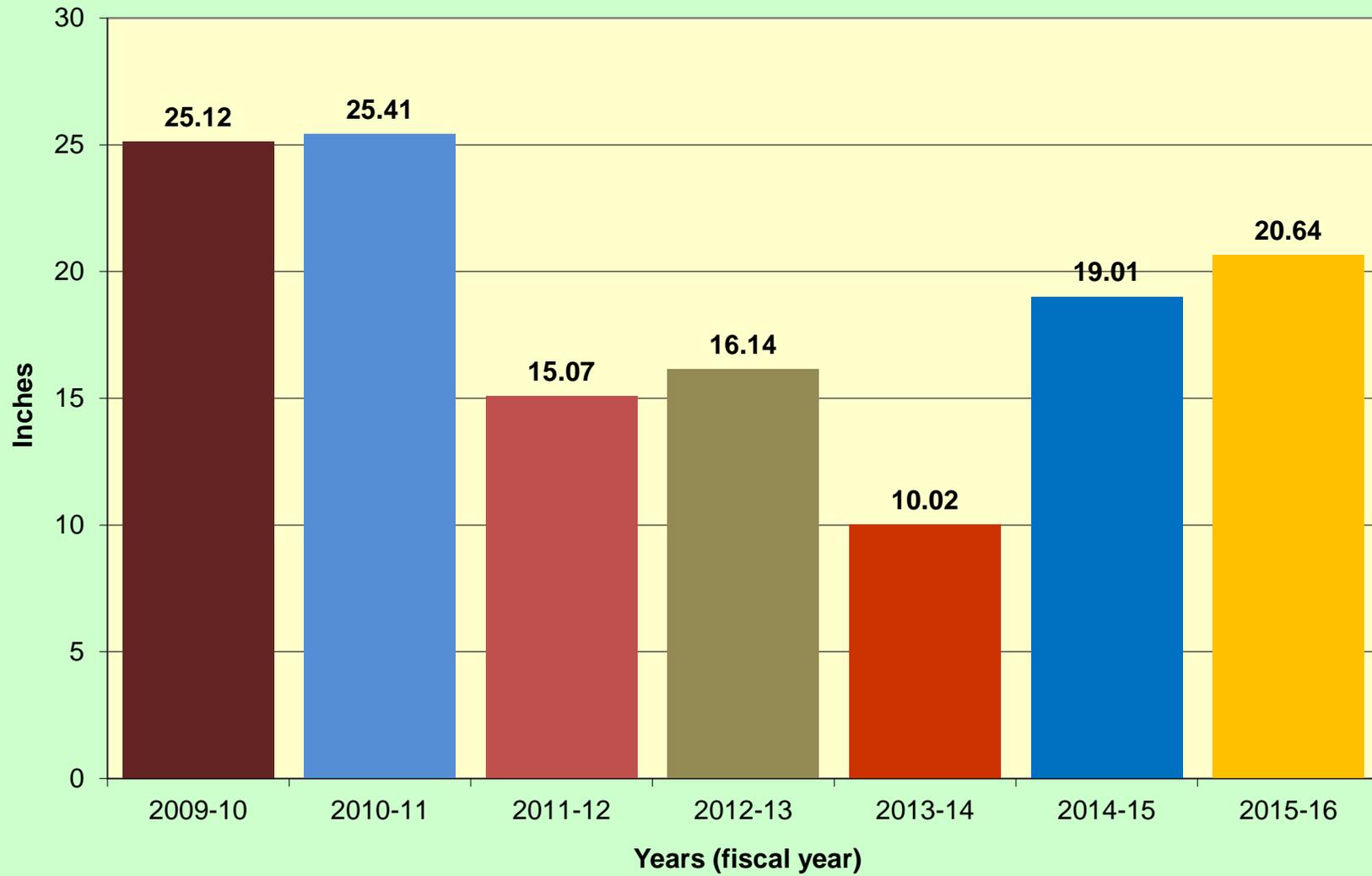
Coastside County Water District
 766 Main Street
 July 2015 - June 2016

District Office
 Rainfall in Inches

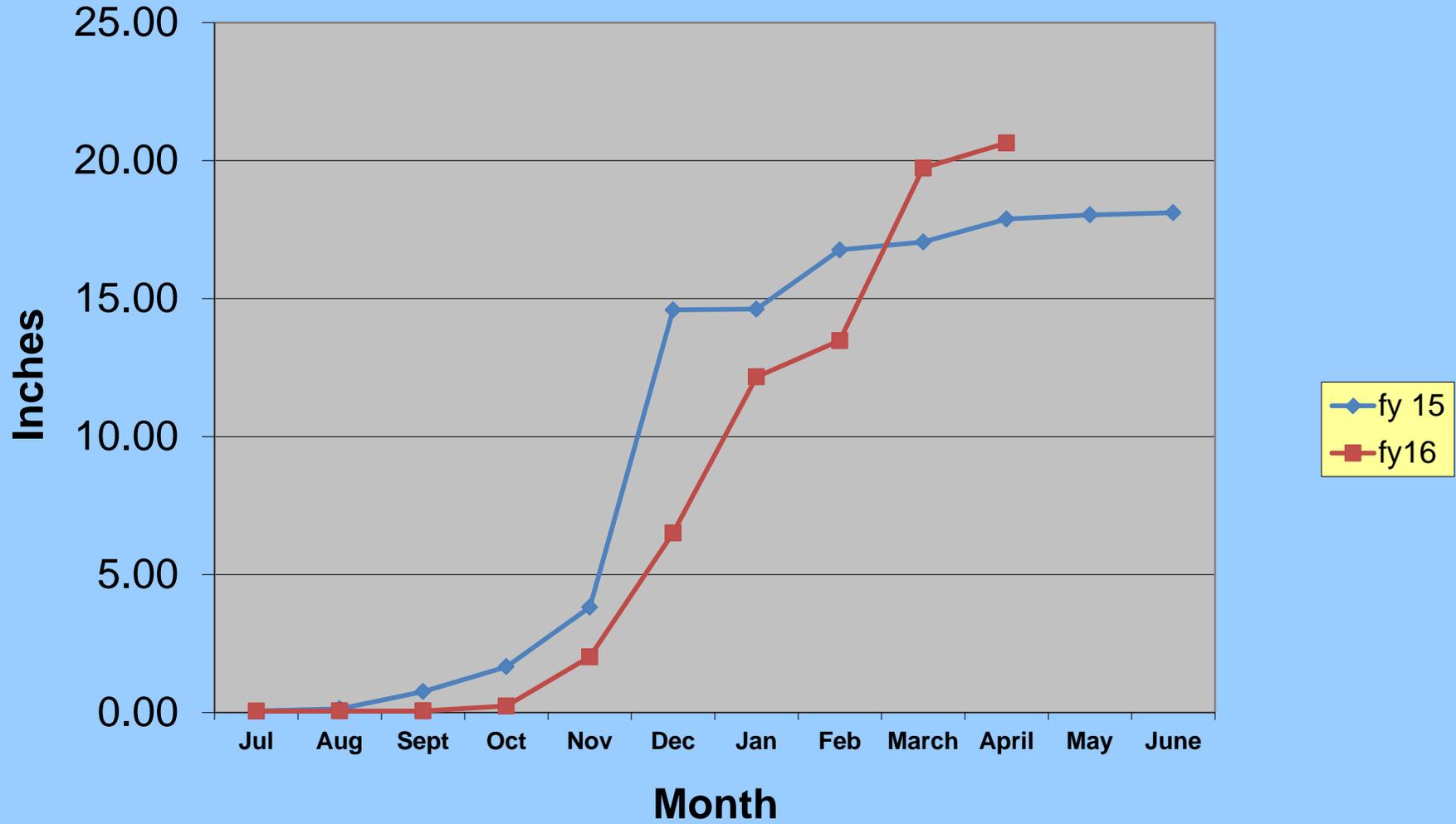
	2015						2016					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0	0	0	0.05	0	0	0	0	0		
2	0	0	0	0	0.57	0	0	0.33	0	0		
3	0	0	0	0	0	0.37	0.06	0	0.1	0		
4	0	0	0	0	0.01	0.02	0.12	0	0.44	0.01		
5	0.01	0	0	0	0	0	1.04	0	1.84	0.01		
6	0	0	0	0	0	0.14	0.91	0	0.98	0		
7	0	0	0	0	0	0.02	0.05	0	0.22	0		
8	0	0	0	0	0.02	0	0.01	0	0.04	0.18		
9	0.02	0	0	0	0.32	0.01	0.01	0	0.13	0.3		
10	0	0	0	0	0.01	0.44	0	0	0.76	0.18		
11	0	0.01	0	0	0	0.1	0	0	0.4	0.00		
12	0	0	0	0	0.01	0	0	0	0.37	0		
13	0	0	0	0	0	0.33	0.22	0.01	0.59	0		
14	0.01	0	0	0	0	0	0.15	0	0	0.1		
15	0.01	0	0	0	0.53	0	0.15	0	0	0		
16	0	0	0	0	0	0	0.12	0	0	0		
17	0	0	0	0	0	0	0.87	0.6	0	0		
18	0	0	0	0.05	0.01	0.38	0.26	0.17	0	0		
19	0	0	0	0.05	0.01	0.09	0.9	0.15	0	0		
20	0	0	0	0.01	0	0.89	0.01	0.01	0.3	0		
21	0	0	0	0.01	0.01	1.13	0	0	0.06	0.01		
22	0	0	0	0	0	0.23	0.24	0.01	0	0.08		
23	0	0	0	0.01	0	0	0.23	0	0.01	0		
24	0	0	0	0	0.18	0.25	0.01	0	0	0		
25	0	0	0	0	0.05	0.03	0	0	0	0		
26	0	0	0	0.01	0	0	0.01	0.02	0	0		
27	0	0	0	0.03	0	0.02	0	0.01	0.01	0.04		
28	0	0	0	0	0	0.02	0	0	0	0		
29	0	0	0	0	0	0.01	0.28	0.01	0	0		
30	0	0	0	0.01	0	0.01	0		0	0		
31	0	0		0		0	0		0			
Mon.Total	0.05	0.01	0.00	0.18	1.78	4.49	5.65	1.32	6.25	0.91	0.00	0.00
Year Total	0.05	0.06	0.06	0.24	2.02	6.51	12.16	13.48	19.73	20.64	20.64	20.64

Rain Totals

Fiscal Years 10 - 16



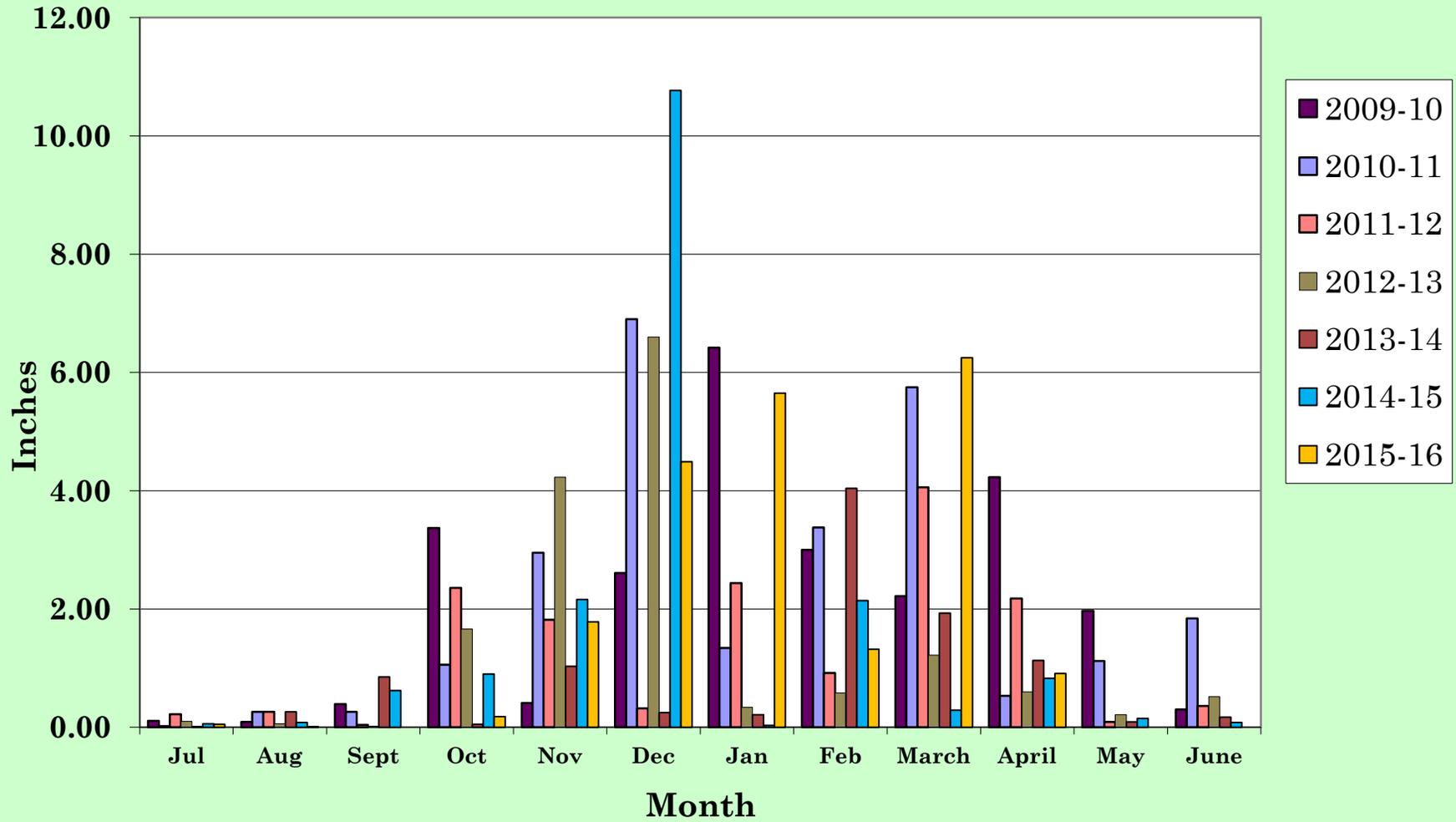
Rainfall Total Comparison Fiscal Years 15 and 16



Coastside County Water District

Rainfall by Month

Fiscal Years 09 - 15



MONTHLY CLIMATOLOGICAL SUMMARY for APR. 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	54.9	59.8	4:00p	50.4	1:00a	10.1	0.0	0.00	1.4	12.0	4:00p	W
2	53.5	58.5	3:30p	51.0	7:00a	11.5	0.0	0.00	1.6	13.0	12:30p	WNW
3	54.4	59.6	5:00p	50.1	6:00a	10.6	0.0	0.00	1.6	18.0	3:30p	W
4	55.5	61.5	3:30p	47.3	12:00m	9.5	0.0	0.01	2.2	16.0	4:00p	W
5	59.1	79.6	2:00p	44.4	4:30a	7.9	1.9	0.01	1.5	14.0	10:00a	E
6	72.6	89.6	4:00p	51.7	2:30a	1.9	9.6	0.00	4.0	23.0	12:30p	E
7	59.7	67.7	2:00p	54.2	4:30a	5.5	0.2	0.00	2.4	17.0	12:00p	WSW
8	58.7	63.8	2:30p	55.6	5:00a	6.3	0.0	0.18	1.0	8.0	2:00p	WSW
9	58.1	64.0	3:30p	56.2	12:00m	6.9	0.0	0.30	1.1	9.0	2:30p	WSW
10	55.3	57.2	3:30p	54.2	7:00a	9.7	0.0	0.18	0.9	8.0	4:30p	W
11	56.7	62.9	4:00p	53.3	5:00a	8.3	0.0	0.00	1.5	9.0	11:30a	WSW
12	55.2	59.2	4:30p	52.5	9:30p	9.8	0.0	0.00	1.8	13.0	4:30p	WNW
13	55.6	60.5	4:30p	49.7	11:00p	9.4	0.0	0.00	1.8	13.0	2:30p	W
14	54.7	61.0	4:00p	45.9	7:30a	10.3	0.0	0.10	2.8	15.0	2:00a	WNW
15	54.5	65.0	4:30p	43.5	7:00a	10.5	0.0	0.00	2.2	19.0	2:30p	WNW
16	61.2	76.2	1:30p	46.6	1:30a	6.5	2.7	0.00	1.7	13.0	10:00a	E
17	62.4	78.9	12:00p	47.6	4:00a	6.4	3.8	0.00	1.7	15.0	10:00a	E
18	60.0	75.0	2:30p	47.4	5:30a	6.9	1.9	0.00	1.0	8.0	3:30p	W
19	59.7	75.3	6:00p	48.2	12:00m	6.9	1.6	0.00	1.1	11.0	7:00p	E
20	58.4	71.9	3:00p	43.7	7:00a	7.7	1.1	0.00	1.5	9.0	2:30p	WSW
21	61.7	69.0	2:00p	57.8	6:30a	3.8	0.6	0.01	2.3	17.0	2:00p	WSW
22	58.5	63.2	4:30p	55.1	12:00m	6.5	0.0	0.08	4.2	18.0	10:30a	WSW
23	56.2	62.5	4:00p	47.5	7:00a	8.8	0.0	0.00	2.2	15.0	4:00p	WNW
24	56.7	61.7	1:00p	51.8	12:00m	8.3	0.0	0.00	4.5	22.0	5:00p	NE
25	53.5	59.3	2:30p	47.3	12:00m	11.5	0.0	0.00	4.8	24.0	4:30p	NE
26	51.1	58.7	3:30p	40.9	6:30a	13.9	0.0	0.00	1.7	19.0	3:00p	W
27	54.3	58.7	3:00p	51.7	11:30p	10.7	0.0	0.04	3.1	19.0	3:30p	NE
28	53.5	61.1	2:00p	44.2	7:00a	11.5	0.0	0.00	2.5	19.0	3:00p	W
29	54.4	59.8	4:00p	51.1	6:30a	10.6	0.0	0.00	3.1	25.0	9:30p	W
30	56.6	66.9	4:00p	44.7	4:30a	8.5	0.1	0.00	1.9	15.0	2:00p	E
	57.2	89.6	6	40.9	26	256.7	23.5	0.91	2.2	25.0	29	W

Max >= 90.0: 0
 Max <= 32.0: 0
 Min <= 32.0: 0
 Min <= 0.0: 0

Max Rain: 0.30 ON 04/09/16

Days of Rain: 6 (>.01 in) 3 (>.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 Dickson, General Manager

Agenda: May 6, 2016

Report

Date: May 10, 2016

Subject: FY2016/17 to FY 2021/2022 Financing Plan and Proposed Water Rate Increase; Cost of Service Analysis

Recommendation:

No Board action required at this time.

Background:

Financing Plan

The District utilizes a multi-year financing model (originally developed for the District by Bartle Wells Associates in 2009 and considered to be an industry standard approach) to evaluate the impact of its rate increases on the financial reserves of the District. In a presentation to the Board, staff will review the model, focusing on the attached pages detailing key assumptions and summarizing the series of rate increases needed to fund District operating and capital expenses and to build and maintain an adequate level of reserves.

Because maintaining an adequate level of reserves is vital for the District and represents the most important factor determining future rate increases, staff has incorporated additional cash reserve target levels within the model based upon input received from HF&H Consultants, the District's rate consultants. These target lines include:

Red Line	District policy minimum: 15% of operating revenue (2 months of cash)
Orange Line	New recommended minimum: 3 months of operating expenses + 50% of annual debt service payments
Purple Line	New recommended target: 3 months of operating expenses + 100% of annual debt service payments + 50% of revenue funded CIP

Considering the District's significant debt service obligations (approximately \$1M in FY 2016/17) and the cash flow requirements for debt service and CIP projects, staff recommends a minimum reserve target of 3 months of operating expenses plus 50% of annual debt service (Orange Line), and a future reserve target of 3

months of operating expenses plus 100% of annual debt service plus 50% of revenue funded CIP (Purple Line).

Based on the draft FY2016/17 Operations Budget and draft FY2016/17 to FY2025/26 CIP, and assuming minimal water sales increases in future years, staff recommends a 10% rate increase. A 10% increase will keep the District at the same reserve levels as FY2015/16 projected year-end. This level of reserves is at the recommended minimum level, but still well below the target level.

A rate increase of less than 10% would require drawing reserves below minimum recommended levels to fund CIP projects or deferring CIP projects and would leave the District more exposed to budget risks which could place further demands on reserves. For FY2016/17, these significant budget risks could impose additional costs exceeding \$500,000:

- The District may not be able to achieve the projected levels of use of local source water (vs. purchasing water from SFPUC) particularly if we have a “dry” winter. Potential impact \$200,000 - \$400,000+.
- Water sales continue to decline. (Budget assumes sales of 550 MG; April 2016 (12) month average = 540 MG. Potential impact: \$300,000+.)

In future years, given SFPUC projected rate increases and the budgeted level of capital spending, the model indicates that in order for the District to build reserves to adequate levels, rate increases in the 9-10% range will be necessary for several years.

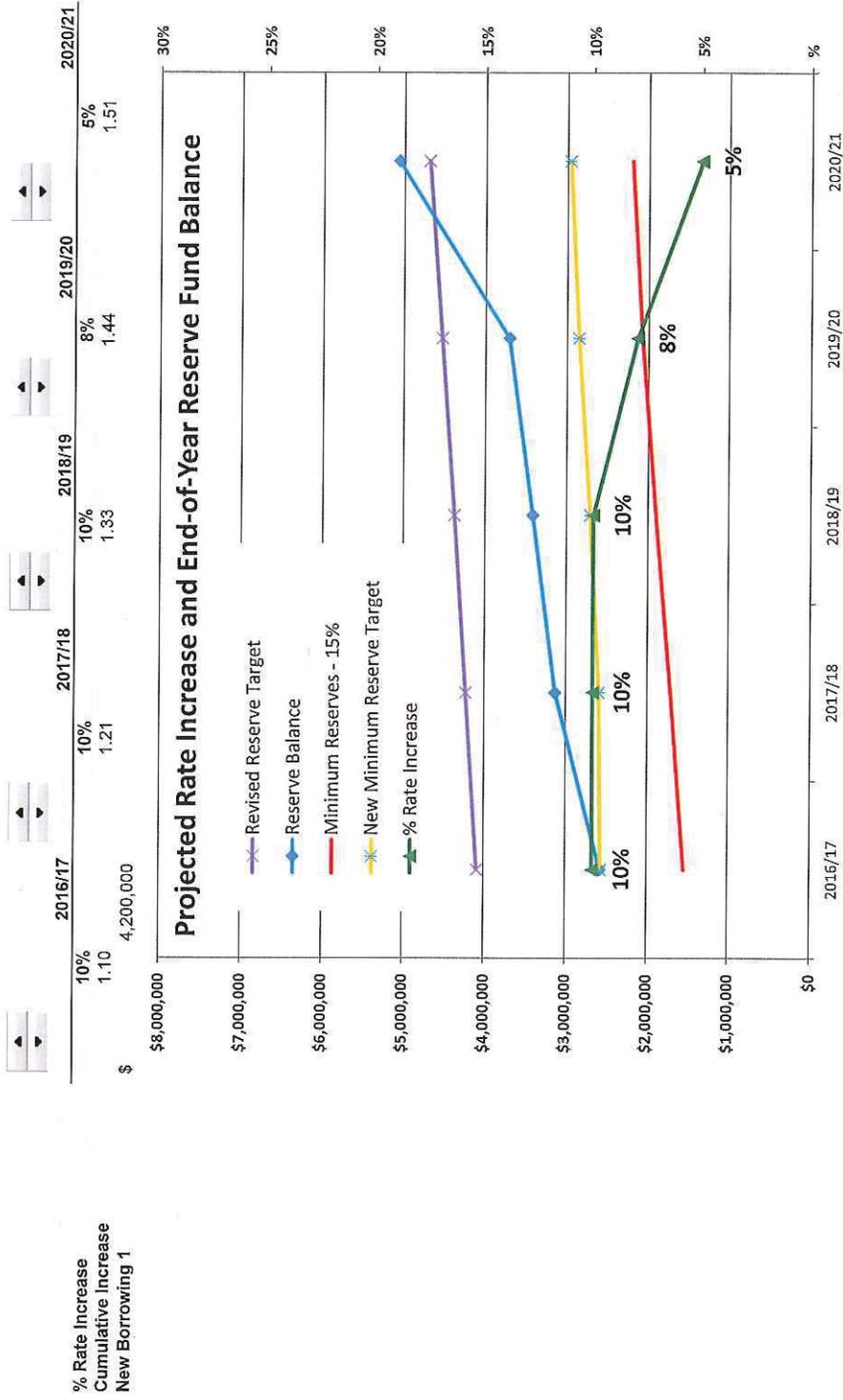
Cost of Service Analysis

In developing the Fiscal Year 2015/2016 budget, the District retained HF&H Consultants to evaluate the District’s rate structure and to develop cost-of-service-based rates which would comply with the substantive requirements of Proposition 218 as interpreted by the courts, including the April 2015 Appellate Court decision in Capistrano Taxpayers Association, Inc. v. City of San Juan Capistrano. Following recommendations in the HF&H analysis, detailed in a report dated May 8, 2015 and presented to the Board at its May 12, 2015 meeting, the District implemented significant changes to the its rate structure that resulted in a realignment of the tier breakpoints to reflect service cost allocations. The revised rate structure went into effect July 1, 2015.

The District retained HF&H again this year to assist in preparing the Fiscal Year 2016/2017 cost-of-service analysis and rate proposal. After consultation with HF&H, it was determined that the methodology and cost of service allocations used last year are still applicable. Therefore, staff proposes to apply the FY 2016/2017 proposed 10% rate increase uniformly across the District's rate structure based on the following considerations:

- Budgeted Fiscal Year 2016/2017 operating expenses differ by less than 0.5% from the expenses used as the basis for the Fiscal Year 2015/2016 cost-of-service analysis.
- The decline in water sales accounting for the majority of the overall rate increase results from increased conservation across all District customer classes.
- Allocation of FY 2016/2017 capital cost funding resulting from the uniform rate increase would be consistent with the FY 2015/2016 cost-of-service analysis because the allocation factors have not changed significantly.

CCWD Rate Increases Needed to Meet Revenue Requirements - FY16/17 to FY20/21



RESERVE TARGETS

RED LINE Historic District Policy --- 15% of Operating Revenues (equivalent to ap. 2 months of cash)

ORANGE LINE Recommended Minimum Target -- 3 months of cash for operating expenses (industry standard minimum) + 50% of annual debt service

PURPLE LINE Recommended Target -- 3 months of cash for operating expenses + 100% of annual debt service + 50% of revenue funded capital spend

Contribution to CIP and Reserves:	\$	2,086,082	\$	3,289,572	\$	4,115,899	\$	4,680,606	\$	5,083,847
"Escalated" CIP	\$	6,273,000	\$	2,733,000	\$	3,832,000	\$	4,385,000	\$	3,730,000
Ending Reserve Balance	\$	2,573,411	\$	3,129,983	\$	3,473,881	\$	3,709,488	\$	5,063,335

Flow 550 556 561 567 572

**Coastside County Water District - Financing Plan
Five Year Cash Flow Projections**

Cash Flow Projection					
	Budget 2016/17	2017/18	Estimated 2018/19	2019/20	2020/21
Beginning Fund Balance					
Operating & Capital Fund Balance	\$2,560,329	\$2,573,411	\$3,129,983	\$3,413,881	\$3,709,488
Rate Stabilization Fund Balance	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
Rate Adjustment at Beginning of FY	10.0%	10.0%	10.0%	8.0%	5.0%
SOURCES OF FUNDS					
REVENUES					
Water Sales	10,266,200	11,405,700	12,671,700	13,822,300	14,658,500
Property Taxes	600,000	600,000	600,000	600,000	600,000
ERAF Refund	200,000	200,000	200,000	200,000	200,000
Service Connections	10,000	8,000	25,000	25,000	25,000
Interest	2,550	7,423	7,720	8,030	8,350
Other Revenues	304,477	300,000	300,000	300,000	300,000
Subtotal Revenues	11,383,227	12,521,123	13,804,420	14,955,330	15,791,850
LONG-TERM BORROWING					
I-Bank Loan					
New Loan 2	4,200,000	0	0	0	0
New Loan 3					
TOTAL SOURCES	15,583,227	12,521,123	13,804,420	14,955,330	15,791,850
USES OF FUNDS					
Operating Expenses					
Subtotal Operating Expenses	8,329,108	8,088,138	8,544,609	9,131,025	9,565,256
Non-Operating (Capital-Related) Expenses					
Existing Water Revenue Bonds	486,426	482,494	483,553	483,919	483,566
I-Bank Loan + New Loans	481,611	660,920	660,359	659,780	659,181
Capital Projects (Escalated)	6,273,000	2,733,000	3,832,000	4,385,000	3,730,000
Contribution to Rate Stabilization Fund (Transfer)	0	0	0	0	0
Subtotal Non-Operating Expenses	7,241,037	3,876,414	4,975,912	5,528,699	4,872,747
TOTAL USES	15,570,145	11,964,551	13,520,521	14,659,724	14,438,003
Surplus (Deficiency)	13,082	556,572	283,899	295,606	1,353,847
Ending Fund Balance					
Operating & Capital Fund Balance	2,573,411	3,129,983	3,413,881	3,709,488	5,063,335
Rate Stabilization Fund Balance	250,000	250,000	250,000	250,000	250,000
Total Fund Balance	2,823,411	3,379,983	3,663,881	3,959,488	5,313,335
Debt Service Coverage Target = 1.2					
Target Met	3.15 yes	3.88 yes	4.60 yes	5.10 yes	5.45 yes
Minimum Capital and Operating Reserve Target - 15%					
Target Met	1,539,930 yes	1,710,855 yes	1,900,755 yes	2,073,345 yes	2,198,775 yes

Coastside County Water District - Financing Plan Water Production and Purchase Costs

	Projected Future Water Production and Purchases				
	Budget 2016/17	2017/18	2018/19	2019/20	2020/21
Total CCWD Water Demand (Production (MG))	598	604	610	616	622
Projected Water Sales (MG)	550	556	561	567	572
Year-year change	1.9%	1.0%	1.0%	1.0%	1.0%
CCWD Pilarcitos Wells (MG)	77	77	77	77	77
Denniston Wells (MG)	8	10	10	10	10
Denniston Surface Water (MG)	87	200	200	200	200
Total Denniston	95	210	210	210	210
Denniston year-year change	14.5%	121.1%	0.0%	0.0%	0.0%
Total CCWD Sources (MG)	172	287	287	287	287
Total SFPUC (max 794 MG)	426	317	323	329	335
SFPUC year-year change	-3.9%	-25.6%	1.9%	1.9%	1.9%
SFPUC Water Cost					
Base Charge	\$81,384	\$84,639	\$88,025	\$91,546	\$95,208
Consumption Charge	\$2,123,438	\$1,672,498	\$1,871,684	\$2,189,541	\$2,343,932
BAWSCA Surcharge	\$343,955	\$345,000	\$351,900	\$358,938	\$366,117
Total SFPUC Water Purchase	\$2,548,777	\$2,102,138	\$2,311,609	\$2,640,025	\$2,805,256
% SFPUC Water	71%	52%	53%	53%	54%
SFPUC Projected Rate Increase	9.3%	5.7%	9.3%	13.9%	5.0%
SFPUC Unit Charge (\$/hcf)	\$ 4.10	\$4.33	\$4.74	\$5.40	\$5.66
Untreated Water Discount	\$ 0.37	0.38	0.40	0.42	0.43
SFPUC Rate w/Discount	\$3.73	\$3.95	\$4.34	\$4.98	\$5.23
Untreated Water Discount Savings	\$210,636	\$162,976	\$172,726	\$183,028	\$193,914

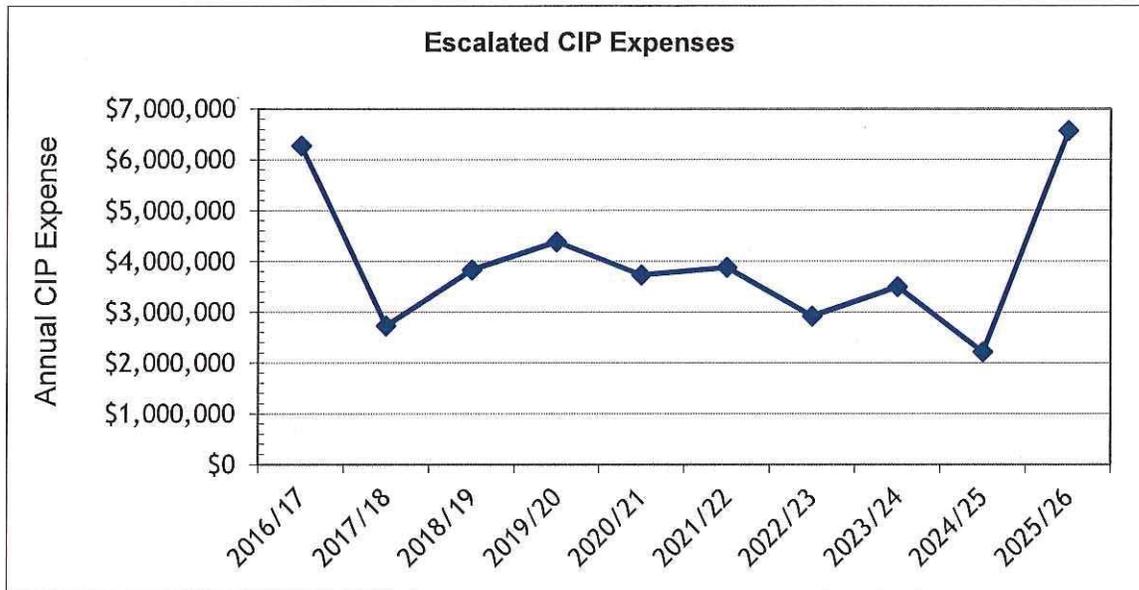
*MG = Million Gallons

**Coastside County Water District - Financing Plan
Ten-Year Capital Improvement Plan - Escalated CIP**

Escalation

4% per year

Escalated 10-Year Capital Improvement Plan			
	FY	CIP in Current Year Dollars	Escalated CIP
0	2016/17	\$6,273,000	\$6,273,000
1	2017/18	\$2,628,000	\$2,733,000
2	2018/19	\$3,543,000	\$3,832,000
3	2019/20	\$3,898,000	\$4,385,000
4	2020/21	\$3,188,000	\$3,730,000
5	2021/22	\$3,188,000	\$3,879,000
6	2022/23	\$2,308,000	\$2,920,000
7	2023/24	\$2,658,000	\$3,498,000
8	2024/25	\$1,620,000	\$2,217,000
9	2025/26	\$4,615,000	\$6,569,000
	Total	\$33,919,000	\$40,036,000



STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: May 6, 2016

Report

Date: May 10, 2016

Subject: Draft Fiscal Year 2016/17 Operations Budget
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 2016/17 Operations Budget and draft Fiscal Year 2016/17 to 2025/26 Capital Improvement Program (CIP).

Operations Budget

Budget to Budget Comparison

- FY2016/17 budget assumes water sales at the March 2016 (12) month running average of 550 MG. (FY2016 budget reflected water sales of 590 MG; FY2014/15 actual sales were 610 MG.)
- FY2016/17 water purchases from SFPUC are \$234,000 less than the FY2015/16 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 a 9.3% increase in SFPUC water rates.
- FY2016/17 Operating Expenses are \$30,000 less than the prior year's budget, primarily due to lower SFPUC water purchases and lower consulting, outreach and water conservation expenses.
- The FY2016/17 budget also includes an additional \$145,000 for debt service for a new IBank loan.

\$10,266,000 is included in the water sales line in the draft FY2016/17 budget based on a recommended 10% rate increase. This amount may change based on the amount of the rate increase ultimately approved by the Board.

CIP

- \$33,919,000 total 10 year CIP (FY2017 dollars)
- Net decrease of \$312,500 vs. FY2015/16 to FY2024/25 CIP

CIP for FY2016/2017 is budgeted at \$6,273,000. \$4,200,000 will be covered by the I-Bank loan and the remaining will be covered by the FY2016/1017 Contribution to CIP and Reserves .

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

<i>Note: Used Placeholder 10% increase</i>		Proposed Budget FY 16/17	Approved FY 15/16 Budget	FY16/17 Budget Vs. FY 15/16 Budget		Proj Year End Actual FY 15/16	FY 16/17 Budget Vs. FY 15/16 Actual		FY 16/17 Budget Vs. FY 15/16 Actual	YTD Actual FY 15/16 as of March 31, 2016
Account Number	Description			\$ Change	% Change		\$ Change	% Change		
OPERATING REVENUE										
4120	Water Sales (1)	\$10,266,000	\$9,863,916	\$402,084	4.1%	\$9,200,000	\$1,066,000	11.6%		\$6,800,306
Total Operating Revenue		\$10,266,000	\$9,863,916	\$402,084	4.1%	\$9,200,000	\$1,066,000	11.6%		\$6,800,306
NON-OPERATING REVENUE										
4170	Hydrant Sales	\$50,000	\$40,000	\$10,000	25.0%	\$70,000	-\$20,000	-28.6%		\$67,229
4180	Late Penalty	\$72,000	\$90,000	-\$18,000	-20.0%	\$70,000	\$2,000	2.9%		\$56,099
4230	Service Connections	\$10,000	\$10,000	\$0	0.0%	\$11,000	-\$1,000	-9.1%		\$9,501
4920	Interest Earned	\$3,070	\$2,550	\$520	20.4%	\$4,000	-\$930	-23.3%		\$2,438
4930	Property Taxes	\$600,000	\$600,000	\$0	0.0%	\$625,000	-\$25,000	-4.0%		\$466,617
4950	Miscellaneous	\$37,000	\$37,000	\$0	0.0%	\$25,000	\$12,000	48.0%		\$23,005
4955	Cell Site Lease Income	\$143,692	\$139,245	\$4,447	3.2%	\$141,000	\$2,692	1.9%		\$107,417
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%		\$1,058,016
TOTAL REVENUES		\$11,381,762	\$10,982,711	\$399,051	3.6%	\$10,471,710	\$910,052	8.7%		\$7,858,322
OPERATING EXPENSES										
5130	Water Purchased	\$2,637,789	\$2,871,947	-\$234,159	-8.2%	\$2,530,000	\$107,789	4.3%		\$1,842,196
5230	Electrical Exp. Nunes WTP	\$31,270	\$29,500	\$1,770	6.0%	\$29,500	\$1,770	6.0%		\$22,748
5231	Electrical Expenses, CSP	\$325,420	\$307,052	\$18,368	6.0%	\$307,000	\$18,420	6.0%		\$224,586
5232	Electrical Expenses/Trans. & Dist.	\$18,020	\$12,800	\$5,220	40.8%	\$16,000	\$2,020	12.6%		\$12,967
5233	Elec Exp/Pilarcitos Cyn	\$26,000	\$18,000	\$8,000	44.4%	\$25,000	\$1,000	4.0%		\$21,370
5234	Electrical Exp., Denn	\$98,020	\$90,100	\$7,920	8.8%	\$90,000	\$8,020	8.9%		\$36,170
5242	CSP - Operation	\$10,500	\$8,500	\$2,000	23.5%	\$8,500	\$2,000	23.5%		\$7,270
5243	CSP - Maintenance	\$37,000	\$37,000	\$0	0.0%	\$37,000	\$0	0.0%		\$4,713
5246	Nunes WTP Oper	\$57,000	\$52,764	\$4,236	8.0%	\$53,000	\$4,000	7.5%		\$44,242
5247	Nunes WTP Maint	\$80,500	\$55,500	\$25,000	45.0%	\$80,500	\$0	0.0%		\$45,595
5248	Denn. WTP Oper.	\$35,000	\$30,000	\$5,000	16.7%	\$35,000	\$0	0.0%		\$26,311
5249	Denn WTP Maint	\$53,000	\$32,000	\$21,000	65.6%	\$53,000	\$0	0.0%		\$33,957
5250	Laboratory Expenses	\$40,000	\$40,000	\$0	0.0%	\$47,000	-\$7,000	-14.9%		\$31,720
5260	Maintenance Expenses	\$281,700	\$268,500	\$13,200	4.9%	\$268,500	\$13,200	4.9%		\$180,142
5261	Maintenance, Wells	\$50,000	\$40,000	\$10,000	25.0%	\$50,000	\$0	0.0%		\$25,992
5263	Uniforms	\$10,000	\$0	\$10,000		\$9,000	\$1,000	11.1%		\$5,126
5318	Studies/Surveys/Consulting	\$150,000	\$240,000	-\$90,000	-37.5%	\$200,000	-\$50,000	-25.0%		\$113,336
5321	Water Resources	\$47,000	\$37,000	\$10,000	27.0%	\$45,000	\$2,000	4.4%		\$35,792
5322	Community Outreach	\$50,000	\$95,100	-\$45,100	-47.4%	\$65,000	-\$15,000	-23.1%		\$7,616
5381	Legal	\$60,000	\$60,000	\$0	0.0%	\$65,000	-\$5,000	-7.7%		\$47,159
5382	Engineering	\$14,000	\$14,000	\$0	0.0%	\$14,000	\$0	0.0%		\$7,577
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%		\$64,201
5410	Salaries, Admin.	\$1,100,800	\$1,061,780	\$39,020	3.7%	\$960,000	\$140,800	14.7%		\$691,344
5411	Salaries - Field	\$1,217,375	\$1,118,506	\$98,869	8.8%	\$1,118,506	\$98,869	8.8%		\$842,681

Operations & Maintenance Budget - FY 2016-2017

<i>Note: Used Placeholder 10% increase</i>		Proposed Budget FY 16/17	Approved FY 15/16 Budget	FY16/17 Budget Vs. FY 15/16 Budget		Proj Year End Actual FY 15/16	FY 16/17 Budget Vs. FY 15/16 Actual		YTD Actual FY 15/16 as of March 31, 2016
Account Number	Description			\$ Change	% Change		\$ Change	% Change	
5420	Payroll Taxes	\$162,245	\$153,056	\$9,189	6.0%	\$145,000	\$17,245	11.9%	\$107,613
5435	Employee Medical Insurance	\$482,128	\$527,457	-\$45,329	-8.6%	\$470,000	\$12,128	2.6%	\$340,561
5436	Retiree Medical Insurance	\$81,309		\$81,309		\$55,677	\$25,632	46.0%	\$12,832
5440	Employee Retirement	\$508,257	\$505,321	\$2,936	0.6%	\$485,000	\$23,257	4.8%	\$362,846
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%	\$56,000	\$700	1.3%	\$32,923
5620	Office Expenses	\$170,775	\$164,475	\$6,300	3.8%	\$173,000	-\$2,225	-1.3%	\$135,068
5625	Meetings/Training/Seminars	\$24,000	\$24,000	\$0	0.0%	\$24,000	\$0	0.0%	\$12,099
5630	Insurance	\$120,000	\$115,000	\$5,000	4.3%	\$115,000	\$5,000	4.3%	\$75,930
5687	Memberships & Subscriptions	\$74,000	\$71,290	\$2,710	3.8%	\$71,000	\$3,000	4.2%	\$41,075
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%	\$19,000	\$0	0.0%	\$16,985
5705	State Fees	\$16,000	\$16,000	\$0	0.0%	\$16,000	\$0	0.0%	\$10,982
Total Operating Expenses		\$8,329,108	\$8,358,798	-\$29,690	-0.4%	\$7,902,183	\$426,925	5.4%	\$5,533,085
CAPITAL ACCOUNTS									
5712	Existing Bonds - 2006B	\$486,426	\$485,889	\$537	0.1%	\$482,492	\$3,934	0.8%	\$482,492
5715	Existing Bond-CIEDB 11-099	\$336,409	\$338,024	-\$1,615	-0.5%	\$336,546	-\$136	0.0%	\$336,546
	New Bond	\$145,203	\$0	\$145,203		\$0	\$145,203		
Total Capital Accounts		\$968,039	\$823,913	\$144,126	17.5%	\$819,038	\$149,001	18.2%	\$819,038
TOTAL REVENUE LESS TOTAL EXPENSE		\$2,084,615	\$1,800,000	\$284,615	15.8%	\$1,750,489	\$334,126	19.1%	\$1,506,199
5713	Cont. to CIP & Reserves	\$2,084,615							

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	30,000										30,000
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	188,000	358,000	388,000	88,000	38,000	38,000	8,000	38,000			1,144,000
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	650,000										650,000
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	1,350,000	890,000	915,000	1,385,000	2,000,000	3,000,000	2,150,000	2,500,000	1,500,000	1,500,000	17,190,000
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
17-01	Nunes Water Treatment Plant Treated Water Meter	50,000										50,000
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
8	Water Treatment Plants Totals	260,000	125,000	565,000	65,000	65,000	65,000	65,000	35,000	35,000	35,000	1,315,000
Grand Total		6,273,000	2,628,000	3,543,000	3,898,000	3,188,000	3,188,000	2,308,000	2,658,000	1,620,000	4,615,000	33,919,000

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: May 10, 2016

Report Date: May 6, 2016

Subject: Schedule a Public Hearing on Proposed Rate Increase and Authorize Issuance of a Notice of Public Hearing and Proposed Rate Increase

Recommendation:

Schedule a Public Hearing for Thursday, June 30, 2016 on the proposed rate increase and authorize Staff to issue a Notice of Public Hearing for the proposed rate increase.

Background:

In order to comply with the requirements of Proposition 218, the recommended Board action would authorize issuance of a notice of a rate increase (draft attached*) and schedule a public hearing for June 30, 2016. Following the public hearing, the Board can approve the budget and adopt the rate increase. If a majority of affected property owners submit written protests, the rate increase cannot be adopted.

(* draft reflects not to exceed 10% rate increase. % will be adjusted according to Board recommended increase.)

NOTICE OF PUBLIC HEARING
PROPOSED 2016-2017 RATE INCREASES FOR WATER SERVICES

MAY 13, 2016



Dear Customers and Property Owners,

NOTICE IS HEREBY GIVEN that the Coastside County Water District (CCWD) Board of Directors will hold a public hearing to consider a proposed increase of up to 10% in the District's water rates as shown in the schedule below. If approved, the new rates will apply to meter readings on and after July 1, 2016. Under the proposed new rates, the typical residential customer using 10 units bi-monthly (Tier 2) would pay an additional \$13.69 per month.

# units used	Current Bill	Proposed Bill	Additional Cost Bi-Monthly	Additional Cost Per Month
4	\$ 80.85	\$ 88.96	\$ 8.11	\$ 4.06
10	\$ 136.83	\$ 150.52	\$ 13.69	\$ 6.85
25	\$ 301.08	\$ 331.15	\$ 30.07	\$ 15.04

The proposed rate increase is necessitated by an increase in wholesale water rates from the San Francisco Public Utilities Commission of 9.3%; continued lower water sales projections than past historical levels due to state mandated reductions in water use given drought conditions; inflation adjustments in operating expenses; and by financing costs for the District's Capital Improvement Program.

The District is also proposing to include residential monthly billing rates in its rate schedule with tier levels being set at 50% of the bi-monthly tiers in anticipation of moving some customers to monthly billing in fiscal year 2016-2017.

The basis for the proposed increase in rates is set forth in the Water Rate Update report prepared by the District's rate

consultant, HF&H Consultants, LLC. In addition, the Draft CCWD Fiscal Year 2016-2017 Operations and Maintenance Budget and Fiscal Year 16/17 to Fiscal Year 25/26 Capital Improvement Program describe the anticipated revenues and expenses in further detail. Copies of the Water Rate Update, Budget, and Capital Improvement Program are available at the District office or online at www.coastsidewater.org.

ATTEND THE PUBLIC HEARING:
Thursday, June 30, 2016 - Meeting begins at 7:00 pm
COASTSIDE COUNTY WATER DISTRICT OFFICE
766 Main Street, Half Moon Bay, CA 94019

YOU CAN BE HEARD: Proposition 218 allows a property owner to respond to proposed rate increases prior to the close of the public hearing. If you wish to protest the proposed rate changes, CCWD must receive your **written protest** prior to the close of, or during, the public hearing on Thursday, June 30, 2016 at 7:00 PM.

You may deliver your protest at the public hearing, or you can deliver the protest in advance by first class mail or personal delivery to: *Attention: General Manager, Coastside County Water District, 766 Main Street, Half Moon Bay, CA 94019*

Email protests will not be accepted

For your protest to be counted, please include one of the following: address(es) or Assessor Parcel Number(s) of the property(ies) you own, or the utility account number(s) for active utility accounts that are subject to the proposed rate adjustment(s). Protests are limited to one per parcel. If written protests are submitted by a majority of the affected property owners/customers, the proposed rate increases will not be imposed.

COASTSIDE COUNTY WATER DISTRICT FY 2016 – 2017 PROPOSED AMENDMENTS TO WATER RATE SCHEDULE

RESIDENTIAL & OTHER CUSTOMERS – BASE CHARGE

Meter Size	Currently Bi-monthly Base Charge	Proposed Bi-monthly Base Charge	Current Monthly Base Charge	Proposed Monthly Base Charge
5/8 inch	\$47.45	\$52.20	\$23.73	\$26.10
5/8 inch for 2 dwelling units	\$94.90	\$104.39	\$47.45	\$52.20
3/4 inch	\$71.32	\$78.45	\$35.66	\$39.23
¾ inch for 2 dwelling units	\$142.63	\$156.89	\$71.32	\$78.45
1.0 inch	\$118.87	\$130.76	\$59.44	\$65.38
1.5 inch	\$229.56	\$252.52	\$114.78	\$126.26
2.0 inch	\$380.44	\$418.48	\$190.22	\$209.24
3.0 inch	\$832.27	\$915.50	\$416.14	\$457.75
4.0 inch	\$2,853.84	\$3,139.22	\$1,426.92	\$1,569.61

FIRE DETECTOR CHECK VALVE – SERVICE CHARGE

Current –Per Inch Bi-Monthly	Proposed –Per Inch Bi-Monthly	Current –Per Inch Monthly	Proposed Per Inch Monthly
\$10.39	\$11.43	\$5.20	\$5.72

RESIDENTIAL CUSTOMERS - WATER RATE QUANTITY CHARGE

Rate Tiers Bi-monthly Use	Current Water Consumption Charge Per Unit Bi-Monthly	Proposed Water Consumption Charge Per Unit Bi-Monthly	Rate Tiers Monthly Use (Proposed Tiers*)	Current Water Consumption Charge Per Unit Monthly	Proposed Water Consumption Charge Per Unit Monthly
1 1 – 4 Units	\$8.35	\$9.19	1 - 2 Units	\$8.35	\$9.19
2 5 – 16 Units	\$9.33	\$10.26	3 - 8 Units	\$9.33	\$10.26
3 17 – 30 Units	\$12.03	\$13.23	9 - 15 Units	\$12.03	\$13.23
4 31+ Units	\$15.94	\$17.53	16+ Units	\$15.94	\$17.53

One Unit of water equals 100 cubic feet or 748 gallons

**Note: The District proposes to move some residential customers to monthly billing during FY2016-2017.*

ALL OTHER CUSTOMERS - WATER RATE QUANTITY CHARGE

Current Rate: \$ 10.28 per unit **Proposed Rate: \$ 11.31 per unit**

STAFF REPORT

To: Coastside County Water District Board of Directors
From: David R. Dickson, General Manager
Agenda: May 10, 2016

Date: May 5, 2016

Subject: Award of Contract - Phase 3b Avenue Cabrillo Pipeline Replacement Project

Recommendation:

Authorize the General Manager to execute a contract with Andreini Bros., Inc. for the Phase 3b Avenue Cabrillo Pipeline Replacement Project, at a lump-sum cost of \$646,750.

Background:

The results of the bid opening held on May 3, 2016, for the Phase 3b Avenue Cabrillo Pipeline Replacement Project (see attachment) were as follows:

Andreini Bros., Inc.	\$646,750
Stoloski & Gonzalez, Inc.	\$791,930

This is the final phase of an infrastructure replacement project that rehabilitates one of the most vulnerable and problematic areas of our distribution system. This area was once noted for multiple main breaks (up to 12 repairs on one block), low water pressure and the most likely candidate for bacteriological contamination from surrounding soils. The 2" galvanized and up to 6" cast iron water mains were at the end of their useful life.

Fiscal Impact:

Funding for this project is will be included in the finalized Fiscal Year 2016/2017 Capital Improvement Program Budget.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: May 10, 2016

Report

Date: May 5, 2016

Subject: Resolution Amending the Coastside County Water District Personnel Manual

Recommendation:

Adopt the attached Resolution No. 2016-___ Amending the Coastside County Water District Personnel Manual.

Background:

The Personnel Manual revisions detailed in this staff report are proposed to:

- Address requirements arising from a recent audit by the California Public Employees Retirement System (CalPERS)
- Incorporate language bringing District policies into compliance with the Fair Employment & Housing Act (FEHA) that became effective April 1, 2016
- Comply with new legislation requiring sick leave for temporary employees
- Update holiday and vacation policies consistent with terms of the Memorandum of Understanding with the Teamsters Union (MOU)
- Clarify language regarding employee and retiree insurance coverages.

Personnel Manual Revisions

The attached resolution will make the following revisions to the personnel manual (additions to the existing language are indicated by underline and deletions by strikeout):

1. Paragraphs 1 and 2 of Section 1.03.B are revised as follows:

B. Policy.

The District prohibits unlawful discrimination, harassment, and retaliation by any supervisor, manager, coworker, and/or any other workplace source, including any third party that comes into contact with a current or prospective employee.

It is the District's policy to provide all current and prospective employees with equal opportunity in employment without discrimination and/or harassment on the basis of race, religious creed, color, ~~ered~~ national origin, ancestry, religion,

physical disability, mental disability, medical condition, gender, genetic information, marital status, sex, age, gender, gender identity, gender expression, age, military and veteran status, sexual orientation, or any other basis protected by law. This policy pertains to all aspects of employment with the District or the application for employment with the District, including, but not limited to, recruitment, selection, placement, assignment, training, transfer, promotion, evaluation, discipline, termination, compensation, and benefits. This policy also applies at all District locations, work sites, District-sponsored social or other events, as well as, activities at which the employee represents the District.

2. Section 1.03.C.1.a is revised as follows:

a. Basing an employment decision as to a job applicant or employee (e.g., decision to hire, promote, transfer, terminate, etc.) on one's protected status (e.g., ~~race, sex, age, religion, etc.~~); race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, military and veteran status, sexual orientation);

3. Section 1.03.C.2.a is revised as follows:

a. Speech, such as epithets, derogatory comments or slurs, and lewd propositioning on the basis of race, religious creed, color, creed, national origin, ancestry, religion, physical disability, mental disability, medical condition, genetic information, gender, sex, gender identity, gender expression, age, military and veteran status, sexual orientation, or organizational affiliation. Prohibited speech may include inappropriate sex-orientated comments on appearance, including dress or physical features, or race-oriented stories and jokes.

4. Section 1.03.E is revised as follows:

E. Discrimination/Harassment Complaint Procedure.

Complaints or reports of harassment or discrimination may be directed to the District's designated representative, the Assistant General Manager, or to the employee's immediate supervisor, any supervisor or manager within or outside of the employee's department, the General Manager, or the President of the District Board as soon as possible after the incident giving rise to the complaint. Complaints may be presented orally or in writing. Any supervisor, General Manager, or President of the District Board who receives a complaint or report of harassment or discrimination shall report it to the District's designated representative.

The employee's immediate supervisor, the General Manager, the President of the District Board or ~~their designees,~~ any other qualified personnel will promptly

investigate complaints of harassment or discrimination in a thorough and impartial manner. The General Manager or the District Board may appoint an outside investigator to head such investigations. Complaints shall be investigated as ~~discreetly~~confidentially as possible under the circumstances and responded to in a timely manner. Complaints will be documented and tracked to ensure reasonable progress.

At the conclusion of the investigation, the investigator shall report his or her findings to the General Manager, the President of the District or their designees. The General Manager, the President of the Board or their designees will then promptly make the final determination regarding the complaint, and what corrective action, including discipline, if any is appropriate. The complainant and alleged perpetrator and/or harasser will be notified of the General Manager's, or the President of the District Board or their designees' determination, and depending on the circumstances and interests involved, the results of the investigation. The investigation will then be closed in a timely manner.

5. Section 1.04.B is revised as follows:

B. Temporary Employees. In addition to Regular Employees, the General Manager may, when District operations require, hire employees to work temporarily. Temporary employees shall not work for the District, within a fiscal year (July 1 through June 30), more than six consecutive months, or 125 consecutive days or, if employed on other than a per diem basis, 1000 hours. Temporary employees shall not be entitled to any District employee benefits, but shall be eligible for sick leave as described in Section 3.03B.

6. Section 2.01.C is revised as follows:

C. Compensation Step Increase. When the six months introductory period of service at the starting step is successfully completed, an employee employed at the initial step may receive an increase of one to three steps, depending upon satisfactory performance, as determined by the General Manager. All subsequent compensation step increases, if any, may be made on July 1 (concurrent with the annual anniversary date of the employee's date of hire, District's fiscal year) provided that ~~his or her~~the employee's performance has been satisfactory in the opinion of the General Manager, until the top step is reached. The determination of whether to provide a step increase shall be at the discretion of the General Manager.

7. Section 2.01.D is revised as follows:

D. Certification Incentive Program. Any employee of the District who, with advance approval from the District General Manager, achieves any of the following certifications shall receive, as additional compensation, the amount

indicated in the table below. A new employee who has attained one or more certifications at the time of hire will be entitled to additional compensation for such qualifications to the extent, if any, that the General Manager determines the certifications to be necessary and/or useful in the job classification for which he/she is being hired.

Certification Attained	Additional (Gross) Compensation Per Month
State of California Water Treatment Plant Operator	
Grade T-1	\$100
Grade T-2	\$200
Grade T-3	\$300
Grade T-4	\$400
Grade T-5	\$500

(Maximum amount of additional compensation is \$500 per month for an employee who has attained Grade T-5.)

State of California Distribution License Classification	Additional (Gross) Compensation per Month
Water Distribution Operator:	
Grade D1	\$100
Grade D2	\$200
Grade D-3	\$300
Grade D-4	\$400
Grade D-5	\$500

(Maximum amount of additional compensation is \$500 per month, for an employee who has achieved all five of the State of California Distribution License Classifications.)

Other Certification Attained	Additional (Gross) Compensation per Month
1. Backflow/Cross Connection Control Program Specialist (maximum of 2 employees)	\$100

Other Certification Attained	
------------------------------	--

Notary Public Certificate (first 2 employees)	\$50
Spanish Fluency	\$50
Microsoft Office User Specialist Certificate*	
Word	\$50
Excel	\$50
Access	\$50
Power Point	\$50
Outlook	\$50

**Employees shall receive a maximum of \$200/month additional compensation for the listed Microsoft Office User Specialist certifications.*

8. Section 2.08 is revised as follows:

Section 2.08 Uniform Allowance-Uniforms and Safety Shoes. The District provides a uniform and safety shoe allowance ~~uniforms~~ for all regular full-time employees assigned to work in the field personnel and the water treatment plants. Accordingly, the District expects that all personnel will wear their uniforms at all times during the workday when the employee is performing services for the District. The District will report to CalPERS, the monetary value for providing the employee's required uniforms. The District will report the uniform allowance on a semi-annual basis to CalPERS in June and December of each year. The uniform amount reported to CalPERS will derive from the District's total fiscal year budgeted amount for providing the employees' uniforms, not to exceed \$1,000 per fiscal year, per employee.

In addition, it is expected that all field and water treatment plant personnel wear safety shoes at all time during the workday. For the benefit of District employees the District provides a safety shoe allowance of up to ~~\$140~~ \$300.00 per fiscal year. An employee's continued refusal or neglect to wear safety shoes will result in discipline up to and including discharge.

9. A new Section 2.11 is added as follows:

Section 2.11 Special Assignment Pay for Board Meeting Minutes. Effective August 15, 2003 through June 30, 2016, an employee in the position of Administrative Assistant who is assigned the responsibility for preparing formal Board meeting minutes shall be compensated \$221 per pay period in addition to his

or her regular hourly rate. Effective July 1, 2016, the Administrative Assistant’s base pay rate will be adjusted to include this special assignment pay.

10. Section 3.02 is revised as follows:

Section 3.02 Holidays. The following are the official District holidays and the date of their observance during which regular full-time employees shall be entitled to receive time off with pay:

Holiday	Date of Observance
New Years Year's Day	January 1
Martin Luther King Day	3 rd Monday in January
President’s Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veteran’s Day	November 11
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
<u>Christmas Eve</u>	<u>December 24</u>
Christmas Day	December 25
Floating Holiday	

~~Commencing January 1, 1998, each~~Each employee shall be entitled to one full day “Floating” holiday per calendar year. The floating holiday must (1) be scheduled so as not to interfere with work requirements, and (2) be approved in writing at least 15 days in advance by the employee’s immediate supervisor.

If a holiday falls on a Saturday, it will be observed the preceding Friday. If a full day holiday falls on a Sunday, it will be observed the following Monday. An employee scheduled for duty on an observed listed holiday shall receive holiday pay as provided by Section 2.07.B. Floating holidays shall not accrue from year to year and compensation will not be provided for unused floating holidays.

11. Section 3.03.A is revised as follows:

- A. Sick Leave – **Regular Full-Time Employees**. “Sick leave” means an absence from duty of an employee as a result of the diagnosis, care, or treatment of an existing health condition of, or preventive care, including but not limited to, an illness, an injury or an exposure to contagious disease. Sick leave may also be used by an employee who is a victim of domestic violence, sexual assault, or stalking, for the following purposes:

- To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking;
- To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking;
- To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; and
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

The sick leave benefit is offered to and may be utilized by regular full-time employees for these reasons. Regular Temporary, part-time, and seasonal employees do not receive sick leave benefits under this provision but are instead covered by the Healthy Workplaces Healthy Families Act of 2014 ("HWHFA") as described below in section 3.03 B. Employees who abuse the sick leave benefit are subject to discipline, including termination from employment. Abuse of sick leave is defined as making a false claim.

12. Section 3.03.A.2 is revised as follows:

2. Use of Sick Leave for ~~Child, Spouse or Parent.~~ ~~Any~~ Family Member. Consistent with the HWHFA, an employee may utilize the sick leave benefit for time off from work for the illness diagnosis, care, or treatment of a child, spouse or parent an existing health condition of, or preventive care for, an employee's family member.

For purposes of this section, "family member" means any of the following:

- A child, which for purposes of this article means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in *loco parentis*. This definition of a child is applicable regardless of age or dependency status;
- A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in *loco parentis* when the employee was a minor child;
- A spouse;
- A registered domestic partner;

- A grandparent;
- A grandchild; and
- A sibling.

13. Section 3.03.A.3.d is revised as follows:

d. Payment for Unused Sick Leave. An employee who leaves District employment as a result of termination or resignation will not receive payment for unused sick leave credits. Nor shall unused sick leave credits be used to extend the effective date of separation from employment on any basis. (See Section 5.02 for retiree sick leave benefits.)

~~Employees hired on or before December 31, 1990 and in continuous service thereafter and who separate from District employment as a result of retirement under the District's retirement plan or long term disability as defined in and qualified under the District's long term disability plan (which includes termination at the conclusion of the maximum medical leave of absence period provided by Section 3.03.B below if other conditions are satisfied) will be paid for unused sick leave credits to a total maximum payment equal to 120 days accrued leave. Accrued leave in excess of 120 days shall not be paid.~~

~~Employees hired after December 31, 1990, who separate from District employment as a result of retirement under the District's retirement plan or long term disability as defined in and qualified under the District's long term disability plan (which includes termination at the conclusion of the maximum medical leave of absence period provided by Section 3.03.B below if other conditions are satisfied) will be paid for unused sick leave credits to a total maximum payout of fifty percent of accrued, unused leave, not to exceed 60 days of pay, regardless of total days accrued.~~

14. A new Section 3.03.A.4 is added as follows:

4. Healthy Workplaces Healthy Families Act of 2014 Compliance for Employees Covered by MOU. For employees covered by the Memorandum of Understanding between Coastside County Water District and Teamsters Local 856 ("the MOU"), Article 16 shall be interpreted consistent with the HWHFA. More specifically, sick leave may be used for the purposes set forth in this Section of the Personnel Manual upon the oral or written request of an employee. If the need for sick leave is foreseeable, the employee must provide reasonable advance notice to his/her supervisor. If the need for leave is unforeseeable, the employee must provide notice as soon as practicable.

- 15. Section 3.03.B (Medical Leave) is renumbered to Section 3.03.C
- 16. Section 3.03.C (Family Care and Medical Leave) is renumbered to Section 3.03.D.
- 17. Section 3.03.D (Pregnancy Disability Leave) is renumbered to Section 3.03.E.
- 18. Section 3.03.E (Personal Leave) is renumbered to Section 3.03.F.
- 19. Section 3.03.F (Worker’s Compensation) is renumbered to Section 3.03.G.
- 20. Section 3.03.G (Jury Duty) is renumbered to Section 3.03.H.
- 21. Section 3.03.H (Bereavement Leave) is renumbered to Section 3.03.I and revised as follows:

~~H.~~—I. Bereavement Leave. Five days' leave with pay will be granted for an employee to attend to the funeral and related responsibilities for a member of the employee's immediate family, ~~including spouse, child, parent, sister or brother.~~ (The definition of “immediate family” is outlined in Section 3.03A(2) above.) One day's leave will be granted for attendance at a funeral for any other close relative. Such leaves are with pay and do not count against either vacation or sick leave.

- 22. Section 3.03.I is renumbered to Section 3.03.J.
- 23. Section 3.03.J is renumbered to Section 3.03.K.
- 24. Section 3.03.K is renumbered to Section 3.03.L and revised as follows:

~~K.~~—L. Vacation. Regular full time employees shall earn vacation in accordance with the following schedule:

Years of Service Completed	Days Of Vacation Earned Annually
One Year service	10 days
Five Years Years service	15 days
Fifteen Years Years Service	20 days
<u>Twenty Years of Service</u>	<u>21 days</u>
<u>Twenty-One Years of Service</u>	<u>22 days</u>
<u>Twenty-Two Years of Service</u>	<u>23 days</u>
<u>Twenty-Three Years of Service</u>	<u>24 days</u>
<u>Twenty-Four or more Years of Service</u>	<u>25 days</u>

Employees may take regular pay in lieu of time off for the balance of the vacation time earned. Accrued vacation time may be carried over from year to year up to a maximum of six weeks of accrued vacation time.

All vacation leave must be earned prior to being taken. Vacations shall be arranged so as not to interfere with work requirements. All vacation schedules must be first submitted to the employee's immediate supervisor for approval and, upon that approval, shall then be reviewed and approved by the General Manager. Vacation scheduling will be subject to the operational needs of the District. Changes to an approved vacation schedule must be approved in writing by the General Manager.

25. Section 3.03.L is renumbered to Section 3.03.M.

26. Section 3.03.M is renumbered to Section 3.03.N.

27. A new Section 3.03.B is inserted as follows:

B. Sick Leave for Temporary, Part-Time, or Seasonal Employees: Healthy Workplaces, Health Families Act of 2014 Compliance. Consistent with the Healthy Workplaces, Healthy Families Act of 2014 ("HWHFA"), temporary, part-time, and seasonal employees that are not covered by a collective bargaining agreement are eligible for paid sick leave as follows: (1) employee will accrue one hour paid sick leave for every 30 hours worked; (2) employee may begin using accrued sick leave on the 90th calendar day of employment; (3) employee may carryover unused sick leave to the following fiscal year, capped at 6 days (48 hours) of total sick leave; and (4) the District may limit Employee's use to 3 days (24 hours) per fiscal year.

28. Section 4.04 is revised as follows:

Section 4.04 Life Insurance. The District's existing Group Life Insurance Policy provides insurance at the rate of double the employee's annual compensation. Eligibility begins after ~~60~~30 consecutive days of employment. The District pays all premiums for regular full-time employees only. This plan does not provide benefits to retirees.

29. Section 4.05 is revised as follows:

Section 4.05 Medical Insurance. ~~The District currently provides health care.~~ Regular full-time and regular part-time employees and their spouses and dependents are eligible to receive medical insurance coverage for its employees and their

~~spouses and dependents under the Blue Cross Prudent Buyer Classic Plan offered through the Association of California Water Agency (ACWA). Alternatively, employees may elect to be covered under the Kaiser Foundation Group Health Plan. District's health program on the first day following 30 calendar days of continuous employment. Covered benefits under the respective plans are described in separate plan summaries, available at the District's office. The District's payment of health insurance premiums, as well as covered benefits, employee share of premiums, if applicable, deductibles and co-pays may be changed from time to time as determined by the Board of Directors. To preserve the District's eligibility to offer the ACWA/Blue Cross plan, which requires participation of at least one-half surviving spouses and dependents of all eligible District-covered employees and covered retired employees, participation in the Kaiser plan is limited to no more than 50 percent of eligible employees. If more than the maximum permissible number of employees wishes to elect the Kaiser plan in any enrollment period, preference will be given: (1) first to existing Kaiser plan participants, and (2) second to employees or retirees who have the most seniority in terms of years of full-time service with the District.~~

~~————— Regular full-time and regular part-time employees and their spouses and dependents are eligible to receive may continue coverage under the District's health program on the first day following 60 calendar days of continuous employment. Employees retired from the District under the terms of the District's retirement plan are eligible for coverage, except that upon eligibility for Medicare, retirees must enroll in Medicare and pay all required Medicare coverage charges. Otherwise, the District pays the applicable premiums for employees, their spouses and dependents, and retirees under the ACWA/Blue Cross plan and the Kaiser plan, except that the District may require regular part-time employees (who retire following regular part-time service) to pay a proportionate share of the premium for their coverage. Spouses and dependents of retired employees may receive coverage under the ACWA/Blue Cross plan or the Kaiser plan "COBRA" at the employees' expense. In addition, in the event that the their cost of coverage under the Kaiser plan is increased such that it exceeds the cost of family coverage under the ACWA/Blue Cross plan, employees and retirees in the Kaiser plan will be required to pay the difference.~~

~~————— The District's medical insurance plan provides for continued coverage for the surviving spouses and dependents of covered employees and covered retired employees who die after June 12, 1984. Eligibility shall continue for such a surviving spouse or dependent until he or she becomes eligible for coverage under another group plan, or becomes Medicare eligible, or in the case of a minor, when the minor reaches majority. The District may require the spouse or dependent periodically to certify as to his or her continued eligibility under this District policy. Surviving spouses and dependents shall bear the costs of continued coverage by remitting premium payments to the District on a monthly basis.~~

30. Section 4.06 is revised as follows:

Section 4.06 Vision Care Insurance. The District will pay the premiums on its group vision care plan for regular full-time employees, their eligible dependents, and eligible retirees (who retired after April 19, 2001). This plan does not provide benefits to spouses of deceased employees or deceased retirees. Eligibility begins the first day of the month after ~~60~~30 consecutive days of employment. See section 5 below for more information on eligibility for Retiree medical benefits.

31. Section 4.07 is revised as follows:

Section 4.07 Dental Care Insurance. The District pays the premiums ~~on~~of its group dental care plan for the employee and eligible dependents for: (1) regular full-time employees; and (2) eligible retirees until age 65. Eligibility Coverage begins the first day of the month after ~~60~~30 consecutive days of employment. After age 65, retired employees ~~may~~are no longer eligible to continue to participate in the District's dental care insurance program, ~~at their own expense, but may apply for COBRA coverage.~~ See Section 5 below for more information on eligibility for Retiree medical benefits.

32. Section 4.08 is revised as follows:

Section 4.08 Employee Assistance Program. The District will pay all premiums on its group employee assistance program for regular full-time employees. This plan does not provide benefits to retirees. Eligibility begins after ~~60~~30 consecutive days of employment.

33. Section 4.11 (Health Benefits – Retirees Hired After November 14, 2006) is deleted.

34. Section 5.01 is revised as follows:

Section 5.01 Retirement. The District participates in the Federal Social Security System. The District is also enrolled in the Public Employees Retirement System. The District pays a percentage of each eligible employee's gross monthly compensation to PERS (employer contribution) ~~and the District also pays a portion of the PERS employee contribution.~~ Effective July 1, 2016, employees will be responsible for 100% of the employee contribution to the PERS retirement system. Further, the District's contribution towards each eligible employee's gross monthly compensation to PERS shall comply with the California Public Employees' Pension Reform Act of 2013 (PEPRA.) Specific details of the program can be obtained from the District Office Manager.

~~Upon PERS qualified retirement or PERS disability retirement and thereafter, the District will pay Health, Vision and Dental insurance premiums for the group policy then in effect for the District employees (if any) for each individual retiree, provided the retired employee had 15 years consecutive employment with the District and his or her age at retirement was at least 55 or the employee has received a PERS disability retirement. After age 65, the District will pay the retired employee's ACWA/Blue Cross or Kaiser Premiums as a supplement to the retired employee's Medicare coverage provided, however, that the District's payment of Vision care premiums is only available to employees who retire after April 19, 2001. As with all benefits, the District may eliminate or change benefits, insurance carriers or other plan provisions at any time.~~

35. Section 5.02 is added as follows:

Section 5.02 Sick Leave Payout at Retirement. Employees who separate from District employment 1) as a result of retirement, are at least age 55, and are eligible for a CAL Pers Retirement, or 2) are eligible for long term disability as defined in and qualified under the District's long term disability plan (which includes termination at the conclusion of the maximum medical leave of absence period provided by Section 3.03C above if other conditions are satisfied) will be paid for unused sick leave credits to a total maximum payout of fifty percent of accrued, unused leave, not to exceed 60 days of pay, regardless of total days accrued.

36. Section 5.03 is added as follows:

Section 5.03 Health Benefits – Retirees Hired Before November 1, 2008

<u>BENEFIT:</u>	<u>Employees Hired before November 15, 2006</u>	<u>Employees Hired After November 2006 but before November 1, 2008</u>
<u>Medical Plan Coverage</u>	<u>100% of Retiree only premium. Spouse and dependents may participate at own expense (reimbursed to the District on a monthly basis.)</u>	<u>50% of Retiree only premium. Spouse and dependents may participate at own expense (reimbursed to the District on a monthly basis.)</u>
<u>Eligibility (pre-Medicare eligible)</u>	<u>1) Separates from employment with District as a result of retirement or long-term disability (directly from the District and moving directly to retired or disabled status); and 2) Is at minimum, age 55 and eligible for a CAL PERS Retirement or is eligible for a long term disability (defined in, and qualified under the District's long-term disability plan, which includes termination at the conclusion of the maximum medical leave of absence period provided by Section 3.03C); and 3) Has 15 years of consecutive employment with the District, moves directly from active to retired status, and has not had a lapse in coverage in group insurance coverage with the District.</u>	
<u>Additional Medicare Requirements</u>	<u>Upon eligibility for Medicare, retirees must enroll in Medicare and pay all required Medicare coverage charges. (This means that, upon attaining eligibility for Medicare, retirees must enroll in Medicare Parts A and B ("Original Medicare") and that Medicare - eligible retirees are responsible for all costs associated with their enrollment in Original Medicare, e.g., the Medicare Part B premium and any late enrollment penalty required to be paid to the federal government (Centers for Medicare and Medicaid Services.) Moreover, Medicare-eligible retirees must enroll in a District group plan in effect that coordinates with Original Medicare. For Medicare-eligible retirees, the District's medical insurance premium contribution is limited to the premium charged for the private Medicare coordinated plan in which the retiree enrolls, e.g. Kaiser Permanente Senior Advantage or the Anthem Blue Cross or other District group plan coordinated Medicare plan.</u>	
<u>Dental Plan Coverage</u>	<u>Before age 65, District pays 100% of the Retiree only premium. The retiree's spouse and dependents may participate on the group plan at own expense. After age 65, retiree, spouse, and dependents are no longer eligible to participate on the District's group plan, but may be eligible for "COBRA coverage" at own expense.</u>	<u>Before age 65, District pays 50% of the Retiree only premium. The retiree's spouse and dependents may participate on the group plan at own expense. After age 65, retiree, spouse, and dependents are no longer eligible to participate on the District's group plan, but may be eligible for "COBRA coverage" at own expense.</u>

<u>Vision Plan Coverage</u>	<u>100% of Retiree only premium. Spouse and dependents may participate in group plan at own expense.</u>	<u>50% of Retiree only premium. Spouse and dependents may participate in group plan at own expense.</u>
<u>Other</u>	<p><u>Surviving spouse and dependents may elect to continue medical, dental, or vision plan coverage (at their own expense) as a COBRA participant.</u></p> <p><u>Monthly Premium Payments: If applicable, monthly premiums are due on the first of each month. Retiree will have a maximum (30) day grace period following the due date in which to make these premium payments. If payment is not made within the grace period, then coverage will be canceled back to the end of the prior month. Once continuation coverage is cancelled, retiree will not be reinstated, and the District will not make further payments for retiree's medical coverage.</u></p>	

37. Section 5.04 is added as follows:

Section 5.04 No Retiree Health Benefits are available for employees hired after November 1, 2008.

38. Appendix A is revised as follows::

APPENDIX A

**SAFETY-SENSITIVE EMPLOYEE (FUNCTION AND/OR POSITION)
CLASSIFICATIONS FOR COASTSIDE COUNTY WATER DISTRICT**

Funded and Unfunded Classifications* Impacted by the Regulations

- Treatment Distribution Operator
- Senior Treatment Distribution Operator
- Distribution Supervisor
- Treatment Distribution Supervisor
- ~~Maintenance Worker I~~
- ~~Maintenance Worker II~~
- ~~Foreman~~
- Any other employee classification in which a ~~Class A or~~ Class B Drivers License is required

An Administrator will maintain a list of the specific positions within the above-listed classifications that are covered under Department of Transportation Regulations.

*subject to change

RESOLUTION NO 2016-__

**A RESOLUTION OF THE COASTSIDE COUNTY WATER DISTRICT
AMENDING THE COASTSIDE COUNTY WATER DISTRICT'S
PERSONNEL MANUAL**

WHEREAS, the Board of Directors of the Coastsides County Water District first adopted a Personnel Manual establishing written guidelines for employee policies in 1969 and has revised and updated such policies from time to time thereafter, most recently by Resolution No. 2011-12 approved on June 14, 2011; and

WHEREAS, staff proposes to amend the Personnel Manual to address recent California Public Employees Retirement System requirements and new legal requirements (such as under the Fair Employment and Housing Act and Health Workplaces Healthy Families Act of 2014), to make certain provisions consistent with the Memorandum of Understanding with the Teamsters Union, and to clarify employee and retiree insurance coverages. More specifically, the following sections of the Personnel Manual are proposed to be amended:

- Section 1.03, Equal Opportunity Employment/Prohibition of Harassment Policy
- Section 2.01, Compensation
- Section 2.08, Uniforms and Safety Shoes
- Section 2.11, Special Assignment Pay for Board Meeting Minutes
- Section 3.02, Holidays
- Section 3.03, Leave Policy
- Section 4.04, Life Insurance
- Section 4.05, Medical Insurance
- Section 4.06, Vision Care Insurance
- Section 4.07, Dental Care Insurance
- Section 4.08, Employee Assistance Program
- Section 5.01, Retirement
- Section 5.02, Sick Leave Payout at Retirement
- Section 5.03, Health Benefits – Retirees Hired Before November 1, 2008
- Section 5.04, No Retiree Health Benefits are Available for Employees Hired After November 1, 2008
- Appendix A, Safety-Sensitive Employee Classifications

WHEREAS, the proposed revisions to the Personnel Manual are described in the Staff Report dated May 5, 2016 and the Staff Report is attached to this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Coastside County Water District that the amendments to the Personnel Manual and the updated version of the Personnel Manual that incorporates these amendments, which is attached to this Resolution, are hereby adopted.

BE IT RESOLVED FURTHER that the General Manager is directed to distribute an updated copy of the Personnel Manual to each District employee.

PASSED AND ADOPTED this 10th day of May, 2016, by the following votes of the Board of Directors:

AYES:

NOES:

ABSTAIN:

ABSENT:

Arnie Glassberg
President, Board of Directors

ATTEST:

David R. Dickson, Secretary of the Board

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: May 10, 2016

Report

Date: May 6, 2016

Subject: Resolution Establishing Policies and Procedures for Partial Service Retirement

Recommendation:

Approve Resolution No. 2016-__ Establishing Policies and Procedures for Partial Service Retirement.

Background:

At its meeting on April 12, 2016, the Board authorized an amendment to the District's contract with the California Public Employees Retirement System (CalPERS) to add the benefit of partial service retirement. CalPERS rules require that the District also establish policies and procedures related to partial service retirement. Policies and procedures in the attached resolution provide a basic framework that allows the flexibility needed to address the unique requirements of each instance of partial service retirement.

Fiscal Impact:

None.

RESOLUTION NO 2016-__
A RESOLUTION OF THE COASTSIDE COUNTY WATER DISTRICT
ESTABLISHING POLICIES AND PROCEDURES FOR
PARTIAL SERVICE RETIREMENT

WHEREAS, the Board of Directors of the Coastside County Water District adopted Resolution 2016-03 on April 12, 2016 authorizing amendment of the District's contract with the California Public Employees Retirement System (CalPERS) to add the benefit of partial service retirement; and

WHEREAS, the Board of Directors wishes to establish policies and procedures for partial service retirement .

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Coastside County Water District that the following policies and procedures shall apply to partial service retirement:

1. Partial service retirement shall comply in all respects with CalPERS policies, rules, and regulations.
2. The District reserves the right to discontinue the partial service retirement program or to change policies and procedures governing partial service retirement at any time. Such changes shall not affect any employee already working under a partial service retirement agreement.
3. Any District employee who is eligible for CalPERS retirement may request partial service retirement.
4. Partial service retirement may be approved if the Board of Directors, in its sole discretion, decides that the employee's partial service retirement is in the District's interest.
5. An application for partial service retirement must be approved by the General Manager and by the Board of Directors.
6. The conditions of an employee's partial service retirement shall be based on a written agreement between the employee and the District, specifying terms including but not limited to the following:
 - a. Effective date of the partial service retirement.
 - b. Percentage of work reduction (must be between 20% and 60% according to CalPERS rules).
 - c. Position and duties
 - d. Work schedule
 - e. Term of partial service retirement. The minimum term of partial service retirement will generally be the amount of time required for the employee to gain one additional year of CalPERS service credit on the reduced schedule.
 - f. Compensation
 - g. Benefits

7. Assistant General Manager shall be authorized to sign and certify the employee's partial service retirement application to CalPERS and to coordinate with CalPERS as necessary.

PASSED AND ADOPTED this 10th day of May, 2016, by the following votes of the Board of Directors:

AYES:

NOES:

ABSTAIN:

ABSENT:

Arnie Glassberg
President, Board of Directors

ATTEST:

David R. Dickson, Secretary of the Board

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: May 10, 2016

Report

Date: May 6, 2016

Subject: Assistant General Manager's Report: Change in Medical Insurance Offerings for District Employees

Recommendation:

No Board action required. Implement changes in medical insurance offerings for District employees effective July 1, 2016.

Background:

Currently, the District offers two medical insurance choices to our employees, including the Anthem Classic PPO Plan (through ACWA/JPIA) and the "Small Business" Kaiser plan. In January, 2016, Anthem increased rates 14%, and Kaiser increased rates 9%.

The District's MOU with the Teamsters Union provides that the employer premium responsibility be capped at 2015 family rates, resulting in the employee paying for the portion of the medical insurance premium above the cap. The MOU, however, also provides for the District to re-open discussion with the Union in order to consider other medical plan options that may reduce the employee share of the premium and minimize the impact of the rate increases.

District staff has researched various plans including ACWA/JPIA (the District's "group" provider for various insurances); Kaiser "Small Business"; and CALPers, and has met and conferred with our employee Union representative on the options. The District plans to implement the following changes to our medical insurance offerings, to be effective July 1, 2016:

- Move employees/retirees currently on the Small Business Kaiser plan to the ACWA/JPIA Kaiser plan. Advantages include:
 - Rates are substantially lower than the Small Business rates; family rates are substantially below the 2015 premium cap, resulting in "no" employee premium contribution for family coverage.

- Co-pay for medical services moves from \$5 to \$10, but benefits are equal or better under the ACWA/JPIA plan.
- With all of the District's plans consolidated under ACWA/JPIA, the District will receive an additional 4% discount on all medical plans.
- Retirees eligible for District paid medical insurance may continue on the group Kaiser plan and receive better benefits than currently available under the Small Business Kaiser options.
- Offer other Anthem plan choices available through ACWA/JPIA (in addition to the Anthem Classic PPO Plan) that will enable employees with family coverage to select plans with "no" or varying levels of employee premium contributions. These plans include: Anthem Advantage PPO Plan; CalCare HMO Plan; and Value HMO Plan.

See the attached chart for an overview of the new medical insurance offerings.

Fiscal Impact: \$40,000+ District savings in FY2016-17. Savings to employees with family coverage = \$1,100- \$3,300+ annually (for employee share.)

CCWD - Comparison of Medical Plans - 2016

	Anthem Classic PPO - 2016	Anthem Advantage PPO	Anthem Cal CARE HMO	Anthem Value HMO	JPIA Kaiser
Family Premium *	\$ 2,224.00	\$ 1,869.74	\$ 2,285.62	\$ 2,103.56	\$ 1,832.13
Monthly - Employee Premium Portion for Family Coverage	\$ 191.00	none	\$ 252.62	\$ 70.56	none
Deductible	\$200/\$600	\$500/\$1000	\$ -	\$ -	\$ -
Co-Pay	\$ 15	\$ 20	\$ 10	\$ 30	\$ 10
ER Co-Pay	\$50 + 20%	\$50 + 20%	\$ 50	\$ 150	\$ 50
Emergency medical transportation	20% Coinsurance	20% Coinsurance	\$50 per trip	\$50 per trip	\$50 per trip
Urgent care	\$15 Copay	\$20 Copay	\$10 Copay	\$30 Copay	\$10 Copay
Outpatient facility	No cost share	20% coinsurance in network	No cost share	\$ 250.00	No cost share
Hospital facility	No cost share	20% coinsurance in network	No cost share	\$ 250.00	No cost share
Physican fee - hospital	20% Coinsurance	20% coinsurance in network	No cost share	No cost share	No cost share
Out of network	20% Coinsurance	40% Coinsurance	if authorized	if authorized	if authorized
Med max out of pocket	\$1000/\$3000	\$3000/\$6000	\$500/\$1500	\$2500/5000	\$1500/\$3000
Prescription (Generic/Formulary/Non-Formulary)	\$5/20/50	\$5/20/50	\$5/20/50	\$10/20/50	\$5/15
Prescription - Specialty drugs	20% Coinsurance - \$100 max	20% Coinsurance - \$100 max	20% Coinsurance - \$100 max	20% Coinsurance - \$100 max	\$5/15
RX max out of pocket	\$5600/10200	\$3600/\$7200	\$6100/\$11700	\$4100/\$8200	combined
Lab test/Xray	20% Coinsurance	20% Coinsurance in network/40% out of network	No cost share	No cost share	No cost share
Pregnancy-delivery & Inpatient services	No cost share	20% Coinsurance in network/40% out of network	No cost share	\$250 Copay	No cost share
Mental Health - Outpatient	\$15 Copay/20% Health Facility	\$20 Copay/20% Health Facility	\$10 Copay	\$30 Copay	\$10 Copay
Mental Health - Inpatient	20% Coinsurance	20% Coinsurance in network/40% out of network	No cost share	No cost share	No cost share
Home health care	No cost share	20% Coinsurance in network/40% out of network	No cost share	\$30 Copay	No cost share
Rehab services	20% Coinsurance	20% Coinsurance in network/40% out of network	\$10 Copay	\$30 Copay	Inpatient-\$0; Outpatient-\$10 per visit
Skilled Nursing care	No cost share	20% Coinsurance in network/40% out of network	No cost share	No cost share	No cost share
Medical equipment	20% Coinsurance	20% Coinsurance in network/40% out of network	No cost share	No cost share	20% Coinsurance
Hospice care	No cost share	20% Coinsurance	No cost share	No cost share	No cost share

* Premiums reflect a 4% discount from current rates due to consolidation of all insurance plans under ACWA/JPIA.

MONTHLY REPORT

To: David Dickson, General Manager
From: Joe Guistino, Superintendent of Operations
Agenda: May 10, 2016

Report
Date: May 4, 2016

Monthly Highlights

El Granada Pipeline Final Phase

The pipeline is in the ground and the contractor is presently crossing over the services. The new pipeline should be on line by the end of May.

Source of Supply

Crystal Springs, Pilarcitos and Denniston Reservoirs and Pilarcitos Wells 1, 4, 4A and 5 were the source of supply in April, supplying 40 million gallons (MG) of water. Seventy two percent of April's production was from Coastside County Water District (CCWD) owned sources (41% from Denniston and 30% from Pilarcitos wells). This is the fifth month in a row that local, District owned sources provided more water than that supplied by San Francisco Public Utility Commission (SFPUC). Denniston WTP ran every day in April.

System Improvements

Denniston Temporary Booster Pump

As reported last month, the Denniston Temporary Booster Pump was starting to fail. The pump bearings finally failed in the last week of March but the crews were able to get the pump running again until a new unit could be installed. A new unit was quickly procured and the crews installed it in March. Calcon integrated the pump into the SCADA system and the unit was started in April.

Pilarcitos Well Meters

We have embarked on a program to replace the old 2" meters on the Pilarcitos wells. We suspect that these meters were under reading. A new meter was placed on Pilarcitos Well #1 in April.

Caustic Soda Feed Pump

Caustic Soda (also known as Sodium Hydroxide) is a highly alkaline chemical that is used to control the pH of our treated water. It is the most dangerous chemical that CCWD uses in its treatment process and must be handled carefully at all times. The nature of this compound is such that it wicks through threaded joints and results in

corrosive deposits around joints in the chemical feed piping. It was wicking badly especially around the back pressure and pressure relief valves on the caustic feed pump skid. Treatment/Distribution Operator Matt Damrosch replaced these components with non-wicking ones in April, resulting in no more wicking and subsequent increase in the safety around these pump skids.

Other Activities Update:

Pilarcitos Canyon Road Repair Update

The Resource Conservation District (RCD) has been the lead agency in orchestrating the repairs to the Pilarcitos Canyon Road and its side roads to the Randtron radar experimental station buildings. The Randtron roads are a major source of sedimentation pollution into Pilarcitos Creek and there are some spots on the main road that are in danger of collapsing into the creek itself. All required permits have been procured and bid documents have been prepared. They will initiate the bid process for actual construction in May. Randtron is putting forth the funds to repair the roads that they use and we have budgeted for anticipated repairs and permits. Permit and administrative costs have been shared with Randtron with them paying 66%.

Unidirectional Flushing Program (UFP)

With the return of adequate rains this winter we are finally able to flush our water mains once again. Flushing the water mains is an important water quality function in order to remove sediments in the pipe to prevent extended colored water events, biofilm formation, bacterial colonization and loss of chlorine residual. The field crew exercised all valves that will be operated as part of the program and we are poised to start the UFP in May.

Crystal Springs Check Valve

We have noted that the large check valve at Crystal Springs Pump Station (PS) has been leaking, allowing the pipeline and Cahill Ridge Tank to drain back to Crystal Springs Reservoir. We have contracted with Pump Repair to repair this valve and the crews have been preparing to remove the vault lid for the repairs in May.

On Site Chlorine Generation System (OSG)

The OSG system at Denniston WTP failed in April. The cause was the failure of the hydrogen gas blower, which ventilates hydrogen off gas to the atmosphere. PSI Microchlor, the manufacturer of the system, responded quickly with a new blower.

Regulatory Agency Interaction

California Water Resources Control Board (CWRCB)

- On 1 April, I answered a few questions from our CWRCB engineer about the Denniston capacity and Denniston well status.
- On 6 April I requested Sean Donovan, Treatment Supervisor, to contact our CWRCB engineer as to questions she had on CT calculations as part of her update of our Denniston Operating Permit.

- On 8 April I submitted a letter to our CWRCB engineer petitioning a reduction in aluminum analysis at Denniston WTP since we no longer have any issues related to this element in our treated water. She has not responded as of this writing.
- On 15 April I submitted our written response to some questions that our CWRCB engineer had posed to us in her update to our Denniston Operating Permit. We are still waiting for the permit as of this writing.
- On 29 April, we received more questions as to whether the Denniston coagulant tank can be taken out of service while the plant is on line. We are presently researching the answer and will respond on the first week of May.

Safety/Training/Inspections/Meetings

Meetings Attended

1 April - monthly Coastside Emergency Action Program (CEAP) meeting with local emergency response participants.

6, 13, 20 and 27 April - Attended the weekly El Granada Pipeline Final Phase Project status meeting.

14 April - Met with Jim Teter on the Stone Dam Pipeline, La Nebia Winery bypass, Cameron's Best Western Hotel, and the Pilarcitos Bridge Crossing projects.

18 April - Another Aclara dog and pony show.

20 April - Met with Resource Conservation District (RCD) and Randtron about the Randtron and Pilarcitos Roads Improvement Projects

22 April - Met with a student on a watershed project.

25 April - Cal/Nev Section American Water Works Association (AWWA) Awards telephone meeting.

29 April - Met with Ox Mountain Division Manager as to water availability.

Tailgate safety sessions in October

4 April - Know What's Below: Call 811 Before You Dig!

11 April - Lockout/Tagout: Water Under Pressure Poses Danger

18 April - The Safe Use of Compressed Air

25 April - An Open and Shut Case for Gate Valve Safety

Preventive Solutions Safety Committee and Training

I finalized the contract with the safety training instructor and submitted to him for his signature. There was no Safety Committee meeting in April.

The Monthly Safety Training was on Environmental Hazards and Personal Protective Equipment. Donovan, Damrosch and Patterson were the only operators in attendance due to meter reading constraints.

Training

On 4 April, Treatment/Distribution Operator Dustin Jahns took and passed his Class B driver's license.

Extended Sick Leave

Treatment/Distribution Operator Jack Whelen has been on extended sick leave since 28 March. He will be returning to work in May.

Projects

El Granada Pipeline Final Phase

The project has been progressing nicely. The HTPE pipeline under the creek was tied in to the ductile iron (DI) pipe on the north end and south ends and brought close to the tie-in point on Main Street. The pipeline on the south end down Purissima and up Mill Streets has been installed and the contractors are presently crossing over the service connections. There was a minor change order to re-align the pipe on Purissima Street. The tie-ins to the Main Street pipeline will take place in the next 2 weeks and the project should be complete by the end of the month.

Avenue Cabrillo Project 3B

This project went out to bid in April and the bids were open on Tuesday. There were only two bidders. See Staff Report for this board meeting.

STAFF REPORT

To: Board of Directors
From: Cathleen Brennan, Water Resources Analyst
Agenda: May 10, 2016
Report Date: May 5, 2016
Subject: Water Resources

Informational Report: Status of Extended Emergency Water Conservation Regulations

Although Northern California received average to above average levels of precipitation in water year 2016, Southern California received below average levels of precipitation. The message from both the California Department of Water Resources and the State Water Resources Control Board (SWRCB) is “the drought has not ended”.

The Emergency Water Conservation Regulations that were originally from June 2015 through February 2016 have been extended through October 2016. Water agencies in regions with normal supplies are asking for relief from mandatory water conservation goals. **On May 18th, the SWRCB will consider taking action to modify the Emergency Water Conservation Regulations.**

There has been a lot of speculation on what actions the SWRCB may take on May 18th, but it certain that some mandatory conservation will remain in effect through the summer. The SWRCB must consider the concerns of water agencies that have adequate water supplies against the need to prepare for continued drought conditions in parts of or all of California. The SWRCB must also consider that groundwater levels have dropped to historic lows in the San Joaquin Valley, surface storage hasn't fully recovered, and agriculture has been severely impacted along with fish and wildlife.

Based on current water demand, Coastside County Water District is one of those water agencies that currently has adequate water supplies to meet the needs of its customers and would benefit from relief from some or all of the mandatory water conservation regulations.

California has been experiencing prolonged dry conditions. Seven of the nine years since 2007 (when the 2007-09 drought began) have been dry. California also experienced record warmth during this time, heightening impacts to mountain snowpack and cold-water fisheries. 2014 and 2015 were, respectively, the warmest and second-warmest years in 121 years of statewide average temperature records.

*Although this is the wettest year since the drought began in 2012, one somewhat improved season does not compensate for four prior years of drought. **Ending a drought means having enough precipitation and runoff throughout the state to mitigate the impacts we've experienced.** Water year 2016 doesn't get us there.*

California Department of Water Resources

Californians sharpened their water saving efforts in March, conserving 24.3 percent compared to the amount used in March 2013 – double February’s savings and evidence that residents and businesses remain concerned about the persistent drought now in its fifth year. Statewide cumulative savings from June 2015 to March 2016 totaled 23.9 percent compared with the same months in 2013.

State Water Resources Control Board

