

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

SPECIAL MEETING OF THE BOARD OF DIRECTORS

Tuesday, July 11, 2017 - 6:00 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. Conference with Labor Negotiator
Pursuant to California Government Code Section 54957.6
Agency Designated Representatives: David Dickson, General Manager
and Mary Rogren, Assistant General Manager
Employee Organization: Teamsters Union, Local 856**

**B. Public Employee Performance Evaluation
Pursuant to California Government Section 54957
Title: General Manager**

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

5) ADJOURNMENT

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

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, July 11, 2017 - 7:00 p.m.

AGENDA

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

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

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

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

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

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

4) CONSENT CALENDAR

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

- A. Approval of disbursements for the month ending June 30, 2017: Claims: \$1,374,028.79; Payroll: \$131,182.00 for a total of \$1,505,210.79 ([attachment](#))
 - *June 2017 Monthly Financial Claims reviewed and approved by Director Feldman*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of June 13, 2017 Regular and Special Board of Directors Meetings ([attachment](#))
- D. Monthly Water Service Connection Transfer Report ([attachment](#))
- E. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- F. Total CCWD Production Report ([attachment](#))
- G. CCWD Monthly Sales by Category Report – June 2017 ([attachment](#))
- H. Monthly Emergency Main & Service Repairs Report and Water Line Flushing Report ([attachment](#))
- I. Monthly Rainfall Reports ([attachment](#))
- J. S.F.P.U.C. Hydrological Report for the month of May 2017 ([attachment](#))
- K. Approval of Calcon Work Directive 17-03 for Nunes Valve Controls Project ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Agreement with Pakpour Consulting Group for El Granada Tank #1 Retaining Wall Design ([attachment](#))
- B. Authorize the General Manager to Purchase a New Bowl and Shaft Assembly for Crystal Springs Pump # 3 ([attachment](#))
- C. License and Commercial Right of Entry Agreement for Strawflower Village Pipeline Installation ([attachment](#))
- D. Fiscal Year 2016-2017 Year End – Financial Results - Preliminary ([attachment](#))
- E. Consider approval of Resolution Establishing Appropriations Limit Applicable to District during Fiscal year 2017-2018 ([attachment](#))
- F. Response to 2016-2017 Grand Jury Report Regarding Independent Special Districts Website Transparency Update ([attachment](#))
- G. Purchase a New Service Truck from Summit Truck Equipment ([attachment](#))
- H. Recycled Water Update ([attachment](#))

- 7) **GENERAL MANAGER'S REPORT AND MONTHLY INFORMATIONAL REPORTS**
([attachment](#))
 - A. Assistant General Manager's Report ([attachment](#))
 - B. Superintendent of Operations Report ([attachment](#))
 - C. Water Resource Report ([attachment](#))

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

- 9) **ADJOURNMENT**

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

CHECKS				
<u>CHECK DATE</u>	<u>CHECK NO.</u>	<u>VENDOR</u>	<u>VOID CHECK</u>	<u>AMOUNT</u>
06/02/2017	24097	Void Check		0.00
06/02/2017	24098	SCOTT USHER		1,377.38
06/02/2017	24099	COMCAST		194.02
06/02/2017	24100	FIRST NATIONAL BANK		1,723.32
06/02/2017	24101	HUE & CRY, INC.		24.00
06/02/2017	24102	MASS MUTUAL FINANCIAL GROUP		1,724.65
06/02/2017	24103	PACIFIC GAS & ELECTRIC CO.		6,001.10
06/02/2017	24104	RICOH USA INC		503.07
06/02/2017	24105	SAN MATEO LAWN MOWER SHOP		205.17
06/02/2017	24106	VALIC		3,195.00
06/02/2017	24107	VERIZON WIRELESS		810.34
06/13/2017	24108	HEALTH BENEFITS ACWA-JPIA		34,483.30
06/13/2017	24109	CANYON SPRINGS ENTERPRISES		65,457.71
06/13/2017	24110	INTERNATIONAL CITY MGMT ASSOC RETIREMENT CORP		31,968.00
06/13/2017	24111	KENNEDY/JENKS CONSULTANTS		78,420.75
06/13/2017	24112	PUMP REPAIR SERVICE CO. INC.		64,213.46
06/13/2017	24113	SAN FRANCISCO WATER DEPT.		183,463.30
06/13/2017	24114	STOLOSKI & GONZALEZ, INC.		536,599.86
06/16/2017	24115	A-1 SEPTIC TANK SERVICE		650.00
06/16/2017	24116	AT&T		3,244.58
06/16/2017	24117	AT&T LONG DISTANCE		394.80
06/16/2017	24118	ABUNDANCE GROUP, INC		19,718.26
06/16/2017	24119	CALIFORNIA C.A.D. SOLUTIONS, INC		7,050.00
06/16/2017	24120	RECORDER'S OFFICE		50.00
06/16/2017	24121	SEAN DONOVAN		84.83
06/16/2017	24122	HASSETT HARDWARE		680.38
06/16/2017	24123	U.S. HEALTHWORKS MEDICAL GROUP, P.C.		50.00
06/16/2017	24124	JACK HENRY & ASSOCIATES, INC.		2,068.76
06/16/2017	24125	MASS MUTUAL FINANCIAL GROUP		1,724.65
06/16/2017	24126	PACIFIC GAS & ELECTRIC CO.		30,433.61
06/16/2017	24127	REPUBLIC SERVICES		419.06
06/16/2017	24128	NANCY D. MASSA		16,948.35
06/16/2017	24129	TEAMSTERS LOCAL UNION #856		1,143.00
06/16/2017	24130	TPX COMMUNICATIONS		1,884.87
06/16/2017	24131	SUSAN TURGEON		75.31
06/16/2017	24132	VALIC		3,195.00
06/16/2017	24133	BOSCO OIL COMPANY		1,984.21
06/28/2017	24134	ADP, INC.		664.65
06/28/2017	24135	FRANK YAMELLO		235.00
06/28/2017	24136	ANDREINI BROS. INC.		6,662.38
06/28/2017	24137	AZTEC GARDENS, INC.		190.00

06/28/2017	24138	BADGER METER, INC.	123.00
06/28/2017	24139	BALANCE HYDROLOGICS, INC	8,215.67
06/28/2017	24140	BARBARA MASEK	800.00
06/28/2017	24141	BAY AREA WATER SUPPLY &	246.48
06/28/2017	24142	BAY ALARM COMPANY	669.78
06/28/2017	24143	BIG CREEK LUMBER	6.60
06/28/2017	24144	BIG VALLEY DIVERS, INC.	3,121.00
06/28/2017	24145	JANET BRAY	300.00
06/28/2017	24146	DAVID PEREIRA	462.70
06/28/2017	24147	CALCON SYSTEMS, INC.	21,100.06
06/28/2017	24148	CAROLYN STANFIELD	600.00
06/28/2017	24149	CHEMTRADE CHEMICALS US LLC	2,453.00
06/28/2017	24150	CINTAS FIRST AID & SAFETY	1,069.63
06/28/2017	24151	PETTY CASH	32.80
06/28/2017	24152	RECORDER'S OFFICE	24.00
06/28/2017	24153	DATAPROSE, LLC	2,002.81
06/28/2017	24154	ELECSYS INTERNATIONAL CORP	250.00
06/28/2017	24155	FIRST NATIONAL BANK	953.58
06/28/2017	24156	GARCIA AND ASSOCIATES	11,244.69
06/28/2017	24157	GEMPLER'S, INC.	735.96
06/28/2017	24158	GRAINGER, INC.	3,122.75
06/28/2017	24159	HMB BLDG. & GARDEN INC.	155.92
06/28/2017	24160	HANSONBRIDGETT. LLP	22,720.70
06/28/2017	24161	HF&H CONSULTANTS, LLC	1,175.00
06/28/2017	24162	HYDROSCIENCE ENGINEERS, INC.	4,830.00
06/28/2017	24163	IRON MOUNTAIN	476.15
06/28/2017	24164	IRVINE CONSULTING SERVICES, INC.	2,442.24
06/28/2017	24165	IRVINE CONSULTING SERVICES, INC.	3,140.31
06/28/2017	24166	JOHN'S SALT SERVICE, INC	6,012.40
06/28/2017	24167	KINGS MOUNTAIN ARBOR HEALTH & SAFETY	2,250.00
06/28/2017	24168	KANEKO AND KRAMMER CORP	1,440.00
06/28/2017	24169	GLENNA LOMBARDI	110.00
06/28/2017	24170	MANAGEMENT PARTNERS, INC	3,900.00
06/28/2017	24171	MASS MUTUAL FINANCIAL GROUP	1,724.65
06/28/2017	24172	METLIFE GROUP BENEFITS	1,635.33
06/28/2017	24173	MISSION UNIFORM SERVICES INC.	226.92
06/28/2017	24174	MONTEREY COUNTY LAB	2,063.00
06/28/2017	24175	NORTHSTAR CHEMICAL	2,805.00
06/28/2017	24176	OFFICE DEPOT	520.02
06/28/2017	24177	ONTRAC	811.64
06/28/2017	24178	PACIFICA COMMUNITY TV	250.00
06/28/2017	24179	PAKPOUR CONSULTING GROUP	1,823.06
06/28/2017	24180	PAULO'S AUTO CARE	114.26
06/28/2017	24181	PITNEY BOWES	211.91
06/28/2017	24182	RICOH USA INC	503.07
06/28/2017	24183	ROBERTS & BRUNE CO.	6,572.19

06/28/2017	24184	ROGUE WEB WORKS, LLC	624.40
06/28/2017	24185	SAN MATEO CTY PUBLIC HEALTH LAB	680.00
06/28/2017	24186	SERVICE PRESS	700.66
06/28/2017	24187	SOUTHWEST VALVE, LLC	19,518.33
06/28/2017	24188	SOUTH SAN FRANCISCO TIRE SERVICE	3,117.58
06/28/2017	24189	STATE WATER RESOURCES CONTROL BD	100.00
06/28/2017	24190	JAMES TETER	1,100.36
06/28/2017	24191	TYLER TECHNOLOGIES, INC	375.00
06/28/2017	24192	UNIVAR USA INC	6,281.75
06/28/2017	24193	UPS STORE	238.00
06/28/2017	24194	USA BLUE BOOK	2,534.47
06/28/2017	24195	VALIC	3,195.00
06/28/2017	24196	VERIZON WIRELESS	984.08
06/01/2017	24197	TIM HENDERSON/CYPRESS GROUP	956.39
06/01/2017	24198	MAUREEN SANTOS	43.34
06/23/2017	24199	ELVA CHEN	37.56
06/23/2017	24200	TROY WARREN	40.14
06/29/2017	24201	CHEVRON/TEXACO UNIVERSAL CARD	1,449.32
06/29/2017	24202	KENNEDY/JENKS CONSULTANTS	54,149.07
TOTAL CLAIMS FOR MONTH			\$ 1,331,489.86

WIRE PAYMENTS

<u>MONTH</u>	<u>VENDOR</u>	<u>AMOUNT</u>
06/01/2017	DFT0000059 PUB. EMP. RETIRE SYSTEM	12,752.50
06/05/17	DFT0000060 CHEVRON/TEXACO UNIVERSAL CARD	1,765.68
06/15/2017	DFT0000061 PUB. EMP. RETIRE SYSTEM	12,596.90
06/29/2017	DFT0000064 PUB. EMP. RETIRE SYSTEM	11,774.81
06/30/17	Credit Card & Bank Fees	3,649.04
TOTAL WIRE PAYMENTS FOR MONTH		\$ 42,538.93

TOTAL CLAIMS FOR THE MONTH OF JUNE 2017 **\$ 1,374,028.79**



Monthly Budget Report Account Summary

For Fiscal: 2016-2017 Period Ending: 06/30/2017

	June Budget	June 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	1,215,607.00	1,128,733.89	-86,873.11	-7.15 %	10,266,127.00	10,513,296.63	247,169.63	2.41 %	10,266,127.00
	Total RevType: 1 - Operating:	1,215,607.00	1,128,733.89	-86,873.11	-7.15 %	10,266,127.00	10,513,296.63	247,169.63	2.41 %	10,266,127.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	4,185.00	5,767.21	1,582.21	37.81 %	50,000.00	64,439.84	14,439.84	28.88 %	50,000.00
1-4180-00	Late Notice - 10% Penalty	6,026.40	3,648.33	-2,378.07	-39.46 %	72,000.00	67,050.88	-4,949.12	-6.87 %	72,000.00
1-4230-00	Service Connections	837.00	3,408.46	2,571.46	307.22 %	10,000.00	17,652.84	7,652.84	76.53 %	10,000.00
1-4920-00	Interest Earned	0.00	0.00	0.00	0.00 %	3,070.00	6,281.49	3,211.49	104.61 %	3,070.00
1-4930-00	Tax Apportionments/County Checks	20,000.00	64,485.35	44,485.35	222.43 %	600,000.00	797,209.35	197,209.35	32.87 %	600,000.00
1-4950-00	Miscellaneous Income	3,096.90	9,774.42	6,677.52	215.62 %	37,000.00	124,973.63	87,973.63	237.77 %	37,000.00
1-4955-00	Cell Site Lease Income	12,027.06	12,797.93	770.87	6.41 %	143,692.00	150,668.52	6,976.52	4.86 %	143,692.00
1-4965-00	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00 %	200,000.00	325,313.79	125,313.79	62.66 %	200,000.00
	Total RevType: 2 - Non-Operating:	46,172.36	99,881.70	53,709.34	116.32 %	1,115,762.00	1,553,590.34	437,828.34	39.24 %	1,115,762.00
	Total Revenue:	1,261,779.36	1,228,615.59	-33,163.77	-2.63 %	11,381,889.00	12,066,886.97	684,997.97	6.02 %	11,381,889.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	237,273.00	223,822.30	13,450.70	5.67 %	2,578,474.00	2,249,524.58	328,949.42	12.76 %	2,578,474.00
1-5230-00	Nunes T P Pump Expense	2,617.31	5,165.54	-2,548.23	-97.36 %	31,270.00	35,834.08	-4,564.08	-14.60 %	31,270.00
1-5231-00	CSP Pump Station Pump Expense	7,744.00	31,782.81	-24,038.81	-310.42 %	325,420.00	235,810.42	89,609.58	27.54 %	325,420.00
1-5232-00	Other Trans. & Dist Pump Expense	1,952.00	2,813.22	-861.22	-44.12 %	18,020.00	22,058.77	-4,038.77	-22.41 %	18,020.00
1-5233-00	Pilarcitos Canyon Pump Expense	180.00	-2,880.36	3,060.36	1,700.20 %	26,000.00	43,684.52	-17,684.52	-68.02 %	26,000.00
1-5234-00	Denniston T P Pump Expense	11,893.00	13,735.33	-1,842.33	-15.49 %	85,000.00	57,708.80	27,291.20	32.11 %	85,000.00
1-5242-00	CSP Pump Station Operations	878.85	742.83	136.02	15.48 %	10,500.00	9,606.94	893.06	8.51 %	10,500.00
1-5243-00	CSP Pump Station Maintenance	6,474.00	7,222.96	-748.96	-11.57 %	37,000.00	27,747.07	9,252.93	25.01 %	37,000.00
1-5245-00	Alves/Miramontes Maintenance	0.00	0.00	0.00	0.00 %	0.00	296.27	-296.27	0.00 %	0.00
1-5246-00	Nunes T P Operations - General	5,397.00	7,617.97	-2,220.97	-41.15 %	57,000.00	61,514.47	-4,514.47	-7.92 %	57,000.00
1-5247-00	Nunes T P Maintenance	3,960.00	12,212.84	-8,252.84	-208.41 %	80,500.00	76,531.68	3,968.32	4.93 %	80,500.00
1-5248-00	Denniston T P Operations-General	4,188.00	9,888.32	-5,700.32	-136.11 %	35,000.00	27,062.66	7,937.34	22.68 %	35,000.00
1-5249-00	Denniston T.P. Maintenance	2,750.00	2,706.60	43.40	1.58 %	53,000.00	62,266.28	-9,266.28	-17.48 %	53,000.00
1-5250-00	Laboratory Expenses	3,305.00	4,515.27	-1,210.27	-36.62 %	53,000.00	59,893.80	-6,893.80	-13.01 %	53,000.00
1-5260-00	Maintenance - General	11,023.29	26,769.14	-15,745.85	-142.84 %	131,700.00	160,298.05	-28,598.05	-21.71 %	131,700.00
1-5260-10	Maintenance - Main Line Breaks	8,370.00	0.00	8,370.00	100.00 %	100,000.00	31,641.78	68,358.22	68.36 %	100,000.00
1-5260-11	Maintenance - Paving	4,185.00	1,155.00	3,030.00	72.40 %	50,000.00	44,790.90	5,209.10	10.42 %	50,000.00
1-5261-00	Maintenance - Well Fields	909.00	0.00	909.00	100.00 %	50,000.00	10,980.86	39,019.14	78.04 %	50,000.00

Monthly Budget Report

For Fiscal: 2016-2017 Period Ending: 06/30/2017

		June	June	Variance	Percent	YTD	YTD	Variance	Percent	Total Budget
		Budget	Activity	(Unfavorable)	Variance	Budget	Activity	(Unfavorable)	Variance	
1-5263-00	Uniforms	144.00	336.90	-192.90	-133.96 %	10,000.00	8,276.94	1,723.06	17.23 %	10,000.00
1-5318-00	Studies/Surveys/Consulting	12,555.00	19,165.00	-6,610.00	-52.65 %	150,000.00	122,108.25	27,891.75	18.59 %	150,000.00
1-5321-00	Water Resources	3,933.90	6,078.13	-2,144.23	-54.51 %	47,000.00	15,290.20	31,709.80	67.47 %	47,000.00
1-5322-00	Community Outreach	4,185.00	6,216.00	-2,031.00	-48.53 %	50,000.00	36,824.92	13,175.08	26.35 %	50,000.00
1-5381-00	Legal	5,022.00	8,949.30	-3,927.30	-78.20 %	60,000.00	93,196.23	-33,196.23	-55.33 %	60,000.00
1-5382-00	Engineering	1,171.80	-871.38	2,043.18	174.36 %	14,000.00	25,960.77	-11,960.77	-85.43 %	14,000.00
1-5383-00	Financial Services	6,000.00	1,462.00	4,538.00	75.63 %	20,000.00	10,042.00	9,958.00	49.79 %	20,000.00
1-5384-00	Computer Services	10,487.61	11,269.96	-782.35	-7.46 %	125,300.00	113,295.38	12,004.62	9.58 %	125,300.00
1-5410-00	Salaries/Wages-Administration	84,677.00	77,452.41	7,224.59	8.53 %	1,100,800.00	888,635.16	212,164.84	19.27 %	1,100,800.00
1-5411-00	Salaries & Wages - Field	93,644.00	95,722.43	-2,078.43	-2.22 %	1,217,375.00	1,187,935.76	29,439.24	2.42 %	1,217,375.00
1-5420-00	Payroll Tax Expense	12,481.00	12,091.95	389.05	3.12 %	162,245.00	147,177.65	15,067.35	9.29 %	162,245.00
1-5435-00	Employee Medical Insurance	35,682.00	30,085.35	5,596.65	15.68 %	412,904.00	391,382.54	21,521.46	5.21 %	412,904.00
1-5436-00	Retiree Medical Insurance	5,205.00	3,595.42	1,609.58	30.92 %	59,976.00	46,326.35	13,649.65	22.76 %	59,976.00
1-5440-00	Employees Retirement Plan	41,025.00	70,889.40	-29,864.40	-72.80 %	508,256.00	485,869.16	22,386.84	4.40 %	508,256.00
1-5445-00	Supplemental Retirement 401a	33,000.00	31,968.00	1,032.00	3.13 %	33,000.00	31,968.00	1,032.00	3.13 %	33,000.00
1-5510-00	Motor Vehicle Expense	4,745.79	8,738.79	-3,993.00	-84.14 %	56,700.00	66,221.81	-9,521.81	-16.79 %	56,700.00
1-5620-00	Office & Billing Expenses	14,293.95	16,503.23	-2,209.28	-15.46 %	170,775.00	211,383.95	-40,608.95	-23.78 %	170,775.00
1-5625-00	Meetings / Training / Seminars	2,008.80	668.16	1,340.64	66.74 %	24,000.00	21,885.32	2,114.68	8.81 %	24,000.00
1-5630-00	Insurance	10,044.00	10,605.14	-561.14	-5.59 %	120,000.00	119,907.64	92.36	0.08 %	120,000.00
1-5687-00	Membership, Dues, Subscript.	6,193.80	325.00	5,868.80	94.75 %	74,000.00	62,853.67	11,146.33	15.06 %	74,000.00
1-5688-00	Election Expenses	0.00	0.00	0.00	0.00 %	0.00	3,612.78	-3,612.78	0.00 %	0.00
1-5689-00	Labor Relations	502.20	0.00	502.20	100.00 %	6,000.00	0.00	6,000.00	100.00 %	6,000.00
1-5700-00	San Mateo County Fees	1,590.30	0.00	1,590.30	100.00 %	19,000.00	11,241.98	7,758.02	40.83 %	19,000.00
1-5705-00	State Fees	1,339.20	0.00	1,339.20	100.00 %	16,000.00	46,240.71	-30,240.71	-189.00 %	16,000.00
	Total ExpType: 1 - Operating:	703,030.80	758,520.96	-55,490.16	-7.89 %	8,179,215.00	7,364,889.10	814,325.90	9.96 %	8,179,215.00
	ExpType: 4 - Capital Related									
1-5712-00	Debt Service/Existing Bonds 2006B	0.00	0.00	0.00	0.00 %	486,426.00	486,359.58	66.42	0.01 %	486,426.00
1-5715-00	Debt Service/CIEDB 11-099	0.00	0.00	0.00	0.00 %	336,409.00	336,409.49	-0.49	0.00 %	336,409.00
1-5716-00	Debt Service/CIEDB 2016	0.00	0.00	0.00	0.00 %	145,203.00	145,202.41	0.59	0.00 %	145,203.00
	Total ExpType: 4 - Capital Related:	0.00	0.00	0.00	0.00 %	968,038.00	967,971.48	66.52	0.01 %	968,038.00
	Total Expense:	703,030.80	758,520.96	-55,490.16	-7.89 %	9,147,253.00	8,332,860.58	814,392.42	8.90 %	9,147,253.00
	Report Total:	558,748.56	470,094.63	-88,653.93		2,234,636.00	3,734,026.39	1,499,390.39		2,234,636.00

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
June 30, 2017**

<u>RESERVE BALANCES</u>	Current Year as of 6/30/17	Prior Year as of 6/30/16
CAPITAL AND OPERATING RESERVE	\$5,046,732.13	\$2,451,060.52
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
TOTAL DISTRICT RESERVES	\$5,296,732.13	\$2,701,060.52

ACCOUNT DETAIL

ACCOUNTS WITH FIRST NATIONAL BANK (FNB)		
CHECKING ACCOUNT	\$4,248,023.33	\$826,369.10
CSP T & S ACCOUNT	\$16,930.17	\$849,583.88
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$1,031,078.63	\$1,024,407.54
DISTRICT CASH ON HAND	\$700.00	\$700.00
TOTAL ACCOUNT BALANCES	\$5,296,732.13	\$2,701,060.52

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

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

6/30/2017

* green highlighted projects - reflect timing of spend of CIP- moved from FY 16/17 to Q1 FY17/18

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

06-03	SCADA/Telemetry/Electrical Controls Replacement	\$ 50,000	\$ 129,668	\$ 129,668	\$ (79,668)	259%	Calcon work directive 16-04 \$126K (Approved Jan 2017 board meeting)
17-02	Forklift for Nunes	\$ 30,000	\$ 14,661	\$ 14,661	\$ 15,340	100%	completed
99-03	Computer Systems	\$ 5,000	\$ 4,407	\$ 4,407	\$ 593	88%	
99-04	Office Equipment/Furniture	\$ 3,000	\$ 2,992	\$ 2,992	\$ 8	100%	

Facilities & Maintenance

08-08	PRV Valves Replacement Project	\$ 30,000	\$ 33,684	\$ 33,684	\$ (3,684)	112%	
09-09	Fire Hydrant Replacement	\$ 40,000	\$ 41,576	\$ 41,576	\$ (1,576)	104%	
09-23	District Digital Mapping	\$ 10,000			\$ 10,000	0%	accounted for in expense
14-14	Pilarcitos Canyon Road Improvements	\$ 65,000	\$ 82,781	\$ 82,781	\$ (17,781)	100%	completed
17-11	Pilarcitos PRV Station Valve Replacement	\$ 45,000			\$ 45,000	0%	Bid approved at the February 2017 Board meeting; project is delayed until mid FY2017-18 after Crystal Springs goes offline.
09-07	Advanced Metering Infrastructure	\$ 300,000	\$ 249,013	\$ 249,013	\$ 50,987	83%	Remaining funds moved to FY2017-18 (Shipments scheduled July 2017)
99-01	Meter Change Program	\$ 300,000	\$ 224,666	\$ 224,666	\$ 75,334	75%	Remaining funds moved to FY2017-18 (Shipments scheduled July 2017)

Pipeline Projects

06-01	Avenue Cabrillo Phase 3B Pipeline Replacement Project	\$ 650,000	\$ 709,471	\$ 709,471	\$ (59,471)	109%	Completed
13-02	Strawflower - Phase 1 - (Replace 8" Pipeline Under Creek at Pilarcitos Avenue)	\$ 100,000	\$ 9,262	\$ 9,262	\$ 90,738	9%	Approved at January 2017 Board meeting; currently working on acquiring easements for Phase ; will commence work in July 2017
14-26	Replace 2" Pipe in Downtown Half Moon Bay	\$ 500,000	\$ 44,472	\$ 44,472	\$ 455,528	9%	Out to bid July-August 2017; FY17/18 CIP includes funding

Pump Stations / Tanks / Wells

06-04	Hazen's Tank Replacement	\$ 30,000			\$ 30,000	0%	on hold-evaluate after completion of Bridgeport Pipeline/Denniston PS project
06-03	El Granada Tank #3 Recoating Project	\$ 600,000	\$ 631,358	\$ 631,358	\$ (31,358)	105%	In process - estimated completion August 2017
13-11	EG Tank #1 & Tank #2 Emergency Generators	\$ 200,000	\$ 196,664	\$ 196,664	\$ 3,336	98%	Completed
17-03	Pilarcitos Wells 3 and 3A Rehabilitation	\$ 90,000	\$ 108,309	\$ 108,309	\$ (18,309)	120%	Completed
17-05	Crystal Springs Pump Station Motor Controls	\$ 50,000	\$ 17,859	\$ 17,859	\$ 32,141	36%	Calcon work directives 17-01 and 17-02 approved at February 2017 Board meeting; work will be performed in FY2017-18 after Crystal Springs goes offline.
17-06	Crystal Springs Pump Station Discharge Valve Replacement	\$ 30,000	\$ 31,847	\$ 31,847	\$ (1,847)	106%	

Water Supply Development

10-02 & 12-04	Denniston Pump Station & Pipeline Project (formerly Bridgeport Drive Pipeline Replacement Project)	\$ 2,600,000	\$ 1,904,150	\$ 1,904,150	\$ 695,850	73%	Estimated project completion - August 2017; (original completion date - June, 2017)
17-12	Recycled Water Project Development	\$ 100,000	\$ 1,000	\$ 1,000	\$ 99,000	1%	

Water Treatment Plants

17-01	Nunes Water Treatment Plant Treated Water Meter	\$ 50,000		\$ -	\$ 50,000	0%	Moved to FY 2019-20
17-04	Denniston Dam Spillway	\$ 10,000			\$ 10,000	0%	Moved to FY 2017-18
17-07	Denniston WTP Site Improvements for Erosion Control	\$ 50,000			\$ 50,000	0%	Moved to FY 2017-18

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

6/30/2017

		Approved CIP Budget FY 16/17	Actual To Date FY16/17	Projected Year-End FY 16/17	Variance vs. Budget	% Completed	Project Status/ Comments
* green highlighted projects - reflect timing of spend of CIP- moved from FY 16/17 to Q1 FY17/18							
17-08	Nunes Filter Surface Wash Repairs	\$ 50,000	\$ 86,155	\$ 86,155	\$ (36,155)	172%	July 2017 Board Meeting-Work directive to be approved for expanded scope
17-10	Nunes Backwash Pond Sand Replacement	\$ 65,000	\$ 28,194	\$ 28,194	\$ 36,806	43%	completed
99-05	Denniston Maintenance Dredging	\$ 35,000	\$ 20,881	\$ 20,881	\$ 14,119	60%	Moved to FY 2017-18 (October 2017) ; permit approved

FY 16/17 TOTALS \$ 6,088,000 \$ 4,573,067 \$ 4,573,068 \$ 1,514,932

Previous CIP Projects - paid in FY 16/17

14-24	Denniston/San Vicente EIR & Permitting		\$ 63,159	\$ 63,159	\$ (63,159)		
99-02	2017 Customer Service Vehicle		\$ 30,482	\$ 30,482	\$ (30,482)		On FY2015/16 CIP
	Ventura / Washington Pipeline Replacement		\$ 5,775	\$ 5,775	\$ (5,775)		On FY2015/16 CIP
10-01	El Granada Pipeline Final Phase Replacement Project		\$ (1,026)	\$ (1,026)	\$ 1,026		Completed - Refund for Application Fee

PREVIOUS YEAR TOTALS \$ - \$ 98,390 \$ 98,390 \$ (98,390)

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

	Mixers for El Granada Tanks #1 and #2		\$ 3,128	\$ 3,128	\$ (3,128)		Completed (\$3K is for installation; Mixers were purchased in 6/2016.)
	Wavecrest Road Pipeline Extension - CCWD Portion		\$ 169	\$ 169	\$ (169)		
07-03	Stone Dam/Pilarcitos Canyon Pipeline Project		\$ 102,525	\$ 102,525	\$ (102,525)		Reflects primarily engineering and CEQA
06-02	Highway One South Pipeline Replacement Project		\$ 557	\$ 557	\$ (557)		
99-02	2017 Ford F-150 Pickup		\$ 22,528	\$ 22,528	\$ (22,528)		Emergency replacement
17-15	Pilarcitos Canyon Emergency Road Repairs (2017)		\$ 94,950	\$ 94,950	\$ (94,950)		2-2017 Emergency - Storm Related Repairs
	Replace 4" Fire Check at District Office		\$ 11,400	\$ 11,400	\$ -		Completed
17-16	Crystal Springs Pump 3 - Column pipes/shafting replacement		\$ 68,250	\$ 68,250	\$ (68,250)		Urgent replacement - approved at February 2017 Board meeting
	Well Refurbishments; Well #4 New pump and motor		\$ 15,181	\$ 15,181	\$ (15,181)		
13-08	Crystal Springs Pump 1 Motor Replacement		\$ 62,373	\$ 62,373	\$ (62,373)		Urgent replacement-approved at December 2016 (moved up from 2017/18)
	Administration Building - New Front Doors		\$ 8,610	\$ 8,610	\$ (8,610)		Completed February 2017
16-07	Water Sample Station Replacement Project		\$ 16,948	\$ 16,948	\$ (16,948)		Multi-year project
					\$ -		

NON-BUDGETED TOTALS \$ - \$ 406,620 \$ 406,620 \$ (395,220)

CIP TOTALS \$ 6,088,000 \$ 5,078,078 \$ 5,078,078 \$ 1,021,322

**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
Jul-16	7,269		1,812	392		5,564				15,037
Aug-16	3,412			284	674	18,541				22,912
Sep-16	2,489			603	3,798	7,063				13,953
Oct-16	2,205			784	1,392	677				5,056
Nov-16	1,909		815	757	1,657	677			242	6,057
Dec-16	2,776		513	544	60	478				4,371
Jan-17	3,231			858					604	4,693
Feb-17	3,080			474	1,087					4,641
Mar-17	1,350		695	1,219	1,510					4,773
Apr-17	7,572			724	544					8,840
May-17	5,739			500	30					6,269
Jun-17	1,846		272	379	393	19,831				22,721
TOTAL	42,879	0	4,107	7,516	11,145	52,831	0	0	846	119,322

**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
Jul-16	480			480	0
Aug-16	480	14,917		15,397	0
Sep-16	480	8,597		9,077	0
Oct-16	480	17,965		18,445	0
Nov-16	480	12,365	254	13,098	254
Dec-16	480	3,392	2,424	6,296	2,424
Jan-17	480	5,662	4,069	10,210	4,069
Feb-17	1,494	11,649	806	13,949	806
Mar-17	480	7,552		8,032	
Apr-17	480	5,594		6,074	
May-17	587	9,988		10,575	
Jun-17	480	620		1,100	
TOTAL	6,881	98,301	7,553	112,735	7,553

Calcon T&M Projects Tracking
as of 6/30/17

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Total Billing (thru 6/30/16)	Project Billing FY2016-17	Project Budget Remaining	
CAL-13-01	EG Tank 2 Recoating Project	Closed	9/30/13	10/8/13	\$8,220.00	\$8,837.50		-\$617.50	
CAL-13-02	Nunes Control System Upgrades	Closed	9/30/13	10/8/13	\$46,141.00	\$55,363.60		-\$9,222.60	
CAL-13-03	Win 911 and PLC Software	Closed	9/30/13	10/8/13	\$9,717.00	\$12,231.74		-\$2,514.74	
CAL-13-04	Crystal Springs Surge Tank Retrofit	Closed	11/26/13	11/27/13	\$31,912.21	\$66,572.54		-\$34,660.33	
CAL-13-05		Closed				\$0.00		\$0.00	
CAL-13-06	Nunes Legacy Backwash System Removal	Closed	11/25/13	11/26/13	\$6,516.75	\$6,455.00		\$61.75	
CAL-13-07	Denniston Backwash FTW Valves	Closed	11/26/13	11/27/13	\$6,914.21	\$9,518.28		-\$2,604.07	
CAL-14-01	Denniston Wash Water Return Retrofit	Closed	1/28/14	2/14/14	\$13,607.00	\$13,591.60		\$15.40	
CAL-14-02	Denniston Calrifier SCADA Data	Closed	4/2/14	4/7/14	\$4,125.00	\$4,077.50		\$47.50	
CAL-14-03	Nunes Surface Scatter Turbidimeter	Closed	4/2/14	4/7/14	\$2,009.50	\$0.00		\$2,009.50	
CAL-14-04	Phase I Control System Upgrade	Closed	4/2/14	4/7/14	\$75,905.56	\$44,459.14		\$31,446.42	
CAL-14-06	Miramar Control Panel	Closed	8/28/14	8/28/14	\$37,953.00	\$27,980.71		\$9,972.29	
CAL-14-08	SFWater Flow & Data Logger/Cahill Tank	Closed	8/20/2014	8/20/2014	\$1,370.00	\$1,372.00		-\$2.00	
CAL-15-01	Main Street Monitors	Closed				\$6,779.42		-\$6,779.42	
CAL-15-02	Denniston To Do List	Closed				\$2,930.00		-\$2,930.00	
CAL-15-03	Nunes & Denniston Turbidity Meters	Closed			\$6,612.50	\$5,833.26	\$6,702.86	-\$5,923.62	
CAL-15-04	Phase II Control System Upgrade		6/23/2015	8/11/2015	\$195,000.00	\$170,524.50	\$16,067.00	\$8,408.50	
CAL-15-05	Permanganate Water Flow					\$1,567.15		-\$1,567.15	
CAL-16-04	Radio Network		12/9/2016	1/10/2017	\$126,246.11	\$5,777.50	\$102,128.18	\$18,340.43	
CAL-16-05	EI Granada Tank No. 3 Recoating		12/16/2016		\$6,904.50		\$3,860.00	\$3,044.50	
CAL-17-01	Crystal Springs Leak Valve Control		2/8/2017	2/14/2017	\$8,701.29		\$6,249.00	\$2,452.29	
CAL-17-02	Crystal Springs Requirements & Addtl Controls		2/8/2017	2/14/2017	\$38,839.50		\$17,859.00	\$20,980.50	
CAL-17-03	Nunes Valve Control (To be Approved at July 11, 2017 Board Meeting)		6/29/2017		\$73,281.80		\$61,028.43	\$12,253.37	
TBD	Denniston Booster Station						\$1,220.00	-\$1,220.00	
SUBTOTAL					\$699,976.93	\$443,871.44	\$215,114.47	\$40,991.02	
Other: Maintenance									
CAL-15-EMG	Emergency Callout					\$	790.00		
CAL-17-EMG	Emergency Callout Tanks					\$	3,435.77		
	Crystal Springs Maintenance					\$	3,623.68		
	Nunes Maintenance					\$	6,058.04		
	Denniston Maintenance					\$	19,666.77		
	Main Office/Distribution					\$	30,866.85		
TOTAL FY2016/17							\$	4,215.25	
							\$	283,770.83	

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING

Tuesday, June 13, 2017

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

Also present: David Dickson, General Manager; Mary Rogren, Assistant General Manager; Patrick Miyaki Legal Counsel; 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) **SPECIAL ORDER OF BUSINESS - FISCAL YEAR 2017-2018 BUDGET, FISCAL YEAR 2017/2018 TO 2026/27 CAPITAL IMPROVEMENT PROGRAM, RESOLUTION AMENDING THE RATE AND FEE SCHEDULE TO INCREASE WATER RATES, AND RESOLUTION AMENDING THE GENERAL REGULATIONS REGARDING WATER SERVICE**

Staff Presentations

- Fiscal Year 2017/18 Operations and Maintenance Budget
- Fiscal Year 2017/2018 to 2026/2027 Capital Improvement Program
- Proposed Amendment of Rate and Fee Schedule to Increase Water Base Charges by 0% and Consumption Quantity Charges up to 5%

Ms. Rogren provided a presentation summarizing the District's budget process, referencing the eight budget-related public meetings that have been conducted since February of 2017, as well as the District's outreach efforts. She reviewed revenue requirements and provided an overview of the District's population served, water sources, treatment plants, storage tanks, and the Crystal Springs Pump Station. Ms. Rogren proceeded with her presentation recapped the District's financial condition, the commitment to invest in infrastructure and the requirements for ongoing rate increases to cover inflationary cost increases.

Next Ms. Rogren reviewed the District's Capital Improvement Program featuring the infrastructure investments made over the past five years and the future projects the District has planned over the next ten years. She also reviewed the District's annual revenue requirements, key assumptions behind the financing plan, the cost of service analysis, and the proposed rate increase. Rick Simonson, Vice President with HF&H, also reiterated a brief explanation of the cost of service analysis. Ms. Rogren concluded the presentation by analyzing the impact of the proposed rate increase on District customer's bills.

Open Public Hearing

President Reynolds opened the Public Hearing regarding the Proposed Amendment of Rate and Fee Schedule to Increase Water Base Charges by 0% and Consumption Quantity Charges up to 5% at 7:40 p.m., inviting members of the audience to address the Board on the subject of the proposed rate increase.

Craig Lavaysse, 701 Arnold Way, Half Moon Bay - Explained the difficulties in paying utility bills for the senior residents living on a limited fixed income.

Galyn Evans, Leslie Gardens Administrator, 701 Arnold Way, Half Moon Bay - Asked the Board to keep the coastside senior residents in mind when they consider increasing the water rates, as many of the local seniors are struggling to pay their utility costs on incomes of approximately \$821.00 per month.

Thomas Pohl, 675 Spindrift Way, Half Moon Bay - Stated that he thought the rate increase was a bit premature until the perceived water usage over the next five years is better known.

Ann Sklute, 701 Arnold Way, Half Moon Bay - Stated that she appreciated the District not increasing the rate on the base charges. She also spoke briefly about a federal based Home Energy Assistance Program (HEAP), offered to assist with utility costs for low income senior residents.

Close Public Hearing - President Reynolds closed the Public Hearing at 8:05 p.m.

Board Comments / Board Action

- Adoption of Resolution 2017-01 - A Resolution of the Board of Directors of the Coastside County Water District Amending the Rate and Fee Schedule to Increase Water Rates and Finding that the Amendments are Exempt From the California Environmental Quality Act
- Approval of Fiscal Year 2017-2018 Operation and Maintenance Budget and Capital Improvement Program for Fiscal Year 2017/2018 to 2026/2027

A brief discussion ensued among the Board members regarding the budget process and it was noted that the comments and concerns expressed by the senior residents on fixed incomes were taken very seriously by the Board when considering the rate increase.

ON MOTION BY Director Glassberg and seconded by Director Mickelsen, the Board voted by roll call vote to adopt Resolution 2017-01 Amending the Rate and Fee Schedule to Increase Water Rates and Finding that the Amendments are Exempt From the California Environmental Quality Act:

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

ON MOTION BY Director Coverdell and seconded by Director Glassberg, the Board voted by roll call vote to approve the Fiscal Year 2017/2018 Operations and Maintenance Budget and Fiscal Year 2017/2018 to 2026/2027 Capital Improvement Program:

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

5) CONSENT CALENDAR

- A. Approval of disbursements for the month ending May 31, 2017:
Claims: \$759,429.08; Payroll: \$90,766.22 for a total of \$850,195.30
- B. Acceptance of Financial Reports
- C. Approval of Minutes of May 9, 2017 Special and Regular Board of Directors Meetings
- D. Monthly Water Transfer Report
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report – May 2017
- H. Monthly Emergency Main & Service Repairs Report and Water Line Flushing Report
- I. Monthly Rainfall Reports
- J. S.F.P.U.C. Hydrological Report for the month of April 2017

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

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

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

6) **MEETINGS ATTENDED / DIRECTOR COMMENTS**

Director Feldman reported on his attendance at the Association of California Water Agencies (ACWA) conference in May. He noted that he was very pleased to see Coastside County Water District's Save Our Water Campaign featured at the ACWA conference during a presentation.

7) **GENERAL BUSINESS**

A. **Approve Salary Schedule with a Cost of Living Adjustment Increase for FY 2017-2018 effective July 1, 2017**

Ms. Rogren advised that the District is still in negotiations with Teamsters Local 586 for the Memorandum of Understanding (MOU) and stated that the union has confirmed their support to have the 3.3% Cost of Living Adjustment increase approved and implemented prior to the conclusion of the negotiations of the MOU. She also noted that CalPERS requires Board approval of the salary schedule.

ON MOTION BY Director Mickelsen and seconded by President Reynolds, the Board voted by roll call vote to approve the Salary Schedule with a Cost of Living Adjustment increase for FY 2017-2018 effective July 1, 2017:

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

B. **Resolution in Support of the Association of California Water Agencies' Policy Statement on Bay-Delta Flow Requirements**

Mr. Dickson introduced this item and provided a brief background of the proposal being presented by the State Water Resources Control Board (SWRCB) to improve water quality in the San Francisco Bay Delta by requiring minimum flows in the San Joaquin River. He summarized the Association of California Water Agencies' (ACWA) Policy Statement which emphasizes a collaborative, negotiated approach to solving the Bay-Delta's problems as an alternative to the litigation that will inevitably follow the SWRCB's imposition of unimpaired flow requirements.

ON MOTION BY Director Feldman and seconded by Director Mickelsen, the Board voted by roll call vote, to approve Resolution 2017-02, a Resolution in Support of the Association of California Water Agencies' Policy Statement on Bay-Delta Flow Requirements:

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

C. California Special Districts Association (CSDA) - 2017 Board Election - Bay Area Network, Seat C and Seat A

Mr. Dickson reminded the Board that as a member of the California Special District's Association, the Board has the opportunity to participate in the CSDA Board Elections process by casting a vote for one of the candidates seeking to represent the Bay Area Network. Brief discussion ensued.

ON MOTION BY President Reynolds and seconded by Director Coverdell, the Board voted by roll call vote to designate Stanley R. Caldwell and Robert Silano to serve the terms specified for Seat C and Seat A on the CSDA Board of Directors:

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

8) MONTHLY INFORMATIONAL REPORTS

A. Assistant General Manager's Report - Ms. Rogren reported that Joe Guistino, Superintendent of Operations, has announced his intention to retire on September 30, 2017 and that the District has engaged the services of Koff and Associates to immediately initiate recruitment efforts on behalf of the District for a new Superintendent of Operations.

B. Superintendent of Operations Report - Mr. Guistino summarized the monthly project highlights, including the Denniston deliveries and the Denniston Pump Station. He also informed the Board of the newest Treatment/Distribution Operator hired, Travis Menezes, joining the District's team on May 2, 2017.

C. Water Resources Report - Ms. Brennan updated the Board on the Pilarcitos Creek Integrated Watershed Management Plan (IWMP) and the District's agreement, along with other agencies, to help subsidize the continued operation of the gauge for Water Year 2017-2019 for the sum of \$11,588.00.

9) DIRECTOR AGENDA ITEMS – REQUESTS FOR FUTURE BOARD MEETINGS

Director Coverdell noted that a discussion of future water sources was proposed to be included on the July 2017 Board Meeting Agenda. Mr. Dickson advised that an introduction to the topic would be placed on the July 11, 2017 Board Meeting Agenda, followed by a workshop at a later date if the Board desired.

10) CLOSED SESSION

Conference with Legal Counsel – Anticipated Litigation

Significant Exposure to Litigation

Pursuant to California Government Code Section §54956.9(d)(2) - One Potential Case

The Closed Session began at 8:56 p.m.

11) RECONVENE TO OPEN SESSION

The Board reconvened into Open Session at 9:22 p.m., at which time it was announced that no action was taken in the Closed Session.

12) ADJOURNMENT – The meeting was adjourned at 9:22 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary to the District

Glenn Reynolds, President
Board of Directors

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: July 11, 2017

Report

Date: July 3, 2017

Subject: Monthly Water Transfer Report - June 2017

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 June one (1) application to transfer one (1) -- 5/8" (20 gpm) non-priority water service connection was 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 2017 CALENDAR YEAR
MONTH OF JUNE 2017**

DONATING APN	PROPERTY OWNER(S)	RECIPIENT APN	PROPERTY OWNER(S)	# OF CONNECTIONS	DATE
115-520-170	Charles J. Keenan III (c/o Joyce Yamigiwa)	056-118-190	Michael L. Su	1 -- 5/8"	June 28, 2017

Memorandum

TO: Gina Brazil
FROM: Patrick T. Miyaki
DATE: June 26, 2017
RE: **Application to Transfer One Uninstalled Non-Priority Water Service Connection from Charles J. Keenan III Trustee (c/o Joyce Yamigiwa) to Michael L. Su**

Gina, I have reviewed the Application to transfer one 5/8-inch uninstalled non-priority water service connection from property owned by Charles J. Keenan III Trustee (c/o Joyce Yamigiwa) (APN 115-520-170) to Michael L. Su (APN 056-118-190).

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, General Manager
Samantha Hubley

June 28, 2017

Charles Keenan, Trustee
c/o Joyce Yamigiwa
700 Emerson Street
Palo Alto, CA 94301

and

Michael Su
49 Maple Street, Apt. 1105
Redwood City, CA 94063



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 connections. The result of this transfer is as follows:

- APN 115-520-170 continues to have the rights to thirty-eight (38) -- 5/8" (20 gpm) non-priority water service connections from the Coastside County Water District; and
- APN 056-118-190 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,

A handwritten signature in blue ink that reads "Gina Brazil".

Gina Brazil
Office Manager

cc: David Dickson, General Manager

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

FY 2017

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			3					1		3	9
3/4" meter					1					2	1		4
1" meter				1									1
1 1/2" meter													0
2" meter													0
3" meter				1									1
HMB Priority													
0.5" capacity increase													0
5/8" meter				1	1								2
3/4" meter													0
1" meter													0
1 1/2" meter													0
2" meter													0
County Non-Priority													
0.5" capacity increase													
5/8" meter		1	2	1		1							5
3/4" meter													0
1" meter													0
County Priority													
5/8" meter													0
3/4" meter													0
1" meter									1				1
Monthly Total	1	2	2	4	5	1	0	0	0	3	1	3	23

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	1		20	4.5					4	1.5	3	35
HMB Priority				1	1								2
County Non-Priority		1	2	1		1							5
County Priority									1.5				1.5
Monthly Total	1	2	2	22	5.5	1	0	0	1.5	4	1.5	3	43.5

Fiscal Year 2017 Water Service Installations

FY 2017

APN	Name	Install Address	City/Community	Meter Size	Type	Date Installed	Notes
056-081-380	Nava, Kenneth & Yvonne	694 Terrace Ave	HMB	5/8"	dom	25-Jul-16	with 1" fire
047-218-150	Engdahl, Maxine	640 Ferdinand	EG	5/8"	dom	5-Aug	with 1" fire
064-321-120	Jones, Lani and Greg	371 Magnolia St	HMB	5/8"	dom	11-Aug	with 1" fire
048-013-090	Philomena LLC	114 Magellan Ave.	Miramar	5/8"	dom	27-Sep	with 1" fire
047-062-170	DaRosa, Tom	431 Sonora Ave.	EG	5/8"	dom	28-Sep	1" fire installed 10/6/16
047-221-070	Sanchez, Cesar	435 Avenue Del Oro	EG	5/8"	dom	3-Oct	with 1" fire
056-502-080	Oceanview Foundation	1001 Main Street	HMB	1"	irr	4-Oct	
056-502-080	Oceanview Foundation	1001 Main Street	HMB	3"	dom	4-Oct	
056-116-120	Gray, Kenneth	419 Correas Street	HMB	5/8"	dom	11-Oct	failed well
047-071-230	McKee, Patrick and Barbara	139 Madrona Ave.	EG	5/8"	dom	1-Nov	failed well
064-052-320	McGregor, Paul	220 Myrtle Street	HMB	5/8"	dom	8-Nov	with 1" fire
066-600-270	Carnoustie LLC	119 Carnoustie Dr	HMB	3/4"	dom	24-Oct	
048-121-160	Ralston, Randy	2805 Champs Elysee	HMB	5/8"	dom	15-Nov	with 1" fire
056-056-020	McGregor, Paul	456 Grand Blvd.	HMB	5/8"	dom	10-Nov	with 1" fire
056-141-710	Negrete, Sal	460-462 Oak Ave.	HMB	5/8"	second	7-Dec	
047-287-260	Machado, Doug	917 PalmaSt.	EG	5/8"	dom	14-Dec	with 1" fire
047-175-060	McCaffery, Tom	338 San Pedro	EG	1"	fire	23-Mar	remodel
047-082-010	Barbara's Fish Trap	281 Capistrano Rd	EG	1"	dom	28-Mar	increased capacity from original 5/8" meter
056-058-350	TDR Properties	345 Belleville Blvd	HMB	5/8"	dom	6-Apr	with 1" fire
066-600-300	Carnoustie LLC	125 Carnoustie Dr	HMB	3/4"	dom	3-Apr	with 2" fire
066-600-280	Carnoustie LLC	121 Carnoustie Dr	HMB	3/4"	dom	3-Apr	with 2" fire
066-600-290	Carnoustie LLC	123 Carnoustie Dr	HMB	3/4"	dom	5-May	with 2" fire
056-560-190	HMB Edenbridge LP	115 Red Hawk Ct	HMB	5/8"	dom	6-Jun	with 1" fire
056-560-130	HMB Edenbridge LP	114 Red Hawk Ct	HMB	5/8"	dom	6-Jun	with 1" fire
156-560-140	HMB Edenbridge LP	118 Red Hawk Ct	HMB	5/8"	dom	6-Jun	with 1" fire

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2017

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	1.58	15.50	0.00	37.11	7.05	61.24	4.36	56.88
AUG	2.55	10.84	0.00	4.40	51.18	68.97	4.12	64.85
SEPT	2.28	10.35	0.00	0.00	45.04	57.67	3.37	54.30
OCT	0.49	1.71	0.00	0.00	57.09	59.29	1.76	57.53
NOV	0.01	1.13	10.91	0.00	26.92	38.97	2.15	36.82
DEC	0.00	13.01	13.18	0.00	17.59	43.78	2.05	41.73
JAN	0.00	2.32	18.25	0.00	14.98	35.55	2.24	33.31
FEB	0.00	0.00	23.75	4.01	6.36	34.12	3.72	30.41
MAR	0.43	5.18	25.41	13.01	1.80	45.83	3.33	42.50
APR	0.00	14.05	0.00	25.41	1.87	41.33	3.54	37.79
MAY	0.00	24.60	0.00	29.40	3.25	57.25	3.53	53.72
JUN	0.41	24.25	0	21.59	17.65	63.90	3.58	60.32
TOTAL	7.75	122.94	91.50	134.93	250.78	607.90	37.75	570.14
% MONTHLY TOTAL	0.64%	37.95%	0.00%	33.79%	27.62%	100.00%	0.06	94.40%
% ANNUAL TO DATE TOTAL	1.3%	20.2%	15.1%	22.2%	41.3%	100.0%	6.21%	93.8%
Local vs Imported-month	72.4%	27.62%	CCWD vs SFPUC- month		38.6%	61.4%		
Local vs Imported-annual	58.7%	41.3%	CCWD vs SFPUC- annual		36.6%	63.4%		
	Local Source	Imported Source						

12 Month Running Treated Total 570.14

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2016

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

 denotes estimated due to faulty SFPUC meter

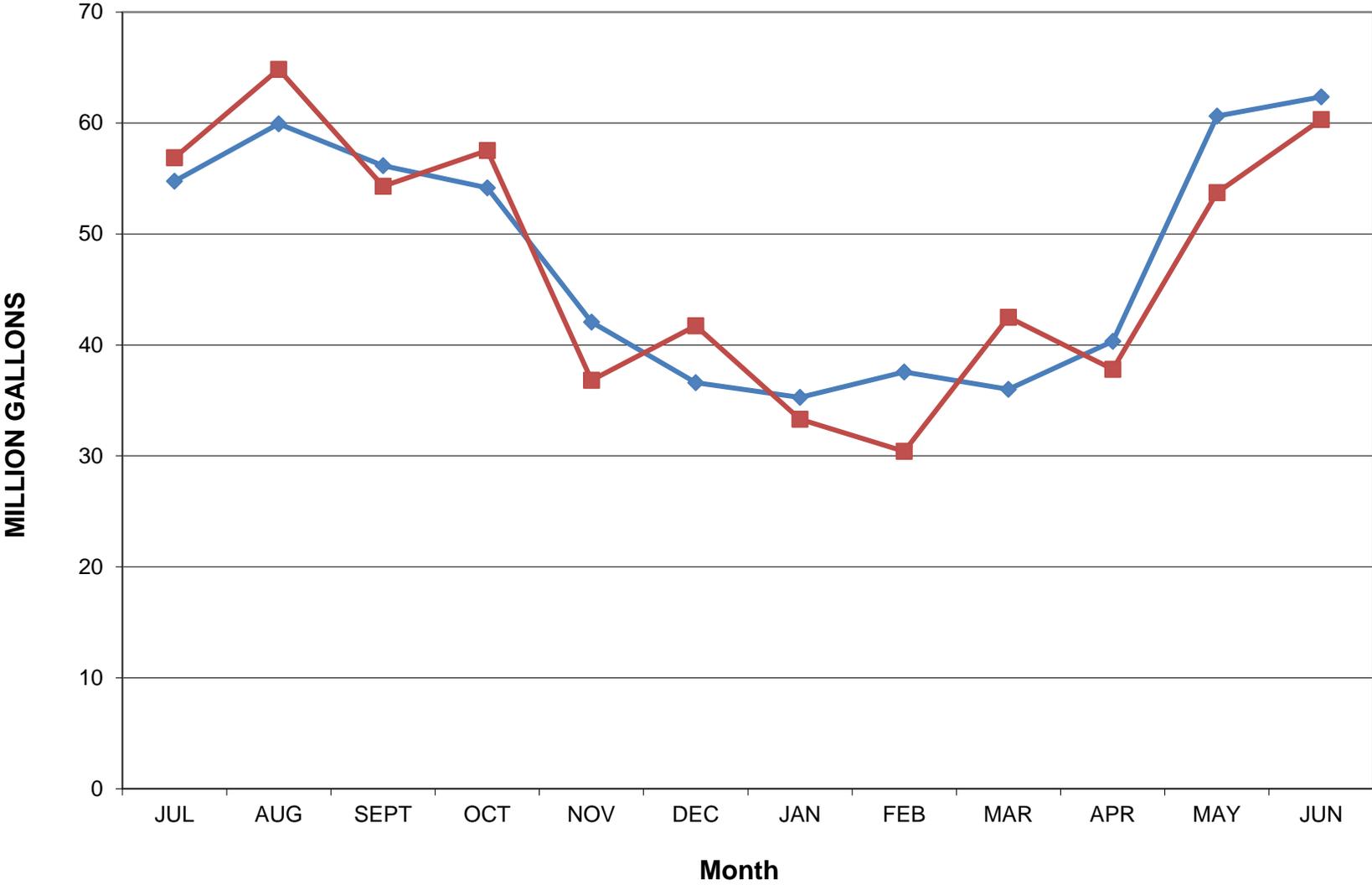
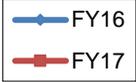
COASTSIDE COUNTY WATER DISTRICT

Predicted vs Actual Production - All Sources FY 17

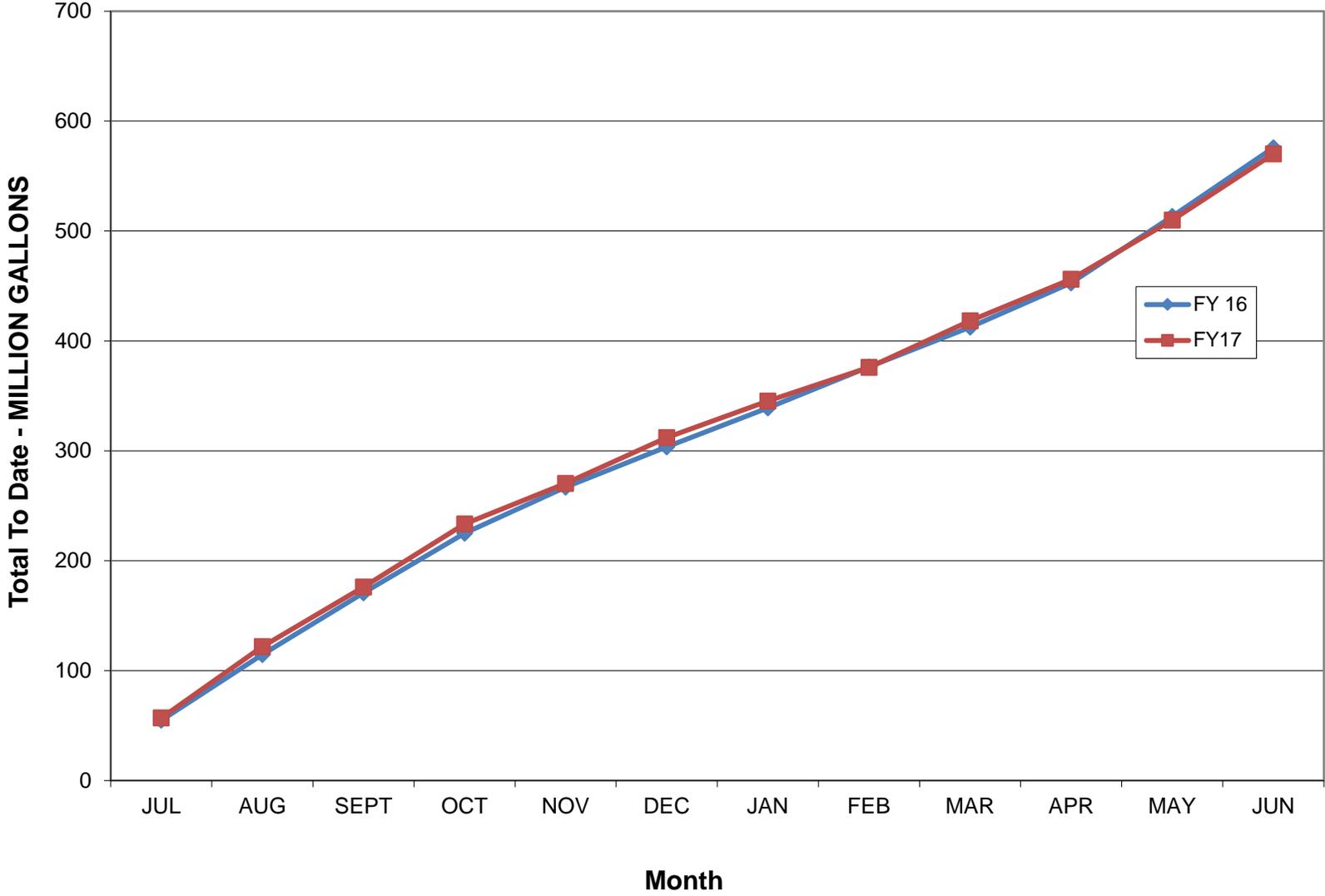
	Denniston Surface			Denniston Wells			Pilarcitos Wells			Pilarcitos Surface			SFWD CSP			SFWD Total	
	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG
Jul-16	15.50	0.00	-15.50	1.58	0.00	-1.58	0.00	0.00	0.00	37.11	0.00	-37.11	7.05	57.30	50.25	44.16	57.30
Aug-16	10.84	0.00	-10.84	2.55	0.00	-2.55	0.00	0.00	0.00	4.40	0.00	-4.40	51.18	61.04	9.86	55.58	61.04
Sep-16	10.35	0.00	-10.35	2.28	0.00	-2.28	0.00	0.00	0.00	0.00	0.00	0.00	45.04	67.77	22.73	45.04	67.77
Oct-16	1.71	0.00	-1.71	0.49	0.00	-0.49	0.00	0.00	0.00	0.00	0.00	0.00	57.09	66.27	9.19	57.09	66.27
Nov-16	1.13	0.00	-1.13	0.01	0.00	-0.01	10.91	4.94	-5.97	0.00	0.00	0.00	26.92	45.33	18.41	26.92	45.33
Dec-16	13.01	12.49	-0.52	0.00	0.00	0.00	13.18	16.46	3.28	0.00	16.64	16.64	17.59	0.00	-17.59	17.59	16.64
Jan-17	2.32	12.49	10.17	0.00	0.00	0.00	18.25	17.20	-1.05	0.00	8.98	8.98	14.98	0.00	-14.98	14.98	8.98
Feb-17	0.00	12.49	12.49	0.00	0.00	0.00	23.75	19.45	-4.30	4.01	8.98	4.96	6.36	0.00	-6.36	10.37	8.98
Mar-17	5.18	12.64	7.46	0.43	0.00	-0.43	25.41	19.45	-5.96	13.01	5.31	-7.70	1.80	0.00	-1.80	14.81	5.31
Apr-17	14.05	12.64	-1.41	0.00	2.85	2.85	0.00	0.00	0.00	25.41	30.37	4.96	1.87	0.00	-1.87	27.28	30.37
May-17	24.60	12.64	-11.96	0.00	2.85	2.85	0.00	0.00	0.00	29.40	34.11	4.71	3.25	0.00	-3.25	32.65	34.11
Jun-17	24.25	12.64	-11.61	0.41	2.85	2.44	0.00	0.00	0.00	21.59	0.00	-21.59	17.65	42.64	24.99	39.24	42.64
MG Totals	122.94	88.03	-34.91	7.75	8.55	0.80	91.50	77.49	-14.01	134.93	104.38	-30.55	250.78	340.34	89.57	385.70	444.72

	Actual non SFPUC	Predicted non SFPUC	Actual SFPUC	Predicted SFPUC	TOTAL Actual	TOTAL Predicted	TOTAL Pred-act
	222.19	174.07	385.70	444.72	607.89	618.80	10.90
% Total	36.55%	28.13%	63.45%	71.87%	98.24%		

Monthly Production FY 16 vs FY 17



Cumulative Production FY 16 vs.FY17



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

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

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	19.638	39.197	19.950	34.540	16.008	28.428	17.071	24.825	12.670	27.256	15.528	34.380	289.49
COMMERCIAL	3.731	3.032	3.597	2.698	2.969	2.321	2.599	1.930	2.766	2.203	3.143	2.435	33.42
RESTAURANT	1.745	1.569	1.937	1.353	1.596	1.260	1.343	0.975	1.405	1.204	1.682	1.325	17.40
HOTELS/MOTELS	3.004	3.420	2.778	2.425	2.239	1.857	2.048	1.700	2.288	2.200	2.795	2.323	29.08
SCHOOLS	0.659	0.754	0.723	0.722	0.332	0.223	0.131	0.470	0.238	0.329	0.503	0.573	5.66
MULTI DWELL	2.572	2.697	2.403	2.659	2.161	2.671	2.377	2.503	2.403	2.717	2.718	2.741	30.62
BEACHES/PARKS	0.579	0.500	0.406	0.343	0.206	0.120	0.153	0.097	0.198	0.185	0.337	0.414	3.54
AGRICULTURE	5.160	5.131	4.784	7.124	5.950	4.090	4.353	4.155	5.704	6.320	6.927	5.422	65.12
RECREATIONAL	0.242	0.282	0.221	0.220	0.186	0.211	0.185	0.192	0.214	0.263	0.227	0.300	2.74
MARINE	0.498	0.524	0.638	0.391	0.501	0.565	0.464	0.418	0.462	0.427	0.496	0.372	5.76
IRRIGATION	1.538	3.239	2.703	2.395	0.471	0.406	0.377	0.199	0.304	0.489	2.257	3.172	17.55
RAW WATER	10.081	8.593	9.711	8.440	0.141	2.079	0.000	0.000	0.004	0.703	3.586	5.068	48.41
Detector Checks	0.009	0.011	0.013	0.007	0.008	0.025	0.022	0.019	0.062	0.021	0.019	0.023	0.24
Portable Meters	0.099	0.895	0.404	0.496	0.299	0.155	0.094	0.083	0.141	0.159	0.220	0.286	3.33
TOTAL - MG	49.55	69.85	50.27	63.81	33.07	44.41	31.22	37.57	28.86	44.48	40.44	58.83	552.35

Non Residential Usage	29.916	30.649	30.317	29.273	17.061	15.983	14.146	12.743	16.189	17.220	24.911	24.454	
Running 12 Month Total													552.35
12 mo Residential													289.49
12 mo Non Residential													24.45
Total	#VALUE!	313.94											

FY 2016

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

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

MONTH	Jun-17												
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Coastside County Water District Monthly Discharge Report

EMERGENCY MAIN AND SERVICE REPAIRS

1	Date Reported Discovered	Date Repaired	Location	Pipe Class	Pipe Size & Type	Estimated Water Loss (Gallons)*	Environmental Damage? Y/N**	If Yes chlorine residual after dechlor	Equipment Costs	Material Costs	Employee hours		Labor Costs	Total Costs
											1	2		
1	6/22/2017	6/28/17	800 Monte Vista										*	
				S	1" PL	2,000	No		\$1,200.00	\$450.00	3	6	\$1,000	\$2,650.00
2											Staff	Hours		\$0.00
3											Staff	Hours		\$0.00
4											Staff	Hours		\$0.00
5											Staff	Hours		\$0.00
6											Staff	Hours		\$0.00
7											Staff	Hours		\$0.00
8											Staff	Hours		\$0.00
Totals						2,000			\$1,200.00	\$450.00	3	6	\$1,000	\$2,650.00

* all costs paid by contractor who damaged main	** If Yes, include photos of damage	Staff x hours = 18
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MONTH		Jun-17											
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				
3									Dewatering Operations				
4									Other (includes flow testing)	5000			
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)	0		
				5 min	20 min	end	5 min	20 min	end				
1													
2													
ANNUAL REPRESENTATIVE MONITORING											PLANNED DISCHARGES GRAND TOTAL (MG)		
	Date	Location	Volume (gal)	pH	Chlorine Residual after dechlor (ppm)								
1													0.002

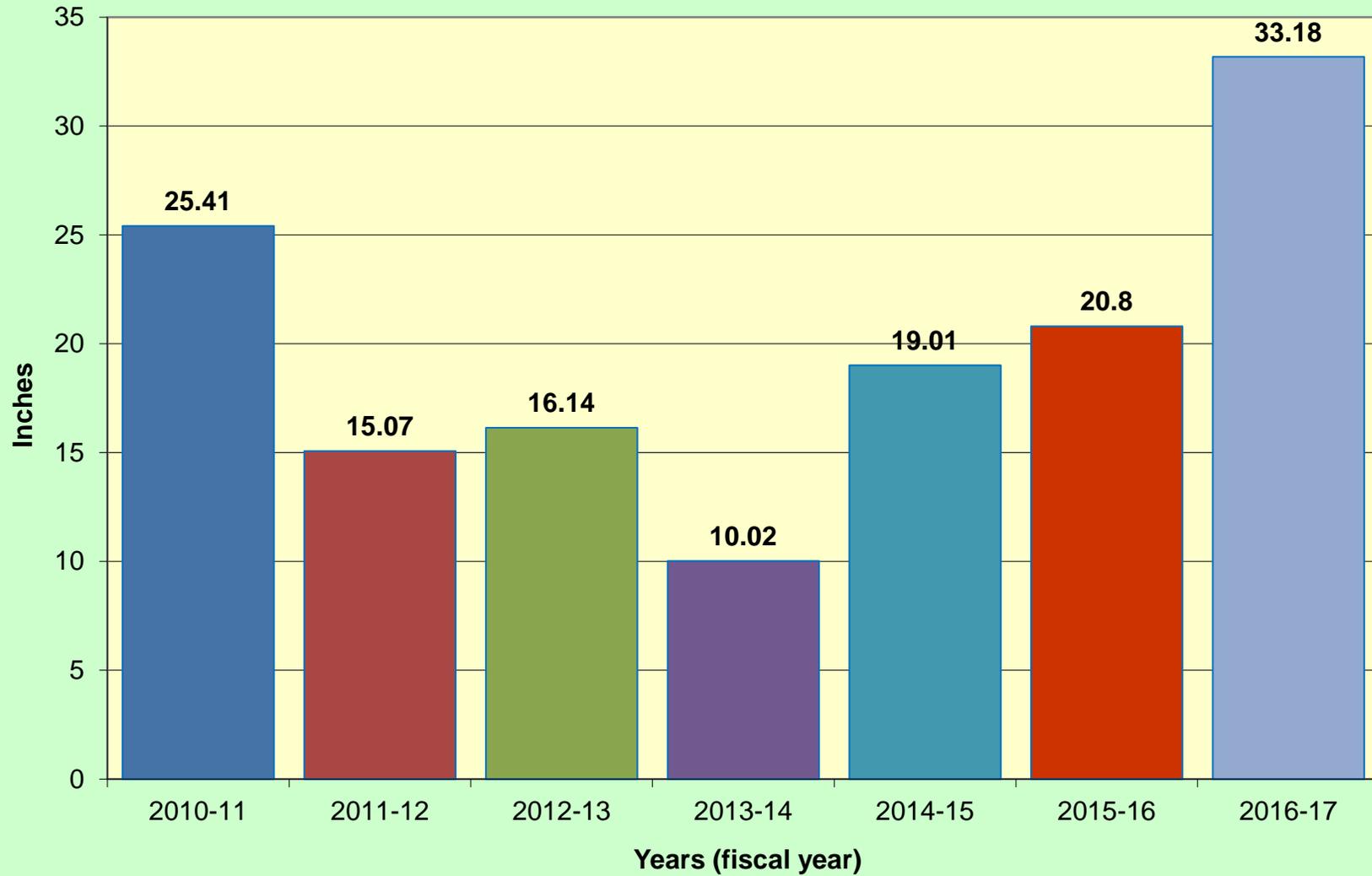
Coastside County Water District
 766 Main Street
 July 2016 - June 2017

District Office
 Rainfall in Inches

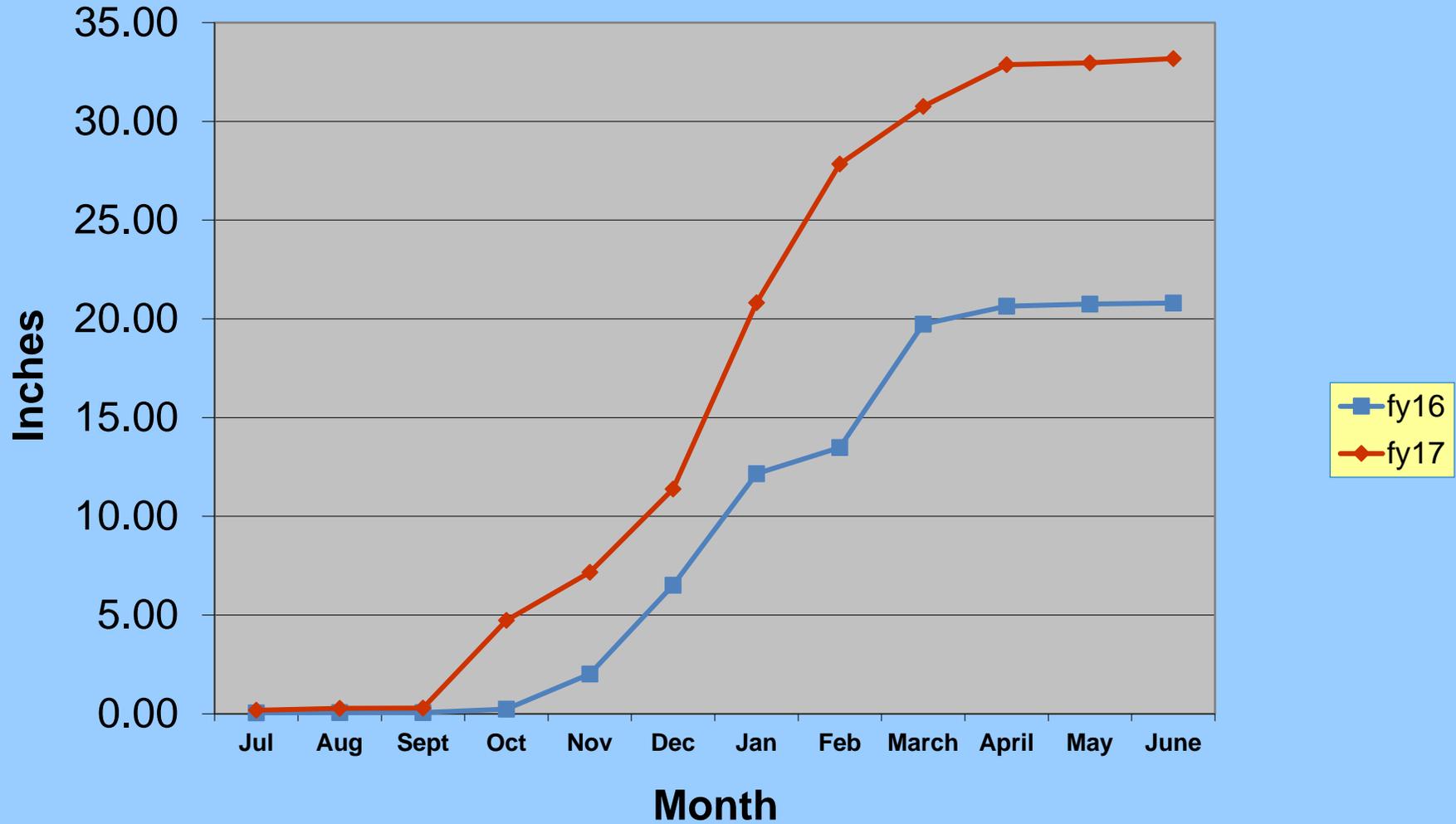
	2016						2017					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0	0.01	0	0.2	0.01	0.04	0.01	0.03	0.01	0.01	0.01
2	0	0	0	0	0.01	0	0.15	0.14	0	0	0	0
3	0	0	0	0.01	0	0	1.06	0.49	0.01	0.01	0	0
4	0.01	0	0	0	0	0.01	0.41	0.1	0.47	0	0	0
5	0.04	0.04	0	0.01	0.01	0	0.01	0.24	0.56	0	0.02	0
6	0	0	0	0.01	0.02	0.01	0	0.48	0.15	0.75	0	0
7	0.02	0	0	0	0	0.26	0.55	0.81	0.08	0.71	0	0
8	0.06	0	0	0	0	0.27	0.92	0.39	0	0.15	0	0.1
9	0.01	0.01	0	0	0.01	0.11	0.35	0.35	0.01	0.09	0.01	0.05
10	0	0	0	0	0.01	1.06	1.09	0.32	0	0.05	0	0
11	0	0	0	0	0.01	0.01	0.04	0.19	0.01	0.04	0	0
12	0	0.01	0	0	0	0	0.35	0.15	0.01	0.07	0	0
13	0	0	0	0	0.01	0.09	0	0.03	0	0.02	0	0
14	0	0	0	0.56	0	0.08	0.01	0	0	0.02	0	0
15	0.01	0.01	0	0.62	0.01	1.48	0.01	0	0.01	0.01	0	0
16	0	0.01	0	0.96	0	0	0	0.34	0.03	0.01	0.02	0
17	0	0.01	0	0.01	0.01	0	0	0.66	0	0.01	0	0
18	0.01	0.01	0	0	0	0	0.92	0.44	0	0.01	0	0
19	0	0	0	0	0.23	0	0.38	0.04	0	0	0	0
20	0	0	0	0	0.31	0	1.28	0.75	0.3	0.01	0	0
21	0	0	0	0.01	0	0	0.31	0.37	0.52	0	0.01	0
22	0	0	0	0.01	0.25	0	0.8	0.16	0.2	0	0	0
23	0.01	0	0	0.01	0.06	0.81	0.73	0.14	0.12	0	0	0
24	0	0	0	0.07	0.01	0.01	0.01	0.2	0.09	0.02	0	0.01
25	0	0	0	0	0	0	0.01	0.09	0.07	0	0.01	0.01
26	0	0	0	0	0.84	0	0	0.06	0.09	0.12	0	0
27	0	0	0	0.6	0.25	0	0	0.05	0.05	0	0	0.02
28	0	0	0	0.38	0.15	0	0	0.03	0.04	0	0	0
29	0	0	0	0.06	0	0	0		0.04	0	0.01	0
30	0	0	0	1.08	0.04	0	0		0.02	0	0	0.01
31	0.01	0		0.04		0	0		0.01		0.01	
Mon.Total	0.18	0.10	0.01	4.44	2.44	4.21	9.43	7.03	2.92	2.11	0.10	0.21
Year Total	0.18	0.28	0.29	4.73	7.17	11.38	20.81	27.84	30.76	32.87	32.97	33.18

Rain Totals

Fiscal Years 11 - 17



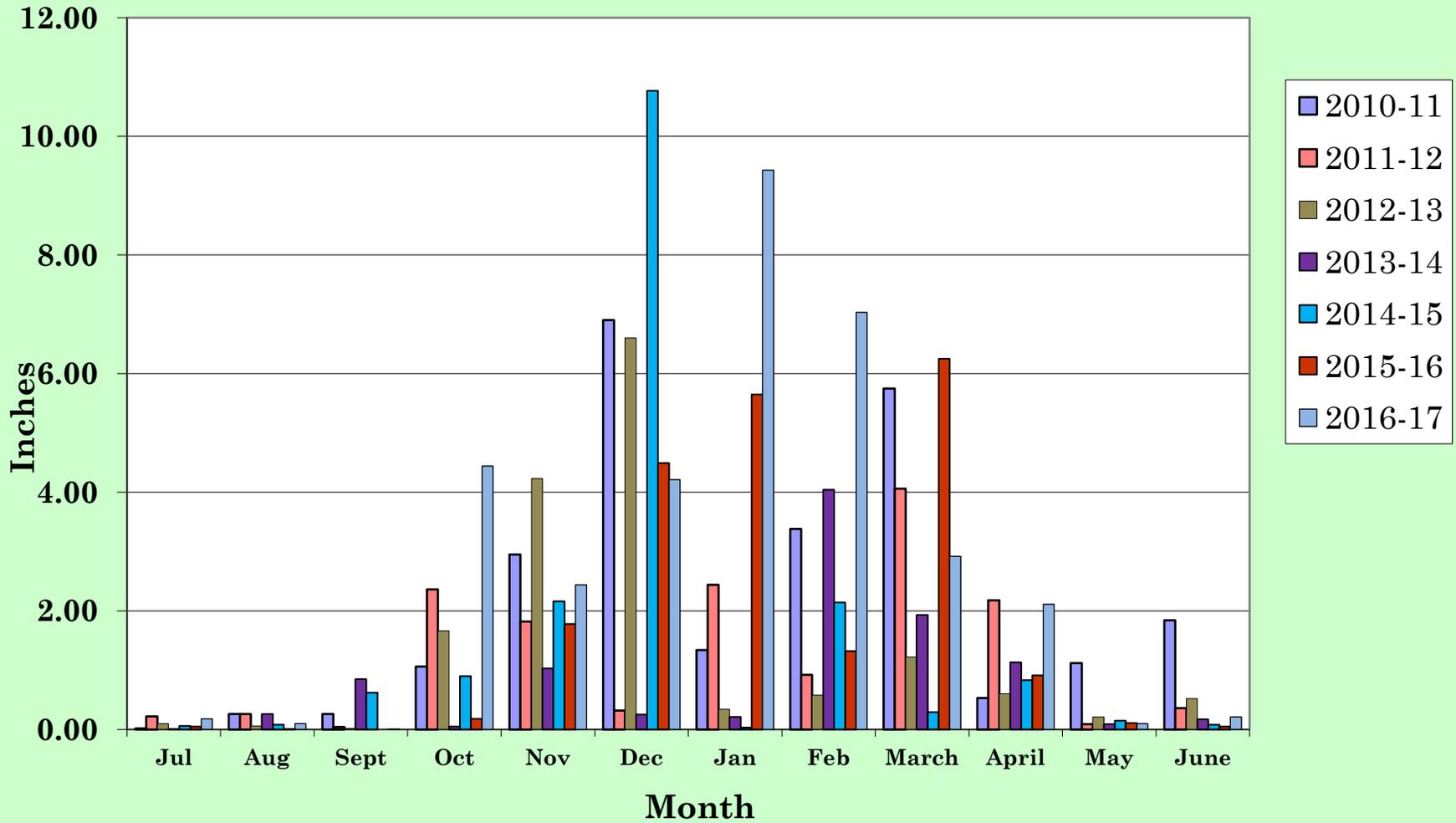
Rainfall Total Comparison Fiscal Years 16 and 17



Coastside County Water District

Rainfall by Month

Fiscal Years 11 - 17



MONTHLY CLIMATOLOGICAL SUMMARY for JUN. 2017

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

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

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	56.8	63.2	1:00p	51.8	12:00m	8.2	0.0	0.01	1.1	12.0	3:00p	W
2	56.7	62.3	5:30p	52.0	12:30a	8.3	0.0	0.00	2.0	13.0	6:00p	W
3	56.1	61.9	4:30p	53.1	6:00a	8.9	0.0	0.00	1.8	13.0	2:00p	W
4	56.1	61.1	3:30p	51.2	12:00m	8.9	0.0	0.00	2.3	13.0	1:00p	W
5	55.6	63.4	1:00p	48.6	1:00a	9.4	0.0	0.00	1.8	13.0	4:30p	W
6	54.6	58.2	3:00p	52.4	8:00a	10.4	0.0	0.00	1.2	11.0	3:00p	W
7	57.0	63.4	4:30p	52.8	4:30a	8.0	0.0	0.00	1.2	12.0	1:00p	W
8	60.1	66.9	3:00p	56.8	1:30a	5.0	0.0	0.10	1.9	11.0	4:30a	WSW
9	57.6	62.3	2:30p	54.4	9:00a	7.4	0.0	0.05	1.8	14.0	7:30p	W
10	58.2	63.5	2:00p	52.9	1:00a	6.8	0.0	0.00	2.0	13.0	3:00p	W
11	57.1	62.0	3:30p	53.8	3:30a	7.9	0.0	0.00	3.0	16.0	7:00p	W
12	56.7	62.0	1:00p	53.7	4:00a	8.3	0.0	0.00	3.0	17.0	2:30a	W
13	56.3	62.2	4:00p	49.7	12:00m	8.7	0.0	0.00	2.0	14.0	4:30p	W
14	55.9	63.1	5:00p	48.1	2:00a	9.1	0.0	0.00	1.6	15.0	4:30p	W
15	58.8	70.0	4:30p	48.7	3:30a	6.6	0.5	0.00	2.5	19.0	4:00p	W
16	60.3	69.3	5:00p	54.2	4:00a	4.9	0.2	0.00	1.9	14.0	5:30p	W
17	60.9	70.7	4:00p	51.9	6:00a	5.1	1.0	0.00	1.4	11.0	5:00p	W
18	61.8	75.2	6:00p	54.3	6:00a	4.4	1.2	0.00	1.2	8.0	3:30p	W
19	59.1	66.7	11:30a	54.3	6:30a	5.9	0.0	0.00	1.3	9.0	1:00p	W
20	58.7	66.1	12:30p	54.0	4:30a	6.3	0.0	0.00	1.6	14.0	5:00p	W
21	58.2	67.6	4:30p	53.1	6:30a	6.8	0.1	0.00	1.5	11.0	1:30p	W
22	61.2	69.7	3:30p	54.5	3:30a	4.7	0.9	0.00	1.6	11.0	3:00p	WSW
23	60.2	68.1	1:00p	55.9	6:30a	5.1	0.3	0.00	1.3	10.0	12:00p	WSW
24	59.0	62.9	10:30a	55.8	7:00a	6.0	0.0	0.01	1.5	12.0	3:00p	W
25	58.6	65.2	3:00p	53.4	12:00m	6.4	0.0	0.01	1.3	14.0	3:30p	W
26	61.9	69.0	12:30p	52.6	1:30a	3.6	0.5	0.00	1.7	12.0	2:00p	W
27	58.7	61.8	2:30p	56.6	7:00a	6.3	0.0	0.02	1.7	11.0	12:30p	W
28	57.0	59.4	2:00p	55.8	7:00a	8.0	0.0	0.00	1.3	9.0	2:30p	W
29	56.3	58.7	3:30p	55.1	12:00m	8.7	0.0	0.00	1.1	9.0	3:00p	W
30	55.0	59.3	4:00p	52.6	7:30a	10.0	0.0	0.01	1.6	11.0	5:00p	W
	58.0	75.2	18	48.1	14	214.1	4.7	0.21	1.7	19.0	15	W

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

Max Rain: 0.10 ON 06/08/17

Days of Rain: 3 (>.01 in) 0 (>.1 in) 0 (>1 in)

Heat Base: 65.0 Cool Base: 65.0 Method: Integration

San Francisco Public Utilities Commission Hydrological Conditions Report For May 2017

J. Chester, C. Graham, & M. Tsang, June 5, 2017



High inflows increased inflows to and releases from Hetch Hetchy. The Wapama and Tueeulala Waterfalls are currently spectacular, with a combined input to Hetch Hetchy of around 2000 cfs.



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

Reservoir	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	
Tuolumne System							
Hetch Hetchy ¹	278,730		360,360		81,630		77.35%
Cherry ²	199,665		268,810		69,145		74.28%
Lake Eleanor ³	24,286		21,495		0		Full
Water Bank	570,000		570,000		0		Full
Tuolumne Storage	1,072,681		1,220,665		150,775		87.88%
Local Bay Area Storage							
Calaveras ⁴	29,281	9,541	96,824	31,550	67,543	22,009	30.2%
San Antonio	41,762	13,608	50,496	16,454	8,733	2,846	82.7%
Crystal Springs	48,706	15,871	58,377	19,022	9,670	3,151	83.4%
San Andreas	17,913	5,837	18,996	6,190	1,084	353	94.3%
Pilarcitos	2,849	928	2,995	976	145	47	95.1%
Total Local Storage	140,512	45,786	227,688	74,192	87,176	28,406	61.7%
Total System	1,213,193		1,448,353		237,951		83.76%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates activated.

² Maximum Cherry Reservoir storage with flash-boards removed.

³ Maximum Lake Eleanor storage with flash-boards removed.

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

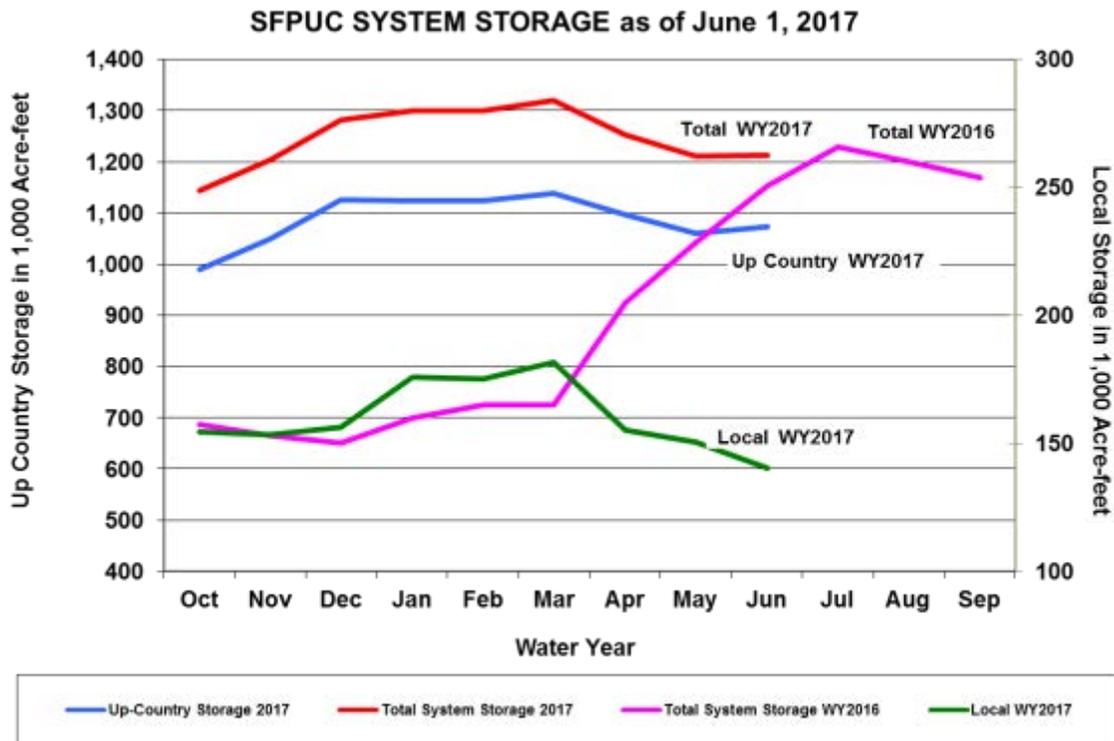


Figure 1: Monthly system storage for Water Year 2017

Hetch Hetchy System Precipitation Index ^{5/}

Current Month: The May 2017 six-station precipitation index was 0.45 inches, or 31% of the average index for the month.

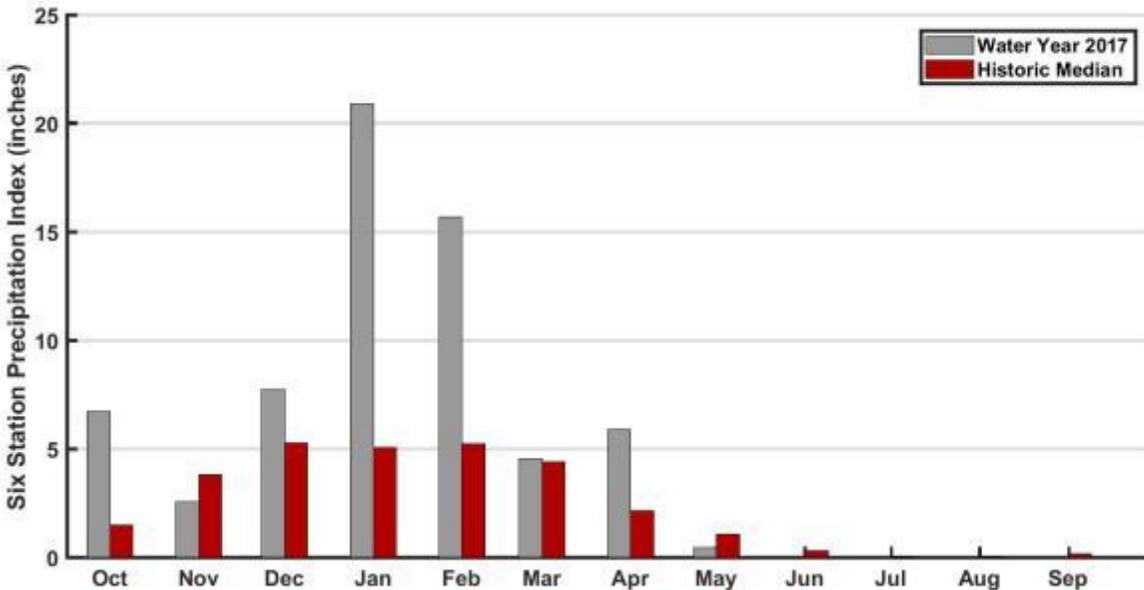


Figure 2: Monthly distribution of the Hetch Hetchy Six-station precipitation index as percent of the annual average precipitation.

Cumulative Precipitation to Date: The accumulated six-station precipitation index for water year 2017 is 64.3 inches, which is 180.8% of the average annual water year total, or 185.3% of average annual to date. Hetch Hetchy received 0.5 inches precipitation in May and a total of 62.9 inches for water year 2017. The cumulative Hetch Hetchy precipitation is shown in Figure 3 in red.

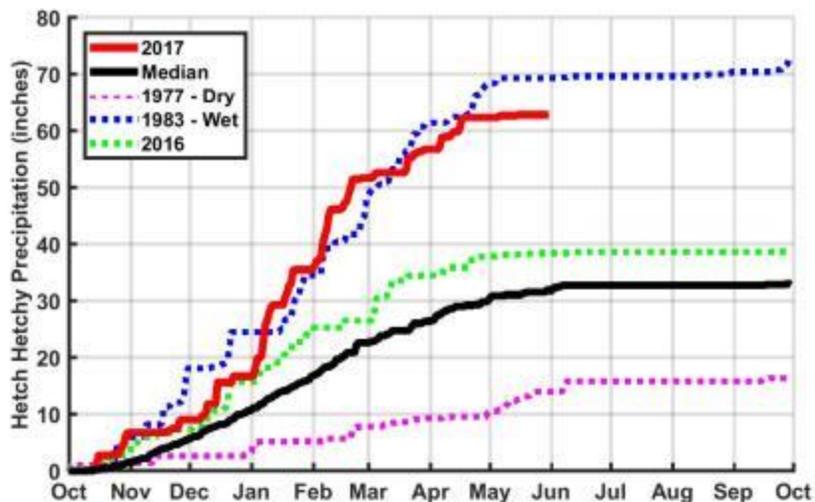


Figure 3: Water year 2017 cumulative precipitation measured at Hetch Hetchy Reservoir through May 30th, 2017. Precipitation at the Hetch Hetchy gauge for wet, dry, median, and WY 2016 are included for comparison purposes.

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

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange as of May 31st, 2017 is summarized below in Table 2.

*All flows are in acre feet	May 2017				October 1, 2016 through May 31, 2017			
	Observed Flow	Median ⁶	Mean ⁶	Percent of Mean	Observed Flow	Median ⁶	Mean ⁶	Percent of Mean
Inflow to Hetch Hetchy Reservoir	381,517	215,683	217,400	175%	939,771	441,643	439,322	214%
Inflow to Cherry Reservoir and Lake Eleanor	182,906	120,337	122,089	150%	765,268	326,141	334,049	229%
Tuolumne River at La Grange	767,986	447,661	441,896	174%	3,572,884	1,184,419	1,317,235	271%
Water Available to City	517,981	198,767	208,051	249%	2,482,405	433,036	527,964	470%

⁶Hydrologic Record: 1919 – 2015

Hetch Hetchy System Operations

Draft and releases from Hetch Hetchy Reservoir during the month of May totaled 389,810 acre-feet to meet instream release requirements and reservoir management goals. Precipitation to date and inflows are sufficient to keep Hetch Hetchy Reservoir in Year Type A through January, 2018. Hetch Hetchy minimum instream release requirements for May were 100 cfs, and will be 125 cfs for June. Hetch Hetchy inflows have remained high through May, requiring additional valve releases to maintain storage within our seasonal targets (300,000-320,000 acre-feet). June generation and additional releases will be set to balance inflows, with the aim of maintaining Hetch Hetchy Reservoir storage within the seasonal targets.

113,236 acre-feet of draft was made from Cherry Reservoir during the month of May to meet instream release requirements and reservoir management goals. No water was transferred via pumping from Lake Eleanor to Cherry Reservoir in May. The required minimum instream release from Cherry Reservoir is 5 cfs through June. Required minimum release from Lake Eleanor is 20 cfs from May 14 through September 15. Cherry storage will be maintained below 248,000 acre-feet via power generation and additional valve releases through the runoff period. Excessive spill at Lake Eleanor will be managed by maintaining storage less than 23,000 acre-feet through valve releases prior to storm events.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for May was 86 MGD. The Sunol Valley Water Treatment Plant average production for the month was 86 MGD.

Local System Water Delivery

The average May delivery rate was 215 MGD which is a 23% increase above the May delivery rate of 165 MGD.

Local Precipitation

Precipitation for the month was well below average. The May rainfall summary is presented in Table 3.

Reservoir	Month Total (inches)	Percentage of Average for the Month	Water Year to Date ⁷ (inches)	Percentage of Average for the Year-to-Date ⁷
Pilarcitos	0.19	16 %	62.19	162 %
Lower Crystal Springs	0.01	1.0 %	39.11	148 %
Calaveras	0.00	0.0 %	25.92	122 %

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

Snowmelt and Water Supply

The Tuolumne Watershed has moved into spring runoff conditions. Warm temperatures and reduced precipitation has resulted in declining snowpack, and increased inflows. The snowpack is currently roughly 60% of the maximum seen in late April. Inflows to Hetch Hetchy peaked at 11,000 cfs the first week of May, followed by consistent inflows greater than 3,000 cfs. Forecasted inflows are expected to exceed 5,000 cfs for much of June, with peaks in the 7,000 to 10,000 cfs range.

With high current storage and a large snowpack, inflows will fill all reservoirs to operational storage targets by late June / early July and maintain full Water Bank through next fall. To manage reservoir storage levels, we anticipate powerdraft in excess of municipal load through the end of runoff. In addition, we expect valve releases and spill at Hetch Hetchy in the order of 700 to 900 TAF during the runoff season. At Cherry Lake, valve releases combined with full powerdraft at Holm PH will manage inflows.

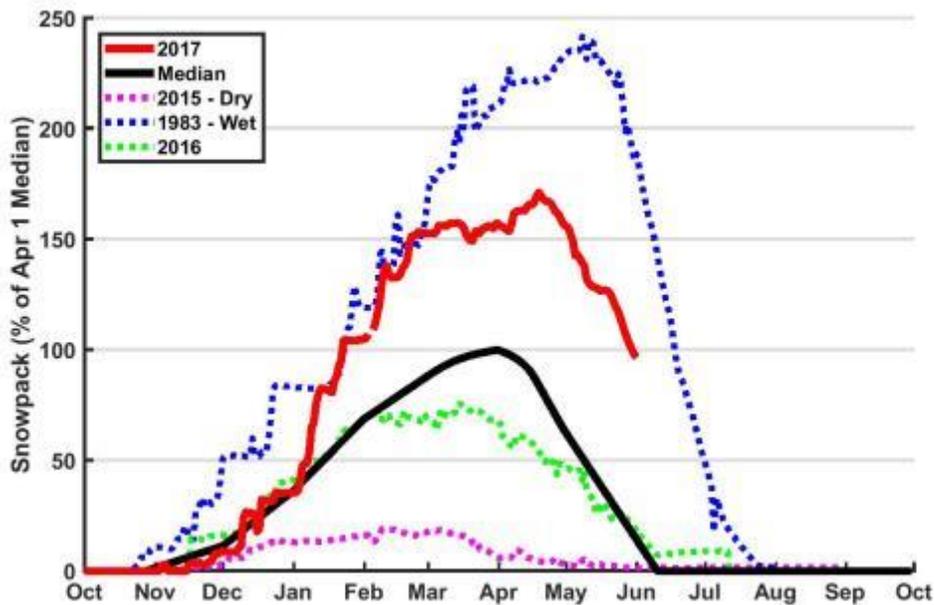


Figure 4: Snowpack conditions as of May 1. Current conditions are well above average to date, and have dropped below the average seasonal maximum. 1983, the wettest year on record, is included for comparison. A considerable amount of snow is expected to remain at elevations higher than our highest snow sensor, which will result in continued inflows through July and into August.

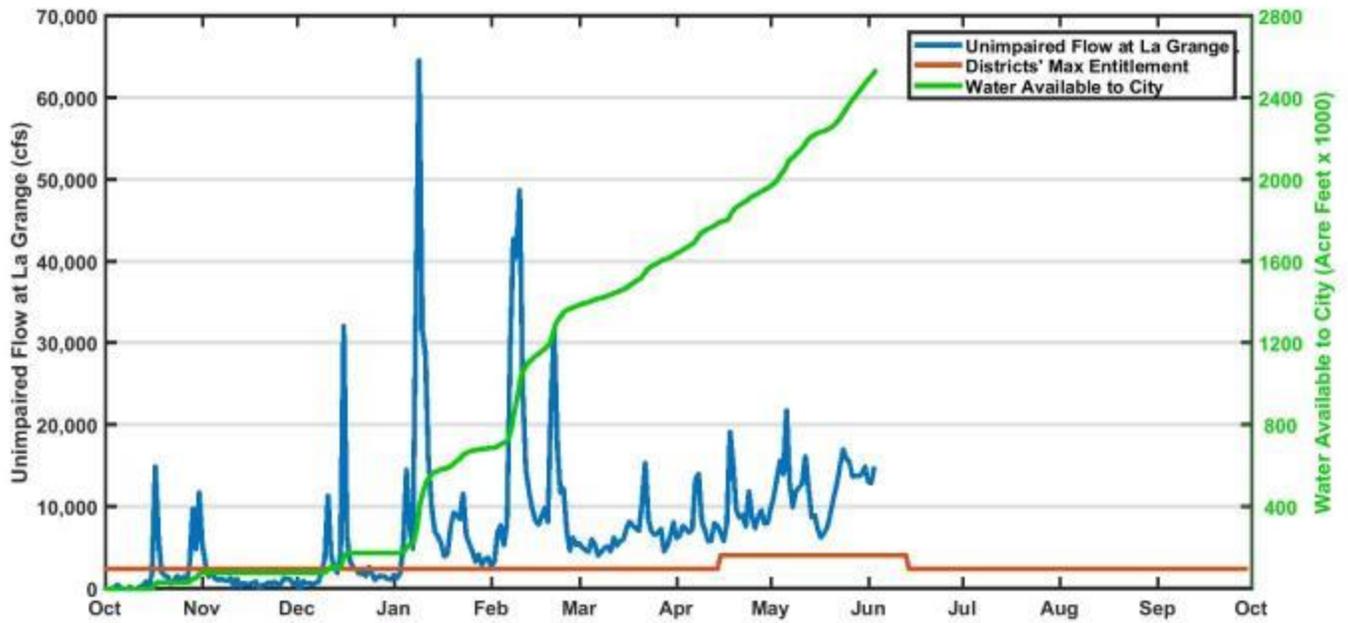


Figure 5: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. 2,482,405 acre-feet of water has become available to the City during water year 2017. Inflows have exceeded the District Entitlements line since early January.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: July 11, 2017

Report

Date: July 7, 2017

Subject: Approval of Calcon Work Directive 17-03 for the Nunes Valve Controls Project

Recommendation:

Approve Calcon Work Directive 17-03 – Nunes Valve Controls for an estimated \$73,281.80.

Background:

At the January 10, 2017 Board meeting, the Board authorized the General Manager to proceed with procuring materials and services for installation of eight new filter wash valves at the Nunes WTP. In addition, the approved CIP includes \$45,000 per year over five years for eventual replacement of all Nunes filter valves – a total of 32 valves beyond the eight already replaced.

The January 2017 Staff Report estimated \$17,000 for Calcon conduit and integration work for the surface wash valves. During the integration work, staff and Calcon determined that it would be more advantageous and cost effective to install new valve control panels and pull the wiring for all of the valve assemblies that will eventually be replaced. The total cost for this work is estimated at \$73,281.80.

This work is included within the \$250,000 total authorized by the Board at the January 2017 Board Meeting for Calcon Systems' ongoing instrumentation and controls work.

Fiscal Impact: Cost of \$73,000. (\$17,000 is included in the FY 2016/17 CIP; remainder in future years' CIP.)

WORK DIRECTIVE

FOR PUBLIC WORKS PROJECT

Work Directive No.: CAL-17-03 – Nunes Valve Controls

Date Issued: 06-29-2017

1. General

Calcon System is pleased to provide the following work directive for the Nunes Filters 1-4 Valves Control project. The Nunes Valve Controls project involves the replacement and upgrade of all 40 actuators and an undetermined number of valves servicing the (4) Filters at the Nunes Treatment Plant. There are (10) automated valves in each of the Filters which will be upgraded with new actuators and some will also receive new valves as required. The physical removal, installation and procurement of the valve assemblies will be performed by CCWD. Calcon will provide the system design, hardware and software modifications to the Control Systems, as well as the required electrical installations. Each valve assembly will be equipped with electronic control and status features which include the following: Open, Close, Opened, Closed and Alarm. The control system will be upgraded with (4) Remote I/O control panels to be installed in the piping gallery, local to each of the 4 Filters. A single Ethernet cable will be run in conduit from each of the (4) Remote I/O panels back to the Main PLC Control Panel for the Nunes Treatment Plant.

Due to the power requirements of the new valve assemblies, new 120VAC electrical circuits will be created for each of the Remote I/O panels. A previously decommissioned 50A bucket in the MCC area upstairs will be modified and repurposed for this project. From the MCC, a new junction box will be cut in providing power distribution to each of the (4) Remote I/O panels. Each panel will be equipped with 40A breakers and I/O fusing along with the Control hardware (inputs & outputs) and Ethernet communication modules. Conservatively, these power circuits are adequate to run up to 4 valves simultaneously.

Once the physical installation of the electrical circuits, communication median and Remote I/O panels are complete for all (40) valve assemblies, all wiring will be pulled into place and temporarily coiled for future completion. 2" conduit will be run from each of the Remote I/O panels to the existing Valve junction boxes located at each Filter. The final valve/actuator installations, terminations, programming and commissioning will be completed at the schedule set by CCWD. Current schedule includes 8 valves this fiscal year and is included in the scope of work for this directive.

Once CCWD completes the installation of the valve assembly, Calcon will terminate each valves I/O wires in the Remote I/O panel as well as the motors termination box. The coiled wire bundles for each valve will be uncoiled and run from the junction boxes through the individual conduit runs to each valve. At this stage the PLC logic will be programmed for the valve Open/Close commands, Failure to open/close Alarms and Valve Fail Alarms. SCADA programming will be updated to include the new valve features, alarms notifications and valve visualizations. The WIN911 Alarm notification software will also be programmed with new Alarms for operator notification. Complete commissioning and system operation validation will be completed with CCWD personnel.

2. Scope of Services

- System design architecture and control strategy including electrical installation and planning
- Specification and procurement for all the main control system hardware and electrical equipment
- (4) Remote I/O panel design and build. Includes CAD drawings

- Specification and procurement for all panel/control/electrical peripherals
- Removal of no longer used conduit and wires, removal of old wire in repurposed conduit runs
- Installation of all required conduit runs for the electrical power, I/O and Ethernet communication to and from valves, remote panels, MCC, junction boxes and the Main Control panel upstairs
- Installation of all new power, I/O and communication wires and labeling
- Wire terminations for all scheduled valve assemblies as well as control panel I/O
- Modify the program for all scheduled valve assemblies in each of the following devices to provide the required functionality: PLC, SCADA, and WIN911
- Update critical documentation and comments and provide new wire labels where applicable
- System commissioning and acceptance testing for each of the scheduled valve assemblies operation with CCWD staff.

3. Special Requirements

System access, installation scheduling, valves and valve installations will be provided by CCWD.

4. Location of Work

Nunes Treatment Plant

5. Schedule/Time for Completion

1 week

6. Project Budget

See below

Calcon Project Budget Estimate

Project: Nunes Valve Controls
 Proj. No.: CAL-17-03

Date: 6/29/2017

Labor

Task No.	Description	PM Hours @ \$ 140.00	Hours @ \$ 130.00	Travel Trips @ \$250	Project Totals
0	Project Management & system design	32		1	
1	Panel design, procurement and CAD drawings	8	38		
2	Remote I/O panel build x 4		75		
3	Install conduit & panels and pull wires for I/O and communication	25	97	16	
4	Terminate valve I/O at both ends x 8		24	3	
5	Modify the programs in each: PLC, SCADA, WIN911	24		3	
6	Documentation updates, comments and wire labels		4		
7	System startup and testing of each valve with CCWD		8	1	
	Total Hours	89	246	24	
	Total Labor Cost	\$ 12,460.00	\$ 31,980.00	\$ 6,000.00	\$ 50,440.00

Expenses

Number	Description	Unit Cost	Total Cost	
4	Allen Bradley Point I/O hardware & miscellaneous	\$ 3,537.00	\$ 14,148.00	
4	Electrical installation materials: conduit, wire & miscellaneous	\$ 1,027.00	\$ 4,108.00	
	Total Expenses		\$ 18,256.00	
	Sales Tax (8.75% Half Moon Bay)		\$ 1,597.40	
	Estimated Shipping Costs		\$ 250.00	
	Markup - 15% (Costs x 1.15)		\$ 2,738.40	\$ 22,841.80
	Total Project Budget			\$ 73,281.80

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: July 11, 2017

Report

Date: July 7, 2017

Subject: Agreement with Pakpour Consulting Group for El Granada Tank #1 Retaining Wall Design

Recommendation:

Authorize the General Manager to execute a Professional Services Agreement with Pakpour Consulting Group for design of a new retaining wall at El Granada Tank #1, for an estimated time-and-materials total not to exceed \$99,000.

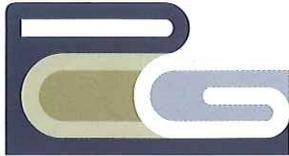
Background:

When El Granada Tank #1 was constructed, stacked cement sacks were used to prevent erosion of the steep slope cut into the hillside between the tank and Isabella Road. While the slope has held for many years, the sacks provide no structural protection against slope failure. In the winter storms of 2017, the saturated soil above the tank collapsed against the tank. A structurally suitable retaining wall must now be installed as soon as possible to protect the tank and the road above.

Pakpour Consulting Group has submitted a proposal dated June 26, 2017 for engineering design and preparation of bidding documents for a new retaining wall, at an estimated cost of \$99,000. This work would begin immediately in order to facilitate installation of the new wall before the next rainy season.

Fiscal Impact:

Cost of \$99,000. This emergency repair project is not included in the Capital Improvement Program.



Pakpour Consulting Group, Inc.

June 26, 2017

David R. Dickson
General Manager
Coastside County Water District
766 Main Street
Half Moon Bay, CA. 94019

Subject: Proposal for El Granada Storage Tank No. 1 Slope Failure

Dear David,

Pakpour Consulting Group (PCG) is pleased to provide the following proposal to provide professional engineering services for the El Granada Storage Tank No. 1 Slope Failure project. We prepared the following scope and budget based on your initial request dated June 1, 2017 and a site visit with our structural engineering subconsultant to familiarize ourselves with the project and identify the recommended approach.

During a series of 2017 winter storms, the Coastside County Water District (District) experienced the failure of a large portion of an existing concrete sack wall around the El Granada Storage Tank No. 1, located at the corner of San Clemente Road and Isabella Road in an unincorporated area of San Mateo County near El Granada, California. Approximately 2-3 feet of earth is resting against the side of the water storage tank on the Southeast side. The failed retaining wall is approximately 50 feet long and 13 feet tall and has an approximate 1:1 backslope up to Isabella Road approximately 15 feet behind the wall.

The District has elected to remediate the slide failure and replace the existing concrete sack retaining wall with a new retaining wall. The proposed retaining wall will be up to approximately 13 feet in height and follow the same approximate alignment as the previous wall. Structural loads are expected to be relatively light as is typical for this type of construction. The design team will be lead by *PCG* with subconsultants providing surveying, geotechnical engineering, and structural engineering services to prepare a single set of construction documents for public bidding.

The goal is to build the project before the start of the next rainy season. Our scope of work includes various items of work to be performed, any assumptions made, and a detailed list of deliverables for each of the tasks.

Task 1.0 - Kickoff Meeting

Due to the limited time to complete the design and public bidding process to allow construction of the improvements as soon as possible, a traditional kickoff meeting with the District and design team will not be held. Upon approval of this proposal, *PCG* will authorize the subconsultants to begin their work efforts immediately. In lieu of a traditional kickoff meeting, *PCG* will attend a meeting with District staff to confirm the District's process and procedures for project bidding and award, including identifying administrative deadlines and responsibilities, and establish the design schedule.

Deliverables: Meeting Notes, Design Schedule



Task 2.0 - Meetings with District Staff

PCG has budgeted for three as-needed office or field meetings.

Deliverables: Meeting Notes

Task 3.0 - Topographic Survey and Mapping

Triad/Holmes Associates (Triad) will provide topographic survey and mapping services for the project site as a subconsultant to PCG. Record information will be researched from appropriate County offices. A topographic field survey will be performed at the project site. All field work shall be based on NAVD-88 elevation datum. A topographic survey map will be provided in AutoCAD digital format.

The topographic survey and mapping work will occur concurrent with the geotechnical investigation work.

Deliverables: Topographic Survey Map

Task 4.0 - Geotechnical Investigation

Romig Engineers (Romig) will provide geological and geotechnical site assessment of the failure area as a subconsultant to PCG.

Task 4.1 – Geotechnical Investigation and Report

Romig will perform the following work:

- Review the geologic, geotechnical, and seismic conditions in the vicinity of the site. The 2016 California Building Code Site Class and spectral acceleration response parameters will be determined.
- Perform subsurface exploration consisting of drilling, sampling, and logging of two exploratory borings to depths of approximately 12 to 14 feet in the area of the proposed retaining wall, or until sampler refusal conditions are encountered, whichever occurs at a shallower depth. Contact Underground Service Alert (USA) prior to drilling. As required by San Mateo County, the boring will be permitted and backfilled with grout. With District authorization, act as the District's agent to sign the drilling permit.
- Laboratory testing of selected samples to aid in soil classification and to help evaluate the engineering properties of the near-surface soil and bedrock encountered at the site.
- Geotechnical analysis and evaluation of the resulting field and laboratory test data to develop updated earthwork guidelines and foundation design criteria for the project.
- Prepare a report presenting the results of the investigation. The report will summarize the field and laboratory test data and present geotechnical recommendations earthwork, retaining wall foundations, lateral loads on walls, retaining wall drainage and backfilling, slab sub grade and non-expansive fill preparation, concrete slab-on grade, and site drainage recommendations.

Deliverables: Geotechnical Letter Report with Recommendations



Task 4.2 – Review and Observation Requirements

Based on prior projects, it is anticipated that the County will require the geotechnical engineer to review the grading and foundation plans prior to construction for conformance with the recommendations in the geotechnical report and to observe and test during earthwork and foundation construction. The cost for these services depends on the final grading and foundation plans and the contractor's schedule. PCG will submit a budget amendment request at a later date to add these services to the scope of work.

Task 5.0 - Summary Memorandum

Cornerstone Structural Engineering Group (CSEG) will provide structural engineering services for the design of the new retaining wall. Based on information received from the other subconsultants, PCG, along with CSEG, will prepare a Summary Memorandum with sketches, photographs, recommendations for two retaining wall design, and a preliminary cost estimate for each. PCG will meet with District staff to present the Summary Memorandum.

Upon receiving review comments on the Summary Memorandum from the District, each comment will be reviewed, discussed, and addressed in writing.

Deliverables: Summary Memorandum, Meeting Notes, Response to District Comments

Task 6.0 – 75% Plans, Specifications and Cost Estimate (PS&E)

PCG will prepare 75% plans, specifications and cost estimate. The specifications will be in Microsoft Word 2007 format. Bid quantities will be estimated for each item of work and a cost estimate prepared based on unit prices for each item. Unit prices will be determined based on recent bid tabulations from similar projects, job cost media such as Means, and discussions with local contractors. Plans will be prepared in AutoCAD version 2016. The plans and specifications will be submitted for review to the District. PCG will participate fully in the review process.

Deliverables: 75% Plans, Specifications and Cost Estimate

Task 7.0 – Final PS&E

Upon receiving comments from the District, appropriate modifications will be made to the PS&E. The plans and specifications will be finalized for the project including all notes/details and considering all comments received. The technical specifications will be incorporated into the District's "boilerplate" front end specifications to produce final bid documents.

Deliverables: Final (signed and sealed) Plans, Specifications and Cost Estimate in hard copy and electronic file format

Task 8.0 – Advertise and Award Support

PCG will provide technical assistance to District staff during the advertising period, including pre-bid conference attendance and site visit, preparing written responses for up to five bidder's inquiries, preparing up to two contract addenda, and bid analysis assistance.

Deliverables: Written responses to inquires and addenda



Optional Services – Construction Management and/or Support

PCG is available to provide full construction management and/or support services for this project. Once the construction scope of work and duration are established we can provide the District with a detailed scope of work and budget.

Assumptions

- The project does not have any soil or groundwater contamination issues.
- Existing right-of-ways are sufficient for installation of proposed improvements.
- District will provide the contract document boilerplate specifications in Microsoft Word format.
- The project plans do not need to be reviewed by any other agency.

Budget

TASK	DESCRIPTION	Principal Engineer		Senior Engineer		TOTALS	
		HRS	COST	HRS	COST	HRS	COST
		Hourly Rate	\$190.00	Hourly Rate	\$165.00		
1.0	Kickoff Meeting	4	\$760	10	\$1,650	14	\$2,410
2.0	Meetings with District Staff (3 Meetings)	4	\$760	18	\$2,970	22	\$3,730
3.0	Topographic Survey & Mapping	2	\$380	20	\$3,300	22	\$3,680
4.0	Geotechnical Investigation	2	\$380	24	\$3,960	26	\$4,340
5.0	Summary Memorandum	6	\$1,140	48	\$7,920	54	\$9,060
6.0	75% PS&E	4	\$760	72	\$11,880	76	\$12,640
7.0	Final PS&E	6	\$1,140	72	\$11,880	78	\$13,020
8.0	Advertise and Award Support	2	\$380	16	\$2,640	18	\$3,020
Total Labor (a)		30	\$5,700	280	\$46,200	310	\$51,900
5% Direct Expense Fee (Mileage, Copies, Plots, Etc.) (b)							\$2,595
Triad - Topographic Survey						\$	3,500
Romig - Geotechnical Investigation						\$	5,900
CSEG - Structural Engineering						\$	34,700
Total Subconsultant Cost (c)						\$	44,100
Total Project Cost (a+b+c)							\$98,595



Schedule

The following schedule only shows major milestones for simplicity.

Task 1.0	Kickoff Meeting	July 5-7 (to be confirmed pending District availability)
Task 5.0	Summary Memo	Within 6 weeks of Notice to Proceed
Task 6.0	75% PS&E	Within 3 weeks of receiving District's comments on Summary Memo
Task 7.0	Final PS&E	Within 3 weeks of receiving District's comments on 75% PS&E

If the above information meets with your approval, we can begin work immediately upon the receipt of the Notice to Proceed. We look forward to assisting the District with this project. Please do not hesitate to contact me at (925) 224-7717 should you have any questions.

Very truly yours,

Pakpour Consulting Group, Inc.



Kevin O'Toole, P.E.
Project Manager

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STAFF REPORT

To: Coastside County Water District Board of Directors

From: David R. Dickson, General Manager

Agenda: July 11, 2017

Date: July 6, 2017

Subject: Authorize the General Manager to Purchase a New Bowl and Shaft Assembly for Crystal Springs Pump # 3

Recommendation:

Authorize the General Manager to purchase a new bowl and shaft assembly for Crystal Springs Pump #3 for \$48,970 from Pump Repair Service Company.

Background:

Last summer we noticed a steady stream of water leaking out of our 500 HP Crystal Springs Pump 3 under the base of the pump. Upon pulling the pump it was discovered that there was a 3" diameter hole in the steel column shaft of this unit and deep pitting of the shaft that got progressively worse at the lower elevations. In addition, the pump bowl assembly was found to have worn bowl shaft bearings, bowl bearings, ring skirt faces, water vanes and bad collets. We installed the existing spare bowl assembly we keep on site when we replaced the Pump 3 column and shaft assembly. This request is for the purchase of a new spare bowl and shaft assembly.

Cost for the new assembly is higher than the \$30,000 originally budgeted (CIP Project 18-03) for refurbishment of the old pump, which Pump Repair Service determined was too deteriorated to be rebuilt.

We received two quotes for replacement as follows:

Pump Repair Service Company	\$48,970
G3 Engineering, Inc.	\$51,406

Fiscal Impact:

Cost of \$48,970. The approved FY18-FY27 CIP includes \$30,000 in funding for this project.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: July 11, 2017

Report

Date: July 6, 2017

Subject: License and Commercial Right of Entry Agreement for Strawflower Village Pipeline Installation

Recommendation:

Authorize the General Manager to execute the attached License and Commercial Right of Entry Agreement for Strawflower Village pipeline installation.

Background:

At its January 10, 2017 meeting, the Board of Directors approved a contract with Andreini Brothers for the Strawflower Village Pipeline Replacement Project at a cost of \$148,255. Before the project can begin, we need to obtain a new easement from the Strawflower Village property owner, Regency Centers Corporation (Regency). Given the time required for them to convey new permanent easements and the fact that they are selling the property, Regency proposed the attached License and Commercial Right of Entry Agreement. The Agreement, which has a term of 5 years with automatic renewal for an additional five years, will allow us to proceed with pipeline installation now. We will then work with the new owner on permanent easements once we have determined what additional easements we will need and which existing easements we will ultimately reconvey to the owner.

The Agreement requires a nominal administrative fee payment of \$500 to Regency Centers.

Fiscal Impact:

Cost of \$500.

LICENSE AND COMMERCIAL RIGHT OF ENTRY AGREEMENT

THIS LICENSE AND COMMERCIAL RIGHT OF ENTRY AGREEMENT (this "Agreement") is entered into as of the ____ day of July, 2017 (the "Effective Date"), by and between Coastside County Water District ("District"), and Regency Centers Corporation ("Owner").

RECITALS

A. Owner is the landlord (whether pursuant to a fee simple or leasehold interest) of that certain property located at 50-80 North Cabrillo Highway, Half Moon Bay, California 94019 (the "Property") within the shopping center commonly known as Strawflower Village;

B. District owns and operates a water distribution system serving district customers, including tenants and/or occupants located at the Property; and

C. Subject to the terms and conditions of this Agreement, Owner is willing to permit District to construct, replace, operate, lay, improve, remove, repair, operate and/or maintain its water distribution system, which includes water pipelines, valves, and related appurtenances, through, over, under and across the Water System Facilities License Area (as hereinafter defined).

AGREEMENT

For good and valuable consideration, the receipt and sufficiency of which are hereby mutually acknowledged, the parties agree as follows:

1. Recitals; Water System Facilities License; Right of Entry

- (a) The recitals set forth above are true and correct and incorporated herein by reference.
- (b) During the Term (as hereinafter defined) of this Agreement and subject to the terms and conditions set forth herein, Owner does hereby grant, create and establish for the benefit of District a non-exclusive license through, over, under and across those portions of the Property (collectively, the "Water System Facilities License Area"), all as described or shown on the plans approved by Owner and attached hereto as Exhibit A (the "Plans"), to construct, replace, operate, lay, improve, remove, repair, operate and/or maintain water distribution system as shown on the Plans, all at District's sole cost and expense.
- (c) Such license includes a non-exclusive right of entry benefitting District over all paved driveways, entranceways and roadways located within the Property to access the Water System Facilities License Area for the purposes described in and subject to the terms and conditions of this Agreement. Owner reserves the right for its property manager and/or other representative(s) to accompany District while on the Property.
- (d) Upon completion of the work required to locate any system facilities within the Water System Facilities License Area, District agrees to return any disturbed areas and any areas used for ingress, egress and construction to as close to their original condition including materials, prior to District's installation, as is commercially reasonable.

2. Term

This Agreement shall have an initial term of sixty (60) full calendar months, commencing on the Effective Date (the

“Initial Term”). This Agreement shall automatically renew for one (1) successive period of sixty (60) full calendar months (the “Renewal Term”); however, either party may provide the other party with a minimum of three hundred sixty-five (365) days prior written notice of its intention not to renew the Term of this Agreement at the end of the then current term (the “No Renewal Notice”), in which case this Agreement shall expire at the end of the then current term. The “Initial Term” and the “Renewal Term” are collectively referred to as the “Term”. Owner and District acknowledge that this Agreement is being entered into in anticipation of Owner conveying permanent easements for the water system facilities installed within the Water System Facilities License Area once the parties determine the location of all the easements required for replacing the existing water system facilities and when the parties determine the existing easement for the existing water system facilities can be reconveyed back to the Owner.

3. Installation, Ownership and Maintenance of Water System Facilities

- (a) District will not make any material changes to the Plans without the prior written consent of Owner, such consent shall not be unreasonably withheld, conditioned or delayed.
- (b) District will comply with all land use, building, subdivision, zoning, pollution, and similar laws, rules and ordinances, and regulations promulgated by any governmental authority and applicable to the work.
- (c) The Property or any part thereof shall not be subject to liens for work done or materials used on the Property made at the request of, or on order of, or to discharge an obligation of, District. This Section shall be construed so as to prohibit, in accordance with the provisions of State law, the interest of Owner in the Property or any part thereof from being subject to any lien for any improvements made by District or any third party on District’s behalf (except Owner) to the Property. If any lien or notice of lien on account of an alleged debt of District or any notice of lien by a party engaged by District or District’s contractor or materialmen to work on the Property shall be filed against the Property or any part thereof, District, within thirty (30) days after notice by Owner of the filing thereof, will cause the same to be discharged of record by payment, deposit, bond, order of a court of competent jurisdiction or otherwise; provided that District may, subsequent to bonding, contest, in good faith and by appropriate proceedings any such liens. If District shall fail to cause such lien or notice of lien to be discharged and released of record within the period aforesaid, then, in addition to any other right or remedy, Owner may discharge the same either by paying the amounts claimed to be due or by procuring the discharge of such lien by deposit or by bonding procedures. Any reasonable amount so paid by Owner, including reasonable attorneys’ fees and court costs incurred by Owner in connection therewith, shall be paid by District to Owner within thirty (30) days of written demand from Owner.
- (d) District shall: (i) perform all work in a safe and workmanlike manner consistent with generally accepted construction standards; (ii) perform all work in a manner that will not materially interfere with the operations of Owner, its employees, tenants/occupants, invitees, contractors or representatives or violate any matters of record such as existing easement agreements; and (iii) obtain, prior to the commencement of any work, the necessary federal, state and municipal permits, licenses and approvals. Owner acknowledges that the District will be working within the roadway for entering the Property and that such work will not be deemed to materially interfere with the operations of Owner.
- (e) District shall install, own and maintain the Water System Facilities at its own expense. District agrees: (i) to keep the Water System Facilities in good order, repair and condition throughout the Term of this Agreement, and to promptly and adequately repair all damage to the Property caused by District or its agents, contractors or employees as a result of the construction, replacement, operation, laying, improvement, removal, repair, operation and/or maintenance of the Water System Facilities; (ii) to comply with any applicable federal, state and municipal laws, orders, rules and regulations ; and (iii) except as contemplated herein, not to unreasonably disrupt, adversely affect or interfere with the facilities or equipment of other providers of similar services at the Property or with any tenant’s or occupant’s use and enjoyment of its leased space or the common areas of the

Property. Owner agrees to use commercially reasonable efforts to notify District of any damage to the Water System Facilities of which it becomes aware. However, Owner's failure to notify District of any damage to the Water System Facilities shall not be deemed a default of Owner under this Agreement and shall not give rise to an action at law or in equity against Owner by District.

- (f) The Water System Facilities shall be and remain the personal property of District and may be removed by District at any time.
- (g) Nothing in this Agreement shall be construed to require District to construct, install, or operate the Water System Facilities within the Water System Facilities License Area; however, should District fail to construct, install or operate the Facilities within three hundred sixty-five (365) days from the Effective Date, then this Agreement shall automatically terminate and be of no further force or effect except with respect to any obligations stated to survive the early termination of this Agreement.

4. Insurance

During the Term of this Agreement, District shall maintain (a) commercial general liability insurance with a policy limit of at least \$5,000,000 per occurrence to protect Owner and Users against bodily injury or property damage resulting from installation, operation or maintenance of the Facilities; (b) workman's compensation insurance in statutory amounts; and (c) automobile liability insurance with a policy limit of at least \$2,000,000 per occurrence. Prior to installation of the Facilities, and thereafter upon request by Owner at the renewal of required policies, District shall provide a certificate of insurance of the foregoing policies. All policies written pursuant to this Section shall be with insurers who (i) are licensed to do business in the state in which the Property is located, and (ii) carry an A.M. Best rating of at least A-VII. All certificates of insurance, including any renewals thereof, shall list Owner as an additional insured.

5. Indemnification

District agrees to indemnify, defend and save Owner and its principals, partners, affiliates, officers, directors, tenants/occupants, invitees, contractors, agents and employees harmless from and against any and all loss, cost, damage or claims (including reasonable attorneys' fees and costs) arising from or out of (a) the construction, replacement, laying, improvement, removal, repair, and/or maintenance of the Water System Facilities by District or its agents, contractors or employees, or (b) the material breach of any representation, warranty or covenant made by District in this Agreement (collectively, "Indemnified Claims"), except to the extent that any such Indemnified Claims are caused by the negligence or willful misconduct of Owner or its contractors, employees, or tenants. District's obligations hereunder shall survive the expiration or earlier termination of this Agreement.

6. Limitation of Liability

Neither party shall be liable to the other party for any lost profits, special, incidental, punitive, exemplary or consequential damages, including but not limited to frustration of economic or business expectations, loss of profits, loss of capital, cost of substitute product(s), facilities or services, or down time cost, even if advised of the possibility of such damages.

7. Default; Early Termination

- (a) This Agreement may be terminated by either party if the other party violates any material provision of this

Agreement; provided, however, that the defaulting party shall be given notice specifying the nature of the default and shall have thirty (30) days from receipt of such notice in which to cure. However, should a cure reasonably take more than thirty (30) days, such party shall have a commercially reasonable time to cure so long as such party is diligently and continually pursuing the same with good faith and commercially reasonable efforts but in no event shall it take more than ninety (90) days to cure. In addition, in the event such default remains uncured, the non-defaulting party shall have the option of pursuing, on a cumulative basis, any and all other remedies available to it under this Agreement, at law or in equity. Without limiting the foregoing, any indemnification and insurance obligations (including insurance proceeds therefrom) specifically set forth in this Agreement shall not be limited by Section 7 hereof. In addition and notwithstanding anything contained in this Agreement to the contrary, it is expressly understood and agreed that any judgment against Owner resulting from any default or other claim under this Agreement shall be satisfied only out of the net rents, issues, profits and other income actually received from the operation of the Property, and District shall have no claim against Owner or any of Owner's personal or other assets for satisfaction of any judgment with respect to this Agreement. In addition, District shall have no rights or claims against Owner's agents, members, partners, officers, employees, representatives, shareholders, directors or any other party.

- (b) Owner or District may terminate this Agreement upon ninety (90) days' written notice to the other party if Owner or District is unable to honor its obligations under this Agreement due to any governmental law, rule, regulation, judgment of any court, force majeure or any other reason beyond the reasonable control of Owner or District.

8. Assignment

- (a) Owner may assign or transfer this Agreement at any time without the prior written consent of District. Upon any such assignment or transfer by Owner and the assumption of Owner's obligations hereunder by the assignee or transferee, Owner shall be released of any further liability under this Agreement.
- (b) District shall not assign or transfer this Agreement without the written consent of Owner, which consent will not be unreasonably withheld, conditioned or unduly delayed.

9. Miscellaneous

- (a) This Agreement, including the exhibits hereto, constitutes the entire agreement between the parties and supersedes any and all previous agreements of whatever nature between the parties with respect to the subject matter hereof. This Agreement shall not be changed, amended or supplemented except by an agreement in writing signed by all parties.
- (b) This Agreement shall be governed and construed in accordance with applicable federal laws and regulations and by the laws of the jurisdiction in which the Premises are located, without regard to its choice of law principles. If any party hereto is obligated to incur costs in order to enforce any provisions of this Agreement, the prevailing party shall be entitled to receive from the non-prevailing party its reasonable attorneys' fees and court costs.
- (c) If any provision of this Agreement is found to be invalid or unenforceable, the validity and enforceability of the remaining provisions of this Agreement will not be affected or impaired.
- (d) This Agreement shall bind and benefit the parties and their respective successors and assigns.

- (e) Each party represents to the other that the person signing on its behalf has the legal right and authority to execute, enter into and bind such party to the commitments and obligations set forth herein.

10. Notices

All notices to be given by any party to this Agreement to the other party shall be in writing, by certified mail return receipt requested or by a nationally recognized overnight carrier, to the addresses indicated below in this Agreement. Any party may designate a different place or places of notice by delivering written notice thereof to the other party in accordance with this Section.

If to Owner:

c/o Regency Centers Corporation
2999 Oak Road, Suite 1000
Walnut Creek, CA 94597
Attn.: Property Manager

With copy to:

c/o Regency Centers Corporation
One Independent Drive, Suite 114
Jacksonville, FL 32202
Attention: Legal Department

If to District:

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

11. Consideration

As consideration for Owner making the grants set forth in this Agreement, District has agreed to pay Owner an administration fee in the amount of Five Hundred Dollars (\$500.00). District shall pay the Fee to Owner in good funds no later than ten (10) business days after mutual execution of this Agreement and District's receipt of such mutually executed Agreement.

The parties have executed this License and Commercial Right of Entry Agreement as of the Effective Date first above written.

District:

Coastside County Water District

By: _____

Print Name: _____

Its: _____

Owner:

Regency Centers Corporation

By: _____

Print Name: _____

Its: _____

EXHIBIT A

PLANS

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: July 11, 2017

Report

Date: July 7, 2017

Subject: Fiscal 2016-2017 Year-End Financial Results - Preliminary

Recommendation:

Information Only.

Background:

The attached Period Budget Analysis summarizes preliminary results for Fiscal Year ending June 30, 2017. The results include preliminary estimates of year-end expense accruals but exclude depreciation, year-end audit and other adjustments to be finalized by December, 2017. Key highlights include:

- Year-to-date operating revenue is \$247,000 above budget due to higher water sales than plan. (The District ended the year at 552 MG in water sales vs. a plan of 550 MG.) Non-operating revenues were \$439,000 above budget primarily from property tax receipts and ERAF Refund.
- Year-to-date expenses were \$814,000 under plan, including:
 - Water purchased from SFPUC reflects a savings of \$329,000, due to our continued ability to draw water from Denniston and other local sources.
 - Electricity reflects a savings of \$91,000 due to use of local water sources vs. pumping from Crystal Springs.
 - Personnel costs include a savings of \$315,000 primarily due to vacant positions and the partial service retirement of the General Manager resulting in a reduction of his salary expenses.
 - Other savings of \$79,000, including lower leak-related repair expenses than plan and lower consulting costs.

Contribution to CIP and Reserves was \$3,734,000 as compared to a budget of \$2,235,000.

CIP/Reserves

Preliminary expenditures for CIP for Fiscal Year 2016-2017 are \$5,078,000 vs. \$6,088,000 in the District's original plan. The District still has open Fiscal Year 2016-2017 capital projects that are scheduled to be completed this summer including the Denniston Booster Pump Station and the El Granada Tank 3 Recoating Project.

STAFF REPORT

Agenda: June 11, 2017

Subject: Preliminary Fiscal Year 2016-2017 Year-End Financial Review

Page Two

Cash Reserves increased from \$2,701,000 at June 30, 2016 to \$5,297,000 at June 30, 2017. The \$5,297,000 balance includes \$700,000 in funds to cover the District's Fiscal Year 2016-2017 capital projects that slipped into Fiscal Year 2017-2018 given timing issues. The increase in cash reserves is primarily due to 1) higher revenues and expense savings achieved during FY 2016-17; and 2) partial funding of capital improvements with an IBank loan obtained in FY 2015-2016.

COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS
Preliminary
For Fiscal Year Ended June 30, 2017

ACCOUNT	DESCRIPTION	YTD BUDGET	YTD ACTUAL	Variance Favorable (Unfavorable)	% Variance
OPERATING REVENUE					
1-0-4120-00	Water Revenue -All Areas	10,266,127.00	10,513,296.63	247,169.63	2.4%
TOTAL OPERATING REVENUE		10,266,127.00	10,513,296.63	247,169.63	2.4%
NON-OPERATING REVENUE					
1-0-4170-00	Water Taken From Hydrants	50,000.00	64,439.84	14,439.84	28.9%
1-0-4180-00	Late Notice -10% Penalty	72,000.00	67,050.88	(4,949.12)	-6.9%
1-0-4230-00	Service Connections	10,000.00	17,652.84	7,652.84	76.5%
1-0-4920-00	Interest Earned	3,070.00	6,281.49	3,211.49	104.6%
1-0-4930-00	Tax Apportionments/Cnty Checks	600,000.00	797,209.35	197,209.35	
1-0-4950-00	Miscellaneous Income	37,000.00	124,973.63	87,973.63	237.8%
1-0-4955-00	Cell Site Lease Income	143,692.00	150,668.52	6,976.52	4.9%
1-0-4965-00	ERAF REFUND -County Taxes	200,000.00	325,313.79	125,313.79	0.0%
TOTAL NON-OPERATING REVENUE		1,115,762.00	1,553,590.34	437,828.34	39.2%
TOTAL REVENUES		11,381,889.00	12,066,886.97	684,997.97	6.0%
OPERATING EXPENSES					
1-1-5130-00	Water Purchased	2,578,474.00	2,249,524.58	328,949.42	12.8%
1-1-5230-00	Pump Exp, Nunes Treatment Plant	31,270.00	35,834.08	(4,564.08)	-14.6%
1-1-5231-00	Pump Exp, CSP Pump Station	325,420.00	235,810.42	89,609.58	27.5%
1-1-5232-00	Pump Exp, Trans. & Dist.	18,020.00	22,058.77	(4,038.77)	-22.4%
1-1-5233-00	Pump Exp, Pilarcitos Canyon	26,000.00	43,684.52	(17,684.52)	-68.0%
1-1-5234-00	Pump Exp. Denniston Treatment Plant	85,000.00	57,708.80	27,291.20	32.1%
1-1-5242-00	CSP Pump Station Operations	10,500.00	9,606.94	893.06	8.5%
1-1-5243-00	CSP Pump Station Maintenance	37,000.00	27,747.07	9,252.93	25.0%
1-1-5246-00	Nunes T P Operations	57,000.00	61,514.47	(4,514.47)	-7.9%
1-1-5247-00	Nunes T P Maintenance	80,500.00	76,531.68	3,968.32	4.9%
1-1-5248-00	Denniston T P Operations	35,000.00	27,062.66	7,937.34	22.7%
1-1-5249-00	Denniston T P Maintenance	53,000.00	62,266.28	(9,266.28)	-17.5%
1-1-5250-00	Laboratory Services	53,000.00	59,893.80	(6,893.80)	-13.0%
1-1-5260-00	Maintenance -General	131,700.00	160,594.32	(28,894.32)	-21.9%
1-1-5260-10	Maintenance - Main Line Breaks	100,000.00	31,641.78	68,358.22	68.4%
1-1-5260-11	Maintenance - Paving	50,000.00	44,790.90	5,209.10	10.4%

ACCOUNT	DESCRIPTION	YTD BUDGET	YTD ACTUAL	Variance Favorable (Unfavorable)	% Variance
1-1-5261-00	Maintenance -Well Fields	50,000.00	10,980.86	39,019.14	78.0%
1-1-5263-00	Uniforms	10,000.00	8,276.94	1,723.06	0.0%
1-1-5318-00	Studies/Surveys/Consulting	150,000.00	122,108.25	27,891.75	18.6%
1-1-5321-00	Water Resources	47,000.00	15,290.20	31,709.80	67.5%
1-1-5322-00	Community Outreach	50,000.00	36,824.92	13,175.08	26.4%
1-1-5381-00	Legal	60,000.00	93,196.23	(33,196.23)	-55.3%
1-1-5382-00	Engineering	14,000.00	25,960.77	(11,960.77)	-85.4%
1-1-5383-00	Financial Services	20,000.00	10,042.00	9,958.00	49.8%
1-1-5384-00	Computer Services	125,300.00	113,295.38	12,004.62	9.6%
1-1-5410-00	Salaries/Wages-Administration	1,100,800.00	888,635.16	212,164.84	19.3%
1-1-5411-00	Salaries & Wages -Field	1,217,375.00	1,187,935.76	29,439.24	2.4%
1-1-5420-00	Payroll Tax Expense	162,245.00	147,177.65	15,067.35	9.3%
1-1-5435-00	Employee Medical Insurance	412,904.00	391,382.54	21,521.46	5.2%
1-1-5436-00	Retiree Medical Insurance	59,976.00	46,326.35	13,649.65	22.8%
1-1-5440-00	Employees Retirement Plan	508,256.00	485,869.16	22,386.84	4.4%
1-1-5445-00	Supplemental Retirement 401a	33,000.00	31,968.00	1,032.00	0.0%
1-1-5510-00	Motor Vehicle Expense	56,700.00	66,221.81	(9,521.81)	-16.8%
1-1-5620-00	Office Supplies & Expense	170,775.00	211,383.95	(40,608.95)	-23.8%
1-1-5625-00	Meetings / Training / Seminars	24,000.00	21,885.32	2,114.68	8.8%
1-1-5630-00	Insurance	120,000.00	119,907.64	92.36	0.1%
1-1-5687-00	Membership, Dues, Subscript.	74,000.00	62,853.67	11,146.33	15.1%
1-1-5688-00	Election Expenses	0.00	3,612.78	(3,612.78)	0.0%
1-1-5689-00	Labor Relations	6,000.00	0.00	3,000.00	50.0%
1-1-5700-00	San Mateo County Fees	19,000.00	11,241.98	7,758.02	40.8%
1-1-5705-00	State Fees	16,000.00	46,240.71	(30,240.71)	-189.0%
TOTAL OPERATING EXPENSES		8,179,215.00	7,364,889.10	814,325.90	10.0%
CAPITAL ACCOUNTS					
1-1-5712-00	Debt Svc/Existing Bonds 2006B	486,426.00	486,359.58	66.42	0.0%
1-1-5715-00	Debt Svc/CIEDB 11-099 (I-BANK)	336,409.00	336,409.49	(0.49)	0.0%
1-1-5716-00	Debt Svc/CIEDB 2016 (I-BANK)	145,203.00	145,202.41	0.59	0.0%
TOTAL CAPITAL ACCOUNTS		968,038.00	967,971.48	66.52	0.0%
TOTAL EXPENSES		9,147,253.00	8,332,860.58	814,392.42	8.9%
CONTRIBUTION TO CIP/RESERVES		2,234,636.00	3,734,026.39		

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Patrick Miyaki, Legal Counsel

Agenda: July 11, 2017

Report

Date: July 3, 2017

**Subject: Consider approval of Resolution 2017-03 Establishing
Appropriations Limit Applicable to District during Fiscal Year
2017/2018**

Recommendation

Adopt Resolution establishing appropriations limit applicable to District during Fiscal Year 2017/2018.

Background

Article XIII B of the California Constitution, and its implementing legislation, requires each local agency to review the “appropriations limit” applicable to it annually. The “appropriations limit” is the maximum amount of “proceeds of taxes” which the District can appropriate during the fiscal year. Last year, the Board of Directors adopted the appropriations limit applicable during FY 2016/2017. The District has obtained data from the State Department of Finance concerning inflation and population changes from which the limit for the upcoming fiscal year has been calculated. The calculations are shown on the following page.

Fiscal Impact:

Because the appropriations limit is far in excess of the amount of “proceeds of taxes” available to the District, the increase will not have any effect upon the District’s budget this year or in the foreseeable future.

COASTSIDE COUNTY WATER DISTRICT

NOTICE OF DETERMINATION OF APPROPRIATIONS LIMIT FOR FISCAL YEAR 2017 - 2018

State law (Section 7910 of the Government Code) requires each local government agency to determine during each fiscal year the appropriations limit pursuant to Article XIIB of the California Constitution applicable during the following fiscal year. The limit must be adopted at a regularly scheduled meeting or a noticed special meeting and the documentation used in determining the limit must be made available for public review fifteen days prior to such meeting.

Set out below is the methodology proposed to be used to calculate the fiscal year 2017-2018 appropriations limit for the District. The limit as set forth below will be considered and adopted at the meeting of the Board of Directors on July 11, 2017.

1. Appropriations limit for fiscal year 2016 - 2017	\$5,707,255
2. Population change (January 1, 2016 - January 1, 2017)	1.0056%
3. Change in California per Capita Personal Income Fiscal Year 2017 – 2018	3.69%
4. Fiscal Year 2017 - 2018 adjustment factor (1.0369 x 1.0056)	1.0427
5. Fiscal year 2017 - 2018 appropriations limit (\$5,707,255 x 1.0427)	\$5,950,954

Dated: May 30, 2017

RESOLUTION NO. 2017-03

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE COASTSIDE COUNTY WATER DISTRICT
ESTABLISHING THE APPROPRIATIONS LIMIT
APPLICABLE TO THE DISTRICT DURING FISCAL YEAR 2017-2018**

WHEREAS, by Resolution No. 2016-11, the Board of Directors established the appropriations limit applicable to the District during Fiscal Year 2016-2017 as \$5,707,255.

WHEREAS, Article XIII B of the California Constitution and Sections 7902(b) and 7910 of the Government Code require that each local agency subject thereto establish by resolution the appropriations limit applicable during Fiscal Year 2017-2018 by applying to the limit for Fiscal Year 2016-2017 the factors, as issued by the California Department of Finance, reflecting changes in population and per capita income; and

WHEREAS, the calculations showing the application of those factors were made available for public review at least fifteen days prior to the date hereof; and

WHEREAS, the applicable factors are as follows: (1) the change in the California Per Capita Personal Income was 3.69%, and (2) the applicable change in population from January 1, 2016 to January 1, 2017 was 1.0056%.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Coastsides County Water District that the appropriations limit for Fiscal Year 2017-2018 is hereby established as \$5,950,954.

PASSED AND ADOPTED this 11th day of July 2017, by the following vote of the Board:

AYES:

NOES:

ABSENT:

Glenn Reynolds, President
Board of Directors

ATTEST:

David R. Dickson, General Manager
Secretary of the District

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: July 11, 2017

Report

Date: July 6, 2017

Subject: Response to 2016-2017 Grand Jury Report Regarding
Independent Special Districts Website Transparency Update

Recommendation:

Approve the District's response to the findings and recommendations in the 2016-2017 San Mateo County Grand Jury's *Independent Special Districts Website Transparency Update*.

Background:

In a June 19, 2017 report entitled *Can We See You Now? San Mateo County's Independent Special Districts Website Transparency Update* (Attachment A), the 2016-2017 San Mateo County Civil Grand Jury followed up on special districts' progress in implementing website transparency recommendations made by the 2014-2015 Civil Grand Jury. The report lists Coastside County Water District among a number of agencies which meet all the criteria for the Special District Leadership Foundation District Transparency Certificate of Excellence but which have not applied for or obtained the Certificate. The Grand Jury report "strongly recommends" that the District and other agencies who meet the transparency criteria apply for the Certificate to be recognized for their efforts.

In accordance with Grand Jury requirements, the District must provide a response to the findings and recommendations in the 2016-2017 Grand Jury report (draft letter presented in Attachment B), and the Board must approve the response in a public meeting. Our response indicates that the District submitted its application for the District Transparency Certificate of Excellence on July 7, 2017.

Fiscal Impact:

None.



CAN WE SEE YOU NOW? San Mateo County's Independent Special Districts Website Transparency Update

[Issue](#) | [Summary](#) | [Background](#) | [Methodology](#) | [Discussion](#) | [Findings](#)
[Recommendations](#) | [Requests for Responses](#) | [Appendixes](#) | [Responses](#)

ISSUE

In 2014, the San Mateo County Civil Grand Jury issued a report concerning the lack of transparency in the websites of the 23 independent special districts operating within San Mateo County (County).¹ The jury at that time offered seven recommendations designed to improve transparency and achieve adherence to standards set forth by the California Special Districts Association (CSDA) and the Special District Leadership Foundation (SDLF). This report will discuss the progress made since 2014 by the County's independent special districts and serve as an update to the initial report.

SUMMARY

In FY 2014-15, the 22 independent special districts² that currently serve San Mateo County provided various services for approximately 747,000 residents and received over \$107,000,000³ in tax dollars. Special districts provide many essential services but, according to Howard Jarvis Taxpayers Association,⁴ residents often do not know who manages their districts, how funds are provided and allocated, or the full extent of the services provided by a district.⁵

Each of the 22 independent special districts in San Mateo County operates a website designed to provide pertinent information to its constituents.⁶ Californians value the importance of transparency in government at all levels. Transparency in a governance context demands honesty, openness, and accountability for all functions and responsibilities. Designing and maintaining transparency on websites serves to inform the public as well as document effective use of their tax dollars.

The 2016-17 San Mateo County Civil Grand Jury (Grand Jury) reinvestigated the transparency of the County's 22 independent special district websites and determined that many districts have made overall, substantial improvement. About one-third of the County's independent special districts, however, still do not meet the minimum standards for transparency.

¹ 2013-14 San Mateo County Grand Jury. *Partly Cloudy With A Chance of Information: Investigating the Transparency of Independent Special District's Websites*. www.sanmateocourt.org, Final Reports.

² Los Trancos Water District was dissolved in 2015, reducing the number of independent special districts from 23 to 22

³ www.sanmateocountytreasurer.org/PropTaxHighlights/PropertyTaxHighlights14-15.pdf, 2017 Accessed 3/15/17

⁴ www.hjta.org, "California Special Districts: Hiding in Plain Site", 2016 Accessed 3/20/17

⁵ www.hjta.org/california-commentary/california-special-districts-hiding-in-plain-sight/ Accessed 3/20/17

⁶ Appendix A

BACKGROUND

Special districts have been a part of California’s landscape for over 130 years. They are a form of local government created by a community to meet a specific local need. A special district is a local governmental agency authorized by state law to provide governmental services such as sewer, water, fire protection, recreation, healthcare, police protection, mosquito and vector control, and other services. There are three main types of special districts: (1) county-governed special districts which are governed by a Board of Supervisors and operated by counties; (2) city-governed special districts that are governed by their respective city councils and operated by such cities; and (3) “independent special districts” that have their own governing boards which are either elected by the district’s voters or appointed by the various city councils. Special districts are defined as “any agency of the state for the local performance of governmental or proprietary functions within limited boundaries.”⁷ Legislation has provided special districts with some of the basic powers afforded to counties and cities, including the power to impose certain taxes, issue revenue bonds, and levy fees and assessments.⁸

Currently, there are approximately 2,109 independent special districts in California.⁹ San Mateo County has 22 independent special districts, which provide a variety of services to the residents of the county.¹⁰

The Special District Leadership Foundation (SDLF) is a nonprofit 501(3)(c) organization and an affiliate of the California Special Districts Association (CSDA). The SDLF’s mission is “to promote and recognize excellence in the governance and management of special districts.”¹¹

The SDLF Board is made up of nine members: three directors appointed by the CSDA, three directors appointed by the Special District Risk Management Authority (SDRMA)¹² and three public members selected by majority vote of the designated directors. CSDA and SDRMA appoint their designated representatives to the SDLF Board every four years.¹³

The CSDA is also a nonprofit 501(3)(6) organization which brands itself “the voice for all special districts, providing members with the resources necessary to best serve their communities.”¹⁴

Both SDLF and CSDA provide advocacy, personal development, and training programs in special district governance, transparency, and excellence to the staffs of special districts throughout the state.

⁷ California Government Code Section 16271(d), <http://law.onecle.com/california/government/16271.html> Accessed 5/16/17

⁸ California Special Districts Association, www.CSDA.org. Accessed 3/20/17

⁹ Ibid.

¹⁰ Appendix A

¹¹ info@sdlf.org Accessed 3/20/17

¹² <http://www.sdrma.org> Accessed 3/20/17

¹³ <http://www.sdlf.org/board-and-staff> Accessed 3/20/17

¹⁴ California Special Districts Association, www.CSDA.org Accessed 3/20/17

The SDLF awards the District Transparency Certificate of Excellence to those independent special districts whose websites comply with a specific set of criteria. The Certificate is awarded for a two-year period after which a district must apply for recertification.

METHODOLOGY

To maintain continuity, the Grand Jury reapplied the website transparency checklist created by the SDLF which was utilized by the 2013-14 Grand Jury in their evaluation. That checklist is divided into two tiers. To achieve the SDLF District Transparency Certificate of Excellence all of the following twelve items in Tier 1 must be easily accessible on the website as well as at least four of the items in Tier 2:

Tier 1

- Names of board members and their terms of office
- Name of general manager and key staff along with contact information
- Election procedure and deadlines
- Board meeting schedule
- District's mission statement
- Description of district's services/functions and service area
- Authorizing statute
- Current district budget
- Most recent financial audit
- Archive of board meeting minutes for at least the past six months
- List of compensation of board members and staff and/or link to California state controller's webpage with the data

Tier 2:

- Post board members' ethics training certificates
- Picture, biography and email address of board members
- Last three years' audits
- Reimbursement and compensation policy
- Financial reserves policy
- On line/downloadable Public Records Act Request form
- Audio or video recordings of board meetings
- Map of district boundaries/service area
- Link to California Special Districts Association mapping program
- Most recent Municipal Service Review and Sphere of Influence studies

Upon completion of the review of the websites in March 2017, the Grand Jury sent follow-up letters to those special districts whose sites lacked required Tier 1 components or whose websites lacked at least four components of Tier 2. All of these districts responded.

DISCUSSION

The Grand Jury believes the transparency of a district's website influences the perception of the work performed by board members and employees of the County's independent special districts. Taxpayers are best served when they know who administers their independent special districts, from where the districts derive their funding, how the money is spent, how the actual work of the districts is conducted, and ultimately, how the districts impact them as citizens.

The 2013-14 Grand Jury found that no independent special district in the County had received the District Transparency Certificate of Excellence (DTCE).

The review by the 2016-17 Grand Jury of the County's independent special districts' websites reveals that the majority of independent special districts in the County have markedly improved their websites. As a result, the following six independent special districts have applied for and been awarded the DTCE since 2014:

Highlands Recreation District	2014-2016
North Coast County Water District	2014-2016
Peninsula Healthcare District	2015-2017
Coastside Fire Protection District	2016-2018
San Mateo County Mosquito and Vector Control District	2016-2018
Westborough Water District	2016-2018

Additionally, the Grand Jury's review of independent special district websites revealed that eight additional special districts have websites that would qualify for the DTCE but appear not to have applied for the certificate.¹⁵ Those districts are:

Coastside County Water District
 Granada Community Services District
 Menlo Park Fire District
 Mid-Peninsula Regional Open Space
 Montara Water and Sanitary District
 Sequoia Healthcare District
 SMC Resource Conservation District
 West Bay Sanitary District

¹⁵ www.sdlf.org, 4/19/17

In addition to the 14 special districts listed above, one other special district's website, Woodside Fire Protection District, fulfilled all of the first tier required components, bringing to 15 the number of independent special districts in the County that have fulfilled all of the first-tier required components.

The SDLF also awards independent special districts the District of Distinction Accreditation for those districts that demonstrate prudent fiscal practices along with other areas important to effectively operate and govern a special district. The 2013-14 Grand Jury found that no district had achieved, applied for or been awarded the District of Distinction Certificate. However, during the past three years three independent special districts in San Mateo County applied for and received this distinction: Coastside Fire Protection District, North Coast County Water District, and San Mateo County Mosquito and Vector Control District.¹⁶

All of these districts deserve positive recognition for their hard work achieving much needed transparency for their constituents through district websites.

Seven independent special districts, however, currently have not met an acceptable level of transparency.

The San Mateo County Harbor District's website lacks only one component to complete Tier 1, a description of their election process. The district's website currently provides a link to the San Mateo County Elections website, but the District's website lacks any detail regarding the District's internal procedure for elections.¹⁷

The following independent special districts require components in both tier 1 and/or tier 2 to achieve the SDLF's District Transparency Certificate of Excellence:¹⁸

Bayshore Sanitary District
 Broadmoor Police Protection District
 Colma Fire Protection District
 East Palo Alto Sanitary District
 Ladera Recreation District
 Mid-Peninsula Water District
 San Mateo County Harbor District
 Woodside Fire Protection District

¹⁶ www.sdlf.org, 4/19/17

¹⁷ www.smharbor.com, 5/16/17

¹⁸ See Appendix C

FINDINGS

- F1. Six independent special districts have completed the requirements and been awarded the *District Transparency Certificate of Excellence* designation from the Special District Leadership Foundation over the past three years.
- . Coastside Fire Protection District
 - . Highlands Recreation District
 - . North Coast County Water District
 - . Peninsula Healthcare District
 - . San Mateo County Mosquito and Vector Control District
 - . Westborough Water District
- F2. Eight additional independent special districts have completed the requirements and been awarded the *District Transparency Certificate of Excellence*.
- . Coastside County Water District
 - . Granada Community Services District
 - . Menlo Park Fire District
 - . Mid-Peninsula Regional Open Space District
 - . Montara Water and Sanitary District
 - . San Mateo Resource Conservation District
 - . Sequoia Healthcare District
 - . West Bay Sanitary District
- F3. Three independent special districts have achieved the *District of Distinction Designation* from the Special District Leadership Foundation over the past three years.
- . Coastside Fire Protection District
 - . North Coast County Water District
 - . San Mateo County Mosquito and Vector Control District
- F4. Fifteen independent special districts have websites meeting the first tier of required components.
- . Coastside County Water District
 - . Coastside Fire Protection District
 - . Granada Community Services District
 - . Highlands Recreation District
 - . Menlo Park Fire District
 - . Mid-Peninsula Regional Open Space District

- . Montara Water and Sanitary District
 - . Northcoast County Water District
 - . Peninsula Healthcare District
 - . San Mateo County Mosquito and Vector Control District
 - . San Mateo County Resource Conservation District
 - . Sequoia Healthcare District
 - . West Bay Sanitary District
 - . Westborough Water District
 - . Woodside Fire Protection District
- F5. Eight independent special districts websites have not met the Special District Leadership Foundation's minimum requirements.
- . Bayshore Sanitary District
 - . Broadmoor Police Protection District
 - . Colma Fire Protection District
 - . East Palo Alto Sanitary District
 - . Ladera Recreation District
 - . Mid-Peninsula Water District
 - . San Mateo County Harbor District
 - . Woodside Fire Protection District

RECOMMENDATIONS

- R1. The eight independent special districts' websites that do not conform to the current standards set by the Special District Leadership Foundation's transparency checklist shall conform to the accepted criteria on or before December 31, 2017.
- R2. All independent special districts shall take the necessary steps to maintain their websites using the current standards set by the Special District Leadership Foundation so as to provide pertinent information to their constituents and to continue to qualify for the *District Transparency Certificate of Excellence*.
- R3. The eight independent special districts that qualify for the *District Transparency Certificate of Excellence* are strongly encouraged to apply for it to be recognized for their efforts.

REQUEST FOR RESPONSES

From the following governing bodies:

Recommendation 1

- Bayshore Sanitary District
- Broadmoor Police Protection District
- Colma Fire Protection District
- East Palo Alto Sanitary District
- Ladera Recreation District
- Mid-Peninsula Water District
- San Mateo County Harbor District
- Woodside Fire Protection District

Recommendation 2

- All independent special districts in San Mateo County

Recommendation 3

- Coastside County Water District
- Granada Community Services District
- Menlo Park Fire District
- Mid-Peninsula Regional Open Space
- Montara Water and Sanitary District
- Sequoia Healthcare District
- SMC Resource Conservation District
- West Bay Sanitary District

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted subject to the notice, agenda and open meeting requirements of the Brown Act.

APPENDIX A INDEPENDENT SPECIAL DISTRICT WEBSITES

Independent Special District	Website
Bayshore Sanitary District	http://www.bayshoresanitary.org/
Broadmoor Police Protection District	http://www.broadmoorpolice.com/
Coastside County Water District	http://coastsidewater.org/
Coastside Fire Protection District	http://www.coastsidefire.org/
Colma Fire Protection District	http://www.colmafd.org/home.html
East Palo Alto Sanitary District	http://www.epasd.com/
Granada Community Services District	http://www.granada.ca.gov/
Highlands Recreation District	http://www.highlandsrec.ca.gov/
Ladera Recreation District	http://www.lrdrec.com/
Menlo Park Fire Protection District	http://www.menlofire.org
Mid-Peninsula Water District	https://www.midpeninsulawater.org/index.php
Mid-peninsula Regional Open Space District	http://openspace.org/
Montara Water and Sanitary District	http://mwsd.montara.org/
North Coast County Water District	http://www.nccwd.com/
Peninsula Health Care District	http://www.peninsulahealthcaredistrict.org
San Mateo County Harbor District	http://www.smharbor.com/harbordistrict/
SMC Mosquito and Vector Control District	http://www.smcmvcd.org/
San Mateo Resource Conservation District	http://www.sanmateorcd.org/
Sequoia Healthcare District	http://www.sequoiahealthcaredistrict.com/
West Bay Sanitary District	http://westbaysanitary.org/
Westborough Water District	Http://www.westboroughwater.com/
Woodside Fire Protection District	http://www.woodsidefire.org/

APPENDIX B



District Transparency Certificate of Excellence *checklist*

Showcase your district's commitment to transparency

BASIC REQUIREMENTS

- Current Ethics Training for all Board Members**
(Government Code Section 54923.5)
 - Provide copies of training certificates along with date completed
- Compliance with the Ralph M. Brown Act**
(Government Code Section 54950 et. al.)
 - Provide copy of current policy related to Brown Act compliance
 - Provide copy of a current meeting agenda (including opportunity for public comment)
- Adoption of policy related to handling Public Records Act requests**
 - Provide copy of current policy
- Adoption of Reimbursement Policy, if district provides any reimbursement of actual and necessary expenses**
(Government Code Section 53232.2 (b))
 - Provide copy of current policy
- Annual disclosure of board member or employee reimbursements for individual charges over \$100 for services or products. This information is to be made available for public inspection. "Individual charge" includes, but is not limited to: one meal, lodging for one day, or transportation.** (Government Code Section 53065.5)
 - Provide copy of the most recent document and how it is accessible
- Timely filing of State Controller's Special Districts Financial Transactions Report - includes compensation disclosure.** (Government Code Section 53891)
 - Provide copy of most recent filing
SDLF staff will verify that district is not listed on the State Controller's 'non-compliance list'
- Conduct Annual Audits**
(Government Code Section 26909 and 12410.6)
 - Provide copy of most recent audit and management letter and a description of how/where documents were made available to the public
- Other Policies – have current policies addressing the following areas (provide copies of each):**
 - Conflict of Interest
 - Code of Ethics/Values/Norms or Board Conduct
 - Financial Reserves Policy

WEBSITE REQUIREMENTS

- Maintain a district website with the following items**
(provide website link; all are required)
 - Names of Board Members and their terms of office
 - Name of general manager and key staff along with contact information
 - Election procedure and deadlines
 - Board meeting schedule (Regular meeting agendas must be posted 72 hours in advance pursuant to Government Code Section 54954.2 (a) (1) and Government Code Section 54956 (a))
 - District's mission statement
 - Description of district's services/ functions and service area
 - Authorizing statute/ enabling act (Principle Act or Special Act)
 - Current district budget
 - Most recent financial audit
 - Archive of Board meeting minutes for at least the last 6 months
 - List of compensation of Board Members and staff and/ or link to State Controller's webpage with the data
- Website also must include at least 4 of the following items:**
 - Post Board Member ethics training certificates
 - Picture, biography and email address of board members
 - Last 3 years of audits
 - Reimbursement and Compensation Policy
 - Financial Reserves Policy
 - Online/downloadable Public Records Act request form
 - Audio or video recordings of board meetings
 - Map of district boundaries/ service area
 - Link to California Special Districts Association mapping program
 - Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site)

Continued on reverse

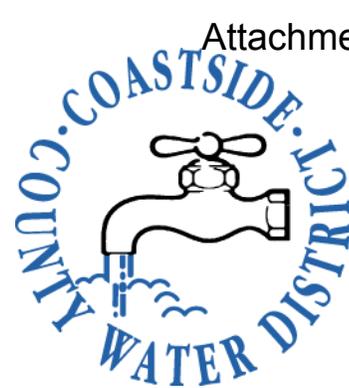


Questions about SDLF or the transparency program? Call us for more information at 916.231.2939

APPENDIX C TRANSPARENCY CHECKLIST

Agency	Ranking														Total										
		1	1A	1B	1C	1D	1E	1F	1G	1H	1I	1J	1K	2		2A	2B	2C	2D	2E	2F	2G	2H	2I	2J
Highlands Recreation District	1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	11	Y	Y	Y	Y	Y	Y				Y	
Mid-PeninsulaRegional Open Space Dist.	1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	11	Y		Y	Y	Y	Y			Y		
Peninsula Health Care District	1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	11	Y		Y	Y			Y		Y		
Westborough Water District	1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	11	Y	Y		Y	Y				Y		
Coastside County Water District	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	11	Y	Y			Y	Y	Y	Y	Y		
SMC Mosquito and Vector Control Dist.	2	Y	Y	Y	n/a	Y	Y	Y	Y	Y	Y	Y	Y	11	Y		Y	Y	Y	Y			Y	Y	
Granada Community Services District	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	11	Y	Y		Y					Y	Y	
North Coast County Water District	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	11	Y		Y	Y		Y			Y		
Coastside Fire Protection District	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	11	Y	Y	Y	Y	Y		Y	Y	Y		
West Bay Sanitary District	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	11	N		Y	Y			Y	Y			
Menlo Park Fire Protection District	3	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	11	Y		Y	Y	Y	Y	Y	Y	Y	Y	
Montara Water and Sanitary District	3	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	11	Y	Y		Y	Y	Y	Y		Y	Y	
Mid-Peninsula Water District	4	N	Y	Y		Y	Y	Y		Y	Y	Y	Y	9	Y	Y	Y	Y					Y		
SMC Resource Conservation District	4	Y	Y	Y	n/a	Y	Y	Y	Y	Y	Y	Y	n/a	11	Y		Y	Y	Y				Y	Y	
SMC Harbor District	4	N	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	10	Y		Y	Y		Y		Y	Y	Y	
Sequoia Healthcare District	5	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	11	Y		Y		Y	Y			Y	n/a n/a	
Bayshore Sanitary District	5	N	Y	Y		Y	Y	Y		Y	Y	Y	Y	9	N	Y		Y					Y		
Broadmoor Police Protection District	6	N	Y	n/a	Y		Y	Y	Y	Y	Y	Y	Y	10	N		Y								
Ladera Recreation district	6	N	Y	Y	Y		Y	Y	Y	Y		Y	Y	9	N					Y				Y	
Woodside Fire Protection District	6	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	11	N			Y	Y						
East Palo Alto Sanitary District	7	N	Y			Y	Y			Y	Y	Y		6	Y	Y	Y	Y					Y		
Colma Fire Protection District	8	N					Y	Y						2	N										

Issued: June 19, 2017



July 12, 2017

Hon. Leland Davis, III
Judge of the Superior Court
c/o Charlene Kresevich
Hall of Justice
400 County Center, 2nd Floor
Redwood City, CA 94063-1655

**Re: Coastside County Water District Response to 2016-2017 Grand Jury
Independent Special Districts Website Transparency Update**

Honorable Judge Davis:

This letter transmits the response of Coastside County Water District (District) to the 2016-2017 Grand Jury Report referenced above. The District is committed to transparency and appreciates the opportunity to respond to the Grand Jury Report. The District's Board of Directors approved this response at their regularly scheduled Board meeting on July 11, 2017.

Response to Findings

F1. Six independent special districts have completed the requirements and been awarded the District Transparency Certificate of Excellence designation from the Special District Leadership Foundation over the past three years.

The District does not have sufficient information about other districts to agree or disagree with this finding as stated. Coastside County Water District has not applied for the Certificate of Excellence.

F2. Eight additional independent special districts have completed the requirements and been awarded the District Transparency Certificate of Excellence.

The District is included under this finding but has not applied for or been awarded the certificate. Based on information presented on page 4 of the Update report, this finding is worded incorrectly and should read: *Eight additional independent special districts have websites that would qualify for the District Transparency Certificate of Excellence but appear not to have applied for the certificate.* The District believes its website would qualify for the District Transparency Certificate of Excellence. The District does not have sufficient information about other districts to agree or disagree with this finding (as corrected) with respect to other districts.

F3. Three independent special districts have achieved the District of Distinction Designation from the Special District Leadership Foundation over the past three years.

The District does not have sufficient information about other districts to agree or disagree with this finding as stated.

Hon. Leland Davis, III
Coastside County Water District Response
Page 2

F4. Fifteen independent special districts have websites meeting the first tier of required components.

The District does not have sufficient information about other districts to agree or disagree with this finding as stated.

F5. Eight independent special districts websites have not met the Special District Leadership Foundation's minimum requirements.

The District does not have sufficient information about other districts to agree or disagree with this finding as stated.

Response to Recommendations (as requested)

R2. All independent special districts shall take the necessary steps to maintain their websites using the current standards set by the Special District Leadership Foundation so as to provide pertinent information to their constituents and to continue to qualify for the District Transparency Certificate of Excellence..

The District has implemented this recommendation, and will continue to maintain its website to meet the transparency standards set by the Special District Leadership Foundation.

R3. The eight independent special districts that qualify for the District Transparency Certificate of Excellence are strongly encouraged to apply for it to be recognized for their efforts..

The District submitted its application for the District Transparency Certificate of Excellence on July 7, 2017.

Thank you for the opportunity to respond. If you have any questions about the District's response to the Grand Jury Report, please call me at 650.726.4405 or email me at ddickson@coastsidewater.org.

Sincerely,

David R. Dickson
General Manager

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Dave Dickson, General Manager

Agenda: July 11, 2017

Date: July 6, 2017

Subject: Purchase of a New Service Truck from Summit Truck Equipment

Recommendation:

1. Determine that waiving the competitive bidding requirements of Resolution 2016-09 to allow purchase of a new service truck from Summit Truck Equipment is in the best interest of the District, in order to obtain a vehicle custom designed for the District's needs through a collaborative effort of the vendor and District staff.
2. Authorize the General Manager to purchase a new service truck from Summit Truck Equipment for a total of \$210,367.

Background:

District staff depends on our service truck to carry tools, parts, and other support equipment to the site of a leak repair or construction project. The current service truck is 17 years old and is past the end of its useful life. It is undersized for the equipment that it must carry and the extra load has been taxing the suspension and other components of the truck. The age and condition of the truck are particularly noticeable when climbing steep grades or driving on rough roadways.

Distribution Supervisor John Davis, in anticipation of the need to replace this vehicle, has for the last 6 years been researching and evaluating an appropriate truck to suit our present needs. He spent much time at the Construction Expo events analyzing dozens of trucks, weighing out their pros and cons. After this extended research, he has concluded that Summit Truck custom builds one of the best truck bodies that he has encountered and has worked with their representative to design the truck presented in the attached drawings and quote.

Staff expects this truck to serve the District's needs for 20 years.

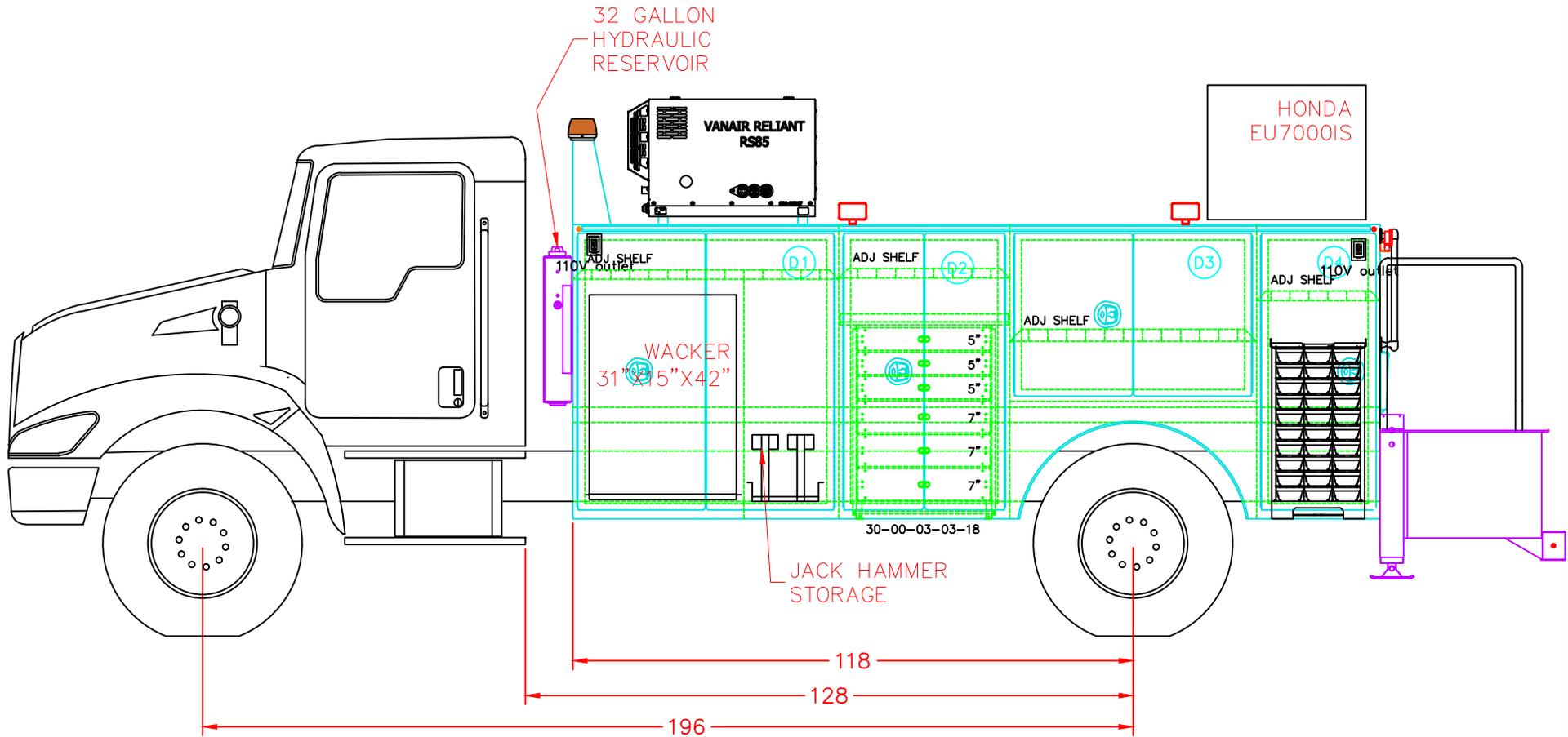
Fiscal Impact:

Cost of \$210,367. The approved FY18-FY27 Capital Improvement Program includes \$250,000 in FY18 for purchase of a new service truck.

SIZE	NUMBER	REV.
	800-21786	--

NOTE:
ALL DIMENSIONS ARE IN INCHES

REVISIONS			
REV	DESCRIPTION	DATE	BY



STREETSIDE

APPROVAL PRINT STAMP

APPROVED

APPROVED AS NOTED

NOT APPROVED, CHANGE AS NOTED, RESUBMIT FOR APPROVAL.

SIGNATURE REQ'D:

DATE: _____

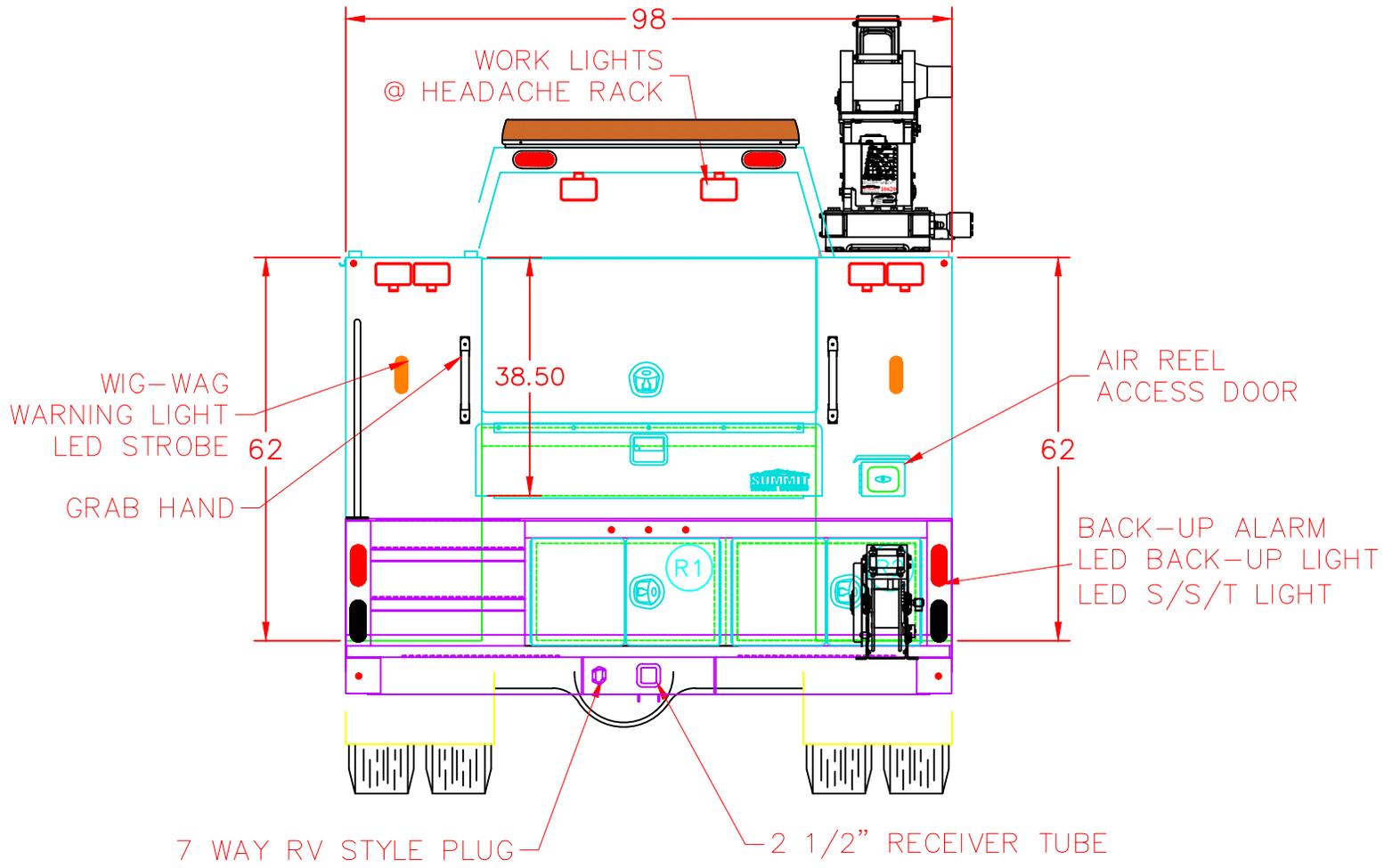
BY: _____

10 SERIES	DRAWN JACOB BENITZ	CHECKED
PAGE 1 OF 4	DATE 5/23/2017	APPROVED
NOTICE: THIS DRAWING CONTAINS PROPRIETARY INFORMATION. IT IS SUBMITTED IN CONFIDENCE AND IS TO BE USED SOLELY FOR THE PURPOSE FOR WHICH IT IS FURNISHED AND RETURNED UPON REQUEST. THIS DRAWING AND SUCH INFORMATION IS NOT TO BE REPRODUCED, TRANSMITTED, DISCLOSED, OR USED OTHERWISE IN WHOLE OR IN PART WITHOUT WRITTEN AUTHORIZATION.	TOLERANCES UNLESS NOTED: DECIMAL----- ± .03 DECIMAL----- ± .015 ANGLES----- 1° MACHINED SURFACES 12 $\frac{5}{8}$	
DO NOT SCALE THIS PRINT REMOVE ALL BURRS AND SHARP EDGES		

		990 VERNON RD. WATHENA, KS. 66090 PHONE: (785) 969-3100 FAX: (785) 969-3563		
		TITLE: 10 SERIES BODY COASTSIDE WATER DISTRICT		
SCALE	WEIGHT	SIZE	NUMBER	REV.
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SIZE	NUMBER	REV.
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REVISIONS			
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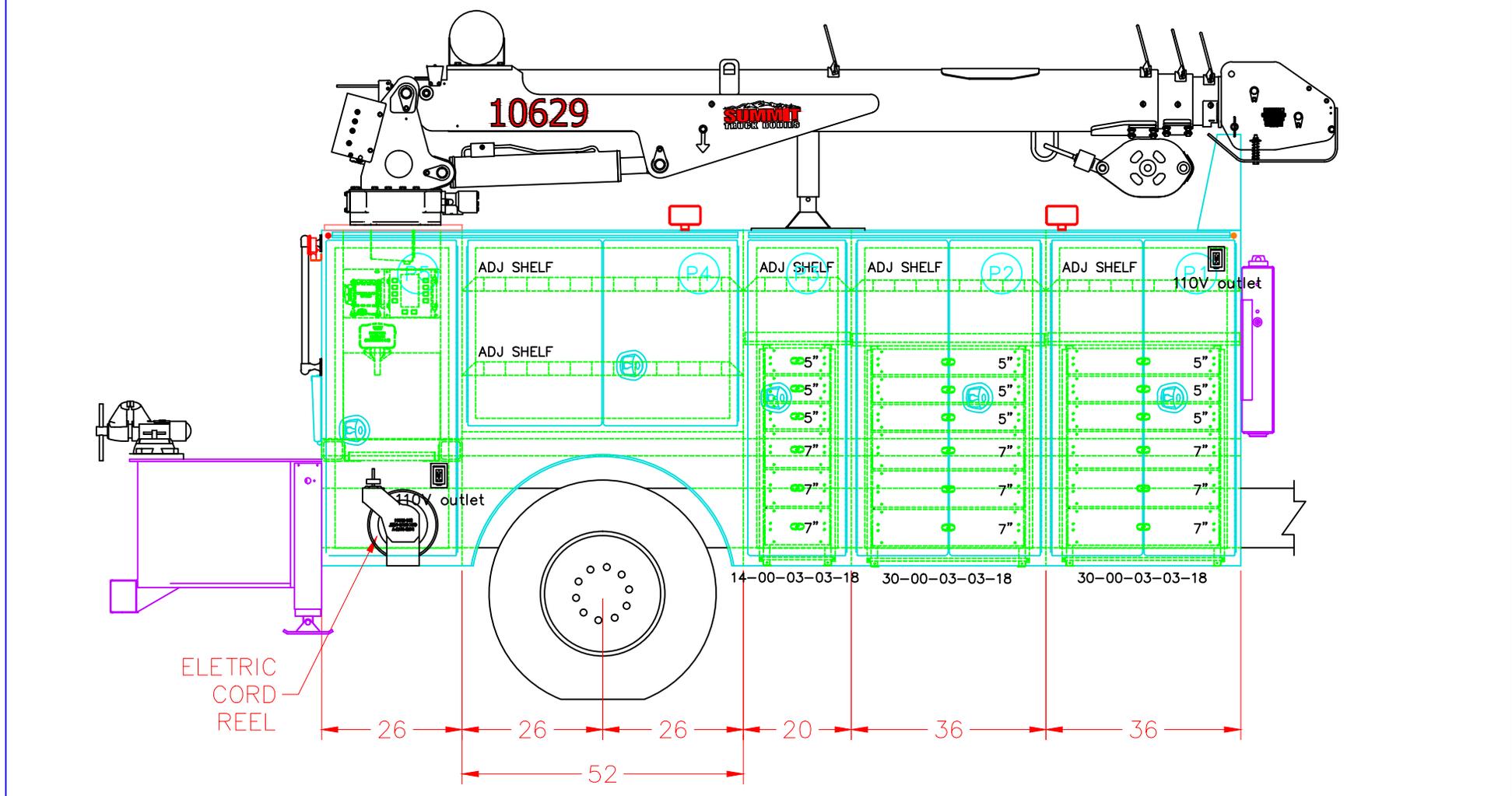


REAR VIEW

10 SERIES	DRAWN JACOB BENITZ	CHECKED	 990 VERNON RD. WATHENA, KS. 66090 PHONE: (785) 969-3100 FAX: (785) 969-3563				
PAGE 2 OF 4	DATE 5/23/2017	APPROVED					
<small>NOTICE: THIS DRAWING CONTAINS PROPRIETARY INFORMATION. IT IS SUBMITTED IN CONFIDENCE AND IS TO BE USED SOLELY FOR THE PURPOSE FOR WHICH IT IS FURNISHED AND RETURNED UPON REQUEST. THIS DRAWING AND SUCH INFORMATION IS NOT TO BE REPRODUCED, TRANSMITTED, DISCLOSED, OR USED OTHERWISE IN WHOLE OR IN PART WITHOUT WRITTEN AUTHORIZATION.</small>	TOLERANCES UNLESS NOTED:		TITLE: 10 SERIES BODY COASTSIDE WATER DISTRICT				
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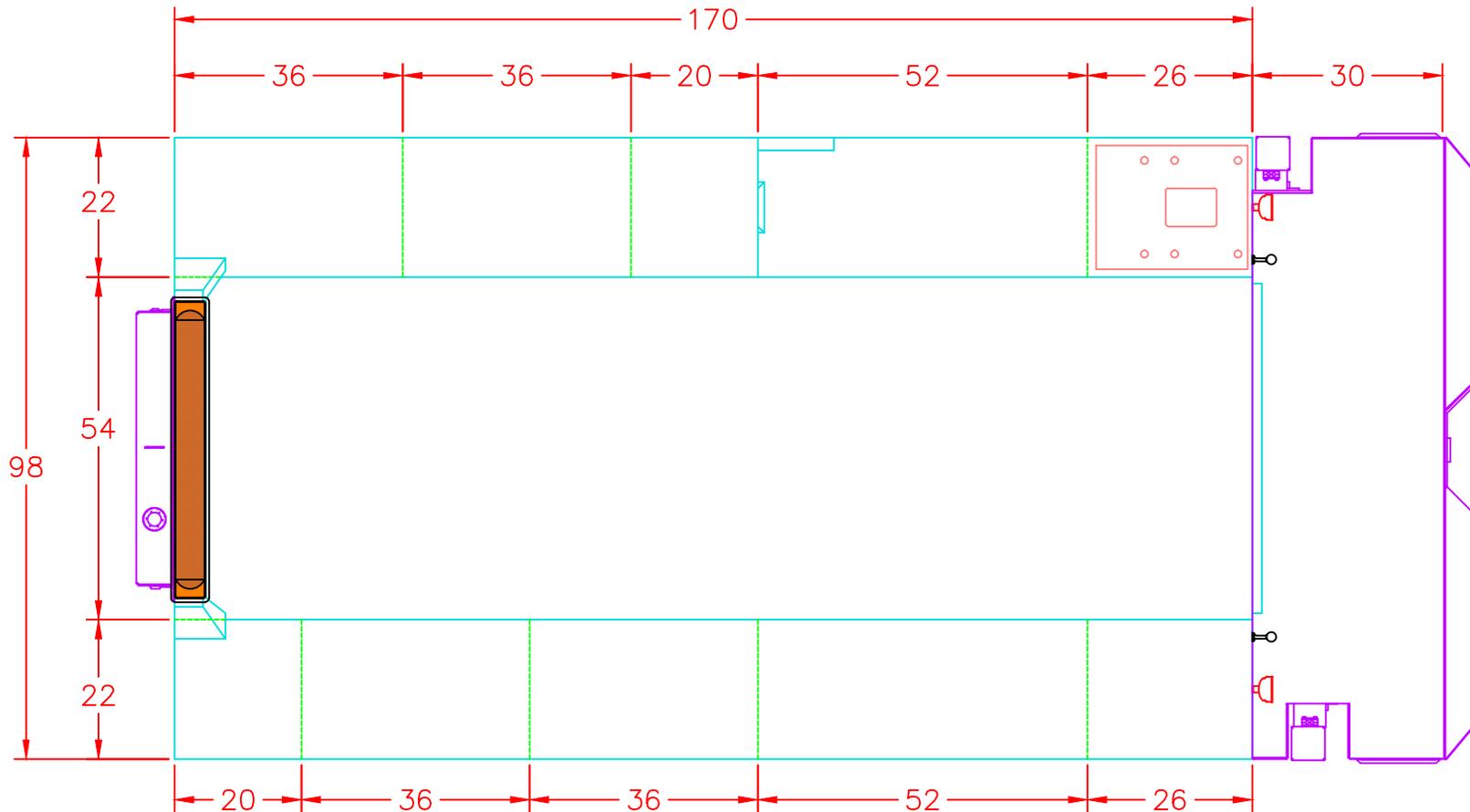


CURBSIDE

10 SERIES	DRAWN JACOB BENITZ	CHECKED	 990 VERNON RD. WATHENA, KS. 66090 PHONE: (785) 969-3100 FAX: (785) 969-3563			
PAGE 3 OF 4	DATE 5/23/2017	APPROVED				
<small>NOTICE: THIS DRAWING CONTAINS PROPRIETARY INFORMATION. IT IS SUBMITTED IN CONFIDENCE AND IS TO BE USED SOLELY FOR THE PURPOSE FOR WHICH IT IS FURNISHED AND RETURNED UPON REQUEST. THIS DRAWING AND SUCH INFORMATION IS NOT TO BE REPRODUCED, TRANSMITTED, DISCLOSED, OR USED OTHERWISE IN WHOLE OR IN PART WITHOUT WRITTEN AUTHORIZATION.</small>	TOLERANCES UNLESS NOTED:		TITLE: 10 SERIES BODY COASTSIDE WATER DISTRICT			
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TOP VIEW

10 SERIES	DRAWN JACOB BENITZ	CHECKED	 990 VERNON RD. WATHENA, KS. 66090 PHONE: (785) 969-3100 FAX: (785) 969-3563				
PAGE 4 OF 4	DATE 5/23/2017	APPROVED					
<small>NOTICE: THIS DRAWING CONTAINS PROPRIETARY INFORMATION. IT IS SUBMITTED IN CONFIDENCE AND IS TO BE USED SOLELY FOR THE PURPOSE FOR WHICH IT IS FURNISHED AND RETURNED UPON REQUEST. THIS DRAWING AND SUCH INFORMATION IS NOT TO BE REPRODUCED, TRANSMITTED, DISCLOSED, OR USED OTHERWISE IN WHOLE OR IN PART WITHOUT WRITTEN AUTHORIZATION.</small>	TOLERANCES UNLESS NOTED:		TITLE: 10 SERIES BODY COASTSIDE WATER DISTRICT				
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	ANGLES-----	1°					
	MACHINED SURFACES	12 \sqrt					
	DO NOT SCALE THIS PRINT REMOVE ALL BURRS AND SHARP EDGES						



Summit Truck Bodies

DATE: JUNE 7, 2017
 QUOTE IS VALID FOR 30 DAYS

Eric Hughes
 702-281-4139 - Mobile
 866-985-3100
 eric.hughes@summitbodies.com

TO Coastside County Water District
 766 Main St.
 Half Moon Bay, CA 94019

Thank you for allowing me the opportunity to serve your needs! Please feel free to contact me directly with any questions at 702-281-4139

FITS TRUCK TYPE		PAYMENT TERMS	
2018 Freightliner M2 106	Summit Series 10	Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Summit 10 series, Summit 10629 crane, Vanair Reliant 60-85 CFM Compressor, Honda 7000 Watt Generator, Summit Granite Drawer and Bolt Bin package		\$189,846.44
1	2018 Freightliner M2106, 33k GVW, Cummins ISL 350 HP, Allison 3000 RDS, Polished Rims, Chrome Bumper, Cruise, PW,,Stainless visor, Air ride suspension, Dual aluminum fuel tanks, horizontal exhaust Color: White Freight Via Flatbed Truck to Half Moon Bay, CA		\$3,400

Please sign below or list PO number (s) to place order for this Equipment
 Accepted By: _____ Date _____
 Please return by e-mail to: eric.hughes@summitbodies.com

DOC CHARGE	\$195.00
SUBTOTAL	\$193,441.44
ESTIMATED SALES TAX 8.75%	\$16,926.13
TOTAL INVESTMENT OF DELIVERED UNIT**	\$210,367.57

Body construction as follows:

- 10-ga galvanealed body 172" long
- 22" deep side pack on driver's side
- 22" deep side pack on passenger side with rear compartment at 27" deep
- 54" cargo floor width back to last compartment then down to 49"
- 62" H compartments on Drivers side
- 62" H compartments on Passengers side
- Eight (8) tie-down rings in cargo area
- Single row of E-TRAC on each side of cargo area
- Hinged slide top cover- lockable, covering full length of cargo area

Driver Side

- **D-1 and D-2 compartments combined.**
 - Stand for tamper on pull-out shelf installed in front of compartment
 - E- Trac mounted at 10" and 30" from floor on back and front of D1
 - Stand for (2) 90 lb jackhammers on pull-out shelf installed in rear of compartment
 - Jackhammer bit storage tubes 1-1/2" x 8" tall mounted at rear of shelf
 - One (1) adjustable shelf
- **D-3 Summit SG-30W-0-3-3-18D-3.625 drawer package aluminum**
 - 30" wide X 18" deep
 - 3 – 5" drawers
 - 3 – 7" drawers
 - One (1) adjustable shelf w/ dividers
- **D-4 One (1) adjustable shelf with dividers**
- **D-5 Summit BB-30 3W x 10 H bolt bin aluminum**
 - 30 bins- 3 bins wide x 10 bins high
 - One (1) adjustable shelf w/ dividers

Passenger Side

- **D-1 Summit SG-30W-0-3-3-18D-3.625 drawer package aluminum**
 - 30" wide X 18" deep
 - 3 – 5" drawers
 - 3 – 7" drawers
 - One (1) adjustable shelf w/ dividers
- **D-2 Summit SG-30W-0-3-3-18D-3.625 drawer package aluminum**
 - 30" wide X 18" deep
 - 3 – 5" drawers
 - 3 – 7" drawers
 - One (1) adjustable shelf w/ dividers
- **D-3 Summit SG-14W-0-3-3-18D-3.625 drawer package aluminum**
 - 14" wide X 18" deep
 - 3 – 5" drawers
 - 3 – 7" drawers
 - One (1) adjustable shelf w/ dividers
- **D-4 Two (2) adjustable shelves with dividers**
- **D-5 Standard crane pedestal, crane control, hydraulics for crane/outriggers, 40' Power cord pay out rear of compartment.**

Electrical Features:

- Flush mount LED light kit with back-up alarm
- LED lights in each compartment with switches mounted in crane pedestal
- LED Work Lights:
 - 2 headache rack mounted rear facing
 - 4 rear mounted rear facing (2 each side)
 - Controlled by switch in chassis Cab
 - 2 crane boom tip lights mounted on swivel mounts
 - 4 (2 each side) mounted on top of sidepacks facing to side of truck
- Seven-way RV style trailer plug
- Pendant alarm
- Honda Gas Generator EU 7000 IS, 7000 Watt mounted above D5 facing to rear of truck
- Remote start for Generator in D5
- Electrical outlets installed in top of D1, D5, P1, and P5
- Generator wired to 40' power cord installed in bottom of P5 pay out rear of truck
- Federal Jet Solaris Light bar, 48" configured with all amber lights, clear dome on top of headache rack
- Wig Wag lights mounted in rear of body and front of truck

Additional Features:

- Standard Headache Rack
- Custom Bumper, 30" deep with storage and rear doors. Access steps on Drivers side with grab handle.
 - Grip strut installed in bumper steps
- Rear outrigger hydraulic in / out hydraulic up / down with Phase 3 components, Proxy switch
- (2) rear grip handles
- 12" H tailgate
- Wilton 1765 vice mounted on Passenger side of bumper
- One (1) hose retainer to ship loose
- (2) "J" hooks shipped loose
- Channel Nut Kit ship loose
- Include welder blocks in top of DS sidepack
- Bolt-in bulkhead shipped loose
- (2) Construction Cone storage racks mounted on front bumper- 1 each side
- Back-Up Camera
- Gang Locks both sides of truck
- (2) deep pocket compartments mounted to drivers side of cargo area 40" wide x 30" tall x 9" deep
- (1) deep pocket compartment mounted to drivers side of cargo area 36" wide x 25" tall x 7" deep
- Compartments to be basket design, 2" above floor and covered in Line-X

Included Options:

- **Summit model 10629 telescopic crane Phase 2 Open Center (55,000 ft lbs)**
 - Capacity rating: 10,000 lbs @ 5 feet
 - 29' boom length
 - Proportional hydraulic system
 - Planetary winch @ 60' per minute
 - Phase 2 radio system
 - Traveling block and bearing type swivel hook
 - Boom support and hook anchor
 - Remote Engine start / stop connected to switch crane pendant
 - Crane rotate with built in encoder

- **Vanair Reliant RS 60-85 cfm hydraulically driven air compressor with the following:**
 - Vanair Compressor
 - Plumbed to FLR and ½" x 50' spring rewind hose reel
 - Air reel to be located in bumper storage compartment on passenger side
 - 19 gallon ASME under body air storage tank
 - Include ball valve tank drain on air receiver
 - Compressor installed on driver's sidepack above D2/D3
 - Plumb compressor down through cargo area floor

Finish and Paint:

- **Paint Code: White**
 - Compartment Interior to be painted white
- **Hyprotex Bedline:**
 - Cargo area
 - Full fronts of sidepacks
 - Wheel Well reinforcement
 - Tops of Sidepacks
 - Lower edge of each side pack
 - Tool bumper

Chassis Specifications:

- **Truck Make/Model/Drive axles: '18 Freightliner M2 106**
- **Truck VIN: TBD**
- **GVW: 33K**
- **Engine: Cummins ISL, 350 HP**
- **Transmission: Allison 3000 RDS automatic**
- **Wheelbase/ CA: 128" CA**

Warranty

Summit Warranty

- Body Structure 5 year limited
- Paint 5 year PPG warranty
- Crane Structure 5 year limited
- Crane remote 2 years
- Summit Granite Drawer Limited lifetime
- Hydraulic System 1 year

- Includes PTO, Pump, Hoses, Valves Etc.

Vanair compressor 3 years in defects of materials and workmanship

- Hydraulic Motor2 years
- Misc. Parts12 months

Individual components or options will carry their own manufacturer’s warranty

All warranties are subject to terms and conditions

- Please see full warranty disclosures

Summit Warranty Contact Information

866-985-3100

- Tory Foster – Parts and Service Manager EXT 7726

Eric Hughes

Mobile: (702) 281-4139

Office: (866) 985-3100

eric.hughes@summitbodies.com

www.summitbodies.com



NOTE:

IN THE INTEREST OF CONTINUING PRODUCT IMPROVEMENT DIMENSIONS AND EQUIPMENT POSITION SUBJECT TO CHANGE.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: July 11, 2017

Report

Date: July 7, 2017

Subject: Recycled Water Update

Recommendation:

Discuss and provide direction to staff as appropriate.

Background:

At its February 14, 2017 meeting, the CCWD Board approved a set of Basic Terms for a recycled water agreement between SAM and CCWD (copy of February 14 staff report attached as Exhibit 1). In accordance with the Guiding Principles for the recycled water project approved by all agencies involved, an agreement must be completed before any design or construction proceeds. The SAM board discussed CCWD's proposed Basic Terms at its meeting on April 24, 2017, but did not take any action.

At its meeting on June 12, 2017, the SAM Board accepted a recycled water Finance Plan (copy of SAM staff report and Plan attached as Exhibit 2) prepared as an element of SRT's 25% design. The Finance Plan outlines options for the recycled water facility financing to be provided by SAM and presents estimated annual costs for capital amortization, operation and maintenance. With the 25% design and Finance Plan completed, SAM and CCWD should now be able to proceed with development of a recycled water agreement.

Staff's presentation will address current project status, the Finance Plan, and next steps in developing the recycled water project.

Fiscal Impact:

None.

Exhibit 1

CCWD February 14, 2017 Staff Report

Proposed CCWD-SAM Recycled Water Agreement General Terms

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: February 14, 2017

Report

Date: February 9, 2017

Subject: Proposed CCWD-SAM Recycled Water Agreement General Terms

Recommendation:

Consider proposed terms for CCWD-SAM Recycled Water Agreement.

Background:

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

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

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

Fiscal Impact:

None.

GUIDING PRINCIPLES FOR RECYCLED WATER PROJECT

BETWEEN SAM, CCWD AND MWSD

BASIS FOR AGREEMENT

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

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

Phase 1 has been proposed consisting of two components:

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

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

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

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

TERMS AND CONDITIONS

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

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

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

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

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

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

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

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

Exhibit 2

SAM June 12, 2017 Staff Report

Draft Finance Plan for Recycled Water



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Beverli A. Marshall, General Manager

DATE: June 12, 2017

REPORT BY: Kishen Prathivadi, Engineering & Construction Contracts Manager

SUBJECT: **Discuss and Accept Draft Finance Plan for Recycled Water and Provide Direction to Staff**

Staff Recommendation

Staff recommends that the Board of Directors accept the Draft Finance Plan for Recycled Water and provide direction to Staff.

Fiscal Impact

The cost of this task is \$87,432, which was approved in the January 23, 2017 Board Meeting.

Strategic Plan Compliance

The recommendation complies with the SAM strategic Plan's Vision: *"Move toward 100% reuse, converting all its wastewater into usable water, nutrients and energy, and identify or develop customers to utilize the recovered resources"* and Goal 1: Reuse and Recycling.

Background and Discussion/Report

At its meeting on January 23, 2017, the Board authorized SRT Consultants to proceed with the Basis of Design Task. The Draft Basis of Design Report was presented to the Board on April 10, 2017. The Final Finance Plan will be attached to the Final Basis of Design Report.

BOARD MEMBERS:	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	J. Harvey	B. Huber
	R. Kowalczyk	H. Rarback	

Supporting Documents

Attachment A: Draft Finance Plan

BOARD MEMBERS:	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	J. Harvey	B. Huber
	R. Kowalczyk	H. Rarback	

DRAFT Technical Memorandum

Sewer Authority Mid-Coastside Recycled Water Project

Subject: Finance Plan

Prepared For: Reena Thomas, SRT Consultants

Prepared by: Hawkeye Sheene, RMC

Reviewed by: Lindsey Wilcox, RMC

Date: June 5, 2017

Reference: 0611-001

1 Introduction

The Sewer Authority Mid-Coastside (SAM) Recycled Water Project (RWP) is a collaborative effort between SAM, Coastside County Water District (CCWD), and Ocean Colony Partners (OCP). The new RWP facility will treat secondary effluent from the SAM Wastewater Treatment Plant (WWTP) with advanced tertiary treatment to produce high purity recycled water with the quality and daily irrigation demand requirements of OCP to provide landscape irrigation for its golf course. Currently, OCP uses well water for landscape irrigation drawn from a well field adjacent to the WWTP. The new recycled water pipeline will be connected to the existing pipelines from the field and will allow OCP to irrigate using recycled water.

The purpose of this Finance Plan is to describe the pricing policy of recycled water, costs allocated to water pollution control, annual projections including water prices, recycled water volume used, allocation of costs, annual projections, and discussion of sensitivity analyses regarding recycled water usage.

2 Pricing Policy for Recycled Water

The recycled water produced by the new SAM RWP would be purchased wholesale by the CCWD. CCWD will sell the recycled water to one customer, OCP for golf course irrigation. Agreements are currently being prepared to determine the price of recycled water sold by SAM to CCWD and by CCWD to OCP.

3 Costs Allocated to Water Pollution Control

The current annual cost of treating SAM’s average wastewater flow of 2 million gallons per day (mgd) at its existing WWTP is \$540,000. The cost breakdown is summarized in Table 1 and is based on current annual flows and loadings. Cost allocation will be discussed and negotiated as part of the water sale agreements currently underway.

Table 1: Costs Allocated to Water Pollution Control

Water Pollution Control Items	Costs
Chemicals	\$165,000
Power	\$240,000
Sludge Hauling	\$135,000
Total Costs	\$540,000

Source: SAM, 2017.a.

4 Annual Projections

4.1 Water Prices for Each Category of Users

There is only one category of user – golf course irrigation customer, OCP. The price of recycled water will be determined during negotiations between OCP, CCWD, and SAM.

4.2 Recycled Water Used

SAM will provide a total of 345 acre feet/year (AFY) of recycled water estimated by OCP’s average monthly demand of irrigation water, provided in Table 2, below. The Project will be designed per the average irrigation season day demand with the capacity to provide 616 AFY.

Table 2: OCP Irrigation Demand

Month	Average Demand (gallons per day)
January	0
February	0
March	91,449
April	381,246
May	552,896
June	571,325
July	552,896
August	552,896
September	533,309
October	368,597
November	94,497
December	0

Source: CCWD, 2015

4.3 Annual Costs of Recycling Project

4.3.1 Capital and O&M Costs

The estimated capital cost for the SAM RWP is \$5,205,350, summarized in Table 3 (SRT Consultants, 2017). The annual operating costs are estimated to be \$273,000 based on operation and maintenance (O&M) costs summarized in Table 4 (SRT Consultants, 2017).

Table 3: Estimated Capital Costs

Description	Probable Costs
SAM Recycled Water Facilities Probable Construction Cost	\$2,476,520
25% Contingency	\$619,130
Administrative, Legal, Planning, Design, Project and Construction Management @ 30%	\$928,700
Recycled Water Conveyance System	\$1,181,000
Total Recycled Water Treatment and Conveyance System	\$5,205,350

Source: SRT Consultants, 2017

Table 4: Annual Operating Costs

Description	Annual Cost
Energy	\$74,620
Chemicals	\$16,100
Labor	\$115,000
Filter Replacement	\$12,600
UV Lamp, Sleeve, Ballast, Wiper Replacement	\$5,210
Pump Replacement	\$10,000
Recycled Water Conveyance	\$36,000
Monitoring and Reporting	\$3,500
Total Probable Annual O&M Project Cost	\$273,030

Source: SRT Consultants, 2017

4.3.2 Potential Project Financing and Debt Service

There are a variety of financing methods available to agencies to finance capital improvements, replacements, and expansion of water systems. These include pay-as-you-go (cash reserves and operating revenues), state revolving fund loans, grants, and tax exempt borrowings, such as general obligation bonds, special tax bonds, assessment bonds, revenue bonds, bond pools, and certificates of participation.

Potential funding sources for the project include:

- Grants of up to 25% of project costs or \$20 million, whichever is less, are potentially available from the U.S. Bureau of Reclamation under its Title XVI program. In order for a project to be eligible, it must have an approved Title XVI Feasibility Study and be congressionally authorized. Because a Title XVI Feasibility Study has not yet been prepared for the SAM RWP, additional costs would be associated with the development of such a study. The Water Infrastructure Improvements for the Nation (WIIN) set aside \$50 million for recycled water projects that have approved Title XVI Feasibility Studies, but have not been congressionally authorized. The WIIN solicitations are expected to occur in June 2017 and October 2017. Thus, the Project would not be eligible for the June solicitation. It is possible it could be eligible for the October solicitation; however, coordination with U.S. Bureau of Reclamation would be recommended to discuss timing for review of a feasibility study and the approval process. There may be additional funding allocations for future WIIN solicitation, but that is currently unknown.

- Grants are potentially available through the California Department of Water Resources (DWR) Integrated Regional Water Management (IRWM) implementation grant program funded through Proposition 1. Round 1 is anticipated to occur in early-2018. The SAM RWP is within the San Francisco Bay Area IRWM Region. In order to be eligible for IRWM grant funding, the Project would need to be included in the San Francisco Bay Area's IRWM Plan. The Project is not included on the existing IRWM Plan project list available here: <http://bairwmp.org/projects>. Projects may be submitted to the region online. Additional effort and associated costs would be required to submit the project to the Region's IRWM project list.
- The Clean Water State Revolving Fund (SRF)/Water Recycling Funding Program (WRFP) administered by the State Water Resources Control Board provides low-interest loans and grants. SRF loans typically have a lower interest rate than bonds and are paid back over a 20- or 30-year period. The current interest rate is 1.7%. Prop 1 WRFP grants have been exhausted; however, it is possible more grant funding will be made available in the future.
- Traditional bond financing could be available for the project, which typically has a higher interest rate (~5%) and is paid back over a 30-year period.

4.3.3 Annual Debt Service

The annual debt service will be based on the financing method chosen for the project and will be contingent on the amount of financing needed, the interest rate, and the length of repayment. Potential annual debt service costs have been estimated in Table 5, using the CWSRF loan and bond methods, which are discussed in Section 4.3.2 above.

The annual debt service cost of the project is estimated to range from \$222,941 to \$338,615, based on CWSRF loans and bond financing methods. Total annualized costs range from \$495,971 to \$611,645. Annual unit cost per acre foot ranges from \$805 to \$1,773 and was calculated using the financing methods and the total annual production of recycled water. Total recycled water annual production of 616 AFY was calculated from the average irrigation season day demand as it corresponds to the design capacity of the RWP. Annual production of 345AFY, based on average annual demand, is also provided.

Table 5: Unit Costs

Description	CWSRF	
	Loan ^c	Bond ^d
Capital Cost	\$5,205,350	\$5,205,350
Annualized Capital Cost	\$222,941	\$338,615
Annual O&M Costs	\$273,030	\$273,030
Total Annualized Costs	\$495,971	\$611,645
Total Production Based on SAM RWP Capacity, AFY ^a	616	616
Unit Cost Based on SAM RWP Capacity (\$/AFY)	\$805	\$993
Total Production Based on Average Annual Demand, AFY ^b	345	345
Unit Cost Based on Average Annual Demand (\$/AFY)	\$1,438	\$1,773

Source of total production volumes: SRT Consultants, 2017

- a) 616 AFY in Total Production corresponds to average irrigation season day demand, which is the design capacity of the Project
- b) 345 AFY in Total Production corresponds to average annual demand
- c) Financing Assumptions for CWSRF Loan: Interest rate of 1.70%, loan term of 30 years, A/P Factor of 0.042829. A/P Factor is a standard cash flow factor used to calculate an annual cost based on a present value for a given time frame and interest rate.
- d) Financing Assumptions for Bond: Interest rate of 5.0%, loan term of 30 years, A/P Factor of 0.065051.

4.4 Allocation of Costs

The required revenue of SAM RWP will be allocated to CCWD and ultimately the recycled water user, OCP, to cover the cost to treat and distribute recycled water. The allocation of costs to users will be determined in detail during negotiations between OCP, CCWD, and SAM.

4.5 Unit Price of Recycled Water

The price of recycled water will be agreed upon during negotiations between OCP, CCWD, and SAM for the water sales agreements. The unit cost of recycled water will be determined based on debt service, which is not yet determined as a financing method has not been selected, as well as operation and maintenance costs. The potential unit cost of recycled water could range from \$805/AF to \$1,773/AF based on existing cost estimates, as summarized in Section 4.3.2. The range assumes either a 1.7% interest rate associated with a CWSRF loan or a 5% interest rate associated with a Bond, both with a 30-year term. The range also accounts for varying recycled water volumes. Thus, the unit cost of the recycled water is dependent upon the interest rate, term, and recycled water volume.

4.6 Sensitivity Analysis Assuming User Fails to Use Recycled Water

The project's long-term viability will be subject to four identified factors. The sensitivity of the project to these factors is discussed below.

4.6.1 Sensitivity of User Failing to Use Recycled Water

A sensitivity analysis has not been conducted based on the assumption that some users will fail to use recycled water, as there is only one anchor customer for this project, OCP. The project viability will depend

on OCP’s continued purchase and use of the recycled water. This commitment will be negotiated in the agreement between CCWD and OCP.

4.6.2 Sensitivity of Volume

When the recycled water project is constructed and in operation, OCP will depend on receiving the volume of water needed for irrigation purposes. If the SAM RWP is not in operation for multiple days and CCWD is unable to provide recycled water, OCP will need access to alternative sources of water. To account for this volume sensitivity to recycled water, CCWD will need to identify a temporary backup water source if needed.

4.6.3 Sensitivity of Operating Costs

Processing costs are estimated at \$273,000 annually. The project’s sensitivity of processing costs stem from unforeseen cost increases to SAM for processing recycled water. For the project to remain financially viable with increased processing costs, the agreement would need to have provisions to allow for cost adjustments based on true cost of service.

4.6.4 Sensitivity of Project Financing/Debt Service

Allocation of costs for annual operating costs, as well as capital costs will be determined upon in the agreements between SAM, CCWD, and OCP. Debt service will vary depending on the method of financing chosen and any grants secured.

5 Sunk Costs and Indebtedness

Recycled water planning related to the SAM RWP started in Fiscal Year 2007/2008. Costs were incurred through recycled water planning, studies, testing, and a pilot program. As of May 2017, sunk costs (i.e., costs incurred) total \$506,712 and are summarized in Table 6, below. Additional costs continue to be incurred related to project design, permitting, and environmental compliance, along with other project costs as the project further progresses. Costs incurred prior to Fiscal Year 2016/2017 would likely not be recovered; however, that would be determined at time of financing selection. The project holds no existing debt.

Table 6: Sunk Costs

Fiscal Year	Purpose	Costs Incurred
2007/2008	Recycled water planning	\$2,945
2008/2009	Recycled Water Study, Recycled Water Phase I Testing	\$92,588
2009/2010	Recycled Water Pilot Program, Recycled Water Facilities Study	\$206,492
2010/2011	Recycled Water Facilities Study	\$34,390
2014/2015	Recycled Water Study Update	\$1,265
2015/2016	Irrigation Water Costs, Recycled Water RFP Evaluation	\$166,032
2016/2017	Recycled Water Project Design	\$78,000
	Subtotal	\$581,712
	Recycled Water Project Grant	\$75,000
	Total Costs Incurred to Date by SAM	\$506,712

Source: SAM, 2017

6 References

- CCWD. 2015. *Technical Memorandum: Phase 1 Recycled Water Project Water Quality and Quantity Evaluation*. Prepared by Kennedy/Jenks Consultants. December 15, 2015.
- SAM. 2017.a. Personal communication with Kishen Prathivadi via email May 17, 2017.
- SAM. 2017.b. Personal communication with Kishen Prathivadi via email May 19, 2017.
- SRT Consultants. 2017. *Sewer Authority Mid-Coastside Recycled Water Project, Draft Basis of Design Report*. April 5, 2017.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: July 11, 2017

Report

Date: July 7, 2017

Subject: General Manager's Report

Recommendation:

None. Information only.

Background:

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

Staff Recognition: Following Assistant General Manager Rogren's report that the District realized SFPUC water purchase savings of \$329,000 versus budget in Fiscal Year 2017-2017, I want to recognize the dedicated efforts of all of our field staff, under the direction of Joe Guistino, Sean Donovan, and John Davis, in maximizing the production of our local sources to achieve this excellent financial result.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: July 11, 2017

Report

Date: July 7, 2017

Subject: Assistant General Manager's Report

Recommendation:

No Board action required.

Superintendent of Operations Recruitment

As reported last month, the District has engaged Koff and Associates to manage the recruitment efforts for a new Superintendent of Operations given Joe Guistino's retirement on September 30, 2017.

The attached brochure is currently posted on numerous public and private sector job bulletin boards and has been distributed widely to over 200 water professionals and agencies.

The recruitment closes on July 23. The initial screening of applicants should be completed by July 31, with the first round of interviews occurring by mid-August.



Coastside County Water District
Superintendent of Operations





The District

The Coastside County Water District is a special district formed in 1947 to provide water service to the City of Half Moon Bay and the surrounding unincorporated areas. It receives water originating from pristine and highly protected watersheds in the local Coastal Mountain Range and the Sierra Nevada Mountain Range. The District owns and operates two water treatment plants which fully treat water to state and federal standards. The District serves a population of 17,000. Its system produces an average of 690 million gallons per year and includes 11 tanks for treated water storage, 17 miles of water transmission pipeline and 83

miles of water distribution pipeline Under the guidance of a five-member Board of Directors, the District's twenty full-time employees focus on maintaining a safe and reliable water supply for our community.

The Position

The Coastside County Water District is seeking an experienced and dedicated leader who can work collaboratively with management, staff, other agencies and members of the community. Under direction from the General Manager, the Superintendent of Operations plans, organizes, manages, coordinates and directs the installation, operation, and maintenance of District water transmission and distribution systems, and water treatment plant and pumping station operations and facilities; manages the District's Capital Improvement Program including long- and short-term project planning and overseeing the design, construction, maintenance, and operations of water production and distribution systems, facilities, and infrastructure; ensures compliance with water quality and regulatory requirements.

The Community

Located about 25 miles south of San Francisco, the San Mateo County coast is a premier regional destination. Anchored by the city of Half Moon Bay, with its historic downtown and surrounded by farms and open space, the coastside offers an oasis of natural beauty that seems a world away from the busy urban areas just a few miles away.. More importantly, it is a true community where neighbors care for each other. Of course, one of its most appealing features is its oceanfront location. The beautiful beaches provide endless opportunities for relaxation and recreation.

Key Responsibilities

The Superintendent of Operations' responsibilities include:

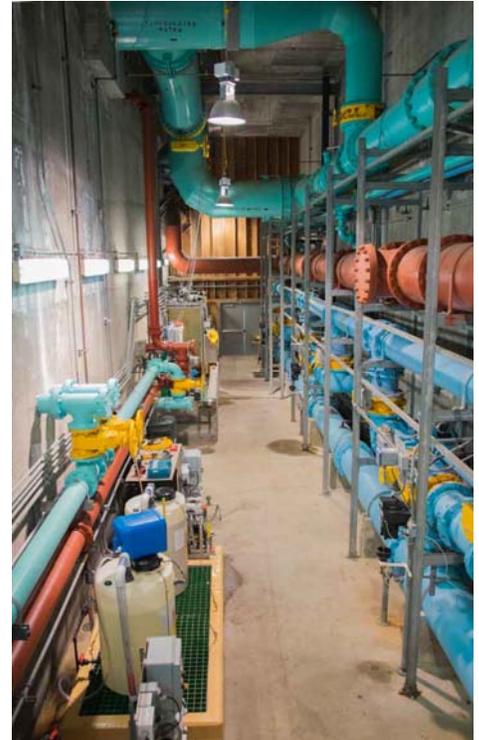
- Planning, organizing, managing and coordinating the field operations of the District, including water distribution, water treatment and facility operation and maintenance;
- Directing the work of operations staff; selecting and evaluating subordinate staff; resolving informal complaints and grievances; ensuring that the work of the Operations staff is completed in a timely and acceptable manner and in accordance with applicable laws and regulations; assisting subordinate supervisors in handling operational and technical problems;
- Overseeing water quality testing program;
- Reviewing policies, guidelines and legislation to assure that operations comply with State and Federal standards

To learn more about the Coastside County Water District, please visit our site:

<http://www.coastsidewater.org/>

and laws; inspecting facilities for proper operation and upkeep; evaluating field operations and develops new techniques, policies and procedures to improve efficiency and effectiveness;

- Coordinating District operations with other agencies, including the State, cities, counties, fire departments and utilities; works with the District Engineer on construction activities, capital projects, production reports, subdivision developments, and operational questions;
- Preparing and administering budget for field operations; developing long range plans for major District improvement and maintenance projects and preparing reports and recommendations for capital improvements; preparing materials, manpower and cost estimates; preparing preventive maintenance and equipment records and schedules; developing specifications for bid purposes; overseeing maintenance of inventory; contacting suppliers to locate and expedite delivery of materials and supplies; coordinating the work of private contractors with District operations; and reviewing and approving all claims for field operations;
- Managing the District's Capital Improvement Program including the planning, prioritization, and scheduling of long-term capital improvement and short-term maintenance projects in coordination with operations and maintenance supervisors, Assistant General Manager, and General Manager;
- Participating in the design, engineering, construction, and field inspection processes for District projects and private developments to ensure contractors' and developers' compliance with District standards and regulatory requirements; attending pre-construction meetings; performing detailed plan checks of construction and design to ensure adherence to established policy and sound engineering practices;
- Overseeing the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluating proposals and recommending project award; administering contracts after award;
- Performing a variety of inspection activities; reviewing house plans for water demand; reviewing development plans; reviewing and approving fire sprinkler and hydrant applications; inspecting new construction projects; inspecting District equipment and facilities that it owns or will own (e.g., new wells, fire sprinkler systems);
- Preparing water sales, production, annual water quality report, and various operation reports;
- Receiving, investigating, and responding to difficult and sensitive problems and complaints in a professional manner; identifying and reporting findings and taking necessary corrective action.
- Providing complex staff assistance to the General Manager; developing and reviewing staff reports related to assigned activities and services; presenting information to the Board of Directors and other external councils, commissions, committees, and boards; performing a variety of public relations and outreach work related to assigned activities;
- Developing and maintaining safety program and disaster plans and ensuring that safety standards are met;
- Monitoring changes in regulations and technology that may affect operations; implementing policy and procedural changes after approval;
- Attending and participating in professional group meetings; staying abreast of new trends and innovations in the field of water production and distribution operations and maintenance; researching emerging products and enhancements and their applicability to District needs.



To learn more about the Coastside County Water District, please visit our site:

<http://www.coastsidewater.org/>

Minimum Qualifications

Any combination of experience and education that would provide the required knowledges and abilities is qualifying. Education and experience necessary to obtain the required licenses listed below:

- Valid Grade 3 Water Treatment Certificate issued by the State of California.
- Valid Grade 4 Water Distribution Certificate issued by the State of California.
- Valid Class C California State driver's license.
- Valid Cross-Connection Backflow Control Program Specialist, or will obtain within 12 months of employment

Compensation and Benefits

The salary range is \$124,084 to \$154,982 annually, depending on qualifications. The District offers an excellent benefits package. Details can be found at www.koffassociates.com/jobs on the job announcement page for this position.

The Ideal Candidate

The District needs a strong leader who can serve as a guide, advisor, and facilitator. The ideal candidate will have deep technical knowledge, experience with all aspects of water treatment and distribution, and the ability to understand and explain relevant regulation, legislation, and concepts in terms appropriate to the audience. The Superintendent will communicate well in writing. In addition, the ideal candidate will work collaboratively with the crew, enhance cross-functional competence, evaluate and revise policies as needed, and develop systems and procedures. The Superintendent will serve as partner and bridge to representatives of other agencies. He or she will be visible and interested, capable of representing the District, firm but fair and able to foster a friendly relationship with members of the community.

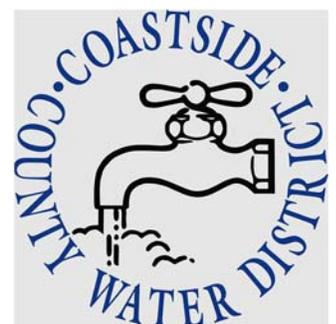
Important Application Information

To apply for this outstanding opportunity, please visit <http://koffassociates.com/jobs/> click on the job title, complete the requested information and attach your resume and cover letter by July 23, 2017.

Successful completion of a thorough background investigation prior to employment is required.

The Coastsid e County Water District is an equal opportunity employer encouraging workforce diversity.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.



MONTHLY REPORT

To: David Dickson, General Manager
From: Joe Guistino, Superintendent of Operations
Agenda: July 11, 2017

Report

Date: July 6, 2017

Monthly Highlights

New Sample Stations – New water quality sample stations are installed at three sites and are far superior to the old-style stations.

Downtown 2" Main Replacement Project – The City of Half Moon Bay (HMB) is confident that they will be able to provide us with a Coastal Development Permit Exemption (CDX) for this project.

Source of Supply

Denniston Well 9 and Denniston, Pilarcitos and Crystal Springs Reservoirs were the source of supply in June, supplying 64 million gallons (MG) of water. Denniston Water Treatment Plant (WTP) ran every day and supplied 39% of water in June.

System Improvements

Well Maintenance Plumbing

In addition to the modifications made to allow for easy disinfection and circulation of the District's wells last month, in June, the plumbing was further modified to allow for the wells to be flushed without discharging to the creek.

New Sample Stations

Our 25 existing sample stations are deteriorating and pose an ergonomic challenge when collecting required regulatory samples. We have embarked on a program to replace these stations with taller, stainless steel stations complete with District logo and better protection for the samples during collection. Stations have been installed at Miramontes Point Road at highway 1, Seymour Street and the HMB Post Office.

Backhoe

Some of the hydraulic lines and tires were replaced on the backhoe. We installed a different type of tire this time to allow for safer and easier travel along the surface streets for transport to the various job sites.

Pressure Reducing Valves (PRV) Pressure Gauges

We modified the new PRVs at Clipper Ridge by extending the pressure gauges to allow the operator to read them without having to enter the vault.

Other Activities Update:

Miramar Tank Chime

We have invited a few paint contractors to come out to Miramar tank to give us quotes to repair the deteriorating chime. Redwood Painting came out in June and gave us an estimate for \$18K plus additional items. We have solicited for quotes from 3 other tank firms and are presently awaiting their response.

Unidirectional Flushing

The District will be flushing the water mains between El Granada and Main Street in July/August.

Pilarcitos Summer Water

Algae activity during warmer months in Pilarcitos Reservoir results in filter clogging and mild turbidity breakthrough at Nunes WTP. Jar Testing done to determine optimal coagulant dosage showed that we needed to increase the alum dosage in order to attain the high water quality standards by which we abide. Dosage was increased by 100% to this end until the end of the month, when high demand forced us to switch to the Crystal Springs source.

Pilarcitos Canyon Storm Repair Mitigation

The San Francisco Regional Water Quality Control Board (RWQCB) has agreed to meet with us, San Mateo Resource Conservation District (RCD) and Quest Engineering at the repair sites on Pilarcitos Canyon Road that were damaged in last winter's storms. The purpose of the meeting is to discuss RWQCB requirements for making our emergency storm repairs permanent. We will be meeting on 25 July.

Regulatory Agency Interaction

California Water Resources Control Board (CWRCB)

We submitted our 2-year sample schedule for the second round of Long Term 2 Enhanced Surface Water Treatment Rule (LT2ESWTR). Samples will be collected once per month for the next 23 months.

California Fish and Wildlife (F&W)

We received an official letter on 27 June from California F&W delineating the restrictions and requirements of the dredging operation of Denniston Reservoir this October.

Safety/Training/Inspections/Personnel/Meetings

Meetings Attended

7 June - Denniston Pump Station status meeting

14 and 21 June - Met with Koff for salary survey and job description

15 June - Met with EKI as to feasibility of Horizontal Directional Drilling (HDD) to bypass the treated water line around La Nebbia winery.

16 June - Met with Scott Wood of Joint Powers Insurance Agency (JPIA) for annual District walkabout.

Tailgate safety sessions in May

5 June - Job Hazard Analysis: Identify and Reduce Hazards

12 June - Don't Get Bit or Stung!

19 June - Holding on to Hand Safety

30 June - Listen Up to Protect Your Hearing

Safety Committee and Training

Safety Training in June was on workplace Ergonomics. Damrosch, Menezes, Schmidt, Trujillo, Sulzinger, Winch, Davis, Jahns, Donovan, Duffy, Whelen and Stoll were in attendance.

Wonderware CITEK Meeting

Treatment Supervisor Sean Donovan and Senior Operator Todd Schmidt attended a WebEx meeting on 6 June on Wonderware and Citect control systems.

Projects

El Granada Tank 3 Rehabilitation and Coating Project

The inside lining is complete and the crews are presently working on the retaining wall. Once completed we will be filling the tank for the 10-day soak test. Once that passes the tank will be put back in service and the remainder of the work will ensue.

We have hired Corpro to install the new cathodic protection service once the tank and punch list are complete and the contractors are off site.

Denniston Pump Station and Bridgeport Transmission Main Project

The contractor tied in the well line to the reservoir, installed the electrical panels and is completing the roof of the new pump station. Denniston WTP was shut down for 5 hours on both 15 and 28 June to facilitate electrical connections to the grid. We expect this project to be completed by early August.

Automatic Meter Infrastructure

There were 9 meters replaced with Badger e-meters in June for the automated metering infrastructure (AMI) program. Ten existing meters were fitted with AMI hardware. Rather than replacing the newer large meters that have direct (manual) read and/or ICE Automatic Meter Reader (AMR) heads, we will just be replacing the heads with Sensus E heads that work with the Aclara system. We will also be replacing most of the meters that presently have the Beacon software with Aclara software in the months to come. The only meters that we will retain with the Beacon system will be the Skylawn raw water meters, automatic blow-offs and well meters.

Downtown 2" Main Replacement Project

I submitted all paperwork and documents for the City of HMB to complete the Coastal Development Exemption for this project. We presently await word from the City as to the exemption process.

Nunes Filter Valve Project

All conduit and wiring is in place for the present project (surface wash valves) as well as for future projects to replace all other filter valves or their actuators.

STAFF REPORT

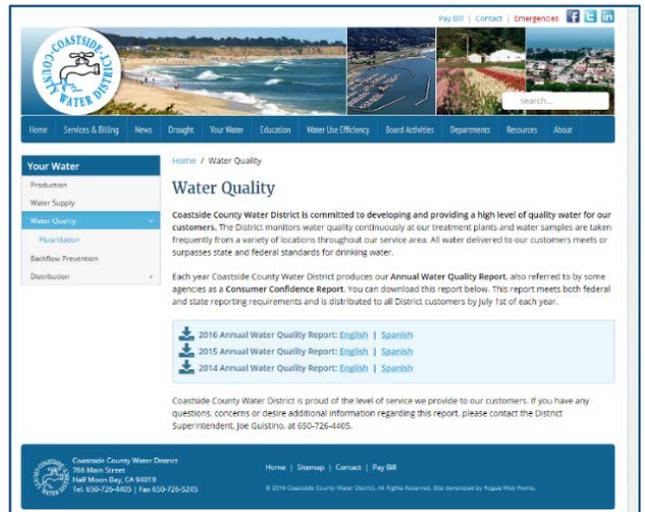
To: Board of Directors
From: Cathleen Brennan, Water Resources Analyst
Agenda: July 11, 2017
Report Date: July 6, 2017
Subject: Water Resources

Informational Report: 2016 Annual Consumer Confidence Report (CCR)

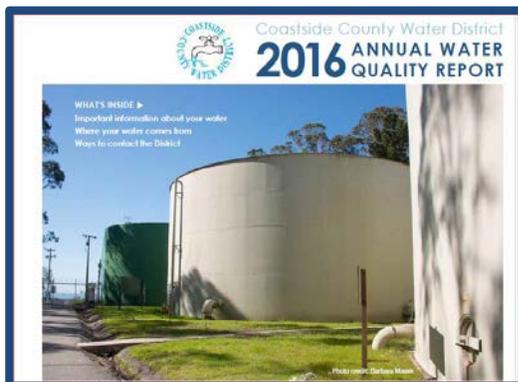
Background

The Safe Drinking Water Act requires water systems to publish a water quality report, also known as a CCR, with specific content and format. This regulation supports the consumers right-to know with the intent that consumers are better able to make knowledgeable decisions regarding their health. By July 1st of each year, water systems must deliver an annual CCR with the data collected from the previous calendar year.

In California, water systems must comply with regulations [Title 22, Chapter 15, Article 20, Section 116470] in the Health and Safety Code. In addition, water systems are encouraged to use the CCR to communicate the value of water, promote wise use, build trust and encourage investment in resource protection and infrastructure. Water systems are advised not provide too much information and not to use too much technical jargon, so as not to discourage consumers from reading the report.



Consumer Confidence Report



Coastsidewater District's 2016 Consumer Confidence Report was delivered within the District's service area on June 23rd by the United States Postal Service and posted in Spanish and English on the District's website [<http://www.coastsidewater.org/water-quality.html>] on June 30th. An electronic newsletter with a link to the District's website, was distributed on July 3rd, as an additional notification to the community. A link to the newsletter was provided on the District's Facebook page and on the District's Twitter feed.

On the title page, it is clearly stated that the treated water delivered met all drinking water quality standards. This statement is important because it helps provide the community with

confidence in their drinking water. And to make the report of more relatable to our customers, there are images of the District’s infrastructure and staff. As encouraged by the State’s Drinking Water Program, the District added images and text encouraging water use efficiency from the Save Our Water campaign. The District gets a lot of questions throughout the year regarding hardness. Therefore, there is a paragraph and table explaining what hardness is and how to convert milligrams per liter to grains per gallon.

The table below highlights the required basic content for Consumer Confidence Reports in California.

Basic Content of Consumer Confidence Report		
✓	<i>Required</i>	Water system information: There is a section in the CCR titled “Connect with Us” that gives the District’s phone number, address, website and refers questions to the Superintendent of Operations, Joe Guistino. This section also references regular Board meetings as a way for the community to participate in decisions affecting their drinking water.
✓	<i>Required</i>	Information in Spanish: The front page has a paragraph in Spanish that informs readers that the report content is important. And the CCR was translated into Spanish and is available in hard copy and as a PDF on our website.
✓	<i>Required</i>	Sources of water: A pie chart displays the sources of water used in calendar year 2016 by percentage. There is also a written description under the heading “Where Your Water Comes From”. There is also a map of the District’s jurisdictional boundaries.
✓	<i>Required</i>	Source water assessment: Under the heading Source Water Assessment-Watershed Sanitary Survey, is a written description of where to find the assessment(s).
✓	<i>Required</i>	Reported levels of detected contaminants: Water quality test results are provided in table format.
✓	<i>Required</i>	Compliance and definitions: Under “How To Read This Chart”, are abbreviations, definitions and a list of sources that might contaminate drinking water.
✓	<i>Required</i>	Education: Under “Health and Education Information” are explanations of contaminants and their presence in drinking water and information about people who may be more vulnerable than the general population.
✓	<i>Required</i>	Education continued: “Under Important Information About Your Water Quality”, there is text specifically on lead and Chromium-6 (Hexavalent Chromium).