

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MEETING OF THE BOARD OF DIRECTORS**

**Tuesday, July 12, 2011 - 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](http://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 COMMENTS**

*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, 2011: Claims: 511,287.38; Payroll: \$ 71,302.56; for a total of \$582,589.94 ([attachment](#))
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of June 7, 2011 Special Board of Directors Meeting ([attachment](#))
- D. Approval of Minutes of June 14, 2011 Board of Directors Meeting ([attachment](#))
- E. Approval of Minutes of June 28, 2011 Special Board of Directors Meeting ([attachment](#))
- F. Installed Water Connection Capacity and Water Meters Report and Non-Priority Lottery Recipients Status Update Report ([attachment](#))
- G. Total CCWD Production Report ([attachment](#))
- H. CCWD Monthly Sales by Category Report ([attachment](#))
- I. June 2011 Leak Report ([attachment](#))
- J. Rainfall Reports ([attachment](#))
- K. San Francisco Public Utilities Commission Hydrological Conditions Report for June 2011 ([attachment](#))
- L. Approval of Amendments to California Special Districts Association Bylaws ([attachment](#))
- M. Notice of Completion – Nunes Filter Surveillance Project ([attachment](#))

#### 5) MEETINGS ATTENDED / DIRECTOR COMMENTS

#### 6) GENERAL BUSINESS

- A. Contract for Engineering Services During Construction for the Denniston Creek Water Treatment Plant Improvement Project ([attachment](#))
- B. Consider Approval of Resolution 2011-\_\_ Amending District Reserve Fund Policy ([attachment](#))
- C. Consider Approval of Resolution 2011-\_\_\_ Establishing Appropriations Limit Applicable to District during Fiscal Year 2011-2012 ([attachment](#))
- D. Award of contract for the El Granada Tank 3 Fence Project ([attachment](#))

- E. Award of contract for Half Moon Bay Tank 1 Recoating and Repair Project ([attachment](#))
  - F. California Special Districts Association (CSDA) 2011 Board Elections - Region 3, Seat C ([attachment](#))
  - G. Fiscal Year 2010-2011 Year-End Financial Review ([attachment](#))
- 7) **GENERAL MANAGER'S REPORT INCLUDING MONTHLY INFORMATIONAL REPORTS ([attachment](#))**
- Nurserymen's Exchange Bankruptcy
  - I-Bank Loan Application
- A. Operations Report ([attachment](#))
  - B. Water Resources Report ([attachment](#))
- 8) **DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS**
- 9) **ADJOURNMENT**

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Void Amount</u>	<u>Check Amount</u>
16170	ALI01	ALIFANO TECHNOLOGIES LLC	06/09/2011	0.00	836.63
16171	ALL04	ALLIED WASTE SERVICES #925	06/09/2011	0.00	312.78
16172	ALV01	ALVES PETROLEUM, INC.	06/09/2011	0.00	4,163.13
16173	ASS01	HEALTH BENEFITS AUTHORITY (HBA	06/09/2011	0.00	21,507.96
16174	ATT01	AT&T MOBILTY	06/09/2011	0.00	49.99
16175	ATT02	AT&T	06/09/2011	0.00	1,336.00
16176	COA 15	COASTSIDE NET, INC	06/09/2011	0.00	59.95
16177	HAR03	HARTFORD LIFE INSURANCE CO.	06/09/2011	0.00	1,920.07
16178	ICM01	VANTAGEPOINT TRANSFER AGENTS-1	06/09/2011	0.00	58,827.00
16179	KAI01	KAISER FOUNDATION HEALTH	06/09/2011	0.00	9,993.00
16180	OCE04	OCEAN SHORE CO.	06/09/2011	0.00	1,017.23
16181	PAC02	PACIFICA CREDIT UNION	06/09/2011	0.00	450.00
16182	PUB01	PUB. EMP. RETIRE SYSTEM	06/09/2011	0.00	16,718.44
16183	TWI01	STEVE TWITCHELL	06/09/2011	0.00	201.60
16184	UNI12	UNION BANK OF CALIFORNIA	06/09/2011	0.00	2,343.50
16185	VAL01	VALIC	06/09/2011	0.00	1,650.00
16186	COU07	COUNTY OF SAN MATEO	06/15/2011	0.00	305.00
16187	ACT01	ACT ADVANCED CHEMICAL TRANSPOR	06/27/2011	0.00	6,116.83
16188	ADP01	ADP, INC.	06/27/2011	0.00	719.70
16189	ADV01	ADVANCED AUTOMATIC GATES	06/27/2011	0.00	755.71
16190	ADV02	FRANK YAMELLO	06/27/2011	0.00	231.00
16191	ALI01	ALIFANO TECHNOLOGIES LLC	06/27/2011	0.00	184.63
16192	AME09	AMERICAN WATER WORKS ASSOC.	06/27/2011	0.00	742.15
16193	ANA01	ANALYTICAL ENVIRONMENTAL SERVI	06/27/2011	0.00	21,447.15
16194	ASS05	ACWA HEALTH BENEFITS AUTHORITY	06/27/2011	0.00	60.18
16195	ATT03	AT&T LONG DISTANCE	06/27/2011	0.00	90.19
16196	AZE01	AZEVEDO FEED INC.	06/27/2011	0.00	611.80
16197	AZT01	AZTEC GARDENS, INC.	06/27/2011	0.00	190.00
16198	BAL04	BALANCE HYDROLOGICS, INC	06/27/2011	0.00	1,814.62
16199	BAR03	BARTLE WELLS ASSOCIATES	06/27/2011	0.00	2,225.00
16200	BAS01	BASIC CHEMICAL SOLUTION, LLC	06/27/2011	0.00	2,417.54
16201	BAY07	BAY AREA WATER SUPPLY &	06/27/2011	0.00	1,566.00
16202	BAY10	BAY ALARM COMPANY	06/27/2011	0.00	801.21
16203	BFI02	BFI OF CALIFORNIA, INC.	06/27/2011	0.00	1,017.74
16204	BRO01	DOUGLAS BROCKMEYER	06/27/2011	0.00	300.00
16205	CAL07	CHEMICAL TRANSFER COMPANY, INC	06/27/2011	0.00	1,118.98
16206	CAR02	CAROLYN STANFIELD	06/27/2011	0.00	485.00
16207	COA19	COASTSIDE COUNTY WATER DIST.	06/27/2011	0.00	64.83
16208	COA25	COASTSIDE TECHNICAL SERVICES	06/27/2011	0.00	155.00
16209	COM01	COMMUNICATION LEASING SERVICES	06/27/2011	0.00	791.25
16210	CSG01	CSG SYSTEMS, INC	06/27/2011	0.00	2,625.34
16211	CUL01	CULLIGAN WATER COM OF NO CA	06/27/2011	0.00	300.00
16212	DON02	SEAN DONOVAN	06/27/2011	0.00	103.77
16213	ENR01	ENRIQUEZ MD, JOSEFINA	06/27/2011	0.00	125.00
16214	ERS01	ERS INDUSTRIAL SERVICES INC.	06/27/2011	0.00	10,260.00
16215	EWI01	EWING IRRIGATION PRODUCTS	06/27/2011	0.00	62.93
16216	FIR06	FIRST NATIONAL BANK	06/27/2011	0.00	307.39
16217	FIS01	FISHER SCIENTIFIC	06/27/2011	0.00	237.59
16218	GRA01	GRANDFLOW, INC.	06/27/2011	0.00	366.30
16219	GRA03	GRAINGER, INC.	06/27/2011	0.00	2,476.24
16220	HAC01	HACH CO., INC.	06/27/2011	0.00	482.07
16221	HAL01	HMB BLDG. & GARDEN INC.	06/27/2011	0.00	110.98
16222	HAL04	HALF MOON BAY REVIEW	06/27/2011	0.00	2,810.00
16223	HAL23	HMB ALARM	06/27/2011	0.00	420.00
16224	HAL24	H.M.B.AUTO PARTS	06/27/2011	0.00	16.80
16225	HAN01	HANSONBRIDGETT. LLP	06/27/2011	0.00	6,129.20
16226	HAR03	HARTFORD LIFE INSURANCE CO.	06/27/2011	0.00	1,920.07
16227	HEA01	HEALTHWORKS	06/27/2011	0.00	105.00
16228	HOR01	MICHAEL HORGAN	06/27/2011	0.00	500.00
16229	ICM01	VANTAGEPOINT TRANSFER AGENTS-1	06/27/2011	0.00	75.00
16230	IRO01	IRON MOUNTAIN	06/27/2011	0.00	305.68
16231	IRV01	IRVINE CONSULTING SERVICES, IN	06/27/2011	0.00	1,925.00

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16232	IRV02	IRVINE CONSULTING SERVICES, IN	06/27/2011	0.00	490.00
16233	JAC02	JACK HENRY & ASSOCIATES, INC.	06/27/2011	0.00	1,950.00
16234	JAM01	JAMES FORD, INC.	06/27/2011	0.00	761.66
16235	KEN03	KENNEDY/JENKS CONSULTANTS	06/27/2011	0.00	16,980.00
16236	LAB01	LAB SAFETY SUPPLY, INC.	06/27/2011	0.00	88.96
16237	LOM01	GLENNA LOMBARDI	06/27/2011	0.00	99.00
16238	MCT01	MCTV6	06/27/2011	0.00	375.00
16239	MET06	METLIFE SBC	06/27/2011	0.00	1,367.09
16240	MIS01	MISSION UNIFORM SERVICES INC.	06/27/2011	0.00	152.60
16241	MON01	DARIN BOVILLE	06/27/2011	0.00	1,200.00
16242	NAT02	NATIONAL METER & AUTOMATION	06/27/2011	0.00	11,352.15
16243	OFF01	OFFICE DEPOT	06/27/2011	0.00	601.72
16244	ONT01	ONTRAC	06/27/2011	0.00	386.18
16245	PAC01	PACIFIC GAS & ELECTRIC CO.	06/27/2011	0.00	8,808.98
16246	PAC02	PACIFICA CREDIT UNION	06/27/2011	0.00	450.00
16247	PAU01	PAULO'S AUTO CARE	06/27/2011	0.00	1,149.85
16248	PIT04	PITNEY BOWES	06/27/2011	0.00	231.00
16249	POL01	POLLARDWATER.COM	06/27/2011	0.00	416.74
16250	PUB01	PUB. EMP. RETIRE SYSTEM	06/27/2011	0.00	16,681.82
16251	RIC01	RICOH AMERICAS CORPORATION	06/27/2011	0.00	25.12
16252	RIC02	RICOH AMERICAS CORP	06/27/2011	0.00	798.20
16253	ROB01	ROBERTS & BRUNE CO.	06/27/2011	0.00	8,624.86
16254	ROG01	ROGUE WEB WORKS, LLC	06/27/2011	0.00	540.00
16255	SAN03	SAN FRANCISCO WATER DEPT.	06/27/2011	0.00	172,167.20
16256	SAN05	SAN MATEO CTY PUBLIC HEALTH LA	06/27/2011	0.00	590.00
16257	SER03	SERVICE PRESS	06/27/2011	0.00	6,896.19
16258	SIL02	MARVIN SILVERMAN	06/27/2011	0.00	150.00
16259	SPR04	SPRINGBROOK SOFTWARE, INC	06/27/2011	0.00	3,600.00
16260	STA08	STANLEY SECURITY SOLUTIONS, IN	06/27/2011	0.00	30.73
16261	STR02	STRAWFLOWER ELECTRONICS	06/27/2011	0.00	21.80
16262	T&T01	T & T VALVE AND INSTRUMENT, IN	06/27/2011	0.00	1,698.46
16263	TEA02	TEAMSTERS LOCAL UNION #856	06/27/2011	0.00	775.00
16264	TET01	JAMES TETER	06/27/2011	0.00	4,790.72
16265	TUR04	SUSAN TURGEON	06/27/2011	0.00	113.01
16266	UB*00889	SANDRA EMERSON	06/27/2011	0.00	140.28
16267	UB*00890	PETER DESAULNIERS	06/27/2011	0.00	149.18
16268	UB*00891	KIMBERLY MANDAVA	06/27/2011	0.00	45.19
16269	UB*00892	AIMEE GHIO/GREGG STEPHEN	06/27/2011	0.00	31.57
16270	UB*00893	HDA MORTGAGE FUND LLC	06/27/2011	0.00	69.43
16271	UB*00894	JAMES PRINCIPATO	06/27/2011	0.00	37.24
16272	UB*00895	IZTOK MARJANOVIC	06/27/2011	0.00	32.03
16273	UB*00896	DAVE BACKEN	06/27/2011	0.00	25.73
16274	UB*00897	JAN MAJESKI	06/27/2011	0.00	36.39
16275	UB*00898	STEPHANIE KLEKAS	<b>VOID</b> 06/27/2011	49.03	0.00
16276	UB*00899	RACHEL KEMPLER	06/27/2011	0.00	58.27
16277	UB*00900	ROBERT CREGAN	06/27/2011	0.00	45.37
16278	UPS01	UPS STORE	06/27/2011	0.00	39.46
16279	USA01	USA BLUE BOOK	06/27/2011	0.00	1,320.55
16280	USS01	U.S. SAWS, INC	06/27/2011	0.00	3,568.54
16281	VAL01	VALIC	06/27/2011	0.00	1,650.00
16282	VER01	VERMEER PACIFIC	06/27/2011	0.00	681.85
16283	VER02	VERIZON WIRELESS	06/27/2011	0.00	1,503.86
16284	WEA02	WEATHERLY STRIPING CO., INC	06/27/2011	0.00	350.00
16285	WES01	WEST YOST ASSOCIATES, INC	06/27/2011	0.00	5,294.69
16286	WHE01	VIRGINIA WHELEN	06/27/2011	0.00	195.00
16287	COU05	RECORDER'S OFFICE	06/30/2011	0.00	50.00
16288	CRU01	CRUSADER FENCE COMPANY, INC.	06/30/2011	0.00	2,735.60
16289	FUL01	FULL CIRCLE PRESS	06/30/2011	0.00	714.76
16290	MON07	MONTEREY COUNTY LAB	06/30/2011	0.00	28,614.20
16291	PRI01	PRINCETON WELDING , INC.	06/30/2011	0.00	2,271.00

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Void Amount</u>	<u>Check Amount</u>
<b>Report Total:</b>				<b>49.03</b>	<b>511,287.38</b>

**COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS**  
**30-Jun-11**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>CURRENT ACTUAL</b>	<b>CURRENT BUDGET</b>	<b>B/(W) VARIANCE</b>	<b>B/(W) % VAR</b>	<b>YTD ACTUAL</b>	<b>YTD BUDGET</b>	<b>B/(W) VARIANCE</b>	<b>B/(W) % VAR</b>
<b>OPERATING REVENUE</b>									
1-0-4120-00	Water Revenue -All Areas	609,290	460,560	148,730	32.3%	5,878,063	6,182,885	(304,822)	-4.9%
<b>TOTAL OPERATING REVENUE</b>		<b>609,290</b>	<b>460,560</b>	<b>148,730</b>	<b>32.3%</b>	<b>5,878,063</b>	<b>6,182,885</b>	<b>(304,822)</b>	<b>-4.9%</b>
<b>NON-OPERATING REVENUE</b>									
1-0-4170-00	Water Taken From Hydrants	1,698	2,083	(385)	-18.5%	17,437	25,000	(7,563)	-30.3%
1-0-4180-00	Late Notice -10% Penalty	3,067	4,167	(1,099)	-26.4%	51,704	50,000	1,704	3.4%
1-0-4230-00	Service Connections	297	667	(370)	-55.5%	7,427	8,000	(573)	-7.2%
1-0-4920-00	Interest Earned	0	0	0	0.0%	7,269	26,418	(19,149)	-72.5%
1-0-4930-00	Tax Apportionments/Cnty Checks	47,296	28,000	19,296	68.9%	661,290	600,000	61,290	10.2%
1-0-4950-00	Miscellaneous Income	750	3,083	(2,333)	-75.7%	70,502	37,000	33,502	90.5%
1-0-4955-00	Cell Site Lease Income	9,519	9,276	243	2.6%	113,705	111,312	2,393	2.1%
1-0-4965-00	ERAF REFUND -County Taxes	0	0	0	0.0%	255,348	100,000	155,348	0.0%
<b>TOTAL NON-OPERATING REVENUE</b>		<b>62,628</b>	<b>47,276</b>	<b>15,352</b>	<b>32.5%</b>	<b>1,184,682</b>	<b>957,730</b>	<b>226,952</b>	<b>23.7%</b>
<b>TOTAL REVENUES</b>		<b>671,917</b>	<b>507,836</b>	<b>164,081</b>	<b>32.3%</b>	<b>7,062,745</b>	<b>7,140,615</b>	<b>(77,870)</b>	<b>-1.1%</b>
<b>OPERATING EXPENSES</b>									
1-1-5130-00	Water Purchased	172,167	122,617	(49,550)	-40.4%	1,622,483	1,671,874	49,391	3.0%
1-1-5230-00	Pump Exp, Nunes T P	0	1,583	1,583	100.0%	22,413	19,000	(3,413)	-18.0%
1-1-5231-00	Pump Exp, CSP Pump Station	6,784	250	(6,534)	-2613.6%	111,316	243,836	132,520	54.3%
1-1-5232-00	Pump Exp, Trans. & Dist.	851	833	(18)	-2.2%	10,489	15,000	4,512	30.1%
1-1-5233-00	Pump Exp, Pilarcitos Can.	196	60	(136)	-226.0%	23,688	10,016	(13,672)	-136.5%
1-1-5234-00	Pump Exp. Denniston Proj.	355	6,000	5,645	94.1%	18,115	53,176	35,061	65.9%
1-1-5235-00	Denniston T.P. Operations	578	2,920	2,342	80.2%	7,790	25,600	17,810	69.6%
1-1-5236-00	Denniston T.P. Maintenance	238	3,167	2,929	92.5%	24,792	38,000	13,208	34.8%
1-1-5240-00	Nunes T P Operations	4,901	6,460	1,559	24.1%	99,382	64,820	(34,562)	-53.3%
1-1-5241-00	Nunes T P Maintenance	816	3,000	2,184	72.8%	38,318	38,000	(318)	-0.8%
1-1-5242-00	CSP Pump Station Operations	578	708	130	18.3%	7,791	8,500	709	8.3%
1-1-5243-00	CSP Pump Station Maintenance	1,841	4,458	2,617	58.7%	49,643	53,500	3,857	7.2%
1-1-5250-00	Laboratory Services	29,590	5,000	(24,590)	-491.8%	65,852	60,000	(5,852)	-9.8%
1-1-5318-00	Studies/Surveys/Consulting	8,311	1,833	(6,478)	-353.3%	43,576	22,000	(21,576)	-98.1%
1-1-5321-00	Water Conservation	2,963	7,708	4,746	61.6%	71,520	92,500	20,980	22.7%
1-1-5322-00	Community Outreach	9,239	2,183	(7,055)	-323.1%	23,950	26,200	2,250	8.6%
1-1-5411-00	Salaries & Wages -Field	69,515	71,560	2,045	2.9%	923,999	930,278	6,279	0.7%
1-1-5412-00	Maintenance -General	17,233	16,038	(1,195)	-7.5%	169,467	192,500	23,033	12.0%
1-1-5414-00	Motor Vehicle Expense	7,794	3,712	(4,082)	-110.0%	52,376	44,500	(7,876)	-17.7%

ACCOUNT	DESCRIPTION	CURRENT ACTUAL	CURRENT BUDGET	B/(W) VARIANCE	B/(W) % VAR	YTD ACTUAL	YTD BUDGET	B/(W) VARIANCE	B/(W) % VAR
1-1-5415-00	Maintenance -Well Fields	0	500	500	100.0%	0	6,000	6,000	100.0%
1-1-5610-00	Salaries/Wages-Administration	46,176	49,259	3,083	6.3%	613,967	640,368	26,401	4.1%
1-1-5620-00	Office Supplies & Expense	9,048	9,906	858	8.7%	128,387	118,875	(9,512)	-8.0%
1-1-5621-00	Computer Services	6,263	3,446	(2,817)	-81.7%	59,689	62,650	2,961	4.7%
1-1-5625-00	Meetings / Training / Seminars	0	1,667	1,667	100.0%	19,433	20,000	567	2.8%
1-1-5630-00	Insurance	36,454	33,658	(2,796)	-8.3%	530,514	528,890	(1,624)	-0.3%
1-1-5640-00	Employees Retirement Plan	32,311	33,676	1,365	4.1%	399,935	437,789	37,854	8.6%
1-1-5645-00	SIP 401K Plan	58,752	2,500	(56,252)	-2250.1%	58,752	30,000	(28,752)	-95.8%
1-1-5681-00	Legal	3,192	4,750	1,558	32.8%	49,275	57,000	7,725	13.6%
1-1-5682-00	Engineering	240	1,167	927	79.4%	5,234	14,000	8,767	62.6%
1-1-5683-00	Financial Services	0	7,750	7,750	0.0%	15,531	31,000	15,469	49.9%
1-1-5684-00	Payroll Tax Expense	8,864	8,612	(252)	-2.9%	111,103	111,951	848	0.8%
1-1-5687-00	Membership, Dues, Subscript.	175	363	188	51.7%	45,963	56,950	10,987	19.3%
1-1-5688-00	Election Expenses	0	0	0	0.0%	0	0	0	0.0%
1-1-5689-00	Labor Relations	0	1,000	1,000	100.0%	2,040	12,000	9,960	83.0%
1-1-5700-00	San Mateo County Fees	0	0	0	0.0%	10,805	10,800	(5)	-0.1%
1-1-5705-00	State Fees	0	0	0	0.0%	24,431	10,500	(13,931)	-132.7%
<b>TOTAL OPERATING EXPENSES</b>		<b>535,424</b>	<b>418,344</b>	<b>(117,080)</b>	<b>-28.0%</b>	<b>5,462,019</b>	<b>5,758,073</b>	<b>296,054</b>	<b>5.1%</b>
<b>CAPITAL ACCOUNTS</b>									
1-1-5711-00	Debt Svc/Existing Bonds 1998A	0	0	0	0.0%	271,983	269,845	(2,138)	-0.8%
1-1-5712-00	Debt Svc/Existing Bonds 2006B	2,344	0	(2,344)	0.0%	490,626	484,966	(5,660)	-1.2%
<b>TOTAL CAPITAL ACCOUNTS</b>		<b>2,344</b>	<b>0</b>	<b>2,344</b>	<b>0.0%</b>	<b>762,609</b>	<b>754,811</b>	<b>7,798</b>	<b>1.0%</b>
<b>TOTAL EXPENSES</b>		<b>537,767</b>	<b>418,344</b>	<b>(119,423)</b>	<b>0.0%</b>	<b>6,224,628</b>	<b>6,512,884</b>	<b>288,256</b>	<b>4.4%</b>

**COASTSIDE COUNTY WATER DISTRICT  
INVESTMENT REPORT  
June 30, 2011**

		<i>Restricted</i>	<i>Restricted</i>	<i>Restricted for CSP CIP Projects</i>		
	<b>CASH FLOW &amp; OPERATING RESERVE</b>	<b>EMERGENCY RESERVES</b>	<b>CAPITAL EXPENDITURES</b>	<b>DISTRICT CSP CONTRIBUTION</b>	<b>CSP T&amp;S FEES</b>	<b>TOTAL</b>
<b>DISTRICT BALANCES</b>						
<u>CASH IN FIRST NATIONAL BANK</u>						
OPERATING ACCOUNT			\$826,262.90			\$826,262.90
CSP T&S ACCOUNT					\$615,705.73	\$615,705.73
<b>TOTAL FIRST NATIONAL BANK</b>	\$0.00	\$0.00	\$826,262.90	\$0.00	\$615,705.73	\$1,441,968.63
CASH WITH L.A.I.F	\$298,070.00	\$1,184,396.25	\$3,906.76	\$0.00	\$20,974.87	\$1,507,347.88
UNION BANK - Project Fund Balance			\$0.00			\$0.00
CASH ON HAND	\$1,930.00					\$1,930.00
<b>TOTAL DISTRICT CASH BALANCES</b>	<b>\$300,000.00</b>	<b>\$1,184,396.25</b>	<b>\$830,169.66</b>	<b>\$0.00</b>	<b>\$636,680.60</b>	<b>\$2,951,246.51</b>
<b>ASSESSMENT DISTRICT BALANCES</b>						
<u>CASH IN FIRST NATIONAL BANK</u>						
REDEMPTION ACCOUNT		\$ 87,906.51				
RESERVE ACCOUNT (Closed Account 8-4-04)		\$ -				
<b>TOTAL ASSESSMENT DISTRICT CASH</b>		<b>\$ 87,906.51</b>				

*This report is in conformity with CCWD's Investment Policy and there are sufficient funds to meet CCWD's expenditure requirements for the next three months.*

**COASTSIDE COUNTY WATER DISTRICT  
APPROVED CAPITAL IMPROVEMENT PROJECTS  
FISCAL YEAR 2010-2011**

5/31/2011

		Approved CIP Budget FY 10/11	Actual To Date FY 10/11	Projected Year-End FY 10/11	Projected vs. Budget Variance	Project Status/ Comments
<b>PIPELINE PROJECTS</b>						
	Small Line Decomission Behind Main Street	\$ 25,000	23,322	\$ 25,000	\$ -	Project Complete
	Rebuild Harbor 4" Vault	\$ 20,000		\$ 20,000	\$ -	planning

**WATER TREATMENT PLANTS**

99-05	Denniston Intake Maintenance	\$ 29,000	\$ 25,347	\$ 25,347	\$ 3,653	Denniston dredging project for Year 2010 - Completed
10-03	Nunes- Backwash Variable Rates Prj (design/build)	\$ 25,000	\$ 19,745	\$ 20,000	\$ 5,000	
10-04	Nunes - Floc Drive Repair	\$ 50,000	\$ 44,311	\$ 45,000	\$ 5,000	Drives received and installed. Complete for FY11. New mixers on order for 2012, Project to be complete in FY12
08-05	Nunes WTP - Plant Painting	\$ 12,500		\$ 12,500	\$ -	

**FACILITIES & MAINTENANCE**

09-07	AMR Program & Fixed Network	\$ 100,000		\$ 50,000	\$ 50,000	Need to present business case to facilities committee and Board
08-08	PRV Valves Replacement Project	\$ 20,000	\$ 4,096	\$ 20,000	\$ -	On-going program
99-01	Meter Change Program	\$ 30,000	\$ 23,013	\$ 25,000	\$ 5,000	On-going program
09-09	Fire Hydrant Replacement	\$ 20,000	\$ 20,985	\$ 20,000	\$ -	Variance due to this project gets done when there is extra time.
09-10	Standardize Chlorine Analyzers at 6 Facilities	\$ 25,000	\$ 20,962	\$ 20,962	\$ 4,038	Purchasing parts and equipment for EG3
09-23	District Digital Mapping	\$ 75,000	\$ 305	\$ 40,000	\$ 35,000	Entered Into Agreement with California CAD Solutions, Inc.

**EQUIPMENT PURCHASE & REPLACEMENT**

99-02	Vehicle Replacement	\$ 20,000	\$ 17,166	\$ 18,000	\$ 2,000	Purchase Complete
99-03	Computer System	\$ 12,000	\$ 14,504	\$ 10,000	\$ 2,000	
99-04	Office Equipment/Furniture	\$ 3,000	\$ 3,535	\$ -	\$ 3,000	
06-03	SCADA/Telemetry/electrical controls	\$ 550,000	\$ 57,783	\$ 60,000	\$ 490,000	
	Billing System Upgrade	\$ 75,000	\$ 2,400	\$ 70,000	\$ 5,000	To Be Completed October 2011

**PUMP STATIONS / TANKS / WELLS**

09-17	Crystal Springs Emergency Generator	\$ 50,000			\$ 50,000	
	MCC Upgrades Denniston PP	\$ 30,000			\$ 30,000	Incorporated into DCWTP Improvements Prj
	Alves Tank - Recoating Exterior	\$ 100,000	\$ 5,486		\$ 100,000	Delayed to FY12
	EG Tank 2 - Recoating (and Ladder)	\$ 200,000	\$ 6,436	\$ -	\$ 200,000	Delayed to FY12
	EG Tank #2 Pump Station Pump Replacement	\$ 30,000	\$ 23,185	\$ 23,185	\$ 6,815	Complete
	Half Moon Bay Tank #1 (Int & Ext Recoat)	\$ 200,000	\$ 16,850		\$ 200,000	Delayed to FY12
	Miramar Tank Fence upgrade	\$ 8,000			\$ 8,000	Delayed to FY12

**DENNISTON WTP PRIORITY (SHORT-TERM) IMPROVEMENTS**

08-19	Denniston Short Term WTP Modifications	\$ 50,000			\$ 50,000	Incorporated into DCWTP Improvement Prj
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**NUNES WTP PRIORITY (SHORT-TERM) IMPROVEMENTS**

08-24	Nunes Short Term WTP Modifications	\$ 1,100,000	\$ 957,225	\$ 957,225	\$ 142,775	100% Complete
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**DENNISTON WTP (LONG-TERM) IMPROVEMENTS (MEMBRANE FILTRATION)**

08-22	Denniston Pre/Post Treatment Design	\$ 400,000	\$ 390,513	\$ 405,000	\$ (5,000)	Design in progress
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COASTSIDE COUNTY WATER DISTRICT  
 APPROVED CAPITAL IMPROVEMENT PROJECTS  
 FISCAL YEAR 2010-2011

5/31/2011

		Approved CIP Budget FY 10/11	Actual To Date FY 10/11	Projected Year-End FY 10/11	Projected vs. Budget Variance	Project Status/ Comments
<b>WATER SUPPLY DEVELOPMENT</b>						
09-21	Reclamation Project Planning	\$ 100,000		\$ -	\$ 100,000	Timing of expenditures difficult to estimate due to slow progress in reaching agreement with SAM for recycling.
09-22	Water Supply Alternatives Evaluation	\$ 100,000	\$ 156,541	\$ 123,941	\$ (23,941)	Cost to date includes work on NPS-POST Denniston land transfer. Projected includes Urban Water Management Plan
<b>FY 10-11 TOTALS</b>		<b>\$ 3,459,500</b>	<b>\$ 1,810,388</b>	<b>\$ 1,946,160</b>	<b>\$ 1,468,340</b>	

**FY 09/10 CIP Projects - paid in FY 10/11**

1125-02	Retention - Filter Media - Denniston		\$ 8,511	\$ 8,511	\$ (8,511)	Project completed FY09-10.
1118-12	CSP Exterior Painting Project		\$ 25,981	\$ -	\$ -	Project completed FY10/11.
1121-51	Miramar Tank Recoating Project (retention)		\$ 28,054	\$ 28,045	\$ (28,045)	Project completed FY09-10.
1121-52	CSP PRV Cover/Valve Lid Replacment Project		\$ 36,560	\$ 13,000		Project Completed FY 10/11
1121-53	Pilarcitos Canyon Blending Station		\$ 29,185	\$ 130,000	\$ (130,000)	Original budget \$150K. FY09-10 expenditure of \$13,700
<b>PREVIOUS YEAR TOTALS</b>			<b>\$ 128,291</b>	<b>\$ 179,556</b>	<b>\$ (166,556)</b>	

**NON-BUDGETED ITEMS (CAPITAL EXPENDITURES) FOR CURRENT FISCAL YEAR 010/11**

1118-12	New Check Scanner for Office		\$ 2,716	\$ 2,716	\$ (2,716)	
1118-03	Outback Brush Cutter		\$ 2,512	\$ 2,512	\$ (2,512)	
1118-13	Base Station for Shop/Portable Radios		\$ 4,482	\$ 4,482	\$ (4,482)	
1128-03	El Granada Pipeline - Phase III		\$ 428	\$ 428	\$ (428)	
1121-58	Railroad Pipeline Replacment		\$ 9,726	\$ 663	\$ (663)	
1121-59	Terrace Ave Service Connection Replacement		\$ 93,334	\$ 93,334	\$ (93,334)	
1120-07	Denniston Booster Pump		\$ 2,748	\$ 5,000	\$ (5,000)	
1121-62	New Pilarcitos Well		\$ 3,055	\$ 3,055	\$ (3,055)	
1118-09	Nunes - Chemtrac Systems Streaming Current		\$ 11,000	\$ 11,000	\$ (11,000)	
1127-06	Denniston Intake Failure 2010		\$ 22,567	\$ 22,567	\$ (22,567)	Incorporated into Denniston Improvements
1118-11	Denniston Discharge Station		\$ 7,725	\$ 10,000	\$ (10,000)	
1121-63	Roosevelt/Valve Bolt Replacement Project		\$ 25,839	\$ 25,839	\$ (25,839)	
1127-08	Denniston Creek WTP Improvement Project		\$ 60,272	\$ 24,700	\$ (24,700)	
1121-16	Avenue Cabrillo Pipeline Replacement Project		\$ 5,311	\$ 761	\$ (761)	
1121-29	Safety Security Upgrades		\$ 6,385	\$ 6,385	\$ (6,385)	
1125-01	El Granada Tank No. 1 Fencing Project		\$ 27,356	\$ 27,356	\$ (27,356)	
1118-01	Nunes WTP Filter Surveillance		\$ 10,260			
1118-12	CSP Actuator (Spare)		\$ 1,698			
<b>NON-BUDGETED TOTALS</b>			<b>\$ 297,415</b>	<b>\$ 240,798</b>	<b>\$ (240,798)</b>	

**CIP TOTALS \$ 3,459,500 \$ 2,236,093 \$ 2,366,514 \$ 1,060,986**

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

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

<b>Month</b>	<b>Admin (General Legal Fees)</b>	<b>Recycle Water Analysis</b>	<b>Water Supply Develpmnt</b>	<b>Transfer Program</b>	<b>CIP</b>	<b>Water Conservation</b>	<b>Personnel</b>	<b>Lawsuits</b>	<b>Infrastructure Project Review  (Reimbursable)</b>	<b>TOTAL</b>
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<b>Jul-10</b>	8,138		3,458	393						11,989
<b>Aug-10</b>	7,161		5,383	2,305			3,698			18,547
<b>Sep-10</b>	2,384		4,768	1,284			464			8,900
<b>Oct-10</b>	5,450		1,258	1,886	183					8,777
<b>Nov-10</b>	3,066		1,336	288			1,551			6,241
<b>Dec-11</b>	2,358		419	1,427			3,104		52	7,361
<b>Jan-11</b>	3,450		419	983	341					5,193
<b>Feb-11</b>	4,834		157	221						5,212
<b>Mar-11</b>	1,342		1,492	1,467						4,302
<b>Apr-11</b>	2,687		2,037	80	106					4,909
<b>May-11</b>	4,299		1,436	491						6,227
<b>Jun-11</b>	3,192				2,059				878	6,129

<b>TOTAL</b>	<b>48,360</b>	<b>0</b>	<b>22,164</b>	<b>10,826</b>	<b>2,690</b>	<b>0</b>	<b>8,817</b>	<b>0</b>	<b>930</b>	<b>93,787</b>
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**Engineer Cost Tracking Report  
12 Months At-A-Glance**

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

<b>Month</b>	<b>Admin &amp; Retainer</b>	<b>Phase 3 EG Pipeline</b>	<b>CIP</b>	<b>Short Term WTP Imprv.</b>	<b>Studies &amp; Projects</b>	<b>TOTAL</b>	<b>Reimbursable from Projects</b>
<b>Jul-10</b>	649			1,859	3,924	<b>6,432</b>	3,924
<b>Aug-10</b>	480			169		<b>649</b>	
<b>Sep-10</b>	480		5,333			<b>5,813</b>	
<b>Oct-10</b>	480		6,446	761		<b>7,687</b>	
<b>Nov-10</b>	565		4,688	1,135		<b>6,388</b>	
<b>Dec-11</b>	120			1,099		<b>1,219</b>	
<b>Jan-11</b>	480			709	797	<b>1,986</b>	
<b>Feb-11</b>	300			85		<b>385</b>	
<b>Mar-11</b>	480		254			<b>734</b>	
<b>Apr-11</b>	480		169			<b>649</b>	
<b>May-11</b>	480		338			<b>818</b>	
<b>Jun-11</b>	240		4,551			<b>4,791</b>	
<b>TOTAL</b>	<b>5,234</b>	<b>0</b>	<b>21,778</b>	<b>5,815</b>	<b>4,721</b>	<b>37,548</b>	<b>3,924</b>

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**SPECIAL MEETING OF THE BOARD OF DIRECTORS**

**Tuesday, June 7, 2011**

- 1) **ROLL CALL:** President Feldman called the meeting to order at 2:01 p.m. Present at roll call were: Directors Mickelsen and Feldman. Director Donovan was not present to participate in the Closed Session personnel related item, due to a conflict of interest. Director Coverdell arrived at 2:06 p.m.
  
- 2) **PUBLIC COMMENT:** Robert Gaskill, Superintendent - Cabrillo Unified School District - 498 Kelly Avenue, Half Moon Bay, CA - Stated that he will be out of town for Coastside County Water District's June 28, 2011 scheduled public hearing for consideration of a proposed rate increase, so wanted to take this opportunity to share his thoughts with the Board. Mr. Gaskill then read from a letter he had prepared and asked that the letter be accepted as a written letter of protest.
  
- 3) **CLOSED SESSION**
  - A. **Conference with Labor Negotiator**

Pursuant to California Government Code 54957.6 - Agency Designated Representatives: General Manager - Employee Organization: Teamsters Union, Local 856

The Closed Session convened at 2:08 p.m.
  
- 4) **RECONVENED TO OPEN SESSION**

The Open Session reconvened at 2:40 p.m., at which time Director Donovan joined the meeting and all Directors were present. President Feldman announced that no reportable action had been taken during the Closed Session.
  
- 5) **BUDGET WORKSHOP**
  - A. **Draft Fiscal Year 2011-2012 Budget and Draft Fiscal year 2011-2012 to 2020-2021 Capital Improvement Program**
  - B. **District Financing Plan Update**

Mr. Dickson stated that this workshop was being presented at the Board's request and would provide an opportunity to talk in further detail about the District's Financing Plan. He reminded the Board that the District's Financing Plan model was originally created and presented in Bartle Wells August 2009 report and had been updated during this Fiscal Year 2011-2012 budget process. He also explained that this year's Financing Plan is an important part of the District's submission of an application to the California Infrastructure and Economic Development Bank (I-Bank) for possible financing of the District's Denniston Water Treatment Plant Improvements Project. Mr. Dickson then introduced Mr. Reed Schmidt, Principal Consultant and Ms. Catherine Tseng, Financial Analyst, with Bartle Wells Associates.

Mr. Schmidt began the District's Financing Plan Update presentation by reviewing the District's current outstanding long-term debt, including details of the bonds associated with the 1998A Association of Bay Area Governments (ABAG) and the 2006B California Statewide Communities Development Authority Water Revenue Bonds. He then outlined the District's future projected operating costs, including the ten-year anticipated water purchase costs from San Francisco Public Utilities Commission. Mr. Schmidt proceeded to explain some potential financing methods, the I-Bank loan process and financing terms and answered questions from the Board members.

Following Mr. Schmidt's presentation, Mr. Dickson utilized the Financing Plan model and engaged the Board in exploring various rate increase options. Based on Bartle Wells' recommendation, Board Members suggested reducing the Fiscal Year 2012-2013 Rate Stabilization Reserve contribution from \$500,000 to \$250,000 and eliminating the Fiscal Year 2015-2016 Contribution to the Rate Stabilization Reserve. These changes, combined with an increase in the I-Bank loan amount, reduced the Fiscal Year 2011-2012 revenue requirement sufficiently to lower the required rate increase to 12%. There was general agreement that these changes should be incorporated into the Draft Budget and Financing Plan, and the Board directed staff to do so.

Mr. Dickson advised the Board that they will have another opportunity to review the Draft Fiscal Year 2011-2012 Budget and the District's Financing Plan at the next regular Board meeting on June 14, 2011, prior to the adoption of the budget and rate increase at the Public Hearing, scheduled for Tuesday, June 28, 2011.

## 6) **ADJOURNMENT**

The Special Meeting was adjourned at 3:44 p.m. The next regular meeting of the Coastside County Water District's Board of Directors is scheduled for Tuesday, June 14, 2011.

Respectfully submitted,

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David R. Dickson, General Manager

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Robert C. Feldman, President  
Board of Directors

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS**

**Tuesday, June 14, 2011**

- 1) **ROLL CALL** - President Feldman called the meeting to order at 7:00 p.m. Present at roll call: Director Ken Coverdell, Vice-President Jerry Donovan, and Directors Jim Larimer and Chris Mickelsen.  
Also present were: David Dickson, General Manager; David Gehrig, Legal Counsel; Joe Guistino, Superintendent of Operations; Cathleen Brennan, Water Resources Analyst; JoAnne Whelen, Administrative Assistant/Recording Secretary; and Gina Brazil, Office Manager.
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENTS** - There were no public comments.
- 4) **PUBLIC HEARING**
  - To allow community input on Coastside County Water District's (CCWD) 2010 Urban Water Management Plan
  - To consider adoption of Resolution 2011-09 - Authorizing the Approval of an Urban Water Management Plan

President Feldman opened the Public Hearing at 7:01 p.m. Cathleen Brennan announced that she has been working closely with Consultants Gerry Nakano, P.E. and Elizabeth Drayer, P.E., from West Yost Associates to create a 2010 Urban Water Management Plan (UWMP) that meets or exceeds the regulatory requirements. She then provided an overview of the Urban Water Management Planning Act requirements and the key components of the Plan and advised that staff recommended the Board adopt the Plan. She proceeded to review each of the power-point slides which addressed historical and projected water demands, water supplies, District facilities, projected San Francisco Public Utilities Commission (SFPUC) supply under various hydrologic conditions, various

stages of supply versus demand, water conservation and demand management and the District's Water Shortage Contingency Plan.

Additionally Ms. Brennan reviewed the Urban Water Management Plan actions that had been completed to date, the steps to be completed once the Plan is adopted and the proposed action expected to take place at this meeting. She and Mr. Dickson also answered questions and addressed comments from the Board. President Feldman then invited comments from the public.

Glenn Reynolds - Princeton By The Sea, CA - Inquired about how the District's 35% shortage compares to other Bay Area Water Supply and Conservation Agency (BAWSCA) water retailers and how the District's Urban Water Management Plan overall compares with the Plans of other BAWSCA agencies.

Ms. Brennan explained that this is difficult to determine due to the fact that other water agencies are also in the process of preparing their Urban Water Management Plans and until they are complete, it would be impossible to do an accurate comparison. She did review the similarities that the BAWSCA agencies will share, including the reliability information provided by SFPUC.

There were no additional comments from the public and President Feldman closed the public hearing at 7:34 p.m. and invited Board comments and action for consideration of Resolution 2011-09. Director Larimer requested that the presentation be placed on the District's website. Directors Coverdell and Larimer commended Ms. Brennan for her excellent work in producing the Plan. President Feldman and the other Directors agreed that it was a thorough and professional Plan.

**ON MOTION BY Director Larimer and seconded by Vice-President Donovan, the Board voted as follows, by roll call vote, to adopt Resolution 2011-09 - A Resolution Adopting the Coastside County Water District's 2010-2015 Urban Water Management Plan:**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Vice-President Donovan</b>	<b>Aye</b>
<b>Director Larimer</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>President Feldman</b>	<b>Aye</b>

**5) CONSENT CALENDAR**

- A. Approval of disbursements for the month ending May 31, 2011:  
Claims: \$438,279.24; Payroll: \$ 70,820.70; for a total of \$509,099.94
- B. Acceptance of Financial Reports
- C. Approval of Minutes of the May 10, 2011 Board of Directors Meeting
- D. Installed Water Connection Capacity and Water Meters Report
- E. Total CCWD Production Report
- F. CCWD Monthly Sales by Category Report
- G. May 2011 Leak Report
- H. Rainfall Reports
- I. San Francisco Public Utilities Commission Hydrological Conditions Report for May 2011

Vice-President Donovan reported that he had reviewed the monthly financial claims and found all to be in order.

**ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted as follows, by roll call vote, to accept and approve the Consent Calendar in its entirety:**

Director Coverdell	Aye
Vice-President Donovan	Aye
Director Larimer	Aye
Director Mickelsen	Aye
President Feldman	Aye

**6) MEETINGS ATTENDED / DIRECTOR COMMENTS**

Director Coverdell reported on the May 19, 2011 BAWSCA Board of Directors meeting he had attended. Directors Donovan and Mickelsen noted that they had attended a Water Resources Committee meeting where the Urban Water Management Plan was presented for review. President Feldman shared his experience at the Association of California Water Agencies (ACWA) Region 5 event, which included a tour of the recently completed Freeport Regional Water Authority Intake Facility.

**7) GENERAL BUSINESS**

**A. Award of Contract for Construction of Denniston Water Treatment Plant Improvement Project**

Mr. Dickson noted that on March 8, 2011 the Board approved the contract documents for this project and authorized staff to advertise for bids. He reported that bids were submitted by six general contractors, opened on May 3, 2011, and ranged from \$4.6 million to \$5.4 million, with Anderson Pacific being the low bidder at \$4,601,861.00. He reviewed details of an \$80,000 error in the bid submitted by Anderson Pacific. There was a discrepancy in their bid between the bid total amount written in words and the total amount written in numbers. The District's bid documents clearly state that the total written in words takes precedence. He informed the Board that staff recommends that, in accordance with the rules established by the bid documents, the contract be awarded at \$4,601,861.

**ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted as follows, by roll call vote, to direct staff to award the construction contract for the Denniston Water Treatment Plant Improvements Project to Anderson Pacific for \$4,601.861:**

Director Coverdell	Aye
Vice-President Donovan	Aye
Director Larimer	Aye
Director Mickelsen	Aye
President Feldman	Aye

**B. Award of Contract for Denniston Water Treatment Plant Improvements Project Construction Management**

Mr. Dickson reported that staff had reviewed proposals and conducted interviews with two firms, Kennedy/Jenks and Erler & Kalinowski, Inc. (EKI), both highly qualified to provide construction management services for this project. He advised that although the proposals from both firms were excellent, staff felt that the EKI proposal provided a better value, while meeting all of District's requirements and recommended that the contract be awarded to EKI in the sum of \$396,000.00. Mr. Dickson answered questions from the Board, followed by an introduction to Mr. Stephen Tarantino and Mr. Jeffrey Tarantino from EKI.

**ON MOTION BY Director Coverdell and seconded by Vice-President Donovan, the Board voted as follows, by roll call vote, to authorize staff to execute a Professional Services Agreement with Erler & Kalinowski, Inc. for**

**construction management of the Denniston Water Treatment Plant Improvements Project, at a time and materials cost not to exceed \$396,000:**

Director Coverdell	Aye
Vice-President Donovan	Aye
Director Larimer	Aye
Director Mickelsen	Aye
President Feldman	Aye

**C. Award of Contract to Provide Power to Blending Station Site**

Mr. Dickson announced that Joe Guistino, Superintendent of Operations, would be reporting on this project. Mr. Guistino explained the background and benefits of this project, including that a blending station would allow optimal use of the Pilarcitos source by blending it with the Crystal Springs source. He noted that the District has the final plan designed and stamped by Kennedy/Jenks Engineers, and that in order to operate the valve and controls, electrical service needs to be extended to the site. He reported that three bids had been obtained and that staff is recommending that the contract be awarded to low bidder Dal Porto Electric in the sum of \$28,147.00. District staff will trench and install conduit and pull boxes prior to the work by the contractor. The Board's questions about the project were answered by Mr. Guistino and Mr. Dickson.

**ON MOTION BY Director Coverdell and seconded by Vice-President Donovan, the Board voted as follows, by roll call vote, to authorize staff to award Dal Porto Electric a contract for \$28,147.00 to bring power to the Stone Dam/Crystal Springs blending station site:**

Director Coverdell	Aye
Vice-President Donovan	Aye
Director Larimer	Aye
Director Mickelsen	Aye
President Feldman	Aye

**D. Adopt Resolution Calling for and Giving Notice of a Regular District Election**

Mr. Dickson directed the Board's attention to the staff report and related election materials included for this agenda item.

**ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted as follows, by roll call vote, to adopt Resolution 2011-10 Calling for and Giving Notice of a Regular District Election to be held on Tuesday, November 8, 2011 and Requesting the County Elections Department Conduct the Election:**

Director Coverdell	Aye
Vice-President Donovan	Aye
Director Larimer	Aye
Director Mickelsen	Aye
President Feldman	Aye

**E. Approve Resolution Formalizing Policy for Paying and Reporting the Value of Employer Paid Member Contributions to the California Public Employees' Retirement System (CalPERS)**

Mr. Dickson explained that this Resolution will implement a revision to the policy for paying and reporting the value of employer paid member contributions to CalPERS, which has been discussed previously with the Board. He reported that approval of this Resolution will reduce the employer paid member contributions by 1% for all employees and increase the employee contribution from 1% to 2% of salary.

**ON MOTION BY Director Coverdell and seconded by Director Larimer, the Board voted as follows, by roll call vote, to adopt Resolution 2011-11 Formalizing Policy for Paying and Reporting the Value of Employer Paid Member Contributions to the California Public Employees' Retirement System:**

Director Coverdell	Aye
Vice-President Donovan	Aye
Director Larimer	Aye
Director Mickelsen	Aye
President Feldman	Aye

**F. Resolution Amending the Coastside County Water District Personnel Manual**

Mr. Dickson provided the background for this item, noting that, in accordance with direction received from the Board, this Resolution revises the District's Personnel Manual to remove the limitation on District health benefit payments for employees hired after November 14, 2006, and make

the manual consistent with changes to CalPERS benefit groups and employer paid member contributions.

Director Larimer commented that with the high cost and incredible inefficiency in the nation's health care system, he did not agree with changing the District's current health benefit policy. President Feldman stated that the District's Human Resources Committee members have met several times to review this issue and are in support of the decision to revise this portion of the policy. Director Mickelsen urged everyone to stay informed and engaged on health care issues and hopefully a comprehensive solution will eventually be developed to address this situation for the entire country.

**ON MOTION BY Director Coverdell and seconded by President Feldman, the Board voted as follows, by roll call vote, to adopt Resolution 2011-12 Amending the Coastside County Water District Personnel Manual:**

Director Coverdell	Aye
Vice-President Donovan	Aye
Director Larimer	No
Director Mickelsen	Aye
President Feldman	Aye

**G. District Financing Plan**

Mr. Dickson presented updates to the District's Financing Plan model, which incorporated revisions based on extensive discussions at the May 10, 2011 and June 7, 2011 Board meetings. He reviewed each of the changes and stated that based on the revised assumptions, the model indicates that a rate increase of 12% in Fiscal Year 2011-2012, followed by rate increases of 12%, 12%, and 9% in Fiscal Years 2013 through 2015 would provide sufficient funding for the District's operating and capital expenses and maintain the required debt service coverage.

Director Coverdell commented that he thought it was a reasonable and favorable approach and supported this proposed financing plan for the District. Director Mickelsen agreed with Director Coverdell's comments and stated that he felt that CCWD was an extremely well run water district.

**H. Draft Fiscal Year 2011-2012 Budget and Draft Fiscal Year 2011-2012 to 2020-2021 Capital Improvement Program (CIP)**

Mr. Dickson presented the Draft Fiscal Year 2011-2012 Budget and Draft Fiscal Year 2011-2012 to 2020-2021 Capital Improvement Program and reviewed the highlights and revisions since the Board last examined the documents at the June 7, 2011 Special Board Workshop. He reminded the Board that a public hearing on the proposed rate increase will be conducted at the June 28, 2011 Special Board meeting, at which time the Board will have the opportunity to consider approving the operating budget and CIP and adopting the rate increase.

**8) GENERAL MANAGER'S REPORT INCLUDING MONTHLY INFORMATIONAL REPORTS**

1. Water Day Recognition – Mr. Dickson reported on this successful event and recognized the efforts and enthusiasm of District staff, under the leadership of Cathleen Brennan, Water Resources Analyst.
2. Nurserymen's Exchange Bankruptcy – Mr. Dickson stated that Nurserymen's Exchange, one of the District's largest customers, recently filed a Chapter 11 bankruptcy petition. He explained that Nurserymen's Exchange currently owes the District approximately \$47,000 and that the District will have to file a claim for this amount with the bankruptcy court, for consideration along with the claims of Nurserymen's other unsecured creditors. He further explained the process and advised that Nurserymen's Exchange anticipates continued operation, and that the bankruptcy trustee will make provisions for utility payments necessary to sustain their operation.

**A. Operations Report**

Mr. Guistino reviewed the highlights of his report, including the Water Day event, the unidirectional flushing program and the Denniston Treatment Plant Improvement Project. He also reported on the improvements to the Nunes Water Treatment Plant access road, the Nunes Filter Surveillance Project, and the favorable report following the Association of California Water Agencies Joint Powers Insurance Authority representative's annual assessment of the District's facilities.

**B. Water Resources Report**

Ms. Brennan referenced her staff report summarizing the Water Day activities, saying it served as a thank you card to everyone who contributed to this successful event. She relayed a special thank you to Director Coverdell who originated the idea to have this exceptional occasion to celebrate water. She also thanked Director Coverdell, Director Mickelsen and President Feldman for attending and participating in the celebration. Ms. Brennan thanked each and every staff member for their contributions and assistance in planning and hosting this rewarding event. She reported that fifty-three Water Day attendees toured the Nunes Water Treatment Plant, while other attendees enjoyed two different slide shows, displays, and handout materials and that staff felt the event was very successful.

Director Coverdell expressed his appreciation to staff for their hard work and devotion and said he was very pleased with staff's impressive accomplishments in producing this outstanding celebration.

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

There were no comments or requests from the Board members.

**10) ADJOURNMENT**

**ON MOTION BY Director Coverdell and seconded by Director Larimer, the Board voted as follows, to adjourn the June 14, 2011 meeting of the Coastsides County Water District's Board of Directors:**

Director Coverdell	Aye
Vice-President Donovan	Aye
Director Larimer	Aye
Director Mickelsen	Aye
President Feldman	Aye

The meeting was adjourned at 8:44 p.m. The next Special Board of Directors meeting is scheduled for Tuesday, June 28, 2011.

Respectfully submitted,

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David R. Dickson, General Manager  
Secretary of the Board

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Robert C. Feldman, President  
Board of Directors

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**SPECIAL MEETING OF THE BOARD OF DIRECTORS**

**Tuesday, June 28, 2011**

- 1) **ROLL CALL:** President Feldman called the meeting to order at 7:00 p.m. Present at roll call were: Director Ken Coverdell, Vice-President Jerry Donovan and Directors Jim Larimer and Chris Mickelsen.

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

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **FISCAL YEAR 2011-2012 BUDGET, FISCAL YEAR 2011-2012 TO 2020-2021 CAPITAL IMPROVEMENT PROGRAM, JUNE 2011 WATER FINANCING PLAN UPDATE, RESOLUTION AMENDING THE RATE AND FEE SCHEDULE**

**A. Staff Presentation**

Mr. Dickson reported that the District received a number of letters protesting the proposed rate increase. He stated that the rate increase is necessary due to the San Francisco Public Utilities Commission (SFPUC) Water System Improvements and to the substantial investments the District is making in local water sources as well as the need to maintain and replace CCWD's infrastructure, including the District's 95 miles of pipeline. Mr. Dickson proceeded to emphasize the need for the rate increase by reviewing the slides in his power point presentation, which demonstrated the components and associated percentages that make up the proposed 12% rate increase. He explained that out of the 12%, the cost of purchasing water from San Francisco accounts for 9% of the rate increase, with salaries consisting of 0.6%, non-salary personnel costs at 1.1%, other operating expenses 0.2% and the District's Capital Improvement Program adding up to 1% of the total 12%. Mr. Dickson also reviewed the Fiscal Year 2011-2012 Budget Highlights,

the 2011-2012 Expenses Compared to the Fiscal Year 2010-2011 Budget, and the Capital Improvement Program for Fiscal Years 2011-2012 to Fiscal Year 2020-2021. Mr. Dickson also reviewed the District's Water Financing Plan and a 10-Year Rate Projection Chart.

**B. Public Hearing**

President Feldman opened the Public Hearing at 7:17 p.m. and requested that members of the public complete and submit a speaker slip if they would like to address the Board. There were a total of four persons in the audience.

Robert Smith - 410 Beach Avenue, Half Moon Bay, CA - Inquired about the percentage of the rate increase that will fund District salaries and commented that this has been one of the worst years in economic times and it is difficult for consumers to dig deeper into their pockets, especially for retired residents living on fixed incomes.

Graham Murray - 458 Laurel Avenue, Half Moon Bay, CA - Stated that he is opposed to the rate increase and questioned why there is a need for an increase every year. He also informed the Board that he had been inaccurately billed by the District when he resided at his previous address at 453 Willow in Half Moon Bay. He expressed his frustration with the experience and questioned the efficiency of the District's billing practices.

Sharon Miller - 669 Palma, El Granada, CA - Commented that she takes extreme measures to conserve water and yet her average bill is \$75.00 each time and inquired whether there could possibly be a leak somewhere on her property.

With no further comments from the public, President Feldman closed the public hearing at 7:34 p.m. and requested that Mr. Dickson address the comments expressed by the members of the public.

Mr. Dickson once again reviewed the first slide in his presentation and reiterated the need for the rate increases. He elaborated on the \$4.6 billion SFPUC Water System Improvement Program, which upon completion will ensure that water service will be restored within twenty four hours of an earthquake. He added that the District's share for these improvements necessary to ensure the reliability of the District's water supply is approximately \$37 million. He also stressed the importance of the District's investment in the local water sources, which will provide an eventual savings in SFPUC water costs.

**C. Board Comments / Board Action**

President Feldman explained that the rate increase had been given careful consideration and was based on the District's Water Financing Plan prepared by Bartle Wells Associates, consultants that have been working closely with the District for a number of years. He also emphasized that the rate increase originally proposed was at 15% and that the Board and Staff had worked together to try to reduce the rate increase further and had been successful in decreasing it down to 12%.

Director Larimer suggested that any interested party could find a wealth of information on the District's website and there have been a lot of debates and compromises to arrive at this budget and rate increase.

Director Coverdell added that a financial plan had been developed several years ago, and had included and published the amounts of the future proposed rate increases four years ago and that the rate increase proposed for this year actually fell below what was originally predicted at that time.

**ON MOTION BY Director Coverdell and seconded by Director Larimer, the Board voted as follows, by roll call vote, to adopt Resolution 2011-13 - A Resolution of the Board of Directors of the Coastside County Water District Amending the Rate and Fee Schedule to Increase Water Rates; to accept the June 2011 Water Financing Plan Update prepared by Bartle Wells Associates; and to approve the Fiscal Year 2010-2011 Operations and Maintenance Budget and Capital Improvement Program for Fiscal Years 2010-2011 through 2019-2020:**

Director Coverdell	Aye
Vice-President Donovan	Aye
Director Larimer	Aye
Director Mickelsen	Aye
President Feldman	Aye

**5) ADJOURNMENT**

**ON MOTION BY Director Coverdell and seconded by Director Larimer, the Board voted as follows, to adjourn the June 28, 2011 Special Meeting of the Coastside County Water District's Board of Directors:**

Director Coverdell	Aye
Vice-President Donovan	Aye
Director Larimer	Aye
Director Mickelsen	Aye
President Feldman	Aye

The meeting was adjourned at 8:05 p.m. The next regular meeting of the Coastside County Water District's Board of Directors is scheduled for Tuesday, July 12, 2011.

Respectfully submitted,

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David R. Dickson, General Manager  
Secretary of the Board

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Robert C. Feldman, President  
Board of Directors

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

FY 2011

Installed Water Connection Capacity	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>HMB Non-Priority</b>													
0.5" capacity increase													
5/8" meter	3	1	3	1	1	1	3	2	3		4		22
3/4" meter													0
2" meter													
<b>HMB Priority</b>													
0.5" capacity increase					0.5								
5/8" meter													0
3/4" meter													0
1" meter	1												1
1 1/2" meter													
2" meter													
<b>County Non-Priority</b>													
5/8" meter					3	1			2	3	1		10
3/4" meter		1		1							1		3
1" meter													0
<b>County Priority</b>													
5/8" meter													0
3/4" meter													0
1" meter													0
<b>Monthly Total</b>	<b>4</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>4.5</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>5</b>	<b>3</b>	<b>6</b>	<b>0</b>	<b>36</b>

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

Installed Water Meters	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
HMB Non-Priority	5.5	1	3	1	1	1		2	3		4		21.5
HMB Priority				1.5	0.5								2
County Non-Priority		1.5			3	1	3		2	3	2.5		16
County Priority													0
<b>Monthly Total</b>	<b>5.5</b>	<b>2.5</b>	<b>3</b>	<b>2.5</b>	<b>4.5</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>5</b>	<b>3</b>	<b>6.5</b>	<b>0</b>	<b>39.5</b>

COASTSIDE COUNTY WATER DISTRICT

2010 NON-PRIORITY LOTTERY RECIPIENTS  
STATUS UPDATE

June 30, 2011

33.5 TOTAL SOLD CONNECTIONS (T&S FEES PAID)

<b>5.5</b>	INSTALLATION FEES NOT PAID
<b>18</b>	INSTALLATION FEES PAID/METER INSTALLED - FINALED
<b>5</b>	INSTALLATION FEES PAID/METER NOT INSTALLED - NEEDS TO INSTALL SERVICE LINE(s)
<b>4</b>	INSTALLATION FEES PAID/METER INSTALLED/OFF & LOCKED - NEEDS BACKFLOW TEST/DESTRUCTION CERTIFICATION - NOT FINALED
<b>1</b>	T&S FEES REFUNDED BACK TO CUSTOMER

**TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2011**

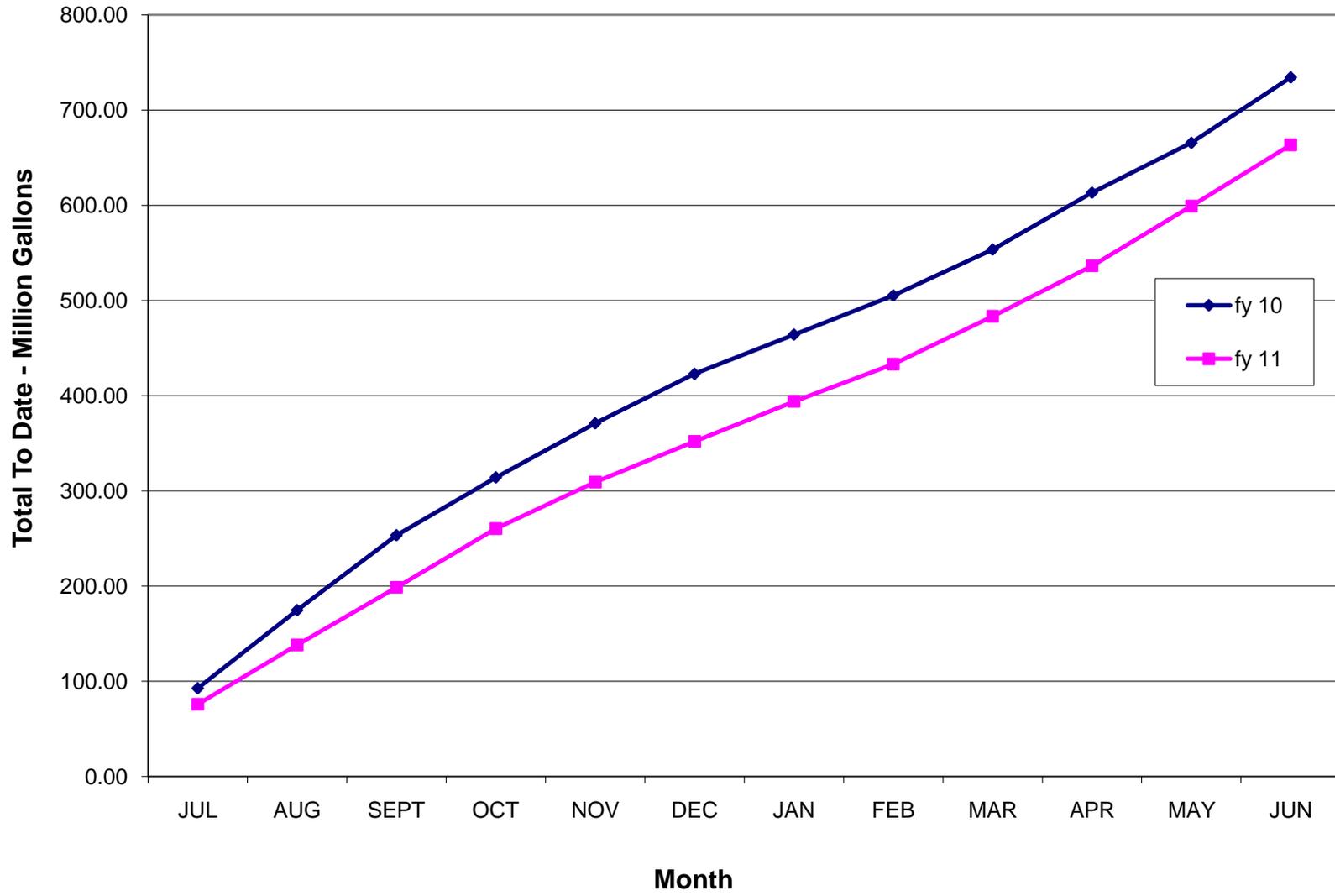
	PILARCITOS WELLS	PILARCITOS LAKE	DENNISTON WELLS	DENNISTON RESERVOIR	CRYSTAL SPRINGS RESERVOIR	RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
JUL	0.00	57.55	1.04	2.07	15.12	75.78	-0.21	75.99
AUG	0.00	41.40	0.80	3.03	18.17	63.40	1.06	62.35
SEPT	0.00	22.17	1.36	3.63	34.64	61.80	1.34	60.46
OCT	0.00	38.13	0.00	0.00	23.69	61.82	0.05	61.77
NOV	8.08	41.38	0	0.00	0.00	49.46	0.71	48.75
DEC	7.69	35.52	0	0.00	0.00	43.21	0.419	42.79
JAN	13.73	28.22	0	0.00	0.00	41.95	0.034	41.92
FEB	10.77	29.74	0.00	0.00	0.00	40.51	1.301	39.21
MAR	14.1	36.44	0.00	0.00	0.00	50.54	0.336	50.21
APR	0	44.15	0.00	0.00	8.71	52.86	-0.145	53.01
MAY	0	58.57	0.00	0.00	4.39	62.96	0.134	62.83
JUN	0	59.29	0.00	0.00	5.69	64.98	0.675	64.31
<b>TOTAL</b>	<b>54.37</b>	<b>492.56</b>	<b>3.20</b>	<b>8.73</b>	<b>110.41</b>	<b>669.28</b>	<b>5.70</b>	<b>663.58</b>
<b>% TOTAL</b>	<b>8.1%</b>	<b>73.6%</b>	<b>0.5%</b>	<b>1.3%</b>	<b>16.5%</b>	<b>100.0%</b>	<b>0.85%</b>	<b>99.1%</b>

**12 Month Running Treated Total                    663.58**

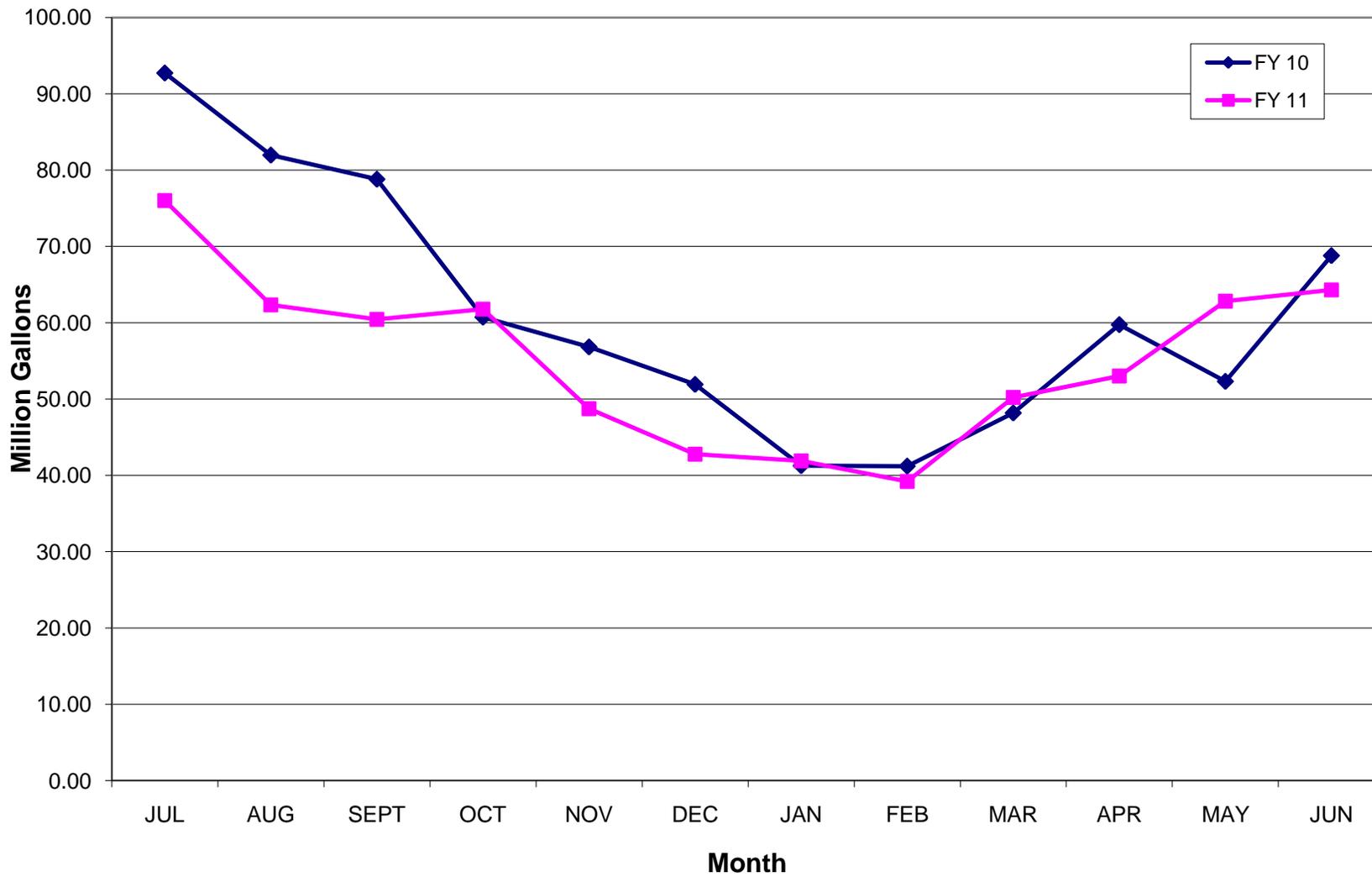
**TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2010**

	PILARCITOS WELLS	PILARCITOS LAKE	DENNISTON WELLS	DENNISTON RESERVOIR	CRYSTAL SPRINGS RESERVOIR	RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
JUL	0.00	1.78	0.00	1.27	90.10	93.15	0.42	92.73
AUG	0.00	0.00	0.00	0.00	82.30	82.30	0.33	81.97
SEPT	0.00	0.00	0.00	0.00	78.74	78.74	-0.07	78.81
OCT	0.00	0.00	0.00	0.00	60.48	60.48	-0.26	60.74
NOV	5.14	0.00	0.69	2.85	48.00	56.68	-0.15	56.83
DEC	7.93	0.00	0.6	3.07	40.13	51.73	-0.185	51.92
JAN	9.51	6.60	0.00	0.00	25.35	41.46	0.19	41.27
FEB	9.93	30.99	0.00	0.00	0.00	40.92	-0.29	41.21
MAR	11.65	37.69	0.00	0.00	0.00	49.34	1.16	48.18
APR	0.00	52.741	1.92	5.55	0.18	60.39	0.64	59.75
MAY	0.00	46.00	1.47	5.43	0.31	53.21	0.90	52.32
JUN	0.00	49.53	1.61	5.29	13.06	69.49	0.69	68.80
<b>TOTAL</b>	<b>44.16</b>	<b>225.33</b>	<b>6.29</b>	<b>23.46</b>	<b>438.65</b>	<b>737.89</b>	<b>3.37</b>	<b>734.52</b>
<b>% TOTAL</b>	<b>6.0%</b>	<b>30.5%</b>	<b>0.9%</b>	<b>3.2%</b>	<b>59.4%</b>	<b>100.0%</b>	<b>0.46%</b>	<b>99.5%</b>

Cumulative Production FY10 vs. FY11



Monthly Production FY10 vs. FY11



**COASTSIDE COUNTY WATER DISTRICT**

**Predicted vs Actual Production - All Sources**

	Denniston Surface			Denniston Wells			Pilarcitos Wells			Pilarcitos Surface			SFWD CSP			SFWD Total	
	Actual MG	Predicted MG	pred-act	Actual MG	Predicted	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG
Jul-10	2.07	6.22	4.15	1.04	2.06	1.02	0.00	0.00	0.00	57.55	0.00	-57.55	15.12	85.08	69.96	72.67	85.08
Aug-10	3.03	0.00	-3.03	0.80	0.00	-0.80	0.00	0.00	0.00	41.40	0.00	-41.40	18.17	90.94	72.77	59.57	90.94
Sep-10	3.63	0.00	-3.63	1.36	0.00	-1.36	0.00	0.00	0.00	22.17	0.00	-22.17	34.64	74.14	39.50	56.81	74.14
Oct-10	0.00	4.34	4.34	0.00	2.01	2.01	0.00	0.00	0.00	38.13	0.00	-38.13	23.69	72.22	48.53	61.82	72.22
Nov-10	0.00	4.26	4.26	0.00	1.81	1.81	8.08	7.97	-0.11	41.38	0.00	-41.38	0.00	43.45	43.45	41.38	43.45
Dec-10	0.00	4.28	4.28	0.00	1.94	1.94	7.69	10.96	3.27	35.52	0.00	-35.52	0.00	37.93	37.93	35.52	37.93
Jan-11	0.00	0.00	0.00	0.00	0.00	0.00	13.73	11.62	-2.11	28.22	31.91	3.69	0.00	0.00	0.00	28.22	31.91
Feb-11	0.00	0.00	0.00	0.00	0.00	0.00	10.77	12.45	1.68	29.74	38.27	8.53	0.00	0.00	0.00	29.74	38.27
Mar-11	0.00	12.17	12.17	0.00	1.87	1.87	14.10	10.85	-3.25	36.44	18.18	-18.26	0.00	0.00	0.00	36.44	18.18
Apr-11	0.00	12.44	12.44	0.00	2.27	2.27	0.00	0.00	0.00	44.15	31.64	-12.51	8.71	0.00	-8.71	52.86	31.64
May-11	0.00	15.55	15.55	0.00	3.03	3.03	0.00	0.00	0.00	58.57	56.09	-2.48	4.39	0.00	-4.39	62.96	56.09
Jun-11	0.00	10.65	10.65	0.00	2.21	2.21	0.00	0.00	0.00	59.29	25.48	-33.81	5.69	20.12	14.43	64.98	45.60
<b>MG Totals</b>	<b>8.73</b>	<b>69.91</b>	<b>61.18</b>	<b>3.20</b>	<b>17.20</b>	<b>14.00</b>	<b>54.37</b>	<b>53.85</b>	<b>-0.52</b>	<b>492.56</b>	<b>201.57</b>	<b>-290.99</b>	<b>110.41</b>	<b>423.88</b>	<b>313.47</b>	<b>602.97</b>	<b>625.45</b>

	Actual non SFPUC	Predicted non SFPUC	Actual SFPUC	Predicted SFPUC	TOTAL Actual	TOTAL Predicted	TOTAL Pred-act
	66.30	140.96	602.97	625.45	669.27	766.41	97.14
<b>% Total</b>	<b>9.91%</b>	<b>18.39%</b>	<b>90.09%</b>	<b>81.61%</b>	<b>87.33%</b>		

**Coastside County Water District Monthly Sales By Category (MG)  
FY 2011**

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	27.995	53.667	25.593	47.825	22.275	29.933	19.546	33.603	19.271	31.178	20.372	41.734	372.99
COMMERCIAL	6.625	1.341	6.030	1.516	5.531	1.014	5.232	1.036	5.187	1.096	5.083	1.406	41.10
RESTAURANT	3.245	0.282	2.994	0.294	2.646	0.192	2.598	0.220	2.653	0.176	2.473	0.218	17.99
HOTELS/MOTELS	3.691	2.239	3.483	2.085	2.621	1.274	2.717	1.637	2.314	1.533	2.736	2.279	28.61
SCHOOLS	1.334	1.347	1.378	1.132	0.373	0.432	0.364	1.076	0.461	0.565	1.927	2.605	12.99
MULTI DWELL	3.136	2.895	3.050	3.116	2.361	2.290	2.735	2.811	2.358	2.503	2.499	3.139	32.89
BEACHES/PARKS	0.902	0.113	0.889	0.083	0.462	0.009	0.218	0.156	0.259	0.004	0.356	0.055	3.51
FLORAL	7.238	7.186	7.566	5.095	4.724	4.320	2.099	5.764	4.952	7.064	5.896	6.361	68.27
RECREATIONAL	0.040	0.232	0.032	0.207	0.020	0.147	0.028	0.204	0.022	0.171	0.035	0.255	1.39
MARINE	0.987	0.000	1.055	0.000	0.871	0.000	1.197	0.000	0.898	0.000	0.892	0.000	5.90
IRRIGATION	12.096	9.452	8.749	9.672	0.159	0.703	0.103	0.427	0.132	1.350	8.402	8.477	59.72
Portable Meters	0.000	0.408	0.000	0.382	0.000	0.175	0.000	0.159	0.000	0.135	0.000	0.202	1.46
<b>TOTAL - MG</b>	<b>67.29</b>	<b>79.16</b>	<b>60.82</b>	<b>71.41</b>	<b>42.04</b>	<b>40.49</b>	<b>36.84</b>	<b>47.09</b>	<b>38.51</b>	<b>45.78</b>	<b>50.67</b>	<b>66.73</b>	<b>646.83</b>

<b>Running 12 Month Total</b>													646.83
12 mo Ave Residential	31.79	31.68	31.39	31.31	31.33	30.98	30.91	30.98	31.16	31.06	31.01	31.08	
12 mo Ave Non Residential	24.89	24.15	23.55	23.44	22.78	22.37	22.16	22.22	21.96	21.98	22.52	22.82	
Total	56.68	55.83	54.95	54.75	54.11	53.36	53.07	53.20	53.12	53.05			
	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	

**FY 2010**

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	29.420	55.001	29.038	48.765	22.031	34.135	20.466	32.739	17.123	32.307	21.012	40.874	382.91
COMMERCIAL	6.815	1.275	6.710	1.512	5.317	1.047	5.336	1.055	5.677	1.046	5.353	1.197	42.34
RESTAURANT	3.196	0.337	3.279	0.313	2.527	0.272	2.192	0.239	2.512	0.206	2.651	0.268	17.99
HOTELS/MOTELS	4.721	2.061	4.029	1.735	3.473	1.291	2.699	1.872	2.512	1.444	3.186	1.940	30.96
SCHOOLS	2.884	1.989	1.966	1.490	1.079	0.525	0.347	0.233	0.367	0.352	0.548	1.126	12.91
MULTI DWELL	2.872	3.378	3.531	2.424	2.055	2.254	2.431	1.722	2.215	2.008	1.656	3.296	29.84
BEACHES/PARKS	1.049	0.146	1.180	0.074	0.563	0.014	0.436	0.004	0.599	0.022	0.669	0.011	4.77
FLORAL	13.865	7.366	9.049	7.344	8.228	5.018	5.243	6.738	7.648	8.280	8.995	7.819	95.59
RECREATIONAL	0.070	0.260	0.080	0.194	0.026	0.203	0.025	0.228	0.018	0.181	0.026	0.217	1.53
MARINE	0.966	0.000	1.233	0.000	1.184	0.000	0.975	0.000	0.779	0.000	0.743	0.000	5.88
IRRIGATION	17.384	15.809	11.340	8.194	3.227	3.234	0.120	0.653	0.046	0.652	0.070	5.187	65.92
Portable Meters	0.000	1.739	0.000	1.676	0.000	1.563	0.010	0.070	0.000	0.117	0.000	0.310	5.49
<b>TOTAL - MG</b>	<b>83.24</b>	<b>89.36</b>	<b>71.44</b>	<b>73.72</b>	<b>49.71</b>	<b>49.56</b>	<b>40.28</b>	<b>45.55</b>	<b>39.50</b>	<b>46.62</b>	<b>44.91</b>	<b>62.25</b>	<b>696.12</b>

<b>Running 12 Month Total</b>													696.12
12 mo Ave Residential							33.51	33.29	33.15	32.74	32.51	31.91	
12 mo Ave Non Residential							23.95	26.60	24.85	25.79	24.84	26.10	
Total							57.46	59.89	57.99	58.52	57.35	58.01	
							Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	

**Coastside County Water District Monthly Leak Report**

Date	Location	Pipe size/Type	Est. Water Loss (Gallons)*	Repair Material	Material Cost	Employee hours		Manpower and Equipment Costs	Total Costs
						Men	Hours		
6/3/2011	Galv. service 807 Mill Street HMB	3/4" Galv	1,100	25'-3/4" copper 1-3/4" 90 comp. 3/4" angle stop B9 box and lid 3 tons of rock	\$143.54 \$15.00 \$76.91 \$36.75 \$39.74 <b>Total</b> \$311.94	4	4	\$1,600	\$1,911.94
6/20/2011	201 Medio EG	1" black Plastic Service.	2,500	4'- 1" copper 2-1" comp copper 4 tons of rock	\$29.82 \$41.28 \$52.99 <b>Total</b> \$112.63	3	4	\$1,400	\$1,512.63
					<b>Total</b> \$0.00				\$0.00
					<b>Total</b> \$0.00				\$0.00
					<b>Total</b> \$0.00				\$0.00
					<b>Total</b> \$0.00				\$0.00
					<b>Total</b> \$0.00				\$0.00

staff \$50/hr  
backhoe \$50/hr  
service truck \$50/hr  
pickup truck \$25/hr  
supervisor truck \$25/hr  
supvisor time \$75/hr

\*includes 1,000 gallons for mains to daylight plus 1,000 gallons to flush mains or 100 gallons to flush services

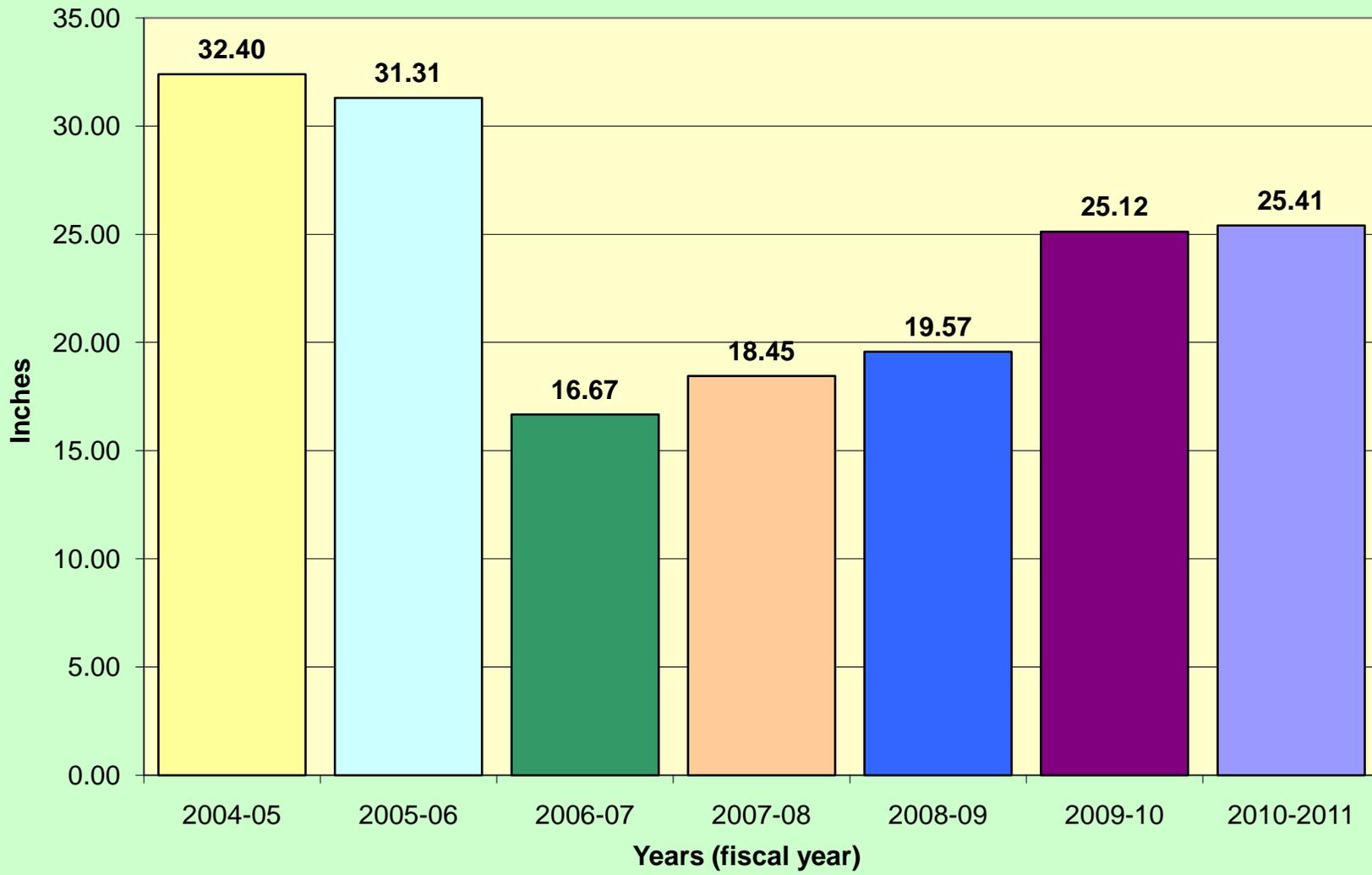
<b>Total Person Hours</b>	<b>28</b>	<b>Total Water Loss</b>	<b>0.0036 MG</b>
---------------------------	-----------	-------------------------	------------------

Coastside County Water District  
 766 Main Street  
 July 2010 - June 2011

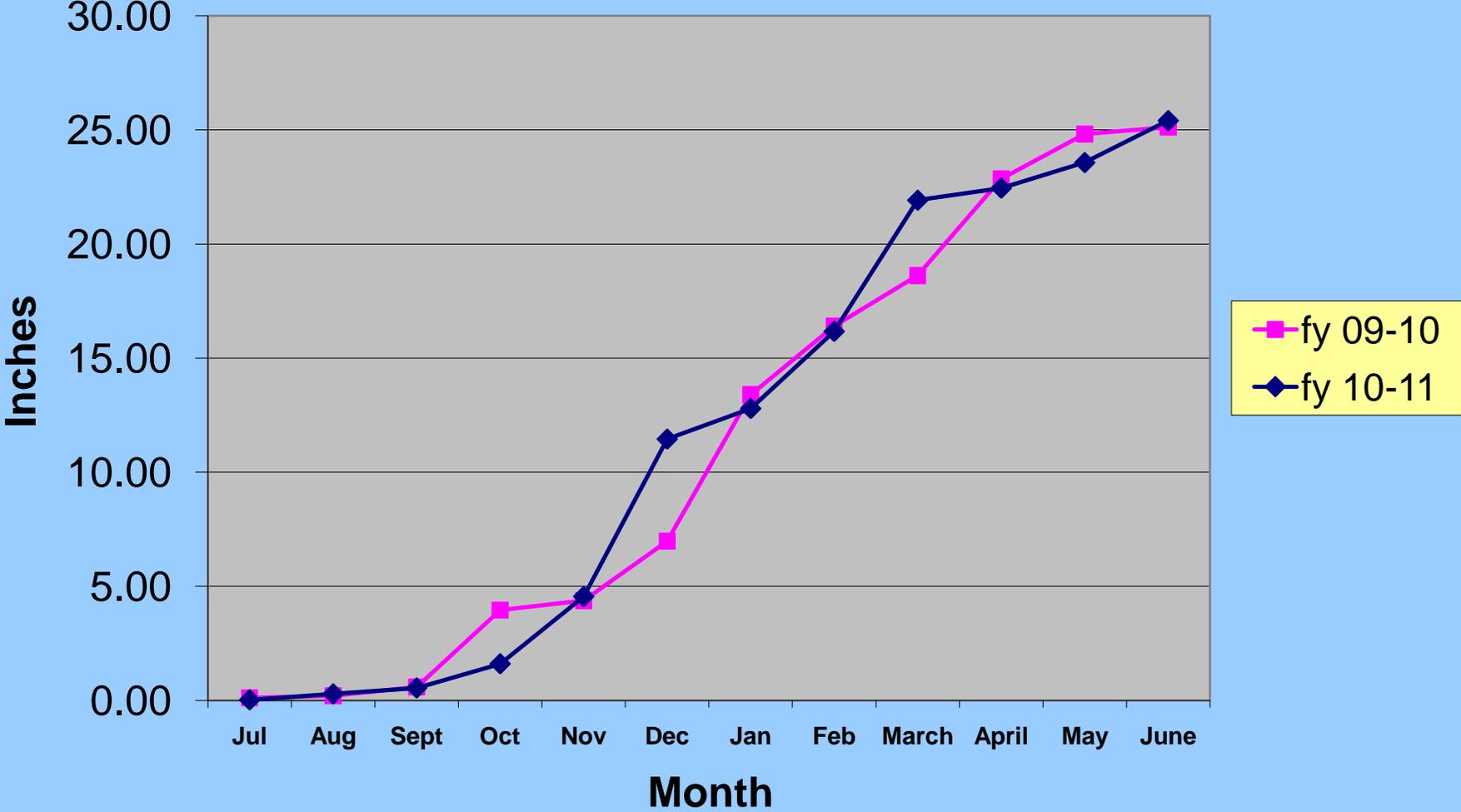
District Office  
 Rainfall in Inches

	2010						2011					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0	0	0	0.01	0	0.17	0	0.04	0	0	0.13
2	0	0.01	0	0	0	0	0.37	0	0.06	0	0	0.01
3	0	0.01	0	0	0.01	0	0	0	0.02	0	0	0.15
4	0	0.01	0	0	0	0.03	0	0	0.01	0	0	0.76
5	0	0.03	0	0	0.01	0.35	0	0	0.02	0	0	0
6	0	0.02	0	0	0	0.07	0	0	0.29	0	0	0
7	0	0.02	0.07	0	0.77	0	0	0	0.06	0.04	0	0
8	0	0.02	0.03	0.01	0.01	0.95	0	0	0.03	0	0	0
9	0	0.01	0	0	0.1	0.04	0	0	0	0	0	0
10	0	0.01	0	0	0.14	0.07	0	0	0.03	0	0	0
11	0	0.02	0	0	0	0.01	0.04	0	0	0.00	0	0
12	0	0.01	0.01	0	0	0.01	0	0	0	0	0	0
13	0	0.02	0	0	0	0	0.21	0	0.14	0.05	0	0
14	0	0	0	0	0	0.31	0.01	0.16	0.18	0	0.4	0
15	0	0	0.03	0	0	0.01	0	0.41	0.31	0	0.14	0
16	0	0.01	0	0.01	0	0.04	0.01	0.21	0.03	0	0.09	0.00
17	0	0.01	0.03	0.11	0.01	0.35	0.01	0.63	0	0.02	0.17	0
18	0	0	0.04	0	0.01	0.51	0	0.71	0.65	0.12	0.02	0
19	0	0	0.02	0	0.41	1.42	0	0.47	1.11	0.03	0	0.01
20	0	0.02	0	0.01	0.5	0.05	0	0	0.05	0.01	0	0
21	0	0.01	0	0	0.17	0.19	0	0	0.05	0.06	0	0
22	0	0	0.01	0.07	0.03	0.21	0	0	0.31	0	0	0
23	0	0	0	0.13	0.33	0.01	0	0	0.38	0.03	0	0
24	0	0	0	0.57	0	0	0	0.43	1.05	0.08	0	0
25	0	0	0	0.01	0	0.82	0	0.29	0.06	0.09	0	0
26	0	0	0	0	0	0	0	0.07	0.64	0	0	0
27	0	0	0	0	0.43	0.01	0	0	0.22	0	0	0
28	0	0	0	0	0	1.28	0	0	0	0	0.07	0.78
29	0	0	0.01	0.09	0.01	0.16	0.04		0	0	0	0
30	0.01	0.01	0.01	0.05	0	0	0.47		0	0	0	0
31	0.01	0.01		0		0	0.01		0.01		0.23	
Mon.Total	0.02	0.26	0.26	1.06	2.95	6.90	1.34	3.38	5.75	0.53	1.12	1.84
Year Total	0.02	0.28	0.54	1.60	4.55	11.45	12.79	16.17	21.92	22.45	23.57	25.41

## Rain Totals



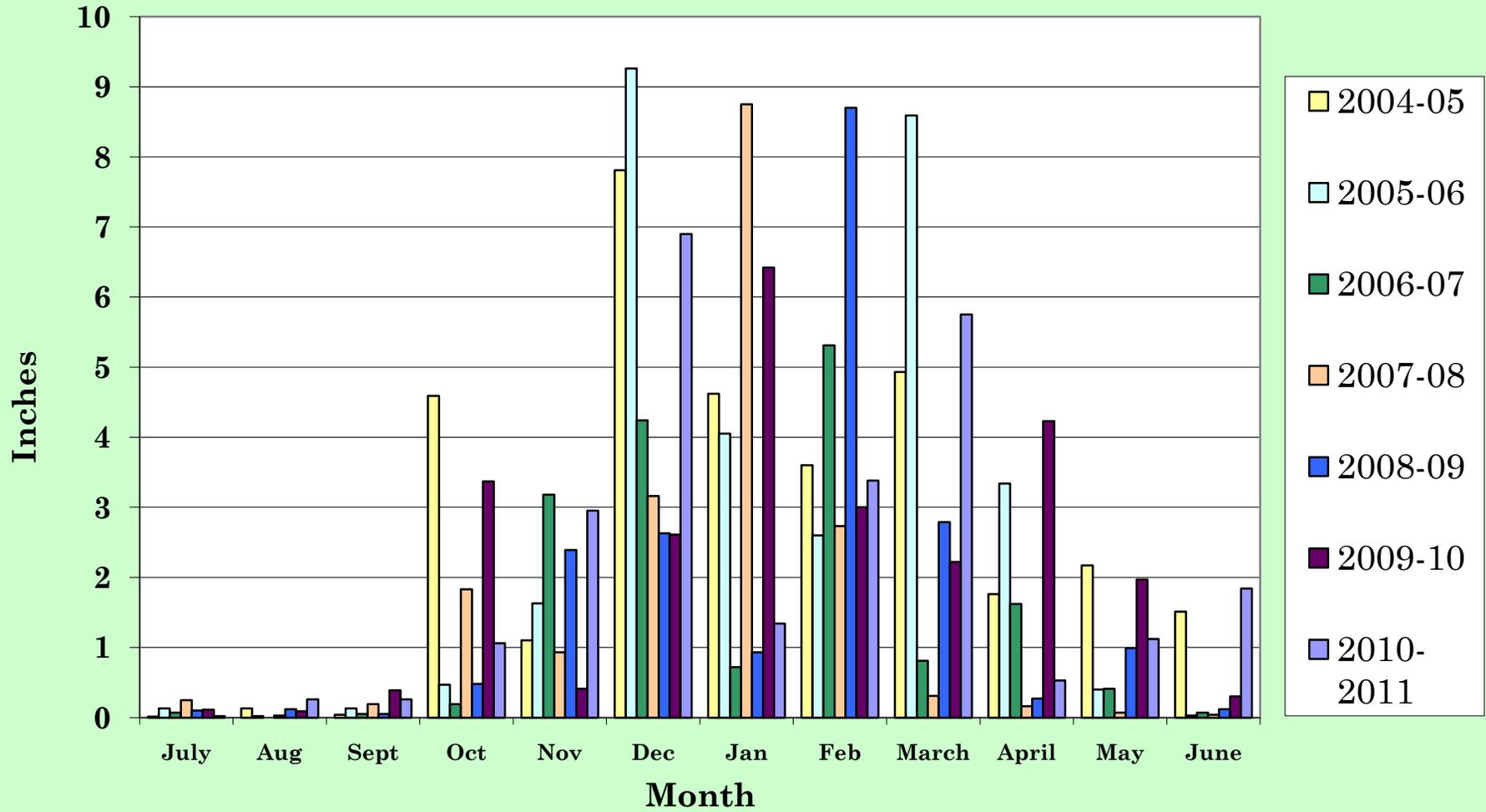
# Rainfall Totals fy 10-11



# Coastside County Water District

## Rainfall by Month

July '10 thru Jun '11



MONTHLY CLIMATOLOGICAL SUMMARY for JUN. 2011

NAME: CCWD1 CITY: STATE:  
 ELEV: 0 ft LAT: LONG:

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

DAY	MEAN		TIME	LOW	TIME	HEAT	COOL	RAIN	AVG		TIME	DOM
	TEMP	HIGH				DEG	DEG		WIND	DIR		
1	59.1	83.3	6:00p	49.8	3:30a	6.4	0.4	0.13	1.9	14.0	12:30p	SSW
2	59.2	82.0	5:30p	48.4	12:00m	6.7	0.9	0.01	1.4	10.0	8:30a	SSW
3	57.2	67.9	2:30p	46.5	4:30a	7.9	0.1	0.15	0.7	9.0	12:00p	S
4	61.8	75.4	5:30p	55.0	12:00m	4.2	1.1	0.76	3.9	22.0	5:00p	SE
5	61.4	71.2	12:00p	51.1	5:00a	4.5	0.9	0.00	0.8	7.0	12:00p	SSW
6	61.8	71.7	10:00a	56.3	2:00a	3.8	0.6	0.00	1.3	10.0	11:00a	SSW
7	61.5	81.7	6:00p	55.3	5:00a	4.2	0.7	0.00	1.8	13.0	4:30p	SW
8	62.9	72.6	2:00p	57.4	12:30a	3.2	1.1	0.00	2.0	10.0	11:30a	SSW
9	60.7	71.4	12:30p	55.6	10:00p	4.9	0.6	0.00	1.4	9.0	1:00p	SSW
10	59.5	68.9	12:30p	54.1	11:00p	5.8	0.3	0.00	2.6	15.0	7:30p	SW
11	57.7	65.7	3:00p	53.3	5:00a	7.3	0.0	0.00	2.3	13.0	7:30a	SW
12	59.4	69.0	1:00p	52.8	4:00a	5.8	0.2	0.00	1.6	11.0	2:00p	SW
13	59.9	68.1	12:30p	55.3	12:00m	5.3	0.1	0.00	1.0	8.0	1:30p	SW
14	60.0	81.1	6:00p	51.9	12:00m	5.5	0.4	0.00	1.3	9.0	2:00p	SSW
15	58.2	81.8	6:00p	48.7	5:00a	7.1	0.3	0.00	1.6	11.0	1:30p	SSW
16	58.7	79.2	6:00p	49.5	3:30a	6.6	0.3	0.00	1.4	9.0	10:30a	SSW
17	60.3	71.5	2:00p	51.0	2:00a	5.5	0.7	0.00	2.0	11.0	11:00a	SSW
18	61.9	73.7	1:30p	55.5	5:00a	4.5	1.4	0.00	2.4	12.0	10:00a	SSW
19	60.8	84.1	5:30p	53.3	12:00m	4.8	0.5	0.01	1.0	9.0	2:00p	SSW
20	61.9	91.1	6:00p	50.9	5:00a	5.0	1.9	0.00	0.9	7.0	10:30a	SW
21	62.7	71.8	1:30p	52.5	5:00a	4.0	1.7	0.00	1.0	8.0	12:00p	SSW
22	61.2	71.7	2:00p	54.4	5:30a	4.5	0.7	0.00	1.0	10.0	2:00p	SSW
23	62.0	83.4	6:00p	56.3	12:30a	3.5	0.5	0.00	1.8	11.0	2:00p	SW
24	61.7	71.1	11:30a	56.7	5:30a	3.9	0.6	0.00	1.8	11.0	4:30p	SW
25	60.1	67.6	1:30p	56.5	6:30a	4.9	0.1	0.00	1.4	8.0	2:00p	SSW
26	60.8	66.3	9:00a	56.6	1:30a	4.2	0.0	0.00	1.6	12.0	3:00p	SSW
27	60.8	73.8	5:30p	55.4	4:00a	4.6	0.4	0.00	1.0	11.0	1:00p	SW
28	60.1	65.7	2:30p	55.8	3:00a	4.9	0.0	0.78	0.9	10.0	3:30p	SW
29	61.8	73.5	2:00p	53.3	12:00m	4.3	1.1	0.00	0.9	9.0	1:00p	SW
30	61.1	84.9	6:00p	52.7	12:00m	4.7	0.8	0.00	1.1	11.0	4:30p	SW
-----												
	60.5	91.1	20	46.5	3	152.5	18.4	1.84	1.5	22.0	4	SSW

Max >= 90.0: 1  
 Max <= 32.0: 0  
 Min <= 32.0: 0  
 Min <= 0.0: 0

Max Rain: 0.78 ON 06/28/11

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

Heat Base: 65.0 Cool Base: 65.0 Method: Integration



# San Francisco Public Utilities Commission Hydrological Conditions Report For June 2011

J. Chester, B. McGurk, A. Mazurkiewicz, & M. Tsang, July 7, 2011



**Poopenaut Valley:** The valley is located 3 miles downstream of O’Shaughnessy Dam in Yosemite National Park and is both part of the Wild and Scenic River and home to a wide array of species which are indicative of a pristine wetland area. The valley and meadow have become the focal point of collaborative SFPUC and Park Service research to identify flow rates which produce large ecological values. These flows will be part of the new flow regime below Hetch Hetchy Reservoir. The pictures above show inundation of Poopenaut Valley at 850, 3440, 5050 and 8050 cfs (clockwise, beginning upper left). Pictures are courtesy of field researchers with Yosemite National Park.

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

Table 1 Current Storage As of July 1, 2011							
Reservoir	Current Storage		Maximum Storage		Available Capacity		Percent of Maximum Storage
	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	
<b>Tuolumne System</b>							
Hetch Hetchy <sup>1/</sup>	346,845		360,340		13,495		96.3%
Cherry <sup>2/</sup>	266,701		273,340		6,639		97.6%
Lake Eleanor <sup>3/</sup>	24,565		23,541		0		Full
Water Bank	570,000		570,000		0		Full
Tuolumne Storage	1,208,111		1,207,711		20,134		98.4%
<b>Local Bay Area Storage</b>							
Calaveras <sup>4/</sup>	40,539	13,209	96,824	31,550	56,285	18,341	41.9%
San Antonio	48,878	15,927	50,496	16,454	1,617	527	96.8%
Crystal Springs	53,882	17,558	58,377	19,022	4,494	1,464	92.3%
San Andreas	10,916	3,557	18,996	6,190	8,080	2,633	57.5%
Pilarcitos	2,760	899	2,995	976	235	76	92.2%
Total Local Storage	156,975	51,150	227,688	74,192	70,713	23,041	68.9%
<b>Total System</b>	<b>1,365,086</b>		<b>1,454,909</b>		<b>90,847</b>		<b>93.8%</b>

<sup>1/</sup> Maximum Hetch Hetchy Reservoir storage with drum gates activated.

<sup>2/</sup> Maximum Cherry Reservoir storage with all flash-boards in.

<sup>3/</sup> Maximum Lake Eleanor storage with all flash-boards out.

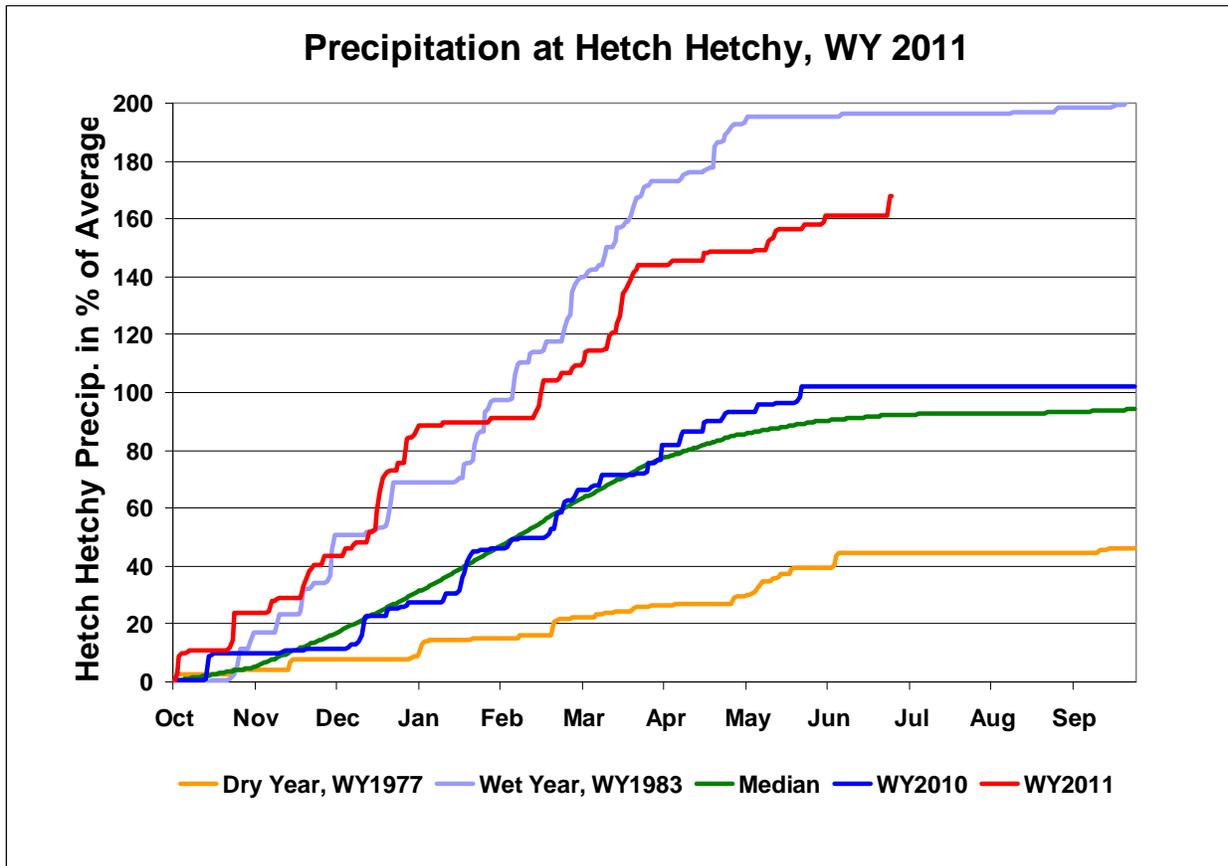
<sup>4/</sup> Available capacity does not take into account current DSOD storage restrictions.

### Hetch Hetchy System Precipitation Index <sup>5/</sup>

*Current Month:* The June six-station precipitation index was 3.19 inches, or 445.0% of the average index for the month. The Hetch Hetchy precipitation gauge recorded 3.56 inches. This is the second highest rainfall recorded since 1930 for June at the Hetch Hetchy gauge. A late-month storm delivered 2.5 inches by the morning of June 29<sup>th</sup>.

*Cumulative Precipitation to Date:* The accumulated six-station precipitation index for water year 2011 is 58.8 inches, which is 165.2% of the average annual water year total, or 169.3% of the average annual-to-date. The Hetch Hetchy gauge is shown in Figure 1 in red, and is well above the median line.

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



**Figure 1:** Water year 2011 cumulative precipitation received at Hetch Hetchy Reservoir through the end-of-month June. Precipitation curves for wet, dry, median, and WY 2010 years for the station at Hetch Hetchy are included for comparison purposes.

### Tuolumne Basin Unimpaired Inflow

Unimpaired inflows to SFPUC reservoirs and the Tuolumne River at La Grange as of June 30th are summarized in Table 2. Inflows are well above normal due to the onset of snowmelt runoff from the large mountain snowpack.

	June 2011				October 1, 2010 through June 30, 2011			
	Observed Flow	Median <sup>6</sup>	Average <sup>6</sup>	Percent of Average	Observed Flow	Median <sup>6</sup>	Average <sup>6</sup>	Percent of Average
Inflow to Hetch Hetchy Reservoir	414,403	224,817	209,150	198.1%	1,017,809	655,931	652,405	156.0%
Inflow to Cherry Reservoir and Lake Eleanor	198,690	80,689	88,336	224.9%	673,433	425,214	421,114	159.9%
Tuolumne River at La Grange	774,010	336,311	349,652	221.4%	2,959,820	1,578,513	1,685,416	175.6%
Water Available to the City	587,703	153,264	191,948	306.2%	1,677,541	608,468	733,241	228.8%

<sup>6</sup> Hydrologic Record: 1919 – 2005.

## Hetch Hetchy System Operations

Draft and releases from Hetch Hetchy Reservoir in June totaled 329,211 acre-feet which met SJPL deliveries, fisheries releases, the Upper Tuolumne Ecosystem Project releases (UTREP), and reservoir management goals. High stream flow releases in early June were made as a continuation of the UTREP program in order to maintain wetland inundation in the Poopenaut Valley downstream of O'Shaughnessy Dam. By mid-June, sustained high flows were again released to manage Hetch Hetchy reservoir storage due to continuing snowmelt runoff.

A total of 96,075 acre-feet of power draft and valve releases was made at Cherry Reservoir to lower reservoir elevation in response to snowmelt runoff and to support the City's Municipal load, District Class 1, other loads or accounts, and sales. No water was transferred from Eleanor to Cherry in June because the projected inflow will fill Cherry Lake by the end of the runoff after the planned full powerdraft. Lake Eleanor is currently at capacity and spilling.

## Local System Treatment Plant Production

The Sunol Valley Water Treatment Plant average production rate for the month of June was 29 MGD, and the Harry Tracy Water Treatment Plant rate averaged 32 MGD.

## Local System Water Delivery

The water delivery rate for the month averaged 247 MGD. This is a 3% increase over the May average rate of 240 MGD.

## Local Precipitation

An unseasonably strong, late-season June storm in combination with early rains made for a comparatively very wet month. It is interesting to note that the combined rainfall totals for June (as measured at the three reservoir's precipitation gages) outpaced the January totals by over an inch. This resulted in this year's wintery January being drier than the summer solstice and typically dry month of June. Year-to-date precipitation remained about 20% above the annual year-to-date normal. The June rainfall summary is presented in Table 3.

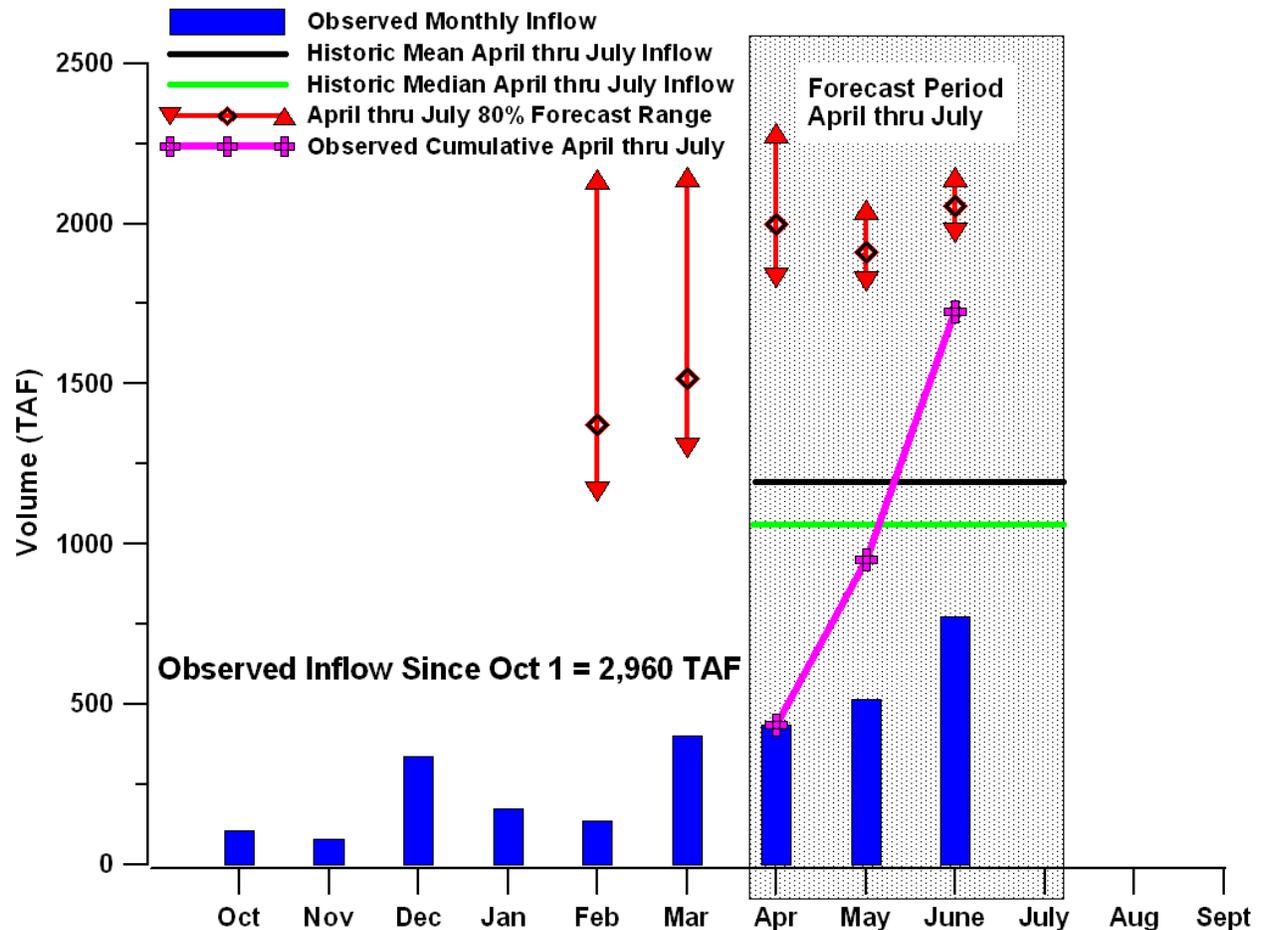
<b>Table 3 Precipitation Totals At Three Local Area Reservoirs For June 2011</b>				
<b>Reservoir</b>	<b>Month Total (inches)</b>	<b>Percentage of Normal for the Month</b>	<b>Water Year To Date <sup>7</sup> (inches)</b>	<b>Percentage of Normal for the Year-to-Date <sup>7</sup></b>
Pilarcitos	2.84	861 %	48.55	126 %
Lower Crystal Springs	1.74	1,160 %	30.43	114 %
Calaveras	1.42	1,014 %	26.07	122 %

<sup>7</sup> WY 2011: Oct. 2010 through Sept. 2011

## Snowmelt and Water Supply

Long, warm, and sunny days during June triggered significant snowmelt runoff after a cool May. The snowline at the beginning of the month was near 7,000 feet but it quickly moved to the higher elevations as rapid snowmelt occurred. Currently the snowline is higher than 9,500 feet with nearly all south aspects snow-free at all elevations. Typically snowmelt inflows are nearly completely receded by the first week of July. This water year, however, will see elevated inflows continue through the entire month of July and possibly into the first week of August. An

intense rain event on June 28<sup>th</sup> and 29<sup>th</sup> caused significant runoff into the reservoirs. Large releases were made from Cherry Reservoir on the 29<sup>th</sup> to maintain control of reservoir elevation. Reservoirs are near capacity and releases will continue to be used to balance inflow and high storage levels.

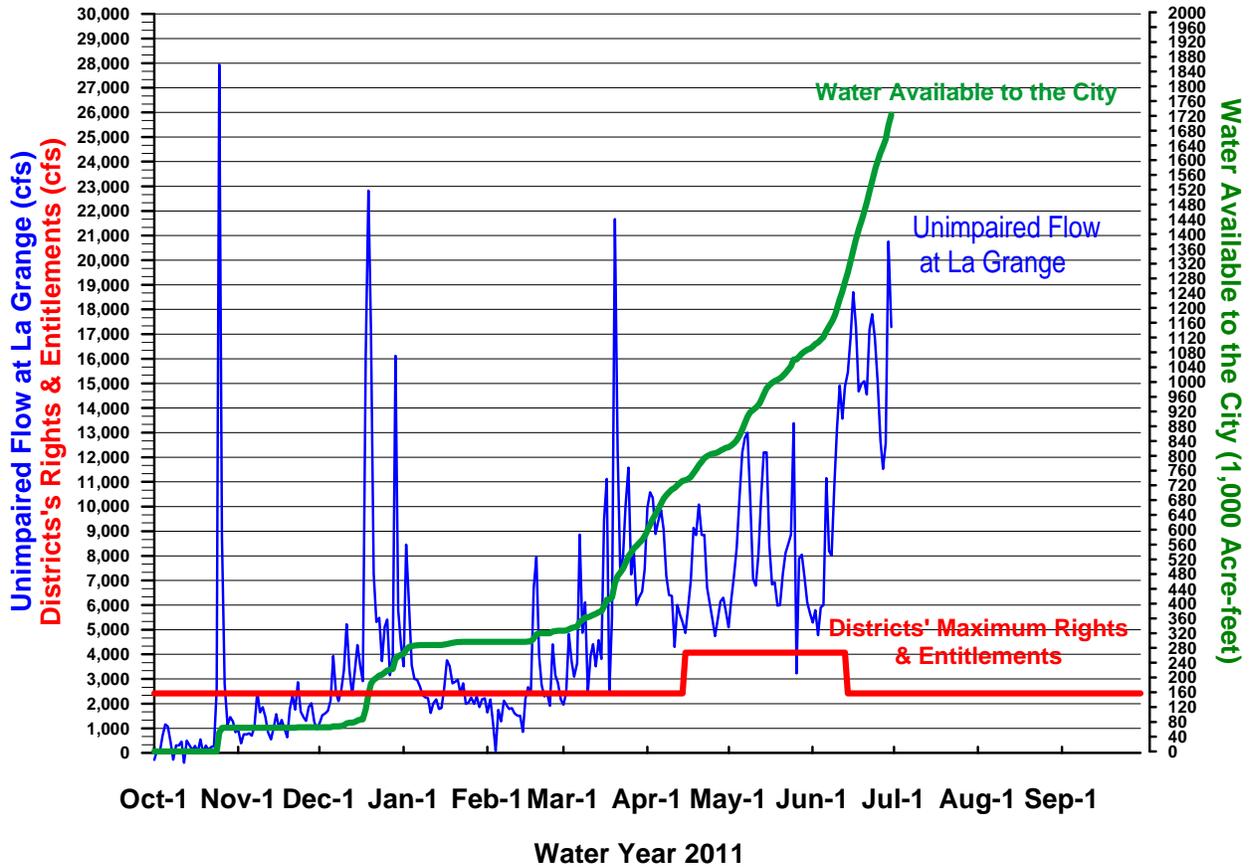


**Figure 2:** Water Year conditions for the Tuolumne River at La Grange and for the 80% water supply forecast range (triangles represent the 90% and 10% forecasts, the open diamond represents the median forecast).

The Tuolumne Basin Water Supply Forecast Model was executed on June 1st using the measured snow course, precipitation, and runoff data. This forecast does not reflect the contribution of the significant late-June storm event. The forecast indicated that the median amount of runoff that may occur this water year is about 190% of the long-term median (Figure 2). The median forecast of April-through-July runoff is about 2,055 TAF, compared to the long-term median runoff for the April-through-July period of 1,080 TAF. For natural flow at La Grange, there is an 80 percent chance that the April-through-July natural runoff will be between 1,970 TAF and 2,145 TAF. It is expected that the late-June storm event contributed about 120 TAF of additional April-July inflows at La Grange.

A large amount of water became available to the City in June, raising the water-year total to 1,677,541 acre-feet (Figure 3).

## Unimpaired Flow at La Grange & Water Available to the City



**Figure 3:** Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. Water available to the City for the period from October 1, 2010 through June 30, 2011 was 1,677,541 acre-feet.

cc	HHWP Records	Dufour, Alexis	Jue, Tyrone	Patterson, Mike
	Briggs, David	Gibson, Bill	Kehoe, Paula	Ramirez, Tim
	Cameron, David	Griffin, Pat	Levin, Ellen	Ritchie, Steve
	Carlin, Michael	Hale, Barbara	Mazurkiewicz, Adam	Rydstrom, Todd
	Chester, John	Hannaford, Margaret	McGurk, Bruce	Samii, Camron
	DeGraca, Andrew	Harrington, Ed	Meier, Steve	Sandkulla, Nicole
	Dhakal, Amod	Jensen, Art	Nelson, Kent	Tsang, Michael

## **STAFF REPORT**

**To:** Coastside County Water District Board of Directors

**From:** David Dickson, General Manager

**Agenda:** July 12, 2011

Report Date: June 21, 2011

**Subject:** Approval of Amendments to California Special Districts Association Bylaws

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### **Recommendation:**

Approve amendments to California Special Districts Association (CSDA) Bylaws.

### **Background:**

The CSDA Board of Directors has approved recommended changes to the CSDA Bylaws to bring forward to CSDA voting members for consideration. These recommended changes only affect one section of the bylaws (Article VIII - Local Chapters). The main reason for the proposed change to the bylaws is to require all newly formed chapters to have 100% of their members as dues paying members of the state association (CSDA) as well. Approving this bylaws change will not affect any existing CSDA chapter or its members. This is for newly formed chapters only. CSDA feels this action will build and strengthen the relationship and connection between the statewide organization and chapters.

The proposed changes are indicated in the mark-up form on the attached excerpt from the Bylaws. If approved, the updated bylaws will take effect on August 1, 2011.

**Fiscal Impact:** None.

## **ARTICLE VIII – LOCAL CHAPTERS**

### **Section 1. Purpose:**

The purpose of local chapters is to provide a local forum of members for the discussion, consideration and interchange of ideas concerning matters relating to the purposes and powers of special districts and the CSDA.

The local chapters may meet to discuss issues bearing upon special districts and the CSDA. The chapters may make recommendations to the CSDA's Board of Directors.

### **Section 2. Organization:**

The regular voting members of the CSDA are encouraged to create and establish local chapters. Each of the following existing chapters must have at least one (1) CSDA member in their membership at all times: Alameda, Butte, Contra Costa, Kern, Marin, Monterey, Orange (ISDOC), Placer, Sacramento, San Bernardino, San Diego, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara and Ventura. These existing chapters are strongly encouraged to have all district members as CSDA members, however ~~the~~ existing local chapter may include members of local organizations, districts and professionals who are not members of the CSDA.

New chapters formed after {DATE OF BYLAWS UPDATE} are required to have 100 percent of their district members as CSDA members in order to be a chapter affiliate of CSDA. The existing local chapter may include members of local organizations and professionals who are not members of CSDA.

Local chapters shall be determined to be affiliates of the CSDA upon approval and ratification by the Board of Directors of the CSDA. The chapters shall be required to provide updated membership lists to the CSDA at least annually.

CSDA and its local chapters shall not become or deem to be partners or joint ventures with each other by reason of the provisions of these Bylaws.

### **Section 3. Rules, Regulations and Meetings:**

Each local chapter shall adopt such rules and regulations, meeting place and times as the membership of such local chapter may decide by majority vote. Rules and regulations of the local chapter shall not be inconsistent with the Articles of Incorporation or Bylaws of the CSDA.

### **Section 4. Financing of Local Chapters:**

No part of the CSDA's funds shall be used for the operation of the local chapter affiliates. The CSDA is not responsible for the debts, obligations, acts or omissions of its local chapters.

### **Section 5. Legislative Program Participation:**

Local chapters may function as a forum in regard to federal, state and local legislative issues. The chapters may assist the CSDA in the distribution of information to their members.

RECEIVED  
JUN 07 2011  
COASTSIDE COUNTY  
WATER DISTRICT

MEMORANDUM

DATE: June 1, 2011  
TO: California Special Districts Association (CSDA) Voting Members  
FROM: Jo MacKenzie, CSDA Board President  
Neil McCormick, CSDA Executive Director  
SUBJECT: Proposed CSDA Bylaws Amendments

---

The CSDA Board of Directors has approved that attached recommended changes to the CSDA Bylaws to bring forward to CSDA voting members for consideration.

These recommended changes only affect one section of the bylaws (Article VIII – Local Chapters) as indicated in the attached document. The main reason for the proposed change to the bylaws is to require all newly formed chapters to have 100% of their members as dues paying members of the state association (CSDA) as well.

**Approving this bylaws change will not affect any existing CSDA chapter or its members. This is for newly formed chapters only.**

CSDA strongly encourages all chapters to promote membership in CSDA at the statewide level as it significantly helps in supporting the wide variety of efforts by the association throughout California and delivered on behalf of all districts. Ultimately, CSDA is trying to build and strengthen the relationship and connection between the statewide organization and chapters so we can better work together, communicate and have consistency in membership which makes us stronger.

The proposed changes are indicated in mark-up form on the attached excerpt from the Bylaws. A full version of the current CSDA bylaws can be found online at [www.csdanet.org/bylaws](http://www.csdanet.org/bylaws).

Once your district has reviewed the proposed CSDA bylaws updates, please use the enclosed official ballot with the prepaid postage to cast your vote by mail in favor or not in favor of the changes. **Completed ballots must be received by Friday, July 29, 2011 at 5:00 pm to be counted.** Only official and fully completed ballots returned via regular mail will be counted. The results of the Bylaws ballot will be announced in the CSDA e-News and on the CSDA website -- [www.csdanet.org](http://www.csdanet.org). If approved, the updated bylaws will take effect on August 1, 2011.

If you have any questions or require hard copies of any of any of these documents, you may contact Charlotte Lowe, Executive Assistant at [charlottel@csda.net](mailto:charlottel@csda.net) or (916) 442-7887.

**Thank you for your participation and continued support of CSDA!**



California Special  
Districts Association  
*Districts Stronger Together*

MAIL BALLOT FOR PROPOSED  
BYLAWS AMENDMENT

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## Shall the 2011 Proposed CSDA Bylaws Amendments be Adopted?

- Yes  
 No

CSDA Member District Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

*(GM or Board President)*

View current 2010 CSDA Bylaws at [csda.net/bylaws](http://csda.net/bylaws)

View proposed new bylaws also at [csda.net/bylaws](http://csda.net/bylaws)

(If you require a hard copy of either of the above listed bylaws or have questions, please call Charlotte Lowe, CSDA Executive Assistant at (877) 924-CSDA.) If approved, bylaws will become effective August 1, 2011.

**STAFF REPORT**

**To: Coastside County Water District Board of Directors**

**From: Dave Dickson, General Manager**

**Agenda: July 12, 2011**

**Date: June 23, 2011**

**Subject: Notice of Completion - Nunes Filter Surveillance Project**

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**Recommendation:**

That the Board of Directors take the following actions:

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

**Background**

Coastside County Water District entered into a contract with ERS, Inc., on March 21, 2011 for the Nunes Filter Surveillance Project.

**The ERS Program consists of the following procedures:**

- General visual filter inspection, including interior wall cleanliness and mud ball formation
- Visual inspection of media for mounding and any depressions/holes that may indicate an underdrain problem
- Check filter bed expansion
- Perform surface mapping of support gravel beds, to indicate any displacement
- Check freeboard measurements
- Coring of media to facilitate appropriate testing
  - Flocculation Retention Testing
  - Sieve Analysis for Sand, Anthracite or Carbon
- Record sand and Anthracite media bed depths

- Record interface between filter medias
- Backwash filter and check for rooster tailing, media boiling or other characteristics
- Perform Backwash Turbidity Profile Sampling
- Visual inspection of Surface Wash
- Provide customer with a complete report on the findings of the inspection

On June 23, 2011 the Operations staff met with ERS and was presented with the filter surveillance report Nunes WTP. The report shows that the filter media is within design parameters and the filters are being operated properly. ERS commended the Operations staff on the modifications to the backwashing sequencing through SCADA and found with the established plant and filter operation procedures, proper backwashing and surveillance the media will last the District for many years.

The work is located within parcels of land owned by the Coastside County Water District on which the Nunes Water Treatment Plant is located. The Nunes Water Treatment Plant is located at 500 Lewis Foster Road in the unincorporated community of Half Moon Bay, California in San Mateo County, Assessor Parcel Number 056-320-090.

The project was completed on June 23, 2011. The project was constructed according to the plans and specifications.

**Fiscal Impact:**       None.

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

Name  
Street  
Address  
City &  
State

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE

RECORD WITHOUT FEE Govt. Code § 6103 & 27383

### NOTICE OF COMPLETION

1. The undersigned is an owner of an interest or estate in the hereafter described real property, the nature of which is: Fee Title
2. The full name and address of the undersigned is: COASTSIDE COUNTY WATER DISTRICT, 766 MAIN STREET, HALF MOON BAY, CALIFORNIA 94019
3. On the 23<sup>rd</sup> of June, 2011 there was completed upon the hereinafter described real property a work of improvement as a whole named Nunes Filter Surveillance Project, consisting of general visual filter inspection, including interior wall cleanliness and mud ball formation, visual inspection of media for mounding and any depressions/holes that may indicate an underdrain problem, check filter bed expansion, perform surface mapping of support gravel beds, to indicate any displacement, check freeboard measurements, coring of media to facilitate appropriate testing, record sand and anthracite media bed depths, record interface between filter medias, backwash filter and check for rooster tailing, media boiling or other characteristics, perform backwash turbidity profile sampling, visual inspection of surface wash, provide customer with a complete report on the findings of the inspection
4. The name of the original contractor for the work of improvement as a whole was: ERS, Inc., 2120 Warm Springs Ct., Fremont, CA 94539-6774
5. The real property herein referred to is situated in the unincorporated area of County of San Mateo, State of California, and described as follows:

*The work is located within parcels of land owned by the Coastside County Water District. The Nunes Water Treatment Plant is located at 500 Lewis Foster Drive, in the unincorporated community of Half Moon Bay, California in San Mateo County (Assessor Parcel Number 056-320-090).*

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

COASTSIDE COUNTY WATER DISTRICT

BY: \_\_\_\_\_  
David R. Dickson, Secretary

**VERIFICATION**

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

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

Executed on July 12, 2011, at Half Moon Bay, California  
(Date) (Place where signed)

By: \_\_\_\_\_  
David R. Dickson,  
Secretary of the District

## ***STAFF REPORT***

**To:** Coastside County Water District Board of Directors

**From:** David Dickson, General Manager

**Agenda:** July 12, 2011

Report

Date: July 7, 2011

**Subject:** Contract for Engineering Services During Construction for the Denniston Creek Water Treatment Plant Improvements Project

---

### **Recommendation:**

Authorize staff to execute a professional services agreement with Kennedy/Jenks Consultants for engineering services during construction on the Denniston Creek Water Treatment Plant (DCWTP) Improvements Project for a time-and-materials cost not to exceed \$345,795.

### **Background:**

In addition to Construction Management services provided on the DCWTP Improvements Project by EKI, construction of the project requires engineering services by the design engineer, Kennedy/Jenks Consultants (KJ). These essential services include:

- Participation in weekly construction meetings.
- Review and approval of submittals required by the project documents (approximately 130 for this project).
- Review and response to contractor Requests for Information about the design and contract documents.
- Providing special and final inspection services to verify conformance with the project documents.
- Providing startup support and training.
- Preparing record drawings (as-builts) for the project following completion.

K/J has submitted the attached proposal detailing the scope of these services. The estimated cost, to be billed on a time-and-materials basis, is \$345,795. This amount has been incorporated into the project costs included in our I-Bank loan application and will be reimbursed by I-Bank loan proceeds.

### **Fiscal Impact:**

Cost of \$345,795, included in DCWTP Improvements Project costs in the Capital Improvement Program.

# Kennedy/Jenks Consultants

## Engineers & Scientists

303 Second Street, Suite 300 South  
San Francisco, California 94107  
415-243-2150  
FAX: 415-896-0999

7 July 2011

Mr. David Dickson  
General Manager  
Coastside County Water District  
766 Main Street  
Half Moon Bay, California 94018

Subject: Proposal for Professional Engineering Services during Construction for the  
Denniston Creek Water Treatment Plant Improvements Project  
K/J B10680052 / B11088

Dear Mr. Dickson:

Thank you for your request for Engineering Services during Construction of the Denniston Creek Water Treatment Plant (DCWTP) Improvements Project. In accordance with your request, Kennedy/Jenks Consultants is pleased to submit this proposal to Coastside County Water District (District) to provide professional engineering services during construction of the new pretreatment system, spent washwater and solids handling system, chemical storage and feed system improvements to the existing DCWTP facilities.

### Project Background and Understanding

The District's DCWTP is a 1,000 gallon per minute (1.44 million gallon per day (MGD)) capacity water treatment plant (WTP) that treats surface water from Denniston Creek and groundwater from the District's wells. The DCWTP was designed about 40 years ago with a direct filtration treatment process that includes coagulation, flocculation, and filtration. Kennedy/Jenks prepared design documents for the District's DCWTP Improvements project, K/J 0868026\*02, dated March 2011, that includes new Contact Clarifier pre-treatment units, Washwater Recovery (WWR) Basins, chemical storage and feed system improvements to permit treating the Denniston Creek source water when turbidity exceeds about 15 Nephelometric turbidity units (NTU).

Kennedy/Jenks understands that the District would like Kennedy/Jenks to provide engineering services during construction of the DCWTP Improvements described in our design documents (K/J 0868026\*02) dated March 2011.

Mr. David Dickson  
Coastside County Water District  
7 July 2011  
Page 2

Kennedy/Jenks understands that the District's DCWTP Improvement Project includes:

- Earthwork in the area currently occupied by WWR Pond Number 2 that includes over-excavation and placing engineered fill to create space to construct the two new WWR Basins and two new Sludge Drying Beds.
- Construction of two new Contact Clarifier pretreatment units to permit treating more of the District's local source water supply, especially during the winter when more water is available and the Denniston Creek water turbidity tends to be highest.
- Construction of two new washwater recovery (WWR) basins and two new sludge drying beds to handle the additional washwater and solids that will be generated during clarifier washes and filter backwashes while treating higher turbidity source water.
- Removal of the existing chemical storage and feed equipment located inside the Filter Building and construction of new caustic soda system, sodium hypochlorite generation, storage, and feed system, potassium permanganate batch mixing and storage tank and feed system, aluminum sulfate feed system, both coagulant aid (cationic) polymer and spent washwater conditioning (non-ionic) polymer, neat polymer storage and dilute polymer solution preparation and feed systems.

Our engineering service during construction does not include a survey of the excavations shown on Sheets C-2, C-4, S-5, and S-6. If the District needs to survey these areas to verify the volume of soil removed and the volume of Structural Fill material placed in these areas, the survey services during construction should be included in the Construction Management services scope or should be contracted by the District and managed by the District's Construction Manager (CM).

Our engineering services during construction does not include a geotechnical investigation of the excavations shown on Sheets C-2, C-4, S-5, and S-6 in the areas at the DCWTP site where the new CCs, Contact Clarifier Washwater (CCWW) Supply Tank, Spent Washwater (SWW) Collection Structure, Washwater Recovery Basins, and Sludge Drying Beds will be installed. The geotechnical engineering support and soils testing during construction should be included in the Construction Management services scope or should be contracted by the District and managed by the District's CM.

## Scope of Services

Kennedy/Jenks proposes the following Scope of Services for the requested engineering services during construction of the DCWTP Improvement Project. The scope in Tasks 1 – 4 include engineering services during construction. The scope in Tasks 5 includes engineering support for the District's Funding Support Task to prepare the I-Bank Loan Application. The scope in Task 6 includes engineering support during the start up period and to prepare Record Drawings based on the Contractor's and CM's marked-up sets of conformed drawings.

Mr. David Dickson  
Coastside County Water District  
7 July 2011  
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## Task 1 – Project Management

### Sub-Task 1.1 – Project Management

Kennedy/Jenks will provide project management focused on control of project costs, maintaining the project schedule requirements, identifying and addressing key issues, and delivering quality review of shop drawing submittal, responding to requests for information (RFIs), preparing requests for quotation (RFQ) for out of scope construction tasks, and reviewing draft change orders. Project management will include directing the work of the Kennedy/Jenks team so that the work is accomplished on time and within budget. This process will include internal review of work progress, assessing against hours and dollars spent compared to the work accomplished. Communications with District and/or the District's CM will include periodic telephone calls to discuss current construction activities and responding to requests for clarification or additional information. A project file will be maintained including copies of correspondence, shop drawing review letters, responses to RFIs, field notes, meeting minutes, and memoranda.

Provide overall project management, which includes supervision of in-house staff, planning and monitoring contract budget and schedule, reviewing and submitting monthly invoices and associated monthly status reports, and coordination with the District and its CM. Submit monthly budget assessment reports showing budget spent and the work accomplished to date. Our schedule and budget is based on the scheduled project duration of 16 months.

### Quality Assurance/Quality Control (QA/QC)

Quality assurance and quality control (QA/QC) are integrated into our engineering services during construction. We use experienced senior staff familiar with the project work to provide QA/QC review of shop drawing review letters, RFIs and RFQs. Kennedy/Jenks uses a multiple-step process to maintain effective QA/QC on all our projects. The following is a brief outline of our QA/QC Plan:

- **Policy and Procedures** - The policy of our firm is that quality control is a continuous process and is everyone's responsibility. The Project Manager has final responsibility for QC. We have established quality control procedures used by project managers and teams for specific types of projects. The project specific quality control review procedures are described in the internal Project Memorandum for the project. Those procedures include:
- **Technical Reviews** - The QA/QC reviewer and technical advisors will be involved on an ongoing basis and provide detailed reviews of work products, including shop drawing review letters, responses to RFIs, and RFQs. Each of the project submittals will be reviewed for conformance with the contract documents including drawings and specifications, as well as for content, clarity, and presentation.

Our QA/QC review of work products (shop drawing review letters, responses to RFIs, etc.) is budgeted and will be performed under the individual work scope tasks included in Task 2.

Mr. David Dickson  
Coastside County Water District  
7 July 2011  
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## **Task 2 –Construction Project Meetings**

We anticipate that Kennedy/Jenks' Project Manager or Project Engineer will attend or participate via conference call in each of the planned weekly construction meetings during the 16-month construction period as described above.

Our Construction support budget assumes that our Project Manager or Project Engineer will participate in 16 of the weekly construction project meetings with the Contractor, District, and District's CM during the 16 months scheduled for the DCWTP improvement construction project. Our construction support budget assumes that our Project Manager or Project Engineer will participate via conference call in 32 of the weekly construction project meetings with the Contractor, District, and District's CM during the 16 months scheduled for the DCWTP construction project.

### Sub-Task 2.1 – Pre-Construction Conference and Site Visit

Our Project Manager and Project Engineer will attend the Pre-construction coordination meeting with the District, the District's CM, and the Contractor to introduce the key team members, answer questions on the design intent and documents, discuss contract administration procedures, to kick-off the construction contract work, and to clarify contract requirements and the roles and communication channels for each party.

### Sub-Task 2.2 – Attend One-half of the Weekly Construction Project Meetings

We anticipate that our Project Manager or Project Engineer will need to attend about one-half of the planned weekly construction meetings during the 16-month construction period. We have included budget to participate in 32 of the weekly construction meetings.

### Sub-Task 2.3 – Participate by Conference Call in the Other Weekly Construction Project Meetings

We anticipate that our Project Manager or Project Engineer will participate via conference call in the planned weekly construction meetings during the 16-month construction period. We have budgeted time to participate in the other 36 weekly construction meetings during the construction project via conference call.

## **Task 3 – Office Services**

### Sub-Task 3.1 – Prepare Conformed Set of Bid Documents

We will prepare a conformed set of bid documents that include the revisions to the drawings, specifications, and bid schedule included in Addenda Nos. 1 through 4. The conformed bid documents will be available to the District, the District's CM, the Contractor, and Kennedy/Jenks during the construction project phase.

Mr. David Dickson  
Coastside County Water District  
7 July 2011  
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### Sub-Task 3.2 – Review Shop Drawing Submittals

Review Contractor's submittals sent by the District's CM for substantial conformity with the intent of the Contract drawings and specifications, including shop drawings, material samples, equipment data, technical manuals, O&M manuals, substitutions and "or equals" related to civil, architecture, structural, fabricated piping, process/mechanical equipment, electrical and instrumentation aspects of the project, as a minimum. Such review will be to verify conformance with the design concepts and general compliance with the project's Contract Documents. It will not include review of quantities, dimensions, weights or gauges, fabrication processes, construction methods, coordination with the work of other trades, or construction safety precautions, all of which are the sole responsibility of the Contractor. Review of a specific item will not indicate acceptance of an assembly of which the item is a component. Engineer shall not be required to review and shall not be responsible for any deviations from the Contract Documents not clearly noted by the Contractor, nor shall the Engineer be required to review partial submissions or those for which submissions for correlated items have not been received.

Engineer's review will be conducted with reasonable promptness consistent with sound professional practice. Engineer will maintain a submittal review log for items received including the date received, date returned, submittal number, submittal title, and review action.

The estimated Level-of-Effort is based on receiving and reviewing up to 130 submittals including re-submittals.

### Sub-Task 3.3 – Review and Respond to RFIs

Respond to requests for information (RFIs) and clarification from the Contractor submitted by the District's CM regarding intent and the contents and requirements of the drawings and specifications. Responses will include elementary sketches, if required, to clarify the design intent and details or text to make minor revisions. Also prepare clarifications based on Engineer's own review of the Contract Documents and submittals. A log will be maintained of all RFIs and clarifications received and responded to by the Engineer. It is assumed that a complete list of all RFIs and clarifications and other requests from the Contractor will be maintained by the District's CM.

The estimated Level-of-Effort is for a combined total of up to 130 RFIs and clarifications.

## **Task 4 – Field Support, Special Inspections, and Start-up Support**

Perform periodic visits to the construction site by Kennedy/Jenks during construction as necessary to assistance in the review of the project for conformity with the design intent. When appropriate, a Kennedy/Jenks representative will review progress of the work and conformity with the Contract Plans and Specifications as part of our participation in the 32 weekly project meetings that we budgeted to attend with the District, the District's CM, and the Contractor.

Mr. David Dickson  
Coastside County Water District  
7 July 2011  
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#### Sub-Task 4.1 - Special Inspections

Upon request, we will perform special construction observation for the purposes of determining compliance with the technical provisions of the project's Contract Documents. The estimated Level-of-Effort for this Sub-Task assumes six half-day visits for special inspections by a senior architect or senior engineer of the appropriate engineering discipline.

These services consist of the following activities:

- a) Serve as interpreter of the requirements of the Construction Contract Documents.
- b) Assist in resolving design-related construction issues that may arise.
- c) Provide construction observation or specialty inspections, when requested by the District's CM. Observation of construction shall be for the purposes of determining compliance with the technical provisions of the project drawings and specifications. This observation service is not in any way an assumption on the part of the District or Kennedy/Jenks of responsibility for methods or appliances used by the Contractor; for the sufficiency of design or installation of scaffolding, sheeting, or shoring; for the safety of the job; or for compliance by the Contractor with laws and regulations.

Acceptance of Contractor's designs of underpinning, sheeting, shoring and/or other slope protection on behalf of the City will not include review or approval of designs. Kennedy/Jenks shall not be held in any way to guarantee the Contractor's work, nor to assume responsibility for means, methods or appliances used by the Contractor nor to assume responsibility for the Contractor's compliance with laws and regulations or for the Contractor's errors, omissions, or defective work.

#### Sub-Task 4.2 – Semi-Final and Final (Punch List) Inspection Support

We will provide engineering support for the Semi-Final and Final (Punch List) Inspections identified in General Conditions Section G5.14 and assist the CM in verifying that the work is sufficiently complete ("Substantially Complete") to permit preparing the final punch list, participate in preparation of the final punch list, and when the Contractor is ready for final inspection, participate in final inspection of the DCWTP Improvements project. We anticipate two one-day visits for the semi-final and final inspections. When the final inspection indicates that the work is complete the CM should recommend to the District Board of Directors that it formally accept the work.

#### Sub-Task 4.3 – Start-up Support and Troubleshooting

Based on past experience, we anticipate that up to six days of on-site and/or telephone call support will be needed to identify sources of start-up problems and to correct the problems.

Mr. David Dickson  
Coastside County Water District  
7 July 2011  
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## **Task 5 –Start-up and Initial Operations Support and Record Drawing Tasks**

### Sub-Task 5.1 –Startup Training and Operational Support

Provide start-up training for District staff that will operate the new DCWTP facilities. Provide up to 24 hours of operator training in three 4-hour classroom training sessions followed by field visits to the new facilities. The training sessions are assumed to be on non-consecutive workdays. (This training supplements equipment training provided by the Contractor and is in addition to the Control System training provided through a separate Contract). The budget for this sub-task includes 48 hours to prepare the training materials.

### Sub-Task 5.2 – Prepare Record Drawings

Prepare Record Drawings based on marked-up drawings received from the Contractor via the CM at the end of construction. The mark-ups should be in the form of a red-line set of contract drawings maintained during construction by the Contractor. The mark-ups are expected to contain clarifications, change order work, and other significant construction revisions. One copy of the record drawings will be prepared in AutoCAD and returned to the District for review. Review comments will be incorporated and a set of originals will be delivered to the District.

## **Tasks not Included in Kennedy/Jenks Scope of Services**

1. Pilot scale evaluation of coagulation controls contact clarification – filtration treatment process.
2. Coordinating the District's separately Contracted Control System programmer's work, including reviewing the existing Filter Control Strategies and integrating control of the existing filters' backwashes with the new WWR Basins' operation.
3. Preparation or review of Requests for Quotation prepared by District's Construction Manager (CM).
4. Preparation of SRF and/or I-Bank loan support documents.

Mr. David Dickson  
Coastside County Water District  
7 July 2011  
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## Kennedy/Jenks' Engineering Support Services During Construction Project Team

Kennedy/Jenks proposes the following key project team members for the DCWTP Improvement Project Engineering Support during Construction Phase Tasks. These key team members bring relevant experience and expertise in water treatment construction, startup, and operational support.

**Principal-In-Charge – Joel Faller, P.E.** – As Principal-In-Charge, Joel will be responsible for contractual matters, mobilization of our resources for the project and for maintaining our high quality design standards. Joel has 30 years of experience in project management and engineering, with expertise in planning, design, and construction of surface water supply, treatment, storage, and distribution facilities. Joel's experience includes planning, process evaluation, pilot testing, plant design, construction support, and an overall understanding of and experience in water treatment plant design and construction support.

**Project Manager/Engineer – Craig Thompson, P.E.** – Craig will serve as the Project Manager for the DCWTP Improvements Engineering Support during Construction project and be the primary point of contact with the District. Craig is a senior water treatment process engineer with over 25 years of civil engineering experience with major involvement in 25 water treatment facilities with capacities that range between 1 and 320 MGD. He is experienced in regulatory compliance evaluation and training, water treatment plant facilities planning, award-winning designs, construction inspection, start-up training and assistance, process optimization studies, and design, construction and operation of pilot plants.

**Project Engineer/Project Coordinator – Aileen Kondo, P.E.** – Aileen will serve as the Project Engineer and be the secondary point of contact with the District. Aileen has five years of experience in engineering and project management of municipal projects.

**QA/QC – Doug Henderson, P.E.** – Doug will serve as our primary quality assurance/quality control (QA/QC) reviewer. Doug is a senior principal process/water quality engineer with over 35 years of environmental engineering experience in municipal water treatment, water quality, and compliance with regulatory requirements.

## Basis of Compensation

We propose that compensation for our services be on a time and expense reimbursement basis in accordance with our standard Schedule of Charges, enclosed. Payments shall be made monthly based on invoices, which describe services and list actual costs and expenses.

A summary of the Fee proposal by task is provided below. We will notify you prior to expenditure of 80% of the fee proposal if the need for a fee increase is anticipated.

Mr. David Dickson  
 Coastside County Water District  
 7 July 2011  
 Page 9

<b>Tasks</b>	<b>Fee Proposal</b>
1.1 – Project Management for Tasks 2 – 5	\$34,400
2.1 – Attend Pre-Construction Meeting and Site Visit	\$4,375
2.2 – Attend 16 Weekly Construction Meetings	\$14,960
2.3 – Participate in 32 Weekly Construction Meetings via Conference Calls	\$12,160
3.1 – Prepare Conformed Bid Documents	\$20,470
3.2 – Shop Drawing Reviews	\$113,740
3.3 – Respond to RFI and	\$93,510
4.1 – Special Inspections	\$10,180
4.2 – Semi-Final and Final Inspections	\$6,860
4.3 – Start-up Support	\$9,310
5.1 – Provide Startup Training and Operator Support	\$11,155
5.2 – Prepare Record Drawings	\$14,675
<b>Tasks 1 through 5: Engineering Services during Construction Total</b>	<b>\$345,795</b>

This fee estimate is based on the revised Scope of Services and our previously identified Schedule of Charges, dated January 1, 2011, enclosed.

#### Budget

Our proposed Engineering Services during Construction project budget is \$345,795.

#### Schedule

The schedule for the Scope of Services will generally follow the contractor's construction schedule which is defined to be up to 480 calendar days long from its notice to proceed date. The services for post-construction activities (i.e. record drawings and project closeout) are estimated to occur within two months of the Notice of Completion of construction.

Mr. David Dickson  
Coastside County Water District  
7 July 2011  
Page 10

Terms and Conditions

This proposal is based on current projections of staff availability and costs and, therefore, is valid for 90 days following the date of this letter. This proposal also assumes that we will contract with the District under similar terms that were previously negotiated for the DCWTP Improvements Final Design Project.

If this proposal meets with your approval, please sign where noted below and return a copy to our office to serve as our authorization.

Thank you for considering us for this work. We look forward to working with you on this next project phase for Engineering Services during Construction.

Very truly yours,  
KENNEDY/JENKS CONSULTANTS, INC.

  
Craig M. Thompson, PE, Principal  
Project Manager

  
Joel A. Faller, PE, Vice President  
Principal-In-Charge

Enclosure

**AUTHORIZATION:**

COASTSIDE COUNTY WATER DISTRICT

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Client/Address:** Coastside County Water District  
766 Main Street  
Half Moon Bay, CA 94019

**Contract/Proposal Date:** 3 June 2011

**Schedule of Charges**

**January 1, 2011**

**Personnel Compensation**

<b>Classification</b>	<b>Hourly Rate</b>
CAD-Technician .....	\$100
Designer-Senior Technician .....	\$130
Engineer-Scientist-Specialist 2 .....	\$125
Engineer-Scientist-Specialist 3 .....	\$145
Engineer-Scientist-Specialist 4 .....	\$160
Engineer-Scientist-Specialist 5 .....	\$175
Engineer-Scientist-Specialist 6 .....	\$195
Engineer-Scientist-Specialist 7 .....	\$220
Engineer-Scientist-Specialist 8 .....	\$230
Engineer-Scientist-Specialist 9 .....	\$235
Project Administrator .....	\$90
Administrative Assistant .....	\$75
Aide .....	\$60

In addition to the above Hourly Rates, a three percent Communications Surcharge will be added to Personnel Compensation for normal and incidental copies, communications and postage.

**Direct Expenses**

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost plus ten percent for items such as:

- a. Maps, photographs, 3rd party reproductions, 3rd party printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, contractors, and other outside services.
- c. Rented vehicles, local public transportation and taxis, travel and subsistence.
- d. Project specific telecommunications and delivery charges.
- e. Special fees, insurance, permits, and licenses applicable to the work.
- f. Outside computer processing, computation, and proprietary programs purchased for the work.

Reimbursement for vehicles used in connection with the work will be at the federally approved mileage rates or at a negotiated monthly rate.

Reimbursement for use of computerized drafting systems (CAD), geographical information systems (GIS), and other specialized software and hardware will be at the rate of \$12 per hour.

Rates for professional staff for legal proceedings or as expert witnesses will be at rates one and one-half times the Hourly Rates specified above.

Excise and gross receipts taxes, if any, will be added as a direct expense.

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective January 1, 2011 through December 31, 2011. After December 31, 2011, invoices will reflect the Schedule of Charges currently in effect.

## **STAFF REPORT**

**To: Coastside County Water District Board of Directors**

**From: David Dickson, General Manager**

**Agenda: July 12, 2011**

Report

Date: July 7, 2011

**Subject: Resolution Amending Reserve Fund Policy**

---

### **Recommendation:**

Approve the attached Resolution Amending District Reserve Fund Policy.

### **Background:**

District Resolution 2007-06 established the District's reserve policy, which specifies that the District will maintain a reserve of at least 25% of annual operating revenue. The attached resolution amends the reserve policy to implement recommendations in the 2009 Water Financing Plan and 2011 Water Financing Plan Update prepared by Bartle Wells:

1. Reduce the target amount for the Capital and Operating Reserve from 25% to 15% of annual operating revenue.
2. Create a Rate Stabilization Fund with a minimum balance of \$250,000.

### **Fiscal Impact:**

None.

**RESOLUTION NO. 2011- \_\_\_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COASTSIDE COUNTY  
WATER DISTRICT AMENDING RESERVE FUND POLICY**

WHEREAS, on June 12, 2007, by Resolution No. 2007-06, the Board of Directors of the Coastsides County Water District adopted a policy for maintaining certain reserves; and

WHEREAS, the Board of Directors reviewed that policy in light of the Water Financing Plan prepared by the District's rate consultant, Bartle Wells Associates, as updated in June 2011, and determined it is appropriate to amend that policy.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Coastsides County Water District hereby adopts the amended Reserve Fund Policy attached to this resolution.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2011, by the following vote:

AYES:

NOES:

ABSENT:

---

President, Board of Directors  
Coastsides County Water District

ATTEST:

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Secretary of the District

# COASTSIDE COUNTY WATER DISTRICT

## RESERVE FUND POLICY

### A. PURPOSE

Prudent financial planning and fiscal responsibility includes anticipating and preparing for future funding requirements as well as unforeseen and unexpected emergencies, disasters, and other events. The Coastside County Water District (District) has established reserve funds for its long term organizational and operational stability, and the reserve funds enable the District to minimize significant rate fluctuations due to unforeseen and unexpected cash flow requirements. This Reserve Fund Policy is to ensure that the District accumulates, manages, maintains, and uses certain financial resources only for specified purposes.

### B. RESERVE FUNDS

The District's reserve funds are established, maintained, and set aside for a specific, designated purpose, and therefore are restricted in the way they can be used.

### C. SPECIFIC RESERVE FUNDS

The District maintains the following reserve funds:

1. Capital and Operating Reserve. The Capital and Operating Reserve is to be used only (1) for unforeseen capital projects that are necessary to meet regulatory requirements, system reliability, and future needs; and (2) to cover cash flow shortages caused by a short-term, unexpected disruption of anticipated revenue or when expenses become due before the anticipated revenue to pay those expenses is received. It is the goal of the District to maintain the Capital Reserve in excess of 15% of the annual operating revenue.
2. Rate Stabilization Fund. The purpose of the Rate Stabilization Fund is to reduce water revenue requirements in order to smooth water rate adjustments over time. Withdrawal of funds from the Rate Stabilization Fund must be approved by the Board of Directors at the time of approving the annual budget and considering an amendment of the rate and fee schedule, and such approval must include a schedule for replenishing the funds withdrawn. It is the goal of the District to maintain a balance of at least \$250,000 in the Rate Stabilization Reserve.

### D. MANAGEMENT OF RESERVE FUNDS

The Board of Directors, in consultation with the General Manager, will be responsible for managing the reserve funds. The Board of Directors must authorize the expenditure of money from all of the District's reserve funds. The Board Finance Committee annually will review the balance of the reserve funds, work collaboratively with the General Manager to ensure the accuracy of the annual report, and evaluate the goals and purposes of each reserve fund and recommend adjustments as may be necessary or desirable.

**STAFF REPORT**

**To: Coastside County Water District Board of Directors**

**From: Patrick Miyaki, Legal Counsel**

**Agenda: July 12, 2011**

**Report**

**Date: June 23, 2011**

**Subject: Consider approval of Resolution 2011-15 Establishing Appropriations Limit Applicable to District during Fiscal Year 2011-2012**

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**Recommendation**

Adopt Resolution establishing appropriations limit applicable to District during Fiscal Year 2011-2012.

**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 2010-2011. 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 2011 - 2012**

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 XIII B 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 2011-2012 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 12, 2011.

1. Appropriations limit for fiscal year 2010 - 2011	\$4,401,141
2. Population change (January 1, 2010 - January 1, 2011)	.84%
3. Change in California per Capita Personal Income Fiscal Year 2010 - 2011	2.51%
4. Fiscal year 2011 - 2012 adjustment factor (1.0084 x 1.0251)	1.0337
5. Fiscal year 2011 - 2012 appropriations limit (4,401,141 x 1.0337)	\$4,549,459

Dated: June 23, 2011

**RESOLUTION NO. 2011-15**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE COASTSIDE COUNTY WAER DISTRICT  
ESTABLISHING THE APPROPRIATIONS LIMIT  
APPLICABLE TO THE DISTRICT DURING FISCAL YEAR 2011-2012**

**WHEREAS**, by Resolution No. 2011-15, the Board of Directors established the appropriations limit applicable to the District during Fiscal Year 2010-2011 as \$4,401,141.

**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 2011-2012 by applying to the limit for Fiscal Year 2010-2011 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 increase in the California Per Capita Personal Income was 2.51%, and (2) the applicable change in population from January 1, 2010 to January 1, 2011 was .84%.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Coastside County Water District that the appropriations limit for Fiscal Year 2011-2012 is hereby established as \$4,549,459.

**PASSED AND ADOPTED** this 12th day of July, 2011, by the following vote of the Board:

**AYES:**

**NOES:**

**ABSENT:**

---

Robert C. Feldman, President  
Board of Directors

**ATTEST:**

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David R. Dickson, Secretary of the Board

## **STAFF REPORT**

**To:** Coastside County Water District Board of Directors  
via David Dickson, General Manager

**From:** Joe Guistino

**Agenda:** July 12, 2011

Report

Date: July 6, 2011

**Subject:** Award of contract for the El Granada Tank 3 Fence Project

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### **Recommendation**

Authorize staff to award a contract for fencing of El Granada Tank 3 to Thompson and Thompson Fence Company in the amount of \$17,589.

### **Discussion**

As part of our on-going effort to improve security at all District facilities, particularly drinking water reservoir sites, this project will secure our entire property at the El Granada Tank 3 site. Aligned with the site's property lines, the new fence will significantly enhance protection against access by trespassers.

In accordance with District procurement policy, we solicited two bids for the project. Thompson and Thompson Fence Company was the low bidder at \$17,589. Fencing will be black vinyl mesh chain link topped with 3 strands of barbed wire. This is the same design recently used at El Granada Tank 1, which received a favorable review from the neighbors. The job also includes removal and disposal of the old fence.

### **Fiscal Impact**

Cost of \$17,589. The approved Capital Improvement Program for Fiscal Year 2011-2012 includes \$25,000 in funding for this project.

## **STAFF REPORT**

**To: Coastside County Water District Board of Directors  
via David Dickson, General Manager**

**From: Joe Guistino**

**Agenda: July 12, 2011**

Report

Date: July 7, 2011

**Subject: Award of Contract - Half Moon Bay Tank 1 Recoating and Repair Project**

---

### **Recommendation:**

Authorize staff to award contract to make repairs, modifications, reline the interior and recoat the exterior of the Half Moon Bay Tank 1 to Paso Robles Tank Inc. for \$214,600.

### **Background:**

Half Moon Bay Tank 1, located on the Nunes Water Treatment Plant Property, is an all-welded steel above-ground tank built circa 1950. The tank is approximately 53 feet in diameter by 24 feet high, providing a nominal capacity of 400,000 gallons.

In general the lining system is in poor condition throughout. The exterior paint system is totally failed on the roof and failing in isolated areas on the shell but remains reasonably well bonded to the shell substrate. Severe corrosion and metal loss exists around the annular ring.

Repairs to the tank include:

- Replacement of 12" of floor at the shell interface (annular ring)
- Widening of one of the manways to meet modern tank standards
- Replacement of the top entrance hatch
- Upsizing the interconnecting pipe to Half Moon Bay Tank 2 from 8" to 16"
- Removal of the external ladder and installation of a catwalk to HMB Tank 2 to provide access to the top of Tank 1
- Fall protection lanyards on top of HMB Tanks 1 and 2
- A new roof vent and sealing of the side vents
- A new sample station to allow multiple level sampling
- Replacement of the entire inner lining
- Overcoating of the external paint.

**STAFF REPORT**

**Agenda:** July 12, 2011

**Subject:** Award of Contract for Half Moon Bay Tank 1 Repairs

**Page Two**

---

Staff solicited formal bids for this project on 3 June. Bids were opened at 14:00 on 5 July with the following results:

Paso Robles Tank	\$214,000
Crosno Construction Inc.	\$280,000
Blastco Inc.	\$283,325
Farr Construction	\$298,220
Spiess Construction Co.	\$392,100

Paso Robles Tank is a very reputable company that specializes in tank construction and repairs. Their quote is \$56,000 under the engineer's estimate for this job.

**Fiscal Impact:**

\$300,000 has been allocated to this project in the FY 12 Capital Improvement Budget.

## **STAFF REPORT**

**To:** Coastside County Water District Board of Directors

**From:** David Dickson, General Manager

**Agenda:** July 12, 2011

Report Date: June 21, 2011

**Subject:** California Special Districts Association (CSDA) - 2011 Board Election - Region 3, Seat C

---

### **Recommendation:**

Designate Coastside County Water District's vote for a candidate to serve as one of the representatives to the California Special Districts Association (CSDA) Board of Directors in Region 3, Seat C.

### **Background:**

As a member of the California Special District's Association, the Coastside County Water District's Board of Directors has the opportunity to participate in the Board Elections process by casting a vote for one of the candidates seeking to represent Region 3.

Attached is the CSDA mail ballot information, including a candidate statement from Stanley Caldwell, one of the two candidates applying for the available seat for the Region 3 position. Upon the Board's selection of a candidate, staff will complete the ballot and return to CSDA.

**Fiscal Impact:** None

RECEIVED

JUN 21 2011

COASTSIDE COUNTY  
WATER DISTRICT



**CALIFORNIA SPECIAL DISTRICTS ASSOCIATION**  
**2011 BOARD ELECTIONS**  
**MAIL BALLOT INFORMATION**

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Region for Seat C. Each of CSDA's six (6) regional divisions has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your geographic region. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its region.

We have enclosed the candidate statements for each candidate who submitted one. Please vote for **only one** candidate to represent your region in Seat C and be sure to sign, date and fill in your member district information (*in some regions, there may only be one candidate*). If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 5, 2011**.

If you do not use the enclosed envelope, please mail in your ballot to:

**California Special Districts Association**  
**Attn: 2011 Board Elections**  
**1112 I Street, Suite 200**  
**Sacramento, CA 95814**

Please contact Charlotte Lowe toll-free at 877.924.CSDA or [charlottel@csga.net](mailto:charlottel@csga.net) with any questions.

Stanley R. Caldwell  
75 Cecilia Lane  
Martinez, California 94553-1455  
925-228-8922 (home)  
[Stan\\_Caldwell@comcast.net](mailto:Stan_Caldwell@comcast.net)

California Special Districts Association  
1112 I Street, Suite 200  
Sacramento, CA 95814

RE: Election Region 3, Seat C

Dear Region 3 Special District,

It has been an honor and a pleasure to serve the California Special Districts Association (CSDA) Membership as Region 3 Director these past 3 years. I look forward to the opportunity to continue to be of service. I have been active and involved in CSDA activities. I have served on the Membership and Recruitment Committee & Fiscal Committee. I am currently chair of the Fiscal Committee and CSDA Treasurer. I am semi-retired and I have the time, and the commitment required to continue to serve as a director.

I have served on the board of directors for the Mt. View Sanitary District (MVSD) in Region 3 since November of 1993. I have faithfully and diligently served within my local community. I am a dedicated active board member of MVSD and have served several times as the board president. By being an active participant at the California Association of Sanitation Agencies (CASA) and the California Special District Association, I enhance my ability to serve in a director position. I am the current MVSD representative to the Local Agency Formation Commission (LAFCO) in Contra Costa County. Contra Costa County has a local CSDA chapter, the Contra Costa Special Districts Association (CCSDA) of which I have been active participant and contributor. For CCSDA I provide Legislative updates at each meeting and I am the current Newsletter Editor.

If re-elected I would continue to provide the leadership that makes CSDA a success. I will apply my experience, commitment and leadership to be effective, efficient, and responsive to special district needs. Together, through continued advocacy, education, and the value-added services that CSDA provides, we can positively affect all special districts, their operations and service to constituents.

Please consider me for the upcoming election for Director of Region 3 where I will continue to bring my experience and dedication to CSDA.

Thank you for your consideration,



Stanley R. Caldwell  
Incumbent CSDA Region 3 Director  
Mt. View Sanitary District Board Member



**CSDA BOARD OF DIRECTORS  
ELECTION 2011**  
*All Fields Must Be Completed for ballot to be counted.  
(Please vote for only one.)*

**REGION THREE**



*Seat C - term  
ends 2014*

**Stanley Caldwell\***  
*Mt. View Sanitary District*

**Kathryn Slater-Carter**  
*Montara Water & Sanitary District*

*\* incumbent*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Member District: \_\_\_\_\_

**Must be received by 5pm, August 5, 2011. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814**

## **STAFF REPORT**

**To: Coastside County Water District Board of Directors**

**From: David Dickson, General Manager**

**Agenda: July 12, 2011**

Report

Date: July 8, 2011

**Subject: Fiscal Year 2010-2011 Year-End Financial Review**

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### **Recommendation:**

Information only.

### **Background:**

As the attached year-end summary shows, the District ended Fiscal Year 2010-2011 significantly ahead of budget. Contribution to capital and reserves, or the net of total revenue less total expense, was \$838,000, \$210,000 (33%) better than budget, before accounting for \$469,000 in transmission and storage fees from a one-time sale of non-priority connections to well owners, which was not budgeted.

Highlights of the year-end results:

- Operating revenue (water sales) was \$305,000 (5%) under budget.
- The shortfall in operating revenue was substantially offset by total operating expenses \$296,000 under budget.
- Non-operating revenue (not including sale of the well connections) was \$227,000 better than budget, primarily due to higher-than-budgeted tax share and ERAF payments.

Significant variances in operating expenses included:

- Water purchase \$49,000 under budget due to lower water sales.
- Crystal Springs pumping expenses \$133,000 under budget due to low demand and predominant use of the Pilarcitos source.
- Higher than budget Pilarcitos Canyon pumping expenses due to higher availability of water in Pilarcitos Creek.
- Increased Nunes operational expenses, offset by lower Denniston expenses, due lower production from Denniston.
- Consulting expenses \$22,000 higher than budget due to expenditures for the Water Financing Plan Update and Urban Water Management Plan preparation.

**COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS**  
**30-Jun-11**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>YTD ACTUAL</b>	<b>YTD BUDGET</b>	<b>B/(W) VARIANCE</b>	<b>B/(W) % VAR</b>
<b>OPERATING REVENUE</b>					
1-0-4120-00	Water Revenue -All Areas	5,878,063	6,182,885	(304,822)	-4.9%
<b>TOTAL OPERATING REVENUE</b>		<b>5,878,063</b>	<b>6,182,885</b>	<b>(304,822)</b>	<b>-4.9%</b>
<b>NON-OPERATING REVENUE</b>					
1-0-4170-00	Water Taken From Hydrants	17,437	25,000	(7,563)	-30.3%
1-0-4180-00	Late Notice -10% Penalty	51,704	50,000	1,704	3.4%
1-0-4230-00	Service Connections	7,427	8,000	(573)	-7.2%
1-0-4920-00	Interest Earned	7,269	26,418	(19,149)	-72.5%
1-0-4930-00	Tax Apportionments/Cnty Checks	661,290	600,000	61,290	10.2%
1-0-4950-00	Miscellaneous Income	70,502	37,000	33,502	90.5%
1-0-4955-00	Cell Site Lease Income	113,705	111,312	2,393	2.1%
1-0-4965-00	ERAF REFUND -County Taxes	255,348	100,000	155,348	155.3%
<b>TOTAL NON-OPERATING REVENUE</b>		<b>1,184,682</b>	<b>957,730</b>	<b>226,952</b>	<b>23.7%</b>
<b>TOTAL REVENUES</b>		<b>7,062,745</b>	<b>7,140,615</b>	<b>(77,870)</b>	<b>-1.1%</b>
<b>OPERATING EXPENSES</b>					
1-1-5130-00	Water Purchased	1,622,483	1,671,874	49,391	3.0%
1-1-5230-00	Pump Exp, Nunes T P	22,413	19,000	(3,413)	-18.0%
1-1-5231-00	Pump Exp, CSP Pump Station	111,316	243,836	132,520	54.3%
1-1-5232-00	Pump Exp, Trans. & Dist.	10,489	15,000	4,512	30.1%
1-1-5233-00	Pump Exp, Pilarcitos Can.	23,688	10,016	(13,672)	-136.5%
1-1-5234-00	Pump Exp. Denniston Proj.	18,115	53,176	35,061	65.9%
1-1-5235-00	Denniston T.P. Operations	7,790	25,600	17,810	69.6%
1-1-5236-00	Denniston T.P. Maintenance	24,792	38,000	13,208	34.8%
1-1-5240-00	Nunes T P Operations	99,382	64,820	(34,562)	-53.3%
1-1-5241-00	Nunes T P Maintenance	38,318	38,000	(318)	-0.8%
1-1-5242-00	CSP Pump Station Operations	7,791	8,500	709	8.3%
1-1-5243-00	CSP Pump Station Maintenance	49,643	53,500	3,857	7.2%
1-1-5250-00	Laboratory Services	65,852	60,000	(5,852)	-9.8%
1-1-5318-00	Studies/Surveys/Consulting	43,576	22,000	(21,576)	-98.1%
1-1-5321-00	Water Conservation	71,520	92,500	20,980	22.7%
1-1-5322-00	Community Outreach	23,950	26,200	2,250	8.6%
1-1-5411-00	Salaries & Wages -Field	923,999	930,278	6,279	0.7%
1-1-5412-00	Maintenance -General	169,467	192,500	23,033	12.0%
1-1-5414-00	Motor Vehicle Expense	52,376	44,500	(7,876)	-17.7%
1-1-5415-00	Maintenance -Well Fields	0	6,000	6,000	100.0%
1-1-5610-00	Salaries/Wages-Administration	613,967	640,368	26,401	4.1%
1-1-5620-00	Office Supplies & Expense	128,387	118,875	(9,512)	-8.0%
1-1-5621-00	Computer Services	59,689	62,650	2,961	4.7%
1-1-5625-00	Meetings / Training / Seminars	19,433	20,000	567	2.8%
1-1-5630-00	Insurance	530,514	528,890	(1,624)	-0.3%
1-1-5640-00	Employees Retirement Plan	399,935	437,789	37,854	8.6%
1-1-5645-00	SIP 401K Plan	58,752	30,000	(28,752)	-95.8%
1-1-5681-00	Legal	49,275	57,000	7,725	13.6%
1-1-5682-00	Engineering	5,234	14,000	8,767	62.6%
1-1-5683-00	Financial Services	15,531	31,000	15,469	49.9%
1-1-5684-00	Payroll Tax Expense	111,103	111,951	848	0.8%
1-1-5687-00	Membership, Dues, Subscript.	45,963	56,950	10,987	19.3%
1-1-5688-00	Election Expenses	0	0	0	0.0%
1-1-5689-00	Labor Relations	2,040	12,000	9,960	83.0%
1-1-5700-00	San Mateo County Fees	10,805	10,800	(5)	-0.1%
1-1-5705-00	State Fees	24,431	10,500	(13,931)	-132.7%
<b>TOTAL OPERATING EXPENSES</b>		<b>5,462,019</b>	<b>5,758,073</b>	<b>296,054</b>	<b>5.1%</b>
<b>CAPITAL ACCOUNTS</b>					
1-1-5711-00	Debt Srvc/Existing Bonds 1998A	271,983	269,845	(2,138)	-0.8%
1-1-5712-00	Debt Srvc/Existing Bonds 2006B	490,626	484,966	(5,660)	-1.2%
<b>TOTAL CAPITAL ACCOUNTS</b>		<b>762,609</b>	<b>754,811</b>	<b>(7,798)</b>	<b>-1.0%</b>
<b>TOTAL EXPENSES</b>		<b>6,224,628</b>	<b>6,512,884</b>	<b>288,256</b>	<b>4.4%</b>
<b>CONTRIBUTION TO CIP &amp; RESERVES</b>		<b>838,117</b>	<b>627,731</b>	<b>210,386</b>	<b>33.5%</b>

## **STAFF REPORT**

**To: Coastside County Water District Board of Directors**

**From: David Dickson, General Manager**

**Agenda: June 14, 2011**

Report

Date: June 9, 2011

**Subject: General Manager's Report**

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### **Recommendation:**

None. Information only.

### **Background:**

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

#### **1. Nurserymen's Exchange Bankruptcy**

We are continuing to track the Nurserymen's bankruptcy process:

- In accordance with an Interim Order Establishing Adequate Assurance Procedures With Respect to the Debtor's Utility Providers, the District received a payment assurance deposit of \$29,003 from Nurserymen's.
- Since Nurserymen's typically uses about \$29,000 in water per monthly billing cycle, we felt the deposit was inadequate and on June 22 submitted an Additional Assurance Request for \$28,171 according to the procedures defined in the Interim Order.
- We will file an unsecured creditor claim with the court for \$50,243.65, the amount of Nurserymen's outstanding charges at the date of the bankruptcy filing.

#### **2. I-Bank Loan Application**

We submitted the District's completed I-Bank loan application on June 20 – a package totaling more than 500 pages. The amount of our loan request is \$6,756,500. I-Bank staff told me on June 29 that the approval package will be on the I-Bank board agenda for July 25 or August 30. Once the board approves our loan, final paperwork should take about 30 days.

## ***MONTHLY REPORT***

**To:** David Dickson, General Manager  
**From:** Joe Guistino, Superintendent of Operations  
**Agenda:** July 12, 2011

### **Report**

**Date:** July 6, 2011

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### **Monthly Highlights**

#### Unidirectional Flushing of Ocean Colony

Water mains in Ocean Colony were thoroughly flushed without incident.

#### Digitized System Maps

New maps will allow for detailed analysis for new projects, assist in main repairs and will be the gateway for for a geographic information system including all of our physical assets.

#### Tank Recoating Projects

Half Moon Bay Tank 1 Recoating and Repair Project low bid came in at \$214,600, \$56,000 under the engineer's estimate. The low bidder was Paso Robles Tank, a very competent company that specializes in water tank repairs.

### **Source of Supply**

Pilarcitos Reservoir and Crystal Springs Reservoir were the major source of supply for the month of June.

### **Systems Improvement**

#### Beautification

- Cleared brush around abandoned Denniston Well 6.
- Trucks cleaned up, outside and in.
- Cleaned up shop and field office.
- General weed abatement

#### Digitized System Maps

We now have our system maps digitized. This is the first step in a program to establishing a geographic information system for our facilities. With our new system maps, we are able to overlay other maps to assist in planning and developing various District functions such as valve exercising, unidirectional flushing, line locations and main repairs and improvements.

### Nunes Clearwell Drain Project

CCWD does not have a permit to discharge anything from the Nunes Water Treatment Plant (WTP) site. The plant has been historically drained by discharging down the side of Carter Hill. This project routed all process drainage to the backwash ponds to be recycled with the process flow, putting us now into compliance with the general NPDES permit.

### Unidirectional Flushing of Ocean Colony

Crews unidirectionally flushed all of Ocean Colony in June. The flushing went very smoothly and we did not receive any complaints for discolored water. Data was compiled and the planning process for the City of Half Moon Bay will be done this next fall. All affected valves in Ocean Colony were exercised prior to commencing flush.

### New Lighting

Crews installed improved lighting in the Nunes On Site Generator (OSG) room.

### **Update on Other Activities:**

#### Lead and Copper Testing

We have updated our letters to customers reminding them of the Lead and Copper Sampling that is scheduled for August. The letters will go out on the week of 11 July, with sampling scheduled for 17 August.

#### Meter Replacements

Sensus replaced 118 meter registers that were suspected of possible defects. In addition, there were 21 full meter change outs due to age, failure or being non Sensus type meters.

#### Trespassers

Some youths were arrested on the evening of 25 June for being on top of the El Granada Tank 1. We are presently awaiting the police report. New No Trespassing signage has been ordered and will be posted in July.

### **Safety/Training/Inspections/Meetings**

#### Meetings Attended

2 June - Met with Jim Steele to discuss Environmental Impact Report (EIR) details for the San Vicente Improvement Project.

3 June - Interviewed construction management teams for the Denniston Treatment Improvement Project.

14 June - Prebid walkthrough for the Half Moon Bay Tank 1 Recoating and Repair Project.

16 June - Met with Charlie Hellman of Hansen Systems to discuss bringing the PM program back on line.

28 June – Interagency meeting with Coastside Fire Protection District, Sheriff’s Office and City of Half Moon Bay. Discussed, new main street bridge logistics and plan reviews.

29 June – O&M Planning meeting

30 June – Met with James Teter on Avenue Cabrillo Project.

#### Safety Meetings and Training

There was no safety committee or training in June. See CINTAS Safety Walk Through below.

#### Tailgate safety sessions in June

- Safe fuel handling
- Summer water safety

#### CINTAS Safety Walk Through

On 15 June, Our Cintas representative did a safety walk through at the Nunes Plant, CCWD Office and Yard/Shop. He did not find any egregious violations but had a number of suggestions to improve the overall safety of our work sites. We will be working on the list in the month of July.

As a follow-up to the generated list, Treatment Staff has

- Posted confined space signage on all chemical tanks at Nunes WTP.
- Purchased containment for 55 gallon drums
- Purchased an explosion proof cabinet for volatiles stored on site.

#### Clean-In-Place Cart

Treatment Staff has completed and successfully tested their invention that will allow them to clean out the On Site Generator (OSG) cells without having to remove them from the generator. They will be submitting this device into the AWWA Gimmicks and Gadgets Competition.

#### Treatment Operator Training

Logan Duffy continues to receive treatment operator training at the Nunes WTP under the guidance of Steve Twitchell and Sean Donovan.

#### Job Injury

Sean Donovan reported shoulder pain after removing equipment from Denniston WTP in preparation for the construction. He was sent to the District physician and will be in physical therapy for a few more weeks. There was no lost time from this incident.

#### **Regulatory Agency Interaction**

##### California Department of Public Health (DPH)

There was no interaction with the DPH in May.

## **Projects**

### Tank Recoating Projects

Bids were opened for the Half Moon Bay Tank 1 Recoating and Repair Project on 5 January. We received 5 bids, with Paso Robles Tank being the low bid for \$214,600.

### Avenue Cabrillo Project

Jim Teter worked with Field Supervisor John Davis on the design for the Avenue Cabrillo Project. The project will be designed in FY 12, to be built as follows:

- Phase 1 - FY 13

- Phase 2 - FY 15

- Phase 3 - FY 16

# Monthly Report

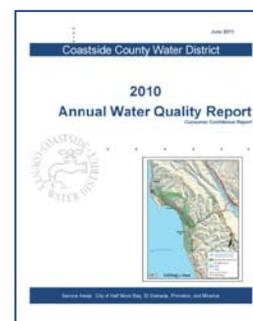
**To:** David Dickson, General Manager  
**From:** Cathleen Brennan, Water Resource Analyst  
**Agenda:** July 12, 2011  
**Subject:** Water Resources Report

This report is provided as an update on water resources activities. The report includes the following items:

- 2010 Annual Water Quality Report
- 2010 Urban Water Management Plan Update

## □ 2010 Annual Water Quality Report

The District's 2010 Annual Water Quality Report (Consumer Confidence Report) was mailed to all District customers on June 15th. In addition, copies were hand delivered to master metered residential complexes, the Cabrillo Unified School District, the Half Moon Bay Library and the City of Half Moon Bay - City Hall. New to this report are sections on the Watershed Sanitary Survey and Protecting Your Drinking Water From Cross Connections. The report is available on the District's Website under Reports and Studies.



## □ 2010 Urban Water Management Plan Update

The City of Half Moon Bay Planning Department, the County of San Mateo Planning Department, the California Department of Water Resources and the California State Library all received hard copies of the District's 2010 Urban Water Management Plan (UWMP). The District mailed CD copies of the District's 2010 UWMP to the Bay Area Water Supply and Conservation Agency (BAWSCA), the Sewer Authority Mid-Coastside (SAM) and the San Francisco Public Utilities Commission -Water Enterprise (SFPUC). The District's website has been updated with a copy of the 2010 UWMP which can be found under Reports and Studies.

