

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MEETING OF THE BOARD OF DIRECTORS

Tuesday, January 8, 2008 - 7:00 p.m.

AGENDA

The Coastside County Water District does not discriminate against persons with disabilities. Upon request, the agenda and agenda packet 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.

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 ANNOUNCEMENTS

Any person may address the Board of Directors at the commencement of the meeting on any matter within the jurisdiction of the Board that is not on the agenda for this meeting. Any person may address the Board on an agenda item when that item is called. The chair requests that each person addressing the Board limits their presentation to three minutes and complete and submit a Speaker Slip.

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. Requesting the Board to review disbursements for the month Ending December 31, 2007 – Claims: \$385,156.44; Payroll: \$68,706.22 for a total of \$453,862.66 ([attachment](#))
- B. Acceptance of Financial Reports ([attachment](#))
- C. Minutes of the December 11, 2007 Board of Directors Meeting ([attachment](#))
- D. Approval to execute contract with J.M. Turner Engineering Inc. for structural design services for the Nunes Water Treatment Plant, Phase 2 ([attachment](#))

5) DIRECTOR COMMENTS / MEETINGS ATTENDED

6) GENERAL BUSINESS

- A. Discussion of updating Local Agency Investment Fund (LAIF) account information and approval of Resolution 2008-01 Authorizing Investment of Coastside County Water District Monies in Local Agency Investment Fund ([attachment](#))
- B. Mid-Year Financial Review – Budget and Capital Improvement Projects ([attachment](#))
- C. Interim Water Shortage Allocation Plan (IWSAP) - Update ([attachment](#))

7) GENERAL MANAGER'S REPORT ([attachment](#))

8) MONTHLY INFORMATIONAL REPORTS

- A. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- B. Total CCWD Production Report ([attachment](#))
- C. CCWD Monthly Sales by Category Report ([attachment](#))
- D. December 2007 Leak Report ([attachment](#))
- E. Rainfall Reports ([attachment](#))
- F. Monthly Water Resources Report ([attachment](#))
- G. Water Shortage and Drought Contingency Plan Update Report ([attachment](#))
- H. Operations Report ([attachment](#))
- I. Engineering Projects Received for Review during December 2007 ([attachment](#))
- J. District Engineer Work Status Report ([attachment](#))

9) ADJOURNMENT

Letter received from Kevin Lansing dated January 8, 2008 regarding San Mateo County Mirada Surf Property ([attachment](#))

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Void Amount</u>	<u>Check Amount</u>
10372	ALL04	ALLIED WASTE SERVICES #925	12/14/2007	0.00	205.65
10373	ALV01	ALVES PETROLEUM, INC.	12/14/2007	0.00	2,173.64
10374	ASS01	ACWA SERVICES CORPORATION	12/14/2007	0.00	17,292.40
10375	COA 15	COASTSIDE NET, INC	12/14/2007	0.00	59.95
10376	HAR03	HARTFORD LIFE INSURANCE CO.	12/14/2007	0.00	1,873.00
10377	KAI01	KAISER FOUNDATION HEALTH	12/14/2007	0.00	9,216.00
10378	PAC02	PACIFICA CREDIT UNION	12/14/2007	0.00	637.00
10379	PUB01	PUB. EMP. RETIRE SYSTEM	12/14/2007	0.00	16,200.78
10380	TUR04	SUSAN TURGEON	12/14/2007	0.00	54.93
10381	VAL01	VALIC	12/14/2007	0.00	1,345.00
10382	ADP01	ADP, INC.	12/26/2007	0.00	369.20
10383	AME09	AMERICAN WATER WORKS ASSOC.	12/26/2007	0.00	362.00
10384	AND01	ANDREINI BROS. INC.	12/26/2007	0.00	1,884.36
10385	ATC01	ATCHISON, BARISONE	12/26/2007	0.00	4,334.15
10386	AZT01	AZTEC GARDENS	12/26/2007	0.00	190.00
10387	BAS01	BASIC CHEMICAL SOLUTION, LLC	12/26/2007	0.00	4,105.09
10388	BAY07	BAY AREA WATER SUPPLY &	12/26/2007	0.00	1,802.00
10389	BAY10	BAY ALARM COMPANY	12/26/2007	0.00	759.60
10390	BEN01	BENTLEY SYSTEMS INC	12/26/2007	0.00	624.75
10391	BEN02	BEN MEADOWS COMPANY	12/26/2007	0.00	94.02
10392	BES02	BEST ACCESS SYSTEMS, INC	12/26/2007	0.00	1,259.19
10393	BFI02	BFI OF CALIFORNIA, INC.	12/26/2007	0.00	273.00
10394	BIG01	BIG CREEK LUMBER	12/26/2007	0.00	231.55
10395	CAL08	CALCON SYSTEMS, INC.	12/26/2007	0.00	13,661.02
10396	CAL15	CALIFORNIA URBAN WATER	12/26/2007	0.00	66.78
10397	CAL31	CALIFORNIA OVERNIGHT	12/26/2007	0.00	527.16
10398	CAL33	CALIFORNIA SPECIAL DISTRICT	12/26/2007	0.00	175.00
10399	CAR02	CAROLYN'S CLEANING SERVICE	12/26/2007	0.00	425.00
10400	CIT 01	CITY OF HALF MOON BAY	12/26/2007	0.00	17,307.50
10401	COA19	COASTSIDE COUNTY WATER DIST.	12/26/2007	0.00	364.60
10402	CUR01	CURLEY & RED'S INC. BODY SHOP	12/26/2007	0.00	2,342.84
10403	DAT01	DATAPROSE	12/26/2007	0.00	1,687.42
10404	DEL07	DEL GAVIO GROUP	12/26/2007	0.00	3,565.22
10405	DIC01	DAVID DICKSON	12/26/2007	0.00	476.04
10406	EIP 01	EIP ASSOCIATES, INC.	12/26/2007	0.00	1,525.35
10407	EME 01	EMERGENCY VEHICLE SYSTEMS	12/26/2007	0.00	1,969.80
10408	ENG06	ENGSOFT SOLUTIONS	12/26/2007	0.00	487.13
10409	FIR06	FIRST NATIONAL BANK	12/26/2007	0.00	1,507.66
10410	GEM01	GEMPLER'S, INC.	12/26/2007	0.00	3,014.90
10411	HAL 01	HMB BLDG. & GARDEN INC.	12/26/2007	0.00	72.43
10412	HAL04	HALF MOON BAY REVIEW	12/26/2007	0.00	450.00
10413	HAL24	H.M.B.AUTO PARTS	12/26/2007	0.00	68.72
10414	HAR03	HARTFORD LIFE INSURANCE CO.	12/26/2007	0.00	3,383.00
10415	HAW01	HAWKINS DELAFIELD & WOOD LLP	12/26/2007	0.00	1,800.00
10416	IRO01	IRON MOUNTAIN	12/26/2007	0.00	310.38
10417	IRV01	IRVINE, DAVID E.	12/26/2007	0.00	2,700.00
10418	JMT01	JM TURNER ENGINEERING, INC	12/26/2007	0.00	3,350.00
10419	LAN04	RICOH AMERICAS CORPORATION	12/26/2007	0.00	784.35
10420	LJM01	LJMCCOLLUM WATER QUALITY CONSU	12/26/2007	0.00	3,750.00
10421	MAZ01	MAZE & ASSOCIATES, INC.	12/26/2007	0.00	869.00
10422	MET06	METLIFE SBC	12/26/2007	0.00	1,238.92
10423	MIS01	MISSION UNIFORM SERVICES INC.	12/26/2007	0.00	641.63
10424	MMB01	M & M BACKFLOW METER MAINT	12/26/2007	0.00	150.00
10425	MON07	MONTEREY COUNTY LAB	12/26/2007	0.00	21,028.84
10426	NOR01	NORTHERN CALIFORNIA FENCE CO.	12/26/2007	0.00	680.00
10427	OCE04	OCEAN SHORE CO.	12/26/2007	0.00	387.31
10428	OFF01	OFFICE DEPOT	12/26/2007	0.00	1,415.94
10429	PAC 01	PACIFIC GAS & ELECTRIC CO.	12/26/2007	0.00	29,840.60
10430	PAC02	PACIFICA CREDIT UNION	12/26/2007	0.00	637.00
10431	PAP02	PAPE MACHINERY EXCHANGE	12/26/2007	0.00	61,296.32
10432	PAU 01	PAULO'S AUTO CARE	12/26/2007	0.00	881.71
10433	PIT 02	PITNEY BOWES INC.	12/26/2007	0.00	130.53

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Void Amount</u>	<u>Check Amount</u>
10434	RAD 01	STRAWFLOWER ELECTRONICS	12/26/2007	0.00	139.76
10435	ROB 01	ROBERTS & BRUNE CO.	12/26/2007	0.00	5,623.22
10436	ROG01	ROGUE WEB WORKS, LLC	12/26/2007	0.00	225.00
10437	SAN 03	SAN FRANCISCO WATER DEPT.	12/26/2007	0.00	102,637.50
10438	SAN 07	SAN MATEO COUNTY	12/26/2007	0.00	976.00
10439	SBC02	AT&T	12/26/2007	0.00	1,058.34
10440	SBC03	AT&T LONG DISTANCE	12/26/2007	0.00	37.50
10441	SER03	SERVICE PRESS	12/26/2007	0.00	1,076.79
10442	SIE 02	SIERRA CHEMICAL CO.	12/26/2007	0.00	5,399.62
10443	SPR04	SPRINGBROOK SOFTWARE, INC	12/26/2007	0.00	6,000.00
10444	TAI02	TAIT ENVIRONMENTAL SYSTEMS	12/26/2007	0.00	200.00
10445	TET 01	JAMES TETER	12/26/2007	0.00	7,894.46
10446	UB*00421	NORM ARMSTRONG ROOFING	12/26/2007	0.00	35.25
10447	UB*00422	CABRILLO FARMS	12/26/2007	0.00	49.01
10448	UB*00423	CRAIG HENRETTY	12/26/2007	0.00	100.00
10449	UB*00424	K QURAISHI	12/26/2007	0.00	2.63
10450	UB*00425	AMY BROOME	12/26/2007	0.00	49.04
10451	UB*00426	BRYAN MYERS	12/26/2007	0.00	267.13
10452	UB*00427	JAMAL KARMOUTA	12/26/2007	0.00	18.09
10453	UB*00428	FARAH GERDIS	12/26/2007	0.00	75.00
10454	UB*00429	DARIN DUVERNAY	12/26/2007	0.00	59.69
10455	UB*00430	FRANK MARTIN	12/26/2007	0.00	45.46
10456	UB*00431	MARTHA/PETER KAINÉ	12/26/2007	0.00	33.23
10457	UB*00432	KATHY CALOCA	12/26/2007	0.00	7.22
10458	UB*00433	DSE PROPERTIES	12/26/2007	0.00	19.90
10459	UPS01	UPS STORE	12/26/2007	0.00	14.24
10460	VAL01	VALIC	12/26/2007	0.00	1,345.00
10461	WAT 02	WATER EDUCATION FOUND.	12/26/2007	0.00	1,000.00
10462	WIE 02	WIENHOFF & ASSOCIATES, INC.	12/26/2007	0.00	450.00
Report Total:				0.00	385,156.44

Account	Description	Current Actual	Current Budget	Variance	% Var	Year to Date Actual	6/12 YTD Budget	Variance	% Var
Fund Number:	1								
REVENUE									
1-0-4120-00	Water Revenue - All Areas	255,822.54	308,636.00	52,813.46	17.11	2,743,034.55	3,037,378.00	294,343.45	9.69
1-0-4170-00	Water Taken From Hydrants	2,601.60	2,083.33	-518.27	-24.88	19,336.30	12,499.98	-6,836.32	-54.69
1-0-4180-00	Late Notice - 10% Penalty	3,055.93	5,000.00	1,944.07	38.88	24,717.64	30,000.00	5,282.36	17.61
1-0-4230-00	Service Connections	856.04	500.00	-356.04	-71.21	3,951.24	3,000.00	-951.24	-31.71
1-0-4920-00	Interest Earned	.00	0.00	0.00	0.00	74,725.94	45,596.00	-29,129.94	-63.89
1-0-4925-00	Interest Revenue T&S Fees	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-0-4927-00	Interest Revenue Bond Funds	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-0-4930-00	Tax Apportionments/Cnty Checks	258,330.62	260,000.00	1,669.38	0.64	344,604.20	337,500.00	-7,104.20	-2.10
1-0-4950-00	Miscellaneous Income	3,874.22	6,000.00	2,125.78	35.43	45,958.26	36,000.00	-9,958.26	-27.66
1-0-4960-00	CSP Assm. Dist. Processing Fee	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-0-4965-00	ERAF REFUND - County Taxes	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-0-4235-00	CSP Connection T & S Fees	.00	0.00	0.00	0.00	20,910.00	0.00	-20,910.00	0.00
1-0-4970-00	Wavecrest Reserve Conn. Fees	3,345.60	0.00	-3,345.60	0.00	20,073.60	0.00	-20,073.60	0.00
	REVENUE Totals:	527,886.55**	582,219.33**	54,332.78**	9.33	3,297,311.73**	3,501,973.98**	204,662.25**	5.84**
EXPENSES									
1-1-5000-00	Gen. Oper. Fund	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5130-00	Water Purchased	102,637.50	76,173.00	-26,464.50	-34.74	673,120.00	701,622.00	28,502.00	4.06
1-1-5710-00	Deprec, Trucks, Tools, Equipt.	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5230-00	Pump Exp, Nunes T P	1,330.61	1,026.00	-304.61	-29.69	7,153.13	7,301.00	147.87	2.03
1-1-5231-00	Pump Exp, CSP Pump Station	22,307.62	6,564.00	-15,743.62	-239.85	188,902.40	202,041.00	13,138.60	6.50
1-1-5232-00	Pump Exp, Trans. & Dist.	1,715.07	1,711.00	-4.07	-0.24	10,583.69	13,640.00	3,056.31	22.41
1-1-5233-00	Pump Exp, Pilarcitos Can.	119.12	1,833.00	1,713.88	93.50	514.66	3,666.00	3,151.34	85.96
1-1-5234-00	Pump Exp, Denniston Proj.	3,841.93	5,142.00	1,300.07	25.28	26,454.99	37,454.00	10,999.01	29.37
1-1-5242-00	CSP Pump Station Operations	597.46	272.00	-325.46	-119.65	3,835.30	8,376.00	4,540.70	54.21
1-1-5235-00	Denniston T.P. Operations	14,161.81	5,729.00	-8,432.81	-147.20	33,885.08	42,493.00	8,607.92	20.26
1-1-5236-00	Denniston T.P. Maintenance	.00	2,750.00	2,750.00	100.00	6,873.75	16,500.00	9,626.25	58.34
1-1-5240-00	Nunes T P Operations	21,567.66	7,233.00	-14,334.66	-198.18	58,445.08	59,811.00	1,365.92	2.28
1-1-5241-00	Nunes T P Maintenance	912.76	4,033.00	3,120.24	77.37	8,616.94	24,198.00	15,581.06	64.39
1-1-5243-00	CSP Pump Station Maintenance	.00	2,550.00	2,550.00	100.00	1,773.66	28,050.00	26,276.34	93.68
1-1-5245-00	Alves/Miramontes Maintenance	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5400-00	Trans & Dist. Exp.	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5318-00	Studies/Surveys/Consulting	190.47	2,222.22	2,031.75	91.43	14,024.58	17,116.66	3,092.08	18.06
1-1-5321-00	Water Conservation	2,720.19	4,458.33	1,738.14	38.99	10,138.97	26,749.98	16,611.01	62.10
1-1-5322-00	Community Outreach	.00	2,022.50	2,022.50	100.00	4,446.25	12,135.00	7,688.75	63.36
1-1-5500-00	General Expense	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5620-00	Office Supplies & Expense	5,685.72	9,279.16	3,593.44	38.73	46,325.44	55,674.96	9,349.52	16.79
1-1-5621-00	Computer Services	4,458.15	2,364.16	-2,093.99	-88.57	20,106.99	18,384.96	-1,722.03	-9.37
1-1-5625-00	Meetings / Training / Seminars	1,798.08	2,333.33	535.25	22.94	11,038.27	13,999.98	2,961.71	21.16
1-1-5630-00	Insurance	31,146.50	32,844.41	1,697.91	5.17	222,846.99	229,566.46	6,719.47	2.93
1-1-5681-00	Legal	5,003.15	4,750.00	-253.15	-5.33	30,766.00	28,500.00	-2,266.00	-7.95
1-1-5682-00	Engineering	1,346.50	2,500.00	1,153.50	46.14	5,398.00	15,000.00	9,602.00	64.01
1-1-5683-00	Financial Services	869.00	2,941.66	2,072.66	70.46	14,459.00	17,649.96	3,190.96	18.08
1-1-5685-00	Board Meeting Expense	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5686-00	Miscellaneous Expense	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5687-00	Membership, Dues, Subscript.	1,562.00	4,080.41	2,518.41	61.72	24,479.01	24,482.46	3.45	0.01
1-1-5688-00	Election Expenses	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account	Description	Current Actual	Current Budget	Variance	% Var	Year to Date Actual	6/12 YTD Budget	Variance	% Var
1-1-5690-00	Interest Expense	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5700-00	San Mateo County Fees	976.00	1,000.00	24.00	2.40	7,269.36	7,700.00	430.64	5.59
1-1-5701-00	Property Taxes	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5705-00	State Fees	.00	1,000.00	1,000.00	100.00	7,362.65	32,000.00	24,637.35	76.99
1-1-5711-00	Debt Srvc/Existing Bonds 1998A	.00	0.00	0.00	0.00	235,350.61	235,485.00	134.39	0.06
1-1-5712-00	Debt Srvc/Existing Bonds 2006B	.00	0.00	0.00	0.00	323,662.87	322,974.00	-688.87	-0.21
1-1-5713-00	Contribution to CIP & Reserves	34,310.75	34,310.75	0.00	0.00	205,864.50	205,864.50	0.00	0.00
1-1-5714-00	Transfer of Conn Fees to CSP	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5725-00	Debt Issuance Amorization Exp.	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5743-00	CSP Assm. Dist. Processing Fee	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5744-00	Capital Replacement Contri.	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5411-00	Salaries & Wages - Field	64,700.65	62,134.54	-2,566.11	-4.13	416,868.71	403,874.48	-12,994.23	-3.22
1-1-5610-00	Salaries/Wages-Administration	42,895.32	43,630.84	735.52	1.69	262,373.39	283,600.47	21,227.08	7.48
1-1-5640-00	Employees Retirement Plan	15,243.18	27,298.00	12,054.82	44.16	162,837.87	177,437.00	14,599.13	8.23
1-1-5684-00	Payroll Tax Expense	7,151.07	7,660.46	509.39	6.65	49,530.08	49,792.99	262.91	0.53
1-1-5412-00	Maintenance - General	9,234.31	12,048.00	2,813.69	23.35	70,948.80	72,288.00	1,339.20	1.85
1-1-5414-00	Motor Vehicle Expense	7,497.58	4,208.33	-3,289.25	-78.16	22,614.87	25,249.98	2,635.11	10.44
1-1-5415-00	Maintenance - Well Fields	.00	2,753.00	2,753.00	100.00	350.92	11,010.00	10,659.08	96.81
1-1-5745-00	CSP Connect. Reserve Contribu.	.00	0.00	0.00	0.00	20,910.00	0.00	-20,910.00	0.00
1-1-5746-00	Wavecrest CSP Connt. Reserve	3,345.60	0.00	-3,345.60	0.00	20,073.60	0.00	-20,073.60	0.00
	EXPENSES Totals:	409,325.76**	380,856.10**	-28,469.66**	-7.48	3,230,206.41**	3,431,688.84**	201,482.43**	5.87**
Report Totals:									
	REVENUE Total	527,886.55****	582,219.33****	54,332.78****	9.33	3,297,311.73****	3,501,973.98****	204,662.25****	5.84****
	EXPENSE Total	409,325.76****	380,856.10****	-28,469.66****	-7.48	3,230,206.41****	3,431,688.84****	201,482.43****	5.87****
	INCOME Total	118,560.79****	201,363.23****			67,105.32****	70,285.14****		

COASTSIDE COUNTY WATER DISTRICT

INVESTMENT REPORT

December 31, 2007

		<i>Restricted</i>	<i>Restricted</i>	<i>Restricted for CSP CIP Projects</i>		
	CASH FLOW & OPERATING RESERVE	EMERGENCY RESERVES	CAPITAL EXPENDITURES	DISTRICT CSP CONTRIBUTION	CSP T&S FEES	TOTAL
DISTRICT BALANCES						
<u>CASH IN FNB</u>						
OPERATING ACCOUNT			\$496,966.56			\$496,966.56
CSP T&S ACCOUNT					\$997,367.61	\$997,367.61
TOTAL FIRST NATIONAL BANK	\$0.00	\$0.00	\$496,966.56	\$0.00	\$997,367.61	\$1,494,334.17
CASH WITH L.A.I.F	\$297,900.00	\$700,000.00	\$1,716,331.03	\$267,655.14	\$2,859,897.96	\$5,841,784.13
UNION BANK - Project Fund Balance			\$4,959,673.70			\$4,959,673.70
CASH ON HAND	\$2,130.00					\$2,130.00
TOTAL DISTRICT CASH BALANCES	\$300,030.00	\$700,000.00	\$7,172,971.29	\$267,655.14	\$3,857,265.57	\$12,297,922.00
ASSESSMENT DISTRICT BALANCES						
<u>CASH IN FIRST NATIONAL BANK (FNB)</u>						
REDEMPTION ACCOUNT		\$ 67,861.51				
RESERVE ACCOUNT (Closed Account 8-4-04)		\$ -				
TOTAL ASSESSMENT DISTRICT CASH		\$ 67,861.51				
<i>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.</i>						

**COASTSIDE COUNTY WATER DISTRICT
CRYSTAL SPRINGS PROJECT
CAPITAL PROJECTS FY 07/08**

December 31, 2007

<u>PROJECT</u>	<u>Actual to date</u>	<u>FY 07/08 CIP Budget</u>	<u>% Completed</u>
El Granada Pipeline Phase 3 1128-03	\$104,596	\$2,701,000	3.9%
Contingency		\$100,000	
TOTALS	\$104,596	\$2,801,000	3.7%

<i>Carryover from FY 06/07</i>	<i>Actual - Ending</i>	
	<i>30-Jun-07</i>	<i>FY 06/07 Budget</i>
	\$260,002	\$1,000,000

COASTSIDE COUNTY WATER DISTRICT
NON-CRYSTAL SPRINGS CAPITAL IMPROVEMENT PROJECTS - FY 2007/2008

DATE: NOVEMBER 2007

DESCRIPTION	ACCT NO	CONTRACT AMOUNT	FY 07/08 ACTUAL TO DATE	FY 07/08 CIP BUDGET
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PIPELINE PROJECTS

Main Street/Hwy 92 Widening Project (Non-CSP Portion)	1120-93		\$183,374	\$650,000
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WATER TREATMENT PLANTS

Nunes Filter Media Replacement	1121-25		\$7,162	\$100,000
Nunes WTP- Filter BW Stations	1121-26		\$6,392	\$15,000
Nunes WTP -Raw Water Turbidimeter	1118-10		\$4,588	\$10,000
Nunes UST removal and replaced with AGST	1118-10		\$332	\$60,000
Nunes WTP -Plant Lighting	1118-10			\$15,000
Nunes WTP - Filter, BW, and SW Flow Meters Replacement	1118-10		\$11,486	\$12,000
Nunes WTP - Head Loss System Replacement	1118-10			\$15,000
Denniston WTP- Alarm Annunciator Panel	1118-11			\$3,000
Denniston WTP- Filter Valve Replacement	1118-11			\$75,000
Denniston WTP- Honeywell Recorder	1118-11		\$8,529	\$7,000
Denniston WTP- Filter Flow Meters	1118-11			\$6,000

FACILITIES & MAINTENANCE

Denniston Restoration	1120-03		\$3,371	\$26,000
Meter Pilot Program	1121-41			\$40,000
Meter Change Program	1117-06		\$314	\$16,000
City & County Projects (resurfacing/raising boxes)	1120-86		\$13,783	\$31,000
Replace shop roof	1118-01		\$4,169	\$8,000

EQUIPMENT PURCHASE & REPLACEMENT

COASTSIDE COUNTY WATER DISTRICT
NON-CRYSTAL SPRINGS CAPITAL IMPROVEMENT PROJECTS - FY 2007/2008

Vehicle Replacement	1118-04			\$40,000
Computer System	1118-02		\$9,204	\$15,000
Office Equipment/Furniture	1118-02		\$8,945	\$20,000
SCADA/Telemetry	1121-82		\$659	\$125,000
New tapping machine	1118-03			\$6,000
Front-end Loader with Scraper Box	1118-04		\$61,296	\$50,000
Portable trailer light stand	1118-03		\$8,119	\$12,000
Valve and vacuum trailer	1118-03		\$46,073	\$50,000

PUMP STATIONS / TANKS / WELLS

Replace tunnel air transport line	1118-12			\$100,000
Sump Pump in main line vault at Crystal Springs	1118-12			\$3,000
Crystal Springs Soft Starts P1 and P3	1118-12			\$45,000
Well Rehabilitation	1121-38		\$16,915	\$80,000
Cahill Tank - Exterior paint and ladder replacement				\$160,000
PRV Valves Replacement Project	1121-43			\$20,000
Wells- Flow Meter and Chart Recorders				\$25,000
CSP Motor and Pump Rehabilitation	1121-30			\$50,000
El Granada Storage Tank Modification Project	1121-42		\$1,526	

DENNISTON WTP (PRIORITY) IMPROVEMENTS

Denniston Short Term WTP Modifications - Subproject	1121-21		\$60,700	\$842,000
DENNISTON STORAGE TANK MODIFICATION PROJECT	1121-40		\$2,702	\$686,000

NUNES WTP (PRIORITY) IMPROVEMENTS

Nunes WTP Short Term Modifications - Subproject	1121-21			\$809,000
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COASTSIDE COUNTY WATER DISTRICT
NON-CRYSTAL SPRINGS CAPITAL IMPROVEMENT PROJECTS - FY 2007/2008

TP/PS - Short Term Improvement Project (work by District Engineer)	1121-21		\$76,166	
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NON-BUDGETED ITEMS (CAPITAL EXPEDITURES)

- SAMPLE STATION (8/07)	1118-03	\$3,011
- BOAT W/OARS (8/07)	1118-11	\$2,152
- Drilling/Tapping Machine (9/07)	1118-03	\$4,171
- Air Powered Cut Off Saw (9/07)	1118-03	\$2,590
- Walk behind Saw	1118-03	\$2,566
- Camera for Corp Yard / Alarm for Shop	1121-29	\$3,500

TOTALS		\$553,792	\$4,227,000
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**Legal Cost Tracking Report
12 Months At-A-Glance**

**Acct. No.5681
ANTHONY CONDOTTI
Legal**

Month	Admin (General Legal Fees)	CSP	Transfer Program	CIP	Personnel	Lawsuits 62% Reimbursable	Infrastructure Project Review (Reimbursable)	TOTAL
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Jan-07	2,873		78	1,326	546			4,823
Feb-07	11,922	1,443		2,262	176		117	15,920
Mar-07	6,045	2,033		1,428	1,170			10,676
Apr-07	4,857	800	156	488	312			6,612
May-07	3,531	1,014	234	566	878		293	6,515
Jun-07	2,716	449	234	117	1,806			5,322
Jul-07	4,386	98	117	98	605	3		5,305
Aug-07	4,363	907	156	98	2,223			7,746
Sep-07	6,119	585			176			6,879
Oct-07	4,143	1,326		253	2,906			8,628
Nov-07	2,916	544	254	156	1,424			5,293
Dec-07	3,710			566	59			4,334

TOTAL	57,581	9,197	1,229	7,356	12,278	3	410	88,052
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**Engineer Cost Tracking Report
12 Months At-A-Glance**

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

Month	Admin & Retainer	Phase 3 EG Pipeline	CIP	Short Term WTP Imprv.	Studies & Projects	TOTAL	Reimbursable from Projects
Jan-07	1,532	2,387	456	11,078		15,453	
Feb-07	1,684	3,544	1,064	5,690	684	12,665	684
Mar-07	2,095	867	532	13,605	1,286	18,384	533
Apr-07	3,623	530		11,127	1,961	17,240	152
May-07	1,228	13,388		3,965		18,581	
Jun-07	1,456	4,945		15,097		21,498	
Jul-07	2,507	15,158	659	2,175		20,499	
Aug-07	954	8,400		6,548		15,901	
Sep-07	954	4,033		16,982	157	22,126	157
Oct-07	954	6,380		9,120		16,454	
Nov-07	1,190	813		18,697		20,700	
Dec-07	1,347	1,279		5,269		7,894	
TOTAL	19,522	61,723	2,711	119,353	4,088	207,396	1,526

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE BOARD OF DIRECTORS MEETING

Tuesday, December 11, 2007 - 7:00 p.m.

- 1) **ROLL CALL:** President Larimer called the meeting to order at 7:01 p.m. Present at roll call were Directors Ken Coverdell, Chris Mickelsen and Bob Feldman. Director Ascher arrived at the meeting at 7:07 p.m.

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

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC ANNOUNCEMENTS** - None. President Larimer announced that he would be re-ordering the agenda, in order to move the election of the Board President and Vice-President to the end of the meeting.

- 4) **SPECIAL ORDER OF BUSINESS**

- Administration of Oath of Office to Newly Elected Directors Ken Coverdell, Robert Feldman, and James Larimer

District Legal Counsel, Tony Condotti, administered the Oath of Office to the three newly elected Directors.

5) CONSENT CALENDAR

- A. Requesting the Board to review disbursements for the month Ending November 30, 2007 – Claims: \$398,768.77; Payroll: \$96,640.71 for a total of \$495,409.48
- B. Acceptance of Financial Reports
- C. Minutes of the November 13, 2007 Board of Directors Meeting
- D. Approval to proceed to solicit bids for the purchase of 15 automated filter operating valves at the Denniston Water Treatment Plant
- E. Award of contract, subject to District Counsel review and approval, for the El Granada Tank # 1 Site Modification Project

Mr. Dickson reviewed the bid results for the El Granada Tank # 1 Site Modification Project, reporting that the low bid was received from Lewis and Tibbitts, Inc. in the amount of \$196,875.00. Director Ascher reported that he had reviewed the claims and found all to be in order.

ON MOTION by Director Ascher and seconded by Director Coverdell, the Board voted by the following roll call vote to accept the Consent Calendar in its entirety:

Director Coverdell	Aye
Director Ascher	Aye
Director Feldman	Aye
Vice President Mickelsen	Aye
President Larimer	Aye

President Larimer acknowledged that several elected officials had arrived, including Half Moon Bay City Council Members Marina Fraser and John Muller and San Mateo County Supervisor, Rich Gordon. He also acknowledged the presence of representatives from the Montara Water & Sanitary District and the Sewer Authority Mid-Coastside, Paul Perkovic and Bob Ptacek.

6) GENERAL BUSINESS

- A. **Presentation from Martha Poyatos, Executive Officer of the San Mateo County Local Agency Formation Commission (LAFCo) regarding the local Municipal Service Review process**

Mr. Dickson introduced Ms. Poyatos and she proceeded to provide a power point presentation including an overview of the Municipal Service Review process and determinations for the coastside, and LAFCo's background, local government, and the special districts and agencies in San Mateo County that are currently under study. Ms. Poyatos also addressed several questions from Board members.

B. Discussion and acceptance of Basic Financial Statements for Fiscal Years Ending June 30, 2007 and 2006, Management's Discussion and Analysis (MD&A) and Internal Control Structure Report – Presentation by Vikki Rodriguez of Maze & Associates

Mr. Dickson provided the background of this item, and reported that the Auditor's letter attests that the financial statements fairly represent the financial position of the district, with no exceptions or concerns noted, which is the best possible conclusion of an audit. Ms. Rodriguez reiterated that upon conclusion of the audit, Maze & Associates were issuing an "unqualified opinion", which is the "cleanest" opinion that can be issued. President Larimer requested that the next completed audit for fiscal year 2007/2008 be submitted so that it can be posted in a digital format on the District's website.

C. Discussion and direction to staff regarding contract with Carollo Engineers for Construction Management Services for the El Granada Phase 3 Pipeline

Mr. Dickson reviewed the background of this item, and informed the Board that Staff had interviewed two construction management firms and were recommending that the District contract with Carollo Engineers for construction management services for Phase 3 of the El Granada Pipeline Replacement Project for a not to exceed cost of \$401,400. Mr. Dickson introduced Mike Britten, Partner with Carollo Engineers, noting that Mr. Britten had experience working on the coastside as he had been involved in the Sewer Authority Mid-Coastside expansion project. Mr. Dickson and Mr. Condotti addressed several questions from the Board. Discussion ensued, with the Board requesting that language be added to the contract under item 4 Contract Amount, which would add "to oversee completion of the El Granada Pipeline Phase 3 Construction Project" and that Carollo's insurance limits be increased.

ON MOTION by Director Ascher and seconded by Director Coverdell, the Board voted by the following roll call vote to authorize execution of a contract with Carollo Engineers for construction management services for the El Granada Pipeline Phase 3 Project for a cost not to exceed \$401,400.00 with the following contract revisions to be incorporated: inclusion of the phrase “to oversee completion of the El Granada Pipeline Phase 3 Construction Project” in section 4 of the contract and the general liability insurance limits be increased from \$1,000,000. to \$3,000,000:

Director Coverdell	Aye
Director Ascher	Aye
Director Feldman	Aye
Vice President Mickelsen	Aye
President Larimer	Aye

D. Board of Directors Strategic Planning Retreat

Mr. Dickson introduced this agenda item, advising the Board that his goal is to arrive at a format that will allow the District to analyze issues which may possibly result in policy decisions on some complex issues. He also suggested that as an alternative to trying to cover all of the topics of interest to the Board in a single day’s far-ranging discussion, that the Board possibly consider an approach that would allow a series of shorter four hour work sessions, each focused on one strategic planning area. He proposed the following four topics for discussion: Water Supply Planning, Infrastructure and Capital Improvements, Funding the District and District Organization. He also recommended that these sessions be held in addition to the Board’s regular monthly meetings.

Discussion ensued among the Board of the proposed tentative schedule and the suggested discussion topics. Direction was given to staff to schedule and prepare for a one day facilitated retreat in February 2008, for general discussion and planning for the District, to include topics such as its strengths and weaknesses and potential opportunities and threats and to set the framework for the four additional strategic planning sessions recommended by Mr. Dickson, that would follow within the next several months after this initial Board Retreat.

7) GENERAL MANAGER’S REPORT

Mr. Dickson stated that he had placed this item on the agenda in case any last minute items had come up after the agenda had been distributed, but that he had nothing new to report here and encouraged the Board to take this opportunity to express any thoughts, questions or suggestions that they may have regarding the agenda.

President Larimer opened discussion of the new agenda format, which lists many items under the topic of Monthly Informational Reports. Mr. Dickson explained that these items provide information only and routine District business items, and do not necessarily require any discussion by the Board or further reporting by staff at the Board meetings. He also explained that this allowed for the meetings to focus more on subjects that require decisions to be made by the Board.

Director Coverdell stated that he had recently met the Water Resources Specialist for the Contra Costa Water Department who had shared some very complimentary comments in regards to Ms. Cathleen Brennan’s work at the District. He also commented that this staff member had also expressed how impressed they were with the valuable information available on the District’s website and noted that she was using our website as a model for their own website, especially in regards to the water conservation data.

8) DIRECTOR COMMENTS / MEETINGS ATTENDED

There was no discussion of this agenda item.

9) MONTHLY INFORMATIONAL REPORTS

President Larimer suggested that item 9H – the Water Shortage and Drought Contingency Plan Update Report be discussed in further detail. Mr. Dickson advised that this is an area that District staff has been actively focusing on, including regular staff planning sessions and meetings with the District’s largest commercial water customers. He advised the Board of Ms. Brennan’s recent outreach activities, including the direct mailing postcard providing the water shortage advisory update to all customers and also advised that staff would be presenting a draft Drought Contingency Rate Ordinance to the Board in the near future. Mr. Dickson

also informed the Board that the subject of the Water Shortage and Drought Contingency Plan would be a separate topic for detailed discussion at the January Board meeting.

Ms. Brennan addressed the Board and reiterated some of her recent activities and briefly discussed some of the strategies and plans currently being discussed by staff in regards to proposed water allocations among the District's customer classes, which will be presented in further detail at the January meeting.

Concluding dialogue of the monthly informational reports, President Larimer announced that discussion would move to the second article under item 4 – Special Order of Business.

4) SPECIAL ORDER OF BUSINESS

➤ Election of Board President and Vice-President

President Larimer opened the election for the positions by nominating Director Everett Ascher to serve as the Board's President for the next year, which was seconded by Director Feldman. Director Coverdell nominated Director Chris Mickelsen, which was seconded by Director Ascher. Nominations were then closed and discussion by the Board ensued. Prior to voting on filling the President position, Director Mickelsen withdrew his name from nomination.

ON MOTION by President Larimer and seconded by Director Feldman, the Board voted by the following roll call vote for Director Everett Ascher to serve as President of the CCWD Board for the 2008 year term:

Director Coverdell	Aye
Director Ascher	Abstain
Director Feldman	Aye
Vice President Mickelsen	Aye
President Larimer	Aye

ON MOTION by Director Feldman and seconded by Director Ascher, the Board voted unanimously for Director Chris Mickelsen to serve as Vice-President of the CCWD Board for the 2008 year term:

Director Coverdell	Aye
Director Ascher	Aye
Director Feldman	Aye
Vice President Mickelsen	Aye
President Larimer	Aye

President Larimer concluded the meeting by thanking the Board for electing him as President, and reflected on the Board's accomplishments and consensus in their commitment to serving the community.

10) ADJOURNMENT

The meeting was adjourned at 9:25 p.m. The next meeting of the Coastside County Water District is scheduled for Tuesday, January 8, 2008.

Respectfully submitted,

David Dickson, General Manager

Jim Larimer, President
Board of Directors
Coastside County Water District

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: January 8, 2008

Report

Date: January 3, 2008

Subject: J.M. Turner Design Services for Phase 2 Nunes WTP
Improvements

Recommendation:

Authorize execution of an agreement with J.M. Turner Engineering for engineering and structural design services for Nunes Water Treatment Plant Phase 2 improvements, at a cost not to exceed \$22,200.

Background:

At the November 11, 2007 meeting, the Board of Directors authorized \$14,280 of J. M. Turner structural design work on the Nunes Short Term Improvements Phase 1 Project. The scope of services in the attached proposal includes structural design for the Nunes Phase 2 improvements as well as work needed to complete the project documents for the Short Term Improvements Projects at both Nunes and Denniston treatment plants. (Note that we will not be proceeding at this time with work described in Exhibit A, Section B of Turner's proposal.)

Staff recommends that J.M. Turner be retained to perform engineering and structural design work as outlined in Exhibit A, Section A of the attached proposal.

Fiscal Impact:

Cost not to exceed \$22,200. This amount is included in the budget for the Nunes and Denniston Short Term Improvements Project.



J.M. TURNER ENGINEERING, INC.

CONSULTING ENGINEERS

CIVIL ENGINEERING
STRUCTURAL ENGINEERING
CONSTRUCTION ENGINEERING

RECEIVED

JAN 01 2008

COASTSIDE COUNTY
WATER DISTRICT
cc distributed to
Dave Dickson
Joe Guistino

December 31, 2007

James S. Teter
District Engineer
Coastside County Water District
766 Main Street
Half Moon Bay, CA 94019

Subject: Proposal for structural design services, Nunes Water Treatment Plant, Phase 2, & Feasibility Study for Retaining Wall and Slab for Future Fuel Tank

Dear Mr. Teter,

J.M. Turner Engineering, Inc. (JMTE) is prepared to begin work on Phase 2 of the Nunes Water Treatment Plant and to combine said work with the the Nunes Phase 1 structural work and the Denniston Water Treatment Plant Work for inclusion into a single set of project documents. The proposed scope of services for the subject work is attached hereto as Exhibit "A".

The Scope of Work of Exhibit "A", consists of two parts, "A" and "B":

- A) Scope of Work for Structural Design Services, Nunes Water Treatment Plant, Phase 2
- B) Structural Economic Feasibility Study for Retaining Wall and Slab for Future Fuel Tank

JMTE offers to complete the work of Part "A" of Exhibit "A" on a time and materials basis at a cost not to exceed \$22,200. JMTE offers to complete the work stated in Part "B" of Exhibit "A" on a time and materials basis at a cost not to exceed \$2,400.

Billing for said services would occur at the rates set forth in Exhibit "B" attached hereto. JMTE estimates that said services would be completed within 5 weeks of receiving notice to proceed.

In summary, this letter represents a firm commitment by JMTE to provide the professional engineering services to complete the scope of work outlined in Exhibit "A" at the rates set forth in Exhibit "B" within a period of 5 weeks after receiving notice to proceed.

Yours truly,

K.C. Immel, PE, PLS
Senior Engineer

EXHIBIT "A"

Coastside County Water District
Short Term Water Treatment Plant Improvements Project

SCOPE OF WORK FOR STRUCTURAL DESIGN SERVICES
NUNES WATER TREATMENT PLANT, PHASE 2
AND
STRUCTURAL ECONOMIC FEASIBILITY STUDY FOR RETAINING WALL AND SLAB
FOR FUTURE FUEL TANK

December 28, 2007

A. SCOPE OF WORK FOR STRUCTURAL DESIGN SERVICES, NUNES WATER
TREATMENT PLANT, PHASE 2

Purpose

The General and Piping Drawings for the modifications to the Nunes Water Treatment Plant are being prepared by James S. Teter, Consulting Engineer. The modifications require structural modifications to the existing concrete floors including the construction of new concrete equipment bases and new concrete chemical containment walls. The purpose of the structural design services is to perform required engineering calculations and prepare drawings and specifications for the required Nunes WTP structural modifications.

The drawings for the Nunes WTP structural modifications shall be prepared in the format of the already-completed drawings for the Denniston WTP structural modifications. The drawings for both treatment plant modifications will be combined into one project for bidding and construction purposes.

Description of Nunes WTP Structural Design Services for Phase 2 Modifications

Existing Equipment Room. Attached is Contract Drawing Sht. N-5 of the existing Equipment Room, and Shts. N-6 and N-7 of the modified Equipment Room (Note: the structural drawings for the existing walls and floors have previously been provided to J. M. Turner). The structural design services consist of the following:

1. Prepare a to-scale plan drawing of the Equipment Room for construction of the new concrete work (the same as Sht. DS1 that J.M. Turner prepared for the Denniston WTP).
2. Prepare design calculations and to-scale drawings for construction of the new concrete work including the floor slab, containment wall, sump, stairways, and equipment pads.
3. Prepare to-scale drawing details for appurtenant structural items including the handrail for the stairways, non-skid stair treads, and the sump grating.
4. Revise Sht. GS3 as required for all of the various tank sizes for the overall project (both Denniston and Nunes WTP).
5. Revise the other GS sheets as required for the overall project.
6. Prepare specifications for the concrete work for the overall project (both Denniston WTP and Nunes WTP).
7. Prepare a construction cost estimate for the concrete work at the Denniston WTP and for that at the Nunes WTP.

Required Deliverables for Nunes WTP Phase 2 Services

1. Drawings. For the drawing requirements described above, provide a preliminary drawing for review and a final drawing for inclusion the final set of bidding documents.
2. Specifications. Provide preliminary specification sections for review and final specifications incorporation review comments.
3. Construction Cost Estimate. Provide a preliminary cost estimate for review and a final cost estimate following receipt of review comments.
4. Design Calculations. Submit one copy of all design calculations for the Denniston and Nunes WTP structural design work.

B. STRUCTURAL ECONOMIC FEASIBILITY STUDY FOR RETAINING WALL AND SLAB FOR FUTURE FUEL TANK

Purpose

The CCWD Superintendent of Operations, Joe Guistino, has selected his preferred location for the proposed above ground fuel tank at the Nunes WTP. This location is the small, steeply sloped, unpaved area adjacent to and south of the existing Generator Building. Because of the topography at this location the concrete slab for the fuel tank will also require a concrete retaining wall approximately 7 feet high. The purpose of the structural economic feasibility study is to determine the approximate cost of constructing the slab and retaining wall prior to beginning final design. Based on the results of this study, Joe Guistino will decide whether to proceed with construction at this location or to consider other locations. It should be noted that this study involves only a cost estimate for the concrete slab and retaining wall. The engineers (Teter and J.M. Turner Engineering) are not knowledgeable regarding fuel tank installations, and this study will not take into consideration actual fuel tank installation requirements.

Scope of Services for Structural Economic Feasibility Study

1. Drawings. Prepare conceptual 8-1/2" X 11" size to-scale drawings for the retaining wall and concrete slab based on information obtained from the District staff during the site visit by the engineers (Teter & Turner) during their site visit on 12/27/07.
2. Budget Cost Estimate. Prepare a budget cost estimate for the work shown on the conceptual design drawings. Elements of this cost estimate shall include site surveying, engineering design and construction inspection, and construction.

Deliverables for Structural Economic Feasibility Study

1. Prepare a draft letter type report for review by the CCWD staff.
2. Following receipt of review comments, prepare a final letter-type report.

This scope of work document was prepared by James S. Teter, the CCWD District Engineer



J.M. TURNER ENGINEERING, INC.

CONSULTING ENGINEERS

CIVIL ENGINEERING
STRUCTURAL ENGINEERING
CONSTRUCTION ENGINEERING

2008 Hourly Rate Schedule

President/Principal Engineer	\$200
Registered Engineer	\$150
Registered Land Surveyor	\$150
Assistant Engineer, EIT	\$100
Assistant Surveyor, LSIT	\$100
Drafter	\$75
Technical / Administrative Support	\$50
Two Person Survey Crew	\$250

Note: Travel time (for meetings, site visit, field inspections, surveys, etc.) is billed at the hourly rate schedule shown above.

Other Charges

Outside consultant's fees, overnight delivery and messenger charges, additional insurance, fares, shipping, rented equipment, travel expenses, meals and lodging are billed at cost plus 15%.

A \$15 per hour surcharge will apply for any technician time on projects requiring prevailing wage payment and reporting.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: January 8, 2008

Report

Date: December 21, 2007

Subject: Discussion of updating Local Agency Investment Fund account information and approval of Resolution 2008-01 Authorizing Investment of Coastside County Water District Monies in Local Agency Investment Fund

Recommendation:

Approve attached resolution updating LAIF account information.

Background

As you are aware a substantial portion of the District's funds are invested in the Local Agency Investment Fund (LAIF) which is administered by the State Treasurer. The attached resolution, if adopted, will be transmitted to LAIF to update their records. This information was last updated in 2003.

Fiscal Impact:

None.

RESOLUTION NO. 2008- 01

**AUTHORIZING INVESTMENT OF COASTSIDE COUNTY
WATER DISTRICT MONIES IN LOCAL AGENCY
INVESTMENT FUND**

COASTSIDE COUNTY WATER DISTRICT

WHEREAS, pursuant to Chapter 730 of the Statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Board of Directors hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purposes of investment as stated therein is in the best interests of the District.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby authorizes the deposit and withdrawal of Coastsides County Water District monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein.

BE IT FURTHER RESOLVED that the following Coastsides County Water District officers or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

David R. Dickson, General Manager
Board President Everett Ascher, or successor Board President
Joe Guistino, Superintendent of Operations
Gina Brazil, Office Manager

PASSED AND ADOPTED this 8th day of January 2008, by the following votes of the Board of Directors:

AYES:

NOES:

ABSENT:

Everett Ascher, President, Board of Directors
Coastsides County Water District

ATTEST:

David Dickson, Secretary, Board of Directors

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: January 8, 2008

Report

Date: January 3, 2008

Subject: Mid-Year Financial Review - Budget & CIP

Recommendation:

None - information only.

Background:

Revenue/Expense Budget

At mid-year, the District is performing very close to its budget. As the attached December year-to-date summary shows, both revenue and expense have been lower than budgeted. Net income is \$67,105 - about \$3,000 over budget. This variance represents less than 1% of the year-to-date expense budget.

Capital Improvement Program

A summary of capital improvement projects currently in progress and planned for FY08 is attached for the Board's review.

General Ledger Period Budget Analysis

Coastside County Water District
December 2007

Account	Description	YTD Actual	YTD Budget	Variance Better/(Worse) Than Budget	% Variance Better/(Worse) Than Budget
REVENUE					
4120-00	Water Revenue - All Areas	2,743,035	3,037,378	(294,343)	(9.7)
4170-00	Water Taken From Hydrants	19,336	12,500	6,836	54.7
4180-00	Late Notice - 10% Penalty	24,718	30,000	(5,282)	(17.6)
4230-00	Service Connections	3,951	3,000	951	31.7
4920-00	Interest Earned	74,726	45,596	29,130	63.9
4925-00	Interest Revenue T&S Fees	0	0	0	0.0
4927-00	Interest Revenue Bond Funds	0	0	0	0.0
4930-00	Tax Apportionments/Cnty Checks	344,604	337,500	7,104	2.1
4950-00	Miscellaneous Income	45,958	36,000	9,958	27.7
4960-00	CSP Assm. Dist. Processing Fee	0	0	0	0.0
4965-00	ERAF Refund - County Taxes	0	0	0	0.0
4235-00	CSP Connection T & S Fees	20,910	0	20,910	0.0
4970-00	Wavecrest Reserve Conn. Fees	20,074	0	20,074	0.0
REVENUE Totals		3,297,312	3,501,974	(204,662)	(5.8)
EXPENSES					
5000-00	Gen. Oper. Fund	0	0	0	0.0
5130-00	Water Purchased	673,120	701,622	28,502	4.1
5710-00	Deprec, Trucks, Tools, Equip	0	0	0	0.0
5230-00	Pump Exp, Nunes T P	7,153	7,301	148	2.0
5231-00	Pump Exp, CSP Pump Station	188,902	202,041	13,139	6.5
5232-00	Pump Exp, Trans. & Dist.	10,584	13,640	3,056	22.4
5233-00	Pump Exp, Pilarcitos Can.	515	3,666	3,151	86.0
5234-00	Pump Exp, Denniston Proj.	26,455	37,454	10,999	29.4
5242-00	CSP Pump Station Operations	3,835	8,376	4,541	54.2
5235-00	Denniston T.P. Operations	33,885	42,493	8,608	20.3
5236-00	Denniston T.P. Maintenance	6,874	16,500	9,626	58.3
5240-00	Nunes T P Operations	58,445	59,811	1,366	2.3
5241-00	Nunes T P Maintenance	8,617	24,198	15,581	64.4
5243-00	CSP Pump Station Maintenance	1,774	28,050	26,276	93.7
5245-00	Alves/Miramontes Maintenance	0	0	0	0.0
5400-00	Trans & Dist. Exp.	0	0	0	0.0
5318-00	Studies/Surveys/Consulting	14,025	17,117	3,092	18.1
5321-00	Water Conservation	10,139	26,750	16,611	62.1
5322-00	Community Outreach	4,446	12,135	7,689	63.4
5500-00	General Expense	0	0	0	0.0
	Office Supplies & Expense	46,325	55,675	9,350	50.9
5621-00	Computer Services	20,107	18,385	(1,722)	(12.3)
5625-00	Meetings / Training / Seminars	11,038	14,000	2,962	1.3
5630-00	Insurance	222,847	229,566	6,719	23.6
5681-00	Legal	30,766	28,500	(2,266)	(8.0)
5682-00	Engineering	5,398	15,000	9,602	64.0
5683-00	Financial Services	14,459	17,650	3,191	18.1
5685-00	Board Meeting Expense	0	0	0	0.0
5686-00	Miscellaneous Expense	0	0	0	0.0
5687-00	Membership, Dues, Subscript.	24,479	24,482	3	0.0
5688-00	Election Expenses	0	0	0	0.0
5690-00	Interest Expenses	0	0	0	0.0
5700-00	San Mateo County Fees	7,269	7,700	431	5.6
5701-00	Property Taxes	0	0	0	0.0
5705-00	State Fees	7,363	32,000	24,637	77.0
5711-00	Debt Service/Existing Bonds 1998A	235,351	235,485	134	0.1
5712-00	Debt Service/Existing Bonds 2006B	323,663	322,974	(689)	(0.2)
5713-00	Contribution to CIP & Reserves	205,865	205,865	0	0.0
5714-00	Transfer of Conn Fees to CSP	0	0	0	0.0
5725-00	Debt Issuance Amortization Exp	0	0	0	0.0
5743-00	CSP Assm. Dist. Processing Fee	0	0	0	0.0
5744-00	Capital Replacement Contrib.	0	0	0	0.0
5411-00	Salaries & Wages - Field	416,869	403,874	(12,994)	(3.2)
5610-00	Salaries/Wages - Administration	262,373	283,600	21,227	7.5
5640-00	Employees Retirement Plan	162,838	177,437	14,599	8.2
5684-00	Payroll Tax Expense	49,530	49,793	263	0.5
5412-00	Maintenance - General	70,949	72,288	1,339	1.9
5414-00	Motor Vehicle Expense	22,615	25,250	2,635	10.4
5415-00	Maintenance - Well Fields	351	11,010	10,659	96.8
5745-00	CSP Connect. Reserve Contribu.	20,910	0	(20,910)	0.0
5746-00	Wavecrest CSP Connt. Reserve	20,074	0	(20,074)	0.0
EXPENSE Total		3,230,206	3,431,689	(201,482)	(5.9)
INCOME Total		67,105	70,285	(3,180)	

CCWD CAPITAL IMPROVEMENT PROGRAM REVIEW - FY 08

	PROJECT	STATUS	COMPLETION DATE	FY 08 BUDGET	FY 08 ESTIMATE OR CONTRACTED AMOUNT	COST TO DATE FY 08	COMMENTS
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PIPELINE PROJECTS

1120-93	Main Street/Hwy 92 Widening Project	IN PROGRESS	Spring 08	\$650,000	\$650,000	\$145,500	
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WATER TREATMENT PLANTS

1121-25	Nunes Filter Media Replacement	IN PROGRESS	May 08	\$100,000	\$75,000	\$7,162	To bid in January
1121-26	Nunes WTP- Filter BW Stations	IN PROGRESS	May 08	\$15,000	\$15,000	\$6,392	
1118-10	Nunes WTP -Raw Water Turbidimeter	IN PROGRESS	Summer 07	\$10,000	\$7,588	\$4,588	
1118-10	Nunes UST removal and replaced with AGST	Developing RFP	Fall 08	\$60,000	\$60,000	\$332	
1118-10	Nunes WTP -Plant Lighting	IN PROGRESS	April 08	\$15,000	\$14,300	\$0	
1118-10	Nunes WTP - Filter, BW, and SW Flow Meters Replacement	IN PROGRESS	Mar 08	\$12,000	\$14,000	\$11,486	
1118-10	Nunes WTP - Head Loss System Replacement	IN PROGRESS	Mar 08	\$15,000	\$18,000	\$0	
1118-11	Denniston WTP- Filter Valve Replacement	IN PROGRESS	May 08	\$75,000	\$75,000	\$0	On order.
1118-11	Denniston WTP- Honeywell Recorder	DONE	Spring 07	\$7,000	\$7,200	\$8,529	
	Denniston WTP- Replace Prominent Cl2/pH analyzer with a Depolox 3	DONE	Spring 07	\$15,000	\$7,000	\$7,000	
1118-11	Denniston WTP- Filter Flow Meters	IN PROGRESS	Spring 08	\$6,000	\$8,000	\$0	On order.

FACILITIES & MAINTENANCE *(Funded through Operation and Maintenance Budget)*

1120-03	Denniston Restoration	ON-GOING	Open ended	\$26,000	\$26,000	\$3,371	
1121-41	Meter Pilot Program	IN PROGRESS	Jan 08	\$40,000	\$40,000	\$0	
1117-06	Meter Change Program	ON-GOING	Open ended	\$16,000	\$16,000	\$314	
1120-86	City & County Projects (resurfacing/raising boxes)	ON-GOING	Open ended	\$31,000	\$31,000	\$13,783	
1118-01	Replace shop roof	DONE	Sept 07	\$8,000	\$7,580	\$4,169	

EQUIPMENT PURCHASE & REPLACEMENT *(Funded through Operation and Maintenance Budget)*

1118-04	Vehicle Replacement	IN PROGRESS	Sept 07/Jan 08	\$40,000	\$40,000	\$19,000	
1118-02	Computer System	IN PROGRESS	ON-GOING	\$15,000	\$15,000	\$9,204	
1118-02	Office Equipment/Furniture	DONE	ON-GOING	\$20,000	\$20,000	\$8,945	
1121-82	SCADA/Telemetry	IN PROGRESS	Summer 09	\$145,000	\$145,000	\$659	
1118-03	New tapping machine	DONE	August 07	\$6,000	\$4,171	\$4,171	
1118-04	Front-end Loader with Scraper Box	DONE	October 07	\$50,000	\$62,000	\$61,296	
1118-03	Portable trailer light stand	DONE	August 07	\$12,000	\$8,119	\$8,119	
1118-03	Valve and vacuum trailer	DONE	September 07	\$50,000	\$46,073	\$46,073	

	PROJECT	STATUS	COMPLETION DATE	FY 08 BUDGET	FY 08 ESTIMATE OR CONTRACTED AMOUNT	COST TO DATE FY 08	COMMENTS
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PUMP STATIONS / TANKS / WELLS

1118-12	Replace tunnel air transport line	DROP		\$100,000	\$15,000	\$0	Costs for alternate tunnel inspection method
1118-12	Sump Pump in main line vault at Crystal Springs	DONE	June 07	\$3,000	\$3,000	\$3,000	
1118-12	Crystal Springs Soft Starts P1 and P3	IN REVIEW	June 08	\$45,000	\$45,000	\$0	
1121-38	Well Rehabilitation	IN PROGRESS	June 09	\$80,000	\$80,000	\$16,915	
	Cahill Tank - Exterior paint and ladder replacement	GETTING ESTIMATE	Sept 09	\$160,000	\$160,000	\$0	
1128-03	PRV Valves Replacement Project	ON GOING		\$20,000	\$20,000	\$0	
	Wells- Flow Meter and Chart Recorders	IN REVIEW	June 09	\$25,000	\$29,000	\$0	
1121-30	CSP Motor and Pump Rehabilitation	IN PROGRESS	June 08	\$50,000	\$50,000	\$18,739	

SHORT TERM IMPROVEMENTS PROJECT

1121-21	Denniston/ Nunes Short Term WTP Modifications - Subproject	IN PROGRESS	Dec 08	\$1,651,000	\$1,651,000	\$60,700	
1121-40	DENNISTON STORAGE TANK MODIFICATION PROJECT	IN PROGRESS	June 08	\$550,000	\$550,000	\$2,702	
1121-42	El Granada Tank 1 Modifications	TO BID	Mar 08	\$136,000	\$250,000	\$1,526	
	Teter Design Work	IN PROGRESS	Dec 08			\$67,547	
	TOTAL FOR STI			\$2,337,000	\$2,451,000	\$132,475	
	TOTAL FOR NON CRYSTAL SPRINGS PROJECTS			\$4,259,000	\$4,265,031	\$541,222	

CRYSTAL SPRINGS PROJECT - CIP

1121-03	El Granada Phase 3 Pipeline		Nov 08	\$3,701,000	\$5,500,000	\$101,792	
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TOTAL ALL PROJECTS

\$7,960,000 \$9,765,031 \$643,014

Staff Report

To: David Dickson, General Manager

From: Cathleen Brennan, Water Resources Analyst

Agenda: January 8, 2008

Subject: Interim Water Shortage Allocation Plan (IWSAP) - Update

As a wholesale suburban customer of the San Francisco Public Utilities Commission (SFPUC) and as a member of the Bay Area Water Supply and Conservation Agency (BAWSCA), Coastside County Water District is subject to the Interim Water Shortage Allocation Plan. The IWSAP was developed following the last drought due to concerns expressed by the suburban wholesale customers.

The IWSAP describes how water will be allocated during droughts between the SFPUC and BAWSCA agencies.

Features of the IWSAP

- Plan applies to system-wide cutbacks of up to 20%
- Allocations split between SFPUC and BAWSCA member agencies
 - A 20% system-wide reduction would result in splitting the available water between the SFPUC and wholesale customers with the SFPUC's share being 37.5% and wholesale customers sharing the remaining 62.5%
- Allocations among the suburban wholesale customers
 - Allocation comprised of three equal components
 - First component is fixed and based on supply assurance
 - Second component is fixed and based on a 3 year average usage
 - Third component is variable and based on a 3 year rolling average usage prior to the drought
 - See the attached spreadsheet with example of allocation methodology
- Banking and transfers allowed
- Allocation Calendar (schedule) in Drought Years

SFPUC formally declares the existence of a water shortage emergency	March 15-31
SFPUC declares the need for a voluntary or mandatory response	March 15-31
BAWSCA submits calculations for water allocations to SFPUC	March 15-31
SFPUC determines individual shortage allocations based on BAWSCA's submittal of individual agency percentage shares and monthly water budgets (default schedule)	March 25 To April 10
Suburban customers submit alternative monthly water budgets (optional)	April 8 To April 24
Final drought shortage allocations are issued for supply year beginning July 1 st .	May 1
Monthly water budgets become effective	July 1 st

The attached timeline incorporates the IWSAP schedule in addition to the actions that are required by Coastside County Water District. The timeline starts with the initial request of voluntary 10% reductions in 2007, after the first dry year. If it is determined in 2008 that we are in a second year of a drought, mandatory rationing will be required and the IWSAP will be implemented.

For initial planning purposes, Coastside County Water District is using the preliminary sample calculations, dated June 7, 2007, to determine our allocation. The preliminary calculations indicate that our allocation will be approximately 1.23 million gallons per day, if there is a system-wide 20% mandatory reduction. Coastside County Water District must be prepared to implement a drought ordinance by July 1st, which means that a drought ordinance should be finalized and approved in May.

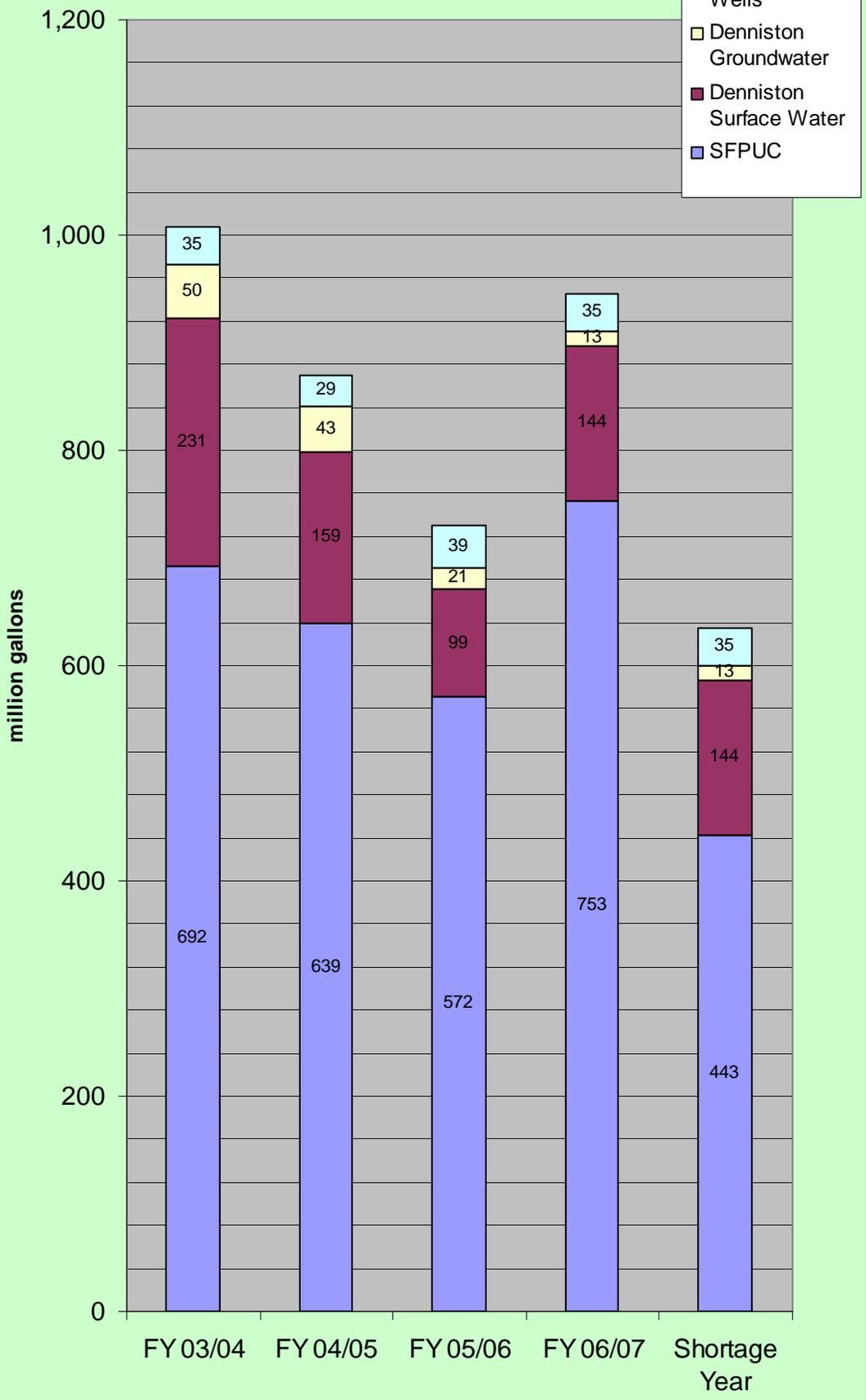
Attached is a chart that compares production by fiscal year and includes what a shortage year might look like under a system-wide 20% mandatory reduction. This chart helps illustrate how severe a system-wide 20% mandatory reduction would be to Coastside County Water District.

In summary, staff will continue to work on drought contingency planning with the expectation that mandatory rationing will need to be effective July 1, 2008.

Attachments: Production by Source Comparison
 Water Shortage and Drought Contingency Planning and Implementation Timeline
 Preliminary Sample Allocation Calculation Sheet dated June 7, 2007

Production by Source Comparison

- Pilarcitos Creek Wells
- Denniston Groundwater
- Denniston Surface Water
- SFPUC



Water Shortage and Drought Contingency Planning and Implementation Timeline

	2007										2008											
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
SFPUC																						
Voluntary Curtailment Request	[Green Bar]										[Green Bar]											
Water Saving Hero Campaign-Regional	[Green Bar]										[Green Bar]											
First Snowpack Measurements											[Green Bar]											
Assessment of Hydrologic Conditions											[Green Bar]											
SFPUC Formal Declaration of Water Shortage											[Green Bar]											
SFPUC Determines Shortage Allocations											[Green Bar]											
Final Shortage Allocations Issued											[Green Bar]											
SFPUC Monthly Water Budgets Effective											[Green Bar]											
BAWSCA																						
Voluntary Curtailment Request	[Orange Bar]										[Orange Bar]											
SAG Meeting on Hydrologic Conditions											[Orange Bar]											
BAWSCA Submits Calculations for Allocations											[Orange Bar]											
Wholesale Customers Reply to Allocations											[Orange Bar]											
Coastside CWD																						
Implementation of WS&DC Plan Stage 1	[Orange Bar]										[Orange Bar]											
Implementation of WS&DC Plan Stage 3											[Orange Bar]											
Draft Drought Ordinance Reviewed											[Orange Bar]											
Coastside CWD Replies to Allocation											[Orange Bar]											
Drought Ordinance Approved											[Orange Bar]											
Coastside CWD Drought Ordinance Effective											[Orange Bar]											
Information Technology -Utility Billing	[Orange Bar]										[Orange Bar]											
Outreach																						
HMB Review Advertisement Water Shortage	[Blue Bar]										[Blue Bar]											
Bill Statement Message	[Blue Bar]										[Blue Bar]											
HMB Review Article	[Blue Bar]										[Blue Bar]											
Flower Market	[Blue Bar]										[Blue Bar]											
Half Moon Bay Magazine - Rebates	[Blue Bar]										[Blue Bar]											
HMB Review Ad - Water Waste	[Blue Bar]										[Blue Bar]											
CCR - Water Shortage Advisory	[Blue Bar]										[Blue Bar]											
Rate Increase Letter - Water Shortage Advisory	[Blue Bar]										[Blue Bar]											
Bill Stuffer - Smart Rebates	[Blue Bar]										[Blue Bar]											
Water Saving Hero Campaign-HMB Review	[Blue Bar]										[Blue Bar]											
Web Site - Water Shortage	[Blue Bar]										[Blue Bar]											
HMB Review Article	[Blue Bar]										[Blue Bar]											
Eco Fair	[Blue Bar]										[Blue Bar]											
HMB Chamber of Commerce Newsletter - Rebates	[Blue Bar]										[Blue Bar]											
Half Moon Bay Magazine - Rebates	[Blue Bar]										[Blue Bar]											
Pumpkin Festival	[Blue Bar]										[Blue Bar]											
Pilarcitos IWMP Workshop	[Blue Bar]										[Blue Bar]											
Bill Stuffer	[Blue Bar]										[Blue Bar]											
Direct Mailing	[Blue Bar]										[Blue Bar]											
Meetings with Top Commercial Users	[Blue Bar]										[Blue Bar]											
Letter to Public Officials	[Blue Bar]										[Blue Bar]											
Press Release - Mandatory Rationing	[Blue Bar]										[Blue Bar]											
MCTV - Mandatory Rationing	[Blue Bar]										[Blue Bar]											
Survey Customers	[Blue Bar]										[Blue Bar]											

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: January 8, 2008

Report

Date: January 3, 2008

Subject: General Manager's Report

Recommendation:

None – information only.

Background:

I would like to bring the following areas of staff activity to the Board's attention:

1. **Progress on El Granada Pipeline Replacement Project, Phase 3**
 - Preconstruction meeting held December 20, conducted by Carollo Engineers
 - Notice to Proceed issued effective January 7
 - Digging will begin in February

2. **February Board Retreat**
 - We have identified a facilitator, Jan Perkins, and have a meeting scheduled with her on January 9.
 - After the January 9 meeting, we will find a date that works for everyone.
 - We've identified several suitable venues and will make a selection when we know the date.

3. **Meeting video on the web**
 - We have investigated options for making video of District meetings available on the web.
 - Creating and posting web video of acceptable quality presents some technical issues and could be costly.
 - The best option may be to contract with MCTV for this service. The MCTV board will decide in January whether they want to make web video service available.

COASTSIDE COUNTY WATER DISTRICT
Installed Water Connection Capacity & Water Meters

2007

Installed Water Connection Capacity	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Total
HMB Non-Priority													
5/8" meter	1		1	5		3	2	1	3	2	1		19
3/4" meter													0
HMB Priority													
5/8" meter											1		1
3/4" meter			1.5										1.5
1" meter					2.5								2.5
County Non-Priority													
5/8" meter		1	1			4		1			3	3	13
3/4" meter													0
1" meter													0
County Priority													
5/8" meter			2										2
3/4" meter													0
1" meter													0
Monthly Total	1	1	5.5	5	2.5	7	2	2	3	2	5	3	39

5/8" meter = 1 connection

3/4" meter = 1.5 connections

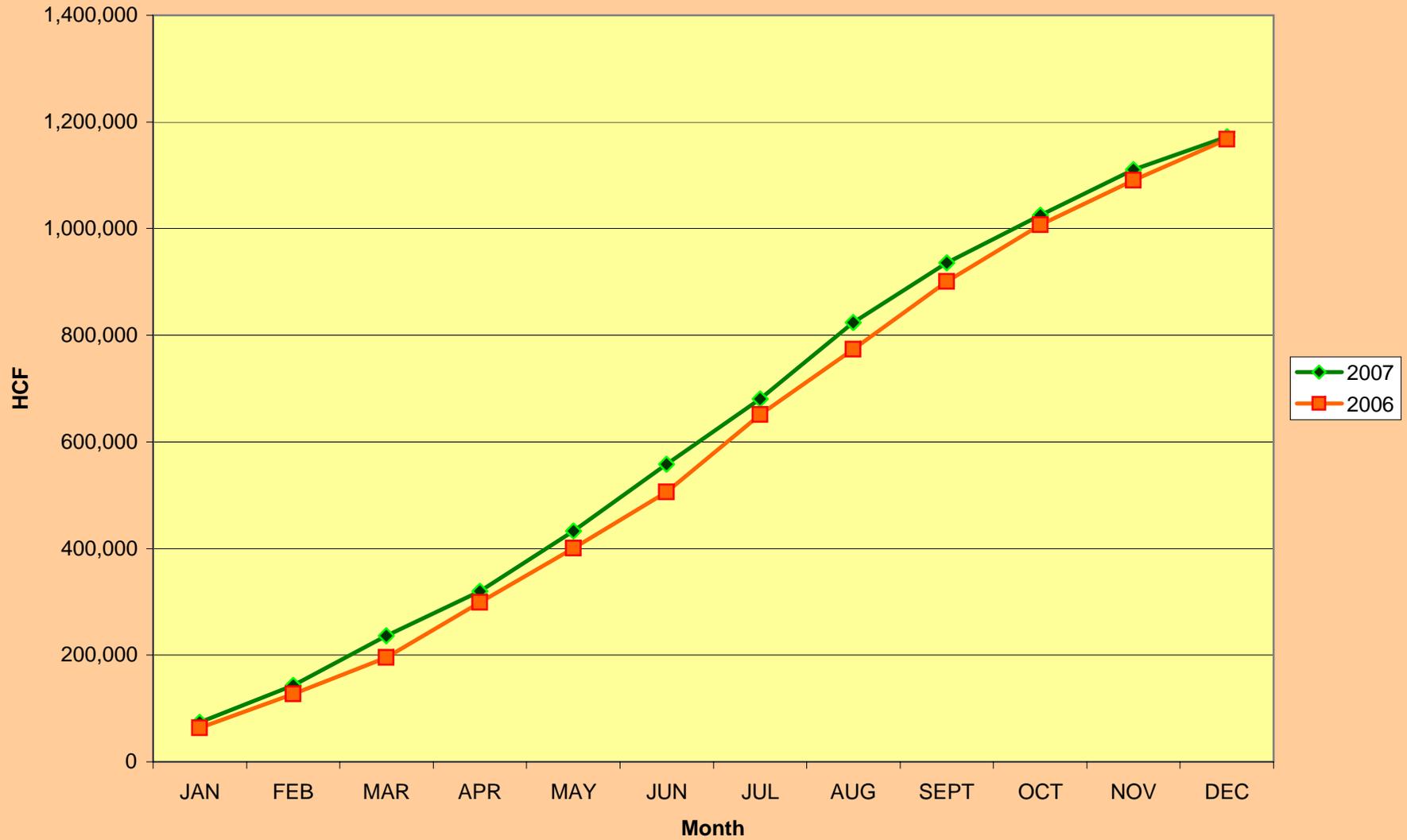
1" meter = 2.5 connections

Installed Water Meters	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Totals
HMB Non-Priority	1		1	5		3	2	1	3	2	1		19
HMB Priority			1		1						1		3
County Non-Priority		1	1			4		1			3	3	13
County Priority			2										2
Monthly Total	1	1	5	5	1	7	2	2	3	2	5	3	37

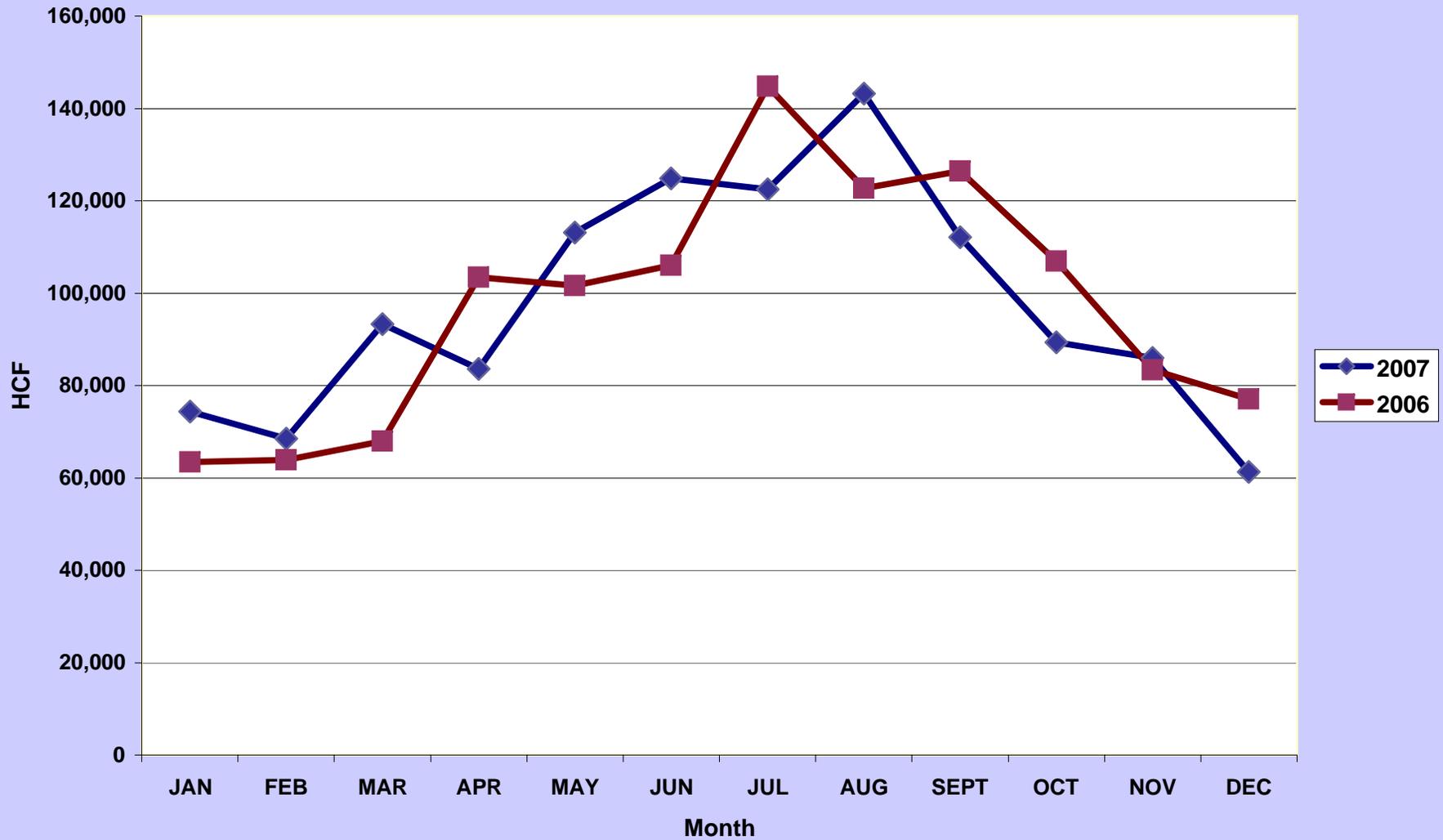
TOTAL CCWD PRODUCTION (MG) ALL SOURCES-2007

	PILARCITOS		DENNISTON		CRYSTAL SPRINGS	SAN VIN.	RAW WATER	UNMETERED	TREATED
	WELLS	LAKE	WELLS	RESERVOIR	RESERVOIR	RESERVOIR	TOTAL	USAGE	TOTAL
JAN	5.93	42.51	0.90	9.45	0.00	0.00	58.79	3.15	55.64
FEB	5.96	47.08	0.03	1.10	0.10	0.00	54.27	3	51.27
MAR	8.41	56.15	0.47	11.27	0.00	0.00	76.30	6.54	69.76
APR	0.00	51.49	0.47	15.20	0.00	0.00	67.16	4.62	62.54
MAY	0.00	66.93	1.87	16.90	4.51	0.00	90.21	5.58	84.63
JUN	0.00	15.21	2.72	16.05	63.74	0.00	97.72	4.36	93.36
JUL	0.00	0.00	3.13	10.89	82.66	0.00	96.68	5.06	91.62
AUG	0.00	0.00	3.74	11.80	96.74	0.00	112.28	5.12	107.16
SEPT	0.00	0.00	4.03	11.51	73.44	0.00	88.98	5.1	83.88
OCT	0.00	0.03	2.59	8.24	60.70	0.00	71.56	4.75	66.81
NOV	0	0.00	0.88	7.23	59.94	0.00	68.05	3.74	64.31
DEC	1.62	0.00	0.52	1.43	46.11	0	49.68	3.81	45.87
TOTAL MG	21.92	279.40	21.35	121.07	487.94	0.00	931.68	54.830	876.85
% TOTAL	2.4%	30.0%	2.3%	13.0%	52.4%	0.0%	100.0%	5.9%	94.1%

CCWD CUMULATIVE PRODUCTION



2007 vs 2006 Production



COMPARISON OF SFPUC METERS WITH NUNES INFLUENT METER

		Nunes Meter	BW Return	Wells	Difference	SFPUC Pilarcitos meter	SFPUC CSP meter	Skylawn 1	SFPUC Total	SFPUC - Nunes	% difference
2006	Jun	68.76	3.3	0	65.46	45.54	20.3	0.00	65.84	0.38	0.58
2006	Jul	75.97	3.4	0	72.57	0	91.78	13.80	77.98	5.41	6.94
2006	Aug	71.56	3.42	0	68.14	0	76.55	0.00	76.55	8.41	10.99
2006	Sep	65.09	3.23	0	61.86	0	77.88	13.13	64.75	2.89	4.46
2006	Oct	57.6	3.1	0	54.50	0	64.98	0.00	64.98	10.48	16.13
2006	Nov	50.7	2.96	7.17	40.57	17.2	30.34	9.25	38.29	-2.28	-5.95
2007	Dec	49.94	3.74	7.6	38.60	45.17	0	0.00	45.17	6.57	14.55
2007	Jan	51.29	2.78	5.93	42.58	42.51	0	0.00	42.51	-0.07	-0.17
2007	Feb	48.57	2.56	5.96	40.05	47.08	0	0.00	47.08	7.03	14.93
2007	Mar	54.47	2.99	8.41	43.07	56.11	0	0.00	56.11	13.04	23.24
2007	Apr	50.28	2.49	0	47.79	51.49	0	0.00	51.49	3.70	7.19
2007	May	59	2.5	0	56.50	66.93	4.51	2.50	68.94	12.44	18.04
2007	Jun	70.71	2.64	0	68.07	15.21	63.74	0	78.95	10.88	13.78
2007	Jul	74.67	2.85	0	71.82	0	82.66	15.12	67.54	-4.28	-6.34
2007	Aug	74.46	2.86	0	71.60	0	96.74	2.4	94.34	22.74	24.10
2007	Sep	71.2	2.74	0	68.46	0	73.44	15.34	58.10	-10.36	-17.83
2007	Oct	56.455	2.61	0	53.85	0.03	60.7	0	60.73	6.89	11.34
2007	Nov	51.59	2.463	0	49.13	0	59.937	2.698	57.24	8.11	14.17
2007	Dec	47.84	3.25	1.62	42.97	0	46.11	0.326	45.78	2.81	6.15
TOTAL		1150.16	55.88	36.69	1057.58	387.27	849.67	74.57	1162.37	104.79	9.01

AVERAGE
All results in MG.

confluence
upstream of
meter -
subtracted
from Nunes

also
subtracted
from
Nunes
meter

sent to
Skylawn as
raw water.
Subtracted
from SFPUC
sum

Total

**Coastside County Water District Monthly Sales By Category (HCF)
2007**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	HCF to Date	MG to Date
RESIDENTIAL	28435	45890	25051	36631	30745	65857	44487	70773	39473	63132	29263	41326	521,063	389.76
COMMERCIAL	8452	1839	7667	1468	8643	1815	11883	1858	10084	1881	7945	1433	64,968	48.60
RESTAURANT	3063	1	2932	0	3016	2	3250	16	3444	29	2851	21	18,625	13.93
HOTELS/MOTELS	6235	168	5499	167	13587	203	6695	249	8098	200	7274	128	48,503	36.28
SCHOOLS	714	175	1031	125	1541	382	4531	229	4068	364	2891	93	16,144	12.08
MULTI DWELL	7174	8535	6113	7722	6249	8707	7633	8816	7833	8647	6180	6914	90,523	67.71
BEACHES/PARKS	385	31	550	125	1125	152	1461	101	1953	105	819	21	6,828	5.11
FLORAL	19687	324	19635	297	28987	342	30372	360	25007	374	21232	283	146,900	109.88
RECREATIONAL	103	236	83	273	81	324	132	324	109	250	84	297	2,296	1.72
MARINE	1804	0	1305	0	1822	0	1923	0	1902	0	1428	0	10,184	7.62
IRRIGATION	397	926	143	1186	5266	3127	33797	4446	34818	3605	12465	1312	101,488	75.91
Portable Meters	0	400	146	228	0	371	0	1963	0	1429	0	951	5,488	4.11
HCF	76,449	58,525	70,155	48,222	101,062	81,282	146,164	89,135	136,789	80,016	92,432	52,779	1,033,010	
MG	57.18	43.78	52.48	36.07	75.59	60.80	109.33	66.67	102.32	59.85	69.14	39.48		772.69

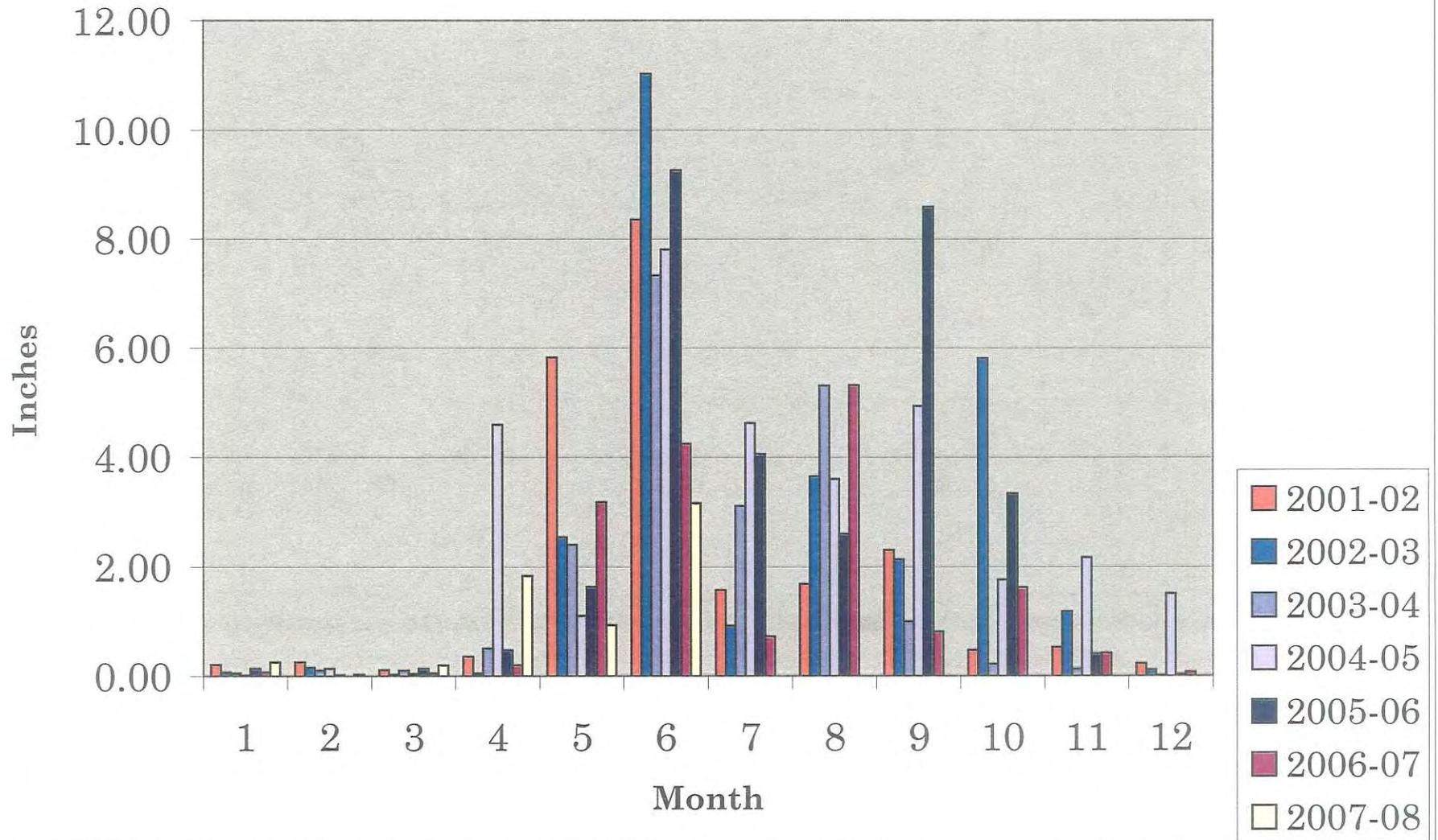
**Coastside County Water District Monthly Sales By Category (HCF)
2006**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	HCF to Date	MG to Date
RESIDENTIAL	26,648	37,849	22,883	37,829	27,954	67,438	40,524	79,653	43,351	68,097	32,646	43,755	528,627	395.41
COMMERCIAL	8,935	1,598	7,266	1,654	8,837	2,003	9,904	2,344	11,305	2,174	9,296	1,668	66,984	50.10
RESTAURANT	3,075	17	2,789	17	3,183	39	3,700	182	3,546	44	2,966	8	19,566	14.64
HOTELS/MOTELS	6,125	151	5,568	170	6,509	235	7,089	286	8,373	219	6,493	138	41,356	30.93
SCHOOLS	1,121	102	820	91	1,448	186	4,420	275	6,972	213	2,806	169	18,623	13.93
MULTI DWELL	6,746	7,910	5,912	7,364	6,642	9,137	7,981	9,372	8,277	9,072	6,423	7,359	92,195	68.96
BEACHES/PARKS	350	17	309	5	525	130	1,388	211	1,529	213	1,003	91	5,771	4.32
FLORAL	19,797	300	18,090	249	32,609	327	25,746	360	25,150	379	21,009	393	144,409	108.02
RECREATIONAL	144	191	121	229	85	259	103	324	146	274	108	188	2,172	1.62
MARINE	1,844	0	1,450	0	767	0	2,595	0	2,047	0	2,017	0	10,720	8.02
IRRIGATION	2,673	551	481	305	248	3,037	25,160	4,183	31,539	3,084	15,440	1,770	88,471	66.18
portable meters	0	329	0	377	0	512	0	895	0	730	0	757	3600	2.69
HCF	77,458	49,015	65,689	48,290	88,807	83,303	128,610	98,085	142,235	84,499	100,207	56,296	1,022,494	
MG	57.94	36.66	49.14	36.12	66.43	62.31	96.20	73.37	106.39	63.21	74.95	42.11		764.83

Coastside County Water District

Rainfall by Month

July '07 thru Jun '08

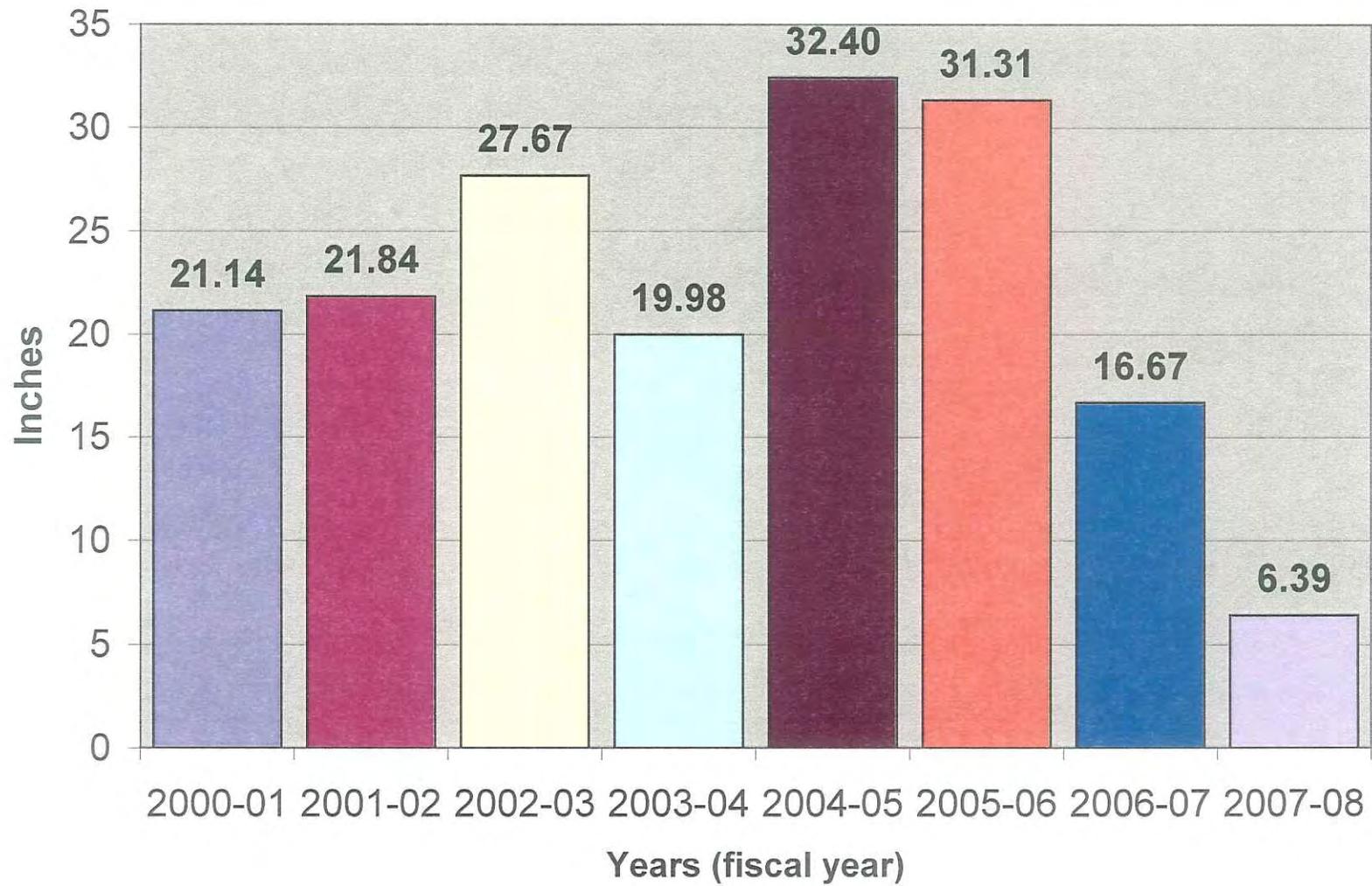


Rainfall by Month

July 2007 - June 2008



Rain Totals



MONTHLY CLIMATOLOGICAL SUMMARY for DEC. 2007

NAME: Office CITY: Half Moon Bay STATE: CA ELEV: 80 LAT: 37 38' 00" LONG: 122 25'59"

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

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	49.7	57.8	2:30p	43.0	8:30p	15.3	0.0	0.00	1.8	11.0	2:30a	SSE
2	55.9	62.6	1:30p	48.4	12:30a	9.1	0.0	0.00	5.7	23.0	10:30a	ESE
3	59.4	67.8	2:00p	53.2	7:00a	5.8	0.2	0.00	2.6	15.0	12:30p	ESE
4	58.2	63.1	2:00p	56.3	1:30a	6.8	0.0	0.31	1.8	15.0	5:00p	N
5	54.6	62.7	1:30p	46.7	10:30p	10.4	0.0	0.00	0.9	12.0	7:30a	N
6	54.5	59.0	1:30p	47.5	12:30a	10.5	0.0	0.36	0.5	16.0	11:30p	SE
7	51.4	55.4	2:00a	44.7	11:30p	13.6	0.0	0.10	3.8	22.0	8:00a	NNW
8	47.6	53.1	2:30p	42.1	8:30p	17.4	0.0	0.00	1.4	14.0	12:30p	NNW
9	47.2	54.7	2:30p	38.9	7:30a	17.8	0.0	0.00	1.6	14.0	4:00a	SSW
10	46.4	57.1	1:00p	38.1	5:00a	18.6	0.0	0.00	1.7	15.0	10:30a	NNE
11	49.5	58.3	3:30p	41.2	12:00m	15.5	0.0	0.00	3.2	25.0	11:00a	NNE
12	47.2	58.8	1:00p	37.9	2:30a	17.8	0.0	0.00	1.9	13.0	3:00p	N
13	45.0	56.9	1:00p	36.9	5:30a	20.0	0.0	0.00	0.9	10.0	9:30a	N
14	45.8	57.0	3:30p	36.7	2:00a	19.2	0.0	0.00	1.0	9.0	2:30a	N
15	48.7	56.6	1:00p	41.1	7:00a	16.3	0.0	0.00	0.6	9.0	12:00p	NNE
16	50.2	58.9	1:30p	40.0	6:00a	14.8	0.0	0.04	2.0	16.0	9:00p	SE
17	54.4	59.8	12:30p	50.0	7:30a	10.6	0.0	0.34	1.4	18.0	12:30a	SE
18	54.0	60.1	2:00p	47.7	10:00p	11.0	0.0	0.87	1.6	17.0	11:30a	SE
19	52.4	59.0	2:30p	43.6	7:30a	12.6	0.0	0.08	1.7	18.0	11:00p	SE
20	51.3	56.2	11:30a	40.4	12:00m	13.7	0.0	0.75	2.2	23.0	1:30a	NNW
21	43.9	55.1	2:00p	37.2	11:30p	21.1	0.0	0.00	0.8	11.0	2:30p	NNW
22	45.7	56.3	2:30p	36.4	3:00a	19.3	0.0	0.00	2.7	15.0	8:00p	N
23	51.2	61.6	2:00p	45.0	4:30a	13.8	0.0	0.00	3.0	18.0	2:00a	N
24	50.6	57.0	12:30p	40.7	9:30p	14.4	0.0	0.01	1.6	16.0	3:00p	N
25	48.6	55.5	12:30p	42.1	7:30a	16.4	0.0	0.00	2.3	16.0	6:30a	N
26	47.3	52.0	1:00p	38.7	12:00m	17.7	0.0	0.02	3.5	19.0	1:00p	NNW
27	44.9	53.4	2:00p	35.2	7:00a	20.1	0.0	0.16	0.7	11.0	11:00p	NNE
28	48.8	55.7	2:30p	46.2	9:30a	16.2	0.0	0.04	1.2	13.0	2:30a	SE
29	51.8	58.1	2:30p	46.7	4:00a	13.2	0.0	0.08	0.1	6.0	3:00p	SSE
30	49.1	54.7	2:30p	44.7	8:30p	15.9	0.0	0.00	1.9	13.0	1:30p	N
31	50.2	56.8	3:00p	42.2	7:30a	14.8	0.0	0.00	4.9	29.0	5:00p	N
	50.2	67.8	3	35.2	27	459.6	0.2	3.16	2.0	29.0	31	N

Max >= 90.0: 0

Max <= 32.0: 0

Min <= 32.0: 0

Min <= 0.0: 0

Max Rain: 0.87 ON 12/18/07

Days of Rain: 12 (>.01 in) 6 (>.1 in) 0 (>1 in)

Heat Base: 65.0 Cool Base: 65.0 Method: Integration

Monthly Report

To: David Dickson, General Manager
From: Cathleen Brennan, Water Resources Analyst
Agenda: January 8, 2008
Subject: Water Resources Report

This report is provided as an update on water conservation, outreach, and program development activities to the Board of Directors. No action is required.

- **New** - Coastside County Water District is now offering a high efficient aerator for bathroom sinks. This new aerator replaces the 1.5gpm aerator with a 0.5gpm aerator.



- **Summary of Meeting Participation.**

Employee Meeting 12/17/2007

BAWSCA Water Resources Meeting - 12/13/2007

Monthly Report

To: David Dickson, General Manager
From: Cathleen Brennan, Water Resources Analyst
Agenda: January 8, 2008
Subject: Water Shortage and Drought Contingency Plan

This report is provided as an update on the implementation of the Water Shortage and Drought Contingency Plan – Stage 1 (Advisory Stage). The Advisory Stage was implemented in June of 2007. No action is required by the Board of Directors.

ADVISORY STAGE – Stage 1

▪ Customer Outreach

- √ Letters were sent to public officials (12/28/2007) informing them of the current hydrologic conditions and the potential for water rationing in 2008.
- √ Meeting with Commercial Customer 12/13/2007
- √ Meeting with Commercial Customer 12/19/2007
- √ Meeting with Commercial Customer 12/19/2007
- √ Meeting with Floriculture Customer 12/27/2007

▪ Meetings

- √ Strategic Planning Meeting 12/20/2007

MONTHLY REPORT

To: David Dickson, General Manager
From: Joe Guistino, Superintendent of Operations
Agenda: January 8, 2008

Report
Date: January 3, 2008

Source of Supply

Crystal Springs, Pilarcitos Well 4A, Denniston Reservoir and Denniston Wells #1, #3 & #9 were the main source of supply up until 6 December. Denniston Plant was shut down on 6 December due to high raw water turbidity.

Projects

Main Street Project

Some punch list items are still in need of completion.

Left to be complete are:

- new meter box at the Twice As Nice
- meter installation for median strips
- PRV vault on Main Street to be brought to grade

Denniston Storage Tank Modification/El Granada Pump Station Modification Project

Lewis and Tibbits was awarded the El Granada Pump Station Modification Project. All insurance forms and bonds were sent in and a notice to proceed was issued. The kickoff meeting will take place on 9 January.

Short Term Improvement Project

See Engineer's Report

Automatic Meter Reading Pilot

Work commenced on this project on 8 January and is estimated to be complete by 31 January.

Denniston Reservoir

Balance Hydrologic will provide us with a plan for rip rap along the banks of Denniston Reservoir. We will submit this plan to the Army Corps of Engineers in order to get the required federal nexus for easier approval of frog and snake mitigation measures. They will be working on the plan in the month of January.

Denniston Well Rehabilitation Project

Denniston Well #4 is on line and producing 15 gpm. Denniston Well #5 will be inspected and a determination as to our next efforts with this well will be provided by the contractor. It is estimated that all it needs is to have the pump and motor resized. With the completion of Well #5, we will have Denniston Wells 1, 3, 4, 5, and 9 in operation with an estimated 150 gpm from this source. Prior to starting this project, we were only realizing 30 gpm.

Systems Improvement:

Beautification Efforts

Crews have been utilizing the valve cleaning and exercise trailer this month. All Clipper Ridge and El Granada Pipeline valves have been exercised and cleaned and marked in December.

Other items for beautification include painting 3 sample stations, the piping in the Princeton PRV station, and 30 fire hydrants. Contractors replaced rotting electrical boxes at Nunes WTP.

PM Program

ECO:LOGIC has been working diligently at inputs into the PM Program software. They should be completed with their work by 1 February.

Plant Lighting

Lights are being installed on the top deck of Nunes WTP to assist the operator when working at night. We have also installed external lighting at Denniston WTP and the Corporation Yard.

Instrumentation

The new Honeywell data display and logger was installed at Nunes. The old one was installed at Denniston WTP. These respective devices will be able to be accessed from district and home computers to assess critical water quality parameters at both plants.

Update on Other Activities:

Uniforms

We have purchased a different style shirt and more robust trousers for the crews to work in. We will retain Mission Uniform for rags and mat cleaning only. The crews have been laundering their own uniforms and are very happy with the change. The change in the uniform program will net a savings of about \$2,000 annually with the extra benefit of the crews working in a better quality and styling uniform.

Sedimentation Basin Cleaning

District crews drained, cleaned and inspected the Nunes Sedimentation Basin in December. Inspection of the sludge removal machinery found no significant damage. The whole operation took 5 days. We will have it down for 2 weeks next year to replace the Teflon guide shoes and to address some corrosion that has formed on the bearing brackets.

Safety/Training/Inspections/Meetings

Safety Committee

The Safety Committee met on 19 December. We discussed training needs and schedule for the upcoming year. Cintas will also assist us in compiling our HAZCOM business plans for our facilities.

Training

Maintenance Worker Danny Williams is studying and training to get his Class B driver's license.

Treatment/Distribution Operator Jack Whelen attended an herbicide application class as a requirement to keep his application permit.

Vehicle Accident

Temporary Maintenance Worker Mateo Pacheco was involved in a single vehicle accident at the corner of Poplar and Third Street on 11 December. He swerved and hit a telephone pole in order to avoid a motorcycle that ran a stop sign. The cyclist did not stop. Repairs will be \$2,061.30.

Meetings Attended

4 December - SCADA strategy meeting with Cal Con representative Pete Schratz

4 December - SFPUC meet and greet with Dave Dickson

6 December - Met with Microclor representative with Twitchell concerning On Site Generation systems

11 December - CIP strategy meeting with Dickson and Teter

12 December - Meter reading planning meeting with Davis, Brazil, Lunow

14 December - Attended Cal/Nev Section AWWA governing board meeting in Rancho Cucamonga.

18 December - O&M Staff meeting. Davis and Twitchell in attendance.

19 December - Nunes filter air assist feasibility meeting. Twitchell and Mike Gregg from Roberts Filter in attendance.

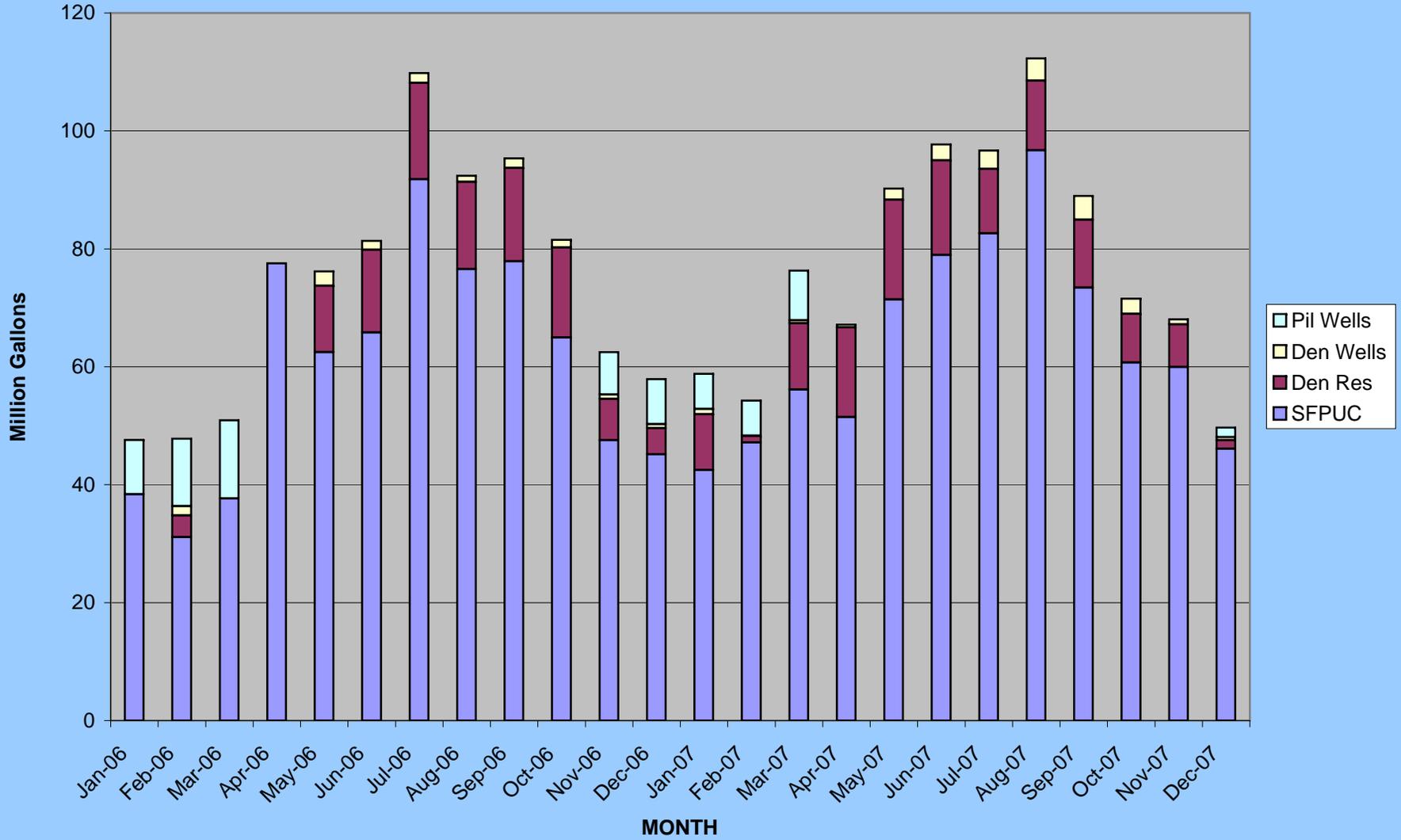
20 December - El Granada Phase 3 Pipeline kickoff meeting. Corrollo, JMB, Teter, Davis, Jo Whelen, Bruce, Dickson in attendance.

20 December - Drought planning meeting with Dickson, Brennen, Jo Whelen, Brazil

Department of Public Health

Submitted our cryptosporidium monitoring plan for the Long Term 2 Enhanced Surface Water Treatment Rule for approval. We will initiate monitoring in March 08.

PRODUCTION BREAKDOWN BY SOURCE



STAFF REPORT

To: Coastside County Water District Board of Directors

From: Jim Teter, District Engineer

Agenda: January 8, 2008

Report Date: December 31, 2007

Subject: Engineering Projects Received for Review During December 2007

Recommendation:

None. The agenda item is informational.

Background:

The Board of Directors has requested a monthly report from the District Engineer on proposed new developments which have been forwarded to him for engineering review.

Projects Received:

There were no projects received for review.

Fiscal Impact:

None. All costs of engineering review are paid by the project applicant.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Jim Teter, District Engineer

Agenda: January 8, 2008

Report Date: December 31, 2007

Subject: District Engineer Work Status Report

Recommendation:

None. The agenda item is informational.

Background:

The Board of Directors has requested a monthly status report from the District Engineer on his activities.

Work Performed Since Last Board Meeting:

- Continued work on preparation of the Contract Documents for the Water Treatment Plant Short-Term Improvements Project.
- Attended construction-related meetings for the Phase 3 El Granada Transmission Pipeline Replacement Project.
- Provided the District staff with advice on an as-requested basis.

Status of Current Work Assignments:

- A. Phase 3 El Granada Transmission Pipeline Replacement Project. Teter will be working with Carollo Engineers on the construction management services. The Contractor has not yet submitted his construction schedule, so it is currently unknown when pipeline construction will begin. The project contractor, JMB Construction, has numerous submittals which must be completed prior to the start of field work.
- B. Short-Term Improvements at Nunes & Denniston WTPs. The overall project currently consists of the following 3 construction projects:
 1. Denniston Storage Tank Modifications Project. A construction contract has been awarded to Stoloski & Gonzalez, Inc. in the amount of \$534,500. Construction of the pipeline between the treatment plant and the storage tank has been completed. The remainder of the work, which requires the Denniston tank to be taken out of service, cannot begin until the El Granada Tank No. 1 Modifications project has been completed.

2. El Granada Storage Tank No. 1 Site Piping Modifications. A construction contract has been awarded to Lewis & Tibbitts Inc. in the amount of \$196,875. The contractor's construction schedule has not been received, and therefore it is not currently known when actual field construction work will begin.
3. Short-Term Improvements at Nunes & Denniston WTPs:
 - a. Denniston WTP Improvements. Design work is continuing on the modifications which consist of (1) replacement of the existing gas chlorination facilities with on-site hypochlorite generation facilities, (2) replacement of all of the chemical feed pumps with new feed pumps and all but one of the chemical storage tanks with new tanks, (3) construction of chemical containment facilities, (4) and other miscellaneous improvements. The Contract Drawings have been completed and forwarded to the District for review. Work has begun on the technical specifications and other contract documents.
 - b. Nunes WTP Improvements. Design work is continuing on the modifications which consist of (1) replacement of the existing gas chlorination facilities with on-site hypochlorite generation facilities, (2) replacement of all of the chemical feed pumps with new pumps and all of the chemical storage tanks with new tanks, (3) construction of concrete walls for chemical containment, and (4) other miscellaneous improvements. The District Engineer has complete all of his Contract Drawings, and J.M. Turner Engineering, Inc. will proceed with completion of the structural Contract Drawings following receipt of addenda to their existing contract from the District. Teter has begun preparation of the technical specifications and other contract documents.
- C. Cahill Ridge Tank Exterior Coating Project. Teter has not yet begun preparation of Contract Documents for this project (Note: painting of exterior surfaces is not recommended during the rainy, cold months).
- D. Highway No. 1 South (of Miramontes Point Rd.) Pipeline Replacement Project. Teter will prepare preliminary project drawings as required for the Coastal Development Permit application to San Mateo County. This work will begin following completion of his work on the Short-Term WTP Improvement Project.

Fiscal Impact:

The FY 07/08 Capital Improvement Program budget contains funding for all of the projects.

January 8, 2007 (via email)

Board of Directors, Coastside County Water District
766 Main Street
Half Moon Bay, California 94019

Re: Agenda Item 8J, Work Status report on Phase 3B El Granada Pipeline Project.

Members of the Board of Directors:

As a CCWD customer, I appreciate the opportunity to provide input to discussion of the above-named agenda item. I request that a copy of this letter be made part of the public record and be distributed to each member of the Board of Directors.

The attached memo from the County Manager's office discusses the execution of a quitclaim deed to grant CCWD an easement over County property for the route of the Phase 3B El Granada pipeline project. The County memo states

“...the District [CCWD] will include a lateral and new water box on the new water line to serve the future needs of the parcel.”

Please note that the installation of a lateral and new water box constitutes “development” as defined by the San Mateo County Local Coastal Program (LCP). Section 1.2 of the County LCP defines development as follows (emphasis added):

1.2 Definition of Development

As stated in Section 30106 of the Coastal Act, define development to mean:

On land, in or under water, **the placement or erection of any solid material or structure**; discharge or disposal of any dredged material or any gaseous, liquid, solid, or thermal waste; grading, removing, dredging, mining, or extraction of any materials; change in the density or intensity of use of land, including, but not limited to, subdivision pursuant to the Subdivision Map Act (commencing with Section 66410 of the Government Code), and any other division of land, including lot splits, except where the land division is brought about in connection with the purchase of such land by a public agency for public recreational use; change in the intensity of use of water, or of access thereto; **construction**, reconstruction, demolition, or alteration of the size **of any structure, including any facility of any private, public, or municipal utility**; and the removal or harvesting of major vegetation other than for agricultural purposes, kelp harvesting, and timber operations which are in accordance with a timber harvesting plan submitted pursuant to the provisions of the Z'berg-Nejedly Forest Practice Act of 1973 (commencing with Section 4511).

As used in this section, “structure” includes, but is not limited to, any buildings, road, pipe, flume, conduit, siphon, aqueduct, telephone line, and electrical power transmission and distribution line.

The development that the County proposes in return for the quitclaim deed does not appear to be covered by the Coastal Development Permit (CDP) for Phase 3B of the El Granada Pipeline project granted in 2006. Hence, any action by CCWD to install by the new lateral and new water box would require a new CDP or an amendment to the existing CDP for the El Granada pipeline project . Please note that CCWD's mission statement includes a commitment to "Legality of all District actions and behaviors."

Sincerely,

Kevin J. Lansing
359 Filbert Street, HMB

Copy to:
California Coastal Commission, North Central Coast Office
San Mateo County Board of Supervisors



COUNTY OF SAN MATEO

Inter-Departmental Correspondence County Manager's Office

DATE: December 20, 2007

BOARD MEETING DATE: January 8, 2008

SPECIAL NOTICE/HEARING: 1 week published
notice

VOTE REQUIRED: 4/5ths

TO: Honorable Board of Supervisors
FROM: Steve Alms, Manager, Real Property Division
SUBJECT: Agreement, Deed and Exchange of Easements of equal value affecting
APN 047-330-010, located in Unincorporated El Granada (COP 2675)

RECOMMENDATION:

Adopt a resolution:

A) Authorizing the President of the Board of Supervisors to execute, on behalf of the County, an Agreement, Deed and Exchange of Easements ("Agreement") of equal value affecting APN 047-330-010, in Unincorporated El Granada, and

B) Authorizing the County Manager or his designee to execute notices, consents, approvals, terminations, deeds, escrow instructions and documents required under the Agreement under the terms set forth therein.

VISION ALIGNMENT:

Commitment: Responsive, effective and collaborative government

Goal 20: Government decisions are based on careful consideration of future impact, rather than temporary relief or immediate gain. This Amendment contributes to this commitment and goal by providing an alternative location for relocating necessary water lines that will minimize the impact on County parkland.

BACKGROUND:

In 2002, the County acquired the Mirada Surf property in Unincorporated El Granada, including APN 047-330-010, which is more commonly known as "Mirada Surf East". The parcel is subject to a public utility easement that runs north to south over the middle portion of the property. The easement is held by the Coastside County Water District and

there is currently a water line installed within the easement that serves El Granada. The District has requested that the County allow the installation of a new larger water pipeline as part of its "Phase 3B El Granada Water Pipeline Replacement Project", to provide upgraded service to its customers. It has been determined that the County should grant an easement over a different portion of the property to install the new water line, which would have less of an impact on the surrounding trees and vegetation and the future use of the property. An existing emergency access easement and road over the southeastern portion of the property establishes a route preferred by the Parks Department.

DISCUSSION:

Real Property Services has negotiated an Agreement, Deed and Exchange of Easements that grants the District a new easement for the installation of the pipeline. The District has provided a signed Quitclaim Deed for the existing easement that the County will record upon the earlier to occur of (i) the completion of the installation of the new pipeline within the new easement area, or (ii) one year from the recording date of this agreement. In addition, the District will include a lateral and meter box on the new water line to serve the future needs of the parcel.

County Counsel has reviewed and approved the Agreement as to form. The Director of the Parks and Recreation Division concurs in this recommendation.

FISCAL IMPACT:

There is no fiscal impact associated with exchanging the easement rights.

cc:/enc: Deborah Penny Bennett, Deputy County Counsel

cc: Dave Holland, Director, Parks and Recreation Division