

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, March 14, 2017 - 7:00 p.m.

AGENDA

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

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

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

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

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

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

4) CONSENT CALENDAR

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

- A. Approval of disbursements for the month ending February 28, 2017:
Claims: \$754,267.67; Payroll: \$87,861.52 for a total of \$842,129.19 ([attachment](#))
➤ *February 2017 Monthly Financial Claims reviewed and approved by Director Glassberg*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of February 14, 2017 Special & Regular Board of Directors Meetings ([attachment](#))
- D. Monthly Water Transfer Report ([attachment](#))
- E. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- F. Total CCWD Production Report ([attachment](#))
- G. CCWD Monthly Sales by Category Report - February 2017 ([attachment](#))
- H. Monthly Emergency Main & Service Repairs Report and Water Line Flushing Report ([attachment](#))
- I. Monthly Rainfall Reports ([attachment](#))
- J. Approval for Vice-President Feldman to attend the Association of California Water Agencies (ACWA) Spring Conference in Monterey - May 9th - 12th, 2017 ([attachment](#))
- K. S.F.P.U.C. Hydrological Report for the month of January 2017 ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Fiscal Year 2017-2018 Budget Process Timeline - information only ([attachment](#))
- B. Draft Fiscal Year 2017-2018 Operations Budget and Draft Fiscal Year 2017/18 to 2026/27 Capital Improvement Program ([attachment](#))
- C. Appointment of Director to the Boards of the Bay Area Water Supply & Conservation Agency and the Bay Area Regional Water System Financing Authority ([attachment](#))
- D. Update on California Public Records Act Disclosure Requirements ([attachment](#))

7) GENERAL MANAGER'S REPORT AND MONTHLY INFORMATIONAL REPORTS ([attachment](#))

- Pilarcitos Canyon Emergency Road Repairs
- A. Assistant General Manager's Report ([attachment](#))
- B. Superintendent of Operations Report ([attachment](#))
- C. Water Resources Report ([attachment](#))

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

9) ADJOURNMENT

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

CHECKS				
<u>CHECK DATE</u>	<u>CHECK NO.</u>	<u>VENDOR</u>	<u>VOID CHECK</u>	<u>AMOUNT</u>
02/10/2017	23698	COMCAST		\$194.02
02/10/2017	23699	RECORDER'S OFFICE		\$21.00
02/10/2017	23700	ECONO TREE SERVICE		\$12,380.00
02/10/2017	23701	FIRST NATIONAL BANK		\$1,128.75
02/10/2017	23702	HASSETT HARDWARE		\$941.15
02/10/2017	23703	MASS MUTUAL FINANCIAL GROUP		\$1,724.65
02/10/2017	23704	PACIFIC GAS & ELECTRIC CO.		\$33.82
02/10/2017	23705	PUMP REPAIR SERVICE CO. INC.		\$46,103.64
02/10/2017	23706	REPUBLIC SERVICES		\$419.06
02/10/2017	23707	SAN FRANCISCO WATER DEPT.		\$103,882.81
02/10/2017	23708	STAT PADS, LLC		\$105.00
02/10/2017	23709	TEAMSTERS LOCAL UNION #856		\$1,113.00
02/10/2017	23710	US TELEPACIFIC CORPORATION		\$1,839.98
02/10/2017	23711	VALIC		\$3,145.00
02/14/2017	23712	METER READINGS HOLDING, LLC		\$139,260.73
02/14/2017	23713	RECORDER'S OFFICE		\$21.00
02/14/2017	23714	PACIFIC GAS & ELECTRIC CO.		\$29,824.39
02/23/2017	23715	CA SF REGIONAL WATER QUALITY CNT BD		\$720.00
02/23/2017	23716	CA SF REGIONAL WATER QUALITY CNT BD		\$720.00
02/28/2017	23717	ACCURATE AIR ENGINEERING, INC		\$1,212.31
02/28/2017	23718	ADP, INC.		\$1,221.05
02/28/2017	23719	FRANK YAMELLO		\$235.00
02/28/2017	23720	ANDREINI BROS. INC.		\$115,996.18
02/28/2017	23721	AZTEC GARDENS, INC.		\$190.00
02/28/2017	23722	BADGER METER, INC.		\$117.00
02/28/2017	23723	BALANCE HYDROLOGICS, INC		\$5,623.67
02/28/2017	23724	BARTKIEWICZ, KRONICK & SHANAHAN		\$82.50
02/28/2017	23725	BAY AREA WATER SUPPLY &		\$23,944.00
02/28/2017	23726	BAY ALARM COMPANY		\$1,622.85
02/28/2017	23727	BAYSIDE EQUIPMENT COMPANY		\$17,285.00
02/28/2017	23728	BIG CREEK LUMBER		\$34.57
02/28/2017	23729	BIG ED'S CRANE SERVICE, INC		\$3,960.00
02/28/2017	23730	KERRY L BURKE		\$577.00
02/28/2017	23731	CALIFORNIA C.A.D. SOLUTIONS, INC		\$1,462.50
02/28/2017	23732	CANYON SPRINGS ENTERPRISES		\$20,475.00
02/28/2017	23733	CAROLYN STANFIELD		\$600.00
02/28/2017	23734	CDW-GOVERNMENT, INC.		\$6,217.41
02/28/2017	23735	CHEVRON/TEXACO UNIVERSAL CARD		\$1,679.13
02/28/2017	23736	CHEMTRADE CHEMICALS US LLC		\$2,466.64
02/28/2017	23737	CINTAS FIRST AID & SAFETY		\$1,650.00
02/28/2017	23738	COASTSIDE COUNTY WATER DIST.		\$176.04
02/28/2017	23739	DAL PORTO ELECTRIC		\$14,095.00
02/28/2017	23740	DATAPROSE, LLC		\$1,639.18
02/28/2017	23741	ELECSYS INTERNATIONAL CORP		\$250.00
02/28/2017	23742	FREYER & LAURETA, INC.		\$400.00
02/28/2017	23743	GRAINGER, INC.		\$33.63
02/28/2017	23744	GRANITEROCK		\$5,890.59
02/28/2017	23745	HACH CO., INC.		\$1,185.99
02/28/2017	23746	HMB BLDG. & GARDEN INC.		\$9,713.78
02/28/2017	23747	HALF MOON BAY REVIEW		\$175.00
02/28/2017	23748	H.M.B.AUTO PARTS		\$312.49

02/28/2017	23749	HANSONBRIDGETT. LLP	\$4,641.10
02/28/2017	23750	U.S. HEALTHWORKS MEDICAL GROUP, P.C.	\$99.00
02/28/2017	23751	BARBARA HEDRICK	\$300.00
02/28/2017	23752	HF&H CONSULTANTS, LLC	\$7,015.00
02/28/2017	23753	IRON MOUNTAIN	\$476.15
02/28/2017	23754	IRVINE CONSULTING SERVICES, INC.	\$2,431.84
02/28/2017	23755	JOBS AVAILABLE	\$45.00
02/28/2017	23756	JANET KERN	\$100.00
02/28/2017	23757	KANEKO AND KRAMMER CORP	\$2,040.00
02/28/2017	23758	GLENNA LOMBARDI	\$110.00
02/28/2017	23759	MANAGEMENT PARTNERS, INC	\$6,000.00
02/28/2017	23760	MASS MUTUAL FINANCIAL GROUP	\$1,724.65
02/28/2017	23761	METLIFE GROUP BENEFITS	\$1,516.40
02/28/2017	23762	MISSION UNIFORM SERVICES INC.	\$245.29
02/28/2017	23763	DARIN BOVILLE	\$1,500.00
02/28/2017	23764	MONTEREY COUNTY LAB	\$2,280.00
02/28/2017	23765	OFFICE DEPOT	\$1,041.38
02/28/2017	23766	ONTRAC	\$1,186.23
02/28/2017	23767	PACIFICA COMMUNITY TV	\$250.00
02/28/2017	23768	PAKPOUR CONSULTING GROUP	\$465.94
02/28/2017	23769	PAULO'S AUTO CARE	\$863.35
02/28/2017	23770	PITNEY BOWES	\$211.91
02/28/2017	23771	PUMP REPAIR SERVICE CO. INC.	\$13,948.44
02/28/2017	23772	RICOH USA, INC.	\$328.76
02/28/2017	23773	ROBERTS & BRUNE CO.	\$17,841.88
02/28/2017	23774	ROGUE WEB WORKS, LLC	\$351.00
02/28/2017	23775	SAN MATEO CTY PUBLIC HEALTH LAB	\$878.00
02/28/2017	23776	SIERRA CHEMICAL CO.	\$1,457.97
02/28/2017	23777	STATE WATER RESOURCES CONTROL BD	\$130.00
02/28/2017	23778	STRAWFLOWER ELECTRONICS	\$120.00
02/28/2017	23779	JAMES TETER	\$13,949.45
02/28/2017	23780	TYLER TECHNOLOGIES, INC	\$15,631.30
02/28/2017	23781	VALIC	\$3,145.00
02/28/2017	23782	VERIZON WIRELESS	\$1,139.34
02/23/2017	23783	JAMES C TUCKER	\$10.07
02/01/2017	23784	ARB, INC.	\$372.89
02/01/2017	23785	MARION PROFFITT	\$53.61
02/01/2017	23786	DUKE PARTNERS II, LLC	\$8.29
02/01/2017	23787	IAN O'MALLEY	\$14.28

CLAIMS FOR MONTH OF FEBRUARY 2017

\$688,025.03

WIRE PAYMENTS

<u>MONTH</u>	<u>VENDOR</u>	<u>AMOUNT</u>
02/01/2017	DFT0000029 PUB. EMP. RETIRE SYSTEM	\$12,434.29
02/10/2017	DFT0000026 PUB. EMP. RETIRE SYSTEM	\$12,375.77
02/10/2017	DFT0000027 CalPERS FISCAL SERVICES DIVISION	\$25,069.57
02/23/2017	DFT0000037 PUB. EMP. RETIRE SYSTEM	\$12,381.16
02/28/17	CREDIT CARD & BANK FEES	\$3,981.85

TOTAL WIRE PAYMENTS

\$66,242.64

TOTAL CLAIMS FOR THE MONTH OF FEBRUARY 2017

\$754,267.67



Coastside County Water District

Monthly Budget Report Account Summary

For Fiscal: 2016-2017 Period Ending: 02/28/2017

	February Budget	February Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget	
Revenue										
RevType: 1 - Operating										
1-4120-00	Water Revenue	772,499.00	724,965.83	-47,533.17	-6.15 %	6,919,982.00	7,065,610.89	145,628.89	2.10 %	10,266,127.00
	Total RevType: 1 - Operating:	772,499.00	724,965.83	-47,533.17	-6.15 %	6,919,982.00	7,065,610.89	145,628.89	2.10 %	10,266,127.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	4,165.00	2,636.06	-1,528.94	-36.71 %	33,320.00	46,439.62	13,119.62	39.37 %	50,000.00
1-4180-00	Late Notice - 10% Penalty	5,997.60	1,375.51	-4,622.09	-77.07 %	47,980.80	47,086.33	-894.47	-1.86 %	72,000.00
1-4230-00	Service Connections	833.00	913.66	80.66	9.68 %	6,664.00	10,253.82	3,589.82	53.87 %	10,000.00
1-4920-00	Interest Earned	0.00	0.00	0.00	0.00 %	2,302.50	3,276.53	974.03	42.30 %	3,070.00
1-4930-00	Tax Apportionments/County Checks	30,000.00	55,844.18	25,844.18	86.15 %	380,000.00	474,917.95	94,917.95	24.98 %	600,000.00
1-4950-00	Miscellaneous Income	3,082.10	1,461.26	-1,620.84	-52.59 %	24,656.80	102,514.67	77,857.87	315.77 %	37,000.00
1-4955-00	Cell Site Lease Income	11,969.54	15,067.38	3,097.84	25.88 %	95,756.32	101,922.73	6,166.41	6.44 %	143,692.00
1-4965-00	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00 %	200,000.00	325,313.79	125,313.79	62.66 %	200,000.00
	Total RevType: 2 - Non-Operating:	56,047.24	77,298.05	21,250.81	37.92 %	790,680.42	1,111,725.44	321,045.02	40.60 %	1,115,762.00
	Total Revenue:	828,546.24	802,263.88	-26,282.36	-3.17 %	7,710,662.42	8,177,336.33	466,673.91	6.05 %	11,381,889.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	79,005.00	83,137.81	-4,132.81	-5.23 %	1,896,187.00	1,565,077.89	331,109.11	17.46 %	2,578,474.00
1-5230-00	Nunes T P Pump Expense	2,604.79	2,591.69	13.10	0.50 %	20,838.32	22,952.58	-2,114.26	-10.15 %	31,270.00
1-5231-00	CSP Pump Station Pump Expense	3,293.00	10,348.71	-7,055.71	-214.26 %	311,533.00	223,509.09	88,023.91	28.26 %	325,420.00
1-5232-00	Other Trans. & Dist Pump Expense	1,176.00	1,597.99	-421.99	-35.88 %	11,783.00	14,721.18	-2,938.18	-24.94 %	18,020.00
1-5233-00	Pilarcitos Canyon Pump Expense	4,153.00	1,870.39	2,282.61	54.96 %	21,307.00	22,442.80	-1,135.80	-5.33 %	26,000.00
1-5234-00	Denniston T P Pump Expense	11,126.00	9,029.47	2,096.53	18.84 %	40,435.00	37,273.95	3,161.05	7.82 %	85,000.00
1-5242-00	CSP Pump Station Operations	874.65	921.42	-46.77	-5.35 %	6,997.20	6,570.85	426.35	6.09 %	10,500.00
1-5243-00	CSP Pump Station Maintenance	1,388.00	11,482.14	-10,094.14	-727.24 %	11,104.00	18,794.69	-7,690.69	-69.26 %	37,000.00
1-5245-00	Alves/Miramontes Maintenance	0.00	34.57	-34.57	0.00 %	0.00	34.57	-34.57	0.00 %	0.00
1-5246-00	Nunes T P Operations - General	2,552.00	2,373.77	178.23	6.98 %	40,614.00	38,971.04	1,642.96	4.05 %	57,000.00
1-5247-00	Nunes T P Maintenance	12,208.00	4,169.39	8,038.61	65.85 %	56,414.00	52,091.61	4,322.39	7.66 %	80,500.00
1-5248-00	Denniston T P Operations-General	4,187.00	310.62	3,876.38	92.58 %	18,248.00	11,865.39	6,382.61	34.98 %	35,000.00
1-5249-00	Denniston T.P. Maintenance	2,750.00	624.86	2,125.14	77.28 %	42,000.00	50,797.58	-8,797.58	-20.95 %	53,000.00
1-5250-00	Laboratory Expenses	6,626.00	4,344.23	2,281.77	34.44 %	36,443.00	29,047.45	7,395.55	20.29 %	53,000.00
1-5260-00	Maintenance - General	10,970.61	16,082.65	-5,112.04	-46.60 %	87,764.88	109,121.23	-21,356.35	-24.33 %	131,700.00
1-5260-10	Maintenance - Main Line Breaks	8,330.00	0.00	8,330.00	100.00 %	66,640.00	17,631.69	49,008.31	73.54 %	100,000.00
1-5260-11	Maintenance - Paving	4,165.00	9,798.78	-5,633.78	-135.26 %	33,320.00	39,220.67	-5,900.67	-17.71 %	50,000.00
1-5261-00	Maintenance - Well Fields	909.00	0.00	909.00	100.00 %	46,364.00	10,978.37	35,385.63	76.32 %	50,000.00

Monthly Budget Report

For Fiscal: 2016-2017 Period Ending: 02/28/2017

	February Budget	February Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget	
1-5263-00	Uniforms	145.00	0.00	145.00	100.00 %	9,423.00	7,940.04	1,482.96	15.74 %	10,000.00
1-5318-00	Studies/Surveys/Consulting	12,495.00	23,520.94	-11,025.94	-88.24 %	99,960.00	56,777.40	43,182.60	43.20 %	150,000.00
1-5321-00	Water Resources	3,915.10	1,490.00	2,425.10	61.94 %	31,320.80	6,867.06	24,453.74	78.08 %	47,000.00
1-5322-00	Community Outreach	4,165.00	1,750.00	2,415.00	57.98 %	33,320.00	6,008.78	27,311.22	81.97 %	50,000.00
1-5381-00	Legal	4,998.00	2,171.00	2,827.00	56.56 %	39,984.00	52,591.53	-12,607.53	-31.53 %	60,000.00
1-5382-00	Engineering	1,166.20	5,494.00	-4,327.80	-371.10 %	9,329.60	9,694.00	-364.40	-3.91 %	14,000.00
1-5383-00	Financial Services	0.00	0.00	0.00	0.00 %	14,000.00	8,580.00	5,420.00	38.71 %	20,000.00
1-5384-00	Computer Services	10,437.49	18,510.92	-8,073.43	-77.35 %	83,499.92	73,560.45	9,939.47	11.90 %	125,300.00
1-5410-00	Salaries/Wages-Administration	84,677.00	70,437.57	14,239.43	16.82 %	762,092.00	605,629.04	156,462.96	20.53 %	1,100,800.00
1-5411-00	Salaries & Wages - Field	93,645.00	80,635.91	13,009.09	13.89 %	842,798.00	838,135.43	4,662.57	0.55 %	1,217,375.00
1-5420-00	Payroll Tax Expense	12,480.00	11,568.59	911.41	7.30 %	112,322.00	99,889.45	12,432.55	11.07 %	162,245.00
1-5435-00	Employee Medical Insurance	35,682.00	32,055.82	3,626.18	10.16 %	270,176.00	264,087.65	6,088.35	2.25 %	412,904.00
1-5436-00	Retiree Medical Insurance	5,205.00	6,144.29	-939.29	-18.05 %	39,156.00	35,364.22	3,791.78	9.68 %	59,976.00
1-5440-00	Employees Retirement Plan	41,025.00	39,040.37	1,984.63	4.84 %	344,154.00	297,659.37	46,494.63	13.51 %	508,256.00
1-5445-00	Supplemental Retirement 401a	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	33,000.00
1-5510-00	Motor Vehicle Expense	4,723.11	4,883.48	-160.37	-3.40 %	37,784.88	32,598.12	5,186.76	13.73 %	56,700.00
1-5620-00	Office & Billing Expenses	14,225.55	16,618.78	-2,393.23	-16.82 %	113,804.40	151,730.64	-37,926.24	-33.33 %	170,775.00
1-5625-00	Meetings / Training / Seminars	1,999.20	280.00	1,719.20	85.99 %	15,993.60	10,175.69	5,817.91	36.38 %	24,000.00
1-5630-00	Insurance	9,996.00	9,554.65	441.35	4.42 %	79,968.00	81,856.01	-1,888.01	-2.36 %	120,000.00
1-5687-00	Membership, Dues, Subscript.	6,164.20	301.00	5,863.20	95.12 %	49,313.60	48,025.97	1,287.63	2.61 %	74,000.00
1-5689-00	Labor Relations	499.80	0.00	499.80	100.00 %	3,998.40	0.00	3,998.40	100.00 %	6,000.00
1-5700-00	San Mateo County Fees	1,582.70	0.00	1,582.70	100.00 %	12,661.60	11,241.98	1,419.62	11.21 %	19,000.00
1-5705-00	State Fees	1,332.80	1,440.00	-107.20	-8.04 %	10,662.40	20,772.71	-10,110.31	-94.82 %	16,000.00
	Total ExpType: 1 - Operating:	506,877.20	484,615.81	22,261.39	4.39 %	5,763,714.60	4,990,288.17	773,426.43	13.42 %	8,179,215.00
	ExpType: 4 - Capital Related									
1-5712-00	Debt Service/Existing Bonds 2006B	0.00	0.00	0.00	0.00 %	356,597.00	359,438.86	-2,841.86	-0.80 %	486,426.00
1-5715-00	Debt Service/CIEDB 11-099	0.00	0.00	0.00	0.00 %	336,409.00	336,409.49	-0.49	0.00 %	336,409.00
1-5716-00	Debt Service/CIEDB 2016	0.00	0.00	0.00	0.00 %	145,203.00	145,202.41	0.59	0.00 %	145,203.00
	Total ExpType: 4 - Capital Related:	0.00	0.00	0.00	0.00 %	838,209.00	841,050.76	-2,841.76	-0.34 %	968,038.00
	Total Expense:	506,877.20	484,615.81	22,261.39	4.39 %	6,601,923.60	5,831,338.93	770,584.67	11.67 %	9,147,253.00
	Report Total:	321,669.04	317,648.07	-4,020.97		1,108,738.82	2,345,997.40	1,237,258.58		2,234,636.00

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
February 28, 2017**

RESERVE BALANCES

CAPITAL AND OPERATING RESERVE	\$4,133,977.70
RATE STABILIZATION RESERVE	\$250,000.00
TOTAL DISTRICT RESERVES	\$4,383,977.70

ACCOUNT DETAIL

ACCOUNTS WITH FIRST NATIONAL BANK (FNB)	
CHECKING ACCOUNT	\$2,487,872.23
CSP T & S ACCOUNT	\$866,295.67
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$1,029,109.80
DISTRICT CASH ON HAND	\$700.00
TOTAL ACCOUNT BALANCES	\$4,383,977.70

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

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

= still to be committed

2/28/2017

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

06-03	SCADA/Telemetry/Electrical Controls Replacement	\$ 50,000	\$ 18,867	\$ 130,000	\$ (80,000)	38%	Calcon work directive 16-04 \$126K (Approved Jan 2017 board meeting)
17-02	Forklift for Nunes	\$ 30,000	\$ 14,661	\$ 14,661	\$ 15,339	49%	completed
99-03	Computer Systems	\$ 5,000	\$ 1,053	\$ 5,000	\$ -	21%	
99-04	Office Equipment/Furniture	\$ 3,000		\$ 3,000	\$ -	0%	

Facilities & Maintenance

08-08	PRV Valves Replacement Project	\$ 30,000	\$ 27,931	\$ 30,000	\$ -	93%	will spend in FY2016-17
09-09	Fire Hydrant Replacement	\$ 40,000	\$ 24,575	\$ 40,000	\$ -	61%	will spend in FY2016-17
09-23	District Digital Mapping	\$ 10,000			\$ 10,000	0%	accounted for in expense
14-14	Pilarcitos Canyon Road Improvements	\$ 65,000	\$ 82,781	\$ 82,781	\$ (17,781)	100%	completed
17-11	Pilarcitos PRV Station Valve Replacement	\$ 45,000		\$ 56,528	\$ (11,528)	0%	Bid approved at the February 2017 Board meeting
09-07	Advanced Metering Infrastructure	\$ 300,000	\$ 150,909	\$ 300,000	\$ -	50%	will spend in FY2016-17
99-01	Meter Change Program	\$ 300,000	\$ 195,383	\$ 300,000	\$ -	65%	will spend in FY2016-17

Pipeline Projects

06-01	Avenue Cabrillo Phase 3B Pipeline Replacement Project	\$ 650,000	\$ 691,644	\$ 691,644	\$ (41,644)	106%	
13-02	Replace 8" Pipeline Under Creek at Pilarcitos Avenue	\$ 100,000	\$ 8,597	\$ 150,000	\$ (50,000)	9%	Approved at January 2017 Board meeting; currently working on acquiring easements for Phase 1 before work can commence
14-26	Replace 2" Pipe in Downtown Half Moon Bay	\$ 500,000	\$ 21,958	\$ 50,000	\$ 450,000	4%	Engineering is near completion. Will go out for bid in March-April timeframe. Work will likely commence in summer - into FY2017-18.

Pump Stations / Tanks / Wells

06-04	Hazen's Tank Replacement	\$ 30,000			\$ 30,000	0%	on hold-evaluate after completion of Bridgeport Pipeline/Denniston PS project
06-03	El Granada Tank #3 Recoating Project	\$ 600,000	\$ 276,584	\$ 700,000	\$ (100,000)	46%	In process (Canyon bid \$683K)
13-11	EG Tank #1 & Tank #2 Emergency Generators	\$ 200,000	\$ 187,629	\$ 200,000	\$ -	94%	Notice of Completion at February 2017 Board meeting
17-03	Pilarcitos Wells 3 and 3A Rehabilitation	\$ 90,000	\$ 105,390	\$ 105,390	\$ (15,390)	117%	Completed
17-05	Crystal Springs Pump Station Motor Controls	\$ 50,000		\$ 47,000	\$ 3,000	0%	Calcon work directives 17-01 and 17-02 approved at February 2017 Board meeting
17-06	Crystal Springs Pump Station Discharge Valve Replacement	\$ 30,000		\$ 30,000	\$ -	0%	will spend in FY2016-17 (Calcon)

Water Supply Development

10-02 & 12-04	Denniston Pump Station & Pipeline Project (formerly Bridgeport Drive Pipeline Replacement Project)	\$ 2,600,000	\$ 340,978	\$ 2,600,000	\$ -	13%	Project is in process (completion scheduled for late June 2017)
17-12	Recycled Water Project Development	\$ 100,000		\$ 100,000	\$ -	0%	no current commitments

Water Treatment Plants

17-01	Nunes Water Treatment Plant Treated Water Meter	\$ 50,000		\$ -	\$ 50,000	0%	Move to FY 2017-18
17-04	Denniston Dam Spillway	\$ 10,000		\$ 10,000	\$ -	0%	will spend in FY2016-17
17-07	Denniston WTP Site Improvements for Erosion Control	\$ 50,000		\$ 50,000	\$ -	0%	will spend in FY2016-17
17-08	Nunes Filter Surface Wash Repairs	\$ 50,000	\$ 3,507	\$ 50,000	\$ -	7%	Approved at January 2017 Board meeting

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

= still to be committed

2/28/2017

		Approved CIP Budget FY 16/17	Actual To Date FY16/17	Projected Year-End FY 16/17	Variance vs. Budget	% Completed	Project Status/ Comments
17-10	Nunes Backwash Pond Sand Replacement	\$ 65,000	\$ 28,194	\$ 29,000	\$ 36,000	43%	will spend in FY2016-17
99-05	Denniston Maintenance Dredging	\$ 35,000	\$ 7,681	\$ 35,000	\$ -	22%	will spend in FY2016-17

FY 16/17 TOTALS \$ 6,088,000 \$ 2,188,320 \$ 5,810,004 \$ 277,996

Previous CIP Projects - paid in FY 16/17

14-24	Denniston/San Vicente EIR & Permitting		\$ 28,427	\$ 28,427	\$ (28,427)		
99-02	2017 Customer Service Vehicle		\$ 30,482	\$ 30,482	\$ (30,482)		On FY2015/16 CIP
	Ventura / Washington Pipeline Replacement		\$ 5,775	\$ 5,775	\$ (5,775)		On FY2015/16 CIP
10-01	El Granada Pipeline Final Phase Replacement Project		\$ (1,026)	\$ (1,026)	\$ 1,026		Completed - Refund for Application Fee

PREVIOUS YEAR TOTALS \$ - \$ 63,659 \$ 63,658 \$ (63,658)

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

	Mixers for El Granada Tanks #1 and #2		\$ 3,128	\$ 3,128	\$ (3,128)		Completed (\$3K is for installation; Mixers were purchased in 6/2016. Currently conducting study to determine next steps/additional \$\$\$ required.)
	Wavecrest Road Pipeline Extension - CCWD Portion		\$ 169	\$ 20,000	\$ (20,000)		CCWD portion of pipeline - to be completed after hotel pipeline is completed
07-03	Stone Dam/Pilarcitos Canyon Pipeline Project		\$ 30,701	\$ 30,701	\$ (30,701)		SFPUC Plan Review meeting occurred in Jan 2017; awaiting follow up from SFPUC to determine next steps
06-02	Highway One South Pipeline Replacement Project		\$ 557	\$ 557	\$ (557)		
99-02	2017 Ford F-150 Pickup		\$ 22,528	\$ 22,528	\$ (22,528)		Emergency replacement
17-15	Pilarcitos Canyon Emergency Road Repairs (2017)		\$ 34,252	\$ 100,000	\$ (100,000)		2-2017 Emergency - Storm Related Repairs
	Replace 4" Fire Check at District Office		\$ 11,400	\$ 11,400	\$ -		Completed
17-16	Crystal Springs Pump 3 - Column pipes/shafting replacement			\$ 75,000	\$ (75,000)		Urgent replacement - approved at February 2017 Board meeting
	Well #4 - Remove & Install New 10 HP Pump and Motor		\$ 13,948	\$ 13,948	\$ (13,948)		
13-08	Crystal Springs Pump 1 Motor Replacement			\$ 63,000	\$ (63,000)		Urgent replacement-approved at December 2016 (moved up from 2017/18)

NON-BUDGETED TOTALS \$ - \$ 116,683 \$ 340,262 \$ (328,862)

CIP TOTALS \$ 6,088,000 \$ 2,368,662 \$ 6,213,924 \$ (114,524)

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

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

Month	Admin (General Legal Fees)	Water Supply Develpmnt	Recycled Water	Transfer Program	CIP	Personnel	Water Shortage	Lawsuits	Infrastructure Project Review (Reimbursable)	TOTAL
Mar-16	8,572		272		60	8,282				17,187
Apr-16	8,014			900	91	2,640				11,645
May-16	3,616			776		5,438				9,830
Jun-16	3,583		1,540			11,879				17,002
Jul-16	7,269		1,812	392		5,564				15,037
Aug-16	3,412			284	674	18,541				22,912
Sep-16	2,489			603	3,798	7,063				13,953
Oct-16	2,205			784	1,392	677				5,056
Nov-16	1,909		815	757	1,657	677			242	6,057
Dec-16	2,776		513	544	60	478				4,371
Jan-17	3,231			858					604	4,693
Feb-17	3,080			474	1,087					4,641
TOTAL	50,158	0	4,953	6,370	8,819	61,239	0	0	846	132,385

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

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

Month	Admin & Retainer	CIP	Studies & Projects	TOTAL	Reimbursable from Projects
Mar-16	2,291	5,812		8,103	
Apr-16	480	10,650	2,789	13,919	2,789
May-16	2,508	12,863	7,014	22,385	7,014
Jun-16	1,280	4,960	2,191	8,431	2,191
Jul-16	480			480	0
Aug-16	480	14,917		15,397	0
Sep-16	480	8,597		9,077	0
Oct-16	480	17,965		18,445	0
Nov-16	480	12,365	254	13,098	254
Dec-16	480	3,392	2,424	6,296	2,424
Jan-17	480	5,662	4,069	10,210	4,069
Feb-17	1,494	11,649	806	13,949	806
TOTAL	11,413	108,831	19,546	139,790	19,546

Calcon T&M Projects Tracking
as of 2/28/17

Project No.	Name	Acct No.	Proposal Date	Approved Date	Project Budget	Project Total Billing (thru 6/30/16)	Project Billing FY2016-17	Project Budget Remaining
CAL-13-EMG	Emergency Callout							
CAL-14-EMG	Emergency Callout							
CAL-15-EMG	Emergency Callout						\$790.00	
CAL-17-EMG	Emergency Callout						\$3,435.77	
CAL-13-00	Calcon Project Admin/Miscellaneous							
CAL-13-01	EG Tank 2 Recoating Project		9/30/13	10/8/13	\$8,220.00	\$8,837.50		-\$617.50
CAL-13-02	Nunes Control System Upgrades		9/30/13	10/8/13	\$46,141.00	\$55,363.60		-\$9,222.60
CAL-13-03	Win 911 and PLC Software		9/30/13	10/8/13	\$9,717.00	\$12,231.74		-\$2,514.74
CAL-13-04	Crystal Springs Surge Tank Retrofit		11/26/13	11/27/13	\$31,912.21	\$66,572.54		-\$34,660.33
CAL-13-05						\$0.00		\$0.00
CAL-13-06	Nunes Legacy Backwash System Removal		11/25/13	11/26/13	\$6,516.75	\$6,455.00		\$61.75
CAL-13-07	Denniston Backwash FTW Valves		11/26/13	11/27/13	\$6,914.21	\$9,518.28		-\$2,604.07
CAL-14-01	Denniston Wash Water Return Retrofit		1/28/14	2/14/14	\$13,607.00	\$13,591.60		\$15.40
CAL-14-02	Denniston Calrifier SCADA Data		4/2/14	4/7/14	\$4,125.00	\$4,077.50		\$47.50
CAL-14-03	Nunes Surface Scatter Turbidimeter		4/2/14	4/7/14	\$2,009.50	\$0.00		\$2,009.50
CAL-14-04	Phase I Control System Upgrade		4/2/14	4/7/14	\$75,905.56	\$44,459.14		\$31,446.42
CAL-14-06	Miramar Control Panel		8/28/14	8/28/14	\$37,953.00	\$27,980.71		\$9,972.29
CAL-14-08	SFWater Flow & Data Logger/Cahill Tank		8/20/2014	8/20/2014	\$1,370.00	\$1,372.00		-\$2.00
CAL-15-01	Main Street Monitors					\$6,779.42		-\$6,779.42
CAL-15-02	Denniston To Do List					\$2,930.00		-\$2,930.00
CAL-15-03	Nunes & Denniston Turbidity Meters				\$6,612.50	\$5,833.26	\$6,702.86	\$779.24
CAL-15-04	Phase II Control System Upgrade		6/23/2015	8/11/2015	\$195,000.00	\$164,904.50		\$30,095.50
CAL-15-05	Permanganate Water Flow					\$1,567.15		-\$1,567.15
CAL-16-04	Radio Network		12/9/2016	1/10/2017	\$126,246.11		\$18,791.69	\$107,454.42
CAL-16-05	El Granada Tank No. 3 Recoating		12/16/2016		\$6,904.50		\$405.00	\$6,499.50
CAL-17-01	Crystal Springs Leak Valve Control		2/8/2017	2/14/2017	\$8,701.29			\$8,701.29
CAL-17-02	Crystal Springs Requirements & Addtl Controls		2/8/2017	2/14/2017	\$38,839.50			\$38,839.50
SUBTOTAL					\$626,695.13	\$432,473.94	\$30,125.32	\$175,024.50

Other: Maintenance

Tanks	\$ 3,623.68
Crystal Springs Maintenance	\$ 1,144.13
Nunes Maintenance	\$ 7,185.73
Denniston Maintenance	\$ 29,676.85
Main Office	\$ 2,425.25

TOTAL FY2016/17

\$74,180.96

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

Tuesday, February 14, 2017

- 1) **ROLL CALL** - President Glenn Reynolds called the special meeting to order at 6:30 p.m. Present at roll call: Directors Arnie Glassberg, Chris Mickelsen, and Vice-President Feldman. Director Ken Coverdell was absent. David Dickson, General Manager and Mary Rogren, Assistant General Manager were also in attendance.
- 2) **PUBLIC COMMENT** - There were no public comments.
The Board entered into closed session at 6:30 p.m.
- 3) **CLOSED SESSION**
Pursuant to California Government Code Section §54957.6
Conference with Labor Negotiator
Agency Designated Representatives: David Dickson, General Manager
and Mary Rogren, Assistant General Manager
Employee Organization: Teamsters Union, Local 856
- 4) **RECONVENE TO OPEN SESSION** - The Board reconvened into open session at 6:53. President Reynolds announced that no action had been taken in the closed session.
- 5) **ADJOURNMENT** - The special meeting was adjourned at 6:53 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary to the District

Glenn Reynolds, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING

Tuesday, February 14, 2017

- 1) **ROLL CALL** - President Glenn Reynolds called the meeting to order at 7:01 p.m. Present at roll call: Directors Arnie Glassberg, Chris Mickelsen and Vice-President Feldman. Director Ken Coverdell was absent.

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

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending January 31, 2017:
Claims: \$829,221.85; Payroll: \$105,974.00 for a total of \$935,195.85
➤ *January 2017 Monthly Financial Claims reviewed and approved by Director Feldman*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of January 10, 2017 Special & Regular Board of Directors Meetings
- D. Installed Water Connection Capacity and Water Meters Report
- E. Total CCWD Production Report
- F. CCWD Monthly Sales by Category Report – January 2017
- G. Monthly Emergency Main & Service Repairs Report and Water Line Flushing Report
- H. Monthly Rainfall Reports
- I. S.F.P.U.C. Hydrological Report for the month of December, 2016
- J. Notice of Completion for Emergency Generators
- K. Approval of Calcon Work Directives

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

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

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Mickelsen reported on a recent informal conversation with a member of State Water Resources Control Board regarding the drought restrictions.

President Reynolds shared highlights from his attendance at a State Water Resources Control Board meeting, which focused on drought restrictions and State groundwater users. He also reported on the discussion of Proposition 218 in connection with lifeline water rates.

6) GENERAL BUSINESS

A. Pilarcitos Canyon High Pressure Valve Replacement Project

Mr. Guistino reviewed the background of this project, explaining the importance of replacing the worn and failing valves.

ON MOTION BY President Reynolds and seconded by Director Glassberg, the Board voted by roll call vote, to authorize the General Manager to contract with Andreini Brothers, Inc. to purchase and install high pressure valves at the Crystal Springs Pressure Reducing Valve Station for a total of \$56,528:

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

B. Crystal Springs Pump 3 Column Pipe and Shaft Replacement

Mr. Guistino summarized the issues with this pump and the corrosion that necessitates replacement.

ON MOTION BY President Reynolds and seconded by Vice-President Feldman, the Board voted by roll call vote, to authorize the General Manager to purchase and install 150 feet of pump shaft and column pipe for Crystal Springs Pump # 3 for a total of approximately \$75,000:

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

C. **Proposed CCWD-SAM Recycled Water Agreement General Terms**

Mr. Dickson provided a brief outline of this agenda item, advising the Board that staff is recommending approval of general terms to serve as the basis for drafting of a detailed agreement. He referenced the Guiding Principles for Recycled Water Project Between SAM, CCWD, and MWSD and reviewed each of the eleven new proposed CCWD-SAM Recycled Water Agreement Basic Terms that he had developed for consideration. Brief Board discussion ensued.

ON MOTION BY Director Feldman and seconded by President Reynolds, the Board voted by roll call vote, to approve the proposed terms for CCWD-SAM Recycled Water Agreement for presentation to SAM:

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

D. **Fiscal Year 2017-2018 Budget Process Timeline**

Ms. Rogren advised that staff had met with both the Finance and the Facilities Committee members recently and some additional meeting dates have been included on this updated Budget Process Timeline, including the date of March 29, 2017 for the Budget Work Session.

E. **Draft Fiscal Year 2017-2018 Operations Budget and Draft Fiscal Year 2017/18 to 2026/27 Capital Improvement Program**

Ms. Rogren presented the Draft Operations and Capital Improvement Budget for Fiscal Year 2017-2018 and highlighted budget to budget comparisons. Key Assumption details for Operating Expenses, Debt Service and Budget Risk/Opportunities were outlined. The Draft Capital Improvement Program for Fiscal Year 2017/2018 to 2026/2027, the Program for Fiscal Year 2017/2018 to 2021 to 2022, as well as key projects Capital Improvement Projects proposed for the 2017/2018 fiscal year were also reviewed.

F. Web Site Media Coverage

President Reynolds presented his ideas for customer communication via a monthly website positive media campaign. Brief discussion ensued regarding options for other forms of communication, including direct mailers to customers. Mr. Dickson commented that the resources required to sustain these efforts need to be determined, as well as the best forms of communication, noting that the District currently uses Constant Contact and participates in bill stuffer notices, newspaper advertising, and school programs, as well as maintaining Facebook and Twitter accounts. He also suggested that it could be valuable to go back and review the District's Communication Plan that was developed a few years ago. Mr. Dickson recommended that staff bring this matter back for a discussion of the District's communication plans at a future Board meeting.

7) GENERAL MANAGER'S REPORT AND MONTHLY INFORMATIONAL REPORTS

- SFPUC Water Availability - Mr. Dickson advised that SFPUC's estimate concludes that precipitation and snowpack this year "essentially guarantee that the SFPUC water system will fill this year" and that SFPUC does not anticipate requiring continued water use reductions this year.
- Recycled Water Request - Mr. Dickson referenced the letter that he had recently sent to SAM with a request to add an analysis of recycled water facility expansion capacity to the SRT 25% design scope.
- Pilarcitos Canyon Emergency Road Repairs - Mr. Dickson showed a series of photos of the recent necessary repairs deemed an emergency under the District's procurement policies, allowing the General Manager to waive purchasing procedural requirements in responding to conditions that threaten significant impact to District Facilities. He advised that the total cost of emergency repairs, including required environmental monitoring, was approximately \$38,000.

A. Assistant General Manager's Report

- **Strategic Planning Meeting** - Ms. Rogren reported that this meeting has been scheduled for March 16, 2017.
- **Advanced Metering Infrastructure** - Ms. Rogren advised that four Data Collector Units (DCU's) had been installed and that staff would be provided with some training sessions next week.

B. Operations Report - Mr. Guistino highlighted a few recent District events, including a rain water runoff calculator that had been developed by Senior Operator Todd Schmidt, the local source of supply for the month and a status update of the El Granada Tank 3 Project.

C. Water Resources Report - Ms. Brennan shared an update on Emergency Drought Regulations.

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

It was noted that the appointment of a Director to the Boards of the Bay Area Water Supply & Conservation Agency (BAWSCA) and the Bay Area Financing Authority (RFA) needs to be placed on the agenda for the March 14, 2017 CCWD Board Meeting.

9) **ADJOURNMENT** - The meeting was adjourned at 9:02 p.m.

Respectfully submitted,

David Dickson, General Manager
Secretary to the District

Glenn Reynolds, President
Board of Directors

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: March 14, 2017

Report

Date: March 1, 2017

Subject: Monthly Water Transfer Report - February 2017

Recommendation:

None. For Board information purposes only.

Background:

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

During the month of February, two applications to transfer twenty three (23.5) -- 5/8" (20 gpm) non-priority water service connections were approved. A spreadsheet reporting these transfers follows this report as well as the approval memorandums from Patrick Miyaki and the confirmation letters from Gina Brazil.

**NON PRIORITY WATER TRANSFERS APPROVED FOR THE 2017 CALENDAR YEAR
MONTH OF FEBRUARY 2017**

DONATING APN	PROPERTY OWNER(S)	RECIPIENT APN	PROPERTY OWNER(S)	# OF CONNECTIONS	DATE
047-231-070	Tom and Lisa McCaffrey	048-093-020	Beau Kelly, Cameron P. Kelly, Meredith Hystad & Joni Derickson	1 -- 5/8"	February 7, 2017
066-600-190	Carnoustie LLC	066-520-120	Ocean Colony Partners LP	22.5 -- 5/8"	February 10, 2017

Memorandum

TO: Gina Brazil

FROM: Patrick T. Miyaki

DATE: February 7, 2017

RE: **Application to Transfer One Uninstalled Non-Priority Water Service Connection from Thomas & Lisa McCaffrey to Beau Kelly, Cameron P. Kelly, Meredith Hystad & Joni Derickson**

Gina, I have reviewed the Application to transfer one 5/8-inch uninstalled non-priority water service connection from property owned by Thomas & Lisa McCaffrey (APN 047-231-070) to Beau Kelly, Cameron P. Kelly, Meredith Hystad & Joni Derickson (APN 048-093-020).

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

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

PTM:slh

cc: David Dickson, General Manager
Patrick T. Miyaki

February 7, 2017



Tom & Lisa McCaffrey
P. O. Box 2384
El Granada, CA 94018-2384

and

Beau Kelly
718 Seacliff Drive
Aptos, CA 95003

Meredith Hystad
839 Columbia Drive
San Mateo, CA 94402

Cameron P. Kelly
2408 W. Sacramento Ave.
Chico, CA 95973

Joni Derickson
296 Banker Blvd.
Ukiah, CA 95482

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

Dear Property Owner(s):

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

- **APN 047-231-070** continues to have the rights to one (1) installed 5/8" Pre-Crystal Springs connection and three (3) -- 5/8" (20 gpm) uninstalled non-priority water service connections from the Coastside County Water District; and
- **APN 048-093-020** now has one -- 5/8" (20 gpm) uninstalled non-priority water service connection assigned to it from the Crystal Springs Project.

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

Sincerely,

Gina Brazil
Office Manager

cc: David Dickson, General Manager

Memorandum

TO: Gina Brazil

FROM: Patrick T. Miyaki

DATE: February 10, 2017

RE: **Application to Transfer Twenty Two and One Half (22.5) Uninstalled Non-Priority Water Service Connections from Carnoustie LLC to Ocean Colony Partners LP**

Gina, I have reviewed the Application to transfer twenty two and one half 5/8-inch uninstalled non-priority water service connections from property owned by Carnoustie LLC (APN 066-600-190) to Ocean Colony Partners LP (APN 066-520-120).

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

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

PTM:slh

cc: David Dickson, General Manager
Patrick T. Miyaki

February 10, 2017



Carnoustie LLC
2450 S. Cabrillo Highway, Suite 200
Half Moon Bay, CA 94019

and

Ocean Colony Partners LP
2450 S. Cabrillo Highway, Suite 200
Half Moon Bay, CA 94019

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

Dear Property Owner(s):

This is official confirmation that the Coastside County Water District has approved your request to transfer twenty-two and one half (22.5) - 5/8" non-priority water service connections. The result of this transfer is as follows:

- **APN 066-600-190** has no present right to a uninstalled water service connection from the Coastside County Water District; and
- **APN 066-520-120** now has twenty-two and one half (22.5) - 5/8" (20 gpm) uninstalled non-priority water service connections assigned to it from the Crystal Springs Project.

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

Sincerely,

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

Gina Brazil
Office Manager

cc: David Dickson, General Manager

Fiscal Year 2017 Water Service Installations

FY 2017

APN	Name	Install Address	City/Community	Meter Size	Type	Date Installed	Notes
056-081-380	Nava, Kenneth & Yvonne	694 Terrace Ave	HMB	5/8"	dom	25-Jul-16	with 1" fire
047-218-150	Engdahl, Maxine	640 Ferdinand	EG	5/8"	dom	5-Aug	with 1" fire
064-321-120	Jones, Lani and Greg	371 Magnolia St	HMB	5/8"	dom	11-Aug	with 1" fire
048-013-090	Philomena LLC	114 Magellan Ave.	Miramar	5/8"	dom	27-Sep	with 1" fire
047-062-170	DaRosa, Tom	431 Sonora Ave.	EG	5/8"	dom	28-Sep	1" fire installed 10/6/16
047-221-070	Sanchez, Cesar	435 Avenue Del Oro	EG	5/8"	dom	3-Oct	with 1" fire
056-502-080	Oceanview Foundation	1001 Main Street	HMB	1"	irr	4-Oct	
056-502-080	Oceanview Foundation	1001 Main Street	HMB	3"	dom	4-Oct	
056-116-120	Gray, Kenneth	419 Correas Street	HMB	5/8"	dom	11-Oct	failed well
047-071-230	McKee, Patrick and Barbara	139 Madrona Ave.	EG	5/8"	dom	1-Nov	failed well
064-052-320	McGregor, Paul	220 Myrtle Street	HMB	5/8"	dom	8-Nov	with 1" fire
066-600-270	Carnoustie LLC	119 Carnoustie Dr	HMB	3/4"	dom	24-Oct	
048-121-160	Ralston, Randy	2805 Champs Elysee	HMB	5/8"	dom	15-Nov	with 1" fire
056-056-020	McGregor, Paul	456 Grand Blvd.	HMB	5/8"	dom	10-Nov	with 1" fire
056-141-710	Negrete, Sal	460-462 Oak Ave.	HMB	5/8"	second	7-Dec	
047-287-260	Machado, Doug	917 PalmaSt.	EG	5/8"	dom	14-Dec	with 1" fire

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2017

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	1.58	15.50	0.00	37.11	7.05	61.24	4.36	56.88
AUG	2.55	10.84	0.00	4.40	51.18	68.97	4.12	64.85
SEPT	2.28	10.35	0.00	0.00	45.04	57.67	3.37	54.30
OCT	0.49	1.71	0.00	0.00	57.09	59.29	1.76	57.53
NOV	0.01	1.13	10.91	0.00	26.92	38.97	2.15	36.82
DEC	0.00	13.01	13.18	0.00	17.59	43.78	2.05	41.73
JAN	0.00	2.32	18.25	0.00	14.98	35.55	2.24	33.31
FEB	0.00	0.00	23.75	4.01	0.64	28.40	3.72	24.69
MAR								
APR								
MAY								
JUN								
TOTAL	6.91	54.86	66.09	45.52	220.49	393.87	23.78	370.09
% MONTHLY TOTAL	0.00%	0.00%	83.62%	14.1%	2.25%	100.00%	13.08%	86.92%
% ANNUAL TO DATE TOTAL	1.8%	13.9%	16.8%	11.6%	56.0%	100.0%	6.04%	94.0%
Local vs Imported-month	97.7%	2.25%	CCWD vs SFPUC- month		83.6%	16.4%		
Local vs Imported-annual	44.0%	56.0%	CCWD vs SFPUC- annual		32.5%	67.5%		
	Local Source	Imported Source						

12 Month Running Treated Total 569.39

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2016

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

 denotes estimated due to faulty SFPUC meter

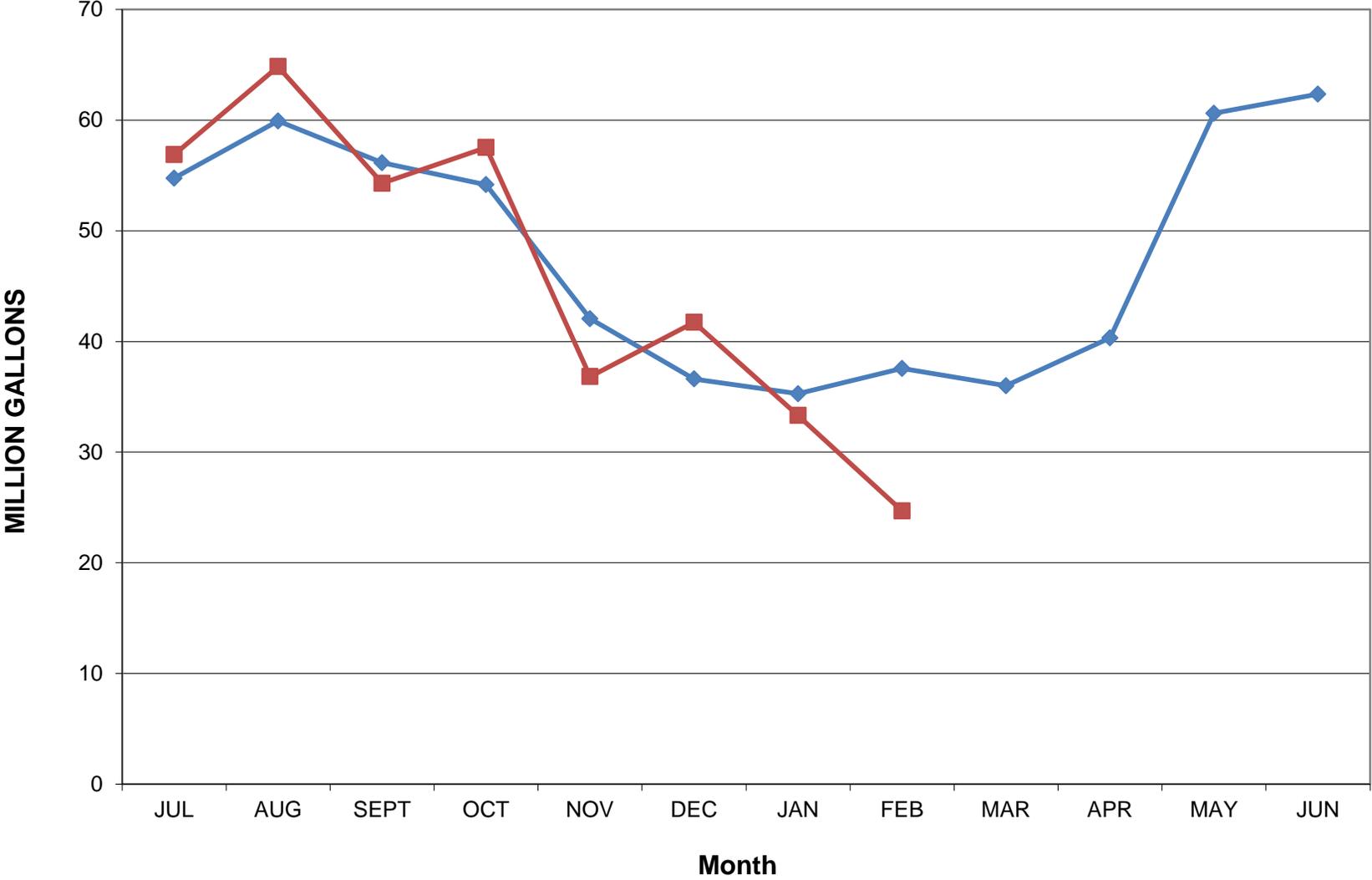
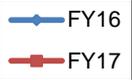
COASTSIDE COUNTY WATER DISTRICT

Predicted vs Actual Production - All Sources FY 17

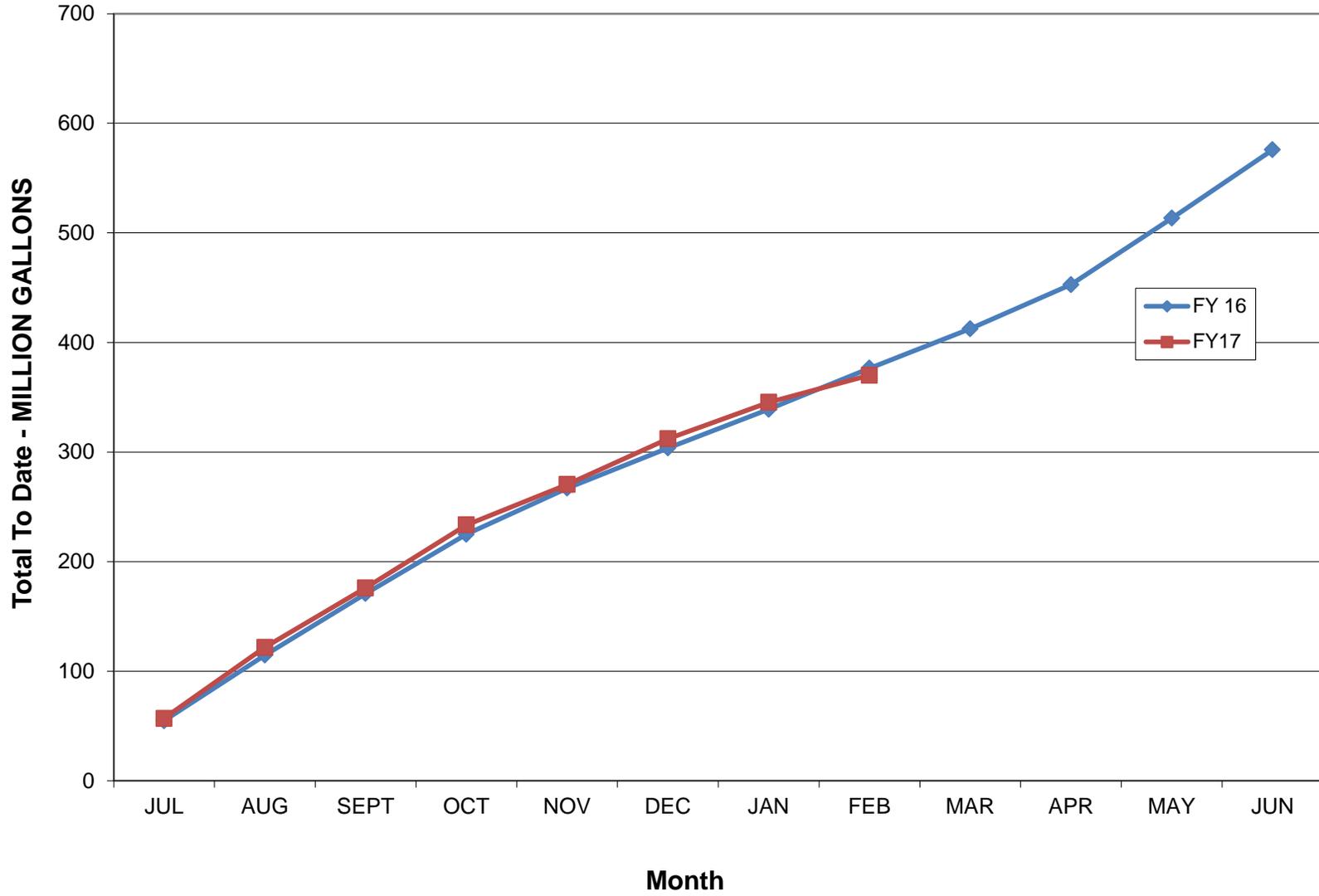
	Denniston Surface			Denniston Wells			Pilarcitos Wells			Pilarcitos Surface			SFWD CSP			SFWD Total	
	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG
Jul-16	15.50	0.00	-15.50	1.58	0.00	-1.58	0.00	0.00	0.00	37.11	0.00	-37.11	9.62	57.30	47.68	46.73	57.30
Aug-16	10.84	0.00	-10.84	2.55	0.00	-2.55	0.00	0.00	0.00	4.40	0.00	-4.40	51.18	61.04	9.86	55.58	61.04
Sep-16	10.35	0.00	-10.35	2.28	0.00	-2.28	0.00	0.00	0.00	0.00	0.00	0.00	45.04	67.77	22.73	45.04	67.77
Oct-16	1.71	0.00	-1.71	0.49	0.00	-0.49	0.00	0.00	0.00	0.00	0.00	0.00	57.09	66.27	9.19	57.09	66.27
Nov-16	1.13	0.00	-1.13	0.01	0.00	-0.01	10.91	4.94	-5.97	0.00	0.00	0.00	26.92	45.33	18.41	26.92	45.33
Dec-16	13.01	12.49	-0.52	0.00	0.00	0.00	13.18	16.46	3.28	0.00	16.64	16.64	17.59	0.00	-17.59	17.59	16.64
Jan-17	2.32	12.49	10.17	0.00	0.00	0.00	18.25	17.20	-1.05	0.00	8.98	8.98	14.98	0.00	-14.98	14.98	8.98
Feb-17	0.00	12.49	12.49	0.00	0.00	0.00	23.75	19.45	-4.30	4.01	8.98	4.96	0.64	0.00	-0.64	4.65	8.98
Mar-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	5.31
Apr-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	30.37
May-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	34.11
Jun-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	0.00
MG Totals	54.86	37.47	-17.39	6.91	0.00	-6.91	66.09	58.04	-8.05	45.52	34.60	-10.93	223.06	297.70	74.65	268.58	402.09

	Actual non SFPUC	Predicted non SFPUC	Actual SFPUC	Predicted SFPUC	TOTAL Actual	TOTAL Predicted	TOTAL Pred-act
	127.86	95.51	268.58	332.30	396.44	427.81	31.37
% Total	32.25%	22.33%	67.75%	77.67%	92.67%		

Monthly Production FY 16 vs FY 17



Cumulative Production FY 16 vs.FY17



Plant Water Use*			Unmetered Water						2017				MG	
	Denniston Plant	Nunes Plant	Total	Main Flushing	Detector Checks*	Main Breaks	Fire Dept	Miscellaneous	Denniston Holding Pond	Autoflush	Tank Level Difference	Total		
JAN	1.070	1.430	2.500	0.000	0.022	0.040	0.000	0.024	0.000	0.139	-0.553	2.173		
FEB	0.000	1.770	1.770	0.000	0.019	0.0003	0.000	2.000	0.000	0.024	-0.099	3.715		
MAR												0.000		
APR												0.000		
MAY												0.000		
JUN												0.000		
JUL												0.000		
AUG												0.000		
SEP												0.000		
OCT												0.000		
NOV												0.000		
DEC												0.000		
TOTAL	1.07	3.20	4.27	0.00	0.04	0.04	0.00	2.02	0.00	0.16	-0.65	5.89		

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

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	19.638	39.197	19.950	34.540	16.008	28.428	17.071	24.825					199.66
COMMERCIAL	3.731	3.032	3.597	2.698	2.969	2.321	2.599	1.930					22.88
RESTAURANT	1.745	1.569	1.937	1.353	1.596	1.260	1.343	0.975					11.78
HOTELS/MOTELS	3.004	3.420	2.778	2.425	2.239	1.857	2.048	1.700					19.47
SCHOOLS	0.659	0.754	0.723	0.722	0.332	0.223	0.131	0.470					4.01
MULTI DWELL	2.572	2.697	2.403	2.659	2.161	2.671	2.377	2.503					20.04
BEACHES/PARKS	0.579	0.500	0.406	0.343	0.206	0.120	0.153	0.097					2.41
AGRICULTURE	5.160	5.131	4.784	7.124	5.950	4.090	4.353	4.155					40.75
RECREATIONAL	0.242	0.282	0.221	0.220	0.186	0.211	0.185	0.192					1.74
MARINE	0.498	0.524	0.638	0.391	0.501	0.565	0.464	0.418					4.00
IRRIGATION	1.538	3.239	2.703	2.395	0.471	0.406	0.377	0.199					11.33
RAW WATER	10.081	8.593	9.711	8.440	0.141	2.079	0.000	0.000					39.04
Portable Meters	0.099	0.895	0.404	0.496	0.299	0.155	0.094	0.083					2.52
TOTAL - MG	49.55	69.83	50.25	63.81	33.06	44.39	31.19	37.55	0.00	0.00	0.00	0.00	379.63

Non Residential Usage 29.907 30.637 30.304 29.266 17.053 15.958 14.124 12.723 0.000 0.000 0.000 0.000
Running 12 Month Total 561.37
 12 mo Residential **292.74**
 12 mo Non Residential **268.63**
 Total #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! 561.37 #VALUE! #VALUE! #VALUE! #VALUE!

FY 2016

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

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

MONTH February 2017

**Coastside County Water District Monthly Discharge Report
EMERGENCY MAIN AND SERVICE REPAIRS**

1	Date Reported Discovered	Date Repaired	Location	Pipe Class	Pipe Size & Type	Estimated Water Loss (Gallons)*	Environmental Damage? Y/N**	If Yes chlorine residual after dechlor	Equipment Costs	Material Costs	Employee hours		Labor Costs	Total Costs
											Staff	Hours		
1	2/14/2017	2/15/17	701 Palma St	S	PI	300	N		\$1,050.00	\$400.00	3	7	\$1,050	\$2,500.00
2											Staff	Hours		\$0.00
3											Staff	Hours		\$0.00
4											Staff	Hours		\$0.00
5											Staff	Hours		\$0.00
6											Staff	Hours		\$0.00
7											Staff	Hours		\$0.00
8											Staff	Hours		\$0.00

Totals						300			\$1,050.00	\$400.00		7	\$1,050	\$2,500.00
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*includes 1,000 gallons for mains to daylight plus 1,000 gallons to flush mains or 100 gallons to flush services ** If Yes, include photos of damage Staff x hours = 0

MONTH		February		2017											
PLANNED PLANT OR TANK DISCHARGE AND NEW WATER LINE FLUSHING REPORT										OTHER DISCHARGES					
	Date	Project/Location	Pipe Size & Type	Estimated Water Flushed (Gallons)	Chlorine Residual after dechlor	pH	Flow Rate (gal/min)	Duration of Discharge (minutes)	Total Volumes (gallons)						
1									Flushing Program						
2									Reservoir Cleaning						
3									Automatic Blowoffs	24000					
3									Dewatering Operations	95000 rainwater from Denniston Pond					
4									Other (includes flow testing)						
DEWATERING OPERATIONS GREATER THAN 350,000 GALLONS (requires prenotification to CWRCB)										Number of planned or emergency discharges greater than 50,000 gallons					
	Date	Location	Volume	pH			Chlorine Residual after dechlor			Duration (min)					
				5 min	20 min	end	5 min	20 min	end		1				
1															
2															
ANNUAL REPRESENTATIVE MONITORING															
	Date	Location	Volume (gal)	pH	Chlorine Residual after dechlor (ppm)						PLANNED DISCHARGES GRAND TOTAL (MG)				
1											0.119				

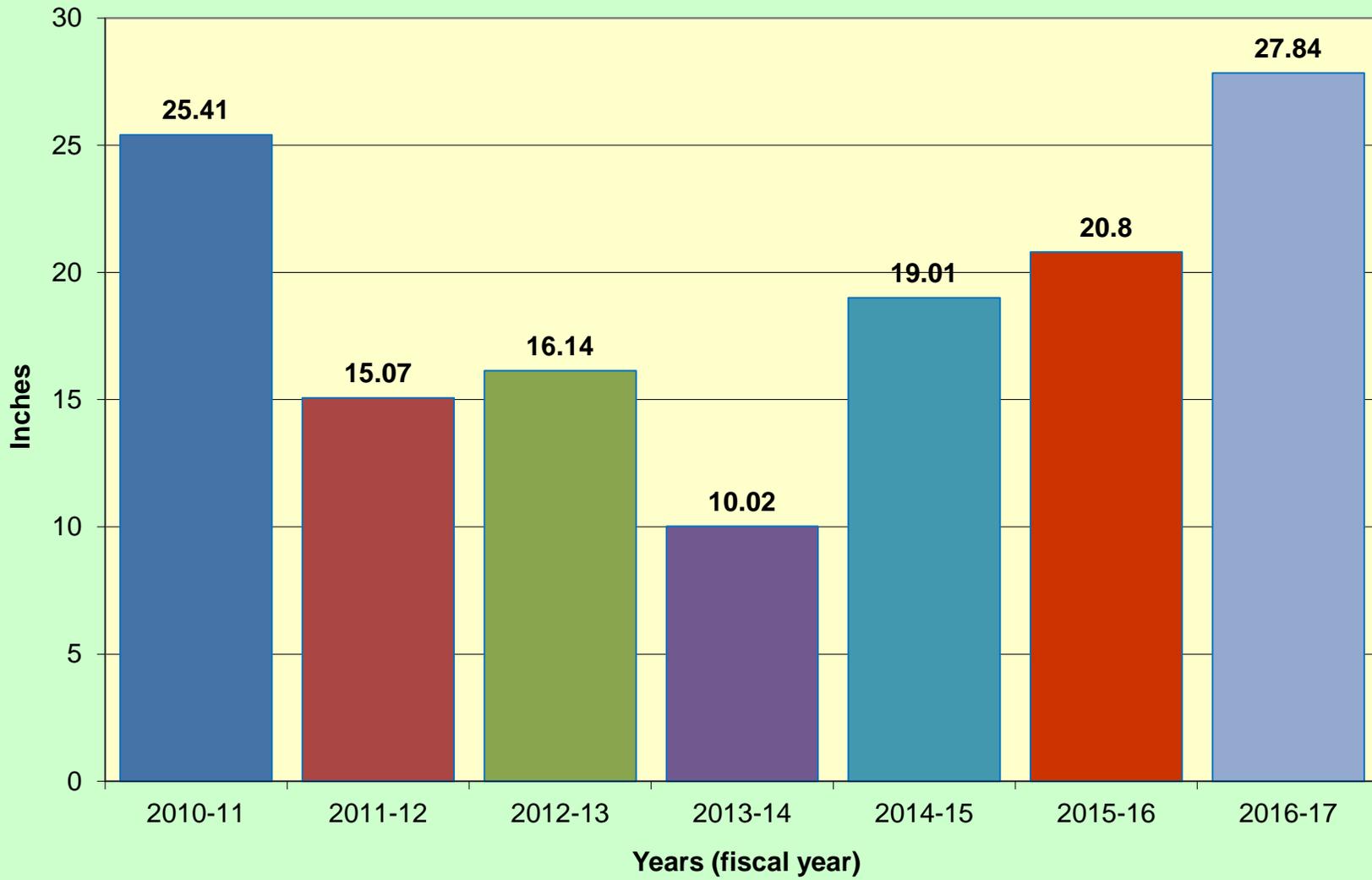
Coastside County Water District
 766 Main Street
 July 2016 - June 2017

District Office
 Rainfall in Inches

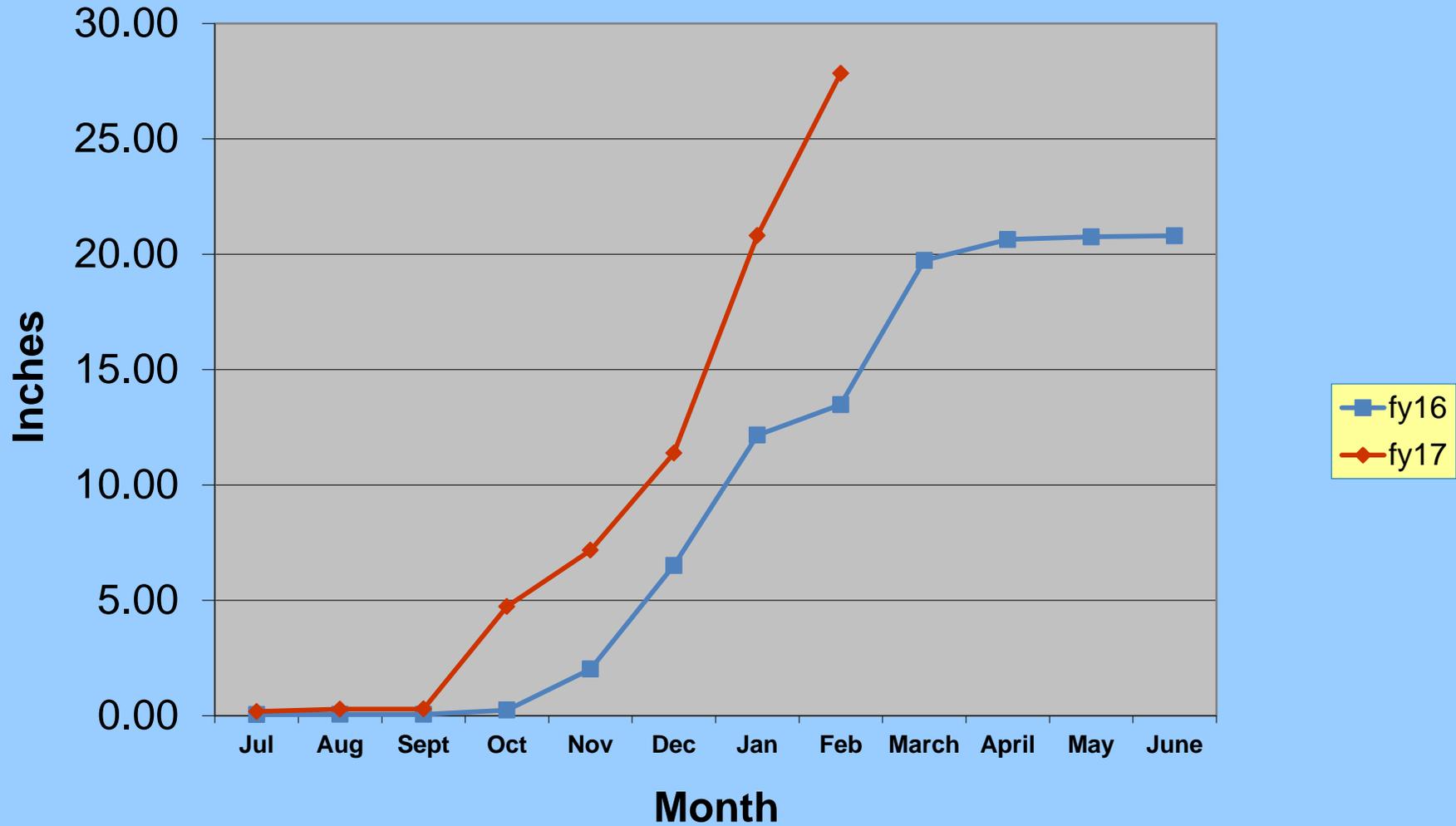
	2016						2017					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0	0.01	0	0.2	0.01	0.04	0.01				
2	0	0	0	0	0.01	0	0.15	0.14				
3	0	0	0	0.01	0	0	1.06	0.49				
4	0.01	0	0	0	0	0.01	0.41	0.1				
5	0.04	0.04	0	0.01	0.01	0	0.01	0.24				
6	0	0	0	0.01	0.02	0.01	0	0.48				
7	0.02	0	0	0	0	0.26	0.55	0.81				
8	0.06	0	0	0	0	0.27	0.92	0.39				
9	0.01	0.01	0	0	0.01	0.11	0.35	0.35				
10	0	0	0	0	0.01	1.06	1.09	0.32				
11	0	0	0	0	0.01	0.01	0.04	0.19				
12	0	0.01	0	0	0	0	0.35	0.15				
13	0	0	0	0	0.01	0.09	0	0.03				
14	0	0	0	0.56	0	0.08	0.01	0				
15	0.01	0.01	0	0.62	0.01	1.48	0.01	0				
16	0	0.01	0	0.96	0	0	0	0.34				
17	0	0.01	0	0.01	0.01	0	0	0.66				
18	0.01	0.01	0	0	0	0	0.92	0.44				
19	0	0	0	0	0.23	0	0.38	0.04				
20	0	0	0	0	0.31	0	1.28	0.75				
21	0	0	0	0.01	0	0	0.31	0.37				
22	0	0	0	0.01	0.25	0	0.8	0.16				
23	0.01	0	0	0.01	0.06	0.81	0.73	0.14				
24	0	0	0	0.07	0.01	0.01	0.01	0.2				
25	0	0	0	0	0	0	0.01	0.09				
26	0	0	0	0	0.84	0	0	0.06				
27	0	0	0	0.6	0.25	0	0	0.05				
28	0	0	0	0.38	0.15	0	0	0.03				
29	0	0	0	0.06	0	0	0					
30	0	0	0	1.08	0.04	0	0					
31	0.01	0		0.04		0	0					
Mon.Total	0.18	0.10	0.01	4.44	2.44	4.21	9.43	7.03	0.00	0.00	0.00	0.00
Year Total	0.18	0.28	0.29	4.73	7.17	11.38	20.81	27.84	27.84	27.84	27.84	27.84

Rain Totals

Fiscal Years 11 - 17



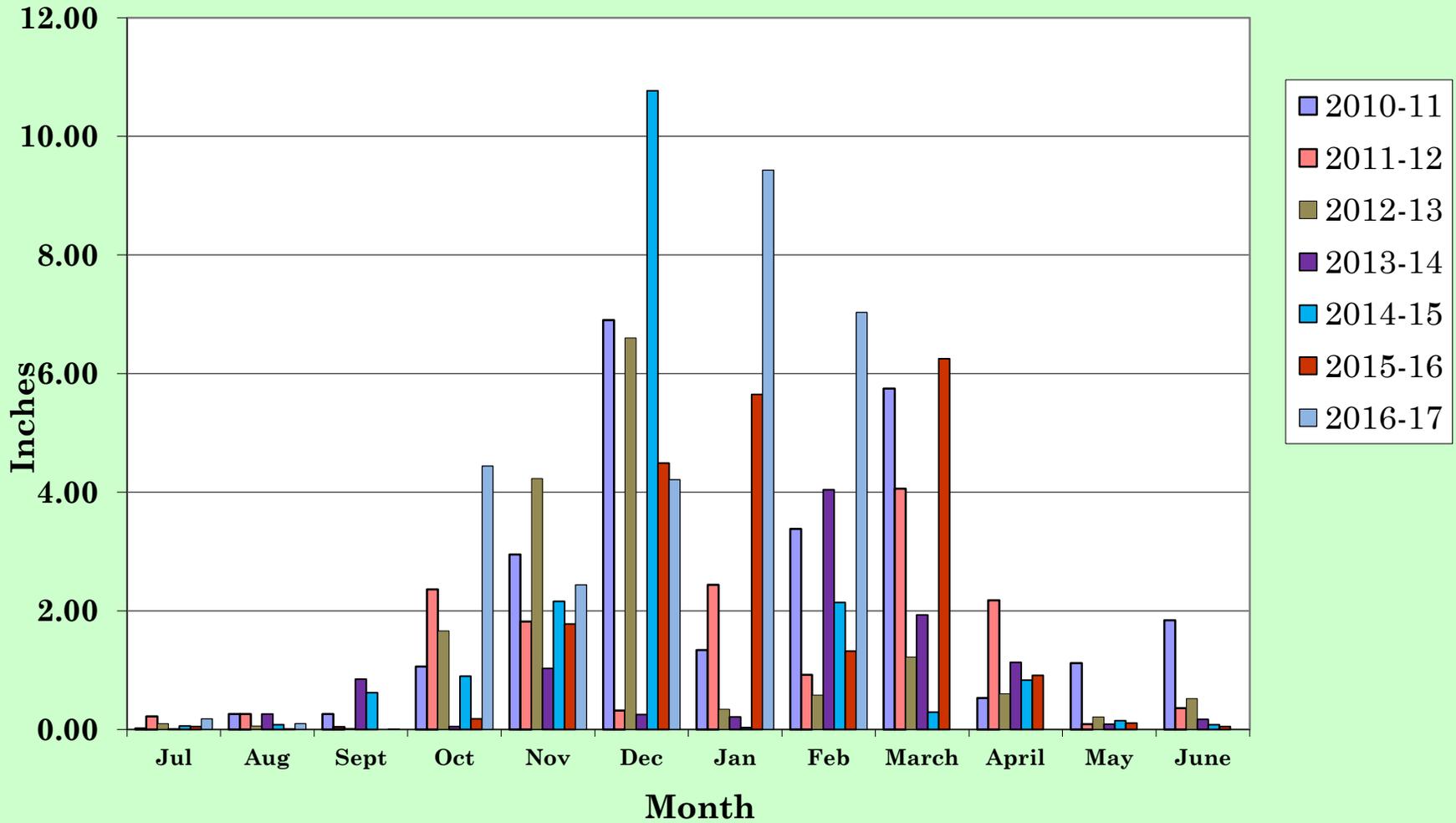
Rainfall Total Comparison Fiscal Years 16 and 17



Coastside County Water District

Rainfall by Month

Fiscal Years 11 - 17



MONTHLY CLIMATOLOGICAL SUMMARY for FEB. 2017

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

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

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	54.0	62.5	3:00p	46.8	6:30a	11.0	0.0	0.01	1.8	20.0	2:00p	E
2	56.7	60.3	2:00p	51.5	2:00a	8.3	0.0	0.14	3.6	20.0	2:30a	SSW
3	57.6	61.7	1:00p	55.6	8:30a	7.4	0.0	0.49	4.6	21.0	1:00a	WSW
4	56.0	61.9	2:30p	51.0	12:00m	9.0	0.0	0.10	2.0	13.0	12:30p	WSW
5	53.7	60.3	1:30p	47.6	5:00a	11.3	0.0	0.24	3.5	28.0	8:00p	SSW
6	56.3	58.0	3:00p	54.2	6:30a	8.7	0.0	0.48	4.0	23.0	11:30p	SSW
7	57.8	59.5	3:30a	56.4	5:30p	7.2	0.0	0.81	3.4	26.0	6:30a	SSW
8	59.9	62.2	8:00p	56.6	12:30a	5.1	0.0	0.39	2.6	18.0	3:30p	SSW
9	58.6	61.3	8:30a	55.6	10:30p	6.4	0.0	0.35	4.3	24.0	10:00a	SSW
10	55.4	60.2	3:00p	50.1	11:00p	9.6	0.0	0.32	0.9	10.0	3:30p	W
11	50.8	58.6	2:00p	43.1	7:30a	14.2	0.0	0.19	1.3	13.0	1:00p	NE
12	51.0	65.5	1:00p	43.0	2:00a	14.0	0.0	0.15	1.0	14.0	2:30p	E
13	52.0	64.1	4:00p	42.9	7:30a	13.0	0.0	0.03	0.8	13.0	4:00p	E
14	56.2	70.3	2:00p	44.7	7:00a	9.3	0.5	0.00	1.3	11.0	9:30a	NE
15	57.6	70.9	2:30p	48.6	3:00a	7.9	0.5	0.00	1.2	17.0	12:00m	WSW
16	58.3	65.2	1:30p	53.1	10:00p	6.7	0.0	0.34	2.9	22.0	3:00a	WSW
17	55.4	58.6	12:30p	53.6	8:30p	9.6	0.0	0.66	2.8	29.0	10:00a	SSW
18	52.2	54.1	1:30a	50.5	11:00p	12.8	0.0	0.44	3.4	23.0	9:00a	NE
19	53.4	56.5	2:30p	48.9	4:00a	11.6	0.0	0.04	3.4	24.0	5:00p	SSW
20	56.7	57.9	11:00p	54.5	12:30a	8.3	0.0	0.75	4.6	26.0	9:00p	SSW
21	53.7	62.0	1:30p	46.2	12:00m	11.3	0.0	0.37	1.8	17.0	12:30a	WSW
22	47.9	55.2	1:30p	40.7	6:30a	17.1	0.0	0.16	2.4	16.0	11:30p	NE
23	46.8	53.1	3:30p	38.5	12:00m	18.2	0.0	0.14	2.3	14.0	12:00p	NE
24	44.4	54.7	3:00p	35.4	7:00a	20.6	0.0	0.20	1.2	12.0	2:00p	E
25	47.6	57.2	12:30p	38.8	12:30a	17.4	0.0	0.09	1.3	15.0	12:00m	E
26	48.6	57.0	2:00p	38.5	7:30a	16.4	0.0	0.06	1.5	12.0	12:30a	W
27	47.9	54.8	3:00p	38.6	7:30a	17.1	0.0	0.05	1.5	13.0	12:00p	ENE
28	47.3	57.2	1:30p	37.8	7:00a	17.7	0.0	0.03	1.5	16.0	2:00p	NE

	53.4	70.9	15	35.4	24	327.2	1.0	7.03	2.4	29.0	17	SSW

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

Max Rain: 0.81 ON 02/07/17

Days of Rain: 25 (>.01 in) 18 (>.1 in) 0 (>1 in)

Heat Base: 65.0 Cool Base: 65.0 Method: Integration

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: March 14, 2017

Subject: Approval for Vice-President Feldman to attend the Association of California Water Agencies (ACWA) Spring Conference in Monterey, CA May 9 - 12, 2017

Recommendation:

Approve expense reimbursement for Vice-President Feldman's attendance at the Association of California Water Agencies (ACWA) Spring Conference in Monterey, CA, May 9th through 12th, including the \$699.00 registration fee and travel expenses.

Background:

District policy in Section XII.b of Resolution 2004-06 (Code of Conduct) states that "Each member of the Board of Directors is encouraged to participate in those outside activities and organizations that in the judgment of the Board further the interests of the District. Expenses incurred by Board members in connection with such activities are reimbursable, where authorized in advance or subsequently ratified by the Board."

Vice-President Feldman plans to attend the ACWA Spring Conference and requests that the Board approve reimbursement of his expenses.

ACWA conferences provide an excellent opportunity for Directors and water utility staff to learn about California water issues. The District has reimbursed Director's attendance at these conferences in the past.

San Francisco Public Utilities Commission

Hydrological Conditions Report

For January, 2017

J. Chester, C. Graham, A. Mazurkiewicz, & M. Tsang, February 6, 2017



Storms in January have resulted in significant snow accumulation upcountry. Tuolumne Watershed snow courses are averaging nearly 200% of snow accumulation to date, and are currently 120% of our long term average maximum accumulation. Pictured above is Horse Meadow in the Cherry Watershed, which had over 150 inches (12.5 feet) of snow, equivalent to 50 inches of water.

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

Reservoir	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	
Tuolumne System							
Hetch Hetchy ¹	310,380		340,830		30,450		91.1%
Cherry ²	227,060		268,810		41,750		84.5%
Lake Eleanor ³	16,468		21,495		5,027		76.6%
Water Bank	570,000		570,000		Full		100.0%
Tuolumne Storage	1,123,908		1,201,135		77,227		93.6%
Local Bay Area Storage							
Calaveras ⁴	52,158	16,996	96,824	31,550	44,665	14,554	53.9%
San Antonio	48,392	15,769	50,496	16,454	2,103	685	95.8%
Crystal Springs	52,652	17,157	58,377	19,022	5,724	1,865	90.2%
San Andreas	18,972	6,182	18,996	6,190	25	8	99.9%
Pilarcitos	2,918	951	2,995	976	76	25	97.5%
Total Local Storage	175,093	57,054	227,688	74,192	52,594	17,138	76.9%
Total System	1,299,001		1,428,823		129,821		90.9%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates de-activated.

² Maximum Cherry Reservoir storage with flash-boards removed.

³ Maximum Lake Eleanor storage with flash-boards removed.

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

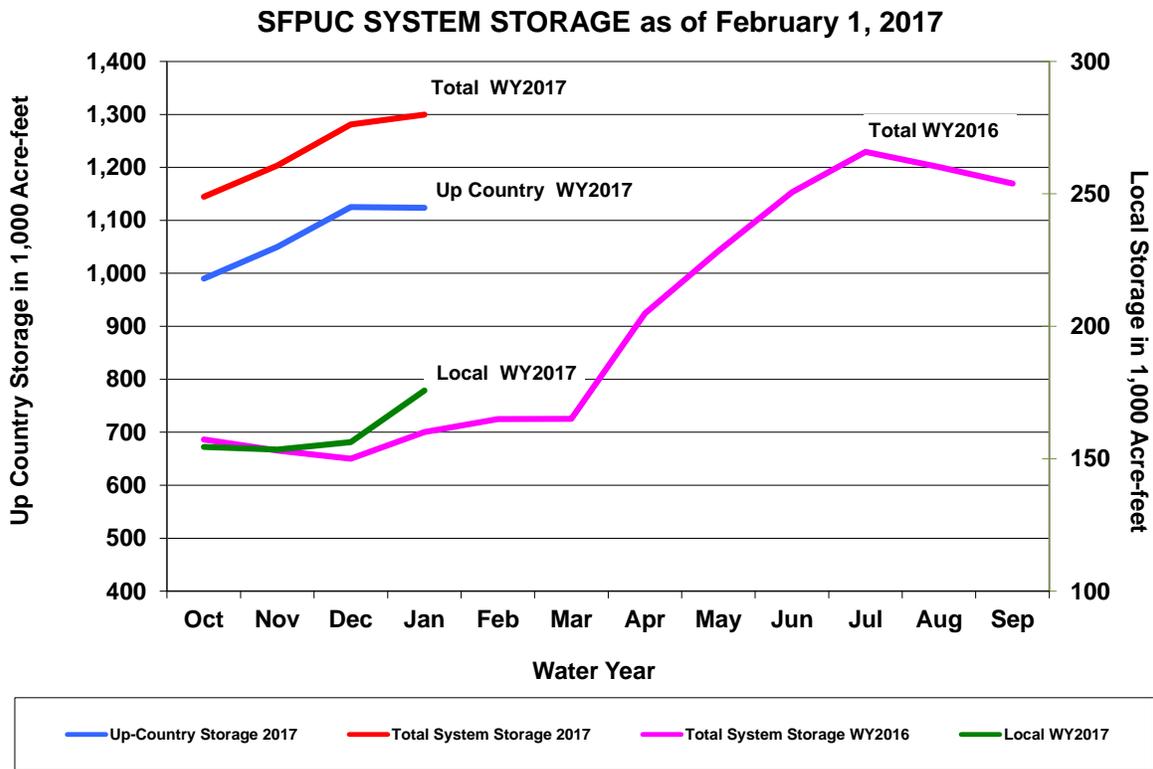


Figure 1: Monthly system storage for Water Year 2017

Hetch Hetchy System Precipitation Index ^{5/}

Current Month: The January 2017 six-station precipitation index was 20.91 inches, or 313.8% of the average index for the month.

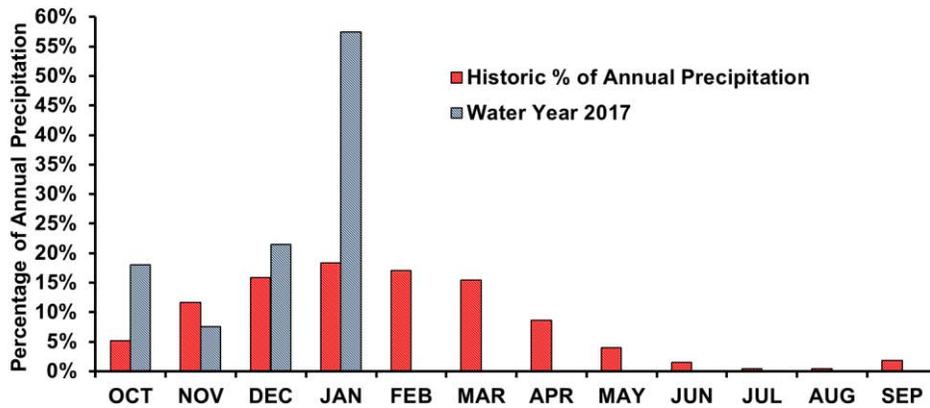


Figure 2: Monthly distribution of the Hetch Hetchy Six-station precipitation index as percent of the annual average precipitation.

Cumulative Precipitation to Date: The accumulated six-station precipitation index for water year 2017 is 37.74 inches, which is 106.1% of the average annual water year total, or 204.9% of average annual to date. Hetch Hetchy received 18.83 inches precipitation in January, a total of 35.3 inches for water year 2017. The cumulative Hetch Hetchy precipitation is shown in Figure 3 in red.

Precipitation at Hetch Hetchy - Water Year 2017

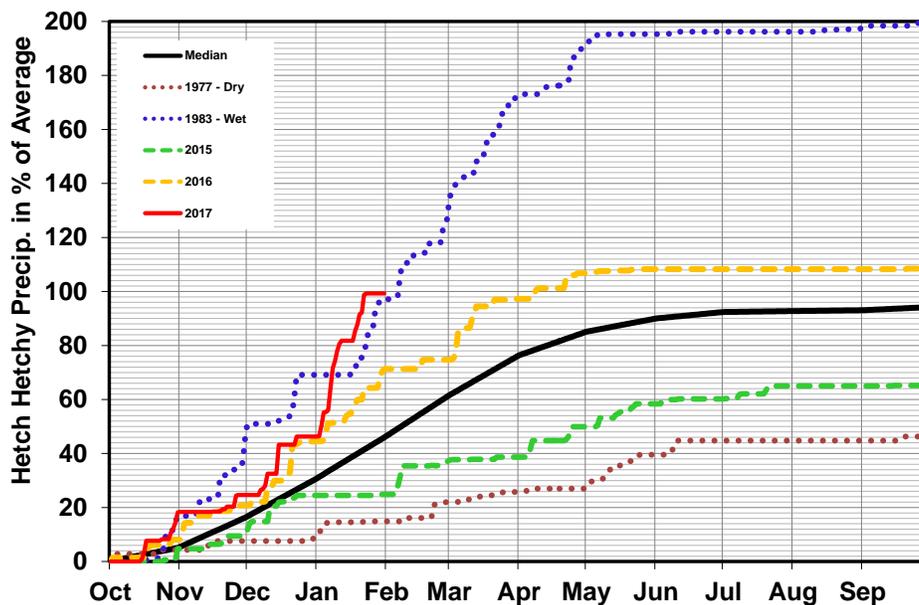


Figure 3: Water year 2017 cumulative precipitation measured at Hetch Hetchy Reservoir through January 31st, 2017. Precipitation at the Hetch Hetchy gauge for wet, dry, median, and WY 2016 are included for comparison purposes.

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

Tuolumne Basin Unimpaired Inflow

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

	January 2017				October 1, 2016 through January 31, 2017			
	Observed Flow	Median ⁶	Average ⁶	Percent of Average	Observed Flow	Median ⁶	Average ⁶	Percent of Average
Inflow to Hetch Hetchy Reservoir	97,222	15,724	23,253	418.1%	222,729	49,332	63,923	348.4%
Inflow to Cherry Reservoir and Lake Eleanor	110,963	17,165	24,750	448.3%	253,520	52,144	69,887	362.8%
Tuolumne River at La Grange	655,611	75,020	120,340	544.8%	1,020,131	180,751	269,849	378.0%
Water Available to the City	511,694	7,251	49,827	1,026.9%	687,818	22,226	102,402	671.7%

⁶ Hydrologic Record: 1920 – 2015

Hetch Hetchy System Operations

Draft and releases from Hetch Hetchy Reservoir during the month of January totaled 106,074 acre-feet to meet instream release requirements and reservoir management goals. Precipitation to date is sufficient to keep Hetch Hetchy Reservoir in Year Type A through June, and it is expected that inflows will meet the Year Type A requirements in July and August. Hetch Hetchy minimum instream release requirements for January were 50 cfs, and will be 60 cfs for February. Hetch Hetchy inflows have remained high through January, requiring additional valve releases to maintain storage within our seasonal targets (300,000-310,000 acre-feet). February additional releases will be set to balance inflows, with the aim of maintaining Hetch Hetchy Reservoir storage within the seasonal targets.

95,662 acre-feet of draft was made from Cherry Reservoir during the month of January to meet instream release requirements and reservoir management goals. About 4,103 acre-feet of water was transferred via pumping from Lake Eleanor to Cherry Reservoir in January. The required minimum instream release from Cherry Reservoir and Lake Eleanor is 5 cfs in January and February. Cherry storage will be maintained below 248,000 acre-feet via power generation through February. Excessive spill at Lake Eleanor will be managed by maintaining storage less than 17,000 acre-feet through pumping to Cherry and valve releases.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for January was 70 MGD. The Sunol Valley Water Treatment Plant average production for the month was 78 MGD.

Local System Water Delivery

The average January delivery rate was 146 MGD which is a 3% increase above the December delivery rate of 142 MGD.

Local Precipitation

Exceptional wet weather in January pushed rain fall totals well above average across local watersheds. The January rainfall summary is presented in Table 3.

Reservoir	Month Total (inches)	Percentage of Average for the Month	Water Year to Date ⁷ (inches)	Percentage of Average for the Year-to-Date ⁷
Pilarcitos	16.20	201 %	36.33	163 %
Lower Crystal Springs	9.94	176 %	23.45	154 %
Calaveras	7.37	173 %	15.37	133 %

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

Snowmelt and Water Supply

Two large storm events in January have resulted in significant snow accumulation, putting the Tuolumne Basin well above normal snowpack to date, as well as above our seasonal average maximum. Our 10 Station Snow Index (Figure 4) was 115% of April 1 Median Conditions on February 1. Reservoir inflows have correspondingly been above average, maintaining reservoir storages at or above our seasonal targets for all of January. Increased releases from all reservoirs to manage storage levels resulted in full Water Bank in early January, which has been maintained through the remainder of the month.

With high current storage and a large snowpack, inflows are expected to fill all reservoirs by June/July and maintain full Water Bank through next fall. To manage reservoir storage levels, we anticipate powerdraft in excess of Municipal Load at Holm Powerhouse through February, and at all powerhouses following the shutdown through June.

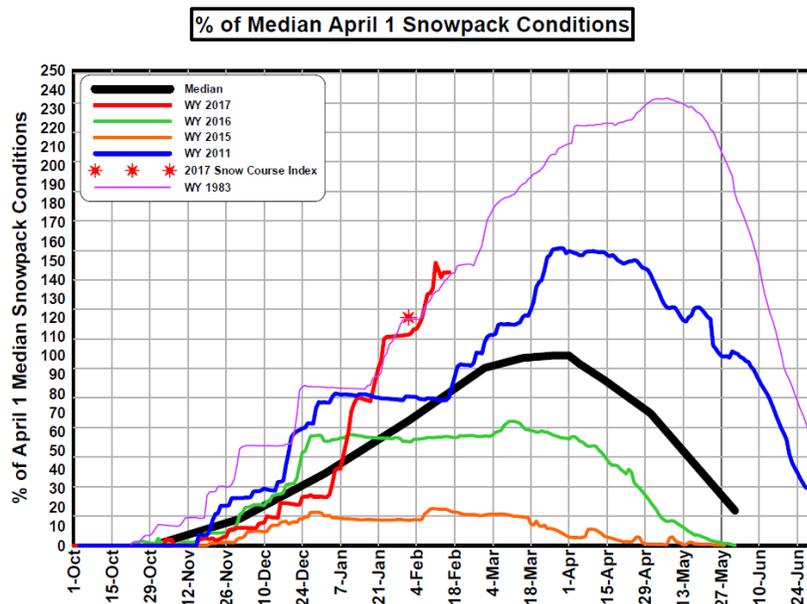


Figure 4: Snowpack conditions as of February 1. Current conditions are well above average to date, and above average seasonal maximum. Snow conditions are above 2011, the most recent above average year. February 1 snow surveys (red star) agree with snow pillows (lines), indicating deep and widespread snow accumulation. 1983, the wettest year on record, is included for comparison.

Unimpaired Flow at La Grange & Water Available to the City

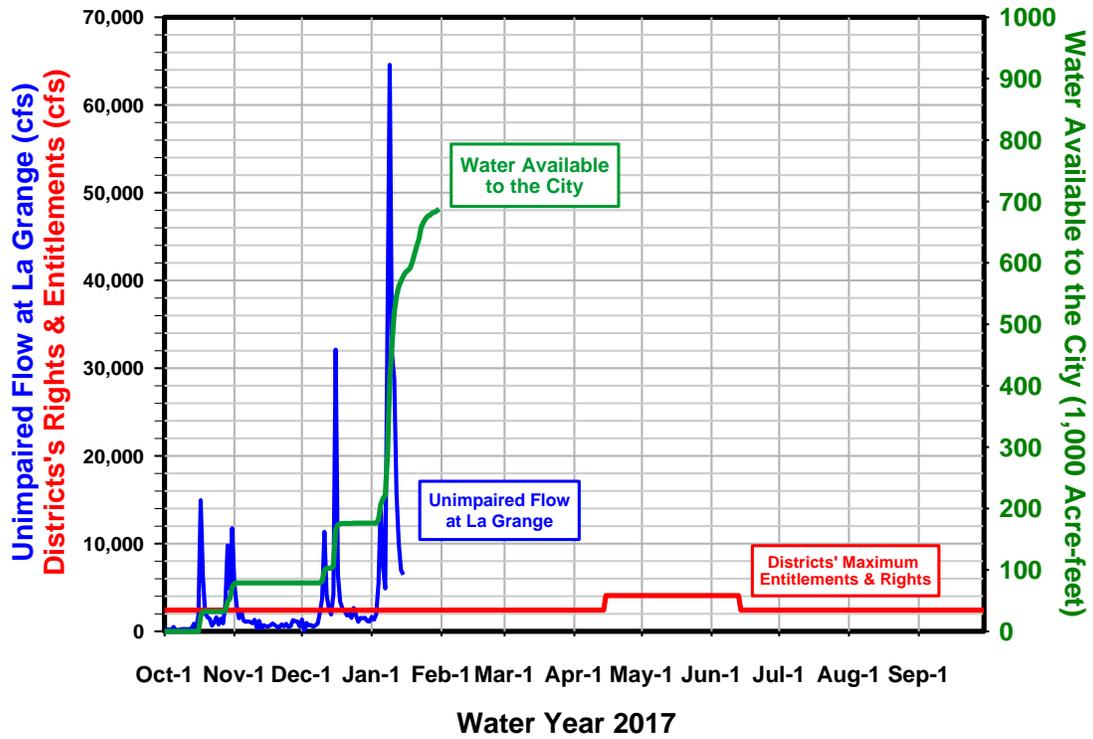


Figure 5: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. 687,818 acre-feet of water has become available to the City during water year 2017.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: March 14, 2017

Report

Date: March 10, 2017

Subject: Fiscal Year 2017-2018 Budget Process Timeline

Recommendation:

None. Information only.

Background:

The attached Budget Process Timeline lays out the proposed schedule for presentation and consideration of the Fiscal Year 2017-2018 Budget and the Fiscal Year 17/18 - 26/27 Capital Improvement Program. Key timeline milestones follow the pattern established over the last two budget cycles, culminating in the public hearing on the budget scheduled for the regular June Board meeting.

Staff will review the budget process and answer any questions the Board may have.

Fiscal Impact:

None.

**Coastside County Water District
BUDGET (CIP and O&M) PROCESS TIMELINE
Fiscal Year 2017-2018**

Description	Date
Staff Internal Budget Review – Distribute O&M Budget Worksheets and Update CIP budget spreadsheet	January 2017
Facilities Committee Meeting – Introduction to CIP Budget Process/Timeline	January 4, 2017
Finance Committee Meeting - Introduction to Budget Process/Timeline	January 9, 2017
Present Budget Timeline for Board approval	January 10, 2017 Regular Board Meeting
Staff Internal Budget Review – Worksheets Due/Review CIP Budget	January 31, 2017
Finance Committee Meeting – Review Draft O&M Budget and CIP	February 8, 2017
Facilities Committee Meeting – Review Draft CIP Budget	February 9, 2017
Present “Draft” O&M Budget and CIP to Board of Directors at Board Meeting	February 14, 2017 Regular Board Meeting
Present “Draft” O&M Budget and CIP to Board of Directors at Board Meeting	March 14, 2017 Regular Board Meeting
Customer Outreach – Website Draft Budget and Finance Plan FY 2017	March 2017 (TBD)
Customer Outreach – E-Newsletter Message: Budget Work Session – Budget and Finance Plan	March 2017 (TBD)
Budget Work Session with Board of Directors	March 29, 2017 3:00 PM
Present “Draft” O&M Budget and CIP to Board of Directors at Board Meeting – Approve Notice of Rate Increase (Prop 218)	April 11, 2017 Regular Board Meeting
Mail Notice of Rate Increase (Prop 218) – Minimum 45-Day Notice Before Public Hearing	April 17, 2017
Finance Committee Meeting – Review Draft O&M Budget, CIP, and Finance Plan	April/May __, 2017

February 10, 2017

Customer Outreach – E-Newsletter Message: Understanding Budget and Proposed Rate Increase	April 24, 2017
Present & Discuss “Draft” CIP and O&M Budget and Finance Plan	May 9, 2017 Regular Board Meeting
Rate Increase Hearing - Approve O&M Budget and CIP – Approve Rate Increase	June 13, 2017 Regular Board Meeting

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: March 14, 2017

Report

Date: March 10, 2017

Subject: Draft Fiscal Year 2017-2018 Operations Budget and Draft Fiscal Year 2017/18 to 2026/27 Capital Improvement Program.

Recommendation:

No Board action required at this time.

Background:

Staff presents for the Board's review the attached draft Fiscal Year 2017-2018 Operations Budget and draft Fiscal Year 2017/18 to 2026/27 Capital Improvement Program (CIP). Staff will make a presentation reviewing budget details.

Highlights:

Budget to Budget Comparison

- FY2018 Budget assumes water sales at current levels of 560 MG, up from the 550 MG planned in the FY2017 Budget. As the rate adjustment is still to be determined, no rate adjustment has been included in the draft budget.
- FY2018 water purchases from SFPUC are \$471,000 less than the FY2017 budget due to an increased use of local sources. SFPUC announced this month that we will not have a rate increase in FY2018.
- Total FY2018 Operating Expenses are \$12,000 below FY2017 budget.
- The FY2018 budget also includes an additional \$179,000 for debt service for a new (2016) IBank loan.

CIP

- \$30,090,000 total 10 year CIP (FY2018 dollars)
- \$16,415,000 total 5 year CIP (average of \$3,283,000 per year)
- Changes from last month's Draft CIP include:
 - Shift of \$500,000 for replacement of Downtown Half Moon Bay 2" pipe from FY2017 to FY2018. (Work will commence in Summer, 2017.)
 - Addition of \$100,000 in FY2018 for Pilarcitos Canyon Road Repairs (due to recent storm damage.) Work is required under our emergency permit.

STAFF REPORT

Agenda: March 14, 2017

Subject: Draft FY2017-2018 Budget Review

Page Two

Please note that due to the volume of paper, the individual detailed sheets for the Operations Budget are not included in this agenda packet. The individual detailed sheets are available in electronic form on the District's website at www.coastsidewater.org or hard copies may be obtained at the District's office.

Operations & Maintenance Budget - FY 2017-2018

Account Number	Description	Proposed Budget FY 17/18	Approved FY 16/17 Budget	FY17/18 Budget Vs. FY 16/17 Budget \$ Change	FY17/18 Budget Vs. FY 16/17 Budget % Change	Proj Year End Actual FY 16/17	FY 17/18 Budget Vs. FY 16/17 Actual \$ Change	FY 17/18 Budget Vs. FY 16/17 Actual % Change	YTD Actual FY 16/17 as of January 31, 2017
OPERATING REVENUE									
4120	Water Sales (1)	\$10,400,000	\$10,266,127	\$133,873	1.3%	\$10,400,000	\$0	0.0%	\$6,340,645
Total Operating Revenue		\$10,400,000	\$10,266,127	\$133,873	1.3%	\$10,400,000	\$0	0.0%	\$6,340,645
NON-OPERATING REVENUE									
4170	Hydrant Sales	\$50,000	\$50,000	\$0	0.0%	\$55,000	-\$5,000	-9.1%	\$43,804
4180	Late Penalty	\$60,000	\$72,000	-\$12,000	-16.7%	\$60,000	\$0	0.0%	\$45,711
4230	Service Connections	\$10,000	\$10,000	\$0	0.0%	\$12,000	-\$2,000	-16.7%	\$9,340
4920	Interest Earned	\$6,174	\$3,070	\$3,104	101.1%	\$3,500	\$2,674	76.4%	\$3,277
4930	Property Taxes	\$700,000	\$600,000	\$100,000	16.7%	\$700,000	\$0	0.0%	\$419,074
4950	Miscellaneous	\$37,000	\$37,000	\$0	0.0%	\$105,000	-\$68,000	-64.8%	\$101,052
4955	Cell Site Lease Income	\$154,000	\$143,692	\$10,308	7.2%	\$150,000	\$4,000	2.7%	\$86,855
4965	ERAF Refund	\$250,000	\$200,000	\$50,000	25.0%	\$325,314	-\$75,314	-23.2%	\$325,314
Total Non-Operating Revenue		\$1,267,174	\$1,115,762	\$151,412	13.6%	\$1,410,814	-\$143,640	-10.2%	\$1,034,427
TOTAL REVENUES		\$11,667,174	\$11,381,889	\$285,285	2.5%	\$11,810,814	-\$143,640	-1.2%	\$7,375,072
OPERATING EXPENSES									
5130	Water Purchased	\$2,106,991	\$2,578,474	-\$471,483	-18.3%	\$2,260,000	-\$153,009	-6.8%	\$1,481,940
5230	Electrical Exp. Nunes WTP	\$40,280	\$31,270	\$9,010	28.8%	\$38,000	\$2,280	6.0%	\$20,361
5231	Electrical Expenses, CSP	\$318,000	\$325,420	-\$7,420	-2.3%	\$300,000	\$18,000	6.0%	\$213,160
5232	Electrical Expenses/Trans. & Dist.	\$25,440	\$18,020	\$7,420	41.2%	\$24,000	\$1,440	6.0%	\$13,123
5233	Elec Exp/Pilarcitos Cyn	\$32,309	\$26,000	\$6,309	24.3%	\$25,000	\$7,309	29.2%	\$20,572
5234	Electrical Exp., Denn	\$92,220	\$85,000	\$7,220	8.5%	\$90,000	\$2,220	2.5%	\$28,244
5242	CSP - Operation	\$10,500	\$10,500	\$0	0.0%	\$10,500	\$0	0.0%	\$5,649
5243	CSP - Maintenance	\$37,000	\$37,000	\$0	0.0%	\$37,000	\$0	0.0%	\$7,313
5246	Nunes WTP Oper	\$72,000	\$57,000	\$15,000	26.3%	\$70,000	\$2,000	2.9%	\$36,597
5247	Nunes WTP Maint	\$122,500	\$80,500	\$42,000	52.2%	\$85,000	\$37,500	44.1%	\$47,922
5248	Denn. WTP Oper.	\$34,500	\$35,000	-\$500	-1.4%	\$29,000	\$5,500	19.0%	\$11,555
5249	Denn WTP Maint	\$60,000	\$53,000	\$7,000	13.2%	\$70,000	-\$10,000	-14.3%	\$50,173
5250	Laboratory Expenses	\$53,000	\$53,000	\$0	0.0%	\$53,000	\$0	0.0%	\$24,703
5260	Maintenance Expenses	\$291,700	\$281,700	\$10,000	3.5%	\$281,700	\$10,000	3.5%	\$140,093
5261	Maintenance, Wells	\$40,000	\$50,000	-\$10,000	-20.0%	\$40,000	\$0	0.0%	\$10,978
5263	Uniforms	\$10,000	\$10,000	\$0	0.0%	\$10,000	\$0	0.0%	\$7,940
5318	Studies/Surveys/Consulting	\$160,000	\$150,000	\$10,000	6.7%	\$150,000	\$10,000	6.7%	\$33,256
5321	Water Resources	\$37,000	\$47,000	-\$10,000	-21.3%	\$25,000	\$12,000	48.0%	\$5,377
5322	Community Outreach	\$54,700	\$50,000	\$4,700	9.4%	\$50,000	\$4,700	9.4%	\$4,259
5381	Legal	\$110,000	\$60,000	\$50,000	83.3%	\$100,000	\$10,000	10.0%	\$50,421
5382	Engineering	\$100,000	\$14,000	\$86,000	614.3%	\$54,000	\$46,000	85.2%	\$4,200
5383	Financial Services	\$20,000	\$20,000	\$0	0.0%	\$18,000	\$2,000	11.1%	\$8,580
5384	Computer Services	\$144,800	\$125,300	\$19,500	15.6%	\$100,000	\$44,800	44.8%	\$55,050
5410	Salaries, Admin.	\$1,147,800	\$1,100,800	\$47,000	4.3%	\$960,000	\$187,800	19.6%	\$535,191
5411	Salaries - Field	\$1,258,789	\$1,217,375	\$41,414	3.4%	\$1,217,375	\$41,414	3.4%	\$757,500

Operations & Maintenance Budget - FY 2017-2018

Account Number	Description	Proposed Budget FY 17/18	FY17/18 Budget			Proj Year End	FY 17/18 Budget			YTD Actual FY 16/17 as of January 31, 2017
			Approved FY 16/17 Budget	Vs. FY 16/17 Budget \$ Change	Budget Vs. FY 16/17 Budget % Change		Vs. FY 16/17 Actual	FY 17/18 Budget Vs. FY 16/17 Actual		
5420	Payroll Taxes	\$169,904	\$162,245	\$7,659	4.7%	\$150,000	\$19,904	13.3%	\$88,321	
5435	Employee Medical Insurance	\$447,056	\$412,904	\$34,152	8.3%	\$412,904	\$34,152	8.3%	\$232,032	
5436	Retiree Medical Insurance	\$47,215	\$59,976	-\$12,761	-21.3%	\$59,976	-\$12,761	-21.3%	\$29,220	
5440	Employee Retirement	\$542,877	\$508,257	\$34,620	6.8%	\$485,000	\$57,877	11.9%	\$269,696	
5445	SIP 401a Plan	\$35,000	\$33,000	\$2,000	6.1%	\$33,000	\$2,000	6.1%	\$0	
5510	Motor Vehicle Exp.	\$50,700	\$56,700	-\$6,000	-10.6%	\$50,000	\$700	1.4%	\$27,715	
5620	Office & Billing Expenses	\$225,500	\$170,775	\$54,725	32.0%	\$225,000	\$500	0.2%	\$135,112	
5625	Meetings/Training/Seminars	\$24,000	\$24,000	\$0	0.0%	\$24,000	\$0	0.0%	\$9,896	
5630	Insurance	\$120,000	\$120,000	\$0	0.0%	\$115,000	\$5,000	4.3%	\$72,301	
5687	Memberships & Subscriptions	\$75,350	\$74,000	\$1,350	1.8%	\$74,000	\$1,350	1.8%	\$47,725	
5688	Election Expense	\$0	\$0	\$0		\$0	\$0		\$0	
5689	Union Expenses	\$6,000	\$6,000	\$0	0.0%	\$6,000	\$0	0.0%	\$0	
5700	County Fees	\$20,000	\$19,000	\$1,000	5.3%	\$19,000	\$1,000	5.3%	\$11,242	
5705	State Fees	\$24,000	\$16,000	\$8,000	50.0%	\$24,000	\$0	0.0%	\$19,332	
Total Operating Expenses		\$8,167,130	\$8,179,216	-\$12,086	-0.1%	\$7,775,455	\$391,675	5.0%	\$4,516,749	
CAPITAL ACCOUNTS										
5712	Existing Bonds - 2006B	\$486,776	\$486,426	\$350	0.1%	\$486,395	\$381	0.1%	\$359,439	
5715	Existing Bond-CIEDB 11-099	\$336,269	\$336,409	-\$140	0.0%	\$336,409	-\$140	0.0%	\$336,409	
5716	CIEDB 16-111	\$324,652	\$145,203	\$179,449		\$145,203	\$179,449		\$145,203	
Total Capital Accounts		\$1,147,697	\$968,038	\$179,659	18.6%	\$968,007	\$179,690	18.6%	\$841,051	
TOTAL REVENUE LESS TOTAL EXPENSE		\$2,352,347	\$2,234,635	\$117,712	5.3%	\$3,067,352	-\$715,005	-23.3%	\$2,017,271	
5713	Cont. to CIP & Reserves	\$2,352,347								

Notes:

Note (1) - Does not include any assumption for a rate increase. Rate increase is still "to be determined."

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4120 Description: Water Sales	
Actual Amount As Of: 31-Jan 2017	6,340,645
PROJECTED ACTIVITY to END of FY:	4,059,355
Projected YEAR END TOTAL:	10,400,000

PROPOSED Line Item Amount:	\$10,400,000 *
-----------------------------------	-----------------------

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	\$10,266,127
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% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	1.3%
Dollar difference between proposed budget & current budget	133,873

NARRATIVE:

Budget at 560MG per year (up from 550MG -FY2017 budget)

As of 2/10/2017 - an assumption/recommendation for a rate increase has not been included in the budget (still to be determined.)

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2017/2018

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4170 Description: Hydrant Sales	
Actual Amount As Of: 31-Jan 2017	43,804
PROJECTED ACTIVITY to END of FY:	11,196
Projected YEAR END TOTAL:	55,000
PROPOSED Line Item Amount:	50,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	50,000
% Change Actual Year End compared to Proposed Line item amount.	(9.1%)
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

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

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2017/2018

<u>Line Item</u>		<u>Amount</u>
Acct. No.	4180	Description: Late Penalty
Actual Amount As Of:	31-Jan 2017	45,711
PROJECTED ACTIVITY to END of FY:		14,289
Projected YEAR END TOTAL:		60,000
PROPOSED Line Item Amount:		60,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	72,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	100.0%
Dollar difference between proposed budget & current budget	-12,000

NARRATIVE:

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4230 Description: Service Connections	
Actual Amount As Of: 31-Jan 2017	9,340
PROJECTED ACTIVITY to END of FY:	2,660
Projected YEAR END TOTAL:	12,000
PROPOSED Line Item Amount:	10,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	10,000
% Change Actual Year End compared to Proposed Line item amount.	(16.7%)
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

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

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

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4920 Description: Interest Earned	
Actual Amount As Of: 31-Jan 2017	3,277
PROJECTED ACTIVITY to END of FY:	223
Projected YEAR END TOTAL:	3,500
PROPOSED Line Item Amount:	\$ 6,174

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	3,070
% Change Actual Year End compared to Proposed Line item amount.	76.4%
% Change to Previous Year Budget	101.1%
Dollar difference between proposed budget & current budget	3,104

NARRATIVE:

Interest income is derived from cash on deposit with LAIF.

Cash on Deposit	Balance							
	1,029,048	0	1,029,048	x	0.60%	=	\$ 6,174	

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4930 Description: Property Taxes	
Actual Amount As Of: 31-Jan 2017	419,074
PROJECTED ACTIVITY to END of FY:	280,926
Projected YEAR END TOTAL:	700,000
PROPOSED Line Item Amount:	700,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	600,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	16.7%
Dollar difference between proposed budget & current budget	100,000

NARRATIVE:

Projected CCWD portion of unsecured/secured Property Tax	\$700,000
TOTAL	<u><u>\$700,000</u></u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4950 Description: Miscellaneous	
Actual Amount As Of: 31-Jan 2017	101,052
PROJECTED ACTIVITY to END of FY:	3,948
Projected YEAR END TOTAL:	105,000
PROPOSED Line Item Amount:	37,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	37,000
% Change Actual Year End compared to Proposed Line item amount.	(64.8%)
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

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

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

	FY 17/18
Skylawn	25,000
Miscellaneous	12,000
	<u><u>37,000</u></u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4955 Description: Cell Site Lease Income	
Actual Amount As Of: 31-Jan 2017	86,855
PROJECTED ACTIVITY to END of FY:	63,145
Projected YEAR END TOTAL:	150,000
PROPOSED Line Item Amount:	154,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	143,692
% Change Actual Year End compared to Proposed Line item amount.	2.7%
% Change to Previous Year Budget	7.2%
Dollar difference between proposed budget & current budget	10,308

NARRATIVE:

Revenue from Cell Site Leasing

<u>Sub-Account</u>	<u>FY 17/18</u>
Sprint Spectrum Lease (Carter Hill)	\$ 29,992
Sprint Spectrum Lease (Alves Tank)	\$ 29,992
Metro PCS (Miramontes Tank)	\$ 32,561
Metro PCS (Miramar Tank)	\$ 32,561
Verizon (Nunes WTP)	\$ 29,351
	<u>154,457</u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4965 Description: ERAF Refund	
Actual Amount As Of: 31-Jan 2017	325,314
PROJECTED ACTIVITY to END of FY:	0
Projected YEAR END TOTAL:	325,314
PROPOSED Line Item Amount:	250,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	200,000
% Change Actual Year End compared to Proposed Line item amount.	(23.2%)
% Change to Previous Year Budget	25.0%
Dollar difference between proposed budget & current budget	50,000

NARRATIVE:

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

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5130 Description: Water Purchased	
Actual Amount As Of: 31-Jan 2017	1,481,940
PROJECTED ACTIVITY to END of FY:	778,060
Projected YEAR END TOTAL:	2,260,000
PROPOSED Line Item Amount:	2,106,991

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	2,578,474
% Change Actual Year End compared to Proposed Line item amount.	(6.8%)
% Change to Previous Year Budget	(18.3%)
Dollar difference between proposed budget & current budget:	-471,483

NARRATIVE:

See worksheet 5130 A

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

- San Francisco Wholesale rates: FY2018 Cost per hcf \$3.84 (\$4.34 less \$.50 treated water discount)
FY2018 assumes a 5.7% increase
- BAWSCA Bond Surcharge (\$312,000 Annual)
- SFPUC Base Charge (\$81,384 annual)

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5230 Description: Electrical Exp. Nunes WTP	
Actual Amount As Of: 31-Jan 2017	20,361
PROJECTED ACTIVITY to END of FY:	17,639
Projected YEAR END TOTAL:	38,000
PROPOSED Line Item Amount:	40,280

Approved Line Item Amount:

<u>PREVIOUS YEAR BUDGET:</u>	<u>31,270</u>
% Change Actual Year End compared to Proposed Line item amount.	6.0%
% Change to Previous Year Budget	28.8%
Dollar difference between proposed budget & current budget	9,010

NARRATIVE:

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

FY 17/18

PG&E \$40,280

(assumes 6% rate increase)

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2017/2018

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5231 Description: Electrical Expenses, CSP	
Actual Amount As Of: 31-Jan 2017	213,160
PROJECTED ACTIVITY to END of FY:	86,840
Projected YEAR END TOTAL:	300,000

PROPOSED Line Item Amount:	318,000
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	325,420
% Change Actual Year End compared to Proposed Line item amount.	6.0%
% Change to Previous Year Budget	(2.3%)
Dollar difference between proposed budget & current budget	-7,420

NARRATIVE:

Lower due to staying longer on Denniston --- assumes a 6% increase.

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5232 Description: Electrical Expenses/Trans. & Dist.	
Actual Amount As Of: 31-Jan 2017	13,123
PROJECTED ACTIVITY to END of FY:	10,877
Projected YEAR END TOTAL:	24,000
PROPOSED Line Item Amount:	25,440

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	18,020
% Change Actual Year End compared to Proposed Line item amount.	6.0%
% Change to Previous Year Budget	41.2%
Dollar difference between proposed budget & current budget	7,420

NARRATIVE:

	FY 17/18
Granada #1	\$6,890
Granada #2	\$6,063
Granada #3	\$2,979
Alves Pump Station	\$9,116
Miramontes Tank	\$392
TOTAL	\$25,440

Assumes 6% rate increase.

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5233 Description: Elec Exp/Pilarcitos Cyn	
Actual Amount As Of: 31-Jan 2017	20,572
PROJECTED ACTIVITY to END of FY:	4,428
Projected YEAR END TOTAL:	25,000
PROPOSED Line Item Amount:	32,309

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	26,000
% Change Actual Year End compared to Proposed Line item amount.	29.2%
% Change to Previous Year Budget	24.3%
Dollar difference between proposed budget & current budget	6,309

NARRATIVE:

Assumes that we will focus on well production more so than in the past. Assumes a 6% rate increase.

Wells #1 & 3	\$ 7,314	Well #4	\$ 2,226
Well #2	\$ 318	Well #4A	\$ 7,420
Well #3A	\$ 8,989	Well #5	\$ 4,240
Carter Hill	\$ 424	Telemeter	\$ 318
TOTAL		Blending Station	\$ 1,060
		Total	\$ 32,309

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5234 Description: Electrical Exp., Denn	
Actual Amount As Of: 31-Jan 2017	28,244
PROJECTED ACTIVITY to END of FY:	58,756
Projected YEAR END TOTAL:	87,000
PROPOSED Line Item Amount:	92,220

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	85,000
% Change Actual Year End compared to Proposed Line item amount.	6.0%
% Change to Previous Year Budget	8.5%
Dollar difference between proposed budget & current budget	7,220

NARRATIVE:

Reflects increased electrical costs due to increased reliance on Denniston.
Includes 6% rate increase from PG&E.

	FY 17/18
Denn Pump Station	\$65,720
Denn Well #1	\$1,060
Denn Well #2,3,4	\$2,650
Denn Well #5	\$530
Denn Well #9	\$5,300
Denn WTP	\$12,720
WWR System	\$4,240
 TOTAL	 <u><u>\$92,220</u></u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5242 Description: CSP - Operation	
Actual Amount As Of: 31-Jan 2017	5,649
PROJECTED ACTIVITY to END of FY:	4,851
Projected YEAR END TOTAL:	10,500
PROPOSED Line Item Amount:	10,500

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	10,500
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

FY 17/18

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

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5243 Description: CSP - Maintenance	
Actual Amount As Of: 31-Jan 2017	7,313
PROJECTED ACTIVITY to END of FY:	29,687
Projected YEAR END TOTAL:	37,000
PROPOSED Line Item Amount:	37,000

Approved Line Item Amount:

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

NARRATIVE:

	FY 17/18
Electrical Testing (ETI)	\$4,000
Electrical Repair	\$6,000
Equipment /Valve Maintenance	\$11,000
Pressure Reducing Valves	\$1,000
Misc. Equip/Air Vent	\$1,000
Telemetry & Alarms	\$4,000
Pump Maintenance	\$10,000
	<hr/>
	\$37,000

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5246 Description: Nunes WTP Oper	
Actual Amount As Of: 31-Jan 2017	36,597
PROJECTED ACTIVITY to END of FY:	33,403
Projected YEAR END TOTAL:	70,000
PROPOSED Line Item Amount:	72,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	57,000
% Change Actual Year End compared to Proposed Line item amount.	2.9%
% Change to Previous Year Budget	26.3%
Dollar difference between proposed budget & current budget	15,000

NARRATIVE:

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

Telephone/DSL	\$9,000	Chemicals	
Alarm System	<u>\$4,500</u>	Caustic	\$20,000
Sub total	\$13,500	Alum	\$27,000
		Salt	\$9,000
		Other	\$2,500
		Sub Total	\$58,500
		TOTAL	<u>\$72,000</u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5247 Description: Nunes WTP Maint	
Actual Amount As Of: 31-Jan 2017	47,922
PROJECTED ACTIVITY to END of FY:	37,078
Projected YEAR END TOTAL:	85,000

PROPOSED Line Item Amount:	122,500
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	80,500
% Change Actual Year End compared to Proposed Line item amount.	44.1%
% Change to Previous Year Budget	52.2%
Dollar difference between proposed budget & current budget	42,000

NARRATIVE:

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

	FY17/18
Hach Service & Certification	\$5,000
Generator Service Contract	\$1,000
Sludge Removal	\$10,000
Electrical	\$5,000
Instrumentation/Controls	\$15,500
Tools	\$7,500
Motor & Pump Replacement	\$2,500
Filter Surveillance	\$20,000
Filter Rehab/Media	\$30,000 (new)
Pump Service	\$5,000
Trees / Landscape	\$14,000
Misc. Expenses / Office Supplies	\$7,000
	<u>\$122,500</u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5248 Description: Denn. WTP Oper.	
Actual Amount As Of: 31-Jan 2017	11,555
PROJECTED ACTIVITY to END of FY:	17,445
Projected YEAR END TOTAL:	29,000
PROPOSED Line Item Amount:	34,500

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	28,000
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	19.0%
% Change to Previous Year Budget	23.2%
Dollar difference between proposed budget & current budget	6,500

NARRATIVE:

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

ADMIN		CHEMICALS	
Telephone/DSL	\$3,000	Caustic	\$8,000
Alarm System	\$2,500	917	\$7,000
		Salt	\$2,500
Subtotal	\$5,500	Pot. Perm	\$5,500
		Other	\$6,000
		Subtotal	\$29,000
		<hr/>	
		Total	\$34,500

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5249 Description: Denn WTP Maint	
Actual Amount As Of: 31-Jan 2017	50,173
PROJECTED ACTIVITY to END of FY:	19,827
Projected YEAR END TOTAL:	70,000

PROPOSED Line Item Amount:	60,000
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	53,000
% Change Actual Year End compared to Proposed Line item amount.	(14.3%)
% Change to Previous Year Budget	13.2%
Dollar difference between proposed budget & current budget	7,000

NARRATIVE:

FY2018 reflects increased flows from Denniston vs. other sources.

	FY 17/18
Misc. Expenses / Office Supplies	\$ 3,800
Misc. Plumbing & Parts	\$ 4,600
Sludge Removal	\$ 6,100
Filter Surveillance	\$ 10,000
Treework	\$ 10,000
Inst. Controls	\$ 20,000
Hach Service	\$ 2,500
Other	\$ 3,000
TOTAL	\$ 60,000

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5250 Description: Laboratory Expenses	
Actual Amount As Of: 31-Jan 2017	24,703
PROJECTED ACTIVITY to END of FY:	28,297
Projected YEAR END TOTAL:	53,000
PROPOSED Line Item Amount:	53,000

Approved Line Item Amount:

<u>PREVIOUS YEAR BUDGET:</u>	<u>53,000</u>
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

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

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5260 Description: Maintenance Expenses	
Actual Amount As Of: 31-Jan 2017	140,093
PROJECTED ACTIVITY to END of FY:	141,607
Projected YEAR END TOTAL:	281,700

PROPOSED Line Item Amount:	291,700
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Approved Line Item Amount: *Projected year-end includes an emergency repair due to storms.*

PREVIOUS YEAR BUDGET: 281,700

% Change Actual Year End compared to Proposed Line item amount. 3.5%

% Change to Previous Year Budget 3.5%

Dollar difference between proposed budget & current budget 10,000

NARRATIVE:

<u>ACCT 5260</u>			
		Equipment Rental	\$2,000
Laundry	\$1,200	Radio Repair/PM	\$3,000
Supplies Shop/Breakroom	\$1,000	Landscape Maint	\$2,500
Service Products	\$3,000	Cathodic Protection	\$8,000
Pump Repair	\$10,000	Misc. tools, etc.	\$5,000
USA	\$500	(Welder, Drill, Airtools, Sump Pump, Lrg tools)	
Backfill	\$5,000	Waste Services	\$3,000
Hydrant Repair	\$3,000	Fence Repairs	\$2,000
Tank Maintenance	\$5,000	Raising Valve (City/County)	\$20,000
Generator services	\$6,000	Building Maintenance	\$10,000
Safety Supplies	\$3,500		
DMV/Pre-employment Physical	\$1,000	<u>Acct 5260-10</u>	
Tree Removal	\$30,000	Emergency ML Repairs	\$100,000
Inventory	\$11,000	<u>Acct 5260-11</u>	
Materials	\$6,000	Paving	\$50,000

Spread: **TOTAL** **\$291,700**

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5261 Description: Maintenance, Wells	
Actual Amount As Of: 31-Jan 2017	10,978
PROJECTED ACTIVITY to END of FY:	29,022
Projected YEAR END TOTAL:	40,000
PROPOSED Line Item Amount:	40,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	50,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	(20.0%)
Dollar difference between proposed budget & current budget	-10,000

NARRATIVE:

wells and complete upgrades

	<u>FY 17/18</u>
Crane Service	\$ 15,000
Electrical PM	\$8,000
Pumps	\$10,000
Electrical	\$6,800
Plumbing	\$200
	<u><u>\$40,000</u></u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2017/2018

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5263	Description: Uniforms
Actual Amount As Of:	31-Jan 2017	7,940
PROJECTED ACTIVITY to END of FY:		2,060
Projected YEAR END TOTAL:		10,000

PROPOSED Line Item Amount:	10,000
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Approved Line Item Amount:

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

NARRATIVE:

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

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5318 Description: Studies/Surveys/Consulting	
Actual Amount As Of: 31-Jan 2017	33,256
PROJECTED ACTIVITY to END of FY:	116,744
Projected YEAR END TOTAL:	150,000
PROPOSED Line Item Amount:	\$160,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	150,000
% Change Actual Year End compared to Proposed Line item amount.	6.7%
% Change to Previous Year Budget	6.7%
Dollar difference between proposed budget & current budget	10,000

Narrative:

Consulting studies to include:

Annual Rate Study	\$25,000.00
Annual Water Loss Audit	\$35,000.00
Recruitment	\$15,000.00
Water Shortage Contingency Plan Update	\$30,000.00
EI Granada PRV Study	\$25,000.00
Other Misc. studies, including	\$ 30,000.00
Hydraulic Model	
Seismic Vulnerability Study	

\$160,000.00

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5321 Description: Water Resources	
Actual Amount As Of: 31-Jan 2017	5,377
PROJECTED ACTIVITY to END of FY:	19,623
Projected YEAR END TOTAL:	25,000
PROPOSED Line Item Amount:	37,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	47,000
% Change Actual Year End compared to Proposed Line item amount.	48.0%
% Change to Previous Year Budget	(21.3%)
Dollar difference between proposed budget & current budget	-10,000

NARRATIVE:

Lawn Be Gone	\$5,000
High Efficiency Toilets Rebate Program	\$8,000
Commercial Rebates	\$1,000
High Efficiency Fixture Devices	\$3,000
School Education Programs	\$5,000
<u>Public Information / Outreach Programs</u>	<u>\$15,000</u>

\$37,000 Total

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5322 Description: Community Outreach	
Actual Amount As Of: 31-Jan 2017	4,259
PROJECTED ACTIVITY to END of FY:	45,741
Projected YEAR END TOTAL:	50,000

PROPOSED Line Item Amount:	54,700
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	50,000
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	9.4%
% Change to Previous Year Budget	9.4%
Dollar difference between proposed budget & current budget	4,700

NARRATIVE:

For community outreach between CCWD and our customers.

Pacifica Coast Television - Recording meetings(14 @ \$250)	\$3,500
Montara Fog (14 @ \$300)	\$4,200
Materials/Publications/Public Information/New Ordinances	\$3,000
Postage for Public Outreach	\$6,000
Design/Printing Annual Reports (Consumer Confidence Report/ Water Supply Evaluation, etc.. Including Translation & Postage fees)	\$29,000
Constant Contact/Email	\$2,000
Graphic Artist/Photography	\$5,000
Pumpkin Festival	\$1,000
Pens	\$1,000

Spread:	TOTAL	54,700
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Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5381 Description: Legal	
Actual Amount As Of: 31-Jan 2017	50,421
PROJECTED ACTIVITY to END of FY:	49,579
Projected YEAR END TOTAL:	100,000

PROPOSED Line Item Amount:	110,000
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	60,000
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	10.0%
% Change to Previous Year Budget	83.3%
Dollar difference between proposed budget & current budget	50,000

NARRATIVE:

This account is for the Legal Counsel General District business that is not included in capital projects or reimbursable projects. The legal costs for capital projects and reimbursable projects whether the work is performed by District Counsel or other counsel Note that the prior year' budget did not reflect historical legal spend --- FY2016 actual legal - \$108K; FY2015 actual legal = \$105K

HansonBridgett	\$100,000
Bartkiewicz (Water Rights)	\$10,000
Total	<u>\$110,000</u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5382 Description: Engineering	
Actual Amount As Of: 31-Jan 2017	4,200
PROJECTED ACTIVITY to END of FY:	49,800
Projected YEAR END TOTAL:	54,000
PROPOSED Line Item Amount:	100,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	14,000
% Change Actual Year End compared to Proposed Line item amount.	85.2%
% Change to Previous Year Budget	614.3%
Dollar difference between proposed budget & current budget	86,000

NARRATIVE:

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

Reflects addition of engineering services (Pakpour Consulting) to augment District staff. (\$75K to be expensed; \$75K to capital projects)

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5383 Description: Financial Services	
Actual Amount As Of: 31-Jan 2017	8,580
PROJECTED ACTIVITY to END of FY:	9,420
Projected YEAR END TOTAL:	18,000

PROPOSED Line Item Amount:	20,000
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	20,000
% Change Actual Year End compared to Proposed Line item amount.	11.1%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

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

	FY 17/18
Financial Audit Service	\$18,000
Accounting/Actuarial Services (OPEB)	\$2,000
Total	\$20,000

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5384 Description: Computer Services	
Actual Amount As Of: 31-Jan 2017	55,050
PROJECTED ACTIVITY to END of FY:	44,950
Projected YEAR END TOTAL:	100,000
PROPOSED Line Item Amount:	144,800

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	125,300
% Change Actual Year End compared to Proposed Line item amount.	44.8%
% Change to previous year budget:	15.6%
Dollar difference between proposed budget & current budget	19,500
Includes addition of Aclara maintenance (AMI) and Tyler software maintenance over prior years actual	
NARRATIVE:	

Maintenance Agreements

Tyler	\$20,000
Radix	\$3,000
Irvine Consulting Srvcs	\$30,000
Badger/AMR/Aclara AMI	\$30,000
XC2 Software	\$2,600
Remit Plus/Ck Scanner)	\$2,000
GIS License	\$5,000
Web Filtering (Barracuda)	\$1,400

Computer Services

New/Upgrades to software/Cust Rpts	\$5,000
Service/Repairs/Parts	\$10,000
Aquahawk	\$25,000
Coastside Net	\$1,000
Rogue Web Works (Website Maint.)	\$7,500
Sonic.net	\$1,500
Spam Filtering	\$900
Comcast Internet	\$2,400
CalCAD Annual Application Maint.	\$2,500
Subtotal	\$50,800

Subtotal	\$94,000	Grand Total	<u><u>\$144,800</u></u>
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Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5410 Description: Salaries, Admin.	
Actual Amount As Of: 31-Jan 2017	535,191
PROJECTED ACTIVITY to END of FY:	424,809
Projected YEAR END TOTAL:	960,000
PROPOSED Line Item Amount:	1,147,800

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	1,100,800
% Change Actual Year End compared to Proposed Line item amount.	19.6%
% Change to Previous Year Budget	4.3%
Dollar difference between proposed budget & current budget	47,000

NARRATIVE:

Admin Salaries include:

* Reflects an estimated 3.0% COLA adjustment (COLA is based upon the Department of Labor Statistics information for February to February timeframe.) Also includes step increases effective 7/1/2017.

Salaries include (1) vacant position is included in the budget.

Projected FY2016/17 salaries are lower than the FY2017/18 budget due to position vacancies that occurred during the year.

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

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2017/2018

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5411	Description: Salaries - Field
Actual Amount As Of:	31-Jan 2017	757,500
PROJECTED ACTIVITY to END of FY:		459,875
Projected YEAR END TOTAL:		1,217,375
PROPOSED Line Item Amount:		1,258,789

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	1,217,375
% Change Actual Year End compared to Proposed Line item amount.	3.4%
% Change to Previous Year Budget	3.4%
Dollar difference between proposed budget & current budget	41,414

NARRATIVE:

* Reflects an estimated 3.0% COLA adjustment (COLA is based upon the Department of Labor Statistics information for February to February timeframe.) Also includes step increases effective 7/1/2017.

Spread:

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

COASTSIDE COUNTY WATER DISTRICT
7/1/2016
FY 2017/2018 BUDGET WORKSHEET (5411 A)
SALARY INFORMATION - Accounts 5411 & 5410

EMPLOYEE	Current Hrly Rate	With Step Due 7/1/2017**	COLA 3.00%	Annual Pay	O T Hours	O T Pay	Cert. Pay	TOTAL
FIELD #5411								
Superintendent	70.41	70.41	72.52	150,845			12,000	162,845
Field Supervisor	56.37	56.37	58.06	120,763	80	6,967	7,200	134,930
WTP Supervisor	62.54	63.75	65.66	136,578	130	12,804	7,200	156,582
Sr. WTP Oper.	42.95	44.02	45.34	94,316	130	8,842	6,000	109,159
Treat/Dist Op	35.31	36.20	37.28	77,547	130	7,270	6,000	90,817
Treat/Dist Op	33.70	34.54	35.58	73,999	130	6,937	4,800	85,736
Treat/Dist Op	34.75	35.62	36.69	76,310	130	7,154	6,600	90,064
Treat/Dist Op	36.97	37.97	39.11	81,347	130	7,626	6,000	94,973
Treat/Dist Op	37.85	37.97	39.11	81,347	130	7,626	4,800	93,773
Treat/Dist Op	37.97	37.97	39.11	81,353	130	7,627	7,200	96,180
Treat/Dist Op	34.53	35.39	36.45	75,822	130	7,108	4,800	87,730
Part-Time Help	18.00			18,000				18,000
Part-Time Help	18.00			18,000	50000			18,000
Standby Pay for On-Call Employees				20,000				20,000
Sub total, Field				1,106,227		79,963	72,600	1,258,789

ADMIN #5410								
Gen Manager	104.98	104.98	108.12	224,898			6,000	230,898
Asst. General Manager of Finance/Admin	82.80	82.80	85.28	177,384			2,400	179,784
Water Resource Analyst	46.82	46.82	48.22	100,303	50	3,617	1,200	105,120
Office Mgr	46.23	46.23	47.61	99,039	100	7,142		106,181
Admin Assist.	44.67	44.67	46.01	95,711	50	3,451	1,200	100,362
Utility Billing Specialist	38.38	39.34	40.52	84,272	50	3,039	600	87,911
Office Speclst II	34.25	35.10	36.15	75,202	50	2,712		77,913
Office Speclst I	29.85	30.59	31.51	65,545	50	2,363		67,908
Office Speclst II (Customer Service)	32.73	33.54	34.55	71,863	50	2,591	1,200	75,654
Office Speclst II (Water Cons/Outreach)	31.94	32.74	33.72	70,139	50	2,529	1,200	73,868
Other - Car Allowance				7,200				7,200
Part-Time Help	20.00			20,000				20,000
Directors				15,000				15,000
Sub total, Admin				1,106,556		27,444	13,800	\$1,147,800

TOTAL

2,212,783

\$2,406,589

Admin Budget includes (1) vacant positions - Water Cons/Outreach

** Step increases are given annually - 1X per year at 7/1/2017.

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2017/2018

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5420 Description: Payroll Taxes	
Actual Amount As Of: 31-Jan 2017	88,321
PROJECTED ACTIVITY to END of FY:	61,679
Projected YEAR END TOTAL:	150,000

PROPOSED Line Item Amount:	169,904
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	162,245
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	13.3%
% Change to Previous Year Budget	4.7%
Dollar difference between proposed budget & current budget	7,659

NARRATIVE:

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

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

Line Item

Amount

Acct. No. **5420**

Description:

Payroll Taxes

CALCULATION FOR PAYROLL TAXES

		SOCIAL SECURITY 6.20%	MEDICARE 1.45%	TOTAL
TOTAL PAYROLL	\$ 2,406,589			
AMOUNT SUBJECT TO SOCIAL SECURITY	\$ 2,177,549	\$ 135,008		\$ 135,008
AMOUNT SUBJECT TO MEDICARE	\$ 2,406,589		\$ 34,896	\$ 34,896
TOTAL				\$ 169,904

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5435 Description: Employee Medical Insurance	
Actual Amount As Of: 31-Jan 2017	232,032
PROJECTED ACTIVITY to END of FY:	180,872
Projected YEAR END TOTAL:	412,904
PROPOSED Line Item Amount:	447,056

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	412,904
% Change Actual Year End compared to Proposed Line item amount.	8.3%
% Change to Previous Year Budget	8.3%
Dollar difference between proposed budget & current budget	34,152

NARRATIVE: Reflects active employees only. Assumes rate increases effective 1/1/2018
7% Kaiser and 10% Anthem.

<u>Active Employees:</u>	<u>FY 17/18</u>
Medical	388,371
Dental	18,931
Vision	5,430
Life/AD&D	11,805
LTD	21,913
EAP	606
	447,056 Total

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5436 Description: Retiree Medical Insurance	
Actual Amount As Of: 31-Jan 2017	29,220
PROJECTED ACTIVITY to END of FY:	20,780
Projected YEAR END TOTAL:	50,000
PROPOSED Line Item Amount:	47,215

Approved Line Item Amount:

PREVIOUS YEAR BUDGET: **59,976**

% Change Actual Year End compared to Proposed Line item amount.	(5.6%)
% Change to Previous Year Budget	(21.3%)
Dollar difference between proposed budget & current budget	-12,761

NARRATIVE: Retiree Medical Insurance (see insurance breakdown for more detail)
Assumes 7% rate increase - Kaiser; 10% Anthem ---- effective 1/1/2018.

<u>Retirees:</u>	
Medical	42,791
Dental	2,872
Vision	1,551
	47,215 Total

Spread:

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

ACCOUNT No. 5435 / Insurance Benefits for Active Employees - Current Year 2017/2018

ACTIVE EMPLOYEES

	Kaiser	Blue Cross	Dental	Vision	Life/AD&D	LTD	EAP
July-17	15,046	15,992	1,562	448	974	1,808	50
August-17	15,046	15,992	1,562	448	974	1,808	50
September-17	15,046	15,992	1,562	448	974	1,808	50
October-17	15,046	15,992	1,562	448	974	1,808	50
November-17	15,046	15,992	1,562	448	974	1,808	50
December-17	15,046	15,992	1,562	448	974	1,808	50
January-18	16,099	17,591	1,593	457	993	1,844	51
February-18	16,099	17,591	1,593	457	993	1,844	51
March-18	16,099	17,591	1,593	457	993	1,844	51
April-18	16,099	17,591	1,593	457	993	1,844	51
May-18	16,099	17,591	1,593	457	993	1,844	51
June-18	16,099	17,591	1,593	457	993	1,844	51
Total Active	\$ 186,871	\$ 201,499	\$ 18,931	\$ 5,430	\$ 11,805	\$ 21,913	\$ 606

Rate increase assumption 7% 10% 2% 2% 2% 2% 2%

ACCOUNT No. 5436 / Insurance Benefits for Retirees - Current Year 2017/2018

RETIREEES/COBRA

	Kaiser	Blue Cross	Dental	Vision
July-17	412	2,990	237	128
August-17	412	2,990	237	128
September-17	412	2,990	237	128
October-17	412	2,990	237	128
November-17	412	2,990	237	128
December-17	412	2,990	237	128
January-18	441	3,289	242	131
February-18	441	3,289	242	131
March-18	441	3,289	242	131
April-18	441	3,289	242	131
May-18	441	3,289	242	131
June-18	441	3,289	242	131
Total Retiree	\$ 5,117	\$ 37,674	\$ 2,872	\$ 1,551

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5440 Description: Employee Retirement	
Actual Amount As Of: 31-Jan 2017	269,696
PROJECTED ACTIVITY to END of FY:	215,304
Projected YEAR END TOTAL:	485,000
PROPOSED Line Item Amount:	542,877

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	508,257
% Change Actual Year End compared to Proposed Line item amount.	11.9%
% Change to Previous Year Budget	6.8%

Dollar difference between proposed budget & current budget 34,620

NARRATIVE:

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

<p>2.5% @ 55 Employer Rate increased from 10.808% (FY 16/17) to 10.848% (FY 17/18). In addition, the amount \$331,451 will be added to cover unfunded liability and side fund instead of the prior method of a contribution rate. Employer Paid Member Contribution has been eliminated, Member Contribution (8%) 100% paid by Employee</p>
<p>2% @ 60 Employer Rate increased from 7.809% (FY 16/17) to 7.850% (FY 17/18) Employer Paid Member Contribution has been eliminated, Member Contribution (7%) 100% paid by Employee</p>
<p>2% @ 62 - New Tier - Effective January 1, 2013 (PERS Pension Reform Act 2013 - PEPRA) Employer rate decreased from 6.93% in FY 16/17 to 6.908% in FY17/18; In addition, \$480 will be added to cover our unfunded liability. Member Contribution (6.5%) 100% paid by Employee</p>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5445 Description: SIP 401a Plan	
Actual Amount As Of: 31-Jan 2017	0
PROJECTED ACTIVITY to END of FY:	33,000
Projected YEAR END TOTAL:	33,000
PROPOSED Line Item Amount:	35,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	33,000
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	6.1%
% Change to Previous Year Budget	6.1%
Dollar difference between proposed budget & current budget	2,000

NARRATIVE:

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

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5510 Description: Motor Vehicle Exp.	
Actual Amount As Of: 31-Jan 2017	27,715
PROJECTED ACTIVITY to END of FY:	22,285
Projected YEAR END TOTAL:	50,000
PROPOSED Line Item Amount:	50,700

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	56,700
% Change Actual Year End compared to Proposed Line item amount.	1.4%
% Change to Previous Year Budget	(10.6%)
Dollar difference between proposed budget & current budget	-6,000

NARRATIVE:

	<u>FY 17/18</u>
Gasoline	\$25,000.00
Diesel	\$3,000.00
FastTrak	\$200.00
Mobile Phones*	\$12,500.00
Service & Repairs	\$10,000.00
	<u>\$50,700.00</u>

Total

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

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

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5620 Description: Office & Billing Expenses	
Actual Amount As Of: 31-Jan 2017	135,112
PROJECTED ACTIVITY to END of FY:	89,888
Projected YEAR END TOTAL:	225,000
PROPOSED Line Item Amount:	225,500

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	170,775
% Change Actual Year End compared to Proposed Line item amount.	0.2%
% Change to Previous Year Budget	32.0%
Dollar difference between proposed budget & current budget	54,725

NARRATIVE:

See Sheet 5620 A which details the cost items comprising this line item
Category was underbudgeted in prior years given recent historical activity.

5620-00	General Office	\$ 30,000
5620-30	Billing & Fulfillment Services	\$ 36,000
5620-31	Payroll	\$ 8,500
5620-32	Equipment Leases/Maint	\$ 22,600
5620-33	Credit Card/Bank Fees	\$ 48,000
5620-34	Office Facilities/Communication	\$ 72,400
5620-35	Bad Debt Expense	\$ 8,000
		\$ 225,500

Spread:

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

Account 5620 - Detail of Account

Acct No	Account Name	Description		Amount
5620-00	General Office	Postage/Printing	\$	17,000
		Office Supplies	\$	10,000
		Recruitment/HR Related	\$	3,000
				\$ 30,000
5620-30	Billing Fulfillment Services	Dataprose		\$ 36,000
5620-31	Payroll	Payroll Processing with ADP		\$ 8,500
5620-32	Leases/Equipment Maint	Pitney Bowes	\$	2,600
		Ricoh Copy Machine	\$	12,000
		Office Equipment Repairs	\$	3,000
		Office Alarms and Security Camera	\$	5,000
				\$ 22,600
5620-33	Credit Card/Bank Fees			\$ 48,000
5620-34	Office Facilities/Communications	Janitorial Service/Carpet Cleaning	\$	8,500
		Office Building	\$	5,000
		Iron Mountain - Offsite Storage	\$	6,500
		PG&E - District Office	\$	8,400
		US Telepacific	\$	24,000
		AT&T	\$	20,000
				\$ 72,400
5620-35	Bad Debt Expense			\$ 8,000
				\$ 225,500

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5625 Description: Meetings/Training/Seminars	
Actual Amount As Of: 31-Jan 2017	9,896
PROJECTED ACTIVITY to END of FY:	14,104
Projected YEAR END TOTAL:	24,000

PROPOSED Line Item Amount:	24,000
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Approved Line Item Amount:

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

NARRATIVE:

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

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5630 Description: Insurance	
Actual Amount As Of: 31-Jan 2017	72,301
PROJECTED ACTIVITY to END of FY:	42,699
Projected YEAR END TOTAL:	115,000
PROPOSED Line Item Amount:	120,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET: 120,000

% Change Actual Year End compared to Proposed Line item amount.	4.3%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:	FY 17/18
Auto/General Liability	\$57,000
Property Program	\$21,000
Workers Compensation	\$42,000
TOTAL	<u><u>\$120,000</u></u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2017/2018

<u>Line Item</u>			<u>Amount</u>
Acct. No.	5687	Description:	Memberships & Subscriptions
Actual Amount As Of:	31-Jan	2017	47,725
PROJECTED ACTIVITY to END of FY:			26,275
Projected YEAR END TOTAL:			74,000
PROPOSED Line Item Amount:			75,350

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	74,000
% Change Actual Year End compared to Proposed Line item amount.	1.8%
% Change to Previous Year Budget	1.8%
Dollar difference between proposed budget & current budget	1,350

NARRATIVE: See attached worksheet for detail of costs

Spread:

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

Worksheet 5687A			
Budget Detail Worksheet			
Line Item: Memberships & Subscriptions			Description
Acct. No. 5687		Amount	
	Alliance for Water Efficiency	\$ 500	Annual Membership
	ACWA	\$ 15,000	Membership dues/Delta Sustainability
	AWWA	\$ 2,000	Membership dues and technical publications
	BAWSCA	\$ 32,000	Annual assessment & dues
	California Emergency Utilities	\$ 500	Annual Membership
	California Special Districts	\$ 7,000	Annual membership
	California Urban Water Conservation Council	\$ 2,500	Annual Membership
	Chamber of Commerce	\$ 600	Membership dues
	CSDA	\$ 5,000	Membership dues
	Half Moon Bay Review	\$ 60	Annual Subscription
	IAMPO	\$ 100	Subscription for Backflow Prevention Magazine
	Miscellaneous	\$ 3,390	Miscellaneous Dues/Memberships/Subscriptions
	Tyler User Groups	\$ 1,000	Tyler Software
	Water Education Foundation	\$ 1,000	Membership dues and technical publications
	Water Net	\$ 250	Publication & Membership
	Water Research Foundation	\$ 1,100	Annual Membership Dues
	Water ReUse	\$ 600	Annual Association Dues
	Wellness Program	\$ 1,500	Wellness Program group membership in health club
	West Group (Formally Barclays)	\$ 600	Updates on California Code of Regulations regarding construction laws
	Wienhoff & Associates	\$ 650	Consortia Fee
	TOTAL	\$ 75,350	

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5688 Description: Election Expense	
Actual Amount As Of: 31-Jan 2017	0
PROJECTED ACTIVITY to END of FY:	0
Projected YEAR END TOTAL:	0
PROPOSED Line Item Amount:	0

Approved Line Item Amount:

PREVIOUS YEAR BUDGET: 0

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

% Change to Previous Year Budget

Dollar difference between proposed budget & current budget 0

NARRATIVE:

No elections in 2017/18 (next election November 2018)

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5689 Description: Union Expenses	
Actual Amount As Of: 31-Jan 2017	0
PROJECTED ACTIVITY to END of FY:	6,000
Projected YEAR END TOTAL:	6,000
PROPOSED Line Item Amount:	6,000

Approved Line Item Amount:

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

NARRATIVE:

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

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5700 Description: County Fees	
Actual Amount As Of: 31-Jan 2017	11,242
PROJECTED ACTIVITY to END of FY:	7,758
Projected YEAR END TOTAL:	19,000
PROPOSED Line Item Amount:	20,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	19,000
% Change Actual Year End compared to Proposed Line item amount.	5.3%
% Change to Previous Year Budget	5.3%
Dollar difference between proposed budget & current budget	1,000

NARRATIVE:

1. The cost of the LAFCo budget, estimated	\$6,000.00
2. Hazardous Material Handling (Nunes & Denniston)	\$4,000.00
3. Property Taxes	\$1,500.00
4. Annual Encroachment Permit	\$7,000.00
5. District Digital Mapping - Secured Master Data	\$1,500.00
	<u>\$20,000.00</u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5705 Description: State Fees	
Actual Amount As Of: 31-Jan 2017	19,332
PROJECTED ACTIVITY to END of FY:	4,668
Projected YEAR END TOTAL:	24,000

PROPOSED Line Item Amount:	24,000
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	16,000
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	50.0%
Dollar difference between proposed budget & current budget	8,000

NARRATIVE:

- #1 Fees are charged by the State Water Resources Control Board for reviewing applications and annual permits/reports on operation of the Nunes & Denniston *Water Treatment Plants*
- #2 Water Rights (initialized by SWRCB) for both Pilarcitos & San Vicente
- #3 RWQCB NPDES Annual Fee (estimated)
- #4 Bay Area Air Quality Management Dist - Permits to Operate

#1	\$16,000
#2	\$2,000
#3	\$2,000
#4	\$4,000
	<hr/>
	\$24,000

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

Line Item **Amount**

Acct. No. **5712** Description: **Existing Bonds - 2006B**

Actual Amount As Of: 31-Jan 2017 **359,439**

PROJECTED ACTIVITY to END of FY: **126,956**

Projected YEAR END TOTAL: **486,395**

PROPOSED Line Item Amount:	486,776
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET: **486,426**

% Change Actual Year End compared to Proposed Line item amount.	0.1%
% Change to Previous Year Budget	0.1%
Dollar difference between proposed budget & current budget	350

NARRATIVE:

CSCDA Pooled Financing Program Series 2006B

September 2017 Payment	\$361,856
March 2018 Payment	\$121,963
Annual fees (CSCDA/Admin Fees)	\$2,957
	\$486,776

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5715 Description: Existing Bond-CIEDB 11-099	
Actual Amount As Of: 31-Jan 2017	336,409
PROJECTED ACTIVITY to END of FY:	0
Projected YEAR END TOTAL:	336,409
PROPOSED Line Item Amount:	336,269

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	338,024
% Change Actual Year End compared to Proposed Line item amount.	(0.0%)
% Change to Previous Year Budget	(0.5%)
Dollar difference between proposed budget & current budget	-1,755

NARRATIVE:

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

July 2017 Payment	\$262,467
January 2018 Payment	<u>\$73,802</u>
	\$336,269

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5716 Description: CIEDB 16-111	
Actual Amount As Of: 31-Jan 2017	145,203
PROJECTED ACTIVITY to END of FY:	0
Projected YEAR END TOTAL:	145,203
PROPOSED Line Item Amount:	324,652

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	145,203
% Change Actual Year End compared to Proposed Line item amount.	123.6%
% Change to Previous Year Budget	123.6%
Dollar difference between proposed budget & current budget	179,449

NARRATIVE:

Reflects new Ibank loan per loan schedule

(due 8/1)	July payment	\$229,848
(due 2/1)	January payment	<u>\$94,804</u>
		\$324,652

Spread:

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

Project #	Project Name	Comments	FY 17/18	FY18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY26/27	FY 17/18 to FY 26/27 Total
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Equipment Purchase & Replacement

06-03	SCADA/Telemetry/Electric Controls Replacement (<i>Backup Communications @ Cahill, PRV controls</i>)	\$50K added for each year	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 500,000
08-10	Backhoe	cost increase (from \$80K)			\$ 130,000								\$ 130,000
08-12	New Service Truck	cost increase (from \$200K)	\$ 250,000										\$ 250,000
15-04	Vactor Truck/Trailer	moved from FY18/19						\$ 500,000					\$ 500,000
99-02	Vehicle Replacement	added vehicle replacements	\$ 90,000	\$ 90,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 420,000
99-03	Computer Systems		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 50,000
99-04	Office Equipment/Furniture		\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 30,000

Equipment Purchase & Replacement Totals			\$ 398,000	\$ 148,000	\$ 218,000	\$ 88,000	\$ 88,000	\$ 588,000	\$ 88,000	\$ 88,000	\$ 88,000	\$ 88,000	\$ 1,880,000
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Facilities & Maintenance

08-08	PRV Valves Replacement Project		\$ 30,000	\$ 30,000	\$ 30,000								\$ 90,000
09-07	Advanced Metering Infrastructure	moved up installation from FY18/19; added \$250K for contract installation in FY17/18; removed \$50K in FY19/20 and \$20K/yr from FY18/19 forward; net 5 year change = + \$160K	\$ 850,000										\$ 850,000
09-09	Fire Hydrant Replacement		\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 400,000
15-03	District Administration/Operations Center										\$ 3,000,000		\$ 3,000,000
16-07	Sample Station Replacement Project		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000			\$ 40,000
18-XX	Pilarcitos Canyon Emergency Road Repairs	Permit for Feb 2017 storm repairs requires additional restoration work	\$ 100,000										\$ 100,000
99-01	Meter Change Program	moved up \$300K from FY 18/19	\$ 600,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 780,000

Facilities and Maintenance Totals			\$ 1,625,000	\$ 95,000	\$ 95,000	\$ 65,000	\$ 3,060,000	\$ 60,000	\$ 5,260,000				
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Pipeline Projects

06-02	Highway 1 South Pipeline Replacement Project	moved up from FY 19/20; reduced cost \$800K	\$ 80,000	\$ 500,000									\$ 580,000
07-03	Pilarcitos Canyon Pipeline Replacement	moved up from FY 23/24 (interest from SFPUC) -- reduced cost \$400K	\$ 150,000	\$ 600,000									\$ 750,000
07-04	Bell Moon Pipeline Replacement Project							\$ 60,000	\$ 250,000				\$ 310,000
13-02	Replace 8 Inch Pipeline Under Creek at Pilarcitos Ave						\$ 400,000						\$ 400,000
14-01	Replace 12" Welded Steel Line on Hwy 92 with 8"		\$ 300,000			\$ 1,000,000	\$ 1,000,000	\$ 1,000,000					\$ 3,300,000
14-26	Replace 2" Pipe in Downtown Half Moon Bay	shifted from FY 16/17 - will go out to bid in April 2017 - plan is to complete in summer, 2017 (funds will be available from 2016/17 budget)	\$ 500,000										\$ 500,000
14-27	Grandview 2 Inch Replacement							\$ 450,000					\$ 450,000
14-28	Replace 2 Inch Hilltop Market to Spanishtown							\$ 240,000					\$ 240,000
14-29	Replace 2 Inch GS Purissima Way				\$ 125,000								\$ 125,000
14-30	Replace Miscellaneous 2 Inch GS El Granada				\$ 60,000								\$ 60,000
14-31	Ferdinand Avenue - Replace 4" WS Ferdinand Ave. to Columbus			\$ 225,000									\$ 225,000
14-32	Casa Del Mar - Replace Cast Iron Mains						\$ 1,000,000	\$ 1,000,000					\$ 2,000,000
14-33	Miramar Cast Iron Pipeline Replacement								\$ 500,000	\$ 1,000,000			\$ 1,500,000
16-09	Slipline 10 Inch Pipeline in Magellan at Hwy 1			\$ 100,000									\$ 100,000
18-XX	Pine Willow Oak - 2400 feet	new					\$ 500,000						\$ 500,000
NN-00	Pipeline Replacement								\$ 1,050,000	\$ 750,000	\$ 500,000	\$ 1,500,000	\$ 3,800,000

Pipeline Projects Totals			\$ 1,030,000	\$ 1,425,000	\$ 185,000	\$ 1,000,000	\$ 2,900,000	\$ 2,000,000	\$ 1,800,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 14,840,000
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Pump Stations/Tanks/Wells

06-04	Hazen's Tank Replacement	moved from FY 16/17	\$ 30,000										\$ 30,000
08-14	Alves Tank Recoating, Interior & Exterior	increased cost from \$600K	\$ 100,000	\$ 1,500,000									\$ 1,600,000

Project #	Project Name	Comments	FY 17/18	FY18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY26/27	FY 17/18 to FY 26/27 Total
08-16	Cahill Tank Exterior Recoat			\$ 75,000									\$ 75,000
09-18	New Pilarcitos Well			\$ 150,000									\$ 150,000
11-02	CSPS Stainless Steel Inlet Valves			\$ 100,000									\$ 100,000
11-05	Half Moon Bay Tank #2 Interior & Exterior Recoat	moved from FY 17/18; increased cost from \$200K			\$ 20,000	\$ 400,000							\$ 420,000
11-06	Half Moon Bay Tank #3 Interior & Exterior Recoat	moved from FY 19/30; increased cost from \$200K					\$ 20,000	\$ 400,000					\$ 420,000
13-08	Crystal Springs Spare 350 HP Motor						\$ 60,000						\$ 60,000
16-08	New Denniston Well #2	moved from FY 17/18			\$ 100,000								\$ 100,000
18-XX	CSP Air Relief Valves	new	\$ 40,000										\$ 40,000
18-XX	CSP Spare 500 Pump Rehabilitation	new	\$ 30,000										\$ 30,000
18-XX	CSP Fire System	new		\$ 40,000									\$ 40,000
18-XX	Denniston Tank THM Control (Mixer & Blower)	new	\$ 80,000										\$ 80,000
18-XX	CSP -- (3) Butterfly Valves	new		\$ 45,000									\$ 45,000
18-XX	EG #2 Tank Chlorination System (Residual control system)	new		\$ 50,000									\$ 50,000
18-XX	CSP Communications	new	\$ 50,000										\$ 50,000

Pump Stations/Tanks/Wells Totals \$ 330,000 \$ 1,960,000 \$ 120,000 \$ 400,000 \$ 80,000 \$ 400,000 \$ - \$ - \$ - \$ - \$ 3,290,000

Water Supply Development

12-12	San Vicente Diversion and Pipeline	moved out 1 year			\$ 300,000	\$ 1,000,000	\$ 1,000,000						\$ 2,300,000
13-04	Denniston Reservoir Restoration				\$ 1,000,000								\$ 1,000,000
17-12	Recycled Water Project Development		\$ 100,000										\$ 100,000

Water Supply Development Totals \$ 100,000 \$ - \$ 1,300,000 \$ 1,000,000 \$ 1,000,000 \$ - \$ - \$ - \$ - \$ 3,400,000

Water Treatment Plants

08-07	Nunes Filter Valve Replacement	cost increase (was \$30K/yr)		\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000					\$ 225,000
13-05	Denniston WTP Emergency Power	moved from FY 18/19							\$ 500,000				\$ 500,000
17-01	Nunes Water Treatment Plant Treated Water Meter	moved from FY 16/17			\$ 100,000								\$ 100,000
17-04	Denniston Dam Spillway Repairs		\$ 90,000										\$ 90,000
18-XX	Denniston Heater	new	\$ 15,000										\$ 15,000
18-XX	Nunes Treatment Plant Improvements - Study (Filter 5, Filter Coating, etc.)	new	\$ 100,000										\$ 100,000
18-XX	Nunes Bulk Caustic Tank	new	\$ 40,000										\$ 40,000
99-05	Denniston Maintenance Dredging		\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 350,000

Water Treatment Plants Totals \$ 280,000 \$ 80,000 \$ 180,000 \$ 80,000 \$ 80,000 \$ 80,000 \$ 535,000 \$ 35,000 \$ 35,000 \$ 35,000 \$ 1,420,000

GRAND TOTAL \$ 3,763,000 \$ 3,708,000 \$ 2,098,000 \$ 2,633,000 \$ 4,213,000 \$ 3,133,000 \$ 2,488,000 \$ 1,688,000 \$ 4,683,000 \$ 1,683,000 \$ 30,090,000

MEMO - Prior CIP \$ 1,968,000 \$ 3,293,000 \$ 3,898,000 \$ 2,188,000 \$ 2,588,000 \$ 2,308,000 \$ 2,718,000 \$ 1,620,000 \$ 4,615,000
Difference \$ 1,795,000 \$ 415,000 \$ (1,800,000) \$ 445,000 \$ 1,625,000 \$ 825,000 \$ (230,000) \$ 68,000 \$ 68,000

5 year change \$ 2,480,000 5 year average \$ 3,283,000

Alves/other tank cost increases \$ 1,220,000
Moved up Pilarcitos Canyon \$ 750,000
Moved HMB 2" replacement from 16/17 \$ 500,000
AMI installation (net change) \$ 160,000
Hwy 1 S cost decrease \$ (800,000)
New projects/other \$ 650,000
\$ 2,480,000

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: March 14, 2017

Subject: Appointment of Director to the Boards of the Bay Area Water Supply (BAWSCA) and the Bay Area Regional Water System Financing Authority (RFA)

Recommendation:

Appoint and administer the oath of office for a member of the Board of Directors to serve on the Boards of the Bay Area Water Supply & Conservation Agency (BAWSCA) and the Bay Area Regional Water System Financing Authority (RFA).

Background:

The four-year term of Director Chris Mickelsen on the Boards of Directors of BAWSCA and RFA will end on June 30, 2017. The enabling acts for both agencies allow the District to reappoint its Director for an unlimited number of terms or to appoint a new Director at the end of each term. This appointment will be for a four-year term, ending on June 30, 2021 and must be properly agendized and made at a public meeting of the CCWD Board of Directors. The appointment does not need to be memorialized in a resolution; a motion duly passed and recorded in the meeting minutes is sufficient. BAWSCA is encouraging agencies to make these appointments before June 30, 2017, effective July 1, 2017, so that a quorum of both Boards can be ensured and agencies are continually represented.

Fiscal Impact:

None.

OATH OF OFFICE
FOR
MEMBER OF BOARD OF DIRECTORS
BAY AREA WATER SUPPLY AND CONSERVATION AGENCY

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature

* * * * *

Sworn to and subscribed before me this ____ day of _____, 2017.

Signature

Name: _____

Title: _____

OATH OF OFFICE
FOR
MEMBER OF BOARD OF DIRECTORS
SAN FRANCISCO BAY AREA
REGIONAL WATER SYSTEM FINANCING AUTHORITY

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature

* * * * *

Sworn to and subscribed before me this _____ day of _____, 2017.

Signature

Name: _____

Title: _____

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: March 14, 2017

Report

Date: March 8, 2017

Subject: Update on California Public Records Act Disclosure Requirements

Recommendation:

Information only.

Background:

On March 2, 2017, the California Supreme Court issued its much anticipated decision in the *City of San Jose v. Superior Court of Santa Clara County* case. The Court determined that when a public official or employee uses a personal account to communicate about the conduct of public business, the writings are subject to disclosure under the California Public Records Act, if those writings are not otherwise exempt from the disclosure requirements.

District Counsel Patrick Miyaki will discuss this decision and its implications for use of personal accounts and devices for conducting District business.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: March 14, 2017

Report

Date: March 8, 2017

Subject: General Manager's Report

Recommendation:

None. Information only.

Background:

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

Pilarcitos Canyon Emergency Road Repairs: After we had completed emergency repairs to the Pilarcitos Canyon road on February 4 (as described in my February 14 report), high creek flows caused by the heavy rains of February 20 caused extensive additional damage in the canyon, and a fallen tree broke our plastic temporary Stone Dam pipeline. We deemed this an emergency under the District's procurement policies, allowing the General Manager to waive purchasing procedural requirements in responding to conditions that threaten significant impact to District facilities. Andreini Brothers, supervised by Field Superintendent John Davis, worked for several days placing additional rock to prevent further stream bank erosion. The cost of these emergency repairs, including required environmental monitoring, will be about \$65,000. This brings the total cost of repairing Pilarcitos Canyon damage due to February storms to about \$100,000.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: March 14, 2017

Report

Date: March 10, 2017

Subject: Assistant General Manager's Report

Recommendation:

No Board action required.

ACWA-JPIA Property Insurance Appraisal

On February 14, 2017, and at the District's request, a representative from ACWA-JPIA toured the District in order to assess the adequacy of our insurance coverages. Our asset schedules and associated coverages were confirmed to be in order. The JPIA representative also indicated that we would not see significant decreases in our premium costs if we would choose to increase our deductibles.

We also learned that as of April 1, 2017, our coverage will include underground pipelines on the premises or within 1,000 feet of covered assets at no additional charge. (Pipelines have specifically been excluded in the past. Covered assets include our treatment plants, wells, pump stations, and tanks, for example.)

SFPUC Annual Meeting

On February 16, I attended the SFPUC Annual Meeting for Wholesale Customers/BAWSCA. At the meeting, SFPUC announced that we will not have a rate increase in FY2017/18 primarily due to savings from refunding the WSIP bonds; offset of funds in the balancing account between SFPUC and the wholesale customers; and an adjustment in future sales projections. (Relevant slides from the presentation are attached.)

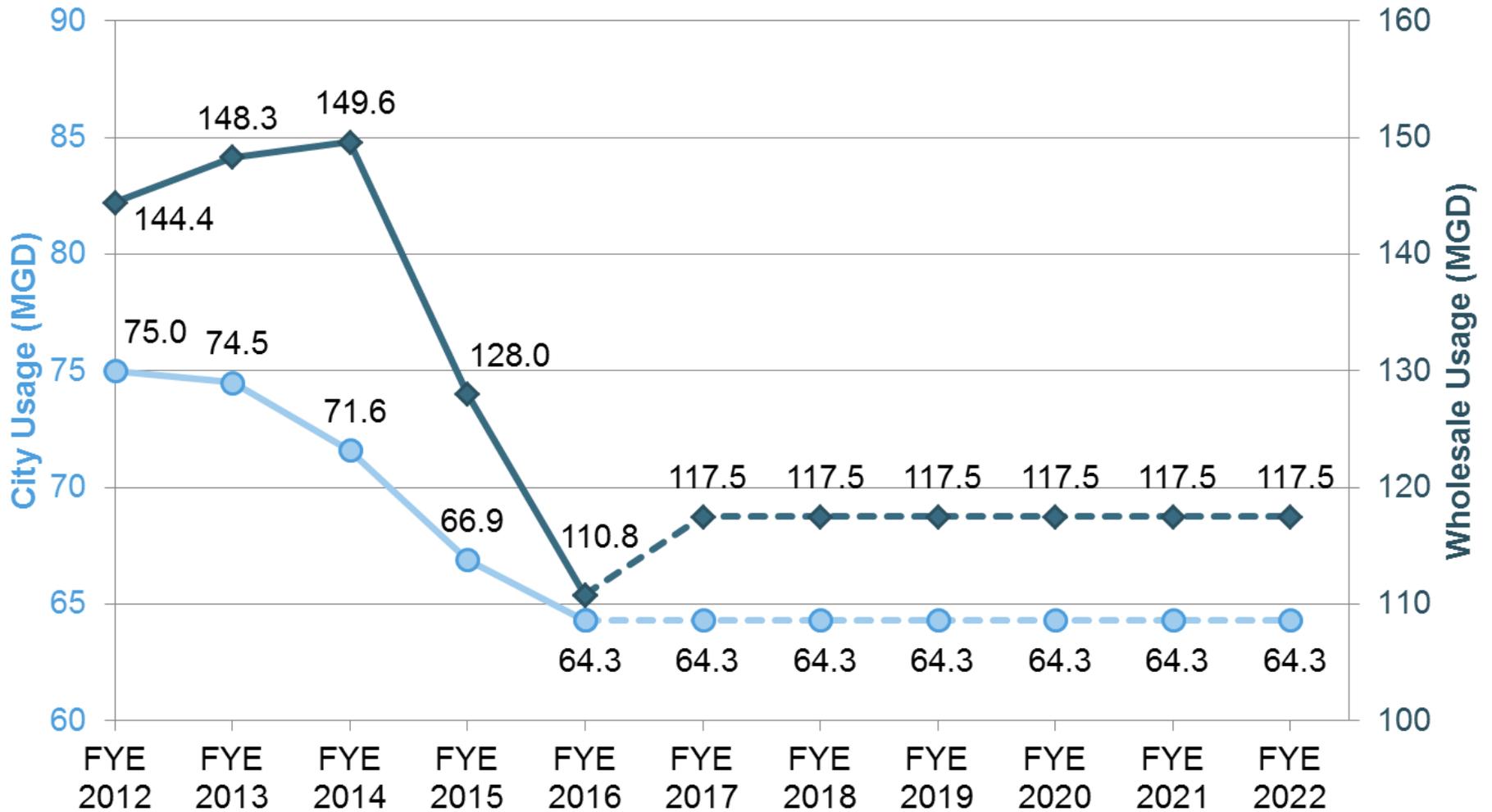
Wholesale Revenue Requirement

(\$M)	FYE 2018	FYE 2019	FYE 2020	FYE 2021	FYE 2022
Operating Costs	99.2	103.5	104.7	107.7	110.8
Debt Service	120.6	121.5	125.3	155.9	181.7
Revenue-Funded Capital	<u>19.1</u>	<u>34.6</u>	<u>34.6</u>	<u>8.5</u>	<u>8.5</u>
Subtotal WRR	\$239.0	\$259.6	\$264.6	\$272.1	\$301.1
Balancing Account Applied	(4.1)	(20.6)	(18.1)	0.0	1.9
Debt Service Coverage	<u>4.8</u>	<u>0.2</u>	<u>0.9</u>	<u>2.2</u>	<u>0.8</u>
Total	\$239.6	\$239.3	\$247.4	\$274.4	\$303.7
Wholesale Rate Increase	0.0%	0.0%	3.2%	11.3%	10.8%
Rate (\$/CCF)	\$4.10	\$4.10	\$4.23	\$4.71	\$5.22
Usage Basis (MGD)	117.5	117.5	117.5	117.5	117.5

FY 2016-17 Water Enterprise Results

- 2016A refunding bond provided debt service savings:
 - \$10 million savings for wholesale customers in FY 2016-17
 - \$45 million savings for wholesale customers during life of the bond
- Sales projections above budget
 - Wholesale sales projected at 117.5 MGD vs. 107 MGD used in rate setting
 - Wholesale water revenue estimated \$18.7 million above plan
- Balancing Account projection for 6/30/17
 - \$41.1 million owed to Wholesale Customers
 - Will be used to smooth rates over 3 years per WSA

Water Sales: Actuals and Projections



MONTHLY REPORT

To: David Dickson, General Manager
From: Joe Guistino, Superintendent of Operations
Agenda: March 14, 2017

Report
Date: March 9, 2017

Monthly Highlights

Weather Impacts Another treefall in Pilarcitos Canyon broke our temporary Stone Dam pipeline, causing loss 2 million gallons (MG) of raw water. High flows in Pilarcitos Creek on February 20 caused additional erosion requiring emergency repairs.

Source of Supply We had the highest yield from the Pilarcitos Wells in over a decade.

Source of Supply

Crystal Springs and Pilarcitos Reservoirs, and Pilarcitos Wells #1, 3, 3A, 4, 4A and 5 were the source of supply in February, supplying approximately 28 MG of water. Pilarcitos Wells supplied 84% of our water in February. Denniston Water Treatment Plant (WTP) could not be run in February due to high turbidity source water from over 7 inches of rain received that month.

System Improvements

Alum Supplier

Aluminum Sulfate (Alum) is the primary coagulant used at the Nunes WTP. Treatment Supervisor Sean Donovan procured a different supplier in February that will provide us Alum at a cheaper cost.

District Engineering Specifications

Staff is working with a consultant to upgrade our existing Engineering Specifications to bring them up to present day standards.

Other Activities Update:

Weather Impacts

Denniston WTP – We have been unable to start up Denniston WTP due to high turbidity in Denniston Creek. We hope to start up on the week of 6 March. The phone lines (voice and data) have also been compromised due to the weather. This issue should be resolved on the week of 6 March.

Pilarcitos Creek – The treefall on 1 February reported at last month's board meeting which altered the course of the Pilarcitos Creek and quickly eroded about 9,000 cubic

feet of the east bank also caused the west bulkhead of our pipe crossing at the box culvert to collapse. This went unnoticed until the streamflow subsided during the repair work for the second storm incident. The second storm incident tree fall occurred on 21 February and resulted in another streamflow alteration which cut into the streambank and took out 50% of the end of the Pilarcitos access road as well as crushing the temporary yelomine (plastic) pipe. The pipe failure resulted in loss of approximately 2 million gallons of water over an 11 hour period. A power failure during this second incident dropped our well feed resulting in a complete drop in the Nunes WTP inlet flow. We switched back to the Crystal Springs source immediately after being on the Stone Dam source since 14 February. In order for the contractor to access the end of the access road to make repairs they had to repair the failed bulkhead as well as two other sites damaged during the storm. We once again hired a biological firm to provide a biologist who monitored the repair work in compliance with our emergency permit. While the contractor was repairing these three sites, an arborist removed the second treefall which crushed the yelomine pipe. Repairs were complete on 2 March and the pipe repaired on 3 March. We switched back to the Stone Dam source on 3 March and have been running on that source ever since.

We had received our emergency permit from the Army Corps of Engineers and the biologist that we hired confirmed in their report that we complied with all of the provisions set forth in the permit. We now need to hire an environmental firm to design a permanent fix to the temporary repairs made up to this point in order to meet the requirements of the Regional Water Quality Control Board. I have received one quote for engineering services and await a second at the time of this report.

El Granada Tank 1 Landside – The cement sack retaining wall behind El Granada Tank 1 failed after the first big storm event in February causing mud and failed cement sacks to pile up against the water tank. We are seeking bids to render repairs with a permanent engineered block retaining wall once things dry out a bit.

Denniston Road – As reported last month, the storm events flood the Denniston access road to the point of being almost unpassable. Last month we surfaced the worst area with 4" drain rock which has proved to be a wise decision as it allowed passage during the last storm event. The California Conservation Corps (CCC) started to clear the stream which had been choked with growth which caused the creek to divert onto the roadway. They will be finished with their work by the end of the second week of March.

Crystal Springs Pump #3 Repairs

Last month the board approved repairs to the shaft and casing pipe for this unit. Materials have been procured and work will commence in the ensuing months. Arrangements will be made to hire a diver to assist in aligning the pump at the bottom of the caisson without having to drain the tunnel.

Regulatory Agency Interaction

California Water Resources Control Board (CWRCB)

CWRCB has requested us to provide them with a written explanation as to the history of Pilarcitos Well 3 and 3A and to delineate why we haven't been able to test them per Title 22 requirements. I will be doing this in March.

I provided CWRCB with a list of K-12 schools within our service area per their request. This request was made in response to the increased requirements of the Lead and Copper Rule to test for lead in schools if they so request it.

I sent in the annual National Pollutant Discharge Elimination System (NPDES) report delineating all discharges from our facilities to the environment.

Safety/Training/Inspections/Personnel/Meetings

Meetings Attended

9 Feb - Facility Committee meeting

9 Feb - Met with El Granada (EG) Tank 3 Coating Project manager to discuss schedule.

15 Feb - Biweekly construction meeting for Bridgeport Pipeline and Denniston Pump Station Project

27 Feb - All employee meeting

27 Feb - Project update meeting with City of Half Moon Bay (HMB)

28 Feb - Interview with Koff for salary survey

Tailgate safety sessions in January

6 Feb - Temperature Extremes: Hypothermia and Heat Exhaustion

13 Feb - Setting Up a Safe Traffic Control Zone

21 Feb - Safety Tips for Employees Working Remotely or Alone

28 Feb - Quick Equipment Checks

Safety Committee and Training

There was no safety Committee Meeting scheduled for February.

The Safety Training for February was on First Aid/Cardio Pulmonary Resuscitation (CPR)/ Automated External Defibrillator (AED). Trujillo, Jahns, Davis, Donovan, Usher were in attendance.

Treatment/Distribution Operator Interviews

We culled the dozens of applicants for this position down to three individuals who will be interviewed on 14 March. Two of the applicants are local with the required certification and minimum experience.

Joint Powers Insurance Authority (JPIA) Assessment

Chuck Wagonseller from JPIA was by on 14 Feb to tour our facilities in order to update our assets.

Backflow Tester Training

Treatment/Distribution Operator Dustin Jahns acquired his Backflow Testers Certificate after successfully completing a 40 hour backflow tester training class.

Projects

El Granada Tank 3 Rehabilitation and Coating Project

The tank was drained and repairs and modifications have been in progress all month. The new chime has been installed, access ports enlarged and the internal lining stripped. The rafters were inspected and found to be in bad enough shape to warrant replacement. The following change orders have been issued: electrical conduit replacement, new handrail and antenna to accommodate the Automated Metering Infrastructure (AMI) collector, bottom band around the perimeter and rafter replacement. Total \$43,000. This site has not been spared from rain damage. Last week the earth on the uphill side of the tank collapsed requiring removal of about 50 cubic feet of earth and the requirement to install an engineered block retaining wall.

Denniston Pump Station and Bridgeport Transmission Main Project

Pipe has been installed down the length of Bridgeport and halfway up Coral Reef. The contractor had to modify the pipe depth to go over a storm drain that turned out to be in the pathway of the pipe. We agreed that due to the shallow depth (less than 3 feet), the contractor would pour a concrete cap over the section of pipe when at the shallower depth.

Stone Dam Pipeline

We await the response from San Francisco Public Utility Commission (SFPUC) as to our plans for the completion of this project.

Advanced Metering Infrastructure

Data Collector Units (DCU's) have been installed at HMB Tank 1, Nunes TP, Miramar Tank and EG Tank 1. They will be installed at Alves, Highway 92, EG 3 and at the site of former Denniston Well #6. Training was provided to staff and a select few of the field crew in February as to installation and operation of the system. Since then District crews have installed over 300 Meter Transmitting Unit (MTUs) so far at about 15 per day per installation crew.

Downtown 2" Line Replacement Project

District Engineer Jim Teter completed the design for this project which is presently being reviewed by Staff. We met with the City of HMB engineering, Public Works and planning staff to describe the project as well as probably scheduling this summer. Once the plans are reviewed they will be forwarded after any needed corrections to the City to start the Coastal Development Permit (CDP) process.

STAFF REPORT

To: Board of Directors
From: Cathleen Brennan, Water Resources Analyst
Agenda: March 14, 2017
Report Date: March 9, 2017
Subject: Water Resources
Attachment: DRAFT Water Audits and Water Loss Control Reporting Regulations

Informational Report: Rulemaking
CCR Title 23. Waters
Division 2 Department of Water Resources
Chapter 7 Water Audits and Water Loss Control Reporting

The state legislature adopted SB555 in 2015 to address water efficiency on the supply-side by targeting urban retail water suppliers. The legislation requires annual validated water audits be performed by urban retail water suppliers following the American Water Works Association's (AWWA) M36 methodology. The audits must be submitted electronically to the Department of Water Resources (DWR) by October 1st of each year. Under authority of California Water Code Section 10608.34, the DWR is required to establish rules for conducting and validating water loss audits, technical qualifications for persons performing the water audit validation, and reporting requirements for submitting validated water audits.

The District will submit a water audit in 2017 to DWR and it will be validated (Level 1 Validation) by the District's participation in CA-NV AWWA's Technical Assistance Program (TAP). There are four phases of TAP and the District has successfully completed three phases. Our work with Water Systems Optimization, Inc. has allowed us to participate in the early adopter track of TAP. The District will need to determine how it will have the audits validated after 2017. Most likely we will need to hire a third party to perform the validation.

DWR has released the draft regulations and there is a public hearing scheduled for April 17, 2017 in Sacramento. The proposed regulations require the water supplier to identify steps taken in the preceding year to increase or improve upon the validity of the data entered into the audit.

The costs in the table below do not include changes in practices (operations and maintenance) or capital improvements to improve the validity score.

Summary of Estimated Costs for Small Public Urban Retail Water Suppliers				
	Audit Cost	Validation (3.3 person-days)	Training	Total Annual Cost to Utility
Small Utility	\$1,600	\$2,000	\$2,200	\$5,800

Staff has identified priorities for improving the validity score but they involve capital improvements and additional calibration, testing and replacement of production meters. The proposed regulations also require that the audit be signed by the Chief Financial Officer, Chief Engineer or the General Manager.

Title 23. Waters
Division 2 Department of Water Resources
Chapter 7 Water Audits and Water Loss Control Reporting (New),

23 CCR § 700.0.
§ 700.0 Validated Water Loss Audits by Urban Water Suppliers.

(a) The Department is directed, under California Water Code (CWC) §10608.34, to adopt rules for:

- (1) the conduct of standardized water loss audits by urban retail water suppliers;
- (2) the process for validating a water loss audit;
- (3) the technical qualifications required of a person to engage in validating a water loss audit;
- (4) the additional requirements for a person selected by an urban retail water supplier to provide validation of its own Report; and
- (5) the method of submitting a Report to the Department.

(b) The Department is further directed, under California Water Code §10608.34, to update the rules described in subsection (a) as necessary, within six months after the release of a new edition of the American Water Works Association's Water Audits and Loss Control Programs, Manual M36.

Note: Authority cited: CWC Section 10608.34; Reference: CWC Section 10608.34(a).



23 CCR § 700.1

§ 700.1. Definitions.

As used in this Chapter, the following terms are defined as follows:

- (a) “Apparent losses” means losses in customer consumption attributed to inaccuracies associated with customer metering, systematic handling errors, or unauthorized consumption.
- (b) “AWWA” means the American Water Works Association.
- (c) “CA-NV AWWA” means the California-Nevada Section of the American Water Works Association.
- (d) “Data Validity Score (DVS)” means a measure of the overall trustworthiness of the data entered in the AWWA Free Water Audit Software (Audit Software). The DVS represents the validity of the water audit data and is a reflection of the level of best practices employed by the water utility.
- (e) “Department” means the Department of Water Resources.
- (f) “Infrastructure Leakage Index” means a performance indicator quantifying how well a distribution system is managed (maintained, repaired, rehabilitated) for the control of real losses at the current operating pressure.
- (g) “Level 1 validation” means a water audit validation process that includes a systematic evaluation of the accuracy of data inputs and the evaluation of the application of data scoring methodology used for the audit, as described in Section 700.3
- (h) “Non-revenue water” means the portion of the water consumption that is not billed and does not produce revenue.
- (i) “Real Losses” means the physical water losses from the pressurized system and the utility’s storage tanks, up to the point of customer consumption.
- (j) “Report” means the water loss audit report required to be submitted to the Department as specified in Section 700.5.
- (k) “Standardized water loss audits” means water loss audits conducted in accordance with the method adopted by the American Water Works Association, Water Audits and Loss Control Programs, Manual M36, Fourth Edition, and in the Free Water Audit Software, version 5.0.
- (l) “Urban retail water supplier” means a water supplier, either publicly or privately owned, that directly provides potable municipal water to more than

3,000 end users or that supplies more than 3,000 acre-feet of potable water annually at retail cost for municipal purposes.

(m) “Validating” means a process whereby an urban retail water supplier uses a Water Audit Validator to confirm the basis of data entries in the Reports and to characterize the quality of the reported data. All references herein to “validating” or “validation” refers to “Level 1 validation.”

(n) “Water audit validation” refers to the process of examining water audit inputs to verify the water audit’s accuracy and document the uncertainty associated with water audit data in order to communicate the uncertainty inherent in water audit.

(o) “Water Audit Validator” means a person who meets the requirements, of section 700.4, to perform the validation of a water loss audit.

Note: Authority cited: CWC Section 10608.34, Reference: CWC Sections 10608.34(a)(1)(A), 10608.34(a)(1)(B), 10608.34(a)(1)(C), 10608.34(b), 10608.34(d), and 10608.34(f).

23 CCR § 700.2.

§ 700.2. Audit Standards and Frequency.

Urban retail water suppliers shall on an annual basis, conduct water loss audits in accordance with Chapter 3 of the Manual of Water Supply Practices – M36, Water Audits and Loss Control Programs, 4th Edition, American Water Works Association, 6666 West Quincy Avenue, Denver, CO 80325-3098, 2016, and the Free Water Audit Software, version 5.0, American Water Works Association, 6666 West Quincy Avenue, Denver, CO 80325-3098 Copyright, 2014, both hereby incorporated by reference into these regulations.

Note: Authority cited: CWC Section 10608.34, Reference: CWC Sections 10608.34(a)(1)(A), 10608.34(b)

23 CCR § 700.3

§ 700.3. Standardized Conduct for Validation of Water Loss Audits.

- (a) All water loss audits shall receive a Level 1 validation.
- (b) A Level 1 validation shall include:
 - (1) An interview between the validator, the auditor and utility staff.
 - (2) A review and evaluation of the following documentation:
 - (A) The completed AWWA Free Water Audit Software specified in Section 700.2.
 - (B) The reported water volume from its own sources, as documented by the supply meter.
 - (C) The reported volume of water imported and exported each month.
 - (D) The documentation of the supply meter testing and calibration.
 - (E) The reported volume of water sold each month broken down by rate, if different rates are applied to water users.
 - (3) A review and evaluation of the accuracy of performance indicators included in the Free Audit Software.
 - (4) A review of audit inputs and data validity grades to confirm correct application of methodology, and followup reviews (if indicated).
 - (5) A summary of the validation, including:
 - (A) Name and contact information of the Water Audit Validator.
 - (B) Results of the initial performance indicator review.
 - (C) A Summary of Level 1 utility staff interview.
 - (D) Recommendations for changes to data validity grades and rationale therefore, if changes are recommended.
 - (E) Any recommended changes to water audit inputs and rationale.
 - (F) A summary of any followup performance indicator reviews.
 - (G) Overall impressions, including the consistency of performance indicators with system conditions and water loss management practices.
 - (H) Any recommendations for [further] validation or water audit improvements.

Note: Authority cited: CWC Section 10608.34, Water Code. Reference: CWC Section 10608.34(a)(1)(B).

23 CCR § 700.4

§ 700.4. Technical Qualifications for a Water Audit Validator.

(a) For purposes of Reports submitted prior to June 30, 2019 or until the date that the CA-NV AWWA establishes a water audit validator certificate program, a Water Audit Validator means:

(1) a contractor working in the CA-NV AWWA Water Loss Technical Assistance Program (“Water Loss TAP”) performing water loss audit training and conducting audit validations.

(2) a person who can demonstrate that their primary business practice is conducting water loss audits in accordance with the Manual of Water Supply Practices – M36, Water Audits and Loss Control Programs, 4th Edition, American Water Works Association, 2016, and the Free Water Audit Software, version 5.0, and has conducted a minimum of 30 Level 1 audit validations in accordance with the Water Research Foundation Standard 4639 (Water Audit Validation).

(b) For purposes of Reports submitted after July 1, 2019, a qualified water loss validator means an individual certified by the CA-NV AWWA as a Water Audit Validator.

(c) An urban retail water supplier may conduct a water loss audit validation for its own water loss audit provided the person performing the validation meets the requirements described in subsections (a), (b) and (d).

(d) A Water Audit Validator may not conduct a water loss audit validation if they participated in compiling the water loss audit.

Note: Authority cited: CWC Section 10608.34,. Reference: CWC Sections 10608.34(b) and Section 10608.34(a)(1)(C) of the Water Code.

23 CCR § 700.5

§ 700.5. Audit Reporting Requirements.

(a) Not later than October 1, 2017, and by October 1 of every year thereafter, urban retail water suppliers shall submit a Level 1 validated Report to the Department. The Report shall include data spanning 12 consecutive months for either the previous calendar year or the water supplier's fiscal year.

(b) Reports under subsection (a) shall be submitted in a fully operational spreadsheet format and shall contain:

(1) System-specific data entered into each field in the reporting worksheets of the AWWA Free Water Audit Software, with a data validity score.

(2) Beginning in 2018, information identifying steps taken by the water supplier in the preceding year to increase the validity of data entered into the final audit, reduce the volume of apparent losses, and reduce the volume of real losses.

(3) In the case of urban retail water suppliers with two or more separate public water systems, separate worksheets meeting the requirements in Section 700.5(b)(1) for each water system.

(4) The following Water Loss Audit Certification Statement, signed by the chief financial officer, the chief engineer or the general manager of an urban retail water supplier:

"This water loss audit report meets the requirements of California Code of Regulations Title 23, Division 2, Chapter 7 and the California Water Code Section 10608.34 and has been prepared in accordance with the method adopted by the American Water Works Association, as contained in their manual, *Water Audits and Loss Control Programs, Manual M36, Fourth Edition* and in the Free Water Audit Software version 5."

(c) Reports required under subsection (a) shall be submitted using the Department's online submittal tool for validated water loss audits.

(d) The Department shall make the online submittal tool available on its internet website prior to submission periods.

Note: Authority cited: CWC Section 10608.34, Reference: CWC Sections 10608.34(a)(1)(B), 10608.34(a)(1)(E), 10608.34(b), and 10608.34(e).

23 CCR § 700.6

§ 700.6. Validated Water Loss Audit Acceptance Criteria.

(a) The Department shall evaluate Reports submitted under Section 700.5. A Report shall be accepted if it contains the elements required under Section 700.5(b) and meets the following criteria:

(1) the Report was properly validated, including whether it was validated by an individual with the qualifications specified in Section 700.4 of this Chapter. Documentation of validation shall include the date of validation completion, the validation findings, and the certification and identification of the qualified water loss validator.

(2) the data and data grading scores in the audit sheet indicate that the system is operating in a manner that is congruent with known characteristics of water system operations. To evaluate congruency, the Department may consider the presence and significance of any of the following conditions:

(A.) The real losses are less than 0.0.

(B.) The cost of the non-revenue water is greater than 100% of operating costs.

(b) If the Department does not accept a Report as described in subsection (a), the Department shall return the Report to the urban retail water supplier. The urban retail water supplier shall resubmit a completed Report within 90 days of -a Report being returned.

Note: Authority cited: CWC Section 10608.34, Reference: CWC Section 10608.34(f).