

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MEETING OF THE BOARD OF DIRECTORS

Tuesday, April 10, 2012 - 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 COMMENTS**

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

4) CONSENT CALENDAR

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

- A. Approval of disbursements for the month ending March 31, 2012: Claims: \$739,591.04; Payroll: \$102,844.62; for a total of \$842,435.66 ([attachment](#))
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of March 13, 2012 Board of Directors Meeting ([attachment](#))
- D. Installed Water Connection Capacity and Water Meters Report and Non-Priority Lottery Recipients Status Update Report ([attachment](#))
- E. Total CCWD Production Report ([attachment](#))
- F. CCWD Monthly Sales by Category Report ([attachment](#))
- G. March 2012 Leak Report ([attachment](#))
- H. Rainfall Reports ([attachment](#))
- I. San Francisco Public Utilities Commission Hydrological Conditions Report for March 2012 ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Proposed Fiscal Year 2012-2013 Budget, Fiscal Year 2012/2013 Capital Improvement Program, and Fiscal Year 2012/2013 to 2021/2022 Financing Plan ([attachment](#))
- B. Schedule a Public Hearing on Proposed Rate Increase and Authorize Issuance of a Notice of Public Hearing and Proposed Rate Increase ([attachment](#))
- C. Third Quarter Budget Review ([attachment](#))
- D. Approval of CEQA Notice of Exemption for the Railroad Avenue Main Replacement Project ([attachment](#))
- E. Resolution 2012-02 - A Resolution Consenting to Join the Health Benefits Program of the ACWA Joint Powers Insurance Authority, Ratifying the Action of the ACWA Health Benefits Authority Board of Directors to Terminate the Health Benefits Authority Joint Powers Agreement, and Authorizing and

Directing the General Manager to Execute all Necessary Documents
([attachment](#))

- F. Authorization to join the California Water/Wastewater Agency Response Network ([attachment](#))

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

- BAWSCA Comments on Restore Hetch Hetchy and SFPUC Proposed Rate Structure Change
- CCWD-MWSD Team Wins Top Ops Competition at AWWA Conference

A. Operations Report ([attachment](#))

B. Water Resources Report ([attachment](#))

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

9) **ADJOURNMENT**

Accounts Payable

Checks by Date - Summary By Check Number

User: gbrazil
Printed: 4/2/2012 - 9:42 AM



Check Number	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
17208	ALL04	ALLIED WASTE SERVICES #9:	03/02/2012	0.00	323.91
17209	ATT01	AT&T MOBILTY	03/02/2012	0.00	51.99
17210	COA15	COASTSIDE NET, INC	03/02/2012	0.00	59.95
17211	HAR03	HARTFORD LIFE INSURANCE	03/02/2012	0.00	1,793.07
17212	ICM01	VANTAGEPOINT TRANSFER /	03/02/2012	0.00	40.00
17213	OCE04	OCEAN SHORE CO.	03/02/2012	0.00	1,047.05
17214	PAC06	PACIFIC COAST TELEVISION	03/02/2012	0.00	250.00
17215	PUB01	PUB. EMP. RETIRE SYSTEM	03/02/2012	0.00	18,677.87
17216	SAN20	SAN FRANCISCO FIRE CREDI	03/02/2012	0.00	450.00
17217	VAL01	VALIC	03/02/2012	0.00	1,550.00
17218	UB*00990	MARK SMITH	03/09/2012	0.00	2,700.64
17219	ASS01	HEALTH BENEFITS AUTHORI	03/16/2012	0.00	22,037.68
17220	ASS06	ACWA / JPIA	03/16/2012	0.00	19,155.00
17221	ATT02	AT&T	03/16/2012	0.00	1,420.02
17222	COA07	COAST OIL COMPANY, LLC	03/16/2012	0.00	2,444.32
17223	COU05	RECORDER'S OFFICE	03/16/2012	0.00	50.00
17224	CUL01	CULLIGAN WATER COM OF N	03/16/2012	0.00	309.00
17225	DUF01	LOGAN DUFFY	03/16/2012	0.00	167.54
17226	HAR03	HARTFORD LIFE INSURANCE	03/16/2012	0.00	1,793.07
17227	ICM01	VANTAGEPOINT TRANSFER /	03/16/2012	0.00	40.00
17228	KAI01	KAISER FOUNDATION HEAL	03/16/2012	0.00	10,165.00
17229	PAC01	PACIFIC GAS & ELECTRIC CO	03/16/2012	0.00	24,852.23
17230	PUB01	PUB. EMP. RETIRE SYSTEM	03/16/2012	0.00	18,597.88
17231	SAN03	SAN FRANCISCO WATER DEP	03/16/2012	0.00	101,387.60
17232	SAN20	SAN FRANCISCO FIRE CREDI	03/16/2012	0.00	450.00
17233	STA03	CA DPH DRINKING WATER PI	03/16/2012	0.00	60.00
17234	TEA02	TEAMSTERS LOCAL UNION #	03/16/2012	0.00	786.00
17235	UNI08	UNION BANK OF CALIFORNIA	03/16/2012	0.00	147,427.39
17236	UNI09	UNION BANK OF CALIFORNIA	03/16/2012	0.00	13,381.22
17237	VAL01	VALIC	03/16/2012	0.00	1,550.00
17238	ADP01	ADP, INC.	03/27/2012	0.00	530.55
17239	ADV02	FRANK YAMELLO	03/27/2012	0.00	231.00
17240	ALI01	ALIFANO TECHNOLOGIES LL	03/27/2012	0.00	1,450.55
17241	AMC01	AM CONSERVATION GROUP	03/27/2012	0.00	444.69
17242	ANA01	ANALYTICAL ENVIRONMEN	03/27/2012	0.00	12,895.32
17243	AND01	ANDREINI BROS. INC.	03/27/2012	0.00	252.00
17244	AND10	ANDERSON PACIFIC ENGINE	03/27/2012	0.00	166,993.46
17245	ARC01	ARCHER DESIGN, INC.	03/27/2012	0.00	450.00
17246	ASS05	ACWA HEALTH BENEFITS AL	03/27/2012	0.00	60.18
17247	ATT03	AT&T LONG DISTANCE	03/27/2012	0.00	99.41
17248	AZT01	AZTEC GARDENS, INC.	03/27/2012	0.00	190.00
17249	BAL04	BALANCE HYDROLOGICS, IN	03/27/2012	0.00	1,053.76
17250	BAY05	BAY AREA WATER SUPPLY &	03/27/2012	0.00	60.27
17251	BAY10	BAY ALARM COMPANY	03/27/2012	0.00	801.21
17252	BIG01	BIG CREEK LUMBER	03/27/2012	0.00	48.04

Check Number	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
17253	BOR01	BORGES & MAHONEY, INC.	03/27/2012	0.00	307.65
17254	BRE01	CATHLEEN BRENNAN	03/27/2012	0.00	1,329.79
17255	CAL06	CALIFORNIA GENERATOR SE	03/27/2012	0.00	4,227.99
17256	CAL07	CHEMICAL TRANSFER COMP	03/27/2012	0.00	577.54
17257	CAL11	CALIFORNIA C.A.D. SOLUTIO	03/27/2012	0.00	3,750.00
17258	CAR02	CAROLYN STANFIELD	03/27/2012	0.00	485.00
17259	CHE07	CHEMTRAC SYSTEMS, INC.	03/27/2012	0.00	587.00
17260	CIN01	CINTAS FIRST AID & SAFETY	03/27/2012	0.00	185.94
17261	COA19	COASTSIDE COUNTY WATER	03/27/2012	0.00	231.78
17262	CON01	CONTROLCO	03/27/2012	0.00	4,550.76
17263	CSG01	CSG SYSTEMS, INC	03/27/2012	0.00	1,934.33
17264	CSI01	CSI SERVICES, INC.	03/27/2012	0.00	2,795.00
17265	DEP07	DEPARTMENT OF PUBLIC HE	03/27/2012	0.00	1,612.80
17266	EKI01	EKI INC.	03/27/2012	0.00	27,520.75
17267	ENR01	ENRIQUEZ MD, JOSEFINA	03/27/2012	0.00	125.00
17268	EWI01	EWING IRRIGATION PRODUC	03/27/2012	0.00	213.56
17269	FIR06	FIRST NATIONAL BANK	03/27/2012	0.00	928.39
17270	GOL04	GOLDEN STATE FLOW MEAS	03/27/2012	0.00	6,180.21
17271	GRA03	GRAINGER, INC.	03/27/2012	0.00	757.56
17272	GRA04	LARRY GRAY	03/27/2012	0.00	100.00
17273	HAL01	HMB BLDG. & GARDEN INC.	03/27/2012	0.00	153.99
17274	HAL09	HMB CHAMBER OF COMMER	03/27/2012	0.00	535.00
17275	HAL24	H.M.B.AUTO PARTS	03/27/2012	0.00	601.85
17276	HAN01	HANSONBRIDGETT. LLP	03/27/2012	0.00	6,357.50
17277	HAR03	HARTFORD LIFE INSURANCE	03/27/2012	0.00	1,793.07
17278	HEA01	HEALTHWORKS	03/27/2012	0.00	31.00
17279	ICM01	VANTAGEPOINT TRANSFER /	03/27/2012	0.00	40.00
17280	INT04	INTELLIGENT TECHNOLOGIE	03/27/2012	0.00	595.00
17281	IRO01	IRON MOUNTAIN	03/27/2012	0.00	319.99
17282	IRV01	IRVINE CONSULTING SERVIC	03/27/2012	0.00	4,985.00
17283	IRV02	IRVINE CONSULTING SERVIC	03/27/2012	0.00	62.99
17284	JOB02	JOBS AVAILABLE	03/27/2012	0.00	39.00
17285	KEN03	KENNEDY/JENKS CONSULTA	03/27/2012	0.00	31,846.25
17286	LOM01	GLENNA LOMBARDI	03/27/2012	0.00	99.00
17287	MET06	METLIFE SBC	03/27/2012	0.00	1,392.95
17288	MIS01	MISSION UNIFORM SERVICES	03/27/2012	0.00	187.72
17289	MMB01	MICHAEL WOLF	03/27/2012	0.00	74.85
17290	MON03	GINO MONTEIRO	03/27/2012	0.00	100.00
17291	MON07	MONTEREY COUNTY LAB	03/27/2012	0.00	2,676.00
17292	OFF01	OFFICE DEPOT	03/27/2012	0.00	590.43
17293	ONT01	ONTRAC	03/27/2012	0.00	422.72
17294	PAP02	PAPE MACHINERY EXCHANG	03/27/2012	0.00	3,055.64
17295	PIT03	PITNEY BOWES INC.	03/27/2012	0.00	198.00
17296	PRI01	PRINCETON WELDING , INC.	03/27/2012	0.00	3,719.00
17297	PUM01	PUMP REPAIR SERVICE CO. I	03/27/2012	0.00	5,190.26
17298	RIC02	RICOH AMERICAS CORP	03/27/2012	0.00	790.90
17299	ROB01	ROBERTS & BRUNE CO.	03/27/2012	0.00	6,549.99
17300	ROG01	ROGUE WEB WORKS, LLC	03/27/2012	0.00	315.00
17301	SAN05	SAN MATEO CTY PUBLIC HE	03/27/2012	0.00	462.00
17302	SAN20	SAN FRANCISCO FIRE CREDI	03/27/2012	0.00	450.00
17303	SER03	SERVICE PRESS	03/27/2012	0.00	384.54
17304	SEW01	SEWER AUTH. MID- COASTSI	03/27/2012	0.00	570.00
17305	STR02	STRAWFLOWER ELECTRONIC	03/27/2012	0.00	93.06
17306	TET01	JAMES TETER	03/27/2012	0.00	2,639.22
17307	UB*00981	MELODY/DUSTIN DAVIS	VOID	75.00	0.00

Check Number	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
17308	UB*00982	JOSEPH ROOT	03/27/2012	0.00	75.00
17309	UB*00983	JANET JENKINS	03/27/2012	0.00	75.00
17310	UB*00984	FLORENCE OWENS	VOID	75.00	0.00
17311	UB*00987	DANIELLE ADRAGNA	VOID	19.18	0.00
17312	UB*00988	SUSAN LARA	03/27/2012	0.00	75.00
17313	UB*00989	ELLIOT/JACYNTH ROBERTS	03/27/2012	0.00	75.00
17314	UB*00991	THOMAS KARNS	03/27/2012	0.00	26.33
17315	UB*00992	GLEN MITCHELL	03/27/2012	0.00	75.00
17316	UB*00993	KAREN/ANDY GRANT	03/27/2012	0.00	22.86
17317	UB*00994	VICTOR LEM/HELEN KOH	03/27/2012	0.00	47.55
17318	UB*00995	JOHN CBOINS	03/27/2012	0.00	8.52
17319	UB*00996	JEANETTE DEAN	03/27/2012	0.00	55.55
17320	UB*00997	DANIELLE ADRAGNA	VOID	55.82	0.00
17321	UB*00998	UTPAL KOPPIKAR	03/27/2012	0.00	64.96
17322	UB*00999	DAVE ALBIOL	03/27/2012	0.00	75.00
17323	UB*01000	RICHARD LEE	03/27/2012	0.00	75.00
17324	UB*01001	JOSIE LENNON	03/27/2012	0.00	75.00
17325	UB*01002	TOM ROSENBAUN	03/27/2012	0.00	49.60
17326	UNI07	UNITED STATES POSTAL SER	03/27/2012	0.00	600.00
17327	UNI15	UNIVAR USA INC	03/27/2012	0.00	2,560.24
17328	UPS01	UPS STORE	03/27/2012	0.00	16.87
17329	USA01	USA BLUE BOOK	03/27/2012	0.00	848.01
17330	VAL01	VALIC	03/27/2012	0.00	1,550.00
17331	VER02	VERIZON WIRELESS	03/27/2012	0.00	286.62
17332	WES11	WEST COAST AGGREGATES,	03/27/2012	0.00	276.81
17333	WHE01	VIRGINIA WHELEN	03/27/2012	0.00	195.00
17334	BRE01	CATHLEEN BRENNAN	03/30/2012	0.00	200.00
17335	PAC06	PACIFIC COAST TELEVISION	03/30/2012	0.00	250.00
17336	PUB01	PUB. EMP. RETIRE SYSTEM	03/30/2012	0.00	17,630.28
Report Total:				225.00	739,591.04

COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS
31-Mar-12

ACCOUNT	DESCRIPTION	CURRENT ACTUAL	CURRENT BUDGET	B/(W) VARIANCE	B/(W) % VAR	YTD ACTUAL	YTD BUDGET	B/(W) VARIANCE	B/(W) % VAR
OPERATING REVENUE									
1-0-4120-00	Water Revenue -All Areas	526,984.43	388,681.00	138,303.43	35.6%	4,798,584.99	4,960,919.00	(162,334.01)	-3.3%
TOTAL OPERATING REVENUE		526,984.43	388,681.00	138,303.43	35.6%	4,798,584.99	4,960,919.00	(162,334.01)	-3.3%
NON-OPERATING REVENUE									
1-0-4170-00	Water Taken From Hydrants	1,577.46	2,084.00	(506.54)	-24.3%	19,883.24	18,756.00	1,127.24	6.0%
1-0-4180-00	Late Notice -10% Penalty	5,714.27	4,167.00	1,547.27	37.1%	45,224.00	37,503.00	7,721.00	20.6%
1-0-4230-00	Service Connections	942.25	667.00	275.25	41.3%	5,698.45	6,003.00	(304.55)	-5.1%
1-0-4920-00	Interest Earned	0.00	0.00	0.00	0.0%	4,041.33	5,567.25	(1,525.92)	-27.4%
1-0-4930-00	Tax Apportionments/Cnty Checks	3,233.73	5,000.00	(1,766.27)	-35.3%	386,585.55	338,000.00	48,585.55	14.4%
1-0-4950-00	Miscellaneous Income	606.80	3,083.00	(2,476.20)	-80.3%	39,121.31	27,747.00	11,374.31	41.0%
1-0-4955-00	Cell Site Lease Income	17,469.56	9,491.00	7,978.56	84.1%	88,243.71	85,419.00	2,824.71	3.3%
1-0-4965-00	ERAF REFUND -County Taxes	0.00	0.00	0.00	0.0%	261,256.00	100,000.00	161,256.00	161.3%
TOTAL NON-OPERATING REVENUE		29,544.07	24,492.00	5,052.07	20.6%	850,053.59	618,995.25	231,058.34	37.3%
TOTAL REVENUES		556,528.50	413,173.00	143,355.50	34.7%	5,648,638.58	5,579,914.25	68,724.33	1.2%
OPERATING EXPENSES									
1-1-5130-00	Water Purchased	101,387.60	129,081.00	(27,693.40)	-21.5%	1,345,356.22	1,457,805.00	112,448.78	7.7%
1-1-5230-00	Pump Exp, Nunes T P	2,185.67	1,958.00	227.67	11.6%	17,510.52	16,933.00	(577.52)	-3.4%
1-1-5231-00	Pump Exp, CSP Pump Station	16,369.64	1,163.00	15,206.64	1307.5%	84,502.28	109,375.00	24,872.72	22.7%
1-1-5232-00	Pump Exp, Trans. & Dist.	983.94	970.00	13.94	1.4%	7,969.94	10,534.00	2,564.06	24.3%
1-1-5233-00	Pump Exp, Pilarcitos Can.	3,955.50	2,344.00	1,611.50	68.8%	10,682.09	15,874.00	5,191.91	32.7%
1-1-5234-00	Pump Exp. Denniston Proj.	640.62	495.00	145.62	29.4%	3,978.94	4,455.00	476.06	10.7%
1-1-5235-00	Denniston T.P. Operations	582.45	250.00	332.45	133.0%	2,301.26	2,250.00	(51.26)	-2.3%
1-1-5236-00	Denniston T.P. Maintenance	0.00	417.00	(417.00)	-100.0%	412.82	3,753.00	3,340.18	89.0%
1-1-5240-00	Nunes T P Operations	4,548.43	5,219.00	(670.57)	-12.8%	81,809.65	51,537.00	(30,272.65)	-58.7%
1-1-5241-00	Nunes T P Maintenance	10,894.05	3,167.00	7,727.05	244.0%	36,785.73	28,503.00	(8,282.73)	-29.1%
1-1-5242-00	CSP Pump Station Operations	579.10	708.00	(128.90)	-18.2%	6,334.29	6,372.00	37.71	0.6%
1-1-5243-00	CSP Pump Station Maintenance	690.58	4,167.00	(3,476.42)	-83.4%	13,557.34	37,503.00	23,945.66	63.8%
1-1-5250-00	Laboratory Services	3,560.72	2,917.00	643.72	22.1%	28,771.07	26,253.00	(2,518.07)	-9.6%
1-1-5318-00	Studies/Surveys/Consulting	0.00	3,750.00	(3,750.00)	-100.0%	13,997.50	33,750.00	19,752.50	58.5%
1-1-5321-00	Water Conservation	704.96	5,196.00	(4,491.04)	-86.4%	31,582.90	46,764.00	15,181.10	32.5%
1-1-5322-00	Community Outreach	950.00	2,184.00	(1,234.00)	-56.5%	6,754.60	19,656.00	12,901.40	65.6%
1-1-5411-00	Salaries & Wages -Field	100,752.86	110,576.07	(9,823.21)	-8.9%	672,851.58	737,173.80	64,322.22	8.7%
1-1-5412-00	Maintenance -General	17,011.62	16,042.00	969.62	6.0%	112,742.62	144,378.00	31,635.38	21.9%
1-1-5414-00	Motor Vehicle Expense	6,020.95	3,708.00	2,312.95	62.4%	51,510.57	33,372.00	(18,138.57)	-54.4%
1-1-5415-00	Maintenance -Well Fields	0.00	500.00	(500.00)	-100.0%	0.00	4,500.00	4,500.00	100.0%

ACCOUNT	DESCRIPTION	CURRENT ACTUAL	CURRENT BUDGET	B/(W) VARIANCE	B/(W) % VAR	YTD ACTUAL	YTD BUDGET	B/(W) VARIANCE	B/(W) % VAR
1-1-5610-00	Salaries/Wages-Administration	69,334.06	74,412.00	(5,077.94)	-6.8%	444,531.21	496,080.00	51,548.79	10.4%
1-1-5620-00	Office Supplies & Expense	7,467.38	9,948.00	(2,480.62)	-24.9%	88,739.70	89,532.00	792.30	0.9%
1-1-5621-00	Computer Services	5,497.94	16,070.83	(10,572.89)	-65.8%	34,241.44	52,437.47	18,196.03	34.7%
1-1-5625-00	Meetings / Training / Seminars	2,690.33	1,500.00	1,190.33	79.4%	16,260.64	13,500.00	(2,760.64)	-20.4%
1-1-5630-00	Insurance	24,810.58	20,000.00	4,810.58	0.0%	137,903.41	112,500.00	(25,403.41)	-22.6%
1-1-5635-00	EE/Ret. Medical Insurance	31,332.71	36,551.00	(5,218.29)	-14.3%	275,584.86	328,959.00	53,374.14	16.2%
1-1-5640-00	Employees Retirement Plan	51,664.59	53,380.00	(1,715.41)	-3.2%	329,110.28	355,866.90	26,756.62	7.5%
1-1-5645-00	SIP 401K Plan	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
1-1-5681-00	Legal	1,583.40	5,000.00	(3,416.60)	-68.3%	23,219.90	45,000.00	21,780.10	48.4%
1-1-5682-00	Engineering	320.00	1,167.00	(847.00)	-72.6%	6,347.64	10,503.00	4,155.36	39.6%
1-1-5683-00	Financial Services	0.00	7,500.00	(7,500.00)	0.0%	16,690.00	27,000.00	10,310.00	38.2%
1-1-5684-00	Payroll Tax Expense	13,025.04	13,229.76	(204.72)	-1.5%	77,990.04	88,198.40	10,208.36	11.6%
1-1-5687-00	Membership, Dues, Subscript.	749.00	1,879.16	(1,130.16)	-60.1%	37,844.25	45,862.44	8,018.19	17.5%
1-1-5688-00	Election Expenses	0.00	0.00	0.00	0.0%	0.00	25,000.00	25,000.00	100.0%
1-1-5689-00	Labor Relations	0.00	500.00	(500.00)	-100.0%	0.00	4,500.00	4,500.00	100.0%
1-1-5700-00	San Mateo County Fees	0.00	0.00	0.00	0.0%	13,447.28	16,200.00	2,752.72	17.0%
1-1-5705-00	State Fees	(119.20)	0.00	(119.20)	0.0%	17,698.23	16,800.00	(898.23)	-5.3%
TOTAL OPERATING EXPENSES		480,174.52	535,949.82	55,775.30	10.4%	4,049,020.80	4,518,680.01	469,659.21	10.4%
CAPITAL ACCOUNTS									
1-1-5711-00	Debt Srvc/Existing Bonds 1998A	13,381.22	13,383.00	1.78	0.0%	267,991.22	267,993.00	1.78	0.0%
1-1-5712-00	Debt Srvc/Existing Bonds 2006B	147,427.39	147,429.00	1.61	0.0%	486,568.78	483,281.00	(3,287.78)	-0.7%
1-1-5715-00	Debt Srvc/CIEDB 11-099 (I-BANK)	0.00	0.00	0.00	0.0%	115,552.79	0.00	(115,552.79)	0.0%
TOTAL CAPITAL ACCOUNTS		160,808.61	160,812.00	(3.39)	0.0%	870,112.79	751,274.00	(118,838.79)	-15.8%
TOTAL EXPENSES		640,983.13	696,761.82	55,778.69	8.0%	4,919,133.59	5,269,954.01	350,820.42	6.7%
NET INCOME		(84,454.63)	(283,588.82)	(199,134.19)	70.2%	729,504.99	309,960.24	(419,544.75)	-135.4%

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
March 31, 2012**

RESERVE BALANCES

CAPITAL AND OPERATING RESERVE	\$2,203,184.20
RATE STABILIZATION RESERVE	\$250,000.00
TOTAL DISTRICT RESERVES	\$2,453,184.20

ACCOUNT DETAIL

ACCOUNTS WITH FIRST NATIONAL BANK (FNB)	
CHECKING ACCOUNT	\$874,741.21
CSP T & S ACCOUNT	\$565,058.69
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$1,011,454.30
DISTRICT CASH ON HAND	\$1,930.00
TOTAL ACCOUNT BALANCES	\$2,453,184.20

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

COASTSIDE COUNTY WATER DISTRICT
 APPROVED CAPITAL IMPROVEMENT PROJECTS
 FISCAL YEAR 2011-2012

3/31/2012

		Approved CIP Budget FY 11/12	Actual To Date FY 11/12	Projected Year-End FY 11/12	Projected vs. Budget Variance	Project Status/ Comments
PIPELINE PROJECTS						
06-05	Avenue Cabrillo I (Permitting / Design)	\$ 100,000	101,973	\$ 100,000	\$ -	Design completed. Working on permitting.

WATER TREATMENT PLANTS

99-05	Denniston Intake Maintenance	\$ 30,000	\$ 20,325	\$ 20,000	\$ 10,000	Complete
10-04	Nunes Floc Drive Repair	\$ 50,000	\$ 45,647	\$ 50,000	\$ -	Drives on site, awaiting installation.
08-05	Nunes Plant Painting	\$ 12,500			\$ 12,500	On Hold
	Nunes Hydropneumatic Systems Improvement	\$ 40,000		\$ 40,000	\$ -	Planning
	Nunes DR5000 Analyzer	\$ 8,000	\$ 3,795	\$ 4,000	\$ 4,000	Complete

FACILITIES & MAINTENANCE

08-08	PRV Valves Replacement Program	\$ 20,000	\$ 30,395	\$ 30,395	\$ (10,395)	Work on El Granada Blvd. PRV completed.
99-01	Meter Change Program	\$ 30,000	\$ 5,148	\$ 30,000	\$ -	Ongoing
09-09	Fire Hydrant Replacement	\$ 20,000		\$ 20,000	\$ -	Ongoing
09-23	District Digital Mapping	\$ 75,000	\$ 9,564	\$ 40,000	\$ 35,000	

EQUIPMENT PURCHASE & REPLACEMENT

99-03	Computer System	\$ 12,000	\$ 2,334	\$ 12,000	\$ -	
99-04	Office Equipment/Furniture	\$ 3,000	\$ 1,546	\$ 3,000	\$ -	
06-03	SCADA / Telemetry / Electrical Controls	\$ 750,000	\$ 1,195		\$ 750,000	Design complete, ready to bid. Move to FY13.
	Billing System Upgrade	\$ 70,000	\$ 25,373	\$ 40,000	\$ 30,000	Software upgrade online in October 2011

PUMP STATIONS / TANKS / WELLS

	Crystal Springs Check Valve Replacement	\$ 25,000	\$ 13,776	\$ 14,000	\$ 11,000	Complete for FY12
08-14	Alves Tank Recoating (Interior & Exterior)	\$ 100,000		\$ -	\$ 100,000	Move to FY13
08-17	El Granada Tank #2 Recoat and Ladder	\$ 200,000	\$ 4,313		\$ 200,000	Move to FY13.
	El Granada Tank #1 MCC Repairs & Spare Pump	\$ 40,000	\$ 29,934	\$ 30,000	\$ 10,000	Complete
	El Granada Tank #2 Fence Replacement	\$ 25,000			\$ 25,000	Move to FY13.
	El Granada Tank #3 Fence Replacement	\$ 25,000	\$ 17,589	\$ 18,000	\$ 7,000	Complete
	Miramar Tank Fence Replacement	\$ 25,000		\$ 25,000	\$ -	Planning
	Half Moon Bay Tank #1 Interior/Exterior Recoating	\$ 300,000	\$ 137,952	\$ 300,000	\$ -	In Progress
09-18	Pump Station Chlorine Analyzer Replacements (4)	\$ 10,000		\$ 10,000	\$ -	
09-19	Pilarcitos Canyon Blending Station	\$ 100,000	\$ 34,450	\$ 55,000	\$ 70,000	To be completed FY13.

DENNISTON WTP (LONG-TERM) IMPROVEMENT

08-23	Denniston WTP Improvement Project	\$ 4,000,000	\$ 1,465,009	\$ 4,000,000	\$ -	In Progress
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WATER SUPPLY DEVELOPMENT

	Denniston Water Supply Development	\$ 300,000	\$ 43,965	\$ 300,000		In Progress
	Denniston /San Vicente EIR		\$ 184,684		\$ -	In progress. NOP/IS published in October.
	San Vicente Design	\$ 300,000			\$ 300,000	Move to FY13.

COASTSIDE COUNTY WATER DISTRICT
 APPROVED CAPITAL IMPROVEMENT PROJECTS
 FISCAL YEAR 2011-2012

3/31/2012

	Approved CIP Budget FY 11/12	Actual To Date FY 11/12	Projected Year-End FY 11/12	Projected vs. Budget Variance	Project Status/ Comments
FY 11-12 TOTALS	\$ 6,670,500	\$ 2,178,966	\$ 5,141,395	\$ 1,554,105	

Previous CIP Projects - paid in FY 11/12

FY 10/11	Rebuild Harbor Service Vault			\$ 25,000		
FY 10/11	District Digital Mapping		\$ 38,780	\$ 35,030		
FY 09/10	New Pilarcitos Well		\$ 510	\$ 510		Analysis - work complete for this FY
	Denniston Booster Pump Station		\$ 22,559	\$ 12,627		
FY 09/10	Hazen's Tank Fence Repair		\$ 14,734	\$ 20,000		Complete
PREVIOUS YEAR TOTALS			\$ 76,583	\$ 93,167	\$ -	

UNSCHEDULED ITEMS (CAPITAL EXPENDITURES) FOR CURRENT FISCAL YEAR 11/12

	Cahill Tank Repairs (Ladder Repairs)		\$ 13,123	\$ 15,000		In Progress
	CSP Intake Tunnel Modifications		\$ 26,272	\$ 75,000		
	Judith Court Main Line Emergency Repairs		\$ 34,902	\$ 34,902		Complete
	EG Pipeline Leak at Arroyo de en Medio		\$ 55,823	\$ 130,000		In Progress
NON-BUDGETED TOTALS			\$ 130,120	\$ 254,902	\$ -	

CIP TOTALS	\$ 6,670,500	\$ 2,385,669	\$ 5,489,464		
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**Legal Cost Tracking Report
12 Months At-A-Glance**

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

Month	Admin (General Legal Fees)	Recycle Water Analysis	Water Supply Developmnt	Transfer Program	CIP	Denniston WTP Improvements Project	Personnel	Lawsuits	Infrastructure Project Review (Reimbursable)	TOTAL
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Apr-11	2,687		2,037	80	106					4,909
May-11	4,299		1,436	491						6,227
Jun-11	3,192					2,059			878	6,129
Jul-11	5,102					637				5,739
Aug-11	1,383					1,913				3,297
Sep-11	1,569			346		372		1,967		4,255
Oct-11	4,330			319		2,627				7,276
Nov-11	2,766					1,843				4,609
Dec-11	3,272			319		106				3,697
Jan-12	3,910			718						4,628
Feb-12	2,784								825	3,609
Mar-12	1,583			273	2,481				2,020	6,358

TOTAL	36,878	0	3,473	2,546	2,587	9,558	0	1,967	3,723	60,733
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**Engineer Cost Tracking Report
12 Months At-A-Glance**

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

Month	Admin & Retainer	CIP	Short Term WTP Imprv.	Studies & Projects	TOTAL	Reimbursable from Projects
Apr-11	480	169			649	
May-11	480	338			818	
Jun-11	240	4,551			4,791	
Jul-11	480	18,131			18,611	
Aug-11	1,353	9,096			10,449	
Sep-11	480	15,802		1,437	17,718	
Oct-11	480	17,798		3,296	21,574	3,296
Nov-11	480	12,774			13,254	
Dec-11	200	5,067			5,267	
Jan-12	939	23,677		845	25,461	845
Feb-12	1,615	4,651		845	7,111	845
Mar-12	320	2,319			2,639	
TOTAL	7,548	114,372	0	6,422	128,342	4,986

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

Tuesday, March 13, 2012

- 1) **ROLL CALL** - The Closed Session convened at 6:03 p.m. Present at roll call: President Jerry Donovan, Vice-President Glenn Reynolds, and Directors Ken Coverdell, Bryan Hannegan, and Chris Mickelsen. David Dickson, General Manager, and Patrick Miyaki, Legal Counsel, were also present.
- 2) **PUBLIC COMMENT** - There were no public comments.
- 3) **CLOSED SESSION**
 - A. **Conference with Legal Counsel - Anticipated Litigation**
Initiation of Litigation Pursuant to California Government Code
Section §54956.9(c) - One Potential Case
- 4) **RECONVENE TO OPEN SESSION** - The Closed Session concluded at 6:57 p.m., immediately prior to commencement of the regular meeting, at which time Mr. Miyaki announced that no reportable action had been taken during the Closed Session.
- 5) **ADJOURNMENT** - The special meeting was adjourned at 6:57 p.m.

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

Tuesday, March 13, 2012

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

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

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending February 29, 2012: Claims: \$582,188.35; Payroll: \$ 73,607.24; for a total of \$655,795.59
- B. Acceptance of Financial Reports
- C. Approval of Minutes of February 14, 2012 Board of Directors Meeting
- D. Installed Water Connection Capacity and Water Meters Report and Non-Priority Lottery Recipients Status Update Report
- E. Total CCWD Production Report
- F. CCWD Monthly Sales by Category Report
- G. February 2012 Leak Report
- H. Rainfall Reports
- I. San Francisco Public Utilities Commission Hydrological Conditions Report for February 2012
- J. Notice of Completion - Hazen Tank Fencing Project

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

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

Director Coverdell	Aye
Vice-President Reynolds	Aye
Director Hannegan	Aye
Director Mickelsen	Aye
President Donovan	Aye

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Vice-President Reynolds reported that he had recently attended a three day conference on fluoride and had obtained some interesting and valuable information on the subject that he would like to share with District staff. President Donovan noted that he had participated in the March 5th meeting of the District's Facilities Committee. Director Hannegan stated that he had attended the January Board Member Training Workshop, sponsored by the California Special District's Association (CSDA), which he found to be very valuable, especially the AB1234 Ethics Training. He also announced that he would be departing for the World Water Forum in Marseille, France later in the evening and was looking forward to gathering information to share at the April Board meeting. Director Mickelsen and President Donovan both reported on the March 6th Water Resources Committee/Pilarcitos Restoration Workgroup Meeting.

6) GENERAL BUSINESS

A. Draft Fiscal Year 2012-2013 Budget and Draft Fiscal Year 2012/13 to 2021/22 Capital Improvement Program

Mr. Dickson presented the Draft Fiscal Year 2012-2013 Budget and Draft Fiscal Year 2012-2013 to 2021-2022 Capital Improvement Program for the Board's review. He reported that members of the District's Facilities and Finance Committees have met and reviewed the draft documents and that the Draft Budget, as well as the District's Financing Plan, would be presented in more detail at the April 10, 2012 Board meeting.

Mr. Dickson also outlined the District's recent public outreach activities, including bill stuffers and a Constant Contact e-mail newsletter. Additionally, he summarized the background of the District's Financing Plan, which was developed with the assistance of Bartle Wells Associates. He also reviewed a key chart in the Financing Plan that indicates the CCWD rate increases needed to meet revenue requirements for the Fiscal Year 2012 Budget. He then reviewed the tentative rate increase schedule, and stated that with updating the Financing Plan model, staff believes that continuing with the Plan's suggested series of rate increases will meet the District's revenue requirements over the ten-year plan period. He also summarized some of the Operating and Capital Improvement Program Budget highlights.

B. Award of Contract to Bay Valve and North Coast Divers for Phase 2 of the Crystal Springs Intake Modification Project

Mr. Guistino provided the background of this project, explaining that during the most recent inspection of the Crystal Springs intake tunnel, the contractors discovered that the valve actuator for the intake had failed shut. He described the process that staff has determined will be the most cost effective, which includes removal of the valves from the tunnel and placing them on the intakes just under the intake screens in the Crystal Springs Reservoir. He also advised that with these modifications, annual or biannual inspections of the tunnel will no longer be required.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted as follows, by roll call vote, to award contracts to Bay Valve and North Coast Divers for Phase 2 of the Crystal Springs Intake Modification Project:

Director Coverdell	Aye
Vice-President Reynolds	Aye
Director Hannegan	Aye
Director Mickelsen	Aye
President Donovan	Aye

C. Approval of Change Order No. 4 for Denniston Creek Water Treatment Plant Improvements Project

Mr. Dickson explained that Change Order # 4 combines a number of potential change order items for an additional cost of \$53,611, which is included in the funding for this project under the I-Bank loan.

ON MOTION BY Vice-President Reynolds and seconded by Director Hannegan, the Board voted as follows, by roll call vote, to authorize staff to execute Change Order No. 4 to the contract with Anderson Pacific for construction of the Denniston Creek Water Treatment Plant Improvements Project, in the amount of \$53,611.00:

Director Coverdell	Aye
Vice-President Reynolds	Aye
Director Hannegan	Aye
Director Mickelsen	Aye
President Donovan	Aye

D. Approval of CEQA Notice of Exemption for Avenue Cabrillo Pipeline Replacement Project

Mr. Dickson described the project to replace undersized and deteriorated pipelines in this El Granada neighborhood, which has had problems with low pressure and persistent pipeline leaks. He explained the three proposed phases of the project, noting that when the project is complete, the pipelines in this area will be brought up to the District's current standards. Mr. Dickson explained the CEQA process, advised that funding for this project is included in the Fiscal Year 2012/2013 - 2021/2022 Capital Improvement Program and answered a few questions from the Board.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted as follows, by roll call vote, to approve the CEQA Notice of Exemption for the Cabrillo Avenue Pipeline Replacement Project:

Director Coverdell	Aye
Vice-President Reynolds	Aye
Director Hannegan	Aye
Director Mickelsen	Aye
President Donovan	Aye

E. Proposed Revisions to Policies and Procedures for Award of Contracts

Mr. Dickson reminded the Board that this agenda item had been previously discussed at the January 10, 2012 Board meeting and that the Board had deferred any action at that time, and requested that staff work further on the language related to change orders and contract amendments, review the changes with the Finance Committee members, and then present again to the Board for discussion. He explained the

proposed Section E – Change Orders/Contract Amendments and advised that all other proposed revisions to the District’s Policies and Procedures for Award of Contracts remain the same as those presented to the Board in January.

Director Hannegan stated he supported the Resolution and that he felt that the revisions captured 98% of what the Board intended to accomplish when discussed at the January Board meeting. He also suggested that the Board accept these revisions, put them into practice, and revisit the matter in the future if the need arises. Director Reynolds stated that he was also in agreement with the proposed revisions as presented.

ON MOTION BY Director Mickelsen and seconded by Vice-President Reynolds, the Board voted as follows, by roll call vote, to approve Resolution 2012-01, A Resolution Amending Policies and Procedures for Award of Contracts:

Director Coverdell	Aye
Vice-President Reynolds	Aye
Director Hannegan	Aye
Director Mickelsen	Aye
President Donovan	Aye

7) GENERAL MANAGER’S REPORT

1. **SFPUC Annual Wholesale Customers Meeting**

Mr. Dickson provided highlights of the recent San Francisco Public Utilities Commission Wholesale Customers meeting, including current storage conditions, efforts to increase dry year water supplies, progress on the Water System Improvement Program and the Regional Water System Capital Improvement Program, emergency response coordination, the Federal Energy Regulatory Commission’s relicensing of the Don Pedro Reservoir, and a financial update covering the basis for the SFPUC’s proposed rate increase.

2. **SFPUC Water System Improvement Program Video**

Mr. Dickson advised that staff would forward a link to the Board for viewing this video on the status of SFPUC’s Water System Improvement Program.

Mr. Dickson then showed a series of photographs exhibiting the progress on a few of the District's current projects, including construction of the Denniston Water Treatment Plant Improvements Project. Next, Mr. Guistino described the photos showing improvements to the Half Moon Bay Tank No. 1, and the corrosion located on the Half Moon Bay Tank No. 2. He also shared photos from the recent tours of the Nunes Water Treatment Plant by students from Castilleja School in Palo Alto and Sea Crest School in Half Moon Bay. Additionally, photos were shown of recent improvements completed by District staff, including the Nunes hypochlorite containment basin.

A. Operations Report

Mr. Guistino briefly provided an update on the El Granada Pipeline leak.

B. Water Resources Report

Mr. Dickson advised that Ms. Brennan had been excused from attending the Board meeting, due to a bad cold, but noted that her written report was included in the Board packet

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no comments or requests from the Board members.

9) ADJOURNMENT

ON MOTION BY Director Mickelsen and seconded by Director Hannegan, the Board voted as follows, to adjourn the March 13, 2012 meeting of the Coastside County Water District's Board of Directors:

Director Coverdell	Aye
Vice-President Reynolds	Aye
Director Hannegan	Aye
Director Mickelsen	Aye
President Donovan	Aye

The meeting was adjourned at 8:06 p.m. The next regular meeting of the Coastside County Water District's Board of Directors is scheduled for Tuesday, April 10, 2012.

Respectfully submitted,

David R. Dickson, General Manager

Jerry C. Donovan, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT
Installed Water Connection Capacity & Water Meters

FY 2012

Installed Water Connection Capacity	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
HMB Non-Priority													
0.5" capacity increase													0
5/8" meter		1			3				1				5
3/4" meter		1			2				1				4
2" meter													0
HMB Priority													
0.5" capacity increase								1					1
5/8" meter													0
3/4" meter													0
1" meter													0
1 1/2" meter													0
2" meter													0
County Non-Priority													
5/8" meter	2	1	1				1						5
3/4" meter													0
1" meter													0
County Priority													
5/8" meter				1									1
3/4" meter													0
1" meter													0
Monthly Total	2	3	1	1	5	0	1	1	2	0	0	0	16

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

Installed Water Meters	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
HMB Non-Priority		2.5			6				2.5				11
HMB Priority								0.5					0.5
County Non-Priority	2	1	1				1						5
County Priority				1									1
Monthly Total	2	3.5	1	1	6	0	1	0.5	2.5	0	0	0	17.5

COASTSIDE COUNTY WATER DISTRICT

2010 NON-PRIORITY LOTTERY RECIPIENTS
STATUS UPDATE

March 31, 2012

33.5 TOTAL SOLD CONNECTIONS (T&S FEES PAID)

1	INSTALLATION FEES NOT PAID
26	INSTALLATION FEES PAID/METER INSTALLED - FINALED
4.5	INSTALLATION FEES PAID/METER NOT INSTALLED - NEEDS TO INSTALL SERVICE LINE(s)
1	INSTALLATION FEES PAID/METER INSTALLED/OFF & LOCKED - NEEDS BACKFLOW TEST/DESTRUCTION CERTIFICATION - NOT FINALED
1	T&S FEES REFUNDED BACK TO CUSTOMER

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2012

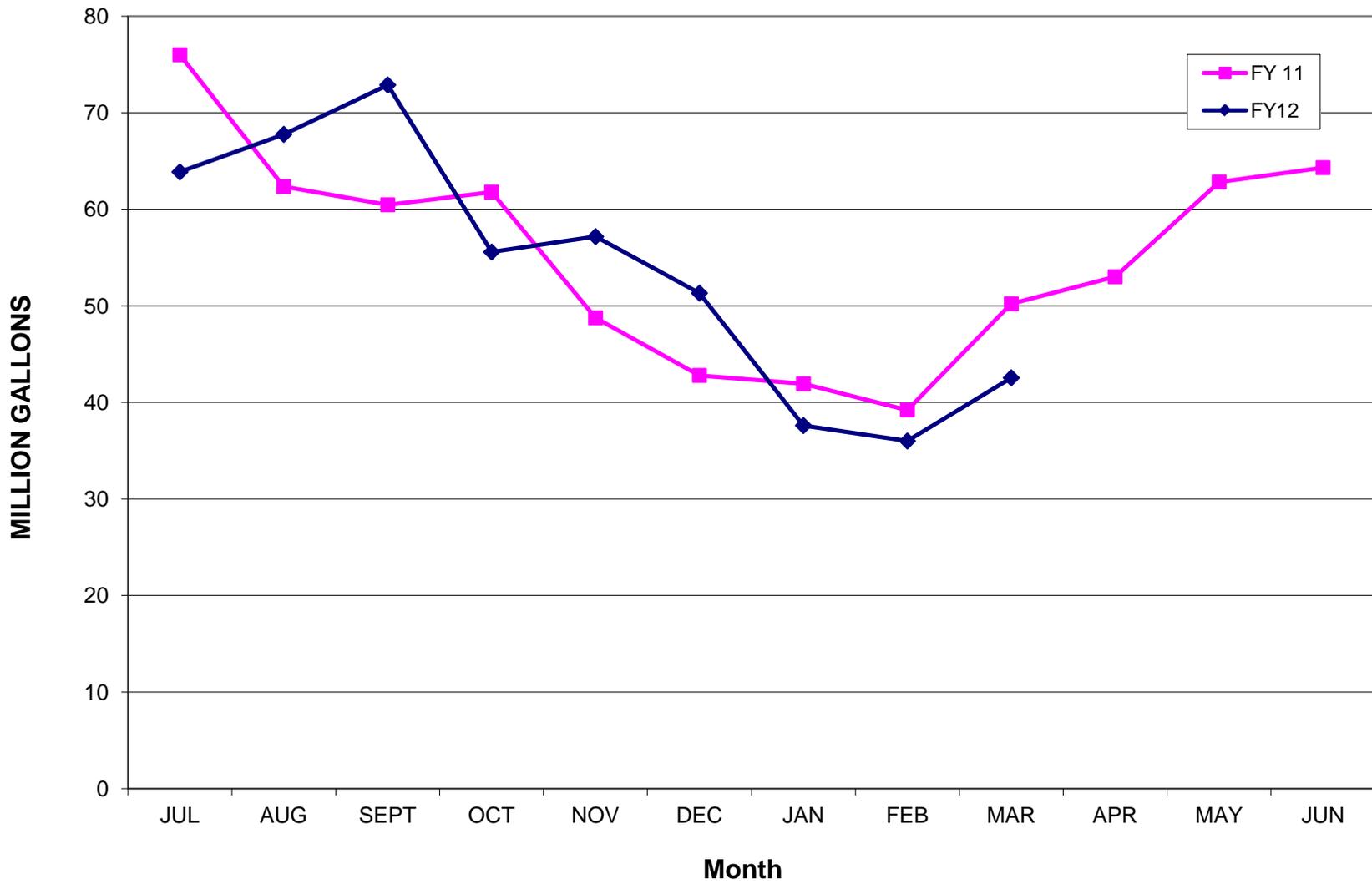
	PILARCITOS WELLS	PILARCITOS LAKE	DENNISTON WELLS	DENNISTON RESERVOIR	CRYSTAL SPRINGS RESERVOIR	RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
JUL	0.00	62.65	0.00	0.00	1.03	63.68	-0.18	63.86
AUG	0.00	61.34	0.00	0.00	6.38	67.72	-0.03	67.75
SEPT	0.00	68.54	0.00	0.00	4.81	73.35	0.48	72.87
OCT	0.00	50.99	0.00	0.00	4.67	55.66	0.09	55.57
NOV	11.6	21.80	0	0.00	23.48	56.88	-0.28	57.16
DEC	7.2	27.02	0	0.00	16.82	51.04	-0.275	51.31
JAN	5.97	0	0	0.00	32.21	38.18	0.577	37.60
FEB	9.84	0.00	0.00	0.00	27.17	37.01	1.008	36.00
MAR	13.66	6.35	0.00	0.00	22.64	42.65	0.108	42.54
APR								
MAY								
JUN								
TOTAL	48.27	298.69	0.00	0.00	139.21	486.17	1.49	484.67
% TOTAL	9.9%	61.4%	0.0%	0.0%	28.6%	100.0%	0.31%	99.7%

12 Month Running Treated Total 664.82

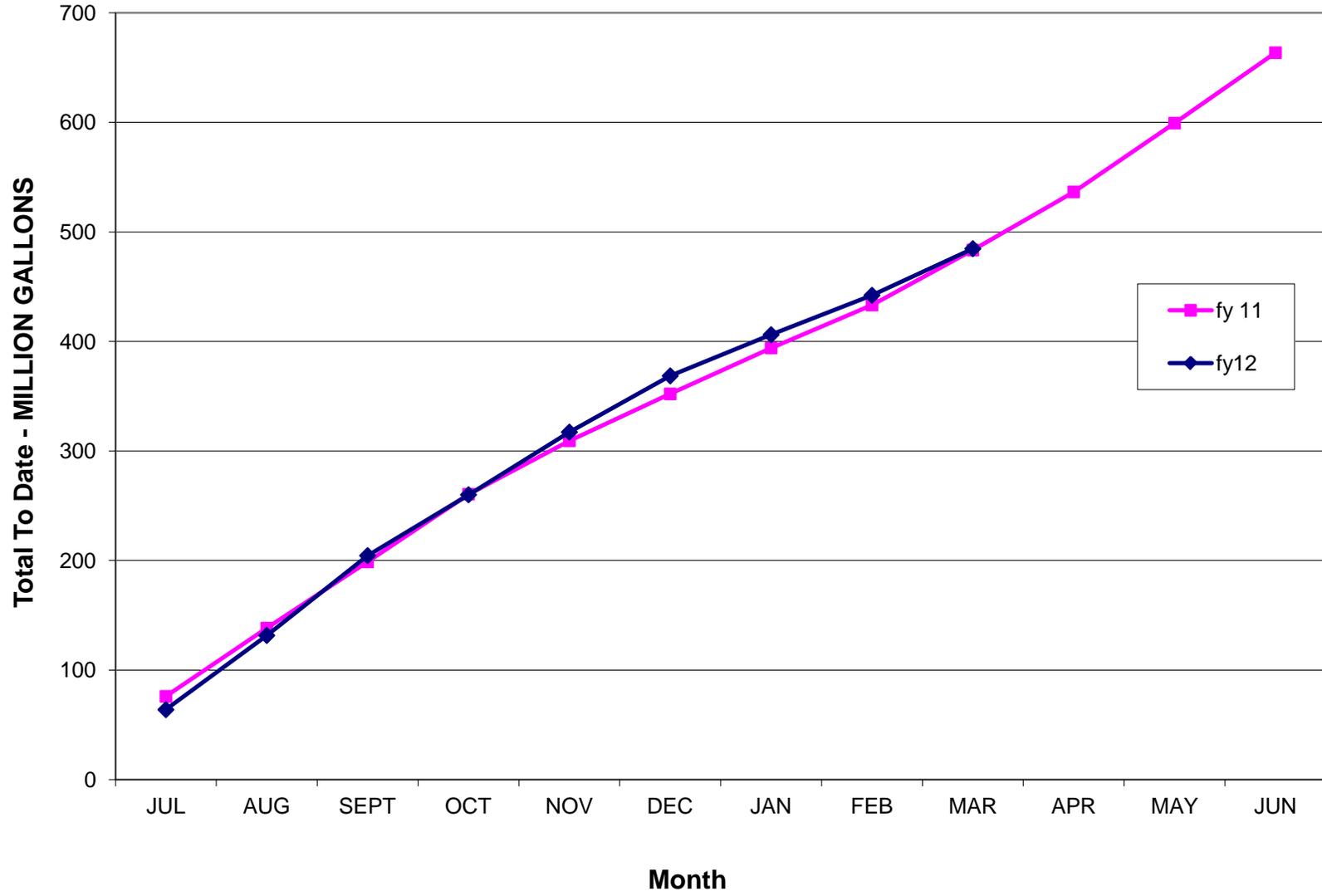
TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2011

	PILARCITOS WELLS	PILARCITOS LAKE	DENNISTON WELLS	DENNISTON RESERVOIR	CRYSTAL SPRINGS RESERVOIR	RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
JUL	0.00	57.55	1.04	2.07	15.12	75.78	-0.21	75.99
AUG	0.00	41.40	0.80	3.03	18.17	63.40	1.06	62.35
SEPT	0.00	22.17	1.36	3.63	34.64	61.80	1.34	60.46
OCT	0.00	38.13	0.00	0.00	23.69	61.82	0.05	61.77
NOV	8.08	41.38	0.00	0.00	0.00	49.46	0.71	48.75
DEC	7.69	35.52	0.00	0.00	0.00	43.21	0.42	42.79
JAN	13.73	28.22	0.00	0.00	0.00	41.95	0.03	41.92
FEB	10.77	29.74	0.00	0.00	0.00	40.51	1.30	39.21
MAR	14.10	36.44	0.00	0.00	0.00	50.54	0.34	50.21
APR	0.00	44.15	0.00	0.00	8.71	52.86	-0.15	53.01
MAY	0.00	58.57	0.00	0.00	4.39	62.96	0.13	62.83
JUN	0.00	59.29	0.00	0.00	5.69	64.98	0.68	64.31
TOTAL	54.37	492.56	3.20	8.73	110.41	669.28	5.70	663.58
% TOTAL	8.1%	73.6%	0.5%	1.3%	16.5%	100.0%	0.85%	99.1%

Monthly Production FY 11 vs. FY 12



Cumulative Production FY 11 vs. FY12



Plant Water Use			Unmetered Water						
	Denniston Plant	Nunes Plant	Total	Main Flushing	Detector Checks*	Main Breaks	Fire Dept	Tank Level Difference	Total
JAN	0.000	1.532	1.532	0.000	0.055	0.015	0.010	0.498	0.577
FEB	0.000	1.439	1.439	0.000	0.007	1.023	0.010	-0.032	1.008
MAR	0.000	1.527	1.527	0.009	0.011	0.007	0.010	0.071	0.108
APR	0.000		0.000						0.000
MAY	0.000		0.000						0.000
JUN	0.000		0.000						0.000
JUL	0.000		0.000						0.000
AUG	0.000		0.000						0.000
SEP	0.000		0.000						0.000
OCT	0.000		0.000						0.000
NOV	0.000		0.000						0.000
DEC			0.000						0.000
TOTAL	0.00	4.50	4.50	0.01	0.07	1.04	0.03	0.54	1.69

COASTSIDE COUNTY WATER DISTRICT

Predicted vs Actual Production - All Sources

	Denniston Surface			Denniston Wells			Pilarcitos Wells			Pilarcitos Surface			SFWD CSP			SFWD Total		
	Actual MG	Predicted MG	pred-act	Actual MG	Predicted	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	
Jul-11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	62.65	60.66	-1.99	1.03	15.12	14.09	63.68	75.78	
Aug-11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61.34	45.23	-16.11	6.38	18.17	11.79	67.72	63.40	
Sep-11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.54	27.16	-41.38	4.81	34.64	29.83	73.35	61.80	
Oct-11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.99	38.13	-12.86	4.67	23.69	19.02	55.66	61.82	
Nov-11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.60	9.72	-1.88	21.80	39.74	17.94	23.48	43.45	19.97	
Dec-11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.20	9.72	2.52	27.02	33.43	6.41	16.82	37.93	21.11	
Jan-12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.97	10.47	4.50	0.00	30.71	30.71	32.21	0.00	-32.21	
Feb-12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.84	11.22	1.38	0.00	30.54	30.54	27.17	0.00	-27.17	
Mar-12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13.66	11.22	-2.44	6.35	38.12	31.77	22.64	0.00	-22.64	
Apr-12			#VALUE!		0.00		#VALUE!				#VALUE!				#VALUE!		0.00	#VALUE!
May-12			#VALUE!		0.00		#VALUE!				#VALUE!				#VALUE!		0.00	#VALUE!
Jun-12			#VALUE!		0.00		#VALUE!				#VALUE!				#VALUE!		0.00	#VALUE!
MG Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48.27	52.35	4.08	298.69	343.72	45.03	139.21	173.00	33.79	437.90	#VALUE!

Adjusted (estimated for meter failure)

	Actual non SFPUC	Predicted non SFPUC	Actual SFPUC	Predicted SFPUC	TOTAL Actual	TOTAL Predicted	TOTAL Pred-act
	48.27	52.35	437.90	516.72	486.17	569.07	82.90
% Total	9.93%	9.20%	90.07%	90.80%	85.43%		

Coastside County Water District Monthly Leak Report

Date	Location	Pipe size/	Est. Water Loss (Gallons)*	Material Cost	Employee hours	Manpower and Equipment Costs	Total Costs
3/15/2012	First & Myrtle HMB	1" Plastic	7,000		Men Hours 5 3		\$1,438.39
				Total \$138.39		1300	
3/21/2012	Terrace Ave Flushing		9,000		Men Hours		\$0.00
				Total	1 2		
				Total	Men Hours		\$0.00
				Total	Men Hours		\$0.00
				Total	Men Hours		\$0.00
				Total	Men Hours		\$0.00
				Total	Men Hours		\$0.00

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

Total
Water
Loss 0.0160 MG

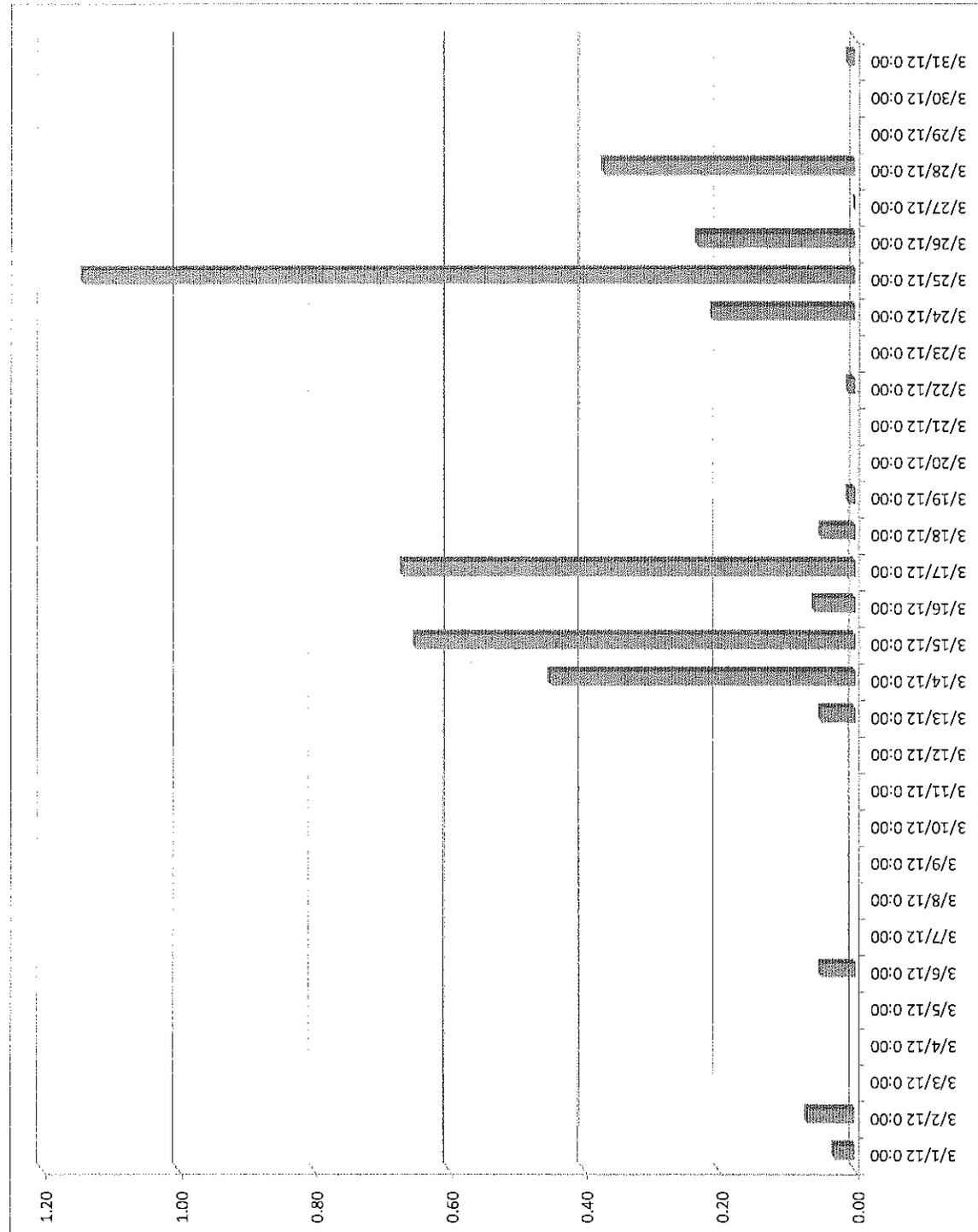
64

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

Coastside County Water District
 766 Main Street
 July 2011 - June 2012

District Office
 Rainfall in Inches

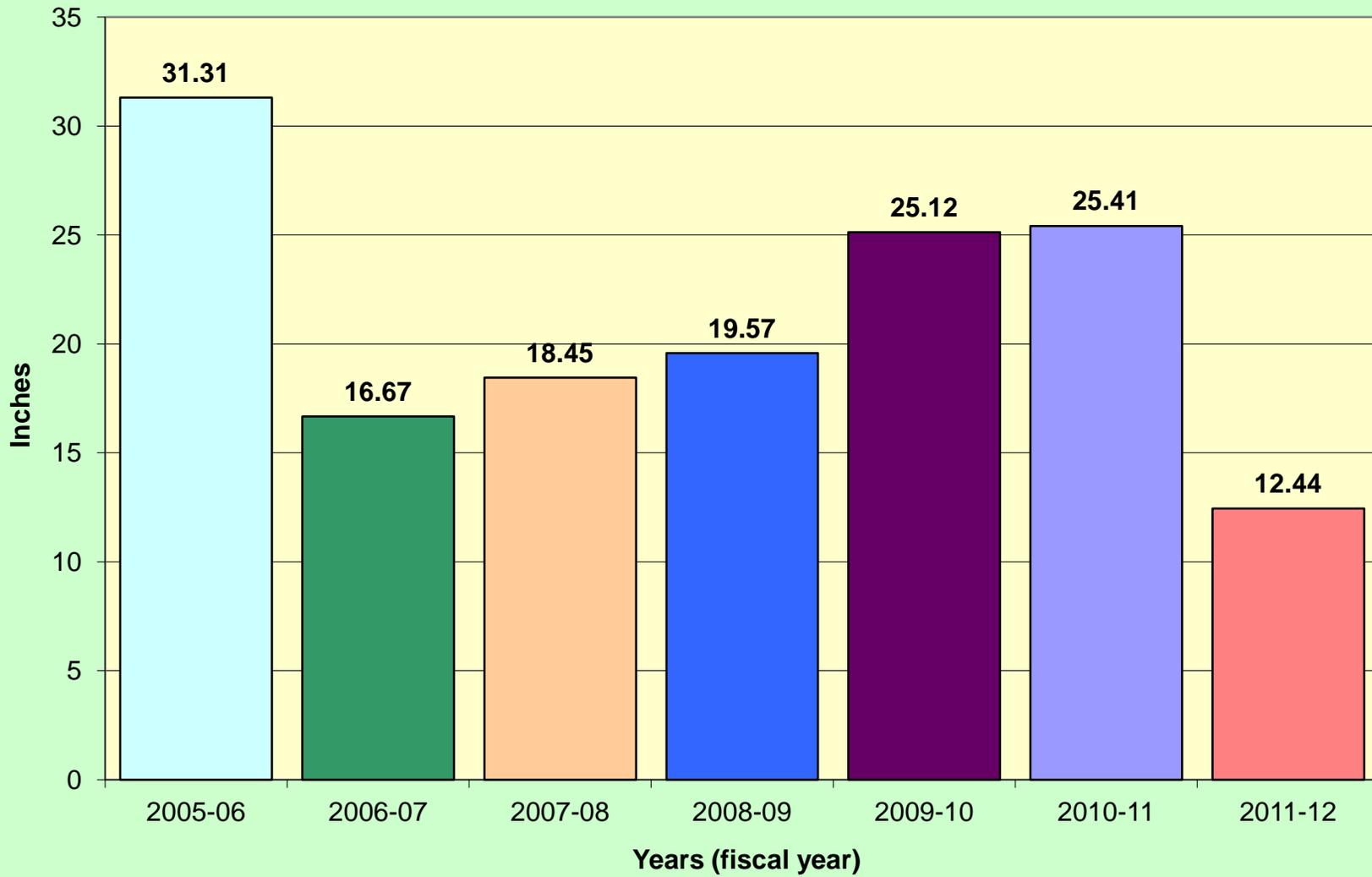
	2011						2012					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0	0	0	0.02	0	0	0.02	0.03			
2	0	0	0	0	0	0	0	0.01	0.07			
3	0	0.04	0	0.34	0.06	0	0.01	0	0			
4	0	0.08	0.01	0.57	0.07	0	0	0	0			
5	0	0.02	0	0.56	0.35	0	0	0	0			
6	0	0.02	0	0.19	0.01	0	0	0.03	0.05			
7	0	0.03	0	0.01	0.01	0	0	0.04	0			
8	0	0.01	0	0	0	0	0	0	0			
9	0	0	0.01	0.01	0	0	0	0	0			
10	0	0	0	0.54	0	0	0	0.06	0			
11	0.04	0	0	0.09	0.33	0.1	0	0.06	0			
12	0.06	0	0	0.01	0.01	0.02	0	0.06	0			
13	0.06	0	0	0	0	0	0	0.2	0.05			
14	0	0	0	0	0	0.01	0	0	0.45			
15	0.02	0	0	0	0.01	0.11	0	0.06	0.65			
16	0	0	0	0	0.01	0	0	0	0.06			
17	0.02	0	0	0	0.05	0	0	0	0.67			
18	0	0	0	0.03	0.22	0	0	0.04	0.05			
19	0	0	0	0	0.36	0	0.09	0	0.01			
20	0	0	0.01	0	0.18	0.01	1.63	0	0			
21	0	0.02	0	0	0.01	0	0.06	0	0			
22	0	0	0	0.01	0	0	0.33	0.01	0.01			
23	0	0	0	0	0	0	0.3	0	0			
24	0	0	0.01	0	0.1	0	0	0	0.21			
25	0	0.01	0	0	0	0	0	0	1.14			
26	0.01	0.01	0	0	0	0	0	0	0.23			
27	0	0.02	0	0	0	0	0.01	0	0			
28	0.01	0	0	0	0.01	0	0	0.01	0.37			
29	0	0	0	0	0.01	0.01	0	0.32	0			
30	0	0	0	0	0	0.06	0		0			
31	0	0		0		0	0.01		0.01			
Mon.Total	0.22	0.26	0.04	2.36	1.82	0.32	2.44	0.92	4.06	0.00	0.00	0.00
Year Total	0.22	0.48	0.52	2.88	4.70	5.02	7.46	8.38	12.44	12.44	12.44	12.44



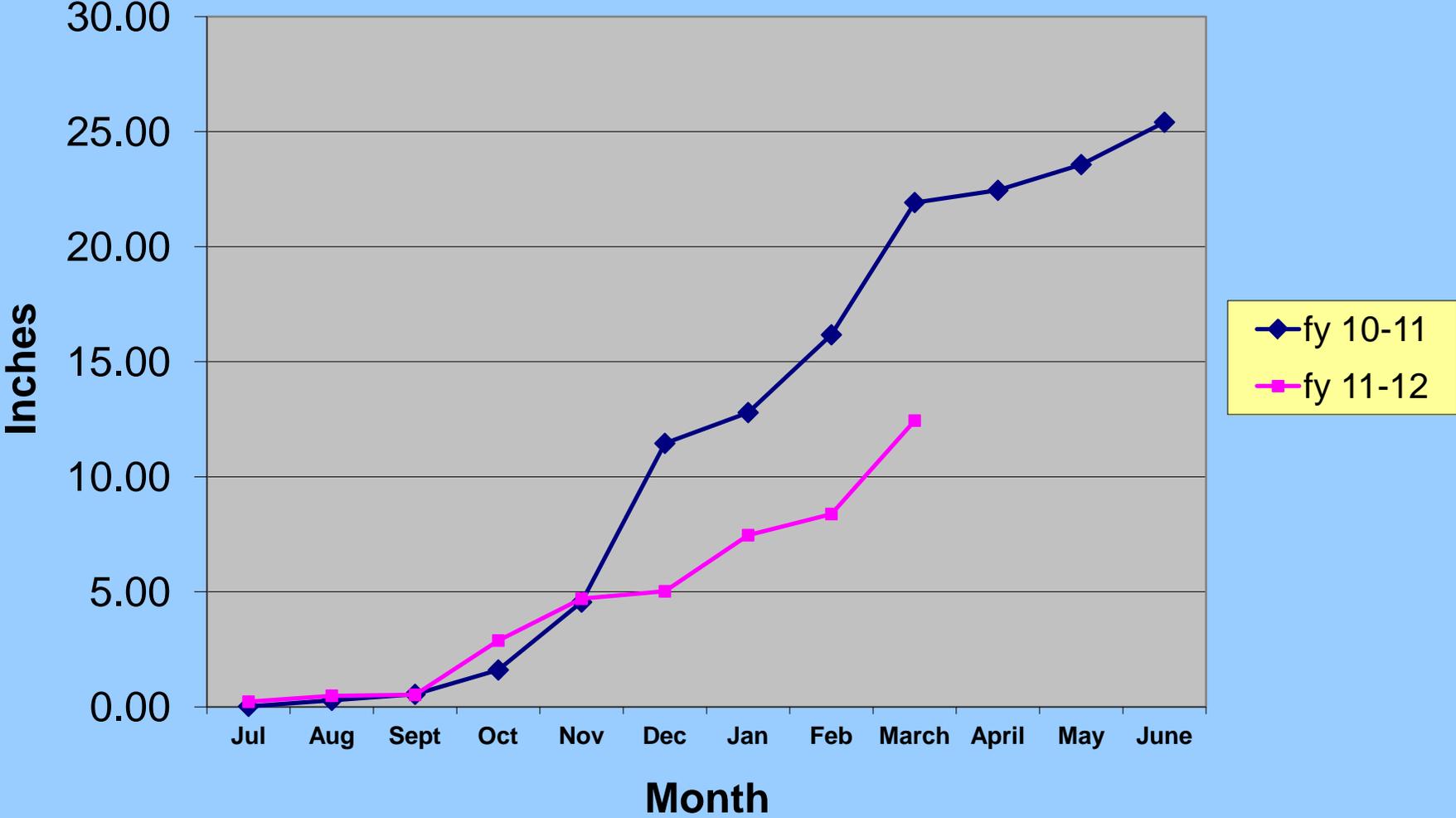
NUNES RAIN GAUGE DATA - MARCH 2012

Rain Totals

January 2012



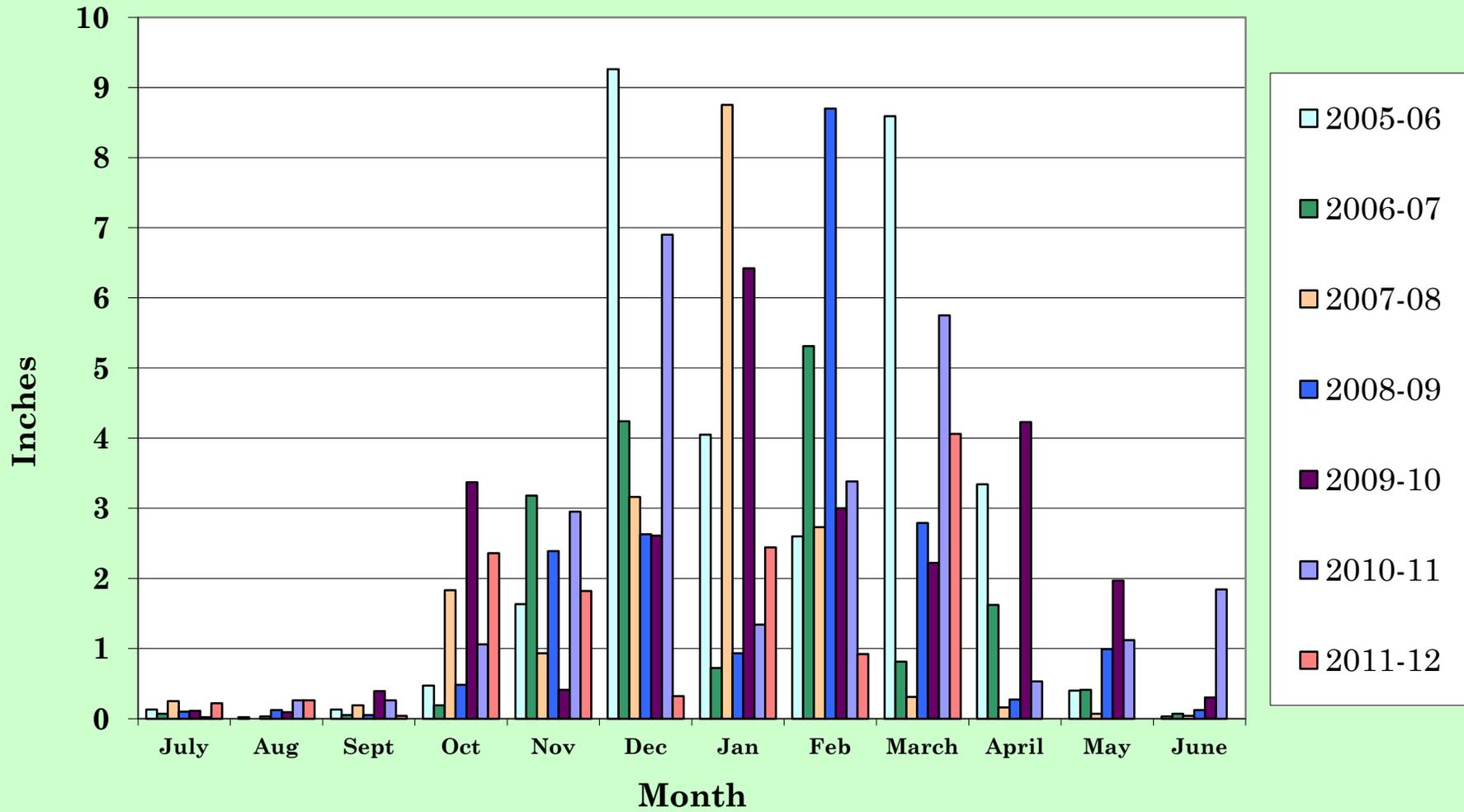
Rainfall Totals FY 2012



Coastside County Water District

Rainfall by Month

July '05 thru Jun '12



MONTHLY CLIMATOLOGICAL SUMMARY for MAR. 2012

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

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	51.3	60.5	2:00p	42.7	12:00m	13.5	0.0	0.04	2.1	13.0	12:00p	SW
2	50.0	62.6	2:30p	40.2	1:30a	15.0	0.0	0.01	1.8	15.0	12:00p	N
3	53.6	68.4	2:00p	41.2	4:00a	11.5	0.1	0.00	2.6	16.0	2:00p	N
4	55.6	67.9	12:00p	47.8	2:30a	9.4	0.0	0.00	1.3	12.0	6:00a	WNW
5	50.1	58.0	11:30a	40.9	7:00a	14.9	0.0	0.00	1.4	13.0	5:30p	SW
6	49.0	53.2	3:30p	40.3	12:00m	16.0	0.0	0.02	4.4	25.0	1:00p	NNW
7	49.2	61.3	2:00p	38.9	12:00m	15.8	0.0	0.00	3.5	23.0	9:00a	N
8	48.5	63.4	3:30p	36.8	6:00a	16.5	0.0	0.00	0.9	12.0	3:30p	S
9	49.0	60.2	3:00p	38.6	4:30a	16.0	0.0	0.00	0.7	8.0	4:30p	SSW
10	52.2	61.1	3:30p	43.9	12:30a	12.8	0.0	0.00	0.9	10.0	11:30a	SSW
11	53.1	62.3	11:00a	45.1	12:00m	11.9	0.0	0.00	1.4	11.0	2:00p	S
12	52.4	65.0	1:00p	40.1	6:30a	12.6	0.0	0.01	3.0	17.0	2:00p	S
13	56.0	59.1	1:30p	53.9	6:30a	9.0	0.0	0.29	6.0	23.0	8:30a	SE
14	57.6	61.8	11:30a	55.3	2:30a	7.4	0.0	0.19	4.4	19.0	6:00a	SE
15	58.5	65.2	1:00p	55.7	11:00p	6.5	0.0	0.18	3.1	12.0	1:00a	S
16	56.3	61.9	1:30p	48.7	12:00m	8.7	0.0	0.13	3.2	16.0	12:30p	S
17	49.7	55.1	1:00p	44.7	6:00a	15.3	0.0	0.12	2.1	19.0	3:00p	NW
18	48.3	55.0	3:30p	42.9	3:00a	16.7	0.0	0.21	3.8	19.0	4:30a	WSW
19	49.3	58.6	3:00p	39.2	5:30a	15.7	0.0	0.21	1.1	11.0	11:00a	SSW
20	55.9	66.3	3:00p	48.8	2:30a	9.1	0.0	0.15	0.9	8.0	12:00p	SSW
21	55.1	64.8	2:30p	46.6	6:00a	9.9	0.0	0.11	0.5	7.0	10:00a	SSW
22	52.8	58.3	12:30p	45.4	11:00p	12.2	0.0	0.09	1.8	15.0	12:00p	NW
23	51.1	61.9	2:00p	38.8	6:30a	13.9	0.0	0.06	2.2	14.0	4:00p	S
24	49.9	55.4	10:00a	44.9	11:00p	15.1	0.0	0.04	1.4	27.0	2:00a	SE
25	49.6	59.1	4:00p	42.6	6:30a	15.4	0.0	0.07	1.1	14.0	2:30p	N
26	53.2	65.8	2:00p	41.0	3:30a	11.8	0.0	0.11	2.8	16.0	2:30p	S
27	57.1	63.7	12:00p	52.8	4:30a	7.9	0.0	0.12	6.0	26.0	6:00p	SE
28	59.4	68.2	2:30p	55.2	11:30p	5.7	0.1	0.28	1.4	12.0	12:30p	S
29	58.3	67.1	3:00p	50.6	4:30a	6.7	0.1	0.96	1.1	9.0	11:00a	SSW
30	59.8	69.2	1:00p	51.4	5:30a	5.6	0.4	0.00	1.5	15.0	12:00m	S
31	57.3	64.3	2:00p	49.3	11:00p	7.7	0.0	0.31	5.5	26.0	7:30a	S

	53.2	69.2	30	36.8	8	366.2	0.7	3.71	2.4	27.0	24	S

Max >= 90.0: 0
 Max <= 32.0: 0
 Min <= 32.0: 0
 Min <= 0.0: 0
 Max Rain: 0.96 ON 03/29/12
 Days of Rain: 20 (>.01 in) 14 (>.1 in) 0 (>1 in)
 Heat Base: 65.0 Cool Base: 65.0 Method: Integration

RAIN GAUGE DIRTY.
 USED NUNES RAIN
 DATA FOR MARCH

San Francisco Public Utilities Commission Hydrological Conditions Report For March 2012

J. Chester, A. Mazurkiewicz, & M. Tsang, April 4, 2012



Snow Surveyor Kendall Jewett (foreground) and Marty Gmelin climbing up to Styx Pass on the Cherry and Eleanor divide.

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

Table 1 Current Storage As of April 1, 2012							
Reservoir	Current Storage		Maximum Storage		Available Capacity		Percent of Maximum Storage
	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	
Tuolumne System							
Hetch Hetchy ^{1/}	280,538		340,830		60,292		82.3%
Cherry ^{2/}	252,813		268,810		15,997		94.0%
Lake Eleanor ^{3/}	24,379		21,495		0		Full
Water Bank	535,673		570,000		34,327		94.0%
Tuolumne Storage	1,093,403		1,201,135		110,616		91.0%
Local Bay Area Storage							
Calaveras ^{4/}	19,132	6,234	96,824	31,550	77,692	25,316	19.8%
San Antonio	45,951	14,973	50,496	16,454	4,545	1,481	91.0%
Crystal Springs	46,166	15,043	58,377	19,022	12,211	3,979	79.1%
San Andreas	16,409	5,347	18,996	6,190	2,587	843	86.4%
Pilarcitos	2,989	974	2,995	976	6	2	99.8%
Total Local Storage	130,647	42,571	227,688	74,192	97,041	31,621	57.4%
Total System	1,224,050		1,428,823		207,657		85.7%

^{1/} Maximum Hetch Hetchy Reservoir storage with drum gates de-activated.

^{2/} Maximum Cherry Reservoir storage with all flash-boards out.

^{3/} Maximum Lake Eleanor storage with all flash-boards out.

^{4/} Available capacity does not take into account current DSOD storage restrictions.

SFPUC SYSTEM STORAGE as of April 1, 2012

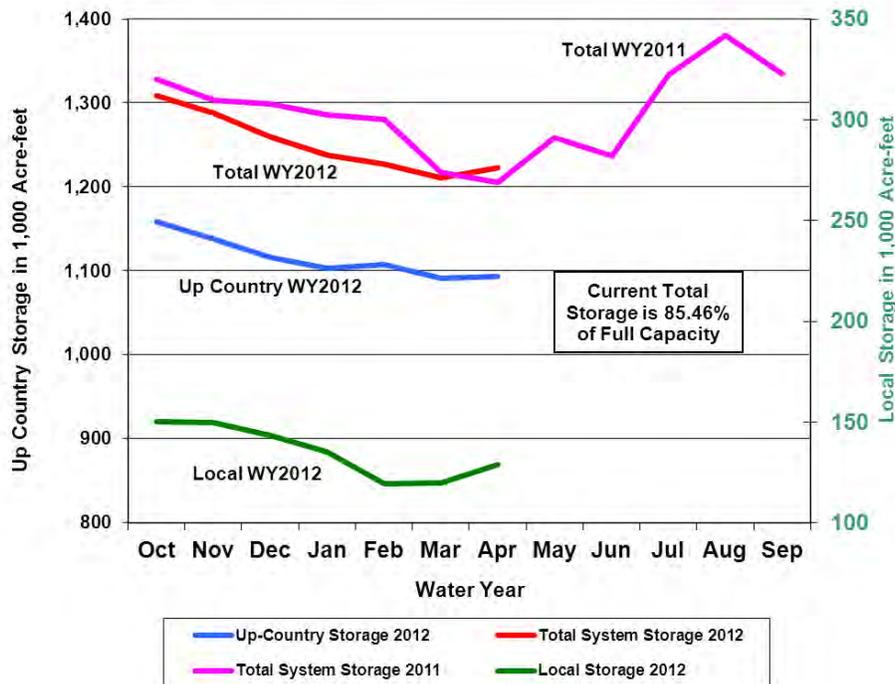


Figure 1. Monthly system storage for water year 2012.

Hetch Hetchy System Precipitation Index ^{5/}

Current Month: The March six-station precipitation index is 6.53 inches, or 121.2% of the average index for the month. A storm event on the last day of March brought precipitation to above normal for the month.

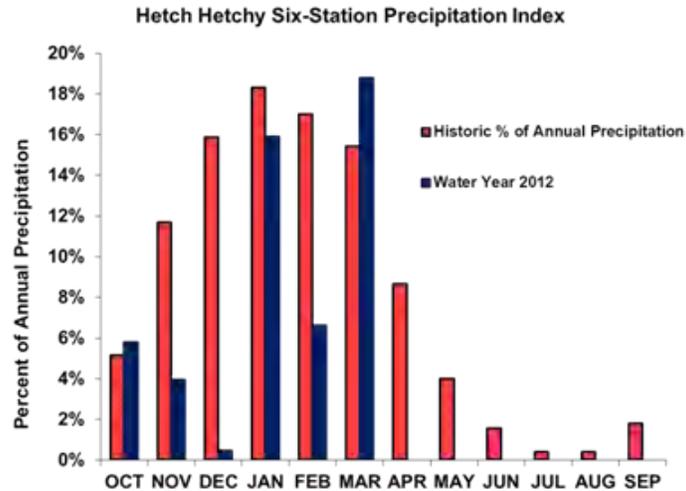


Figure 2. Monthly distribution of the Hetch Hetchy Six-station precipitation index as percent of annual precipitation.

Cumulative Precipitation to Date: The accumulated six-station precipitation index for water year 2012 is 18.3 inches, which is 51.5% of the average annual water year total, or 61.8% of the average annual-to-date. Hetch Hetchy received 6.22 inches of precipitation in March. The cumulative Hetch Hetchy precipitation is shown in Figure 3 in red.

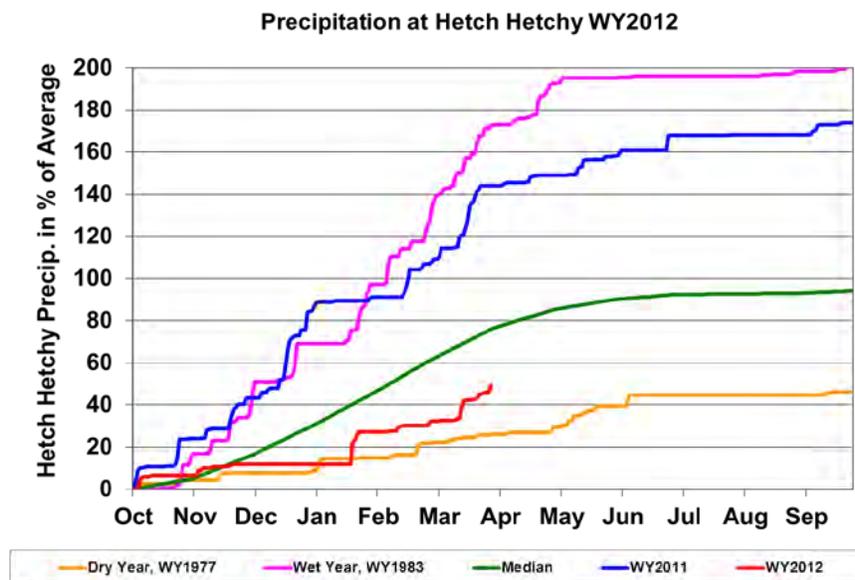


Figure 3. Water year 2012 cumulative precipitation received at Hetch Hetchy Reservoir through March 31st, 2012. Precipitation at the Hetch Hetchy gage for wet, dry, median, and WY 2011 are included for comparison purposes.

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

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange as of March 31th is summarized below in Table 2.

Table 2 Unimpaired Inflow Acre-Feet								
	March 2012				October 1, 2011 through March 31, 2012			
	Observed Flow	Median ⁶	Average ⁶	Percent of Average	Observed Flow	Median ⁶	Average ⁶	Percent of Average
Inflow to Hetch Hetchy Reservoir	27,917	39,024	41,577	67.1%	72,954	115,325	130,430	55.9%
Inflow to Cherry Reservoir and Lake Eleanor	34,633	37,595	42,093	82.3%	85,668	110,222	137,505	62.3%
Tuolumne River at La Grange	107,450	160,677	191,606	56.1%	245,986	496,721	606,779	40.5%
Water Available to the City	15,323	29,849	68,324	22.4%	31,002	140,671	227,424	13.6%

⁶ Hydrologic Record: 1919 – 2010

Hetch Hetchy System Operations

Draft and releases from Hetch Hetchy Reservoir in March totaled 23,060 acre-feet which met SJPL deliveries and fisheries releases. No additional drafts are available at this time.

22,292 acre-feet of power draft was made at Cherry Reservoir to manage reservoir elevation and to help meet municipal load. 2,491 acre-feet of water was transferred from Lake Eleanor to Cherry Reservoir in March.

Local System Treatment Plant Production

The Sunol Valley Water Treatment Plant average rate for the month was 14 MGD. The Harry Tracy Water Treatment Plant rate averaged 9 MGD.

Local System Water Delivery

Little change occurred in the average delivery rate of water between the months of February and March. The average delivery rate for the month was 183 MGD; this is a decrease of 1% below the February delivery rate of 185 MGD.

Local Precipitation

In an otherwise dry water year, the month of March produced above average precipitation across the local watersheds. The rain gauge at Pilarcitos reservoir accumulated over twice the expected monthly rainfall quantity, and the gauges at Calaveras and Lower Crystal Springs reservoirs both recorded above average precipitation for the month. The March rainfall summary is presented in Table 3.

Reservoir	Month Total (inches)	Percentage of Normal for the Month	Water Year To Date ⁷ (inches)	Percentage of Normal for the Year-to-Date ⁷
Pilarcitos	12.49	228 %	25.08	73 %
Lower Crystal Springs	5.19	135 %	12.85	54 %
Calaveras	3.88	119 %	10.84	58 %

⁷ WY 2012: Oct. 2011 through Sep. 2012

Snowmelt and Water Supply

March brought a number of much needed precipitation events across the region. Substantial precipitation fell in the Bay Area during March 12-18th. Windward slopes and orographic effects in the Bay Area brought favorable precipitation to the Pilarcitos watershed. The fronts did not bring significant precipitation to the Tuolumne Basin until March 16th. This main precipitation event combined with a few smaller events throughout the month brought much needed snowpack accumulation. Snow surveys at the end of March indicate that the Tuolumne Basin snowpack is near 50% of normal peak snowpack – which is an improvement from the 24% at the beginning of the month.

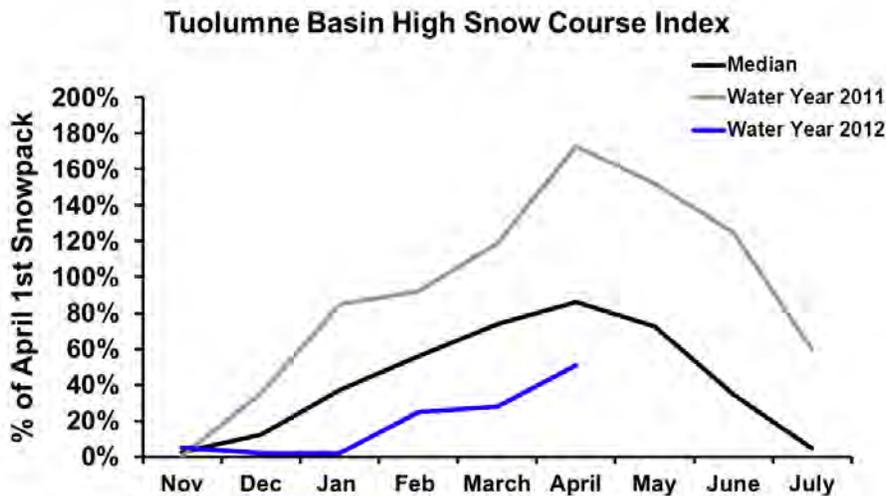


Figure 4. The Tuolumne Basin high south snow indice as compared to “normal” conditions and water year 2011.

The Tuolumne Basin Water Supply Forecast model was executed using the measured snow course, precipitation, and runoff data. The forecast indicates that the median amount of runoff that may occur this year is about 55% of the long-term median (Figure 5). The median forecast of April-through-July runoff is about 595 TAF, compared to the long-term median runoff for the April-through-July period of 1,080 TAF. For natural flow at La Grange, there is an 80 percent chance that the April-to-July natural runoff will be between 405 TAF and 885 TAF. This is an improvement over the March 1st water supply forecast which was for 44% of normal runoff.

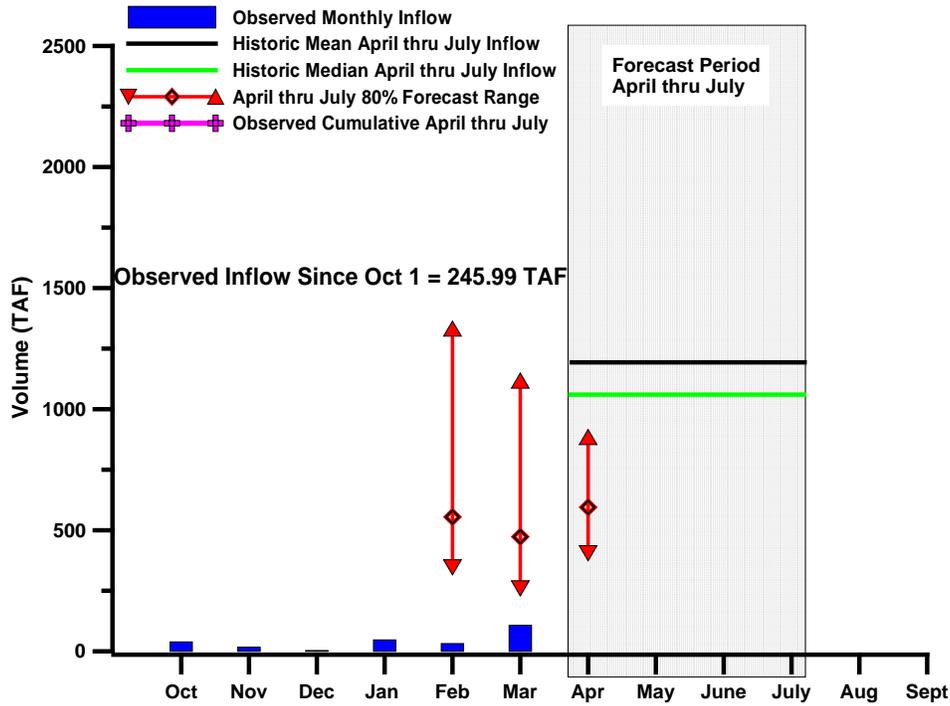


Figure 5. Water Year conditions for the Tuolumne River at La Grange and for the 80% water supply forecast range (triangles represent the 90% and 10% forecasts, the open diamond represents the median forecast).

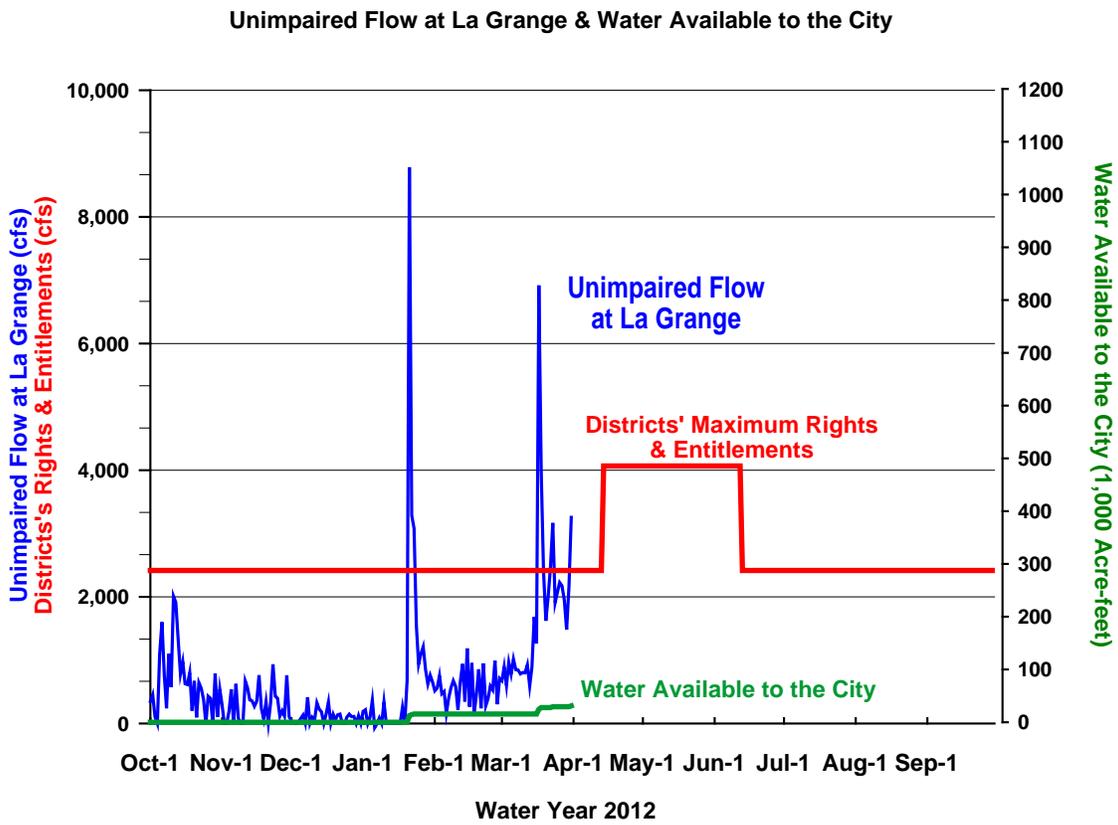


Figure 6. Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. Total water that was available to the City for water year 2012 was 31,002 acre-feet to date.

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

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: April 10, 2012

Report

Date: April 6, 2012

Subject: Proposed Fiscal Year 2012-2013 Budget, Fiscal Year 2012/13 to 2021/22 Capital Improvement Program, and Fiscal Year 2012/13 to 2021/22 Financing Plan

Recommendation:

No Board action required at this time.

Background:

Staff presents for the Board's review the attached proposed Fiscal Year 2012-2013 Budget and Fiscal Year 2012/13 to 2021/22 Capital Improvement Program (CIP).

Highlights:

Tentative Rate Increase

Consistent with an update of the District Financing Plan presented to the Board during the Fiscal Year 2011-2012 (FY12) budget process, the Fiscal Year 2012-2013 (FY13) budget includes a rate increase of 12%. The Financing Plan projected rate increases as follows:

<u>Fiscal Year</u>	<u>Rate Change</u>
2011-12	12% (adopted)
2012-13	12%
2013-14	12%
2014-15	9%
2015-16	3%
2016-17	3%

Staff has updated the District Financing Plan model and believes that, based on current projections, continuing with the above series of rate increases will meet the District's revenue requirements over the ten-year plan period.

Budget

- Non-operating revenue at the same level as FY12.
- Total operating expense increase of about 1% over FY12 budget, 7% over projected year-end FY12 expenses.
- \$283,000 reduction in SFPUC water purchase cost vs. FY12 budget due to startup of improved Denniston plant.

- \$141,000 increase in Denniston-related expenses vs. FY12 due to plant startup.
- \$88,000 increase in Crystal Springs electrical expense due to lower use of Pilarcitos source.
- Field and administrative salary cost increases of 2.8% vs. FY12 budget, primarily for cost-of-living adjustment.
- Total debt service increase of \$354,000 vs. FY12 budget for I-Bank loan payments.
- Contribution to CIP and reserves (net revenue) of \$869,000, an increase of \$173,000 over FY12.

CIP

- \$22,483,000 total CIP (FY13 dollars)
- Addition of \$3.2 million in new projects over the ten-year CIP.
- Net decrease of \$2.1 million vs. FY2011/12-2020/21 CIP.

District Financing Plan

Staff will make a presentation focusing on the Fiscal Year 2012/13 to 2021/22 District Financing Plan to indicate the basis for the proposed 12% rate increase.

Operations & Maintenance Budget - FY 2012/2013

Account Number	Description	Proposed	Approved	FY 12/13 Budget	FY 12/13	Proj Year End	FY 12/13 Budget	FY 12/13	YTD Actual FY 11/12 as of January 31, 2012
		Budget FY 12/13	FY 11/12	Vs. FY 11/12	Budget Vs. FY 11/12	Actual	Vs. FY 11/12	Budget Vs. FY 11/12	
		Budget	Budget	\$ Change	% Change	Actual FY 11/12	\$ Change	% Change	
OPERATING REVENUE									
4120	Water Sales (1) *	\$7,144,110	\$6,549,402	\$594,708	9.1%	\$6,378,669	\$765,440	12.0%	\$3,738,536
Total Operating Revenue		\$7,144,110	\$6,549,402	\$594,708	9.1%	\$6,378,669	\$765,440	12.0%	\$3,738,536
NON-OPERATING REVENUE									
4170	Hydrant Sales	\$25,000	\$25,000	\$0	0.0%	\$29,883	-\$4,883	-16.3%	\$17,883
4180	Late Penalty	\$50,000	\$50,000	\$0	0.0%	\$60,713	-\$10,713	-17.6%	\$35,713
4230	Service Connections	\$8,000	\$8,000	\$0	0.0%	\$7,030	\$970	13.8%	\$4,530
4920	Interest Earned	\$3,540	\$7,423	-\$3,883	-52.3%	\$4,841	-\$1,301	-26.9%	\$4,041
4930	Property Taxes	\$600,000	\$600,000	\$0	0.0%	\$655,508	-\$55,508	-8.5%	\$355,508
4950	Miscellaneous	\$37,000	\$37,000	\$0	0.0%	\$45,026	-\$8,026	-17.8%	\$26,526
4955	Cell Site Lease Income	\$117,524	\$113,892	\$3,632	3.2%	\$110,846	\$6,678	6.0%	\$62,846
4965	ERAF Refund	\$100,000	\$100,000	\$0	0.0%	\$261,256	-\$161,256	-61.7%	\$261,256
Total Non-Operating Revenue		\$941,064	\$941,315	-\$251	0.0%	\$1,175,102	-\$234,038	-19.9%	\$768,302
TOTAL REVENUES		\$8,085,174	\$7,490,717	\$594,457	7.9%	\$7,553,772	\$531,402	7.0%	\$4,506,839
OPERATING EXPENSES									
5130	Water Purchased	\$1,776,051	\$2,059,548	-\$283,497	-13.8%	\$1,964,107	-\$188,055	-9.6%	\$1,146,107
5230	Electrical Exp. Nunes WTP	\$23,000	\$25,000	-\$2,000	-8.0%	\$23,000	\$0	0.0%	\$13,320
5231	Electrical Expenses, CSP	\$215,207	\$127,434	\$87,773	68.9%	\$107,832	\$107,375	99.6%	\$47,832
5232	Electrical Expenses/Trans. & Dist.	\$11,300	\$14,000	-\$2,700	-19.3%	\$10,243	\$1,057	10.3%	\$5,975
5233	Elec Exp/Pilarcitos Cyn	\$17,444	\$16,162	\$1,282	7.9%	\$11,744	\$5,700	48.5%	\$4,744
5234	Electrical Exp., Denn	\$93,000	\$5,940	\$87,060	1465.7%	\$4,043	\$88,957	2200.2%	\$2,749
5235	Denn. WTP Oper.	\$25,000	\$3,000	\$22,000	733.3%	\$2,823	\$22,177	785.6%	\$1,623
5236	Denn WTP Maint	\$37,000	\$5,000	\$32,000	640.0%	\$1,013	\$35,987	3553.2%	\$413
5240	Nunes WTP Oper	\$98,212	\$70,908	\$27,304	38.5%	\$113,680	-\$15,468	-13.6%	\$65,930
5241	Nunes WTP Maint	\$40,000	\$38,000	\$2,000	5.3%	\$41,885	-\$1,885	-4.5%	\$24,294
5242	CSP - Operation	\$8,500	\$8,500	\$0	0.0%	\$8,565	-\$65	-0.8%	\$4,968
5243	CSP - Maintenance	\$40,000	\$50,000	-\$10,000	-20.0%	\$42,867	-\$2,867	-6.7%	\$12,867
5250	Laboratory Expenses	\$50,000	\$35,000	\$15,000	42.9%	\$28,678	\$21,322	74.4%	\$16,633
5318	Studies/Surveys/Consulting	\$68,000	\$45,000	\$23,000	51.1%	\$23,998	\$44,003	183.4%	\$13,998
5321	Water Conservation	\$74,200	\$62,350	\$11,850	19.0%	\$50,478	\$23,722	47.0%	\$30,478
5322	Community Outreach	\$35,200	\$26,200	\$9,000	34.4%	\$28,824	\$6,376	22.1%	\$3,824
5411	Salaries - Field	\$985,319	\$958,326	\$26,993	2.8%	\$929,051	\$56,268	6.1%	\$499,051
5412	Maintenance Expenses	\$163,800	\$192,500	-\$28,700	-14.9%	\$141,524	\$22,276	15.7%	\$82,084
5414	Motor Vehicle Exp.	\$44,650	\$44,500	\$150	0.3%	\$60,391	-\$15,741	-26.1%	\$39,391
5415	Maintenance, Wells	\$6,000	\$6,000	\$0	0.0%	\$0	\$6,000	0.0%	\$0
5610	Salaries, Admin.	\$662,724	\$644,904	\$17,820	2.8%	\$578,346	\$84,378	14.6%	\$328,346
5620	Office Expenses	\$130,625	\$119,375	\$11,250	9.4%	\$141,742	-\$11,117	-7.8%	\$71,742
5621	Computer Services	\$75,000	\$67,650	\$7,350	10.9%	\$69,350	\$5,650	8.1%	\$24,350
5625	Meetings/Training/Seminars	\$20,000	\$18,000	\$2,000	11.1%	\$15,223	\$4,777	31.4%	\$10,223
5630	Insurance	\$125,000	\$125,000	\$0	0.0%	\$137,533	-\$12,533	-9.1%	\$107,533
5635	Ee/Ret Medical Insurance	\$451,882	\$438,607	\$13,275	3.0%	\$423,847	\$28,035	6.6%	\$212,847
5640	Employee Retirement	\$486,569	\$462,627	\$23,942	5.2%	\$436,423	\$50,145	11.5%	\$242,423
5645	SIP 401a Plan	\$30,000	\$30,000	\$0	0.0%	\$30,000	\$0	0.0%	\$0
5681	Legal	\$60,000	\$60,000	\$0	0.0%	\$42,852	\$17,148	40.0%	\$18,852
5682	Engineering	\$14,000	\$14,000	\$0	0.0%	\$10,412	\$3,588	34.5%	\$4,412
5683	Financial Services	\$26,000	\$31,000	-\$5,000	-16.1%	\$26,690	-\$690	-2.6%	\$16,690
5684	Payroll Taxes	\$117,867	\$114,658	\$3,209	2.8%	\$103,708	\$14,158	13.7%	\$55,708
5687	Memberships & Subscriptions	\$64,400	\$57,950	\$6,450	11.1%	\$61,630	\$2,770	4.5%	\$36,630
5688	Election Expense	\$0	\$25,000	-\$25,000	0.0%	\$0	\$0	0.0%	\$0
5689	Union Expenses	\$6,000	\$6,000	\$0	0.0%	\$0	\$6,000	0.0%	\$0
5700	County Fees	\$15,900	\$16,200	-\$300	-1.9%	\$13,742	\$2,158	15.7%	\$13,142
5705	State Fees	\$18,600	\$19,400	-\$800	-4.1%	\$17,338	\$1,262	7.3%	\$17,338
Total Operating Expenses		\$6,116,450	\$6,043,739	\$72,711	1.2%	\$5,703,581	\$412,869	7.2%	\$3,176,516
CAPITAL ACCOUNTS									
5711	Existing Bonds - 1998A	\$265,273	\$267,993	-\$2,721	-1.0%	\$267,992	-\$2,720	-1.0%	\$254,610
5712	Existing Bonds - 2006B	\$481,296	\$483,281	-\$1,985	-0.4%	\$486,571	-\$5,275	-1.1%	\$339,141
5715	Existing Bond-CIEDB 11-099	\$353,641	\$0	\$353,641	0.0%	\$115,553	\$238,088	206.0%	\$115,553
Total Capital Accounts		\$1,100,209	\$751,274	\$348,935	46.4%	\$870,116	\$230,093	26.4%	\$709,304
TOTAL REVENUE LESS TOTAL EXPENSE		\$868,515	\$695,704	\$172,811	24.8%	\$980,075	-\$111,560	-11.4%	\$621,019
5713	Cont. to CIP & Reserves	\$868,515							

Notes:

(1) Water sales revenue calculated by applying rate increase to projected year-end sales.

* Assumes 12% rate increase

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4120 Description: Water Sales	
Actual Amount As Of: 31-Jan 2012	3,738,536
PROJECTED ACTIVITY to END of FY:	2,640,133
Projected YEAR END TOTAL:	6,378,669

PROPOSED Line Item Amount:	\$7,144,110 *
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	6,549,402
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% Change Actual Year End compared to Proposed Line item amount.	12.0%
% Change to Previous Year Budget	9.1%
Dollar difference between proposed budget & current budget	594,708

NARRATIVE: See Worksheet 4120 A for calculations

Water sales revenues are not expected to increase during the next fiscal year due to new customers coming on line. The projection is that there will be approximately 35 new connections Increased Consumer awareness in the third year of drought will keep consumption to levels seen in FY 11/12.

* - Assumes a 12% Increase

Spread:

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

Fiscal Year 2012/2013 Water Sales Projections

MONTH	a	b	c	d	e	f	g	h	i	j		Proposed FY 12/13 \$ Budget
	Res. hcf 11/12	Res. hcf 12/13	Other hcf 11/12	Other hcf 12/13	TOTAL Units 11/12	TOTAL Units 12/13	Per Cent Diff 11 v. 12 dif	Residential \$ Projected 12/13	Other \$ Projected \$7.65/hcf	Base Charge 11/12	Base Charge 12/13	
	Actual	Budget	Actual	Budget	Actual	Budget				Actual	Budget	
Jul-11	33,876	33,876	36,114	36,114	69,990	69,990	0.0%	\$ 219,178	\$ 276,272	\$94,565	\$105,913	\$ 601,363
Aug-11	59,638	59,638	25,892	25,892	85,530	85,530	0.0%	\$ 385,858	\$ 198,074	\$127,282	\$142,555	\$ 726,487
Sep-11	32,560	32,560	42,743	42,743	75,303	75,303	0.0%	\$ 210,663	\$ 326,984	\$99,332	\$111,252	\$ 648,899
Oct-11	59,705	59,705	29,364	29,364	89,069	89,069	0.0%	\$ 386,291	\$ 224,635	\$128,034	\$143,398	\$ 754,324
Nov-11	27,091	27,091	33,762	33,762	60,853	60,853	0.0%	\$ 175,279	\$ 258,279	\$99,596	\$111,547	\$ 545,105
Dec-11	42,078	42,078	17,139	17,139	59,217	59,217	0.0%	\$ 272,245	\$ 131,113	\$128,337	\$143,738	\$ 547,096
Jan-12	26,144	26,144	25,789	25,789	51,933	51,933	0.0%	\$ 169,152	\$ 197,286	\$99,401	\$111,329	\$ 477,767
Feb-12	44,251	44,251	17,647	17,647	61,898	61,898	0.0%	\$ 286,304	\$ 135,000	\$99,000	\$110,880	\$ 532,183
Mar-12	24,064	24,064	28,075	28,075	52,139	52,139	0.0%	\$ 155,694	\$ 214,774	\$128,000	\$143,360	\$ 513,828
Apr-12	41,444	41,444	19,519	19,519	60,963	60,963	0.0%	\$ 268,143	\$ 149,320	\$99,000	\$110,880	\$ 528,343
May-12	28,075	28,075	40,508	40,508	68,583	68,583	0.0%	\$ 181,645	\$ 309,886	\$128,000	\$143,360	\$ 634,891
Jun-12	55,794	55,794	33,422	33,422	89,216	89,216	0.0%	\$ 360,987	\$ 255,678	\$99,000	\$110,880	\$ 727,545
TOTAL	474,720	474,720	349,974	349,974	824,694	824,694	0.0%	\$ 3,071,438	\$ 2,677,301	\$1,329,547	\$1,489,092	\$ 7,237,831

Average Residential Charge per Unit
\$6.47

Commercial Charge per Unit
\$7.65

\$ 7,237,831

FACTORS TO BE CONSIDERED

- 1 Superintendent projects a 50 MG purchase from Skylawn for next fiscal year
- 2 Anticipation of approximately 35 new connections next year.
- 3 April - June - Predicted Base on following:
Actual Sales / Predicted Sales (Jul - Feb)

Residential = 0.91

Other = 1.242

Budgeted Values for Residential & Other
Above multiplied by factor to get predicted
water sales.

Residential Units	FY 11/12	12.0% FY 12/13	Base Charge		
			FY 11/12	12.0% FY 12/13	
			5/8"	\$30.72	\$34.41
			5/8" / 2 dwelling units	\$67.57	\$75.68
			3/4"	\$46.18	\$51.72
			3/4" / 2 dwelling units	\$92.41	\$103.50
			1"	\$76.97	\$86.21
			1.5"	\$148.64	\$166.48
			2.0"	\$246.34	\$275.90
			3"	\$538.90	\$603.57
			4"	\$1,847.89	\$2,069.64
Commercial	\$6.83	\$7.65			
			Fire Detector	\$6.72	\$7.53

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4170 Description: Hydrant Sales	
Actual Amount As Of: 31-Jan 2012	17,883
PROJECTED ACTIVITY to END of FY:	12,000
Projected YEAR END TOTAL:	29,883
PROPOSED Line Item Amount:	25,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	25,000
% Change Actual Year End compared to Proposed Line item amount.	(16.3%)
% 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.

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4180 Description: Late Penalty	
Actual Amount As Of: 31-Jan 2012	35,713
PROJECTED ACTIVITY to END of FY:	25,000
Projected YEAR END TOTAL:	60,713
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.	(17.6%)
% Change to Previous Year Budget	100.0%
Dollar difference between proposed budget & current budget	0
NARRATIVE:	

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4230 Description: Service Connections	
Actual Amount As Of: 31-Jan 2011	4,530
PROJECTED ACTIVITY to END of FY:	2,500
Projected YEAR END TOTAL:	7,030
PROPOSED Line Item Amount:	8,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	8,000
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	13.8%
% 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	\$8,000
TOTAL	\$8,000

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4920 Description: Interest Earned	
Actual Amount As Of: 31-Jan 2012	4,041
PROJECTED ACTIVITY to END of FY:	800
Projected YEAR END TOTAL:	4,841
PROPOSED Line Item Amount:	\$ 3,540

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	7,423
% Change Actual Year End compared to Proposed Line item amount.	(26.9%)
% Change to Previous Year Budget	(52.3%)
Dollar difference between proposed budget & current budget	-3,883

NARRATIVE:

Interest income is derived from cash on deposit with LAIF.

Cash on Deposit	Balance	Less CSP \$							
	1,011,454	0	1,011,454	x	0.35%	=	\$	3,540	

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>		<u>Amount</u>
Acct. No.	4930	Description: Property Taxes
Actual Amount As Of:	31-Jan 2012	355,508
PROJECTED ACTIVITY to END of FY:		300,000
Projected YEAR END TOTAL:		655,508
PROPOSED Line Item Amount:		600,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	600,000
% Change Actual Year End compared to Proposed Line item amount.	(8.5%)
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

Projected CCWD portion of unsecured/secured Property Tax	\$600,000
TOTAL	<u><u>\$600,000</u></u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4950 Description: Miscellaneous	
Actual Amount As Of: 31-Jan 2012	26,526
PROJECTED ACTIVITY to END of FY:	18,500
Projected YEAR END TOTAL:	45,026
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.	(17.8%)
% 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 12/13
Skylawn	25,000
Miscellaneous	12,000
	<hr/> <hr/> 37,000 <hr/> <hr/>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>		<u>Amount</u>
Acct. No.	4955	Description: Cell Site Lease Income
Actual Amount As Of:	31-Jan 2012	62,846
PROJECTED ACTIVITY to END of FY:		48,000
Projected YEAR END TOTAL:		110,846
PROPOSED Line Item Amount:		117,524

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	113,892
% Change Actual Year End compared to Proposed Line item amount.	6.0%
% Change to Previous Year Budget	3.2%
Dollar difference between proposed budget & current budget	3,632

NARRATIVE:

Revenue from Cell Site Leasing

<u>Sub-Account</u>	<u>FY 12/13</u>
Sprint Spectrum Lease (Carter Hill)	22,424
Sprint Spectrum Lease (Alves Tank)	20,700
Metro PCS (Miramontes Tank)	24,300
Metro PCS (Miramar Tank)	24,300
Verizon (Nunes WTP)	25,800
	<u>117,524</u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4965 Description: ERAF Refund	
Actual Amount As Of: 31-Jan 2012	261,256
PROJECTED ACTIVITY to END of FY:	0
Projected YEAR END TOTAL:	261,256
PROPOSED Line Item Amount:	100,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	100,000
% Change Actual Year End compared to Proposed Line item amount.	(61.7%)
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

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

PRODUCTION & PUMPING SCHEDULE FY 2012/2013

	Denniston Surface		Denniston Wells		Pilarcitos Wells		SFWD Pilarcitos-Crystal Springs				SFWD Total		TOTAL PRODUCTION		SFWD COST
	FY 11/12	FY 12/13	FY 11/12	FY 12/13	FY 11/12	FY 12/13	Pilarcitos		CSP		FY 11/12	FY 12/13	FY 11/12	FY 12/13	**2.66/hcf
	hcf	hcf	hcf	hcf	hcf	hcf	hcf	hcf	hcf	hcf	hcf	hcf	Actual hcf	Plan	Plan
Jul-11	0	0	0	0	0	0	83,755	80,908	1,376	0	85,131	80,908	85,131	80,908	\$215,215
Aug-11	0	0	0	0	0	0	82,005	98,873	8,533	0	90,538	98,873	90,538	98,873	\$263,002
Sep-11	0	0	0	0	0	0	91,635	40,741	6,436	46,310	98,071	87,051	98,071	87,051	\$231,556
Oct-11	0	0	0	0	0	0	45,936	15,198	6,237	77,967	52,173	93,165	52,173	93,165	\$247,819
Nov-11	0	8,341	0	3,210	14,780	13,000	29,251		31,390	39,101	60,641	39,101	75,421	63,652	\$104,009
Dec-11	0	15,288	0	3,500	9,625	13,000	36,123		22,487	30,745	58,610	30,745	68,235	62,533	\$81,782
Jan-12	0	22,039	0	3,500	7,981	14,000	0		43,061	15,874	43,061	15,874	51,042	55,413	\$42,225
Feb-12	0	22,039	0	3,500	10,000	16,000	0		45,662	24,506	45,662	24,506	55,662	66,045	\$65,186
Mar-12	0	21,797	0	3,500	18,500	19,000	0	11,335	32,305	0	32,305	11,335	50,805	55,632	\$30,151
Apr-12	0	22,039	0	3,500	0	0	70,456	33,839	0	0	70,456	33,839	70,456	59,378	\$90,012
May-12	0	17,434	0	3,500	0	0	84,171	45,866	0	0	84,171	45,866	84,171	66,800	\$122,004
Jun-12	0	7,566	0	3,500	0	0	86,611	75,830	0	0	86,611	75,830	86,611	86,896	\$201,708
hcf Totals	0	136,543	0	27,710	60,886	75,000	609,943	402,590	197,487	234,503	807,430	637,093	868,316	876,346	\$1,694,667
MG Totals	0.00	102.13	0.00	20.73	45.54	56.10	456.24	301.14	147.72	175.41	603.96	476.55	649.50	655.51	

Base Charge **\$81,384**
Grand Total **\$1,776,051**

Note: Bold numbers in actual columns are estimates

Expect 72,608 hcf of estimated unmetered water (leaks, plant use, flow tests, etc...) for FY 11/12
7.4% unaccountable water

** - The San Francisco Wholesale rate is the total of \$2.89 less the untreated water of \$.23.

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5230 Description: Electrical Exp. Nunes WTP	
Actual Amount As Of: 31-Jan 2012	13,320
PROJECTED ACTIVITY to END of FY:	9,680
Projected YEAR END TOTAL:	23,000
PROPOSED Line Item Amount:	23,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	25,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	(8.0%)
Dollar difference between proposed budget & current budget	-2,000

NARRATIVE:

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

FY 12/13

PG&E \$23,000

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5231 Description: Electrical Expenses, CSP	
Actual Amount As Of: 31-Jan 2012	47,832
PROJECTED ACTIVITY to END of FY:	60,000
Projected YEAR END TOTAL:	107,832

PROPOSED Line Item Amount:	215,207
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	127,434
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	99.6%
% Change to Previous Year Budget	68.9%
Dollar difference between proposed budget & current budget	87,773

NARRATIVE:

Skylawn is estimated to purchase 50 million gallons when we are not running Crystal Springs. Denniston back on line.

	hcf	rate to pump 1 unit of water			
Pumping charges - electrical	234,503	0.770	=	\$	180,567
Non-pumping electrical				\$	10,000
Skylawn Pumping Expenses	32,000	0.770	=	\$	24,640
TOTAL				<u>\$</u>	<u>215,207</u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5232 Description: Electrical Expenses/Trans. & Dist.	
Actual Amount As Of: 31-Jan 2012	5,975
PROJECTED ACTIVITY to END of FY:	4,268
Projected YEAR END TOTAL:	10,243
PROPOSED Line Item Amount:	11,300

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	14,000
% Change Actual Year End compared to Proposed Line item amount.	10.3%
% Change to Previous Year Budget	(19.3%)
Dollar difference between proposed budget & current budget	-2,700

NARRATIVE:

	FY 12/13
Granada #1	\$4,000
Granada #2	\$2,500
Granada #3	\$1,200
Alves Pump Station	\$3,200
Miramontes Tank	\$400
TOTAL	<u>\$11,300</u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5233	Description: Elec Exp/Pilarcitos Cyn
Actual Amount As Of: 31-Jan 2012	4,744
PROJECTED ACTIVITY to END of FY:	7,000
Projected YEAR END TOTAL:	11,744

PROPOSED Line Item Amount:	17,444
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	16,162
% Change Actual Year End compared to Proposed Line item amount.	48.5%
% Change to Previous Year Budget	7.9%
Dollar difference between proposed budget & current budget	1,282

NARRATIVE:

Assumes sufficient rain in October to pump Pilarcitos Wells in November.
 Assumes 75,000 units of production, at an energy cost of \$0.29 per unit.

Wells #1 & 3	\$ 5,585	Well #4	\$ 3,750
Well #2	\$ 255	Well #4A	\$ 3,750
Well #3A	\$ 255	Well #5	\$ 3,193
Carter Hill	\$ 256	Telemeter	\$ 200
TOTAL		Blending Station	\$ 200
		Total	\$ 17,444

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5234	Description: Electrical Exp., Denn
Actual Amount As Of:	31-Jan 2012	2,749
PROJECTED ACTIVITY to END of FY:		1,294
Projected YEAR END TOTAL:		4,043

PROPOSED Line Item Amount: 93,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	5,940
% Change Actual Year End compared to Proposed Line item amount.	2200.2%
% Change to Previous Year Budget	1465.7%
Dollar difference between proposed budget & current budget	87,060

NARRATIVE:

Projected to have Dennistion back on line and running during FY 12/13

	FY 12/13
Denn Pump Station	\$65,000
Denn Well #1	\$1,000
Denn Well #2,3,4	\$4,000
Denn Well #5	\$1,000
Denn Well #9	\$12,000
Denn WTP	\$8,000
WWR System	\$2,000
TOTAL	<u>\$93,000</u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5235	Description: Denn. WTP Oper.
Actual Amount As Of:	31-Jan 2012	1,623
PROJECTED ACTIVITY to END of FY:		1,200
Projected YEAR END TOTAL:		2,823

PROPOSED Line Item Amount:	25,000
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	3,000
% Change Actual Year End compared to Proposed Line item amount.	785.6%
% Change to Previous Year Budget	733.3%
Dollar difference between proposed budget & current budget	22,000

NARRATIVE:

Projected to have Denniston back on line and running during FY 12/13
Assume production of 122 MG

ADMIN		CHEMICALS	
Telephone/DSL	\$2,000	Caustic	\$6,500
Alarm System	\$2,000	Polymer	\$2,500
		Alum	\$6,000
Subtotal	\$4,000	Salt	\$1,500
		Pot. Perm	\$1,500
		Lab Reagents	\$3,000
		Subtotal	\$21,000
		Total	\$25,000

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5236	Description: Denn WTP Maint
Actual Amount As Of:	31-Jan 2012	413
PROJECTED ACTIVITY to END of FY:		600
Projected YEAR END TOTAL:		1,013

PROPOSED Line Item Amount:	37,000
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	5,000
% Change Actual Year End compared to Proposed Line item amount.	3553.2%
% Change to Previous Year Budget	640.0%
Dollar difference between proposed budget & current budget	32,000

NARRATIVE:

Projected to have Denniston back on line and running during FY 12/13

	FY 12/13
Telemetry	\$ 3,000
Misc. Plumbing & Parts	\$ 4,000
Sludge Removal	\$ 6,000
Annual PM	\$ 3,000
Inst. Controls	\$ 10,000
Office Lab	\$ 3,000
CCTV	\$ 8,000
TOTAL	\$ 37,000

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5240 Description: Nunes WTP Oper	
Actual Amount As Of: 31-Jan 2012	65,930
PROJECTED ACTIVITY to END of FY:	47,750
Projected YEAR END TOTAL:	113,680
PROPOSED Line Item Amount:	98,212

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	70,908
% Change Actual Year End compared to Proposed Line item amount.	(13.6%)
% Change to Previous Year Budget	38.5%
Dollar difference between proposed budget & current budget	27,304

NARRATIVE:

Chemical costs = \$175/MG.
Expect to treat 532 MG.

Telephone/DSL	\$2,000	Chemicals	
Alarm System	\$1,000	Caustic	\$34,178
Sub total	\$3,000	Polymer	\$3,107
		Alum	\$45,053
		Salt	\$10,874
		Lab Reagents	\$2,000
		Sub Total	\$95,212
		TOTAL	\$98,212

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5241 Description: Nunes WTP Maint	
Actual Amount As Of: 31-Jan 2012	24,294
PROJECTED ACTIVITY to END of FY:	17,591
Projected YEAR END TOTAL:	41,885
PROPOSED Line Item Amount:	40,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	38,000
% Change Actual Year End compared to Proposed Line item amount.	(4.5%)
% Change to Previous Year Budget	5.3%
Dollar difference between proposed budget & current budget	2,000

NARRATIVE:

No change in maintenance costs expected.

FY 12/13

Generator Service Contract	\$1,000
Sludge Removal	\$6,000
Electrical	\$5,000
Instrumentation/Controls	\$8,000
Motor & Pump Replacement	\$9,000
Filter Inspection	\$4,000
Annual Electrical PM	\$5,000
Misc.	\$2,000
	<u>\$40,000</u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5242 Description: CSP - Operation	
Actual Amount As Of: 31-Jan 2012	4,968
PROJECTED ACTIVITY to END of FY:	3,597
Projected YEAR END TOTAL:	8,565
PROPOSED Line Item Amount:	8,500

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	8,500
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	(0.8%)
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:	FY 12/13
Telephone & Telemetry	\$6,300
Alarm Co. (Bay Alarm / HMB Alarm)	\$1,200
Fire System Maint.	<u>\$1,000</u>
TOTAL	<u><u>\$8,500</u></u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5243 Description: CSP - Maintenance	
Actual Amount As Of: 31-Jan 2012	12,867
PROJECTED ACTIVITY to END of FY:	30,000
Projected YEAR END TOTAL:	42,867
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.	(6.7%)
% Change to Previous Year Budget	(20.0%)
Dollar difference between proposed budget & current budget	-10,000

NARRATIVE:

Will not be cleaning tunnel in FY 10/11. Anticipate needing more work on instrumentation and controls in FY 10/11.

	FY 12/13
Electrical Testing (ETI)	\$5,000
Electrical Repair	\$7,000
Equipment /Valve Maintenance	\$12,000
Pressure Reducing Valves	\$1,000
Misc. Equip/Air Vent	\$1,000
Telemetry & Alarms	\$4,000
Pump Maintenance	\$10,000
	<u>\$40,000</u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5250	Description: Laboratory Expenses
Actual Amount As Of: 31-Jan 2012	16,633
PROJECTED ACTIVITY to END of FY:	12,045
Projected YEAR END TOTAL:	28,678
PROPOSED Line Item Amount:	50,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	35,000
% Change Actual Year End compared to Proposed Line item amount.	74.4%
% Change to Previous Year Budget	42.9%
Dollar difference between proposed budget & current budget	15,000

NARRATIVE:

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

	FY 12/13
Nunes WTP	\$14,000
Denniston WTP	\$14,000
Source Waters	\$10,000
Distribution	\$7,000
Shipping	\$5,000
	\$50,000

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5318	Description: Studies/Surveys/Consulting
Actual Amount As Of:	31-Jan 2012	13,998
PROJECTED ACTIVITY to END of FY:		10,000
Projected YEAR END TOTAL:		23,998

PROPOSED Line Item Amount:	\$68,000
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	45,000
% Change Actual Year End compared to Proposed Line item amount.	183.4%
% Change to Previous Year Budget	51.1%
Dollar difference between proposed budget & current budget	23,000

Narrative:

Communication Lease Consultant	\$5,000.00
CASGEM	\$3,000.00
Irrigation Metering BMP Study	\$10,000.00
Drought Contingency Planning	\$40,000.00
Misc. Studies/Surveys	\$10,000.00
	<u>\$68,000.00</u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5321	Description: Water Conservation
Actual Amount As Of:	31-Jan 2012	30,478
PROJECTED ACTIVITY to END of FY:		20,000
Projected YEAR END TOTAL:		50,478

PROPOSED Line Item Amount:	74,200
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	62,350
% Change Actual Year End compared to Proposed Line item amount.	47.0%
% Change to Previous Year Budget	19.0%
Dollar difference between proposed budget & current budget	11,850

NARRATIVE:

Increase funding due to:

1. Funding included for new lawn replacement program.

Legend:

- BAWSCA** - Bay Area Water Supply and Conservation Agency
- BMP** - Best Management Practices
- CASGEM**: California Statewide Groundwater Elevation Monitoring
- CUWCC** - California Urban Water Conservation Council
- IRWMP** - Integrated Regional Watershed Management Plan
- UWMP** - Urban Water Management Plan
- WCIP** - Water Conservation Implementation Plan

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

DRAFT Budget Worksheet	
FOR DISCUSSION ONLY	
Fiscal Year 2012-2013	
Worksheet 5321 – Water Resources	FY 2013
Description	Amount
Foundational Best Management Practices	
1.0 Utility Operations Programs	
Subtotal	\$0
2.0 Education Programs	
Subtotal	\$21,500
Programmatic Best Management Practices	
3.0 Residential	
Subtotal	\$33,000
4.0 Commercial, Industrial and Institutional	
Subtotal	\$10,000
5.0 Landscape (Large)	
Subtotal	\$4,500
Flex Track Best Management Practices	
Subtotal	\$5,000
GPCD Compliance (CUWCC/SBx7)	
	\$0
Water Resources	
Subtotal	\$200
Total	\$74,200

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5322	Description: Community Outreach
Actual Amount As Of:	31-Jan 2012	3,824
PROJECTED ACTIVITY to END of FY:		25,000
Projected YEAR END TOTAL:		28,824
PROPOSED Line Item Amount:		35,200

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	26,200
% Change Actual Year End compared to Proposed Line item amount.	22.1%
% Change to Previous Year Budget	34.4%
Dollar difference between proposed budget & current budget	9,000

NARRATIVE:

Created new account per Finance Committee to accommodate new community outreach between CCWD and Customers. Increase due to additional printing of annual reports and postage.

Pacifica Coast Television - Recording meetings(14 @ \$250)	\$3,500
Montara Fog (14 @ \$300)	\$4,200
Materials/Publications/Public Information	\$5,000
Postage for Public Outreach	\$6,000
Printing Annual Reports (Consumer Confidence Report/ Water Supply Evaluation, etc..)	\$10,000
Constant Contact/Email	\$1,500
Graphic Artist	\$5,000

Spread:	TOTAL	35,200
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Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5411	Description: Salaries - Field
Actual Amount As Of:	31-Jan 2012	499,051
PROJECTED ACTIVITY to END of FY:		430,000
Projected YEAR END TOTAL:		929,051
PROPOSED Line Item Amount:		985,319

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	958,326
% Change Actual Year End compared to Proposed Line item amount.	6.1%
% Change to Previous Year Budget	2.8%
Dollar difference between proposed budget & current budget	26,993

NARRATIVE:

A COLA of 3.0% was used as a place holder based upon the Memorandum of Understanding between the CCWD and Teamsters Local 856.

Spread:

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

COASTSIDE COUNTY WATER DISTRICT
 4/5/2012
FY 2012/2013 BUDGET WORKSHEET (5411 A)

SALARIES - Accounts 5411 & 5610

EMPLOYEE	Current Hrly Rate	COLA 3.0%	Annual Pay	O T Hours	O T Pay	Cert. Pay	TOTAL
FIELD #5411							
Superintendent	58.43	60.18	125,170			10,800	135,970
Field Supervisor	46.79	48.19	100,238	120	8,674	7,200	116,112
WTP Supervisor	51.64	53.19	110,628	120	9,574	8,400	128,602
Sr. WTP Oper.	44.53	45.86	95,390	120	8,255	7,200	110,845
Treat/Dist Op	30.00	30.90	64,272	120	5,562	4,800	74,634
Treat/Dist Op	29.26	30.14	62,692	120	5,425	6,000	74,117
Treat/Dist Op	29.26	30.14	61,787	120	5,425	6,000	70,151
Treat/Dist Op	30.75	31.67	65,879	120	5,701	7,200	78,780
Maint Worker	27.21	28.03	58,300	80	3,363	3,600	65,264
Maint Worker	25.26	26.02	54,122	80	3,122	3,600	60,845
Part-Time Help	15.00		15,000				15,000
Part-Time Help	15.00		15,000				15,000
Estimated Annual Merit Increase			15,000				20,000
Standby Pay for On-Call Employees			20,000				20,000
Sub total, Field			863,478		55,102	64,800	985,319
ADMIN #5610							
Gen Manager	89.33	92.00	191,370				191,370
Water Conser.	35.58	36.64	76,216	80	4,397		80,613
Prj Coord. PT	60.00		15,000				15,000
Office Mgr	39.35	40.53	84,303	80	4,864		89,167
Admin Assist.	35.65	36.72	76,377	80	4,406	6,946	87,729
Office Speclst	27.21	28.03	58,300		-		58,300
Office Speclst	25.26	26.02	54,122	80	3,122		57,245
Office Speclst	27.21	28.03	58,300		-		58,300
Directors			20,000				20,000
Estimated Annual Merit Increase			5,000				5,000
Sub total, Admin			638,988		16,790	6,946	\$662,724
TOTAL			1,502,466				\$1,648,043

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5412	Description: Maintenance Expenses
Actual Amount As Of:	31-Jan 2012	82,084
PROJECTED ACTIVITY to END of FY:		59,440
Projected YEAR END TOTAL:		141,524
PROPOSED Line Item Amount:		163,800

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	192,500
% Change Actual Year End compared to Proposed Line item amount.	15.7%
% Change to Previous Year Budget	(14.9%)
Dollar difference between proposed budget & current budget	-28,700

NARRATIVE:

Laundry	\$1,000	Tree Removal	\$8,000
Supplies Shop/Breakroom	\$500	Paving	\$24,000
Service Products	\$3,000	Inventory	\$11,000
Pump Repair	\$5,000	Materials	\$6,000
Uniforms/Jackets/Shoes	\$8,000	Equip. Rental	\$2,000
USA	\$500	Radio Repair/PM	\$3,000
Backfill	\$3,000	Landscape Maint	\$2,500
Hydrant repair	\$1,300	Main Repairs/Sml Line Replacmnt	\$16,000
Tank Inspection	\$3,000	Cathodic Protection	\$4,000
Generator services	\$5,000	Misc. tools, etc.	\$2,000
Safety Supplies	\$4,000	(Welder,Drill,Airtools, Sump Pump, Lrg tools)	
DMV/Pre-employment Physical	\$1,000	Waste Services	\$4,000
Alves Alt Valve	\$10,000	Fence Repairs	\$1,000
Alves Vault Valves	\$5,000	Raising Valve (City/County)	\$20,000
TOTAL	\$163,800	Building Maintenance	\$10,000

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5414	Description: Motor Vehicle Exp.
Actual Amount As Of:	31-Jan 2012	39,391
PROJECTED ACTIVITY to END of FY:		21,000
Projected YEAR END TOTAL:		60,391

PROPOSED Line Item Amount:	44,650
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	44,500
% Change Actual Year End compared to Proposed Line item amount.	(26.1%)
% Change to Previous Year Budget	0.3%
Dollar difference between proposed budget & current budget	150

NARRATIVE:

	<u>FY 12/13</u>
Gasoline	\$29,000.00
FastTrak	\$150.00
Mobile Phones	\$7,500.00
Service & Repairs	\$8,000.00
	<u><u>\$44,650.00</u></u>

Total

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5415	Description: Maintenance, Wells
Actual Amount As Of:	31-Jan 2012	0
PROJECTED ACTIVITY to END of FY:		0
Projected YEAR END TOTAL:		0

PROPOSED Line Item Amount:	6,000
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Approved Line Item Amount:

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

NARRATIVE:

FY 12/13 amounts same from past year due to not being able to rehabilitate wells and complete upgrades

	<u>FY 12/13</u>
Electrical PM	\$1,200
Pumps	\$3,000
Electrical	\$1,600
Plumbing	\$200
	<hr/>
	<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
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5610 Description: Salaries, Admin.	
Actual Amount As Of: 31-Jan 2011	328,346
PROJECTED ACTIVITY to END of FY:	250,000
Projected YEAR END TOTAL:	578,346
PROPOSED Line Item Amount:	662,724

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	644,904
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	14.6%
% Change to Previous Year Budget	2.8%
Dollar difference between proposed budget & current budget	17,820

NARRATIVE:

A COLA of 3.0% was used as a place holder based upon the Memorandum of Understanding between the CCWD and Teamsters Local 856.

Spread:

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

Budget Worksheet

**Fiscal Year
2012/2013**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5620 Description: Office Expenses	
Actual Amount As Of: 31-Jan 2011	71,742
PROJECTED ACTIVITY to END of FY:	70,000
Projected YEAR END TOTAL:	141,742
PROPOSED Line Item Amount:	130,625

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	119,375
% Change Actual Year End compared to Proposed Line item amount.	(7.8%)
% Change to Previous Year Budget	9.4%
Dollar difference between proposed budget & current budget	11,250

NARRATIVE:

See Sheet 5620 A which details the cost items comprising this line item

Increase due to:

- Postage Rate Increase - Eff. January 22, 2012
- Additional charges for Late Notices to be mailed from CSG Systems
- Office Building Repairs/Maintenance

Spread:

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

Account 5620 - Detail of Account

Account Name	Description	Amount
Postage	Mail Machine	\$ 3,000
	Bulk Mailing	\$ 5,000
	Pre-Stamped Envelopes	\$ 3,000
Phone Services PG&E	Monthly Service & Repairs	\$ 6,000
	Monthly Service (District Office)	\$ 8,000
Office Cleaning	Janitorial Service/Carpet Cleaning	\$ 7,800
File Storage	Iron Mountain - Offsite Storage	\$ 5,000
	Iron Mountain - Shredding Service	\$ 300
Leases	Mail & Copier Machines	\$ 13,000
	Office Alarms and Security Camera	\$ 5,000
Printing	Checks, Forms, Statements	\$ 1,000
CSG Systems, Inc.	Fulfillment Center for Billing Stmtnts	\$ 25,000
	NetBill (Online Payments)	\$ 6,500
Emergency	Supplies	\$ 1,000
	AED Certification	\$ 125
Miscellaneous	Office Supplies	\$ 6,000
	Credit Card / Bank Fees	\$ 15,000
	Pre-Employment Physicals	\$ -
	Employee Recognition Program	\$ 2,000
	Petty Cash	\$ 2,500
	Director recognition/framing	\$ 300
	ORCC LockBox Services	\$ 600
	Allowance for Bad Debt	\$ 5,000
Maintenance	Office Equipment/Repairs	\$ 1,000
Payroll	Payroll Processing with ADP	\$ 8,500
TOTAL		\$ 130,625

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5621 Description: Computer Services	
Actual Amount As Of: 31-Jan 2011	24,350
PROJECTED ACTIVITY to END of FY:	45,000
Projected YEAR END TOTAL:	69,350
PROPOSED Line Item Amount:	75,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	67,650
% Change Actual Year End compared to Proposed Line item amount.	8.1%
% Change to previous year budget:	10.9%
Dollar difference between proposed budget & current budget	7,350

NARRATIVE:

Maintenance Agreements

Springbrook	\$12,000
Radix	\$3,000
ICS	\$15,000
Hansen	\$2,500
Badger	\$1,500
XC2 Software	\$1,800
Remit Plus/Ck Scanner)	\$2,000
GIS License	\$5,000
Web Filtering (Barracuda)	\$1,400
Sprbrk Server License	\$700
Subtotal	\$44,900

Computer Services

New/Upgrades to software/Cust Rpts	\$6,000
Service/Repairs/Parts	\$15,000
Coastside Net	\$900
Rogue Web Works (Website Maint.)	\$6,000
Sonic.net	\$1,300
Spam Filtering	\$900
Subtotal	\$30,100
Grand Total	\$75,000

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5625	Description: Meetings/Training/Seminars
Actual Amount As Of: 31-Jan 2011	10,223
PROJECTED ACTIVITY to END of FY:	5,000
Projected YEAR END TOTAL:	15,223
PROPOSED Line Item Amount:	20,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	18,000
% Change Actual Year End compared to Proposed Line item amount.	31.4%
% Change to Previous Year Budget	11.1%
Dollar difference between proposed budget & current budget	2,000

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	\$ 1,000
TOTAL	\$ 20,000

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5630	Description: Insurance
Actual Amount As Of:	31-Jan 2011	107,533
PROJECTED ACTIVITY to END of FY:		30,000
Projected YEAR END TOTAL:		137,533

PROPOSED Line Item Amount:	125,000
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	125,000
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% 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:

Auto/General Liability	FY 12/13
	\$55,000
Property Program	\$20,000
Workers Compensation	\$50,000
TOTAL	<u><u>\$125,000</u></u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5635 Description: Ee/Ret Medical Insurance	
Actual Amount As Of: 31-Jan 2011	212,847
PROJECTED ACTIVITY to END of FY:	211,000
Projected YEAR END TOTAL:	423,847

PROPOSED Line Item Amount:	451,882
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	438,607
% Change Actual Year End compared to Proposed Line item amount.	6.6%
% Change to Previous Year Budget	3.0%
Dollar difference between proposed budget & current budget	13,275

NARRATIVE: Employee and Retiree Medical Insurance

<u>Active Employees:</u>	FY 12/13
Medical	294,001
Dental	18,069
Vision	4,242
Life/AD&D	6,320
LTD	16,733
EAP	737
	340,103 Subtotal

<u>Retirees:</u>	
Medical	103,516
Dental	6,516
Vision	1,747
	111,779 Subtotal

451,882 Total

Spread:

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

ACCOUNT No. 5635 / Insurance Benefits for Active Employees and Retirees - Year 2011/2012

ACTIVE EMPLOYEES

	Kaiser	Blue Cross	Dental	Vision	Life/AD&D	LTD	EAP	
July-11	8,874	12,794	1,380	338	510	1,367	60	
August-11	8,146	12,794	1,269	338	529	1,445	60	
September-11	8,146	12,794	1,343	338	516	1,393	60	
October-11	8,146	12,794	1,343	338	516	1,393	60	
November-11	8,146	12,794	1,343	338	516	1,393	60	
December-11	8,777	13,098	1,407	343	516	1,393	60	
January-12	8,777	13,098	1,407	343	516	1,367	60	
February-12	8,777	13,098	1,407	343	516	1,367	60	
March-12	8,777	13,098	1,407	343	516	1,367	60	
April-12	8,777	13,098	1,407	343	516	1,367	60	
May-12	8,777	13,098	1,407	343	516	1,367	60	
June-12	8,777	13,098	1,407	343	516	1,367	60	
	102,897	155,656	16,528	4,091	6,203	16,586	722	Subtotal
	105,324	157,177	16,887	4,119	6,197	16,405	722	Subtotal (June Rate x 12/mo)
	12%	12%	7%	3%	2%	2%	2%	% Increase
	117,963	176,038	18,069	4,242	6,320	16,733	737	TOTAL
	294,001							

RETIREES

	Kaiser	Blue Cross	Dental	Vision	
July-11	1,582	5,872	483	139	
August-11	1,582	5,872	483	139	
September-11	1,582	5,872	483	139	
October-11	1,582	5,872	483	139	
November-11	1,582	5,872	483	139	
December-11	1,682	6,020	507	141	
January-12	1,682	6,020	507	141	
February-12	1,682	6,020	507	141	
March-12	1,682	6,020	507	141	
April-12	1,682	6,020	507	141	
May-12	1,682	6,020	507	141	
June-12	1,682	6,020	507	141	
		(24,745)	(5,241)		Reimbursement from Retirees
					Medical reimbursement to Retirees
	19,684	46,757	724	1,684	Subtotal
	20,184	72,241	6,090	1,696	Subtotal (June Rate x 12/mo - less Reimbursement)
	12%	12%	7%	3%	% Increase
	22,606	80,910	6,516	1,747	TOTAL
	103,516				

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5640	Description: Employee Retirement
Actual Amount As Of:	31-Jan 2011	242,423
PROJECTED ACTIVITY to END of FY:		194,000
Projected YEAR END TOTAL:		436,423
PROPOSED Line Item Amount:		486,569

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	462,627
% Change Actual Year End compared to Proposed Line item amount.	11.5%
% Change to Previous Year Budget	5.2%
Dollar difference between proposed budget & current budget	23,942

NARRATIVE:

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

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5645	Description: SIP 401a Plan
Actual Amount As Of:	31-Jan 2011	0
PROJECTED ACTIVITY to END of FY:		30,000
Projected YEAR END TOTAL:		30,000
PROPOSED Line Item Amount:		30,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	30,000
% 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:

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
DRAFT
Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5681 Description: Legal	
Actual Amount As Of: 31-Jan 2011	18,852
PROJECTED ACTIVITY to END of FY:	24,000
Projected YEAR END TOTAL:	42,852
PROPOSED Line Item Amount:	60,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	60,000
% Change Actual Year End compared to Proposed Line item amount.	40.0%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

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 is part of the overall project and not an operating expense.

HansonBridgett	\$60,000
Total	\$60,000

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5682 Description: Engineering	
Actual Amount As Of: 31-Jan 2011	4,412
PROJECTED ACTIVITY to END of FY:	6,000
Projected YEAR END TOTAL:	10,412

PROPOSED Line Item Amount:	14,000
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	14,000
% Change Actual Year End compared to Proposed Line item amount.	34.5%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

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.

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5683	Description: Financial Services
Actual Amount As Of: 31-Jan 2011	16,690
PROJECTED ACTIVITY to END of FY:	10,000
Projected YEAR END TOTAL:	26,690

PROPOSED Line Item Amount:	26,000
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	31,000
% Change Actual Year End compared to Proposed Line item amount.	(2.6%)
% Change to Previous Year Budget	(16.1%)
Dollar difference between proposed budget & current budget	-5,000

NARRATIVE:

Annual auditing services performed by Joseph J Arch, CPA and
Annual accounting/consultation services provided by John Parsons, CPA.

	FY 12/13
Financial Audit Service	\$16,000
Accounting Services	\$10,000
Total	<u><u>\$26,000</u></u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5684	Description: Payroll Taxes
Actual Amount As Of:	31-Jan 2011	55,708
PROJECTED ACTIVITY to END of FY:		48,000
Projected YEAR END TOTAL:		103,708
PROPOSED Line Item Amount:		117,867

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	114,658
% Change Actual Year End compared to Proposed Line item amount.	13.7%
% Change to Previous Year Budget	2.8%
Dollar difference between proposed budget & current budget	3,209

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
2012/2013**

Line Item

Amount

Acct. No. **5684**

Description:

Payroll Taxes

CALCULATION FOR PAYROLL TAXES

		SOCIAL SECURITY 6.20%	MEDICARE 1.45%	TOTAL
TOTAL PAYROLL	\$ 1,648,043			
AMOUNT SUBJECT TO SOCIAL SECURITY	\$ 1,515,644	\$ 93,970		\$ 93,970
AMOUNT SUBJECT TO MEDICARE	\$ 1,648,043		\$ 23,897	\$ 23,897
TOTAL				\$ 117,867

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5687 Description: Memberships & Subscriptions	
Actual Amount As Of: 31-Jan 2011	36,630
PROJECTED ACTIVITY to END of FY:	25,000
Projected YEAR END TOTAL:	61,630
PROPOSED Line Item Amount:	64,400

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	57,950
% Change Actual Year End compared to Proposed Line item amount.	4.5%
% Change to Previous Year Budget	11.1%
Dollar difference between proposed budget & current budget	6,450

NARRATIVE: See attached worksheet for detail of costs

Increase in BAWSCA Annual Assessments

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	\$ 200	Annual Membership*
	ACWA	\$ 10,000	Membership dues
	ACWA	\$ 10,000	Delta Sustainability Dues
	AWWA	\$ 2,000	Membership dues and technical publications
	BAWSCA	\$ 28,000	Annual assessment & dues
	California Emergency Utilities	\$ 500	Annual Membership
	California Urban Water Conservation Council	\$ 3,000	Annual Membership*
	Chamber of Commerce	\$ 600	Membership dues & Farm Day Luncheon Tickets
	CSDA	\$ 4,000	Membership dues
	IAMPO	\$ 100	Subscription for Backflow Prevention Magazine
	Miscellaneous	\$ 1,000	Miscellaneous Dues/Memberships/Subscriptions
	Springbrook Users Group	\$ 50	Annual Users Group for Springbrook Software
	Water Education Foundation	\$ 1,000	Membership dues and technical publications
	Water Net	\$ 250	Publication*
	Water ReUse	\$ 600	Annual Association Dues
	Wellness Program	\$ 2,500	Wellness Program group membership in health club
	West Group (Formally Barclays)	\$ 600	Updates on California Code of Regulations regarding construction laws
	TOTAL	\$ 64,400	
			*Additional annual membership

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5688 Description: Election Expense	
Actual Amount As Of: 31-Jan 2011	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:

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5689	Description: Union Expenses
Actual Amount As Of:	31-Jan 2011	0
PROJECTED ACTIVITY to END of FY:		0
Projected YEAR END TOTAL:		0
PROPOSED Line Item Amount:		6,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET: 6,000

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

% Change to Previous Year Budget 0.0%

Dollar difference between proposed budget & current budget 0

NARRATIVE:

Union Negotiation Services		\$ 6,000
	TOTAL	\$ 6,000

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5700 Description: County Fees	
Actual Amount As Of: 31-Jan 2011	13,142
PROJECTED ACTIVITY to END of FY:	600
Projected YEAR END TOTAL:	13,742
PROPOSED Line Item Amount:	15,900

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	16,200
% Change Actual Year End compared to Proposed Line item amount.	15.7%
% Change to Previous Year Budget	(1.9%)
Dollar difference between proposed budget & current budget	-300

NARRATIVE:

1. The cost of the LAFCo budget, estimated	\$4,000.00
2. Hazardous Material Handling (Nunes & Denniston)	\$3,500.00
3. Property Taxes	\$1,200.00
4. Annual Encroachment Permit	\$6,000.00
5. District Digital Mapping - Secured Master Data	\$1,200.00
	\$15,900.00

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5705 Description: State Fees	
Actual Amount As Of: 31-Jan 2011	17,338
PROJECTED ACTIVITY to END of FY:	0
Projected YEAR END TOTAL:	17,338
PROPOSED Line Item Amount:	18,600

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	19,400
% Change Actual Year End compared to Proposed Line item amount.	7.3%
% Change to Previous Year Budget	(4.1%)
Dollar difference between proposed budget & current budget	-800

NARRATIVE:

- #1 Fees are charged by the State Department of Health Services for reviewing applications and annual reports on operation of the Nunes & Denniston Water Treatment Plants (*DHS Fees - Increase due to additional services regarding new regulations*)
- #2 Water Rights (initialized by SWRCB) for both Pilarcitos & San Vincente
- #3 RWQCB NPDES Annual Fee (estimated)
- #4 Bay Area Air Quality Management Dist - Permits to Operate

#1	\$15,000
#2	\$1,000
#3	\$1,600
#4	\$1,000
	<u>\$18,600</u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5711 Description: Existing Bonds - 1998A	
Actual Amount As Of: 31-Jan 2011	254,610
PROJECTED ACTIVITY to END of FY:	13,382
Projected YEAR END TOTAL:	267,992
PROPOSED Line Item Amount:	265,273

Approved Line Item Amount:

PREVIOUS YEAR BUDGET: 267,993

% Change Actual Year End compared to Proposed Line item amount.	(1.0%)
% Change to Previous Year Budget	(1.0%)
Dollar difference between proposed budget & current budget	-2,721

NARRATIVE:

ABAG Pooled Financing Program Series 1998A

September 2012 Payment	\$258,383
March 2013 Payment	\$6,890
	<u>\$265,273</u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5712 Description: Existing Bonds - 2006B	
Actual Amount As Of: 31-Jan 2011	339,141
PROJECTED ACTIVITY to END of FY:	147,430
Projected YEAR END TOTAL:	486,571
PROPOSED Line Item Amount:	481,296

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	483,281
% Change Actual Year End compared to Proposed Line item amount.	(1.1%)
% Change to Previous Year Budget	(0.4%)
Dollar difference between proposed budget & current budget	-1,985

NARRATIVE:

CSCDA Pooled Financing Program Series 2006B

September 2012 Payment	\$337,429
March 2013 Payment	\$143,867
	<u>\$481,296</u>

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5713 Description: Cont. to CIP & Reserves	
Actual Amount As Of: 31-Jan 2011	405,828
PROJECTED ACTIVITY to END of FY:	289,877
Projected YEAR END TOTAL:	695,705
PROPOSED Line Item Amount:	868,515

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	695,705
% Change Actual Year End compared to Proposed Line item amount.	24.8%
% Change to Previous Year Budget	24.8%
Dollar difference between proposed budget & current budget	172,810

NARRATIVE:

Contribution to CIP & Reserves	\$ 868,515
	\$ 868,515

Spread:

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

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5715 Description: Existing Bond-CIEDB 11-099	
Actual Amount As Of: 31-Jan 2011	115,553
PROJECTED ACTIVITY to END of FY:	0
Projected YEAR END TOTAL:	115,553
PROPOSED Line Item Amount:	353,641

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	0
% Change Actual Year End compared to Proposed Line item amount.	206.0%
% Change to Previous Year Budget	#DIV/0!
Dollar difference between proposed budget & current budget	353,641

NARRATIVE:

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

July 2012 Payment	\$261,437
January 2013 Payment	\$92,204
	<u>\$353,641</u>

Spread:

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

EQUIPMENT PURCHASE & REPLACEMENT

99	02	Vehicle Replacement	-	-	-	-	-	30,000	30,000	30,000	30,000	-	-	\$120,000
99	03	Computer System	12,000	12,000	6,000	5,000	5,000	5,000	5,000	5,000	5,000	-	-	\$36,000
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	-	\$24,000
06	03	SCADA/Telemetry/electrical controls	750,000	-	750,000	150,000	-	-	-	-	-	-	-	\$900,000
08	09	Dump Truck	-	-	100,000	-	-	-	-	-	-	-	-	\$100,000
08	10	Backhoe	-	-	-	-	80,000	-	-	-	-	-	-	\$80,000
08	12	New Service Truck Box	-	-	-	50,000	-	-	-	-	-	-	-	\$50,000
		Billing System Upgrade	70,000	40,000	-	-	-	-	-	-	-	-	-	\$0

PUMP STATIONS / TANKS / WELLS

06	04	Hazen's Tank Replacement	-	-	-	280,000	-	-	-	-	-	-	-	\$280,000
		Crystal Springs Spare 350 HP pump	-	-	-	-	50,000	-	-	-	-	-	-	\$50,000
		Crystal Springs Rebuild spare 500 HP	-	-	25,000	-	-	-	-	-	-	-	-	\$25,000
12		Crystal Springs Surge Tank Control Improvements	-	-	30,000	-	-	-	-	-	-	-	-	\$30,000
		Crystal Springs Check Valve Replacement	25,000	14,000	25,000	-	-	-	-	-	-	-	-	\$25,000
		Crystal Springs stainless steel inlet valves	-	-	-	-	-	-	-	-	100,000	-	-	\$100,000
13		CSPS Spare Replacement Bowl for 350 HP	-	-	-	50,000	-	-	-	-	-	-	-	\$50,000
13		CSPS New Air Control for Surge Tank	-	-	50,000	-	-	-	-	-	-	-	-	\$50,000
06	05	Well Rehabilitation - Denniston #2	-	-	35,000	-	-	-	-	-	-	-	-	\$35,000
08	14	Alves Tank Recoating, Interior+Exterior	100,000	-	100,000	-	250,000	-	-	-	-	-	-	\$350,000
13		Alves Tank Altitude Valve	-	-	50,000	-	-	-	-	-	-	-	-	\$50,000
08	16	Cahill Tank Exterior Recoat	-	-	-	-	150,000	-	-	-	-	-	-	\$150,000
13		EG Tank #1 Emergency Generator	-	-	-	-	200,000	-	-	-	-	-	-	\$200,000
13		EG Tank #2 Electrical Panel Upgrade & Pump	-	-	50,000	-	-	-	-	-	-	-	-	\$50,000
08	17	EG Tank #2 Recoat + Ladder	200,000	-	200,000	-	-	-	-	-	-	-	-	\$200,000
12		EG Tank #2 MCC Repairs & Spare Pump	40,000	30,000	-	-	-	-	-	-	-	-	-	\$0
		EG Tank #2 Fence Replacement	25,000	-	25,000	-	-	-	-	-	-	-	-	\$25,000
08	18	EG Tank #3 Recoating Interior + Exterior	-	-	-	-	260,000	-	-	-	-	-	-	\$260,000
		EG Tank #3 Fence Replacement	25,000	18,000	-	-	-	-	-	-	-	-	-	\$0
		Miramar Tank Altitude Valve Replacement	-	-	-	30,000	-	-	-	-	-	-	-	\$30,000
		Miramar Tank Fence Replacement	25,000	25,000	-	-	-	-	-	-	-	-	-	\$0
		Half Moon Bay Tank #1 Int & Ext Recoat	300,000	300,000	-	-	-	-	-	-	-	-	-	\$0
		Half Moon Bay Tank #2 Int & Ext Recoat	-	-	-	-	-	-	-	200,000	-	-	-	\$200,000
		Half Moon Bay Tank #3 Int & Ext Recoat	-	-	-	-	-	-	-	-	-	200,000	-	\$200,000
		Pump Station Chlorine analyzer replacements (4)	10,000	10,000	10,000	10,000	-	-	-	-	-	-	-	\$20,000
09	18	New Pilarcitos Well	-	-	-	150,000	-	-	-	-	-	-	-	\$150,000
09	19	Pilarcitos Canyon Blending Station	100,000	55,000	20,000	-	-	-	-	-	-	-	-	\$20,000

DENNISTON WTP (LONG-TERM) IMPROVEMENTS

08	23	Denniston Pre/Post Treatment Construction	4,000,000	4,000,000	1,500,000	-	-	-	-	-	-	-	-	\$1,500,000
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WATER SUPPLY DEVELOPMENT

13		CCWD-MWSD Emergency Intertie - Planning	-	-	25,000	-	-	-	-	-	-	-	-	\$25,000
		San Vicente Design	300,000	-	300,000	-	-	-	-	-	-	-	-	\$300,000
		San Vicente Construction	-	-	-	2,000,000	-	-	-	-	-	-	-	\$2,000,000

Prior Year and Unscheduled Project Total 348,000

TOTALS			\$6,370,500	\$5,189,000	\$4,873,000	\$4,680,000	\$1,737,000	\$1,121,000	\$2,213,000	\$1,344,000	\$2,015,000	\$1,500,000	\$1,500,000	\$1,500,000	\$22,483,000
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FY12 Budget Totals			\$6,670,500		\$2,992,500	\$4,122,500	\$2,027,000	\$1,201,000	\$1,113,000	\$1,633,000	\$1,165,000	\$1,500,000	\$1,000,000		\$23,424,500
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STAFF REPORT

To: Coastside County Water District Board of Directors

From: Dave Dickson, General Manager

Agenda: April 10, 2012

Date: April 4, 2012

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

Recommendation:

Schedule a Public Hearing for Tuesday, June 12, 2012 on the proposed rate increase and authorize Staff to issue a Notice of Public Hearing for the proposed rate increase.

Background:

In order to comply with the requirement of Proposition 218, the recommended Board action would authorize issuance of a notice (draft attached) of a rate increase of up to 12% and schedule a public hearing for June 12, 2012. Following the public hearing, the Board can approve the budget and adopt the rate increase. If a majority of affected property owners submit written protests, the rate increase cannot be adopted.

NOTICE OF PUBLIC HEARING
PROPOSED 2012-2013 RATE INCREASES FOR WATER SERVICES

APRIL 13, 2012



NOTICE IS HEREBY GIVEN that the Coastside County Water District (CCWD) Board of Directors will hold a public hearing to consider a proposed increase of up to 12% in the District's water rates. The proposed new rates are shown in the table below. If approved, the new rates will apply to meter readings on and after July 1, 2012.

Under the new rates, the typical residential customer using 14 units (Tier 2) bimonthly would pay an additional \$6.22 per month. A customer using 5 units (Tier 1) bimonthly would pay an additional \$3.35 per month. Customers using 34 (Tier 3) or 41 (Tier 4) units bimonthly would pay an additional \$13.73 or \$16.84 per month, respectively.

The proposed rate increase is necessitated by a number of factors: 1) projected increase of 10% in wholesale water rates from the San Francisco Public Utilities Commission, and 2) financing costs for required upgrades to the District's water treatment plants and other elements of the Capital Improvement Program. The Draft CCWD 2012-2013 fiscal year budget describes the anticipated revenues and expenses in further detail. Copies are available at the District office or online at www.coastsidewater.org.

ATTEND THE PUBLIC HEARING:
Tuesday, June 12, 2012 - Meeting begins at 7:00 pm
COASTSIDE COUNTY WATER DISTRICT OFFICE
766 Main Street, Half Moon Bay, CA 94019

YOU CAN BE HEARD: Proposition 218 allows a property owner to respond to proposed rate increases prior to the close of the public hearing. If you wish to protest the proposed rate changes, CCWD must receive your **written protest** prior to the close of, or during, the public hearing on Tuesday, June 12, 2012.

You may deliver your protest at the public hearing, or you can deliver the protest in advance by first class mail or personal delivery to: *Attention: General Manager, Coastside County Water District, 766 Main Street, Half Moon Bay, CA 94019*
Email protests will not be accepted

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

COASTSIDE COUNTY WATER DISTRICT FY 2012-2013 PROPOSED WATER RATE SCHEDULE

RESIDENTIAL & OTHER - BASE CHARGE

Meter Size	Currently Bimonthly Base Charge	Proposed Bimonthly Base Charge
5/8 inch	\$30.72	\$34.41
5/8 inch for 2 dwelling units	\$67.57	\$75.68
3/4 inch	\$46.18	\$51.72
3/4 inch for 2 dwelling units	\$92.41	\$103.50
1.0 inch	\$76.97	\$86.21
1.5 inch	\$148.64	\$166.48
2.0 inch	\$246.34	\$275.90
3.0 inch	\$538.90	\$603.57
4.0 inch	\$1,847.89	\$2,069.64

RESIDENTIAL - WATER RATE SCHEDULE

Rate Tiers Bimonthly Use	Current Water Consumption Charge Per Unit	Proposed Water Consumption Charge Per Unit
1 1 – 8 Units	\$5.02	\$5.62
2 9 – 25 Units	\$5.53	\$6.19
3 26 – 40 Units	\$7.19	\$8.05
4 41+ Units	\$8.88	\$9.95

One Unit of water equals 100 cubic feet or 748 gallons

OTHER - WATER RATE SCHEDULE Current Rate: \$ 6.83 per unit **Proposed Rate: \$ 7.65 per unit**

FIRE DETECTOR CHECK VALVE Current Rate: \$ 6.72 per inch **Proposed Rate: \$ 7.53 per inch**

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: April 10, 2012

Report

Date: April 6, 2012

Subject: Third Quarter Budget Review

Recommendation:

Information only.

Background:

Year-to-date figures for revenue and expense versus budget (analysis attached) show that overall financial performance is on track:

- Water revenue is about 3% under budget, a significant improvement over the initial months of FY12-13.
- Total revenues are \$96,000 (2%) under budget.
- Total expenses \$538,000 (12%) less than budget offset the revenue shortfall.
- Year-to-date net (contribution to capital and reserves) is \$825,000 versus the budget figure of \$309,000.

Since the figures in this report are based on cash accounting and will be adjusted based on year-end accruals, the report may understate some expenses, particularly employee-related expenses (salaries, insurance, retirement, payroll tax). Year-end figures after these accruals should still show better-than-budget performance.

COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS
31-Mar-12

ACCOUNT	DESCRIPTION	YTD ACTUAL	YTD BUDGET	B/(W) VARIANCE	B/(W) % VAR
OPERATING REVENUE					
1-0-4120-00	Water Revenue -All Areas	4,798,584.99	4,960,919.00	(162,334.01)	-3.3%
TOTAL OPERATING REVENUE		4,798,584.99	4,960,919.00	(162,334.01)	-3.3%
NON-OPERATING REVENUE					
1-0-4170-00	Water Taken From Hydrants	19,883.24	18,756.00	1,127.24	6.0%
1-0-4180-00	Late Notice -10% Penalty	45,224.00	37,503.00	7,721.00	20.6%
1-0-4230-00	Service Connections	5,698.45	6,003.00	(304.55)	-5.1%
1-0-4920-00	Interest Earned	4,041.33	5,567.25	(1,525.92)	-27.4%
1-0-4930-00	Tax Apportionments/Cnty Checks	386,585.55	338,000.00	48,585.55	14.4%
1-0-4950-00	Miscellaneous Income	66,812.79	27,747.00	39,065.79	140.8%
1-0-4955-00	Cell Site Lease Income	88,243.71	85,419.00	2,824.71	3.3%
1-0-4965-00	ERAF REFUND -County Taxes	261,256.00	100,000.00	161,256.00	161.3%
TOTAL NON-OPERATING REVENUE		877,745.07	618,995.25	258,749.82	41.8%
TOTAL REVENUES		5,676,330.06	5,579,914.25	96,415.81	1.7%
OPERATING EXPENSES					
1-1-5130-00	Water Purchased	1,345,356.22	1,457,805.00	112,448.78	7.7%
1-1-5230-00	Pump Exp, Nunes T P	17,510.52	16,933.00	(577.52)	-3.4%
1-1-5231-00	Pump Exp, CSP Pump Station	84,502.28	109,375.00	24,872.72	22.7%
1-1-5232-00	Pump Exp, Trans. & Dist.	7,969.94	10,534.00	2,564.06	24.3%
1-1-5233-00	Pump Exp, Pilarcitos Can.	10,682.09	15,874.00	5,191.91	32.7%
1-1-5234-00	Pump Exp. Denniston Proj.	3,978.94	4,455.00	476.06	10.7%
1-1-5235-00	Denniston T.P. Operations	2,301.26	2,250.00	(51.26)	-2.3%
1-1-5236-00	Denniston T.P. Maintenance	412.82	3,753.00	3,340.18	89.0%
1-1-5240-00	Nunes T P Operations	81,809.65	51,537.00	(30,272.65)	-58.7%
1-1-5241-00	Nunes T P Maintenance	36,785.73	28,503.00	(8,282.73)	-29.1%
1-1-5242-00	CSP Pump Station Operations	6,334.29	6,372.00	37.71	0.6%
1-1-5243-00	CSP Pump Station Maintenance	13,557.34	37,503.00	23,945.66	63.8%
1-1-5250-00	Laboratory Services	28,771.07	26,253.00	(2,518.07)	-9.6%
1-1-5318-00	Studies/Surveys/Consulting	13,997.50	33,750.00	19,752.50	58.5%
1-1-5321-00	Water Conservation	31,582.90	46,764.00	15,181.10	32.5%
1-1-5322-00	Community Outreach	6,754.60	19,656.00	12,901.40	65.6%
1-1-5411-00	Salaries & Wages -Field	672,851.58	737,173.80	64,322.22	8.7%
1-1-5412-00	Maintenance -General	112,742.62	144,378.00	31,635.38	21.9%
1-1-5414-00	Motor Vehicle Expense	51,510.57	33,372.00	(18,138.57)	-54.4%
1-1-5415-00	Maintenance -Well Fields	0.00	4,500.00	4,500.00	100.0%
1-1-5610-00	Salaries/Wages-Administration	444,531.21	496,080.00	51,548.79	10.4%
1-1-5620-00	Office Supplies & Expense	88,739.70	89,532.00	792.30	0.9%
1-1-5621-00	Computer Services	34,241.44	52,437.47	18,196.03	34.7%
1-1-5625-00	Meetings / Training / Seminars	16,260.64	13,500.00	(2,760.64)	-20.4%
1-1-5630-00	Insurance	70,036.41	112,500.00	42,463.59	37.7%
1-1-5635-00	EE/Ret. Medical Insurance	275,584.86	328,959.00	53,374.14	16.2%
1-1-5640-00	Employees Retirement Plan	329,110.28	355,866.90	26,756.62	7.5%
1-1-5645-00	SIP 401K Plan	0.00	0.00	0.00	0.0%
1-1-5681-00	Legal	23,219.90	45,000.00	21,780.10	48.4%
1-1-5682-00	Engineering	6,347.64	10,503.00	4,155.36	39.6%
1-1-5683-00	Financial Services	16,690.00	27,000.00	10,310.00	38.2%
1-1-5684-00	Payroll Tax Expense	77,990.04	88,198.40	10,208.36	11.6%
1-1-5687-00	Membership, Dues, Subscript.	37,844.25	45,862.44	8,018.19	17.5%
1-1-5688-00	Election Expenses	0.00	25,000.00	25,000.00	100.0%
1-1-5689-00	Labor Relations	0.00	4,500.00	4,500.00	100.0%
1-1-5700-00	San Mateo County Fees	13,447.28	16,200.00	2,752.72	17.0%
1-1-5705-00	State Fees	17,698.23	16,800.00	(898.23)	-5.3%
TOTAL OPERATING EXPENSES		3,981,153.80	4,518,680.01	537,526.21	11.9%
CAPITAL ACCOUNTS					
1-1-5711-00	Debt Srvc/Existing Bonds 1998A	267,991.22	267,993.00	1.78	0.0%
1-1-5712-00	Debt Srvc/Existing Bonds 2006B	486,568.78	483,281.00	(3,287.78)	-0.7%
1-1-5715-00	Debt Srvc/CIEDB 11-099 (I-BANK)	115,552.79	0.00	(115,552.79)	0.0%
TOTAL CAPITAL ACCOUNTS		870,112.79	751,274.00	(118,838.79)	-15.8%
TOTAL EXPENSES		4,851,266.59	5,269,954.01	418,687.42	7.9%
NET INCOME		825,063.47	309,960.24	515,103.23	166.2%

STAFF REPORT

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

From: Joe Guistino, Superintendent of Operations

Agenda: April 10, 2012

Report

Date: April 6, 2012

**Subject: Approval of CEQA Notice of Exemption for the Railroad Avenue
Main Replacement Project**

Recommendation:

Approve the attached Notice of Exemption (NOE) for the Railroad Avenue Main Replacement Project.

Background:

The Railroad Avenue main is a 4" cast iron pipe that runs in the undeveloped land about 80 feet west of the present paved surface of Railroad Avenue, south of Poplar Avenue. This land is marshy and has been the site of repeated main breaks in the last 6 years. Being a marshy area, the main repairs are difficult to undertake and result in land disturbance and tracking of mud along adjacent streets as well as a sanitary hazard to the water system. District Engineer Jim Teter has designed the replacement of this main to be aligned with the utility right-of-way under the paved section of Railroad Avenue.

Following completion of the NOE process, staff will solicit bids for the project. The engineer's estimate for construction of this project is \$148,000.

Fiscal Impact:

Funding for construction of this project is included in the Fiscal Year 2012/13 Capital Improvement Program.

NOTICE OF EXEMPTION

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

To: San Mateo County
Assessor-Clerk Recorder
555 County Center, 1st Floor
Redwood City, CA 94063

Project Title: Railroad Avenue Main Replacement Project

Project Location: Railroad Avenue between Poplar and Magnolia Streets, City of Half Moon Bay

Project Description and Beneficiaries of Project: The project consists of the abandonment in place of 370' of 4" cast iron pipe located in a paper street which is presently open space and installation of the same length of 4" ductile iron pipe under the present Railroad Avenue in Half Moon Bay. Relocate and connect 5 water services to the new main. This project also will eliminate any future intrusion of wildlife habitat from water line breakage since the viable water main will be relocated below the surface of Railroad Avenue. The beneficiaries of the project are the customers and property owners in the vicinity of or served by the water line.

Name of Public Agency Carrying Out Project: Coastside County Water District.

Name of Public Agency Approving Project:

Coastside County Water District
County of San Mateo, Environmental Services Agency (Coastal Development Permit)
City of Half Moon Bay (utility easements)

Exempt Status: The Project is exempt from the California Environmental Quality Act because it falls within one or more of the following exemptions:

- Statutory Exemption, Pipeline less than 1 mile (15282 k)
- Categorical Exemption, Class 1, Existing Facilities (15301 b and d)
- Categorical Exemption, Class 2, Replacement or Reconstruction (15302 c)
- Categorical Exemption, Class 3, New Construction or Conversion of Small Structures (15303 d)
- Categorical Exemption, Class 4, Minor Alterations to Land (15304 f)

Reasons Why Project is Exempt: The project is categorically exempt because it involves minor modifications to existing facilities with no expansion of existing use, replacement of existing facilities which serves the same functional purpose, installation of new small facilities, and minor trenching and backfilling where the surface is restored. It is considered a statutory exemption in that it is a pipeline less than 1 mile in length.

Lead Agency Contact Person: David R. Dickson, General Manager Tel. (650)726-4405

Signature

Title

Date

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: April 10, 2012

Report

Date: April 6, 2012

Subject: Resolution Consenting to Join the Health Benefits Program of the ACWA Joint Powers Insurance Authority, Ratifying the Action of the ACWA Health Benefits Authority Board of Directors to Terminate the Health Benefits Authority Joint Powers Agreement, and Authorizing and Directing the General Manager to Execute All Necessary Documents

Recommendation:

Approve the attached Resolution No. 2012-02 for the purpose of continuing the District's employee health benefits coverage.

Background:

The District provides health benefits to its employees through the Association of California Water Agencies (ACWA) Health Benefits Authority (HBA) and its liability and property insurance from the ACWA Joint Powers Insurance Authority (JPIA). The ACWA Health Benefits Authority (HBA) has recently initiated a process to transition its operations and health benefits programs into the ACWA/Joint Powers Insurance Authority (ACWA/JPIA). The move would allow the two organizations to combine resources, reduce overall costs and improve operations. Potential cost savings would be passed on to all agencies that participate in programs offered by HBA and ACWA/JPIA.

The HBA Board of Directors voted March 28 to dissolve the ACWA Health Benefits Authority and transfer its health benefits programs ACWA/JPIA. In order for the transition to proceed, the board of directors of each HBA member agency must adopt a resolution consenting to join the Employee Benefits Program of ACWA/JPIA and ratifying the action by the HBA board to terminate the Health Benefits Authority Joint Powers Agreement.

The HBA has provided the attached resolution taking and authorizing the actions necessary to continue the District's health benefits under the JPIA.

Fiscal Impact:

None.

RESOLUTION NO. 2012-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COASTSIDE COUNTY WATER DISTRICT CONSENTING TO JOIN THE HEALTH BENEFITS PROGRAM OF THE ACWA JOINT POWERS INSURANCE AUTHORITY, RATIFYING THE ACTION OF THE ACWA HEALTH BENEFITS AUTHORITY BOARD OF DIRECTORS TO TERMINATE THE HEALTH BENEFITS AUTHORITY JOINT POWERS AGREEMENT, AND AUTHORIZING AND DIRECTING THE GENERAL MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS

WHEREAS, the Coastside County Water District entered into a joint exercise of powers agreement ("HBA Agreement") with the Association of California Water Agencies Health Benefits Authority ("HBA") in order to pool its purchasing needs with other public agencies desiring to provide their employees with comprehensive and economical health and welfare benefits; and

WHEREAS, the Coastside County Water District entered into a Health Benefits Memorandum of Understanding ("MOU") to enroll in specific health programs and ancillary programs ("Existing Employee Benefits Coverage") offered by HBA and agreed to abide by: (1) the HBA Agreement; (2) all rules and procedures established by HBA in the administration of the Coastside County Water District's Existing Employee Benefits Coverage; and (3) all underwriting, eligibility, and contribution requirements in Appendix A to the MOU; and

WHEREAS, the Coastside County Water District entered into a joint exercise of powers agreement ("JPIA Agreement") with the Association of California Water Agencies Joint Powers Insurance Authority ("JPIA") in order to pool its purchasing needs with other public agencies desiring to obtain comprehensive and economical public liability, workers' compensation, unemployment, health, accident and/or dental, or property coverage; and

WHEREAS, JPIA is both qualified and authorized by the laws of the State of California to administer the Existing Employee Benefits Coverage to the Coastside County Water District through JPIA's Employee Benefits Program; and

WHEREAS, during a noticed special meeting held on February 6, 2012, the HBA Board of Directors unanimously voted to transfer all HBA operations and administrative functions to JPIA on or about July 1, 2012, and to pursue a merger of the two public agencies after which the HBA Agreement would be terminated; and

WHEREAS, pursuant to Article 22 of the HBA Agreement, the HBA Agreement may be terminated by the HBA Board of Directors subject to ratification by the written consent of three-fourths of the HBA Member agencies within 90 days of the HBA Board's action, provided, however, that HBA and the HBA Agreement shall continue to exist for the purpose of concluding all functions necessary to wind up HBA's affairs; and

WHEREAS, during a noticed regular meeting held on March 28, 2012, the HBA Board of Directors approved HBA Resolution 12-03-02: (1) electing to terminate the HBA Agreement pursuant to Article 22 of the HBA Agreement and, except as provided in clause 2 below, said termination shall become effective upon ratification by the written consent of three-fourths of the HBA member districts and agencies; (2) recognizing that pursuant to Article 22 of the HBA Agreement, HBA and the HBA Agreement shall continue to exist for the purpose of winding up and dissolving the business affairs of HBA, and acknowledge that the HBA Board of Directors

is vested with all powers of HBA for doing the same; and (3) declaring that Resolution 12-03-02 shall take effect on April 1, 2012, thereby beginning the 90-day ratification period.

NOW, THEREFORE, BE IT RESOLVED that the Directors of the Coastside County Water District hereby:

1. Agree that the HBA Memorandum of Understanding referred to in the recitals above is incorporated in this resolution by reference.
2. Consent to join JPIA's Employee Benefits Program and acknowledge, represent, and agree that all terms and conditions of the HBA Memorandum of Understanding apply to the provision of the Coastside County Water District's Existing Employee Benefits Coverage through JPIA.
3. Authorize and direct the Coastside County Water District's General Manager to cooperate fully with HBA and JPIA in the execution of any other documents and in the completion of any additional actions that may be necessary or appropriate for the purpose of ensuring that the Coastside County Water District's Existing Employee Benefits Coverage continues without lapse through JPIA.
4. Ratify the action of the HBA Board of Directors to terminate the HBA Agreement, to be effective as provided in Article 22 of the HBA Agreement.
5. Direct the Secretary of the Board of the Coastside County Water District to immediately send a certified copy of this resolution to: Association of California Water Agencies Health Benefits Authority, 4600 Northgate Blvd, Suite 100, Sacramento, California, 95834.

PASSED AND ADOPTED by the Board of Directors of the Coastside County Water District this 10th day of April, 2012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jerry Donovan, President, Board of Directors

David R. Dickson, Secretary of the Board

STATE OF CALIFORNIA
COUNTY OF SAN MATEO
CITY OF HALF MOON BAY

I, David R. Dickson, General Manager and Secretary of the Board of the Coastside County Water District do hereby certify that the foregoing Resolution No. 2012-02 was duly and regularly adopted at a regular meeting of the Coastside County Water District's Board of Directors, which was duly noticed in accordance with Government Code Section 54954.2 and held on the 10th day of April, 2012.

By: _____
David R. Dickson, General Manager
Secretary of the Board

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: April 10, 2012

Report

Date: April 5, 2012

Subject: Authorization to Join the California Water/Wastewater Agency Response Network

Recommendation:

Authorize staff to execute the attached California Water/Wastewater Agency Response Network (CalWARN) agreement to make Coastside County Water District a member of CalWARN.

Background:

The mission of the California Water/Wastewater Agency Response Network (CalWARN) is to support and promote statewide emergency preparedness, disaster response, and mutual assistance matters for public and private water and wastewater utilities.

The CalWARN Program provides its member utilities with:

- A standard omnibus mutual assistance agreement and process for sharing emergency resources among members statewide.
- The resources to respond and recover more quickly from a disaster.
- A mutual assistance program consistent with other statewide mutual aid programs and the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).
- A forum for developing and maintaining emergency contacts and relationships.
- New ideas from lessons learned in disasters.

Staff recommends that the District join CalWARN by executing the attached agreement, as doing so provides a significant benefit to the District without imposing any obligation. Participating in SEMS/NIMS through CalWARN fulfills important requirements for obtaining aid from the Federal Emergency Management Agency (FEMA) and would therefore facilitate bringing vital financial help to the District after a disaster. As a member of CalWARN, the District can request emergency assistance from other members while retaining absolute discretion in deciding whether to provide assistance under the terms of the agreement.

Fiscal Impact:

None.

California Water/Wastewater Agency Response Network (CalWARN) 2007 Omnibus Mutual Assistance Agreement

WHEREAS, the California Office of Emergency Services (OES), the Department of Water Resources (DWR), the Department of Public Health (DPH) and the California Utilities Emergency Association (CUEA) have expressed a mutual interest in the establishment of a plan to facilitate and encourage water agency mutual assistance agreements between water agencies; and

WHEREAS, the California Water Agency Response Network (CalWARN) was originally created to provide a forum for the development of mutual assistance agreements between water agencies in the OES Coastal Region of California; and later expanded to all water and wastewater agencies in the State of California, and

WHEREAS, the CALIFORNIA WATER/WASTEWATER AGENCY RESPONSE NETWORK (CalWARN) 2007 OMNIBUS MUTUAL ASSISTANCE AGREEMENT is a continuation of the WARN 1996 OMNIBUS MUTUAL AID and 2001 OMNIBUS MUTUAL AID AGREEMENT and sets forth the mutual covenants and agreements for water and wastewater agencies to provide mutual assistance to one another in times of emergency; and

WHEREAS, State OES regulates the SEMS program, and this agreement is consistent with SEMS, and that it is necessary to have a mutual assistance agreement in place to support requests to FEMA for costs of using assistance during an emergency, and

WHEREAS, the water or wastewater agency hereto has determined that it would be in its best interests to enter into an agreement that implements that plan and sets forth procedures and the responsibilities of the agency whenever emergency personnel, equipment and facility assistance are provided from one agency to the other; and

WHEREAS, no water or wastewater agency should be in a position of unreasonably using its own resources, facilities, or services providing such mutual assistance; and

WHEREAS, it is the intent of WARN to revise this agreement as necessary and to annually publish a list of all water and wastewater agencies participating in this agreement, as posted on www.calwarn.org; and

WHEREAS, such an agreement is in accord with the California Emergency Services Act set forth in Title 2, Division 1, Chapter 7 (Section 8550 et seq.) of the Government Code and specifically with Articles 14 and 17 (Section 8630 et seq.) of the Act.

NOW, THEREFORE, in consideration of the conditions and covenants contained therein, the

(Utility)

agrees to become a party to the CalWARN 2007 Omnibus Mutual Assistance Agreement.

Date: _____
By: _____

Title: _____

Please return a signed copy of this page, plus the [information requested on Emergency](#)

[Contacts List](#) to:

Raymond Riordan
CalWARN, State Steering Committee
2662 Marsh Drive
San Ramon, California 94583.

1 **Articles of Agreement**
2 **California Water/Wastewater Agency Response Network**
3 **WARN 2007 Omnibus Mutual Assistance Agreement**
4

5 This AGREEMENT is made and entered into by those water and wastewater utilities which have
6 adopted and signed this agreement to provide mutual assistance in times of emergency in
7 accordance with the California Emergency Services Act and the California Disaster and Civil
8 Defense Master Mutual Aid Agreement; and to provide reimbursement for equipment, supplies
9 and personnel made available on an emergency basis.

10
11 All of said water and wastewater utilities being herein referred to collectively as "the parties."
12

13 In consideration of the mutual covenants and agreements hereinafter set forth, the parties agree
14 to provide mutual assistance to one another in times of emergency as follows:
15

16
17 **ARTICLE I.**
18 **PURPOSE**
19

20 Recognizing that emergencies may require assistance in the form of personnel, equipment, and
21 supplies from outside the area of impact, the signatory utilities hereby establish an Intrastate
22 Program for Mutual Aid and Assistance. Through the Mutual Aid and Assistance Program,
23 Members coordinate response activities and share resources during emergencies. This
24 Agreement sets forth the procedures and standards for the administration of the Intrastate
25 Mutual Aid and Assistance Program and is available to all water and wastewater utilities, public
26 and private, in the State of California.
27

28
29 **ARTICLE II.**
30 **DEFINITIONS**
31

- 32 A. **Authorized Official** – An employee or officer of a Member who is authorized to: (1) request
33 assistance; (2) offer assistance; (3) refuse to offer assistance or (4) withdraw assistance
34 under this.
35
- 36 B. **Emergency** – A natural or human caused event or circumstance causing, or imminently
37 threatening to cause impact to the operations of a member utility's system, loss of life, injury
38 to person or property, human suffering or financial loss, and includes, but is not limited to,
39 fire, flood, severe weather, earthquake, civil disturbance, riot, explosion, drought, volcanic
40 activity, spills or releases of oil or hazardous material, contamination, utility or transportation
41 emergencies, disease, blight, infestation, intentional acts, sabotage, declaration of war, or
42 other conditions which is, or is likely to be beyond the control of the services, personnel,
43 equipment, and facilities of a Member and requires mutual assistance.
44
- 45 C. **Member** – Any public or private water or wastewater utility that manifests intent to
46 participate in the Mutual Aid and Assistance Program by executing this, the California
47 Water/Wastewater Agency Response Network (CalWARN) Agreement.
48
- 49 D. **Associate Member** – Any non utility participant, approved by the State Steering Committee,
50 that provides a support role for the WARN program, for example State Department of Public

1 Health, or associations, who are members of the Regional or State Steering Committees
2 and do not officially sign the WARN agreement.
3

- 4 E. **Confidential Information** - Any document shared with any signatory to this Agreement that
5 is marked confidential, including but not limited to any map, report, notes, papers, opinion,
6 or e-mail which relates to the system vulnerabilities of a Member or Associate Member.
7
- 8 F. **Non-Responding Member** - A Member that does not provide assistance during a Period of
9 Assistance under the Mutual Aid and Assistance Program.
10
- 11 G. **Requesting Member** – A Member who requests assistance under the Mutual Aid and
12 Assistance Program.
13
- 14 H. **Responding Member** – A Member that responds to a request for assistance under the
15 Mutual Aid and Assistance Program.
16
- 17 I. **Period of Assistance** – A specified period of time when a Responding Member assists a
18 Requesting Member. The period commences when personnel, equipment, or supplies
19 depart from Responding Member’s facility and ends when the resources return to their
20 facility (portal to portal). All protections identified in the Agreement apply during this period.
21 The specified Period of Assistance may occur during response to or recovery from an
22 Emergency.
23
- 24 J. **National Incident Management System (NIMS)** - A national, standardized approach to
25 incident management and response that sets uniform processes and procedures for
26 emergency response operations.
27
- 28 K. **Standardized Emergency Management System (SEMS)** - A standardized approach to
29 field command and jurisdictional management and response set forth by State of California
30 Code of Regulations for multi-agency or multi-jurisdictional response to an emergency.
31
32

33 **ARTICLE III.**
34 **ADMINISTRATION**
35

36 The administration of the Water/Wastewater Agency Response Network (WARN) will be
37 through WARN Regional Steering Committees (RSC) and the WARN State Steering Committee
38 (SSC).
39

40 The WARN RSCs will be established by representatives from the Members in that region. A
41 chair and co-chair will be elected and act as administrators for that region. The chair will
42 represent the region on the WARN SSC. Each WARN RSC will sponsor an annual meeting for
43 Members, maintain a data base of all water and wastewater utilities who have signed this
44 Agreement, and meet as a committee to address concerns and procedures for requesting
45 mutual assistance in that region. The regions will be comprised of one or more of the six Office
46 of Emergency Services (OES) mutual aid regions.
47

48 The WARN SSC will include the chairs of the regional steering committees, and a
49 representative from the California Department of Public Health (CDPH), California Utilities
50 Emergency Association (CUEA), Department of Water Resources (DWR), the American Water
51 Works Association (AWWA) Emergency Planning Committee, California Rural Water

1 Association (CRWA) and California Sanitation Risk Management Authority (CSRMA). The SSC
2 will identify a Chair for the purpose of leading the SSC and act as a point of contact for the
3 WARN SSC. At a minimum, the WARN SSC will meet annually and issue a list of participating
4 utilities. The database will be maintained on the WARN website, managed by a volunteer
5 Member, as appointed by the SSC.
6
7

8 **ARTICLE IV.**
9 **PROCEDURES**

- 10
11 A. In coordination with the Regional Steering Committees, emergency management and public
12 health system of the state, the State Steering Committee shall develop operational and
13 planning procedures for the Mutual Aid and Assistance Program. These procedures shall
14 be consistent with the Standardized Emergency Management System (SEMS) and the
15 National Incident Management System (NIMS), reviewed at least annually and updated as
16 needed by the State Steering Committee.
17
18 B. Requests for emergency assistance under this Agreement shall be directed to the
19 appropriate Authorized Official(s) from the list of Members.
20
21 C. Consistent with SEMS, when more than one County is impacted by a disaster, requests for
22 mutual assistance under this Agreement may be channeled through the CUEA Utility
23 Operation Center to ensure maximum effectiveness in allocating resources to the highest
24 priority needs.
25

26
27 **ARTICLE V.**
28 **REQUESTS FOR ASSISTANCE**

29
30 In general, assistance will be in the form of resources, such as equipment, supplies, and
31 personnel. Assistance shall be given only when Responding Member determines that its own
32 needs can be met while rendering assistance. The execution of this Agreement shall not create
33 any duty to respond on the part of any party hereto. A potential Responding Member shall not
34 be held liable for failing to provide assistance. A potential Responding Member has the
35 absolute discretion to decline to provide any requested assistance.
36

- 37 A. **Member Responsibility** - Members shall identify an Authorized Official and alternates;
38 provide contact information including 24-hour access; and maintain resource information
39 made available by the utility for mutual aid and assistance response, as allowed by utility
40 policy. Such information shall be updated annually or as changes occur (whichever is
41 sooner), provided to the State Steering Committee, and uploaded into the statewide
42 database.
43
44 B. **Member Request** - In the event of an Emergency, a Member's Authorized Official may
45 request mutual aid and assistance from a participating Member. Requests for assistance
46 can be made orally or in writing. When made orally, the request for personnel, equipment,
47 and supplies shall also be prepared in writing and submitted to the participating Member as
48 soon as practicable. Requests for assistance shall be directed to the Authorized Official of
49 the participating Member. Specific protocols for requesting aid shall be provided in the
50 procedures developed under Article IV.
51

- 1 C. **Response to a Request for Assistance** – Members are not obligated to respond to a
2 request. After a Member receives a request for assistance, the Authorized Official evaluates
3 whether or not to respond, whether resources are available to respond, or if other
4 circumstances would hinder response. Following the evaluation, the Authorized
5 Representative shall inform, as soon as possible, the Requesting Member whether it will
6 respond. If the Member is willing and able to provide assistance, the Member shall inform
7 the Requesting Member about the type of available resources and the approximate arrival
8 time of such assistance.
9
- 10 D. **Discretion of Responding Member’s Authorized Official** – Execution of this Agreement
11 does not create any duty to respond to a request for assistance. When a Member receives
12 a request for assistance, the Authorized Official shall have sole and absolute discretion as to
13 whether or not to respond, or the availability of resources to be used in such response. An
14 Authorized Member’s decisions on the availability of resources shall be final.
15
16

17 **ARTICLE VI.**
18 **RESPONSE COORDINATION**
19

20 When providing assistance under this Agreement, the Requesting Member and Responding
21 Member shall be organized and shall function under the Standard Emergency Management
22 System and National Incident Management System protocols and procedures.
23

- 24 A. **Personnel** – Responding Member retains right to identify the employees who are willing
25 to participate and the resources that are available.
26
- 27 B. **Control** – While employees so provided may be under the supervision of the
28 Responding Member, the Responding Member’s employees come under the direction
29 and control of the Requesting Member, consistent with the NIMS Incident Command
30 System to address the needs identified by the Requesting Member. The Requesting
31 Member’s Authorized Official shall coordinate response activities with the designated
32 supervisor(s) of the Responding Member(s). Whenever practical, Responding
33 Member personnel must be self sufficient for up to 72 hours. The Responding Member’s
34 designated supervisor(s) must keep accurate records of work performed by personnel
35 during the specified Period of Assistance.
36
- 37 C. **Food and Shelter** – When possible, the Requesting Member shall supply reasonable food
38 and shelter for Responding Member personnel. If the Requesting Member is unable to
39 provide food and shelter for Responding Member personnel, the Responding Member’s
40 designated supervisor is authorized to secure the resources necessary to meet the needs of
41 its personnel. Except as provided below, the cost for such resources must not exceed the
42 State per diem rates for that area. To the extent Food and Shelter costs exceed the State
43 per diem rates for the area, the Responding Member must demonstrate that the additional
44 costs were reasonable and necessary under the circumstances. Unless otherwise agreed
45 to in writing, the Requesting Member remains responsible for reimbursing the Responding
46 Member for all reasonable and necessary costs associated with providing food and shelter,
47 if such resources are not provided.
48
- 49 D. **Communication** – The Requesting Member shall provide Responding Member personnel
50 with radio equipment as available, or radio frequency information to program existing radio,
51 in order to facilitate communications with local responders and utility personnel.

- 1
2 E. **Status** - Unless otherwise provided by law, the Responding Member's officers and
3 employees retain the same privileges, immunities, rights, duties and benefits as provided in
4 their respective jurisdictions.
5
6 F. **Licenses and Permits** – To the extent permitted by law, Responding Member personnel
7 who hold licenses, certificates, or permits evidencing professional, mechanical, or other
8 skills shall be allowed to carry out activities and tasks relevant and related to their respective
9 credentials during the specified Period of Assistance.
10
11 G. **Right to Withdraw Resources** - The Responding Member's Authorized Official retains the
12 right to withdraw some or all of its resources at any time for any reason in the Responding
13 Member's sole and absolute discretion. Notice of intention to withdraw must be
14 communicated to the Requesting Member's Authorized Official as soon as soon as is
15 practicable under the circumstances.
16
17

18 **ARTICLE VII.**
19 **COST REIMBURSEMENT**
20

21 Unless otherwise mutually agreed in whole or in part by both parties, the Requesting Member
22 shall reimburse the Responding Member for each of the following categories of costs incurred
23 while providing aid and assistance during the specified Period of Assistance.
24

- 25 A. **Personnel** – Responding Member will make such employees as are willing to
26 participate available to Requesting Member at Requesting Member's expense equal to
27 Responding Member's full cost, i.e., equal to the employee's applicable salary or hourly
28 wage plus fringe benefits and overhead, and consistent with Responding Member's
29 collective bargaining agreements or other conditions of employment. All costs incurred
30 for work performed during the specified Period of Assistance will be included. The
31 Requesting Member shall be responsible for all direct and indirect labor costs.
32
33 B. **Equipment** – Use of equipment, such as construction equipment, vehicles, tools, pumps
34 and generators, shall be at Responding Member's current equipment rate and subject to the
35 following conditions: The Requesting Member shall reimburse the Responding Member for
36 the use of equipment during the specified Period of Assistance, including, but not limited to,
37 reasonable rental rates, all fuel, lubrication, maintenance, transportation, and
38 loading/unloading of loaned equipment. All equipment shall be returned to the Responding
39 Member as soon as is practicable and reasonable under the circumstances.
40 (a) At the option of Responding Member, equipment may be provided with an
41 operator.
42 (b) Equipment shall be returned to Responding Member within 24 hours after receipt
43 of an oral or written request for return.
44 (c) Requesting Member shall, at its own expense, supply all fuel, lubrication and
45 maintenance for furnished equipment.
46 (d) Responding Member's cost related to the transportation, handling and
47 loading/unloading of equipment shall be chargeable to Requesting Member.
48 (e) In the event equipment is damaged while being dispatched to Requesting Member,
49 or while in the custody and use of Requesting Member, Requesting Member shall
50 reimburse Responding Member for the reasonable cost of repairing said damaged
51 equipment. If the equipment cannot be repaired, then Requesting Member shall

1 reimburse Responding Member for the cost of replacing such equipment with
2 equipment that is of at least equal capability as determined by the Responding
3 Member. If Responding Member must lease a piece of equipment while Requesting
4 Member equipment is being repaired or replaced, Requesting Member shall
5 reimburse Responding Member for such lease costs.
6

7 C. **Materials and Supplies** – Requesting Member shall reimburse Responding Member in
8 kind or at actual replacement cost, plus handling charges, for use of expendable or non-
9 returnable supplies. Other supplies and reusable items that are returned to Responding
10 Member in a clean, damage-free condition shall not be charged to the Requesting
11 Member and no rental fee will be charged; otherwise, they shall be treated as
12 expendable supplies. Supplies that are returned to the Responding Member with
13 damage must be treated as expendable supplies for purposes of cost reimbursement.
14

15 D. **Payment Period** – The Responding Member shall provide an itemized bill to the Requesting
16 Member for all expenses incurred by the Responding Member while providing assistance
17 under this Agreement. The Requesting Member shall send the itemized bill not later than
18 (90) ninety days following the end of the Period of Assistance. The Responding Member
19 may request additional periods of time within which to submit the itemized bill, and
20 Requesting Member shall not unreasonably withhold consent to such request. The
21 Requesting Member agrees to reimburse the Responding Member within 60 days from
22 receipt of an invoice for assistance provided under this Agreement. The Requesting
23 Member may request additional periods of time within which to pay the itemized bill, and
24 Responding Member shall not unreasonably withhold consent to such request, provided,
25 however, that all payment shall occur not later than one-year after the date a final itemized
26 bill is submitted to the Requesting Member.
27

28 E. **Records** - Each Responding Member and its duly authorized representatives shall have
29 access to a Requesting Member's books, documents, notes, reports, papers and records
30 which are directly pertinent to this Agreement for the purposes of reviewing the accuracy of
31 a cost bill or making a financial, maintenance or regulatory audit. Each Requesting Member
32 and its duly authorized representatives shall have access to a Responding Member's books,
33 documents, notes, reports, papers and records which are directly pertinent to this
34 Agreement for the purposes of reviewing the accuracy of a cost bill or making a financial,
35 maintenance or regulatory audit. Such records shall be maintained for at least three (3)
36 years or longer where required by law and as needed for federal reimbursement practices.
37
38

39 **ARTICLE VIII.** 40 **ARBITRATION** 41

42 If any controversy or claim arises out of, or relates to, the Agreement, including, but not limited
43 to an alleged breach of the Agreement, the disputing Members shall first attempt to resolve the
44 dispute by negotiation, followed by mediation and finally shall be settled by arbitration in
45 accordance with the Rules of the American Arbitration Association. Judgment on the award
46 rendered by the arbitrator(s) may be entered in any court having jurisdiction.
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ARTICLE IX.
REQUESTING MEMBER'S DUTY TO INDEMNIFY

Pursuant to Government Code Section 895.4, and subject to Article X, Requesting Member shall assume the defense of, fully indemnify and hold harmless Responding Member, its Directors, Council Members, Supervisors, officers and employees, from all claims, loss, damage, injury and liability of every kind, nature and description, directly or indirectly arising from the Requesting Member's work hereunder, including, but not limited to, negligent or wrongful use of equipment, supplies or personnel provided to Requesting Member or faulty workmanship or other negligent acts, errors or omissions by Responding Member, or by personnel provided to Requesting Member from the time assistance is requested and rendered until the assistance is returned to Responding Member's control, portal to portal.

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ARTICLE X.
SIGNATORY INDEMNIFICATION

In the event of a liability, claim, demand, action or proceeding, of whatever kind or nature arising out of the rendering of assistance through this Agreement, the parties involved in rendering or receiving assistance agree to indemnify and hold harmless all Members whose only involvement is the execution and approval of this Agreement, in the transaction or occurrence which is the subject of such claim, action, demand or other proceeding. Such indemnification shall include indemnity for all claims, demands, liability, damages and costs, including reasonable attorneys' fees and other costs of defense, for injury, property damage and workers compensation.

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ARTICLE XI.
WORKER'S COMPENSATION CLAIMS

The Responding Member is responsible for providing worker's compensation benefits and administering worker's compensation for its employees. The Requesting Member is responsible for providing worker's compensation benefits and administering worker's compensation for its employees.

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ARTICLE XII.
NOTICE

Each party hereto shall give to the others prompt and timely written notice of any claim made or any suit instituted coming to its knowledge, which in any way, directly or indirectly, contingently or otherwise, affects or might affect them, and each Member shall have the right to participate in the defense of the same, as it considers necessary to protect its own interests.

1 **ARTICLE XIII.**
2 **INSURANCE**

3
4 Members shall maintain an insurance policy or maintain a self insurance program that covers
5 activities that it may undertake by virtue of membership in the Mutual Aid and Assistance
6 Program.
7

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9 **ARTICLE XIV.**
10 **CONFIDENTIAL INFORMATION**

11
12 To the extent allowed by law, any Member or Associate Member shall maintain in the strictest
13 confidence and shall take all reasonable steps necessary to prevent the disclosure of any
14 Confidential Information provided to it by another Member pursuant to this Agreement. If any
15 Member, Associate Member, or third party requests or demands, by subpoena or otherwise,
16 that a Member or Associate Member disclose any Confidential Information provided to it under
17 this Agreement, the Member or Associate Member shall immediately notify the owner of the
18 Confidential Information and shall take all reasonable steps necessary to prevent the disclosure
19 of any Confidential Information by asserting all applicable rights and privileges with respect to
20 such information and shall cooperate fully in any judicial or administrative proceeding relating
21 thereto.
22

23
24 **ARTICLE XV.**
25 **EFFECTIVE DATE**

26
27 This Agreement shall take effect for a new party immediately upon its execution by said
28 party.
29

30
31 **ARTICLE XVI.**
32 **WITHDRAWAL**

33
34 Any party may terminate its participation in this Agreement by written notice to the Chair of the
35 appropriate RSC and to the SSC Chair. Withdrawal takes effect 60 days after the appropriate
36 officials receive notice. Withdrawal from this Agreement shall in no way affect a Requesting
37 Member's duty to reimburse a Responding Member for cost incurred during a Period of
38 Assistance, which duty shall survive such withdrawal.
39

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41 **ARTICLE XVII.**
42 **MODIFICATION**

43
44 No provision of this Agreement may be modified, altered or rescinded by individual parties to the
45 Agreement. Modifications to this Agreement require a simple majority vote of Members within
46 each region and unanimous agreement among the regions. The State Steering Committee will
47 notify all parties of modifications to this Agreement in writing and those modifications shall be
48 effective upon 60 days written notice to the parties.
49

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2 **ARTICLE XVIII.**
3 **SEVERABILITY**
4

5 If any term or provision of this Agreement is declared by a court of competent jurisdiction to be
6 illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be
7 affected, and the rights and obligations of the parties shall be construed and enforced as if the
8 Agreement did not contain the particular term or provision held to be invalid.
9

10
11 **ARTICLE XIX.**
12 **PRIOR AGREEMENTS**
13

14 To the extent that prior agreements among signatories to this Agreement for mutual assistance
15 are inconsistent with this Agreement, such agreements are hereby superseded. This
16 Agreement supersedes the 1996 Omnibus Mutual Aid Agreement, the WARN 1997 Omnibus
17 Mutual Aid Agreement, and the WARN 2001 Omnibus Mutual Aid and Assistance Agreement.
18
19

20 **ARTICLE XX.**
21 **PROHIBITION ON THIRD PARTIES AND ASSIGNMENT OF RIGHTS/DUTIES**
22

23 This Agreement is for the sole benefit of the Members and no other person or entity has rights
24 under this Agreement as a third party beneficiary. Assignment of benefits or delegation of
25 duties created by this Agreement to third parties that are not Members is prohibited and without
26 effect.
27

28
29 **ARTICLE XXI.**
30 **TORT CLAIMS**
31

32 This Agreement in no way abrogates or waives any immunity or defense available under
33 California law.
34
35

36 **ARTICLE XXII.**
37 **INTRASTATE AND INTERSTATE MUTUAL AID AND ASSISTANCE PROGRAMS**
38

39 To the extent practicable, Members retain the right to participate in mutual aid and assistance
40 activities conducted under the State of California Intrastate WARN Mutual Aid and Assistance
41 Program and the Interstate Emergency Management Assistance Compact (EMAC) and similar
42 programs.
43
44
45

STAFF REPORT

To: Coastside County Water District Board of Directors
From: David Dickson, General Manager
Agenda: April 10, 2012

Report

Date: April 6, 2012

Subject: General Manager's Report

Recommendation:

None. Information only.

Background:

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

1. BAWSCA Comments on Restore Hetch Hetchy and SFPUC Proposed Rate Structure Change

BAWSCA continues to do an excellent job of representing wholesale customer interests in our complex relationship with SFPUC:

- On April 2, BAWSCA CEO Art Jensen sent a letter to SFPUC General Manager Ed Harrington suggesting an alternative to the SFPUC staff's rate structure proposal (copy attached).
- Art Jensen provided information to the Board of Directors regarding Restore Hetch Hetchy's petition drive to put a measure on the ballot which would ask San Francisco voters whether the SFPUC should be directed to study their proposal to drain Hetch Hetchy reservoir (copy attached).

2. CCWD-MSWD Team Wins Top Ops Competition at AWWA Conference

Treatment Supervisor Steve Twitchell and Montara Water and Sanitary District's Jeff Page won Top Ops, the American Water Works Association's version of Jeopardy, at the AWWA Conference in Santa Clara on April 3. The coastside team faced competition from much larger agencies, including defending champion Alameda County Water District. Superintendent Joe Guistino will provide additional details in his report.



April 2, 2012

Mr. Ed Harrington, General Manager
San Francisco Public Utilities Commission
1155 Market Street, 11th Floor
San Francisco, CA 94103

RE: Suggested Alternative for Setting FY 2012-13 Wholesale Water Rates

Dear Mr. Harrington:

The SFPUC's letter of February 4, 2012 set forth three alternatives for next year's wholesale rates. We suggest a slight variation of the alternative that did not include a mid-year rate trigger. The specific suggestion and reasons supporting it appear below.

BAWSCA suggests the SFPUC base rates on a prudent, but not overly conservative, estimate of FY 2012-13 wholesale water purchases. This approach and the provisions of the 2009 Water Supply Agreement enable the SFPUC to manage its financial risk. This approach also avoids a transfer of financial risk to the Wholesale Customers, the potential financial impacts of which have not yet been sufficiently analyzed.

Wholesale Water Rate Alternatives

The SFPUC's February 8th letter presents the three rate alternatives labeled Current Rate Structure, Mid-Year Rate Reset Structure (4mgd) and Mid-Year Rate Reset Structure (3%). The three SFPUC rate alternatives, and their bases, are shown in Table 1.

Table 1 also shows a suggested rate alternative that is identical to the SFPUC's first alternative, but is based on a prudent, yet not overly conservative estimate of next year's wholesale water purchases. The suggested alternative results in a slightly higher wholesale water rate than the SFPUC's first alternative, and greater assurance that the SFPUC will collect sufficient revenue.

The estimate of water purchases used in the suggested alternative is based on the following reasoning:

- a) From its February 8th report, the SFPUC considers a purchase estimate of 139 mgd is too high to ensure that sufficient revenue would be generated.
- b) The trigger value of 135 mgd is too low to be used as an estimate of purchases for the entire year.
- c) A prudent value between the two should be used to set next year's wholesale rates.
- d) The value of 137 mgd, mid-way between 135 and 139 mgd, is shown in Table 1.

The Wholesale Customers did not form a consensus on what the numerical value for next year's purchases should be. The SFPUC may elect to use a different number, but we suggest the value be based on similar reasoning.

Table 1. Suggested Rate Alternative Compared to the SFPUC's Alternatives

	SFPUC #1: "Current Rate Structure"	Suggested Rate Alternative	SFPUC #2: "Mid-year Rate Reset Structure (4 mgd)"	SFPUC #3: "Mid-year Rate Reset Structure (3%)"
Rate structure	Fixed rate throughout year	Fixed rate throughout year	Same initial rate plus possible mid-year increase	Same initial rate plus possible mid-year increase
Assumed wholesale purchases	139 mgd	137 mgd	139 mgd	139 mgd
Initial rate	\$2.89 per Ccf	\$2.93 per Ccf	\$2.89 per Ccf	\$2.89 per Ccf
Trigger for mid-year rate increase	Not applicable	Not applicable	135 mgd Projected sales are 139-4 = 135 mgd, or less	135 mgd Projected sales are 139-3% = 135 mgd, or less
Rate if trigger exceeded	Not applicable	Not applicable	\$2.89 initially \$2.97 at 135 mgd to \$3.07/Ccf at 131 mgd	\$2.89 initially \$2.97 at 135 mgd to \$3.07/Ccf at 131 mgd
Rate change from FY 2011-12	9.9%	11.4%	9.9% initially 12.9% at 135 mgd to 16.7% at 131 mgd	9.9% initially 12.9% at 135 mgd to 16.7% at 131 mgd

Comparison of Rate Alternatives

The SFPUC's February 8th letter compared rate alternatives against several evaluation criteria. BAWSCA compared the alternatives using a broader set of criteria that reflect the value, or impact, to Wholesale Customers as well as to the SFPUC.

Table 2 compares the rate alternatives against three criteria that reflect the SFPUC's perspective, and three criteria that reflect a Wholesale Customer perspective.

The highlighted boxes demonstrate that the alternatives that include a trigger for raising rates mid-year perform well for San Francisco, but not as well for the Wholesale Customers.

The suggested alternative performs well for both the SFPUC and the Wholesale Customers.

The SFPUC would benefit by reducing the risk of a revenue shortfall.

The Wholesale Customers, while experiencing a slightly higher wholesale water rate, would not be subjected to the prospect of increased cost of water mid-way through a budget year.

At a meeting with representatives of the Wholesale Customers on March 1st, no one favored a rate trigger. Some agencies, such as Hayward, stated they may be able to tolerate the proposed rate trigger. As discussed later in this memo, we believe the potential implications of a mid-year rate trigger have not yet been sufficiently investigated. One agency preferred no trigger, but that rates be set using a very conservative (low) purchase amount; they state the wholesale revenue requirement is projected to increase for several years, and that excess revenue would merely decrease the size of future rate increases. However, this was not a common perspective.

Table 2. Comparison of Rate Alternatives Indicates the Suggested Alternative Performs Best

	SFPUC #1: “Current Rate Structure”	Suggested Rate Alternative	SFPUC #2: “Mid-year Rate Reset Structure (4 mgd)”	SFPUC #3: “Mid-year Rate Reset Structure (3%)”
SFPUC Revenue Requirement	\$200.3 million	\$200.3 million	\$200.3 million	\$200.3 million
Assumed wholesale purchases	139 mgd	137 mgd	139 mgd	139 mgd
Trigger lever	NA	NA	135 mgd	134.8 mgd
Wholesale water rate	\$2.89/Ccf	\$2.93/Ccf	\$2.89 initially \$2.97 at 135 mgd to \$3.07/Ccf at 131 mgd	\$2.89 initially \$2.97 at 135 mgd to \$3.07/Ccf at 131 mgd
Percentage rate increase over FY 2011-12	9.9%	11.4%	9.9% initially 12.9% at 135 mgd to 16.7% at 131 mgd	9.9% initially 12.9% at 135 mgd to 16.7% at 131 mgd
Comparison from SFPUC Perspective				
SFPUC revenue certainty	Lower	High	Higher	Higher
SFPUC wholesale revenue shortfall if purchases=135 mgd	\$5.6 million 2.8%	\$2.9 million 1.5%	Greater than \$0 but less than \$5.6 million	Greater than \$0 but less than \$5.6 million
SFPUC Bond Outlook	Lower	Higher	Higher	Higher
Comparison from Wholesale Customer Perspective				
Wholesale Customer revenue certainty	Higher	Higher	Lower	Lower
Wholesale Customer revenue certainty if purchases=135 mgd	Higher	Higher	Lower	Lower
Wholesale Customer Bond Outlook	Higher	Higher	Lower	Lower

Key:	Good	Caution	Bad
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All agree that prudent management of financial risk benefits the SFPUC and Wholesale Customers alike. However, in this case financial risk is a zero-sum game: If the risk to San Francisco decreases, the risk to the Wholesale Customers increases.

For example, if water purchases are lower than the value used to set rates, a mid-year rate increase would increase revenue to the SFPUC and decrease financial risk for the SFPUC. However, if sales are low, Wholesale Customers may also experience revenue shortfalls and an increase in the cost of SFPUC water would exacerbate their ability to cover costs.

Questions about Mid-Year Rate Changes That Have Yet to be Examined and Reported

There are several possible financial impacts of a rate structure that permits rate changes during the fiscal year, and these impacts have yet to be fully examined. The list below, without elaboration, is not necessarily complete but provides a sense of the types of issues that could or should be examined and reported:

1. Would activation of a mid-year rate increase require agencies to adjust retail rates, including compliance with Prop 218, defer capital projects, draw down reserves or have other financial impacts?
2. Because not all agencies may contribute to reduced water purchases, is a mid-year rate adjustment fair to all agencies?
3. Is it necessary to adjust rates more frequently than once per year given the provisions in the 2009 Water Supply Agreement that were specifically designed to minimize financial risk for the SFPUC, including:
 - a. Annual rate adjustments
 - b. An ability to raise rates in the event of an emergency
 - c. The Balancing Account that ensures San Francisco will recover all revenue to which it is entitled, including interest
 - d. And most significantly, Wholesale Customers now pay San Francisco their share of revenue or debt funded capital investments in real time, rather than over several generations, as provided in the prior water contract?
4. If, in fact, bond rating agencies think that the ability to raise rates mid-year provides a significant addition to the financial security already provided by the Water Supply Agreement, do they also believe mid-year rate increases *degrade* the bond outlook for the Wholesale Customers?
5. If a rate structure includes a mechanism for adjusting rates within a year, could future rate decisions decrease the trigger for initiating a rate increase, and/or dramatically increase the size of the rate increase? Even changing the time of year of the adjustment could have a significant impact. None of these aspects have been studied.

Answers to these questions could have dramatic impacts on the finances of Wholesale Customer agencies, and is why the Water Supply Agreement requires that specified analysis and reporting procedures be followed whenever changes in rate structure are contemplated.

Suggestions for Future Consideration of Rate Structures

Ideally, rate structures and rate setting would be undertaken in a way that considers the financial risk and other interests of all stakeholders, provides an objective evaluation of alternatives and produces results that are fair, equitable and that do not unfairly burden any group of stakeholders.

You and I discussed an approach for future examination of possible rate structures and he suggested that if undertaken at all, activities this coming fiscal year should be limited to identifying the interests and objectives of the SFPUC and the Wholesale Customers, and that analysis and investigation of alternative rate structures should be budgeted and undertaken in a subsequent fiscal year. I concur with this approach.

Sincerely,



Arthur Jensen

Chief Executive Officer/General Manager

cc: BAWSCA Member Agency Water Supply Management Representatives
Todd Rydstrom, SFPUC
John Ummel, Christina Tang, BAWSCA
Allison Schutte, Hanson Bridgett



Date: March 21, 2012

To: Board of Directors

From: Art Jensen, CEO

Subject: Information and Suggestions Related to Protecting Water Users Outside of San Francisco from a Threat of an Unreliable Supply of Water in the Event that Hetch Hetchy Reservoir is Drained

At the Board meeting last Thursday, Chair Pierce and SFPUC General Manager Ed Harrington discussed Restore Hetch Hetchy's (RHH) proposed San Francisco ordinance that could lead to draining the Hetch Hetchy Reservoir.

Directors asked that information be provided to them, including the following items:

1. Chair Pierce's remarks.
2. Mr. Harrington's remarks.
3. Portions of the summary of the February 9, 2012 Board Policy Committee's discussion as it relates to the proposal by others to drain Hetch Hetchy Reservoir.
4. A copy of BAWSCA's 2010 position on the proposal to drain the Reservoir.
5. A copy of the San Francisco City Attorney's "Title and Summary" for the initiative circulated "Restore Hetch Hetchy."
6. A copy of the ordinance prepared by the group named "Restore Hetch Hetchy."
7. Information on legally permitted and prohibited actions as members of a public agency.

Finally, several agencies or public officials have received a flyer from the Bay Area Council (BAC) asking that they sign a form to join a coalition to oppose Restore Hetch Hetchy's initiative. I have been asked my opinion on this request, and it follows:

I think BAC's approach is a short-term approach to a long-term issue. The BAC approach is to mount a campaign to defeat the ballot measure. Even if this approach were successful, it is a short-term solution to a long-term problem. BAWSCA will continue working on a long-term solution to protect the water customers throughout the service area by pursuing the thought expressed in Chair Pierce's remarks: that all of the water users outside San Francisco should get to vote on such an important public policy matter.

I recommend that you support BAWSCA's approach for a long-term solution. If you choose to sign BAC's flyer, I hope you will also support BAWSCA's work.

Finally, I do not know how BAC might use the form, and specifically whether the names and titles might be used in campaign literature. If you choose to sign the form citing your local agency affiliation and title, you may first want to discuss the issue with your agency's legal counsel.

Until we learn what use might be made of these forms and who will be making decisions on behalf of the signatories, I ask that if you choose to sign the form using your BAWSCA title and affiliation, that you explicitly note it is for identification purposes only, and that you are acting as an individual and not on behalf of BAWSCA.

Unless there is some reason to act immediately, you might consider the information in this packet before responding.

Please call me if you have questions about any of the materials provided with this memo and I would be pleased to discuss them with you.

1. Chair Pierce's remarks at the beginning of the March 15, 2012 Board meeting:

"First, Restore Hetch Hetchy has officially filed a ballot initiative in San Francisco to pursue its goal to drain the Hetch Hetchy reservoir which stores 117 billion gallons of water, and this action presents a clear threat to our member agencies, their customers, and the regional and state-wide economy.

"BAWSCA's responsibility in this public-policy matter is to protect the water customers whose interests we represent. I can assure you that the board leadership and Mr. Jensen are on top of this issue and are considering how to provide the necessary protection for water users.

"Since our constituents use 2/3 of the regional system's water and pay 2/3 of the costs to operate that system, it seems clear to me they should have a voting opportunity on this matter which is so vital to them.

"BAWSCA's public position on this matter first stated in 2010 is that we are opposed to draining the reservoir unless and until an alternative storage facility and related infrastructure are in place and operational to provide a reliable supply of water for BAWSCA's constituents.

"You received the Board Policy Committee report which includes information about the meeting with San Francisco Mayor Lee on this subject.

"I've encouraged directors to contact our CEO to discuss any questions you might have, and I am pleased that at least one has done so and perhaps others. If you have comments about this subject tonight, I ask that you do so during the agenda item for Directors' discussion."

2. Information provided by Mr. Harrington at the March 15, 2012 Board meeting

Ed Harrington noted that the San Francisco City Attorney released the "Title and Summary" of Restore Hetch Hetchy's initiative the afternoon of the Board meeting. He said he expected that Restore Hetch Hetchy would begin collecting signatures with a goal of collecting enough to have the ordinance placed before San Francisco voters this coming November.

Copies of the "Title and Summary" and the ordinance drafted by Restore Hetch Hetchy are attached to this memo.

3. Portions of the summary of the February 9, 2012 Board Policy Committee's discussion as it relates to the proposal by others to drain Hetch Hetchy Reservoir:

"Meeting with Mayor Lee held February 3, 2012. Director Pierce reported that a meeting with San Francisco Mayor Lee was arranged by Assembly Member Jerry Hill on February 3rd. She attended the meeting on behalf of BAWSCA with Art Jensen, Director Chuck Reed, and Bud Wendell. San Francisco members included Ed Harrington and Tony Winnicker.

"Two messages delivered at the meeting were that the mayor consider the regional significance of the water system and the importance of the Wholesale Customers who pay the majority of regional system costs when he appoints a new SFPUC general manager to succeed Ed Harrington and when he makes appointments or reappointments for the three seats on the commission for which the current terms expire this year.

"Top priorities for the new general manager must remain completion of the WSIP on schedule and within budget, as well as ensuring water customers would be protected should the movement to drain Hetch Hetchy Reservoir go forward.

"Mr. Jensen reported that Mayor Lee was receptive to BAWSCA's concerns and pledged to have Ed Harrington work with Art Jensen to address protection of water customers. Mayor Lee also acknowledged his understanding of the regional nature of the water system and pledged to pick Ed's successor with care."

4. A copy of BAWSCA's 2010 position on the proposal to drain Hetch Hetchy Reservoir.



**Statement by Arthur Jensen, Chief Executive Officer
Bay Area Water Supply and Conservation Agency (BAWSCA)**

January 19, 2010

As Chief Executive Officer of the Bay Area Water Supply and Conservation Agency (BAWSCA), I represent the water interests of 1.7 million residents, businesses, and community organizations in Alameda, San Mateo, and Santa Clara counties, who depend on the Hetch Hetchy regional water system. BAWSCA also represents the 26 water organizations that serve them.

BAWSCA's member agencies and their customers use two-thirds of Hetch Hetchy's water and pay two-thirds of the cost of the system, which is operated by San Francisco.

Whether or not to restore Hetch Hetchy valley is a public policy issue to be decided by Federal, state and local governments and ultimately by taxpayers who presumably will have to pay for it. BAWSCA, however, is focused on the more pragmatic and urgent issues of providing a reliable supply of water, through conservation and development of new supplies, maintain high water quality appropriate for the intended use, and doing so at a fair price for its constituents.

If San Francisco, the State of California or the Federal government should decide to pursue steps to drain the Hetch Hetchy reservoir, it is imperative that they determine first how to protect the health, safety and economic well being of these water users.

This protection should be addressed with a three-stage process.

First, before any significant time and resources are devoted to further study of how to restore the valley, the governments should develop a specific plan to create a reliable alternative water supply that is acceptable to those who would be impacted.

That plan also must provide the same high quality at no additional cost to the water users that rely on the present Hetch Hetchy water supply. People dispute the cost estimates to replace the water system and restore the valley, but the estimated costs are in the billions of dollars. The affected water customers are already paying \$4.6 billion to rebuild earthquake-threatened parts of the present regional water system.

Second, the alternate supply must be supported by legally enforceable agreements about water rights, ownership, operating responsibilities and other critical issues. Without such issues being resolved, no alternative supply can be as reliable as the existing supply.

Third, if the policy makers and the voters decide to build an alternative water supply and restore Hetch Hetchy valley, the new water-supply system must be in operation, and all agreements fully executed, before restoration of the valley is begun. Otherwise, there is every likelihood the alternative system will never be completed.

Meanwhile, any such efforts must not delay rebuilding the Bay Area's existing vulnerable water system before the next major earthquake. That would be an unacceptable threat to the health, safety and economic well being of residents and businesses in the Bay Area and for a major part of the state's economy.

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5. A copy of the San Francisco City Attorney's "Title and Summary" for the initiative being circulated by the group named "Restore Hetch Hetchy"

Water and Environment Plan

San Francisco owns the Hetch Hetchy Water System ("Water System"), which provides water to about 2.5 million people in San Francisco and neighboring areas. Water System reservoirs collect snowmelt and rainfall from the Tuolumne River and Bay Area watersheds for use throughout the year. The San Francisco Public Utilities Commission ("PUC") manages the Water System.

San Francisco's largest reservoir is in Hetch Hetchy Valley, located in Yosemite National Park. The federal government authorized San Francisco to create the reservoir by building a dam on the Tuolumne River in 1923. Approximately 85% of San Francisco's water comes from the Hetch Hetchy Reservoir, which also generates hydroelectric power for City agencies. The remaining water comes from reservoirs in Alameda County and Peninsula watersheds. San Francisco does not filter Hetch Hetchy water but treats it and tests it over 100,000 times annually.

San Francisco is currently undertaking a \$4.6 billion project to improve the Water System and develop additional groundwater, conservation, and reclaimed water supplies. Voters specifically authorized water revenue bonds of up to \$1.6 billion for these improvements.

San Francisco discharges treated stormwater to the Bay and Ocean under a federal permit.

The proposed ordinance would require the City to prepare a two-phase plan that would identify alternative water sources and evaluate how to end using the Hetch Hetchy Reservoir.

The first phase of the plan would identify:

- additional local water sources, including increased groundwater, water recycling, storm water harvesting, gray water systems, conservation measures, and expanded water treatment capacity to accommodate filtration of all drinking water;
- additional water supply options, including storage, purchase, and conservation; and
- alternative renewable energy sources.

The second phase of the plan would evaluate how to:

- improve flows on the lower Tuolumne River;
- decrease stormwater discharge into the Bay and the Ocean; and
- end using Hetch Hetchy Valley as a reservoir so it could be restored as part of Yosemite National Park.

The plan would include timelines to implement the first phase by 2025 and the second phase by 2035.

The measure would create a task force to oversee development of the plan ("Task Force"). The Task Force would have five members: the PUC General Manager, the General Manager of the Bay Area Water Supply and Conservation Agency, and three experts appointed by the Board of Supervisors. The Task Force would select and manage consultants to develop the plan.

The measure would require the Task Force to complete the plan by November 1, 2015, and require the Board of Supervisors to hold a hearing by January 31, 2016, to consider proposing a Charter Amendment to implement the plan.

The measure would appropriate any available City funds to pay for the Plan, with a maximum appropriation of 0.5% of funds voters previously authorized for the current Water System improvement project (approximately \$8 million).

The measure states that it will not weaken the City's rights to use Tuolumne River water.

The measure would authorize the Board to amend the measure, without further voter approval, to advance the purpose and intent of the measure.

WORD COUNT: 489 [Maximum: 500 words]

[Department of Elections file no. 12-01]

6. A copy of the ordinance prepared by the group named “Restore Hetch Hetchy”

[Note: Staff and legal counsel are reviewing this document and will provide additional information or comments at a later date.]

SAN FRANCISCO
FILED

2012 FEB 29 AM 11:08

Be it ordained by the People of the City and County of San Francisco:

DEPARTMENT OF ELECTIONS

Section 1. Title

This Ordinance shall be known and may be cited as the **“Water Sustainability and Environmental Restoration Planning Act of 2012.”**

Section 2. Findings & Declarations

- (a) Water is an essential natural resource that San Francisco depends on for its health, well-being, and public safety. San Francisco should develop a sustainable water system that will provide reliable supplies to meet needs throughout the city in anticipation of the effects of global warming and the probabilities of droughts and earthquakes, as well as other natural and unnatural disasters.
- (b) The primary source of water for the City of San Francisco is the Tuolumne River. Many people believe the city’s primary water source is the Hetch Hetchy Reservoir in Yosemite National Park because the system is called the Hetch Hetchy system. In fact, Hetch Hetchy Reservoir is just one of nine reservoirs that store water for San Francisco.
- (c) San Francisco’s rights to use Tuolumne River water were established in 1890 and exist independent of its storage facilities in the Tuolumne River watershed. Nothing in this ordinance shall weaken these rights.
- (d) San Francisco does not recycle any water; comparatively, the Municipal Water District of Orange County recycles 92 million gallons a day.
- (e) In 1930, San Francisco used 14.5 million gallons a day from its groundwater wells; today, San Francisco uses only 2.2 million gallons a day as it has failed to maintain and manage its groundwater basin.
- (f) San Francisco receives an average annual rainfall of 20 inches which is the equivalent of roughly half of San Francisco’s annual water consumption. Currently, virtually all of the City’s rainfall is directed into the sewage system, treated with chemicals and discharged into the San Francisco Bay and the Pacific Ocean.
- (g) Increased development of water resources within San Francisco and the Bay Area would diversify San Francisco’s regional water system, and improve system reliability in the event of drought or outages caused by earthquake or other events.

- (h) San Francisco does not currently filter most of its drinking water supply. The San Francisco Department of Public Health warns consumers with compromised immune systems such as HIV to consult a doctor prior to drinking tap water.
- (i) In 2010, the incident rate of giardia, a pathogen commonly found in rivers and reservoirs, among residents of San Francisco was 370% higher than the state average. The incident rate of giardia in San Mateo County, where almost all water service is provided by San Francisco, was 65% higher than the state average.
- (j) Federal law requires San Francisco to develop and utilize all local water resources before importing water from its existing facilities that store its Tuolumne River supplies.
- (k) The San Francisco water system as it is currently configured requires significant, on-going habitat destruction within Yosemite National Park.
- (l) The Hetch Hetchy Valley, which is currently used as a water storage facility by the City of San Francisco, is located in Yosemite National Park at the entry point to the Grand Canyon of the Tuolumne River. It is a glacier-carved granite canyon with large waterfalls cascading down the canyon walls. John Muir referred to Hetch Hetchy Valley as an exact counterpart to Yosemite Valley.
- (m) San Francisco is the only city in the country which has been allowed to construct a reservoir within an existing National Park. Restoration of Hetch Hetchy Valley will create jobs, draw tourists from around the world and allow school children to experience a unique environmental restoration project of awe-inspiring scale.
- (n) The San Francisco water system was conceived in the 19th century and constructed in the early 20th century. Generations of Native American cultural artifacts lie at the bottom of the reservoir.
- (o) The San Francisco water system can be changed to improve public health, ensure reliability of essential water supplies, and restore the environmental damage caused by the existing water system, and these changes can take place without adversely affecting ratepayers, water rights, or energy supply.

Section 2. Purpose & Intent

- (a) Develop a long-term plan for creating a more sustainable water system that improves water quality through filtration of all supplies and improve reliability through increased adoption of efficiency practices and development of local water resources. The plan must provide for 21st Century best practices including water recycling, water reclamation, conservation, improved storm water capture and increased development, including recharge capability, of groundwater sources. The plan will also include opportunities for developing

additional supplies and/or storage beyond the Bay Area. In addition, the plan will provide for reducing the amount of carbon released into the atmosphere by offsetting any increased energy use or reduction in hydropower resulting from modifications to the water system with power generated from renewable sources such as wind and solar energy.

- (b) Develop a long-term plan for reversing the environmental damage caused by the San Francisco water system in the 20th century that could be undertaken subsequent to the increased development of local water resources and/or development of alternative water supplies and storage locations. The plan must provide for sufficient water resource to increase salmon populations on the lower Tuolumne River, decrease polluted storm water runoff into the San Francisco Bay and allow for the Hetch Hetchy Valley to be returned to the National Park Service and restored as part of Yosemite National Park.
- (c) Consider a wide variety of potential mechanisms for financing plan implementation, including funds provided by State, Federal and private sources.
- (d) Complete the planning process by November 2015 in time for the San Francisco Board of Supervisors or a group of citizens to propose a charter amendment to be voted on at the November 2016 election, which if passed would authorize implementation of the plan.

Section 3. The Water Sustainability and Environmental Restoration Plan

The San Francisco Municipal Code, Part I (Administrative Code) is hereby amended by adding Chapter 116 to read as follows:

Section 116.1. The Water Sustainability and Environmental Restoration Plan

- (a) A Water Sustainability and Environmental Restoration Plan shall be developed for the purpose of providing a comprehensive plan for improving San Francisco's water system and restoring the environmental damage caused by the current water system.
- (b) The plan shall provide for two phases.
 - (1) The first phase shall be a Water Sustainability Plan that provides for the creation and maintenance of a sustainable water system that increases system reliability by developing local and more diversified water sources.
 - (2) The second phase shall be an Environmental Restoration Plan that provides for reversing the environmental damage caused by the Hetch Hetchy water system since 1913.

- (c) The Water Sustainability and Environmental Restoration Plan, and each phase therein, shall provide sufficient detail to initiate programmatic and project review under the California Environmental Quality Act and the National Environmental Protection Act if the voters of San Francisco choose to implement the plan.
- (d) Upon completion of the Water Sustainability and Environmental Restoration Plan, the San Francisco voters shall have the opportunity to adopt a charter amendment that would authorize implementation of the plan.

Section 116.2. Requirements of the Plan

- (a) The first phase of the Water Sustainability and Environmental Restoration Plan shall be the Water Sustainability Plan, which shall provide for the increased development of local and regional water supplies that will ensure reliability of water resources through implementation and completion of phase 2 of the plan. The Water Sustainability Plan will, at minimum:
 - (1) Identify and prioritize measures that will enable San Francisco to create a sustainable water system within city limits that uses additional local water resources as a supplement to water currently diverted from the Tuolumne River. These measures will be designed, at minimum, to:
 - i. Increase groundwater recharge and groundwater use to pre-1930 levels;
 - ii. Develop water recycling capacity to one half of the current per person production available in Orange County, California;
 - iii. Expand and improve storm water harvesting capacity;
 - iv. Expand the reuse of water through gray water systems;
 - v. Reduce per person water use through cost-effective conservation and efficiency; and
 - vi. Improve water quality by expanding water treatment capacity to accommodate filtration of all potable supplies.
 - (2) Identify and prioritize additional water supply options for all retail and wholesale customers of San Francisco's regional water system, including but not limited to:
 - i. The increased development of local resources identified in Section 116.2(a)(1);

- ii. Additional storage opportunities, above or below ground;
 - iii. Potential long-term purchase agreements;
 - iv. Additional conservation opportunities; and
 - v. Cooperative agreements to develop supply and/or storage with other water suppliers.
- (3) Develop sufficient renewable energy sources, as defined by the State of California, such as wind, solar or energy efficiency measures, to offset any reduction in hydropower resulting from the consolidation of water storage facilities. At a minimum, this section of the plan shall identify:
- i. Potential sites for additional wind, solar, and other energy efficiency infrastructure;
 - ii. Technologies to achieve improved wind, solar, and other energy efficiency measures; and
 - iii. Investment opportunities to secure additional renewable energy sources.
- (4) Provide a timeline that allows for San Francisco to complete implementation of this phase of the plan no later than 2025.
- (b) The second phase of the Water Sustainability and Environmental Restoration Plan shall be the Environmental Restoration Plan. The Environmental Restoration Plan will, at minimum, evaluate how to:
- (1) Improve flows on the lower Tuolumne River in support of efforts to increase the salmon and steelhead trout populations;
 - (2) Decrease polluted storm water discharge into the San Francisco Bay and Pacific Ocean; and
 - (3) Consolidate the nine reservoirs on which San Francisco relies for water storage into eight and return the Hetch Hetchy Valley in Yosemite National Park to the National Park Service so it may be restored.
 - (4) Provide a timeline that allows for San Francisco to complete implementation of this phase of the plan no later than 2035
- (c) In addition to the requirements set forth above, the Water Sustainability and Environmental Restoration Plan shall include:

- (1) Separately identified costs for implementing both phases of the plan.
- (2) Separately identified revenues sources for implementing both phases of the plan, including but not limited to federal, state and private funds.

Section 116.3. Guiding Principles

The process for developing the Water Sustainability and Environmental Restoration Plan must be guided by the following principles:

- (a) Establish the most effective, environmentally responsible, and economically feasible strategies that will increase local water supply resources and protect the San Francisco ratepayer.
- (b) Achieve maximum public input. All aspects of each plan shall be developed in an open and transparent way.
- (c) Obtain total cooperation of the San Francisco Public Utilities Commission and its staff, the San Francisco Department of Environment and its staff, the Office of the Controller and his or her staff, and the Office of the Mayor and his or her staff.
- (d) Provide maximum outreach to key state and federal stakeholders, including but not limited to the Modesto Irrigation District, the Turlock Irrigation District, the United States Department of Interior, the California Natural Resources Agency, the Bay Area Water Supply and Conservation Agency, and Native American tribes that could be affected by water system reform efforts.
- (e) Determine accurate and comprehensive cost projections for both phases separately.

Section 116.4. Implementation & Oversight

- (a) The development of the Water Sustainability and Environmental Restoration Plan shall be overseen by a task force consisting of five (5) members, serving without compensation, comprised of the following:
 - (1) The General Manager of the San Francisco Public Utilities Commission, or his or her designated representative;
 - (2) The General Manager of the Bay Area Water Supply and Conservation Agency, or his or her designated representative;
 - (3) An individual appointed by the Board of Supervisors from a university or college in the San Francisco water system service area and who is

recognized as an expert in water sustainability, recycling, storage, and conservation.

- (4) An individual appointed by the Board of Supervisors from a local non-profit environmental organization who is an expert in water sustainability, recycling, storage, and conservation and has a broad knowledge of the Hetch Hetchy Regional Water System.
 - (5) An individual appointed by the Board of Supervisors from a national non-profit environmental organization who is an expert in habitat restoration in the Sierra Nevada.
- (b) The members of the task force shall be appointed no later than January 31, 2013 and shall convene its first meeting before February 28, 2013.
 - (c) The task force shall conduct regular meetings that are open and available to the public in accordance with local and state laws.
 - (d) Until such time as the task force has independent resources, the San Francisco Department of Environment shall provide a full-time staff person to perform administrative duties for the task force. The San Francisco Department of Environment shall provide that staff person with whatever facilities and equipment are necessary to perform said duties.
 - (e) The task force shall no later than June 30, 2013 contract with and manage one or more independent and qualified consultants to develop the Water Sustainability and Environmental Restoration Plan. Contracts shall be entered into in accordance with San Francisco's public contracting laws, as provided in Chapter 6 of the Administrative Code. The task force shall have the authority to appoint the staff person in sub-paragraph (d) of this section, or another qualified individual, to fulfill the department head duties for purposes of complying with the public contracting requirements of Chapter 6 of the Administrative Code.
 - (f) All contract provisions shall be publicly available and consistent with all applicable laws.
 - (g) The Water Sustainability and Environmental Restoration Plan shall be completed, approved and submitted by the task force to the City Attorney by November 1, 2015.
 - (h) The City Attorney shall prepare and make available to the public a Charter Amendment that proposes implementation of the Water Sustainability and Environmental Restoration Plan no later than December 15, 2015. The Board of Supervisors shall conduct a public hearing at which it shall consider whether to place the Charter Amendment before the voters at the next statewide

general election. Such hearing shall be conducted no later than January 31, 2016.

Section 116.5. Costs of Plan Development

- (a) The City and County of San Francisco hereby appropriates from any legally available funds an amount sufficient to pay for the development of the Water Sustainability and Environmental Restoration Plan, but in no case shall total appropriations exceed 0.5% of funds previously authorized by the voters of San Francisco for the Water System Improvement Program.
- (b) Funds from other governmental or private sources, if available, may be used to supplement funds appropriated by this section.

Section 116.5. Severability

If any provision of this Ordinance, or the application thereof, is found to be unenforceable by a court of competent jurisdiction, it may be severed and the balance of the Ordinance will remain in effect. Each section, subsection, sentence, phrase, part, or portion of this Ordinance would have been adopted and passed irrespective of the fact that any one or more sections, subsections, sentences, phrases, parts or portions be declared invalid or unconstitutional.

Section 116.6. Amendments

This Ordinance shall not be amended except by a vote of the board of supervisors that furthers the purpose and intent of the Ordinance, or by a vote of the electorate.

7. Information from BAWSCA's legal counsel on legally permitted and prohibited actions as members of a public body

BAY AREA WATER SUPPLY AND CONSERVATION AGENCY **BALLOT MEASURE / POLITICAL ACTIVITIES GUIDELINES**

GENERAL RULE: BAWSCA resources (including but not limited to funds, staff time, and office supplies) **may not** be used to advocate or campaign for or against a local or state ballot measure. BAWSCA resources **may** be used to develop, research, and/or plan for the effects of a measure on the agency, and to share the results of that work in an informational and educational way. Though these rules apply to all public officials, please consult your City Attorney or District Counsel for advice regarding the use of city or district resources for ballot measure/political activities.¹

Permissible Activities

- The Board may adopt a resolution to support or oppose a ballot measure. The Board must allow public comment before taking action. As a precaution, it is advisable for the resolution to state that no public funds or resources will be used to endorse or oppose the measure.²
- Directors and staff may prepare and distribute informational/educational materials about a measure that are objective, impartial, and factual. For example, a balanced (i.e. presenting both pro and con viewpoints) and fact-based analysis of the effect of the measure on BAWSCA and the wholesale customers is permissible.
- Directors and staff may respond to inquiries, participate in interviews and discussions, and make presentations about the measure in an objective, impartial, and factual manner. If the Board adopts a resolution endorsing or opposing the measure, directors and staff may state the position of the Board and address the anticipated effects of the measure.
- Directors and staff may engage in activities that advocate or campaign for or against a measure during their personal time, including lunch hours, authorized breaks, vacations, etc. Though Directors are free to identify themselves as BAWSCA Directors or use their title when engaging in political activities, they should make clear that they are using their titles for identification purposes only and are acting as an individual, and not on behalf of BAWSCA. Staff, too, should clarify that they are acting as an individual and are not participating in the advocacy or campaign activity during the employee's working hours.
- Directors and staff may contribute their own money, resources and time to support or oppose a measure.
- Directors and staff may announce their own personal support or opposition to a measure and try to convince others of the same position during their personal time.

¹The members of the Board representing Stanford University and the California Water Company are urged to seek advice from their respective counsel regarding policies for ballot measure/political activities.

² Note that staff time and other related resources expended on Board support leading up to a resolution in support or opposition of a measure – such as researching the potential effects of a measure and drafting a staff report – is not viewed as an expenditure of public funds on impermissible political activity.

MONTHLY REPORT

To: David Dickson, General Manager
From: Joe Guistino, Superintendent of Operations
Agenda: April 10, 2012

Report
Date: April 4, 2012

Monthly Highlights

Crystal Springs Alternative Intake Project

Crews have been preparing for this important project that will take place from 9-27 April and entails the cooperation between ourselves, San Francisco Public Utility Commission (SFPUC), a diving contractor and a valve contractor.

Top Ops Champions

After 3 tries, the joint Coastside County Water District (CCWD) and Montara Water & Sanitary District team, the Water Dogz, won the annual Top Ops Competition held at the Cal/Nev American Water Works Association (AWWA) on 3 April. Treatment Supervisor Steve Twitchell represented the District.

Source of Supply

Crystal Springs Reservoir and Pilarcitos Lake and Pilarcitos wells 1, 4a and 5 were the major source of supply for the month of March. Staff switched to the Pilarcitos source on 26 March and shut down the Pilarcitos Wells for the season on 31 March.

Systems Improvement

Beautification

- Painted generator cooling water louvers at Nunes WTP
- Crews built pipe rack in corporation yard.
- General clean-up of shop
- General clean-up of Nunes WTP and shop
- Rocked Denniston Road
- Painted El Granada Tank 1 pump house after installing new vents.
- Weed abatement at Nunes plant site.
- Removed some obsolete fencing from Nunes TP grounds

Rapid Mixer

The rapid mixer at Nunes is back in service and functioning well.

Backflow Devices

Crews installed backflow devices on the 2 services and irrigation system serving District headquarters.

Nunes Generator Room Vents

The generator room vent brackets were found to be severely corroded and were replaced in March.

Update on Other Activities:

Compliment

PSI, the manufacturer of the On Site Chlorine Generator was very impressed with our modifications on our installation at Nunes, specifically the sample ports to determine solution strength and the clean-in-place device and attachment ports. They mentioned that our installation is the cleanest that they have witnessed to date. Hats off to plant supervisor and lead operator Twitchell and Donovan.

New Leaf Customer Issue

Crews had installed a new meter last month and are carefully watching the water consumption of New Leaf Market. We expect to finalize our investigation by mid May.

Nunes Shutdown

The Nunes WTP was shut down for 2 hours to replace a post hypochlorite injection fitting that was severely corroded. Staff found that the injector was made of 316 stainless steel. A brief review of the Nunes Short Term Improvement plans and submittals showed that the injector should have been PVC. The staff made temporary repairs and the manufacturer sent us the correct injector. Staff will install the correct piece during a similar shutdown in April.

Fire Department Inspection

Coastside Fire Protection District made an impromptu visit to the Denniston site. They were not expecting the major construction but toured the site anyway. Their report was positive with the only improvement being to put the address on our front gate.

Water Quality Complaints

A brown water complaint event took place on Terrace Avenue on 21 March during a hydrant fire flow test. The fire district representative opened and closed the fire hydrant much faster than he should have, resulting in pipe sediment disturbance from the swift velocity changes. The event lasted for about 5 hours and was all clear by the next morning. We received one formal complaint.

Backflow Survey

Staff did a backflow survey on the 300 blocks of Main, Johnston, Purissima and Church Streets. Pasta Moon, San Benito House, Mill Rose Inn, Zaballa House and associated buildings, automotive shops on Purissima, Dr. Lessani, the Florist, and the barber shop have been sent letters to comply with our backflow ordinance.

Letters of delinquency have been sent to Coastside Eye Care, Repetto's nursery, Our Lady of the Pillar Church compound, the post office and the Minaidis brothers.

Avenue Portola Spring Flows

Crews are monitoring the natural water flows along Avenue Portola in El Granada for flow rate and presence of chlorine residual. The spring originates in the El Granada Highlands and flows down and under Avenue Portola all year, keeping our 15 year old ductile iron pipeline consistently submerged. Staff feels that this may be responsible for the premature failure of this pipe on 3 occasions last year. We are monitoring the flows for chlorine residual so that we can discern pipe failure from the natural flow. We have notified the county of this problem and have asked them to properly channel this spring into a storm drain away from our pipeline. We have included replacement of this pipe with poly vinyl chloride (PVC) in our capital improvement program, since it is sure to fail many times again over the ensuing years.

Geographic Information System (GIS) Mapping

California Cad Solutions made modifications to our electronic mapping of the district that will allow us to enter data into the hydrant nodes that identify the hydrant, show dates of installation, maintenance, static pressure and historic flow tests.

Sinkhole

A sinkhole developed on the crest of the Denniston dam over our lower intake pipe. Crews noted that the sinkhole developed after we closed the valve on the inlet line. We suspect that there is a break in the line and when the inlet line is closed, water from the reservoir seeps into the sinkhole. The valve has been reopened and a consultant with a geological technician inspected the sinkhole and will present their recommendations in April.

Top Ops Champions

Treatment Supervisor Steve Twitchell and MW&SD Superintendent Jeff Page won the 21st annual Top Ops Challenge at the Cal/Nev Section AWWA Spring Conference in Santa Clara on Tuesday, 3 April. The Top Ops Challenge is an open invitational competition for teams of treatment and distribution operators from utilities in California and Nevada. This was our team's 3rd competition and they competed against 3 other teams: San Francisco Public Utility Commission (SFPUC), Alameda County Water District (ACWD), and Santa Clara Valley Water District (SCVWD). ACWD were the reigning champions, winning the competition on 2010 and 2011. Our team is now invited to compete in the national competition that will take place in Dallas, Texas in June and are compelled to defend their title at next year's Spring conference in Las Vegas.

Safety/Training/Inspections/Meetings

Meetings Attended

5 March - Facilities Committee Meeting

13 March - Met with Ferguson meter representative to hear his pitch on AMI application.

15 March - Attended a California Environmental Quality Act (CEQA) seminar in San Francisco.

20 March - Met with Bay Valve to go over the Crystal Springs Intake Modification Project.

21 March - All employee meeting

23 March - Water For People teleconference.

26 March - Discussion on Vulnerability Assessment and plans to update it.

27 March - Attended the weekly Denniston Improvement Project construction meeting.

28 March - Cal/Nev Section AWWA Top Ops Committee meeting at Contra Costa Water District Randall Bold WTP

Safety Meetings and Training

-Safety training took place on 14 March at CCWD on Cardio Pulmonary Resuscitation (CPR), Automatic Electronic Defibrillator and First Aid. Twitchell, Patterson, Whelen, Damrosch, Duffy and Winch in attendance.

Tailgate safety sessions in January

5 March - An Open-and-Shut Case for Gate Valve Safety

13 March - Doggone It: Dealing with Customer's Canines

19 March - Climbing Elevated Tanks: The Height of Safety

26 March - Night Work: Reduced Visibility Increases Hazards

Training

Maintenance Worker Logan Duffy took a 2 day course to help him pass his California Distribution II test.

Superintendent Guistino took a one day seminar on CEQA regulations.

Treatment/Distribution Operator Jon Bruce attended a class on diesel equipment emissions on 27 March. He reported back that our dump and work trucks may be out of compliance with present air quality regulations. Staff will verify the present status of these vehicles in April.

Regulatory Agency Interaction

California Department of Public Health (DPH)

Plans for all three phases of the Cabrillo Avenue Pipeline replacement project were sent in for review.

Submitted the annual report for the DPH review.

Projects

Tank Recoating Projects- Half Moon Bay (HMB) Tank 1

The halo rafter support structure was installed in Half Moon Bay Tank 2, internal ladders installed and keyway holes were cut through the roof for cathodic protection installation.

Denniston Water Treatment Improvement Project

The contractors continue to make good progress. The following progress has been made in March:

- Upper wash water return tank walls formed
- Starting on floor slope on wash water return tanks
- Pump and chemical tank pads formed and poured in the filter building
- Removed old high lift pumps in the pump station
- Installed lighting in the filter building
- Removed old saddle for future filter 4 and excavated for the pads for the clarifier wash water and surge tanks

Cahill Tank Ladder Replacement

The access ladder on Cahill Tank is being replaced. It is made of fiberglass and is deteriorating, posing a fall and splinter hazard to the workers who must climb it. Crews fortified the pad in March to make way for a hot dipped galvanized ladder installation in April.

Crystal Springs Alternative Intake Project

Staff has been working with the two contractors on scheduling, scope of work, decontamination procedures for the dive boat, confined space procedures, fall protection, scaffolding and rigging requirements, access road maintenance, time constraints and coordination with SFPUC. This project will start on 9 April and is anticipated to be complete by 27 April.

Avenue Cabrillo Project

We submitted the CEQA Notice of Exemption for this project on 19 March. The formal Coastal Development Permit (CDP) application will be submitted in April after the 30 day comment period.

Other Projects in the Queue

- Staff is collaborating with Jim Teter to conduct treated water pump station tests once the Half Moon Bay Tank 1 Project is complete and the tanks in service.
- Processing contracts for the installation of the new pressure reducing valve and flow station vault for the Pilarcitos Blending Station.
- Jim Teter will be preparing bid specifications for the Railroad Avenue main relocation project slated to start this summer.
- Jim Teter is working on the temporary tank bypass and pump station for the El Granada Tank 2 Repair and Recoating Project also slated to start next Fall.

Monthly Report

To: David Dickson, General Manager
From: Cathleen Brennan, Water Resources Analyst
Agenda: April 10, 2012

Subject: Water Resources Report

This report includes the following items:

- California Department of Water Resources Snow Survey
 - District's Water Supply Conditions
 - SFPUC - Imported Water Supply
 - Local Water Supply
 - Summary
 - "California's Water" - A Public Television Series
 - Home Depot Parking Lot Garden Events
-

□ **California Department of Water Resources Snow Survey**

The California Department of Water Resources performed their fourth snow survey this water year on April 2nd. The results show that the water content in California's statewide mountain snowpack is about 55% of the season average.



□ **District's Water Supply Conditions**

San Francisco Public Utilities Commission (SFPUC) - Imported Water

The SFPUC reports that precipitation this water year continues to remain below normal.

Watershed	Precipitation
Pilarcitos Lake	73% of normal for year to date
Crystal Springs	54% of normal for year to date
Hetch-Hetchy	62% of normal for year to date

The Regional Water System, which includes the Tuolumne System (*Hetch-Hetchy*) and the Bay Area System, is at 85.7% of maximum storage capacity. The SFPUC will provide its final estimate of available water by April 15th.

Local Water Supply

Local weather records (*NOAA Station-Half Moon Bay - 04-3714-04*) show that precipitation for this water year is approximately 55% of average for year to date. The SFPUC Hydrological Conditions Report listed precipitation in the Pilarcitos Lake

watershed at 73% of normal to date. This information along with other data assists the District in determining the productivity of Pilarcitos Creek Infiltration Wells, Denniston Creek and Denniston Groundwater.

Summary

Based on the information available at this time, there should be adequate water supply through calendar year 2012 from the SFPUC and local sources to meet the District's production demand.

□ **"California's Water "- A Public Television Series**

"Water: The Best Deal Around"

The value of California tap water, especially when compared with other household services, is the focus of the latest segment of the "California's Water" series for public television. Produced by Huell Howser and underwritten by the Association of California Water Agencies (ACWA). The new segment will air on PBS affiliates around the state.

It is also available on ACWA's website at <http://bit.ly/Hf30SE>.

In "Water: The Best Deal Around," Howser visits the West Basin Municipal Water District and Las Virgenes Municipal Water District to highlight key aspects of providing reliable water and some factors driving the cost, including the rising costs of energy, treatment chemicals and the need to expand and replace facilities.

Even with rising costs, tap water is an exceptional value that compares favorably with other every day household services. Customers of public water agencies get more than just a product for their money. They are getting a reliable service that includes ongoing maintenance, sophisticated water quality testing and treatment, highly trained personnel, adequate flows for fire protection and robust water supplies and infrastructure to support the economy. Simply put, they are getting one of the best deals around.



**Air date for the segment:
KCSM (San Mateo)
Monday, June 4 2012 at 7:30 p.m.**

□ **Home Depot Parking Lot Garden Events**

Home Depot will be hosting the Bay Area Garden-Friendly Parking Lot Events this spring and summer. Local water agencies are partnering with Home Depot and sponsors to help promote the events and to assist with educating the public about water efficient gardening and irrigation.











Bay Area Garden-Friendly Parking Lot Events

- Learn about gardening with **California Natives** and **drought-tolerant plants**
- Get **great deals** on water-efficient plants, mulches and irrigation systems
- Attend **Mini-Clinics** to learn hands-on from the experts
- Fun raffles and kid's activities




Date	Home Depot Location (9AM – 2PM)	Participating Water Agencies
April 14	Fremont	<ul style="list-style-type: none"> • ACWD • BAWSCA
April 21	San Jose (Blossom Hill)	<ul style="list-style-type: none"> • San Jose • SCVWD
April 28	San Carlos	<ul style="list-style-type: none"> • Cal-Water • Coastside County WD • Redwood City • BAWSCA
May 19	San Jose (De Anza)	<ul style="list-style-type: none"> • San Jose • SCVWD
June 2	Colma	<ul style="list-style-type: none"> • Cal-Water • BAWSCA
June 16	Union City	<ul style="list-style-type: none"> • ACWD • Hayward • BAWSCA
June 23	East Palo Alto	<ul style="list-style-type: none"> • Palo Alto • BAWSCA • SCVWD
July 7	San Mateo	<ul style="list-style-type: none"> • Cal-Water • BAWSCA
July 14	Hayward	<ul style="list-style-type: none"> • Hayward • BAWSCA









