

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, May 12, 2020 - 7:00 p.m.

AGENDA

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, as revised on March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Boardroom will not be open for the May 12, 2020 Regular Meeting of the Coastside County Water District. This meeting will be conducted remotely via teleconference.

The Public may watch and/or participate in the public meeting by joining the meeting through the Zoom Videoconference link provided below. The public may also join the meeting by calling the below listed teleconference phone number.

How to Join Online or by Phone

The meeting will begin at 7:00 p.m.

Whether you participate online or by telephone, you may wish to "arrive" early so that staff can address any technology questions prior to the start of the meeting.

- **ONLINE:**
- Join Zoom Meeting
- <https://us02web.zoom.us/j/88286332576?pwd=TUhzMnhBZjgrQno0dmhGU3FZaDIHUT09>
- Meeting ID: 882 8633 2576
- Password: 840442
- One tap mobile
- +16699006833,88286332576#,1#,840442# US (San Jose)
- Or dial in on your phone
- Dial by your location
- +1 669 900 6833 US (San Jose)
- Meeting ID: 882 8633 2576
- Password: 840442

Procedures to make a public comment with Zoom Video/Conference – As a reminder, all participants except the Board Members and Staff are muted on entry.

- **From a computer:** (1) Using the Zoom App. at the bottom of your screen, click on "Participants" and then "Raise Hand". Participants will be called to comment in the order in which they are received. Begin by stating your name and place of residence.

OR

- (2) Using the Zoom App, at the bottom of your screen click on "Chat" and then type that you wish to make a comment into the Chat Box. Ensure that the "To:" field is populated by either "Everyone" or "the Moderator". Begin by stating your name and place of residence.
- **From a phone:** Using your keypad, dial *9, and this will notify the Moderator that you have raised your hand. Begin by stating your name and place of residence. The Moderator will call on you by stating the last 4 digits of your phone number. If you wish to block your phone number dial *67 prior to dialing in. If your phone number is not displayed, the Moderator will call you by Caller number.

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

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

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

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

1) ROLL CALL

2) PLEDGE OF ALLEGIANCE

3) PUBLIC COMMENT

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

4) CONSENT CALENDAR

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

- A. Approval of disbursements for the month ending April 30, 2020:
Claims: \$656,774.26; Payroll: \$164,447.42 for a total of \$821,221.68 ([attachment](#))
➤ *April 2020 Monthly Financial Claims reviewed by and approved by Director Feldman*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of April 14, 2020 Regular Board of Directors Meeting ([attachment](#))
- D. Approval of Minutes of April 21, 2020 Special Board of Directors Meeting ([attachment](#))
- E. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- F. Total CCWD Production Report ([attachment](#))
- G. CCWD Monthly Sales by Category Report – April 2020 ([attachment](#))
- H. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report ([attachment](#))
- I. Monthly Rainfall Reports ([attachment](#))
- J. Acceptance of a Non-Complex Pipeline Extension Project Pullman Avenue (Phase 2) - Mark Stoloski and Robert Gonzalez ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Approval of a Professional Service Agreement with West Yost Associates for Assistance with Preparation of the District's 2020 Urban Water Management Plan ([attachment](#))
- B. Award of Contract - Installation of Denniston Standby Generators and Automatic Transfer Switches ([attachment](#))
- C. Award of Contract - Denniston Culvert Replacement and Paving Project ([attachment](#))
- D. Approval of Amendment to Professional Services Agreement with Analytical Environmental Services (AES) for Environmental Consulting Services for the Denniston/San Vicente Water Supply Project ([attachment](#))
- E. Award of Contract - Garcia Ave. Emergency Water Main Replacement Project ([attachment](#))
- F. Revised Draft Fiscal Year 2020-2021 Operations and Maintenance Budget and CIP/Cash Flow Update ([attachment](#))
- G. Discussion Regarding the Economic Impact to Coastside County Water District Customers due to the COVID 19 Pandemic ([attachment](#))
- H. A Resolution of Board of Directors of the Coastside County Water District Expressing Appreciation to JoAnne Whelen Upon Her Retirement After Twenty-Three Years of Service as Administrative Assistant ([attachment](#))

7) MONTHLY INFORMATIONAL REPORTS

- A. Superintendent of Operations Report ([attachment](#))

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

9) **ADJOURNMENT**

**COASTSIDE COUNTY WATER DISTRICT
CLAIMS FOR APRIL 2020**

CHECKS			
CHECK DATE	CHECK NO.	VENDOR	AMOUNT
04/03/2020	28097	ANLA ASSOCIATES, INC.	\$ 3,150.00
04/03/2020	28098	BAY ALARM COMPANY	\$ 75.00
04/03/2020	28099	COMCAST	\$ 223.73
04/03/2020	28100	COSTCO WHOLESALE	\$ 120.00
04/03/2020	28101	JAMES COZZOLINO, TRUSTEE	\$ 200.00
04/03/2020	28102	DE LAGE LANDEN FINANCIAL SERVICES, INC.	\$ 836.46
04/03/2020	28103	CASTANEDA & PEREZ INC	\$ 502.55
04/03/2020	28104	FEDAK & BROWN LLP	\$ 1,440.00
04/03/2020	28105	HUE & CRY, INC.	\$ 24.00
04/03/2020	28106	JOBS AVAILABLE	\$ 45.00
04/03/2020	28107	MASS MUTUAL FINANCIAL GROUP	\$ 1,050.00
04/03/2020	28108	VERIZON CONNECT NWF, INC.	\$ 247.00
04/03/2020	28109	NORTH AMERICAN TITLE CO, INC	\$ 500.00
04/03/2020	28110	REPUBLIC SERVICES	\$ 544.24
04/03/2020	28111	SIMMS PLUMBING & WATER EQUIP, INC.	\$ 345.00
04/03/2020	28112	STANDARD INSURANCE COMPANY	\$ 541.65
04/03/2020	28113	VALIC	\$ 3,630.00
04/03/2020	28114	VERIZON WIRELESS	\$ 160.04
04/03/2020	28115	US BANK NA	\$ 1,721.28
04/09/2020	28116	CUMMINS, INC	\$ 73,160.00
04/14/2020	28117	HEALTH BENEFITS ACWA-JPIA	\$ 41,667.86
04/14/2020	28118	ASSOC. CALIF. WATER AGENCY	\$ 15,017.02
04/14/2020	28119	AT&T	\$ 4,832.17
04/14/2020	28120	AT&T LONG DISTANCE	\$ 567.29
04/14/2020	28121	CALIFORNIA C.A.D. SOLUTIONS, INC	\$ 525.00
04/14/2020	28122	HASSETT HARDWARE	\$ 719.55
04/14/2020	28123	IRVINE CONSULTING SERVICES, INC.	\$ 12,162.25
04/14/2020	28124	IRVINE CONSULTING SERVICES, INC.	\$ 33,895.87
04/14/2020	28125	TRAVIS MENEZES	\$ 106.65
04/14/2020	28126	PACIFIC GAS & ELECTRIC CO.	\$ 29,183.61
04/14/2020	28127	SAN FRANCISCO WATER DEPT.	\$ 42,927.43
04/14/2020	28128	TODD SCHMIDT	\$ 115.90
04/14/2020	28129	STEVEN MELO, INC.	\$ 2,500.00
04/14/2020	28130	TECHNIQUE DATA SYSTEMS, INC.	\$ 426.00
04/14/2020	28131	TPX COMMUNICATIONS	\$ 2,071.82
04/14/2020	28132	TRI COUNTIES BANK	\$ 6,082.28
04/27/2020	28133	A-1 SEPTIC TANK SERVICE	\$ 650.00
04/27/2020	28134	METER READINGS HOLDING, LLC	\$ 43,305.00
04/27/2020	28135	ADP, INC.	\$ 663.35
04/27/2020	28136	ANALYTICAL ENVIRONMENTAL SERVICES	\$ 300.00
04/27/2020	28137	ANDREINI BROS. INC.	\$ 49,024.39
04/27/2020	28138	AZTEC GARDENS, INC.	\$ 218.00
04/27/2020	28139	BADGER METER, INC.	\$ 66.00
04/27/2020	28140	BALANCE HYDROLOGICS, INC	\$ 10,262.97
04/27/2020	28141	BARTKIEWICZ, KRONICK & SHANAHAN	\$ 750.00
04/27/2020	28142	BARKERBLUE	\$ 136.05
04/27/2020	28143	BAY AREA WATER SUPPLY &	\$ 8,162.00
04/27/2020	28144	BAY ALARM COMPANY	\$ 826.59
04/27/2020	28145	BFI OF CALIFORNIA, INC.	\$ 1,752.75
04/27/2020	28146	BIG CREEK LUMBER	\$ 614.68
04/27/2020	28147	BORGES & MAHONEY, INC.	\$ 1,006.61
04/27/2020	28148	GINA BRAZIL	\$ 252.00
04/27/2020	28149	CALCON SYSTEMS, INC.	\$ 25,074.37
04/27/2020	28150	CHEMTRADE CHEMICALS US LLC	\$ 2,555.04
04/27/2020	28151	CINTAS FIRST AID & SAFETY	\$ 87.59
04/27/2020	28152	DATAPROSE, LLC	\$ 8,178.67
04/27/2020	28153	EKI INC.	\$ 23,853.43
04/27/2020	28154	EWING IRRIGATION PRODUCTS	\$ 233.22

04/27/2020	28155	GROUND PENETRATING RADAR SYSTEMS, LLC	\$	1,045.00
04/27/2020	28156	GRAINGER, INC.	\$	2,105.68
04/27/2020	28157	GRISWOLD INDUSTRIES	\$	701.01
04/27/2020	28158	HACH CO., INC.	\$	2,942.06
04/27/2020	28159	HMB BLDG. & GARDEN INC.	\$	233.78
04/27/2020	28160	HALF MOON BAY REVIEW	\$	353.48
04/27/2020	28161	HANSONBRIDGETT. LLP	\$	7,175.00
04/27/2020	28162	HDR ENGINEERING, INC	\$	37,227.93
04/27/2020	28163	HYDROSCIENCE ENGINEERS, INC.	\$	2,835.00
04/27/2020	28164	IAPMO	\$	200.00
04/27/2020	28165	IRON MOUNTAIN	\$	789.65
04/27/2020	28166	IRVINE CONSULTING SERVICES, INC.	\$	12,557.37
04/27/2020	28167	JOHN'S SALT SERVICE, INC	\$	7,929.28
04/27/2020	28168	GLENNA LOMBARDI	\$	108.00
04/27/2020	28169	MASS MUTUAL FINANCIAL GROUP	\$	1,050.00
04/27/2020	28170	MISSION UNIFORM SERVICES INC.	\$	557.18
04/27/2020	28171	MONTEREY COUNTY LAB	\$	8,721.00
04/27/2020	28172	MTA PARTS, INC.	\$	60.84
04/27/2020	28173	NORTH AMERICAN TITLE CO, INC	\$	500.00
04/27/2020	28174	OFFICE DEPOT	\$	521.04
04/27/2020	28175	ACI PAYMENTS, INC.	\$	150.00
04/27/2020	28176	PACIFICA COMMUNITY TV	\$	300.00
04/27/2020	28177	PAPE MACHINERY EXCHANGE	\$	927.96
04/27/2020	28178	PAULO'S AUTO CARE	\$	151.66
04/27/2020	28179	RAFTELIS FINANCIAL CONSULTANTS, INC.	\$	11,726.48
04/27/2020	28180	ROBERTS & BRUNE CO.	\$	7,656.03
04/27/2020	28181	ROGUE WEB WORKS, LLC	\$	506.25
04/27/2020	28182	SAN MATEO COUNTY	\$	1,190.00
04/27/2020	28183	STRAWFLOWER ELECTRONICS	\$	496.15
04/27/2020	28184	DARIN STURDIVAN	\$	38.78
04/27/2020	28185	TEAMSTERS LOCAL UNION #856	\$	1,189.00
04/27/2020	28186	JAMES TETER	\$	480.00
04/27/2020	28187	TJC AND ASSOCIATES, INC	\$	976.00
04/27/2020	28188	TYLER TECHNOLOGIES, INC	\$	2,282.20
04/27/2020	28189	UGSI CHEMICAL FEED, INC.	\$	1,961.17
04/27/2020	28190	UNIVAR SOLUTIONS USA INC.	\$	10,874.11
04/27/2020	28191	UNITED PARCEL SERVICE INC.	\$	16.69
04/27/2020	28192	UPS STORE	\$	375.80
04/27/2020	28193	USA BLUE BOOK	\$	1,892.18
04/27/2020	28194	VALIC	\$	3,630.00
04/27/2020	28195	VULCAN MATERIALS COMPANY	\$	2,284.97
04/27/2020	28196	JUAN CARLOS SALAZAR	\$	2,720.00
04/27/2020	28197	WRA, INC.	\$	1,634.00
04/27/2020	28198	ANTHONY TAFFERA	\$	27.49
04/27/2020	28199	ANTHONY TAFFERA	\$	4.09
04/27/2020	28200	ROBIN CHAPMAN	\$	57.66
04/27/2020	28201	DLFALK	\$	2,890.00
			SUBTOTAL CLAIMS FOR MONTH	\$ 603,341.33

WIRE PAYMENTS

MONTH		VENDOR		AMOUNT
04/02/2020	DFT0000289	CalPERS FISCAL SERVICES DIVISION	\$	18,799.50
04/03/2020	DFT0000292	PUB. EMP. RETIRE SYSTEM	\$	14,250.02
04/17/2020	DFT0000293	PUB. EMP. RETIRE SYSTEM	\$	14,318.51
4/30/2020		BANK AND CREDIT CARD FEES	\$	6,064.90
			SUBTOTAL WIRE PAYMENTS FOR MONTH	\$ 53,432.93

TOTAL CLAIMS FOR THE MONTH \$ 656,774.26



Coastside County Water District

Monthly Budget Report Account Summary

For Fiscal: 2019-2020 Period Ending: 04/30/2020

	April Budget	April Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget	
Revenue										
RevType: 1 - Operating										
1-4120-00	Water Revenue	922,500.00	847,305.37	-75,194.63	-8.15 %	10,086,000.00	10,257,002.70	171,002.70	1.70 %	12,300,000.00
	Total RevType: 1 - Operating:	922,500.00	847,305.37	-75,194.63	-8.15 %	10,086,000.00	10,257,002.70	171,002.70	1.70 %	12,300,000.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	4,167.00	2,161.96	-2,005.04	-48.12 %	41,667.00	47,646.50	5,979.50	14.35 %	50,000.00
1-4180-00	Late Notice - 10% Penalty	5,000.00	-52.64	-5,052.64	-101.05 %	50,000.00	52,902.16	2,902.16	5.80 %	60,000.00
1-4230-00	Service Connections	833.00	0.00	-833.00	-100.00 %	8,333.00	10,493.64	2,160.64	25.93 %	10,000.00
1-4920-00	Interest Earned	523.00	5,149.58	4,626.58	884.62 %	5,225.00	87,460.63	82,235.63	1,573.89 %	6,270.00
1-4930-00	Tax Apportionments/County Checks	247,000.00	292,143.13	45,143.13	18.28 %	725,000.00	858,364.93	133,364.93	18.40 %	725,000.00
1-4950-00	Miscellaneous Income	2,083.00	-362.74	-2,445.74	-117.41 %	20,833.00	28,863.19	8,030.19	38.55 %	25,000.00
1-4955-00	Cell Site Lease Income	14,275.00	11,607.66	-2,667.34	-18.69 %	142,750.00	142,129.71	-620.29	-0.43 %	171,300.00
1-4965-00	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00 %	338,000.00	501,486.81	163,486.81	48.37 %	338,000.00
	Total RevType: 2 - Non-Operating:	273,881.00	310,646.95	36,765.95	13.42 %	1,331,808.00	1,729,347.57	397,539.57	29.85 %	1,385,570.00
	Total Revenue:	1,196,381.00	1,157,952.32	-38,428.68	-3.21 %	11,417,808.00	11,986,350.27	568,542.27	4.98 %	13,685,570.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	86,948.00	135,516.43	-48,568.43	-55.86 %	1,661,948.00	1,506,797.49	155,150.51	9.34 %	1,941,948.00
1-5230-00	Nunes T P Pump Expense	3,771.00	3,013.13	757.87	20.10 %	37,716.00	31,857.80	5,858.20	15.53 %	45,259.00
1-5231-00	CSP Pump Station Pump Expense	25,000.00	28,015.40	-3,015.40	-12.06 %	305,000.00	234,930.22	70,069.78	22.97 %	357,305.00
1-5232-00	Other Trans. & Dist Pump Expense	2,382.00	1,622.61	759.39	31.88 %	23,820.00	14,020.02	9,799.98	41.14 %	28,584.00
1-5233-00	Pilarcitos Canyon Pump Expense	1,500.00	5,430.90	-3,930.90	-262.06 %	41,500.00	37,084.85	4,415.15	10.64 %	42,000.00
1-5234-00	Denniston T P Pump Expense	10,800.00	6,878.49	3,921.51	36.31 %	111,800.00	103,670.52	8,129.48	7.27 %	137,800.00
1-5242-00	CSP Pump Station Operations	928.00	826.37	101.63	10.95 %	9,272.00	12,767.89	-3,495.89	-37.70 %	11,128.00
1-5243-00	CSP Pump Station Maintenance	3,083.00	1,020.86	2,062.14	66.89 %	30,833.00	28,132.68	2,700.32	8.76 %	37,000.00
1-5245-00	Alves/Miramontes Maintenance	0.00	442.71	-442.71	0.00 %	0.00	442.71	-442.71	0.00 %	0.00
1-5246-00	Nunes T P Operations - General	6,747.00	5,804.27	942.73	13.97 %	67,470.00	64,519.49	2,950.51	4.37 %	80,964.00
1-5247-00	Nunes T P Maintenance	10,200.00	9,544.18	655.82	6.43 %	102,000.00	79,433.61	22,566.39	22.12 %	122,500.00
1-5248-00	Denniston T P Operations-General	4,084.00	10,533.01	-6,449.01	-157.91 %	40,833.00	55,178.77	-14,345.77	-35.13 %	49,000.00
1-5249-00	Denniston T.P. Maintenance	8,666.00	15,830.02	-7,164.02	-82.67 %	86,666.00	132,877.64	-46,211.64	-53.32 %	104,000.00
1-5250-00	Laboratory Expenses	6,250.00	7,505.49	-1,255.49	-20.09 %	62,500.00	47,743.67	14,756.33	23.61 %	75,000.00
1-5260-00	Maintenance - General	25,000.00	19,222.13	5,777.87	23.11 %	250,000.00	270,295.65	-20,295.65	-8.12 %	300,000.00
1-5261-00	Maintenance - Well Fields	3,333.00	2,060.81	1,272.19	38.17 %	33,333.00	43,980.63	-10,647.63	-31.94 %	40,000.00
1-5263-00	Uniforms	0.00	0.00	0.00	0.00 %	10,000.00	5,229.92	4,770.08	47.70 %	12,500.00
1-5318-00	Studies/Surveys/Consulting	17,000.00	21,726.48	-4,726.48	-27.80 %	126,000.00	74,830.59	51,169.41	40.61 %	160,000.00

Monthly Budget Report

For Fiscal: 2019-2020 Period Ending: 04/30/2020

		April	April	Variance	Percent	YTD	YTD	Variance	Percent	Total Budget
		Budget	Activity	(Unfavorable)	Variance	Budget	Activity	(Unfavorable)	Variance	
1-5321-00	Water Resources	2,183.00	357.25	1,825.75	83.63 %	21,833.00	3,399.27	18,433.73	84.43 %	26,200.00
1-5322-00	Community Outreach	5,000.00	3,135.00	1,865.00	37.30 %	21,900.00	15,934.57	5,965.43	27.24 %	56,900.00
1-5381-00	Legal	8,333.00	5,689.00	2,644.00	31.73 %	83,333.00	119,967.35	-36,634.35	-43.96 %	100,000.00
1-5382-00	Engineering	5,167.00	4,650.88	516.12	9.99 %	51,667.00	68,010.54	-16,343.54	-31.63 %	62,000.00
1-5383-00	Financial Services	0.00	1,440.00	-1,440.00	0.00 %	18,000.00	11,382.00	6,618.00	36.77 %	22,000.00
1-5384-00	Computer Services	14,300.00	15,736.18	-1,436.18	-10.04 %	139,000.00	144,915.17	-5,915.17	-4.26 %	167,600.00
1-5410-00	Salaries/Wages-Administration	91,000.00	76,415.35	14,584.65	16.03 %	948,000.00	799,111.13	148,888.87	15.71 %	1,179,832.00
1-5411-00	Salaries & Wages - Field	112,000.00	97,278.73	14,721.27	13.14 %	1,182,500.00	1,123,190.64	59,309.36	5.02 %	1,461,020.00
1-5420-00	Payroll Tax Expense	14,150.00	13,326.83	823.17	5.82 %	148,200.00	143,416.52	4,783.48	3.23 %	183,582.00
1-5435-00	Employee Medical Insurance	41,734.00	36,305.15	5,428.85	13.01 %	397,950.00	374,066.89	23,883.11	6.00 %	481,419.00
1-5436-00	Retiree Medical Insurance	4,815.00	4,431.32	383.68	7.97 %	45,645.00	40,917.92	4,727.08	10.36 %	55,274.00
1-5440-00	Employees Retirement Plan	51,610.00	30,281.32	21,328.68	41.33 %	516,101.00	369,586.55	146,514.45	28.39 %	619,321.00
1-5445-00	Supplemental Retirement 401a	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	35,000.00
1-5510-00	Motor Vehicle Expense	5,500.00	5,205.40	294.60	5.36 %	52,000.00	83,758.59	-31,758.59	-61.07 %	63,000.00
1-5620-00	Office & Billing Expenses	21,935.00	39,944.17	-18,009.17	-82.10 %	219,349.00	259,448.89	-40,099.89	-18.28 %	263,219.00
1-5625-00	Meetings / Training / Seminars	2,250.00	2,448.91	-198.91	-8.84 %	22,500.00	22,174.16	325.84	1.45 %	27,000.00
1-5630-00	Insurance	11,417.00	11,980.69	-563.69	-4.94 %	114,166.00	97,646.58	16,519.42	14.47 %	137,000.00
1-5687-00	Membership, Dues, Subscript.	9,000.00	8,850.25	149.75	1.66 %	72,970.00	71,596.16	1,373.84	1.88 %	78,970.00
1-5689-00	Labor Relations	500.00	0.00	500.00	100.00 %	5,000.00	0.00	5,000.00	100.00 %	6,000.00
1-5700-00	San Mateo County Fees	1,000.00	1,190.00	-190.00	-19.00 %	21,000.00	17,348.92	3,651.08	17.39 %	24,000.00
1-5705-00	State Fees	1,000.00	0.00	1,000.00	100.00 %	34,500.00	32,006.15	2,493.85	7.23 %	36,500.00
	Total ExpType: 1 - Operating:	618,586.00	633,659.72	-15,073.72	-2.44 %	7,116,305.00	6,541,672.15	574,632.85	8.07 %	8,630,825.00
	ExpType: 4 - Capital Related									
1-5712-00	Debt Service/Existing Bonds 2006B	0.00	0.00	0.00	0.00 %	484,831.00	0.00	484,831.00	100.00 %	484,831.00
1-5715-00	Debt Service/CIEDB 11-099	0.00	0.00	0.00	0.00 %	335,977.00	335,977.29	-0.29	0.00 %	335,977.00
1-5716-00	Debt Service/CIEDB 2016	0.00	0.00	0.00	0.00 %	323,803.00	323,803.13	-0.13	0.00 %	323,803.00
1-5717-00	Chase Bank - 2018 Loan	0.00	0.00	0.00	0.00 %	0.00	435,951.01	-435,951.01	0.00 %	0.00
	Total ExpType: 4 - Capital Related:	0.00	0.00	0.00	0.00 %	1,144,611.00	1,095,731.43	48,879.57	4.27 %	1,144,611.00
	Total Expense:	618,586.00	633,659.72	-15,073.72	-2.44 %	8,260,916.00	7,637,403.58	623,512.42	7.55 %	9,775,436.00
	Report Total:	577,795.00	524,292.60	-53,502.40		3,156,892.00	4,348,946.69	1,192,054.69		3,910,134.00

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
April 30, 2020**

<u>RESERVE BALANCES</u>	Current Year as of 4/30/2020	Prior Year as of 4/30/2019
CAPITAL AND OPERATING RESERVE	\$8,885,913.02	\$8,347,348.68
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
TOTAL DISTRICT RESERVES	\$9,135,913.02	\$8,597,348.68

ACCOUNT DETAIL

ACCOUNTS WITH TRI COUNTIES BANK		
CHECKING ACCOUNT	\$3,790,615.89	\$3,280,233.13
CSP T & S ACCOUNT	\$120,594.21	\$224,679.12
MONEY MARKET GEN. FUND (Opened 7/20/17)	\$19,446.76	\$19,437.76
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$5,204,456.16	\$5,072,198.67
DISTRICT CASH ON HAND	\$800.00	\$800.00
TOTAL ACCOUNT BALANCES	\$9,135,913.02	\$8,597,348.68

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

COASTSIDE COUNTY WATER DISTRICT
 CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT
 FISCAL YEAR 2019/2020

4/30/2020

* Approved June 2018

Status	Approved* CIP Budget FY 19/20	Actual To Date FY 19/20	Projected Year-End FY 19/20	Variance vs. Budget	% Completed	Project Status/ Comments
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Equipment Purchases & Replacement

06-03	SCADA/Telemetry/Electrical Controls Replacement	open	\$ 50,000	\$ 120,560	\$ 120,560	\$ (70,560)	100%	District-wide SCADA hardware and software upgrade approved by Board (October 2019)
08-10	Backhoe	completed	\$ 200,000	\$ 157,846	\$ 157,846	\$ 42,154	100%	Backhoe purchase approved by Board in July 2019 (net of trade-in)
99-02	Vehicle Replacement	open	\$ 40,000	\$ 81,752	\$ 81,752	\$ (41,752)	100%	Purchase of 3 vehicles approved by Board in Aug 2019

Facilities & Maintenance

08-08	PRV Valves Replacement Project	In process	\$ 30,000	\$ 6,198	\$ 30,000	\$ -	0%	
09-09	Fire Hydrant Replacement	completed	\$ 140,000	\$ 338,925	\$ 338,925	\$ (198,925)	100%	Purchase of 100 hydrants approved by Board in August 2019
18-13	Denniston WTP and Tank Road Repairs and Paving	In design		\$ 17,381	\$ 400,000	\$ (400,000)	0%	For Board approval May 2020
99-01	Meter Change Program	ongoing	\$ 20,000	\$ 15,475	\$ 20,000	\$ -	77%	

Pipeline Projects

07-03	Pilarcitos Canyon Pipeline Replacement	Completed	\$ 700,000	\$ 1,118,495	\$ 1,125,000	\$ (425,000)	99%	Substantially completed March 2020
07-04	Bell Moon Pipeline Replacement Project	Completed	\$ 250,000	\$ 335,890	\$ 335,890	\$ (85,890)	100%	
13-02	Replace 8 Inch Pipeline Under Creek at Pilarcitos Ave (Strawflower)	In pre-design		\$ 94,848	\$ 105,000	\$ (105,000)	n/a	Preliminary design awarded by Board in August 2019
14-01	Replace 12" Welded Steel Line on Hwy 92	Pre-design		\$ 78,287	\$ 100,000	\$ (100,000)	n/a	Aerial surveying for \$77K approved by Board in August 2019; bypass pipeline on Cozzolino property will be delayed due to COVID 19 limitations
14-27	Grandview 2 Inch Replacement	In design		\$ 37,844	\$ 56,100	\$ (56,100)	n/a	Engineering design work approved by Board in July 2019; (originally planned for FY 18/19)
14-31	Ferdinand Avenue - Replace 4" WS Ferdinand Ave. to Columbus	Completed		\$ 599,084	\$ 599,084	\$ (599,084)	100%	
14-32/19-03	Casa del Mar/Grand Blvd PRV Installation and Pipeline Replacement	Completed	\$ 350,000	\$ 611,876	\$ 611,846	\$ (261,846)	100%	Completed; A portion of the work/budget was originally planned for FY20/21 and moved up to FY 19/20.
18-01	Pine Willow Oak Pipeline Replacement	In design		\$ 40,914	\$ 69,700	\$ (69,700)	n/a	Engineering design work approved by Board in July 2019

Pump Stations / Tanks / Wells

08-16,11-05, 11-06,19-02,5113	Tank Projects	TBD	\$ 2,300,000	\$ 64,872	\$ 75,000	\$ 2,225,000	n/a	EKI is assisting Staff in developing a master tank plan for all of the District's tanks
09-18	Pilarcitos Well field improvements	TBD	\$ 150,000		\$ -	\$ 150,000	0%	Moved to future years

Water Supply Development

12-12	Denniston/San Vicente Water Supply Development	ongoing	\$ 200,000	\$ 114,640	\$ 200,000	\$ -	57%	Includes Balance Hydrologics ongoing monitoring; In October 2019, the Board approved continued monitoring for the 2020 Water Year
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Water Treatment Plants

08-07	Nunes Water Treatment Improvement Project (filters/sedimentation basins)	Pre-design		\$ 37,368	\$ 150,000	\$ (150,000)	7%	\$500K originally included in FY18/19 plan; project scope has changed to include full filter rehabilitation and other Nunes WTP improvements. In pre-design.
13-05	Denniston WTP and Booster Pump Station Emergency Power	in process (\$213K + design approved)	\$ 400,000	\$ 110,773	\$ 500,000	\$ (100,000)	22%	In October 2019, the Board approved procurement of generators (\$213K); In April 2020, the Bay Area Air Quality Permit was received; generators were ordered in April 2020; bid documents are being prepared for installation in Summer 2020; Implementation proposal up for Board approval at May 2020 Board meeting
18-11	Nunes Bulk Caustic Tank	delayed	\$ 40,000			\$ 40,000	0%	Moved as part of Nunes Water Treatment Improvement project

COASTSIDE COUNTY WATER DISTRICT
 CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT
 FISCAL YEAR 2019/2020

4/30/2020

* Approved June 2018

Status	Approved* CIP Budget FY 19/20	Actual To Date FY 19/20	Projected Year-End FY 19/20	Variance vs. Budget	% Completed	Project Status/ Comments
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FY 19/20 TOTAL	\$ 4,870,000	\$ 3,983,026	\$ 5,076,703	\$ (206,703)		
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FY2018/2019 CIP Projects in process - paid in FY 2019/2020

17-04	Denniston Dam Spillway	completed		11,010	11,010	\$ (11,010)	100%	
19-06	Crystal Springs Pump Control Valves	completed		45,066	45,066	\$ (45,066)	100%	Approved by Board in FY 2018/19
19-05	Tanks - THM Control	in process		\$ 32,845	\$ 32,846	\$ (32,846)	0%	Moved from FY18/19

PREVIOUS YEAR TOTAL		\$ 88,922	\$ 88,922	\$ (88,922)				
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UNSCHEDULED/NEW CIP ITEMS FOR CURRENT FISCAL YEAR 2019/2020

NN-00	Unscheduled CIP		\$ 100,000			\$ 100,000	0%	
20-01	Crystal Springs Pump 1 Replacement	Completed		89,803	89,803	\$ (89,803)	100%	Emergency Replacement Notice to Board August, 2019
20-02	Crystal Springs - Spare Pump 1	Completed		70,440	70,440	\$ (70,440)	100%	Approved by Board in August, 2019
20-07	District Office Repairs	In process		15,626	100,000	\$ (100,000)	0%	\$158K approved by Board January 2020 - Roof and fascia boards scheduled to start May 2020
20-08	Highway 1 - Pipeline replacement at crossings between Main and Spindrift - Predesign/study	in pre-design		4,533	20,000	\$ (20,000)	0%	October 2019: Board approved \$46K for predesign/study
20-03	Sevilla Ave - EG Service Replacement - Lowering of Services	Completed		\$ 76,481	\$ 76,481	\$ (76,481)	100%	Approved by Board in September, 2019 as emergency; required work due to County road repairs and repaving project
	Office Equipment (Replacement computers; Plotter/ Scanner)	Completed		\$ 35,087	\$ 35,087	\$ (35,087)	100%	Completed
	Denniston Raw Water Pump #1	Completed		\$ 29,736	\$ 29,736	\$ (29,736)	100%	
	Denniston - Rebuild Return Water Pump	Completed		\$ 22,676	\$ 22,676	\$ (22,676)	100%	
21-08	ESRI/CityWorks Asset Management System	in process		\$ 54,963	100,000	\$ (100,000)	10%	Approved by Board in March, 2020 (\$165K for Year 1)
	Laptops for Employees / COVID-19			\$ 27,510	\$ 27,510	\$ (27,510)	100%	
	CSP Breakers & Handles			\$ 2,470	\$ 2,470	\$ (2,470)	100%	

NEW CIP TOTAL	\$ 100,000	\$ 429,326	\$ 574,203	\$ (474,203)				
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CIP GRANDTOTAL	\$ 4,970,000	\$ 4,501,274	\$ 5,739,828	\$ (769,828)				
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COLOR KEY:

In process: Board has approved expenditure and work is in process	\$ 4,584,828
Open: Close to a commitment - pending Board approval or notice to proceed	\$ 900,000
	\$ 255,000

work will start ap. May 2020 - may go into next fiscal year

Note - \$2,000,000 of CIP funding from FY 2018/19 is carried over to FY 2019/20 - in addition to the \$4,970,000 budget shown above

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

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

Month	Admin (General Legal Fees)	Water Supply Develpmnt	Recycled Water	Transfer Program	CIP	LABOR & EMPLOYMENT	Election (CVRA)	Litigation	Infrastructure Project Review (Reimbursable)	TOTAL
Apr-19	7,061				1,910					8,970
May-19	5,149			326						5,475
Jun-19	3,439			1,055	183					4,677
Jul-19	4,321			834		335				5,490
Aug-19	5,535			496						6,031
Sep-19	4,090					455				4,545
Oct-19	3,360				840		4,612			8,812
Nov-19	3,948						6,905		665	11,518
Dec-19	3,801			365			2,814			6,980
Jan-20	12,289						8,071			20,360
Feb-20	4,256	1,855		245			2,527			8,883
Mar-20	3,990	1,295				1,050	840			7,175
TOTAL	61,236	3,150	0	3,321	2,933	1,840	25,769	0	665	98,913

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

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

Month	Admin & Retainer	CIP	Studies & Projects	TOTAL	Reimbursable from Projects
Apr-19	490		338	828	338
May-19	480		338	818	338
Jun-19	480	1,014		1,494	
Jul-19	480	2,539	676	3,695	676
Aug-19	480	10,152	2,891	13,523	2,891
Sep-19	480	676	1,268	2,424	1,268
Oct-19	480	845	507	1,832	507
Nov-19	480	676		1,156	
Dec-19	480	676	254	1,410	254
Jan-20	480	4,344	2,197	7,021	2,197
Feb-20	480	4,563		5,043	
Mar-20	480			480	
TOTAL	5,770	25,485	8,468	39,724	8,469

EKI Environment & Water
Engineering Services Billed Through April 30, 2020

	Contract Date	Not to Exceed Budget	Status	FY 2018-2019	FY 2019-2020
CIP Project Management					
Fiscal Year 2018-2019	10.19.2018	\$ 25,000.00	Complete		
Fiscal Year 2018-2019	1.14.2019	\$ 40,000.00	Complete		
Fiscal Year 2018-2019	3.12.2019	\$ 75,000.00	Complete		
Fiscal Year 2019-2020	7.29.2019	\$ 180,000.00	Open	\$ 123,410.00	\$ 94,357.88
Pipeline Projects (Ferdinand) - T2		\$ 2,000.00		\$ 25,337.92	\$ 6,359.05
Tank Seismic Projects - T3				\$ 1,014.61	\$ 15,662.31
Hydraulic Modeling - T4				\$ 10,074.40	\$ 6,110.76
Sub Total - CIP Project Management Services		\$ 322,000.00		\$ 163,452.66	\$ 122,490.00

Highway 1 South Pipeline Replacement Project	16-02	9.20.2018	\$ 25,000.00	Complete	\$ 17,680.45	
Ferdinand Avenue Pipeline Replacement Design	14-31	2.12.2019	\$ 29,000.00	Complete	\$ 27,824.37	\$ 1,169.10
Casa Del Mar Main Replacement (Phase 1) and Grand Boulevard Pipeline/PRV Loop Design	14-32	2.12.2019	\$ 28,500.00	Complete	\$ 27,297.34	\$ 1,195.22
Denniston Culvert Replacement and Paving Project	18-13	7.1.2019	\$ 16,400.00	Open	\$ 804.96	\$ 15,585.70
Construction Inspection Services for Ferdinand Avenue Water Main Replacement Project	14-31	7.1.2019	\$ 32,300.00	Complete		\$ 32,037.42
Pine Willow Oak Water Main Replacement Project	18-01	7.29.2019	\$ 69,700.00	Open		\$ 40,914.27
Grandview Water Main Replacement Project (Design, Bid Support, construction support)	14-27	7.29.2019	\$ 56,100.00	Open		\$ 37,502.03
Pilarcitos Creek Crossing Water Main Replacement Preliminary Design	13-02	8.27.2019	\$ 104,600.00	Open		\$ 89,113.39
Grandview/Silver/Terrace/Spindrifft Under Hwy 1 PreDesign	20-08	10.15.2019	\$ 45,600.00	Open		\$ 15,598.06
Total - All Services			\$ 729,200.00		\$ 237,059.78	\$ 355,605.19

Calcon T&M Projects Tracking

4/30/2020

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Actual thru 6/30/19	Project Billings FY2019-20
Closed Projects:							
CAL-13-01	EG Tank 2 Recoating Project	Closed	9/30/13	10/8/13	\$8,220.00	\$ 8,837.50	
CAL-13-02	Nunes Control System Upgrades	Closed	9/30/13	10/8/13	\$46,141.00	\$ 55,363.60	
CAL-13-03	Win 911 and PLC Software	Closed	9/30/13	10/8/13	\$9,717.00	\$ 12,231.74	
CAL-13-04	Crystal Springs Surge Tank Retrofit	Closed	11/26/13	11/27/13	\$31,912.21	\$ 66,572.54	
CAL-13-06	Nunes Legacy Backwash System Removal	Closed	11/25/13	11/26/13	\$6,516.75	\$ 6,455.00	
CAL-13-07	Denniston Backwash FTW Valves	Closed	11/26/13	11/27/13	\$6,914.21	\$ 9,518.28	
CAL-14-01	Denniston Wash Water Return Retrofit	Closed	1/28/14	2/14/14	\$13,607.00	\$ 13,591.60	
CAL-14-02	Denniston Calrifier SCADA Data	Closed	4/2/14	4/7/14	\$4,125.00	\$ 4,077.50	
CAL-14-03	Nunes Surface Scatter Turbidimeter	Closed	4/2/14	4/7/14	\$2,009.50	\$ -	
CAL-14-04	Phase I Control System Upgrade	Closed	4/2/14	4/7/14	\$75,905.56	\$ 44,459.14	
CAL-14-06	Miramar Control Panel	Closed	8/28/14	8/28/14	\$37,953.00	\$ 27,980.71	
CAL-14-08	SFWater Flow & Data Logger/Cahill Tank	Closed	8/20/2014	8/20/2014	\$1,370.00	\$ 1,372.00	
CAL-15-01	Main Street Monitors	Closed				\$ 6,779.42	
CAL-15-02	Denniston To Do List	Closed				\$ 2,930.00	
CAL-15-03	Nunes & Denniston Turbidity Meters	Closed			\$6,612.50	\$ 12,536.12	
CAL-15-04	Phase II Control System Upgrade	Closed	6/23/2015	8/11/2015	\$195,000.00	\$ 202,227.50	
CAL-15-05	Permanganate Water Flow	Closed				\$ 1,567.15	
CAL-16-04	Radio Network	Closed	12/9/2016	1/10/2017	\$126,246.11	\$ 139,200.68	
CAL-16-05	El Granada Tank No. 3 Recoating	Closed	12/16/2016		\$6,904.50	\$ 6,845.00	
CAL-17-03	Nunes Valve Control	Closed	6/29/2017	7/11/2017	\$73,281.80	\$ 79,034.35	
CAL-17-04	Denniston Booster Pump Station	Closed	7/27/2017	8/8/2017	\$21,643.75	\$ 29,760.00	
CAL-17-05	Crystal Springs Pump Station #3 Soft Start	Closed	7/27/2017	8/8/2017	\$12,213.53	\$ 12,178.13	
CAL-18-04	Tank Levels Calibration Special	Closed	3/5/2018	3/5/2018	\$8,388.75	\$ 10,700.00	
CAL-18-05	Pilarcitos Stream Flow Gauge -Well 1 120 Service Power	Closed	3/22/2018	3/22/2018	\$3,558.13	\$ 3,997.40	
CAL-17-06	Nunes Flocculator & Rapid Mix VFD Panels	Closed	12/6/2017	12/12/2017	\$29,250.75	\$ 30,695.66	
CAL-17-01	Crystal Springs Leak Valve Control	Closed	2/8/2017	2/14/2017	\$8,701.29	\$ 18,055.88	
CAL-17-02	Crystal Springs Requirements & Addtl Controls	Closed	2/8/2017	2/14/2017	\$38,839.50	\$ 41,172.06	
CAL-18-02	Nunes Plant HMI V2	Closed	11/12/2018		\$10,913.14	\$ 9,434.90	
CAL-18-03	CSP Breakers & Handles		3/7/2018	3/7/2018	\$25,471.47	\$ 49,837.52	
CAL-18-06	Nunes VFD Project		9/6/2018	9/6/2018	\$2,381.51	\$ 895.50	
Closed Projects - Subtotal (pre FY2019-20)					\$813,797.96	\$908,306.88	
FY 2019-20 Open Projects:							
CAL-19-01	CSP Cla-Val Power Checks		2/4/2019	2/4/2019	\$15,067.91	\$ 17,852.94	\$ 22,623.00
CAL-19-02	CSP Wet Well		4/1/2019	4/1/2019	\$12,960.24	\$ 12,853.20	
CAL-19-03	Pilarcitos Flow Meter Project		4/1/2019	4/1/2019	\$14,493.75	\$ 16,241.84	\$ 1,375.00
CAL-19-04	SCADA Systems		10/15/2019	10/15/2019	\$104,000.00	\$	\$ 114,250.00
	Spare 350/500 Pumps					\$	\$ 3,327.09
	CSP Main Breaker					\$	\$ 2,470.00
	Additional Software					\$	\$ 3,000.00
Open Projects - Subtotal					\$146,521.90	\$46,947.98	\$144,045.09
Other: Maintenance							
	Tanks						
	Crystal Springs Maintenance					\$	\$ 1,147.16
	Nunes Maintenance					\$	\$ 26,611.60
	Denniston Maintenance					\$	\$ 44,360.24
	Distribution System					\$	\$ 42,902.22
	Wells					\$	\$ 8,245.16
	Subtotal Maintenance					\$	\$ 123,266.38
TOTAL FY 2019/20						\$	\$ 267,311.47

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

April 14, 2020

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, as revised on March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Boardroom was not open for the April 14, 2020 Regular Meeting of the Coastside County Water District. The Regular Meeting was conducted remotely via teleconference.

The Public was able to watch and/or participate in the public meeting by joining the meeting through the Zoom Video Conference link provided. The public was also able to join the meeting by calling a provided teleconference phone number.

- 1) **ROLL CALL** - President Chris Mickelsen called the meeting to order at 7:00 p.m. Participating in roll call via Zoom Video Conference: Directors Jim Larimer, Ken Coverdell, Bob Feldman, and Vice-President Glenn Reynolds.

Also participating: Mary Rogren, General Manager; Catherine Groves, Legal Counsel; James Derbin, Superintendent of Operations; JoAnne Whelen, Administrative Assistant/Recording Secretary; Cathleen Brennan, Water Resource Analyst; and Gina Brazil, Office Manager.

No members of the public were identified as participants in the meeting.

- 2) **PLEDGE OF ALLEGIANCE** - The Pledge of Allegiance was recited by the meeting participants.

- 3) **PUBLIC COMMENT** - There were no public comments expressed at this time.

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending March 31, 2020:
Claims: \$630,166.34; Payroll: \$165,014.17 for a total of \$795,180.51
- B. Acceptance of Financial Reports

- C. Approval of Minutes of March 10, 2020 Special Board of Directors Meeting
- D. Approval of Minutes of March 10, 2020 Regular Board of Directors Meeting
- E. Approval of Minutes of April 3, 2020 Special Board of Directors Meeting
- F. Installed Water Connection Capacity and Water Meters Report
- G. Total CCWD Production Report
- H. CCWD Monthly Sales by Category Report – March 2020
- I. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- J. Monthly Rainfall Reports
- K. SFPUC Hydrological Report for the month of February 2020
- L. SFPUC Hydrological Report for the month of March 2020
- M. Notice of Completion – Stone Dam Project
- N. Approval of Updated Class Specification for the Administrative Assistant/Recording Secretary Position

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

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

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

5) MEETINGS ATTENDED/DIRECTOR COMMENTS

There were no reports of meetings attended or Director comments expressed.

6) GENERAL BUSINESS

A. Quarterly Financial Review

Ms. Rogren began her presentation by reviewing the operating revenue (water sales), and the non-operating revenue for the last nine-month period ending March 31, 2020. She additionally outlined the operating expenses, debt service and contributions to the Capital Improvement Program (CIP) and Reserves. Ms. Rogren summarized the year to date amount spent on the CIP and outlined the current outstanding projects.

B. Fiscal Years 2021-2022 and 2021-2022 Budget Process Timeline

Ms. Rogren referenced the April 3, 2020 Special CCWD Board meeting, at which time the Board made the decision to table the discussion of the proposed rate increase for three months, until July 2020, due to the current COVID 19 pandemic

and based on the uncertainty of the current economic situation in the nation and in the community, as well as the uncertainty of the ability to implement the plans for the District's Capital Improvement Program. Ms. Rogren advised that staff will be presenting updated drafts of the Fiscal Year 2020-2021 and the Fiscal Year 2021-2022 Operations and Maintenance Budgets and will recommend approval of the budgets at the June 9, 2020 Board Meeting and also will continue to provide updates to the budget process timelines.

7) MONTHLY INFORMATIONAL REPORTS

A. General Manager's Report

Ms. Rogren reviewed some of the County, State, and Federal orders impacting the District and provided an update on the Covid 19 situation and the implementation of the District's Draft Covid 19 Risk Mitigation Plan. She also displayed the District's latest outreach materials in the form of a letter to Coastside County Water District's customers that was distributed on Friday, April 10, 2020, and advised the Board that Cathleen Brennan, the District's Water Resource Analyst, had prepared the letter and has been performing an exceptional job with the District's outreach activities.

Ms. Rogren also referenced the need for teleconferencing District meetings during the current pandemic, noting that the District is currently utilizing the services of Zoom Tele Conferencing, but that she may be exploring alternative platforms for future meetings.

B. Superintendent of Operations Report

Mr. Derbin summarized operations highlights for the month of March 2019.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no requested future agenda items from Board members expressed.

9) ADJOURNMENT - The Board Meeting was adjourned at 7:38 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Chris Mickelsen, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

SPECIAL MEETING OF THE BOARD OF DIRECTORS

April 21, 2020

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, as revised on March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Boardroom was not open for the April 21, 2020 Special Meeting of the Coastside County Water District. The Special Meeting was conducted remotely via teleconference.

- 1) **ROLL CALL** - President Chris Mickelsen called the meeting to order at 9:01 a.m. Participating in roll call via Zoom Videoconference: Directors Jim Larimer, Bob Feldman, Ken Coverdell, and Vice-President Glenn Reynolds.

Also present: Mary Rogren, General Manager and Patrick Miyaki, Legal Counsel. Consultant, David Dickson, was also in attendance.

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

- 3) **CLOSED SESSION**

- A. Pursuant to California Government Code Section 54956.9(d)(2)
Conference with Legal Counsel - Anticipated Litigation
Significant Exposure to Litigation
One Potential Case

- 4) **RECONVENE TO OPEN SESSION**

- A. **Public Report of Closed Session Action**

The Board reconvened into open session at 10:11 p.m. Mr. Miyaki reported that no action was taken in the Closed Session.

- 5) **ADJOURNMENT** - The Special Meeting was adjourned at 10:11 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Chris Mickelsen, President
Board of Directors

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

FY 2020 Meters

Installed Water Meters	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
HMB Non-Priority													
0.5" capacity increase													
5/8" meter	4		1		1					1			7
3/4" meter													
1" meter		1											1
1 1/2" meter													
2" meter													
3" meter													
HMB Priority													
0.5" capacity increase									1				1
5/8" meter							1						1
3/4" meter													
1" meter									1				1
1 1/2" meter													
2" meter													
County Non-Priority													
0.5" capacity increase													
5/8" meter				2	1	3							6
3/4" meter													
1" meter													
County Priority													
5/8" meter		1						2					3
3/4" meter													
1" meter													
1.5" meter		1											1
Totals	4	3	1	2	2	3	1	2	2	1			21

5/8" meter = 1 connection
 3/4" meter = 1.5 connections
 1" meter = 2.5 connections
 1.5" meter = 5 connections
 2" meter = 8 connections
 3" meter = 17.5 connections

FY 2020 Capacity (5/8" connection equivalents)	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
HMB Non-Priority	4	2.5	1		1					1			9.5
HMB Priority							1		3.0*				4
County Non-Priority				2	1	3							6
County Priority		6						2					8
Total	4	8.5	1	2	2	3	1	2	3	1			27.5

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2020

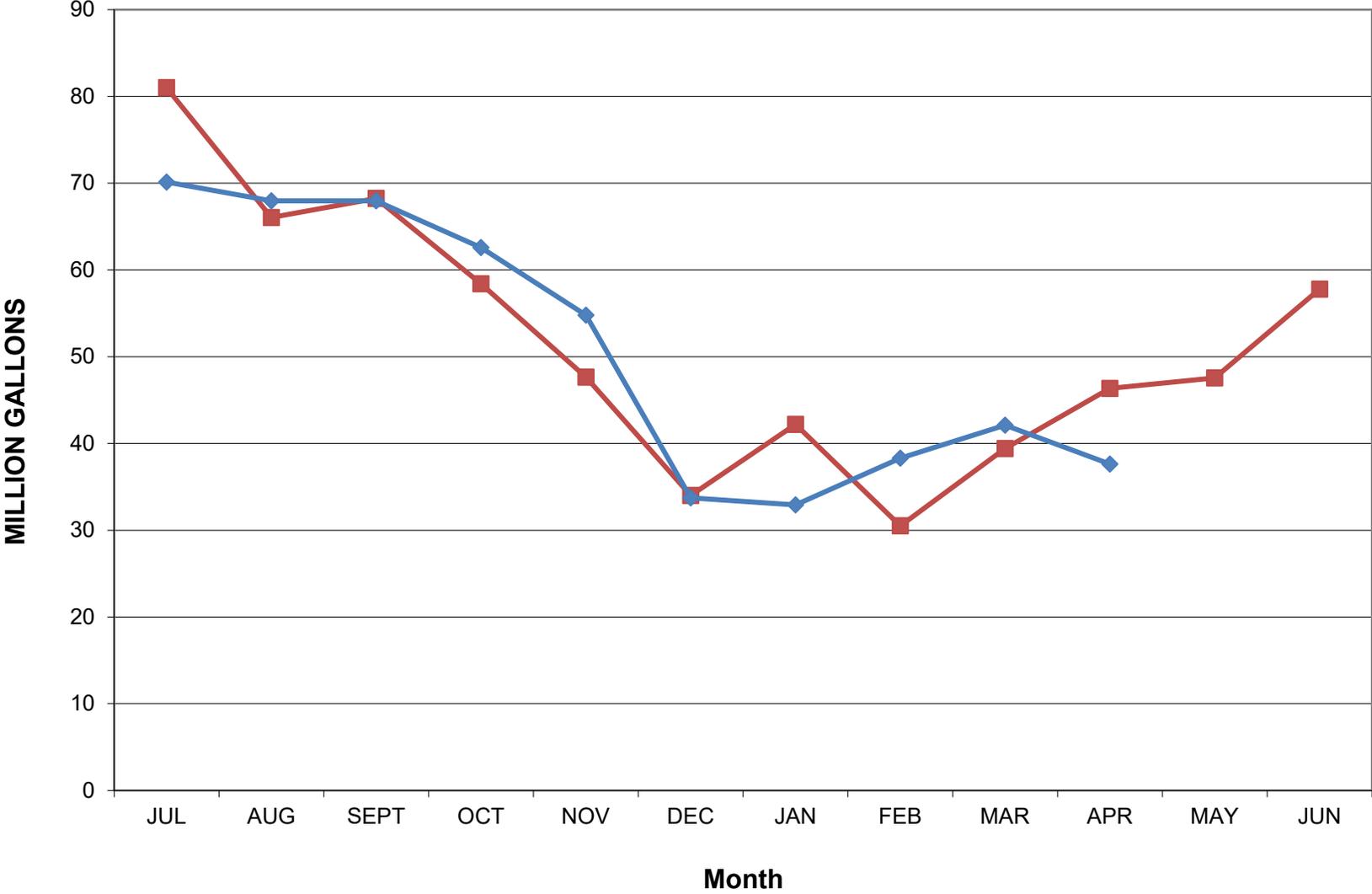
	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	1.61	28.25	0.00	22.27	20.58	72.71	2.58	70.13
AUG	1.44	22.18	0.00	20.20	26.36	70.18	2.21	67.97
SEPT	1.43	19.67	0.00	19.19	30.98	71.27	3.32	67.95
OCT	0.27	5.45	0.00	9.91	48.70	64.33	1.74	62.59
NOV	0.17	19.16	8.61	0.00	29.39	57.33	2.56	54.77
DEC	0.02	18.87	13.91	0.00	4.10	36.90	3.16	33.74
JAN	0.00	18.92	14.65	0.00	1.79	35.36	2.45	32.92
FEB	1.69	27.02	12.07	1.73	0.23	42.74	4.44	38.30
MAR	0.89	18.88	13.07	3.63	8.30	44.77	2.66	42.11
APR	0.07	16.42	0.00	14.09	10.06	40.64	3.01	37.63
MAY								
JUN								
TOTAL	7.59	194.82	62.31	91.02	180.49	536.23	28.12	508.11
% MONTHLY TOTAL	0.2%	40.4%	0.0%	34.7%	24.8%	100.0%	7.4%	92.6%
% ANNUAL TO DATE TOTAL	1.4%	36.3%	11.6%	17.0%	33.7%	100.0%	5.2%	94.8%

CCWD vs SFPUC- month 40.6%
 CCWD vs SFPUC- annual 49.4%

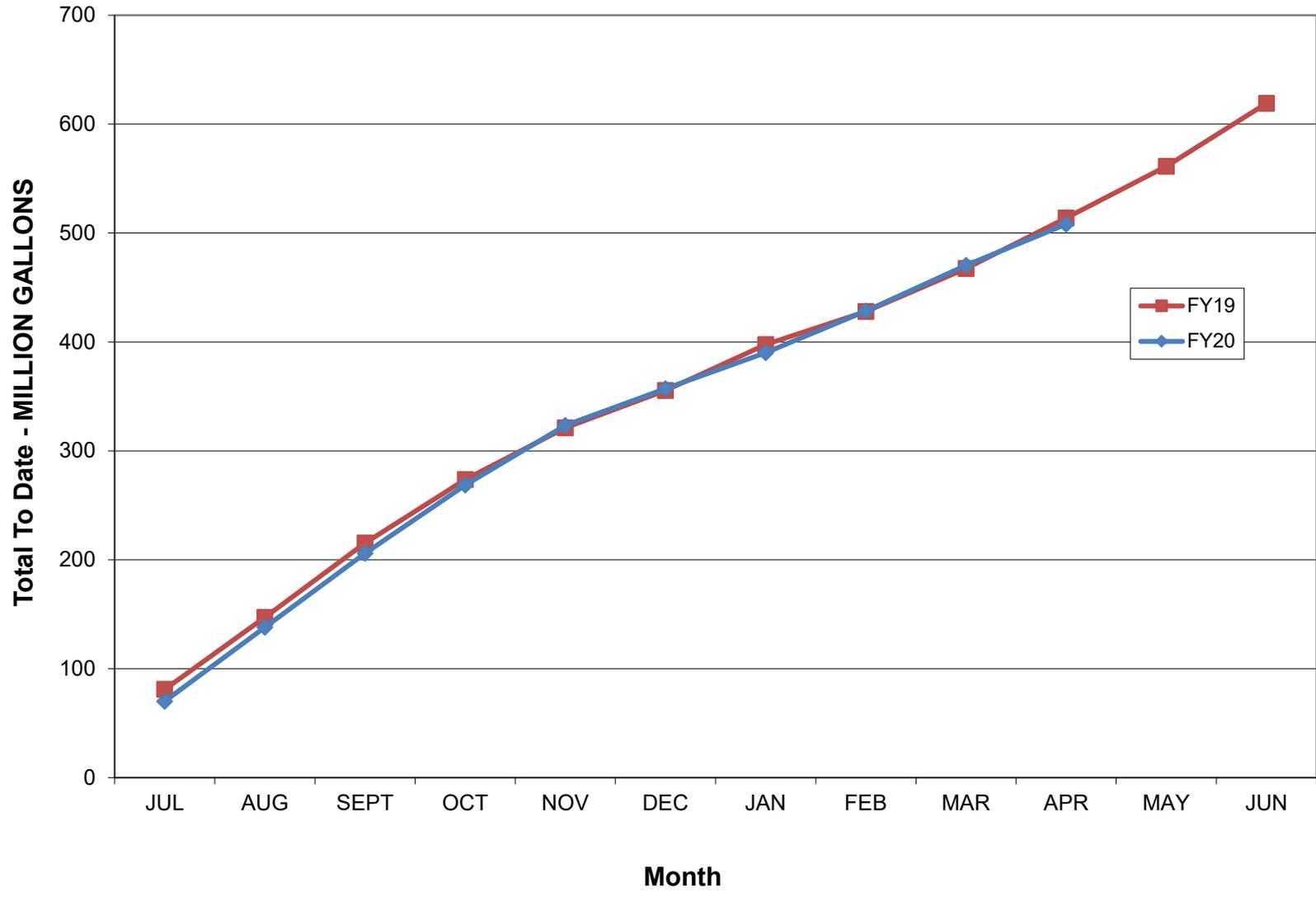
12 Month Running Treated Total **613.43**
TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2019

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	2.36	13.98	0.00	37.74	30.90	84.98	3.98	81.00
AUG	0.62	3.36	0.00	27.20	36.80	67.98	1.94	66.04
SEPT	0.00	0.00	0.00	30.48	39.24	69.72	1.48	68.24
OCT	0.00	0.00	0.00	22.98	37.51	60.49	2.09	58.40
NOV	0.00	0.00	5.78	0.00	44.10	49.88	2.24	47.64
DEC	1.31	11.50	14.35	7.12	2.78	37.06	3.07	33.99
JAN	1.97	16.07	15.84	5.30	5.57	44.75	2.55	42.19
FEB	0.00	7.73	16.1	8.89	0.10	32.82	2.32	30.50
MAR	0.15	6.77	22.27	12.27	0.09	41.55	2.12	39.43
APR	0.14	33.31	0.00	14.02	2.83	50.30	3.95	46.36
MAY	0.00	32.51	0.00	13.26	5.35	51.12	3.58	47.54
JUN	1.31	35.61	0.00	19.50	5.77	62.19	4.41	57.78
TOTAL	7.86	160.84	74.34	198.76	211.04	652.83	33.73	619.10
% TOTAL	1.2%	24.6%	11.4%	30.4%	32.3%	100.0%	5.17%	94.8%

Monthly Production FY 19 vs FY 20



Cumulative Production FY19 vs FY20



MONTH Apr-20						
Coastside County Water District Monthly Discharge Report						
EMERGENCY MAIN AND SERVICE REPAIRS						
	Date Reported Discovered	Date Repaired	Location	Pipe Class	Pipe Size & Type	Estimated Water Loss (MG)
1	4/10/2020	4/10/20	4th X Medio			
				Main	6" Cast	0.010
3						
4						
5						
6						
7						
8						
Totals						0.010

OTHER DISCHARGES	
Total Volumes (MG)	
Flushing Program	0.032
Reservoir Cleaning	
Automatic Dewatering Operations	0.040
Other (includes flow testing)	0.005
PLANNED DISCHARGES GRAND TOTAL (MG)	
0.077	

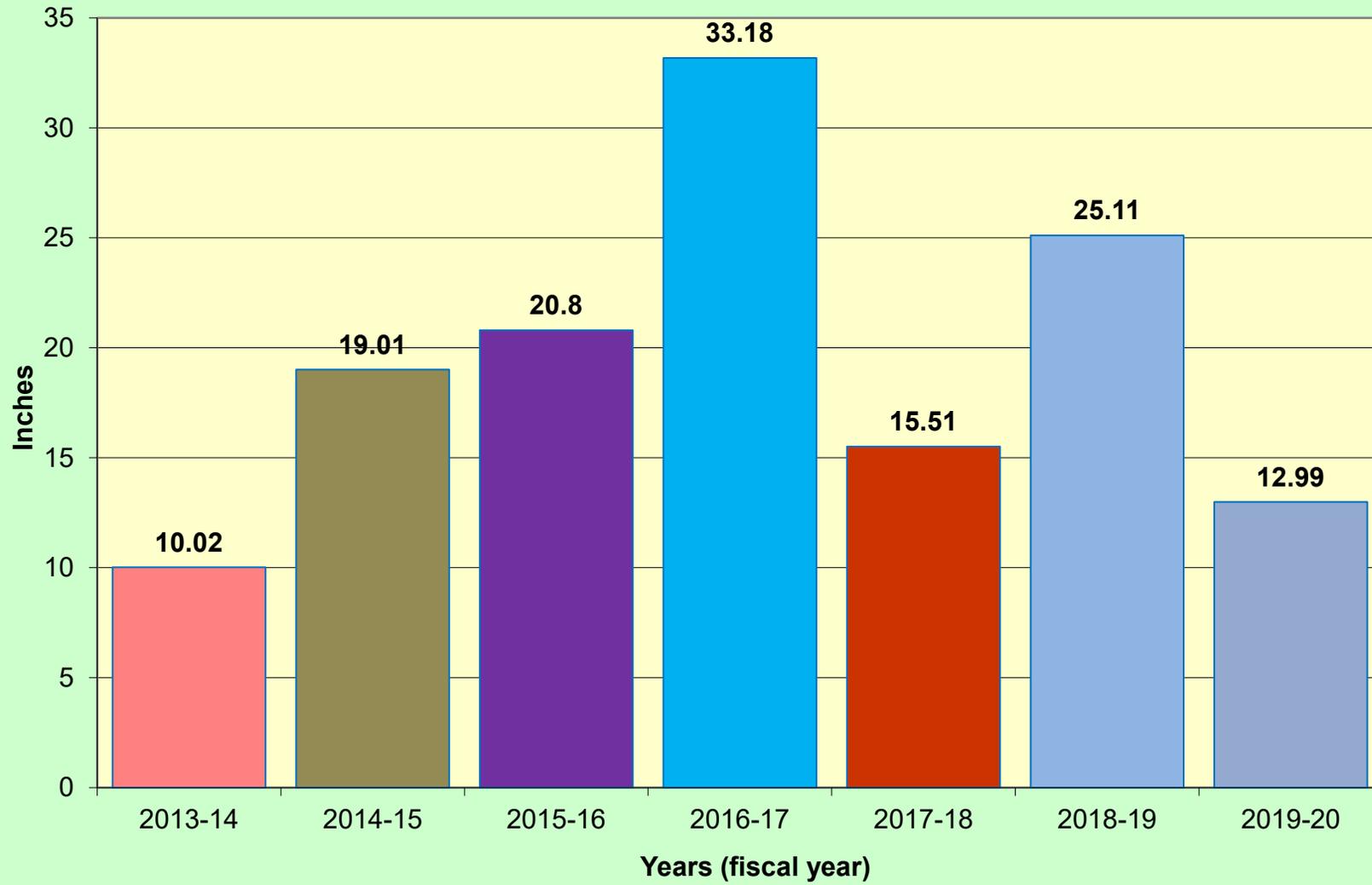
Coastside County Water District
 766 Main Street
 July 2019 - June 2020

District Office
 Rainfall in Inches

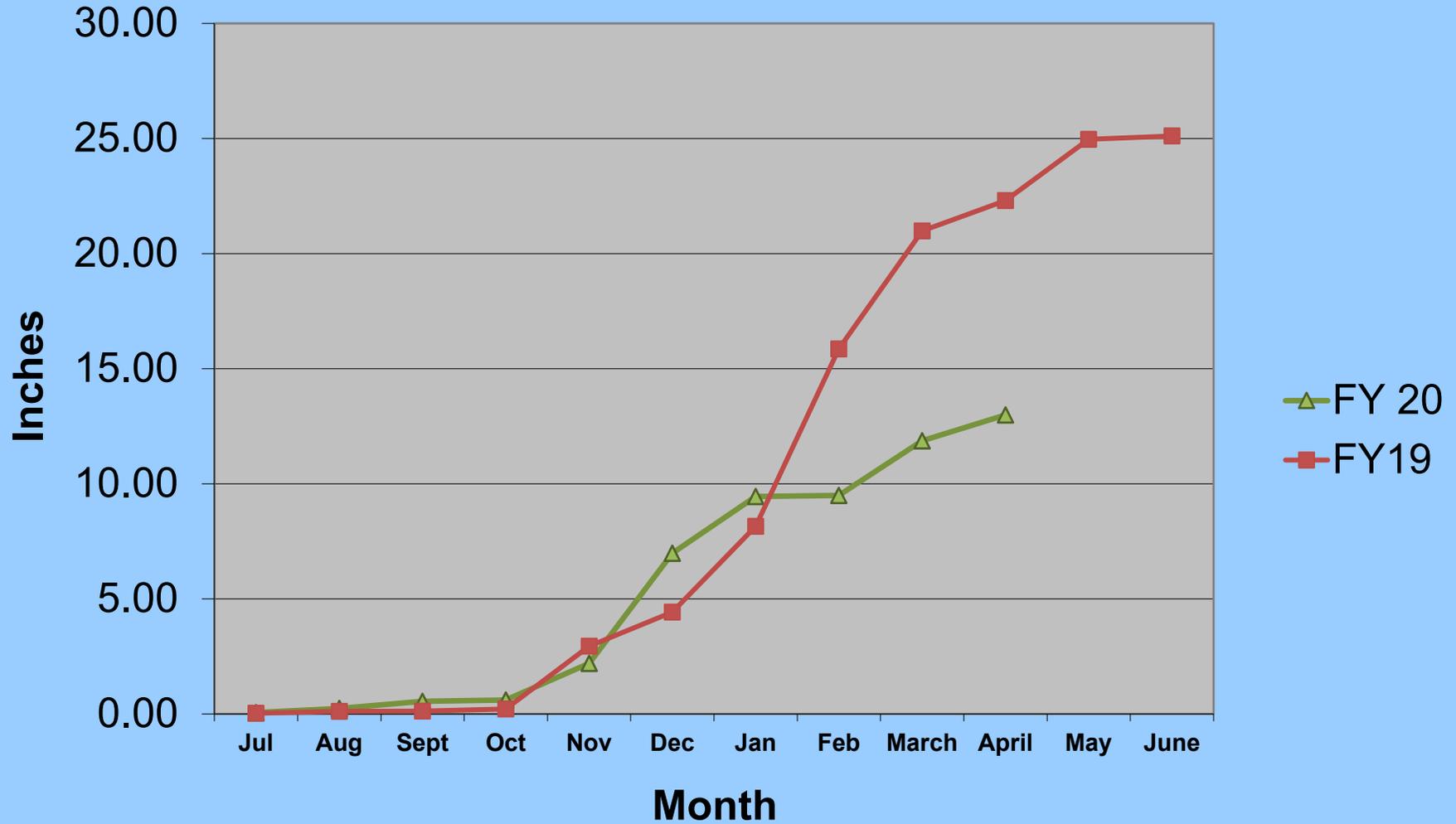
	2019						2020					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0.04	0	0	0	0.13	0.01	0	0	0		
2	0	0.06	0	0	0	0.11	0.01	0	0	0		
3	0	0.03	0	0.01	0	0	0	0	0	0		
4	0	0.01	0	0	0	0.35	0.02	0	0.01	0.36		
5	0	0.01	0	0	0	0.01	0.01	0	0	0.27		
6	0	0	0	0	0	0.6	0.01	0	0.09	0.39		
7	0	0	0	0	0	0.37	0.02	0	0.39	0.01		
8	0	0	0	0	0	0.11	0.04	0.01	0.01	0		
9	0.01	0	0	0	0	0.06	0.39	0	0	0.02		
10	0	0	0	0	0	0.11	0.01	0	0	0		
11	0	0	0	0	0	0.25	0.12	0	0	0.00		
12	0.03	0	0	0	0.01	0.08	0.05	0	0	0		
13	0.01	0	0	0	0	0.12	0.16	0	0	0		
14	0	0	0	0	0.05	0.06	0.09	0	0.47	0		
15	0	0	0	0	0	0	0.01	0	0.13	0.01		
16	0	0.01	0	0.03	0	0.01	1.11	0	0.1	0.02		
17	0	0	0	0	0	0.03	0.01	0.01	0.2	0		
18	0	0	0	0.01	0	0.92	0	0	0.02	0		
19	0	0	0.19	0.01	0.01	0.04	0	0	0.01	0		
20	0	0	0.01	0	0	0	0	0.01	0	0		
21	0	0	0.08	0	0	0.01	0.09	0	0	0		
22	0	0.02	0.01	0	0	0.92	0	0	0.42	0		
23	0	0	0.01	0	0	0.01	0	0	0.01	0		
24	0	0	0	0	0	0.19	0	0	0.19	0		
25	0	0	0	0	0	0.02	0.02	0.01	0.04	0		
26	0	0	0	0	0.95	0	0.17	0	0	0.01		
27	0.01	0	0.01	0	0.44	0	0.01	0	0.01	0		
28	0	0	0	0	0.01	0.01	0.06	0	0.23	0		
29	0	0	0	0	0.05	0.26	0	0	0.05	0.02		
30	0	0	0	0	0.07	0	0.04		0	0.01		
31	0	0		0		0	0.01		0			
Mon.Total	0.06	0.18	0.31	0.06	1.59	4.78	2.47	0.04	2.38	1.12		
Year Total	0.06	0.24	0.55	0.61	2.20	6.98	9.45	9.49	11.87	12.99		

Rain Totals

Fiscal Years 13 - 20



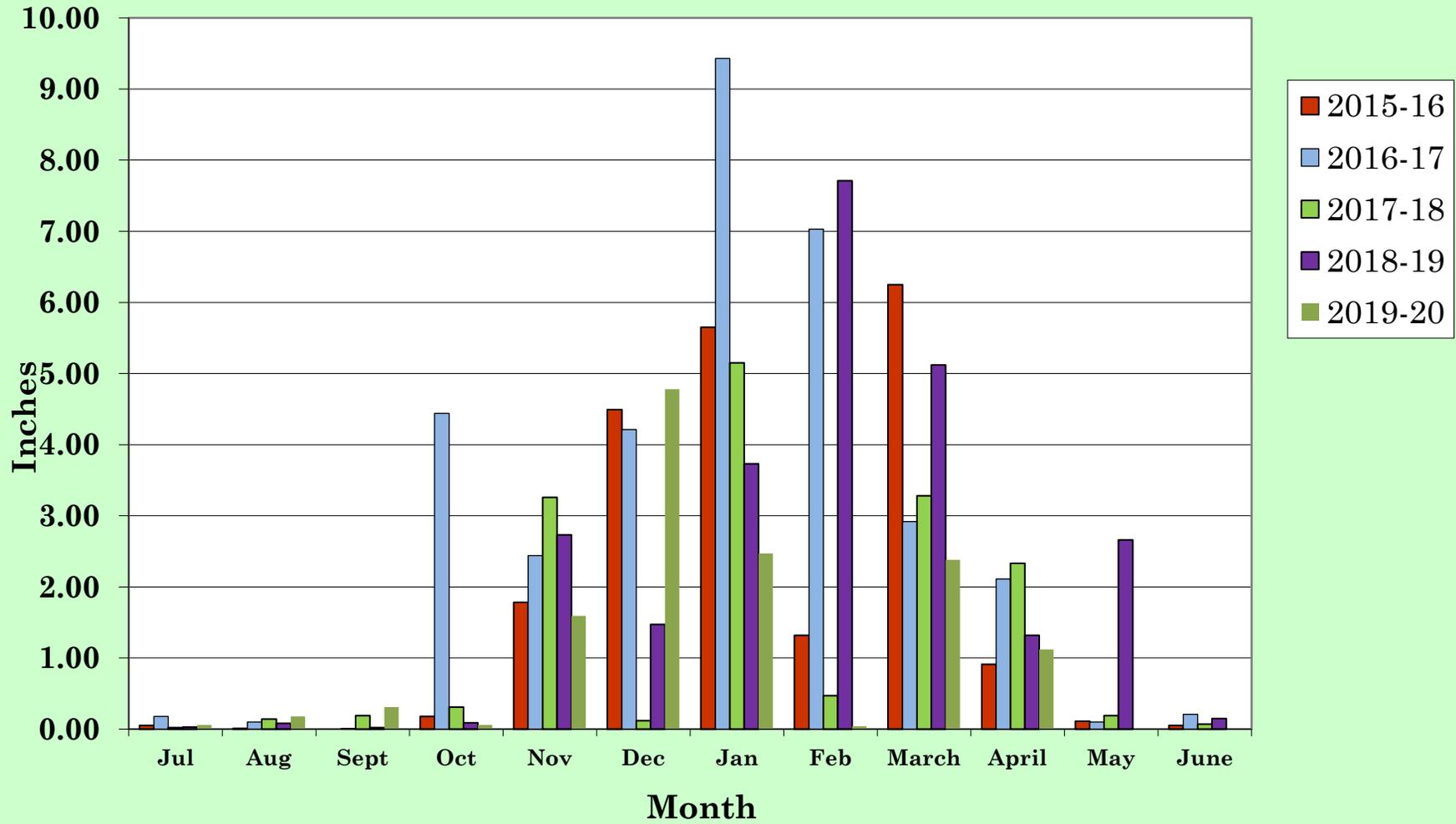
Rainfall Total Comparison Fiscal Years 19-20



Coastside County Water District

Rainfall by Month

Fiscal Years 15 - 20



STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: May 12, 2020

Date: May 6, 2020

Subject: Acceptance of a Non-Complex Pipeline Extension Project
Pullman Avenue (Phase 2) - Mark Stoloski and Robert Gonzalez

Recommendation:

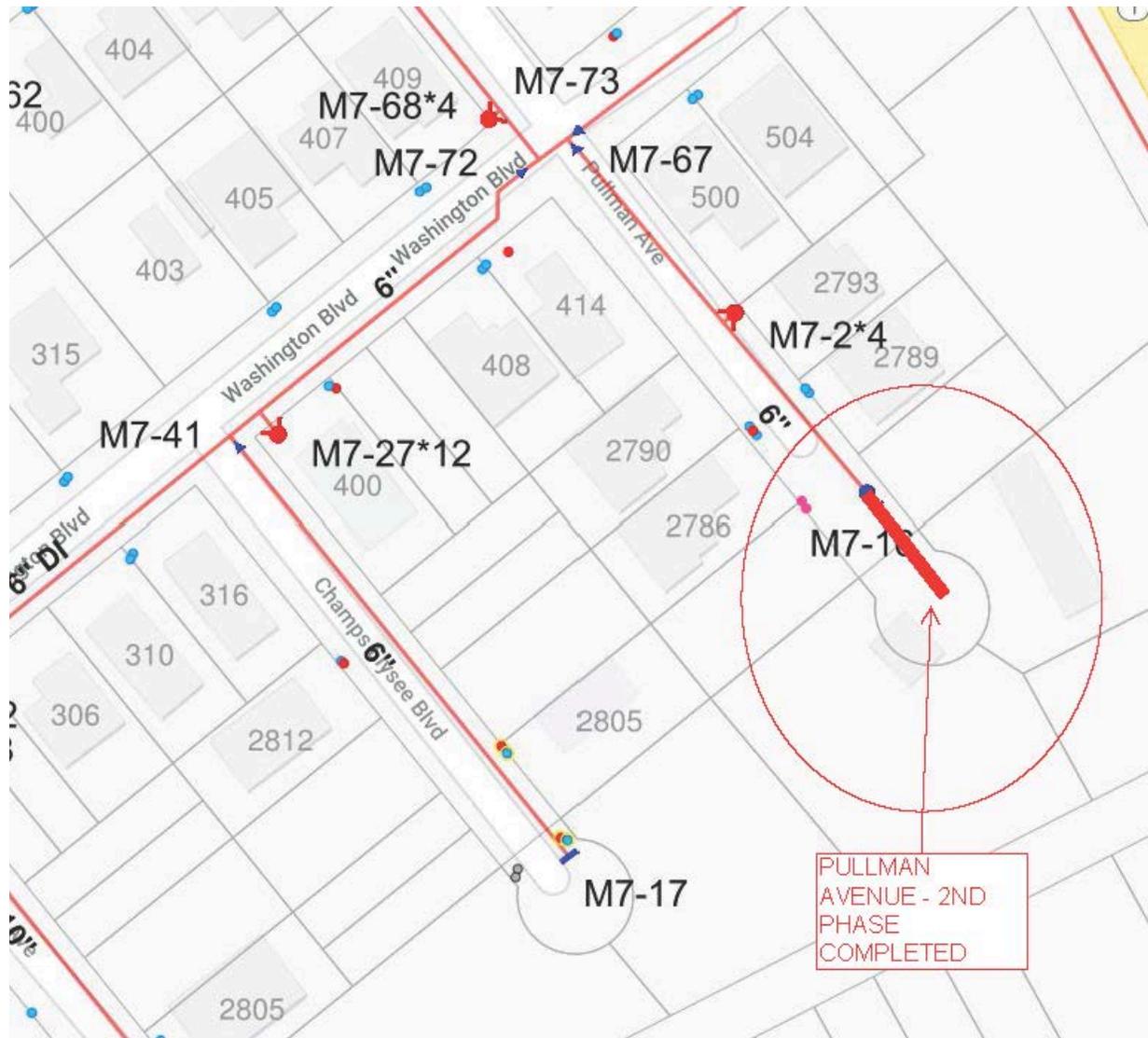
Accept water system improvements completed in Pullman Avenue in the City of Half Moon Bay under the terms of a Water Service Agreement (WSA) with Mark Stoloski and Robert Gonzalez dated August 12, 2016.

Background:

The WSA, approved by the Board at its July 12, 2016 meeting, included extending mains in Champs Elysee Boulevard and Pullman Avenue. The Champs Elysee portion (Phase 1) of the work has been completed and was accepted at the January 2018 Board of Directors meeting. The main extension in Pullman Avenue is now complete and is in compliance with all terms of the WSA.

Fiscal Impact:

None.



STAFF REPORT

To: Coastside County Water District Board of Directors

From: Cathleen Brennan, Water Resources Analyst
Via Mary Rogren, General Manager

Agenda: May 12, 2020

Report Date: May 06, 2020

Subject: Approval of a Professional Services Agreement with West Yost Associates for Assistance with Preparation of the District's 2020 Urban Water Management Plan

Attachment: Proposal for Engineering Services

Recommendation: Authorize the General Manager to execute a contract with West Yost Associates for assistance with preparation of the District's 2020 Urban Water Management Plan, for a time-and-materials cost not exceed \$67,300.

Background:

Urban Water Management Plans (UWMP) are prepared by California's urban water suppliers to support their long-term resource planning and to ensure adequate water supplies. Every urban water supplier that either provides over 3,000 acre-feet of water annually or serves more than 3,000 or more connections is required to assess the reliability of its water sources over a 20 year planning horizon. The requirements for UWMPs are found in two sections of California Water Code, §10610-10656 and §10608. The Department of Water Resources reviews the submitted plans to make sure water suppliers have completed the requirements identified in the Urban Water Management Planning Act.

The deadline for submitting the 2020 UWMP to the Department of Water Resources is July 1, 2021. The UWMP must be adopted by the Board of Directors before it can be submitted.

2020 UWMP:

Staff recommends using West Yost Associates, a leading water resources planning firm, to assist the District in publishing a 2020 UWMP that meets the Urban Water Management Plan Act requirements. West Yost Associates can provide expert peer review of staff analysis and assist with both electronic and paper publishing of the UWMP. The UWMP preparation and reporting involves significant District staff effort, along with the assistance that West Yost Associates will provide to make the best use of District staff's time. The attached proposal from West Yost Associates outlines their work scope and provides a time-and-materials cost estimate of \$67,300.

Fiscal Impact:

Cost of \$67,300 in FY2020-2021.



February 28, 2020

SENT VIA: EMAIL

Ms. Cathleen Brennan
Water Resources Analyst
Coastside County Water District
766 Main Street
Half Moon Bay, CA 94019

SUBJECT: Proposal for Engineering Services – Preparation of 2020 Urban Water Management Plan Update

Dear Cathleen:

Per your request, presented herein is West Yost Associates' (West Yost) proposal to provide the Coastside County Water District (District) with engineering services related to the preparation of the District's 2020 Urban Water Management Plan (UWMP) Update.

As you know, the Urban Water Management Planning Act requires every urban water supplier in California that either provides over 3,000 acre-feet of water annually, or serves more than 3,000 urban connections, to prepare and adopt an UWMP that includes specified content, including an urban water shortage contingency analysis. The adopted UWMP must be submitted to the California Department of Water Resources (DWR) and other entities. Urban water suppliers are required to submit an UWMP every five years. The next UWMP, the 2020 UWMP, is due on July 1, 2021.

West Yost understands the District's need for a 2020 UWMP that provides an accurate description of the District's existing and projected future water demands and supplies, ensures consistency with the District's other planning efforts and meets the new 2020 UWMP requirements so that it is accepted by DWR. West Yost will prepare a 2020 UWMP for the District for submittal to DWR before the July 1, 2021 deadline. Our proposed scope of work will:

- Leverage our knowledge and understanding of the District's water supply and water system issues to efficiently prepare the District's 2020 UWMP
- Provide a coordinated approach to preparing the District's 2020 UWMP in conjunction with the DWR's anticipated release of the Guidebook for Preparation of the 2020 UWMPs
- Maximize and make best use of District staff's limited time

NEW REQUIREMENTS FOR 2020 UWMPs

Requirements for UWMPs have changed dramatically since the Urban Water Management Planning Act was first passed in 1983. This is particularly true in recent years where UWMPs have become the primary document for reporting on water agencies' water conservation efforts, compliance requirements and water shortage contingency planning in response to unprecedented water supply conditions during the recent drought years and potential future threats due to climate change and environmental concerns.

Recent legislation impacting the 2020 UWMPs includes the following:

- AB 1739, Dickinson. Groundwater management; SB 1168, Pavley. Groundwater management; SB 1319, Pavley. Groundwater (passed September 16, 2014) – aka the Sustainable Groundwater Management Act (SGMA) -- Required the formation of Groundwater Sustainability Agencies (GSAs) and the preparation of Groundwater Sustainability Plans (GSPs). Urban water suppliers are required to report on their progress in meeting SGMA requirements in their 2020 UWMPs.
- SB 555, Wolk. Urban retail water suppliers: water loss management (passed October 9, 2015) -- Requires the State Water Board, no earlier than January 1, 2019, and no later than July 1, 2020, to adopt rules requiring urban retail water suppliers to meet performance standards for the volume of water losses. Urban water suppliers are required to report on their plan to meet the water loss performance standards in their 2020 UWMPs.
- SB 664, Hertzberg. Water: urban water management planning (passed October 9, 2015) – Requires urban water suppliers to include within their UWMP, beginning January 1, 2020, a seismic risk assessment and mitigation plan to assess the vulnerability of each of the various facilities of a water system and mitigate those vulnerabilities. This bill would authorize an urban water supplier to comply with this requirement by submitting a copy of the most recent adopted local hazard mitigation plan or multi-hazard mitigation plan under specified federal law that addresses seismic risk.
- SB 606, Hertzberg. Water management planning; AB 1668, Friedman. Water management planning (passed May 31, 2018) – Builds on efforts in Making Water Conservation a California Way of Life and creates a new foundation for long-term improvements in water conservation and drought planning. SB 606 and AB 1668 establish guidelines for efficient water use and a framework for the implementation and oversight of new urban water use efficiency standards to be adopted by the State Water Board, in coordination with DWR, by June 30, 2022. Requires DWR and the State Water Board to establish standards for (1) indoor residential use; (2) outdoor residential use; (3) outdoor CII use with dedicated irrigation meters; and (4) water losses. A supplement to the 2020 UWMP will be due by January 1, 2024 and is required to incorporate Demand Management Measures to meet the adopted water use standards.

Specific requirements for the 2020 UWMPs include the following:

- Include a water supply and demand assessment which compares the total water supply sources available to the water supplier with the long-term total projected water use over the next 20 years (to 2040, preferably to 2045), in five-year increments, for a normal water year, a single dry water year, and a drought lasting five consecutive water years (CWC §10635(a))
- Provide a report on compliance with previously adopted 2020 per capita water use targets in accordance with SB X7-7 (Water Conservation Act of 2009, SB X7-7)
- **NEW** -- Report on compliance with distribution water loss standards to be adopted by the State Water Board by July 1, 2020 (SB 555) (CWC §10608.34(a)(1))
- **NEW** -- Provide a status update on Sustainable Groundwater Management Act (SGMA) compliance activities (i.e., status of GSA formation and GSP preparation) (CWC §10631(b)(4))
- **NEW** -- Include a Water Shortage Contingency Plan (WSCP) with six (6) standard shortage levels corresponding to progressive ranges of up to 10, 20, 30, 40 and 50 percent shortages and greater than 50 percent shortage (or cross-reference current WSCP stages to the six (6) standard stages) (CWC §10632)
- **NEW** -- Provide a seismic risk assessment of water facilities (may reference a recent adopted local hazard mitigation plan or a multi-hazard mitigation plan which addresses seismic risk) (SB 664) (CWC §10632.5)

Also note that a supplement to the 2020 UWMP will be due by January 1, 2024 and is required to incorporate Demand Management Measures to achieve the Urban Water Use Objective by January 1, 2027 based on State Water Board adoption of water use standards by June 30, 2022 (SB 606) (CWC §10621(f)(2)).

PROPOSED UPDATES TO THE DISTRICT'S UWMP

It is anticipated that the required organization of the 2020 UWMP will be similar to the 2015 UWMP. Each chapter of the 2020 UWMP will be prepared based on DWR guidelines and required DWR tables. Table 1 outlines the anticipated 2020 UWMP chapters and describes the updates that are anticipated for each chapter.

Table 1. Anticipated UWMP Chapter Updates	
Chapter	Anticipated Updates
Chapter 1. Introduction and Overview	<ul style="list-style-type: none"> An introduction and overview of the 2020 UWMP will be provided
Chapter 2. Plan Preparation	<ul style="list-style-type: none"> The process for plan preparation will be documented The District will provide documentation of coordination with the public and with other agencies
Chapter 3. System Description	<ul style="list-style-type: none"> The District will provide updates to the written description of the physical service area and will provide historical and projected (through 2045) service area population data West Yost will work with District staff to update required maps including a jurisdictional area map, service area map, distribution area map, and system schematic West Yost will report on the District's seismic risk assessment of water facilities conducted in accordance with SB 664
Chapter 4. System Water Use	<ul style="list-style-type: none"> The District will provide updates to the historical demand data for the last five years (2016-2020) and a written description of any updates to the District's water use reduction plan The District will provide information and data related to its water loss reporting policies and procedures and compliance with new State water loss standards The District will provide water demand projections through 2045 based on the DSS Demand Projection model to be prepared by Maddaus The District will provide recycled water demand projections through 2045, if any
Chapter 5. SBx7-7 Baselines and Targets	<ul style="list-style-type: none"> The District will provide 2020 water use, once actual 2020 water use is available in early 2021, for West Yost to report on the District's compliance with its 2020 per capita water use target
Chapter 6 System Supplies	<ul style="list-style-type: none"> The District will provide updates to the written descriptions of existing water sources, including SFPUC supplies, groundwater supplies and recycled water supplies West Yost will work with the District to prepare updated descriptions of water transfer opportunities, desalinated water opportunities, and future water projects The District will provide updates to the general written descriptions of imported (purchased) supplies and agreements with SFPUC and BAWSCA West Yost will incorporate information on climate change impacts to the District's supply sources to the extent that information is available West Yost will document information regarding the District's compliance with SGMA, including GSA formation and GSP preparation
Chapter 7. Water Supply Reliability Assessment	<ul style="list-style-type: none"> The District will provide written descriptions of water supply reliability, water quality, and drought planning
Chapter 8. Water Shortage Contingency Planning	<ul style="list-style-type: none"> The District will provide a written description of the District's current Water Shortage and Drought Contingency Plan (WSDCP) and will prepare the required revenue and expenditure analysis West Yost will work with the District to update the WSCP to align the stages to meet the six standard shortage levels required by CWC §10632
Chapter 9. Demand Management Measures	<ul style="list-style-type: none"> The District will provide a written description of the District's current and planned implementation of the Demand Management Measures

Table 1. Anticipated UWMP Chapter Updates	
Chapter	Anticipated Updates
Chapter 10. Plan Adoption, Submittal and Implementation	<ul style="list-style-type: none"> • West Yost will document the District’s adoption of the 2020 UWMP
Supporting Documents	<p>Appendices will include, but not be limited to, the following:</p> <ul style="list-style-type: none"> • UWMP tables required by DWR (prepared by West Yost) • SBx7-7 tables required by DWR (prepared by West Yost) • Notification letters of UWMP update (prepared by District) • Public notice of UWMP hearing (prepared by District) • UWMP adoption resolution (prepared by District) • DWR UWMP checklist (prepared by West Yost) • Water loss audits (prepared by District) • Energy Intensity Documentation (prepared by District) – Inclusion of water energy data is limited to information that the urban water supplier can readily obtain and calculation or estimation of energy intensity remains voluntary (CWC §10631.2); water energy information related to the District’s system supplies will be included to the extent that information is available

Our proposed Scope of Work is described below.

BASIC SCOPE OF WORK

West Yost’s Basic Scope of Work includes the following tasks:

- Task 1. Attend Meetings with District Staff
- Task 2. Collect and Review Data
- Task 3. Prepare Administrative Draft 2020 UWMP
- Task 4. Prepare Draft 2020 UWMP
- Task 5. Provide Support Related to Public Hearing for Draft UWMP
- Task 6. Prepare Final 2020 UWMP
- Task 7. Respond to Questions/Comments from DWR
- Task 8. Project Management and Quality Assurance/Quality Control

Each of these tasks is described below.

Task 1. Attend Meetings with District Staff

West Yost will attend the Project kick-off meeting and progress meetings as discussed below.

Task 1-1. Attend Kick-off Meeting and Develop Plan Preparation Strategy

Upon receiving Notice to Proceed, West Yost will schedule a kick-off meeting with District staff. The main purpose of the kick-off meeting will be to discuss preparation of the 2020 UWMP, data requirements, and plan objectives, and to define roles and responsibilities of District staff and West Yost for the preparation of the 2020 UWMP. The following items will be discussed at the kick-off meeting:

- Proposed organization of the 2020 UWMP;
- Proposed schedule for the preparation of the 2020 UWMP;
- Receive copies of District data and current plans and studies pertinent to the 2020 UWMP (see Task 2); and
- Set dates and times for progress meetings (see Task 1-2).

Based on the meeting discussion, West Yost will prepare a detailed chapter outline for the 2020 UWMP, including a description of chapter contents and due dates for completion of the various chapters of the 2020 UWMP. This chapter outline will then be referenced during the progress meetings to track overall project progress (see Task 1-2).

West Yost will also prepare a schedule for the preparation of the 2020 UMWP showing key milestone dates including completion of the Draft 2020 UWMP, public noticing requirements, public review and comment periods, public hearing dates, and dates for the District Board of Directors to consider adopting the 2020 UWMP. Establishing and meeting these milestone dates will be critical for the efficient and timely development of the 2020 UWMP and the ability to meet the July 1, 2021 deadline for submittal of the District Board of Directors adopted 2020 UMWP to DWR.

Task 1-1 Deliverables: Chapter outline for 2020 UWMP and project schedule

Task 1-2. Progress Meetings

Throughout the preparation of the 2020 UWMP, West Yost will coordinate with District staff on the progress of the project. This coordination is assumed to occur via conference calls with key District and West Yost staff. For budgeting purposes, West Yost has assumed that twelve (12) 30-minute conference calls will be conducted at regular intervals during the preparation of the 2020 UWMP. These calls will be scheduled on mutually agreed upon days and times during the period from approximately Fall 2020 through Spring 2021. During these calls, progress on the various sections of the 2020 UWMP will be discussed, along with any issues or problems being encountered. Progress in meeting the key project milestone dates established in the project schedule will also be discussed. These coordination calls will assist in keeping the project on schedule.

Task 1-2 Deliverables: Meeting notes, decisions and action items discussed during progress meetings

Task 2. Collect and Review Data

West Yost will collect and review the data and available reports needed to prepare the 2020 UWMP. The following specific data will be required from the District for the 2020 UWMP:

- Water Service Area Statistics (including number of connections by customer sector and population served);
- Historical (through 2020) and projected (through 2045) potable water and recycled water (if any) use by customer sector;
- Historical (through 2020) and projected (through 2045) potable water and recycled water (if any) production by source;
- Documented cutbacks in water supply;
- Low income housing projections;
- Water loss data; and
- Current and planned demand management measures and other water conservation program data.

West Yost will prepare an initial data request that will be submitted to the District prior to the kick-off meeting. A second data request will be submitted in late 2020 or early 2021 to request water use and production data for the 2020 calendar year, for use in confirming compliance with the District's adopted SBx7-7 target for 2020 (see Task 3).

West Yost will actively track the data collection effort, indicating data received and data that is still outstanding, and will report on the data collection effort progress during project status meetings.

Task 2 Deliverables: Data request list (initial list at beginning of project and a second list in early 2021 to request 2020 data) with status updates on the data still outstanding.

Task 3. Prepare Administrative Draft 2020 UWMP

Task 3-1: Evaluate SBx7-7 Compliance

Compliance with the Water Conservation Act of 2009 (SBx7-7) was first required as part of the 2010 UWMP cycle. With the 2020 UWMP cycle, the District must report on its compliance with its adopted 2020 per capita water use target. The District's actual water use for 2020 will be compared to the adopted 2020 per capita water use target to confirm the District's compliance with SBx7-7.

Task 3-1 Deliverables: Completed SBx7-7 compliance tables to be included as an appendix to the 2020 UWMP.

Task 3-2: Prepare/Revise Required UWMP Sections/Chapters

The District's 2015 UWMP will be used as the base document and chapters will be revised and updated as needed to comply with the specific requirements for 2020 UWMPs and to update water

demand and supply data and projections as needed. Table 1 lists the specific chapters anticipated for the 2020 UWMP, along with assumptions for their preparation. Draft versions of key chapters of the 2020 UWMP will be submitted to the District for review and comment, as they are completed.

It should be noted that as of the date of this proposal, the DWR Guidebook for the Preparation of 2020 UWMPs has not yet been released. It is possible that the DWR Guidebook may have different and/or additional requirements that are not listed in Table 1. Once the DWR Guidebook is available, specific requirements for the 2020 UWMPs will be reviewed. If different and/or additional DWR requirements will require additional work effort beyond that included in this proposal, West Yost will notify the District. Any additional services not included in this Scope of Work will be performed only after receiving written authorization and a corresponding budget augmentation from the District.

Task 3-2 Deliverables: Drafts of key chapters of the 2020 UWMP will be submitted to the District for review and comment as they are completed to ensure a collaborative process throughout the preparation of the 2020 UWMP. Comments received from the District on draft chapters will be incorporated into the Admin Draft 2020 UWMP prepared under Task 3-3.

Task 3-3. Prepare Administrative Draft 2020 UWMP for District Review and Comment

The draft 2020 UWMP chapters prepared in Task 3-2 will be compiled into a complete Administrative Draft (Admin Draft) 2020 UWMP for District review and comment. The Admin Draft 2020 UWMP will include all the required chapters, associated required data tables and plan appendices.

Task 3-3 Deliverables: Two (2) hard bound copies of the Admin Draft 2020 UWMP will be provided to the District along with a PDF of the document.

Task 3-4. Prepare DWR 2020 UWMP Checklist

Upon completion of the Admin Draft 2020 UWMP, West Yost will also complete DWR's Urban Water Management Plan Checklist to ensure that all of the required elements for the 2020 UWMP have been addressed. A copy of the completed checklist will be included in an appendix of the 2020 UWMP to demonstrate to DWR that all of the required elements have been addressed and have been included in the District's 2020 UWMP, including where they are located within the 2020 UWMP.

Task 3-4 Deliverables: DWR Urban Water Management Plan Checklist to be included as an appendix of the 2020 UWMP.

Task 4. Prepare Draft 2020 UWMP

Upon receipt of comments from District staff on the Admin Draft 2020 UWMP, West Yost will incorporate comments and prepare the Draft 2020 UWMP for the District's circulation and public review.

Task 4 Deliverables: Five (5) hard bound copies of the Draft 2020 UWMP will be provided along with a PDF copy of the document for the District's circulation and public review.

Task 5. Provide Support for the Public Hearing for the Draft 2020 UWMP

West Yost will provide support to District staff related to preparing for and conducting a public hearing for the Draft 2020 UWMP. Specific support tasks will include assistance with the development of a PowerPoint presentation for the public hearing and attendance at the public hearing to assist in responding to any questions from the District Board of Directors and/or the public. It is assumed that the District will prepare the required notices for the public hearing and the staff report.

Task 5 Deliverables: PowerPoint presentation for Draft 2020 UWMP for presentation at public hearing.

Task 6. Prepare Final 2020 UWMP

Upon receipt of comments from the public and the District Board of Directors on the Draft 2020 UWMP, West Yost will incorporate comments and prepare the Final 2020 UWMP for consideration for adoption by the District Board of Directors. West Yost will also upload the final document to DWR's WUEdata portal.

Task 6 Deliverables: Ten (10) hard bound copies of the Final 2020 UWMP will be provided along with a PDF copy of the document for the District's distribution and use.

Task 7. Respond to Questions/Comments from DWR

West Yost will provide the District with assistance in responding to DWR comments on the submitted Final 2020 UWMP, if any. Because the exact nature or extent of DWR's comments cannot be determined at this time, our level of effort to respond cannot be specifically estimated. However, for budgetary purposes, up to eight (8) hours of senior-level engineering support has been estimated.

Task 7 Deliverables: Response to DWR review comments as needed.

Task 8. Project Management and Quality Assurance/Quality Control

Project management tasks will include on-going coordination and communications with District staff and the West Yost project team to ensure that the project work is progressing in accordance with the scope, schedule and budget. For quality assurance/quality control, it is West Yost's policy that all work products are reviewed at the principal level prior to submittal.

ASSUMPTIONS

Key assumptions for the proposed scope of work include the following:

- The tasks and proposed schedule described above are based on the current (as of February 2020) water code provisions as they relate to UWMPs. If subsequent changes are made to the water code which require additional elements and/or additional analysis to be included in the 2020 UWMP, the scope of work may need to be revised to complete the 2020 UWMP.
- It is assumed that the DWR Guidebook for the 2020 UWMPs will be available by Fall 2020 and will provide guidance on 2020 UWMP requirements, organization and tables.
- It is assumed that the District will prepare and send required notices and provide documentation of coordination with the public and other agencies. West Yost can provide templates for required notices upon request. Copies of such notices will be included in an appendix to the 2020 UWMP.
- It is assumed that the water facility seismic risk assessments required by SB 664 have been or will be conducted by the District as a separate effort from this project. Completion of these assessments will be documented in the 2020 UWMP; however, budget to complete seismic risk assessments is not included in this project. It should be noted that the District may comply with this requirement by submitting a copy of the most recent adopted local hazard mitigation plan or multi-hazard mitigation plan under specified federal law that addresses seismic risk.
- A public hearing must be conducted for the 2020 UWMP and the District Board of Directors must adopt the 2020 UWMP before submittal to DWR. The due date for submittal of the 2020 UWMP to DWR is July 1, 2021.
- As previously noted, a supplement to the 2020 UWMP will be due by January 1, 2024 and is required to incorporate Demand Management Measures to achieve Urban Water Use Objectives by January 1, 2027 based on State Water Board adoption of water use standards by June 30, 2022 (SB 606) (CWC §10621(f)(2)). Preparation of this 2020 UWMP Supplement is not included in this project but can be provided by West Yost under a subsequent future agreement with the District.

SCHEDULE

West Yost will work with District staff to meet the current required deadline for adoption and submittal of the 2020 UWMP to DWR by July 1, 2021. If this deadline date is changed by DWR, West Yost will coordinate with District staff to modify the project schedule as needed.

COMPENSATION

West Yost will perform the Basic Scope of Work described above on a time and materials basis, at the billing rates set forth in West Yost's attached Billing Rate Schedule, for a not-to-exceed budget of \$67,300. Any additional services not included in this Scope of Work will be performed only after receiving written authorization and a corresponding budget augmentation from the District. The costs associated with performing the Basic Scope of Work described above are summarized in Table 2.

Table 2. Estimated Level of Effort and Costs		
Description	Level of Effort, hours	Costs, dollars
Task 1. Attend Meetings with District Staff	20	4,900
Task 2. Collect and Review Data	26	5,900
Task 3. Prepare Administrative Draft 2020 UWMP	179	34,500
Task 4. Prepare Draft 2020 UWMP	24	4,600
Task 5. Provide Support for the Public Hearing for the Draft 2020 UWMP	10	2,600
Task 6. Prepare Final 2020 UWMP	14	2,600
Task 7. Respond to Questions/Comments from DWR	8	2,400
Task 8. Project Management and Quality Assurance/Quality Control	28	8,200
Direct Costs		1,600
Total Basic Scope of Work	309	\$67,300

We look forward to continuing to work with you and assisting the District with this important project. Please do not hesitate to call me at (925) 461-6793, if you have any questions or need additional information.

Sincerely,

WEST YOST ASSOCIATES



Elizabeth Drayer, PE
Project Manager
RCE #46872

Attachment: 2020 Billing Rate Schedule

2020 Billing Rate Schedule

(Effective January 1, 2020 through December 31, 2020) *

POSITIONS	LABOR CHARGES (DOLLARS PER HR)
ENGINEERING	
Principal/Vice President	\$298
Engineering/Scientist/Geologist Manager I / II	\$283 / \$295
Principal Engineer/Scientist/Geologist I / II	\$257 / \$272
Senior Engineer/Scientist/Geologist I / II	\$230 / \$241
Associate Engineer/Scientist/Geologist I / II	\$198 / \$212
Engineer/Scientist/Geologist I / II	\$160 / \$185
Engineering Aide	\$92
Administrative I / II / III / IV	\$81 / \$102 / \$123 / \$135
ENGINEERING TECHNOLOGY	
Engineering Tech Manager I / II	\$291 / \$294
Principal Tech Specialist I / II	\$268 / \$279
Senior Tech Specialist I / II	\$245 / \$256
Senior GIS Analyst	\$224
GIS Analyst	\$211
Technical Specialist I / II / III / IV	\$156 / \$178 / \$200 / \$223
CAD Manager	\$178
CAD Designer I / II	\$138 / \$155
CONSTRUCTION MANAGEMENT	
Senior Construction Manager	\$289
Construction Manager I / II / III / IV	\$174 / \$186 / \$198 / \$251
Resident Inspector (Prevailing Wage Groups 4 / 3 / 2 / 1)	\$152 / \$169 / \$188 / \$196
Apprentice Inspector	\$138
CM Administrative I / II	\$74 / \$99
Field Services	\$196

- Hourly rates include Technology and Communication charges such as general and CAD computer, software, telephone, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses.
- Outside Services such as vendor reproductions, prints, shipping, and major West Yost reproduction efforts, as well as Engineering Supplies, etc. will be billed at actual cost plus 15%.
- Mileage will be billed at the current Federal Rate and Travel will be billed at cost.
- Subconsultants will be billed at actual cost plus 10%.
- Expert witness, research, technical review, analysis, preparation and meetings billed at 150% of standard hourly rates. Expert witness testimony and depositions billed at 200% of standard hourly rates.
- A Finance Charge of 1.5% per month (an Annual Rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

* This schedule is updated annually

2020 Billing Rate Schedule (continued)

(Effective January 1, 2020 through December 31, 2020) *

Equipment Charges

EQUIPMENT	BILLING RATES
Gas Detector	\$80/day
Hydrant Pressure Gauge	\$10/day
Hydrant Pressure Recorder, Standard	\$40/day
Hydrant Pressure Recorder, Impulse (Transient)	\$55/day
Trimble GPS – Geo 7x	\$220/day
Vehicle	\$10/hour
Water Flow Probe Meter	\$20/day
Water Quality Multimeter	\$185/day
Well Sounder	\$30/day

* This schedule is updated annually

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: May 12, 2020

Date: May 8, 2020

Subject: Award of Contract - Installation of Denniston Standby Generators and Automatic Transfer Switches

Recommendation:

Authorize the General Manager to enter into a contractual agreement with Andreini Bros. Inc. for \$277,458 to install standby generators and automatic transfer switches at the Denniston Water Treatment Plant and Pump Station.

Background: The Denniston Water Treatment Plant (WTP) and associated Pump Station do not currently have standby emergency power. In the event of a power outage, the Denniston WTP cannot operate. With the addition of standby diesel generators and automatic transfer switches at both the WTP and Pump Station, the District will be able to run the Denniston WTP during a power outage. The generator installation will be an important enhancement of the District's emergency preparedness and resiliency.

The Board authorized the purchase of the standby generators and automatic transfer switches from Cummins at the October 15, 2019 Board meeting. The expected delivery date is July 2020.

This portion of the project includes: Installation of District-furnished standby diesel-engine-driven generators and automatic transfer switches at the Denniston Water Treatment Plant and the Denniston Pump Station. The District's consultant, TJC and Associates, Inc. prepared the equipment procurement specifications, plans and specifications for the work.

The results of the bid opening held on May 1, 2020, for the Denniston Standby Generators Project follow below:

Andreini Bros. Inc. \$277,458

The Engineer's estimate of the construction cost was \$200,000.

With the July delivery schedule, staff is confident the standby generators will be installed and operational before the fall PG&E Public Safety Power Shutoffs season begins.

STAFF REPORT

Agenda: May 12, 2020

Subject: Denniston Generator Installation

Page 2

Fiscal Impact:

Funding for this project is included in the Fiscal Year 2019/2020 Capital Improvement Program Budget in the amount of \$400,000.

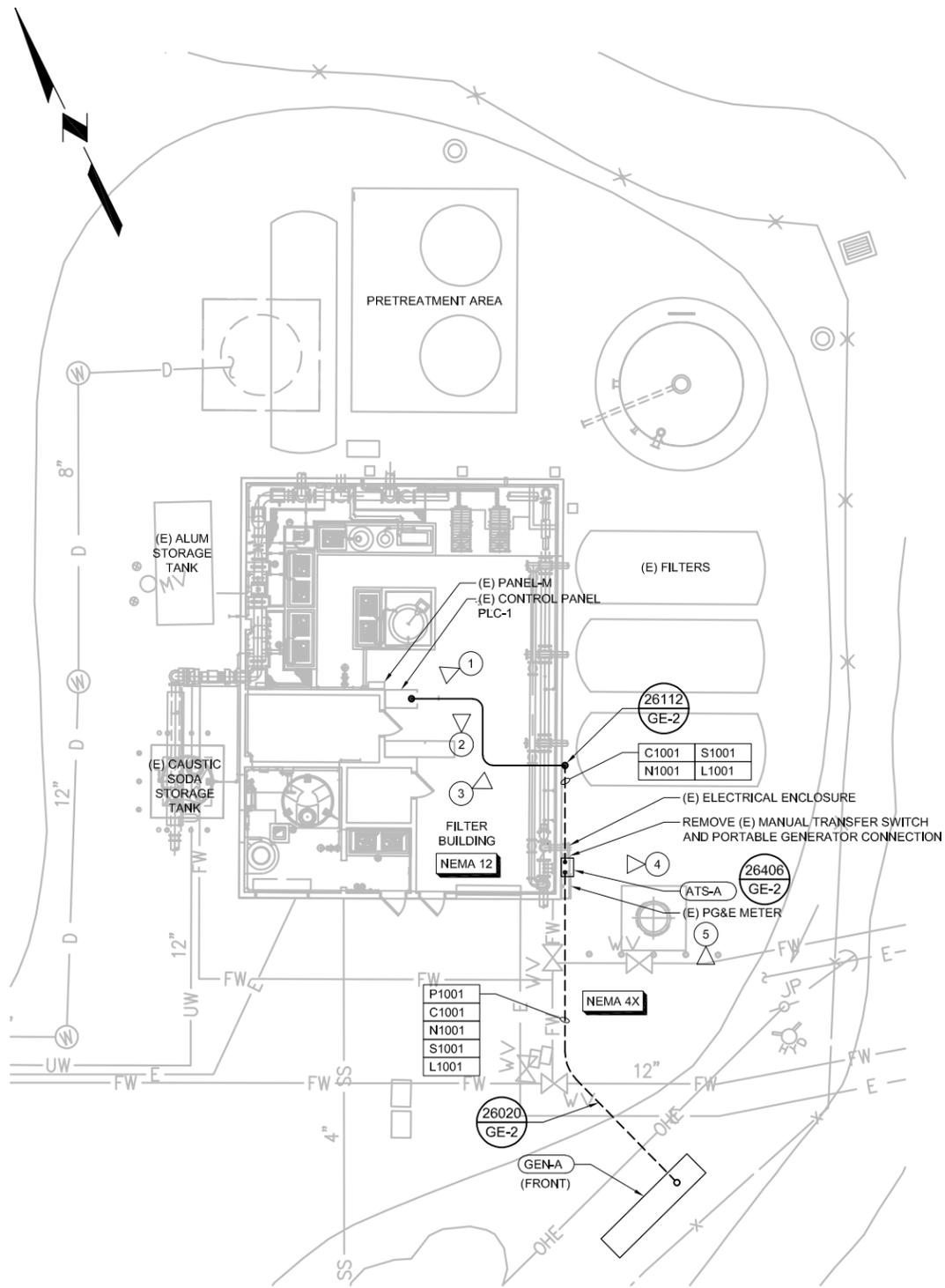
C:\OneDrive\TJC and Associates, Inc\CADD Files - Documents\TJCAA - 2019 Projects\119021 - Coastsides, Denniston Generators\119021 - Elec\E-01.dwg 9-05-19



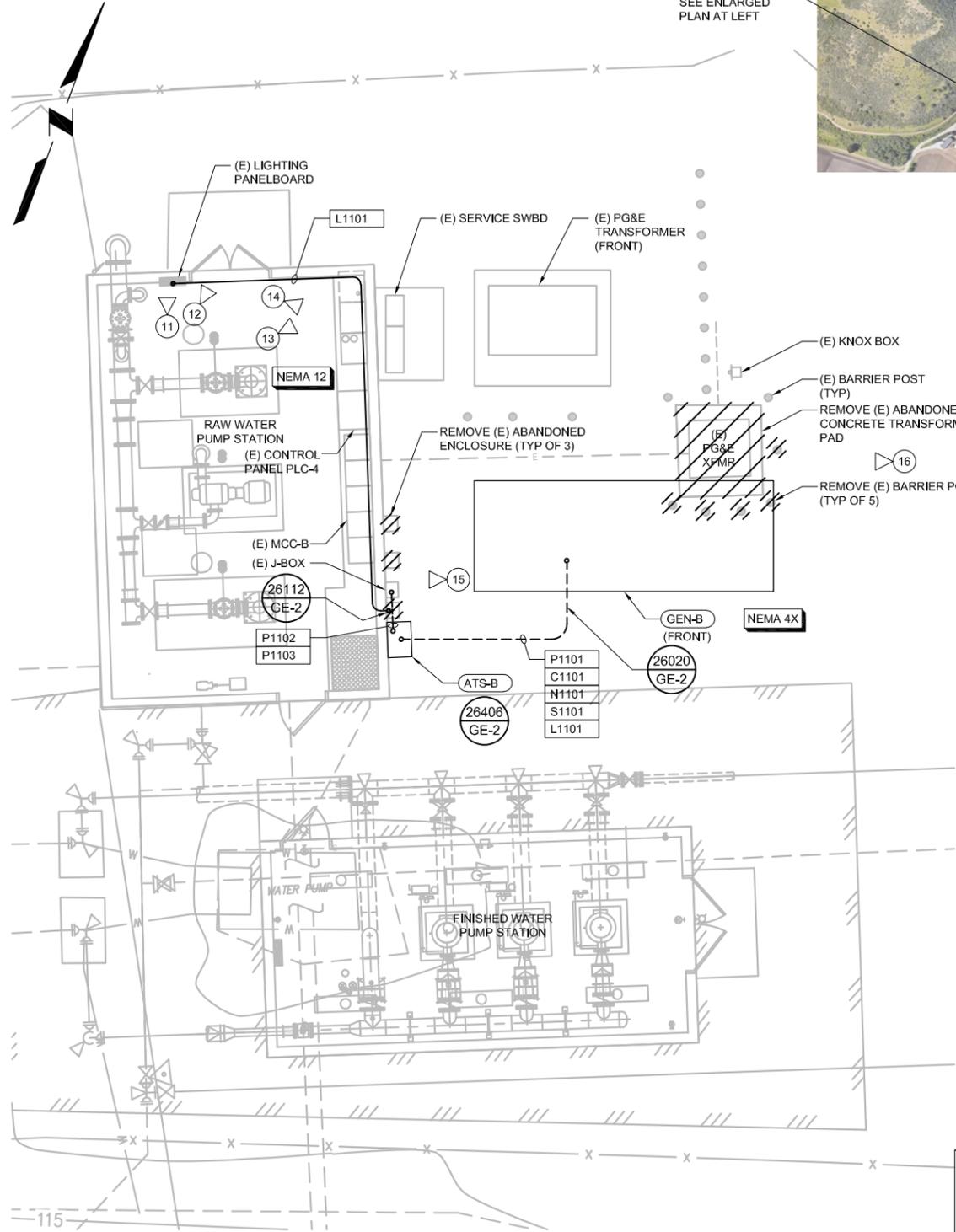
WATER TREATMENT PLANT
SEE ENLARGED PLAN AT LEFT

PUMP STATION
SEE ENLARGED PLAN AT LEFT

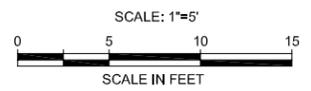
KEY PLAN



WATER TREATMENT PLANT
SCALE: 1"=10'



PUMP STATION
SCALE: 1"=5'



DENNISTON WTP AND PUMP STATION STANDBY GENERATORS
COASTSIDE COUNTY WATER DISTRICT

SITE PLANS

DATE	DESCRIPTION	APPROVED	DATE
JULY 2019	NTS	BY	
	DESIGNED: EAN		
	APPROVED: B80108.03		
	REV		

PRELIMINARY
NOT FOR CONSTRUCTION

PRELIMINARY
NOT FOR CONSTRUCTION

REGISTERED PROFESSIONAL ENGINEER
No. E 15573
Exp. 12/31/19
ELECTRICAL
STATE OF CALIFORNIA

NOT FOR CONSTRUCTION

VERIFY SCALE
BAR IS ONE INCH ON ORIGINAL DRAWING.
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

SHEET NUMBER
E-1
X OF X

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: May 12, 2020

Date: May 8, 2020

Subject: Award of Contract - Denniston Culvert Replacement and Paving Project

Recommendation:

Authorize the General Manager to enter into a contractual agreement with Half Moon Bay Grading and Paving for \$383,342 to repave the Denniston Tank access road, replace storm drain culverts and add paving around the water treatment plant.

Background: The Denniston potable water storage tank was originally constructed in 1972. The paved access road to the tank is quite steep and has only been patch paved over the past 50 years. After some investigation it was found that the road was starting to fail due to the corroded corrugated metal pipe culverts undermining the road. EKI Environment and Water, Inc. (EKI) was hired to evaluate options and prepare engineering design plans and specifications for bidding. In coordination with EKI, the District also contracted with Cleary Consultants, Inc. to do a geologic hazard evaluation of the road.

This project will include: 1) Removal of six CMP Storm Drains ranging from 10-24" and replacement with HDPE , including removal of existing inlet and outlet structures; 2) Removal of an existing vertical CMP manhole, and replacement with a new manhole; 3) Reconstruction of approximately 9,200 SF of Denniston Tank Road and 15,000 SF of the roadway around the Water Treatment Plant.

The results of the bid opening held on April 10, 2020 for the Denniston Culvert Replacement and Paving and Project are as follows:

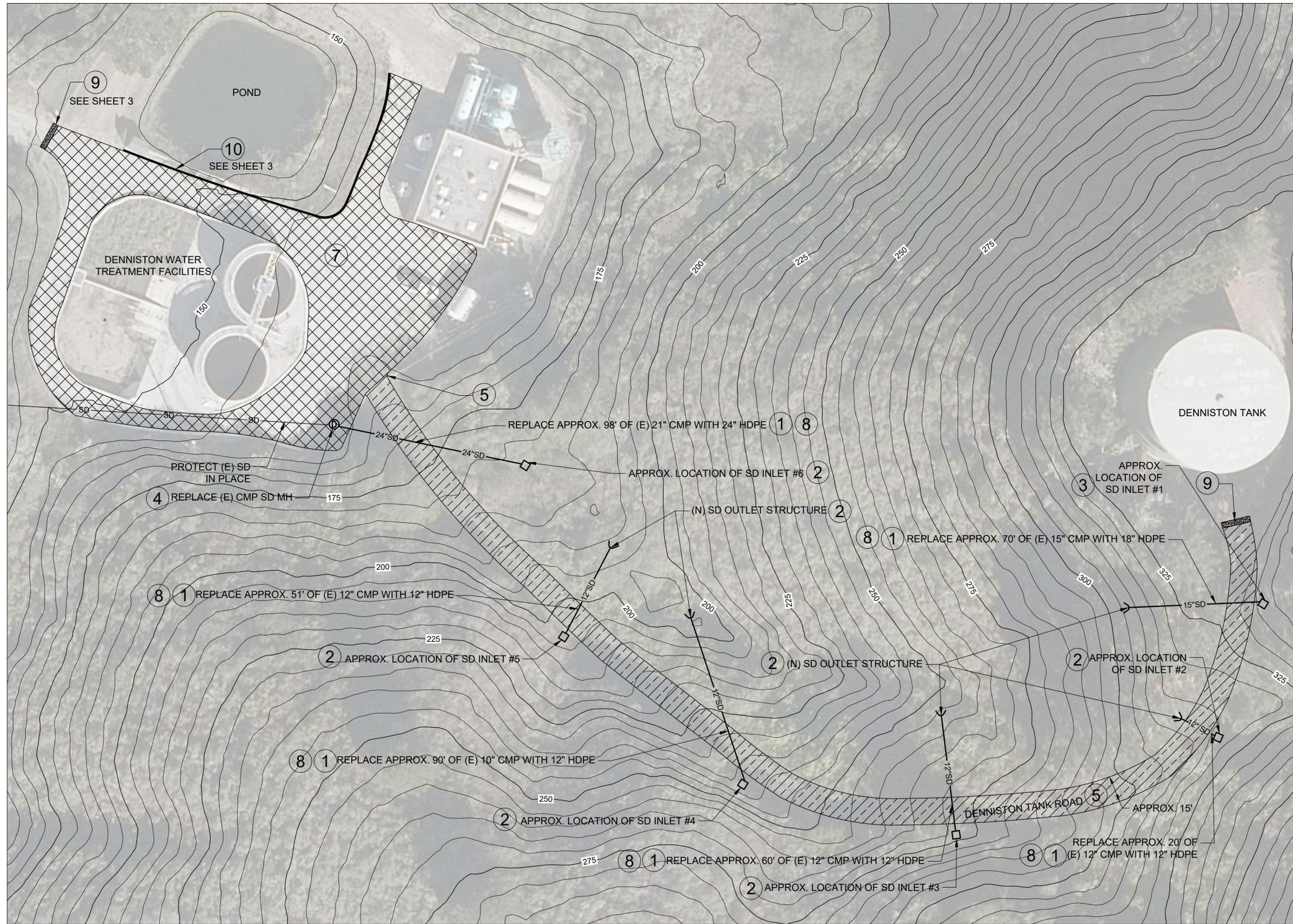
Half Moon Bay Grading and Paving, Inc.	\$383,342
Farralon Company	\$438,245

The Engineer's estimate of the construction cost was \$500,000.

Fiscal Impact:

The Fiscal Year 2018/2019 Capital Improvement Program Budget included \$100,000 for road repairs. This project includes a broader scope, including the culvert replacement.

Path: G:\EKL_CONSTRUCTION\DWGS\B80108.01 (CIP PROJECTS)\B80108.04 File Name: B80108.04-Plan.dwg Plot Date: February 14, 2020 - 10:09 AM CADD User: Taylor Allen



NOTE: CONTOURS ARE SHOWN FOR REFERENCE ONLY AND ARE OF VARIABLE ACCURACY. SOURCE: 2017 SAN MATEO COUNTY DEM.

DENNISTON TANK ROAD PLAN



CONSTRUCTION NOTES:

- 1 LOCATION OF (E) SD SYSTEM IS APPROXIMATE. CONTRACTOR SHALL VIF. (E) SD TO BE REMOVED AND (N) SD TO BE PLACED IN THE SAME LOCATION. (N) SD MUST HAVE AT LEAST 3 FEET OF COVER UNDER THE ROADWAY. (N) PIPE SLOPES SHALL MATCH EXISTING AT A MINIMUM. CONTRACTOR TO COMPLY WITH MODIFIED DISTRICT STANDARD TRENCH DETAILS, SEE $\frac{CC-01}{4}$ FOR PAVED AREAS, AND DETAIL $\frac{CC-03}{4}$ FOR UNIMPROVED AREAS.
- 2 LOCATION OF SD INLET/OUTLET SHOWN IS APPROXIMATE, VIF. REMOVE (E) SD INLET/OUTLET FLARE AND REPLACE PER DETAIL $\frac{D94A}{5}$. INSTALL RIP RAP PER DETAIL $\frac{4}{5}$.
- 3 LOCATION OF SD INLET SHOWN IS APPROXIMATE, VIF. REMOVE AND REPLACE (E) SD INLET PER DETAIL $\frac{3}{4}$.
- 4 LOCATION OF SD MH SHOWN IS APPROXIMATE, VIF. REMOVE AND REPLACE (E) SD MH PER DETAIL $\frac{2}{4}$. RECONNECT (E) SD TO (N) SD MH.
- 5 EXTENTS SHOWN ON PLAN OF (E) PAVING FOR DENNISTON TANK ROAD ARE APPROXIMATE. PAVING IS TO BE REPLACED IN THE EXTENTS OF (E) PAVING PER DETAILS $\frac{1}{4}$.

EXISTING ROADWAY SHALL BE PULVERIZED TO A DEPTH OF 8-INCHES, MIXED WITH CEMENT TREATMENT, AND COMPACTED TO 95% RELATIVE COMPACTION. GRADE TO DRAIN PER EXISTING DRAINAGE PATTERN. A 2.5-INCH ASPHALT SECTION SHALL BE PLACED OVER THE COMPACTED, PULVERIZED, AND TREATED SECTION.

IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ACHIEVE THE COMPACTION REQUIREMENTS. ALL COMPACTION TESTING SHALL BE PERFORMED AND PAID FOR BY THE CONTRACTOR. COMPACTION TESTING ON THE ROADWAY SHALL BE PERFORMED EVERY 150 LINEAL FEET ALONG THE CENTER OF THE ROADWAY. FOR EACH TEST LOCATION THE CONTRACTOR SHALL TEST AT THE SURFACE AND AT A DEPTH OF 6 INCHES BELOW THE SURFACE. RETESTING FOR COMPACTION REQUIRED BY A FAILING TEST SHALL BE PERFORMED AND PAID FOR BY THE CONTRACTOR.
- 6 CLEAR AND GRUB ROADSIDE DITCHES. REGRADE AS NECESSARY TO MAINTAIN DITCH DRAINAGE.
- 7 SEE SHEET 3 FOR MORE DETAIL ON WATER TREATMENT PLANT AREA.
- 8 BID ALTERNATE #1 INCLUDES THE REPLACEMENT OF (E) CMP WITH (N) RCP INSTEAD OF HDPE (BASE BID). DESIGN ELEMENTS REGARDING SLOPE AND ELEVATION WILL NOT CHANGE IF RCP IS SELECTED RATHER THAN HDPE.

LOCATION OF SD INLET/OUTLET SHOWN IS APPROXIMATE, VIF. REMOVE (E) SD INLET/OUTLET FLARE AND REPLACE PER DETAIL $\frac{D94B}{5}$. INSTALL RIP RAP PER DETAIL $\frac{4}{5}$.
- 9 INSTALL 36" WIDE CONCRETE VALLEY GUTTER PER DETAIL $\frac{5}{5}$. SEE SHEET 3. TWO LOCATIONS, EACH APPROXIMATELY 15 LF.
- 10 INSTALL AC DIKE AROUND POND, TO THE FULL EXTENT OF THE NEW ASPHALT. SEE DETAIL $\frac{6}{5}$. SEE SHEET 3.



DATE	SCALE	AS SHOWN	TCA	DESIGNED	TCA	APPROVED	GMV	JOB NO.	REV	DESCRIPTION	APPROD	DATE
FEB 2020	1" = 30'							B80108.04				

VERIFY SCALE: 1" = 30'
BASED ON ONE INCH ON ORIGINAL DRAWING.
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

SHEET NUMBER: **2**
2 OF 6

FINAL DESIGN SUBMITTAL

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: May 12, 2020

Date: May 8, 2020

Subject: Approval of Amendment to Professional Services Agreement with Analytical Environmental Services (AES) for Environmental Consulting Services for the Denniston/San Vicente Water Supply Project.

Recommendation:

Authorize the General Manager to execute an amendment to the Professional Services Agreement with Analytical Environmental Services (AES) for environmental consulting services for the Denniston/San Vicente Water Supply Project for a cost not to exceed \$110,000.

Background:

The District has water rights to the Denniston and San Vicente Creeks which includes diverting water from the watershed for beneficial use. In 2015, with the assistance of Analytical Environmental Services (under a Professional Services Agreement signed in 2011), the District completed the Environmental Impact Report (EIR) which outlines the components of the Denniston/San Vicente Water Supply Project. Completion of the EIR was also a condition for the submittal of the petition for the extension of time for a permit with the State Water Resources Control Board.

The petition for the extension of time was granted in January 2020, and Staff would now like to engage Analytical Environmental Services to provide additional environmental services related to the project as outlined in the attached proposal.

Fiscal Impact:

In addition to the \$110,000 for AES, the District is also engaging Stetson Engineering for \$28,000 to provide the engineering services required by AES in their scope of services.

The District CIP (approved June 2018) includes \$3,300,000 in funding for this project.

**ANALYTICAL ENVIRONMENTAL SERVICES
1801 7TH STREET, SUITE 100
SACRAMENTO, CA 95811**

**CONSULTING SERVICES AGREEMENT
MODIFICATION 3
(AES JOB #211525)**

THE AGREEMENT, dated on the **14th day of April, 2011**, by and between **Analytical Environmental Services**, a California corporation (hereinafter referred to as "AES"), and **Coastside County Water District** (hereinafter referred to as "Client"), is hereby amended as follows on this **24th day of March, 2020**.

1. SCOPE OF SERVICES:

Additional consulting services to be provided under this Agreement are described in **Exhibit A**.

2. FEES AND PAYMENTS:

Services shall be completed on a time-and-materials basis in accordance with the budget estimate provided in **Exhibit A**. The current fee schedule is included as **Exhibit B**.

IN WITNESS WHEREOF, this Agreement has been executed by and on behalf of the parties hereto, the day, month, and year so stated above.

CLIENT:

Coastside County Water District
766 Main Street
Half Moon Bay, CA 94019

AES:

Analytical Environmental Services
1801 7th Street, Suite 100
Sacramento, CA 95811

BY:

Mary Rogren

TITLE: General Manager

DATE: _____

BY:

David Zweig

TITLE: Principal

DATE: _____

EXHIBIT A

SCOPE OF WORK

PROJECT UNDERSTANDING

CCWD was the Lead Agency for an Environmental Impact Report (EIR) approved in 2015 for the Denniston/San Vicente Water Supply Project (Proposed Project). The water right associated with the Proposed Project has now been approved, clearing the way for project implementation. A portion of the Proposed Project includes the construction of a diversion structure on San Vicente Creek. To construct the diversion structure, various agency permit approvals are needed, including the following:

- U.S. Army Corps of Engineers (USACE) Clean Water Act (CWA) Section 404 permit;
- Regional Water Quality Control Board (RWQCB) CWA Section 401 Water Quality Certification;
- California Department of Fish and Wildlife (CDFW) Fish and Game Code Section 1602 Streambed Alteration Agreement (SAA);
- U.S. Fish and Wildlife Service (USFWS) Section 7 Endangered Species Act (ESA) consultation;
- National Marine Fisheries Service (NMFS) Section 7 ESA consultation; and
- San Mateo County Coastal Development Permit.

Additionally, CDFW notified CCWD in a letter and SAA dated June 27, 2017 that "... a study proposal for a site-specific instream flow study..." shall be prepared and submitted. According to CDFW, the purpose of the of flow study "... shall be to determine appropriate minimum bypass flows for maintenance of aquatic habitat, fish, and wildlife." Further, "[t]he study should also consider the impacts of the existing on-stream reservoir on passage and channel-forming flows, with a specific proposal to provide periodic channel maintenance and flushing flows that are representative of the natural hydrograph."

SCOPE OF WORK

Task 1: Biological Survey – San Vicente Diversion Structure

As specified in EIR Mitigation Measure 4.3-1, a qualified botanist will conduct a focused botanical survey within the blooming period (February through April) for fragrant fritillary prior to commencement of construction activities within the coastal scrub, California annual grassland, and coastal prairie habitats. AES will conduct the site visit as required. Photographs of the project area will be taken, and GPS coordinates will be mapped as needed. During the site visit, an updated biological survey and wetland/waters of the U.S. delineation will also be conducted. Sensitive biological resources and wetlands and waters of the U.S. boundaries will be recorded using aerial mapping and GPS equipment as needed. Results and observations will be utilized in the tasks below. A letter report will be prepared and submitted to the CCWD following the fragrant fritillary survey to document results.

Task 2: Biological Assessment – San Vicente Diversion Structure

Under Section 7 of the Federal Endangered Species Act, federal agencies, including the USFWS and NMFS, are required to ensure that actions authorized, funded, or implemented by a federal agency would not jeopardize the continued existence of a listed species or modify designated critical habitat. In accordance with the EIR and Section 7 of the Federal Endangered Species Act, a Biological Assessment (BA) will be prepared to address potential impacts to federally listed species as part of the Section 404 permit process. AES will conduct updated literature review of biological databases to identify special-status species and other sensitive biological resources with the potential to occur in the region of the project area. Results from site visits and background literature review will be incorporated into the BA for agency consultation. The BA will include mitigation measures to reduce potential impacts to federally listed species, if needed.

Task 3: Wetland Delineation – San Vicente Diversion Structure

Jurisdictional wetland/waters of the U.S. delineations are conducted to determine the presence and extent of wetlands and waters of the U.S. under the jurisdiction of Section 404 of the CWA. Per the EIR, the acreage of jurisdictional wetlands and waters of the U.S. will be determined through the Section 404 CWA process upon completion of the Proposed Project design. A preliminary jurisdictional delineation will be conducted and submitted to the USACE. Information regarding soils, hydrology, and plants will be collected using USACE-paired data analysis techniques. Survey results will be documented in a report prepared in accordance with the 1987 USACE Wetland Delineation Manual and the 2008 Interim Regional Supplement to the Corps of Engineers Wetland Delineation Manual. The report will include a delineation map of potentially jurisdictional features. AES will submit the draft report to CCWD for review and will make requested revisions. The revised report and accompanying maps and data forms will be submitted to USACE and a Jurisdictional Determination by USACE will be requested. Should the USACE request a site visit, AES will attend. If necessary, AES will make one round of revisions to the wetland delineation report and map in response to USACE requests.

Task 4: Section 404 CWA Permit – San Vicente Diversion Structure

Under Section 404 of the CWA, impacts to less than 0.5 acres of non-tidal waters of the U.S. and/or 300 linear feet of streambed are authorized for coverage under the USACE Nationwide Permit (NWP). The Proposed Project is assumed to qualify for a CWA Section 404 NWP. AES will consult with the USACE to determine the appropriate NWP category for the Proposed Project and will complete a NWP permit application package to apply for coverage. AES will participate in up to 3 follow-up calls with the USACE.

Task 5: Section 401 Water Quality Certification – San Vicente Diversion Structure

A Section 401 Water Quality Certification (WQC) will be required from the State prior to construction. AES will prepare the WQC application and participate in up to 3 follow-up calls with the RWQCB to assist in obtaining this regulatory approval.

Task 6: Section 1602 SAA and RRMP – San Vicente Diversion Structure

Under Section 1602 of the Fish and Game Code, CDFW must issue a discretionary permit prior to commencement of construction activities that could impact the bed, channel, or bank of a river, stream, or lake. AES will prepare a SAA application for submittal to CDFW. Per the EIR, streambanks will be returned to their original slope after construction to the extent feasible, and riparian vegetation will be enhanced or replaced consistent with CDFW-approved methods. AES will prepare a Riparian Restoration and Monitoring Plan (RRMP) for the Proposed Project for attachment to the SAA. The RRMP will identify the agency with implementing and monitoring responsibility, compliance standards for the implementation of mitigation measures, and the necessary timing of mitigation measures. As specified in the EIR, riparian habitat impacts will be replaced or enhanced in the area of impact or, if infeasible, within reasonable proximity to the project site as identified in the RRMP. If additional measures are required in the permitting process, such measures will also be followed and included in the RRMP. The RRMP will be attached to the SAA. AES will participate in up to 3 follow-up calls with CDFW.

Task 7: Instream Flow Study Work Plan – San Vicente Creek

The CDFW SAA for the proposed diversion structure will require a supporting instream flow study. This is stated in the water right Extension of Time protest letter from CDFW dated January 14, 2010, and reiterated in the CDFW Draft EIR comment letter dated October 10, 2014. In accordance with the CDFW requests, AES will prepare a work plan for a San Vicente Creek instream flow study.

The goal of the work plan will be to develop a study methodology to determine appropriate minimum bypass flows for maintenance of aquatic habitat, fish, and wildlife. According to CDFW, the study should specifically address bypass flows needed to maintain all life history stages of SFGS, CRLF and steelhead species. The study should also consider the impacts of the existing on-stream reservoir on passage and channel-forming flows with a specific proposal to provide periodic channel maintenance and flushing flows that are representative of the natural hydrograph.

The work plan will be submitted to CDFW for review and approval prior to implementation of the instream flow study. Comments from CDFW will be addressed and incorporated into a revised plan, if necessary. AES will participate in up to 3 follow-up calls with CDFW to receive comments on the work plan.

Task 8: Instream Flow Study Work Plan – Denniston Creek

In accordance with the CDFW requests, AES will prepare a work plan for a Denniston Creek instream flow study. The goal of the work plan will be to develop a study methodology to determine appropriate minimum bypass flows for maintenance of aquatic habitat, fish, and wildlife. The work plan will specifically address bypass flows needed to maintain all life history stages of SFGS, CRLF, and steelhead species. The work plan will also consider the impacts of the existing on-stream reservoir on passage and channel-forming flows, with a specific proposal to provide periodic channel maintenance and flushing flows that are representative of the natural hydrograph.

The work plan will be submitted to CDFW for review and approval prior to implementation of the instream flow study. Comments from CDFW will be addressed and incorporated into a revised plan, if necessary. AES will participate in up to 3 follow-up calls with CDFW to receive comments on the work plan.

Task 9: Coastal Development Permit – San Vicente Diversion Structure

As specified in Section 4.3 of the EIR, CCWD must comply with the policies identified within the sensitive habitat component of the Local Coastal Program (LCP) and the General Plan by obtaining a Coastal Development Permit (CDP) from the County for impacts to riparian habitat. AES will prepare the appropriate CDP permit application. AES will participate in up to 3 follow-up calls with the County.

COST AND SCHEDULE

AES will conduct Tasks 1-9 following contract execution. Work will be conducted on a time-and-materials basis for a budget estimate of one hundred ten thousand dollars (\$110,000). A cost breakdown per task is provided in Table 1.

Assumptions

- CCWD will provide a detailed engineering design, (both plan view and cross sections) of the proposed San Vicente Diversion Structure, including cut and fill calculations. Changes in design may require permit application revisions.
- Less than 0.5 acres of impacts to wetlands and waters of the U.S. will occur, therefore, the Proposed Project qualifies under an NWP of Section 404 of the CWA.
- CCWD is responsible for the costs of implementing mitigation associated with permits.
- Additional pre-construction surveys and preconstruction mitigation implementation are not included in this cost estimate. Such services vary in scope depending on agency requirements and can be provided at additional cost.

- No trees over 38 inches are currently anticipated to be removed, however, if such trees must be removed, policies in the San Mateo County Significant Tree Ordinance, including an arborist report and specific mitigation including replacement planting, must be complied with, and can be provided at additional cost.

TABLE 1 - ESTIMATED COST PER TASK

TASK	ESTIMATED COST
Task 1: Biological Survey	\$9,000
Task 2: Biological Assessment	\$13,000
Task 3: Wetland Delineation	\$12,000
Task 4: Section 404 CWA Permit Application	\$12,000
Task 5: Section 401 Water Quality Certification	\$12,000
Task 6: Section 1602 SAA and RRMP	\$13,500
Task 7: Instream Flow Study Work Plan – San Vicente Creek	\$14,000
Task 8: Instream Flow Study Work Plan – Denniston Creek	\$14,000
Task 9: Coastal Development Permit App	\$10,500
TOTAL	\$110,000

EXHIBIT B

2020 FULLY BURDENED BILLING RATES

EMPLOYEE POSITION	HOURLY BILLING RATE
Planner I	\$150
Graphic Designer I	\$140
Graphic Designer II	\$160
Sr. Graphics Designer	\$185
Biologist I	\$160
Biologist II	\$190
Biologist III	\$210
Archeologist I	\$160
Archeologist II	\$190
Archeologist III	\$210
Analyst I	\$160
Analyst II	\$190
Analyst III	\$210
Project Manager	\$250
Sr. Project Manager	\$280
Project Director	\$300
Principal	\$325
Office Administrator	\$170
Administrative Assistant III	\$145
Administrative Assistant II	\$135
Administrative Assistant I	\$125

DIRECT COSTS

Postage / Overnight Mail	Actual cost + 15%
Courier Charges	Actual cost + 15%
Mileage	Federal Rate - currently \$0.58 per mile + 15%
GPS Unit and supporting computer equipment:	\$100/day + 15%
In-house Copying Charges:	
Black & White	\$0.10 per page + 15%
Color	\$1 per page + 15%
CD duplication w/label & case	\$2.50 each + 15%
Subconsultants	Actual cost + 15%
Other Direct Costs	Actual cost + 15%

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: May 12, 2020

Date: May 8, 2020

Subject: Award of Contract - Garcia Ave. Emergency Water Main Replacement Project

Recommendation:

Determine that waiving the competitive bidding requirements of Resolution 2016-09 and that contracting on a sole-source basis with Andreini Bros. Inc. for the replacement of the 6" water main in Garcia Ave. west of Railroad Ave. is in the best interest of the District, and authorize the General Manager to enter into a contractual agreement with Andreini Bros. Inc. for \$90,403 to replace the water main on Garcia Avenue.

Background:

The 6" Cast Iron water main that serves 15 homes on Garcia Avenue west of Railroad Avenue (see Exhibit A) has failed three times in the last four months and three other occasions in the last 10 years. It is apparent that the remaining useful life of this water main is rapidly approaching and requires replacement as soon as possible to prevent extended water outages. Given the urgency of the needed replacement, Staff is requesting that the competitive bidding requirements of Resolution 2016-09 be waived in order to sole-source the water main replacement with Andreini Bros. Inc. (See Exhibit B.)

Andreini Bros. Inc. was solicited for this emergency work because of their experience and expertise in underground construction and their ability and availability to quickly mobilize. Andreini has assisted the District in past emergency repair projects and performed well.

The recent leaks have been small to large holes in the main. As a result, Staff is suspect of corrosive soils in this area and has decided to replace this main with C900 Class 200 PVC rather than Ductile Iron. The District will provide parts to the contractor to save on markup. The estimated material cost is ~\$14,000. (See Exhibit C.)

STAFF REPORT

Agenda: May 12, 2020

Subject: Garcia Water Main Replacement

Page 2

This project will include: Installation of: 400' of Class 200 C900 water main, reconnect 11 existing services, installation of one hydrant and miscellaneous parts, trench paving and limited sidewalk replacement.

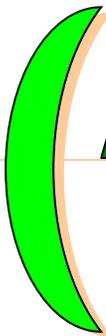
Staff has determined that this price is reasonable and in line with past similar project costs.

Fiscal Impact:

Total project cost of \$104,400.

Garcia Ave. Emergency Water Main Replacement





ANDREINI BROS. INC.

Andreini Bros. Inc
 151 Main St.
 Half Moon Bay, Ca. 94019
 PH. (650) 726-2065
 FAX. (650) 726-7929

REQUEST FOR PRICING

PROPOSAL SUBMITTED TO Coastside County Water District Attn; Darin Sturdivan		PHONE (650)726-4405	DATE 05/05/20
STREET Main Street		JOB NAME Garcia Ave Main Replacement	
CITY, STATE AND ZIP CODE HMB,CA 94019		JOB LOCATAION Garcia Avenue, Half Moon Bay	
ARCHITECT Site Meeting	DATE OF PLANS	RFP #: C050420A	FAX 726-5245

We hereby submit specifications and estimates for:

As per site meeting for replacement of main on Garcia Avenue (water parts supplied by others) from Potter to West end, to include saw cut, AC removal, excavation, labor to install pipe, backfill, and patch pave. Pricing to include the following items:

- | | |
|--|---------------------------------|
| 1. Install main 400 LF @ \$ 128.00/ LF. | Subtotal \$ 51,200.00 |
| 2. Install hydrant including sidewalk repair 1 each @ \$ 6,682.00. | Subtotal \$ 6,682.00 |
| 3. Reconnect services to new main 14 each @ \$ 1,800.00. | Subtotal \$ 25,200.00 |
| 4. Gate valve assembly and Tie In. | Subtotal \$ 4,545.00 |
| 5. Blow off. | Subtotal \$ 4,545.00 |
| 6. Encroachment permit. | Subtotal \$ 2,500.00 |
| | Total Price \$ 95,803.00 |

Add Alt A) Performance and payment bonds.	Add to Total \$ 1,600.00
Add Alt B) Add compaction test by outside agency.	Add to Total \$ 1,500.00

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:
\$ 95,803.00 (without add alts.)

Payment to be made as follows:

100% UPON COMPLETION; 1 ½% ADDED TO BILLS PAST 30 DAYS

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike Manner according to specifications submitted per standard practices. Any alteration or deviation from Above specifications involving extra costs will be executed only upon written orders, and will become An extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner will carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman’s Compensation Insurance.

Authorized Signature _____
 JOHN KOTTMEIER
 Note: this proposal may be withdrawn by us if not accepted within _____30_____ days

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and are hereby accepted. You are Authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____

Quotation

R & B COMPANY - RWC
939 BROADWAY
REDWOOD CITY, CA 94063
Phone 650 366-3833
Fax 650 366-1134

EXPIRATION DATE	QUOTE NUMBER
06/04/2020	S1937009
R & B COMPANY - RWC 939 BROADWAY REDWOOD CITY, CA 94063 Phone 650 366-3833 Fax 650 366-1134	PAGE NO.
	1 of 3

QUOTE TO:

SHIP TO:

COASTSIDE COUNTY WATER DISTRICT
 766 MAIN STREET
 HALF MOON BAY, CA 94019-1925

COASTSIDE COUNTY WATER DISTRICT
 766 MAIN STREET
 HALF MOON BAY, CA 94019-1925

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON													
265			Alan Nelson													
WRITER	SHIP VIA	TERMS	SHIP DATE	FREIGHT ALLOWED												
Alan Nelson	OT OUR TRUCK	Net 30 Days	05/05/2020	No												
ORDER QTY	DESCRIPTION		UNIT PRICE	EXT PRICE												
420ft	6 DR14 PC305 C900 PVC PIPE *CL200*		7.460/ea	3133.20												
	Pn: 133															
1ea	PIPE LUBE; QUART		5.770/ea	5.77												
	Pn: 2106															
21ea	6 RIEBERLOK GASKET, SBR, F/C900 PIPE		57.720/ea	1212.12												
	Pn: 143169															
3ea	6 MJXMJ A2362-23LN MUELLER GATE VALVE *C509* EPDM/316SS		620.280/ea	1860.84												
	Pn: 139796															
7ea	6 MEGALUG F/PVC 2006PV		37.660/ea	263.62												
	Pn: 811															
7ea	6 MJ REG ACC *KIT* L/GLAND W/4" 316SS B&N (HEAVY HEX NUT)		53.510/ea	374.57												
	<table border="1" style="width: 100%; text-align: center;"> <tr> <th colspan="3">Kit Components</th> </tr> <tr> <td>7</td> <td>6 MJ REGULAR GASKET F/DI *IMP*</td> <td></td> </tr> <tr> <td>42</td> <td>3/4x4 316SS T-HEAD BOLT</td> <td></td> </tr> <tr> <td>42</td> <td>3/4 HEX NUT; 316SS; HEAVY</td> <td></td> </tr> </table>		Kit Components			7	6 MJ REGULAR GASKET F/DI *IMP*		42	3/4x4 316SS T-HEAD BOLT		42	3/4 HEX NUT; 316SS; HEAVY			
Kit Components																
7	6 MJ REGULAR GASKET F/DI *IMP*															
42	3/4x4 316SS T-HEAD BOLT															
42	3/4 HEX NUT; 316SS; HEAVY															
1ea	6x36 HYDRANT BURY MJ		278.570/ea	278.57												
	Pn: 3915															
1ea	LB400E CLOW HYDRANT B/O CHECK *FEC-CLOW* 8MIL MIN EPOXY EXTERIOR		1333.330/ea	1333.33												
	Pn: 67578															
500ft	#12AWG BLUE-.45 HMWPE *SOLID* COPPER WIRE - ON WOODEN REEL		0.250/ea	125.00												
	Pn: 34133															
	BELOW 2" BLOW OFF ASSEMBLY															
1ea	4 MJ 90 ELL DI C153 *IMP*		61.150/ea	61.15												
	Pn: 19930															

** Continued on Next Page **

Quotation

EXPIRATION DATE	QUOTE NUMBER	PAGE NO.
06/04/2020	S1937009	2 of 3

ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE								
1ea	4 MEGALUG F/DI 1104 Pn: 804	25.310/ea	25.31								
1ea	4 MJ REG ACC *KIT* L/GLAND W/ 4" 316SS B&N (HEAVY HEX NUT)	36.220/ea	36.22								
<table border="1"> <thead> <tr> <th colspan="2">Kit Components</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>4 MJ REGULAR GASKET F/DI *IMP*</td> </tr> <tr> <td>4</td> <td>3/4x4 316SS T-HEAD BOLT</td> </tr> <tr> <td>4</td> <td>3/4 HEX NUT; 316SS; HEAVY</td> </tr> </tbody> </table>				Kit Components		1	4 MJ REGULAR GASKET F/DI *IMP*	4	3/4x4 316SS T-HEAD BOLT	4	3/4 HEX NUT; 316SS; HEAVY
Kit Components											
1	4 MJ REGULAR GASKET F/DI *IMP*										
4	3/4x4 316SS T-HEAD BOLT										
4	3/4 HEX NUT; 316SS; HEAVY										
1ea	4X2'0 FLGXPE DI SPOOL Pn: 1354	197.620/ea	197.62								
1ea	4x2 TAPT BLIND FLANGE DI C110 *IMP* Pn: 22013	75.970/ea	75.97								
1ea	4 SS 316 HEX BOLT & NUT KIT Pn: 1108	20.860/ea	20.86								
1ea	4 FLG-TYTE FF GASKET 1/8" 150# SBR Pn: 58400	14.900/ea	14.90								
1ea	2x12 BRASS NIPPLE Pn: 2259	80.010/ea	80.01								
1ea	2 B24286N MUE AMS FIP X MFLG *LOW LEAD* BV Pn: 56101	309.660/ea	309.66								
1ea	2 MUE H14204N MUE METER FLANGE X FIP 90 *LOW LEAD* Pn: 132857	244.520/ea	244.52								
1ea	2x1/8 FULL FACE METER GASKET EPDM/NSF61; GARLOCK 98206 Pn: 79582	6.420/ea	6.42								
2ea	5/8 X 2-1/4 HEX BOLT SS 316 Pn: 1137	2.930/ea	5.86								
2ea	5/8 HEX NUT SS 316 Pn: 1282	0.710/ea	1.42								
4ea	6X3/4 CC MUE BR2S0684CC075 BRZ SADDLE SS STRAPS *6.84-7.45* Pn: 141382	151.250/ea	605.00								
4ea	3/4 B25008N MUE CC x COMP BALL CORP *LOW LEAD* Pn: 56177	67.490/ea	269.96								
8ea	6 X 1 CC MUE BR2S0684CC100 BRZ SADDLE SS STRAPS *6.84-7.45* Pn: 61049	151.250/ea	1210.00								

** Continued on Next Page **

R & B COMPANY - RWC
 939 BROADWAY
 REDWOOD CITY, CA 94063
 Phone 650 366-3833
 Fax 650 366-1134

Quotation

EXPIRATION DATE	QUOTE NUMBER	PAGE NO.
06/04/2020	S1937009	3 of 3

ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
8ea	1 B25008N MUE CC x COMP BALL CORP *LOW LEAD* Pn: 56178	88.790/ea	710.32
		PLUS TAX ap. \$14,000	
Price are firm for 30 days. Subject to change without notice after 30 days. Applicable taxes extra.		Subtotal	12462.22
		S&H Charges	0.00
		Amount Due	12462.22

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: May 12, 2020

Report

Date: May 8, 2020

Subject: Revised Draft Fiscal Year 2020-2021 Operations and Maintenance Budget and CIP/Cash Flow Update

Recommendation:

No action required of the Board at this time.

Background:

Revised Draft Fiscal Year 2020-2021 Operations and Maintenance (O&M) Budget:

At the February 11 and March 10, 2020 Board meetings, Staff introduced a Draft Fiscal Year 2020-2021 Operations and Maintenance Budget. Since the original presentation of the draft budget, two significant events have occurred that will adversely impact the District's draft budget, COVID 19 and the lack of rainfall in the local watershed. These impacts include:

- Given the shelter-in-place rules, commercial and visitor serving revenues have significantly decreased, as evidenced by a 54% year-over-year decline in water use in April (Gross Revenue impact of \$76,000/month, or \$50,000 net.)
- The lack of local rainfall will result in the District shutting down Denniston after June until the next rainfall (November-December 2020.) Flow from Pilarcitos Reservoir will also be substantially limited due to low water levels and the need to "bank" water in case of a PSPS in the fall. Most of the District's water from now until December will come from Crystal Springs and SFPUC.
- The economic impacts of COVID 19 will likely result in higher bad debt for the District and higher billing and collection expenses.

STAFF REPORT**Agenda: May 12, 2020****Subject: Revised O&M Budget – Financial Update****Page 2**

Staff has prepared a revised Draft 2020-2021 O&M Budget which reflects nearly a \$1M decrease in contribution to CIP and Reserves from the budget prepared in February. The changes include: 1) \$400K net revenue (\$600K gross revenue) reduction or 28 Million Gallons assuming a 30% decrease in commercial/visitor serving revenue; 2) (\$100K) reduction in property tax revenue assumption; 3) (\$350K) purchased water and electricity increases; 4) (\$100K) bad debt expense – added as a placeholder. (Analysts forecast that bad debt could be much higher.); and 5) \$(50K) Billing/collection expenses and other.

A recap of the revised draft budget as compared to the prior year’s budget follows below. (See Exhibit A for full version.)

	FY 2020/21 Draft Budget 5/2020 update	FY 2019/20 Approved Budget	\$ Change from Prior Budget	% Change from Prior Budget
REVENUE				
<i>Water Sales in Million Gallons</i>	562 MG	598 MG		
Water Revenue (1)	\$ 11,782,000	\$ 12,300,000	\$ (518,000)	-4.2%
Non-Operating Revenue	\$ 1,507,250	\$ 1,385,570	\$ 121,680	8.8%
Total Revenue	<u>\$ 13,289,250</u>	<u>\$ 13,685,570</u>	<u>\$ (396,320)</u>	<u>-2.9%</u>
OPERATING EXPENSES	\$ 9,333,794	\$ 8,630,824	\$ 702,970	8.1%
DEBT SERVICE	\$ 1,092,748	\$ 1,144,611	\$ (51,863)	-4.5%
CONTRIBUTION TO CIP AND RESERVES	<u>\$ 2,862,708</u>	<u>\$ 3,910,135</u>	<u>\$ (1,047,427)</u>	<u>-26.8%</u>

(1) FY 2020/21 Water Revenue does not include a rate increase - still to be determined

In June 2020, Staff will revisit the impact of water usage decreases on the draft budget after looking at another month of actual water usage during this pandemic.

Capital Improvement Program (CIP) and Cash Flow:

The Capital Improvement Program presented in February 2020 includes \$25M in projects to be completed in the next (5) years including significant improvements to the Nunes Treatment Plant and Tanks. Staff will present an updated plan at the June 2020 Board meeting that will include updates from the District’s engineers.

STAFF REPORT

Agenda: May 12, 2020

Subject: Revised O&M Budget – Financial Update

Page 3

Given the impact of the budget changes noted above, the District will have \$1M less to spend on capital from the contributions from operating revenue in FY2020/2021.

The impact on cash reserves is shown below:

Unrestricted Cash Reserves Recap *	(\$ in millions)
Cash Reserves at 4.30.2020	\$ 8,885
Open Capital Improvement Projects	\$ (1,200)
Additional Contributions to CIP/Reserves from Operations May-June 2020	\$ -
Projected Cash Reserves 6.30.2020	\$ 7,685
FY2020/2021 Revised O&M Budget Projected Contributions to CIP/Reserves	\$ 2,863
CIP Plan (presented March 2020) - average 5 year CIP spend	\$ (5,150)
Projected Cash Reserves 6.30.2021	\$ 5,398
Targeted Cash Reserves for 6.30.2021 (per Raftelis Consultants) **	\$ 8,766

* Does not reflect impact of a rate adjustment

** Targeted Unrestricted Reserves = 25% of Operating Expenses + Average Annual CIP Spend + Following Year's Debt Service Payments

The District is exploring the possibilities of acquiring stimulus money for shovel-ready capital improvement projects, and recently submitted a list of (4) projects to BAWSCA who is working with Silicon Valley Leadership Group to lobby for stimulus money in Washington.

YEAR 1 Operations & Maintenance Budget - FY 2020-2021

		Updated 5.8.2020 Proposed FY2020/21	Approved FY 2019/20	FY20/21 Budget Vs. FY 19/20 Budget	FY20/21 Budget Vs. FY 19/20 Budget %	Proj Year End FY19/20	FY 20/21 Budget Vs. FY 19/20 Projected Actual	FY 20/21 Budget Vs. FY 19/20 Projected Actual %	YTD Actual FY 19/20 as of April 30, 2020
Account Number	Description	Budget	Budget	\$ Change	% Change		\$ Change	% Change	
OPERATING REVENUE									
4120	Water Sales *	\$11,782,000	\$12,300,000	-\$518,000	-4.2%	\$12,000,000	-\$218,000	-1.8%	\$10,257,003
	Water Sales in MG	562 MG	598 MG						
Total Operating Revenue		\$11,782,000	\$12,300,000	-\$518,000	-4.2%	\$12,000,000	-\$218,000	-1.8%	\$10,257,003
NON-OPERATING REVENUE									
4170	Hydrant Sales	\$50,000	\$50,000	\$0	0.0%	\$50,000	\$0	0.0%	\$47,646
4180	Late Penalty	\$30,000	\$60,000	-\$30,000	-50.0%	\$50,000	-\$20,000	-40.0%	\$52,902
4230	Service Connections	\$10,000	\$10,000	\$0	0.0%	\$10,500	-\$500	-4.8%	\$10,494
4920	Interest Earned	\$56,250	\$6,270	\$49,980	797.1%	\$80,000	-\$23,750	-29.7%	\$87,461
4930	Property Taxes	\$750,000	\$725,000	\$25,000	3.4%	\$860,000	-\$110,000	-12.8%	\$858,365
4950	Miscellaneous	\$7,000	\$25,000	-\$18,000	-72.0%	\$29,000	-\$22,000	-75.9%	\$28,864
4955	Cell Site Lease Income	\$179,000	\$171,300	\$7,700	4.5%	\$171,300	\$7,700	4.5%	\$142,129
4965	ERAF Refund	\$425,000	\$338,000	\$87,000	25.7%	\$501,486	-\$76,486	-15.3%	\$501,486
Total Non-Operating Revenue		\$1,507,250	\$1,385,570	\$121,680	8.8%	\$1,752,286	-\$245,036	-14.0%	\$1,729,347
TOTAL REVENUES		\$13,289,250	\$13,685,570	-\$396,320	-2.9%	\$13,752,286	-\$463,036	-3.4%	\$11,986,350
OPERATING EXPENSES									
5130	Water Purchased	\$ 2,092,360	\$1,771,945	\$320,415	18.1%	\$1,842,720	\$249,640	13.5%	\$1,417,397
5130A	BAWSCA Bond Surcharge	\$226,620	\$170,003	\$56,617	33.3%	\$107,280	\$119,340	111.2%	\$89,400
5230	Electrical Exp. Nunes WTP	\$47,500	\$45,259	\$2,241	5.0%	\$45,259	\$2,241	5.0%	\$31,857
5231	Electrical Expenses, CSP	\$350,000	\$357,305	-\$7,305	-2.0%	\$325,000	\$25,000	7.7%	\$234,930
5232	Electrical Expenses/Trans. & Dist.	\$23,000	\$28,584	-\$5,584	-19.5%	\$22,000	\$1,000	4.5%	\$14,020
5233	Elec Exp/Pilarcitos Cyn	\$43,000	\$42,000	\$1,000	2.4%	\$42,000	\$1,000	2.4%	\$37,085
5234	Electrical Exp., Denn	\$133,000	\$137,800	-\$4,800	-3.5%	\$125,000	\$8,000	6.4%	\$103,671
5242	CSP - Operation	\$16,200	\$11,128	\$5,072	45.6%	\$16,000	\$200	1.3%	\$12,768
5243	CSP - Maintenance	\$42,000	\$37,000	\$5,000	13.5%	\$37,000	\$5,000	13.5%	\$28,133
5246	Nunes WTP Oper	\$80,000	\$80,964	-\$964	-1.2%	\$80,964	-\$964	-1.2%	\$64,963
5247	Nunes WTP Maint	\$132,000	\$122,500	\$9,500	7.8%	\$80,964	\$51,036	63.0%	\$79,434
5248	Denn. WTP Oper.	\$53,500	\$49,000	\$4,500	9.2%	\$60,000	-\$6,500	-10.8%	\$55,179
5249	Denn WTP Maint	\$127,000	\$104,000	\$23,000	22.1%	\$150,000	-\$23,000	-15.3%	\$132,878
5250	Laboratory Expenses	\$75,000	\$75,000	\$0	0.0%	\$75,000	\$0	0.0%	\$47,744
5260	Maintenance Expenses	\$348,000	\$300,000	\$48,000	16.0%	\$330,000	\$18,000	5.5%	\$270,296
5261	Maintenance, Wells	\$25,000	\$40,000	-\$15,000	-37.5%	\$45,000	-\$20,000	-44.4%	\$43,981
5263	Uniforms	\$10,000	\$12,500	-\$2,500	-20.0%	\$12,500	-\$2,500	-20.0%	\$5,230
5318	Studies/Surveys/Consulting	\$150,000	\$160,000	-\$10,000	-6.3%	\$130,000	\$20,000	15.4%	\$74,831
5321	Water Resources	\$26,000	\$26,200	-\$200	-0.8%	\$26,000	\$0	0.0%	\$3,399
5322	Community Outreach	\$58,400	\$56,900	\$1,500	2.6%	\$50,000	\$8,400	16.8%	\$15,934
5381	Legal	\$100,000	\$100,000	\$0	0.0%	\$160,000	-\$60,000	-37.5%	\$119,967
5382	Engineering	\$66,000	\$62,000	\$4,000	6.5%	\$100,000	-\$34,000	-34.0%	\$68,010
5383	Financial Services	\$22,000	\$22,000	\$0	0.0%	\$22,000	\$0	0.0%	\$11,382
5384	Computer Services	\$211,500	\$167,600	\$43,900	26.2%	\$195,000	\$16,500	8.5%	\$144,915
5410	Salaries, Admin.	\$1,223,311	\$1,179,832	\$43,479	3.7%	\$1,000,000	\$223,311	22.3%	\$799,111
5411	Salaries - Field	\$1,501,399	\$1,461,020	\$40,380	2.8%	\$1,375,000	\$126,399	9.2%	\$1,123,191
5420	Payroll Taxes	\$191,701	\$183,582	\$8,119	4.4%	\$183,982	\$7,719	4.2%	\$143,417
5435	Employee Medical Insurance	\$511,400	\$481,419	\$29,982	6.2%	\$455,000	\$56,400	12.4%	\$374,067
5436	Retiree Medical Insurance	\$69,562	\$55,274	\$14,288	25.8%	\$50,000	\$19,562	39.1%	\$40,918
5440	Employee Retirement	\$496,240	\$619,321	-\$123,082	-19.9%	\$500,000	-\$3,760	-0.8%	\$369,586

YEAR 1 Operations & Maintenance Budget - FY 2020-2021

Account Number	Description	Updated 5.8.2020 Proposed FY2020/21 Budget	Approved FY 2019/20 Budget	FY20/21 Budget Vs. FY 19/20 Budget \$ Change	FY20/21 Budget Vs. FY 19/20 Budget % % Change	Proj Year End FY19/20	FY 20/21 Budget Vs. FY 19/20 Projected Actual \$ Change	FY 20/21 Budget Vs. FY 19/20 Projected Actual % % Change	YTD Actual FY 19/20 as of April 30, 2020
5445	SIP 401a Plan	\$35,000	\$35,000	\$0	0.0%	\$35,000	\$0	0.0%	\$0
5510	Motor Vehicle Exp.	\$65,000	\$63,000	\$2,000	3.2%	\$95,000	-\$30,000	-31.6%	\$83,758
5620	Office & Facilities Expenses	\$163,500	\$146,219	\$17,281	11.8%	\$155,000	\$8,500	5.5%	\$150,044
5620A	Credit Card/bank Fees & Billing Expenses	\$150,000	\$107,000	\$43,000	40.2%	\$140,000	\$10,000	7.1%	\$102,980
5620B	Bad Debt Expense	\$100,000	\$10,000	\$90,000	900.0%	\$10,000	\$90,000	900.0%	\$6,424
5625	Meetings/Training/Seminars	\$33,000	\$27,000	\$6,000	22.2%	\$30,000	\$3,000	10.0%	\$22,174
5630	Insurance	\$159,000	\$137,000	\$22,000	16.1%	\$123,000	\$36,000	29.3%	\$97,647
5687	Memberships & Subscriptions	\$85,100	\$78,970	\$6,130	7.8%	\$78,970	\$6,130	7.8%	\$71,596
5688	Election Expense	\$25,000	\$0	\$25,000		\$0	\$25,000		\$0
5689	Labor Relations	\$6,000	\$6,000	\$0	0.0%	\$6,000	\$0	0.0%	\$0
5700	County Fees	\$24,000	\$24,000	\$0	0.0%	\$24,000	\$0	0.0%	\$17,349
5705	State Fees	\$36,500	\$36,500	\$0	0.0%	\$36,500	\$0	0.0%	\$32,006
Total Operating Expenses		\$9,333,794	\$8,630,824	\$702,970	8.1%	\$8,377,139	\$956,655	11.4%	\$6,541,672
CAPITAL ACCOUNTS									
5712	Existing Bonds - 2006B	\$0	\$484,831	-\$484,831	-100.0%	\$0	\$0		\$0
5715	Existing Bond-CIEDB 11-099	\$335,825	\$335,977	-\$152	0.0%	\$335,977	-\$152	0.0%	\$335,977
5716	CIEDB 16-111	\$323,357	\$323,803	-\$446	-0.1%	\$323,803	-\$446		\$323,803
5717	Chase-2018 Loan	\$433,567		\$433,567		\$433,567	\$0		\$435,951
Total Capital Accounts		\$1,092,748	\$1,144,611	-\$51,863	-4.5%	\$1,093,347	-\$598	-0.1%	\$1,095,731
TOTAL REVENUE LESS TOTAL EXPENSE		\$2,862,708	\$3,910,135	-\$1,047,427	-26.8%	\$4,281,800	-\$1,419,092	-33.1%	\$4,348,947
5713	Cont. to CIP & Reserves	\$2,862,708							

% Budgeted Increase 0%

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: May 12, 2020

Report

Date: May 8, 2020

Subject: Discussion Regarding the Economic Impact to Coastside County Water District Customers due to the COVID 19 Pandemic

Recommendation: None. Discussion Only

Background:

Two of the District's Directors have requested an agenda item for a discussion surrounding the economic impact of the COVID 19 pandemic to our Water District Customers and the options that may be available to assist customers during this critical time of hardship now and on the way to economic recovery.

Staff and the District's Counsel will also share Governor Newsom's Executive Order N 42-20 which prohibits shut offs of water service for non-payment and the State Water Resources Control Board Implementation Guidelines and Best Practices. (See the attached Exhibits A and B.)

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

EXECUTIVE ORDER N-42-20

WHEREAS on March 4, 2020, I proclaimed a state of emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS it is the established policy of the State under Water Code section 106.3 that every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes; and

WHEREAS to limit the spread of COVID-19 it is crucial that Californians wash their hands regularly and thoroughly; and

WHEREAS many Californians are experiencing or will experience substantial losses of income as a result of business closures, the loss of work hours or wages, or layoffs related to COVID-19, which may hinder their ability to make payments for water service and subject them to water shutoffs due to non-payment; and

WHEREAS many small businesses that provide services essential to the health and well-being of Californians have experienced substantial reductions in income, which may hinder their ability to make payments for water service and subject them to water shutoffs due to non-payment; and

WHEREAS the California Public Utilities Commission has directed private water utilities under its jurisdiction to implement customer service protections, including a moratorium on service disconnections, during the COVID-19 emergency; and

WHEREAS more than 100 public and private water systems have voluntarily agreed to halt disconnections as well; and

WHEREAS under the provisions of Government Code section 8571, I find that strict compliance with the various statutes and regulations concerning water shutoffs specified in this order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19 pandemic.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and the statutes of the State of California, and in particular, Government Code sections 8567, 8570, 8571, and 8627, do hereby issue the following order to become effective immediately:

IT IS HEREBY ORDERED THAT:

- 1) The authority of urban and community water systems, as defined in Health and Safety Code section 116902, subdivision (d), to discontinue residential service, as defined in Health and Safety Code section 116902, subdivision (c), for non-payment under Health and Safety Code sections 116908 and 116910, is suspended.
- 2) Water systems not subject to the requirements of Health and Safety Code sections 116908 and 116910 shall not discontinue residential

service, as defined in Health and Safety Code section 116902, subdivision (c), for non-payment.

- 3) Water systems shall restore any residential service to occupied residences that has been discontinued for nonpayment since March 4, 2020.
- 4) Water systems shall not discontinue service to any business in the critical infrastructure sectors designated by the State Public Health Officer as critical to protect the health and well-being of all Californians that qualifies as a small business under 13 C.F.R. § 121.201 of the Small Business Administration's regulations.
- 5) The State Water Resources Control Board shall identify best practices, guidelines, or both to be implemented during the COVID-19 emergency (i) to address non-payment or reduced payments, (ii) to promote and to ensure continuity of service by water systems and wastewater systems, and (iii) to provide measures such as the sharing of supplies, equipment and staffing to relieve water systems under financial distress.

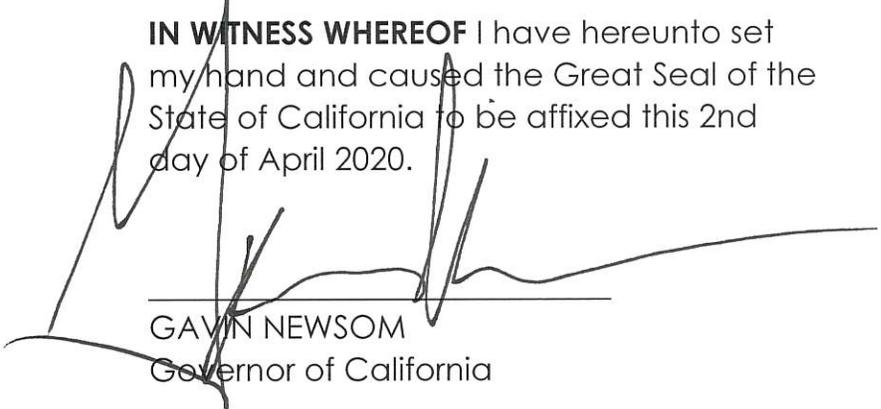
Nothing in this Order eliminates the obligation of water customers to pay for water service, prevents a water system from charging a customer for such service, or reduces the amount a customer already may owe to a water system.

Nothing in this Order modifies the obligations of urban and community waters systems to comply with provisions of the Water Shutoff Protection Act not specifically addressed by this Order or other applicable laws, regulations, and guidelines.

IT IS FURTHER ORDERED that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 2nd day of April 2020.



GAVIN NEWSOM
Governor of California

ATTEST:

ALEX PADILLA
Secretary of State



Implementation of Executive Order N-42-20: Guidelines and Best Practices for Water and Wastewater Systems

APRIL 30, 2020

On April 2, 2020, the Governor issued Executive Order (EO) N-42-20, which prohibits water systems from discontinuing residential water service and water service to small businesses in a critical infrastructure sector. The EO also has the following directive in provision 5:

The State Water Resources Control Board shall identify best practices, guidelines, or both to be implemented during the COVID-19 emergency (i) to address non-payment or reduce payments, (ii) to promote and to ensure continuity of service by water systems and wastewater systems, and (iii) to provide measures such as the sharing of supplies, equipment and staffing to relieve water systems under financial distress.

The State Water Board has developed the following guidelines and best practices for water systems to implement during the COVID-19 emergency. While these guidelines may be used by both public and private water systems to guide their actions through this emergency, they do not override any directive, decision, or tariff rule issued and approved by the California Public Utilities Commission that pertain to water systems under their jurisdiction. This document may be updated and modified as conditions evolve.

Best Practices for Water Systems to Address Non-Payment or Reduced Payments

- **Communication and Outreach**
 - Inform all customers about the prohibition on shutoffs, re-connection options and timeline, and bill payment options, and which options apply specifically to residential and critical infrastructure small business customers.¹

¹ See <https://www.sba.gov/page/coronavirus-covid-19-small-business-guidance-loan-resources>. Also, see <https://covid19.ca.gov/img/EssentialCriticalInfrastructureWorkers.pdf> for a list of critical infrastructure workers in California. If you are unsure about whether a business customer meets the definition, please contact that customer to inquire about their functions and services.

- Communication materials should be provided in the languages spoken within the service area.²
- Use applicable communication methods, including:
 - Email and phone calls
 - Bill inserts
 - Website
 - Traditional and social media
 - Doorhangers
 - Communications from local elected and public health officials
- Respond promptly to shutoff and re-connection reports filed through <https://watershut-off.covid19.ca.gov/>
- Report on the status of specific customer protections at https://swb-orpp-conservation.shinyapps.io/Shutoffs_Lookup/

- **Restoration of Service**
 - Identify all residential and small business critical infrastructure business accounts currently shut off and develop and make public a timeline for restoring service to all those accounts.
 - Assume residences where service was discontinued are occupied unless vacancy has been otherwise verified.
 - Under EO N-42-20, water systems are legally obligated to restore service to occupied residences where service was discontinued for nonpayment since March 4, 2020.
 - Consider waiving re-connection fees.
 - Water systems that elect not to waive re-connection fees must comply with the fee limits established by the [Water Shutoff Protection Act](#).
 - Water systems that elect not to waive re-connection fees should consider offering payment plans for the fee instead of requiring a full payment at the time of re-connection.
 - When restoring water to buildings, work with owners to follow appropriate guidelines for flushing and testing prior to habitation and usage.
 - Guidance is available at: https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/covid-19.html

- **Payment Options**
 - Offer residential, critical infrastructure small business customers, and other non-residential customers experiencing severe financial hardship the ability to make partial payments for the duration of the COVID-19 emergency.

² Water suppliers should follow the requirements of the Water Shutoff Protection Act for determining which languages to use for customer communications.

- Develop payment plans for delinquent bills.
 - Payment plans should be tailored to the level of outstanding debt and the customer's ability to pay.
 - Payment plans should allow for repayment over at least 12 months for customers with significant debt and reduced income.
 - Consider waiving late payment fees.
- Water systems must comply with the requirements of the Water Shutoff Protection Act for low-income households. The State Water Board has a [Frequently Asked Questions](#) document about the Water Shutoff Protection Act available on its website.
- **Additional Best Practices**
 - Track the following:
 - Total dollar amount of nonpayment by month (or by billing period)
 - Number of residential customers making partial payments
 - Number of residential customers granted alternate payment plans
 - Number of residential customers making no payments
 - Number of critical infrastructure small business customers making partial or no payments
 - Use reserve funds as needed to cover revenue losses.
 - Identify and implement methods to expand and augment existing rate assistance programs, including:
 - Broader eligibility criteria
 - Higher benefit levels
 - Enhanced budgetary resources

Best Practices to Promote and Ensure Continuity of Service by Water and Wastewater Systems

- **Continue Monitoring and Testing**
 - Any water system that anticipates not being able to complete all required monitoring and testing should notify their Division of Drinking Water District Office immediately.
 - Water systems should routinely check with their testing laboratory to assure continued service. In the event of service disruption visit the Environmental Laboratory Accreditation Program (ELAP) [ELAP COVID-19 website](#) to find labs that are open and accepting monitoring samples.
 - ELAP staff are available to support water systems and labs with questions or concerns.
 - Water systems should maintain cross-connection control programs with some modifications.

- Guidance is available at:
https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/covid-19.html
- **Delayed Activities**
 - In order to allow water systems to focus their workforce on service provision, the following reporting and regulatory requirements have been delayed or may be performed later in the regulatory period.
 - [Extension](#) of the Electronic Annual Report submission deadline
 - Extended PFAS testing order delayed
 - Lead and copper sampling may be performed towards end of regulatory period.
- **Stay Informed and Utilize Resources**
 - Water systems should monitor information from state and federal health officials, including the California Department of Public Health, and the Centers for Disease Control.
 - Water and wastewater systems should also identify resources available through California Water/Wastewater Response Network (<http://calwarn.org>), the Office of Emergency Services, and the US Environmental Protection Agency
- **Communicate with Customers**
 - Wastewater systems should continue to communicate the need for people to only flush toilet paper
 - The State Water Board issued a [news advisory](#) that can be used as a resource
 - Water systems that meet drinking water standards should continue to communicate that tap water is safe to drink
 - Wastewater systems should continue to communicate that treatment processes remove COVID-19 from sewage.

Measures Such as Sharing Supplies, Equipment and Staffing to Relieve Water Systems Under Financial Distress

- Small water systems may be eligible for operator assistance through the State Water Board's technical assistance program. Systems in need of operator assistance should contact their Division of Drinking Water District Office.
- Water and wastewater systems should work through their local Emergency Operation Center and CalWARN to share operators, supplies, and equipment where needed.

A Note on Financial Assistance:

The State Water Board, in coordination with the Office of Emergency Services, is evaluating options for supporting small water systems experiencing severe financial distress to support continued operations. If financial resources are made available, the State Water Board will promptly communicate with water and wastewater systems.

Guidelines for Communicating with the State Water Board

- Water systems should provide information and updates on their COVID-19 responses at: https://swb-orpp-conservation.shinyapps.io/Shutoffs_Lookup/
- Water systems that anticipate critical shortages of personnel, supplies, or revenues should contact their Division of Drinking Water District Office: https://www.waterboards.ca.gov/drinking_water/programs/documents/ddwem/DDWdistrictofficesmap.pdf
- Water systems that have questions or concerns about responsibilities to customers, including responding to reports filed at: <https://watershutoff.covid19.ca.gov/> should send an email to: ORPP-WaterConservation@waterboards.ca.gov

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: May 12, 2020

Report

Date: May 8, 2020

Subject: A Resolution of the Board of Directors of the Coastside County Water District Expressing Appreciation to JoAnne Whelen Upon Her Retirement After Twenty-Three Years of Service as Administrative Assistant

Recommendation:

Approve Resolution 2020-01 expressing appreciation to JoAnne Whelen upon her retirement after twenty-three years of service to the Coastside County Water District.

Background:

On behalf of the District's entire Staff, I would like to express our appreciation and acknowledge JoAnne Whelen for her numerous contributions over the past twenty-three years. JoAnne's dedication to the District; her commitment to good governance; her professionalism and teamwork; and her friendship made all our work easier. JoAnne always put the District's best face forward to our customers and community!

Staff (with input from the Board of Directors) has prepared for the Board's consideration a resolution recognizing JoAnne's many accomplishments and expressing the District's gratitude for JoAnne's many years of service.

(Attachment - Draft Resolution 2020-01)

RESOLUTION NO. 2020 - 01

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE COASTSIDE COUNTY WATER DISTRICT
EXPRESSING APPRECIATION TO JOANNE WHELEN FOR HER 23 YEARS OF
SERVICE AS ADMINISTRATIVE ASSISTANT OF THE
COASTSIDE COUNTY WATER DISTRICT**

WHEREAS, JoAnne Whelen, after serving as Administrative Assistant for the Coastside County Water District (the District) for the past 23 years, is retiring; and

WHEREAS, in her position as Administrative Assistant, JoAnne performed an invaluable service to the District as administrative support to the General Manager and the Board of Directors; and

WHEREAS, in her Recording Secretary role for the District's Board of Directors' meetings, JoAnne demonstrated a consistent ability to capture the essence of the discussions at Board meetings in the meeting minutes, and accurately and concisely reflected the Board's intent in an understandable way; and

WHEREAS, through her dedication and commitment to promoting good governance and transparency, JoAnne spearheaded the District's efforts to earn the Special District Leadership Foundation's prestigious award of the Transparency Certificate of Excellence twice; and

WHEREAS, her superior work ethic, integrity and administration abilities has earned her the respect and admiration of her Coastside County Water District peers; and

WHEREAS, JoAnne has continued to learn and take on new responsibilities by earning her Distribution Operator Certification and providing the Cross Connection and Backflow Program with administrative services; and

WHEREAS, JoAnne performed her professional duties with reliability and thoroughness, while taking on the face of the District to our community, always maintaining a friendly, patient and pleasant demeanor with co-workers, customers and the public; and

WHEREAS, JoAnne has shared her valuable talents with the District by helping to plan outreach and special events, including coordinating work sessions for the Board of Directors; and

WHEREAS, JoAnne has always been ready and willing to adapt to changes in the leadership and management styles of numerous General Managers and the challenges of communicating the array of information necessary to carry out the business of the District with energy and enthusiasm above and beyond the normal call of duty; and

WHEREAS, JoAnne maintained and enhanced the job of Administrative Assistant and relieved the General Managers of numerous tasks, freeing them up to confidently focus on the multitude of realities and responsibilities of keeping the “biggest little water district in California” operating smoothly and efficiently in the face of numerous challenges, including drought.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Coastside County Water District does hereby adopts this Resolution of Appreciation to express its sincere thanks to JoAnne Whelen for her 23 years of dedicated service to the Coastside County Water District and this community.

PASSED AND ADOPTED this 12th day of May 2020, by the following votes of the Board of Directors:

AYES:

NOES:

ABSENT:

Chris Mickelsen, President
Board of Directors

Mary Rogren, General Manager
Secretary of the District

MONTHLY REPORT

To: Mary Rogren, General Manager
From: James Derbin, Superintendent of Operations
Agenda: May 12, 2020
Report Date: May 7, 2020

Monthly Highlights

- Main break at 4th/Medio, Miramar, (6" Cast Iron)
- Rebuilt Alves altitude valve vault access hatch and painted generator
- Annual standby generator load bank testing started
- Replaced Pilarcitos well electrical enclosures
- Stocked both Water Treatment Plants (WTPs) with lab supplies/spare parts
- Hach serviced turbidimeters/spectrophotometers at both WTPs
- Fire break maintenance at Nunes Water Treatment Plant
- Added stock to yard for Distribution repair parts, sample bottles and chemicals
- New Operator, assigned to Distribution, Mike McDermott started May 4
- State Water Resources Control Board Operator Certification exams are postponed due to COVID-19

Sources of Supply

- **April Sources:**
 - Denniston Reservoir/Wells, Pilarcitos Reservoir and Crystal Springs

Projects

- Base rock lower Pilarcitos access road
- Main St. roof project started 5/8/20
- Denniston Tank Road Culvert Replacement and Paving Project bid opening, Half Moon Bay Paving and Grading had the lowest bid \$383K
- Denniston Generators - Bid opening May 1, single bidder, Andreini \$277K
- HDR -Draft Basis of Design Report is expected early May
- TJC - Tank cost option evaluation for Carter Hill tanks expected in early May
- Cityworks/ESRI kickoff meeting with Miller Spatial. New server is set up Miller Spatial is installing software and configuring Cityworks. New workstation is installed in the shop for Operation staff.
- EKI is nearing completion of the Grandview and Pine Willow Oak pipeline replacement project design

