

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, August 13, 2019 - 7:00 p.m.

AGENDA

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

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

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

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

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

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

4) CONSENT CALENDAR

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

- A. Approval of disbursements for the month ending July 31, 2019:
Claims: \$1,146,217.12; Payroll: \$127,490.75 for a total of \$1,273,707.87
([attachment](#))
➤ *July 2019 Monthly Financial Claims reviewed and approved by Vice-President Mickelsen*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of July 9, 2019 Special and Regular Board of Directors Meetings ([attachment](#))
- D. Approval of Minutes of August 6, 2019 Special Board of Directors Meeting ([attachment](#))
- E. Monthly Water Service Connection Transfer Report ([attachment](#))
- F. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- G. Total CCWD Production Report ([attachment](#))
- H. CCWD Monthly Sales by Category Report – July 2019 ([attachment](#))
- I. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report ([attachment](#))
- J. Monthly Rainfall Reports ([attachment](#))
- K. S.F.P.U.C. Hydrological Reports for the months of June 2019 ([attachment](#)) and July 2019 ([attachment](#))
- L. Approve Revised Salary Schedule effective July 1, 2019 ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Pilarcitos Creek Crossing Water Main Replacement Project Award of Contract for Engineering Services with EKI Environment and Water, Inc. for Preliminary Engineering Design ([attachment](#))
- B. Approval of Professional Services Agreement with O'Dell Engineering to provide Topographic and Boundary Surveying in Order to Prepare a Base Map for the Design of a Replacement Potable Water Pipeline Adjacent to Highway 92 ([attachment](#))
- C. Notice of Crystal Springs Emergency Pump 1 Replacement and Approval of Purchase of Spare Pump ([attachment](#))
- D. Authorize Purchase of 100 Clow Wet Barrel Hydrants ([attachment](#))
- E. Authorize Purchase of Three Fleet Trucks ([attachment](#))
- F. Appoint Agency Designated Representatives for Labor Negotiations between the District and the Candidate for the General Manager Position, an Unrepresented Employee ([attachment](#))

7) **MONTHLY INFORMATIONAL REPORTS**

- A. Assistant General Manager's Report ([attachment](#))
- B. Superintendent of Operations Report ([attachment](#))
- C. Water Resource Analyst Report ([attachment](#))

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

9) **CLOSED SESSION**

- A. **Pursuant to Government Code Section 54957
Public Employment
Title: General Manager**
- B. **Pursuant to California Government Code Section 54957.6
Conference with Labor Negotiators
Agency Designated Representatives: _____ (TBD by Open
Session Item Above) _____
Unrepresented Employee: General Manager Candidate**

10) **RECONVENE TO OPEN SESSION**

Public Report of closed session action.

11) **ADJOURNMENT**

**COASTSIDE COUNTY WATER DISTRICT
CLAIMS FOR JULY 2019**

| CHECKS | | | |
|-------------------|------------------|--------------------------------------|---------------|
| CHECK DATE | CHECK NO. | VENDOR | AMOUNT |
| 07/09/2019 | 26981 | HEALTH BENEFITS ACWA-JPIA | 44,302.94 |
| 07/09/2019 | 26982 | COMCAST | 216.77 |
| 07/09/2019 | 26983 | RECORDER'S OFFICE | 95.00 |
| 07/09/2019 | 26984 | HUE & CRY, INC. | 24.00 |
| 07/09/2019 | 26985 | STANDARD INSURANCE COMPANY | 610.68 |
| 07/09/2019 | 26986 | U.S. BANK GLOBAL CORP TRUST SERVICES | 233,204.09 |
| 07/09/2019 | 26987 | U.S. BANK GLOBAL CORP TRUST SERVICES | 266,638.02 |
| 07/12/2019 | 26988 | ACWA/JPIA | 22,553.50 |
| 07/12/2019 | 26989 | JON BRUCE | 60.08 |
| 07/12/2019 | 26990 | JAMES COZZOLINO, TRUSTEE | 200.00 |
| 07/12/2019 | 26991 | MASS MUTUAL FINANCIAL GROUP | 1,974.65 |
| 07/12/2019 | 26992 | TPX COMMUNICATIONS | 1,864.51 |
| 07/12/2019 | 26993 | VALIC | 4,705.00 |
| 07/12/2019 | 26994 | WATER QUALITY INC. | 700.00 |
| 07/12/2019 | 26995 | WATER QUALITY INC. | 500.00 |
| 07/12/2019 | 26996 | ADP, INC. | 376.75 |
| 07/12/2019 | 26997 | AIRGAS, INC. | 3,803.86 |
| 07/12/2019 | 26998 | ANDREINI BROS. INC. | 1,786.37 |
| 07/12/2019 | 26999 | ASSOC. CALIF. WATER AGENCY | 13,704.69 |
| 07/12/2019 | 27000 | AT&T LONG DISTANCE | 216.39 |
| 07/12/2019 | 27001 | BADGER METER, INC. | 66.00 |
| 07/12/2019 | 27002 | BALANCE HYDROLOGICS, INC | 12,660.71 |
| 07/12/2019 | 27003 | BARTKIEWICZ, KRONICK & SHANAHAN | 425.00 |
| 07/12/2019 | 27004 | JON BRUCE | 562.93 |
| 07/12/2019 | 27005 | CEL ANALYTICAL INC. | 672.00 |
| 07/12/2019 | 27006 | DATAPROSE, LLC | 2,579.90 |
| 07/12/2019 | 27007 | MICHAEL DE MEO | 11,119.22 |
| 07/12/2019 | 27008 | FEDAK & BROWN LLP | 4,033.00 |
| 07/12/2019 | 27009 | GOLDEN STATE FLOW MEASUREMENT | 7,492.25 |
| 07/12/2019 | 27010 | GRAINGER, INC. | 6,212.66 |
| 07/12/2019 | 27011 | HASSETT HARDWARE | 2,123.87 |
| 07/12/2019 | 27012 | HYDROSCIENCE ENGINEERS, INC. | 9,429.37 |
| 07/12/2019 | 27013 | IRVINE CONSULTING SERVICES, INC. | 378.19 |
| 07/12/2019 | 27014 | OFFICE DEPOT | 648.31 |
| 07/12/2019 | 27015 | PAKPOUR CONSULTING GROUP, INC. | 2,166.13 |
| 07/12/2019 | 27016 | FERGUSON ENTERPRISES, INC. | 148.43 |
| 07/12/2019 | 27017 | PUMP REPAIR SERVICE CO. INC. | 8,021.96 |
| 07/12/2019 | 27018 | REPUBLIC SERVICES | 523.81 |
| 07/12/2019 | 27019 | ROBERTS & BRUNE CO. | 3,018.17 |
| 07/12/2019 | 27020 | ROGUE WEB WORKS, LLC | 408.00 |
| 07/12/2019 | 27021 | TODD SCHMIDT | 78.00 |
| 07/12/2019 | 27022 | STRAWFLOWER ELECTRONICS | 114.02 |
| 07/12/2019 | 27023 | TJC AND ASSOCIATES, INC | 23,110.79 |
| 07/12/2019 | 27024 | TRI COUNTIES BANK | 4,659.39 |
| 07/12/2019 | 27025 | TYLER TECHNOLOGIES, INC | 1,859.95 |
| 07/12/2019 | 27026 | UNIVAR USA INC | 2,602.26 |
| 07/12/2019 | 27027 | UNITED PARCEL SERVICE INC. | 175.19 |
| 07/12/2019 | 27028 | USA BLUE BOOK | 531.11 |
| 07/12/2019 | 27029 | US BANK NA | 1,808.31 |
| 07/24/2019 | 27030 | UPS STORE | 85.02 |
| 07/24/2019 | 27031 | UPS STORE | 542.99 |
| 07/24/2019 | 27032 | UPS STORE | 760.59 |
| 07/24/2019 | 27033 | UPS STORE | 307.88 |

| | | | |
|------------|-------|--|------------|
| 07/24/2019 | 27034 | UPS STORE | 758.26 |
| 07/24/2019 | 27035 | UPS STORE | 46.14 |
| 07/26/2019 | 27036 | ADP, INC. | 343.50 |
| 07/26/2019 | 27037 | BIG ED'S CRANE SERVICE, INC | 3,360.50 |
| 07/26/2019 | 27038 | CALCON SYSTEMS, INC. | 29,385.65 |
| 07/26/2019 | 27039 | CLARK PEST CONTROL OF STOCKTON, INC. | 131.00 |
| 07/26/2019 | 27040 | EKI INC. | 29,579.26 |
| 07/26/2019 | 27041 | PATRICE GOUVEIA | 100.00 |
| 07/26/2019 | 27042 | HANSONBRIDGETT. LLP | 5,489.50 |
| 07/26/2019 | 27043 | IRVINE CONSULTING SERVICES, INC. | 2,426.88 |
| 07/26/2019 | 27044 | LIEBERT CASSIDY WHITMORE | 769.97 |
| 07/26/2019 | 27045 | RITA LOSCH | 294.00 |
| 07/26/2019 | 27046 | KATHY MOCHEL | 200.00 |
| 07/26/2019 | 27047 | MONTEREY COUNTY LAB | 2,756.00 |
| 07/26/2019 | 27048 | OFFICIAL PAYMENTS CORPORATION | 150.00 |
| 07/26/2019 | 27049 | PACIFIC GAS & ELECTRIC CO. | 53,435.58 |
| 07/26/2019 | 27050 | MARY PATTERSON | 100.00 |
| 07/26/2019 | 27051 | FRANK VAZ | 100.00 |
| 07/26/2019 | 27052 | JUAN CARLOS SALAZAR | 1,400.00 |
| 07/26/2019 | 27053 | FORREST WHITAKER | 100.00 |
| 07/26/2019 | 27054 | ADVANCED AUTOMATIC GATES | 375.00 |
| 07/26/2019 | 27055 | FRANK YAMELLO | 235.00 |
| 07/26/2019 | 27056 | AMERICAN WATER WORKS | 80.00 |
| 07/26/2019 | 27057 | AT&T | 4,515.66 |
| 07/26/2019 | 27058 | BAY AREA WATER SUPPLY & | 8,162.00 |
| 07/26/2019 | 27059 | BAY ALARM COMPANY | 559.59 |
| 07/26/2019 | 27060 | BIG CREEK LUMBER | 308.99 |
| 07/26/2019 | 27061 | CALCON SYSTEMS, INC. | 163.88 |
| 07/26/2019 | 27062 | CHEMTRADE CHEMICALS US LLC | 2,508.21 |
| 07/26/2019 | 27063 | CLARK PEST CONTROL OF STOCKTON, INC. | 131.00 |
| 07/26/2019 | 27064 | PETTY CASH | 172.66 |
| 07/26/2019 | 27065 | COMMUNICATION LEASING SERVICES, INC | 345.29 |
| 07/26/2019 | 27066 | D/B/A CUSTOM TRUCK CUSTOM TOPS, INC. | 69.82 |
| 07/26/2019 | 27067 | DE LAGE LANDEN FINANCIAL SERVICES, INC. | 836.46 |
| 07/26/2019 | 27068 | GRAINGER, INC. | 1,899.30 |
| 07/26/2019 | 27069 | HMB BLDG. & GARDEN INC. | 58.11 |
| 07/26/2019 | 27070 | IRON MOUNTAIN | 617.88 |
| 07/26/2019 | 27071 | IRVINE CONSULTING SERVICES, INC. | 3,120.25 |
| 07/26/2019 | 27072 | GLENNA LOMBARDI | 111.00 |
| 07/26/2019 | 27073 | MASS MUTUAL FINANCIAL GROUP | 1,974.65 |
| 07/26/2019 | 27074 | MISSION UNIFORM SERVICES INC. | 313.18 |
| 07/26/2019 | 27075 | MTA PARTS, INC. | 4.59 |
| 07/26/2019 | 27076 | NATIONAL METER & AUTOMATION | 31,501.86 |
| 07/26/2019 | 27077 | OFFICE DEPOT | 335.00 |
| 07/26/2019 | 27078 | PAULO'S AUTO CARE | 77.38 |
| 07/26/2019 | 27079 | PITNEY BOWES | 212.71 |
| 07/26/2019 | 27080 | PRECISION POWDER COATING | 400.00 |
| 07/26/2019 | 27081 | PUMP REPAIR SERVICE CO. INC. | 4,687.13 |
| 07/26/2019 | 27082 | MULTI SERVICE TECHNOLOGY SOLUTIONS, INC. | 577.28 |
| 07/26/2019 | 27083 | ROBERTS & BRUNE CO. | 12,598.09 |
| 07/26/2019 | 27084 | SAN FRANCISCO WATER DEPT. | 142,782.11 |
| 07/26/2019 | 27085 | SAN MATEO LAWN MOWER SHOP | 313.15 |
| 07/26/2019 | 27086 | SERVICE PRESS | 114.57 |
| 07/26/2019 | 27087 | PETER SMITH | 261.65 |
| 07/26/2019 | 27088 | STATE WATER RESOURCES CONTROL BD | 65.00 |
| 07/26/2019 | 27089 | STRAWFLOWER ELECTRONICS | 43.65 |
| 07/26/2019 | 27090 | TEAMSTERS LOCAL UNION #856 | 1,364.00 |
| 07/26/2019 | 27091 | JAMES TETER | 3,695.32 |

| | | | |
|------------|-------|----------------------------|-----------|
| 07/26/2019 | 27092 | TYLER TECHNOLOGIES, INC | 3,567.04 |
| 07/26/2019 | 27093 | UGSI CHEMICAL FEED, INC. | 3,051.95 |
| 07/26/2019 | 27094 | UNIVAR USA INC | 11,741.52 |
| 07/26/2019 | 27095 | UNITED PARCEL SERVICE INC. | 76.52 |
| 07/26/2019 | 27096 | UPS STORE | 383.42 |
| 07/26/2019 | 27097 | VALIC | 4,005.00 |
| 07/26/2019 | 27098 | VERIZON WIRELESS | 1,094.89 |
| 07/26/2019 | 27099 | WATER QUALITY INC. | 700.00 |
| 07/26/2019 | 27100 | WATER QUALITY INC. | 500.00 |
| 07/26/2019 | 27101 | 2450 S CABRILLO LLC | 81.97 |
| 07/26/2019 | 27102 | BRECKEN RIDGE | 64.38 |
| 07/26/2019 | 27103 | EUGENE PASTORINO | 16.75 |
| 07/26/2019 | 27104 | JASMEET SIDHU | 57.97 |
| 07/26/2019 | 27105 | ANTHONY TAFFERA | 117.36 |
| 07/26/2019 | 27106 | ANTHONY TAFFERA | 12.42 |
| 07/26/2019 | 27107 | MARTHA CODY | 10.18 |
| 07/26/2019 | 27108 | 2450 S CABRILLO LLC | 275.54 |
| 07/26/2019 | 27109 | ISAAC RUIZ | 28.53 |
| 07/26/2019 | 27110 | BOBA DUDE | 23.09 |
| 07/26/2019 | 27111 | EURIKA KNIGHT | 10.90 |

SUBTOTAL CLAIMS FOR MONTH \$ 1,089,199.80

WIRE PAYMENTS

| <u>MONTH</u> | | <u>VENDOR</u> | <u>AMOUNT</u> |
|--------------|------------|----------------------------------|---------------|
| 07/02/2019 | DFT0000235 | CaIPERS FISCAL SERVICES DIVISION | 18,799.50 |
| 07/02/2019 | DFT0000236 | CaIPERS FISCAL SERVICES DIVISION | 295.65 |
| 07/02/2019 | DFT0000237 | CaIPERS FISCAL SERVICES DIVISION | 52.29 |
| 07/12/2019 | DFT0000238 | PUB. EMP. RETIRE SYSTEM | 16,397.82 |
| 07/12/2019 | DFT0000239 | PUB. EMP. RETIRE SYSTEM | 566.66 |
| 07/31/2019 | DFT0000240 | PUB. EMP. RETIRE SYSTEM | 15,166.03 |
| 7/31/2019 | | BANK & CREDIT CARD FEES | 5739.37 |

SUBTOTAL WIRE PAYMENTS FOR MONTH \$ 57,017.32

TOTAL CLAIMS FOR THE MONTH \$ 1,146,217.12



Coastside County Water District

Monthly Budget Report

Account Summary

For Fiscal: 2019-2020 Period Ending: 07/31/2019

| | July Budget | July 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 | 1,230,000.00 | 1,221,018.86 | -8,981.14 | -0.73 % | 1,230,000.00 | 1,221,018.86 | -8,981.14 | -0.73 % | 12,300,000.00 |
| | Total RevType: 1 - Operating: | 1,230,000.00 | 1,221,018.86 | -8,981.14 | -0.73 % | 1,230,000.00 | 1,221,018.86 | -8,981.14 | -0.73 % | 12,300,000.00 |
| RevType: 2 - Non-Operating | | | | | | | | | | |
| 1-4170-00 | Water Taken From Hydrants | 4,167.00 | 5,680.79 | 1,513.79 | 36.33 % | 4,167.00 | 5,680.79 | 1,513.79 | 36.33 % | 50,000.00 |
| 1-4180-00 | Late Notice - 10% Penalty | 5,000.00 | 10,792.77 | 5,792.77 | 115.86 % | 5,000.00 | 10,792.77 | 5,792.77 | 115.86 % | 60,000.00 |
| 1-4230-00 | Service Connections | 833.00 | 2,019.18 | 1,186.18 | 142.40 % | 833.00 | 2,019.18 | 1,186.18 | 142.40 % | 10,000.00 |
| 1-4920-00 | Interest Earned | 523.00 | 0.00 | -523.00 | -100.00 % | 523.00 | 0.00 | -523.00 | -100.00 % | 6,270.00 |
| 1-4930-00 | Tax Apportionments/County Checks | 0.00 | 0.00 | 0.00 | 0.00 % | 0.00 | 0.00 | 0.00 | 0.00 % | 725,000.00 |
| 1-4950-00 | Miscellaneous Income | 2,083.00 | 0.00 | -2,083.00 | -100.00 % | 2,083.00 | 0.00 | -2,083.00 | -100.00 % | 25,000.00 |
| 1-4955-00 | Cell Site Lease Income | 14,275.00 | 14,593.33 | 318.33 | 2.23 % | 14,275.00 | 14,593.33 | 318.33 | 2.23 % | 171,300.00 |
| 1-4965-00 | ERAF Refund - County Taxes | 0.00 | 0.00 | 0.00 | 0.00 % | 0.00 | 0.00 | 0.00 | 0.00 % | 338,000.00 |
| | Total RevType: 2 - Non-Operating: | 26,881.00 | 33,086.07 | 6,205.07 | 23.08 % | 26,881.00 | 33,086.07 | 6,205.07 | 23.08 % | 1,385,570.00 |
| | Total Revenue: | 1,256,881.00 | 1,254,104.93 | -2,776.07 | -0.22 % | 1,256,881.00 | 1,254,104.93 | -2,776.07 | -0.22 % | 13,685,570.00 |
| Expense | | | | | | | | | | |
| ExpType: 1 - Operating | | | | | | | | | | |
| 1-5130-00 | Water Purchased | 225,000.00 | 228,626.11 | -3,626.11 | -1.61 % | 225,000.00 | 228,626.11 | -3,626.11 | -1.61 % | 1,941,948.00 |
| 1-5230-00 | Nunes T P Pump Expense | 3,772.00 | 4,419.00 | -647.00 | -17.15 % | 3,772.00 | 4,419.00 | -647.00 | -17.15 % | 45,259.00 |
| 1-5231-00 | CSP Pump Station Pump Expense | 30,000.00 | 17,922.00 | 12,078.00 | 40.26 % | 30,000.00 | 17,922.00 | 12,078.00 | 40.26 % | 357,305.00 |
| 1-5232-00 | Other Trans. & Dist Pump Expense | 2,382.00 | 2,112.00 | 270.00 | 11.34 % | 2,382.00 | 2,112.00 | 270.00 | 11.34 % | 28,584.00 |
| 1-5233-00 | Pilarcitos Canyon Pump Expense | 250.00 | 122.00 | 128.00 | 51.20 % | 250.00 | 122.00 | 128.00 | 51.20 % | 42,000.00 |
| 1-5234-00 | Denniston T P Pump Expense | 20,000.00 | 18,006.00 | 1,994.00 | 9.97 % | 20,000.00 | 18,006.00 | 1,994.00 | 9.97 % | 137,800.00 |
| 1-5242-00 | CSP Pump Station Operations | 927.00 | 4,329.05 | -3,402.05 | -367.00 % | 927.00 | 4,329.05 | -3,402.05 | -367.00 % | 11,128.00 |
| 1-5243-00 | CSP Pump Station Maintenance | 3,083.00 | 10,732.72 | -7,649.72 | -248.13 % | 3,083.00 | 10,732.72 | -7,649.72 | -248.13 % | 37,000.00 |
| 1-5246-00 | Nunes T P Operations - General | 6,747.00 | 6,601.12 | 145.88 | 2.16 % | 6,747.00 | 6,601.12 | 145.88 | 2.16 % | 80,964.00 |
| 1-5247-00 | Nunes T P Maintenance | 10,200.00 | 6,419.96 | 3,780.04 | 37.06 % | 10,200.00 | 6,419.96 | 3,780.04 | 37.06 % | 122,500.00 |
| 1-5248-00 | Denniston T P Operations-General | 4,083.00 | 12,446.79 | -8,363.79 | -204.84 % | 4,083.00 | 12,446.79 | -8,363.79 | -204.84 % | 49,000.00 |
| 1-5249-00 | Denniston T.P. Maintenance | 8,666.00 | 3,365.35 | 5,300.65 | 61.17 % | 8,666.00 | 3,365.35 | 5,300.65 | 61.17 % | 104,000.00 |
| 1-5250-00 | Laboratory Expenses | 6,250.00 | 6,713.53 | -463.53 | -7.42 % | 6,250.00 | 6,713.53 | -463.53 | -7.42 % | 75,000.00 |
| 1-5260-00 | Maintenance - General | 25,000.00 | 14,821.54 | 10,178.46 | 40.71 % | 25,000.00 | 14,821.54 | 10,178.46 | 40.71 % | 300,000.00 |
| 1-5261-00 | Maintenance - Well Fields | 3,333.00 | 4,687.13 | -1,354.13 | -40.63 % | 3,333.00 | 4,687.13 | -1,354.13 | -40.63 % | 40,000.00 |
| 1-5263-00 | Uniforms | 1,000.00 | 0.00 | 1,000.00 | 100.00 % | 1,000.00 | 0.00 | 1,000.00 | 100.00 % | 12,500.00 |
| 1-5318-00 | Studies/Surveys/Consulting | 10,000.00 | 10,345.29 | -345.29 | -3.45 % | 10,000.00 | 10,345.29 | -345.29 | -3.45 % | 160,000.00 |
| 1-5321-00 | Water Resources | 2,183.00 | 3,741.25 | -1,558.25 | -71.38 % | 2,183.00 | 3,741.25 | -1,558.25 | -71.38 % | 26,200.00 |

Monthly Budget Report

For Fiscal: 2019-2020 Period Ending: 07/31/2019

| | July Budget | July Activity | Variance Favorable (Unfavorable) | Percent Variance | YTD Budget | YTD Activity | Variance Favorable (Unfavorable) | Percent Variance | Total Budget |
|---|---------------------|---------------------|----------------------------------|------------------|---------------------|---------------------|----------------------------------|------------------|---------------------|
| 1-5322-00 Community Outreach | 1,000.00 | 468.00 | 532.00 | 53.20 % | 1,000.00 | 468.00 | 532.00 | 53.20 % | 56,900.00 |
| 1-5381-00 Legal | 8,333.00 | 5,000.00 | 3,333.00 | 40.00 % | 8,333.00 | 5,000.00 | 3,333.00 | 40.00 % | 100,000.00 |
| 1-5382-00 Engineering | 5,167.00 | 15,480.00 | -10,313.00 | -199.59 % | 5,167.00 | 15,480.00 | -10,313.00 | -199.59 % | 62,000.00 |
| 1-5383-00 Financial Services | 4,000.00 | 0.00 | 4,000.00 | 100.00 % | 4,000.00 | 0.00 | 4,000.00 | 100.00 % | 22,000.00 |
| 1-5384-00 Computer Services | 13,000.00 | 12,279.71 | 720.29 | 5.54 % | 13,000.00 | 12,279.71 | 720.29 | 5.54 % | 167,600.00 |
| 1-5410-00 Salaries/Wages-Administration | 80,000.00 | 78,515.11 | 1,484.89 | 1.86 % | 80,000.00 | 78,515.11 | 1,484.89 | 1.86 % | 1,179,832.00 |
| 1-5411-00 Salaries & Wages - Field | 120,000.00 | 119,230.04 | 769.96 | 0.64 % | 120,000.00 | 119,230.04 | 769.96 | 0.64 % | 1,461,020.00 |
| 1-5420-00 Payroll Tax Expense | 14,100.00 | 16,364.89 | -2,264.89 | -16.06 % | 14,100.00 | 16,364.89 | -2,264.89 | -16.06 % | 183,582.00 |
| 1-5435-00 Employee Medical Insurance | 38,502.00 | 40,119.99 | -1,617.99 | -4.20 % | 38,502.00 | 40,119.99 | -1,617.99 | -4.20 % | 481,419.00 |
| 1-5436-00 Retiree Medical Insurance | 4,400.00 | 3,078.69 | 1,321.31 | 30.03 % | 4,400.00 | 3,078.69 | 1,321.31 | 30.03 % | 55,274.00 |
| 1-5440-00 Employees Retirement Plan | 51,610.00 | 59,800.38 | -8,190.38 | -15.87 % | 51,610.00 | 59,800.38 | -8,190.38 | -15.87 % | 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 | 5,000.00 | 3,994.95 | 1,005.05 | 20.10 % | 5,000.00 | 3,994.95 | 1,005.05 | 20.10 % | 63,000.00 |
| 1-5620-00 Office & Billing Expenses | 21,935.00 | 20,178.49 | 1,756.51 | 8.01 % | 21,935.00 | 20,178.49 | 1,756.51 | 8.01 % | 263,219.00 |
| 1-5625-00 Meetings / Training / Seminars | 2,250.00 | 2,545.00 | -295.00 | -13.11 % | 2,250.00 | 2,545.00 | -295.00 | -13.11 % | 27,000.00 |
| 1-5630-00 Insurance | 11,416.00 | 9,928.00 | 1,488.00 | 13.03 % | 11,416.00 | 9,928.00 | 1,488.00 | 13.03 % | 137,000.00 |
| 1-5687-00 Membership, Dues, Subscript. | 8,000.00 | 9,153.45 | -1,153.45 | -14.42 % | 8,000.00 | 9,153.45 | -1,153.45 | -14.42 % | 78,970.00 |
| 1-5689-00 Labor Relations | 500.00 | 0.00 | 500.00 | 100.00 % | 500.00 | 0.00 | 500.00 | 100.00 % | 6,000.00 |
| 1-5700-00 San Mateo County Fees | 1,000.00 | 0.00 | 1,000.00 | 100.00 % | 1,000.00 | 0.00 | 1,000.00 | 100.00 % | 24,000.00 |
| 1-5705-00 State Fees | 1,000.00 | 0.00 | 1,000.00 | 100.00 % | 1,000.00 | 0.00 | 1,000.00 | 100.00 % | 36,500.00 |
| Total ExpType: 1 - Operating: | 754,089.00 | 751,547.54 | 2,541.46 | 0.34 % | 754,089.00 | 751,547.54 | 2,541.46 | 0.34 % | 8,630,825.00 |
| ExpType: 4 - Capital Related | | | | | | | | | |
| 1-5712-00 Debt Service/Existing Bonds 2006B | 0.00 | 0.00 | 0.00 | 0.00 % | 0.00 | 0.00 | 0.00 | 0.00 % | 484,831.00 |
| 1-5715-00 Debt Service/CIEDB 11-099 | 266,638.00 | 266,638.82 | -0.82 | 0.00 % | 266,638.00 | 266,638.82 | -0.82 | 0.00 % | 335,977.00 |
| 1-5716-00 Debt Service/CIEDB 2016 | 233,204.00 | 233,204.09 | -0.09 | 0.00 % | 233,204.00 | 233,204.09 | -0.09 | 0.00 % | 323,803.00 |
| Total ExpType: 4 - Capital Related: | 499,842.00 | 499,842.91 | -0.91 | 0.00 % | 499,842.00 | 499,842.91 | -0.91 | 0.00 % | 1,144,611.00 |
| Total Expense: | 1,253,931.00 | 1,251,390.45 | 2,540.55 | 0.20 % | 1,253,931.00 | 1,251,390.45 | 2,540.55 | 0.20 % | 9,775,436.00 |
| Report Total: | 2,950.00 | 2,714.48 | -235.52 | | 2,950.00 | 2,714.48 | -235.52 | | 3,910,134.00 |

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
July 31, 2019**

| <u>RESERVE BALANCES</u> | Current Year as of 7/30/19 | Prior Year as of 7/31/18 |
|--------------------------------|---------------------------------------|-------------------------------------|
| CAPITAL AND OPERATING RESERVE | \$8,512,060.34 | \$6,209,236.53 |
| RATE STABILIZATION RESERVE | \$250,000.00 | \$250,000.00 |
| TOTAL DISTRICT RESERVES | \$8,762,060.34 | \$6,459,236.53 |

ACCOUNT DETAIL

| | | |
|---|-----------------------|-----------------------|
| ACCOUNTS WITH TRI COUNTIES BANK | | |
| CHECKING ACCOUNT | \$3,546,916.80 | \$4,233,445.48 |
| CSP T & S ACCOUNT | \$64,411.69 | \$160,335.12 |
| MONEY MARKET GEN. FUND (Opened 7/20/17) | \$19,440.22 | \$19,430.46 |
| LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE | \$5,130,591.63 | \$2,045,325.47 |
| DISTRICT CASH ON HAND | \$700.00 | \$700.00 |
| TOTAL ACCOUNT BALANCES | \$8,762,060.34 | \$6,459,236.53 |

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

COASTSIDE COUNTY WATER DISTRICT
 APPROVED* CAPITAL IMPROVEMENT PROJECTS
 FISCAL YEAR 2019/2020

7/31/2019

* 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 |
|--------|-------------------------------------|-------------------------------|-----------------------------------|------------------------|----------------|-----------------------------|
|--------|-------------------------------------|-------------------------------|-----------------------------------|------------------------|----------------|-----------------------------|

Equipment Purchases & Replacement

| | | | | | | | | |
|-------|---|------------|------------|--|------------|-------------|----|--|
| 06-03 | SCADA/Telemetry/Electrical Controls Replacement | | \$ 50,000 | | \$ 50,000 | \$ - | 0% | |
| 08-10 | Backhoe | In process | \$ 200,000 | | \$ 200,000 | \$ - | 0% | Backhoe purchase approved by Board in July 2019 |
| 99-02 | Vehicle Replacement | open | \$ 40,000 | | \$ 82,000 | \$ (42,000) | 0% | Purchase of 3 vehicles on August agenda for Board approval |

Facilities & Maintenance

| | | | | | | | | |
|-------|--|------|------------|--|------------|--------------|----|--|
| 08-08 | PRV Valves Replacement Project | | \$ 30,000 | | \$ 30,000 | \$ - | 0% | |
| 09-09 | Fire Hydrant Replacement | open | \$ 140,000 | | \$ 309,000 | \$ (169,000) | 0% | Purchase of 100 hydrants on August agenda for Board approval (to obtain price break) |
| 17-15 | Pilarcitos Canyon Emergency Road Repairs | | | | \$ 100,000 | \$ (100,000) | 0% | |
| 18-13 | Denniston WTP and Tank Road Repairs and Paving | | | | \$ 400,000 | \$ (400,000) | 0% | Expanded scope to include storm culverts; will go out to bid August-Sept 2019 |
| 99-01 | Meter Change Program | | \$ 20,000 | | \$ 20,000 | \$ - | 0% | |

Pipeline Projects

| | | | | | | | | |
|-------------|---|------------|------------|----------|------------|--------------|----|--|
| 07-03 | Pilarcitos Canyon Pipeline Replacement | open | \$ 700,000 | \$ 2,703 | \$ 700,000 | \$ - | 0% | Going out to bid August 2019; Waiting SFPUC project review certificate and real estate license to determine start date. |
| 07-04 | Bell Moon Pipeline Replacement Project | In process | \$ 250,000 | | \$ 330,000 | \$ (80,000) | 0% | Project started 8.5.2019 |
| 13-02 | Replace 8 Inch Pipeline Under Creek at Pilarcitos Ave | open | | | \$ 105,000 | \$ (105,000) | 0% | Proposal for preliminary HDD design work for \$105K on August agenda for Board approval |
| 14-01 | Replace 12" Welded Steel Line on Hwy 92 with 8" | open-\$77K | | | \$ 600,000 | \$ (600,000) | 0% | Proposal for aerial surveying for \$77K on August agenda for Board approval; bypass pipeline on Cozzolino property may be proposed for Spring 2020 |
| 14-27 | Grandview 2 Inch Replacement | In process | | | \$ 56,100 | \$ (56,100) | 0% | 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 | In process | | | \$ 550,000 | \$ (550,000) | 0% | Project was awarded in May 2019; work is scheduled to start 8.13.2019; project was originally planned for FY 20/21 |
| 14-32/19-03 | Casa del Mar (Install PRVs) and Grand Blvd PRV Station | In process | \$ 350,000 | | \$ 600,000 | \$ (250,000) | 0% | Project was awarded in May 2019; work is scheduled in September; Grand View portion of the CIP was originally planned for FY 20/21 |
| 18-01 | Pine Willow Oak - 2400 feet | In process | | | \$ 69,700 | \$ (69,700) | 0% | Engineering design work approved by Board in July 2019; (project is in CIP for FY21/22) |

Pump Stations / Tanks / Wells

| | | | | | | | | |
|-------------------|------------------------------------|-----|--------------|--|------------|--------------|----|--|
| 08-14,19-01,19-03 | Tank Projects | TBD | \$ 2,300,000 | | \$ 600,000 | \$ 1,700,000 | 0% | EKI is assisting Staff in developing a master tank plan for all of the District's tanks; we are currently waiting for completion of seismic and geotech analyses to finalized recommendations. |
| 09-18 | Pilarcitos Well field improvements | TBD | \$ 150,000 | | \$ 50,000 | \$ 100,000 | 0% | |
| 19-04 | Tanks - THM Control | | | | \$ 120,000 | \$ (120,000) | 0% | |

Water Supply Development

COASTSIDE COUNTY WATER DISTRICT
 APPROVED* CAPITAL IMPROVEMENT PROJECTS
 FISCAL YEAR 2019/2020

7/31/2019

| | | 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 |
|----------------------|--|---------|-------------------------------------|-------------------------------|-----------------------------------|------------------------|----------------|---|
| * Approved June 2018 | | | | | | | | |
| 12-12 | Denniston/San Vicente Water Supply Development | ongoing | \$ 200,000 | \$ 1,055 | \$ 120,000 | \$ 80,000 | 1% | Includes Balance Hydrologics monitoring |
| 17-12 | Recycled Water Project Development | | | \$ - | \$ 100,000 | \$ (100,000) | 0% | |

Water Treatment Plants

| | | | | | | | | |
|-------|--------------------------------|--|------------|----------|------------|--------------|-----|--|
| 08-07 | Nunes Filter Valve Replacement | | | | \$ 400,000 | \$ (400,000) | 0% | \$500K included in FY18/19 plan; Projection covers engineering design |
| 13-05 | Denniston WTP Emergency Power | | \$ 400,000 | \$ 6,307 | \$ 425,000 | \$ (25,000) | 13% | Design will be complete in October 2019 (\$50k approved by Board in March 2019.) Projection includes cost of two generators. |
| 18-11 | Nunes Bulk Caustic Tank | | \$ 40,000 | | \$ 40,000 | \$ - | 0% | |

FY 19/20 TOTAL \$ 4,870,000 \$ 10,065 \$ 6,056,800 \$ (1,186,800)

FY2018/2019 CIP Projects in process - paid in FY 2019/2020

| | | | | | | | | |
|----------------------------|--|--|----|---|----|---|----|---|
| | | | | | | | | |
| PREVIOUS YEAR TOTAL | | | \$ | - | \$ | - | \$ | - |

UNSCHEDULED/NEW CIP ITEMS FOR CURRENT FISCAL YEAR 2019/2020

| | | | | | | | | |
|-------------------|--|-----------|------------|--------|-----------|-------------|------|--|
| NN-00 | Unscheduled CIP | | \$ 100,000 | | | \$ 100,000 | 0% | |
| 08-16;11-05;11-06 | Seismic assessments-HMB Tanks 2-3. Cahill, Miramar | | | | | \$ - | | Approved March 2019 board meeting |
| 19-06 | Crystal Springs Pump Control Valves | | | \$ 737 | \$ 737 | \$ (737) | 100% | |
| 20-01 | Crystal Springs Pump 1 Replacement | Inprocess | | | \$ 80,000 | \$ (80,000) | 0% | Emergency Replacement Notice to Board August, 2019 |
| 20-02 | Crystal Springs - Spare Pump 1 | open | | | \$ 70,000 | \$ (70,000) | 0% | Proposal on August, 2019 Board Agenda |

NEW CIP TOTAL \$ 100,000 \$ 737 \$ 150,737 \$ (50,737)

CIP GRANDTOTAL \$ 4,970,000 \$ 10,802 \$ 6,207,537 \$ (1,237,537)

COLOR KEY:

| | |
|---|--------------|
| In process: Board has approved expenditure and work is in process | \$ 2,005,800 |
| Open: Close to a commitment - pending Board approval or notice to proceed | \$ 1,266,000 |

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

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

| Month | Admin (General Legal Fees) | Water Supply Develpmnt | Recycled Water | Transfer Program | CIP | Personnel | Water Shortage | Litigation | Infrastructure Project Review (Reimbursable) | TOTAL |
|---------------|---|---------------------------------------|---------------------------|-----------------------------|--------------|------------------|---------------------------|-------------------|--|---------------|
| Aug-18 | 3,230 | | | 647 | | 1,608 | | | 216 | 5,701 |
| Sep-18 | 3,246 | | | 757 | 963 | | | | | 4,965 |
| Oct-18 | 2,211 | | | | 437 | | | | | 2,648 |
| Nov-18 | 1,473 | | | | | | | | | 1,473 |
| Dec-18 | 2,714 | | | | | | | | | 2,714 |
| Jan-19 | 3,088 | | | 168 | 469 | | | | | 3,725 |
| Feb-19 | 3,101 | | | | 536 | | | | | 3,637 |
| Mar-19 | 6,508 | | | 1,218 | | | | | | 7,726 |
| 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 |
| TOTAL | 45,538 | 0 | 0 | 5,005 | 4,497 | 1,943 | 0 | 0 | 216 | 57,198 |

**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 |
|---------------|---------------------------------|---------------|-----------------------------------|---------------|---|
| Aug-18 | 480 | 2,380 | 2,138 | 4,998 | 2,138 |
| Sep-18 | 480 | 5,197 | | 5,677 | |
| Oct-18 | 480 | | 3,143 | 3,623 | 3,143 |
| Nov-18 | 480 | 3,518 | 254 | 4,252 | 254 |
| Dec-18 | 480 | 3,972 | 2,820 | 7,271 | 2,820 |
| Jan-19 | 480 | 5,126 | | 5,606 | |
| Feb-19 | 480 | 2,475 | | 2,955 | |
| Mar-19 | 480 | | | 480 | |
| 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 |
| TOTAL | 5,770 | 26,221 | 9,706 | 41,697 | 9,706 |

**EKI Environment & Water
Engineering Services Billed Through July 31, 2019**

| Contract Date | Not to Exceed Budget | Status | FY 2018-2019 | FY 2018-2019 |
|----------------------|-----------------------------|---------------|---------------------|---------------------|
|----------------------|-----------------------------|---------------|---------------------|---------------------|

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 | |
| Sub Total - CIP Project Management Services | | \$ 320,000.00 | | \$ 156,547.34 |

| | | | | | |
|---|-----------|--------------|----------|--------------|--|
| Highway 1 South Pipeline Replacement Project | 9.20.2018 | \$ 25,000.00 | Complete | \$ 17,680.45 | |
| Ferdinand Avenue Pipeline Replacement Design | 2.12.2019 | \$ 29,000.00 | Complete | \$ 27,824.37 | |
| Casa Del Mar Main Replacement (Phase 1) and Grand Boulevard Pipeline/PRV Loop Design | 2.12.2019 | \$ 28,500.00 | Complete | \$ 27,297.34 | |
| Denniston Culvert Replacement and Paving Project | 7.1.2019 | \$ 9,900.00 | Open | | |
| Construction Inspection Services for Ferdinand Avenue Water Main Replacement Project | 7.1.2019 | \$ 29,800.00 | Open | | |
| Pine Willow Oak Water Main Replacement Project | 7.29.2019 | \$ 69,700.00 | Open | | |
| Grandview Water Main Replacement Project | 7.29.2019 | \$ 56,100.00 | Open | | |

Total - All Services

| | | |
|----------------------|----------------------|-------------|
| \$ 568,000.00 | \$ 229,349.50 | \$ - |
|----------------------|----------------------|-------------|

Calcon T&M Projects Tracking

7/31/2019

| 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 | EI 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 | |
| Closed Projects - Subtotal (pre FY2019-20) | | | | | \$785,944.98 | \$857,573.86 | |
| FY 2019-20 Open Projects: | | | | | | | |
| 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 | |
| CAL-19-01 | CSP Cla-Val Power Checks | | 2/4/2019 | 2/4/2019 | \$15,067.91 | \$ 17,852.94 | |
| 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 | |
| | CSP Main Breaker | | | | | | |
| Open Projects - Subtotal | | | | | \$70,374.88 | \$68,585.96 | \$0.00 |
| Other: Maintenance | | | | | | | |
| | Tanks | | | | | | |
| | Crystal Springs Maintenance | | | | | \$ 163.88 | |
| | Nunes Maintenance | | | | | | |
| | Denniston Maintenance | | | | | | |
| | Distribution System | | | | | | |
| TOTAL FY 2019/20 | | | | | | \$ 163.88 | |

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

July 9, 2019

- 1) **ROLL CALL** - President Ken Coverdell called the meeting to order at 6:00 p.m. Present at roll call: Directors Bob Feldman, Glenn Reynolds, and Vice President Chris Mickelsen. Director Jim Larimer was absent. Mr. David Dickson, General Manager, and Patrick Miyaki, Legal Counsel, were also present.
- 2) **PUBLIC COMMENT** - There were no public comments.
- 3) **CLOSED SESSION**
 - A. **Public Employment Pursuant to California Government Code Section 54957**
Title: General Manager
- 4) **RECONVENE TO OPEN SESSION**
 - A. **Public Report of Closed Session Action**
The Board reconvened into open session at 6:56 p.m. with a report of “no action being taken in the closed session” provided.
- 5) **ADJOURNMENT** - The special meeting was adjourned at 6:57 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary to the District

Ken Coverdell, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

July 9, 2019

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

Also present: David Dickson, General Manager; Mary Rogren, Assistant General Manager; Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations; and JoAnne Whelen, Administrative Assistant and Recording Secretary. Cathleen Brennan, Water Resource Analyst; and Gina Brazil, Office Manager joined the meeting later.

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC COMMENT** - Mr. Derbin, Superintendent of Operations, took this opportunity to introduce the District's new Distribution Supervisor, Darin Sturdivan. Additionally he acknowledged John Davis, retiring Distribution Supervisor, and thanked him for his 28 years of service to the District. Each of the Board members thanked Mr. Davis for his years of experience with the District and shared a few comments.

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending June 30, 2019:
Claims: \$639,999.48; Payroll: \$105,277.34 for a total of \$745,276.82
- B. Acceptance of Financial Reports
- C. Approval of Minutes of June 11, 2019 Regular Board of Directors Meeting
- D. Monthly Water Service Connection Transfer Report
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report – June 2019
- H. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- I. Monthly Rainfall Reports
- J. S.F.P.U.C. Hydrological Report for the month of May 2019
- K. Notice of Completion – Dismantle of the El Granada Wooden Tank (Hazen's)

Director Feldman reported that he had reviewed the monthly financial claims and found all to be in order.

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

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Reynolds reported that he is currently attending the Special District Leadership Academy Conference, organized by the California Special Districts Association in Napa, and will be returning to the conference in the morning. Additionally, he reported that he had also attended the National American Water Works Association (AWWA) meeting, held recently in Colorado.

6) GENERAL BUSINESS

A. Grandview Water Main Replacement Project – Award of Contract for Engineering Services with EKI Environment & Water, Inc. for Engineering Design and Construction Support Services

Mr. Derbin reviewed the background of this project, including staff's recommendation to authorize this project.

ON MOTION BY Director Reynolds and seconded by Vice-President Mickelsen, the Board voted by roll call vote to authorize the General Manager to execute a professional services agreement with EKI Environment and Water Inc. (EKI) for engineering design, bid document and construction support services for the Grandview Water Main Replacement project for a not to exceed amount of \$56,100:

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

B. Pine / Willow / Oak Water Main Replacement Project Award of Contract for Engineering Services with EKI Environment & Water, Inc. for Engineering Design and Construction Support Services

Mr. Derbin also described the components and location of this project to the Board.

ON MOTION BY Director Reynolds and seconded by Vice-President Mickelsen, the Board voted by roll call vote to authorize the General Manager to execute a professional services agreement with EKI Environment and Water Inc. (EKI) for engineering design, bid document and construction support services for the Pine/Willow/Oak Water Main Replacement Project for a not to exceed amount of \$69,700:

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

C. **Approval of Professional Services Agreement with EKI Environment & Water, Inc. for Capital Project Management Support Services**

Mr. Dickson summarized the background of the District's many current projects requiring extensive preparations, including planning, design, environmental documentation, permitting, bidding, and contract management. He thanked EKI for their services and reviewed some of the projects that EKI has recently provided assistance with and advised that staff would like the support from EKI to continue.

ON MOTION BY Director Reynolds and seconded by Vice-President Mickelsen, the Board voted by roll call vote to authorize the General Manager to retain the professional services of EKI Environment and Water (EKI) for capital project management support for the 2019-2020 fiscal year for a not-to-exceed budget of \$180,000:

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

D. **Fiscal 2018-2019 Year-End Financial Results - Preliminary**

Ms. Rogren summarized the year to date operating revenue, non-operating revenue and operating expenses and variances. Additionally, she reviewed the budget overages, the year-to-date debt service and contributions to the Capital Improvement Program (CIP) and Reserves. She also recapped CIP expenditures and the District's current cash reserves.

E. **Consider Approval of Resolution 2019-03 Establishing Appropriations Limit Applicable to District during Fiscal Year 2019/2020**

President Coverdell introduced this agenda item.

ON MOTION BY Director Reynolds and seconded by Director Feldman, the Board voted by roll call vote to adopt Resolution 2019-03 Establishing Appropriations Limit Applicable to District during Fiscal year 2019/2020:

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

F. Approval for Backhoe Replacement

Mr. Derbin provided the background of this request to replace the District's seventeen-year-old backhoe, and noted that this equipment will soon no longer be compliant with Air Resources Board off-road diesel engine emissions requirements. Mr. Dickson provided clarification that the approval includes a trade-in value of \$15,000 for the District's current backhoe.

ON MOTION BY Director Reynolds and seconded by Director Feldman, the Board voted by roll call vote to authorize the General Manager to trade in the old John Deere backhoe and purchase a new one for \$157,694.17:

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

7) MONTHLY INFORMATIONAL REPORTS

A. Superintendent of Operations

Mr. Derbin reviewed operations highlights for the month of June.

B. Water Resource Analyst Report

Ms. Brennan announced that the District had distributed its annual Consumer Confidence Report (CCR) with water quality data for calendar year 2018, and reported that the District met all U.S. Environmental Protection Agency (EPA) and California State drinking water health standards.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

Director Reynolds referenced the Water Shutoff Protection Act, signed into law last year and inquired about the District's progress with compliance with the Act. Mr. Miyaki assured the Board that work on the policy is currently ongoing with District staff.

- 9) **ADJOURNMENT** - The meeting was adjourned at 7:52 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary to the District

Ken Coverdell, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

August 6, 2019

- 1) **ROLL CALL** - President Ken Coverdell called the meeting to order at 8:55 a.m. Present at roll call: Directors Bob Feldman, Glenn Reynolds, Jim Larimer and Vice President Chris Mickelsen. Mr. David Dickson, General Manager, was also present.
- 2) **PUBLIC COMMENT** - There were no public comments.
- 3) **CLOSED SESSION**
 - A. **Public Employment Pursuant to California Government Code Section 54957**
Title: General Manager
- 4) **RECONVENE TO OPEN SESSION**
 - A. **Public Report of Closed Session Action**
The Board reconvened into open session at 4:06 p.m. with a report of no action being taken in the closed session.
- 5) **ADJOURNMENT** - The special meeting was adjourned at 4:07 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary to the District

Ken Coverdell, President
Board of Directors

**WATER SERVICE CONNECTION TRANSFER REPORT
TRANSFERS APPROVED FOR THE MONTH OF JULY 2019**

| DONATING APN | PROPERTY OWNER(S) | RECIPIENT APN | PROPERTY OWNER(S) | # OF CONNECTIONS | DATE |
|--------------|--|---------------|------------------------------------|------------------|---------------|
| 115-520-170 | Charles J. Keenan III (c/o Joyce Yamigiwa) | 047-208-120 | Sean & Kathleen Freitas | one - 5/8" | July 29, 2019 |
| 115-520-170 | Charles J. Keenan III (c/o Joyce Yamigiwa) | 056-141-430 | Vilma Barrientos and Mario Cabrera | one - 5/8" | July 29, 2019 |
| 047-122-250 | Alfred Perruquet | 047-122-010 | Andrew A. Uccelli | one - 5/8" | July 29, 2019 |

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

FY 19/20 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 | | | | | | | | | | | | 4 |
| 3/4" meter | | | | | | | | | | | | | |
| 1" meter | | | | | | | | | | | | | |
| 1 1/2" meter | | | | | | | | | | | | | |
| 2" meter | | | | | | | | | | | | | |
| 3" meter | | | | | | | | | | | | | |
| HMB Priority | | | | | | | | | | | | | |
| 0.5" capacity increase | | | | | | | | | | | | | |
| 5/8" meter | | | | | | | | | | | | | |
| 3/4" meter | | | | | | | | | | | | | |
| 1" meter | | | | | | | | | | | | | |
| 1 1/2" meter | | | | | | | | | | | | | |
| 2" meter | | | | | | | | | | | | | |
| County Non-Priority | | | | | | | | | | | | | |
| 0.5" capacity increase | | | | | | | | | | | | | |
| 5/8" meter | | | | | | | | | | | | | |
| 3/4" meter | | | | | | | | | | | | | |
| 1" meter | | | | | | | | | | | | | |
| County Priority | | | | | | | | | | | | | |
| 5/8" meter | | | | | | | | | | | | | |
| 3/4" meter | | | | | | | | | | | | | |
| 1" meter | | | | | | | | | | | | | |
| Totals | 4 | | | | | | | | | | | | 4 |

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 2019 Capacity (5/8" connection equivalents) | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Totals |
|--|------|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------|
| HMB Non-Priority | 4 | | | | | | | | | | | | 4 |
| HMB Priority | | | | | | | | | | | | | |
| County Non-Priority | | | | | | | | | | | | | |
| County Priority | | | | | | | | | | | | | |
| Total | 4 | | | | | | | | | | | | 4 |

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2020

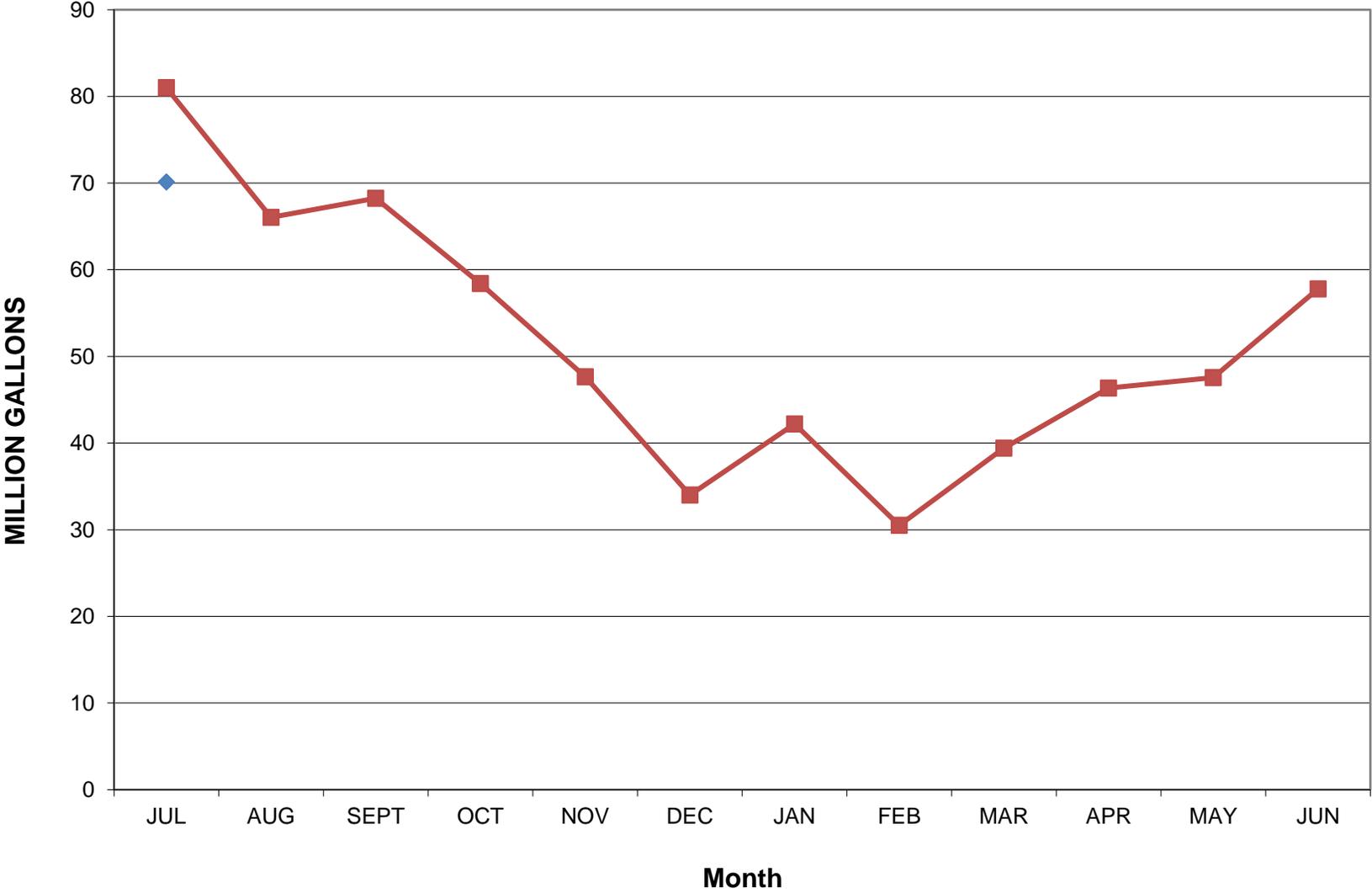
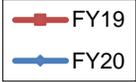
| | CCWD Sources | | | SFPUC Sources | | RAW WATER TOTAL | UNMETERED WATER | TREATED TOTAL |
|------------------------|-----------------|---------------------|------------------|-----------------|---------------------------|-----------------|-----------------|---------------|
| | DENNISTON WELLS | DENNISTON 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 | | | | | | | | |
| SEPT | | | | | | | | |
| OCT | | | | | | | | |
| NOV | | | | | | | | |
| DEC | | | | | | | | |
| JAN | | | | | | | | |
| FEB | | | | | | | | |
| MAR | | | | | | | | |
| APR | | | | | | | | |
| MAY | | | | | | | | |
| JUN | | | | | | | | |
| TOTAL | 1.61 | 28.25 | 0.00 | 22.27 | 20.58 | 72.71 | 2.58 | 70.13 |
| % MONTHLY TOTAL | 2.2% | 38.9% | 0.0% | 30.6% | 28.3% | 100.0% | 3.6% | 96.4% |
| % ANNUAL TO DATE TOTAL | 2.2% | 38.9% | 0.0% | 30.6% | 28.3% | 100.0% | 3.6% | 96.4% |

CCWD vs SFPUC- month 41.1% 58.9%
 CCWD vs SFPUC- annual 41.1% 58.9%

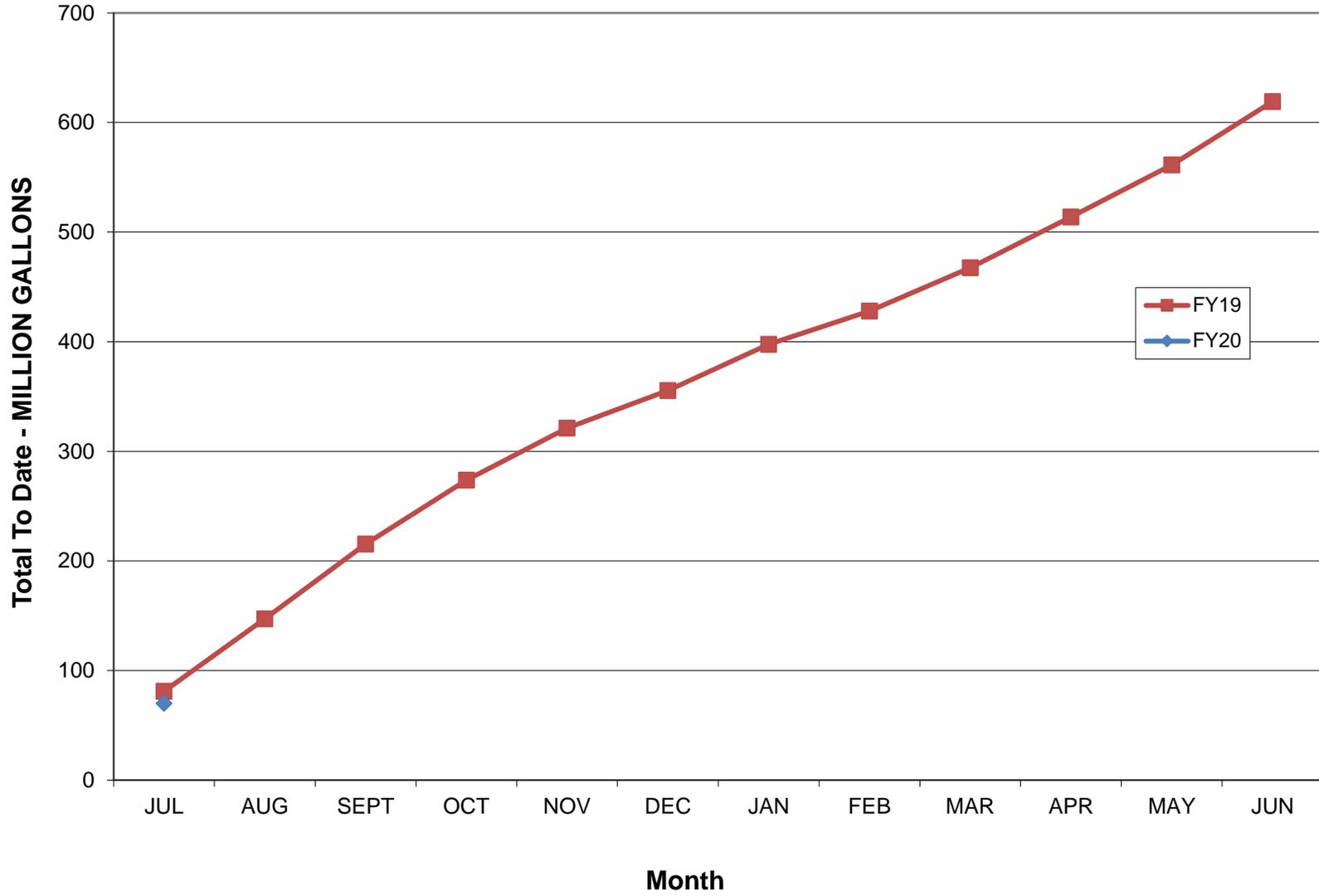
12 Month Running Treated Total **608.23**
TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2019

| | 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



**Coastside County Water District Monthly Sales By Category (MG)
FY2020**

| | JUL | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | MG to Date |
|---------------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| RESIDENTIAL | 21.973 | | | | | | | | | | | | 21.97 |
| COMMERCIAL | 3.668 | | | | | | | | | | | | 3.67 |
| RESTAURANT | 1.821 | | | | | | | | | | | | 1.82 |
| HOTELS/MOTELS | 2.736 | | | | | | | | | | | | 2.74 |
| SCHOOLS | 0.615 | | | | | | | | | | | | 0.62 |
| MULTI DWELL | 2.743 | | | | | | | | | | | | 2.74 |
| BEACHES/PARKS | 0.649 | | | | | | | | | | | | 0.65 |
| AGRICULTURE | 6.570 | | | | | | | | | | | | 6.57 |
| RECREATIONAL | 0.334 | | | | | | | | | | | | 0.33 |
| MARINE | 0.658 | | | | | | | | | | | | 0.66 |
| RES. IRRIGATION | 1.408 | | | | | | | | | | | | 1.41 |
| NON-RES. IRRIGATION | 4.191 | | | | | | | | | | | | 4.19 |
| DETECTOR CHECKS | 0.011 | | | | | | | | | | | | 0.01 |
| RAW WATER | 7.063 | | | | | | | | | | | | 7.06 |
| PORTABLE METERS | 0.255 | | | | | | | | | | | | 0.26 |
| CONSTRUCTION | 0.065 | | | | | | | | | | | | 0.07 |
| TOTAL - MG | 54.76 | 0.00 | 54.76 |

Non Residential Usage 32.79 0.00 0.00 0.00 26.99 0.00 0.00 0.00 0.00 0.00 0.00 0.00

Running 12 Month Total 593.55

12 mo Residential **303.54**

12 mo Non Residential **290.01**

FY2019

| | JUL | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | MG to Date |
|-------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|
| RESIDENTIAL | 21.678 | 40.757 | 21.103 | 37.146 | 19.333 | 32.169 | 15.175 | 26.330 | 16.373 | 25.291 | 17.834 | 30.060 | 303.25 |
| COMMERCIAL | 3.609 | 2.866 | 3.937 | 2.778 | 3.756 | 2.546 | 2.888 | 2.360 | 2.955 | 2.521 | 3.211 | 2.530 | 35.96 |
| RESTAURANT | 1.749 | 1.600 | 1.657 | 1.277 | 1.531 | 1.224 | 1.340 | 1.230 | 1.433 | 1.397 | 1.534 | 1.490 | 17.46 |
| HOTELS/MOTELS | 2.642 | 2.910 | 2.723 | 2.121 | 2.557 | 1.824 | 2.022 | 1.970 | 2.246 | 2.382 | 2.286 | 2.490 | 28.17 |
| SCHOOLS | 0.759 | 0.765 | 0.982 | 0.869 | 1.008 | 0.323 | 0.193 | 0.270 | 0.271 | 0.251 | 0.457 | 0.550 | 6.70 |
| MULTI DWELL | 2.698 | 2.669 | 2.633 | 2.582 | 2.590 | 2.581 | 2.282 | 2.520 | 2.257 | 2.662 | 2.322 | 2.680 | 30.48 |
| BEACHES/PARKS | 0.777 | 0.522 | 0.577 | 0.378 | 0.355 | 0.091 | 0.207 | 0.190 | 0.217 | 0.322 | 0.304 | 0.410 | 4.35 |
| AGRICULTURE | 9.217 | 5.454 | 8.844 | 5.760 | 5.456 | 3.786 | 3.468 | 4.730 | 6.150 | 8.716 | 7.954 | 8.260 | 77.80 |
| RECREATIONAL | 0.236 | 0.265 | 0.237 | 0.233 | 0.183 | 0.205 | 0.132 | 0.180 | 0.153 | 0.208 | 0.197 | 0.220 | 2.45 |
| MARINE | 0.635 | 0.589 | 0.637 | 0.468 | 0.691 | 0.442 | 0.404 | 0.480 | 0.372 | 1.186 | 0.543 | 0.500 | 6.95 |
| IRRIGATION | 7.926 | 8.990 | 5.611 | 2.210 | 1.320 | 0.835 | 0.338 | 0.330 | 0.311 | 0.587 | 0.980 | 1.480 | 30.92 |
| RAW WATER | 0.040 | 0.066 | 0.079 | 0.021 | 0.087 | 0.034 | 0.011 | 0.010 | 0.004 | 0.008 | 0.015 | 0.010 | 0.39 |
| DETECTOR CHECKS | 8.971 | 6.974 | 8.488 | 8.580 | 6.913 | 1.459 | 0.001 | 0.000 | 0.001 | 0.905 | 4.394 | 4.410 | 51.10 |
| PORTABLE METERS | 0.109 | 0.611 | 0.393 | 0.436 | 0.129 | 0.058 | 0.061 | 0.060 | 0.065 | 0.083 | 0.221 | 0.150 | 2.38 |
| CONSTRUCTION | 0.153 | 0.194 | 0.138 | 0.129 | 0.411 | 0.101 | 0.085 | 0.080 | 0.090 | 0.080 | 0.099 | 0.100 | 1.05 |
| TOTAL - MG | 61.20 | 75.23 | 58.04 | 64.99 | 46.32 | 47.68 | 28.61 | 40.74 | 32.90 | 46.60 | 42.35 | 55.34 | 599.99 |

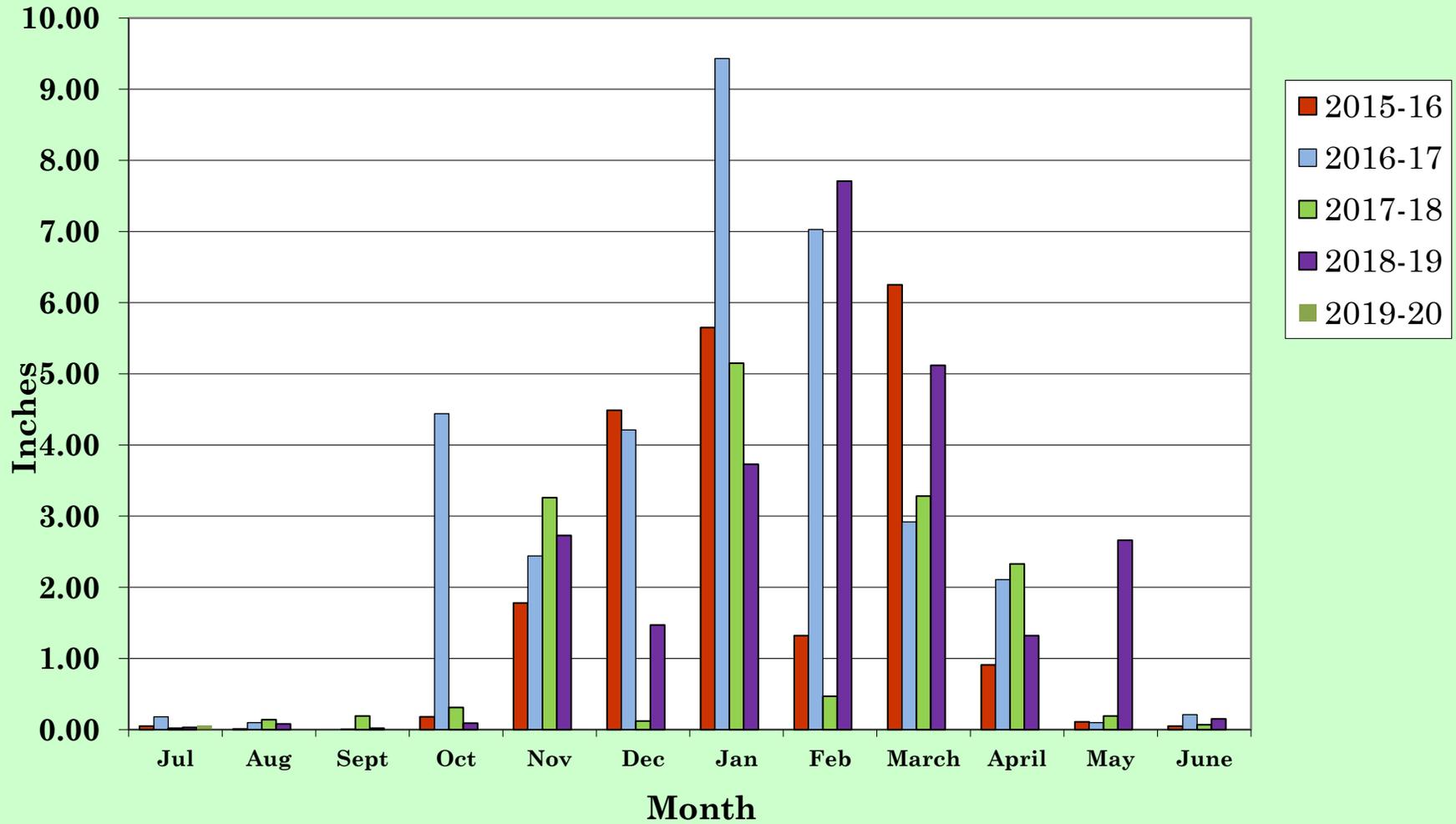
| CCWD Monthly Leak Report - July 2019 | | | | | | |
|---|--------------------------|---------------|---------------------|------------|------------------|-------------------------|
| | Date Reported Discovered | Date Repaired | Location | Pipe Class | Pipe Size & Type | Estimated Water Loss MG |
| 1 | 7/1/2019 | 7/2/19 | 683 Myrtle | Service | 3/4" Copper | 0.001 |
| 2 | 7/1/2019 | 7/2/2019 | 680 Myrtle | Service | 1" Copper | 0.000 |
| 3 | 7/4/2019 | 7/5/2019 | 444 Pine / 446 Pine | Service | 1" Copper | 0.001 |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| Total | | | | | | 0.002 |

| OTHER DISCHARGES | |
|---------------------------|-------|
| Total Volumes (MG) | |
| Flushing Program | 0.046 |
| Reservoir Cleaning | 0.000 |
| Automatic Blowoffs | 0.120 |
| Dewatering Operations | 0.000 |
| Other | 0.000 |
| PLANNED DISCHARGES | |
| GRAND TOTAL (MG) | |
| 0.166 | |

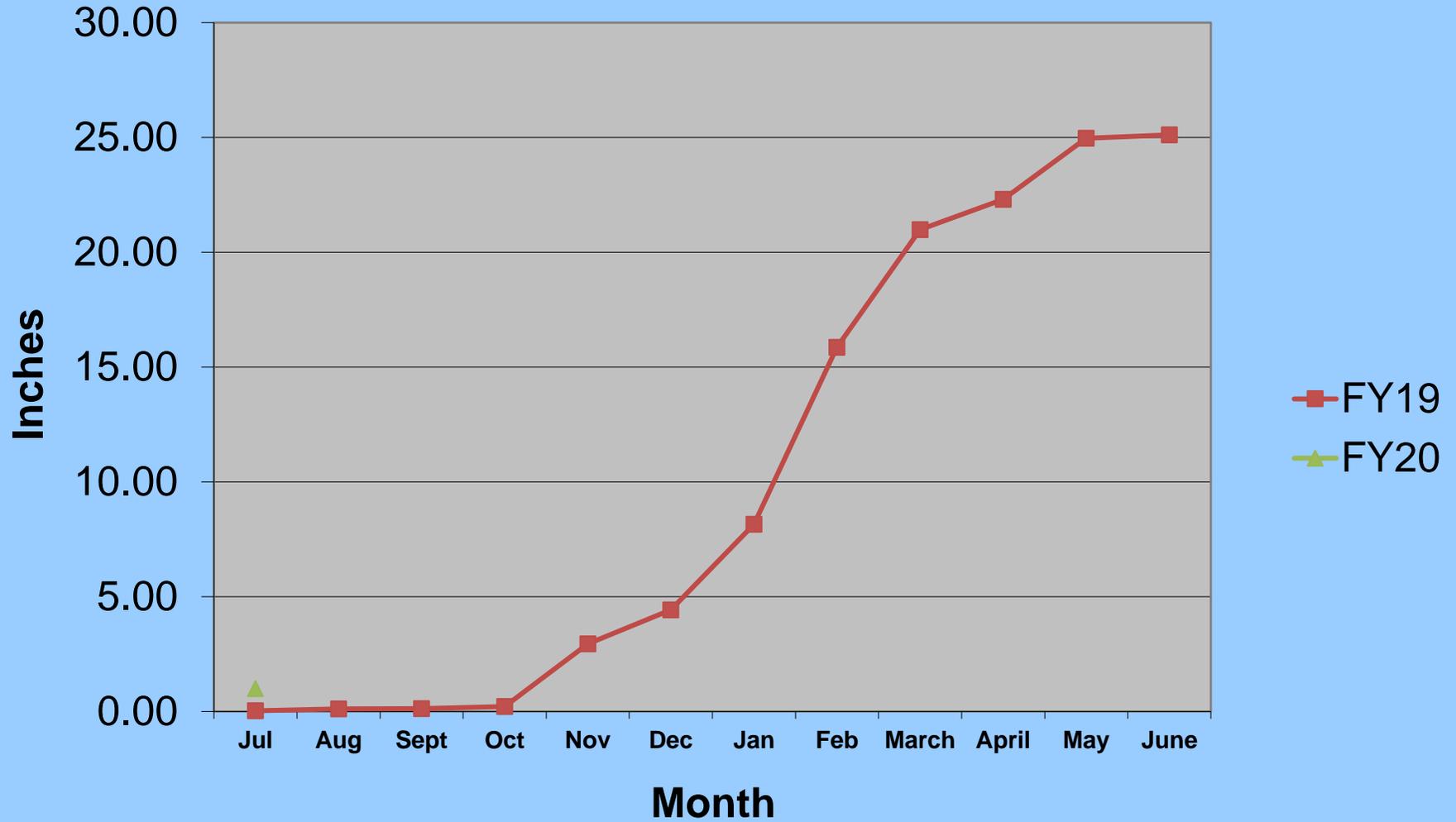
Coastside County Water District

Rainfall by Month

Fiscal Years 15 - 20

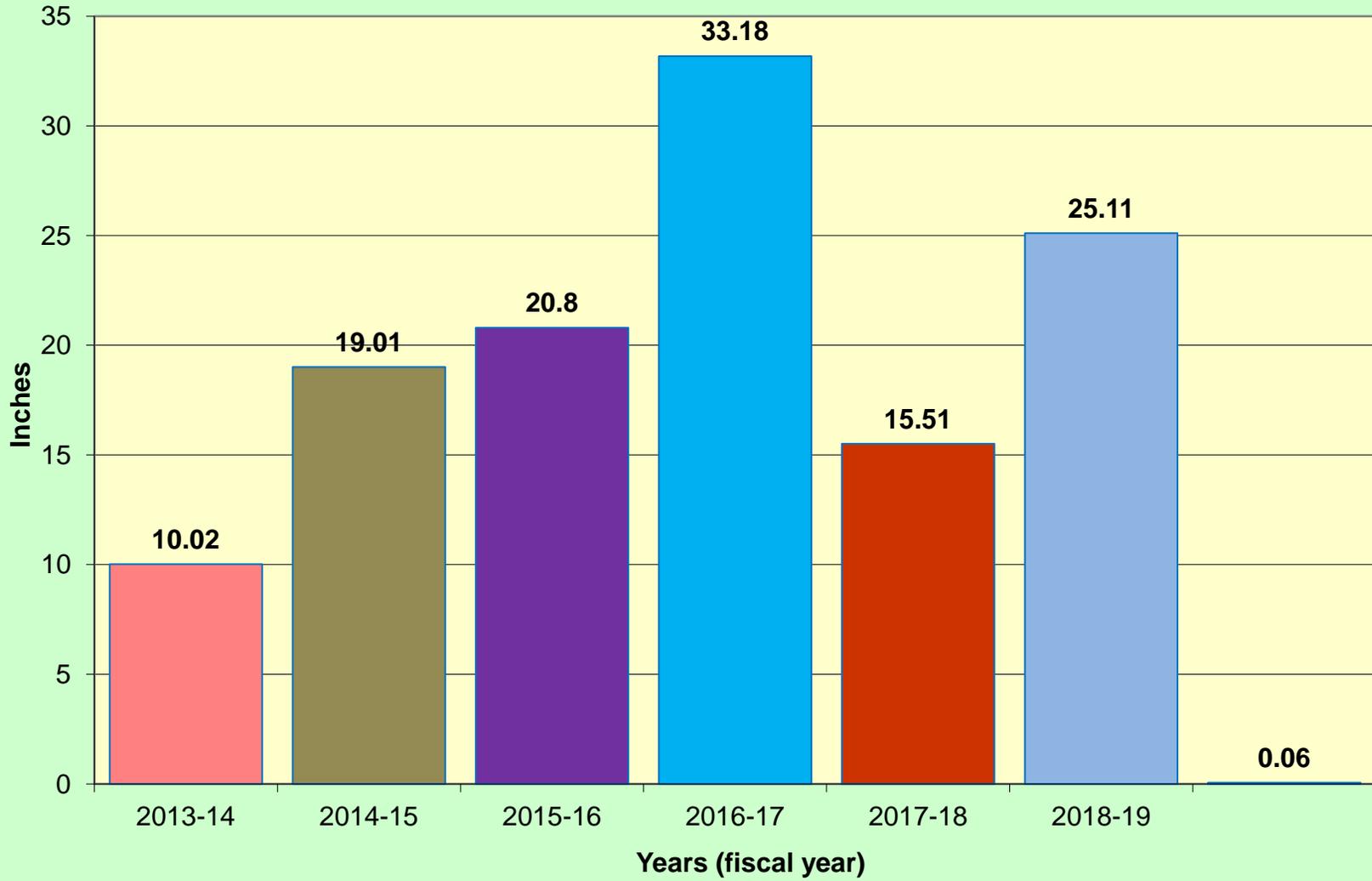


Rainfall Total Comparison Fiscal Years 19-20



Rain Totals

Fiscal Years 13 - 20



San Francisco Public Utilities Commission Hydrological Conditions Report June 2019

J.Chester, N.Waelty, R.Walters July 8, 2019



Spring runoff in the Tuolumne River managed with instream releases from O'Shaughnessy Dam..

System Storage

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

| Table 1 Current System Storage as of July 1, 2019 | | | | | | | |
|--|------------------|---------------------|------------------|---------------------|--------------------|---------------------|-------------------------------|
| Reservoir | Current Storage | | Maximum Storage | | Available Capacity | | Percentage of Maximum Storage |
| | acre-feet | millions of gallons | acre-feet | millions of gallons | acre-feet | millions of gallons | |
| Tuolumne System | | | | | | | |
| Hetch Hetchy Reservoir ¹ | 346,845 | | 360,360 | | 13,515 | | 96% |
| Cherry Reservoir ² | 269,536 | | 273,340 | | 5,804 | | 98% |
| Lake Eleanor ³ | 26,630 | | 27,100 | | 470 | | 98% |
| Water Bank ⁴ | 706,752 | | 706,752 | | 0 | | 100% |
| Tuolumne Storage | 1,349,763 | | 1,369,552 | | 19,789 | | 99% |
| Local Bay Area Storage | | | | | | | |
| Calaveras Reservoir | 65,401 | 21,311 | 96,824 | 31,550 | 31,422 | 10,239 | 68% |
| San Antonio Reservoir | 46,195 | 15,053 | 50,496 | 16,454 | 4,301 | 1,402 | 92% |
| Crystal Springs Reservoir | 53,882 | 17,558 | 58,377 | 19,022 | 4,494 | 1,464 | 92% |
| San Andreas Reservoir | 16,968 | 5,529 | 18,996 | 6,190 | 2,029 | 661 | 89% |
| Pilarcitos Reservoir | 2,911 | 948 | 2,995 | 976 | 84 | 27 | 97% |
| Total Local Storage | 185,356 | 60,398 | 227,688 | 74,192 | 42,331 | 13,793 | 81% |
| Total System | 1,535,119 | | 1,597,240 | | 62,120 | | 96% |

¹ Maximum Hetch Hetchy Reservoir storage with drum gates activated.

² Maximum Cherry Reservoir storage with flash-boards installed. Boards are in.

³ Maximum Lake Eleanor storage with flash-boards installed. Flashboards are currently in.

⁴ Additional Water Bank storage is derived from flood storage encroachment in Don Pedro.

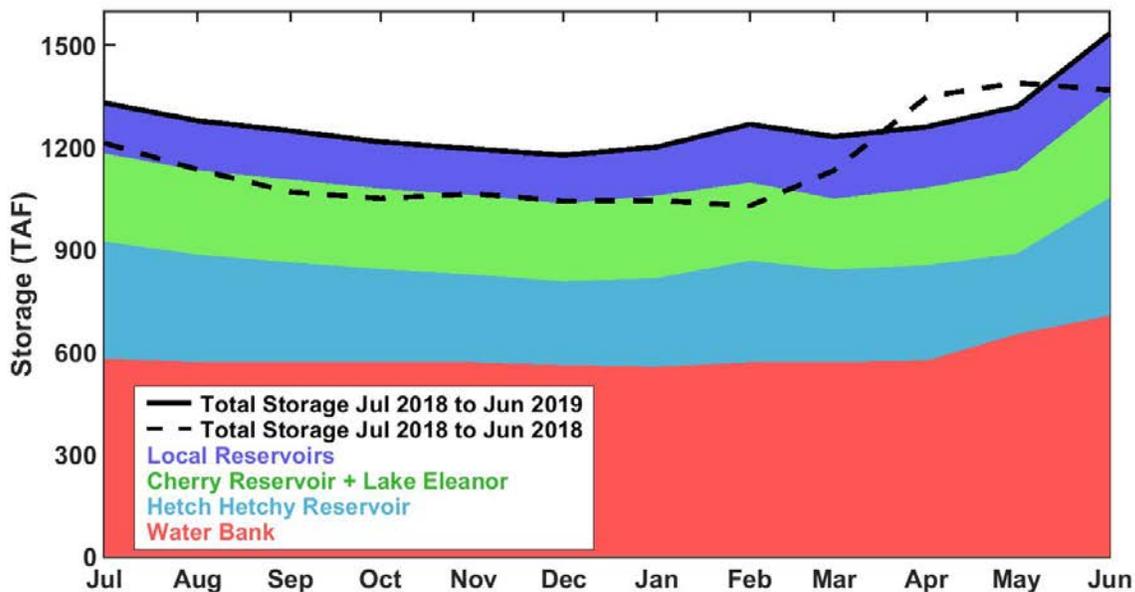


Figure 1: Monthly system storage for past 12 months in thousand acre-feet (TAF). Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.

Hetch Hetchy System Precipitation Index

Current Month: The June six-station precipitation index was 0.18 inches, or 32% of the average index for the month. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

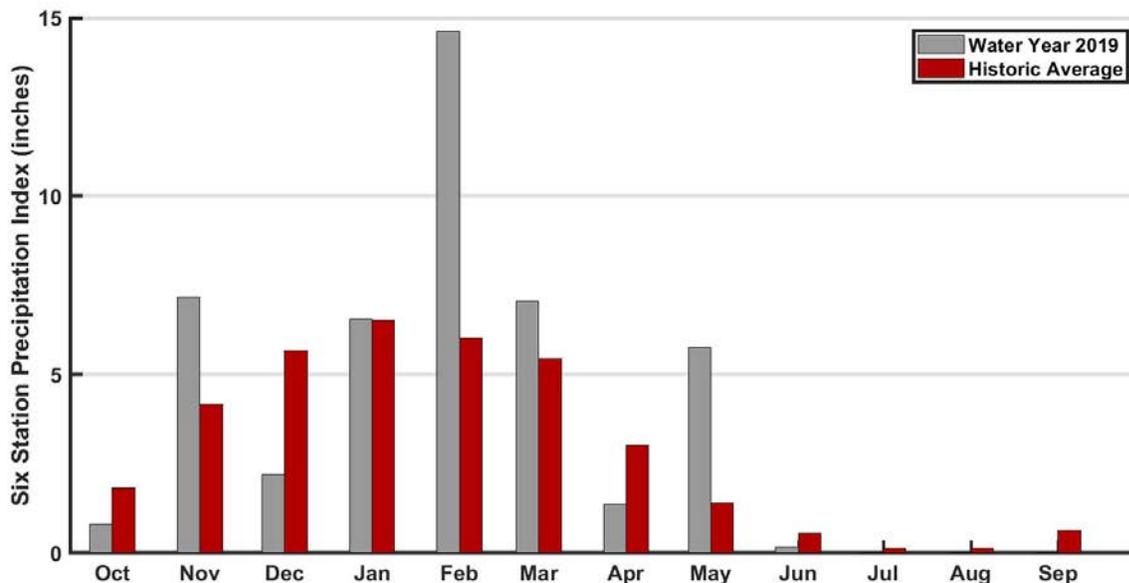


Figure 2: Monthly distribution of the six-station precipitation index as compared to the annual average precipitation for June 2019. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

Cumulative Precipitation to Date: As of July 1st, the six-station precipitation index for Water Year 2019 was 45.60 inches, which is 128% of the average annual water year total. Hetch Hetchy Weather Station received no precipitation in June, for a total of 42.1 inches for Water Year 2019. The cumulative Hetch Hetchy Weather Station precipitation is shown in Figure 3 in red.

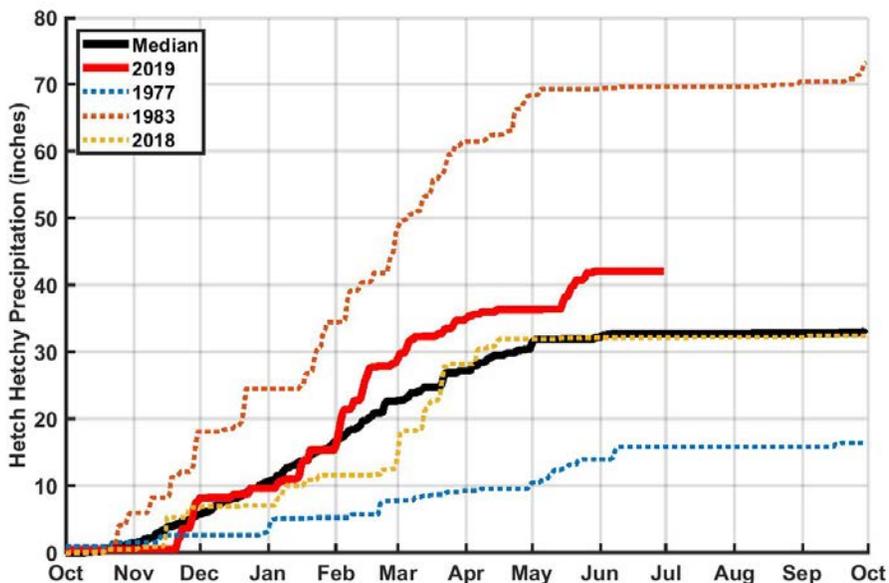


Figure 3: Water Year 2019 cumulative precipitation measured at Hetch Hetchy Weather Station. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with WY 2019 for comparison purposes.

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for June 2019 is summarized below in Table 2.

| * All flows are in acre-feet | June 2019 | | | | October 1, 2018 through June 30, 2019 | | | |
|---|---------------|---------------------|-------------------|-----------------|---------------------------------------|---------------------|-------------------|-----------------|
| | Observed Flow | Median ¹ | Mean ¹ | Percent of Mean | Observed Flow | Median ¹ | Mean ¹ | Percent of Mean |
| Inflow to Hetch Hetchy Reservoir | 408,321 | 202,040 | 205,042 | 199% | 907,938 | 655,559 | 644,354 | 141% |
| Inflow to Cherry Reservoir and Lake Eleanor | 191,825 | 78,156 | 86,714 | 221% | 633,644 | 422,299 | 421,404 | 150% |
| Tuolumne River at La Grange | 730,330 | 319,151 | 342,708 | 213% | 2,644,126 | 1,542,997 | 1,659,869 | 159% |
| Water Available to City | 544,023 | 136,136 | 188,318 | 289% | 1,570,234 | 561,406 | 715,904 | 219% |

¹Hydrologic Record: 1919-2015

Hetch Hetchy System Operations

Water delivery, via the Hetch Hetchy Aqueduct, increased from 220 MGD to 243 MGD on June 11th, and to 273 MGD on June 20th.

Hetch Hetchy Reservoir power draft and stream releases during the month totaled 297,499 acre-feet. Total precipitation in Water Year 2019 results in a Water Year Type A (normal to wet conditions) for Hetch Hetchy Reservoir, which will be maintained through the rest of the calendar year. Hetch Hetchy Reservoir minimum instream release requirements for the month of June were 125 cfs plus an additional 64 cfs anytime Kirkwood Powerhouse draft was greater than 920 cfs. Instream release requirements for July are 125 cfs plus an additional 64 cfs anytime Kirkwood Powerhouse draft is greater to 920 cfs. Supply forecasts show that there is water available to generate at full capacity at Kirkwood Powerhouse through the end of runoff. Hetch Hetchy Reservoir inflows are currently being managed via power draft and instream releases.

Cherry Reservoir power generation and valve releases totaled 79,263 acre-feet for the month and were used to maintain seasonal target elevations. The required minimum instream release from Cherry Reservoir was 5 cfs for June and increases to 15 cfs in July. Required minimum release from Lake Eleanor was 20 cfs and will remain at this rate until the end of September. Water transfer from Lake Eleanor to Cherry Reservoir was not utilized in June due to high inflow forecasts into Cherry Reservoir. The forecasts predict sufficient inflows to Cherry Reservoir to support filling of Cherry Reservoir and full generation at Holm without transfers.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant was off-line for the month, the average production rate for June was 0.5 MGD. The Sunol Valley Water Treatment Plant production rate for the month was 22 MGD.

Local System Water Delivery

The average June delivery rate was 238 MGD which is a 13% increase above May delivery rate of 211 MGD.

Local Precipitation

Precipitation was within the normal range for the month and characteristically dry. The rainfall summary for June 2019 is presented in Table 3.

| Weather Station Location | June | | Water Year 2019 | |
|---------------------------------|----------------|-------------------------------|-----------------|--------------------------------------|
| | Total (inches) | Percent of Mean for the Month | Total (inches) | Percent of Mean for the Year-To-Date |
| Pilarcitos Reservoir | 0.01 | 0.30 % | 46.49 | 125 % |
| Lower Crystal Springs Reservoir | 0.00 | 0 % | 28.88 | 111 % |
| Calaveras Reservoir | 0.00 | 0 % | 23.07 | 109 % |

Snowmelt and Water Supply

Based on the snow pillows, July 1st snow pack is currently 4% of the annual peak snowpack (Figure 4). The remaining snowpack will result in continued elevated inflows until the end of the runoff season.

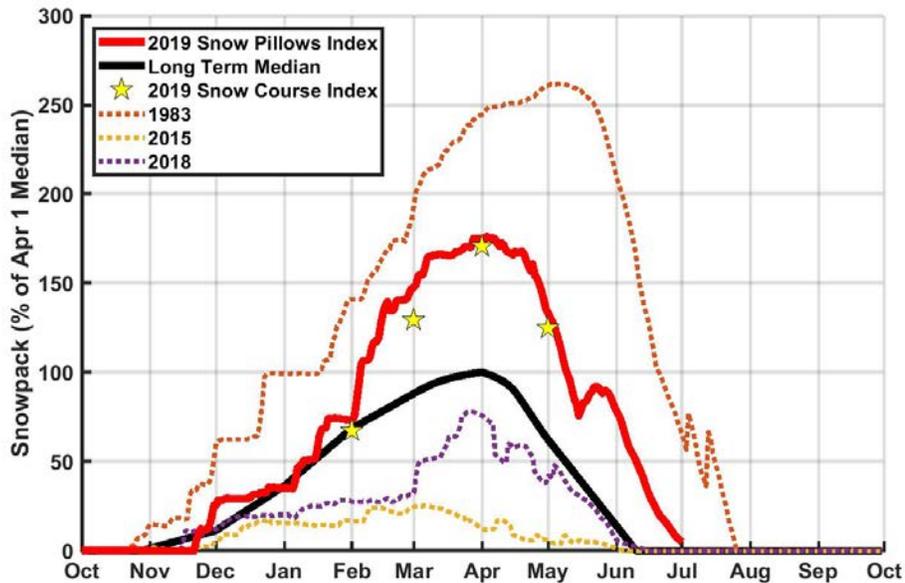


Figure 4: Tuolumne River Basin 10 Station Snow Index (lines), based on real time snow pillow SWE measurements in the Tuolumne Basin. Stars are an average of the snow survey sites in the basin.

Below-average precipitation in June resulted in a slight decrease in the seasonal water supply forecast (Figure 6). The extensive WY2019 snowpack, combined with upcountry reservoirs at seasonal storage targets, results in forecasts of sufficient future inflows to accommodate full available generation at all powerhouses throughout runoff and refilling of the Tuolumne River system by the end of runoff. Remaining snowpack at elevation and slowly warming weather indicate the possibility of an extended runoff season, expected to last through July. This will result in high water availability through the beginning of summer. The expected spill from Hetch Hetchy Reservoir will be managed through valve releases via the Upper Tuolumne River Ecosystem Program (UTREP). UTREP releases started April 27th and are expected to continue through the end of runoff. Cherry Reservoir is expected to fill with some valve releases required. Lake Eleanor will remain near full throughout runoff, as inflows will exceed our ability to transfer to Cherry Reservoir for power generation at Holm Powerhouse.

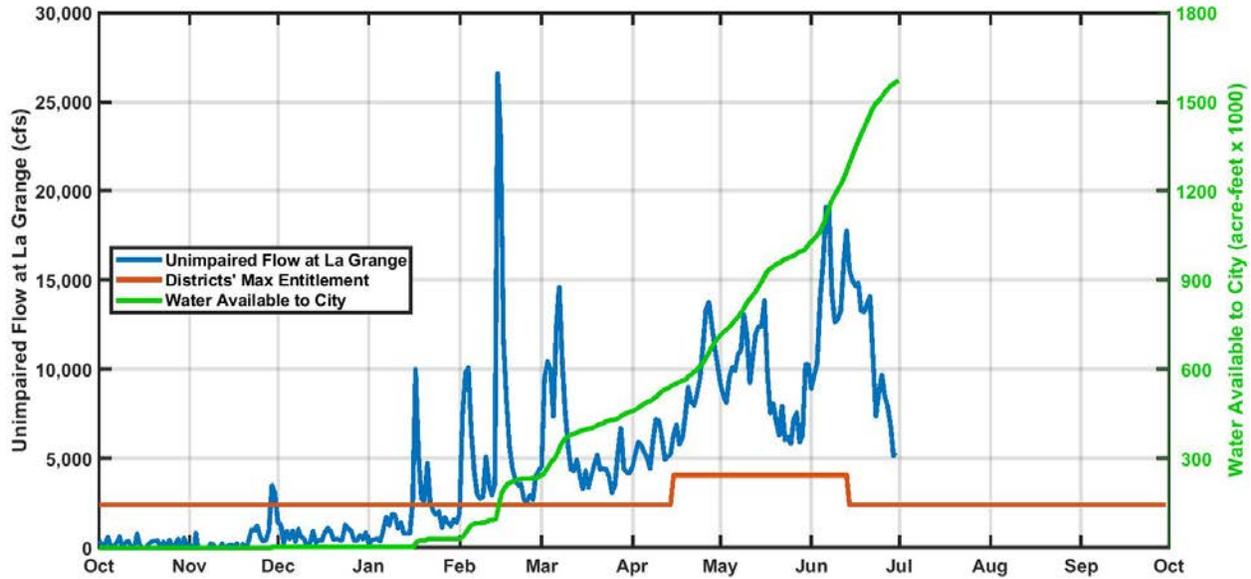


Figure 5: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. To date there has been 1,570,234 ac-ft available to the city in Water Year 2019.

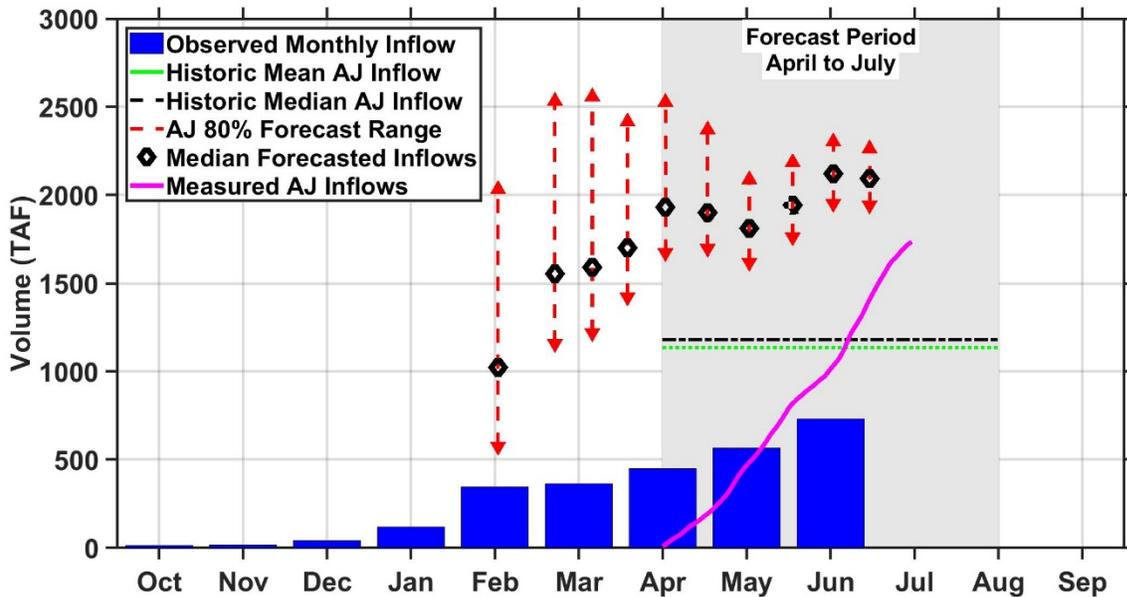
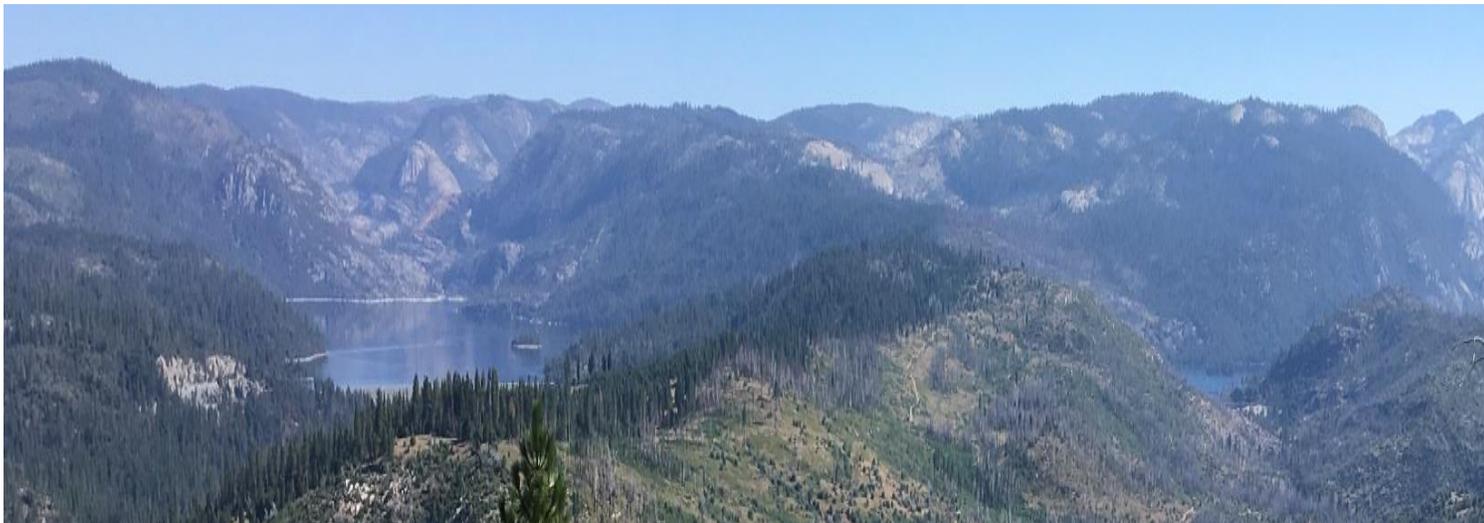


Figure 6: The Water Supply Forecast Model (WSFM) median forecast at La Grange is well above the long term average, due to significant snowpack and precipitation this last winter. The July 1st WSFM forecast predicts sufficient inflows to refill the Tuolumne River System by the end of runoff.

San Francisco Public Utilities Commission
Hydrological Conditions Report
July 2019

J.Chester, C. Graham, N.Waelty, August 8, 2019



As seen from Burnout Ridge: Cherry Reservoir on the left and Lake Eleanor on the right.

System Storage

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

| Table 1 Current System Storage as of August 1, 2019 | | | | | | | |
|--|------------------------|----------------------------|------------------------|----------------------------|---------------------------|----------------------------|--------------------------------------|
| | Current Storage | | Maximum Storage | | Available Capacity | | Percentage of Maximum Storage |
| | acre-feet | millions of gallons | acre-feet | millions of gallons | acre-feet | millions of gallons | |
| Tuolumne System | | | | | | | |
| Hetch Hetchy Reservoir ¹ | 359,769 | | 360,360 | | 591 | | 100% |
| Cherry Reservoir ² | 259,318 | | 273,345 | | 14,027 | | 95% |
| Lake Eleanor ³ | 26,146 | | 27,100 | | 954 | | 96% |
| Water Bank ⁴ | 713,083 | | 713,083 | | 0 | | 100% |
| Tuolumne Storage | 1,358,316 | | 1,373,888 | | 15,572 | | 99% |
| Local Bay Area Storage | | | | | | | |
| Calaveras Reservoir | 64,125 | 20,895 | 96,824 | 31,550 | 32,699 | 10,665 | 66% |
| San Antonio Reservoir | 45,544 | 14,841 | 50,496 | 16,454 | 4,952 | 1,614 | 90% |
| Crystal Springs Reservoir | 54,130 | 17,638 | 58,377 | 19,022 | 4,246 | 1,384 | 93% |
| San Andreas Reservoir | 18,008 | 5,868 | 18,996 | 6,190 | 989 | 322 | 95% |
| Pilarcitos Reservoir | 2,888 | 941 | 2,995 | 976 | 107 | 35 | 96% |
| Total Local Storage | 184,695 | 60,183 | 227,688 | 74,192 | 42,993 | 14,009 | 81% |
| Total System | 1,543,011 | | 1,601,575 | | 58,565 | | 96% |

¹ Maximum Hetch Hetchy Reservoir storage with drum gates activated.

² Maximum Cherry Reservoir storage with flash-boards installed. Boards are in.

³ Maximum Lake Eleanor storage with flash-boards installed. Flashboards are currently in.

⁴ Additional Water Bank storage is derived from flood storage encroachment in Don Pedro.

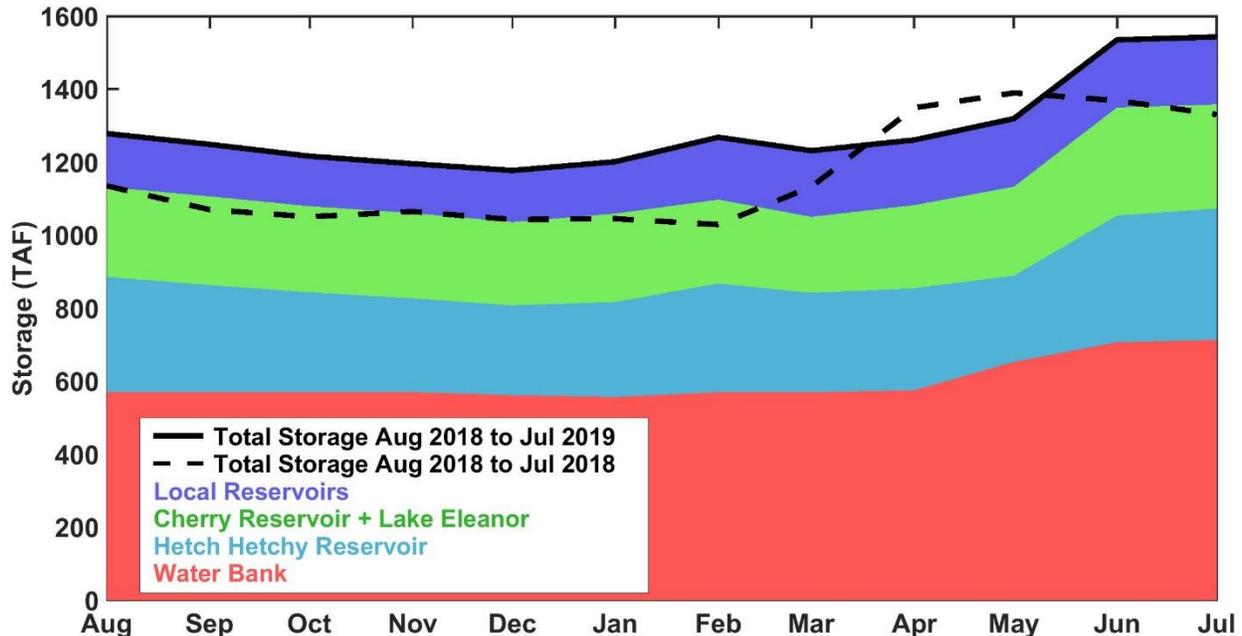


Figure 1: Monthly system storage for past 12 months in thousand acre-feet (TAF). Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.

Hetch Hetchy System Precipitation Index

Current Month: The July six-station precipitation index was 0.02 inches, or 18% of the average index for the month. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

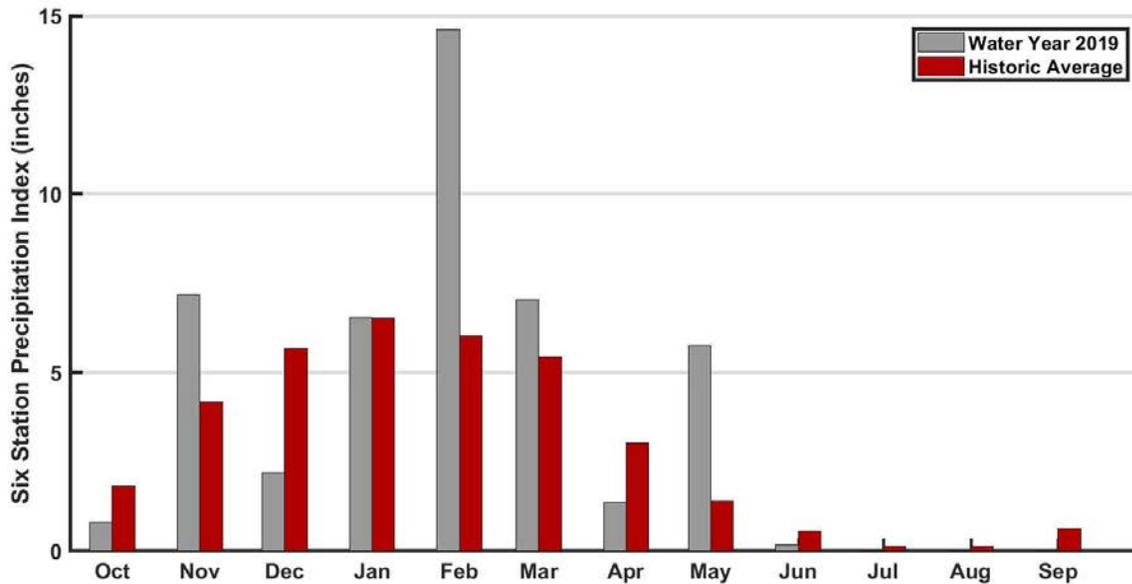


Figure 2: Monthly distribution of the six-station precipitation index as compared to the annual average precipitation for July 2019. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

Cumulative Precipitation to Date: As of August 1st, the six-station precipitation index for Water Year 2019 was 45.63 inches, which is 131% of the average annual water year total. Hetch Hetchy Weather Station received no precipitation in July, for a total of 42.1 inches for Water Year 2019. The cumulative Hetch Hetchy Weather Station precipitation is shown in Figure 3 in red.

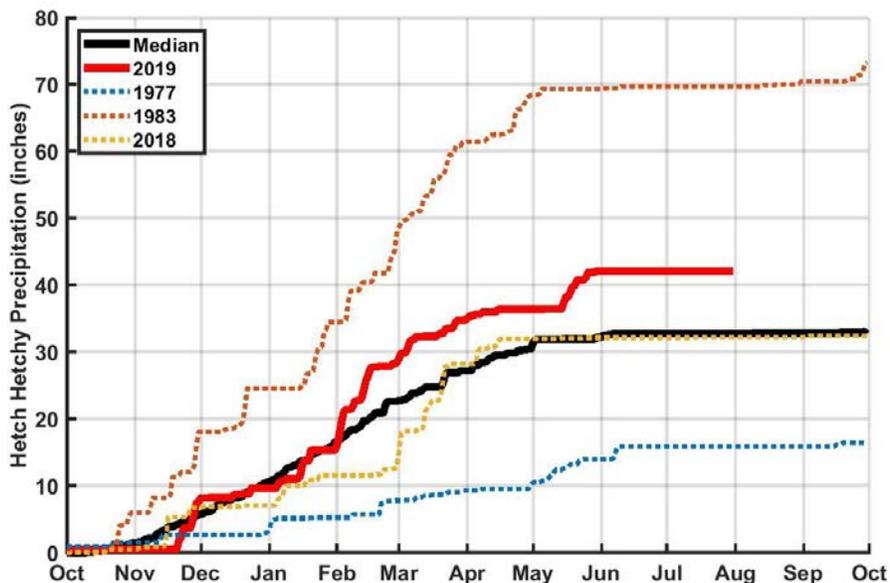


Figure 3: Water Year 2019 cumulative precipitation measured at Hetch Hetchy Weather Station. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with WY 2019 for comparison purposes.

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for July 2019 is summarized below in Table 2.

| * All flows are in acre-feet | July 2019 | | | | October 1, 2018 through July 31, 2019 | | | |
|---|---------------|---------------------|-------------------|-----------------|---------------------------------------|---------------------|-------------------|-----------------|
| | Observed Flow | Median ¹ | Mean ¹ | Percent of Mean | Observed Flow | Median ¹ | Mean ¹ | Percent of Mean |
| Inflow to Hetch Hetchy Reservoir | 142,479 | 39,814 | 74,169 | 192% | 1,050,417 | 690,063 | 718,523 | 146% |
| Inflow to Cherry Reservoir and Lake Eleanor | 66,333 | 11,494 | 25,282 | 262% | 699,977 | 439,143 | 446,920 | 157% |
| Tuolumne River at La Grange | 244,828 | 66,625 | 118,761 | 206% | 2,888,954 | 1,653,667 | 1,778,630 | 162% |
| Water Available to City | 105,808 | 952 | 46,132 | 229% | 1,676,042 | 579,119 | 762,517 | 220% |

¹Hydrologic Record: 1919-2015

Hetch Hetchy System Operations

Water delivery via the Hetch Hetchy Aqueduct decreased from 273 MGD to 242 MGD on July 24th.

Hetch Hetchy Reservoir power draft and stream releases during the month totaled 128,763 acre-feet. Total precipitation in Water Year 2019 results in a Water Year Type A (normal to wet conditions) for Hetch Hetchy Reservoir, which will be maintained through the rest of the calendar year. Hetch Hetchy Reservoir minimum instream release requirements for the month of July were 125 cfs plus an additional 64 cfs anytime Kirkwood Powerhouse draft was greater than 920 cfs. Instream release requirements for August are 125 cfs.

Cherry Reservoir power generation and valve releases totaled 59,744 acre-feet for the month and were used to maintain seasonal target elevations. The required minimum instream release from Cherry Reservoir was 15 cfs for July and will remain at 15 cfs for August. Required minimum release from Lake Eleanor was 20 cfs and will remain at this rate until the end of September. In July a total of 4,604 acre-feet of water was transferred from Lake Eleanor to Cherry Reservoir via the Cherry / Eleanor Diversion.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for July was 30 MGD. The Sunol Valley Water Treatment Plant was in stand-by status for much of the month and average production rate for July 1 MGD.

Local System Water Delivery

The average July delivery rate was 240 MGD which is a 1% increase above the June delivery rate of 238 MGD.

Local Precipitation

Precipitation totals for the month were consistent with the climate regime expected for the season and therefore dry with trace amounts of marine fog-derived precipitation recorded in the Pilarcitos reservoir watershed. The rainfall summary for July 2019 is presented in Table 3.

| Weather Station Location | July | | Water Year 2019 | |
|---------------------------------|----------------|-------------------------------|-----------------|--------------------------------------|
| | Total (inches) | Percent of Mean for the Month | Total (inches) | Percent of Mean for the Year-To-Date |
| Pilarcitos Reservoir | 0.00 | 0 % | 46.49 | 125 % |
| Lower Crystal Springs Reservoir | 0.00 | 0 % | 28.88 | 111 % |
| Calaveras Reservoir | 0.00 | 0 % | 23.07 | 109 % |

Snowmelt and Upcountry Water Supply

The 2019 Spring Runoff has ceased at all upcountry reservoirs as warm weather melted the snowpack by the end of July (Figure 4). Total system storage is near 96% as the upcountry and local reservoirs were filled towards the end of runoff and are being managed to maximize storage as the summer season begins. As of August 1st, there was 1,6760,42 acre-feet of water available to the City which is 220% of the water-year-to-date average (Figure 5).

Hetch Hetchy Reservoir came off spill on July 30th and is currently being drawn down via SJPL deliveries and instream releases. Holm Powerhouse generation to meet load and provide recreation flows are drawing Cherry Reservoir off the boards. Lake Eleanor came off spill on July 10th and is being drawn down via the Cherry / Eleanor Diversion. Water Bank is full and projected to debit starting in late August as upcountry storage is maintained through the summer and fall.

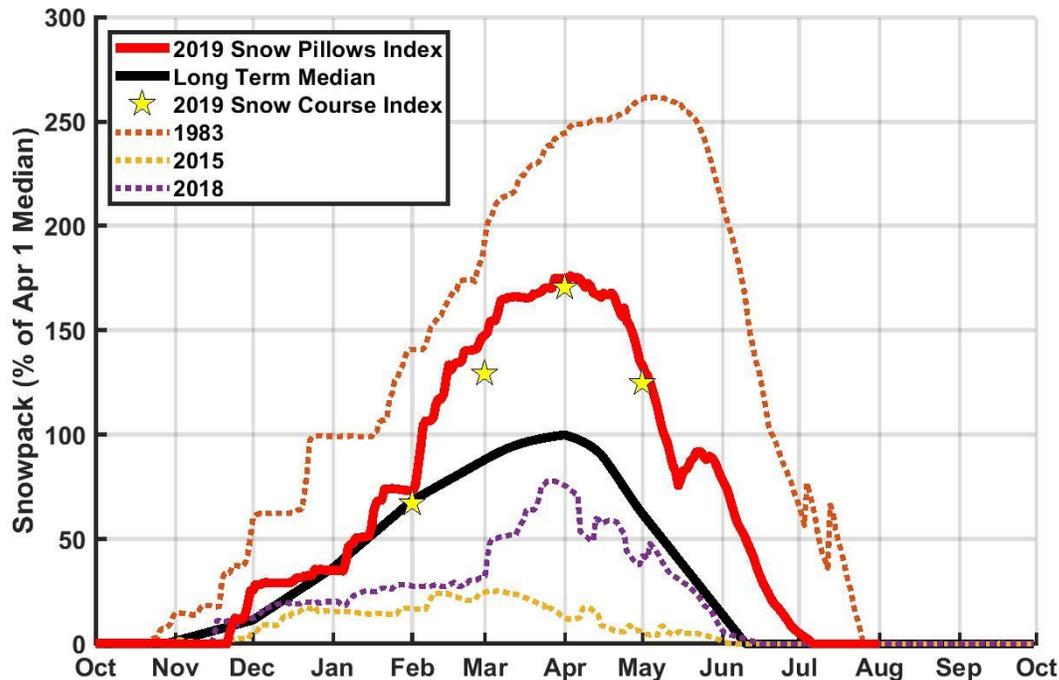


Figure 4: Tuolumne Snow Pillow and Snow Course Indices.

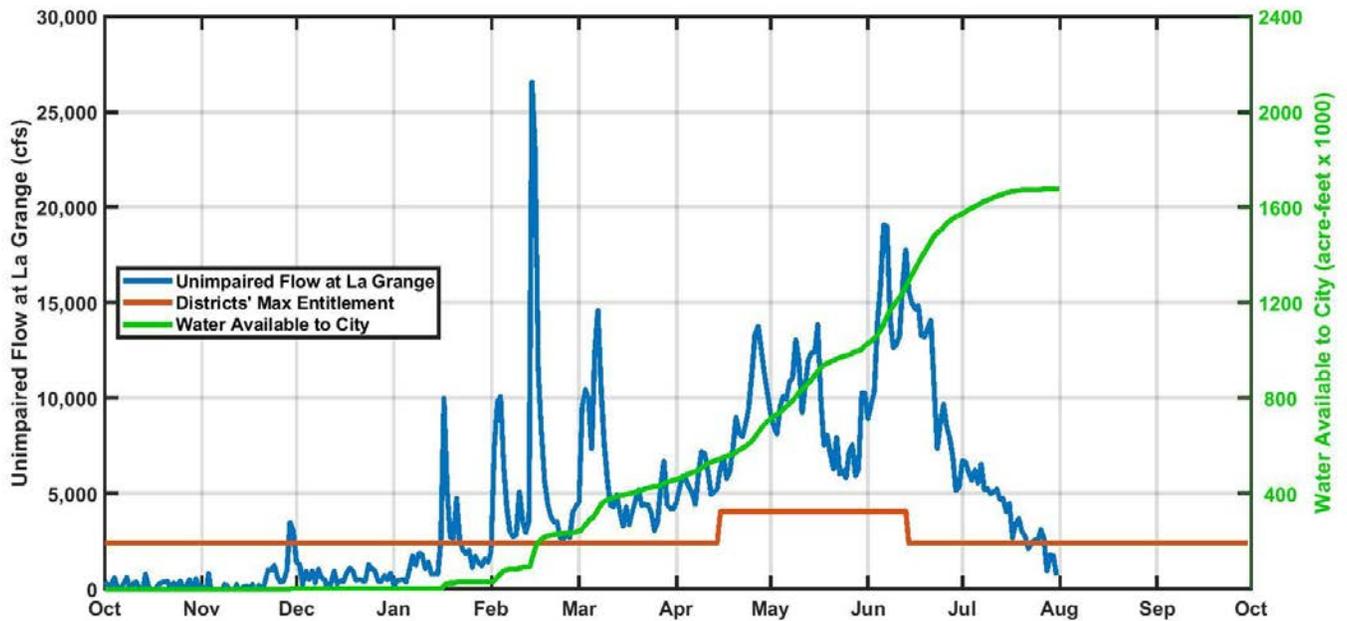


Figure 5: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. To date there has been 1,676,042 ac-ft available to the city in Water Year 2019.

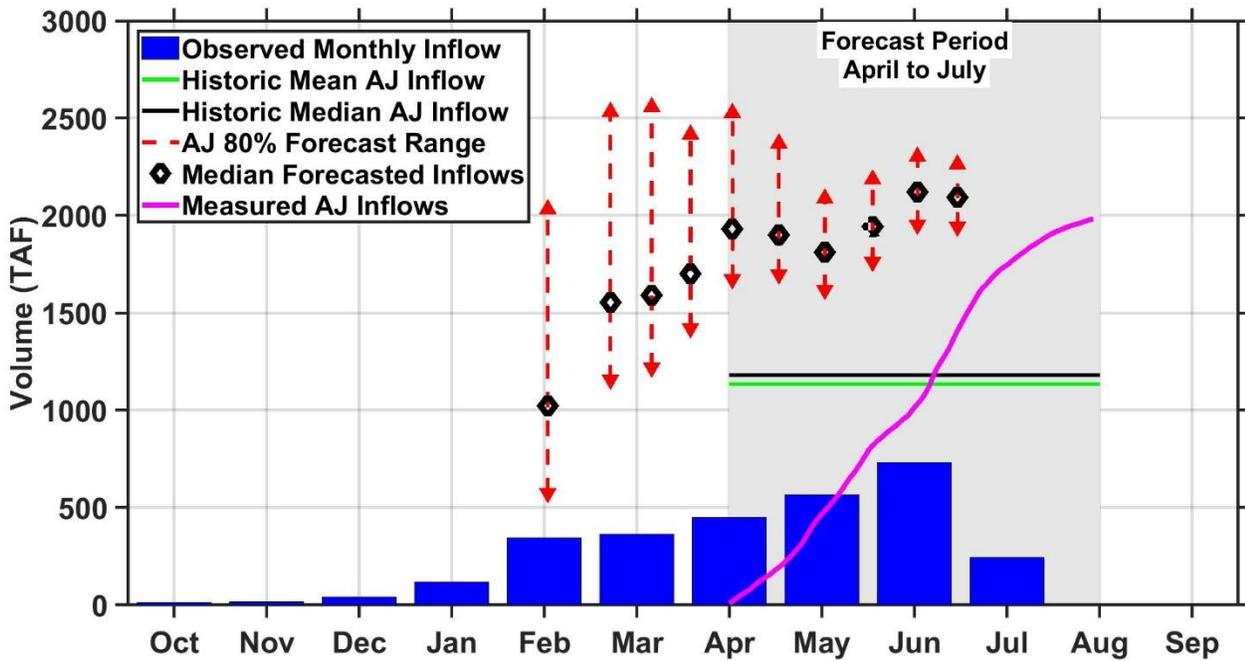


Figure 6: Measured inflows to Don Pedro Reservoir fell within the bounds of the Water Supply Forecast Model (WSFM) median forecasts at La Grange.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: August 13, 2019

Report

Date: August 9, 2019

Subject: Approve Revised Salary Schedule effective July 1, 2019

Recommendation:

Approve the revised Salary Schedule effective July 1, 2019.

Background:

CalPERS requires Board approval of the salary schedule. Upon applying the salary adjustments to current employee salaries as of July 1, Staff noted a few minor rounding discrepancies. This schedule corrects these rounding issues to ensure that our salary schedule matches CalPERS records.

Financial Impact: Negligible.

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**COASTSIDE COUNTY WATER DISTRICT
SALARY SCHEDULE FOR FISCAL YEAR 2019-2020**

EFFECTIVE: July 1, 2019

Approved at Board Meeting:

| JOB TITLE | HOURLY RANGE BOTTOM | ANNUAL | HOURLY RANGE TOP | ANNUAL |
|--|--------------------------------|---------------|-----------------------------|---------------|
| MANAGEMENT | | | | |
| GENERAL MANAGER | | | | \$ 241,851 |
| ASSISTANT GENERAL MANAGER | | | | \$ 190,755 |
| SUPERINTENDENT OF OPERATIONS | | \$ 136,439 | | \$ 166,251 |
| ADMINISTRATIVE | | | | |
| ADMINISTRATIVE ASSISTANT | \$ 43.200 | \$ 89,857 | \$ 51.957 | \$ 108,071 |
| OFFICE MANAGER | \$ 46.205 | \$ 96,107 | \$ 56.324 | \$ 117,155 |
| CUSTOMER SERVICE SPECIALIST I | \$ 29.053 | \$ 60,431 | \$ 35.405 | \$ 73,643 |
| CUSTOMER SERVICE SPECIALIST II | \$ 32.062 | \$ 66,688 | \$ 39.058 | \$ 81,240 |
| UTILITY BILLING SPECIALIST | \$ 39.034 | \$ 81,190 | \$ 47.560 | \$ 98,924 |
| WATER RESOURCE ANALYST | \$ 48.922 | \$ 101,759 | \$ 59.636 | \$ 124,043 |
| WATER EFFICIENCY SPECIALIST | \$ 35.380 | \$ 73,591 | \$ 43.113 | \$ 89,675 |
| OPERATIONS | | | | |
| DISTRIBUTION SUPERVISOR | \$ 51.250 | \$ 106,600 | \$ 62.445 | \$ 129,886 |
| TREATMENT PLANT SUPERVISOR | \$ 57.977 | \$ 120,592 | \$ 70.647 | \$ 146,946 |
| MAINTENANCE WORKER | \$ 29.053 | \$ 60,431 | \$ 35.405 | \$ 73,643 |
| TREATMENT/DISTRIBUTION OPERATOR (ASSIGNED TO DISTRIBUTION) | \$ 35.102 | \$ 73,012 | \$ 42.779 | \$ 88,981 |
| TREATMENT/DISTRIBUTION OPERATOR (ASSIGNED TO TREATMENT) | \$ 38.829 | \$ 80,765 | \$ 47.322 | \$ 98,430 |
| SR. DISTRIBUTION OPERATOR | \$ 42.122 | \$ 87,614 | \$ 51.331 | \$ 106,769 |
| SR. TREATMENT OPERATOR | \$ 47.583 | \$ 98,972 | \$ 57.982 | \$ 120,603 |

| Note-rates approved 6.11.2019 | |
|----------------------------------|------------|
| \$ 62.440 | \$ 129,875 |
| \$ 70.645 | \$ 146,942 |
| \$ 42.776 | \$ 88,974 |
| \$ 47.319 | \$ 98,423 |

* All Coastside County Water District employees are paid on a bi-weekly schedule.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: James Derbin, Superintendent of Operations

Via: Dave Dickson, General Manager

Agenda: August 13, 2019

Date: August 9, 2019

Subject: Pilarcitos Creek Crossing Water Main Replacement Project Award of Contract for Engineering Services with EKI Environment and Water, Inc. for Preliminary Engineering Design

Recommendation:

Authorize the General Manager to execute a professional services agreement with EKI Environment and Water Inc. (EKI) for preliminary engineering design services for the Pilarcitos Creek Crossing Water Main Replacement project for a not to exceed amount of \$104,600.

Background:

At the District's request, EKI has submitted the attached proposal for necessary preliminary design services to Horizontally Directionally Drill (HDD) across Pilarcitos Creek, between Pilarcitos Avenue and behind the Strawflower Shopping Center. This project will replace a section of 8" cast iron main which crosses under the creek in an unknown location. If this main were to fail, detecting and repairing the leak would present many challenges. In addition, unknowingly discharging chlorinated water into the creek could cause significant environmental damage.

This 8" main, crossing the creek is one of two main feeds to downtown Half Moon Bay and our customers south. In 2016, the District prepared a preliminary design to replace this section of main by attaching the pipe to the City of Half Moon Bay owned pedestrian bridge. Based on recent discussions with the City, District staff feels it will be difficult for both parties to agree on terms.

Staff proposes the District utilizes EKI's expertise in water main replacement design services to replace the 8" main that crosses the Pilarcitos Creek at this location that is beyond its useful life. Staff recommends awarding this work to EKI based on their reputation and experience with similar projects with the District.

STAFF REPORT

Agenda: August 13, 2019

Subject: Approval of EKI Professional Services Agreement – Pilarcitos Creek Crossing

Page Two

Fiscal Impact:

Funding for this project is included in the Capital Improvement Program CIP) in the amount of \$450,000.

6 August 2019

Mr. David Dickson
General Manager
Coastside County Water District
766 Main St.
Half Moon Bay, CA 94019

Subject: Proposal for Field Investigation and Preliminary Design Services for CIP 13-02 - Replacement of 8-Inch Pipeline Under Creek at Pilarcitos Avenue (Strawflower)
Coastside County Water District, Half Moon Bay, California
(EKI B9-084)

Dear Mr. Dickson:

EKI Environment & Water, Inc. (EKI) is pleased to provide this proposal to Coastside County Water District (District) for field investigations and preliminary design services for the replacement of the 8-Inch pipeline under Pilarcitos Creek at Pilarcitos Avenue and Strawflower Shopping Center by the horizontal directional drilling (HDD) construction method (Project). This proposal is being prepared in response to the District's request at our 6 May 2019 conference call with the District.

Project Understanding

The 8-inch pipeline crossing Pilarcitos Creek (Creek) between the end of Pilarcitos Avenue just south of the Creek and the Strawflower Shopping Center to the north is one of only two pipelines supplying water to areas of the District south of Pilarcitos Creek, including downtown Half Moon Bay. The pipe's age, current condition, and exact location in the creek are unknown. A break occurring in the section of pipe underneath the creek bed would be very difficult to detect and could cause significant water loss, serious water quality issues, and environmental damage with potential fines. The District completed the initial phase of work in June 2017 that consisted of installing approximately 400 feet of 8-inch pipe within the Strawflower access road from Highway 92, which ensures water supply to commercial customers in the event of a problem with the existing pipe under the creek.

In 2016, the District prepared a preliminary design to replace the section of pipe under the Creek with a new pipeline running over the Creek, attached to the existing pedestrian bridge, which is owned and maintained by the City of Half Moon Bay (City). Based on recent discussions between the District and the City, the District is concerned that it will be difficult for both parties to agree on terms for operations and maintenance of the bridge and pipeline that will be in the District's best interests. Consequently, the District has decided to replace the existing pipeline with a new pipe that crosses under the Creek, installed by HDD. The trenchless construction will also minimize impacts to the Creek, which is known to be habitat for endangered steelhead.

Formerly known as Eler & Kalinowski, Inc.

This scope of work will include topographic surveying, geotechnical investigations, and preliminary design for the HDD crossing. If the District elects to pursue this alternative, detailed design, permitting support, and engineering services during construction will be completed under a separate scope of work.

EKI has developed a conceptual alignment for the HDD crossing, which could be drilled from either side of the Creek. Figure 1 shows the conceptual bore path with the pipe drilled from the north side of the Creek in the lot located behind the Safeway and the pipe laydown area and pullback path along Pilarcitos Avenue, south of the Creek. Figure 2 shows the conceptual bore path with the pipe drilled from the south side of the Creek in the park along Oak Ave and the pipe laydown area and pullback path extending behind the Safeway and shopping center, north of the Creek. EKI will refine and select an alignment as part of the preliminary design.

PROPOSED SCOPE OF WORK

EKI proposes the following tasks as part of this scope of work. For each of these tasks, EKI will also be providing project management services, including budget tracking, invoicing, preparation of progress reports, health and safety, and staff management.

Task 1: Topographic Survey and Base Map Development

EKI's subconsultant O'Dell Engineering (Surveyor) will perform topographic and property boundary surveying within the Project area. O'Dell Engineering will perform field and office work for complete site mapping, including setting and surveying semi-permanent survey control points suitable for future construction and boundary surveys. Our survey will be based on North American Datum of 1983 (NAD83) and NAVD88 vertical datum. The survey will include enough area, surface features, existing utilities (based on available as-built records and markings), and detail to support the following design tasks:

- Development of the preliminary HDD alignment and profile.
- Evaluate preliminary work areas and site access constraints.
- Evaluate utility crossings and separations.

The Surveyor will also show property lines, easements, and right-of-ways within the Project area to indicate where the proposed pipe alignment is located relative to these features. Vegetated areas and creek banks will be delineated so that they can be avoided to the extent possible in the design.

The Surveyor will perform a topographic field survey and will also use unmanned aerial vehicle (UAV) technology to prepare color orthophotography of the site for inclusion in the AutoCAD base map. The orthophotography will improve the efficiency of the drafting process and provide the ability to selectively add infill mapping in areas within the UAV survey limits (typically 10-20% larger than the ground survey mapping limits), if needed.

Base map development will also include adding utilities in the project area, where their maps can be obtained from the relevant agencies. EKI will develop a preliminary HDD alignment drawing on the base map developed in this task. The preliminary plan and profile will be used in Task 2 to determine the locations and depths of the soil borings.

Deliverables:

- Digital copy of the survey base map in AutoCAD Civil3D 2018 format
- Color orthophotography in TIFF Format.
- Draft pipeline alignment by HDD construction

EKI Assumptions:

- Prior to commencing with survey, District will mark all of their existing water utilities and provide available record drawings.
- EKI will request record drawings for other utilities including Pacific Gas and Electric (PG&E) and the City of Half Moon Bay, as well as record drawings and geotechnical data for the pedestrian bridge and record utility drawings for the Strawflower Shopping Center.
- Topographic survey will be performed on a 50-foot grid of all hardscape and softscape. The Surveyor will locate grade breaks, high points, low points, and surface-visible improvements (e.g., fences, walls, buildings, striping, driveways, walkways, structures, lights, poles, bollards), all surface-visible utility features (e.g., drainage structures, USA markings, vaults, valves, meters, boxes, pedestals, cleanouts, manholes, drain inlets, catch basins, culverts, outfalls, bridge, and standpipes), and general limits of vegetated or landscaped areas.
- Creek cross sections will be provided at 50-foot intervals.
- At manholes and accessible structures, size and invert elevation of all gravity storm drains and sewer pipes will be measured.
- Trees 6" in diameter or larger will be located.

Task 2: Geotechnical Investigation

EKI's subconsultant Geo-Logic Associates will perform a geotechnical investigation to explore subsurface conditions along the HDD alignment and to provide geotechnical recommendations for design and construction of the pipeline. The geotechnical investigation is anticipated to include:

1. A visit the site to observe existing site conditions and mark proposed boring locations.
2. Notify USA for underground utility clearance.
3. Obtain a subsurface drilling permit from County of San Mateo Environmental Health Services Division.
4. Conduct subsurface exploration by means of two (2) conventional borings using a truck-mounted drill rig: one boring south of the Creek on Pilarcitos Avenue and one boring on the Strawflower Shopping Center private property north of the Creek.
5. Perform laboratory testing on selected soil samples obtained from the borings to evaluate pertinent engineering properties.
6. Perform engineering analysis on the collected data.
7. Prepare a geotechnical investigation report.

The EKI team will use the results of the geotechnical investigation to assist in the preliminary design of the proposed Project. The geotechnical report will be included with the submittals described in Task 3.

EKI Assumptions:

- District will secure right-of-entry from the private property north of the Creek.

- The EKI Team will secure an encroachment permit from the City for our work on public streets.
- Any fees will be paid by the District.
- A professional underground services locator to check the proposed boring locations for presence of underground utilities prior to drilling.
- Depth of borings will be approximately 50 feet below ground surface.
- Penetration testing and soil sampling will be performed at 5-foot intervals.
- The borings will be grouted per requirements of SMCEHS and patched at the surface with cold patch asphalt in existing asphalt concrete area.
- Soil cuttings will be drummed and temporarily stored at a District site until properly disposed by Geo-logics.

Task 3: Preliminary Design Report

In Task 3, EKI will incorporate findings from the topographic survey and geotechnical investigation to prepare a preliminary design report (PDR) for the HDD crossing. As part of the preliminary design, EKI will assess the constructability of the project by HDD, prepare preliminary plans and profiles and estimate the potential project costs and completion schedule. The preliminary design is anticipated to include the following tasks:

- Development of the preliminary alignment and profile of the HDD installation;
- Preparation of preliminary calculations to assess the settlement and hydrofracture risks and pullback loads and pipe stresses to determine the appropriate pipe thickness;
- Evaluation of preliminary work areas and site access constraints;
- Evaluation of construction and permanent easement requirements;
- Evaluation of permitting requirements (the site is in the Coastal Zone);
- Preparation of a preliminary opinion of probable cost and project schedule;
- Preparation of a draft and final PDR that summarizes the results of the preliminary design; and
- Participation in a meeting with the District to review the results of the evaluation after submittal of the draft PDR.

Deliverables:

- PDF copies of the draft and final PDR.
- Preliminary Design workshop meeting agenda and minutes, which will be distributed within five (5) days of the meeting.

Assumptions:

- The geotechnical investigation report will be an appendix to the PDR.
- The District has specified that the pipe be 8-inch diameter.

PROJECT SCHEDULE

EKI anticipates that the design and bid support-related scope of work will be completed within three (3) months of notice to proceed.

COMPENSATION FOR CONSULTING SERVICES

We propose that compensation for consulting services by EKI be on a time and expense reimbursement basis in accordance with our attached current Schedule of Charges, dated 1 January 2019. Based on the proposed Scope of Work described above, we propose a budget of \$104,600 for the completion of Tasks 1, 2, and 3 as shown by task in Table 1 and detailed in Table 2.

Table 1. Proposed Cost by Tasks

| Task | Description | Task Total |
|-------------------------------|----------------------------|------------------|
| 1 | Topographic Survey | \$49,600 |
| 2 | Geotechnical Investigation | \$24,000 |
| 3 | Preliminary Design Report | \$31,000 |
| Total Estimated Budget | | \$104,600 |

TERMS AND CONDITIONS

Other than the scope of work, budget, and schedule herein, the work will be performed in accordance with our current Agreement dated 20 September 2018.

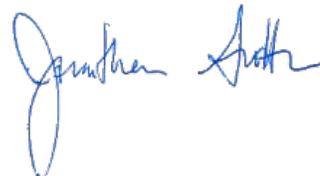
Thank you for the opportunity to work with the District on this project. Please contact Jonathan Sutter at 650-292-9100 with any questions.

Very truly yours,

EKI Environment & Water, Inc.



Jenn Hyman, PE, LEED AP
Vice President
for
Stephen A. Tarantino, P.E.
Vice President

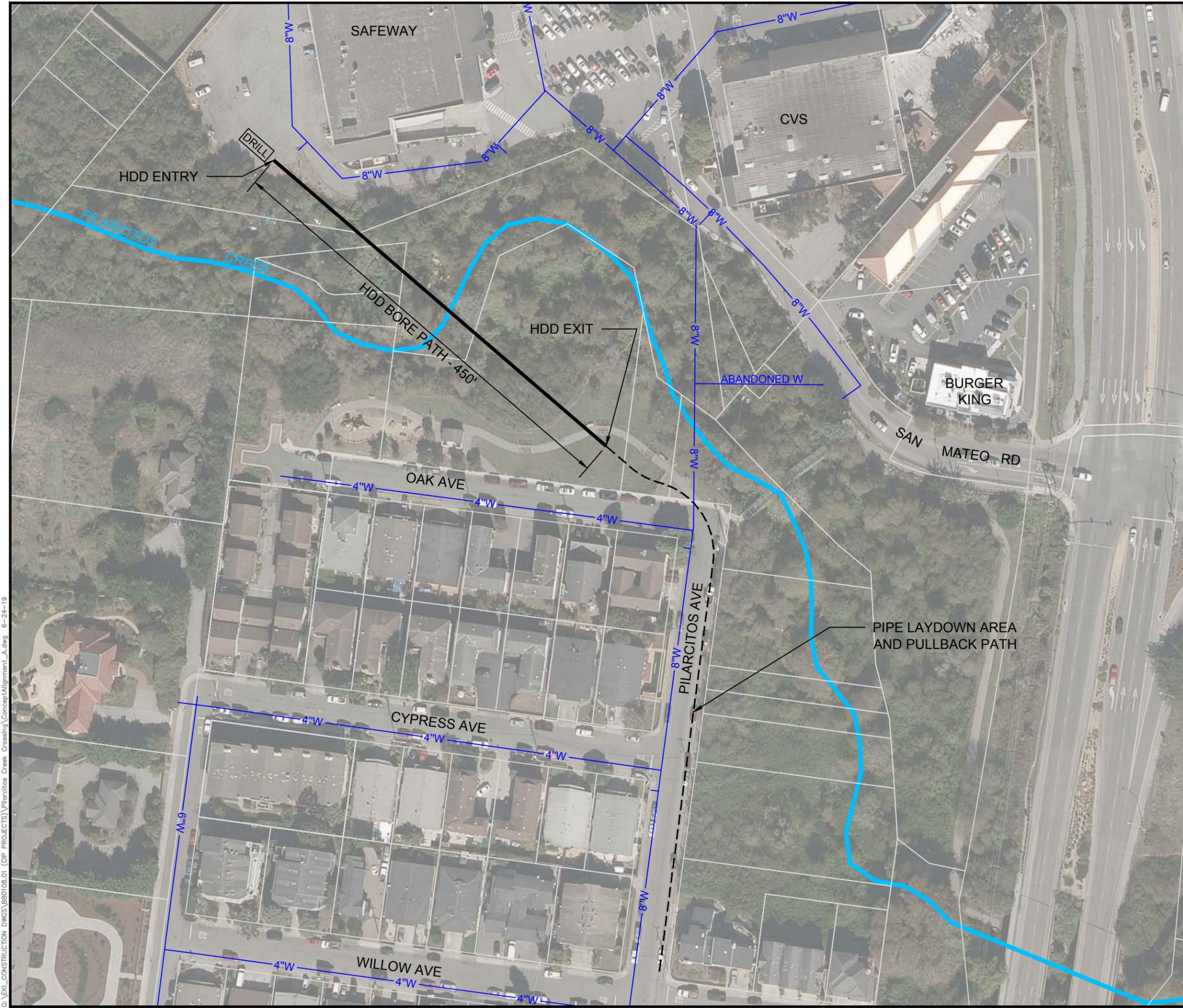


Jonathan Sutter, P.E.
Project Manager

Table 2 - Estimated Fee - CIP 13-02 - Predesign of HDD Replacement of 8-Inch Pipeline Under Creek at Pilarcitos Avenue (Strawflower)

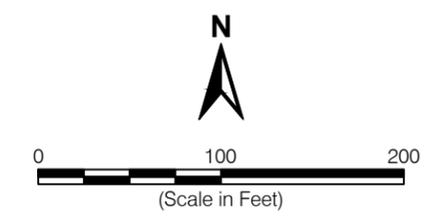
Task Order No. 4
Coastside County Water District, Half Moon Bay, California
(EKI B9-084)

| TASKS | ESTIMATED HOURLY LABOR | | | LABOR COST (\$) | SUBCONSULTANTS | | OTHER DIRECT COSTS | | | | MARKUP ON SUBS AND OTHER DIRECT COSTS 10% | TOTAL DIRECT COSTS | TOTAL | |
|--|------------------------|-----------------------|------------------|-----------------|--------------------------------|---------------------------------|--------------------|----------|-----------|------------|---|--------------------|-------------------------|----------------------------|
| | EKI Staff | | | | O'Dell Engineering (Surveying) | Geo-Logic Associates (Geotech.) | UNIT | QUANTITY | UNIT COST | TOTAL COST | | | TASK BUDGET TOTALS (\$) | ROUNDED BUDGET TOTALS (\$) |
| | Taylor Allen | Jonathan Sutter, P.E. | Jenn Hyman, P.E. | | | | | | | | | | | |
| Task 1 - Topographic Survey | 129 | 219 | 286 | | | | | | | | | | | |
| Data Gathering and Utility Research | 8 | | | \$1,032 | | | | | | | | | | \$1,032 |
| Topographic Surveying and Mapping | 8 | 4 | 1 | \$2,194 | 42,000 | | | | | \$4,200 | \$46,200 | | | \$48,394 |
| Communications Fee (EKI Labor Only) | | | | | - | | 4% | \$3,226 | | | \$129 | | | \$129 |
| Task 1 Subtotal | 16 | 4 | 1 | \$3,226 | \$42,000 | | | | | \$4,200 | \$46,329 | | | \$49,555 |
| Task 2 - Geotechnical Investigation | | | | | | | | | | | | | | |
| Geotechnical Coordination and Review | 4 | 12 | 2 | \$3,716 | | | | | | | | | | \$3,716 |
| Geotechnical Investigation and Report | 4 | | | \$516 | | 17,818 | | | | \$1,782 | \$19,600 | | | \$20,116 |
| Communications Fee (EKI Labor Only) | | | | | - | | 4% | \$4,232 | | | \$169 | | | \$169 |
| Task 2 Subtotal | 8 | 12 | 2 | \$4,232 | | \$17,818 | | | | \$1,782 | \$19,769 | | | \$24,001 |
| Task 3 - Preliminary Design Report | | | | | | | | | | | | | | |
| Project Management | | 8 | | \$1,752 | | | | | | | | | | \$1,752 |
| Prepare Preliminary Settlement, Hydrofracture, and Pullback Calculations | 4 | 24 | | \$5,772 | | | | | | | | | | \$5,772 |
| Develop Preliminary Alignment and Profile and Prepare Figure | 12 | 4 | | \$2,424 | | | | | | | | | | \$2,424 |
| Evaluate Preliminary Work Areas and Prepare Figure | 8 | 4 | | \$1,908 | | | | | | | | | | \$1,908 |
| Evaluate Temporary and Permanent Easement Requirements | 4 | 2 | | \$954 | | | | | | | | | | \$954 |
| Evaluate Permitting Requirements | 2 | 2 | | \$696 | | | | | | | | | | \$696 |
| Develop Preliminary Cost Estimate and Construction Schedule | 8 | 8 | | \$2,784 | | | | | | | | | | \$2,784 |
| Prepare Draft Preliminary Design Report | 20 | 12 | | \$5,208 | | | | | | | | | | \$5,208 |
| QA/QC | | | 12 | \$3,432 | | | | | | | | | | \$3,432 |
| Meeting to Summarize Findings | 6 | 4 | 4 | \$2,794 | | | | | | | | | | \$2,794 |
| Prepare Final Preliminary Design Report | 8 | 2 | 2 | \$2,042 | | | | | | | | | | \$2,042 |
| Communications Fee (EKI Labor Only) | | | | | - | | 4% | \$29,766 | | | \$1,191 | | | \$1,191 |
| Task 3 Subtotal | 72 | 70 | 18 | \$29,766 | | | | | | | \$1,191 | | | \$30,957 |
| TOTALS: | 96 | 86 | 21 | \$37,224 | \$42,000 | \$17,818 | | | | | \$5,982 | \$67,289 | | \$104,513 |
| | | | | | | | | | | | | | | \$104,600 |



- Legend:**
- Existing Water Main
 - Proposed HDD Bore Path
 - - - Proposed Pipe Pullback Path
 - Pilarcitos Creek

Notes:
 1. All locations are approximate.



**Conceptual Horizontal Directional Drilling (HDD)
 Alternative Alignment A**

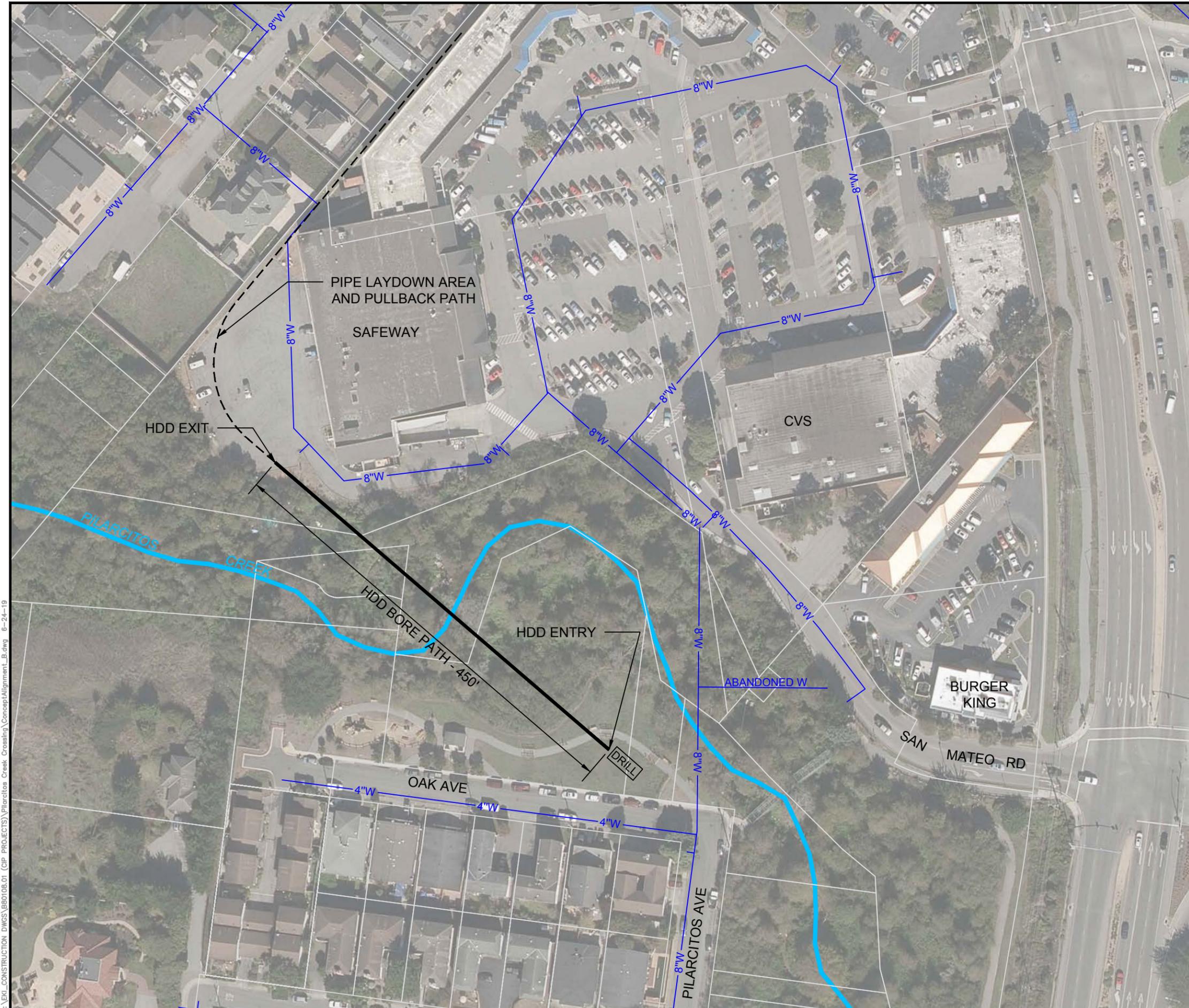


Coastside County Water District
 Half Moon Bay, CA
 June 2019
 EKI B80108.01

Figure 1

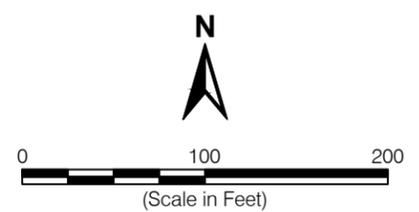
G:\EKL_CONSTRUCTION_DWGS\B80108.01 (CIP PROJECTS)\Pilarcitos Creek Crossing\Concept\Alignment_A.dwg 6-24-19

G:\EKL_CONSTRUCTION_DWGS\B80108.01 (CIP PROJECTS)\Pilarcitos Creek Crossing\Concept\Alignment_B.dwg 6-24-19



- Legend:**
-  Existing Water Main
 -  Proposed HDD Bore Path
 -  Proposed Pipe Pullback Path
 -  Pilarcitos Creek

- Notes:**
1. All locations are approximate.



**Conceptual Horizontal Directional Drilling (HDD)
Alternative Alignment B**



Coastside County Water District
Half Moon Bay, CA
June 2019
EKI B80108.01

Figure 2

Proposal/Agreement Date: 23 January 2019

EKI Project # B80108.03

SCHEDULE OF CHARGES FOR EKI ENVIRONMENT & WATER, INC.¹

1 January 2019

| <u>Personnel Classification</u> | <u>Hourly Rate</u> |
|--|---------------------------|
| Officer and Chief Engineer-Scientist | 286 |
| Principal Engineer-Scientist | 275 |
| Supervising I, Engineer-Scientist | 265 |
| Supervising II, Engineer-Scientist | 255 |
| Senior I, Engineer-Scientist | 243 |
| Senior II, Engineer-Scientist | 230 |
| Associate I, Engineer-Scientist | 219 |
| Associate II, Engineer-Scientist | 205 |
| Engineer-Scientist, Grade 1 | 191 |
| Engineer-Scientist, Grade 2 | 180 |
| Engineer-Scientist, Grade 3 | 165 |
| Engineer-Scientist, Grade 4 | 146 |
| Engineer-Scientist, Grade 5 | 129 |
| Engineer-Scientist, Grade 6 | 113 |
| Technician | 104 |
| Senior GIS Analyst | 133 |
| CADD Operator / GIS Analyst | 118 |
| Senior Administrative Assistant | 130 |
| Administrative Assistant | 103 |
| Secretary | 85 |

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work will be at cost plus fifteen percent (15%) for items such as:

- a. Maps, photographs, reproductions, printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, drillers, laboratories, and contractors.
- c. Rented vehicles, local public transportation and taxis, travel and subsistence.
- d. Special fees, insurance, permits, and licenses applicable to the work.
- e. Outside computer processing, computation, and proprietary programs purchased for the work.

A Communication charge for e-mail access, web conferencing, cellphone calls, messaging and data access, file sharing, local and long distance telephone calls and conferences, facsimile transmittals, standard delivery U.S. postage, and incidental in-house copying will be charged at a rate of 4% of labor charges. Large volume copying of project documents, e.g., bound reports for distribution or project-specific reference files, will be charged as a project expense as described above.

Reimbursement for company-owned automobiles, except trucks and four-wheel drive vehicles, used in connection with the work will be at the rate of sixty cents (\$0.60) per mile. The rate for company-owned trucks and four-wheel drive vehicles will be seventy-five cents (\$0.75) per mile. There will be an additional charge of thirty dollars (\$30.00) per day for vehicles used for field work. Reimbursement for use of personal vehicles will be at the federally allowed rate plus fifteen percent (15%).

CADD Computer time will be charged at twenty dollars (\$20.00) per hour. In-house material and equipment charges will be in accordance with the current rate schedule or special quotation. Excise taxes, if any, will be added as a direct expense.

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

The foregoing Schedule of Charges is incorporated into the Agreement for the Services of EKI Environment & Water, Inc. and may be updated annually.

¹ Formerly known as Erler & Kalinowski, Inc.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: August 13, 2019

Report

Date: August 9, 2019

Subject: Approval of Professional Services Agreement with O'Dell Engineering to provide Topographic and Boundary Surveying in Order to Prepare a Base Map for the Design of a Replacement Potable Water Pipeline Adjacent to Highway 92.

Recommendation:

Authorize the General Manager to execute a professional services agreement with O'Dell Engineering to provide topographic and boundary surveying in order to prepare a base map for the design of a replacement potable water pipeline adjacent to Highway 92 in a not to exceed amount of \$77,000.

Background:

As part of EKI's Capital Improvement Project Management efforts, District Staff asked EKI to assist the District in developing a plan for replacing the 12" welded steel pipeline that runs approximately 12,000 feet along Highway 92 and that serves 49 services. This stretch of pipeline is one of the oldest in the District and is past the end of its useful life.

District crews have repaired many leaks along the pipeline in recent years, and we would expect the frequency and severity of leaks to continue to increase. In 2017, the District did an emergency replacement of 600 feet of severely deteriorated pipe in the vicinity of La Nebbia winery after experiencing a major leak on the Cozzolino property. In addition to possible leaks causing disruptions to traffic and businesses along Highway 92, a leak in a section of pipeline close to Pilarcitos Creek could also cause significant environmental damage.

Given the length of the pipe, interference with other nearby utilities, and the proximity to a busy highway, replacing this pipe will be challenging, and will need to occur in phases, beginning with the sections at highest risk for costly failures. The District is considering alternate approaches, including constructing a permanent bypass pipeline running through the Cozzolino property. (Note that the District acquired an easement from the Cozzolino trust in 2017 in anticipation of a bypass.)

In order to evaluate alternate approaches for replacement of the pipeline, EKI proposes that we first survey the existing pipeline. O’Dell’s proposal for preparing a topographic and boundary survey for the Highway 92 pipeline replacement project includes an aerial survey supported by ground surveying in order to prepare a planimetric map including spot elevations and contours and boundaries for the properties adjacent to Highway 92. The resulting map will then be used to identify an alternate route for the replacement pipeline that minimizes construction costs and impacts. Based on this route, the boundary mapping effort will help identify required easements and permits.

Preparing a topographic and boundary survey, such as described above, using aerial surveying supported by a ground survey is standard practice for a project of this scale. To validate O’Dell’s proposed fee for this project, EKI also requested a proposal from HMM Engineers, a San Jose civil and surveying firm. HMM indicated to EKI that the aerial survey alone without the ground survey, boundary survey, or office mapping effort would be over \$100,000. Based on that input, EKI believes that O’Dell’s fee of \$77,000 is appropriate. The District may also incur an additional \$20,000 in title fees for easement research.

Fiscal Impact:

Cost of \$77,000 for O’Dell Services plus \$20,000 for easement research. The District’s Capital Improvement Plan includes \$3,100,000 for replacement of the Highway 92 pipeline.



Date: July 3, 2019

To: David Dickson, Mary Rogren, James Derbin, John Davis, Darin Sturdivan, and Dustin Jahns
Coastside County Water District (CCWD)

From: Dylan Crawford, P.L.S., Scott J. Roberts, P.L.S.

Re: Highway 92 Pipeline Replacement/ M2571.3

Project Description

Topographic and boundary surveying to prepare a base map for the design of a replacement potable water pipeline adjacent to Highway 92, east of Half Moon Bay, CA. *Task 0, 1, 2 only*

Mapping Limits

See attached mapping limits exhibit (Exhibit "A").

Scope of Work

Task 0: Project Coordination

- O'Dell Engineering acknowledges that significant oversight, direction, and management of this scope of work will come from the design team at EKI Environment & Water, Inc.
- O'Dell Engineering will work with a Title Company to place an order for all Preliminary Title Reports necessary for the project on behalf of CCWD, who will accept direct responsibility for payment of all associated fees due to the Title Company.

Task 1: Aerial Topographic Survey and Mapping

- Prepare aerial topographic mapping of the subject area at a horizontal scale of 1" = 40' and a 1' contour interval. Planimetric mapping, spot elevations, and contours will be included in the aerial topographic mapping. Color orthophotography will also be provided.
- Provide three (3) days of a 2-person field crew and related office support for ground surveys to supplement aerial topographic mapping. Supplemental surveying will be on the same coordinate system as aerial mapping but will not be integrated with the DTM planimetric mapping digital files.

DELIVERABLES:

- Digital copy of the topographic survey in AutoCAD Civil 3D **2018** format.
- Color orthophotography in TIFF format.
- PDF copies of topographic survey on O'Dell titleblock.

Cost: \$41,000

Task 2: Resolved Boundary

- Determine location of property boundaries and easements as defined by an analysis of available record maps, title reports, supporting documents, and physical evidence.

DELIVERABLES:

- Digital copy of the resolved boundary in AutoCAD Civil 3D **2018** format.

Cost: \$36,000

Task 3: Section 8762 Record of Survey (**Conditional**)

Not included

- Prepare and submit a Record of Survey map to San Mateo County. The Record of Survey Map will comply with Section 8762 of the Professional Land Surveyors' Act.
- This item is conditional on finding sufficient corners set by previous surveys in Task 2. If the "existing" property corners have been destroyed, do not fit, or were never set, pursuant to the Professional Land Surveyors' Act, a Record of Survey may be required to establish the existing legal boundary. If necessary, a briefing with the Client will be arranged and work will proceed only after authorization from the Client.

DELIVERABLES:

- PDF copy of the final Record of Survey map.

Cost: \$30,000

Understandings:

- The client will provide O'Dell Engineering with access.
- Areas with obstructions may not be mapped.
- CCWD or its representative will be responsible for submitting a "USA" or "811" ticket, including premarking of the site at the beginning of the project. Notice to proceed will not be given for aerial photography (required as part of Task 1) will not be given until after CCWD provides notification to O'Dell Engineering that the ticket has been completed and all utilities are marked. The purpose of this understanding is to ensure that utility markings are memorialized in the orthophotography produced in Task 1. Task 1 deliverable preparation will be halted during this period of time.
- CAD deliverables will be prepared using the software noted above. Client shall verify compatibility prior to the start of work. Additional charges and delays may apply if changes are requested after the preparation of deliverables has begun.
- Scope assumes that traffic control will not be required. If traffic control is needed due to project conditions or local agency requirements a briefing with the Client will be arranged, and work will proceed only after authorization from the Client. The Client will be responsible for costs associated with traffic control.

- Survey control will be based on the NAD83 horizontal datum and the NAVD88 vertical. A survey control statement will be provided, including: the location, elevation, and description of the benchmark utilized, as well as a horizontal survey coordinate table with the point number, northing, easting, and description for at least three (3) points.
- The client will provide O'Dell Engineering with current preliminary title reports for the subject parcel at the beginning of the project.

Exclusions:

- Fees.
- Meetings.
- Survey of small trees, shrubs, and other vegetation.
- Subsurface utility locating.
- Researching records of utility owners/operators.
- Mapping of subsurface features.
- Potholing or other field verification of subsurface utility features.
- Survey monument preservation as defined and required by Section 8771 of the Professional Land Surveyors' Act.
- Preparation of land description packages or other property/right-of-way acquisition documents.

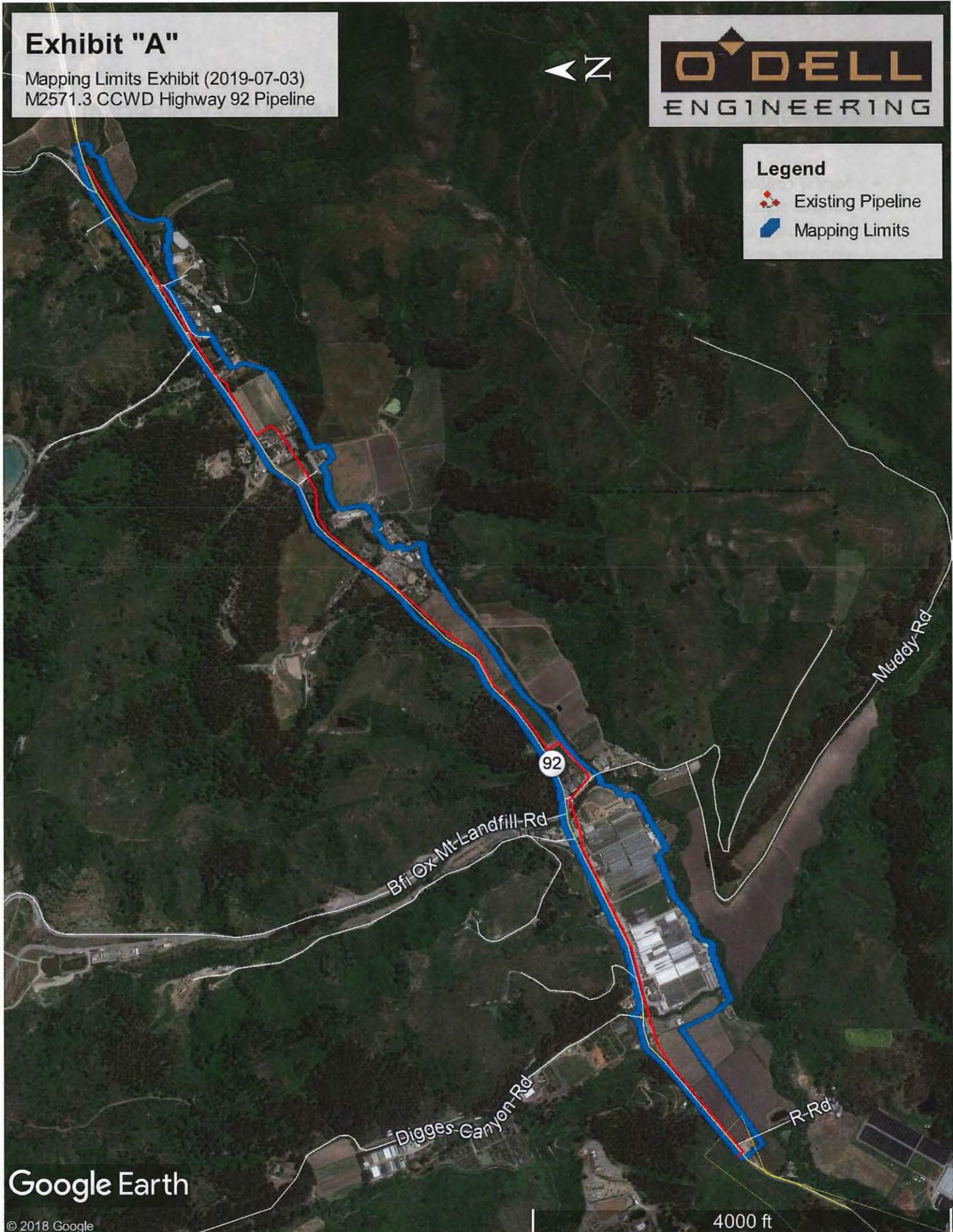
Exhibit "A"

Mapping Limits Exhibit (2019-07-03)
M2571.3 CCWD Highway 92 Pipeline



Legend

-  Existing Pipeline
-  Mapping Limits



Google Earth

© 2018 Google

4000 ft

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: August 13, 2019

Date: August 9, 2019

Subject: Notice of Crystal Springs Emergency Pump 1 Replacement and Approval of Purchase of Spare Pump

Recommendation:

Determine that waiving the competitive bidding requirements of Resolution 2016-09 and that contracting on a sole-source basis with Pump Repair Service to acquire a replacement spare pump for Crystal Springs Pump Station (CSP) #1 (P1) is in the best interest of the District, and authorize the General Manager to purchase the spare pump for approximately \$70,000 from Pump Repair Service Company.

Background:

Notice of Crystal Springs (CSP) Emergency Pump 1 (P1) Replacement:

Section F.2 of Resolution 2016-09 provides for “General Manager Waivers – Emergencies” that allows the General Manager “to waive any or all of the procedural requirements” for award of contracts in the case of an emergency. This section also specifies that the General Manager must provide a full report of the action taken due to the emergency to the Board of Directors at the next Board meeting following the emergency condition.

On June 14st 2019, CSP P1 began showing a decrease in pumping capacity. After further investigation, it was determined that P1 was only delivering roughly half of its designed pumping capacity. On June 26th Pump Repair Service (PRS) pulled P1 and found the tube and shaft corroded and showing significant wear. PRS submitted pricing on July 9, 2019 (the day of the July Board meeting) for installation of new replacement tube/shaft and the spare pump the District has onsite. As Crystal Springs is a primary water source for the District during the Summer and Fall, this portion of the work was authorized by the General Manager as an emergency under section F.2. of Resolution 2016-09 in the amount of \$83,201 (Exhibits A and B) for material and labor. This work started the week of 8/5/19 upon receipt of the necessary parts.

Determination of Waiving Competitive Bidding Requirements:

As noted above, the P1 pump was inspected and found to need a complete overhaul or replacement. Staff is requesting to replace the spare pump in the

amount of \$69,513 (Exhibit C), and to waive the competitive bidding requirements of Resolution 2016-09 in order to sole source the purchase from Pump Repair Services (PRS). PRS is the exclusive distributor of Floway pumps. If the District requested bids from other vendors those vendors would have to get pricing from PRS. The replacement spare pump will take 14 weeks to build and deliver. This spare work in either the P1 or P2 positions.

Fiscal Impact:

Cost for the P1 replacement and the purchase of a spare pump total \$153,000 and is an addition to the Capital Improvement Program (CIP).



June 18, 2019

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

Attn: John Davis

SUBJECT: CRYSTAL SPRING PUMPING STATION: NO. 1 PUMP

Dear John,

We are pleased to provide an estimate on the following work. We will remove the existing 350 HP Floway deep well vertical turbine pump and motor for inspection. We will prepare and reinstall the spare bowl assembly.

| | |
|---|--------------------|
| Estimated field labor to remove existing pumping equipment (3 days) | \$5,760.00 |
| Service truck | 225.00 |
| Inspect existing pumping equipment straighten shafts, measure bearings Prepare to install customer's spare equipment (2 days boom truck) | 2,920.00 |
| Estimated field labor to reinstall customer's spare pumping equipment (4 days) ... | 7,680.00 |
| Service truck | 300.00 |
| Estimated Total | \$16,885.00 |

If you have any questions on the above estimate, please give me a call.

Sincerely,

Wayne Archer

WA/dm



PUMP REPAIR SERVICE CO.

July 9, 2019

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

Attn: John Davis

SUBJECT: CRYSTAL SPRINGS PUMPING STATION: PUMP #1

Dear John,

We are pleased to provide you with pricing on the following.

| | |
|--|--------------------|
| 13 – 12" x 10' Schedule 40 column pipes T&C @ \$1,030.00 each | \$13,390.00 |
| 2 – 12" x 5' Schedule 40 column pipes T&C @ \$580.00 each | 1,160.00 |
| 1 – 12" x 3' Schedule 40 column pipe | 420.00 |
| 13 – 1 15/16 x 10' 316 SS shafts with 304 SS shaft sleeves and 304 SS couplings @ \$1,630.00 each | 21,190.00 |
| 2 – 1 15/16 x 5' 316 SS shafts with 304 SS shaft sleeves and 304 SS couplings @ \$1,095.00 each | 2,190.00 |
| 1 – 1 15/16 x 6' 316 SS head shaft | 1,240.00 |
| 16 – 12" x 2 1/8 bronze column spider bearings @ \$295.00 each | 4,720.00 |
| 1 – Stuffing box bushing | 305.00 |
| 1 – John Crane 2.625 type 1B cartridge mechanical Seal | 6,258.00 |
| 6 – 2" x 4" x 24" zinc anodes @ \$190.00 Each | 1,140.00 |
| Misc. hardware | 300.00 |
| Material Total | 52,313.00 |
| Factory freight (estimated) | 3,500.00 |
| Sales tax 9 1/4% | 5,162.71 |
| Weld on anodes onto column pipe | 1,500.00 |
| Shop labor | 3,840.00 |
| Estimated Total | \$66,315.71 |
| Delivery on material | 4 Weeks |

If you have any questions on the above estimate, please give me a call.

Sincerely,



Wayne Archer

WA/dm



July 22, 2019

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

Attn: Darin Sturdivan

SUBJECT: CRYSTAL SPRING PUMPING STATION: NO. 1 PUMP

Dear Darin,

We have disassembled and inspected the bowl assembly, the following were found.

1. Bowl shaft bearing fits are worn
2. Bowl bearings are worn
3. Impeller wear ring skirt faces are worn
4. Bowl cut water vanes are slightly worn
5. Impeller collets are bad
6. Impeller inlet vanes are slightly worn
7. The cap screw heads rotted away allowing the bowl to separate

We are pleased to provide you with (2) options.

Option 1: Repairs Existing Floway model 12DKN 16 stage bowl assembly

| | |
|---|--------------------|
| 1 – 17-4 SS bowl shaft..... | \$5,676.00 |
| 16 – Bronze bowl bearings @\$371.00 each..... | 5,936.00 |
| 1 – Suction bowl bearing..... | 680.00 |
| 1 – Discharge bowl bearing..... | 740.00 |
| 16 – Impeller bronze case wear rings @ \$480.00 each..... | 7,680.00 |
| 16 – Impeller collets @ \$110.00 each..... | 1,760.00 |
| 1 – SS jump coupling..... | 675.00 |
| 1 – Set of bowl O-rings..... | 1,970.00 |
| 1 – SS basket strainer..... | 924.00 |
| 1 – Set of SS bowl bolts..... | 414.00 |
| 1 – Top discharge case..... | 4,473.00 |
| Misc. hardware..... | 150.00 |
| Materials..... | 31,078.00 |
| | |
| Freight..... | 800.00 |
| Sales tax 9 ¼%..... | 2,948.72 |
| Machine bowl wear ring surfaces and Impeller skirts to accept new bronze wear rings..... | 3,120.00 |
| Shop labor..... | 6,480.00 |
| Total..... | \$44,426.72 |
| Delivery..... | 8 Weeks |

Page 2
Coastside County Water District
July 22, 2019

Option 2: Replace Bowl Assembly

| | |
|---|---------------------------|
| 1 – Weir Floway Model 12DKH, 16 stages Vertical bowl assembly with SS strainer To duplicate S/N 91-02239-40 | 59,431.00 |
| Design Conditions: 1325 GPM @ 830' TDH | |
| Factory freight (estimated) | 2,000.00 |
| Sales tax 9 ¼% | 5,682.37 |
| Shop labor to disassemble and inspect Existing bowl assembly | <u>2,400.00</u> |
| Total | <u>\$69,513.37</u> |
| Delivery | 14 Weeks |

If you have any questions on the above options, please give me a call.

Sincerely,



Wayne Archer

WA/dm

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: August 13, 2019

Date: August 9, 2019

Subject: Authorize Purchase of 100 Clow Wet Barrel Hydrants

Recommendation:

Authorize the General Manager to approve the purchase of 100 Clow 2065 bronze wet barrel hydrants for \$308,522.

Background:

Our current CIP includes \$140,000/year for dry barrel hydrant replacement through FY 23/24. CCWD has ~700 hydrants throughout the distribution system. It is estimated that ~ 400 of these are dry barrel hydrants. Dry barrel hydrants are designed for freezing climates and are notoriously problematic to repair and maintain.

Staff recently submitted a request for hydrant pricing from three vendors. R&B company was the lowest bidder at \$2,824/hydrant. When staff inquired about the pricing, we became aware of a pending price increase from the hydrant manufacturer Clow. After this purchase, the price will increase by \$735 each to a per unit price of \$3,559. Staff is requesting we buy 100 hydrants this year to take advantage of the discounted pricing currently available. This will reduce the cost of 100 Clow 2065 hydrants by \$80,300.

Granted we will not be able to install all 100 hydrants in this fiscal year, staff expects to meet or exceed our annual goal of 50 hydrant replacements.

Fiscal Impact:

Cost of \$308,522. We have budgeted \$140,000 per year over the next five years for hydrant purchases. This purchase will reflect a timing change only.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: August 13, 2019

Date: August 6, 2019

Subject: Authorize Purchase of 3 Fleet Trucks

Recommendation:

Authorize the General Manager to approve the purchase of 3 new replacement fleet trucks for \$81,702.

The vehicles staff has selected are:

- One 4x4 F150 Super Cab
- Two 4x2 F150 Regular Cab

Background:

Our current fleet has 3 high mileage vehicles that are ~10-11 years old and nearing the end of their useful life. Due to recent high repair costs of this ageing fleet, staff is requesting we replace the three oldest trucks now.

The District qualifies for Ford Government fleet concession pricing. Requests for bids were sent out to three different local Ford dealerships. James Ford in Half Moon Bay was the successful low bidder.

Fiscal Impact:

Cost of \$81,702. We have budgeted \$40,000 per year for vehicle purchases. This purchase reflects a timing change only, moving up next year's purchase.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: August 13, 2019

Report

Date: August 8, 2019

**Subject: Appoint Agency Designated Representatives for Labor
Negotiations between the District and the Candidate for the
General Manager Position, an Unrepresented Employee**

This agenda item is provided to allow the Board to designate representatives to conduct labor negotiations with the candidate for the General Manager position.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: August 13, 2019

Report

Date: August 9, 2019

Subject: Assistant General Manager's Report

Pacific Gas and Electric (PG&E)- Public Safety Power Shutoffs

In recent weeks, PG&E has been doing extensive community outreach warning of possible power shutoffs during extreme fire danger conditions. Locally, PG&E customers received mailers, and on August 1, PG&E conducted a Coastside open house to provide residents and businesses with information about the possibility of extended outages.

In preparation for possible power outages, Staff is working with the District's PG&E customer service representative to better understand the impacts to District facilities as well as PG&E's protocol for notifications to District staff of impending outages (estimated at 24-48 hours before an event.) The PG&E representative has confirmed that CCWD is classified as an Essential Use Customer.

In addition, Staff is taking the following steps:

- Arranging for temporary portable generators to be onsite during high fire danger periods, or that can be on standby and mobilized within a few hours of an outage. (The District already has permanent generators at the Nunes Water Treatment Plant, its tank sites, and the District office.)
- Evaluating steps to take before an outage to maximize the District's water supply (including ensuring tanks are full), and to minimize water usage during the outage in order to save supplies for public safety. Staff is also developing a public outreach plan to notify customers to reduce water use just before an impending outage.
- Developing customer outreach materials both for the District's website and newsletter to inform customers of steps to be taken in a power outage.

STAFF REPORT

Agenda: August 13, 2019

Subject: AGM Report

Page 2

WaterSmart Milestone

In July, 2019, the District achieved a milestone with over 13% of the District's residential customers now signed up for the WaterSmart web portal.

Since the rollout of WaterSmart in mid-2018, District Staff has alerted customers of over 1,100 possible leaks ranging from 7-300+ gallons per hour.



Working Together to Protect Our Communities from Wildfires

If elevated weather conditions, including a potential fire risk, threaten a portion of the electric system, power may be shut off for public safety in an effort to prevent a wildfire. This is called a Public Safety Power Shutoff (PSPS). We understand and appreciate that turning off power affects critical service providers like hospitals, water agencies and telecommunication providers, and have outlined our notifications process for these types of customers, as well as the resources available to them at pge.com/pspsseventmaps below.

What Critical Service Providers Can Expect

Extreme weather threats can change quickly. **We will make every attempt to advise public safety partners and critical service providers in advance of notifying customers of a Public Safety Power Shutoff.** Notifications to the critical service providers will include a link to pge.com/pspsseventmaps, which will have downloadable PSPS-related outage maps, and other event-specific information. Users are encouraged to check back every few hours as conditions can change and the information will be updated accordingly.

Notifications to both critical service providers and all impacted customers will also include a link to a webpage that identifies all potentially impacted site(s) for each customer. Notifications with updates will be provided until power is restored.

Timing of customer notifications (when possible)



PSPS Event Maps and Information – pge.com/pspsseventmaps

The information on pge.com/pspsseventmaps will include PSPS event maps available for download (PDF, KMZ and shapefile versions) that include the approximate boundaries of the area subject to deenergization. Additionally, the page will link to other relevant PSPS event information, such as estimated start time of a potential PSPS event, forecasted weather duration, estimated time range to full restoration and the number of customers in the potentially impacted area.



Step-by-Step Instructions and Frequently Asked Questions

The reverse side of this document includes step-by-step instructions for retrieving files from pge.com/pspsseventmaps during a PSPS event and Frequently Asked Questions. If you have any additional questions about how this process will work or have specific technical questions, please call 1-800-743-5002.



More Information

For the latest on PG&E’s wildfire safety efforts and Public Safety Power Shutoffs, including tips to help customers prepare for wildfire season, please visit pge.com/wildfiresafety.

Step-by-Step Instructions

1 Receive PSPS event notification from PG&E, and go to pge.com/pspseventmaps

Once you have entered pge.com/pspseventmaps, you will be taken to a page similar to the one shown on the right.

2 Download a PDF, KMZ or shapefile to view the current PSPS map

For PDF maps: Click on the link to view the PDF file and a map will open in a new tab on your browser. To save the PDF file, right click on the link and select "save target as". A dialog box will appear for you to save the file to your computer.

For KMZ or shapefile maps: Click on the link to download the zipped folder with the KMZ or shapefile. You will need Google Earth Pro or ESRI ArcGIS to view the files. To download Google Earth Pro, click the link on the page and follow download instructions.

3 Review Other PSPS Information

Also included on this page will be links to reference other relevant information related to the PSPS event, such as estimated start time of a potential PSPS event, forecasted weather duration, estimated time range to full restoration and the number of customers in the potentially impacted area.



Note: The information and maps displayed on and available through pge.com/pspseventmaps are intended only to provide a general estimate regarding potential locations that may be impacted by a PSPS event should one become necessary.

Frequently Asked Questions

How frequently will the maps be updated?

Maps will be updated on an as-needed basis depending on weather conditions.

How will I know if maps have been updated or the PSPS event scope has changed?

The website will include a date and time stamp of the latest map upload. Please continue to check frequently for updates.

What is a Geographic Information System (GIS)?

GIS is a system that integrates many types of data that are designed to capture, manage, analyze and present geographic and spatial information.

What is a Keyhole Markup Language Zipped (KMZ) File?

KMZ is a file extension for a placemark file used by Google Earth. It is a compressed version of a KML (Keyhole Markup Language) file. KMZ files are zipped KML files, which make them easier to distribute with multiple users.

What are shapefiles?

A shapefile is a simple, non-topological format for storing the geometric location and attribute information of geographic features. Geographic features in a shapefile can be represented by points, lines, or polygons (areas).

What software program opens KMZ, KML and shapefiles?

Google Earth Pro, ESRI ArcGIS, and other similar GIS applications.

What is a Portable Document Format (PDF)?

A PDF is a file format that provides an electronic image of text and graphics that looks like a printed document and can be viewed, printed and electronically transmitted.

What software program opens PDF files?

Adobe Reader, Adobe Acrobat or other similar applications.

THE POWER OF BEING PREPARED

PUBLIC SAFETY POWER SHUTOFF

Visit [PREPAREFORPOWERDOWN.COM](https://www.prepareforpowerdown.com) today to learn more about the power of being prepared.

THE THREATS OF WILDFIRE AND EXTREME WEATHER IN CALIFORNIA ARE REAL.

As a result, California's three largest energy companies, at the direction of the California Public Utilities Commission (CPUC), are coordinating to prepare all Californians for the threat of wildfires and power outages during times of extreme weather. To help protect customers and communities during extreme weather events, electric power may be shut off for public safety in an effort to prevent a wildfire. This is called a **Public Safety Power Shutoff**.

Shutting Off Power for Safety

As a safety precaution, San Diego Gas & Electric (SDG&E), Southern California Edison (SCE) and Pacific Gas and Electric (PG&E) monitor local fire danger and extreme weather conditions across California and evaluate whether to turn off electric power. The decision and action to turn off power is made by each individual energy company and is based on a combination of factors. **Factors include, but are not limited to:**



HIGH WINDS
(including Red Flag warnings)



LOW HUMIDITY



DRY VEGETATION
that could serve as fuel



FIRE THREAT
to electric infrastructure



ON-THE-GROUND OBSERVATIONS



PUBLIC SAFETY RISK

What You Can Expect

If a Public Safety Power Shutoff is needed due to extreme conditions, you can expect:

- **Early Warning Notification** – Your energy company will aim to send customer alerts before shutting off power.
- **Ongoing Updates** – Your energy company will provide ongoing updates through social media, local news outlets and their website.
- **Safety Inspections** – After extreme weather has passed, your energy company will inspect the lines in affected areas before power is safely restored.
- **Power Restoration** – Power outages could last multiple days depending on the severity of the weather and other factors. It is important that you and your family have an emergency preparedness plan in place.

SEE THE OTHER SIDE FOR SAFETY TIPS 

[PREPAREFORPOWERDOWN.COM](https://www.prepareforpowerdown.com) provides a variety of resources, including tips for preparing for extreme weather, wildfires and Public Safety Power Shutoffs. An emergency preparedness checklist and additional resources are available on the reverse side of this fact sheet.

WORKING WITH CALIFORNIANS TO PREPARE

While Public Safety Power Shutoff events are more likely to occur in high fire-risk areas, all Californians could be impacted by emergency events and need to be prepared with a plan. Customers should also update their contact information with their energy company so they can receive notifications. Below are specific steps you and your family can take to be ready, should there be an extended power outage that lasts multiple days.

STAY SAFE. TAKE ACTION.

CREATE YOUR EMERGENCY PLAN TODAY BY FOLLOWING THE TIPS LISTED BELOW:

- **Update your contact information** with your local energy company
- **Identify backup charging methods** for phones and keep hard copies of emergency numbers
- **Plan for any medical needs** like medications that need to be refrigerated or devices that require power
- **Plan for the needs of pets and livestock**
- **Build or restock your emergency kit** with flashlights, fresh batteries, first aid supplies and cash
- **Designate an emergency meeting location**
- **Know how to manually open your garage door**
- **Ensure any backup generators are ready to safely operate**
- **Identify the unique needs of your family and loved ones in the area for your emergency plan**

Additional information on creating an emergency plan is also available at prepareforpowerdown.com.

LEARN MORE FROM YOUR LOCAL ENERGY COMPANY



sdge.com/wildfire-safety



sce.com/PSPS



Together, Building
a Better California

pge.com/wildfiresafety

Additional Preparedness Resources:

- ready.gov – Disaster preparedness information from the U.S. Department of Homeland Security
- readyforwildfire.org – CAL FIRE's wildfire preparedness website
- cpuc.ca.gov/wildfiresinfo – Information on the CPUC's wildfire safety efforts
- caloes.ca.gov – California Governor's Office of Emergency Services website
- firesafecouncil.org – California Fire Safe Council website
- noaa.gov – National Oceanic and Atmospheric Administration website

MONTHLY REPORT

To: David Dickson, General Manager
From: James Derbin, Superintendent of Operations
Agenda: August 13, 2019

Report
Date: August 5, 2019

Monthly Highlights

- MTU installation continues, ~25 left
- HMB and Denniston tank hatches, metal/painting repairs and install new hatch gaskets
- HMB #2 center vent powder coat, replace screen and reinstall
- Repaired Services at:
 - 683/680 Myrtle St.
 - 430/434 Pine Ave.

Sources of Supply

- August Sources:
 - Denniston Reservoir and Wells/Pilarcitos Lake/CSP

Projects

- The Obispo Road pipeline extension for the new firehouse is underway and should be complete 8/16/19
- Three Cla-Val pump control valves are installed at CSP, control wiring complete with proper relay and PLC logic sequencing for startup and shutdown
- CSP P-1 flow had dropped from 1200 gpm to ~600 gpm. P1 was pulled, tube and shaft and pump will need replacement. Installed new tube, shaft and spare pump on 8/5/19.
- Bell Moon Pipeline Replacement started on 8/5/19.
- Casa Del Mar PRV Project- Waiting for Cal Trans variance request, PRV vaults are due to be delivered in September
- Ferdinand Pipeline Replacement Project - County Encroachment Permit is in. Expected construction start date is 8/13/19
- Denniston generator project - final plans/specs, bid documents are scheduled to be complete in October.
 - Staff is securing emergency generator rental agreements in the event the District needs backup power at Denniston and CSP.

STAFF REPORT

To: Board of Directors
From: Cathleen Brennan, Water Resources Analyst
Agenda: August 13, 2019

Report: August 7, 2019
Subject: Water Resources Informational Report

Update on Monthly Water Conservation Reporting

Background:

Under the drought emergency regulations, the State Water Resources Control Board (SWRCB) required monthly reporting by urban

water suppliers. The first reporting month the District submitted electronically to the drinking water information clearing house (DRINC) portal was August of 2014 for the months of June and July of 2014.



When the emergency regulations expired in November of 2017, the monthly conservation reporting was no longer mandatory. However, the SWRCB staff strongly recommended that urban water suppliers continue to voluntarily submit monthly data. The District continued with monthly reporting voluntarily, along with most of the other urban water suppliers. In May of 2018, Governor Brown signed new legislation (SB606 and AB1668) that gave the SWRCB the authority to require monthly reporting.

Rule Making:

SWRCB staff distributed a draft proposal for the mandatory monthly water conservation reports, along with a timeline for implementation.

| SWRCB Staff Proposed Timeline | |
|-------------------------------------|--------------------|
| Milestone | Date |
| Stakeholder Meeting | July 31, 2019 |
| Officially Start Rulemaking Process | September 13, 2019 |
| End the Public Comment Period | October 25, 2019 |
| SWRCB Meeting to Adopt Regulation | December 17, 2019 |
| Effective Date | April 1, 2020 |

The draft proposal lists fourteen items that would be included in the monthly reporting. Three of the fourteen items would only be required during a water shortage. A new item is

listing the water supplier’s public water system identification (PWSID) which is required on other mandatory reporting related to the drinking water program and water rights.

| Items Proposed for Monthly Reports | | |
|--|--|----------------------------|
| Number | Item | Comment |
| 1 | Name of Person Reporting | |
| 2 | Water Supplier Name | |
| 3 | Reporting Month and Year | |
| 4 | Total Monthly Potable Water Production | |
| 5 | Public Water System Identification | New |
| 6 | Water Shortage Contingency Plan Response Stage | |
| 7 | Units of Measure | |
| 8 | Total Population Served | |
| 9 | Percentage of Residential Use of Total Monthly Water Production. | |
| 10 | Triggered Shortage Response Actions | Only During Water Shortage |
| 11 | Communication Actions Conducted Each Month | Only During Water Shortage |
| 12 | Compliance and Enforcement Actions Conducted Each Month | Only During Water Shortage |
| 13 | Qualifications – Explain any Corrections Previously Entered and Submitted. | Optional |
| 14 | Email – To Receive a Copy of the Report | Optional |
| Reporting proposed to be due the 15 th of the following month with a one week grace period. | | |

Stakeholders expressed some concerns at the July 31st meeting. Some of the concerns expressed are listed below:

1. Extend the one week grace period to two weeks or more. Staff gets to take vacation!
2. Billing cycles do not correspond to a calendar month. Allow flexibility.
3. Electronic Annual Reporting (EAR) data will be different than monthly conservation data.
4. What are the penalties for not reporting?
5. Difficult to sync production and consumption on a monthly basis. Usually pro-rating and corrections are made at the end of a reporting year – not during the month.
6. Some agencies like the Residential Gross Per Capita Per Day (R-GPCD) metric calculated in the existing reporting because it was useful to communicate with the public and elected officials.

Conclusion:

The District will continue to voluntarily report monthly water conservation items and will participate in the rule making process for the mandatory reporting. District staff anticipates that with the District moving to monthly billing and the recent installation of advanced metering there should be no barriers with meeting the new monthly reporting requirements by April 1, 2020.