

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Tuesday, December 12, 2017 - 7:00 p.m.**

**AGENDA**

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

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

*This agenda and accompanying materials can be viewed on Coastside County Water District's website located at: [www.coastsidewater.org](http://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 November 30, 2017:  
Claims: \$673,665.01; Payroll: \$94,000.50 for a total of \$767,665.51 ([attachment](#))  
➤ *November 2017 Monthly Financial Claims reviewed and approved by  
Vice-President Feldman*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of November 14, 2017 Special and Regular Board  
of Directors Meeting ([attachment](#))
- D. Monthly Water Service Connection Transfer Report ([attachment](#))
- E. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- F. Total CCWD Production Report ([attachment](#))
- G. CCWD Monthly Sales by Category Report – November 2017 ([attachment](#))
- H. Monthly Rainfall Reports ([attachment](#))
- I. S.F.P.U.C. Hydrological Report for the month of October 2017 ([attachment](#))
- J. Notice of Completion – Wavecrest Pipeline Replacement Project ([attachment](#))
- K. Request for Board to Provide Authorization to Write Off Bad Debts for  
Fiscal Year Ending 2016-2017 ([attachment](#))
- L. Calcon Work Directive 17-06 for Nunes Flocculator and Rapid Mix VFD  
Panel Retrofit/Replacement ([attachment](#))

#### 5) MEETINGS ATTENDED / DIRECTOR COMMENTS

#### 6) GENERAL BUSINESS

- A. Election of Coastside County Water District Board President and Vice-President  
([attachment](#))

#### 7) MONTHLY INFORMATIONAL REPORTS

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

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

#### 9) ADJOURNMENT

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

CHECKS				
<u>CHECK DATE</u>	<u>CHECK NO.</u>	<u>VENDOR</u>	<u>VOID CHECK</u>	<u>AMOUNT</u>
11/03/2017	24680	AMERICAN WATER WORKS ASSOC.	\$	50.00
11/03/2017	24681	HEALTH BENEFITS ACWA-JPIA	\$	39,376.49
11/03/2017	24682	CALIFORNIA C.A.D. SOLUTIONS, INC	\$	9,550.00
11/03/2017	24683	CHEVRON/TEXACO UNIVERSAL CARD	\$	1,815.97
11/03/2017	24684	CINTAS FIRST AID & SAFETY	\$	878.83
11/03/2017	24685	CLARK PEST CONTROL OF STOCKTON, INC.	\$	1,275.00
11/03/2017	24686	COMCAST	\$	200.38
11/03/2017	24687	JAMES DERBIN	\$	1,600.00
11/03/2017	24688	FIRST NATIONAL BANK	\$	5,442.64
11/03/2017	24689	HASSETT HARDWARE	\$	2,109.59
11/03/2017	24690	HUE & CRY, INC.	\$	24.00
11/03/2017	24691	MASS MUTUAL FINANCIAL GROUP	\$	1,974.65
11/03/2017	24692	NATIONAL METER & AUTOMATION	\$	15,381.70
11/03/2017	24693	REPUBLIC SERVICES	\$	419.06
11/03/2017	24694	TEAMSTERS LOCAL UNION #856	\$	1,076.00
11/03/2017	24695	VALIC	\$	3,075.00
11/03/2017	24696	VERIZON WIRELESS	\$	5,125.50
11/03/2017	24697	JUAN CARLOS SALAZAR	\$	1,120.00
11/14/2017	24698	RECORDER'S OFFICE	\$	24.00
11/14/2017	24699	FIRST NATIONAL BANK	\$	128.47
11/17/2017	24700	ADP, INC.	\$	319.60
11/17/2017	24701	FRANK YAMELLO	\$	235.00
11/17/2017	24702	ANDREINI BROS. INC.	\$	29,213.80
11/17/2017	24703	ASSOC.CALIF.WATER AGENCIES	\$	14,955.00
11/17/2017	24704	AT&T	\$	3,285.05
11/17/2017	24705	AT&T LONG DISTANCE	\$	187.41
11/17/2017	24706	AZTEC GARDENS, INC.	\$	190.00
11/17/2017	24707	BADGER METER, INC.	\$	123.00
11/17/2017	24708	BARTKIEWICZ, KRONICK & SHANAHAN	\$	842.80
11/17/2017	24709	BAY AREA AIR QUALITY MGMT DIST	\$	438.00
11/17/2017	24710	BAY AREA AIR QUALITY MGMT DIST	\$	350.00
11/17/2017	24711	BAY AREA WATER SUPPLY &	\$	231.75
11/17/2017	24712	INSTITUE FOR ENVIIRONMENTAL HEALTH, INC.	\$	760.00
11/17/2017	24713	CALCON SYSTEMS, INC.	\$	8,686.83
11/17/2017	24714	DATAPROSE, LLC	\$	3,755.31
11/17/2017	24715	ELECSYS INTERNATIONAL CORP	\$	250.00
11/17/2017	24716	EMPLOYMENT DEV. DEPT.	\$	732.99
11/17/2017	24717	CASTANEDA & PEREZ INC	\$	403.46
11/17/2017	24718	FEDAK & BROWN LLP	\$	1,696.00
11/17/2017	24719	GRAINGER, INC.	\$	628.24
11/17/2017	24720	GREG JONES	\$	4,265.00
11/17/2017	24721	HACH CO., INC.	\$	1,293.64
11/17/2017	24722	HMB BLDG. & GARDEN INC.	\$	157.11
11/17/2017	24723	HALF MOON BAY REVIEW	\$	571.00
11/17/2017	24724	H.M.B.AUTO PARTS	\$	7.61
11/17/2017	24725	U.S. HEALTHWORKS MEDICAL GROUP, P.C.	\$	99.00
11/17/2017	24726	DAN HIMMELHEBER	\$	200.00
11/17/2017	24727	IRON MOUNTAIN	\$	555.76
11/17/2017	24728	IRVINE CONSULTING SERVICES, INC.	\$	3,344.66
11/17/2017	24729	MARGRET KANNER	\$	200.00
11/17/2017	24730	KENNEDY/JENKS CONSULTANTS	\$	6,042.50
11/17/2017	24731	KINGS MOUNTAIN ARBOR HEALTH & SAFETY	\$	9,350.00
11/17/2017	24732	KANEKO AND KRAMMER CORP	\$	5,250.00
11/17/2017	24733	MICHAL DEMPSEY PATRICK DEMPSEY	\$	386.71
11/17/2017	24734	GLENNA LOMBARDI	\$	110.00
11/17/2017	24735	STEPHEN LORACK	\$	100.00
11/17/2017	24736	FERNANDO MARISCAL	\$	200.00
11/17/2017	24737	MASS MUTUAL FINANCIAL GROUP	\$	1,974.65
11/17/2017	24738	MISSION UNIFORM SERVICES INC.	\$	74.25
11/17/2017	24739	WILLIAM NIELSEN	\$	100.00
11/17/2017	24740	OFFICE DEPOT	\$	1,052.85
11/17/2017	24741	ONTRAC	\$	380.01
11/17/2017	24742	PACIFIC GAS & ELECTRIC CO.	\$	102,629.98
11/17/2017	24743	PACIFICA COMMUNITY TV	\$	250.00
11/17/2017	24744	PAKPOUR CONSULTING GROUP	\$	2,299.50

11/17/2017	24745	PITNEY BOWES	\$	211.91
11/17/2017	24746	POLLARDWATER.COM	\$	2,848.52
11/17/2017	24747	RAY A MORGAN COMPANY INC.	\$	362.87
11/17/2017	24748	GLENN REYNOLDS	\$	137.18
11/17/2017	24749	ROBERTS & BRUNE CO.	\$	6,983.70
11/17/2017	24750	ROGUE WEB WORKS, LLC	\$	329.00
11/17/2017	24751	SAN FRANCISCO WATER DEPT.	\$	246,890.70
11/17/2017	24752	SAN MATEO CTY PUBLIC HEALTH LAB	\$	680.00
11/17/2017	24753	SERVICE PRESS	\$	1,064.04
11/17/2017	24754	TPX COMMUNICATIONS	\$	1,838.57
11/17/2017	24755	UPS STORE	\$	85.02
11/17/2017	24756	VALIC	\$	3,075.00
11/17/2017	24757	ROBERT ZARE	\$	200.00
11/01/2017	24758	MAXINE ENGD AHL	\$	53.61
11/01/2017	24759	LEONARD GOLDEN	\$	33.45
11/09/2017	24760	IRINA SELVARETNAM	\$	63.88
11/17/2017	24761	JENNIE LANDER OR PAMELA LANDER	\$	55.23
11/27/2017	24762	ADP, INC.	\$	379.65
11/27/2017	24763	FRANK YAMELLO	\$	1,908.45
11/27/2017	24764	BALANCE HYDROLOGICS, INC	\$	12,535.78
11/27/2017	24765	BAY ALARM COMPANY	\$	1,659.24
11/27/2017	24766	CALIFORNIA SPECIAL DISTRICT	\$	6,842.00
11/27/2017	24767	CHEVRON/TEXACO UNIVERSAL CARD	\$	1,787.78
11/27/2017	24768	GRAINGER, INC.	\$	165.99
11/27/2017	24769	HANSONBRIDGETT. LLP	\$	5,509.00
11/27/2017	24770	MISSION UNIFORM SERVICES INC.	\$	113.46
11/27/2017	24771	MONTEREY COUNTY LAB	\$	2,725.00
11/27/2017	24772	OFFICE DEPOT	\$	327.63
11/27/2017	24773	ONTRAC	\$	71.94
11/27/2017	24774	PAPE MACHINERY EXCHANGE	\$	4,821.30
11/27/2017	24775	PSI-PROCESS SOLUTIONS, INC	\$	4,343.91
11/27/2017	24776	ROBERTS & BRUNE CO.	\$	4,082.50
11/27/2017	24777	STATE WATER RESOURCES CONTL BD	\$	493.95
11/27/2017	24778	STANDARD INSURANCE COMPANY	\$	967.88
11/27/2017	24779	RYAN H. STOLL	\$	205.40
11/27/2017	24780	JAMES TETER	\$	3,486.74
11/27/2017	24781	UGSI CHEMICAL FEED, INC.	\$	2,365.35
11/27/2017	24782	USA BLUE BOOK	\$	439.26
11/27/2017	24783	WIENHOFF & ASSOCIATES, INC.	\$	630.00
11/27/2017	24784	DUNCAN MCINTOSH	\$	37.84
11/27/2017	24785	CHRISTOPH CAVIGIOLI	\$	26.22
		TOTAL CLAIMS FOR MONTH	\$	619,664.70

**WIRE PAYMENTS**

<u>MONTH</u>		<u>VENDOR</u>		<u>AMOUNT</u>
11/02/2017	DFT0000090	CaIPERS FISCAL SERVICES DIVISION	\$	27,620.90
11/02/2017	DFT0000091	CaIPERS FISCAL SERVICES DIVISION	\$	40.03
11/02/2017	DFT0000092	PUB. EMP. RETIRE SYSTEM	\$	12,150.19
11/17/2017	DFT0000093	PUB. EMP. RETIRE SYSTEM	\$	11,940.79
11/30/2017		BANK & CREDIT CARD FEES	\$	2,248.40
		TOTAL WIRE PAYMENTS FOR MONTH	\$	54,000.31

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<b>TOTAL CLAIMS FOR THE MONTH</b>	<b>\$ 673,665.01</b>
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Coastside County Water District

# Monthly Budget Report Account Summary

For Fiscal: 2017-2018 Period Ending: 11/30/2017

	November Budget	November Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent vVariance	Total Budget	
<b>Revenue</b>										
<b>RevType: 1 - Operating</b>										
<a href="#">1-4120-00</a>	Water Revenue	638,688.00	785,134.01	146,446.01	22.93 %	5,144,237.00	5,354,957.96	210,720.96	4.10 %	10,805,600.00
	<b>Total RevType: 1 - Operating:</b>	<b>638,688.00</b>	<b>785,134.01</b>	<b>146,446.01</b>	<b>22.93 %</b>	<b>5,144,237.00</b>	<b>5,354,957.96</b>	<b>210,720.96</b>	<b>4.10 %</b>	<b>10,805,600.00</b>
<b>RevType: 2 - Non-Operating</b>										
<a href="#">1-4170-00</a>	Water Taken From Hydrants	4,165.00	4,924.90	759.90	18.24 %	20,825.00	29,082.18	8,257.18	39.65 %	50,000.00
<a href="#">1-4180-00</a>	Late Notice - 10% Penalty	4,998.00	2,017.40	-2,980.60	-59.64 %	24,990.00	23,879.48	-1,110.52	-4.44 %	60,000.00
<a href="#">1-4230-00</a>	Service Connections	833.00	958.93	125.93	15.12 %	4,165.00	6,090.78	1,925.78	46.24 %	10,000.00
<a href="#">1-4920-00</a>	Interest Earned	0.00	0.00	0.00	0.00 %	3,087.00	2,797.10	-289.90	-9.39 %	6,174.00
<a href="#">1-4930-00</a>	Tax Apportionments/County Checks	75,000.00	80,051.41	5,051.41	6.74 %	75,000.00	81,351.32	6,351.32	8.47 %	700,000.00
<a href="#">1-4950-00</a>	Miscellaneous Income	3,083.00	60.04	-3,022.96	-98.05 %	15,417.00	8,972.47	-6,444.53	-41.80 %	37,000.00
<a href="#">1-4955-00</a>	Cell Site Lease Income	12,833.00	10,664.74	-2,168.26	-16.90 %	64,167.00	64,763.31	596.31	0.93 %	154,000.00
<a href="#">1-4965-00</a>	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	250,000.00
	<b>Total RevType: 2 - Non-Operating:</b>	<b>100,912.00</b>	<b>98,677.42</b>	<b>-2,234.58</b>	<b>-2.21 %</b>	<b>207,651.00</b>	<b>216,936.64</b>	<b>9,285.64</b>	<b>4.47 %</b>	<b>1,267,174.00</b>
	<b>Total Revenue:</b>	<b>739,600.00</b>	<b>883,811.43</b>	<b>144,211.43</b>	<b>19.50 %</b>	<b>5,351,888.00</b>	<b>5,571,894.60</b>	<b>220,006.60</b>	<b>4.11 %</b>	<b>12,072,774.00</b>
<b>Expense</b>										
<b>ExpType: 1 - Operating</b>										
<a href="#">1-5130-00</a>	Water Purchased	127,000.00	81,502.70	45,497.30	35.82 %	1,336,013.00	1,049,788.76	286,224.24	21.42 %	2,106,991.00
<a href="#">1-5230-00</a>	Nunes T P Pump Expense	3,357.00	3,921.27	-564.27	-16.81 %	16,783.00	18,902.22	-2,119.22	-12.63 %	40,280.00
<a href="#">1-5231-00</a>	CSP Pump Station Pump Expense	35,000.00	24,223.34	10,776.66	30.79 %	230,000.00	224,789.92	5,210.08	2.27 %	318,000.00
<a href="#">1-5232-00</a>	Other Trans. & Dist Pump Expense	2,000.00	2,079.11	-79.11	-3.96 %	13,000.00	10,938.01	2,061.99	15.86 %	25,440.00
<a href="#">1-5233-00</a>	Pilarcitos Canyon Pump Expense	3,500.00	250.70	3,249.30	92.84 %	9,400.00	761.05	8,638.95	91.90 %	32,309.00
<a href="#">1-5234-00</a>	Denniston T P Pump Expense	3,000.00	4,621.01	-1,621.01	-54.03 %	24,000.00	42,546.79	-18,546.79	-77.28 %	92,220.00
<a href="#">1-5242-00</a>	CSP Pump Station Operations	875.00	933.40	-58.40	-6.67 %	4,375.00	3,906.58	468.42	10.71 %	10,500.00
<a href="#">1-5243-00</a>	CSP Pump Station Maintenance	1,388.00	0.00	1,388.00	100.00 %	6,940.00	4,881.86	2,058.14	29.66 %	37,000.00
<a href="#">1-5246-00</a>	Nunes T P Operations - General	6,000.00	-1,426.51	7,426.51	123.78 %	30,000.00	18,685.06	11,314.94	37.72 %	72,000.00
<a href="#">1-5247-00</a>	Nunes T P Maintenance	10,200.00	6,838.56	3,361.44	32.96 %	51,000.00	35,725.37	15,274.63	29.95 %	122,500.00
<a href="#">1-5248-00</a>	Denniston T P Operations-General	3,000.00	2,277.76	722.24	24.07 %	10,500.00	19,983.29	-9,483.29	-90.32 %	34,500.00
<a href="#">1-5249-00</a>	Denniston T.P. Maintenance	5,000.00	5,020.55	-20.55	-0.41 %	25,000.00	50,431.82	-25,431.82	-101.73 %	60,000.00
<a href="#">1-5250-00</a>	Laboratory Expenses	3,500.00	4,664.11	-1,164.11	-33.26 %	19,500.00	22,635.07	-3,135.07	-16.08 %	53,000.00
<a href="#">1-5260-00</a>	Maintenance - General	24,308.00	21,781.65	2,526.35	10.39 %	121,541.00	84,430.66	37,110.34	30.53 %	291,700.00
<a href="#">1-5261-00</a>	Maintenance - Well Fields	3,500.00	0.00	3,500.00	100.00 %	17,500.00	0.00	17,500.00	100.00 %	40,000.00
<a href="#">1-5263-00</a>	Uniforms	0.00	0.00	0.00	0.00 %	5,000.00	4,763.62	236.38	4.73 %	10,000.00
<a href="#">1-5318-00</a>	Studies/Surveys/Consulting	5,000.00	17,750.00	-12,750.00	-255.00 %	45,000.00	31,685.00	13,315.00	29.59 %	160,000.00
<a href="#">1-5321-00</a>	Water Resources	3,083.00	1,075.50	2,007.50	65.12 %	15,417.00	8,110.04	7,306.96	47.40 %	37,000.00

Monthly Budget Report

For Fiscal: 2017-2018 Period Ending: 11/30/2017

	November Budget	November Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
<a href="#">1-5322-00</a> Community Outreach	2,000.00	1,064.04	935.96	46.80 %	14,000.00	13,531.78	468.22	3.34 %	54,700.00
<a href="#">1-5381-00</a> Legal	9,167.00	2,423.00	6,744.00	73.57 %	45,835.00	16,065.50	29,769.50	64.95 %	110,000.00
<a href="#">1-5382-00</a> Engineering	8,334.00	1,779.50	6,554.50	78.65 %	41,667.00	17,447.94	24,219.06	58.13 %	100,000.00
<a href="#">1-5383-00</a> Financial Services	3,000.00	1,250.00	1,750.00	58.33 %	12,000.00	10,928.00	1,072.00	8.93 %	20,000.00
<a href="#">1-5384-00</a> Computer Services	12,067.00	5,429.22	6,637.78	55.01 %	60,334.00	40,439.82	19,894.18	32.97 %	144,800.00
<a href="#">1-5410-00</a> Salaries/Wages-Administration	88,500.00	65,903.44	22,596.56	25.53 %	442,500.00	329,749.25	112,750.75	25.48 %	1,150,980.00
<a href="#">1-5411-00</a> Salaries & Wages - Field	97,400.00	93,947.86	3,452.14	3.54 %	487,000.00	533,605.99	-46,605.99	-9.57 %	1,266,081.00
<a href="#">1-5420-00</a> Payroll Tax Expense	13,120.00	11,101.45	2,018.55	15.39 %	65,600.00	60,815.00	4,785.00	7.29 %	170,555.00
<a href="#">1-5435-00</a> Employee Medical Insurance	35,880.00	32,739.14	3,140.86	8.75 %	179,400.00	156,384.02	23,015.98	12.83 %	447,056.00
<a href="#">1-5436-00</a> Retiree Medical Insurance	3,767.00	1,987.19	1,779.81	47.25 %	18,835.00	16,470.94	2,364.06	12.55 %	47,215.00
<a href="#">1-5440-00</a> Employees Retirement Plan	41,875.00	40,864.41	1,010.59	2.41 %	209,375.00	202,935.68	6,439.32	3.08 %	544,380.00
<a href="#">1-5445-00</a> Supplemental Retirement 401a	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	35,000.00
<a href="#">1-5510-00</a> Motor Vehicle Expense	4,225.00	9,904.10	-5,679.10	-134.42 %	21,125.00	28,867.52	-7,742.52	-36.65 %	50,700.00
<a href="#">1-5620-00</a> Office & Billing Expenses	18,792.00	16,935.45	1,856.55	9.88 %	93,960.00	94,706.92	-746.92	-0.79 %	225,500.00
<a href="#">1-5625-00</a> Meetings / Training / Seminars	2,000.00	3,565.96	-1,565.96	-78.30 %	10,000.00	10,163.90	-163.90	-1.64 %	24,000.00
<a href="#">1-5630-00</a> Insurance	10,000.00	9,957.16	42.84	0.43 %	50,000.00	50,071.29	-71.29	-0.14 %	120,000.00
<a href="#">1-5687-00</a> Membership, Dues, Subscript.	2,000.00	7,672.00	-5,672.00	-283.60 %	32,000.00	41,694.67	-9,694.67	-30.30 %	75,350.00
<a href="#">1-5689-00</a> Labor Relations	0.00	0.00	0.00	0.00 %	4,000.00	0.00	4,000.00	100.00 %	6,000.00
<a href="#">1-5700-00</a> San Mateo County Fees	1,667.00	6,930.00	-5,263.00	-315.72 %	8,333.00	11,190.62	-2,857.62	-34.29 %	20,000.00
<a href="#">1-5705-00</a> State Fees	0.00	1,281.95	-1,281.95	0.00 %	4,000.00	1,281.95	2,718.05	67.95 %	24,000.00
<b>Total ExpType: 1 - Operating:</b>	<b>593,505.00</b>	<b>490,249.02</b>	<b>103,255.98</b>	<b>17.40 %</b>	<b>3,780,933.00</b>	<b>3,269,315.91</b>	<b>511,617.09</b>	<b>13.53 %</b>	<b>8,179,757.00</b>
<b>ExpType: 4 - Capital Related</b>									
<a href="#">1-5712-00</a> Debt Service/Existing Bonds 2006B	0.00	0.00	0.00	0.00 %	361,956.25	361,747.38	208.87	0.06 %	486,776.00
<a href="#">1-5715-00</a> Debt Service/CIEDB 11-099	0.00	0.00	0.00	0.00 %	262,467.17	262,467.17	0.00	0.00 %	336,269.00
<a href="#">1-5716-00</a> Debt Service/CIEDB 2016	0.00	0.00	0.00	0.00 %	229,848.33	229,848.34	-0.01	0.00 %	324,652.00
<b>Total ExpType: 4 - Capital Related:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>	<b>854,271.75</b>	<b>854,062.89</b>	<b>208.86</b>	<b>0.02 %</b>	<b>1,147,697.00</b>
<b>Total Expense:</b>	<b>593,505.00</b>	<b>490,249.02</b>	<b>103,255.98</b>	<b>17.40 %</b>	<b>4,635,204.75</b>	<b>4,123,378.80</b>	<b>511,825.95</b>	<b>11.04 %</b>	<b>9,327,454.00</b>
<b>Report Total:</b>	<b>146,095.00</b>	<b>393,562.41</b>	<b>247,467.41</b>		<b>716,683.25</b>	<b>1,448,515.80</b>	<b>731,832.55</b>		<b>2,745,320.00</b>

COASTSIDE COUNTY WATER DISTRICT  
 APPROVED CAPITAL IMPROVEMENT PROJECTS  
 FISCAL YEAR 2017-2018

11/30/2017

Approved CIP Budget FY 17/18	Actual To Date FY 17/18	Projected Year-End FY 17/18	Variance vs. Budget	% Completed	Project Status/ Comments
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**Equipment Purchases & Replacement**

06-03	SCADA/Telemetry/Electrical Controls Replacement	\$ 50,000	\$ 27,033	\$ 50,000	\$ -	54%	
08-12	New Service Truck	\$ 250,000	\$ 210,367	\$ 210,367	\$ 39,633	100%	
99-02	Vehicle Replacement	\$ 90,000	\$ -	\$ 90,000	\$ -	0%	
99-03	Computer Systems	\$ 5,000	\$ -	\$ 5,000	\$ -	0%	
99-04	Office Equipment/Furniture	\$ 3,000	\$ -	\$ 3,000	\$ -	0%	

**Facilities & Maintenance**

08-08	PRV Valves Replacement Project	\$ 30,000	\$ 10,572	\$ 30,000	\$ -	35%	
09-07	Advanced Metering Infrastructure	\$ 850,000	\$ 595,318	\$ 980,000	\$ (130,000)	70%	Projected year-end includes additional cost for meter installers (approved by the Board in September 2017)
09-09	Fire Hydrant Replacement	\$ 40,000	\$ 19,012	\$ 40,000	\$ -	48%	
16-07	Sample Station Replacment Project	\$ 20,000	\$ 26,375	\$ 20,000	\$ -	132%	
14-14	Pilarcitos Canyon Road Improvements	\$ 100,000	\$ 27,473	\$ 100,000	\$ -	27%	
99-01	Meter Change Program	\$ 600,000	\$ 770,687	\$ 800,000	\$ (200,000)	128%	Includes \$70K ordered in prior fiscal year/received in current year

**Pipeline Projects**

06-02	Highway 1 South Pipeline Replacement Proejct	\$ 80,000	\$ -	\$ 80,000	\$ -	0%	
07-03	Pilarcitos Canyon Pipeline Replacement	\$ 150,000	\$ 28,608	\$ 150,000	\$ -	19%	
14-01	Replace 12" Welded Steel Line on Hwy 92 at La Nebbia	\$ 300,000	\$ 135,294	\$ 300,000	\$ -	45%	
14-26	Replace 2" Pipe in Downtown Half Moon Bay	\$ 500,000	\$ 849	\$ 660,000	\$ (160,000)	0%	
18-12	Installation of two (2) valves - Ritz Carlton	\$ 20,000	\$ -	\$ 20,000	\$ -	0%	

**Pump Stations / Tanks / Wells**

06-04	Hazen's Tank Replacement	\$ 30,000	\$ -	\$ 30,000	\$ -	0%	
08-14	Alves Tank Recoating (Interior & Exterior)	\$ 100,000	\$ -	\$ 100,000	\$ -	0%	
13-08	Crystal Springs Spare 350 HP Motor	\$ 60,000	\$ -	\$ 60,000	\$ -	0%	
18-02	CSP Air Relief Valves	\$ 40,000	\$ -	\$ 40,000	\$ -	0%	
18-03	CSP Spare 500 Pump Rehabilitation	\$ 30,000	\$ 15,191	\$ 30,000	\$ -	58%	
18-05	Denniston Tank THM Control (Mixer & Blower)	\$ 80,000	\$ -	\$ 80,000	\$ -	0%	
18-07	EG #2 Tank Chorlination System (Residual Control System)	\$ 50,000	\$ -	\$ 50,000	\$ -	0%	
18-08	CSP Communications	\$ 50,000	\$ -	\$ 50,000	\$ -	0%	

**Water Supply Development**

17-12	Recycled Water Project Development	\$ 100,000	\$ -	\$ 100,000	\$ -	0%	
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**Water Treatment Plants**

17-04	Denniston Dam Spillway Repairs	\$ 90,000	\$ -	\$ 90,000	\$ -	0%	
18-09	Denniston Heater	\$ 15,000	\$ -	\$ 15,000	\$ -	0%	
18-10	Nunes Treatment Plan Improvements - Study (Filter 5, Filter Coasting, etc.)	\$ 100,000	\$ -	\$ 100,000	\$ -	0%	

COASTSIDE COUNTY WATER DISTRICT  
 APPROVED CAPITAL IMPROVEMENT PROJECTS  
 FISCAL YEAR 2017-2018

11/30/2017

		Approved CIP Budget FY 17/18	Actual To Date FY 17/18	Projected Year-End FY 17/18	Variance vs. Budget	% Completed	Project Status/ Comments
18-11	Nunes Bulk Caustic Tank	\$ 40,000	\$ -	\$ 40,000	\$ -	0%	
99-05	Denniston Maintenance Dredging	\$ 35,000	\$ 23,811	\$ 23,811	\$ 11,189	68%	(This amount is reflected as an annual expense under Denniston maintenance vs. CIP.)

**FY 17/18 TOTALS \$ 3,908,000 \$ 1,890,589 \$ 4,347,178 \$ (439,178)**

**FY2016/17 CIP Projects in process - paid in FY 2017/18**

06-03	El Granada Tank #3 Recoating Project		\$ 173,814	\$ 250,000	\$ (250,000)		Carryover of project from 2016/17; project completed 10-2017; funded by lbank loan
10-02 & 12-04	Denniston Booster Pump Station & Bridgeport Pipeline Project		\$ 332,414	\$ 550,000	\$ (550,000)		Carryover of project from 2016/17; project is near completion/awaiting pump repair; funded by lbank loan
17-06	Crystal Springs Pump Station Discharge Valve Replacement		\$ 365	\$ 365	\$ (365)		
13-02	Replace 8inch Pipeline Under Creek at Pilarcitos Ave (Strawflower Pipeline Replacement Project)		\$ 175,218	\$ 175,218	\$ (175,218)		Carryover of project from 2016/17; projected completed in August 2017
17-08	Nunes Filter Surface Wash Repairs		\$ 14,850	\$ 13,970	\$ (13,970)		
17-05	CSP Pump Station Motor Controls		\$ 24,705	\$ 24,705	\$ (24,705)		

**PREVIOUS YEAR TOTALS \$ - \$ 721,365 \$ 1,014,258 \$ (1,014,258)**

**UNSCHEDULED ITEMS (CAPITAL EXPENDITURES) FOR CURRENT FISCAL YEAR 17/18**

17-16	CSP P3 Soft Start Pump/Shafting Replacement & Motor refurbishment		\$ 12,179	\$ 12,179	\$ (12,179)		Work related to FY2016/17 emergency pump replacement -approved at February 2017 Board meeting
12-12	Denniston/San Vicente Water Supply Development		\$ 30,377	\$ 16,999	\$ (16,999)		Legal fees & gaging
	Door Replacement at Nunes		\$ 17,450	\$ 17,450	\$ (17,450)		Work Completed
	Wavecrest Road Pipeine Replacement Project		\$ 18,516	\$ 20,000	\$ (20,000)		

**NON-BUDGETED TOTALS \$ - \$ 78,523 \$ 66,628 \$ (66,628)**

**CIP TOTALS \$ 3,908,000 \$ 2,690,477 \$ 5,428,064 \$ (1,520,064)**

**COASTSIDE COUNTY WATER DISTRICT  
MONTHLY INVESTMENT REPORT  
November 30, 2017**

<b><u>RESERVE BALANCES</u></b>	<b>Current Year as of 11/30/17</b>	<b>Prior Year as of 11/30/16</b>
CAPITAL AND OPERATING RESERVE	\$4,233,040.43	\$4,114,898.09
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
<b>TOTAL DISTRICT RESERVES</b>	<b>\$4,483,040.43</b>	<b>\$4,364,898.09</b>

**ACCOUNT DETAIL**

ACCOUNTS WITH FIRST NATIONAL BANK (FNB)		
CHECKING ACCOUNT	\$3,410,627.99	\$2,465,025.72
CSP T & S ACCOUNT	\$32,962.28	\$866,082.10
MONEY MARKET GEN. FUND (Opened 7/20/17)	\$2,500.00	\$0.00
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$1,036,250.16	\$1,027,359.86
DISTRICT CASH ON HAND	\$700.00	\$700.00
<b>TOTAL ACCOUNT BALANCES</b>	<b>\$4,483,040.43</b>	<b>\$4,359,167.68</b>

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

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

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

<b>Month</b>	<b>Admin (General Legal Fees)</b>	<b>Water Supply Develpmnt</b>	<b>Recycled Water</b>	<b>Transfer Program</b>	<b>CIP</b>	<b>Personnel</b>	<b>Water Shortage</b>	<b>Lawsuits</b>	<b>Infrastructure Project Review  (Reimbursable)</b>	<b>TOTAL</b>
<b>Dec-16</b>	2,776		513	544	60	478				4,371
<b>Jan-17</b>	3,231			858					604	4,693
<b>Feb-17</b>	3,080			474	1,087					4,641
<b>Mar-17</b>	1,350		695	1,219	1,510					4,773
<b>Apr-17</b>	7,572			724	544					8,840
<b>May-17</b>	5,739			500	30					6,269
<b>Jun-17</b>	1,846		272	379	393	19,831				22,721
<b>Jul-17</b>	2,476			108		2,716				5,300
<b>Aug-17</b>	2,925		748	387	2,984					7,043
<b>Sep-17</b>	1,625		195	374	4,602	1,778				8,573
<b>Oct-17</b>	975			222	130	1,268				2,595
<b>Nov-17</b>	2,418			226	2,340	525				5,509
<b>TOTAL</b>	<b>36,015</b>	<b>0</b>	<b>2,422</b>	<b>6,012</b>	<b>13,680</b>	<b>26,595</b>	<b>0</b>	<b>0</b>	<b>604</b>	<b>85,327</b>

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

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

<b>Month</b>	<b>Admin &amp; Retainer</b>	<b>CIP</b>	<b>Studies &amp; Projects</b>	<b>TOTAL</b>	<b>Reimbursable from Projects</b>
<b>Dec-16</b>	480	3,392	2,424	<b>6,296</b>	2,424
<b>Jan-17</b>	480	5,662	4,069	<b>10,210</b>	4,069
<b>Feb-17</b>	1,494	11,649	806	<b>13,949</b>	806
<b>Mar-17</b>	480	7,552		<b>8,032</b>	
<b>Apr-17</b>	480	5,594		<b>6,074</b>	
<b>May-17</b>	587	9,988		<b>10,575</b>	
<b>Jun-17</b>	480	620		<b>1,100</b>	
<b>Jul-17</b>	480		1,606	<b>2,086</b>	1,606
<b>Aug-17</b>	1,241	117	2,186	<b>3,544</b>	2,186
<b>Sep-17</b>	480		845	<b>1,325</b>	845
<b>Oct-17</b>	480		930	<b>1,410</b>	930
<b>Nov-17</b>	480		3,007	<b>3,487</b>	3,006
<b>TOTAL</b>	<b>7,641</b>	<b>44,574</b>	<b>15,873</b>	<b>68,088</b>	<b>15,872</b>

**Calcon T&M Projects Tracking**  
as of 11/30/2017

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Total Billing (thru 6/30/17)	Project Billing FY2017-18	Project Budget Remaining
CAL-13-01	EG Tank 2 Recoating Project	Closed	9/30/13	10/8/13	\$8,220.00	\$8,837.50		-\$617.50
CAL-13-02	Nunes Control System Upgrades	Closed	9/30/13	10/8/13	\$46,141.00	\$55,363.60		-\$9,222.60
CAL-13-03	Win 911 and PLC Software	Closed	9/30/13	10/8/13	\$9,717.00	\$12,231.74		-\$2,514.74
CAL-13-04	Crystal Springs Surge Tank Retrofit	Closed	11/26/13	11/27/13	\$31,912.21	\$66,572.54		-\$34,660.33
CAL-13-05		Closed				\$0.00		\$0.00
CAL-13-06	Nunes Legacy Backwash System Removal	Closed	11/25/13	11/26/13	\$6,516.75	\$6,455.00		\$61.75
CAL-13-07	Denniston Backwash FTW Valves	Closed	11/26/13	11/27/13	\$6,914.21	\$9,518.28		-\$2,604.07
CAL-14-01	Denniston Wash Water Return Retrofit	Closed	1/28/14	2/14/14	\$13,607.00	\$13,591.60		\$15.40
CAL-14-02	Denniston Calrifier SCADA Data	Closed	4/2/14	4/7/14	\$4,125.00	\$4,077.50		\$47.50
CAL-14-03	Nunes Surface Scatter Turbidimeter	Closed	4/2/14	4/7/14	\$2,009.50	\$0.00		\$2,009.50
CAL-14-04	Phase I Control System Upgrade	Closed	4/2/14	4/7/14	\$75,905.56	\$44,459.14		\$31,446.42
CAL-14-06	Miramar Control Panel	Closed	8/28/14	8/28/14	\$37,953.00	\$27,980.71		\$9,972.29
CAL-14-08	SFWater Flow & Data Logger/Cahill Tank	Closed	8/20/2014	8/20/2014	\$1,370.00	\$1,372.00		-\$2.00
CAL-15-01	Main Street Monitors	Closed				\$6,779.42		-\$6,779.42
CAL-15-02	Denniston To Do List	Closed				\$2,930.00		-\$2,930.00
CAL-15-03	Nunes & Denniston Turbidity Meters	Closed			\$6,612.50	\$12,536.12		-\$5,923.62
CAL-15-04	Phase II Control System Upgrade		6/23/2015	8/11/2015	\$195,000.00	\$194,102.50	\$8,125.00	-\$7,227.50
CAL-15-05	Permanganate Water Flow					\$1,567.15		-\$1,567.15
CAL-16-04	Radio Network		12/9/2016	1/10/2017	\$126,246.11	\$116,633.18	\$18,907.50	-\$9,294.57
CAL-16-05	El Granada Tank No. 3 Recoating		12/16/2016		\$6,904.50	\$3,860.00	\$2,985.00	\$59.50
CAL-17-01	Crystal Springs Leak Valve Control		2/8/2017	2/14/2017	\$8,701.29	\$6,390.00		\$2,311.29
CAL-17-02	Crystal Springs Requirements & Addtl Controls		2/8/2017	2/14/2017	\$38,839.50	\$16,467.06	\$24,705.00	-\$2,332.56
CAL-17-03	Nunes Valve Control		6/29/2017	7/11/2017	\$73,281.80	\$64,184.35	\$14,850.00	-\$5,752.55
CAL-17-04	Denniston Booster Pump Station		7/27/2017	8/8/2017	\$21,643.75	\$1,230.00	\$28,530.00	-\$8,116.25
CAL-17-05	Crystal Springs Pump Station #3 Soft Start		7/27/2017	8/8/2017	\$12,213.53	\$0.00	\$12,178.13	\$35.40
<b>SUBTOTAL</b>					<b>\$733,834.21</b>	<b>\$677,139.39</b>	<b>\$110,280.63</b>	<b>-\$53,585.81</b>
<b>Other: Maintenance</b>								
CAL-17-EMG	Emergency Callout Tanks						\$ 1,620.00	
	Crystal Springs Maintenance						\$ 8,655.04	
	Nunes Maintenance						\$ 2,996.81	
	Denniston Maintenance						\$ 1,160.00	
	Distribution System						\$ 5,446.83	
<b>TOTAL FY2017/18</b>							<b>\$ 130,159.31</b>	

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS**

**Tuesday, November 14, 2017**

- 1) **ROLL CALL** - The special meeting began at 6:30 p.m. Present at roll call: Directors Ken Coverdell, Arnie Glassberg, Chris Mickelsen, Vice-President Bob Feldman, David Dickson, General Manager; Mary Rogren, Assistant General Manager and Patrick Miyaki, Legal Counsel. President Glenn Reynolds was absent.
- 2) **PUBLIC COMMENT** - There were no public comments.
- 3) **CLOSED SESSION**
  - A. Conference with Real Property Negotiators  
Pursuant to California Government Code Section 54956.8  
Property: 12001-12291 San Mateo Road, Half Moon Bay, CA  
APNs: 056-331-110, 056-331-050, 056-331-120, 056-331-130, 056-450-040  
Agency Negotiators: David Dickson, General Manager, and  
Mary Rogren, Assistant General Manager  
Negotiating Parties: James Cozzolino, Trustee  
Under Negotiation: Price and Terms of Payment
- 4) **RECONVENE TO OPEN SESSION** - The meeting reconvened to open session at 6:52 p.m., with Mr. Miyaki reporting that there was no Board action taken on agenda item 3A.
- 5) **ADJOURNMENT** - The Special Meeting was adjourned at 6:53 p.m.

Respectfully submitted,

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David R. Dickson, General Manager  
Secretary to the District

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Robert Feldman, Vice President  
Board of Directors

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**

**Tuesday, November 14, 2017**

- 1) **ROLL CALL** - Vice-President Bob Feldman called the meeting to order at 7:00 p.m. Present at roll call: Directors Ken Coverdell, Arnie Glassberg, and Chris Mickelsen. President Glenn Reynolds was absent.  
  
Also present: David Dickson, General Manager; Mary Rogren, Assistant General Manager; James Derbin, Superintendent of Operations; Patrick Miyaki Legal Counsel; JoAnne Whelen, Administrative Assistant/Recording Secretary and Gina Brazil, Office Manager.
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** - There were no public comments
- 4) **CONSENT CALENDAR**
  - A. Approval of disbursements for the month ending October 31, 2017:  
Claims: \$2,713,205.19; Payroll: \$101,091.02 for a total of \$2,814,296.21  
➤ *October 2017 Monthly Financial Claims reviewed and approved by President Reynolds*
  - B. Acceptance of Financial Reports
  - C. Approval of Minutes of October 10, 2017 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 - October 2017
  - H. Monthly Rainfall Reports
  - I. S.F.P.U.C. Hydrological Report for the month of September 2017
  - J. Notice of Completion - Denniston Reservoir Maintenance Dredging Project 2017
  - K. Notice of Completion - El Granada Tank No. 3 Recoating Project

ON MOTION BY Director Glassberg and seconded by Director Coverdell the Board voted by roll call vote to approve the Consent Calendar in its entirety:

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Mickelsen reported that he would be attending a Bay Area Water Supply and Conservation Agency (BAWSCA) meeting on Thursday, November 16, 2017.

6) GENERAL BUSINESS

A. Conversion of Full-Time Temporary Field Position to Permanent Treatment/Distribution Operator Position

Mr. Dickson presented the background of this agenda item, advising that for more than twenty years the District field staff has included a full-time temporary position with a maximum of 1,000 hours annually, without benefits. Based on the District's current staffing needs, Mr. Dickson proposed to eliminate the temporary position in favor of a permanent Treatment/Distribution Operator position, increasing the skill and experience level of the staff.

Brief discussion ensued with the Board members commenting on the position conversion.

ON MOTION BY Director Coverdell and seconded by Director Glassberg the Board voted by roll call vote to approve the conversion of the full-time temporary field position to a permanent Treatment/Distribution Operator position:

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

B. Approval of Agreement for Acquisition of Permanent Easements and Joint Escrow Instructions Between Coastside County Water District and the James and Alice Cozzolino 1988 Family Trust

Mr. Dickson reviewed details of the leak that occurred just east of La Nebbia Winery in the Summer of 2017 that prompted the need to install a bypass pipeline around La Nebbia on property owned by the Cozzolino family. He reminded the Board that he and Ms. Rogren had been designated by the Board at the October 10, 2017 CCWD Board meeting as the District's real property negotiators for the purchase of a permanent easement from the Cozzolinos and advised that a proposed agreement had been developed and was provided for the Board's consideration.

**ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to authorize the General Manager to execute the attached Agreement for Acquisition of Permanent Easements and Joint Escrow Instructions between the District and the James and Alice Cozzolino 1988 Family Trust to acquire a permanent pipeline easement at a cost of \$75,000, and to execute the accompanying Grant of Easement:**

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

**C. Agreement for Emergency Water Supply Between Coastside County Water District and Montara Water and Sanitary District**

Director Coverdell announced that this item had been placed on the agenda at his request with the recent development that this agreement could potentially involve one of his customers for the Big Wave Project. He stated that he will need to recuse himself from all discussions associated with this item due to a potential conflict of interest. He added that it is also respectfully requesting that he be replaced on the CCWD and Montara Water & Sanitary Mutual Interest Committee. Mr. Coverdell left the room at 7:22 p.m.

For the record, Mr. Miyaki clarified that legal counsel has been involved with this development, as well and is aware of Director Coverdell's financial interests. He reported that the rules, under the Political Reform Act, require that Director Coverdell disclose his financial interests, recuse himself, and leave the room for discussion of this agenda matter, all of which had just transpired. He further explained that there is a possibility that the contract with Montara Water & Sanitary District, the mutual interest committee and any discussion of a possible inter-tie now may involve matters related to the Big Wave Development and due to their contract with Director Coverdell, this could create a potential conflict of interest.

Vice-President Feldman proposed that since the topic of the District's Board Committees will be discussed at an upcoming Board meeting, that discussion of appointing a new CCWD Board member to the CCWD/MWSD Mutual Interest Committee be considered at that time, which was agreed upon by the Board. Director Coverdell re-entered the room and re-joined the meeting at 7:27 p.m.

7) **MONTHLY INFORMATIONAL REPORTS**

- A. Assistant General Manager's Report - Ms. Rogren provided a brief update to the Board on the status of the advanced metering infrastructure implementation.
- B. Superintendent of Operations Report - Mr. Derbin reviewed the operations highlights, including the completion of the El Granada Tank 3 Rehabilitation and Coating Project, and the Denniston Dredging Project.
- C. Water Resource Report - Ms. Brennan was not present but her informational report provided on Water Year 2017 was referenced.

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

There were no requests for future Board meeting agenda items expressed.

9) **ADJOURNMENT** - The meeting was adjourned at 7:49 p.m.

Respectfully submitted,

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David R. Dickson, General Manager  
Secretary to the District

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Robert Feldman, Vice President  
Board of Directors

**WATER SERVICE CONNECTION TRANSFER REPORT  
TRANSFERS APPROVED FOR THE MONTH OF NOVEMBER 2017**

DONATING APN	PROPERTY OWNER(S)	RECIPIENT APN	PROPERTY OWNER(S)	# OF CONNECTIONS	DATE
115-520-170	Charles J. Keenan III (c/o Joyce Yamigiwa)	048-032-070	Zafar Irfan & Bina Moin	1 -- 5/8"	November 8, 2017



**TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2018**

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.87	25.93	0.00	0.00	45.87	72.67	3.45	69.22
AUG	2.32	24.89	0.00	0.00	42.86	70.07	3.85	66.22
SEPT	2.21	19.72	0.00	0.00	38.88	60.81	3.80	57.01
OCT	1.63	15.79	0.00	0.00	50.08	67.50	3.37	64.13
NOV	4.82	21.54	18.4	0.00	12.45	57.21	2.57	54.64
DEC								
JAN								
FEB								
MAR								
APR								
MAY								
JUN								
<b>TOTAL</b>	<b>11.85</b>	<b>107.87</b>	<b>18.40</b>	<b>0.00</b>	<b>190.14</b>	<b>328.26</b>	<b>17.04</b>	<b>311.22</b>
% MONTHLY TOTAL	3.31%	35.52%	0.00%	0.00%	61.17%	100.00%	0.05	94.51%
% ANNUAL TO DATE TOTAL	3.6%	32.9%	5.6%	0.0%	57.9%	100.0%	5.19%	94.8%
Local vs Imported-month	38.8%	61.17%	CCWD vs SFPUC- month		38.8%	61.2%		
Local vs Imported-annual	42.1%	57.9%	CCWD vs SFPUC- annual		42.1%	57.9%		
	Local Source	Imported Source						

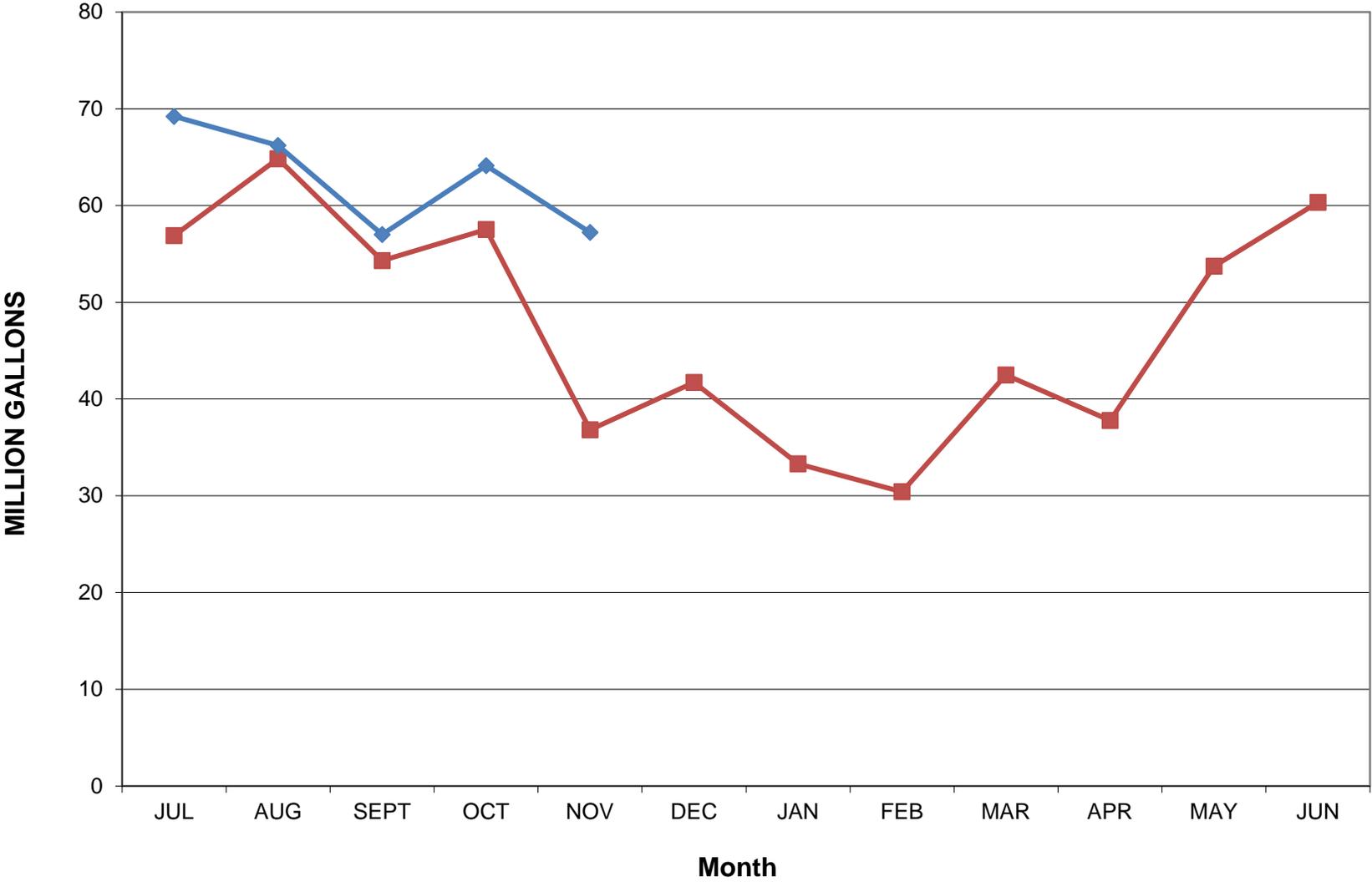
12 Month Running Treated Total

**610.99**

**TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2017**

	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS RESERVOIR	CRYSTAL SPRINGS RESERVOIR	RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
JUL	1.58	15.50	0.00	37.11	7.05	61.24	4.36	56.88
AUG	2.55	10.84	0.00	4.40	51.18	68.97	4.12	64.85
SEPT	2.28	10.35	0.00	0.00	45.04	57.67	3.37	54.30
OCT	0.49	1.71	0.00	0.00	57.09	59.29	1.76	57.53
NOV	0.01	1.13	10.91	0.00	26.92	38.97	2.15	36.82
DEC	0.00	13.01	13.18	0.00	17.59	43.78	2.05	41.73
JAN	0.00	2.32	18.25	0.00	14.98	35.55	2.24	33.31
FEB	0.00	0.00	23.75	4.01	6.36	34.12	3.72	30.41
MAR	0.43	5.18	25.41	13.01	1.80	45.83	3.33	42.50
APR	0.00	14.05	0.00	25.41	1.87	41.33	3.54	37.79
MAY	0.00	24.60	0.00	29.40	3.25	57.25	3.53	53.72
JUN	0.41	24.25	0	21.59	17.65	63.90	3.58	60.32
<b>TOTAL</b>	<b>7.75</b>	<b>122.94</b>	<b>91.50</b>	<b>134.93</b>	<b>250.78</b>	<b>607.90</b>	<b>37.75</b>	<b>570.14</b>
% TOTAL	1.3%	20.2%	15.1%	22.2%	41.3%	100.0%	6.21%	93.8%

Monthly Production FY 17 vs FY 18





Coastside County Water District  
 766 Main Street  
 July 2017 - June 2018

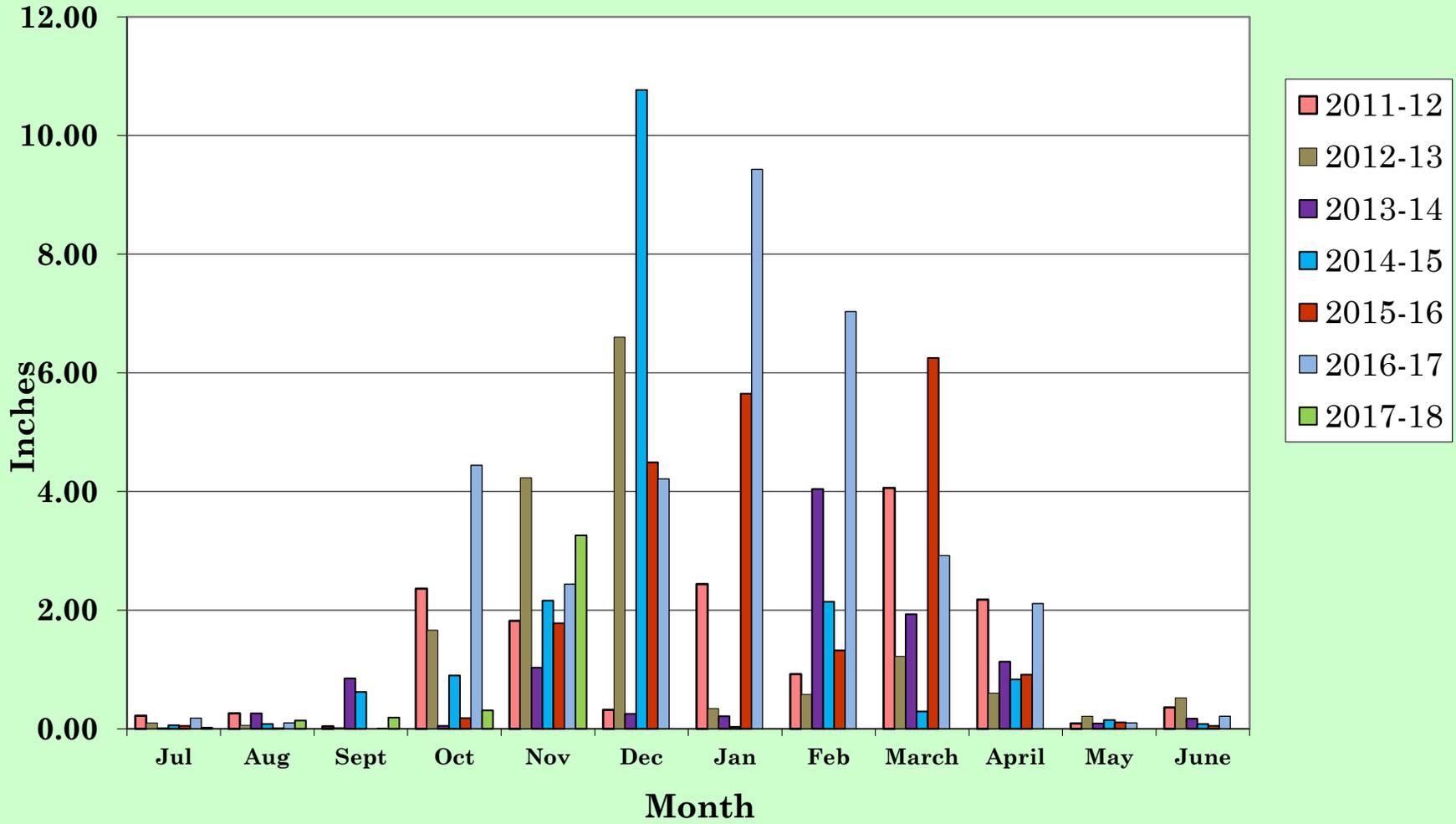
District Office  
 Rainfall in Inches

	2017					2018						
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0	0	0.01	0							
2	0.01	0	0	0	0							
3	0.01	0	0	0	0.04							
4	0	0.02	0	0	0.48							
5	0	0	0	0	0							
6	0	0.02	0	0	0.01							
7	0	0	0	0	0							
8	0	0.01	0	0	0.14							
9	0	0.01	0.02	0	0.15							
10	0	0.01	0	0	0.01							
11	0	0.02	0.07	0	0.01							
12	0	0	0.01	0	0							
13	0	0.02	0.01	0	0.19							
14	0	0.02	0	0	0.01							
15	0	0	0.02	0	0.06							
16	0	0	0	0	1.15							
17	0	0	0.01	0	0.45							
18	0	0	0.02	0	0.14							
19	0	0	0	0.06	0							
20	0	0	0.02	0.22	0							
21	0	0	0	0.01	0							
22	0	0	0.01	0	0							
23	0	0	0	0	0							
24	0	0.01	0	0	0							
25	0	0	0	0	0							
26	0	0	0	0	0.26							
27	0	0	0	0	0.14							
28	0	0	0	0.01	0.01							
29	0	0	0	0	0.01							
30	0	0	0	0	0							
31	0	0		0								
Mon.Total	0.02	0.14	0.19	0.31	3.26							
Year Total	0.02	0.16	0.35	0.66	3.92							

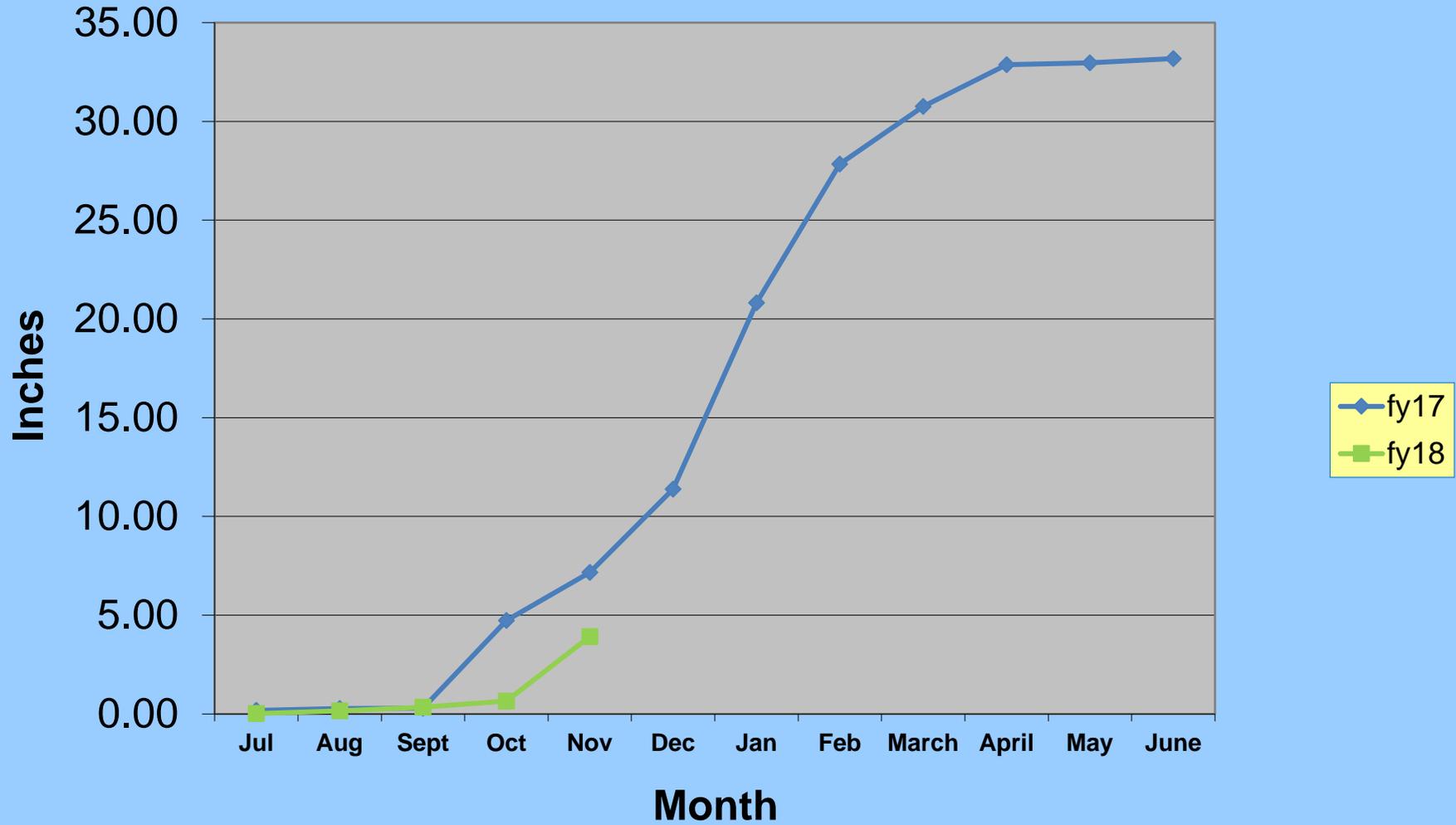
# Coastside County Water District

## Rainfall by Month

Fiscal Years 12 - 18



## Rainfall Total Comparison Fiscal Years 17 and 18



# San Francisco Public Utilities Commission Hydrological Conditions Report for October 2017

J. Chester, C. Graham, & N. Waelty, November 17, 2017



Priest and Moccasin Reservoirs have bypass capabilities. Under normal operations, neither bypass is in use. One or both can be used with no impact on delivery capacity in case of water quality or operational concerns.

At Priest (above), the bypass allows water from Mountain Tunnel to directly enter Moccasin Power Tunnel without contact to Priest Reservoir. In this photo, we are refilling Priest Reservoir via water being released from the Priest Flapgates while simultaneously delivering water to Moccasin via the bypass.

At Moccasin (below), one bypass transmits Moccasin Creek water underneath the reservoir, keeping Moccasin Creek water separated from Hetch Hetchy water delivered to the city. A second bypass can transmit Hetchy water directly from Moccasin Powerhouse to Foothill Tunnel, in case of water quality or operational concerns at Moccasin Reservoir.

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

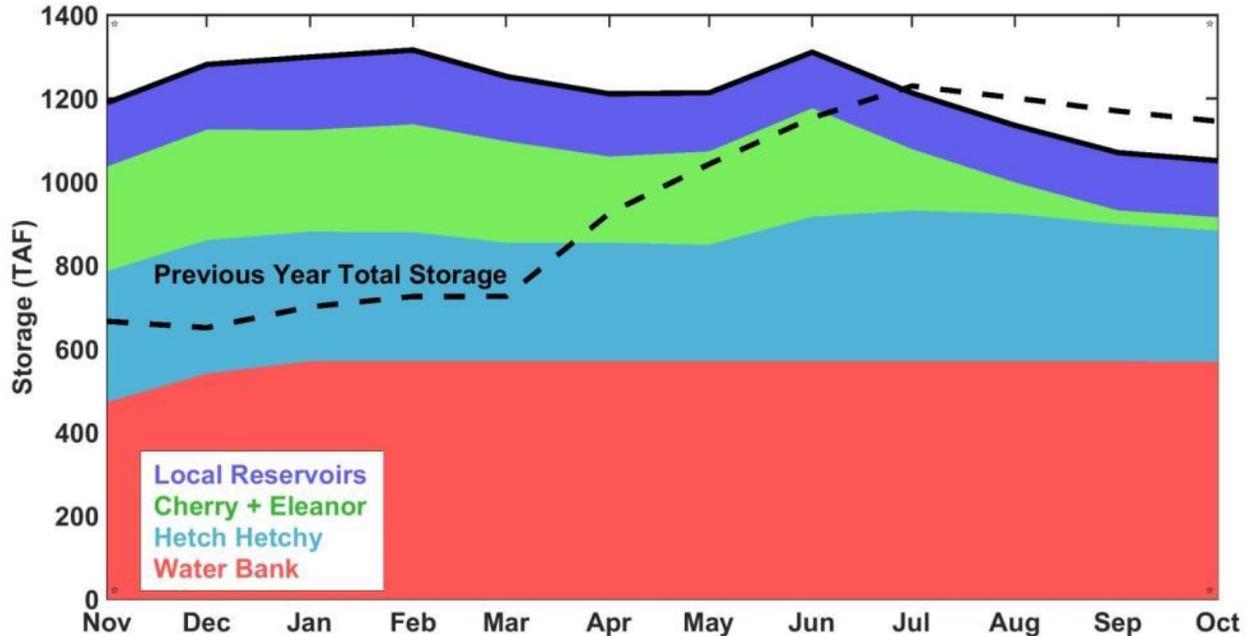
Table 1 Current Storage As of November 1, 2017							
Reservoir	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	
<b>Tuolumne System</b>							
Hetch Hetchy <sup>1</sup>	314,694		340,000		25,306		92.6%
Cherry <sup>2</sup>	5,609		268,810		263,201		2.1%
Eleanor <sup>3</sup>	26,436		26,416		0		100.0%
Water Bank	568,473		570,000		1,527		99.7%
Tuolumne Storage	915,212		1,205,226		290,034		75.9%
<b>Local Bay Area Storage</b>							
Calaveras <sup>4</sup>	27,178	8,856	96,824	31,550	69,646	22,694	28.1%
San Antonio	38,181	12,441	50,496	16,454	12,315	4,013	75.6%
Crystal Springs	49,668	16,184	58,377	19,022	8,709	2,838	85.1%
San Andreas	18,390	5,992	18,996	6,190	606	198	96.8%
Pilarcitos	1,836	598	2,995	976	1,159	378	61.3%
Total Local Storage	135,252	44,072	227,688	74,192	92,435	30,120	59.4%
<b>Total System</b>	<b>1,050,464</b>		<b>1,432,914</b>		<b>382,469</b>		<b>73.3%</b>

<sup>1</sup> Maximum Hetch Hetchy Reservoir storage with drum gates deactivated.

<sup>2</sup> Maximum Cherry Lake storage with flash-boards removed.

<sup>3</sup> Maximum Lake Eleanor storage with 3 of 4 rows of flash-boards installed.

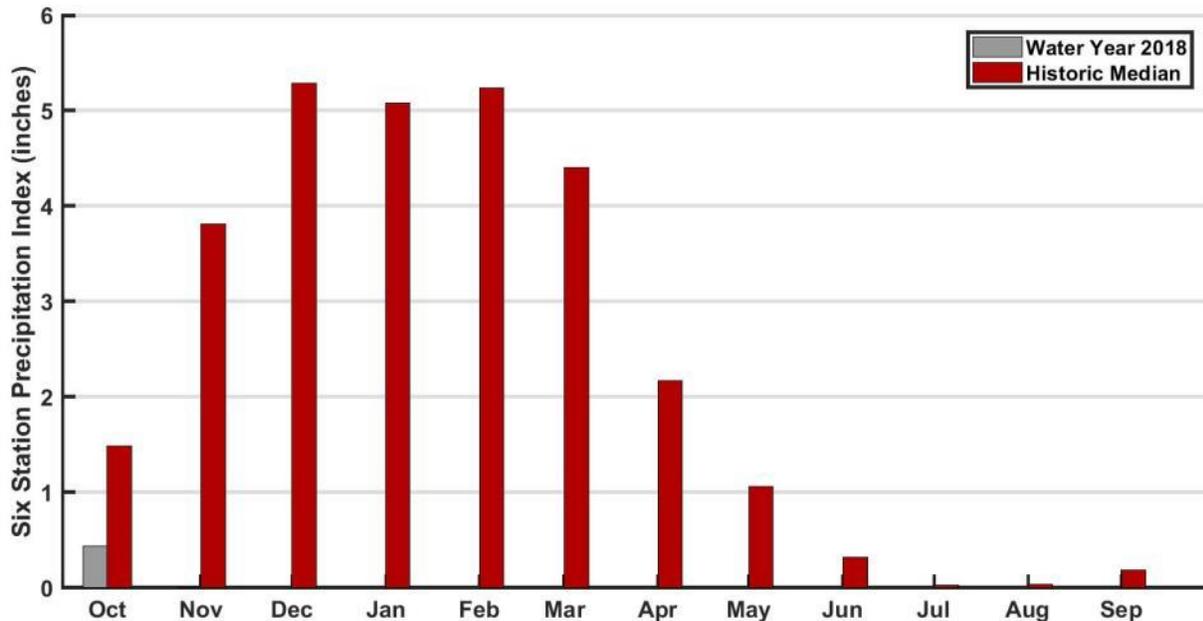
<sup>4</sup> Available capacity does not take into account current DSOD storage restrictions.



**Figure 1:** Monthly system storage for past 12 months in thousand acre-feet (TAF). Color bands show relative 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.

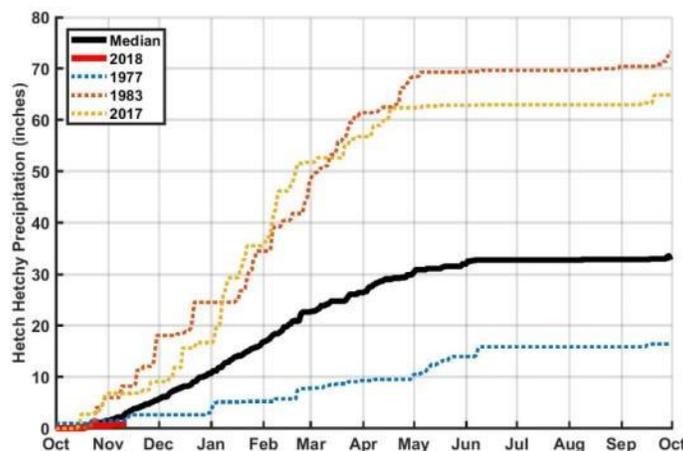
## Hetch Hetchy System Precipitation Index <sup>5/</sup>

*Current Month:* The October 2017 six-station precipitation index was 0.44 inches, or 24% of the average index for the month.



**Figure 2:** Monthly distribution of the Hetch Hetchy six-station precipitation index as percent of the annual average precipitation, as of November 1.

*Cumulative Precipitation to Date:* The accumulated six-station precipitation index for water year 2018 is 0.75 inches, which is 2% of the average annual water year total. Hetch Hetchy received 0.59 inches precipitation in October, and 0.26 inches in the first 2 weeks of November for a total of 0.85 inches for Water Year 2018. The cumulative Hetch Hetchy precipitation is shown in Figure 3 in red.



**Figure 3:** Water year 2018 cumulative precipitation measured at Hetch Hetchy Reservoir through November 14<sup>th</sup>, 2017. Precipitation at the Hetch Hetchy gauge for wet, dry, median, and WY 2017 are included for comparison purposes.

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

## Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange as of November 1, 2017 is summarized below in Table 2.

<b>Table 2</b>				
<b>WY 2018 Calculated reservoir inflows and Water Available to City</b>				
<b>As of November 1, 2017</b>				
*All volumes are in acre feet	<b>October 2017</b>			
	<b>Observed Flow</b>	<b>Median<sup>6</sup></b>	<b>Mean<sup>6</sup></b>	<b>Percent of Mean</b>
Inflow to Hetch Hetchy Reservoir	5,193	3,161	6,199	83.8%
Inflow to Cherry Lake and Lake Eleanor	2,668	2,329	5,537	48.2%
Tuolumne River at La Grange	26,327	10,018	17,351	151.7%
Water Available to City	0	0	2,583	0.0%

<sup>6</sup> Hydrologic Record: 1919 – 2015

## Hetch Hetchy System Operations

Power draft and releases from Hetch Hetchy Reservoir during the month of October totaled 24,783 acre-feet to meet instream release requirements. Inflows to date are sufficient to keep Hetch Hetchy Reservoir in Year Type A through January, 2018. Hetch Hetchy minimum instream release requirements for October and November are 60 cfs.

9,318 acre-feet of power draft and valve releases was made from Cherry Lake during the month of October to meet instream release requirements and facilitate lowering of Cherry Lake for valve work. No water was transferred via pumping from Lake Eleanor to Cherry Lake in October. The required minimum instream release from Cherry Lake is 5 cfs through June 30<sup>th</sup>, 2018. Required minimum release from Lake Eleanor is 5 cfs through March 1<sup>st</sup>. Lake Eleanor is currently nearly full, with releases targeting minimum instream release requirements.

## Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for October was 35 MGD. The Sunol Valley Water Treatment Plant production for the month was 6 MGD.

## Local System Water Delivery

The average October delivery rate was 219 MGD which is a 9% decrease below the September delivery rate of 240 MGD.

## Local Precipitation

Dry weather persisted through October with one rain event mid-month. The October rainfall summary is presented in Table 3.

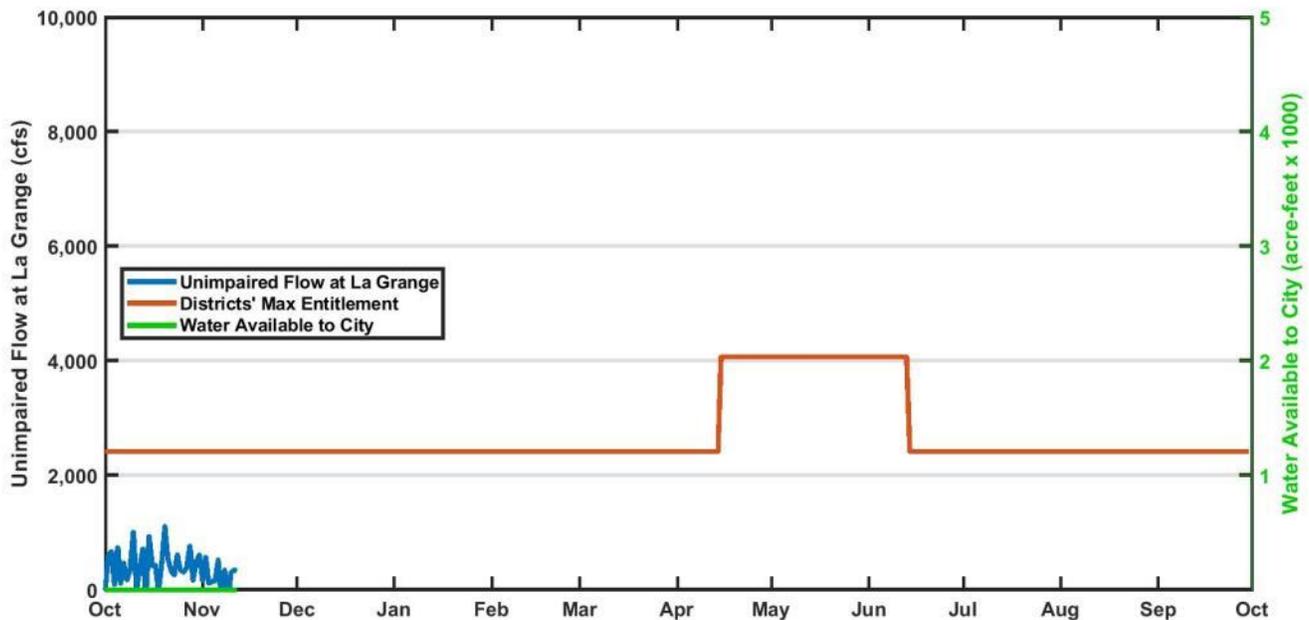
Reservoir	Month Total (inches)	Percentage of Average for the Month	Water Year to Date <sup>7</sup> (inches)	Percentage of Average for the Year-to-Date <sup>7</sup>
Pilarcitos	0.61	27 %	0.61	61 %
Lower Crystal Springs	0.32	22 %	0.32	32 %
Calaveras	0.36	32 %	0.36	36 %

<sup>7</sup> WY 2018: Oct. 2017 through Sep. 2018.

## Snowmelt and Water Supply

Cherry Lake has been lowered to 5,000 acre-feet (5 TAF) for outlet valve repairs and replacement. This is the minimum target, and Cherry Lake is expected to slowly refill while repairs are being made. Butterfly valve repair work scheduled to be completed in late December, allowing for lake refilling throughout the winter. The hollow jet replacement scheduled to be completed in late January, allowing for return to normal operations at Cherry Lake. Lake Eleanor is being kept at maximum storage. Water from Lake Eleanor will be transferred to Cherry Lake as soon as construction allows, which may be as early as late-December.

A pair of November storms resulted in significant inflows to all reservoirs. Both storms were warm, resulting in rain rather than snow. No significant snowpack has accumulated at this date.



**Figure 4:** Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. No water was available to the City so far during Water Year 2018.

**STAFF REPORT**

**To: Coastside County Water District Board of Directors**

**From: Dave Dickson, General Manager**

**Agenda: December 12, 2017**

**Date: December 6, 2017**

**Subject: Notice of Completion - Wavecrest Pipeline Replacement Project**

---

**Recommendation:**

That the Board of Directors take the following actions:

- (1) Accept the Wavecrest Pipeline Replacement Project as complete.
- (2) Authorize the Notice of Completion to be filed with the County of San Mateo.
- (3) Authorize the release of the retention funds when the Notice of Completion has been recorded and returned to the District.

**Background**

Coastside County Water District entered into a contract with Andreini Bros., Inc. on September 25, 2017 for the Wavecrest Pipeline Replacement Project.

The work consisted of approximately 260 linear feet of 2-inch HDPE pipeline beginning at the western terminus of the 8-inch and replaced and reconnected one ¾" existing customer water service connection. The site of the work is located in Half Moon Bay, California. All work was within the existing street right of way areas.

The work was completed on December 6, 2017. The project was constructed according to District specifications.

**Fiscal Impact:** None.

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

Name  
Street  
Address  
City &  
State

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE

RECORD WITHOUT FEE Govt. Code § 6103 & 27383

### NOTICE OF COMPLETION

1. The undersigned is an owner of an interest or estate in the hereafter described real property, the nature of which is: Fee Title

2. The full name and address of the undersigned is:

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

3. On December 12, 2017 there was completed upon the hereinafter described real property a work of improvement as a whole named Wavecrest Pipeline Replacement Project. The work consisted of approximately 260 linear feet of 2-inch HDPE pipeline beginning at the western terminus of the 8-inch and replaced and reconnected one 3/4" existing customer water service connection.

4. The name of the original contractor for the work of improvement as a whole was: Andreini Bros. Inc., 151 Main Street, Half Moon Bay, CA 94019.

5. The real property herein referred to is situated in Half Moon Bay, County of San Mateo, State of California, and described as follows:

*The site of the work was in Half Moon Bay, California, San Mateo County. All work was completed within existing street right of way areas.*

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

COASTSIDE COUNTY WATER DISTRICT

BY: \_\_\_\_\_  
David R. Dickson, Secretary

**VERIFICATION**

I, David R. Dickson, declare that I am the Secretary of the Coastside County Water District and am authorized to make this verification for that reason. I have read said Notice of Completion and know the contents thereof to be true and correct.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on December 12, 2017 at Half Moon Bay, California  
(Date) (Place where signed)

By: \_\_\_\_\_  
David R. Dickson,  
Secretary of the District

## **STAFF REPORT**

**To:** Coastside County Water District Board of Directors

**From:** Mary Rogren, Assistant General Manager

**Agenda:** December 12, 2017

### **Report**

**Date:** December 8, 2017

**Subject:** Request for Board to Provide Authorization to Write Off Bad Debts for Fiscal Year Ending 2016-2017

---

### **Recommendation:**

Authorize staff to write off bad debts for fiscal year 2016-2017 (July 1, 2016 to June 30, 2017) in the total amount of \$10,403.82.

### **Background:**

The process of writing off bad debts takes place at the end of each fiscal year as part of the year-end closeout and audit process. At this time, staff requests that the Board authorize the General Manager to write off the debts have not been collected throughout the fiscal year. The total for Fiscal Year 2016-2017 is \$ 10,403.82 (or 0.1% of Water Revenue) as detailed in the attached table.

The majority of the bad debts are customers who have discontinued service with the District without rendering payment of their final closing bills. Staff efforts to locate the customers and collect payment of these accounts have been exhausted.

The following represents the bad debt amounts written off over the past five (5) fiscal years:

Fiscal Year 2015-2016: \$4,480.84  
Fiscal Year 2014-2015: \$7,428.21  
Fiscal Year 2013-2014: \$4,617.87  
Fiscal Year 2012-2013: \$8,404.28  
Fiscal Year 2011-2012: \$57,084.74

### **Fiscal Impact:**

Charge to expense of \$10,403.82. The budget includes an allowance of \$8,000 for bad debt.

## Coastside County Water District Bad Debt Write-Offs for Fiscal Year 2016-2017

Name	Amount Due
DARRELL BERGLUND	\$ 738.13
GREG SUMMERLIN	\$ 648.47
ROBERT DRESCHER	\$ 539.62
MARK/ANNETTE CARRIZOSA	\$ 533.92
KIM ROGERS	\$ 513.55
MICHELLE/BRADY WHITE	\$ 461.56
COLIN HARDMAN	\$ 435.12
ALEJANDRO GARCIA	\$ 392.35
FERNANDO CAPRISTO	\$ 383.81
ERIC VAUGHAN	\$ 383.80
PATRICA MURPHY	\$ 346.52
LARISSA BROWN	\$ 319.27
STEPHEN/JORISA COLIVAS	\$ 299.71
ARTITI HORPRASERTKUL	\$ 280.30
TERRI VORIS	\$ 269.29
JOSE PRECIADO	\$ 249.25
JEFFERY ANDERSON	\$ 207.32
ERIK WARNKE/JENOVEVA ARROYO	\$ 204.06
KARENNA LYNN/GRAEM WESTWOOD	\$ 203.31
LINDA NOHR	\$ 193.52
KELLY DOLAN	\$ 187.05
<i>Deceased</i> - ESTATE OF CHRISTINE KLEAVER	\$ 184.91
<i>Deceased</i> - PAUL ARMSTRONG	\$ 184.89
DAWN HOGAN	\$ 183.67
REBECCA STAUNTON	\$ 183.44
MICHAEL/CRYSTAL ANDERSON	\$ 175.98
<i>Deceased</i> - ESTATE OF MONICA ACKERMAN	\$ 170.02
JEFF BLASKOWER	\$ 163.55
SEAN ANDEL	\$ 163.38
JESSICA PAUL	\$ 157.95
CHRISTINA SANDOVAL	\$ 155.54
CHELSIE CARNEY	\$ 148.89
SOPHIE ARCAND	\$ 127.51
<i>Deceased</i> - TONY BRAZIL	\$ 126.90
MEGAN CAUGHEY	\$ 122.34
CATHERINE MONE	\$ 86.38
GEOFF ELDRIDGE	\$ 83.96
LEE THOMPSON	\$ 59.86
ROSEMARIE McCARTHY	\$ 55.18
STACY RENTEL	\$ 33.64
ERIC VAUGHAN	\$ 24.22
GREG SUMMERLIN	\$ 21.68
	\$ 10,403.82

## **STAFF REPORT**

**To:** Coastside County Water District Board of Directors

**From:** David Dickson, General Manager

**Agenda:** December 12, 2017

**Report Date:** December 8, 2017

**Subject:** Calcon Work Directive 17-06 for Nunes Flocculator and Rapid Mix VFD Panel Retrofit/Replacement

---

### **Recommendation:**

Authorize staff to proceed with Calcon Work Directive 17-06 (copy attached) for the replacement of (1) Flocculator VFD and retrofit/upgrade of (2) Flocculator VFD panels and (1) Rapid Mix VFD panel internal components for an estimated cost of \$29,250.75.

### **Background:**

Staff has experienced the Nunes Water Treatment Plant flocculators failing to restart following power outages. Due to the age of the flocculator VFDs, they do not reset easily and no alarms can be generated and sent through the SCADA system to notify an operator. This work will resolve this issue.

The internal components of (3) VFDs are beyond their service life and in need of replacement/upgrade. One of the VFDs is also at the end of its service life and will need to be entirely replaced.

### **Fiscal Impact:**

This work is not included in the FY18-FY27 CIP but Staff believes that the work should be expedited to ensure the reliability of the Systems' ongoing instrumentation and controls work.

**WORK DIRECTIVE**  
**FOR PUBLIC WORKS PROJECT**

**Work Directive No.:** CAL-17-06 – Nunes Flocculator & Rapid Mix VFD Panels

**Date Issued:** 12-06-2017

**1. General**

Calcon System is pleased to provide the following work directive for the retrofit of the (3) Flocculator and (1) Rapid Mix VFD panels. The internal components of these systems have aged and some are failing and some have already had VFD failure and replacement. This project will replace each panels internal components and the remaining VFD. Each panel door will also have each component replaced with the exception of the set point potentiometers and analog display meters. These components will be removed and replaced with a digital panel meter which will provide both set point adjustment and present value display. A new cutout will be made in the panel doors and if necessary we will use an adapter to fill the space adequately for a cosmetically appealing finish. As much prebuild work as possible will be done ahead of time, but the majority of the work will be performed onsite and not require any prolonged shutdown of the equipment. In the rebuild process other noted failures will be addressed in addition to the repair and/or modifications of each systems failure alarms, to ensure that they are picked up by the SCADA system for proper operator notifications.

**2. Scope of Services**

- Project management & retrofit design engineering
- Specify and procure all components
- Field removal and installation of 3 Flocculator components
- Rapid Mix panel update
- Relay logic investigation and repair of SCADA alarm signal for all 4 panels
- Removal & installation of Flocculator 3 VFD
- VFD and Panel meter configuration, programming & testing

**3. Special Requirements**

System access and coordination of installation requirement for brief interruptions

**4. Location of Work**

Crystal Springs Pump Station

**5. Schedule/Time for Completion**

3-5 days

## Calcon Project Budget Estimate

Project: Nunes (3) Flocculator & (1) Rapid Mix VFD Panels  
 Proj. No.: CAL-17-06

Date: 12/6/2017

### Labor

Task No.	Description	PM Hours @ \$ 140.00	Hours @ \$ 130.00	Travel Trips @ \$250	Project Totals
1	Project management & retrofit design engineering	16		1	
2	Field removal and installation of 3 Flocculator	24	24	6	
3	Rapid Mix panel update		8	1	
4	Relay logic investigation and repair of SCADA alarm signal for all 4 panels	4	4	2	
5	VFD and Panel meter configuration, programming &	4	4		
6	Removal & installation of Flocc 3 VFD		8	1	
	Total Hours	48	48	11	
	Total Labor Cost	\$ 6,720.00	\$ 6,240.00	\$ 2,750.00	\$ 15,710.00

### Expenses

Qty	Description	Unit Cost	Total Cost	
3	All new Internal & SP display/adjustment components for each Floc panel	\$ 3,110.00	\$ 9,330.00	
1	VFD for Flocculator 3 NOTE: Other 3 panels already have newer VFD's	\$ 900.00	\$ 900.00	
1	Panel meter display and set point adjuster for Rapid Mix panel	\$ 360.00	\$ 360.00	
1	Miscellaneous installation materials	\$ 150.00	\$ 150.00	
	Total Expenses		\$ 10,740.00	
	Sales Tax (8.75% Half Moon Bay)		\$ 939.75	
	Estimated Shipping Costs		\$ 250.00	
	Markup - 15% (Costs x 1.15)		\$ 1,611.00	\$ 13,540.75
	<b>Total Project Budget</b>			<b>\$ 29,250.75</b>

**STAFF REPORT**

**To:** Coastside County Water District Board of Directors

**From:** David Dickson, General Manager

**Agenda:** December 12, 2017

**Report Date:** December 6, 2017

**Subject:** Election of Coastside County Water District Board President and Vice-President

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**Recommendation:**

Consider election of officers.

**Background:**

Traditionally, the Coastside County Water District Board of Directors considers the election of officers for Board President and Vice-President annually, at the December Board meeting.

**Fiscal Impact**

None.

**STAFF REPORT**

**To:** Coastside County Water District Board of Directors

**From:** Mary Rogren, Assistant General Manager

**Agenda:** December 12, 2017

Report

Date: December 8, 2017

**Subject:** Assistant General Manager's Report

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**Recommendation:** none

**Background:**

**Advanced Metering Infrastructure (AMI) - Installations**

AMI installations are continuing to progress on schedule. As of this writing, Professional Meters Inc. (PMI), the District's contractor, has installed over 1,000 meters to date, and should have another 900 meters installed before the Christmas holidays. All installations should be completed by April, 2018.

In addition to (2) mailings, e-newsletters, and newspaper notices, the District has expanded its outreach to include email notices to customers 1-2 weeks in advance of installation. Meter installations have proceeded smoothly particularly due to our Staff's ongoing oversight as well as careful staging of meter inventory and supplies for the contractor.

District Staff now has access to 24 meter reads per day for every meter on the Aclara AMI network, and already our Staff is utilizing the AMI data to explain high usage to customers. Below is an example of data that is now available to Staff in the Aclara system. In this example for a residential customer, the graph shows that usage never goes below 8 gallons per hour, and has recently grown to 10 gallons per hour. Generally, we can expect usage for a residential customer to go to zero at some time during the day, so this constant usage could indicate a

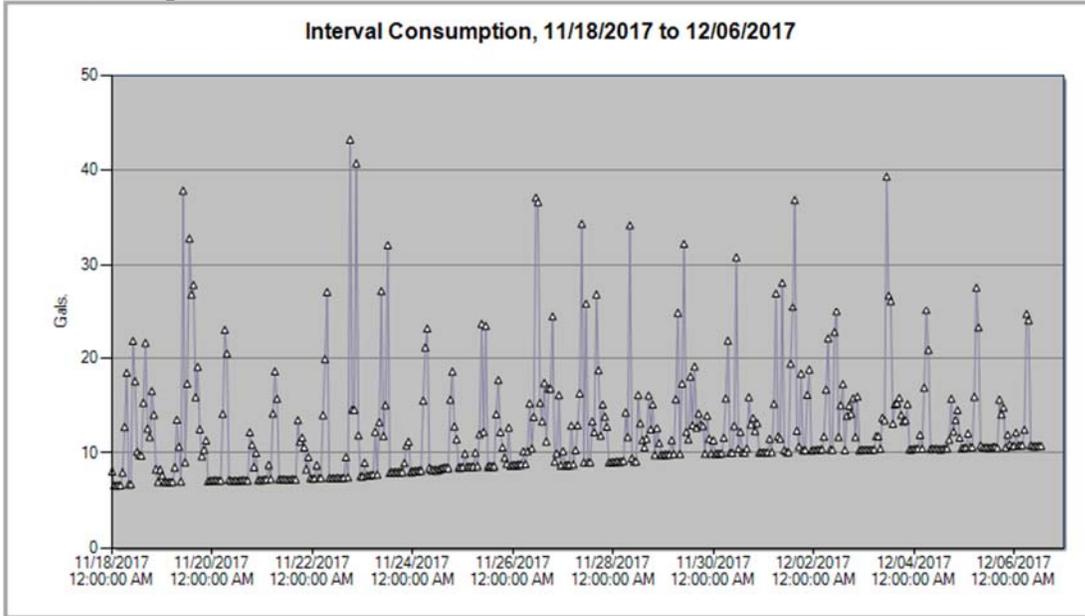
**STAFF REPORT**

**Agenda: November 14, 2017**

**Subject: AGM Report**

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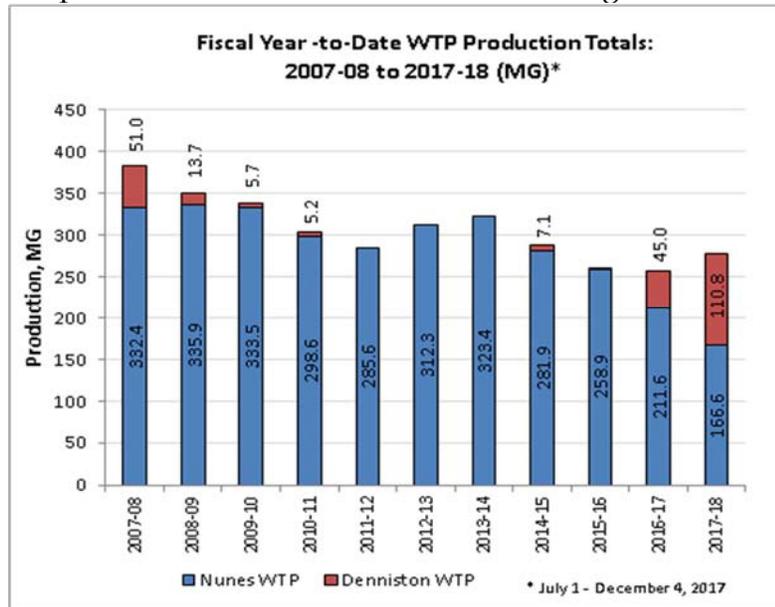
leak. (This particular “leak” could result in an additional \$200 on a water bill.)



Update on Capital Projects

As we approach mid-year, we would like to highlight some of our accomplishments on the capital improvement front.

Specifically, we would like to highlight the near completion of the Denniston Booster Pump Station and Bridgeport Pipeline project (\$2.8M.) Our recent production report shows the benefits we are realizing from our investments



in the Denniston infrastructure. As shown in the graph, we have been able to take 111 MG from Denniston fiscal year-to-date compared to minimal usage historically. On a calendar year 2017 basis, we will end the year at 200 MG taken from Denniston. Given the price of SFPUC water at \$5K per 1 MG, the District will save \$250-500K+ in SFPUC water purchases annually (in non-drought years) given our recent improvements.

Other notable accomplishments include completion of the:

- El Granada Tank #3 Recoating Project (\$.9M)
- Strawflower Pipeline Replacement (\$.2M)
- Highway 92 Pipeline Replacement at La Nebbia (\$.1M)

Projects currently “in process” include the replacement of 2-inch galvanized pipe in downtown Half Moon Bay as well as the Advanced Metering Infrastructure roll-out.

#### WSIP

Attached is the annual SFPUC newsletter on “WSIP in Review.” At a recent BAWSCA meeting, SFPUC reported that the \$4.8 Billion WSIP project is 95% complete. The Calaveras Dam Replacement Project is projected to be completed by mid-2019.



## Note from the Director

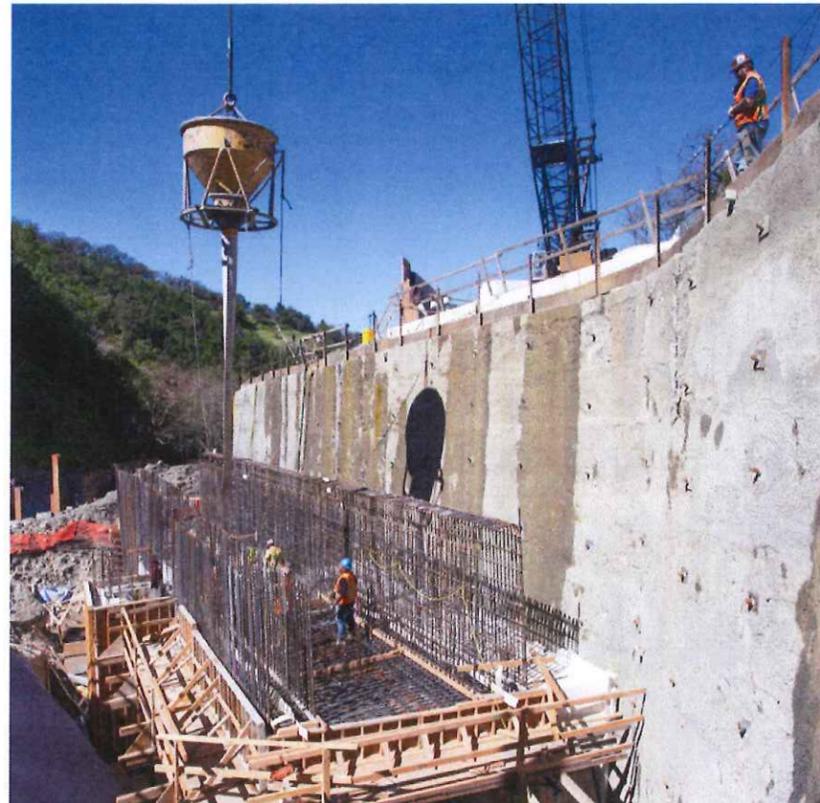
We have continued to make excellent progress towards completion of the Water System Improvement Program (WSIP) this past year. As of June 30, 2017, the WSIP is almost 95 percent complete. With every hour worked in the field, we move one step closer to achieving the Level of Service (LOS) goals set out at the beginning of the program: to ensure seismic and delivery reliability, meet water quality requirements, and achieve water supply goals in a sustainable manner, especially during extended drought periods. And, of utmost importance, we continue to work safely on our projects. Since 2008, we have completed over 9 million working hours, with an incident rate that is less than half of the national industry average.

This newsletter is an opportunity to reflect on important milestones achieved this year and celebrate the dedication and hard work of the hundreds of individuals, including our many stakeholders, who have contributed to the overall success of the WSIP.

We look forward to continuing this important work as we move towards completion over the next two years and continue serving our 2.7 million customers who rely on the Hetch Hetchy Regional Water System every day.

Sincerely,

**Daniel L. Wade, P.E., G.E.**  
Director, Water Capital Projects and Programs  
Infrastructure Division



Concrete work for the new intake and conveyance structures upstream of the Alameda Creek Diversion Dam.

## Construction underway for the Fish Passage Facilities within the Alameda Creek Watershed

Construction began in April 2016 for the Fish Passage Facilities within the Alameda Creek Watershed. The Calaveras Reservoir collects water from Alameda Creek by means of the Alameda Creek Diversion Dam (ACDD) and the 1.8-mile-long Alameda Creek Diversion Tunnel, in addition to collecting water from other streams that flow directly into the Reservoir. The project will allow the SFPUC both to construct a fish ladder around the ACDD for upsteam and downstream migration, and to improve operational functionality of the existing ACDD. This important work will support restoration of steelhead trout to the Alameda Creek Watershed.

In 2017, major construction on the fish ladder and the intake structure is underway, along with the installation of a permanent power supply, a communications system, and other ancillary facilities. As of June 2017, the project is more than 40% complete and construction completion is anticipated in Fall 2018.



Crews hydroseed the hillside as part of the habitat restoration work.

## Peninsula Watershed Native Habitat Is Revived Along Popular Sawyer Camp Trail

The SFPUC has successfully converted 22 acres of watershed land to native habitat over the summer and fall of 2016. For purposes of public safety, the work required a three-month weekday closure of an adjoining 2-1/2-mile midsection of the popular Sawyer Camp Trail. During the weekday closures, crews removed non-native, invasive, acacia trees and other weedy vegetation that over the years had choked out and displaced the original meadows and oaks.

The San Mateo County Parks Department supported the effort throughout, our crews worked extra hours to reopen the trail on time, and returning users are enjoying the emerging native grasses and the restored look. The work along the Sawyer Camp Trail is part of a long-term project at about 180 acres of watershed sites to bring back, enhance, and maintain native oak woodland and grassland habitats and the many plant and wildlife species that depend on them. The project compensates for impacts to habitat from WSIP projects elsewhere in the watershed.

## WSIP Shows Industry Leadership with Awards and Honors

Since 2010, the WSIP and its project teams have been honored to receive 55 prestigious industry awards. Below are some of the award highlights over the last year:



- **The Harry Tracy Water Treatment Plant-Long Term Improvement Project-11 MG Treated Water Reservoir Project:**

- Honor Award of Engineering Excellence from the American Council of Engineering Companies (California & National)



- **The New Irvington Tunnel Project:**

- APWA Northern California Chapter's "2016 Project of the Year" award
- American Society of Civil Engineers (ASCE) 2016 San Francisco Section - Outstanding Construction Project of the Year Award



- **The Bay Division Pipeline Reliability Upgrade-Tunnel (aka Bay Tunnel) Project:**

- 2016 Engineering Excellence" award by the American Council of Engineering Companies (ACEC).
- 2016 Project of the Year award by the American Society of Civil Engineers (ASCE), Region 9





These stag moose fossils were found by the SFPUC construction team at the Hayward Fault near Highway 680 and Mission Boulevard in Fremont.

## Partnering with the Children's Natural History Museum of Fremont

Last summer the Children's Natural History Museum in Fremont placed Ice Age Fossils found at a WSIP project site in Fremont on display. The fossils were found by our construction crews during excavation on the Seismic Upgrades of Bay Division Pipeline Nos. 3 and 4 project. Due to extensive training for such an eventuality, crews stopped construction work while paleontologists were dispatched to unearth fossils of more than 50 specimens, including bison, horse, elk, camel, deer, brush rabbit, deer mice, and pocket gophers, from 12,000 years ago.

The SFPUC is delighted to have found such an excellent partner in the Children's Natural History Museum of Fremont, which is one of the few places in the Bay Area where children can actually touch pieces of the fossil history of the East Bay. The entire collection was donated to the Museum. Stop by and visit these fossils yourself. Learn more at: <http://cnhm.msnuceus.org>.

## Thirteen Regional Groundwater Wells near Completion

The Regional Groundwater and Storage and Recovery (GSR) Project is now over 70% complete. Crews have nearly finished the construction of all 13 Phase 1 wells in locations throughout San Mateo County. This year's work involved installing well pumps, hot tapping to the existing transmission lines, and construction of the well buildings and pad sites. Moving forward, these wells will be fully tested to make sure they are operational before being brought online.

Phase 2 of the project will involve the construction of two additional well sites to fully meet the level of service goals and objectives for the project. In Fall 2017, we will drill up to three test wells to help evaluate potential locations for the Phase 2 wells. The final project is anticipated to be complete in 2019. The GSR project will allow the SFPUC and our regional partners to operate the groundwater basin in a sustainable manner and provide a new 20 billion gallon dry year groundwater supply to customers. For more information, please subscribe to our blog [www.sfwater.org/Peninsula](http://www.sfwater.org/Peninsula).



Centennial Trail, in South San Francisco on Huntington Avenue, is one of 13 well sites nearing completion as part of the Phase 1 of the GSR project.

### WSIP IN REVIEW / FISCAL YEAR 2016-2017



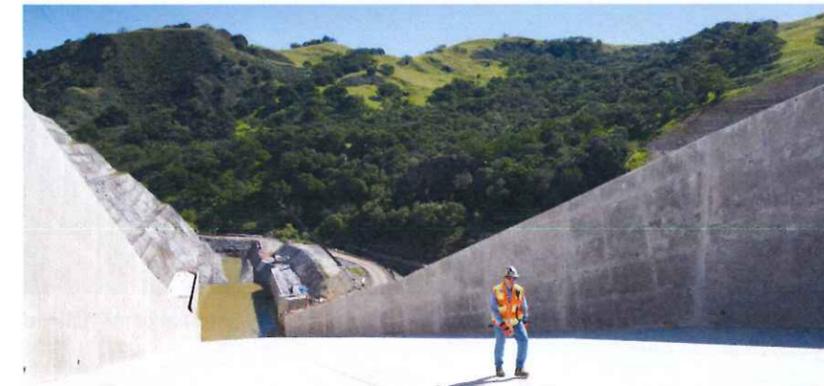
Services of the San Francisco Public Utilities Commission



HETCH HETCHY WATER SYSTEM IMPROVEMENT PROGRAM



# WSIP IN REVIEW FISCAL YEAR 2016-2017

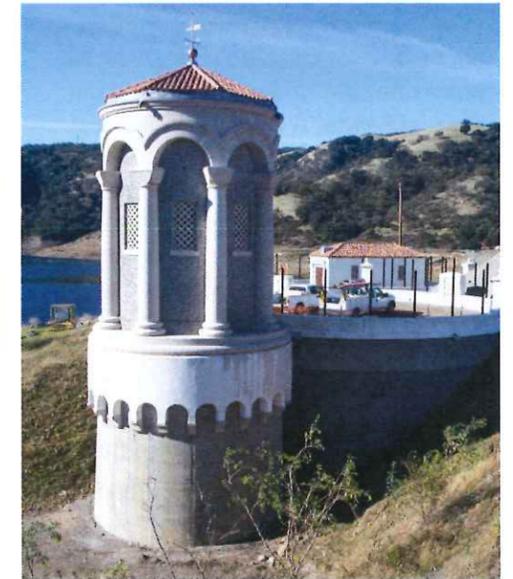


Completed spillway at Calaveras Dam Replacement Project.

## Calaveras Dam Replacement Project Completes Spillway and begins Dam Embankment Work

The Calaveras Dam Replacement Project (CDRP) reached important milestones in 2016. Major components completed include the new intake tower, the spillway, the foundation grouting, and the dam crest electrical building.

In April 2016, the construction crews completed a new spillway equivalent to the width of an eight lane freeway. The massive concrete structure is 1,550 foot long and 60 to 80 feet wide, with walls that range from 20 to 40 feet high. The spillway alone used more than 50,000 cubic yards of concrete. The crews then began constructing the dam embankment in July 2016. The grouting of the dam foundation was completed by early December 2016. The project is over 80% done, and project completion is anticipated in mid-2019.



Newly completed intake tower at Calaveras Reservoir.



Crews work a drilling rig at the Calaveras Dam Replacement Project.



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### Join the Conversation



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## ***MONTHLY REPORT***

**To:** David Dickson, General Manager  
**From:** James Derbin, Superintendent of Operations  
**Agenda:** December 12, 2017

**Report**  
**Date:** December 7, 2017

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### **Monthly Highlights**

- EG Tank 1 temporary slide stabilization complete
- EG Tank 1 altitude valve pilot rebuilt
- On 11/16/17, during a rain event, staff manned the Denniston Water Treatment Plant with influent turbidity just under the 50 NTU limit. Staff manned the plant all day and after hours to collect valuable data to support a recent request to DDW for a permit amendment to increase the influent turbidity permit limit.

### **Source of Supply**

Denniston Wells 1 and 9, with Denniston and Crystal Springs Reservoirs as the source of supply in October. Pilarcitos Wells 1, 3, 3A, 4, 4A started in November. Combined flows from these Pilarcitos wells is ~300 gpm.

### **Projects**

#### Denniston Pump Station and Bridgeport Transmission Main Project

Staff continues to work with Kennedy Jenks, Pump Repair Service and Goulds to get this resolved. Latest development was discovery of voids in the grout beneath both pumping unit base plates. Contractor will re-grout and conduct vibration testing once the grout cures.

#### Automatic Meter Infrastructure

PMI has installed a total of 1006 new meters.

#### Downtown 2" Main Replacement Project

Andreini Brothers Construction started on 11/15/17, on Miramontes Street by the cemetery, and expects to be finished with this portion of the project in the next few weeks. Andreini will then be moving onto Miramontes between Main Street and Purissima Street.



## STAFF REPORT

To: Board of Directors  
From: Cathleen Brennan, Water Resources Analyst  
Agenda: December 12, 2017

Report Date: December 7, 2017

Subject: Water Resources

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Informational Report: North American Water Loss Conference 2017

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The Water Resources Analyst attended the North American Water Loss Conference the first week in December. It was presented by the California-Nevada Section of the American Water Works Association with cooperation from the Alliance for Water Efficiency, the EPA WaterSense Program and the American Water Works Association.

The conference opened with a keynote speech by Peter Grevatt, the Director of the Office of Groundwater and Drinking Water at the US EPA. The luncheon keynote speakers included Felicia Marcus, the chair of the California State Water Resources Control Board and Roland Liemberger a consultant specializing in reducing non-revenue water and water utility improvement projects around the world.

For California water agencies, there was special interest in a panel discussion regarding the growing impacts on water utilities from water loss control regulations and reporting. Max Gromberg from the California State Water Resources Control Board provided information on the implementation of Senate Bill 555, which requires an annual validated water audit. In addition, there was a session with Todd Thompson of the California Department of Water Resources where he discussed his experience in developing the regulations for the annual water loss audit submittals.

The Water Resources Analyst participated in learning modules on Customer Meter Management for Effective Revenue Protection, Managing Production Flow Meter Installations and Volumes of Water Supplied and Guidance on Advanced Metering Infrastructure.



December 3-5, 2017  
Paradise Point Resort • San Diego, CA

**Presented by:** American Water Works Association  
California-Nevada Section

In cooperation with the American Water Works Association, the Alliance for Water Efficiency, EPA Water Sense and the NAWL 2017 Conference Planning Committee.

EPA WaterSense  
American Water Works Association  
Alliance for Water Efficiency

Thank You for a Great Conference!

The California-Nevada Section, AWWA hosts the 2017 North American Water Loss Conference in cooperation with the Alliance for Water Efficiency and the NAWL 2017 Conference Planning Committee. Discussions will take place over two days on developing water loss policies, auditing your system, reducing apparent losses, controlling leakage, managing pressures, and documenting your progress, both for you and for your regulators.

Water Resources