

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MEETING OF THE BOARD OF DIRECTORS

Tuesday, January 10, 2012 – 7:00 p.m.

AGENDA

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

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

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

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

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

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

4) CONSENT CALENDAR

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

- A. Approval of disbursements for the month ending December 31, 2011: Claims: \$735,714.88; Payroll: \$ 75,336.45; for a total of \$811,051.33 ([attachment](#))
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of December 13, 2011 Board of Directors Meeting ([attachment](#))
- D. Monthly Water Transfer Report ([attachment](#))
- E. Installed Water Connection Capacity and Water Meters Report and Non-Priority Lottery Recipients Status Update Report ([attachment](#))
- F. Total CCWD Production Report ([attachment](#))
- G. CCWD Monthly Sales by Category Report ([attachment](#))
- H. December 2011 Leak Report ([attachment](#))
- I. Rainfall Reports ([attachment](#))
- J. San Francisco Public Utilities Commission Hydrological Conditions Report for December 2011 ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Appointment of CCWD Board Member Representatives and Alternate(s) to participate in San Mateo County Local Agency Formation Commission (LAFCo) election of officers ([attachment](#))
- B. Coastside County Water District Board Committees ([attachment](#))
- C. Approval of Change Orders 1 – 5 for Half Moon Bay Tank 1 Repair and Recoating Project ([attachment](#))
- D. Mid-year Financial Review ([attachment](#))
- E. Proposed Revisions to Policies and Procedures for Award of Contracts ([attachment](#))

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

- ERAF Refund
- Proposed SFPUC Agreement for Modesto Irrigation District Water Transfer

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

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

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

9) ADJOURNMENT

Accounts Payable

Checks by Date - Summary By Check Number

User: gbrazil
Printed: 1/3/2012 - 9:20 AM



Check Number	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
16868	ALL04	ALLIED WASTE SERVICES #9:	12/09/2011	0.00	323.91
16869	ALV01	ALVES PETROLEUM, INC.	12/09/2011	0.00	1,760.35
16870	ASS01	HEALTH BENEFITS AUTHORI	12/09/2011	0.00	22,094.02
16871	ATT01	AT&T MOBILTY	12/09/2011	0.00	51.99
16872	ATT02	AT&T	12/09/2011	0.00	1,389.36
16873	COA15	COASTSIDE NET, INC	12/09/2011	0.00	59.95
16874	CUL01	CULLIGAN WATER COM OF N	12/09/2011	0.00	309.00
16875	DIC01	DAVID DICKSON	12/09/2011	0.00	770.32
16876	HAR03	HARTFORD LIFE INSURANCE	12/09/2011	0.00	1,770.07
16877	ICM01	VANTAGEPOINT TRANSFER /	12/09/2011	0.00	75.00
16878	KAI01	KAISER FOUNDATION HEAL	12/09/2011	0.00	10,165.00
16879	OCE04	OCEAN SHORE CO.	12/09/2011	0.00	885.73
16880	PAC01	PACIFIC GAS & ELECTRIC CO	12/09/2011	0.00	19,279.90
16881	PAC02	PACIFICA CREDIT UNION	12/09/2011	0.00	450.00
16882	PAC06	PACIFIC COAST TELEVISION	12/09/2011	0.00	250.00
16883	PUB01	PUB. EMP. RETIRE SYSTEM	12/09/2011	0.00	37,356.97
16884	SAN07	SM CTY ENVIRONMENTAL H	12/09/2011	0.00	1,297.00
16885	SAN10	SAN MATEO COUNTY	12/09/2011	0.00	3,570.00
16886	TUR04	SUSAN TURGEON	12/09/2011	0.00	232.94
16887	VAL01	VALIC	12/09/2011	0.00	1,500.00
16888	VER02	VERIZON WIRELESS	12/09/2011	0.00	308.04
16889	WHE06	JACK WHELEN	12/09/2011	0.00	60.00
16890	BRE01	CATHLEEN BRENNAN	12/23/2011	0.00	127.40
16891	BRU02	JON BRUCE	12/23/2011	0.00	168.15
16892	HAR03	HARTFORD LIFE INSURANCE	12/23/2011	0.00	1,769.61
16893	MET06	METLIFE SBC	12/23/2011	0.00	1,392.95
16894	PAC02	PACIFICA CREDIT UNION	12/23/2011	0.00	450.00
16895	PUB01	PUB. EMP. RETIRE SYSTEM	12/23/2011	0.00	18,562.24
16896	TEA02	TEAMSTERS LOCAL UNION #	12/23/2011	0.00	786.00
16897	VAL01	VALIC	12/23/2011	0.00	1,500.00
16898	ICM01	VANTAGEPOINT TRANSFER /	12/23/2011	0.00	75.00
16899	ADP01	ADP, INC.	12/27/2011	0.00	326.80
16900	ADV02	FRANK YAMELLO	12/27/2011	0.00	231.00
16901	AMC01	AM CONSERVATION GROUP	12/27/2011	0.00	1,060.90
16902	AME09	AMERICAN WATER WORKS A	12/27/2011	0.00	545.00
16903	ANA01	ANALYTICAL ENVIRONMEN	12/27/2011	0.00	10,184.67
16904	AND01	ANDREINI BROS. INC.	12/27/2011	0.00	23,392.34
16905	AND10	ANDERSON PACIFIC ENGINE	12/27/2011	0.00	250,870.66
16906	ASS05	ACWA HEALTH BENEFITS AL	12/27/2011	0.00	60.18
16907	ATT03	AT&T LONG DISTANCE	12/27/2011	0.00	86.46
16908	AZT01	AZTEC GARDENS, INC.	12/27/2011	0.00	190.00
16909	BAL04	BALANCE HYDROLOGICS, IN	12/27/2011	0.00	2,878.79
16910	BAY05	BAY AREA WATER SUPPLY &	12/27/2011	0.00	264.00
16911	BAY10	BAY ALARM COMPANY	12/27/2011	0.00	801.21
16912	BOR04	G. BORTOLOTTO & CO.	12/27/2011	0.00	660.71

Check Number	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
16913	CAL02	CALIFORNIA WATER AWARE	12/27/2011	0.00	1,668.00
16914	CAL08	CALCON SYSTEMS, INC.	12/27/2011	0.00	1,170.00
16915	CAR02	CAROLYN STANFIELD	12/27/2011	0.00	485.00
16916	CIN01	CINTAS FIRST AID & SAFETY	12/27/2011	0.00	960.86
16917	COA03	COASTSIDE LUTHERAN CHURCH	12/27/2011	0.00	713.50
16918	COA19	COASTSIDE COUNTY WATER	12/27/2011	0.00	138.96
16919	COM01	COMMUNICATION LEASING SERVICES	12/27/2011	0.00	791.25
16920	CSG01	CSG SYSTEMS, INC	12/27/2011	0.00	2,474.28
16921	CSI01	CSI SERVICES, INC.	12/27/2011	0.00	1,232.00
16922	DAL01	DAL PORTO ELECTRIC	12/27/2011	0.00	300.00
16923	EKI01	EKI INC.	12/27/2011	0.00	28,365.86
16924	ENR01	ENRIQUEZ MD, JOSEFINA	12/27/2011	0.00	125.00
16925	FIR06	FIRST NATIONAL BANK	12/27/2011	0.00	1,395.16
16926	GEM01	GEMPLER'S, INC.	12/27/2011	0.00	39.00
16927	GRA03	GRAINGER, INC.	12/27/2011	0.00	2,191.98
16928	GRA07	THE GRAPHIC WORKS	12/27/2011	0.00	103.92
16929	HAL01	HMB BLDG. & GARDEN INC.	12/27/2011	0.00	988.84
16930	HAL24	H.M.B.AUTO PARTS	12/27/2011	0.00	535.50
16931	HAN01	HANSONBRIDGETT. LLP	12/27/2011	0.00	3,697.40
16932	IOO01	I.O.O.F.	12/27/2011	0.00	100.00
16933	IRO01	IRON MOUNTAIN	12/27/2011	0.00	305.68
16934	IRO02	IRON CROSS LLC	12/27/2011	0.00	591.73
16935	IRV01	IRVINE CONSULTING SERVICES	12/27/2011	0.00	2,330.00
16936	IRV02	IRVINE CONSULTING SERVICES	12/27/2011	0.00	1,819.00
16937	JAF01	JAFCO	12/27/2011	0.00	3,732.62
16938	JEN02	JENFITCH	12/27/2011	0.00	622.80
16939	KEE02	ALICE KEETON	12/27/2011	0.00	200.00
16940	KEN03	KENNEDY/JENKS CONSULTANTS	12/27/2011	0.00	39,216.15
16941	LAN01	NONA LANTER	12/27/2011	0.00	100.00
16942	LOM01	GLENNA LOMBARDI	12/27/2011	0.00	99.00
16943	MIS01	MISSION UNIFORM SERVICES	12/27/2011	0.00	282.12
16944	MON07	MONTEREY COUNTY LAB	12/27/2011	0.00	1,016.00
16945	NAT02	NATIONAL METER & AUTOMATION	12/27/2011	0.00	5,343.43
16946	NOR03	NORTH AMERICAN FENCE & SUPPLY	12/27/2011	0.00	4,924.80
16947	OFF01	OFFICE DEPOT	12/27/2011	0.00	798.27
16948	ONT01	ONTRAC	12/27/2011	0.00	313.13
16949	PAU01	PAULO'S AUTO CARE	12/27/2011	0.00	116.38
16950	PHI03	PHILADELPHIA MIXING SOLUTIONS	12/27/2011	0.00	45,647.18
16951	PIT03	PITNEY BOWES INC.	12/27/2011	0.00	198.00
16952	REL01	JOHN FURTADO	12/27/2011	0.00	3,209.00
16953	RIC02	RICOH AMERICAS CORP	12/27/2011	0.00	790.90
16954	ROB01	ROBERTS & BRUNE CO.	12/27/2011	0.00	7,989.47
16955	ROG01	ROGUE WEB WORKS, LLC	12/27/2011	0.00	318.00
16956	SAN03	SAN FRANCISCO WATER DEPARTMENT	12/27/2011	0.00	120,441.60
16957	SAN05	SAN MATEO COUNTY PUBLIC HEALTH	12/27/2011	0.00	626.00
16958	SER03	SERVICE PRESS	12/27/2011	0.00	642.92
16959	SEW01	SEWER AUTH. MID- COASTSIDE	12/27/2011	0.00	570.00
16960	SIE02	SIERRA CHEMICAL CO.	12/27/2011	0.00	9,983.92
16961	SPR01	SPRING MOUNTAIN GALLERY	12/27/2011	0.00	228.94
16962	SPR02	SPRINGBROOK SOFTWARE UTILITIES	12/27/2011	0.00	100.00
16963	SPR04	SPRINGBROOK SOFTWARE, INC.	12/27/2011	0.00	2,321.81
16964	STA03	CA DPH DRINKING WATER PROGRAM	12/27/2011	0.00	130.00
16965	STA08	STANLEY SECURITY SOLUTIONS	12/27/2011	0.00	372.92
16966	STR02	STRAWFLOWER ELECTRONIC	12/27/2011	0.00	71.63
16967	TET01	JAMES TETER	12/27/2011	0.00	5,267.28

Check Number	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
16968	TWI01	STEVE TWITCHELL	12/27/2011	0.00	235.00
16969	UB*00955	DAVID WEIGHTS	12/27/2011	0.00	31.30
16970	UB*00956	CHRIS/JACQUIE CUVELIER	12/27/2011	0.00	7.17
16971	UB*00957	CHRISTOPHER ANDRIGHETTI	12/27/2011	0.00	14.81
16972	UB*00958	DANIELA MIEKLE	12/27/2011	0.00	53.19
16973	UB*00959	TYLA/ERICK PIERCY	12/27/2011	0.00	36.87
16974	UB*00960	GERHARD SCHNEIDER	12/27/2011	0.00	9.32
16975	UB*00961	REAL PROPERTY MGM'T	12/27/2011	0.00	67.32
16976	UB*00962	JAIME GONZALEZ	12/27/2011	0.00	66.81
16977	UNI07	UNITED STATES POSTAL SER	12/27/2011	0.00	600.00
16978	UNI15	UNIVAR USA INC	12/27/2011	0.00	1,808.50
16979	UPS01	UPS STORE	12/27/2011	0.00	197.77
16980	USA01	USA BLUE BOOK	12/27/2011	0.00	111.22
16981	VER02	VERIZON WIRELESS	12/27/2011	0.00	286.98
16982	WHE01	VIRGINIA WHELEN	12/27/2011	0.00	195.00
16983	WIE02	WIENHOFF & ASSOCIATES, IN	12/27/2011	0.00	520.00
16984	WIL02	WILKINSON ENTERPRISES, IN	12/27/2011	0.00	1,407.81
16985	XC201	RANDY ENGLE	12/27/2011	0.00	1,525.00
Report Total:				0.00	735,714.88

COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS
31-Dec-11

ACCOUNT	DESCRIPTION	CURRENT ACTUAL	CURRENT BUDGET	B/(W) VARIANCE	B/(W) % VAR	YTD ACTUAL	YTD BUDGET	B/(W) VARIANCE	B/(W) % VAR
OPERATING REVENUE									
1-0-4120-00	Water Revenue -All Areas	474,342.86	458,375.00	15,967.86	3.5%	3,260,399.42	3,702,367.00	(441,967.58)	-11.9%
TOTAL OPERATING REVENUE		474,342.86	458,375.00	15,967.86	3.5%	3,260,399.42	3,702,367.00	(441,967.58)	-11.9%
NON-OPERATING REVENUE									
1-0-4170-00	Water Taken From Hydrants	2,505.48	2,084.00	421.48	20.2%	17,882.50	12,504.00	5,378.50	43.0%
1-0-4180-00	Late Notice -10% Penalty	(511.35)	4,167.00	(4,678.35)	-112.3%	26,173.03	25,002.00	1,171.03	4.7%
1-0-4230-00	Service Connections	0.00	667.00	(667.00)	-100.0%	4,230.25	4,002.00	228.25	5.7%
1-0-4920-00	Interest Earned	0.00	0.00	0.00	0.0%	3,091.70	3,711.50	(619.80)	-16.7%
1-0-4930-00	Tax Apportionments/Cnty Checks	272,589.07	230,000.00	42,589.07	18.5%	353,380.29	308,000.00	45,380.29	14.7%
1-0-4950-00	Miscellaneous Income	2,275.02	3,083.00	(807.98)	-26.2%	25,554.98	18,498.00	7,056.98	38.1%
1-0-4955-00	Cell Site Lease Income	6,200.27	9,491.00	(3,290.73)	-34.7%	53,190.03	56,946.00	(3,755.97)	-6.6%
1-0-4965-00	ERAF REFUND -County Taxes	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
TOTAL NON-OPERATING REVENUE		283,058.49	249,492.00	33,566.49	13.5%	483,502.78	428,663.50	54,839.28	12.8%
TOTAL REVENUES		757,401.35	707,867.00	49,534.35	7.0%	3,743,902.20	4,131,030.50	(387,128.30)	-9.4%
OPERATING EXPENSES									
1-1-5130-00	Water Purchased	120,441.60	114,033.00	(6,408.60)	-5.6%	993,608.62	1,118,638.00	125,029.38	11.2%
1-1-5230-00	Pump Exp, Nunes T P	2,314.06	2,030.00	(284.06)	-14.0%	11,203.34	10,941.00	(262.34)	-2.4%
1-1-5231-00	Pump Exp, CSP Pump Station	15,096.25	1,145.00	(13,951.25)	-1218.4%	47,099.90	105,750.00	58,650.10	55.5%
1-1-5232-00	Pump Exp, Trans. & Dist.	1,078.03	644.00	(434.03)	-67.4%	5,100.96	7,617.00	2,516.04	33.0%
1-1-5233-00	Pump Exp, Pilarcitos Can.	519.29	3,103.00	2,583.71	83.3%	1,339.37	7,155.00	5,815.63	81.3%
1-1-5234-00	Pump Exp. Denniston Proj.	(456.22)	495.00	951.22	192.2%	1,144.15	2,970.00	1,825.85	61.5%
1-1-5235-00	Denniston T.P. Operations	581.93	250.00	(331.93)	-132.8%	1,527.35	1,500.00	(27.35)	-1.8%
1-1-5236-00	Denniston T.P. Maintenance	0.00	417.00	417.00	100.0%	252.61	2,502.00	2,249.39	89.9%
1-1-5240-00	Nunes T P Operations	13,437.90	4,570.00	(8,867.90)	-194.0%	59,942.56	37,603.00	(22,339.56)	-59.4%
1-1-5241-00	Nunes T P Maintenance	2,494.68	3,167.00	672.32	21.2%	23,128.20	19,002.00	(4,126.20)	-21.7%
1-1-5242-00	CSP Pump Station Operations	579.10	708.00	128.90	18.2%	4,388.46	4,248.00	(140.46)	-3.3%
1-1-5243-00	CSP Pump Station Maintenance	0.00	4,167.00	4,167.00	100.0%	12,866.76	25,002.00	12,135.24	48.5%
1-1-5250-00	Laboratory Services	1,955.13	2,917.00	961.87	33.0%	13,125.28	17,502.00	4,376.72	25.0%
1-1-5318-00	Studies/Surveys/Consulting	791.25	3,750.00	2,958.75	78.9%	13,997.50	22,500.00	8,502.50	37.8%
1-1-5321-00	Water Conservation	4,196.40	5,196.00	999.60	19.2%	29,678.63	31,176.00	1,497.37	4.8%
1-1-5322-00	Community Outreach	250.00	2,184.00	1,934.00	88.6%	3,824.36	13,104.00	9,279.64	70.8%
1-1-5411-00	Salaries & Wages -Field	72,879.53	73,717.38	837.85	1.1%	426,266.35	479,162.97	52,896.62	11.0%
1-1-5412-00	Maintenance -General	19,376.16	16,042.00	(3,334.16)	-20.8%	65,960.73	96,252.00	30,291.27	31.5%
1-1-5414-00	Motor Vehicle Expense	3,072.62	3,708.00	635.38	17.1%	32,247.65	22,248.00	(9,999.65)	-44.9%
1-1-5415-00	Maintenance -Well Fields	0.00	500.00	500.00	100.0%	0.00	3,000.00	3,000.00	100.0%

ACCOUNT	DESCRIPTION	CURRENT ACTUAL	CURRENT BUDGET	B/(W) VARIANCE	B/(W) % VAR	YTD ACTUAL	YTD BUDGET	B/(W) VARIANCE	B/(W) % VAR
1-1-5610-00	Salaries/Wages-Administration	46,761.04	49,608.00	2,846.96	5.7%	280,535.13	322,452.00	41,916.87	13.0%
1-1-5620-00	Office Supplies & Expense	8,728.62	9,948.00	1,219.38	12.3%	60,552.45	59,688.00	(864.45)	-1.4%
1-1-5621-00	Computer Services	6,126.95	5,570.83	(556.12)	-10.0%	19,512.88	28,224.98	8,712.10	30.9%
1-1-5625-00	Meetings / Training / Seminars	2,259.72	1,500.00	(759.72)	-50.6%	8,922.68	9,000.00	77.32	0.9%
1-1-5630-00	Insurance	2,777.50	0.00	(2,777.50)	0.0%	77,929.60	80,000.00	2,070.40	2.6%
1-1-5635-00	EE/Ret. Medical Insurance	34,006.15	36,551.00	2,544.85	7.0%	196,601.16	219,306.00	22,704.84	10.4%
1-1-5640-00	Employees Retirement Plan	53,706.21	35,586.70	(18,119.51)	-50.9%	207,435.13	231,313.50	23,878.37	10.3%
1-1-5645-00	SIP 401K Plan	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
1-1-5681-00	Legal	3,271.80	5,000.00	1,728.20	34.6%	14,941.70	30,000.00	15,058.30	50.2%
1-1-5682-00	Engineering	200.00	1,167.00	967.00	82.9%	3,472.92	7,002.00	3,529.08	50.4%
1-1-5683-00	Financial Services	0.00	0.00	0.00	0.0%	16,690.00	19,500.00	2,810.00	14.4%
1-1-5684-00	Payroll Tax Expense	7,095.33	8,819.84	1,724.51	19.6%	46,536.58	57,328.96	10,792.38	18.8%
1-1-5687-00	Membership, Dues, Subscript.	1,170.00	1,279.16	109.16	8.5%	30,858.00	35,174.96	4,316.96	12.3%
1-1-5688-00	Election Expenses	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
1-1-5689-00	Labor Relations	0.00	500.00	500.00	100.0%	0.00	3,000.00	3,000.00	100.0%
1-1-5700-00	San Mateo County Fees	4,867.00	7,250.00	2,383.00	32.9%	13,142.28	10,200.00	(2,942.28)	-28.8%
1-1-5705-00	State Fees	0.00	400.00	400.00	100.0%	17,338.43	16,800.00	(538.43)	-3.2%
TOTAL OPERATING EXPENSES		429,578.03	405,923.91	(23,654.12)	-5.8%	2,741,171.72	3,156,863.37	415,691.65	13.2%
CAPITAL ACCOUNTS									
1-1-5711-00	Debt Srvc/Existing Bonds 1998A	0.00	0.00	0.00	0.0%	254,610.00	254,610.00	0.00	0.0%
1-1-5712-00	Debt Srvc/Existing Bonds 2006B	0.00	0.00	0.00	0.0%	338,176.89	335,852.00	(2,324.89)	-0.7%
1-1-5715-00	Debt Srvc/CIEDB 11-099 (I-BANK)	0.00	0.00	0.00	0.0%	57,430.00	0.00	(57,430.00)	100.0%
TOTAL CAPITAL ACCOUNTS		0.00	0.00	0.00	0.0%	650,216.89	590,462.00	(59,754.89)	-10.1%
TOTAL EXPENSES		429,578.03	405,923.91	(23,654.12)	-5.8%	3,391,388.61	3,747,325.37	355,936.76	9.5%
NET INCOME		327,823.32	301,943.09	(25,880.23)	-8.6%	352,513.59	383,705.13	31,191.54	8.1%

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
December 31, 2011**

RESERVE BALANCES

CAPITAL AND OPERATING RESERVE	\$2,188,331.93
RATE STABILIZATION RESERVE	\$250,000.00
TOTAL DISTRICT RESERVES	\$2,438,331.93

ACCOUNT DETAIL

ACCOUNTS WITH FIRST NATIONAL BANK (FNB)	
CHECKIING ACCOUNT	\$875,076.15
CSP T & S ACCOUNT	\$550,841.08
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$1,010,484.70
DISTRICT CASH ON HAND	\$1,930.00
TOTAL ACCOUNT BALANCES	\$2,438,331.93

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

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

12/31/2011

		Approved CIP Budget FY 11/12	Actual To Date FY 11/12	Projected Year-End FY 11/12	Projected vs. Budget Variance	Project Status/ Comments
PIPELINE PROJECTS						
06-05	Avenue Cabrillo I (Permitting / Design)	\$ 100,000	77,702	\$ 100,000	\$ -	Design completed. Working on permitting.
WATER TREATMENT PLANTS						
99-05	Denniston Intake Maintenance	\$ 30,000	\$ 20,325	\$ 20,000	\$ 10,000	Complete - Pending payment of retention
10-04	Nunes Floc Drive Repair	\$ 50,000	\$ 45,647	\$ 50,000	\$ -	Drives on site, awaiting installation.
08-05	Nunes Plant Painting	\$ 12,500		\$ 12,500	\$ -	On Hold
	Nunes Hydropneumatic Systems Improvement	\$ 40,000	\$ 45,647	\$ 40,000	\$ -	Planning
	Nunes DR5000 Analyzer	\$ 8,000	\$ 3,795	\$ 8,000	\$ -	Purchased
FACILITIES & MAINTENANCE						
08-08	PRV Valves Replacement Program	\$ 20,000	\$ 30,395	\$ 30,395	\$ (10,395)	Work on El Granada Blvd. PRV completed.
99-01	Meter Change Program	\$ 30,000	\$ 5,148	\$ 30,000	\$ -	Ongoing
09-09	Fire Hydrant Replacement	\$ 20,000		\$ 20,000	\$ -	Ongoing
09-23	District Digital Mapping	\$ 75,000	\$ 9,564	\$ 75,000	\$ -	
EQUIPMENT PURCHASE & REPLACEMENT						
99-03	Computer System	\$ 12,000		\$ 12,000	\$ -	
99-04	Office Equipment/Furniture	\$ 3,000	\$ 1,546	\$ 3,000	\$ -	
06-03	SCADA / Telemetry / Electrical Controls	\$ 750,000		\$ 750,000	\$ -	Design complete, ready to bid.
	Billing System Upgrade	\$ 70,000	\$ 20,567	\$ 70,000	\$ -	Software upgrade online in October.
PUMP STATIONS / TANKS / WELLS						
	Crystal Springs Check Valve Replacement	\$ 25,000		\$ 25,000	\$ -	In Progress
08-14	Alves Tank Recoating (Interior & Exterior)	\$ 100,000		\$ 100,000	\$ -	Planning
08-17	El Granada Tank #2 Recoat and Ladder	\$ 200,000	\$ 338	\$ 200,000	\$ -	Planning
	El Granada Tank #1 MCC Repairs & Spare Pump	\$ 40,000	\$ 10,385	\$ 40,000	\$ -	In Progress
	El Granada Tank #2 Fence Replacement	\$ 25,000		\$ 25,000	\$ -	On Hold
	El Granada Tank #3 Fence Replacement	\$ 25,000	\$ 17,589	\$ 17,589	\$ 7,411	Complete
	Miramar Tank Fence Replacement	\$ 25,000		\$ 25,000	\$ -	Planning
	Half Moon Bay Tank #1 Interior/Exterior Recoating	\$ 300,000	\$ 11,503	\$ 300,000	\$ -	In Progress
09-18	Pump Station Chlorine Analyzer Replacements (4)	\$ 10,000		\$ 10,000	\$ -	
09-19	Pilarcitos Canyon Blending Station	\$ 100,000	\$ 32,200	\$ 100,000	\$ -	Electrical work complete, valve purchased.
DENNISTON WTP (LONG-TERM) IMPROVEMENT						
08-23	Denniston WTP Improvement Project	\$ 4,000,000	\$ 874,031	\$ 4,000,000	\$ -	In Progress
WATER SUPPLY DEVELOPMENT						
	Denniston /San Vicente EIR	\$ 300,000	\$ 146,960	\$ 300,000	\$ -	In progress. NOP/IS published in October.
	San Vicente Design	\$ 300,000		\$ 300,000	\$ -	Planning
FY 11-12 TOTALS		\$ 6,670,500	\$ 1,353,341	\$ 6,563,484	\$ 7,016	

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

12/31/2011

Approved CIP Budget FY 11/12	Actual To Date FY 11/12	Projected Year-End FY 11/12	Projected vs. Budget Variance	Project Status/ Comments
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Previous CIP Projects - paid in FY 11/12

FY 10/11	Small Line Decommission Behind Main Street	\$ 50			Project Completed in FY 10/11.
FY 10/11	District Digital Mapping	\$ 35,030			
FY 09/10	New Pilarcitos Well	\$ 510			Analysis - work complete for this FY
	Denniston Booster Pump Station	\$ 12,627			
FY 09/10	Hazen's Tank Fence Repair	\$ 4,925			In Progress

PREVIOUS YEAR TOTALS \$ 53,142 \$ - \$ -

NON-BUDGETED ITEMS (CAPITAL EXPENDITURES) FOR CURRENT FISCAL YEAR 11/12

	Cahill Tank Repairs (Ladder Repairs)	\$ 13,123	\$ 15,000		In Progress
	CSP - Rebuild Actuator (Emergency Work)	\$ 22,788			Complete
	Judith Court Main Line Emergency Repairs	\$ 34,902			Complete

NON-BUDGETED TOTALS \$ 70,813 \$ 15,000 \$ -

CIP TOTALS \$ 6,670,500 \$ 1,477,296 \$ 6,578,484 \$ 7,016

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

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

Month	Admin (General Legal Fees)	Recycle Water Analysis	Water Supply Develpmnt	Transfer Program	CIP	Denniston WTP Improvements Project	Personnel	Lawsuits	Infrastructure Project Review (Reimbursable)	TOTAL
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Jan-11	3,450		419	983	341					5,193
Feb-11	4,834		157	221						5,212
Mar-11	1,342		1,492	1,467						4,302
Apr-11	2,687		2,037	80	106					4,909
May-11	4,299		1,436	491						6,227
Jun-11	3,192					2,059			878	6,129
Jul-11	5,102					637				5,739
Aug-11	1,383					1,913				3,297
Sep-11	1,569			346		372		1,967		4,255
Oct-11	4,330			319		2,627				7,276
Nov-11	2,766					1,843				4,609
Dec-11	3,272			319		106				3,697

TOTAL	38,227	0	5,542	4,226	447	9,558	0	1,967	878	60,845
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**Engineer Cost Tracking Report
12 Months At-A-Glance**

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

Month	Admin & Retainer	Phase 3 EG Pipeline	CIP	Short Term WTP Imprv.	Studies & Projects	TOTAL	Reimbursable from Projects
Jan-11	480			709	797	1,986	
Feb-11	300			85		385	
Mar-11	480		254			734	
Apr-11	480		169			649	
May-11	480		338			818	
Jun-11	240		4,551			4,791	
Jul-11	480		18,131			18,611	
Aug-11	1,353		9,096			10,449	
Sep-11	480		15,802		1,437	17,718	
Oct-11	480		17,798		3,296	21,574	3,296
Nov-11	480		12,774			13,254	
Dec-11	200		5,067			5,267	
TOTAL	5,933	0	83,980	793	5,529	96,235	3,296

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

Tuesday, December 13, 2011

- 1) **ROLL CALL** - President Bob Feldman called the meeting to order at 7:00 p.m. Present at roll call: Vice-President Jerry Donovan and Directors Ken Coverdell, and Chris Mickelsen. Director Jim Larimer was absent.

Also present were: David Dickson, General Manager, Patrick Miyaki, Legal Counsel; Joe Guistino, Superintendent of Operations, Cathleen Brennan, Water Resources Analyst; JoAnne Whelen, Administrative Assistant/Recording Secretary; Gina Brazil, Office Manager and newly appointed Directors, Bryan Hannegan and Glenn Reynolds.

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **SPECIAL ORDER OF BUSINESS**

- A. **Certificates from San Mateo County Chief Elections Officer and Administration of Oath of Office by Patrick Miyaki, District Counsel, to Newly Appointed Directors: Ken Coverdell, Bryan Hannegan and Glenn Reynolds**

District Legal Counsel, Patrick Miyaki, administered the Oath of Office to the three newly appointed Directors, Ken Coverdell, Bryan Hannegan, and Glenn Reynolds.

President Feldman congratulated the three newly appointed Directors and welcomed them to take their seats at the Board table.

B. Election of Coastside County Water District Board President and Vice-President

Vice-President Donovan then opened the nomination period for the election of the Board's officers. Director Coverdell nominated Vice-President Donovan to serve as Board President, which was seconded by Director Mickelsen. There were no further nominations for this position.

Director Reynolds nominated Director Coverdell as Vice-President. Director Coverdell respectfully declined and nominated Director Reynolds to serve as the Vice-President, which was seconded by Director Hannegan. There were no further nominations for this position.

ON MOTION BY Director Hannegan and seconded by Director Coverdell, the Board voted unanimously for Director Donovan to serve as the President and Director Reynolds to serve as the Vice-President of the CCWD Board of Directors for the December 2011 to December 2012 term:

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

C. Resolution 2011-17 - A Resolution of the Board of Directors of the Coastside County Water District expressing its Gratitude to Bob Feldman for his Leadership and Dedicated Service

President Donovan referenced the Resolution and summarized former President Feldman's multiple accomplishments during the past five years of service to the District and congratulated him on his dedication and leadership.

Mr. Feldman noted that District staff had been instrumental in achieving all of the mentioned accomplishments and that he appreciated the opportunity to work with the talented District staff and Board members. He noted that the District is doing well, is in good hands, and that he was optimistic that the two new Board members would be instrumental in keeping the positive momentum going and will contribute strongly to the future successes of the District and the community.

ON MOTION BY Vice-President Reynolds and seconded by Director Hannegan, the Board voted as follows, by roll call vote, to adopt Resolution 2011-17, a Resolution of the Board of Directors of the Coastside County Water District expressing its Gratitude to Bob Feldman for his Five Years of Leadership and Dedicated Service:

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

C. Resolution 2011-18 - A Resolution of the Board of Directors of the Coastside County Water District expressing its Gratitude to Jim Larimer for his Leadership and Dedicated Service

President Donovan read the Resolution, summarizing former Director Larimer's multiple accomplishments over the past ten years. He added that he was personally very appreciative of the excellent service that Mr. Larimer has provided to the District and the community.

ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds, the Board voted as follows, by roll call vote, to adopt Resolution 2011-18, a Resolution of the Board of Directors of the Coastside County Water District expressing its Gratitude to Jim Larimer for his Ten Years of Leadership and Dedicated Service:

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

Director Coverdell reported that Mr. Larimer was unable to attend this Board meeting, but that he had provided a statement that he had requested be read. His statement expressed appreciation to the community for electing him three times to serve on the CCWD Board to represent their interests, and to the staff. He noted that he regretted that he was not able to be in attendance to welcome and congratulate the new Board members, but wished them success in the years ahead.

5) BRIEF RECESS FOR REFRESHMENTS

President Donovan then briefly adjourned the meeting at 7:27 p.m. for a celebratory reception and refreshments. The meeting was reconvened at 7:43 p.m.

6) CONSENT CALENDAR

- A. Approval of disbursements for the month ending November 30, 2011: Claims: \$632,988.43; Payroll: \$ 76,748.99; for a total of \$709,737.42
- B. Acceptance of Financial Reports
- C. Approval of Minutes of November 8, 2011 Board of Directors Meeting
- D. Monthly Water Transfer Report
- E. Installed Water Connection Capacity and Water Meters Report and Non-Priority Lottery Recipients Status Update Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report
- H. November 2011 Leak Report
- I. Rainfall Reports
- J. San Francisco Public Utilities Commission Hydrological Conditions Report for October 2011
- K. San Francisco Public Utilities Commission Hydrological Conditions Report for November 2011
- L. Notice of Completion –Pilarcitos Canyon Blending Station Power Project

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

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

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

7) **MEETINGS ATTENDED / DIRECTOR COMMENTS**

Director Coverdell reported on the results of the recent Bay Area Water Supply and Conservation Authority Board meeting and the Delta Rebuild Project meeting he attended in Sacramento.

8) **GENERAL BUSINESS**

A. **Award of Contract for Control Systems Programming, Software and Services for the Denniston Water Treatment Plant Improvements Project**

Mr. Dickson reviewed the background of this project, advising that the District, rather than the construction contractor, is responsible for providing certain programming of the plant's programmable logic controllers and of the operator interface systems. He reported that two experienced, well qualified firms, Calcon Systems and Tesco Controls, had submitted proposals. Mr. Dickson advised that both bids were substantially lower than the engineer's estimate of \$250,000 and that staff is recommending that the contract be awarded to Calcon, the lower bidder.

ON MOTION BY Vice-President Reynolds and seconded by Director Coverdell the Board voted as follows, by roll call vote, to authorize staff to execute a professional services agreement with Calcon Systems, Inc. for control systems programming, software, and services for the Denniston Creek Water Treatment Plant Improvements project for the lump-sum cost of \$82,330.00:

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

B. **Approval of Change Order No. 1 to Anderson Pacific Contract for Denniston Creek Water Treatment Plant Improvements**

Mr. Dickson explained the nature of this proposed change order, explaining that the original project specifications allowed the use of up to 50% recycled material in the aggregate, but based on concerns about the

composition and long-term performance of the recycled aggregate, the design engineer and the geotechnical engineer are recommending that only virgin material be used on this project.

Mr. Dickson took this opportunity to advise the Board that staff anticipates proposing some suggestions for an amendment to the District's current procurement policy at the January Board of Directors meeting, which would allow staff to authorize smaller, time-critical change orders without having to wait for a Board meeting.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted as follows, by roll call vote, to authorize staff to execute Change Order Number 1 to the Anderson Pacific contract for the Denniston Creek Water Treatment Plant Improvements for the lump sum cost of \$20,000:

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

9) GENERAL MANAGER'S REPORT INCLUDING MONTHLY INFORMATIONAL REPORTS

Mr. Dickson commented that before he reviews the General Manager's report, he would like to return to the subject of the positive report of the financial statements, and recognize the staff, particularly Gina Brazil, for her efforts in keeping the District's financial records in order.

1. Board Member Training Opportunity

Mr. Dickson referenced the brochure offering the upcoming workshop provided by the California Special District's Association (CSDA), which will fulfill the ethics training requirements of AB1234, which all Directors must meet in the year 2012.

2. Safety Program Awards

Mr. Dickson stated that he was pleased to announce that the Association of California Water Agencies (ACWA) has recognized the success of the District's safety program, including achieving a low ratio of "paid claims and case reserves" to "deposit premiums" in the Liability Program and success in promoting safe workplace

behavior and improvement to existing operational practices. He also reported that ACWA had recognized the efforts of Treatment Plant Supervisor, Steve Twitchell, and Lead Treatment Plant Operator, Sean Donovan. Mr. Guistino then directed the Board's attention to the monitors, which displayed photographs of the award-winning lowering device mechanism to safely change light bulbs, an on-site generator (OSG) clean-in-place cart, and a safety ladder, grating, and removable guard for an escape point from the Nunes Water Treatment Plant designed by Mr. Donovan and Mr. Twitchell. Mr. Twitchell provided a brief description of the devices they designed, which will provide improvements to existing operational practices and enhance workplace safety.

A. Operations Report

Mr. Dickson reviewed details of the photographs illustrating the recent progress in the Denniston Improvements Project, followed by Mr. Guistino's presentation of photos of the El Granada Tank 1 Pump Station Piping and the Half Moon Bay Tank 1 Repair and Recoating Project. Mr. Guistino then answered a few questions from the Board about the current projects and referenced his monthly operations report. Additionally, Mr. Guistino recognized John Davis, Distribution Supervisor, and his crew for

their installation, pressure testing, and the disinfection of the pipelines for the booster station, noting that the crew has installed the temporary pump that will be used to pump water from Denniston Tank to Half Moon Bay and the Alves Tank.

Mr. Dickson advised that the monthly Water Resources report had been omitted this month, as Ms. Brennan was in attendance at an Automatic Meter Reading Seminar in Sacramento and would not be returning in time to attend the evening's Board meeting.

10) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

Director Coverdell recommended that the list of the District's advisory Committees be reviewed at the January 10, 2012 Board meeting. President Donovan advised that the assignments will be reviewed and appointments made at the January Board meeting. Director Coverdell also advised that he had been

invited to attend the Montara Water & Sanitary District (MWSD) Board meeting later that week for discussion regarding the emergency connection proposed between MWSD and CCWD.

11) ADJOURNMENT

ON MOTION BY Director Hannegan and seconded by Vice-President Reynolds, the Board voted as follows, to adjourn the December 13, 2011 meeting of the Coastside County Water District's Board of Directors:

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

The meeting was adjourned at 8:29 p.m. The next regular meeting of the Board of Directors is scheduled for Tuesday, January 10, 2012.

Respectfully submitted,

David R. Dickson, General Manager
Secretary of the Board

Jerry C. Donovan, President
Board of Directors

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: January 10, 2012

Report

Date: December 29, 2011

Subject: Monthly Water Transfer Report

Recommendation:

None. For Board information purposes only.

Background:

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

Since the previous Board meeting in November 2011, two transfer applications were approved for thirteen--5/8" (20 gpm) non-priority water service connections. A spreadsheet reporting this transfer follows this report as well as the approval memorandums from Patrick Miyaki and the confirmation letters from David Dickson.

APPROVED WATER TRANSFERS FOR THE 2011 CALENDAR YEAR

DONATING APN	RECIPIENT APN	PROPERTY OWNERS	# of CONNECTIONS	DATE
115-520-170	056-210-060/140	Keenan, III, TR to Housing Authority of SMCO	8---5/8" non-priority	Dec-11
115-520-170	056-210-340	Keenan, III, TR to Coastside Adult Day Health Center & Senior Coastsiders, Inc.	5---5/8" non-priority	Dec-11

Memorandum

VIA ELECTRONIC MAIL

TO: Glenna Lombardi
FROM: Patrick T. Miyaki
DATE: December 27, 2011
RE: **Application to Transfer Uninstalled Non-Priority Water Service Connections from Keenan Trust to the Housing Authority of County of San Mateo**

Glenna, I reviewed the Application to transfer eight 5/8-inch uninstalled non-priority water service connections from property owned by Charles J. Keenan, III, Trustee (APN 115-520-170) to property owned by the Housing Authority of County of San Mateo (APNs 056-210-060 and 056-210-140).

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

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

cc: David Dickson

Memorandum

VIA ELECTRONIC MAIL

TO: Glenna Lombardi
FROM: Patrick T. Miyaki
DATE: December 28, 2011
RE: **Application to Transfer Uninstalled Non-Priority Water Service Connections from Keenan Trust to Coastside Adult Day Health Center and Senior Coastsiders**

Glenna, I reviewed the Application to transfer five 5/8-inch uninstalled non-priority water service connections from property owned by Charles J. Keenan, III, Trustee (APN 115-520-170) to property owned by the Coastside Adult Day Health Center and Senior Coastsiders (APN 056-210-340).

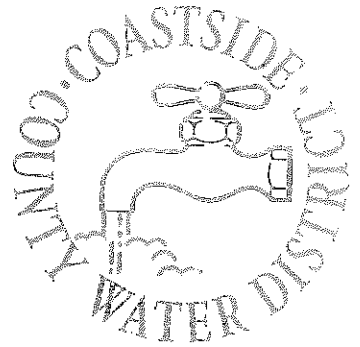
This Application is generally in order and satisfies the requirements of the District's General Regulations Regarding Water Service, Section U, Transfer of Uninstalled Water Service Connection Rights.

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

cc: David Dickson

December 28, 2011

Charles J. Keenan, III, Trustee
C/O Joyce Yamagiwa, Trustee
700 Emerson Street
Palo Alto, CA 94301



Housing Authority of San Mateo County
264 Harbor Boulevard, Building A
Belmont, CA 94002

RE: Request to Transfer Water Service Connection Capacity


Dear Property Owners:

This is official confirmation that the Coastsides County Water District has approved your request to transfer eight—5/8” (20 gpm) non-priority water service connections. The result of this transfer is as follows:

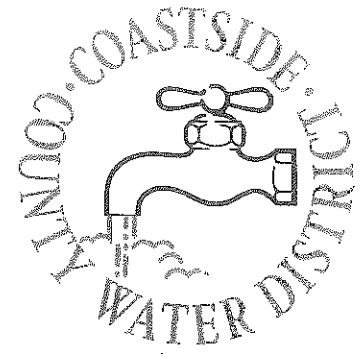
- APN **115-520-170** has the remaining rights to 82—5/8” (20 gpm) uninstalled non-priority water service connections; and
- APNS **056-210-060 & 056-210-140 (9 Bloom Lane, Half Moon Bay)** now have eight---5/8” (20 gpm) uninstalled, non-priority water service connections assigned to them from the Crystal Springs Project. *(Note: Since 1963, this site has been developed as senior housing and has 17.5---5/8” equivalent PRE-CSP water service connections installed on it. With approval of this application, the combined total equivalent of 25.5—5/8” connections are now assigned to Property #2.)*

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

Sincerely,


David Dickson
General Manager

December 28, 2011



Charles J. Keenan, III, Trustee
C/O Joyce Yamagiwa, Trustee
700 Emerson Street
Palo Alto, CA 94301

Coastside Adult Day Health Center
645 Correas
Half Moon Bay, CA 94019

Senior Coastsiders, Inc.
535 Kelly Avenue
Half Moon Bay, CA 94019

RE: Request to Transfer Water Service Connection Capacity

Dear Property Owners:

This is official confirmation that the Coastside County Water District has approved your request to transfer five—5/8” (20 gpm) non-priority water service connections. The result of this transfer is as follows:

- APN **115-520-170** has the remaining rights to 77—5/8” (20 gpm) uninstalled non-priority water service connections; and
- APN **056-210-340** now has five---5/8” (20 gpm) uninstalled, non-priority water service connections assigned to it from the Crystal Springs Project. *(Note: In addition, property #2 has 3.5—5/8” priority and one—5/8” non-priority connections assigned to it for a combined total equivalent of 9.5---5/8” connections.)*

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

Sincerely,

A handwritten signature in black ink, appearing to read "David Dickson", is written over the word "Sincerely,".

David Dickson
General Manager

COASTSIDE COUNTY WATER DISTRICT

2010 NON-PRIORITY LOTTERY RECIPIENTS
STATUS UPDATE

December 31, 2011

33.5 TOTAL SOLD CONNECTIONS (T&S FEES PAID)

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

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2012

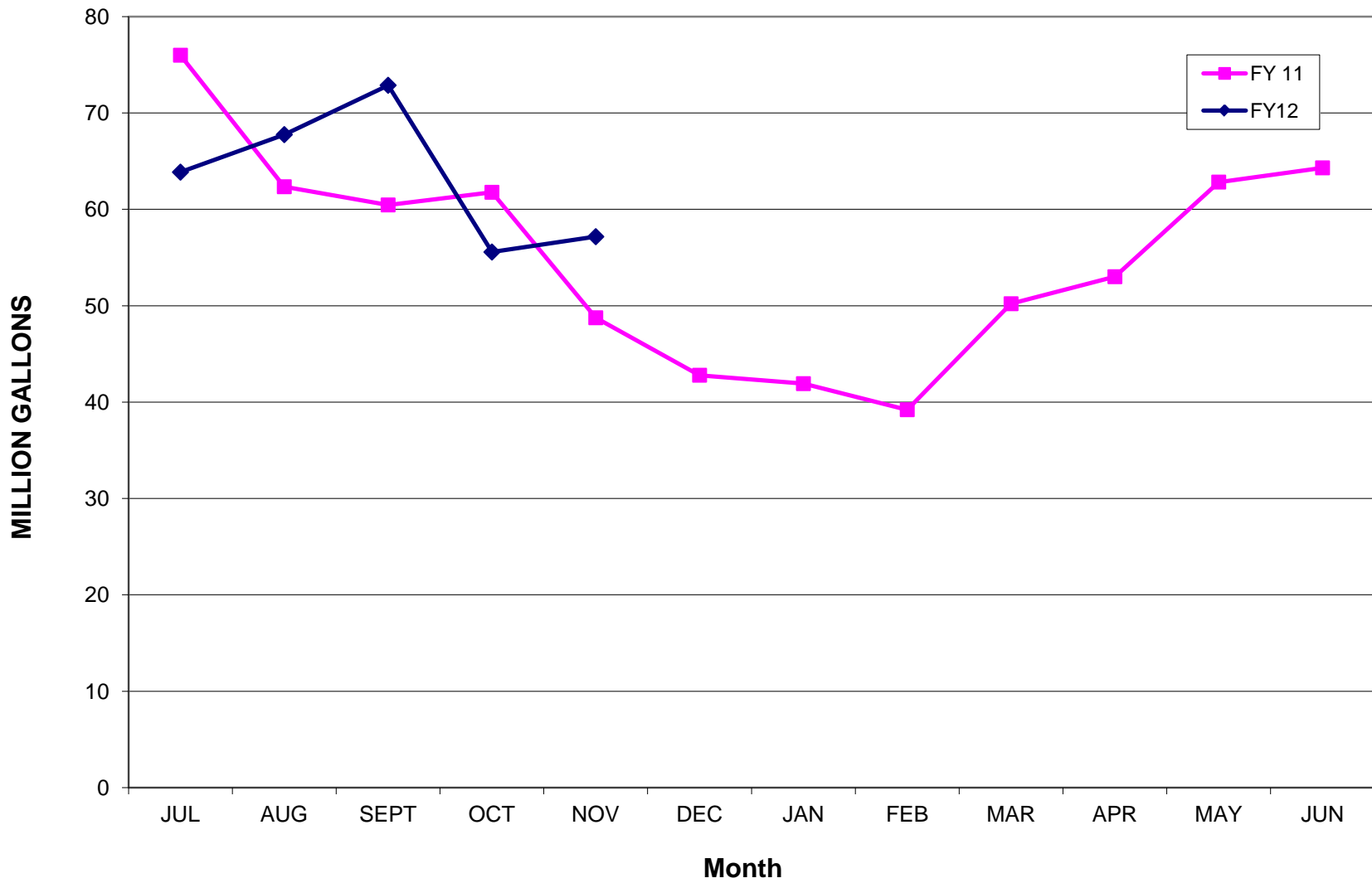
	PILARCITOS WELLS	PILARCITOS LAKE	DENNISTON WELLS	DENNISTON RESERVOIR	CRYSTAL SPRINGS RESERVOIR	RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
JUL	0.00	62.65	0.00	0.00	1.03	63.68	-0.18	63.86
AUG	0.00	61.34	0.00	0.00	6.38	67.72	-0.03	67.75
SEPT	0.00	68.54	0.00	0.00	4.81	73.35	0.48	72.87
OCT	0.00	50.99	0.00	0.00	4.67	55.66	0.09	55.57
NOV	11.6	21.80	0	0.00	23.48	56.88	-0.28	57.16
DEC	7.2	27.02	0	0.00	16.82	51.04	-0.275	51.31
JAN								
FEB								
MAR								
APR								
MAY								
JUN								
TOTAL	18.80	292.34	0.00	0.00	57.19	368.33	-0.20	368.53
% TOTAL	5.1%	79.4%	0.0%	0.0%	15.5%	100.0%	-0.05%	100.1%

12 Month Running Treated Total 680.01

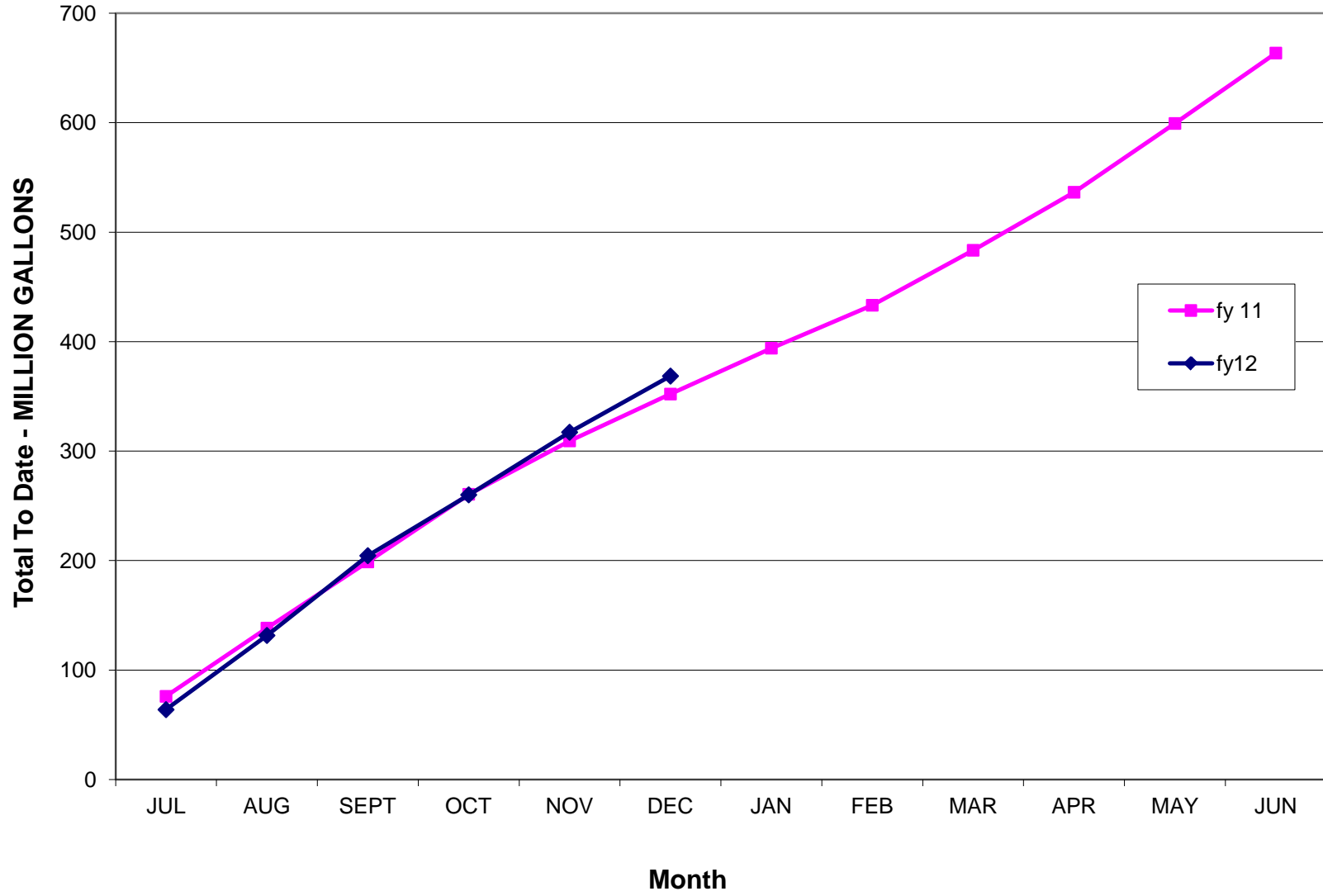
TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2011

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

Monthly Production FY 11 vs. FY 12



Cumulative Production FY 11 vs. FY12



Plant Water Use				Unmetered Water			FY 2012		MG	
	Denniston Plant	Nunes Plant	Total	Main Flushing	Detector Checks*	Main Breaks	Fire Dept	Tank Level Difference	Total	
JUL	0.000	2.195	2.195	0.000	0.028	0.063	0.003	-0.273	-0.180	
AUG	0.000	1.831	1.831	0.000	0.007	0.007	0.004	-0.048	-0.029	
SEP	0.000	1.899	1.899	0.000	0.021	0.057	0.003	0.402	0.483	
OCT	0.000	1.955	1.955	0.000	0.012	0.003	0.004	0.072	0.090	
NOV	0.000	1.667	1.667	0.000	0.010	0.034	0.001	-0.332	-0.287	
DEC	0.000	1.482	1.482	0.000	0.010	0.079	0.017	-0.381	-0.275	
JAN			0.000							
FEB			0.000							
MAR			0.000							
APR			0.000							
MAY			0.000							
JUN			0.000							
TOTAL	0.00	11.03	11.03	0.00	0.09	0.24	0.03	-0.56	-0.20	

Coastside County Water District Monthly Leak Report									
Date	Location	Pipe size/Type	Est. Water Loss (Gallons)*	Repair Material	Material Cost	Employee hours		Manpower and Equipment Costs	Total Costs
12/5/2011	Wavecrest RD HMB	2" Galv	5,000	2"x12-1/2" Full circle	\$107.14 Total \$107.14	Men 4	Hours 4	\$1,400	\$1,507.14
12/8/2011	229 Miramontes HMB	6" cast Iron	25,000	3' of C900 pipe 2-6" Daytons	\$27.34 \$472.10 Total \$499.44	Men 5	Hours 7	\$3,100	\$3,599.44
12/15/2011	240 Bridgeport El Granada	6" Cast Iron	21,000	6"x12-1/2" Full circle	\$153.91 Total \$153.91	Men 4	Hours 5.5	\$1,975	\$2,128.91
12/19/2011	448 Cypress HMB	8" Cast Iron	20,000	8X15" full Circle	\$219.65 Total \$219.65	Men 5	Hours 5	\$2,225	\$2,444.65
12/30/2011	186 Sevilla St. El Granada	3/4" Plastic service.	8,000	1- 3/4" cop X cop 5' 3/4 copper 1 ton rock	\$11.90 \$23.95 \$11.00 Total \$46.85	Men 3	Hours 4	1300	\$1,346.85
						Men	Hours		
					Total \$0.00	Men	Hours		\$0.00

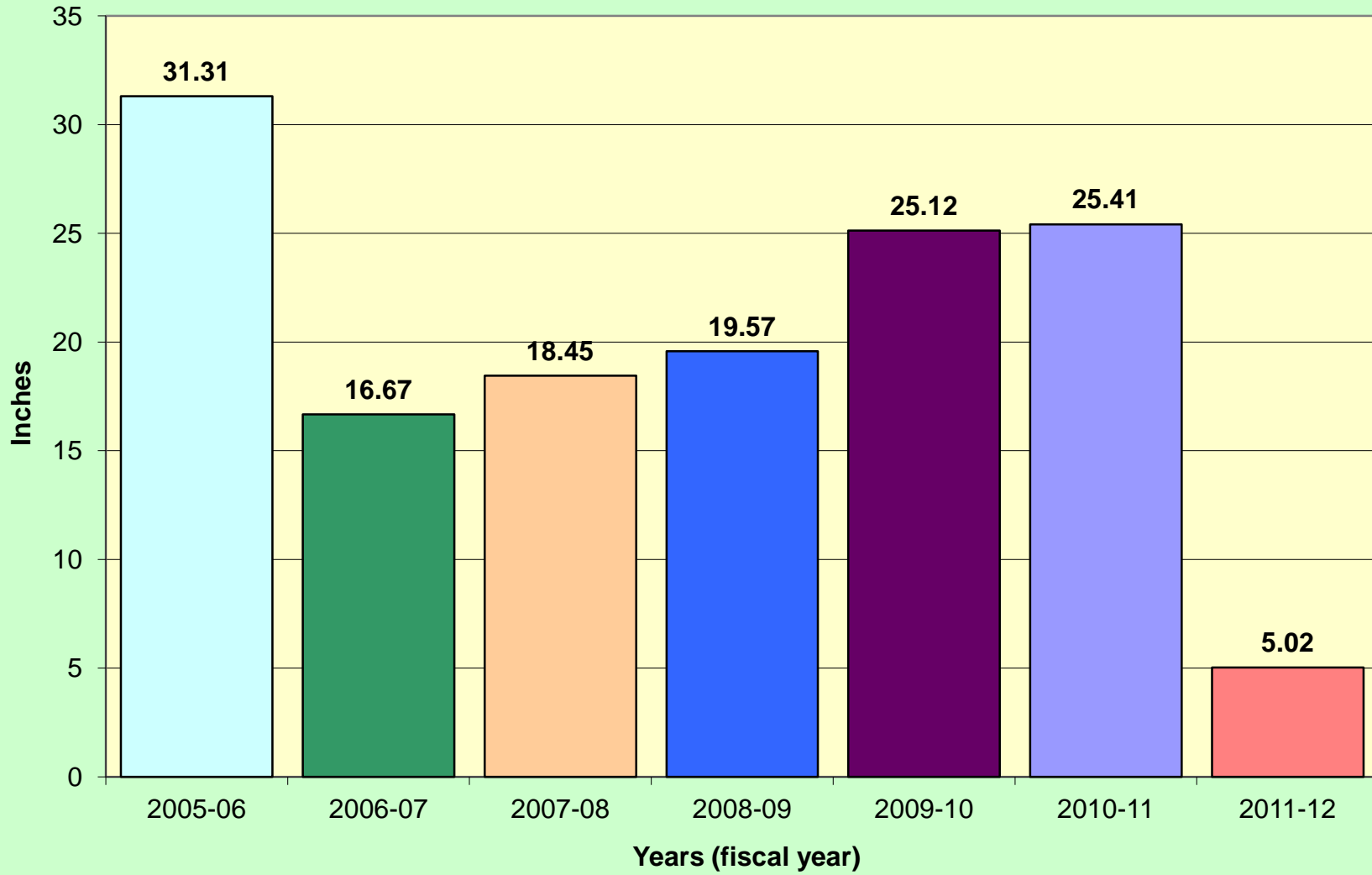
staff \$50/hr
backhoe \$50/hr
service truck \$50/hr
pickup truck \$25/hr
supervisor truck \$25/hr

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

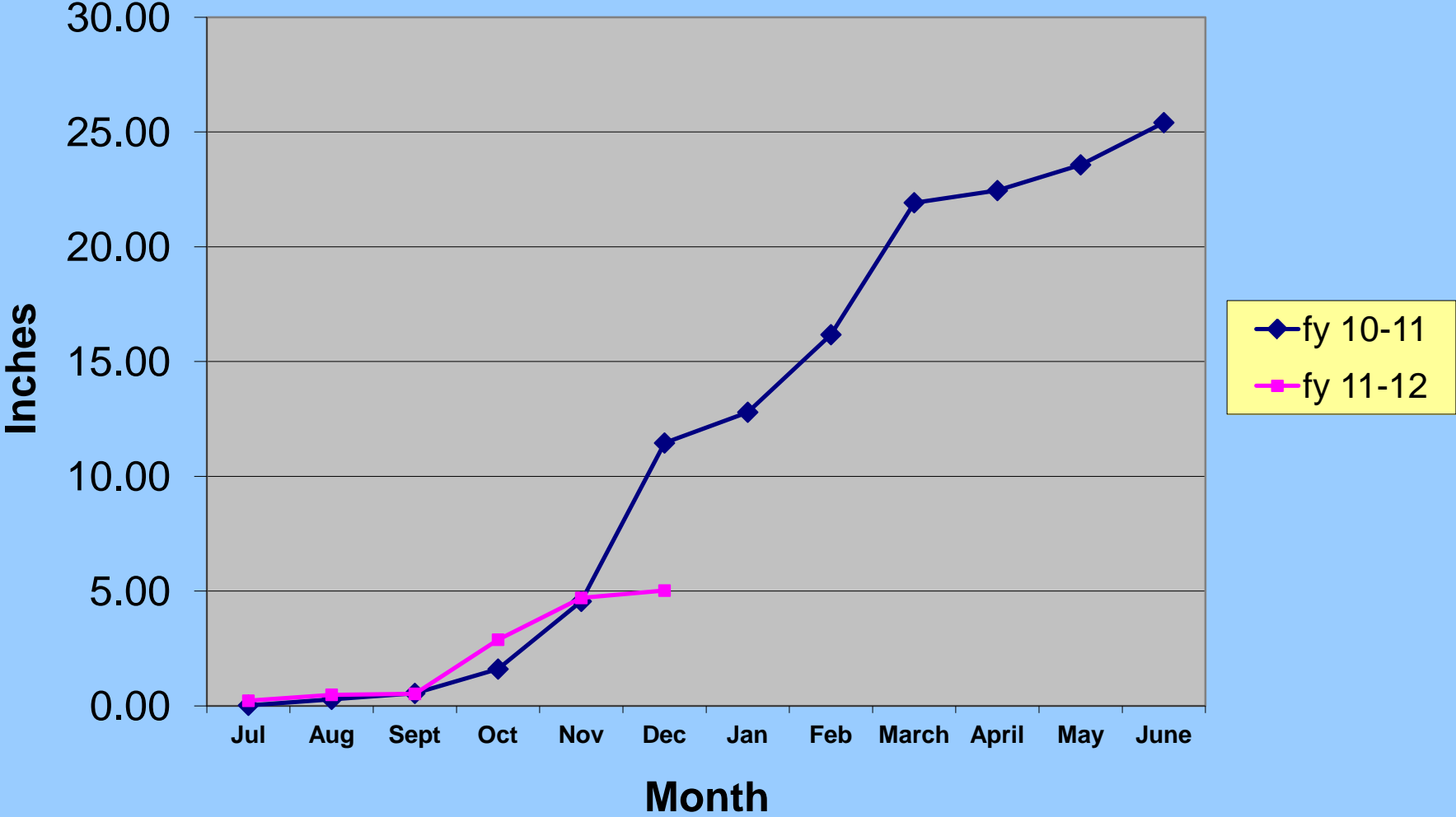
Total Person Hours 110 **Total Water Loss 0.0790 MG**

Rain Totals

October 2011



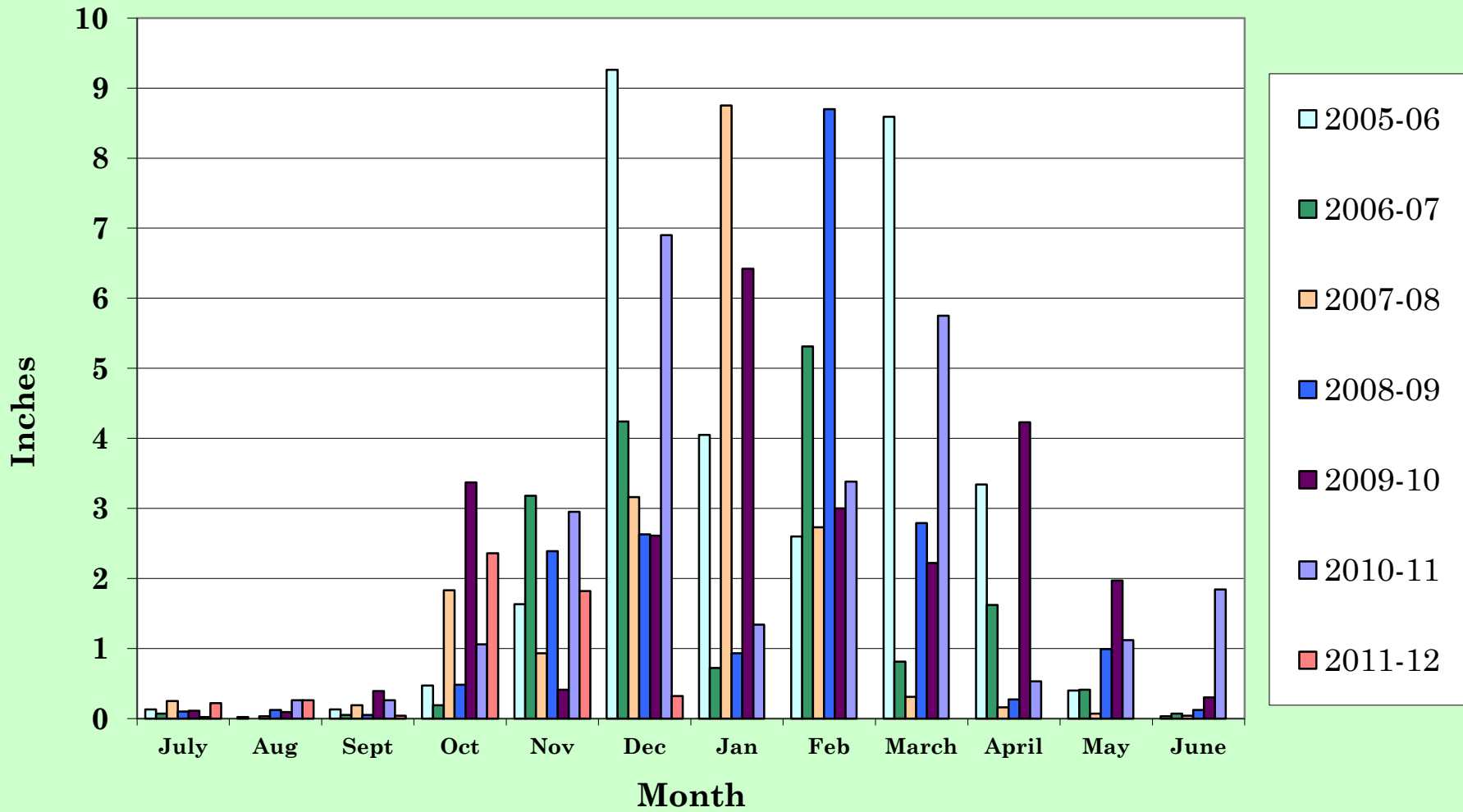
Rainfall Totals FY 2012



Coastside County Water District

Rainfall by Month

July '05 thru Jun '12



MONTHLY CLIMATOLOGICAL SUMMARY for DEC. 2011

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

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

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	61.2	67.0	3:00p	56.4	3:30a	4.0	0.2	0.00	9.6	33.0	1:00p	N
2	57.7	66.2	10:00p	48.0	9:00p	7.3	0.0	0.00	1.4	26.0	11:30p	N
3	56.1	62.9	2:30p	43.7	12:00m	8.9	0.0	0.00	2.5	18.0	12:30a	N
4	46.4	56.3	3:00p	38.0	7:30a	18.6	0.0	0.00	0.6	9.0	11:00p	NNE
5	49.9	59.9	4:00p	39.8	12:00m	15.1	0.0	0.00	2.0	16.0	11:30a	N
6	47.3	60.0	4:00p	39.3	2:00a	17.7	0.0	0.00	0.9	11.0	9:30a	NNE
7	46.6	59.0	2:00p	38.1	3:30a	18.4	0.0	0.00	1.1	15.0	10:30a	N
8	46.7	57.7	2:30p	37.5	4:00a	18.3	0.0	0.00	0.5	9.0	7:30a	NNE
9	50.6	62.2	2:30p	42.4	7:00a	14.4	0.0	0.00	0.8	11.0	8:00p	NNE
10	49.0	57.3	2:30p	40.9	6:30a	16.0	0.0	0.00	0.4	8.0	2:00p	SSW
11	50.8	58.2	12:30p	46.5	7:30a	14.2	0.0	0.10	0.3	6.0	5:30a	SSW
12	48.6	55.4	12:30p	42.6	12:00m	16.4	0.0	0.02	1.8	14.0	10:30a	NNE
13	46.8	56.1	2:00p	39.3	3:30a	18.2	0.0	0.00	0.7	7.0	4:30a	N
14	46.4	57.3	2:30p	39.0	6:30a	18.6	0.0	0.01	1.3	10.0	10:30a	NNE
15	49.0	56.6	1:30p	40.0	11:30p	16.0	0.0	0.11	1.6	14.0	2:00p	N
16	47.1	61.1	3:30p	38.4	4:30a	18.0	0.0	0.00	1.4	14.0	1:30p	N
17	47.9	59.6	12:30p	39.7	12:00m	17.1	0.0	0.00	1.1	15.0	10:30a	N
18	46.8	56.9	12:30p	36.7	7:30a	18.2	0.0	0.00	0.4	6.0	6:00a	SW
19	49.0	58.5	1:00p	39.6	12:00m	16.0	0.0	0.00	1.2	11.0	9:30a	N
20	47.5	61.0	3:00p	38.2	2:30a	17.5	0.0	0.01	1.7	15.0	12:30p	N
21	49.9	61.6	2:00p	38.2	6:00a	15.1	0.0	0.00	2.6	24.0	11:30a	N
22	52.5	60.7	3:00p	43.2	12:00m	12.5	0.0	0.00	3.1	25.0	12:00p	N
23	45.6	57.3	3:00p	37.5	3:00a	19.4	0.0	0.00	1.1	11.0	4:30a	NNE
24	49.4	59.2	3:00p	38.9	1:30a	15.6	0.0	0.00	3.0	15.0	11:00a	NNE
25	46.8	59.8	1:00p	38.8	11:30p	18.2	0.0	0.00	1.1	11.0	11:30a	N
26	47.4	54.8	12:30p	39.6	1:00a	17.6	0.0	0.00	0.9	8.0	2:30a	NNE
27	49.1	59.5	12:30p	41.1	2:30a	15.9	0.0	0.00	2.2	19.0	8:00a	N
28	51.1	60.3	3:30p	42.0	4:00a	13.9	0.0	0.00	0.3	9.0	12:30p	NW
29	53.9	62.1	1:00p	47.5	8:00a	11.1	0.0	0.01	0.4	9.0	2:00p	NW
30	56.5	63.7	12:30p	50.1	12:00m	8.5	0.0	0.06	0.1	7.0	12:30p	SW
31	53.5	58.9	2:30p	43.2	2:30a	11.5	0.0	0.00	5.1	25.0	8:00a	NNE

	49.9	67.0	1	36.7	18	468.2	0.2	0.32	1.7	33.0	1	N

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

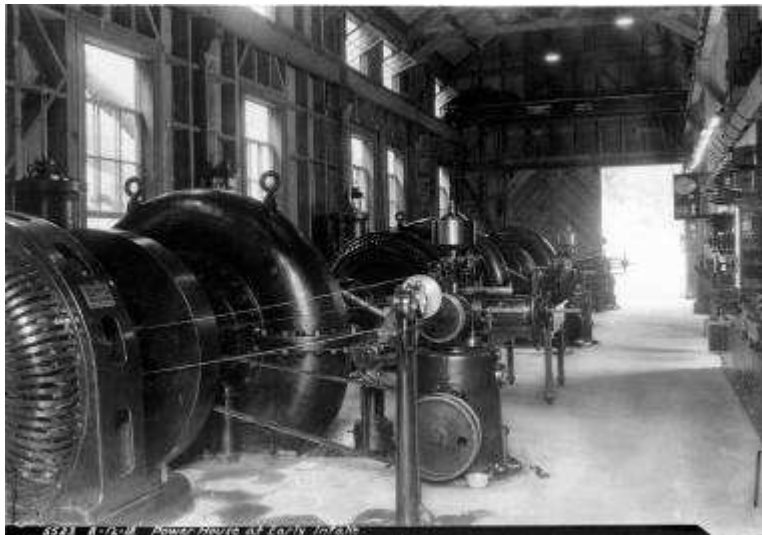
Max Rain: 0.11 ON 12/15/11

Days of Rain: 4 (>.01 in) 1 (>.1 in) 0 (>1 in)

Heat Base: 65.0 Cool Base: 65.0 Method: Integration

San Francisco Public Utilities Commission Hydrological Conditions Report For December 2011

J. Chester, A. Mazurkiewicz, & M. Tsang, January 5, 2012



Early Intake Powerhouse (circa 1918) was the first powerhouse built on the Hetch Hetchy Project. The water was supplied from Lake Eleanor via the Lower Cherry aqueduct. Power produced here was used to support construction efforts at O'Shaughnessy Dam and later Cherry Valley Dam. The powerhouse was in service until 1960.

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

Table 1 Current Storage As of January 1, 2012							
Reservoir	Current Storage		Maximum Storage		Available Capacity		Percent of Maximum Storage
	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	
Tuolumne System							
Hetch Hetchy ^{1/}	289,461		340,830		51,369		84.9%
Cherry ^{2/}	242,482		268,810		26,328		90.2%
Lake Eleanor ^{3/}	1,480		21,495		20,015		6.9%
Water Bank	570,000		570,000		0		100.0%
Tuolumne Storage	1,103,423		1,201,135		97,712		91.9%
Local Bay Area Storage							
Calaveras ^{4/}	23,440	7,638	96,824	31,550	73,384	23,912	24.1%
San Antonio	45,868	14,946	50,496	16,454	4,628	1,508	90.8%
Crystal Springs	41,516	13,528	58,377	19,022	16,861	5,494	71.1%
San Andreas	14,817	4,828	18,996	6,190	4,179	1,362	78.0%
Pilarcitos	1,958	638	2,995	976	1,037	338	65.4%
Total Local Storage	127,599	41,578	227,688	74,192	100,089	32,614	56.0%
Total System	1,231,022		1,428,823		197,801		86.2%

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

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

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

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

Hetch Hetchy System Precipitation Index ^{5/}

Current Month: The December six-station precipitation index is 0.15 inch, or 2.96% of the average index for the month.

Cumulative Precipitation to Date: The accumulated six-station precipitation index for water year 2012 is 3.65 inches, which is 10.2% of the average annual water year total, or 31.2% of the average annual-to-date. Hetch Hetchy received no precipitation during December 2011 – this is the second time on record in which this occurred (December 1990 being the other). The Hetch Hetchy gauge is shown in Figure 1 in red.

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

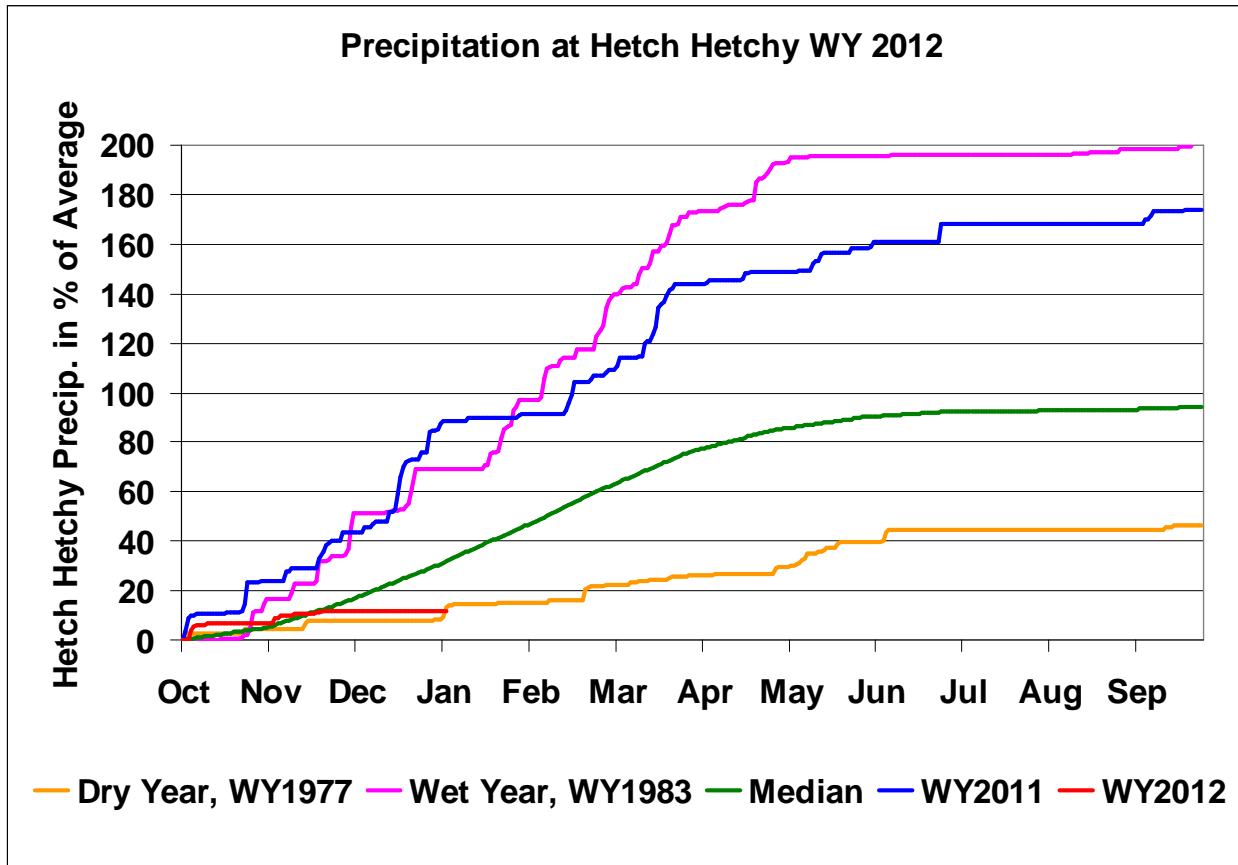


Figure 1: Water year 2012 cumulative precipitation received at Hetch Hetchy Reservoir through December 31st, 2011. Precipitation at the Hetch Hetchy gage for wet, dry, median, and WY 2011 are included for comparison purposes.

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange as of December 31st is summarized below in Table 2. The below normal precipitation has resulted in inflows well below average conditions.

	December 2011				October 1, 2011 through December 31, 2011			
	Observed Flow	Median ⁶	Average ⁶	Percent of Average	Observed Flow	Median ⁶	Average ⁶	Percent of Average
Inflow to Hetch Hetchy Reservoir	2,388	11,972	20,622	11.6%	25,147	28,949	40,357	62.3%
Inflow to Cherry Reservoir and Lake Eleanor	1,139	13,930	23,196	4.9%	18,838	31,552	44,261	42.6%
Tuolumne River at La Grange	3,204	48,026	86,255	3.7%	59,130	95,877	148,810	39.7%
Water Available to the City	0	980	36,207	0.0%	0	5,371	51,539	0.0%

⁶ Hydrologic Record: 1919 – 2010

Hetch Hetchy System Operations

Draft and releases from Hetch Hetchy Reservoir in December totaled 12,900 acre-feet which met SJPL deliveries and fisheries releases. In the month of December a system shutdown was completed for facility maintenance, inspections and improvements.

A total of 6,508 acre-feet of power draft was made at Cherry Reservoir to manage reservoir elevation and to support the City's Municipal load. No water was transferred from Lake Eleanor to Cherry Reservoir in December.

Local System Treatment Plant Production

The Sunol Valley Water Treatment Plant average rate for the month was 98 MGD. The Harry Tracy Water Treatment Plant rate averaged 78 MGD.

Local System Water Delivery

A persistently dry month of December was reflected in a slight increase in water consumption over the November rate. The water delivery rate for December was approximately 190 MGD, an increase of 2% over the November rate of 187 MGD.

Local Precipitation

December was a dry month in the local watersheds. Precipitation across the local watersheds was well below average. The December rainfall summary is presented in Table 3.

Table 3 Precipitation Totals At Three Local Area Reservoirs For December 2011				
Reservoir	Month Total (inches)	Percentage of Normal for the Month	Water Year To Date ⁷ (inches)	Percentage of Normal for the Year-to-Date ⁷
Pilarcitos	0.43	6 %	5.39	38 %
Lower Crystal Springs	0.18	4 %	4.12	43 %
Calaveras	0.11	3 %	2.92	40 %

⁷ WY 2012: Oct. 2011 through Sep. 2012

Snowmelt and Water Supply

December 2011 is tied with 1990 for the driest precipitation conditions on record with 0 inches at the Hetch Hetchy gage. The beginning of the month brought a significant wind event to the region. High winds caused power transmission issues across the Sierra. The remainder of the month was dominated by clear skies, cold night time temperatures and mild daytime temperatures.

The months January thru May account for nearly 2/3 of the water year precipitation. So while precipitation to date is lagging, there are a number of historically wet months ahead of us. The current weather outlook is for continued dry conditions into the middle of January. Long-term weather forecasters are hopeful for a change in the pattern at that time. The NWS climate forecast for the region is for an increased chance of below normal precipitation for the next 3 months.

While precipitation and inflow conditions are below normal, carryover storage within the system is above typical conditions due to the wet conditions of WY 2011, a cool summer and low

demands. During December inspections and maintenance successfully took place along the transmission system. The San Joaquin pipelines will be brought back into service during the first week of January.

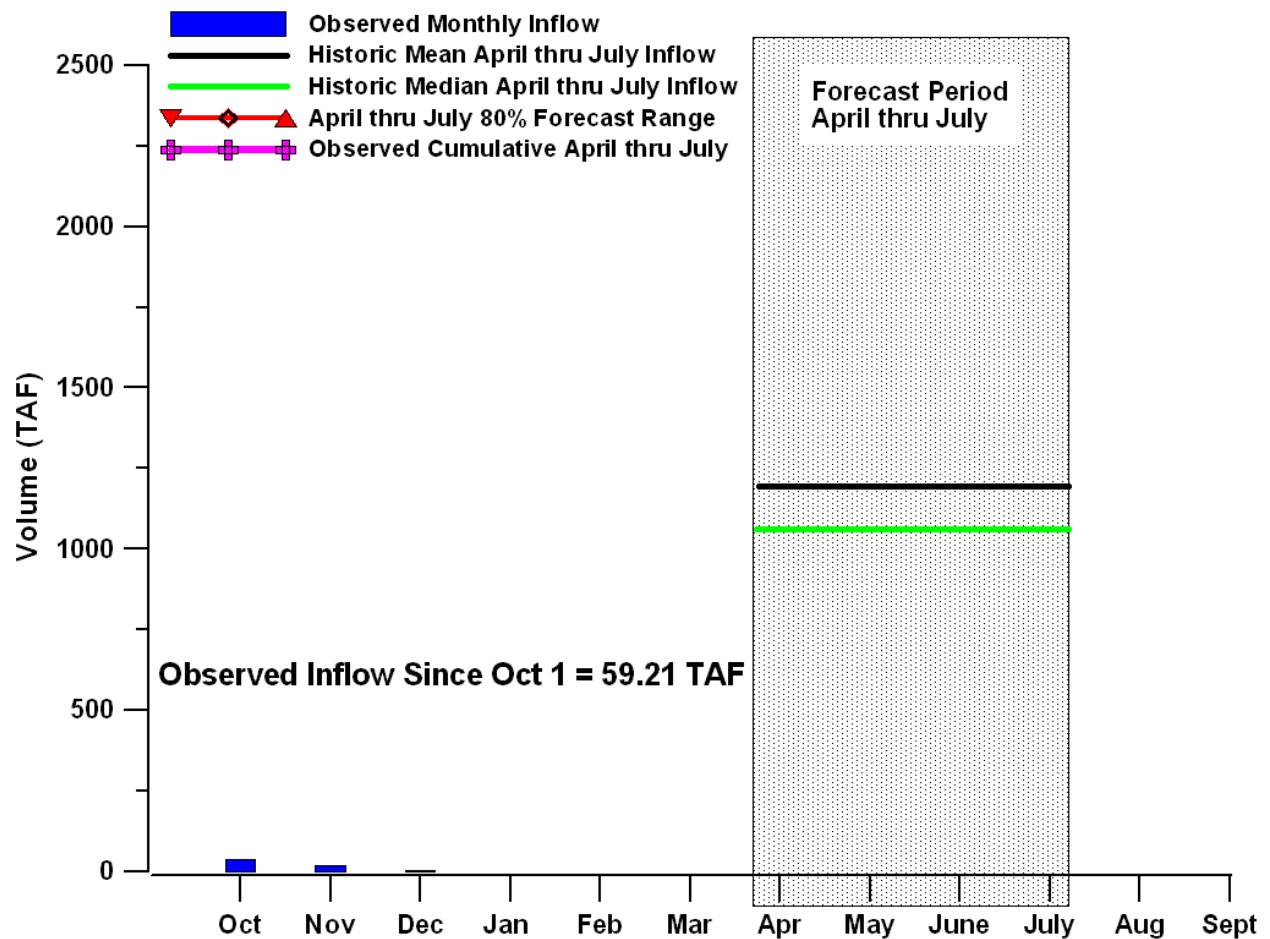


Figure 2: Water Year conditions for the Tuolumne River at La Grange.

Due to typical low flows during the fall and continued dry conditions, no water became available to the City in December. Total water that was available to the City for water year 2012 remains zero acre-feet (Figure 3).

Unimpaired Flow at La Grange & Water Available to the City

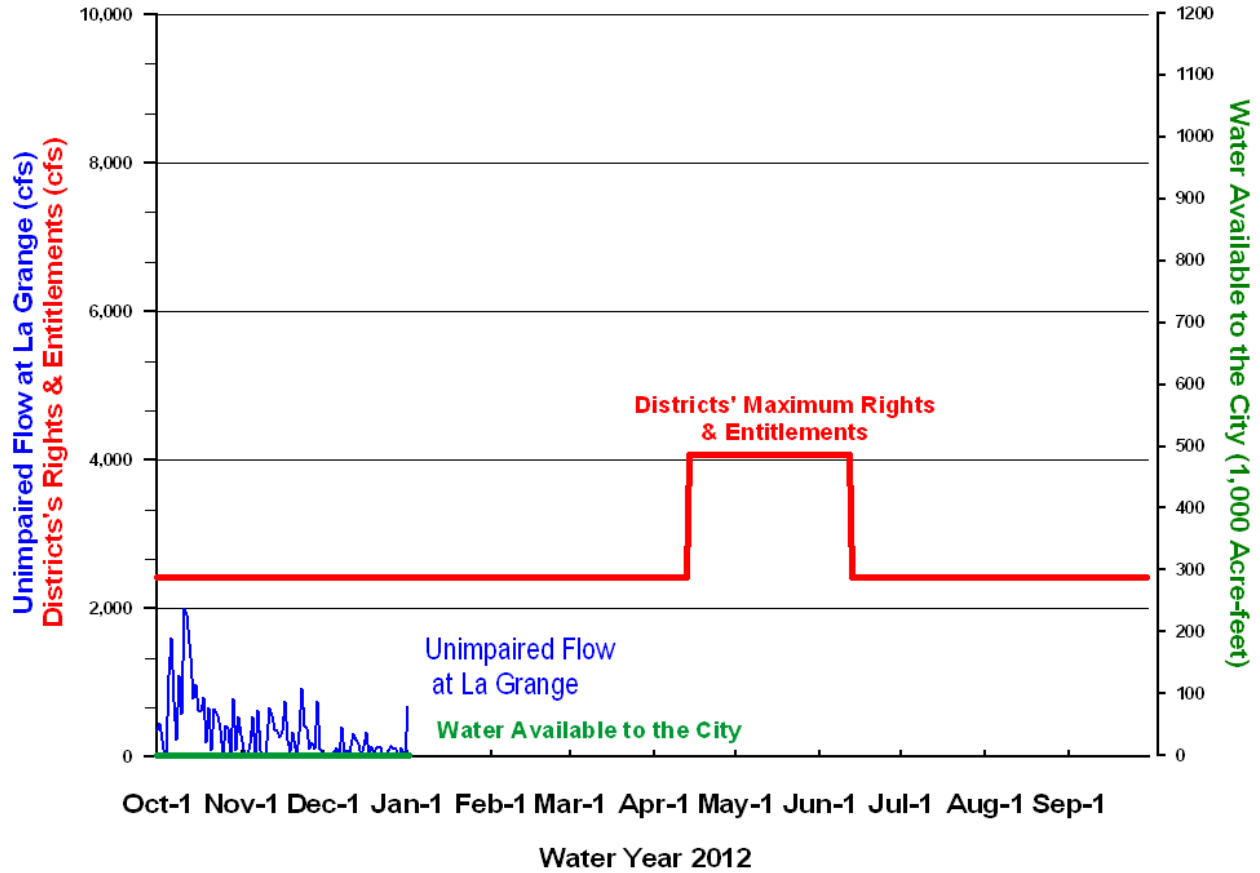


Figure 3: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. No water was available to the City for the period from October 1st, 2011 through December 31st, 2011.

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

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: January 10, 2012

Subject: Appointment of Coastside County Water District Board Member Representative and alternate(s) to participate in San Mateo County Local Agency Formation Commission (LAFCo) election of officers

Recommendation:

Appoint a Coastside County Water District (CCWD) Board Member and alternate(s) to participate in San Mateo County Local Formation Commission (LAFCo) election of officers.

Background:

The San Mateo Local Agency Formation Commission (LAFCo) is an independent commission with jurisdiction over the boundaries of the 20 cities, 22 independent special districts and many of the 35 County-governed special districts serving San Mateo County. LAFCo is comprised of two members of the county Board of Supervisors, two members of city councils located within the county, two board members of independent special districts in the county, one public member (appointed by the county, city, and special district members) and an alternate for each of the four categories, each serving a term of four years or until their position is vacated. The Commission contracts with the County of San Mateo for an Executive Officer, legal counsel and office space. LAFCo's budget is funded by application fees and by the County, cities and independent special districts.

Section 56332 of the Cortese Knox Hertzberg Act of 2000 sets forth that the independent special district members shall be appointed to LAFCo by the Independent Special District's selection committee, which consists of the presiding officers of the independent special districts in the county, or if the presiding officer of a special district cannot participate, a Board appointed alternate Board member may participate and vote. Only elected Board members may participate and vote for special district commissioners on LAFCo. A quorum of thirteen (13) districts must be present to conduct business.

LAFCo recommends that standing voting representatives be designated in case a special district selection committee is called due to a vacancy, and the District's presiding officer is not able to attend the meeting. Traditionally, the District has appointed the Board President as the designated representative, with all other Directors being named as alternates. LAFCo meetings are held on the third Wednesday of odd-numbered months at 2:30 p.m. in the Board of Supervisors Chambers at the Hall of Justice in Redwood City.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: January 10, 2012

Subject: Coastside County Water District Board Committees

Recommendation:

Discuss and consider appointment of Board members to serve on District Committees and as District representatives to external organizations and associations. Past practice has established that the President of the Board makes the appointments to committees and designates who will serve as the District representative to external agencies, except for the Bay Area Water Supply & Conservation Agency (BAWSCA) representative, who must be appointed by CCWD Board action.

Background:

The purpose of the District's Committees is to assist the Board with issues and decisions and provide recommendations pertaining to a variety of areas, including Finance, Water Quality, Human Resources, Water Resources and District Facilities. Each of the committees is comprised of two Board members with interest in the specific subject matter.

Each of the Committees has a particular charge or set of tasks to address, as described further below. Standing Committees do their assigned work on a continuing basis. Committees meet as needed rather than on an established regular schedule. The District notices and conducts all Standing Committee meetings in accordance with Brown Act public meeting requirements.

The Board President and the Board may also form temporary Advisory Committees focused on a specific task or objective. An Advisory Committee dissolves after the completion of the task or achievement of the objectives.

Past District practice has established that committee appointments are the prerogative of the Board President. The paragraphs below provide additional detail on the Standing Committees.

Coastside County Water District Standing Committees

Finance Committee

The Finance Committee is responsible for reviewing and providing recommendations regarding the annual Operations and Maintenance and Capital Improvement Program budgets, and annual financial audits, as well as financial performance oversight. This Committee is also responsible for the Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA) related matters.

Water Quality Committee

This Committee reviews and oversees the health and safety certification and compliance process required by state and federal laws, and all other issues related to water quality. This Committee also reviews the Annual Water Quality Report (Consumer Confidence Report), and the Annual Report to the Drinking Water Program.

Human Resources (Personnel & Recruitment) Committee

The development and review of the General Manager's Performance Plan is the responsibility of this Committee, and includes meeting to discuss both the mid-term and the annual performance evaluations, as well as preparation of the evaluation report to be approved by the Board. This Committee also reviews changes to staff position descriptions, revisions and additions to the District's personnel manual, and recruitment for vacant staff positions when necessary.

Water Resources Committee

This Committee is responsible for oversight of the Pilarcitos Integrated Watershed Management Plan and reviews the District's Urban Water Management Plan, the Water Shortage and Drought Contingency Plan and the Memorandum of Understanding and Best Management Practices associated with the California Urban Water Conservation Council. This Committee may also be involved with San Francisco Public Utilities Commission (SFPUC) matters, including supply contract negotiations with the SFPUC in conjunction with the Bay Area Water Supply and Conservation Agency (BAWSCA).

District Facilities Committee

This Committee oversees the development and implementation of the annual Capital Improvement Program. The Committee also reviews the Capital Improvement Program budget and schedule and presents recommendations to the Finance Committee. This Committee is also involved in the Denniston Restoration Project.

Coastside County Water District Advisory Committees

Montara Water & Sanitary District Mutual Interest Committee

This Committee meets with representatives of the Montara Water & Sanitary District to discuss areas of mutual interest to both Districts.

Coastside County Water District External Organization Representatives

In addition to the District's Standing Committees, Board members may also serve as representatives to several external organizations, including the following:

Association of California Water Agencies (ACWA)

ACWA is the largest statewide coalition of public water agencies in the country. It is a leader on California water issues and a respected voice for its members in both Sacramento and Washington, D.C. ACWA's 450 public agency members are responsible for 90% of the water delivered to communities, farms, and businesses in California. ACWA plays an active role in managing the states' water resources and promoting investments in water use efficiency, water recycling, ground management and desalination. ACWA's membership is organized into ten geographic regions. The regions provide a structure in which members can discuss issues of mutual concern, and based on that interaction, provide representative input to the ACWA Board. The District's ACWA representative typically attends the annual Spring and Fall Conferences and is eligible to vote as the District's voting designee in ACWA elections. A District Board Member may also serve as an ACWA Region 5 Director or hold other ACWA offices.

Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA) -

ACWA/JPIA was formed during the mid 1970's to provide liability coverages tailored to the unique needs of California Water Agencies. The District obtains its property, liability and worker's compensation coverage from the JPIA. As a member of the JPIA, the District names one of its directors and at least one alternate to sit on the ACWA/JPIA Board of Directors. The designated representative is able to vote at conferences. If the designated Director cannot attend a conference, then the alternate Director is allowed to vote in his/her absence. The designated Board member's term coincides with their term on the CCWD Board.

California Special District Association (CSDA)

CSDA was formed in 1969 to provide active representation at the State Capitol for its nearly 900 members, made up of independent special districts, including irrigation, water, parks and recreation, cemetery, fire, police protection, library,

utility, harbor, healthcare and community service districts. CSDA pursues statewide policy legislation of benefit to special districts and provides advocacy, training, information, and financial services to help strengthen and increase the efficiency of special district operations. The agency is governed by a 19-member Board of Directors representing six regions throughout California who are elected through a mail-in ballot process. The District designates a CSDA representative to receive information and updates from the CSDA.

Local Agency Formation Commission (LAFCo)

LAFCo is a state-mandated, independent agency with countywide jurisdiction over changes in organization and boundaries of cities and special districts, including annexations, detachments, incorporations and formations. The District annually designates a Board member and an alternate to represent the District for the purposes of participation in the LAFCo election of officers.

Bay Area Water Supply & Conservation Agency (BAWSCA)

BAWSCA was created on May 27, 2003 to represent the interests of the cities and water districts, and two private utilities located in Alameda, Santa Clara and San Mateo Counties that purchase water on a wholesale basis from the San Francisco Regional Water System. BAWSCA's goals are to ensure a reliable supply of high quality water at a fair price. The agency is governed by a 27-member Board of Directors comprised of representatives from all BAWSCA agencies. The District's BAWSCA representative must be appointed by Coastside County Water District Board action. The CCWD Board appointed Director Coverdell in June 2009 to serve as the BAWSCA representative for the current term through June 30, 2013.

Fiscal Impact:

\$20,000. is included in the CCWD 2011/2012 Budget for Director's attendance at Regular Board meetings, Special Board meetings, and District Committee meetings.

Subject to Section XII of the Code of Conduct, each Board member is compensated in the amount of \$150.00 per meeting for attendance at Regular or Special meetings of the Board and Committees that are duly noticed in accordance with the requirements of the Ralph M. Brown Act (California Government Code 54950 et seq), and for other service rendered as a director at the request of the Board, subject to a maximum of \$150.00 per day and \$600.00 per calendar month.

STAFF REPORT

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

From: Joe Guistino, Superintendent of Operations

Agenda: January 10, 2012

Report

Date: January 5, 2012

**Subject: Approval of Change Orders 1 - 5 for Half Moon Bay Tank 1
Repair and Recoating Project**

Recommendation:

Approve Change Orders 1 through 5 for the Half Moon Bay Tank 1 Repair and Recoating Project for a total cost of \$39,272.

Background:

The contract for the Half Moon Bay Tank 1 Repair and Recoating Project was awarded to Paso Robles Tank at a cost of \$214,600. As the project has progressed, the work has revealed the need for repairs which were not included in the original project specifications. Change Orders 1 through 5 (copies attached), further described below, address an error in the tank surface area in the project documents, corrosion issues, and safety concerns. Because the project has required draining Half Moon Bay Tank No. 2, this work also includes some minor repairs and modifications to Tank No. 2.

Change Order #1 - \$14,537

The tank surface area provided to the contractor in the project documents was short by 1,000 square feet. Our records show that the height of the tank is 24 feet, four feet less than the actual height of the tank. In addition to the extra lining and coating, there is the expense of the extra 4' of ladder.

Change Order #2 - \$14,850

The internal ladders in HMB Tanks 1&2 are corroded beyond repair and need to be replaced. The California Department of Public Health (DPH) requires that a ladder be available for egress at the tank top hatch. I originally requested only the top 50% of the ladder be replaced but the difference in cost between that and a full ladder was \$650. We opted for full ladders in both tanks.

Change Order #3 - \$4,200

This is for replacement of the roof hatch at HMB Tank 2. The present hatch is quite corroded and the dimensions do not comply with present day tank designs. Tank hatches and vents are carefully scrutinized by DPH inspectors and were cited in their last inspection to be upgraded.

STAFF REPORT

Agenda: January 10, 2012

Subject: Half Moon Bay Tank 1 Repair and Recoating Project Change Orders

Page Two

Change Order #4 - \$985

This is for an extension of the handrail on HMB Tank 2. The extension connects the handrail at the ladder landing to that of the new catwalk between Tanks 1 and 2.

Change Order #5 - \$4,700

This is for replacement of the roof vent on HMB Tank #2. The vent is quite corroded at its base and not stable enough to have safety lanyards attached to it when there is work to be done on the top of the tank.

Fiscal Impact:

Approval of Change Orders 1 - 5 brings the total contract cost to \$253,872. The approved Capital Improvement Program budget for Fiscal Year 2011-2012 includes \$300,000 for this work.

CONTRACT CHANGE ORDER

From:

PASO ROBLES TANK, INC.
DBA Central Coast Stainless
PO BOX 3229
PASO ROBLES, CA 93447
(805) 227-1641 Fax (805) 238-9654
License: 784971

Change Order #: C001
Change Order Date: 12/08/11

To:

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

Project:

HALF MOON BAY TANK NO. 1
RECOATING & REPAIR PROJECT
Half Moon Bay, CA 94019

Original Contract Amount:	\$214,600.00
Total Previous Change Orders:	\$0.00
Total Before this Change Order:	\$214,600.00
Amount of this Change Order:	\$14,537.00
Revised Contract Amount:	\$229,137.00

The Original Construction Agreement is hereby modified and amended by the following deviations from original plans and specifications:

To cover the 1000 sqf of surface to paint and the added 4' of ladder and ladder cage. Add 10 day's time extension.

It is mutually agreed that for such change the contract price is increased by \$14,537.00 (Fourteen Thousand Five Hundred Thirty-Seven and 00/100) payable with the payments due under the original construction agreement.

Time for completion of the above cited work is hereby extended 10 days beyond any completion date set forth in the original contract for such work.

All other provisions of the original contract and agreement shall remain in full force and effect without change because of the above deviations.

PASO ROBLES TANK, INC. DBA CENTRAL COAST S

COASTSIDE COUNTY WATER DIST.

Signed: _____

Signed: _____

Dated: _____

Dated: _____

Title: _____

Title: _____

CONTRACT CHANGE ORDER

From:

PASO ROBLES TANK, INC.
DBA Central Coast Stainless
PO BOX 3229
PASO ROBLES, CA 93447
(805) 227-1641 Fax (805) 238-9654
License: 784971

Change Order #: C002
Change Order Date: 12/14/11

To:

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

Project:

HALF MOON BAY TANK NO. 1
RECOATING & REPAIR PROJECT
Half Moon Bay, CA 94019

Original Contract Amount:	\$214,600.00
Total Previous Change Orders:	\$14,537.00
Total Before this Change Order:	\$229,137.00
Amount of this Change Order:	\$14,850.00
Revised Contract Amount:	\$243,987.00

The Original Construction Agreement is hereby modified and amended by the following deviations from original plans and specifications:

It is mutually agreed that for such change the contract price is increased by \$14,850.00 (Fourteen Thousand Eight Hundred Fifty and 00/100) payable with the payments due under the original construction agreement.

Time for completion of the above cited work is hereby extended 0 days beyond any completion date set forth in the original contract for such work.

All other provisions of the original contract and agreement shall remain in full force and effect without change because of the above deviations.

PASO ROBLES TANK, INC. DBA CENTRAL COAST S

COASTSIDE COUNTY WATER DIST.

Signed: _____

Signed: _____

Dated: _____

Dated: _____

Title: _____

Title: _____

CONTRACT CHANGE ORDER

From:

PASO ROBLES TANK, INC.
DBA Central Coast Stainless
PO BOX 3229
PASO ROBLES, CA 93447
(805) 227-1641 Fax (805) 238-9654
License: 784971

Change Order #: C003
Change Order Date: 12/21/11

To:

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

Project:

HALF MOON BAY TANK NO. 1
RECOATING & REPAIR PROJECT
Half Moon Bay, CA 94019

Original Contract Amount:	\$214,600.00
Total Previous Change Orders:	\$29,387.00
Total Before this Change Order:	\$243,987.00
Amount of this Change Order:	\$4,200.00
Revised Contract Amount:	\$248,187.00

The Original Construction Agreement is hereby modified and amended by the following deviations from original plans and specifications:

12/21/11 (Colleen OHagan) - This is for an all carbon steel roof hatch with an old open device, price INCLUDES coating for roof hatch.

12/21/11 (Colleen OHagan) - Preston will provide the estimated costs for the coaters.

It is mutually agreed that for such change the contract price is increased by \$4,200.00 (Four Thousand Two Hundred and 00/100) payable with the payments due under the original construction agreement.

Time for completion of the above cited work is hereby extended 0 days beyond any completion date set forth in the original contract for such work.

All other provisions of the original contract and agreement shall remain in full force and effect without change because of the above deviations.

PASO ROBLES TANK, INC. DBA CENTRAL COAST S

COASTSIDE COUNTY WATER DIST.

Signed: _____

Signed: _____

Dated: _____

Dated: _____

Title: _____

Title: _____

CONTRACT CHANGE ORDER

From:

PASO ROBLES TANK, INC.
DBA Central Coast Stainless
PO BOX 3229
PASO ROBLES, CA 93447
(805) 227-1641 Fax (805) 238-9654
License: 784971

Change Order #: C004
Change Order Date: 01/04/12

To:

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

Project:

HALF MOON BAY TANK NO. 1
RECOATING & REPAIR PROJECT
Half Moon Bay, CA 94019

Original Contract Amount:	\$214,600.00
Total Previous Change Orders:	\$33,587.00
Total Before this Change Order:	\$248,187.00
Amount of this Change Order:	\$985.00
Revised Contract Amount:	\$249,172.00

The Original Construction Agreement is hereby modified and amended by the following deviations from original plans and specifications:

It is mutually agreed that for such change the contract price is increased by \$985.00 (Nine Hundred Eighty-Five and 00/100) payable with the payments due under the original construction agreement.

Time for completion of the above cited work is hereby extended 0 days beyond any completion date set forth in the original contract for such work.

All other provisions of the original contract and agreement shall remain in full force and effect without change because of the above deviations.

PASO ROBLES TANK, INC. DBA CENTRAL COAST S

COASTSIDE COUNTY WATER DIST.

Signed: _____

Signed: _____

Dated: _____

Dated: _____

Title: _____

Title: _____

CONTRACT CHANGE ORDER

From:

PASO ROBLES TANK, INC.
DBA Central Coast Stainless
PO BOX 3229
PASO ROBLES, CA 93447
(805) 227-1641 Fax (805) 238-9654
License: 784971

Change Order #: C005
Change Order Date: 01/04/12

To:

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

Project:

HALF MOON BAY TANK NO. 1
RECOATING & REPAIR PROJECT
Half Moon Bay, CA 94019

Original Contract Amount:	\$214,600.00
Total Previous Change Orders:	\$34,572.00
Total Before this Change Order:	\$249,172.00
Amount of this Change Order:	\$4,700.00
Revised Contract Amount:	\$253,872.00

The Original Construction Agreement is hereby modified and amended by the following deviations from original plans and specifications:

It is mutually agreed that for such change the contract price is increased by \$4,700.00 (Four Thousand Seven Hundred and 00/100) payable with the payments due under the original construction agreement.

Time for completion of the above cited work is hereby extended 0 days beyond any completion date set forth in the original contract for such work.

All other provisions of the original contract and agreement shall remain in full force and effect without change because of the above deviations.

PASO ROBLES TANK, INC. DBA CENTRAL COAST S

COASTSIDE COUNTY WATER DIST.

Signed: _____

Signed: _____

Dated: _____

Dated: _____

Title: _____

Title: _____

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: January 10, 2012

Report

Date: January 6, 2012

Subject: Mid-Year Financial Review

Recommendation:

None. Information only.

Background:

The attached spreadsheet summarizes revenue and expenses for the first half of Fiscal Year 2011-2012. Staff will discuss year-to-date budget performance with the Board.

COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS
31-Dec-11

ACCOUNT	DESCRIPTION	YTD ACTUAL	YTD BUDGET	B/(W) VARIANCE	B/(W) % VAR
OPERATING REVENUE					
1-0-4120-00	Water Revenue -All Areas	3,260,399.42	3,702,367.00	(441,967.58)	(11.9%)
TOTAL OPERATING REVENUE		3,260,399.42	3,702,367.00	(441,967.58)	(11.9%)
NON-OPERATING REVENUE					
1-0-4170-00	Water Taken From Hydrants	17,882.50	12,504.00	5,378.50	43.0%
1-0-4180-00	Late Notice -10% Penalty	26,173.03	25,002.00	1,171.03	4.7%
1-0-4230-00	Service Connections	4,230.25	4,002.00	228.25	5.7%
1-0-4920-00	Interest Earned	3,091.70	3,711.50	(619.80)	(16.7%)
1-0-4930-00	Tax Apportionments/Cnty Checks	353,380.29	308,000.00	45,380.29	14.7%
1-0-4950-00	Miscellaneous Income	25,554.98	18,498.00	7,056.98	38.1%
1-0-4955-00	Cell Site Lease Income	53,190.03	56,946.00	(3,755.97)	(6.6%)
1-0-4965-00	ERAF REFUND -County Taxes	0.00	0.00	0.00	0.0%
TOTAL NON-OPERATING REVENUE		483,502.78	428,663.50	54,839.28	12.8%
TOTAL REVENUES		3,743,902.20	4,131,030.50	(387,128.30)	-9.4%
OPERATING EXPENSES					
1-1-5130-00	Water Purchased	993,608.62	1,118,638.00	125,029.38	11.2%
1-1-5230-00	Pump Exp, Nunes T P	11,203.34	10,941.00	(262.34)	(2.4%)
1-1-5231-00	Pump Exp, CSP Pump Station	47,099.90	105,750.00	58,650.10	55.5%
1-1-5232-00	Pump Exp, Trans. & Dist.	5,100.96	7,617.00	2,516.04	33.0%
1-1-5233-00	Pump Exp, Pilarcitos Can.	1,339.37	7,155.00	5,815.63	81.3%
1-1-5234-00	Pump Exp. Denniston Proj.	1,144.15	2,970.00	1,825.85	61.5%
1-1-5235-00	Denniston T.P. Operations	1,527.35	1,500.00	(27.35)	(1.8%)
1-1-5236-00	Denniston T.P. Maintenance	252.61	2,502.00	2,249.39	89.9%
1-1-5240-00	Nunes T P Operations	59,942.56	37,603.00	(22,339.56)	(59.4%)
1-1-5241-00	Nunes T P Maintenance	23,128.20	19,002.00	(4,126.20)	(21.7%)
1-1-5242-00	CSP Pump Station Operations	4,388.46	4,248.00	(140.46)	(3.3%)
1-1-5243-00	CSP Pump Station Maintenance	12,866.76	25,002.00	12,135.24	48.5%
1-1-5250-00	Laboratory Services	13,125.28	17,502.00	4,376.72	25.0%
1-1-5318-00	Studies/Surveys/Consulting	13,997.50	22,500.00	8,502.50	37.8%
1-1-5321-00	Water Conservation	29,678.63	31,176.00	1,497.37	4.8%
1-1-5322-00	Community Outreach	3,824.36	13,104.00	9,279.64	70.8%
1-1-5411-00	Salaries & Wages -Field	426,266.35	479,162.97	52,896.62	11.0%
1-1-5412-00	Maintenance -General	65,960.73	96,252.00	30,291.27	31.5%
1-1-5414-00	Motor Vehicle Expense	32,247.65	22,248.00	(9,999.65)	(44.9%)
1-1-5415-00	Maintenance -Well Fields	0.00	3,000.00	3,000.00	100.0%
1-1-5610-00	Salaries/Wages-Administration	280,535.13	322,452.00	41,916.87	13.0%
1-1-5620-00	Office Supplies & Expense	60,552.45	59,688.00	(864.45)	(1.4%)
1-1-5621-00	Computer Services	19,512.88	28,224.98	8,712.10	30.9%
1-1-5625-00	Meetings / Training / Seminars	8,922.68	9,000.00	77.32	0.9%
1-1-5630-00	Insurance	77,929.60	80,000.00	2,070.40	2.6%
1-1-5635-00	EE/Ret. Medical Insurance	196,601.16	219,306.00	22,704.84	10.4%
1-1-5640-00	Employees Retirement Plan	207,435.13	231,313.50	23,878.37	10.3%
1-1-5645-00	SIP 401K Plan	0.00	0.00	0.00	0.0%
1-1-5681-00	Legal	14,941.70	30,000.00	15,058.30	50.2%
1-1-5682-00	Engineering	3,472.92	7,002.00	3,529.08	50.4%
1-1-5683-00	Financial Services	16,690.00	19,500.00	2,810.00	14.4%
1-1-5684-00	Payroll Tax Expense	46,536.58	57,328.96	10,792.38	18.8%
1-1-5687-00	Membership, Dues, Subscript.	30,858.00	35,174.96	4,316.96	12.3%
1-1-5688-00	Election Expenses	0.00	0.00	0.00	0.0%
1-1-5689-00	Labor Relations	0.00	3,000.00	3,000.00	100.0%
1-1-5700-00	San Mateo County Fees	13,142.28	10,200.00	(2,942.28)	(28.8%)
1-1-5705-00	State Fees	17,338.43	16,800.00	(538.43)	(3.2%)
TOTAL OPERATING EXPENSES		2,741,171.72	3,156,863.37	415,691.65	13.2%
CAPITAL ACCOUNTS					
1-1-5711-00	Debt Srvc/Existing Bonds 1998A	254,610.00	254,610.00	0.00	0.0%
1-1-5712-00	Debt Srvc/Existing Bonds 2006B	338,176.89	335,852.00	(2,324.89)	(0.7%)
1-1-5715-00	Debt Srvc/CIEDB 11-099 (I-BANK)	57,430.00	0.00	(57,430.00)	100.0%
TOTAL CAPITAL ACCOUNTS		650,216.89	590,462.00	(59,754.89)	(10.1%)
TOTAL EXPENSES		3,391,388.61	3,747,325.37	355,936.76	9.5%

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: January 10, 2012

Report

Date: January 5, 2012

Subject: Proposed Revisions to Policies and Procedures for Award of Contracts

Recommendation:

Approve Resolution No. 2012-01 revising the District's Policies and Procedures for Award of Contracts.

Background:

In discussing a proposed change order to the Denniston Creek Water Treatment Plant Improvements Project with the Board at the December 13, 2011 meeting, staff indicated that we would suggest procurement policy changes which would clarify existing policy and facilitate approval of change orders. Providing staff with the authority to execute certain change orders without Board approval can help keep construction projects on schedule and avoid delay costs.

Staff recommends revisions to the District's Policies and Procedures for Award of Contracts shown in strikeout format in the attached resolution. The changes raise the general approval authority of the General Manager from \$15,000 to \$30,000. Recommended revisions also include:

- Deleting Paragraph B.6 of the Policies, as similar language is included in the District's standard non-technical contract documents.
- Clarifying authority for change orders and contract amendments.
- Streamlining sole source procurement language.
- Defining "emergency" for procurement purposes.
- Setting criteria for Board or General Manager waivers of procurement procedures.
- Eliminating the requirement for newspaper bid advertisement in favor of more current approaches.

Fiscal Impact:

None.

RESOLUTION NO. 2012-01

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE COASTSIDE COUNTY WATER DISTRICT
AMENDING POLICIES AND PROCEDURES FOR AWARD OF CONTRACTS

WHEREAS, section 54202 of the California Government Code requires all local agencies to adopt policies and procedures, including bidding requirements, for purchase of equipment and supplies; and

WHEREAS, Section 30579.5 of the California Water Code authorizes the Board of Directors of a county water district to delegate to its General Manager authority to enter into contracts on behalf of the District; and

WHEREAS, the Board of Directors adopted Resolution No. 2006-05 in February of 2006 in accordance with the aforementioned statutes to establish "Policies and Procedures for Award of Contracts"; and

WHEREAS, the Board of Directors desires to amend said policies and procedures as set forth herein.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Coastside County Water District hereby adopts the following Policies and Procedures for Award of Contracts, and repeals Resolution No. 2006-05, effective immediately upon adoption of this Resolution:

Policies And Procedures For Award Of Contracts

[formatted to show changes to current policies established by Resolution 2006-05]

A. Professional Services Contracts

1. Advertising and competitive bidding is not required.
2. The General Manager is authorized to employ professional consultants where the cost of work does not exceed ~~\$15,000 per year~~\$30,000. Contracts in excess of ~~\$15,000 per year~~\$30,000 must be submitted to and approved by the Board of Directors.

B. Construction Contracts

1. ~~Where-When~~ the estimated cost of the work is below ~~\$15,000~~\$30,000, the General Manager may award the contract. Contracts for work ~~where-when~~ the estimated cost is ~~\$15,000-\$30,000~~ or more must be submitted to and approved by the Board of Directors.
2. ~~Where-When~~ the estimated cost of the work is between \$15,000 and \$30,000, the General Manager shall obtain informal bids ~~and submit them to the Board of Directors,~~ but need not formally ~~advertise for the~~

~~solicitation of~~ solicit sealed competitive bids.

3. ~~Where-When~~ the estimated cost of the work exceeds \$30,000, the General Manager shall ~~solicit~~ obtain sealed competitive bids through ~~advertisement in a newspaper of general circulation in San Mateo County~~ posting on the District's website and/or soliciting from a list of contractors known to provide the services, and by implementing other means appropriate for the particular construction project to maximize the number of responsive and responsible bidders.
4. ~~In cases of emergency, the General Manager is authorized to arrange for work without formal bidding or prior Board approval, but shall report on any contracts awarded for emergency work in excess of \$15,000 at the next meeting of the Board.~~
- 5.4. The foregoing policies are not intended to preclude the General Manager from utilizing District employees to carry out work on a force account basis.
- 6.5. ~~All construction bid specifications shall include provisions requiring the prospective bidder to conduct a pre-bid physical examination of the job site including the topography and physical conditions at the site, the conformity of the project plans to the actual physical site conditions, available area for construction activities, availability of water, electric power, roads, the character of equipment and facilities needed preliminary to and during prosecution of the work, and all other matters that may in any way affect the work or the cost thereof. The specifications shall further contain an affirmative acknowledgment that the contractor has examined the character, quality and quantity of surface and subsurface materials to be encountered from inspecting the site and performing any subsurface investigation work that may be necessary, and that failure of the contractor to become acquainted with all available information that may be ascertained from a pre-bid site inspection will not be a basis for a change order or extra work. The specifications shall further require the Contractor to hold the District harmless from any claims for extra work arising from the failure to inspect the project site as detailed herein.~~

C. **Procurement Purchase of Equipment and Supplies, Including Other Than**

Vehicles

1. ~~Where-When~~ the estimated cost of materials or supplies is below ~~\$15,000~~ \$30,000, the General Manager may award the contract. Contracts for materials or supplies in excess of ~~\$15,000~~ \$30,000 must be submitted to and approved by the Board of Directors.
2. ~~Where-When~~ the estimated cost of materials or supplies is between \$15,000 and ~~\$25,000~~ \$30,000, the General Manager shall obtain informal

~~bids and submit them to the Board of Directors, but need not formally advertise for the solicitation of solicit sealed competitive bids.~~

3. ~~Where-When~~ the estimated cost of materials or supplies exceeds ~~\$25,000~~\$30,000, the General Manager shall ~~solicit~~ obtain sealed competitive bids through advertisement posting on the District's website and/or soliciting from a list of contractors, vendors, or manufacturers known to provide the services, equipment or supplies, and by implementing other means appropriate for the particular procurement to maximize the number of responsive and responsible bidders. ~~in a newspaper of general circulation in San Mateo County.~~
4. ~~In cases of emergency, the General Manager is authorized to purchase equipment and supplies without formal bidding or prior to Board approval, but shall report on any contracts awarded for emergency supplies or materials in excess of \$15,000 at the next meeting of the Board.~~

D Procurement of Vehicles

1. ~~Where the estimated cost of vehicles is \$35,000 or below, the General Manager shall obtain informal bids and submit them to the Board of Directors, but need not formally advertise for the solicitation of bids.~~
2. ~~Where the estimated cost of vehicles exceeds \$35,000, the General Manager shall solicit bids through advertisement in a newspaper of general circulation in San Mateo County.~~

E. Change Orders/Contract Amendments

1. The General Manager may approve individual change orders and contract amendments that do not exceed \$30,000 if the cumulative total of the change orders and contract amendments does not exceed ten percent (10%) of the original contract amount.
2. All individual change orders and contract amendments that exceed \$30,000 or change orders and contract amendments that cumulatively exceed either ten percent (10%) of the original contract amount or \$30,000 must be approved by the Board of Directors.

F. Sole Source Procurements

1. Regardless of the estimated cost of the procurement, the General Manager is not required to obtain bids, either formal or informal, when procuring materials, supplies, equipment or services for which there exists only one source of supply. For sole source procurements, the General Manager need only solicit a quote, bid or proposal from one source.
2. The General Manager may proceed with a sole source procurement when

the requirements for the items or services to be procured are so unusual or distinct as to narrow the possible sources down to one, for example, with the procurement of replacement parts for brand name equipment or machinery, or with a contract amendment or change order that is not within the scope of the original contract. The General Manager may also proceed with a sole source of procurement if, after solicitation from a number of sources, competition is determined to be inadequate.

3. ~~Where~~ When the estimated cost of ~~a~~ any sole source procurement ~~for professional services does not exceed \$15,000 per year~~ exceeds \$30,000, the ~~General Manager may enter into an agreement with the consultant~~ procurement must be submitted to and approved by the Board of Directors.

4. ~~Where the estimated cost of a sole source procurement for professional services exceeds \$15,000 per year, the General Manager shall submit the contract to the Board of Directors.~~

5. ~~Where the estimated cost of a sole source procurement for materials or supplies does not exceed \$15,000, the General Manager may award the contract.~~

6. ~~Where the estimated cost of a sole source procurement for materials or supplies exceeds \$15,000, the General Manager shall submit the contract to the Board of Directors.~~

7. ~~Where the estimated cost of a sole source procurement for construction is less than \$15,000, the General Manager may award the contract.~~

8. ~~Where the estimated cost of a sole source procurement for construction exceeds \$15,000, the General Manager shall submit the contract to the Board of Directors.~~

9.4. For all sole source procurements, the General Manager shall document the basis for proceeding with the sole source procurement.

G. Waivers

1. Board Waiver: The Board of Directors may waive any or all of the above requirements when the Board determines it is in the best interest of the District.

2. General Manager Waivers - Emergencies

a. For contracts that require Board approval, the General Manager may waive any or all of the procedural requirements set forth in this policy without prior Board approval in an "emergency." An "emergency" includes, but is not limited to, (1) a breakdown of essential District services, and (2) field

conditions that indicate an immediate threat to the public or employee safety or other significant impact to District facilities.

b. The General Manager shall advise the President of the Board or other Director, as soon as practicable, of any emergency. The General Manager must provide a full report of the action taken due to an emergency to the Board of Directors at the next Board meeting following the emergency condition

PASSED AND ADOPTED this tenth day of January 2012 by the following votes of the Board of Directors:

AYES:

NOES:

ABSENT:

President, Board of Directors
Coastside County Water District

David R. Dickson, Secretary of the Board

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: January 10, 2012

Report

Date: January 6, 2012

Subject: General Manager's Report

Recommendation:

None. Information only.

Background:

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

1. ERAF Refund

In January, we received an ERAF Refund payment of \$261,000. The amount of the ERAF Refund has been unpredictable. We budgeted \$100,000 for the refund in the current fiscal year.

2. Proposed SFPUC Agreement for Modesto Irrigation District Water Transfer

At the meeting of BAWSCA Water Management Representatives on January 5, we heard from BAWSCA CEO Art Jensen and from SFPUC Assistant General Manager Steve Ritchie about a proposed agreement between the SFPUC and Modesto Irrigation District (MID) under which MID would transfer 2 million gallons per day of its Tuolumne River water to SFPUC on a long-term basis. This agreement, if approved by the MID board of directors and SFPUC, would be a historic step and could set the stage for future transfers that would significantly impact the water interests of BAWSCA agencies. BAWSCA will continue to track developments in these SFPUC-MID negotiations.

MONTHLY REPORT

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

Report
Date: January 5, 2012

Monthly Highlights

Backflow Survey

We continue to make progress to bring our service area into full compliance. Staff is working to improve the backflow ordinance to better clarify conditions requiring backflow protection.

Tank Recoating Projects- Half Moon Bay Tank 1

All mechanical repairs and improvements should be complete in January and the tank lining and coating should be complete by April.

Denniston Water Treatment Improvement Project

Structural work on the drying beds and washwater recovery system is underway.

Source of Supply

Pilarcitos Reservoir, Pilarcitos wells 1 and 4a, and Crystal Springs Reservoirs were the major source of supply for the month of December. On 21 December, we switched to Crystal Springs upon request from SFPUC due to lack of rain. We are presently drawing from Crystal Springs Reservoir. The Pilarcitos wells were shut off in December due to lack of rainfall and low creek flows.

Systems Improvement

Beautification

- Shop and trucks cleaned and straightened out.
- Carport cleaned out.
- In the process of clearing out old and unusable clamps, fittings, and other items in preparation to revamp inventory system.
- Nunes workshop cleaned up.

Back Door

The back door of District Office was replaced in December. The old door was not very secure and there were fears that it could easily be breached. The new door is very secure and snappy looking.

Downtown water pressure

We increased the water pressure in the downtown area by 3-4 psi in order to improve service to the southern end of Main Street.

Update on Other Activities:

El Granada Pump Station #1

The second new pump was installed at El Granada Tank #1 pump station. There is still some electrical work to complete in January. Once done, we will have improved the pumping capacity of this station from 140 gpm to about 400 gpm. El Granada Tank #2 pump station will have similar capacity when improvements are complete at that station.

AWWA Research Committee Presentation

On 1 December, I presented a talk on Risk Communication at a seminar on Unintended Consequences in Reno. This seminar was arranged by the Cal/Nev Section AWWA Research Committee, which covered all expenses for transportation and lodging. The talk was very well received.

Princeton Fire

I am pleased to report that the hydrant usage in Princeton to control a fire which occurred on December 15 did not result in any brown water episodes, which exemplifies the benefits of a unidirectional flushing program on distribution system operation.

Backflow Survey

We surveyed all customer accounts on Main Street from Highway 92 to the Pilarcitos Bridge and all of Stone Pine Road. We found 11 accounts requiring backflow devices and 5 that had backflow devices that were not registered with the District. Letters were sent to the owners of the properties on 14 December requiring the proper device be installed by 14 March. The City of Half Moon Bay has installed backflow devices on all of their applicable properties.

Staff is presently working to improve our backflow ordinance to specify the conditions that require backflow protection. We will present it to the board for approval in February.

Gasoline

With the closure of Alves Petroleum, the District has contracted with Coast Oil Company to procure fuel at Alliance.

Safety/Training/Inspections/Meetings

Meetings Attended

1 December - Gave a presentation titled Risk Communication at the Unintended Consequences workshop sponsored by the Research Committee of the Cal/Nev Section AWWA. The workshop was held at the Truckee Meadows Water Authority in Reno.

5 December - SCADA modifications scoping meeting with Kennedy/Jenks and EKI.

9 December - Cal/Nev Section AWWA governing board meeting conference call.

13 December - CCWD Board meeting.

21 December - O&M Staff meeting.

Safety Meetings and Training

-Safety Committee meeting on 14 December at Sanitation Authority Midcoast (SAM). Twitchell was in attendance. There were no lost time accidents or other incidents to discuss.

-Safety training took place on 14 December at SAM. The topic was a refresher training on Back Injury Prevention. Patterson, Riis, Twitchell, Guistino, Donovan, Duffy, Whelen, Bruce, Damrosch and Winch were in attendance.

Tailgate safety sessions in September

-What You Don't Know About Radon Can Kill You!

-Weld Well-And It Ends Well

-Listen Up to Protect Your Hearing

-Make Holidays Happy for Everyone-Don't Drink and Drive

Treatment Operator Training

Maintenance Worker Logan Duffy passed his Grade 2 Water Treatment Plant Operator test and will receive his license to operate from the Department of Public Health. He will now be placed on the On-Call list and can respond to all emergencies.

Treatment Supervisor Steve Twitchell passed his Grade 4 Water Treatment Plant Operator test and will receive his license upgrade in January.

Regulatory Agency Interaction

California Department of Public Health (DPH)

Spoke with DPH in December on NSF 61 requirements and what is and what is not covered in the Denniston Improvement Project. They were specific to inform me that they are very encouraged by our efforts and are in full support of this project.

Projects

Tank Recoating Projects- Half Moon Bay Tank 1

Half Moon Bay Tank 2 was drained in order to tie in the new interconnecting pipe and catwalk to HMB Tank 1. Progress in December included replacement of the outside base chime, installation of the catwalk, new ladder on HMB Tank 2, increased the size of the interconnecting pipe to 16" and assessment of corrosion issues around the top vents. They will be replacing the hatch and vent on HMB Tank 2 through a change order to be issued in January. CORPRO will be removing the old cathodic protection system in January and installing a new system once the tank has been lined.

Hazens Tank Fence Replacement

The trees around the tank will be trimmed on the second week of January to make room for the fence installation. Fence installation should be complete by the end of January.

Denniston Water Treatment Improvement Project

Drying bed retaining walls were formed and poured. Rebar and forms being placed for the washwater reclamation basins. Calcon will be designing the integration of the filter controls into the SCADA system.

Crystal Springs Alternative Intake Project

Request for quotes were sent to FLO MAX and North Coast Divers for completion of this project scheduled in March.

Monthly Report

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

Subject: Water Resources Report

This report includes the following items:

- Bay Area Water Supply and Conservation Agency (BAWSCA) Grant Funding Update
- California Department of Water Resources Snow Survey
- District's Water Supply Outlook for Calendar Year 2012

□ **BAWSCA Grant Funding Update**

BAWSCA is working toward securing grant funding to subsidize water use efficiency rebate programs through the San Francisco Bay Area Integrated Regional Water Management Program (Prop 84 funding) and the California Department of Water Resources.

BAWSCA has requested \$863,000 on behalf of its member agencies and their customers. The earliest the grant funding would be available is July of 2012 (fiscal year 2013). BAWSCA has applied for the grant funding to support the following regional rebate programs:

Rebate Program	Grant Distribution	Projected Grant Cost Share	Current District Rebate Amount
Lawn Be Gone!	\$150,000	\$0.375/ft ²	\$0.50/ft ²
High Efficiency Toilets	\$353,000	\$75/toilet	\$100/toilet
High Efficiency Clothes Washers	\$360,000	\$37.50/washer	\$50/washer

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

Attached is the press release for the January 3rd snow survey performed by the California Department of Water Resources. The results show that the statewide water content is at 19% of average for January. It is slightly better for the southern Sierra with water content at 26% of average for January. Fortunately, current statewide water storage is adequate to meet demand in 2012 even if this winter and spring continues to be dry.



□ **District's Water Supply Outlook for Calendar Year 2012**

The District monitors local precipitation and hydrological conditions of the San Francisco Public Utilities Commission's (SFPUC) regional water system in order to adequately prepare for potential water shortages and to manage production sources. The District relies on both imported and local water to meet the water demand of its customers. Production from any one source can vary from year to year depending on infrastructure improvement projects, water availability and regulatory restrictions.

On average, 72 percent of the District's water production is supplied from imported water purchased from SFPUC. Last fiscal year imported water was 90 percent (602.97 MG/1.65 MGD) of our total water production due to the Denniston Water Treatment Plant being taken offline. These imported water sources include Pilarcitos Lake and Crystal Springs Reservoir, which are part of SFPUC's regional water system. While the Denniston Water Treatment Plant is under renovation, the District is relying on Pilarcitos Creek Infiltration Wells, Pilarcitos Lake and Crystal Springs Reservoir for water production in 2012. The current SFPUC Hydrological Conditions Report declared that Pilarcitos Lake is at 65.4 percent of maximum storage and Crystal Springs Reservoir is at 71.1 percent of maximum storage. Total water storage in SFPUC's regional water system is at a healthy 86.2 percent of maximum storage due to a wet 2011 water year (October 2010 through September 2011) and a mild summer with low water demand.

Therefore, based on the information available at this time, there should be adequate water supply (2.18 MGD) through calendar year 2012 from imported sources to meet the District's production demand.

Two consecutive dry years (WY 2012 and WY 2013) with normal to above normal demand would lead to the depletion of available water storage and require voluntary or mandatory water demand management measures to be implemented by the District and its customers in 2013. These concerns are highlighted when we experience extremely dry periods. Weather records, dating back to the year 1948, show that December of 2011 was the second driest December in Half Moon Bay. December of 1990 had 0.03 inches of rain and was during a period (1987 to 1992) of dry conditions that resulted in a water shortage and mandatory rationing.



News for Immediate Release

January 3, 2012

Contacts:

[Ted Thomas](#), Information Officer (916) 653-9712

First Snow Survey of 2012 Shows Dry Conditions

SACRAMENTO – Snow surveyors today reported that California’s mountain snowpack is among the driest for the date on record.

Manual and electronic readings today record the snowpack’s statewide water content at 19 percent of the January 3 average. That is only 7 percent of the average April 1 measurement, when the snowpack is normally at its peak before the spring melt.

Despite today’s dry conditions, however, water managers remain cautiously optimistic about this year’s water supply.

“Fortunately, we have most of winter ahead of us, and our reservoir storage is good,” said DWR Director Mark Cowin.

Results of today’s manual readings by the Department of Water Resources (DWR) off Highway 50 near Echo Summit are as follows:

Location	Elevation	Snow Depth	Water Content	% of Long Term Average
Alpha	7,600 feet	0	0	
Phillips Station	6,800 feet	4	.14	1
Lyons Creek	6,700 feet	7.1	2.4	20
Tamarack Flat	6,500 feet	inches	inches	Missing

Electronic readings indicate that water content in the northern mountains is 21 percent of normal for the date and 8 percent of the April 1 seasonal average. Electronic readings for the central Sierra show

13 percent of normal for the date and 5 percent of the April 1 average. The numbers for the southern Sierra are 26 percent of average for the date and 9 percent of the April 1 average.

Statewide, the snowpack water content is 19 percent of normal for today's date and 7 percent of April 1.

DWR and cooperating agencies conduct manual snow surveys around the first of the month from January to May. The manual surveys supplement and check the accuracy of real-time electronic readings from sensors up and down the state.

DWR's initial estimate is that the State Water Project (SWP) will be able to deliver 60 percent of the slightly more than 4 million acre-feet of water requested by the 29 public agencies that supply more than 25 million Californians and nearly a million acres of irrigated farmland.

The 60 percent delivery estimate is largely based on the known quantity of carryover reservoir storage. Unknown is how much snow and rain the state will get the rest of this winter.

Calendar year 2011 illustrates how weather-driven water supply conditions can dramatically change. The initial 2011 estimate was that the SWP would be able to deliver 25 percent of the slightly more than 4 million acre-feet requested. As winter took hold and storms swept the state, a near-record snowpack and heavy rains resulted in deliveries of 80 percent of requests in 2011. The final allocation was 50 percent in 2010, 40 percent in 2009, 35 percent in 2008, and 60 percent in 2007. The last 100 percent allocation – difficult to achieve even in wet years because of Delta pumping restrictions to protect threatened and endangered fish – was in 2006.

Lake Oroville in Butte County, the SWP's principal storage reservoir with a capacity of 3.5 million acre-feet, is still 72 percent full thanks to last winter's heavy storms. That is 114 percent of average for the date. Lake Shasta north of Redding, the federal Central Valley Project's (CVP) largest reservoir with a capacity of 4.5 million acre-feet, is 68 percent full (106 percent of average). San Luis Reservoir in Merced County, an important reservoir south of the Delta, is 95 percent full (137 percent of average for the date). San Luis, with a capacity of 2, 027,840 acre-feet, is an important source of water for both the SWP and the CVP when pumping from the Delta is restricted or interrupted.

(An acre-foot is 325,851 gallons, enough to cover one acre to a depth of one foot.)

Mountain snow that melts into reservoirs, streams and aquifers in the spring and summer provides approximately one-third of the water for California's households, farms and industries.

Statewide snowpack water content readings are available at:

<http://cdec.water.ca.gov/cgi-progs/snow/DLYSWEQ>

Electronic reservoir level readings may be found at:

<http://cdec4gov.water.ca.gov/cdecapp/resapp/getResGraphsMain.action>

Historic readings from snowpack sensors are posted at these sites:

<http://cdec.water.ca.gov/cgi-progs/rpts1/DLYSWEQ>

http://cdec.water.ca.gov/cgi-progs/rpts_archived1/DLYSWEQ

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The Department of Water Resources operates and maintains the State Water Project, provides dam safety and flood control and inspection services, assists local water districts in water management and water conservation planning, and plans for future statewide water needs.

Contact the DWR Public Affairs Office for more information about DWR's water activities