

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MEETING OF THE BOARD OF DIRECTORS

Tuesday, January 11, 2011- 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, 2010: Claims: \$555,883.07; Payroll: \$ 73,329.13 for a total of \$629,212.20 ([attachment](#))
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of the December 14, 2010 Board of Directors Meeting ([attachment](#))
- D. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- E. Total CCWD Production Report ([attachment](#))
- F. CCWD Monthly Sales by Category Report ([attachment](#))
- G. December 2010 Leak Report ([attachment](#))
- H. Rainfall Reports ([attachment](#))
- I. San Francisco Public Utilities Commission Hydrological Conditions Report for December 2010 ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Fiscal Year 2010-2011 Mid-Year Financial Review ([attachment](#))
- B. 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 ([attachment](#))
- C. Review of Coastside County Water District's Advisory Committees ([attachment](#))
- D. Agreement with Kennedy/Jenks Consultants for Denniston Intake Piping Design ([attachment](#))
- E. Resolution Adopting Policy and Rules and Regulations for Purchase of Non-Priority Water Service Connections ([attachment](#))
- F. Denniston/San Vicente Project Timeline ([attachment](#))
- G. Discussion of Possible Revisions to Policies and Procedures for Award of Contracts ([attachment](#))

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

- Water Reclamation Update
- SFPUC Rate Study
- SFPUC Interim Supply Allocations

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

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

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

9) **ADJOURNMENT**

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Void Amount</u>	<u>Check Amount</u>
15489	ALL04	ALLIED WASTE SERVICES #925	12/10/2010	0.00	271.98
15490	ALP02	ALPINE AWARDS ACCOUNTING	12/10/2010	0.00	110.67
15491	ALV01	ALVES PETROLEUM, INC.	12/10/2010	0.00	1,604.87
15492	ASS01	HEALTH BENEFITS AUTHORITY (HBA	12/10/2010	0.00	21,471.02
15493	ATT01	AT&T MOBILTY	12/10/2010	0.00	49.99
15494	ATT02	AT&T	12/10/2010	0.00	1,448.92
15495	COA 15	COASTSIDE NET, INC	12/10/2010	0.00	59.95
15496	FEL01	ROBERT FELDMAN	12/10/2010	0.00	536.01
15497	HAR03	HARTFORD LIFE INSURANCE CO.	12/10/2010	0.00	1,559.36
15498	KAI01	KAISER FOUNDATION HEALTH	12/10/2010	0.00	9,993.00
15499	OCE04	OCEAN SHORE CO.	12/10/2010	0.00	739.65
15500	PAC02	PACIFICA CREDIT UNION	12/10/2010	0.00	750.00
15501	PUB01	PUB. EMP. RETIRE SYSTEM	12/10/2010	0.00	15,711.13
15502	SAN02	SAN MATEO CTY RESOURCE CONSERV	12/10/2010	0.00	2,900.00
15503	VAL01	VALIC	12/10/2010	0.00	1,470.00
15504	VER02	VERIZON WIRELESS	12/10/2010	0.00	468.71
15505	SAN03	SAN FRANCISCO WATER DEPT.	12/14/2010	0.00	117,414.90
15506	SAN10	SAN MATEO COUNTY	12/14/2010	0.00	4,097.00
15507	HAW01	HAWKINS DELAFIELD & WOOD LLP	12/16/2010	0.00	2,325.00
15508	ELW01	MARIA ELWOOD	12/23/2010	0.00	170.88
15509	ACC05	ACCELERATED RECOVERY	12/27/2010	0.00	155.00
15510	ADP01	ADP, INC.	12/27/2010	0.00	734.20
15511	ADV02	FRANK YAMELLO	12/27/2010	0.00	207.00
15512	AIR02	AIRGAS NORTHERN CA & NV, INC.	12/27/2010	0.00	1,370.33
15513	AME09	AMERICAN WATER WORKS ASSOC.	12/27/2010	0.00	498.00
15514	AND01	ANDREINI BROS. INC.	12/27/2010	0.00	2,360.58
15515	ANG01	ANGELO'S MUFFLER	12/27/2010	0.00	25.00
15516	ASS05	ACWA HEALTH BENEFITS AUTHORITY	12/27/2010	0.00	60.18
15517	ASS08	ASSOC. CALIF. WATER AGENCY	12/27/2010	0.00	12,334.00
15518	ATT03	AT&T LONG DISTANCE	12/27/2010	0.00	57.37
15519	AZT01	AZTEC GARDENS, INC.	12/27/2010	0.00	190.00
15520	BAL04	BALANCE HYDROLOGICS, INC	12/27/2010	0.00	2,520.00
15521	BAR01	BARTKIEWICZ, KRONICK & SHANAHA	12/27/2010	0.00	217.50
15522	BAR03	BARTLE WELLS ASSOCIATES	12/27/2010	0.00	2,371.85
15523	BAS01	BASIC CHEMICAL SOLUTION, LLC	12/27/2010	0.00	4,831.60
15524	BAY10	BAY ALARM COMPANY	12/27/2010	0.00	763.11
15525	BOR01	BORGES & MAHONEY, INC.	12/27/2010	0.00	640.37
15526	BOR04	G. BORTOLOTTO & CO.	12/27/2010	0.00	394.41
15527	BRE03	JASON BRENNEMAN	12/27/2010	0.00	315.48
15528	CAL08	CALCON SYSTEMS, INC.	12/27/2010	0.00	23,433.63
15529	CAR02	CAROLYN STANFIELD	12/27/2010	0.00	485.00
15530	CIN01	CINTAS FIRST AID & SAFETY	12/27/2010	0.00	642.33
15531	COA01	COASTSIDE LAND SURVEYING	12/27/2010	0.00	1,855.00
15532	COA19	COASTSIDE COUNTY WATER DIST.	12/27/2010	0.00	205.61
15533	COM01	COMMUNICATION LEASING SERVICES	12/27/2010	0.00	2,253.65
15534	CSG01	CSG SYSTEMS, INC	12/27/2010	0.00	2,648.66
15535	DIC01	DAVID DICKSON	12/27/2010	0.00	754.90
15536	EKI01	EKI INC.	12/27/2010	0.00	6,181.87
15537	FIR06	FIRST NATIONAL BANK	12/27/2010	0.00	3,607.70
15538	FRI01	FRISCH ENGINEERING, INC	12/27/2010	0.00	5,302.50
15539	GEM01	GEMPLER'S, INC.	12/27/2010	0.00	2,399.80
15540	GOL04	GOLDEN STATE FLOW MEASUREMENT	12/27/2010	0.00	14,970.13
15541	GRA01	GRANDFLOW, INC.	12/27/2010	0.00	388.41
15542	GRA03	GRAINGER, INC.	12/27/2010	0.00	2,828.43
15543	HAC01	HACH CO., INC.	12/27/2010	0.00	648.65
15544	HAL01	HMB BLDG. & GARDEN INC.	12/27/2010	0.00	197.18
15545	HAL04	HALF MOON BAY REVIEW	12/27/2010	0.00	250.00
15546	HAL24	H.M.B.AUTO PARTS	12/27/2010	0.00	76.56
15547	HAN01	HANSONBRIDGETT. LLP	12/27/2010	0.00	7,360.60
15548	HAR03	HARTFORD LIFE INSURANCE CO.	12/27/2010	0.00	1,559.36
15549	INS01	INSTRUMENT TECHNOLOGY CORPORAT	12/27/2010	0.00	198.61
15550	IRO01	IRON MOUNTAIN	12/27/2010	0.00	293.45

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Void Amount</u>	<u>Check Amount</u>
15551	IRV01	IRVINE CONSULTING SERVICES, IN	12/27/2010	0.00	3,275.00
15552	JAM01	JAMES FORD, INC.	12/27/2010	0.00	1,631.34
15553	JEN03	WANDA JENEZON	12/27/2010	0.00	150.00
15554	KEN03	KENNEDY/JENKS CONSULTANTS	12/27/2010	0.00	132,131.32
15555	KGW01	KG WALTERS CONSTRUCTION CO, IN	12/27/2010	0.00	16,584.83
15556	LOM01	GLENNA LOMBARDI	12/27/2010	0.00	99.00
15557	MET06	METLIFE SBC	12/27/2010	0.00	1,367.09
15558	MIS01	MISSION UNIFORM SERVICES INC.	12/27/2010	0.00	129.26
15559	MON07	MONTEREY COUNTY LAB	12/27/2010	0.00	3,722.00
15560	NAT02	NATIONAL METER & AUTOMATION	12/27/2010	0.00	5,382.72
15561	OFF01	OFFICE DEPOT	12/27/2010	0.00	1,267.67
15562	OGR01	O'GRADY PAVING	12/27/2010	0.00	620.11
15563	ONT01	ONTRAC	12/27/2010	0.00	349.40
15564	PAC01	PACIFIC GAS & ELECTRIC CO.	12/27/2010	0.00	22,249.76
15565	PAC02	PACIFICA CREDIT UNION	12/27/2010	0.00	750.00
15566	PIT04	PITNEY BOWES	12/27/2010	0.00	303.41
15567	PUB01	PUB. EMP. RETIRE SYSTEM	12/27/2010	0.00	16,681.82
15568	PUM01	PUMP REPAIR SERVICE CO. INC.	12/27/2010	0.00	26,323.42
15569	RAL01	RANDY RALSTON	12/27/2010	0.00	9.80
15570	RIC01	RICOH AMERICAS CORPORATION	12/27/2010	0.00	12.56
15571	RIC02	RICOH AMERICAS CORP	12/27/2010	0.00	788.15
15572	ROB01	ROBERTS & BRUNE CO.	12/27/2010	0.00	8,146.43
15573	ROG01	ROGUE WEB WORKS, LLC	12/27/2010	0.00	270.00
15574	SAL01	ROBERT SALERA	12/27/2010	0.00	300.00
15575	SAN05	SAN MATEO CTY PUBLIC HEALTH LA	12/27/2010	0.00	498.00
15576	SAN07	SM CTY ENVIRONMENTAL HEALTH	12/27/2010	0.00	1,261.00
15577	SCH01	SCHWAAB STAMPS INC.	12/27/2010	0.00	33.03
15578	SEI01	SEIZE FIRE, INC	12/27/2010	0.00	650.00
15579	SOU05	SOUTH SAN FRANCISCO TIRE SERVI	12/27/2010	0.00	1,715.27
15580	SPR01	SPRING MOUNTAIN GALLERY	12/27/2010	0.00	109.36
15581	STA08	STANLEY SECURITY SOLUTIONS, IN	12/27/2010	0.00	55.94
15582	STA11	STATE WATER RESOURCES CONTL BD	12/27/2010	0.00	284.90
15583	STR02	STRAWFLOWER ELECTRONICS	12/27/2010	0.00	20.65
15584	T&T01	T & T VALVE AND INSTRUMENT, IN	12/27/2010	0.00	7,334.12
15585	TEA02	TEAMSTERS LOCAL UNION #856	12/27/2010	0.00	775.00
15586	TET01	JAMES TETER	12/27/2010	0.00	1,218.50
15587	TUF01	TUFF SHED, INC.	12/27/2010	0.00	2,327.03
15588	UB*00840	KELLIE YOUNG	12/27/2010	0.00	92.91
15589	UB*00841	KATE SREMAC	12/27/2010	0.00	21.95
15590	UB*00842	BRETT/REBECCA BOGLE	12/27/2010	0.00	17.67
15591	UB*00843	PATTI LLOYD	12/27/2010	0.00	75.00
15592	UB*00844	SHAWNA ELKINS	12/27/2010	0.00	30.75
15593	UB*00845	NATHAN NUNES	12/27/2010	0.00	66.77
15594	UNI08	UNION BANK OF CALIFORNIA, N.A.	12/27/2010	0.00	992.25
15595	UPS01	UPS STORE	12/27/2010	0.00	13.04
15596	USA01	USA BLUE BOOK	12/27/2010	0.00	116.68
15597	VAL01	VALIC	12/27/2010	0.00	1,470.00
15598	VER02	VERIZON WIRELESS	12/27/2010	0.00	460.87
15599	VIC01	VICKERS CONCRETE SAWING, INC	12/27/2010	0.00	475.00
15600	WES11	WEST COAST AGGREGATES, INC.	12/27/2010	0.00	806.24
15601	WHE01	VIRGINIA WHELEN	12/27/2010	0.00	195.00
15602	WIE02	WIENHOFF & ASSOCIATES, INC.	12/27/2010	0.00	480.00
Report Total:				0.00	555,883.07

COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS
31-Dec-10

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	386,003	435,972	(49,969)	-11.5%	3,194,327	3,529,674	(335,347)	-9.5%
TOTAL OPERATING REVENUE		386,003	435,972	(49,969)	-11.5%	3,194,327	3,529,674	(335,347)	-9.5%
NON-OPERATING REVENUE									
1-0-4170-00	Water Taken From Hydrants	1,534	2,083	(550)	-26.4%	11,128	12,500	(1,372)	-11.0%
1-0-4180-00	Late Notice -10% Penalty	4,119	4,167	(47)	-1.1%	29,699	25,000	4,699	18.8%
1-0-4230-00	Service Connections	931	667	265	39.7%	4,784	4,000	784	19.6%
1-0-4920-00	Interest Earned	0	0	0	0.0%	3,363	13,209	(9,846)	-74.5%
1-0-4930-00	Tax Apportionments/Cnty Checks	275,758	250,000	25,758	10.3%	360,016	316,000	44,016	13.9%
1-0-4950-00	Miscellaneous Income	2,774	3,083	(309)	-10.0%	34,617	18,500	16,117	87.1%
1-0-4955-00	Cell Site Lease Income	9,491	9,276	215	2.3%	56,645	55,656	989	1.8%
1-0-4965-00	ERAF REFUND -County Taxes	0	0	0	0.0%	0	0	0	0.0%
TOTAL NON-OPERATING REVENUE		294,607	269,276	25,331	9.4%	500,252	444,865	55,387	12.5%
TOTAL REVENUES		680,610	705,248	(24,638)	-3.5%	3,694,579	3,974,539	(279,960)	-7.0%
OPERATING EXPENSES									
1-1-5130-00	Water Purchased	117,415	103,129	(14,286)	-13.9%	945,878	1,066,272	120,394	11.3%
1-1-5230-00	Pump Exp, Nunes T P	1,908	1,583	(325)	-20.5%	9,733	9,502	(231)	-2.4%
1-1-5231-00	Pump Exp, CSP Pump Station	16,422	38,000	21,578	56.8%	94,157	200,436	106,279	53.0%
1-1-5232-00	Pump Exp, Trans. & Dist.	766	1,667	901	54.1%	6,181	10,002	3,821	38.2%
1-1-5233-00	Pump Exp, Pilarcitos Can.	1,391	2,384	993	41.7%	2,217	2,684	467	17.4%
1-1-5234-00	Pump Exp. Denniston Proj.	1,053	6,176	5,123	83.0%	15,496	17,176	1,680	9.8%
1-1-5235-00	Denniston T.P. Operations	556	2,890	2,334	80.7%	6,292	8,180	1,888	23.1%
1-1-5236-00	Denniston T.P. Maintenance	6,675	3,166	(3,509)	-110.8%	23,086	18,999	(4,087)	-21.5%
1-1-5240-00	Nunes T P Operations	5,518	4,235	(1,283)	-30.3%	45,753	32,495	(13,258)	-40.8%
1-1-5241-00	Nunes T P Maintenance	5,258	3,000	(2,258)	-75.3%	18,057	18,000	(57)	-0.3%
1-1-5242-00	CSP Pump Station Operations	588	708	120	17.0%	3,640	4,248	608	14.3%
1-1-5243-00	CSP Pump Station Maintenance	596	4,458	3,862	86.6%	37,958	26,748	(11,210)	-41.9%
1-1-5250-00	Laboratory Services	4,569	5,000	431	8.6%	11,448	30,000	18,552	61.8%
1-1-5318-00	Studies/Surveys/Consulting	4,626	1,833	(2,792)	-152.3%	18,380	11,000	(7,380)	-67.1%
1-1-5321-00	Water Conservation	3,475	7,708	4,233	54.9%	36,533	46,250	9,717	21.0%
1-1-5322-00	Community Outreach	125	2,183	2,058	94.3%	4,817	13,100	8,283	63.2%
1-1-5411-00	Salaries & Wages -Field	70,206	71,560	1,354	1.9%	473,554	465,139	(8,415)	-1.8%
1-1-5412-00	Maintenance -General	13,601	16,042	2,441	15.2%	78,563	96,252	17,689	18.4%
1-1-5414-00	Motor Vehicle Expense	5,956	3,708	(2,248)	-60.6%	26,973	22,248	(4,725)	-21.2%

ACCOUNT	DESCRIPTION	CURRENT ACTUAL	CURRENT BUDGET	B/(W) VARIANCE	B/(W) % VAR	YTD ACTUAL	YTD BUDGET	B/(W) VARIANCE	B/(W) % VAR
1-1-5415-00	Maintenance -Well Fields	0	500	500	100.0%	0	3,000	3,000	100.0%
1-1-5610-00	Salaries/Wages-Administration	46,641	49,259	2,618	5.3%	309,850	320,184	10,333	3.2%
1-1-5620-00	Office Supplies & Expense	11,585	9,906	(1,678)	-16.9%	52,584	59,438	6,853	11.5%
1-1-5621-00	Computer Services	3,680	4,946	1,266	25.6%	25,194	24,675	(519)	-2.1%
1-1-5625-00	Meetings / Training / Seminars	1,667	1,667	(1)	0.0%	8,983	10,000	1,017	10.2%
1-1-5630-00	Insurance	48,524	33,658	(14,867)	-44.2%	287,328	281,945	(5,383)	-1.9%
1-1-5640-00	Employees Retirement Plan	31,302	33,676	2,374	7.1%	190,951	218,894	27,943	12.8%
1-1-5645-00	SIP 401K Plan	0	2,500	2,500	100.0%	0	15,000	15,000	100.0%
1-1-5681-00	Legal	5,881	4,750	(1,131)	-23.8%	29,471	28,500	(971)	-3.4%
1-1-5682-00	Engineering	120	1,167	1,047	89.7%	2,774	7,000	4,226	60.4%
1-1-5683-00	Financial Services	0	7,750	7,750	0.0%	15,531	23,250	7,719	33.2%
1-1-5684-00	Payroll Tax Expense	6,688	8,612	1,923	22.3%	53,132	55,975	2,843	5.1%
1-1-5687-00	Membership, Dues, Subscript.	673	363	(311)	-85.7%	29,945	29,775	(170)	-0.6%
1-1-5688-00	Election Expenses	0	0	0	0.0%	0	0	0	0.0%
1-1-5689-00	Labor Relations	0	1,000	1,000	100.0%	2,040	6,000	3,960	66.0%
1-1-5700-00	San Mateo County Fees	5,358	2,500	(2,858)	-114.3%	8,153	10,800	2,647	24.5%
1-1-5705-00	State Fees	285	1,000	715	71.5%	18,078	9,500	(8,578)	-90.3%
TOTAL OPERATING EXPENSES		423,108	442,683	19,575	4.4%	2,892,729	3,202,667	309,938	9.7%
CAPITAL ACCOUNTS									
1-1-5711-00	Debt Svc/Existing Bonds 1998A	0	0	0	0.0%	250,235	250,235	0	0.0%
1-1-5712-00	Debt Svc/Existing Bonds 2006B	3,317	0	(3,317)	0.0%	337,431	334,114	(3,317)	-1.0%
TOTAL CAPITAL ACCOUNTS		3,317	0	3,317	0.0%	587,666	584,349	3,317	0.6%
TOTAL EXPENSES		426,425	442,683	16,258	0.0%	3,480,395	3,787,016	306,621	8.1%

**COASTSIDE COUNTY WATER DISTRICT
INVESTMENT REPORT
December 31, 2010**

		<i>Restricted</i>	<i>Restricted</i>	<i>Restricted for CSP CIP Projects</i>		
	CASH FLOW & OPERATING RESERVE	EMERGENCY RESERVES	CAPITAL EXPENDITURES	DISTRICT CSP CONTRIBUTION	CSP T&S FEES	TOTAL
DISTRICT BALANCES						
<u>CASH IN FIRST NATIONAL BANK</u>						
OPERATING ACCOUNT			\$1,270,484.08			\$1,270,484.08
CSP T&S ACCOUNT					\$573,428.30	\$573,428.30
TOTAL FIRST NATIONAL BANK	\$0.00	\$0.00	\$1,270,484.08	\$0.00	\$573,428.30	\$1,843,912.38
CASH WITH L.A.I.F	\$298,070.00	\$1,184,396.25	\$0.00	\$0.00	\$20,924.10	\$1,503,390.35
UNION BANK - Project Fund Balance			\$0.00			\$0.00
CASH ON HAND	\$1,930.00					\$1,930.00
TOTAL DISTRICT CASH BALANCES	\$300,000.00	\$1,184,396.25	\$1,270,484.08	\$0.00	\$594,352.40	\$3,349,232.73
ASSESSMENT DISTRICT BALANCES						
<u>CASH IN FIRST NATIONAL BANK</u>						
REDEMPTION ACCOUNT		\$ 87,732.35				
RESERVE ACCOUNT (Closed Account 8-4-04)		\$ -				
TOTAL ASSESSMENT DISTRICT CASH		\$ 87,732.35				

This report is in conformity with CCWD's Investment Policy and there are sufficient funds to meet CCWD's expenditure requirements for the next three months.

**COASTSIDE COUNTY WATER DISTRICT
APPROVED CAPITAL IMPROVEMENT PROJECTS
FISCAL YEAR 2010-2011**

12/31/2010

	Approved CIP Budget FY 10/11	Actual To Date FY 10/11	Projected Year-End FY 10/11	Projected vs. Budget Variance	Project Status/ Comments
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PIPELINE PROJECTS

	Small Line Decommission Behind Main Street	\$ 25,000			\$ 25,000	planning
	Rebuild Harbor 4" Vault	\$ 20,000		\$ 20,000	\$ -	planning

WATER TREATMENT PLANTS

99-05	Denniston Intake Maintenance	\$ 29,000	\$ 25,347	\$ 22,000	\$ 7,000	Denniston dredging project for Year 2010 - Completed
10-03	Nunes- Backwash Variable Rates Prj (design/build)	\$ 25,000	\$ 19,745	\$ 25,000	\$ -	Assembling parts
10-04	Nunes - Flocc Drive Repair	\$ 50,000	\$ 44,311	\$ 45,000	\$ 5,000	Drives received and installed. Complete for FY11. New mixers on order for 2012, Project to be complete in FY12
08-05	Nunes WTP - Plant Painting	\$ 12,500		\$ -	\$ 12,500	

FACILITIES & MAINTENANCE

09-07	AMR Program & Fixed Network	\$ 100,000		\$ 50,000	\$ 50,000	Need to present business case to facilities committee and Board
08-08	PRV Valves Replacement Project	\$ 20,000		\$ 20,000	\$ -	On-going program
99-01	Meter Change Program	\$ 30,000	\$ 7,522	\$ 30,000	\$ -	On-going program
09-09	Fire Hydrant Replacement	\$ 20,000	\$ 5,621	\$ 20,000	\$ -	Variance due to this project gets done when there is extra time.
09-10	Standardize Chlorine Analyzers at 6 Facilities	\$ 25,000	\$ 8,288	\$ 15,000	\$ 10,000	Purchasing parts and equipment for EG3
09-23	District Digital Mapping	\$ 75,000			\$ 75,000	

EQUIPMENT PURCHASE & REPLACEMENT

99-02	Vehicle Replacement	\$ 20,000	\$ 17,166	\$ 18,000	\$ 2,000	Purchase Complete
99-03	Computer System	\$ 12,000	\$ 4,005	\$ 10,000	\$ 2,000	
99-04	Office Equipment/Furniture	\$ 3,000		\$ -	\$ 3,000	
06-03	SCADA/Telemetry/electrical controls	\$ 550,000	\$ 15,725	\$ 400,000	\$ 150,000	90% Spec Review. Preparing Bidders.
	Billing System Upgrade	\$ 75,000	\$ 2,400	\$ 70,000	\$ 5,000	

PUMP STATIONS / TANKS / WELLS

09-17	Crystal Springs Emergency Generator	\$ 50,000			\$ 50,000	
	MCC Upgrades Denniston PP	\$ 30,000			\$ 30,000	
	Alves Tank - Recoating (Interior & Exterior)	\$ 100,000		\$ 100,000	\$ -	Preparing bid documents
	EG Tank 2 - Recoating (and Ladder)	\$ 200,000		\$ 200,000	\$ -	Preparing bid documents
	EG Tank #2 Pump Station Pump Replacement	\$ 30,000	\$ 23,185	\$ 25,000	\$ 5,000	Complete
	Half Moon Bay Tank #1 (Int & Ext Recoat)	\$ 200,000		\$ 200,000	\$ -	Preparing bid documents
	Miramar Tank Fence upgrade	\$ 8,000		\$ 8,000	\$ -	

DENNISTON WTP PRIORITY (SHORT-TERM) IMPROVEMENTS

08-19	Denniston Short Term WTP Modifications	\$ 50,000		\$ 50,000	\$ -	In design
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NUNES WTP PRIORITY (SHORT-TERM) IMPROVEMENTS

08-24	Nunes Short Term WTP Modifications	\$ 1,100,000	\$ 891,956	\$ 1,000,000	\$ 100,000	100% Complete
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DENNISTON WTP (LONG-TERM) IMPROVEMENTS (MEMBRANE FILTRATION)

COASTSIDE COUNTY WATER DISTRICT
 APPROVED CAPITAL IMPROVEMENT PROJECTS
 FISCAL YEAR 2010-2011

12/31/2010

		Approved CIP Budget FY 10/11	Actual To Date FY 10/11	Projected Year-End FY 10/11	Projected vs. Budget Variance	Project Status/ Comments
08-22	Denniston Pre/Post Treatment Design	\$ 400,000	\$ 189,773	\$ 400,000	\$ -	Design in progress

WATER SUPPLY DEVELOPMENT

09-21	Reclamation Project Planning	\$ 100,000		\$ -	\$ 100,000	Timing of expenditures difficult to estimate due to slow progress in reaching agreement with SAM for recycling.
09-22	Water Supply Alternatives Evaluation	\$ 100,000	\$ 72,476	\$ 125,000	\$ (25,000)	Cost to date includes work on NPS-POST Denniston land transfer. Projected includes Urban Water Management Plan

FY 10-11 TOTALS \$ 3,459,500 \$ 1,327,521 \$ 2,833,000 \$ 606,500

FY 09/10 CIP Projects - paid in FY 10/11

1125-02	Retention - Filter Media - Denniston		\$ 8,511	\$ 8,511	\$ (8,511)	Project completed FY09-10.
1118-12	CSP Exterior Painting Project		\$ 799	\$ 799	\$ (799)	
1121-51	Miramar Tank Recoating Project (retention)		\$ 28,054	\$ 28,045	\$ (28,045)	Project completed FY09-10.
1121-53	Pilarcitos Canyon Blending Station		\$ 29,185	\$ 130,000	\$ (130,000)	Original budget \$150K. FY09-10 expenditure of \$13,700

PREVIOUS YEAR TOTALS \$ 66,549 \$ 167,355 \$ (167,355)

NON-BUDGETED ITEMS (CAPITAL EXPENDITURES) FOR CURRENT FISCAL YEAR 010/11

1118-12	New Check Scanner for Office		\$ 2,716	\$ 2,716	\$ (2,716)	
1118-03	Outback Brush Cutter		\$ 2,512	\$ 2,512	\$ (2,512)	
1118-13	Base Station for Shop		\$ 2,501	\$ 2,501	\$ (2,501)	
1128-03	El Granada Pipeline - Phase III		\$ 428	\$ 428	\$ (428)	
1121-58	Railroad Pipeline Replacment		\$ 9,726	\$ 663	\$ (663)	
1121-59	Terrace Ave Service Connection Replacement		\$ 7,276	\$ 83,000	\$ (83,000)	
1120-07	Denniston Booster Pump		\$ 2,748	\$ -	\$ -	
1121-62	New Pilarcitos Well		\$ 3,055	\$ -	\$ -	
1118-09	Nunes - Chemtrac Systems Streaming Current		\$ 11,000	\$ -	\$ -	
1127-06	Denniston Intake Failure 2010		\$ 7,334	\$ -	\$ -	
1118-11	Denniston Discharge Station		\$ 3,215	\$ -	\$ -	

NON-BUDGETED TOTALS \$ 52,511 \$ 91,820 \$ (91,820)

CIP TOTALS \$ 3,459,500 \$ 1,446,581 \$ 3,092,175 \$ 347,325

**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	Water Conservation	Personnel	Lawsuits	Infrastructure Project Review (Reimbursable)	TOTAL
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Jan-10	3,406	234		2,132					52	5,824
Feb-10	5,334	754		78		2,663				8,829
Mar-10	7,316	79			4,210	236				11,840
Apr-10	7,219	262			3,563	236			131	11,411
May-10	8,056									8,056
Jun-10	4,937			183	3,275	52	863		917	10,228
Jul-10	8,138		3,458	393						11,989
Aug-10	7,161		5,383	2,305			3,698			18,547
Sep-10	2,384		4,768	1,284			464			8,900
Oct-10	5,450		1,258	1,886	183					8,777
Nov-10	3,066		1,336	288			1,551			6,241
Dec-11	2,358		419	1,427			3,104		52	7,361

TOTAL	64,824	1,329	16,623	9,977	11,231	3,187	9,679	0	1,152	118,002
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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
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Jan-10	646		3,025	1,743	664	6,078	664
Feb-10	1,137			3,320	1,909	6,366	1,909
Mar-10	1,144		1,577	581		3,302	
Apr-10	848			1,411	332	2,591	332
May-10	480		4,048	1,909		6,437	
Jun-10	1,015		2,709	1,743		5,467	
Jul-10	649			1,859	3,924	6,432	3,924
Aug-10	480			169		649	
Sep-10	480		5,333			5,813	
Oct-10	480		6,446	761		7,687	
Nov-10	565		4,688	1,135		6,388	
Dec-11	120			1,099		1,219	

TOTAL	8,043	0	27,826	15,729	6,829	58,427	6,829
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COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

Tuesday, December 14, 2010 - 7:00 p.m.

- 1) **ROLL CALL** - President Mickelsen called the meeting to order at 7:01 p.m. Present at roll call: President Chris Mickelsen, Vice-President Bob Feldman, Directors Ken Coverdell, and Jerry Donovan. Director Larimer arrived at 7:06 p.m.

Also present were: David Dickson, General Manager; Patrick Miyaki, Legal Counsel; Joe Guistino, Superintendent of Operations; Cathleen Brennan, Public Outreach/Program Development/Water Resources Analyst; JoAnne Whelen, Administrative Assistant/Recording Secretary; and Gina Brazil, Office Manager.

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **SPECIAL ORDER OF BUSINESS**

Due to the fact that there was not yet a full complement of the Board, President Mickelsen announced that the agenda would be re-ordered to proceed to discussion of items 5 and 6 on the agenda, followed by the return to discussion of Item 4.

- 5) **CONSENT CALENDAR**

- A. Requesting the Board to review disbursements for the month Ending November 30, 2010 - Claims: \$411,676.08; Payroll: \$78,838.49 for a total of \$490,514.57
- B. Acceptance of Financial Reports
- C. Minutes of the November 9, 2010 Board of Directors Meeting
- D. Monthly Water Transfer Report

- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report
- H. November 2010 Leak Report
- I. Rainfall Reports
- J. San Francisco Public Utilities Commission Hydrological Conditions Report for November 2010
- K. Notice of Completion for Nunes Short Term Improvement Project
- L. Approval of Andreini Right of Entry Permit Agreement

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

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

Director Coverdell	Aye
Vice-President Feldman	Aye
Director Larimer	Absent
Director Donovan	Aye
President Mickelsen	Aye

6) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Coverdell reported on the November 18, 2010 Bay Area Water Supply and Conservation Agency (BAWSCA) Board of Directors meeting, providing the current status of the retrofit project, water conservation programs, BAWSCA's budget and the Water Supply Strategy Project.

Vice-President Feldman reported on his attendance at the recent Association of California Water Agencies (ACWA) Fall Conference, held in Indian Wells, CA, providing an overview of the discussion topics conducted at the conference.

Director Larimer arrived at the meeting at 7:06 p.m. and the Board returned to the discussion of Item 4.

4) SPECIAL ORDER OF BUSINESS

A. Election of Board President and Vice-President

President Mickelsen opened nominations for the 2010-2011 President of the CCWD Board of Directors, at which time Director Coverdell nominated Vice-President Feldman to serve in this capacity. Director Mickelsen seconded the nomination. There were no additional nominations and the nominations were closed.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted as follows, by roll call vote, to elect Vice-President Feldman to serve as the CCWD Board of Directors President for the December 2010 to December 2011 term:

Director Coverdell	Aye
Director Mickelsen	Aye
Director Larimer	Aye
Director Donovan	Aye
President Feldman	Aye

At Director Mickelsen's suggestion, the two Directors exchanged chairs and President Feldman presided over the remainder of the Board of Directors meeting. He announced that the Board would continue with the election of the Vice President position.

Director Mickelsen nominated Director Donovan to serve in the capacity of Vice-President of the Board, which was seconded by Director Coverdell. There were no further nominations and the nominations were closed.

ON MOTION BY Director Mickelsen and seconded by Director Coverdell, the Board voted as follows, by roll call vote, to elect Director Donovan to serve as the Vice-President of the Board of Directors for the December 2010 to December 2011 term:

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

- B. Resolution 2010-09 - A Resolution of the Board of Directors of the Coastside County Water District expressing gratitude to Chris Mickelsen for his leadership and dedicated service to the community in his capacity of President of the CCWD Board of Directors**

President Feldman referenced the Resolution and summarized former President Mickelsen's multiple accomplishments during the past two years of his presidency and congratulated him on his successes.

ON MOTION BY Director Coverdell and seconded by Director Larimer, the Board voted as follows, by roll call vote, to adopt Resolution 2010-09, a Resolution of the Board of Directors of the Coastside County Water District Expressing it's gratitude to Christian R. Mickelsen for his leadership and dedicated service to the community in his capacity as President of the Board of Directors:

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

Director Coverdell shared some comments about Director Mickelsen's history with the District, complimenting him on his many achievements. Director Donovan thanked Director Mickelsen for his service and Director Feldman added that he has enjoyed working with Director Mickelsen on the Board of Directors.

President Feldman commented that Director Mickelsen's hard work has not gone unnoticed, even at the State level. He proceeded to read a letter of commendation addressed to former President Mickelsen from California Governor Arnold Schwarzenegger.

President Feldman then presented Director Mickelsen with a plaque and gavel, commemorating his two years President.

On behalf of the City of Half Moon Bay, Mayor Marina Frasier, also congratulated Director Mickelsen and presented him with a certificate acknowledging his leadership and his service to the District and the community.

7) GENERAL BUSINSESS

A. Approval of Agreement with Balance Hydrologics for Gaging Denniston and San Vicente Creeks and Monitoring Wells

Mr. Dickson provided the background of this item and explained that developing sound data to characterize surface flows and groundwater levels in the Denniston Creek and San Vicente Creek watersheds is a critical element in the District's efforts to perfect local water source rights. Mr. Dickson reviewed the principal elements of the proposal, then introduced Barry Hecht of Balance Hydrologics, who answered several questions from the Board.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted as follows, by roll call vote, to authorize staff to execute an agreement with Balance Hydrologics, Inc. for stream gaging and well monitoring in accordance with the proposal in an amount not to exceed \$73,975.00:

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

B. Resolution Approving Tier 2 Drought Implementation Plan Pursuant to Section 3.11C of the Water Supply Agreement with San Francisco

Mr. Dickson reported that appointed representatives of the wholesale agencies have been working with the Bay Area Water Supply and Conservation Agency (BAWSCA) to develop the new Tier 2 Plan which determines how a reduced water supply, in the event of a drought, would be allocated among all the wholesale customers. He explained that to be effective, the Tier 2 Plan must be adopted by all BAWSCA agencies before June 30, 2011. Mr. Dickson reviewed some of the aspects of the Tier 2 Plan and answered questions from the Board.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted as follows, by roll call vote, to approve Resolution 2010-10 - A Resolution of the Board of Directors of the Coastside County Water District Approving Tier 2 Drought Implementation Plan Pursuant to Section 3.11.C of the Water Supply Agreement with San Francisco:

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

C. **Approval of Funding for Pilarcitos Stream Gage and Resource Conservation District Management Services**

Mr. Dickson reviewed the background and emphasized the importance of maintaining a continuous record of stream flow data for Pilarcitos Creek and explained that CCWD's participation with the San Francisco Public Utilities Commission (SFPUC) and the Sewer Authority Mid-Coastside (SAM) continues the District's role as a key participant in the Pilarcitos Integrated Watershed Management Plan (IWMP) and helps to protect the District's future water supply interests in this watershed. He advised that the cost would be \$25,175.00. Mr. Dickson addressed questions and comments from the Board members.

ON MOTION BY Director Mickelsen and seconded by Vice-President Donovan, the Board voted as follows, by roll call vote, to authorize staff to enter an agreement for funding of 1) the Pilarcitos Creek stream gage and 2) continued administration of stream gage funding and monitoring of the Pilarcitos Creek Integrated Watershed Management Plan (IWMP) by the San Mateo County Resource Conservation District (RCD), at a cost of \$25,175.00:

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

D. **Approval of Letter Agreement with Ailanto Properties, Inc. for Conveyance of Non-Priority Water Service Connections**

Mr. Dickson referenced the November 9, 2010 Board of Directors meeting, at which time the Board authorized the execution of a contract with Andreini Brothers for the replacement of the plastic water service laterals located on Terrace Avenue. He informed the Board that the cost for this replacement project, which addresses the Terrace Avenue residents'

concerns regarding potential damage to the laterals by the construction of the Pacific Ridge project, will be offset by the value of the twelve non-priority water service connections to be donated to the District by Ailanto Properties. He directed the Board's attention to the letter agreement drafted for the conveyance of the twelve non-priority water service connections to the District from Ailanto Properties and answered questions from the Board.

ON MOTION BY Director Mickelsen and seconded by Vice-President Donovan, the Board voted as follows, by roll call vote, to approve the letter agreement with Ailanto Properties, Inc. for conveyance of 12 non-priority water service connections:

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

E. Approval of Denniston Flash Mixer Purchase

Mr. Guistino reported on the recent failure of the intake pipe at the Denniston Water Treatment Plant and the staff's plans to complete repairs and bring the plant back online. He informed the Board that the existing original mixer has been leaking for years and that replacing it now in connection with the piping repairs would address Department of Public Health (DPH) concerns about its condition.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted as follows, by roll call vote, to authorize staff to procure a new flash mixer for the Denniston Water Treatment Plant for an estimated cost of \$26,000.00:

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

F. Approve Resolutions Required to Implement New CalPERS Tier 2

Mr. Dickson advised that the two resolutions under this item addressed Internal Revenue Service and CalPERS requirements to ensure that

District-paid employee contributions to the CalPERs Tier 2 Plan (2% at 60) for new employees would be tax-deferred.. He answered questions from the Board regarding the CalPERS Plan.

ON MOTION BY Vice-President Donovan and seconded by Director Mickelsen, the Board voted as follows, by roll call vote, to approve Resolutions 2010-11 Implementing the Provisions of Section 414(h)(2) of the Internal Revenue Code and Resolution 2010-12 Formalizing Policy for Paying and Reporting the Value of Employer Paid Member Contributions to the California Public Employees' Retirement System:

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

8) GENERAL MANAGER'S REPORT INCLUDING MONTHLY INFORMATIONAL REPORTS

- **Water Reclamation Update** - Mr. Dickson advised that there is nothing new to report on this item, but that Mr. Leonard, Manager of the Sewer Authority Mid-Coastside, indicated recently that he is optimistic and has some new ideas that will hopefully allow this project to eventually move forward.
- **SFPUC Rate Study** - Mr. Dickson reported the results of his recent meeting with SFPUC staff regarding the rate study that they began in April 2010 to determine whether CCWD should receive a lower rate for untreated water. He noted that he is optimistic that the District will be granted a discount from the wholesale treated water rate by SFPUC that could be approximately 8 to 10%, which would take effect on July 1, 2011, pending approval by the San Francisco Public Utilities Commission. Each of the Board members shared their comments on this subject.
- **CCWD - SFPUC Operations Meeting** - Mr. Dickson also reported on the topics discussed at the recent meeting with District staff and SFPUC staff.
- **Denniston Raw Water Piping Failure** - Mr. Dickson explained the events that occurred on November 30, 2010 while the operations staff were

restarting the Denniston Water Treatment Plant after replacing gaskets to stop the leaks in the raw water piping. He noted that there was significant damage and that Mr. Guistino could provide additional information or answer any questions regarding the incident.

A. Operations Report

Mr. Guistino reviewed the monthly operations highlights, including the improved production in Denniston, the improvements to the backwash valve at the Nunes Water Treatment Plant and the new flow meter, and the completion of the Nunes Short Term Improvement Project.

B. Water Resources Report

Ms. Brennan updated the Board on the recent activities with the Bay Area Water Supply and Conservation Agency (BAWSCA), including the new regional water conservation database and the development of a Lawn Replacement Program as part of their water use efficiency program. Ms. Brennan also informed the Board about the new California Senate Bill x7-6, also known as The California Statewide Groundwater Elevation Monitoring (CASGEM), a mandated statewide program to collect groundwater elevations to facilitate collaboration between the Department of Water Resources and local agencies.

9) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

Director Larimer requested that the Board revisit the District's procurement policies at a future Board meeting and staff received direction to agendize the discussion.

10) ADJOURNMENT

ON MOTION BY Vice-President Donovan and seconded by Director Mickelsen, the Board voted as follows, to adjourn the December 14th 2010 meeting of the Coastside County Water District Board of Directors.

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

The meeting was adjourned at 8:40 p.m. The next regular meeting of the Coastside County Water District's Board of Directors is scheduled for Tuesday, January 11, 2011.

Respectfully submitted,

David R. Dickson, General Manager
Secretary of the Board

Robert C. Feldman, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT
Installed Water Connection Capacity & Water Meters

2010

Installed Water Connection Capacity	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Total
HMB Non-Priority													
0.5" capacity increase													
5/8" meter	1						3	1	3	1	1	1	11
3/4" meter													0
2" meter													
HMB Priority													
0.5" capacity increase											0.5		
5/8" meter													0
3/4" meter													0
1" meter							1						1
1 1/2" meter													
2" meter													
County Non-Priority													
5/8" meter					1						3	1	5
3/4" meter								1		1			2
1" meter													0
County Priority													
5/8" meter					1								1
3/4" meter													0
1" meter													0
Monthly Total	1	0	0	0	2	0	4	2	3	2	4.5	2	20

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

Installed Water Meters	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Totals
HMB Non-Priority	1						5.5	1	3	1	1	1	13.5
HMB Priority										1.5	0.5		2
County Non-Priority					1			1.5			3	1	6.5
County Priority					1								1
Monthly Total	1	0	0	0	2	0	5.5	2.5	3	2.5	4.5	2	23

TOTAL CCWD PRODUCTION (MG) ALL SOURCES-2010

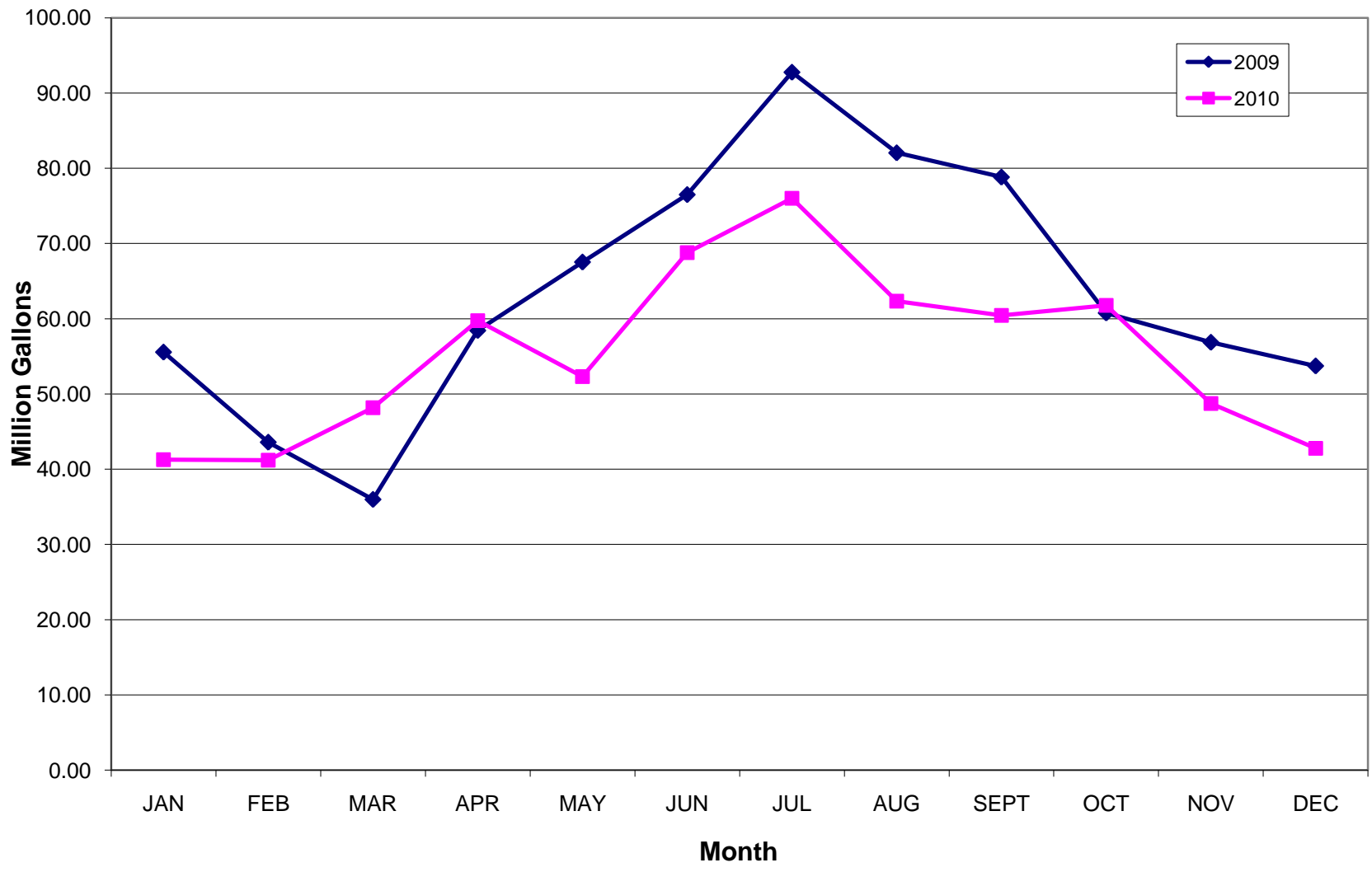
	PILARCITOS WELLS	PILARCITOS LAKE	DENNISTON WELLS	DENNISTON RESERVOIR	CRYSTAL SPRINGS RESERVOIR	RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
JAN	9.51	6.60	0.00	0.00	25.35	41.46	0.19	41.27
FEB	9.93	30.99	0.00	0.00	0.00	40.92	-0.29	41.21
MAR	11.65	37.69	0.00	0.00	0.00	49.34	1.16	48.18
APR	0.00	52.741	1.92	5.55	0.18	60.39	0.64	59.75
MAY	0.00	46.00	1.47	5.43	0.31	53.21	0.90	52.32
JUN	0.00	49.53	1.61	5.29	13.06	69.49	0.69	68.80
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	0.00	0.00	49.46	0.71	48.75
DEC	7.69	35.52	0	0.00	0.00	43.21	0.419	42.79
TOTAL	46.86	459.70	8.20	25.00	130.52	670.28	6.652	663.63
% TOTAL	7.0%	68.6%	1.2%	3.7%	19.5%	100.0%	0.99%	99.0%

12 Month Running Treated Total 663.63

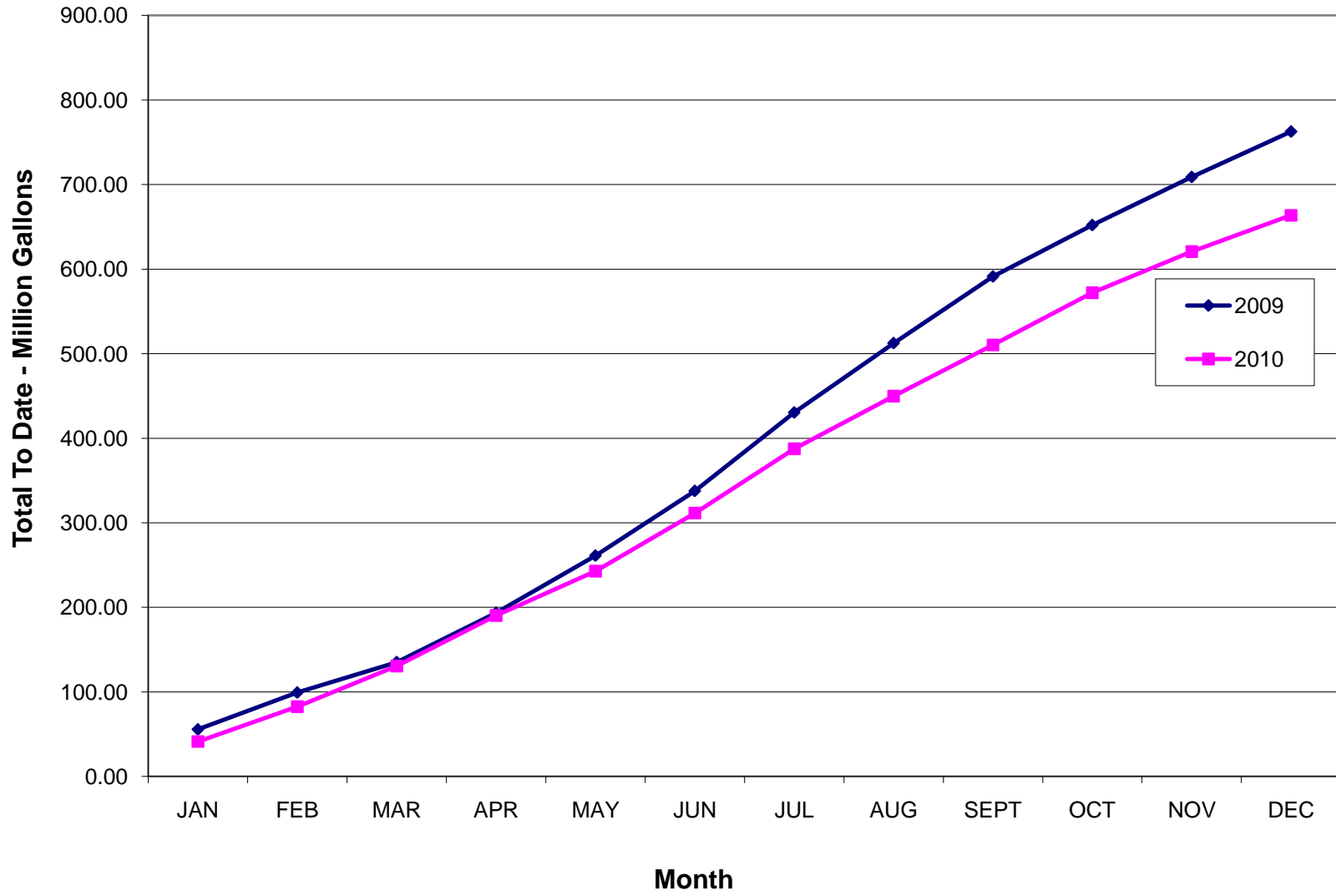
TOTAL CCWD PRODUCTION (MG) ALL SOURCES-2009

	PILARCITOS WELLS	PILARCITOS LAKE	DENNISTON WELLS	DENNISTON RESERVOIR	CRYSTAL SPRINGS RESERVOIR	RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
JAN	1.56	0.00	0.00	0.78	52.21	54.55	-0.96	55.51
FEB	4.19	5.11	0.00	0.00	33.52	42.82	-0.76	43.58
MAR	1.12	35.08	0.00	0.00	0.00	36.20	0.24	35.96
APR	0.00	58.566	0.30	0.76	0.00	59.63	1.23	58.40
MAY	0.00	49.27	2.43	12.46	3.77	67.93	0.45	67.48
JUN	0.00	57.09	2.38	11.07	5.84	76.38	-0.10	76.48
JUL	0.00	1.78	0.00	1.27	90.10	93.15	0.42	92.73
AUG	0.00	0.00	0.00	0.00	82.30	82.30	0.33	81.97
SEPT	0.00	0.00	0.00	0.00	78.74	78.74	-0.07	78.81
OCT	0.00	0.00	0.00	0.00	60.48	60.48	-0.26	60.74
NOV	5.14	0.00	0.69	2.85	48.00	56.68	-0.15	56.83
DEC	7.93	0.00	0.6	3.07	40.13	51.73	-0.185	51.92
TOTAL	19.94	206.90	6.40	32.26	495.09	760.59	0.190	760.40
% TOTAL	2.6%	27.2%	0.8%	4.2%	65.1%	100.0%	0.02%	100.0%

Monthly Production 2010 vs. 2009



Cumulative Production 2010 vs. 2009



**Coastside County Water District Monthly Sales By Category (MG)
2010**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	MG to Date
RESIDENTIAL	20.466	32.739	17.123	32.307	21.012	40.874	27.995	53.667	25.593	47.825	22.275	29.933	371.81
COMMERCIAL	5.336	1.055	5.677	1.046	5.353	1.197	6.625	1.341	6.030	1.516	5.531	1.014	41.72
RESTAURANT	2.192	0.239	2.512	0.206	2.651	0.268	3.245	0.282	2.994	0.294	2.646	0.192	17.72
HOTELS/MOTELS	2.699	1.872	2.512	1.444	3.186	1.940	3.691	2.239	3.483	2.085	2.621	1.274	29.05
SCHOOLS	0.347	0.233	0.367	0.352	0.548	1.126	1.334	1.347	1.378	1.132	0.373	0.432	8.97
MULTI DWELL	2.431	1.722	2.215	2.008	1.656	3.296	3.136	2.895	3.050	3.116	2.361	2.290	30.18
BEACHES/PARKS	0.436	0.004	0.599	0.022	0.669	0.011	0.902	0.113	0.889	0.083	0.462	0.009	4.20
FLORAL	5.243	6.738	7.648	8.280	8.995	7.819	7.238	7.186	7.566	5.095	4.724	4.320	80.85
RECREATIONAL	0.025	0.228	0.018	0.181	0.026	0.217	0.040	0.232	0.032	0.207	0.020	0.147	1.37
MARINE	0.975	0.000	0.779	0.000	0.743	0.000	0.987	0.000	1.055	0.000	0.871	0.000	5.41
IRRIGATION	0.120	0.653	0.046	0.652	0.070	5.187	12.096	9.452	8.749	9.672	0.159	0.703	47.56
Portable Meters	0.010	0.070	0.000	0.117	0.000	0.310	0.000	0.408	0.000	0.382	0.000	0.175	1.47
TOTAL - MG	40.28	45.55	39.50	46.62	44.91	62.25	67.29	79.16	60.82	71.41	42.04	40.49	640.31

Running 12 Month Total

640.31

**Coastside County Water District Monthly Sales By Category (MG)
2009**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	MG to Date
RESIDENTIAL	23.097	35.336	18.88	37.224	23.718	48.096	29.420	55.001	29.038	48.765	22.031	34.135	404.74
COMMERCIAL	5.456	0.952	4.953	1.188	5.552	1.217	6.815	1.275	6.710	1.512	5.317	1.047	41.99
RESTAURANT	2.623	0.123	2.585	0.12	2.872	0.126	3.196	0.337	3.279	0.313	2.527	0.272	18.37
HOTELS/MOTELS	3.755	0.085	3.39	0.088	3.928	0.115	4.721	2.061	4.029	1.735	3.473	1.291	28.67
SCHOOLS	0.737	0.034	0.509	0.043	1.615	0.12	2.884	1.989	1.966	1.490	1.079	0.525	12.99
MULTI DWELL	1.863	1.331	2.533	1.277	2.441	1.435	2.872	3.378	3.531	2.424	2.055	2.254	27.39
BEACHES/PARKS	0.405	0.017	0.305	0.052	0.818	0.101	1.049	0.146	1.180	0.074	0.563	0.014	4.72
FLORAL	9.622	0.242	11.549	0.241	16.427	0.158	13.865	7.366	9.049	7.344	8.228	5.018	89.11
RECREATIONAL	0	0.17	0.046	0.221	0.055	0.203	0.070	0.260	0.080	0.194	0.026	0.203	1.53
MARINE	1.006	0	0.812	0	0.802	0	0.966	0.000	1.233	0.000	1.184	0.000	6.00
IRRIGATION	2.042	1.247	1.076	1.213	0.728	2.418	17.384	15.809	11.340	8.194	3.227	3.234	67.91
PORTABLE METERS	0	0.371	0	0.193	0	0.362	0.000	0.508	0.000	0.339	0.000	0.229	
MG	50.61	39.91	46.64	41.86	58.96	54.35	83.24	88.13	71.44	72.38	49.71	48.22	705.44

Coastside County Water District Monthly Leak Report

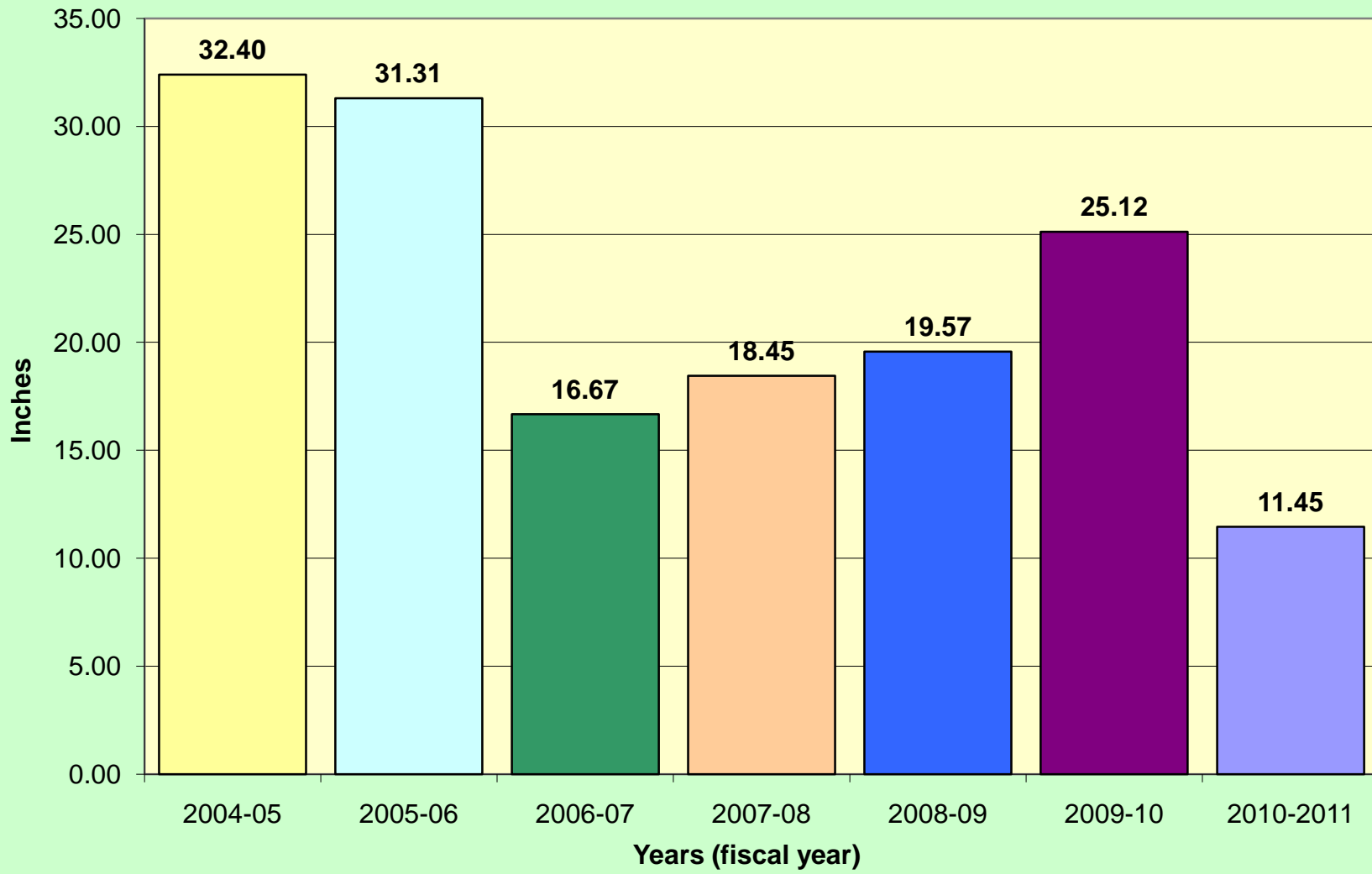
Date	Location	Pipe size/Type	Est. Water Loss (Gallons)*	Repair Material	Material Cost	Employee hours	Manpower and Equipment Costs	Total Costs
12/8/2010	Willow Street HMB	4" Cast Iron	4,000	4" Full Circle 7 tons of rock	\$127.90 \$95.63 Total \$223.53	3 Men/4 Hours	\$1,300	\$1,523.53
12/10/2010	569 Alhambra El Granada	6" Cast Iron	202,000	6" CI Full Circle 15 Tons of rock	\$160.81 \$172.05 Total \$332.86	4 Men/7 Hours	\$2,550	\$2,882.86
12/13/2010	Solano Ave El Granada	Plastic Service	4100	1" 90 / 1" Nut 3ft 1" copper 1" nut 1" copxcop 3 tons of Rock	\$20.38 \$19.19 \$11.20 \$40.98 Total \$80.55	3 Men/3 Hours	\$1,000	\$1,080.55
12/20/2010	965 Ronald Court HMB	4" Cast Iron	12000	4"x12" Full Circle 3 Tons of Rock	\$127.90 \$40.98 Total \$168.88	3 Men/5 Hours	\$1,600	\$1,768.88
					Total \$0.00			\$0.00
					Total \$0.00			\$0.00
					Total \$0.00			\$0.00

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

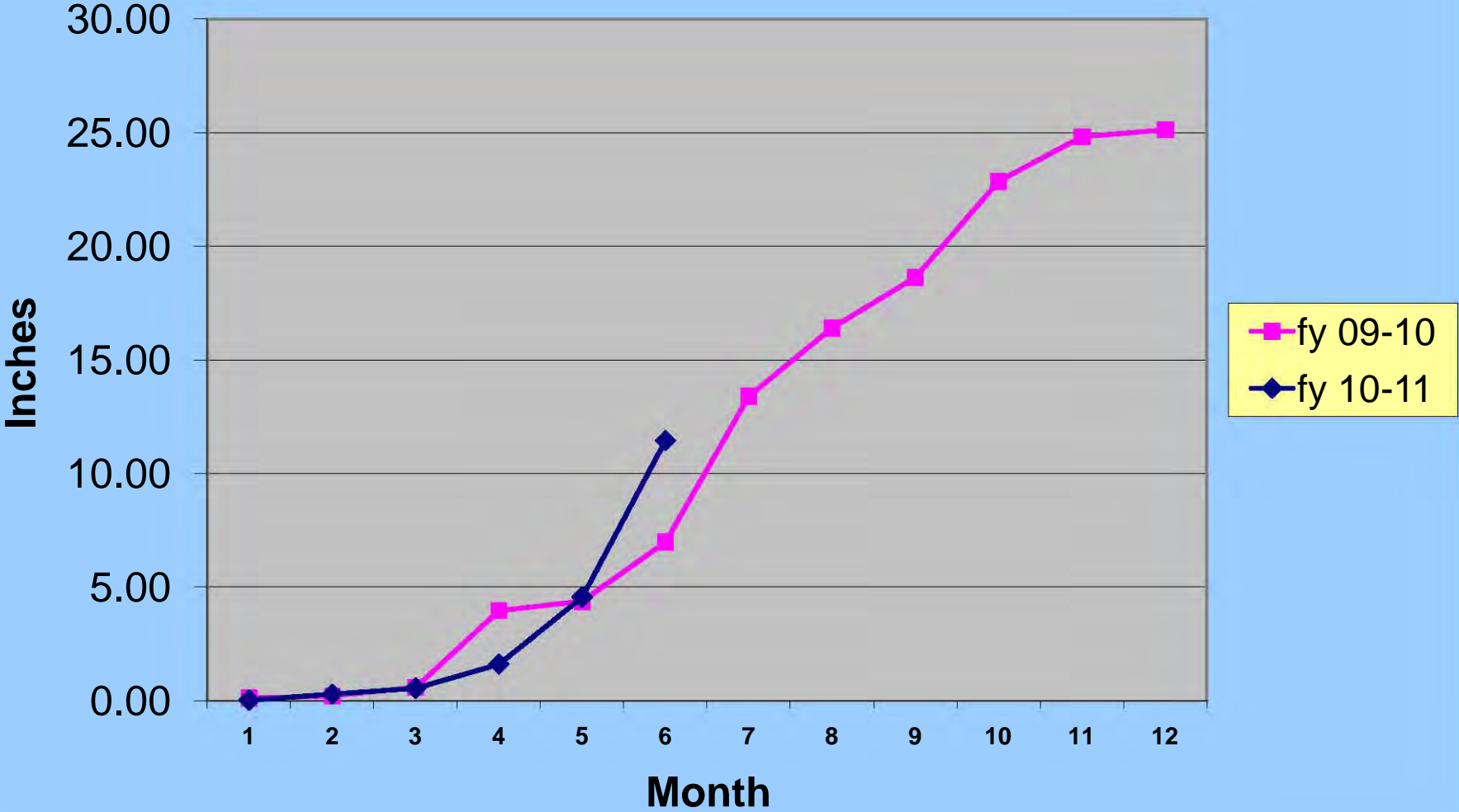
*includes 1,000 gallons for mains to daylight plus 1,000 gallons to flush mains or 100 gallons to flush services

Total Person Hours 64 Total Water Loss 0.2221 MG

Rain Totals



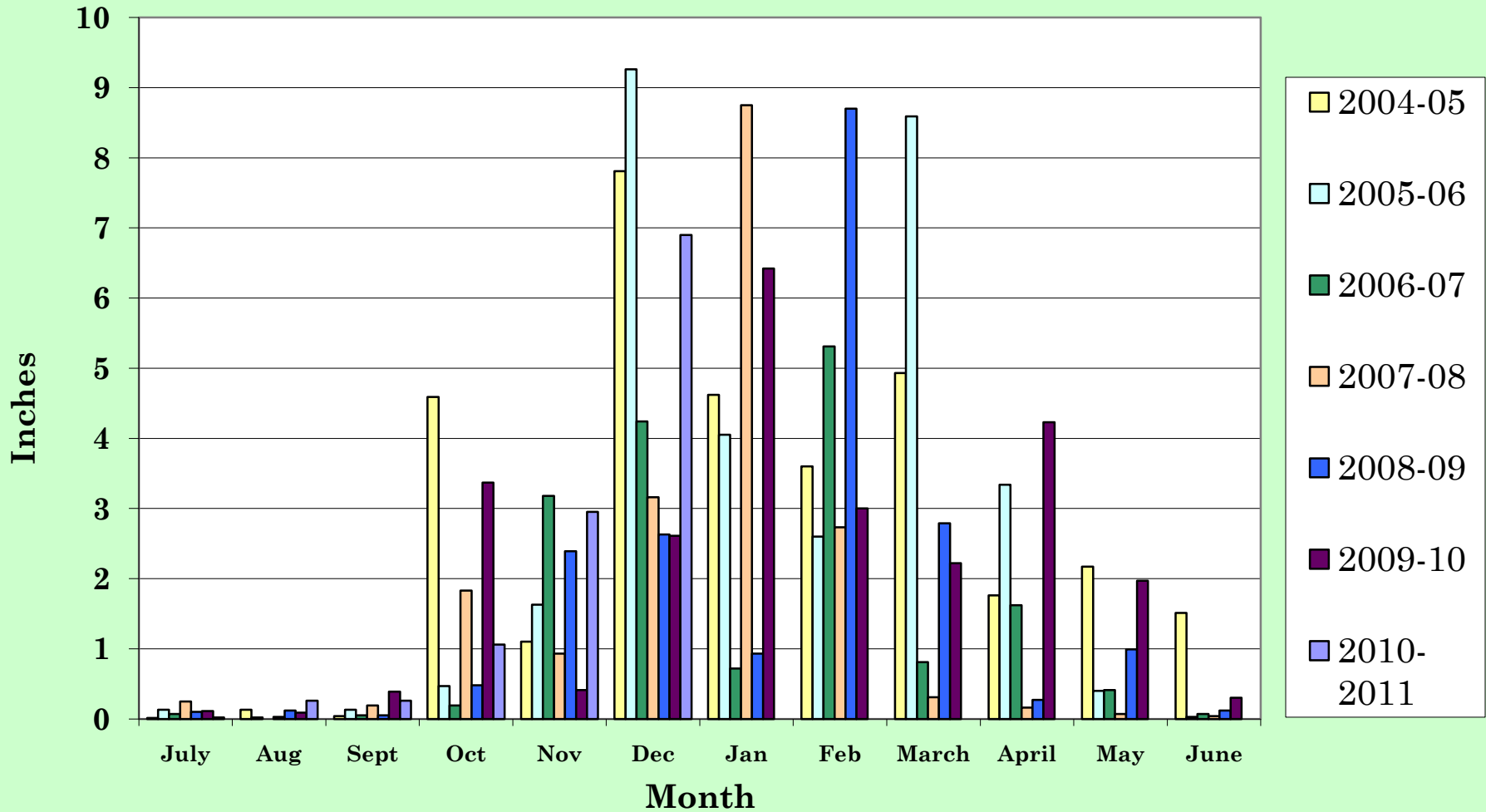
Rainfall Totals fy 10-11



Coastside County Water District

Rainfall by Month

July '10 thru Jun '11



MONTHLY CLIMATOLOGICAL SUMMARY for DEC. 2010

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	50.1	58.9	2:30p	41.3	2:30a	14.9	0.0	0.00	3.3	15.0	10:00a	N
2	55.2	65.7	1:30p	49.6	2:00a	9.8	0.0	0.00	1.2	11.0	12:30a	NNE
3	54.8	61.6	1:30p	51.8	7:30p	10.2	0.0	0.00	1.8	16.0	9:30p	N
4	55.6	62.6	2:00p	49.5	7:00a	9.4	0.0	0.03	2.3	15.0	12:00p	ESE
5	56.2	63.5	1:00p	53.0	8:30a	8.8	0.0	0.35	3.9	28.0	6:00p	ESE
6	56.1	62.0	2:30p	49.6	12:00m	8.9	0.0	0.07	2.9	26.0	1:00a	SE
7	53.0	60.2	12:00p	46.8	12:00m	12.0	0.0	0.00	1.0	12.0	11:00a	NNE
8	56.3	64.4	1:00p	46.6	12:30a	8.7	0.0	0.95	0.8	9.0	6:00a	ESE
9	58.8	64.3	2:00p	56.1	4:00a	6.2	0.0	0.04	0.0	6.0	9:30p	SE
10	59.8	63.7	3:00p	57.9	1:00a	5.2	0.0	0.07	0.0	7.0	1:00a	SE
11	58.7	65.1	4:00p	54.1	10:30p	6.3	0.0	0.01	1.2	12.0	1:00p	N
12	56.0	59.9	3:30p	53.6	8:00a	9.0	0.0	0.01	5.0	20.0	11:00p	NNE
13	55.2	59.6	2:00p	52.5	8:00a	9.8	0.0	0.00	4.6	18.0	2:30a	N
14	57.1	63.0	1:00p	51.9	12:00m	7.9	0.0	0.31	0.4	8.0	8:00a	SE
15	49.4	58.8	2:30p	41.0	11:30p	15.6	0.0	0.01	0.6	8.0	11:30a	NNE
16	48.3	56.2	3:00p	40.6	2:30a	16.7	0.0	0.04	1.4	12.0	7:30a	NNE
17	51.6	57.1	4:30p	46.9	5:30a	13.4	0.0	0.35	4.1	28.0	12:00m	SE
18	57.5	61.6	12:00p	54.5	12:30a	7.5	0.0	0.51	2.0	25.0	3:30a	SE
19	55.1	58.9	3:30p	50.1	12:00m	9.9	0.0	1.42	1.1	22.0	10:00a	S
20	53.1	59.4	3:00p	50.1	12:30a	11.9	0.0	0.05	1.9	18.0	2:00p	SE
21	54.7	63.5	3:00p	49.2	2:30a	10.3	0.0	0.19	2.8	17.0	10:00a	ESE
22	54.2	58.4	2:00p	47.7	12:00m	10.8	0.0	0.21	0.5	13.0	7:00p	WSW
23	47.9	57.2	1:30p	41.0	6:30a	17.1	0.0	0.01	0.5	7.0	1:30p	SSW
24	49.4	60.8	3:30p	41.6	4:00a	15.6	0.0	0.00	1.0	13.0	1:00p	NNW
25	52.4	58.5	11:00a	46.6	12:30a	12.6	0.0	0.82	2.4	29.0	9:00a	ESE
26	52.8	59.0	3:00p	46.8	12:30a	12.2	0.0	0.00	1.0	11.0	12:00p	SE
27	51.6	59.4	3:00p	44.8	8:00a	13.4	0.0	0.01	0.6	9.0	1:30p	NNE
28	53.0	60.0	2:00p	47.9	4:00a	12.0	0.0	1.28	1.4	24.0	10:30p	SE
29	50.8	56.5	1:00a	44.7	12:00m	14.2	0.0	0.16	5.0	28.0	4:30p	NNW
30	47.7	52.4	4:30p	42.4	3:30a	17.3	0.0	0.00	2.9	18.0	11:30a	NNW
31	47.1	55.5	2:00p	39.5	7:00a	17.9	0.0	0.00	0.8	9.0	9:30a	N
	53.5	65.7	2	39.5	31	355.5	0.0	6.90	1.9	29.0	25	SE

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

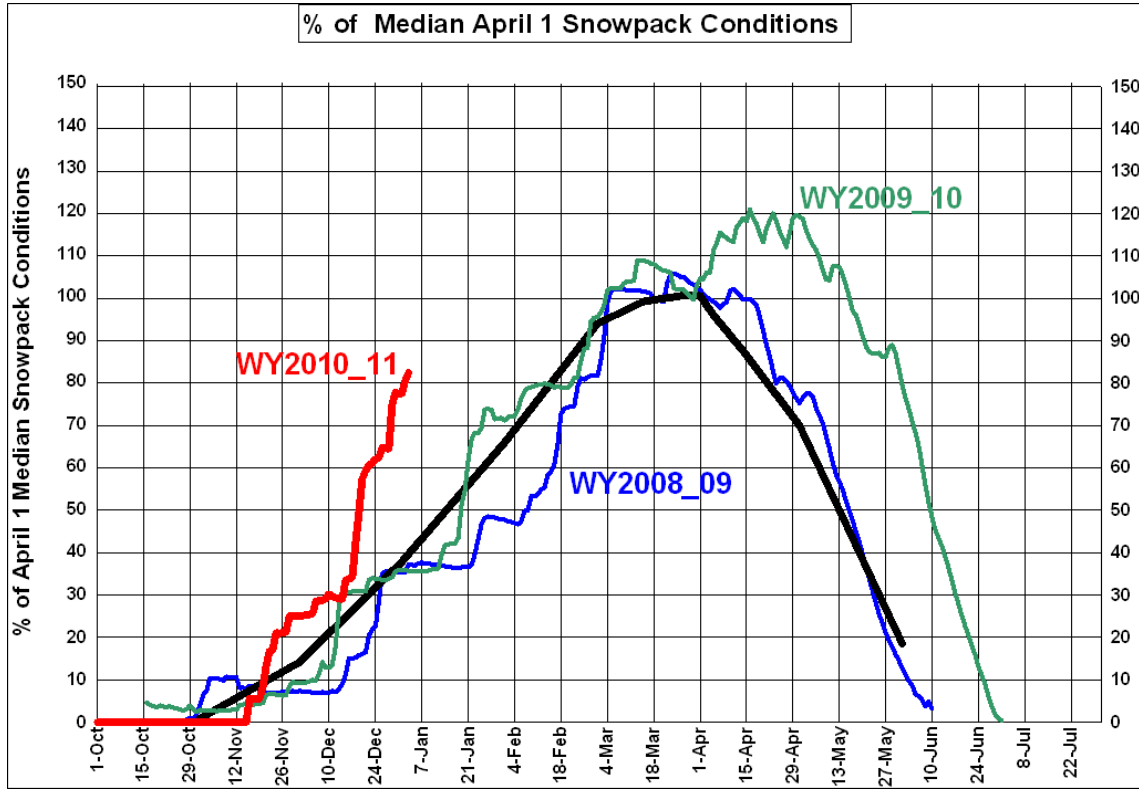
Max Rain: 1.42 ON 12/19/10

Days of Rain: 17 (>.01 in) 11 (>.1 in) 2 (>1 in)

Heat Base: 65.0 Cool Base: 65.0 Method: Integration

San Francisco Public Utilities Commission Hydrological Conditions Report For December 2010

J. Chester, B. McGurk, A. Mazurkiewicz, & M. Tsang, January 5, 2011



SNOWPACK – Upper: snowpack condition based on Stanislaus and Tuolumne snow sensor stations; Lower: snow pillow at the Horse Meadow snow sensor during the summer

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

Table 1 Current Storage As of January 1, 2011							
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/}	297,915		340,830		42,915		87.4%
Cherry ^{2/}	246,559		268,810		22,251		91.7%
Lake Eleanor ^{3/}	23,821		23,541		0		Full
Water Bank	570,000		570,000		0		Full
Tuolumne Storage	1,138,295		1,203,181		65,166		94.6%
Local Bay Area Storage							
Calaveras ^{4/}	41,364	13,478	96,824	31,550	55,460	18,072	42.7%
San Antonio	44,975	14,655	50,496	16,454	5,521	1,799	89.1%
Crystal Springs	53,535	17,444	58,377	19,022	4,842	1,578	91.7%
San Andreas	18,295	5,961	18,996	6,190	701	229	96.3%
Pilarcitos	2,833	923	2,995	976	162	53	94.6%
Total Local Storage	161,002	52,461	227,688	74,192	66,686	21,731	70.7%
Total System	1,299,297		1,430,869		131,852		90.8%

^{1/} Maximum Hetch Hetchy Reservoir storage with drum gates deactivated.

^{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: Above-normal precipitation continued through the month of December, and the six-station precipitation index is 14.5 inches or 254.3% of the average index for the month. Precipitation during the month of December was the combination of one major 4-day storm event which brought nearly half of the monthly precipitation and numerous smaller events.

Cumulative Precipitation to Date: The accumulated six-station precipitation index for water year 2011 is 28.1 inches, which is 78.9% of the average annual water year total, or 239.4% of the average annual-to-date. The water-year cumulative precipitation for the Hetch Hetchy gauge is shown in Figure 1 in red, and is well above the median line. The cumulative precipitation to date is the 2nd highest in the 90-year Hetch Hetchy gauge record.

^{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.

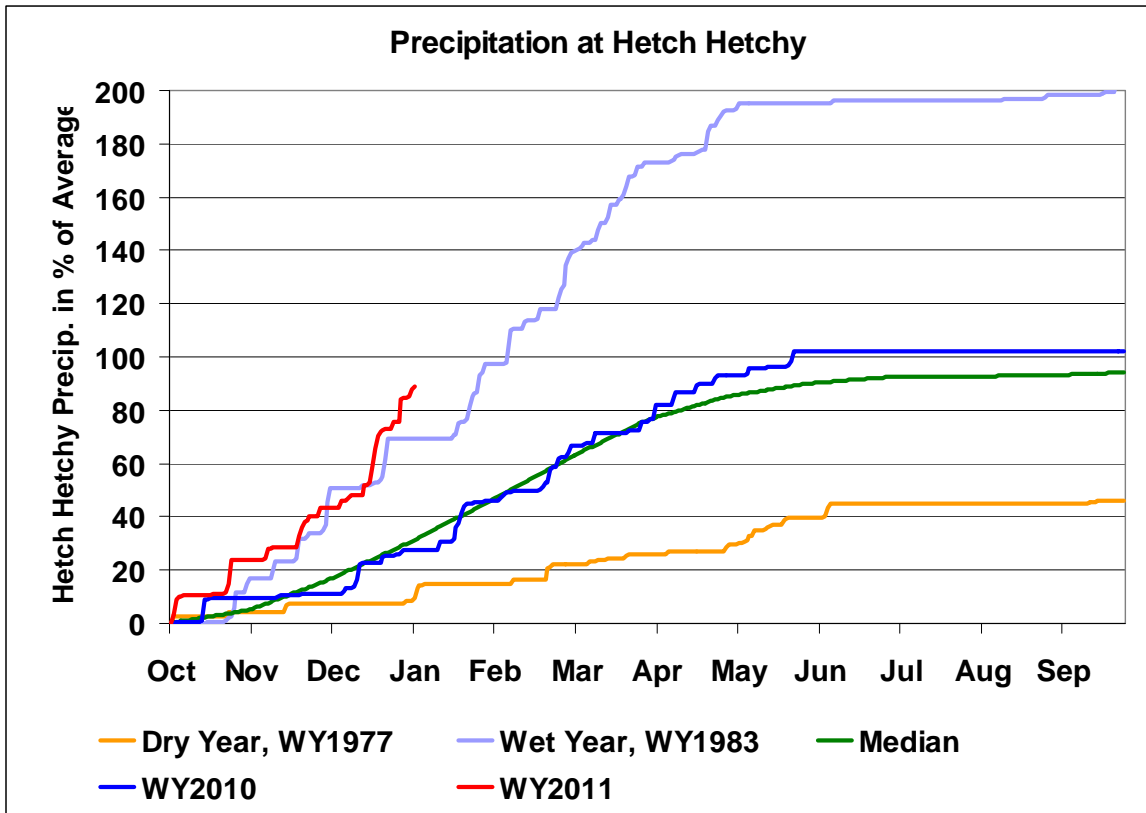


Figure 1: Water year 2011 cumulative precipitation received at Hetch Hetchy Reservoir through the end-of-month December. Precipitation curves for wet, dry, median, and WY 2010 years for the station at Hetch Hetchy are included for comparison purposes.

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. A major storm that had high-intensity rainfall up to 8000 feet generated exceptionally high inflows during the month.

	December 2010				October 1, 2010 through December 31, 2010			
	Observed Flow	Median ⁶	Average ⁶	Percent of Average	Observed Flow	Median ⁶	Average ⁶	Percent of Average
Inflow to Hetch Hetchy Reservoir	71,640	12,298	20,845	343.7%	154,852	28,667	41,034	377.4%
Inflow to Cherry Reservoir and Lake Eleanor	55,810	13,911	22,838	244.4%	123,605	51,546	68,450	180.6%
Tuolumne River at La Grange	336,128	48,302	86,977	386.5%	520,818	96,030	150,812	345.3%
Water Available to the City	196,092	1,449	36,468	537.7%	261,431	5,366	52,385	499.1%

⁶ Hydrologic Record: 1919 – 2005.

Hetch Hetchy System Operations

Draft and releases from Hetch Hetchy Reservoir in December totaled 86,741 acre-feet which met SJPL deliveries, fisheries releases and reservoir management goals.

A total of 30,135 acre-feet of power draft was made at Cherry Reservoir to control reservoir elevation and to support the City's Municipal load, District Class 1, other loads or accounts, and sales. 6,359 acre-feet of water was transferred from Eleanor to Cherry in November in order to make efficient use of available water and control reservoir elevation at Lake Eleanor.

Local System Operations

The Sunol Valley Water Treatment Plant average production rate for the month of December was 24 MGD, and the Harry Tracy Water Treatment Plant rate averaged 59 MGD.

Local System Water Delivery

The water delivery rates for the month averaged 169 MGD. This is an 11% decrease below the November average rate of 189 MGD. Decreasing delivery rates are consistent with lower demands in response to seasonally cooler temperatures and the continued above-normal precipitation.

Local Precipitation

December was exceedingly wet with more rainy days than dry. Most notably, the Pilarcitos gauge recorded rain on 25 of 31 days with a peak 2-day total of 4.06 inches measured on December 17 and 18. Almost twice as much rain as normal for the month was recorded at the Lower Crystal Springs gauge. The December rainfall summary is presented in Table 3.

Reservoir	Month Total (inches)	Percentage of Normal for the Month	Water Year To Date ⁷ (inches)	Percentage of Normal for the Year-to-Date ⁷
Pilarcitos	11.88	165 %	20.91	147 %
Lower Crystal Springs	8.88	191 %	13.81	145 %
Calaveras	5.70	157 %	11.11	150 %

⁷ WY 2011: Oct. 2010 through Sep. 2011

Snowmelt and Water Supply

A mid-December storm event dropped nearly 6 to 7 feet of snow in the high country and over 7 inches of rainfall at the Hetch Hetchy precipitation gauge. This storm event occurred with high antecedent reservoir storage levels, and pre-storm releases were made in order to control reservoir elevation. This major event, combined with 6 other smaller events, has maintained high reservoir levels and brought the water year precipitation accumulation to the second highest on record. Currently precipitation at the Hetch Hetchy gauge is ahead of 1983, the wettest year on record. Telemetered snow monitoring stations which measure snow water equivalent indicate that the snowpack is nearly double the usual water content for this time of year.

The current weather pattern has just begun to be dominated by offshore high pressure. This pattern often stays in place for 1 to 2 weeks, creating a "winter weather lull" of clear weather. This is a typical seasonal pattern and can be seen in the precipitation trace for water year 1983

(Figure 1). Current cool temperatures will return to seasonal normal over the course of the next few days and some of the low elevation snow may begin to melt. The NWS Climate Prediction Services is forecasting an equal chance of above or below normal precipitation for the one-month and three-month forecasts. This forecast has persisted so far in water year 2011.

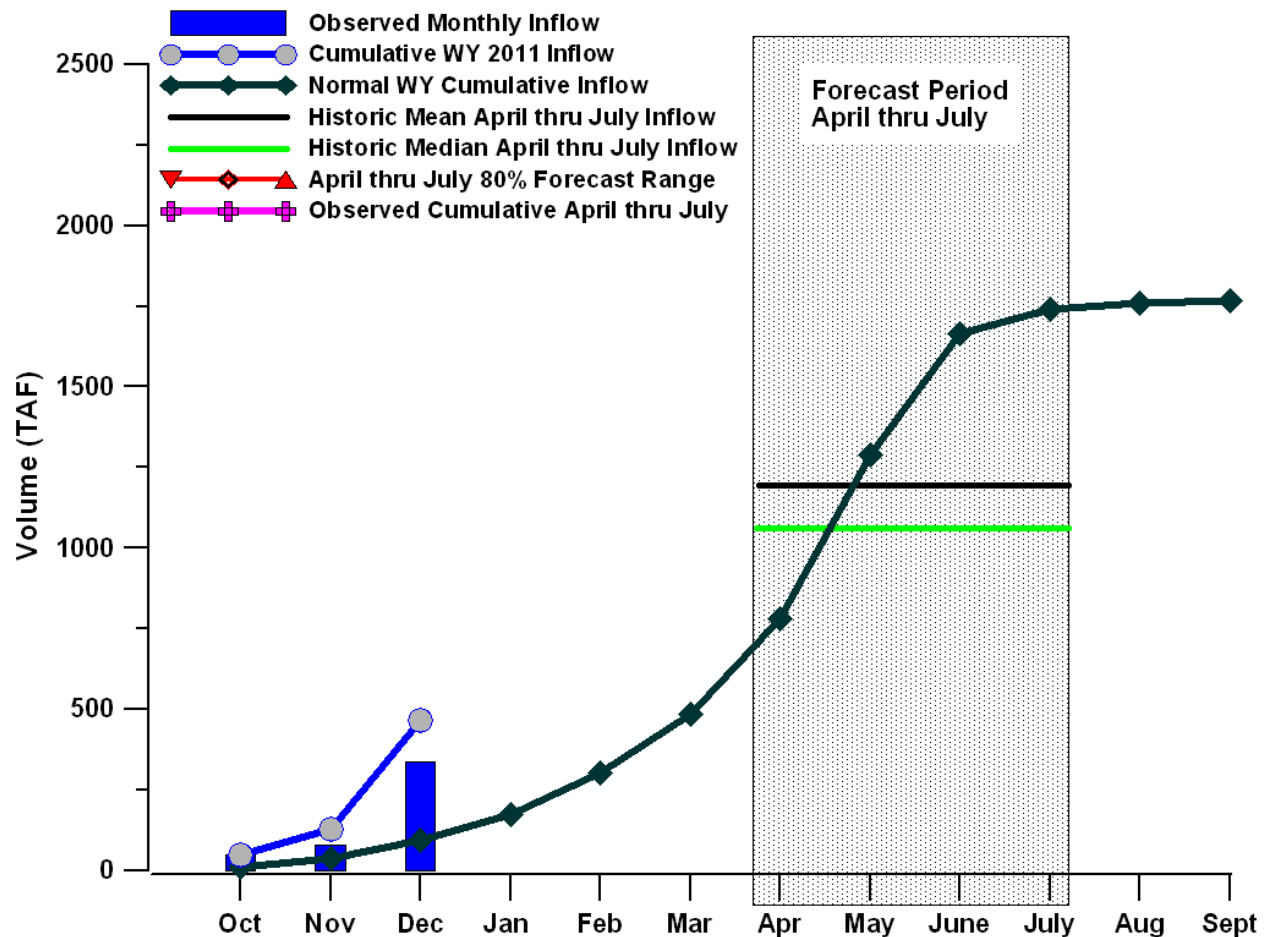


Figure 2: Water year 2011 conditions for the Tuolumne River at La Grange.

Runoff from the October and December storms has pushed the accumulated WY2011 inflow to almost five times the seasonal average (Figure 2). Because of the storm magnitudes, calculated natural flow at La Grange has been significantly greater than the water rights threshold that allocates flow between the Districts and the City. As a result, the water that has become available to the City has increased more than usual for this time of year (almost 500% of normal) and is 261,431 acre-feet (Figure 3).

Unimpaired Flow at La Grange & Water Available to the City

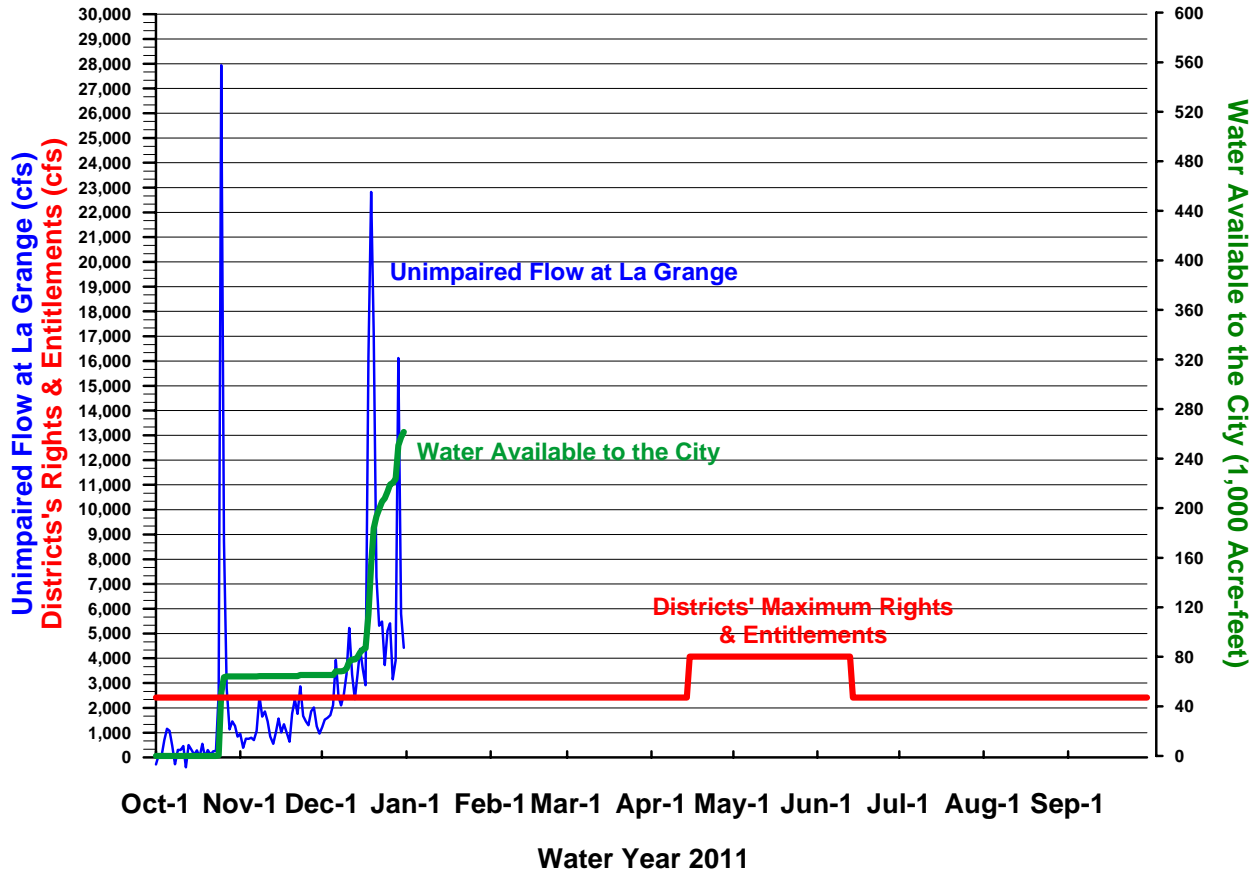


Figure 3: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. Water available to the City for the period from October 1st, 2010 through December 31st, 2010 was 261,431 acre-feet.

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

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: January 11, 2011

Report

Date: January 6, 2011

Subject: FY 2010-2011 Mid-Year Financial Review

Recommendation:

Information only.

Background:

As the attached mid-year summary shows, District year-to-date net revenues (contribution to capital and reserves) are significantly better than budget, primarily due to \$428,000 in revenue from sale of non-priority connections.

Highlights:

Revenue

- Water sales revenue was \$335,000 (9.5%) under budget (see discussion below)
- Non-operating revenue was \$484,000 better than budgeted, primarily due to \$428,000 received from the sale of connections to well owners.
- Overall revenue was \$148,000 (3.7%) better than budget.

Operating Expenses

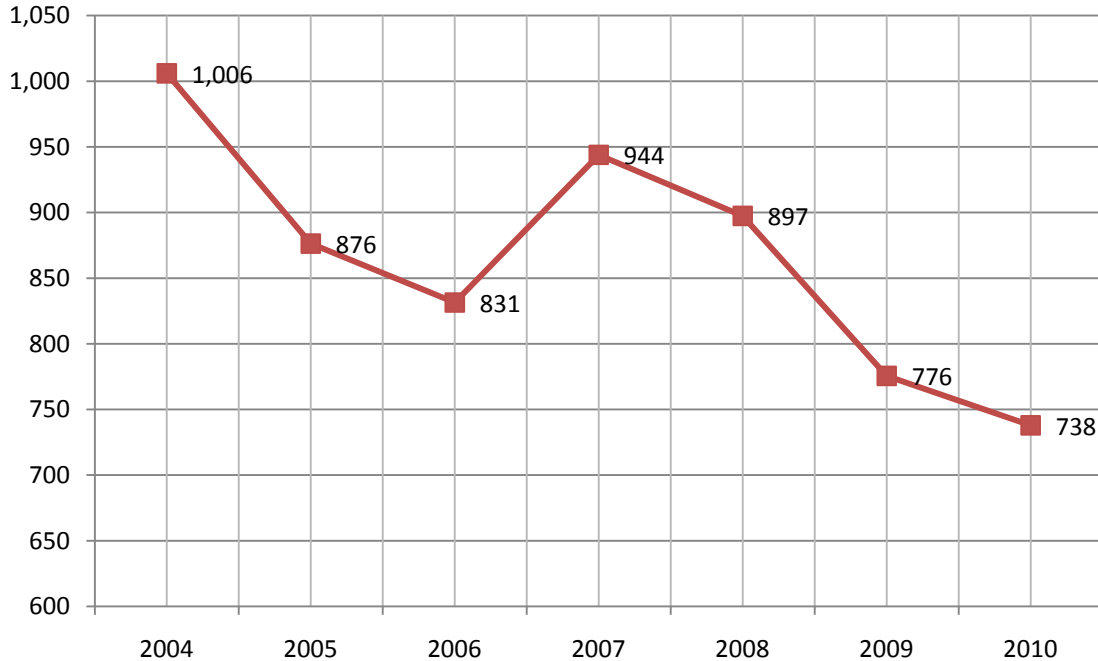
- Total operating expenses were \$310,000 (9.7%) better than budget.
- SFPUC water purchase cost was \$120,000 less than budgeted due to lower demand.
- Crystal Springs Pump Station costs were \$106,000 (53%) less than budget as a result of low water demand and our ability to continue using the Pilarcitos source.

Net income, or contribution to CIP and reserves, was \$642,000, about \$455,000 (243%) better than plan.

Low Water Sales

In keeping with a trend occurring throughout the water industry, CCWD's water production and sales have declined significantly over the last three fiscal years. The chart below illustrates the production trend.

Production by Fiscal Year (million gallons)



This trend is continuing in Fiscal Year 2011. The 12-month running production total currently stands at 663 million gallons. Fiscal year-to-date residential water sales volumes are 5% below budget and non-residential sales volumes are over 20% below budget, leading to the revenue shortfall identified above.

These declines in water sales are due to a number of factors, including the recent drought, emphasis on conservation programs, the economic recession, and increasing water prices. Although we can expect some rebound in water sales as the economy improves, the consensus among water managers is that water use is unlikely to recover to its earlier highs. The District will need to take these factors into account in developing its long-term budget and capital plan.

COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS
31-Dec-10

ACCOUNT	DESCRIPTION	YTD ACTUAL	YTD BUDGET	B/(W) VARIANCE	B/(W) % VAR
OPERATING REVENUE					
1-0-4120-00	Water Revenue -All Areas	3,194,327	3,529,674	(335,347)	(9.5%)
TOTAL OPERATING REVENUE		3,194,327	3,529,674	(335,347)	(9.5%)
NON-OPERATING REVENUE					
1-0-4170-00	Water Taken From Hydrants	11,128	12,500	(1,372)	(11.0%)
1-0-4180-00	Late Notice -10% Penalty	29,699	25,000	4,699	18.8%
1-0-4230-00	Service Connections	4,784	4,000	784	19.6%
1-0-4920-00	Interest Earned	3,363	13,209	(9,846)	(74.5%)
1-0-4930-00	Tax Apportionments/Cnty Checks	360,016	316,000	44,016	13.9%
1-0-4950-00	Miscellaneous Income	34,617	18,500	16,117	87.1%
1-0-4955-00	Cell Site Lease Income	56,645	55,656	989	1.8%
1-0-4965-00	ERAF REFUND -County Taxes	0	0	0	0.0%
1-0-4235-00	CSP Connection T&S Fees	428,148	0	428,148	
TOTAL NON-OPERATING REVENUE		928,400	444,865	483,535	108.7%
TOTAL REVENUES		4,122,727	3,974,539	148,188	3.7%
OPERATING EXPENSES					
1-1-5130-00	Water Purchased	945,878	1,066,272	120,394	11.3%
1-1-5230-00	Pump Exp, Nunes T P	9,733	9,502	(231)	(2.4%)
1-1-5231-00	Pump Exp, CSP Pump Station	94,157	200,436	106,279	53.0%
1-1-5232-00	Pump Exp, Trans. & Dist.	6,181	10,002	3,821	38.2%
1-1-5233-00	Pump Exp, Pilarcitos Can.	2,217	2,684	467	17.4%
1-1-5234-00	Pump Exp. Denniston Proj.	15,496	17,176	1,680	9.8%
1-1-5235-00	Denniston T.P. Operations	6,292	8,180	1,888	23.1%
1-1-5236-00	Denniston T.P. Maintenance	23,086	18,999	(4,087)	(21.5%)
1-1-5240-00	Nunes T P Operations	45,753	32,495	(13,258)	(40.8%)
1-1-5241-00	Nunes T P Maintenance	18,057	18,000	(57)	(0.3%)
1-1-5242-00	CSP Pump Station Operations	3,640	4,248	608	14.3%
1-1-5243-00	CSP Pump Station Maintenance	37,958	26,748	(11,210)	(41.9%)
1-1-5250-00	Laboratory Services	11,448	30,000	18,552	61.8%
1-1-5318-00	Studies/Surveys/Consulting	18,380	11,000	(7,380)	(67.1%)
1-1-5321-00	Water Conservation	36,533	46,250	9,717	21.0%
1-1-5322-00	Community Outreach	4,817	13,100	8,283	63.2%
1-1-5411-00	Salaries & Wages -Field	473,554	465,139	(8,415)	(1.8%)
1-1-5412-00	Maintenance -General	78,563	96,252	17,689	18.4%
1-1-5414-00	Motor Vehicle Expense	26,973	22,248	(4,725)	(21.2%)
1-1-5415-00	Maintenance -Well Fields	0	3,000	3,000	100.0%
1-1-5610-00	Salaries/Wages-Administration	309,850	320,184	10,333	3.2%
1-1-5620-00	Office Supplies & Expense	52,584	59,438	6,853	11.5%
1-1-5621-00	Computer Services	25,194	24,675	(519)	(2.1%)
1-1-5625-00	Meetings / Training / Seminars	8,983	10,000	1,017	10.2%
1-1-5630-00	Insurance	287,328	281,945	(5,383)	(1.9%)
1-1-5640-00	Employees Retirement Plan	190,951	218,894	27,943	12.8%
1-1-5645-00	SIP 401K Plan	0	15,000	15,000	100.0%
1-1-5681-00	Legal	29,471	28,500	(971)	(3.4%)
1-1-5682-00	Engineering	2,774	7,000	4,226	60.4%
1-1-5683-00	Financial Services	15,531	23,250	7,719	33.2%
1-1-5684-00	Payroll Tax Expense	53,132	55,975	2,843	5.1%
1-1-5687-00	Membership, Dues, Subscript.	29,945	29,775	(170)	(0.6%)
1-1-5688-00	Election Expenses	0	0	0	0.0%
1-1-5689-00	Labor Relations	2,040	6,000	3,960	66.0%
1-1-5700-00	San Mateo County Fees	8,153	10,800	2,647	24.5%
1-1-5705-00	State Fees	18,078	9,500	(8,578)	(90.3%)
TOTAL OPERATING EXPENSES		2,892,729	3,202,667	309,938	9.7%
CAPITAL ACCOUNTS					
1-1-5711-00	Debt Srvc/Existing Bonds 1998A	250,235	250,235	0	0.0%
1-1-5712-00	Debt Srvc/Existing Bonds 2006B	337,431	334,114	(3,317)	(1.0%)
TOTAL CAPITAL ACCOUNTS		587,666	584,349	3,317	0.6%
TOTAL EXPENSES		3,480,395	3,787,016	306,621	8.1%
NET CONTRIBUTION TO CIP & RESERVES		642,333	187,523	454,810	242.5%

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: January 11, 2011

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 Agency Formation Commission (LAFCo) election of officers.

Background:

The Local Agency Formation Commission (LAFCo) is comprised of two county supervisor members, two city council members, two independent special district members, one public member and an alternate for each of the four categories, each serving a term of four years or until their position is vacated. 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 selection committee, which shall consist 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. While special district staff may attend the selection committee meeting, staff may not represent the District or vote. A quorum of thirteen (13) districts must be present to conduct business.

LAFCo recommends that standing voting representatives been 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. At the December 8, 2009 CCWD Board of Directors meeting, the Board President at that time, Chris Mickelsen, was appointed as the District's representative, with the remaining four Board members selected to serve as alternates. It is once again time to advise LAFCo of the District's designated representative and alternate(s).

LAFCo meetings are normally held on the third Wednesday of the month 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 11, 2011

Subject: Coastside County Water District Advisory Committees

Recommendation:

Consider appointments to District Advisory Committees.

Background:

Past District practice has established that committee appointments are the prerogative of the Board President. A list of current committee appointments is attached.

Fiscal Impact:

None.

**COASTSIDE COUNTY WATER DISTRICT
ADVISORY COMMITTEE LIST
Revised: December 9, 2009**

	INTERNAL ADVISORY COMMITTEES	MEMBERS
1	Finance Committee (S)	Directors Coverdell & Feldman
2	Water Quality Committee (S)	President Mickelsen & Director Feldman
3	Human Resources Committee (S)	President Mickelsen & Director Feldman
4	Rates & Fees Committee (A)	Directors Larimer & Feldman
6	Water Resource Committee (S)	President Mickelsen & Director Feldman
7	District Facilities Committee (S)	Directors Larimer & Coverdell

A = Ad Hoc Committee
S = Standing Committee

	EXTERNAL ADVISORY COMMITTEE	REPRESENTATIVE
1	Association of California Water Agencies (ACWA) Region 5 Director (2 year term eff. 01-01-10)	Director Feldman
2	ACWA/JPIA Representative	Director Feldman
3	California Special District Association	President Mickelsen
4	Bay Area Water Supply & Conservation Agency (BAWSCA)- 4 year term June 2009 - June 30, 2013	Director Coverdell
5	Montara Water and Sanitary District Mutual Interest Committee	Directors Donovan & Coverdell
6	Water Reclamation Committee	Directors Larimer & Feldman
7	Local Agency Formation Commission (LAFCo).	President Mickelsen & all other Directors as alternates (Designations on annual basis)

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: January 11, 2011

Report

Date: January 6, 2011

Subject: Agreement with Kennedy/Jenks Consultants for Denniston Intake Piping Design

Recommendation:

Authorize staff to execute an agreement with Kennedy/Jenks Consultants to design modifications to the Denniston Water Treatment Plant intake piping for a time-and-materials cost of \$21,650.

Background:

As reported earlier to the Board, on November 30, 2010, a threaded joint in the 12-inch ductile iron intake piping at Denniston Water Treatment Plant broke while an employee was working on the piping. The employee escaped serious injury, but the force of the water moved the unrestrained section of piping upstream of the break, causing significant damage.

After consulting with District Engineer Jim Teter and with Kennedy/Jenks consultants on the damage and needed repairs, staff recommends that Kennedy/Jenks be retained to design the replacement piping, including its penetration through the wall of the building and the anchors and restraints necessary to counter the forces placed on the piping by high operating pressures. The attached proposal from Kennedy/Jenks dated January 5, 2011 describes the scope of the design work. The estimated time-and-materials cost of this work is \$21,560.

We anticipate soliciting bids for the repair work in mid-February and completing the repairs in March.

Fiscal Impact:

Cost of \$21,560, not included in FY 2010-2011 budget.

Kennedy/Jenks Consultants

Engineers & Scientists

303 Second Street, Suite 300 South
San Francisco, California 94107
415-243-2150
FAX 415-896-0999

5 January 2011

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

Subject: Proposal for Professional Engineering Services
Denniston Creek Water Treatment Plant - Raw Water Pipeline
Damage Inspection and Repair Design Documents
K/J 0868026*04

Dear Mr. Dickson:

Thank you for your request for professional engineering services to participate in an inspection of the damaged raw water pipeline located inside the Denniston Creek Water Treatment Plant (DCWTP) Filter Building and to assist District staff in identifying a cost-effective and time-sensitive method to restore the damaged raw water pipeline to a safe and reliable operational condition. In accordance with your request, Kennedy/Jenks Consultants is pleased to submit this scope and budget proposal for engineering services.

Project Background and Understanding

The existing 12-inch-diameter raw water pipeline located in the Filter Building was damaged due to apparent pipeline movement in the morning on 30 November 2010. At the District's request, Kennedy/Jenks participated in an inspection of the damaged pipeline with District staff in the afternoon of 30 November 2010. At the District's request to assist with repairs, Kennedy/Jenks contacted the local representative of Walker Process, Inc. and obtained a budgetary quotation and delivery schedule for a new chemical mixer to replace the existing chemical mixer on the raw water pipeline. The District requested that Kennedy/Jenks prepare design documents that can be used by District staff to replace portions of the existing raw water pipeline between the horizontal buried elbow outside the Filter Building and the tee with the vertical branch to the Coagulation Tank located inside the Filter Building.

Mr. David Dickson
Coastside County Water District
5 January 2011
Page 2

Kennedy/Jenks will evaluate the existing Filter Building wall to permit replacing the original below grade portion of the pipeline with a new wall penetration and a new connection to the buried raw water pipeline located outside the Building.

Scope of Services

We propose the following scope of services based on our understanding of the work:

Task 1 – Task Management/QA/QC

Kennedy/Jenks will set up and manage the work to control costs, ensure project quality, and meet budget and schedule requirements. This includes communication and coordination with the District through the course of developing design documents for the repair work. The budget for this task is \$2,840.

Task 2 – Site Inspection Visit and Initial Engineering Support

At the District's request, Kennedy/Jenks participated in a site visit with District staff to inspect the damaged raw water pipeline. We also contacted the local representative of Walker Process, Inc. to obtain budgetary information and delivery schedule for a new chemical dispersion (rapid mixer) unit to replace the 40 year old unit on the damaged pipeline. This task includes 14 labor hours and the budget for this task is \$2,520.

Task 3 - Preparation of Pipeline Repair Design Documents

Kennedy/Jenks will prepare one mechanical piping drawing and technical specifications that can be used by District staff to complete the necessary repairs, or that could be included in a construction project contractor-procurement package prepared by the District for the pipeline repair project. This task includes structural analysis and design of new pipe supports for the damaged raw water pipeline. The new pipe supports will be designed to resist forces in the modified raw water pipeline, and also to provide adequate flexibility to permit disassembling portions of the pipeline to facilitate removing the new raw water flow meter and the new chemical mixer/dispersion unit.

This pipeline repair and replacement is limited to the section of the raw water pipeline located inside the Filter Building and connection to the existing raw water pipeline located just outside the Building and does not include inspection or testing of other sections of the raw water pipeline system. We understand that the project scope does not include preparing a construction cost estimate for the new pipeline components.

Kennedy/Jenks will prepare one drawing showing the recommended repair work and new pipeline supports and thrust restraints. The drawing will be:

- M-1 – Pipeline Plan View and Pipeline Support Details

Mr. David Dickson
Coastside County Water District
5 January 2011
Page 3

The estimated labor to conduct the structural analysis and design the pipeline supports and restraints is 48 hours. The budget for this task is \$7,380.

Task 4 – Evaluate Building Wall and Prepare Design Drawings for New Pipeline

Kennedy/Jenks will conduct an structural analysis of the impact of core drilling through the Building wall to install the new above-grade raw water pipeline alignment. The estimated labor required to complete the structural review is 10 hours. The budget for this portion of the task is \$1,500.

The structural integrity of the existing wall should be tested using a non-destructive test method. The budget for the non-destructive test is \$1,000.

The portions of the new raw water pipeline outside the Building including the transition from above grade to below grade will require installing above grade and below grade pipeline supports and thrust restraints. The estimated labor required to design the pipeline supports and restraints is 20 hours. The budget for this portion of the task is \$3,560.

If the structural analysis indicates that the existing wall can be modified to include a new above-grade penetration without having to reinforce the wall, the design details for the wall penetration is estimated to require an additional 16 hours. The budget for this portion of the task is \$2,760.

The total budget for Task 4 is \$8,820, if the non-destructive test is included.

Optional Task (if needed) to design structural reinforcing of Building Wall

If the structural analysis in Task 3 indicates that the existing Building wall needs to be reinforced to accommodate the new pipeline configuration, the District can authorize increasing the project budget by approximately \$9,000 to permit providing an optional structural design task to reinforce the existing Building wall.

Design Submittal

A complete, unstamped design drawing and technical specifications will be submitted to the District for review and comment. Technical specifications may be provided as material callouts and specification notes on the drawing.

Final Submittal

Kennedy/Jenks Consultants understands that based on the emergency nature of this project, a wet-stamped and signed drawing, reduced to 11"x17" will be prepared on bond paper by Kennedy/Jenks Consultants and will include technical specifications on the drawing and/or in written specification CSI format. The package will be delivered to the District as a final deliverable.

Mr. David Dickson
Coastside County Water District
5 January 2011
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Project Team

We propose the following team members based on their relevant experience and expertise and their understanding of the District's objectives for the design.

Craig Thompson, PE – Project Manager

Craig Thompson will manage the project. Craig has over 24 years of experience in facilities planning and design, and construction management on a variety of water conveyance, storage, and treatment projects.

Joel Faller, PE – QA/QC Review

Joel Faller will provide QA/QC review. Joel has over 25 years of experience in facilities planning and design, and construction management on a variety of water conveyance, storage, and treatment projects.

Zachary Harris, PE – Mechanical Design

Zachary Harris has 17 years of experience in mechanical engineering design of water supply and distribution facilities. His background includes the design of mechanical process piping systems for water treatment plants and pumping stations, flow regulating stations, and storage facilities. Zachary will provide the mechanical layout and design for the pipe replacement including fittings and couplings for installation of the new chemical mixer/dispersion unit.

David Cleary, PE – Structural Design

David Cleary has 5 years of experience in engineering design of water supply and distribution structures. David will conduct the structural engineering review and prepare the structural drawings, technical specifications, and structural calculations.

Don Barraza – Structural Review

Don will review the structural engineering drawings, technical specifications, structural calculations, and opinions of construction cost. Don has over 25 years of experience in facilities planning and design, and construction management of water treatment facilities, including direct knowledge of the District's water conveyance and treatment facilities having served on the construction administration staff for the District's Crystal Springs Water Supply project.

Basis of Compensation

We propose that compensation for our services be on a time and expense reimbursement basis in accordance with our January 1, 2009 standard Schedule of Charges, enclosed. Payments shall be made monthly based on invoices, which describe services and list actual costs and expenses.

Mr. David Dickson
 Coastside County Water District
 5 January 2011
 Page 5

Based on our estimate of services for our proposed tasks, we propose a fee budget of \$21,560, which will not be exceeded without authorization. A summary of the proposed budget by task is provided below. The budget may be increased if necessary to provide additional services requested by the District for additional required pipe repairs.

Task	Estimated Hours	Estimated Fee Budget
1 Task Management and QA/QC	16	\$2,840
2 Site visit and Initial Engineering Support	14	\$2,520
3 Preparation of Pipeline Repair Design Documents	48	\$7,380
4 Evaluate Building Wall and Design New Raw Water Pipeline thru Wall	46	\$8,820
Total Tasks 1 – 4	124	\$21,560

This fee estimate is based on the Scope of Services identified above and our Schedule of Charges, dated January 1, 2009.

Schedule

Kennedy/Jenks proposes to complete the Scope of Services described above according to the following schedule:

Task 1 – Project Management and QA/QC	On-going
Task 2 – On-site Pipeline Inspection	30 November 2010
Task 3 – Prepare Pipe Repair Design Documents	9 February 2011
Task 4 – Design new RW pipeline wall penetration, supports, and connection	9 February 2011

Terms and Conditions

This proposal is based on current projections of staff availability and costs and, therefore, is valid for 90 days following the date of this letter.

Our understanding is that the District will authorize the proposed work scope and budget for these services under a new work authorization agreement.

If this proposal meets with your approval, please provide written approval of our proposed work scope and budget and authorization to proceed under a new agreement and in accordance with terms and conditions that are agreeable to both Kennedy/Jenks and the District.

Mr. David Dickson
Coastside County Water District
5 January 2011
Page 6

If you have any questions regarding our proposal, please contact Craig Thompson at (415) 243-2462 or Joel Faller at (415) 243-2443. Thank you for considering us for this work. We look forward to working with you in completing the pipe repairs at the Denniston Creek WTP.

Very truly yours,

KENNEDY/JENKS CONSULTANTS, INC.



Joel A. Faller, PE
Vice President / Principal Engineer



Craig M. Thompson, PE
Principal Engineer

Client/Address:

Contract/Proposal Date:

Schedule of Charges

January 1, 2009

Personnel Compensation

Classification	Hourly Rate
CAD-Technician	\$95
Designer-Senior Technician	\$125
Engineer-Scientist-Specialist 2	\$120
Engineer-Scientist-Specialist 3	\$135
Engineer-Scientist-Specialist 4	\$150
Engineer-Scientist-Specialist 5	\$165
Engineer-Scientist-Specialist 6	\$185
Engineer-Scientist-Specialist 7	\$210
Engineer-Scientist-Specialist 8	\$220
Engineer-Scientist-Specialist 9	\$225
Project Administrator	\$85
Administrative Assistant	\$70
Aide.....	\$55

In addition to the above Hourly Rates, a three percent Communications Surcharge will be added to Personnel Compensation for normal and incidental copies, communications and postage.

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost plus ten percent for items such as:

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

Reimbursement for vehicles used in connection with the work will be at the federally approved mileage rates or at a negotiated monthly rate.

Reimbursement for use of computerized drafting systems (CAD), geographical information systems (GIS), and other specialized software and hardware will be at the rate of \$12 per hour.

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

Other in-house charges for prints and reproductions, equipment usage, laboratory analyses, etc. will be at standard company rates.

Excise and gross receipts taxes, if any, will be added as a direct expense.

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective January 1, 2009 through December 31, 2009. After December 31, 2009, invoices will reflect the Schedule of Charges currently in effect.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: January 11, 2011

Report

Date: January 6, 2011

Subject: Resolution Adopting Policy and Rules and Regulations for Purchase of Non-Priority Water Service Connections

Recommendation:

- Approve Resolution Adopting Policy and Rules and Regulations for Purchase of Non-Priority Water Service Connections.
- Determine number of non-priority water service connections to be purchased.

Background:

At the October 12, 2010 meeting of the Board of Directors, staff described the concepts for a program to re-purchase uninstalled non-priority connections and received direction from the Board to further develop the program for Board consideration. Staff has prepared the attached documents to effect the purchase program:

Resolution Adopting Policy and Rules and Regulations for Purchase of Non-Priority Water Service Connections: The resolution sets forth background related to the purchase program and adopts the Policy and Rules and Regulations for Purchase of Non-Priority Water Service Connections.

Policy and Rules and Regulations for Purchase of Non-Priority Water Service Connections: The policy and rules and regulations, incorporated into the Resolution by reference; specifies the number of connections to be purchased and the purchase price; establishes that connections will be purchased in the order in which offers to sell are received; and specifies conditions related to the purchase.

Should the Board decide to approve the Resolution, it must also establish the number of connections to be purchased. Considering the fact that the District sold 33 connections in the recently completed sale to well owners, staff recommends that the District purchase up to 30 connections.

Fiscal Impact:

Minimal net fiscal impact, as purchases will be funded from proceeds of connection sale and connections purchased will be sold at the same or greater price in the future.

RESOLUTION NO. 2011-01

**ADOPTING POLICY AND RULES AND REGULATIONS FOR PURCHASE OF NON-PRIORITY
WATER SERVICE CONNECTIONS**

COASTSIDE COUNTY WATER DISTRICT

WHEREAS, the Coastside County Water District (District) Board of Directors has determined that as a policy matter it is desirable for the District to obtain sufficient non-priority water service connections to meet the needs of the District's customers;

WHEREAS, the District's records indicate that more than 1,000 of the Crystal Springs Project Phase I 5/8-inch non-priority water service connections sold by the District and held by property owners within the District remain uninstalled as of December 31, 2010;

WHEREAS, the District is interested in purchasing a limited number of uninstalled non-priority water service connections from owners of record of property to which the connections are assigned;

WHEREAS, the District has more than \$400,000 in revenue received from the 2010 sale of non-priority water service connections to property owners on wells;

WHEREAS, the purchase of uninstalled non-priority water connections will be revenue neutral to the District because it will purchase connections for the same price at which it sells the connections; and

WHEREAS, because of the potential that there will be more property owners who want to sell non-priority water service connections than the District intends to purchase, the Board has determined to purchase the water service connections in the order in which offers to sell are received by the District until the number of connections to be purchased is reached.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Coastside County Water District hereby adopts the Policy and Rules and Regulations for Purchase of Non-Priority Water Service Connections, attached to this Resolution and incorporated herein by this reference.

PASSED AND ADOPTED this ___ day of _____, 2011, by the following vote:

AYES:

NOES:

ABSENT:

President, Board of Directors
Coastside County Water District

ATTEST:

Secretary of the District

COASTSIDE COUNTY WATER DISTRICT
POLICY AND RULES AND REGULATIONS
FOR PURCHASE OF NON-PRIORITY WATER SERVICE CONNECTIONS
(Adopted by Resolution No. 2011-01 on January 11, 2011)

1. The District intends to purchase a maximum of ___ uninstalled 5/8-inch-equivalent non-priority service connections from owners of property to which connections are assigned. The minimum number of connections an offeror may tender to the District is one 5/8-inch connection. Connections will be purchased in increments of one-half of a 5/8-inch connection, subject to the limitation that no property may have only one-half of a 5/8-inch connection assigned to the property following the sale of connections to the District.
2. The District will purchase uninstalled non-priority water service connections for the current Transmission and Storage Fee of \$13,592 per 5/8-inch connection. Upon completion of the District's purchase of the connection the District will provide an additional payment of \$500 per different Assessor's Parcel Number for which connections are offered to each seller to reimburse the seller for transaction-related expenses.
3. The District will advertise the purchase program and mail a solicitation to purchase uninstalled non-priority water service connections to the owner of record of each parcel to which an uninstalled connection is assigned.
4. Beginning at a date and time established by the District, the District will select offers to sell connections in the order the signed offers are received at the District office, until the number of connections to be purchased by the District is reached, or until the closing date and time established by the District, whichever comes earlier.
5. The District will provide notification by certified mail to each owner whose offer is selected. In order to complete the sale, the offeror must submit to the District the following items within 30 days from the date of notification :
 - a. A recorded or certified copy of the Deed evidencing ownership of the parcel identified in the offer
 - b. Copy of the current property tax bill or secured property tax statement.
 - c. Current preliminary title report dated within 30 days from date of the District's notification to the offeror.
 - d. If property has a recorded security interest against it, a letter (on business letterhead, if applicable) must be obtained from the party holding the recorded security interest consenting to the sale of the water service connection(s) and acknowledging that the property will no longer have rights to the connection(s) to be sold to the District.
 - e. Two executed originals of the District's form of Water Service Sale Agreement. All persons having an ownership interest in the property must sign the Water Service Sale Agreement consenting to the sale of the connection(s).
6. If the offeror fails to submit all of the required items listed above within the time period specified, the District's selection of the offer to sell will be withdrawn and the offeror will be so notified.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: January 11, 2011

Report

Date: January 7, 2011

Subject: Denniston/San Vicente Project Timeline

Recommendation:

Discussion only.

Background:

One of the primary goals of the District's long-term capital program is to complete improvements to CCWD facilities in the Denniston and San Vicente watersheds that will maximize reliable yields in the future from this critical local water source. In the coming months, the Board will need to make decisions to commit significant resources to Denniston/San Vicente projects. As background for these decisions, staff will discuss the District's key objectives in Denniston/San Vicente as well as the significant risks and challenges they present.

Water Rights

In order to assure the viability of the Denniston/San Vicente water supply, the District must perfect its water rights there. We have been operating since 1969 on a temporary permit that allowed us time to perfect our rights by diverting water from Denniston and San Vicente creeks and putting it to beneficial use. The District has obtained time extensions through 2003 on the original permit and has a petition pending before the State Water Resources Control Board Water Rights Division (SWRCB) that would extend the permit to December 31, 2016. If the SWRCB approves our petition, our permanent water rights license would be based on the maximum amount we are able to divert from Denniston/San Vicente over a one-year period between 2003 and 2016.

The short time available to us under the current water rights permit and the likelihood that obtaining another extension will be very difficult make it critical that the District complete Denniston and San Vicente infrastructure improvements as soon as possible and maximize diversions from those streams through 2016. The District faces risk in committing the substantial funding needed for the improvements, as there is no assurance that the SWRCB will grant the petition for extension of time. Before the SWRCB will consider the petition, the District must complete an environmental document (EIR) on its proposed diversions, a process that could take up to two years. The attached

Denniston/San Vicente Timeline illustrates the possible timing of the SWRCB action on our petition.

California Department of Fish & Game

In addition to a permanent water rights license, CCWD will need permits from the California Department of Fish & Game (DFG) for its stream diversions and for the dredging of Denniston reservoir. These permits present the greatest challenges, as we will need to resolve issues related to DFG's goals of maintaining and restoring fish populations, including the question of minimum stream flows.

As is the case with the water rights license, the District faces substantial uncertainties related to DFG permits. With water rights driving the overall schedule, it is unlikely that we will be able to resolve DFG permit issues before going ahead with Denniston/San Vicente improvement projects.

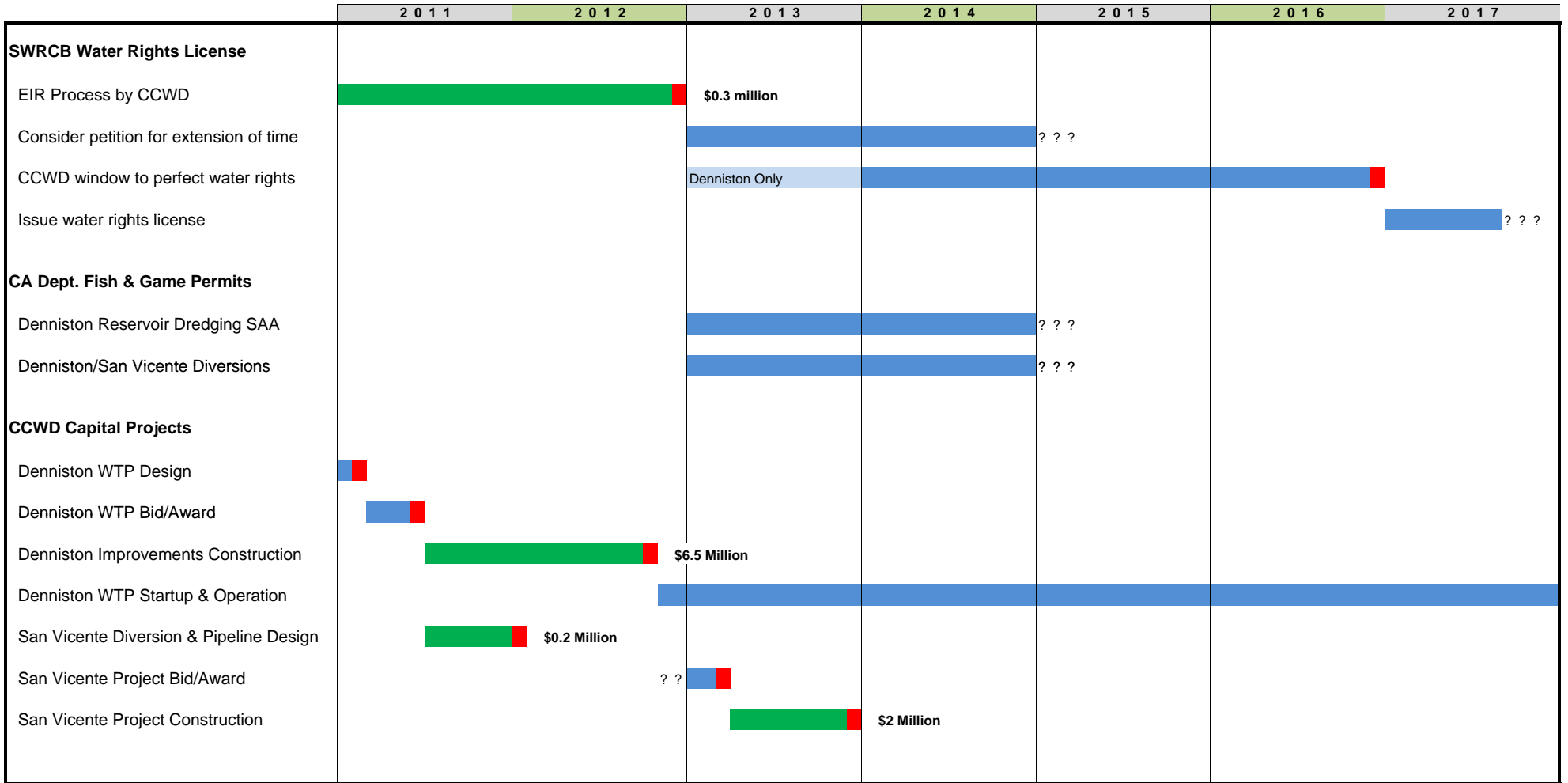
CCWD Capital Projects

In current dollars, the Denniston/San Vicente improvements represent the biggest project the District has ever undertaken. As indicated on the attached Timeline, the District will need to decide on the following commitments over the next several months:

- Denniston Treatment Plant improvements construction contract award - \$6.5 million estimated cost.
- Denniston/San Vicente EIR process - \$300,000 estimated cost
- San Vicente diversion and intake piping design - \$200,000 estimated cost

The current CIP contains \$5.15 million in funding for Denniston improvements construction. As the estimates above indicate, this amount will need to be increased during the upcoming budget discussions and the District's long-term funding plan adjusted accordingly.

Denniston/San Vicente Timeline



STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: January 11, 2011

Report

Date: January 3, 2011

Subject: Discussion of Possible Revisions to Policies and Procedures for Award of Contracts

Recommendation:

Provide direction to staff regarding possible revisions to policies and procedures for award of contracts.

Background:

At its December 14, 2010 meeting, the Board directed staff to agendize a discussion of possible changes to the District's policies and procedures for award of contracts, with a focus on the question of whether advertising and public bidding or some alternative procurement procedures should be required for professional services contracts.

The District's current policy, as defined by Resolution 2006-05 (attached) does not require advertising and public bidding for professional services. The General Manager may employ professional consultants where the cost of work does not exceed \$15,000 per year. The Board must approve services contracts in excess of \$15,000.

In discussing whether to require new procedures for awarding professional services contracts, the Board should consider the following:

- The law does not require CCWD, as a county water district, to advertise and competitively bid for any equipment or services.
- California law prohibits awarding certain professional services contracts, including engineering, on the basis of low cost.
- Most professional services are provided on a time-and-materials basis, making it difficult to compare providers based on cost.
- Given the District's limited staff resources, adding new procedures for procuring professional services contracts will slow CIP implementation.

RESOLUTION NO. 2006-05

AMENDING POLICIES AND PROCEDURES FOR AWARD OF CONTRACTS

COASTSIDE COUNTY WATER DISTRICT

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. 626 in December of 1982 in accordance with the aforementioned statutes to establish "Policies and Procedures for Contracts, Equipment Purchases and Bidding" and amended said policies and procedures by Resolution Nos. 802, 974 and 2002-04 in 1991, 1998, 2002 and, most recently, in 2004 by Resolution No. 2004-18; and

WHEREAS, the Finance Committee has recommended further amending said policies and procedures as set forth herein.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors for the Coastside County Water District hereby adopts the following Policies and Procedures for award of contracts, and repeals Resolution Nos. 802, 974, 2002-04, and 2004-18, effective immediately upon adoption of this Resolution:

Policies And Procedures For Award Of Contracts

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. Contracts in excess of \$15,000 per year must be submitted to and approved by the Board of Directors.

B. Construction Contracts

1. Where the estimated cost of the work is below \$15,000, the General Manager may award the contract. Contracts for work where the estimated cost is \$15,000 or more must be submitted to and approved by the Board of Directors.
2. Where the estimate 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 bids.
3. Where the estimated cost of the work exceeds \$30,000, the General Manager shall solicit bids through advertisement in a newspaper of general circulation in San Mateo County.
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. 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. 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 of Equipment and Supplies Other Than Vehicles

1. Where the estimated cost of materials or supplies is below \$15,000, the General Manager may award the contract. Contracts for materials or supplies in excess of \$15,000 must be submitted to and approved by the Board of Directors.
2. Where the estimated cost of materials or supplies is between \$15,000 and \$25,000, the General Manager shall obtain informal bids and submit them to the Board of Directors, but need not formally advertise for the solicitation of bids.
3. Where the estimated cost of materials or supplies exceeds \$25,000, the General Manager shall solicit bids through advertisement 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 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

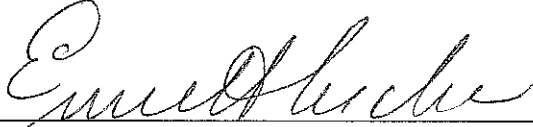
proceed with a sole source of procurement if, after solicitation from a number of sources, competition is determined to be inadequate.

3. Where the estimated cost of a sole source procurement for professional services does not exceed \$15,000 per year, the General Manager may enter into an agreement with the consultant.
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. For all sole source procurements, the General Manager shall document the basis for proceeding with the sole source procurement.

REGULARLY PASSED AND ADOPTED this 21st day of February 2006, by

the following vote:

AYES: Directors Mickelsen, Coverdell, Muller, and Ascher
NOES: Director Larimer
ABSENT:



Everett Ascher
President, Board of Directors
Coastside County Water District

ATTEST:



Secretary of the Board of Directors

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: January 11, 2011

Report

Date: January 7, 2011

Subject: General Manager's Report

Recommendation:

None. Information only.

Background:

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

1. Water Reclamation Update

There is nothing new to report this month. We are waiting for SAM to respond to the principles of agreement the CCWD Board approved on February 9, 2010.

2. SFPUC Rate Study

We are continuing to work with SFPUC staff to comply with the process the Water Supply Agreement requires in order to implement the CCWD raw water discount. The target date for issuing a report on the rate change to the wholesale agencies is January 17.

3. SFPUC Interim Supply Allocations

At its meeting on December 14, 2010, the Board approved Interim Supply Allocations (ISA) for the wholesale agencies as required under the Water Supply Agreement. CCWD's ISA was set at 2.18 million gallons per day, equal to our Individual Supply Guarantee (ISG). No wholesale agency received an ISA greater than the agency's ISG.

MONTHLY REPORT

To: David Dickson, General Manager
From: Joe Guistino, Superintendent of Operations
Agenda: January 4, 2011

Report

Date: January 11, 2011

Monthly Highlights

Denniston Water Treatment Plant (WTP) Intake Piping

After consulting with District Engineer Jim Teter and Kennedy/Jenks regarding the Denniston intake piping which failed, staff will recommend retaining K/J to provide a design for the repairs.

Denniston Short Term Improvement (STI) and Treatment Upgrade Project

Kennedy/Jenks delivered the 90% design documents January 5 and is on track to complete the design in February.

Source of Supply

Pilarcitos Reservoir and Pilarcitos Wells 1, 4a and 5 were the major source of supply for the month of December. Pilarcitos Wells are running at 160 gpm.

Systems Improvement

Beautification

- Crews painted new backwash piping and valve at Nunes.
- Crews tidied up Nunes WTP for school tour.
- Crews cleaning up and storing sedimentation basin parts in Nunes wash water return room. Relocated old sedimentation basin equipment in storage container.
- Shop, lunch room and work truck cleaned up.
- Painted new fire hydrant on Mill and San Benito streets.
- Denniston Road rocked for ease of transport to the plant.

Backflow Program

- All backflow devices at the New Leaf Shopping Center are installed and tested.
- Shoreline Station should have their backflow devices installed in January.
- All of the Strawflower Village shops, including Safeway, should have their backflow devices installed in January.

Nunes WTP Backwash Improvement

With the aid of scaffolding, pulleys and ingenuity, our crews have removed the old bailey backwash valve from the Nunes WTP and painted the newly installed replacement piping. The controls will be integrated into the plant's PC in January for automatic-remote control.

Denniston Creek Discharge Station

Crews installed the shed that will house the chlorine analyzers, dechlorination equipment and chemicals, transfer pump and electrical controls. They also trenched and installed the discharge line to the creek.

Update on Other Activities:

Denniston WTP Intake

Crews dismantled the intake piping inside of the plant from where it emerges from the foundation to the tee into the coagulation tank. District Engineer Jim Teter inspected the site on 20 December and agrees that the old pipe that emerges from the foundation should be abandoned and a new pipe tied into the inlet just outside of the wall where it enters the plant. Crews will expose the underground piping outside of the building and Kennedy/Jenks will provide a design for the replacement piping.

The new flash mixer was ordered and should arrive in February.

Sensus Registers

Five more meters were sent in to be tested for sticking components. We met with Sensus and Golden State Flow Measurement representatives on 6 December to discuss recompense. They agreed to replace all registers greater than 1" that were installed as part of the Automatic Meter Reading (AMR) program. Continued research indicates that many of the 5/8" meters installed on highway 92 may have also been manufactured with faulty parts. I have compiled a comprehensive list and sent a follow-up letter demanding replacement of all meter registers that we find in our system that were manufactured between Oct 07 and Aug 08. These are the dates that they had a lapse in their quality control at the facility that originated the registers that they sent us. We expect to hear their response in January.

School Tour

On 14 December, Treatment Staff conducted a tour of the Nunes WTP for 30 5th graders from Hatch Elementary School. All went well. Staff is presently generating a Standard Operating Procedure (SOP) for future tours at our facilities.

Safety/Training/Inspections/Meetings

Meetings Attended

6 Dec - Met with Golden State Flow Measurement and Sensus Meters to discuss sticking register issue.

7 Dec - Meeting with Dave Dickson and Jim Steele as to Environmental Impact Report (EIR) for the pending Denniston water rights review.

8 Dec - Top Ops Meeting at the Alameda County Water District (ACWD).

10 Dec – Cal/Nev Section American Water Works Association (AWWA) governing board meeting conducted by phone.

14 Dec – Coastside Interagency Coordination Meeting. Clayton Jolley (Coastside Fire Protection District-CFPD), Steve Flint and Donald Zhou (contractors for City of Half Moon Bay-HMB) in attendance. Discussed plan reviews and various projects that we all have running or in the planning stage.

15 Dec – Holiday lunch with Treatment and Maintenance Supervisors.

20 Dec – Met with Jim Teter and District Treatment and Maintenance Staff to discuss Denniston intake strategy.

22 Dec – Met with Twitchell and Brennen to discuss plant tour protocol and May 2011 Nunes open house.

28 Dec – Dave Dickson and I met with Craig Thompson and Joel Faller at the Kennedy/Jenks office in San Francisco to discuss incorporating the Denniston Short Term Improvement design into the Denniston Treatment Improvement project.

Safety Meeting and Training

There was no Safety Committee meeting in December.

Safety Training for December consisted of Sexual Harassment Training for supervisory staff.

Regulatory Agency Interaction

California Department of Public Health (DPH)

We have scheduled a DPH walkthrough for the Nunes upgrades on Tuesday, 11 January.

Projects

Tank Recoating Projects

I have been corresponding with Coating Specialist and Inspection Services (CSI) on the upcoming coating and repair projects on Half Moon Bay Tank 1, El Granada Tank 2 and Alves Tank. We can expect specification and bidding documents for these projects in January.

Nunes Short Term Improvement Project

Allied Waste picked up the contractor's dumpster in December. This project has been signed off as complete.

Denniston STI and Treatment Upgrade Project

Met with Kennedy Jenks in December to discuss melding these two projects into one. They have provided us with a proposal to incorporate the STI into the 90% Denniston Treatment Improvement project with no additional costs to their original design proposal. We should receive the 90% drawings in January.

Pilarcitos Canyon Blending Station

Received blending station valve in December. Still waiting for a rate schedule from SFPUC to determine whether we will remain on the Pilarcitos System.

Crystal Springs Pump Station Coating

Redwood Painting completed the coating of the exterior of this station. There remains some touch up work to do once the weather dries a bit.

Monthly Report

To: David Dickson, General Manager
From: Cathleen Brennan, Water Resource Analyst
Agenda: January 11, 2011
Subject: Water Resources Report

This report is provided as an update on water resources activities. The report includes the following items:

- Urban Water Management Plan 2010
 - Half Moon Bay Precipitation Table
 - List of Meetings
-

□ Urban Water Management Plan 2010

Urban Water Management Plans (UWMP) are prepared by California's urban water suppliers to support their long-term resource planning and to ensure adequate water supplies are available to meet existing and future water demands. Every urban water supplier that either provides over 3,000 acre-feet of water annually or serves more than 3,000 or more connections is required to assess the reliability of its water sources over a 20-year planning horizon considering normal, dry, and multiple dry years. This assessment is to be included in its UWMP, which are to be prepared every 5 years and submitted to the Department of Water Resources. DWR then reviews the submitted plans to make sure they have completed the requirements identified in the Urban Water Management Planning (UWMP) Act.

Recent Law Changes

In addition to some changes in the Urban Water Management Planning Act since the last UWMPs were submitted in 2005, Governor Schwarzenegger in his 20x2020 Plan determined that for California to continue to have enough water support its growing population, it needs to reduce the amount of water each person uses per day (Per Capita Daily Consumption, which is measured in gallons per capita per day). This reduction of 20 percent per capita use by the year 2020 is supported by legislation passed in November 2009 (SBx7-7) and has amended and repealed some sections of the Water Code and affect reporting requirements under the Urban Water Management Planning Act and other government codes.

Coordination with BAWSCA and SFPUC

Since Coastside County Water District has new agreements with BAWSCA and SFPUC, those agreements will need to be updated in the District's UWMP. In addition SFPUC has agreed to supply standard wording for climate change considerations and the interim supply limitation to wholesale water agencies of 184 MGD. Topics that will need to be updated are the drought allocation plan (tier 1 and tier 2), environmental surcharges and the District's individual SFPUC interim supply guarantee.

Important Dates for Water Suppliers

UWMP are required to be approved by July 1, 2011. In addition to this date, there are several important requirements for Urban Water Suppliers to consider regarding preparation, coordination, adoption, and submittal of UWMPs. The specific dates of these deadlines will depend on when the UWMP will be submitted to DWR. Some of these important deadlines to consider are:

- **60-days prior to the Review/Adoption Hearing:** The UWMP regulations requires that a hearing be held prior to adoption of an UWMP (CWC §10642). Any city or county within which a water supplier delivers water is to be notified at least 60 days prior to the hearing that the UWMP is being reviewed (CWC §10621).
- **Prior to adopting a plan:** The urban water supplier shall make the plan available for public inspection (CWC §10642). *Note - specific dates or length of time are not indicated.*
- **30-days after Adoption:** Submit the UWMP to DWR, the California State Library, and any city or county within which it supplies water. Copies of any changes or amendments also have to be submitted within 30 days (CWC §10644(a)).
- **30-days after Submission to DWR:** Provide a copy of the UWMP for public review during normal business hours (CWC §10645).
- **60-days after Submission to DWR:** Provide the applicable portions of the UWMP to any city or county within which the supplier provides water (CWC §10635(b)).

In January, staff will be mailing out the notification that the District’s UWMP is being reviewed and updated to other local and regional agencies. This includes an advertisement in the local newspaper (CWC §10642).

□ **Half Moon Bay Precipitation Table**

Local precipitation amounts are about 130% of normal to date for Water Year 2011. December was a very wet month and put us over historic average to date.

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Historic Average	1.3	3.4	3.7	5.5	4.8	3.9	1.6	0.6	0.2	0.0	0.1	0.3	25.4
Water Year 2011	2010			2011									
	1.1	3.0	6.9										10.9

□ **December List of Meetings**

CA Department of Water Resources Urban Water Management Plan Workshop (webinar) 12/16/2010
 California Urban Water Management Plan Webinar 12/8/2010