COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, February 9, 2021 - 7:00 p.m.

AGENDA

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, as revised on March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Boardroom will not be open for the February 9, 2021 Regular Meeting of the Coastside County Water District. This meeting will be conducted remotely via teleconference.

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

How to Join Online or by Phone

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

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

ONLINE:

Join Zoom Meeting
https://zoom.us/j/93778260596?pwd=aEpRcFlnaHdQM21PSEJQWjNiN09TQT09

Meeting ID: 937 7826 0596
Passcode: 184355

One tap mobile
+16699006833,,93778260596#,,,,,,0#,,184355# US (San Jose)

Dial by your location
+1 669 900 6833 US (San Jose)

Meeting ID: 937 7826 0596
Passcode: 184355

Find your local number: https://zoom.us/u/adZt3d9LjB

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

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

  OR

- *(2) Using the Zoom App, at the bottom of your screen click on "Chat" and then type that you wish to make a comment into the Chat Box. Ensure that the "To:" field is populated by either "Everyone" or "the Moderator". Begin by stating your name and place of residence.*

- ***From a phone:*** *Using your keypad, dial *9, and this will notify the Moderator that you have raised your hand. Begin by stating your name and place of residence. The Moderator will call on you by stating the last 4 digits of your phone number. If you wish to block your phone number dial *67 prior to dialing in. If your phone number is not displayed, the Moderator will call you by Caller number.*

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

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

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

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

1) ROLL CALL

2) PLEDGE OF ALLEGIANCE

3) PUBLIC COMMENT

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

4) CONSENT CALENDAR

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

A. Approval of disbursements for the month ending January 31, 2021:
Claims: $840,564.84; Payroll: $169,261.69 for a total of $1,009,826.53 (attachment)
- *January 2021 Monthly Financial Claims reviewed by and approved by Vice-President Feldman*

B. Acceptance of Financial Reports (attachment)
C. Approval of Minutes of January 12, 2021 Regular 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-January 2021 (attachment)
G. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report (attachment)
H. Monthly Rainfall Reports (attachment)
I. SFPUC Hydrological Report for the Month of December 2020 (attachment)

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

A. Award of Contract for Design Engineering and Bid Support Services with HDR Engineering, Inc. for the Half Moon Bay Tank #3 Replacement Project (attachment)
B. Approval of Professional Services Agreement with EKI Environment & Water, Inc. for Design and Construction Support Services for Replacement of Water Line at Grandview Boulevard Under Highway 1 (attachment)

7) MONTHLY INFORMATIONAL REPORTS

A. General Manager's Report (attachment)
   a. State Water Resources Control Board (SWRCB) COVID-19 Water Systems Financial Impacts Survey
   b. ACWA JPIA-President's Special Recognition Awards

B. Superintendent of Operations Report (attachment)

8) DIRECTOR AGENDA ITEMS – REQUESTS FOR FUTURE BOARD MEETINGS

9) ADJOURNMENT

COASTSIDE COUNTY WATER DISTRICT
CLAIMS FOR JANUARY 2021

CHECKS			
CHECK DATE	**CHECK NO.**	**VENDOR**	**AMOUNT**
01/08/2021	29063	ADP, INC.	$ 724.40
01/08/2021	29064	AMERICAN WATER WORKS ASSOC.	$ 850.00
01/08/2021	29065	AMERICAN WATER WORKS ASSOC.	$ 50.00
01/08/2021	29066	HEALTH BENEFITS ACWA-JPIA	$ 45,442.06
01/08/2021	29067	CALIFORNIA WATER EFFICIENCY PARTNERSHIP	$ 3,153.80
01/08/2021	29068	COMCAST	$ 222.30
01/08/2021	29069	JAMES COZZOLINO, TRUSTEE	$ 200.00
01/08/2021	29070	HUE & CRY, INC.	$ 524.04
01/08/2021	29071	MASS MUTUAL FINANCIAL GROUP	$ 1,050.00
01/08/2021	29072	VERIZON CONNECT NWF, INC.	$ 247.00
01/08/2021	29073	RAY A MORGAN COMPANY INC.	$ 916.61
01/08/2021	29074	REPUBLIC SERVICES	$ 562.20
01/08/2021	29075	STAT PADS, LLC	$ 125.00
01/08/2021	29076	STATE WATER RESOURCES CONTROL BD	$ 25,366.00
01/08/2021	29077	STATE WATER RESOURCES CONTROL BD	$ 276.00
01/08/2021	29078	STATE WATER RESOURCES CONTROL BD	$ 276.00
01/08/2021	29079	STANDARD INSURANCE COMPANY	$ 578.40
01/08/2021	29080	TRI COUNTIES BANK	$ 6,062.88
01/08/2021	29081	TRIMBLE INC.	$ 15,039.51
01/08/2021	29082	SUSAN TURGEON	$ 172.11
01/08/2021	29083	UNITED PARCEL SERVICE INC.	$ 7.37
01/08/2021	29084	U.S. BANK GLOBAL CORP TRUST SERVICES	$ 67,014.00
01/08/2021	29085	U.S. BANK GLOBAL CORP TRUST SERVICES	$ 88,387.69
01/08/2021	29086	VALIC	$ 3,680.00
01/08/2021	29087	US BANK NA	$ 1,955.99
01/15/2021	29088	EMILY GREENBERG	$ 1,983.50
01/15/2021	29089	EMILY GREENBERG	$ 574.15
01/25/2021	29090	A-A LOCK	$ 497.09
01/25/2021	29091	METER READINGS HOLDING, LLC	$ 650.00
01/25/2021	29092	AIR & TOOL ENGINEERING CO.	$ 944.67
01/25/2021	29093	ANALYTICAL ENVIRONMENTAL SERVICES	$ 11,195.95
01/25/2021	29094	ANDREINI BROS. INC.	$ 3,482.74
01/25/2021	29095	ASSOC. CALIF. WATER AGENCY	$ 15,026.84
01/25/2021	29096	AT&T	$ 698.93
01/25/2021	29097	AZEVEDO FEED INC.	$ 52.44
01/25/2021	29098	FRANCISCO A AVINA-SALCIDO	$ 218.00
01/25/2021	29099	BADGER METER, INC.	$ 66.00
01/25/2021	29100	BALANCE HYDROLOGICS, INC	$ 10,751.11
01/25/2021	29101	BAY AREA WATER SUPPLY &	$ 8,162.00
01/25/2021	29102	BFI OF CALIFORNIA, INC.	$ 1,270.80
01/25/2021	29103	BIG CREEK LUMBER	$ 283.38
01/25/2021	29104	CALCON SYSTEMS, INC.	$ 6,521.11
01/25/2021	29105	CEL ANALYTICAL INC.	$ 2,016.00
01/25/2021	29106	CHEMTRADE CHEMICALS US LLC	$ 2,616.48
01/25/2021	29107	COMMUNICATION LEASING SERVICES, INC	$ 690.58
01/25/2021	29108	DATAPROSE, LLC	$ 6,894.30
01/25/2021	29109	ILLINOIS TOOL WORKS	$ 101,428.11
01/25/2021	29110	EKI INC.	$ 9,895.72
01/25/2021	29111	CASTANEDA & PEREZ INC	$ 546.25
01/25/2021	29112	GRAINGER, INC.	$ 3,377.29
01/25/2021	29113	HMB BLDG. & GARDEN INC.	$ 15.83
01/25/2021	29114	HANSONBRIDGETT. LLP	$ 10,968.00

01/25/2021	29115	HASSETT HARDWARE	$	620.61
01/25/2021	29116	HDR ENGINEERING, INC	$	37,138.01
01/25/2021	29117	HERC RENTALS, INC.	$	85,218.48
01/25/2021	29118	ICONIX WATERWORKS (US) INC.	$	17,683.97
01/25/2021	29119	INTERSTATE TRAFFIC CONTROL PRODUCTS, INC.	$	3,447.93
01/25/2021	29120	IRON MOUNTAIN	$	1,095.66
01/25/2021	29121	IRVINE CONSULTING SERVICES, INC.	$	6,362.17
01/25/2021	29122	DUSTIN JAHNS	$	160.15
01/25/2021	29123	GLENNA LOMBARDI	$	91.00
01/25/2021	29124	MASS MUTUAL FINANCIAL GROUP	$	1,050.00
01/25/2021	29125	MTA PARTS, INC.	$	33.82
01/25/2021	29126	OFFICE DEPOT	$	127.06
01/25/2021	29127	ACI PAYMENTS, INC.	$	150.00
01/25/2021	29128	PACIFIC GAS & ELECTRIC CO.	$	28,610.34
01/25/2021	29129	PACIFICA COMMUNITY TV	$	300.00
01/25/2021	29130	PAULO'S AUTO CARE	$	883.36
01/25/2021	29131	PSI WATER TECHNOLOGIES, INC	$	570.00
01/25/2021	29132	PUMP REPAIR SERVICE CO. INC.	$	31,434.77
01/25/2021	29133	RAY A MORGAN COMPANY INC.	$	916.61
01/25/2021	29134	REDWOOD TRADING POST	$	983.03
01/25/2021	29135	ROBERTS & BRUNE CO.	$	2,009.69
01/25/2021	29136	ROGUE WEB WORKS, LLC	$	673.60
01/25/2021	29137	SAN FRANCISCO WATER DEPT.	$	91,155.92
01/25/2021	29138	SAN MATEO CTY PUBLIC HEALTH LAB	$	176.00
01/25/2021	29139	SERVICE PRESS	$	36.18
01/25/2021	29140	STETSON ENGINEERS, INC.	$	2,592.25
01/25/2021	29141	TEAMSTERS LOCAL UNION #856	$	1,331.00
01/25/2021	29142	JAMES TETER	$	3,522.00
01/25/2021	29143	TPX COMMUNICATIONS	$	2,046.63
01/25/2021	29144	TYLER TECHNOLOGIES, INC	$	2,413.60
01/25/2021	29145	UNITED STATES POSTAL SERV.	$	800.00
01/25/2021	29146	UNIVAR SOLUTIONS USA INC.	$	1,720.00
01/25/2021	29147	UNITED PARCEL SERVICE INC.	$	153.13
01/25/2021	29148	UPS STORE	$	446.88
01/25/2021	29149	USA BLUE BOOK	$	386.97
01/25/2021	29150	VALIC	$	5,680.00
01/25/2021	29151	WEST YOST ASSOCIATES, INC	$	2,597.50
01/25/2021	29152	JUAN CARLOS SALAZAR	$	3,360.00
01/25/2021	29153	WIENHOFF & ASSOCIATES, INC.	$	75.00
01/25/2021	29154	AGUEDA SOUSA	$	17.64
01/25/2021	29155	CELINA ARTUSI	$	6.45
01/25/2021	29156	OPERATION WINDMILLS, LLC	$	41.28
		SUBTOTAL CLAIMS FOR MONTH	$	801,829.32

WIRE PAYMENTS

MONTH		VENDOR		AMOUNT
01/08/2021	DFT0000337	PUB. EMP. RETIRE SYSTEM	$	15,640.94
01/22/2021	DFT0000338	PUB. EMP. RETIRE SYSTEM	$	15,727.84
1/31/2021		BANK AND CREDIT CARD FEES	$	7,366.74
		SUBTOTAL WIRE PAYMENTS FOR MONTH	$	38,735.52

TOTAL CLAIMS FOR THE MONTH $ 840,564.84

COASTSIDE COUNTY WATER DISTRICT
CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT
FISCAL YEAR 2020/2021

1/31/2021

* Approved June 2020

		Status	Approved* CIP Budget FY 20/21	Actual To Date FY 20/21	Projected Year-End FY20/21	Variance vs. Budget	% Completed	Project Status/ Comments
Equipment Purchases & Replacement								
06-03	SCADA/Telemetry/Electrical Controls Replacement	ongoing	$ 50,000		$ 50,000	$ -	0%	
19-04	Valve truck	on order	$ 225,000	$ 101,428	$ 225,000	$ -	45%	Board approved September 2020
22-05	Planning Software	open	$ 60,000		$ 60,000	$ -	0%	
Facilities & Maintenance								
99-01	Meter Change Program	ongoing	$ 20,000		$ 20,000	$ -	0%	
Pipeline Projects								
13-02	Pipeline Replacement Under Creek at Pilarcitos Ave (Strawflower)	In design	$ 750,000	$ 57,915	$ 750,000	$ -	0%	CEQA in process
14-01	Highway 92 - Replacement of Welded Steel Line	Open	$ 100,000	$ 35,735	$ 100,000	$ -	36%	for design only
21-10	El Granada Highlands (below Tank #2) Lot Purchase	Closed	$ 500,000	$ 408,595	$ 408,595	$ 91,405	100%	Purchase closed 12.2.2020
Pump Stations / Tanks / Wells								
21-07	District-Wide Tank Improvement Project	Open	$ 600,000	$ 3,075	$ 600,000	$ -	n/a	
21-02	Pilarcitos Reservoir Spillway-Pump/Emergency Generator	On order	$ 100,000	$ 85,480	$ 100,000		0%	Board approved September 2020
19-05	Tanks - THM Control	Ongoing	$ 60,000		$ 60,000		0%	
21-11	Tank Cathodic Protection Project	Open	$ 40,000		$ 40,000	$ -	0%	
Water Supply Development								
14-25	Denniston/San Vicente Water Supply Development	ongoing	$ 300,000	$ 182,453	$ 300,000	$ -	61%	
Water Treatment Plants								
20-14	Nunes Water Treatment Plant Improvement Project	In Design	$ 700,000	$ 503,091	$ 700,000	$ -	D-100%	Design at 100% - will go out to bid early 2021
21-04	Nunes/Denniston Turbidimeter Replacement	Completed	$ 35,000	$ 32,498	$ 32,498	$ 2,502	100%	Board approved August 2020
UNSCHEDULED/NEW CIP ITEMS FOR CURRENT FISCAL YEAR 2020/2021								
NN-00	Unscheduled CIP		$ 100,000		$ 100,000	$ -	0%	
	NEW FY2020/2021 CIP TOTAL		**$ 3,640,000**	**$ 1,410,269**	**$ 3,546,093**	**$ 93,907**		
FY2019/2020 CIP Carryover Projects								
21-08	Asset Management/GIS software	in process	$ 60,000	32,500	$ 60,000	$ -	50%	
20-07	District Office Improvements	in process	$ 60,000	41,754	$ 60,000	$ -	60%	
18-13	Denniston WTP and Tank Road Repairs and Paving	in process	$ 400,000	$ 431,085	$ 431,085	$ (31,085)	100%	
14-01	Highway 92 - Replacement of Welded Steel Line-Phase 1	open	$ 700,000		$ 700,000	$ -	0%	
20-08	Highway 1 Crossings (Silver/Terrace/Grandview/Spindrift)	pre-design	$ 30,000	42,678	$ 42,678	$ (12,678)	15%	
13-05	Denniston WTP and Booster Station Standby Power	in process	$ 300,000	394,857	$ 394,857	$ (94,857)	90%	Partial budget included in FY2019-2020
30-00	Computer Software upgrades	ongoing		9,601	$ 9,601	$ (9,601)		

COASTSIDE COUNTY WATER DISTRICT
CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT
FISCAL YEAR 2020/2021

1/31/2021

* Approved June 2020

		Status	Approved* CIP Budget FY 20/21	Actual To Date FY 20/21	Projected Year-End FY20/21	Variance vs. Budget	% Completed	Project Status/ Comments
08-08	PRV Replacement Program	in process		19,077	$ 19,077	$ (19,077)		
20-17	Garcia Avenue Emergency Pipeline Replacement	closed		25,088	$ 25,088	$ (25,088)	100%	
14-27	Grandview 2 Inch Replacement	in design		4,973	$ 4,973	$ (4,973)	90%	
18-01	Pine Willow Oak Pipeline Replacement	in design		4,992	$ 4,992	$ (4,992)	90%	
	FY2019/2020 CARRYOVER PROJECTS		**$ 1,550,000**	**$ 1,006,605**	**$ 1,752,351**	**$ (202,351)**		

Green = approved by the Board/in process

	TOTAL - FY 2020/2021 CIP + PRIOR YEAR CARRYOVER		**$ 5,190,000**	**$ 2,416,874**	**$ 5,298,444**	**$ (108,444)**		

COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
January 31, 2021

RESERVE BALANCES	**Current Year as of 1/31/2021**	**Prior Year as of 1/31/2020**
CAPITAL AND OPERATING RESERVE	$8,964,736.34	$8,700,651.96
RATE STABILIZATION RESERVE	$250,000.00	$250,000.00
TOTAL DISTRICT RESERVES	**$9,214,736.34**	**$8,950,651.96**

ACCOUNT DETAIL

ACCOUNTS WITH TRI COUNTIES BANK		
CHECKING ACCOUNT	$3,797,484.51	$3,630,142.17
CSP T & S ACCOUNT	$136,644.61	$104,541.72
MONEY MARKET GEN. FUND (Opened 7/20/17)	$19,448.36	$19,445.14
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	$5,260,358.86	$5,195,722.93
DISTRICT CASH ON HAND	$800.00	$800.00
TOTAL ACCOUNT BALANCES	**$9,214,736.34**	**$8,950,651.96**

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

Coastside County Water District

Monthly Budget Report

Account Summary

For Fiscal: 2020-2021 Period Ending: 01/31/2021

		January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
Revenue										
RevType: 1 - Operating										
1-4120-00	Water Revenue	765,767.00	756,096.63	-9,670.37	-1.26 %	7,419,088.00	7,824,889.86	405,801.86	5.47 %	12,368,134.00
	Total RevType: 1 - Operating:	**765,767.00**	**756,096.63**	**-9,670.37**	**-1.26 %**	**7,419,088.00**	**7,824,889.86**	**405,801.86**	**5.47 %**	**12,368,134.00**
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	4,165.00	4,244.12	79.12	1.90 %	29,155.00	42,581.47	13,426.47	46.05 %	50,000.00
1-4180-00	Late Notice - 10% Penalty	4,000.00	0.00	-4,000.00	-100.00 %	4,000.00	-2.89	-4,002.89	-100.07 %	25,000.00
1-4230-00	Service Connections	833.00	834.21	1.21	0.15 %	5,831.00	4,732.97	-1,098.03	-18.83 %	10,000.00
1-4920-00	Interest Earned	4,688.00	2,804.33	-1,883.67	-40.18 %	32,813.00	21,529.43	-11,283.57	-34.39 %	56,250.00
1-4930-00	Tax Apportionments/County Checks	0.00	481.95	481.95	0.00 %	425,000.00	507,997.07	82,997.07	19.53 %	750,000.00
1-4950-00	Miscellaneous Income	0.00	0.00	0.00	0.00 %	3,500.00	96.78	-3,403.22	-97.23 %	7,000.00
1-4955-00	Cell Site Lease Income	15,250.00	12,679.40	-2,570.60	-16.86 %	102,250.00	106,757.56	4,507.56	4.41 %	179,000.00
1-4965-00	ERAF Refund - County Taxes	200,000.00	281,881.16	81,881.16	40.94 %	375,000.00	514,573.85	139,573.85	37.22 %	375,000.00
	Total RevType: 2 - Non-Operating:	**228,936.00**	**302,925.17**	**73,989.17**	**32.32 %**	**977,549.00**	**1,198,266.24**	**220,717.24**	**22.58 %**	**1,452,250.00**
	Total Revenue:	**994,703.00**	**1,059,021.80**	**64,318.80**	**6.47 %**	**8,396,637.00**	**9,023,156.10**	**626,519.10**	**7.46 %**	**13,820,384.00**
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	55,427.00	89,393.92	-33,966.92	-61.28 %	1,776,755.00	1,867,436.36	-90,681.36	-5.10 %	2,341,560.00
1-5230-00	Nunes T P Pump Expense	3,417.00	2,840.68	576.32	16.87 %	23,915.00	27,373.87	-3,458.87	-14.46 %	41,000.00
1-5231-00	CSP Pump Station Pump Expense	6,000.00	1,611.78	4,388.22	73.14 %	252,000.00	250,627.55	1,372.45	0.54 %	350,000.00
1-5232-00	Other Trans. & Dist Pump Expense	1,750.00	1,535.25	214.75	12.27 %	12,250.00	14,670.10	-2,420.10	-19.76 %	21,000.00
1-5233-00	Pilarcitos Canyon Pump Expense	7,500.00	7,435.32	64.68	0.86 %	25,600.00	19,172.14	6,427.86	25.11 %	43,000.00
1-5234-00	Denniston T P Pump Expense	11,000.00	9,982.75	1,017.25	9.25 %	55,000.00	23,110.69	31,889.31	57.98 %	110,000.00
1-5242-00	CSP Pump Station Operations	1,375.00	512.04	862.96	62.76 %	9,625.00	4,512.26	5,112.74	53.12 %	16,500.00
1-5243-00	CSP Pump Station Maintenance	3,083.00	2,564.74	518.26	16.81 %	21,581.00	18,251.11	3,329.89	15.43 %	37,000.00
1-5246-00	Nunes T P Operations - General	7,500.00	4,532.99	2,967.01	39.56 %	52,500.00	52,517.70	-17.70	-0.03 %	90,000.00
1-5247-00	Nunes T P Maintenance	10,417.00	7,985.52	2,431.48	23.34 %	72,915.00	92,890.50	-19,975.50	-27.40 %	125,000.00
1-5248-00	Denniston T P Operations-General	4,583.00	496.19	4,086.81	89.17 %	32,085.00	9,748.47	22,336.53	69.62 %	55,000.00
1-5249-00	Denniston T.P. Maintenance	8,000.00	8,367.38	-367.38	-4.59 %	92,000.00	86,821.11	5,178.89	5.63 %	132,000.00
1-5250-00	Laboratory Expenses	6,250.00	3,960.39	2,289.61	36.63 %	43,750.00	27,776.55	15,973.45	36.51 %	75,000.00
1-5260-00	Maintenance - General	27,000.00	36,879.94	-9,879.94	-36.59 %	195,500.00	197,973.78	-2,473.78	-1.27 %	348,500.00
1-5261-00	Maintenance - Well Fields	1,000.00	31,434.77	-30,434.77	-3,043.48 %	16,000.00	33,344.75	-17,344.75	-108.40 %	30,000.00
1-5263-00	Uniforms	0.00	695.98	-695.98	0.00 %	5,000.00	9,017.65	-4,017.65	-80.35 %	10,000.00
1-5318-00	Studies/Surveys/Consulting	15,000.00	3,575.50	11,424.50	76.16 %	75,000.00	41,432.45	33,567.55	44.76 %	150,000.00
1-5321-00	Water Resources	2,167.00	-1,000.00	3,167.00	146.15 %	15,165.00	-846.06	16,011.06	105.58 %	26,000.00

		January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
1-5322-00	Community Outreach	1,400.00	300.00	1,100.00	78.57 %	21,400.00	12,932.41	8,467.59	39.57 %	58,400.00
1-5381-00	Legal	8,333.00	11,460.00	-3,127.00	-37.53 %	58,331.00	63,286.50	-4,955.50	-8.50 %	100,000.00
1-5382-00	Engineering	5,500.00	1,533.92	3,966.08	72.11 %	38,500.00	45,792.42	-7,292.42	-18.94 %	66,000.00
1-5383-00	Financial Services	2,000.00	1,659.00	341.00	17.05 %	13,000.00	10,632.00	2,368.00	18.22 %	22,000.00
1-5384-00	Computer Services	17,625.00	13,654.48	3,970.52	22.53 %	123,375.00	127,384.89	-4,009.89	-3.25 %	211,500.00
1-5410-00	Salaries/Wages-Administration	101,942.00	78,026.86	23,915.14	23.46 %	713,594.00	567,127.36	146,466.64	20.53 %	1,223,311.00
1-5411-00	Salaries & Wages - Field	125,117.00	117,062.29	8,054.71	6.44 %	875,819.00	868,039.67	7,779.33	0.89 %	1,501,400.00
1-5420-00	Payroll Tax Expense	15,975.00	4,368.30	11,606.70	72.66 %	111,825.00	80,781.97	31,043.03	27.76 %	191,701.00
1-5435-00	Employee Medical Insurance	43,588.00	40,796.88	2,791.12	6.40 %	293,458.00	273,875.57	19,582.43	6.67 %	511,400.00
1-5436-00	Retiree Medical Insurance	5,933.00	4,534.95	1,398.05	23.56 %	39,899.00	34,653.41	5,245.59	13.15 %	69,562.00
1-5440-00	Employees Retirement Plan	41,353.00	38,758.20	2,594.80	6.27 %	289,471.00	273,984.96	15,486.04	5.35 %	496,240.00
1-5445-00	Supplemental Retirement 401a	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	35,000.00
1-5510-00	Motor Vehicle Expense	6,250.00	5,550.71	699.29	11.19 %	43,750.00	39,756.58	3,993.42	9.13 %	75,000.00
1-5620-00	Office & Billing Expenses	28,792.00	30,602.12	-1,810.12	-6.29 %	211,540.00	205,040.80	6,499.20	3.07 %	363,500.00
1-5625-00	Meetings / Training / Seminars	2,750.00	75.00	2,675.00	97.27 %	19,250.00	5,069.84	14,180.16	73.66 %	33,000.00
1-5630-00	Insurance	13,250.00	12,317.22	932.78	7.04 %	92,750.00	84,118.46	8,631.54	9.31 %	159,000.00
1-5687-00	Membership, Dues, Subscript.	7,092.00	3,541.32	3,550.68	50.07 %	49,640.00	61,215.77	-11,575.77	-23.32 %	85,100.00
1-5688-00	Election Expenses	0.00	0.00	0.00	0.00 %	30,000.00	0.00	30,000.00	100.00 %	30,000.00
1-5689-00	Labor Relations	500.00	0.00	500.00	100.00 %	3,500.00	0.00	3,500.00	100.00 %	6,000.00
1-5700-00	San Mateo County Fees	2,100.00	0.00	2,100.00	100.00 %	14,500.00	17,110.42	-2,610.42	-18.00 %	25,000.00
1-5705-00	State Fees	3,000.00	12,959.00	-9,959.00	-331.97 %	21,000.00	28,300.70	-7,300.70	-34.77 %	36,500.00
	Total ExpType: 1 - Operating:	**603,969.00**	**590,005.39**	**13,963.61**	**2.31 %**	**5,841,243.00**	**5,574,934.71**	**266,308.29**	**4.56 %**	**9,301,174.00**
ExpType: 4 - Capital Related										
1-5715-00	Debt Service/CIEDB 11-099	67,014.00	67,014.00	0.00	0.00 %	335,825.00	335,825.40	-0.40	0.00 %	335,825.00
1-5716-00	Debt Service/CIEDB 2016	88,388.00	88,387.69	0.31	0.00 %	323,357.00	323,356.50	0.50	0.00 %	323,357.00
1-5717-00	Chase Bank - 2018 Loan	0.00	0.00	0.00	0.00 %	370,586.00	370,586.23	-0.23	0.00 %	433,567.00
	Total ExpType: 4 - Capital Related:	**155,402.00**	**155,401.69**	**0.31**	**0.00 %**	**1,029,768.00**	**1,029,768.13**	**-0.13**	**0.00 %**	**1,092,749.00**
	Total Expense:	**759,371.00**	**745,407.08**	**13,963.92**	**1.84 %**	**6,871,011.00**	**6,604,702.84**	**266,308.16**	**3.88 %**	**10,393,923.00**
	Report Total:	**235,332.00**	**313,614.72**	**78,282.72**		**1,525,626.00**	**2,418,453.26**	**892,827.26**		**3,426,461.00**

Legal Cost Tracking Report
12 Months At-A-Glance

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

Month	Admin (General Legal Fees)	Water Supply Develpmnt	Recycled Water	Transfer Program	CIP	LABOR & EMPLOYMENT	Election (CVRA)	Litigation	Infrastructure Project Review (Reimbursable)	TOTAL
Jan-20	12,289						8,071			20,360
Feb-20	4,256	1,855		245			2,527			8,883
Mar-20	3,990	1,295				1,050	840			7,175
Apr-20	6,353	1,085				665				8,103
May-20	4,011					840				4,851
Jun-20	4,248			70		1,085				5,403
Jul-20	6,940			1,061						8,001
Aug-20	13,125	1,715		270						15,110
Sep-20	10,699			759						11,458
Oct-20	6,655			313	3,351					10,319
Nov-20	8,517			287	2,049	1,260				12,113
Dec-20	10,460			243	265					10,968
TOTAL	**91,541**	**5,950**	**0**	**3,248**	**5,665**	**4,900**	**11,438**	**0**	**0**	**122,742**

Engineer Cost Tracking Report
12 Months At-A-Glance

Acct. No. 5682
JAMES TETER
Engineer

Month	Admin & Retainer	CIP	Studies & Projects	TOTAL	Reimburseable from Projects
Mar-20	480	4,563		**5,043**	
Apr-20	480			**480**	
May-20	480			**480**	
Jun-20	480		1,268	**1,748**	1,268
Jul-20	480		1,183	**1,663**	1,183
Aug-20	480		3,803	**4,283**	3,803
Sep-20	480		169	**649**	169
Oct-20	480		1,494	**1,974**	1,494
Nov-20	480		845	**1,325**	845
Dec-20	480		169	**649**	169
Jan-21	480		3,042	**3,522**	3,042
TOTAL	**5,280**	**4,563**	**11,972**	**21,815**	**11,972**

Calcon T&M Projects Tracking

1/31/2021

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Actual thru 6/30/20	Project Billings FY2020-2021
Closed Projects:							
CAL-13-01	EG Tank 2 Recoating Project	Closed	9/30/13	10/8/13	$8,220.00	$ 8,837.50	
CAL-13-02	Nunes Control System Upgrades	Closed	9/30/13	10/8/13	$46,141.00	$ 55,363.60	
CAL-13-03	Win 911 and PLC Software	Closed	9/30/13	10/8/13	$9,717.00	$ 12,231.74	
CAL-13-04	Crystal Springs Surge Tank Retrofit	Closed	11/26/13	11/27/13	$31,912.21	$ 66,572.54	
CAL-13-06	Nunes Legacy Backwash System Removal	Closed	11/25/13	11/26/13	$6,516.75	$ 6,455.00	
CAL-13-07	Denniston Backwash FTW Valves	Closed	11/26/13	11/27/13	$6,914.21	$ 9,518.28	
CAL-14-01	Denniston Wash Water Return Retrofit	Closed	1/28/14	2/14/14	$13,607.00	$ 13,591.60	
CAL-14-02	Denniston Calrifier SCADA Data	Closed	4/2/14	4/7/14	$4,125.00	$ 4,077.50	
CAL-14-03	Nunes Surface Scatter Turbidimeter	Closed	4/2/14	4/7/14	$2,009.50	$ -	
CAL-14-04	Phase I Control System Upgrade	Closed	4/2/14	4/7/14	$75,905.56	$ 44,459.14	
CAL-14-06	Miramar Control Panel	Closed	8/28/14	8/28/14	$37,953.00	$ 27,980.71	
CAL-14-08	SFWater Flow & Data Logger/Cahill Tank	Closed	8/20/2014	8/20/2014	$1,370.00	$ 1,372.00	
CAL-15-01	Main Street Monitors	Closed				$ 6,779.42	
CAL-15-02	Dennistion To Do List	Closed				$ 2,930.00	
CAL-15-03	Nunes & Denniston Turbidity Meters	Closed			$6,612.50	$ 12,536.12	
CAL-15-04	Phase II Control System Upgrade	Closed	6/23/2015	8/11/2015	$195,000.00	$ 202,227.50	
CAL-15-05	Permanganate Water Flow	Closed				$ 1,567.15	
CAL-16-04	Radio Network	Closed	12/9/2016	1/10/2017	$126,246.11	$ 139,200.68	
CAL-16-05	El Granada Tank No. 3 Recoating	Closed	12/16/2016		$6,904.50	$ 6,845.00	
CAL-17-03	Nunes Valve Control	Closed	6/29/2017	7/11/2017	$73,281.80	$ 79,034.35	
CAL-17-04	Denniston Booster Pump Station	Closed	7/27/2017	8/8/2017	$21,643.75	$ 29,760.00	
CAL-17-05	Crystal Springs Pump Station #3 Soft Start	Closed	7/27/2017	8/8/2017	$12,213.53	$ 12,178.13	
CAL-18-04	Tank Levels Calibration Special	Closed	3/5/2018	3/5/2018	$8,388.75	$ 10,700.00	
CAL-18-05	Pilarcitos Stream Flow Gauge -Well 1 120 Service Power	Closed	3/22/2018	3/22/2018	$3,558.13	$ 3,997.40	
CAL-17-06	Nunes Flocculartor & Rapid Mix VFD Panels	Closed	12/6/2017	12/12/2017	$29,250.75	$ 30,695.66	
CAL-17-01	Crystal Springs Leak Valve Control	Closed	2/8/2017	2/14/2017	$8,701.29	$ 18,055.88	
CAL-17-02	Crystal Springs Requirements & Addtl Controls	Closed	2/8/2017	2/14/2017	$38,839.50	$ 41,172.06	
CAL-18-02	Nunes Plant HMI V2	Closed	11/12/2018		$10,913.14	$ 9,434.90	
CAL-18-03	CSP Breakers & Handles		3/7/2018	3/7/2018	$25,471.47	$ 49,837.52	
CAL-18-06	Nunes VFD Project		9/6/2018	9/6/2018	$2,381.51	$ 895.50	
CAL-19-01	CSP Cla-Val Power Checks		2/4/2019	2/4/2019	$15,067.91	$ 40,475.94	
CAL-19-02	CSP Wet Well		4/1/2019	4/1/2019	$12,960.24	$ 12,853.20	
CAL-19-03	Pilarcitos Flow Meter Project		4/1/2019	4/1/2019	$14,493.75	$ 17,616.84	
	CSP Main Breaker						
CAL-19-04	SCADA Systems		10/15/2019	10/15/2019	$104,000.00	$ 114,250.00	
	Spare 350/500 Pumps					$ 3,327.09	
	CSP Main Breaker					$ 5,220.00	
		Closed Projects - Subtotal (pre FY2019-2021)			$960,319.86	$1,102,049.95	
FY 2020-2021 Open Projects:							
		Open Projects - Subtotal			$0.00	$0.00	$0.00
Other: Maintenance							
	Tanks						
	Crystal Springs Maintenance						$ 1,639.94
	Nunes Maintenance						$ 23,708.96
	Denniston Maintenance						$ 14,371.37
	Distribution System						$ 34,669.93
	Wells						
		Subtotal Maintenance					$ 74,390.20
		TOTAL FY 2020/21					$ 74,390.20

EKI Environment & Water
Engineering Services Billed Through January 31, 2021

		Contract Date	Not to Exceed Budget	Status	FY 2018-2019	FY 2019-2020	FY2020-2021
CIP Project Management							
Fiscal Year 2018-2019		10.19.2018	$ 25,000.00	Complete			
Fiscal Year 2018-2019		1.14.2019	$ 40,000.00	Complete			
Fiscal Year 2018-2019		3.12.2019	$ 75,000.00	Complete			
Fiscal Year 2019-2020		7.29.2019	$ 180,000.00	Open	$ 123,410.00	$ 104,108.97	$ 1,138.80
Pipeline Projects (Ferdinand) - T2			$ 2,000.00		$ 18,220.42	$ 13,476.55	
Tank Seismic Projects - T3					$ 16,676.92	$ 19,249.53	
Hydraulic Modeling - T4					$ (4,385.04)	$ 20,570.20	
Fiscal Year 2020-2021		8.13.2020	$ 100,000.00				$ 48,135.06
Sub Total - CIP Project Management Services			$ 422,000.00		$ 163,452.66	$ 157,405.25	$ 49,273.86
Highway 1 South Pipeline Replacement Project	**16-02**	9.20.2018	$ 25,000.00	Complete	$ 17,680.45		
Ferdinand Avenue Pipeline Replacement Design	**14-31**	2.12.2019	$ 29,000.00	Complete	$ 27,824.37	$ 1,169.10	
Casa Del Mar Main Replacement (Phase 1) and Grand Boulevard Pipeline/PRV Loop Design	**14-32**	2.12.2019	$ 28,500.00	Complete	$ 27,297.34	$ 1,195.22	
Denniston Culvert Replacement and Paving Project Design	**18-13**	7.1.2019	$ 16,400.00	Open	$ 804.96	$ 21,296.34	
Denniston Culvert Replacement-Engineering Services during Construction	**18-13**	7.8.2020	$ 48,800.00	Complete			$ 47,647.17
Construction Inspection Services for Ferdinand Avenue Water Main Replacement Project	**14-31**	7.1.2019	$ 32,300.00	Complete		$ 32,300.00	
Pine Willow Oak Water Main Replacement Project	**18-01**	7.29.2019	$ 69,700.00	Open		$ 49,906.63	$ 4,991.74
Grandview Water Main Replacement Project (Design, Bid Support, construction support)	**14-27**	7.29.2019	$ 56,100.00	Open		$ 42,095.19	$ 4,972.76
Pilarcitos Creek Crossing Water Main Replacement Preliminary Design	**13-02**	8.27.2019	$ 104,600.00	Complete		$ 95,332.59	
Pilarcitos Creek Crossing Water Main Replacement Design	**13-02**	7.14.2020	$ 82,900.00	Open			$ 25,759.88
Grandview/Silver/Terrace/Spindrift Under Hwy 1 PreDesign	**20-08**	10.15.2019	$ 59,600.00	Open		$ 18,217.30	$ 38,402.87
Total - All Services			**$ 974,900.00**		**$ 237,059.78**	**$ 418,917.62**	**$ 171,048.28**

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

January 12, 2021

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, as revised on March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Boardroom was not open for the January 12, 2021 Regular Meeting of the Coastside County Water District. The Regular Meeting was conducted remotely via teleconference.

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

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

Also participating: Mary Rogren, General Manager, Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations; Cathleen Brennan, Water Resource Analyst; Gina Brazil, Office Manager, Denise Ford, Administrative Assistant/Recording Secretary, and Nancy Trujillo, Accounting Manager.

Jeff Palmer, Supervisor, Fedak & Brown LLP, was identified as a participant in the meeting.

Members of the public: David Dickson.

2) **PLEDGE OF ALLEGIANCE**

3) PUBLIC COMMENT – There were no public comments.

4) CONSENT CALENDAR

A. Approval of disbursements for the month ending December 31, 2020:
   Claims: $833,529.93; Payroll: $175,499.03 for a total of $1,009,028.96
B. Acceptance of Financial Reports
C. Approval of Minutes of December 8, 2020 Regular Board of Directors Meeting

D. Approval of Minutes of December 22, 2020 Special Closed Session Meeting of Board of Directors
E. Installed Water Connection Capacity and Water Meters Report
F. Total CCWD Production Report
G. CCWD Monthly Sales by Category Report-December 2020
H. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
I. Monthly Rainfall Reports
J. SFPUC Hydrological Report for the Month of November 2020
K. Request for Board to Provide Authorization to Write Off Bad Debts for Fiscal Year Ending 2019-2020
L. Water Service Connection Transfer Report – December 2020

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

Amendments to item A and item C:

Item A. In the January 12, 2021 Agenda it stated Vice-President Feldman reviewed the December monthly financial claims when it was President Reynolds who reviewed the claims.

Item C. Director Coverdell said that in the December 8 Board meeting, under the Special Order of Business, it should state the Directors who took the Oath of Office were appointed, not re-elected, to their positions. Directors Coverdell, Reynolds and Muller ran unopposed and therefore were appointed, in lieu of election.

A. ON MOTION BY Director Mickelsen and seconded by Vice-President Feldman, the Board voted by roll call vote to approve the Consent Calendar with the amendments to item A. Approval of disbursements for the month ending December 31, 2020, to reflect President Reynolds had reviewed the December financial claims not Vice-President Feldman as was original stated in the January 12, 2021 Agenda and amendment to item C. Approval of Minutes of December 8, 2020 Regular Board of Directors Meeting to reflect under the Special Order of Business, that the Directors who took the Oath of Office were appointed in lieu of election.

Director Muller	**Aye**
President Reynolds	**Aye**
Director Coverdell	**Aye**
Vice-President Feldman	**Aye**
Director Mickelsen	**Aye**

5) MEETINGS ATTENDED/DIRECTOR COMMENTS

Director Coverdell reported on the snowpack being thin at very high elevations in the Central Sierras.

6) GENERAL BUSINESS

A. Coastside County Water District Basic Financial Statements and Independent Auditor's Report for the Fiscal Year Ended June 30, 2020

Ms. Rogren introduced Jeff Palmer, with Fedak & Brown LLP, the District's Independent Auditor. Mr. Palmer gave a presentation, detailing the audit standards including assessing the District's internal controls, agreeing with balances to support documentation and to perform analysis of key relationships. He reported the results, an unmodified "clean" opinion with regards to the financial position of the District in all material respects. Mr. Palmer reported that based on the findings of their audit, no material weaknesses within the District's internal control structure were identified. He also summarized the communication to the governing board and reviewed the financial highlights in terms of assets, liabilities, and the District's net position, and answered a few questions from the Board.

ON MOTION BY Vice-President Feldman and seconded by Director Mickelsen, the Board voted by roll call vote to accept the Coastside County Water District Basic Financial Statements and Independent Auditor's Report for Fiscal Year Ended June 30, 2020.

Director Muller	**Aye**
President Reynolds	**Aye**
Director Coverdell	**Aye**
Vice-President Feldman	**Aye**
Director Mickelsen	**Aye**

B. Quarterly Financial Review

Ms. Rogren referenced the Period Budget Analysis and summarized the year-to-date revenue and expenses for the first six months of Fiscal Year 2020-2021. She reviewed the key highlights including the year-to-date total revenue being $562,000 above budget and total expenses being $252,000 or 4.8% below budget. Ms. Rogren also recapped the Capital Improvement Projects, noting that for the first six months of the 2020-2021 Fiscal Year, the District spent $2,156,000 in Capital Improvement Projects.

C. Review District Board Committees. Consider and Approve Appointments of Board Members to the Coastside County Water District Board Committees, and Appointment of District Representatives to External Organizations and Associations. Consider and Approve Establishment of New Advisory Committees(s) and External Organization Representative (s).

President Reynolds opened the discussion asking for input on what committees each Board member would be interested in sitting on. Discussion ensued about the purpose and function of each Board Advisory Committee and each director's interest in the 2021 Board Committees and assignments of District representatives to external organizations.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to approve the 2021 District Board Committees and assignment of District representatives to external organizations and associations, with the updated changes to include: 1) Director Muller to serve on the District's Human Resources Committee with Director Feldman; 2) Directors Coverdell and Muller to serve on the District's Recycled Water Advisory Committee; 3) the establishment of a new Urban Water Management Plan Advisory Committee, and Directors Mickelsen and Feldman to serve on this committee; 4) the disbandment of the Montara Water & Sanitary District Mutual Interest Advisory Committee; 5) Director Feldman to serve as the District representative both to the Association of California Water Agencies (ACWA) and to the ACWA Joint Powers Insurance Authority (ACWA/JPIA); 6) Director Muller to serve as the District representative to the California Special District Association (CSDA); 7) and President Reynolds to serve as the District representative to the American Water Works Association (AWWA.) .

Director Muller	**Aye**
President Reynolds	**Aye**
Director Coverdell	**Aye**
Vice-President Feldman	**Aye**
Director Mickelsen	**Aye**

D. <u>Appointment of CCWD Board Member Representative Alternative(s) to participate in San Mateo Local Agency Formation Commission (LAFCo) election of officers.</u>

President Reynolds reminded the Board that this is an annual exercise where the District designates each of the other members of the Board as an alternate to participate in LAFCo's election of officers if the Board President is not available.

ON MOTION BY President Reynolds and seconded by Director Coverdell, the Board voted by roll call vote to appoint CCWD Board Member Representative alternative(s) by name: Vice-President Feldman, and Directors Coverdell, Mickelsen, and Muller to participate in San Mateo Local Agency Formation Commission (LAFCo) election officers.

Director Muller	**Aye**
President Reynolds	**Aye**
Director Coverdell	**Aye**
Vice-President Feldman	**Aye**
Director Mickelsen	**Aye**

E. Future Strategic Planning Workshop

The President and several Directors have expressed interest at recent Board meetings to have a strategic planning session in the near future. The last Strategic Planning and Priority Setting Workshop with the District's Board occurred in March 2017. The top priorities identified by the Board at that session primarily focused on long range water supply planning. A discussion ensued around when to have the next workshop. Due to COVID-19, it makes meeting in person difficult. The Board agreed to revisit this at the next meeting.

F. Approve the Extension of Certain COVID-19 Related Temporary Employee Benefits Set Forth in the Families First Coronovirus Response Act Through June 30, 2021

In March 2020, the Federal government enacted the Families First Coronavirus Response Act (FFCRA) which required the District to provide its employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The provisions of the FFCRA applied through December 31, 2020 and included 80 hours of COVID-19 related emergency paid sick leave. The extension would grant the District employees six more months to use the 80 hours of COVID-19 related sick leave originally provided under the FFCRA.

ON MOTION BY Director Muller and seconded by Vice-President Feldman, the Board voted by roll call vote to approve the extension of the period during which employees may take paid leave for certain COVID-19 related reasons, similar to paid leave benefits as provided by the District in accordance with the Families First Coronavirus Response Act (FFCRA), through June 30, 2021. The six-month extension does not expand the 80 hours of Emergency Paid Sick Leave but does grant District employees six more months to use the original 80 hours provided under the FFCRA.

Director Muller	**Aye**
President Reynolds	**Aye**
Director Coverdell	**Aye**
Vice-President Feldman	**Aye**
Director Mickelsen	**Aye**

7) **MONTHLY INFORMATION REPORTS**

A. General Manager's Report

Ms. Rogren briefly highlighted BAWSCA's interests in the proposed Tuolumne River Voluntary Agreement.

B. Superintendent of Operations Report

Mr. Derbin summarized operations highlights for the month of December 2020.

C. Water Resources Report

Ms. Brennan explained the District is required to notify the city and the county within our service area that the District will be reviewing the Urban Water Management Plan (UWMP) and considering amendments or changes. This must be done at least 60 days prior to the public hearing.

8) DIRECTOR AGENDA ITEMS-REQUESTS FOR FUTURE BOARD MEETINGS

President Reynolds wanted to know how the District was resolving the non-payment of services from customers and suggested this as a possible agenda item for next month.

9) ADJOURNMENT-The Board Meeting was adjourned at 8:43 p.m.

Respectfully submitted,

_____
Mary Rogren, General Manager
Secretary to the District

_____
Glenn Reynolds, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT

Installed Water Connection Capacity & Water Meters

FY 2021 Meters

Installed Water Meters	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
HMB Non-Priority													
0.5" capacity increase													
5/8" meter	1				1		3						**5**
3/4" meter													
1" meter													
1 1/2" meter													
2" meter													
3" meter													
HMB Priority													
0.5" capacity increase													
5/8" meter													
3/4" meter													
1" meter													
1 1/2" meter													
2" meter													
County Non-Priority													
0.5" capacity increase													
5/8" meter	1	2					1						**4**
3/4" meter													
1" meter													
County Priority													
5/8" meter													
3/4" meter													
1" meter													
1.5" meter													
Totals	2	2	0	0	1	0	4						**9**

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

FY 2020 Capacity (5/8" connection equivalents)	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
HMB Non-Priority	1				1		3						**5**
HMB Priority													
County Non-Priority	1	2					1						**4**
County Priority													
Total	2	2	0	0	1	0	4						**9**

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2021

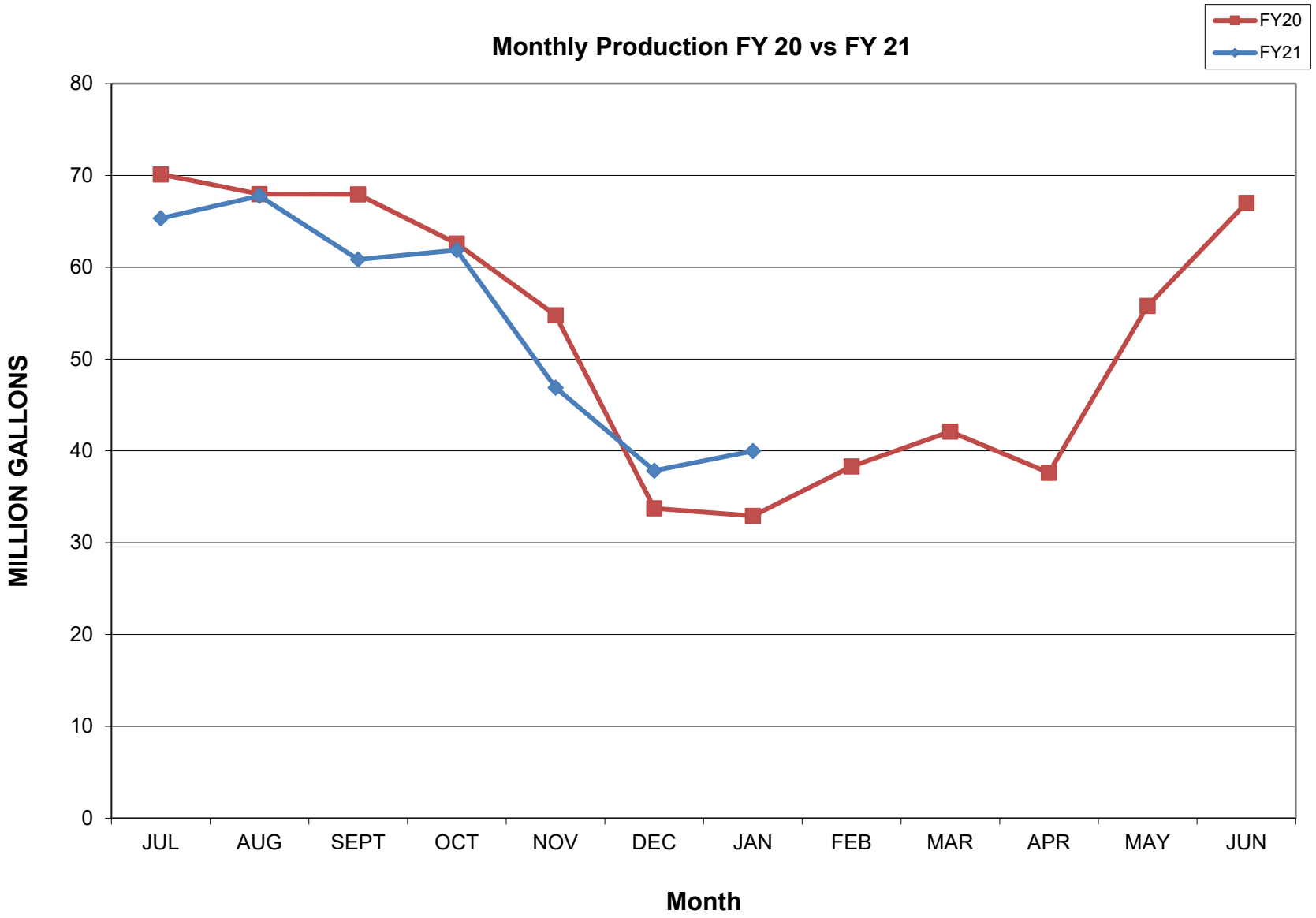
	CCWD Sources			SFPUC Sources				
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR	RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
JUL	0.02	2.83	0.00	28.80	36.06	67.69	2.35	65.34
AUG	0.00	0.00	0.00	49.75	20.27	70.02	2.25	67.78
SEPT	0.00	0.00	0.00	1.31	60.84	62.15	1.31	60.84
OCT	0.00	0.00	0.00	0.00	63.97	63.97	2.11	61.86
NOV	0.00	0.00	3.91	14.39	29.52	47.82	0.93	46.90
DEC	2.26	10.94	11.17	14.25	4.16	42.78	2.67	40.11
JAN	1.73	19.57	11.06	1.99	10.86	45.21	3.50	41.71
FEB								
MAR								
APR								
MAY								
JUN								
TOTAL	4.01	33.34	26.14	110.49	225.68	399.64	15.11	384.53
% MONTHLY TOTAL	3.8%	43.3%	24.5%	4.4%	24.0%	100.0%	7.7%	92.3%
% ANNUAL TO DATE TOTAL	1.0%	8.3%	6.5%	27.6%	56.5%	100.0%	3.8%	96.2%

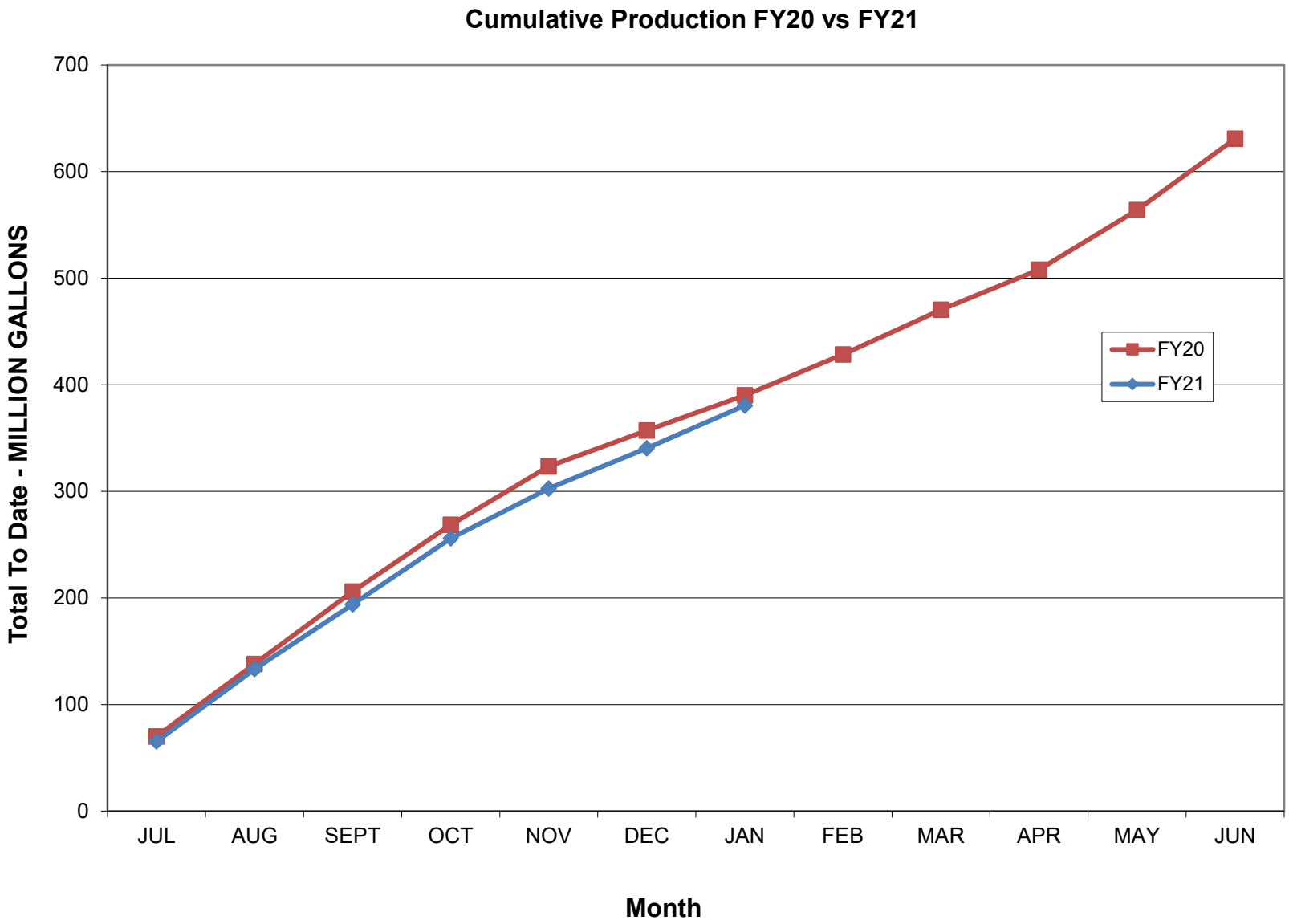
CCWD vs SFPUC- month	71.6%
CCWD vs SFPUC- annual	15.9%

12 Month Running Treated Total **625.37**

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2020

	CCWD Sources			SFPUC Sources				
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR	RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
JUL	1.61	28.25	0.00	22.27	20.58	72.71	2.58	70.13
AUG	1.44	22.18	0.00	20.20	26.36	70.18	2.21	67.97
SEPT	1.43	19.67	0.00	19.19	30.98	71.27	3.32	67.95
OCT	0.27	5.45	0.00	9.91	48.70	64.33	1.74	62.59
NOV	0.17	19.16	8.61	0.00	29.39	57.33	2.56	54.77
DEC	0.02	18.87	13.91	0.00	4.10	36.90	3.16	33.74
JAN	0.00	18.92	14.65	0.00	1.79	35.36	2.45	32.92
FEB	1.69	27.02	12.07	1.73	0.23	42.74	4.44	38.30
MAR	0.89	18.88	13.07	3.63	8.30	44.77	2.66	42.11
APR	0.07	16.42	0.00	14.09	10.06	40.64	3.01	37.63
MAY	0.24	18.20	0.00	0.00	41.16	59.60	3.82	55.79
JUN	1.35	10.60	0.00	0.00	58.81	70.76	3.74	67.02
TOTAL	9.18	223.62	62.31	91.02	280.46	666.59	35.68	630.92
% TOTAL	1.4%	33.5%	9.3%	13.7%	42.1%	100.0%	5.35%	0.0%


Monthly Production FY 20 vs FY 21
FY20
FY21
MILLION GALLONS
80
70
60
50
40
30
20
10
0
JUL
AUG
SEPT
OCT
NOV
DEC
JAN
FEB
MAR
APR
MAY
JUN
Month


Cumulative Production FY20 vs FY21
Total To Date - MILLION GALLONS
700
600
500
400
300
200
100
0
JUL
AUG
SEPT
OCT
NOV
DEC
JAN
FEB
MAR
APR
MAY
JUN
Month
FY20
FY21

Coastside County Water District Monthly Sales By Category (MG)
FY2021

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	34.24	32.73	32.19	32.12	28.27	26.25	24.28						**210.08**
COMMERCIAL	2.86	2.67	2.64	3.03	2.58	2.38	2.22						**18.38**
RESTAURANT	1.01	1.06	1.01	1.19	1.06	0.85	0.65						**6.83**
HOTELS/MOTELS	2.19	2.04	2.02	2.13	1.71	1.19	1.04						**12.32**
SCHOOLS	0.76	0.68	0.61	0.67	0.46	0.25	0.22						**3.65**
MULTI DWELL	3.14	3.01	2.83	2.98	2.70	2.52	2.48						**19.67**
BEACHES/PARKS	0.76	0.85	0.60	0.52	0.57	0.35	0.37						**4.01**
AGRICULTURE	5.31	4.65	4.73	5.92	4.42	3.66	3.10						**31.80**
RECREATIONAL	0.24	0.24	0.23	0.23	0.20	0.17	0.17						**1.49**
MARINE	0.64	0.59	0.53	0.56	0.46	0.55	0.45						**3.79**
RES. IRRIGATION	1.70	1.66	1.56	1.51	1.10	0.69	0.39						**8.61**
DETECTOR CHECKS	0.01	0.00	0.01	0.01	0.00	0.01	0.01						**0.05**
NON-RES. IRRIGATION	6.73	5.04	2.23	2.31	1.26	0.31	0.21						**18.09**
RAW WATER	7.92	6.89	7.00	8.07	6.82	5.72	0.91						**43.32**
PORTABLE METERS	0.53	0.26	0.33	0.30	0.26	0.18	0.15						**2.01**
CONSTRUCTION	0.38	0.38	0.31	0.39	0.30	0.29	0.28						**2.33**
TOTAL - MG	**68.43**	**62.77**	**58.83**	**61.93**	**52.17**	**45.37**	**36.95**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**386.44**
Non Residential Usage	34.19	30.04	26.64	29.81	23.90	19.12	12.66	0.00	0.00	0.00	0.00	0.00	
Running 12 Month Total							617.22						
12 mo Residential							341.11						
12 mo Non Residential							276.11						

FY2020

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	21.97	44.43	30.29	31.11	27.59	22.40	22.20	20.32	23.93	25.08	28.62	33.08	**331.01**
COMMERCIAL	3.67	3.29	3.33	3.34	3.07	2.97	2.79	2.70	2.81	2.13	2.27	2.46	**34.83**
RESTAURANT	1.82	1.71	1.57	1.67	1.38	1.23	1.43	1.25	1.18	0.48	0.57	0.80	**15.10**
HOTELS/MOTELS	2.74	2.62	2.70	2.79	2.26	1.93	1.95	1.86	1.78	0.47	0.78	1.43	**23.30**
SCHOOLS	0.62	0.60	0.77	0.94	0.60	0.33	0.16	0.30	0.51	0.31	0.23	0.52	**5.88**
MULTI DWELL	2.74	3.02	2.79	2.89	2.53	2.36	2.51	2.37	2.51	2.65	2.74	2.84	**31.95**
BEACHES/PARKS	0.65	0.90	0.81	0.70	0.60	0.24	0.22	0.20	0.30	0.08	0.09	0.32	**5.11**
AGRICULTURE	6.57	6.34	7.37	9.90	7.57	3.86	3.25	4.35	5.84	4.50	6.84	5.90	**72.30**
RECREATIONAL	0.33	0.26	0.25	0.20	0.21	0.18	0.18	0.17	0.18	0.18	0.19	0.23	**2.55**
MARINE	0.66	0.65	0.65	0.52	0.53	0.43	0.57	0.47	0.43	0.32	0.42	0.54	**6.18**
RES. IRRIGATION	1.41	1.93	1.82	1.54	1.43	0.60	0.40	0.41	1.12	0.63	1.31	1.62	**14.23**
DETECTOR CHECKS	0.01	0.01	0.01	0.02	0.03	0.01	0.07	0.00	0.01	0.01	0.01	0.00	**0.18**
NON-RES. IRRIGATION	4.19	4.97	2.46	2.13	2.17	0.10	0.01	0.09	0.14	0.09	0.28	5.66	**22.27**
RAW WATER	7.06	8.62	9.08	8.09	6.01	1.53	0.00	0.00	1.99	2.09	5.62	7.28	**57.36**
PORTABLE METERS	0.26	0.40	0.30	0.26	0.34	0.11	0.02	0.07	0.14	0.05	0.26	0.03	**2.22**
CONSTRUCTION	0.07	0.11	0.14	0.13	0.12	0.08	0.09	0.24	0.26	0.22	0.28	0.36	**2.10**
TOTAL - MG	**54.76**	**79.86**	**64.35**	**66.22**	**56.42**	**38.35**	**35.84**	**34.79**	**43.12**	**39.29**	**50.49**	**63.09**	**626.57**

MONTH **Jan-21**

Coastside County Water District Monthly Discharge Report

EMERGENCY MAIN AND SERVICE REPAIRS

	Date Reported Discovered	Date Repaired	Location	Pipe Class	Pipe Size & Type	Estimated Water Loss (MG)
1						
2						
3						
4						
5						
6						
7						
8						
					Totals	**0.000**

OTHER DISCHARGES

Total Volumes (MG)	
Flushing Program	0.038
Reservoir Cleaning	
Automatic Blowoffs	0.194
Dewatering Operations	
Other (includes flow testing)	0.000

PLANNED DISCHARGES GRAND TOTAL (MG)

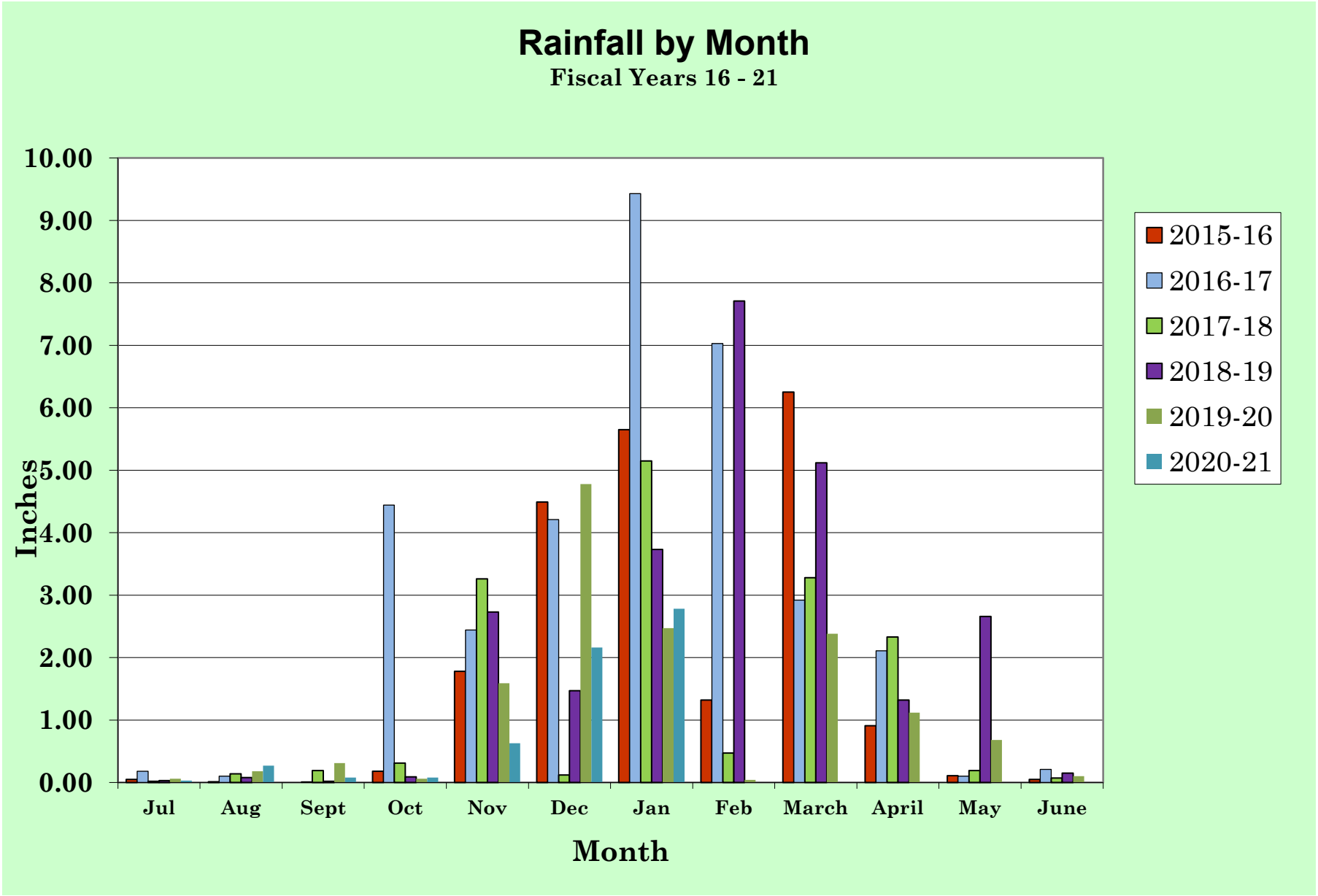
0.232

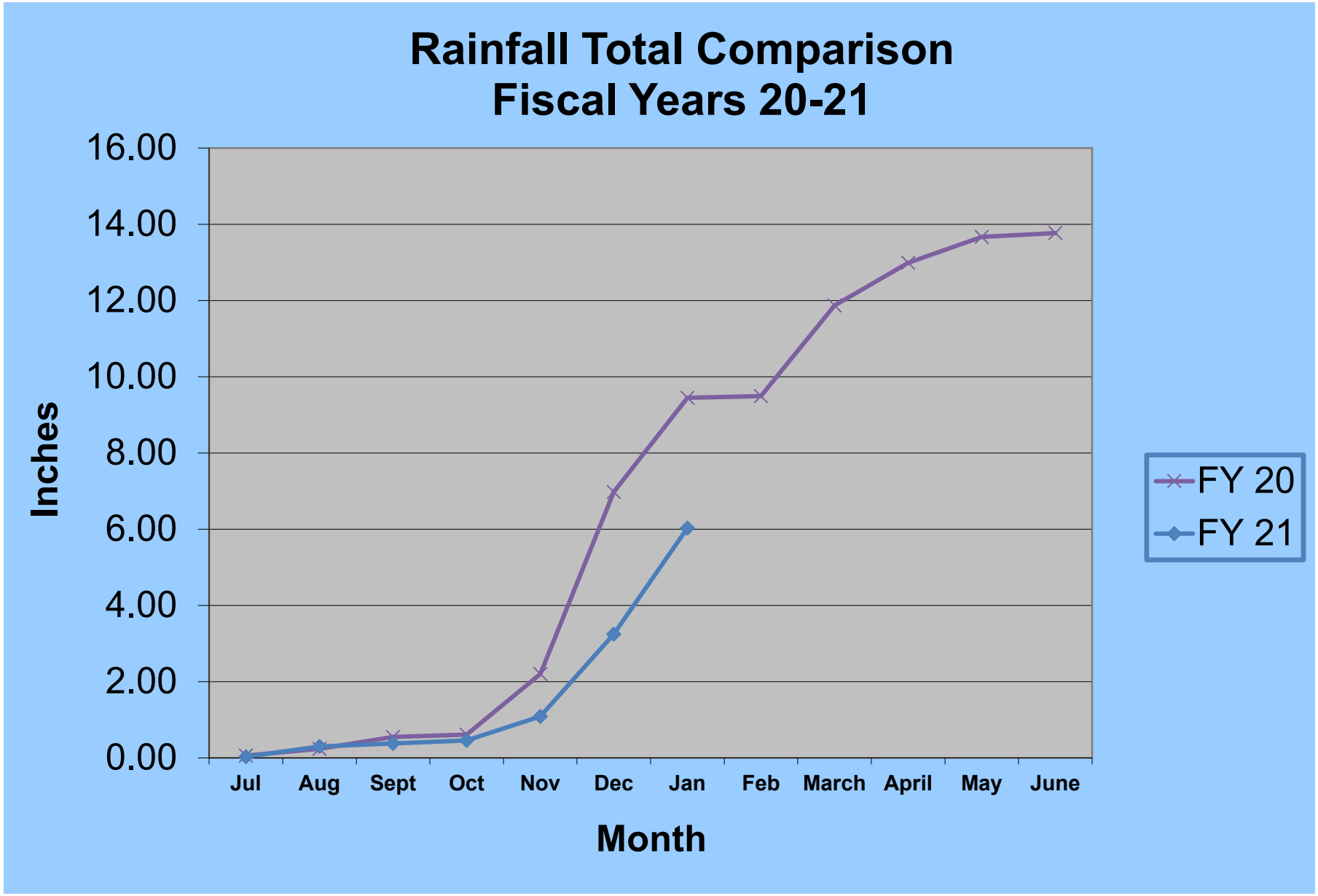
Coastside County Water District
766 Main Street
July 2020 - June 2021

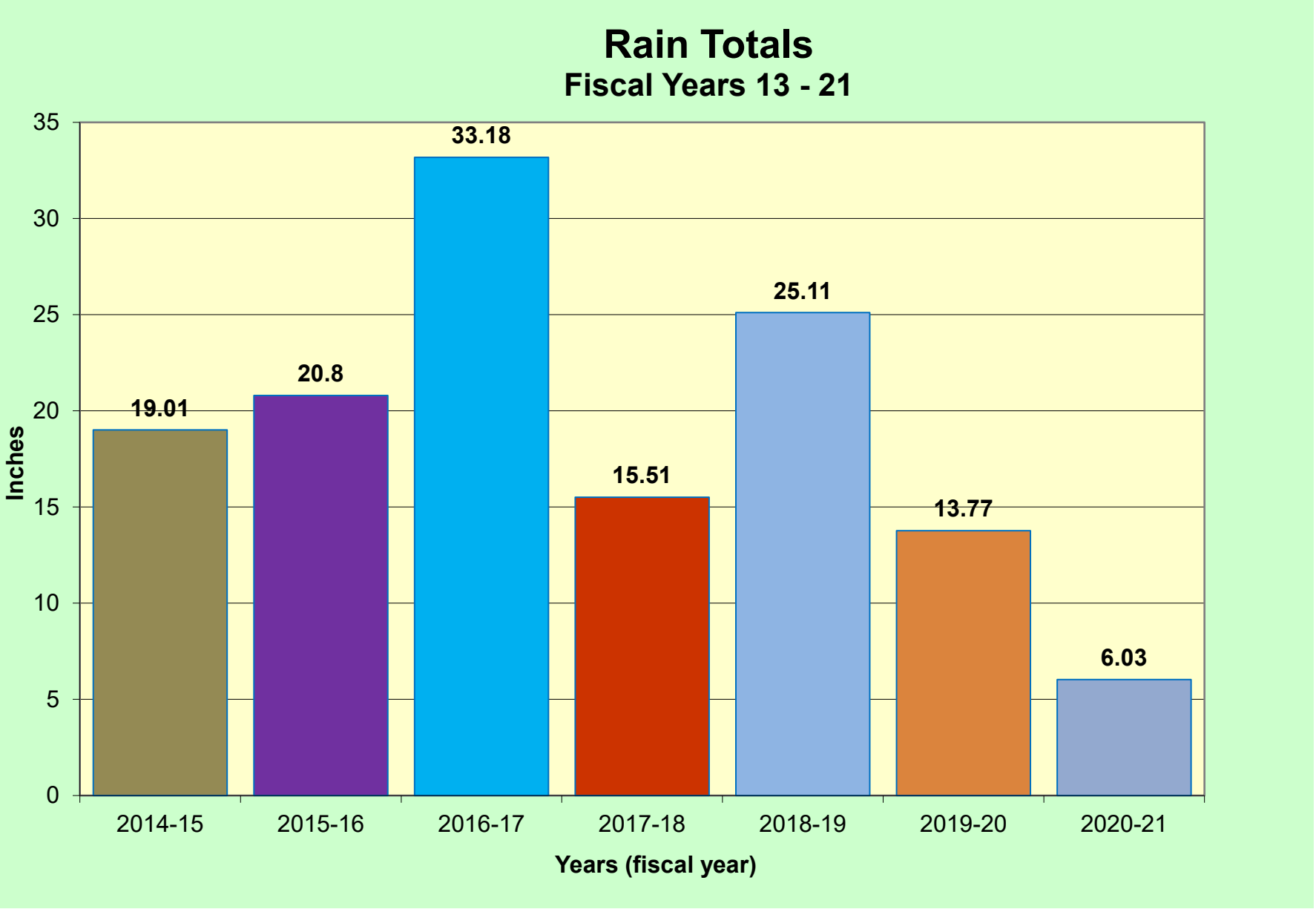
Nunes
Rainfall in Inches

	2020						2021.00					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0.01	0	0	0	0	0.02					
2	0	0	0	0	0	0	0.30					
3	0	0.03	0	0	0	0	0.01					
4	0	0.03	0	0	0	0	0.24					
5	0	0.02	0	0.01	0	0	0.01					
6	0	0	0	0.02	0.04	0	0.01					
7	0	0	0	0	0	0	0					
8	0	0	0	0.01	0	0	0.01					
9	0	0	0.01	0.01	0	0	0					
10	0	0	0	0.01	0	0	0					
11	0	0	0.01	0.01	0	0.8	0					
12	0	0	0.02	0	0	0.1	0					
13	0	0	0.01	0	0.07	0.6	0					
14	0	0	0	0	0.01	0	0					
15	0	0	0	0	0	0	0					
16	0	0.08	0	0	0	0.4	0					
17	0	0	0.01	0	0.36	0	0					
18	0	0	0	0	0.1	0	0					
19	0	0	0	0	0.01	0	0					
20	0.01	0	0	0	0	0	0					
21	0	0.02	0	0	0	0	0					
22	0	0.01	0	0	0.03	0	0.49					
23	0.02	0	0.01	0	0.01	0	0					
24	0	0	0.01	0	0	0	0.41					
25	0	0.02	0	0	0	0.2	0					
26	0	0.01	0	0.01	0	0	0.50					
27	0	0.02	0	0	0	0	0.26					
28	0	0	0	0	0	0	0.22					
29	0	0.02	0	0	0	0	0.30					
30	0	0	0	0	0	0.1	0					
31	0	0		0		0	0					
Mon.Total	0.03	0.27	0.08	0.08	0.63	2.16	2.78					
Year Total	0.03	0.30	0.38	0.46	1.09	3.25	6.03					

Coastside County Water District




Rainfall Total Comparison
Fiscal Years 20-21
16.00
14.00
12.00
10.00
8.00
6.00
4.00
2.00
0.00
Inches
Jul
Aug
Sept
Oct
Nov
Dec
Jan
Feb
March
April
May
June
Month
FY 20
FY 21


Rain Totals
Fiscal Years 13 - 21
Inches
35
30
25
20
15
10
5
0
19.01
20.8
33.18
15.51
25.11
13.77
6.03
2014-15
2015-16
2016-17
2017-18
2018-19
2019-20
2020-21
Years (fiscal year)

San Francisco Public Utilities Commission
Hydrological Conditions Report
December 2020

J. Chester, C. Graham, N. Waelty, January 8, 2021

Crew members of the Hetch Hetchy Water and Power Division repair a leak in the Moccasin Powerhouse Penstock. The leak can be seen in the red circle on the upper left picture. Due to age and design, penstock leak repair is part of ongoing maintenance of the Hetch Hetchy water conveyance system. To perform the work safely, Lock Out Tag Out of the penstock was performed (lower left and lower right). To fix the leak, the waxy rope packing was replaced at the penstock joint (lower center and upper right).

System Storage

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

Table 1
Current System Storage
as of January 1, 2021

	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	acre-feet	millions of gallons	acre-feet	millions of gallons	acre-feet	millions of gallons	
Tuolumne System							
Hetch Hetchy Reservoir[1]	213,554		340,830		127,276		63%
Cherry Reservoir[2]	194,895		268,810		73,915		73%
Lake Eleanor[3]	7,332		21,495		14,163		34%
Water Bank	545,679		570,000		24,321		96%
Tuolumne Storage	961,460		1,201,135		239,675		80%
Local Bay Area Storage							
Calaveras Reservoir	55,968	18,237	96,824	31,550	40,856	13,313	58%
San Antonio Reservoir	44,597	14,532	50,496	16,454	5,898	1,922	88%
Crystal Springs Reservoir	52,409	17,078	58,377	19,022	5,967	1,944	90%
San Andreas Reservoir	15,903	5,182	18,996	6,190	3,093	1,008	84%
Pilarcitos Reservoir	1,685	549	2,995	976	1,310	427	56%
Total Local Storage	170,562	55,578	227,688	74,192	57,125	18,614	75%
Total System	1,132,022		1,428,823		296,800		79%

[1] Maximum Hetch Hetchy Reservoir storage with drum gates deactivated.
[2] Maximum Cherry Reservoir storage with flash-boards out.
[3] Maximum Lake Eleanor storage with flash-boards out.

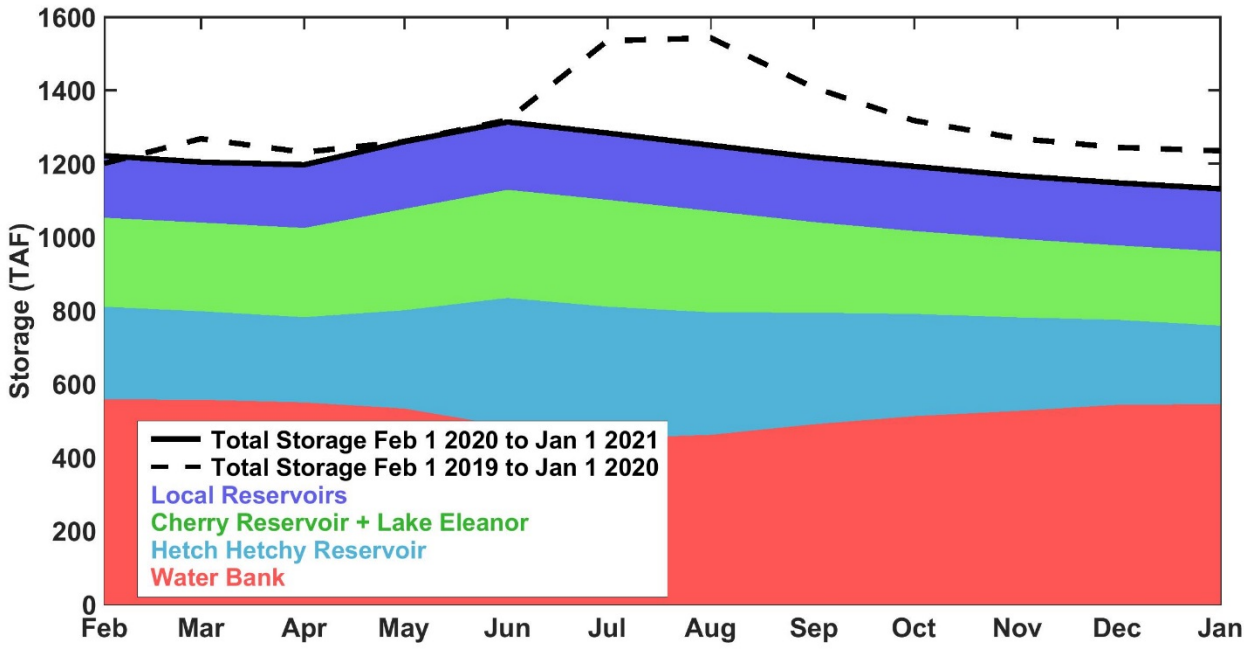


Figure 1: System storage for past 12 months in thousand acre-feet (TAF). Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.

Hetch Hetchy System Precipitation Index

Current Month: The December 2020 six-station precipitation index reported 3.19 inches of precipitation for the month, which is 56% of the average December. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

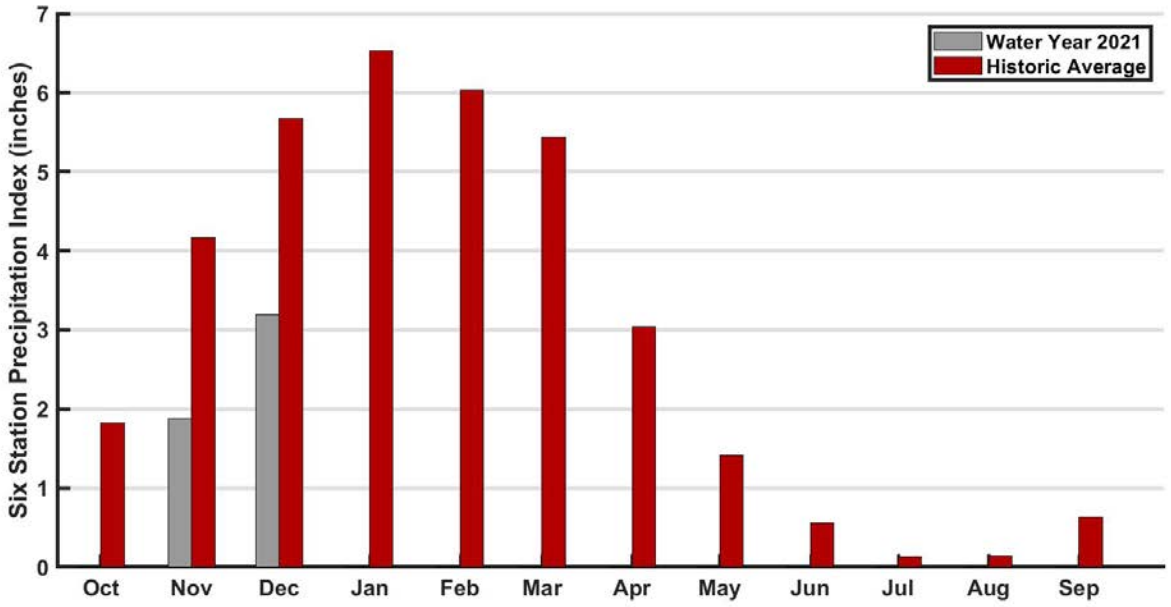


Figure 2: Monthly distribution of the six-station precipitation index relative to the monthly precipitation averages. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

Cumulative Precipitation to Date: As of January 1, the six-station precipitation index for Water Year (WY) 2021 was 5.06 inches, which is 14% of the average annual water year total. The Hetch Hetchy Weather Station received 3.35 inches of precipitation in December for a total of 4.89 inches for WY 2021, or 40% of average to-date. The cumulative WY2021 Hetch Hetchy precipitation is shown in Figure 3 in red.

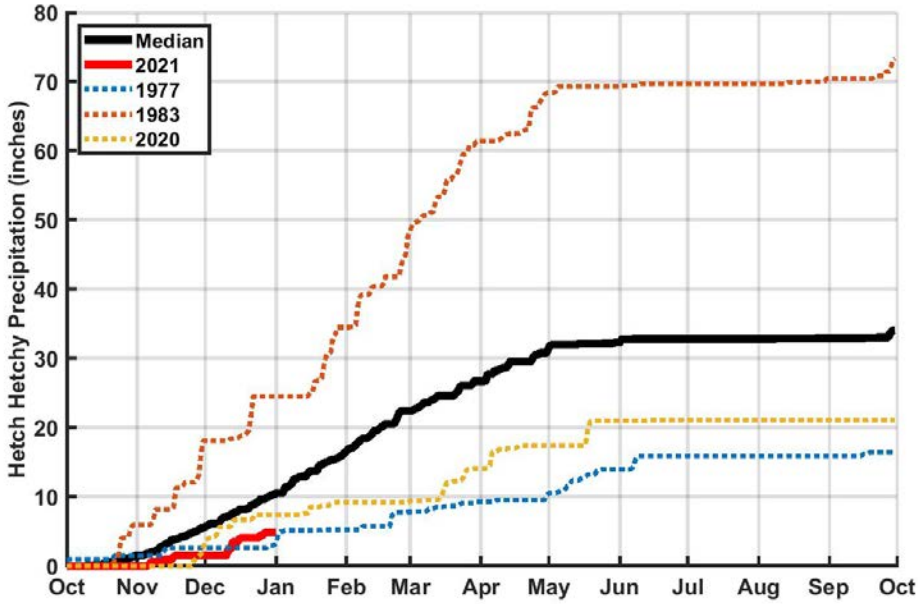


Figure 3: Water Year 2021 cumulative precipitation measured at Hetch Hetchy Weather Station. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with Water Year 2020 for comparison purposes.

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for December 2020 and the year to date is summarized below in Table 2.

Table 2
Calculated Reservoir Inflows and Water Available to City

* All flows are in acre-feet	December 2020				October 1, 2020 through December 31, 2020			
	Observed Flow	Median[1]	Mean[1]	Percent of Mean	Observed Flow	Median[1]	Mean[1]	Percent of Mean
Inflow to Hetch Hetchy Reservoir	1,809	11,810	20,869	9%	2,365	28,667	40,835	6%
Inflow to Cherry Reservoir and Lake Eleanor	3,348	13,949	23,803	14%	3,582	31,552	45,136	8%
Tuolumne River at La Grange	13,791	48,032	87,941	16%	20,880	95,724	150,449	14%
Water Available to City	0	1,165	37,201	0%	0	5,372	52,504	0%

[1]Hydrologic Record: 1919-2015

Hetch Hetchy System Operations

Hetch Hetchy Reservoir power draft and stream releases during the month totaled 24,014 acre-feet. Hetch Hetchy Reservoir minimum instream release requirements December and January are 35 cfs. Total precipitation for Water Year 2021 have resulted in a Water Year Type C (dry) for Hetch Hetchy Reservoir.

Cherry Reservoir valve and power draft releases totaled 19,753 acre-feet for the month and were used to maintain seasonal target elevations. The required minimum instream release from Cherry Reservoir for December was 5 cfs and will remain at that flow through June 2021. Lake Eleanor required minimum instream release were 5 cfs for December and remain there through March 2021. The Cherry / Eleanor Pumps were utilized for 10 days at the end of December and transferred 4066 ac-ft. The pumps were shut down on 12/31 will remain off until spill occurs at Lake Eleanor.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for December was 30 MGD. The Sunol Valley Water Treatment Plant was in standby for the month, production was 0 MGD.

Local System Water Delivery

The average December delivery rate was 166 MGD, which is a 10% decrease below the November delivery rate of 185 MGD.

Local Precipitation

The rainfall summary for December 2020 is presented in Table 3.

Table 3
Precipitation Totals at Three Local Area Reservoirs

Weather Station Location	December		October 1, 2020 through December 31, 2020	
	Total (inches)	Percent of Mean for the Month	Total (inches)	Percent of Mean for the Year-To-Date
Pilarcitos Reservoir	3.80	50 %	6.01	43%
Lower Crystal Springs Reservoir	2.35	45 %	3.33	34%
Calaveras Reservoir	1.68	22 %	2.61	35%

Snowpack, Water Supply and Planned Water Supply Management

Upcountry snow pillows show that the January 1st snowpack measured at 19% of the annual April 1st peak snowpack (Figure 4), or around 50% of average to date. This roughly tracks the precipitation deficit.

Due to the historically low measured precipitation and cool temperatures, inflows to all upcountry reservoirs remain low. Seven day forecasts are dry for the upcountry region while medium term forecasts show some precipitation later in the month. Forecasted inflows to all upcountry reservoirs are expected to remain low until weather conditions change. Hetch Hetchy Reservoir storage is expected to continue to decrease as deliveries and stream releases exceed inflows. Water storage at Cherry Reservoir and Lake Eleanor are slowly declining as instream minimum releases and Holm Powerhouse power draft exceed inflows. The calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City are shown in Figure 4. As of January 1, there has been no water available to the City in Water Year 2021.

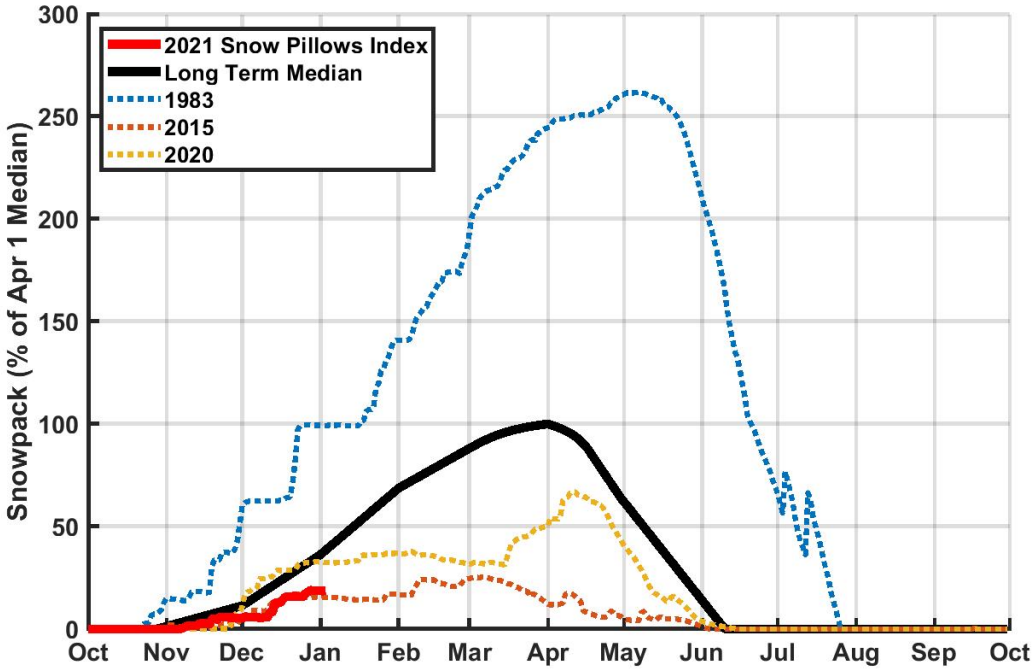


Figure 4: Tuolumne River Basin 10 Station Snow Index (lines), based on real time snow pillow SWE measurements. Also plotted are the mean monthly manual snow surveys (stars) in the Tuolumne Basin.

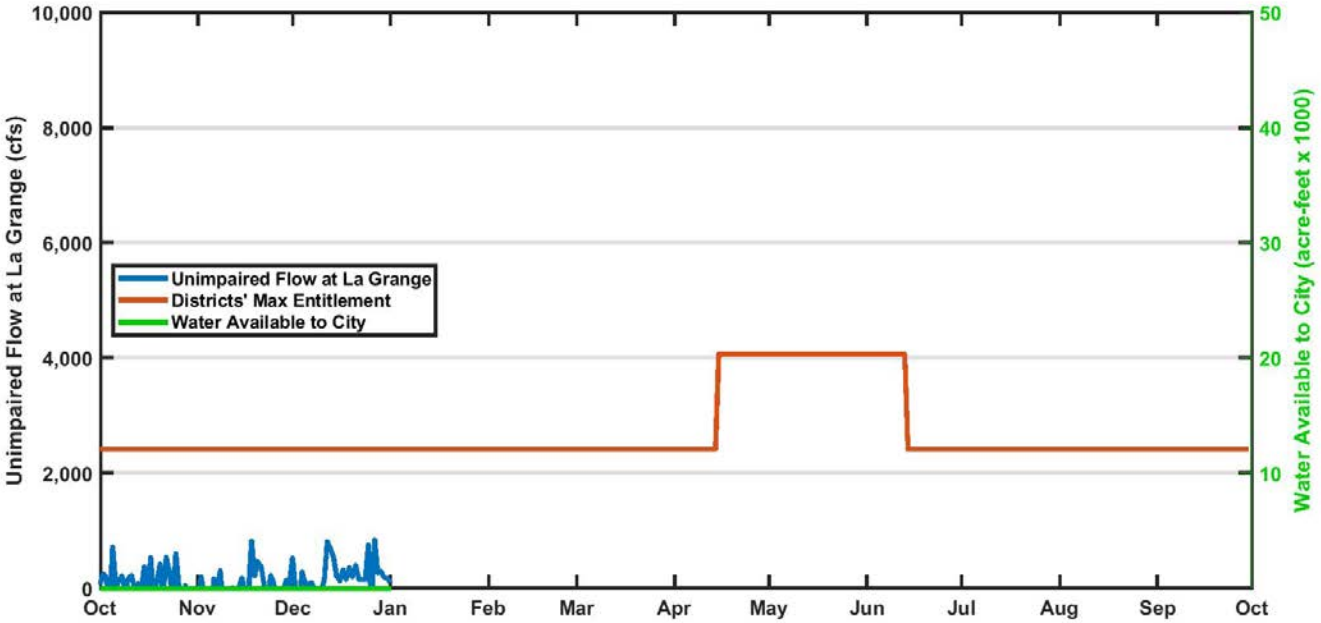


Figure 5: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City.

STAFF REPORT

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

From: **James Derbin, Superintendent of Operations**
Via: **Mary Rogren, General Manager**

Agenda: **February 9, 2021**

Date: **February 5, 2021**

Subject: **Award of Contract for Design Engineering and Bid Support Services with HDR Engineering, Inc. for the Half Moon Bay Tank #3 Replacement Project**

Recommendation:
Authorize the General Manager to execute a professional services agreement with HDR Engineering Inc. ("HDR") for design engineering and bid support services for the Half Moon Bay Tank #3 Replacement Project for a not to exceed amount of $394,983.

Background:
Half Moon Bay Tank #3 (HMB #3) is a 1.5 Million Gallon (MG) welded steel tank that was originally constructed in 1963. HMB Tank #3 has not been recoated or rehabilitated since it was constructed. Typical recoating of welded steel tanks is required every 20-30 years. Granted that HMB Tank #3 is now 58 years old, the tank is in need of replacement or rehabilitation.

In 2019, the District hired TJC and Associates (TJC) to do a tank condition assessment of the District tanks that are in need or recoating/rehabilitation. The results of the study and tank evaluations showed that the rehabilitation of HMB Tank #3 would cost in the range of $1,000,000. The estimated cost to replace this tank with a new 1.5 MG welded steel tank is $2,000,000+.

Following the tank assessment, in 2020, TJC and Associates conducted a siting study to look at various sizes of a prestressed concrete tanks that could be installed in the location of HMB Tank #3 as a replacement. The results of the study indicated the District could build a prestressed concrete tank up to 5 MG at the site.

Concurrently in 2020, EKI Environment & Water Inc. ("EKI") assisted the District with evaluating storage requirements and the condition of the existing tanks in the District's system and future repair and replacement needs. Given the results of EKI's hydraulic modeling and analyses, EKI recommends that the District "maximize potable water storage at the Half Moon Bay site and the Denniston Tank, locations which can supply over 95% of the system demands by gravity . . ." Granted the HMB tanks are strategically located below the Nunes Water Treatment Plant and in need of rehabilitation, EKI is in support of building a new tank at the HMB tank site and recommends a 3MG DN Tank at minimum. (DN Tank is the industry leader in prestressed concrete tanks.) Depending on what size of tank is built at the HMB tank site, this information will allow for some flexibility with future needed tank projects at other locations and drive other tank project decision making.

District staff has evaluated the possibility of installing a partially buried DN prestressed concrete tank to replace HMB Tank #3. The major benefits of utilizing a prestressed concrete tank vs. welded steel are the seismic performance and the lower life cycle costs. With a prestressed concrete tank, there is no need for taking the tank out of service for expensive recoating every 20-30 years. In their siting study, TJC and Associates estimated that the total investment (net present value) by year 60 of a 3MG welded steel tank vs. a DN prestressed concrete tank to be as follows given the recoating and maintenance required for a welded steel tank every 20-30 years:

	Initial Investment ($ in Millions)	Net Present Value Total Investment by Year 60 ($ in Millions)
3 MG Welded Steel Tank	$ 5.3	$ 10.7
3 MG DN Concrete Tank	$ 6.0	$ 6.3

Granted a prestressed concrete tank is more expensive to construct than welded steel, the return on investment is recaptured at the first recoating cycle. In addition, a concrete tank can be partially buried and may eliminate the need for a retaining wall behind the larger sizes.

At the District's request, HDR Inc. has submitted the attached proposal for design engineering services for the HMB Tank #3 replacement. Staff proposes we utilize HDR's expertise in water tank design to assist the District with needed engineering design services to replace HMB Tank #3.

Richard Stratton, Senior Project Manager at HDR will participate in the February 9, 2021 Board of Directors meeting and will provide an overview of the project.

Staff recommends awarding this work to HDR Inc. based on their recent work on the Nunes Water Treatment Plant upgrade design and their strong reputation and substantial experience with similar projects.

Fiscal Impact:

Funding for this project is included in the Board adopted Fiscal Year 2020/2021 Capital Improvement Program Budget in the amount of $600,000.

January 5, 2021

Mr. James Derbin
Coastside County Water District
766 Main Street
Half Moon Bay, CA 94019

RE: HDR's Proposal for a Prestressed Concrete Tank at the Half Moon Bay Tanks Site

Dear Mr. Derbin:

In response to your request, we are pleased to submit this proposal to complete preliminary design, final design and bid phase services for constructing a new 3 to 5 million gallon (Mgal) tank at the Half Moon Bay Tanks Site. With more than 500 employees located in Northern California, we have provided our clients with innovative engineering solutions in water supply planning, modeling and conveyance, and water quality and concrete tank projects.

Project Team

HDR Engineering, Inc. (HDR) offers the Coastside County Water District (District) an experienced team of engineers that have a consistent record of successful execution on projects like yours. Our knowledge of what it takes to deliver these projects will give you confidence throughout the design and construction of the upgrades to your plant. Our project manager, Rich Stratton, has more than 42 years of experience managing and delivering water supply projects and has worked on the planning and design of 16 prestressed concrete tanks in California and other west coast states. As the project engineer, Ambarish Ravi brings over nine years of industry experience that includes designing and managing prestressed concrete tank design and condition assessment projects. Our structural engineer, Crystal Starr, has performed design and condition assessment of several prestressed concrete tanks from 1 Mgal to 18 Mgal.

Scope of Work

The main objective of this project is to replace the existing Half Moon Bay (HMB) tanks with a new prestressed concrete tank with a volume of at least 3 Mgal or larger, if possible, without unreasonable added costs. We understand that both the existing steel tanks must remain in service while the new tank is being constructed. Prior to proceeding with design, a preliminary design technical memorandum (TM) will be prepared to evaluate the largest size new tank that can be cost-effectively constructed on the site. The evaluation will consider capital cost, geotechnical conditions, site grading, road relocation, and construction sequencing to maintain flow of treated water to the distribution system. Once the District confirms the approach described in the preliminary design TM, we will proceed to final design of the new tank.

hdrinc.com

2365 Iron Point Road, Suite 300, Folsom, CA 95630
T 916.817.4700 **F** 916.817.4747

Our proposed detailed scope of services is provided below. The project will be executed in two phases. Phase I will include the preliminary design of the project, while Phase II will include final design, permitting, and bidding services.

Phase I – Preliminary Design

Task 1 – Project Management, Quality Assurance/Quality Control (QA/QC), and Meetings

SUBTASK 1.1 - PROJECT MANAGEMENT AND COORDINATION

This subtask includes the management activities needed for on-time and on-budget project completion, and to address the District's concerns. A project management plan will be developed to serve as a communication tool for District and HDR staff. HDR will prepare invoices, progress reports, and decision log updates on a monthly basis. The monthly progress reports will summarize budget and schedule status in measurable terms. Other activities include scheduling of staff and coordinating the quality assurance effort.

Deliverables: Monthly progress reports and invoices, project management plan, and decision log.

SUBTASK 1.2 - QA/QC PROGRAM

HDR will institute and maintain a QA/QC program for the work performed on this project. For objectivity, senior technical staff who are not involved in the project will perform internal QA/QC upon completion of conceptual design and contract documents before they are submitted to the District.

Deliverables: To be incorporated into the deliverables.

SUBTASK 1.3 - PROGRESS MEETINGS

HDR will attend the following meetings:

- One two-hour kick-off meeting at the District's office to be attended by up to two HDR team members followed by a project site visit. Two other HDR staff members will participate virtually.
- One-hour bi-weekly progress meetings will be conducted through virtual meetings with up to three HDR team members throughout the duration of the project. Progress calls will include a review of the status of the project scope, schedule, budget, and a discussion of ongoing project tasks.
- One two-hour deliverable review meeting at the District's office after completion of draft Basis of Design Report (BDR). Up to three HDR team members will attend the meeting to be held after District review of the deliverable.

- One one-hour meeting to present the findings of the BDR to the District Board members attended by one HDR team member.

For each of the meetings, HDR will prepare and distribute draft agenda and meeting minutes to attendees for review and comment. The final meeting minutes will be distributed after addressing comments.

Deliverables: Meeting agenda and minutes.

Task 2 – Preliminary Design TM

SUBTASK 2.1 - DATA COLLECTION AND REVIEW

HDR will review the District-provided information relevant to the project, including existing record drawings of the facilities, previous condition assessments, geotechnical reports, design reports, and available operating data.

SUBTASK 2.2 – SITE SURVEY

A site survey will be performed at the beginning of the project to verify the location of aboveground and underground facilities onsite.

HDR's surveying subconsultant will conduct a detailed design-grade topographic survey of the project site and provide survey data as necessary to finalize the design for the concrete tank. The survey will also include the tanks, tank piping and appurtenances, visible and relevant utilities/structures that are located in the proposed design area, including elevations of the existing tanks, pipe tie-ins, and other facilities. Conventional surveying and terrestrial scanning techniques will be used to acquire topographic information.

HDR's utility location subconsultant will perform underground utility location using electronic detection and ground penetrating radar methods. The level of effort is based on 1 field working day to detect utilities.

Assumptions

- Utility location does not include potholing services to confirm the location of underground utilities detected during utility location.

SUBTASK 2.3 – PRELININARY DESIGN TM

HDR will perform a preliminary design analysis of the following project elements:

- Evaluation of capacity alternatives of the proposed concrete tank at the existing HMB Tank No. 3. Three alternatives (3, 4 and 5 Mgal) will be evaluated. It is assumed that the tank will be an AWWA D110 Type I prestressed concrete tank.
- Determination of tank dimensions including tank diameter, height restrictions, if any, and if a portion of the tank needs to be below ground level. Site plan alternative sketches will be prepared as PDFs for District review. Evaluation will be based on tank

footprint, civil/site improvements needed such a road relocation and retaining wall, D110 Type 1 tank constructability requirements including wire winding, yard piping and valve location.

- Tank piping sizing, including the sizing of inlet, outlet, drain, and overflow pipes, and connection to existing piping. Valve and appurtenance sizing including isolation valves, roof hatches, manways, and vents.
- Tank electrical and instrumentation requirements, including tank level instruments and site lighting improvements.
- Site and civil improvements, including access road relocation, if needed, to accommodate proposed tank footprint. Evaluation of retaining wall, if needed, per tank capacity selected. Evaluation of space available for precast tank contractor laydown area. Site drainage improvements.
- Evaluation of regulatory requirements for tank design and construction.
- Demolition requirements of HMB Tank No. 3. Demolition of HMB Tanks No. 1 and 2 after construction of the proposed tank.
- Preliminary construction sequencing to keep one tank operational throughout the project and for existing tanks demolition.
- An Association for the Advancement of Cost Engineering (AACE) Class 4 level capital cost estimate.

Preliminary design layouts of each alternative will be developed as PDF sketches, including an alternatives evaluation, required grading, road relocation (if needed), pipeline connections, and sequencing to keep HMB 1 and 2 in operation until the end of construction of HMB 3. A preliminary Class 4 capital cost of each alternative will be developed and presented along with a recommendation based on best overall value. These, along with other project elements defined above, will be summarized in a Preliminary Design TM.

Assumptions

1. Geotechnical data for structural design will be based on data contained in previous studies. Geotechnical investigation is not included in the budget for the preliminary design TM.
2. Drawings will be prepared in 2018 AutoCAD 2D. Alternatives analysis sketches will be PDFs.
3. OPCC will be prepared in Microsoft Excel.
4. It is assumed that the required tank hydraulic grade line (HGL) information is provided by the District. The scope of work does not include any analysis of the tank height and its impact on the distribution system.
5. CEQA permitting is not included in the scope of work.

6. No rehabilitation of existing HMB tanks is included in the scope. It is assumed that all existing tanks will be demolished.

Deliverables: PDF copy of the draft and final preliminary design TM.

TASK 2.3 – PRELIMINARY DESIGN DRAWINGS (20% DRAWINGS)

Once the preferred tank size/layout is approved by the District, 20% design level tank drawings will be developed that will include the drawings shown in Table 1.

TABLE 1 - PRELIMINARY LIST OF 30% DESIGN DRAWINGS

No.	DRAWING DESCRIPTION
1	Cover Sheet, Sheet Index, and Location Map
2	General Abbreviations
3	General Symbols
4	Site Plan
6	Tank Plan
7	Tank Sections
8	Electrical Legend and Symbols
9	Electrical Single Line Diagram

A Class 3 level OPCC, and refined construction schedule will be submitted along with the 30% drawings.

Deliverables: 20% Drawings, Project Schedule and Class 3 OPCC.

Phase II – Final Design, Permitting and Bidding

Task 3 – Final Design Project Management

SUBTASK 3.1 - PROJECT MANAGEMENT AND COORDINATION

This subtask includes the management activities needed for on-time and on-budget project completion, and to address the District's concerns during the final design phase. HDR will prepare invoices, progress reports, and decision log updates on a monthly basis. The monthly progress reports will summarize budget and schedule status in measurable terms. Other activities include scheduling of staff and coordinating the quality assurance effort.

Deliverables: Monthly progress reports and invoices, project management plan, and decision log.

SUBTASK 3.2 - QA/QC PROGRAM

HDR will institute and maintain a QA/QC program for the work performed on this project. For objectivity, senior technical staff who are not involved in the project will perform internal QA/QC

upon completion of conceptual design and contract documents before they are submitted to the District.

Deliverables: To be incorporated into the deliverables.

SUBTASK 3.3 - PROGRESS MEETINGS

HDR will attend the following meetings:

- One-hour bi-weekly progress meetings will be conducted through virtual meetings with up to three HDR team members throughout the duration of the project. Progress calls will include a review of the status of the project scope, schedule, budget, and a discussion of ongoing project tasks.
- Three two-hour deliverable review meeting after completion of draft Basis of Design Report (BDR), and 60%, 90% and 100% deliverables. The 60% deliverable review meeting will be held at the District's office and the 90% and 100% deliverable meetings will be held virtually. Up to three HDR team members will attend the meeting to be held after District review of the deliverables.

For each of the meetings, HDR will prepare and distribute draft agenda and meeting minutes to attendees for review and comment. The final meeting minutes will be distributed after addressing comments.

Deliverables: Meeting agenda and minutes.

Task 4 – Final Design

SUBTASK 4.1 – GEOTECHNICAL INVESTIGATION AND REPORT

HDR will subcontract with Cleary Consultants, Inc. to do a design level geotechnical report to ascertain the structural requirements for the new concrete tank. Cleary Consultants previously performed a subsurface investigation consisting of three exploratory borings drilled in the vicinity of the existing tanks and prepared a preliminary geotechnical report during October 2019. Information from this geotechnical investigation will be used to prepare an updated geotechnical report for this project. A site-specific seismic hazard analysis will not be performed for the project.

A focused geotechnical report will be prepared that will include a description of subsurface conditions, description of geologic conditions from published sources, discussion of design and construction considerations, and geotechnical recommendations for site preparation, concrete tank foundation, appurtenant facilities, and pavements.

Deliverables: Draft and final Geotechnical Investigation Report in PDF format.

TASK 4.2 – 60%, 90% AND 100% DESIGN

HDR will prepare specifications and plans to instruct the Contractor with the procurement of the structural design of the AWWA D110 Type I prestressed concrete tank. The specifications

and plans will outline the structural design requirements and code compliance. Seismic design minimum detailing requirements will be outlined for conformance. Additionally, operational and construction loads will be considered in the design. The Contractor will be required to submit stamped and signed structural plans and calculations conforming to the Contract document requirements. Structural design elements the Contractor is responsible for include but are not limited to the tank walls, foundation, roof, interior columns (if required) and appurtenances.

Upon the District's approval of the preliminary design TM, HDR will prepare plans and technical specifications for the recommended improvements in three submittals: 60%, 90%, and 100% design. District comments will be incorporated into each subsequent design and bid submittal, respectively. Table 2 provides a preliminary list of drawings anticipated for the project. This list is based on the 3 Mgal tank alternative.

TABLE 2 - PRELIMINARY LIST OF DRAWINGS

SHEET NO.		DRAWING DESCRIPTION
General		
G	1	Cover Sheet, Sheet Index, and Location Map
G	2	General Symbols and Abbreviations
G	3	General Notes and Regulatory Requirements
G	4	Site Key Map and Survey Information
Civil		
C	1	Construction Access and Project Staging Plan
C	2	Site Excavation Plan
C	3	Site Paving and Grading Plan 1
C	4	Site Paving and Grading Plan 2
C	5	Yard Piping Plan
C	7	Pipe Profiles and Details 1
C	8	Civil Standard Details 1
C	9	Civil Standard Details 2
Demolition		
X	1	Tanks Demolition Plan
X	2	Tanks Demolition Sections and Details 1
X	3	Tanks Demolition Sections and Details 2
X	4	Tank Demolition Details
Structural		
S	1	General Structural Notes
S	2	Special Inspections
S	3	Structural Details
Process		

TABLE 2 - PRELIMINARY LIST OF DRAWINGS		
D	1	Tank Roof Plan
D	2	Tank Floor Plan
D	3	Tank Sections and Details 1
D	4	Tank Sections and Details 2
D	5	Tank Piping Details 1
D	6	Tank Piping Details 2
D	7	Miscellaneous Process Details
Electrical		
E	1	Electrical Legend and Symbols
E	2	Electrical Single Line Diagram
E	3	Electrical Site Plan
E	4	Power Plan
E	5	Schedules
Instrumentation		
I	1	Instrumentation Legend and Symbols
I	2	Tank P&ID

Drawings will be prepared in the latest version of AutoCAD. Design plans will be developed utilizing industry standard scales, in English (not metric) engineering units.
Specifications will be prepared in Construction Specifications Institute format using Microsoft Word (Divisions in 6-digit format). Our budget for this task assumes that HDR's master specifications will be used as a basis for the technical provisions. Drawings and specifications will be submitted to the District for review and approval at the 60%, 90%, and 100% design stages. The bid set will include final drawings and specifications ready for advertising for bids in accordance with the District's final review comments.

All submittals will be submitted via email in Adobe PDF format. Drawings will be submitted as half size on 11" x 17" sheets. One full-size hard copy of the bid documents will be submitted with wet stamps and signatures.

Our budget assumes that the District will prepare the bound bid document sets using an outside reproduction service and will also distribute the bid sets to prospective contractors using an on-line bid tracking service.

Assumptions

1. List of drawings is based on a 3 Mgal tank alternative. This includes civil, process, structural and electrical drawings.

2. Level of effort does not include a retaining wall or access road improvements, if

required, for a tank larger than 3 Mgal.

Deliverables: Electronic (PDF) copy of 60%, 90%, and 100% bid documents including drawings, specifications, and a Class 1 Level Capital cost estimate. Full size hard copy of wet signed and stamped bid documents.

Task 5 - Bid Period Assistance

SUBTASK 5.1 - PREBID MEETING

HDR will assist the District with conducting a job walk and attend the pre-bid conference to meet with prospective contractors and answer contractor questions. COVID-19 social distancing protocols will be followed during the prebid meeting.

Deliverables: Prebid meeting notes.

SUBTASK 5.2 - BIDDING SERVICES

HDR will provide assistance during the bidding period, which includes receiving and recording contractor questions, issuing addenda to the contract documents for distribution to plan and specification holders, assisting the District with evaluating the bids, reviewing the bids for conformance with the bid documents, and assisting the District by providing input in the awarding of the contract. The District will prepare, negotiate, and execute the construction agreement with the selected contractor.

Deliverables: Up to three addenda to the bid set of contract documents, bid tabulation sheet, written clarification of contractor questions, and recommendation for award letter.

SUBTASK 5.3 - CONSTRUCTION SET

HDR will incorporate the addenda into the bid set and provide a “conformed” set of construction documents for reproduction and distribution by the District.

Deliverables: PDF copy of the construction specifications and full-size (22” x 34”) drawings.

Compensation

Table 3 shows the estimated work effort and cost to perform the scope of work described above. HDR’s rate schedule is also included as an attachment.

Schedule

Figure 1 shows the proposed project schedule.

We appreciate the opportunity to work with the District on this project. Please contact Rich Stratton at (916) 817-4819 or Rich.Stratton@hdrinc.com if you have any questions.

Sincerely,
HDR Engineering, Inc.

Holly L.L. Kennedy, PE (CA)
Senior Vice President

Richard G. Stratton, PE (CA)
Senior Project Manager

RGS:JH/20-10236080

Table 3 - Estimated Work Effort and Cost
Coastside County Water District
Prestressed Concrete Tank at the Half Moon Bay Tanks Site

Task No.	Task Description	QA/QC	Sr. Project Manager	Project Engineer	Staff Engineer	Structural Engineer	Electrical Engineer	CADD Tech	Project Controller/ Accountant	Total HDR Labor Hours	Total HDR Labor ($)	Total HDR Expenses ($)	Subs ($)	Total Cost ($)
Phase 1 - Preliminary Design Services														
Task 1 - Project Management														
1.1	Project Management and Coordination		8	6					8	22	$4,996			$4,996
1.2	QA/QC Program	2	1	1						4	$1,120			$1,120
1.3	Meetings and Meeting Coordination		16	16	6					38	$10,068	$350		$10,418
	Subtotal Task 1	**2**	**25**	**23**	**6**	**0**	**0**	**0**	**8**	**64**	**$16,184**	**$350**	**$0**	**$16,534**
Task 2 - Preliminary Design Phase														
2.1	Background Data Review		2	4	4	2				12	$2,652			$2,652
2.2	Surveying		2	6						8	$1,996		$17,000	$18,996
2.3	Preliminary Design and TM	8	32	80	100	30			12	262	$54,588			$54,588
2.4	Preliminary Design Drawings (20%)	6	8	24	40	8	24	80	8	198	$36,346	$300		$36,646
	Subtotal Task 2	**14**	**44**	**114**	**144**	**40**	**24**	**80**	**20**	**480**	**$95,582**	**$300**	**$17,000**	**$112,882**
	Subtotal Phase 1	**16**	**69**	**137**	**150**	**40**	**24**	**80**	**28**	**544**	**$111,766**	**$650**	**$17,000**	**$129,416**
Phase 2 - Design and Bidding Services														
Task 3 - Final Design Project Management														
3.1	Project Management and Coordination		12	12					24	48	$9,432			$9,432
3.2	QA/QC Program	2	1	1	1				12	17	$2,574			$2,574
3.3	Meetings and Meeting Coordination		20	20	12	4	6			62	$15,490	$300		$15,790
	Subtotal Task 3	**2**	**33**	**33**	**13**	**4**	**6**	**0**	**36**	**127**	**$27,496**	**$300**	**$0**	**$27,796**
Task 4 - Final Phase														
4.1	Design-Level Geotechnical Report			6		8				14	$3,092		$3,675	$6,767
4.2.1	60%, 90% and 100% Drawings	24	24	109	184	78	58	374		933	$156,358	$300		$156,658
4.2.2	60%, 90% and 100% Specifications	12	16	40	60	24	16		14	182	$37,412	$100		$37,512
4.2.3	60%, 90% and 100% Cost Estimate	2	8	8	40		6			64	$12,720			$12,720
	Subtotal Task 4	**38**	**48**	**163**	**284**	**110**	**80**	**374**	**14**	**1,193**	**$209,582**	**$400**	**$3,675**	**$213,657**
Task 5 - Bid Period Assistance														
5.1	Pre-Bid Meeting		8	6						14	$4,132	$200		$4,332
5.2	Bidding Services		4	8	24	4	2		4	46	$8,694	$300		$8,994
5.3	Conformed Construction Set		4	8	16			32		60	$10,688	$100		$10,788
	Subtotal Task 5	**0**	**16**	**22**	**40**	**4**	**2**	**32**	**4**	**120**	**$23,514**	**$600**	**$0**	**$24,114**
	Phase II Subtotal	**40**	**97**	**218**	**337**	**118**	**88**	**406**	**54**	**1,440**	**$260,592**	**$1,300**	**$3,675**	**$265,567**
	Phase I and II Total	**56**	**166**	**355**	**487**	**158**	**112**	**486**	**82**	**1,984**	**$372,358**	**$1,950**	**$20,675**	**$394,983**

HDR Engineering, Inc.

RATE SCHEDULE
January 2021 to December 2021

Technical Specialist 5	$330 to $390
Technical Specialist 4	$280 to $330
Technical Specialist 3	$240 to $280
Technical Specialist 2	$190 to $240
Technical Specialist 1	$150 to $190
Engineer 5	$300 to $370
Engineer 4	$250 to $300
Engineer 3	$190 to $250
Engineer 2	$150 to $190
Engineer 1	$100 to $150
CAD/GIS Technician 1	$100 to $130
CAD/GIS Technician 2	$130 to $180
CAD/GIS Technician 3	$180 to $230
Project Controller	$100 to $170
Project Coordinator	$90 to $140

Rates include current overhead rate plus profit and are adjusted by an average of 4% annually on January 1st

EXPENSES

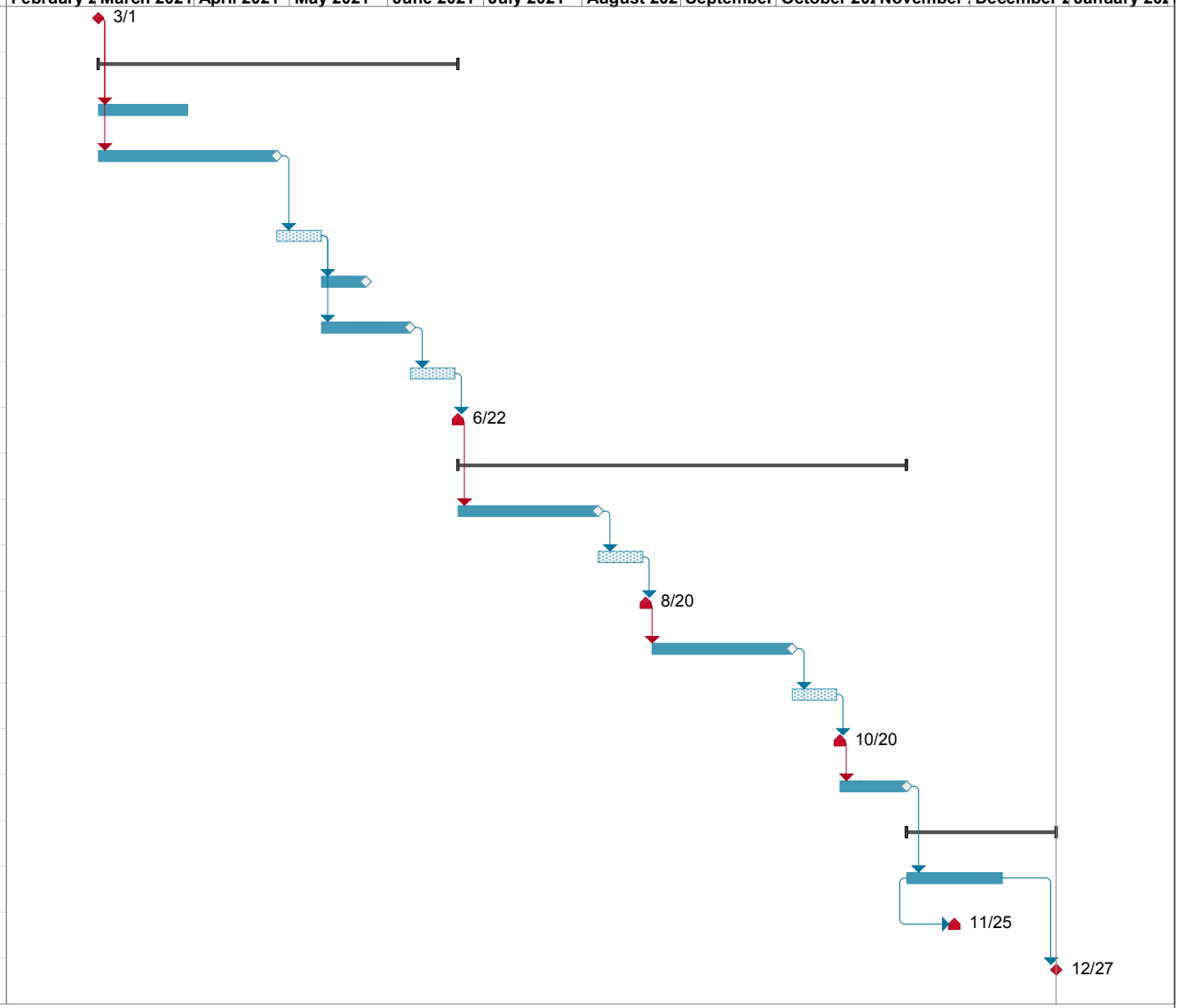
In-House Expenses

Vehicle Mileage (per mile)	Current Federal Travel Regulation (FTR)
Other Travel (e.g., airfare, fuel charges, parking, ride share, lodging, meals, rental/leased vehicle, etc)	at cost
Black/White Photocopies (per copy)	$0.05 to $0.09
Color Copy (per copy)	$0.15 to $0.30
Bond Plotting – Black/White (per square foot)	$0.15
Bond Plotting – Color (per square foot)	$0.90

Please note that expenses and subconsultants are charged with a five percent markup.

Figure 1 - Project Schedule

ID	Task Name	Start	Finish
1	*Consultant Notice to Proceed*	*Mon 3/1/21*	*Mon 3/1/21*
2	Preliminary Design	Tue 3/2/21	Tue 6/22/21
3	Surveying/Utility Location	Tue 3/2/21	Mon 3/29/21
4	Preliminary Design and Draft TM	Tue 3/2/21	Mon 4/26/21
5	*District Review*	*Tue 4/27/21*	*Mon 5/10/21*
6	Final TM	Tue 5/11/21	Mon 5/24/21
7	20% Design	Tue 5/11/21	Mon 6/7/21
8	*District Review*	*Tue 6/8/21*	*Mon 6/21/21*
9	20% Design Review Meeting	Tue 6/22/21	Tue 6/22/21
10	Final Design	Wed 6/23/21	Wed 11/10/21
11	60% Design	Wed 6/23/21	Thu 8/5/21
12	*District Review*	*Fri 8/6/21*	*Thu 8/19/21*
13	60% Design Review Meeting	Fri 8/20/21	Fri 8/20/21
14	90% Design	Mon 8/23/21	Tue 10/5/21
15	*District Review*	*Wed 10/6/21*	*Tue 10/19/21*
16	90% Design Review Meeting	Wed 10/20/21	Wed 10/20/21
17	100% Design	Thu 10/21/21	Wed 11/10/21
18	Bidding	Thu 11/11/21	Mon 12/27/21
19	Bid Period	Thu 11/11/21	Fri 12/10/21
20	Prebid Meeting	Thu 11/25/21	Thu 11/25/21
21	Award	Mon 12/27/21	Mon 12/27/21



Coastside County Water District
Half Moon Bay Prestressed Concrete Tank

Task — Milestone — Summary — Review Period — Meeting

20-10236080

July 8, 2020

Mr. James Derbin, Superintendent of Operations
Coastside County Water District
766 Main Street
Half Moon Bay, CA 94019

RE: Tank Replacement Statement of Qualifications

Dear Mr. Derbin,

Completing the design and construction of the Carter Hill Water Tank replacement is a key infrastructure improvement project for Coastside County Water District (CCWD) to increase water supply reliability. You need experienced engineers who understand your district and have extensive experience with the design and construction of water facilities. HDR Engineering, Inc. (HDR) understands this and is prepared to assist CCWD with this important project. Selecting HDR will provide you with the following specific benefits:

- **Proven water storage tank expertise:** HDR has provided engineering services for more than 50 water storage tanks throughout California. Over the past 10 years, we have designed many storage tanks of varying materials, including prestressed concrete, welded steel, and bolted steel. We understand the requirements for implementation of prestressed concrete storage tanks and the coordination required. We have the expertise to meet your needs for construction of a storage tank with a long life, which minimizes maintenance requirements and life-cycle costs.

- **An experienced and focused project manager:** Rich Stratton has designed more than 15 prestressed concrete water tank projects, including Lodi's 3 million-gallon (MG) Water Tank. He understands the details needed for an efficient design, and knows how to overcome the hurdles that can delay or compromise a project such as yours. Our experience and history with CCWD will result in a cost-effective, high quality design with no surprises.

- **Focused project team with strong experience with the District:** For the last year, we have provided the District with solid engineering support on the Nunes WTP project. The lead engineers for each discipline have worked with the District in the past or are currently working with the District. We know your standards, and your facilities. This familiarity is important given the fast-track schedule.

- **Maximizing the volume of the tank:** HDR has designed prestressed concrete tanks in hilly areas that are partially buried to maximize the available footprint and volume of the tanks. We will work closely with geotechnical engineers to ensure that the tank foundation is solid and any permanent cut slopes will remain stable for the life of the project. HDR's highly experienced geotechnical engineers will QC the work done by subconsultants, such as Cleary Consultants.

- **Understanding of the project challenges:** HDR is currently working on the Nunes WTP Improvements project and is familiar with the site access challenges and need for maintenance of plant operations. Our knowledge will ensure that workable solutions for a realistic construction sequencing plant will be developed.

We have a history of delivering successful projects to water clients. We understand your project objectives and will work closely and collaboratively with your staff to produce project success. We have the right team, right experience, and extensive in-house capabilities to provide superior service to CCWD. If you have any questions about the information presented in our proposal, please contact Rich Stratton at 916.215.6722.

Sincerely,
HDR Engineering, Inc.

Holly L.L. Kennedy, PE
Senior Vice President

Richard G. Stratton, PE
Project Manager

10236080/RS/cs

hdrinc.com

2365 Iron Point Road, Suite 300, Folsom, CA 95630
T 916.817.4700 **F** 916.817.4747

QUALIFICATIONS

HDR has provided evaluation, design, bidding, and construction services for hundreds of water storage tanks and reservoirs, including more than 50 in California (Figure 2-1).

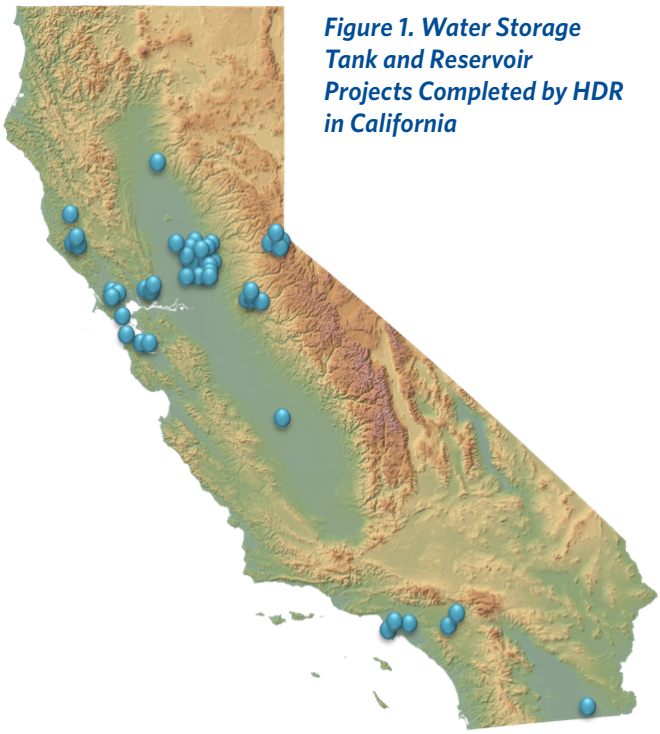


Figure 1. Water Storage Tank and Reservoir Projects Completed by HDR in California

Our tank designs have included elevated tanks and surface and subsurface ground storage reservoirs. Design styles and construction materials have varied depending upon cost analysis, site selection, aesthetics, and client preference, and have included glass-lined steel, bolted steel, welded steel, and prestressed concrete types.

We have completed multiple projects involving the design and construction of new water storage tanks, with capacities ranging from as small as 10,000 gallons and as large as 10 million gallons (MG). These projects help to improve water pressure, provide a reliable supply, and restore water quality. With our extensive background, we are able to provide the full range of services necessary for successful planning, design, and construction, including utility coordination, identification of easements and right-of-ways, permit acquisition, and public outreach.

We have provided references for select projects followed by a table of additional tank projects.

REFERENCE:
Travis Kahrs
City of Lodi, Public Works
2001 West Turner Road
Lodi, CA 95242
209.333.6878
tkahrs@lodi.gov

3 MG Tank for Lodi Surface Water Treatment Facility

City of Lodi

HDR provided award-winning conceptual design, predesign, final design, California Environmental Quality Act (CEQA) environmental documentation, permitting assistance, and construction engineering services for the new 11.5 MGD surface water treatment facility, which included a 3 MG prestressed concrete water storage tank. To minimize visual impacts and to provide good bearing soils, the 3 MG prestressed concrete clearwell was 10 feet below grade. This required installation of monitoring wells and a groundwater collection and pumping system.

REFERENCE:
Stephen Nuss
Anchorage Water and Wastewater Utility
3000 Arctic Boulevard
Anchorage, AK 99503
907.564.2763
Stephen.Nuss@awwu.biz

5 MG Elmore Reservoir Design Build

Anchorage Water and Wastewater Utility

HDR provided design-build support for a new 5 MG partially-buried prestressed concrete water storage reservoir near the intersection of Elmore and Huffman Roads in Anchorage, Alaska, with a construction cost value of $7 million. Improvements included: (1) dual water pipes to fill and drain the reservoir; (2) above-ground structure that houses control valves, water meters, and electronics for control and management of the water reservoir; (3) vehicular parking area; (4) security fence around the site; and (5) retaining walls. Project was performed using design-build alternative delivery process.

REFERENCE:
Tracy Rideout
City of Vacaville, Public Works
650 Merchant Street
Vacaville, CA 95688
707.449.5161
tracy.rideout@cityofvacaville.com

2.3 MG Lagoon Valley Reservoir

City of Vacaville

HDR provided preliminary and final design of a new 2.3 MG partially-buried, prestressed concrete storage tank with concrete roof, as well as 2,690 gpm booster pumping station. The Lagoon Valley Reservoir includes approximately 1,500-foot-long access roadway; site improvements, including drainage facilities and tank overflow piping, grading, and landscaping; and electrical, instrumentation, and SCADA system.

REFERENCE:
Joe Zoba
Yucaipa Valley Water District
12770 Second Street
Yucaipa, CA 95399
909.797.5119
jzoba@yvwd.dst.ca.us

6 MG Yucaipa Valley Regional Water Filtration Facilities

Yucaipa Valley Water District, CA

HDR provided award-winning design, bidding, construction engineering, and startup services for the new $37.4 million Yucaipa Valley Regional Water Filtration Facility, which included a 6 MG partially- buried prestressed concrete finished water storage tank that complies with American Water Works Association (AWWA) D110 standards, as well as 5,000 linear feet (LF) of 4- to 48-inch-diameter finished water pipeline to convey treated water to the city's distribution system.

REFERENCE:
Michael Bessette
SBFCA, Formerly City of West Sacramento
2379 Gateway Oaks Dr #200,
Sacramento, CA 95833
916.679.8861
m.bessette@sutterbutteflood.org

4 MG Clearwells for Bryte Bend Water Treatment Plant Expansion

City of West Sacramento, CA

HDR provided predesign, environmental documentation, design, bidding, and construction engineering services for two new 4 MG prestressed concrete clearwell tanks that replaced the existing 1.2 MG tanks, as part of the $28 million Bryte Bend Water Treatment Plant expansion project.

Table 1. Additional Tank Project Experience

Conspiracy Point Tank, Del Webb Corporation, Lincoln, CA

HDR provided predesign, design, bidding, and construction engineering services for new 5 MG, partially buried prestressed concrete storage tank serving the Sun City Lincoln Hills development. The tank was designed to allow upgradient soil to rest against the tank. The down gradient side is exposed. Project also included an altitude valve station, electrical/instrumentation, and perimeter access roads.

Sunset Tank, Placer County Water Agency, Auburn, CA

HDR provided predesign, design, bidding, and construction engineering services for a new 10 MG prestressed concrete storage tank on a 20-acre site, adjacent to the Sunset Water Treatment Plant. Approximately one foot of the tank was left above grade to prevent vehicle traffic on the tank roof.

Sacramento International Airport Tank, Sacramento County Airport System, Sacramento, CA

HDR provided predesign, design, bidding, and construction engineering services for water system improvements serving the Sacramento International Airport, which include two 1.4 MG prestressed concrete water storage tanks.

Yuba City Water Treatment Plant Clearwells, City of Yuba City, CA

HDR provided predesign, design, bidding, grant funding assistance, environmental documentation, permitting assistance, construction engineering, operations and maintenance manuals, and testing and startup assistance for the expansion of the 24 million gallons per day (MGD) water treatment plant to 30 MGD, then to 48 MGD (with expansion capability for 65 MGD at total buildout). Improvements included treated water piping modifications to the existing clearwell to achieve chlorine contact time after filtration, and new 4 MG buried prestressed concrete clearwell.

New West Hills Surface Water Treatment Plant, San Benito County Water District, CA

HDR provided program management support, which included predesign of the new West Hills Surface Water Treatment Plant and the North County Groundwater Bank. The new plant includes pretreatment, filtration, chemical feed and storage, backwash handling, solids handling, and water storage.

Finished Water 5 MG Reservoir and Booster Pumping Station Project, City of Port Townsend, WA

The purpose of this project is for the City to design and construct a new finished water storage reservoir and a finished water booster pumping station adjacent to the City's existing water storage tanks. The new tank will have a storage capacity of approximately 5 MG and will operate similar to the existing 5 MG reservoir at the site. The finished water booster pumping station will enable the transfer of finished water from the new 5 MG reservoir to the existing 1 MG Standpipe to provide for adequate quantity and pressures in the City's high pressure (275) zone in a major fire flow event. After the new tank goes into service, the existing tank will be taken out of service and demolished.

Project Manager and Project Team

Our priority is to provide you with a first-class management team that understands your project. Our management team brings together key Northern California staff that have the skills and technical ability to deliver successful results. Our team will be headed by **Rich Stratton**, a proven project manager and leader. Leveraging Rich's excellent experience will pay high dividends and enable our team to move quickly to find cost-effective solutions. Joining Rich as assistant project manager is **Ambarish Ravi**. Ambarish has built a strong portfolio of tank project design and condition assessment expertise in the past 10 years, including the City of Vallejo Concrete Tanks Condition Assessment Project and the San Jacinto River Authority (Texas) Concrete Tank Design Project. **Crystal Starr** will be your structural engineer; she worked closely with Ambarish on the Vallejo Concrete Tanks Condition Assessment Project and has also worked on concrete tank projects for the cities of Anaheim (California) and Tacoma (Washington). **Tom Hamlin** rounds out the team as the Design Center structural manager. Tom has a strong background in structural design, plan development, quality control reviews, and construction administration.

HDR is providing engineering and consultant services to dozens of municipal and state/federal clients throughout Northern California. We have more than 300 staff in the Sacramento region with significant flexibility to address workload requirements. In addition, we have more than 200 staff in the Bay Area that can supplement our local resources should any additional services be necessary.

Resumes for this staff are provided on the following pages.

Rich Stratton, PE

PROJECT MANAGER

EDUCATION
MS, Civil Engineering, University of Illinois at Urbana-Champaign
BS, Civil Engineering, University of Illinois at Urbana-Champaign

PROFESSIONAL AFFILIATIONS
American Membrane Technology Association
American Water Works Association
Water Environment Federation

REGISTRATIONS
Professional Civil Engineer, CA, No. 37261

HDR TENURE
24 Years

INDUSTRY TENURE
39 Years

Rich has more than 39 years of water and wastewater engineering experience. He has unparalleled technical expertise in reservoir design. He is one of HDR's top national potable water reservoir designers and has successfully managed 25 reservoir projects, including 10 AWWA D110 prestressed concrete tanks in Northern California. Rich will employ the same technical management skills that he has used on HDR's most complex reservoir and potable water projects, where he worked collaboratively with clients to identify the optimal project by balancing capital costs, including both tank and earthwork components, with life-cycle costs and visual aesthetics.

RELEVANT EXPERIENCE

Placer County Water Agency, 10 MG Sunset Water Storage Tank, Auburn, CA
Rich was project manager for design and construction engineering services for a new 10 MG prestressed concrete storage tank on a 20-acre site, adjacent to the Sunset Water Treatment Plant. Approximately one foot of the tank is left above grade to prevent vehicle traffic on the tank roof. Project includes design of 3,000 LF of 30-inch water main, and 1,000 LF of 42-inch of water pipeline.

Placer County Water Agency, 2.5 MG Sunset Water Storage Tank, Auburn, CA
Rich was project manager for design of modifications to the existing tank overflow weir for the 2.5 MG Sunset Tank. The overflow weir and pipeline is in an enclosed structure on the tank exterior.

Del Webb Corporation, 5 MG Conspiracy Point Tank, Lincoln, CA
Rich was project manager for design and construction assistance engineering services for a 5 MG prestressed concrete storage tank. The tank was designed to allow upgradient soil to rest against the tank. The down gradient side remains exposed. Project also included an altitude valve station, electrical/instrumentation, and construction of perimeter access roads.

Anchorage Water & Wastewater Utility, Elmore Road Water Storage Reservoir Design-Build, Anchorage, AK
Rich designed a new 5 MG partially-buried prestressed concrete water storage reservoir near the intersection of Elmore and Huffman Roads in Anchorage, with a construction cost value of $7 million. Improvements included: (1) dual water pipes to fill and drain the reservoir; (2) above-ground structure that houses control valves, water meters, and electronics for control and management of the water reservoir; (3) vehicular parking area; (4) security fence around the site; and (5) retaining walls. Project was performed using design-build alternative delivery process.

City of Lodi, Surface Water Treatment Facility, CA
Rich was project manager for award-winning conceptual design, feasibility evaluation of alternatives, predesign, CEQA environmental documentation, permitting, design, bidding, and construction engineering services for a new 10 MGD surface water treatment plant and its associated facilities, which includes 36-inch-diameter water mains; 3 MG prestressed concrete water storage tank; and 26 non-treated groundwater wells.

Tualatin Valley Water District, Willamette Water Supply Project, Beaverton, OR
Rich was assisted with predesign of the $1 billion Willamette Water Supply that conveys more than 85 MGD of water from the Willamette River to Hillsboro. Assisted with preliminary design of the new 85 MGD water treatment plant. The project also included an expanded intake, 85 MGD pumping station, two 15 million-gallon prestressed concrete water storage reservoirs, and over 20 miles of 72-inch-diameter water distribution pipelines.

City of Fresno, New 30 MGD Surface Water Treatment Plant, Fresno, CA
Rich designed process and treated water facilities for the new 30 MGD surface water treatment plant. Process facilities designed include flash mix ACTIFLO, and filter backwash handling. Treated water facilities included a 1 MG cast-in-place concrete clearwell, 30 MGD high-service pumping station, distribution system piping, and off-site pressure sustaining valve stations.

Yucaipa Valley Water District, Yucaipa Valley Regional Water Filtration Facility, Yucaipa, CA
Rich was project manager for design, bidding assistance, construction engineering, and startup services for the new $37.4 million Yucaipa Valley Regional Water Filtration Facility, a microfiltration facility (with provisions to add nanofiltration equipment) located on a 32-acre site, with an initial capacity of 12 MGD and an ultimate capacity of 36 MGD. The facility includes microfiltration using Pall membranes, nanofiltration and blending facilities, residuals handling facilities, disinfection using sodium hypochlorite, 6 MG partially-buried prestressed concrete finished water storage tank, 5,000 LF of 4- to 48-inch-diameter finished water pipeline to convey treated water to the city's distribution system, influent flow control, security features, and slope protection for the adjacent flood control channel. Aesthetics and architectural design were key project issues.

City of Yuba City, Water Treatment Plant Expansion to 85 MGD, Yuba City, CA
Rich was project manager for predesign, design, bidding, grant funding assistance, environmental documentation, permitting assistance, construction engineering, operations and maintenance (O&M) manuals, and testing and startup assistance for the $36 million expansion of the 24 MGD water treatment plant to 48 MGD. Improvements included: (1) 30 MGD (85 MGD buildout) low-lift pumping station near Feather River to meet the demands of the water treatment plant expansion, along with new switchboard, transformer, and larger standby generator; (2) two new 48 MGD fish screen facilities (screens are designed to limit maximum approach velocity perpendicular to the screen to 0.2 ft/s); (3) 42- and 54-inch-diameter raw water pipelines - one of the pipelines crosses through a levee; (4) four new membranes to increase the hydraulic capacity of the plant to 48 MGD; (5) new 42-inch-diameter treated water pipelines; (6) treated water piping modifications to the existing clearwell to achieve chlorine contact time (CT) after filtration; (7) new 4 MG buried prestressed concrete clearwell; (8) new 18 MGD high-service pumping station (with allowable future expansion to 48 MGD by addition of extra pumps); (9) chemical feed system and chlorine disinfection modifications; (10) backwash water disposal; and (11) electrical and control system upgrades.

City of West Sacramento, Bryte Bend Water Treatment Plant Expansion, West Sacramento, CA
Rich was project manager for predesign, environmental documentation, permitting assistance, design, bidding, and construction administration services to expand the Bryte Bend Water Treatment Plant from 24 MGD to 58 MGD, which draws water from the Sacramento River. Improvements included 36-inch-diameter water main to provide increased capacity to the Southport area, new fish screens, installation of five 12 MGD vertical turbine pumps (with a sixth pump waiting in standby), two 4 MG prestressed concrete clearwells, low lift pumping station, chemical storage and feed system, disinfection system modifications, conversion of the sedimentation basins to washwater recovery basins, new washwater recovery pumping station, operations building/lab modifications, new administration building, and electrical and plant control system improvements.

City of Healdsburg, Panorama Reservoir, Healdsburg, CA
Rich provided QA/QC for design of new 2 MG glass-fused bolted steel tank, pumping station, PRV station, 1,000 LF of 12- to 18-inch-diameter water main, and repaving on Sunnyvale Drive.

City of Healdsburg, Tayman Park Reservoir Replacements, Healdsburg, CA
Rich provided QA/QC for design of two new 1.65 MG glass-fused bolted steel water storage tanks that replaced three existing reservoirs in the Tayman Park area, and 1,000 LF of 12- to 18-inch-diameter water main.

Marin Municipal Water District, Fairfax Transmission Line Water Storage, Corte Madera, CA
Rich was project manager for predesign of three treated water storage tanks, which includes two 2 MG concrete or steel tanks at the Ross Reservoir site, one 4 MG concrete tank at one of two potential sites (Site 10B - Worn Springs and Site 7 - Five Corners), roads, retaining walls, soil nail walls, pipelines, hydraulic electric generator, decommissioning of Pine Mountain Tunnel, and associated works. Evaluated 38 site layout alternatives that included AWWA D110 and D110 circular and rectangular tank configurations, and buried and exposed alternatives. Tanks are located in affluent community with residents highly opposed to tanks blocking their million-dollar views, and extremely hilly terrain. Aesthetics and geotechnical considerations were key.

Ambarish Ravi, PE

ASSISTANT PROJECT MANAGER

EDUCATION
MS, Civil and Environmental Engineering, Texas A&M University

BS, Civil Engineering, Visvesvaraya National Institute of Technology

PROFESSIONAL AFFILIATIONS
California Water Environment Association

Water Environment Association of Texas

REGISTRATIONS
Professional Civil Engineer, CA, No. 89353

HDR TENURE
3 Years

INDUSTRY TENURE
9 Years

Ambarish is a civil engineer with nine years of experience managing, planning, and designing projects in the water industry that have included water and wastewater treatment plants, storage tanks, and pump stations. He has led the design on planning level studies, condition assessment projects, conceptual, preliminary and final design for green-field and rehabilitation projects. He has also supported projects during their construction phase. His project management experience includes working with large teams in multiple regions and managing design, budgets, schedules, project risks, and staffing resources.

ADDITIONAL RELEVANT EXPERIENCE

City of Vallejo, Concrete Tanks Condition Assessment Vallejo, CA
Ambarish is the project manager for this ongoing project to perform condition assessment for six concrete tanks with storage capacity from 1 MG to 6 MG. Condition assessment includes mechanical, structural, electrical, site and corrosion related assessment. Immediate repair and rehabilitation work including structural repairs are being identified for each tank to be performed by contractor onsite. Additionally, condition assessment reports are being delivered separately for each tank to help the City plan future repair and rehabilitation projects.

San Jacinto River Authority, Concrete Tank Design, Woodlands, TX
Ambarish was the assistant project manager for this project that involved the demolition and replacement of a 2 MG concrete tank and associated civil, mechanical and electrical improvements. The project included abatement of asbestos during tank demolition. His role included construction phase support and oversight of start-up and commissioning activities.

San Jacinto River Authority, Steel Standpipe Design, Conroe, TX
Ambarish was the project engineer for the design of a 120-foot tall, 25-foot diameter glass-fused-to-steel standpipe with a 450,000-gallon capacity. The project included design of an altitude valve for shutoff and site improvements at a green-field site. Services provided included construction phase support and oversight of start-up and commissioning activities.
San Jacinto River Authority, Concrete Tank Condition Assessment and Rehabilitation, Woodlands, TX
Ambarish was the project engineer for this project that involved tank condition assessment, rehabilitation design, and construction phase support for 2 MG and 1 MG concrete tanks. Scope of work included structural, mechanical, electrical and coatings inspection and rehabilitation.

San Jacinto River Authority, Concrete Tank Condition Assessment and Rehabilitation, Woodlands, TX
Ambarish was the project engineer for this project that involved tank condition assessment, rehabilitation design, and construction phase support for 2 MG and 1 MG concrete tanks. Scope of work included structural, mechanical, electrical and coatings inspection and rehabilitation.

San Benito County Water District, Water Supply Facility Plan and Feasibility Study, Hollister, CA
Ambarish is the project manager for this facility planning project to determine water supply options to provide fire flow and meet the future water demand for the Hollister Urban Area. Water supply facilities included conceptual

design of water wells, evaluation of groundwater hardness treatment options, such as pellet softening and ion exchange, and comparison to water from wells that did not require treatment, but needed extensive pipelines. Other facilities included booster pumping facilities and storage tanks.

Baytown Area Water Authority, Surface Water Treatment Plant, Baytown, TX
Ambarish was the assistant project manager for the preliminary and final design of a green-field 6 MGD surface water treatment plant. The project scope included the preparation of a preliminary engineering report and final design contract documents. His role included the design of a canal raw water intake structure, two 5 MG forebays, 6 MGD low-lift pump stations, high-rate Superpulsator clarifiers, dual-media self-backwashing filters, chemical feed and storage systems, sludge lagoons, and sludge land application processes. The chemical design of the facility involved dosing chloramines and chlorine dioxide for disinfection, ferric chloride and polymer for coagulation, zinc polyphosphates, and caustic soda. Ambarish was also involved the site development and yard piping plan.

City of Houston, Northeast Water Purification Plant Sludge System Rehabilitation, Houston, TX
The existing 80 MGD surface water treatment plant had issues producing 80 MGD water due to bottlenecks in the sludge management processes. As the assistant project manager, Ambarish prepared a preliminary engineering report for rehabilitation of the sludge management processes, including the addition of a gravity thickener, modification to the chemical process, sludge homogenizing tank and sludge pumps, and the addition of a two-story dewatering building that housed four belt presses and five conveyors.

Gulf Coast Water Authority, Water Treatment Plant Solids Management Improvements, Texas City, TX
Ambarish was the assistant project manager for the preliminary and final design that involved improvements to the sludge management systems for an existing 50 MGD surface water treatment plant. Two 12 MG sludge lagoons, a 50-year life monofill, detention ponds and pump stations were part of the project. The project also involved a permit application process for the monofill that involved public hearings.

City of Vallejo, Lakes Water System Water Supply Alternatives Analysis Vallejo, CA
Ambarish was the assistant project manager for this project evaluating various alternatives to increase water supply to the City's Lakes Water System by 1 MGD. Multiple water treatment alternatives, such as GAC Filtration, Actiflo Carb, and Ion Exchange processes were evaluated. Treatment alternatives were also compared to non-treatment alternative, such as pumping and storage facilities required to supply water from the City's main distribution system. The project also included assessment of storage required in the distribution system.

City of San Mateo, Nutrient Removal and Wet Weather Flow Management Upgrade and Expansion, San Mateo, CA
Ambarish is a project engineer providing schematic design and final design services for headworks, primary and secondary treatment improvements to the 60 MGD (wet weather) San Mateo/Estero Municipal Improvement District (EMID) Wastewater Treatment Plant. Ambarish is the design lead for rehabilitation and repurposing of five existing aeration basins into a wet weather flow equalization system and modifications to the existing pumping system into a flow equalization pumping station. The effort involved the use of a 3D scanning LiDAR device to document existing equipment and using that as a base for demolition and as a background for the Revit 3D model. Ambarish is also responsible for the connection of proposed solids piping from the headworks, primary and secondary systems to existing solids treatment facilities.

City of Houston, Water Quality and Corrosion Control Study, Houston, TX
As a project engineer, Ambarish investigated the reasons for the increase in water quality complaints for the City's Kingwood service region. Water quality complaints for a period of 10 years were analyzed to identify trends in complaints and correlate them to seasons, vicinity to elevated storage tanks, pipe breaks, and facility startups. Bench scale testing of the corrosion inhibitor used in the water plants were carried out. Recommendations were provided to reduce the water quality complaints that included the testing and replacement of the corrosion inhibitor.

City of San Luis Obispo, Program Management for WRRF Upgrade, San Luis Obispo, CA
Ambarish is the project manager for this project to provide program management services for upgrades to the City's 5.1 mgd dry weather (22 mgd wet weather) water resource recovery facility. Services provided include managing project documentation, status, controls, and correspondence; administering project funding applications with state agencies and managing the design engineer during preliminary and final design. The current phase of the project involves program management during the construction phase.

Crystal Starr, PE, SE

STRUCTURAL ENGINEER

EDUCATION
BS, Civil Engineering, University of the Pacific, Stockton

REGISTRATIONS
Professional Civil Engineer, CA, No. 7566

Professional Structural Engineer, CA, No. 6337

HDR TENURE
1 Year

INDUSTRY TENURE
16 Years

Crystal is a licensed structural engineer with over 14 years of experience in structural design, analysis, evaluation, and retrofit of structures. Her structural engineering expertise includes infrastructure projects related to water, wastewater, municipal utilities, and hydropower. Crystal is experienced in leading detailed structural design efforts for water-containing facilities, building structures, civil structures, and pipeline stress analysis. She maintains knowledge of current industry codes and standards for structural design, evaluations and retrofit.

ADDITIONAL RELEVANT EXPERIENCE

City of Vallejo, Concrete Tanks Condition Assessment Vallejo, CA
Crystal is the structural engineer for this ongoing project to perform condition assessment for six concrete tanks with storage capacity from 1 MG to 6 MG. Condition assessment includes mechanical, structural, electrical, site and corrosion related assessment. Immediate repair and rehabilitation work including structural repairs are being identified for each tank to be performed by contractor onsite. Additionally, condition assessment reports are being delivered separately for each tank to help the City plan future repair and rehabilitation projects.

City of Anaheim, Windy Ridge Water Storage Tank, Anaheim, CA
Crystal was project engineer completing the design of a 1.6 MG circular prestressed concrete tank within weeks after the Client elected to change the design from a steel tank.

Tacoma Water, Green River Filtration Facility, Tacoma, WA
Crystal was project structural design engineer for the new filtration facility at the City of Tacoma's Green River Headworks Facility project. Design responsibilities included the detailed design of two prestressed circular concrete tanks, a non-pressed circular concrete tank, Finished Water Pump Station, and two ordinary concentrically braced framed buildings. The prestressed tanks were 1.5 MG at 80-foot diameter and 3.5 MG at 124-foot diameter. The tank roofs consist of a clear span aluminum geodesic dome. The non-prestressed tank was 7 MG at 265-ft diameter.

San Francisco Public Utilities Commission, Sunol Valley Water Treatment Plant Expansion and Treated Water Reservoir, San Francisco, CA
Crystal provided engineering support during construction for the structural portions of the Sunol Valley WTP 40 MGD Expansion and New Treated Water Reservoir project. The expansion consisted of a new flocculation/ sedimentation basin, a new chlorine contact tank, new chemical facilities and 2 new meter vaults. There was also a new 17.5 MG circular treated water reservoir that is 340-feet in diameter and approximately 35-feet in height.

City of West Jordan, Grizzly 4MG Water Storage Reservoir, West Jordan, UT
Crystal was project engineer for the design of a 4 MG circular prestressed concrete reservoir. The reservoir was designed as a duplicate of their existing reservoir. The reservoir is partial buried with a mat foundation and concrete roof supported by interior columns. The reservoir is 184-feet in diameter and 22-feet in height.

Seattle Public Utilities, Madison Valley NW Diversion and Washington Park Stormwater, Seattle, WA
Crystal was project engineer for the design of a 1.3 MG stormwater storage tank in Washington Park. The circular tank is a non-prestressed concrete structure built into a hillside and an integral landscape design to match the park. The tank roof was designed to support the landscaping and the new pedestrian overlook function. The tank is partial buried with a drilled pier supported foundation and concrete roof supported by interior columns. The reservoir is 100-feet in diameter and 26-feet in height.

U.S. Agency for International Development (USAID), Palestinian Water Authority Program funded by USAID Infrastructure Needs Program
Crystal was project engineer for the development and improvements of the water infrastructure in the West Bank and Gaza. Design responsibilities included the design of three non-prestressed concrete storage tanks and various civil site structures. The tanks measure 75-feet in diameter or 54-feet diameter and 20-feet in height. The tanks were 0.3 MG to 0.7 MG capacity.

City of Livermore, Condition Assessment at Livermore Water Reclamation Plant, Livermore, CA
Crystal is currently the Structural Engineer performing condition assessments for various structures at the plant including the Primary Effluent Pump Wet Well, Influent Manhole, Mixed Liquor Box, Secondary Clarifier, Equalization Basin and Headworks channels. A Tier 1 assessment is performed with some additional nondestructive testing of concrete and metallic surfaces. Crystal is helping to prepare the condition assessment reports. The reports summarize findings and provide recommendations for improvement where required. A series of condition assessment reports will be prepared by the end of the project.

City of Vallejo, Fleming Hill WTP Finished Water Pump Station Electrification Project, Vallejo, CA
Crystal was project Structural Engineer preparing a structural evaluation of the existing Finished Water Pump Station. The structural evaluation of the reinforced masonry structure with wood roofing was performed in accordance with ASCE 41 Tier 1 procedures. The structural evaluation was part of the overall project to provide pump replacement alternatives for the existing pump station. Additionally, structural provided improvement recommendations to facilitate the installation and operational needs of the selected pump alternatives.

Clark County Water Reclamation District, Dual Media Filters, Clark County, NV
Crystal was a Structural Design Engineer for the expansion of the existing wastewater treatment facility to add five new structures, which included filters building, pumping station, chemical feed facility, equalization basin, and an ultraviolet (UV) disinfection facility. Crystal performed the structural detailed design of the Filter Influent Pump Station which consists of a cast-in-place concrete structure below with a masonry building above.

San Francisco Public Utilities Commission, University Mound Reservoir North Basin Seismic Upgrades, San Francisco, CA
Crystal was a project Structural design engineer on a seismic retrofit project for the existing University Mound Reservoir servicing San Francisco. The first stage of the project was to perform a structural assessment of the existing concrete conditions including the interior underside of the roofing system and visual inspection of all roof joists to identify repairs only accessible by boat within the reservoir. The seismic retrofit design elements included reinforced concrete moment frames, shear walls and stainless steel braced frames to the existing fifteen concrete roof segments and foundation. Seismic design criteria for retrofit included ACI 350.3 and FEMA 356, ASCE 41.

City of San Mateo, Nutrient Removal and Wet Weather Flow Management Upgrade and Expansion, San Mateo, CA
Crystal is a project Structural Engineer on the largest project implemented by the Clean Water Program. The project upgrades the WWTP's aging infrastructure with new advanced liquid treatment process facilities and general plant upgrades. The new liquid treatment process facilities include headworks, primary treatment, five-stage biological nutrient removal/membrane bioreactor process, biological and chemically enhanced treatment process, and other general plant upgrades. Her design responsibilities include the design of the primary treatment structure and primary effluent pump station. The structure consists of reinforced concrete walls and foundation slab with overall dimensions of 265' by 100'. The structure is supported on precast prestressed concrete driven piles. The structure itself is adjoined with adjacent structures and separated by expansion joints. Additional responsibilities include specification development, pipe support and platform designs.

Tom Hamlin, PE, SE

DESIGN CENTER STRUCTURAL MANAGER

EDUCATION
BS, Civil Engineering, South Dakota State University

MS, Civil Engineering, South Dakota State University

PROFESSIONAL AFFILIATIONS
Structural Engineers Association, Arizona

REGISTRATIONS
Professional Civil Engineer, CA, No. 71864

Professional Structural Engineer, CA, No. 6122

HDR TENURE
15 Years

INDUSTRY TENURE
17 Years

Tom is one of HDR's Design Center Structural Managers. He brings 15 years of experience as a structural engineer. His experience includes structural design, plan development, quality control reviews, and construction administration for a wide range of structure types including water/wastewater facilities, mining, and industrial facilities. Additionally, Tom has extensive experience in performing structural investigations and rehabilitations of existing water/wastewater facilities.

ADDITIONAL RELEVANT EXPERIENCE

City of Lodi, Surface Water Treatment Facility Predesign, Lodi, CA
Tom provided predesign, environmental, design, watershed sanitary survey, and permitting assistance for a new 11.5 MGD surface water treatment plant, which included a sedimentation basin, 8 MGD Pall Microza pressure membrane system, chemical and disinfection systems, plate settlers for residual handling, 10 MGD pumping station, 3 MG prestressed concrete water storage tank, water transmission main, modifications of 26 groundwater wells, operations and chemical buildings, and corrosion control.

City of Lodi, Surface Water Treatment Facility Construction, Lodi, CA
Tom provided engineering services during construction of a new 11.5 MGD (23 MGD at buildout) surface water treatment facility, which included: (1) raw water pumping station, which include three 50-hp, 5.7 MGD pumps in oversized cans enclosed in a concrete masonry unit (CMU) block building; (2) sedimentation basin followed by automatic strainers for pretreatment; (3) Pall Microza pressure membrane system, with an initial firm capacity of 8 MGD and expandable to 20 MGD; (4) chemical and disinfection systems; (5) residual handling (plate settlers); (6) relocation of an electrical transmission pole; (7) modification of the traffic signalization for the Union Pacific Railroad tracks; (8) storm drain system that include catch basins and connection to an existing stormwater pumping station; (9) 10 MGD (25 MGD buildout) high-service pumping station with end-suction centrifugal pumps and CMU building; (10) 3 million-gallon (MG) prestressed concrete tank; (11) 2,500 linear feet (LF) of 36-inch-diameter water transmission main, and connections to existing distribution system water transmission mains; (12) modifications of 26 groundwater well with permanent chlorination facilities to ensure compliance with state and federal regulations, as well as sodium hypochlorite tanks, chemical feed banks, online chlorine residual analyzer, SCADA system, and well pump programmable logic controller (PLC); (13) operations building and chemical building; and (14) corrosion control.

City of Apache Junction, Water Infrastructure Improvements, Apache Junction, AZ
Tom was responsible for the evaluation and design of the potable water storage and pumping improvements at its Public Works Facility. These improvements included a new 1 MG capacity storage tank and upgrades to an existing booster pump station at the site. Phase 1 included conducting a condition assessment of the existing booster pump station and its use with new 1 MG tank. Provided recommendations for rehabilitation and upgrades to this facility. Summarized and discussed the pros and cons of the types of materials available for construction of the new 1 MG tank (specifically concrete and steel). Included

a typical life cycle cost analysis of each material as constructed following various AWWA design standards. He evaluated and discussed pros and cons of the various construction delivery methods available for the new tank as well as estimated delivery schedules for each. These methods included traditional design-bid-build construction manager at risk design-build and turn key (i.e. tank manufacturer design and construction). Tom developed budgetary level construction cost opinions for the recommended improvements to the booster station and tank. He provided a report summarizing the observations evaluations recommendations and construction cost opinions developed. Following the recommendations of the Phase 1 report, the City and Water District elected to construct a new 1 MG capacity prestressed concrete reservoir (AWWA D110 Type I) using a traditional design-bid-build delivery method. Design Phase services included design of the new 1 MG tank piping and appurtenances and assisting the City and Water District during the bid phase.

City of Mesa, Brown Road Water Treatment Plant Improvements, Mesa, AZ
Tom prepared structural contract documents for improvements to the finished water pumping and distribution system at the Brown Road Water Treatment plant. Structural elements of the project included design of a foundation system for an 80,000 gallon AWWA D100 steel feed tank, foundation system for a new surge tank, two new cast-in-place concrete valve vault structures, and miscellaneous cast-in-place concrete thrust blocks within the pressure pipe system improvements.

City of Missoula, Prospect Tank, Missoula, MT
HDR is designing a new 150,000 gallon concrete water storage facility adjacent to the existing Upper Prospect Tank. The current water storage zone can provide 1,000 gallons per minute (gpm) for two hours of fire flow, but the City wants to increase this to 1,500 gpm for two hours to accommodate planned future development. HDR's design services will include analyses, plans, specifications, cost estimates, and services during construction.

City of Port Townsend, Finished Water 5 MG Reservoir and Booster Pumping Station Project, Port Townsend, WA
HDR is working with the City on the design and construction a new finished water storage reservoir and a finished water booster pumping station adjacent to existing water storage tanks. The new 5 MG tank will operate similar to the existing 5 MG reservoir at the site. The finished water booster pumping station will enable the transfer of finished water from the new reservoir to the existing 1 MG Standpipe for adequate quantity and pressures in a major fire flow event.

City of Roseville Public Works, West Side Reservoirs and Pumping Station, Roseville, CA
Tom managed preparation of structural calculations and preparation of plans and specifications for a 5 MG partially buried prestressed concrete water reservoir and pump station building. The pump station building is a two-story, masonry structure with steel joist framing roof structure.

Metro Domestic Water Improvement District, James Tripp Reservoir, Tucson, AZ
Tom was responsible for conducting the structural calculations for a 5.0 MG buried prestressed concrete reservoir with separate buried metering vault and Control Building. The reservoir is a DYK type, sliding wall base on membrane base slab design.

Pardee Homes, Coyote Springs Well Site No.1 and No. 2, and Booster Pump Station Buildings, Coyote Springs, NV
Tom was structural project engineer for two groundwater wells and two booster pump stations. Included is an AWWA D110 Type 1 sliding wall base prestressed concrete reservoir on mat base slab and buildings of masonry with steel roof framing.

Salt River Pima Maricopa Indian Community, Zone 2 Water System Improvements Design-Build Project, Scottsdale, AZ
Tom prepared structural calculations and structural drawings for the design of a 4 MG buried, prestressed concrete reservoir. Reservoir is a DYK type, sliding wall base on mat base slab design. Cast-in-place concrete two-way roof slab of the reservoir is designed for a future parking lot above. The structural design also included a 21-MGD vertical turbine booster pump station, 13-MGD arsenic treatment system, Electrical Building and Chlorine Building, both of which were single-story, masonry building structures.

Tucson Water, Tucson Water Reservoir, Tucson, AZ
Tom was structural project engineer/lead inspector for this multi-year program that involves condition assessment, rehabilitation design, and construction administration for the upgrade of Tucson Water's 34 concrete reservoirs, and 34 steel storage tanks. Facilities to be rehabilitated under this program range from less than 1 MG to 60 MG, and were constructed from 1950 to the present day. The program includes all potable and reclaimed water storage facilities within the Tucson Water system. These water containing structures represent approximately $250 million in total assets. Of those 34 concrete reservoirs, HDR has currently provided design services for 4 reservoirs and construction administration and inspection service for two reservoirs.

QA/QC Plan

Quality is a mindset that is shared by every employee at HDR. It starts by clearly understanding your expectations and making a commitment to meeting them every time, with every deliverable. We will deliver quality products and service to you by implementing a QA/QC process early in the project and will document our comprehensive approach in a formal Quality Management Plan (QMP) that will be created at the initiation of the project and used throughout the execution of the design phase work.

Quality reviews are often thought of as checks that occur after major deliverables have been completed, and generally apply primarily to documents. We believe that the quality process should be applied to all aspects of a successful project. Not only we do begin the QA/QC process early in the project, we apply it to all elements of the project such as project management, schedule management, technical approach , documents, and any material that is provided to you as part of the project.

We maintain a fully documented QC procedures manual. It includes forms and checklists that will be used by our project manager and QC staff for this project. Every report, document, and figure will be checked for accuracy and to verify that it meets your expectations. QC procedures and standards confirm that every deliverable is checked for accuracy before it reaches you.

Your project calls for a high level of accountability, and you will find that our attention to detail and adherence to standards lead to successful outcomes. To achieve quality in our work, we have developed a Quality Management System (QMS) based on the fundamental principles and guidelines set forth by the ISO 9001:2008 series of international standards for quality management.

Our QMS provides an important framework for making sure that we are reaching the highest levels of quality – both for you and for ourselves. Figure 2 summarizes typical QMS activity. We remain focused on continual opportunities for improvement throughout our daily activities to achieve client satisfaction and meet performance expectations.

All design submittals, cost estimates, final contract documents, and deliverables will receive an internal, independent review before being submitted. A formal set of review comments and responses will be created, and signed by both the reviewer and author of the deliverable.

Our comprehensive approach will be documented in a formal QMP that will be prepared prior to the start of work. Time at design review meetings with you will be allocated to determine if our QA/QC approach meets your expectations and to identify opportunities for improvement.

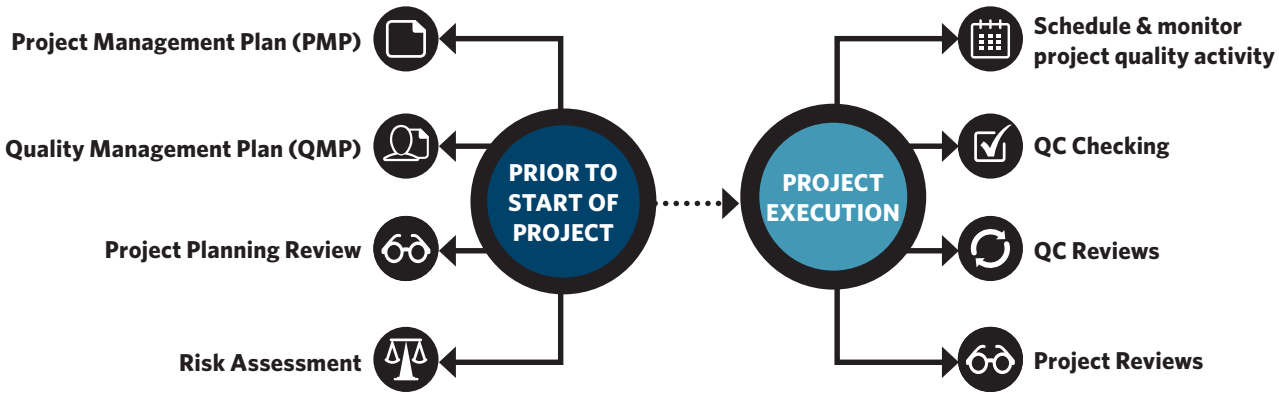


Figure 2. QMS Project Activity Summary

STAFF REPORT

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

From: **Mary Rogen, General Manager**

Agenda: **February 9, 2021**

Report Date: **February 5, 2021**

Subject: **Approval of Professional Services Agreement with EKI Environment & Water, Inc. for Design and Construction Support Services for Replacement of the Water Line at Grandview Boulevard Under Highway 1**

Recommendation:

Authorize the General Manager to retain the professional services of EKI Environment & Water, Inc. ("EKI") for design and construction support services for replacement of the water line at Grandview Boulevard under Highway 1 for a not-to-exceed budget of $156,500.

Background:

The City of Half Moon Bay is currently working with Caltrans to design the Highway 1 Safety and Operation Improvements Project. This project includes widening Highway 1 while adding medians, bike paths and pullouts. Construction for this project is anticipated to begin in 2022.

In anticipation of this future work on Highway 1, the District engaged EKI in October 2019 to verify pipe sizes, materials, age, and condition of existing pipelines at the Highway 1 crossings at Silver Avenue, Terrace Avenue, Grandview Boulevard, and Spindrift Way. Based upon EKI's field surveys, pot holing, and predesign work, EKI is recommending that the Grandview crossing be replaced as a high priority project due to the age, material and lack of redundancy serving this neighborhood. The existing crossing is 6" cast iron pipe. The new crossing would be 8" ductile iron pipe and connected to the 16" ductile iron pipe transmission main on the West side of Highway 1. This water line would be constructed with a jack and bore methodology as required by Caltrans.

EKI is not recommending any of the other Highway 1 crossings be replaced at this time.

The Grandview Water Main Replacement Project design that was also approved by the Board in 2019, is now 100% complete. If the schedule allows, the Grandview Water Main Replacement Project (which provides for replacing the water lines in the

Grandview neighborhood and is budgeted for Fiscal Year 2021-2022) would ideally be bid together with the Highway 1 Crossing Project as a single project in order to maximize economy of scale, attract more bidders and to minimize the disruption to the neighborhood. The Grandview Water Main Replacement project includes replacement of 2,300 linear feet of 2" PVC and ~1,100 linear feet of 6" cast iron with 6" and 8" ductile iron pipe. EKI's Opinion of Probable Cost for the Grandview project is $1.5 Million.

At the District's request, EKI has submitted the attached proposal for Design and Construction Support Services for Replacement of Waterline at Grandview Boulevard Under Highway 1. Staff proposes we utilize EKIs expertise in water main replacement design and assist the District with needed engineering design services, bid support and engineering during construction needed to replace this Highway crossing.

Based on EKI's past responsiveness and past engineering design and support provided to date, staff recommends that the Board approve a professional services agreement for design and construction support services for replacement of the water line at Grandview Boulevard under Highway 1, for a not-to-exceed amount of $156,500. The attached EKI proposal dated January 25, 2021 outlines the scope of their effort.

Fiscal Impact:
The Fiscal Year 2021-2022 Capital Improvement Program (CIP) includes $1,650,000 for the Grandview Pipeline Replacement Project.

The CIP also includes $2,000,000 in the 6-10 year planning horizon as a placeholder for replacement of the four crossings.

Corporate Office
2001 Junipero Serra Boulevard, Suite 300
Daly City, CA 94014
(650) 292-9100
ekiconsult.com

25 January 2021

Ms. Mary Rogren
General Manager
Coastside County Water District
766 Main St.
Half Moon Bay, CA 94019

Subject: Proposal for Design and Construction Support Services for Replacement of Water Line at Grandview Blvd Under Highway 1
Coastside County Water District, Half Moon Bay, California
(EKI C1-010)

Dear Ms. Rogren:

EKI Environment & Water, Inc. (EKI) is pleased to provide this proposal to Coastside County Water District (District) for design, bid support, permitting support, and construction support services for replacement of the water line crossing Caltrans Highway 1 via jack and bore construction method at Grandview Blvd (Project). This proposal is being prepared in response to the District's request on 14 December 2020.

PROJECT UNDERSTANDING

The City of Half Moon Bay (City) is working with Caltrans to design the Highway 1 Safety and Operational Improvements Project (the Highway 1 Project) in the project area: widening the highway while adding medians, adding bike paths to both sides of the highway, and bus pullouts. The 100% drawings are available, and construction is anticipated to begin in 2022. EKI recommended and the District agreed that based on the age of this crossing at Grandview Boulevard lack of redundancy, and the Highway 1 Project development, it would be advantageous to replace the existing water line as soon as possible and prior to the start of the Highway 1 Project. This proposal reflects designing and implementing the replacement of this crossing in advance of the City's project, and will be designed to reflect the widening, retaining walls, realigned bike path, and other new features in those plans. The District is in touch with City representatives on the project and it is assumed the District and EKI will coordinate the design and timing of this project with the City and Caltrans.

The Project will replace the existing 6-inch cast iron pipe with new 8-inch ductile iron pipe (DIP) under Highway 1 at Grandview Blvd in Half Moon Bay, California. The new Highway 1 crossing will be installed parallel to the existing crossing, allowing the existing pipeline to remain in service during construction. A steel casing pipe will be installed via auger boring under Highway 1 and the new 8-inch DIP water main will be installed within the casing pipe. The new water main will be connected to the existing 16" DIP transmission main on the west side of Highway 1 and the Grandview distribution main on the east side of Highway 1 via open trench construction.

Caltrans requires bore receiving and entry pits to be located outside of their right of way (ROW), but since the existing 16" transmission main is within the Caltrans right-of-way (ROW), EKI will be requesting an exception, as mentioned in Task 5. Based on preliminary discussions with Caltrans, EKI believes that

Caltrans will grant an exception for this location. The existing pipe alignment to be replaced is shown in Figure 1.

As part of Task Order 8, EKI conducted a field investigation to prepare a basemap for this location, conducted utility potholing, and is in the process of developing a summary memorandum with a conceptual crossing alignment.

For the detailed design, Meridian Surveying Engineering, Inc. (Meridian) will collect and prepare a topographic survey of the project site. The survey will locate the City and Caltrans ROW, high and low points, and elevation data in the form of a grid. The survey data will then be used to prepare a Civil 3D surface which will be used by EKI to develop a profile for the proposed alignment. Meridian will incorporate the utility information gathered by EKI as part of Task Order 8 in the topographic survey map. Geo-Logic Associates (Geo-Logic) will be the geotechnical consultant and will perform soil borings at each side of the highway crossing. Bennett Trenchless Engineers (BTE) will provide technical support to EKI for the design and permitting of the jack and bore crossing.

In addition to providing design services, EKI will provide limited bid support, permitting support, and engineering services during construction (ESDC). EKI assumes that the District will provide construction management, including field inspection. Special permits and design coordination will be required with Caltrans and the City for this project.

TASK 1: TOPOGRAPHIC SURVEY

EKI's subconsultant Meridian Surveying Engineering, Inc. (Meridian) will perform topographic surveying at the Project site. The extent of the surveying will be determined based on the conceptual site plans prepared in Task Order 8. Meridian will perform both field and office work for site mapping. The survey will be based on North American Datum of 1983 (NAD83) and NAVD88 vertical datum. The survey extent will be adequate for design, and include topography, curb and gutter, street striping, surface features, existing utilities (based on available as-built records and markings), and USA markings (from Task 2) to support the design of the jack and bore alignment. Meridian will incorporate utility research and potholing data gathered by EKI under Task Order 8.

Deliverables:

- Digital copy of the survey base map in AutoCAD Civil3D 2018 format
- Point files PNEZD (in CSV format)

Assumptions:

- Meridian will import EKI's utility base map into the new survey file
- Topographic survey will be performed on a 25-foot grid of all hardscape and softscape.
- The Surveyor will locate grade breaks, high points, low points, and surface-visible improvements (e.g., fences, walls, buildings, striping, driveways, walkways, structures, lights, poles, bollards), surface-visible utility features (e.g., drainage structures, USA markings, vaults, valves, meters,

boxes, pedestals, cleanouts, manholes, drain inlets, catch basins, culverts, outfalls, bridge, and standpipes), and general limits of vegetated or landscaped areas.

- This proposal does not include estimated costs for preparation of a Record of Survey as required by Section 8762 of the Subdivision map act. Meridian must comply with State Law and that there is the possibility that a boundary survey can result in a state mandated Record of Survey. If a Record of Survey is required by Section 8762 of the Business and Professions Code, an additional fee would be required for preparation and filing with the San Mateo County Department of Public Works.

TASK 2: GEOTECHNICAL INVESTIGATION

EKI and its subconsultant Geo-Logic will identify geotechnical boring locations along the jack and bore alignment based on the conceptual site plans prepared in Task Order 8. Prior to the geotechnical investigation, Geo-Logic will obtain City and Caltrans encroachment permits for the borings, as necessary. Geo-Logic will then perform a geotechnical investigation to explore subsurface conditions along the jack and bore alignment and to provide geotechnical recommendations for design and construction of the pipeline. There will be two borings, one on the east side of Highway 1 and another on the west side. The geotechnical results will be summarized in a geotechnical report. The geotechnical work scope includes the following:

1) A visit the site to observe existing site conditions and mark proposed boring locations.
2) Obtain a subsurface drilling permit from County of San Mateo Environmental Health Services Division (SMCEHS).
3) Obtain an encroachment permit from Caltrans District 4.
4) Obtain a drilling permit from City of Half Moon Bay.
5) Notify USA for underground utility clearance for the entire project site.
6) Perform laboratory testing on selected soil samples obtained from the borings to evaluate pertinent engineering properties.
7) Perform engineering analysis on the collected data.
8) Prepare boring logs noting depth to groundwater.
9) Prepare a geotechnical investigation report with design recommendations and criteria for jack and bore pipe installation and bore pit support.

The draft geotechnical report will be finalized after receiving comments from CCWD. The EKI team will use the results and recommendations of the geotechnical investigation to assist in the design of the proposed Project. In addition, the geotechnical report will be made available to the Contractors during bidding.

Assumptions:

- Geo-Logic will obtain a Caltrans and City of Half Moon Bay Encroachment Permit for the boring activities

- District will mark their water line within the Project area
- Jack and bore pits will be 20 feet or less in depth below ground surface.
- A professional underground services locator shall be retained to check the proposed boring locations for presence of underground utilities prior to drilling.
- Depth of borings will be approximately 30 feet below ground surface.
- Penetration testing and soil sampling will be performed at 5-foot intervals by a truck mounted drill rig.
- The borings will be grouted per requirements of SMCEHS and Caltrans and patched at the surface with cold patch asphalt in existing asphalt concrete area.
- Soil cuttings will be drummed and properly disposed of by Geo-Logic.

Deliverables:

- Draft and final Geotechnical Report in PDF format
- Encroachment permits

TASK 3: DESIGN SERVICES

Based on discussions with the District, EKI will provide three design submittals corresponding to 75% Design, 100% Draft Final, and Final design. The 75% Design submittal will include all information required to support Caltrans permitting, including plan and profile view sheets, construction staging area plan, traffic control plan, connection details, construction details, draft technical specifications, and an opinion of probable construction cost (OPC). The 100% (Draft Final) and Final Design submittals will be a complete set of Contract Documents ready for bid (see below for sheet list) and an updated OPC. The Final Design submittal will be signed and stamped contract documents. Design review meetings will be held for the 75% and 100% design submittals with comments documented and tracked to confirm incorporation into subsequent submittals.

The anticipated list of construction drawings for the Project is presented in Table 1 below.

Table 1 - Anticipated Drawing List

Sheet No.	Description
1	Title Sheet
2	Notes, Legend, and Abbreviations
3	Plan and Profile, Grandview Blvd
4	Construction Staging Areas
5	Traffic Control Plan
6	Connection Details
7	Construction Details
8	Jack and Bore Details
9	Construction Best Management Practices

During the bidding period, EKI will participate in a pre-bid meeting, provide the District responses to questions from prospective bidders, prepare an addendum, and provide a review of bids to assess if the bids are responsive and responsible. EKI will attend the bid opening.

Deliverables:

- 75% Design Submittal:
  - Electronic file of the 75% plans;
  - Electronic file of the 75% OPC; and
  - Electronic file of the 75% technical specifications.
- 100% Design Submittal:
  - Electronic file of the 100% plans;
  - Electronic file of the 100% specifications; and
  - Electronic file of the 100% OPC.
- Final Design Submittal:
  - One PDF file and five (5) 22” x 34” hard copies of the signed and stamped final plans;
  - One PDF file and five (5) hard copies of the signed and stamped final specifications; and
  - An editable word file of the Notice to Bidders.
- 75% and 100% Design Review Meeting agendas, minutes, and comments logs within 5 business days of the meeting.

Assumptions:

- Design documents will be based on the District standard front end, technical specifications, and details, with additional technical specifications added, as necessary.
- Full-sized plans will be 22” x 34”.

- The District will review and provide comments at the 75% and 100% levels of design.
- Traffic control plan provided by Traffic Control Pros (since this is expected to be required by Caltrans for permitting).
- Up to three (3) EKI staff will attend the design meetings.

TASK 4: BID SUPPORT SERVICES

During the bidding period, EKI will participate in a pre-bid meeting, provide the District responses to questions from prospective bidders, prepare an addendum, and provide a review of bids to assess if the bids are responsive and responsible. EKI will attend the bid opening.

Deliverables:

- Pre-bid meeting agenda and minutes.
- Response to bidders' questions.
- Bid addendum.
- Bid review email.

Assumptions:

- EKI will coordinate with Barker Blue to host the bid documents. The District will pay any fees to Barker Blue.
- Responses to bidder's questions be transmitted electronically.
- One bid addendum will be required.

TASK 5: PERMITTING AND AGENCY COORDINATION

Upon Notice to Proceed, EKI will begin discussions with Caltrans regarding a potential exception to their policy regarding jack and bore pits outside of their ROW. As previously mentioned, since the existing 16" transmission main is within the Caltrans ROW, and a connection would need to be made to the transmission main. EKI will prepare a letter to Caltrans requesting an exception, similar to the exception letter prepared for the Casa Del Mar project which allowed the 8-inch line on Frontage Rd to be installed without casing.

EKI will coordinate with Caltrans and the City regarding the design requirements for the installation of the new crossing under Highway 1. EKI will also prepare the encroachment permit application for Caltrans. Under this task, EKI will provide the necessary forms and exhibits required for permit applications. Conditions for the permit will be incorporated into the Project Plans and Specifications. EKI will also provide coordination during our design phase with the City regarding their Highway 1 Project.

DELIVERABLES:

- Exception Request to Caltrans Encroachment Policy

- Caltrans encroachment permit applications

EKI ASSUMPTIONS:

- The District will pay permit fees and sign the permits if requested by the agencies

TASK 6: ENGINEERING SUPPORT DURING CONSTRUCTION SERVICES

EKI will provide limited engineering services during construction. These services will focus on the following: pre-construction meeting, submittal reviews and request for information (RFI) support. EKI will prepare record drawings by updating the design plans based on the Contractor's record drawing submittal at the end of the project.

Deliverables:

- Submittal review letters
- RFI response letters
- Preconstruction meeting agenda and minutes
- PDF copy of Record Drawings

Assumptions:

- Submittals and RFI communication shall be through EKI's Project Sharefile Link with PDFs using EKI's standard forms for submittal and RFI review.
- EKI will review 16 submittals and 4 resubmittals at a level of effort of 2.5 hours per review.
- EKI will review 3 RFIs at a level of effort of 4 hours per review.
- EKI will attend the preconstruction meeting.
- EKI will attend periodic site visits during construction (3 assumed).
- District will provide construction inspection services.
- EKI will prepare record drawings based on the redline drawings provided by the Contractor.

PROJECT SCHEDULE

EKI anticipates that the design will be completed within four (4) to six (6) months of notice to proceed, pending permitting turnaround time for the geotechnical investigation. Bid and construction-phase services will be completed in a timely manner, consistent with the District's schedule for bidding and construction. EKI will provide a more detailed project schedule once the City's schedule for bidding and construction of the Highway 1 project is confirmed.

COMPENSATION FOR CONSULTING SERVICES

We propose that compensation for consulting services by EKI be on a time and expense reimbursement basis in accordance with our attached current Schedule of Charges, dated 1 January 2021. Based on the proposed Scope of Work described above, we propose a budget of $156,500 for the completion of Tasks 1 through 6 as shown by task in Table 2. A detailed breakdown by task is provided in Table 3, attached.

Table 2 - Proposed Budget Summary by Task

Task	Description	Task Total
1	Topographic Survey	$ 10,900
2	Geotechnical Investigation	$ 28,000
3	Design Services	$58,600
4	Bid Support Services	$8,800
5	Permitting and Agency Coordination	$15,300
6	Engineering Support During Construction Services	$34,900
	TOTAL	**$156,500**

TERMS AND CONDITIONS

Other than the scope of work, budget, and schedule herein, the work will be performed in accordance with our current Agreement dated 20 September 2018. We appreciate the opportunity to work with the District on this project. Please contact Jonathan Sutter at 650-292-9100 with any questions.

Very truly yours,

EKI ENVIRONMENT & WATER, INC.

Jenn Hyman, P.E., LEED AP
Vice President

Jonathan Sutter, PE
Project Manager

AUTHORIZATION
Coastside County Water District (CLIENT)

By_____

Title_____

Date_____

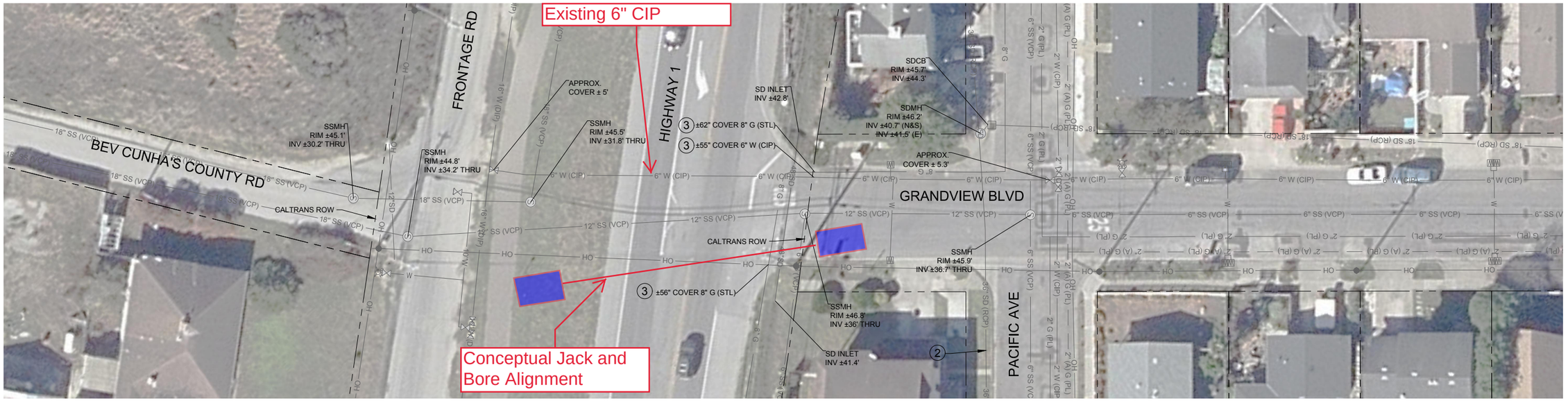
cc: James Derbin, CCWD

Attachments

Figure 1 - Existing Highway 1 Crossing

Table 3 - Estimated Fee

EKI Rate Sheet



PLAN

0 5 10 20 30

SCALE: 1"=20'

CONSTRUCTION NOTES

(2) DURING EKI'S SITE VISIT FOR BASE MAP PREPARATION, EKI FOUND INLETS FOR TWIN 36" SDs AT THE SOUTH END OF PACIFIC AVE. THE DISTRICT HAS REQUESTED RECORD MAPS FROM THE CITY AND WAS UNABLE TO OBTAIN ANY RECORD MAPS. EKI IS UNSURE IF THE TWO TWIN SDs CONVERGE BEFORE GRANDVIEW AVE OR AFTER.

(3) POTHOLING WAS CONDUCTED BY EXARO TECHNOLOGIES CORPORATION (EXARO) ON 11/9, 11/10, 11/12, AND 11/13.

eki environment & water
1750 CREEKSIDE OAKS DRIVE, SUITE 220
SACRAMENTO, CALIFORNIA 95833
(650) 292-9100 • FAX (650) 552-9012

PREDESIGN SERVICES FOR REPLACEMENT OF WATER LINES UNDER HIGHWAY 1
COASTSIDE COUNTY WATER DISTRICT

GRANDVIEW CONCEPTUAL PLAN

REV	DESCRIPTION	APPRD	DATE

DATE: VALUE
SCALE: AS SHOWN
DRAWN: VALUE
DESIGNED: VALUE
APPROVED: VALUE
JOB NO.: B80108.09

VERIFY SCALE
BAR IS ONE INCH ON ORIGINAL DRAWING.
0 1"
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

SHEET NUMBER
1
OF

Path: G:\EKI_CONSTRUCTION DWGS\B80108.01 (CIP PROJECTS)\B80108.09 Filename: B80108.09_C-SHEETS.dwg Plot Date: November 24, 2020 - 1:38 PM CADD User: Taylor Allen

Table 3. Estimated Fee - Replacement of Water Lines at Grandview Blvd Under Highway 1

Task Order No. 15
Coastside County Water District, Half Moon Bay, California
(EKI C1-010)

TASKS	Taylor Allen 178	Jonathan Sutter, P.E. 245	Jenn Hyman, P.E. 295	LABOR COST ($)	SUBS: Meridian Surveying Engineering, Inc.	SUBS: Bennett Trenchless	SUBS: Traffic Contol Pros	SUBS: Geo-Logic Associated	OTHER DIRECT COSTS: UNIT	OTHER DIRECT COSTS: QUANTITY	OTHER DIRECT COSTS: UNIT COST	OTHER DIRECT COSTS: TOTAL COST	MARKUP ON DIRECT COSTS 10%	TOTAL DIRECT COSTS	TOTAL: TASK BUDGET TOTALS ($)	TOTAL: ROUNDED BUDGET TOTALS ($)
Task 1 - Topographic Survey																
Project Management	4	2	1	$1,497											$1,497	
Topographic Survey	2	1		$601	7,400								$740	$8,140	$8,741	
EKI Review Base Maps	2	1		$601											$601	
Communications Fee (EKI Labor Only)					-			-		4%	$2,699			$108	$108	
Task 1 Subtotal	8	4	1	$2,699	$7,400								$740	$8,248	$10,947	$10,900
Task 2 - Geotechnical Investigation																
Project Management	2	2	1	$1,141											$1,141	
Geo-Logic Geotechnical Investigation	2	2		$846				$ 22,130					$2,213	$24,343	$25,189	
EKI Review Geotechnical Report	4	2	1	$1,497											$1,497	
Communications Fee (EKI Labor Only)					-			-		4%	$3,484			$139	$139	
Task 2 Subtotal	8	6	2	$3,484				$22,130					$2,213	$24,482	$27,966	$28,000
Task 3 - Design Services																
Project Management		12		$2,940											$2,940	
Develop 75% Plans	36	10		$8,858		$ 2,500	$ 1,000						$350	$3,850	$12,708	
Develop 75% Specifications	32	8		$7,656		$ 6,000							$600	$6,600	$14,256	
Develop 75% Opinion of Probable Construction Cost	4	2		$1,202											$1,202	
Prepare, Conduct, and Document 75% Design Review	4	3	2	$2,037											$2,037	
QA/QC 75% Design Submittal			8	$2,360											$2,360	
Develop 100% Drawings	24	6		$5,742											$5,742	
Develop 100% Specifications	16	4		$3,828		$ 1,500							$150	$1,650	$5,478	
Develop 100% Opinion of Probable Construction Cost	4	1		$957											$957	
Prepare, Conduct, and Document 100% Design Review	4	3	2	$2,037											$2,037	
QA/QC 100% Design Submittal			8	$2,360											$2,360	
Develop Final Design Submittal	16	4		$3,828					LS	1	$300	$300	$30	$330	$4,158	
QA/QC Final Design Submittal			2	$590											$590	
Communications Fee (EKI Labor Only)					-			-		4%	$44,395			$1,776	$1,776	
Task 3 Subtotal	140	53	22	$44,395		$10,000	$1,000						$1,130	$14,206	$58,601	$58,600
Task 4 - Bid Support Services																
Pre-Bid Meeting	4	2		$1,202											$1,202	
Provide Bid Support (respond to questions and review bids)	20	8	2	$6,110					LS	1	$300	$300	$30	$330	$6,440	
Bid Open (Attend and Provide Review Email)	2	2		$846											$846	
Communications Fee (EKI Labor Only)					-			-		4%	$8,158			$326	$326	
Task 4 Subtotal	26	12	2	$8,158									$30	$656	$8,814	$8,800
Task 5 - Permitting and Agency Coordination																
Project Management		2		$490											$490	
Prepare Exception Request to Caltrans Encroachment Policy	8	2	1	$2,209											$2,209	
Prepare Caltrans Encroachment Permit	12	4	1	$3,411		$ 3,000							$300	$3,300	$6,711	
Allowance for Coordination with Caltrans	8	4	1	$2,699											$2,699	
Allowance for Coordination with City of Half Moon Bay	8	4	1	$2,699											$2,699	
Communications Fee (EKI Labor Only)					-			-		4%	$11,508			$460	$460	
Task 5 Subtotal	36	16	4	$11,508		$3,000							$300	$3,760	$15,268	$15,300
Task 6 - Engineering Support During Construction																
Project Management		8	2	$2,550											$2,550	
Attend Pre-Construction Meeting	5	3		$1,625											$1,625	
Review Construction Submittals (20 submittals and 10 resubmittals)	50	20	2	$14,390		$ 2,000							$200	$2,200	$16,590	
Respond to Requests for Information, RFIs (3 RFIs)	12	4	1	$3,411											$3,411	
Attend Construction Site Visits (3 site visits)	12	18		$6,546											$6,546	
Preparation of Record Drawings	12	2	1	$2,921											$2,921	
Communications Fee (EKI Labor Only)					-			-		4%	$31,443			$1,258	$1,258	
Task 6 Subtotal	91	55	6	$31,443		$2,000									$34,901	$34,900
TOTALS:	**309**	**146**	**37**	**$101,687**	**$7,400**	**$15,000**	**$1,000**	**$22,130**				**$600**	**$4,613**	**$54,810**	**$156,497**	**$156,500**

Client/Address: **Coastside County Water District**
766 Main St, Half Moon Bay, CA 94019

Proposal/Agreement Date: 13 January 2020 **EKI Proposal/Project # C1-010**

SCHEDULE OF CHARGES FOR EKI ENVIRONMENT & WATER, INC. **1 January 2021**

Personnel Classification	Hourly Rate
Officer and Chief Engineer-Scientist	295
Principal Engineer-Scientist	285
Supervising I, Engineer-Scientist	275
Supervising II, Engineer-Scientist	265
Senior I, Engineer-Scientist	255
Senior II, Engineer-Scientist	245
Associate I, Engineer-Scientist	235
Associate II, Engineer-Scientist	221
Engineer-Scientist, Grade 1	206
Engineer-Scientist, Grade 2	194
Engineer-Scientist, Grade 3	178
Engineer-Scientist, Grade 4	159
Engineer-Scientist, Grade 5	139
Engineer-Scientist, Grade 6	123
Technician	112
Senior GIS Analyst	144
CADD Operator / GIS Analyst	128
Senior Administrative Assistant	141
Administrative Assistant	111
Secretary	92

Direct Expenses

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

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

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

Reimbursement for company-owned automobiles, except trucks and four-wheel drive vehicles, used in connection with the work will be at the rate of sixty cents ($0.60) per mile. The rate for company-owned trucks and four-wheel drive vehicles will be seventy-five cents ($0.75) per mile. There will be an additional charge of thirty dollars ($30.00) per day for vehicles used for field work. Reimbursement for use of personal vehicles will be at the federally allowed rate plus ten percent (10%).

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

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

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

STAFF REPORT

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

From: **Mary Rogren, General Manager**

Agenda: **February 9, 2021**

Report Date: **February 5, 2021**

Subject: **General Manager's Report**

Recommendation:
Information Only.

State Water Resources Control Board (SWRCB) COVID-19 Water Systems Financial Impacts Survey

In the Fall of 2020, the SWRCB conducted a survey of water systems to assess the financial impacts of the Governor's Executive Order (effective April 2020) mandating that water service for residential customers and small businesses cannot be shut off for non-payment.

The SWRCB currently estimates that drinking water specific debt across California for residential customers and small businesses is between $600-$700 million covering 12% of households in the state. Zip codes with the highest level of water debt are in Southern California, and the higher debt percentages are in Hispanic and Black households.

A copy of the SWRCB Fact Sheet and a relevant San Francisco Chronicle article are attached. (See Attachments A&B.) Note that the District participated in the SWRCB survey.

Also attached is a copy of the District's Accounts Receivable Status by month for the last year (Attachment C.) Although payments have slowed since last year, most residential customers are still paying. The largest past due accounts are under the Agricultural class.

Included in the District's Regulations is a Residential Termination Policy approved by the Board in December 2019 and as mandated by SB998 that went into effect February 2020. Although the Governor's current Executive Order is indefinite for the time being, once lifted, the SB998 policy would become effective. The key points of the policy include: 1) residential customers must be at least 60 days past due prior to being shut off for non-payment; 2) the District must offer "amortization"

payment plans for up to 12 months; 3) the District has additional noticing requirements prior to shut off.

ACWA JPIA – President's Special Recognition Awards

Annually, ACWA-JPIA recognizes members that have a loss ratio of 20% or less in their Liability, Property or Worker's Compensation programs (loss ratio = total losses/total premiums.) The Coastside County Water District recently received President's Special Recognition awards for all three insurance programs as a result of keeping claims low (Attachment D.)

Fact Sheet

Frequently Asked Questions: COVID-19 Drinking Water Financial Impacts Survey Results

Survey Design and Administration

1. **Why did the Board survey drinking water systems about COVID-19 financial impacts?**
   - For nearly a year, the COVID-19 pandemic has made it difficult for many Californians to pay their bills due to job loss and other hardships. Water systems, like many other service providers, have been directly affected by their customers' inability to pay. Californians have been protected from water shutoffs during the COVID emergency by the Governor's April 2020 Executive Order preventing water shutoffs for lack of payment. To gauge the magnitude of household debt and related financial impacts on water systems, the State Water Resources Control Board surveyed water systems between November 9 and December 4, 2020. This data effort will support development of analyses for policymakers exploring response/assistance options and help inform policy decisions to stay ahead of potential crises.
2. **How did the Board choose which systems to survey?**
   - The systems were randomly selected to ensure statistically valid results. See https://www.waterboards.ca.gov/water_issues/programs/conservation_portal/assistance/docs/2020/faq_covid-19_impact_survey_updated_1.5.21.pdf for more detail about how systems were selected.
3. **Was survey completion mandatory for selected systems?**
   - No, completion of the survey was voluntary.
4. **Why didn't the Board require mandatory responses from all community water systems?**
   - There are nearly 2,900 community water systems in California, and it would have taken significant time to obtain data from all of them. The survey method we used allowed for quicker data collection and results that could be used to develop statewide estimates with high confidence.
5. **How many systems completed the survey?**
   - The small/medium systems (below 10,000 service connections) survey was administered to 510 systems and received responses from 428 (83%) response rate)
   - The large system survey (above 10,000 service connections) was administered to 150 systems and received 131 responses (87% response rate)
6. **How much confidence does the Board have in the survey response data?**

- The Board has high confidence in the data. Statewide estimates are made at a 95% confidence interval based on the survey responses. Surveys to small/medium systems were conducted by phone to obtain a high degree of accuracy and completeness. In addition, the Board held a workshop for the large systems to answer question about how to respond to the survey questions.

7. **Is the survey data available to the public?**
   - Yes, the survey data is posted on the Board's website at: https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/covid-19watersystemsurvey.html

Survey Results

Note: The survey responses cover financial data from March through October 2020.

8. **How much household water debt exists?**
   - The Board estimates $1 billion in household debt across the state as of January 2021.
9. **Is all of the debt for drinking water service?**
   - All of the debt is from non-payment of water bills. However, some water systems collect charges for other services, such as wastewater, stormwater, and energy on the water bill. The Board's estimate of drinking-water specific debt is between $600 and $700 million.
10. **How many households have water debt?**
    - The Board estimates that at least 1.6 million households have water debt. This means at least 12% of households in the state have water debt.
11. **What is the median amount of water debt?**
    - The average debt amount is roughly $500 per household.
12. **How many households have over $1,000 in debt?**
    - The Board estimates that over 155,000 households have more than $1,000 in water debt. These households account for over half of the total water debt.
13. **How is the household debt related to race and income?**
    - Zip codes with higher percentages of Hispanic and Black households have:
      - A higher percentage of households with some level of debt,
      - A higher average level of debt,
      - A higher percentage of households with very high levels of debt (above $600 and $1,000),
    - These relationships hold true even after controlling for income, poverty level, and housing type
14. **Which Zip Codes reporting in the survey have the highest levels of water debt?**
    - The top 10 Zip Codes with the highest levels of water debt are in Los Angeles, Santa Maria, Rancho Cordova, Colton, Bell Gardens, Norwalk, and Cypress. The water-debt crisis is most acute in Southern California, particularly in Los Angeles. Not all Zip codes were included in the survey, so there are projected to be more Zip codes that face high debt as well.
15. **How many water systems may require emergency assistance?**
    - The Board estimates that up to 25 small/medium water systems are at extreme risk and may require emergency assistance within 180 days.

16. Why are these systems at risk?

- Some smaller systems lack financial and operational capacity to withstand prolonged revenue loss. The data show a strong correlation between median household income and level of financial risk, indicating that communities that were already disadvantaged have experienced disproportionate impacts during the COVID-19 pandemic. This finding is consistent with overall economic and health impacts falling primarily on low-income communities of color.

Use of Survey Results for Solutions

17. What is the Water Board doing to ensure at-risk systems don't stop providing water to people?

- The Board will support water systems to identify and obtain assistance for continued operation. The Board will coordinate with state and federal emergency management agencies to ensure systems are able to operate as systems in need are identified.

18. Can the Safe and Affordable Fund for Equity and Resilience (SAFER) program be used to help these systems since they now fall into the at-risk category?

- The SAFER program funds have been allocated to provide safe drinking water to communities that were not able to provide safe and affordable water prior to the COVID pandemic and are still struggling to do so. The Board is developing an affordability pilot program within SAFER to address affordability in an overall context and may use this survey data to inform decisions about which systems and households to prioritize for the pilot program. However, the funds available in SAFER are limited and will not be sufficient to address the extent of the problem resulting from the COVID pandemic economic impacts.

19. What policy discussions are happening to address the household debt crisis?

- The Board conducted the survey to gain an understanding of the magnitude of the crisis. The Board will work with the Administration, the Legislature, and the federal government to develop policy options to address the crisis. In his proposed budget, Governor Newsom has allocated a $600/month state stimulus payment for low-income families struggling to pay rent and other expenses.

20. Is debt relief one of the options being considered?

- Any proposal for debt relief or other direct assistance would have to consider possible funding sources, go through a legislative process, and be approved by the Governor. The Board will support the development of policy options requested by the Administration and the Legislature. Senator Dodd has introduced two bills aimed at addressing these issues, and more legislative proposals are expected.

21. Is federal assistance available?

- In the December 2020 COVID relief bill passed by Congress, which provided limited relief for water utilities and ratepayers, $638 million was appropriated nationwide for emergency low-income drinking and wastewater assistance, and California expects to receive approximately $60 million. The COVID relief bill also included an Emergency Rental Assistance program to assist households that are unable to pay rent and utilities due to the COVID-19 pandemic. The Board will

support the Administration and the Legislature to develop options for allocating the funds.

22. Is there any other assistance available?

- Households served by water systems regulated by the California Public Utilities Commission (CPUC) may be eligible for additional assistance. (Investor-owned water utilities regulated by the CPUC serve approximately 6 million Californians). More information is available at: https://www.cpuc.ca.gov/covid19protections/#WaterIOUs

Additional Information

23. Does the water shutoff moratorium have an end date?

- No, the moratorium will remain in effect as long as the Governor's emergency declaration for the COVID emergency is in effect.

24. What other actions has the Water Board taken in response to the COVID-19 pandemic?

- In response to the Governor's April 2, 2020 Executive Order, the Board developed a guidance and best practices document for water systems. The document is available at: https://www.waterboards.ca.gov/resources/covid-19_updates/docs/eo_implementation_guidelines_04302020.pdf
- The Board also created a website and toll-free phone number for people to report issues with water shutoffs, reconnections, and payment. The website is located at: https://watershut-off.covid19.ca.gov/. The phone number for people who require translation assistance is: 844-903-2800. The Board follows up with water systems on all submissions received.
- In addition, in February 2020 the Board submitted a report to the Legislature with recommendations on the creation of a statewide low-income water rate assistance program. The report includes recommendations for the creation of a water crisis assistance program. The report is available at: https://www.waterboards.ca.gov/water_issues/programs/conservation_portal/assistance/docs/ab401_report.pdf

LOCAL // ENVIRONMENT

Water crisis looms as California households struggle to pay bills, suppliers lose revenue

Kurtis Alexander

Jan. 21, 2021 | Updated: Jan. 21, 2021 5:42 p.m.

1 of 3

Tens of thousands of Bay Area households have missed a water payment in recent months. San Francisco reports more than three times as many delinquent water customers at the end of last year compared with March.

Paul Kuroda / Special to The Chronicle 2020

Unpaid water bills are piling up across California as the pandemic continues to rage, leaving water agencies out hundreds of millions of dollars and nearly 1 in 8 families with rising debt — and worse, a possible water shut-off.

In the Bay Area alone, tens of thousands of households have missed a water payment recently. San Francisco reported more than three times as many delinquent water customers at the end of last year compared with March, shortly after the coronavirus pandemic began. That's pushed the city's total outstanding balance up six times what it was, to more than $7 million.

The financial hardship is even worse in parts of the Central Valley and Southern California. A statewide moratorium on service shut-offs, put in place indefinitely by Gov. Gavin Newsom in April, protects many residents from losing water for not making payments. But some water agencies are reporting that revenue shortfalls are threatening their bottom line and could soon disrupt operations.

> "Providing water costs money," said Cindy Tuck, deputy executive director for government relations at the Association of California Water Agencies. "Repayment is important. The water community recognizes that the executive order (barring water shut-offs for unpaid bills) was important, but it is a significant financial impact. ... The money has to be repaid or somehow covered by the federal or state government."

The growing water issues are highlighted in a survey of water agencies released Tuesday by the California State Water Resources Control Board and in individual utility records requested by The Chronicle.

Community leaders and water managers have begun calling for state and federal aid: both loans to customers and rescue packages for water suppliers. The COVID-19 stimulus bill signed by President Donald Trump in December provides $638 million to help low-income households nationwide pay for water service, but experts say it's not enough to fill the financial hole. California will receive only a fraction of the money — and only a fraction of what it needs.

Unpaid water bills across the state are estimated to be $1 billion, representing the delinquency of more than 1.6 million households, or nearly 12% of the total.

"No one doesn't want to pay their water bill," said Jonathan Nelson, policy director for the Community Water Center, which advocates for water access, particularly for low-income families. "But look at the jobless rate during the pandemic, look at the unemployment rate that just in the last couple of weeks spiked. People are hurting."

Like with other financial duress, disadvantaged communities and people of color are bearing the brunt. The average water-bill debt of Black households, for example, was $485 in areas where minorities are in majority as of October, when the state survey was completed, compared to the $380 debt for white households.

The areas with the most overdue water bills, by ZIP code, are several parts of Los Angeles County, the city of Colton in San Bernardino County, Orcutt in Santa Barbara County and Rancho Cordova in Sacramento County. In and around the Bay Area, the community of Port Costa and Lake County's Clearlake have some of the highest concentrations of missed payments.

"People who were already hurting pre-COVID, communities that were lower income, Black and brown communities, those are the most heavily impacted," said Max Gomberg, a senior environmental scientist for the state water board who has been analyzing the finances of water agencies and their customers.

As a result of the revenue losses, nearly 20% of state water agencies, or as many as 600, are estimated to have less than 60 days of operating cash on hand. The lack of funds has suppliers reducing staff, putting long-term projects on hold and looking at raising rates. Some won't be able to continue long-term water delivery without government intervention.

The Kern County city of Delano in the San Joaquin Valley, with a population of 54,000, has been tapping into its general fund budget to make up for losses at its water department. That's meant taking away potential funding for police, parks and public works. Still, given the high number of residents unable to afford their water bills, the city has started waiving late fees, nearly $400,000 worth to date.

"Because of the pandemic we've had to make a lot of budget cuts, in the millions, but this (no-penalty policy) is for a good cause," Delano Mayor Bryan Osorio said.

While most water agencies report increasing delinquency, the majority of suppliers expect to be able to absorb the financial hit, including the Bay Area's biggest providers.

The $7.8 million of outstanding customer debt in November at the San Francisco Public Utilities Commission, which provides water to city residents, represents less than 2% of agency revenues. The utility has been able to tap its rainy-day fund not only to withstand lapses in payments but launch a customer assistance program, providing rate cuts of up to 15% for those struggling to pay their water bills.

"Right now, our primary focus is on helping our customers through this very difficult time," said Will Reisman, spokesperson for the San Francisco PUC. "While the unrealized revenue due to missed payments is not a trivial amount, we can weather the losses for the moment. This is not a sustainable answer to the affordability issues facing our customers, which is why we are collaborating with utilities across the country to advocate for a long-term funding solution from the federal government."

The East Bay Municipal Utility District, which serves 1.4 million customers in Alameda and Contra Costa counties, reported about $6.1 million of unpaid bills in October, between two and three times what it normally carries. Still, the missing payments constitute less than 2% of the total amount billed.

The Marin Municipal Water District reported about $3.4 million of unpaid bills at the end of the year, about 3% of the agency's budget. The Alameda County Water District reported $956,000 of unpaid bills at the end of October, about 1% of the budget.

Kurtis Alexander is a San Francisco Chronicle staff writer. Email: kalexander@sfchronicle.com Twitter: @kurtisalexander

Written By
Kurtis Alexander

Reach Kurtis on

Kurtis Alexander is a general assignment reporter for The San Francisco Chronicle, frequently writing about water, wildfire, climate and the American West. His recent work has focused on the impacts of drought, the widening rural-urban divide and state and federal environmental policy.

Before joining the Chronicle, Alexander worked as a freelance writer and as a staff reporter for several media organizations, including The Fresno Bee and Bay Area News Group, writing about government, politics and the environment.

COASTSIDE COUNTY WATER DISTRICT - ACCOUNTS RECEIVABLE AGING

Month-End	Current	+1 Month Late	+2 Months Late	+3 Months Late	Greater than 4 Months Late	Total Accounts Receivable Balance	Sum of Past Due Balances
1/31/2021	**$ 794,766**	**$ 103,800**	**$ 65,909**	**$ 31,553**	**$ 54,853**	**$ 1,050,881**	$ 256,115
12/31/2020	**$ 920,895**	**$ 111,095**	**$ 50,494**	**$ 21,092**	**$ 40,900**	**$ 1,144,475**	$ 223,580
11/30/2020	**$ 1,041,790**	**$ 136,589**	**$ 39,734**	**$ 31,002**	**$ 39,846**	**$ 1,288,961**	$ 247,171
10/31/2020	**$ 1,217,187**	**$ 100,307**	**$ 40,478**	**$ 30,704**	**$ 23,839**	**$ 1,412,515**	$ 195,328
9/30/2020	$ 1,162,157	$ 93,971	$ 38,312	$ 11,332	$ 15,371	$ 1,321,143	$ 158,986
8/31/2020	$ 1,229,970	$ 128,013	$ 63,280	$ 32,211	$ 16,318	$ 1,469,792	$ 239,822
7/31/2020	$ 1,318,803	$ 119,479	$ 67,439	$ 5,567	$ 19,944	$ 1,531,232	$ 212,429
6/30/2020	$ 1,230,126	$ 111,308	$ 27,264	$ 8,718	$ 14,563	$ 1,391,979	$ 161,853
5/31/2020	$ 1,033,498	$ 78,199	$ 18,956	$ 8,581	$ 9,159	$ 1,148,393	$ 114,895
4/30/2020	$ 809,452	$ 130,404	$ 17,935	$ 6,223	$ 4,750	$ 968,764	$ 159,312
3/31/2020	$ 867,305	$ 101,577	$ 9,386	$ 2,043	$ 2,894	$ 983,205	$ 115,900
2/29/2020	$ 720,074	$ 53,035	$ 4,918	$ 2,022	$ 2,761	$ 782,809	$ 62,735
1/31/2020	$ 730,879	$ 42,202	$ 5,364	$ 437	$ 3,520	$ 782,403	$ 51,524
12/31/2019	$ 755,962	$ 103,655	$ 19,280	$ 1,649	$ 12,109	$ 892,655	$ 136,693

Attachment D

ACWA JPIA
YOUR BEST PROTECTION

January 13, 2021

Coastside County Water District (C030)
766 Main Street
Half Moon Bay, CA 94019-1925

General Manager:

Each year at Fall Conference, the JPIA recognizes members that have a Loss Ratio of 20% or less in either of the Liability, Property, or Workers' Compensation programs (loss ratio = total losses / total premiums).

The members with this distinction receive the **"President's Special Recognition Award"** certificate for each Program that they qualify in.

The JPIA is extremely pleased to present Coastside County Water District (C030) with this special recognition and commends the District on the hard work in reducing claims.

Congratulations to you, your staff, Board, and District. Keep up the good work!

The JPIA wishes you the best in 2021.

Sincerely,

Jerry Gladbach

E.G. "Jerry" Gladbach
President

Enclosure: President's Special Recognition Award(s)

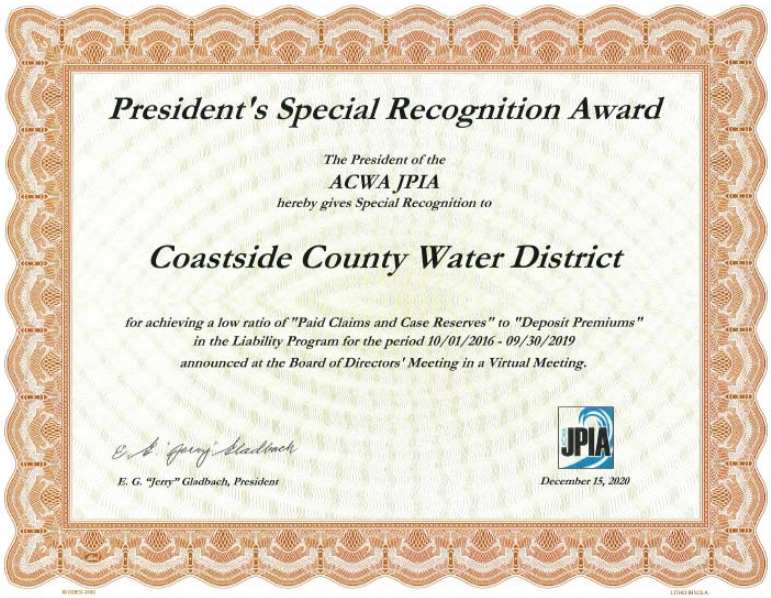
ACWA JPIA

P. O. Box 619082
Roseville, CA 95661-9082

phone
916.786.5742
800.231.5742

www.acwajpia.com

Liability


President's Special Recognition Award

The President of the
ACWA JPIA
hereby gives Special Recognition to

Coastside County Water District

for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Liability Program for the period 10/01/2016 - 09/30/2019
announced at the Board of Directors' Meeting in a Virtual Meeting.

E. G. "Jerry" Gladbach, President

JPIA

December 15, 2020


President's Special Recognition Award

The President of the
ACWA JPIA
hereby gives Special Recognition to

Coastside County Water District

for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Property Program for the period 04/01/2016 - 03/31/2019
announced at the Board of Directors' Meeting in a Virtual Meeting.

E. G. "Jerry" Gladbach, President

JPIA

December 15, 2020

Property

Workers Compensation


President's Special Recognition Award

The President of the
ACWA JPIA
hereby gives Special Recognition to

Coastside County Water District

for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Workers' Compensation Program for the period 07/01/2016 - 06/30/2019
announced at the Board of Directors' Meeting in a Virtual Meeting.

E. G. "Jerry" Gladbach, President

JPIA

December 15, 2020

MONTHLY REPORT

To: **Mary Rogren, General Manager**

From: **James Derbin, Superintendent of Operations**

Agenda: **February 9, 2021**

Report Date: **February 4, 2021**

Monthly Highlights

- Pilarcitos wells running at ~300 gpm
- Denniston running at 400 gpm. One 2-day shutdown in January due to rain event high influent turbidity
- Stopped pulling water from Pilarcitos Reservoir on 1/9/21 per SFPUC request
- Staff installed a new 6" Cla-Val PRV on the bypass line in the Pilarcitos Canyon vault to help with lower flows that will damage the 12" PRV
- Replaced Hydrant at 359 Chesterfield Avenue
- Repaired minor storm damage to Main Street yard. (Gate and Soffit boards)

Sources of Supply

- **January Sources:**
  - All - Crystal Springs, Pilarcitos Reservoir and wells, Denniston Reservoir and wells

Projects

- Emergency pump for Pilarcitos dam is now stored in the canyon inside a secure container that staff customized to store the hoses and emergency repair parts. See attached picture on following page.
- HDR – Nunes Water Treatment Plant Upgrades Project, bid period opened January 28, mandatory pre-bid walk on 2/11/2021, bids due 3/3/21.
- Cityworks Computer Maintenance Management System training with treatment staff started in a test environment. Staff will start using in production environment mid February, followed up by GIS implementation and Tyler integration and training in early March.
- EKI – 90% on Pilarcitos crossing replacement. Waiting for Biological Resources Evaluation from WRA before we start the CDP process.

New Pilarcitos Emergency Pump Storage