

# **COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

## **SPECIAL CLOSED SESSION**

**February 13, 2007 - 6:00 p.m.**

### **AGENDA**

#### **1) CLOSED SESSION**

- A.** Conference with Legal Counsel – Anticipated Litigation  
Initiation of litigation pursuant to subdivision (b) of Section 54956.9  
Two (2) potential cases
  
- B.** Conference with Real Property Negotiators (Cal. Govt.  
Code §54956.8(b)):  
Properties: Carter Hill West Storage Tank Site  
(APN 056-320-090); 655 Miramar Drive  
Half Moon Bay, CA (APN 048-076-070)  
Agency Negotiators: General Manager/Legal Counsel  
Negotiating Parties: District and Interested Parties  
Subject Matter: Potential sale/lease of portion of District-  
owned properties for communications tower site
  
- C.** Public Employee Performance Evaluation/Labor Negotiations  
Title of Position Under Discussion: General Manager  
District's Designated Representative: Legal Counsel

#### **2) RECONVENE TO OPEN SESSION**

Possible action on agenda item 1C.

# **COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

## **MEETING OF THE BOARD OF DIRECTORS**

**February 13, 2007 - 7:00 p.m.**

### **AGENDA**

**The Coastside County Water District does not discriminate against persons with disabilities. Upon request, the agenda and agenda packet 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.**

**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 ANNOUNCEMENTS**

*Any person may address the Board of Directors at the commencement of the meeting on any matter within the jurisdiction of the Board that is not on the agenda for this meeting. Any person may address the Board on an agenda item when that item is called. The chair requests that each person addressing the Board limits their presentation to three minutes and complete and submit a Speaker Slip.*

**4) SPECIAL ORDER OF BUSINESS**

Certificates of Recognition for former CCWD Board President Everett Ascher

- The State of California Legislature - Assembly member Gene Mullin
- The U.S. House of Representatives - Congress member Anna Eshoo
- The Half Moon Bay City Council - Mayor Naomi Patridge

**5) MEETINGS ATTENDED / SCHEDULED - BOARD OF DIRECTORS INCLUDING COMMITTEES, CUSTOMERS, OTHER AGENCIES, ETC.**

**A. Committee Reports**

- District Personnel – January 12, 2007
- Denniston Restoration – January 17, 2007
- Rate & Fee Committee Workshop – January 26, 2007
- Water Quality Compliance – February 1, 2007
- District Personnel Committee – February 6, 2007

**6) 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.** Requesting the Board to review disbursements for the month ending January 31, 2007 – Claims: \$680,955.49; Payroll: \$74,756.77 for a total of \$755,712.26 ([attachment](#))
- B.** Acceptance of Financial Reports ([attachment](#))
- C.** Minutes of the January 9, 2007 Board of Directors Meeting ([attachment](#))
- D.** Minutes of January 26, 2007 Special Board Rate & Fee Workshop ([attachment](#))
- E.** Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- F.** Total CCWD Production Report ([attachment](#))

- G. CCWD Monthly Sales by Category Report ([attachment](#))
  - H. January 2007 Leak Report ([attachment](#))
  - I. Rainfall Reports ([attachment](#))
  - J. San Francisco Public Utilities Commission Hydrological Conditions Report for December 2006 ([attachment](#))
  - K. Engineering Projects Received for Review during January 2007 ([attachment](#))
  - L. General Manager Activity Report ([attachment](#))
- 7) **SUPERINTENDENT OF OPERATION’S REPORT** ([attachment](#))
- 8) **DISTRICT ENGINEER’S WORK STATUS REPORT** ([attachment](#))
- 9) **GENERAL MANAGER’S REPORT**
- A. Discussion and direction to staff regarding Memorandum of Understanding (MOU) with San Francisco Public Utilities Commission (SFPUC) regarding Establishment of the Pilarcitos Creek Restoration Workgroup and the Development of an Integrated Watershed Management Program ([attachment](#))
  - B. Consider approval of the Scope of Work for Archaeological Services for the Phase 3 El Granada Pipeline Replacement Project ([attachment](#))
  - C. Discussion and direction to staff regarding a request from San Mateo County to become a partner and contribute funds to the aerial orthophotography project ([attachment](#))
  - D. Update on recruitment on the Public Outreach / Program Development / Water Resources Analyst Position ([attachment](#))
  - E. Discussion and possible direction to staff on automated meter reading systems ([attachment](#))
  - F. Status Report on Capital Improvement Projects ([attachment](#))
  - G. Correspondence: (1) Bay Area Water Supply and Conservation Agency - 2007 Suburban Advisory Group meeting ([attachment](#)); (2) Letter from San Mateo County Commission on Disabilities received January 29, 2007; CCWD’s letter of response dated January 30, 2007; and letter from Supervisor Jerry Hill dated February 2, 2007 ([attachment](#))

**10) AGENDA ITEMS AND DIRECTOR COMMENTS**

**11) ADJOURNMENT**

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Void Amount</u>	<u>Check Amount</u>
9177	ALV01	ALVES PETROLEUM, INC.	01/12/2007	0.00	1,770.80
9178	ARR01	ARROWHEAD FRAMING CENTER	01/12/2007	0.00	209.02
9179	ASS01	ACWA SERVICES CORPORATION	01/12/2007	0.00	14,918.74
9180	ASS08	ASSOC. CALIF. WATER AGENCY	01/12/2007	0.00	11,412.00
9181	BFI01	ALLIED WASTE SERVICES #925	01/12/2007	0.00	205.65
9182	BOR03	ELIAS BORBA	01/12/2007	0.00	19,524.97
9183	CIT 01	CITY OF HALF MOON BAY	01/12/2007	0.00	358,900.00
9184	COA 15	COASTSIDE NET, INC	01/12/2007	0.00	59.95
9185	KAI01	KAISER FOUNDATION HEALTH	01/12/2007	0.00	8,353.00
9186	LAN04	LANIER WORLDWIDE, INC.	01/12/2007	0.00	322.08
9187	PAC 01	PACIFIC GAS & ELECTRIC CO.	01/12/2007	0.00	27,174.10
9188	PAC02	PACIFICA CREDIT UNION	01/12/2007	0.00	612.00
9189	PUB01	PUB. EMP. RETIRE SYSTEM	01/12/2007	0.00	14,767.16
9190	SBC02	AT&T	01/12/2007	0.00	964.47
9191	UNI 07	UNITED STATES POSTAL SERV.	01/12/2007	0.00	600.00
9192	VAL01	VALIC	01/12/2007	0.00	17,192.00
9193	COU 05	RECORDER'S OFFICE	01/25/2007	0.00	10.00
9194	MET06	METLIFE SBC	01/25/2007	0.00	1,126.33
9195	PAC02	PACIFICA CREDIT UNION	01/25/2007	0.00	612.00
9196	STA 03	CA DHS DRINKING WATER PROGRAM	01/25/2007	0.00	70.00
9197	VAL01	VALIC	01/25/2007	0.00	1,867.00
9198	ADP01	ADP, INC.	01/26/2007	0.00	370.45
9199	ADV01	ADVANCED AUTOMATIC GATES	01/26/2007	0.00	234.15
9200	ALP03	ALPINE CONTROLS	01/26/2007	0.00	312.50
9201	AME09	AMERICAN WATER WORKS ASSOC.	01/26/2007	0.00	460.00
9202	AND01	ANDREINI BROS. INC.	01/26/2007	0.00	630.22
9203	ATC01	ATCHISON, BARISONE	01/26/2007	0.00	4,822.98
9204	AZT01	AZTEC GARDENS	01/26/2007	0.00	190.00
9205	BAS01	BASIC CHEMICAL SOLUTION, LLC	01/26/2007	0.00	3,043.92
9206	BAY07	BAY AREA WATER SUPPLY &	01/26/2007	0.00	760.95
9207	BES02	BEST ACCESS SYSTEMS	01/26/2007	0.00	190.00
9208	BIA01	BIANCHI-AMAKER CONSTRUCTION	01/26/2007	0.00	757.21
9209	BIG01	BIG CREEK LUMBER	01/26/2007	0.00	26.34
9210	CAL07	CALIFORNIA TANK LINES, INC.	01/26/2007	0.00	506.88
9211	CAL15	CALIFORNIA URBAN WATER	01/26/2007	0.00	2,363.72
9212	CAL31	CALIFORNIA OVERNIGHT	01/26/2007	0.00	359.03
9213	CAL33	CALIFORNIA SPECIAL DISTRICT	01/26/2007	0.00	2,939.00
9214	CAL34	CALIFORNIA RURAL WATER ASSOCIA	01/26/2007	0.00	250.00
9215	CIN01	CINTAS FIRST AID & SAFETY	01/26/2007	0.00	98.79
9216	COA02	ROGUE WEB WORKS, LLC	01/26/2007	0.00	300.00
9217	COA19	COASTSIDE COUNTY WATER DIST.	01/26/2007	0.00	123.18
9218	COX02	AMANDA COX	01/26/2007	0.00	202.50
9219	DAT01	DATAPROSE	01/26/2007	0.00	1,901.62
9220	DEL04	DELL COMPUTER CORPORATION	01/26/2007	0.00	1,422.42
9221	DEL06	DELUXE BUSINESS CHECKS	01/26/2007	0.00	70.90
9222	EIP 01	EIP ASSOCIATES, INC.	01/26/2007	0.00	7,657.79
9223	EWI01	EWING IRRIGATION PRODUCTS	01/26/2007	0.00	251.17
9224	FIR06	FIRST NATIONAL BANK	01/26/2007	0.00	2,401.54
9225	FRA02	TIM FRAHM	01/26/2007	0.00	937.50
9226	GRA 03	GRAINGER, INC.	01/26/2007	0.00	297.15
9227	HAL 01	HMB BLDG. & GARDEN INC.	01/26/2007	0.00	8.42
9228	HAL04	HALF MOON BAY REVIEW	01/26/2007	0.00	1,352.00
9229	HAL24	H.M.B.AUTO PARTS	01/26/2007	0.00	4.17
9230	HOM01	HOME DEPOT	01/26/2007	0.00	539.04
9231	IRO01	IRON MOUNTAIN	01/26/2007	0.00	201.69
9232	IRV01	IRVINE, DAVID E.	01/26/2007	0.00	75.00
9233	LAN04	LANIER WORLDWIDE, INC.	01/26/2007	0.00	775.13
9234	MCT01	MCTV6	01/26/2007	0.00	280.00
9235	MET01	RUDOLPH METZNER	01/26/2007	0.00	478.00
9236	MIS01	MISSION UNIFORM SERVICES INC.	01/26/2007	0.00	929.09
9237	OCE04	OCEAN SHORE CO.	01/26/2007	0.00	1,376.67
9238	OFF01	OFFICE DEPOT	01/26/2007	0.00	880.71

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Void Amount</u>	<u>Check Amount</u>
9239	PAR 02	PARAGON PRESS	01/26/2007	0.00	389.92
9240	PAU 01	PAULO'S AUTO CARE	01/26/2007	0.00	350.60
9241	PIT 02	PITNEY BOWES INC.	01/26/2007	0.00	245.00
9242	PRY01	FRED PRYOR SEMINARS &	01/26/2007	0.00	298.00
9243	PUB01	PUB. EMP. RETIRE SYSTEM	01/26/2007	0.00	14,227.58
9244	RAD 01	STRAWFLOWER ELECTRONICS	01/26/2007	0.00	1,796.75
9245	RES01	RESOURCE ACTION PROGRAMS	01/26/2007	0.00	1,153.41
9246	ROB 01	ROBERTS & BRUNE CO.	01/26/2007	0.00	10,062.68
9247	SAN 02	BAY AREA WATER SUPPLY &	01/26/2007	0.00	4,689.00
9248	SAN 03	SAN FRANCISCO WATER DEPT.	01/26/2007	0.00	86,537.06
9249	SBC03	AT&T LONG DISTANCE	01/26/2007	0.00	38.91
9250	SER03	SERVICE PRESS	01/26/2007	0.00	167.79
9251	SIE 02	SIERRA CHEMICAL CO.	01/26/2007	0.00	1,573.87
9252	SPR03	SPRINT PCS	01/26/2007	0.00	580.14
9253	TAI02	TAIT ENVIRONMENTAL SYSTEMS	01/26/2007	0.00	200.00
9254	TET 01	JAMES TETER	01/26/2007	0.00	15,452.91
9255	TRC01	TRC ESSEX	01/26/2007	0.00	19,930.90
9256	UB*00286	MEGAN MORE	01/26/2007	0.00	36.41
9257	UB*00287	MILENA FIORE	01/26/2007	0.00	42.58
9258	UB*00288	L. BECZKOWSKI	01/26/2007	0.00	30.86
9259	UB*00289	LISA PARKS	01/26/2007	0.00	61.95
9260	UB*00290	L.DUNLAP/G.TENSFELDT	01/26/2007	0.00	51.38
9261	UB*00291	MARK BLAIR	01/26/2007	0.00	73.74
9262	UB*00292	PAULA SPEIDEL	<b>VOID</b> 01/26/2007	53.15	0.00
9263	UB*00293	MATTHEW BYSTROM	01/26/2007	0.00	9.18
9264	UPS01	UPS STORE	01/26/2007	0.00	9.91
9265	USA01	USA BLUE BOOK	01/26/2007	0.00	571.46
9266	WES11	WEST COAST AGGREGATES, INC.	01/26/2007	0.00	795.40
9267	ZEB01	JOHN ZEBRO	01/26/2007	0.00	125.00
<b>Report Total:</b>				<b>53.15</b>	<b>680,955.49</b>

**General Ledger  
Period Budget Analysis**

**Coastside County Water District  
January 2007**

<u>Account</u>	<u>Description</u>	<u>Jan 07</u>	<u>Budget</u>	<u>Variance</u> Over/(Under) Budget	<u>% Variance</u> Over/(Under) Budget	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u> Over/(Under) Budget	<u>% Variance</u> Over/(Under) Budget
<b>REVENUE</b>									
4120-00	Water Revenue - All Areas	359,792.23	353,015.00	6,777.23	1.92	3,075,439.24	3,072,080.00	3,359.24	0.11
4170-00	Water Taken From Hydrants	837.21	2,500.00	(1,662.79)	(66.51)	6,756.18	17,500.00	(10,743.82)	(61.39)
4180-00	Late Notice - 10% Penalty	3,023.15	4,166.66	(1,143.51)	(27.44)	26,837.12	29,166.62	(2,329.50)	(7.99)
4230-00	Service Connections	528.20	500.00	28.20	5.64	232,961.18	233,500.00	(538.82)	(0.23)
4920-00	Interest Earned	33,381.88	16,521.50	16,860.38	102.05	94,890.77	49,564.50	45,326.27	91.45
4925-00	Interest Revenue T&S Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4930-00	Tax Apportionments/Cnty Checks	5,868.64	0.00	5,868.64	0.00	324,004.38	225,000.00	99,004.38	44.00
4950-00	Miscellaenous Income	3,444.28	6,000.00	(2,555.72)	(42.60)	35,113.69	42,000.00	(6,886.31)	(16.40)
4960-00	CSP Assm. Dist. Processing Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4965-00	ERAF Refund - County Taxes	271,190.00	0.00	271,190.00	0.00	271,190.00	173,000.00	98,190.00	56.76
4235-00	CSP Connection T & S Fees	0.00	0.00	0.00	0.00	216,070.00	0.00	216,070.00	0.00
4970-00	Wavecrest Reserve Conn. Fees	3,345.60	0.00	3,345.60	0.00	23,419.20	0.00	23,419.20	0.00
<b>REVENUE Totals</b>		<b>681,411.19</b>	<b>382,703.16</b>	<b>298,708.03</b>	<b>78.05</b>	<b>4,306,681.76</b>	<b>3,841,811.12</b>	<b>464,870.64</b>	<b>12.10</b>
<b>EXPENSES</b>									
5000-00	Gen. Oper. Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5130-00	Water Purchased	86,537.06	67,051.00	19,486.06	29.06	717,595.66	669,560.00	48,035.66	7.17
5710-00	Deprec. Trucks, Tools, Equip	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5230-00	Pump Exp, Nunes T P	1,466.95	1,083.33	383.62	35.41	8,996.36	7,583.31	1,413.05	18.63
5231-00	Pump Exp, CSP Pump Station	19,367.60	21,364.00	(1,996.40)	(9.34)	188,470.43	142,945.00	45,525.43	31.85
5232-00	Pump Exp, Trans. & Dist.	1,515.54	2,066.66	(551.12)	(26.67)	13,524.68	14,466.62	(941.94)	(6.51)
5233-00	Pump Exp, Pilarcitos Can.	2,034.29	2,100.00	(65.71)	(3.13)	4,113.43	9,600.00	(5,486.57)	(57.15)
5234-00	Pump Exp. Denniston Proj.	2,351.26	3,545.00	(1,193.74)	(33.67)	29,983.32	46,085.00	(16,101.68)	(34.94)
5242-00	CSP Pump Station Operations	527.58	650.00	(122.42)	(18.83)	4,958.42	4,550.00	408.42	8.98
5235-00	Denniston T.P. Operations	345.17	6,121.66	(5,776.49)	(94.36)	28,800.79	42,851.62	(14,050.83)	(32.79)
5236-00	Denniston T.P. Maintenance	5,066.19	2,500.00	2,566.19	102.65	14,298.33	17,500.00	(3,201.67)	(18.30)
5240-00	Nunes T P Operations	5,414.09	8,189.41	(2,775.32)	(33.89)	54,380.39	57,325.87	(2,945.48)	(5.14)
5241-00	Nunes T P Maintenance	312.02	4,525.00	(4,212.98)	(93.10)	22,493.28	31,675.00	(9,181.72)	(28.99)
5243-00	CSP Pump Station Maintenance	1,563.88	4,250.00	(2,686.12)	(63.20)	13,651.86	29,750.00	(16,098.14)	(54.11)
5245-00	Alves/Miramontes Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5400-00	Trans & Dist. Exp.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5318-00	Studies/Surveys/Consulting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5321-00	Water Conservation	4,605.58	3,875.00	730.58	18.85	18,080.51	27,125.00	(9,044.49)	(33.34)
5322-00	Community Outreach	372.00	1,189.16	(817.16)	(68.72)	6,679.34	8,324.12	(1,644.78)	(19.76)
5500-00	General Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5620-00	Office Supplies & Expense	7,652.76	9,010.83	(1,358.07)	(15.07)	57,566.25	63,075.81	(5,509.56)	(8.73)
5621-00	Computer Services	777.89	2,900.00	(2,122.11)	(73.18)	20,631.74	20,300.00	331.74	1.63
5625-00	Meetings / Training / Seminars	2,198.81	2,333.33	(134.52)	(5.77)	11,069.81	16,333.31	(5,263.50)	(32.23)



**General Ledger  
Period Budget Analysis**

**January 2007**

<u>Account</u>	<u>Description</u>	<u>Jan 07</u>	<u>Budget</u>	<u>Variance</u> Over/(Under) Budget	<u>% Variance</u> Over/(Under) Budget	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u> Over/(Under) Budget	<u>% Variance</u> Over/(Under) Budget
5630-00	Insurance	39,338.31	47,104.16	(7,765.85)	(16.49)	261,469.50	294,729.12	(33,259.62)	(11.28)
5681-00	Legal	3,204.48	4,333.33	(1,128.85)	(26.05)	29,853.00	30,333.31	(480.31)	(1.58)
5682-00	Engineering	1,532.00	2,500.00	(968.00)	(38.72)	11,314.07	17,500.00	(6,185.93)	(35.35)
5683-00	Financial Services	0.00	3,181.82	(3,181.82)	(100.00)	19,118.97	24,090.92	(4,971.95)	(20.64)
5685-00	Board Meeting Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5686-00	Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5687-00	Membership, Dues, Subscript.	8,288.00	1,747.08	6,540.92	374.39	27,318.26	20,979.56	6,338.70	30.21
5688-00	Election Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5690-00	Interest Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5700-00	San Mateo County Fees	0.00	0.00	0.00	0.00	6,461.00	10,500.00	(4,039.00)	(38.47)
5701-00	Property Taxes	0.00	0.00	0.00	0.00	697.94	700.00	(2.06)	(0.29)
5705-00	State Fees	0.00	0.00	0.00	0.00	34,397.77	23,000.00	11,397.77	49.56
5711-00	Debt Service - Existing Bonds	0.00	0.00	0.00	0.00	45,110.00	230,110.00	(185,000.00)	(80.40)
5712-00	Debt Service - Proposed Bonds	0.00	0.00	0.00	0.00	108,649.17	243,600.00	(134,950.83)	(55.40)
5713-00	Contribution to CIP & Reserves	43,725.00	43,725.00	0.00	0.00	306,075.00	306,075.00	0.00	0.00
5714-00	Transfer of Conn Fees to CSP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5725-00	Debt Issuance Amortization Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5743-00	CSP Assm. Dist. Processing Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5744-00	Capital Replacement Contri.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5411-00	Salaries & Wages - Field	119,374.90	60,953.92	58,420.98	95.84	500,142.01	457,154.40	42,987.61	9.40
5610-00	Salaries/Wages - Administration	34,998.97	41,537.76	(6,538.79)	(15.74)	267,123.12	311,533.21	(44,410.09)	(14.26)
5640-00	Employees Retirement Plan	28,180.60	28,872.30	(691.70)	(2.40)	225,132.03	216,542.26	8,589.77	3.97
5684-00	Payroll Tax Expense	10,637.13	7,582.92	3,054.21	40.28	54,073.38	56,871.90	(2,798.52)	(4.92)
5412-00	Maintenance - General	7,032.45	9,796.66	(2,764.21)	(28.22)	73,999.91	68,576.62	5,423.29	7.91
5414-00	Motor Vehicle Expense	3,106.64	3,291.66	(185.02)	(5.62)	27,764.43	23,041.62	4,722.81	20.50
5415-00	Maintenance - Well Fields	315.11	2,616.66	(2,301.55)	(87.96)	315.11	18,316.62	(18,001.51)	(98.28)
5745-00	CSP Connect. Reserve Contribu.	0.00	0.00	0.00	0.00	216,070.00	0.00	216,070.00	0.00
5746-00	Wavecrest CSP Connt. Reserve	3,345.60	0.00	3,345.60	0.00	23,419.20	0.00	23,419.20	0.00
<b>EXPENSE Total</b>		<b>445,187.86</b>	<b>399,997.65</b>	<b>45,190.21</b>	<b>11.30</b>	<b>3,453,798.47</b>	<b>3,562,705.20</b>	<b>(108,906.73)</b>	<b>(3.06)</b>
<b>REVENUE Total</b>		<b>681,411.19</b>	<b>382,703.16</b>	<b>298,708.03</b>	<b>78.05</b>	<b>4,306,681.76</b>	<b>3,841,811.12</b>	<b>464,870.64</b>	<b>12.10</b>
<b>EXPENSE Total</b>		<b>445,187.86</b>	<b>399,997.65</b>	<b>45,190.21</b>	<b>11.30</b>	<b>3,453,798.47</b>	<b>3,562,705.20</b>	<b>(108,906.73)</b>	<b>(3.06)</b>
<b>INCOME Total</b>		<b>236,223.33</b>	<b>-17,294.49</b>			<b>852,883.29</b>	<b>279,105.92</b>		

**COASTSIDE COUNTY WATER DISTRICT**

**INVESTMENT REPORT**

January 31, 2007

		<i>Restricted</i>	<i>Restricted</i>	<i>Restricted for CSP CIP Projects</i>		
	<b>CASH FLOW &amp; OPERATING RESERVE</b>	<b>EMERGENCY RESERVES</b>	<b>CAPITAL EXPENDITURES</b>	<b>DISTRICT CSP CONTRIBUTION</b>	<b>CSP T&amp;S FEES</b>	<b>TOTAL</b>
<b>DISTRICT BALANCES</b>						
<u>CASH IN FNB</u>						
OPERATING ACCOUNT			\$1,051,320.64			\$1,051,320.64
CSP T&S ACCOUNT					\$959,057.67	\$959,057.67
TOTAL FIRST NATIONAL BANK	\$0.00	\$0.00	\$1,051,320.64	\$0.00	\$959,057.67	\$2,010,378.31
CASH WITH L.A.I.F	\$297,900.00	\$700,000.00	\$1,361,363.94	\$267,655.14	\$2,995,576.51	\$5,622,495.59
UNION BANK - Project Fund Balance			\$6,027,528.07			\$6,027,528.07
CASH ON HAND	\$2,100.00					\$2,100.00
<b>TOTAL DISTRICT CASH BALANCES</b>	<b>\$300,000.00</b>	<b>\$700,000.00</b>	<b>\$8,440,212.65</b>	<b>\$267,655.14</b>	<b>\$3,954,634.18</b>	<b>\$13,662,501.97</b>
<b>ASSESSMENT DISTRICT BALANCES</b>						
<u>CASH IN FIRST NATIONAL BANK (FNB)</u>						
REDEMPTION ACCOUNT		\$ 66,383.52				
RESERVE ACCOUNT (Closed Account 8-4-04)		\$ -				
<b>TOTAL ASSESSMENT DISTRICT CASH</b>		<b>\$ 66,383.52</b>				
<i>This report is in conformity with CCWD's Investment Policy and there are sufficient funds to meet CCWD's expenditure requirements for the next six months.</i>						

**COASTSIDE COUNTY WATER DISTRICT  
CRYSTAL SPRINGS PROJECT  
CAPITAL PROJECTS FY 06/07**

**January 2007**

<b><u>PROJECT</u></b>	<b><u>Actual to date</u></b>	<b><u>FY 06/07 CIP Budget</u></b>	<b><u>% Completed</u></b>
<b>El Granada Pipeline Phase 3A (City) 3B (County)</b> 1128-03/04	\$115,383	\$1,000,000	11.5%
<b>Main Street/Hwy 92 Pipeline Replacement Project - Phase 2</b> 1120-93		\$718,000	
<b>Contingency</b>		\$100,000	
<b>TOTALS</b>	<b>\$115,383</b>	<b>\$1,718,000</b>	<b>6.7%</b>

Coastside County Water District  
Capital Improvement Projects (Non-CSP) - FY 06/07

DATE: January 2007

DESCRIPTION	ACCT NO	CONTRACT AMOUNT	ACTUAL TO DATE	FY 06/07 CIP BUDGET
<b><u>PIPELINE PROJECTS</u></b>				
Main Street/Hwy 92 Widening Project (Non-CSP Portion)	1120-93		\$365,693	\$492,000
<b><u>WATER TREATMENT PLANT PROJECTS</u></b>				
Denniston Foot Valve for 60hp Pump	1121-22			\$10,000
Denniston Hi Lift Pumps - Refurbish	1121-23		\$24,999	\$20,000
Nunes Level Indicators Clearwell/Recovery Tanks	1121-24		\$6,078	\$10,000
Nunes Filter Media Replacement	1121-25			\$5,000
Nunes Filter Backwash Valves	1121-26			\$5,000
Nunes - Automatic Sludge Valve	1121-27		\$5,228	\$5,000
<b><u>FACILITIES AND MAINTENANCE PROJECTS</u></b>				
Denniston Restoration	1120-03		\$37,844	\$25,000
Meter Change Program	1117-06			\$15,000
City & County Projects (resurfacing/raising boxes)	1120-86		\$18,361	\$30,000
Pave Nunes WTP Road	1121-28		\$13,000	\$30,000
Safety/Security Upgrades	1121-29		\$5,089	\$20,000

Coastside County Water District  
Capital Improvement Projects (Non-CSP) - FY 06/07

**EQUIPMENT PURCHASE & REPLACEMENT**

Vehicle Replacement	1118-04			\$25,000
Computer System	1118-02		\$7,976	\$8,000
Office/Shop Equipment	1118-02		\$1,443	\$1,500
SCADA/Telemetry	1121-82			\$125,000

**PUMP STATIONS / TANKS / WELLS**

Alves Tank - Paint Sand Blast -	1121-08			\$125,000
CSP Motor and Pump Rehabilitation	1121-30		\$18,739	\$50,000

**DEBT RETIREMENT**

Nunes WTP & Revenue Bonds				\$185,000
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**DENNISTON - SHORT TERM IMPROVEMENTS**

Replace Chlorine Gas with New Sodium Hypochlorite	1121-31			\$150,000
Replace Caustic Soda System	1121-32			\$150,000
Construct Treated Water Tank Modifications/Flow Through Operations	1121-33			\$400,000
Configure Plant for Automated Shutdown	1121-34			\$100,000
Install Automated Filter-to-Waste	1121-35			\$100,000

Coastside County Water District  
Capital Improvement Projects (Non-CSP) - FY 06/07

**NUNES - SHORT TERM IMPROVEMENTS**

Replace Chlorine Gas with New Sodium Hypochlorite	1121-36		\$11	\$150,000
Replace Caustic Soda Piping and Add Containment	1121-37		\$11	\$130,000

**TOTAL CAPITAL IMPROVEMENT PROJECT BUDGET**

**\$2,366,500**

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

**Acct. No.5681  
ANTHONY CONDOTTI  
Legal**

<b>Month</b>	<b>Admin (General Legal Fees)</b>	<b>CSP</b>	<b>Transfer Program</b>	<b>CIP</b>	<b>Personnel</b>	<b>Lawsuits  62% Reimbursable</b>	<b>Infrastructure Project Review  (Reimbursable)</b>	<b>TOTAL</b>
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<b>Feb-06</b>	3,421		78		134	364	78	4,075
<b>Mar-06</b>	9,291	273			20	1,143		10,726
<b>Apr-06</b>	5,749	1,209	59	39		1,011		8,066
<b>May-06</b>	7,448		273	1,427		690		9,838
<b>Jun-06</b>	7,815	156	78	2,705		184		10,938
<b>Jul-06</b>	7,930	1,190		2,081	351		20	11,571
<b>Aug-06</b>	8,040	1,346	254			1,222		10,861
<b>Sep-06</b>	5,739	2,925				225	176	9,064
<b>Oct-06</b>	5,997	1,580	156	39	117	1,133	59	9,080
<b>Nov-06</b>	4,624	15	117	332	176	1,023		6,286
<b>Dec-06</b>	3,757	59		1,073	878	161		5,926
<b>Jan-07</b>	2,873		78	1,326	546			4,823

<b>TOTAL</b>	<b>72,685</b>	<b>8,751</b>	<b>1,092</b>	<b>9,020</b>	<b>2,220</b>	<b>7,154</b>	<b>332</b>	<b>101,254</b>
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**Engineer Cost Tracking Report  
12 Months At-A-Glance**

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

<b>Month</b>	<b>Admin &amp; Retainer</b>	<b>CSP Phase II</b>	<b>Phase 3 EG Pipeline</b>	<b>CIP</b>	<b>Short Term WTP Imprv.</b>	<b>Studies &amp; Projects</b>	<b>TOTAL</b>	<b>Reimbursable from Projects</b>
<b>Feb-06</b>	3,056	222		4,736			<b>8,014</b>	
<b>Mar-06</b>	2,621		74	7,395			<b>10,090</b>	
<b>Apr-06</b>	2,996		566	13,263		497	<b>17,321</b>	
<b>May-06</b>	3,858		296	3,490	3,665		<b>11,309</b>	
<b>Jun-06</b>	1,046		444	2,544	10,268		<b>14,302</b>	
<b>Jul-06</b>	2,140		12,685		3,399	304	<b>18,528</b>	304
<b>Aug-06</b>	2,862		11,669	456	4,349		<b>19,336</b>	
<b>Sep-06</b>	995		13,974	456	4,445		<b>19,870</b>	
<b>Oct-06</b>	924		5,507	3,328	13,361	76	<b>23,196</b>	76
<b>Nov-06</b>	1,938		2,414	2,103	16,217		<b>22,672</b>	
<b>Dec-06</b>	924		684		3,703		<b>5,311</b>	
<b>Jan-07</b>	1,532		2,387	456	11,078		<b>15,453</b>	
<b>TOTAL</b>	<b>24,890</b>	<b>222</b>	<b>50,700</b>	<b>38,227</b>	<b>70,487</b>	<b>877</b>	<b>185,402</b>	<b>380</b>



*COASTSIDE COUNTY WATER DISTRICT*

*766 MAIN STREET*

*HALF MOON BAY, CA 94019*

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

**January 9, 2007**

- 1) **ROLL CALL:** President Larimer called the meeting to order at 7:00 p.m. Present at roll call were Directors Ken Coverdell, Chris Mickelsen, Everett Ascher and Bob Feldman.

Also present were Ed Schmidt, General Manager; Anthony Condotti, Legal Counsel; Jim Teter, District Engineer; Joe Guistino, Superintendent of Operations; JoAnne Whelen, Administrative Assistant/Recording Secretary and Gina Brazil, Office Manager.

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC ANNOUNCEMENTS**

There were no public announcements.

- 4) **SPECIAL ORDER OF BUSINESS**

- A. **Resolution 2007-01 - A Resolution of the Board of Directors of the Coastside County Water District expressing its gratitude to Everett Ascher for his leadership and dedicated service to the community in his capacity as President of the CCWD Board of Directors**

President Larimer introduced this item, and proceeded to read the Resolution recognizing former Board President Everett Ascher.

**ON MOTION by Director Coverdell and seconded by Director Mickelsen, the Board voted as follows, by roll call vote, to adopt Resolution 2007-01 Expressing its gratitude to Everett Ascher for his leadership and dedicated service to the community in his capacity as President of the CCWD Board of Directors:**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>Director Ascher</b>	<b>Abstain</b>
<b>Director Feldman</b>	<b>Aye</b>
<b>President Larimer</b>	<b>Aye</b>

President Larimer then introduced member of the San Mateo County Board of Supervisors, Rich Gordon.

*Rich Gordon – San Mateo County Board of Supervisors, District 3*

Mr. Gordon presented a special commendation from the San Mateo County Board of Supervisors to congratulate Director Ascher on his year of service as the CCWD Board President. Mr. Gordon not only thanked Director Ascher for his service to the District, but for the work and leadership to the entire community. Mr. Gordon also thanked and commended the entire CCWD Board for being a Special District that understands its mission, and strives to, and accomplishes the fulfillment of that mission.

President Larimer then presented a plaque to Director Ascher on behalf of the CCWD Board and staff, in recognition of his leadership and dedication to the goals and mission of the District during his term as President – January 10, 2006 through January 9, 2007.

Director Ascher thanked the Board, staff, and Supervisor Gordon, noting that achieving the accomplishments listed in the Resolution had been an effort on the part of the entire Coastside County Water District Board and staff.

**5) MEETINGS ATTENDED / SCHEDULED - BOARD OF DIRECTORS INCLUDING COMMITTEES, CUSTOMERS, OTHER AGENCIES, ETC.**

**A. Discussion and review of District Advisory Committees**

President Larimer announced that District Advisory Committee reports would now appear each month on the Board meeting agendas. He then referenced the CCWD Committees for 2007 report that he had prepared and presented in the Board packet, explaining that he had reviewed the functions of the committees

and had made a few re-assignments. Directors Ascher and Coverdell complimented President Larimer for the clear, concise, and organized manner in which the committees had been structured. There were no additional Board comments.

**B. Committee Reports**

Director Coverdell reported on the December 18, 2006 meeting of the Coastside County Water District/Montara Water & Sanitary District, Mutual Interest Committee. He stated that he felt it was a positive meeting and was encouraged at their discussion of potential mutual funding and grant writing. He commented that he felt both agencies shared a lot of commonalities including geographically, the commitment to use local water sources as much as possible, and even similar customer bases. He said that he felt it would be very beneficial for the two agencies to pool some of these commonalities and work together, especially in connection with some of the available funding options. He also reported that the committee representatives were all in agreement, that a common thread was in deciding how to best utilize the treated wastewater on the coastside.

Director Ascher agreed with Director Coverdell's assessment of the positive meeting results, stating that it is in the best interest of both agencies to work together in trying to take advantage of some of the available opportunities.

*Bob Ptacek – Montara Water & Sanitary District -* Stated that there was a specific deadline in June 2007 and that his agency had taken the action necessary to proceed. He also advised that MWSD had been told that establishing an integrated regional water management plan was required and that his agency had formed that committee. He added that the committee had also discussed desalination at the meeting.

Director Ascher recommended that staff agendaize that matter for the next Board meeting.

Director Feldman reported on the Information Technology Committee meeting which took place on December 28, 2007. He explained that the committee met with Mr. Schmidt and Rudi Metzner, who had initially developed the model and had proposed

some next steps and recommendations, which included locating a consultant who can update and operate the model. He also stated that the committee felt that this was worthwhile because the model is a good basis for determining necessary capital improvement program work, infrastructure improvements, and an excellent planning tool for use by the District Facilities Committee. He explained that the committee felt that with a \$15,000 investment in the update of the model that the District could realize a substantial savings in the future.

President Larimer provided a brief historical background of the District's hydraulic model, including the documentation that CCWD's Engineer, Jim Teter, had sized the El Granada Pipeline Replacement Project appropriately at a 16" pipeline. He agreed with the committee's recommendation to direct staff to locate and hire a consultant to update and operate the model.

**6) CONSENT CALENDAR**

- A. Requesting the Board to review disbursements for the month ending December 31, 2006 – Claims: \$314,398.23; Payroll: \$92,816.95 for a total of \$407,215.18
- B. Acceptance of Financial Reports
- C. Minutes of the December 12, 2006 Board of Directors Meeting
- D. Minutes of December 12, 2006 Special Board of Directors Workshop
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report
- H. December 2006 Leak Report
- I. Rainfall Reports
- J. San Francisco Public Utilities Commission Hydrological Conditions Report for November 2006
- K. Engineering Projects Received for Review during December 2006
- L. Resolution 2006-25 Amending Personnel Manual at Section 2.07B pertaining to Holiday Pay (approved at December 12, 2006 Board Meeting)
- M. Application to Present a Late Liability Claim to Coastside County Water District
- N. Notice of Completion – Nunes Water Treatment Plant Influent Control Valve Replacement Project
- O. General Manager Activity Report

**ON MOTION by Director Ascher and seconded by Director Mickelsen, the Board voted as follows, to accept the Consent Calendar in its entirety:**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>Director Ascher</b>	<b>Aye</b>
<b>Director Feldman</b>	<b>Aye</b>
<b>President Larimer</b>	<b>Aye</b>

**7) SUPERINTENDENT OF OPERATIONS REPORT**

Mr. Guistino referenced his written staff report, providing updates on a few significant achievements, including the progress on the rehabilitation of the Denniston Wells 1 and 2, the status of the water treatment plant improvements, the Denniston storage tank modification project, and the facilities chemical feed systems. Mr. Guistino also provided a status report on the Main Street /Highway 92 Project and the Crystal Springs Telecommunication system. He informed the Board that with the retirement of Elias Borba and the medical leave of John Davis, maintenance workers Jack Whelen and Jon Bruce had “stepped up to the plate” and have been providing much needed assistance in the field and at the water treatment plants and were doing a fine job. He also reported that both Jack Whelen and Jon Bruce had recently been promoted to the position of Maintenance Worker 2, and are now included in the management of the water treatment plant rotations.

Mr. Guistino addressed a couple of questions from the Board on the Emergency Generator Replacement project and the Main Street / Highway 92 project. Mr. Teter, District Engineer, elaborated on the process required in connection with the creek crossing area of this project, including applying for a coastal development permit, the completion of environmental work and meetings with the City of Half Moon Bay Engineer and Planning Department, to discuss proposed plans for handling the creek crossing of the pipeline replacement project.

Mr. Schmidt advised the Board that this replacement project was in the District’s fiscal year 2009/2010 and 2010/2011 budget, in the amount of \$350,000. The Board directed staff to move this item up earlier in the budget and to begin to move forward with this project.

**8) DISTRICT ENGINEER’S WORK STATUS REPORT**

Mr. Teter referenced his written report and provided an update on the El Granada Phase 3 Pipeline Replacement Project, which included a background of the required CalTRANS encroachment permit. He informed the Board that CalTRANS is requiring that the shoring design for the jack and bore portions located at the project under-crossings be provided on the project drawings.

He further reported that he had located a qualified engineer who can provide the necessary submittal, but that further services are required including, surveying, and geotechnical reports, including the recommended soil pressure diagram for temporary shoring for each one of the bore pits. Mr. Teter explained the process that he had completed to move this forward and advised that CalTRANS had anticipated approximately four to six weeks to obtain the encroachment permit, and he estimated a few days of the required soils work, followed by laboratory work for the shoring design and final completion of the geotechnical report. He stated that he felt the District may be able to resubmit all of these required materials to CalTRANS approximately the first part of the month of April, at which time he felt the District could go out to bid with the project.

Mr. Teter also advised the Board that the three necessary consultant proposals all exceed the General Manager’s spending authority and requested that the Board consider providing authorization for Mr. Schmidt, General Manager, to approve and proceed with these agreements. He reported that the amount for the surveying work is approximately \$17,500.00, the geotechnical work and report approximately \$19,800.00 and the shoring design estimated at \$20,906.00, all just slightly above the General Manager’s spending authority. He also stated that he felt these matters could not wait until the February Board meeting for approval, as time was of the essence in order to keep this project moving forward.

**ON MOTION by Director Coverdell and seconded by Director Mickelsen, the Board voted as follows, to increase the General Manager’s spending authority to \$21,000.00 for each of these three items:**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>Director Ascher</b>	<b>Aye</b>
<b>Director Feldman</b>	<b>Aye</b>
<b>President Larimer</b>	<b>Aye</b>

Mr. Teter also informed the Board of the progress of the water treatment improvement project, reporting that he and staff are working closely together to achieve the goals of this improvement project.

9) **GENERAL MANAGER’S REPORT**

A. **Discussion and possible direction to staff regarding request from Cameron Palmer and Y.A. Tittle to transfer a water service connection located at 490 Wavecrest Road to project site located on Main Street.**

Mr. Schmidt introduced this item, reviewed the background of the District’s transfer policies referenced in his staff report and recommended approval of this request.

*Doug Snow, Architect* – Mr. Snow introduced himself as a Half Moon Bay Planning Commissioner and stated that he wished that the Half Moon Bay Planning Commission worked as cooperatively as the Coastside County Water District. He reviewed the proposed action and answered several questions from the Board regarding the project location.

Mr. Condotti reviewed the District’s transfer policy and informed the Board that they had the ability to over-ride the policy in this particular case, if they chose to do so.

**ON MOTION by Director Coverdell and seconded by Director Ascher, the Board voted as follows by roll call vote, to authorize the transfer of an installed water service connection located at 490 Wavecrest to the property at 797 Main Street in Half Moon Bay:**

Director Coverdell	Aye
Director Mickelsen	Aye
Director Ascher	Aye
Director Feldman	Aye
President Larimer	Aye

B. **Update on the Denniston Restoration Project, including a Scope of Work (Draft) for Preparing a Water Budget and Stream Flow Monitoring**

Mr. Schmidt referenced the last Board workshop on this project, reminding the Board that they had directed TRC Essex to obtain a scope of work, budget, and time schedule for the project's hydrological assessment (water budget). He reported that he had been working with Mr. Kevin Janik, TRC Essex Project Manager, and referenced a proposal for the project that they had recently obtained from Kamman Hydrology & Engineering, Inc. Mr. Schmidt recommended that the proposal should be forwarded to the newly formed Denniston Restoration Committee, for review and recommendation to the full Board of Directors at a future Board meeting. He also advised that, as directed by this committee, he was in the process of scheduling a meeting with the representatives from Peninsula Open Space Trust and the farmer, Mr. David Lea.

Director Ascher stated that this was a long term project, that he agreed with Mr. Schmidt's recommendation, and also felt that this matter should also be addressed by the Finance Committee, and should become a separate line item on the District's budget.

Director Feldman pointed out an inconsistency in the subject proposal and TRC Essex's costs. Mr. Janik explained that they were aware of this and that the documents were in the process of being revised and updated documents would be provided.

Mr. Condotti expressed a word of caution about the sharing of information through the committee process, reminding the Board that according to the Brown Act, if consensus is reached among Board members, even if it is through two different committees, on a particular issue, it can be construed as a serial meeting. He advised the Board that they need to be careful in dispensing information through the committee process and be mindful of the Brown Act restrictions.

President Larimer explained that the committees do not make decisions, but make recommendations to the Board and in this particular case, one committee would be looking at the mechanics of the project in terms of how it fits in with District goals, and also to share and compare data with the other stakeholders. He stated that if this a worthwhile project, there is still a budget issue for consideration by the District's Finance Committee.



Director Ascher then shared his view of the issue, stating that the Denniston Restoration Committee will examine the issues and make a recommendation to the Board. The Finance Committee will only be discussing the amount of money that should be placed in the budget next year for this project.

Mr. Condotti stated that he felt it was very important that this discussion take place for the record, stating that he is aware that the Board understands about the serial meetings, but felt that it is important that it be documented in the record that all of the Board members have expressed their understanding, so that the public knows that the business of the Board is being conducted by the Board as a whole. He reiterated the importance that the committee members understand their limited functions, and that it was his responsibility to provide these types of Brown Act and Public Record Act requirements reminders to the Board.

Mr. Schmidt informed the Board that Mr. Janik with TRC Essex would be revising and resubmitting the proposal figures for the proposed scope of work, including the water budget development, and that he would pursue the scheduling of the next Denniston Restoration Committee meeting.

**C. Award of Contract for the Emergency Generator Replacement Project**

Mr. Schmidt reported that this project was identified approximately one and a half years ago and placed in the budget for last year, with very negative bid results. He explained that the District had gone out to bid twice this year on this project and both times received only one bid. A bid of \$55,000 at the September bid opening, and at the recent January 4, 2007 bid opening, only one bid was received, in the sum of \$102,000. Mr. Schmidt stated that the first bidder, California Generator Service, agreed to honor their first bid, as is, and that \$45,000 for the generator replacement had been carried over from the FY 05-06 budget and that there is sufficient money in the District's capital budget to make up the difference. Mr. Schmidt then distributed copies of both bid submittals.

Mr. Guistino informed that Board that he anticipated that the new generator would be installed within ninety (90) days, and that the cost

may be reduced by possibly \$4,000.00 if the District handles the permitting process, including submittal of project drawings to the Half Moon Bay Fire Protection District.

**ON MOTION by Director Ascher and seconded by Director Feldman, the Board voted as follows, by roll call vote, to accept the bid and award the contract for the replacement of the emergency generator to California Generator Service for their bid price of \$55,000.00:**

Director Coverdell	Aye
Director Mickelsen	Aye
Director Ascher	Aye
Director Feldman	Aye
President Larimer	Aye

**D. Update on recruitment on the Public Outreach/Program Development / Water Resources Management Position**

Mr. Schmidt reviewed the recent recruitment process for this position, reporting that Director Feldman had assisted him in interviewing five candidates and that they were both in agreement with their first and second candidate choices. He further reported that the top two candidates had been scheduled to be interviewed again by him, along with the two members of the Personnel Committee, Directors Ascher and Feldman. He explained that once a final candidate had been chosen, background checks will commence, followed by a physical exam, prior to a job offer being tendered.

**E. Discussion and possible direction to staff regarding the project associated costs of the U.F. Fish & Wildlife Service component, for the El Granada Pipeline Coastal Development Permit**

Mr. Schmidt provided the background of this item, detailing the estimated associated costs of \$33,874.93. He explained that the costs were incurred due to an initial recommendation in Coast Range Biological's biotic -assessment, subsequently, the City of Half Moon Bay's Planning Commission had placed this as a condition of the District's permit.

Mr. Schmidt answered several questions from Director Ascher, referencing the report dated December 20, 2006 from George Burwasser, Project Manager. He stated that “the EIP/PBS& J’s July 17, 2006 review of the Assessment noted that most of the areas that might have provided California red-legged frog habitat actually were described in the Assessment as unsuitable. Our review noted that the two areas considered suitable, Frenchman’s Creek and Naples Creek, would not be disturbed because no work would occur within them. The pipe would be installed by jack-&-bore from outside the sensitive areas. Extensive preconstruction surveys seemed unnecessary. Our review noted that monitoring for the San Francisco garter snake was appropriate where suitable habitat existed (Frenchman’s Creek and Kehoe ditch), but that much of the habitat described in the Assessment was unsuitable and that monitoring in those areas seemed excessive”.

Director Mickelsen stated that these costs were equivalent to a \$5.00 cost per District customer, for biological work that was more than likely, unnecessary, due to an over-zealous City of Half Moon Bay Planning Commission.

President Larimer proceeded to share his interpretation, which stated that one City of Half Moon Bay Planning Commissioner, Kevin Lansing, took it upon himself, prior to having approval from the remainder of the Commission, to contact the Federal Fish & Wildlife Service and basically inform them that CCWD was about to do something that should be investigated. He stated that, the procedure, as he sees it, is that CCWD was to go through a permit process, presenting documentation to other agencies, including a critical agency, the US Army Corp. of Engineers. And based on the scope of work in the proposal, at that stage of the permitting process, if it had been determined that there was a need to evoke the Federal Fish & Wildlife, then they would have become involved and we would have then done the study, that had already been performed. When the documents actually were received by the Army Corp. of Engineers, there was no nexus, so this was an entirely avoidable approximately \$34,000.00 expenditure. It is equivalent to costing each CCWD customer \$5.00. He further stated that there are proper processes that should be followed, CCWD follows the processes, and the City of Half Moon Bay should be required to do so as well.

Director Ascher stated that he felt that CCWD did have a very thoughtful and fair hearing at the City of Half Moon Bay Planning Commission as a whole, and that the outcome was what it should have been, given the evidence that was submitted to the Planning Commission. The fact that the vote was 5 to 2, indicates that there was strong support for the project by the Commission and that as a whole, the process, once CCWD presented to the Commission, was very proper and fair. He thanked Directors Feldman and President Larimer for their comments and discussion, which had addressed some of his earlier questions.

Director Coverdell stated that after being involved in the CCWD Board for many years, has never seen the District shirk their responsibilities in regards to providing any information in the way of studies, reports, or any other requested or required project data. He stated that it was particularly frustrating due to the fact that the District typically hires consultants of a very high competency level, and finds it insulting that the District had to work with another agency that was using a consultant that was not providing quality work. Furthermore, CCWD was not only required to use this consultant, but had to make up for their lack of quality work, by supplying additional quality work at the unnecessary expense of the District and its customers. He stated that he appreciates the people who serve on these agencies, but hopes that the message that goes out is that this was an unnecessary expense, and the District does not need this, nor does any other governing body trying to manage some type of project.

President Larimer concluded discussion of this item by stating that he did not want his comments construed towards the Commission as a whole, but were meant for one or two Commissioners, a minority, who basically abrogated the process, generating these unnecessary expenses.

**F. Status Report of Capital Improvement Projects**

Mr. Schmidt stated that he appreciated Mr. Teter's informative update on the El Granada Pipeline Replacement Project.

Mr. Teter stated that he was hoping to put the project out to bid in January or February of this year, and although that deadline could

not be met, he was optimistic that the project could be put out to bid before the end of the calendar year.

**G. Correspondence: Bay Area Water Supply and Conservation Agency - (BAWSCA) - WSIP Quarterly Update - 1<sup>st</sup> Quarter FY 06-07**

Mr. Schmidt shared his notes and comments from this meeting with the Board.

The Board asked a few questions of Director Mickelsen, Bay Area Water Supply & Conservation Agency (BAWSCA) Board of Director, on the status of the San Francisco Public Utilities Commission (SFPUC) improvement project, which he addressed, reporting that the next BAWSCA Board meeting is scheduled for January 18, 2007. He also reported that SFPUC had recently hired Chris Kern, former employee of the California Coastal Commission.

The Board briefly discussed BAWSCA's role in the SFPUC project, the current political climate, and the impact that the cost of environmental studies have on infrastructure replacement projects.

**10) ATTORNEY'S REPORT**

**A. Report on January 9, 2007 Closed Session Pursuant to Cal Government Code §54957.1**

Mr. Condotti reported on the Closed Session, which convened at 6:00 p.m. as follows:

**Conference with Legal Counsel - Anticipated Litigation - Initiation of litigation pursuant to subdivision (b) of Section 54956.9 One (1) potential case**

No reportable action was taken by the Board on this item.

**Conference with Legal Counsel - Liability Claim (Government Code §54956.95).**

**Claimant: Allied Insurance**

**Claim Against: Coastside County Water District**

Action on this item was taken by the Board in the open session portion of the meeting, under item 6M, at which time the Board of Directors rejected this claim.

**Conference with Real Property Negotiators (Cal. Govt. Code §54956.8(b)):**

**Properties: Carter Hill West Storage Tank Site**

**(APN 056-320-090); 655 Miramar Drive**

**Half Moon Bay, CA (APN 048-076-070)**

**Agency Negotiators: General Manager/Legal Counsel**

**Negotiating Parties: District and Interested Parties**

**Subject Matter: Potential sale/lease of portion of District- owned properties for communications tower site**

No reportable action was taken by the Board on this item.

A written report of the Closed Session of January 9, 2007 prepared by Mr. Condotti, District Legal Counsel, is attached as an addendum to January 9, 2007 Board of Directors meeting Minutes.

**B. Local Government Omnibus Act of 2007**

Mr. Condotti referenced his written staff report, which included a summary of the local government Omnibus Act of 2007, explaining that it is an annual process where the Legislature undertakes minor non-controversial amendments to laws affecting public agencies. Mr. Condotti reported that the only item on the bill that may have an affect on Coastside County Water District, in his view, is the item that would amend government code section 1780, which governs the process for appointment of directors to the board when a vacancy exists. Additionally he reported that he had submitted some review comments to the local government committee regarding this matter, which he hoped would be taken into consideration.

Mr. Condotti then directed the Board's attention to the proposed amendments, contained in the Board packet, and offered to address any questions.

**11) AGENDA ITEMS AND DIRECTOR COMMENTS**

Mr. Schmidt reported that staff had not yet received a response from all Board members regarding scheduling the Special Rates and Fees Board Workshop. The Board briefly discussed this matter and made the decision to schedule and agendize this workshop for Friday, January 26, 2007, starting at 11:30 a.m.

President Larimer reiterated that he recommended that each of the District Advisory Committees meet at least three times per year.

- 12) The meeting was adjourned at 9:06 p.m. The next meeting of the Coastside County Water District Board of Directors is scheduled for Tuesday, February 13, 2006 at 7:00 p.m.

Respectfully submitted

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Ed Schmidt, General Manager

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Jim Larimer, President

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MINUTES OF THE SPECIAL BOARD WORKSHOP**

**January 26, 2007**

- 1) **ROLL CALL:** President Larimer called the meeting to order at 11:34 a.m. Present at roll call were Directors Ken Coverdell, Chris Mickelsen, Everett Ascher and Bob Feldman.

Also present were Ed Schmidt, General Manager; Anthony Condotti, Legal Counsel; JoAnne Whelen, Administrative Assistant/Recording Secretary, and Gina Brazil, Office Manager.

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC ANNOUNCEMENTS**

*Larry Kay - 12 Sunset Terrace, Half Moon Bay, CA* - thanked the CCWD Board and Staff for their attention to Proposition 218, commending them for being "right-on-target." Mr. Kay also distributed a document, Ordinance 2006-01 from the Half Moon Bay Fire Protection District amending the Rate and Fee Schedule to increase, modify and establish certain fees.

President Larimer then announced that this would be a very informal meeting, more of an inter-active workshop, with participation from the public encouraged. He explained that the goal of the workshop was to review the limitations involved with possibly restructuring the District's rate system. He also provided some of the background, which included that approximately a year ago CCWD had contracted with Camp Dresser & McKee, Inc. (CDM) to produce a study to estimate the District's maintenance and depreciation costs, separate from the processing and delivery costs of the system. President Larimer stated that now the District is looking at possibly distributing those costs and perhaps changing the rate system so that those costs would be more directly tied to the services that Coastside County Water District customers receive.

President Larimer further stated that the goal is to try to identify and understand how much of the total costs of the system are related to



maintenance and depreciation and to investigate cost models that can be used to develop a new rate system. He also stated that no action would be taken at this meeting, and explained the workshop would proceed with two presentations, followed by a broad discussion among the Board, staff, and any members of the public who wished to participate.

**4) Presentation by District Legal Counsel on legal framework for potential adoption of new rate structure**

Mr. Condotti, District Legal Counsel, advised the Board, that in preparing for this meeting, he had reviewed his files on the District's history of setting rates. He referenced correspondence he had provided to Mr. David Mier, Interim General Manager, dated in June of 2001, which stated, that unlike storage and transmission fee increases, which may be subject to Proposition 218; there is no specific statutory procedure applicable to the Board's increasing of water rates. He said that the memorandum also stated that, notwithstanding the lack of any statutory requirements, it would however seem prudent for the Board to provide ample public notice and an opportunity for members of the public to speak, prior to adopting a significant increase in water rates.

Mr. Condotti informed the Board, that the legal analysis undertaken by many attorneys for California public agencies at that time, was that it was believed that ordinary water consumption charges were not subject to the requirements of Proposition 218, because it was believed that they were not property-related fees or charges. Mr. Condotti then went on to state some of the historical cases involving the challenging of Proposition 218 requirements. He also advised that Coastside County Water District has been in full compliance with Proposition 218 by following the notice and majority protest provisions applicable to property related fees and charges.

Mr. Condotti reminded the Board that last April, 2006, the District received a report from Jake Boomhouwer, with CDM, an engineer and noted authority on setting rates and charges, and that report examined the potential of applying a new base rate that would not only apply to existing customers that are receiving water, but also to those to whom water service connections have been assigned, but not yet connected. He reiterated the theory stated in this report, that regardless of whether a person is actually using water, or owns a connection to obtain water service in the future, there are still costs associated with the depreciation and maintenance of the existing system.

He stated that of course, the costs associated with the ongoing operations and the cost of purchasing water, should be borne by the current water-consuming customers.

Mr. Condotti then reviewed the legalities that would be necessary in order to include costs assigned to the sold-but uninstalled water service connections. He reported that the portion of Proposition 218 that deals with property related fees or charges states that stand-by charges are to be considered assessments, however, it does not define the term "stand-by" charge. He further stated, that in his view, a conservative reading of Proposition 218 is that in order to impose a charge on those not receiving water service, it would be prudent to go through the process, under Proposition 218, that governs assessments, as opposed to property related fees or charges. He informed the Board of the process, which entails providing a notice to all of those who will receive the service, or who will be subject to the new assessment, which would also include an analysis of the proportionate costs of providing the service that is attributed to the property that would be assessed. The process would also include a mail ballot procedure, whereby a majority vote would be required in order to put the assessment into effect.

Mr. Condotti answered a few questions from the Directors and provided the details of a few related cases, including a background of law AB2951 and reviewed some election code requirements. The Board discussed some of the potential issues involved with possibly pursuing a new rate structure.

5) **Presentation by District Rates and Fees Committee members, President Larimer and Director Feldman on rate and fee modeling results and discussion of principles and guidelines for the potential development of a new rate system**

Director Feldman and President Larimer proceeded with their presentation, reviewing the process and the progress that they had accomplished on the modeling of the current rate scheme against new potential alternative rate structures. They referenced their analysis, and explained the tables and report results in detail and addressed questions from the Board members. The Board discussed that any proposed revision to the District's rate structure is a very fundamental change and should be done so only after taking the time to develop a comprehensive plan. Mr. Condotti stated that, although he could not predict the outcome of a legal challenge, in his view, CDM's analysis provides a rational, and reasonable basis, that appears to be very solid.

Larry Kay – 12 Sunset Terrace, Half Moon Bay, CA – shared the history of a legal civil case between the Canada Cove Homeowners Association versus the Canada Cove residents. He also requested that the record reflect that he had provided a copy of the 2006-2007 Grand Jury Roster, which was distributed to the Board by Mr. Schmidt and requested that the Board pay close attention to the names on the roster. Mr. Kay also submitted the due-diligence report for the City of Half Moon Bay, including copies of documents from Mr. Kay dated December 18, 2006 to the Half Moon Bay City Council in regards to the proposed parkland at 880 Stone Pine Road, and a memorandum dated December 19, 2006 from him to Half Moon Bay City Clerk, Sibhon Smith.

The Board also briefly discussed the potential affect of re-structuring the rate structure on the District's priority and non-priority connections.

Ann Carey- addressed the Board with a few questions regarding the District's depreciation and maintenance costs in regards to the Crystal Springs Project.

President Larimer announced that prior to the conclusion of the workshop, he would like to get a sense of how the Board wishes to proceed on this issue. He proceeded by stating that he felt that one of the conclusions is that the District revisit CDM's engineering analysis and try to divide the costs in terms of how much of the depreciation and maintenance costs are generated by the demand on the system and how much is attributed to the cost of the aging infrastructure. It was also agreed that the report be reviewed to ensure that capacity charges versus connection charges are clearly defined.

President Larimer requested that the Board indicate if they were interested in pursuing this topic further, by means of an updated analysis and a more specific model. Director Coverdell advised that he felt the project parameters should be prepared in a punch-list format, which may be useful to help target the Board member's responses and interpretations in order to take the project to the next level. He proposed that a few areas to be considered include the target group and the proper amount of the proposed increases, and whether base rates or usage figures should be involved, and how to incorporate the encouragement of water conservation.

President Larimer referenced Figure 1 in the Rates and Fees Committee modeling report and stated that what is demonstrated in these models is for existing customers. He explained that the green line in the table is neutral, so that the area under that curve, is the impact of this rate change,

and it is offset, so that the area above the line subtracts from the area below the line, so they have actually affected a rate increase to existing customers with both of these models. In these particular models, existing customers, as a total group, will end up paying more. He further stated that one of the boundary conditions for a model could be to leave current customers paying the exact same amount or perhaps evoke a small increase, or even a small decrease in rates for these customers, which could all be considerations for the model. Another matter to be contemplated included instituting charges to customers who hold uninstalled connections, and pointed out that all of these are philosophical issues that the Board needs to determine.

Director Ascher commented that he felt it was important to get a sense if the Board, as a whole, actually wishes to move away from the District's historical rate structure, which currently charges only the current, existing, customers who are connected and utilizing the water system, to a system where costs are assigned to anyone who is connected or has the potential to connect to the system.

President Larimer agreed with Director Ascher's comments and stated that the only variance that he would include, is that the Board is not discussing all of the potential, future users, but those potential, future users who have identified themselves by purchasing a water service connection. Director Coverdell stated that he was in favor of moving away from the old rate structure, towards a structure where anyone who has the ability to hook up to the system, participates in the costs. He added that one variable could be that these people who have not been paying, could be considered for possibly some type of "dial-up" costs, with some type of schedule that gradually increases the fees. This would allow these customers to gradually become accustomed to and have the ability to budget for these new fees. Director Ascher agreed that he felt that any person who has any ownership stake in this system at all, should share in paying for the costs of the District's system, and that the only question is how to properly determine and distribute these costs.

Larry Kay - 12 Sunset Terrace, Half Moon Bay, CA - shared a concern, that should there be a hearing on this matter, the three hundred and sixty residents of Canada Cove, who receive CCWD water, but are not property owners, would not have the opportunity to participate in or provide input in such a hearing.

Ann Carey – stated that she knows that CCWD is not a land-use agency, but requested that the District keep in mind that many of the uninstalled customers would like to put their connections into use, and that there are some who paid for the system initially twenty years ago, but did not have the opportunity to put the connection into service and have since gone bankrupt.

President Larimer stated that the Board's perspective is that they would like to see revenue being generated from all of those service connections, because the money is needed to operate the District's system.

6) **Discussion and possible direction to staff to place the potential development of a new rate system on the February 13, 2006 Board of Directors meeting agenda**

President Larimer stated that he felt that the sense of the Board is to request that the modeling committee proceed with an update of the engineering analysis, an investigation of the costs associated with depreciation and the system maintenance costs attributed directly to the delivering of water, and an investigation to determine the portion of the costs that are based on the aging of the infrastructure. Director Feldman stated that he also felt that some key parameters needed to be defined as a basis to generate more pertinent data and to manipulate and refine the model to include a selection of configuration and scenario alternatives.

The Board also agreed that if the District were to implement a new cost structure, that the intent would be to try to reduce the costs to the existing customers and that it was also agreed to try to manipulate the incentive for conservation. The Board also discussed considering allocating a large portion of the additional funds to possibly be assigned to improving and upgrading the District's operations, including the reading of water meters. The possibility of providing a provision for the District to buy back the uninstalled connections that have not been utilized, was also discussed.

President Larimer concluded the workshop by informing the audience that it was the Board's goal to have open communication and an excellent relationship with the public and that he hoped they felt comfortable in contacting the Board on any issue of concern. He reiterated that the door is always open to meet with the CCWD Board members and the General Manager, Mr. Ed Schmidt.

7) **Adjournment**

The Special Board Workshop was adjourned at 2:25 p.m.

Respectfully submitted,

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Ed Schmidt, General Manager

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Jim Larimer, President



**TOTAL CCWD PRODUCTION (HCF) ALL SOURCES-2007**

	PILARCITOS		DENNISTON		CRYSTAL SPRINGS	SAN VIN.	RAW WATER	UNMETERED	TOTAL	
	WELLS	LAKE	WELLS	RESERVOIR	RESERVOIR	RESERVOIR	TOTAL	USAGE	HCF	MG
<b>JAN</b>	7,928	56,832	1,203	12,634	0	0	78,596	357	78,239	58.52
<b>FEB</b>	0	0	0	0	0	0	0	0	0	0.00
<b>MAR</b>	0	0	0	0	0	0	0	0	0	0.00
<b>APR</b>	0	0	0	0	0	0	0	0	0	0.00
<b>MAY</b>	0	0	0	0	0	0	0	0	0	0.00
<b>JUN</b>	0	0	0	0	0	0	0	0	0	0.00
<b>JUL</b>	0	0	0	0	0	0	0	0	0	0.00
<b>AUG</b>	0	0	0	0	0	0	0	0	0	0.00
<b>SEPT</b>	0	0	0	0	0	0	0	0	0	0.00
<b>OCT</b>	0	0	0	0	0	0	0	0	0	0.00
<b>NOV</b>	0	0	0	0	0	0	0	0	0	0.00
<b>DEC</b>	0	0	0	0	0	0	0	0	0	0.00
<b>TOTAL HCF</b>	7,928	56,832	1,203	12,634	0	0	<b>78,596</b>	357	<b>78,239</b>	
<b>TOTAL MG</b>	5.93	42.51	0.90	9.45	0.00	0.00	<b>58.79</b>	0.267		<b>58.52</b>
<b>% TOTAL</b>	10.1%	72.3%	1.5%	16.1%	0.0%	0.0%	<b>100.0%</b>	0.5%	99.5%	



**Coastside County Water District Monthly Sales By Category (HCF)  
2007**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	HCF to Date	MG to Date
RESIDENTIAL	28435												28,435	21.27
COMMERCIAL	8452												8,452	6.32
RESTAURANT	3063												3,063	2.29
HOTELS/MOTELS	6235												6,235	4.66
SCHOOLS	714												714	0.53
MULTI DWELL	7174												7,174	5.37
BEACHES/PARKS	385												385	0.29
FLORAL	19687												19,687	14.73
RECREATIONAL	103												103	0.08
MARINE	1804												1,804	1.35
IRRIGATION	397												397	0.30
HCF	76,449	0	0	0	0	0	0	0	0	0	0	0	76,449	
MG	57.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		57.18

**Coastside County Water District Monthly Sales By Category (HCF)  
2006**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	HCF to Date	MG to Date
RESIDENTIAL	26,648												26,648	19.93
COMMERCIAL	8,935												8,935	6.68
RESTAURANT	3,075												3,075	2.30
HOTELS/MOTELS	6,125												6,125	4.58
SCHOOLS	1,121												1,121	0.84
MULTI DWELL	6,746												6,746	5.05
BEACHES/PARKS	350												350	0.26
FLORAL	19,797												19,797	14.81
RECREATIONAL	144												144	0.11
MARINE	1,844												1,844	1.38
IRRIGATION	2,673												2,673	2.00
HCF	77,458	0	0	0	0	0	0	0	0	0	0	0	77,458	
MG	57.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		57.94

# Coastside County Water District Monthly Leak Report January 2007



Date	Location	City	Pipe Type / Size	Repair Material	Estimated Water Loss (gallons)	Estimated Cost of Repair (dollars)
7 Jan	Portola and Obispo	EG	1" plastic service	2 1" cu couplers 2' 1" cu pipe	28800	912
8 Jan	The Alameda	EG	2" galv	2" x 7 1/2" full circle	8640	395
11 Jan	490 Wavecrest	HMB	2" galv	2" x 12 1/2" full circ	5760	355
12 Jan	551 Terrace	HMB	1" plastic service	2 1" cu couplers 6' 1" cu pipe	7200	700
17 Jan	490 Wavecrest	HMB	2" galv	2" x 7 1/2" full circle	3600	300
24 Jan	17950 S Cabrillo Hwy	HMB	2" galv	2" x 12" full circle	36000	10723
26 Jan	Denniston Road	EG	12" CI	12" bell clamp	7200	950

Estimated Water Loss – 97200 gallons  
Estimated Cost for Repairs - \$ 14,335

**Coastside County Water District  
Monthly Leak Report  
January 2007**



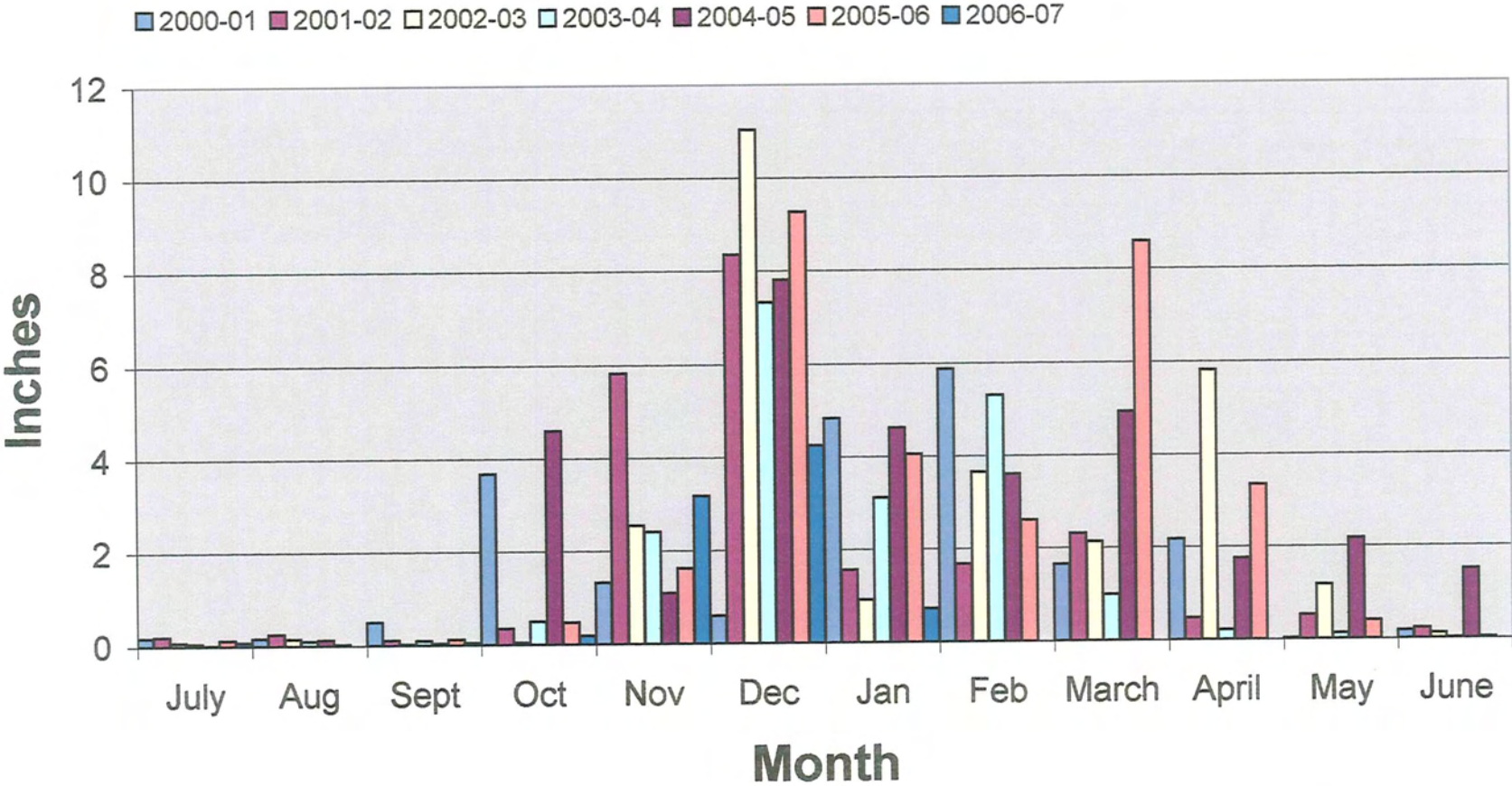
Coastside County Water District  
 766 Main Street  
 July 2006 - June 2007

District Office  
 Rainfall in Inches

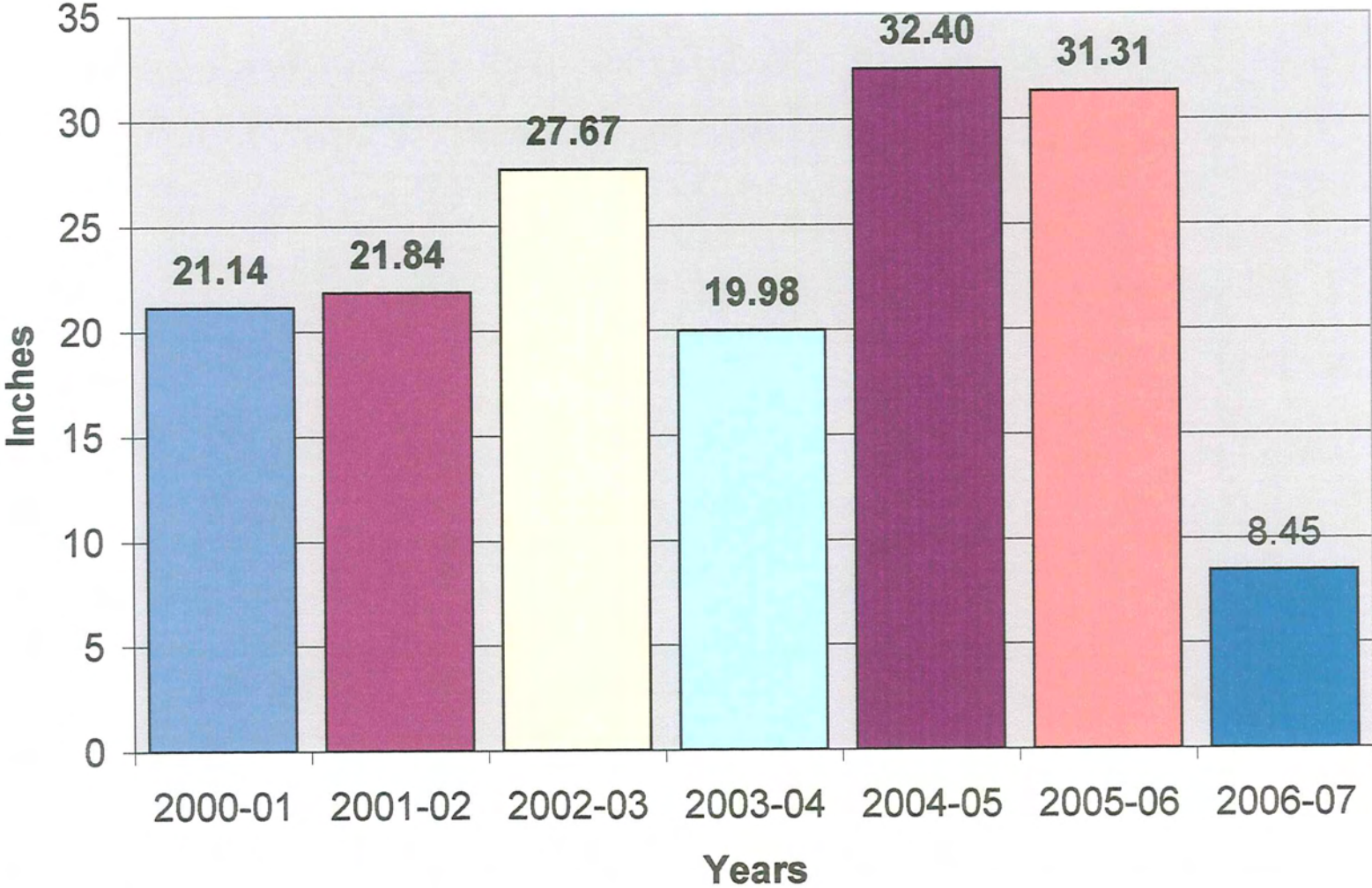
	2006						2007					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0	0	0	0.14	0	0.01					
2	0	0		0	0.17	0	0					
3	0	0	0	0	0.33	0	0.01					
4	0	0	0	0	0	0	0					
5	0	0	0	0.06	0.01	0	0					
6	0	0	0	0.01	0.01	0	0					
7	0	0	0	0	0.02	0	0					
8	0	0	0.02	0	0.16	0.31	0					
9	0.02	0	0	0.01	0	0.8	0					
10	0	0	0.01	0.01	0	0.25	0					
11	0	0	0	0	0.31	0.02	0					
12	0.02	0	0	0	0	0.95	0					
13	0	0	0	0	0.64	0.26	0					
14	0.01	0	0	0	0.51	0.08	0					
15	0	0	0	0	0.01	0.15	0					
16	0	0	0	0.04	0	0	0.11					
17	0	0	0	0.01	0.03	0	0.01					
18	0	0	0	0	0	0.01	0					
19	0	0	0.01	0	0.01	0	0					
20	0	0	0	0	0	0	0.01					
21	0	0	0	0	0.02	0.55	0.01					
22	0	0	0	0	0.12	0.05	0					
23	0	0	0	0	0.01	0	0					
24	0	0	0.01	0	0.01	0	0					
25	0	0	0	0.02	0	0	0					
26	0	0	0	0.01	0.58	0.76	0.26					
27	0.01	0	0	0.02	0.08	0.03	0.19					
28	0.01	0	0	0	0.01	0	0.11					
29	0	0	0	0	0	0	0					
30	0	0	0	0	0	0	0					
31	0	0		0		0.02	0					
Mon.Total	0.07	0.00	0.05	0.19	3.18	4.24	0.72	0.00	0.00	0.00	0.00	0.00
Year Total	0.07	0.07	0.12	0.31	3.49	7.73	8.45	8.45	8.45	8.45	8.45	8.45

# Rainfall by Month

July 2006 - June 2007



# Rain Totals



MONTHLY CLIMATOLOGICAL SUMMARY for JAN. 2007

NAME: Office CITY: Half Moon Bay STATE: CA ELEV: 80 LAT: 37 38' 00" LONG: 122 25'59"

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

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	48.2	59.1	3:30p	40.4	6:30a	16.8	0.0	0.01	0.1	7.0	12:00p	NNE
2	53.6	62.8	2:00p	46.3	5:30a	11.4	0.0	0.00	0.6	11.0	1:00a	W
3	50.1	53.3	9:00a	48.2	1:00a	5.6	0.0	0.01	0.0	4.0	4:00a	S
4	46.1	47.9	9:00p	44.7	12:00m	2.8	0.0	0.00	7.6	30.0	9:00p	NNW
5	47.2	54.6	1:00p	39.2	12:00m	17.8	0.0	0.00	3.8	21.0	5:00a	NNW
6	46.7	56.1	3:30p	36.7	6:00a	18.3	0.0	0.00	1.5	12.0	10:30a	NNE
7	51.6	59.8	1:00p	46.1	8:00p	13.4	0.0	0.00	3.1	16.0	7:00a	NNE
8	59.6	67.6	3:00p	52.0	12:30a	5.6	0.2	0.00	5.9	28.0	3:30a	N
9	57.4	65.6	3:00p	48.1	12:00m	7.6	0.0	0.00	6.1	32.0	9:00a	NNE
10	48.4	56.2	10:30a	42.2	8:00a	16.6	0.0	0.00	2.8	17.0	7:00p	WSW
11	45.1	50.5	2:00p	37.7	8:00a	19.9	0.0	0.00	3.3	17.0	1:30a	NNW
12	41.1	47.4	3:00p	34.8	3:00a	23.9	0.0	0.00	4.1	22.0	9:30a	N
13	40.7	49.8	2:30p	33.5	12:00m	24.3	0.0	0.00	2.1	15.0	11:00a	N
14	39.0	49.5	3:00p	31.1	4:30a	26.0	0.0	0.00	1.9	16.0	1:00p	N
15	43.9	53.0	3:00p	34.5	11:30p	21.1	0.0	0.00	3.4	23.0	3:30a	N
16	44.6	52.5	1:30p	34.1	4:00a	20.4	0.0	0.11	1.1	13.0	2:30p	NNE
17	44.7	55.0	4:00p	36.7	8:30a	20.3	0.0	0.01	1.9	17.0	3:30a	NNE
18	43.8	56.5	3:30p	35.0	6:00a	21.2	0.0	0.00	0.7	10.0	7:00a	NNE
19	46.4	57.8	3:00p	38.1	1:30a	18.6	0.0	0.00	0.9	10.0	2:30a	N
20	45.8	57.0	12:30p	37.3	6:00a	19.2	0.0	0.01	1.0	12.0	3:00p	N
21	50.2	58.7	3:30p	41.1	11:30p	14.8	0.0	0.01	2.8	23.0	6:00a	N
22	49.5	61.3	3:30p	39.9	12:00m	15.5	0.0	0.00	2.0	16.0	4:30a	N
23	50.9	61.9	3:30p	38.5	1:30a	14.1	0.0	0.00	2.1	14.0	2:00p	N
24	50.5	58.1	3:00p	42.7	9:00p	14.5	0.0	0.00	1.7	11.0	12:30a	SSW
25	48.5	54.6	3:00p	41.7	7:00a	16.5	0.0	0.00	0.9	10.0	11:00a	SSW
26	49.5	57.1	12:00p	40.3	7:30a	15.5	0.0	0.26	0.0	6.0	9:00a	SSW
27	52.1	60.5	11:30a	47.8	7:30a	12.9	0.0	0.19	0.7	11.0	9:30a	N
28	52.5	59.9	12:30p	49.3	1:00a	12.5	0.0	0.11	0.5	15.0	9:30p	NNE
29	53.6	63.4	3:00p	45.6	12:00m	11.4	0.0	0.00	2.0	16.0	3:30a	N
30	50.9	61.3	2:00p	40.7	6:30a	14.1	0.0	0.00	0.5	8.0	7:00a	NNE
31	53.5	59.3	12:30p	50.6	6:30a	11.5	0.0	0.00	1.1	10.0	12:30p	SW
	48.6	67.6	8	31.1	14	484.0	0.3	0.72	2.1	32.0	9	N

Max >= 90.0: 0

Max <= 32.0: 0

Min <= 32.0: 1

Min <= 0.0: 0

Max Rain: 0.26 ON 1/26/07

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

Heat Base: 65.0 Cool Base: 65.0 Method: Integration





# San Francisco Public Utilities Commission

## Hydrological Conditions Report

### For December 2006

J. Chester, B. McGurk, M. Tsang, January 9, 2007

#### Current System Storage

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

<b>Table 1</b>							
<b>Current Storage</b>							
<b>As of January 1, 2007</b>							
Reservoir	Current Storage		Maximum Storage		Available Capacity		Percent of Maximum Storage
	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	
<b>Tuolumne System</b>							
Hetch Hetchy <sup>1/</sup>	230,490		340,830		110,340		67.6%
Cherry <sup>2/</sup>	247,628		268,810		21,182		92.1%
Lake Eleanor <sup>3/</sup>	22,425		23,541		1,116		95.3%
Water Bank	563,060		570,000		6,940		98.8%
Tuolumne Storage	1,063,603		1,203,181		139,578		88.4%
<b>Local Bay Area Storage</b>							
Calaveras <sup>4/</sup>	36,827	12,000	96,824	31,550	59,997	19,550	38.0 %
San Antonio	45,266	14,750	50,496	16,454	5,229	1,704	89.6 %
Crystal Springs	53,092	17,300	58,377	19,022	5,285	1,722	90.9 %
San Andreas	17,554	5,720	18,996	6,190	1,442	470	92.4 %
Pilarcitos	2,332	760	3,099	1,010	767	250	75.2 %
Total Local Storage	155,071	50,530	227,792	74,226	72,720	23,696	68.0 %
<b>Total System</b>	1,218,674		1,430,973		212,298		85.2%

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

<sup>2/</sup> Maximum Cherry Reservoir storage with flash-boards out.

<sup>3/</sup> Maximum Lake Eleanor storage with all stop-logs out.

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

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

*Current Month:* The December precipitation index is 5.22 inches, 94.8% of the average index for the month.

*Cumulative Precipitation to Date:* Total precipitation index for water year 2007 is 8.70 inches, or 24.5% of the average annual water year, or 76.0% of the season-to-date precipitation.

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

## Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and Tuolumne River at La Grange as of January 1 is summarized below in Table 2. Water available to the City is also shown in Table 2.

	December 2006				October 1, 2006 through December 31, 2006			
	Observed Flow	Median <sup>6</sup>	Average <sup>6</sup>	Percent of Average	Observed Flow	Median <sup>6</sup>	Average <sup>6</sup>	Percent of Average
Inflow to Hetch Hetchy Reservoir	7,250	12,298	20,778	34.9%	14,230	10,442	20,223	70.4%
Inflow to Cherry Reservoir and Lake Eleanor	11,288	13,112	22,814	49.5%	15,031	31,366	44,057	34.1%
Tuolumne River at La Grange	29,179	48,324	86,882	33.6%	57,386	150,836	96,036	59.8%
Water Available to the City	0	461	32,904	0.0%	0	1,449	47,760	0.0%

<sup>6</sup> Hydrologic Record: 1919 – 2005.

## Hetch Hetchy System Operations

The first quarter of WY2007 continued to be dry. Powerdraft from Hetch Hetchy was made just to meet SJPL deliveries. Powerdraft from Cherry reservoirs was kept at minimum to meet City's load. The repairs to the existing winding at Kirkwood Powerhouse Unit #2 were completed in early December.

In December, no water was pumped from Lake Eleanor to Lake Cherry.

## SJPL Diversion

The average rate of the San Joaquin Pipeline diversion during December was 220 mgd.

## Local System

The average rate at the Sunol Valley Water Treatment Plant (SVWTP) for the month of December was 17 mgd. The average rate at Harry Tracy Water Treatment Plant during December was 26 mgd. December water demands averaged approximately 211 mgd. Water demand on January 1, 2007 was approximately 211 mgd.

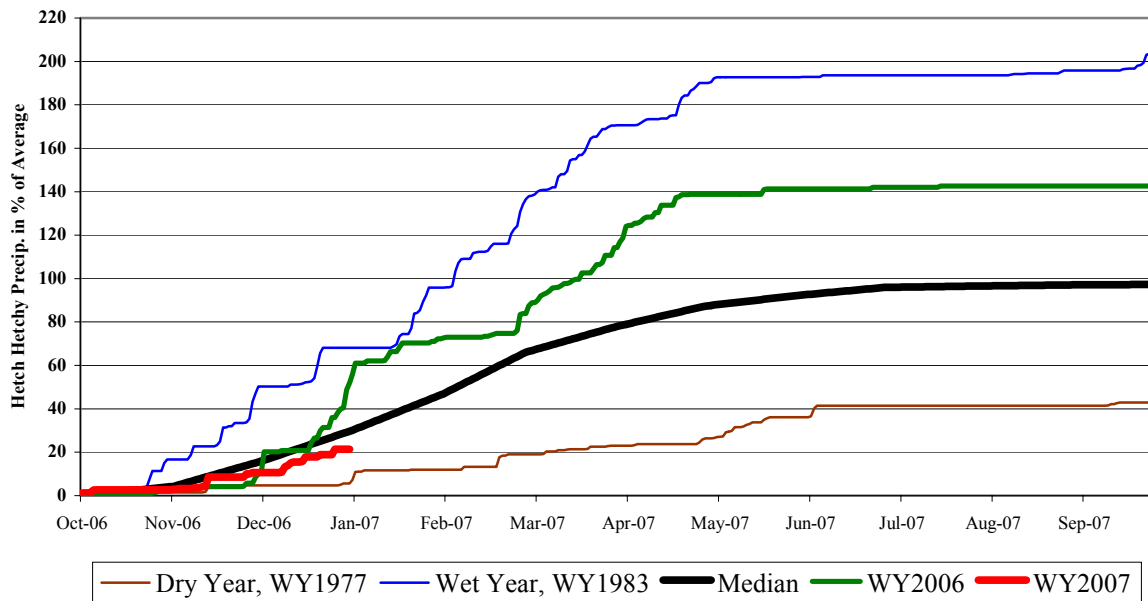
**Table 3 - Precipitation totals for December at three local reservoirs**

Reservoir	Month Total (inches)	Percentage of Normal for the Month	Year To Date <sup>7</sup> (inches)	Percentage of Normal for the Year to Date <sup>7</sup>
Pilarcitos	6.81	85 %	11.15	70 %
Crystal Springs	4.64	102 %	7.32	79 %
Calaveras	3.23	87 %	5.37	68 %

<sup>7</sup> Since 7-1-2006

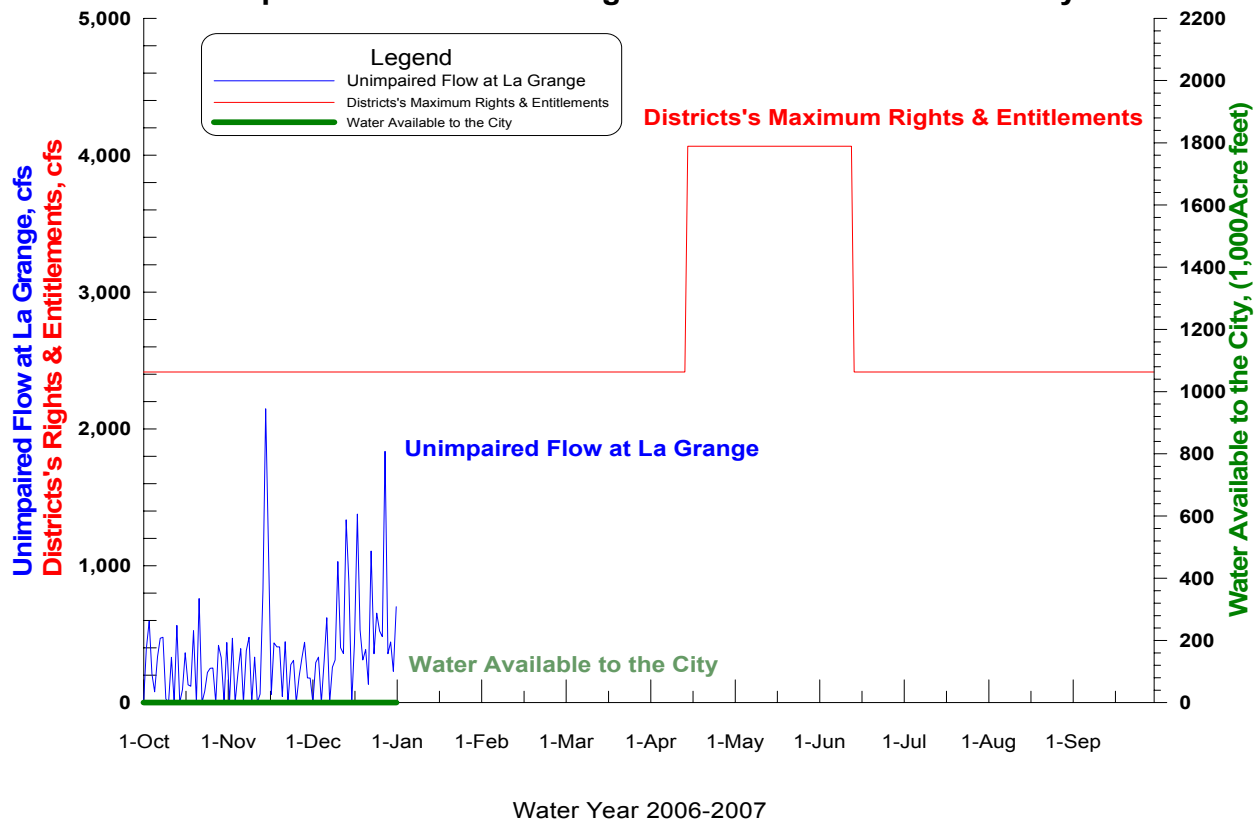
**Figure 1:** Water Year 2007 cumulative precipitation received at Hetch Hetchy Reservoir through the end-of-month December. Wet, dry, median and WY 2006 precipitation for the station at Hetch Hetchy are included for comparison purposes.

**Precipitation at Hetch Hetchy: Water Year 2007**



**Figure 2:** This graph shows the calculated unimpaired flow at La Grange and the allocation of flow between the Districts and the City. Water available to the City for the period from October 1, 2006 through December 31, 2006 is zero acre-feet.

**Unimpaired Flow at La Grange & Water Available to the City**



cc	HHWP Records	Fong, Mike	Larramendy, Don	Sanguinetti, Dave
	Bauer, Leo	Gass, Matt	Levin, Ellen	Tsang, Michael
	Carlin, Michael	Hale, Barbara	McGurk, Bruce	
	Chester, John	Hannaford, Margaret	Rickson, Norman	
	Davis, Cheryl	Jensen, Art	Samii, Camron	
	DeGraca, Andrew	Kehoe, Paula	Sandkulla, Nicole	

# ***STAFF REPORT***

**To: Ed Schmidt, General Manager**

**From: Jim Teter, District Engineer**

**Agenda: February 13, 2007**

**Report Date: February 6, 2007**

**Subject: Engineering Projects Received for Review During  
January, 2007**

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## **Recommendation:**

None. The agenda item is informational.

## **Background:**

The Board of Directors has requested a monthly report from the District Engineer on proposed new developments which have been forwarded to him for engineering review.

## **Projects Received:**

There were no projects received for review.

## **Fiscal Impact:**

None. All costs of engineering review are paid by the project applicant.

# ***STAFF REPORT***

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

**From: Ed Schmidt, General Manager**

**Agenda: February 13, 2007**

**Date: February 8, 2007**

**Subject: General Manager Activities**

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The following is an accounting of some of the activities I have been involved with for the period of Friday, January 5, 2007 through Thursday, February 8, 2007:

➤ **Held an “all employee” meeting on Tuesday, January 16, 2007**

➤ **Met and/or had discussions with the following individuals:**

- Kevin Janik – TRC Essex
- Paul Ringgold – POST
- Marcia Raines – City of Half Moon Bay
- Chris Detwiller – POST
- David Lea
- Cathleen Brennan
- Ethan Jankowski
- Peggy Ruse
- Jennifer Stoltz – SFPUC
- John Ummel – BAWSCA
- Bill Mahar
- Paul Nagengast – City of Half Moon Bay
- Steve Flint – City of Half Moon Bay
- Kenneth Mah – Alianto Properties
- John Muller
- Aaron Levinson
- Crystal Black
- Nick Casey – Half Moon Bay Review
- George Burwasser – EIP
- Tim Ramirez
- Kellyx Nelson – Resource Conservation District
- Charles Borden – San Mateo County

- Cecilia Murillo – Family Medical Center
- Joanne Gaffin – Christopher Joseph & Associates
- Alan O'Driscoll
- Lucy Triffleman – US Fish & Wildlife Service
- Larry Kay
- Don Lunden
- Allan Richards
- Karen Johnson
- Quinn Labadie

➤ **Meetings Attended**

- BAWSCA – Technical Advisory Committee Meeting – January 4, 2007
- SFPUC – Pilarcitos Creek Restoration Workshop – January 10, 2007
- District Personnel Committee (old) – January 10, 2007
- District Personnel Committee (new) – January 12, 2007
- Denniston Restoration Committee – January 17, 2007
- SFPUC Policy Advisory Committee – January 25, 2007
- Special Board Rate Study Workshop – January 26, 2007
- Water Quality Compliance Committee – February 1, 2007
- Main Street / Hwy 92 meeting – February 5, 2007
- District Personnel Committee (new) – February 6, 2007
- City of HMB Council meeting – February 6, 2007

➤ **Upcoming Meetings**

- SFPUC – Pilarcitos Creek (Grant Committee) – February 14, 2007
- CalPERS Seminar – Contracting with CalPERS to Pre-fund OPEB Liabilities – February 15, 2007 – San Jose, CA
- Alianto Properties – February 20, 2007
- BAWSCA Technical Advisory Committee meeting – February 23, 2007

## Coastside County Water District

Employee Meeting – Tuesday, January 16, 2007 – 8:00 a.m.

1. Resolution 2006-25 Amending Personnel Manual at Section 2.07B pertaining to Holiday Pay - (*attachment*)
2. Transfer of water service connection located at 490 Wavecrest Road to Y.A. Tittle Building, Main Street in Half Moon Bay
3. Update on Denniston Reservoir Restoration Project
4. Award of contract for Emergency Generator Replacement Project
5. Update on recruitment of the Public Outreach/Program Development/Water Resources Management Position
6. Pilarcitos Creek (SFPUC) IRWMP
7. El Granada Pipeline Replacement Project Update
8. Status Report on District Capital Improvement Projects – (*attachment*)
9. District Advisory Committee List Update - (*attachment*)
10. Superintendent of Operations Report – (*attachment*)
11. Safety – including 2007 Cintas Training Calendar – (*attachment*)
12. Office Manager's Report
13. CalPERS Retirement Planning Workshops – (*attachment*)
14. Questions, Comments, Concerns
15. Adjournment



# ***STAFF REPORT***

**To:** Ed Schmidt, General Manager  
**From:** Joe Guistino, Superintendent of Operations  
**Agenda Date:** February 13, 2007

Date: February 7, 2007

**Subject:** Operational Report – January 2007

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Source of Supply- Pilarcitos Lake and Pilarcitos Well 4A were the main source of supply for the month of December. Denniston Reservoir and Denniston Well 9 supplemented this supply from 9 - 26 January. Denniston WTP was shut down on 26 January due to high source water turbidity.

## **Systems Improvement:**

### Denniston Wells

Well drilling contractors did preliminary rehabilitation of Denniston Wells 1 and 2. Video survey indicates that the casing and screen on well 2 are in very poor condition and would need to be replaced for the well to be functional again. Well #1 had some large holes in the screen but can be repaired. Maggiorra Brothers will submit a report on the work done so far this week. Denniston well #3, which has been a high producer in the past, is next in line for rehabilitation. We have asked the contractor for a dollar estimate of that work.

### Short Term Plant Improvements

Met with District Engineer Jim Teter on 3 and 31 January. The following items were addressed:

- o Final On-Site Chlorine Generator layout for both plants.

### Denniston 60HP High Lift Pump Intake

Scheduled for February 2007.

### Main Street Project

All of the Main Street pipe has been installed and passed pressure and bacteriological testing. The new zone valves and PRV station has been installed but is not yet in operation. Pipeline installation is now progressing up route 92.

### Facilities Beautification and Enhancement

The following items have been completed this month:

- All yard and burnt-out building lights replaced at District Center
- V ditches cleaned at Nunes
- Denniston Wetwell drained and cleaned
- Road cleaned up to Denniston Tank
- Cleanup up Denniston Pump Station
- Cleaned around El Granada Tanks and PSs
- Cleaned up around Alves Tank and PS
- Cleaned up around Mirmontes Tank
- Landscaping around Denniston PS
- Completed sample faucet replacement project at both Treatment Plants

### Nunes Automatic Sludge Valve

The physical installation for this capital project was completed by District Crews at a savings of about \$3000.

### **Update on Other Activities:**

#### Emergency Generator

A qualified contractor has been awarded this project. We will give the notice to proceed upon acceptance of the payment and performance bonds.

#### Interagency Cooperation

I interviewed Chuck Little and George Irving with Montara Water and Sanitary District to garner information on their automatic meter reading system. A Staff Report has been submitted on this item and will be discussed during the General Manager's report.

#### John Davis

Field Supervisor John Davis has returned to work on light duty following shoulder surgery and therapy. His first day back was 23 January.

### **Safety/Training/Inspections**

#### Safety Training

The Cintos safety training this month was on Confined Spaces.

Maintenance Workers Jon Bruce and Ray Winch attended a trenching awareness class on 1 February.

#### Treatment Plants

Treatment Supervisor Steve Twitchell provided general training on treatment plant operations to the crews. This was the first in a continual series of training to

develop good habits and expertise on treatment plant operation. The agenda is attached.

#### JPIA Annual Inspection

JPIA representative John Hoff conducted his annual review of District sites on 10 January. He was very pleased with the improved condition of our plants, security measures taken, excellent safety record and commitment to training. He had some suggestions that we should have complete by 1 March.

#### **Department of Health Services**

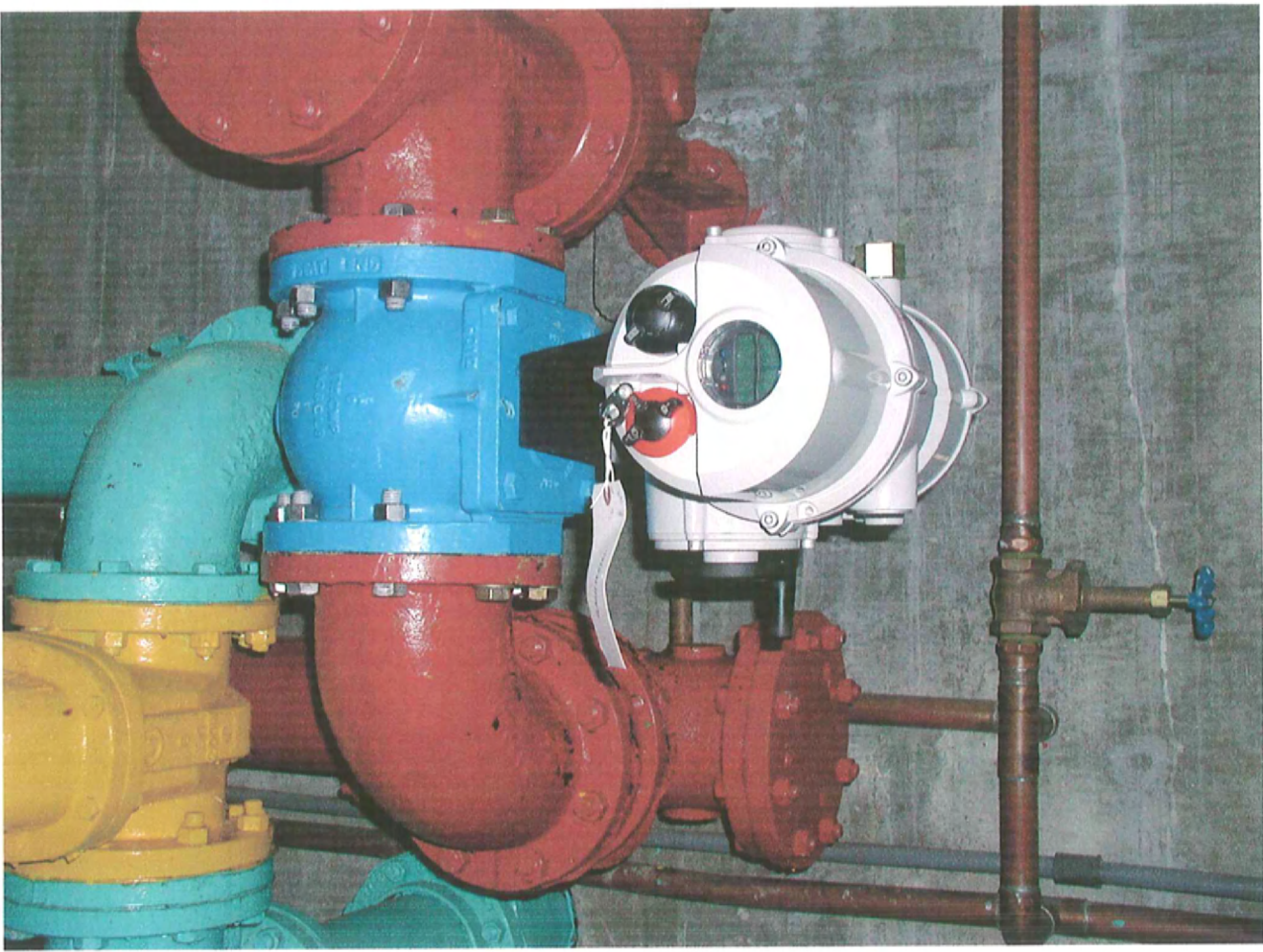
##### Correspondence

Department of Health Services is presently reviewing the plans for the Denniston Tank Modification Project. Treatment Supervisor and myself have corresponded by e-mails with answers to some questions concerning this project.

#### **Items Requiring Attention**

##### Nunes Underground Diesel Storage Tank

An RFP for removal of the underground tank and replacement with an above ground unit will be prepared and sent out to qualified firms in February.



Nunes Water Treatment Plant  
Automatic Sludge Valve

# Water Treatment Plants Staff Meeting 1/31/2007

## Agenda

### Training

- Note taking
- Listen
- Input
  - Ideas to better a procedure
  - Ask why? Why is that valve always closed?
- Take responsibility
  - Reading of the O&M
    - A living breathing document
  - Plan review
    - Blueprints
    - STI
  - Using the information in the library
  - Writing SOP or informational data sheets
    - Example: BW valves at WWR Denniston
      - Tank volumes within the system
  - Walk around, follow piping, watch, listen, feel

### Operations and Operators

- Operator
  - What is an Operator?
    - Large system
      - SCADA operator (Lead)
      - Calibration and fluids (1 & 2)
    - Small system
      - Jack of all trades
- State licenses
  - Who owns your license?
  - What is expected from a license?
  - Who can take away your license?
- Ownership and responsibility
  - It is your plant when you are running it
  - Public safety
  - Your community
    - Family, friends, neighbors

### Log Books

- Importance
  - Operator information
  - Legal document
    - State
    - County
    - Lawyers
  - Tractability
- Proper information and form
  - Plant information
    - Flow
      - Any changes
    - Tanks levels
    - Dosages
      - Any changes
  - Observations
    - Pump making noise
    - Smells
    - Leaks
  - Time stamp

Personnel and contractors onsite  
Work being done  
Names  
Mishaps and achievements  
Language  
Short and sweet. (Bullet statements)  
Information not fluff  
Don't be cute

### **Daily paperwork**

- Importance
  - Documentation
  - Tractability
- Plant Daily Inspection Sheet
  - Inspection of key processes and equipment
  - Physically inspect
    - Listen, touch, feel, smell
  - Calibrations
  - Drawdowns
- Daily Water Quality Sheet
  - Process control
  - State reporting
  - Verifying process equipment to bench top

### **I don't understand**

- Ask questions
  - There are no stupid questions. "A stupid question is a question not asked"

7 February 2007

Ms. Thuy Van Nguyen  
State of California  
Department of Health Services  
Drinking Water Field Operations Branch  
850 Marina Bay Parkway, Building P, 2<sup>nd</sup> Floor  
Richmond, CA 94804-6403



**Reference: January 2007 Monthly Report**

Dear Ms. Nguyen:

Enclosed are the following reports for **January**.

**Distribution System:**

- 25 Total Coliform samples completed and all ABSENT
- Quarterly Disinfection By Products Report – TTHM
- Quarterly Disinfection By Products Report – HAA

**Nunes Water Treatment Plant:**

- Nunes Monthly Summary of Monitoring for SWTR (page 1, 2 and 3)
- Monthly Iron for **January**
- CT Compliance spreadsheet for **January**
- Individual Filter Monitoring Report (1 page)

**Denniston Water Treatment Plant:**

- Denniston Monthly Summary of Monitoring for SWTR (page 1, 2 and 3)
- Monthly Iron, Manganese and Aluminum Report for **January**
- CT Compliance spreadsheet for **January**
- Individual Filter Monitoring Report (4 pages)

If you have any questions with the reports submitted or would like additional information regarding this matter, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Guistino".

**Joe Guistino**  
**Superintendent of Operations**  
**Coastside County Water District**  
**650 726 4405**  
**[jguistino@coastsidewater.org](mailto:jguistino@coastsidewater.org)**

1 February 2007

Lou Gonzales  
California Regional Water Quality Control Board, Region II  
1515 Clay Street, Suite 1400  
Oakland, CA 94612



**Re: Annual Self-Monitoring Report for Denniston Water Treatment Plant**

Dear Ms. Gonzales:

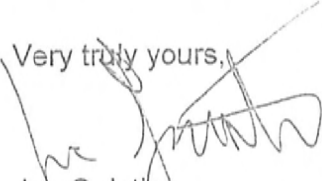
Transmitted herewith is the Annual Self-Monitoring Report for the Denniston Water Treatment Plant for the period October 1, 2005 through September 30, 2006.

Coastside County Water District has reduced our discharges to Denniston creek by 89% in the last reporting cycle. Future discharges will likely result in a 97% reduction from historical flows. In the months of October, November, February and part of May, on days that the water treatment plant was in operation, there were daily discharges of settled filter backwash water and plant sample water to Denniston Creek because of inoperative filter backwash water return pumping facilities and a filter rehabilitation project. The backwash water return facilities were made functional in May after many years of inoperation. There were only 2 subsequent discharges between the months of June and September. These discharges were resultant from problems at the treatment plant where large amounts of filtered water were emptied into our backwash ponds. We needed to clear room in these ponds in order to start up the operations. Since similar unforeseen events may result in small releases in the future, we seek your advice as to their classification as routine or non-routine (emergency) discharges.

As described in the report, all discharges were in compliance with waste discharge requirements except for the allowable limit of 0.0 mg/L for chlorine residual was exceeded in several samples but only exceeded the permit requirement of 0.08 mg/L on two occurrences in February 2006. The chlorine residual in the discharges never exceeded 0.11 mg/L. The downstream location residual was 0.03 and 0.01 respectively.

I certify under penalty of law that this document and all attachments have been prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Very truly yours,

  
Joe Guistino  
Superintendent of Operations  
w/enclosure



# ***STAFF REPORT***

**To: Ed Schmidt, General Manager**

**From: Jim Teter, District Engineer**

**Agenda: February 13, 2007**

**Report Date: February 6, 2007**

**Date:**

**Subject: District Engineer Work Status Report**

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## **Recommendation:**

None. The agenda item is informational.

## **Background:**

The Board of Directors has requested a monthly status report from the District Engineer on his activities.

## **Work Performed Since Last Board Meeting**

Work performed since the last Board of Directors meeting includes:

- Water Treatment Plant Short-Term Improvements. Engineering work is continuing.
  - A. Nunes WTP. Revisions to the draft preliminary plans continued.
  - B. Denniston WTP:
    - 1. Denniston Storage Tank Modifications Project. The plans and specifications for project construction have been completed and submitted to the Department of Health Services for approval.
    - 2. Denniston WTP Improvements. The WTP operating staff and Teter finalized the design concepts for the equipment selection and layout. Teter has begun preparation of the project plans.
- Phase 3 El Granada Pipeline Replacement Project: Work continued on coordinating the work of the consultants involved in preparation of the additional submittal documents required for compliance with the conditions of the CDP's

and as required by the Caltrans letter of response to the District's encroachment permit application.

- PRV Vault Modification at Princeton Harbor Village Project: provided advice to the District staff and the contractor.
- San Mateo County GIS Mapping Project: reviewed documents received from SMC, and prepared a memo recommending District participation.
- Engineering Advice. Provided the District staff with advice on an as-requested basis on engineering-related topics.

### **Current Work Assignments:**

A description and status report on the District Engineer's current work assignments follows:

1. Preparation of Design Contract Documents for Phases IIIA and IIIB of the El Granada Transmission Pipeline Replacement Project. Current status of the project is as follows:

Engineering design work has been completed on the project drawings except for the changes that may be required by the special study work being performed by EIP and the other consultants performing the additional work required by Caltrans. Copies of the drawings have been provided to the District for review. The encroachment permit application for work within the Caltrans right of way has been prepared and submitted, and review comments have been received. The review comments from Caltrans require additions to the project plans before the application will be considered complete. Teter is preparing the additional pipeline profile sheets required by Caltrans. The other work for compliance with the Caltrans requirements requires additional work by other consultants. The status of the consultants' work is as follows:

- A. Surveying. Towill, Inc. Execution of the contract has been completed, and the field survey work has begun.
- B. Geotechnical Report. Cleary Consultants, Inc. Execution of the contract has been completed. The soils borings work cannot begin until an encroachment permit for the soils borings work has been issued by Caltrans. Caltrans expects to issue that encroachment permit in late February.
- C. Shoring Design. J. M. Turner Engineering, Inc. Execution of the contract is currently being finalized. The shoring design work cannot begin until the final geotechnical report has been completed.
- D. Archeological Report. Holman & Assoc. A proposal has been received from the consultant.
- E. Water Pollution Control Plan. EIP Associates. The plan is nearing completion.

The encroachment permit applications to the City of Half Moon Bay and County of San Mateo for work within their respective street right of way areas cannot be submitted until the work currently being performed by EIP and the District legal counsel for compliance with the CDP requirements has been submitted and approved.

2. SCADA System Replacement. The District Engineer has begun work on the study for replacement of the existing SCADA (Supervisory Control and Data Acquisition) system. The study will provide recommendations for the new system including cost. This work will be performed in conjunction with the work for the WTP Short-Term Improvements since it requires extensive coordination with the WTP operating staff and the final decisions regarding the short-term improvements.

3. Short-Term Improvements at Nunes & Denniston WTPs. The District Engineer has begun preparation of the plans and specifications for these projects:

Denniston WTP Improvements:

- A. Denniston Storage Tank Modifications Project. A decision has been made to construct the modifications to the Denniston storage tank and the new tank inlet pipeline first. Teter has completed the project plans and specifications. District water treatment operating personnel have completed their review. The plans and specifications have also been submitted to the Department of Health Services for review. Following approval from DHS and development of a plan by the CCWD field staff for providing adequate water service during the period the Denniston tank and water treatment plant will be out of service, the project will be put out to bid.
- B. Denniston Water Treatment Plant Improvements. The WTP operating staff has provided Teter with the basic design concepts for the equipment selection and layout. Teter has begun the project plans.

Nunes WTP Improvements:

Teter is continuing preparation of the Contract Drawings. The draft drawings for the chemical feed pumps and storage tanks for the alum, caustic soda, and sodium hypochlorite systems have been submitted to and reviewed by the WTP operating staff.

**Fiscal Impact:**

1. El Granada Transmission Pipeline Replacement Project Phases IIIA & IIIB. The current fiscal year Capital Improvement Program contains funding for engineering design work for this project (See the C.I.P. report included elsewhere in the Board meeting packet).

- 2 SCADA System Replacement. The FY 06/07 Capital Improvement Budget contains \$20,000 for the SCADA system replacement study.
3. Short-Term Water Treatment Plant Improvements. The FY 06/07 Capital Improvement Budget contains funding for this project.

**Schedule for El Granada Transmission Pipeline Replacement Project**

A.	El Granada Pipeline Phases 3A & 3B:	
	Complete predesign services (surveying & photogrammetry)	February, 2005
	Complete preliminary engineering design	March 3A, June 3B, 2005
	File CDP application for Phase 3A	October, 2005
	File CDP application for Phase 3B	December, 2005
	Obtain CDP's	Sept., 2006
	Obtain encroachment permits from the City of Half Moon Bay, Caltrans and San Mateo County	June, 2007
	Advertise for Bids	June, 2007
	Award Construction Contract	July, 2007
	Complete Construction	Spring 2008

# ***STAFF REPORT***

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

**From: Ed Schmidt, General Manager**

**Agenda: February 13, 2007**

Report

Date: February 9, 2007

**Subject: Discussion and direction to staff regarding Memorandum of Understanding (MOU) with San Francisco Public Utilities Commission (SFPUC) regarding Establishment of the Pilarcitos Creek Restoration Workgroup and Development of an Integrated Watershed Management Program**

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## **Recommendation:**

Approve and execute the attached Memorandum of Understanding (MOU); as recommended by staff and the District's SFPUC Policy Advisory Committee.

## **Background:**

Over the last year, eighteen (18) agencies have met on several occasions to discuss the establishment of the Pilarcitos Creek Restoration Workgroup and the development of an Integrated Watershed Management Program. Many of the agencies have been meeting for several years under a group called the Pilarcitos Creek Advisory Committee.

**STAFF REPORT**

**Agenda:** February 13, 2007

**Subject:** Discussion and direction to staff regarding Memorandum of Understanding with San Francisco Public Utilities Commission regarding Establishment of the Pilarcitos Creek Restoration Workgroup and Development of an Integrated Watershed Management Program

**Page Two**

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The purpose of the workgroup is to work as partners to balance all of the beneficial uses of available water resources in the Pilarcitos Creek Watershed and to find solutions that protect the environment, agriculture, public health, domestic water supply, and economic interests.

The emphasis from CCWD during this process, has been the concern that the District continue to receive existing quantity and quality of water.

This new workgroup has been organized by Mr. Tim Ramirez, Manager, Land & Natural Resources Division, Water Enterprise, San Francisco Public Utilities Commission.

Several months ago I reported to you that the SFPUC had secured a \$200,000 grant from the Department of Water Resources for the development of a Pilarcitos Creek Watershed Management Plan. The attached MOU is the next step in the development of the Watershed Plan.

On January 25, 2007, the District's SFPUC Policy Advisory Committee (Vice-President Mickelsen and Director Feldman) met with me, Tony Condotti, and Mr. Ramirez, where we reviewed the MOU and compared it to the scope of work. The District's Legal Counsel, Tony Condotti, has attended several of the committee meetings, participated in the writing of this MOU and supports its approval.

Also attached is a Scope of Work for the development of the Watershed Plan.

**Fiscal Impact:** None

Mr. Ramirez will probably be attending the CCWD Board meeting on Tuesday evening.

**FINAL DRAFT  
January 25, 2007**

**Memorandum of Understanding (MOU)**

**Among**

California Department of Fish and Game, California State Parks, City of Half Moon Bay, Coastside County Water District, Committee for Green Foothills, Gulf of the Farallones National Marine Sanctuary, Half Moon Bay Fishermen's Association, Midpeninsula Regional Open Space District, Monterey Bay National Marine Sanctuary, National Marine Fisheries Service, Peninsula Open Space Trust, Pilarcitos Creek Advisory Committee, San Francisco Public Utilities Commission, San Francisco Bay Regional Water Quality Control Board, San Mateo County, San Mateo County Farm Bureau, San Mateo County Resource Conservation District, Sewer Authority Mid-Coastside, Surfrider Foundation - San Mateo Chapter

**Regarding**

The Establishment of the Pilarcitos Creek Restoration Workgroup and the Development of an Integrated Watershed Management Program

**I. Recitals**

A. The groups listed above have been working together for many years under the umbrella of the Pilarcitos Creek Watershed Restoration Project (Project). The Project was created and funded by the California Department of Fish and Game and the San Francisco Regional Water Quality Control Board as part of a settlement between the State of California, Browning-Ferris Industries, and Apex Oil Company for two separate pollution discharge events that occurred in 1992.

B. The Pilarcitos Creek Advisory Committee (PCAC) was formed to provide local stakeholder input on the development of the Pilarcitos Creek Restoration Plan (1996 Plan), and to provide advice and guidance to the Project Manager, the San Mateo County Resource Conservation District (RCD). The 1996 Plan identified five major issues of concern in the creek: 1) reduced streamflows, 2) degraded fish habitat, 3) bank erosion and loss of riparian vegetation and habitat, 4) watershed erosion and channel sedimentation, and 5) exotic vegetation.

C. The groups listed above have decided collectively to convene the new Pilarcitos Creek Restoration Workgroup (Workgroup) to develop an Integrated Watershed Management Plan (IWMP) that would update the 1996 Plan and address high priority issues in the watershed (e.g., Central Coast steelhead protection and restoration). The PCAC will be a member of the new Workgroup.

**II. Purpose of the Workgroup**

The purpose of the Workgroup is to work as partners to balance all of the beneficial uses of available water resources in the Pilarcitos Creek watershed and to find solutions that protect the environment, agriculture, public health, domestic water supply, and economic interests.

**FINAL DRAFT**  
**January 25, 2007**

**III. Purposes of this MOU**

The purposes of this MOU are to:

- A. Describe how the Workgroup operates as a collaborative forum to achieve the common goal of protecting and restoring the natural resources of the Pilarcitos Creek watershed.
  
- B. Outline the process for developing the Pilarcitos Creek Integrated Watershed Management Plan.

**IV. Definitions** The abbreviations and capitalized words and phrases used in this MOU

have the following meanings:

- A. "CCWD" refers to Coastside County Water District.
- B. "CDFG" refers to California Department of Fish and Game.
- C. "HMB" refers to City of Half Moon Bay.
- D. "IWMP" refers to Integrated Watershed Management Plan.
- E. "NMFS" refers to National Marine Fisheries Service.
- F. "RCD" refers to San Mateo County Resource Conservation District.
- G. "SAM" refers to Sewer Authority Mid-Coastside.
- H. "SFPUC" refers to San Francisco Public Utilities Commission.
- I. "Party" or "Parties" refers to the organization(s) signing this MOU.
- J. "Signatory" or "Signatories" refers to the person or group of people signing this MOU on behalf of their organization(s). The Signatories are the General Managers, Directors, Executive Officers, etc. from each organization, or their designees.
- K. "Workgroup" refers to the Pilarcitos Creek Restoration Workgroup.
- L. "Workgroup Members" refers to the senior staff delegated by the Signatories to represent their organization on the Workgroup.

**V. Workgroup Principles, Organization, and Participant Roles**

**A. Convener of Workgroup Meetings:** The RCD will serve as the convener of Workgroup meetings, and in this role will initiate and circulate draft meeting agendas and provide meeting summaries.

**B. Voluntary Participation; Designation of Party Representatives; Ability to Set Meetings; Formation of Subcommittees:** Participation in the Workgroup is voluntary, and open to the public. As a consequence of this MOU, each Signatory shall designate a representative as the primary contact for that Party on all Workgroup activities. The designated representatives will constitute the Workgroup Members. Workgroup Members agree to keep the Workgroup informed of activities they are carrying out related to restoration efforts in the Pilarcitos Creek watershed. As necessary, the Signatory from any Party can call a meeting of the Signatories. At least one meeting of the Signatories will occur during each calendar year to keep each Party informed of current events at the policy recommendation and decision-making level. As necessary, the Workgroup Members or Signatories can establish ad hoc subcommittees to conduct work on



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**January 25, 2007**

behalf of the Workgroup. These ad hoc subcommittees would report back to the Workgroup.

**C. Meeting Schedules, Circulation of Agendas, and Meeting Minutes:** The Workgroup convenes approximately once every two months. Draft agendas and meeting minutes will be circulated in advance to Workgroup Members for comment before email distribution to the broader group. Draft minutes will be finalized by adoption by Workgroup Members at the next meeting. Adopted meeting minutes will be posted by the RCD on their website, making them available to the public. If for whatever reason the RCD is unable or unwilling to provide this service, new arrangements will be made to make these minutes available to the public.

**D. Workgroup Dispute Resolution:** The intent of the Parties is that any dispute should be resolved at the Workgroup Member level, if possible. However, nothing contained herein shall be deemed to preclude any Party from seeking to resolve a dispute between Parties by any other lawful means. If agreement on an issue cannot be reached among the Workgroup Members, then any Party may seek a more formal level of dispute resolution as described in this paragraph.

If any Party chooses to pursue formal dispute resolution, they may do so by notifying the other Parties at the Signatory level in writing. This written notification shall also include a statement of the issue and any pertinent background material. The Parties will then convene a meeting of the Signatories within 45 calendar days of this notification to review the issue. If the Signatories cannot reach agreement, then the issue will remain unresolved, and each Party will retain the right to resolve the dispute by any lawful means.

**VI. Purpose, Conduct and Funding of Integrated Watershed Management Plan**

**A. Purpose of Integrated Watershed Management Plan:** The purpose of the IWMP is to set forth a strategy to achieve an ecologically sustainable watershed that restores steelhead trout (while also considering other native species and riparian communities) in the Pilarcitos Creek watershed while minimizing the potential impacts to water supply and other beneficial uses, as described in the Pilarcitos Creek IWMP Scope of Work (attached). Given the diversity of interests participating in the Workgroup, and the complexity of the issues surrounding restoration in the Pilarcitos Creek watershed, a collaborative Technical Team, led by an independent consultant, can play an important role by generating data and analyses that are viewed as credible, unbiased, and can be supported by the Workgroup Members.

**B. Funding of Integrated Watershed Management Plan:** The IWMP will be funded by a \$202,500 grant received by the San Francisco Public Utilities Commission (SFPUC) from the State Water Resources Control Board's 2005-2006 Consolidated Grants Program, and an associated cost share contribution of \$67,500 from the SFPUC.

**FINAL DRAFT**  
**January 25, 2007**

**C. Preparation of Integrated Watershed Management Plan:** The IWMP will generally be prepared as follows:

1. Review the 1996 Plan and subsequent studies that have been produced as a result of the 1996 Plan and confirm/update the watershed characterization (e.g., hydrology, geomorphology, vegetation, wildlife) and critical issues as described in the 1996 Plan (e.g., reduced streamflow, degraded habitat, loss of riparian habitat, watershed erosion and sedimentation, exotic and invasive vegetation, landowner concerns).
2. Review and evaluate the status and recommendations from the 1996 Plan.
3. Establish specific objectives for the new planning effort that address issues such as: a) habitat enhancement/restoration, b) reduced erosion and sedimentation, c) removal/management of exotic and invasive vegetation, d) increased native vegetation, e) improved water quality, f) better flood management, g) stabilized creek banks, h) identification of constraints and opportunities for protection and recovery of the federally listed steelhead trout while incorporating current and future water supply issues and important economic issues, i) development of cost effective, stakeholder-supported alternative water supply projects that could result in enhanced instream flows in the upper watershed while minimizing loss of yield to consumers, j) development of recycled water projects that may result in enhanced streamflow in lower watershed, k) increased community collaboration.
4. Identify information gaps that potentially require additional monitoring and/or studies.
5. Prepare draft IWMP that is based on the objectives in (3) above.

**D. Oversight of Integrated Watershed Management Plan**

The Workgroup will provide the oversight in the preparation of the IWMP.

**VII. General Provisions of this MOU**

**A. Term:** This MOU will expire in five years from the date of execution by all the Parties unless extended by mutual consent of the Parties.

**B. Amendments and Additional Signatories:** This MOU may be amended at any time with the unanimous approval of the Parties. Additional Parties may be added at any time with the unanimous approval of the Parties.

**FINAL DRAFT**  
**January 25, 2007**

**C. Withdrawal:** Any Party may withdraw from this MOU at any time by giving 30 days written notice to the other Parties. A Party that is dissatisfied with the outcome of the dispute resolution process provided for in Section IIID may withdraw. The MOU remains in effect for the remaining Parties.

**D. Funding:** Except as specifically described above, nothing herein alters the existing authorities or responsibilities of any Party nor shall be considered as obligating any Party in the expenditure of funds or the future payment of money or providing services.

Implementation of this MOU by the signatory federal agencies is subject to the Anti-Deficiency Act, 31 U.S.C. Section 1341, and the availability of appropriated funds. This MOU is not intended and will not be construed to require the obligation, appropriation, or expenditure of any money from the U.S. Treasury. The signatories acknowledge that the federal signatories will not be required under this MOU to expend any federal agency's appropriated funds unless and until an authorized official of that agency affirmatively acts to commit such expenditures as evidenced in writing.

**E. Construction of Terms:** This MOU is for the sole benefit of the Parties and shall not be construed as granting rights to any person other than the Parties or imposing obligations on a Party to any person other than another Party.

**F. Good Faith:** Each Party shall use its best efforts and work wholeheartedly and in good faith for the expeditious completion of the objectives of this MOU and the satisfactory performance of its terms.

**G. Governing Law:** This MOU is made under and shall be governed by the laws of the State of California.

**FINAL DRAFT**  
**January 25, 2007**

Signatures

California Department of Fish and Game

California State Parks

City of Half Moon Bay

Coastside County Water District

Committee for Green Foothills

Gulf of the Farallones National Marine Sanctuary

Half Moon Bay Fishermen's Association

Midpeninsula Regional Open Space District

Monterey Bay National Marine Sanctuary

National Marine Fisheries Service

Pilarcitos Creek Advisory Committee

Peninsula Open Space Trust

San Francisco Public Utilities Commission

San Francisco Bay Regional Water Quality Control Board

San Mateo County

San Mateo County Farm Bureau

San Mateo County Resource Conservation District

Sewer Authority Mid-Coastside

Surfrider Foundation – San Mateo County Chapter

# **Pilarcitos Creek Integrated Watershed Management Plan**

## **Scope of Work**

### **Project Description**

The Pilarcitos Restoration Workgroup will develop an Integrated Watershed Management Plan (IWMP) for the Pilarcitos Creek Watershed to be adopted after it is completed in June 2008.

Pilarcitos Creek watershed is a significant environmental resource, rich in native plant and animal species. Pilarcitos Creek is a coastal stream that originates on the eastern side of Montara Mountain and flows about 12 miles to the Pacific Ocean near the City of Half Moon Bay in California (see map, Appendix A). It is the principal watercourse draining a coastal watershed of 17,922 acres in San Mateo County. Five major tributaries contribute to its flow- Nuff Creek, Corinda Los Trancos Creek, and Apanolio Creek from the north and Madonna Creek and Arroyo Leon from the south. The creek originates on land owned by the San Francisco Public Utilities Commission, then passes through Coastside County Water District land; private, residential, and agricultural lands; and lands owned by other public entities including the City of Half Moon Bay, State Parks, and Sewer Authority Mid-Coastside before draining into the Pacific.

Dams, diversions, and loss of habitat due to channelization and rural and urban residential, agricultural, and commercial influences have significantly altered Pilarcitos Creek. Past studies have identified loss of riparian habitat, migration barriers, sedimentation of stream channels, proliferation of non-native vegetation, and competition for water between agricultural, domestic and environmental uses as the principal problems in the watershed. Pilarcitos Creek is identified as critical habitat for the recovery of Steelhead trout, federally listed as threatened. An important component of the IWMP is a strategy for addressing the actions necessary for the protection and restoration of this species and other species of concern that depend on aquatic and riparian habitats throughout the watershed.

The development of this local IWMP will involve stakeholders to determine how to more effectively manage the Pilarcitos Creek watershed to promote balanced solutions that satisfy environmental, public health, domestic water supply, and economic interests. The IWMP will be developed by the Pilarcitos Creek Restoration Workgroup (Workgroup), consisting of participants representing a wide range of diverse interests, including local, state and federal agencies, and local community and advocacy groups. The Workgroup will seek input from all affected stakeholders in the process, including local utilities, the agricultural community, public and private landowners, state and federal regulatory agencies, advocacy groups, local residents, and elected officials.

The IWMP will build on the 1996 Pilarcitos Creek Restoration Plan prepared on behalf of the California Department of Fish and Game and the San Francisco Regional Water Quality Control Board and the 2005 Water Summit, which brought together key stakeholders to discuss restoring the watershed and how to more effectively manage the competing uses of water from the creek. There is broad interest in the community to resolve these issues. The development of a local integrated watershed management plan will inform decision-making

and promote balanced solutions that are broadly supported by environmental, agricultural, public health, water supply, and economic interests.

The objectives of the planning process are to:

- 1) Establish the Pilarcitos Creek Restoration Workgroup to provide input and oversee the development and eventual implementation of the IWMP;
- 2) Develop the Pilarcitos Creek IWMP; and
- 3) Adopt the IWMP with a schedule for implementation by June 2008.

Anticipated project outcomes include:

- 1) a Memorandum of Understanding that describes the purpose of the new Pilarcitos Creek Restoration Workgroup and its operating procedures;
- 2) an assessment/characterization of the Pilarcitos Creek watershed and critical issues that need to be addressed that is agreed upon by the Workgroup; and
- 3) a completed Pilarcitos Creek IWMP-with implementation goals, strategy, and a schedule for adoption- that is broadly supported by the Workgroup participants.

## **Structure**

### Pilarcitos Creek Restoration Workgroup

The Workgroup will broaden and expand on the foundation established by the Pilarcitos Creek Advisory Committee, which provided input into the development of the 1996 Pilarcitos Creek Restoration Plan. A Memorandum of Understanding will define the membership of the Workgroup, detail the partnership agreements and corresponding roles of Workgroup members, and identify the decision-making process. Representatives in the Workgroup will be at the General Manager/ Executive Director/ senior staff level of participating agencies and organizations or their designees.

### Other Stakeholders and General Public

The San Mateo County Resource Conservation District (RCD) will notify public and private landowners in the watershed of the effort to develop an integrated watershed management plan and will invite them to ask questions and provide input at regularly scheduled meetings of its Board of Directors. The broader general public will be able to participate at the public Board meetings as well. The RCD will work with the Workgroup to host three workshops for the general public, as described in Task 5 of the work program below.

## **Work Program**

The Plan and associated work items are to be completed by June 2008.

### Task 1: Establish the Pilarcitos Creek Restoration Workgroup (February 2007).

The Workgroup will be established by developing a Memorandum of Understanding among participants (attached Appendix A). The purpose of the Workgroup and its operating procedures will be described in the MOU.

*Deliverables:*

- Signed MOU by February 2007

Task 2: Administer and Manage Project (ongoing).

The San Mateo County Resource Conservation District (RCD) will act as the Project Administrator for the project. Project administration includes coordination of the Workgroup, solicit and contract with consultants, manage contracts, work with consultants and Workgroup on development of project process and products, participate in committees and public meetings, and report and administer grant.

*Deliverables:*

- Grant reports and invoices
- Completed contracts with consultants
- Bi-monthly Workgroup meetings
- Budget tracking

Task 3: Prepare Initial Report (June 2007).

Task 3A: Assess implementation and progress of 1996 Pilarcitos Creek Restoration Plan by updating and/ or confirming.

*Deliverables:*

- Written review of available information to confirm or update existing watershed conditions, including hydrology, geomorphology, vegetation, water quality, land use, and wildlife.
- Written review of available information to confirm or update critical watershed issues, including reduced streamflow, degraded habitat, loss of riparian habitat, watershed erosion and sedimentation, exotic and invasive vegetation, and landowner concerns.
- Summary of the status of implementation of the 1996 Pilarcitos Creek Restoration Plan
- Description of constraints and opportunities to implementation of the 1996 Plan.
- Assessment of the status and performance of project recommendations from the 1996 Plan.
- Oral histories that pertain to the IWMP.
- Written review of historic presence and distribution of steelhead trout.

Task 3B: Develop and prioritize specific objectives for the IWMP.

*Deliverables:*

- Identification of specific constraints and opportunities to protect and recover aquatic and riparian habitats and the species that depend on them, including steelhead trout, while incorporating current and future water supply issues and related economic issues.

- Examples of cost effective, broadly supported alternative water supply projects, including the development of cooperative projects between the SFPUC and the CCWD that could result in enhanced instream flows in the upper watershed while minimizing loss of yield to consumers. Note that cooperative projects between SAM and other local water districts could also be developed that may result in enhanced instream flows in the watershed.
- Articulation of specific objectives for the IWMP based on this analysis.

Task 3C: Identify information gaps and suggest options to fill those gaps.

*Deliverables:*

- Scope of work, timeframe, and estimated costs to fill selected data gaps.
- Evaluation of the effectiveness of alternative methods of providing drinking water to CCWD from the SFPUC in a manner that also provides additional aquatic and riparian habitat, including that for steelhead trout, while not adversely affecting the quantity and quality of water delivered to CCWD.
- Update of the habitat characterization of the Pilarcitos Creek main stem and its tributaries, including instream and riparian habitats, and the quality of the lagoon, including the effect of non-native vegetation on the local hydrology.
- Identification of cost-saving opportunities for data collection.

Task 3D: Where funding allows, conduct research and/or field work to fill the gaps.

Task 4: Prepare Draft IWMP (December 2007).

Overlay the review of the 1996 Pilarcitos Creek Restoration Plan with the identification of data gaps.

*Deliverables:*

- Prepare a draft IWMP based on the objectives outlined in the Initial Report which meets the requirements Section 79078 of the California Water Code. Specifically, the plan will set forth a strategy to achieve an ecologically stable watershed, and will : (1) define the geographical boundaries of the watershed; (2) describe the natural resource conditions within the watershed; (3) describe measurable characteristics for water quality improvements; (4) describe methods for achieving and sustaining water quality improvements; (5) identify any person, organization, or public agency that is responsible for implementing the methods for achieving and sustaining water quality improvements; (6) provide milestones for implementing the methods for achieving and sustaining water quality improvements; and (7) describe a monitoring program designed to measure the effectiveness of the methods for achieving and sustaining water quality improvements.
- IWMP implementation strategy that articulates the role of each Workgroup participant during implementation.
- Draft monitoring plan and specific performance measures to track implementation of IWMP and specific projects.

Task 5: Conduct Public Outreach and Community Participation (ongoing).



Solicit interested groups to sign the MOU and participate as members of the Workgroup. Notify public and private landowners in the watershed of the effort to develop an integrated watershed management plan and provide opportunities for their input to be incorporated into the planning effort.

*Deliverables:*

- At least three publicly noticed workshops to solicit input and feedback on the development of the IWMP. The first workshop will focus on the scope of the effort, the second on comments on the draft IWMP, and the third presenting the final recommendations and priorities of the final IWMP.
- Summary documents of key issues

Task 6: Prepare Final IWMP (June 2008).

Integrate feedback received on draft IWMP into draft document. Produce Final IWMP for public distribution. Update as necessary.

*Deliverable:*

- Final IWMP.
- Milestones and timeline for implementing the methods to achieve specific water quality objectives and the parties responsible for meeting these objectives.

Task 7: Development of Implementation Goals and Strategies

Pursue all opportunities to implement IWMP or IWMP elements.

# ***STAFF REPORT***

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

**From: Ed Schmidt, General Manager**

**Agenda: February 13, 2007**

Report

Date: February 8, 2007

Subject: Consider approval of the Scope of Work for Archaeological Services for the Phase 3 El Granada Pipeline Replacement Project

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## **Recommendation:**

Approve Scope of Work for Archaeological Services for the Phase 3 El Granada Pipeline Replacement Project and authorize General Manager to execute amendment to contract with EIP Associates to provide such services.

## **Background**

The Coastal Development Permits for both City of Half Moon Bay and County of San Mateo segments of the recently approved Phase 3 El Granada Pipeline Replacement Project both include conditions requiring the District to survey, document and avoid (if possible) cultural resources likely to be encountered during construction. The conditions concern a widely dispersed Ohlone burial ground that has already been extensively documented, and through which Highway 1 was built in the area of the Project.

The conditions will require an archeologist to perform a subsurface investigation to determine whether the trench or jack-and-bore pits will expose any burial sites or other significant cultural resources.

Depending on the results of the survey, it may be necessary to modify portions of the project alignment.

Attached is a proposal from Holman & Associates, Archaeological Consultants, for the work. Holman & Associates has been recommended by the District's environmental consultant, George Burwasser of EIP Associates, based on the company's professional reputation, depth of experience, and familiarity with the area.

Initially, staff and legal counsel were concerned about the somewhat open-ended nature of the Holman & Associates proposal, and about the fact that the proposal does not include the "Native American Monitors" required by the CDP conditions. Mr. Burwasser confirmed, however, that it is not possible to provide a reliable estimate of the time necessary to perform the work at least until the results of the preliminary survey are known.

To address this concern, however, Mr. Burwasser recommended that Holman & Associates be engaged as a sub-consultant to EIP Associates, and that EIP Associates also assume responsibility for contacting and engaging qualified Native American monitors during the construction phase. Mr. Burwasser helped the District identify the best possible archaeological experts available, for the lowest possible cost. Both Mr. Burwasser and Mr. Holman will attend the Board meeting on Tuesday evening.

### **Fiscal Impact**

As indicated in both the EIP and Holman proposals, the cost of monitoring during construction cannot be quantified at present. An estimate of pre-construction work is between \$41,440 and \$56,610. (includes supervision and monitoring cost of Mr. Burwasser).

**Agenda:** February 13, 2007  
**Subject:** Consider approval of the Scope of Work for Archaeological Services for the Phase 3 El Granada Pipeline Replacement Project

**Page Three**

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The cost is in line with other archaeological work we have done previously. For example, one of the previous portions of the El Granada pipeline that we installed is the Casa Del Mar section (first City section, Grandview to Wave Avenue). We did this install in 2004. It was approximately 2000 feet in length. That cost was \$10,269.35 for our archaeological consultant. The two (2) sections we are about to construct, total about five (5) to six (6) times the length of the Casa Del Mar section.



**ATTACHMENT A**  
**ADDITIONAL SCOPE OF WORK**  
**CONTRACT AMENDMENT 02**  
**PBSJ PROJECT NUMBER D41236.00**

**Task 8 Archeological Study:** Holman and Associates, Archeological Consultants, will contract with EIP/PBS&J to perform a cultural resources study of the project alignment for the purpose of identifying buried artifacts &/or remains that could be disturbed during construction of the project. The study will consist of a records search, a field survey, subsurface reconnaissance, an initial cultural resources report, an archeological mitigation and monitoring plan, and consultation with a qualified archeological monitoring firm. The procedures will be in compliance with the requirements of the Half Moon Bay LUP, LCP, and Zoning Code; the San Mateo County Midcoast LCP and General Plan, and Caltrans.

Budget: Holman and Associates - \$35, 440 to \$47,600  
EIP/PBS&J - \$6, 000 to \$9,000

**Task 9 Archeological Monitoring:** Holman and Associates, Archeological Consultants, will contract with EIP/PBS&J to perform construction monitoring of areas of the project considered to be culturally sensitive. Holman and Associates will produce a final cultural resources report based on the results of the monitoring.

With the assistance of Holman and Associates, EIP/PBS&J will hire qualified local Native Americans as project monitors for construction in areas of Native American cultural sensitivity. The procedures will be in compliance with the requirements of the Half Moon Bay LUP, LCP, and Zoning Code; the San Mateo County Midcoast LCP and General Plan, and Caltrans.

Budget: following completion of Task 8 it will be possible to estimate the cost of monitoring and reporting.



**holman & ASSOCIATES**  
Archaeological Consultants  
"SINCE THE BEGINNING"

**3615 FOLSOM ST. SAN FRANCISCO,  
CALIFORNIA 94110 415/550-7286**

George J. Burwasser, PG  
EIP Associates  
353 Sacramento Street, Suite 1000  
San Francisco, CA 94111-3621

05 December 2006

re: Scope of Work for the Coastside County Water District El Granada Pipeline Replacement Project

Dear George,

Holman & Associates (H&A) has taken a look at the maps and other information you've made available for this project and worked up the following proposed Scope of Work for cultural resources. What is required for the project in terms of cultural resources identification, evaluation, impacts assessment, and mitigative efforts is defined by numerous and often overlapping but equally often slightly differently worded requirements, land-use regulations, LCP requirements, the conditions imposed by the Coastal Commission, and the fact—which we have already confirmed—that CalTrans will require cultural resources work to their standards.

During yesterday's conversation, it became clear the aerials/maps I now have do not accurately portray the actual project, and the figures from the Biotic Assessment are beyond merely confusing, but lack key information pertaining to cultural resources work. When new drawings or maps—aerials are great—are available showing the project as proposed, including the jack & bore pits, please send me a couple copies. It is much more efficient to send things directly to my home office address, which is furnished below; please provide digital PDF files as well. We stress the need for all the information EIP can furnish about actual project impacts, because CalTrans will want to designate the Area of Potential Effects (APE) to include staging, equipment and materials storage, and any other areas that will be used during construction, not just the specific construction zones. Permit conditions require and CalTrans will be interested in the wider APE, including outside their right-of-way, for cultural resources impacts purposes, so when it's known where excavated soils from the trenches and pits will go, we will need that information too. We can't even do an adequate records search until we know the specific areas to be involved in the project.

The following tasks will be required for cultural resources impact assessment and mitigation for the project. Specific costs for some items can be provided now, but as we progress through the process, the ability to project exact costs lessens, for two primary reasons. First, initial findings guide subsequent work, so until we know more about both cultural resources in the APE and project impacts, we won't know appropriate next steps and scale. Secondly, though we have a very good and familiar working relationship with CalTrans District 04 cultural resources staff, it is still difficult

to predict what they will require and accept. As of today, no application has been submitted for the required CalTrans Encroachment Permit (as far as the cultural resources section is aware), but we've confirmed that the cultural resources work will need to meet CalTrans' "normal standards" for permitting. So, tasks below with specific costs cited are set figures, but those later tasks where a cost range estimate is given must be viewed as *estimates*.

### Task 1: Records Search

A records search will be conducted at the Northwest Information Center (NWIC) of the California Historical Resources Information System (CHRIS) to determine which portions of the pipeline routes have been previously investigated and where previously recorded resources are located. Pertinent documents will be obtained and may be numerous since so many small studies have been done in and around the APE.

Task 1 Cost: \$1000

### Task 2: Field Survey

A pedestrian reconnaissance of all project impact zones will be completed, including areas previously surface surveyed because conditions continually change. Previously recorded cultural resources will be relocated and existing mapping assessed. Any previously unrecorded resources discovered will be minimally mapped and described but not formally recorded as per CHRIS standards at this stage.

Task 2 Cost: \$1800

### Task 3: Subsurface Reconnaissance

We already know that at least two creek crossings will pass close to recorded prehistoric archaeological sites, which could extend into the APE (or there could be different, unrecorded sites) and two or three more riparian zones should be viewed as archaeologically sensitive. In addition, there will approximately a dozen work pit locations, mostly in disturbed areas and/or in CalTrans R-O-W, where surface reconnaissance will not be reliable. Based on what we know about archaeological sites in the vicinity, and preliminary discussions with CalTrans, subsurface reconnaissance will be warranted, but the scale needed cannot yet be known with certainty. We would propose using the GeoProbe technique to test for archaeological deposits within certain portions of the APE. Following is a *rough estimate* of costs for this work.

Subsurface reconnaissance will be conducted via the "GeoProbe" technique, where a continuous 2" solid core vertical sample is extracted in a clear plastic tube inside a metal sleeve that is pushed into the ground pneumatically. Locations and depths of probes will be gauged to potential project impacts for the most part—that is, to the depth of trenching and other excavations—and to locations of known or suspected cultural resources locations. In this vicinity it may be comfortably assumed that any

archaeological sites will be within the uppermost six feet/185 cm, except where considerable filling has taken place, so that depth would be the general standard. The jack & bore pits will extend much deeper but testing to 30' would not be necessary. All probe bores will immediately be refilled to the degree possible with the sample materials, and then grouted with liquid cement or recovered with surface materials.

Based on about 12 work pits, half of which may be tested, and other sensitive zones for Geoprobings, costs can be presented as a range based on six to 10 days of fieldwork.

<u>Task 3 Fieldwork (H&amp;A)</u>	<i>Estimated at \$7440–\$12,400</i>
<u>Task 3 GeoProbe Cost @ \$1600/day</u>	<i>Estimated at \$9600-\$16,000</i>
<u>Task 3 Consumables Expenses</u>	<i>Estimated at \$1200-\$2000</i>

#### Task 4: Initial Cultural Resources Report

Results of the records search, field survey, and subsurface reconnaissance will be presented, along with a preliminary assessment of the project's potential to impact cultural resources. Additional research and/or fieldwork as warranted will be recommended and a proposal for designation of the APE provided. Production of this report will require additional consultation time with EIP, possibly CCWD and/or the Project Engineers, and CalTrans.

<u>Task 4 Consultation</u>	<i>Estimated at \$1440 (16 hours @ \$90)</i>
<u>Task 4 Report</u>	<i>Estimated at \$3600</i>
<u>Task 4 Graphics</u>	<i>Estimated at \$1040</i>
<u>Task 4 Expenses</u>	<i>Estimated at \$600</i>
<u>Task 4 Report first revision (if needed)</u>	<i>Estimated at \$1440</i>

Typically, if at this point the project had been shown to have no or very low potential to impact archaeological resources (a not so unlikely outcome), cultural resources work would have been completed or at least easily summed up and mitigation measures straightforward. However, due to permit conditions and other requirements, additional steps will be needed regardless of the outcome of cultural resources inventory and impact assessment work. Archaeological monitoring and Native American participation is already built into the construction phases; the following tasks address these needs.

#### Task 5: Archaeological Monitoring Plan

An Archaeological Mitigation and Monitoring Plan (AMMP) is to be developed and submitted for "review and approval by the Executive Director" of the Coastal Commission. The AMMP must "include a description of monitoring methods, frequency of monitoring, procedures for halting work



on the site and a description of reporting procedures that will be implemented during ground disturbing activities to ensure that cultural resources are not disturbed.”

The AMMP must also include personnel to be involved and their qualifications, and “shall include qualified local Native Americans as project monitors.” Procedures required under the Half Moon Bay LUP, LCP, and Zoning Code, the San Mateo County Midcoast LCP, General Plan, must be included in the AMMP. This AMMP will also be subject to CalTrans review and approval.

<u>Task 5 Consultation</u>	<i>Estimated at \$1440</i> (16 hours @ \$90)
<u>Task 5 Native American Involvement</u>	<i>Estimated at \$720</i> (8 hours @ \$90)
<u>Task 5 AMMP</u>	<i>Estimated at \$2160</i>
<u>Task 5 AMMP first revision (if needed)</u>	<i>Estimated at \$720</i>

#### Task 6: Archaeological Monitoring Set-up

The AMMP also requires that the archaeological monitoring firm conduct an instructional training session for construction personnel prior to construction starting, and notification of the Native American monitor(s) about scheduling.

<u>Task 6 Consultation</u>	<i>Estimated at \$1240</i>
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Note: H&A, to avoid conflict of interest problems, will not normally employ the Native American monitor(s), be responsible for tracking/verifying either their costs or pay, or scheduling, or for their participation as needed. H&A is accustomed to and will work cooperatively with Native American representatives on development and implementation of appropriate cultural resources impacts mitigation measures should that need arise.

#### Estimated Costs for Tasks 1-6

Total estimated costs for tasks 1 through 6 range from \$35,440 to \$47,600.

#### Task 7: Construction Monitoring

Because we don't have the results of Tasks 1 through 5 nor approval of the AMMP, nor the construction schedule or procedures, H&A cannot provide any estimate for the cost of archaeological monitoring during construction. Our current charges, from which an estimate may be made when the number of proposed construction days and duration of monitoring are known, are \$65/hr for Archaeological Technicians (everyday monitors), \$90/hr for Senior Archaeologists (Supervisors and report writers), plus 45¢/mile for mileage (not to exceed \$45/day per person), and field expenses (expendable supplies) at cost plus ten percent. Everyday field monitoring will be conducted by an Arch Tech overseen by a Senior Archaeologist; typically the Senior Archaeologist's time runs about 10-20% of the Monitor's hours in the field.

Task 8: Final Report

All cultural resources work requires a Final Report as the last step; the report must be filed with the local CHRIS Information Center as required by State procedures, and copies will be furnished to the District, Coastal Commission, San Mateo County, Native Americans, and other interested parties. Such reports should be completed by qualified professional archaeologists to best contemporary standards. It is not possible at this time to provide an estimate for the Final Report simply because the scale of the report cannot be known. Following monitoring, if nothing of consequence is found and no cultural resources are impacted, the final report will be simple and brief. If however, monitoring continues for a considerable time, cultural materials are found and/or impacted and mitigation measures must be developed and implemented, again depending on the finds and the mitigation undertaken, the report can become complex and lengthy.

The undersigned will function as Principal Investigator for the Coastside County Water District El Granada Pipeline Replacement Project. I both live locally and so can provide quick response and local consultation, and have an intimate knowledge of the Project vicinity and local archaeological record, having worked on San Mateo County coastside archaeological research for the last 30 years. We look forward to working on this project. Please give me a call at my home office number or contact by email if you have questions or comments about this scope.

Cordially yours,

Matthew R. Clark, RPA  
Senior Associate

Home office address:

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# ***STAFF REPORT***

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

**From: Ed Schmidt, General Manager**

**Agenda: February 13, 2007**

Report

Date: February 9, 2007

**Subject: Discussion and direction to staff regarding a request from San Mateo County to become a partner and contribute funds to the aerial orthophotography project**

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## **Recommendation:**

Donate five thousand dollars (\$5,000.) to San Mateo County's Countywide Aerial Orthophotography Project.

## **Background:**

San Mateo County is looking for partners to help fund the County's aerial orthophotography project. This project will update the County's existing GIS base-maps with sharper and clearer images. The project consists of two (2) phases; Color Digital Orthophotography and Rectifying GIS Mapping data.

New mapping data will allow engineers, planners, developers, water, wastewater, and transportation agencies with new, clearer, parcel identifications, elevations, street centerlines, rights-of-way, etc.

The County Information Services Department is requesting that smaller agencies in the County make a financial contribution to the GIS Rectification portion of the project.

**STAFF REPORT**

**Agenda:** February 13, 2007

**Subject:** Discussion and direction to staff regarding a request from San Mateo County to become a partner and contribute funds to the aerial orthophotography project

**Page Two**

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Tangible benefits to CCWD include:

- ✓ In the future, we will be able to draft District projects right off of the new Orthophotography. Presently our District Engineer has to use the existing maps that are of various different scales. It is time consuming for him and expensive to the District to quantify the different scales.
- ✓ The next version of District maps could be in electronic format. The District would spend well over \$100,000. to do its own photography.
- ✓ Provides for greater accuracy for our District Engineer in calculating water pressure (since water pressure calculations are dependent upon accurate elevations).

Please see the attached memorandum from our District Engineer, recommending a donation to this project. Also attached is a letter from Mr. Charles Borden from San Mateo County, requesting a donation and a description of the project deliverables.

Mr. Borden of the County Information Services Department will probably be at the Board meeting on Tuesday evening.

**Fiscal Impact:        \$5,000.**

The total cost of the project is approximately \$442,000.  
Contributions so far include:

- |   |            |
|---|------------|
| ▪ Mid Peninsula Open Space Trust                          | \$ 5,000.  |
| ▪ Four (4) County Departments have donated \$25,000. each | \$100,000. |
| ▪ Environmental Health Dept.                              | \$ 5,000.  |

**STAFF REPORT**

**Agenda:** February 13, 2007

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**Page Three**

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▪ Grant	\$ 77,000.
▪ CCAG	\$100,000.
▪ Transportation Authority	\$100,000.
▪ USGS	\$ 44,000.

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\$431,000.

**JAMES S. TETER**  
CONSULTING ENGINEER  
15 BAYVIEW DRIVE, SAN RAFAEL, CAL 94901  
TEL (415)453-0754 FAX (415)453-0882  
E-mail: [jasteter@aol.com](mailto:jasteter@aol.com)

## MEMORANDUM

TO: Ed Schmidt  
FROM: Jim Teter  
DATE: February 5, 2007  
SUBJECT: San Mateo County Orthophoto Project

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This memorandum is in response to your e-mail dated 1/16/07 asking me to review the project deliverables and let you know if I thought there is \$5,000 in value for the CCWD.

### Project Deliverables

The completed project will provide the CCWD with new GIS data based on new aerial orthophotography. Color digital orthophotography will be available at 100 scale (accuracy = 2 feet of horizontal error) in urbanized areas and 200 (4-5 feet in horizontal error) scale in rural areas. The rectified GIS mapping data will include parcel identification, street centerlines, right-of-way, street names, and address annotation. Vertical accuracy will be sufficient to support 2 foot contours. Each file will cover an area of 3000 ft. x 2000 ft., and will be available in two formats: uncompressed TIFF/TFW and compressed SID/SDW.

### Uses for CCWD

The new GIS data would be extremely useful for any CCWD project that requires accurate maps. These projects would obviously include engineering-related work, but also reports, studies, and submittals to regulatory agencies. Examples of the usefulness of the new GIS data for engineering work are the following:

1. Pipeline Design Projects. For my design work I could zoom in and draft directly off the orthophotography. Currently I use the Assessor's parcel maps which are at differing scales and require considerable manual labor for sheet layout. The cost savings for one pipeline project would probably equal the \$5,000 cost of the contribution requested by San Mateo County.
2. New Water Distribution System Maps. The current CCWD water distribution system map originals are ink on mylar, with the water system data being drawn on mapping information from the 1970's. Availability of the new GIS data would be extremely useful for the preparation of new system maps which would not only indicate updated mapping information (streets, etc.), but would be in electronic format. Preparation of new system maps has been needed for many years, but the work has been deferred because of the cost of the aerial orthophotography if the CCWD was to proceed on its own.
3. Engineering Calculations. Water system hydraulic calculations are dependent on accurate mapping data to provide information for pipeline lengths and differences in

- elevation for pressure calculations. The new GIS data will provide far greater accuracy than the old, currently available maps.
4. Reports, Studies, Permit Applications, Etc. All of this work including that performed by the District Engineer, other CCWD staff persons, and other consultants retained by the District requires up to date mapping information for performing the work as well as for base information for preparation of graphics to accompany the text.

District Engineer's Recommendation

Updated GIS mapping information for the Coastsides has been needed for many years. Now the new GIS mapping data has almost been completed by San Mateo County. The availability of the new mapping information will result in reduced engineering costs for preparation of construction plans as well as shorten the time duration for preparation of the plans. The cost savings for future engineering design work will greatly exceed the \$5,000 amount of the CCWD donation requested by San Mateo County.



CHRIS FLATMOE  
CIO/DIRECTOR

BOARD OF SUPERVISORS  
MARK CHURCH  
RICHARD S. GORDON  
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ROSE JACOBS GIBSON  
ADRIENNE J. TISSIER

## COUNTY OF SAN MATEO

455 COUNTY CENTER • REDWOOD CITY • CALIFORNIA 94063 (650) 363-4548

Ed Schmidt  
Coastside County Water District  
January 16, 2007

RE: Request for Additional Funding

San Mateo County has championed the effort to obtain updated Countywide aerial orthophotography that meets the functional requirements of a wide cross-section of County Public Sector stakeholders. County GIS staff, with involvement from City staff, LAFCO (Local Agency Formation Commission) agencies, and C/CAG (City/County Association of Governments) interviewed a variety of potential stakeholders. As a result a defined set of technical requirements was devised and a RFP was drafted and a vendor selection was made to develop the product that met the defined technical requirements (Attachment A is a detailed description of the deliverables for this project).

To date, the orthophotography and related products have been delivered to the County and are ready for distribution. The base map rectification is currently in process and is expected to be completed in 3 to 4 months.

The County is soliciting for additional partner agencies that will benefit from these updated data. These additional partners' funding will contribute in accurately rectifying GIS base features (parcels, street centerlines, etc.) to the new and more accurate aerial orthoimagery. This portion of the project is requiring a level of funding that exceeds the current budget.

The funding model that was used for this project was based upon the proportional size of the funding partner as it directly relates to its' contribution. For example the County, CCAG and the San Mateo Transit District have supplied the majority of the funds, while smaller agencies provided lower amounts. The minimum amount that we have received has been \$5,000.

This project is inviting Coastside County WaterDistrict to become a partner in this project and contribute funds that will be used to complete the rectification portion of this project. As a result contributing agencies will receive access to the new imagery and other relevant geospatial features stored in the County Enterprise Geodatabase. Additionally, this will provide all agencies who desire or currently leverage County based GIS data for mapping or spatially analytical purposes the ability to have access to more temporally and spatially accurate geodata. Attachment B is a non-exclusive list of potential uses of this product from various Countywide agencies.



Please contact any of the following if you have any questions about this project and or how it relates to your agency.

Sincerely,

Charles Borden

(650) 363-4378

[Cborden@co.sanmateo.ca.us](mailto:Cborden@co.sanmateo.ca.us)

Michael Wentworth

(650) 599-1494

[Mwentworth@co.sanmateo.ca.us](mailto:Mwentworth@co.sanmateo.ca.us)

Gloria Kanu

(650) 599-1305

[gkanu@co.sanmateo.ca.us](mailto:gkanu@co.sanmateo.ca.us)

## Attachment A: Brief Description of Product

This project will generate 2 tangible products:

1. Color Digital Orthophotography
  - 3" pixel, 100 scale photography in urbanized areas
  - 6" pixel, 200 scale photography in rural areas
2. Rectified Countywide GIS Mapping Data, consisting of:
  - **Parcels** – area features of current assessors tax parcels, excluding air-parcels and personal property (mobile homes, boats, etc)
  - **Street Centerlines** – line features fully populated with street names, address ranges, and county road numbers.
  - **Right-of-Ways** – line features representing the public right-of-way, and in some cases the private roads of the county
  - **Street Name Annotation** – text features depicting street name for cartographic use
  - **Address Annotation** – text features depicting address for cartographic use

### Color Digital Orthophotography

Digital orthophotography will be comprised of a set of approximately 680 files conforming to the County's Grid system and existing numbering scheme. Each file will cover 3000' (horizontal) x 2000' (vertical), and will be in color with 3" pixel resolution in tiles deemed "urban" and 6" resolution in tiles deemed "rural". There will be two formats, uncompressed TIFF/TFW and compressed SID/SDW i.e. two complete sets in each format will be prepared.

Two different horizontal accuracies will be flown. All urbanized areas along the coast, and on the San Francisco Bay west of Skyline Boulevard will adhere to 1" = 100' horizontal accuracy standards. The central and southern areas of the county within the Crystal Springs watershed and Regional Open Space areas will adhere to 1" = 200' scale horizontal accuracy standards. This is due to the density of tree cover and rural nature of these areas. These measures translate to approximately 2 – 2 ½ and 4-5 feet of horizontal error.

Anecdotally, these specifications are sufficient to identify manhole covers, with 0.7' precision, or to identify new construction monuments, and to measure (COGO) their position to within 1:36000 or about 1.25 feet in 3,000. Vertical accuracy will be sufficient to support 2-foot contours.

A Digital Elevation Model (DEM) will be provided in digital format and with sufficient density to support 2 foot contours. The DEM can and will be used to create a variety of 3-dimensional products.

### Rectified Countywide GIS Mapping Data

Once the digital orthophotography is available the countywide GIS basemap will be adjusted to fit this new, more precise image base. The intent of the rectification process is to use the imagery and all available record sources on targeted areas to position the basemap so that it will never require further adjustment on this grand of a scale. Incidentally, it is the need to avoid this basemap rectification in the future that drives the need to procure the most precise imagery possible.

The target accuracy of basemap will be 2 feet horizontal. This specification has two intended stipulations. First, 2 feet will be the most that any lot line or right-of-way (ROW) line is allowed to diverge from the complimentary physical feature identified on the orthophotography. For example, a lot line should be within 2 feet of its corresponding fence line. Second, lot width and depth and ROW width should not exceed 2 feet from the reported distance from available record data.

## Attachment B – Departmental Requirements and Uses

### San Mateo County Interview With Public Works, September 9<sup>th</sup>, 2004

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#### Discussion

- 1) Public Works maintains a program that reproduces digital orthophotography on 10-year cycle, which is overdue.
- 2) The existing 200-scale imagery is satisfactory for generalized mapping purposes. However, the realization that the cost of producing this product has dropped dramatically raised the issue of potentially getting better higher quality imagery.
- 3) Existing contours are extremely old (1970 based mapping). They are also captured with a relatively high interval: 20 foot intervals in hilly terrain down to 5 foot intervals in the baylands.
- 4) A somewhat cursory introduction to the possible imagery products, but little interest in discussing other products until new orthophotography is acquired.
- 5) Unanimous interest and focus on orthophotography as primary product and benefit to public works interests.
- 6) Adam express specific interest in video data collection as a product/methodology to capture images for infrastructure purposes. This product would not provide a spatially accurate reference for measurements but it would enhance the GIS enterprise with a new dataset. Potential uses would be for street condition (pavement and curb), and infrastructure data collection.

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#### **Functional Applications**

- 1) Public Meetings and other presentations. Examples are endless and span numerous environments such as public presentations, project planning meetings with consultants, internal meetings and presentations, Board of Supervisor meetings. The existing maps have too low a resolution to be useful for specific areas of interest. Specifically, the existing imagery is based on 2' pixels and therefore only hold
- 2) Drafting for large and small projects. For example, for bike lane and street striping projects, we could zoom in and draft directly off the orthophotography. With sufficient resolution detail data can be captured as well such as street improvements (curb, gutter, sidewalk). For street lighting, we could identify pole location, pole and luminaire types.
- 3) Street surface condition for pavement rating. Rutting and alligator cracking, surface type classification.
- 4) Sewer and storm drain utility data development tool. Use the orthophotography to accurately position manholes and catch basins. With contours, you could define storm drainage basins.
- 5) Not discussed, but raised as an untapped resource, the orthophotography could be used as cell-based data for analysis. One excellent application would be for water quality control and NPDES studies in which the imagery is automatically analyzed and assigned numerical values based on a surface value (i.e. hardscape, softscape). This effort may be beyond the initial scope of this project,

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## Functional Requirements

- 1) Scale: 1 inch = 50 foot is considered minimum for preliminary design
- 2) Contours: (5 foot in the mountains), 2 foot majority, and 1 foot in the bay lands
- 3) Color vs. Black and white: Color (but not much discussion)
- 4) Vertical Datum: NAVD88

Discussion

In general, overwhelming support for imagery products. All three products were introduced and different team members offered various ideas about how they would use them. However, when accuracy issues were introduced, the most critical need and highest priority is to have the orthophotography first, and supplement targeted areas with oblique imagery. Comments were as follows:

- 1) I need something I can register to; without it, it doesn't do me any good'. (Garrett, how is responsible for new tracts and parcel splits)
- 2) If possible, would like to have both, with the oblique photography in targeted areas.
- 3) Ownership of imagery is critical. Mandatory that 'we' are the ownership of the data. This led from a discussion from a presentation by one vendor of oblique photography, Pictometry. The county is under the impression that the initial cost (~\$100K) was for a two-year license at which they must renew or surrender the product. Earlier conversations with an orthophotography vendor, Hammon, Jensen, Wallen, and Associates, Inc. (HJW), in which they offered a licensee proposal produced similar comments and concerns.
- 4) Imagery/photography maybe very helpful for assessment purposes. Many realized that the GPS-coordinated photography would only work if houses were close to the street and unobstructed by trees etc. The need for aerial photography was critical for this purpose. Oblique imagery would be very helpful because you have both vertical and 3-dimensional characterization.
- 5) Horizontal accuracy is the 1<sup>st</sup> priority. It answers questions such as, 'Does a given building span multiple parcels which will help with the decision to allow an owner to split or merge parcels. The Assessor's Office purchased the Parcel Manager extension software for GeoMedia which will help with managing parcel development and they want to do this using as accurately as possible (COGO).
- 6) High precision imagery *and* accurate parcel registration will help with other applications such as:
  - i. Voter registration and (demographic) patterns
  - ii. Parcel location
  - iii. Structures and assessment (illegal construction)
  - iv. Site inspections by saving a trip or adequately preparing how to approach a site.
- 7) Concerned about capturing all potential development, even areas where there might be problems with tree canopy. Identified areas include:
  - i. La Honda
  - ii. Butano Falls
  - iii. Ano Nuevo
- 8) Other significant uses:
  - i. Web site applications
  - ii. Tax Assessment. Photos could be used as an additional characteristic, especially in mixed-use environments to determine value, similar to other parameters such as history and sale price.
- 9) Contours may be a significant benefit. They could be used to calculate viewshed and 3-D visualization. They could also be used to determine slope, which could be used to determine development potential, and building density.
- 10) Significant interest in acquiring building footprints. It would be very beneficial to determine accurate structure square footage, currently a poorly populated or inaccurate feature for each parcel.
- 11) Parcel acreage would be more reliable with an accurate parcel fabric.

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**Functional Requirements**

- 1) Scale: 1 inch = 100' scale accuracy, 6" pixels is minimum but the highest possible would be ideal.
- 2) Other planimetrics i.e. Contours and building footprints if possible (but higher precision is first priority).
- 3) Color
- 4) Ownership of data is critical
- 5) DEM / 3-D possibilities
- 6) Oblique imagery of selected areas is a third or fourth priority.

## Discussion

The first third of our interview reviewed the three basic types of products (orthophotography, oblique photography, and GPS-coordinated photography), and there appeared to be genuine interest in all three but some consternation about what they would actually 'see'. Annie indicated that she was the only person using the existing digital orthophotos but that is most likely due to an IT/network issue rather than interest or need. Some discussion also indicated the need for a presentation that demonstrates all three of the discussed products and all staff members felt that it would help to come up with ideas, or preferences. However, after more discussion, it became clear that horizontal accuracy holds the highest use and largest return for planning applications. Given available resources, oblique or GPS-coordinated photography would prove valuable for targeted areas, but not in a comprehensive approach.

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## **Functional Applications**

- 1) **Plan Review.** Many planning (and building) applications require or benefit from site review such as architectural review, view shed analysis and slope appraisal. These functions are part of the planning and permitting process that are critical to maintaining the neighborhood character, and maintaining land use policy. High-resolution aerial photography would help with this process because it provides immeasurable volumes of information that the existing photography and vector-based GIS layers cannot provide.
- 2) **Code Enforcement.** The aerial photography, and particularly orthophotography will help with comparative analyses between zoning/land use regulations and existing development. For example, illegal structures, signage, or land uses can be evaluated and potentially avoid having to go out and do site inspections.
- 3) **Setback Restrictions.** Many planning, building and land use restrictions require that structures are set back from property lines and/or easements and the existing imagery and parcel fabric cannot be used to fulfill this task. High resolution orthophotography and accurately registered parcels would enable planners to measure lot width and depth, and calculate lot square footage, that will help measure, plan and illustrate setback and building requirements for homeowners and developers. This capability would help all planners on a daily basis.
- 4) **Riparian Corridor Assessment.** Riparian corridor assessment evaluates the impact of a building or living space (such as septic systems). The locations of many of these corridors is not well known, and in many cases are represented as a line feature when, in fact, they are convoluted sinuous area features with varying dimensions. Thus, having an image will enable quick and efficient assessment and digital mapping of these features. Moreover, once defined existing GIS spatial analysis tools can readily generate accurate 100-foot buffer areas to determine and then illustrate the legal limitations to developing private property.
- 5) **Scenic Corridor Evaluation.** Similar requirements and analyses are also required in areas where terrain relief and scenic views is a valued and coveted commodity. Restrictions to building are applied regarding scenic characteristics and this "view shed" must be calculated for many areas throughout the County, particularly along the coastal region. The orthophotography will generate a bi-product, a Digital Elevation Model or DEM that, with commensurate GIS software, will enable this functionality.
- 6) **Slope and Density Calculation.** As in 4) and 5) above, the slope of an area determine site development and building density restrictions. The aerial photography and some of its ancillary products (DEM and topographic contours) can be used for initial assessment, precise calculation, and final presentation.
- 7) **Long Term Planning.** A cornucopia of features are gleaned from high-resolution orthophotography to quickly assess and determine effective long-term such as:
  - Vegetation
  - Natural Features
  - Creek / Drainage
  - Existing Structures

- Neighborhood Character
- Building Density
- Hardscape / Softscape

8) **Display and Presentation Graphics.** Enumerable uses will employ aerial imagery either alone or superimposed with other GIS layers help to clarify and enrich the subject or message. This may be in a variety of media and environments including: hard copy displays, PowerPoint presentations, and intra- and internet applications.

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#### **Functional Requirements**

- 1) Scale: 1 inch =100' scale accuracy, 6" pixels is minimum but the highest possible.
- 2) Other planimetrics i.e. Contours and building footprints (but higher precision is first priority).
- 3) Color
- 4) DEM / 3-D possibilities
- 5) Oblique imagery of selected areas is a second priority for specialized areas.



### Discussion

This interview came on the tail end of our interview with the Planning Department staff. We started with some discussion about the nature of the park system under the department's stewardship. Roughly 15,500 acres are maintained by the County parks department, 9,000 of which fall within large heavily canopied parks: Sam McDonald and Pescadero. With this kind of coverage, any imagery product will be limited. However, there are numerous smaller parks with less or more restricted coverage where aerial photography will be quite helpful for a number of different applications.

In general, imagery-based products would be used '... quite a bit', and parks has similar needs as planning. Color is an important factor to identify many vegetation types. Of the three image products discussed, digital orthophotography is preferred although oblique imagery could offer similar benefits.

---

### **Functional Applications**

- 1) **Planning Applications.** In 2008, the Parks Department will update the Specific Park Habitat Conservation Plan. This plan will be an important roadmap for the future of the county's park system and will include many maps and visual displays where aerial imagery will be beneficial for conveying and clarifying ideas and concepts to the public.
  - 2) **Mapping and Data Development.** The aerial imagery is an extremely efficient means to identify and capture many features for park planning applications. Examples include:
    - Vegetation Type
    - Trails and roadways
    - Park facilities
    - Hardscape and softscape
  - 3) **Identify Power lines.** Identification of power line locations and related easements across park property are critical for planning and use assessment as well as legal liability. These will be easily identified and inferred features using high resolution orthophotography.
  - 4) **Fire Hazard Abatement.** Aerial photography will contribute towards identifying potential encroachment on power lines or fuel load. However, this will only be viable during the initial publication of the imagery.
- 

### **Functional Requirements**

- 1) Scale: 1 inch = 100' scale accuracy, 6-inch pixel resolution. Primarily in smaller parks or localized area where tree canopy is not thick or more restricted. The heavier canopied parks will not require this high level, and 1-foot resolution will probably be sufficient.
- 2) Color

### Discussion

This was an interesting interview because we anticipated that the Sheriff's Office would be very enthusiastic about high-resolution photography products and their application toward law enforcement. However, the need for real-time data is critical for this group when it comes to this kind of product. In addition, the Sheriff's department owns and operates its own plane and photographic equipment, and envisions this as its primary tool to capture incident/command scene imagery. Other 'less critical' uses were discussed where the real-time issue is not a factor such as risk assessment and mitigation projects.

The three product options were discussed and clearly they were very interested in the three-dimensional component that oblique imagery offers.

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### **Functional Applications**

- 1) **Mitigation Projects.** Aerial photography would help to identify facilities that may be at-risk from a variety of threats including natural and human. From this kind of mapping, reasonable response scenarios and plans can be created.
- 2) **Landslide Potential.** Particularly along the coast such as the Devil's slide area Daly City, and Pacifica where known risks during an earthquake.
- 3) **Reconnaissance Investigation.**
- 4) **Records Management System.**

## Discussion

Environmental Health is poised with a number of applications that will take advantage of high-resolution digital orthophotography. Erdman was the most informed about orthophotography and is a sophisticated GIS user. Of the options discussed both staff members agreed that orthophotography would best suit their needs. In addition, both specified color and the highest resolution possible, and specified topographic contours as extremely beneficial. Erdman recognized the relationship and need to couple accurate parcel registration with new, high-resolution digital orthophotography.

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## **Functional Applications**

- 1) **Well Site Mapping.** There are approximately 11,000 well sites that must be managed by the Environmental Health Office. High-resolution photography will enable mapping well sites and reduce the need for field mapping or transferring sketches from private submittals. Coupled with an accurately registered landbase and existing GPS surveying, these sites can be identified relative to the parcel and house location. Subsequent map generation products can be reproduced for presentation to- and from engineers, owners, and public display and consultation.
- 2) **Weed Abatement Issues.** Particularly helpful to compare the 1995 with 2005 photography to measure expansion or reduction of problem areas.
- 3) **Mapping and Analysis of Other Surface Features** including:
  - Erosion
  - Flooding
  - Geology
  - Land Management and Protection
  - Farming
- 4) **Septic System Mapping** including identification of leach lines and the relationship and potential contamination of septic systems with creek drainage systems. Mapping these systems without high resolution, color orthophotography would be difficult and tedious; with it, mapping the systems can be traced to changes in vegetation cover and hardscape (concrete and fiberglass). GIS analyses are also enabled. Specifically, proximity and buffer analysis can identify parcels, and leach fields within 600' of a drainage area.
- 5) **Contamination Site Mapping** and analysis including creeks, well sites, and groundwater. A number of GIS tools can be used either directly (cell-based) or indirectly (visual inference) with high resolution imagery to help identify responsible sources (bacteriological, farm waste, gasoline, etc).
- 6) **Vector Control.** Photography will enhance identifying the proximity of traps, complaints/sitings and potential sources. For example, mosquito abatement can identify ponds and pools of water, or larger pest infestation complaints can be mapped and compared against potential sources.

---

## **Functional Requirements**

- 1) Scale: 1 inch = 100' scale accuracy, 6" pixels is minimum but the highest possible.
- 2) Other planimetrics i.e. Contours with vertical accuracy +/- 1 foot minimum
- 3) Color
- 4) DEM / 3-D possibilities

# ***STAFF REPORT***

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

**From: Ed Schmidt, General Manager**

**Agenda: February 13, 2007**

Report

Date: February 9, 2007

**Subject: Update on recruitment of the Public  
Outreach/Program Development/Water Resources  
Analyst Position**

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## **Recommendation:**

None, for Board information purposes only.

## **Background:**

I have been talking to our candidate regularly on the telephone. She is optimistic and enthusiastic about working for the District and has completed her DMV check and her fingerprint background check. The results of her physical will be available by Wednesday or Thursday of next week. If she passes her physical, she will give two to three weeks notice to her present employer, will take two weeks off between jobs and will start with the District on approximately March 19<sup>th</sup> or 26<sup>th</sup>.

# ***STAFF REPORT***

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

**From: Ed Schmidt, General Manager**

**Agenda: February 13, 2007**

Report

Date: February 9, 2007

**Subject: Discussion and possible direction to staff on  
automated meter reading systems**

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## **Recommendation:**

Request staff to add this subject to the agenda of the next Facilities Committee meeting, to further analyze the benefits and cost savings of automatic meter reading and make a recommendation to the Board.

## **Background:**

Staff has considered upgrading the water meter-reading system. A radio-read system would provide for a fast, efficient, reliable and economical automated reading of the District's water meters via the radio transmission of meter reading data. The radio-read system would streamline the meter-reading process and increase efficiency, allowing the field staff to put more time into maintenance functions, i.e. looking for cross connections, painting, cleaning, trouble-shooting, looking for leaks, etc.

**STAFF REPORT**

**Agenda:** February 13, 2007

**Subject:** Discussion and possible direction to staff on automated meter reading systems

**Page Two**

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### Personnel Re-allocation

CCWD presently uses six (6) workers and takes five (5) days to read meters every month. It takes one (1) worker, one (1) day for re-reads. This breaks down as follows:

Meter Reads – 6 workers x 5 days x 8 hrs/day x 12 events/year =  
2,880 person-hours/year

Re-reads: 1 worker x 8 hours x 12 events/year = 96 person-hours/year

Total: 2,976 person-hours/year

This time could be spent on well maintenance, treatment plants, preventative maintenance, housekeeping, improved data entry, unidirectional flushing program, construction inspection, etc.

Converting all of the meters to a radio-read system would allow the District to have one field employee complete the meter reading cycle process in approximately one (1) day, increasing District efficiency and productivity. Additional advantages to upgrading to a radio-read system include the following:

- Improves meter reading accuracy. Currently the meter readings are manually input into the meter reading devices.
- Improves customer service/relations by reducing billing errors caused by misreads.
- Safety – Reduces the risk of injuries to meter readers.

**STAFF REPORT**

**Agenda:** February 13, 2007

**Subject:** Discussion and possible direction to staff on automated meter reading systems

**Page Three**

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- Currently meter readers need to leave their vehicles, often times on streets with heavy traffic (Highway 92) to obtain meter readings.
- Heavy meter lids do not have to be lifted, reducing back injuries.
- Injuries associated with animals and insects (dogs, ticks, etc.) are reduced.
- Timeliness – Often times it is impossible to obtain a meter reading, due to vehicles parked over the meter area.

If the District had automatic meter reads, it could consider going to a monthly billing process. The advantages to the monthly billing cycle include:

- Improved cash flow.
- Smaller monthly bills, resulting in less un-collected debt and fewer customer shut-offs.
- Reduce high customer bills caused by undetected leaks.
- Eliminates frequency of having to “estimate” meter reads for customers.

**STAFF REPORT**

**Agenda:** February 13, 2007

**Subject:** Discussion and possible direction to staff on automated meter reading systems

**Page Four**

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## The Montara Water & Sanitary District Experience

Last year Montara Water & Sanitary (MWSD) went from manual meter reads to an automatic "drive-by" meter reading program.

### ➤ Personnel Reallocation

A substantial benefit occurred in manpower reallocation. Manual meter reading took two (2) workers, five (5) days per month. Re-reads took an additional worker, one (1) day. The automatic meter reading system now takes two (2) workers, two (2) hours, and no re-reads or going back to read inaccessible meters is needed. This represents the ability to re-allocate manpower by eighty-four (84) hours per month. Additional savings in manpower occurs in processing and analysis. Profiling software enables quick assessment of each customer's usage in the forms of tables and graphs as accurately as per hour usage for multiple years. This information is very valuable to assist in usage assessment and assisting customers in finding leaks in their system.

### ➤ Costs

Costs for their entire automatic meter read program, including new meters, transducer registers, radio attachment, installation, software and training totaled \$400,000. for MWSD's 1,680 service connections – (\$238/meter). This was broken down as follows:

- New meters, meter electronics, computer hardware, software: \$282,000 (\$168/meter)
- Installation \$117,600. (\$70/meter)



**STAFF REPORT**

Agenda: February 13, 2007

Subject: Discussion and possible direction to staff on automated meter reading systems

Page Five

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## **Benefits to CCWD**

Utilizing these numbers and extrapolating to our system of 6,080 connections, a complete change-out would involve an initial capital investment of 1.4 million dollars. Of this, \$425,000. is just for installation costs, at \$70. per meter.

### ➤ Revenue Enhancements

Assuming a 3% revenue increase from new meters:

850 MG/year production x 0.03 = 25.5 MG/year

Water cost from SFPUC approximately \$2,000/MG

\$2000/MG x 25.5 MG/year = \$51,000/year

\$1,400,000. (assumed cost to refit entire District) / \$51,000 =  
27 year payback

### ➤ Highway 92

If the District wanted to proceed, a six (6) month pilot program could be initiated on the 68 meters that we currently have on Highway 92. This would immediately greatly enhance the safety of the meter readers. A 6-month assessment of cost savings, increase in revenues, and customer leak repairs would drive a decision to install automatic meter reading throughout the District.

## **Summary:**

Despite all of the benefits, I doubt if the expense is justified, based on costs alone. Hence my recommendation to send this topic to the Facilities Committee for further analysis.

# ***STAFF REPORT***

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

**From: Ed Schmidt, General Manager**

**Agenda: February 13, 2007**

Report

Date: February 8, 2007

**Subject: Status Report on the Current Major Capital Improvement Projects**

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## **Main Street / Highway 92 Pipeline Replacement Project**

Construction started on Wednesday, November 1<sup>st</sup> 2006. All work is performed between 9:00 p.m. and 5:00 a.m. All of the remaining pipeline has been installed on Main Street and has passed the pressure and bacteriological tests. The new pressure reducing station has been installed and is scheduled to be adjusted for proper system pressures next week. The contractor is in the process of switching over the water services from the old main to the new main. Work is scheduled to proceed with the pipeline installation on Highway 92 during the week of February 12, 2007. Photographs of the installation of the pressure reducing station follow this report.

## **Water Treatment Plant (WTP) Short-Term Improvements**

### **Nunes Water Treatment Plant**

Design concepts for the equipment selection and layout have been finalized by the District Engineer and water treatment plant operating staff. Preparation of the project plans has begun.

*Staff Report*

Agenda: February 13, 2007

Subject: Status Report on the Current Major Capital Improvement Projects

Page Two

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Denniston Water Treatment Plant:

1. Denniston Storage Tank Modifications Project.

The plans and specifications for project construction have been completed and submitted to the Department of Health Services (DHS) for approval. CCWD field is in the process of developing a plan for providing adequate water service during the period that the Denniston tank and water treatment plant will be out of service. The project is expected to be put out to bid in March 2007.

2. Denniston WTP Improvements.

Design concepts for the equipment selection and layout have been finalized by the District Engineer and water treatment plant operating staff. Preparation of the project plans has begun.

**Carter Hill East Pipeline Replacement Project**

This project was awarded to Stoloski & Gonzales, Inc. for \$140,360.00 at the November Board of Directors meeting. A Notice to Proceed was issued to the contractor on January 11, 2007. Work on this project will commence following the kick-off meeting, which has been scheduled for February 20, 2007. The Contractor has ninety (90) days to complete the project.

**Phase 3 - El Granada Pipeline Replacement Project**  
**El Granada Pipeline Replacement Project Phase 3**  
**City and County Portions**

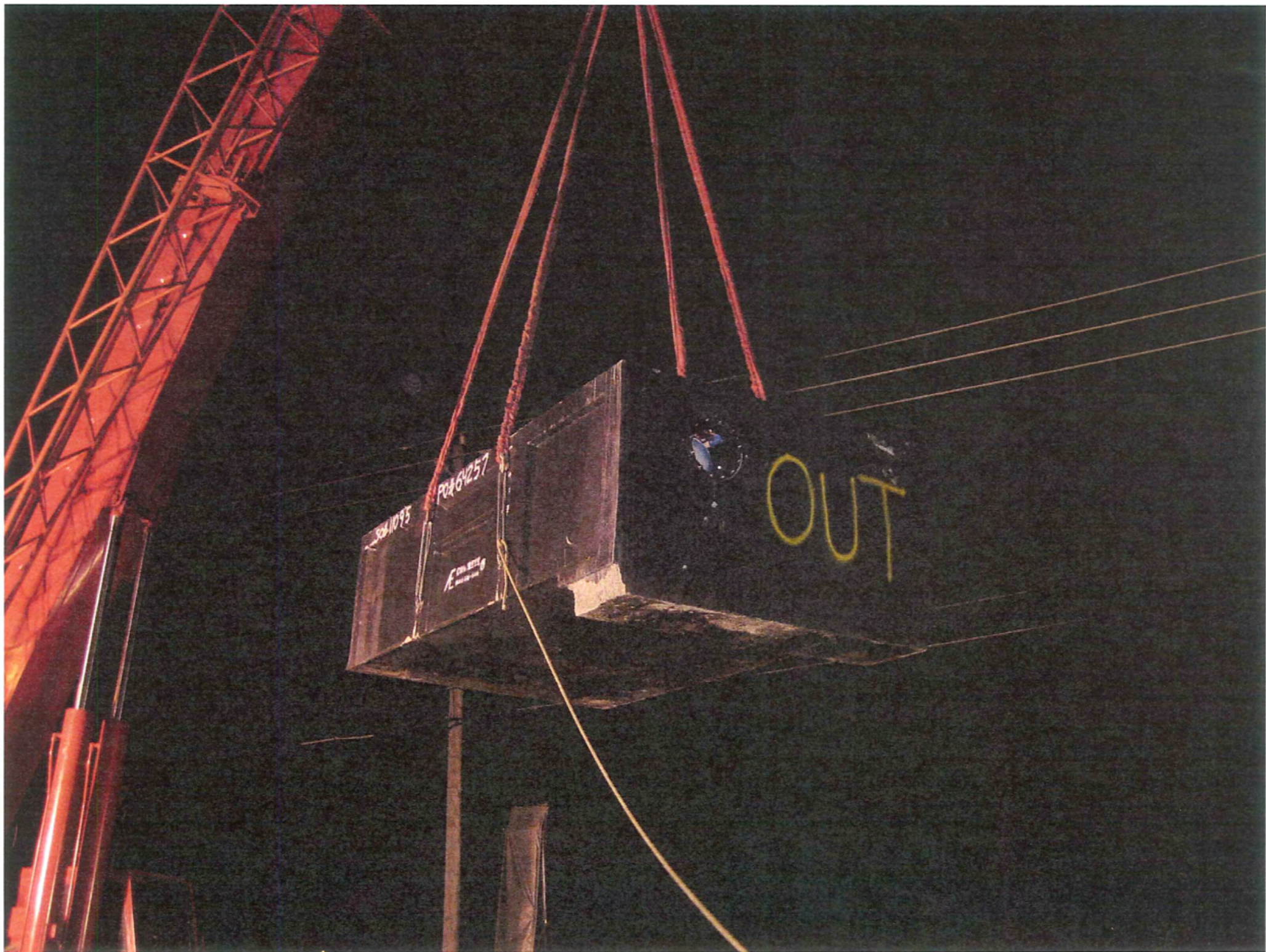
Work continues in coordinating the work of the consultants involved in preparation of the additional submittal documents for compliance with the conditions of the CDP's and as required by the CalTRANS letter of response to the District's encroachment permit application.

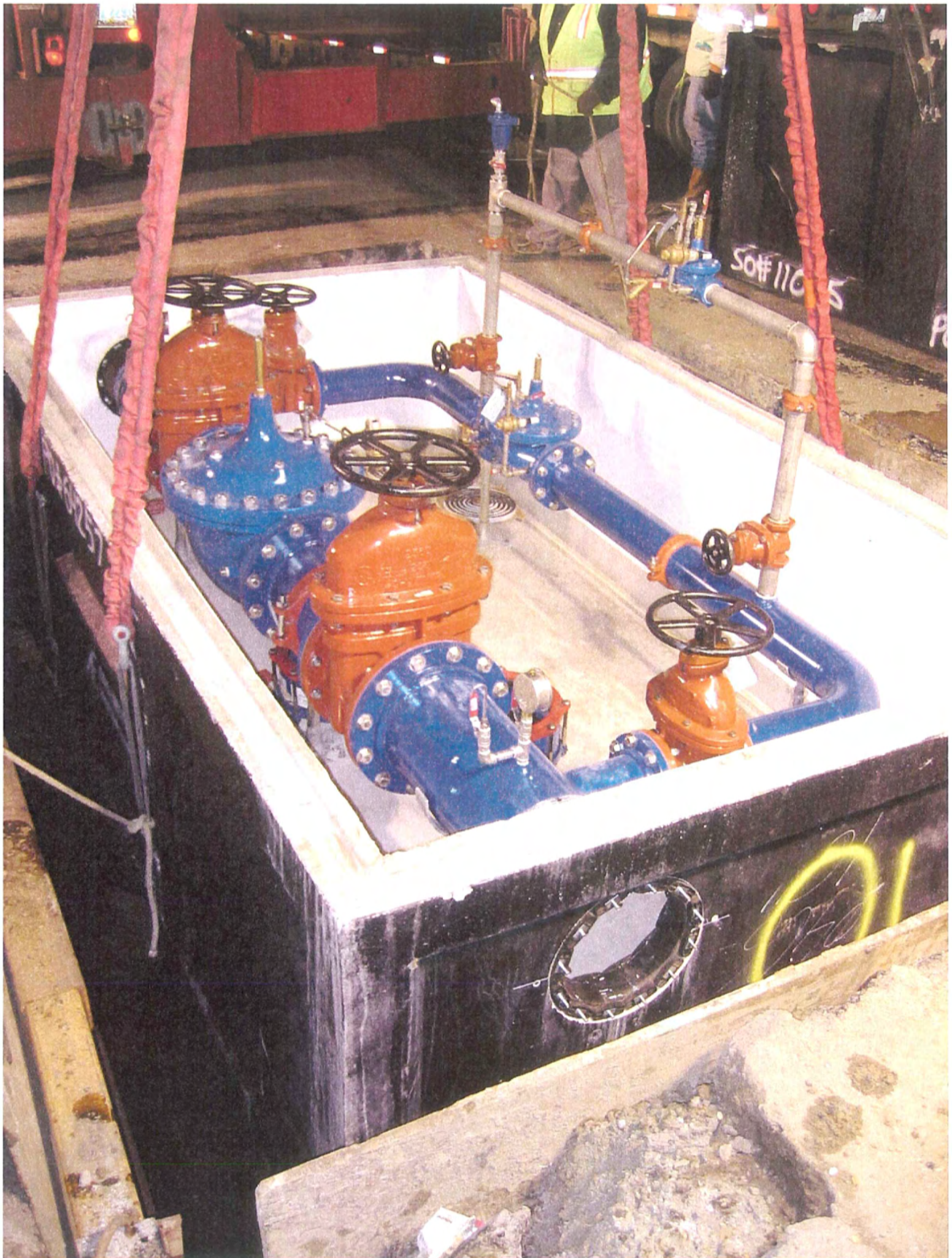
Engineering design work has been completed on the project drawings except for the changes that may be required by the special study work being performed by EIP and the other consultants performing the additional work required by CalTRANS. The encroachment permit application for work within the CalTRANS right-of-way has been prepared and submitted, and review comments have been received. The review comments from CalTRANS require additions to the project plans before the application is considered complete, which the District Engineer is currently in the process of completing. The other work for compliance with the CalTRANS requirements requires additional work by the consultants.

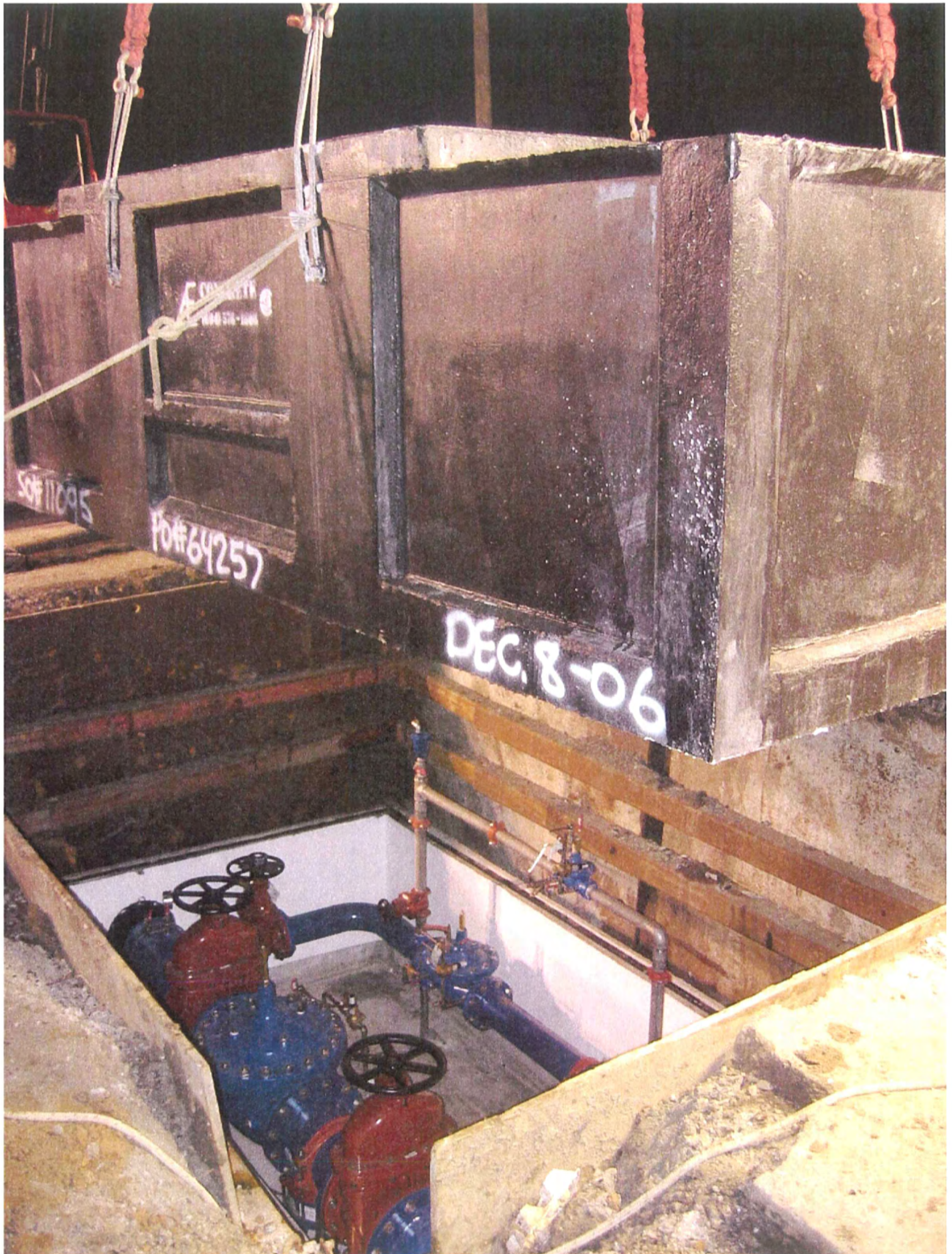
**Fiscal Impact:**

Funding for the Phase 3 El Granada Pipeline Replacement Project is included in the 2006/07 Capital Improvement Program budget.













**From:** Ed Schmidt  
**Sent:** Friday, January 19, 2007 1:55 PM  
**To:** JOANNE WHELEN (jwhelen@coastsidewater.org)  
**Subject:** FW: 2007 Suburban Advisory Group (SAG) Meeting

Joanne, for "Correspondence" section in the next board packet please. Thanks, Ed

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**From:** Lourdes Enriquez [mailto:LEnriquez@bawasca.org] **On Behalf Of** Art Jensen  
**Sent:** Friday, January 19, 2007 11:49 AM  
**To:** claired@smccd.net; kj@fergusson.com; mayorandcouncil@ci.santa-clara.ca.us; Adrienne Tissier (E-mail); Bern Beecham (E-mail); bologoff@ci.brisbane.ca.us; crmickelsen@hotmail.com; JoAnne Whelen; Chris Reynolds (E-mail); Chuck Reed (E-mail); dancfi@sbcglobal.net.; David Woods (E-mail); Irene O'Connell (E-mail); Joanne.Burkman (Email); John Weed (E-mail); Kelly Fergusson (Email); kleroux@hillsca.org; Louis Vella (E-mail 2); Louis Vella (E-mail); Lucy Xavier (Email); Marc Hershman (E-mail); Michael Sweeney; Mike Goff (E-mail); Mike Kasperzak (E-mail); Randy Breault (E-mail); Rick Wykoff (E-mail); Rob Guzzetta; Robert Craig (Email); Robert Livengood (E-mail); Rosalie O'Mahony (E-mail); Stanley Gage (E-mail); Tim Risch (Email); Tom Piccolotti (E-mail)  
**Cc:** rmcDeviitt@hansonbridgett.com; Budwendell@aol.com; mbolzowski@calwater.com; Alex Ameri (E-mail); Bob Wilson (E-mail); Cari Lemke; ccastro@hillsborough.net; Cathy Remeleh (E-mail); cathy.lazarus@ci.mtnview.ca.us; Chu Chang (E-mail); cyrus@csgengr.com; cyrus@csgwebsite.com; Darryl Barrow (E-mail); dduncan@calwater.com; dma@ci.santa-clara.ca.us; Doug Chun; Ed Schmidt; Fernando Bravo (E-mail); George Bagdon (E-mail); Girish Balachandran (E-mail); garmendariz@ci.milpitas.ca.gov; James Craig; Jane Ratchye (E-mail); Jeanette Weber (E-mail); Jerry Flanagan (E-mail); Karl Stinson (E-mail); Kent Steffens (E-mail); Kevin O'Connell (E-mail); Khee Lim (E-mail); lbarwacz@redwoodcity.org; mrosas@redwoodcity.org; Mansour Nasser (E-mail); Marilyn Mosher (E-mail); martyr@bonair.stanford.edu; Mike Anderson (E-mail); mnickel@ci.milpitas.ca.gov; Nicole.Quesada@sanjoseca.gov; Patrick Sweetland; Patrick Walter (Email); Paul Regan MPWD (E-mail); Peter Skinner Senior Administrative Analyst (E-mail); Phil Witt (E-mail); Ray Towne (E-mail); Robert Howard (Email); Robin G. Saunders (E-mail); Ron Popp (E-mail); Ruben Nino (E-mail); Syed Murtuza (E-mail); Tammy Hannon (E-mail); Tim Kirby (E-mail); Tracy Ingebrigtsen; Trish Cypher; David Bishop (Email); Eric Cartwright (Email)  
**Subject:** 2007 Suburban Advisory Group (SAG) Meeting

**TO:** BAWSCA Board of Directors  
**CC:** Technical Advisory Committee Members  
Ray McDeviitt, Hansen Bridgett et al.  
Bud Wendell, Management Communications  
**FROM:** Arthur R. Jensen, General Manager  
**DATE:** January 19, 2007  
**RE:** 2007 Suburban Advisory Group (SAG) Meeting

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*Section 8.04 Suburban Advisory Group (SAG) of the existing 1984 Master Water Sales Contract, states that San Francisco shall have informational meetings with the agencies that have signed water contracts. The meetings have been held annually since 1984. In BAWSCA's role as the administrator of the master contract, we coordinate the date, time, place, and agenda with San Francisco.*

San Francisco informed BAWSCA that this year's Suburban Advisory Group meeting will be held on February 23, 2007 from 9-11:30am at 1000 El Camino Real, Millbrae. An agenda will be distributed to the staff of each agency via BAWSCA's Technical Advisory Committee when it becomes available.

The purpose of this email is to notify the BAWSCA Board of Directors that the contractually required meeting is

scheduled to take place. BAWSCA Directors are not required to attend but are welcome to do so. The meetings have historically been attended by management or technical staff of each agency. You may wish to contact your agency staff if you have questions about the meeting.

Thank you



# COMMISSION ON DISABILITIES

## Board of Supervisors:

Mark Church • Rose Jacobs Gibson • Richard S. Gordon • Jerry Hill • Adrienne Tissier

January 25, 2007

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

**RECEIVED**

JAN 29 2007

COASTSIDE COUNTY  
WATER DISTRICT

Dear Mr. Ascher,

We write on behalf of the San Mateo County Commission on Disabilities (CoD). It has come to our attention that the Meeting Notice of the Board of Directors of the Coastside County Water District may violate the ADA by requiring people with disabilities to give at least five days advanced notice when requesting reasonable accommodations for the meeting.

Under the Brown Act, the meeting notices are to be posted at least 72 hours in advance prior to a meeting. If your Board adheres to this requirement, then it is conceivable that people with disabilities would not have sufficient time (five days, as stated on your meeting notice) to request reasonable accommodations for the meeting. Therefore, we would recommend that you adopt a policy to provide people with disabilities reasonable accommodations if requested within 72 hours, prior to a meeting.

In addition, we understand that your meeting room is on the second floor of a facility with no elevator. This makes our first concern problematic, if people with disabilities cannot attend the meeting in the first place. We are hopeful that your Board will be considerate of our concerns and find a suitable solution that will enable people with disabilities to participate inclusively with your agency. If you have further questions, or need additional information, please contact Craig McCulloh, Staff Liaison to the Commission at (650) 573-2480 or via email at: [cmcculloh@co.sanmateo.ca.us](mailto:cmcculloh@co.sanmateo.ca.us)

Sincerely,

Robert Manchia, President  
San Mateo County Commission on Disabilities

Cc: Honorable Jerry Hill, San Mateo County Board of Supervisors  
Arthur Morris, San Mateo County ADA Title II Coordinator  
Lisa Mancini, Director, San Mateo County Aging and Adult Services



January 30, 2007

*Via Facsimile (650-573-2310)  
And United States Mail*

Robert Manchia, President  
San Mateo County Commission on Disabilities  
225 – 37<sup>th</sup> Avenue  
San Mateo, CA 94403

Re: Access To CCWD Meetings For People With Disabilities

Dear Mr. Manchia:

Your letter of January 25, 2007 addressed to former Board President (and current Director) Everett Ascher raises two issues with respect to providing access to Coastside County Water District meetings for persons with disabilities: (1) the statement in our agenda format requesting that persons who need special accommodations provide notice at least 5 days in advance; and (2) the accessibility of our meeting facilities.

With respect to the first issue, I believe I speak for our Board of Directors when I say that encouraging public participation in the governance of this Water District, including by those who have disabilities or need special accommodations, is of paramount importance to the Coastside County Water District. Nevertheless, in my tenure as General Manager, I do not recall a single instance in which a person has requested a special accommodation for a board or committee meeting. Perhaps that is why the practical problem raised by your letter with respect to the timing of the request in relation to the posting of our agenda did not come to our attention sooner. The intent of the referenced statement was to provide us with sufficient time to make suitable arrangements in the event that we ever do receive a request for such accommodations, and the District has not ever interpreted the notice provision as a mandatory requirement. In light of your letter, however, I have directed that the request for five days advance notice be removed from our agendas. Henceforth our agendas will simply state that such requests should be made in advance of the meeting.

With regard to the second issue, I would like to assure you that our meetings are conducted on the ground floor of our single-story office building, and that the entrance to our building is constructed with a wheelchair ramp and hand rails and is otherwise in compliance with ADA and California accessibility standards.

Robert Manchia  
January 30, 2007  
Page 2

Thank you for bringing your concerns to our attention. Please do not hesitate to contact me with further questions or comments.

Sincerely,

A handwritten signature in cursive script that reads "Ed Schmidt". The signature is written in black ink and is positioned above the printed name and title.

Ed Schmidt  
General Manager

cc: Honorable Jerry Hill, San Mateo County Board of Supervisors  
Arthur Morris, San Mateo County ADA Title II Coordinator  
Lisa Mancini, Director, San Mateo County Aging and Adult Services



**Jerry Hill**

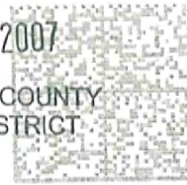
*Supervisor*  
San Mateo County

Hall of Justice and Records  
400 County Center  
Redwood City, CA 94063

**RECEIVED**

FEB 06 2007

COASTSIDE COUNTY  
WATER DISTRICT



049J82039051

**RECEIVED**

02/05/2007

FEB 06 2007

COASTSIDE COUNTY  
WATER DISTRICT

MR. ED SCHMIDT  
GENERAL MANAGER  
COASTSIDE COUNTY WATER DIST.  
766 MAIN STREET  
HALF MOON BAY, CA  
94019

February 2, 2007

Dear Ed:

Thank you for sending me a copy of the letter addressed to Robert Manchia with the San Mateo County Commission on Disabilities regarding access to Coastside County Water District meetings for people with disabilities. I wanted you and the board to know how much I appreciate your solution to this issue and the quick response to the request for correction. Your sensitivity in this matter is an excellent example of true public service.

Warm regards,

  
Jerry Hill  
Board of Supervisors

C: Robert Manchia