

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Tuesday, February 13, 2024 - 7:00 p.m.**

**AGENDA**

The Public may attend this meeting in person at the District Office located at 766 Main Street, Half Moon Bay or choose to watch and/or participate in the public meeting by joining the meeting through the Zoom Videoconference link provided below. The public may also join the meeting by calling the below listed teleconference phone number.

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

Join Zoom Meeting

<https://us06web.zoom.us/j/88691894625?pwd=UFBnaVYrSUNtUTE3NHIRZDFrVDhnZz09>

Meeting ID: 886 9189 4625

Passcode: 182549

One tap mobile

+16699006833,,88691894625#,,,,\*182549# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 886 9189 4625

Passcode: 182549

Find your local number: <https://us06web.zoom.us/u/kbyQAbTp4H>

*Procedures to make a public comment with Zoom Video/Conference – All participants except the Board Members and Staff are muted on entry and video is disabled. Participants may not unmute themselves unless asked to unmute by the Moderator.*

- **From a computer:** (1) Using the Zoom App. at the bottom of your screen, click on “Participants” and then “Raise Hand”. Participants will be called to comment in the order in which they are received.
- **From a phone:** Using your keypad, dial \*9, and this will notify the Moderator that you have raised your hand. The Moderator will call on you by stating the last 4 digits of your phone number.

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

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

*This agenda and accompanying materials can be viewed on Coastside County Water District's website located at: [www.coastsidewater.org](http://www.coastsidewater.org).*

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

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

*At this time members of the public may address the Board of Directors on issues not listed on the agenda which are within the purview of the Coastside County Water District. Comments on matters that are listed on the agenda may be made at the time the Board is considering each item. Each speaker is allowed a maximum of three (3) minutes. Members of the public attending in-person must complete and submit a speaker slip. Members of the public attending via Zoom must first "raise hand" and the Moderator will "ask to unmute". The President of the Board will recognize each speaker, at which time the speaker can provide their comments to the Board.*

4) **CONSENT CALENDAR**

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

- A. Approval of disbursements for the month ending January 31, 2024:  
Claims: \$ 821,647.79; Payroll: \$ 233,917.30 for a total of \$1,055,565.09 ([attachment](#))  
*January 2024 Monthly Financial Claims reviewed and approved by Director Mickelsen*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of January 9, 2024, Regular Board of Directors Meeting ([attachment](#))
- D. Installed Water Connection Capacity and Water Meters Report ([attachment](#))

- E. Total CCWD Production Report ([attachment](#))
- F. CCWD Monthly Sales by Category Report – January 2024 ([attachment](#))
- G. Leak/Flushing Report – January 2024 ([attachment](#))
- H. Monthly Rainfall Reports ([attachment](#))
- I. SFPUC Hydrological Conditions Report – November 2023 and December 2023 ([attachment](#))
- J. Request for Board to Provide Authorization to Write Off Bad Debts for Fiscal Year Ended June 30, 2023 ([attachment](#))

**5) MEETINGS ATTENDED / DIRECTOR COMMENTS**

**6) GENERAL BUSINESS**

- A. Approval of Professional Services Agreement with Cecil & Cecil Enterprises, Inc. for Construction Inspection Services for the Magellan Avenue at Highway 1 and Medio Creek Pipeline Rehabilitation Project and the Myrtle Street and 2<sup>nd</sup> Avenue Valve Replacement Project. ([attachment](#))
- B. CCWD Annual Operations Safety Recap for 2023 ([attachment](#))
- C. Nunes Water Treatment Plant Upgrades Project Update #30 ([attachment](#))

**7) MONTHLY INFORMATIONAL REPORTS**

- A. General Manager’s Report ([attachment](#))
- B. Superintendent’s Report ([attachment](#))

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

**9) CLOSED SESSION**

- A. Public Employee Performance Evaluation  
Pursuant to California Government Section 54957  
Title: General Manager

**10) RECONVENE TO OPEN SESSION**

Public report of closed session action.

**11) ADJOURNMENT**

**COASTSIDE COUNTY WATER DISTRICT  
CLAIMS FOR JANUARY 2024**

CHECKS				
CHECK DATE	CHECK NO.	VENDOR		AMOUNT
01/05/2024	33205	ARB INC.	\$	919.76
01/05/2024	33206	FAITH BRYANT	\$	47.36
01/05/2024	33207	ADP, INC.	\$	801.75
01/05/2024	33208	AMAZON CAPITAL SERVICES, INC.	\$	24.01
01/05/2024	33209	HEALTH BENEFITS ACWA-JPIA	\$	46,573.11
01/05/2024	33210	ASSOC. CALIF. WATER AGENCY	\$	11,836.97
01/05/2024	33211	BADGER METER, INC.	\$	66.00
01/05/2024	33212	BFI OF CALIFORNIA, INC.	\$	138.34
01/05/2024	33213	COMCAST	\$	307.77
01/05/2024	33214	JAMES COZZOLINO, TRUSTEE	\$	275.00
01/05/2024	33215	MICHELLE DUTTO	\$	90.00
01/05/2024	33216	EMPOWER RETIREMENT, LLC	\$	2,643.96
01/05/2024	33217	HMB BLDG. & GARDEN INC.	\$	2,794.53
01/05/2024	33218	INSTRUMENT TECHNOLOGY CORPORATION	\$	505.39
01/05/2024	33219	IRON MOUNTAIN	\$	1,690.36
01/05/2024	33220	UMPQUA BANK	\$	4,100.00
01/05/2024	33221	MISSION UNIFORM SERVICES INC.	\$	66.56
01/05/2024	33222	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$	1,686.00
01/05/2024	33223	MTA PARTS, INC.	\$	7.32
01/05/2024	33224	RANGER PIPELINES, INC.	\$	77,900.00
01/05/2024	33225	REDWOOD TRADING POST	\$	1,713.65
01/05/2024	33226	REPUBLIC SERVICES	\$	965.12
01/05/2024	33227	ROGUE WEB WORKS, LLC	\$	396.00
01/05/2024	33228	STATE WATER RESOURCES CONTROL BD	\$	38,767.14
01/05/2024	33229	STATE WATER RESOURCES CONTROL BD	\$	399.00
01/05/2024	33230	STRAWFLOWER ELECTRONICS	\$	26.40
01/05/2024	33231	TPX COMMUNICATIONS	\$	1,945.80
01/05/2024	33232	UNDERGROUND REPUBLIC WATER WORKS, INC.	\$	5,515.78
01/05/2024	33233	UNITED RENTALS (NORTH AMERICA), INC.	\$	370.00
01/05/2024	33234	U.S. BANK GLOBAL CORP TRUST SERVICES	\$	81,286.59
01/05/2024	33235	U.S. BANK GLOBAL CORP TRUST SERVICES	\$	59,641.63
01/05/2024	33236	VALIC	\$	4,973.48
01/05/2024	33237	VERIZON CONNECT INC.	\$	298.20
01/12/2024	33238	HMB MUSICH LLC	\$	22.57
01/12/2024	33239	AMAZON CAPITAL SERVICES, INC.	\$	42.65
01/12/2024	33240	ANDREINI BROS. INC.	\$	2,700.00
01/12/2024	33241	AT&T MOBILITY	\$	86.48
01/12/2024	33242	BALANCE HYDROLOGICS, INC	\$	5,190.59
01/12/2024	33243	BAY AREA AIR QUALITY MGMT DIST	\$	537.00
01/12/2024	33244	BAY AREA WATER SUPPLY &	\$	10,713.75
01/12/2024	33245	CALCON SYSTEMS, INC.	\$	14,488.79
01/12/2024	33246	BRANDON WRIGHT	\$	1,150.00
01/12/2024	33247	DATAPROSE, LLC	\$	60.78
01/12/2024	33248	DE LAGE LANDEN FINANCIAL SERVICES, INC.	\$	1,072.87
01/12/2024	33249	CASTANEDA & PEREZ INC	\$	973.22
01/12/2024	33250	GRAINGER, INC.	\$	326.54
01/12/2024	33251	HACH CO., INC.	\$	1,433.65
01/12/2024	33252	HDR ENGINEERING, INC	\$	1,315.21
01/12/2024	33253	HUE & CRY, INC.	\$	12.00
01/12/2024	33254	IRVINE CONSULTING SERVICES, INC.	\$	4,324.39
01/12/2024	33255	MISSION UNIFORM SERVICES INC.	\$	72.56
01/12/2024	33256	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$	6,299.18
01/12/2024	33257	KEVIN D. MORGAN	\$	13,345.79

01/12/2024	33258	OCT WATER QUALITY ACADEMY	\$	450.00
01/12/2024	33259	PACIFIC GAS & ELECTRIC CO.	\$	25,953.08
01/12/2024	33260	PACIFIC GAS & ELECTRIC CO.	\$	78.11
01/12/2024	33261	PAULO'S AUTO CARE	\$	62.57
01/12/2024	33262	MIKE PODLECH	\$	935.00
01/12/2024	33263	SAN FRANCISCO WATER DEPT.	\$	114,429.26
01/12/2024	33264	SAN MATEO CTY PUBLIC HEALTH LAB	\$	664.00
01/12/2024	33265	STANDARD INSURANCE COMPANY	\$	597.86
01/12/2024	33266	STRAWFLOWER ELECTRONICS	\$	9.83
01/12/2024	33267	JAMES TETER	\$	480.00
01/12/2024	33268	TRI COUNTIES BANK	\$	8,266.80
01/12/2024	33269	TYLER TECHNOLOGIES, INC	\$	11,144.10
01/12/2024	33270	UNDERGROUND REPUBLIC WATER WORKS, INC.	\$	714.50
01/12/2024	33271	UPS STORE	\$	127.65
01/12/2024	33272	HD SUPPLY INC	\$	491.12
01/12/2024	33273	BOSCO OIL COMPANY	\$	2,532.37
01/12/2024	33274	WATERSMART SOFTWARE, INC	\$	14,856.80
01/12/2024	33275	WATER RESOURCES ECONOMICS	\$	2,380.00
01/12/2024	33276	JUAN CARLOS SALAZAR	\$	4,760.00
01/22/2024	33277	METER READINGS HOLDING, LLC	\$	3,320.00
01/22/2024	33278	AMAZON CAPITAL SERVICES, INC.	\$	192.99
01/22/2024	33279	AT&T	\$	554.92
01/22/2024	33280	BAY ALARM COMPANY	\$	289.68
01/22/2024	33281	AARON BIERMAN	\$	3,300.00
01/22/2024	33282	DEL GAVIO GROUP	\$	8,413.25
01/22/2024	33283	SEAN DONOVAN	\$	102.03
01/22/2024	33284	FREYER & LAURETA, INC.	\$	19,214.36
01/22/2024	33285	GRAINGER, INC.	\$	419.79
01/22/2024	33286	HANSONBRIDGETT. LLP	\$	4,359.00
01/22/2024	33287	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$	564.00
01/22/2024	33288	ACI PAYMENTS, INC.	\$	150.00
01/22/2024	33289	PACIFICA COMMUNITY TV	\$	300.00
01/22/2024	33290	SWCA, INCORPORATED	\$	3,680.00
01/22/2024	33291	TEAMSTERS LOCAL UNION #856	\$	1,644.00
01/22/2024	33292	HD SUPPLY INC	\$	174.67
01/22/2024	33293	WFG TITLE	\$	750.00
01/26/2024	33294	AMAZON CAPITAL SERVICES, INC.	\$	28.43
01/26/2024	33295	ANDREINI BROS. INC.	\$	1,522.50
01/26/2024	33296	AT&T	\$	608.51
01/26/2024	33297	BAY ALARM COMPANY	\$	145.53
01/26/2024	33298	BIG CREEK LUMBER	\$	19.72
01/26/2024	33299	COUNTY OF SAN MATEO	\$	305.00
01/26/2024	33300	SEAN DONOVAN	\$	130.31
01/26/2024	33301	MICHELLE DUTTO	\$	200.00
01/26/2024	33302	EKI INC.	\$	20,347.75
01/26/2024	33303	ERS INDUSTRIAL SERVICES INC.	\$	6,640.00
01/26/2024	33304	GRAINGER, INC.	\$	294.07
01/26/2024	33305	GRISWOLD INDUSTRIES	\$	5,168.95
01/26/2024	33306	HMB BLDG. & GARDEN INC.	\$	8.19
01/26/2024	33307	GLENNA LOMBARDI	\$	86.00
01/26/2024	33308	MISSION UNIFORM SERVICES INC.	\$	72.56
01/26/2024	33309	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$	954.00
01/26/2024	33310	MTA PARTS, INC.	\$	246.44
01/26/2024	33311	PAULO'S AUTO CARE	\$	328.05
01/26/2024	33312	THE PITNEY BOWES BANK INC	\$	800.00
01/26/2024	33313	FERGUSON ENTERPRISES, INC.	\$	207.81
01/26/2024	33314	UBEO WEST, LLC	\$	1,013.91
01/26/2024	33315	TODD SCHMIDT	\$	26.99

01/26/2024	33316	STRAWFLOWER ELECTRONICS	\$	14.16
01/26/2024	33317	JAMES TETER	\$	480.00
01/26/2024	33318	UNDERGROUND REPUBLIC WATER WORKS, INC.	\$	914.46
01/26/2024	33319	HD SUPPLY INC	\$	32.27
01/31/2024	33320	CHERYL PUTNAM	\$	196.72
01/31/2024	33321	WADE BANTA	\$	75.00
01/31/2024	33322	MARCIA BARTON	\$	55.28
01/31/2024	33323	JOHN PARSONS	\$	33.78
01/31/2024	33324	JOHN PREJZA	\$	66.03
01/31/2024	33325	JUVENCIO DIAZ	\$	35.00
01/31/2024	33326	WILLIAM MOFFITT	\$	44.53
01/31/2024	33327	ADP, INC.	\$	797.20
01/31/2024	33328	ADVANCED AUTOMATIC GATES	\$	488.70
01/31/2024	33329	AMAZON CAPITAL SERVICES, INC.	\$	493.71
01/31/2024	33330	BIG CREEK LUMBER	\$	66.91
01/31/2024	33331	PETTY CASH	\$	52.98
01/31/2024	33332	GRAINGER, INC.	\$	1,769.50
01/31/2024	33333	HACH CO., INC.	\$	282.00
01/31/2024	33334	HMB BLDG. & GARDEN INC.	\$	271.25
01/31/2024	33335	OFFICE DEPOT	\$	962.49
01/31/2024	33336	SAN MATEO LAWN MOWER SHOP	\$	1,022.84
01/31/2024	33337	OVERLAND, PACIFIC & CULTER, A DIVISION OF TRANSYSTEMS	\$	65,289.00
01/31/2024	33338	UPS STORE	\$	142.57
01/31/2024	33339	VERIZON WIRELESS	\$	3,675.39
01/31/2024	33340	US BANK NA	\$	785.03
01/31/2024	33341	JUAN CARLOS SALAZAR	\$	2,520.00
		SUBTOTAL CLAIMS FOR MONTH	\$	769,024.26

**WIRE PAYMENTS**

01/05/2024	DFT0000491	PUB. EMP. RETIRE SYSTEM	\$	17,959.96
01/22/2024	DFT0000492	VALIC	\$	4,973.48
01/22/2024	DFT0000493	PUB. EMP. RETIRE SYSTEM	\$	21,912.66
01/31/2024	DFT0000494	EMPOWER RETIREMENT, LLC	\$	2,643.96
1/31/2024		BANK AND CREDIT CARD FEES	\$	5,133.47
		SUBTOTAL WIRE PAYMENTS FOR MONTH	\$	52,623.53

**TOTAL CLAIMS FOR THE MONTH \$ 821,647.79**



	January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget	
<b>Revenue</b>										
<b>RevType: 1 - Operating</b>										
<a href="#">1-4120-00</a>	Water Revenue	880,000.00	776,347.88	-103,652.12	-11.78%	7,887,000.00	7,341,468.55	-545,531.45	-6.92%	12,963,614.00
	<b>Total RevType: 1 - Operating:</b>	<b>880,000.00</b>	<b>776,347.88</b>	<b>-103,652.12</b>	<b>-11.78%</b>	<b>7,887,000.00</b>	<b>7,341,468.55</b>	<b>-545,531.45</b>	<b>-6.92%</b>	<b>12,963,614.00</b>
<b>RevType: 2 - Non-Operating</b>										
<a href="#">1-4170-00</a>	Water Taken From Hydrants	3,000.00	2,966.97	-33.03	-1.10%	33,500.00	32,543.46	-956.54	-2.86%	52,000.00
<a href="#">1-4180-00</a>	Late Notice - 10% Penalty	5,000.00	9,847.21	4,847.21	96.94%	37,500.00	67,213.75	29,713.75	79.24%	65,000.00
<a href="#">1-4230-00</a>	Service Connections	750.00	2,373.96	1,623.96	216.53%	5,750.00	11,770.17	6,020.17	104.70%	10,000.00
<a href="#">1-4920-00</a>	Interest Earned	7,000.00	48,168.07	41,168.07	588.12%	55,000.00	249,475.07	194,475.07	353.59%	90,000.00
<a href="#">1-4930-00</a>	Tax Apportionments/County Checks	0.00	9,314.14	9,314.14	0.00%	560,000.00	600,815.62	40,815.62	7.29%	995,000.00
<a href="#">1-4950-00</a>	Miscellaneous Income	400.00	655.48	255.48	63.87%	2,800.00	822.75	-1,977.25	-70.62%	5,000.00
<a href="#">1-4955-00</a>	Cell Site Lease Income	16,500.00	18,740.37	2,240.37	13.58%	112,500.00	128,140.07	15,640.07	13.90%	195,000.00
<a href="#">1-4965-00</a>	ERAF Refund - County Taxes	250,000.00	351,818.20	101,818.20	40.73%	550,000.00	689,608.38	139,608.38	25.38%	550,000.00
	<b>Total RevType: 2 - Non-Operating:</b>	<b>282,650.00</b>	<b>443,884.40</b>	<b>161,234.40</b>	<b>57.04%</b>	<b>1,357,050.00</b>	<b>1,780,389.27</b>	<b>423,339.27</b>	<b>31.20%</b>	<b>1,962,000.00</b>
	<b>Total Revenue:</b>	<b>1,162,650.00</b>	<b>1,220,232.28</b>	<b>57,582.28</b>	<b>4.95%</b>	<b>9,244,050.00</b>	<b>9,121,857.82</b>	<b>-122,192.18</b>	<b>-1.32%</b>	<b>14,925,614.00</b>
<b>Expense</b>										
<b>ExpType: 1 - Operating</b>										
<a href="#">1-5130-00</a>	Water Purchased	119,375.00	89,004.26	30,370.74	25.44%	1,615,542.00	1,326,051.96	289,490.04	17.92%	2,461,346.00
<a href="#">1-5230-00</a>	Nunes T P Pump Expense	5,000.00	5,273.86	-273.86	-5.48%	32,000.00	32,822.32	-822.32	-2.57%	57,000.00
<a href="#">1-5231-00</a>	CSP Pump Station Pump Expense	5,000.00	45,226.48	-40,226.48	-804.53%	231,000.00	61,484.68	169,515.32	73.38%	350,000.00
<a href="#">1-5232-00</a>	Other Trans. & Dist Pump Expense	2,300.00	2,344.21	-44.21	-1.92%	15,200.00	15,338.99	-138.99	-0.91%	27,000.00
<a href="#">1-5233-00</a>	Pilarcitos Canyon Pump Expense	13,000.00	12,557.07	442.93	3.41%	37,800.00	37,653.50	146.50	0.39%	69,000.00
<a href="#">1-5234-00</a>	Denniston T P Pump Expense	3,000.00	4,911.28	-1,911.28	-63.71%	41,000.00	70,396.68	-29,396.68	-71.70%	89,000.00
<a href="#">1-5242-00</a>	CSP Pump Station Operations	1,000.00	1,145.98	-145.98	-14.60%	7,800.00	12,882.51	-5,082.51	-65.16%	13,000.00
<a href="#">1-5243-00</a>	CSP Pump Station Maintenance	3,000.00	12.00	2,988.00	99.60%	20,000.00	3,879.87	16,120.13	80.60%	35,000.00
<a href="#">1-5246-00</a>	Nunes T P Operations - General	9,000.00	4,133.07	4,866.93	54.08%	57,000.00	50,883.99	6,116.01	10.73%	102,000.00
<a href="#">1-5247-00</a>	Nunes T P Maintenance	11,000.00	9,036.75	1,963.25	17.85%	70,000.00	55,557.49	14,442.51	20.63%	125,000.00
<a href="#">1-5248-00</a>	Denniston T P Operations-General	4,000.00	428.58	3,571.42	89.29%	31,000.00	12,928.56	18,071.44	58.29%	54,000.00
<a href="#">1-5249-00</a>	Denniston T.P. Maintenance	7,000.00	7,376.36	-376.36	-5.38%	100,000.00	81,809.10	18,190.90	18.19%	155,000.00
<a href="#">1-5250-00</a>	Laboratory Expenses	6,000.00	6,190.66	-190.66	-3.18%	44,000.00	32,786.44	11,213.56	25.49%	77,000.00
<a href="#">1-5260-00</a>	Maintenance - General	33,000.00	32,776.98	223.02	0.68%	226,000.00	330,277.86	-104,277.86	-46.14%	395,000.00
<a href="#">1-5261-00</a>	Maintenance - Well Fields	8,000.00	0.00	8,000.00	100.00%	42,000.00	7,200.00	34,800.00	82.86%	50,000.00
<a href="#">1-5263-00</a>	Uniforms	1,000.00	0.00	1,000.00	100.00%	9,000.00	13,033.18	-4,033.18	-44.81%	14,000.00
<a href="#">1-5318-00</a>	Studies/Surveys/Consulting	15,000.00	6,915.00	8,085.00	53.90%	70,000.00	32,176.62	37,823.38	54.03%	160,000.00
<a href="#">1-5321-00</a>	Water Resources	2,400.00	11,225.33	-8,825.33	-367.72%	10,400.00	16,423.81	-6,023.81	-57.92%	21,500.00

Monthly Budget Report

For Fiscal: 2023-2024 Period Ending: 01/31/2024

	January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
<a href="#">1-5322-00</a> Community Outreach	2,000.00	600.00	1,400.00	70.00%	29,000.00	12,245.14	16,754.86	57.78%	68,000.00
<a href="#">1-5381-00</a> Legal	9,000.00	3,735.00	5,265.00	58.50%	64,000.00	52,155.50	11,844.50	18.51%	110,000.00
<a href="#">1-5382-00</a> Engineering	7,200.00	6,298.08	901.92	12.53%	50,000.00	37,675.04	12,324.96	24.65%	86,000.00
<a href="#">1-5383-00</a> Financial Services	2,000.00	0.00	2,000.00	100.00%	21,000.00	16,722.00	4,278.00	20.37%	23,000.00
<a href="#">1-5384-00</a> Computer Services	28,000.00	32,119.40	-4,119.40	-14.71%	190,000.00	182,434.06	7,565.94	3.98%	339,974.00
<a href="#">1-5410-00</a> Salaries/Wages-Administration	121,776.00	117,367.56	4,408.44	3.62%	815,367.00	687,494.27	127,872.73	15.68%	1,381,887.00
<a href="#">1-5411-00</a> Salaries & Wages - Field	170,239.00	171,485.00	-1,246.00	-0.73%	1,139,863.00	1,065,958.74	73,904.26	6.48%	1,931,847.00
<a href="#">1-5420-00</a> Payroll Tax Expense	20,792.00	24,287.74	-3,495.74	-16.81%	139,216.00	121,777.79	17,438.21	12.53%	235,945.00
<a href="#">1-5435-00</a> Employee Medical Insurance	46,000.00	43,143.95	2,856.05	6.21%	286,000.00	254,704.48	31,295.52	10.94%	516,000.00
<a href="#">1-5436-00</a> Retiree Medical Insurance	4,100.00	3,123.61	976.39	23.81%	25,500.00	23,389.60	2,110.40	8.28%	46,000.00
<a href="#">1-5440-00</a> Employees Retirement Plan	53,000.00	52,084.09	915.91	1.73%	374,000.00	345,158.19	28,841.81	7.71%	642,924.00
<a href="#">1-5445-00</a> Supplemental Retirement 401a	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	38,000.00
<a href="#">1-5510-00</a> Motor Vehicle Expense	8,000.00	1,826.95	6,173.05	77.16%	50,000.00	43,268.04	6,731.96	13.46%	90,000.00
<a href="#">1-5620-00</a> Office & Billing Expenses	37,000.00	60,162.66	-23,162.66	-62.60%	229,000.00	225,160.50	3,839.50	1.68%	414,000.00
<a href="#">1-5625-00</a> Meetings / Training / Seminars	2,000.00	3,042.53	-1,042.53	-52.13%	24,000.00	17,029.50	6,970.50	29.04%	45,000.00
<a href="#">1-5630-00</a> Insurance	16,000.00	16,102.66	-102.66	-0.64%	100,000.00	108,700.01	-8,700.01	-8.70%	182,000.00
<a href="#">1-5687-00</a> Membership, Dues, Subscript.	20,000.00	744.42	19,255.58	96.28%	78,000.00	63,163.64	14,836.36	19.02%	118,825.00
<a href="#">1-5689-00</a> Labor Relations	500.00	0.00	500.00	100.00%	3,500.00	0.00	3,500.00	100.00%	6,000.00
<a href="#">1-5700-00</a> San Mateo County Fees	2,000.00	1,145.25	854.75	42.74%	18,000.00	13,665.85	4,334.15	24.08%	31,400.00
<a href="#">1-5705-00</a> State Fees	40,000.00	39,304.14	695.86	1.74%	43,000.00	43,081.61	-81.61	-0.19%	48,000.00
<b>Total ExpType: 1 - Operating:</b>	<b>837,682.00</b>	<b>815,130.91</b>	<b>22,551.09</b>	<b>2.69%</b>	<b>6,339,188.00</b>	<b>5,507,371.52</b>	<b>831,816.48</b>	<b>13.12%</b>	<b>10,609,648.00</b>
<b>ExpType: 4 - Capital Related</b>									
<a href="#">1-5715-00</a> Debt Service/CIEDB 11-099	59,642.00	59,641.63	0.37	0.00%	335,343.00	335,342.63	0.37	0.00%	335,343.00
<a href="#">1-5716-00</a> Debt Service/CIEDB 2016	81,286.00	81,286.59	-0.59	0.00%	321,923.00	321,923.20	-0.20	0.00%	321,923.00
<a href="#">1-5717-00</a> Chase Bank - 2018 Loan	0.00	0.00	0.00	0.00%	388,096.00	388,095.98	0.02	0.00%	437,233.00
<a href="#">1-5718-00</a> First Foundation Bank - 2022	0.00	0.00	0.00	0.00%	345,524.00	345,524.31	-0.31	0.00%	417,501.00
<b>Total ExpType: 4 - Capital Related:</b>	<b>140,928.00</b>	<b>140,928.22</b>	<b>-0.22</b>	<b>0.00%</b>	<b>1,390,886.00</b>	<b>1,390,886.12</b>	<b>-0.12</b>	<b>0.00%</b>	<b>1,512,000.00</b>
<b>Total Expense:</b>	<b>978,610.00</b>	<b>956,059.13</b>	<b>22,550.87</b>	<b>2.30%</b>	<b>7,730,074.00</b>	<b>6,898,257.64</b>	<b>831,816.36</b>	<b>10.76%</b>	<b>12,121,648.00</b>
<b>Report Total:</b>	<b>184,040.00</b>	<b>264,173.15</b>	<b>80,133.15</b>		<b>1,513,976.00</b>	<b>2,223,600.18</b>	<b>709,624.18</b>		<b>2,803,966.00</b>



**COASTSIDE COUNTY WATER DISTRICT  
MONTHLY INVESTMENT REPORT  
January 31, 2024**

<b><u>RESERVE BALANCES</u></b>	<b>Current Year as of 1/31/2024</b>	<b>Prior Year as of 1/31/2023</b>
CAPITAL AND OPERATING RESERVE	\$13,095,184.08	\$14,361,892.60
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
<b>TOTAL DISTRICT RESERVES</b>	<b>\$13,345,184.08</b>	<b>\$14,611,892.60</b>

**ACCOUNT DETAIL**

ACCOUNTS WITH TRI COUNTIES BANK		
CHECKING ACCOUNT	\$1,854,802.04	\$4,002,407.89
CSP T & S ACCOUNT	\$192,349.57	\$200,405.30
MONEY MARKET GEN. FUND (Opened 7/20/17)	\$19,808.39	\$19,806.41
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$11,277,424.08	\$10,388,473.00
DISTRICT CASH ON HAND	\$800.00	\$800.00
<b>TOTAL ACCOUNT BALANCES</b>	<b>\$13,345,184.08</b>	<b>\$14,611,892.60</b>

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

COASTSIDE COUNTY WATER DISTRICT  
 CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT  
 FISCAL YEAR 2023/2024

Prepared 2.9.2024

1/31/2024

\* Approved June 2023

Status	Approved* CIP Budget FY23/24	Actual To Date FY23/24	Projected FY23/24	Variance vs. Budget	% Completed	Project Status/ Comments
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**Equipment Purchases & Replacement**

06-03	SCADA/Telemetry/Electrical Controls Replacement	ongoing	\$ 50,000		\$ 50,000	\$ -	n/a	
99-02	Vehicle Fleet Replacement	ongoing	\$ 80,000	\$ -	\$ -	\$ 80,000	100%	purchased vehicle in June 2023 (planned for FY2024)

**Facilities & Maintenance**

09-09	Fire Hydrant Replacement	ongoing	\$ 140,000	\$ 138,147	\$ 138,147	\$ 1,853	100%	
23-13	Pilarcitos Canyon Culvert Replacement	in design	\$ 40,000	\$ 2,734	\$ 100,000	\$ (60,000)	0%	Requires engineering; surveying; geotech
99-01	Meter Change Program	ongoing	\$ 10,000	\$ -	\$ 10,000	\$ -	n/a	

**Pipeline Projects**

14-01/23-10	Highway 92 - Emergency Pipeline Restoration and Replacement of Welded Steel Line	In design	\$ 2,500,000	\$ 328,409	\$ 700,000	\$ 1,800,000	0%	Construction start - Summer 2024
16-09	Magellan at Hwy 1		\$ 500,000		\$ 200,000	\$ 300,000	0%	Awarded November 2023
	Alameda Ave Crossing at Medio Creek		\$ 275,000	\$ 35,833	\$ 200,000	\$ 75,000	0%	Awarded November 2023
23-02	Poplar Street Pipeline Replacement	complete	\$ 400,000	\$ 358,073	\$ 400,000	\$ -	100%	
24-01	Myrtle/2nd Ave Valve Replacement		\$ 100,000	\$ 12,957	\$ 250,000	\$ (150,000)	0%	Awarded November 2023

**Pump Stations / Tanks / Wells**

21-07	Carter Hill Tank Improvement Project	In design	\$ 300,000	\$ 37,414	\$ 150,000	\$ 150,000	0%	At 100% design
19-01	EG #1 Tank Improvement Project/New Pump Station	In design	\$ 150,000	\$ 28,124	\$ 75,000	\$ 75,000	0%	
09-18	Denniston Well Field Replacements	TBD	\$ 500,000		\$ 50,000	\$ 450,000	0%	Under review with hydrogeologist and DDW- Delayed
20-01	CSP Pump #1/2 Spare	on order	\$ 90,000		\$ 90,000	\$ -	0%	
23-11	CSP Screens - Intake Valves	tech memo	\$ 250,000	\$ 2,015	\$ 25,000	\$ 225,000		Delayed
19-05	Tanks - THM Control	Ongoing	\$ 50,000		\$ 50,000	\$ -	0%	

**Water Supply Development**

14-25	San Vicente/Denniston Water Supply Development	ongoing	\$ 500,000	\$ 64,034	\$ 300,000	\$ 200,000	n/a	
23-04	Lower Pilarcitos Well Development	TBD	\$ 100,000		\$ -	\$ 100,000	0%	Delayed
17-12	Water Reuse Feasibility Study	in process	\$ 300,000	\$ 176,971	\$ 200,000	\$ 100,000	80%	

**Water Treatment Plants**

20-14	Nunes Water Treatment Plant Improvement Project	Construction	\$ 1,600,000	\$1,232,763	\$ 1,700,000	\$ (100,000)	75%	Construction started August 2021; To be completed in FY 2023/2024
23-05	Sodium Hypochlorite Generator Replacement (Nunes)	in design	\$ 200,000	\$ 13,021	\$ 200,000	\$ -	0%	Board approved August 2023
23-06	Existing Sedimentation Basin Rehabilitation	TBD	\$ 300,000		\$ -	\$ 300,000	0%	delayed to FY2025
23-09	Denniston Contact Clarifier Hatch Replacements	TBD	\$ 75,000	\$ 875	\$ 875	\$ 74,125	0%	Delayed

COASTSIDE COUNTY WATER DISTRICT  
 CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT  
 FISCAL YEAR 2023/2024

Prepared 2.9.2024

1/31/2024

\* Approved June 2023

Status	Approved* CIP Budget FY23/24	Actual To Date FY23/24	Projected FY23/24	Variance vs. Budget	% Completed	Project Status/ Comments
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UNSCHEDULED/NEW CIP ITEMS FOR CURRENT FISCAL YEAR 2023/2024

20-07	766 Main Street Improvements		\$ 80,078	\$ 80,078	\$ (80,078)	100%	Outside lighting/landscaping
23-12	Alves Tank Roof Replacement	complete	\$ 26,600	\$ 26,600	\$ (26,600)	100%	
NN-00	Unscheduled CIP		\$ 100,000	\$ 100,000	\$ -	0%	

<b>NEW FY2023/2024 CIP TOTAL</b>	<b>\$ 8,610,000</b>	<b>\$2,538,048</b>	<b>\$ 5,095,700</b>	<b>\$ 3,514,300</b>
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**Legal Cost Tracking Report  
12 Months At-A-Glance**

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

Month	Admin (General Legal Fees)	Water Supply Development	Recycled Water	Uninstalled Connection Transfer Program	Capital Improvement Projects	Labor & Employment	Election (CVRA)	Cell Tower Leases	Public Records Requests	Litigation	Non CIP / Infrastructure (Project Review) <i>Reimbursable</i>	Total
Jan-23	3,486			963	2,646				1,938			9,033
Feb-23	3276	504			2,349				378			6,507
Mar-23	3150	3396			2,778				1,050			10,374
Apr-23	1872				1,551				5,490			8,913
May-23	2811	2226	1,050	540	519	0	0	714	966	0		8,826
Jun-23	4902		294		1,929				630		5,421	13,176
Jul-23	6300			516					756			7,572
Aug-23	4620			1,113	3,363			2,814				11,910
Sep-23	1764	210		606				3,444		1,386		7,410
Oct-23	7278			252	378	1,176		1,596		1,470		12,150
Nov-23	3486		2,814	564	4,980			168		2,424		14,436
Jan-24	2790				624				546	399		4,359
<b>TOTAL</b>	<b>45,735</b>	<b>6,336</b>	<b>4,158</b>	<b>4,554</b>	<b>21,117</b>	<b>1,176</b>	<b>0</b>	<b>8,736</b>	<b>11,754</b>	<b>5,679</b>	<b>5,421</b>	<b>114,666</b>

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

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

<b>Month</b>	<b>Admin &amp; Retainer</b>	<b>CIP</b>	<b>Studies and Non - CIP Project</b>	<b>TOTAL</b>	<b>Reimbursable from Projects</b>
<b>Feb-23</b>	480			480	
<b>Mar-23</b>	480			480	
<b>Apr-23</b>	480			480	
<b>May-23</b>	480			480	
<b>Jun-23</b>	480			480	
<b>Jul-23</b>	480			480	
<b>Aug-23</b>	480			480	
<b>Sep-23</b>	480			480	
<b>Oct-23</b>	480			480	
<b>Nov-23</b>	480			480	
<b>Dec-23</b>	480			480	
<b>Jan-24</b>	480			480	
<b>TOTAL</b>	<b>5,760</b>	<b>0</b>	<b>0</b>	<b>5,760</b>	<b>0</b>

# Calcon T&M Projects Tracking

1/31/2024

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Billings FY2023-2024
<b>FY 2023-2024 Open Projects:</b>						
	Nunes Magnetic Flow Meter					
	Nunes WTP Upgrade Project		9/19/2023	10/11/2023	\$59,917.00	\$ 45,096.88
<b>Open Projects - Subtotal</b>						\$45,096.88
<b>Other: Monthly Maintenance</b>						
<b>Tanks</b>						
<b>Crystal Springs Maintenance</b>						
	Nunes Maintenance					\$ 16,150.00
	Denniston Maintenance					\$ 3,854.96
	Distribution System					\$ 33,609.51
<b>Wells</b>						
	Cellular Telemetry					\$ 1,968.78
Subtotal Maintenance						\$ 55,583.25
<b>FINAL TOTAL FY 2023/2024</b>						<b>\$100,680.13</b>

**EKI Environment & Water**  
**Engineering Services Billed FY 2021-2022 to FY 2023-2024**  
**Billed through 1/31/2024**

	<b>Contract Date</b>	<b>Not to Exceed Budget</b>	<b>Status</b>	<b>FY2021-2022</b>	<b>FY2022-2023</b>	<b>FY 2023-2024</b>
<b>CIP Project Management</b>						
Fiscal Year 2020-2021	8.13.2020	\$ 100,000.00	Complete	\$ 33,162.48		
Fiscal Year 2021-2022 - Non-Complex Main line Extension Services	10.15.2021	\$ 25,000.00	Complete	\$ 10,301.46	\$ 10,438.74	\$ 4,201.34
Fiscal Year 2023-2024 - Non-Complex Main line Extension Services			Open			\$ 4,870.58
Fiscal Year 2021-2022 - Drought Relief Grant Application	12.2021		Complete	\$ 21,074.82		
Fiscal Year 2022-2023 - Capital Improvement Management	4.20.2022	\$ 117,000.00	Complete	\$ 5,453.76	\$ 71,198.60	\$ 34,038.14
Fiscal Year 2022-2023 - Emergency Engineering Services	2/10/2023	\$ 28,000.00	Complete		\$ 26,164.58	
Fiscal Year 2022-2023 - Emergency FEMA Grant Application		\$ 15,000.00	Complete		\$ 16,568.76	
<b>Sub Total - CIP Project Management Services</b>		<b>\$ 285,000.00</b>		<b>\$ 69,992.52</b>	<b>\$ 124,370.68</b>	<b>\$ 43,110.06</b>

<b>Highway 92 Potable Water Pipeline Phase 1 (2023)</b>	<b>14-01</b>	6.13.2023	\$ 135,400.00	Open		\$ 22,894.82	\$ 61,054.83
<b>Highway 92 Environmental Permitting - Emergency Restoration</b>	<b>23-10</b>	3.15.2023	\$ 44,800.00	Open		\$ 321.36	\$ 17,364.44
<b>Highway 92 Potable Water Pipeline Emergency Geotechnical</b>	<b>23-10</b>	3.3.2023	\$ 63,400.00	Open		\$ 52,946.71	
<b>Highway 92 Potable Water Pipeline Emergency Restoration-Design</b>	<b>23-10</b>	3.15.2023	\$ 247,600.00	Open		\$ 55,017.03	\$ 111,283.68
<b>Highway 92 Potable Water Pipeline Future Phases Geotechnical</b>	<b>14-01</b>	3.3.2023	\$ 54,200.00	Open		\$ 26,884.03	\$ 22,730.72
<b>Miramontes Point Road Water Main Replacement</b>	<b>22-01</b>	7.14.2021	\$ 177,300.00	Open	\$ 92,356.96	\$ 46,900.62	
<b>Medio Crossing-Alternatives Evaluation for Pipeline Replacement</b>	<b>22-07</b>	4.25.2022	\$ 20,400.00	Complete	\$ 8,410.48	\$ 13,419.12	
<b>Medio Creek and Magellan Pipeline/Miramar Deadends Design</b>	<b>22-07</b>	3.15.2023	\$ 138,900.00	Open		\$ 39,015.39	\$ 18,362.02
<b>Poplar Street Water Main Replacement Project</b>	<b>23-02</b>	10.3.2022	\$ 29,200.00	Complete		\$ 22,944.36	\$ 6,199.05
<b>EG Tank #1 - Pre-design for New Pump Station</b>	<b>19-01</b>	6.13.2023	\$ 25,000.00	Open		\$ 1,046.76	\$ 16,259.36
<b>Highway 92 - 2017 Easements Land Description Packages</b>	<b>14-01</b>	8.18.2023	\$ 14,000.00	Open			\$ 14,000.00
<b>Highway 92 - Environmental Permitting Strategies</b>	<b>23-10</b>	5.24.2023	\$ 29,700.00	Open			\$ 27,999.05
<b>Miramar Deadends Project - Biological Resources Assessment</b>	<b>22-07</b>	5.24.2023	\$ 18,200.00	Open			\$ 17,184.44
<b>Grandview Crossing at Hwy 1</b>	<b>20-08</b>	2.9.2021	\$ 156,500.00	Complete	\$ 37,244.28	\$ 32,891.30	
<b>Grandview Crossing at Hwy 1 - Construction Management Services</b>	<b>20-08</b>	9.16.2022	\$ 132,800.00	Complete		\$ 106,755.71	
<b>Pilarcitos Creek Crossing Water Main Replacement Design</b>	<b>13-02</b>	7.14.2020	\$ 99,900.00	Complete	\$ 31,454.78	\$ 28,025.40	
<b>Pilarcitos Creek Crossing Water Main Replacement Field Surveys/Land Descriptions</b>	<b>13-02</b>	9.13.2022	\$ 28,600.00	Complete	\$ 20,059.82	\$ 4,681.04	
<b>Highway 92 Potable Water Pipeline Replacement Project Design</b>	<b>14-01</b>	7.2.2021	\$ 24,800.00	Complete	\$ 18,139.94	\$ 6,631.56	
<b>Purisima Way Water Main Replacement</b>	<b>14-29</b>	10.18.2021	\$ 20,400.00	Complete	\$ 19,840.91		

Total - All Services

**\$ 297,499.69 \$ 584,745.89 \$ 355,547.65**

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**Tuesday, January 9, 2024**

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

- 1) **ROLL CALL** – President Mickelsen called the meeting to order at 7:00 p.m. Present at roll call: Vice President Glenn Reynolds, Director Ken Coverdell, Director Bob Feldman, and Director John Muller.

Also present: Mary Rogren, General Manager, Jeffery Schneider, Asst. General Manager Finance/Admin., Patrick Miyaki, Legal Counsel; James Derbin, Superintendent, Nancy Trujillo, Accounting Manager and Lisa Sulzinger, Administrative Analyst

Also participating: Jonathan Abadesco, C.J. Brown & Company, CPAs, and Jonathan Sutter, EKI Environment & Water, Inc.

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC COMMENT** – There were no public comments.  
President Mickelsen thanked the other Directors for electing him President and recognized Director Muller for his leadership during his 2023 Presidency.

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending December 31, 2023:  
Claims: \$ 917,111.28; Payroll: \$ 228,911.26 for a total of \$ 1,146,022.54  
*December 2023 Monthly Financial Claims reviewed and approved by Director Feldman*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of December 12, 2023, Regular Board of Directors Meeting
- D. Installed Water Connection Capacity and Water Meters Report
- E. Total CCWD Production Report
- F. CCWD Monthly Sales by Category Report - December 2023
- G. Leak/Flushing Report - December 2023



H. Monthly Rainfall Reports

I. Notice of Completion – Poplar Street Water Main Replacement Project

Director Feldman stated he had reviewed the monthly financial claims, and all appeared to be in order.

**ON MOTION BY Vice President Reynolds and seconded by Director Feldman, the Board voted by roll call vote to approve the Consent Calendar:**

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

5) **MEETINGS ATTENDED / DIRECTOR COMMENTS**

- Vice President Reynolds along with a few District staff visited a water utility that generates electricity from the water coming into their treatment plant utilizing an energy recovery turbine.

6) **GENERAL BUSINESS**

**A. Coastside County Water District Basic Financial Statements and Independent Auditor’s Report for the Fiscal Year Ended June 30, 2023**

Mr. Schneider introduced the District’s independent auditor Jonathan Abadesco from C.J. Brown & Company, CPAs. Mr. Abadesco’s presentation included a summary of the Districts Basic Financial Statements, Auditors Report for fiscal year ending June 30, 2023, and internal controls. He reported the results, an unmodified “clean” opinion with regards to the financial statements. No material weaknesses within the District’s internal controls were identified.

**ON MOTION BY Vice President Reynolds and seconded by Director Muller, the Board voted by roll call vote to accept the Coastside County Water District Basic Financial Statements and Independent Auditor’s Report for Fiscal Year Ended June 30, 2023:**

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

**B. Approval of Professional Services Agreement with EKI Environment and Water, Inc., for Capital Project Management and As-Needed Engineering Services**

Ms. Rogren summarized that the current agreement with EKI for capital project management was executed in April 2022 and funds are now fully expended. Based on EKI's past responsiveness and excellent support, staff recommend a new twelve month agreement for capital project management and as-needed engineering support, including hydraulic modeling for \$100,000.

**ON MOTION BY Director Muller and seconded by Director Coverdell, the Board voted by roll call vote to authorize the General Manager to retain the professional services of EKI Environment and Water, Inc. (EKI) for capital project management and as needed engineering support, including hydraulic modeling for 12 months for a not-to-exceed budget of \$100,000:**

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

**C. Approval of Professional Services Agreement with EKI Environment and Water, Inc. for Engineering Services for the Alcatraz Avenue, Santa Rosa Avenue, and Ocean Colony Pipeline Project**

Mr. Derbin summarized that staff recently discovered two neighborhoods in the District with aging infrastructure that require attention. In the Miramar neighborhood on Alcatraz Avenue, 235 linear feet of 6-inch cast iron pipe needs to be replaced with ductile iron pipe and on Santa Rosa Avenue, 285 linear feet of 6-inch cast iron pipe needs to be replaced with ductile iron pipe. New blowoff assemblies will also be installed, and the 2" galvanized steel pipe that runs between Alcatraz Avenue and Santa Rosa Avenue will be abandoned in place.

**At this time, Director Feldman recused himself and left the room for the rest of the discussion of this item as he realized that he had a conflict due to the proximity of the project to his residence.**

In the Ocean Colony neighborhood, an existing cast iron pipe that crosses through golf course fairways on Holes 10 and 16 and a pipeline that runs between two adjacent residential properties located on St. Andrews Lane and Redondo Beach Road will be abandoned. A new loop will be created by installing 150 linear feet of new ductile iron pipe on Redondo Beach Road and 65 linear feet of new ductile iron pipe on St. Andrews Lane. EKI has modeled the new configuration and there will be no adverse impacts to fire flows.

**ON MOTION BY Vice President Reynolds and seconded by Director Coverdell, the Board voted by roll call vote to authorize the General Manager to enter into a professional services agreement with EKI Environment and Water, Inc. (EKI) for engineering services for the**

Alcatraz Avenue, Sant Rosa Avenue and Ocean Colony Pipeline Projects for a not-to-exceed budget of \$66,200:

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

Director Feldman returned to the Board room.

**D. Approval of Professional Services Agreement with Underwood & Rosenblum, Inc. for Civil Engineering Services for the Road Repair Project in Pilarcitos Canyon**

Mr. Derbin summarized that during the December 2022/January 2023 storms, the District sustained significant damage in Pilarcitos Canyon to the existing road. Five areas need repairing, including two slides near the District's pipeline on a portion of the SPFUC property; one slide area and one slump area on the District's road; and a damaged culvert crossing. Per discussions with SFPUC watershed staff, the District biologist, and various permitting agencies, the District is required to prepare engineering plans for the road repairs. The District will also incur costs for geotechnical work and for topographic surveying.

**ON MOTION BY Director Coverdell and seconded by Vice President Reynolds, the Board voted by roll call vote to authorize the General Manager to enter into a professional services agreement with Underwood & Rosenblum, Inc. for civil engineering services for the road repair project in Pilarcitos Canyon for a not-to-exceed budget of \$65,000:**

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

**E. Approval of Professional Services Agreement with HDR Inc. to Conduct a Feasibility Study to Evaluate the Hydroelectric Energy Recovery Potential of the Pilarcitos Pipeline**

Mr. Derbin summarized that the District was recently offered a Department of Energy grant for \$300,000 for solar and hydroelectric projects that were identified in a 2019 Department of Energy Audit performed by the Industrial Assessment Center at San Francisco State University, School of Engineering. The next step is for the District to determine the feasibility of these projects. HDR Inc. submitted a proposal to conduct a feasibility study to evaluate the hydroelectric energy recovery potential of the Pilarcitos pipeline.

ON MOTION BY Director Muller and seconded by Director Feldman, the Board voted by roll call vote to authorize the General Manager to retain the professional services of HDR Inc. to conduct a feasibility study to evaluate the hydroelectric energy recovery potential of the Pilarcitos pipeline for a not-to-exceed budget of \$42,422:

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

**F. Quarterly Financial Review**

Mr. Schneider summarized the first six months of Fiscal Year 2023-2024. He also recapped the Capital Improvement Program expenditures and the District's Cash reserves.

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

President Mickelsen recommended that the Board Standing Committees and external organization assignments remain the same as the 2023 assignments. President Mickelsen recommended that the Urban Water Management Plan Advisory Committee and the Strategic Planning Advisory Committee be dissolved. The Water Reuse Advisory Committee will remain.

ON MOTION BY Director Coverdell and seconded by Director Muller, the Board voted by roll call vote to approve the Coastside County Water District Board Committees as amended, dissolving two of the Advisory Committees: Urban Water Management Plan Committee and the Strategic Planning Committee:

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

**H. Appointment of CCWD Board Member Representative Alternate(s) to Participate in San Mateo Local Agency Formation Commission (LAFCO) Election of Officers**

Ms. Rogren reminded the Board that this is an annual action where the District designates each of the Board members as an alternate to participate in LAFCo's election of officers in case the Board President is not available.

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

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

**I. Nunes Water Treatment Plant Upgrades Project Update #29**

Mr. Derbin gave an update on the progress made at the Nunes Water Treatment Plant during December 2023.

**7) MONTHLY INFORMATIONAL REPORTS**

**A. General Manager's Report**

Ms. Rogren stated that Hanson Bridgett published a newsletter discussing the recent California Public Records Act Decisions and the implications for public agencies. Mr. Miyaki, District Legal Counsel, provided a high-level overview of the Public Records Act and these recent decisions.

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

Consider having a Strategic Planning Session.

**9) ADJOURNMENT - Board Meeting Adjourned at 8:31 p.m.**

Respectfully submitted,

---

Mary Rogren, General Manager  
Secretary to the District

---

Chris Mickelsen, President  
Board of Directors

**COASTSIDE COUNTY WATER DISTRICT**  
**Installed Water Connection Capacity & Water Meters**

FY 2023 / 2024

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

5/8" meter = 1.0 connection  
3/4" meter = 1.5 connections  
1" meter = 2.5 connections  
1.5" meter = 5.0 connections  
2" meter = 8 connections  
3" meter = 17.5 connections

<b>FY 22/23 Capacity</b> (5/8" connection equivalents)	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
HMB Non-Priority	1	2											3
HMB Priority					5								5
County Non-Priority		1					1						1
County Priority		10.5					1.5						10.5
<b>Total</b>	1	13.5	0	0	5	0	2.5						19.5

**TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2024**

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.32	17.08	0.00	30.54	6.02	53.64	2.66	50.98
AUG	2.37	22.03	0.00	23.30	6.40	51.73	3.69	48.04
SEPT	2.31	18.49	0.00	24.22	8.42	51.13	3.87	47.26
OCT	0.51	6.09	0.00	37.04	6.54	49.67	2.58	47.09
NOV	0.05	15.80	11.9	9.68	2.94	40.32	2.42	37.90
DEC	0.00	7.40	17.29	11.08	2.46	38.23	2.03	36.20
JAN	0.00	4.60	15.68	10.14	0.00	30.42	2.11	28.31
FEB								
MAR								
APR								
MAY								
JUN								
<b>TOTAL</b>	5.56	91.49	44.87	146.00	32.78	315.14	19.36	295.78
% MONTHLY TOTAL	19.4%	45.2%	29.0%	6.4%	100.0%	5.3%	94.7%	94.7%
% ANNUAL TO DATE TOTAL	1.8%	29.0%	14.2%	46.3%	10.4%	0.0%	6.1%	93.9%

CCWD vs SFPUC- month 93.6%

CCWD vs SFPUC- annual 45.0%

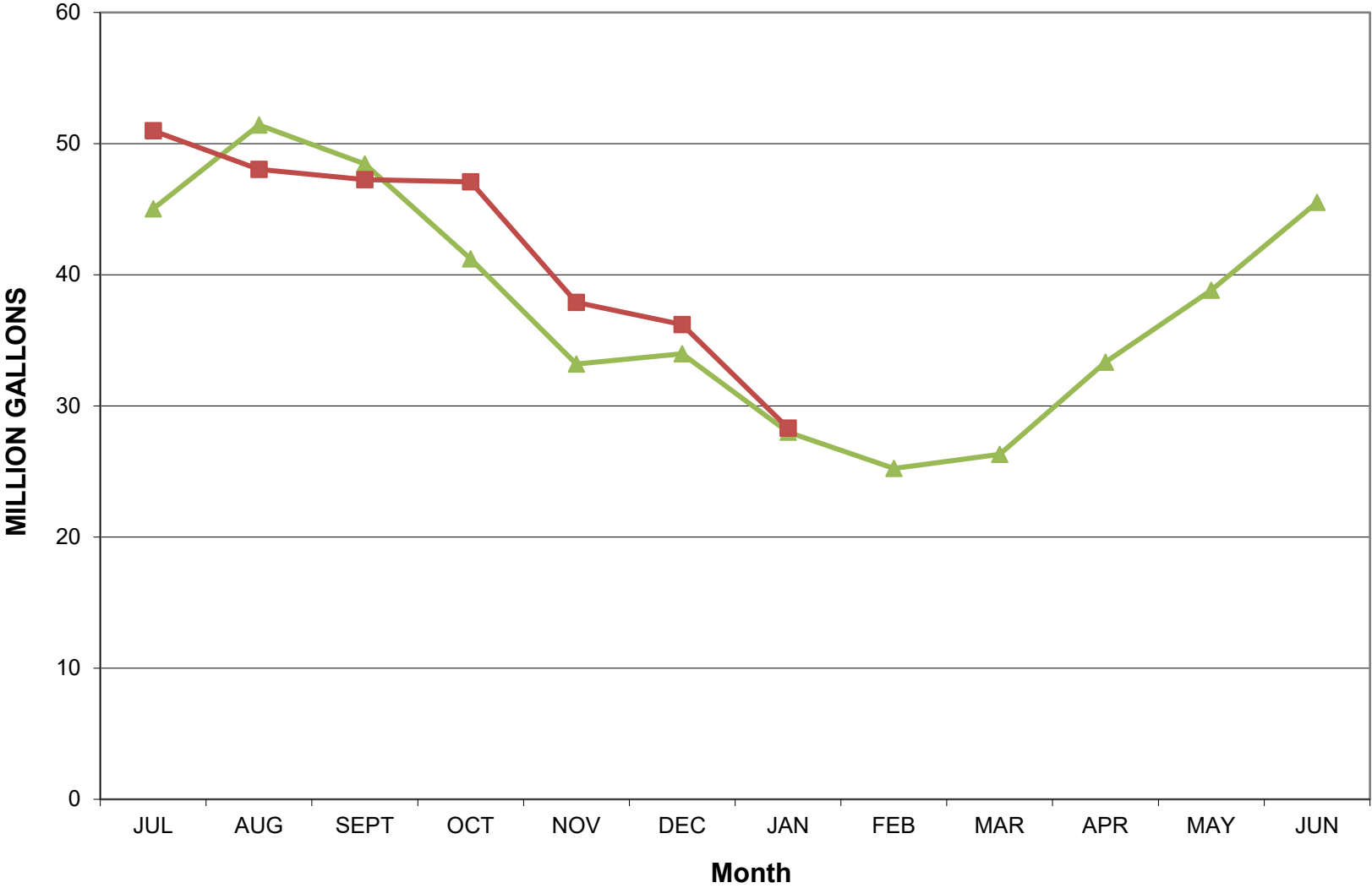
12 Month Running Treated Total **464.99**

**TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2023**

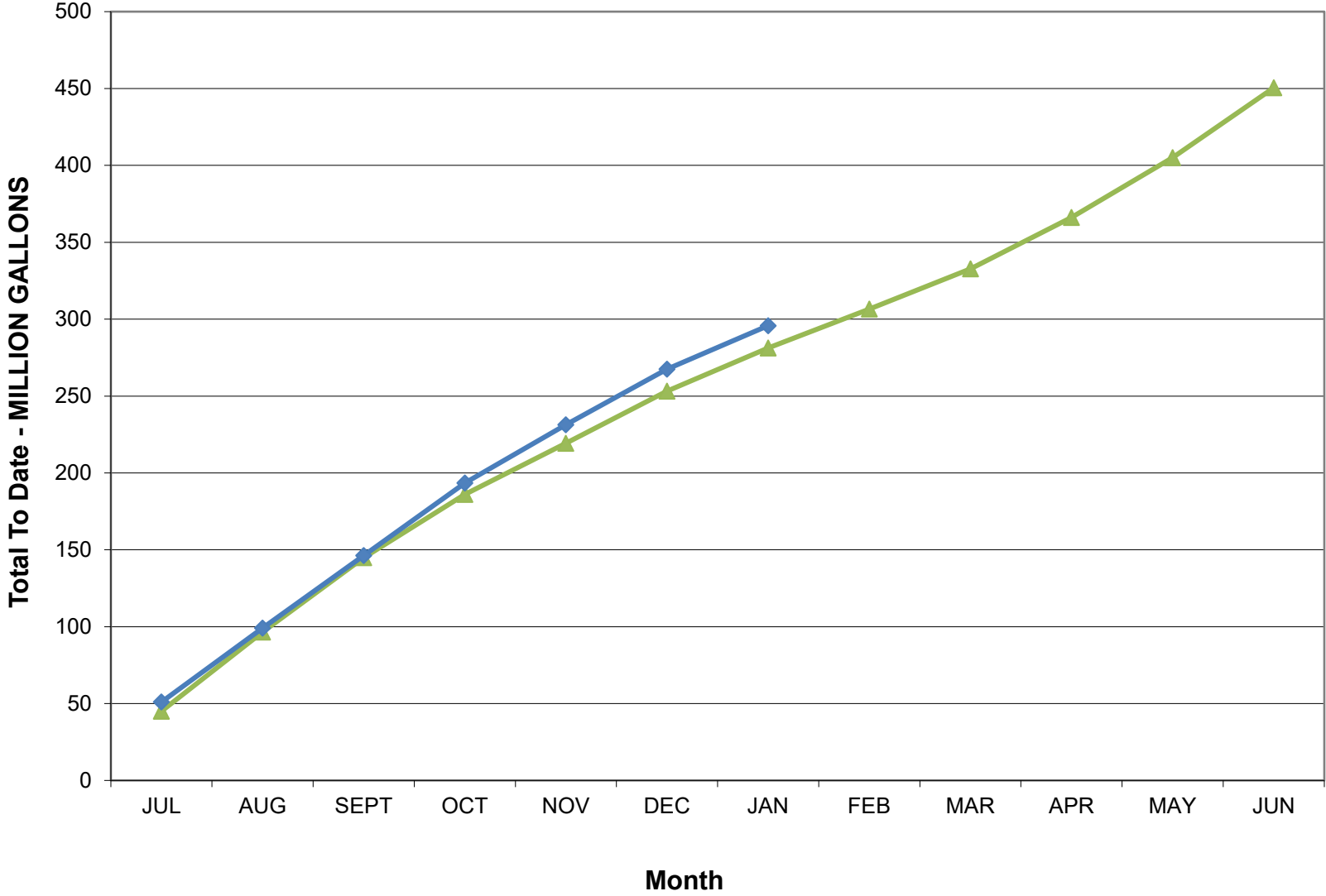
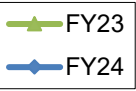
	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	1.92	6.25	0.00	39.07	0.42	47.66	2.63	45.03
AUG	1.70	5.45	0.00	38.23	8.94	54.32	2.90	51.42
SEPT	1.65	5.86	0.00	15.86	27.69	51.06	2.62	48.44
OCT	0.57	3.62	0.00	37.14	3.13	44.46	3.25	41.21
NOV	0.54	13.55	7.66	11.91	2.57	36.23	3.04	33.19
DEC	0.37	10.59	15.88	7.30	2.26	36.40	2.42	33.98
JAN	0.00	0.00	24.62	4.53	0.00	29.15	1.15	28.00
FEB	0.00	0.00	24.29	2.56	0.00	26.85	1.62	25.23
MAR	0.00	0.00	26.21	2.19	0.00	28.40	2.09	26.31
APR	0.00	14.00	0.00	21.47	0.09	35.56	2.22	33.34
MAY	0.00	29.40	0.00	8.40	5.00	42.80	3.98	38.82
JUN	0.00	28.20	0.00	17.17	2.78	48.15	2.63	45.52
<b>TOTAL</b>	6.75	116.92	98.66	205.83	52.88	481.04	30.55	450.49
% Annual Total	1.4%	24.3%	20.5%	42.8%	11.0%	100.0%	9.3%	90.7%



Monthly Production FY 23 vs 24



Cumulative Production FY22 vs FY23





MONTH		January-24			Coastside County Water District Monthly Discharge Report							
EMERGENCY MAIN AND SERVICE REPAIRS												
C o u n t	Date Reported Discovered	Time Reported	Date Repaired	Time Repaired	Estimated Duration of Leak	(Identifier) Location	Estimated Water Volume Loss (MG)	Class Type	Material Type	Size (Inches)	Work Order Number	
1												
2												
3												
4												
5												
6												
7												
8												
							<b>Total</b>	<b>0.000</b>				

OTHER DISCHARGES	
<b>Total Volumes (MG)</b>	
Flushing Program	0.015
Reservoir Cleaning	0.000
Automatic Blowoffs	0.171
Dewatering Operations	0.000
Other (includes flow testing)	0.006
<b>DISCHARGES GRAND TOTAL (MG)</b>	
<b>0.192</b>	

Coastside County Water District  
 766 Main Street  
 July 2023 - June 2024

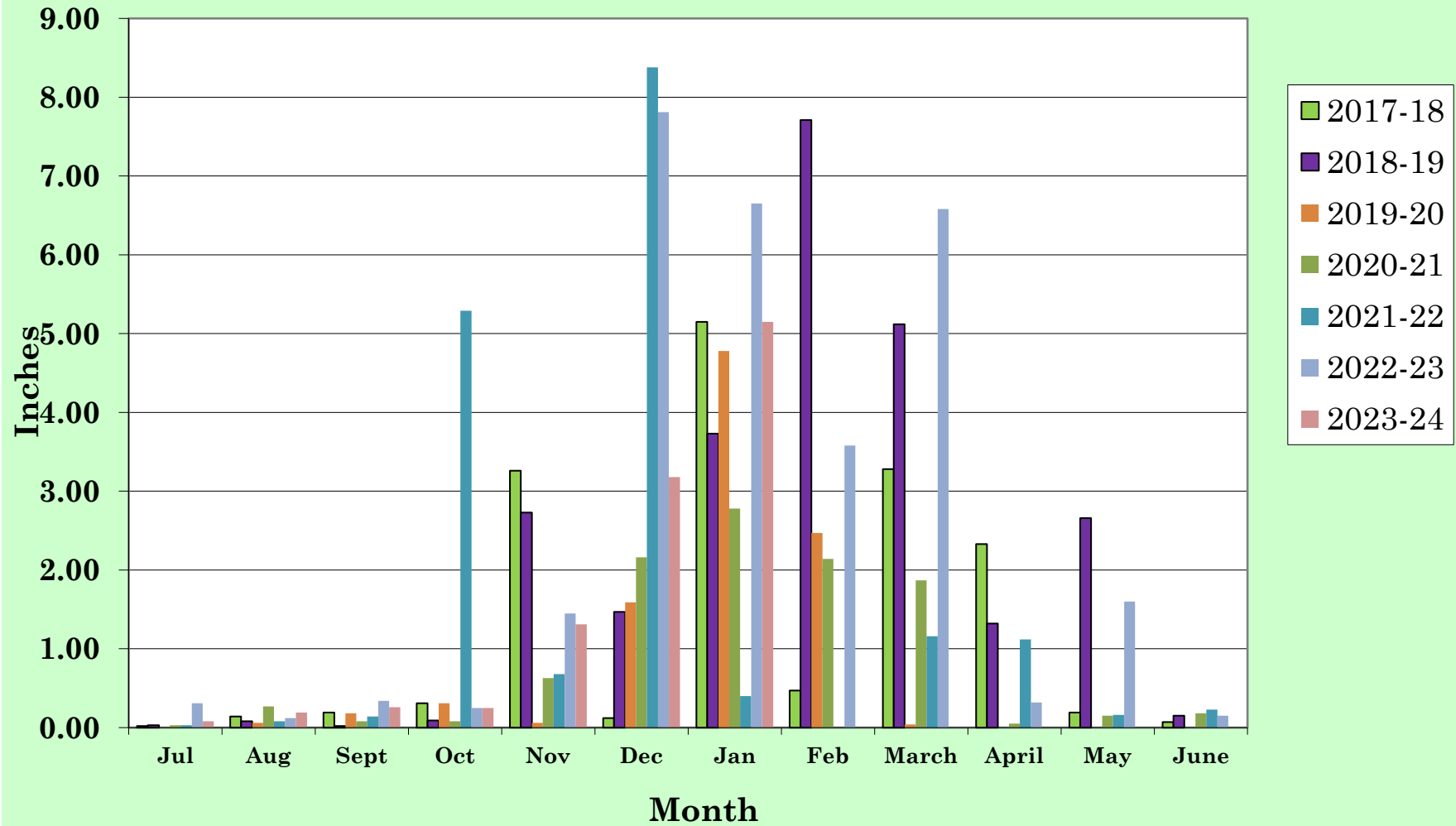
Nunes  
 Rainfall in Inches

	2023						2024					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0.02	0.06	0	0	0.2	0.01					
2	0	0.01	0	0	0	0.13	0.37					
3	0	0.04	0	0	0	0	0.08					
4	0	0.02	0	0	0	0	0					
5	0	0	0	0	0.19	0	0					
6	0.02	0	0	0	0	0.12	0.11					
7	0.02	0	0	0	0	0.08	0					
8	0	0.03	0	0	0	0	0					
9	0.01	0.01	0	0.09	0	0	0.13					
10	0.01	0	0	0.02	0	0	0.28					
11	0.01	0	0	0	0	0	0					
12	0	0	0	0	0	0	0					
13	0	0.01	0	0	0	0	0.58					
14	0	0	0.01	0	0	0	0.04					
15	0	0	0.01	0.01	0.1	0	0					
16	0	0	0	0	0.18	0	0.36					
17	0	0.01	0	0.01	0.55	0	0.01					
18	0	0	0	0	0.04	0.07	0					
19	0	0	0	0	0	0.21	0.33					
20	0.01	0.01	0	0	0	0.91	0.16					
21	0	0.03	0	0	0	0	0.94					
22	0	0	0	0.1	0	0	0.53					
23	0	0	0	0.01	0	0	0.07					
24	0	0	0	0	0	0	0.35					
25	0	0	0.03	0.01	0	0	0					
26	0	0	0.08	0	0	0	0					
27	0	0	0	0	0	0.06	0					
28	0	0	0	0	0.23	0	0					
29	0	0	0.07	0	0.02	1.2	0					
30	0	0	0	0	0	0.15	0					
31	0	0		0		0.05	0.8					
Mon.Total	0.08	0.19	0.26	0.25	1.31	3.18	5.15					
Year Total	0.08	0.27	0.53	0.78	2.09	5.27	10.42					

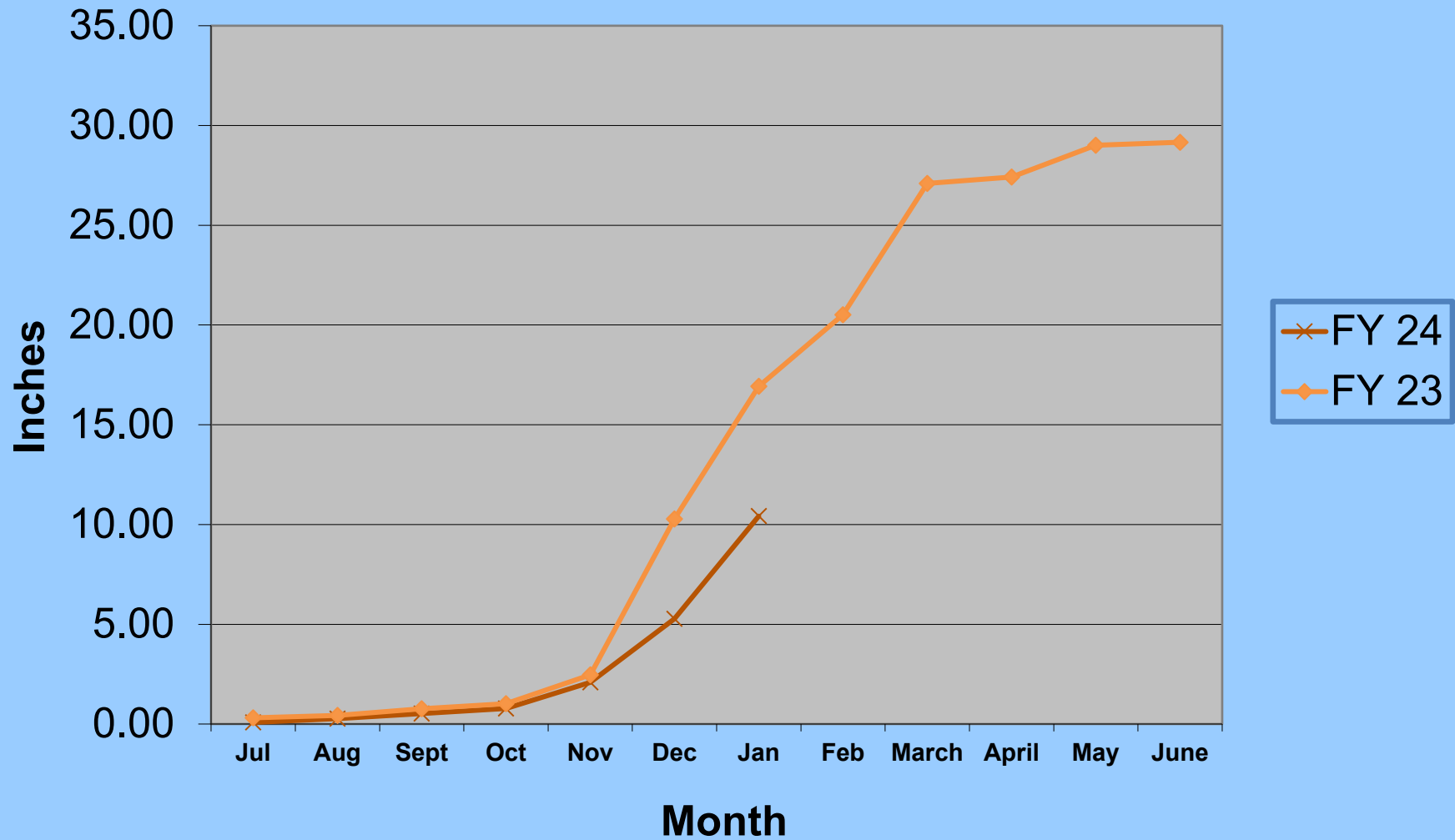
# Coastside County Water District

## Rainfall by Month

Fiscal Years 18 - 24

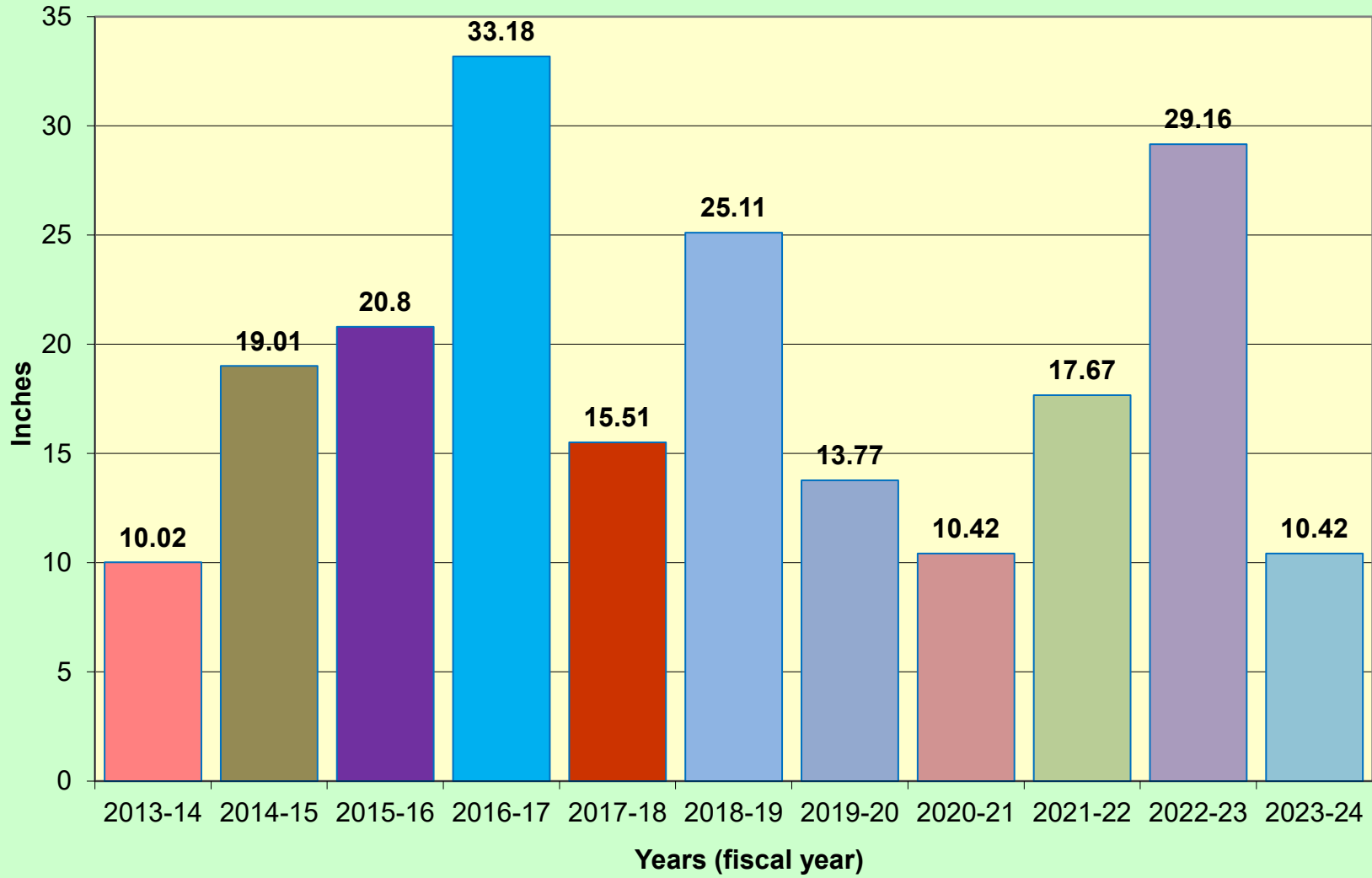


## Rainfall Total Comparison Fiscal Years 23-24



# Rain Totals

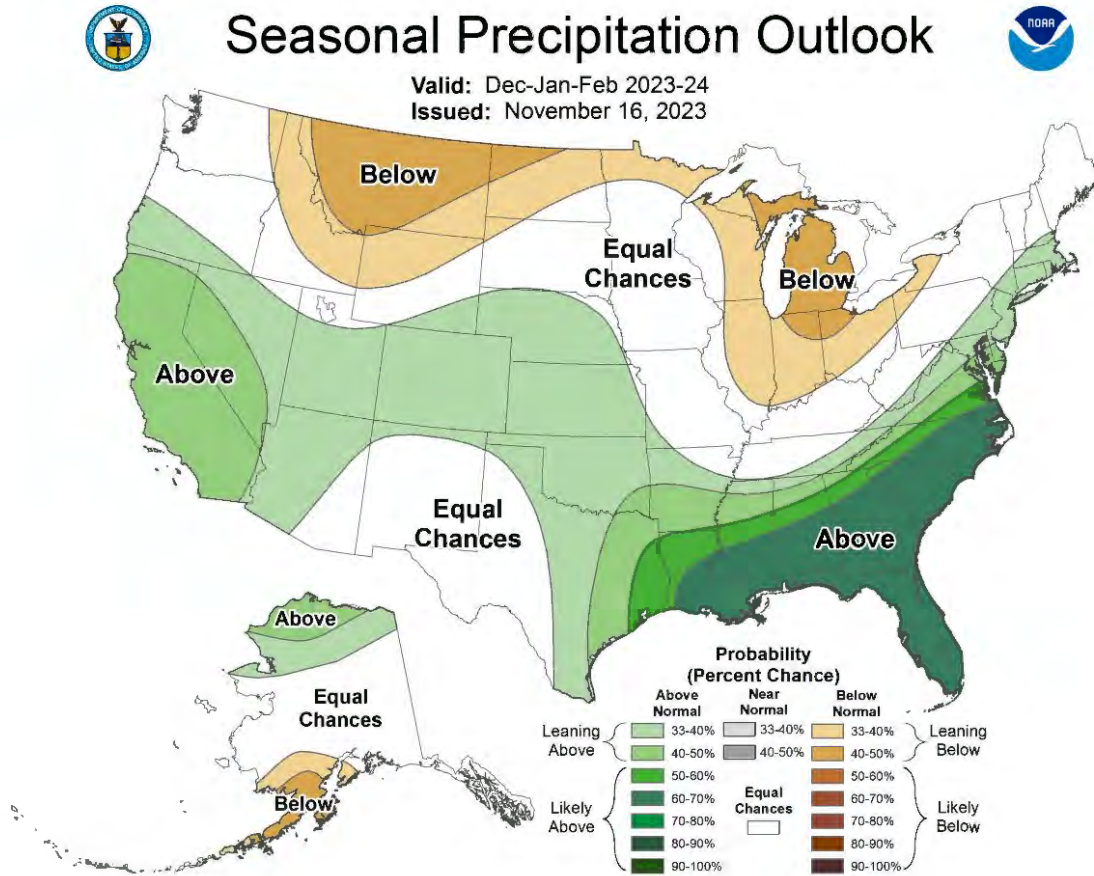
## Fiscal Years 14 - 24





# San Francisco Public Utilities Commission Hydrological Conditions Report November

J. Chester, C. Graham, N. Waelty, H. Forrester  
Prepared December 6, 2023



NOAA Climate Prediction Center outlook for precipitation anomaly probabilities during the December-January period. Although seasonal predictions are highly uncertain, continued strong El Nino conditions in the equatorial pacific have increased the chances of above average precipitation in California during December – February.

## System Storage

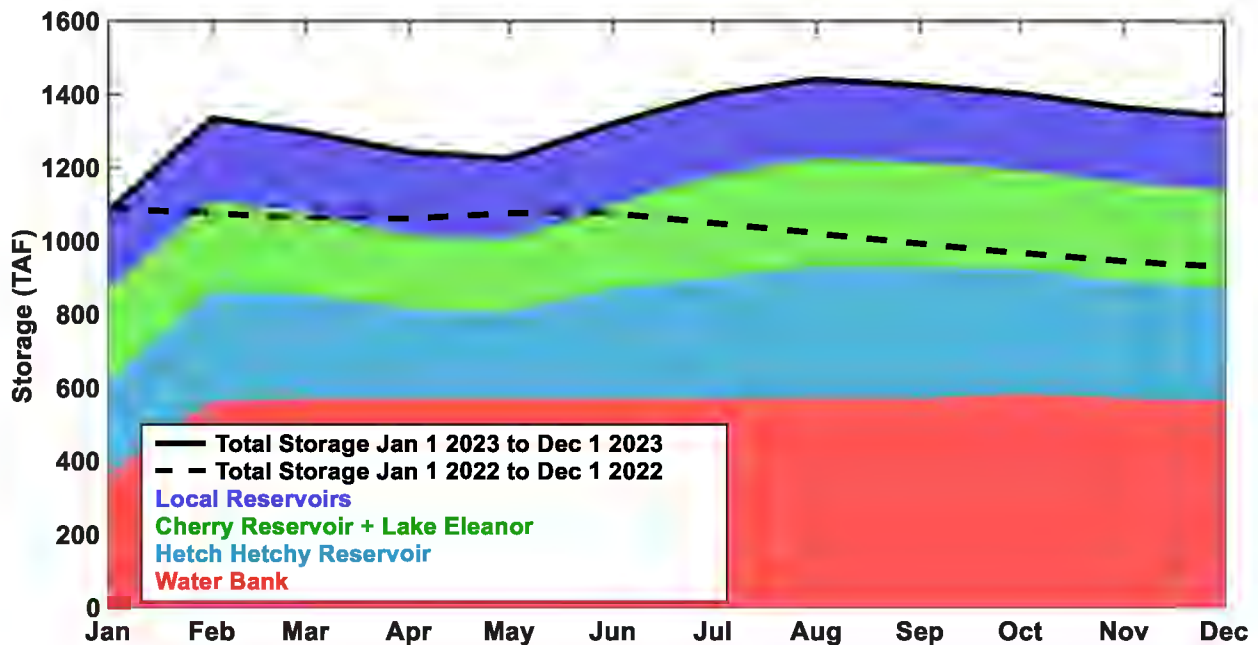
Current Tuolumne System and Local Bay Area storage conditions are summarized in Table 1.

Table 1. Current System Storage as of December 1, 2023							
	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	acre-feet	millions of gallons	acre-feet	millions of gallons	acre-feet	millions of gallons	
<b>Tuolumne System</b>							
Hetch Hetchy Reservoir <sup>1</sup>	304,780		340,830		36,050		89%
Cherry Reservoir <sup>2</sup>	250,373		268,811		18,438		93%
Lake Eleanor <sup>3</sup>	17,886		21,495		3,609		83%
Water Bank	566,424		570,000		3,576		99%
Tuolumne Storage	1,139,463		1,201,136		61,673		95%
<b>Local Bay Area Storage</b>							
Calaveras Reservoir	85,444	27,842	96,670	31,500	11,226	3,658	88%
San Antonio Reservoir	48,939	15,947	52,506	17,109	3,567	1,162	93%
Crystal Springs Reservoir	48,510	15,807	68,743	22,400	20,234	6,593	71%
San Andreas Reservoir	15,383	5,013	18,898	6,158	3,515	1,145	81%
Pilarcitos Reservoir	2,557	833	3,118	1,016	561	183	82%
Total Local Storage	200,834	65,442	239,935	78,183	39,102	12,741	84%
<b>Total System</b>	<b>1,340,297</b>		<b>1,441,072</b>		<b>100,775</b>		<b>93%</b>

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

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

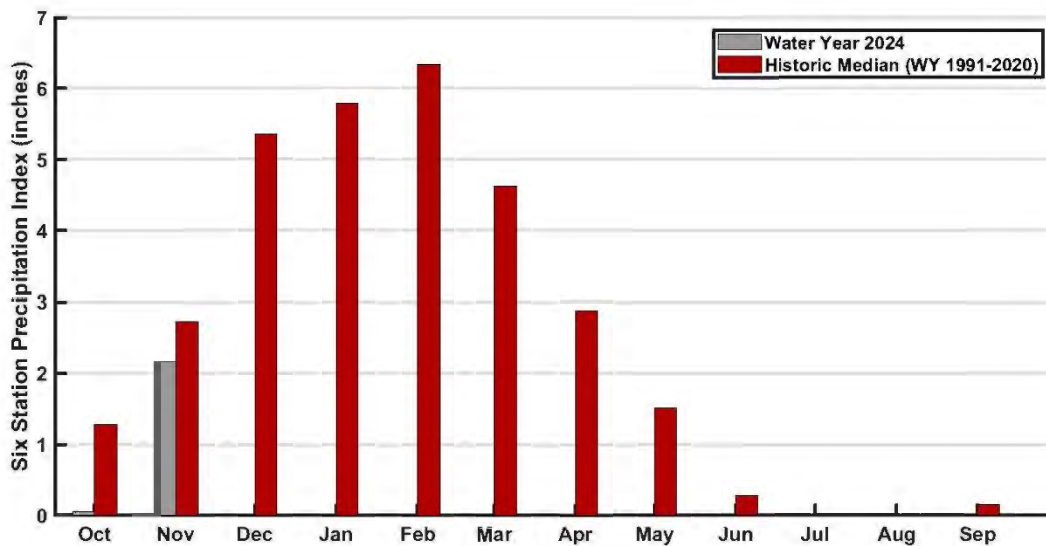
<sup>3</sup> Maximum Lake Eleanor storage with flash-boards removed.



**Figure 1:** Local and Upcountry Reservoir storage. Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.

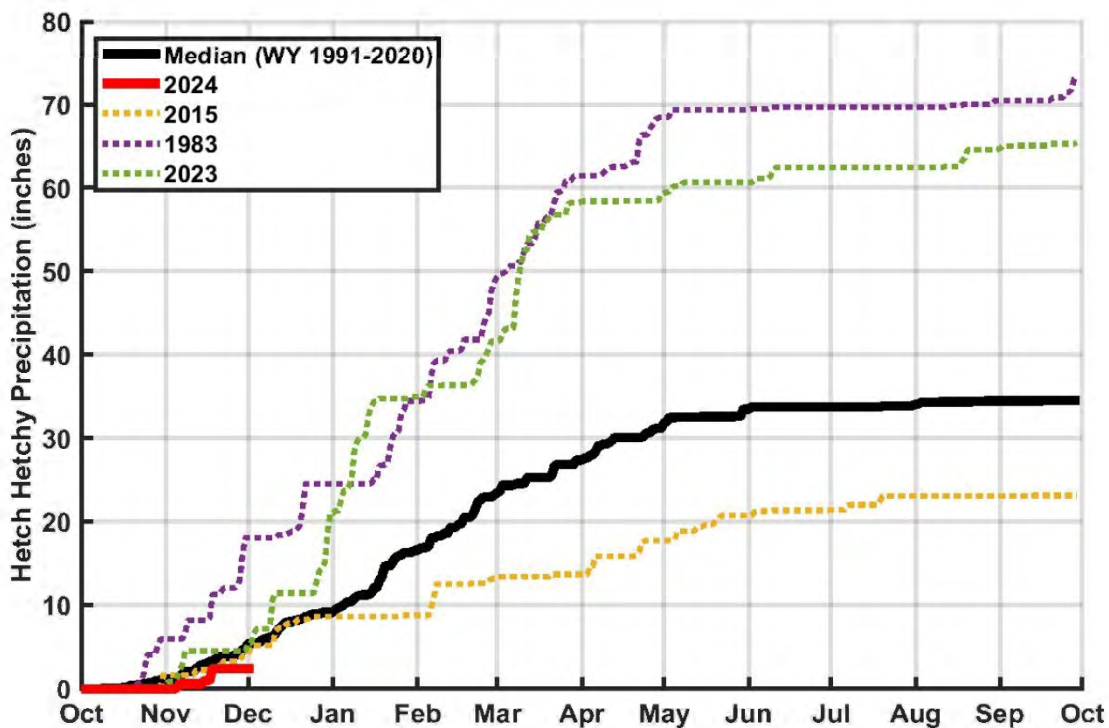
## Hetch Hetchy System Precipitation Index

*Current Month:* The November 2023 six-station precipitation index was 2.15 inches, which is 79% of the 1991-2020 November median.



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

*Cumulative Precipitation to Date:* The cumulative six-station precipitation index for Water Year (WY) 2024 is 2.20 inches, which is 55% of the median to date. The Hetch Hetchy Weather Station received 2.45 inches of precipitation in November resulting in a total of 2.46 inches for WY 2024, or 45% of median for the Water Year to date. The cumulative WY 2024 Hetch Hetchy Weather Station precipitation is shown in Figure 3 in red.



**Figure 3:** Water Year 2024 cumulative precipitation measured at Hetch Hetchy Weather Station. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with Water Year 2024 for comparison purposes.

## Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for November 2023 and Water Year 2024 is summarized below in Table 2.

Table 2. Calculated reservoir inflows and Water Available to City								
* All flows are in acre-feet	November 2023				October 1, 2023 through December 1, 2023			
	Observed Flow	Median <sup>1</sup>	Mean <sup>1</sup>	Percent of Mean	Observed Flow	Median <sup>1</sup>	Mean <sup>1</sup>	Percent of Mean
Inflow to Hetch Hetchy Reservoir	1,083	5,425	10,789	10%	2,906	10,113	18,511	16%
Inflow to Cherry Reservoir and Lake Eleanor	3,143	7,439	14,286	22%	3,286	14,047	23,271	14%
Tuolumne River at La Grange	11,680	18,084	33,098	35%	30,114	41,744	55,366	54%
Water Available to City	0	0	5,488	0%	0	726	11,491	0%

<sup>1</sup>Hydrologic Record: 1991-2020

### Hetch Hetchy System Operations

Water deliveries via the San Joaquin Pipeline (SJPL) decreased on November 17<sup>th</sup> from 175 MGD to 150 MGD and remained there for the rest of the month.

Hetch Hetchy Reservoir power draft and stream releases during the month totaled 16,975 acre-feet. Hetch Hetchy Reservoir required minimum instream release for November was 60 cfs. As of November 1, WY 2023 total inflow volume has kept Hetch Hetchy Reservoir instream releases at a Type A (median to wet) year. Required minimum instream release is 50 cfs for December.

Cherry Reservoir power draft and stream releases totaled 5,933 acre-feet for the month of November. The required minimum instream release from Cherry Reservoir for November was 5 cfs. Required minimum instream releases are 5 cfs for the rest of the calendar year.

Lake Eleanor required minimum instream release for November was 5 cfs. Required instream releases for December will be 5 cfs.

### Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant production for November was 22 MGD, the Sunol Valley Water Treatment Plant production for the month was 35 MGD.

### Regional System Water Delivery

The average November delivery rate was 178 MGD which is an 11% decrease below the October delivery rate of 199 MGD.

## Local Precipitation

The rainfall summary for November 2023 and Water Year 2024 is presented in Table 3.

Weather Station Location	November 2023		October 1, 2023 through December 1, 2023	
	Total (inches)	Percent Mean for the Month (inches)	Total (inches)	Percent of Mean for the Year-To-Date
Pilarcitos Reservoir	2.95	84%	4.05	86%
Lower Crystal Springs Reservoir	2.04	89%	2.33	78%
Calaveras Reservoir	0.89	44%	1.13	45%

\*Mean Period = WY 1991-2020

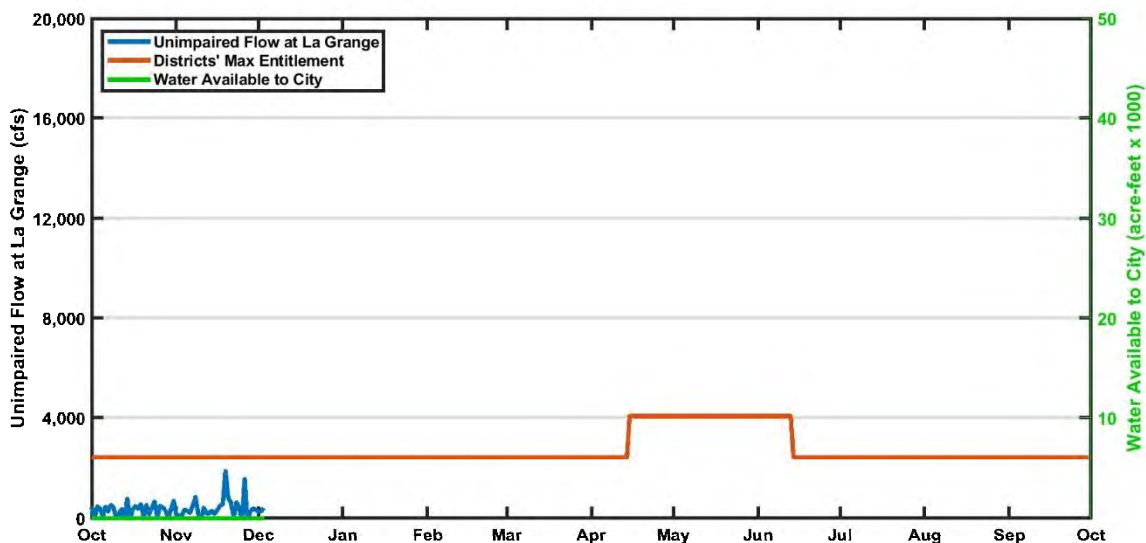
## Snowpack, Water Supply and Planned Water Supply Management

Due to below average precipitation during October – November, the current snowpack (Figure 5) is below average. Extended forecasts indicate a higher probability of wetter conditions in the second half of December.

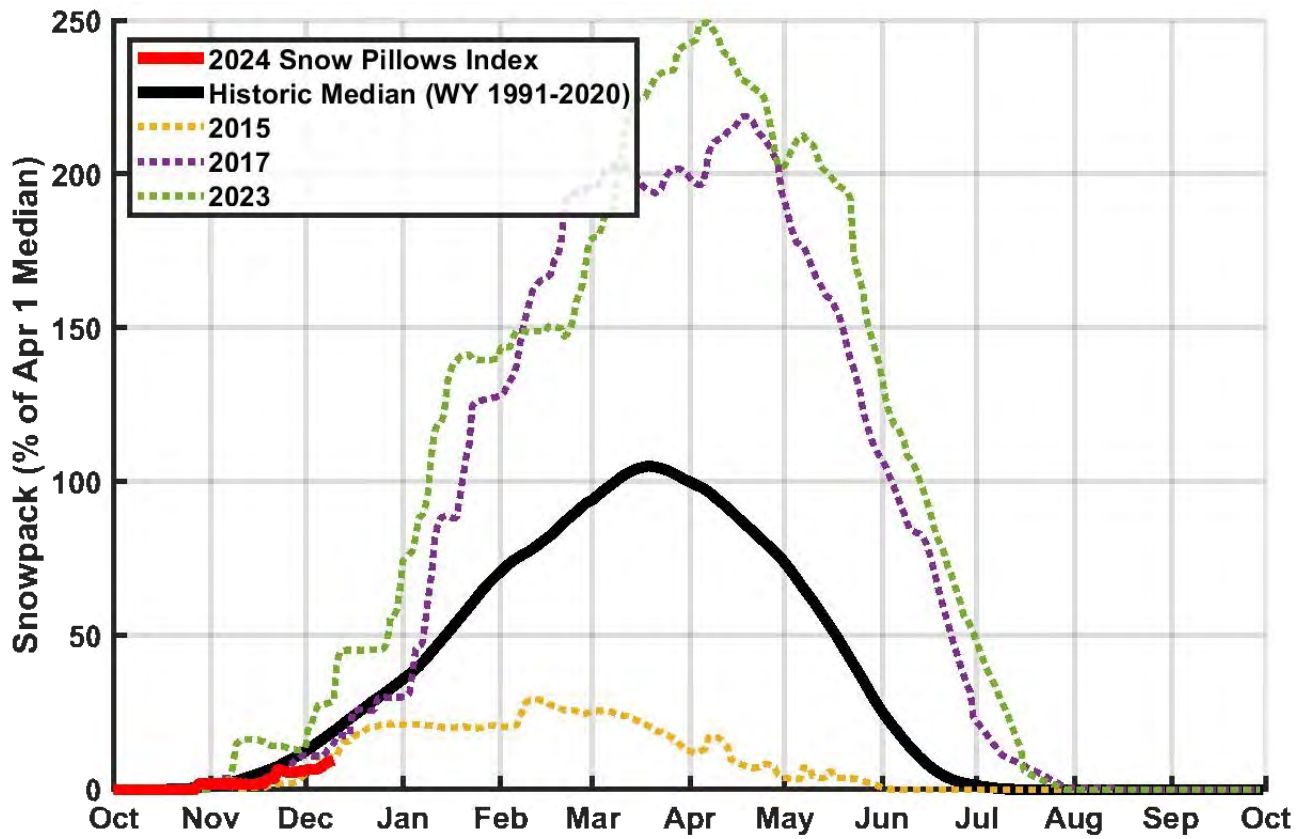
Water Year 2024 to date has been dry, resulting in no Water Available to the City (WAC) for WY2024 to date (Figure 4).

Currently, Hetch Hetchy Reservoir is only drafting via minimum required streamflow due to the 2024 Winter Shutdown (December 5 – March 8). Cherry Reservoir is drafting via minimum required streamflow and scheduled power generation. Lake Eleanor is drafting via minimum required streamflow. The Cherry-Eleanor pumps transferred a total of 2,063 acre-feet from Lake Eleanor Reservoir into Cherry Reservoir in November.

Water Bank remained nearly full and gradually debiting in November as reservoir releases to the Tuolumne River were slightly exceeded by reservoir inflows. This trend is expected to continue in December.



**Figure 4:** Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City.



**Figure 5:** Tuolumne River Basin 10 Station Snow Index (lines), based on real time snow pillow SWE measurements in the Tuolumne Basin.



# San Francisco Public Utilities Commission

## Hydrological Conditions Report

### December 2023

J. Chester, C. Graham, J. Perrignon, N. Waelty  
Prepared January 10, 2024



Staff from Hetch Hetchy Water and Power, a Division of the San Francisco Utilities Commission, inspect the construction of the outlet of the Mountain Tunnel Control Facility (MTFCF). The MTFCF is being built to help preserve the Mountain Tunnel mortar lining by maintaining a full Mountain Tunnel at all flow rates. The MTFCF will also allow safe entry into Mountain Tunnel for routine and emergency maintenance while retaining a full pool in Priest Reservoir.

## System Storage

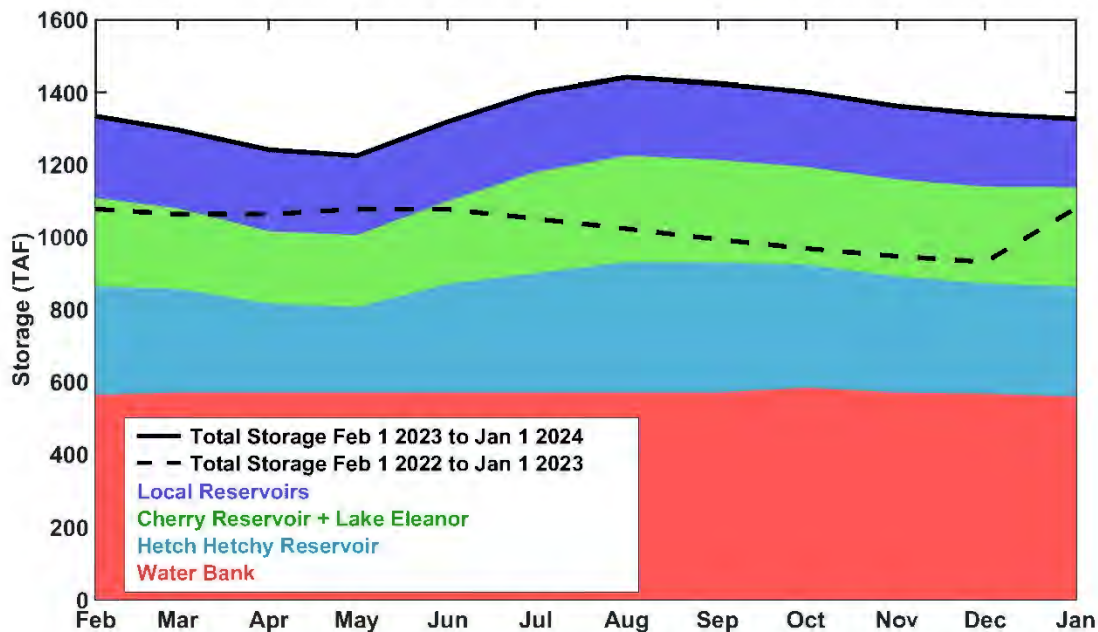
Current Tuolumne System and Local Bay Area storage conditions are summarized in Table 1.

Table 1. Current System Storage as of January 1, 2024							
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	acre-feet	millions of gallons	acre-feet	millions of gallons	acre-feet	millions of gallons	
<b>Tuolumne System</b>							
Hetch Hetchy Reservoir <sup>1</sup>	303,850		340,830		36,980		89%
Cherry Reservoir <sup>2</sup>	252,989		268,811		15,822		94%
Lake Eleanor <sup>3</sup>	22,239		22,425		186		99%
Water Bank	558,488		570,000		11,512		98%
Tuolumne Storage	1,137,566		1,202,066		64,500		95%
<b>Local Bay Area Storage</b>							
Calaveras Reservoir	81,743	26,636	96,670	31,500	14,927	4,864	85%
San Antonio Reservoir	45,521	14,833	52,506	17,109	6,985	2,276	87%
Crystal Springs Reservoir	45,515	14,831	68,743	22,400	23,228	7,569	66%
San Andreas Reservoir	14,519	4,731	18,898	6,158	4,379	1,427	77%
Pilarcitos Reservoir	2,573	838	3,118	1,016	545	178	83%
Total Local Storage	189,871	61,869	239,935	78,183	50,065	16,314	79%
<b>Total System</b>	<b>1,327,437</b>		<b>1,442,001</b>		<b>114,565</b>		<b>92%</b>

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

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

<sup>3</sup> Maximum Lake Eleanor storage with flashboards removed and 1 board in the log chute.

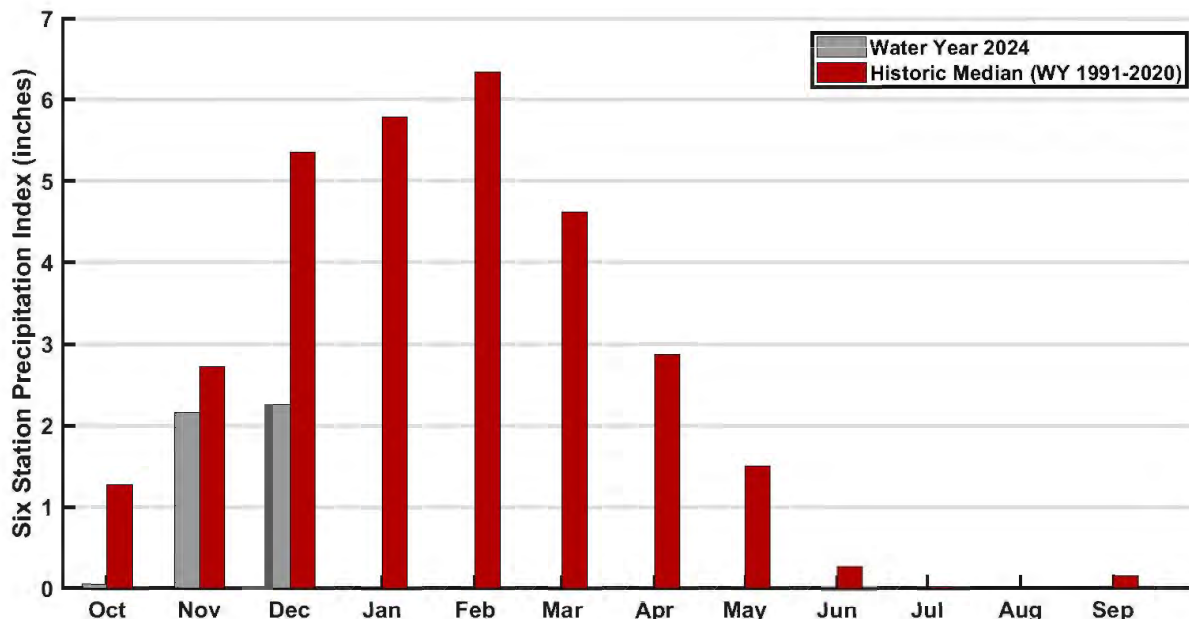


**Figure 1:** Local and Upcountry Reservoir storage. Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.



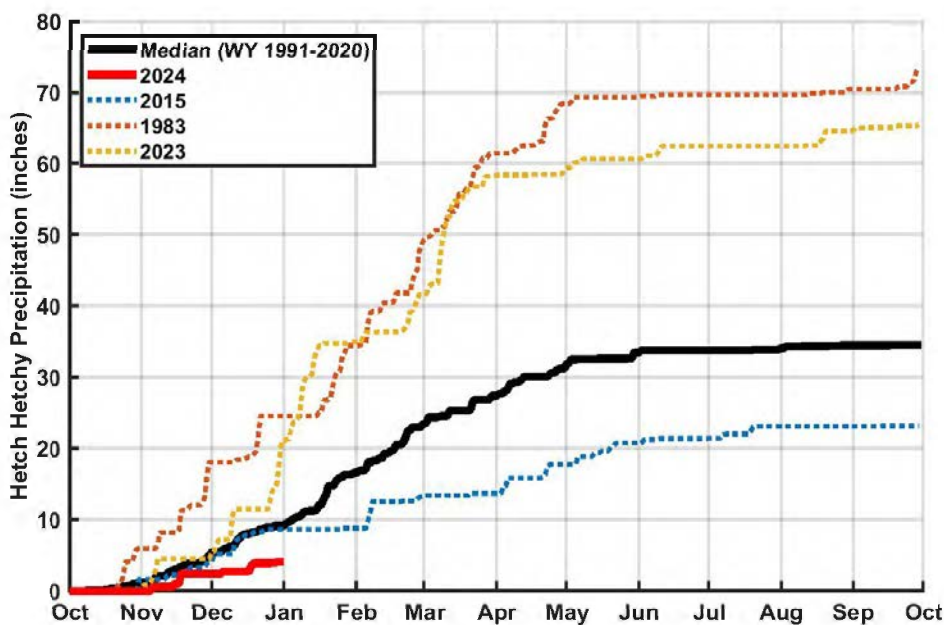
## Hetch Hetchy System Precipitation Index

*Current Month:* The December 2023 six-station precipitation index was 2.25 inches, which is 42% of the 1991-2020 December median.



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

*Cumulative Precipitation to Date:* The cumulative six-station precipitation index for Water Year (WY) 2024 is 4.44 inches, which is 47% of the median to date. The Hetch Hetchy Weather Station received 1.66 inches of precipitation in December resulting in a total of 4.12 inches for WY 2024, or 45% of median for the Water Year to date. The cumulative WY 2024 Hetch Hetchy Weather Station precipitation is shown in Figure 3 in red.



**Figure 3:** Water Year 2024 cumulative precipitation measured at Hetch Hetchy Weather Station. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with Water Year 2024 for comparison purposes.

## Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for December 2023 and Water Year 2024 is summarized below in Table 2.

Table 2. Calculated reservoir inflows and Water Available to City								
* All flows are in acre-feet	December 2023				October 1, 2023 through January 1, 2024			
	Observed Flow	Median <sup>1</sup>	Mean <sup>1</sup>	Percent of Mean	Observed Flow	Median <sup>1</sup>	Mean <sup>1</sup>	Percent of Mean
Inflow to Hetch Hetchy Reservoir	5,044	11,208	18,263	28%	7,950	27,977	36,794	22%
Inflow to Cherry Reservoir and Lake Eleanor	13,142	14,889	25,932	51%	16,428	39,901	48,899	34%
Tuolumne River at La Grange	32,941	52,580	83,633	39%	63,056	93,205	137,255	46%
Water Available to City	357	325	31,109	1%	357	8,925	42,394	1%

<sup>1</sup>Hydrologic Record: 1991-2020

### Hetch Hetchy System Operations

Water deliveries via the San Joaquin Pipeline (SJPL) decreased on December 6<sup>th</sup> from 150 MGD to 0 MGD and remained there for the rest of the month.

Hetch Hetchy Reservoir power draft and stream releases during the month totaled 5,974 acre-feet. Hetch Hetchy Reservoir required minimum instream release for December was 50 cfs. As of December 1, WY 2023 total inflow volume has kept Hetch Hetchy Reservoir instream releases at a Type A (median to wet) year. Cumulative precipitation from October 1 to January 1 has moved releases to a Type C year for the start of 2024. Required minimum instream release is 35 cfs for January.

Cherry Reservoir power draft and stream releases totaled 5,794 acre-feet for the month of December. The required minimum instream release from Cherry Reservoir for December was 5 cfs. Required minimum instream releases for January will be 5 cfs.

Lake Eleanor required minimum instream release for December was 5 cfs. Required instream releases for January will be 5 cfs.

### Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant production for December was 60 MGD, the Sunol Valley Water Treatment Plant production for the month was 83 MGD.

### Regional System Water Delivery

The average December delivery rate was 153 MGD which is an 14% decrease below the November delivery rate of 178 MGD.

## Local Precipitation

The rainfall summary for December 2023 and Water Year 2024 is presented in Table 3.

Weather Station Location	December 2023		October 1, 2023 through January 1, 2024	
	Total (inches)	Percent Mean for the Month (inches)	Total (inches)	Percent of Mean for the Year-To-Date
Pilarcitos Reservoir	6.96	102%	11.01	95%
Lower Crystal Springs Reservoir	4.91	110%	7.24	97%
Calaveras Reservoir	2.94	87%	4.07	69%

\*Mean Period = WY 1991-2020

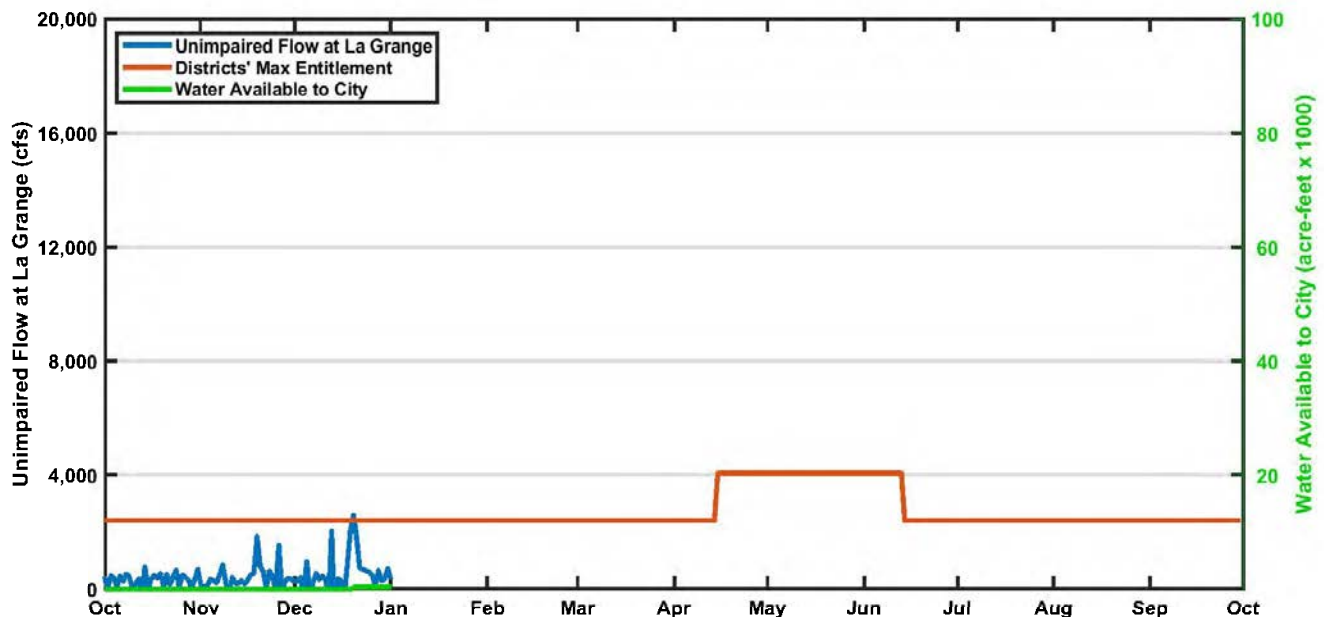
## Snowpack, Water Supply and Planned Water Supply Management

Due to below average precipitation during October – December, the current snowpack (Figure 5) is below average. Extended forecasts indicate a higher probability of wetter conditions in the second half of January.

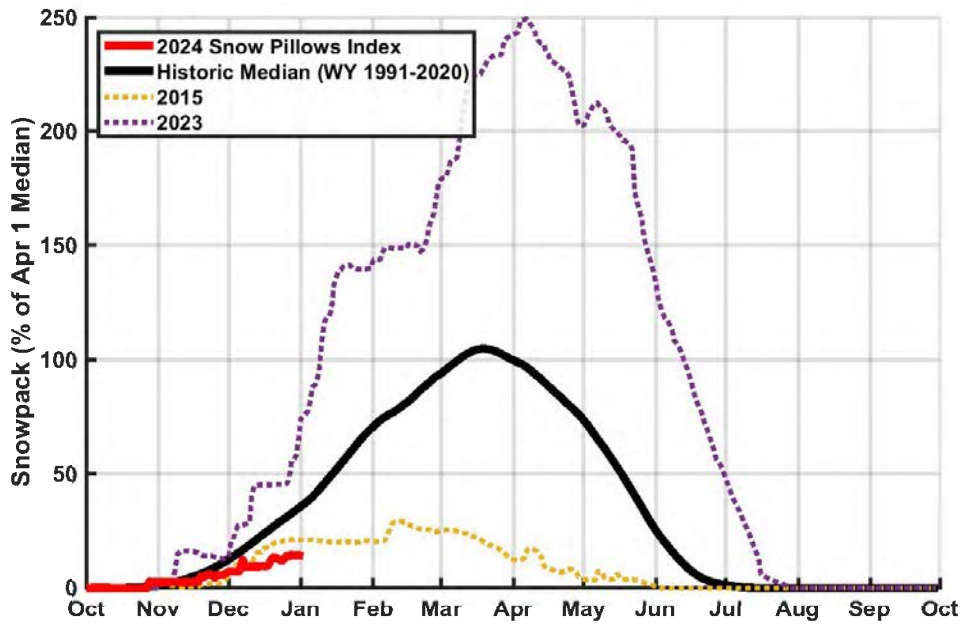
Water Year 2024 to date has been dry, resulting in 357 acre-feet of Water Available to the City (WAC) for WY2024 to date (Figure 4).

Currently, Hetch Hetchy Reservoir is only drafting via minimum required streamflow due to the 2024 Winter Shutdown (December 5 – March 16). Cherry Reservoir is drafting via minimum required streamflow and scheduled power generation. Lake Eleanor is drafting via minimum required streamflow.

Water Bank gradually began debiting in December as reservoir releases to the Tuolumne River were slightly exceeded by reservoir inflows. This trend is expected to continue in January.



**Figure 4:** Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City.



**Figure 5:** Tuolumne River Basin 10 Station Snow Index (lines), based on real time snow pillow SWE measurements in the Tuolumne Basin.

## **STAFF REPORT**

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

**From:** Jeffrey Schneider, Assistant General Manager

**Agenda:** February 13, 2024

**Report Date:** February 9, 2024

**Agenda Title:** Request for Board to Provide Authorization to Write Off Bad Debts for Fiscal Year Ended June 30, 2023

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**Recommendation/Motion:**

**Authorize the General Manager to write off bad debts for Fiscal Year 2022-2023 (July 1, 2022 to June 30, 2023) in the total amount of \$5,686.**

**Background:**

The process of writing off bad debts takes place at the end of each fiscal year as part of the year-end closeout and audit process. At this time, staff requests that the Board authorize the General Manager to write off the debts have not been collected throughout the fiscal year. The total for Fiscal Year 2022-2023 is \$ 5,686 as detailed in the attached table.

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

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

Fiscal Year 2021-2022: \$9,296  
Fiscal Year 2020-2021: \$86,368  
Fiscal Year 2019-2020: \$11,115  
Fiscal Year 2018-2019: \$8,229  
Fiscal Year 2017-2018: \$13,394

**Fiscal Impact:**

This amount was charged to expense on the FY2022-2023 Financial Statements.

**STAFF REPORT****Agenda: February 13, 2024****Subject: Bad Debt Write-Offs for Fiscal Year 2022-2023****Page Two**

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**Coastside County Water District  
Bad Debt Write-Offs for Fiscal Year 2022-2023**

Name	Amount Due
Maria Silva	\$583.38
Sarbdeep Sadana	\$485.02
Mark/Joni Crane	\$484.78
Estate of Joyce M Kelly	\$446.26
Gabriel Sebastian Fuentes	\$326.30
Gabriel Sebastian Fuentes	\$194.32
Maureen Donohue	\$261.28
Travis Waterston	\$217.08
Lauren Kohl	\$206.68
Ruben Andrade	\$203.32
Tim Sullivan	\$201.37
Christine Taylor	\$180.13
Catherine Burns	\$161.67
Kimberly Micek	\$160.02
Rosemary Preissler	\$139.89
Alejandro Lopez	\$136.27
Estate of Jeff Sheehan	\$110.67
Yogiraj Bawar	\$110.33
Miguel Novelo	\$108.96
Nicole Schmidt	\$102.17
Emily Banker	\$100.33
Craig Sullivan	\$83.53
Estate of Anna Lloyd	\$66.93
Estate of Floyd Adamson	\$66.03
Estate of Kathryn B. Thain	\$45.62
Renee Klionsky	\$42.95
Julio Orellano	\$26.00
Rite Aid Store #5885 (*)	\$435.14
<b>TOTAL Bad Debt Write-Offs</b>	<b>\$5,686.43</b>

(\*) bankruptcy

## **STAFF REPORT**

**To:** Coastside County Water District Board of Directors  
**From:** Mary Rogren, General Manager  
**Agenda:** February 13, 2024

**Report Date:** February 9, 2024

**Agenda Title:** Approval of a Professional Services Agreement with Cecil and Cecil Enterprises Inc. for Construction Inspection Services for the Magellan Avenue at Highway 1 and Medio Creek Pipeline Rehabilitation Project and the Myrtle Street and 2<sup>nd</sup> Avenue Valve Replacement Project

---

### **Recommendation/Motion:**

**1) Authorize the General Manager to retain the professional services of Cecil and Cecil Enterprises Inc. (C&C) for construction inspection services for the Magellan Avenue at Highway 1 and Medio Creek Pipeline Replacement Project for a not-to-exceed budget of \$60,219.04.**

**2) Authorize the General Manager to retain the professional services of Cecil and Cecil Enterprises Inc. (C&C) for construction inspection services for Replacement Project for the Myrtle Street and 2<sup>nd</sup> Avenue Valve Replacement Project for a not-to-exceed budget of \$51,616.32.**

### **Background:**

The Magellan Avenue at Highway 1 and Medio Creek Pipeline Rehabilitation Project includes: 1) Rehabilitation of 175 linear feet of existing 10-inch Welded Steel Pipe (WSP) that crosses Medio Creek along Alameda Avenue; 2) Rehabilitation of approximately 475 linear feet of 10-inch cast iron pipe (CIP) that crosses under Highway 1 at Magellan Avenue. This contract was awarded to the low bidder, Golden Bay Construction in the amount of \$308,805.

The Myrtle Street and 2<sup>nd</sup> Avenue Valve Replacement Project captures several broken/inoperable water main valves and eliminates a 6" water main that crosses behind several backyards along 2<sup>nd</sup> Avenue between Granelli Avenue and Myrtle Street. This Project includes: (1) Installation of approximately 50 linear ft of 6-inch ductile iron pipe (DIP) water mains. (2) Replacement of four 6-inch fire hydrant gate valves. (3) Installation of eleven 6-inch gate valves. (4) Installation of one 1-inch water service line for two meters and one 3/4"-inch water service line for a single meter and

**STAFF REPORT**

**Agenda: February 13, 2024**

**Subject: Approval of Construction Inspection Services for the Magellan and Medio Creek with C&C Page Two**

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reconnection to existing water services. (5) Installation of two new fire hydrant assemblies (includes 6-inch GV) and abandonment of two existing fire hydrant assemblies (includes abandonment of existing valves). (6) Abandonment of existing water facilities (includes abandonment of existing 6-inch water main on 2nd Ave. alleyway). (7) Connection of the new water mains to the existing 6-inch water lines. This contract was awarded to the low bidder Andreini Bros., Inc. in the amount of \$199,910.

At the District's request, C&C has submitted the attached proposals for Construction Inspection Services for the Magellan Avenue at Highway 1/Medio Creek Pipeline Rehabilitation Project (Attachment A) and the Myrtle Street and 2<sup>nd</sup> Avenue Valve Replacement Project (Attachment B.)

Staff proposes we utilize C&C's expertise in underground construction inspection to assist the District with needed inspection support during construction. In addition, staff feels there is an opportunity for some economies of scale to help reduce these inspection costs granted these projects may overlap as they are about to start simultaneously.

Based on C&C's past inspection services provided on the Grandview Water Main Replacement Project and more recently the Poplar Street Water Main Replacement Project, staff recommends that the Board approve a professional services agreement for inspection services for both the Magellan Avenue at Highway 1/Medio Creek Pipeline Rehabilitation Project and the Myrtle Street and 2<sup>nd</sup> Avenue Valve Replacement Project for a total of \$111,835.36 combined.

Fiscal Impact:

A total of \$111,835.36 for Inspection Services.



Attachment A



Cecil & Cecil Enterprises, Inc.  
 3741 Business Drive, Suite 100  
 Sacramento, CA 95820

# Estimate

Date	Estimate #
1/25/2024	24005

Name / Address
Coastside County Water District 766 Main Street Half Moon Bay, CA 94019

Project
BD_24005 - Magellan Ave and ...

Item	Qty	Rate	Total
Inspector PW	280	165.00	46,200.00
Travel	42	68.00	2,856.00
Per Diem	42	50.00	2,100.00
Lodging	35	230.00	8,050.00
Mileage	1,512	0.67	1,013.04
		<b>Total</b>	<b>\$60,219.04</b>

Attachment B



Cecil & Cecil Enterprises, Inc.  
 3741 Business Drive, Suite 100  
 Sacramento, CA 95820

# Estimate

Date	Estimate #
1/25/2024	24004

Name / Address
Coastside County Water District 766 Main Street Half Moon Bay, CA 94019

Project
BD_24004 - Myrtle St and Ave V...

Item	Qty	Rate	Total
Inspector PW	240	165.00	39,600.00
Travel	36	68.00	2,448.00
Per Diem	36	50.00	1,800.00
Lodging	30	230.00	6,900.00
Mileage	1,296	0.67	868.32
		<b>Total</b>	<b>\$51,616.32</b>

## ***MONTHLY REPORT***

**To:** Mary Rogren, General Manager  
**From:** James Derbin, Superintendent of Operations  
**Agenda:** February 13, 2024  
**Report**  
**Date:** February 9, 2024

**Agenda Title: CCWD Annual Operations Safety Recap for 2023**

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### **Informational Item**

At the request of the Board, below is a brief summary/description of the safety program that has evolved nicely over the years at Coastside County Water District.

A few examples of the elements of the safety culture at the District include:

- Weekly tailgate meetings
- Local Conferences
- First Aid/CPR/AED
- Forklift training
- Ham radio certification
- Emergency exercises with Coastside Fire
- Confined Space Training
- JPIA Training Resources
- OSHA 10 Hour Safety Certification
- Target Solutions online training classes

As a result of the District's commitment to create and provide a safe work environment for all staff, the number of lost time accidents for the calendar year 2023 was zero. Staff is proud of this result and strives for this to be the case every year. The District's staff is a tight knit group and help each other whenever anyone notices an issue that may cause risk or injury.

District management and our dedicated staff take the safety of all employees and the public seriously every day and it shows in all our tasks. The District encourages and promotes continuous improvement and open discussion on how staff can work more safely.

## ***STAFF REPORT***

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

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

**Agenda:** February 13, 2024

**Report Date:** February 6, 2024

**Agenda Title:** Nunes Water Treatment Plant Upgrades Project Update #30

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### **Informational Item**

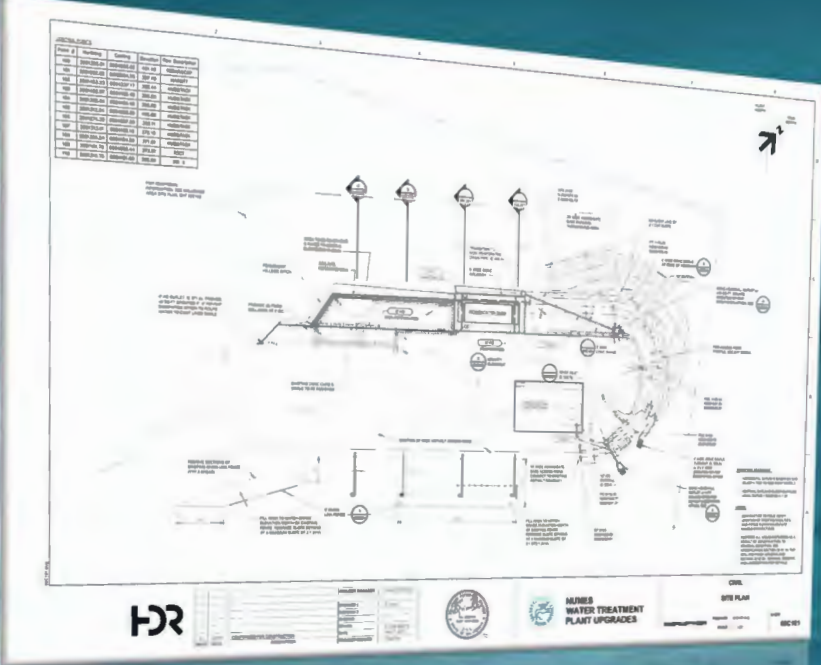
The Nunes Water Treatment Plant Upgrade Project official contractual start date was August 16, 2021. This is monthly project update #30.

In the last month the following progress has been made:

- Filter 2
  - Installation/testing of the new underdrain system
  - Place new media in filter, chlorinate and sample
  - Pre-commissioning complete
  - Approved by DDW for 30-day commissioning period to start
  
- Filter 1
  - Removal and replacement of various valves and actuators
  - Demolition of old underdrain system

The estimated completion date has been pushed out to June 2024. Contractor may be done as early as May 2024.

Freyer and Laureta, Inc., the Construction Management firm on this project has put together a brief summary of progress to date. See Attachment A.



# Coastside County Water District Nunes Water Treatment Plant Upgrades February 13, 2024 Board Meeting

# Contract Data as of Board Meeting Date

Contract Time (Calendar Days)		Contract Value	
Base Contract Duration	720	Base Contract	\$8,339,915.00
<i>Approved Change Order Days Added</i>	321	Approved Change Order Added	\$99,263.80
<i>Approved Change Order Days Subtracted</i>	0	Approved Change Order %	1.2%
Total Contract Duration	1,041	Total Contract Approved	\$8,439,178.80
Elapsed (Start Date 8/16/2021)	911	Billed to Date <sup>1</sup>	\$7,908,553.80
Remaining Days	130	Remaining Value	\$530,625.00

<sup>1</sup> Billed to date value is the contract work complete including the 5% retention that will be paid to Contractor upon project completion.



# Construction Progress Update #30

## Progress since Previous Board Meeting:

- Installation of underdrain system for Filter 2
- Testing of underdrain system for Filter #2
- Preparation work prior to placing media in Filter #2
- Placement of media in Filter #2
- Chlorination and BAC-T testing in Filter #2
- Filter #2 back online
- Shutdown of Filter #1
- Installation of two 12" filter backwash supply (FBS) valves in Filter #1
- Removal of existing 12" settled water (SW) and 20" drain valve in Filter #1
- Installation of 12" settled water (SW) and 20" drain valve in Filter #1
- Removal of existing 6" treated water (TW) valve in Filter #1
- Installation of two 6" treated water (TW) valve in Filter #1
- Demolition of existing underdrain system in Filter #1

# Construction Progress Update (continued)

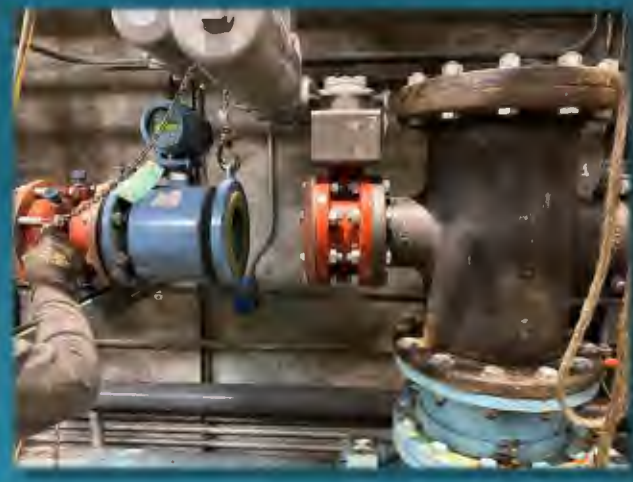
## **Three-Week Look Ahead Schedule:**

- Layout and installation of anchors and supports for underdrain system and piping
- Transition from working in Filter 1 to working on clear well.
- Set up temporary bypass system for clear well.
- Testing of temporary bypass system
- Shutdown and drain clear well.
- Preparation work inside clear well
- Set up scaffolding and paint inside of clear well

## **Overall Project Schedule:**

- Expected project end date June 2024. Completion could be as early as May 2024





Construction Photos

## **STAFF REPORT**

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

**From:** Mary Rogren, General Manager

**Agenda:** February 13, 2024

**Report Date:** February 9, 2024

**Agenda Title:** General Manager's Report

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**Recommendation/Motion:**

Information Only.

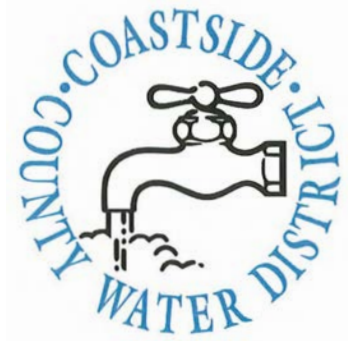
**Chamber of Commerce 6<sup>th</sup> Annual State of the Coastsides**

Cathleen Brennan represented the Coastside County Water District at the 6<sup>th</sup> Annual State of the Coastsides held on January 25 and she provided a brief presentation on the District's recent accomplishments and priorities. Other presenters included Supervisor Ray Mueller, Mayor Joaquin Jimenez - City of Half Moon Bay; and representatives from San Mateo County Department of Emergency Management; San Mateo County Sheriff's Office; Midcoast Community Council; Pescadero Municipal Advisory Council; San Mateo County Harbor District; Granada Community Services District; and Cabrillo Unified School District.

**Letter in Support of State Plans to Extend MMBI Coastsides - Permit Application 2-23-0002**

The District recently sent out the attached letter from President Mickelsen in support of the California Department of Technology's plan to extend broadband fiber optic cables down the Coast along Highway 1 (SR-1) to Highway 92, and inland from there to SR-35 as part of the State's Middle Mile Broadband Initiative (MMBI).

February 1, 2024



To: California Coastal Commission  
([NorthCentralCoast@coastal.ca.gov](mailto:NorthCentralCoast@coastal.ca.gov));  
District 3 Supervisor's office:  
Supervisor Ray Mueller  
Gina Quiney, Chief of Staff  
Michael O'Neill, Outreach Community Liaison  
Mike Callagy, San Mateo County General Manager  
Leo Gomez & MCC Broadband Advisory Team  
Melba Policicchio, California Coastal Commission  
Yunsheng Luo, Cal Trans

Re: Support of State Plans to Extend MMBI Coastside – Permit Application 2-24-0002

The Coastside County Water District supports the California Department of Technology's plan to extend broadband fiber optic cables down the Coast along Highway 1 (SR-1) to Highway 92, and inland from there to SR-35, as part of the State's Middle Mile Broadband Initiative (MMBI), further described in Permit Application 2-24-0002 now before the Commission.

The Coastside is uniquely vulnerable to a suite of natural disasters; tsunami, wildfire, earthquake, flooding, and sea level rise. As the water supplier and a first responder to 19,000 people located in the City of Half Moon Bay and the unincorporated communities of El Granada, Princeton-by-the-Sea, Moonridge, and Miramar, Coastside County Water District relies on reliable telecommunications infrastructure on the San Mateo Coastside. Without improved reliability, redundancy, and performance that the MMBI can provide, our agency along with other first responders on the coast, may be unable to communicate effectively with state, local, and county agencies or our customers in emergencies.

We encourage the Commission to approve this important project for the San Mateo Coastside community.

Best regards,

A handwritten signature in blue ink that reads "Chris R Mickelsen". The signature is written in a cursive, slightly slanted style.

Chris Mickelsen  
President, Board of Directors  
Coastside County Water District

Coastside County Water District ♦ 766 Main Street ♦ Half Moon Bay, CA 94019

Office (650) 726-4405 ♦ [www.coastsidewater.org](http://www.coastsidewater.org)

Cc: Coastside County Water District Board of Directors  
Midcoast Community Council  
Mary Rogren, General Manager

## ***MONTHLY REPORT***

**To:** Mary Rogren, General Manager  
**From:** James Derbin, Superintendent of Operations  
**Agenda:** February 13, 2024  
**Report Date:** February 9, 2024

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### **Monthly Highlights**

- Pilarcitos Wells pumped an average of ~400 gpm in January
- New Distribution Operator started
- Rebuilt the Alves fire pump Pump Control Valve

**January Sources:** Pilarcitos Lake and Wells/Denniston

### **Projects**

- Nunes Water Treatment Plant Improvement Project – Ongoing
  - Commissioning of Filter 3 complete. Filter 2 in commissioning phase now.
  - Rehab work on Filter 1 has started
  - Clearwell bypass for rehabilitation will begin after Filter 1 is complete
- EKI Environment and Water, Inc.
  - Medio and Magellan project – Pre-construction meetings held, should start this month pending liner subcontractor schedule and availability and County encroachment permits
  - Myrtle Street/2<sup>nd</sup> Ave. Valve Replacement Project – Pre-construction meeting complete, due to begin in February
  - Hwy 92 Emergency repair scoping/design/planning – 100% comments in. ESA continues to work on permitting.
  - Poplar Water Main Project Mainline is complete
- HDR, Inc.
  - Half Moon Bay Tank replacement project
    - Plans for replacement of HMB tanks 1&2 at 100% design, comments in working on final bid set
- Stetson Engineers Inc.
  - 90% San Vicente Pipeline Design - staff comments in