

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MEETING OF THE BOARD OF DIRECTORS

Tuesday, February 14, 2012 - 7:00 p.m.

AGENDA

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

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

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

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

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

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

4) CONSENT CALENDAR

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

- A. Approval of disbursements for the month ending January 31, 2012: Claims: \$773,198.54 Payroll: \$ 73,465.00; for a total of \$846,663.54 ([attachment](#))
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of January 10, 2012 Board of Directors Meeting ([attachment](#))
- D. Monthly Water Transfer Report ([attachment](#))
- E. Installed Water Connection Capacity and Water Meters Report and Non-Priority Lottery Recipients Status Update Report ([attachment](#))
- F. Total CCWD Production Report ([attachment](#))
- G. CCWD Monthly Sales by Category Report ([attachment](#))
- H. January 2012 Leak Report ([attachment](#))
- I. Rainfall Reports ([attachment](#))
- J. San Francisco Public Utilities Commission Hydrological Conditions Report for January 2012 ([attachment](#))
- K. Notice of Completion – Judith Court Replacement and Repaving Project ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Coastside County Water District Fiscal Year 2012/2013 Budget Timeline ([attachment](#))
- B. Approval of Change Order No. 6 for Half Moon Bay Tank 1 Repair and Recoating Project ([attachment](#))
- C. Award of Contract for Denniston Water Treatment Plant Operations and Maintenance Manual Update ([attachment](#))

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

- SFPUC Proposed Rate Increase for FY 2012-2013
- El Granada Pipeline Leak Update

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

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

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

9) **ADJOURNMENT**

Accounts Payable

Checks by Date - Summary By Check Number

User: gbrazil
 Printed: 2/1/2012 - 8:15 AM



Check Number	Vendor No	Vendor Name		Check Date	Void Checks	Check Amount
16986	COU05	RECORDER'S OFFICE	VOID	01/03/2012	24.00	0.00
16987	COU05	RECORDER'S OFFICE		01/03/2012	0.00	24.00
16988	COU05	RECORDER'S OFFICE		01/03/2012	0.00	24.00
16989	ALL04	ALLIED WASTE SERVICES #9:		01/06/2012	0.00	323.91
16990	ALV01	ALVES PETROLEUM, INC.		01/06/2012	0.00	1,647.37
16991	ATT01	AT&T MOBILTY		01/06/2012	0.00	51.99
16992	BFI02	BFI OF CALIFORNIA, INC.		01/06/2012	0.00	175.12
16993	COA15	COASTSIDE NET, INC		01/06/2012	0.00	59.95
16994	COU05	RECORDER'S OFFICE	VOID	01/06/2012	24.00	0.00
16995	DAL01	DAL PORTO ELECTRIC		01/06/2012	0.00	2,250.00
16996	DUF01	LOGAN DUFFY		01/06/2012	0.00	65.00
16997	HAR03	HARTFORD LIFE INSURANCE		01/06/2012	0.00	1,828.07
16998	ICM01	VANTAGEPOINT TRANSFER /		01/06/2012	0.00	75.00
16999	KAI01	KAISER FOUNDATION HEALT		01/06/2012	0.00	10,165.00
17000	OCE04	OCEAN SHORE CO.		01/06/2012	0.00	355.67
17001	PAC02	PACIFICA CREDIT UNION		01/06/2012	0.00	450.00
17002	PUB01	PUB. EMP. RETIRE SYSTEM		01/06/2012	0.00	18,528.42
17003	UB*00963	RAIMOND ATKINS	VOID	01/06/2012	24.20	0.00
17004	UB*00964	NANCY/DERYCK MARSH	VOID	01/06/2012	75.00	0.00
17005	UB*00965	EDWIN AYALA	VOID	01/06/2012	34.24	0.00
17006	UB*00966	RANDY KINGHORN	VOID	01/06/2012	4.12	0.00
17007	VAL01	VALIC		01/06/2012	0.00	1,500.00
17008	ASS01	HEALTH BENEFITS AUTHORI		01/20/2012	0.00	22,033.84
17009	ATT02	AT&T		01/20/2012	0.00	1,430.26
17010	BFI02	BFI OF CALIFORNIA, INC.		01/20/2012	0.00	1,321.00
17011	COA07	COAST OIL COMPANY, LLC		01/20/2012	0.00	857.06
17012	CUL01	CULLIGAN WATER COM OF N		01/20/2012	0.00	309.00
17013	DAV03	JOHN DAVIS		01/20/2012	0.00	165.61
17014	HAR03	HARTFORD LIFE INSURANCE		01/20/2012	0.00	1,828.07
17015	ICM01	VANTAGEPOINT TRANSFER /		01/20/2012	0.00	75.00
17016	PAC01	PACIFIC GAS & ELECTRIC CO		01/20/2012	0.00	9,472.80
17017	PUB01	PUB. EMP. RETIRE SYSTEM		01/20/2012	0.00	18,670.04
17018	SAN20	SAN FRANCISCO FIRE CREDI		01/20/2012	0.00	450.00
17019	TEA02	TEAMSTERS LOCAL UNION #		01/20/2012	0.00	786.00
17020	TUR04	SUSAN TURGEON		01/20/2012	0.00	104.38
17021	UNI08	UNION BANK OF CALIFORNIA		01/20/2012	0.00	964.50
17022	VAL01	VALIC		01/20/2012	0.00	1,550.00
17023	WEL01	WELLS FARGO BANK, N.A		01/20/2012	0.00	58,122.79
17024	ADP01	ADP, INC.		01/25/2012	0.00	755.65
17025	ADV02	FRANK YAMELLO		01/25/2012	0.00	231.00
17026	AMC01	AM CONSERVATION GROUP		01/25/2012	0.00	165.31
17027	ANA01	ANALYTICAL ENVIRONMEN		01/25/2012	0.00	25,041.79
17028	AND01	ANDREINI BROS. INC.		01/25/2012	0.00	38,363.43
17029	AND10	ANDERSON PACIFIC ENGINE		01/25/2012	0.00	100,938.10
17030	ARB01	ARBORWELL		01/25/2012	0.00	3,996.00

Check Number	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount	
17031	ASS05	ACWA HEALTH BENEFITS AU	01/25/2012	0.00	60.18	
17032	ASS08	ASSOC. CALIF. WATER AGEN	01/25/2012	0.00	9,156.00	
17033	ATT03	AT&T LONG DISTANCE	01/25/2012	0.00	115.34	
17034	AZT01	AZTEC GARDENS, INC.	01/25/2012	0.00	190.00	
17035	BAL04	BALANCE HYDROLOGICS, IN	01/25/2012	0.00	12,729.90	
17036	BAY05	BAY AREA WATER SUPPLY &	01/25/2012	0.00	6,166.25	
17037	BOR01	BORGES & MAHONEY, INC.	01/25/2012	0.00	2,119.09	
17038	BRU02	JON BRUCE	01/25/2012	0.00	120.00	
17039	CAR02	CAROLYN STANFIELD	01/25/2012	0.00	485.00	
17040	CAR03	CARROT-TOP INDUSTRIES, IN	01/25/2012	0.00	271.73	
17041	COA05	COAST TRANSMISSIONS	01/25/2012	0.00	3,199.19	
17042	COA14	COASTSIDE CARPET CLEANE	01/25/2012	0.00	495.00	
17043	COA19	COASTSIDE COUNTY WATER	01/25/2012	0.00	97.66	
17044	CSG01	CSG SYSTEMS, INC	01/25/2012	0.00	4,672.07	
17045	DAL01	DAL PORTO ELECTRIC	01/25/2012	0.00	2,210.15	
17046	DAY01	DAY-TIMERS, INC.	01/25/2012	0.00	48.69	
17047	EKI01	EKI INC.	01/25/2012	0.00	26,173.17	
17048	ENR01	ENRIQUEZ MD, JOSEFINA	01/25/2012	0.00	125.00	
17049	FIR06	FIRST NATIONAL BANK	01/25/2012	0.00	2,221.39	
17050	GEM01	GEMPLER'S, INC.	01/25/2012	0.00	2,672.83	
17051	GRA01	GRANDFLOW, INC.	01/25/2012	0.00	383.84	
17052	GRA03	GRAINGER, INC.	01/25/2012	0.00	423.10	
17053	HAL01	HMB BLDG. & GARDEN INC.	VOID	01/25/2012	1,031.59	0.00
17054	HAL24	H.M.B.AUTO PARTS	01/25/2012	0.00	35.34	
17055	HAN01	HANSONBRIDGETT. LLP	01/25/2012	0.00	4,628.40	
17056	IRO01	IRON MOUNTAIN	01/25/2012	0.00	395.45	
17057	IRV01	IRVINE CONSULTING SERVIC	01/25/2012	0.00	3,005.00	
17058	IRV02	IRVINE CONSULTING SERVIC	01/25/2012	0.00	2,920.73	
17059	JAM01	JAMES FORD, INC.	01/25/2012	0.00	538.01	
17060	KEN03	KENNEDY/JENKS CONSULTA	01/25/2012	0.00	38,976.00	
17061	LOM01	GLENNA LOMBARDI	01/25/2012	0.00	99.00	
17062	MET06	METLIFE SBC	01/25/2012	0.00	1,392.95	
17063	MIS01	MISSION UNIFORM SERVICES	01/25/2012	0.00	145.44	
17064	MON07	MONTEREY COUNTY LAB	01/25/2012	0.00	2,676.00	
17065	NAT02	NATIONAL METER & AUTOM	01/25/2012	0.00	840.00	
17066	OFF01	OFFICE DEPOT	01/25/2012	0.00	522.61	
17067	ONL01	ONLINE RESOURCES	01/25/2012	0.00	150.00	
17068	ONT01	ONTRAC	01/25/2012	0.00	439.26	
17069	PAS01	PASO ROBLES TANK, INC	01/25/2012	0.00	98,640.00	
17070	PAT05	DONALD PATTERSON	01/25/2012	0.00	35.52	
17071	PAU01	PAULO'S AUTO CARE	01/25/2012	0.00	836.57	
17072	PET02	PETERSON-BRUSTAD, INC	VOID	01/25/2012	3,535.60	0.00
17073	PIT04	PITNEY BOWES	01/25/2012	0.00	198.00	
17074	POL01	POLLARDWATER.COM	01/25/2012	0.00	90.38	
17075	PRY01	PARK UNIVERSITY ENTERPR	01/25/2012	0.00	195.00	
17076	PUM01	PUMP REPAIR SERVICE CO. I	01/25/2012	0.00	17,994.49	
17077	QUO01	LINDA QUON	01/25/2012	0.00	40.00	
17078	RIC01	RICOH AMERICAS CORPORA'	01/25/2012	0.00	601.65	
17079	RIC02	RICOH AMERICAS CORP	01/25/2012	0.00	790.90	
17080	ROB01	ROBERTS & BRUNE CO.	01/25/2012	0.00	5,200.91	
17081	ROG01	ROGUE WEB WORKS, LLC	01/25/2012	0.00	270.00	
17082	SAN03	SAN FRANCISCO WATER DEP	01/25/2012	0.00	152,498.00	
17083	SAN05	SAN MATEO CTY PUBLIC HE	01/25/2012	0.00	392.00	
17084	SER03	SERVICE PRESS	01/25/2012	0.00	1,072.58	
17085	SEW01	SEWER AUTH. MID- COASTSI	01/25/2012	0.00	570.00	

Check Number	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
17086	STA01	STAT PADS, LLC	01/25/2012	0.00	125.00
17087	STR02	STRAWFLOWER ELECTRONIC	01/25/2012	0.00	14.02
17088	TET01	JAMES TETER	01/25/2012	0.00	25,461.04
17089	UB*00967	TIM MASSEY	01/25/2012	0.00	145.43
17090	UB*00968	KATHERINE LITTRELL	01/25/2012	0.00	48.98
17091	UB*00969	BEN/RACHEL SLEETER	01/25/2012	0.00	40.76
17092	UB*00970	ANGELA WOODS	01/25/2012	0.00	81.71
17093	UB*00971	CHRIS/JACQUIE CUVELIER	01/25/2012	0.00	65.86
17094	UB*00972	ROBERT JOHNSTON	01/25/2012	0.00	31.17
17095	UB*00973	CHRISTOPHER ANDRIGHETTI	01/25/2012	0.00	14.81
17096	UB*00974	DANIELA MIEKLE	01/25/2012	0.00	76.41
17097	UB*00975	TARA MULLER	01/25/2012	0.00	29.42
17098	UB*00976	LEE ELLIS	01/25/2012	0.00	81.94
17099	UB*00977	PETER WALFORD	01/25/2012	0.00	60.00
17100	UB*00978	IVY DAVY	01/25/2012	0.00	8.83
17101	UB*00979	EDWIN AYALA	01/25/2012	0.00	38.33
17102	UB*00980	NANCY/DERYCK MARSH	01/25/2012	0.00	45.56
17103	UNI15	UNIVAR USA INC	01/25/2012	0.00	5,382.22
17104	WES11	WEST COAST AGGREGATES,	01/25/2012	0.00	165.79
17105	WHE01	VIRGINIA WHELEN	01/25/2012	0.00	195.00
17106	HAL01	HMB BLDG. & GARDEN INC.	01/26/2012	0.00	1,010.02
17107	PET02	PETERSON-BRUSTAD, INC	01/26/2012	0.00	3,690.91
17108	RII01	JUSTIN RIIS	01/27/2012	0.00	904.43
Report Total:				4,752.75	773,198.54

COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS
31-Jan-12

ACCOUNT	DESCRIPTION	CURRENT ACTUAL	CURRENT BUDGET	B/(W) VARIANCE	B/(W) % VAR	YTD ACTUAL	YTD BUDGET	B/(W) VARIANCE	B/(W) % VAR
OPERATING REVENUE									
1-0-4120-00	Water Revenue -All Areas	478,137.06	395,177.00	82,960.06	21.0%	3,738,536.48	4,097,544.00	(359,007.52)	-8.8%
TOTAL OPERATING REVENUE		478,137.06	395,177.00	82,960.06	21.0%	3,738,536.48	4,097,544.00	(359,007.52)	-8.8%
NON-OPERATING REVENUE									
1-0-4170-00	Water Taken From Hydrants	0.00	2,084.00	(2,084.00)	-100.0%	17,882.50	14,588.00	3,294.50	22.6%
1-0-4180-00	Late Notice -10% Penalty	9,539.74	4,167.00	5,372.74	128.9%	35,712.77	29,169.00	6,543.77	22.4%
1-0-4230-00	Service Connections	300.00	667.00	(367.00)	-55.0%	4,530.25	4,669.00	(138.75)	-3.0%
1-0-4920-00	Interest Earned	949.63	1,855.75	(906.12)	-48.8%	4,041.33	5,567.25	(1,525.92)	-27.4%
1-0-4930-00	Tax Apportionments/Cnty Checks	2,127.29	5,000.00	(2,872.71)	-57.5%	355,507.58	313,000.00	42,507.58	13.6%
1-0-4950-00	Miscellaneous Income	971.00	3,083.00	(2,112.00)	-68.5%	26,525.98	21,581.00	4,944.98	22.9%
1-0-4955-00	Cell Site Lease Income	9,655.99	9,491.00	164.99	1.7%	62,846.02	66,437.00	(3,590.98)	-5.4%
1-0-4965-00	ERAF REFUND -County Taxes	261,256.00	0.00	261,256.00	100.0%	261,256.00	0.00	261,256.00	0.0%
TOTAL NON-OPERATING REVENUE		284,799.65	26,347.75	258,451.90	980.9%	768,302.43	455,011.25	313,291.18	68.9%
TOTAL REVENUES		762,936.71	421,524.75	341,411.96	81.0%	4,506,838.91	4,552,555.25	(45,716.34)	-1.0%
OPERATING EXPENSES									
1-1-5130-00	Water Purchased	152,498.00	105,314.00	47,184.00	44.8%	1,146,106.62	1,223,952.00	77,845.38	6.4%
1-1-5230-00	Pump Exp, Nunes T P	2,116.26	1,995.00	121.26	6.1%	13,319.60	12,936.00	(383.60)	-3.0%
1-1-5231-00	Pump Exp, CSP Pump Station	732.59	1,312.00	(579.41)	-44.2%	47,832.49	107,062.00	59,229.51	55.3%
1-1-5232-00	Pump Exp, Trans. & Dist.	874.04	1,290.00	(415.96)	-32.2%	5,975.00	8,907.00	2,932.00	32.9%
1-1-5233-00	Pump Exp, Pilarcitos Can.	3,405.12	3,256.00	149.12	4.6%	4,744.49	10,411.00	5,666.51	54.4%
1-1-5234-00	Pump Exp. Denniston Proj.	1,604.89	495.00	1,109.89	224.2%	2,749.04	3,465.00	715.96	20.7%
1-1-5235-00	Denniston T.P. Operations	95.65	250.00	(154.35)	-61.7%	1,623.00	1,750.00	127.00	7.3%
1-1-5236-00	Denniston T.P. Maintenance	160.21	417.00	(256.79)	-61.6%	412.82	2,919.00	2,506.18	85.9%
1-1-5240-00	Nunes T P Operations	5,987.32	4,386.00	1,601.32	36.5%	65,929.88	41,989.00	(23,940.88)	-57.0%
1-1-5241-00	Nunes T P Maintenance	1,165.33	3,167.00	(2,001.67)	-63.2%	24,293.53	22,169.00	(2,124.53)	-9.6%
1-1-5242-00	CSP Pump Station Operations	579.10	708.00	(128.90)	-18.2%	4,967.56	4,956.00	(11.56)	-0.2%
1-1-5243-00	CSP Pump Station Maintenance	0.00	4,167.00	(4,167.00)	-100.0%	12,866.76	29,169.00	16,302.24	55.9%
1-1-5250-00	Laboratory Services	3,507.26	2,917.00	590.26	20.2%	16,632.54	20,419.00	3,786.46	18.5%
1-1-5318-00	Studies/Surveys/Consulting	0.00	3,750.00	(3,750.00)	-100.0%	13,997.50	26,250.00	12,252.50	46.7%
1-1-5321-00	Water Conservation	799.31	5,196.00	(4,396.69)	-84.6%	30,477.94	36,372.00	5,894.06	16.2%
1-1-5322-00	Community Outreach	0.00	2,184.00	(2,184.00)	-100.0%	3,824.36	15,288.00	11,463.64	75.0%
1-1-5411-00	Salaries & Wages -Field	72,784.42	73,717.38	(932.96)	-1.3%	499,050.77	552,880.35	53,829.58	9.7%
1-1-5412-00	Maintenance -General	16,123.21	16,042.00	81.21	0.5%	82,083.94	112,294.00	30,210.06	26.9%
1-1-5414-00	Motor Vehicle Expense	7,142.87	3,708.00	3,434.87	92.6%	39,390.52	25,956.00	(13,434.52)	-51.8%
1-1-5415-00	Maintenance -Well Fields	0.00	500.00	(500.00)	-100.0%	0.00	3,500.00	3,500.00	100.0%

ACCOUNT	DESCRIPTION	CURRENT ACTUAL	CURRENT BUDGET	B/(W) VARIANCE	B/(W) % VAR	YTD ACTUAL	YTD BUDGET	B/(W) VARIANCE	B/(W) % VAR
1-1-5610-00	Salaries/Wages-Administration	47,811.01	49,608.00	(1,796.99)	-3.6%	328,346.14	372,060.00	43,713.86	11.7%
1-1-5620-00	Office Supplies & Expense	11,189.11	9,948.00	1,241.11	12.5%	71,741.56	69,636.00	(2,105.56)	-3.0%
1-1-5621-00	Computer Services	4,837.07	4,070.83	766.24	18.8%	24,349.95	32,295.81	7,945.86	24.6%
1-1-5625-00	Meetings / Training / Seminars	1,300.52	1,500.00	(199.48)	-13.3%	10,223.20	10,500.00	276.80	2.6%
1-1-5630-00	Insurance	14,715.83	12,500.00	2,215.83	17.7%	107,533.00	92,500.00	(15,033.00)	-16.3%
1-1-5635-00	EE/Ret. Medical Insurance	31,133.28	36,551.00	(5,417.72)	-14.8%	212,846.87	255,857.00	43,010.13	16.8%
1-1-5640-00	Employees Retirement Plan	34,988.26	35,586.70	(598.44)	-1.7%	242,423.39	266,900.20	24,476.81	9.2%
1-1-5645-00	SIP 401K Plan	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
1-1-5681-00	Legal	3,910.20	5,000.00	(1,089.80)	-21.8%	18,851.90	35,000.00	16,148.10	46.1%
1-1-5682-00	Engineering	939.36	1,167.00	(227.64)	-19.5%	4,412.28	8,169.00	3,756.72	46.0%
1-1-5683-00	Financial Services	0.00	0.00	0.00	0.0%	16,690.00	19,500.00	2,810.00	14.4%
1-1-5684-00	Payroll Tax Expense	9,171.67	8,819.84	351.83	4.0%	55,708.25	66,148.80	10,440.55	15.8%
1-1-5687-00	Membership, Dues, Subscript.	5,772.25	7,529.16	(1,756.91)	-23.3%	36,630.25	42,704.12	6,073.87	14.2%
1-1-5688-00	Election Expenses	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
1-1-5689-00	Labor Relations	0.00	500.00	(500.00)	-100.0%	0.00	3,500.00	3,500.00	100.0%
1-1-5700-00	San Mateo County Fees	0.00	6,000.00	(6,000.00)	-100.0%	13,142.28	16,200.00	3,057.72	18.9%
1-1-5705-00	State Fees	0.00	0.00	0.00	0.0%	17,338.43	16,800.00	(538.43)	-3.2%
TOTAL OPERATING EXPENSES		435,344.14	413,551.91	(21,792.23)	-5.3%	3,176,515.86	3,570,415.28	393,899.42	11.0%
CAPITAL ACCOUNTS									
1-1-5711-00	Debt Srvc/Existing Bonds 1998A	0.00	0.00	0.00	0.0%	254,610.00	254,610.00	0.00	0.0%
1-1-5712-00	Debt Srvc/Existing Bonds 2006B	964.50	0.00	(964.50)	0.0%	339,141.39	335,852.00	(3,289.39)	-1.0%
1-1-5715-00	Debt Srvc/CIEDB 11-099 (I-BANK)	58,122.79	0.00	(58,122.79)	0.0%	115,552.79	0.00	(115,552.79)	0.0%
TOTAL CAPITAL ACCOUNTS		59,087.29	0.00	59,087.29	0.0%	709,304.18	590,462.00	(118,842.18)	-20.1%
TOTAL EXPENSES		494,431.43	413,551.91	(80,879.52)	-19.6%	3,885,820.04	4,160,877.28	275,057.24	6.6%
NET INCOME		268,505.28	7,972.84	(260,532.44)	-3267.7%	621,018.87	391,677.97	(229,340.90)	-58.6%

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
January 31, 2012**

RESERVE BALANCES

CAPITAL AND OPERATING RESERVE	\$2,236,863.80
RATE STABILIZATION RESERVE	\$250,000.00
TOTAL DISTRICT RESERVES	\$2,486,863.80

ACCOUNT DETAIL

ACCOUNTS WITH FIRST NATIONAL BANK (FNB)	
CHECKING ACCOUNT	\$922,421.10
CSP T & S ACCOUNT	\$551,058.40
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$1,011,454.30
DISTRICT CASH ON HAND	\$1,930.00
TOTAL ACCOUNT BALANCES	\$2,486,863.80

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

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

12/31/2011

		Approved CIP Budget FY 11/12	Actual To Date FY 11/12	Projected Year-End FY 11/12	Projected vs. Budget Variance	Project Status/ Comments
PIPELINE PROJECTS						
06-05	Avenue Cabrillo I (Permitting / Design)	\$ 100,000	99,229	\$ 100,000	\$ -	Design completed. Working on permitting.
WATER TREATMENT PLANTS						
99-05	Denniston Intake Maintenance	\$ 30,000	\$ 20,325	\$ 20,000	\$ 10,000	Complete - Pending payment of retention
10-04	Nunes Floc Drive Repair	\$ 50,000	\$ 45,647	\$ 50,000	\$ -	Drives on site, awaiting installation.
08-05	Nunes Plant Painting	\$ 12,500		\$ 12,500	\$ -	On Hold
	Nunes Hydropneumatic Systems Improvement	\$ 40,000	\$ 45,647	\$ 40,000	\$ -	Planning
	Nunes DR5000 Analyzer	\$ 8,000	\$ 3,795	\$ 8,000	\$ -	Purchased
FACILITIES & MAINTENANCE						
08-08	PRV Valves Replacement Program	\$ 20,000	\$ 30,395	\$ 30,395	\$ (10,395)	Work on El Granada Blvd. PRV completed.
99-01	Meter Change Program	\$ 30,000	\$ 5,148	\$ 30,000	\$ -	Ongoing
09-09	Fire Hydrant Replacement	\$ 20,000		\$ 20,000	\$ -	Ongoing
09-23	District Digital Mapping	\$ 75,000	\$ 9,564	\$ 75,000	\$ -	
EQUIPMENT PURCHASE & REPLACEMENT						
99-03	Computer System	\$ 12,000	\$ 2,334	\$ 12,000	\$ -	
99-04	Office Equipment/Furniture	\$ 3,000	\$ 1,546	\$ 3,000	\$ -	
06-03	SCADA / Telemetry / Electrical Controls	\$ 750,000			\$ 750,000	Design complete, ready to bid. Move to FY13.
	Billing System Upgrade	\$ 70,000	\$ 23,342	\$ 70,000	\$ -	Software upgrade online in October 2011
PUMP STATIONS / TANKS / WELLS						
	Crystal Springs Check Valve Replacement	\$ 25,000		\$ 25,000	\$ -	In Progress
08-14	Alves Tank Recoating (Interior & Exterior)	\$ 100,000		\$ 100,000	\$ -	Planning
08-17	El Granada Tank #2 Recoat and Ladder	\$ 200,000	\$ 2,487		\$ 200,000	Move to FY13.
	El Granada Tank #1 MCC Repairs & Spare Pump	\$ 40,000	\$ 29,880	\$ 40,000	\$ -	In Progress
	El Granada Tank #2 Fence Replacement	\$ 25,000		\$ 25,000	\$ -	On Hold
	El Granada Tank #3 Fence Replacement	\$ 25,000	\$ 17,589	\$ 17,589	\$ 7,411	Complete
	Miramar Tank Fence Replacement	\$ 25,000		\$ 25,000	\$ -	Planning
	Half Moon Bay Tank #1 Interior/Exterior Recoating	\$ 300,000	\$ 113,833	\$ 300,000	\$ -	In Progress
09-18	Pump Station Chlorine Analyzer Replacements (4)	\$ 10,000		\$ 10,000	\$ -	
09-19	Pilarcitos Canyon Blending Station	\$ 100,000	\$ 34,450	\$ 32,200	\$ 70,000	To be completed FY13.
DENNISTON WTP (LONG-TERM) IMPROVEMENT						
08-23	Denniston WTP Improvement Project	\$ 4,000,000	\$ 1,040,118	\$ 4,000,000	\$ -	In Progress
WATER SUPPLY DEVELOPMENT						
	Denniston /San Vicente EIR	\$ 300,000	\$ 184,731	\$ 300,000	\$ -	In progress. NOP/IS published in October.
	San Vicente Design	\$ 300,000			\$ 300,000	Move to FY13.
FY 11-12 TOTALS		\$ 6,670,500	\$ 1,710,060	\$ 5,245,684	\$ 1,327,016	

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

12/31/2011

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

FY 10/11	Small Line Decommission Behind Main Street	\$ 50	\$ 50		Project Completed in FY 10/11.
FY 10/11	District Digital Mapping	\$ 35,030	\$ 35,030		
FY 09/10	New Pilarcitos Well	\$ 510	\$ 510		Analysis - work complete for this FY
	Denniston Booster Pump Station	\$ 17,119	\$ 12,627		
FY 09/10	Hazen's Tank Fence Repair	\$ 4,925	\$ 4,925		In Progress

PREVIOUS YEAR TOTALS \$ 57,634 \$ 53,142 \$ -

UNSCHEDULED ITEMS (CAPITAL EXPENDITURES) FOR CURRENT FISCAL YEAR 11/12

	Cahill Tank Repairs (Ladder Repairs)	\$ 13,123	\$ 15,000		In Progress
	CSP Intake Tunnel Modifications	\$ 22,788	\$ 75,000		
	Judith Court Main Line Emergency Repairs	\$ 34,902	\$ 34,902		Complete
	EG Pipeline Leak at Arroyo de en Medio	\$ 35,628	\$ 150,000		

NON-BUDGETED TOTALS \$ 106,442 \$ 274,902 \$ -

CIP TOTALS \$ 6,670,500 \$ 1,874,136 \$ 5,573,728

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

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

Month	Admin (General Legal Fees)	Recycle Water Analysis	Water Supply Develpmnt	Transfer Program	CIP	Denniston WTP Improvements Project	Personnel	Lawsuits	Infrastructure Project Review (Reimbursable)	TOTAL
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Feb-11	4,834		157	221						5,212
Mar-11	1,342		1,492	1,467						4,302
Apr-11	2,687		2,037	80	106					4,909
May-11	4,299		1,436	491						6,227
Jun-11	3,192					2,059			878	6,129
Jul-11	5,102					637				5,739
Aug-11	1,383					1,913				3,297
Sep-11	1,569			346		372		1,967		4,255
Oct-11	4,330			319		2,627				7,276
Nov-11	2,766					1,843				4,609
Dec-11	3,272			319		106				3,697
Jan-12	3,910			718						4,628

TOTAL	38,687	0	5,123	3,962	106	9,558	0	1,967	878	60,281
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**Engineer Cost Tracking Report
12 Months At-A-Glance**

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

Month	Admin & Retainer	Phase 3 EG Pipeline	CIP	Short Term WTP Imprv.	Studies & Projects	TOTAL	Reimburseable from Projects
Feb-11	300			85		385	
Mar-11	480		254			734	
Apr-11	480		169			649	
May-11	480		338			818	
Jun-11	240		4,551			4,791	
Jul-11	480		18,131			18,611	
Aug-11	1,353		9,096			10,449	
Sep-11	480		15,802		1,437	17,718	
Oct-11	480		17,798		3,296	21,574	3,296
Nov-11	480		12,774			13,254	
Dec-11	200		5,067			5,267	
Jan-12	939		23,677		845	25,461	845
TOTAL	6,392	0	107,656	85	5,577	119,710	4,141

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

Tuesday, January 10, 2012

- 1) **ROLL CALL** - President Jerry Donovan called the meeting to order at 7:00 p.m. Present at roll call: Director Ken Coverdell, Vice-President Glenn Reynolds, Directors Bryan Hannegan and Chris Mickelsen.

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

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **CONSENT CALENDAR**

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

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

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

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Coverdell reported that he had attended a recent Montara Water & Sanitary District (MWSD) Board meeting to discuss the emergency water supply agreement between Montara Water & Sanitary District and the Coastside County Water District. He stated that the MWSD Board of Directors had directed their General Manager to begin open communications with Mr. Dickson to develop a plan to implement the emergency water supply connection. Director Coverdell suggested that the matter be agendaized for the Board to direct staff to develop a concept and some practical solutions for this water supply connection to work in an emergency situation with the MWSD.

Director Mickelsen commented that he had recently met up with former CCWD Director Everett Ascher and that he was in good health and looked great.

Director Hannegan agreed with Director Coverdell's recommendation to agendaize further technical discussion of the MWSD and CCWD emergency water supply connection.

6) GENERAL BUSINESS

A. Appointment to CCWD Board Member Representatives and Alternate(s) to participate in San Mateo County Local Agency Formation Commission (LAFCo) election of officers

Mr. Dickson advised that this is a routine item that the District addresses each year to comply with LAFCo's recommendation that standing voting representatives be designated in case a special district selection committee is called due to a vacancy and the District's presiding officer is not able to attend the meeting. The Board concurred with the District's past practice of appointing the Board President as the designated representative, with all other Directors being named as alternates.

ON MOTION BY Director Hannegan and seconded by Director Mickelsen, the Board voted as follows, by roll call vote, to designate CCWD Board President Jerry Donovan as the District's voting representative to participate in the San Mateo County Local Agency Formation Commission election of officers, followed by the designation of Vice-President Glenn Reynolds, and Directors Ken Coverdell, Bryan Hannegan and Chris Mickelsen to serve as alternates:

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

B. Coastside County Water District Board Committees

President Donovan stated that the District's Board Committees would be constituted as follows:

Standing Committees

Finance Committee
Water Quality Committee
Human Resources Committee
Water Resources Committee
District Facilities Committee

Directors

Coverdell and Hannegan
Donovan and Mickelsen
Mickelsen and Hannegan
Donovan and Mickelsen
Donovan and Reynolds

Advisory Committees

Montara Water & Sanitary District
(MWSD) Mutual Interest Committee

Directors

Donovan and Coverdell

External Organizations

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

Directors

Reynolds
Reynolds

External Organizations - (continued)

California Special District Association (CSDA)
Local Agency Formation Commission (LAFCo)
Bay Area Water Supply & Conservation
Agency (BAWSCA)

Directors

Donovan
Donovan
Coverdell

Vice-President Reynolds expressed an interest in participating in the American Water Works Association (AWWA).

C. Approval of Change Orders 1 - 5 for Half Moon Bay Tank 1 Repair and Recoating Project

Mr. Guistino provided the background of this project and explained that as this project progressed, additional necessary repairs were revealed, that were not included in the original project specifications. Mr. Guistino described the details of Change Orders 1 through 5, which included an error in the tank surface area in the project documents, corrosion issues, and safety concerns. He also reported that Change Order # 5 would not be necessary. Mr. Guistino advised that once these Change Order repairs are complete, work can proceed with the internal lining and the external coating. Mr. Guistino answered a few questions from the Board about this project.

ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds, the Board voted as follows, by roll call vote, to approve Change Orders 1 - 4 for the Half Moon Bay Tank 1 Repair and Recoating Project for a total of \$ 34,572.00:

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

D. Mid-Year Financial Review

Mr. Dickson referenced the spreadsheet summarizing the revenue and expenses for the first half of the Fiscal Year 2011-2012. He reviewed the water sales figures, accrued expenses, and the net variance.

E. Proposed Revisions to Policies and Procedures for Award of Contracts

Mr. Dickson reviewed the background, noting that during discussion of a proposed change order to the Denniston Creek Water Treatment Plant Improvements Project at the December 13, 2011 Board of Directors meeting, staff had indicated that they would suggest procurement policy changes which would clarify existing policy and facilitate approval of change orders. He noted that by providing staff with the authority to execute certain change orders without Board approval, it will help to keep construction projects on schedule and avoid delay costs. Mr. Miyaki then summarized the proposed revisions, which included clarifying authority for change orders and contract amendments, streamlining sole source procurement language, defining “emergency” for procurement purposes, setting criteria for Board or General Manager waivers of procurement procedures, and eliminating the requirement for newspaper bid advertisement in favor of more current approaches.

Board discussion ensued with Mr. Dickson and Mr. Miyaki addressing questions and providing clarification of the proposed revisions. Director Coverdell made a motion, which was seconded by Director Mickelsen, to draft language to state that “Change Orders that do not exceed \$30,000, if the cumulative total of the change orders and contract amendments exceeds ten percent of the original contract amount, the General Manager will make the Board aware of this condition. After significant discussion, the motion was withdrawn and it was decided that the General Manager and District Legal Counsel will draft new revised language, which will be reviewed and discussed by the District’s Finance Committee. Following that process, the new proposed policy changes will be presented for review by the full Board at the February 14, 2012 Board of Directors meeting.

7) GENERAL MANAGER’S REPORT

1. ERAF Refund

Mr. Dickson reported that the District had recently received an unexpectedly high ERAF refund payment of \$261,000.

2. Proposed SFPUC Agreement for Modesto Irrigation District Water Transfer

Mr. Dickson informed the Board that a proposed agreement is being outlined between the San Francisco Public Utilities

Commission (SFPUC) and the Modesto Irrigation District (MID), under which MID would transfer 2 million gallons per day of its Tuolumne River water to SFPUC on a long-term basis. He added that if this agreement goes through, it will be a historic step and could set the stage for future transfers that would significantly impact the water interests of the Bay Area Water Supply and Conservation Agency (BAWSCA) agencies. He advised that BAWSCA will continue to track developments in these SFPUC-MID negotiations.

A. Operations Report

Mr. Dickson showed a series of photographs demonstrating the progress on the Denniston Water Treatment Plant Improvements Project including construction of the retaining walls, concrete pours, the walls around the new drying beds, and the layout and forming of the clarifiers. Mr. Dickson also displayed photos from the Half Moon Bay Tank # 1 Repair and Recoating Project, which included tank ladder replacements. Next, Mr. Dickson presented and explained photos taken recently at the site of a leak on the El Granada Pipeline, located at Arroyo De En Medio Crossing.

Mr. Guistino updated the Board on the District's recent backflow survey from Main Street and Highway 92 to the Pilarcitos Bridge and Stone Pine Center and Stone Pine Road and staff identified a number of businesses in need of backflow prevention devices. He also advised that staff is in the process of drafting an updated backflow ordinance which will be presented to a Board Committee in the near future.

B. Water Resources Report

Ms. Brennan reported that the Bay Area Water Supply and Conservation Agency (BAWSCA) is working toward securing grant funding to subsidize three regional water use efficiency programs; the Lawn Be Gone, High Efficiency Toilets and High-Efficiency Clothes Washers. She also shared information regarding the recent California Department of Water Resources snow survey, and reviewed details of the District's Water Supply Outlook for Calendar Year 2012.

8) DIRECTOR AGENDA ITEMS - REQUEST FOR FUTURE BOARD MEETINGS

Director Coverdell reiterated his request to have the matter of the CCWD and MWSD Emergency Water Supply Connection placed on a future Board agenda.

9) ADJOURNMENT

ON MOTION BY Director Reynolds and seconded by Director Hannegan, the Board voted as follows, to adjourn the January 10, 2012 meeting of the Coastside County Water District's Board of Directors:

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

The meeting was adjourned at 8:17 p.m. The next regular meeting of the Board of Directors is scheduled for Tuesday, February 14, 2012.

Respectfully submitted,

David R. Dickson, General Manager
Secretary of the Board

Jerry C. Donovan, President
Board of Directors

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: February 14, 2012

Report

Date: February 8, 2012

Subject: Monthly Water Transfer Report

Recommendation:

None. For Board information purposes only.

Background:

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

Since the previous Board meeting in January 2012, one transfer application was approved for one---5/8" (20 gpm) non-priority water service connection. A spreadsheet reporting this transfer follows this report as well as the approval memorandum from Patrick Miyaki and the confirmation letter from Glenna Lombardi.

APPROVED WATER TRANSFERS FOR THE 2012 CALENDAR YEAR

DONATING APN	RECIPIENT APN	PROPERTY OWNERS	# of CONNECTIONS	DATE
047-206-250	064-131-170	Ray and Stephanie Hekkert to same party	1--5/8" non-priority	Feb-12

Memorandum

VIA ELECTRONIC MAIL

TO: Glenna Lombardi
FROM: Patrick T. Miyaki
DATE: February 8, 2012
RE: **Application to Transfer Uninstalled Non-Priority Water Service Connection from Ray and Stephanie Hekkert to Ray and Stephanie Hekkert**

Glenna, I reviewed the Application to transfer one 5/8-inch uninstalled non-priority water service connection from property owned by Ray and Stephanie Hekkert (APN 047-206-250) to property owned by Ray and Stephanie Hekkert (APN 064-131-170).

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

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

cc: David Dickson

February 8, 2012

Ray and Stephanie Hekkert
P.O. Box 1961 (120 Ferdinand)
El Granada, CA 94018

RE: Request to Transfer a Water Service Connection

Dear Property Owners:

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

- APN **047-206-250** has the remaining right to one---5/8” (20 gpm) uninstalled, “excess use,” non-priority water service connection . *(Note: Property #1 is developed as a triplex and has two---5/8” (20 gpm) installed non-priority water service connections serving it since 3/09.); and*
- APN **064-131-170** now has one---5/8” (20 gpm) non-priority water service connection assigned to it from the Crystal Springs Project.

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

Sincerely,

Glenna Lombardi

cc: David Dickson, General Manager

COASTSIDE COUNTY WATER DISTRICT

2010 NON-PRIORITY LOTTERY RECIPIENTS
STATUS UPDATE

January 31, 2012

33.5 TOTAL SOLD CONNECTIONS (T&S FEES PAID)

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

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2012

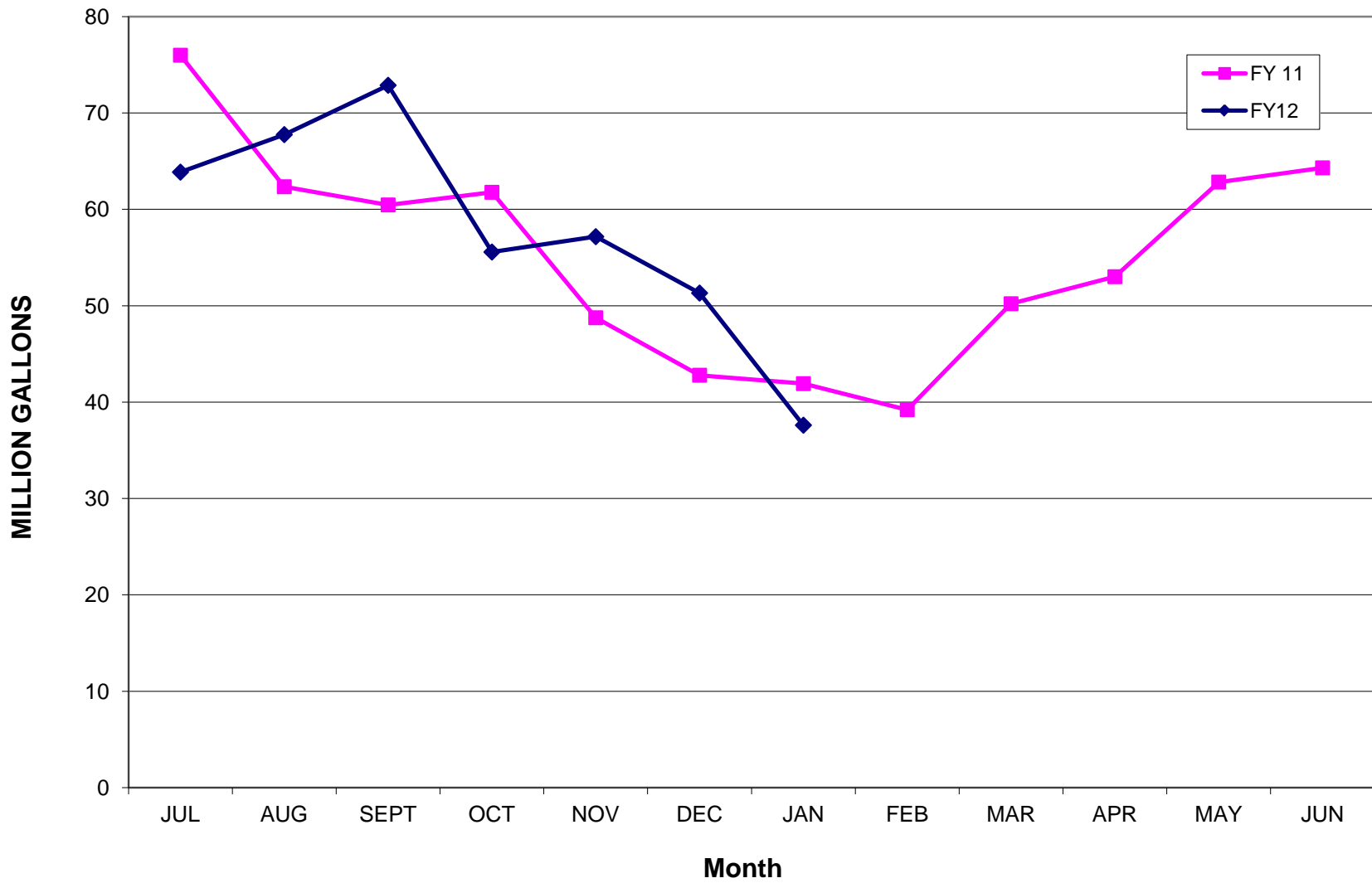
	PILARCITOS WELLS	PILARCITOS LAKE	DENNISTON WELLS	DENNISTON RESERVOIR	CRYSTAL SPRINGS RESERVOIR	RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
JUL	0.00	62.65	0.00	0.00	1.03	63.68	-0.18	63.86
AUG	0.00	61.34	0.00	0.00	6.38	67.72	-0.03	67.75
SEPT	0.00	68.54	0.00	0.00	4.81	73.35	0.48	72.87
OCT	0.00	50.99	0.00	0.00	4.67	55.66	0.09	55.57
NOV	11.6	21.80	0	0.00	23.48	56.88	-0.28	57.16
DEC	7.2	27.02	0	0.00	16.82	51.04	-0.275	51.31
JAN	5.97	0	0	0.00	32.21	38.18	0.577	37.60
FEB								
MAR								
APR								
MAY								
JUN								
TOTAL	24.77	292.34	0.00	0.00	89.40	406.51	0.38	406.13
% TOTAL	6.1%	71.9%	0.0%	0.0%	22.0%	100.0%	0.09%	99.9%

12 Month Running Treated Total 675.69

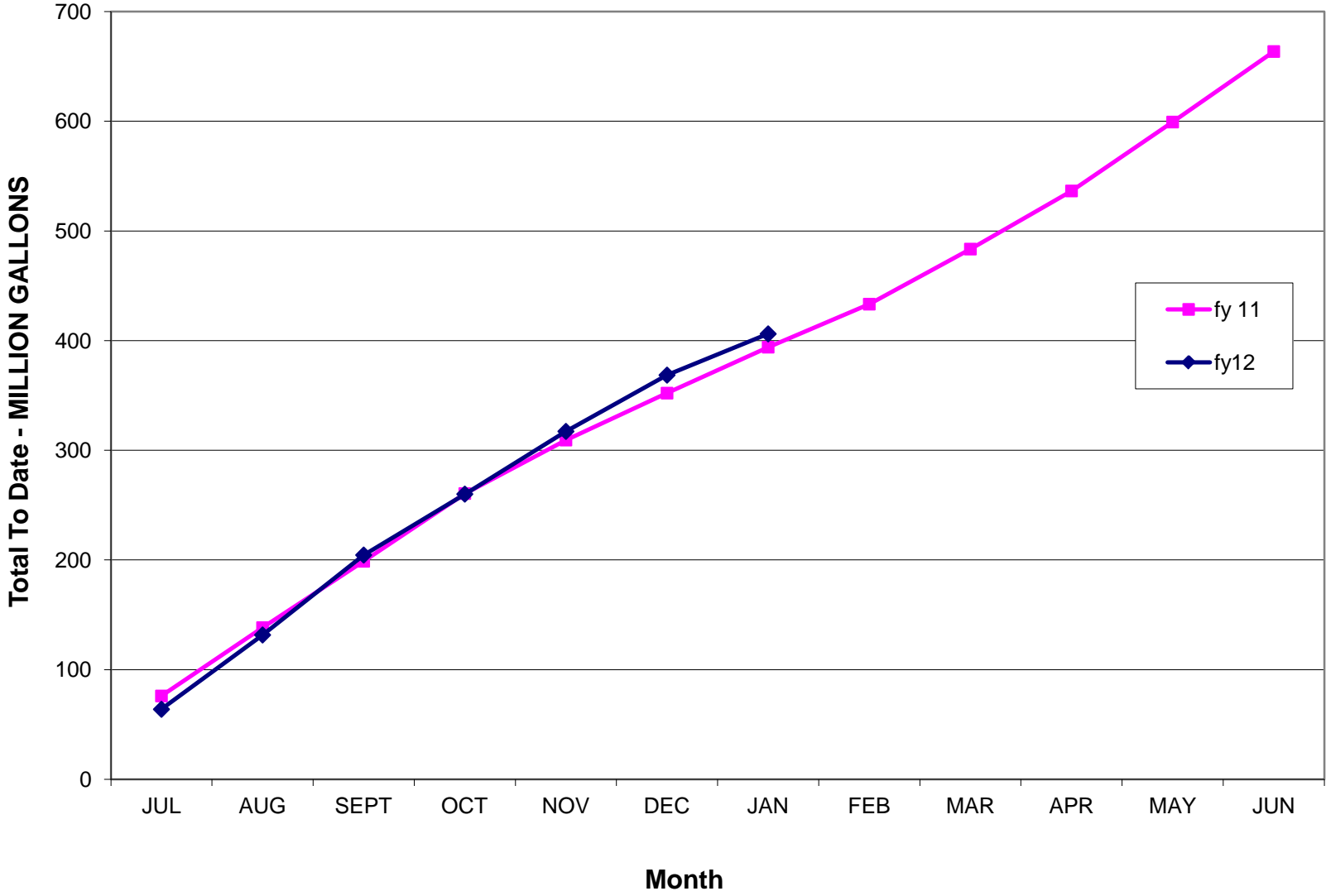
TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2011

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

Monthly Production FY 11 vs. FY 12



Cumulative Production FY 11 vs. FY12



Plant Water Use				Unmetered Water			FY 2012		MG	
	Denniston Plant	Nunes Plant	Total	Main Flushing	Detector Checks*	Main Breaks	Fire Dept	Tank Level Difference	Total	
JUL	0.000	2.195	2.195	0.000	0.028	0.063	0.003	-0.273	-0.180	
AUG	0.000	1.831	1.831	0.000	0.007	0.007	0.004	-0.048	-0.029	
SEP	0.000	1.899	1.899	0.000	0.021	0.057	0.003	0.402	0.483	
OCT	0.000	1.955	1.955	0.000	0.012	0.003	0.004	0.072	0.090	
NOV	0.000	1.667	1.667	0.000	0.010	0.034	0.001	-0.332	-0.287	
DEC	0.000	1.482	1.482	0.000	0.010	0.079	0.017	-0.381	-0.275	
JAN	0.000	1.532	1.532	0.000	0.055	0.015	0.010	0.498	0.577	
FEB			0.000							
MAR			0.000							
APR			0.000							
MAY			0.000							
JUN			0.000							
TOTAL	0.00	11.03	11.03	0.00	0.14	0.24	0.03	-0.56	-0.20	

Coastside County Water District Monthly Leak Report

Date	Location	Pipe size/ Service	Est. Water Loss (Gallons)*	Material Cost	Employee hours	Manpower and Equipment Costs	Total Costs
1/18/2012	229 Myrtle ST. HMB	1" Plastic Service	4,500	Total \$777.49	Men Hours 4 6	\$1,750	\$2,527.49
1/19/2012	231 Harvard Princeton	1" Plastic Service	2,500	Total \$186.05	Men Hours 4 5	\$1,475	\$1,661.05
1/19/2012	215 Madrid El Granada	2" Galv	1,500	Total \$113.87	Men Hours 4 2	\$800	\$913.87
1/27/2012	100 Ave Portola	1" Plastic Service	6,000	Total \$365.84	Men Hours 4 8	\$2,300	\$2,665.84
				Total	Men Hours		\$0.00
				Total	Men Hours		\$0.00
				Total	Men Hours		\$0.00

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

64 **Total**
 Water
 Loss **0.0145 MG**

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

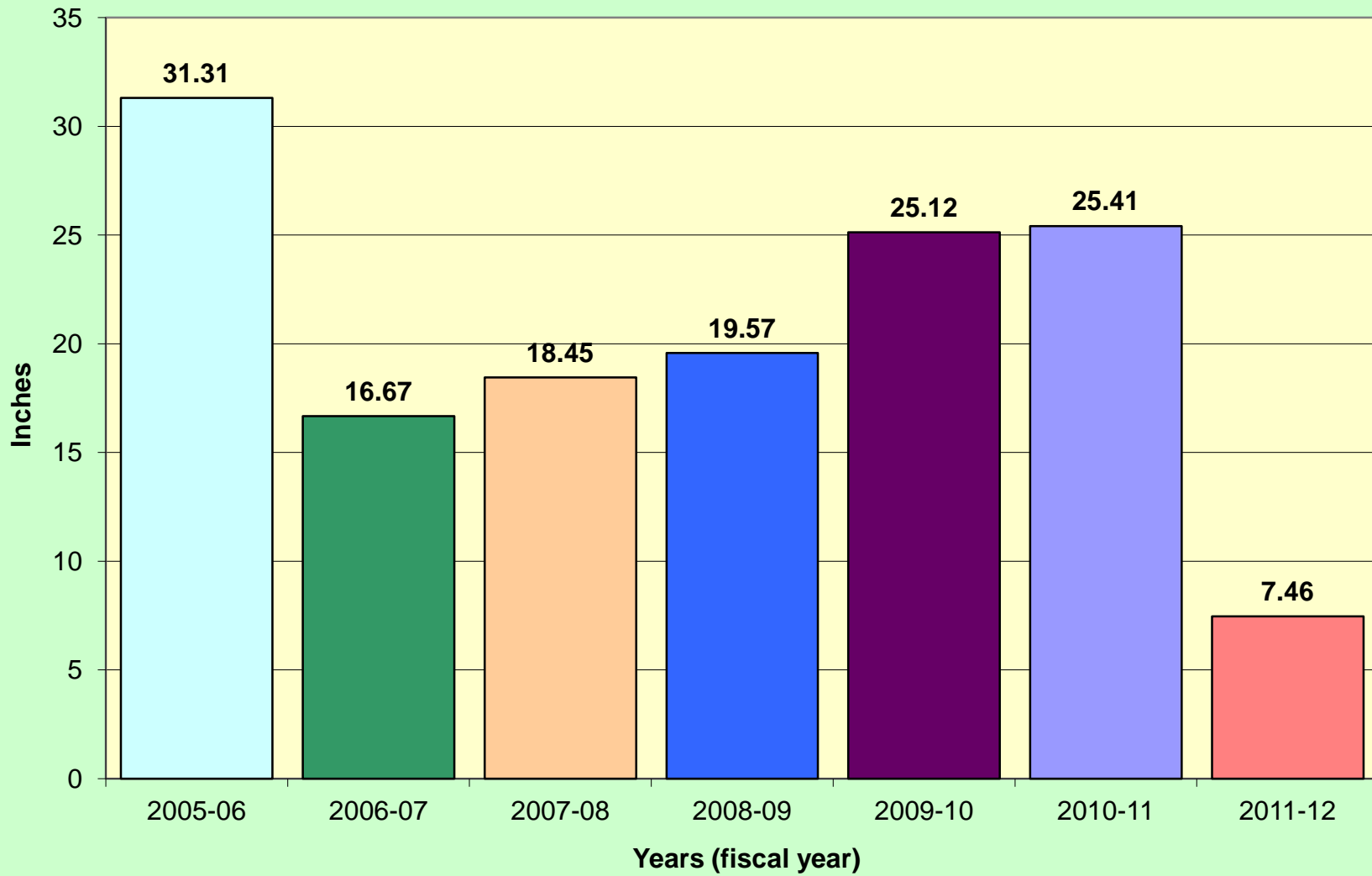
Coastside County Water District
 766 Main Street
 July 2011 - June 2012

District Office
 Rainfall in Inches

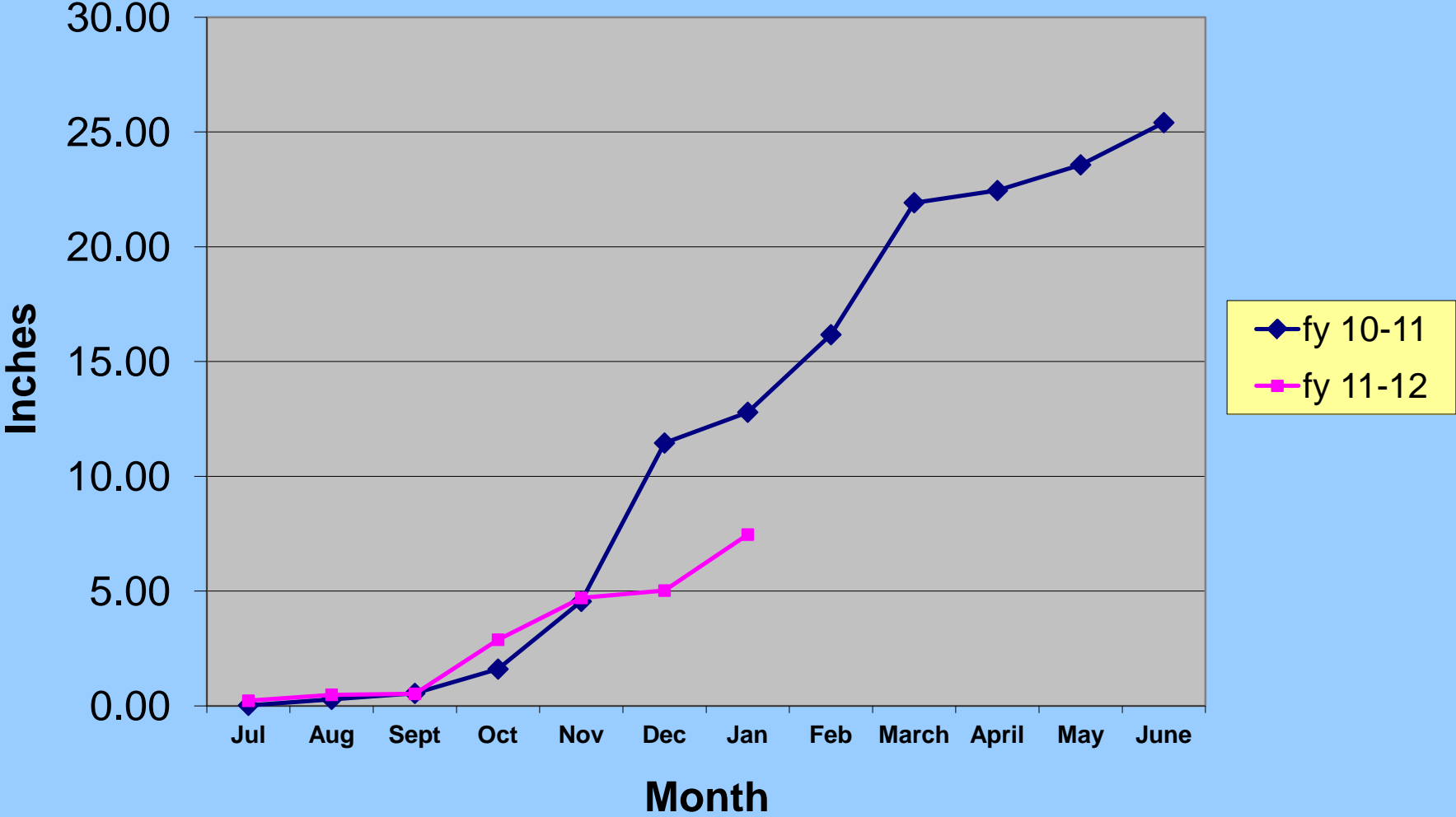
	2011						2012					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0	0	0	0.02	0	0					
2	0	0	0	0	0	0	0					
3	0	0.04	0	0.34	0.06	0	0.01					
4	0	0.08	0.01	0.57	0.07	0	0					
5	0	0.02	0	0.56	0.35	0	0					
6	0	0.02	0	0.19	0.01	0	0					
7	0	0.03	0	0.01	0.01	0	0					
8	0	0.01	0	0	0	0	0					
9	0	0	0.01	0.01	0	0	0					
10	0	0	0	0.54	0	0	0					
11	0.04	0	0	0.09	0.33	0.1	0					
12	0.06	0	0	0.01	0.01	0.02	0					
13	0.06	0	0	0	0	0	0					
14	0	0	0	0	0	0.01	0					
15	0.02	0	0	0	0.01	0.11	0					
16	0	0	0	0	0.01	0	0					
17	0.02	0	0	0	0.05	0	0					
18	0	0	0	0.03	0.22	0	0					
19	0	0	0	0	0.36	0	0.09					
20	0	0	0.01	0	0.18	0.01	1.63					
21	0	0.02	0	0	0.01	0	0.06					
22	0	0	0	0.01	0	0	0.33					
23	0	0	0	0	0	0	0.3					
24	0	0	0.01	0	0.1	0	0					
25	0	0.01	0	0	0	0	0					
26	0.01	0.01	0	0	0	0	0					
27	0	0.02	0	0	0	0	0.01					
28	0.01	0	0	0	0.01	0	0					
29	0	0	0	0	0.01	0.01	0					
30	0	0	0	0	0	0.06	0					
31	0	0		0		0	0.01					
Mon.Total	0.22	0.26	0.04	2.36	1.82	0.32	2.44	0.00	0.00	0.00	0.00	0.00
Year Total	0.22	0.48	0.52	2.88	4.70	5.02	7.46	7.46	7.46	7.46	7.46	7.46

Rain Totals

January 2012



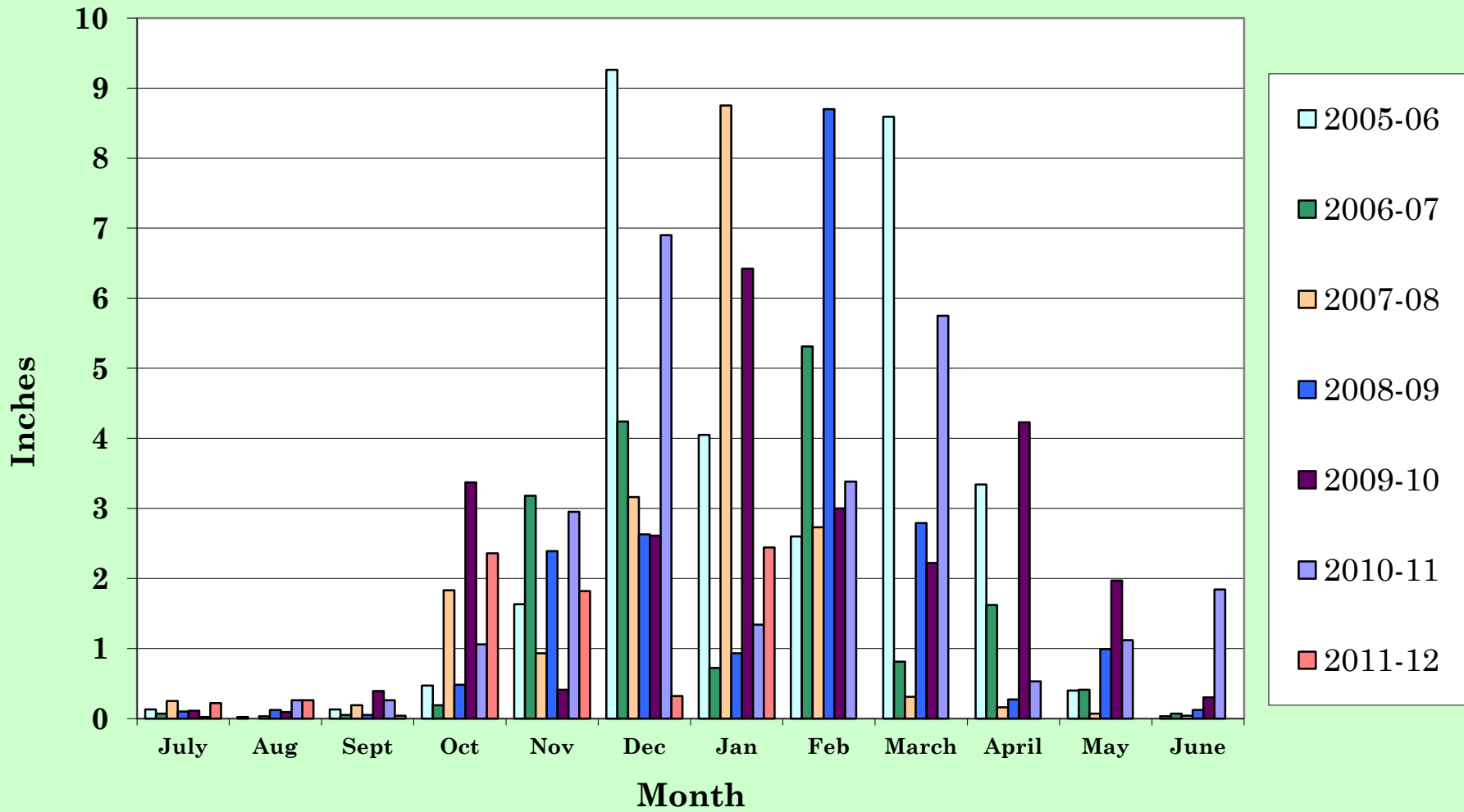
Rainfall Totals FY 2012



Coastside County Water District

Rainfall by Month

July '05 thru Jun '12



MONTHLY CLIMATOLOGICAL SUMMARY for JAN. 2012

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

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

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	57.3	67.7	3:00p	52.6	7:30a	7.9	0.2	0.00	4.1	23.0	3:30a	NNE
2	54.2	61.4	12:30p	49.6	3:00a	10.8	0.0	0.00	0.2	8.0	5:00a	SE
3	54.4	62.5	3:00p	47.0	7:00a	10.6	0.0	0.01	3.0	19.0	1:30p	N
4	58.0	66.9	4:00p	50.8	12:00m	7.2	0.1	0.00	3.1	20.0	1:00p	N
5	51.7	59.6	3:30p	42.6	6:00a	13.3	0.0	0.00	0.9	11.0	4:00p	N
6	51.9	57.1	3:00p	43.9	9:00p	13.1	0.0	0.00	0.8	10.0	2:00p	SW
7	54.3	66.7	3:30p	45.0	1:00a	10.7	0.0	0.00	2.0	19.0	3:30p	N
8	56.9	67.4	3:30p	46.0	12:00m	8.2	0.2	0.00	2.2	18.0	12:30p	N
9	51.4	63.3	1:00p	43.4	12:00m	13.6	0.0	0.00	1.6	15.0	10:00a	N
10	47.7	57.9	2:30p	39.7	4:30a	17.3	0.0	0.00	0.5	8.0	10:30a	SSW
11	48.7	65.1	1:00p	38.2	5:30a	16.3	0.0	0.00	0.5	10.0	11:00a	SSE
12	53.5	64.5	4:00p	40.3	5:00a	11.5	0.0	0.00	2.1	20.0	10:30a	N
13	56.4	68.3	3:30p	48.5	12:00m	8.7	0.2	0.00	2.7	20.0	11:00a	NNE
14	49.7	60.4	2:30p	39.5	11:30p	15.3	0.0	0.00	0.4	7.0	2:30a	N
15	48.3	54.6	1:30p	38.6	12:30a	16.7	0.0	0.00	2.3	15.0	6:30p	SW
16	43.1	50.9	2:00p	34.8	11:30p	21.9	0.0	0.00	1.4	13.0	2:30a	NW
17	41.4	52.4	2:30p	32.5	6:30a	23.6	0.0	0.00	1.1	11.0	1:00p	NW
18	44.5	58.7	1:30p	34.7	5:00a	20.5	0.0	0.00	0.8	10.0	3:00p	NNE
19	49.5	57.2	2:00p	38.1	5:00a	15.5	0.0	0.09	2.3	15.0	8:00p	SE
20	57.4	60.9	12:30p	54.5	12:30a	7.6	0.0	1.63	5.1	23.0	9:30p	SE
21	52.2	57.3	12:30a	43.6	12:00m	12.8	0.0	0.06	2.9	21.0	12:30a	SW
22	51.2	56.1	1:30p	43.9	1:30a	13.8	0.0	0.33	3.8	24.0	12:00m	ESE
23	54.3	58.4	2:30p	51.6	10:30p	10.7	0.0	0.30	3.4	26.0	12:30a	S
24	53.4	59.6	3:00p	48.0	8:00a	11.6	0.0	0.00	0.5	7.0	1:30p	N
25	55.1	65.4	3:00p	47.4	3:30a	9.9	0.0	0.00	2.1	18.0	9:30a	N
26	56.3	62.4	12:30p	52.6	12:00m	8.7	0.0	0.00	0.4	7.0	2:30p	SW
27	55.0	63.4	1:30p	49.2	7:00p	10.0	0.0	0.01	1.4	13.0	3:00a	N
28	55.9	64.9	2:30p	47.3	2:30a	9.1	0.0	0.00	3.2	20.0	9:30p	N
29	55.3	64.5	1:00p	46.2	12:00m	9.7	0.0	0.00	2.4	17.0	5:30a	NNE
30	52.6	59.9	2:00p	46.3	7:30a	12.4	0.0	0.00	0.6	9.0	11:30a	NW
31	52.3	59.8	2:00p	43.2	11:30p	12.7	0.0	0.01	0.7	9.0	3:00p	SW

	52.4	68.3	13	32.5	17	391.7	0.7	2.44	1.9	26.0	23	N

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

Max Rain: 1.63 ON 01/20/12

Days of Rain: 5 (>.01 in) 3 (>.1 in) 1 (>1 in)

Heat Base: 65.0 Cool Base: 65.0 Method: Integration

San Francisco Public Utilities Commission Hydrological Conditions Report For January 2012

J. Chester, A. Mazurkiewicz, & M. Tsang, February 3, 2012



Construction work at **New Calaveras Dam** has begun. The dam will be constructed immediately downstream from the old dam and consist of earth and rock fill to a height of 220-feet. The new dam replaces the seismically unfit historic dam and is designed to accommodate the maximum credible earthquake on the Calaveras fault and restore the original reservoir capacity of 96,850 acre-feet. Due to the construction work Calaveras Reservoir will need to be kept at a minimum pool elevation. The anticipated completion of the project is August 2015 (photo courtesy of SFPUC photographer R. Scheswohl).

More details here: http://sfwater.org/bids/projectDetail.aspx?prj_id=141

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

Table 1 Current Storage As of February 1, 2012							
Reservoir	Current Storage		Maximum Storage		Available Capacity		Percent of Maximum Storage
	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	
Tuolumne System							
Hetch Hetchy ^{1/}	284,894		340,830		55,936		83.6%
Cherry ^{2/}	253,341		268,810		15,469		94.2%
Lake Eleanor ^{3/}	10,615		21,495		10,880		49.4%
Water Bank	558,120		570,000		11,880		97.9%
Tuolumne Storage	1,106,970		1,201,135		94,165		92.2%
Local Bay Area Storage							
Calaveras ^{4/}	19,502	6,355	96,824	31,550	77,322	25,195	20.1%
San Antonio	45,300	14,761	50,496	16,454	5,196	1,693	89.7%
Crystal Springs	39,408	12,841	58,377	19,022	18,969	6,181	67.5%
San Andreas	12,744	4,153	18,996	6,190	6,253	2,037	67.1%
Pilarcitos	2,070	675	2,995	976	925	301	69.1%
Total Local Storage	119,024	38,785	227,688	74,192	108,665	35,407	52.3%
Total System	1,225,994		1,428,823		202,830		85.8%

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

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

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

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

Hetch Hetchy System Precipitation Index ^{5/}

Current Month: The January six-station precipitation index is 5.76 inches, or 87.1% of the average index for the month. Two consecutive storm fronts brought much needed precipitation to the region.

Cumulative Precipitation to Date: The accumulated six-station precipitation index for water year 2012 is 9.41 inches, which is 26.4% of the average annual water year total, or 51.2% of the average annual-to-date. Hetch Hetchy received 5.49 inches of precipitation in January. The cumulative Hetch Hetchy precipitation is shown in Figure 1 in red.

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

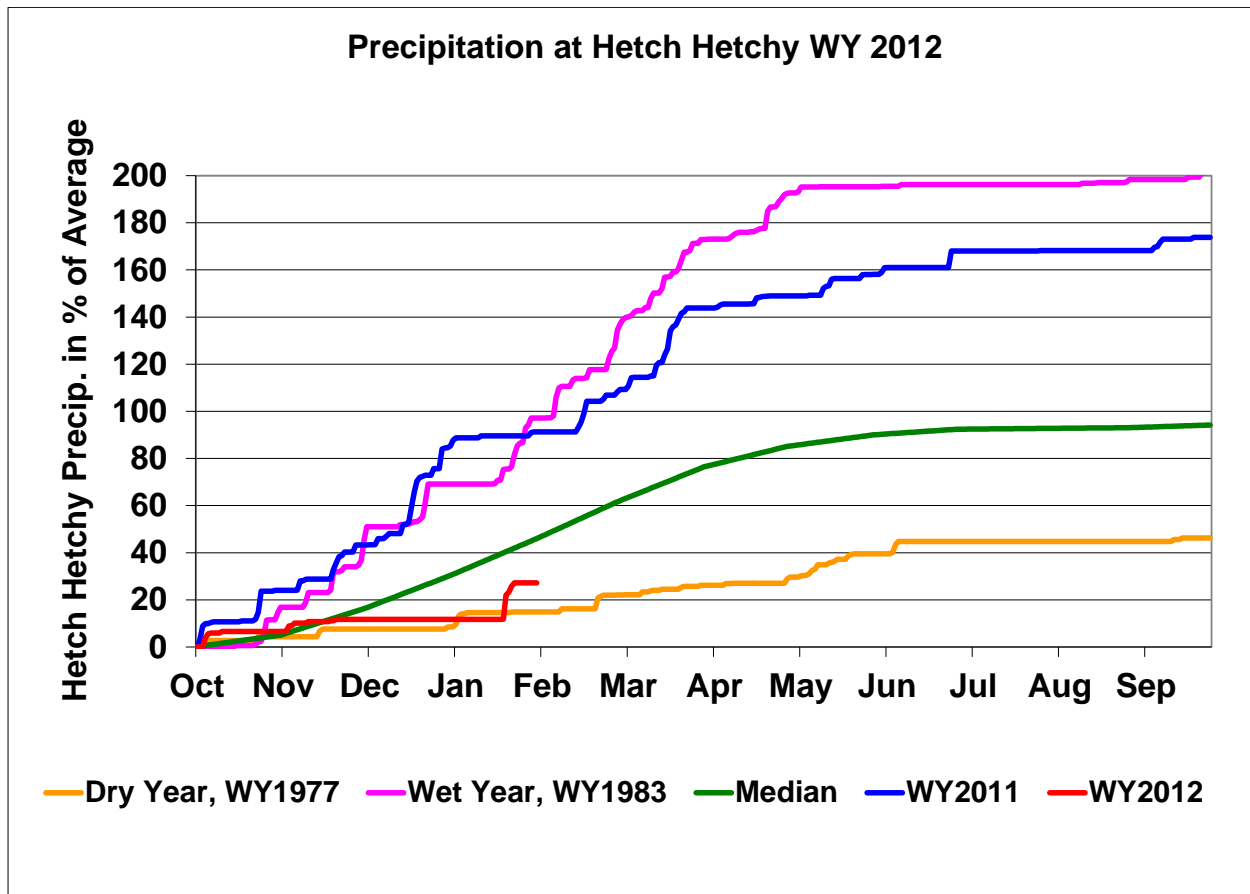


Figure 1: Water year 2012 cumulative precipitation received at Hetch Hetchy Reservoir through January 31st, 2012. Precipitation at the Hetch Hetchy gage for wet, dry, median, and WY 2011 are included for comparison purposes.

Tuolumne Basin Unimpaired Inflow

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

	January 2012				October 1, 2011 through January 31, 2012			
	Observed Flow	Median ⁶	Average ⁶	Percent of Average	Observed Flow	Median ⁶	Average ⁶	Percent of Average
Inflow to Hetch Hetchy Reservoir	9,979	15,724	23,380	42.7%	35,126	49,569	63,737	55.1%
Inflow to Cherry Reservoir and Lake Eleanor	20,483	16,102	24,781	82.7%	39,321	52,114	69,042	57.0%
Tuolumne River at La Grange	47,263	77,018	122,248	38.7%	106,393	189,145	271,057	39.3%
Water Available to the City	15,679	7,511	51,947	30.2%	15,679	22,725	103,486	15.2%

⁶ Hydrologic Record: 1919 – 2010

Hetch Hetchy System Operations

Draft and releases from Hetch Hetchy Reservoir in January totaled 14,926 acre-feet which met SJPL deliveries and fisheries releases. During the month of December and into early January, there was a system shut down for facility maintenance, inspections and improvements. The work has been completed and SJPL deliveries commenced in the early part of the month.

No power draft was made at Cherry Reservoir to manage reservoir elevation. No water was transferred from Lake Eleanor to Cherry Reservoir in January.

Local System Treatment Plant Production

The Sunol Valley Water Treatment Plant average rate for the month was 76 MGD. The Harry Tracy Water Treatment Plant rate averaged 58 MGD.

Local System Water Delivery

The January water delivery rate of 214 MGD is an increase of 13% over the December delivery rate of 190 MGD. The jump in water consumption for the month reflects back-to-back dry and well below normal precipitation totals for the two month period of December and January.

Local Precipitation

A brief but welcome rain event in the third week of January was all that separated the current dry conditions from an unprecedented dry January coming off a very dry month of December. Total precipitation in this water year remains well below normal. The January rainfall summary is presented in Table 3.

Reservoir	Month Total (inches)	Percentage of Normal for the Month	Water Year To Date ⁷ (inches)	Percentage of Normal for the Year-to-Date ⁷
Pilarcitos	4.86	60 %	10.34	46 %
Lower Crystal Springs	2.04	36 %	6.21	41 %
Calaveras	2.27	53 %	5.19	45 %

⁷ WY 2012: Oct. 2011 through Sep. 2012

Snowmelt and Water Supply

Water year 2012 has brought dry conditions across Central California. Fortunately two consecutive storm systems brought significant precipitation over a 4-day period at the end of January. The first event began with a relatively high snowline and triggered a significant increase in inflows to up country reservoirs. Precipitation exceeded the forecast by nearly double for the Cherry watershed. The second event brought lower snowlines and snow accumulated down to 5000 feet. This is the only major snow producing event for the winter season. The Tuolumne Basin snow courses measured ~31% of normal February 1st snowpack conditions.

The local system has had relatively low demands which have resulted in lower than typical SJPL deliveries. This combined with the system shutdown has left Hetch Hetchy slightly higher for the dry conditions experienced and resulted in a drawdown of local reservoirs. SJPL deliveries

are scheduled to be configured to track target storage goals of the local reservoirs.

The current short-term weather forecast indicates the possibility of light precipitation during the February 7-8 period. The National Weather Service Climate Prediction Center shows a likeliness of below normal precipitation conditions for the month of February and an equal chance of above or below normal precipitation conditions for the next three months.

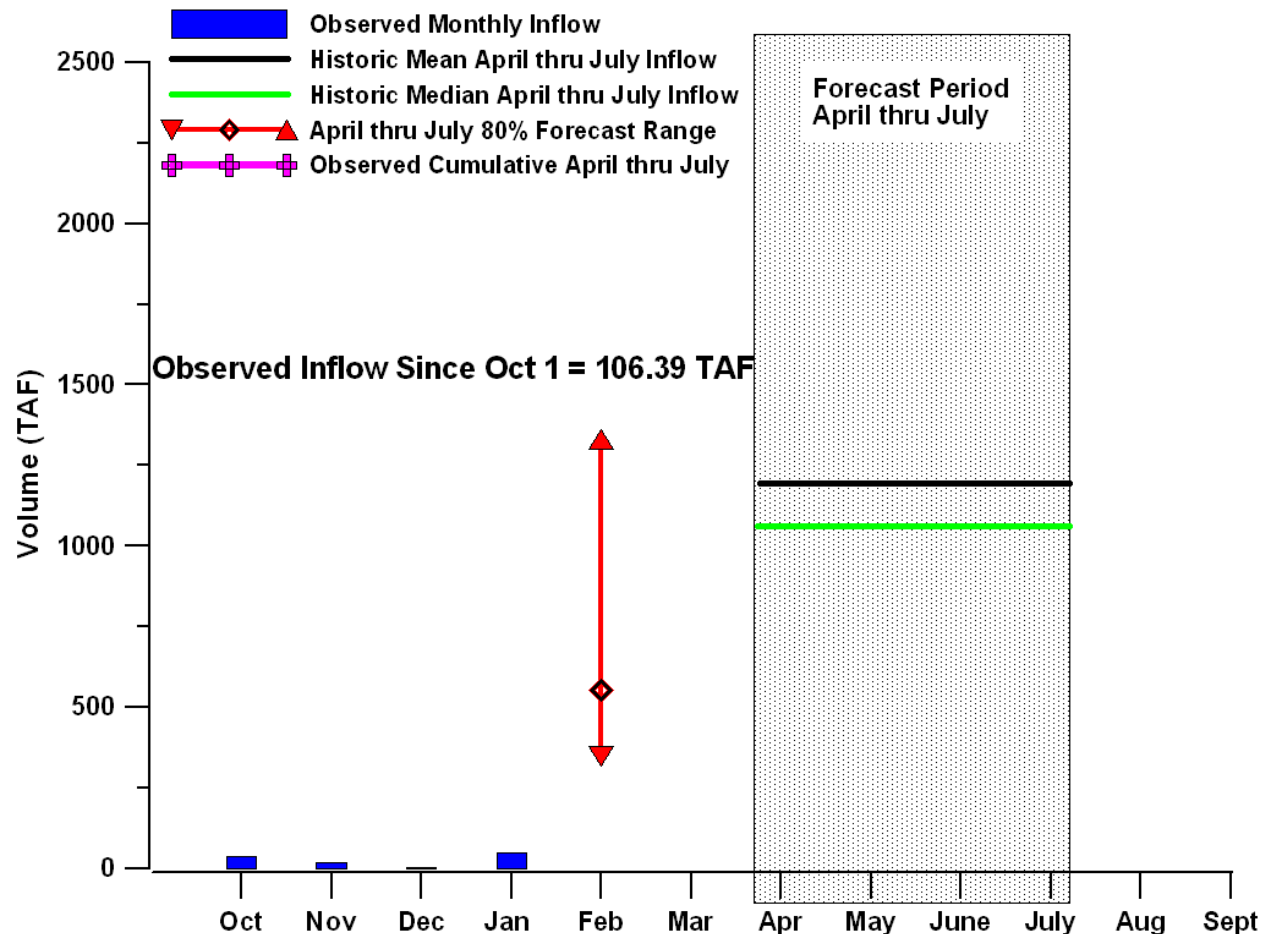


Figure 2: Water Year conditions for the Tuolumne River at La Grange.

The Tuolumne Basin Water Supply Forecast model was executed using the measured snow course, precipitation, and runoff data. The forecast indicates that the median amount of runoff that may occur this year is about 51% of the long-term median (Figure 2). The median forecast of April-through-July runoff is about 555 TAF, compared to the long-term median runoff for the April-through-July period of 1,080 TAF. For natural flow at La Grange, there is an 80 percent chance that the April-to-July natural runoff will be between 356 TAF and 1,325 TAF. Approximately 30% of the basin’s precipitation occurs during the February-May period. If “normal” conditions occur for that period, the April-July inflows would be near 51% of median conditions (Figure 2).

Unimpaired Flow at La Grange & Water Available to the City

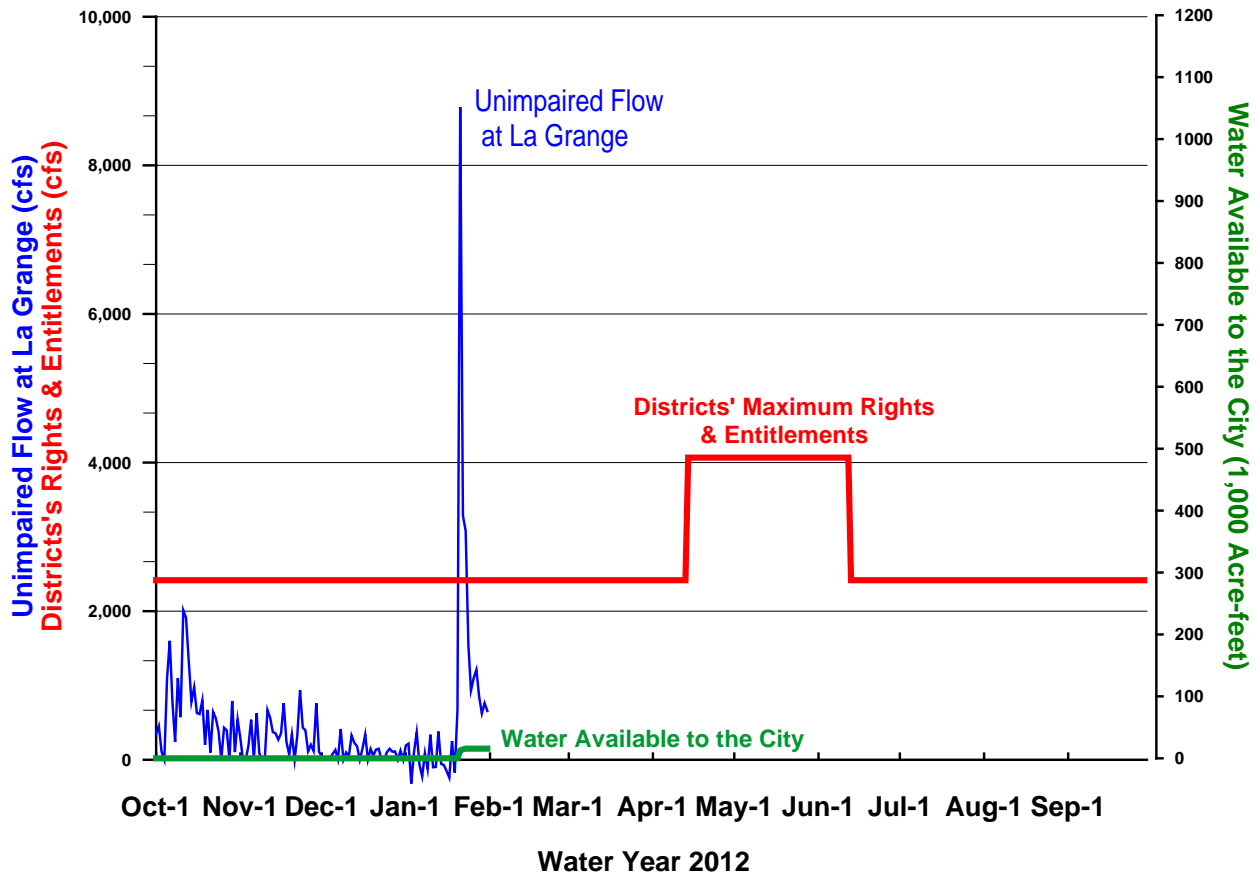


Figure 3: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. No water was available to the City for the period from October 1st, 2011 through January 31st, 2012.

The January precipitation event triggered the first water available to the city for water year 2012. Total water that was available to the City for water year 2012 is now 15,679 acre-feet (Figure 3).

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

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Dave Dickson, General Manager

Agenda: February 14, 2012

Date: February 8, 2012

Subject: Notice of Completion - Judith Court Replacement and Repaving Project

Recommendation:

That the Board of Directors take the following actions:

- (1) Accept the Judith Court Replacement and Repaving Project as complete.
- (2) Authorize the Notice of Completion to be filed with the County of San Mateo.
- (3) Authorize the release of the retention funds when the Notice of Completion has been recorded and returned to the District.

Background

Coastside County Water District entered into a contract with Andreini Bros., Inc. on October 12, 2011 for the Judith Court Replacement and Repaving Project.

The work consisted of replacing 210 feet of 4-inch cast iron pipe with like amount of 4-inch ductile iron pipe and installed a blow off at terminus. Pressure tested, disinfected and connected to existing gate valve. Also reconnect three 1-inch services and repaved 4200 square feet of 4-inch thick asphalt. The work was located on Judith Court, Half Moon Bay, California.

The project was completed on November 30, 2011. The project was constructed according to District specifications.

Fiscal Impact: None.

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

Name
Street
Address
City &
State

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE

RECORD WITHOUT FEE Govt. Code § 6103 & 27383

NOTICE OF COMPLETION

1. The undersigned is an owner of an interest or estate in the hereafter described real property, the nature of which is: Fee Title

2. The full name and address of the undersigned is:

COASTSIDE COUNTY WATER DISTRICT
766 MAIN STREET
HALF MOON BAY, CALIFORNIA 94019

3. On the November 30, 2011 there was work consisted of replacing 210 feet of 4-inch cast iron pipe with like amount of 4-inch ductile iron pipe and installed a blow off at terminus. Pressure tested, disinfected and connected to existing gate valve. Also reconnect three 1-inch services and repaved 4200 square feet of 4-inch thick asphalt.

4. The name of the original contractor for the work of improvement as a whole was: Andreini Bros., Inc. 151 Main Street, Half Moon Bay, CA 94019.

5. The real property herein referred to is situated in the incorporated area of Half Moon Bay, County of San Mateo, State of California, and described as follows:

Located on Judith Court, City of Half Moon Bay, San Mateo County, California.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

COASTSIDE COUNTY WATER DISTRICT

BY: _____
David R. Dickson, Secretary

VERIFICATION

I, David R. Dickson, declare that I am the Secretary of the Coastside County Water District and am authorized to make this verification for that reason. I have read said Notice of Completion and know the contents thereof to be true and correct.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on February, 14, 2012, at Half Moon Bay, California
(Date) (Place where signed)

By: _____
David R. Dickson,
Secretary of the District

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: February 14, 2012

Report

Date: February 8, 2012

Subject: Coastside County Water District Fiscal Year 2012/2013 Budget Timeline

Recommendation:

Approve the Fiscal Year 2012/2013 Budget Timeline.

Background:

The timeline for the Fiscal Year 2012-2013 Capital Improvement and Operations and Maintenance Budget process is attached (Attachment A). Staff proposes to modify the process used in recent years to increase opportunities for public input.

As in past years, we would first present the draft budget for Board and public review at the March meeting (March 13). The proposed schedule then calls for the Board to consider the Proposition 218 Notice of Proposed Rate Increase (Notice) at the April meeting (April 10) rather than the May meeting.

This schedule will give our customers earlier notice of the proposed rate increase, provide for a public comment period longer than the minimum required 45 days, and allow the rate hearing and budget decision to take place at the regular June meeting instead of requiring a special meeting at the end of June. The schedule would also allow time to hold a special meeting dedicated to additional discussion and public input on the budget sometime in May if the Board so desired.

In parallel with a schedule which facilitates public input on the budget, staff will conduct an outreach campaign encouraging customers to participate in the budget process and providing background on the District's operating and capital improvement budgets. The outreach will include bill stuffer in the March-April and May-June billing cycles, notices on the District's website, and information broadcast via our email newsletter and social media sites. Attachment B provides a copy of the first bill stuffer.

Fiscal Impact:

No fiscal impact.

Coastside County Water District

BUDGET PROCESS TIMELINE

Fiscal Year 2012/2013



Capital Improvement Program (CIP) & Operations & Maintenance (O&M) Budget

(Dates Subject to Change)

Description	Date
Staff Internal Budget Review – Distribute O&M Budget Worksheets and Update CIP budget spreadsheet	Week of January 16, 2012
Facility Committee Meeting – Introduction to CIP Budget Process	January 25, 2012
Finance Committee Meeting – Introduction to CIP and O&M Budget Process	February 1, 2012
Staff Internal Budget Review – Worksheets Due/Review CIP Budget	February 10, 2012
Facility Committee Meeting – Discuss Draft CIP Budget	Week of March 5, 2012
Finance Committee Meeting – Discuss Draft CIP and O&M Budgets	Week of March 5, 2012
Present Draft CIP and O&M Budget to Board of Directors at Board Meeting	March 13, 2012 Regular Board Meeting
Customer Outreach – Bill Stuffers, Email, Website Message: Connect with CCWD, Participate in Budget Process	Billings Month of: March/ April
Present Draft CIP and O&M Budget to Board of Directors at Board Meeting - Approve Notice of Rate Increase (Prop 218)	April 10, 2012 Regular Board Meeting
Mail Notice of Rate Increase (Prop 218) – Minimum 45-Day Notice Before Public Hearing	April 16, 2012
Present & Discuss Draft CIP and O&M Budgets at Workshop	May 8, 2012 Regular Board Meeting
Customer Outreach – Bill Stuffers, Email, Website Message: Understanding Budget and Proposed Rate Increase	Billings Month of: May/June
CCWD General Manager to write letters/visit large users	June 2012
Rate Increase Hearing - Approve CIP and O&M Budgets - Approve Rate Increase	June 12, 2012 Regular Board Meeting

How Can I Learn More About My Tap Water?

Connect with Coastside County Water District to learn more about your drinking water and District operations.

- 💧 Find us on Facebook – Coastside County Water District 
- 💧 Follow us on Twitter – CoastsideWater 
- 💧 Sign-up for our email newsletter at www.coastsidewater.org
- 💧 Watch Board meetings on Comcast channel 27 – Pacific Coast Television
- 💧 Visit us and attend a Board meeting at 766 Main Street in Half Moon Bay
- 💧 Call us at 650-726-4405

Your Coastside Water Service Since 1947



You're Invited...

You are invited to participate in Coastside County Water District's budget process. The District is proposing a water rate increase to ensure a safe and reliable water supply.

The rate increase would go towards supporting seismic retrofits, replacing older pipes, upgrading water treatment facilities, securing local water supplies and complying with federal, state and local regulations.

The Board of Directors will consider the budget and the proposed rate increase at public meetings on March 13th, April 10th, May 8th and June 12, 2012. Check our website (www.coastsidewater.org) or call the District for further details.

Coastside County Water District
766 Main Street, Half Moon Bay, CA, 94019 (650) 726-4405
www.coastsidewater.org



STAFF REPORT

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

From: Joe Guistino, Superintendent of Operations

Agenda: February 14, 2012

Report

Date: February 9, 2012

Subject: Approval of Change Order No. 6 for Half Moon Bay Tank 1
Repair and Recoating Project

Recommendation:

Approve Change Order 6 for \$24,800 for repairs to Half Moon Bay Tank 2 as part of the Half Moon Bay Tank 1 Repair and Recoating Project.

Background:

The contract for the Half Moon Bay Tank 1 Repair and Recoating Project was awarded to Paso Robles Tank at a cost of \$214,600. As the project has progressed, the work has revealed the need for repairs which were not included in the original project specifications. Change Order #6 (copy attached) entails repair of some severe damage to the roof support rafters on Half Moon Bay Tank 2 that were discovered when we removed the top air vent. The corrosion to the rafters is severe enough to compromise the structural integrity of the tank. The change order scope includes sandblasting the damaged rafters back to where they are structurally sound, about 1 or 2 feet, and then enlarging the center support ring (halo) enough to allow it to support the undamaged portion of the rafters.

Corrosion of this nature is common on tanks that are not protected by a corrosion control system and where the inner lining above the level of the water is allowed to deteriorate.

Repairing this issue now offsets the need for these repairs when we repair and recoat Half Moon Bay Tank 2, scheduled for FY 18.

We are installing a cathodic protection system on Half Moon Bay Tank 2 to retard any further internal structural corrosion until the tank is repaired and relined.

Fiscal Impact:

Approval of Change Order 6 brings the total contract cost to \$278,672 and total change orders to \$64,070. The approved Capital Improvement Program budget for Fiscal Year 2011-2012 includes \$300,000 for this work.

CONTRACT CHANGE ORDER

From:

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

Change Order #: C006
Change Order Date: 02/09/12

To:

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

Project:

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

Original Contract Amount:	\$214,600.00
Total Previous Change Orders:	\$36,472.00
Total Before this Change Order:	\$251,072.00
Amount of this Change Order:	\$24,800.00
Revised Contract Amount:	\$275,872.00

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

Install Halo

It is mutually agreed that for such change the contract price is increased by \$24,800.00 (Twenty-Four Thousand Eight Hundred and 00/100) payable with the payments due under the original construction agreement.

Time for completion of the above cited work is hereby extended 15 days beyond any completion date set forth in the original contract for such work.

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

PASO ROBLES TANK, INC. DBA CENTRAL COAST S

COASTSIDE COUNTY WATER DIST.

Signed: _____

Signed: _____

Dated: _____

Dated: _____

Title: _____

Title: _____

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: February 14, 2012

Report

Date: February 9, 2012

Subject: Award of Contract for Denniston Water Treatment Plant
Operations and Maintenance Manual Update

Recommendation:

Authorize staff to execute a professional services agreement with Kennedy/Jenks Consultants (K/J) for preparation of operations and maintenance manual updates for the Denniston Creek Water Treatment Plant Improvements Project, at a time-and-materials cost not to exceed \$37,810.

Background:

California Department of Health regulations require the District to have an Operations and Maintenance (O&M) Manual for each of our treatment plants specifying how the plant is to be operated. Under this project, K/J will prepare updates for the Denniston O&M Manual covering the new processes they have designed, including the contact clarifiers and the washwater recovery system.

K/J's proposal for the O&M Manual work is attached.

Fiscal Impact:

Cost of \$37,810, included in the budget for the Denniston Improvements.

Kennedy/Jenks Consultants

Engineers & Scientists

303 Second Street, Suite 300 South
San Francisco, California 94107

415-243-2150

FAX: 415-896-0999

1 February 2012

Mr. David Dickson
General Manager
Coastside County Water District
766 Main Street
Half Moon Bay, California 94018

Subject: Proposal for Professional Engineering Services to Prepare Updates to the Existing
Denniston Creek Water Treatment Plant Operations and Maintenance Manual
K/J B12011

Dear Mr. Dickson:

Thank you for your request for Engineering Services to prepare updates to the Coastside County Water District's (District) existing Denniston Creek Water Treatment Plant (DCWTP) Operations and Maintenance (O&M) Manual based on the DCWTP Improvements Project. In accordance with your request, Kennedy/Jenks Consultants (Kennedy/Jenks) is pleased to submit this proposal to provide professional engineering services to prepare the requested descriptions and operations guidance material on the new pumps at the Denniston Creek Pump Station (DCPS), new pretreatment system, new spent washwater and solids handling system, new chemical storage and feed system improvements at the DCWTP as well as modifications to some of the existing DCWTP facilities.

Project Background and Understanding

The District's DCWTP is a 1,000 gallon per minute (1.44 million gallon per day (MGD)) capacity water treatment plant (WTP) that treats surface water from Denniston Creek and groundwater from the District's wells. The DCWTP was designed about 40 years ago with a direct filtration treatment process that includes coagulation, flocculation, and filtration. Kennedy/Jenks prepared design documents for the District's DCWTP Improvements project, K/J 0868026*02, dated March 2011, that includes two new raw water pumps, new Contact Clarifier pre-treatment units, new Washwater Recovery (WWR) Basins, new chemical storage and feed system components to permit treating the Denniston Creek source water when turbidity exceeds 20 Nephelometric turbidity units (NTU). Construction of the raw water pumps, pre-treatment system, spent

Mr. David Dickson
Coastside County Water District
1 February 2012
Page 2

washwater and solids handling, chemical system, and control system improvements is on-going and scheduled to be completed in October 2012.

We understand that the District would like Kennedy/Jenks to provide engineering services to prepare the requested inserts to add to existing sections and completely new sections describing each of the new systems to incorporate into the current DCWTP O&M Manual. We will include material describing startup, normal operation, shut down, operational issues and troubleshooting guidance in each new section to be incorporated into the existing O&M Manual. We understand that the District will submit the updated O&M Manual to the California Department of Public Health (CDPH) as part of its application for an amended Operating Permit for the DCWTP based on the DCWTP Improvements described in our design documents (K/J 0868026*02) dated March 2011.

Kennedy/Jenks understands that the District's DCWTP Improvement Project includes:

- Construction of new raw water pumps at the DCPS to provide reliable capacity to deliver up to 1,000 gallons per minute of raw water to the DCWTP.
- Construction of two new Contact Clarifier pretreatment units to permit treating more of the District's local source water supply, especially during the winter when more water is available and the Denniston Creek water turbidity tends to be highest.
- Construction of two new washwater recovery (WWR) basins and two new sludge drying beds to handle the additional washwater and solids that will be generated during clarifier washes and filter backwashes while treating higher turbidity source water.
- Construction of six new or upgraded chemical systems including: new caustic soda system; sodium hypochlorite generation, storage, and feed system; potassium permanganate batch mixing and storage tank and feed system; both coagulant aid (cationic) polymer and spent washwater conditioning (non-ionic) polymer; neat polymer storage and dilute polymer solution preparation and feed systems; and improvements to the aluminum sulfate (alum) feed system.
- New treatment process control descriptions for the raw water pumps, pre-treatment process, waste washwater and recycle water system, and chemical feed systems.

Mr. David Dickson
Coastside County Water District
1 February 2012
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Scope of Services

Kennedy/Jenks proposes the following Scope of Services for the requested engineering services to prepare operations material for the DCWTP Improvement Project.

Task 1 – Project Management, Coordination, and QA/QC

Project Management and Coordination

Kennedy/Jenks will provide project management and coordination focused on control of project costs, maintaining the project schedule requirements, identifying and addressing key issues, and delivering quality review of the new sections and updates to the existing O&M Manual. Project management and coordination will include directing the work of the Kennedy/Jenks team so that the work is accomplished on-time and within budget. This process will include internal review of work progress, assessing against hours and dollars spent compared to the work accomplished. Communications with District will include periodic telephone calls to discuss information required to complete the Operations Manual updates. A project file will be maintained including copies of correspondence, workshop and meeting minutes, and memoranda.

Quality Assurance/Quality Control (QA/QC)

Quality assurance and quality control (QA/QC) are integrated into our engineering services during construction. We use experienced senior staff familiar with the project work to provide QA/QC review of operations manuals.

Our QA/QC review of work products (O&M Manual updates) is budgeted and will be performed under the individual work scope tasks included in Task 3.

Task 2 – Draft O&M Manual Revisions Review Workshop

We will participate in a draft O&M Manual revisions review workshop with District staff at the District's office in Half Moon Bay, California at a date approximately two weeks after our draft revisions to the existing O&M Manual are delivered to the District.

Task 3 – Operations Manual Updates

Prepare operations manual descriptions, including startup, normal operations, and shutdown procedures, operational issues, and troubleshooting strategies for each of the new treatment processes and the modified systems that were included in the DCWTP Improvements design that can be inserted into the District's existing Operations and Maintenance (O&M) Manual dated May 2009. These new materials will update the O&M Manual to include information needed by District staff to understand how the new facilities should be operated as well as guidance on how to optimize operation of the upgraded DCWTP facilities. The O&M Manual will

Mr. David Dickson
Coastside County Water District
1 February 2012
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include descriptions (in MS Word format) that can be inserted into the existing O&M Manual on: the CDPH-defined "Alternative Filtration Technology"; Plant Operations; Raw Water Pumping; Pre-oxidation; Coagulation; Contact Clarification; Washwater Recovery System; Solids Management; modifications to the Chemical Systems; Utility (electrical) System; and Maintenance Program.

We will prepare descriptions that can be inserted by District staff into the existing O&M Manual to modify the existing material in sections as indicated in item numbers 1, 3, 4, and 11, and new sections described below in item numbers 5, 8, 9, and 10. We understand that District staff will modify portions of Sections 2, 6, 7, and 11 in its existing DCWTP O&M Manual.

1. Prepare new text to insert in existing Section 1 to replace portions of Section 1.2 to describe the (CDPH-defined) new "Alternative Filtration Technology", including an update to Figure 1-1
2. Section 2 in existing O&M Manual remains unchanged except for Section 2.2 being moved to new Section 4
3. Section 3 in existing O&M Manual revisions will include additional text describing changes to five existing chemical systems and the new non-ionic polymer system (as new Section 3.6)
4. Modify existing Section 2.2 and identify as new Section 4: DCPS (Raw Water Pump Station)
5. Create new Section 5: Pre-treatment Process (including control of the coagulant and coagulant aid metering pumps by PLC-2 in the pre-treatment package) to insert in existing O&M Manual
6. District staff will renumber existing Section 4: Filtration and Backwashing as new Section 6, and move text in Sections 4.3.5.5 and 4.4.3 to new Section 8 (Washwater Handling)
7. District staff will revise portions of Sections 1.2.1 and 1.2.2 and move to follow Filtration Section as new Section 7 (Disinfection)
8. Create new Section 8 (Washwater Handling System and Recycle Water Return) to insert in existing O&M Manual
9. Create Section 9 (Solids Handling System) to insert in existing O&M Manual
10. Create Section 10 (Utilities) describing the electrical service at both the Raw Water Pump Station and DCWTP sites, and indicate that there is a septic system at the DCWTP site
11. District staff will renumber existing Section 5 as new Section 11 (Maintenance), we will prepare a list of new maintenance tasks to add to Table 11-1 (in Section 11, previously numbered as Table 5-1)

Mr. David Dickson
Coastside County Water District
1 February 2012
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We will submit the draft text sections, including figures, to the District for its review. An O&M Manual Revisions Review Workshop will be scheduled with District staff two weeks after the draft proposed changes to the existing DCWTP O&M Manual are submitted to the District for its review. The District's comments on the draft proposed changes will be incorporated into the final text.

An electronic (MS Word format) copy of the final revised descriptions (including figures) will be submitted to the District. Figures will consist of schematics and information extracted from the design drawings and shop drawings and converting the files to .pdf file format. The District will be responsible for transferring the new text sections and figures in .pdf format into its existing O&M Manual. Kennedy/Jenks will make modifications to its Word document, where necessary, to permit integrating the new text and figures into the revised DCWTP O&M Manual.

Tasks not Included in Kennedy/Jenks Scope of Services

1. Prepare descriptions of the existing filters and disinfection system at the DCWTP
2. Prepare a separate Operations Plan, as described in the California Code of Regulations Section 64661, or provide permitting assistance

Key Team Members

Kennedy/Jenks proposes the following key project team members for the DCWTP Improvement Project Engineering Support during Construction Phase Tasks. These key team members bring relevant experience and expertise in water treatment construction, startup and operational support.

Principal-In-Charge – Joel Faller, PE: As Principal-In-Charge, Joel will be responsible for contractual matters, mobilization of our resources for the project and for maintaining our high quality standards. Joel has 30 years of experience in project management and engineering, with expertise in planning, design, and construction of surface water supply, treatment, storage, and distribution facilities. Joel's experience includes planning, process evaluation, pilot testing, plant design, construction support, and an overall understanding of and experience in water treatment plant design and operation.

Project Manager/Engineer – Craig Thompson, PE: Craig will serve as the Project Manager for the DCWTP Improvements Operations Manual update preparation project and be the primary point of contact with the District. Craig is a senior water treatment process engineer with over 25 years of civil engineering experience with major involvement in 25 water treatment facilities with capacities that range between 1 and 320 MGD. He has extensive experience preparing Operations Plans and Operations Manuals.

Project Engineer/Project Coordinator – Aileen Kondo, PE: Aileen will serve as the Project Engineer and be the secondary point of contact with the District. Aileen has over five years of experience in engineering and project management of municipal projects.

Mr. David Dickson
 Coastside County Water District
 1 February 2012
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Electrical Engineer – Tony Wakim, PE: Tony will prepare the electrical utilities section that describes the electrical service modification at both the DCPS and the DCWTP sites.

QA/QC – Doug Henderson, PE: Doug will serve as our primary QA/QC reviewer. Doug is a senior principal process/water quality engineer with over 35 years of environmental engineering experience in municipal water treatment, water quality, and compliance with regulatory requirements.

Basis of Compensation

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

A summary of the fee proposal by task is provided below. We will notify you prior to expenditure of 80% of the fee proposal if the need for a fee increase is anticipated.

Tasks	Fee Proposal
1 – Project Management, Coordination, and QA/QA	\$ 4,780
2 – Draft O&M Manual Revisions Review Workshop	\$ 1,670
3 – Prepare Operations Manual Updates	\$ 31,360
Total Operations Manual Revisions Project Tasks	\$ 37,810

This fee estimate is based on the revised Scope of Services and our previously identified Schedule of Charges, dated January 1, 2012, enclosed.

Budget

Our proposed Engineering Services during Construction project budget is \$ 37,810.

Schedule

The draft O&M Manual updates will be prepared within six weeks of receiving authorization from the District. The final O&M Manual updates in electronic format will be submitted within four weeks following the revisions review workshop and receipt of written comments from the District.

Mr. David Dickson
Coastside County Water District
1 February 2012
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Terms and Conditions


This proposal is based on current projections of staff availability and costs and, therefore, is valid for 90 days following the date of this letter. This proposal also assumes that we will contract with the District under similar terms that were previously negotiated for the DCWTP Improvements Final Design Project.

If this proposal meets with your approval, please sign where noted below and return a copy to our office to serve as our authorization.

Thank you for considering us for this work. We look forward to working with you on this next project phase for DCWTP Improvements project O&M Manual.

Very truly yours,
KENNEDY/JENKS CONSULTANTS, INC.


Craig M. Thompson, PE, Principal
Project Manager


Joel A. Faller, PE, Vice President
Principal-In-Charge

Enclosure

AUTHORIZATION:

COASTSIDE COUNTY WATER DISTRICT

By: _____
(Signature)

(Print Name)

Title: _____

Date: _____

Proposal Fee Estimate

Kennedy/Jenks Consultants

CLIENT Name: Coastside County Water District
 PROJECT Description: Prepare Updates to Operations Manual for DCWTP Improvements
 Proposal/Job Number: B12011 Date: 1/30/2012

January 1, 2011 Rates	Eng-Sci-9 DBH	Eng-Sci-8 JAF & TIW	Eng-Sci-7 CMT	Eng-Sci-6	Eng-Sci-5	Eng-Sci-4 ANK	Eng-Sci-3	Eng-Sci-2	Eng-Sci-1	Designer	CAD	Project Admin.	Admin. Assist.	Aide	Total	KJ Total Labor	KJ ODCs	KJ ODCs Markup	Total Expenses	Total Labor + Expenses
Classification:	\$240	\$235	\$225	\$200	\$180	\$165	\$150	\$130	\$125	\$135	\$105	\$95	\$80	\$60	Hours	Fees	Fees	10%	Total Expenses	Total Labor + Expenses
Hourly Rate:	\$240	\$235	\$225	\$200	\$180	\$165	\$150	\$130	\$125	\$135	\$105	\$95	\$80	\$60	Hours	Fees	Fees	10%	Total Expenses	Total Labor + Expenses
Phase 1: Project Management, Coord, & QA/QC																				
Task		4	12			4							6		26	\$4,780		\$0	\$0	\$4,780
<i>Phase 1 - Subtotal</i>	0	4	12	0	0	4	0	0	0	0	0	0	6	0	26	\$4,780	\$0	\$0	\$0	\$4,780
Phase 2: Project Review Workshop																				
Task 2.1 Meeting to review revisions to O&M Manual			4			4									8	\$1,560	\$100	\$10	\$110	\$1,670
<i>Phase 2 - Subtotal</i>	0	0	4	0	0	4	0	0	0	0	0	0	0	0	8	\$1,560	\$100	\$10	\$110	\$1,670
Phase 3: Prepare Updated Operations Manual																				
Task 3.1 Review existing O&M Manual			8			8									16	\$3,120		\$0	\$0	\$3,120
Task 3.2 Prepare draft text for revised Section 1	1		4			2									7	\$1,470		\$0	\$0	\$1,470
Task 3.3 Prepare draft text to revise Section 3	1		8			8									17	\$3,360		\$0	\$0	\$3,360
Task 3.4 Prepare draft text for new Section 4	1		8			4									13	\$2,700		\$0	\$0	\$2,700
Task 3.5 Prepare draft text for new Section 5	1		16			4									21	\$4,500		\$0	\$0	\$4,500
Task 3.6 Prepare draft text for new Section 8	1		4			16									21	\$3,780		\$0	\$0	\$3,780
Task 3.7 Prepare draft text for new Section 9	1		4			8									13	\$2,460		\$0	\$0	\$2,460
Task 3.8 Prepare draft text for new Section 10	1	4	2			2				4					13	\$2,500		\$0	\$0	\$2,500
Task 3.9 Prepare draft text for Table 11-1	1		8			4									13	\$2,700		\$0	\$0	\$2,700
Task 3.10 not used															0	\$0		\$0	\$0	\$0
Task 3.11 Finalize revisions to O&M Manual		2	8			8				4			8		30	\$4,770		\$0	\$0	\$4,770
<i>Phase 3 - Subtotal</i>	8	6	70	0	0	64	0	0	0	8	0	0	8	0	164	\$31,360	\$0	\$0	\$0	\$31,360
All Phases Total	8	10	86	0	0	72	0	0	0	8	0	0	14	0	198	\$37,700	\$100	\$10	\$110	\$37,810

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

Contract/Proposal Date: 1 February 2012

Schedule of Charges

January 1, 2012

Personnel Compensation

Classification	Hourly Rate
CAD-Technician	\$105
Designer-Senior Technician	\$135
Engineer-Scientist-Specialist 1	\$125
Engineer-Scientist-Specialist 2	\$130
Engineer-Scientist-Specialist 3	\$150
Engineer-Scientist-Specialist 4	\$165
Engineer-Scientist-Specialist 5	\$180
Engineer-Scientist-Specialist 6	\$200
Engineer-Scientist-Specialist 7	\$225
Engineer-Scientist-Specialist 8	\$235
Engineer-Scientist-Specialist 9	\$240
Project Administrator	\$95
Administrative Assistant	\$80
Aide	\$60

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

Direct Expenses

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

- a. Maps, photographs, 3rd party reproductions, 3rd party printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, contractors, and other outside services.
- c. Rented vehicles, local public transportation and taxis, travel and subsistence.
- d. Project specific telecommunications and delivery charges.
- e. Special fees, insurance, permits, and licenses applicable to the work.
- f. Outside computer processing, computation, and proprietary programs purchased for the work.

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

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

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

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

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective January 1, 2012 through December 31, 2012. After December 31, 2012, invoices will reflect the Schedule of Charges currently in effect.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: February 14, 2012

Report

Date: February 9, 2012

Subject: General Manager's Report

Recommendation:

None. Information only.

Background:

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

1. SFPUC Proposed Rate Increase for Fiscal Year 2012-2013

In a letter to BAWSCA dated February 8, 2012, SFPUC outlined a proposed rate structure similar to the one adopted last year and projected a wholesale rate of \$2.89 per hundred cubic feet (hcf), a 10% increase over the current rate. If the District's untreated water discount remains the same at \$0.23/hcf, our rate would increase from \$2.40 to \$2.66. The rate would increase by up to \$0.08/hcf January 1, 2013 if 12-month wholesale water sales as of the end of October 2012 fall below the 139 million gallons per day projected in the initial rate calculation.

2. El Granada Pipeline Leak Update

Staff reported to the Board at the January 10 meeting that we had discovered a leak on the El Granada Pipeline at the north end of the jack-and-bore section under Arroyo de en Medio. Working with contractor Andreini Brothers, District crews installed a bypass around the leaking section and put it into service on January 13. The bypass continues to operate without any problems.

As we continue to assemble information on the pipeline's construction in this area, we have interviewed and requested proposals from two consulting engineering firms to assist in developing and executing a plan to find the leak, identify its cause, and repair the pipeline. We anticipate making a detailed report on this problem and presenting a recommended approach to the Board at the March 13 meeting.

MONTHLY REPORT

To: David Dickson, General Manager
From: Joe Guistino, Superintendent of Operations
Agenda: February 14, 2012

Report
Date: February 8, 2012

Monthly Highlights

El Granada Pipeline Leak

A bypass around the leaking section of the pipeline at Arroyo de en Medio is working well. We will be retaining a consultant to guide us through the process of finding and fixing the leak.

Tank Recoating Projects- Half Moon Bay (HMB) Tank 1

Work on HMB Tank 2 as part of this project has revealed that HMB Tank 2 needs critical repairs to the roof support rafters where they attach to the center support structure.

Denniston Water Treatment Improvement Project

This project is progressing on schedule.

Source of Supply

Crystal Springs Reservoir and Pilarcitos wells 1 and 4a were the major source of supply for the month of January.

Systems Improvement

Beautification

- Monterey Pines trimmed around Hazen's Tank
- Shop cleaned up in preparation for inventory. New hose reel installed.
- New piping painted at El Granada 1 and 2 pump houses.
- Tractor and work truck cleaned up.
- General housekeeping of shop office and vehicles.
- Nunes Water Treatment Plant (WTP) tidied up for school tours.

Hypochlorite Generator Sample System

Treatment Staff designed and built a sodium hypochlorite sample station at Nunes WTP. This allows the operator to check the concentration of sodium hypochlorite that is generated on site to better monitor and control the disinfection process.

Nunes Backup

The Nunes server was upgraded to allow quicker access to the District's W drive. They also have adequate backup for all process and water quality data.

Update on Other Activities:

El Granada Pump Station #1

All plumbing and electrical work has been installed and painted and this station is now in service with two new pumps and a capacity for 250gpm. The chlorine booster station at this site has also been upgraded.

The chlorine analyzer was changed to a model that can recirculate the water back into the tank so as to avoid discharge off site.

Nunes WTP Tours

Treatment Staff conducted a tour of thirteen 8th graders from Castilleja School of Palo Alto on 5 January.

Our annual Sea Crest School Tour of 1st graders took place on 18 January. On the tour were 32 students, 10 chaperones and 2 teachers.

Nunes Filters

Treatment Staff performed the annual cleaning and inspection of the filters. Improvements in the backwash system reported last year has proven to do an excellent job of backwashing these critical components of the treatment process. We no longer see any spikes greater than 0.1 ntu when they are put on-line. Prior to the improvements, it was common to see spikes as high as 0.4 ntu for 30 minutes or more.

El Granada Pipeline Leak

On 5 January crews started to investigate a leak on the El Granada Pipeline on the north side of the crossing under Arroyo De En Medio. Working with contractor Andreini Brothers, they excavated around the pipeline but were unable to find the source of the leak. Due to the depth of the pipe where it exits the jack and bore casing at this location, further investigation will require installing extensive shoring. District crews and the contractor have isolated the Arroyo de en Medio jack and bore section, installed bypass piping, and backfilled the initial excavation. We are now interviewing engineering consultants to assist in developing a plan for finding and fixing the leak.

Montara Water and Sanitary District (MWSD) Intertie Pipeline

Maintenance Supervisor John Davis and I met with MWSD General Manager Clemens Heldmaier and Superintendent Jeff Page on 9 January to discuss plans to develop an emergency intertie pipeline between our respective Districts. At present there is a distance of 2500 feet between our 8" main on Airport Road and their main

that feeds the Pillar Ridge mobile home park, making a temporary emergency intertie very difficult. We agreed to discuss a mutual pipeline extension project with our respective Districts.

Backflow Program

Sewer Authority Midcoast (SAM) has been sent a letter to install backflow devices at all of their lift stations that have water service.

Denniston Well 7

This well was abandoned shortly after it was drilled in the 70s for non production. Crews destroyed the well in January by filling it with concrete to the surface.

Vehicle Maintenance and Repair

The transmission was replaced in the work truck. Reverse gear was not engaging properly.

We hired Pape Machinery to service the backhoe and loader in January.

Safety/Training/Inspections/Meetings

Meetings Attended

9 Jan - Met with MWSD at future emergency intertie pipeline site.

10 Jan - Backflow/Cross Connection meeting with other peninsula water providers at Redwood City Public Works Dept.

10 Jan - Met with Teter to discuss El Granada Pipeline repair strategy

10 Jan - Met with Calcon and Treatment Staff to discuss upgrades to the hydropneumatic utility water system at Nunes WTP.

12 Jan - Top Ops review meeting at Contra Costa Water District in Oakley, CA.

17 Jan - Phone meeting with CalCad to discuss GIS goals.

18 Jan - Met with Jim Teter and John Davis on El Granada Tank 2 (EG2) Coating and Repair Project at the EG 2 site.

19 Jan - Met with Datamatic and Ferguson representatives to discuss their Advanced Metering Infrastructure (AMI) product.

23 Jan - Denniston filter control strategy meeting.

23 Jan - Operations Manual strategy meeting with District Staff and Kennedy/Jenks.

24 Jan - All employee meeting.

31 Jan - Met with treatment staff and EKI to discuss Denniston intake piping modifications.

Safety Meetings and Training

-Safety Committee met on 11 January at Sewer Authority Mid-Coastside (SAM).

Twitchell was in attendance. There were no lost time accidents to report. Topics of discussion were a minor vehicle accident with SAM on their plant grounds and initial discussions on a safety award program.

-Safety training took place on 11 January at SAM. The topic was confined space training. Twitchell and Donovan were in attendance. Most of the field crew was working on the El Granada Pipeline break.

Tailgate safety sessions in January

3 Jan - ABCs of Safety: Awareness, Background, and Caution

9 Jan - Basic CPR Saves Lives

17 Jan - Workplace Violence: Dealing with Dangerous Customers

23 Jan - Quick Equipment Checks: A Basic Safety Tool

30 Jan - Don't Let Chemicals Get to You!

Safety Improvements

Treatment Staff installed a reeled extension cord on the ceiling of the Hypochlorite Generator Room to reduce tripping hazards when cleaning the generator cells with their award winning Clean-In-Place device.

Temporary Worker

Temporary Maintenance Worker Justin Riis last day was 27 January. New Temporary Maintenance Worker Brian Merlo started on 30 January.

Training

Treatment/Distribution Operator Don Patterson attended a backflow refresher course in Sacramento on 20 January.

Treatment/Distribution Operator Jack Whelen attended a herbicide application class on 31 January in San Mateo.

Treatment Supervisor Steve Twitchell received 3 Continuing Education Units (CEUs) on 23 January for completing the California State University Sacramento video training course titled Water Systems Operation and Maintenance.

Treatment Supervisor Steve Twitchell received 9 Continuing Education Units (CEUs) on 27 January for completing the California State University Sacramento written course titled Water Systems Operation and Maintenance.

Regulatory Agency Interaction

California Department of Public Health (DPH)

No interaction with DPH in January.

Projects

Tank Recoating Projects- Half Moon Bay (HMB) Tank 1

HMB Tank 1 did not need a new vent as previously thought. The rafters at the center post were in reasonably good condition also. The original vent was cleaned up, the rafters were sandblasted, the inside coating was removed and the surface prepped and 3 coats of coating were applied. The old vent and new sample station were installed and all new guard rails attached. Contractors will be completing the inner lining and the outer coating of HMB Tank 1 and installing the inner ladder in both tanks in February. HMB Tank 2 vent was found to be in very poor condition. The rafters in the vicinity of the vent were badly corroded and unfit for repair. The

contractor submitted a proposal to extend the center support ring to allow the good part of the rafters to be secured. The HMB Tank 2 top entrance hatch was installed but the remainder of the project is on hold until approval is garnered for the HMB Tank 2 rafter repair. The vent previously slated for HMB 1 will be installed on HMB 2.

We have contracted our corrosion control specialists to install a cathodic protection system in HMB Tank 2 while it is down for these repairs.

Hazens Tank Fence Replacement

This project is complete.

Denniston Water Treatment Improvement Project

The project is moving at a nice pace and is on schedule. The sludge drying bed structures are complete and the Wash Water Reclaim (WWR) basins floors and sump structures are formed and poured. The side walls of the WWR basins are being formed and will be poured over the next few weeks. Yard piping is being tied in to a manhole that was replaced on the east side of the plant.

Kennedy/Jenks (K/J) has submitted a proposal for modification of the present plant Operations & Maintenance (O&M) manuals to include the new contact clarifier and WWR and sludge handling facilities.

Treatment Supervisor Twitchell is updating the inspection procedures once the plant is brought on line.

We are presently in discussions with EKI as to intake piping modifications and treatment of the abandoned intake piping.

A change order will be submitted on the Encore 700 chemical feed pumps. The specifications called for AC motors but District standard established at the Nunes Project called for DC motors.

Crystal Springs Alternative Intake Project

A project review meeting with SFPUC is scheduled for 22 Feb to discuss phase 2 of this project. Phase 2 entails capping the second Crystal Springs (CS) inlet, dewatering the tunnel, removing both stainless steel intake valves, bringing them topside, affixing manual actuators to them and installing them on the intakes under the screens.

El Granada Tank 2 Repair and Recoating Project

Jim Teter is designing a system that will allow us to bypass El Granada Tank 2 in order to take it out of service for the needed repairs. We estimate the project will start next Fall once the system demands decrease.

Avenue Cabrillo Project

The 99% plans have been reviewed and Teter is completing the design and initiating the proper permits. We will be meeting in February to go over scheduling and funding.

Monthly Report

To: David Dickson, General Manager
From: Cathleen Brennan, Water Resources Analyst
Agenda: February 14, 2012

Subject: Water Resources Report

This report includes the following items:

- California Department of Water Resources Snow Survey
- District's Water Supply Conditions
 - SFPUC - Imported Water Supply
 - Local Water Supply
 - Conclusion

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

The California Department of Water Resources performed a snow survey on February 1st. The results show a slight improvement from the January 3rd snow survey.

The results show that the statewide water content is at 37% of average to date. It is slightly better for the southern Sierra with water content at 42% of average to date.

□ **District Water Supply Conditions**

San Francisco Public Utilities Commission (SFPUC) - Imported Water

The SFPUC reports that precipitation this water year to date (*October 2011 through January 2012*) remains below normal. Precipitation in the Pilarcitos Lake watershed is at 46% of normal for year to date and precipitation in the Lower Crystal Springs watershed is at 41% of normal for year to date. Hetch - Hetchy precipitation is at 51.2% of average annual for year to date. The Regional Water System, which includes the Tuolumne System (*Hetch-Hetchy*) and the Bay Area System, is at 85.8% of maximum storage.

The SFPUC released a memo to its wholesale customers. The memo stated that forecasts by the National Oceanic and Atmospheric Administration (*NOAA*) are for above normal temperatures and below normal precipitation in February. The SFPUC is concerned with precipitation and snowpack conditions but does not anticipate the need for voluntary rationing because water storage levels are approximately 85% of



maximum. The SFPUC will provide an update on water conditions on February 24th, March 1st, and April 15th.

Local Water Supply

Local weather records (*NOAA Station-Half Moon Bay - 04-3714-04*) show that precipitation for this water year to date is approximately 46% of average to date. This information assists the District in determining the productivity of the Denniston Creek watershed.

The SFPUC Hydrological Conditions Report listed precipitation in the Pilarcitos Lake watershed at 46% of normal. This information along with other data assists the District in determining the productivity of Pilarcitos Creek Infiltration Wells.

Conclusion

Based on the information available at this time, there should be adequate water supply through calendar year 2012 from the SFPUC to meet the District's production demand.

Two consecutive dry years with normal to above normal demand would lead to the depletion of available water storage and require voluntary or mandatory water demand management measures to be implemented by the District and its customers. These concerns are highlighted when we experience extremely dry periods.

Depending on water supply conditions (*precipitation and water storage*) toward the end of Water Year 2012 (*September 30, 2012*), staff may decide to request that the Board of Directors activate Stage 1: Water Shortage Advisory of the District's Water Shortage Contingency Plan. The Water Shortage Contingency Plan can be found on the District's website in Appendix I of the 2010 Urban Water Management Plan (<http://www.coastsidewater.org/report-and-studies.html>).