

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

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

AGENDA

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

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

How to Join Online or by Phone

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

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

ONLINE:

Join Zoom Meeting

<https://zoom.us/j/93778260596?pwd=aEpRcFlnaHdQM2lPSEJQWjNiN09TQT09>

Meeting ID: 937 7826 0596

Passcode: 184355

One tap mobile

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

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 937 7826 0596

Passcode: 184355

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

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

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

OR

- (2) Using the Zoom App, at the bottom of your screen click on “Chat” and then type that you wish to make a comment into the Chat Box. Ensure that the “To:” field is populated by either “Everyone” or “the Moderator”. Begin by stating your name and place of residence.
- **From a phone:** Using your keypad, dial *9, and this will notify the Moderator that you have raised your hand. Begin by stating your name and place of residence. The Moderator will call on you by stating the last 4 digits of your phone number. If you wish to block your phone number dial *67 prior to dialing in. If your phone number is not displayed, the Moderator will call you by Caller number.

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

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

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

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

1) ROLL CALL

2) PLEDGE OF ALLEGIANCE

3) PUBLIC COMMENT

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

4) CONSENT CALENDAR

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

- A. Approval of disbursements for the month ending February 28, 2021:
Claims: \$442,994.44; Payroll: \$179,051.23 for a total of \$622,045.67 ([attachment](#))
➤ *February 2021 Monthly Financial Claims reviewed by and approved by Director Mickelsen*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of February 9, 2021 Regular Board of Directors Meeting ([attachment](#))
- D. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- E. Total CCWD Production Report ([attachment](#))
- F. CCWD Monthly Sales by Category Report-February 2021 ([attachment](#))
- G. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report ([attachment](#))
- H. Monthly Rainfall Reports ([attachment](#))
- I. SFPUC Hydrological Report for the Month January 2021 ([attachment](#))
- J. Approval for Vice-President Feldman to attend the Association of California Water Agencies (ACWA) Virtual Spring Conference May 12 - May 13, 2021 ([attachment](#))
- K. Acceptance of Subdivision Utility System Carnoustie Subdivision Phase 4 Carnoustie LLC ([attachment](#))
- L. Water Service Connection Transfer Report – February 2021 ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Appointment of Director to the Boards of the Bay Area Water Supply (BAWSCA) and the Bay Area Regional Water System Financing Authority (RFA) ([attachment](#))
- B. Rental of a Green Climber Slope Mower ([attachment](#))
- C. Approval of Resolution No. 2021-01 Adopting a Records Retention Schedule and Authorizing Destruction of Certain Agency Records and Rescinding Resolution No. 2006-11 ([attachment](#))

7) MONTHLY INFORMATIONAL REPORTS

- A. Superintendent of Operations Report ([attachment](#))
- B. Water Resources Report ([attachment](#))

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

9) ADJOURNMENT

**COASTSIDE COUNTY WATER DISTRICT
CLAIMS FOR FEBRUARY 2021**

CHECKS			
CHECK DATE	CHECK NO.	VENDOR	AMOUNT
02/05/2021	29157	ADP, INC.	\$ 707.60
02/05/2021	29158	BAY ALARM COMPANY	\$ 649.59
02/05/2021	29159	CALIFORNIA C.A.D. SOLUTIONS, INC	\$ 1,387.50
02/05/2021	29160	COMCAST	\$ 256.78
02/05/2021	29161	JAMES COZZOLINO, TRUSTEE	\$ 200.00
02/05/2021	29162	DE LAGE LANDEN FINANCIAL SERVICES, INC.	\$ 876.14
02/05/2021	29163	FEDAK & BROWN LLP	\$ 1,359.00
02/05/2021	29164	KELLY HOFFMAN-DAVIS	\$ 667.51
02/05/2021	29165	HASSETT HARDWARE	\$ 1,760.42
02/05/2021	29166	PATRICK HILLHOUSE	\$ 100.00
02/05/2021	29167	HUE & CRY, INC.	\$ 24.00
02/05/2021	29168	LIEBERT CASSIDY WHITMORE	\$ 27.00
02/05/2021	29169	MASS MUTUAL FINANCIAL GROUP	\$ 750.00
02/05/2021	29170	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$ 105.00
02/05/2021	29171	VERIZON CONNECT NWF, INC.	\$ 247.00
02/05/2021	29172	REPUBLIC SERVICES	\$ 562.20
02/05/2021	29173	STANDARD INSURANCE COMPANY	\$ 578.40
02/05/2021	29174	TRANS-WEST, INC	\$ 689.00
02/05/2021	29175	ULINE, INC	\$ 132.87
02/05/2021	29176	VALIC	\$ 5,230.00
02/05/2021	29177	VERIZON WIRELESS	\$ 2,065.10
02/05/2021	29178	US BANK NA	\$ 1,851.90
02/05/2021	29179	WATER RESEARCH FOUNDATION	\$ 1,063.00
02/19/2021	29180	A-A LOCK	\$ 740.93
02/19/2021	29181	ADP, INC.	\$ 183.40
02/19/2021	29182	HEALTH BENEFITS ACWA-JPIA	\$ 45,532.47
02/19/2021	29183	COASTSIDE TECHNICAL SERVICES	\$ 844.06
02/19/2021	29184	COUNTY OF SAN MATEO	\$ 9,311.95
02/19/2021	29185	SEAN DONOVAN	\$ 60.70
02/19/2021	29186	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC.	\$ 10,250.00
02/19/2021	29187	FLO-LINE TECHNOLOGY, INC.	\$ 1,136.39
02/19/2021	29188	DXP ENTERPRISES, INC.	\$ 1,601.35
02/19/2021	29189	MASS MUTUAL FINANCIAL GROUP	\$ 894.19
02/19/2021	29190	TRAVIS MENEZES	\$ 987.55
02/19/2021	29191	TRAVIS MENEZES	\$ 10,045.59
02/19/2021	29192	PACIFIC GAS & ELECTRIC CO.	\$ 35,631.90
02/19/2021	29193	SAN FRANCISCO WATER DEPT.	\$ 83,168.29
02/19/2021	29194	TOTAL COMPENSATION SYSTEMS, INC	\$ 1,620.00
02/19/2021	29195	TPX COMMUNICATIONS	\$ 2,091.50
02/19/2021	29196	TRI COUNTIES BANK	\$ 2,828.61
02/19/2021	29197	VALIC	\$ 5,230.00
02/24/2021	29198	A-1 SEPTIC TANK SERVICE	\$ 650.00
02/24/2021	29199	AMERIGAS PROPANE, LP	\$ 1,201.64
02/24/2021	29200	ANALYTICAL ENVIRONMENTAL SERVICES	\$ 7,446.79
02/24/2021	29201	AT&T	\$ 698.93
02/24/2021	29202	FRANCISCO A AVINA-SALCIDO	\$ 218.00
02/24/2021	29203	AZTECA SYSTEMS HOLDINGS LLC	\$ 15,000.00
02/24/2021	29204	BADGER METER, INC.	\$ 66.00
02/24/2021	29205	BALANCE HYDROLOGICS, INC	\$ 7,545.92
02/24/2021	29206	BAY AREA AIR QUALITY MGMT DIST	\$ 471.00
02/24/2021	29207	BAY ALARM COMPANY	\$ 1,287.84
02/24/2021	29208	BFI OF CALIFORNIA, INC.	\$ 587.22
02/24/2021	29209	BIG CREEK LUMBER	\$ 1,192.73

02/24/2021	29210	CALCON SYSTEMS, INC.	\$	7,182.75
02/24/2021	29211	CEL ANALYTICAL INC.	\$	2,112.00
02/24/2021	29212	PETTY CASH	\$	194.44
02/24/2021	29213	RECORDER'S OFFICE	\$	23.00
02/24/2021	29214	DATAPROSE, LLC	\$	2,032.90
02/24/2021	29215	DE LAGE LANDEN FINANCIAL SERVICES, INC.	\$	876.14
02/24/2021	29216	EKI INC.	\$	4,076.28
02/24/2021	29217	GRAINGER, INC.	\$	1,113.39
02/24/2021	29218	HACH CO., INC.	\$	1,134.41
02/24/2021	29219	HMB BLDG. & GARDEN INC.	\$	9.83
02/24/2021	29220	HANSONBRIDGETT. LLP	\$	14,556.00
02/24/2021	29221	HDR ENGINEERING, INC	\$	40,748.07
02/24/2021	29222	INTERSTATE TRAFFIC CONTROL PRODUCTS, INC.	\$	314.64
02/24/2021	29223	IRON MOUNTAIN	\$	1,108.73
02/24/2021	29224	IRVINE CONSULTING SERVICES, INC.	\$	5,039.80
02/24/2021	29225	GLENNA LOMBARDI	\$	91.00
02/24/2021	29226	MISSION UNIFORM SERVICES INC.	\$	186.22
02/24/2021	29227	MONTEREY COUNTY LAB	\$	5,792.00
02/24/2021	29228	MTA PARTS, INC.	\$	210.06
02/24/2021	29229	NALCO COMPANY	\$	4,748.48
02/24/2021	29230	OFFICE DEPOT	\$	599.38
02/24/2021	29231	PACIFICA COMMUNITY TV	\$	300.00
02/24/2021	29232	PAULO'S AUTO CARE	\$	284.93
02/24/2021	29233	RAY A MORGAN COMPANY INC.	\$	916.61
02/24/2021	29234	MULTI SERVICE TECHNOLOGY SOLUTIONS, INC.	\$	65.54
02/24/2021	29235	ROBERTS & BRUNE CO.	\$	6,852.99
02/24/2021	29236	ROGUE WEB WORKS, LLC	\$	528.00
02/24/2021	29237	DENNIS CELONI	\$	139.61
02/24/2021	29238	STETSON ENGINEERS, INC.	\$	5,815.50
02/24/2021	29239	STRAWFLOWER ELECTRONICS	\$	170.22
02/24/2021	29240	TEAMSTERS LOCAL UNION #856	\$	1,331.00
02/24/2021	29241	JAMES TETER	\$	2,508.00
02/24/2021	29242	UNIVAR SOLUTIONS USA INC.	\$	3,169.50
02/24/2021	29243	UPS STORE	\$	424.92
02/24/2021	29244	USA BLUE BOOK	\$	1,152.39
02/24/2021	29245	WEST YOST ASSOCIATES, INC	\$	1,575.50
02/24/2021	29246	JUAN CARLOS SALAZAR	\$	3,360.00
02/24/2021	29247	WRA, INC.	\$	10,981.58
02/24/2021	29248	JUSTIN O'BRIEN	\$	33.58
02/24/2021	29249	JAMES FOGARTY	\$	75.00
02/24/2021	29250	JIM SUTRO	\$	92.54
02/24/2021	29251	RICHARD CHARNOCK	\$	28.90
02/24/2021	29252	ANTHONY CASTELLINO	\$	30.90
02/24/2021	29253	RICHARD D. MC BRIDE	\$	97.87
02/24/2021	29254	JOHN HENRY	\$	59.80
02/24/2021	29255	BILL MCIVER	\$	28.90
02/24/2021	29256	KAY WEBBE	\$	21.31
02/24/2021	29257	PAUL CHEE	\$	5.59
02/24/2021	29258	KENNETH MEYER	\$	7.71
02/24/2021	29259	MOSSA	\$	2,941.53
		SUBTOTAL CLAIMS FOR MONTH	\$	404,964.40

WIRE PAYMENTS

MONTH	VENDOR	AMOUNT
02/05/2021	DFT0000341 PUB. EMP. RETIRE SYSTEM	\$ 15,640.94
02/19/2021	DFT0000342 PUB. EMP. RETIRE SYSTEM	\$ 15,727.84
2/1/2021	BANK AND CREDIT CARD FEES	\$ 6,661.26
	SUBTOTAL WIRE PAYMENTS FOR MONTH	\$ 38,030.04

TOTAL CLAIMS FOR THE MONTH \$ 442,994.44



Monthly Budget Report

Account Summary

For Fiscal: 2020-2021 Period Ending: 02/28/2021

	February Budget	February Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget	
Revenue										
RevType: 1 - Operating										
1-4120-00	Water Revenue	743,888.00	762,747.17	18,859.17	2.54 %	8,162,976.00	8,587,637.03	424,661.03	5.20 %	12,368,134.00
	Total RevType: 1 - Operating:	743,888.00	762,747.17	18,859.17	2.54 %	8,162,976.00	8,587,637.03	424,661.03	5.20 %	12,368,134.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	4,165.00	4,210.76	45.76	1.10 %	33,320.00	46,792.23	13,472.23	40.43 %	50,000.00
1-4180-00	Late Notice - 10% Penalty	4,000.00	0.00	-4,000.00	-100.00 %	8,000.00	-2.89	-8,002.89	-100.04 %	25,000.00
1-4230-00	Service Connections	833.00	363.85	-469.15	-56.32 %	6,664.00	5,096.82	-1,567.18	-23.52 %	10,000.00
1-4920-00	Interest Earned	4,687.00	2,000.15	-2,686.85	-57.33 %	37,500.00	23,529.58	-13,970.42	-37.25 %	56,250.00
1-4930-00	Tax Apportionments/County Checks	50,000.00	79,099.86	29,099.86	58.20 %	475,000.00	587,096.93	112,096.93	23.60 %	750,000.00
1-4950-00	Miscellaneous Income	0.00	0.00	0.00	0.00 %	3,500.00	96.78	-3,403.22	-97.23 %	7,000.00
1-4955-00	Cell Site Lease Income	15,250.00	15,330.56	80.56	0.53 %	117,500.00	122,088.12	4,588.12	3.90 %	179,000.00
1-4965-00	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00 %	375,000.00	514,573.85	139,573.85	37.22 %	375,000.00
	Total RevType: 2 - Non-Operating:	78,935.00	101,005.18	22,070.18	27.96 %	1,056,484.00	1,299,271.42	242,787.42	22.98 %	1,452,250.00
	Total Revenue:	822,823.00	863,752.35	40,929.35	4.97 %	9,219,460.00	9,886,908.45	667,448.45	7.24 %	13,820,384.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	25,667.00	73,288.29	-47,621.29	-185.54 %	1,802,422.00	1,940,724.65	-138,302.65	-7.67 %	2,341,560.00
1-5230-00	Nunes T P Pump Expense	3,417.00	3,061.71	355.29	10.40 %	27,332.00	30,435.58	-3,103.58	-11.36 %	41,000.00
1-5231-00	CSP Pump Station Pump Expense	6,000.00	4,936.89	1,063.11	17.72 %	258,000.00	255,564.44	2,435.56	0.94 %	350,000.00
1-5232-00	Other Trans. & Dist Pump Expense	1,750.00	1,656.70	93.30	5.33 %	14,000.00	16,326.80	-2,326.80	-16.62 %	21,000.00
1-5233-00	Pilarcitos Canyon Pump Expense	7,500.00	6,493.41	1,006.59	13.42 %	33,100.00	25,665.55	7,434.45	22.46 %	43,000.00
1-5234-00	Denniston T P Pump Expense	11,000.00	8,132.23	2,867.77	26.07 %	66,000.00	31,242.92	34,757.08	52.66 %	110,000.00
1-5242-00	CSP Pump Station Operations	1,375.00	502.35	872.65	63.47 %	11,000.00	5,014.61	5,985.39	54.41 %	16,500.00
1-5243-00	CSP Pump Station Maintenance	3,083.00	229.99	2,853.01	92.54 %	24,664.00	18,481.10	6,182.90	25.07 %	37,000.00
1-5246-00	Nunes T P Operations - General	7,500.00	7,333.90	166.10	2.21 %	60,000.00	59,851.60	148.40	0.25 %	90,000.00
1-5247-00	Nunes T P Maintenance	10,417.00	9,527.43	889.57	8.54 %	83,332.00	102,417.93	-19,085.93	-22.90 %	125,000.00
1-5248-00	Denniston T P Operations-General	4,583.00	1,942.19	2,640.81	57.62 %	36,668.00	11,690.66	24,977.34	68.12 %	55,000.00
1-5249-00	Denniston T.P. Maintenance	8,000.00	1,000.00	7,000.00	87.50 %	100,000.00	87,821.11	12,178.89	12.18 %	132,000.00
1-5250-00	Laboratory Expenses	6,250.00	3,760.86	2,489.14	39.83 %	50,000.00	31,537.41	18,462.59	36.93 %	75,000.00
1-5260-00	Maintenance - General	26,000.00	14,760.96	11,239.04	43.23 %	221,500.00	212,726.55	8,773.45	3.96 %	348,500.00
1-5261-00	Maintenance - Well Fields	1,000.00	953.72	46.28	4.63 %	17,000.00	33,609.10	-16,609.10	-97.70 %	30,000.00
1-5263-00	Uniforms	2,500.00	0.00	2,500.00	100.00 %	7,500.00	9,017.65	-1,517.65	-20.24 %	10,000.00
1-5318-00	Studies/Surveys/Consulting	15,000.00	1,620.00	13,380.00	89.20 %	90,000.00	43,052.45	46,947.55	52.16 %	150,000.00
1-5321-00	Water Resources	2,167.00	1,090.00	1,077.00	49.70 %	17,332.00	243.94	17,088.06	98.59 %	26,000.00

Monthly Budget Report

For Fiscal: 2020-2021 Period Ending: 02/28/2021

	February Budget	February Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
1-5322-00 Community Outreach	2,000.00	300.00	1,700.00	85.00 %	23,400.00	13,232.41	10,167.59	43.45 %	58,400.00
1-5381-00 Legal	8,333.00	10,991.00	-2,658.00	-31.90 %	66,664.00	74,277.50	-7,613.50	-11.42 %	100,000.00
1-5382-00 Engineering	5,500.00	3,371.68	2,128.32	38.70 %	44,000.00	49,164.10	-5,164.10	-11.74 %	66,000.00
1-5383-00 Financial Services	0.00	-1,300.00	1,300.00	0.00 %	13,000.00	9,332.00	3,668.00	28.22 %	22,000.00
1-5384-00 Computer Services	17,625.00	14,042.31	3,582.69	20.33 %	141,000.00	141,427.20	-427.20	-0.30 %	211,500.00
1-5410-00 Salaries/Wages-Administration	101,942.00	75,425.92	26,516.08	26.01 %	815,536.00	642,553.28	172,982.72	21.21 %	1,223,311.00
1-5411-00 Salaries & Wages - Field	125,117.00	127,080.22	-1,963.22	-1.57 %	1,000,936.00	995,119.89	5,816.11	0.58 %	1,501,400.00
1-5420-00 Payroll Tax Expense	15,975.00	20,579.58	-4,604.58	-28.82 %	127,800.00	101,361.55	26,438.45	20.69 %	191,701.00
1-5435-00 Employee Medical Insurance	43,588.00	40,328.89	3,259.11	7.48 %	337,046.00	314,204.46	22,841.54	6.78 %	511,400.00
1-5436-00 Retiree Medical Insurance	5,933.00	5,253.09	679.91	11.46 %	45,832.00	39,906.50	5,925.50	12.93 %	69,562.00
1-5440-00 Employees Retirement Plan	41,353.00	38,758.20	2,594.80	6.27 %	330,824.00	312,743.16	18,080.84	5.47 %	496,240.00
1-5445-00 Supplemental Retirement 401a	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	35,000.00
1-5510-00 Motor Vehicle Expense	6,250.00	4,181.25	2,068.75	33.10 %	50,000.00	43,937.83	6,062.17	12.12 %	75,000.00
1-5620-00 Office & Billing Expenses	28,792.00	38,352.87	-9,560.87	-33.21 %	240,332.00	243,393.67	-3,061.67	-1.27 %	363,500.00
1-5625-00 Meetings / Training / Seminars	2,750.00	1,365.00	1,385.00	50.36 %	22,000.00	6,434.84	15,565.16	70.75 %	33,000.00
1-5630-00 Insurance	13,250.00	12,290.38	959.62	7.24 %	106,000.00	96,408.84	9,591.16	9.05 %	159,000.00
1-5687-00 Membership, Dues, Subscript.	7,092.00	1,188.00	5,904.00	83.25 %	56,732.00	62,403.77	-5,671.77	-10.00 %	85,100.00
1-5688-00 Election Expenses	0.00	9,311.95	-9,311.95	0.00 %	30,000.00	9,311.95	20,688.05	68.96 %	30,000.00
1-5689-00 Labor Relations	500.00	0.00	500.00	100.00 %	4,000.00	0.00	4,000.00	100.00 %	6,000.00
1-5700-00 San Mateo County Fees	2,100.00	0.00	2,100.00	100.00 %	16,600.00	17,110.42	-510.42	-3.07 %	25,000.00
1-5705-00 State Fees	3,100.00	471.00	2,629.00	84.81 %	24,100.00	28,771.70	-4,671.70	-19.38 %	36,500.00
Total ExpType: 1 - Operating:	574,409.00	542,281.97	32,127.03	5.59 %	6,415,652.00	6,116,519.12	299,132.88	4.66 %	9,301,174.00
ExpType: 4 - Capital Related									
1-5715-00 Debt Service/CIEDB 11-099	0.00	0.00	0.00	0.00 %	335,825.00	335,825.40	-0.40	0.00 %	335,825.00
1-5716-00 Debt Service/CIEDB 2016	0.00	0.00	0.00	0.00 %	323,357.00	323,356.50	0.50	0.00 %	323,357.00
1-5717-00 Chase Bank - 2018 Loan	0.00	0.00	0.00	0.00 %	370,586.00	370,586.23	-0.23	0.00 %	433,567.00
Total ExpType: 4 - Capital Related:	0.00	0.00	0.00	0.00 %	1,029,768.00	1,029,768.13	-0.13	0.00 %	1,092,749.00
Total Expense:	574,409.00	542,281.97	32,127.03	5.59 %	7,445,420.00	7,146,287.25	299,132.75	4.02 %	10,393,923.00
Report Total:	248,414.00	321,470.38	73,056.38		1,774,040.00	2,740,621.20	966,581.20		3,426,461.00

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
February 28, 2021**

<u>RESERVE BALANCES</u>	Current Year as of 2/28/2021	Prior Year as of 2/28/2020
CAPITAL AND OPERATING RESERVE	\$9,328,535.90	\$8,547,756.16
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
<u>TOTAL DISTRICT RESERVES</u>	<u>\$9,578,535.90</u>	<u>\$8,797,756.16</u>

ACCOUNT DETAIL

ACCOUNTS WITH TRI COUNTIES BANK		
CHECKING ACCOUNT	\$4,161,281.82	\$3,461,204.37
CSP T & S ACCOUNT	\$136,646.71	\$120,582.95
MONEY MARKET GEN. FUND (Opened 7/20/17)	\$19,448.51	\$19,445.91
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$5,260,358.86	\$5,195,722.93
DISTRICT CASH ON HAND	\$800.00	\$800.00
<u>TOTAL ACCOUNT BALANCES</u>	<u>\$9,578,535.90</u>	<u>\$8,797,756.16</u>

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

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

2/28/2021

* Approved June 2020

Status	Approved* CIP Budget FY 20/21	Actual To Date FY 20/21	Projected Year-End FY20/21	Variance vs. Budget	% Completed	Project Status/ Comments
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Equipment Purchases & Replacement

06-03	SCADA/Telemetry/Electrical Controls Replacement	ongoing	\$ 50,000		\$ 50,000	\$ -	0%	
19-04	Valve truck	on order	\$ 225,000	\$ 101,428	\$ 225,000	\$ -	45%	Board approved September 2020
22-05	Planning Software	open	\$ 60,000		\$ 60,000	\$ -	0%	

Facilities & Maintenance

99-01	Meter Change Program	ongoing	\$ 20,000		\$ 20,000	\$ -	0%	
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Pipeline Projects

13-02	Pipeline Replacement Under Creek at Pilarcitos Ave (Strawflower)	In design	\$ 750,000	\$ 66,334	\$ 750,000	\$ -	0%	CEQA in process; likely delay into next fiscal year
14-01	Highway 92 - Replacement of Welded Steel Line	Open	\$ 100,000	\$ 35,735	\$ 100,000	\$ -	36%	for design only
21-10	El Granada Highlands (below Tank #2) Lot Purchase	Completed	\$ 500,000	\$ 408,595	\$ 408,595	\$ 91,405	100%	Purchase closed 12.2.2020; original budget contemplated a pipe replacement

Pump Stations / Tanks / Wells

21-07	District-Wide Tank Improvement Project	Open	\$ 600,000	\$ 3,075	\$ 600,000	\$ -	n/a	Board approved design/engineering in Feb 2021
21-02	Pilarcitos Reservoir Spillway-Pump/Emergency Generator	Completed	\$ 100,000	\$ 85,557	\$ 100,000	\$ -	100%	Board approved September 2020
19-05	Tanks - THM Control	Ongoing	\$ 60,000		\$ 60,000	\$ -	0%	
21-11	Tank Cathodic Protection Project	Open	\$ 40,000		\$ 40,000	\$ -	0%	

Water Supply Development

14-25	Denniston/San Vicente Water Supply Development	ongoing	\$ 300,000	\$ 205,396	\$ 300,000	\$ -	68%	
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Water Treatment Plants

20-14	Nunes Water Treatment Plant Improvement Project	In Design	\$ 700,000	\$ 533,839	\$ 700,000	\$ -	D-100%	Design at 100% - out to bid in Feb 2021
21-04	Nunes/Denniston Turbidimeter Replacement	Completed	\$ 35,000	\$ 32,498	\$ 32,498	\$ 2,502	100%	Board approved August 2020

UNSCHEDULED/NEW CIP ITEMS FOR CURRENT FISCAL YEAR 2020/2021

NN-00	Unscheduled CIP		\$ 100,000		\$ 100,000	\$ -	0%	
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NEW FY2020/2021 CIP TOTAL \$ 3,640,000 \$ 1,472,456 \$ 3,546,093 \$ 93,907

FY2019/2020 CIP Carryover Projects

21-08	Asset Management/GIS software	in process	\$ 60,000	57,750	\$ 60,000	\$ -	75%	
20-07	District Office Improvements	in process	\$ 60,000	41,754	\$ 60,000	\$ -	60%	
18-13	Denniston WTP and Tank Road Repairs and Paving	Completed	\$ 400,000	\$ 431,085	\$ 431,085	\$ (31,085)	100%	
14-01	Highway 92 - Replacement of Welded Steel Line-Phase 1	open	\$ 700,000		\$ 700,000	\$ -	0%	
20-08	Highway 1 Crossings (Silver/Terrace/Grandview/Spindrift)	pre-design	\$ 30,000	42,763	\$ 42,678	\$ (12,678)	15%	
13-05	Denniston WTP and Booster Station Standby Power	in process	\$ 300,000	394,857	\$ 394,857	\$ (94,857)	90%	Partial budget included in FY2019-2020
30-00	Computer Software upgrades	ongoing		9,601	\$ 9,601	\$ (9,601)		

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

2/28/2021

* Approved June 2020

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

FY2019/2020 CARRYOVER PROJECTS	\$ 1,550,000	\$ 1,031,940	\$ 1,752,351	\$ (202,351)
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Green = approved by the Board/in process

TOTAL - FY 2020/2021 CIP + PRIOR YEAR CARRYOVER	\$ 5,190,000	\$ 2,504,396	\$ 5,298,444	\$ (108,444)
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**Legal Cost Tracking Report
12 Months At-A-Glance**

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

Month	Admin (General Legal Fees)	Water Supply Develpmnt	Recycled Water	Transfer Program	CIP	LABOR & EMPLOYMENT	Election (CVRA)	Litigation	Infrastructure Project Review (Reimbursable)	TOTAL
Feb-20	4,256	1,855		245			2,527			8,883
Mar-20	3,990	1,295				1,050	840			7,175
Apr-20	6,353	1,085				665				8,103
May-20	4,011					840				4,851
Jun-20	4,248			70		1,085				5,403
Jul-20	6,940			1,061						8,001
Aug-20	13,125	1,715		270						15,110
Sep-20	10,699			759						11,458
Oct-20	6,655			313	3,351					10,319
Nov-20	8,517			287	2,049	1,260				12,113
Dec-20	10,460			243	265					10,968
Jan-21	12,336			592		1,628				14,556
TOTAL	91,589	5,950	0	3,840	5,665	6,528	3,367	0	0	116,939

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

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

Month	Admin & Retainer	CIP	Studies & Projects	TOTAL	Reimbursable from Projects
Apr-20	480			480	
May-20	480			480	
Jun-20	480		1,268	1,748	1,268
Jul-20	480		1,183	1,663	1,183
Aug-20	480		3,803	4,283	3,803
Sep-20	480		169	649	169
Oct-20	480		1,494	1,974	1,494
Nov-20	480		845	1,325	845
Dec-20	480		169	649	169
Jan-21	480		3,042	3,522	3,042
Feb-21	480		2,028	2,508	2,028
TOTAL	5,280	0	14,000	19,280	14,000

Calcon T&M Projects Tracking

1/31/2021

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

FY 2020-2021 Open Projects:

Open Projects - Subtotal	\$0.00	\$0.00	\$0.00
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Other: Maintenance

Tanks	
Crystal Springs Maintenance	\$ 1,639.94
Nunes Maintenance	\$ 26,318.96
Denniston Maintenance	\$ 18,616.37
Distribution System	\$ 34,669.93
Wells	
Cellular Telemetry	\$ 300.00

Subtotal Maintenance	\$	81,545.20	
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TOTAL FY 2020/21	\$	81,545.20	
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**EKI Environment & Water
Engineering Services Billed Through February 28, 2021**

	Contract Date	Not to Exceed Budget	Status	FY 2018-2019	FY 2019-2020	FY2020-2021
CIP Project Management						
Fiscal Year 2018-2019	10.19.2018	\$ 25,000.00	Complete			
Fiscal Year 2018-2019	1.14.2019	\$ 40,000.00	Complete			
Fiscal Year 2018-2019	3.12.2019	\$ 75,000.00	Complete			
Fiscal Year 2019-2020	7.29.2019	\$ 180,000.00	Open	\$ 123,410.00	\$ 104,108.97	\$ 1,138.80
Pipeline Projects (Ferdinand) - T2		\$ 2,000.00		\$ 18,220.42	\$ 13,476.55	
Tank Seismic Projects - T3				\$ 16,676.92	\$ 19,249.53	
Hydraulic Modeling - T4				\$ (4,385.04)	\$ 20,570.20	
Fiscal Year 2020-2021	8.13.2020	\$ 100,000.00				\$ 51,688.74
Sub Total - CIP Project Management Services		\$ 422,000.00		\$ 163,452.66	\$ 157,405.25	\$ 52,827.54

Highway 1 South Pipeline Replacement Project	16-02	9.20.2018	\$ 25,000.00	Complete	\$ 17,680.45		
Ferdinand Avenue Pipeline Replacement Design	14-31	2.12.2019	\$ 29,000.00	Complete	\$ 27,824.37	\$ 1,169.10	
Casa Del Mar Main Replacement (Phase 1) and Grand Boulevard Pipeline/PRV Loop Design	14-32	2.12.2019	\$ 28,500.00	Complete	\$ 27,297.34	\$ 1,195.22	
Denniston Culvert Replacement and Paving Project Design	18-13	7.1.2019	\$ 16,400.00	Open	\$ 804.96	\$ 21,296.34	
Denniston Culvert Replacement-Engineering Services during Construction	18-13	7.8.2020	\$ 48,800.00	Complete			\$ 47,647.17
Construction Inspection Services for Ferdinand Avenue Water Main Replacement Project	14-31	7.1.2019	\$ 32,300.00	Complete		\$ 32,300.00	
Pine Willow Oak Water Main Replacement Project	18-01	7.29.2019	\$ 69,700.00	Open		\$ 49,906.63	\$ 4,991.74
Grandview Water Main Replacement Project (Design, Bid Support, construction support)	14-27	7.29.2019	\$ 56,100.00	Open		\$ 42,095.19	\$ 4,972.76
Pilarcitos Creek Crossing Water Main Replacement Preliminary Design	13-02	8.27.2019	\$ 104,600.00	Complete		\$ 95,332.59	
Pilarcitos Creek Crossing Water Main Replacement Design	13-02	7.14.2020	\$ 82,900.00	Open			\$ 26,196.68
Grandview/Silver/Terrace/Spindrifft Under Hwy 1 PreDesign	20-08	10.15.2019	\$ 59,600.00	Open		\$ 18,217.30	\$ 38,488.67
Total - All Services			\$ 974,900.00		\$ 237,059.78	\$ 418,917.62	\$ 175,124.56

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, February 9, 2021

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

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

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

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

Richard Stratton, Senior Project Manager, HDR Engineering, Inc., and Jon Sutter, Project Manager, EKI Environment & Water, Inc., were identified as participants in the meeting.

One member of the public attended.

2) PLEDGE OF ALLEGIANCE

3) PUBLIC COMMENT – There were no public comments.

4) CONSENT CALENDAR

- A. Approval of disbursements for the month ending January 31, 2021:
Claims: \$840,564.84; Payroll: \$169,261.69 for a total of \$1,009,826.53
- B. Acceptance of Financial Reports
- C. Approval of Minutes of January 12, 2021 Regular Board of Directors Meeting

- D. Installed Water Connection Capacity and Water Meters Report
- E. Total CCWD Production Report
- F. CCWD Monthly Sales by Category Report-January 2021
- G. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Report for the Month of December 2020

A. ON MOTION BY Vice-President Feldman and seconded by Director Mickelsen, the Board voted by roll call vote to approve the Consent Calendar:

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

5) MEETINGS ATTENDED/DIRECTOR COMMENTS

Director Coverdell commented on the recent storms and improved snow conditions, although the below average rainfall levels are still very concerning. Director Mickelsen recently attended a BAWSCA meeting where concerns over the below average rainfall and snowpack were also expressed.

6) GENERAL BUSINESS

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

Ms. Rogren described the condition of Half Moon Bay Tank #3. She explained that Tank #3 had not been recoated or rehabilitated since it was constructed in 1963 and typically recoating of welded steel tanks is required every 20-30 years. In 2019, the District hired TJC and Associates to do a tank condition assessment of the District tanks that need recoating/rehabilitation. In 2020, TJC and Associates conducted a siting study to look at various sizes of a prestressed concrete tank that could be installed in the location of Half Moon Bay Tank #3 as a replacement. The results of the study indicated that the District could build a prestressed concrete tank of up to 5 Million Gallons (MG) at the site. Given the results of EKI Environment & Water, Inc.'s hydraulic modeling, EKI recommends that the District replace Half Moon Bay Tank #3 with a 3 MG prestressed concrete tank at minimum. The major benefits of utilizing a prestressed concrete tank vs. welded steel are the seismic performance and the lower life cycle costs.

Ms. Rogren introduced Richard Stratton with HDR Engineering. Mr. Stratton provided a detailed overview of the project and answered a few questions from the Board.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to authorize the General Manager to execute a professional services agreement with HDR Engineering, Inc. for design engineering and bid support services for the Half Moon Bay Tank #3 Replacement Project for a not to exceed amount of \$394,983.

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

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

Ms. Rogren reviewed the background information regarding the replacement of the water line at Grandview Boulevard under Highway 1. The City of Half Moon Bay is currently working with Caltrans to design the Highway 1 Safety and Operation Improvements Project. The project includes widening Highway 1 from Main Street to Spindrift Way while adding medians, bike paths and pullouts.

In anticipation of this future work on Highway 1, the District engaged EKI Environment & Water, Inc. ("EKI") in October 2019 to verify pipe sizes, materials, age, and conditions of existing pipeline at the Highway 1 crossings at Silver Avenue, Terrace Avenue, Grandview Boulevard, and Spindrift Way. EKI recommends that the Grandview crossing under Highway 1 be replaced as a high priority project due to the age, material and lack of redundancy serving this neighborhood. This water line would be constructed with a jack and bore methodology as required by Caltrans.

The Grandview Water Main Replacement Project design that was also approved by the Board in 2019, is now 100% complete. The Grandview Water Replacement Project (replacing pipelines in the Grandview neighborhood) would ideally be bid together with the Highway 1 Crossing Project.

Ms. Rogren introduced Jonathan Sutter with EKI. Mr. Sutter gave an overview of the project and answered questions from the Board.

ON MOTION BY Director Coverdell and seconded by Vice-President Feldman, the Board voted by roll call vote to authorize the General Manager to retain the professional services of EKI Environment & Water, Inc. ("EKI") for design and construction support services for replacement of the water line at Grandview Boulevard under Highway 1 for a not-to-exceed budget of \$156,500.

Director Muller	Aye
President Reynolds	Aye
Director Coverdell	Aye

Vice-President Feldman
Director Mickelsen

Aye
Aye

A. General Manager's Report

Ms. Rogren reviewed the State Water Resources Control Board's ("SWRCB") COVID-19 survey that was conducted to assess the financial impacts of the Governors' Executive Order that mandated water service for residential customers and certain small businesses cannot be shut off for non-payment. The SWRCB estimated that as of November 2020, drinking water debt across California was between \$600-\$700 million covering 12% of households in the state.

Ms. Rogren announced that the District had received President's Special Recognition awards from ACWA-JPIA for all three insurance programs because of keeping claims low.

B. Superintendent of Operations Report

Mr. Derbin summarized operations highlights for the month of January 2021.

8) DIRECTOR AGENDA ITEMS-REQUESTS FOR FUTURE BOARD MEETINGS

9) ADJOURNMENT-The Board Meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Glenn Reynolds, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT
Installed Water Connection Capacity & Water Meters

FY 2021 Meters

Installed Water Meters	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
HMB Non-Priority													
0.5" capacity increase													
5/8" meter	1				1		3	2					7
3/4" meter													
1" meter													
1 1/2" meter													
2" meter													
3" meter													
HMB Priority													
0.5" capacity increase													
5/8" meter													
3/4" meter													
1" meter													
1 1/2" meter													
2" meter													
County Non-Priority													
0.5" capacity increase													
5/8" meter	1	2					1						4
3/4" meter													
1" meter													
County Priority													
5/8" meter													
3/4" meter													
1" meter													
1.5" meter													
Totals	2	2	0	0	1	0	4	2					11

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

FY 2020 Capacity (5/8" connection equivalents)	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
HMB Non-Priority	1				1		3	2					7
HMB Priority													
County Non-Priority	1	2					1						4
County Priority													
Total	2	2	0	0	1	0	4	2					11

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2021

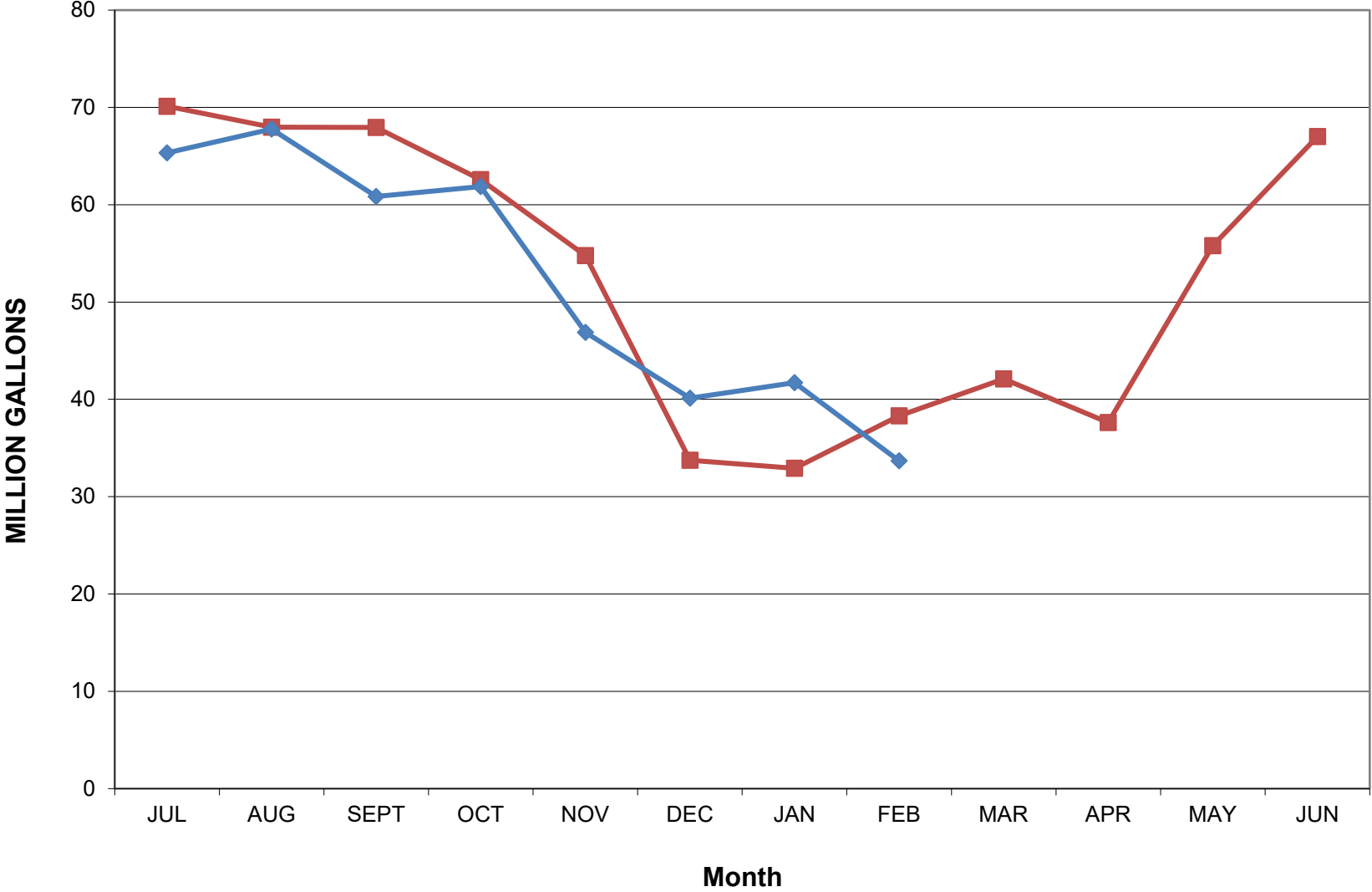
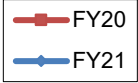
	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.02	2.83	0.00	28.80	36.06	67.69	2.35	65.34
AUG	0.00	0.00	0.00	49.75	20.27	70.02	2.25	67.78
SEPT	0.00	0.00	0.00	1.31	60.84	62.15	1.31	60.84
OCT	0.00	0.00	0.00	0.00	63.97	63.97	2.11	61.86
NOV	0.00	0.00	3.91	14.39	29.52	47.82	0.93	46.90
DEC	2.26	10.94	11.17	14.25	4.16	42.78	2.67	40.11
JAN	1.73	19.57	11.06	1.99	10.86	45.21	3.50	41.71
FEB	0.78	16.88	10.87	0.00	9.60	38.13	4.45	33.68
MAR								
APR								
MAY								
JUN								
TOTAL	4.79	50.22	37.01	110.49	235.28	437.77	19.56	418.21
% MONTHLY TOTAL	2.0%	44.3%	28.5%	0.0%	25.2%	100.0%	11.7%	88.3%
% ANNUAL TO DATE TOTAL	1.1%	11.5%	8.5%	25.2%	53.7%	100.0%	4.5%	95.5%

CCWD vs SFPUC- month 74.8%
 CCWD vs SFPUC- annual 21.0%

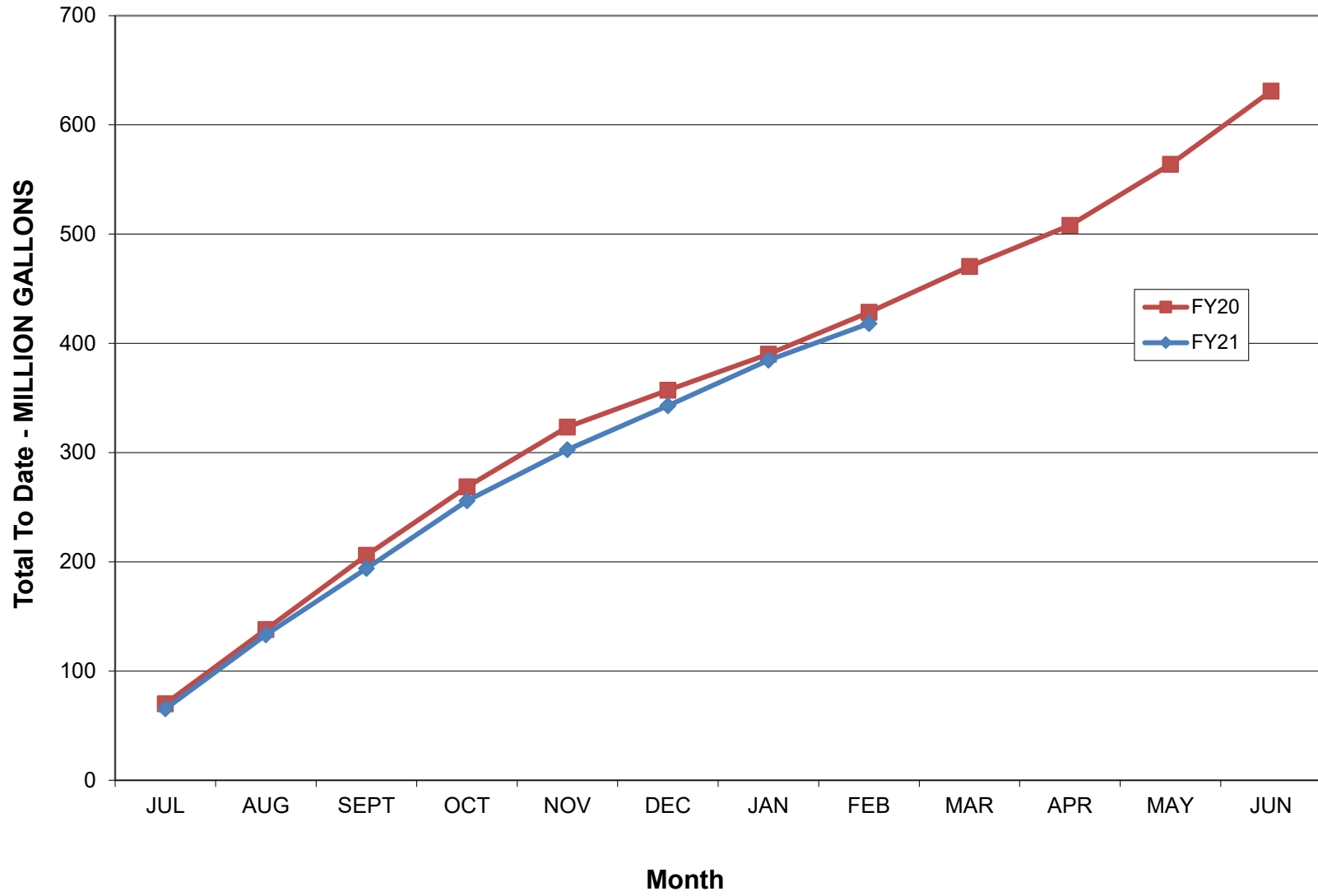
12 Month Running Treated Total **625.37**
TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2020

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

Monthly Production FY 20 vs FY 21



Cumulative Production FY20 vs FY21



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

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	34.24	32.73	32.19	32.12	28.27	26.25	24.28	21.71					231.79
COMMERCIAL	2.86	2.67	2.64	3.03	2.58	2.38	2.22	2.15					20.53
RESTAURANT	1.01	1.06	1.01	1.19	1.06	0.85	0.65	0.75					7.58
HOTELS/MOTELS	2.19	2.04	2.02	2.13	1.71	1.19	1.04	1.22					13.54
SCHOOLS	0.76	0.68	0.61	0.67	0.46	0.25	0.22	0.18					3.83
MULTI DWELL	3.14	3.01	2.83	2.98	2.70	2.52	2.48	2.33					22.00
BEACHES/PARKS	0.76	0.85	0.60	0.52	0.57	0.35	0.37	0.25					4.26
AGRICULTURE	5.31	4.65	4.73	5.92	4.42	3.66	3.10	3.40					35.20
RECREATIONAL	0.24	0.24	0.23	0.23	0.20	0.17	0.17	0.16					1.65
MARINE	0.64	0.59	0.53	0.56	0.46	0.55	0.45	0.48					4.27
RES. IRRIGATION	1.70	1.66	1.56	1.51	1.10	0.69	0.39	0.25					8.86
DETECTOR CHECKS	0.01	0.00	0.01	0.01	0.00	0.01	0.01	0.00					0.05
NON-RES. IRRIGATION	6.73	5.04	2.23	2.31	1.26	0.31	0.21	0.13					18.22
RAW WATER	7.92	6.89	7.00	8.07	6.82	5.72	0.91	0.00					43.32
PORTABLE METERS	0.53	0.26	0.33	0.30	0.26	0.18	0.15	0.14					2.15
CONSTRUCTION	0.38	0.38	0.31	0.39	0.30	0.29	0.28	0.26					2.59
TOTAL - MG	68.43	62.77	58.83	61.93	52.17	45.37	36.95	33.41	0.00	0.00	0.00	0.00	419.85

Non Residential Usage	34.19	30.04	26.64	29.81	23.90	19.12	12.66	11.70	0.00	0.00	0.00	0.00	
Running 12 Month Total								615.84					
12 mo Residential								342.50					
12 mo Non Residential								273.34					

FY2020

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

MONTH Feb-21						
Coastside County Water District Monthly Discharge Report						
EMERGENCY MAIN AND SERVICE REPAIRS						
	Date Reported Discovered	Date Repaired	Location	Pipe Class	Pipe Size & Type	Estimated Water Loss (MG)
1						
2						
3						
4						
5						
6						
7						
8						
Totals						0.000

OTHER DISCHARGES	
Total Volumes (MG)	
Flushing Program	0.030
Reservoir Cleaning	
Automatic Blowoffs	0.179
Dewatering Operations	
Other (includes flow testing)	0.080
DISCHARGES GRAND TOTAL (MG)	
0.289	

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

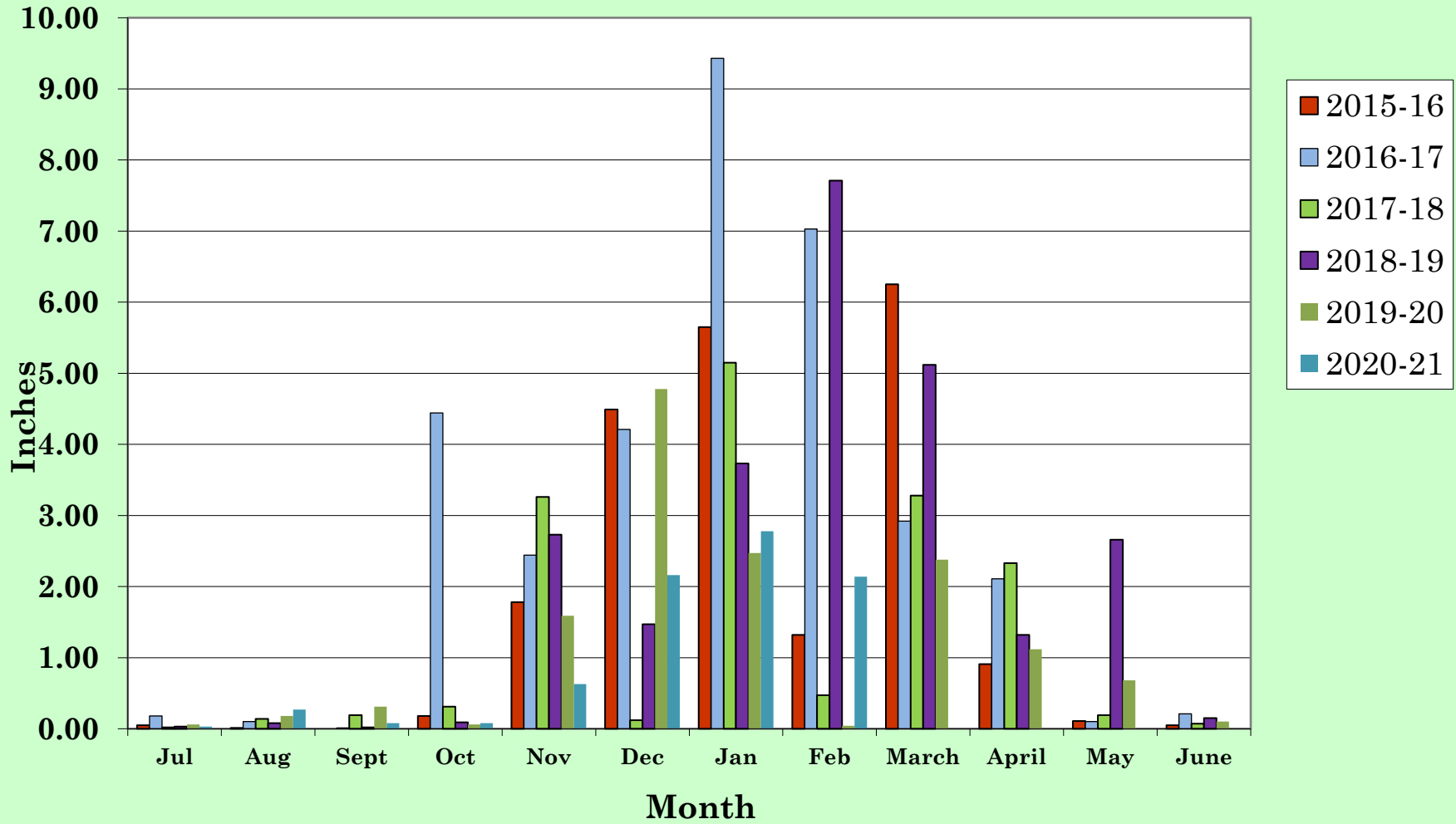
Nunes
 Rainfall in Inches

	2020						2021.00					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0.01	0	0	0	0	0.02	0.92				
2	0	0	0	0	0	0	0.30	0.10				
3	0	0.03	0	0	0	0	0.01	0.01				
4	0	0.03	0	0	0	0	0.24	0				
5	0	0.02	0	0.01	0	0	0.01	0				
6	0	0	0	0.02	0.04	0	0.01	0				
7	0	0	0	0	0	0	0	0				
8	0	0	0	0.01	0	0	0.01	0				
9	0	0	0.01	0.01	0	0	0	0				
10	0	0	0	0.01	0	0	0	0				
11	0	0	0.01	0.01	0	0.8	0	0				
12	0	0	0.02	0	0	0.1	0	0				
13	0	0	0.01	0	0.07	0.6	0	0				
14	0	0	0	0	0.01	0	0	0				
15	0	0	0	0	0	0	0	0				
16	0	0.08	0	0	0	0.4	0	0				
17	0	0	0.01	0	0.36	0	0	0				
18	0	0	0	0	0.1	0	0	0				
19	0	0	0	0	0.01	0	0	0				
20	0.01	0	0	0	0	0	0	0				
21	0	0.02	0	0	0	0	0	0				
22	0	0.01	0	0	0.03	0	0.49	0				
23	0.02	0	0.01	0	0.01	0	0	0				
24	0	0	0.01	0	0	0	0.41	0				
25	0	0.02	0	0	0	0.2	0	0				
26	0	0.01	0	0.01	0	0	0.50	0				
27	0	0.02	0	0	0	0	0.26	0				
28	0	0	0	0	0	0	0.22	0				
29	0	0.02	0	0	0	0	0.30					
30	0	0	0	0	0	0.1	0					
31	0	0		0		0	0					
Mon.Total	0.03	0.27	0.08	0.08	0.63	2.16	2.78	2.14				
Year Total	0.03	0.30	0.38	0.46	1.09	3.25	6.03	8.17				

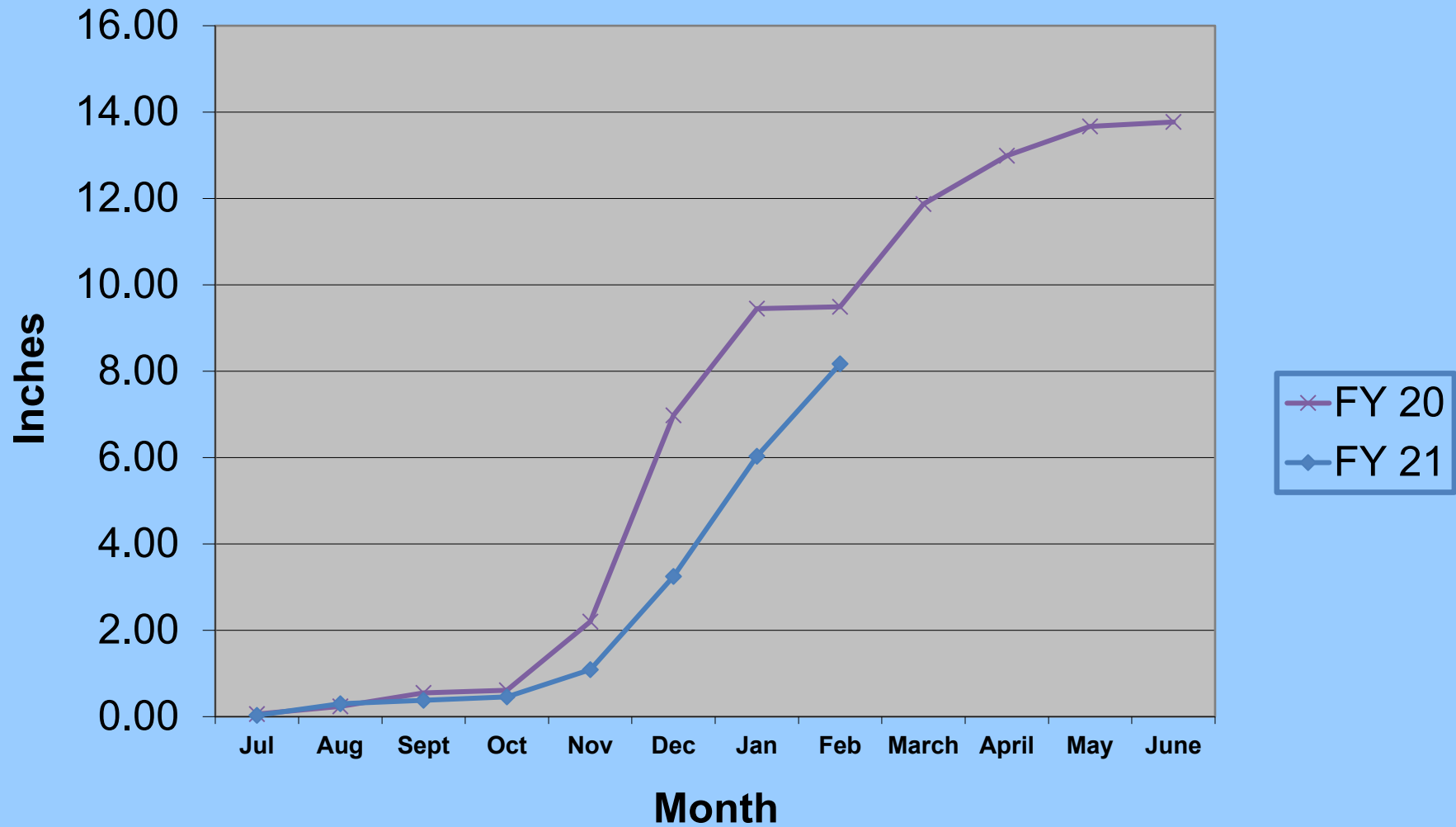
Coastside County Water District

Rainfall by Month

Fiscal Years 16 - 21

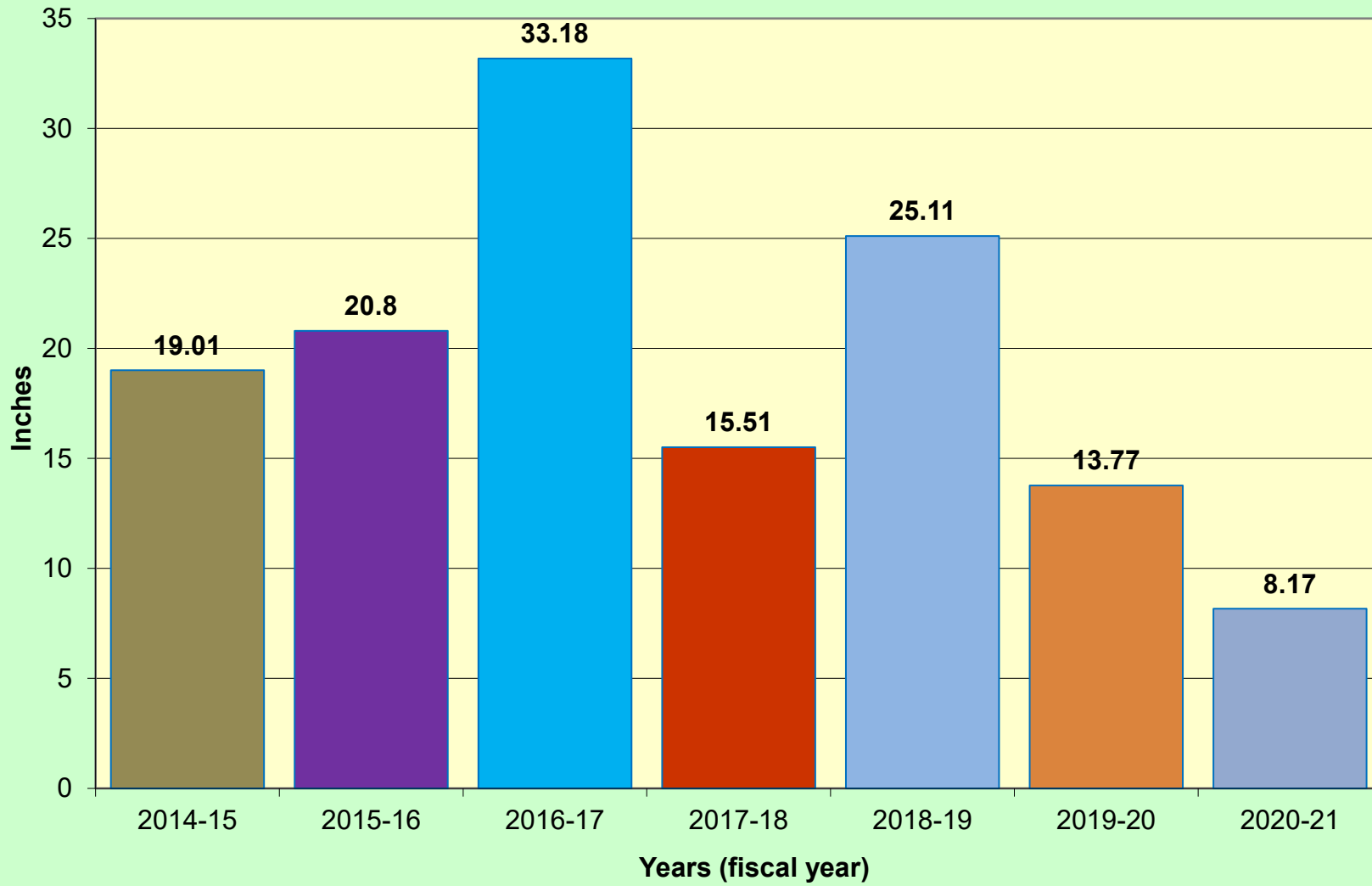


Rainfall Total Comparison Fiscal Years 20-21



Rain Totals

Fiscal Years 13 - 21



San Francisco Public Utilities Commission Hydrological Conditions Report January 2021

J. Chester, C. Graham, N. Waelty, February 4, 2021



A Hetch Hetchy Water and Power Maintenance Engineer and R&R Construction Inspector complete a final walk through of a 250 foot pipeline segment replacement on San Joaquin Pipeline #1. These pictures represent just one of three pipe segment replacements that occurred on Pipeline #1 during its extended outage last year.

System Storage

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

Table 1 Current System Storage as of February 1, 2021							
	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	acre-feet	millions of gallons	acre-feet	millions of gallons	acre-feet	millions of gallons	
Tuolumne System							
Hetch Hetchy Reservoir ¹	197,310		340,830		143,520		58%
Cherry Reservoir ²	192,033		268,810		76,777		71%
Lake Eleanor ³	9,661		21,495		11,834		45%
Water Bank	549,790		570,000		20,210		96%
Tuolumne Storage	948,794		1,201,135		252,341		79%
Local Bay Area Storage							
Calaveras Reservoir	58,478	19,055	96,824	31,550	38,346	12,495	60%
San Antonio Reservoir	44,750	14,582	50,496	16,454	5,746	1,872	89%
Crystal Springs Reservoir	52,166	16,998	58,377	19,022	6,210	2,024	89%
San Andreas Reservoir	16,455	5,362	18,996	6,190	2,541	828	87%
Pilarcitos Reservoir	1,728	563	2,995	976	1,266	413	58%
Total Local Storage	173,577	56,560	227,688	74,192	54,110	17,632	76%
Total System	1,122,371		1,428,823		306,451		79%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates deactivated.

² Maximum Cherry Reservoir storage with flash-boards out.

³ Maximum Lake Eleanor storage with flash-boards out.

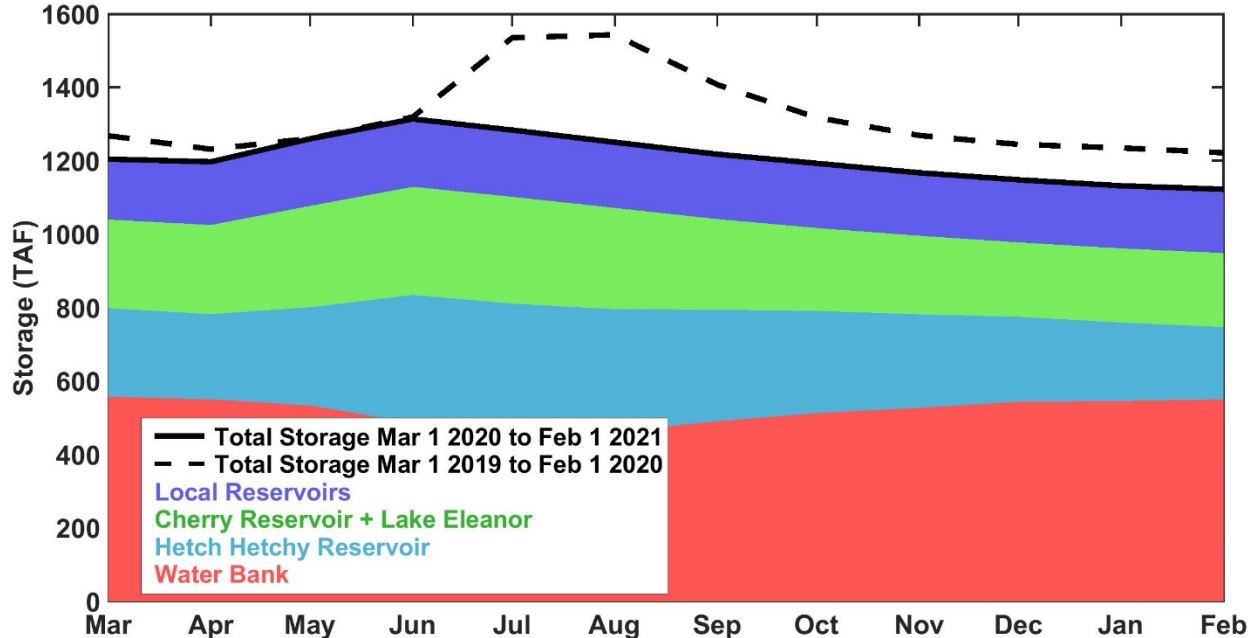


Figure 1: System storage for past 12 months in thousand acre-feet (TAF). Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.

Hetch Hetchy System Precipitation Index

Current Month: The January 2021 six-station precipitation index reported 7.20 inches of precipitation for the month, which is 110% of the average January. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

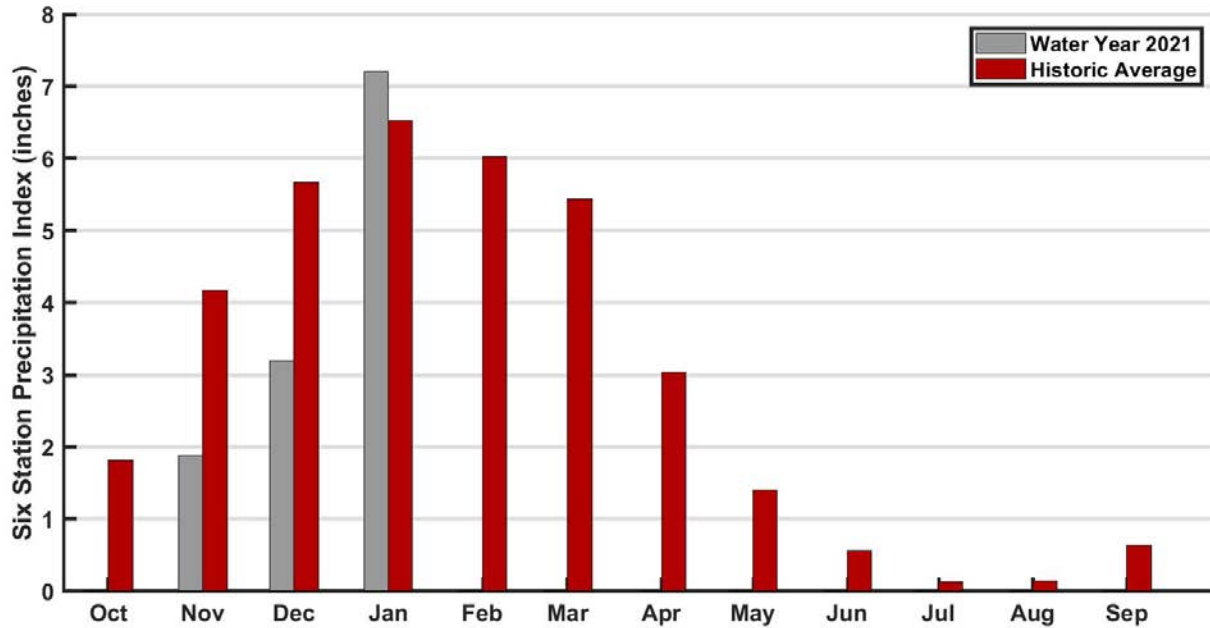


Figure 2: Monthly distribution of the six-station precipitation index relative to the monthly precipitation averages. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

Cumulative Precipitation to Date: As of February 1, the six-station precipitation index for Water Year (WY) 2021 was 12.26 inches, which is 34% of the average annual water year total. The Hetch Hetchy Weather Station received 6.36 inches of precipitation in January for a total of 11.25 inches for WY 2021, or 61% of average to-date. The cumulative WY2021 Hetch Hetchy precipitation is shown in Figure 3 in red.

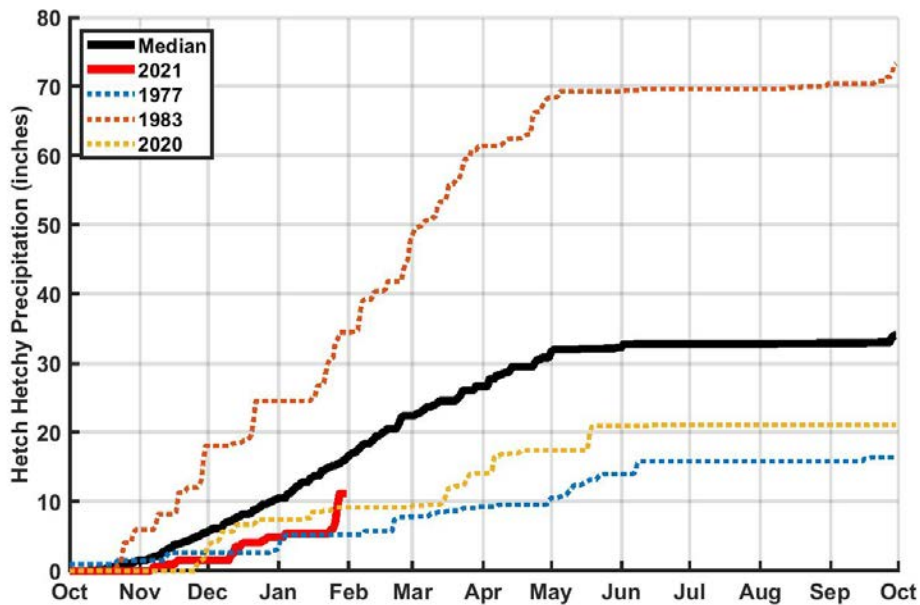


Figure 3: Water Year 2021 cumulative precipitation measured at Hetch Hetchy Weather Station. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with Water Year 2020 for comparison purposes.

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for January 2021 and the year to date is summarized below in Table 2.

Table 2 Calculated Reservoir Inflows and Water Available to City								
* All flows are in acre-feet	January 2021				October 1, 2020 through January 31, 2021			
	Observed Flow	Median ¹	Mean ¹	Percent of Mean	Observed Flow	Median ¹	Mean ¹	Percent of Mean
Inflow to Hetch Hetchy Reservoir	4,276	15,297	23,063	19%	6,641	49,332	63,898	10%
Inflow to Cherry Reservoir and Lake Eleanor	6,599	16,497	24,545	27%	10,181	52,114	69,887	15%
Tuolumne River at La Grange	17,169	73,463	119,307	14%	38,049	180,751	269,756	14%
Water Available to City	1,718	7,251	49,765	3%	1,718	22,226	102,270	2%

¹Hydrologic Record: 1919-2015

Hetch Hetchy System Operations

Hetch Hetchy Reservoir power draft and stream releases during the month totaled 20,527 acre-feet. Hetch Hetchy Reservoir minimum instream release requirements for January were 35 cfs. Total precipitation for Water Year 2021 has resulted in a Water Year Type B for Hetch Hetchy Reservoir. Hetch Hetchy Reservoir instream releases increased to 50 cfs for February.

Cherry Reservoir valve and power draft releases totaled 6,422 acre-feet for the month and were used to maintain seasonal target elevations. The required minimum instream release from Cherry Reservoir for January was 5 cfs and will remain at that flow through June 2021. Lake Eleanor required minimum instream release were 5 cfs for January and will remain there through March 2021. The Cherry / Eleanor Pumps were shut down on December 31 and will remain off until spill occurs at Lake Eleanor.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for January was 31 MGD. The Sunol Valley Water Treatment Plant was in standby for the month, production was 0 MGD.

Local System Water Delivery

The average January delivery rate was 157 MGD, which is a 5% decrease below the December delivery rate of 166 MGD.

Local Precipitation

The rainfall summary for January 2021 is presented in Table 3.

Weather Station Location	January		October 1, 2020 through January 31, 2021	
	Total (inches)	Percent of Mean for the Month	Total (inches)	Percent of Mean for the Year-To-Date
Pilarcitos Reservoir	4.79	70 %	10.80	52%
Lower Crystal Springs Reservoir	3.89	81 %	7.22	50%
Calaveras Reservoir	3.64	95 %	6.25	55%

Snowpack, Water Supply and Planned Water Supply Management

Upcountry snow pillows show that the January 1st snowpack measured at 50% of the annual April 1st peak snowpack (Figure 4), or around 80% of average to date.

The recent storm activity has greatly improved the water supply outlook for upcountry reservoir operations. As of February 2nd, the California-Nevada River Forecast Center (CNRFC) median seasonal forecast is estimating approximately 510,000 acre-feet of April-July runoff at Hetch Hetchy Reservoir. Independently, the HHWP Precipitation Runoff Modeling System (PRMS) is forecasting 517,000 acre-feet for the same period. These forecasts are likely to trend drier as high-pressure ridging returns to California during at least the first half of February, with odds tipped toward below-average precipitation. La Niña conditions are projected to persist well into the Spring.

The calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City are shown in Figure 5. As of February 1, there has been 1,718 ac-ft water available to the City in Water Year 2021.

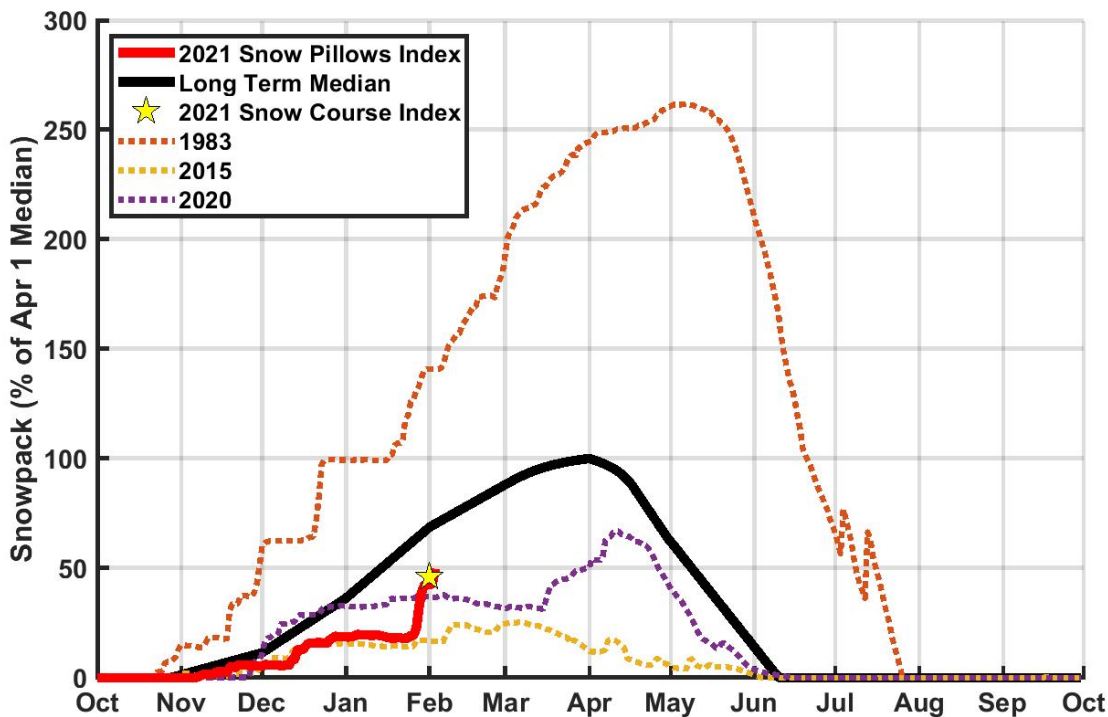


Figure 4: Tuolumne River Basin 10 Station Snow Index (lines), based on real time snow pillow SWE measurements. Also plotted is the mean monthly manual snow surveys (star) in the Tuolumne Basin.

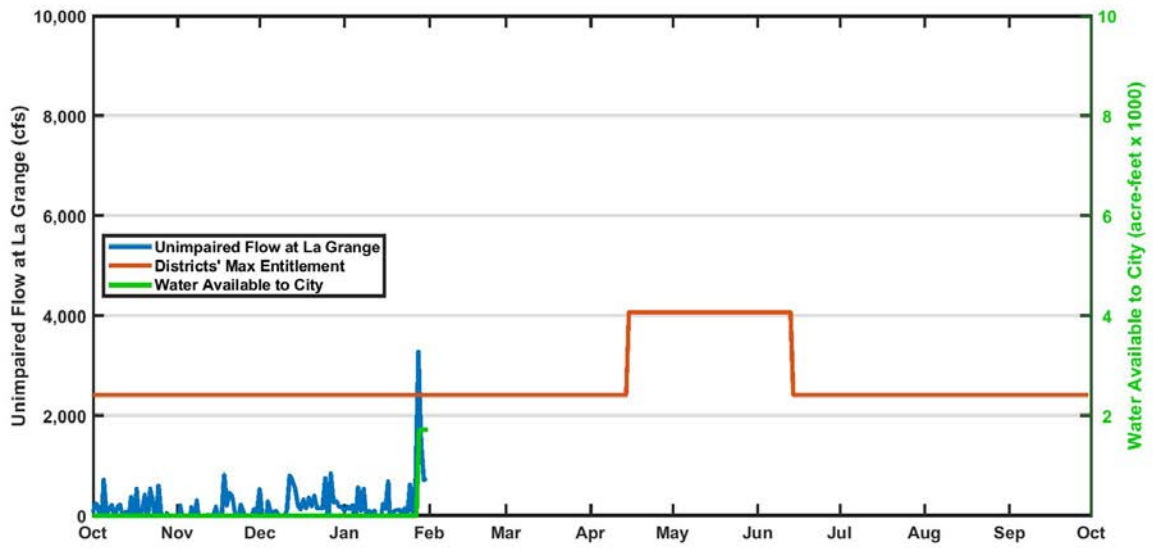


Figure 5: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: March 09, 2021

Report Date: March 05, 2021

Subject: Approval for Vice-President Feldman to attend the Association of California Water Agencies (ACWA) Virtual Spring Conference May 12th – 13th, 2021

Recommendation:

Approve expenses for Vice-President Feldman's two day virtual conference (Wednesday, May 12, 2021 and Thursday, May 13, 2021) of the Association of California Water Agencies (ACWA) Virtual Spring Conference. The registration fee is \$375.

Background:

District policy in Section XII.b of Resolution 2004-06 (Code of Conduct) states that "Each member of the Board of Directors is encouraged to participate in those outside activities and organizations that in the judgment of the Board further the interests of the District. Expenses incurred by Board members in connection with such activities are reimbursable, where authorized in advance or subsequently ratified by the Board."

Vice-President Feldman plans to attend the ACWA Virtual Spring Conference and requests that the Board approve his attendance.

ACWA conferences provide an excellent opportunity for Directors and water utility staff to learn about California water issues. The District has reimbursed Director's attendance at these conferences in the past.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: March 09, 2021

Date: March 05, 2021

**Subject: Acceptance of Subdivision Utility
System Carnoustie Subdivision Phase 4
Carnoustie LLC**

Recommendation:

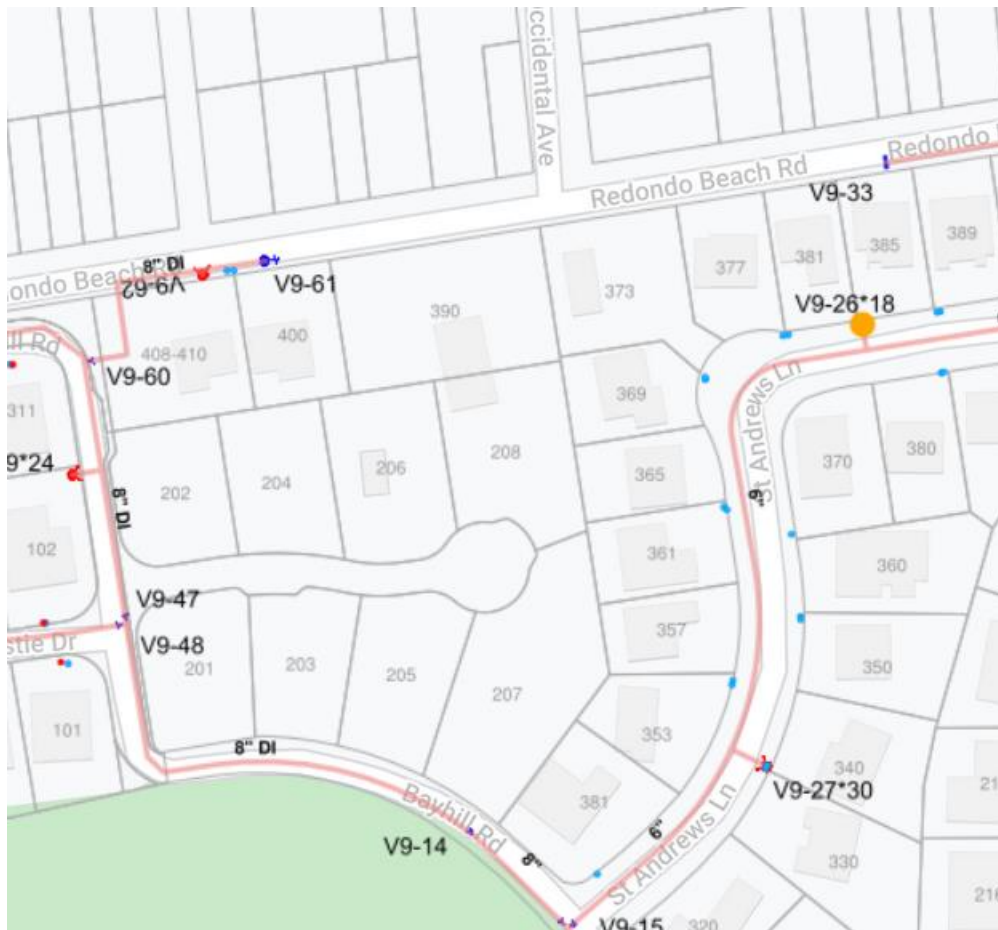
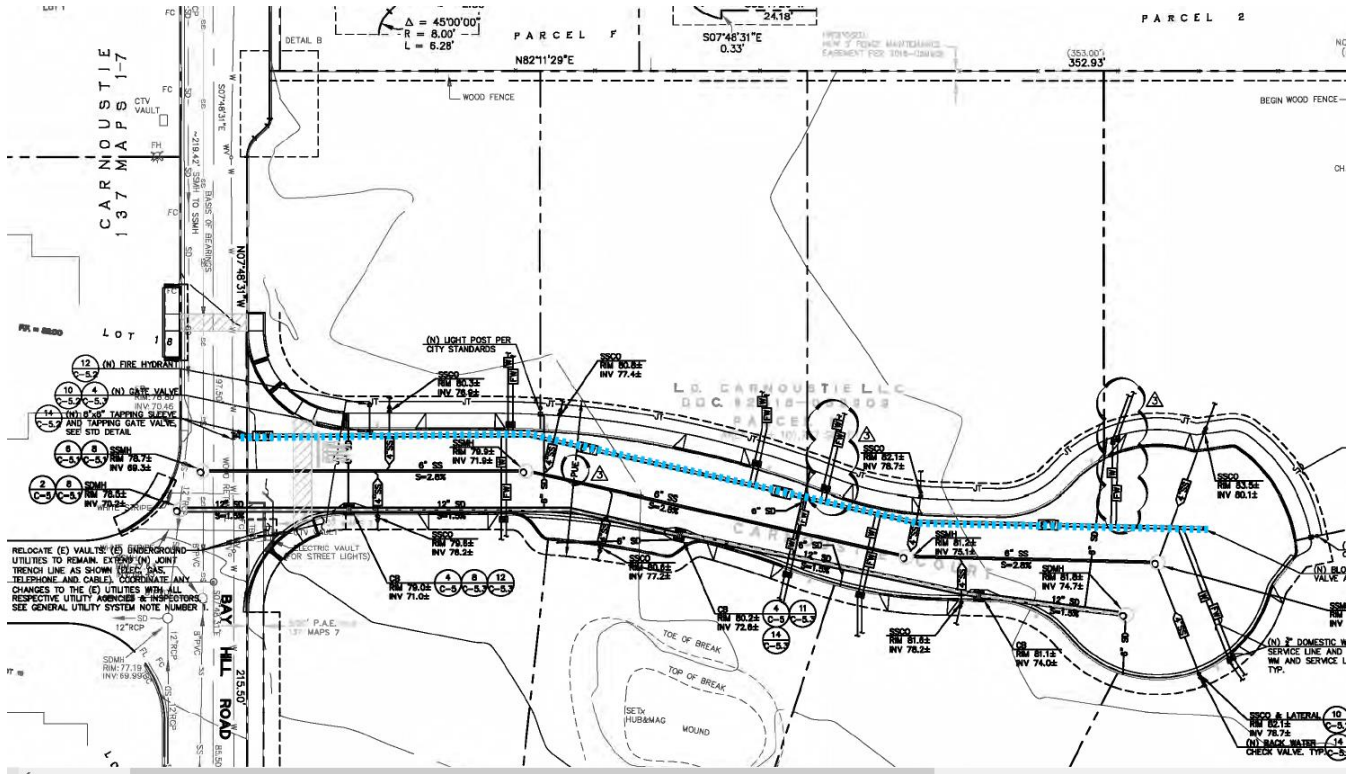
Accept water system improvements completed for Carnoustie Subdivision Phase 4 under the terms of the Water Service Agreement with Carnoustie LLC dated December 17, 2019, as complete.

Background:

The Subdivision Utility System for the Carnoustie Subdivision (Phase 4) was completed in December 2020 in accordance with the District regulations. The Applicant has met all of the conditions specified in the Agreement.

Fiscal Impact:

None to the District. All costs for this project have been paid for by the developer.



**WATER SERVICE CONNECTION TRANSFER REPORT
TRANSFER APPROVED FOR THE MONTH OF FEBRUARY 2021**

DONATING APN	PROPERTY OWNER(S)	RECIPIENT APN	PROPERTY OWNER(S)	# OF CONNECTIONS	DATE
047-207-060	John J. Bermingham	047-207-080	John J. Bermingham	one (1) 5/8"	February 19, 2021

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: March 09, 2021

Report Date: March 05, 2021

Subject: Appointment of Director to the Boards of the Bay Area Water Supply & Conservation Agency (BAWSCA) and the Bay Area Regional Water System Financing Authority (RFA)

Recommendation:

Appoint and administer the oath of office for a member of the Board of Directors to serve on the Boards of the Bay Area Water Supply & Conservation Agency (BAWSCA) and the Bay Area Regional Water System Financing Authority (RFA).

Background:

The four-year term of Director Chris Mickelsen on the Boards of Directors of BAWSCA and RFA will end on June 30, 2021. The enabling acts for both agencies allow the District to reappoint its Director for an unlimited number of terms or to appoint a new Director at the end of each term. This appointment will be for a four-year term, ending on June 30, 2025 and must be properly agendaized and made at a public meeting of the CCWD Board of Directors. The appointment does not need to be memorialized in a resolution; a motion duly passed and recorded in the meeting minutes is sufficient. BAWSCA is encouraging agencies to make these appointments before June 30, 2021, effective July 1, 2021, so that a quorum of both Boards can be ensured and agencies are continually represented.

Fiscal Impact:

None.

OATH OF OFFICE
FOR
MEMBER OF BOARD OF DIRECTORS
BAY AREA WATER SUPPLY AND CONSERVATION AGENCY

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature

* * * * *

Sworn to and subscribed before me this ____ day of _____, 2021.

Signature

Name: _____

Title: _____

OATH OF OFFICE
FOR
MEMBER OF BOARD OF DIRECTORS
SAN FRANCISCO BAY AREA
REGIONAL WATER SYSTEM FINANCING AUTHORITY

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature

* * * * *

Sworn to and subscribed before me this _____ day of _____, 2021.

Signature

Name: _____

Title: _____

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: March 9, 2021

Date: March 4, 2021

Subject: Rental of a Green Climber Slope Mower

Recommendation:

Authorize the General Manager to rent a Green Climber Slope Mower and trailer from the Jesse Mack Company, for a rental amount of \$15,000/month for 4 months (\$60,000 plus shipping of \$4,000) with a purchase option.

Purchase option is for a total amount of \$154,262.45. 75% of the rental amount paid (\$45,000) can be applied towards the purchase if exercised within 90 days of the end of the rental period.

Background:

The recent California wildfire season was unlike any the state has experienced before. Due to the recent lack of precipitation in our area this trend will likely continue. CCWD owns numerous facilities in remote areas that require annual brush clearing and fire break maintenance. The District currently maintains ~40 acres of open land that requires annual mowing and clearing.

Prior to the recent wildfire season, the District has spent roughly \$20,000/annually on contractors to clear brush and weeds at the Denniston access road and Water Treatment Plant, tank sites, Nunes and the Pilarcitos Canyon. Last Fall, the SFPUC established defensible space areas surrounding both Crystal Springs Pump Station and the Cahill tank site parcels. Now that the SFPUC clearing has been completed at no cost to the District, it will be up to CCWD to maintain these fire breaks going forward.

Given the ongoing wildfire conditions and the need to maintain fire breaks at Crystal Springs and the Cahill tank site, staff estimates that the District will spend \$40-\$60K annually going forward to outsource brush clearing and to implement a fire break maintenance program. The rental of a Green Climber

STAFF REPORT

Agenda: March 9, 2021

Subject: Rental of a Green Climber Slope Mower

Page Two

Model V800 slope mower is proposed for improved brush clearing and safety to better operate and maintain and protect our drinking water infrastructure. Choosing the rental option for 4 months allows the District time to evaluate the equipment for eventual purchase. Assuming the mower performs to specifications, this equipment would have a return on investment in 3 years.

The Green Climber is a tracked remote controlled slope mower that can safely clear slopes up to 60 degrees. This equipment can be remotely operated from a safe distance and mulch growth up to 8" in diameter. The significant safety elements of using this machine are that no operator is riding the equipment or climbing steep slopes with a chainsaw or weed whip with exposure to poison oak, ticks, and potential slip/trip and fall injuries. In addition, this equipment essentially mulches as it clears so there is no need to physically haul off debris and pay for disposal.

The vendor, Jesse Mack Company, brought this equipment for a demonstration at the Alves tank site in September of 2020. Staff found the equipment to be easy, safe and efficient to operate and was able to clear 70% of the heavy brush during the 2-hour demo. Following the demo, a bid from our local clearing contractor to finish the remaining brush clearing from Alves site was \$10,000.

Staff has called references of owners of this equipment and have received very positive feedback from all contacted.

Staff solicited pricing from the Jesse Mack Company with HGACBuy pricing. HGACBuy is a Joint Powers Authority that serves government agencies with competitive bidding contract pricing to the member agencies for a variety of equipment and services. See Exhibit A for a copy of the Jesse Mack Company Quotes and Exhibit B for a copy HGACBuy informational flyer.

At the end of the 4-month rental period if the District is not interested in exercising the purchase option, the equipment can be returned.

Fiscal Impact:

\$64,000 would be spent out of the District's Operations and Maintenance budget.

JESSE MACK

A Green Climber Distributor

QUOTE

P.O. Box 7600
Visalia, CA 93290

Certified Small
Business #1731864

Date 3/3/2021
Bid No. 372

Coastside County Water District
Rent/Purchase Option
Attn: Darin Sturdivan

Phone (559) 622-9939
Fax 5596229911
jesse@jmackenterprises.com

Phone 650-554-0007
Fax
E-mail dsturdivan@coastsidewater.org

	DESCRIPTION	PRICE
80 - Green ...	Rental of (1) New Green Climber LV800 (BODY ONLY)- Remote Controlled Machine with Tracks. Extendable Undercarriage. Side shifting Cutter Head Capabilities. Kohler Liquid Cooled 4-Cylinder, 75 hp, Tier IV Final Diesel Engine. Standard with Protective Forestry Cage.	
81 Forestry ...	Rental of (1) New Forestry Flail UT-150F 57.5" Forestry FLAIL with 360 Rotation Swinging Hammers	
Aluminum ...	Rental of (1) Aluminum Tilt Trailer. 10,000 GVW Wood Deck Electric Tilt. *** PRICES ***	
Equipment ...	Rental of (1) LV800 Tractor, (1) Forestry Flail and (1) Aluminum Tilt Trailer as described above @ a monthly rental rate of \$15,000.00 per month Note 1) A minimum (4) month rental required plus shipping. (refer to quote 334) Note 2) 75% of the rental costs may be applied towards purchase price of the unit rented. The purchase must occur within 90 days of the end of the rental contract. Please reference Quote 334 for pricing. Note 3) Unit will come with a new set of cutting blades. Additional cutting blades can be purchased by Coastside County Water District	

ANY DAMAGES OTHER THAN ORDINARY WEAR AND TEAR WILL BE THE RESPONSIBILITY OF THE CUSTOMER

ADDITIONAL TERMS AND CONDITIONS ARE ATTACHED

To accept this quotation, sign and return:

Sign

Print

Date

THANK YOU FOR YOUR BUSINESS!

JESSE MACK COMPANY

A Green Climber Distributor



QUOTE

Date	3/3/2021
Quote No.	334

P.O. Box 7600
Visalia, CA 93290

Certified Small
Business #1795145

Phone 5596229911
Fax (559) 622-9939

cindy@jmackenterprises.com
www.jmackrentals.com

Coastside County Water District
Rent/Purchase Option
Attn: Darin Sturdivan

Phone 650-554-0007
Fax

Attention:	Darin
------------	-------

Description	Price	Total
Green Climber LV800 (BODY ONLY)- Remote Controlled Machine with Tracks. Extendable Undercarriage. Side shifting Cutter Head Capabilities. Kohler Liquid Cooled 4-Cylinder, 75 hp, Tier IV Final Diesel Engine. Standard with Protective Forestry Cage.	111,390.00	111,390.00T
Forestry Flail UT-150F 57.5" Forestry FLAIL with 360 Rotation Swinging Hammers	16,800.00	16,800.00T
Aluminum Tilt Trailer. 10,000 GVW Wood Deck Electric Tilt.	9,350.00	9,350.00T
Estimated Shipping	4,000.00	4,000.00

Sales Tax is Based on San Mateo County 9.25%

Subtotal	\$141,540.00
Sales Tax (9.25%)	\$12,722.45
Total	\$154,262.45

Signature _____

HGACBuy

THE SMART PURCHASING SOLUTION

We are extremely excited to have been awarded to the Grounds & Turf Equipment - GR01-20, 2020 contract for HGAC Buy! HGACBuy is a "Government-to-Government" procurement service available nationwide. Governmental entities have been procuring products and services through HGACBuy for over 30 years!

ALL units of local government, including non-profits providing governmental services, are eligible to join HGACBuy.

Looking to utilize this contract? It's easy! HGAC has provided an easy sign-up form and instructions!

<https://www.hgacbuy.org/join/become-an-end-user.aspx>



Call Green Climber if you have any questions (708) 354-2171

Green Climber LV800



The LV800 is the largest of the Green Climber remote controlled Slope Mowers. The LV800 comes standard with a 61" carbide teathed forestry head, a remote-controlled winch, and a protective forestry package. This compact, powerful slope mower is ideal for aggressive land clearing or light forestry.



side shifting
attachment head



vertical shifting
attachment head



extend-able tracks



Forestry mulcher with rotating blades UT-F

- Cutting Capacity: up to 8" Diameter
- Hydraulically opening hood
- Rounded corners
- Height adjustable slides
- Roller adjustable in height
- Reinforced support sleds
- Quick hydraulic coupling
- Reinforced hammers with 360 ° rotation



Forestry shredder with fixed tools

- Cutting Capacity: up to 8" Diameter
- Forest rotor with fixed tools
- with tungsten carbide
- Anti-wear steel frame and rollers
- Hydraulically opening hood
- Reinforced support sleds
- Quick hydraulic coupling
- Jointed reinforced plate attachment

TECHNICAL SPECIFICATIONS	
Dry net weight	3,750 LBS
Max work gradient	60°, all directions
Accessory side shifting Hydraulic + manual	+ 20" Hyd. / + 23" Mech.
Hydraulic Connection Style	Faster Quick Connect Couplings
Speed	6 MPH
Engine: Kohler KDI 2504 TCR Diesel	Tier 4 Final Turbocharged, common rail intercooler
EPA Compliant	USA & California Emissions compliant
Number of Cylinders	4
Engine Max. power kW (hp) @rpm	55.4 (75) @2200
Engine torque (Nm@rpm)	300.0@1500
Attachment Shifting/Tilting	Hydraulic
Engine Cooling	Liquid
Fuel tank	14 Gallon
Reversible radiator fan	Yes
Driving commands	Single joystick use to drive and steer
Track adjustable width	1910mm (open)> 1510 (closed)
Full floating attachment system	Yes
Pre-Filter Style	Vortex
Removable metal protection	yes
roll-bar	yes
Total Hydraulic Flow	60 Gal
Hydraulic Auxiliary lines	3, proportional
Main attachment hydraulic flow	26 Gal @ 350 Bar
Towing hook	Yes
Remote controlled winch	Yes
Remote control frequency	2.4Ghz

FORESTRY HEAD TECHNICAL SPECIFICATIONS

<i>model</i>	<i>Working width</i>	<i>Total width</i>	<i>Weight</i>	<i>Oil flow</i>	<i>Cutting Style</i>	<i>RPM</i>
Fixed teeth flail	50 Inches	57 Inches	490 kg 1080 LBS	105L/min	Carbide Tip Fixed	up to 3300
Fixed teeth flail	60 Inches	67 Inches	540kg 1180 LBS	105L/min	Carbide Tip Fixed	up to 3300
Fixed teeth flail	69 Inches	76 Inches	640 kg 1400 LBS	105L/min	Carbide Tip Fixed	up to 3300
Revolving hammers flail LTF	58-70 Inches	61-75 Inches	450/550 kg 900/1100 LBS	105L/min	revolving hammers	up to 3300



Green Climber of North America
500 E. Cossitt Ave
LaGrange, IL 60525

708-354-2171
info@greenclimberna.com

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: March 9, 2021

Report

Date: March 5, 2021

Subject: Approval of Resolution No. 2021-01 Adopting a Records Retention Schedule and Authorizing Destruction of Certain Agency Records and Rescinding Resolution No. 2006-11.

Recommendation:

Approval of Resolution No. 2021-01 (Exhibit A) adopting a Records Retention Schedule and authorizing destruction of certain agency records and rescinding Resolution No. 2006-11 (Exhibit B.)

Background:

As part of the District's records management project, the District engaged Gladwell Governmental Services, Inc., (GGS) an expert in special District records, to develop a comprehensive records retention schedule for the District. This Retention Schedule is necessary to ensure retention periods reflect changes in law, to reduce current and future records storage costs, eliminate duplication of effort, increase efficiency and take advantage of current technology.

Gladwell Governmental Services, Inc. has assisted over 200 California local governmental agencies with their records management, records retention and/or document imaging programs, and including the City of Half Moon Bay.

The Retention Schedule for the District was prepared interactively with all departments participating. The schedule provides clear, specific records descriptions and retention periods, staff area of responsibility for the records, and apply current law and technology to the management of the District's records.

It is standard business practice for California local governments to authorize the routine destruction of records that have exceeded their adopted retention period, upon the consent in writing of the General Manager, which is provided in # 3 of the resolution. It is also standard business practice for California local governments to authorize updates

STAFF REPORT

Agenda: March 9, 2021

Subject: Approval of Resolution No. 2021-01

Page Two

to the schedule without further action of the Board of Directors; this is provided in #4 of the resolution.

As part of the approval of this Resolution, staff requests the rescission of Resolution No. 2006-11 in favor of implementing the new Retention Schedule.

RESOLUTION NO. 2021-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COASTSIDE COUNTY WATER DISTRICT ADOPTING A RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN AGENCY RECORDS AND RESCINDING RESOLUTION NO. 2006-11

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the Coastside County Water District (Agency); and

WHEREAS, Section 60200 of the Government Code of the State of California provides that the legislative body of a Special District may authorize at any time the destruction or disposition of any duplicate record, paper, or document, the original or a permanent photographic record of which is in the files of any officer or department of the Agency; and

WHEREAS, Section 60201 of the Government Code of the State of California provides that Agency records which have served their purpose, which are not expressly required by law to be filed and preserved, and which will not adversely affect any interest of the Agency or public may be destroyed; and

WHEREAS, the Agency has a procedure to maintain a list of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category;

WHEREAS, the Agency previously adopted a Policy for Retention of District Records by Resolution No. 2006-11, dated May 16, 2006;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE COASTSIDE COUNTY WATER DISTRICT DOES RESOLVE AS FOLLOWS:

1. Resolution No. 2006-11 is hereby rescinded.
2. The Board of Directors finds that the destruction or disposition of the records series that have exceeded the retention periods as set forth in the Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, will not adversely affect any interest of the Agency or the public.
3. The records of the Coastside County Water District, as set forth in the Records Retention Schedule Exhibit A are hereby authorized to be destroyed as provided by Section 60201 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule in accordance with Agency policies and procedures, and with the approval of the General Manager.
4. With the consent of the General Manager, updates are hereby authorized to be made to the Records Retention Schedule Exhibit A without further action of the Board of Directors.
5. The term "records" as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.
6. This resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED THIS 9th day of March, 2021, by the following vote of the Board:

AYES:

NOES:

ABSENT:

Glenn Reynolds, President
Board of Directors

ATTEST:

Mary Rogren, General Manager
Secretary of the District

COASTSIDE COUNTY WATER DISTRICT DOCUMENT RETENTION SCHEDULES

HOW TO USE RETENTION SCHEDULES

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A legend explaining the information presented in the retention schedule has been printed on the back of each page for your easy reference; an index to locate records is also provided.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and a computer file on a hard drive, both records should be destroyed (or erased) after the specified period of time has elapsed.

Copies or duplicates of records should never be retained longer than the prescribed period for the original record.

STRUCTURE: DISTRICTWIDE, DEPARTMENTS & DIVISIONS

The District-wide retention schedule includes those records all departments have in common (letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record, and therefore responsible for maintaining the original record for the prescribed length of time.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. Where appropriate, the department retention schedules are organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the District-wide retention schedule. An index will be provided for your reference.

BENEFITS

This retention schedule has been developed by Diane R. Gladwell, MMC, an expert in Municipal Government records, and will provide the District with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free filing cabinet and office space
- Reduce the cost of records storage
- Eliminate duplication of effort within the District
- Find records faster
- Easier purging of file folders
- Determine what media should be used to store records

For questions, please contact the District Clerk.

AUTHORIZATION TO DESTROY RECORDS:

Destruction of an original record that has exceeded its retention period must be authorized according to District Policies & Procedures prior to destroying it.

- If there is a **minimum** retention ("**Minimum 2 years**"), destruction of the document must be authorized before it is destroyed, as it is an original record.

Copies, drafts, notes and non-records do NOT require authorization, and can be destroyed "When No Longer Required."

- If there is **NOT** a minimum retention ("When No Longer Required"), it does NOT need to be authorized prior to destruction, as it is a preliminary draft / transitory record or a copy.

On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. "**Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).**"

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the original or “record copy.” Usually it is the department that originates the record, unless the item is for a Board of Directors meeting (then it is the Board Secretary.)

Records Description: The record series (a group of like records).

Transitory Records not retained in the ordinary course of business, that do NOT have substantive content: Preliminary drafts, notes, or interagency or intra-agency memoranda and records having only transitory value. Examples: Telephone messages, meeting room reservation schedules, logs, source records entered into a computer system that qualifies as a “trusted system”, etc.

Non-Record: Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

Retention/Disposition:
Active: How long the file remains in the immediate office area (*guideline*)
Inactive: How long the file is in off-site storage, stored on Optical Disk or Microforms (*guideline*)
Total Retention: The total number of years the record will be retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

P = Permanent

Indefinite = No fixed or specified retention period; used for databases, because the data fields are interrelated.

Vital? = Those records that are needed for basic operations in the event of a disaster.

Media Options (*guideline*) – the form of the record:
Mag = Computer Magnetic Media (hard drive, disks, tapes, USB Drives, thumb drives, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper
OD = Optical Disk, CD-r, DVD-r, WORM, or other **media** which **does not allow changes**

Scan / Import (*guideline*):
“S” indicates the record should be scanned into the document imaging system;
“I” indicates the record should be electronically imported into the document imaging system;
“M” indicates the record should be microfilmed

Destroy Paper after Imaged & QC'd / Trustworthy Electronic Record: “Yes” indicates the paper version may be destroyed **IF** the document has been imaged (electronically generated, scanned or imported **and** placed on **Unalterable Media – DVD-R, CD-R, or WORM, or microfilmed**), and both the images and indexing Quality Checked (“QC’d”). The electronic record or image must contain all significant details from the original and be an adequate substitute for the original document for all purposes, and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

Legend for legal citations (§: Section)

CC: Civil Code (CA)
CFC: California Fire Code
EVC: Evidence Code (CA)
FTB: Franchise Tax Board (CA)
HUD: Housing & Urban Develop. (US)
PC: Penal Code (CA)
USC: United States Code (US)

B&P: Business & Professions Code (CA)
CCP: Code of Civil Procedure (CA)
CFR: Code of Federal Regulations (US)
FA: Food & Agriculture Code
GC: Government Code (CA)
LC: Labor Code (CA)
R&T: Revenue & Taxation Code (CA)
VC: Vehicle Code (CA)

CBC: California Building Code
CCR: California Code of Regulations (CA)
EC: Elections Code (CA)
FC: Family Code (CA)
H&S: Health & Safety Code (CA)
Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)
UFC: Uniform Fire Code
W&I: Welfare & Institutions Code (CA)

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the "Lead Dept"; Use District-Wide together with Department schedules</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion). For records with a Total Retention of less than two years, retention resumes two years after settlement or completion</i>								
DISTRICT-WIDE (Used by All Departments)								
Lead Dept.	DW-001	Agreements & Contracts - ADMINISTRATIVE RECORDS (All Contracts) (Correspondence, insurance certificates. RFP, Successful Bid or Proposal, etc.)	Completion + 10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Also see Grants. Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, CCP §§336(a), 337 et. seq., GC §60201
Lead Dept.	DW-002	Association Records (external associations - e.g., ACWA, etc.)	When No Longer Required		Mag, Ppr			Non-records; GC §60201 et seq.
Lead Dept.	DW-003	Bids, Unsuccessful / Proposals, Unsuccessful	2 years		Mag, Ppr			Department preference; GC §60201 et. seq.
Lead Dept.	DW-004	Clippings / Newspaper Clippings	When No Longer Required		Mag, Ppr			Non-records; GC §60201 et seq.
Lead Dept.	DW-005	Committees, Task Forces, Associations, Commissions, & Boards: External Organizations (e.g. Association of California Water Agencies, etc.)	When No Longer Required		Mag, Ppr			Non-records
	DW-006	Copies or duplicates of any record	Copies - When No Longer Required		Mag, Ppr			GC §60200
Lead Dept.	DW-007	Correspondence - Regulatory Agencies	Minimum 10 years	Yes: While Active Issues	Mag, OD, Ppr	S / I	Yes: After QC & OD	District preference; some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §60201

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the "Lead Dept"; Use District-Wide together with Department schedules</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion). For records with a Total Retention of less than two years, retention resumes two years after settlement or completion</i>								
Dept. that Authors Document or Receives the District's Original Document	DW-008	Correspondence - Routine (Content relates in a substantive way to the conduct of the public's business) (e.g. Administrative, Chronological, Communications, General Files, Letters, Memorandums, Miscellaneous Reports, Reading Files, Working Files, etc. Does NOT include Regulatory Agency Correspondence)	Minimum 2 years		Mag, Ppr			Department preference; GC §60201
Dept. that Authors Document or Receives the District's Original Document	DW-009	Correspondence - TRANSITORY / PRELIMINARY DRAFTS , Interagency and Intraagency Memoranda not retained in the ordinary course of business Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, e-mail or social media, invitations, instant messaging, logs, mailing lists, meeting room registrations, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)	When No Longer Required		Mag, Ppr			Electronic and paper records are filed and retained based upon their CONTENT . E-mails, electronic records, or social media postings where either the Content relates in a substantive way to the conduct of the public's business, or ARE made or retained for the purpose of preserving the informational content for future reference are saved by printing them out and placing them in a file folder, or saving them electronically. If not mentioned here, consult the Attorney to determine if a record is considered transitory / preliminary draft. GC §§60201, 6252, 6254(a); 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017
Lead Dept.	DW-010	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". GC §60201, GC §6254

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the "Lead Dept"; Use District-Wide together with Department schedules</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion). For records with a Total Retention of less than two years, retention resumes two years after settlement or completion</i>								
Lead Dept.	DW-011	Grants (SUCCESSFUL - all records, including FEMA or OES claims (Federal Emergency Management Agency or Office of Emergency Services Claims))	After Funding Agency Audit, if required - Minimum 5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502; OMB Circular A-110 & A-133; GC §60201; GC §8546.7
Lead Dept.	DW-012	Grants: UNSUCCESSFUL (Applications, Correspondence, etc.)	2 years		Mag, Ppr			Department Preference; GC §60201
Human Resources	DW-013	Personnel Files - Department-level Copies	Send to Human Resources Upon Separation or Transfer	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with District policy; Originals are maintained by Personnel. Supervisors notes should be maintained in a separate folder and be incorporated in the employee's annual performance review; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 60201
Human Resources	DW-014	Personnel Files - Department-level Supervisor's Notes	When No Longer Required	Before Separation	Mag, Ppr			Preliminary Drafts; Supervisors notes should maintained in a separate folder and be incorporated in the employee's annual performance review; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 60201

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the "Lead Dept"; Use District-Wide together with Department schedules</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion). For records with a Total Retention of less than two years, retention resumes two years after settlement or completion</i>								
Lead Dept.	DW-015	Photographs, Videos (other than Board Meetings)	When No Longer Required		Mag, Ppr			Preliminary drafts (the document that the photograph is used in is the final); GC §60201
Authoring Dept.	DW-016	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters, & Reports: Produced by YOUR Department	Minimum of Superseded + 2 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Lead Dept.	DW-017	Reports and Studies - ADA Studies, White Papers, Issue Papers, Position Papers, Scientific Studies (other than Annual Reports)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Lead Dept.	DW-018	Training Database (Target Solutions)	Minimum 7 years		Mag, Ppr			Department preference; Ethics Training is 5 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946, 12960, 60201, 53235.2(b), 53237.2(b)
Lead Dept.	DW-019	Training: ALL COURSE RECORDS / SYLLABUS, AND ROSTER OF ATTENDEES	7 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Ethics Training is 5 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946, 12960, 60201, 53235.2(b), 53237.2(b)
Lead Dept.	DW-020	Visitor Logs / Registers	1 year		Mag, Ppr			Department preference; GC §60201 et. seq.

RECORDS RETENTION SCHEDULE: ADMINISTRATION

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer of the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion). For records with a Total Retention of less than two years, retention resumes two years after settlement or completion</i>								
ADMINISTRATION								
Admin.	ADM-001	Acquisitions / Surplused Property: Real Property owned by the District Final Deeds, Easements, Right-of-Ways, and Encroachments are retained by Board Administration	P		Mag, OD, Ppr	S/I	No	Department Preference; GC §60201
Admin.	ADM-002	Agendas, Agenda Packets, Agenda Staff Reports - District Board of Directors	P	Yes: Before Meeting Date	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Admin.	ADM-003	Agreements & Contracts (originals) - CUSTODIAL, LEASES, MAINTENANCE (where Errors & Omissions or Professional Liability Insurance is NOT applicable)	Completion + 5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Errors & Omissions is not applicable; CCP §§336(a), 337 et. seq., GC §60201
Admin.	ADM-004	Agreements & Contracts (originals) - INFRASTRUCTURE / CAPITAL PROJECTS, JPAs, MOUs	P	Yes: Before Completion	Mag, OD, Ppr	S / I	No	Department Preference for emergency response; Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: CCP §§336(a), 337 et. seq., GC §60201
Admin.	ADM-005	Agreements & Contracts (originals) - PROFESSIONAL SERVICES, CONSULTING (where Errors & Omissions or Professional Liability Insurance required)	Completion + 10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: CCP §§336(a), 337 et. seq., GC §60201
Admin.	ADM-006	Agreements & Contracts (originals) - UNSUCCESSFUL PROPOSALS / UNSUCCESSFUL BIDS	1 year	Yes: Before Completion	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201

RECORDS RETENTION SCHEDULE: ADMINISTRATION

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer of the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion). For records with a Total Retention of less than two years, retention resumes two years after settlement or completion</i>								
Admin.	ADM-007	Capital Improvement Projects (CIP): Contract Administration - NO GRANT FUNDING - 10 year file Bid Summary, Bonds, Consultant Proposals (Successful), Errors & Omissions, Inspection Reports, Insurance Certificates, Notifications, Progress Payments, Bid Bonds (returned), etc.	Completion + 10 years	Yes: Until Completed	Mag, Ppr			Department preference; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §60201
Admin.	ADM-008	Capital Improvement Projects (CIP): Contract Administration - WITH GRANT FUNDING - 10 year file Grant Application & Award, Records required by Grant, Bid Summary, Bonds, Consultant Proposals (Successful), Errors & Omissions, Inspection Reports, Insurance Certificates, Notifications, Progress Payments, Bid Bonds (returned), etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr			Some grant funding agencies require audits; Department preference; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §60201
Admin.	ADM-009	Elections: Correspondence, Notifications & Publications, Certificate of Election, etc.	4 years		Mag, Ppr			Department preference; GC §60201
Admin.	ADM-010	Ethics Training Certificates for Board of Directors	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	GC §53235.2(b)
Admin.	ADM-011	FPPC 700 Series Forms (Statement of Economic Interests): DESIGNATED EMPLOYEES & CONSULTANTS (specified in the District's Conflict of Interest code)	7 years		Mag, OD, Ppr	S / I	Yes: After 2 years	District maintains original statements; GC §81009(e)&(g)
Admin.	ADM-012	FPPC 700 Series Forms (Statement of Economic Interests): ELECTRONICALLY FILED	10 years		Mag			Statements filed electronically though a FPPC approved system are required for 10 years; City maintains copies only; original statements are filed with FPPC; GC §81009(f)(g); GC §84615

RECORDS RETENTION SCHEDULE: ADMINISTRATION

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer of the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion). For records with a Total Retention of less than two years, retention resumes two years after settlement or completion</i>								
Admin.	ADM-013	FPPC 700 Series Forms (Statement of Economic Interests): PUBLIC OFFICIALS (elected & not elected. Includes District Board Members, General Manager)	7 years		Mag, OD, Ppr	S / I	Yes: After 2 years	Department preference (only required for 4 years); GC §81009(f)&(g)
Admin.	ADM-014	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Ppr			Must post on website; GC §81009(e)
Admin.	ADM-015	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		Mag, Ppr			Must post on website for 4 years; GC §81009€
Admin.	ADM-016	Historical Records	P		Mag, OD, Ppr	S / I	No	District Secretary Determines Historical Significance; GC §60201
Admin.	ADM-017	Meter Upsizing Applications / Variances to Standards	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Admin.	ADM-018	Minutes: District Board of Directors	P	Yes (all)	Mag, OD, Ppr	S / I	No	GC §60201(d)(3)
Admin.	ADM-019	Notices: Affidavits of Postings and Publications	2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§60201, 54960.1(c)(1)
Admin.	ADM-020	Oaths of Office	Term of Office + 4 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Admin.	ADM-021	Ordinances / Resolutions	P	Yes (all)	Mag, OD, Ppr	S / I	No	GC §60201 et. seq.
Operations / Superintendent	ADM-022	Plan Reviews for Developer Projects	Drafts - When No Longer Required	Yes: Until Completed	Mag, OD, Ppr	S	Yes: After QC & OD	Operations / Superintendent retains the finals; GC §60200
Admin.	ADM-023	Projects & Issues - Records with Substantive Content (Issues and/or projects will vary over time)	Minimum 2 years		Mag, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §60201
Admin.	ADM-024	Public Records Act Requests	2 years		Mag, Ppr			Department Preference; GC §60201

RECORDS RETENTION SCHEDULE: ADMINISTRATION

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer of the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion). For records with a Total Retention of less than two years, retention resumes two years after settlement or completion</i>								
Admin.	ADM-025	Recordings: Audio or Video Recordings of District Board meetings	Minimum 10 years		Mag			District Preference; Legally required for 90 days for Video, 30 days for audio; GC §§54953.5(b), 53161, 60201 et seq.
Admin.	ADM-026	Records Destruction Authorization Forms and Lists	10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Admin.	ADM-027	Secretary of State Statement of Facts	1 year		Mag, Ppr			Department preference; GC §60201 et. seq.

RECORDS RETENTION SCHEDULE: CUSTOMER SERVICE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion). For records with a Total Retention of less than two years, retention resumes two years after settlement or completion</i>								
CUSTOMER SERVICE								
Customer Service	CS-001	Adjustments to Customer accounts	When No Longer Required		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116908
Customer Service	CS-002	Applications for Service	When No Longer Required		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department preference; Entered in Customer Service Database; GC §60201
Customer Service	CS-003	Bankruptcies - All, whether or not a Claim / Lien is files	When No Longer Required		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department preference; Entered in Customer Service Database; liens for unpaid water bills are good for 10 years, unless extended; GC §60201, R&T §3105; WTR §§36729, 37212
Customer Service	CS-004	Billing / Utility Billing - Documentation for Adjustments, Billings, Cash,, Closed Accounts, Collections, Credit Memos, Deposits, Payments	When No Longer Required	Yes: Until Paid	Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department preference; Entered in Customer Service Database; GC §60201
Customer Service	CS-005	Billing Registers	When No Longer Required		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Draft / Preliminary documents (financial database is the original); GC §60201
Customer Service	CS-006	Billing Registers / Billing Reports / Billing Ledger	5 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; GC §60201
Customer Service	CS-007	Collection Agency Assignments / Write Offs	5 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department Preference (negative information remains on credit reports for 7 years); GC §60201 et seq.
Customer Service	CS-008	Customer Correspondence, when Not Attached in Customer Service Database (letters from and to customers)	2 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	GC §60201
Customer Service	CS-009	Customer Service Database (Tyler)	Indefinite		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Data is interrelated; GC §60201
Customer Service	CS-010	Daily Deposit Packets	5 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; GC §60201
Customer Service	CS-011	Deposits / Customer Deposits / Hydrant Meter Deposits, when Not Attached in Customer Service Database	5 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department preference; GC §60201

RECORDS RETENTION SCHEDULE: CUSTOMER SERVICE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion). For records with a Total Retention of less than two years, retention resumes two years after settlement or completion</i>								
Customer Service	CS-012	Liens / Certificate of Lien / Releases	Fully Paid or Forgiven + 5 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department preference; liens for unpaid water bills are good for 10 years, unless extended; GC §60201, R&T §3105; WTR §§36729, 37212
Customer Service	CS-013	Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final Bill)	2 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	PDFs saved on Computer; GC §60201; H&S §116908
Customer Service	CS-014	Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan + 2 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116910
Customer Service	CS-015	Payment Stubs / Coupons (mailed) / Remittance Advice Utility Receipts (when payment is made at the counter) / Checks	When No Longer Required		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Preliminary drafts; GC §60201
Customer Service	CS-016	Policy on Discontinuation of Residential Service for Nonpayment	When Superseded; Minimum 2 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Must post to Website; H&S §116906; GC §60201
Customer Service	CS-017	Refunds / Customer Refunds	5 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department preference; GC §60201
Customer Service	CS-018	Report of Annual Discontinuations of Residential Service	Minimum 2 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Must post to Website; H&S §116918; GC §60201
Customer Service	CS-019	Shut-off Notices, Undeliverable Mail	When No Longer Required		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Preliminary drafts; GC §60201
Customer Service	CS-020	Temporary Construction Meters – new applications / transfers / billing, When Not Attached in Customer Service Database	Completion + 2 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion). For records with a Total Retention of less than two years, retention resumes two years after settlement or completion</i>								
FINANCE ADMINISTRATION / GENERAL ACCOUNTING								
Finance / General Accounting	FN-001	Audit Annual Reports / Audited Financial Statements / Comprehensive Annual Financial Report (CAFR) with Audit Management Letters / Audit Reports	P		Mag, OD, Ppr	S / I	No	Department Preference; GC §60201 et seq.
Finance / General Accounting	FN-002	Audit Work Papers (Finals) Includes Depreciation Schedules, Deferred Compensation Statements / Equipment Inventory	7 years		Mag, Ppr			Department Preference; GC §60201
Finance / General Accounting	FN-003	Audits - Single Audits / Grant Audits	7 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Finance / General Accounting	FN-004	Bank Statements / Checking Account Reconciliation / Fiscal Agent Statements, Trustee Statements, Investment Account Statements, etc.	7 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Finance / General Accounting	FN-005	Bond Registers	Fully Defeased + 10 years	Yes: Until Maturity	Mag, OD, Ppr	S / I	No	Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq., 337.5(a); 26 CFR 1.6001-1(e); GC §43900 et seq.
Finance / General Accounting	FN-006	Bonds / Certificates of Participation / Transcripts / Disclosure Reports / Continuing Disclosure Reports	Fully Defeased + 10 years	Yes: Until Maturity	Mag, OD, Ppr	S / I	No	Department Preference, Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq. GC §60201 et seq.
Board Admin.	FN-007	Budgets: Adopted	P	Yes: Current Fiscal Year	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60200

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion). For records with a Total Retention of less than two years, retention resumes two years after settlement or completion</i>								
Local Resources & Finance / General Accounting	FN-008	Budgets: Proposed, Work Papers, Drafts, etc.	When No Longer Required		Mag, Ppr			Department Preference; Preliminary drafts; GC §60200
Finance / General Accounting	FN-009	Financial Reports: Ledgers, General Ledger, Reconciliations, Registers, Reports, Transaction Histories, Balance Sheets, Budget Adjustments, Edit Lists, (MONTHLY OR PERIODIC REPORTS)	When No Longer Required		Mag, Ppr			Draft / Preliminary documents used to produce final year-end general ledger (financial database is the original); GC §60201
Finance / General Accounting	FN-010	Financial System Database / ERP Database (Tyler - includes Fixed Asset Module)	Indefinite		Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7
Finance / General Accounting	FN-011	Investment Files	7 years	Yes: Until Maturity	Mag, Ppr			Department Preference; GC §60201
Finance / General Accounting	FN-012	Investments: LAIF (Local Agency Investment Fund, all other types of investments	7 years	Yes: Until Maturity	Mag, Ppr			Department Preference; GC §60201
Finance / General Accounting	FN-013	Journal Vouchers / Journal Entries / Accounts Payable Support	7 years		Mag, Ppr			Department Preference; Statute of Limitations is 4 years; GC §60201, CCP §337
Finance / General Accounting	FN-014	Rate Studies (in Agenda Packets)	10 years		Mag, Ppr			Department Preference; GC §60201
Finance / General Accounting	FN-015	State Reports: State Controllers Report / Local Government Compensation Report, Public Self Insurer Report (SIP Report), etc.	7 years		Mag, Ppr			District Preference; Meets auditing standards; GC §60201
Finance / General Accounting	FN-016	Vehicle Titles ("Pink Slips")	Upon Sale of the Vehicle	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Given to the new owner upon sale of the vehicle; GC §60201 et seq.
ACCOUNTS PAYABLE & ACCOUNTS RECEIVABLE								

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion). For records with a Total Retention of less than two years, retention resumes two years after settlement or completion</i>								
Finance / Accounts Payable & Receivable	FN-017	1099's 1096's, W-9's	7 years		Mag, Ppr			IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §60201(d)(12); 26 USC 426
Finance / Accounts Payable & Receivable	FN-018	Accounts Payable Source Records / Invoices & Receivers / Credit Card Statements / Travel Expense Reimbursement Reports / Petty Cash & Reconciliation / Vehicle Mileage Reimbursement / Purchase Orders	7 years	Yes: Until Paid	Mag, OD, Ppr	S/I	Yes: After QC & OD	May include records pertaining to independent contractor's compensation, or expense reimbursement; Meets municipal government auditing standards; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)
Finance / Accounts Payable & Receivable	FN-019	Check Copies / Cancelled Checks (retained at bank)	7 years		Mag, Ppr			may contain independent contractor's compensation; Statute of Limitations is 4 years; Meets municipal government auditing standards; GC §60201(d)(12), CCP § 337
Secretary of the Board	FN-020	Check Register / Warrant Register	Copies - When No Longer Required		Mag, Ppr			Presented to the Board in the Board Agenda packet; GC §60200
Finance / Accounts Payable & Receivable	FN-021	Miscellaneous Accounts Receivable / Billing for damage to District property, Insurance Claims, etc.	7 years	Yes: Until Paid	Mag, Ppr			Meets municipal government auditing standards; GC §60201
PAYROLL								
Finance / Payroll	FN-022	CalPERS Reports	7 years		Mag, Ppr			Department preference; GC §60201 et seq.
Finance / Payroll	FN-023	Cancelled Payroll Checks	7 years		Mag, Ppr			GC §60201(d)(12), CCP § 337
Finance / Payroll	FN-024	DE-6 & 941 Forms DE-6 & 941 Forms, DE-7, DE-9 DE-43, W-3, & DE-166, IRS 5500 Forms (Employee Benefit Plans) - Quarterly Payroll Tax Returns	7 years		Mag, Ppr			Department Preference, IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
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<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion). For records with a Total Retention of less than two years, retention resumes two years after settlement or completion</i>								
Finance / Payroll	FN-025	Garnishments	Fully Satisfied or Separated + 2 years		Mag, Ppr			Department preference; GC §60201 et seq.
Finance / Payroll	FN-026	Payroll Checks / Stipends	7 years		Mag, Ppr			GC §60201(d)(12), CCP § 337
Finance / Payroll	FN-027	Payroll Registers / Bi-weekly Payroll Reports Includes Deferred Compensation Reports, 401A, etc.	7 years		Mag, Ppr			Department preference (Meets Municipal Government auditing Standards); GC §60201(d)(12)
Finance / Payroll	FN-028	Reports: Vacation / Sick Leave Usage	When No Longer Required		Mag, Ppr			Draft / Preliminary documents (financial database is the original); GC §60201
Finance / Payroll	FN-029	Timesheets / Timecards / Timekeeping Database	7 years		Mag, Ppr			GC §60201(d)(12); 29 CFR 516.5 & 516.6(c); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d)
Finance / Payroll	FN-030	W-2's	7 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §60201(d)(12)

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES & RISK MANAGEMENT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HUMAN RESOURCES								
Human Resources	HR-001	Affirmative Action Complaints - Department of Fair Employment & Housing (DFEH) or Equal Opportunity Commission (EEOC)	Separation + 3 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference (same as the Personnel File); All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; 2 CCR 11013(c); GC §§12946, 12960, 60201
Human Resources	HR-002	COVID-19 Notifications to Employees	3 years		Mag, Ppr			LC §6409.6(k); GC §60201
Human Resources	HR-003	District Benefit Contracts & Benefit Plans / Insurance Policies (Health, Dental, Deferred Compensation, Pension, etc.)	Plan Termination + 2 years		Mag, Ppr			EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 9 CFR 1627.3(b)(2); 29 USC 1027; 11 CCR 560; 28 CCR 1300.85.1; GC §60201
Human Resources	HR-004	DMV Pull Notices	When Superseded, or Upon Separation of Employee		Mag, Ppr			District preference (DMV record that the District considers a non-record used for reference) GC §60201
Human Resources	HR-005	Employment Verifications	When No Longer Required		Mag, Ppr			Not District records; GC §60201
Human Resources	HR-006	I-9s	Separation + 3 years	Yes: Until Separation	Mag, OD, Ppr	S / I	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 60201
Human Resources	HR-007	Job Descriptions	Superseded + 3 years	Yes: Before Superseded	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Human Resources	HR-008	Personnel Files - Medical File (Includes pre-employment physicals, medical leaves, etc.)	Separation + 6 years	Yes: Until Separation	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 60201; LC §1198.5

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES & RISK MANAGEMENT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Human Resources	HR-009	Personnel Files - Official Personnel file (Includes Application, Awards, Benefit Enrollments, Backgrounds, DMV Reports, Disciplinary Actions, Certifications, Commendations, Disaster Service Workers Oaths, Evaluations, Grievances, Licenses, Personnel Action Forms, Policy acknowledgements, Waiver of responsibility for voluntary activities, Supplemental Life Insurance, 1094, 1095 Forms, Training Certificates, W-4s, Limited Term Employment Contracts, etc. - Excludes Medical Records)	Whichever is Longer: Separation + 30 years, or Termination of Benefits + 5 years, or Death of Employee + 5 years	Yes: Until Separation	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.14, 1602.31 & 1627.3(b)(ii); GC §§12946, 12960, 60201; 29 USC 1113; GC §3105; LC §1198.5
Human Resources	HR-010	Recruitment Files / Applications for Employment / : Solicited (Not Hired) (Includes Applications (Unsuccessful), Advertisements, Interview Notes, Job Brochures, Test Data, Rating Sheets, Questions, Eligibility Lists, Reference Checks, etc.)	3 years After Hiring Decision		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq., 2 CCR 11013(c); GC §§12946, 12960, 60201
Human Resources	HR-011	Recruitment Files / Applications for Employment / Not Solicited / No Open Position	1 year		Mag, Ppr			No open position; not part of hiring practices; GC §§12946, 12960, 60201
Human Resources	HR-012	Salary Surveys / Classification or Compensation Studies	10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Human Resources	HR-013	Training: ALL Human Resource COURSE RECORDS / SYLLABUS, AND ROSTER OF ATTENDEES Includes Harassment Prevention, etc.	7 years		Mag, Ppr			Department preference; Ethics Training is 5 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946, 12960, 60201, 53235.2(b), 53237.2(b)

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES &
RISK MANAGEMENT**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Human Resources	HR-014	Worker's Compensation Claims Files, including Applicable SDS / MSDS, Employee's Training Record, etc.	Whichever is Longer: Separation + 30 years, or Termination of Benefits + 5 years, or Death of Employee + 5 years	Yes: Until Separation	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR 10102; 8 CCR 15400.2, 8 CCR 5144, 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020, GC §§12946, 12960, 60201. CCP §337 et seq.
Human Resources	HR-015	Organization Charts	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et seq.
Human Resources	HR-016	Insurance Policies - Workers Compensation Insurance Policy / Plan	Policy Termination + 10 years	Yes: Before Expiration	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference to be consistent with District-wide standards; EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); GC §§12946, 60201
HUMAN RESOURCES / RISK MANAGEMENT								
Human Resources / Risk Manag.	HR-017	Claims - Public Injury, Property Damage	Final Resolution + 7 years	Yes: Until Resolution	Mag, Ppr			Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 60201(d)(4)
Human Resources / Risk Manag.	HR-018	Illness and Injury Prevention Program	Minimum of Superseded + 7 years		Mag, Ppr			Department preference; GC §60201
Human Resources / Risk Manag.	HR-019	Insurance Policies - General Liability, etc.	P	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 60201(d)(4)
Human Resources / Risk Manag.	HR-020	Insurance Policies - Property, Fire, Theft, etc.	Expiration + 2 years	Yes: Until Expired	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES &
RISK MANAGEMENT**

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Human Resources / Risk Manag.	HR-021	Loss Runs - JPIA, etc.	When No Longer Required		Mag, Ppr			Department Preference (JPIA can provide history when required); GC §60201 et seq.
Human Resources / Risk Manag.	HR-022	OSHA Inspections & Citations	7 years		Mag, Ppr			Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429c
Human Resources / Risk Manag.	HR-023	OSHA Log 200, 300, 300A, 301, etc.	7 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; ; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33;GC §60201 et seq.; LC §6429c

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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INFORMATION TECHNOLOGY								
Information Technology	IT-001	Backups - DAILY	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §60200 et seq.
Information Technology	IT-002	Backups - WEEKLY	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; GC §60200 et seq.
Information Technology	IT-003	Employee Badges	After Separation of Employee		Mag			Department preference; GC §60200 et seq.
Information Technology	IT-004	Enterprise System Catalogue (posted on line)	When Superseded		Mag			Department preference; GC §60200 et seq.
Information Technology	IT-005	Network Configuration Maps & Plans	When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §60200 et seq.

RECORDS RETENTION SCHEDULE: OPERATIONS / SUPERINTENDENT

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OPERATIONS - SUPERINTENDENT								
Operations / Superintendent	OPS/SUP-001	Capital Improvement Projects (CIP): Large Format Drawings Design Drawings (finals), Record Drawings ("As Builts")	P	Yes: Until Completed	Mag, OD, Ppr	S	Yes: After QC & OD	For Disaster Recovery Purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §60201 et seq.
Operations / Superintendent	OPS/SUP-002	Capital Improvement Projects (CIP): Permanent File Agreement or Contract, Bid Package (Winning Proposal), Change Orders, CEQA / NEPA / Environmental, Final As-Built Drawings (Record Drawings), Material Testing, Permits (Design, Environmental), Photographs, Soils / Hydrological / Geotechnical Reports, Specifications, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §60201
Operations / Superintendent	OPS/SUP-003	Capital Improvement Projects (CIP): Project Administration - WITH GRANT FUNDING - 10 year file Records required by Grant, Punch Lists, Videos Post-Construction & Pre-Construction, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr			Some grant funding agencies require audits; Department preference; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et seq., GC §60201

RECORDS RETENTION SCHEDULE: OPERATIONS / SUPERINTENDENT

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Operations / Superintendent	OPS/SUP-004	Capital Improvement Projects (CIP): Project Administration - NO GRANT FUNDING - 10 year file Punch Lists, Videos Post-Construction & Pre-Construction, etc.	Completion + 10 years	Yes: Until Completed	Mag, Ppr			Department preference; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §60201
Operations / Superintendent	OPS/SUP-005	CEQA / NEPA - Correspondence submitted to, or transferred from the agency, and all internal agency communications, including staff notes related to a non-exempt CEQA action Final CEQA documents (Environmental Impact Reports (EIRs), Categorical Exemptions, Negative Declarations are maintained in the CIP Project File Permanently	Completion of CEQA Process		Mag, Ppr			Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (D076605, D076924, D076993) (4th Dist. 2020); PRC 21167,6; GC §60201
Operations / Superintendent	OPS/SUP-006	CEQA / NEPA Documents: Prepared for NON-District Projects (District comments on other's Environmental Impact Reports (EIRs), Environmental Assessments, Negative Declarations, etc)	When No Longer Required		Mag, OD, Ppr	S	Yes: After QC & OD	District Preference; GC §60200

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Operations / Superintendent	OPS/SUP-007	Customer Concerns: Odor / Taste / Visual Complaints about Potable Water (retained in Cityworks Database)	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 66470; GC §60201 et seq.
Operations / Superintendent	OPS/SUP-008	Drug and Alcohol Testing / D.O.T files (ALL Files - Random, Post-Accident & Reasonable Suspicion Tests, refusals, annual summaries, etc.)	5 years		Mag, Ppr			Department preference; D.O.T. Requires 5 years for positive tests, refusals, annual summaries, etc, 1 year for negative tests; EEOC / FLSA / ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 229 CFR 1627.3(b)(1)(v), GC §§12946, 12960, 60201, 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71
Operations / Superintendent	OPS/SUP-009	Emergency Exercises / Drills / After Action Reports (Annual)	7 years		Mag, Ppr			Department Preference; GC §60201
Operations / Superintendent	OPS/SUP-010	Emergency Response Plan / Risk & Resiliency Assessment / Hazard Mitigation Plan / Vulnerability Assessment	Superseded + 5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Confidential; 42 USC 300i-2(c); GC §60201
Operations / Superintendent	OPS/SUP-011	Encroachment Permits required for CIP Projects: Temporary (Street Cuts, Debris Boxes, etc.)	Upon Expiration		Mag, OD, Ppr	S	No	GC §60201
Operations / Superintendent	OPS/SUP-012	FCC Radio Licensing / Two-Way Radio Licensing	Expiration	Yes: Until Expired	Mag, OD, Ppr	S / I	Yes: After QC & OD	GC § 60201
Operations / Superintendent	OPS/SUP-013	Incidents / Unauthorized Discharges: Pipeline Breaks, Spills, Investigations and Corrective Actions, Notice to Comply	Last Action + 5 years	Yes: Before Resolution	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b)(2); 22 CCR §64470
Operations / Superintendent	OPS/SUP-015	NPDES Monitoring / Compliance Reports Complaints, Illicit Connections, Illicit Discharge, Stormwater Annual Reports, Watershed Annual Reports, Construction Inspections, etc.	Minimum 3 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	NPDES Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41

RECORDS RETENTION SCHEDULE: OPERATIONS / SUPERINTENDENT

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Operations / Superintendent	OPS/SUP-016	Permits - OPERATING PERMITS · ADD EXAMPLES, PLEASE - differentiate between Water Quality / Environmental Compliance	Superseded + 3 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 40 CFR §§122.21, 122.41; GC §60201
Operations / Superintendent	OPS/SUP-017	Permits - WATER QUALITY PERMITS - (DDW (Division of Drinking Water) / DWR (Department of Water Resources) / SWRCB (State Water Resources Control Board, etc.)	Superseded + 3 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 40 CFR §§122.21, 122.41; GC §60201
Operations / Superintendent	OPS/SUP-018	Permits - WELLS, County or State Agencies: County Public Health, DDW (Division of Drinking Water) / DWR (Department of Water Resources) / SWRCB (State Water Resources Control Board)	P	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Operations / Superintendent	OPS/SUP-019	Plan Reviews for Developer Projects: Large Format Drawings Redlines (finals accepted by the District), Record Drawings ("As Built")	Life of Asset	Yes: Until Completed	Mag, OD, Ppr	S	Yes: After QC & OD	For Disaster Recovery Purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §60201 et seq.
Operations / Superintendent	OPS/SUP-020	Plan Reviews for Developer Projects: Permanent File Inspection Reports, Material Testing, Permits (Design, Environmental), Photographs, Soils / Hydrological / Geotechnical Reports, Specifications, Surveys, etc.	Life of Asset	Yes: Until Completed	Mag, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §60201
Operations / Superintendent	OPS/SUP-021	Plan Reviews for Developer Projects: Administration - 10 year file Project Administration, Bonds, Insurance Certificates, Notifications, Punch Lists, Videos Post-Construction & Pre-Construction, Correspondence, Submittals, etc.	Completion + 10 years	Yes: Until Completed	Mag, Ppr			Department preference; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §60201
Operations / Superintendent	OPS/SUP-022	Plans: GWMP (Ground Water Management Plan), IRWMP (Integrated Regional Water Management Plan), WUEMP (Water Use Efficiency Master Plan), UWMP (Urban Water Management Plans) etc.	P		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201

RECORDS RETENTION SCHEDULE: OPERATIONS / SUPERINTENDENT

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Operations / Superintendent	OPS/SUP-023	Reports: DDW (Division of Drinking Water) / DWR (Department of Water Resources)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Operations / Superintendent	OPS/SUP-024	Sanitary Surveys of Drinking Water Systems / Field Inspections	10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	22 CCR §64470; 40 CFR 141.33(c); GC §60201
Operations / Superintendent	OPS/SUP-025	Studies & Reports, Investigations (Engineering Studies & Reports, including Seismic Reports, etc.)	P		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201
Lead Dept.	OPS/SUP-026	Training Database (Target Solutions)	Minimum 7 years		Mag, Ppr			Department preference; Ethics Training is 5 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946, 12960, 60201, 53235.2(b), 53237.2(b)
Operations / Superintendent	OPS/SUP-027	Training: SAFETY COURSE RECORDS / SYLLABUS, AND ROSTER OF ATTENDEES, Tailgates All OSHA-required Training, SPPC Counter-Measures Training (Spill Prevention, Control, and Countermeasures), etc.	7 years		Mag, Ppr			Department preference; Ethics Training is 5 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946, 60201, 53235.2(b), 53237.2(b)
Operations / Superintendent	OPS/SUP-028	Well History / Water Quality Reports for Wells	P	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: OPERATIONS / DISTRIBUTION

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion). For records with a Total Retention of less than two years, retention resumes two years after settlement or completion</i>								
OPERATIONS / DISTRIBUTION (Includes Fleet)								
Operations / Distribution	DIST-001	Aboveground Petroleum Storage Tanks Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	20 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); EPA recommends that formal test records or reports be retained for the life of the container; GC §60201
Lead Dept.	DIST-002	BAAQMD Permits	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §60201
Operations / Distribution	DIST-003	Confined Space Entries / Hot Work Permits / Lock Out / Tag Out / Energy Control Procedures (ECP) / Air Monitoring Calibrations	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §60201
Operations / Distribution	DIST-004	Cross Connection Testing / Backflow Testing - Distribution System	5 years		Mag, Ppr			Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f); GC §60201
Operations / Distribution	DIST-005	Daily Safety Checks / Pre-Starts / Commercial Vehicle Prestarts and Forklift Inspections	3 months		Mag, OD, Ppr	S / I	Yes: After QC & OD	Required for 3 months from the date of the Report; 49 CFR 396.11 et seq.; GC §60201
Operations / Distribution	DIST-006	Encroachment Permits required for Maintenance: Temporary (Street Cuts, Debris Boxes, etc.)	Upon Expiration		Mag, OD, Ppr	S	No	GC §60201
Lead Dept.	DIST-007	Engine Logs / Generator Logs (Air Quality)	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §60201
Operations / Distribution	DIST-008	Equipment and Vehicle History Files	Disposal + 1 year		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Operations / Distribution	DIST-009	Log Book (Pump Houses)	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Lead Dept.	DIST-010	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201

RECORDS RETENTION SCHEDULE: OPERATIONS / DISTRIBUTION

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Lead Dept.	DIST-011	Pressure Vessel Permits & Tests: Compressors, Propane, Boilers, etc.	When Superseded			Mag, OD, Ppr	S / I	Yes: After QC & OD Department preference; GC §60201
Lead Dept.	DIST-012	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite	Yes		Mag, OD, Ppr	S / I	Yes: After QC & OD Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7
Lead Dept.	DIST-013	SDS / MSDS Masters (Safety Data Sheets / Material Safety Data Sheets) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	Superseded + 30 years			Mag, OD, Ppr	S / I	Yes: After QC & OD Provided by on-line service; Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 910.1020(d)(1)(ii)(B), GC §60201
Lead Dept.	DIST-014	Standard Operating Procedures / SOPs	Superseded + 5 years			Mag, OD, Ppr	S / I	Yes: After QC & OD Department preference; GC §60201
Lead Dept.	DIST-015	Tank Maintenance / Water Storage Tanks / Reservoir Maintenance Reports (includes dive and tank inspection reports, other inspection reports, etc.)	P			Mag, OD, Ppr	S / I	Yes: After QC & OD Some inspection and maintenance is in CMMS Database; GC §60201
Operations / Distribution	DIST-016	Underground Service Alerts (USAs)	3 years			Mag, OD, Ppr	S / I	Yes: After QC & OD Department Preference (required for 3 years); the warranty period for work done is usually 5 years, the Statute of Limitations for some work may be up to 10 years; CCP §337 et seq., GC §§4216.2(d) & 4216.3(d), 60201
Operations / Distribution	DIST-017	Vehicles Bit Inspection	3 months			Mag, OD, Ppr	S / I	Yes: After QC & OD Required for 3 months from the date of the Report; 49 CFR 396.11 et seq.; GC §60201
Lead Dept.	DIST-018	Well Depth to Water Levels	P	Yes		Mag, OD, Ppr	S / I	Yes: After QC & OD Department Preference; GC §60201 et seq.
Lead Dept.	DIST-019	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite			Mag, OD, Ppr	S / I	Yes: After QC & OD Data is interrelated; GC §60201

RECORDS RETENTION SCHEDULE: OPERATIONS / DISTRIBUTION

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion). For records with a Total Retention of less than two years, retention resumes two years after settlement or completion</i>								
Lead Dept.	DIST-020	Work Orders / Service Requests - All Information Entered in CMMS Database	When No Longer Required		Mag, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §60201
Lead Dept.	DIST-021	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201

RECORDS RETENTION SCHEDULE: OPERATIONS / WATER TREATMENT PLANT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion). For records with a Total Retention of less than two years, retention resumes two years after settlement or completion</i>								
OPERATIONS / WTP (WATER TREATMENT PLANT)								
Lead Dept.	WTP-001	BAAQMD Permits	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §60201
Operations / WTP	WTP-002	Business Plans / Hazardous Materials Inventory / Disclosures / Hot Air Toxics Inventory Plan/reports and Joint Emission Inventory (for Local Fire Authorities)	5 years		Mag, Ppr			Department Preference (this is performed annually); GC §60201
Operations / WTP	WTP-003	Calibration Records: Water Quality (Ph Meters, Chlorine Analyzers, etc.)	5 years		Mag, Ppr			Department Preference (this is performed annually); GC §60201
Operations / WTP	WTP-004	Circular Charts / Pressure Charts	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference for Department of Public Health (System Pressure); GC §60201
Operations / WTP	WTP-005	Cross Connection Testing / Backflow Testing - Water Treatment Plant	5 years		Mag, Ppr			Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f); GC §60201
Lead Dept.	WTP-006	Engine Logs / Generator Logs (Air Quality)	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §60201
Operations / WTP	WTP-007	Flow Meter Reading	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Operations / WTP	WTP-008	Hazardous Waste Manifests / Disposal	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; District has "cradle to grave" liability; GC §60201
Operations / WTP	WTP-009	Lab Reports & Chains of Custody / Tabular Summaries, Non-compliance Chemistry and Bacteriological: Groundwater Quality	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (No legal mandate applies); GC §60201
Operations / WTP	WTP-010	Lab Reports & Chains of Custody / Tabular Summaries: Wells, Well Heads	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Head; Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91
Operations / WTP	WTP-011	Lab Reports & Chains of Custody: Potable Water - Bacteriological and Organics	Minimum 5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470

RECORDS RETENTION SCHEDULE: OPERATIONS / WATER TREATMENT PLANT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
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Operations / WTP	WTP-012	Lab Reports & Chains of Custody: Potable Water - Chemical (Includes Chlorine Residuals)	Minimum 10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; State law requires 12 years, Federal 10 years; 40 CFR 141.33(a); 22 CCR §64692
Operations / WTP	WTP-013	Lab Reports & Chains of Custody: Potable Water - Lead & Copper	Minimum 12 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91
Lead Dept.	WTP-014	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Operations / WTP	WTP-015	Plant Diaries / Daily Diaries	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Lead Dept.	WTP-016	Pressure Vessel Permits & Tests: Compressors, Propane, Boilers, etc.	When Superseded		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Lead Dept.	WTP-017	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7
Lead Dept.	WTP-018	SDS / MSDS Masters (Safety Data Sheets / Material Safety Data Sheets) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	Superseded + 30 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Provided by on-line service; Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 910.1020(d)(1)(ii)(B), GC §60201
Lead Dept.	WTP-019	Standard Operating Procedures / SOPs	Superseded + 5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Lead Dept.	WTP-020	Tank Maintenance / Water Storage Tanks / Reservoir Maintenance Reports (includes dive and tank inspection reports, other inspection reports, etc.)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Some inspection and maintenance is in CMMS Database; GC §60201
Operations / WTP	WTP-021	Videos - Water Wells, Repairs, Reservoirs, Tanks, etc.	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201

RECORDS RETENTION SCHEDULE: OPERATIONS / WATER TREATMENT PLANT

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Lead Dept.	WTP-022	Well Depth to Water Levels	P	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Lead Dept.	WTP-023	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Mag, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §60201
Lead Dept.	WTP-024	Work Orders / Service Requests - All Information Entered in CMMS Database	When No Longer Required		Mag, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §60201
Lead Dept.	WTP-025	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201

RECORDS RETENTION SCHEDULE: WATER RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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WATER RESOURCES								
Water Resources	WR-001	Annual Drought Risk Assessment	6 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201 et seq.
Water Resources	WR-002	Annual Projections to SFPUC via BAWSCA	2 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201 et seq.
Water Resources	WR-003	Annual Water Loss Audits Submitted to DWR via WUE	10 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201 et seq.
Water Resources	WR-004	Climatological / Weather Data / Climate Change Data	When No Longer Required		Mag, Ppr			Non-records (provided by NOAA); GC §60201
Water Resources	WR-005	Consumer Confidence Reports / Annual Water Quality Reports	P		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; State law requires 12 years, federal 10 years; 40 CFR 141.33(a); 22 CCR §64470; GC §60201 et seq.
Water Resources	WR-006	Forecasts & Models	6 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201
Water Resources	WR-007	Monthly Urban Retail Water Supplier Report to DRINC	5years		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201 et seq.
Water Resources	WR-008	Notices: Water Waste Notices / Constant Consumption Notices	6 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201 et seq.
Water Resources	WR-009	Reports: Bay Area Water Supply and Conservation Agency (BAWSCA) Annual Survey	2 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201 et seq.
Water Resources	WR-010	Reports: CUWCC (California Urban Water Conservation Council)	P		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201 et seq.
Lead Dept.	WR-011	Review Comments: Planning Review Comments / Public Works Review / Building Permit Review / Fire Permit Review / CIP Review / Pipeline Extension Review	Completion of Project	Yes: Until Completed	Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201 et seq.
Water Resources	WR-012	Urban Water Management Plan (UWMP)	P		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201 et seq.

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Water Resources	WR-013	Water Demand Management: Incentive Programs, WaterSmart Data, Monthly Billing, AMI Data, Water Loss Audits, Education, Rates, Outreach, WUE Ordinance, Water Waste Ordinance	6 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201 et seq.
Water Resources	WR-014	Water Storage Contingency Planning and Implementation	P	Yes	Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201 et seq.

RESOLUTION NO 2006-11

ADOPTING A POLICY FOR RETENTION OF DISTRICT RECORDS

COASTSIDE COUNTY WATER DISTRICT

BE IT RESOLVED by the Board of Directors of the Coastside County Water District as follows:

1. That the Record Retention Policy attached hereto is adopted;
2. That Resolution No. 750, adopted by the Board of Directors on November 14, 1989 entitled "ESTABLISHING POLICIES AND PROCEDURES FOR THE RETENTION AND DESTRUCTION OF DISTRICT RECORDS" is hereby repealed;
and;
3. That the General Manager is directed to incorporate the changes made by this Resolution in the Policies and Procedures Manual.

PASSED AND ADOPTED this 16th day of May, 2006, by the following votes of the Board of Directors:

AYES: Directors Coverdell, Larimer, Mickelsen, Muller and Ascher

NOES:

ABSENT:



Everett Ascher
President, Board of Directors
Coastside County Water District

ATTEST:



Secretary of the Board of Directors

COASTSIDE COUNTY WATER DISTRICT RECORDS RETENTION POLICY

1. The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of Coastside County Water District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.
2. Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.
3. The General Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below.
4. Pursuant to the provisions of California Government Code sections 60200 through 60203, California Water Code section 21403, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the Coastside County Water District.
5. Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.
6. Originals of records, papers and documents more than two (2) years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.
7. In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.
8. Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:
 - a. The record, paper or document is photographed, microphotographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standard, or copies to an approved electronic media;
 - b. The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,

- c. The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions is made for preserving, examining, and using the same, together with documents stored via electronic media.
9. Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:
- a. There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;
 - b. There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;
 - c. Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements, and that;
 - d. Said audit or audits contain the expression of an unqualified opinion.
10. Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time:
- a. Duplicated (original-subject to aforementioned requirements).
 - b. Rough drafts, notes or working papers (except audit).
 - c. Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.
11. All payroll and personnel records shall be retained indefinitely. Originals may upon authorization be destroyed after seven years retention, provided said records have been microfilmed and qualify for destruction section 4, above. Payroll and personnel records include the following:
- a. Accident reports, injury claims and settlements.
 - b. Medical histories.
 - c. Injury frequency charts.
 - d. Applications, changes and terminations of employees.
 - e. Insurance records of employees.
 - f. Time cards.
 - g. Classification specifications (job descriptions).

- h. Performance evaluation forms.
 - i. Earning records and summaries.
 - j. Retirements.
12. All assessing records may upon authorization be destroyed after seven years retention from lien date; however, their records may be destroyed three years after the lien date when said records are microfilmed as provided for in section 8, above.
 13. Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if microfilmed as provided for in section 8, above. Terms and conditions of bonds warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than ten years if microfilmed as provided for in section 4, above. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for ten years.
 14. Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may upon authorization be destroyed if said minutes are copied as provided for in section 8, above. Recording tapes (or other media) of Board meetings will be kept for a period of one year from the date of the recorded meeting, after which they will be destroyed.
 15. Construction records, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.
 16. Contracts should be retained for its life plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two (2) years old may be destroyed.
 17. Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

Appendix A
Definitions for Records Retention and Disposal Policy

1. AUTHORIZATION. Approval from the General Manager, as authorized by the District's Board of Directors.
2. ACCOUNTING RECORDS. Include but are not limited to the following:
 - a. SOURCE DOCUMENTS
 - (1) Invoices
 - (2) Warrants
 - (3) Requisitions/Purchase Orders (attached to invoices)
 - (4) Cash Receipts
 - (5) Claims (attached to warrants in place of invoices)
 - (6) Bank Statements
 - (7) Bank Deposits
 - (8) Checks
 - (9) Bills
 - (10) Various accounting authorizations taken from Board minutes, resolutions or contracts
 - b. JOURNALS
 - (1) Cash Receipts
 - (2) Accounts Receivable or Payable Register
 - (3) Check or Warrant (payables)
 - (4) General Journal
 - (5) Payroll Journal
 - c. LEDGERS
 - (1) Expenditure
 - (2) Revenue
 - (3) Accounts Payable or Receivable Ledger
 - (4) Construction
 - (5) General Ledger
 - (6) Assets/Depreciation
 - d. TRIAL BALANCES

- e. STATEMENTS (Interim or Certified - Individual or All Fund)
 - (1) Balance Sheet
 - (2) Analysis of Changes in Available Fund Balance
 - (3) Cash Receipts and Disbursements
 - (4) Inventory of Fixed Assets (Purchasing)

 - f. JOURNAL ENTRIES

 - g. Payroll and personnel records include but are not limited to the following:
 - (1) Accident reports, injury claims and settlements
 - (2) Applications, changes or terminations of employees
 - (3) Earnings records and summaries
 - (4) Fidelity Bonds
 - (5) Garnishments
 - (6) Insurance records of employees
 - (7) Job Descriptions
 - (8) Medical Histories
 - (9) Retirements
 - (10) Time Cards

 - h. OTHER
 - (1) Inventory Records (Purchasing)
 - (2) Capital Asset Records (Purchasing)
 - (3) Depreciation Schedule
 - (4) Cost Accounting Records
3. LIFE. The inclusive or operational or valid dates of a document.
 4. RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.
 5. RECORD COPY. The official District copy of a document or file.
 6. RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.
 7. RECORDS CENTER. The site selected for storage of inactive records.
 8. RECORDS DISPOSAL. The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.
 9. RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.

10. RETENTION CODE. Abbreviation of retention action which appears on the retention schedule.
11. VITAL RECORDS. Records which, because of the information they contain, are essential to one or all of the following:
 - (a) The resumption and/or continuation of operations;
 - (b) The recreation of legal and financial status of the District, in case of a disaster;
 - (c) The fulfillment of obligations to bondholders, cutomers, and employees.

Vital records include but are not limited to the following:

- | | |
|---|--------------------------------------|
| (1) Agreements | (31) Policies, Rules & Regulations |
| (2) Annexations and detachments | (32) Purchase orders & requisitions |
| (3) As-built drawings | (33) Restricted materials permits |
| (4) Audits | (34) Rights of ways & easements |
| (5) Contract drawings | (35) Spray permits |
| (6) Customer statements | (36) Statements of Economic Interest |
| (7) Deeds | (37) State surplus acquisitions |
| (8) Depreciation schedule | (38) Warehouse requisitions |
| (9) Disposal of surplus & excess property | (39) Warrant/Voucher register |
| (10) Disposal of scrap materials | (40) Warrants (with backup) |
| (11) District insurance records | (41) Water rights history |
| (12) District water rights | |
| (13) Employee accident reports, injury claims & settlements | |
| (14) Employee earning records | |
| (15) Employee fidelity bonds | |
| (16) Employee insurance records | |
| (17) Encroachment permits (by others) | |
| (18) Encroachment permits (by OWID) | |
| (19) Facility improvement plans | |
| (20) Improvement districts | |
| (21) Individual water rights | |
| (22) Individual claims/settlements | |
| (23) Inventory | |
| (24) Journal vouchers | |
| (25) Ledgers | |
| (26) Licenses & permits (to operate) | |
| (27) Loans & grants | |
| (28) Maps | |
| (29) Minutes of Board meetings | |
| (30) Payroll register | |

Appendix B
Records Retention & Storage Summary

Group No.	Title or Description	Original	Duplicate	Retention Periods		
				Office	Record Center	Retain or Destroy
1	Records affecting title to real property or liens thereof.	X		2 yrs.	OP	I
2	Records required to be kept permanently by statute.	X		2 yrs.	OP	I
3	Minutes, ordinances & resolutions of Board.	X		2 yrs.	OP	I
4	Documents with lasting historical, administrative, legal, fiscal, or research value.	X		2 yrs.	OP	ES
5	Correspondence, operational reports and information upon which District policy has been established.	X		2 yrs.	10 yrs.	12 yrs.
6	Duplicates of 5, above, when retention is necessary for reference.	X		2 yrs.		2 yrs.
7	Records requiring retention for more than five years, but no more than fifteen years by statute or administrative value.	X		2 yrs.	13 yrs.	15 yrs.
8	Duplicates needed for administrative purposes for five to fifteen years.		X	2 yrs.	13 yrs.	15 yrs.
9	All other original District records, or instruments, books or papers that are considered public documents not included in Groups 1 through 8.	X		2 yrs.	1 yr.	3 yrs.
10	Duplicates and other documents not public records required to be maintained for administrative purposes.	X	X	2 yrs.	3 yrs.	5 yrs.
11	Duplicate records requiring retention for administrative purposes such as reference material for making up budgets, planning and programming.		X	3 yrs.		3
12	Reference files (copies of documents which duplicate the record copies filed elsewhere in the District; documents which require no action and are non-record; rough drafts, notes, feeder reports, and similar working papers accumulated in preparation of a communication, study or other document, and cards, listings, indexes and other papers used for controlling work).		X	1 yr.		1 yr.
13	Transitory files, including letters of transmittal (when not a public record), suspense copies when reply has been received, routine requests for	X	X	3 mos.		3 mos.

	information and publication, tracer letters, feeder reports, and other duplicate copies no longer needed.					
14	Original documents disposable upon occurrence of an event or an action (i.e., audit, job completion, completion of contract, etc.) or upon obsolescence, supersession, revocation.	X		2 yrs.	3 yrs.	5 yrs.
15	Policy files and reference sets of publications.		X	I		I
16	Duplicates or non-record documents required for administrative needs but destroyable on occurrence of an event or an action.		X	1 yr. from event or action		1 yr.

OP = Original or photographic copy.

ES = May be destroyed if stored in electronic media.

I = Indefinitely

MONTHLY REPORT

To: Mary Rogren, General Manager
From: James Derbin, Superintendent of Operations
Agenda: March 9, 2021
Report Date: March 3, 2021

Monthly Highlights

- Pilarcitos wells running at ~240 gpm
- Denniston ran at 300-800 gpm this month. Currently at 350 gpm.
- Staff replaced the Ave. Portola Pressure Reducing Valve
- Staff solicited bids for routine certified lab work and found a new lab that has more competitive pricing and will also pay for shipping
- Backup/redundant telemetry communication between Crystal Springs and Cahill installed and tested
- Staff built a covered area for portable diesel tanks. See images on next page.
- Treatment Operator Travis Menezes resigned in February to take an opportunity with an out of state water system. Recruitment is currently open.

Sources of Supply

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

Projects

- HDR - Nunes Water Treatment Plant Upgrades Project, Pre-bid job walk for Nunes project took place on 2/11/21.
- Cityworks Computer Maintenance Management System training with treatment staff started in a test environment in February. Treatment staff started using in production environment in March, to be followed up by GIS implementation and Tyler integration.
- EKI
 - 90% design on the Pilarcitos crossing replacement project complete. Biological Resources Evaluation from WRA received and forwarded to City Planning staff for review and comment.

New Portable Diesel Tank Storage Area



STAFF REPORT

To: Board of Directors

From: Cathleen Brennan, Water Resources Analyst

Agenda: March 9, 2021

Report: March 4, 2021

Subject: Water Resources Informational Report

San Francisco Public Utilities New Website Launch (SFPUC.org)

SFPUC has launched a redesigned website with a new web address to provide a better customer experience. The new website is SFPUC.org and will offer content in different languages and a better mobile phone experience.

Water Supply Update

Staff received an update on the water supply and hydrological conditions for the Regional Water System on March 4th. Below normal precipitation and snowpack conditions are forecast through March. It is expected that Hetch Hetchy Reservoir will fill with the existing snowpack based on the March survey. It is not known if all the Regional Water System's reservoirs will fill. SFPUC will give the wholesalers an update in April and they are not asking for mandatory or voluntary water rationing at this time.

As of March 2nd, the U.S. Drought Monitor has classified conditions in San Mateo County watersheds and the Regional Water System watersheds, including the Tuolumne River watershed, as a moderate drought. There is a graphic on page 2 of this report showing the drought conditions. This is described as creeks that are lower than usual, landscaping needing irrigation earlier and pasture growth stunted.

The California Department of Water Resources performed their third annual snow survey to measure water content and expressed concern that California has experienced a fifth consecutive dry month. Amplifying that concern is that this is the second consecutive dry water year. Statewide snowpack is 61 percent of the March 2nd average. Most all of California (99 percent) is experiencing dry conditions and California's largest reservoir, Lake Shasta, is 68 percent of average for March 2nd.






Staff continues to monitor the hydrological conditions and will update the Board in April or May.

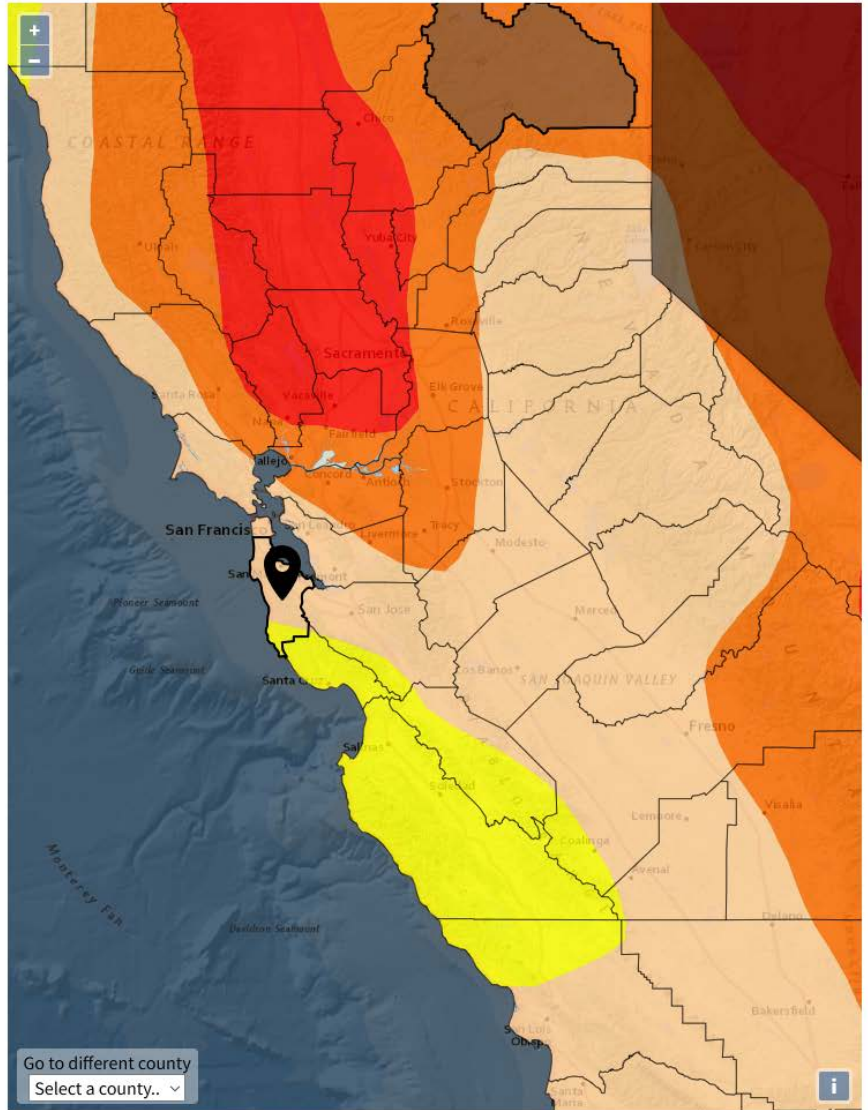
US Drought Monitor Conditions for San Mateo County

(<https://www.drought.gov/location/94019>)

[U.S. Drought Monitor](#) [Temperature \(30-Day Departure from Normal\)](#) [Precipitation \(30-Day % of Normal\)](#)

The U.S. Drought Monitor (USDM) is updated each Thursday to show the location and intensity of drought across the country using a five-category system, from Abnormally Dry (D0) conditions to Exceptional Drought (D4). The USDM is a joint effort of the National Drought Mitigation Center, USDA, and NOAA. [Learn more.](#)

 <p>D0 - Abnormally Dry</p> <ul style="list-style-type: none"> • Soil is dry; irrigation delivery begins early • Dryland crop germination is stunted • Active fire season begins 	<p>100.00% of San Mateo County (D0-D4)</p>
 <p>D1 - Moderate Drought</p> <ul style="list-style-type: none"> • Dryland pasture growth is stunted; producers give supplemental feed to cattle • Landscaping and gardens need irrigation earlier; wildlife patterns begin to change • Stock ponds and creeks are lower than usual 	<p>81.84% of San Mateo County (D1-D4)</p>
 <p>D2 - Severe Drought</p> <ul style="list-style-type: none"> • Grazing land is inadequate • Producers increase water efficiency methods and drought-resistant crops • Fire season is longer, with high burn intensity, dry fuels, and large fire spatial extent; more fire crews are on staff 	<p>0.00% of San Mateo County (D2-D4)</p>
 <p>D3 - Extreme Drought</p> <ul style="list-style-type: none"> • Livestock need expensive supplemental feed, cattle and horses are sold; little pasture remains, producers find it difficult to maintain organic meat requirements • Fruit trees bud early; producers begin irrigating in the winter • Federal water is not adequate to meet irrigation contracts; extracting supplemental groundwater is expensive 	<p>0.00% of San Mateo County (D3-D4)</p>
 <p>D4 - Exceptional Drought</p> <ul style="list-style-type: none"> • Fields are left fallow; orchards are removed; vegetable yields are low; honey harvest is small • Fire season is very costly; number of fires and area burned are extensive • Many recreational activities are affected 	<p>0.00% of San Mateo County (D4)</p>



Source(s): U.S. Drought Monitor, UC Merced

Updated weekly - 03/02/21

Additional Resources Recommended by California DWR

California Cooperative Snow Surveys Program [Story Map](#)

[Snowpack readings](#) (View readings for [current regional snowpack](#) and [historical snowpack comparison](#))

[CDEC precipitation data](#) (View current charts for the [Northern Sierra 8-station index](#) for updated rainfall readings in the critical northern portion of the state, as well as the [San Joaquin 5-station index](#) and [Tulare Basin 6-station index](#).)