

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

SPECIAL MEETING OF THE BOARD OF DIRECTORS

Tuesday, March 10, 2020 - 6:00 p.m.

AGENDA

1) ROLL CALL

2) PUBLIC COMMENT

Members of the public may address the Board of Directors on the items on the agenda for this special meeting. The Chair requests that each person addressing the Board complete and submit a speaker slip, and limit their comments to three (3) minutes.

3) CLOSED SESSION

Pursuant to California Government Code Section 54956.9(d)(2)
Conference with Legal Counsel -- Anticipated Litigation
Significant Exposure to Litigation
One Potential Case

4) RECONVENE TO OPEN SESSION

Public report of Closed Session action.

5) ADJOURNMENT

Accessible Public Meetings - 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.

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, March 10, 2020 - 7:00 p.m.

AGENDA

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

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

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

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

- 1) ROLL CALL**
- 2) PLEDGE OF ALLEGIANCE**
- 3) PUBLIC 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 29, 2020: Claims: \$851,362.30; Payroll: \$169,177.79 for a total of \$1,020,540.09 ([attachment](#))
 - *February 2020 Monthly Financial Claims reviewed by Director Larimer*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of February 11, 2020 Public Hearing/Special Meeting ([attachment](#))
- D. Approval of Minutes of February 11, 2020 Regular Board of Directors Meeting ([attachment](#))
- E. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- F. Total CCWD Production Report ([attachment](#))
- G. CCWD Monthly Sales by Category Report – February 2020 ([attachment](#))
- H. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report ([attachment](#))
- I. Monthly Rainfall Reports ([attachment](#))
- J. Notice of Completion – Casa Del Mar and Grand Boulevard PRV Project ([attachment](#))
- K. Acceptance of Non-Complex Pipeline Extension Project – 620 Avenue Portola, El Granada – Michael P. Kostiuik and Kayleen M. Pashel-Kostiuik ([attachment](#))
- L. Approval for Director Feldman to attend the Association of California Water Agencies (ACWA) Spring Conference in Monterey, May 5th through 8th 2020 ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Financial Planning and Rate Update Workshop with Raftelis Financial Consultants, Inc. ([attachment](#))
- B. Draft Fiscal Year 2020-2021 and Fiscal Year 2021-2022 Operations Budgets and Draft Fiscal Year 2020/21 to 2029/2030 Capital Improvement Program (CIP) ([attachment](#))
- C. Fiscal Years 2020-2021 and 2021-2022 Budget Process Timeline ([attachment](#))
- D. Approval of Implementation of a Computerized Maintenance Management System comprised of 1) Professional Services Agreement with Miller Spatial Services LLC for implementation services for \$106,500; (2) 3-Year License Agreement with Azteca Systems LLC for Cityworks CMMS Software for \$51,000; (3) 3-Year License Agreement with Environmental Systems Research Institute, Inc. (ESRI) for GIS Software for \$31,500; and (4) Purchase of server and software upgrades through Irvine Consulting Services for \$33,000 ([attachment](#))

7) MONTHLY INFORMATIONAL REPORTS

- A. General Manager's Report ([attachment](#))
- B. Superintendent of Operations Report ([attachment](#))
- C. Water Resources Report ([attachment](#))

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

9) **ADJOURNMENT**

**COASTSIDE COUNTY WATER DISTRICT
CLAIMS FOR FEBRUARY 2020**

CHECKS			
CHECK DATE	CHECK NO.	VENDOR	AMOUNT
02/07/2020	27899	AMERICAN WATER WORKS	\$ 634.00
02/07/2020	27900	AMERICAN WATER WORKS ASSOC.	\$ 1,160.00
02/07/2020	27901	PETTY CASH	\$ 100.00
02/07/2020	27902	COMCAST	\$ 223.81
02/07/2020	27903	JAMES COZZOLINO, TRUSTEE	\$ 200.00
02/07/2020	27904	CURLEY & RED'S INC. BODY SHOP	\$ 1,636.17
02/07/2020	27905	DE LAGE LANDEN FINANCIAL SERVICES, INC.	\$ 836.46
02/07/2020	27906	FEDAK & BROWN LLP	\$ 1,932.00
02/07/2020	27907	HASSETT HARDWARE	\$ 1,286.86
02/07/2020	27908	HUE & CRY, INC.	\$ 24.00
02/07/2020	27909	MASS MUTUAL FINANCIAL GROUP	\$ 1,050.00
02/07/2020	27910	VERIZON CONNECT NWF, INC.	\$ 247.00
02/07/2020	27911	ACI PAYMENTS, INC.	\$ 150.00
02/07/2020	27912	RAFTELIS FINANCIAL CONSULTANTS, INC.	\$ 945.00
02/07/2020	27913	REPUBLIC SERVICES	\$ 544.24
02/07/2020	27914	STAT PADS, LLC	\$ 125.00
02/07/2020	27915	STATE WATER RESOURCES CONTROL BD	\$ 100.00
02/07/2020	27916	STANDARD INSURANCE COMPANY	\$ 541.65
02/07/2020	27917	UNITED PARCEL SERVICE INC.	\$ 96.78
02/07/2020	27918	VALIC	\$ 4,255.00
02/07/2020	27919	US BANK NA	\$ 1,444.66
02/07/2020	27920	WATER QUALITY INC.	\$ 500.00
02/11/2020	27921	HEALTH BENEFITS ACWA-JPIA	\$ 38,332.18
02/11/2020	27922	AT&T	\$ 5,925.12
02/11/2020	27923	AT&T LONG DISTANCE	\$ 340.68
02/11/2020	27924	JAMES DERBIN	\$ 5,109.66
02/11/2020	27925	EKI INC.	\$ 52,111.98
02/11/2020	27926	KELLY HOFFMAN-DAVIS	\$ 136.77
02/11/2020	27927	TODD SCHMIDT	\$ 115.00
02/11/2020	27928	STOLOSKI & GONZALEZ, INC.	\$ 181,174.02
02/11/2020	27929	TRI COUNTIES BANK	\$ 7,608.14
02/24/2020	27930	ATLAS COPCO USA HOLDINGS INC	\$ 108.47
02/24/2020	27931	METER READINGS HOLDING, LLC	\$ 650.00
02/24/2020	27932	ADP, INC.	\$ 910.00
02/24/2020	27933	ANDREINI BROS. INC.	\$ 252,419.30
02/24/2020	27934	AZTEC GARDENS, INC.	\$ 218.00
02/24/2020	27935	BADGER METER, INC.	\$ 66.00
02/24/2020	27936	BALANCE HYDROLOGICS, INC	\$ 17,528.64
02/24/2020	27937	BARTKIEWICZ, KRONICK & SHANAHAN	\$ 2,064.40
02/24/2020	27938	BAY AREA AIR QUALITY MGMT DIST	\$ 470.00
02/24/2020	27939	BAY ALARM COMPANY	\$ 1,245.72
02/24/2020	27940	BFI OF CALIFORNIA, INC.	\$ 874.29
02/24/2020	27941	BIG CREEK LUMBER	\$ 21.17
02/24/2020	27942	CALCON SYSTEMS, INC.	\$ 33,230.53
02/24/2020	27943	CEL ANALYTICAL INC.	\$ 1,104.00
02/24/2020	27944	CHEMTRADE CHEMICALS US LLC	\$ 2,581.92
02/24/2020	27945	CINTAS FIRST AID & SAFETY	\$ 232.60
02/24/2020	27946	PETTY CASH	\$ 110.79
02/24/2020	27947	COMMUNICATION LEASING SERVICES, INC	\$ 345.29
02/24/2020	27948	DATAPROSE, LLC	\$ 7,367.66
02/24/2020	27949	E-CONOLIGHT	\$ 1,310.96
02/24/2020	27950	GRAINGER, INC.	\$ 473.26
02/24/2020	27951	HACH CO., INC.	\$ 307.48
02/24/2020	27952	HMB BLDG. & GARDEN INC.	\$ 524.30
02/24/2020	27953	HALF MOON BAY REVIEW	\$ 928.00
02/24/2020	27954	HANSONBRIDGETT. LLP	\$ 20,359.50
02/24/2020	27955	IRON MOUNTAIN	\$ 1,484.97
02/24/2020	27956	IRVINE CONSULTING SERVICES, INC.	\$ 4,354.20
02/24/2020	27957	GLENNA LOMBARDI	\$ 108.00
02/24/2020	27958	MASS MUTUAL FINANCIAL GROUP	\$ 1,050.00

02/24/2020	27959	MISSION UNIFORM SERVICES INC.	\$	330.36
02/24/2020	27960	DARIN BOVILLE	\$	2,400.00
02/24/2020	27961	MONTEREY COUNTY LAB	\$	2,016.00
02/24/2020	27962	MTA PARTS, INC.	\$	27.83
02/24/2020	27963	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, A MEDICAL CORP.	\$	110.50
02/24/2020	27964	OFFICE DEPOT	\$	237.14
02/24/2020	27965	PACIFIC GAS & ELECTRIC CO.	\$	27,839.15
02/24/2020	27966	PACIFICA COMMUNITY TV	\$	300.00
02/24/2020	27967	PRINCETON WELDING , INC.	\$	990.50
02/24/2020	27968	PSI-PROCESS SOLUTIONS, INC	\$	3,063.90
02/24/2020	27969	PUMP REPAIR SERVICE CO. INC.	\$	462.12
02/24/2020	27970	REDWOOD TRADING POST	\$	257.89
02/24/2020	27971	ROBERTS & BRUNE CO.	\$	10,596.46
02/24/2020	27972	ROGUE WEB WORKS, LLC	\$	687.75
02/24/2020	27973	SAN FRANCISCO WATER DEPT.	\$	24,603.74
02/24/2020	27974	SAN MATEO COUNTY DEPT. OF	\$	19,800.00
02/24/2020	27975	JIM STEELE	\$	14,547.00
02/24/2020	27976	STRAWFLOWER ELECTRONICS	\$	63.26
02/24/2020	27977	TEAMSTERS LOCAL UNION #856	\$	1,189.00
02/24/2020	27978	TJC AND ASSOCIATES, INC	\$	1,527.78
02/24/2020	27979	TPX COMMUNICATIONS	\$	1,872.39
02/24/2020	27980	TYLER TECHNOLOGIES, INC	\$	7,288.02
02/24/2020	27981	UGSI CHEMICAL FEED, INC.	\$	2,472.62
02/24/2020	27982	UNIVAR SOLUTIONS USA INC.	\$	3,417.50
02/24/2020	27983	UPS STORE	\$	658.79
02/24/2020	27984	USA BLUE BOOK	\$	128.06
02/24/2020	27985	VALIC	\$	4,455.00
02/24/2020	27986	VERIZON WIRELESS	\$	975.99
02/24/2020	27987	JUAN CARLOS SALAZAR	\$	1,120.00
02/24/2020	27988	JUAN ENRIQUE MORENO RUIZ	\$	75.00
02/24/2020	27989	GREG LINK	\$	23.42
02/24/2020	27990	SHELBY SILVA	\$	6.01
02/24/2020	27991	KATIE KOSTIUK	\$	2,860.27
			SUBTOTAL CLAIMS FOR MONTH	\$ 797,739.08

WIRE PAYMENTS			
MONTH		VENDOR	AMOUNT
02/03/2020	DFT0000280	CaIPERS FISCAL SERVICES DIVISION	\$ 18,799.50
02/06/2020	DFT0000281	PUB. EMP. RETIRE SYSTEM	\$ 14,209.48
02/21/2020	DFT0000282	PUB. EMP. RETIRE SYSTEM	\$ 14,187.98
2/29/2020		BANK AND CREDIT CARD FEES	\$ 6,426.26
			SUBTOTAL WIRE PAYMENTS FOR MONTH
			\$ 53,623.22
			TOTAL CLAIMS FOR THE MONTH
			\$ 851,362.30



Coastside County Water District

Monthly Budget Report

Account Summary

For Fiscal: 2019-2020 Period Ending: 02/29/2020

	February Budget	February Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget	
Revenue										
RevType: 1 - Operating										
<u>1-4120-00</u>	Water Revenue	750,300.00	770,325.73	20,025.73	2.67 %	8,376,300.00	8,488,534.89	112,234.89	1.34 %	12,300,000.00
	Total RevType: 1 - Operating:	750,300.00	770,325.73	20,025.73	2.67 %	8,376,300.00	8,488,534.89	112,234.89	1.34 %	12,300,000.00
RevType: 2 - Non-Operating										
<u>1-4170-00</u>	Water Taken From Hydrants	4,167.00	2,589.01	-1,577.99	-37.87 %	33,334.00	41,657.02	8,323.02	24.97 %	50,000.00
<u>1-4180-00</u>	Late Notice - 10% Penalty	5,000.00	-213.04	-5,213.04	-104.26 %	40,000.00	49,734.91	9,734.91	24.34 %	60,000.00
<u>1-4230-00</u>	Service Connections	833.00	161.14	-671.86	-80.66 %	6,666.00	8,869.54	2,203.54	33.06 %	10,000.00
<u>1-4920-00</u>	Interest Earned	522.00	0.77	-521.23	-99.85 %	4,180.00	61,310.52	57,130.52	1,366.76 %	6,270.00
<u>1-4930-00</u>	Tax Apportionments/County Checks	60,000.00	68,280.63	8,280.63	13.80 %	478,000.00	564,105.79	86,105.79	18.01 %	725,000.00
<u>1-4950-00</u>	Miscellaneous Income	2,083.00	0.00	-2,083.00	-100.00 %	16,666.00	31,431.18	14,765.18	88.59 %	25,000.00
<u>1-4955-00</u>	Cell Site Lease Income	14,275.00	9,222.34	-5,052.66	-35.40 %	114,200.00	115,538.78	1,338.78	1.17 %	171,300.00
<u>1-4965-00</u>	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00 %	338,000.00	501,486.81	163,486.81	48.37 %	338,000.00
	Total RevType: 2 - Non-Operating:	86,880.00	80,040.85	-6,839.15	-7.87 %	1,031,046.00	1,374,134.55	343,088.55	33.28 %	1,385,570.00
	Total Revenue:	837,180.00	850,366.58	13,186.58	1.58 %	9,407,346.00	9,862,669.44	455,323.44	4.84 %	13,685,570.00
Expense										
ExpType: 1 - Operating										
<u>1-5130-00</u>	Water Purchased	80,000.00	34,203.74	45,796.26	57.25 %	1,495,000.00	1,305,263.07	189,736.93	12.69 %	1,941,948.00
<u>1-5230-00</u>	Nunes T P Pump Expense	3,772.00	3,108.47	663.53	17.59 %	30,174.00	26,116.55	4,057.45	13.45 %	45,259.00
<u>1-5231-00</u>	CSP Pump Station Pump Expense	15,000.00	4,218.90	10,781.10	71.87 %	265,000.00	199,832.31	65,167.69	24.59 %	357,305.00
<u>1-5232-00</u>	Other Trans. & Dist Pump Expense	2,382.00	1,196.40	1,185.60	49.77 %	19,056.00	10,861.84	8,194.16	43.00 %	28,584.00
<u>1-5233-00</u>	Pilarcitos Canyon Pump Expense	10,000.00	6,456.91	3,543.09	35.43 %	33,000.00	23,760.06	9,239.94	28.00 %	42,000.00
<u>1-5234-00</u>	Denniston T P Pump Expense	10,000.00	7,704.71	2,295.29	22.95 %	91,000.00	81,806.35	9,193.65	10.10 %	137,800.00
<u>1-5242-00</u>	CSP Pump Station Operations	927.00	1,111.14	-184.14	-19.86 %	7,416.00	11,593.19	-4,177.19	-56.33 %	11,128.00
<u>1-5243-00</u>	CSP Pump Station Maintenance	3,083.00	824.15	2,258.85	73.27 %	24,666.00	24,989.49	-323.49	-1.31 %	37,000.00
<u>1-5246-00</u>	Nunes T P Operations - General	6,747.00	6,520.50	226.50	3.36 %	53,976.00	54,919.34	-943.34	-1.75 %	80,964.00
<u>1-5247-00</u>	Nunes T P Maintenance	10,200.00	4,878.73	5,321.27	52.17 %	81,600.00	63,066.06	18,533.94	22.71 %	122,500.00
<u>1-5248-00</u>	Denniston T P Operations-General	4,083.00	3,756.23	326.77	8.00 %	32,666.00	32,988.09	-322.09	-0.99 %	49,000.00
<u>1-5249-00</u>	Denniston T.P. Maintenance	8,667.00	8,190.69	476.31	5.50 %	69,334.00	113,492.18	-44,158.18	-63.69 %	104,000.00
<u>1-5250-00</u>	Laboratory Expenses	6,250.00	3,859.57	2,390.43	38.25 %	50,000.00	34,744.18	15,255.82	30.51 %	75,000.00
<u>1-5260-00</u>	Maintenance - General	25,000.00	32,624.91	-7,624.91	-30.50 %	200,000.00	234,979.63	-34,979.63	-17.49 %	300,000.00
<u>1-5261-00</u>	Maintenance - Well Fields	3,333.00	1,195.00	2,138.00	64.15 %	26,666.00	41,554.12	-14,888.12	-55.83 %	40,000.00
<u>1-5263-00</u>	Uniforms	2,000.00	0.00	2,000.00	100.00 %	8,000.00	5,229.92	2,770.08	34.63 %	12,500.00
<u>1-5318-00</u>	Studies/Surveys/Consulting	16,000.00	13,531.54	2,468.46	15.43 %	93,000.00	41,422.57	51,577.43	55.46 %	160,000.00
<u>1-5321-00</u>	Water Resources	2,183.00	0.00	2,183.00	100.00 %	17,466.00	3,042.02	14,423.98	82.58 %	26,200.00

Monthly Budget Report

For Fiscal: 2019-2020 Period Ending: 02/29/2020

		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	1,900.00	532.00	1,368.00	72.00 %	11,900.00	11,827.13	72.87	0.61 %	56,900.00
1-5381-00	Legal	8,333.00	25,467.50	-17,134.50	-205.62 %	66,666.00	87,556.00	-20,890.00	-31.34 %	100,000.00
1-5382-00	Engineering	5,167.00	1,454.72	3,712.28	71.85 %	41,334.00	64,553.68	-23,219.68	-56.18 %	62,000.00
1-5383-00	Financial Services	0.00	200.00	-200.00	0.00 %	16,000.00	9,942.00	6,058.00	37.86 %	22,000.00
1-5384-00	Computer Services	14,200.00	17,399.17	-3,199.17	-22.53 %	110,400.00	115,810.44	-5,410.44	-4.90 %	167,600.00
1-5410-00	Salaries/Wages-Administration	91,000.00	80,205.00	10,795.00	11.86 %	766,000.00	656,129.19	109,870.81	14.34 %	1,179,832.00
1-5411-00	Salaries & Wages - Field	112,000.00	104,203.66	7,796.34	6.96 %	958,500.00	923,544.34	34,955.66	3.65 %	1,461,020.00
1-5420-00	Payroll Tax Expense	14,100.00	13,760.35	339.65	2.41 %	119,900.00	116,664.62	3,235.38	2.70 %	183,582.00
1-5435-00	Employee Medical Insurance	41,734.00	32,969.47	8,764.53	21.00 %	314,481.00	301,456.59	13,024.41	4.14 %	481,419.00
1-5436-00	Retiree Medical Insurance	4,810.00	4,431.32	378.68	7.87 %	36,020.00	32,055.28	3,964.72	11.01 %	55,274.00
1-5440-00	Employees Retirement Plan	51,610.00	34,739.59	16,870.41	32.69 %	412,881.00	285,683.90	127,197.10	30.81 %	619,321.00
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	5,500.00	3,724.91	1,775.09	32.27 %	41,000.00	75,736.84	-34,736.84	-84.72 %	63,000.00
1-5620-00	Office & Billing Expenses	21,935.00	28,734.96	-6,799.96	-31.00 %	175,480.00	198,836.80	-23,356.80	-13.31 %	263,219.00
1-5620-33	Office - Credit Cards/Bank Fees	0.00	0.00	0.00	0.00 %	0.00	-0.05	0.05	0.00 %	0.00
1-5625-00	Meetings / Training / Seminars	2,250.00	3,029.59	-779.59	-34.65 %	18,000.00	18,201.44	-201.44	-1.12 %	27,000.00
1-5630-00	Insurance	11,417.00	7,826.93	3,590.07	31.44 %	91,332.00	108,586.33	-17,254.33	-18.89 %	137,000.00
1-5687-00	Membership, Dues, Subscript.	4,000.00	323.25	3,676.75	91.92 %	60,000.00	62,477.50	-2,477.50	-4.13 %	78,970.00
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	1,000.00	0.00	1,000.00	100.00 %	11,000.00	16,158.92	-5,158.92	-46.90 %	24,000.00
1-5705-00	State Fees	1,000.00	4,002.00	-3,002.00	-300.20 %	32,500.00	32,006.15	493.85	1.52 %	36,500.00
	Total ExpType: 1 - Operating:	602,083.00	496,386.01	105,696.99	17.56 %	5,885,414.00	5,426,888.07	458,525.93	7.79 %	8,630,825.00
	ExpType: 4 - Capital Related									
1-5712-00	Debt Service/Existing Bonds 2006B	0.00	0.00	0.00	0.00 %	371,603.00	0.00	371,603.00	100.00 %	484,831.00
1-5715-00	Debt Service/CIEDB 11-099	0.00	0.00	0.00	0.00 %	335,977.00	335,977.29	-0.29	0.00 %	335,977.00
1-5716-00	Debt Service/CIEDB 2016	0.00	0.00	0.00	0.00 %	323,803.00	323,803.13	-0.13	0.00 %	323,803.00
1-5717-00	Chase Bank - 2018 Loan	0.00	0.00	0.00	0.00 %	0.00	369,096.36	-369,096.36	0.00 %	0.00
	Total ExpType: 4 - Capital Related:	0.00	0.00	0.00	0.00 %	1,031,383.00	1,028,876.78	2,506.22	0.24 %	1,144,611.00
	Total Expense:	602,083.00	496,386.01	105,696.99	17.56 %	6,916,797.00	6,455,764.85	461,032.15	6.67 %	9,775,436.00
	Report Total:	235,097.00	353,980.57	118,883.57		2,490,549.00	3,406,904.59	916,355.59		3,910,134.00

COASTSIDE COUNTY WATER DISTRICT
 CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT
 FISCAL YEAR 2019/2020

2/29/2020

* Approved June 2018

Status	Approved* CIP Budget FY 19/20	Actual To Date FY 19/20	Projected Year-End FY 19/20	Variance vs. Budget	% Completed	Project Status/ Comments
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Equipment Purchases & Replacement

06-03	SCADA/Telemetry/Electrical Controls Replacement	open	\$ 50,000	\$ 81,638	\$ 107,000	\$ (57,000)	76%	\$104K for District-wide SCADA hardware and software upgrade approved by Board (October 2019)
08-10	Backhoe	completed	\$ 200,000	\$ 157,846	\$ 157,846	\$ 42,154	100%	Backhoe purchase approved by Board in July 2019 (net of trade-in)
99-02	Vehicle Replacement	open	\$ 40,000	\$ 81,752	\$ 81,752	\$ (41,752)	100%	Purchase of 3 vehicles approved by Board in Aug 2019

Facilities & Maintenance

08-08	PRV Valves Replacement Project	In process	\$ 30,000	\$ 6,198	\$ 30,000	\$ -	0%	
09-09	Fire Hydrant Replacement	completed	\$ 140,000	\$ 338,925	\$ 338,925	\$ (198,925)	100%	Purchase of 100 hydrants approved by Board in August 2019
18-13	Denniston WTP and Tank Road Repairs and Paving	In design		\$ 15,492	\$ 400,000	\$ (400,000)	0%	Expanded scope to include storm culverts; planned for Spring, 2020; will go out for bid March 2020
99-01	Meter Change Program	ongoing	\$ 20,000	\$ 15,475	\$ 20,000	\$ -	77%	

Pipeline Projects

07-03	Pilarcitos Canyon Pipeline Replacement	In process	\$ 700,000	\$ 1,061,684	\$ 1,125,000	\$ (425,000)	95%	Approved by Board in September, 2019; project in under construction (completion scheduled by February 2020)
07-04	Bell Moon Pipeline Replacement Project	Completed	\$ 250,000	\$ 335,890	\$ 335,890	\$ (85,890)	100%	
13-02	Replace 8 Inch Pipeline Under Creek at Pilarcitos Ave (Strawflower)	In pre-design		\$ 64,000	\$ 105,000	\$ (105,000)	n/a	Preliminary design awarded by Board in August 2019
14-01	Replace 12" Welded Steel Line on Hwy 92	\$77K in process		\$ 73,224	\$ 700,000	\$ (700,000)	n/a	Aerial surveying for \$77K approved by Board in August 2019; bypass pipeline on Cozzolino property may be proposed for Spring 2020 (variance reflects timing difference)
14-27	Grandview 2 Inch Replacement	In design		\$ 34,940	\$ 56,100	\$ (56,100)	n/a	Engineering design work approved by Board in July 2019; (originally planned for FY 18/19)
14-31	Ferdinand Avenue - Replace 4" WS Ferdinand Ave. to Columbus	Completed		\$ 594,178	\$ 594,178	\$ (594,178)	100%	
14-32/19-03	Casa del Mar/Grand Blvd PRV Installation and Pipeline Replacement	In process	\$ 350,000	\$ 601,560	\$ 620,000	\$ (270,000)	97%	Project was awarded in May 2019; work to commence December 2019; Grand Blvd portion of the CIP was originally planned for FY 20/21
18-01	Pine Willow Oak Pipeline Replacement	In design		\$ 33,616	\$ 69,700	\$ (69,700)	n/a	Engineering design work approved by Board in July 2019

Pump Stations / Tanks / Wells

08-16,11-05, 11-06,19-02,5113	Tank Projects	TBD	\$ 2,300,000	\$ 49,205	\$ 75,000	\$ 2,225,000	n/a	EKI is assisting Staff in developing a master tank plan for all of the District's tanks
09-18	Pilarcitos Well field improvements	TBD	\$ 150,000		\$ -	\$ 150,000	0%	Moved to future years

Water Supply Development

12-12	Denniston/San Vicente Water Supply Development	ongoing	\$ 200,000	\$ 78,620	\$ 120,000	\$ 80,000	66%	Includes Balance Hydrologics ongoing monitoring; In October 2019, the Board approved continued monitoring for the 2020 Water Year
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COASTSIDE COUNTY WATER DISTRICT
 CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT
 FISCAL YEAR 2019/2020

2/29/2020

* Approved June 2018

Water Treatment Plants

Status	Approved* CIP Budget FY 19/20	Actual To Date FY 19/20	Projected Year-End FY 19/20	Variance vs. Budget	% Completed	Project Status/ Comments		
08-07	Nunes Filter Valve Replacement	open	\$ 140	\$ 70,000	\$ (70,000)	0%	\$500K originally included in FY18/19 plan; project scope has changed to include full filter rehabilitation and other Nunes WTP improvements.	
13-05	Denniston WTP and Booster Pump Station Emergency Power	in process (\$213K + design approved)	\$ 400,000	\$ 33,869	\$ 450,000	\$ (50,000)	8%	In October 2019, the Board approved procurement of generators (\$213K); Projection includes installation. (Installation bids will be presented to Board in future months.)
18-11	Nunes Bulk Caustic Tank	delayed	\$ 40,000		\$ 40,000	0%	Moved to FY21/22	
FY 19/20 TOTAL			\$ 4,870,000	\$ 3,658,249	\$ 5,456,391	\$ (586,391)		

FY2018/2019 CIP Projects in process - paid in FY 2019/2020

17-04	Denniston Dam Spillway	completed		11,010	11,010	\$ (11,010)	100%	
19-06	Crystal Springs Pump Control Valves	completed		45,066	45,066	\$ (45,066)	100%	Approved by Board in FY 2018/19
	Tanks - THM Control	in process		32,845	32,845	\$ (32,845)	0%	Moved from FY18/19
PREVIOUS YEAR TOTAL				\$ 88,922	\$ 88,921	\$ (88,921)		

UNSCHEDULED/NEW CIP ITEMS FOR CURRENT FISCAL YEAR 2019/2020

NN-00	Unscheduled CIP		\$ 100,000			\$ 100,000	0%	
20-01	Crystal Springs Pump 1 Replacement	Completed		89,803	89,803	\$ (89,803)	100%	Emergency Replacement Notice to Board August, 2019
20-02	Crystal Springs - Spare Pump 1	Completed		67,113	67,113	\$ (67,113)	100%	Approved by Board in August, 2019
20-07	District Office Repairs	In process		15,626	175,000	\$ (175,000)	0%	\$158K approved by Board in January 2020
20-08	Highway 1 - Pipeline replacement at crossings between Main and Spindrift - Predesign/study	in pre-design			46,000	\$ (46,000)	0%	October 2019: Board approved \$46K for predesign/study
20-03	Sevilla Ave - EG Service Replacement - Lowering of Services	Completed		76,481	76,481	\$ (76,481)	100%	Approved by Board in September, 2019 as emergency; required work due to County road repairs and repaving project
	Office Equipment (Replacement computers; Plotter/ Scanner)	Completed		35,087	35,087	\$ (35,087)	100%	Completed
	Denniston Raw Water Pump #1	Completed		29,736	29,736	\$ (29,736)	100%	
	Denniston - Rebuild Return Water Pump			22,676	22,676	\$ (22,676)	100%	
NEW CIP TOTAL			\$ 100,000	\$ 313,847	\$ 541,896	\$ (441,896)		

CIP GRANDTOTAL \$ 4,970,000 \$ 4,061,017 \$ 6,087,208 \$ (1,117,208)

COLOR KEY:

In process: Board has approved expenditure and work is in process	\$ 4,362,208
Open: Close to a commitment - pending Board approval or notice to proceed	\$ 450,000
	\$ 1,275,000

Note - \$2,000,000 of CIP funding from FY 2018/19 is carried over to FY 2019/20 - in addition to the \$4,970,000 budget shown above

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
February 29, 2020**

<u>RESERVE BALANCES</u>	Current Year as of 2/29/2020	Prior Year as of 2/28/2019
CAPITAL AND OPERATING RESERVE	\$8,549,992.90	\$7,950,692.98
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
TOTAL DISTRICT RESERVES	\$8,799,992.90	\$8,200,692.98

ACCOUNT DETAIL

ACCOUNTS WITH TRI COUNTIES BANK		
CHECKING ACCOUNT	\$3,454,707.88	\$3,899,665.05
CSP T & S ACCOUNT	\$120,582.95	\$208,593.13
MONEY MARKET GEN. FUND (Opened 7/20/17)	\$19,445.91	\$19,436.13
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$5,204,456.16	\$4,072,198.67
DISTRICT CASH ON HAND	\$800.00	\$800.00
TOTAL ACCOUNT BALANCES	\$8,799,992.90	\$8,200,692.98

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

**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	Personnel	Election (CVRA)	Litigation	Infrastructure Project Review (Reimbursable)	TOTAL
Feb-19	3,101				536					3,637
Mar-19	6,508			1,218						7,726
Apr-19	7,061				1,910					8,970
May-19	5,149			326						5,475
Jun-19	3,439			1,055	183					4,677
Jul-19	4,321			834		335				5,490
Aug-19	5,535			496						6,031
Sep-19	4,090					455				4,545
Oct-19	3,360				840		4,612			8,812
Nov-19	3,948						6,905		665	11,518
Dec-19	3,801			365			2,814			6,980
Jan-20	12,289						8,071			20,360
TOTAL	62,600	0	0	4,294	3,469	790	22,402	0	665	94,219

**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
Feb-19	480	2,475		2,955	
Mar-19	480			480	
Apr-19	490		338	828	338
May-19	480		338	818	338
Jun-19	480	1,014		1,494	
Jul-19	480	2,539	676	3,695	676
Aug-19	480	10,152	2,891	13,523	2,891
Sep-19	480	676	1,268	2,424	1,268
Oct-19	480	845	507	1,832	507
Nov-19	480	676		1,156	
Dec-19	480	676	254	1,410	254
Jan-20	480	4,344	2,197	7,021	2,197
TOTAL	5,770	23,397	8,468	37,636	8,469

Calcon T&M Projects Tracking

2/29/2020

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Actual thru 6/30/19	Project Billings FY2019-20
Closed Projects:							
CAL-13-01	EG Tank 2 Recoating Project	Closed	9/30/13	10/8/13	\$8,220.00	\$ 8,837.50	
CAL-13-02	Nunes Control System Upgrades	Closed	9/30/13	10/8/13	\$46,141.00	\$ 55,363.60	
CAL-13-03	Win 911 and PLC Software	Closed	9/30/13	10/8/13	\$9,717.00	\$ 12,231.74	
CAL-13-04	Crystal Springs Surge Tank Retrofit	Closed	11/26/13	11/27/13	\$31,912.21	\$ 66,572.54	
CAL-13-06	Nunes Legacy Backwash System Removal	Closed	11/25/13	11/26/13	\$6,516.75	\$ 6,455.00	
CAL-13-07	Denniston Backwash FTW Valves	Closed	11/26/13	11/27/13	\$6,914.21	\$ 9,518.28	
CAL-14-01	Denniston Wash Water Return Retrofit	Closed	1/28/14	2/14/14	\$13,607.00	\$ 13,591.60	
CAL-14-02	Denniston Calrifier SCADA Data	Closed	4/2/14	4/7/14	\$4,125.00	\$ 4,077.50	
CAL-14-03	Nunes Surface Scatter Turbidimeter	Closed	4/2/14	4/7/14	\$2,009.50	\$ -	
CAL-14-04	Phase I Control System Upgrade	Closed	4/2/14	4/7/14	\$75,905.56	\$ 44,459.14	
CAL-14-06	Miramar Control Panel	Closed	8/28/14	8/28/14	\$37,953.00	\$ 27,980.71	
CAL-14-08	SFWater Flow & Data Logger/Cahill Tank	Closed	8/20/2014	8/20/2014	\$1,370.00	\$ 1,372.00	
CAL-15-01	Main Street Monitors	Closed				\$ 6,779.42	
CAL-15-02	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 Flocculartor & Rapid Mix VFD Panels	Closed	12/6/2017	12/12/2017	\$29,250.75	\$ 30,695.66	
CAL-17-01	Crystal Springs Leak Valve Control	Closed	2/8/2017	2/14/2017	\$8,701.29	\$ 18,055.88	
CAL-17-02	Crystal Springs Requirements & Addtl Controls	Closed	2/8/2017	2/14/2017	\$38,839.50	\$ 41,172.06	
CAL-18-02	Nunes Plant HMI V2	Closed	11/12/2018		\$10,913.14	\$ 9,434.90	
CAL-18-03	CSP Breakers & Handles		3/7/2018	3/7/2018	\$25,471.47	\$ 49,837.52	
CAL-18-06	Nunes VFD Project		9/6/2018	9/6/2018	\$2,381.51	\$ 895.50	
Closed Projects - Subtotal (pre FY2019-20)					\$813,797.96	\$908,306.88	
FY 2019-20 Open Projects:							
CAL-19-01	CSP Cla-Val Power Checks		2/4/2019	2/4/2019	\$15,067.91	\$ 17,852.94	\$ 22,623.00
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	\$ 16,241.84	\$ 1,375.00
CAL-19-04	CSP Main Breaker						
CAL-19-04	SCADA Systems		10/15/2019	10/15/2019	\$104,000.00		\$ 78,000.00
Open Projects - Subtotal					\$146,521.90	\$46,947.98	\$101,998.00
Other: Maintenance							
Tanks							
Crystal Springs Maintenance							\$ 983.28
Nunes Maintenance							\$ 24,886.60
Denniston Maintenance							\$ 34,215.95
Distribution System							\$ 32,112.14
Wells							\$ 8,245.16
TOTAL FY 2019/20							\$ 100,443.13

EKI Environment & Water
Engineering Services Billed Through February 29, 2020

	Contract Date	Not to Exceed Budget	Status	FY 2018-2019	FY 2019-2020
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		\$ 90,409.86
Pipeline Projects (Ferdinand) - T2					\$ 1,442.48
Tank Seismic Projects - T3					\$ 5,551.00
Hydraulic Modeling - T4					\$ 555.36
Sub Total - CIP Project Management Services		\$ 320,000.00		\$ 163,452.66	\$ 90,409.86

Highway 1 South Pipeline Replacement Project	16-02	9.20.2018	\$ 25,000.00	Complete	\$ 17,680.45	
Ferdinand Avenue Pipeline Replacement Design	14-31	2.12.2019	\$ 29,000.00	Complete	\$ 27,824.37	\$ 1,169.10
Casa Del Mar Main Replacement (Phase 1) and Grand Boulevard Pipeline/PRV Loop Design	14-32	2.12.2019	\$ 28,500.00	Complete	\$ 27,297.34	\$ 1,195.22
Denniston Culvert Replacement and Paving Project	18-13	7.1.2019	\$ 9,900.00	Open	\$ 804.96	\$ 13,749.58
Construction Inspection Services for Ferdinand Avenue Water Main Replacement Project	14-31	7.1.2019	\$ 29,800.00	Complete		\$ 29,589.00
Pine Willow Oak Water Main Replacement Project	18-01	7.29.2019	\$ 69,700.00	Open		\$ 33,615.95
Grandview Water Main Replacement Project (Design, Bid Support, construction support)	14-27	7.29.2019	\$ 56,100.00	Open		\$ 34,598.09
Pilarcitos Creek Crossing Water Main Replacement Preliminary Design	13-02	8.27.2019	\$ 104,600.00	Open		\$ 60,548.99
Grandview/Silver/Terrace/Spindrifft Under Hwy 1 PreDesign	20-08	10.15.2019	\$ 45,600.00	Open		\$ 3,207.62
Total - All Services			\$ 718,200.00		\$ 237,059.78	\$ 268,083.41

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

February 11, 2020

PUBLIC HEARING

**CONVERSION FROM AN AT-LARGE ELECTORAL SYSTEM
FOR ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS
TO ONE BASED ON FIVE (5) ZONES PURSUANT TO
THE CALIFORNIA VOTING RIGHTS ACT**

President Chris Mickelsen opened the meeting and called the public hearing to order at 6:02 p.m. Directors Bob Feldman, Ken Coverdell, Jim Larimer, and Vice President Glenn Reynolds were all in attendance.

Also present: Mary Rogren, General Manager; Patrick Miyaki, Legal Counsel; Kimon Manolius, Legal Counsel; and JoAnne Whelen Administrative Assistant, Recording Secretary. Consultant Douglas Johnson, President and Founder of National Demographics Corporation, (NDC) was also in attendance. Employees, Cathleen Brennan, Water Resource Analyst, and Gina Brazil, Office Manager, were present. There were no members of the public in attendance.

FIFTH AND FINAL PUBLIC HEARING IN THE PROCESS LEADING TO THE ADOPTION OF AN ORDINANCE TRANSITIONING TO ZONE-BASED ELECTIONS - PRESENTATION OF DRAFT MAPS OF FIVE (5) ELECTORAL ZONES FOR ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS; PUBLIC INPUT ON MAPS AND ORDER OF ELECTIONS

Mr. Johnson began this fifth and final public hearing by briefly reviewing the remainder of this process, which will be concluded with the adoption of the final ordinance, scheduled for the regular monthly CCWD Board of Directors meeting following this public hearing.

Mr. Miyaki summarized the process that has been completed by the District's Board, Staff, National Demographics Corporation, and the District's legal team to comply with the requirements of the conversion from an at-large electoral system for election of members of the Board of Directors to one based on five zones pursuant to the California Voting Rights Act. He advised that the three maps and the proposed Ordinance are included in the agenda packet for consideration. Mr. Miyaki reported that there have been no members of the public present or any verbal or written comments submitted or received by Staff for any of the five public hearings.

Discussion among the Board members ensued regarding features and variations of the maps being considered.

Director Coverdell stated his preference for the Blue 2 map and the reasons why this was his preferred selection. Director Feldman and Vice-President Reynolds both agreed and supported selection of the Blue 2 map. President Mickelsen agreed with the positive aspects of the Blue 2 map and stated that this is the fifth public hearing on the matter and the District has retained the mapping services of a highly reputable and professional firm and the results have been reviewed by the District's legal team, noting that he believes the District has complied with the requirements of the California Voter's Rights Act.

Director Reynolds expressed his appreciation to the entire team who has educated and assisted the District with this project.

ADJOURNMENT

President Mickelsen adjourned the special meeting/public hearing at 6:47 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Chris Mickelsen, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

February 11, 2020

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

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

There were no members of the public in the audience.

- 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, 2020:
Claims: \$1,407,027.92; Payroll: \$172,392.63 for a total of \$1,579,205.55
- B. Acceptance of Financial Reports
- C. Approval of Minutes of January 14, 2020 Public Hearing
- D. Approval of Minutes of January 14, 2020 Regular Board of Directors Meeting
- E. Approval of Minutes of January 28, 2020 Special Board Meeting
- F. Approval of Minutes of January 28, 2020 Public Hearing
- G. Installed Water Connection Capacity and Water Meters Report
- H. Total CCWD Production Report
- I. CCWD Monthly Sales by Category Report - January 2020
- J. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- K. Monthly Rainfall Reports
- L. S.F.P.U.C. Hydrological Report for the month of January 2020

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

ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds, the Board voted to approve the Consent Calendar in its entirety:

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Coverdell reported that he and Director Feldman had participated in a recent meeting of the District's Finance Committee and reviewed the District's current Board compensation rates, including comparing the fees with those of other comparable agencies and the statutory procedural requirements necessary if the Board is interested in increasing the current fees paid for Board meeting attendance. Director Coverdell stated that it is his opinion to not pursue increasing the Board fees at this time. Director Feldman stated that as part of the finance committee's research and discussion, that he is in agreement with Director Coverdell's opinion. The Board will revisit this matter and ask Ms. Rogren to place discussion of this on a meeting agenda sometime in the future.

Vice-President Reynolds reported that he and President Mickelsen had participated in a recent District Facilities Committee meeting, which included a tour of the Nunes Water Treatment Plant to review future proposed improvements for the plant.

Director Larimer reported that he and Vice-President Reynolds had met recently and discussed how the District could pursue exploring recycled water in the future.

6) GENERAL BUSINESS

A. Proposed Adoption of Ordinance 2020-01 to Change the Coastside County Water District's Electoral System from At-Large to By-Zone Elections with Respect to Electing Members of the Board of Directors, and to Establish Zone Boundaries and Sequencing of Elections Within the Zones

Ms. Rogren summarized the process, referencing the five previous public hearings to change the District's electoral system to one based on five (5) zones and to establish zone boundaries and sequencing of elections within the zones.

Mr. Miyaki proceeded to outline the proposed Ordinance 2020-01 and the action required by the Board.

Director Larimer stated that he was going to vote for the Ordinance but was not in favor of any of the maps, adding that he felt this process is very troubling and is not going to achieve the intended goals.

ON MOTION BY Vice-President Reynolds and seconded by Director Coverdell, the Board voted to adopt Ordinance 2020-01 to change the Coastside County Water District’s electoral system for members of the Board of Directors from an at-large system- one in which District voters elect all Directors – to a system based on five (5) zones and to establish zone boundaries and sequencing of elections within the zones and to include Map Blue 2 in the Ordinance:

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

B. Award of Contract for Preliminary Design Engineering Services and Basis of Design Report to HDR Engineering Inc. for the Nunes Water Treatment Plant Improvement Project

Mr. Derbin reviewed background information regarding the Nunes Water Treatment Plant and reminded the Board that the District contracted with West Yost & Associates in 2018 to prepare an engineering report entitled “Optimization of Treatment of Local Water Sources Feasibility Analysis”, which identified a few specific needed upgrades and improvements for the plant. He summarized some of the recommended upgrades and explained that staff believes a preliminary design would be beneficial to further define needed improvements and to facilitate capital improvement planning and budgeting for the Nunes facility. He explained that once this work is complete, staff will report to the Facilities Committee and to the Board on the proposed scope of rehabilitation work before a full design contract is presented for approval.

As a member of the Facilities Committee, Vice-President Reynolds stated that after meeting with the HDR staff, he was impressed and confident with their knowledge and experience and felt they are very qualified to address the unique applications of the Nunes Water Treatment Plant. Brief discussion ensued, with Director Coverdell recommending that Jim Teter, District Engineer, and EKI staff be consulted to review the proposed developed designs as well.

ON MOTION BY Vice-President Reynolds and seconded by Director Coverdell, the Board voted by roll call vote to authorize the General Manager to execute a professional services agreement with HDR Engineering Inc. for preliminary design engineering services and a Basis of Design Report for the Nunes Water Treatment Plant Improvement Project for a not to exceed amount of \$149,532:

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

C. **Approval of Professional Services Agreement with WRA Environmental Consultants to prepare a California Environmental Quality Act Initial Study/Mitigated Negative Declaration and a Cultural Resources Report for the Pilarcitos Creek Crossing Pipeline Replacement Project**

Ms. Rogren introduced this agenda item by reviewing the background of the project. She explained the three required next steps with the project, completing the design, obtaining necessary easements and completing the California Environmental Quality Act (CEQA) Initial Study/Mitigated Negative Declaration (IS/MND) and the Cultural Resources Report for the Pilarcitos Creek Crossing Pipeline Replacement Project. She advised that WRA Environmental Consultants (WRA) have proposed to perform these functions for a cost not to exceed \$40,800. Ms. Rogren and Mr. Derbin displayed maps to the Board to demonstrate the proposed project area.

ON MOTION BY Director Coverdell and seconded by President Mickelsen, the Board voted by roll call vote to authorize the General Manager to execute a Professional Services Agreement with WRA Environmental Consultants (WRA) for preparation of the California Environmental Quality Act (CEQA) Initial Study/Mitigated Negative Declaration (IS/MND) and a Cultural Resources Report for the Pilarcitos Creek Crossing Pipeline Replacement Project for a cost not to exceed \$40,800:

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

D. **Rescind an Award of Contract to American Eagle Roofing (awarded at the October 15, 2019 Board Meeting) and Award of Contract to Central Roofing Inc. for 766 Main Street Roof Replacement**

Mr. Derbin summarized the issues that had transpired since the Board originally awarded the contract to American Eagle Roofing for replacement of the roof of the District office at 766 Main Street due to labor costs at prevailing wage, and advised that staff solicited bids from four additional roofing contractors that comply with the District's requirements.

Director Coverdell stated that he has had no experience with the lowest bidder of the project, Central Roofing at \$90,000, but does have direct experience over a 41-year period with the roofing contractor, Izmirian Roofing and Sheet Metal, and can recommend their services. He suggested that staff research the two firms and obtain reviews and references for both firms. Mr. Miyaki clarified the law and the District's procurement policy, advising that there is flexibility to award the contract to either one of the two bidders and proceeded to outline the District's options.

ON MOTION BY Vice-President Reynolds and seconded by Director Coverdell the Board voted by roll call vote to authorize the General Manager to rescind the Award of Contract to American Eagle Roofing (awarded at the October 15, 2019 Board Meeting) and authorize the General Manager to contract for a new roof with a responsible bidder at a not-to-exceed amount of \$90,700:

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

E. Fiscal Year 2020-2021 Budget Process Timeline

Ms. Rogren briefly reviewed the District's timeline for the budget process.

F. Draft Fiscal Year 2020-2021 Operations Budget and Draft Fiscal Year 2020/21 to 2029/30 Capital Improvement Program (CIP)

Ms. Rogren outlined her recent meetings with the District's Finance Committee and Facilities Committee with drafting the Operations and the Capital Improvement Program budgets. She reviewed some detail highlights and major variances with the draft proposed budgets.

7) MONTHLY INFORMATIONAL REPORTS

A. Superintendent of Operations

Mr. Derbin reviewed operations highlights for the month of January 2020.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

9) ADJOURNMENT

The Board meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Chris Mickelsen, President
Board of Directors

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

FY 2020 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	4		1		1								6
3/4" meter													
1" meter		1											1
1 1/2" meter													
2" meter													
3" meter													
HMB Priority													
0.5" capacity increase													
5/8" meter							1						1
3/4" meter													
1" meter													
1 1/2" meter													
2" meter													
County Non-Priority													
0.5" capacity increase													
5/8" meter				2	1	3							6
3/4" meter													
1" meter													
County Priority													
5/8" meter		1						2					3
3/4" meter													
1" meter													
1.5" meter		1											1
Totals	4	3	1	2	2	3	1	2					18

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	4	2.5	1		1								8.5
HMB Priority							1						1
County Non-Priority				2	1	3							6
County Priority		6						2					8
Total	4	8.5	1	2	2	3	1	2					23.5

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2020

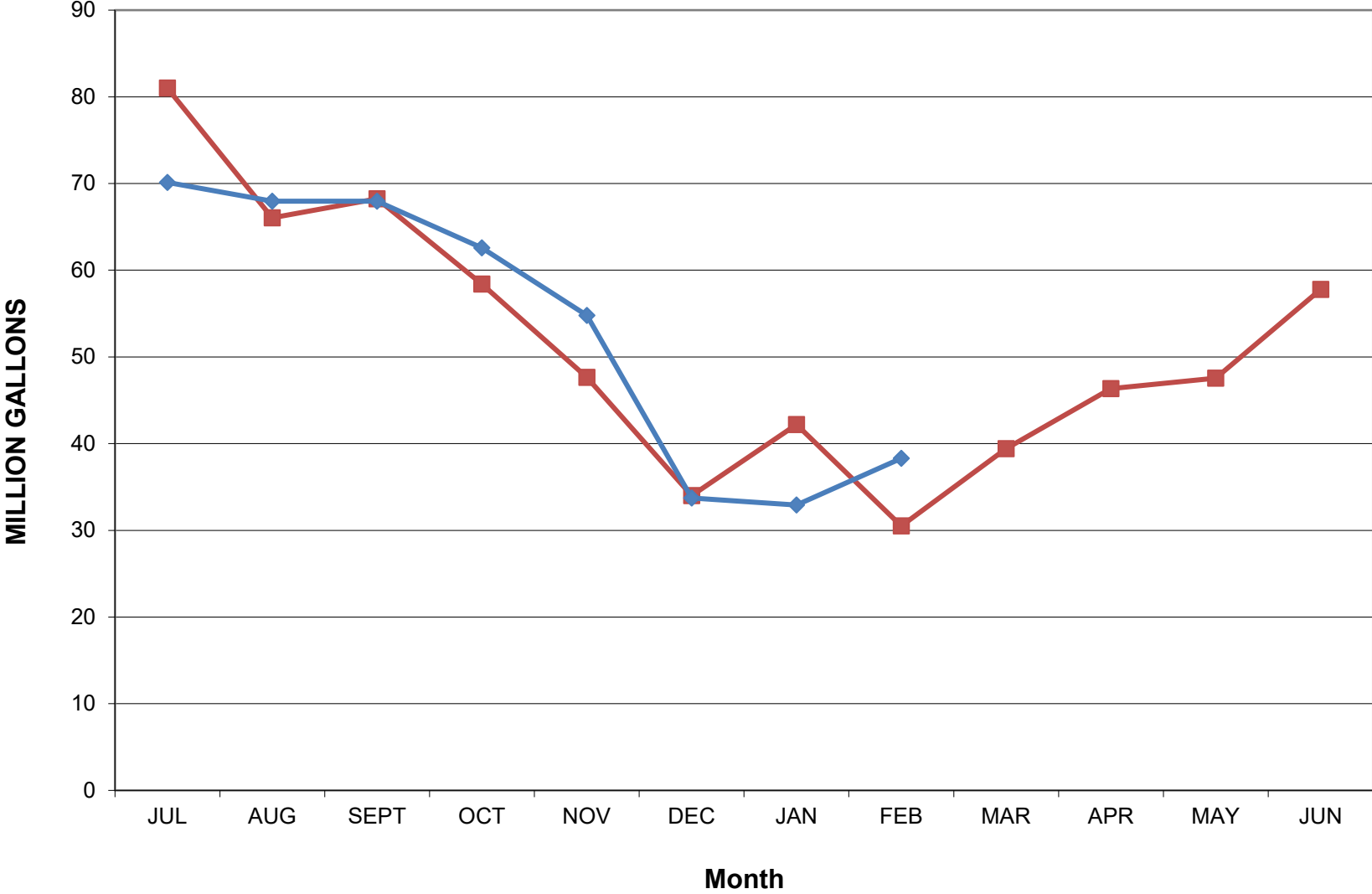
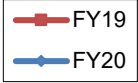
	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	1.61	28.25	0.00	22.27	20.58	72.71	2.58	70.13
AUG	1.44	22.18	0.00	20.20	26.36	70.18	2.21	67.97
SEPT	1.43	19.67	0.00	19.19	30.98	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								
APR								
MAY								
JUN								
TOTAL	6.63	159.52	49.24	73.30	162.13	450.82	22.46	428.37
% MONTHLY TOTAL	4.0%	63.2%	28.2%	4.0%	0.5%	100.0%	10.4%	89.6%
% ANNUAL TO DATE TOTAL	1.5%	35.4%	10.9%	16.3%	36.0%	100.0%	5.0%	95.0%

CCWD vs SFPUC- month 95.4% 4.6%
 CCWD vs SFPUC- annual 47.8% 52.2%

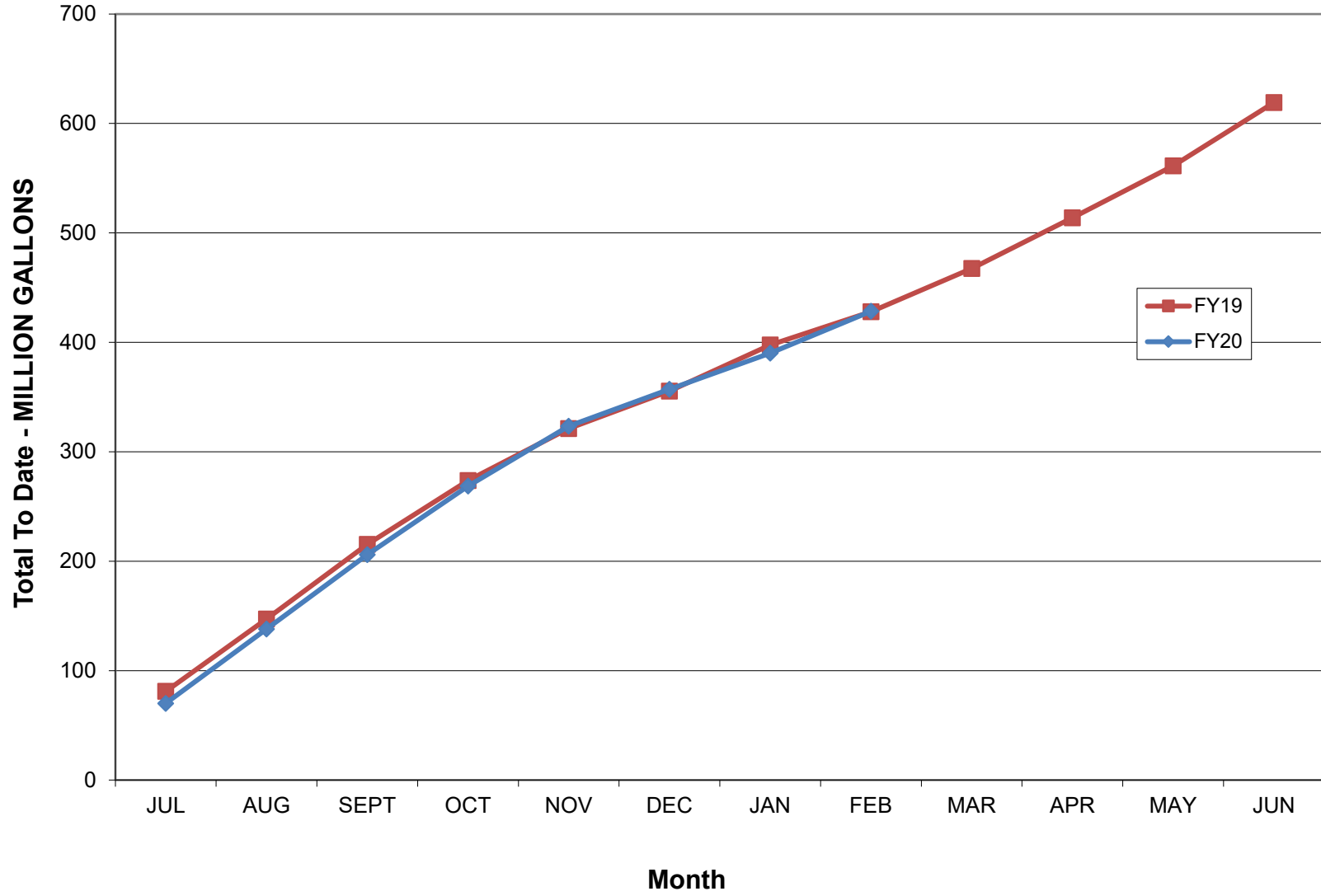
12 Month Running Treated Total **619.47**
TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2019

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	2.36	13.98	0.00	37.74	30.90	84.98	3.98	81.00
AUG	0.62	3.36	0.00	27.20	36.80	67.98	1.94	66.04
SEPT	0.00	0.00	0.00	30.48	39.24	69.72	1.48	68.24
OCT	0.00	0.00	0.00	22.98	37.51	60.49	2.09	58.40
NOV	0.00	0.00	5.78	0.00	44.10	49.88	2.24	47.64
DEC	1.31	11.50	14.35	7.12	2.78	37.06	3.07	33.99
JAN	1.97	16.07	15.84	5.30	5.57	44.75	2.55	42.19
FEB	0.00	7.73	16.1	8.89	0.10	32.82	2.32	30.50
MAR	0.15	6.77	22.27	12.27	0.09	41.55	2.12	39.43
APR	0.14	33.31	0.00	14.02	2.83	50.30	3.95	46.36
MAY	0.00	32.51	0.00	13.26	5.35	51.12	3.58	47.54
JUN	1.31	35.61	0.00	19.50	5.77	62.19	4.41	57.78
TOTAL	7.86	160.84	74.34	198.76	211.04	652.83	33.73	619.10
% TOTAL	1.2%	24.6%	11.4%	30.4%	32.3%	100.0%	5.17%	94.8%

Monthly Production FY 19 vs FY 20



Cumulative Production FY19 vs FY20



**Coastside County Water District Monthly Sales By Category (MG)
FY2020**

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	21.973	44.430	30.293	31.108	27.585	22.403	22.196	20.322					220.31
COMMERCIAL	3.668	3.290	3.330	3.339	3.071	2.968	2.793	2.699					25.16
RESTAURANT	1.821	1.710	1.574	1.671	1.382	1.233	1.432	1.251					12.07
HOTELS/MOTELS	2.736	2.620	2.700	2.786	2.257	1.927	1.949	1.860					18.84
SCHOOLS	0.615	0.600	0.770	0.939	0.595	0.325	0.161	0.303					4.31
MULTI DWELL	2.743	3.020	2.790	2.892	2.530	2.358	2.512	2.366					21.21
BEACHES/PARKS	0.649	0.900	0.809	0.697	0.604	0.241	0.218	0.195					4.31
AGRICULTURE	6.570	6.340	7.374	9.898	7.570	3.857	3.253	4.348					49.21
RECREATIONAL	0.334	0.260	0.252	0.201	0.208	0.184	0.177	0.169					1.78
MARINE	0.658	0.650	0.649	0.519	0.530	0.426	0.572	0.466					4.47
RES. IRRIGATION	1.408	1.930	1.824	1.539	1.431	0.599	0.402	0.412					9.54
NON-RES. IRRIGATION	4.191	4.970	2.457	2.125	2.166	0.097	0.006	0.086					16.10
DETECTOR CHECKS	0.011	0.010	0.006	0.018	0.025	0.013	0.068	0.004					0.16
RAW WATER	7.063	8.620	9.081	8.090	6.007	1.527	0.000	0.000					40.39
PORTABLE METERS	0.255	0.400	0.295	0.263	0.337	0.107	0.019	0.067					1.74
CONSTRUCTION	0.065	0.110	0.143	0.132	0.117	0.082	0.087	0.243					0.98
TOTAL - MG	54.76	79.86	64.35	66.22	56.42	38.35	35.84	34.79	0.00	0.00	0.00	0.00	430.58

Non Residential Usage	32.79	35.43	34.05	35.11	28.83	15.94	13.65	14.47	0.00	0.00	0.00	0.00	
Running 12 Month Total								607.77					
12 mo Residential								309.87					
12 mo Non Residential								297.90					

FY2019

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	21.678	40.757	21.103	37.146	19.333	32.169	15.175	26.330	16.373	25.291	17.834	30.060	303.25
COMMERCIAL	3.609	2.866	3.937	2.778	3.756	2.546	2.888	2.360	2.955	2.521	3.211	2.530	35.96
RESTAURANT	1.749	1.600	1.657	1.277	1.531	1.224	1.340	1.230	1.433	1.397	1.534	1.490	17.46
HOTELS/MOTELS	2.642	2.910	2.723	2.121	2.557	1.824	2.022	1.970	2.246	2.382	2.286	2.490	28.17
SCHOOLS	0.759	0.765	0.982	0.869	1.008	0.323	0.193	0.270	0.271	0.251	0.457	0.550	6.70
MULTI DWELL	2.698	2.669	2.633	2.582	2.590	2.581	2.282	2.520	2.257	2.662	2.322	2.680	30.48
BEACHES/PARKS	0.777	0.522	0.577	0.378	0.355	0.091	0.207	0.190	0.217	0.322	0.304	0.410	4.35
AGRICULTURE	9.217	5.454	8.844	5.760	5.456	3.786	3.468	4.730	6.150	8.716	7.954	8.260	77.80
RECREATIONAL	0.236	0.265	0.237	0.233	0.183	0.205	0.132	0.180	0.153	0.208	0.197	0.220	2.45
MARINE	0.635	0.589	0.637	0.468	0.691	0.442	0.404	0.480	0.372	1.186	0.543	0.500	6.95
IRRIGATION	7.926	8.990	5.611	2.210	1.320	0.835	0.338	0.330	0.311	0.587	0.980	1.480	30.92
DETECTOR CHECKS	0.040	0.066	0.079	0.021	0.087	0.034	0.011	0.010	0.004	0.008	0.015	0.010	0.39
RAW WATER	8.971	6.974	8.488	8.580	6.913	1.459	0.001	0.000	0.001	0.905	4.394	4.410	51.10
PORTABLE METERS	0.109	0.611	0.393	0.436	0.129	0.058	0.061	0.060	0.065	0.083	0.221	0.150	2.38
CONSTRUCTION	0.153	0.194	0.138	0.129	0.411	0.101	0.085	0.080	0.090	0.080	0.099	0.100	1.05
TOTAL - MG	61.20	75.23	58.04	64.99	46.32	47.68	28.61	40.74	32.90	46.60	42.35	55.34	599.99

CCWD Monthly Leak Report - February 2020

	Date Reported Discovered	Date Repaired	Location	Pipe Class	Pipe Size & Type	Estimated Water Loss MG
1	2/8/2020	2/8/20	830 Sonora Ave	Main	6" Cast Iron	0.020
2	2/11/2020	2/13/2020	225 Garcia Ave	Main	6" Cast Iron	0.008
3						
4						
5						
6						
7						
8						
Total						0.028

OTHER DISCHARGES	
Total Volumes (MG)	
Flushing Program	0.059
Reservoir Cleaning	0.000
Automatic Blowoffs	0.040
Dewatering Operations	0.000
Other (Includes Flow Testing)	0.004
PLANNED DISCHARGES	
GRAND TOTAL (MG)	
0.103	

Coastside County Water District
 766 Main Street
 July 2019 - June 2020

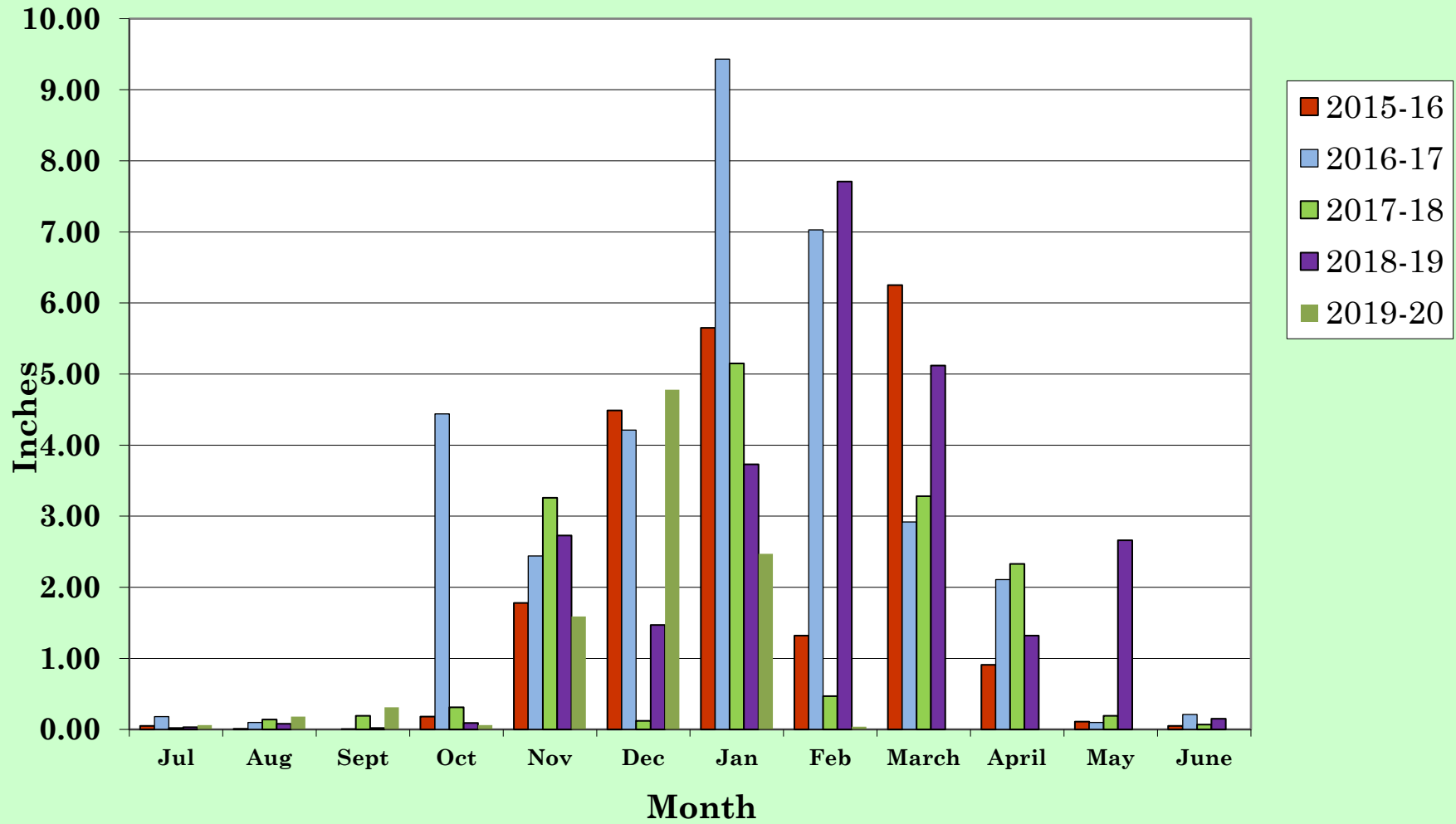
District Office
 Rainfall in Inches

	2019						2020					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0.04	0	0	0	0.13	0.01	0				
2	0	0.06	0	0	0	0.11	0.01	0				
3	0	0.03	0	0.01	0	0	0	0				
4	0	0.01	0	0	0	0.35	0.02	0				
5	0	0.01	0	0	0	0.01	0.01	0				
6	0	0	0	0	0	0.6	0.01	0				
7	0	0	0	0	0	0.37	0.02	0				
8	0	0	0	0	0	0.11	0.04	0.01				
9	0.01	0	0	0	0	0.06	0.39	0				
10	0	0	0	0	0	0.11	0.01	0				
11	0	0	0	0	0	0.25	0.12	0				
12	0.03	0	0	0	0.01	0.08	0.05	0				
13	0.01	0	0	0	0	0.12	0.16	0				
14	0	0	0	0	0.05	0.06	0.09	0				
15	0	0	0	0	0	0	0.01	0				
16	0	0.01	0	0.03	0	0.01	1.11	0				
17	0	0	0	0	0	0.03	0.01	0.01				
18	0	0	0	0.01	0	0.92	0	0				
19	0	0	0.19	0.01	0.01	0.04	0	0				
20	0	0	0.01	0	0	0	0	0.01				
21	0	0	0.08	0	0	0.01	0.09	0				
22	0	0.02	0.01	0	0	0.92	0	0				
23	0	0	0.01	0	0	0.01	0	0				
24	0	0	0	0	0	0.19	0	0				
25	0	0	0	0	0	0.02	0.02	0.01				
26	0	0	0	0	0.95	0	0.17	0				
27	0.01	0	0.01	0	0.44	0	0.01	0				
28	0	0	0	0	0.01	0.01	0.06	0				
29	0	0	0	0	0.05	0.26	0	0				
30	0	0	0	0	0.07	0	0.04					
31	0	0		0		0	0.01					
Mon.Total	0.06	0.18	0.31	0.06	1.59	4.78	2.47	0.04				
Year Total	0.06	0.24	0.55	0.61	2.20	6.98	9.45	9.49				

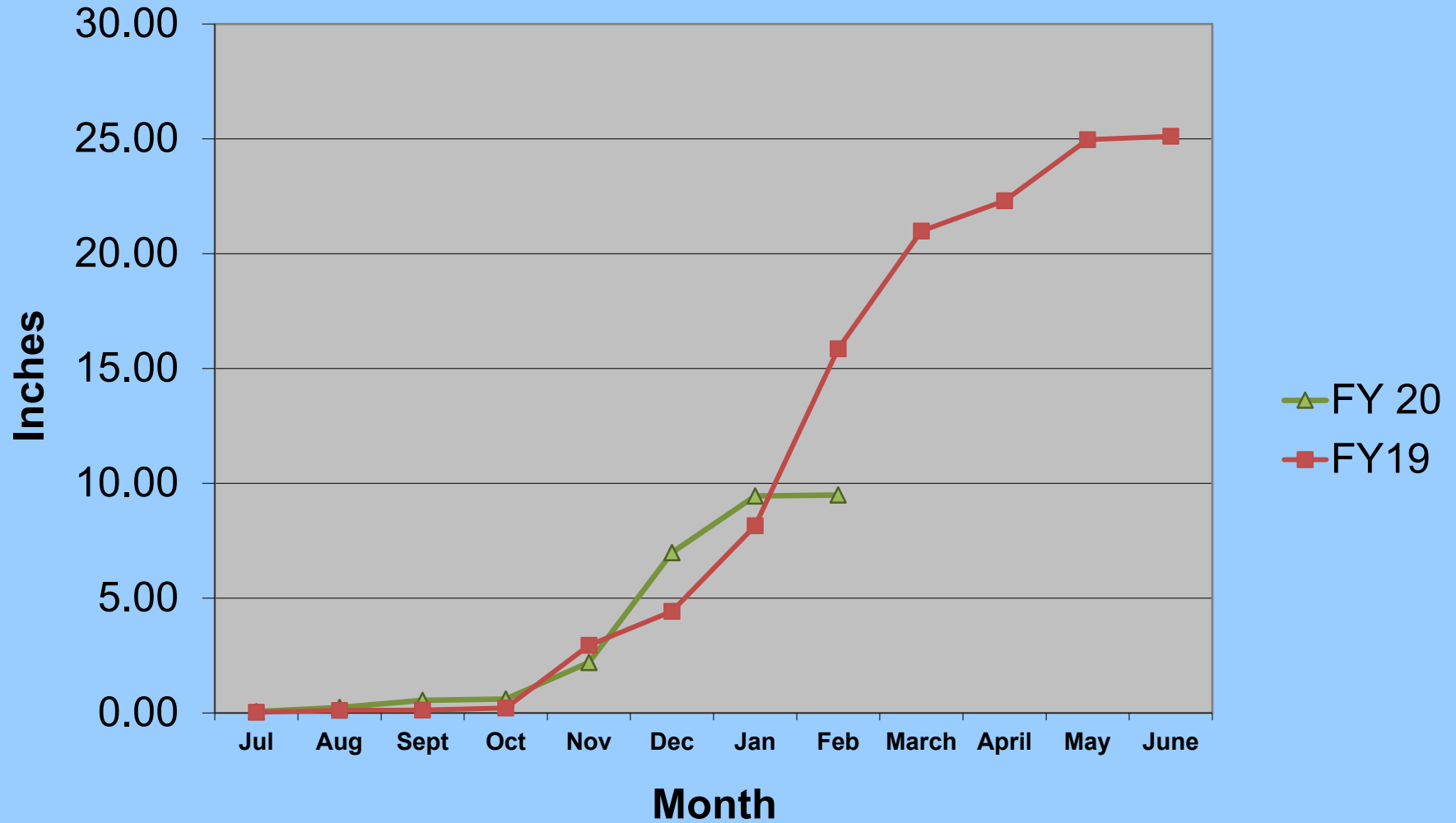
Coastside County Water District

Rainfall by Month

Fiscal Years 15 - 20

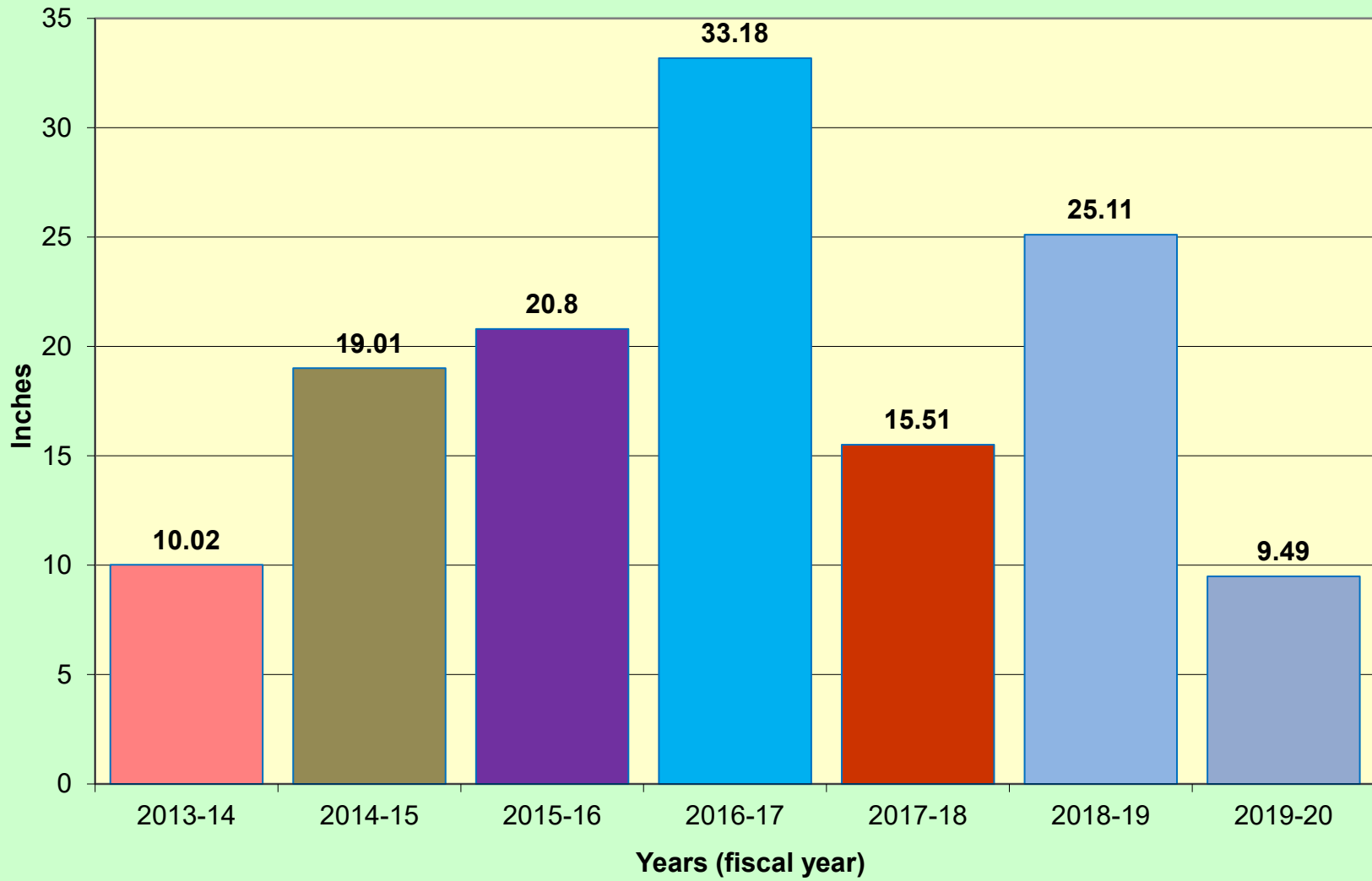


Rainfall Total Comparison Fiscal Years 19-20



Rain Totals

Fiscal Years 13 - 20



STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: March 10, 2020

Date: February 27, 2020

Subject: Notice of Completion - Casa Del Mar and Grand Blvd PRV Project

Recommendation:

That the Board of Directors take the following actions:

- (1) Accept the Casa Del Mar and Grand Blvd PRV Project as complete.
- (2) Authorize the Notice of Completion to be filed with the County of San Mateo.
- (3) Authorize the release of the retention funds when the Notice of Completion has been recorded and returned to the District.

Background

Coastside County Water District entered into a contract with Stoloski & Gonzales, Inc. on May 23, 2019 for the Casa Del Mar Drive and Grand Blvd PRV Project.

The work consisted of constructing construction of District's Casa Del Mar and Grand Blvd PRV Stations located at Frontage Road between Wave Ave and Kehoe Ave, Grand Blvd between Highway 1 and Ralston Ave, the intersection of Grand Blvd and St. James Ave, and the intersection of St. James Ave and Belleville Blvd.

Work included installation of three new Pressure Reducing Valve ("PRV") stations on Wave Ave, Kehoe Ave and Grand Blvd. This work also includes piping to connect the PRV stations to the existing system, which includes 6-inch and 8-inch ductile iron pipe. Installation of a 270 foot 8-inch water line on Frontage road between Beach Ave and Casa Del Mar Drive. Reconnection of 4 service connections on Frontage road to new 8-inch water line. Addition of two new gate valves at the intersection of Grand Blvd and St. James, and three new gate valves at the intersection of St. James Ave and Belleville Blvd.

The site of the work was within the City of Half Moon Bay, San Mateo County, California. All work was completed within Caltrans easements, City of Half Moon Bay easements and public street right of way areas.

Work was completed on February 20, 2020. The project was constructed according to District specifications.

Fiscal Impact: None.

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

Name
Street
Address
City &
State

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE

RECORD WITHOUT FEE Govt. Code § 6103 & 27383

NOTICE OF COMPLETION

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

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

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

3. On March 10, 2020 there was completed upon the hereinafter described real property a work of improvement as a whole named Casa Del Mar Drive and Grand Blvd PRV Project. The work consisted of constructing construction of District's Casa Del Mar and Grand Blvd PRV Stations located at Frontage Road between Wave Ave and Kehoe Ave, Grand Blvd between Highway 1 and Ralston Ave, the intersection of Grand Blvd and St. James Ave, and the intersection of St. James Ave and Belleville Blvd.

Work included installation of three new Pressure Reducing Valve ("PRV") stations on Wave Ave, Kehoe Ave and Grand Blvd. This work also includes piping to connect the PRV stations to the existing system, which includes 6-inch and 8-inch ductile iron pipe. Installation of a 270 foot 8-inch water line on Frontage road between Beach Ave and Casa Del Mar Drive. Reconnection of 4 service connections on Frontage road to new 8-inch water line. Addition of two new gate valves at the intersection of Grand Blvd and St. James, and three new gate valves at the intersection of St. James Ave and Belleville Blvd.

4. The name of the original contractor for the work of improvement as a whole was: Stoloski & Gonzalez, Inc. 727 Main Street, Half Moon Bay, CA 94019

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

The site of the work was within the City of Half Moon Bay, San Mateo County, California. All work was completed within Caltrans easements, City of Half Moon Bay easements and public street right of way areas.

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

COASTSIDE COUNTY WATER DISTRICT

BY: _____
Mary Rogren, Secretary

VERIFICATION

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

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

Executed on March 10, 2020, at Half Moon Bay, California
(Date) (Place where signed)

By: _____
Mary Rogren
Secretary of the District

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: March 10, 2020

Date: February 27, 2020

Subject: Acceptance of Non-Complex Pipeline Extension Project
620 Avenue Portola, El Granada
Michael P. Kostiuk and Kayleen M. Pashel-Kostiuk

Recommendation:

Accept the water system improvements for the Non-Complex Pipeline Extension Project at 620 Avenue Portola, El Granada as complete.

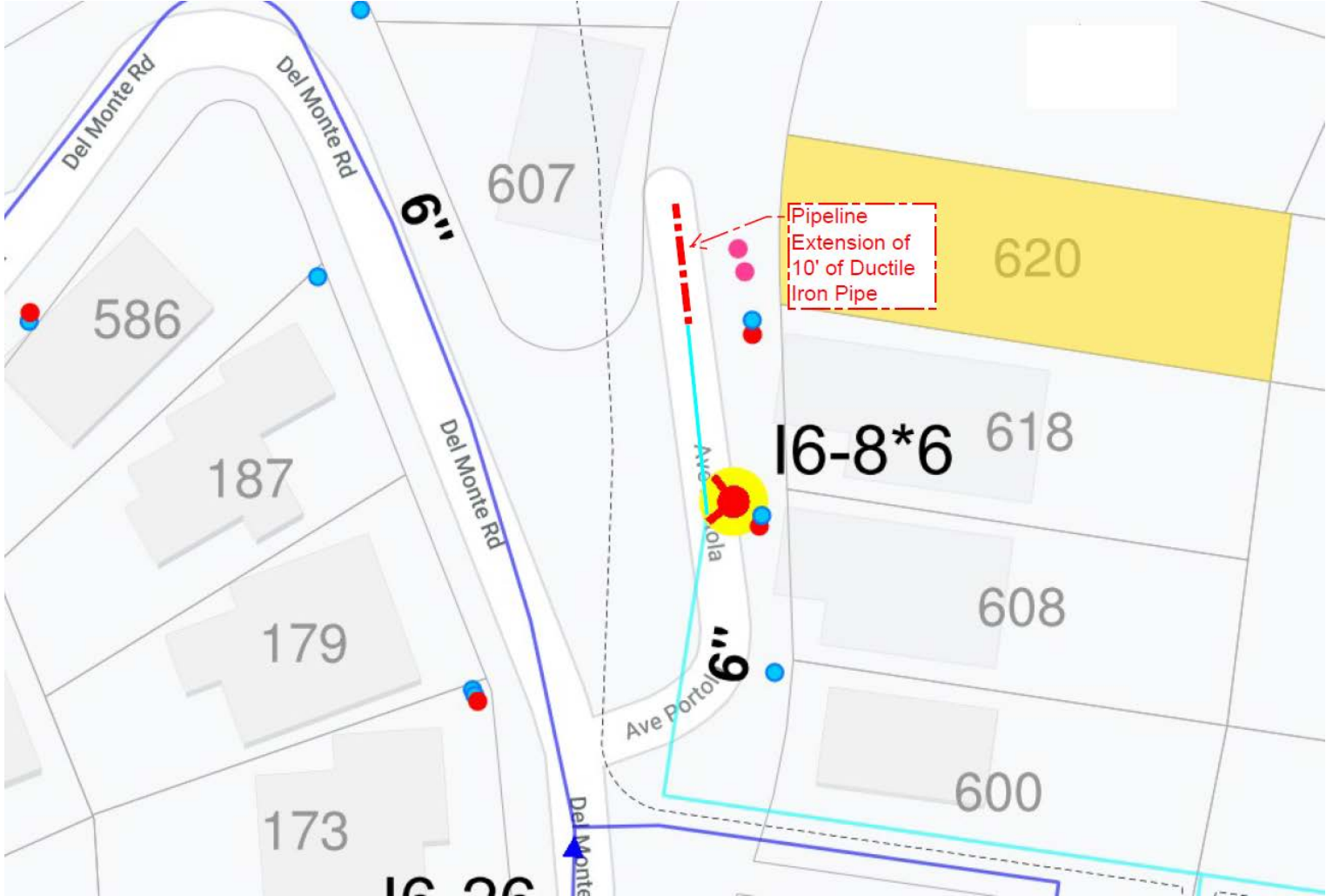
Background:

A non-complex pipeline extension project for 620 Avenue Portola, El Granada was completed on February 3, 2020.

The District accepts the project utility system according to the conditions listed below:

- √ That the Project Utility System was constructed in accordance with the district regulations.
- √ All costs for the construction of the Project have been borne by the applicant. No outstanding fees are due at this time.

Fiscal Impact: None.



STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: March 10, 2020

Report Date: March 4, 2020

Subject: Approval for Director Feldman to attend the Association of California Water Agencies (ACWA) Spring Conference in Monterey, May 5th – 8th, 2020

Recommendation:

Approve expenses for Director Feldman's one day attendance (Wednesday, May 6, 2020) at the Association of California Water Agencies (ACWA) Spring Conference in Monterey, CA, May 5th through 8th 2020, including the \$345.00 registration fee, the \$60.00 conference luncheon, and reimbursement of all travel related expenditures.

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."

Director Feldman plans to attend the ACWA Spring Conference and requests that the Board approve reimbursement of his expenses.

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 10, 2020

Report

Date: March 6, 2020

Subject: Financial Planning and Rate Update Workshop with Raftelis Financial Consultants, Inc.

Recommendation:

No Board action required at this time.

Background:

In 2018, Raftelis Financial Consultants, Inc. (“Raftelis”) prepared a Cost of Service Analysis and Rate Study in order to develop cost of service-based water rates which would meet the requirements of Proposition 218. This Study was used to set the District’s rates for FY2019 and FY2020 and to comply with the substantive requirements of Proposition 218 as interpreted by the courts, including the April 2015 Appellate Court decision in Capistrano Taxpayers Association, Inc. v. City of San Juan Capistrano.

At the December, 2019 Board of Directors’ meeting, the Board approved engaging Raftelis to develop a Financial Plan and to prepare an Updated Rate Study report, based upon the 2018 Cost of Service Analysis that will be used to set the District’s rates for Fiscal Year 2020-2021 and for Fiscal Year 2021-2022.

At the March 10, 2020 Board meeting, Sanjay Gaur, Vice-President of Raftelis, will conduct a Financial Planning and Rate Update Workshop. Mr. Gaur will present a proposed financial planning model and reserve policy and will also discuss the proposed rate adjustments needed to meet the District’s revenue requirements and the bill impacts. In addition, suggestions from the Board will be reviewed in the model dashboard to evaluate various revenue adjustment and assumption scenarios.

After the March Board meeting, and in order to comply with Proposition 218 requirements, Raftelis will prepare an Updated Rate Study report that will include an executive summary highlighting the major issues and decisions reached during development of the financial plan and rate adjustments. Mr. Gaur will also present the proposed rates for Fiscal Years 2020-2021 and 2021-2022 at a Public Hearing, which is tentatively scheduled for June 9, 2020.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: March 10, 2020

Report

Date: March 6, 2020

Subject: Draft Fiscal Year 2020-2021 and Fiscal Year 2021-2022 Operations Budgets and Draft Fiscal Year 2020/21 to 2029/30 Capital Improvement Program (CIP).

Recommendation:

No Board action required at this time.

Background:

Staff presents for the Board's review the attached Draft Fiscal Year 2020-2021 and Fiscal Year 2021-2022 Operations Budgets and Draft Fiscal Year 2020/21 to 2029/30 Capital Improvement Program (CIP). Staff will make a brief presentation reviewing budget details.

Over the next few months, Staff will continue to meet with the Finance Committee and Facilities Committee to discuss the Budgets and CIP in further detail.

These draft budgets and CIP are used in our Water Financial Plan and Rate Update Study that is being prepared by the District's Rate Consultants, Raftelis Financial Consultants Inc. Staff recommends that the Board approve two years of Operations Budgets (at the June 9, 2020 Board meeting) in anticipation of approving two years of rate increases.

Operations Budget

Attached is the Draft Fiscal Year 2020-2021 and Draft Fiscal Year 2021-2022 Operations Budgets. New to this month's Board package is a "Year 2" Draft Fiscal Year 2021-2022 Budget which primarily reflects inflationary increases from the Draft Fiscal Year 2020-2021 Budget. A summary of the Operations Budgets follows below:

STAFF REPORT**Agenda: March 10, 2020****Subject: Draft FY2020-2021 and FY2021-22 Operations Budgets and 10 Year CIP Review****Page Two**

	FY 2020/21 Draft Budget	FY 2019/20 Approved Budget	\$ Change from Prior Budget	% Change from Prior Budget	FY 2021/22 Draft Budget	% Change from FY2020/21 Budget
REVENUE						
<i>Water Sales in Million Gallons</i>	590 MG	598 MG				
Water Revenue (1)	\$ 12,270,000	\$ 12,300,000	\$ (30,000)	-0.2%	\$ 12,270,000	0.0%
Non-Operating Revenue	\$ 1,637,000	\$ 1,385,570	\$ 251,430	18.1%	\$ 1,655,000	1.1%
Total Revenue	\$ 13,907,000	\$ 13,685,570	\$ 221,430	1.6%	\$ 13,925,000	0.1%
OPERATING EXPENSES	\$ 8,971,298	\$ 8,630,824	\$ 340,475	3.9%	\$ 9,319,526	3.9%
DEBT SERVICE	\$ 1,092,748	\$ 1,144,611	\$ (51,863)	-4.5%	\$ 1,093,732	0.1%
CONTRIBUTION TO CIP AND RESERVES	\$ 3,842,953	\$ 3,910,135	\$ (67,182)		\$ 3,511,742	
(1) FY 2020/21 and FY2021/22 Water Revenue budgets do not include a rate increase - still to be determined Water sales reflect a reduction of 50% of usage from business closure of major customer						

Note that FY2021 and FY2022 Operations Budget assumes water sales at 590 MG, down from the 598 MG planned in the FY2020 Budget, and the current February 2020 running average of 607 MG. Water sales have been adjusted downward to reflect the loss of 50% of the water usage from a major agricultural customer that has closed its business. (The budget assumes 50% usage from a new tenant.) As the rate adjustment is still to be determined, no rate increases have been included in the Draft Budgets.

Capital Improvement Program (CIP)

- \$43,960,000 total 10-year CIP (FY2021 dollars)
- \$25,630,000 total 5-year CIP (average of \$5,096,000/year in FY2021 dollars)

Below is a summary of the Draft CIP:

Coastside County Water District Draft FY20/21 to FY29/30 Capital Improvement Plan vs. FY18/19 to FY27/28 Plan (Approved June 2018)				
Category:	Draft 10 Yr CIP FY20/21 to FY29/30	June 2018 CIP FY18/19 to FY27/28	Budget Changes	
Equipment Purchase & Replacement	\$ 1,675,000	\$ 1,885,000	\$	(210,000)
Facilities and Maintenance	\$ 4,590,000	\$ 4,550,000	\$	40,000
Pipeline Projects	\$ 13,225,000	\$ 14,445,000	\$	(1,220,000)
Pipeline Projects Placeholder - Unscheduled CIP in out years	\$ 3,700,000	\$ 1,000,000	\$	2,700,000
Tanks/Pump Stations/Wells	\$ 9,465,000	\$ 6,690,000	\$	2,775,000
Water Supply Development	\$ 3,590,000	\$ 3,400,000	\$	190,000
Water Treatment Plants	\$ 7,715,000	\$ 990,000	\$	6,725,000
GRAND TOTAL	\$ 43,960,000	\$ 32,960,000	\$	11,000,000

District Staff (in conjunction with its outside engineering firms) have identified significant infrastructure projects given the aging Nunes Water Treatment Plant and tanks. At the February 2020 Board Meeting, the Board approved a preliminary design study of the Nunes Treatment Plant improvements. The District has also arranged for a feasibility study of district-wide tank rehabilitation/replacement.

STAFF REPORT

Agenda: March 10, 2020

**Subject: Draft FY2020-2021 and FY2021-22 Operations Budgets and 10 Year CIP Review Page
Page Three**

These studies are scheduled to be completed by Summer, 2020 and should provide the District with better cost estimates and schedules for these critical improvements.

Please note that due to the volume of paper, the individual detailed sheets for the Operations Budget are not included in this agenda packet. The individual detailed sheets are available in electronic form on the District's website at www.coastsidewater.org or hard copies may be obtained at the District's office.

YEAR 1 Operations & Maintenance Budget - FY 2020-2021

Account Number	Description	Proposed FY2020/21 Budget	Approved FY 2019/20 Budget	FY20/21 Budget Vs. FY 19/20 Budget \$ Change	FY20/21 Budget Vs. FY 19/20 Budget % % Change	Proj Year End FY19/20	FY 20/21 Budget Vs. FY 19/20 Projected Actual \$ Change	FY 20/21 Budget Vs. FY 19/20 Projected Actual % % Change	YTD Actual FY 19/20 as of December 31, 2019
OPERATING REVENUE									
4120	Water Sales *	\$12,270,000	\$12,300,000	-\$30,000	-0.2%	\$12,300,000	-\$30,000	-0.2%	\$6,982,306
	Water Sales in MG	590 MG	598 MG						
Total Operating Revenue		\$12,270,000	\$12,300,000	-\$30,000	-0.2%	\$12,300,000	-\$30,000	-0.2%	\$6,982,306
NON-OPERATING REVENUE									
4170	Hydrant Sales	\$50,000	\$50,000	\$0	0.0%	\$50,000	\$0	0.0%	\$37,328
4180	Late Penalty	\$60,000	\$60,000	\$0	0.0%	\$60,000	\$0	0.0%	\$46,803
4230	Service Connections	\$10,000	\$10,000	\$0	0.0%	\$10,000	\$0	0.0%	\$8,708
4920	Interest Earned	\$56,000	\$6,270	\$49,730	793.1%	\$90,000	-\$34,000	-37.8%	\$61,632
4930	Property Taxes	\$850,000	\$725,000	\$125,000	17.2%	\$850,000	\$0	0.0%	\$494,671
4950	Miscellaneous	\$7,000	\$25,000	-\$18,000	-72.0%	\$7,000	\$0	0.0%	\$1,951
4955	Cell Site Lease Income	\$179,000	\$171,300	\$7,700	4.5%	\$171,300	\$7,700	4.5%	\$91,418
4965	ERAF Refund	\$425,000	\$338,000	\$87,000	25.7%	\$450,000	-\$25,000	-5.6%	\$236,976
Total Non-Operating Revenue		\$1,637,000	\$1,385,570	\$251,430	18.1%	\$1,688,300	-\$51,300	-3.0%	\$979,487
TOTAL REVENUES		\$13,907,000	\$13,685,570	\$221,430	1.6%	\$13,988,300	-\$81,300	-0.6%	\$7,961,793
OPERATING EXPENSES									
5130	Water Purchased	\$ 1,956,224	\$1,771,945	\$184,279	10.4%	\$1,771,945	\$184,279	10.4%	\$1,192,697
5130A	BAWSCA Bond Surcharge	\$226,620	\$170,003	\$56,617	33.3%	\$107,280	\$119,340	111.2%	\$53,640
5230	Electrical Exp. Nunes WTP	\$47,500	\$45,259	\$2,241	5.0%	\$45,259	\$2,241	5.0%	\$20,021
5231	Electrical Expenses, CSP	\$275,000	\$357,305	-\$82,305	-23.0%	\$357,305	-\$82,305	-23.0%	\$200,281
5232	Electrical	\$23,000	\$28,584	-\$5,584	-19.5%	\$22,000	\$1,000	4.5%	\$8,373
5233	Elec Exp/Pilarcitos Cyn	\$43,000	\$42,000	\$1,000	2.4%	\$42,000	\$1,000	2.4%	\$8,836
5234	Electrical Exp., Denn	\$145,000	\$137,800	\$7,200	5.2%	\$137,800	\$7,200	5.2%	\$63,135
5242	CSP - Operation	\$16,200	\$11,128	\$5,072	45.6%	\$16,000	\$200	1.3%	\$9,648
5243	CSP - Maintenance	\$42,000	\$37,000	\$5,000	13.5%	\$37,000	\$5,000	13.5%	\$23,589
5246	Nunes WTP Oper	\$80,000	\$80,964	-\$964	-1.2%	\$80,964	-\$964	-1.2%	\$41,958
5247	Nunes WTP Maint	\$132,000	\$122,500	\$9,500	7.8%	\$115,250	\$16,750	14.5%	\$43,472
5248	Denn. WTP Oper.	\$49,000	\$49,000	\$0	0.0%	\$49,000	\$0	0.0%	\$25,562
5249	Denn WTP Maint	\$120,000	\$104,000	\$16,000	15.4%	\$155,000	-\$35,000	-22.6%	\$99,567
5250	Laboratory Expenses	\$75,000	\$75,000	\$0	0.0%	\$75,000	\$0	0.0%	\$28,385
5260	Maintenance Expenses	\$348,000	\$300,000	\$48,000	16.0%	\$340,000	\$8,000	2.4%	\$183,343
5261	Maintenance, Wells	\$20,000	\$40,000	-\$20,000	-50.0%	\$23,000	-\$3,000	-13.0%	\$40,359
5263	Uniforms	\$10,000	\$12,500	-\$2,500	-20.0%	\$12,500	-\$2,500	-20.0%	\$5,230
5318	Studies/Surveys/Consultin g	\$140,000	\$160,000	-\$20,000	-12.5%	\$130,000	\$10,000	7.7%	\$26,601
5321	Water Resources	\$26,000	\$26,200	-\$200	-0.8%	\$26,000	\$0	0.0%	\$2,796
5322	Community Outreach	\$58,400	\$56,900	\$1,500	2.6%	\$56,900	\$1,500	2.6%	\$5,778
5381	Legal	\$100,000	\$100,000	\$0	0.0%	\$150,000	-\$50,000	-33.3%	\$49,977
5382	Engineering	\$66,000	\$62,000	\$4,000	6.5%	\$120,000	-\$54,000	-45.0%	\$87,321
5383	Financial Services	\$22,000	\$22,000	\$0	0.0%	\$22,000	\$0	0.0%	\$7,810
5384	Computer Services	\$211,500	\$167,600	\$43,900	26.2%	\$195,000	\$16,500	8.5%	\$85,173

YEAR 1 Operations & Maintenance Budget - FY 2020-2021

Account Number	Description	Proposed FY2020/21 Budget	Approved FY 2019/20 Budget	FY20/21 Budget Vs. FY 19/20 Budget \$ Change	FY20/21 Budget Vs. FY 19/20 Budget % % Change	Proj Year End FY19/20	FY 20/21 Budget Vs. FY 19/20 Projected Actual \$ Change	FY 20/21 Budget Vs. FY 19/20 Projected Actual % % Change	YTD Actual FY 19/20 as of December 31, 2019
5410	Salaries, Admin.	\$1,226,135	\$1,179,832	\$46,302	3.9%	\$1,050,000	\$176,135	16.8%	\$502,999
5411	Salaries - Field	\$1,510,350	\$1,461,020	\$49,330	3.4%	\$1,461,020	\$49,330	3.4%	\$709,605
5420	Payroll Taxes	\$192,290	\$183,582	\$8,708	4.7%	\$183,982	\$8,308	4.5%	\$88,917
5435	Employee Medical Insurance	\$487,559	\$481,419	\$6,140	1.3%	\$481,419	\$6,140	1.3%	\$230,982
5436	Retiree Medical Insurance	\$59,205	\$55,274	\$3,931	7.1%	\$55,274	\$3,931	7.1%	\$23,193
5440	Employee Retirement	\$481,216	\$619,321	-\$138,105	-22.3%	\$500,000	-\$18,784	-3.8%	\$226,021
5445	SIP 401a Plan	\$35,000	\$35,000	\$0	0.0%	\$35,000	\$0	0.0%	\$0
5510	Motor Vehicle Exp.	\$65,000	\$63,000	\$2,000	3.2%	\$90,000	-\$25,000	-27.8%	\$63,656
5620	Office & Facilities Expenses	\$158,500	\$156,219	\$2,281	1.5%	\$145,000	\$13,500	9.3%	\$76,579
5620A	Credit Card/bank Fees & Billing Expenses	\$155,000	\$107,000	\$48,000	44.9%	\$150,000	\$5,000	3.3%	\$65,000
5625	Meetings/Training/Seminars	\$33,000	\$27,000	\$6,000	22.2%	\$30,000	\$3,000	10.0%	\$13,255
5630	Insurance	\$159,000	\$137,000	\$22,000	16.1%	\$155,000	\$4,000	2.6%	\$81,069
5687	Memberships & Subscriptions	\$85,100	\$78,970	\$6,130	7.8%	\$82,000	\$3,100	3.8%	\$50,440
5688	Election Expense	\$25,000	\$0	\$25,000		\$0	\$25,000		\$0
5689	Labor Relations	\$6,000	\$6,000	\$0	0.0%	\$6,000	\$0	0.0%	\$0
5700	County Fees	\$24,000	\$24,000	\$0	0.0%	\$24,000	\$0	0.0%	\$7,580
5705	State Fees	\$36,500	\$36,500	\$0	0.0%	\$36,500	\$0	0.0%	\$27,484
Total Operating Expenses		\$8,971,298	\$8,630,824	\$340,475	3.9%	\$8,572,398	\$398,900	4.7%	\$4,480,332
CAPITAL ACCOUNTS									
5712	Existing Bonds - 2006B	\$0	\$484,831	-\$484,831	-100.0%	\$0	\$0	#DIV/0!	\$0
5715	Existing Bond-CIEDB 11-099	\$335,825	\$335,977	-\$152	0.0%	\$335,977	-\$152	0.0%	\$266,638
5716	CIEDB 16-111	\$323,357	\$323,803	-\$446	-0.1%	\$323,803	-\$446		\$233,204
5717	Chase-2018 Loan	\$433,567		\$433,567		\$433,567	\$0		\$369,096
Total Capital Accounts		\$1,092,748	\$1,144,611	-\$51,863	-4.5%	\$1,093,347	-\$598	-0.1%	\$868,938
TOTAL REVENUE LESS TOTAL EXPENSE		\$3,842,953	\$3,910,135	-\$67,182	-1.7%	\$4,322,555	-\$479,602	-11.1%	\$2,612,523
5713	Cont. to CIP & Reserves	\$3,842,953							

* Note that the Draft FY2020/21 budget does not reflect a rate adjustment - still to be determined.

YEAR 2 Operations & Maintenance Budget - FY 2021-2022

		Proposed FY2021/22	Proposed FY2020/21	FY20/21 Budget Vs. FY 19/20 Budget	FY20/21 Budget Vs. FY 19/20 Budget %
Account Number	Description	Budget	Budget	\$ Change	% Change
OPERATING REVENUE					
4120	Water Sales *	\$12,270,000	\$12,270,000	\$0	0.0%
	Water Sales in MG	590 MG	590 MG		
Total Operating Revenue		\$12,270,000	\$12,270,000	\$0	0.0%
NON-OPERATING REVENUE					
4170	Hydrant Sales	\$50,000	\$50,000	\$0	0.0%
4180	Late Penalty	\$60,000	\$60,000	\$0	0.0%
4230	Service Connections	\$10,000	\$10,000	\$0	0.0%
4920	Interest Earned	\$57,000	\$56,000	\$1,000	1.8%
4930	Property Taxes	\$860,000	\$850,000	\$10,000	1.2%
4950	Miscellaneous	\$7,000	\$7,000	\$0	0.0%
4955	Cell Site Lease Income	\$186,000	\$179,000	\$7,000	3.9%
4965	ERAF Refund	\$425,000	\$425,000	\$0	0.0%
Total Non-Operating Revenue		\$1,655,000	\$1,637,000	\$18,000	1.1%
TOTAL REVENUES		\$13,925,000	\$13,907,000	\$18,000	0.1%
OPERATING EXPENSES					
5130	Water Purchased	\$2,000,000	\$1,956,224	\$43,776	2.2%
5130A	BAWSCA Bond Surcharge	\$233,000	\$226,620	\$6,380	2.8%
5230	Electrical Exp. Nunes WTP	\$50,000	\$47,500	\$2,500	5.3%
5231	Electrical Expenses, CSP	\$289,000	\$275,000	\$14,000	5.1%
5232	Electrical Expenses/Trans. &	\$24,000	\$23,000	\$1,000	4.3%
5233	Elec Exp/Pilarcitos Cyn	\$45,000	\$43,000	\$2,000	4.7%
5234	Electrical Exp., Denn	\$153,000	\$145,000	\$8,000	5.5%
5242	CSP - Operation	\$17,000	\$16,200	\$800	4.9%
5243	CSP - Maintenance	\$44,000	\$42,000	\$2,000	4.8%
5246	Nunes WTP Oper	\$82,500	\$80,000	\$2,500	3.1%
5247	Nunes WTP Maint	\$135,600	\$132,000	\$3,600	2.7%
5248	Denn. WTP Oper.	\$50,300	\$49,000	\$1,300	2.7%
5249	Denn WTP Maint	\$123,300	\$120,000	\$3,300	2.8%
5250	Laboratory Expenses	\$77,000	\$75,000	\$2,000	2.7%
5260	Maintenance Expenses	\$362,000	\$348,000	\$14,000	4.0%
5261	Maintenance, Wells	\$21,000	\$20,000	\$1,000	5.0%
5263	Uniforms	\$10,300	\$10,000	\$300	3.0%
5318	Studies/Surveys/Consulting	\$145,000	\$140,000	\$5,000	3.6%
5321	Water Resources	\$27,000	\$26,000	\$1,000	3.8%
5322	Community Outreach	\$60,000	\$58,400	\$1,600	2.7%
5381	Legal	\$100,000	\$100,000	\$0	0.0%
5382	Engineering	\$68,000	\$66,000	\$2,000	3.0%
5383	Financial Services	\$22,600	\$22,000	\$600	2.7%
5384	Computer Services	\$225,000	\$211,500	\$13,500	6.4%
5410	Salaries, Admin.	\$1,281,311	\$1,226,135	\$55,176	4.5%
5411	Salaries - Field	\$1,578,315	\$1,510,350	\$67,965	4.5%

YEAR 2 Operations & Maintenance Budget - FY 2021-2022

Account Number	Description	Proposed	Proposed	FY20/21 Budget	FY20/21 Budget
		FY2021/22	FY2020/21	Vs. FY 19/20	Vs. FY 19/20
		Budget	Budget	\$ Change	% Change
5420	Payroll Taxes	\$201,000	\$192,290	\$8,710	4.5%
5435	Employee Medical Insurance	\$516,800	\$487,559	\$29,241	6.0%
5436	Retiree Medical Insurance	\$62,800	\$59,205	\$3,595	6.1%
5440	Employee Retirement	\$510,100	\$481,216	\$28,884	6.0%
5445	SIP 401a Plan	\$37,100	\$35,000	\$2,100	6.0%
5510	Motor Vehicle Exp.	\$66,800	\$65,000	\$1,800	2.8%
5620	Office & Facilities Expenses	\$162,800	\$158,500	\$4,300	2.7%
5620A	Credit Card/bank Fees & Billing Expenses	\$159,300	\$155,000	\$4,300	2.8%
5625	Meetings/Training/Seminars	\$33,900	\$33,000	\$900	2.7%
5630	Insurance	\$163,300	\$159,000	\$4,300	2.7%
5687	Memberships & Subscriptions	\$87,400	\$85,100	\$2,300	2.7%
5688	Election Expense	\$26,000	\$25,000	\$1,000	4.0%
5689	Labor Relations	\$6,000	\$6,000	\$0	0.0%
5700	County Fees	\$24,000	\$24,000	\$0	0.0%
5705	State Fees	\$38,000	\$36,500	\$1,500	4.1%
Total Operating Expenses		\$9,319,526	\$8,971,299	\$348,227	3.9%
CAPITAL ACCOUNTS					
5712	Existing Bonds - 2006B	\$0	\$0	\$0	#DIV/0!
5715	Existing Bond-CIEDB 11-099	\$335,669	\$335,825	-\$156	0.0%
5716	CIEDB 16-111	\$322,895	\$323,357	-\$462	-0.1%
5717	Chase-2018 Loan	\$435,168	\$433,567	\$1,601	
Total Capital Accounts		\$1,093,732	\$1,092,749	\$983	0.1%
TOTAL REVENUE LESS TOTAL EXPENSE		\$3,511,742	\$3,842,952	-\$331,210	-8.6%
5713	Cont. to CIP & Reserves	\$3,511,742			

* Note that the Draft FY2020/21 and FY2021/22 do not reflect a rate adjustment - still to be determined.

Project #	Project Name	Priority	# Connections Impacted	# leaks	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY26/27	FY27/28	FY28/29	FY 29/30	Projected FY 20/21 to FY 29/30 Total
Equipment Purchase & Replacement															
06-03	SCADA/Telemetry/Electric Controls Replacement				\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 500,000
15-04	Vactor Truck/Trailer									\$ 500,000					\$ 500,000
19-04	Valve truck				\$ 225,000										\$ 225,000
20-04	Asset Management/GIS Software/Planning Software				\$ 130,000										\$ 130,000
99-02	Vehicle Fleet Replacement						\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 320,000
	Equipment Purchase & Replacement Totals				\$ 405,000	\$ 50,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 590,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 1,675,000
Facilities & Maintenance															
08-08	PRV Valves Replacement Project	2			\$ 30,000										\$ 30,000
09-09	Fire Hydrant Replacement	2				\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 1,260,000
15-03	District Administration/Operations Center	4									\$ 3,000,000				\$ 3,000,000
17-15	Pilarcitos Canyon Emergency Road Repairs	3				\$ 100,000									\$ 100,000
99-01	Meter Change Program	2			\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 200,000
	Facilities and Maintenance Totals				\$ 50,000	\$ 260,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 3,160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 4,590,000
Pipeline Projects															
13-02	Replace 8 Inch Pipeline Under Creek at Pilarcitos Ave (Strawflower)	1	3000	0	\$ 750,000										\$ 750,000
14-01	Highway 92 - Replace Welded Steel Line	1	40 + highway traffic	8	\$ 250,000					\$ 2,000,000	\$ 1,000,000				\$ 3,250,000
14-27	Grandview 2 Inch Replacement	2	60	16	\$ 1,650,000										\$ 1,650,000
14-29	Replace 2 Inch GS Purissima Way	2	5	2			\$ 125,000								\$ 125,000
14-33	Miramar Cast Iron Pipeline Replacement	3	400	12					\$ 50,000		\$ 1,000,000	\$ 1,500,000			\$ 2,550,000
16-09	Slipline 10 Inch Pipeline in Magellan at Hwy 1/Miramar Deadends	3	300	n/a							\$ 450,000				\$ 450,000
18-01	Pine Willow Oak Pipeline Replacement	2	250	13						\$ 2,300,000					\$ 2,300,000
20-08	Highway 1 (Silver/Terrace/Grandview/Spindrif) -Replacement of Highway 1 crossings (using jack and bore)	3	?	0	\$ 200,000								\$ 1,800,000		\$ 2,000,000
21-01	Redondo Beach Loop to St Andrews Road	3	50 (dead end)	n/a								\$ 150,000			\$ 150,000
NN-00	Unscheduled CIP				\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 3,700,000
	Pipeline Projects Totals				\$ 2,950,000	\$ 100,000	\$ 225,000	\$ 100,000	\$ 150,000	\$ 4,400,000	\$ 2,550,000	\$ 2,650,000	\$ 2,800,000	\$ 1,000,000	\$ 16,925,000
Pump Stations/Tanks/Wells															
21-07	Half Moon Bay Tanks #2/#3 Replacement/Rehabilitation	1			\$ 400,000			\$ 4,000,000							\$ 4,400,000
08-14	Alves Tank Rehabilitation/Replacement	2							\$ 2,000,000						\$ 2,000,000

Project #	Project Name	Priority	# Connections Impacted	# leaks	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY26/27	FY27/28	FY28/29	FY 29/30	Projected FY 20/21 to FY 29/30 Total
19-01	EG#1 Tank Demolition/New Pump Station	2			\$ 500,000										\$ 500,000
14-33	Miramar Tank - Chime and Tank Rehab	1			\$ 75,000		\$ 1,600,000								\$ 1,675,000
08-16	Cahill Tank Roof Rehabilitation	1				\$ 50,000									\$ 50,000
20-16	Denniston Tank Roof Rehabilitation	1				\$ 50,000									\$ 50,000
09-18	Pilarcitos Well Field Improvements (well #1)	2					\$ 250,000								\$ 250,000
16-08	Denniston Well Field Improvements	3								\$ 150,000					\$ 150,000
21-02	Pilarcitos Reservoir Spillway - Pump/Emergency Generator	1			\$ 100,000										\$ 100,000
20-01	CSP Pump #1 Replacement	3										\$ 100,000			\$ 100,000
	CSP Pump #3 Replacement	3										\$ 80,000			\$ 80,000
19-05	Tanks - THM Control				\$ 60,000	\$ 50,000									\$ 110,000
	Pump Stations/Tanks/Wells Totals				\$ 1,135,000	\$ 150,000	\$ 1,850,000	\$ 4,000,000	\$ 2,000,000	\$ 150,000	\$ -	\$ 180,000	\$ -	\$ -	\$ 9,465,000
Water Supply Development															
12-12	San Vicente Diversion and Pipeline	1			\$ 250,000	\$ 120,000	\$ 120,000	\$ 1,000,000	\$ 1,000,000						\$ 2,490,000
13-04	Denniston Reservoir Restoration	1							\$ 1,000,000						\$ 1,000,000
17-12	Recycled Water Project Development	3			\$ 100,000										\$ 100,000
	Water Supply Development Totals				\$ 350,000	\$ 120,000	\$ 120,000	\$ 1,000,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,590,000
Water Treatment Plants															
20-14	Nunes Treatment Plant Improvements (Filter Upgrade; Air Scour, Clear Well Rehab, Sed Basin Redundancy and Rehab)	1			\$ 500,000	\$ 4,000,000	\$ 3,000,000								\$ 7,500,000
18-11	Nunes Bulk Caustic Tank	4					\$ 40,000								\$ 40,000
21-04	Nunes/Denniston Turbidimeter Replacement	1			\$ 75,000										\$ 75,000
21-06	Nunes - Effluent Meter	2				\$ 100,000									\$ 100,000
	Water Treatment Plants Totals				\$ 575,000	\$ 4,100,000	\$ 3,040,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 7,715,000
GRAND TOTAL					\$ 5,465,000	\$ 4,780,000	\$ 5,485,000	\$ 5,350,000	\$ 4,400,000	\$ 5,300,000	\$ 5,800,000	\$ 3,080,000	\$ 3,050,000	\$ 1,250,000	\$ 43,960,000

5 years \$ 25,480,000
5 year average \$ 5,096,000

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: March 10, 2020

Report Date: March 5, 2020

Subject: Fiscal Years 2020-2021 and 2021-2022 Budget Process Timeline

Recommendation:

None. Information only.

Background:

The attached Budget Process Timeline lays out the proposed schedule for presentation and consideration of the Fiscal Year 2020-2021 and the Fiscal Year 2022-2022 Budgets. Key timeline milestones follow the pattern established over the last several budget cycles, culminating in the public hearing on the budget scheduled for the June 9, 2020 Regular Board of Directors Meeting.

Staff will review the budget process and answer any questions the Board may have about the budget process.

Fiscal Impact:

None.

**Coastside County Water District
BUDGET (CIP and O&M) PROCESS TIMELINE
Fiscal Year 2020-2021 and Fiscal Year 2021-2022**

Description	Date
Finance Committee – Introduction to Budget Process / Timeline Rate Study Update / Overview SB998	November 25, 2019
Present Budget Timeline for Board Review / Approve Rate Study	December 10, 2019 Regular Board Meeting
Staff Internal Budget Review – Distribute O&M Budget Worksheets	Week of December 16, 2019
Present any revisions to Budget Timeline / Process	January 14, 2020 Regular Board Meeting
Facilities Committee Meeting – Review Draft CIP Budget	January 15, 2020
Staff Internal Budget Review – Worksheets Due/Review CIP Budget	January 20, 2020
Finance Committee Meeting – Review Draft O&M Budget & CIP	January 29, 2020
Facilities Committee Meeting – Review Draft CIP Budget	February 4, 2020
Present “Draft” O&M Budget and CIP to Board of Directors at Board Meeting	February 11, 2020 Regular Board Meeting
Finance Committee Meeting – Review Draft O&M Budget & CIP	March 10, 2020
Present “Draft” O&M Budget, CIP, and Financing Plan to Board of Directors at Board Meeting / Raftelis Workshop with Board	March 10, 2020 Regular Board Meeting
Customer Outreach – Website – Post Draft Budget and Finance Plan FY 2019	March 16 - 20 2020
Customer Outreach – E-Newsletter – Shared with Facebook and Twitter Message: Public Meeting Schedule for Budget –Links to Operations Budget and CIP	March 20 - 31 2020
Finance Committee Meeting - Review Draft O&M Budget & CIP	T B D

Facilities Committee Meeting - Review Draft CIP Budget	T B D
Present "Draft" O&M Budgets for FY2020-2021 and FY2021-2022, CIP, and Financing Plan for work plan session with the Board Approve Notice of Public Hearing (Prop. 218)	April 14, 2020 Regular Board Meeting
Mail Notice of Rate Increase (Prop 218) – Minimum 45-Day Notice Before Public Hearing and post Notice on Bulletin Board	April 17, 2020
Present "Draft" O&M Budgets for FY 2020-2021 and FY 2021-2022, CIP, Financing Plan, and Cost of Service and Rate Study to Board of Directors at Board Meeting	May 12, 2020 Regular Board Meeting
Customer Outreach – E-Newsletter Message: Understanding Budget and Proposed Rate Increase	May 18 through May 22, 2020
Proposition 218 Notice Published in the Half Moon Bay Review	May 20 & May 27, 2020
Public Hearing - Approve O&M Budget and CIP – Approve Rate Adjustments for FY 2020-2021 and FY 2021-2022	June 9, 2020 – 7:00 p.m. Regular Board Meeting / Public Hearing
New Rates Effective	July 1, 2020

STAFF REPORT

To: Coastside County Water District Board of Directors

From: James Derbin, Superintendent of Operations

Via: Mary Rogren, General Manager

Agenda: March 10, 2020

Date: March 6, 2020

Subject: Approval of Implementation of a Computerized Maintenance Management System (CMMS) comprised of:

- 1) Professional Services Agreement with Miller Spatial Services LLC for implementation services for \$106,500;
- 2) 3-Year License Agreement with Azteca Systems LLC for Cityworks CMMS Software for \$51,000;
- 3) 3-Year License Agreement with Environmental Systems Research Institute, Inc. (ESRI) for GIS software for \$31,500;
- 4) Purchase of server and software upgrades through Irvine Consulting Services, Inc. for \$33,000.

Recommendation:

Authorize the General Manager to:

- 1) Execute a Professional Services Agreement with Miller Spatial Services LLC (“Miller Spatial”) for implementation of Cityworks CMMS software and ESRI GIS software for a not to exceed amount of \$106,500 (Attachment A).
- 2) Enter into a 3-year license agreement with Azteca Systems LLC for Cityworks CMMS software (“Cityworks”) in the amount of \$51,000 (Attachment B).
- 3) Enter into a 3-year license agreement with Environmental Systems Research Institute, Inc. (ESRI) for GIS software in the amount of \$31,500 (Attachment C).
- 4) Procure server hardware and SQL software upgrades through Irvine Consulting Services in the amount of \$33,000. (Attachment D).

Summary of Costs - Total 3-year cost = \$222,000

Item	Year 1	Year 2	Year 3	Total
Miller Spatial Integration	\$106,500			\$106,500
Azteca LLC Software Licensing/Maintenance	\$ 15,000	\$15,000	\$21,000	\$ 51,000
ESRI Inc. Software Licensing/Maintenance	\$ 10,500	\$10,500	\$10,500	\$ 31,500
Irvine Hardware/SQL	\$ 33,000			\$ 33,000
TOTAL	\$165,000	\$25,500	\$31,500	\$222,000

Background:

Currently the District has very limited historical records of maintenance and repairs of critical infrastructure assets that can be used to inform replacement decisions for our long-term capital improvement program. Staff recommends that the District implement an Asset Management program in order to systematically inventory critical assets, evaluate their condition and performance, record ongoing repairs, and to develop plans to maintain, repair, and replace assets. Some of the benefits derived from having an Asset Management program include: 1) prolonging asset life and improving decisions about asset rehabilitation, repair and replacement; 2) focusing budgeting on critical activities for long-term sustained performance as well as considering cost-benefit analyses; 3) meeting service expectations and regulatory requirements; 4) improving responses to emergencies; and 5) improving the security and safety of assets.

Implementing a Computerized Maintenance Management System (CMMS) is the first vital step in developing a successful Asset Management program for the District. Staff recommends that the District implement Cityworks for its CMMS program. Cityworks is used by over 700 public agencies around the world, and is reputed as one of the leading asset management systems for water utilities. Cityworks will be utilized to catalog the District's assets and to track the use of District labor, materials and equipment to repair and maintain our facilities via a work order system.

Cityworks is built on the ESRI ArcGIS "mapping" platform, allowing users to visualize scheduled work, ongoing activities and recurring maintenance problems. Staff in the field will be able to interact directly with the GIS map via a tablet in order to record maintenance activities on District assets; to complete outstanding tasks; and to upload pictures.

As part of the implementation of Cityworks, the District will also implement the ESRI ArcGIS software for its GIS requirements, replacing its current AutoCAD based mapping system. ESRI is now considered to be the "standard" in GIS mapping software and is used by the County of San Mateo, DWR and other State of California agencies. Having an up to date GIS system will help the District share GIS data with consultants, regulators and other agencies with ease.

At the District's request, Miller Spatial Services LLC has submitted the attached proposal for implementation and training services for the Cityworks CMMS and ESRI GIS software (Attachment A.) Miller Spatial is an Azteca/Cityworks business partner, and also comes highly recommended by ESRI. Staff proposes

STAFF REPORT

Agenda: March 10, 2020

Subject: CMMS

Page Two

we utilize Miller Spatial's expertise in GIS and Cityworks implementations and recommends awarding this work to Miller Spatial based on their reputation and experience with similar projects in California.

Fiscal Impact:

Total three-year cost for implementation, hardware, and software licenses of \$222,000.

Attachment A



PROPOSAL

CITYWORKS RAPID LAUNCH IMPLEMENTATION

SUBMITTED TO: COASTSIDE COUNTY WATER DISTRICT

SUBMITTED ON: 10/18/2019

Miller Spatial Services
3499 10th Street
Riverside, CA 92501



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About Our Company

Introduction

Miller Spatial Services, LLC is a GIS Consulting company offering implementation, data, and application development services. Our founder, Bruce Miller, has 20 years of experience in GIS, Asset Management, and systems integration. All of our technical staff have at least 5 years of expertise in their discipline.

In addition to providing services for specific projects, we are also able to augment an agency's staff by providing resources such as programmers, analysts, and technicians on site. Typically, agencies need temporary staff to assist with updating their GIS data.

Miller Spatial Services (MSS) is Cityworks and Esri Business Partner specializing in CMMS and GIS services for public agencies such as Cities, Counties, and Water Agencies. As a partner, we specialize in the implementation of Esri technologies. From out of the box using Esri's ArcGIS for Local Government solutions to custom implementations, we can help agencies realize their return on investment as quickly as possible.

We are in Riverside, California, about 30 minutes from Esri headquarters.



Experience

Our team has successfully completed over 44 GIS projects over their combined careers.



References

The following are current clients of MSS, and they can be contacted for references:

East Valley Water District, Highland, CA

Robert Peng, IT Manager

rpeng@eastvalley.org

909-806-4097

Indio Water Authority, Indio, CA

Miguel Pena, Water Operations Superintendent

mpena@indio.org

760-625-1852

City of Lemon Grove, Lemon Grove, CA

Mike James, Public Works Director

mjames@lemongrove.ca.gov

(619)825-3814

I. Firm Description & Project Organizations

Miller Spatial Services, LLC (MSS) is a multi-service organization providing specialized services in Field Asset Surveying, Geographic Information Systems (GIS) and application software services. MSS provides professional services including consulting, training, staffing and technical support.

We continue to set the standard for high quality GIS implementation projects, especially in utility industry for Water, Sewer, Storm, Gas and Electric backed by staff with a wide range of industry and technical experience having over 20 years of experience in GIS.

MSS is fully insured and bonded for all services that we offer. We are a Dun & Bradstreet verified business (DUNS 03-076-7626). We have been contracted for over \$1,000,000 in services over the past 4 years, and the company has no debt.



Partners: ESRI Business partner, Cityworks and USA-imaging



Management

Mr. Bruce Miller, founder of Miller Spatial Services, LLC, graduated with a B.S. degree in Environmental science from the University of California, Riverside, USA. He is certified as a Geographic Information Systems Professional (GISP). He has over 20 years of professional experience in GIS and within the engineering industry and has successfully completed over 50 GIS projects. Most of his project experience is in implementing GIS systems with government agencies throughout California. His core competency is in implementing GIS solutions for Water and Wastewater agencies.

Mr. Miller manages the strategic planning, business development and company operations for MSS. He also serves as client liaison officer on all the projects by overseeing scope, schedule, budget and time frame.

Specialties: Asset Management, Utility Data Conversion, and Project Implementation.

Services

GIS CONSULTING:

- Needs Assessment
- Strategic Planning
- Business Process Workflow - Design, Mapping and Analysis
- Feasibility & Return on Investment
- Operation and Maintenance

We offer custom-made unique solutions for each industry based on the client's needs and requirements. Our Core Functional Consulting:

- Utilities - Water, Reclaimed Water, Sewer, Storm, Gas and Electric.
- Land Information Systems - Base map creation using various sources including Tract Maps, Record of Survey, Parcel Maps and BLM (Bureau of Land Management) data, Creating Building Footprints from the Satellite Imagery.

GIS DATA MANAGEMENT:

Our expertise is in the development of GIS for AM/FM (Automated Mapping/Facility Management), Asset Management, and analysis of geospatial information.

We also specialize in the implementation of ESRI technologies. From out-of-the-box applications using ESRI's ArcGIS for Local Government solutions to custom implementations, we can help agencies realize their return on investment as quickly as possible.

- Database Design
- Data Conversion
- Data Migration
- Data Maintenance
- Land Information Systems
- Survey Data Integration
- Raster to Vector Map Conversion
- Geocoding
- Engineering As-built Design

GIS APPLICATION DEVELOPMENT:

Custom application development built on ESRI technologies for ArcGIS Server, ArcGIS Online, and mobile solutions to support field maintenance.

GIS DATABASE DEVELOPMENT:

Development and administration services for SQL Server, Geodatabase, and Access databases.

GIS STAFFING:

We provide highly qualified GIS professionals who can supplement your office staff. They can work on site or remotely and can be dedicated to your agency for any number of hours per week. We can provide GIS consultants, developers, analysts, and technicians. Our rates are very competitive and we only provide staffing from our own trusted network of resources. We will not search job posting boards to fill a position.

Software Skills

GIS Software: ArcGIS 10.3 Desktop, ArcGIS Online, ArcGIS Server, ArcSDE:
ArcGIS Extensions: Data Reviewer, Geostatistical Analyst, Network Analyst, Spatial Analyst and Tracking Analyst

Other GIS Software: Google Earth, GRASS, Quantum GIS

Asset Management Software: Cityworks AMS

CADD & Graphic Software: AutoCAD 3D Map, AutoCAD civil 3D, Microstation, Visio, Photoshop, 3D Max

Databases: Access, SQL Server, Geodatabase

GIS Programming: Python, Javascript, ArcGIS API for Flex, ArcGIS API for Silverlight and ArcIMS, ESRI Arc Objects

Other programming environments: C#, Microsoft C++, HTML, KML, XML, UML, VBA, Visual Basic, and .NET Framework.

II. Experience and Past Performance

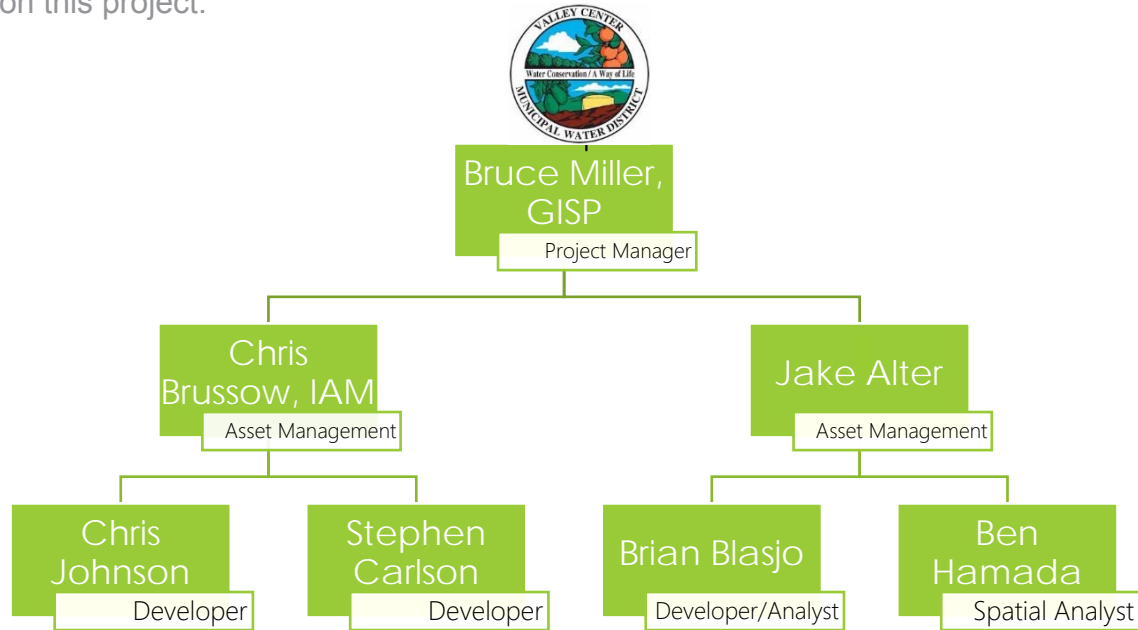
The following table shows the combined project experience of our team.

CLIENT	GIS Data Conversion	Implementation	Application Development	Cityworks	Asset Collection	Water	Sewer	City
City of Lemon Grove	✓	✓		✓	✓		✓	✓
Indio Water Authority				✓	✓	✓		
San Gabriel Valley Water District		✓	✓			✓		
East Valley Water District, CA	✓	✓	✓	✓	✓	✓		
City of Rancho Palos Verdes		✓		✓				✓
City of Big Bear Lake, CA		✓						✓
City of Compton, CA	✓					✓		✓
City of La Canada, CA	✓	✓	✓				✓	✓
Yorba Linda Water District, CA				✓		✓	✓	
City of Redlands, CA				✓				✓
City of Fort Collins, CO				✓				✓
City of Adelanto, CA	✓	✓					✓	✓
City of San Gabriel, CA		✓		✓			✓	✓
City of Sausalito, CA		✓		✓			✓	✓
City of Saratoga Springs, CO				✓				✓
City of Escondido, CA				✓		✓	✓	✓

III. Statement of Experience & Qualifications of Project Assigned Personnel

Miller Spatial is comprised of a core group of GIS, networking and programming professionals with extensive experience in the industry and hold various certifications.

The Organization chart shown below highlights all key personnel who will work on this project.



BRUCE MILLER GISP, PRESIDENT | PROJECT OVERSIGHT

The Project Manager will be Bruce Miller, GISP. Mr. Miller has his GIS Professional (GISP) certification and brings over 20 years of experience providing GIS services to public agencies and over 5 years of Cityworks implementation experience. Mr. Miller will also be responsible for all GIS related tasks.

CHRIS BRUSSOW, ASSET MANAGEMENT CONSULTANT

Mr. Brussow will be the primary resource performing the implementation. He has over 6 years of experience working with Cityworks and has been involved in implementation projects throughout the United States.



Bruce Miller, GISP
President/Project Oversight

Mr. Miller has his GIS Professional (GISP) certification and has over 20 years of experience providing GIS and asset management related services to public agencies. Mr. Miller has been responsible for directing complex mapping projects addressing logistical and technical concerns.

EDUCATION

Bachelor of Science Degree, Environmental Science, University of California, Riverside

CERTIFICATIONS

2012 – Geographic Information Systems Professional (GISP)

PUBLICATIONS

2017 – Discovering Insights for ArcGIS, IEGIS User Group

2015 – Using ArcGIS as a Project Management Platform, Esri UC

2015 – Conservation Through Transformation, Esri Water Group

2013 – The Benefits of Following the Strategic Plan, Esri UC

Services include database development/administration and maintenance, map creation, needs assessment, implementation and integration. Integration services include integrating GIS databases (SQL Server or Oracle) with other systems such as CCTV, Customer Billing, Document Management (Laserfiche), and Work Orders. He also provides field data capture automation, training, and general IT consulting services.

Summary of Skills

- Expertise using ESRI’s ArcGIS software products, ArcGIS Desktop 10.x, ArcGIS Server, ArcGIS Online, and ArcGIS Pro
- Experience in administration of Cityworks® AMS
- Expertise in Mapping, GIS Data Modeling, Systems Integration, Needs Assessments
- Over 15 years of Project Management experience
- Experience with GPS data collection using Trimble
- GPS units and post processing data by differential correction
- Database experience with SQL Server, Oracle, and Microsoft Access
- Programming experience in Python, Visual Basic, HTML

Representative Projects

- Santa Ana Watershed Project Authority – State of California Grant project for mapping commercial water meter locations and business classifications for water usage analysis
- East Valley Water District, Mapping of facilities for asset management. Cityworks® AMS Implementation and GIS Support, GraniteNet Implementation
- Upland High School – Mapping of School facilities for local law enforcement agencies to assist in emergency situations.
- Imperial County 911 database development – Developed GIS address database for 911 dispatch system.
- City of Norco- GIS Implementation and ArcGIS Online web application development. Mapping of city assets.
- City of Big Bear Lake – Implementation of GIS using ArcGIS Server and ArcGIS Online.
- City of La Canada – GIS Implementation and development of ArcGIS Online GIS Web Viewer applications

- City of Compton – GIS Implementation and data conversion of water assets. Development of ArcGIS Online Web Applications for field staff.
 - City of Lemon Grove, Cityworks® AMS Implementation and GIS Support, GraniteNet Implementation
 - City of Redlands Cityworks® PLL/AMS enhancements project oversight
 - West Valley Water District, GIS data conversion and implementation
 - San Gabriel Valley Water Company ArcGIS Online application support
 - Western Municipal Water District – GIS support services oversight
 - Fontana Water Company, Quality Control for GIS Data Conversion
 - Indio Water Authority, GIS Support
 - California Water Service Company, GIS Conversion Quality Control
 - Laguna Beach County Water District, GIS Conversion
 - Alameda County Water District, GIS Conversion
 - Otay Water District, GIS Data Maintenance
 - Mission Springs Water District, GIS Conversion
-



Chris Brussow, IAM
Asset Management Consultant

Mr. Brussow is an expert in Cityworks[®], Asset Management, and GIS with a strong background in Emergency Management. Mr. Brussow has setup Asset Management workflows for potable water and waste water plant facilities.

EDUCATION

Bachelor of Science Degree, Geography, University of Utah,

Bachelor of Science Degree, Emergency Management, University of Utah,

CERTIFICATIONS

GIS Certificate, University of Utah

CONTACT INFO

Phone: (801)502-9420

Email:
cbrussow@millerspatial.com

Office:
3343 E Bernada Dr.
Salt Lake City, UT
84124

Summary of Skills

- Cityworks[®] customization and implementation - 6 years
- ArcMap, ArcGIS Server, ArcSDE– 13 years
- GPS data collection – 6 years

Representative Projects

- East Valley Water District-On going Cityworks[®] support, Developed Plant Route PM workflows
- Indio Water Authority On going Cityworks support, Developed Backflow integration with Cityworks, AVL integration, and meter service workflows. Developed water plant asset management work flows.
- City of Dearborn, MI – Cityworks[®] implementation and GIS Data conversion.
- City of Lemon Grove – Cityworks[®] configuration, program development and training
- City of San Gabriel – Cityworks[®] Implementation
- Valley View Sewer District, WA – Cityworks[®] implementation, program development and training. GIS Data conversion, AGOL
- City of Mesa, AZ – Cityworks[®] Server upgrade (Oracle)
- Ft. Collins, CO – PLL installation (Oracle)City of Sandy, UT – Cityworks[®] implementation, data conversion, Storeroom implementation.
- City of Show Low, AZ – Cityworks[®] implementation and GIS data conversion
- City of Escondido, CA – Cityworks[®] configuration and support
- City of Galt, CA – Cityworks[®] upgrade
- City of Twin Falls, ID – Cityworks[®] server upgrade
- Rupert, ID – Cityworks[®] updates
- Coal Creek Utility District, WA – Cityworks[®] Server Upgrade
- City of Herriman, UT – Cityworks[®] server implementation
- Salt Lake City Public Utilities, UT – Cityworks[®] Server upgrade



Ben Hamada

Spatial Technician

Mr. Hamada has his master's degree in GIS. He is very proficient in the latest ESRI software including ArcGIS Pro and ArcGIS Online. In addition to his educational training in GIS, he also worked at SRI as a GIS Analyst prior to working for Miller Spatial where he worked on landscape data analysis projects. Mr. Hamada has also been mapping facilities assets at East Valley Water District.

EDUCATION

Bachelor of Arts
Degree, Art Studio,
Minor Environmental
Studies, University of
Redlands

Master of Science in
GIS, University of
Redlands (2017)

Summary of Skills

- ArcGIS Pro
- ArcGIS Desktop software (data development and analysis)
- ArcGIS Online applications and Story Maps
- Field Data Collection (GPS and Drones)
- GPS data collection – 6 years
- Geocoding
- Python programming

Representative Projects

- East Valley Water District, Mapping of Building Facilities
- SAWPA – Imagery landscape processing
- SAWPA – Meter Geocoding project
- City of Garden Grove – MSA/meter edits
- City of Big Bear Lake – Story Map Development
- West Valley Water District – 3D Reservoir Maps
- City of Highland – Storm water updates



Brian Blasjo

Developer/Analyst

Brian Blasjo is a detail-oriented GIS professional with a diverse background in IT and extensive experience in software, networking, programming languages and databases. He tackles complex problems and produces creative solutions in an ever-changing technical environment. He is known for creating strong internal customer relationships using interpersonal communication skills. He has hands-on experience in multi-tiered, distributed enterprise applications.

EDUCATION

Bachelor of Science Degree, Computer Science, Cal Polytechnic University

CERTIFICATES

2010 – GIS Certificate Program, Mt San Jacinto Community College

Summary of Skills

- Experience using ESRI's ArcGIS software products, ArcGIS 10.x, ArcMap, ArcCatalog and ArcPad.
- System Administration and Virtual Machine Utilization
- ArcGIS Server and ArcGIS Online Administration
- ArcGIS Web Application Development
- Change/Data Management and Process Automation
- Broad range of programming languages (Python, JavaScript, XML, .NET)
- Experienced in broad range of applications including ArcGIS, QGIS, SharePoint, Office Suite: Excel, Outlook, Project, PowerPoint, Visio, Word, Access

Representative Projects

- City of Moreno Valley - On site GIS Support
- Western Municipal Water District – On site GIS Support
- La Canada Flintridge – GIS Implementation and application development
- City of San Gabriel – GIS and Cityworks® implementation
- City of Big Bear Lake - Create python script to automate replacing parcels and assessor data from monthly County updates.
- City of Norco - Setup GIS Server and ArcGIS Online. Load GIS data, publish services, and create Web App Builder application
- East Valley Water District - Create new GIS Dataset for plant maintenance operations.
- Carmichael Water District - Setup GIS Server and ArcGIS Online. Load GIS data, publish services, and create Web App Builder application
- City of Compton - Load GIS data into server, publish services, and create ArcGIS Online Web Applications.



EDUCATION

Bachelor of Science
Degree, Finance,
University of Illinois,
Urbana-Champaign

CERTIFICATIONS

Esri ArcGIS Desktop,
Associate 10.1

Esri Web Application
Developer, Associate
10.1

IV. Scope of Work

A. INTRODUCTION

This scope of work identifies the tasks required for the successful implementation of Cityworks AMS. Miller Spatial Services (MSS) understands that the following requirements have been identified by the District, and will be included in implementation:

- A Server will be setup to host the District's GIS database and services.
- The District's GIS data will be migrated to Esri's Utility Network GIS schema.
- A server will be setup to host the Cityworks database.
- ArcGIS Server will be setup to host the District's GIS system. This will be configured to work with Cityworks AMS.
- Cityworks AMS will only be configured for related Work Orders related to Water Distribution Maintenance (Valve Maintenance and Hydrant Maintenance) Dig Alerts, and Tyler 2 way integration for Service Orders.
- Cityworks AMS will be configured for 20 users and an administrator

The following tasks are included in this scope of work:

TASK 1: INITIAL CONFIGURATION MEETING

We will meet with District personnel to document information needed for the initial configuration of the GIS and Cityworks AMS using the Utility Model and Local Government Templates (LGT). Information collected will include project team information contact information, the GIS data available and a list of users, and remote access details. This meeting will be on site at the District.

Deliverable Milestones:

a. Meeting Notes

TASK 2: CITYWORKS SERVER SETUP

MSS will work with the District IT contact to setup the server that will be used to support Cityworks. Required software such as SQL Server will be installed and setup for the project. The minimum server specifications to be setup are as follows:

- 4CPU/16GB RAM
- Windows 2012

- SQL Standard
- 20 TS/RDS Cals License for SQL Server

The following phases will be completed under this task. Some of these tasks will be performed by the District's IT staff:

Phase 1: New Infrastructure Preparation (1-2 weeks)

- Setup service
- Provision new server instances
- Request public IP addresses for public facing services (GIS and Cityworks) if needed
- Configure server instances and complete operating system updates.
- Prepare the server instances for their respective roles.
- Configure site-to-site VPN between each office and the hosted infrastructure

Phase 2: Role Migrations (3-4 days)

- Migrate SQL server role
- Update backup solution

Deliverable Milestones:

b. Cityworks Server

TASK 3: GIS SETUP AND CONFIGURATION

MSS will work with the District to configure the GIS software and databases on the GIS server as required by Cityworks

The setup of the following software will be verified and configured on the GIS Server:

- SQL Server
- ArcGIS Server 10.7.1 or later
- ArcGIS Desktop 10.7.1 or later

In addition to the software setup being verified, the GIS geodatabase and permissions will be setup in SQL Server as needed for Cityworks.

Miller Spatial will also migrate the District's CAD/GIS data to the Esri Utility Network model so that it will be ready to be used with Esri's applications and Cityworks.

Deliverable Milestones:

- a. Configured GIS Software and Databases to support Cityworks

TASK 4: GIS SERVICES CONFIGURATION

MSS will work with District staff to publish the GIS services that are needed to support the Cityworks valve maintenance, hydrant maintenance, and Dig Alert related service requests, work orders, or inspections. MSS will work with the District in recommending the best data model to work with Cityworks (Esri's Local Government Information Model) for the Geodatabase schema. The District's CAD/GIS data will be migrated to the Esri's Utility Network and Local Government data models. This will allow the District to take advantage of the various Esri application templates that are configured to work with this model and the Cityworks Local Government templates

The following data is anticipated to be loaded:

- Parcels
- Street centerlines
- Water Assets (Hydrants, Valves, Mains, and Laterals)
- Recycled Water Assets
- District Boundary

Deliverable Milestones:

- a. Loaded GIS data

TASK 5: INITIAL CITYWORKS CONFIGURATION

Using the structure of the new GIS database, we will configure the data and GIS layers into Cityworks. MSS will be utilizing Cityworks LGT workflows to align workflows with industry best practices.

The configured database and Cityworks software package (Cityworks Server AMS) will be installed remotely in the client's environment. Changes to the configuration can be made during this time.

MSS will setup the Cityworks Storeroom product based on the configuration requirements collected from the initial meeting.

Miller Spatial will integrate Tyler Incode for 2 way integration between Cityworks and Tyler Incode for the 2 way transfer of information for Service Orders in Tyler and Service Requests in Cityworks.

MSS will install all software needed for Cityworks. The standard report templates will be configured for Cityworks. Saved searches for the reports below can be exported to Excel.

The following reports will be setup:

- Employee Actual Labor
- Employee Projected Labor
- Equipment Report
- Scheduled Inspections Report
- Inspection Summary Report
- Material Report
- Project Detail Report
- Service Request Listing
- Service Request Summary
- Work Order Details
- Work Order Listing
- Work Order Task Duration
- Work Order Task Duration Average By Type
- Work Order Summary by Type

Deliverable Milestones:

- a. Cityworks AMS Software installed on Server
- b. Initial Cityworks Configuration complete

TASK 6: STAFF CONFIGURATION REVIEW MEETING

MSS will review the configuration of Cityworks AMS with District staff. All functionality and workflows for Cityworks AMS will be reviewed. The goal of this meeting is for staff to learn enough to test the initial Cityworks configuration to provide feedback for necessary changes such as work order types. After the meeting staff will be able to thoroughly test Cityworks AMS in their environment. The following workflows will be setup for Cityworks:

- Valve Maintenance
- Hydrant Maintenance
- Tyler Incode Service Order Integration

- Dig Alerts

This task will take place onsite in a workshop-style meeting. It is recommended that the District start internal meetings first to look at their current workflows. Providing any written documents, work orders, service requests, service orders, inspection forms, etc. will greatly improve the quality of the conversion.

Deliverable Milestones:

- a. Workflow listings of processes that will be incorporated into Cityworks from existing workflows.
- b. Minutes of Meeting Notes

TASK 7: FINAL CITYWORKS CONFIGURATION

Changes to the Cityworks AMS configuration will be made based on staff findings during their testing of the initial Cityworks configuration. Once the configuration changes have been made, staff will be able to test the final configuration.

Deliverable Milestones:

- c. Asset Inventory Configuration
 - Assets for WO/SR/INs have been loaded into Cityworks and linked to the proper WO/SR/IN types
- d. GIS Integration
 - GIS data displays in Cityworks map
 - GIS assets can be attached to proper WO/SR/IN
 - GIS attributes can be updated through Cityworks
- e. Work Order Configuration
 - WO work as defined in workflow meetings (Task 6) and LGT.
 - Basic user Inboxes are configured
 - Defined Users are able to login
- f. Workflow Implementation
 - Defined Workflows defined in Task 6 are being routed correctly in Cityworks
 - Mobile Devices in field can access Citywork's database
- g. Report configuration

- Reports listed above are displaying correct information
- Report user permissions are set correctly

TASK 8: TRAINING

MSS will provide onsite training for the primary, or “Administrator” users of Cityworks. The District will provide the training facility and computers necessary for staff use. This training can also be provided remotely if no training facility is available and it is more convenient for the District.

Following the training of Administrator users, MSS will conduct a “Train-the-Trainer” style session with key department staff. The purpose of this training is to provide knowledge and steps necessary to train all other field personnel who will use the system.

Training will occur over 2 days

Deliverable Milestones:

- a. Admin and User Training completed
- b. Copy of training material used in training session delivered in digital format (Microsoft Word)
- c. Go-live

TASK 9: IMPLEMENTATION CUSTOMIZATION

This task will be used to provide services for customizing Cityworks such as customized inspections, forms and reports. MSS will work with the District in prioritizing customizations that can be done within the 20 budgeted hours.

Deliverable Milestones:

- b. 100 hours Implementation Customization

TASK 10: POST-INSTALLATION SUPPORT

After the configuration, installation and training phases have concluded, we will provide troubleshooting and support services of up to 40 hours. These hours can

be used for configuration of additional workflow configurations, reports, or training. This support will primarily be remote and take place offsite.

Deliverable Milestones:

- c. 40 hours Post-Installation support

V. Project Implementation Schedule

The schedule to complete this project is below.

We are prepared to begin work on this project March 1st upon your Authorization to Proceed and will coordinate with you, as required.

Task	Description	Month 1	Month 2	Month 3	Month 4
1	Initial Configuration Meeting	█			
2	Cityworks Server Setup	█			
3	GIS Server and Configuration	█			
4	GIS Data Migration	█	█	█	
5	Initial Cityworks Configuration	█	█		
6	Staff Configuration Review Meeting		█		
7	Final Cityworks Configuration			█	█
8	Training				█
9	Implementation Customization				█
10	Post-Installation Support				█ (40 Hours)

Notes:

Task 6 schedule will be dependent on staff availability to attend workflow meetings.

Task 10 will start once all deliverables are accepted under the scope of work and will continue until all hours are used.

VI. Cost

A detail cost and Milestone billing schedule based on the scope of work is below. It is based on the completion of milestones in the agreed upon Scope of Work. The amounts for each task will be billed at the completion of the milestones.

Task	Milestone	Description	Total Cost
1		Initial Configuration Meeting	\$ 3,000
	a	Meeting Notes	
2		GIS/Cityworks Server Setup	\$ 4,000
	a	Configured Server	
3		GIS Setup and Configuration	\$ 10,000
	a	Configured GIS Software and Databases	
4		GIS Data Migration	\$ 30,000
	a	Loaded GIS Data	
5		Initial Cityworks Configuration	\$ 15,000
	a	Software Installed on Server	
	b	Initial Cityworks Configuration Complete	
6		Staff Configuration Review Meeting	\$ 5,000
	a	Workflow listings of processes	
	b	Meeting Notes	
7		Final Cityworks Configuration	\$ 20,000
	a	Asset Inventory Configuration	
	b	GIS Integration	
	c	Work Orders	
	d	Workflow Implementation	
	e	Tyler Incode Integration	
	e	Report Configuration	
8		Training	\$ 5,000
	a	Admin/User Training	
	b	Go-live	
9		Implementation Customization	\$ 10,500
	a	100 hours implementation customization	
10		Post-Installation Support	\$ 4,000
	a	40 hours Post-Installation support	
		Total Cost	\$ 106,500

Total Project Cost: Not to exceed \$106,500

Tasks 1 through 8 will be billed fixed fee and include travel costs.

Tasks 9 and 10 will be billed based on Time and Materials. The following rate

schedule will be used:

- Project Manager/Consultant \$120/hour
- Cityworks Implementer \$110/hour
- Developer \$95/hour
- Analyst \$75/hour

Dig Alert integration with Cityworks has been included in the implementation. There is an annual maintenance fee of \$2,000/year to Miller Spatial. This fee will be waived if the District has an annual Cityworks/GIS support agreement with Miller Spatial.

Assumptions:

- Cityworks AMS will only be configured for Valve Maintenance, Hydrant Maintenance, Tyler Incode integration, and DigAlert workflows. Includes setup of Work Orders workflow. Other out of the box Work Orders, requests, and inspections will be available, but they will not be altered to match District workflows.
- Cityworks will be configured for up to 20 users and an administrator
- Cityworks AMS Basic Service Request APIs are required

Miller Spatial Services, LLC

Bruce Miller, GISP
Founder/President

3499 10th Street
Riverside, CA 92501
www.MillerSpatial.com

E: bruceMiller@MillerSpatial.com
P: 951-505-9276





Quote Number Q-06346-8
 Created Date 1/21/2020
 Expiration Date 3/26/2020

Contact Information

Contact Name:	James Derbin	Prepared By Name:	Punarvasu Pillalamarri
Organization:	Coastside County Water District	Prepared By Phone:	(801) 523-2751
Contact Address:	766 Main St Half Moon Bay, California 94019-1925		

Quote Lines

Product Name	Quantity/ Population	Net Unit Price
ELA - Server AMS STANDARD	1.00	\$15,000.00
Service Request API	1.00	\$0.00
TOTAL:		\$15,000.00

Notes

Year 1 Dollar Value	\$15,000.00	Year 1 Date Range	03/26/2020 - 03/25/2021*
Year 2 Dollar Value	\$15,000.00	Year 2 Date Range	03/26/2021 - 03/25/2022*
Year 3 Dollar Value	\$21,000.00	Year 3 Date Range	03/26/2022 - 03/25/2023

Quote Notes:

Server AMS Standard Enterprise License Agreement (ELA), Includes Unlimited Quantities of the Identified Products:

- Office
- Respond
- Mobile Native Apps (for iOS/Android)

--Includes the following Add-ons:

- Storeroom
- Equipment Checkout
- Contracts
- Cityworks for Excel
- Cityworks Analytics for AMS
- eURL (Enterprise URL)
- Workload
- Web Hooks
- Service Request API

Local Government Templates (LGT)

Use of Cityworks AMS Application Programming Interfaces (APIs) with commercially available Cityworks-centric applications that are licensed and maintained by authorized Cityworks partners

Annual fee herein is based on 1 - 10,000 connection range

*Fee waived for Service Request API for Year 1 and Year 2

Terms and Conditions

Payment Terms

Payment due within 30 days

Authorized to Invoice 30 days prior to renewal.

All quotations are valid for ninety-days (90) from the date above, unless otherwise stated in this quotation form. All prices quoted are in USD, unless specifically provided otherwise, above. These prices and terms are valid only for items purchased for use and delivery within the United States.

Unless otherwise referenced, this quotation is for the Cityworks software products referenced above only. Pricing for implementation services (installation, configuration, training, etc.), or other software applications is provided separately and upon request.

The procurement, installation and administration of the Esri software utilized in conjunction with Cityworks will be the responsibility of the customer.

The procurement, installation and administration of the RDBMS utilized in conjunction with Cityworks will be the responsibility of the customer. Currently, Cityworks supports Oracle and SQL Server. The procurement, installation and administration of the infrastructure (hardware and networking) utilized in conjunction with Cityworks will be the responsibility of the customer.

This quotation information is confidential and proprietary and may not be copied or released other than for the express purpose of the current system selection and purchase. This information may not be given to outside parties or used for any other purpose without written consent from Azteca Systems, LLC.

Software Licensing

All Azteca Systems software offered in this quotation are commercial off-the-shelf (COTS) software developed at private expense, and is subject to the terms and conditions of the "Cityworks Software License Agreement" and any and all addendums or amendments thereto. A fully executed copy of the Software License Agreement and any addendum(s) is required before delivery and installation and usage of the software is subject to the terms of the current license agreement.

Delivery method is by way of download through Azteca Systems, LLC. customer support web portal.

Taxes

Prices quoted do not include any applicable state, sales, local, or use taxes unless so stated. In preparing your budget and/or Purchase Order, please allow for any applicable taxes, including, sales, state, local or use taxes as necessary. Azteca Systems reserves the right to collect any applicable sales, use or other taxes tax assessed by or as required by law. Azteca Systems reserves the right to add any applicable tax to the invoice, unless proof with the order is shown that your organization or entity is tax exempt or if it pays any applicable tax directly.

International Customers

These items are controlled by the U.S. government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations.

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Azteca Systems LLC 11075 | South State Street Suite 24, Sandy, UT 84070 | Corporate Main 801-523-2751 | Corporate Fax 801-523-3734



January 28, 2020

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

Dear James,

The Esri Small Utility Enterprise Agreement (EA) is a three-year agreement that will grant your organization access to Esri® term license software on an unlimited basis including maintenance on all software offered through the EA for the term of the agreement. The EA will be effective on the date executed and will require a firm, three-year commitment.

Based on Esri's work with several organizations similar to yours, we know there is significant potential to apply geographic information system (GIS) technology in many operational and technical areas within your organization. For this reason, we believe that your organization will greatly benefit from an enterprise agreement.

An EA will provide your organization with numerous benefits including:

- A lower cost per unit for licensed software
- Substantially reduced administrative and procurement expenses
- Maintenance on all Esri software deployed under this agreement
- Complete flexibility to deploy software products when and where needed

The following business terms and conditions will apply:

- All current departments, employees, and in-house contractors of the organization will be eligible to use the software and services included in the EA.
- If your organization wishes to acquire and/or maintain any Esri software during the term of the agreement that is not included in the EA, it may do so separately at the Esri pricing that is generally available for your organization for software and maintenance.
- The organization will establish a single point of contact for orders and deliveries and will be responsible for redistribution to eligible users.
- The organization will establish a Tier 1 support center to field calls from internal users of Esri software. The organization may designate individuals as specified in the EA who may directly contact Esri for Tier 2 technical support.
- The organization will provide an annual report of installed Esri software to Esri.

- Esri software and updates that the organization is licensed to use will be automatically available for downloading.
- The fee and benefits offered in this EA proposal are contingent upon your acceptance of Esri's Small Utility EA terms and conditions.
- Licenses are valid for the term of the EA.

The terms and conditions in this Small Utility EA offer are for utilities with a total meter/subscriber count which falls under the applicable tier in the Esri EA Small Utility Program. By accepting this offer, you confirm that your organization's meter count falls within this range on the date of signature and that you are therefore eligible for this pricing. If your organization's meter/subscriber count does not fall within this range, please confirm your current meter/subscriber count, and Esri will provide a revised quotation.

This program offer is valid for 90 days. To complete the agreement within this time frame, please contact me within the next seven days to work through any questions or concerns you may have. To expedite your acceptance of this EA offer:

1. Sign and return the EA contract with a Purchase Order or issue a Purchase Order that references this EA Quotation and includes the following statement on the face of the Purchase Order: "**THIS PURCHASE ORDER IS GOVERNED BY THE TERMS AND CONDITIONS OF THE ESRI SMALL UTILITY EA, AND ADDITIONAL TERMS AND CONDITIONS IN THIS PURCHASE ORDER WILL NOT APPLY.**" Have it signed by an authorized representative of the organization.
2. On the first page of the EA, identify the central point of contact/agreement administrator. The agreement administrator is the party that will be the contact for management of the software, administration issues, and general operations. Information should include name, title (if applicable), address, phone number, and e-mail address.
3. In the purchase order, identify the "Ship to" and "Bill to" information for your organization.
4. Send the purchase order and agreement to the address, email or fax noted below:

Esri
Attn: Customer Service SU-EA
380 New York Street
Redlands, CA 92373-8100

e-mail: service@esri.com fax
documents to: 909-307-3083

I appreciate the opportunity to present you with this proposal, and I believe it will bring great benefits to your organization.

Thank you very much for your consideration.

Best Regards,

Suzanne Timani



Quotation # Q-406672

Date: January 28, 2020

Customer # Contract #

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

ATTENTION: James Derbin
PHONE: (650) 276-0129
EMAIL: jderbin@coastsidewater.org

Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853 Fax: (909) 307-3049
DUNS Number: 06-313-4175 CAGE Code: OAMS3

To expedite your order, please attach a copy of this quotation to your purchase order.
Quote is valid from: 1/28/2020 To: 4/27/2020

Material	Qty	Term	Unit Price	Total
168088	1	Year 1	\$10,000.00	\$10,000.00
Meter Counts of 0 to 10,000 Small Utility Term Enterprise License Agreement				
168088	1	Year 2	\$10,000.00	\$10,000.00
Meter Counts of 0 to 10,000 Small Utility Term Enterprise License Agreement				
168088	1	Year 3	\$10,000.00	\$10,000.00
Meter Counts of 0 to 10,000 Small Utility Term Enterprise License Agreement				
153148	1		\$500.00	\$500.00
ArcGIS Online Creator (Formerly Level 2 Named User) Term License				

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Suzanne Timani	Email: stimani@esri.com	Phone: (909) 793-2853 x1627
<p>The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at https://go.esri.com/MAPS apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at https://www.esri.com/en-us/legal/terms/state-supplemental apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.</p>		

TIMANIS

This offer is limited to the terms and conditions incorporated and attached herein.



Quotation # Q-406672

Date: January 28, 2020

Customer # Contract #

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

ATTENTION: James Derbin
PHONE: (650) 276-0129
EMAIL: jderbin@coastsidewater.org

Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853 Fax: (909) 307-3049
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

*To expedite your order, please attach a copy of this quotation to your purchase order.
Quote is valid from: 1/28/2020 To: 4/27/2020*

Subtotal:	\$30,500.00
Sales Tax:	\$0.00
Estimated Shipping and Handling (2 Day Delivery):	\$0.00
Contract Price Adjust:	\$0.00
Total:	\$30,500.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Suzanne Timani	Email: stimani@esri.com	Phone: (909) 793-2853 x1627
<p>The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at https://go.esri.com/MAPS apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at https://www.esri.com/en-us/legal/terms/state-supplemental apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.</p>		

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*To expedite your order, please attach a copy of this quotation to your purchase order.
Quote is valid from: 1/28/2020 To: 4/27/2020*

If you have made ANY alterations to the line items included in this quote and have chosen to sign the quote to indicate your acceptance, you must fax Esri the signed quote in its entirety in order for the quote to be accepted. You will be contacted by your Customer Service Representative if additional information is required to complete your request.

If your organization is a US Federal, state, or local government agency; an educational facility; or a company that will not pay an invoice without having issued a formal purchase order, a signed quotation will not be accepted unless it is accompanied by your purchase order.

In order to expedite processing, please reference the quotation number and any/all applicable Esri contract number(s) (e.g. MPA, ELA, SmartBuy, GSA, BPA) on your ordering document.

BY SIGNING BELOW, YOU CONFIRM THAT YOU ARE AUTHORIZED TO OBLIGATE FUNDS FOR YOUR ORGANIZATION, AND YOU ARE AUTHORIZING ESRI TO ISSUE AN INVOICE FOR THE ITEMS INCLUDED IN THE ABOVE QUOTE IN THE AMOUNT OF \$_____, PLUS SALES TAXES IF APPLICABLE. DO NOT USE THIS FORM IF YOUR ORGANIZATION WILL NOT HONOR AND PAY ESRI'S INVOICE WITHOUT ADDITIONAL AUTHORIZING PAPERWORK.

Please check one of the following:

I agree to pay any applicable sales tax.

I am tax exempt, please contact me if exempt information is not currently on file with Esri.

Signature of Authorized Representative

Date

Name (Please Print)

Title

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Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Suzanne Timani	Email: stimani@esri.com	Phone: (909) 793-2853 x1627
<p>The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at https://go.esri.com/MAPS apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at https://www.esri.com/en-us/legal/terms/state-supplemental apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.</p>		

TIMANIS

This offer is limited to the terms and conditions incorporated and attached herein.

Esri Use Only:

Cust. Name _____
Cust. # _____
PO # _____
Esri Agreement # _____



**SMALL ENTERPRISE AGREEMENT
SMALL UTILITY
(E215-1)**

This Agreement is by and between the organization identified in the Quotation ("**Customer**") and **Environmental Systems Research Institute, Inc. ("Esri")**.

This Agreement sets forth the terms for Customer's use of Products and incorporates by reference (i) the Quotation and (ii) the Master Agreement. Should there be any conflict between the terms and conditions of the documents that comprise this Agreement, the order of precedence for the documents shall be as follows: (i) the Quotation, (ii) this Agreement, and (iii) the Master Agreement. This Agreement shall be governed by and construed in accordance with the laws of the state in which Customer is located without reference to conflict of laws principles, and the United States of America federal law shall govern in matters of intellectual property. The modifications and additional rights granted in this Agreement apply only to the Products listed in Table A.

**Table A
List of Products**

Uncapped Quantities

Desktop Software and Extensions (Single Use)

ArcGIS Desktop Advanced
ArcGIS Desktop Standard
ArcGIS Desktop Basic
ArcGIS Desktop Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst, ArcGIS Publisher, ArcGIS Network Analyst, ArcGIS Schematics, ArcGIS Workflow Manager, ArcGIS Data Reviewer

Enterprise Software and Extensions

ArcGIS Enterprise and Workgroup (Advanced and Standard)
ArcGIS Enterprise Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Schematics, ArcGIS Workflow Manager

Enterprise Additional Capability Servers

ArcGIS Image Server

Developer Tools

ArcGIS Engine
ArcGIS Engine Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Engine Geodatabase Update, ArcGIS Network Analyst, ArcGIS Schematics
ArcGIS Runtime (Standard)
ArcGIS Runtime Analysis Extension

Limited Quantities

One (1) Professional subscription to ArcGIS Developer*
Two (2) Esri CityEngine Single Use Licenses
5 ArcGIS Online Viewers
5 ArcGIS Online Creators
2,500 ArcGIS Online Service Credits
5 ArcGIS Enterprise Creators
1 Insights in ArcGIS Enterprise
1 Insights in ArcGIS Online

OTHER BENEFITS

Number of Esri User Conference Registrations provided annually	1
Number of Tier 1 Help Desk Individuals authorized to call Esri	2
Maximum number of sets of backup media, if requested**	2
Self-Paced e-Learning	Uncapped
Five percent (5%) discount on all individual commercially available instructor-led training classes at Esri facilities purchased outside this Agreement (Discount does not apply to Small Enterprise Training Package)	

*Maintenance is not provided for these items

**Additional sets of backup media may be purchased for a fee

Customer may accept this Agreement by signing and returning the whole Agreement with (i) the Quotation attached, (ii) a purchase order, or (iii) another document that matches the Quotation and references this Agreement ("**Ordering Document**"). **ADDITIONAL OR CONFLICTING TERMS IN CUSTOMER'S PURCHASE ORDER OR OTHER DOCUMENT WILL NOT APPLY, AND THE TERMS OF THIS AGREEMENT WILL GOVERN.** This Agreement is effective as of the date of Esri's receipt of an Ordering Document, unless otherwise agreed to by the parties ("**Effective Date**").

Term of Agreement: Three (3) years

This Agreement supersedes any previous agreements, proposals, presentations, understandings, and arrangements between the parties relating to the licensing of the Products. Except as provided in Article 4—Product Updates, no modifications can be made to this Agreement.

Accepted and Agreed:

(Customer)

By: _____
Authorized Signature

Printed Name: _____

Title: _____

Date: _____

CUSTOMER CONTACT INFORMATION

Contact: _____

Telephone: _____

Address: _____

Fax: _____

City, State, Postal Code: _____

E-mail: _____

Country: _____

Quotation Number (if applicable): _____

1.0—ADDITIONAL DEFINITIONS

In addition to the definitions provided in the Master Agreement, the following definitions apply to this Agreement:

"Case" means a failure of the Software or Online Services to operate according to the Documentation where such failure substantially impacts operational or functional performance.

"Deploy", "Deployed" and "Deployment" mean to redistribute and install the Products and related Authorization Codes within Customer's organization(s).

"Fee" means the fee set forth in the Quotation.

"Maintenance" means Tier 2 Support, Product updates, and Product patches provided to Customer during the Term of Agreement.

"Master Agreement" means the applicable master agreement for Esri Products incorporated by this reference that is (i) found at <https://www.esri.com/en-us/legal/terms/full-master-agreement> and available in the installation process requiring acceptance by electronic acknowledgment or (ii) a signed Esri master agreement or license agreement that supersedes such electronically acknowledged master agreement.

"Product(s)" means the products identified in Table A—List of Products and any updates to the list Esri provides in writing.

"Quotation" means the offer letter and quotation provided separately to Customer.

"Technical Support" means the technical assistance for attempting resolution of a reported Case through error correction, patches, hot fixes, workarounds, replacement deliveries, or any other type of Product corrections or modifications.

"Tier 1 Help Desk" means Customer's point of contact(s) to provide all Tier 1 Support within Customer's organization(s).

"Tier 1 Support" means the Technical Support provided by the Tier 1 Help Desk.

"Tier 2 Support" means the Esri Technical Support provided to the Tier 1 Help Desk when a Case cannot be resolved through Tier 1 Support.

2.0—ADDITIONAL GRANT OF LICENSE

2.1 Grant of License. Subject to the terms and conditions of this Agreement, Esri grants to Customer a personal, nonexclusive, nontransferable license solely to use, copy, and Deploy quantities of the Products listed in Table A—List of Products for the Term of Agreement (i) for the applicable Fee and (ii) in accordance with the Master Agreement.

2.2 Consultant Access. Esri grants Customer the right to permit Customer's consultants or contractors to use the Products exclusively for Customer's benefit. Customer will be solely responsible for compliance by consultants and contractors with this Agreement and will ensure that the consultant or contractor discontinues use of Products upon completion of work for Customer. Access to or use of Products by consultants or contractors not exclusively for Customer's benefit is prohibited. Customer may not permit its consultants or contractors to install Software or Data on consultant, contractor, or third-party computers or remove Software or Data from Customer locations, except for the purpose of hosting the Software or Data on Contractor servers for the benefit of Customer.

3.0—TERM, TERMINATION, AND EXPIRATION

3.1 Term. This Agreement and all licenses hereunder will commence on the Effective Date and continue for the duration identified in the Term of Agreement, unless this Agreement is terminated earlier as provided herein. Customer is only authorized to use Products during the Term of Agreement. For an Agreement with a limited term, Esri does not grant Customer an indefinite or a perpetual license to Products.

3.2 No Use upon Agreement Expiration or Termination. All Product licenses, all Maintenance, and Esri User Conference registrations terminate upon expiration or termination of this Agreement.

3.3 Termination for a Material Breach. Either party may terminate this Agreement for a material breach by the other party. The breaching party will have thirty (30) days from the date of written notice to cure any material breach.

3.4 Termination for Lack of Funds. For an Agreement with government or government-owned entities, either party may terminate this Agreement before any subsequent year if

Customer is unable to secure funding through the legislative or governing body's approval process.

3.5 Follow-on Term. If the parties enter into another agreement substantially similar to this Agreement for an additional term, the effective date of the follow-on agreement will be the day after the expiration date of this Agreement.

4.0—PRODUCT UPDATES

4.1 Future Updates. Esri reserves the right to update the list of Products in Table A—List of Products by providing written notice to Customer. Customer may continue to use all Products that have been Deployed, but support and upgrades for deleted items may not be available. As new Products are incorporated into the standard program, they will be offered to Customer via written notice for incorporation into the Products schedule at no additional charge. Customer's use of new or updated Products requires Customer to adhere to applicable additional or revised terms and conditions in the Master Agreement.

4.2 Product Life Cycle. During the Term of Agreement, some Products may be retired or may no longer be available to Deploy in the identified quantities. Maintenance will be subject to the individual Product Life Cycle Support Status and Product Life Cycle Support Policy, which can be found at <https://support.esri.com/en/other-resources/product-life-cycle>. Updates for Products in the mature and retired phases may not be available. Customer may continue to use Products already Deployed, but Customer will not be able to Deploy retired Products.

5.0—MAINTENANCE

The Fee includes standard maintenance benefits during the Term of Agreement as specified in the most current applicable Esri Maintenance and Support Program document (found at <https://www.esri.com/en-us/legal/terms/maintenance>). At Esri's sole discretion, Esri may make patches, hot fixes, or updates available for download. No Software other than the defined Products will receive Maintenance. Customer may acquire maintenance for other Software outside this Agreement.

a. Tier 1 Support

1. Customer will provide Tier 1 Support through the Tier 1 Help Desk to all Customer's authorized users.
2. The Tier 1 Help Desk will be fully trained in the Products.
3. At a minimum, Tier 1 Support will include those activities that assist the user in resolving how-to and operational questions as well as questions on installation and troubleshooting procedures.
4. The Tier 1 Help Desk will be the initial point of contact for all questions and reporting of a Case. The Tier 1 Help Desk will obtain a full description of each reported Case and the system configuration from the user. This may include obtaining any customizations, code samples, or data involved in the Case.
5. If the Tier 1 Help Desk cannot resolve the Case, an authorized Tier 1 Help Desk individual may contact Tier 2 Support. The Tier 1 Help Desk will provide support in such a way as to minimize repeat calls and make solutions to problems available to Customer's organization.
6. Tier 1 Help Desk individuals are the only individuals authorized to contact Tier 2 Support. Customer may change the Tier 1 Help Desk individuals by written notice to Esri.

b. Tier 2 Support

1. Tier 2 Support will log the calls received from Tier 1 Help Desk.
2. Tier 2 Support will review all information collected by and received from the Tier 1 Help Desk including preliminary documented troubleshooting provided by the Tier 1 Help Desk when Tier 2 Support is required.
3. Tier 2 Support may request that Tier 1 Help Desk individuals provide verification of information, additional information, or answers to additional questions to supplement any preliminary information gathering or troubleshooting performed by Tier 1 Help Desk.
4. Tier 2 Support will attempt to resolve the Case submitted by Tier 1 Help Desk.

5. When the Case is resolved, Tier 2 Support will communicate the information to Tier 1 Help Desk, and Tier 1 Help Desk will disseminate the resolution to the user(s).

6.0—ENDORSEMENT AND PUBLICITY

This Agreement will not be construed or interpreted as an exclusive dealings agreement or Customer's endorsement of Products. Either party may publicize the existence of this Agreement.

7.0—ADMINISTRATIVE REQUIREMENTS

7.1 OEM Licenses. Under Esri's OEM or Solution OEM programs, OEM partners are authorized to embed or bundle portions of Esri products and services with their application or service. OEM partners' business model, licensing terms and conditions, and pricing are independent of this Agreement. Customer will not seek any discount from the OEM partner or Esri based on the availability of Products under this Agreement. Customer will not decouple Esri products or services from the OEM partners' application or service.

7.2 Annual Report of Deployments. At each anniversary date and ninety (90) calendar days prior to the expiration of this Agreement, Customer will provide Esri with a written report detailing all Deployments. Upon request, Customer will provide records sufficient to verify the accuracy of the annual report.

8.0—ORDERING, ADMINISTRATIVE PROCEDURES, DELIVERY, AND DEPLOYMENT

8.1 Orders, Delivery, and Deployment

- a. Upon the Effective Date, Esri will invoice Customer and provide Authorization Codes to activate the nondestructive copy protection program that enables Customer to download, operate, or allow access to the Products. If this is a multi-year Agreement, Esri may invoice the Fee before the annual anniversary date for each year.
- b. Undisputed invoices will be due and payable within thirty (30) calendar days from the date of invoice. Esri's federal ID number is 95-2775-732.

- c. If requested, Esri will ship backup media to the ship-to address identified on the Ordering Document, FOB Destination, with shipping charges prepaid. Customer acknowledges that should sales or use taxes become due as a result of any shipments of tangible media, Esri has a right to invoice and Customer will pay any such sales or use tax associated with the receipt of tangible media.

8.2 Order Requirements. Esri does not require Customer to issue a purchase order. Customer may submit a purchase order in accordance with its own process requirements, provided that if Customer issues a purchase order, Customer will submit its initial purchase order on the Effective Date. If this is a multi-year Agreement, Customer will submit subsequent purchase orders to Esri at least thirty (30) calendar days before the annual anniversary date for each year.

- a. All orders pertaining to this Agreement will be processed through Customer's centralized point of contact.
- b. The following information will be included in each Ordering Document:
 - (1) Customer name; Esri customer number, if known; and bill-to and ship-to addresses
 - (2) Order number
 - (3) Applicable annual payment due

9.0—MERGERS, ACQUISITIONS, OR DIVESTITURES

If Customer is a commercial entity, Customer will notify Esri in writing in the event of (i) a consolidation, merger, or reorganization of Customer with or into another corporation or entity; (ii) Customer's acquisition of another entity; or (iii) a transfer or sale of all or part of Customer's organization (subsections i, ii, and iii, collectively referred to as "**Ownership Change**"). There will be no decrease in Fee as a result of any Ownership Change.

9.1 If an Ownership Change increases the cumulative program count beyond the maximum level for this Agreement, Esri reserves the right to increase the Fee or terminate this Agreement and the parties will negotiate a new agreement.

9.2 If an Ownership Change results in transfer or sale of a portion of Customer's organization, that portion of Customer's organization will transfer

the Products to Customer or uninstall, remove, and destroy all copies of the Products.

9.3 This Agreement may not be assigned to a successor entity as a result of an Ownership Change unless approved by Esri in writing in advance. If the assignment to the new entity is not approved, Customer will require any successor entity to uninstall, remove, and destroy the Products. This Agreement will terminate upon such Ownership Change.

Attachment D

Estimate

Irvine Consulting Services, Inc.

6525 Crown Blvd, #20762

San Jose, CA 95160

Date	Estimate #
12/7/2019	64299

Name / Address
Coastside County Water District 766 Main Street Half Moon Bay, CA 94019-1925

			Project
Description	Qty	Cost	Total
Server Replacement			
PowerEdge R740 Server PowerEdge R740/R740XD Motherboard No Trusted Platform Module Chassis with up to 16 x 2.5" SAS/SATA Hard Drives for 2CPU Configuration PowerEdge R740 Shipping PowerEdge R740 Shipping Material Intel® Xeon® Gold 6244 3.6G, 8C/16T, 10.4GT/s, 24.75M Cache, Turbo, HT (150W) DDR4-2933 Intel® Xeon® Gold 6244 3.6G, 8C/16T, 10.4GT/s, 24.75M Cache, Turbo, HT (150W) DDR4-2933 2 Standard Heatsinks for greater than 125W CPUs (no GPU) 2933MT/s RDIMMs Performance Optimized (6) 16GB RDIMM, 2933MT/s, Dual Rank C7, Unconfigured RAID for HDDs or SSDs (Mixed Drive Types Allowed) PERC H740P RAID Controller, 8GB NV Cache, Adapter, Low Profile (12) 1.2TB 10K RPM SAS 12Gbps 512n 2.5in Hot-plug Hard Drive (2) 240GB SSD SATA Mixed Use 6Gbps 512e 2.5in Hot Plug S4610 Drive No Operating System No Media Required iDRAC9,Enterprise iDRAC Group Manager, Disabled iDRAC,Factory Generated Password Riser Config 1, 4 x8 slots	1	21,534.44	21,534.44T
		Total	

Customer Signature

Irvine Consulting Services, Inc.

6525 Crown Blvd, #20762
 San Jose, CA 95160

Estimate

Date	Estimate #
12/7/2019	64299

Name / Address
Coastside County Water District 766 Main Street Half Moon Bay, CA 94019-1925

Project

Description	Qty	Cost	Total
Broadcom 57416 Dual Port 10GbE BASE-T & 5720 Dual Port 1GbE BASE-T, rNDC Broadcom 57416 Dual Port 10GbE BASE-T Adapter, PCIe Full Height DVD ROM, SATA, Internal 6 Standard Fans for R740/740XD Dual, Hot-plug, Redundant Power Supply (1+1), 750W (2) NEMA 5-15P to C13 Wall Plug, 125 Volt, 15 AMP, 10 Feet (3m), Power Cord, North America PowerEdge 2U Standard Bezel No Quick Sync Performance BIOS Setting UEFI BIOS Boot Mode with GPT Partition ReadyRails™ Sliding Rails Without Cable Management Arm OpenManage DVD Kit, Powerededge R740 US No Canada Ship Charge Declined Remote Consulting Service Basic Next Business Day 36 Months, 36 Month(s) ProSupport and Next Business Day Onsite Service, 48 Month(s) No Installation 9.25% Sales Tax (San Mateo County/Half Moon)			1,991.94
		Total	\$23,526.38

Customer Signature _____

Irvine Consulting Services, Inc.

6525 Crown Blvd, #20762

San Jose, CA 95160

Estimate

Date	Estimate #
12/9/2019	64300

Name / Address
Coastside County Water District 766 Main Street Half Moon Bay, CA 94019-1925

			Project
Description	Qty	Cost	Total
Microsoft Licensing required for Server Upgrade Project 2019			
Microsoft WindowsServerSTDCORE 2019 English LocalGovernment OLP 2Licenses NoLevel CoreLic	32	102.00	3,264.00
Microsoft Windows ServerCAL 2019 English LocalGovernment OLP 1License NoLevel UsrCAL	25	29.00	725.00
Microsoft SQLServerStandardEdition 2019 English LocalGovernment OLP 1License NoLevel	1	742.00	742.00
Microsoft SQLCAL 2019 English LocalGovernment OLP 1License NoLevel UsrCAL	25	167.00	4,175.00
9.25% Sales Tax (San Mateo County/Half Moon)		9.25%	0.00
		Total	\$8,906.00

Customer Signature _____

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: March 10, 2020

Report

Date: March 6, 2020

Subject: General Manager's Report

California Voting Rights Act Update

On March 3, the District's legal counsel, Patrick Miyaki, received a reimbursement request from Shenkman & Hughes PC for legal costs and demography services in the amount of \$29,656.85.

These costs were incurred by Attorney Kevin Shenkman in researching and preparing the written notice to the District alleging that its at-large election system was in violation of the California Voting Rights Act. Section 10010 (f)(3) of the Elections Code caps the amount of the reimbursement request to \$30,000 (plus an adjustment based on the consumer price index.) District counsel is currently reviewing the invoice and backup.

MONTHLY REPORT

To: Mary Rogren, General Manager
From: James Derbin, Superintendent of Operations
Agenda: March 10, 2020
Report Date: March 4, 2020

Monthly Highlights

- Installed new hydrant at Redondo Beach Road
- Main breaks at 830 Sonora and 225 Garcia Avenue
- New Pax mixer installed in EG3
- Treatment staff replaced a 4" washwater recovery valve at Nunes
- Treatment staff running Nunes Water Treatment Plant on Pilarcitos well water only with Denniston online as much as possible

Sources of Supply

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

Projects

- New SCADA front end project is nearing completion, staff working with Calcon and Irvine on cut over to new system
- Stone Dam Pipeline Project is near completion. Pipeline installation on SFPUC property is complete. Contractor has completed the lower canyon section with magnetic meter and hydrant. Just need to wire up mag meter and install new steps to SFPUC meter at the top of the hill below Stone Dam. Staff flow tested the new 12" pipeline the last week of February at 2,000 gpm and it held for ~5 hours before staff reduced flows intentionally.
- Casa Del Mar PRV Project is complete
- EKI continues to make progress on the Grandview and Pine Willow Oak pipeline replacement projects
- Staff met with EKI to review draft Preliminary Design Report for the Pilarcitos Creek Crossing project for review
- Denniston Tank Road Culvert Replacement and paving project. EKI has finalized plans and documents so this project can go out to bid in the next few weeks
- Denniston Generators - TJCAA is reviewing the 2nd submittal from Cummins West, still waiting for BAAQMD Authority to Construct (ATC) permit

STAFF REPORT

To: Board of Directors
From: Cathleen Brennan, Water Resources Analyst
Agenda: March 10, 2020
Report: March 4, 2020
Subject: Water Resources Informational Report

Precipitation Observations for Water Year 2020

The water year started with normal amounts of precipitation but took a significant turn toward dryer and warmer conditions during the month of February. The good news is that water storage levels in the state's reservoirs are at or near normal for this time of year and March storms could significantly improve snowpack conditions.

State: The California Department of Water Resources conducted a manual snow survey on February 27th at the Phillips Station and found below normal conditions. Statewide measurements were also below normal for the snowpack at about 46 percent of average for March 1st.



2/28/2020

“THE SFPUC
ENCOURAGES OUR
CUSTOMERS TO
CONTINUE TO
PROMOTE WATER
CONSERVATION
STRATEGIES TO
GET THROUGH
THE DRY WINTER”

Steven Ritchie, AGM
Water, SFPUC

Hetch Hetchy Watershed: The watershed experienced the driest February on record and is 40 percent of average as of February 24th. SFPUC will provide a final water supply availability update by mid-April. Even with a dry February, the SFPUC is reporting that there is a high probability of Hetch Hetchy filling this water year.

Half Moon Bay: Half Moon Bay received no measurable amounts of precipitation in February with a total amount of precipitation in Water Year 2020 of 9.3 inches. This is about 50 percent of average for March 1st. Last year, at this time, we received 16.7 inches of precipitation locally.