

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

SPECIAL MEETING OF THE BOARD OF DIRECTORS

Tuesday, March 13, 2012 - 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

- A. Conference with Legal Counsel - Anticipated Litigation**
Initiation of Litigation Pursuant to California Government
Code Section §54956.9(c)
One Potential Case

4) RECONVENE TO OPEN SESSION -

Report on Action Taken in Closed Session

5) ADJOURNMENT

Accessible Public Meetings - Upon request, the Coastside County Water District will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, telephone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least two (2) days before the meeting. Requests should be sent to: Coastside County Water District, Attn: Alternative Agenda Request, 766 Main Street, Half Moon Bay, CA 94019.

COASTSIDE COUNTY WATER DISTRICT
766 MAIN STREET

HALF MOON BAY, CA 94019

MEETING OF THE BOARD OF DIRECTORS

Tuesday, March 13, 2012 – 7:00 p.m.

AGENDA

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

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

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

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

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

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

4) CONSENT CALENDAR

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

- A. Approval of disbursements for the month ending February 29, 2012: Claims: \$582,188.35; Payroll: \$ 73,607.24; for a total of \$655,795.59 ([attachment](#))
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of February 14, 2012 Board of Directors Meeting ([attachment](#))
- D. Installed Water Connection Capacity and Water Meters Report and Non-Priority Lottery Recipients Status Update Report ([attachment](#))
- E. Total CCWD Production Report ([attachment](#))
- F. CCWD Monthly Sales by Category Report ([attachment](#))
- G. February 2012 Leak Report ([attachment](#))
- H. Rainfall Reports ([attachment](#))
- I. San Francisco Public Utilities Commission Hydrological Conditions Report for February 2012 ([attachment](#))
- J. Notice of Completion – Hazen Tank Fencing Project ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Draft Fiscal Year 2012-2013 Budget and Draft Fiscal Year 2012/2013 to 2021/22 Capital Improvement Program ([attachment](#))
- B. Award of Contracts to Bay Valve and North Coast Divers for Phase 2 of the Crystal Springs Intake Modification System ([attachment](#))
- C. Approval of Change Order No. 4 for Denniston Creek Water Treatment Plant Improvement Project ([attachment](#))
- D. Approval of CEQA Notice of Exemption for Avenue Cabrillo Pipeline Replacement Project ([attachment](#))
- E. Proposed Revisions to Policies and Procedures for Award of Contracts ([attachment](#))

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

- SFPUC Annual Wholesale Customers Meeting
- SFPUC Water Systems Improvement Program Video

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

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

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

9) ADJOURNMENT

Accounts Payable

Checks by Date - Summary By Check Number

User: gbrazil
Printed: 2/29/2012 - 4:43 PM



Check Number	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
17109	COU05	RECORDER'S OFFICE	02/08/2012	0.00	18.00
17110	ALL04	ALLIED WASTE SERVICES #9:	02/09/2012	0.00	323.91
17111	ASS01	HEALTH BENEFITS AUTHORI	02/09/2012	0.00	22,037.68
17112	ATT01	AT&T MOBILTY	02/09/2012	0.00	51.99
17113	ATT02	AT&T	02/09/2012	0.00	1,424.84
17114	COA07	COAST OIL COMPANY, LLC	02/09/2012	0.00	3,897.00
17115	COA15	COASTSIDE NET, INC	02/09/2012	0.00	59.95
17116	CUL01	CULLIGAN WATER COM OF N	02/09/2012	0.00	309.00
17117	HAR03	HARTFORD LIFE INSURANCE	02/09/2012	0.00	1,828.07
17118	ICM01	VANTAGEPOINT TRANSFER /	02/09/2012	0.00	75.00
17119	KAI01	KAISER FOUNDATION HEAL	02/09/2012	0.00	10,165.00
17120	OCE04	OCEAN SHORE CO.	02/09/2012	0.00	951.00
17121	PAC01	PACIFIC GAS & ELECTRIC CO	02/09/2012	0.00	26,672.96
17122	PUB01	PUB. EMP. RETIRE SYSTEM	02/09/2012	0.00	18,638.57
17123	SAN20	SAN FRANCISCO FIRE CREDI	02/09/2012	0.00	450.00
17124	TWI01	STEVE TWITCHELL	02/09/2012	0.00	218.11
17125	VAL01	VALIC	02/09/2012	0.00	1,550.00
17126	VER02	VERIZON WIRELESS	02/09/2012	0.00	408.90
17127	BFI02	BFI OF CALIFORNIA, INC.	02/16/2012	0.00	2,316.00
17128	COU07	COUNTY OF SAN MATEO	02/16/2012	0.00	305.00
17129	HAR03	HARTFORD LIFE INSURANCE	02/16/2012	0.00	1,793.07
17130	ICM01	VANTAGEPOINT TRANSFER /	02/16/2012	0.00	40.00
17131	PAC01	PACIFIC GAS & ELECTRIC CO	02/16/2012	0.00	19.71
17132	PUB01	PUB. EMP. RETIRE SYSTEM	02/16/2012	0.00	18,596.05
17133	SAN20	SAN FRANCISCO FIRE CREDI	02/16/2012	0.00	450.00
17134	TEA02	TEAMSTERS LOCAL UNION #	02/16/2012	0.00	786.00
17135	TUR04	SUSAN TURGEON	02/16/2012	0.00	95.20
17136	VAL01	VALIC	02/16/2012	0.00	1,550.00
17137	ADP01	ADP, INC.	02/28/2012	0.00	1,177.08
17138	ADV02	FRANK YAMELLO	02/28/2012	0.00	231.00
17139	ANA01	ANALYTICAL ENVIRONMEN	02/28/2012	0.00	21,973.09
17140	AND01	ANDREINI BROS. INC.	02/28/2012	0.00	18,526.68
17141	AND10	ANDERSON PACIFIC ENGINE	02/28/2012	0.00	148,007.64
17142	ARC01	ARCHER DESIGN, INC.	02/28/2012	0.00	1,980.24
17143	ASS05	ACWA HEALTH BENEFITS AU	02/28/2012	0.00	60.18
17144	ATT03	AT&T LONG DISTANCE	02/28/2012	0.00	105.25
17145	AZT01	AZTEC GARDENS, INC.	02/28/2012	0.00	190.00
17146	BAL04	BALANCE HYDROLOGICS, IN	02/28/2012	0.00	2,662.40
17147	BAY01	BAY AREA AIR QUALITY MG	02/28/2012	0.00	479.00
17148	BAY10	BAY ALARM COMPANY	02/28/2012	0.00	1,520.28
17149	BIG01	BIG CREEK LUMBER	02/28/2012	0.00	217.68
17150	BOR01	BORGES & MAHONEY, INC.	02/28/2012	0.00	571.32
17151	CAL07	CHEMICAL TRANSFER COMP	02/28/2012	0.00	608.25
17152	CAL08	CALCON SYSTEMS, INC.	02/28/2012	0.00	450.00
17153	CAL11	CALIFORNIA C.A.D. SOLUTIO	02/28/2012	0.00	6,200.00

Check Number	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
17154	CAR02	CAROLYN STANFIELD	02/28/2012	0.00	485.00
17155	COA19	COASTSIDE COUNTY WATER	02/28/2012	0.00	80.21
17156	CSG01	CSG SYSTEMS, INC	02/28/2012	0.00	2,468.97
17157	EKI01	EKI INC.	02/28/2012	0.00	20,447.62
17158	FIR06	FIRST NATIONAL BANK	02/28/2012	0.00	3,181.73
17159	GOL04	GOLDEN STATE FLOW MEASU	02/28/2012	0.00	1,507.86
17160	GRA03	GRAINGER, INC.	02/28/2012	0.00	1,216.19
17161	HAC01	HACH CO., INC.	02/28/2012	0.00	12,493.36
17162	HAL01	HMB BLDG. & GARDEN INC.	02/28/2012	0.00	352.51
17163	HAL24	H.M.B.AUTO PARTS	02/28/2012	0.00	21.57
17164	HAN01	HANSONBRIDGETT. LLP	02/28/2012	0.00	3,609.20
17165	HOM01	HOME DEPOT	02/28/2012	0.00	761.04
17166	IRO01	IRON MOUNTAIN	02/28/2012	0.00	319.99
17167	IRV01	IRVINE CONSULTING SERVIC	02/28/2012	0.00	4,040.00
17168	JAM01	JAMES FORD, INC.	02/28/2012	0.00	347.24
17169	KEE02	ALICE KEETON	02/28/2012	0.00	100.00
17170	KEN03	KENNEDY/JENKS CONSULTA	02/28/2012	0.00	18,729.00
17171	KOM01	KOMAX SYSTEMS, INC	02/28/2012	0.00	218.54
17172	LOM01	GLENNA LOMBARDI	02/28/2012	0.00	99.00
17173	MAR02	FRANK MARTIN	02/28/2012	0.00	100.00
17174	MET06	METLIFE SBC	02/28/2012	0.00	1,392.95
17175	MIS01	MISSION UNIFORM SERVICES	02/28/2012	0.00	163.36
17176	MON07	MONTEREY COUNTY LAB	02/28/2012	0.00	7,700.00
17177	NOR03	NORTH AMERICAN FENCE &	02/28/2012	0.00	9,809.10
17178	OFF01	OFFICE DEPOT	02/28/2012	0.00	1,175.08
17179	ONT01	ONTRAC	02/28/2012	0.00	269.81
17180	PAS01	PASO ROBLES TANK, INC	02/28/2012	0.00	21,323.16
17181	PAU01	PAULO'S AUTO CARE	02/28/2012	0.00	986.74
17182	PIT04	PITNEY BOWES	02/28/2012	0.00	198.00
17183	POL01	POLLARDWATER.COM	02/28/2012	0.00	264.03
17184	PUM01	PUMP REPAIR SERVICE CO. I	02/28/2012	0.00	13,775.90
17185	RIC01	RICOH AMERICAS CORPORA	02/28/2012	0.00	11.50
17186	RIC02	RICOH AMERICAS CORP	02/28/2012	0.00	965.06
17187	ROB01	ROBERTS & BRUNE CO.	02/28/2012	0.00	6,180.49
17188	ROG01	ROGUE WEB WORKS, LLC	02/28/2012	0.00	210.00
17189	SAN03	SAN FRANCISCO WATER DEP	02/28/2012	0.00	97,862.00
17190	SAN05	SAN MATEO CTY PUBLIC HE	02/28/2012	0.00	608.00
17191	SAN09	SAN MATEO COUNTY DEPT. C	02/28/2012	0.00	5,885.00
17192	SER03	SERVICE PRESS	02/28/2012	0.00	344.58
17193	SEW01	SEWER AUTH. MID- COASTSI	02/28/2012	0.00	570.00
17194	SIE02	SIERRA CHEMICAL CO.	02/28/2012	0.00	5,018.55
17195	SPR04	SPRINGBROOK SOFTWARE, I	02/28/2012	0.00	2,031.00
17196	STR02	STRAWFLOWER ELECTRONIC	02/28/2012	0.00	11.52
17197	T&T01	T & T VALVE AND INSTRUME	02/28/2012	0.00	3,483.70
17198	TET01	JAMES TETER	02/28/2012	0.00	7,110.87
17199	THO06	THOMSON-REUTERS/BARCL	02/28/2012	0.00	265.00
17200	UB*00985	JANET SCHADE	02/28/2012	0.00	65.63
17201	UB*00986	JAMES & JUDY SHOOLERY	02/28/2012	0.00	66.26
17202	UNI15	UNIVAR USA INC	02/28/2012	0.00	2,624.78
17203	USA01	USA BLUE BOOK	02/28/2012	0.00	88.00
17204	VER02	VERIZON WIRELESS	02/28/2012	0.00	407.23
17205	WAE01	RICHARD WAECHTLER	02/28/2012	0.00	200.00
17206	WES11	WEST COAST AGGREGATES,	02/28/2012	0.00	355.92
17207	WHE01	VIRGINIA WHELEN	02/28/2012	0.00	195.00

Check Number	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
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			Report Total:	0.00	582,188.35
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COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS
29-Feb-12

ACCOUNT	DESCRIPTION	CURRENT ACTUAL	CURRENT BUDGET	B/(W) VARIANCE	B/(W) % VAR	YTD ACTUAL	YTD BUDGET	B/(W) VARIANCE	B/(W) % VAR
OPERATING REVENUE									
1-0-4120-00	Water Revenue -All Areas	533,064.08	474,694.00	58,370.08	12.3%	4,271,600.56	4,572,238.00	(300,637.44)	-6.6%
TOTAL OPERATING REVENUE		533,064.08	474,694.00	58,370.08	12.3%	4,271,600.56	4,572,238.00	(300,637.44)	-6.6%
NON-OPERATING REVENUE									
1-0-4170-00	Water Taken From Hydrants	423.28	2,084.00	(1,660.72)	-79.7%	18,305.78	16,672.00	1,633.78	9.8%
1-0-4180-00	Late Notice -10% Penalty	3,796.96	4,167.00	(370.04)	-8.9%	39,509.73	33,336.00	6,173.73	18.5%
1-0-4230-00	Service Connections	225.95	667.00	(441.05)	-66.1%	4,756.20	5,336.00	(579.80)	-10.9%
1-0-4920-00	Interest Earned	0.00	0.00	0.00	0.0%	4,041.33	5,567.25	(1,525.92)	-27.4%
1-0-4930-00	Tax Apportionments/Cnty Checks	27,844.24	20,000.00	7,844.24	39.2%	383,351.82	333,000.00	50,351.82	15.1%
1-0-4950-00	Miscellaneous Income	11,988.53	3,083.00	8,905.53	288.9%	38,514.51	24,664.00	13,850.51	56.2%
1-0-4955-00	Cell Site Lease Income	7,928.13	9,491.00	(1,562.87)	-16.5%	70,774.15	75,928.00	(5,153.85)	-6.8%
1-0-4965-00	ERAF REFUND -County Taxes	0.00	100,000.00	(100,000.00)	-100.0%	261,256.00	100,000.00	161,256.00	161.3%
TOTAL NON-OPERATING REVENUE		52,207.09	139,492.00	(87,284.91)	-62.6%	820,509.52	594,503.25	226,006.27	38.0%
TOTAL REVENUES		585,271.17	614,186.00	(28,914.83)	-4.7%	5,092,110.08	5,166,741.25	(74,631.17)	-1.4%
OPERATING EXPENSES									
1-1-5130-00	Water Purchased	97,862.00	104,772.00	(6,910.00)	-6.6%	1,243,968.62	1,328,724.00	84,755.38	6.4%
1-1-5230-00	Pump Exp, Nunes T P	2,005.25	2,039.00	(33.75)	-1.7%	15,324.85	14,975.00	(349.85)	-2.3%
1-1-5231-00	Pump Exp, CSP Pump Station	20,300.15	1,150.00	19,150.15	1665.2%	68,132.64	108,212.00	40,079.36	37.0%
1-1-5232-00	Pump Exp, Trans. & Dist.	1,011.00	657.00	354.00	53.9%	6,986.00	9,564.00	2,578.00	27.0%
1-1-5233-00	Pump Exp, Pilarcitos Can.	1,982.10	3,119.00	(1,136.90)	-36.5%	6,726.59	13,530.00	6,803.41	50.3%
1-1-5234-00	Pump Exp. Denniston Proj.	589.28	495.00	94.28	19.0%	3,338.32	3,960.00	621.68	15.7%
1-1-5235-00	Denniston T.P. Operations	95.81	250.00	(154.19)	-61.7%	1,718.81	2,000.00	281.19	14.1%
1-1-5236-00	Denniston T.P. Maintenance	0.00	417.00	(417.00)	-100.0%	412.82	3,336.00	2,923.18	87.6%
1-1-5240-00	Nunes T P Operations	11,331.34	4,329.00	7,002.34	161.8%	77,261.22	46,318.00	(30,943.22)	-66.8%
1-1-5241-00	Nunes T P Maintenance	1,598.15	3,167.00	(1,568.85)	-49.5%	25,891.68	25,336.00	(555.68)	-2.2%
1-1-5242-00	CSP Pump Station Operations	787.63	708.00	79.63	11.2%	5,755.19	5,664.00	(91.19)	-1.6%
1-1-5243-00	CSP Pump Station Maintenance	0.00	4,167.00	(4,167.00)	-100.0%	12,866.76	33,336.00	20,469.24	61.4%
1-1-5250-00	Laboratory Services	8,577.81	2,917.00	5,660.81	194.1%	25,210.35	23,336.00	(1,874.35)	-8.0%
1-1-5318-00	Studies/Surveys/Consulting	0.00	3,750.00	(3,750.00)	-100.0%	13,997.50	30,000.00	16,002.50	53.3%
1-1-5321-00	Water Conservation	400.00	5,196.00	(4,796.00)	-92.3%	30,877.94	41,568.00	10,690.06	25.7%
1-1-5322-00	Community Outreach	1,980.24	2,184.00	(203.76)	-9.3%	5,804.60	17,472.00	11,667.40	66.8%
1-1-5411-00	Salaries & Wages -Field	73,047.95	73,717.38	(669.43)	-0.9%	572,098.72	626,597.73	54,499.01	8.7%
1-1-5412-00	Maintenance -General	13,647.06	16,042.00	(2,394.94)	-14.9%	95,731.00	128,336.00	32,605.00	25.4%
1-1-5414-00	Motor Vehicle Expense	6,099.10	3,708.00	2,391.10	64.5%	45,489.62	29,664.00	(15,825.62)	-53.3%
1-1-5415-00	Maintenance -Well Fields	0.00	500.00	(500.00)	-100.0%	0.00	4,000.00	4,000.00	100.0%

ACCOUNT	DESCRIPTION	CURRENT ACTUAL	CURRENT BUDGET	B/(W) VARIANCE	B/(W) % VAR	YTD ACTUAL	YTD BUDGET	B/(W) VARIANCE	B/(W) % VAR
1-1-5610-00	Salaries/Wages-Administration	46,851.01	49,608.00	(2,756.99)	-5.6%	375,197.15	421,668.00	46,470.85	11.0%
1-1-5620-00	Office Supplies & Expense	9,530.76	9,948.00	(417.24)	-4.2%	81,272.32	79,584.00	(1,688.32)	-2.1%
1-1-5621-00	Computer Services	4,393.55	4,070.83	322.72	7.9%	28,743.50	36,366.64	7,623.14	21.0%
1-1-5625-00	Meetings / Training / Seminars	3,347.11	1,500.00	1,847.11	123.1%	13,570.31	12,000.00	(1,570.31)	-13.1%
1-1-5630-00	Insurance	5,559.83	0.00	5,559.83	0.0%	113,092.83	92,500.00	(20,592.83)	-22.3%
1-1-5635-00	EE/Ret. Medical Insurance	31,405.28	36,551.00	(5,145.72)	-14.1%	244,252.15	292,408.00	48,155.85	16.5%
1-1-5640-00	Employees Retirement Plan	35,022.30	35,586.70	(564.40)	-1.6%	277,445.69	302,486.90	25,041.21	8.3%
1-1-5645-00	SIP 401K Plan	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
1-1-5681-00	Legal	2,784.60	5,000.00	(2,215.40)	-44.3%	21,636.50	40,000.00	18,363.50	45.9%
1-1-5682-00	Engineering	1,615.36	1,167.00	448.36	38.4%	6,027.64	9,336.00	3,308.36	35.4%
1-1-5683-00	Financial Services	0.00	0.00	0.00	0.0%	16,690.00	19,500.00	2,810.00	14.4%
1-1-5684-00	Payroll Tax Expense	9,256.75	8,819.84	436.91	5.0%	64,965.00	74,968.64	10,003.64	13.3%
1-1-5687-00	Membership, Dues, Subscript.	465.00	1,279.16	(814.16)	-63.6%	37,095.25	43,983.28	6,888.03	15.7%
1-1-5688-00	Election Expenses	0.00	25,000.00	(25,000.00)	-100.0%	0.00	25,000.00	25,000.00	100.0%
1-1-5689-00	Labor Relations	0.00	500.00	(500.00)	-100.0%	0.00	4,000.00	4,000.00	100.0%
1-1-5700-00	San Mateo County Fees	305.00	0.00	305.00	0.0%	13,447.28	16,200.00	2,752.72	17.0%
1-1-5705-00	State Fees	479.00	0.00	479.00	0.0%	17,817.43	16,800.00	(1,017.43)	-6.1%
TOTAL OPERATING EXPENSES		392,330.42	412,314.91	19,984.49	4.8%	3,568,846.28	3,982,730.19	413,883.91	10.4%
CAPITAL ACCOUNTS									
1-1-5711-00	Debt Srvc/Existing Bonds 1998A	0.00	0.00	0.00	0.0%	254,610.00	254,610.00	0.00	0.0%
1-1-5712-00	Debt Srvc/Existing Bonds 2006B	0.00	0.00	0.00	0.0%	339,141.39	335,852.00	(3,289.39)	-1.0%
1-1-5715-00	Debt Srvc/CIEDB 11-099 (I-BANK)	0.00	0.00	0.00	0.0%	115,552.79	0.00	(115,552.79)	0.0%
TOTAL CAPITAL ACCOUNTS		0.00	0.00	0.00	0.0%	709,304.18	590,462.00	(118,842.18)	-20.1%
TOTAL EXPENSES		392,330.42	412,314.91	19,984.49	4.8%	4,278,150.46	4,573,192.19	295,041.73	6.5%
NET INCOME		192,940.75	201,871.09	8,930.34	4.4%	813,959.62	593,549.06	(220,410.56)	-37.1%

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
February 29, 2012**

RESERVE BALANCES

CAPITAL AND OPERATING RESERVE	\$2,268,702.23
RATE STABILIZATION RESERVE	\$250,000.00
TOTAL DISTRICT RESERVES	\$2,518,702.23

ACCOUNT DETAIL

ACCOUNTS WITH FIRST NATIONAL BANK (FNB)	
CHECKING ACCOUNT	\$940,468.16
CSP T & S ACCOUNT	\$564,849.77
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$1,011,454.30
DISTRICT CASH ON HAND	\$1,930.00
TOTAL ACCOUNT BALANCES	\$2,518,702.23

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

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

2/29/2012

		Approved CIP Budget FY 11/12	Actual To Date FY 11/12	Projected Year-End FY 11/12	Projected vs. Budget Variance	Project Status/ Comments
PIPELINE PROJECTS						
06-05	Avenue Cabrillo I (Permitting / Design)	\$ 100,000	99,604	\$ 100,000	\$ -	Design completed. Working on permitting.

WATER TREATMENT PLANTS

99-05	Denniston Intake Maintenance	\$ 30,000	\$ 20,325	\$ 20,000	\$ 10,000	Complete
10-04	Nunes Floc Drive Repair	\$ 50,000	\$ 45,647	\$ 50,000	\$ -	Drives on site, awaiting installation.
08-05	Nunes Plant Painting	\$ 12,500			\$ 12,500	On Hold
	Nunes Hydropneumatic Systems Improvement	\$ 40,000		\$ 40,000	\$ -	Planning
	Nunes DR5000 Analyzer	\$ 8,000	\$ 3,795	\$ 4,000	\$ 4,000	Complete

FACILITIES & MAINTENANCE

08-08	PRV Valves Replacement Program	\$ 20,000	\$ 30,395	\$ 30,395	\$ (10,395)	Work on El Granada Blvd. PRV completed.
99-01	Meter Change Program	\$ 30,000	\$ 5,148	\$ 30,000	\$ -	Ongoing
09-09	Fire Hydrant Replacement	\$ 20,000		\$ 20,000	\$ -	Ongoing
09-23	District Digital Mapping	\$ 75,000	\$ 9,564	\$ 40,000	\$ 35,000	

EQUIPMENT PURCHASE & REPLACEMENT

99-03	Computer System	\$ 12,000	\$ 2,334	\$ 12,000	\$ -	
99-04	Office Equipment/Furniture	\$ 3,000	\$ 1,546	\$ 3,000	\$ -	
06-03	SCADA / Telemetry / Electrical Controls	\$ 750,000			\$ 750,000	Design complete, ready to bid. Move to FY13.
	Billing System Upgrade	\$ 70,000	\$ 25,373	\$ 40,000	\$ 30,000	Software upgrade online in October 2011

PUMP STATIONS / TANKS / WELLS

	Crystal Springs Check Valve Replacement	\$ 25,000	\$ 13,776	\$ 14,000	\$ 11,000	Complete for FY12
08-14	Alves Tank Recoating (Interior & Exterior)	\$ 100,000		\$ -	\$ 100,000	Move to FY13
08-17	El Granada Tank #2 Recoat and Ladder	\$ 200,000	\$ 4,313		\$ 200,000	Move to FY13.
	El Granada Tank #1 MCC Repairs & Spare Pump	\$ 40,000	\$ 29,934	\$ 30,000	\$ 10,000	Complete
	El Granada Tank #2 Fence Replacement	\$ 25,000			\$ 25,000	Move to FY13.
	El Granada Tank #3 Fence Replacement	\$ 25,000	\$ 17,589	\$ 18,000	\$ 7,000	Complete
	Miramar Tank Fence Replacement	\$ 25,000		\$ 25,000	\$ -	Planning
	Half Moon Bay Tank #1 Interior/Exterior Recoating	\$ 300,000	\$ 135,157	\$ 300,000	\$ -	In Progress
09-18	Pump Station Chlorine Analyzer Replacements (4)	\$ 10,000		\$ 10,000	\$ -	
09-19	Pilarcitos Canyon Blending Station	\$ 100,000	\$ 34,450	\$ 55,000	\$ 70,000	To be completed FY13.

DENNISTON WTP (LONG-TERM) IMPROVEMENT

08-23	Denniston WTP Improvement Project	\$ 4,000,000	\$ 1,238,649	\$ 4,000,000	\$ -	In Progress
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WATER SUPPLY DEVELOPMENT

	Denniston Water Supply Development	\$ 300,000	\$ 43,965	\$ 300,000		In Progress
	Denniston /San Vicente EIR		\$ 171,788		\$ -	In progress. NOP/IS published in October.
	San Vicente Design	\$ 300,000			\$ 300,000	Move to FY13.

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

2/29/2012

	Approved CIP Budget FY 11/12	Actual To Date FY 11/12	Projected Year-End FY 11/12	Projected vs. Budget Variance	Project Status/ Comments
FY 11-12 TOTALS	\$ 6,670,500	\$ 1,933,351	\$ 5,141,395	\$ 1,554,105	

Previous CIP Projects - paid in FY 11/12

FY 10/11	Rebuild Harbor Service Vault		\$ 25,000		
FY 10/11	District Digital Mapping	\$ 35,030	\$ 35,030		
FY 09/10	New Pilarcitos Well	\$ 510	\$ 510		Analysis - work complete for this FY
	Denniston Booster Pump Station	\$ 19,730	\$ 12,627		
FY 09/10	Hazen's Tank Fence Repair	\$ 14,734	\$ 20,000		In Progress
PREVIOUS YEAR TOTALS		\$ 70,004	\$ 93,167	\$ -	

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

	Cahill Tank Repairs (Ladder Repairs)	\$ 13,123	\$ 15,000		In Progress
	CSP Intake Tunnel Modifications	\$ 26,272	\$ 75,000		
	Judith Court Main Line Emergency Repairs	\$ 34,902	\$ 34,902		Complete
	EG Pipeline Leak at Arroyo de en Medio	\$ 53,342	\$ 130,000		In Progress
NON-BUDGETED TOTALS		\$ 127,639	\$ 254,902	\$ -	

CIP TOTALS	\$ 6,670,500	\$ 2,130,993	\$ 5,489,464	
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**Legal Cost Tracking Report
12 Months At-A-Glance**

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

Month	Admin (General Legal Fees)	Recycle Water Analysis	Water Supply Developmnt	Transfer Program	CIP	Denniston WTP Improvements Project	Personnel	Lawsuits	Infrastructure Project Review (Reimbursable)	TOTAL
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Mar-11	1,342		1,492	1,467						4,302
Apr-11	2,687		2,037	80	106					4,909
May-11	4,299		1,436	491						6,227
Jun-11	3,192					2,059			878	6,129
Jul-11	5,102					637				5,739
Aug-11	1,383					1,913				3,297
Sep-11	1,569			346		372		1,967		4,255
Oct-11	4,330			319		2,627				7,276
Nov-11	2,766					1,843				4,609
Dec-11	3,272			319		106				3,697
Jan-12	3,910			718						4,628
Feb-12	2,784								825	3,609

TOTAL	36,637	0	4,965	3,741	106	9,558	0	1,967	1,702	58,677
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**Engineer Cost Tracking Report
12 Months At-A-Glance**

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

Month	Admin & Retainer	CIP	Short Term WTP Imprv.	Studies & Projects	TOTAL	Reimbursable from Projects
Mar-11	480	254			734	
Apr-11	480	169			649	
May-11	480	338			818	
Jun-11	240	4,551			4,791	
Jul-11	480	18,131			18,611	
Aug-11	1,353	9,096			10,449	
Sep-11	480	15,802		1,437	17,718	
Oct-11	480	17,798		3,296	21,574	3,296
Nov-11	480	12,774			13,254	
Dec-11	200	5,067			5,267	
Jan-12	939	23,677		845	25,461	845
Feb-12	1,615	4,651		845	7,111	845
TOTAL	7,708	112,307	0	6,422	126,436	4,986

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

Tuesday, February 14, 2012

- 1) **ROLL CALL** - President Jerry Donovan called the meeting to order at 7:01 p.m. Present at roll call: Vice-President Glenn Reynolds, and Director Chris Mickelsen. Directors Ken Coverdell and Bryan Hannegan were absent.

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

- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENTS**

President Donovan announced that although nine speaker slips had been submitted from members of the public, he had been informed that one representative would be speaking on the group's behalf. Mr. Scott Holmes stepped to the podium after distributing handouts to the Board members.

Scott Holmes, 635 Railroad, Half Moon Bay - Stated that he is the project engineer for the Big Wave Project and explained that one of the requirements in the project's application with the California Coastal Commission is the submittal of a "will serve" letter, or some form of commitment from a water district to serve the project. He advised that the Big Wave Project is providing a similar proposal to the Montara Water & Sanitary District. He added that Big Wave is requesting that proposed Board action includes that the District agree to annex the Big Wave Project into the District for the management of water and recycled water based on the approval by the California Coastal Commission, the Local Agency Formation Commission, the San Mateo County Health Department and the District's Engineer and Attorney. Additionally, he requested that direction be provided to

District staff to prepare cost estimates for the connection fees and management fees for the Big Wave Project. Mr. Holmes stated that the project is not in the permitting mode yet, and that this is just a request to satisfy one of the California Coastal Commission's requirements. Mr. Holmes then outlined the project's purpose and benefits and the proposed advantages the project could provide to the District. He also reviewed the proposed utility site plan and summarized the various proposed phases of the project.

4) CONSENT CALENDAR

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

Mr. Dickson reported that Director Hannegan had reviewed the monthly financial claims and had advised him that he found all to be in order.

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

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Vice-President Reynolds reported that he had attended the recent meeting of the San Mateo County Special Districts Association. President Donovan noted that he had met with the General Manger and Vice-President Reynolds in the January 25, 2012 meeting of the Facilities Committee.

6) GENERAL BUSINESS

A. Coastside County Water District Fiscal year 2012-2013 Budget Timeline

Mr. Dickson presented the Fiscal Year 2012/2013 Budget Timeline, which had recently been reviewed by members of the Finance and the Facilities Committees. He reported that staff had slightly modified this timeline from the ones used in previous years, to provide for increased opportunities for public input. Additionally, Mr. Dickson explained details of staff's outreach campaign, which includes bill stuffers in the March-April and May-June billing cycles, notices on the District's website and information broadcast via e-mail newsletter and social media sites. He advised that staff is seeking the Board's approval of this Fiscal Year 2012/2013 budget timeline schedule.

Director Mickelsen supported the concept and agreed that this change in the budget schedule would be a positive approach and would allow the community more opportunities to provide their input in the District's budget process. President Donovan thanked staff for making this modification to the budget schedule and said he appreciated the additional time and opportunity the public will now have to participate in the process.

ON MOTION BY Vice-President Reynolds and seconded by Director Mickelsen, the Board voted as follows, by roll call vote, to approve the Fiscal Year 2012/2013 Budget Timeline as presented:

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

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

Mr. Guistino provided the background of this project and explained the nature of the necessary repairs that became apparent as the project progressed. He summarized details of the work included in the change order and answered a few questions from the Board.

ON MOTION BY Vice-President Reynolds and seconded by Director Mickelsen, the Board voted as follows, to approve Change Order # 6 for \$24,800. for repairs to Half Moon Bay Tank 2 as part of the Half Moon Bay Tank 1 Repair and Recoating Project:

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

C. Award of Contract for Denniston Water Treatment Plant Operations and Maintenance Manual Update

Mr. Dickson informed the Board that the California Department of Health regulations requires that the District have an Operations and Maintenance (O&M) Manual for each of the District's water treatment plants, specifying how the plants are to be operated. He advised that Kennedy/Jenks Consultants will prepare updates for the Denniston O&M Manual covering the new procedures they have designed. Mr. Dickson recommended that the Board authorize staff to execute a professional services contract with Kennedy/Jenks Consultants for preparation of Operations and Maintenance Manual Updates for the Denniston Creek Water Treatment Plant Improvements Project at a time-and- materials cost not to exceed \$37,810.

ON MOTION BY Vice-President Reynolds and seconded by Director Mickelsen, the Board voted as follows, to authorize staff to execute a professional services agreement with Kennedy/Jenks Construction for preparation of Operations and Maintenance Manual Updates for the Denniston Creek Water Treatment Plant Improvements Project, at a time-and-materials cost not to exceed \$37,810.00:

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

7) GENERAL MANAGER'S REPORT

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

Mr. Dickson reviewed details of SFPUC's proposed rate increase. He also advised that this anticipated rate increase is consistent with the projection in the District's long term financing plan.

2. El Granada Pipeline Leak Update

Mr. Dickson reminded the Board that it was reported at the January 10, 2012 Board meeting that staff had discovered a leak on the El Granada Pipeline at the north end of the jack-and-bore crossing under Arroyo de en Medio. He reported that the bypass piping continues to operate without any problems and that staff is assembling information on the pipeline's construction in that area. He added that staff has requested proposals from two consulting engineering firms experienced in pipeline projects to assist in developing and executing a plan to locate the leak, identify the cause, and repair the pipeline. He reported that he anticipated presenting a detailed report on the problem and recommended approach to repairing the pipeline at the March 13, 2012 Board of Directors meeting.

A. Operations Report

Mr. Guistino reported that the Denniston Water Treatment Plant Improvement Project is progressing on schedule and that the structural component for the wash water clarifiers is now under construction. He provided updates on other current projects, including the El Granada Tank 2 Repair and Recoating Project, and the Crystal Springs Alternative Intake Project.

B. Water Resources Report

Ms. Brennan reviewed results of the recent California Department of Water Resources Snow Survey, which indicates that the statewide water content is 37% of average to date and also noted that local precipitation for this water year is approximately 46% of average to date. She advised that this has triggered a review of the District's Water Shortage Contingency Plan to assist in determining when staff may decide to request that the Board of Directors activate Stage 1 of the plan. Ms. Brennan also informed the Board about the advertising campaign to promote the free BAWSCA Spring Landscaping Classes.

8) DIRECTOR AGENDA ITEMS - REQUEST FOR FUTURE BOARD MEETINGS

There were not comments or requests from the Board members.

9) ADJOURNMENT

ON MOTION BY Director Mickelsen and seconded by Vice-President Reynolds, the Board voted as follows, to adjourn the February 14, 2012 meeting of the Coastside County Water District's Board of Directors:

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

The meeting was adjourned at 7:38 p.m. The next regular meeting of the Coastside County Water District Board of Directors is scheduled for Tuesday, March 13, 2012.

Respectfully submitted,

David R. Dickson, General Manager
Secretary of the Board

Jerry C. Donovan, President
Board of Directors

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

FY 2012

Installed Water Connection Capacity	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
HMB Non-Priority													
0.5" capacity increase													0
5/8" meter		1			3				1				5
3/4" meter		1			2								3
2" meter													0
HMB Priority													
0.5" capacity increase								1					1
5/8" meter													0
3/4" meter													0
1" meter													0
1 1/2" meter													0
2" meter													0
County Non-Priority													
5/8" meter	2	1	1				1						5
3/4" meter													0
1" meter													0
County Priority													
5/8" meter				1									1
3/4" meter													0
1" meter													0
Monthly Total	2	3	1	1	5	0	1	1	1	0	0	0	15

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

Installed Water Meters	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
HMB Non-Priority		2.5			6								8.5
HMB Priority								0.5	1				1.5
County Non-Priority	2	1	1				1						5
County Priority				1									1
Monthly Total	2	3.5	1	1	6	0	1	0.5	1	0	0	0	16

COASTSIDE COUNTY WATER DISTRICT

2010 NON-PRIORITY LOTTERY RECIPIENTS
STATUS UPDATE

February 29, 2012

33.5 TOTAL SOLD CONNECTIONS (T&S FEES PAID)

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

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2012

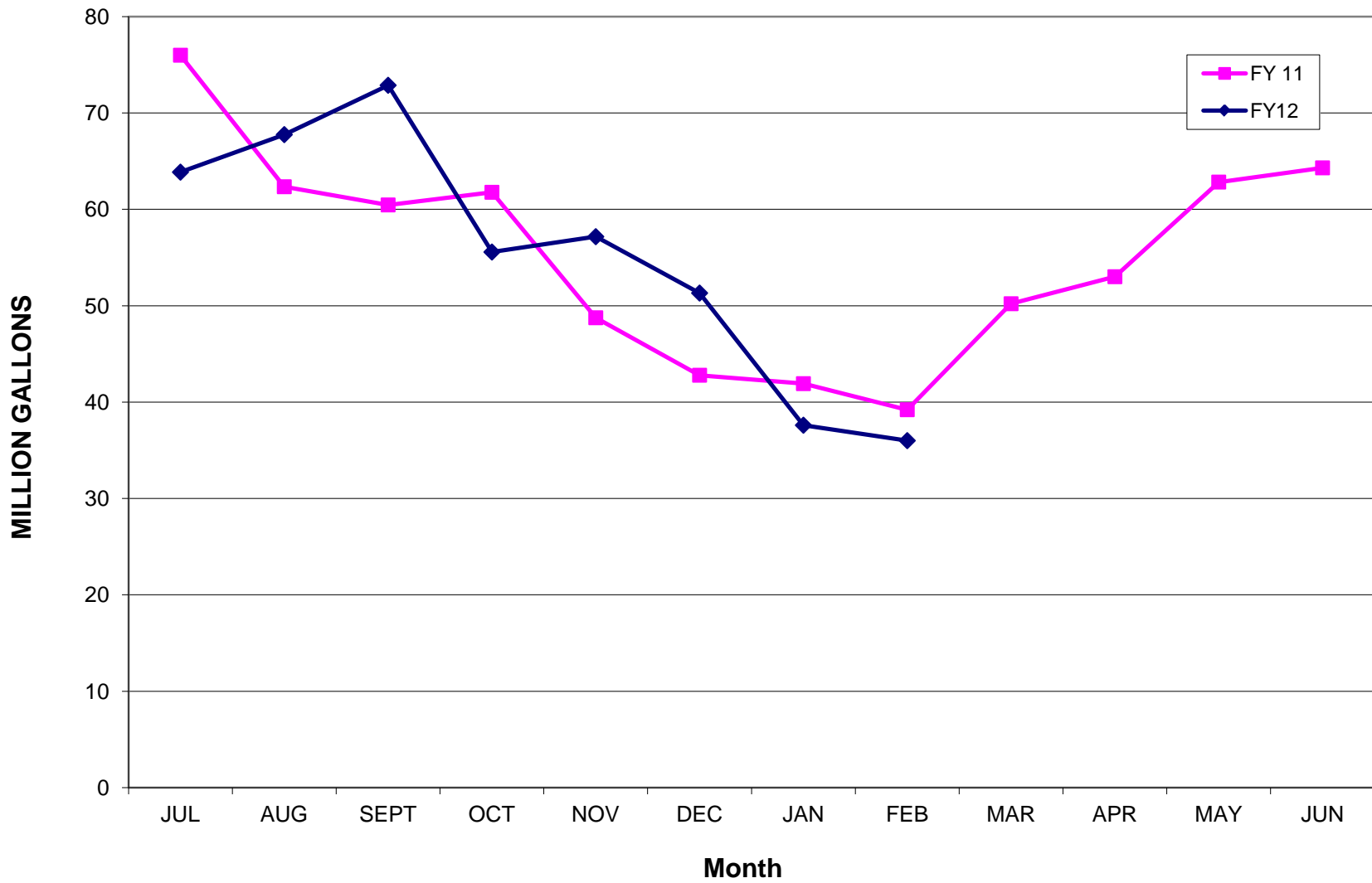
	PILARCITOS WELLS	PILARCITOS LAKE	DENNISTON WELLS	DENNISTON RESERVOIR	CRYSTAL SPRINGS RESERVOIR	RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
JUL	0.00	62.65	0.00	0.00	1.03	63.68	-0.18	63.86
AUG	0.00	61.34	0.00	0.00	6.38	67.72	-0.03	67.75
SEPT	0.00	68.54	0.00	0.00	4.81	73.35	0.48	72.87
OCT	0.00	50.99	0.00	0.00	4.67	55.66	0.09	55.57
NOV	11.6	21.80	0	0.00	23.48	56.88	-0.28	57.16
DEC	7.2	27.02	0	0.00	16.82	51.04	-0.275	51.31
JAN	5.97	0	0	0.00	32.21	38.18	0.577	37.60
FEB	9.84	0.00	0.00	0.00	27.17	37.01	1.008	36.00
MAR								
APR								
MAY								
JUN								
TOTAL	34.61	292.34	0.00	0.00	116.57	443.52	1.39	442.13
% TOTAL	7.8%	65.9%	0.0%	0.0%	26.3%	100.0%	0.31%	99.7%

12 Month Running Treated Total 672.49

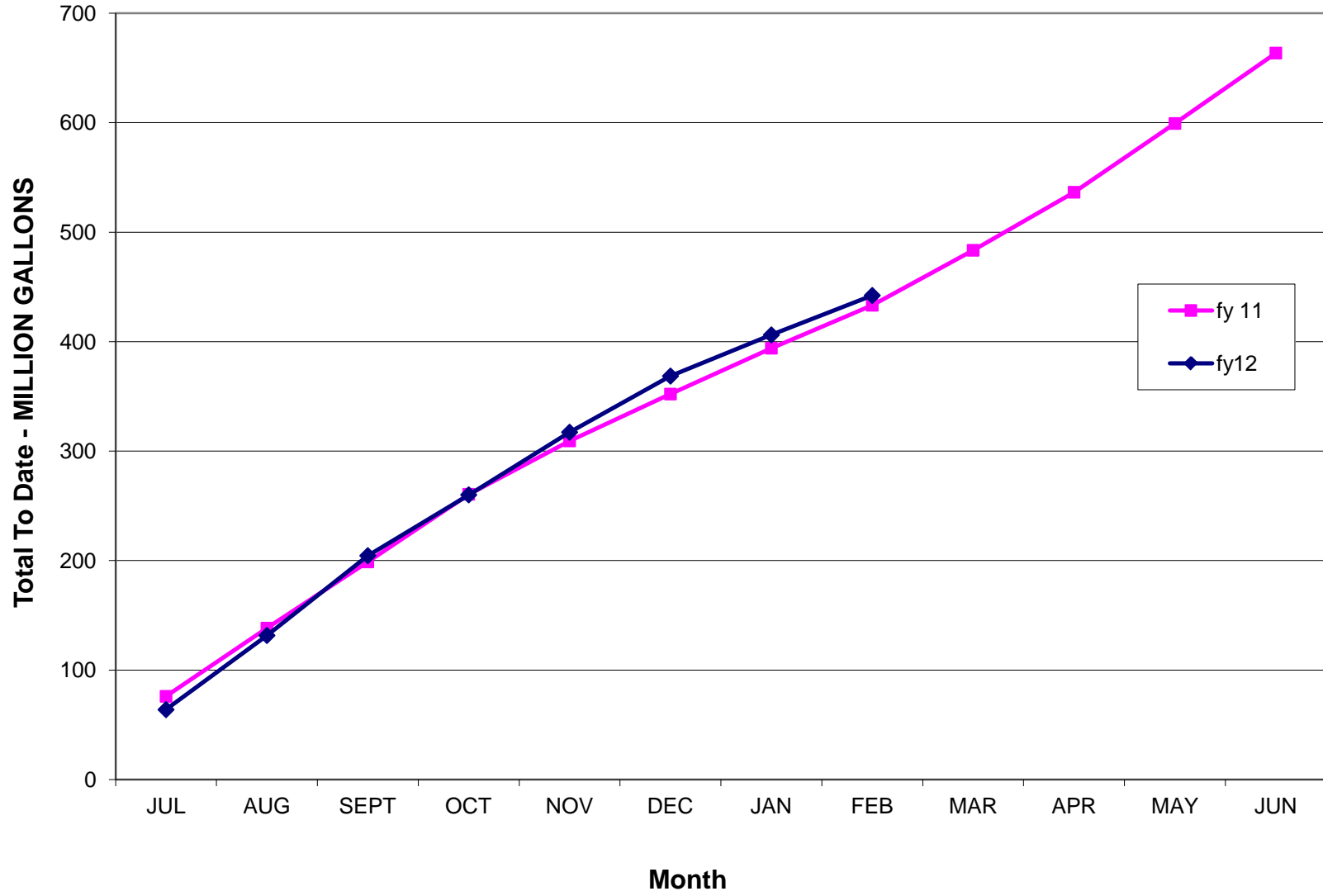
TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2011

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

Monthly Production FY 11 vs. FY 12



Cumulative Production FY 11 vs. FY12



Plant Water Use			Unmetered Water					2012 MG	
	Denniston Plant	Nunes Plant	Total	Main Flushing	Detector Checks*	Main Breaks	Fire Dept	Tank Level Difference	Total
JAN	0.000	1.532	1.532	0.000	0.055	0.015	0.010	0.498	0.577
FEB	0.000	1.439	1.439	0.000	0.007	1.023	0.010	-0.032	1.008
MAR	0.000		0.000						0.000
APR	0.000		0.000						0.000
MAY	0.000		0.000						0.000
JUN	0.000		0.000						0.000
JUL	0.000		0.000						0.000
AUG	0.000		0.000						0.000
SEP	0.000		0.000						0.000
OCT	0.000		0.000						0.000
NOV	0.000		0.000						0.000
DEC			0.000						0.000
TOTAL	0.00	2.97	2.97	0.00	0.06	1.04	0.02	0.47	1.58

COASTSIDE COUNTY WATER DISTRICT

Predicted vs Actual Production - All Sources

	Denniston Surface			Denniston Wells			Pilarcitos Wells			Pilarcitos Surface			SFWD CSP			SFWD Total	
	Actual MG	Predicted MG	pred-act	Actual MG	Predicted	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG
Jul-11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	62.65	60.66	-1.99	1.03	15.12	14.09	63.68	75.78
Aug-11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61.34	45.23	-16.11	6.38	18.17	11.79	67.72	63.40
Sep-11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.54	27.16	-41.38	4.81	34.64	29.83	73.35	61.80
Oct-11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.99	38.13	-12.86	4.67	23.69	19.02	55.66	61.82
Nov-11	0.00	0.00	0.00	0.00	0.00	0.00	11.60	9.72	-1.88	21.80	39.74	17.94	23.48	43.45	19.97	45.28	83.19
Dec-11	0.00	0.00	0.00	0.00	0.00	0.00	7.20	9.72	2.52	27.02	33.43	6.41	16.82	37.93	21.11	43.84	71.36
Jan-12	0.00	0.00	0.00	0.00	0.00	0.00	5.97	10.47	4.50	0.00	30.71	30.71	32.21	0.00	-32.21	32.21	30.71
Feb-12	0.00	0.00	0.00	0.00	0.00	0.00	9.84	11.22	1.38	0.00	30.54	30.54	27.17	0.00	-27.17	27.17	30.54
Mar-12			#VALUE!		0.00	#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	#VALUE!
Apr-12			#VALUE!		0.00	#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	#VALUE!
May-12			#VALUE!		0.00	#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	#VALUE!
Jun-12			#VALUE!		0.00	#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	#VALUE!
MG Totals	0.00	0.00	0.00	0.00	0.00	0.00	34.61	41.13	6.52	292.34	305.60	13.26	116.57	173.00	56.43	408.91	#VALUE!

Adjusted (estimated for meter failure)

	Actual non SFPUC	Predicted non SFPUC	Actual SFPUC	Predicted SFPUC	TOTAL Actual	TOTAL Predicted	TOTAL Pred-act
	34.61	41.13	408.91	478.60	443.52	519.73	76.21
% Total	7.80%	7.91%	92.20%	92.09%	85.34%		

Coastside County Water District Monthly Leak Report

Date	Location	Pipe size/ (Gallons)*	Est. Water Loss (Gallons)*	Material Cost	Employee hours	Manpower and Equipment Costs	Total Costs
2/7/2012	500 block of Ferdinand Ave. El Granada	4" WS	20,000		Men Hours 4 3	\$1,150	\$1,309.48
				Total \$159.48			
2/13/2012	Miramontes Tank		1,000,000 Overflow Com failure		Men Hours		\$0.00
				Total			
2/17/2012	323 Harvard Princeton	1" copper service	3,000		Men Hours 3 5	\$1,100	\$1,189.04
				Total \$89.04			
					Men Hours		\$0.00
				Total			
					Men Hours		\$0.00
				Total			
					Men Hours		\$0.00
				Total			

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

64	Total Water Loss	1.0230 MG
----	---------------------------------	------------------

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

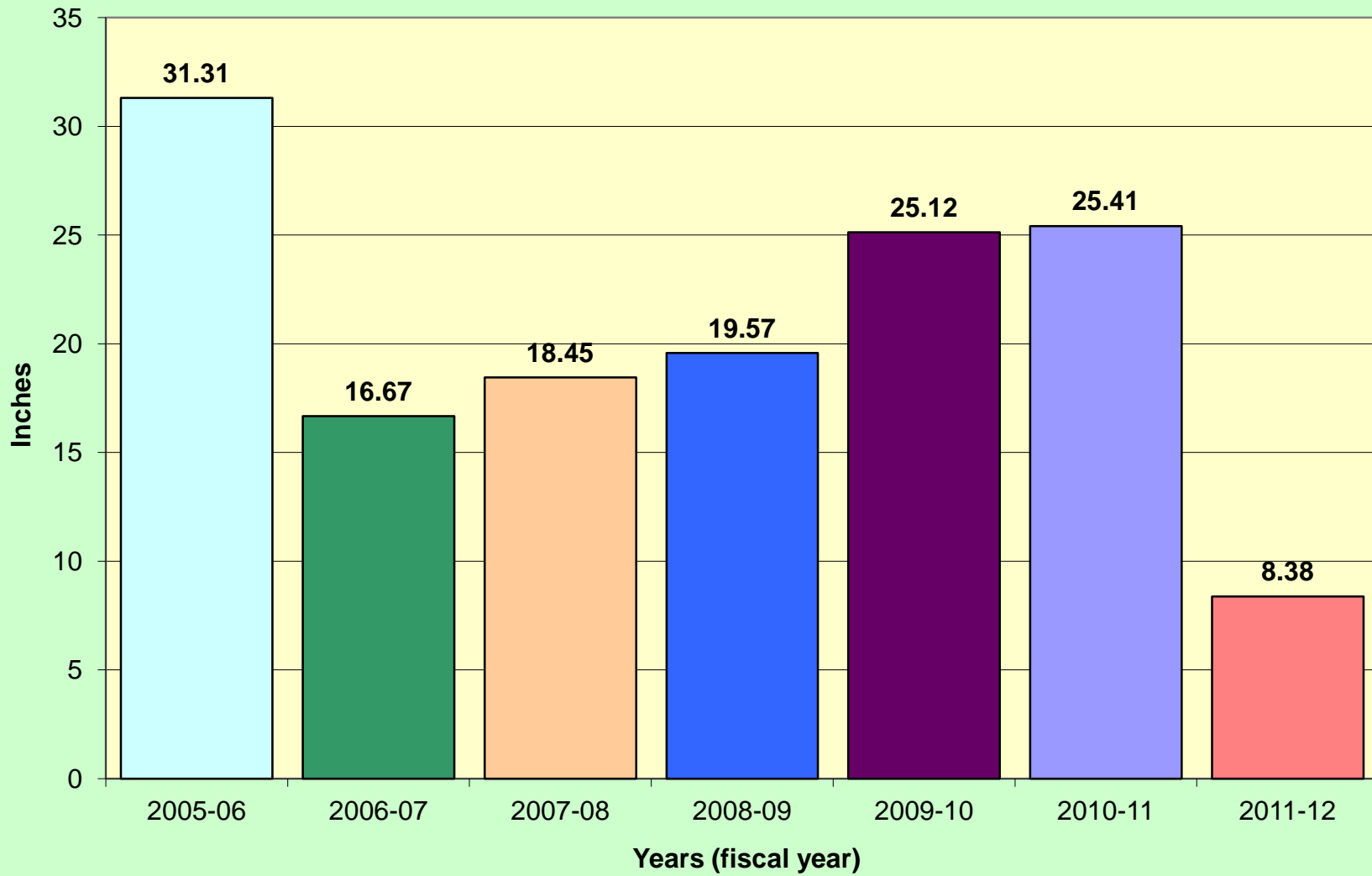
Coastside County Water District
 766 Main Street
 July 2011 - June 2012

District Office
 Rainfall in Inches

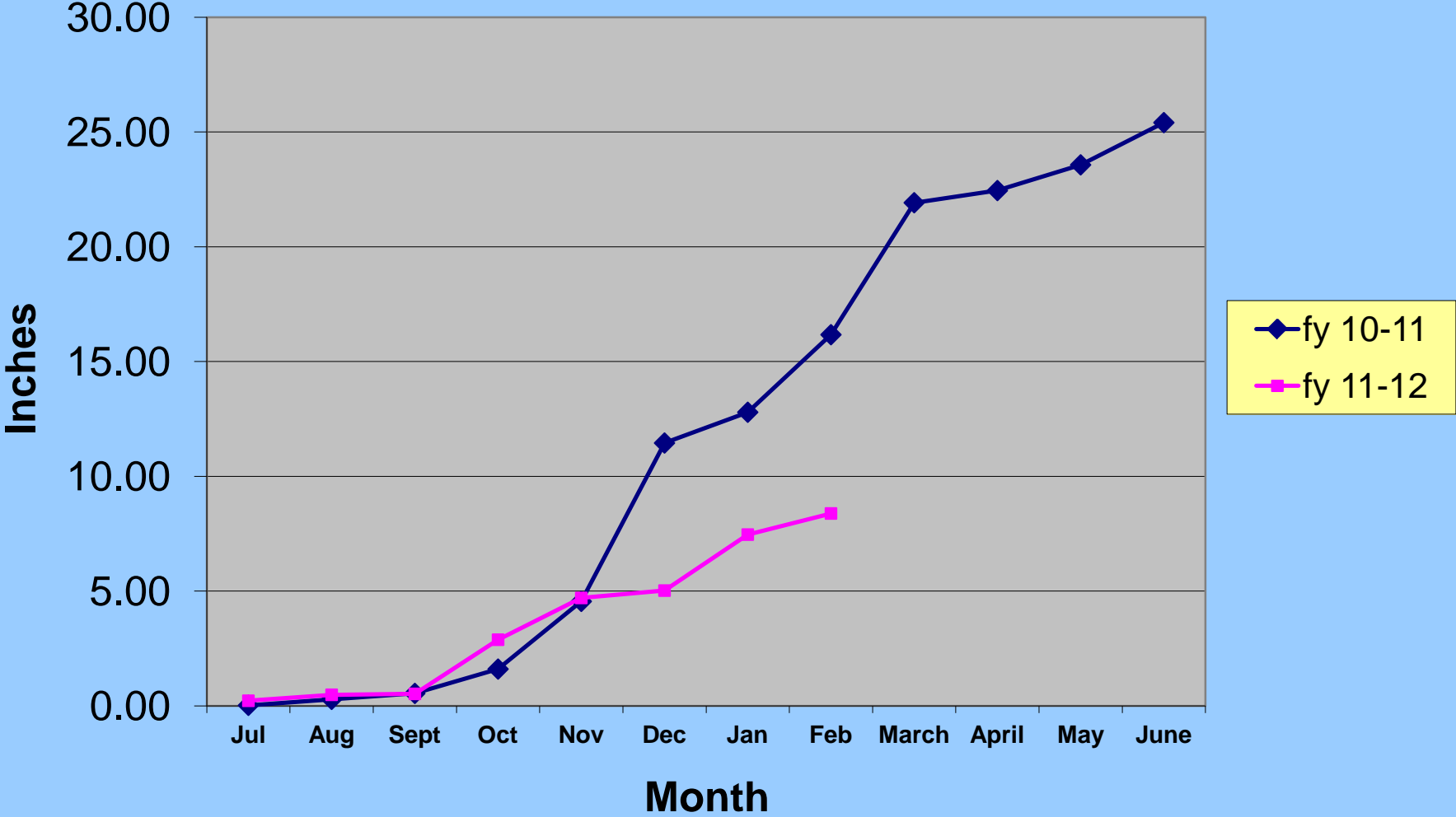
	2011						2012					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0	0	0	0.02	0	0	0.02				
2	0	0	0	0	0	0	0	0.01				
3	0	0.04	0	0.34	0.06	0	0.01	0				
4	0	0.08	0.01	0.57	0.07	0	0	0				
5	0	0.02	0	0.56	0.35	0	0	0				
6	0	0.02	0	0.19	0.01	0	0	0.03				
7	0	0.03	0	0.01	0.01	0	0	0.04				
8	0	0.01	0	0	0	0	0	0				
9	0	0	0.01	0.01	0	0	0	0				
10	0	0	0	0.54	0	0	0	0.06				
11	0.04	0	0	0.09	0.33	0.1	0	0.06				
12	0.06	0	0	0.01	0.01	0.02	0	0.06				
13	0.06	0	0	0	0	0	0	0.2				
14	0	0	0	0	0	0.01	0	0				
15	0.02	0	0	0	0.01	0.11	0	0.06				
16	0	0	0	0	0.01	0	0	0				
17	0.02	0	0	0	0.05	0	0	0				
18	0	0	0	0.03	0.22	0	0	0.04				
19	0	0	0	0	0.36	0	0.09	0				
20	0	0	0.01	0	0.18	0.01	1.63	0				
21	0	0.02	0	0	0.01	0	0.06	0				
22	0	0	0	0.01	0	0	0.33	0.01				
23	0	0	0	0	0	0	0.3	0				
24	0	0	0.01	0	0.1	0	0	0				
25	0	0.01	0	0	0	0	0	0				
26	0.01	0.01	0	0	0	0	0	0				
27	0	0.02	0	0	0	0	0.01	0				
28	0.01	0	0	0	0.01	0	0	0.01				
29	0	0	0	0	0.01	0.01	0	0.32				
30	0	0	0	0	0	0.06	0					
31	0	0		0		0	0.01					
Mon.Total	0.22	0.26	0.04	2.36	1.82	0.32	2.44	0.92	0.00	0.00	0.00	0.00
Year Total	0.22	0.48	0.52	2.88	4.70	5.02	7.46	8.38	8.38	8.38	8.38	8.38

Rain Totals

January 2012



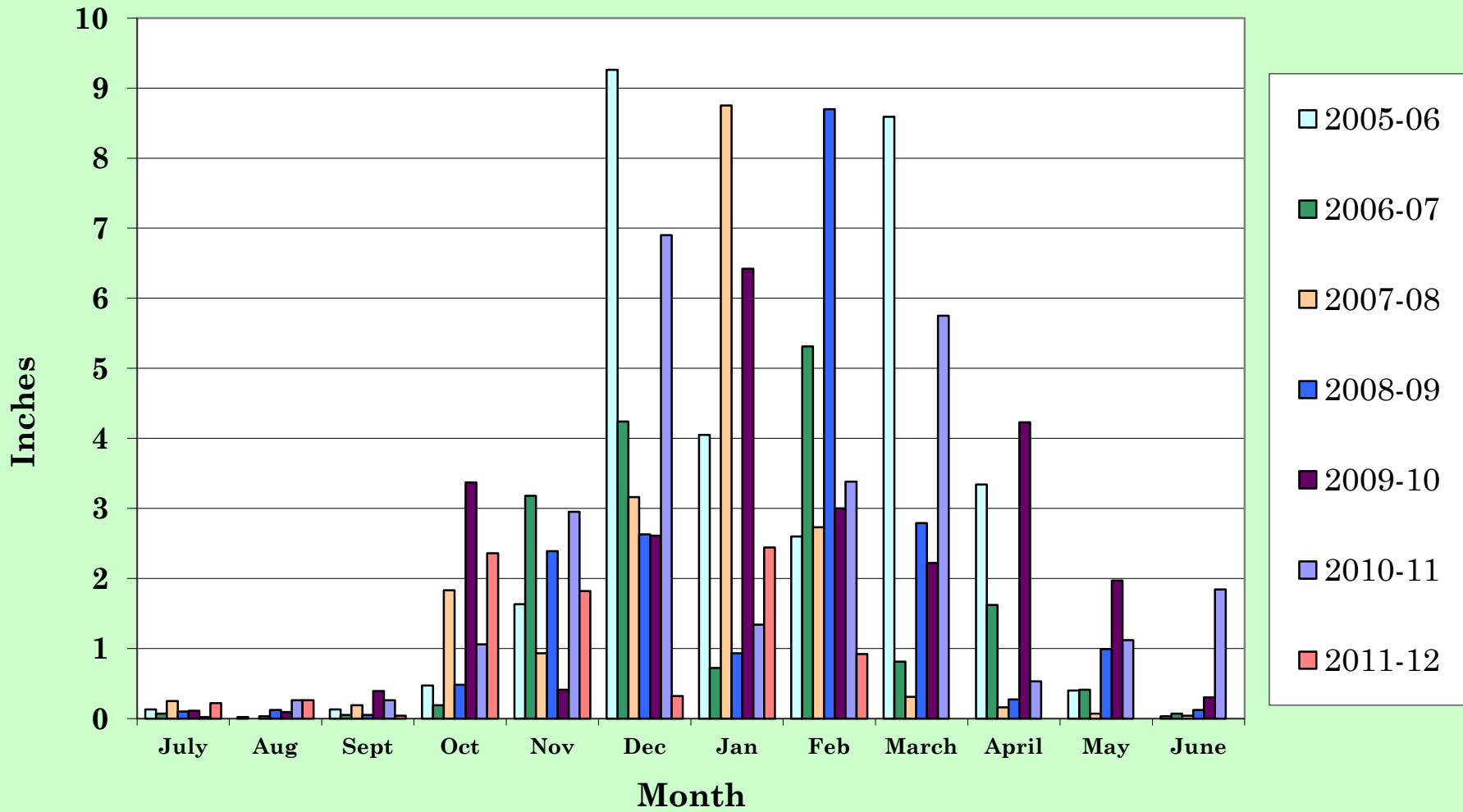
Rainfall Totals FY 2012



Coastside County Water District

Rainfall by Month

July '05 thru Jun '12



MONTHLY CLIMATOLOGICAL SUMMARY for FEB. 2012

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

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

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	51.8	59.2	3:30p	42.7	12:30a	13.2	0.0	0.02	0.9	10.0	2:00p	S
2	53.5	68.4	4:00p	43.2	12:00m	11.6	0.1	0.01	1.0	11.0	4:00p	N
3	51.4	60.3	12:00p	41.8	6:00a	13.6	0.0	0.00	1.7	22.0	8:30a	N
4	51.6	63.4	1:30p	43.9	2:30a	13.4	0.0	0.00	1.7	13.0	9:30a	SSW
5	56.7	67.1	3:30p	47.1	12:30a	8.4	0.1	0.00	3.2	22.0	8:30a	N
6	55.3	65.2	2:30p	47.1	3:00a	9.7	0.0	0.03	1.2	17.0	2:30p	NNE
7	57.4	64.0	3:30p	54.2	12:30a	7.6	0.0	0.04	1.8	19.0	6:30a	ESE
8	57.0	65.6	4:00p	51.2	6:30a	8.0	0.0	0.00	2.0	14.0	1:00p	NNE
9	55.9	67.2	3:00p	48.7	7:30a	9.2	0.0	0.00	0.4	8.0	11:00a	SW
10	54.0	66.2	3:00p	42.8	5:00a	11.0	0.0	0.06	1.3	11.0	3:30p	S
11	53.5	58.4	12:30p	51.2	8:00a	11.5	0.0	0.06	1.6	11.0	3:30a	SW
12	54.5	60.7	2:30p	48.7	12:00m	10.6	0.0	0.06	1.0	9.0	10:00p	WSW
13	50.3	55.5	3:00p	43.3	12:00m	14.7	0.0	0.20	3.7	24.0	2:30p	NNW
14	49.1	56.5	2:00p	39.8	4:00a	15.9	0.0	0.00	1.4	13.0	5:30p	N
15	48.8	56.0	2:30p	41.3	12:00m	16.2	0.0	0.06	2.6	17.0	3:00a	NNW
16	48.9	62.6	1:00p	38.1	7:00a	16.1	0.0	0.00	1.6	17.0	11:30a	N
17	51.8	62.8	2:30p	42.5	4:30a	13.2	0.0	0.00	0.9	10.0	1:00p	E
18	51.6	56.4	1:00p	46.4	12:00m	13.4	0.0	0.04	3.0	23.0	2:00p	NNW
19	47.6	54.1	3:00p	40.2	4:00a	17.4	0.0	0.00	0.9	11.0	11:00a	SW
20	52.2	61.8	12:30p	45.5	12:00m	12.8	0.0	0.00	0.5	10.0	3:30p	ENE
21	51.9	61.7	4:00p	44.7	4:00a	13.1	0.0	0.00	0.6	10.0	10:00a	SW
22	56.0	67.2	10:30a	46.7	3:30a	9.0	0.0	0.01	1.6	14.0	12:00m	WSW
23	53.0	62.7	2:30p	44.3	7:00a	12.0	0.0	0.00	1.2	17.0	12:30p	N
24	53.8	63.9	9:30a	43.8	7:00a	11.2	0.0	0.00	0.9	21.0	11:00p	SSW
25	48.6	55.3	1:30p	40.4	10:30p	16.4	0.0	0.00	2.1	19.0	11:30a	N
26	47.1	56.0	12:30p	39.1	7:00a	17.9	0.0	0.00	1.9	13.0	8:30p	WSW
27	47.4	54.6	1:00p	38.9	7:00a	17.6	0.0	0.00	2.2	18.0	2:00p	WSW
28	51.7	60.4	3:30p	41.8	3:00a	13.3	0.0	0.01	3.0	21.0	10:30p	SE
29	53.4	61.4	1:00p	45.8	12:00m	11.6	0.0	0.32	3.3	19.0	2:00a	S
	52.3	68.4	2	38.1	16	369.6	0.2	0.92	1.7	24.0	13	N

Max >= 90.0: 0

Max <= 32.0: 0

Min <= 32.0: 0

Min <= 0.0: 0

Max Rain: 0.32 ON 02/29/12

Days of Rain: 10 (>.01 in) 2 (>.1 in) 0 (>1 in)

Heat Base: 65.0 Cool Base: 65.0 Method: Integration

San Francisco Public Utilities Commission Hydrological Conditions Report For February 2012

J. Chester, A. Mazurkiewicz, & M. Tsang, March 6, 2012



Construction of the new **17.5 million gallon balancing reservoir** for treated water at Sunol Valley Water Treatment Plant is well underway since the photograph in the November 2011 Hydrological Conditions Report. This is part of various improvements that will enable the treatment plant to treat enough water to meet basic customer demands alone for up to 60 days after a major earthquake as well as improve water quality at the plant (photo courtesy of SFPUC photographer R. Scheswhol).

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

Table 1 Current Storage As of March 1, 2012							
Reservoir	Current Storage		Maximum Storage		Available Capacity		Percent of Maximum Storage
	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	
Tuolumne System							
Hetch Hetchy ^{1/}	274,058		340,830		66,772		80.4%
Cherry ^{2/}	253,516		268,810		15,294		94.3%
Lake Eleanor ^{3/}	15,693		21,495		5,802		73.0%
Water Bank	549,804		570,000		20,196		96.5%
Tuolumne Storage	1,093,071		1,201,135		108,064		91.0%
Local Bay Area Storage							
Calaveras ^{4/}	20,065	6,538	96,824	31,550	76,759	25,012	20.7%
San Antonio	42,803	13,948	50,496	16,454	7,693	2,507	84.8%
Crystal Springs	41,518	13,529	58,377	19,022	16,859	5,493	71.1%
San Andreas	12,744	4,153	18,996	6,190	6,252	2,037	67.1%
Pilarcitos	2,134	695	2,995	976	861	280	71.3%
Total Local Storage	119,264	38,863	227,688	74,192	108,424	35,329	52.4%
Total System	1,212,335		1,428,823		216,488		84.8%

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

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

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

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

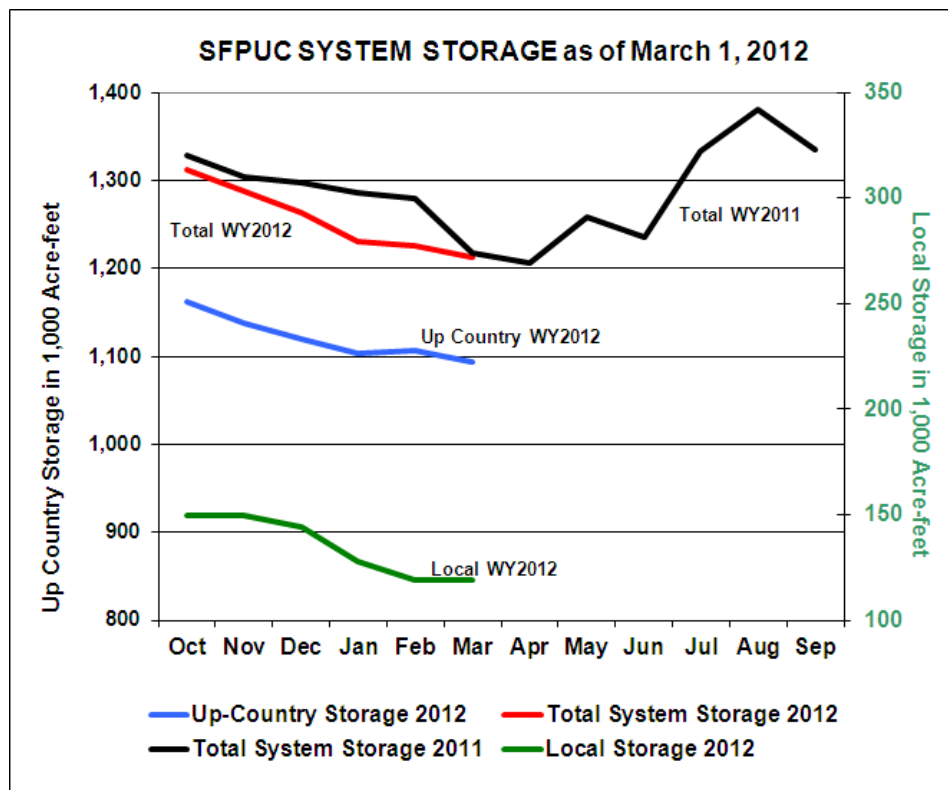


Figure 1. Monthly system storage for water year 2012.

Hetch Hetchy System Precipitation Index ^{5/}

Current Month: The February six-station precipitation index is 2.38 inches, or 39.0% of the average index for the month. Two small events brought precipitation to the high country during February.

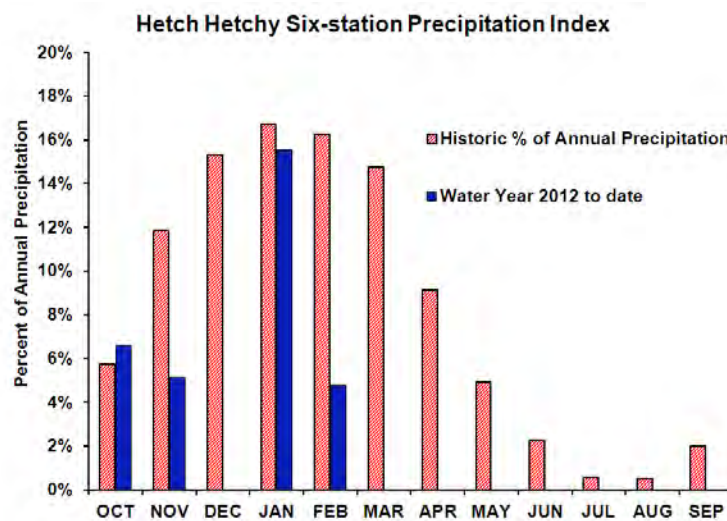


Figure 2. Monthly distribution of the Hetch Hetchy Six-station precipitation index as percent of annual precipitation.

Cumulative Precipitation to Date: The accumulated six-station precipitation index for water year 2012 is 11.8 inches, which is 28.8% of the average annual water year total, or 48.2% of the average annual-to-date. Hetch Hetchy received 1.7 inches of precipitation in February. The cumulative Hetch Hetchy precipitation is shown in Figure 3 in red.

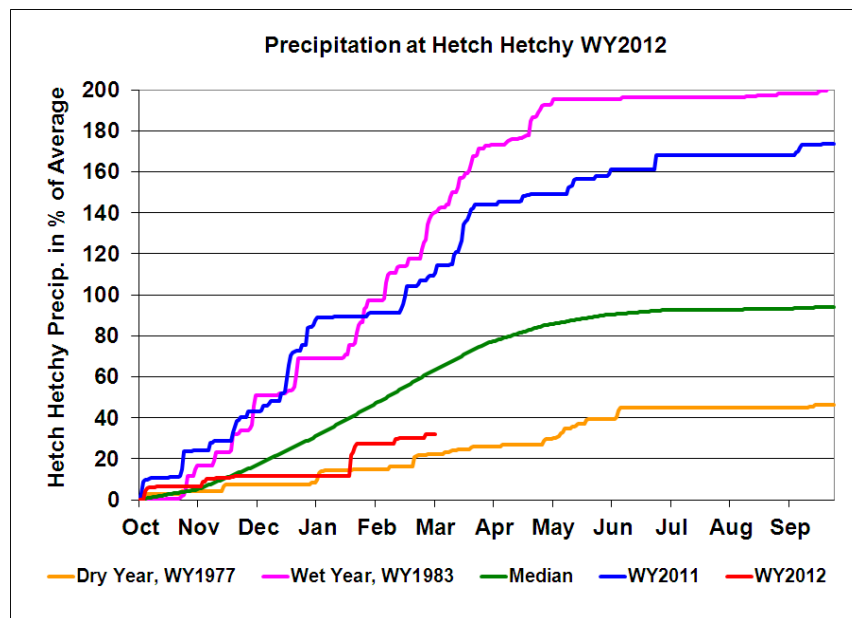


Figure 3. Water year 2012 cumulative precipitation received at Hetch Hetchy Reservoir through February 29th, 2012. Precipitation at the Hetch Hetchy gage for wet, dry, median, and WY 2011 are included for comparison purposes.

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

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange as of February 29th is summarized below in Table 2. The continued dry conditions have kept stream flows well below normal.

Table 2 Unimpaired Inflow Acre-Feet								
	February 2012				October 1, 2011 through February 29, 2012			
	Observed Flow	Median ⁶	Average ⁶	Percent of Average	Observed Flow	Median ⁶	Average ⁶	Percent of Average
Inflow to Hetch Hetchy Reservoir	9,911	22,324	25,116	39.5%	45,037	71,743	88,853	50.7%
Inflow to Cherry Reservoir and Lake Eleanor	11,714	22,665	26,370	44.4%	51,035	72,754	95,412	53.5%
Tuolumne River at La Grange	32,143	115,220	144,116	22.3%	138,536	313,315	415,173	33.4%
Water Available to the City	0	21,214	55,614	0%	15,679	22,725	103,486	15.2%

⁶ Hydrologic Record: 1919 – 2010

Hetch Hetchy System Operations

Draft and releases from Hetch Hetchy Reservoir in February totaled 17,651 acre-feet which met SJPL deliveries and fisheries releases. No additional drafts are available at this time.

5,488 acre-feet of power draft was made at Cherry Reservoir to manage reservoir elevation and to help meet municipal load. No water was transferred from Lake Eleanor to Cherry Reservoir in February.

Local System Treatment Plant Production

The Sunol Valley Water Treatment Plant average rate for the month was 26 MGD. The Harry Tracy Water Treatment Plant rate averaged 0 MGD. The HTWTP was off-line for maintenance and new construction.

Local System Water Delivery

The February water delivery rate of 185 MGD is a decrease of 13% less than the January delivery rate of 214 MGD.

Local Precipitation

February rainfall accumulation was well below normal for the month. The dry water year continues with 2012 year-to-date precipitation totals at less than half that for the same period in 2011. The February rainfall summary is presented in Table 3.

Reservoir	Month Total (inches)	Percentage of Normal for the Month	Water Year To Date ⁷ (inches)	Percentage of Normal for the Year-to-Date ⁷
Pilarcitos	2.25	41 %	13.16	38 %
Lower Crystal Springs	1.45	38 %	8.15	34 %
Calaveras	1.77	54%	7.41	40 %

⁷ WY 2012: Oct. 2011 through Sep. 2012

Snowmelt and Water Supply

Mountain snowpack remains well behind normal conditions in the Tuolumne River Basin (Figure 4). Manual snow surveys indicate that the basin wide snowpack is ~25% of normal March 1st conditions, while the high south index is ~28% of normal April 1st snowpack conditions (Figure 4). Two events brought snowfall and precipitation during the month; however the total precipitation accumulation for the month of February is only ~39% of normal. The accumulated precipitation to-date has triggered a Type C year for Hetch Hetchy streamflow releases. Despite the ongoing dry conditions, Tuolumne Basin reservoirs still remain relatively high due to low demands and an early winter system shutdown.

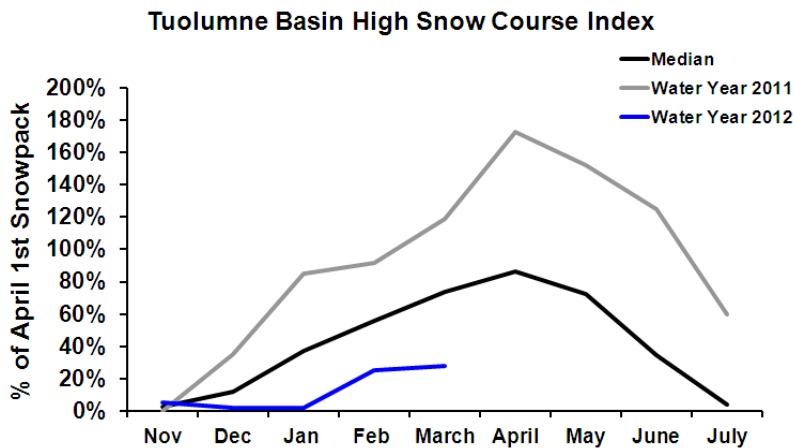


Figure 4. The Tuolumne Basin high south snow indice as compared to “normal” conditions and water year 2011.

The NWS Climate Prediction Center for the past month has been forecasting for below normal precipitation conditions for the 1-month and 3-month outlooks. That view has begun to change and has turned to an equal chance of above or below “normal” conditions. Following an early month rain shower event, clear skies will return into the second weekend of March.

The Tuolumne Basin Water Supply Forecast model was executed using the measured snow course, precipitation, and runoff data. The forecast indicates that the median amount of runoff that may occur this year is about 44% of the long-term median (Figure 5). The median forecast of April-through-July runoff is about 470 TAF, compared to the long-term median runoff for the April-through-July period of 1,080 TAF. For natural flow at La Grange, there is an 80 percent chance that the April-to-July natural runoff will be between 260 TAF and 1,120 TAF.

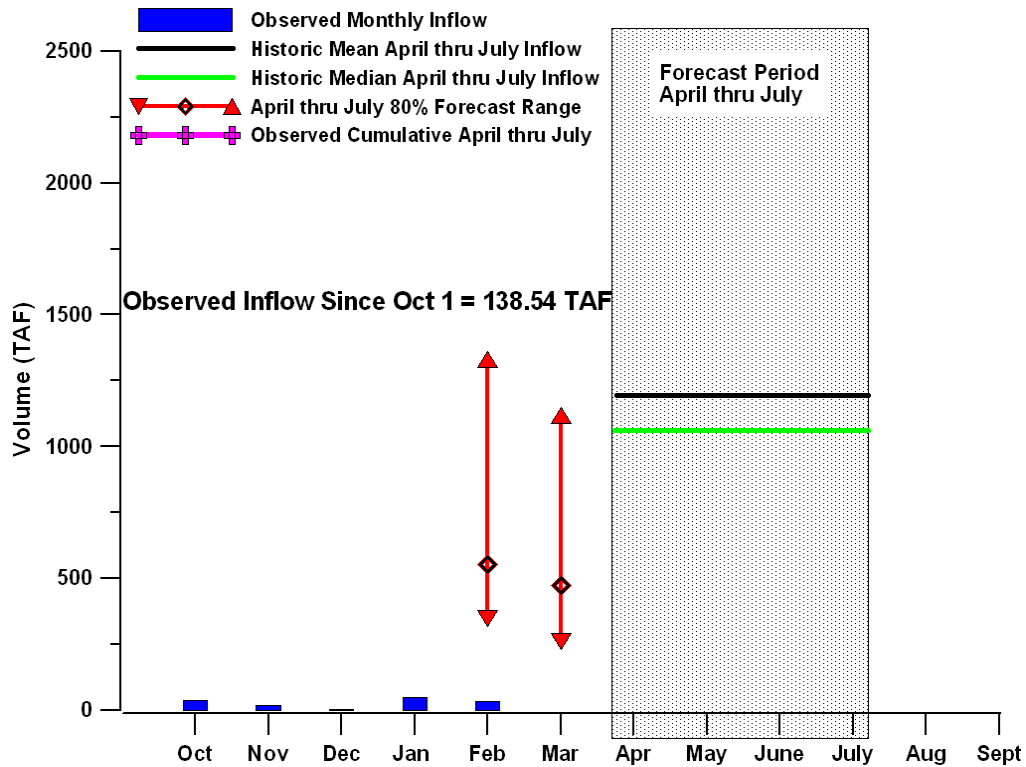


Figure 5. Water Year conditions for the Tuolumne River at La Grange.

Total water that was available to the City for water year 2012 remains at 15,679 acre-feet (Figure 6).

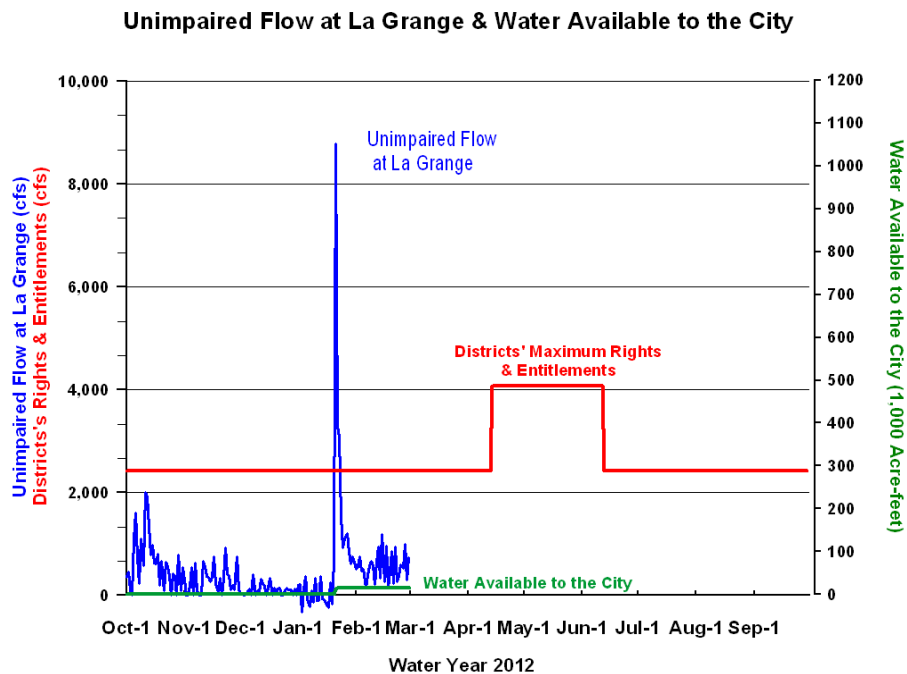


Figure 6. Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. No water was available to the City for the period from October 1st, 2011 through February 29th, 2012.

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

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Dave Dickson, General Manager

Agenda: March 13, 2012

Date: March 7, 2012

Subject: Notice of Completion - Hazen's Tank Fencing Project

Recommendation:

That the Board of Directors take the following actions:

- (1) Accept the Hazen's Tank Fencing 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 North American Fence & Railing, Inc. on October 31, 2011 for the Hazen's Tank Fencing Project.

The work consisted of removing and disposal of the old barbed wire fence and installing 336 feet of 6 foot high of 2-inch galvanized chain link topped with 3 strands of barbed wire along with one 14 foot double wide vehicle gate. The work was located near San Juan Avenue in El Granada, California.

The project was completed on January 31, 2012. The project was constructed according to District specifications.

Fiscal Impact: None.

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

Name
Street
Address
City &
State

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE

RECORD WITHOUT FEE Govt. Code § 6103 & 27383

NOTICE OF COMPLETION

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

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

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

3. On the 31st day of January, 2012 there was completed upon the hereinafter described real property a work of improvement as a whole named Hazen's Tank Fencing Project. The work consisted of removing and disposal of the old barbed wire fence and installing 336 feet of 6 foot high of 2-inch galvanized chain link topped with 3 strands of barbed wire along with one 14 foot double wide vehicle gate.

4. The name of the original contractor for the work of improvement as a whole was: North American Fence & Railing, Inc., 80 Swan Way, Suite 320, Oakland, CA 94621

5. The real property herein referred to is situated in the unincorporated community of El Granada, County of San Mateo, State of California, and described as follows:

The site of the work is located near San Juan Avenue, El Granada (APN 047-320-040).

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

COASTSIDE COUNTY WATER DISTRICT

BY: _____
David R. Dickson, Secretary

VERIFICATION

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

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

Executed on March 13, 2012, at Half Moon Bay, California
(Date) (Place where signed)

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

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: March 13, 2012

Report

Date: March 8, 2012

Subject: Draft Fiscal Year 2012-2013 Budget and Draft Fiscal Year 2012/13 to 2021/22 Capital Improvement Program

Recommendation:

No Board action required at this time.

Background:

Staff presents for the Board's review the attached **Draft** Fiscal Year 2012-2013 Budget and Draft Fiscal Year 2012/13 to 2021/22 Capital Improvement Program (CIP). Highlights:

Tentative Rate Increase

Consistent with the District Financing Plan presented to the Board during the Fiscal Year 2011-2012 (FY12) budget process, the Fiscal Year 2012-2013 (FY13) budget includes a rate increase of 12%. The Financing Plan projected rate increases as follows:

<u>Fiscal Year</u>	<u>Rate Change</u>
2011-12	12% (adopted)
2012-13	12%
2013-14	12%
2014-15	9%
2015-16	3%
2016-17	3%

Staff has updated the District Financing Plan model (to be presented to the Board in detail at the April 10 meeting) and believes that, based on current projections, continuing with the above series of rate increases will meet the District's revenue requirements over the ten-year plan period.

Budget

- Non-operating revenue budgeted at the same level as FY12 (1.7% lower).
- Total operating expense increase of about 1% over FY12 budget, 7% over projected year-end FY12 expenses.
- \$283,000 reduction in SFPUC water purchase cost vs. FY12 budget due to startup of improved Denniston plant.

STAFF REPORT

Agenda: March 13, 2012

Subject: Draft Budget and CIP

Page Two

- \$141,000 increase in Denniston-related expenses vs. FY12 due to plant startup.
- \$88,000 increase in Crystal Springs electrical expense due to lower use of Pilarcitos source.
- Field and administrative salary cost increases of 2.1% and 1.9% respectively vs. FY12 budget, primarily for cost-of-living adjustment.
- Total debt service increase of \$354,000 vs. FY12 budget for I-Bank loan payments.
- Contribution to CIP and reserves (net revenue) of \$900,000, an increase of \$205,000 over FY12.

CIP

- \$21,343,000 total CIP (FY13 dollars)
- Addition of \$3.2 million in new projects over the ten-year CIP.
- Net decrease of \$2.1 million vs. FY2011/12-2020/21 CIP, primarily due to completion of the Denniston Improvements project.

Operations & Maintenance Budget - FY 2012/2013

DRAFT

Account Number	Description	Proposed	Approved	FY 12/13 Budget	FY 12/13	Proj Year End	FY 12/13 Budget	FY 12/13	YTD Actual FY 11/12 as of January 31, 2012
		Budget FY 12/13	FY 11/12	Vs. FY 11/12	Budget Vs. FY 11/12		Actual	Budget Vs. FY 11/12	
			Budget	\$ Change	% Change	Actual FY 11/12	\$ Change	% Change	
OPERATING REVENUE									
4120	Water Sales (1) *	\$7,144,110	\$6,549,402	\$594,708	9.1%	\$6,378,669	\$765,440	12.0%	\$3,738,536
Total Operating Revenue		\$7,144,110	\$6,549,402	\$594,708	9.1%	\$6,378,669	\$765,440	12.0%	\$3,738,536
NON-OPERATING REVENUE									
4170	Hydrant Sales	\$25,000	\$25,000	\$0	0.0%	\$29,883	-\$4,883	-16.3%	\$17,883
4180	Late Penalty	\$50,000	\$50,000	\$0	0.0%	\$60,713	-\$10,713	-17.6%	\$35,713
4230	Service Connections	\$8,000	\$8,000	\$0	0.0%	\$7,030	\$970	13.8%	\$4,530
4920	Interest Earned	\$3,540	\$7,423	-\$3,883	-52.3%	\$4,841	-\$1,301	-26.9%	\$4,041
4930	Property Taxes	\$600,000	\$600,000	\$0	0.0%	\$655,508	-\$55,508	-8.5%	\$355,508
4950	Miscellaneous	\$37,000	\$37,000	\$0	0.0%	\$45,026	-\$8,026	-17.8%	\$26,526
4955	Cell Site Lease Income	\$117,524	\$113,892	\$3,632	3.2%	\$110,846	\$6,678	6.0%	\$62,846
4965	ERAF Refund	\$100,000	\$100,000	\$0	0.0%	\$261,256	-\$161,256	-61.7%	\$261,256
Total Non-Operating Revenue		\$941,064	\$941,315	-\$251	0.0%	\$1,175,102	-\$234,038	-19.9%	\$768,302
TOTAL REVENUES		\$8,085,174	\$7,490,717	\$594,457	7.9%	\$7,553,772	\$531,402	7.0%	\$4,506,839
OPERATING EXPENSES									
5130	Water Purchased	\$1,776,051	\$2,059,548	-\$283,497	-13.8%	\$1,964,107	-\$188,055	-9.6%	\$1,146,107
5230	Electrical Exp. Nunes WTP	\$23,000	\$25,000	-\$2,000	-8.0%	\$23,000	\$0	0.0%	\$13,320
5231	Electrical Expenses, CSP	\$215,207	\$127,434	\$87,773	68.9%	\$107,832	\$107,375	99.6%	\$47,832
5232	Electrical Expenses/Trans. & Dist.	\$11,300	\$14,000	-\$2,700	-19.3%	\$10,243	\$1,057	10.3%	\$5,975
5233	Elec Exp/Pilarcitos Cyn	\$17,444	\$16,162	\$1,282	7.9%	\$11,744	\$5,700	48.5%	\$4,744
5234	Electrical Exp., Denn	\$93,000	\$5,940	\$87,060	1465.7%	\$4,043	\$88,957	2200.2%	\$2,749
5235	Denn. WTP Oper.	\$25,000	\$3,000	\$22,000	733.3%	\$2,823	\$22,177	785.6%	\$1,623
5236	Denn WTP Maint	\$37,000	\$5,000	\$32,000	640.0%	\$1,013	\$35,987	3553.2%	\$413
5240	Nunes WTP Oper	\$98,212	\$70,908	\$27,304	38.5%	\$113,680	-\$15,468	-13.6%	\$65,930
5241	Nunes WTP Maint	\$40,000	\$38,000	\$2,000	5.3%	\$41,885	-\$1,885	-4.5%	\$24,294
5242	CSP - Operation	\$8,500	\$8,500	\$0	0.0%	\$8,565	-\$65	-0.8%	\$4,968
5243	CSP - Maintenance	\$40,000	\$50,000	-\$10,000	-20.0%	\$42,867	-\$2,867	-6.7%	\$12,867
5250	Laboratory Expenses	\$50,000	\$35,000	\$15,000	42.9%	\$28,678	\$21,322	74.4%	\$16,633
5318	Studies/Surveys/Consulting	\$68,000	\$45,000	\$23,000	51.1%	\$23,998	\$44,003	183.4%	\$13,998
5321	Water Conservation	\$65,100	\$62,350	\$2,750	4.4%	\$50,478	\$14,622	29.0%	\$30,478
5322	Community Outreach	\$35,200	\$26,200	\$9,000	34.4%	\$28,824	\$6,376	22.1%	\$3,824
5411	Salaries - Field	\$978,448	\$958,326	\$20,122	2.1%	\$929,051	\$49,397	5.3%	\$499,051
5412	Maintenance Expenses	\$163,300	\$192,500	-\$29,200	-15.2%	\$141,524	\$21,776	15.4%	\$82,084
5414	Motor Vehicle Exp.	\$44,650	\$44,500	\$150	0.3%	\$60,391	-\$15,741	-26.1%	\$39,391
5415	Maintenance, Wells	\$6,000	\$6,000	\$0	0.0%	\$0	\$6,000	0.0%	\$0
5610	Salaries, Admin.	\$657,343	\$644,904	\$12,439	1.9%	\$578,346	\$78,997	13.7%	\$328,346
5620	Office Expenses	\$130,625	\$119,375	\$11,250	9.4%	\$141,742	-\$11,117	-7.8%	\$71,742
5621	Computer Services	\$75,000	\$67,650	\$7,350	10.9%	\$69,350	\$5,650	8.1%	\$24,350
5625	Meetings/Training/Seminars	\$20,000	\$18,000	\$2,000	11.1%	\$15,223	\$4,777	31.4%	\$10,223
5630	Insurance	\$125,000	\$125,000	\$0	0.0%	\$137,533	-\$12,533	-9.1%	\$107,533
5635	Ee/Ret Medical Insurance	\$451,882	\$438,607	\$13,275	3.0%	\$423,847	\$28,035	6.6%	\$212,847
5640	Employee Retirement	\$477,216	\$462,627	\$14,589	3.2%	\$436,423	\$40,793	9.3%	\$242,423
5645	SIP 401a Plan	\$30,000	\$30,000	\$0	0.0%	\$30,000	\$0	0.0%	\$0
5681	Legal	\$60,000	\$60,000	\$0	0.0%	\$42,852	\$17,148	40.0%	\$18,852
5682	Engineering	\$14,000	\$14,000	\$0	0.0%	\$10,412	\$3,588	34.5%	\$4,412
5683	Financial Services	\$26,000	\$31,000	-\$5,000	-16.1%	\$26,690	-\$690	-2.6%	\$16,690
5684	Payroll Taxes	\$117,271	\$114,658	\$2,613	2.3%	\$103,708	\$13,563	13.1%	\$55,708
5687	Memberships & Subscriptions	\$64,400	\$57,950	\$6,450	11.1%	\$61,630	\$2,770	4.5%	\$36,630
5688	Election Expense	\$0	\$25,000	-\$25,000	0.0%	\$0	\$0	0.0%	\$0
5689	Union Expenses	\$6,000	\$6,000	\$0	0.0%	\$0	\$6,000	0.0%	\$0
5700	County Fees	\$15,900	\$16,200	-\$300	-1.9%	\$13,742	\$2,158	15.7%	\$13,142
5705	State Fees	\$18,600	\$19,400	-\$800	-4.1%	\$17,338	\$1,262	7.3%	\$17,338
Total Operating Expenses		\$6,084,650	\$6,043,739	\$40,911	0.7%	\$5,703,581	\$381,069	6.7%	\$3,176,516
CAPITAL ACCOUNTS									
5711	Existing Bonds - 1998A	\$265,273	\$267,993	-\$2,721	-1.0%	\$267,992	-\$2,720	-1.0%	\$254,610
5712	Existing Bonds - 2006B	\$481,296	\$483,281	-\$1,985	-0.4%	\$486,571	-\$5,275	-1.1%	\$339,141
5715	Existing Bond-CIEDB 11-099	\$353,641	\$0	\$353,641	0.0%	\$115,553	\$238,088	206.0%	\$115,553
Total Capital Accounts		\$1,100,209	\$751,274	\$348,935	46.4%	\$870,116	\$230,093	26.4%	\$709,304
TOTAL REVENUE LESS TOTAL EXPENSE		\$900,315	\$695,704	\$204,611	29.4%	\$980,075	-\$79,760	-8.1%	\$621,019
5713	Cont. to CIP & Reserves	\$900,315							

Notes:

(1) Water sales revenue calculated by applying rate increase to projected year-end sales.

* Assumes 12% rate increase

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4120 Description: Water Sales	
Actual Amount As Of: 31-Jan 2012	3,738,536
PROJECTED ACTIVITY to END of FY:	2,640,133
Projected YEAR END TOTAL:	6,378,669

PROPOSED Line Item Amount:	\$7,144,110 *
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	6,549,402
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% Change Actual Year End compared to Proposed Line item amount.	12.0%
% Change to Previous Year Budget	9.1%
Dollar difference between proposed budget & current budget	594,708

NARRATIVE: See Worksheet 4120 A for calculations

Water sales revenues are not expected to increase during the next fiscal year due to new customers coming on line. The projection is that there will be approximately 35 new connections Increased Consumer awareness in the third year of drought will keep consumption to levels seen in FY 11/12.

* - Assumes a 12% Increase

Spread:

Jul	Aug	Sep	Oct	Nov	Dec	Totals
Jan	Feb	Mar	Apr	May	Jun	

Fiscal Year 2012/2013 Water Sales Projections

MONTH	a	b	c	d	e	f	g	h	i	j		Proposed
	Res. hcf 11/12	Res. hcf 12/13	Other hcf 11/12	Other hcf 12/13	TOTAL Units 11/12	TOTAL Units 12/13	Per Cent Diff 11 v. 12 dif	Residential \$ Projected 12/13	Other \$ Projected \$7.65/hcf	Base Charge 11/12	Base Charge 12/13	FY 12/13 \$ Budget
	Actual	Budget	Actual	Budget	Actual	Budget				Actual	Budget	
Jul-11	33,876	33,876	36,114	36,114	69,990	69,990	0.0%	\$ 219,178	\$ 276,272	\$94,565	\$105,913	\$ 601,363
Aug-11	59,638	59,638	25,892	25,892	85,530	85,530	0.0%	\$ 385,858	\$ 198,074	\$127,282	\$142,555	\$ 726,487
Sep-11	32,560	32,560	42,743	42,743	75,303	75,303	0.0%	\$ 210,663	\$ 326,984	\$99,332	\$111,252	\$ 648,899
Oct-11	59,705	59,705	29,364	29,364	89,069	89,069	0.0%	\$ 386,291	\$ 224,635	\$128,034	\$143,398	\$ 754,324
Nov-11	27,091	27,091	33,762	33,762	60,853	60,853	0.0%	\$ 175,279	\$ 258,279	\$99,596	\$111,547	\$ 545,105
Dec-11	42,078	42,078	17,139	17,139	59,217	59,217	0.0%	\$ 272,245	\$ 131,113	\$128,337	\$143,738	\$ 547,096
Jan-12	26,144	26,144	25,789	25,789	51,933	51,933	0.0%	\$ 169,152	\$ 197,286	\$99,401	\$111,329	\$ 477,767
Feb-12	44,251	44,251	17,647	17,647	61,898	61,898	0.0%	\$ 286,304	\$ 135,000	\$99,000	\$110,880	\$ 532,183
Mar-12	24,064	24,064	28,075	28,075	52,139	52,139	0.0%	\$ 155,694	\$ 214,774	\$128,000	\$143,360	\$ 513,828
Apr-12	41,444	41,444	19,519	19,519	60,963	60,963	0.0%	\$ 268,143	\$ 149,320	\$99,000	\$110,880	\$ 528,343
May-12	28,075	28,075	40,508	40,508	68,583	68,583	0.0%	\$ 181,645	\$ 309,886	\$128,000	\$143,360	\$ 634,891
Jun-12	55,794	55,794	33,422	33,422	89,216	89,216	0.0%	\$ 360,987	\$ 255,678	\$99,000	\$110,880	\$ 727,545
TOTAL	474,720	474,720	349,974	349,974	824,694	824,694	0.0%	\$ 3,071,438	\$ 2,677,301	\$1,329,547	\$1,489,092	\$ 7,237,831

Average Residential Charge per Unit
\$6.47

Commercial Charge per Unit
\$7.65

\$ 7,237,831

FACTORS TO BE CONSIDERED

- 1 Superintendent projects a 50 MG purchase from Skylawn for next fiscal year
- 2 Anticipation of approximately 35 new connections next year.
- 3 April - June - Predicted Base on following:
Actual Sales / Predicted Sales (Jul - Feb)
Residential = 0.91
Other = 1.242

Budgeted Values for Residential & Other
Above multiplied by factor to get predicted water sales.

Res Units	FY 11/12	12.0% FY 12/13	Base Charge		FY 11/12	0.0% FY 12/13
			5/8"	5/8"		
1-8	\$5.02	\$5.62	5/8" / 2 dwelling units	5/8"	\$30.72	\$34.41
9 -25	\$5.53	\$6.19	3/4"	3/4"	\$67.57	\$75.68
26 - 40	\$7.19	\$8.05	3/4" / 2 dwelling units	3/4"	\$46.18	\$51.72
41 +	\$8.88	\$9.95	1"	1"	\$92.41	\$103.50
			1.5"	1.5"	\$76.97	\$86.21
			2.0"	2.0"	\$148.64	\$166.48
			3"	3"	\$246.34	\$275.90
			4"	4"	\$538.90	\$603.57
Comm	\$6.83	\$7.65			\$1,847.89	\$2,069.64

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4170 Description: Hydrant Sales	
Actual Amount As Of: 31-Jan 2012	17,883
PROJECTED ACTIVITY to END of FY:	12,000
Projected YEAR END TOTAL:	29,883
PROPOSED Line Item Amount:	25,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	25,000
% Change Actual Year End compared to Proposed Line item amount.	(16.3%)
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

Water is taken from designated fire hydrants through portable meters for a variety of reasons. The most common use of this water is for new construction (dust control, earth compaction, etc.). Other uses of water through portable meters result in use for temporary irrigation, failed wells, temporary livestock watering, dust control for non construction purposes, festivals, etc.

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2012/2013**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4180 Description: Late Penalty	
Actual Amount As Of: 31-Jan 2012	35,713
PROJECTED ACTIVITY to END of FY:	25,000
Projected YEAR END TOTAL:	60,713
PROPOSED Line Item Amount:	50,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	50,000
% Change Actual Year End compared to Proposed Line item amount.	(17.6%)
% Change to Previous Year Budget	100.0%
Dollar difference between proposed budget & current budget	0
NARRATIVE:	

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4230 Description: Service Connections	
Actual Amount As Of: 31-Jan 2011	4,530
PROJECTED ACTIVITY to END of FY:	2,500
Projected YEAR END TOTAL:	7,030
PROPOSED Line Item Amount:	8,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	8,000
% Change Actual Year End compared to Proposed Line item amount.	13.8%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

The amounts in the account show the labor cost charged to a customer for the installation of a new water service connection. The costs vary with each new installation depending upon the size of the service and how far it is from the distribution pipeline under the street. Cost of materials are not included in this category.

Labor	\$8,000
TOTAL	\$8,000

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4920 Description: Interest Earned	
Actual Amount As Of: 31-Jan 2012	4,041
PROJECTED ACTIVITY to END of FY:	800
Projected YEAR END TOTAL:	4,841
PROPOSED Line Item Amount:	\$ 3,540

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	7,423
% Change Actual Year End compared to Proposed Line item amount.	(26.9%)
% Change to Previous Year Budget	(52.3%)
Dollar difference between proposed budget & current budget	-3,883

NARRATIVE:

Interest income is derived from cash on deposit with LAIF.

	Balance	Less CSP \$						
Cash on Deposit	1,011,454	0	1,011,454	x	0.35%	=	\$	3,540

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4930 Description: Property Taxes	
Actual Amount As Of: 31-Jan 2012	355,508
PROJECTED ACTIVITY to END of FY:	300,000
Projected YEAR END TOTAL:	655,508
PROPOSED Line Item Amount:	600,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	600,000
% Change Actual Year End compared to Proposed Line item amount.	(8.5%)
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

Projected CCWD portion of unsecured/secured Property Tax	\$600,000
TOTAL	\$600,000

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4950 Description: Miscellaneous	
Actual Amount As Of: 31-Jan 2012	26,526
PROJECTED ACTIVITY to END of FY:	18,500
Projected YEAR END TOTAL:	45,026
PROPOSED Line Item Amount:	37,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	37,000
% Change Actual Year End compared to Proposed Line item amount.	(17.8%)
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

Revenue from disposal of excess equipment, vehicles and reimbursement of expense line items, in addition to the identified sources, are entered into the Miscellaneous Sales account line item, such as: returned check fees, re-connect fees, copies of documents, reimbursement of repairs., etc...)

Skylawn Memorial Park reimburses the District for pumping when the District is not operating the Crystal Springs Pump Station for benefit of the District.

	FY 12/13
Skylawn	25,000
Miscellaneous	12,000
	37,000

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4955 Description: Cell Site Lease Income	
Actual Amount As Of: 31-Jan 2012	62,846
PROJECTED ACTIVITY to END of FY:	48,000
Projected YEAR END TOTAL:	110,846
PROPOSED Line Item Amount:	117,524

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	113,892
% Change Actual Year End compared to Proposed Line item amount.	6.0%
% Change to Previous Year Budget	3.2%
Dollar difference between proposed budget & current budget	3,632

NARRATIVE:

Revenue from Cell Site Leasing

<u>Sub-Account</u>	<u>FY 12/13</u>
Sprint Spectrum Lease (Carter Hill)	22,424
Sprint Spectrum Lease (Alves Tank)	20,700
Metro PCS (Miramontes Tank)	24,300
Metro PCS (Miramar Tank)	24,300
Verizon (Nunes WTP)	25,800
	117,524

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4965 Description: ERAF Refund	
Actual Amount As Of: 31-Jan 2012	261,256
PROJECTED ACTIVITY to END of FY:	0
Projected YEAR END TOTAL:	261,256
PROPOSED Line Item Amount:	100,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	100,000
% Change Actual Year End compared to Proposed Line item amount.	(61.7%)
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

Educational Revenue Augmentation Fund (ERAF). ERAF was established in 1992 to redirect property tax revenues from cities, counties and special districts to public education programs. Once the school districts & programs are paid the maximum allowable under law, the law requires the excess to be refunded to the local taxing jurisdiction that contributed to ERAF.

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5130 Description: Water Purchased	
Actual Amount As Of: 31-Jan 2012	1,146,107
PROJECTED ACTIVITY to END of FY:	818,000
Projected YEAR END TOTAL:	1,964,107
PROPOSED Line Item Amount:	1,776,051

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	2,059,548
% Change Actual Year End compared to Proposed Line item amount.	(9.6%)
% Change to Previous Year Budget	(13.8%)
Dollar difference between proposed budget & current budget	-283,497

NARRATIVE:

See worksheet 5130 A

The information on this sheet relates directly to Account 4120, water sales.

Water rates will increase approximately 10% from the SFWD this year. Cost per hcf \$2.66

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

PRODUCTION & PUMPING SCHEDULE FY 2012/2013

	Denniston Surface		Denniston Wells		Pilarcitos Wells		SFWD Pilarcitos-Crystal Springs				SFWD Total		TOTAL PRODUCTION		SFWD COST
	FY 11/12 hcf	FY 12/13 hcf	FY 11/12 hcf	FY 12/13 hcf	FY 11/12 hcf	FY 12/13 hcf	Pilarcitos		CSP		FY 11/12	FY 12/13	FY 11/12	FY 12/13	**2.66/hcf Plan
							Actual hcf	Plan							
Jul-11	0	0	0	0	0	0	83,755	80,908	1,376	0	85,131	80,908	85,131	80,908	\$215,215
Aug-11	0	0	0	0	0	0	82,005	98,873	8,533	0	90,538	98,873	90,538	98,873	\$263,002
Sep-11	0	0	0	0	0	0	91,635	40,741	6,436	46,310	98,071	87,051	98,071	87,051	\$231,556
Oct-11	0	0	0	0	0	0	45,936	15,198	6,237	77,967	52,173	93,165	52,173	93,165	\$247,819
Nov-11	0	8,341	0	3,210	14,780	13,000	29,251		31,390	39,101	60,641	39,101	75,421	63,652	\$104,009
Dec-11	0	15,288	0	3,500	9,625	13,000	36,123		22,487	30,745	58,610	30,745	68,235	62,533	\$81,782
Jan-12	0	22,039	0	3,500	7,981	14,000	0		43,061	15,874	43,061	15,874	51,042	55,413	\$42,225
Feb-12	0	22,039	0	3,500	10,000	16,000	0		45,662	24,506	45,662	24,506	55,662	66,045	\$65,186
Mar-12	0	21,797	0	3,500	18,500	19,000	0	11,335	32,305	0	32,305	11,335	50,805	55,632	\$30,151
Apr-12	0	22,039	0	3,500	0	0	70,456	33,839	0	0	70,456	33,839	70,456	59,378	\$90,012
May-12	0	17,434	0	3,500	0	0	84,171	45,866	0	0	84,171	45,866	84,171	66,800	\$122,004
Jun-12	0	7,566	0	3,500	0	0	86,611	75,830	0	0	86,611	75,830	86,611	86,896	\$201,708
hcf Totals	0	136,543	0	27,710	60,886	75,000	609,943	402,590	197,487	234,503	807,430	637,093	868,316	876,346	\$1,694,667
MG Totals	0.00	102.13	0.00	20.73	45.54	56.10	456.24	301.14	147.72	175.41	603.96	476.55	649.50	655.51	

Base Charge **\$81,384**

Grand Total **\$1,776,051**

Note: Bold numbers in actual columns are estimates

Expect 72,608 hcf of estimated unmetered water (leaks, plant use, flow tests, etc...) for FY 11/12
7.4% unaccountable water

** - The San Francisco Wholesale rate is the total of \$2.89 less the untreated water of \$.23.

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5230 Description: Electrical Exp. Nunes WTP	
Actual Amount As Of: 31-Jan 2012	13,320
PROJECTED ACTIVITY to END of FY:	9,680
Projected YEAR END TOTAL:	23,000
PROPOSED Line Item Amount:	23,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	25,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	(8.0%)
Dollar difference between proposed budget & current budget	-2,000

NARRATIVE:

The costs shown for this line item are for electrical costs for operating the water treatment plant.

FY 12/13

PG&E \$23,000

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5231 Description: Electrical Expenses, CSP	
Actual Amount As Of: 31-Jan 2012	47,832
PROJECTED ACTIVITY to END of FY:	60,000
Projected YEAR END TOTAL:	107,832

PROPOSED Line Item Amount:	215,207
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	127,434
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	99.6%
% Change to Previous Year Budget	68.9%
Dollar difference between proposed budget & current budget	87,773

NARRATIVE:

Skylawn is estimated to purchase 50 million gallons when we are not running Crystal Springs. Denniston back on line.

	hcf	rate to pump 1 unit of water				
Pumping charges - electrical	234,503	0.770	=	\$	180,567	
Non-pumping electrical				\$	10,000	
Skylawn Pumping Expenses	32,000	0.770	=	\$	24,640	
TOTAL				<u>\$</u>	<u>215,207</u>	

Spread:

Jul	Aug	Sep		Oct	Nov	Dec
Jan	Feb	Mar		Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5232 Description: Electrical Expenses/Trans. & Dist.	
Actual Amount As Of: 31-Jan 2012	5,975
PROJECTED ACTIVITY to END of FY:	4,268
Projected YEAR END TOTAL:	10,243
PROPOSED Line Item Amount:	11,300

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	14,000
% Change Actual Year End compared to Proposed Line item amount.	10.3%
% Change to Previous Year Budget	(19.3%)
Dollar difference between proposed budget & current budget	-2,700

NARRATIVE:

	FY 12/13
Granada #1	\$4,000
Granada #2	\$2,500
Granada #3	\$1,200
Alves Pump Station	\$3,200
Miramontes Tank	\$400
TOTAL	<u>\$11,300</u>

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5233 Description: Elec Exp/Pilarcitos Cyn	
Actual Amount As Of: 31-Jan 2012	4,744
PROJECTED ACTIVITY to END of FY:	7,000
Projected YEAR END TOTAL:	11,744

PROPOSED Line Item Amount:	17,444
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	16,162
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	48.5%
% Change to Previous Year Budget	7.9%
Dollar difference between proposed budget & current budget	1,282

NARRATIVE:

Assumes sufficient rain in October to pump Pilarcitos Wells in November.
Assumes 75,000 units of production, at an energy cost of \$0.29 per unit.

Wells #1 & 3	\$	5,585	Well #4	\$	3,750
Well #2	\$	255	Well #4A	\$	3,750
Well #3A	\$	255	Well #5	\$	3,193
Carter Hill	\$	256	Telemeter	\$	200
TOTAL			Blending Station	\$	200
			Total	\$	17,444

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5234 Description: Electrical Exp., Denn	
Actual Amount As Of: 31-Jan 2012	2,749
PROJECTED ACTIVITY to END of FY:	1,294
Projected YEAR END TOTAL:	4,043
PROPOSED Line Item Amount:	93,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	5,940
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	2200.2%
% Change to Previous Year Budget	1465.7%
Dollar difference between proposed budget & current budget	87,060

NARRATIVE:

Projected to have Dennistion back on line and running during FY 12/13

	FY 12/13
Denn Pump Station	\$65,000
Denn Well #1	\$1,000
Denn Well #2,3,4	\$4,000
Denn Well #5	\$1,000
Denn Well #9	\$12,000
Denn WTP	\$8,000
WWR System	\$2,000
TOTAL	<u><u>\$93,000</u></u>

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5235 Description: Denn. WTP Oper.	
Actual Amount As Of: 31-Jan 2012	1,623
PROJECTED ACTIVITY to END of FY:	1,200
Projected YEAR END TOTAL:	2,823

PROPOSED Line Item Amount:	25,000
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	3,000
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	785.6%
% Change to Previous Year Budget	733.3%
Dollar difference between proposed budget & current budget	22,000

NARRATIVE:

Projected to have Denniston back on line and running during FY 12/13
Assume production of 122 MG

ADMIN	CHEMICALS
Telephone/DSL	\$2,000
Alarm System	\$2,000
Subtotal	\$4,000
Caustic	\$6,500
Polymer	\$2,500
Alum	\$6,000
Salt	\$1,500
Pot. Perm	\$1,500
Lab Reagents	\$3,000
Subtotal	\$21,000
Total	\$25,000

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5236 Description: Denn WTP Maint	
Actual Amount As Of: 31-Jan 2012	413
PROJECTED ACTIVITY to END of FY:	600
Projected YEAR END TOTAL:	1,013

PROPOSED Line Item Amount:	37,000
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	5,000
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	3553.2%
% Change to Previous Year Budget	640.0%
Dollar difference between proposed budget & current budget	32,000

NARRATIVE:

Projected to have Denniston back on line and running during FY 12/13

	FY 12/13
Telemetry	\$ 3,000
Misc. Plumbing & Parts	\$ 4,000
Sludge Removal	\$ 6,000
Annual PM	\$ 3,000
Inst. Controls	\$ 10,000
Office Lab	\$ 3,000
CCTV	\$ 8,000
TOTAL	\$ 37,000

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5240 Description: Nunes WTP Oper	
Actual Amount As Of: 31-Jan 2012	65,930
PROJECTED ACTIVITY to END of FY:	47,750
Projected YEAR END TOTAL:	113,680
PROPOSED Line Item Amount:	98,212

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	70,908
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	(13.6%)
% Change to Previous Year Budget	38.5%
Dollar difference between proposed budget & current budget	27,304

NARRATIVE:

Chemical costs = \$175/MG.
Expect to treat 532 MG.

Telephone/DSL	\$2,000	Chemicals	
Alarm System	\$1,000	Caustic	\$34,178
Sub total	\$3,000	Polymer	\$3,107
		Alum	\$45,053
		Salt	\$10,874
		Lab Reagents	\$2,000
		Sub Total	\$95,212
		TOTAL	\$98,212

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5241 Description: Nunes WTP Maint	
Actual Amount As Of: 31-Jan 2012	24,294
PROJECTED ACTIVITY to END of FY:	17,591
Projected YEAR END TOTAL:	41,885
PROPOSED Line Item Amount:	40,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	38,000
% Change Actual Year End compared to Proposed Line item amount.	(4.5%)
% Change to Previous Year Budget	5.3%
Dollar difference between proposed budget & current budget	2,000

NARRATIVE:

No change in maintenance costs expected.

FY 12/13

Generator Service Contract	\$1,000
Sludge Removal	\$6,000
Electrical	\$5,000
Instrumentation/Controls	\$8,000
Motor & Pump Replacement	\$9,000
Filter Inspection	\$4,000
Annual Electrical PM	\$5,000
Misc.	\$2,000
	<u>\$40,000</u>

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5242 Description: CSP - Operation	
Actual Amount As Of: 31-Jan 2012	4,968
PROJECTED ACTIVITY to END of FY:	3,597
Projected YEAR END TOTAL:	8,565
PROPOSED Line Item Amount:	8,500

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	8,500
% Change Actual Year End compared to Proposed Line item amount.	(0.8%)
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:	FY 12/13
Telephone & Telemetry	\$6,300
Alarm Co. (Bay Alarm / HMB Alarm)	\$1,200
Fire System Maint.	<u>\$1,000</u>
TOTAL	<u><u>\$8,500</u></u>

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5243 Description: CSP - Maintenance	
Actual Amount As Of: 31-Jan 2012	12,867
PROJECTED ACTIVITY to END of FY:	30,000
Projected YEAR END TOTAL:	42,867
PROPOSED Line Item Amount:	40,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	50,000
% Change Actual Year End compared to Proposed Line item amount.	(6.7%)
% Change to Previous Year Budget	(20.0%)
Dollar difference between proposed budget & current budget	-10,000

NARRATIVE:

Will not be cleaning tunnel in FY 10/11. Anticipate needing more work on instrumentation and controls in FY 10/11.

	FY 12/13
Electrical Testing (ETI)	\$5,000
Electrical Repair	\$7,000
Equipment /Valve Maintenance	\$12,000
Pressure Reducing Valves	\$1,000
Misc. Equip/Air Vent	\$1,000
Telemetry & Alarms	\$4,000
Pump Maintenance	\$10,000
	\$40,000

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5250 Description: Laboratory Expenses	
Actual Amount As Of: 31-Jan 2012	16,633
PROJECTED ACTIVITY to END of FY:	12,045
Projected YEAR END TOTAL:	28,678
PROPOSED Line Item Amount:	50,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	35,000
% Change Actual Year End compared to Proposed Line item amount.	74.4%
% Change to Previous Year Budget	42.9%
Dollar difference between proposed budget & current budget	15,000

NARRATIVE:

Laboratory Costs associated with water sampling throughout distribution system, source waters and Treatment Plants.

	FY 12/13
Nunes WTP	\$14,000
Denniston WTP	\$14,000
Source Waters	\$10,000
Distribution	\$7,000
Shipping	\$5,000
	\$50,000

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5318 Description: Studies/Surveys/Consulting	
Actual Amount As Of: 31-Jan 2012	13,998
PROJECTED ACTIVITY to END of FY:	10,000
Projected YEAR END TOTAL:	23,998

PROPOSED Line Item Amount:	\$68,000
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	45,000
% Change Actual Year End compared to Proposed Line item amount.	183.4%
% Change to Previous Year Budget	51.1%
Dollar difference between proposed budget & current budget	23,000

Narrative:

Communication Lease Consultant	\$5,000.00
CASGEM	\$3,000.00
Irrigation Metering BMP Study	\$10,000.00
Drought Contingency Planning	\$40,000.00
Misc. Studies/Surveys	\$10,000.00
	\$68,000.00

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5321 Description: Water Conservation	
Actual Amount As Of: 31-Jan 2012	30,478
PROJECTED ACTIVITY to END of FY:	20,000
Projected YEAR END TOTAL:	50,478

PROPOSED Line Item Amount:	65,100
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	62,350
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	29.0%
% Change to Previous Year Budget	4.4%
Dollar difference between proposed budget & current budget	2,750

NARRATIVE:

Increase funding due to:

1. Funding included for new lawn replacement program.

Legend:

- BAWSCA** - Bay Area Water Supply and Conservation Agency
- BMP** - Best Management Practices
- CASGEM**: California Statewide Groundwater Elevation Monitoring
- CUWCC** - California Urban Water Conservation Council
- IRWMP** - Integrated Regional Watershed Management Plan
- UWMP** - Urban Water Management Plan
- WCIP** - Water Conservation Implementation Plan

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

DRAFT Budget Worksheet	
FOR DISCUSSION ONLY	
Fiscal Year 2012-2013	
Worksheet 5321 – Water Resources	FY 2013
Description	Amount
Foundational Best Management Practices	
1.0 Utility Operations Programs	
Subtotal	\$0
2.0 Education Programs	
Subtotal	\$21,500
Programmatic Best Management Practices	
3.0 Residential	
Subtotal	\$33,000
4.0 Commercial, Industrial and Institutional	
Subtotal	\$900
5.0 Landscape (Large)	
Subtotal	\$4,500
Flex Track Best Management Practices	
Subtotal	\$5,000
GPCD Compliance (CUWCC/SBx7)	
	\$0
Water Resources	
Subtotal	\$200
Total	\$65,100

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2012/2013**

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5322	Description: Community Outreach
Actual Amount As Of:	31-Jan 2012	3,824
PROJECTED ACTIVITY to END of FY:		25,000
Projected YEAR END TOTAL:		28,824
PROPOSED Line Item Amount:		35,200

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	26,200
% Change Actual Year End compared to Proposed Line item amount.	22.1%
% Change to Previous Year Budget	34.4%
Dollar difference between proposed budget & current budget	9,000

NARRATIVE:

Created new account per Finance Committee to accommodate new community outreach between CCWD and Customers. Increase due to additional printing of annual reports and postage.

Pacifica Coast Television - Recording meetings(14 @ \$250)	\$3,500
Montara Fog (14 @ \$300)	\$4,200
Materials/Publications/Public Information	\$5,000
Postage for Public Outreach	\$6,000
Printing Annual Reports (Consumer Confidence Report/ Water Supply Evaluation, etc..)	\$10,000
Constant Contact/Email	\$1,500
Graphic Artist	\$5,000

Spread: TOTAL **35,200**

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2012/2013**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5411 Description: Salaries - Field	
Actual Amount As Of: 31-Jan 2012	499,051
PROJECTED ACTIVITY to END of FY:	430,000
Projected YEAR END TOTAL:	929,051
PROPOSED Line Item Amount:	978,448

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	958,326
% Change Actual Year End compared to Proposed Line item amount.	5.3%
% Change to Previous Year Budget	2.1%
Dollar difference between proposed budget & current budget	20,122

NARRATIVE:

A COLA of 1.5% was used as a place holder based upon the Memorandum of Understanding between the CCWD and Teamsters Local 856.

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT
3/8/2012
FY 2012/2013 BUDGET WORKSHEET (5411 A)

SALARIES - Accounts 5411 & 5610

EMPLOYEE	Current Hrly Rate	COLA 2.1%	Annual Pay	O T Hours	O T Pay	Cert. Pay	TOTAL
FIELD #5411							
Superintendent	58.43	59.65	124,076			10,800	134,876
Field Supervisor	46.79	47.77	99,362	120	8,599	7,200	115,160
WTP Supervisor	51.64	52.72	109,662	120	9,490	8,400	127,551
Sr. WTP Oper.	44.53	45.46	94,557	120	8,183	7,200	109,940
Treat/Dist Op	30.00	30.63	63,710	120	5,513	4,800	74,024
Treat/Dist Op	29.26	29.88	62,144	120	5,378	6,000	73,522
Treat/Dist Op	29.26	29.88	61,787	120	5,378	6,000	70,151
Treat/Dist Op	30.75	31.40	65,303	120	5,651	7,200	78,154
Maint Worker	27.21	27.78	57,791	80	3,334	3,600	64,725
Maint Worker	25.26	25.79	53,649	80	3,095	3,600	60,345
Part-Time Help	15.00		15,000				15,000
Part-Time Help	15.00		15,000				15,000
Estimated Annual Merit Increase			15,000				20,000
Standby Pay for On-Call Employees			20,000				20,000
Sub total, Field			857,041		54,621	64,800	978,448
ADMIN #5610							
Gen Manager	89.33	91.20	189,698				189,698
Water Conser.	35.58	36.32	75,550	80	4,359		79,909
Prj Coord. PT	60.00		15,000				15,000
Office Mgr	39.35	40.18	83,567	80	4,821		88,388
Admin Assist.	35.65	36.40	75,709	80	4,368	6,946	87,023
Office Speclst	27.21	27.78	57,791		-		57,791
Office Speclst	25.26	25.79	53,649	80	3,095		56,745
Office Speclst	27.21	27.78	57,791		-		57,791
Directors			20,000				20,000
Estimated Annual Merit Increase			5,000				5,000
Sub total, Admin			633,754		16,643	6,946	\$657,343
TOTAL			1,490,795				\$1,635,791

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5412 Description: Maintenance Expenses	
Actual Amount As Of: 31-Jan 2012	82,084
PROJECTED ACTIVITY to END of FY:	59,440
Projected YEAR END TOTAL:	141,524
PROPOSED Line Item Amount:	163,300

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	192,500
% Change Actual Year End compared to Proposed Line item amount.	15.4%
% Change to Previous Year Budget	(15.2%)
Dollar difference between proposed budget & current budget	-29,200

NARRATIVE:

Laundry	\$1,000	Tree Removal	\$8,000
Service Products	\$3,000	Paving	\$24,000
Pump Repair	\$5,000	Inventory	\$11,000
Uniforms/Jackets/Shoes	\$8,000	Materials	\$6,000
USA	\$500	Equip. Rental	\$2,000
Backfill	\$3,000	Radio Repair/PM	\$3,000
Hydrant repair	\$1,300	Landscape Maint	\$2,500
Tank Inspection	\$3,000	Main Repairs/Sml Line Replacmnt	\$16,000
Generator services	\$5,000	Cathodic Protection	\$4,000
Safety Supplies	\$4,000	Misc. tools, etc.	\$2,000
DMV/Pre-employment Physical	\$1,000	(Welder,Drill,Airtools, Sump Pump, Lrg tools)	
Alves Alt Valve	\$10,000	Waste Services	\$4,000
Alves Vault Valves	\$5,000	Fence Repairs	\$1,000
TOTAL	\$163,300	Raising Valve (City/County)	\$20,000
Spread:		Building Maintenance	\$10,000

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5414 Description: Motor Vehicle Exp.	
Actual Amount As Of: 31-Jan 2012	39,391
PROJECTED ACTIVITY to END of FY:	21,000
Projected YEAR END TOTAL:	60,391

PROPOSED Line Item Amount:	44,650
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	44,500
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	(26.1%)
% Change to Previous Year Budget	0.3%
Dollar difference between proposed budget & current budget	150

NARRATIVE:

	<u>FY 12/13</u>
Gasoline	\$29,000.00
FastTrak	\$150.00
Mobile Phones	\$7,500.00
Service & Repairs	\$8,000.00
	<u>\$44,650.00</u>

Total

Jul	Aug	Sept	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2012/2013**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5415 Description: Maintenance, Wells	
Actual Amount As Of: 31-Jan 2012	0
PROJECTED ACTIVITY to END of FY:	0
Projected YEAR END TOTAL:	0
PROPOSED Line Item Amount:	6,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	6,000
% Change Actual Year End compared to Proposed Line item amount.	
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

FY 12/13 amounts same from past year due to not being able to rehabilitate wells and complete upgrades

	<u>FY 12/13</u>
Electrical PM	\$1,200
Pumps	\$3,000
Electrical	\$1,600
Plumbing	\$200
	<u>\$6,000</u>

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2012/2013**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5610 Description: Salaries, Admin.	
Actual Amount As Of: 31-Jan 2011	328,346
PROJECTED ACTIVITY to END of FY:	250,000
Projected YEAR END TOTAL:	578,346
PROPOSED Line Item Amount:	657,343

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	644,904
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	13.7%
% Change to Previous Year Budget	1.9%
Dollar difference between proposed budget & current budget	12,439

NARRATIVE:

A COLA of 1.5% was used as a place holder based upon the Memorandum of Understanding between the CCWD and Teamsters Local 856.

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

Budget Worksheet

**Fiscal Year
2012/2013**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5620 Description: Office Expenses	
Actual Amount As Of: 31-Jan 2011	71,742
PROJECTED ACTIVITY to END of FY:	70,000
Projected YEAR END TOTAL:	141,742
PROPOSED Line Item Amount:	130,625

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	119,375
% Change Actual Year End compared to Proposed Line item amount.	(7.8%)
% Change to Previous Year Budget	9.4%
Dollar difference between proposed budget & current budget	11,250

NARRATIVE:

See Sheet 5620 A which details the cost items comprising this line item

Increase due to:

- Postage Rate Increase - Eff. January 22, 2012
- Additional charges for Late Notices to be mailed from CSG Systems
- Office Building Repairs/Maintenance

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

Account 5620 - Detail of Account

Account Name	Description	Amount
Postage	Mail Machine	\$ 3,000
	Bulk Mailing	\$ 5,000
	Pre-Stamped Envelopes	\$ 3,000
Phone Services PG&E	Monthly Service & Repairs	\$ 6,000
	Monthly Service (District Office)	\$ 8,000
Office Cleaning	Janitorial Service/Carpet Cleaning	\$ 7,800
File Storage	Iron Mountain - Offsite Storage	\$ 5,000
	Iron Mountain - Shredding Service	\$ 300
Leases	Mail & Copier Machines	\$ 13,000
	Office Alarms and Security Camera	\$ 5,000
Printing	Checks, Forms, Statements	\$ 1,000
CSG Systems, Inc.	Fulfillment Center for Billing Stmtnts	\$ 25,000
	NetBill (Online Payments)	\$ 6,500
Emergency	Supplies	\$ 1,000
	AED Certification	\$ 125
Miscellaneous	Office Supplies	\$ 6,000
	Credit Card / Bank Fees	\$ 15,000
	Pre-Employment Physicals	\$ -
	Employee Recognition Program	\$ 2,000
	Petty Cash	\$ 2,500
	Director recognition/framing	\$ 300
	ORCC LockBox Services	\$ 600
	Allowance for Bad Debt	\$ 5,000
Maintenance	Office Equipment/Repairs	\$ 1,000
Payroll	Payroll Processing with ADP	\$ 8,500
TOTAL		\$ 130,625

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5621 Description: Computer Services	
Actual Amount As Of: 31-Jan 2011	24,350
PROJECTED ACTIVITY to END of FY:	45,000
Projected YEAR END TOTAL:	69,350
PROPOSED Line Item Amount:	75,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	67,650
% Change Actual Year End compared to Proposed Line item amount.	8.1%
% Change to previous year budget:	10.9%
Dollar difference between proposed budget & current budget	7,350

NARRATIVE:

Maintenance Agreements

Springbrook	\$12,000
Radix	\$3,000
ICS	\$15,000
Hansen	\$2,500
Badger	\$1,500
XC2 Software	\$1,800
Remit Plus/Ck Scanner)	\$2,000
GIS License	\$5,000
Web Filtering (Barracuda)	\$1,400
Sprbrk Server License	\$700
Subtotal	\$44,900

Computer Services

New/Upgrades to software/Cust Rpts	\$6,000
Service/Repairs/Parts	\$15,000
Coastside Net	\$900
Rogue Web Works (Website Maint.)	\$6,000
Sonic.net	\$1,300
Spam Filtering	\$900
Subtotal	\$30,100
Grand Total	\$75,000

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5625 Description: Meetings/Training/Seminars	
Actual Amount As Of: 31-Jan 2011	10,223
PROJECTED ACTIVITY to END of FY:	5,000
Projected YEAR END TOTAL:	15,223
PROPOSED Line Item Amount:	20,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	18,000
% Change Actual Year End compared to Proposed Line item amount.	31.4%
% Change to Previous Year Budget	11.1%
Dollar difference between proposed budget & current budget	2,000

NARRATIVE:

	<u>Amount</u>
Conferences (District Employees)	\$ 5,000
Conferences/Seminars (Board of Directors)	\$ 3,000
Staff Training/Seminars/Continuing Education	\$ 4,000
Safety Training (CINTAS)	\$ 7,000
WTO/WDO Renewal/Application Fees	\$ 1,000
TOTAL	<u>\$ 20,000</u>

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5630 Description: Insurance	
Actual Amount As Of: 31-Jan 2011	107,533
PROJECTED ACTIVITY to END of FY:	30,000
Projected YEAR END TOTAL:	137,533
PROPOSED Line Item Amount:	125,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET: 125,000

% Change Actual Year End compared to Proposed Line item amount. (9.1%)

% Change to Previous Year Budget 0.0%

Dollar difference between proposed budget & current budget 0

NARRATIVE:

Auto/General Liability	FY 12/13 \$55,000
Property Program	\$20,000
Workers Compensation	\$50,000
TOTAL	<u><u>\$125,000</u></u>

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5635 Description: Ee/Ret Medical Insurance	
Actual Amount As Of: 31-Jan 2011	212,847
PROJECTED ACTIVITY to END of FY:	211,000
Projected YEAR END TOTAL:	423,847

PROPOSED Line Item Amount:	451,882
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	438,607
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% Change Actual Year End compared to Proposed Line item amount.	6.6%
% Change to Previous Year Budget	3.0%
Dollar difference between proposed budget & current budget	13,275

NARRATIVE: Employee and Retiree Medical Insurance

Active Employees:	FY 12/13
Medical	294,001
Dental	18,069
Vision	4,242
Life/AD&D	6,320
LTD	16,733
EAP	737
	340,103 Subtotal

Retirees:	
Medical	103,516
Dental	6,516
Vision	1,747
	111,779 Subtotal

451,882 Total

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

ACCOUNT No. 5635 / Insurance Benefits for Active Employees and Retirees - Year 2011/2012

ACTIVE EMPLOYEES

	Kaiser	Blue Cross	Dental	Vision	Life/AD&D	LTD	EAP	
July-11	8,874	12,794	1,380	338	510	1,367	60	
August-11	8,146	12,794	1,269	338	529	1,445	60	
September-11	8,146	12,794	1,343	338	516	1,393	60	
October-11	8,146	12,794	1,343	338	516	1,393	60	
November-11	8,146	12,794	1,343	338	516	1,393	60	
December-11	8,777	13,098	1,407	343	516	1,393	60	
January-12	8,777	13,098	1,407	343	516	1,367	60	
February-12	8,777	13,098	1,407	343	516	1,367	60	
March-12	8,777	13,098	1,407	343	516	1,367	60	
April-12	8,777	13,098	1,407	343	516	1,367	60	
May-12	8,777	13,098	1,407	343	516	1,367	60	
June-12	8,777	13,098	1,407	343	516	1,367	60	
	102,897	155,656	16,528	4,091	6,203	16,586	722	Subtotal
	105,324	157,177	16,887	4,119	6,197	16,405	722	Subtotal (June Rate x 12/mo)
	12%	12%	7%	3%	2%	2%	2%	% Increase
	117,963	176,038	18,069	4,242	6,320	16,733	737	TOTAL
	294,001							

RETIREES

	Kaiser	Blue Cross	Dental	Vision	
July-11	1,582	5,872	483	139	
August-11	1,582	5,872	483	139	
September-11	1,582	5,872	483	139	
October-11	1,582	5,872	483	139	
November-11	1,582	5,872	483	139	
December-11	1,682	6,020	507	141	
January-12	1,682	6,020	507	141	
February-12	1,682	6,020	507	141	
March-12	1,682	6,020	507	141	
April-12	1,682	6,020	507	141	
May-12	1,682	6,020	507	141	
June-12	1,682	6,020	507	141	
		(24,745)	(5,241)		Reimbursement from Retirees
					Medical reimbursement to Retirees
	19,684	46,757	724	1,684	Subtotal
	20,184	72,241	6,090	1,696	Subtotal (June Rate x 12/mo - less Reimbursement)
	12%	12%	7%	3%	% Increase
	22,606	80,910	6,516	1,747	TOTAL
	103,516				

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5640 Description: Employee Retirement	
Actual Amount As Of: 31-Jan 2011	242,423
PROJECTED ACTIVITY to END of FY:	194,000
Projected YEAR END TOTAL:	436,423
PROPOSED Line Item Amount:	477,216

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	462,627
% Change Actual Year End compared to Proposed Line item amount.	9.3%
% Change to Previous Year Budget	3.2%
Dollar difference between proposed budget & current budget	14,589

NARRATIVE:

This line item is a function of salaries and will be determined when salaries and employee complement is set by the Board.

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5645 Description: SIP 401a Plan	
Actual Amount As Of: 31-Jan 2011	0
PROJECTED ACTIVITY to END of FY:	30,000
Projected YEAR END TOTAL:	30,000
PROPOSED Line Item Amount:	30,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	30,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

Supplemental Income Trust Fund / AIP 401a Plan base on the Memorandum of Understanding between CCWD and the Teamsters Union, Local 856

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT
DRAFT
 Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5681 Description:	Legal
Actual Amount As Of: 31-Jan 2011	18,852
PROJECTED ACTIVITY to END of FY:	24,000
Projected YEAR END TOTAL:	42,852
PROPOSED Line Item Amount:	60,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	60,000
% Change Actual Year End compared to Proposed Line item amount.	40.0%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

This account is for the Legal Counsel General District business that is not included in capital projects or reimbursable projects. The legal costs for capital projects and reimbursable projects whether the work is performed by District Counsel or other counsel is part of the overall project and not an operating expense.

HansonBridgett	\$60,000
Total	\$60,000

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5682 Description: Engineering	
Actual Amount As Of: 31-Jan 2011	4,412
PROJECTED ACTIVITY to END of FY:	6,000
Projected YEAR END TOTAL:	10,412
PROPOSED Line Item Amount:	14,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	14,000
% Change Actual Year End compared to Proposed Line item amount.	34.5%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

This account is for the District Engineer's monthly retainer and for general District business that is not included in capital projects or reimbursable projects. The engineering costs for capital projects and reimbursable projects whether the work is performed by the District engineer or another engineer are part of the overall project and not an operating expense.

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5683 Description: Financial Services	
Actual Amount As Of: 31-Jan 2011	16,690
PROJECTED ACTIVITY to END of FY:	10,000
Projected YEAR END TOTAL:	26,690

PROPOSED Line Item Amount:	26,000
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	31,000
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	(2.6%)
% Change to Previous Year Budget	(16.1%)
Dollar difference between proposed budget & current budget	-5,000

NARRATIVE:

Annual auditing services performed by Joseph J Arch, CPA and
Annual accounting/consultation services provided by John Parsons, CPA.

	FY 12/13
Financial Audit Service	\$16,000
Accounting Services	\$10,000
Total	<u><u>\$26,000</u></u>

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2012/2013**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5684 Description: Payroll Taxes	
Actual Amount As Of: 31-Jan 2011	55,708
PROJECTED ACTIVITY to END of FY:	48,000
Projected YEAR END TOTAL:	103,708
PROPOSED Line Item Amount:	117,271

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	114,658
% Change Actual Year End compared to Proposed Line item amount.	13.1%
% Change to Previous Year Budget	2.3%
Dollar difference between proposed budget & current budget	2,613

NARRATIVE:

Payroll taxes, i.e. Social Security is a function of salaries. It is applied at a total rate of 7.65% of gross payroll. The final amount will be determined when salaries and employee complement is finalized by the Board.

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2012/2013**

Line Item

Amount

Acct. No. **5684**

Description:

Payroll Taxes

CALCULATION FOR PAYROLL TAXES

		SOCIAL SECURITY 6.20%	MEDICARE 1.45%	TOTAL
TOTAL PAYROLL	\$ 1,635,791			
AMOUNT SUBJECT TO SOCIAL SECURITY	\$ 1,508,906	\$ 93,552		\$ 93,552
AMOUNT SUBJECT TO MEDICARE	\$ 1,635,791		\$ 23,719	\$ 23,719
TOTAL				\$ 117,271

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5687 Description: Memberships & Subscriptions	
Actual Amount As Of: 31-Jan 2011	36,630
PROJECTED ACTIVITY to END of FY:	25,000
Projected YEAR END TOTAL:	61,630
PROPOSED Line Item Amount:	64,400

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	57,950
% Change Actual Year End compared to Proposed Line item amount.	4.5%
% Change to Previous Year Budget	11.1%
Dollar difference between proposed budget & current budget	6,450

NARRATIVE: See attached worksheet for detail of costs

Increase in BAWSCA Annual Assessments

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

Worksheet 5687A			
Budget Detail Worksheet			
Line Item: Memberships & Subscriptions			Description
Acct. No. 5687		Amount	
	Alliance for Water Efficiency	\$ 200	Annual Membership*
	ACWA	\$ 10,000	Membership dues
	ACWA	\$ 10,000	Delta Sustainability Dues
	AWWA	\$ 2,000	Membership dues and technical publications
	BAWSCA	\$ 28,000	Annual assessment & dues
	California Emergency Utilities	\$ 500	Annual Membership
	California Urban Water Conservation Council	\$ 3,000	Annual Membership*
	Chamber of Commerce	\$ 600	Membership dues & Farm Day Luncheon Tickets
	CSDA	\$ 4,000	Membership dues
	IAMPO	\$ 100	Subscription for Backflow Prevention Magazine
	Miscellaneous	\$ 1,000	Miscellaneous Dues/Memberships/Subscriptions
	Springbrook Users Group	\$ 50	Annual Users Group for Springbrook Software
	Water Education Foundation	\$ 1,000	Membership dues and technical publications
	Water Net	\$ 250	Publication*
	Water ReUse	\$ 600	Annual Association Dues
	Wellness Program	\$ 2,500	Wellness Program group membership in health club
	West Group (Formally Barclays)	\$ 600	Updates on California Code of Regulations regarding construction laws
	TOTAL	\$ 64,400	
			*Additional annual membership

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2012/2013**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5688 Description: Election Expense	
Actual Amount As Of: 31-Jan 2011	0
PROJECTED ACTIVITY to END of FY:	0
Projected YEAR END TOTAL:	0
PROPOSED Line Item Amount:	0

Approved Line Item Amount:

PREVIOUS YEAR BUDGET: 0

% Change Actual Year End compared to Proposed Line item amount.

% Change to Previous Year Budget

Dollar difference between proposed budget & current budget 0

NARRATIVE:

Spread:

Jul	Aug	Sep	Oct	Nov	Dec	Totals
Jan	Feb	Mar	Apr	May	Jun	

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2012/2013**

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5689	Description: Union Expenses
Actual Amount As Of:	31-Jan 2011	0
PROJECTED ACTIVITY to END of FY:		0
Projected YEAR END TOTAL:		0
PROPOSED Line Item Amount:		6,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET: **6,000**

% Change Actual Year End compared to Proposed Line item amount.

% Change to Previous Year Budget **0.0%**

Dollar difference between proposed budget & current budget 0

NARRATIVE:

Union Negotiation Services		\$ 6,000
	TOTAL	<u>\$ 6,000</u>

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2012/2013**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5700 Description: County Fees	
Actual Amount As Of: 31-Jan 2011	13,142
PROJECTED ACTIVITY to END of FY:	600
Projected YEAR END TOTAL:	13,742
PROPOSED Line Item Amount:	15,900

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	16,200
% Change Actual Year End compared to Proposed Line item amount.	15.7%
% Change to Previous Year Budget	(1.9%)
Dollar difference between proposed budget & current budget	-300

NARRATIVE:

1. The cost of the LAFCo budget, estimated	\$4,000.00
2. Hazardous Material Handling (Nunes & Denniston)	\$3,500.00
3. Property Taxes	\$1,200.00
4. Annual Encroachment Permit	\$6,000.00
5. District Digital Mapping - Secured Master Data	\$1,200.00
	\$15,900.00

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5705 Description: State Fees	
Actual Amount As Of: 31-Jan 2011	17,338
PROJECTED ACTIVITY to END of FY:	0
Projected YEAR END TOTAL:	17,338
PROPOSED Line Item Amount:	18,600

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	19,400
% Change Actual Year End compared to Proposed Line item amount.	7.3%
% Change to Previous Year Budget	(4.1%)
Dollar difference between proposed budget & current budget	-800

NARRATIVE:

- #1 Fees are charged by the State Department of Health Services for reviewing applications and annual reports on operation of the Nunes & Denniston Water Treatment Plants
(DHS Fees - Increase due to additional services regarding new regulations)
- #2 Water Rights (initialized by SWRCB) for both Pilarcitos & San Vincente
- #3 RWQCB NPDES Annual Fee (estimated)
- #4 Bay Area Air Quality Management Dist - Permits to Operate

#1	\$15,000
#2	\$1,000
#3	\$1,600
#4	\$1,000
	\$18,600

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2012/2013

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5711 Description: Existing Bonds - 1998A	
Actual Amount As Of: 31-Jan 2011	254,610
PROJECTED ACTIVITY to END of FY:	13,382
Projected YEAR END TOTAL:	267,992
PROPOSED Line Item Amount:	265,273

Approved Line Item Amount:

PREVIOUS YEAR BUDGET: 267,993

% Change Actual Year End compared to Proposed Line item amount.	(1.0%)
% Change to Previous Year Budget	(1.0%)
Dollar difference between proposed budget & current budget	-2,721

NARRATIVE:

ABAG Pooled Financing Program Series 1998A

September 2012 Payment	\$258,383
March 2013 Payment	\$6,890
	\$265,273

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2012/2013**

Line Item **Amount**

Acct. No. **5712** Description: Existing Bonds - 2006B

Actual Amount As Of: 31-Jan 2011 **339,141**

PROJECTED ACTIVITY to END of FY: **147,430**

Projected YEAR END TOTAL: **486,571**

PROPOSED Line Item Amount:	481,296
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	483,281
% Change Actual Year End compared to Proposed Line item amount.	(1.1%)
% Change to Previous Year Budget	(0.4%)
Dollar difference between proposed budget & current budget	-1,985

NARRATIVE:

CSCDA Pooled Financing Program Series 2006B

September 2012 Payment	\$337,429
March 2013 Payment	\$143,867
	\$481,296

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2012/2013**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5713 Description: Cont. to CIP & Reserves	
Actual Amount As Of: 31-Jan 2011	405,828
PROJECTED ACTIVITY to END of FY:	289,877
Projected YEAR END TOTAL:	695,705
PROPOSED Line Item Amount:	900,315

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	695,705
% Change Actual Year End compared to Proposed Line item amount.	29.4%
% Change to Previous Year Budget	29.4%
Dollar difference between proposed budget & current budget	204,610

NARRATIVE:

Contribution to CIP & Reserves	\$ 900,315
	\$ 900,315

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2012/2013**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5715 Description: Existing Bond-CIEDB 11-099	
Actual Amount As Of: 31-Jan 2011	115,553
PROJECTED ACTIVITY to END of FY:	0
Projected YEAR END TOTAL:	115,553
PROPOSED Line Item Amount:	353,641

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	0
% Change Actual Year End compared to Proposed Line item amount.	206.0%
% Change to Previous Year Budget	#DIV/0!
Dollar difference between proposed budget & current budget	353,641

NARRATIVE:

California Infrastructure & Economic Development Bank (I-Bank) - CIEDB-11-099

July 2012 Payment	\$261,437
January 2013 Payment	\$92,204
	\$353,641

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

EQUIPMENT PURCHASE & REPLACEMENT

99	02	Vehicle Replacement	-	-	-	-	-	30,000	30,000	30,000	30,000	-	-	\$120,000
99	03	Computer System	12,000	12,000	6,000	5,000	5,000	5,000	5,000	5,000	5,000	-	-	\$36,000
99	04	Office Equipment/Furniture	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	-	\$24,000
06	03	SCADA/Telemetry/electrical controls	750,000	-	750,000	150,000	-	-	-	-	-	-	-	\$900,000
08	09	Dump Truck	-	-	100,000	-	-	-	-	-	-	-	-	\$100,000
08	10	Backhoe	-	-	-	-	80,000	-	-	-	-	-	-	\$80,000
08	12	New Service Truck Box	-	-	-	-	50,000	-	-	-	-	-	-	\$50,000
		Billing System Upgrade	70,000	40,000	-	-	-	-	-	-	-	-	-	\$0

PUMP STATIONS / TANKS / WELLS

06	04	Hazen's Tank Replacement	-	-	-	280,000	-	-	-	-	-	-	-	\$280,000
		Crystal Springs Spare 350 HP pump	-	-	-	-	50,000	-	-	-	-	-	-	\$50,000
		Crystal Springs Rebuild spare 500 HP Pump	-	-	25,000	-	-	-	-	-	-	-	-	\$25,000
12		Crystal Springs Surge Tank Control Improvements	-	-	30,000	-	-	-	-	-	-	-	-	\$30,000
		Crystal Springs Check Valve Replacement	25,000	14,000	25,000	-	-	-	-	-	-	-	-	\$25,000
		Crystal Springs stainless steel inlet valves	-	-	-	-	-	-	-	-	100,000	-	-	\$100,000
13		CSPS Spare Replacement Bowl for 350 HP	-	-	-	50,000	-	-	-	-	-	-	-	\$50,000
13		CSPS New Air Control for Surge Tank	-	-	50,000	-	-	-	-	-	-	-	-	\$50,000
06	05	Well Rehabilitation - Denniston #2	-	-	35,000	-	-	-	-	-	-	-	-	\$35,000
08	14	Alves Tank Recoating, Interior+Exterior	100,000	-	100,000	-	250,000	-	-	-	-	-	-	\$350,000
13		Alves Tank Altitude Valve	-	-	50,000	-	-	-	-	-	-	-	-	\$0
08	16	Cahill Tank Exterior Recoat	-	-	-	-	150,000	-	-	-	-	-	-	\$150,000
13		EG Tank #1 Emergency Generator	-	-	-	-	200,000	-	-	-	-	-	-	\$200,000
13		EG Tank #2 Electrical Panel Upgrade & Pump	-	-	50,000	-	-	-	-	-	-	-	-	\$0
08	17	EG Tank #2 Recoat + Ladder	200,000	-	200,000	-	-	-	-	-	-	-	-	\$200,000
12		EG Tank #2 MCC Repairs & Spare Pump	40,000	30,000	-	-	-	-	-	-	-	-	-	\$0
		EG Tank #2 Fence Replacement	25,000	-	25,000	-	-	-	-	-	-	-	-	\$25,000
08	18	EG Tank #3 Recoating Interior + Exterior	-	-	-	-	260,000	-	-	-	-	-	-	\$260,000
		EG Tank #3 Fence Replacement	25,000	18,000	-	-	-	-	-	-	-	-	-	\$0
		Miramar Tank Altitude Valve Replacement	-	-	-	30,000	-	-	-	-	-	-	-	\$30,000
		Miramar Tank Fence Replacement	25,000	25,000	-	-	-	-	-	-	-	-	-	\$0
		Half Moon Bay Tank #1 Int & Ext Recoat	300,000	300,000	-	-	-	-	-	-	-	-	-	\$0
		Half Moon Bay Tank #2 Int & Ext Recoat	-	-	-	-	-	-	-	200,000	-	-	-	\$200,000
		Half Moon Bay Tank #3 Int & Ext Recoat	-	-	-	-	-	-	-	-	-	200,000	-	\$200,000
		Pump Station Chlorine analyzer replacements (4)	10,000	10,000	10,000	10,000	-	-	-	-	-	-	-	\$20,000
09	18	New Pilarcitos Well	-	-	-	150,000	-	-	-	-	-	-	-	\$150,000
09	19	Pilarcitos Canyon Blending Station	100,000	55,000	20,000	-	-	-	-	-	-	-	-	\$20,000

DENNISTON WTP (LONG-TERM) IMPROVEMENTS

08	23	Denniston Pre/Post Treatment Construction	4,000,000	4,000,000	1,500,000	-	-	-	-	-	-	-	-	\$1,500,000
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WATER SUPPLY DEVELOPMENT

13		CCWD-MWSD Emergency Intertie - Planning	-	-	25,000	-	-	-	-	-	-	-	-	\$25,000
		San Vicente Design	300,000	-	300,000	-	-	-	-	-	-	-	-	\$300,000
		San Vicente Construction	-	-	-	2,000,000	-	-	-	-	-	-	-	\$2,000,000

Prior Year and Unscheduled Project Total 348,000

TOTALS			\$6,370,500	\$5,189,000	\$4,873,000	\$4,680,000	\$1,737,000	\$1,121,000	\$2,213,000	\$1,344,000	\$2,015,000	\$1,500,000	\$1,500,000	\$1,500,000	\$21,343,000
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FY12 Budget Totals			\$6,670,500		\$2,992,500	\$4,122,500	\$2,027,000	\$1,201,000	\$1,113,000	\$1,633,000	\$1,165,000	\$1,500,000	\$1,000,000		\$23,424,500
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STAFF REPORT

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

From: Joe Guistino, Superintendent of Operations

Agenda: March 13, 2012

Report

Date: March 7, 2012

Subject: Award of Contracts to Bay Valve and North Coast Divers for
Phase 2 of the Crystal Springs Intake Modification Project

Recommendation:

Authorize staff to execute time-and-materials contracts with Bay Valve for an estimated \$20,500 and North Coast Divers for an estimated \$55,465 to move Crystal Springs intake control valves from the intake tunnel to the lake side of the inlet piping in Crystal Springs Reservoir.

Background:

During the most recent inspection of the Crystal Springs intake tunnel, the contractors discovered that the valve actuator for the deep intake had failed shut. Failure of the other valve actuator while on the Crystal Springs source could leave the District without a water supply until we can drain the tunnel and have a contractor remove the failed actuator, a job that could take up to 2 weeks. The valve actuators have only been in place since 2001, being replacements for the original actuators that failed. The actuator manufacturer indicated that we can only expect a useful life of the actuators to be 10 years in the underwater environment. The cost for replacement for the present configuration would be \$128,000.

With a history of failure every 10 years, staff has made the determination that it would be more cost effective to remove the valves from the tunnel and place them on the intakes just under the intake screens in Crystal Springs Reservoir. With the removal of the air-actuated valves and support hardware, the only mechanical equipment that will remain in the tunnel will be the intake screen air purge valves, failure of which would not impact our ability to run the pumping station.

With these modifications, staff will no longer need to inspect the tunnel annually or biannually. It is estimated that tunnel inspections will occur every 10 years. A diver will be employed to close the intake valves via the new, manual, stainless steel actuators whenever there is need to drain the tunnel for inspection.

Last Fall, in Phase 1 of this project, we hired North Coast Divers to remove the intake screen and affix a blind flange on the failed intake. This will allow a

contractor to safely remove the failed actuator and its corresponding valve in the tunnel.

Phase 2 of the project, which is planned for April, involves capping the second intake, draining the tunnel, physically closing the manual safety valves in the tunnel, removing the stainless steel operating valves and actuators, bringing them topside, reflooding the tunnel, affixing recently purchased stainless steel manual actuators to the valves, attaching the operating valves on the lake side of the intake piping, and reinstalling the intake screens.

Staff proposes to award sole-source contracts for both the diving work and the tunnel work on this project, in accordance with Section E.2 of the District's Policies and Procedures for Award of Contracts (Resolution 2006-05). Both aspects of the work, in order to be performed safely and effectively, require highly skilled and experienced specialty contractors with the proper equipment. Staff believes North Coast and Bay Valve are the only firms available and qualified to perform this work on the required schedule.

Quotes from both contractors are attached.

Fiscal Impact:

Estimated cost of \$75,965. This project is an unscheduled emergency repair funded from District reserves.

February 14th, 2012

Coastside County Water District
766 Main Street
Half Moon Bay, CA 9409

Re: Crystal Springs Intake Modification – Phase II

Attn: Joe Guistino

Scope of Work

North Coast Divers, Inc. will provide a diving crew, 26' dive support vessel, and equipment to install a CCWD provided blind flange on the lower 24" intake flange. The existing screen will be removed and placed on bottom, and the blind flange and gasket installed. Water depth is reportedly a maximum of 47 feet at the lower intake.

The tunnel will then be dewatered, and work performed on the internal valving. Upon completion of work, the dive crew will open the blind flange flood valves. When the tunnel is flooded, the blind flanges will be removed, and the screens/valves will be reinstalled.

Pricing

LS Mobilization	\$2,300 per occurrence
Diving Supervisor – 8 Hr ST Shift	\$1,500
Diver – 8 HR ST Shift	\$1,440
Tender – 8 HR ST Shift	\$890
26' Dive Support Vessel	\$1,100 per day
Dive Station Equipment	\$350 Per Day
Underwater Video System	\$175 per day
Tool Air compressor	\$150 Per Day



- Dive Station Equipment includes dive compressor, dive radios, umbilicals, filters/manifolds, VHF radios, and small tools.
- CAWD will provide all materials (blind flange, valves, gaskets, anodes, air burst piping, etc) that will comprise the permanent installation. Crane support will also be provided by CAWD at the launch ramp area as required.
- Minimum diving crew will consist of a Diving Supervisor, Diver, and Tender. Due to the depth of operations, the crew will be expanded by one or two more divers. All crew members will be qualified divers. Crew members not required to dive during a particular shift will be billed at the tender's rate.
- CCWD to assist in locating lower intake by introducing an air discharge to the reservoir/
- Mobilization costs include off-site decontamination procedure for the dive support vessel. No standby costs for the boat will be charged based on the existing work schedule.

Estimated Cost

Based on the CCWD scope of work for the dive support, about 7 working days will be required to complete the assigned tasks. Assuming a crew cost of Diving Supervisor and 3 crewmen who all are required to dive, the labor and equipment cost would be **\$7,595 per day**.

Including mobilization, assuming the stated manning requirement, the total cost would be **\$55,465** if 7 shifts were required to complete the project.

Sincerely,

NORTH COAST DIVERS, INC.

Rick Heaslet
President

David Dickson

From: Herb Forthuber [HerbF@bay-valve.com]
Sent: Thursday, March 08, 2012 4:30 PM
To: David Dickson
Cc: Glenn Swank; Mark Stagg
Subject: Estimate for Valve/Actuator Removal

Dave, confirming our discussion today, we are providing a Time and Materials Estimate to complete the removal of two (2) 24" butterfly valves with Bettis actuators.

The estimate is based on a 4 person crew for four days (includes travel to/from Benicia to Half Moon Bay)

Per diem and hotel

Equipment to remove valves and actuators

Air monitoring equipment

Harnesses and lanyards

Certified Crane Personnel Basket

The estimated cost is \$20,500.

Please call if you have any questions regarding this estimate.

Best regards,

Herbert J. Forthuber

General Manager

Bay Valve Service & Engineering

Benicia, CA

Phone 707-748-7166

Mobile 707-999-8373

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: March 13, 2012

Report

Date: March 8, 2012

Subject: Approval of Change Order No. 4 for Denniston Creek Water Treatment Plant Improvements Project

Recommendation:

Authorize staff to execute Change Order No. 4 to the contract with Anderson Pacific for construction of the Denniston Creek Water Treatment Plant Improvements Project, in the amount of \$53,611.

Background:

Change Order No. 4 to the Denniston Creek Water Treatment Plant Improvements Project combines a number of Potential Change Order (PCO) items, as shown in the attached Contract Change Order #4 Summary table.

The District's construction manager, EKI, has evaluated the basis for each of the PCO's and has recommended approval. Staff concurs with the EKI recommendation.

Approval of Change Order No. 4 will bring the change order total to \$90,204, or about 2% of the original contract amount of \$4,601,861.

Fiscal Impact:

Additional cost of \$53,611, included in funding for the project under the I-Bank loan.

CONTRACT CHANGE ORDER #4 SUMMARY
Denniston Creek Water Treatment Plant Improvements Project
Coastside County Water District
Half Moon Bay, California

Attachment No.	PCO No.	PCO Name	Description	Amount
1	4	New Doors for Filter Building	To replace deteriorated existing doors.	\$ 9,771
2	7	Replace Existing Overhead Door and Conduit/Piping Changes	To replace deteriorated existing overhead door to Filter Building. New door requires relocation of existing telephone box, conduit, and piping.	\$ 17,430
3	10	New Gate Above New Storm Drain Manhole	In order to provide CCWD personnel access to the manhole to has to be located outside of the fence due to layout constraints.	\$ 1,063
4	8/11	Extra Crushed Rock per Geotech & Additional Excavation for Retaining Wall A Footing Changes	1. The Geotechnical Engineer required that the subgrade beneath the Washwater Recovery Basins be stabilized with crushed rock and stabilization fabric. 2. The Structural Engineer modified the design of the retaining wall footings which required additional earthwork labor.	\$ 5,812
5	21	C-More Screens for PLC-1, 3, & 4	In order to provide uniformity between Nunes WTP and Denniston WTP.	\$ 3,050
6	25	Delay Charges Related to Concrete Pour Delay	The concrete quality control inspector was late onsite which delayed the Contractor by a half hour. EKI will reimburse CCWD for the amount of this claim by issuing an invoice credit.	\$ 312
7	27	Siemens' Claims	Specification change of the chemical metering pumps' motor-type (in order to provide uniformity with Nunes WTP) and diaphragm-size (based on operator experience at Nunes WTP).	\$ 20,198
8	28	Corroded 8" Storm Drain	To replace deteriorated existing storm drain line.	\$ 4,198
9	29	Caustic Soda Tank Field Color-Coating	To match the color of other equipment onsite.	\$ 2,072
10	19	Credit for Not Moving Coagulation Tank & Not Preparing Subgrade	Due to the Contractor's concerns about moving the Coagulation Tank due to its size, weight, age, and rigid connection, it is being allowed to remain in place. This removes the requirement for preparing the subgrade for a future contact clarifier.	\$ (9,390)
11	20	Credit for Reduced HDPE Lining	The Contractor-proposed method of Sludge Drying Bed Liner installation uses less material and results in a credit to CCWD.	\$ (905)
Total =				\$ 53,611

Abbreviations:

PCO = Potential Change Order

Change Order No. 4

Date of Issuance: 27 February 2012

Effective Date: 27 February 2012

Project: Denniston Creek Water Treatment Plant Improvements Project	Owner: Coastside County Water District	Owner's Contract No.:
Contractor: Anderson Pacific Engineering Construction, Inc.		Date of Contract: 11 July 2011
Contractor's Project Number: 115		Engineer's Project No.: A90031.01

The Contract Documents are modified as follows upon execution of this Change Order:

Increase contract price for the following items: New Doors for Filter Building (PCO #4), Replace Existing Overhead Coiling Door and Conduit/Piping Changes (PCO#7), New Gate above New Storm Drain Manhole (PCO#10), Extra Crushed Rock per Geotech & Additional Excavation for Retaining Wall A Footing Changes (PCO#8/11), C-More Screens for PLC-1, 3, & 4 (PCO#21), Delay Charges Related to Concrete Pour Delay (PCO#25), Siemens' Claims (PCO#27), Corroded 8" Storm Drain (PCO#28), and Caustic Soda Tank Field Color-Coating (PCO#29).

Decrease contract price for the following items: Credit for Not Moving Coagulation Tank and not Preparing Subgrade (PCO#19), and Credit for Reduced HDPE Lining (PCO#20)

Attachments (list documents supporting change):

Cost proposal letters from Sean McBurney as follows (1) PCO#4 letter 17 January 2012, (2) PCO#7 letter dated 7 February 2012, (3) PCO #10 letter dated 20 December 2011, (4) PCO#8/11 letter dated 8 February 2012, (5) PCO#21 letter dated 7 February 2012, (6) PCO#25 letter dated 17 January 2012, (7) PCO#27 letter dated 7 February 2012, (8) PCO#28 letter dated 14 February 2012, (9) PCO#29 letter dated 14 February 2012, (10) PCO#19 letter dated 17 January 2012, and (11) PCO#20 letter dated 19 December 2011.

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price:

\$ 4,601,861.00

Increase from previously approved Change Orders No. 1 through No. 3:

\$ 36,593.00

Increase of this Change Order:

\$ 53,611.00

Contract Price incorporating this Change Order:

\$ 4,692,065.00

Original Contract Times: Working days Calendar days

Notice to Proceed Date: 11 July 2011

Contract Duration: 480 Days

Increase from previously approved Change Orders No. 1 through No. 3:

Adjustment to Contract Duration: 8 Days

Increase of this Change Order:

Adjustment to Contract Duration: 0 Days

Contract Times with all approved Change Orders:

Adjusted Contract Duration: 488 Days

RECOMMENDED:

By: _____

Jeffrey J. Tarantino, P.E.
Erler & Kalinowski, Inc.

Date: _____

2/28/12

ACCEPTED:

By: _____

Sean McBurney
Anderson Pacific Engineering
Construction Inc.

Date: _____

2/28/2012

ACCEPTED:

By: _____

Dave Dickson
Coastside County Water District

Date: _____

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: March 13, 2012

Report

Date: March 6, 2012

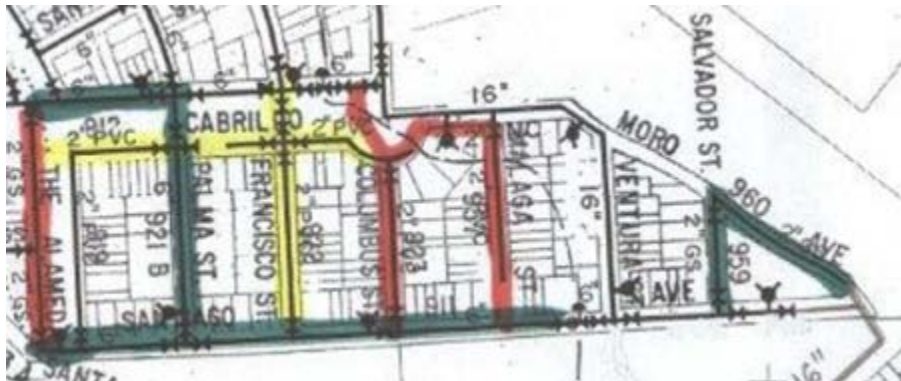
Subject: Approval of CEQA Notice of Exemption for Avenue Cabrillo Pipeline Replacement Project

Recommendation:

Approve the attached CEQA Notice of Exemption for the Cabrillo Avenue Pipeline Replacement Project.

Background:

The Avenue Cabrillo Pipeline Replacement Project will replace undersized and deteriorated pipelines in an area of El Granada as shown below:



(Red = Phase 1, Yellow = Phase 2, Green = Phase 3)

The project consists of 1) constructing 1,520 linear feet of 8-inch diameter and 8,560 linear feet of 6-inch diameter water pipelines to replace old, leaky pipelines, 2) replacing 8 existing fire hydrants and installing 3 new ones, and 3) replacing or reconnecting 149 existing customer water service pipelines.

As outlined in the attached Notice of Exemption (NOE), staff has determined that the project is exempt from the California Environmental Quality Act (CEQA). Following Board approval, we will file the NOE with the County Clerk's office.

Fiscal Impact:

Funding for construction of this project is included in the Fiscal Year 2012/13 – 2021/22 Capital Improvement Program.

NOTICE OF EXEMPTION

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

To: San Mateo County
Assessor-Clerk Recorder
555 County Center, 1st Floor
Redwood City, CA 94063

Project Title: Avenue Cabrillo Pipeline Replacement Project

Project Location: El Granada, and Unincorporated Area of San Mateo County

Project Description and Beneficiaries of Project: The project consists of 1) constructing 1,520 linear feet of 8-inch diameter and 8,560 linear feet of 6-inch diameter water pipelines to replace old, leaky pipelines, 2) replacing 8 existing fire hydrants and installing 3 new ones, and 3) replacing or reconnecting 149 existing customer water service pipelines. The beneficiaries of the project include (1) all of the residents of the District because of the cost savings resulting from the elimination of water leakage from the old pipelines being replaced, and (2). residents of the project area because the project generally will result in improved flows for fire protection in the vicinity.

Name of Public Agency Carrying Out Project: Coastside County Water District.

Name of Public Agency Approving Project:

Coastside County Water District
County of San Mateo, Environmental Services Agency (Coastal Development Permit)

Exempt Status: The Project is exempt from the California Environmental Quality Act because it falls within one or more of the following exemptions:

- Categorical Exemption, Class 1, Existing Facilities (15301)
- Categorical Exemption, Class 2, Replacement or Reconstruction (15302)
- Categorical Exemption, Class 3, New Construction or Conversion of Small Structures (15303)
- Categorical Exemption, Class 4, Minor Alterations to Land (15304)

Reasons Why Project is Exempt: The project is categorically exempt because it involves minor modifications to existing facilities with no expansion of existing use, replacement of existing facilities on the same site and which serves the same functional purpose, installation of new small facilities and structure, and minor trenching and backfilling where the surface is restored.

Lead Agency Contact Person: David R. Dickson, General Manager

Tel. (650)726-4405

Signature

Title

Date

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: March 13, 2012

Report

Date: March 7, 2012

Subject: Proposed Revisions to Policies and Procedures for Award of Contracts

Recommendation:

Approve Resolution No. 2012-01 revising the District's Policies and Procedures for Award of Contracts.

Background:

After discussing proposed revisions to the Policies and Procedures for Award of Contracts at the January 10 meeting, the Board deferred any action, requesting that staff work on the language related to change orders and contract amendments and review the changes with the Finance Committee before bringing the revisions back to the Board. Staff discussed revisions with the Finance Committee on February 1. The resolution presented in Attachment A includes revised change order/amendments language as follows:

E. Change Orders/Contract Amendments

1. Where the original contract amount is \$30,000 or less, the General Manager is authorized to approve change orders or contract amendments up to an amount that, when combined with the original contract amount, does not exceed \$30,000.
2. Where the original contract amount exceeds \$30,000, the General Manager is authorized to approve change orders or contract amendments when (i) total change orders or contract amendments for the project cumulatively do not exceed the greater of 10% of the original contract amount or \$30,000, and (ii) the change order or contract amendment does not exceed \$30,000.
 - a. In the event that the cumulative total of such change orders or contract amendments is greater than ten percent (10%) of the original contract amount, the General Manager shall also notify the Board of Directors at the next Board meeting.
3. All other change orders and contract amendments must be submitted to and approved by the Board of Directors.

Other proposed revisions to the District's Policies and Procedures for Award of Contracts, shown in strikeout format in the attached resolution, remain the same as those presented to the Board on January 10. The changes raise the general

approval authority of the General Manager from \$15,000 to \$30,000.

Recommended revisions also include:

- Deleting Paragraph B.6 of the Policies, as similar language is included in the District's standard non-technical contract documents.
- Clarifying authority for change orders and contract amendments.
- Streamlining sole source procurement language.
- Defining "emergency" for procurement purposes.
- Setting criteria for Board or General Manager waivers of procurement procedures.
- Eliminating the requirement for newspaper bid advertisement in favor of more current approaches.

Fiscal Impact:

None.

RESOLUTION NO. 2012-01

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE COASTSIDE COUNTY WATER DISTRICT
AMENDING POLICIES AND PROCEDURES FOR AWARD OF CONTRACTS

WHEREAS, section 54202 of the California Government Code requires all local agencies to adopt policies and procedures, including bidding requirements, for purchase of equipment and supplies; and

WHEREAS, Section 30579.5 of the California Water Code authorizes the Board of Directors of a county water district to delegate to its General Manager authority to enter into contracts on behalf of the District; and

WHEREAS, the Board of Directors adopted Resolution No. 2006-05 in February of 2006 in accordance with the aforementioned statutes to establish "Policies and Procedures for Award of Contracts"; and

WHEREAS, the Board of Directors desires to amend said policies and procedures as set forth herein.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Coastside County Water District hereby adopts the following Policies and Procedures for Award of Contracts, and repeals Resolution No. 2006-05, effective immediately upon adoption of this Resolution:

Policies And Procedures For Award Of Contracts

[formatted to show changes to current policies established by Resolution 2006-05]

A. Professional Services Contracts

1. Advertising and competitive bidding is not required.
2. The General Manager is authorized to employ professional consultants where the cost of work does not exceed ~~\$15,000 per year~~\$30,000. Contracts in excess of ~~\$15,000 per year~~\$30,000 must be submitted to and approved by the Board of Directors.

B. Construction Contracts

1. ~~Where-When~~ the estimated cost of the work is below ~~\$15,000~~\$30,000, the General Manager may award the contract. Contracts for work ~~where-when~~ the estimated cost is ~~\$15,000-\$30,000~~ or more must be submitted to and approved by the Board of Directors.
2. ~~Where-When~~ the estimated d cost of the work is between \$15,000 and \$30,000, the General Manager shall obtain informal bids ~~and submit them to the Board of Directors,~~ but need not formally ~~advertise for the~~

~~solicitation of~~ solicit sealed competitive bids.

3. ~~Where-When~~ the estimated cost of the work exceeds \$30,000, the General Manager shall ~~solicit~~ obtain sealed competitive bids through ~~advertisement in a newspaper of general circulation in San Mateo County~~ posting on the District's website and/or soliciting from a list of contractors known to provide the services, and by implementing other means appropriate for the particular construction project to maximize the number of responsive and responsible bidders.
4. ~~In cases of emergency, the General Manager is authorized to arrange for work without formal bidding or prior Board approval, but shall report on any contracts awarded for emergency work in excess of \$15,000 at the next meeting of the Board.~~
- 5.4. The foregoing policies are not intended to preclude the General Manager from utilizing District employees to carry out work on a force account basis.
- 6.5. ~~All construction bid specifications shall include provisions requiring the prospective bidder to conduct a pre-bid physical examination of the job site including the topography and physical conditions at the site, the conformity of the project plans to the actual physical site conditions, available area for construction activities, availability of water, electric power, roads, the character of equipment and facilities needed preliminary to and during prosecution of the work, and all other matters that may in any way affect the work or the cost thereof. The specifications shall further contain an affirmative acknowledgment that the contractor has examined the character, quality and quantity of surface and subsurface materials to be encountered from inspecting the site and performing any subsurface investigation work that may be necessary, and that failure of the contractor to become acquainted with all available information that may be ascertained from a pre-bid site inspection will not be a basis for a change order or extra work. The specifications shall further require the Contractor to hold the District harmless from any claims for extra work arising from the failure to inspect the project site as detailed herein.~~

C. **Procurement Purchase of Equipment and Supplies, Including Other Than**

Vehicles

1. ~~Where-When~~ the estimated cost of materials or supplies is below ~~\$15,000~~ \$30,000, the General Manager may award the contract. Contracts for materials or supplies in excess of ~~\$15,000~~ \$30,000 must be submitted to and approved by the Board of Directors.
2. ~~Where-When~~ the estimated cost of materials or supplies is between \$15,000 and ~~\$25,000~~ \$30,000, the General Manager shall obtain informal

~~bids and submit them to the Board of Directors, but need not formally advertise for the solicitation of solicit sealed competitive bids.~~

3. ~~Where When~~ the estimated cost of materials or supplies exceeds ~~\$25,000~~\$30,000, the General Manager shall ~~solicit~~ obtain sealed competitive bids through advertisement posting on the District's website and/or soliciting from a list of contractors, vendors, or manufacturers known to provide the services, equipment or supplies, and by implementing other means appropriate for the particular procurement to maximize the number of responsive and responsible bidders in a newspaper of general circulation in San Mateo County.
4. ~~In cases of emergency, the General Manager is authorized to purchase equipment and supplies without formal bidding or prior to Board approval, but shall report on any contracts awarded for emergency supplies or materials in excess of \$15,000 at the next meeting of the Board.~~

D Procurement of Vehicles

1. ~~Where the estimated cost of vehicles is \$35,000 or below, the General Manager shall obtain informal bids and submit them to the Board of Directors, but need not formally advertise for the solicitation of bids.~~
2. ~~Where the estimated cost of vehicles exceeds \$35,000, the General Manager shall solicit bids through advertisement in a newspaper of general circulation in San Mateo County.~~

E. Change Orders/Contract Amendments

1. Where the original contract amount is \$30,000 or less, the General Manager is authorized to approve change orders or contract amendments up to an amount that, when combined with the original contract amount, does not exceed \$30,000.
2. Where the original contract amount exceeds \$30,000, the General Manager is authorized to approve change orders or contract amendments when (i) total change orders or contract amendments for the project cumulatively do not exceed the greater of 10% of the original contract amount or \$30,000, and (ii) the change order or contract amendment does not exceed \$30,000.
 - a. In the event that the cumulative total of such change orders or contract amendments is greater than ten percent (10%) of the original contract amount, the General Manager shall also notify the Board of Directors at the next Board meeting.
3. All other change orders and contract amendments must be submitted to and approved by the Board of Directors.

F. Sole Source Procurements

1. Regardless of the estimated cost of the procurement, the General Manager is not required to obtain bids, either formal or informal, when procuring

materials, supplies, equipment or services for which there exists only one source of supply. For sole source procurements, the General Manager need only solicit a quote, bid or proposal from one source.

2. The General Manager may proceed with a sole source procurement when the requirements for the items or services to be procured are so unusual or distinct as to narrow the possible sources down to one, for example, with the procurement of replacement parts for brand name equipment or machinery, or with a contract amendment or change order that is not within the scope of the original contract. The General Manager may also proceed with a sole source of procurement if, after solicitation from a number of sources, competition is determined to be inadequate.
3. ~~Where~~ When the estimated cost of ~~a~~ any sole source procurement ~~for professional services does not exceed \$15,000 per year~~ exceeds \$30,000, the ~~General Manager may enter into an agreement with the consultant~~ procurement must be submitted to and approved by the Board of Directors.
- ~~4. Where the estimated cost of a sole source procurement for professional services exceeds \$15,000 per year, the General Manager shall submit the contract to the Board of Directors.~~
- ~~5. Where the estimated cost of a sole source procurement for materials or supplies does not exceed \$15,000, the General Manager may award the contract.~~
- ~~6. Where the estimated cost of a sole source procurement for materials or supplies exceeds \$15,000, the General Manager shall submit the contract to the Board of Directors.~~
- ~~7. Where the estimated cost of a sole source procurement for construction is less than \$15,000, the General Manager may award the contract.~~
- ~~8. Where the estimated cost of a sole source procurement for construction exceeds \$15,000, the General Manager shall submit the contract to the Board of Directors.~~
- 9.4. For all sole source procurements, the General Manager shall document the basis for proceeding with the sole source procurement.

G. Waivers

1. Board Waiver: The Board of Directors may waive any or all of the above requirements when the Board determines it is in the best interest of the District.
2. General Manager Waivers - Emergencies

- a. For contracts that require Board approval, the General Manager may waive any or all of the procedural requirements set forth in this policy without prior Board approval in an "emergency." An "emergency" includes, but is not limited to, (1) a breakdown of essential District services, and (2) field conditions that indicate an immediate threat to the public or employee safety or other significant impact to District facilities.

- b. The General Manager shall advise the President of the Board or other Director, as soon as practicable, of any emergency. The General Manager must provide a full report of the action taken due to an emergency to the Board of Directors at the next Board meeting following the emergency condition

PASSED AND ADOPTED this tenth day of January 2012 by the following votes of the Board of Directors:

AYES:

NOES:

ABSENT:

President, Board of Directors
Coastside County Water District

David R. Dickson, Secretary of the Board

STAFF REPORT

To: Coastside County Water District Board of Directors
From: David Dickson, General Manager
Agenda: March 13, 2012

Report

Date: March 8, 2012

Subject: General Manager's Report

Recommendation:

None. Information only.

Background:

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

1. SFPUC Annual Wholesale Customers Meeting

On February 24, I attended the annual meeting conducted by SFPUC for wholesale customers and BAWSCA. Key SFPUC staff covered a range of topics and issues, including:

- An update on current storage conditions leading to the statement that SFPUC does not anticipate calling for voluntary conservation in the upcoming fiscal year.
- A discussion of efforts to increase dry year supplies, including desalination, groundwater storage and recovery, and Tuolumne River transfers.
- Reviews of the Water System Improvement Program status and Regional Water System Capital Improvement Program.
- Discussion of emergency response coordination.
- FERC relicensing of the Don Pedro Reservoir.
- A Financial Update covering the basis for SFPUC's proposed rate increase and the rationale for their proposed rate structure under which lower-than-anticipated water sales would trigger a mid-year rate reset.

2. SFPUC Water System Improvement Program Video

At the Board's option, staff will play an excellent video on the status of the WSIP program which was presented at the SFPUC annual meeting.

MONTHLY REPORT

To: David Dickson, General Manager
From: Joe Guistino, Superintendent of Operations
Agenda: March 13, 2012

Report
Date: March 5, 2012

Monthly Highlights

Denniston Water Treatment Improvement Project

Work continues on the concrete structures of the drying beds and wash water basins. The electrical panels in the pump station and treatment plant building were removed.

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

The internal lining is complete and the external coating is 90% complete on HMB Tank 1. The contractors are fabricating the halo for repairs to HMB Tank 2.

El Granada Pipeline Leak

The original contractors for this project have submitted a reasonable proposal to render repairs.

Source of Supply

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

Systems Improvement

Beautification

- Weed abatement this month at El Granada Tank 1 and Nunes WTP access road.
- General housecleaning in the shop and trucks.
- Sedimentation and flocculator basins skimmed.
- Cleaned up Nunes workshop and Emergency Generator Room.
- Replaced lights around Nunes WTP.

Hypochlorite Containment Basin

Crews constructed a containment basin for our bulk sodium hypochlorite used as a backup to the on-site hypochlorite generation system.

Hazen's Tank Screens

Screens repaired on this tank in February.

Update on Other Activities:

Miramontes Tank Overflow

The RUGID control computer at Miramontes Tank failed on 12 February which affected the apparent level of the tank as it is communicated to Alves pump station, resulting in an overflow of about 1 million gallons of water in two incidents. Calcon Systems traced the problem to a faulty power supply. The overflow did not result in any violation of the District's permits. Staff will implement additional measures to reduce the risk of reservoir overflow and mitigate impacts of any overflows that may occur.

Nunes Shutdown

The Nunes WTP was shut down for 2 hours to replace a hypochlorite injection fitting that was severely corroded. Staff found that the injector was made of 316 stainless steel. A brief review of the Nunes Short Term Improvement plans and submittals showed that the injector should have been PVC. The staff made temporary repairs and the manufacturer sent us the correct injector. Staff will install the correct piece during a similar shutdown in March.

Nunes WTP Flash Mix Failure

The Nunes WTP rapid mixer failed at some time on Monday, 20 February. The duty operator noted that the water quality was not adversely affected and adjusted the stage 1 flocculators to a higher setting to compensate for the loss of mixing energy. Upon inspection of the motor control hardware, the electrician found that the variable frequency drive (VFD) module had failed. A new module was ordered and will be installed in March. The rapid mixer supplements our flash mixer in the coagulation process. The flash mixer is a static unit where most of the initial coagulation takes place. The purpose of the rapid mixer is to extend the process prior to the flocculation stage. Review of settled water turbidity charts indicated that water quality impacts were minimal at the present influent parameters.

GIS

Staff continues to learn the potential of the GIS mapping system and is improving the data available from the system monthly by working closely with the provider. In February we initiated the process of inputting the installation dates of valves and pipes garnered from paper files dating back to the 40s.

Safety/Training/Inspections/Meetings

Meetings Attended

- 6 Feb - Schaaf&Wheeler Consulting Engineers to discuss El Granada Pipeline break at Furtato Lane.
- 7 Feb - Peterson Consulting Engineers to discuss El Granada Pipeline break at Furtato Lane.
- 9 Feb - AMI software demonstration for Mosaic systems.

- 10 Feb – AVK representative gave demonstration on new style stainless steel hydrants.
- 14 Feb – Phone meeting with Hansen Bridget to discuss El Granada Pipeline break repair strategy.
- 16 Feb – Jim Teter and John Davis to discuss Avenue Cabrillo, El Granada Tank 2 Recoating and Repair and Denniston Booster Station Projects.
- 22 Feb – SFPUC Project Review Board to discuss Crystal Springs Intake Modification Project.
- 23 Feb – Budget review meeting
- 24 Feb – O&M Staff Meeting
- 27 Feb – Met with JMB to discuss repairs on the El Granada Pipeline break at Furtato Lane.
- 29 Feb – Met with National Meter and Instrumentation representative about meter reading system.

Safety Meetings and Training

-Safety training took place on 8 February at MW&SD on Slips, Trips and Falls. Duffy, Winch, Patterson, Twitchell and Donovan in attendance.

Tailgate safety sessions in January

- 6 Feb – Be Kind to Your Body:Stretch Before Work
- 13 Feb – Lime Burns Can Be Life Threatening
- 21 Feb – Lockout/Tagout:Water Under Pressure Poses Danger
- 28 Feb – Trench Safety: Serious Business

Training

Work has started to update the Operations and Maintenance Manuals at Nunes and Denniston WTPs. These manual also act as our Operations Plan and Emergency Disinfection Plan reportable annually to the California Department of Public Health (DPH)

Regulatory Agency Interaction

California Department of Public Health (DPH)

I spoke with the DPH Engineer assigned to our District, Van Tsang, on requirements of the DPH annual report due on 1 April. Our completed report for 2011 will be sent to DPH in March.

Projects

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

The inside lining and the primer coats of the outside of the tank have been completed. Since the painting inspector was not on-site when they completed the first inside coat, the contractor extended our warrantee by 2 years. The halo, approved at the last board meeting, is presently being fabricated and will be installed in March. Corpro will be installing cathodic protection in HMB Tank 2 also in March. This job should be complete by mid April.

Denniston Water Treatment Improvement Project

The structural work proceeded for the wash water settling basins in February. At this time the walls are 80% complete for both basins.

A design change was initiated to have the process control turbidimeters located adjacent to the contact clarifiers in order to eliminate the time it would take for the sample to be delivered to the instrument. This, in turn, will allow for better process control.

Concrete was not meeting specifications on 23 February and 3 batches were rejected. The scheduled pour had to be scrapped on that day.

Motor Control Cabinets have been removed from the treatment plant and pump station. The contractors will be completing the wash water basins, and starting on the washwater storage tank and filter building and pump station structural modifications in March.

Crystal Springs Alternative Intake Project

SFPUC accepted our plan for phase 2 of this project. Phase 2 will consist of draining the tunnel and capping the second intake, removal of the stainless steel operating valves and actuators from the tunnel, replacing the remotely operated actuators with stainless steel manual actuators and installing them on the lake side of the intake structure after the tunnel has been reflooded. The project dates have been moved from 12 March to 9 April since Pilarcitos Reservoir will not sustain us for the 3 weeks required for this project.

Avenue Cabrillo Project

County Planning and the Coastside Fire Protection District were consulted in the placement of the new fire hydrants for this project.

Monthly Report

To: David Dickson, General Manager
From: Cathleen Brennan, Water Resources Analyst
Agenda: March 13, 2012

Subject: Water Resources Report

This report includes the following items:

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



□ California Department of Water Resources Snow Survey

The California Department of Water Resources performed their third snow survey this calendar year on February 28th. The results show that the water content in California's mountain snowpack is about 30 percent of normal for this time of year.

In California, the winter snowpack provides approximately one -third of the water for urban, agricultural and industrial water demand. The result of the low water content is that water agencies that rely on water from the State Water Project (SWP) and the U.S. Bureau of Reclamation's Central Valley Project (CVP) will see their water allocations reduced significantly this year. Coastside County Water District does not receive water from the SWP or the CVP but fellow BAWSCA member agencies that receive water from the Santa Clara Valley Water District do rely on imported water from the SWP and the CVP.

□ District's Water Supply Conditions

San Francisco Public Utilities Commission (SFPUC) - Imported Water

The SFPUC reports that precipitation this water year to date (*October 2011 through February 2012*) remains below normal. Precipitation in the Pilarcitos Lake watershed is at 38% of normal for year to date and precipitation in the Crystal Springs watershed is at 34% of normal for year to date. Hetch - Hetchy precipitation is at 50% of average for year to date. The Regional Water System, which includes the Tuolumne System (*Hetch-Hetchy*) and the Bay Area System, is at 84.8% of maximum storage capacity.

The SFPUC is concerned with precipitation and snowpack conditions but does not anticipate the need for rationing because of water storage carry over from last year. The SFPUC has recognized the commitment of wholesale agencies to water conservation and best management practices for water use and emphasize that these efforts are increasingly important, as dry conditions continue. The SFPUC will provide its final estimate of available water on April 15th.

Local Water Supply

Local weather records (*NOAA Station-Half Moon Bay - 04-3714-04*) show that precipitation for this water year is approximately 40% of average to date. This information assists the District in determining the productivity of the Denniston Creek watershed and helps the District determine if the local water demand for irrigation will increase.

The SFPUC Hydrological Conditions Report listed precipitation in the Pilarcitos Lake watershed at 38% of normal to date. This information along with other data assists the District in determining the productivity of Pilarcitos Creek Infiltration Wells.

□ **Summary**

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

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