

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, April 10, 2018 - 7:00 p.m.

AGENDA

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

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

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

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

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

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

4) CONSENT CALENDAR

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

- A. Approval of disbursements for the month ending March 31, 2018:
Claims: \$930,558.93; Payroll: \$98,551.72 for a total of \$1,029,110.65 ([attachment](#))
➤ *March Monthly Financial Claims reviewed and approved by Director Reynolds*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of March 13, 2018 Regular Board of Directors Meeting ([attachment](#))
- D. Monthly Water Service Connection Transfer Report ([attachment](#))
- E. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- F. Total CCWD Production Reports ([attachment](#))
- G. CCWD Monthly Sales by Category Report –March 2018 ([attachment](#))
- H. Monthly Emergency Main and Service Repairs Report ([attachment](#))
- I. Monthly Rainfall Reports ([attachment](#))
- J. Notice of Completion – Denniston Drying Bed Paving Project ([attachment](#))
- K. Acceptance of Water System Improvements – Best Western Hotel ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Resolution Amending the Coastside County Water District Personnel Manual ([attachment](#))
- B. Quarterly Financial Review ([attachment](#))
- C. Fiscal Year 2018-2019 Budget Process Timeline – information only ([attachment](#))
- D. Draft Fiscal Year 2018-2019 and Fiscal Year 2019-2020 Operations Budgets, Draft Fiscal Year 2018/2019 to 2027/2028 Capital Improvement Program (CIP) and Draft Fiscal Year 2018-2019 Financing Plan and Proposed Rate Increase Discussion ([attachment](#))

7) MONTHLY INFORMATIONAL REPORTS

- A. Assistant General Manager's Report ([attachment](#))
 - AMI – Advanced Metering Infrastructure Installation
- B. Superintendent of Operations Report ([attachment](#))
- C. Water Resource Report ([attachment](#))

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

- April 16, 2018 Special Meeting - 9:00 a.m. - Budget/Finance Plan Work Session and Approval of Notice of Rate Increase (Proposition 218)
- May 8, 2018 Regular Board Meeting - Present and Discuss "Draft" CIP and O & M Budget and Finance Plan
- June 12, 2018 Regular Board Meeting - Rate Increase Hearing - Approve O & M Budget and CIP and Approve Rate Increase

9) ADJOURNMENT

**COASTSIDE COUNTY WATER DISTRICT
CLAIMS FOR FEBRUARY 2018**

<u>CHECK DATE</u>	<u>CHECK NO.</u>	<u>CHECKS VENDOR</u>	<u>VOID CHECK</u>	<u>AMOUNT</u>
03/07/2018	25122	RECORDER'S OFFICE	\$	110.00
03/07/2018	25123	HUE & CRY, INC.	\$	24.00
03/07/2018	25124	STOLOSKI & GONZALEZ, INC.	\$	19,938.22
03/08/2018	25125	MARY ROGREN	\$	3,897.24
03/09/2018	25126	HEALTH BENEFITS ACWA-JPIA	\$	41,126.02
03/09/2018	25127	AT&T LONG DISTANCE	\$	273.22
03/09/2018	25128	CALIFORNIA WATER EFFICIENCY PARTNERSHIP	\$	2,555.09
03/09/2018	25129	COMCAST	\$	200.39
03/09/2018	25130	JAMES COZZOLINO, TRUSTEE	\$	200.00
03/09/2018	25131	CURLEY & RED'S INC. BODY SHOP	\$	1,269.32
03/09/2018	25132	JAMES DERBIN	\$	1,000.00
03/09/2018	25133	ERS INDUSTRIAL SERVICES INC.	\$	5,104.00
03/09/2018	25134	FIRST NATIONAL BANK	\$	5,180.01
03/09/2018	25135	HASSETT HARDWARE	\$	1,118.27
03/09/2018	25136	MASS MUTUAL FINANCIAL GROUP	\$	1,974.65
03/09/2018	25137	TRAVIS MENEZES	\$	1,714.61
03/09/2018	25138	REPUBLIC SERVICES	\$	419.06
03/09/2018	25139	RICOH USA INC	\$	503.07
03/09/2018	25140	TODD SCHMIDT	\$	300.00
03/09/2018	25141	STATE WATER RESOURCES CONTROL BD	\$	60.00
03/09/2018	25142	RYAN H. STOLL	\$	76.00
03/09/2018	25143	TEAMSTERS LOCAL UNION #856	\$	1,256.00
03/09/2018	25144	TPX COMMUNICATIONS	\$	1,812.94
03/09/2018	25145	MUFG UNION BANK N.A.	\$	121,872.00
03/09/2018	25146	VALIC	\$	3,880.00
03/09/2018	25147	VERIZON WIRELESS	\$	518.31
03/09/2018	25148	JUAN CARLOS SALAZAR	\$	1,120.00
03/13/2018	25149	CITY OF HALF MOON BAY	\$	4,000.00
03/13/2018	25150	PACIFIC GAS & ELECTRIC CO.	\$	26,374.27
03/13/2018	25151	SAN FRANCISCO WATER DEPT.	\$	101,195.37
03/27/2018	25152	A-1 MILMAC, INC	\$	154.20
03/27/2018	25153	ADP, INC.	\$	700.50
03/27/2018	25154	ADVANCED AUTOMATIC GATES	\$	246.53
03/27/2018	25155	FRANK YAMELLO	\$	235.00
03/27/2018	25156	ANDREINI BROS. INC.	\$	104,390.25
03/27/2018	25157	ACWA/JPIA	\$	20,920.00
03/27/2018	25158	AT&T	\$	3,636.71
03/27/2018	25159	AZTEC GARDENS, INC.	\$	190.00
03/27/2018	25160	BADGER METER, INC.	\$	54.00
03/27/2018	25161	BALANCE HYDROLOGICS, INC	\$	10,254.68
03/27/2018	25162	BAY ALARM COMPANY	\$	669.78
03/27/2018	25163	BFI OF CALIFORNIA, INC.	\$	1,389.92
03/27/2018	25164	BIG CREEK LUMBER	\$	212.27
03/27/2018	25165	BSK ASSOCIATES	\$	1,200.00
03/27/2018	25166	CALCON SYSTEMS, INC.	\$	5,993.85
03/27/2018	25167	CALIFORNIA C.A.D. SOLUTIONS, INC	\$	2,137.50
03/27/2018	25168	CHEVRON/TEXACO UNIVERSAL CARD	\$	1,770.83
03/27/2018	25169	JENNIFER CHEN	\$	100.00
03/27/2018	25170	CINTAS FIRST AID & SAFETY	\$	2,186.52
03/27/2018	25171	CLARK PEST CONTROL OF STOCKTON, INC.	\$	125.00
03/27/2018	25172	PETTY CASH	\$	50.00
03/27/2018	25173	CORNERSTONE STRUCTURAL ENGINEERING GROUP, INC.	\$	8,792.50
03/27/2018	25174	COSTCO WHOLESALE	\$	120.00
03/27/2018	25175	DATAPROSE, LLC	\$	298.55
03/27/2018	25176	SEAN DONOVAN	\$	127.73
03/27/2018	25177	ELECSYS INTERNATIONAL CORP	\$	250.00
03/27/2018	25178	ELECTRA FIELD	\$	200.00
03/27/2018	25179	GEMPLER'S, INC.	\$	5,524.58

03/27/2018	25180	HACH CO., INC.	\$	5,591.00
03/27/2018	25181	HMB BLDG. & GARDEN INC.	\$	3,360.28
03/27/2018	25182	HMB CHAMBER OF COMMERCE	\$	474.00
03/27/2018	25183	H.M.B.AUTO PARTS	\$	163.89
03/27/2018	25184	HANSONBRIDGETT. LLP	\$	3,885.50
03/27/2018	25185	U.S. HEALTHWORKS MEDICAL GROUP, P.C.	\$	198.00
03/27/2018	25186	HYDROSCIENCE ENGINEERS, INC.	\$	1,200.00
03/27/2018	25187	IRON MOUNTAIN	\$	730.16
03/27/2018	25188	IRVINE CONSULTING SERVICES, INC.	\$	4,426.34
03/27/2018	25189	IRVINE CONSULTING SERVICES, INC.	\$	13,076.64
03/27/2018	25190	KINGS MOUNTAIN ARBOR HEALTH & SAFETY	\$	2,400.00
03/27/2018	25191	LIEBERT CASSIDY WHITMORE	\$	2,050.35
03/27/2018	25192	GLENNA LOMBARDI	\$	118.00
03/27/2018	25193	MASS MUTUAL FINANCIAL GROUP	\$	1,974.65
03/27/2018	25194	MISSION UNIFORM SERVICES INC.	\$	245.34
03/27/2018	25195	MOBILE MODULAR MGMT CORP	\$	656.32
03/27/2018	25196	NATIONAL METER & AUTOMATION	\$	103,641.03
03/27/2018	25197	OFFICE DEPOT	\$	236.42
03/27/2018	25198	ONTRAC	\$	142.81
03/27/2018	25199	PACIFICA COMMUNITY TV	\$	250.00
03/27/2018	25200	PAKPOUR CONSULTING GROUP	\$	18,310.95
03/27/2018	25201	PAULO'S AUTO CARE	\$	1,309.45
03/27/2018	25202	PITNEY BOWES	\$	211.91
03/27/2018	25203	PUMP REPAIR SERVICE CO. INC.	\$	1,085.81
03/27/2018	25204	QUESTA ENGINEERING CORP.	\$	1,226.06
03/27/2018	25205	RAFTELIS FINANCIAL CONSULTANTS, INC.	\$	14,747.50
03/27/2018	25206	RAY A MORGAN COMPANY INC.	\$	362.87
03/27/2018	25207	ROBERTS & BRUNE CO.	\$	41,858.20
03/27/2018	25208	ROGUE WEB WORKS, LLC	\$	341.60
03/27/2018	25209	SAN MATEO CTY PUBLIC HEALTH LAB	\$	790.00
03/27/2018	25210	SERVICE PRESS	\$	228.75
03/27/2018	25211	SIMMS PLUMBING & WATER EQUIP, INC.	\$	150.00
03/27/2018	25212	STANDARD INSURANCE COMPANY	\$	521.13
03/27/2018	25213	STOLOSKI & GONZALEZ, INC.	\$	94,574.19
03/27/2018	25214	JAMES TETER	\$	7,195.82
03/27/2018	25215	TYLER TECHNOLOGIES, INC	\$	1,023.30
03/27/2018	25216	UGSI CHEMICAL FEED, INC.	\$	1,645.49
03/27/2018	25217	UNIVAR USA INC	\$	7,852.20
03/27/2018	25218	UPS STORE	\$	683.71
03/27/2018	25219	USA BLUE BOOK	\$	809.84
03/27/2018	25220	VALIC	\$	3,780.00
03/27/2018	25221	BOSCO OIL COMPANY	\$	1,851.81
03/27/2018	25222	VERIZON WIRELESS	\$	907.38
03/27/2018	25223	VULCAN MATERIALS COMPANY	\$	2,351.39
03/01/2018	25224	PACIFIC GAS AND ELECTRIC	\$	891.19
03/01/2018	25225	PACIFIC SURFACING, INC.	\$	903.07
03/01/2018	25226	TENNYSON ELECTRIC INC.	\$	767.74
03/13/2018	25227	TONY UCCELLI	\$	52.51
03/13/2018	25228	MATTHEW BECKER	\$	12.68
03/28/2018	25229	GRANDFLOW, INC.	\$	740.00
			SUBTOTAL CLAIMS FOR MONTH	\$ 873,010.24

WIRE PAYMENTS

<u>MONTH</u>	<u>VENDOR</u>	<u>AMOUNT</u>		
03/02/2018	DFT0000115	CalPERS FISCAL SERVICES DIVISION	\$ 27,620.90	
03/02/2018	DFT0000116	CalPERS FISCAL SERVICES DIVISION	\$ 40.03	
03/07/2018	DFT0000117	PUB. EMP. RETIRE SYSTEM	\$ 13,335.01	
03/23/2018	DFT0000118	PUB. EMP. RETIRE SYSTEM	\$ 12,794.44	
March 31, 2018		BANK AND CREDIT CARD FEES	\$ 3,758.31	
			SUBTOTAL WIRE PAYMENTS FOR MONTH	\$ 57,548.69

TOTAL CLAIMS FOR THE MONTH	\$ 930,558.93
-----------------------------------	----------------------



Coastside County Water District

Monthly Budget Report Account Summary

For Fiscal: 2017-2018 Period Ending: 03/31/2018

	March Budget	March Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget	
Revenue										
RevType: 1 - Operating										
1-4120-00	Water Revenue	636,759.00	738,746.77	101,987.77	16.02 %	8,019,299.00	8,591,962.68	572,663.68	7.14 %	10,805,600.00
	Total RevType: 1 - Operating:	636,759.00	738,746.77	101,987.77	16.02 %	8,019,299.00	8,591,962.68	572,663.68	7.14 %	10,805,600.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	4,165.00	2,861.08	-1,303.92	-31.31 %	37,485.00	42,982.40	5,497.40	14.67 %	50,000.00
1-4180-00	Late Notice - 10% Penalty	4,998.00	13,845.37	8,847.37	177.02 %	44,982.00	50,932.07	5,950.07	13.23 %	60,000.00
1-4230-00	Service Connections	833.00	277.18	-555.82	-66.73 %	7,497.00	8,276.53	779.53	10.40 %	10,000.00
1-4920-00	Interest Earned	0.00	0.00	0.00	0.00 %	4,630.00	5,943.12	1,313.12	28.36 %	6,174.00
1-4930-00	Tax Apportionments/County Checks	0.00	1,558.91	1,558.91	0.00 %	425,000.00	511,669.49	86,669.49	20.39 %	700,000.00
1-4950-00	Miscellaneous Income	3,083.00	230.40	-2,852.60	-92.53 %	27,750.00	14,836.49	-12,913.51	-46.54 %	37,000.00
1-4955-00	Cell Site Lease Income	12,833.00	13,210.14	377.14	2.94 %	115,500.00	117,146.97	1,646.97	1.43 %	154,000.00
1-4965-00	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00 %	250,000.00	366,651.07	116,651.07	46.66 %	250,000.00
	Total RevType: 2 - Non-Operating:	25,912.00	31,983.08	6,071.08	23.43 %	912,844.00	1,118,438.14	205,594.14	22.52 %	1,267,174.00
	Total Revenue:	662,671.00	770,729.85	108,058.85	16.31 %	8,932,143.00	9,710,400.82	778,257.82	8.71 %	12,072,774.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	60,277.00	99,764.37	-39,487.37	-65.51 %	1,604,902.00	1,401,601.51	203,300.49	12.67 %	2,106,991.00
1-5230-00	Nunes T P Pump Expense	3,357.00	2,333.54	1,023.46	30.49 %	30,210.00	27,132.86	3,077.14	10.19 %	40,280.00
1-5231-00	CSP Pump Station Pump Expense	8,000.00	6,441.23	1,558.77	19.48 %	291,000.00	240,015.41	50,984.59	17.52 %	318,000.00
1-5232-00	Other Trans. & Dist Pump Expense	1,500.00	1,306.43	193.57	12.90 %	18,940.00	16,696.70	2,243.30	11.84 %	25,440.00
1-5233-00	Pilarcitos Canyon Pump Expense	4,000.00	4,967.86	-967.86	-24.20 %	23,400.00	24,796.61	-1,396.61	-5.97 %	32,309.00
1-5234-00	Denniston T P Pump Expense	12,000.00	7,871.05	4,128.95	34.41 %	56,000.00	67,854.48	-11,854.48	-21.17 %	92,220.00
1-5242-00	CSP Pump Station Operations	875.00	683.29	191.71	21.91 %	7,875.00	7,362.68	512.32	6.51 %	10,500.00
1-5243-00	CSP Pump Station Maintenance	6,474.00	3,518.70	2,955.30	45.65 %	17,578.00	9,672.54	7,905.46	44.97 %	37,000.00
1-5246-00	Nunes T P Operations - General	6,000.00	4,275.63	1,724.37	28.74 %	54,000.00	36,142.54	17,857.46	33.07 %	72,000.00
1-5247-00	Nunes T P Maintenance	10,200.00	10,168.54	31.46	0.31 %	91,850.00	88,715.69	3,134.31	3.41 %	122,500.00
1-5248-00	Denniston T P Operations-General	3,500.00	1,476.54	2,023.46	57.81 %	24,000.00	34,265.41	-10,265.41	-42.77 %	34,500.00
1-5249-00	Denniston T.P. Maintenance	5,000.00	8,249.88	-3,249.88	-65.00 %	45,000.00	69,813.21	-24,813.21	-55.14 %	60,000.00
1-5250-00	Laboratory Expenses	4,000.00	7,704.96	-3,704.96	-92.62 %	34,000.00	47,513.69	-13,513.69	-39.75 %	53,000.00
1-5260-00	Maintenance - General	24,309.00	14,352.47	9,956.53	40.96 %	218,775.00	198,904.38	19,870.62	9.08 %	291,700.00
1-5261-00	Maintenance - Well Fields	3,000.00	353.98	2,646.02	88.20 %	29,500.00	353.98	29,146.02	98.80 %	40,000.00
1-5263-00	Uniforms	0.00	4,277.09	-4,277.09	0.00 %	8,700.00	9,040.71	-340.71	-3.92 %	10,000.00
1-5318-00	Studies/Surveys/Consulting	20,000.00	20,747.50	-747.50	-3.74 %	100,000.00	73,192.34	26,807.66	26.81 %	160,000.00
1-5321-00	Water Resources	3,083.00	-198.04	3,281.04	106.42 %	27,750.00	9,043.75	18,706.25	67.41 %	37,000.00

Monthly Budget Report

For Fiscal: 2017-2018 Period Ending: 03/31/2018

	March Budget	March Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
1-5322-00 Community Outreach	15,000.00	4,450.00	10,550.00	70.33 %	36,700.00	23,999.78	12,700.22	34.61 %	54,700.00
1-5381-00 Legal	9,167.00	7,520.35	1,646.65	17.96 %	82,501.00	37,826.55	44,674.45	54.15 %	110,000.00
1-5382-00 Engineering	8,333.00	3,751.15	4,581.85	54.98 %	75,000.00	28,405.97	46,594.03	62.13 %	100,000.00
1-5383-00 Financial Services	0.00	1,500.00	-1,500.00	0.00 %	20,000.00	15,438.00	4,562.00	22.81 %	20,000.00
1-5384-00 Computer Services	12,066.00	11,991.03	74.97	0.62 %	108,600.00	91,310.38	17,289.62	15.92 %	144,800.00
1-5410-00 Salaries/Wages-Administration	88,500.00	74,979.31	13,520.69	15.28 %	841,000.00	648,901.73	192,098.27	22.84 %	1,150,980.00
1-5411-00 Salaries & Wages - Field	97,400.00	97,479.85	-79.85	-0.08 %	925,200.00	973,811.63	-48,611.63	-5.25 %	1,266,081.00
1-5420-00 Payroll Tax Expense	13,120.00	12,799.04	320.96	2.45 %	124,635.00	115,542.07	9,092.93	7.30 %	170,555.00
1-5435-00 Employee Medical Insurance	38,629.00	35,348.96	3,280.04	8.49 %	331,167.00	295,712.03	35,454.97	10.71 %	447,056.00
1-5436-00 Retiree Medical Insurance	4,102.00	2,691.14	1,410.86	34.39 %	34,909.00	29,272.09	5,636.91	16.15 %	47,215.00
1-5440-00 Employees Retirement Plan	41,875.00	42,239.59	-364.59	-0.87 %	397,815.00	378,358.17	19,456.83	4.89 %	544,380.00
1-5445-00 Supplemental Retirement 401a	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	35,000.00
1-5510-00 Motor Vehicle Expense	4,225.00	3,714.11	510.89	12.09 %	38,025.00	52,468.36	-14,443.36	-37.98 %	50,700.00
1-5620-00 Office & Billing Expenses	18,792.00	14,227.94	4,564.06	24.29 %	169,128.00	164,754.90	4,373.10	2.59 %	225,500.00
1-5625-00 Meetings / Training / Seminars	2,000.00	3,659.21	-1,659.21	-82.96 %	18,000.00	20,221.40	-2,221.40	-12.34 %	24,000.00
1-5630-00 Insurance	10,000.00	7,950.82	2,049.18	20.49 %	90,000.00	93,532.45	-3,532.45	-3.92 %	120,000.00
1-5687-00 Membership, Dues, Subscript.	2,000.00	694.00	1,306.00	65.30 %	48,000.00	54,843.16	-6,843.16	-14.26 %	75,350.00
1-5689-00 Labor Relations	0.00	0.00	0.00	0.00 %	5,000.00	0.00	5,000.00	100.00 %	6,000.00
1-5700-00 San Mateo County Fees	1,667.00	0.00	1,667.00	100.00 %	15,000.00	12,855.62	2,144.38	14.30 %	20,000.00
1-5705-00 State Fees	0.00	0.00	0.00	0.00 %	4,000.00	26,619.95	-22,619.95	-565.50 %	24,000.00
Total ExpType: 1 - Operating:	542,451.00	523,291.52	19,159.48	3.53 %	6,048,160.00	5,425,992.73	622,167.27	10.29 %	8,179,757.00
ExpType: 4 - Capital Related									
1-5712-00 Debt Service/Existing Bonds 2006B	124,819.75	121,872.00	2,947.75	2.36 %	486,776.00	484,386.63	2,389.37	0.49 %	486,776.00
1-5715-00 Debt Service/CIEDB 11-099	0.00	0.00	0.00	0.00 %	336,269.00	336,269.36	-0.36	0.00 %	336,269.00
1-5716-00 Debt Service/CIEDB 2016	0.00	0.00	0.00	0.00 %	324,652.00	324,651.94	0.06	0.00 %	324,652.00
Total ExpType: 4 - Capital Related:	124,819.75	121,872.00	2,947.75	2.36 %	1,147,697.00	1,145,307.93	2,389.07	0.21 %	1,147,697.00
Total Expense:	667,270.75	645,163.52	22,107.23	3.31 %	7,195,857.00	6,571,300.66	624,556.34	8.68 %	9,327,454.00
Report Total:	-4,599.75	125,566.33	130,166.08		1,736,286.00	3,139,100.16	1,402,814.16		2,745,320.00

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
March 31, 2018**

<u>RESERVE BALANCES</u>	Current Year as of 3/31/18	Prior Year as of 3/31/17
CAPITAL AND OPERATING RESERVE	\$5,041,160.52	\$3,804,715.55
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
TOTAL DISTRICT RESERVES	\$5,291,160.52	\$4,054,715.55

ACCOUNT DETAIL

ACCOUNTS WITH FIRST NATIONAL BANK (FNB)		
CHECKING ACCOUNT	\$4,215,591.22	\$2,158,597.89
CSP T & S ACCOUNT	\$32,973.12	\$866,369.25
MONEY MARKET GEN. FUND (Opened 7/20/17)	\$2,500.00	\$0.00
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$1,039,396.18	\$1,029,048.41
DISTRICT CASH ON HAND	\$700.00	\$700.00
TOTAL ACCOUNT BALANCES	\$5,291,160.52	\$4,054,715.55

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

**COASTSIDE COUNTY WATER DISTRICT
APPROVED CAPITAL IMPROVEMENT PROJECTS
FISCAL YEAR 2017-2018**

3/31/2018

= not yet committed

Approved CIP Budget FY 17/18	Actual To Date FY 17/18	Projected Year-End FY 17/18	Variance vs. Budget	% Completed	Project Status/ Comments
------------------------------------	-------------------------------	-----------------------------------	------------------------	----------------	-----------------------------

Equipment Purchases & Replacement

06-03	SCADA/Telemetry/Electrical Controls Replacement	\$ 50,000	\$ 30,693	\$ 50,000	\$ -	61%	
08-12	New Service Truck	\$ 250,000	\$ 213,772	\$ 213,772	\$ 36,228	100%	completed
99-02	Vehicle Replacement	\$ 90,000	\$ 28,844	\$ 90,000	\$ -	32%	on order
99-03	Computer Systems	\$ 5,000	\$ 9,734	\$ 9,734	\$ (4,734)	195%	server upgrade
99-04	Office Equipment/Furniture	\$ 3,000	\$ -	\$ -	\$ 3,000	0%	included in operating expenses

Facilities & Maintenance

08-08	PRV Valves Replacement Project	\$ 30,000	\$ 11,812	\$ 30,000	\$ -	39%	
09-07	Advanced Metering Infrastructure	\$ 850,000	\$ 945,879	\$ 980,000	\$ (130,000)	111%	Overage in AMI/Meter change program - relates to utilizing an installation contractor, approved by the Board in August, 2017
99-01	Meter Change Program	\$ 600,000	\$ 904,707	\$ 925,000	\$ (325,000)	151%	Includes \$70K ordered in prior fiscal year/received in current year
09-09	Fire Hydrant Replacement	\$ 40,000	\$ 38,042	\$ 40,000	\$ -	95%	
16-07	Sample Station Replacment Project	\$ 20,000	\$ 26,528	\$ 26,528	\$ (6,528)	133%	
14-14	Pilarcitos Canyon Road Improvements	\$ 100,000	\$ 21,680	\$ 21,680	\$ 78,320	22%	Moved to FY2020

Pipeline Projects

06-02	Highway 1 South Pipeline Replacement Project	\$ 80,000	\$ -	\$ 35,000	\$ 45,000	0%	Environmental/hydraulic review
07-03	Pilarcitos Canyon Pipeline Replacement	\$ 150,000	\$ 31,927	\$ 50,000	\$ 100,000	21%	Moved to FY2020
14-01	Replace 12" Welded Steel Line on Hwy 92 at La Nebbia	\$ 300,000	\$ 212,114	\$ 212,114	\$ 87,886	71%	complete
14-26	Replace 2" Pipe in Downtown Half Moon Bay	\$ 500,000	\$ 261,567	\$ 660,000	\$ (160,000)	52%	in process
18-12	Valve installation - Ritz Carlton	\$ 20,000	\$ -	\$ 20,000	\$ -	0%	Still planned for FY2018

Pump Stations / Tanks / Wells

06-04	Hazen's Tank Replacement	\$ 30,000	\$ -	\$ -	\$ 30,000	0%	Moved to FY2019
08-14	Alves Tank Recoating (Interior & Exterior)	\$ 100,000	\$ 16,976	\$ 100,000	\$ -	17%	Seismic/engineering in process
13-08	Crystal Springs Spare 350 HP Motor	\$ 60,000	\$ -	\$ 64,000	\$ (4,000)	0%	parts ordered
18-02	CSP Air Relief Valves	\$ 40,000	\$ 247	\$ 50,000	\$ (10,000)	1%	parts ordered
18-03	CSP Spare 500 Pump Rehabilitation	\$ 30,000	\$ 64,161	\$ 64,161	\$ (34,161)	214%	completed
18-05	Tank THM Control (Mixer & Blower)	\$ 80,000	\$ -	\$ -	\$ 80,000	0%	Moved to FY2019
18-07	EG #2 Tank Chlorination System (Residual Control System)	\$ 50,000	\$ -	\$ 50,000	\$ -	0%	Still planned for FY2018
18-08	CSP Communications	\$ 50,000	\$ 24,705	\$ 50,000	\$ -	49%	IQ Replacement; in process

Water Supply Development

17-12	Recycled Water Project Development	\$ 100,000	\$ -	\$ -	\$ 100,000	0%	Moved to FY18/19
-------	------------------------------------	------------	------	------	------------	----	------------------

Water Treatment Plants

17-04	Denniston Dam Spillway Repairs	\$ 90,000	\$ -	\$ 90,000	\$ -	0%	Still planned for FY2018
18-09	Denniston Heater	\$ 15,000	\$ -	\$ 15,000	\$ -	0%	Still planned for FY2018
18-10	Nunes Treatment Plan Improvements - Study (Filter 5, Filter Coasting, etc.)	\$ 100,000	\$ -	\$ 100,000	\$ -	0%	West Yost study is in process
18-11	Nunes Bulk Caustic Tank	\$ 40,000	\$ -	\$ -	\$ 40,000	0%	Moved to FY18/19
99-05	Denniston Maintenance Dredging	\$ 35,000	\$ 23,811	\$ 23,811	\$ 11,189	68%	(This amount is reflected as an annual expense under Denniston maintenance vs. CIP.)

COASTSIDE COUNTY WATER DISTRICT
 APPROVED CAPITAL IMPROVEMENT PROJECTS
 FISCAL YEAR 2017-2018

= not yet committed

3/31/2018

Approved CIP Budget FY 17/18	Actual To Date FY 17/18	Projected Year-End FY 17/18	Variance vs. Budget	% Completed	Project Status/ Comments
------------------------------------	-------------------------------	-----------------------------------	------------------------	----------------	-----------------------------

FY 17/18 TOTALS	\$ 3,908,000	\$ 2,867,198	\$ 3,970,800	\$ (62,800)	
------------------------	---------------------	---------------------	---------------------	--------------------	--

FY2016/17 CIP Projects in process - paid in FY 2017/18

06-03	El Granada Tank #3 Recoating Project		\$ 200,238	\$ 200,238	\$ (200,238)		Carryover of project from 2016/17; project completed 10-2017; funded by lbank loan
10-02 & 12-04	Denniston Booster Pump Station & Bridgeport Pipeline Project		\$ 367,160	\$ 367,160	\$ (367,160)		Carryover of project from 2016/17; project is near completion/awaiting pump repair; funded by lbank loan
17-06	Crystal Springs Pump Station Discharge Valve Replacement		\$ 365	\$ 365	\$ (365)		
13-02	Replace 8inch Pipeline Under Creek at Pilarcitos Ave (Strawflower Pipeline Replacement Project)		\$ 194,638	\$ 194,638	\$ (194,638)		Carryover of project from 2016/17; projected completed in August 2017
17-08	Nunes Filter Surface Wash Repairs		\$ 14,850	\$ 14,850	\$ (14,850)		
17-05	CSP Pump Station Motor Controls			\$ 20,000	\$ (20,000)		In process
PREVIOUS YEAR TOTALS		\$ -	\$ 777,252	\$ 797,251	\$ (797,251)		

UNSCHEDULED ITEMS (CAPITAL EXPENDITURES) FOR CURRENT FISCAL YEAR 17/18

17-16	CSP P3 Soft Start Pump/Shafting Replacement & Motor refurbishment		\$ 13,677	\$ 13,677	\$ (13,677)		Work related to FY2016/17 emergency pump replacement -approved at February 2017 Board meeting
	CSP 500 HP Motor			\$ 49,000	\$ (49,000)		Parts ordered (approved in February 2018)
12-12	Denniston/San Vicente Water Supply Development		\$ 54,223	\$ 54,223	\$ (54,223)		Legal fees & gaging
	Door Replacement at Nunes		\$ 17,450	\$ 17,450	\$ (17,450)		
	Door Replacement at Denniston		\$ 9,370	\$ 9,370	\$ (9,370)		
	Wavecrest Road Pipeline Replacement Project		\$ 20,213	\$ 20,213	\$ (20,213)		
	El Granada Tank #3 - Pump #1 Rebuild/Motor Replacement		\$ 11,666	\$ 11,666	\$ (11,666)		
	Denniston WTP and Tank Road Repairs/Paving		\$ 28,438	\$ 28,438	\$ (28,438)		
	El Granada Tank #1 Refurbishment Project		\$ 13,048	\$ 13,048	\$ (13,048)		
	Bell Moon Pipeline Replacement Project		\$ 4,777	\$ 4,777	\$ (4,777)		
	Grandview 2-inch Replacment Project		\$ 507	\$ 507	\$ (507)		

NON-BUDGETED TOTALS	\$ -	\$ 173,369	\$ 222,369	\$ (222,369)	
----------------------------	-------------	-------------------	-------------------	---------------------	--

CIP TOTALS	\$ 3,908,000	\$ 3,817,818	\$ 4,990,420	\$ (1,082,420)	
-------------------	---------------------	---------------------	---------------------	-----------------------	--

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

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

Month	Admin (General Legal Fees)	Water Supply Develpmnt	Recycled Water	Transfer Program	CIP	Personnel	Water Shortage	Lawsuits	Infrastructure Project Review (Reimbursable)	TOTAL
Apr-17	7,572			724	544					8,840
May-17	5,739			500	30					6,269
Jun-17	1,846		272	379	393	19,831				22,721
Jul-17	2,476			108		2,716				5,300
Aug-17	2,925		748	387	2,984					7,043
Sep-17	1,625		195	374	4,602	1,778				8,573
Oct-17	975			222	130	1,268				2,595
Nov-17	2,418			226	2,340	525				5,509
Dec-17	4,934			138	1,300	130				6,502
Jan-18	878			412	260				2,178	3,727
Feb-18	4,485			1,052	260	1,040				6,837
Mar-18	1,268			454	962	1,203				3,886
TOTAL	37,141	0	1,214	4,973	13,804	28,490	0	0	2,178	87,800

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

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

Month	Admin & Retainer	CIP	Studies & Projects	TOTAL	Reimbursable from Projects
Apr-17	480	5,594		6,074	
May-17	587	9,988		10,575	
Jun-17	480	620		1,100	
Jul-17	480		1,606	2,086	1,606
Aug-17	1,241	117	2,186	3,544	2,186
Sep-17	480		845	1,325	845
Oct-17	480		930	1,410	930
Nov-17	480		3,007	3,487	3,006
Dec-17	480		338	818	
Jan-18	480	1,935	1,683	4,098	1,683
Feb-18	480	1,014	7,788	9,282	7,788
Mar-18	1,021	4,270	1,905	7,196	1,905
TOTAL	7,168	23,538	20,287	50,994	19,949

Calcon T&M Projects Tracking
as of 3/31/2018

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Total Billing (thru 6/30/17)	Project Billing FY2017-18	Project Budget Remaining
CAL-13-01	EG Tank 2 Recoating Project	Closed	9/30/13	10/8/13	\$8,220.00	\$8,837.50		-\$617.50
CAL-13-02	Nunes Control System Upgrades	Closed	9/30/13	10/8/13	\$46,141.00	\$55,363.60		-\$9,222.60
CAL-13-03	Win 911 and PLC Software	Closed	9/30/13	10/8/13	\$9,717.00	\$12,231.74		-\$2,514.74
CAL-13-04	Crystal Springs Surge Tank Retrofit	Closed	11/26/13	11/27/13	\$31,912.21	\$66,572.54		-\$34,660.33
CAL-13-05		Closed				\$0.00		\$0.00
CAL-13-06	Nunes Legacy Backwash System Removal	Closed	11/25/13	11/26/13	\$6,516.75	\$6,455.00		\$61.75
CAL-13-07	Denniston Backwash FTW Valves	Closed	11/26/13	11/27/13	\$6,914.21	\$9,518.28		-\$2,604.07
CAL-14-01	Denniston Wash Water Return Retrofit	Closed	1/28/14	2/14/14	\$13,607.00	\$13,591.60		\$15.40
CAL-14-02	Denniston Calrifier SCADA Data	Closed	4/2/14	4/7/14	\$4,125.00	\$4,077.50		\$47.50
CAL-14-03	Nunes Surface Scatter Turbidimeter	Closed	4/2/14	4/7/14	\$2,009.50	\$0.00		\$2,009.50
CAL-14-04	Phase I Control System Upgrade	Closed	4/2/14	4/7/14	\$75,905.56	\$44,459.14		\$31,446.42
CAL-14-06	Miramar Control Panel	Closed	8/28/14	8/28/14	\$37,953.00	\$27,980.71		\$9,972.29
CAL-14-08	SFWater Flow & Data Logger/Cahill Tank	Closed	8/20/2014	8/20/2014	\$1,370.00	\$1,372.00		-\$2.00
CAL-15-01	Main Street Monitors	Closed				\$6,779.42		-\$6,779.42
CAL-15-02	Denniston To Do List	Closed				\$2,930.00		-\$2,930.00
CAL-15-03	Nunes & Denniston Turbidity Meters	Closed			\$6,612.50	\$12,536.12		-\$5,923.62
CAL-15-04	Phase II Control System Upgrade		6/23/2015	8/11/2015	\$195,000.00	\$194,102.50	\$8,125.00	-\$7,227.50
CAL-15-05	Permanganate Water Flow	Closed				\$1,567.15		-\$1,567.15
CAL-16-04	Radio Network		12/9/2016	1/10/2017	\$126,246.11	\$116,633.18	\$22,567.50	-\$12,954.57
CAL-16-05	El Granada Tank No. 3 Recoating		12/16/2016		\$6,904.50	\$3,860.00	\$2,985.00	\$59.50
CAL-17-01	Crystal Springs Leak Valve Control		2/8/2017	2/14/2017	\$8,701.29	\$6,390.00		\$2,311.29
CAL-17-02	Crystal Springs Requirements & Addtl Controls		2/8/2017	2/14/2017	\$38,839.50	\$16,467.06	\$24,705.00	-\$2,332.56
CAL-17-03	Nunes Valve Control		6/29/2017	7/11/2017	\$73,281.80	\$64,184.35	\$14,850.00	-\$5,752.55
CAL-17-04	Denniston Booster Pump Station		7/27/2017	8/8/2017	\$21,643.75	\$1,230.00	\$28,530.00	-\$8,116.25
CAL-17-05	Crystal Springs Pump Station #3 Soft Start		7/27/2017	8/8/2017	\$12,213.53	\$0.00	\$12,178.13	\$35.40
CAL-17-06	Nunes Flocculartor & Rapid Mix VFD Panels		12/6/2017	12/12/2017	\$29,250.75	\$0.00	\$30,695.66	-\$1,444.91
SUBTOTAL					\$763,084.96	\$677,139.39	\$144,636.29	-\$58,690.72
Other: Maintenance								
CAL-17-EMG	Emergency Callout Tanks						\$ 1,620.00	
	Crystal Springs Maintenance						\$ 9,470.69	
	Nunes Maintenance						\$ 8,257.67	
	Denniston Maintenance						\$ 3,700.00	
	Distribution System						\$ 15,317.44	
TOTAL FY2017/18							\$ 183,002.09	

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING

Tuesday, March 13, 2018

- 1) **ROLL CALL** - President Robert Feldman called the meeting to order at 7:00 p.m. Present at roll call: Directors Chris Mickelsen, Arnie Glassberg and Vice-President Ken Coverdell. Director Glenn Reynolds was absent.

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

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending February 28, 2018:
Claims: \$828,725.10; Payroll: \$101,055.44 for a total of \$929,780.54
- B. Acceptance of Financial Reports
- C. Approval of Minutes of February 10, 2018 Regular Board of Directors Meeting
- D. Installed Water Connection Capacity and Water Meters Report
- E. Total CCWD Production Report
- F. CCWD Monthly Sales by Category Report -February 2018
- G. Monthly Rainfall Reports
- H. S.F.P.U.C. Hydrological Report for the month of January 2018
- I. S.F.P.U.C. Hydrological Report for the month of February 2018
- J. Approval for President Feldman to attend the Association of California Water Agencies (ACWA) Spring Conference in Sacramento, May 8-11, 2018

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

ON MOTION BY Director Glassberg and seconded by Director Mickelsen, the Board voted by roll call vote to approve the Consent Calendar in its entirety:

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

5) **MEETINGS ATTENDED / DIRECTOR COMMENTS**

There were no reports of meetings attended.

6) **GENERAL BUSINESS**

A. **Agreement with Cornerstone Structural Engineering Services Group for Seismic Evaluation of El Granada Tank # 1**

Mr. Dickson introduced this item, provided a brief background and advised that staff believes that performing an evaluation of the tank's ability to meet current seismic standards is an essential first step in providing input for the design process.

ON MOTION BY Director Glassberg and seconded by Director Mickelsen, the Board voted by roll call vote to authorize the General Manager to execute a Professional Services Agreement with Cornerstone Structural Engineering Services Group for seismic evaluation of El Granada Tank # 1 at a time-and-materials cost not to exceed \$32,450:

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

B. **Agreement with West Yost for a Feasibility Study of Optimizing Local Water Source Treatment**

Mr. Dickson explained that in order to take maximum advantage of local source water, the District needs to ensure that the Denniston Water Treatment Plant can reliably treat the highest flows available from Denniston and San Vicente. He also advised that improvements need to be made to improve the operational flexibility of the Nunes Water Treatment Plant to enhance its ability to treat low flows or shut down entirely when the Denniston Water Treatment Plant production can meet most or all of the District's demands. He reviewed some of the associated tasks and added that the District was pleased to be working again with Craig Thompson, Principal Engineer, who had previously worked for Kennedy/Jenks.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to authorize the General Manager to execute a Professional Services Agreement with West Yost Associates for an Optimization of Treatment of Local Water Sources Feasibility Analysis including the optional tasks on a time-and-materials cost not to exceed \$99,700:

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

C. Award of Contract with Pump Repair Service to procure and install new 350 HP and 500 HP motors at Crystal Springs Pump Station

Mr. Derbin provided the background of this agenda item and a brief history of the conditions of the motors at the Crystal Springs Pump Station and the importance of maintaining spare motors to have the ability to meet water demands at all times. Brief discussion ensued with Mr. Derbin answering several questions from the Board members.

ON MOTION BY Director Coverdell and seconded by Director Glassberg, the Board voted by roll call vote to authorize the General Manager to execute a contract with Pump Repair Service for the installation of new 350 HP and 500 HP motors at the Crystal Springs Pump Station for a cost of \$112,006.03:

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

D. Fiscal year 2018-2019 Budget Process Timeline - information only

Ms. Rogren reviewed highlights of the proposed upcoming budget related meetings. A start time of 9:00 a.m. was established for the April 16, 2018 Budget/Finance Plan Work Session Special Board Meeting.

E. Draft Fiscal Year 2018-2019 Operations Budget and Draft Fiscal Year 2018/2019 to 2027/2028 Capital Improvement Program (CIP)

Ms. Rogren began her presentation with a brief review of the District's Fiscal Year 2018/2019 proposed Operations Budget, including a review of key assumptions and potential budget risks. She next summarized the four phases of the rate study, and the rate setting timeline, followed by the introduction of the financing plan and the process to determine the District's revenue requirement, including the targeted reserve balance.

7) MONTHLY INFORMATIONAL REPORTS

A. Assistant General Manager's Report

- **Advanced Metering Infrastructure (AMI)** - Ms. Rogren provided an update on the progress with the AMI installations. She also provided a hand-out illustrating some recent examples of the positive benefits of the Aclara data in identifying potential leaks, allowing customers the opportunity for early detection and notification of leaks.
- **Letter from State Senator, Jerry Hill** - Ms. Rogren shared the letter recently received from Senator Jerry Hill congratulating the District on the award of the Transparency Certificate of Excellence for the outstanding efforts to promote transparency and good governance.
- **SFPUC Memo from Steven Ritchie - Updated Water Supply Availability Estimate** - Ms. Rogren shared this recent memo advising that at this time SFPUC does not anticipate the need to request demand reductions for the retail and wholesale service areas.

B. Superintendent of Operations Report

Mr. Derbin reviewed the monthly operations highlights, including the installation of the Aclara Data Collector Units, a follow up to a permit amendment request to the State Water Resources Control Board, Division of Drinking Water, the completed upgrades on the Nunes flocculator drives, and the acquisition of a supply of new handheld radios for emergency response preparation.

C. Water Resources Report

Ms. Brennan provided an informational report on the March 2018 Snow Survey Results and shared the executive summary of the CA-NV AWWA's Final Report on Water Loss Technical Assistance.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no requests for future agenda items.

There was a brief break provided at 8:48 p.m. to clear the Board room to prepare for discussion of the Closed Session agenda item. The Closed Session discussion began at 8:54 p.m.

9) **CLOSED SESSION**

A. **Public Employee Performance Evaluation**

Pursuant to California Government Section 54957

Title: General Manager

10) **RECONVENE TO OPEN SESSION** - The meeting reconvened to open session at 9:07 p.m., with David Dickson reporting that no action was taken in the closed session.

11) **ADJOURNMENT** - The meeting was adjourned at 9:08 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary to the District

Robert Feldman, President
Board of Directors

**WATER SERVICE CONNECTION TRANSFER REPORT
TRANSFERS APPROVED FOR THE MONTH OF MARCH 2018**

DONATING APN	PROPERTY OWNER(S)	RECIPIENT APN	PROPERTY OWNER(S)	# OF CONNECTIONS	DATE
115-520-170	Charles J. Keenan III (c/o Joyce Yamigiwa)	056-055-030	April & Jeffrey Murray	1 -- 5/8"	March 1, 2018

FY 2018 Meters

Installed Water Meters	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
HMB Non-Priority													
0.5" capacity increase													
5/8" meter	10	1	8		1		1	1	1				23
3/4" meter													
1" meter									1				1
1 1/2" meter													
2" meter													
3" meter													
HMB Priority													
0.5" capacity increase													
5/8" meter													
3/4" meter													
1" meter													
1 1/2" meter		1		1									2
2" meter													
County Non-Priority													
0.5" capacity increase													
5/8" meter	6												6
3/4" meter													
1" meter													
County Priority													
5/8" meter													
3/4" meter	1												1
1" meter													
Totals	17	2	8	1	1	0	1	1	2				33

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

FY 2018 Capacity (5/8" connection equivalents)	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
HMB Non-Priority	10	2	8		1		1	1	3.5				26.5
HMB Priority		5		5									10
County Non-Priority													0
County Priority	7.5												7.5
Total	17.5	7	8	5	1	0	1	1	3.5				44

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2018

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.87	25.93	0.00	0.00	45.87	72.67	3.45	69.22
AUG	2.32	24.89	0.00	0.00	42.86	70.07	3.85	66.22
SEPT	2.21	19.72	0.00	0.00	38.88	60.81	3.80	57.01
OCT	1.63	15.79	0.00	0.00	50.08	67.50	3.37	64.13
NOV	4.82	21.54	18.4	0.00	12.45	57.21	2.57	54.64
DEC	0.09	22.00	14.32	0.00	10.04	46.45	3.25	43.20
JAN	0.09	15.70	11.20	0.00	11.40	38.39	3.15	35.24
FEB	0.00	20.02	9.37	0.00	14.41	43.80	2.58	41.22
MAR	6.23	16.25	20.92	0.00	15.43	58.83	3.61	55.22
APR								
MAY								
JUN								
TOTAL	18.26	181.84	74.21	0.00	241.42	515.73	29.63	486.10
% MONTHLY TOTAL	10.59%	27.62%	35.56%	0.00%	26.23%	100.00%	6.14%	93.86%
% ANNUAL TO DATE TOTAL	3.5%	35.3%	14.4%	0.0%	46.8%	100.0%	5.75%	94.3%

CCWD vs SFPUC- month 73.8% 26.2%
 CCWD vs SFPUC- annual 53.2% 46.8%

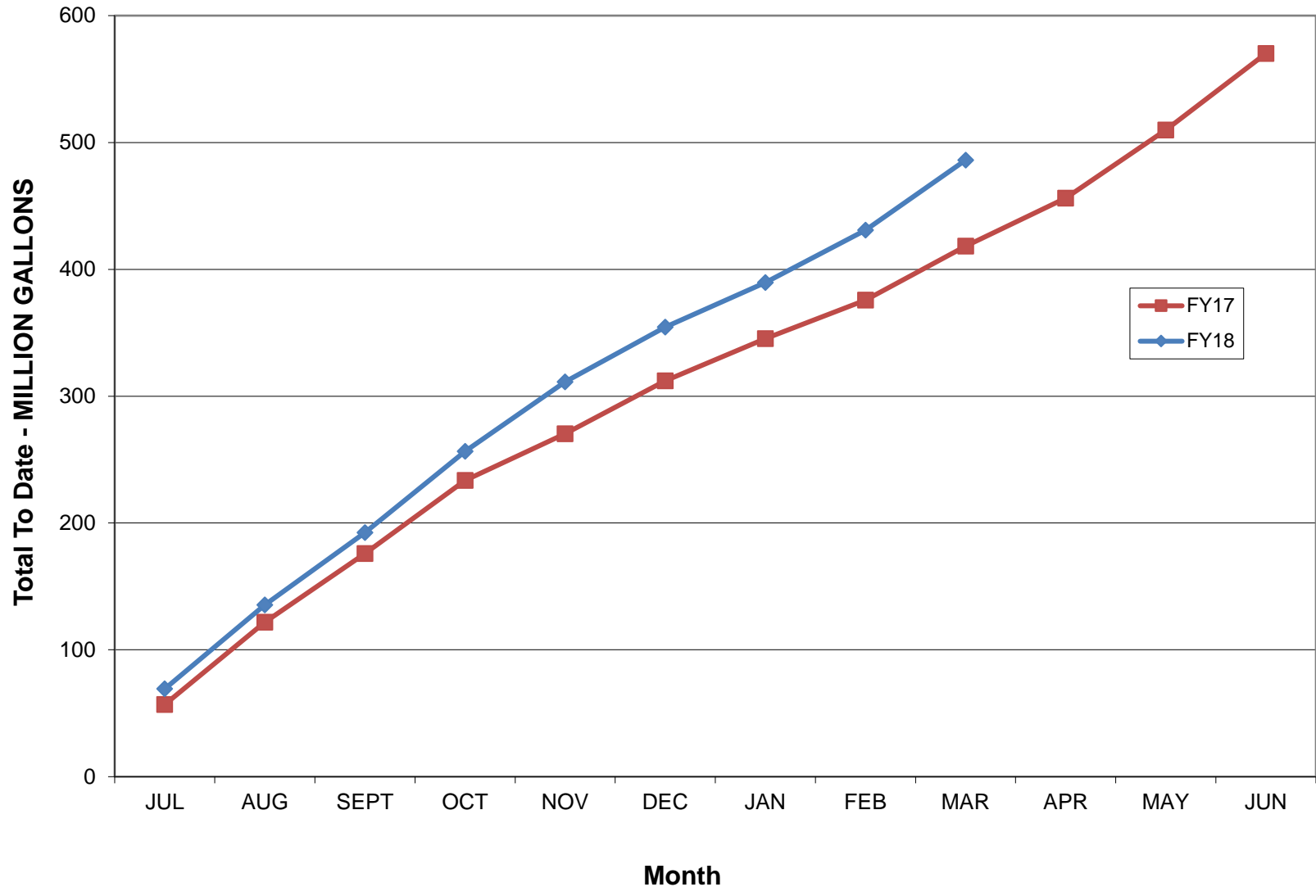
12 Month Running Treated Total

637.93

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2017

	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS RESERVOIR	CRYSTAL SPRINGS RESERVOIR	RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
JUL	1.58	15.50	0.00	37.11	7.05	61.24	4.36	56.88
AUG	2.55	10.84	0.00	4.40	51.18	68.97	4.12	64.85
SEPT	2.28	10.35	0.00	0.00	45.04	57.67	3.37	54.30
OCT	0.49	1.71	0.00	0.00	57.09	59.29	1.76	57.53
NOV	0.01	1.13	10.91	0.00	26.92	38.97	2.15	36.82
DEC	0.00	13.01	13.18	0.00	17.59	43.78	2.05	41.73
JAN	0.00	2.32	18.25	0.00	14.98	35.55	2.24	33.31
FEB	0.00	0.00	23.75	4.01	6.36	34.12	3.72	30.41
MAR	0.43	5.18	25.41	13.01	1.80	45.83	3.33	42.50
APR	0.00	14.05	0.00	25.41	1.87	41.33	3.54	37.79
MAY	0.00	24.60	0.00	29.40	3.25	57.25	3.53	53.72
JUN	0.41	24.25	0	21.59	17.65	63.90	3.58	60.32
TOTAL	7.75	122.94	91.50	134.93	250.78	607.90	37.75	570.14
% TOTAL	1.3%	20.2%	15.1%	22.2%	41.3%	100.0%	6.21%	93.8%

Cumulative Production FY 17 vs FY18



**Coastside County Water District Monthly Sales By Category (MG)
FY2018**

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	20.823	40.192	21.242	40.000	18.734	31.360	17.800	29.710	14.860				234.72
COMMERCIAL	3.369	3.103	3.521	2.770	3.543	2.340	3.032	2.330	2.536				26.54
RESTAURANT	1.783	1.563	1.745	1.450	1.601	1.170	1.572	1.200	1.285				13.37
HOTELS/MOTELS	2.762	2.777	2.388	2.290	2.412	1.650	2.079	2.020	1.774				20.15
SCHOOLS	0.567	0.735	0.934	0.810	0.604	0.420	0.540	0.310	0.285				5.20
MULTI DWELL	2.768	3.107	2.817	3.100	2.660	2.760	2.671	2.780	2.296				24.96
BEACHES/PARKS	0.554	0.589	0.708	0.530	0.340	0.090	0.178	0.140	0.135				3.26
AGRICULTURE	6.107	6.007	8.518	7.420	6.220	6.520	4.656	6.300	5.309				57.06
RECREATIONAL	0.266	0.354	0.215	0.320	0.197	0.290	0.215	0.290	0.169				2.32
MARINE	0.597	0.666	0.640	0.440	0.653	0.590	0.446	0.330	0.323				4.68
IRRIGATION	6.166	5.258	1.570	2.250	0.986	0.880	0.767	0.850	0.536				19.26
RAW WATER	8.783	10.435	7.389	8.250	4.969	0.010	0.013	1.700	0.011				41.56
DETECTOR CHECKS	0.019	0.044	0.022	0.030	0.002	0.030	0.016	0.050	0.021				0.23
PORTABLE METERS	0.267	0.248	0.323	0.290	0.203	0.190	0.041	0.150	0.090				1.80
CONSTRUCTION	NA	NA	NA	NA	0.108	0.270	0.188	0.150	0.142				0.11
TOTAL - MG	54.83	75.08	52.03	69.95	43.23	48.57	34.21	48.31	29.77	0.00	0.00	0.00	455.99

Non Residential Usage	34.007	34.886	30.790	29.950	24.498	17.210	16.414	18.600	14.912	0.000	0.000	0.000	
Running 12 Month Total									599.74				
12 mo Residential									311.89				
12 mo Non Residential									221.27				

FY 2017

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	19.638	39.197	19.950	34.540	16.008	28.428	17.071	24.825	12.670	27.256	15.528	34.380	289.49
COMMERCIAL	3.731	3.032	3.597	2.698	2.969	2.321	2.599	1.930	2.766	2.203	3.143	2.435	33.42
RESTAURANT	1.745	1.569	1.937	1.353	1.596	1.260	1.343	0.975	1.405	1.204	1.682	1.325	17.40
HOTELS/MOTELS	3.004	3.420	2.778	2.425	2.239	1.857	2.048	1.700	2.288	2.200	2.795	2.323	29.08
SCHOOLS	0.659	0.754	0.723	0.722	0.332	0.223	0.131	0.470	0.238	0.329	0.503	0.573	5.66
MULTI DWELL	2.572	2.697	2.403	2.659	2.161	2.671	2.377	2.503	2.403	2.717	2.718	2.741	30.62
BEACHES/PARKS	0.579	0.500	0.406	0.343	0.206	0.120	0.153	0.097	0.198	0.185	0.337	0.414	3.54
AGRICULTURE	5.160	5.131	4.784	7.124	5.950	4.090	4.353	4.155	5.704	6.320	6.927	5.422	65.12
RECREATIONAL	0.242	0.282	0.221	0.220	0.186	0.211	0.185	0.192	0.214	0.263	0.227	0.300	2.74
MARINE	0.498	0.524	0.638	0.391	0.501	0.565	0.464	0.418	0.462	0.427	0.496	0.372	5.76
IRRIGATION	1.538	3.239	2.703	2.395	0.471	0.406	0.377	0.199	0.304	0.489	2.257	3.172	17.55
RAW WATER	10.081	8.593	9.711	8.440	0.141	2.079	0.000	0.000	0.004	0.703	3.586	5.068	48.41
Detector Checks	0.009	0.011	0.013	0.007	0.008	0.025	0.022	0.019	0.062	0.021	0.019	0.023	0.24
Portable Meters	0.099	0.895	0.404	0.496	0.299	0.155	0.094	0.083	0.141	0.159	0.220	0.286	3.33
TOTAL - MG	49.55	69.85	50.27	63.81	33.07	44.41	31.22	37.57	28.86	44.48	40.44	58.83	552.35

MONTH Mar-18

Coastside County Water District Monthly Discharge Report

EMERGENCY MAIN AND SERVICE REPAIRS

1	Date Reported Discovered	Date Repaired	Location	Pipe Class	Pipe Size & Type	Estimated Water Loss (Gallons)*	Environmental Damage? Y/N If Yes CL2 after declor	Chlorine Residual after leak is Repaired	Equipment Costs	Material Costs	Employee hours		Labor Costs	Total Costs
											Staff	Hours		
														\$0.00
														\$0.00
														\$0.00
														\$0.00
														\$0.00
														\$0.00
														\$0.00
														\$0.00
														\$0.00
Totals						0			\$0.00	\$0.00	0	0	\$0	\$0.00

* all costs paid by contractor who damaged main

** If Yes, include photos of damage

Staff x hours = 0

MONTH		Mar-18											
PLANNED PLANT OR TANK DISCHARGE AND NEW WATER LINE FLUSHING REPORT										OTHER DISCHARGES			
	Date	Project/Location	Pipe Size & Type	Estimated Water Flushed (Gallons)	Chlorine Residual after dechlor	pH	Flow Rate (gal/min)	Duration of Discharge (minutes)	Total Volumes (gallons)				
1	Mar-18								Flushing Program	7,000			
2									Reservoir Cleaning				
3	Mar-18								Automatic Blowoffs	116,129			
3									Dewatering Operations				
4	Mar-18								Other (includes flow testing)	8,000			
DEWATERING OPERATIONS GREATER THAN 350,000 GALLONS (requires prenotification to CWRCB)										Number of planned or emergency discharges greater than 50,000 gallons			
	Date	Location	Volume	pH			Chlorine Residual after dechlor			Duration (min)			
				5 min	20 min	end	5 min	20 min	end				
1													
2													
ANNUAL REPRESENTATIVE MONITORING										PLANNED DISCHARGES GRAND TOTAL (MG)			
	Date	Location	Volume (gal)	pH	Chlorine Residual after dechlor (ppm)								
1											0.131		

Coastside County Water District
 766 Main Street
 July 2017 - June 2018

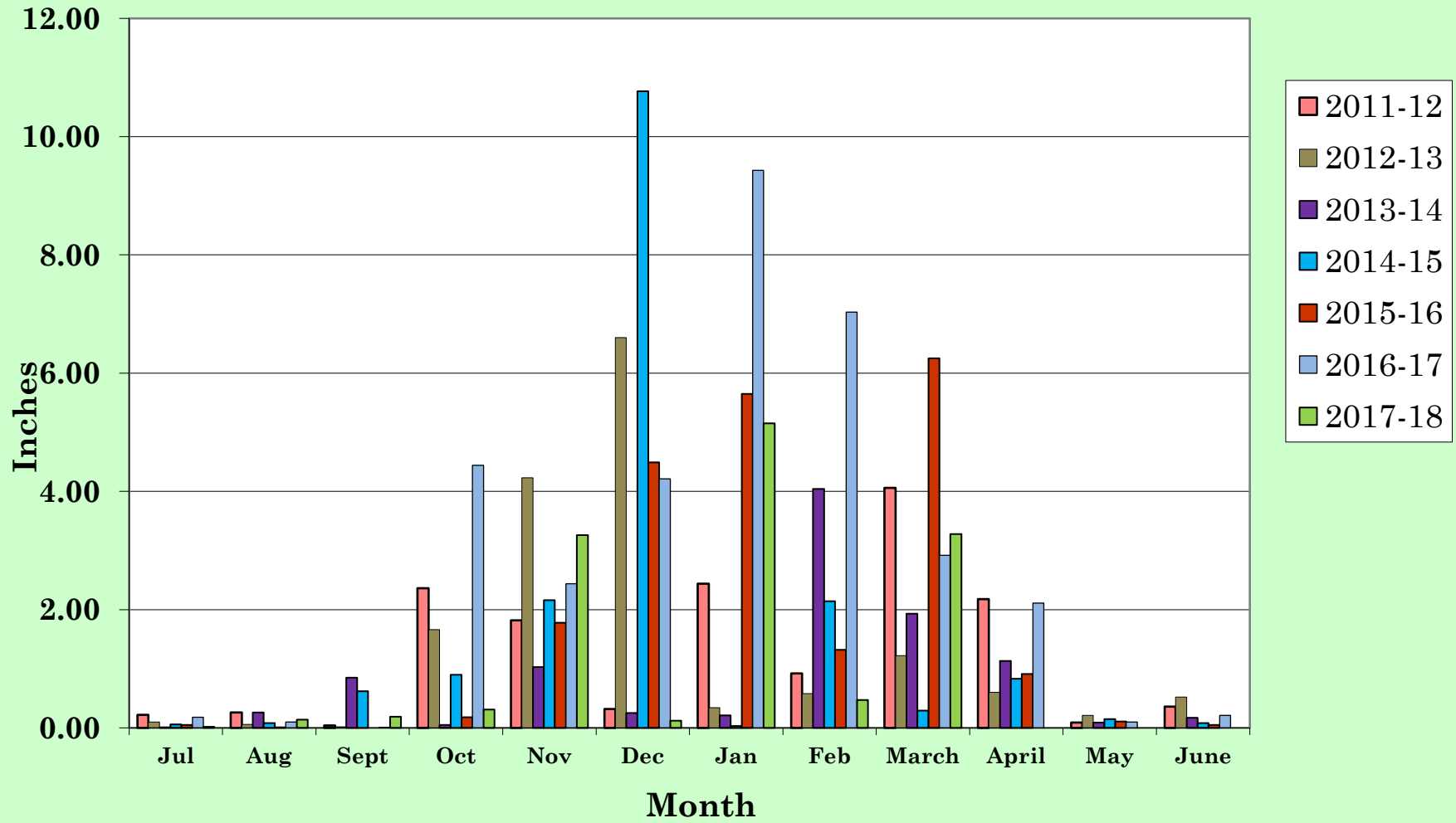
District Office
 Rainfall in Inches

	2017						2018					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0	0	0.01	0	0	0	0	0.6			
2	0.01	0	0	0	0	0.03	0	0	0.17			
3	0.01	0	0	0	0.04	0	0.24	0	0.08			
4	0	0.02	0	0	0.48	0	0.05	0	0.04			
5	0	0	0	0	0	0	0.43	0	0			
6	0	0.02	0	0	0.01	0	0.02	0	0			
7	0	0	0	0	0	0	0	0	0.05			
8	0	0.01	0	0	0.14	0	1.91	0	0.11			
9	0	0.01	0.02	0	0.15	0	1.28	0	0			
10	0	0.01	0	0	0.01	0	0.03	0	0			
11	0	0.02	0.07	0	0.01	0	0.01	0	0			
12	0	0	0.01	0	0	0	0.01	0	0.11			
13	0	0.02	0.01	0	0.19	0	0	0	0.36			
14	0	0.02	0	0	0.01	0	0	0	0.13			
15	0	0	0.02	0	0.06	0	0	0	0.06			
16	0	0	0	0	1.15	0	0.02	0	0.09			
17	0	0	0.01	0	0.45	0	0	0	0.17			
18	0	0	0.02	0	0.14	0	0.38	0	0.01			
19	0	0	0	0.06	0	0	0.03	0	0			
20	0	0	0.02	0.22	0	0.09	0.01	0	0.45			
21	0	0	0	0.01	0	0	0.01	0	0.16			
22	0	0	0.01	0	0	0	0.22	0	0.53			
23	0	0	0	0	0	0	0	0	0			
24	0	0.01	0	0	0	0	0.43	0	0.12			
25	0	0	0	0	0	0	0.05	0	0.03			
26	0	0	0	0	0.26	0	0.01	0.27	0			
27	0	0	0	0	0.14	0	0.01	0	0			
28	0	0	0	0.01	0.01	0	0	0.2	0.01			
29	0	0	0	0	0.01	0	0		0			
30	0	0	0	0	0	0	0		0			
31	0	0		0		0	0		0			
Mon.Total	0.02	0.14	0.19	0.31	3.26	0.12	5.15	0.47	3.28			
Year Total	0.02	0.16	0.35	0.66	3.92	4.02	9.17	9.64	12.92			

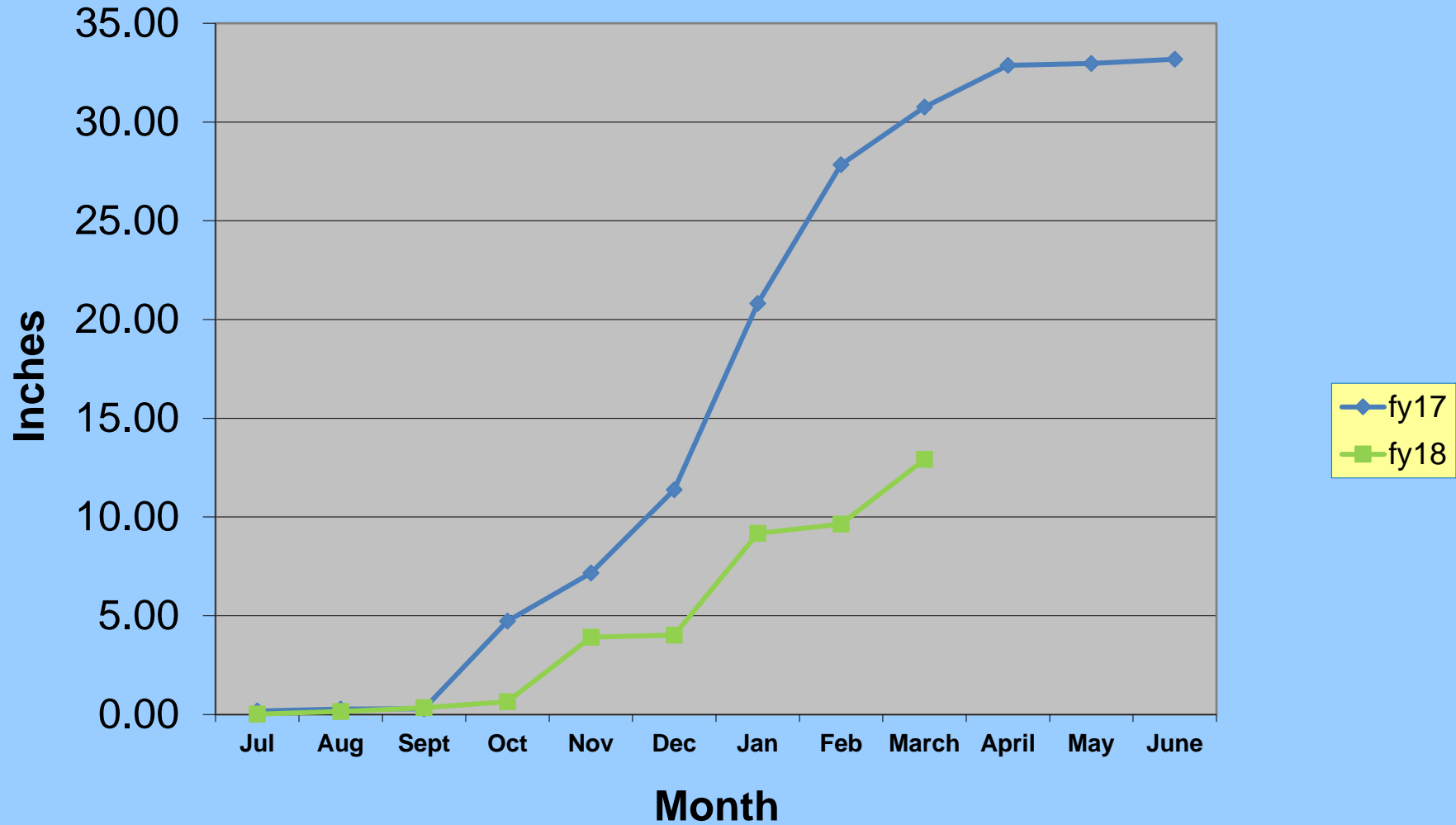
Coastside County Water District

Rainfall by Month

Fiscal Years 12 - 18



Rainfall Total Comparison Fiscal Years 17 and 18



STAFF REPORT

To: Coastside County Water District Board of Directors

From: Dave Dickson, General Manager

Agenda: April 10, 2018

Date: April 5, 2018

Subject: Notice of Completion - Denniston Drying Bed Paving Project

Recommendation:

That the Board of Directors take the following actions:

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

Background

Coastside County Water District entered into a contract with Andreini Bros., Inc. on July 31, 2018 for the Denniston Drying Bed Paving Project.

The work consisted of grading and paving approximately 6146 sq. feet in front of drying beds and around tanks, installing 148 feet of Type A dike on uphill side of tanks to divert water away from drying beds, installing 41 feet of roll berm, and installing drain inlet. The site of the work is located in the unincorporated community of El Granada, San Mateo County, at 150 Denniston Creek Road. (APN 037-320-140).

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

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

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

3. On April 10, 2018 there was completed upon the hereinafter described real property a work of improvement as a whole named Denniston Drying Bed Paving Project. The work consisted of grading and paving approximately 6146 sq. feet in front of drying beds and around tanks, installing 148 feet of Type A dike on uphill side of tanks to divert water away from drying beds, installing 41 feet of roll berm, and installing drain inlet.

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

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

The site of the work is located in the unincorporated community of El Granada, San Mateo County, at 150 Denniston Creek Road. (APN 037-320-140).

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 April 10, 2018 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 R. Dickson, General Manager

Agenda: April 10, 2018

Date: March 29, 2018

Subject: Acceptance of Water System Improvements - Best Western Hotel

Recommendation:

Accept the water system improvements for the Non-Complex Pipeline Extension Project completed to serve the Best Western Hotel at 1410 S. Cabrillo Highway.

Background:

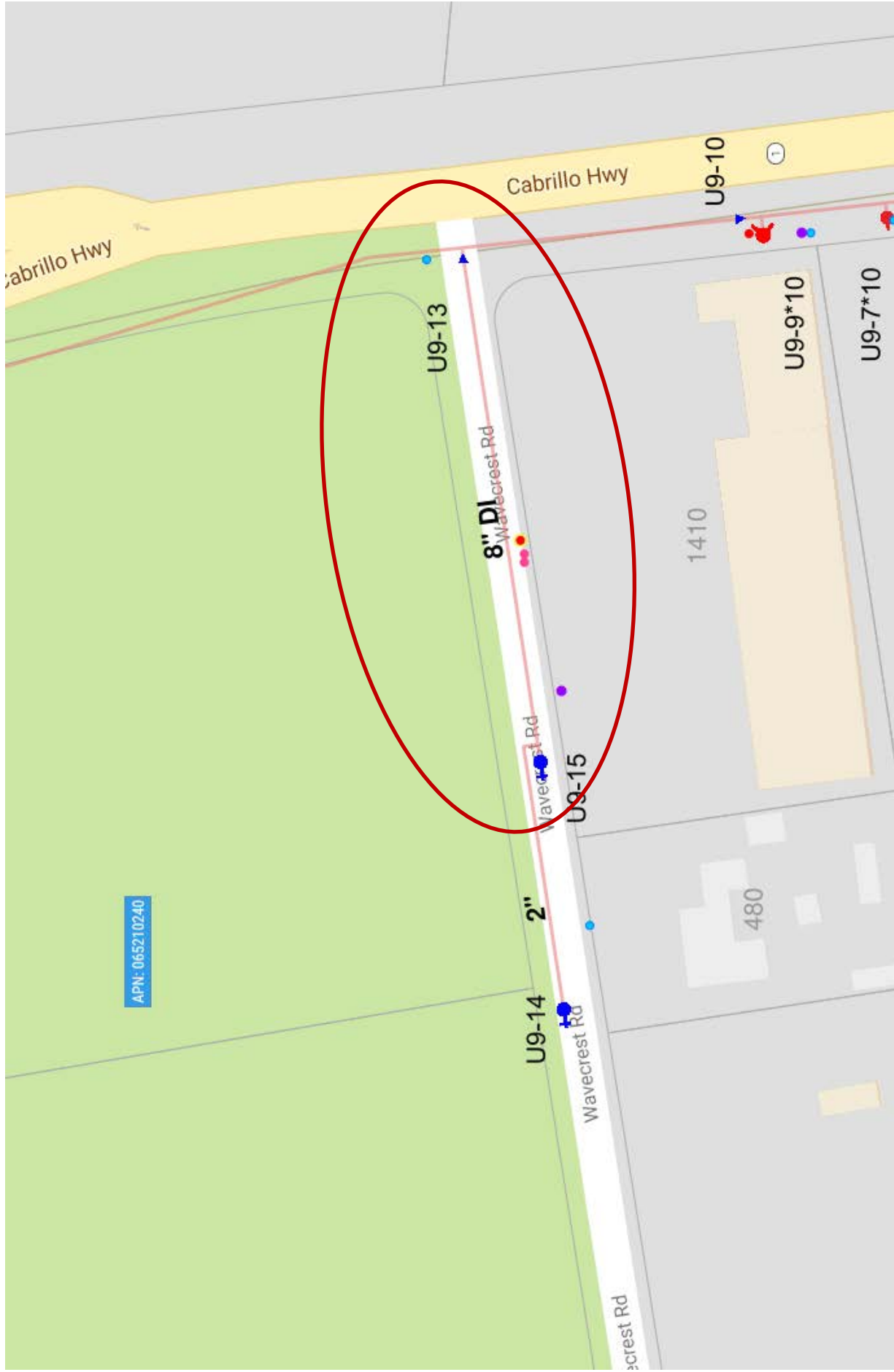
At the meeting of December 13, 2016, the Board of Directors approved a Water Service Agreement with StayCal/Palmer Enterprises for construction of a new water main along Wavecrest Road to serve the new Best Western Hotel at 1410 S. Cabrillo Highway. Construction of the water system improvements was completed on March 21, 2018.

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

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

Fiscal Impact:

None.



APN: 065210240

8" DI
Wavecrest Rd

U9-13

U9-14

U9-15

1410

U9-9*10

U9-7*10

U9-10

480

Cabrillo Hwy

Cabrillo Hwy

Wavecrest Rd

Wavecrest Rd

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: April, 10, 2018

Report

Date: April 6, 2018

Subject: Resolution Amending the Coastside County Water District Personnel Manual

Recommendation:

Adopt the attached Resolution No. 2018-___ Amending the Coastside County Water District Personnel Manual.

Background:

CCWD is responsible for administering the Backflow Prevention/Cross Connection Control Program in its service area. The District is required by the State of California to have at least one certified Backflow/Cross Connection Control Program Specialist for surveying premises and administering programs for the purposes of controlling and protecting drinking water systems against contamination from unprotected cross-connections. In addition, Backflow Prevention Assembly Tester certification is required for any staff conducting field testing of any backflow assemblies.

As the District's Backflow Prevention Program has significantly expanded in recent years requiring more staff resources, the District would like to recognize and incentivize staff who are willing to acquire either or both certifications.

Personnel Manual Revisions:

The attached resolution will make the following revision to the Personnel Manual (additions to the existing language are indicated by underline and deletions by strikeout):

The "Other Certification Attained" Table included in Section 2.01.D Certification Incentive Program is revised as follows:

STAFF REPORT

Agenda: April 6, 2018

Subject: Personnel Manual Revision

Page Two

Other Certification Attained	Additional (Gross) Compensation per Month
Backflow/Cross Connection Control Program Specialist <i>(maximum of 2 employees)</i>	\$100
<u>Backflow Prevention Assembly General Tester</u>	<u>\$100</u>
Spanish Fluency	\$50

Fiscal Impact:

\$1,200

RESOLUTION NO. 2018 - ____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
COASTSIDE COUNTY WATER DISTRICT

AMENDING THE COASTSIDE COUNTY WATER DISTRICT'S PERSONNEL
MANUAL

WHEREAS, the Board of Directors of the Coastsides County Water District first adopted a Personnel Manual establishing written guidelines for employee policies in 1969 and has revised and updated such policies from time to time thereafter, most recently by Resolution No. 2016-05 approved on May 10, 2016; and

WHEREAS, the Board of Directors wishes to amend the Personnel Manual as specified herein.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Coastsides County Water District that:

Section 2.01.D of the Personnel Manual is hereby amended to read as follows:

"D . Certification Incentive Program. Any employee of the District who, with advance approval from the District General Manager, achieves any of the following certifications shall receive, as additional compensation, the amount indicated in the table below. A new employee who has attained one or more certifications at the time of hire will be entitled to additional compensation for such qualifications to the extent, if any, that the General Manager determines the certifications to be necessary and/or useful in the job classification for which he/she is being hired.

Certification Attained	Additional (Gross) Compensation per Month
State of California Water Treatment Plant Operator	
Grade T-1	\$100
Grade T-2	\$200
Grade T-3	\$300

Grade T-4	\$400
Grade T-5	\$500

(Maximum amount of additional compensation is \$500 per month for an employee who has attained Grade T-5.)

State of California Distribution License Classification	Additional (Gross) Compensation per Month
Water Distribution Operator:	
Grade D1	\$100
Grade D2	\$200
Grade D-3	\$300
Grade D-4	\$400
Grade D-5	\$500

(Maximum amount of additional compensation is \$500 per month, for an employee who has achieved all five of the State of California Distribution License Classifications.)

Other Certification Attained	Additional (Gross) Compensation per Month
Backflow/Cross Connection Control Program Specialist	\$100
Backflow Prevention Assembly General Tester	\$100
Spanish Fluency	\$50

“

BE IT RESOLVED FURTHER that the General Manager is directed to incorporate the foregoing amendment into the Personnel Manual and distribute an updated copy to each District employee.

PASSED AND ADOPTED this 10th day of April, 2018, by the following votes of the Board of Directors:

AYES:

NOES:

ABSENT:

Robert C. Feldman
President, Board of Directors
Coastside County Water District

ATTEST:

David Dickson, Secretary of the Board

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: April 10, 2018

Report

Date: April 6, 2018

Subject: Quarterly Financial Review

Recommendation:

Information Only.

Background:

The attached Period Budget Analysis summarizes year-to-date revenue and expenses for the first nine months of Fiscal Year 2017-2018. Key highlights include:

- Year-to-date revenue is \$778,000 above budget primarily due to higher water sales (\$572,000) and property tax receipts (\$203,000).
- Year-to-date expenses are \$625,000 under plan, including:
 - Water purchased from SFPUC reflects a savings of \$203,000 due to our continued ability to draw water from Denniston and other local sources.
 - Electricity reflects a savings of \$43,000 due to use of local water sources vs. pumping from Crystal Springs.
 - Personnel costs include \$213,000 savings due to open positions and the partial service retirement of the General Manager resulting in a reduction of his salary expenses.
 - Legal, Engineering and Financial Services are under plan by \$82,000.
 - Other savings of \$84,000 primarily reflect expense timing as compared to budget.

COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS
31-Mar-18

ACCOUNT	DESCRIPTION	YTD BUDGET	YTD ACTUAL	Variance Favorable (Unfavorable)	% Variance
OPERATING REVENUE					
1-0-4120-00	Water Revenue -All Areas	8,019,299.00	8,591,962.68	572,663.68	7.1%
TOTAL OPERATING REVENUE		8,019,299.00	8,591,962.68	572,663.68	7.1%
NON-OPERATING REVENUE					
1-0-4170-00	Water Taken From Hydrants	37,485.00	42,982.40	5,497.40	14.7%
1-0-4180-00	Late Notice -10% Penalty	44,982.00	50,932.07	5,950.07	13.2%
1-0-4230-00	Service Connections	7,497.00	8,276.53	779.53	10.4%
1-0-4920-00	Interest Earned	4,630.00	5,943.12	1,313.12	28.4%
1-0-4930-00	Tax Apportionments/Cnty Checks	425,000.00	511,669.49	86,669.49	
1-0-4950-00	Miscellaneous Income	27,750.00	14,836.49	(12,913.51)	-46.5%
1-0-4955-00	Cell Site Lease Income	115,500.00	117,146.97	1,646.97	1.4%
1-0-4965-00	ERAF REFUND -County Taxes	250,000.00	366,651.07	116,651.07	0.0%
TOTAL NON-OPERATING REVENUE		912,844.00	1,118,438.14	205,594.14	22.5%
TOTAL REVENUES		8,932,143.00	9,710,400.82	778,257.82	8.7%
OPERATING EXPENSES					
1-1-5130-00	Water Purchased	1,604,902.00	1,401,601.51	203,300.49	12.7%
1-1-5230-00	Pump Exp, Nunes T P	30,210.00	27,132.86	3,077.14	10.2%
1-1-5231-00	Pump Exp, CSP Pump Station	291,000.00	240,015.41	50,984.59	17.5%
1-1-5232-00	Pump Exp, Trans. & Dist.	18,940.00	16,696.70	2,243.30	11.8%
1-1-5233-00	Pump Exp, Pilarcitos Canyon	23,400.00	24,796.61	(1,396.61)	-6.0%
1-1-5234-00	Pump Exp. Denniston Proj.	56,000.00	67,854.48	(11,854.48)	-21.2%
1-1-5242-00	CSP Pump Station Operations	7,875.00	7,362.68	512.32	6.5%
1-1-5243-00	CSP Pump Station Maintenance	17,578.00	9,672.54	7,905.46	45.0%
1-1-5246-00	Nunes T P Operations	54,000.00	36,142.54	17,857.46	33.1%
1-1-5247-00	Nunes T P Maintenance	91,850.00	88,715.69	3,134.31	3.4%
1-1-5248-00	Denniston T.P. Operations	24,000.00	34,265.41	(10,265.41)	-42.8%
1-1-5249-00	Denniston T.P. Maintenance	45,000.00	69,813.21	(24,813.21)	-55.1%
1-1-5250-00	Laboratory Services	34,000.00	47,513.69	(13,513.69)	-39.7%
1-1-5260-00	Maintenance -General	218,775.00	198,904.38	19,870.62	9.1%
1-1-5261-00	Maintenance -Well Fields	29,500.00	353.98	29,146.02	98.8%
1-1-5263-00	Uniforms	8,700.00	9,040.71	(340.71)	0.0%
1-1-5318-00	Studies/Surveys/Consulting	100,000.00	73,192.34	26,807.66	26.8%

ACCOUNT	DESCRIPTION	YTD BUDGET	YTD ACTUAL	Variance Favorable (Unfavorable)	% Variance
1-1-5321-00	Water Resources	27,750.00	9,043.75	18,706.25	67.4%
1-1-5322-00	Community Outreach	36,700.00	23,999.78	12,700.22	34.6%
1-1-5381-00	Legal	82,501.00	37,826.55	44,674.45	54.2%
1-1-5382-00	Engineering	75,000.00	28,405.97	46,594.03	62.1%
1-1-5383-00	Financial Services	20,000.00	15,438.00	4,562.00	22.8%
1-1-5384-00	Computer Services	108,600.00	91,310.38	17,289.62	15.9%
1-1-5410-00	Salaries/Wages-Administration	841,000.00	648,901.73	192,098.27	22.8%
1-1-5411-00	Salaries & Wages -Field	925,200.00	973,811.63	(48,611.63)	-5.3%
1-1-5420-00	Payroll Tax Expense	124,635.00	115,542.07	9,092.93	7.3%
1-1-5435-00	Employee Medical Insurance	331,167.00	295,712.03	35,454.97	10.7%
1-1-5436-00	Retiree Medical Insurance	34,909.00	29,272.09	5,636.91	16.1%
1-1-5440-00	Employees Retirement Plan	397,815.00	378,358.17	19,456.83	4.9%
1-1-5445-00	Supplemental Retirement 401a	0.00	0.00	0.00	0.0%
1-1-5510-00	Motor Vehicle Expense	38,025.00	52,468.36	(14,443.36)	-38.0%
1-1-5620-00	Office Supplies & Expense	169,128.00	164,754.90	4,373.10	2.6%
1-1-5625-00	Meetings / Training / Seminars	18,000.00	20,221.40	(2,221.40)	-12.3%
1-1-5630-00	Insurance	90,000.00	93,532.45	(3,532.45)	-3.9%
1-1-5687-00	Membership, Dues, Subscript.	48,000.00	54,843.16	(6,843.16)	-14.3%
1-1-5688-00	Election Expenses	0.00	0.00	0.00	0.0%
1-1-5689-00	Labor Relations	5,000.00	0.00	3,000.00	60.0%
1-1-5700-00	San Mateo County Fees	15,000.00	12,855.62	2,144.38	14.3%
1-1-5705-00	State Fees	4,000.00	26,619.95	(22,619.95)	-565.5%
TOTAL OPERATING EXPENSES		6,048,160.00	5,425,992.73	622,167.27	10.3%
CAPITAL ACCOUNTS					
1-1-5712-00	Debt Srvc/Existing Bonds 2006B	486,776.00	484,386.63	2,389.37	0.0%
1-1-5715-00	Debt Srvc/CIEDB 11-099 (I-BANK)	336,269.00	336,269.36	(0.36)	0.0%
1-1-5716-00	Debt Srvc/CIEDB 2016 (I-BANK)	324,652.00	324,651.94	0.06	0.0%
TOTAL CAPITAL ACCOUNTS		1,147,697.00	1,145,307.93	2,389.07	0.2%
TOTAL EXPENSES		7,195,857.00	6,571,300.66	624,556.34	8.7%
CONTRIBUTION TO CIP/RESERVES		1,736,286.00	3,139,100.16		

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: April 10, 2018

Report

Date: April 6, 2018

Subject: Fiscal Year 2018-2019 Budget Process Timeline

Recommendation:

None. Information only.

Background:

The attached Budget Process Timeline lays out the proposed schedule for presentation and consideration of the Fiscal Year 2018-2019 Budget and the Fiscal Year 18/19 - 27/28 Capital Improvement Program. Key timeline milestones follow the pattern established over the last three budget cycles, culminating in the public hearing on the budget scheduled for the regular June Board meeting.

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

Fiscal Impact:

None.

**Coastside County Water District
BUDGET (CIP and O&M) PROCESS TIMELINE
Fiscal Year 2018-2019**

Description	Date
Staff Internal Budget Review – Distribute O&M Budget Worksheets and Update CIP budget spreadsheet	January 2018
Finance Committee Meeting - Introduction to Budget Process/Timeline	January 3, 2018
Present Budget Timeline for Board approval	January 9, 2018 Regular Board Meeting
Special Board Meeting - Rate Study Kickoff	January 17, 2018
Staff Internal Budget Review – Worksheets Due/Review CIP Budget	January 24, 2018
Facilities Committee Meeting – Review Draft CIP Budget	January 31, 2018
Finance Committee Meeting – Review Draft O&M Budget & CIP	February 8, 2018
Present “Draft” O&M Budget and CIP to Board of Directors at Board Meeting	February 13, 2018 Regular Board Meeting
Finance Committee Meeting – Review Draft Financing Plan and Preliminary Rate Study Findings	March 13, 2018 (3PM)
Present “Draft” O&M Budget, CIP, and Financing Plan to Board of Directors at Board Meeting	March 13, 2018 Regular Board Meeting
Customer Outreach – Website – Post Draft Budget and Finance Plan FY 2019	March 30, 2018
Customer Outreach – E-Newsletter – Shared with Facebook and Twitter Message: Public Meeting Schedule for Budget –Links to Operations Budget and CIP	March 30, 2018
Present “Draft” O&M Budget and CIP, and Financing Plan to Board of Directors at Board Meeting	April 10, 2018 Regular Board Meeting
Special Meeting: Budget/Finance Plan Work Session with Board of Directors; Approve Notice of Rate Increase (Prop 218)	April 16, 2018 Special Meeting

April 6, 2018

Mail Notice of Rate Increase (Prop 218) – Minimum 45-Day Notice Before Public Hearing and post Notice on Bulletin Board.	April 23, 2018
Prop 218 Notice published in the Half Moon Bay Review	April 25, 2018 & May 2, 2018
Customer Outreach – E-Newsletter Message: Understanding Budget and Proposed Rate Increase	May __, 2018
Present & Discuss “Draft” CIP and O&M Budget and Finance Plan	May 8, 2018 Regular Board Meeting
Rate Increase Hearing - Approve O&M Budget and CIP – Approve Rate Increase	June 12, 2018 Regular Board Meeting

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: April 10, 2018

Report

Date: April 6, 2018

Subject: Draft Fiscal Year 2018-2019 and Fiscal Year 2019-2020 Operations Budgets, Draft Fiscal Year 2018/19 to 2027/28 Capital Improvement Program (CIP), and Draft Fiscal Year 2018-2019 Financing Plan and Proposed Rate Increase Discussion.

Recommendation:

No Board action required at this time.

Background:

Staff presents for the Board's review the attached draft Fiscal Year 2018-2019 and Fiscal Year 2019-2020 Operations Budgets and draft Fiscal Year 2018/19 to 2027/28 Capital Improvement Program (CIP). Staff will also present the draft Fiscal Year 2018-2019 Financing Plan at the April 10, 2018 Board meeting for purposes of discussing options for a proposed rate increase.

Operations Budgets

Staff has prepared two years of Operations Budgets, Fiscal Years 2018-2019 (Exhibit A) and 2019-2020 (Exhibit B) for the Board's review if the Board chooses to consider two years of rate increases.

Since the March, 2018 Board meeting, Staff revised the water sales projections in the FY2018/19 Budget from 580 MG (Million Gallons) to **590** MG given the increasing trends in water usage that we are experiencing in the current fiscal year. After adjusting revenue and related costs, the contribution to CIP and Reserves increased an additional \$159,000 from the draft FY2018/19 budget presented in March 2018.

Below is a recap of the current, and the projected budgets for the next two fiscal years, without consideration of any rate increases.

STAFF REPORT

Agenda: April 10, 2018

Subject: Draft FY2018-2019 Budget Review

Page Two

	FY 2017/18 Approved Budget	FY2018/19 Draft Budget	% Change from Prior Year' Budget	FY2019/20 Draft Budget	% Change from Prior Year' Budget
REVENUE					
<i>Water Sales in Million Gallons</i>	560 MG	590 MG		596 MG	
Water Sales (1)	\$10,805,600	\$11,450,000	6.0%	\$11,565,000	1.0%
Non-Operating Revenue	\$1,267,174	\$1,366,236	7.8%	\$1,385,570	1.4%
Total Revenue	<u>\$12,072,774</u>	<u>\$12,816,236</u>	6.2%	<u>\$12,950,570</u>	1.0%
OPERATING EXPENSES	\$8,179,756	\$8,354,018	2.1%	\$8,639,805	3.4%
DEBT SERVICE	\$1,147,697	\$1,146,744	-0.1%	\$1,144,611	-0.2%
CONTRIBUTION TO CIP AND RESERVES	<u>\$2,745,322</u>	<u>\$3,315,474</u>	20.8%	<u>\$3,166,154</u>	-4.5%

(1) FY2018/19 and FY2019/20 Water Sales do not include any rate adjustments - still to be determined
Water sales are budgeted using FY17/18 Actual Rates

Highlights of the draft Operation Budgets and CIP follow below:

Budget to Budget Comparison

- FY2018/19 Operations Budget assumes water sales at 590 MG, up from the 560 MG planned in the FY2017/18 Budget. FY2019/20 assumes 596 MG in water sales. As the rate adjustment is still to be determined, no rate adjustment has been included in the draft budget.
- FY2018/19 water purchases from SFPUC are \$206,000 less than the FY2017/18 budget primarily due to an increased use of local source water. (Note that the District's FY2017/18 investment of \$2.7M in capital improvements at the Denniston Treatment Plant and replacement of the Bridgeport pipeline allow us to utilize more of our local water.)
- The FY2018/19 and FY2019/20 Operations Budgets do not include any water rate increases from SFPUC given SFPUC's latest rate projections.
- Total FY2018/19 Operating Expenses are 2.1% higher than the FY2017/18 (or \$174,000), primarily due to inflationary increases offset by the decrease in water purchases. Total FY2018/20 Operating Expenses are 3.3% higher (or \$286,000) due to inflationary increases

CIP (no change since the March, 2018 Board meeting - see attached)

- \$32,710,000 total 10-year CIP (FY2019 dollars)
- \$18,130,000 total 5-year CIP (average of \$3,626,000 per year)
 - Increase of \$2,390,000 for 5-year CIP over prior year's CIP for the same 5-year period, primarily due to increases in cost estimates for tank recoating/rehabilitation and pipeline projects.

STAFF REPORT

Agenda: April 10, 2018

Subject: Draft FY2018-2019 Budget Review

Page Two

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

DRAFT

Updated: 4/6/2018 12:09 PM

YEAR 1 Operations & Maintenance Budget - FY 2018-2019

		Proposed Budget FY 2018/19	Approved FY 17/18 Budget	FY18/19 Budget Vs. FY 17/18 Budget \$ Change	FY18/19 Budget Vs. FY 17/18 Budget % Change	Projected Year End FY 17/18	FY 18/19 Budget Vs. FY 17/18 Actual \$ Change	FY 18/19 Budget Vs. FY 17/18 Actual % Change	YTD Actual FY 17/18 as of February 28, 2018
Account Number	Description								
06-Apr-18									
OPERATING REVENUE									
4120	Water Sales *	\$11,450,000	\$10,805,600	\$644,400	6.0%	\$11,450,000	\$0	0.0%	\$7,853,216
	(in Million Gallons)	590 MG	560 MG						
Total Operating Revenue		\$11,450,000	\$10,805,600	\$644,400	6.0%	\$11,450,000	\$0	0.0%	\$7,853,216
NON-OPERATING REVENUE									
4170	Hydrant Sales	\$50,000	\$50,000	\$0	0.0%	\$50,000	\$0	0.0%	\$40,121
4180	Late Penalty	\$60,000	\$60,000	\$0	0.0%	\$60,000	\$0	0.0%	\$37,088
4230	Service Connections	\$10,000	\$10,000	\$0	0.0%	\$10,000	\$0	0.0%	\$7,999
4920	Interest Earned	\$6,236	\$6,174	\$62	1.0%	\$6,174	\$62	1.0%	\$5,943
4930	Property Taxes	\$725,000	\$700,000	\$25,000	3.6%	\$725,000	\$0	0.0%	\$510,111
4950	Miscellaneous	\$25,000	\$37,000	-\$12,000	-32.4%	\$25,000	\$0	0.0%	\$14,606
4955	Cell Site Lease Income	\$165,000	\$154,000	\$11,000	7.1%	\$154,000	\$11,000	7.1%	\$103,937
4965	ERAF Refund	\$325,000	\$250,000	\$75,000	30.0%	\$366,651	-\$41,651	-11.4%	\$366,651
Total Non-Operating Revenue		\$1,366,236	\$1,267,174	\$99,062	7.8%	\$1,396,825	-\$30,589	-2.2%	\$1,086,456
TOTAL REVENUES		\$12,816,236	\$12,072,774	\$743,462	6.2%	\$12,846,825	-\$30,589	-0.2%	\$8,939,672
OPERATING EXPENSES									
5130	Water Purchased	\$1,900,998	\$2,106,991	-\$205,993	-9.8%	\$1,900,000	\$998	0.1%	\$1,301,837
5230	Electrical Exp. Nunes WTP	\$42,697	\$40,280	\$2,417	6.0%	\$40,280	\$2,417	6.0%	\$24,799
5231	Electrical Expenses, CSP	\$337,080	\$318,000	\$19,080	6.0%	\$318,000	\$19,080	6.0%	\$233,574
5232	Electrical Expenses/Trans. & Dist.	\$26,966	\$25,440	\$1,526	6.0%	\$25,440	\$1,526	6.0%	\$15,390
5233	Elec Exp/Pilarcitos Cyn	\$39,248	\$32,309	\$6,939	21.5%	\$32,309	\$6,939	21.5%	\$19,829
5234	Electrical Exp., Denn	\$130,000	\$92,220	\$37,780	41.0%	\$120,000	\$10,000	8.3%	\$59,983
5242	CSP - Operation	\$10,700	\$10,500	\$200	1.9%	\$10,500	\$200	1.9%	\$6,679
5243	CSP - Maintenance	\$37,000	\$37,000	\$0	0.0%	\$37,000	\$0	0.0%	\$6,154
5246	Nunes WTP Oper	\$77,850	\$72,000	\$5,850	8.1%	\$72,000	\$5,850	8.1%	\$31,867
5247	Nunes WTP Maint	\$122,500	\$122,500	\$0	0.0%	\$122,500	\$0	0.0%	\$78,547
5248	Denn. WTP Oper.	\$47,000	\$34,500	\$12,500	36.2%	\$45,000	\$2,000	4.4%	\$32,789
5249	Denn WTP Maint	\$101,850	\$60,000	\$41,850	69.8%	\$100,000	\$1,850	1.9%	\$61,563
5250	Laboratory Expenses	\$71,450	\$53,000	\$18,450	34.8%	\$59,000	\$12,450	21.1%	\$39,809
5260	Maintenance Expenses	\$291,700	\$291,700	\$0	0.0%	\$291,700	\$0	0.0%	\$184,552
5261	Maintenance, Wells	\$40,000	\$40,000	\$0	0.0%	\$40,000	\$0	0.0%	\$0
5263	Uniforms	\$12,500	\$10,000	\$2,500		\$10,000	\$2,500	25.0%	\$4,764
5318	Studies/Surveys/Consulting	\$160,000	\$160,000	\$0	0.0%	\$160,000	\$0	0.0%	\$52,445
5321	Water Resources	\$25,200	\$37,000	-\$11,800	-31.9%	\$24,000	\$1,200	5.0%	\$9,242
5322	Community Outreach	\$54,700	\$54,700	\$0	0.0%	\$54,700	\$0	0.0%	\$19,550
5381	Legal	\$100,000	\$110,000	-\$10,000	-9.1%	\$100,000	\$0	0.0%	\$30,306
5382	Engineering	\$60,000	\$100,000	-\$40,000	-40.0%	\$60,000	\$0	0.0%	\$24,655
5383	Financial Services	\$20,000	\$20,000	\$0	0.0%	\$20,000	\$0	0.0%	\$13,938
5384	Computer Services	\$163,600	\$144,800	\$18,800	13.0%	\$144,800	\$18,800	13.0%	\$79,319
5410	Salaries, Admin.	\$1,133,881	\$1,150,980	-\$17,099	-1.5%	\$950,000	\$183,881	19.4%	\$573,922
5411	Salaries - Field	\$1,400,532	\$1,266,081	\$134,451	10.6%	\$1,340,000	\$60,532	4.5%	\$876,332
5420	Payroll Taxes	\$177,734	\$170,555	\$7,179	4.2%	\$170,555	\$7,179	4.2%	\$102,743
5435	Employee Medical Insurance	\$444,246	\$447,056	-\$2,809	-0.6%	\$425,000	\$19,246	4.5%	\$260,367
5436	Retiree Medical Insurance	\$50,659	\$47,215	\$3,444	7.3%	\$47,215	\$3,444	7.3%	\$26,580
5440	Employee Retirement	\$598,859	\$544,380	\$54,479	10.0%	\$544,380	\$54,479	10.0%	\$336,119
5445	SIP 401a Plan	\$35,000	\$35,000	\$0	0.0%	\$35,000	\$0	0.0%	\$0

DRAFT

Updated: 4/6/2018 12:09 PM

YEAR 1 Operations & Maintenance Budget - FY 2018-2019

		Proposed Budget FY 2018/19	Approved FY 17/18 Budget	FY18/19 Budget Vs. FY 17/18 Budget \$ Change	FY18/19 Budget Vs. FY 17/18 Budget % Change	Projected Year End FY 17/18	FY 18/19 Budget Vs. FY 17/18 Actual \$ Change	FY 18/19 Budget Vs. FY 17/18 Actual % Change	YTD Actual FY 17/18 as of February 28. 2018
Account Number	Description								
06-Apr-18									
5510	Motor Vehicle Exp.	\$60,000	\$50,700	\$9,300	18.3%	\$60,000	\$0	0.0%	\$48,755
5620	Office & Billing Expenses	\$261,600	\$225,500	\$36,100	16.0%	\$225,500	\$36,100	16.0%	\$150,527
5625	Meetings/Training/Seminars	\$26,000	\$24,000	\$2,000	8.3%	\$24,000	\$2,000	8.3%	\$16,562
5630	Insurance	\$129,000	\$120,000	\$9,000	7.5%	\$126,000	\$3,000	2.4%	\$85,582
5687	Memberships & Subscriptions	\$75,970	\$75,350	\$620	0.8%	\$75,350	\$620	0.8%	\$54,149
5688	Election Expense	\$25,000	\$0	\$25,000		\$0	\$25,000		\$0
5689	Union Expenses	\$6,000	\$6,000	\$0	0.0%	\$6,000	\$0	0.0%	\$0
5700	County Fees	\$20,000	\$20,000	\$0	0.0%	\$20,000	\$0	0.0%	\$12,856
5705	State Fees	\$36,500	\$24,000	\$12,500	52.1%	\$36,000	\$500	1.4%	\$26,620
Total Operating Expenses		\$8,354,018	\$8,179,756	\$174,262	2.1%	\$7,872,229	\$481,789	6.1%	\$4,902,704
CAPITAL ACCOUNTS									
5712	Existing Bonds - 2006B	\$486,383	\$486,776	-\$393	-0.1%	\$486,776	-\$393	-0.1%	\$362,515
5715	Existing Bond-CIEDB 11-099	\$336,126	\$336,269	-\$143	0.0%	\$336,269	-\$143	0.0%	\$336,269
5716	CIEDB 16-111	\$324,235	\$324,652	-\$417		\$324,652	-\$417		\$324,652
Total Capital Accounts		\$1,146,744	\$1,147,697	-\$953	-0.1%	\$1,147,697	-\$953	-0.1%	\$1,023,436
TOTAL REVENUE LESS TOTAL EXPENSE		\$3,315,474	\$2,745,322	\$570,153	20.8%	\$3,826,899	-\$511,425	-13.4%	\$3,013,532
5713	Cont. to CIP & Reserves	\$3,315,474							

* Estimated at 590 MG (increase from 560 MG in FY2017/18 budget)

Does not reflect any rate adjustment - still to be determined - Water Revenue is calculated at FY2017/18 rates at 590MG.

YEAR 2 Operations & Maintenance Budget - FY 2019-2020

		Proposed FY 2019/20	Proposed FY 2018/19	FY19/20 Budget Vs. FY 18/19 Budget	FY19/20 Budget Vs. FY 18/19 Budget	Approved FY 2017/18
Account Number	Description	Budget	Budget	\$ Change	% Change	Budget
06-Apr-18						
OPERATING REVENUE						
4120	Water Sales *	\$11,565,000	\$11,450,000	\$115,000	1.0%	\$10,805,600
	Water Sales in MG	596 MG	590 MG			
Total Operating Revenue		\$11,565,000	\$11,450,000	\$115,000	1.0%	\$10,805,600
NON-OPERATING REVENUE						
4170	Hydrant Sales	\$50,000	\$50,000	\$0	0.0%	\$50,000
4180	Late Penalty	\$60,000	\$60,000	\$0	0.0%	\$60,000
4230	Service Connections	\$10,000	\$10,000	\$0	0.0%	\$10,000
4920	Interest Earned	\$6,270	\$6,236	\$34	0.5%	\$6,174
4930	Property Taxes	\$725,000	\$725,000	\$0	0.0%	\$700,000
4950	Miscellaneous	\$25,000	\$25,000	\$0	0.0%	\$37,000
4955	Cell Site Lease Income	\$171,300	\$165,000	\$6,300	3.8%	\$154,000
4965	ERAF Refund	\$338,000	\$325,000	\$13,000	4.0%	\$250,000
Total Non-Operating Revenue		\$1,385,570	\$1,366,236	\$19,334	1.4%	\$1,267,174
TOTAL REVENUES		\$12,950,570	\$12,816,236	\$134,334	1.0%	\$12,072,774
OPERATING EXPENSES						
5130	Water Purchased	\$1,941,948	\$1,900,998	\$40,950	2.2%	\$2,106,991
5230	Electrical Exp. Nunes WTP	\$45,259	\$42,697	\$2,562	6.0%	\$40,280
5231	Electrical Expenses, CSP	\$357,305	\$337,080	\$20,225	6.0%	\$318,000
5232	Electrical	\$28,584	\$26,966	\$1,618	6.0%	\$25,440
5233	Elec Exp/Pilarcitos Cyn	\$42,000	\$39,248	\$2,752	7.0%	\$32,309
5234	Electrical Exp., Denn	\$137,800	\$130,000	\$7,800	6.0%	\$92,220
5242	CSP - Operation	\$11,128	\$10,700	\$428	4.0%	\$10,500
5243	CSP - Maintenance	\$37,000	\$37,000	\$0	0.0%	\$37,000
5246	Nunes WTP Oper	\$80,964	\$77,850	\$3,114	4.0%	\$72,000
5247	Nunes WTP Maint	\$122,500	\$122,500	\$0	0.0%	\$122,500
5248	Denn. WTP Oper.	\$49,000	\$47,000	\$2,000	4.3%	\$34,500
5249	Denn WTP Maint	\$104,000	\$101,850	\$2,150	2.1%	\$60,000
5250	Laboratory Expenses	\$75,000	\$71,450	\$3,550	5.0%	\$53,000
5260	Maintenance Expenses	\$300,000	\$291,700	\$8,300	2.8%	\$291,700
5261	Maintenance, Wells	\$40,000	\$40,000	\$0	0.0%	\$40,000
5263	Uniforms	\$12,500	\$12,500	\$0		\$10,000
5318	Studies/Surveys/Consulting	\$160,000	\$160,000	\$0	0.0%	\$160,000
5321	Water Resources	\$26,200	\$25,200	\$1,000	4.0%	\$37,000
5322	Community Outreach	\$56,900	\$54,700	\$2,200	4.0%	\$54,700
5381	Legal	\$100,000	\$100,000	\$0	0.0%	\$110,000
5382	Engineering	\$62,000	\$60,000	\$2,000	3.3%	\$100,000
5383	Financial Services	\$22,000	\$20,000	\$2,000	10.0%	\$20,000
5384	Computer Services	\$167,600	\$163,600	\$4,000	2.4%	\$144,800
5410	Salaries, Admin.	\$1,179,832	\$1,133,881	\$45,952	4.1%	\$1,150,980

YEAR 2 Operations & Maintenance Budget - FY 2019-2020

		Proposed FY 2019/20	Proposed FY 2018/19	FY19/20 Budget Vs. FY 18/19 Budget	FY19/20 Budget Vs. FY 18/19 Budget		Approved FY 2017/18
Account Number	Description	Budget	Budget	\$ Change	% Change		Budget
06-Apr-18							
5411	Salaries - Field	\$1,461,020	\$1,400,505	\$60,515	4.3%		\$1,266,081
5420	Payroll Taxes	\$183,582	\$177,733	\$5,849	3.3%		\$170,555
5435	Employee Medical Insurance	\$481,419	\$444,246	\$37,173	8.4%		\$447,056
5436	Retiree Medical Insurance	\$55,274	\$50,659	\$4,615	9.1%		\$47,215
5440	Employee Retirement	\$619,321	\$598,859	\$20,462	3.4%		\$544,380
5445	SIP 401a Plan	\$35,000	\$35,000	\$0	0.0%		\$35,000
5510	Motor Vehicle Exp.	\$63,000	\$60,000	\$3,000	5.0%		\$50,700
5620	Office & Billing Expenses	\$272,200	\$261,600	\$10,600	4.1%		\$225,500
5625	Meetings/Training/Seminars	\$27,000	\$26,000	\$1,000	3.8%		\$24,000
5630	Insurance	\$137,000	\$129,000	\$8,000	6.2%		\$120,000
5687	Memberships & Subscriptions	\$78,970	\$75,970	\$3,000	3.9%		\$75,350
5688	Election Expense	\$0	\$25,000	-\$25,000	-100.0%		\$0
5689	Union Expenses	\$6,000	\$6,000	\$0	0.0%		\$6,000
5700	County Fees	\$24,000	\$20,000	\$4,000	20.0%		\$20,000
5705	State Fees	\$36,500	\$36,500	\$0	0.0%		\$24,000
Total Operating Expenses		\$8,639,805	\$8,353,991	\$285,813	3.3%		\$8,179,756
CAPITAL ACCOUNTS							
5712	Existing Bonds - 2006B	\$484,831	\$486,383	-\$1,552	-0.3%		\$486,776
5715	Existing Bond-CIEDB 11-099	\$335,977	\$336,126	-\$149	0.0%		\$336,269
5716	CIEDB 16-111	\$323,803	\$324,235	-\$432			\$324,652
Total Capital Accounts		\$1,144,611	\$1,146,744	-\$2,133	-0.2%		\$1,147,697
TOTAL REVENUE LESS TOTAL EXPENSE		\$3,166,154	\$3,315,501	-\$149,346	-4.5%		\$2,745,322
5713	Cont. to CIP & Reserves	\$3,166,154					

* Estimated at 596 MG (1% volume increase from 590 MG in FY2018/19 budget)
 Sales do not reflect any rate adjustments for FY2018/19 or FY 2019/20 --- still to be determined
 Water sales are calculated using FY2017/18 rates.

Project #	Project Name	Comments	FY18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY26/27	FY27/28	FY 18/19 to FY 27/28 Total
Equipment Purchase & Replacement													
06-03	SCADA/Telemetry/Electric Controls Replacement (<i>Backup Communications @ Cahill, PRV controls</i>)		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 500,000
08-10	Backhoe			\$ 200,000									\$ 200,000
15-04	Vactor Truck/Trailer							\$ 500,000					\$ 500,000
19-XX	Valve truck	New FY18-19. Valve truck will replace the valve exercising trailer that was purchased ~10 years ago.			\$ 225,000								\$ 225,000
99-02	Vehicle Replacement	Increase budget by \$10K per year	\$ 100,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 460,000
Equipment Purchase & Replacement Totals			\$ 150,000	\$ 290,000	\$ 315,000	\$ 90,000	\$ 90,000	\$ 590,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 1,885,000

Facilities & Maintenance

08-08	PRV Valves Replacement Project		\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000							\$ 120,000
09-09	Fire Hydrant Replacement	Increase from \$40K to \$140K per year	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 1,000,000
15-03	District Administration/Operations Center									\$ 3,000,000			\$ 3,000,000
16-07	Sample Station Replacement Project	Increase from \$20K to \$30K	\$ 30,000										\$ 30,000
17-15	Pilarcitos Canyon Emergency Road Repairs	Moved from FY17/18 to FY18/19 (restoration work from Feb 2017 storms)	\$ 100,000										\$ 100,000
18-13	Denniston WTP and Tank Road Repairs and Paving	New	\$ 100,000										\$ 100,000
99-01	Meter Change Program	Ongoing replacement of larger meters	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 200,000
Facilities and Maintenance Totals			\$ 420,000	\$ 190,000	\$ 190,000	\$ 190,000	\$ 160,000	\$ 160,000	\$ 60,000	\$ 3,060,000	\$ 60,000	\$ 60,000	\$ 4,550,000

Pipeline Projects

06-02	Highway 1 South Pipeline Replacement Project	Increase from \$500K to \$750K	\$ 750,000										\$ 750,000
07-03	Pilarcitos Canyon Pipeline Replacement	Increase from \$600K to \$700K - need SFPUC approval; moved from FY18/19 to FY19/20		\$ 700,000									\$ 700,000
07-04	Bell Moon Pipeline Replacement Project	move up from FY23/24 and FY24/25	\$ 60,000	\$ 250,000									\$ 310,000
13-02	Replace 8 Inch Pipeline Under Creek at Pilarcitos Ave	Add \$50K for design	\$ 50,000			\$ 400,000							\$ 450,000
14-01	Replace 12" Welded Steel Line on Hwy 92 with 8"	Add \$100K for design	\$ 100,000					\$ 1,000,000	\$ 1,000,000	\$ 1,000,000			\$ 3,100,000
14-27	Grandview 2 Inch Replacement	Increased project by \$1M in FY23/24 - due to expanded scope; design in FY18/19	\$ 50,000					\$ 1,450,000					\$ 1,500,000
14-28	Replace 2 Inch Hilltop Market to Spanishtown							\$ 240,000					\$ 240,000
14-29	Replace 2 Inch GS Purissima Way	Move out from FY19/20 to FY20/21			\$ 125,000								\$ 125,000
14-30	Replace Miscellaneous 2 Inch GS El Granada	Move up from FY19/20 to FY18/19	\$ 60,000										\$ 60,000
14-31	Ferdinand Avenue - Replace 4" WS Ferdinand Ave. to Columbus	Increase from \$225K to \$450K; moved out from FY 19/20 to FY20/21 - add design in FY 18/19	\$ 60,000		\$ 450,000								\$ 510,000
14-32	Casa Del Mar - Replace Cast Iron Mains	Add \$350K for PRVs - FY18/19 and FY19/20 -- will allow us to decrease pressure/extend life; pushed out main replacement to FY26/27 and FY27/28 and increase by \$1M		\$ 350,000							\$ 1,500,000	\$ 1,500,000	\$ 3,350,000
14-33	Miramar Cast Iron Pipeline Replacement	Increase FY24/25 from \$500K to \$1M							\$ 1,000,000	\$ 1,000,000			\$ 2,000,000
16-09	Slipline 10 Inch Pipeline in Magellan at Hwy 1	Move our from FY18/19 to FY20/21			\$ 100,000								\$ 100,000
18-01	Pine Willow Oak - 2400 feet	Increase FY21/22 from \$500K to \$1M				\$ 1,000,000							\$ 1,000,000
19-XX	Grand Blvd Pipeline/PRV Loop				\$ 250,000								
NN-00	Unscheduled CIP	Added line item to cover unscheduled CIP that occurs during the year. Removed pipeline replacements in Yrs 6-10	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 1,000,000
Pipeline Projects Totals			\$ 1,230,000	\$ 1,400,000	\$ 1,025,000	\$ 1,500,000	\$ 100,000	\$ 2,790,000	\$ 2,100,000	\$ 2,100,000	\$ 1,600,000	\$ 1,600,000	\$ 15,195,000

Pump Stations/Tanks/Wells

06-04	Hazen's Tank Removal	move from FY17/18 to FY18/19	\$ 30,000										\$ 30,000
08-14	Alves Tank Recoating, Interior & Exterior	Assumes design work plus start of project in FY18/19; \$600K added from prior CIP	\$ 600,000	\$ 1,500,000									\$ 2,100,000
19-01	EG Tank #1 Recoating, Interior & Exterior	New	\$ 100,000	\$ 500,000	\$ 800,000								\$ 1,400,000
19-XX	Miramar Tank - Chime	new - seismic evaluation in FY18/19	\$ 40,000		\$ 250,000								\$ 290,000

Project #	Project Name	Comments	FY18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY26/27	FY27/28	FY 18/19 to FY 27/28 Total
08-16	Cahill Tank Exterior Recoat	increased from \$75K to \$200K		\$ 200,000									\$ 200,000
09-18	Pilarcitos Well Field Improvements	moved - design work in FY18/19 with implementation in FY19/20		\$ 150,000									\$ 150,000
11-02	CSPS Stainless Steel Inlet Valves							\$ 100,000					\$ 100,000
11-05	Half Moon Bay Tank #2 Interior & Exterior Recoat	FY 19/20 and FY20/21 - added design and seismic evaluation \$50K each year; moved tank rehab out from FY20/21 to FY21/22 and increased costs for \$400K to \$750K		\$ 50,000	\$ 50,000	\$ 750,000							\$ 850,000
11-06	Half Moon Bay Tank #3 Interior & Exterior Recoat	FY 19/20 and FY20/21 - added design and seismic evaluation \$50K each year; increased costs of tank rehab for \$400K to \$1M		\$ 50,000	\$ 50,000		\$ 1,000,000						\$ 1,100,000
16-08	Denniston Well Field Improvements	Moved from FY18/19 to FY23/24; increased from \$100K to \$150K						\$ 150,000					\$ 150,000
18-04	CSP Fire System	Moved from FY18/19 to FY23/24;						\$ 40,000					\$ 40,000
18-05	Denniston Tank THM Residual Control	move from FY17/18 to FY18/19	\$ 80,000										\$ 80,000
18-06	CSP -- (3) Butterfly Valves	increased from \$45K to \$80K	\$ 80,000										\$ 80,000
19-XX	Tanks - THM Control	New	\$ 120,000										\$ 120,000

Pump Stations/Tanks/Wells Totals \$ 1,050,000 \$ 2,450,000 \$ 1,150,000 \$ 750,000 \$ 1,000,000 \$ 290,000 \$ - \$ - \$ - \$ - \$ - \$ 6,690,000

Water Supply Development

12-12	San Vicente Diversion and Pipeline	moved \$100K up from FY19/20 to FY18/19	\$ 100,000	\$ 200,000	\$ 1,000,000	\$ 1,000,000							\$ 2,300,000
13-04	Denniston Reservoir Restoration	move from FY19/20 to FY20/21			\$ 1,000,000								\$ 1,000,000
17-12	Recycled Water Project Development	move from FY17/18 to FY18/19	\$ 100,000										\$ 100,000

Water Supply Development Totals \$ 200,000 \$ 200,000 \$ 2,000,000 \$ 1,000,000 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ 3,400,000

Water Treatment Plants

08-07	Nunes Filter Valve Replacement	Changed from \$45K per year for (5) years to \$500K to get work all completed at once; Cost increase includes hiring a contractor to replace the valves (vs. CCWD staff) due to safety issues.	\$ 500,000										\$ 500,000
13-05	Denniston WTP Emergency Power	Move up from FY23/24 to FY19/20; design work in FY19/19	\$ 50,000	\$ 400,000									\$ 450,000
17-01	Nunes Water Treatment Plant Treated Water Meter	removed											\$ -
17-04	Denniston Dam Spillway Repairs	work will be done in FY17/18											\$ -
18-11	Nunes Bulk Caustic Tank	moved from FY17/18 to FY19/20		\$ 40,000									\$ 40,000

Water Treatment Plants Totals \$ 550,000 \$ 440,000 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ 990,000

GRAND TOTAL \$ 3,600,000 \$ 4,970,000 \$ 4,680,000 \$ 3,530,000 \$ 1,350,000 \$ 3,830,000 \$ 2,250,000 \$ 5,250,000 \$ 1,750,000 \$ 1,750,000 \$ 32,710,000

MEMO - Prior CIP Difference \$ 3,598,000 \$ 2,238,000 \$ 2,628,000 \$ 4,148,000 \$ 3,128,000 \$ 2,483,000 \$ 1,683,000 \$ 4,683,000 \$ 1,683,000 \$ 30,180,000
 \$ 2,000 \$ 2,732,000 \$ 2,052,000 \$ (618,000) \$ (1,778,000) \$ 1,347,000 \$ 567,000 \$ 567,000 \$ 67,000

5 year change Recap	\$ 2,390,000	5 year average	\$ 3,626,000
Delay Hwy 92 8 inch	\$ (2,900,000)	Alves Tank Refurbishment	\$ 600,000
Delay Casa del Mar Pipeline Replacement	\$ (2,000,000)	EG Tank #1 Refurbishment (New to CIP)	\$ 1,400,000
Offset by addition of PRVs in Casa del Mar	\$ 350,000	Miramar Tank Chime (New to CIP)	\$ 290,000
Delay Vactor Truck	\$ (500,000)	HMB Tank #2	\$ 430,000
Valve Truck (New to CIP)	\$ 200,000	HMB Tank #3	\$ 680,000
Fire hydrants	\$ 500,000	Nunes Filter Valve Replacement	\$ 275,000
Pipeline Replacement-Hwy 1 South	\$ 250,000	Denniston Emergency Power	\$ 450,000
Pipeline Replacement-Bell Moon	\$ 310,000	Unscheduled CIP placeholder added	\$ 500,000
Pipeline Replacement-Ferdinand	\$ 285,000	Other (< \$200,000 projects)	\$ 520,000
Pipeline Replacement-Pine Willow	\$ 500,000		
Grand Blvd - PRV loop	\$ 250,000		
			\$ 2,390,000

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: April 10, 2018

Report

Date: April 6, 2018

Subject: Assistant General Manager's Report

Recommendation: none

Background:

AMI (Advanced Metering Infrastructure) Installation:

On April 6, 2018 Professional Meters Inc. (PMI) completed their portion of the AMI/meter installations (5,240 total AMI/meter installations.)

6,450 of the District's 7,500 meters are now connected to the Aclara AMI system. District staff will complete the remaining installations which consist of 1) 100 meters that PMI was unable to install; and 2) 750 fire and 200 newer and/or larger sized meters, most which only require meter head changes (vs. a full meter replacement) and AMI antenna installations.

As reported in March, given the availability of the AMI data, the District has started contacting customers who may be experiencing leaks. During the month of March, District Staff alerted 55 customers of possible leaks given constant consumption ranging from 8 to 200 gallons per hour.

MONTHLY REPORT

To: David Dickson, General Manager
From: James Derbin, Superintendent of Operations
Agenda: April 10, 2018

Report
Date: April 4, 2018

Monthly Highlights

- Staff rebuilt the electrical enclosure for Pilarcitos Well #1
- Hach instrumentation technician calibrated turbidimeters and Hach lab benchtop instruments at both WTPs
- Calcon calibrated flowmeters at both WTPs
- Treatment staff attended the 2-day CA/NV AWWA Operator Symposium in Burlingame
- No leaks

Source of Supply

Pilarcitos and Denniston wells, with Denniston and Crystal Springs Reservoirs as the sources of supply in March. Pilarcitos wells were shutdown at the end of the month as required by our permit.

Projects

Downtown 2" Main Replacement Project

Andreini Brothers has finished work on San Benito, Mill and Kelly Streets and has connected services to 6" main on Johnston Street. Contractor will then mobilize to Purisima St. and then onto Miramontes west next. This project will likely be complete this June/July.

STAFF REPORT

To: Board of Directors
From: Cathleen Brennan, Water Resources Analyst
Agenda: April 10, 2018
Report Date: April 4, 2018
Subject: Water Resources Informational Report

April 2, 2018 Snow Survey Results from the Department of Water Resources



California Department of Water Resources

California Cooperative Snow Surveys Program indicates that water content in the statewide mountain snowpack increased from 23 percent of the March 1 average to 52 percent of today's - 4/2/2018 - historical average.

Electronic measurements indicate the SWE of the northern Sierra snowpack is 11.8 inches, 43 percent of the multi-decade average for today's date. The central and southern Sierra readings are 17.6 inches (60 percent of average) and 12.9 inches (50 percent of average) respectively. Statewide, the snowpack's SWE is 14.6 inches, or 52 percent of the April 2 average. Electronic snowpack readings are available on the Internet at: <http://bit.ly/2rVa84a>

Note: Information from SFPUC on Hydrological Conditions was not available at the time this staff report was written.

Update on Grant Reimbursements

The District recently received a check from BAWSCA for grant reimbursements on toilet rebates. Below is a summary table of the grant reimbursements to date.

	High Efficiency Toilet Rebate Program	Washing Machine Rebate Program	Turf Replacement Rebate Program	TOTAL Received	Pending Reimbursements to Coastside CWD
2014	\$6,983.28	\$9,013.13	\$0.00	\$40,393.29	\$0.00
2015	\$3,844.65	\$890.63	\$0.00		\$0.00
2016	\$7,187.71	\$1,603.13	\$6,232.95		\$185.63
2017	\$3,113.82	\$605.63	\$420.32		\$143.33
2018	\$498.04	\$0.00	\$0.00		\$26.21
Total	\$21,627.50	\$12,112.52	\$6,653.27		