

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, April 12, 2022 - 7:00 p.m.

AGENDA

Due to the Covid-19 pandemic, and in accordance with Assembly Bill 361, which modifies California Government Code Section 54953, the Boardroom will not be open to the public for the April 12, 2022, Regular Meeting of the Board of Directors of the Coastside County Water District. This meeting will be conducted remotely via teleconference only.

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

How to Join Online or by Phone

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

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

Join Zoom Meeting

<https://us06web.zoom.us/j/93778260596?pwd=aEpRcFlnaHdQM2lPSElQWjNiN09TQT09>

Meeting ID: 937 7826 0596

Passcode: 184355

One tap mobile

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

Dial by your location

+1 669 900 6833 US (San Jose)

Passcode: 184355

Find your local number: <https://us06web.zoom.us/u/kbb87ncuIr>

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

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

OR

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

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

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

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

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

1) ROLL CALL

2) PLEDGE OF ALLEGIANCE

3) PUBLIC COMMENT

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

4) Consider and Reaffirm Resolution 2021-06 "Making Findings Pursuant to Assembly Bill 361 That the Proclaimed State of Emergency Continues to Impact the Ability to Meet Safely in Person" ([attachment](#))

5) 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 28, 2022:
Claims: \$ 1,191,071.15; Payroll: \$182,221.23 for a total of \$1,373,292.38 ([attachment](#))
March 2022 Monthly Financial Claims reviewed and approved by Director Reynolds
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of March 8, 2022, Regular Board of Directors Meeting ([attachment](#))
- D. Approval of Minutes of March 8, 2022, Special Board of Directors Meeting ([attachment](#))
- E. Approval of Minutes of March 24, 2022, Special Board of Directors Meeting ([attachment](#))
- F. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- G. Total CCWD Production Report ([attachment](#))
- H. CCWD Monthly Sales by Category Report March 2022 ([attachment](#))
- I. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report ([attachment](#))
- J. Monthly Rainfall Reports ([attachment](#))
- K. SFPUC Hydrological Conditions Report – February 2022 ([attachment](#))
- L. Request for Board to Provide Authorization to Write Off Bad Debts for Fiscal Year Ending 2020-2021 ([attachment](#))
- M. Approval for Vice-President Muller to attend Association of California Water Agencies (ACWA) Spring Conference in Sacramento May 3-4, 2022 ([attachment](#))

6) MEETINGS ATTENDED / DIRECTOR COMMENTS

7) GENERAL BUSINESS

- A. Award of Contract to Golden Bay Construction for Replacement of the 8-Inch Pipeline Under Pilarcitos Creek at Strawflower Village and Oak Avenue ([attachment](#))
- B. Approval of Amendment of Professional Services Agreement with Stetson Engineers Inc. for Pipeline Design for the Denniston/San Vicente Water Supply Project ([attachment](#))
- C. Approval of Professional Services Agreement with EKI Environment and Water, Inc. for Capital Project Management and As-Needed Engineering Services ([attachment](#))
- D. Approval to Retain Fedak & Brown LLP for Financial Auditing Services ([attachment](#))
- E. Quarterly Financial Review ([attachment](#))
- F. Nunes Water Treatment Plant Upgrades Project Update #8 ([attachment](#))

8) MONTHLY INFORMATIONAL REPORTS

- A. General Manager's Report ([attachment](#))
 - Restart Shutoffs & Late Fees
 - Low Income Household Water Assistance Program
 - Reopening of District Office Update
- B. Superintendent of Operations Report ([attachment](#))
- C. Water Resources Report ([attachment](#))
 - Water Shortage Emergency Warning and Public Outreach Update.

9) CLOSED SESSION

- A. Conference with Real Property Negotiators
Pursuant to California Government Code Section 54956.8
 - 1. Property: 50-80 Cabrillo Highway, Half Moon Bay, CA [APN 056-300-120, 140, 150]
Agency Negotiators: General Manager, Mary Rogren
Negotiating Parties: HMB Musich, LLC
Under Negotiation: Price and Terms of Payment
 - 2. Property: 461 Oak Avenue, Half Moon Bay, CA [APN 056-300-210 and 056-141-950, 960, 970]
Agency Negotiators: General Manager, Mary Rogren
Negotiating Parties: City of Half Moon Bay
Under Negotiation: Price and Terms of Payment
- B. Conference with Labor Negotiators
Pursuant to California Government Code Section 54957.6
Agency Designated Representative: General Manager, Mary Rogren
Employee Organization: Teamsters Union, Local 856

10) RECONVENE TO OPEN SESSION

Public report of closed session action.

11) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

12) ADJOURNMENT

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: April 12, 2022

Report

Date: April 8, 2022

Subject: Consider and Reaffirm Resolution 2021-06 “Making Findings Pursuant to Assembly Bill 361 That the Proclaimed State of Emergency Continues to Impact the Ability to Meet Safely in Person.”

Recommendation:

Reaffirm, by motion, Resolution 2021-06, making findings pursuant to Assembly Bill 361 that the proclaimed State of Emergency continues to impact the ability to meet safely in person.

Background:

On March 4, 2020, Governor Newsom declared a State of Emergency to exist in California as a result of the threat of COVID 19, and on March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act relating to teleconferencing to allow legislative bodies to conduct meetings remotely to help protect the spread of COVID-19 and to protect the health and safety to the public. On June 11, 2021, the Governor issued Executive Order N-08-21 which specified that Executive Order N-29-20 remained in effect through September 30, 2021.

On September 16, 2021, the Governor signed Assembly Bill 361 (AB361) into law to allow legislative bodies to continue to meet remotely during a proclaimed State of Emergency after September 30, 2021.

On October 8, 2021, the Board of the Directors of the Coastside County Water District adopted Resolution 2021-06. Per AB361, the Board will need to consider and reaffirm the findings of Resolution 2021-06 monthly.

By reaffirming Resolution 2021-06, the Board has considered the circumstances of the proclaimed State of Emergency and finds that the State of Emergency continues to directly impact the ability of the members to meet safely in person, and state or local officials continue to impose or recommend measures to promote social distancing.

RESOLUTION NO. 2021-06

MAKING FINDINGS PURSUANT TO ASSEMBLY BILL 361 THAT THE PROCLAIMED STATE OF EMERGENCY CONTINUES TO IMPACT THE ABILITY TO MEET SAFELY IN PERSON

COASTSIDE COUNTY WATER DISTRICT

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency to exist in California as a result of the threat of COVID-19;

WHEREAS, on March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act related to teleconferencing to allow legislative bodies to conduct meetings remotely to help protect against the spread of COVID-19 and to protect the health and safety of the public;

WHEREAS, on June 11, 2021, the Governor issued Executive Order N-08-21, which specified that Executive Order N-29-20 remains in effect through September 30, 2021, and then expires;

WHEREAS, on September 16, 2021, the Governor signed Assembly Bill 361 (AB 361) in to law, as urgency legislation that goes into effect immediately, that amends Government Code Section 54953 to allow legislative bodies to continue to meet remotely during a proclaimed state of emergency provided certain conditions are met and certain findings are made;

WHEREAS, on September 20, 2021, the Governor issued Executive Order N-15-21 that generally suspends the AB 361 amendments to Government Code Section 54953 until October 1, 2021, and therefore clarifying that Executive Order N-29-20 controls through the end of September 2021;

WHEREAS, the Governor's proclaimed State of Emergency remains in effect, and state and local officials, including the San Mateo County Health Officer, the California Department of Public Health, and the Department of Industrial Relations, have imposed or recommended measures to promote social distancing; and

WHEREAS, to help protect against the spread of COVID-19 and its variants, and to protect the health and safety of the public, the Board of Directors desires to take the actions necessary to comply with AB 361 and to continue to hold its Board and committee meetings remotely.

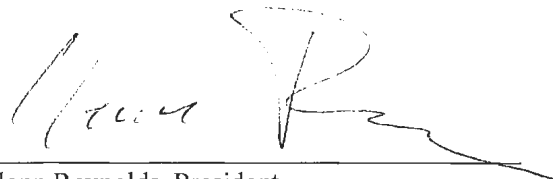
NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Coastside County Water District has considered the circumstances of the proclaimed State of Emergency, and finds that the State of Emergency continues to directly impact the ability of the members to meet safely in person, and state or local officials continue to impose or recommend measures to promote social distancing.

BE IT FURTHER RESOLVED that the District will comply with the requirements of Government Code Section 54953(e)(2) when holding Board and committee meetings pursuant to this Resolution.

BE IT FURTHER RESOLVED that the Board will consider the findings in this Resolution every 30 days and may, by motion, reaffirm these findings.

PASSED AND ADOPTED this 12th day of October, 2021, by the following vote:

AYES: President Reynolds, Vice-President Feldman, Directors Mickelsen, Coverdell and Muller



Glenn Reynolds, President
Board of Directors

ATTEST:



Mary Rogren, General Manager
Secretary of the Board of Directors

**COASTSIDE COUNTY WATER DISTRICT
CLAIMS FOR MARCH 2022**

CHECKS				
CHECK DATE	CHECK NO.	VENDOR		AMOUNT
03/08/2022	30495	A-1 SEPTIC TANK SERVICE	\$	650.00
03/08/2022	30496	ADP, INC.	\$	1,185.10
03/08/2022	30497	COMCAST	\$	273.51
03/08/2022	30498	JAMES COZZOLINO, TRUSTEE	\$	200.00
03/08/2022	30499	HUE & CRY, INC.	\$	24.00
03/08/2022	30500	JESSE MACK COMPANY INC.	\$	165.54
03/08/2022	30501	KOFFLER ELECTRICAL MECHANICAL APPARATUS REPAIR	\$	8,112.63
03/08/2022	30502	MASS MUTUAL FINANCIAL GROUP	\$	1,829.19
03/08/2022	30503	MIKE MCDERMOTT	\$	100.17
03/08/2022	30504	PRINCETON WELDING , INC.	\$	1,066.00
03/08/2022	30505	REPUBLIC SERVICES	\$	571.76
03/08/2022	30506	ROGUE WEB WORKS, LLC	\$	1,751.20
03/08/2022	30507	STANDARD INSURANCE COMPANY	\$	551.35
03/08/2022	30508	RYAN H. STOLL	\$	195.27
03/08/2022	30509	SUSAN TURGEON	\$	376.76
03/08/2022	30510	VALIC	\$	4,156.00
03/08/2022	30511	VERIZON CONNECT INC.	\$	258.30
03/08/2022	30512	US BANK NA	\$	2,591.72
03/08/2022	30513	JUAN CARLOS SALAZAR	\$	3,360.00
03/16/2022	30514	ANDREINI BROS. INC.	\$	31,129.25
03/16/2022	30515	HEALTH BENEFITS ACWA-JPIA	\$	45,966.97
03/16/2022	30516	AT&T MOBILTY	\$	86.48
03/16/2022	30517	BIG CREEK LUMBER	\$	84.01
03/16/2022	30518	CALCON SYSTEMS, INC.	\$	25,725.42
03/16/2022	30519	CARROT-TOP INDUSTRIES, INC.	\$	93.39
03/16/2022	30520	JPMORGAN CHASE BANK, N.A.	\$	58,237.37
03/16/2022	30521	MICHAEL DE MEO	\$	834.86
03/16/2022	30522	DOANE AND HARTWIG WATER SYSTEMS, INC.	\$	4,501.41
03/16/2022	30523	EKI INC.	\$	13,072.28
03/16/2022	30524	FREYER & LAURETA, INC.	\$	18,730.00
03/16/2022	30525	COLUMN SOFTWARE PBC	\$	176.00
03/16/2022	30526	HANSONBRIDGETT. LLP	\$	20,119.50
03/16/2022	30527	HASSETT HARDWARE	\$	1,130.05
03/16/2022	30528	MASS MUTUAL FINANCIAL GROUP	\$	1,829.19
03/16/2022	30529	MERCHANTS BANK OF COMMERCE	\$	46,450.00
03/16/2022	30530	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, A MEDICAL	\$	258.00
03/16/2022	30531	PACIFIC GAS & ELECTRIC CO.	\$	33,541.82
03/16/2022	30532	PACIFIC GAS & ELECTRIC CO.	\$	68.60
03/16/2022	30533	PACIFICA COMMUNITY TV	\$	300.00
03/16/2022	30534	RANGER PIPELINES, INC.	\$	418,050.00
03/16/2022	30535	RAY A MORGAN COMPANY INC.	\$	917.66
03/16/2022	30536	REDISTRICTING PARTNERS, LLC	\$	30,000.00
03/16/2022	30537	SAN FRANCISCO WATER DEPT.	\$	42,426.64
03/16/2022	30538	SILVER LINING SOLUTIONS, LLC	\$	3,875.00
03/16/2022	30539	STETSON ENGINEERS, INC.	\$	868.90
03/16/2022	30540	STRAWFLOWER ELECTRONICS	\$	61.61
03/16/2022	30541	TPX COMMUNICATIONS	\$	2,154.90
03/16/2022	30542	TRI COUNTIES BANK	\$	4,253.74
03/16/2022	30543	VALIC	\$	4,156.00
03/16/2022	30544	WATERSMART SOFTWARE, INC	\$	23,248.00
03/16/2022	30545	WEST YOST ASSOCIATES, INC	\$	2,305.50
03/16/2022	30546	NICK FRENCH	\$	2,014.73
03/29/2022	30547	AT&T	\$	430.03
03/29/2022	30548	AT&T	\$	690.02
03/29/2022	30549	BADGER METER, INC.	\$	2,765.45

03/29/2022	30550	BALANCE HYDROLOGICS, INC	\$	39,405.68
03/29/2022	30551	BAY AREA AIR QUALITY MGMT DIST	\$	487.00
03/29/2022	30552	BAY AREA AIR QUALITY MGMT DIST	\$	380.00
03/29/2022	30553	BAY ALARM COMPANY	\$	1,319.61
03/29/2022	30554	KRYSTLE A. RENEER	\$	3,400.00
03/29/2022	30555	CALCON SYSTEMS, INC.	\$	22,474.72
03/29/2022	30556	CITY OF HALF MOON BAY	\$	8,000.00
03/29/2022	30557	PETTY CASH	\$	17.03
03/29/2022	30558	CORE & MAIN LP	\$	34,719.74
03/29/2022	30559	COSTCO WHOLESale	\$	120.00
03/29/2022	30560	DATAPROSE, LLC	\$	4,047.47
03/29/2022	30561	VALENTINO FLORES	\$	5,580.00
03/29/2022	30562	DE LAGE LANDEN FINANCIAL SERVICES, INC.	\$	920.84
03/29/2022	30563	EKI INC.	\$	14,752.92
03/29/2022	30564	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC.	\$	10,000.00
03/29/2022	30565	CASTANEDA & PEREZ INC	\$	612.35
03/29/2022	30566	GRAINGER, INC.	\$	370.93
03/29/2022	30567	HACH CO., INC.	\$	1,349.24
03/29/2022	30568	HMB BLDG. & GARDEN INC.	\$	258.27
03/29/2022	30569	HMB CHAMBER OF COMMERCE	\$	300.00
03/29/2022	30570	COLUMN SOFTWARE PBC	\$	4,053.50
03/29/2022	30571	HDR ENGINEERING, INC	\$	72,866.29
03/29/2022	30572	IRON MOUNTAIN	\$	1,193.06
03/29/2022	30573	IRVINE CONSULTING SERVICES, INC.	\$	6,525.54
03/29/2022	30574	IRVINE CONSULTING SERVICES, INC.	\$	116.28
03/29/2022	30575	GLENNA LOMBARDI	\$	91.00
03/29/2022	30576	MISSION UNIFORM SERVICES INC.	\$	327.22
03/29/2022	30577	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$	3,194.00
03/29/2022	30578	NTU TECHNOLOGIES, INC	\$	14,167.49
03/29/2022	30579	OFFICE DEPOT	\$	786.08
03/29/2022	30580	PAULO'S AUTO CARE	\$	155.66
03/29/2022	30581	PAX WATER TECHNOLOGIES, INC.	\$	142.50
03/29/2022	30582	PITNEY BOWES	\$	750.03
03/29/2022	30583	PSI WATER TECHNOLOGIES, INC	\$	1,513.82
03/29/2022	30584	RAFTELIS FINANCIAL CONSULTANTS, INC.	\$	1,157.50
03/29/2022	30585	ROTORK CONTROLS, INC.	\$	219.74
03/29/2022	30586	SAN MATEO CTY PUBLIC HEALTH LAB	\$	1,084.00
03/29/2022	30587	STETSON ENGINEERS, INC.	\$	9,905.94
03/29/2022	30588	TEAMSTERS LOCAL UNION #856	\$	1,432.00
03/29/2022	30589	JAMES TETER	\$	1,494.00
03/29/2022	30590	UGSI CHEMICAL FEED, INC.	\$	1,842.30
03/29/2022	30591	UNIVAR SOLUTIONS USA INC.	\$	3,787.12
03/29/2022	30592	USA BLUE BOOK	\$	1,894.59
03/29/2022	30593	VERIZON WIRELESS	\$	2,623.26
03/29/2022	30594	JUAN CARLOS SALAZAR	\$	3,080.00
03/29/2022	30595	JACK WHELEN	\$	80.27
03/29/2022	30596	KELLY REMINGTON	\$	13.77
03/29/2022	30597	NICOS HMB INC	\$	40.93
03/29/2022	30598	SHARON COZZOLINO	\$	34.05
03/29/2022	30599	17300 CABRILLO HWY LLC	\$	39.02
		SUBTOTAL CLAIMS FOR MONTH	\$	1,151,098.04

WIRE PAYMENTS

03/04/2022	DFT0000399	PUB. EMP. RETIRE SYSTEM	\$	16,045.22
03/18/2022	DFT0000400	PUB. EMP. RETIRE SYSTEM	\$	16,121.01
3/31/2022		BANK AND CREDIT CARD FEES	\$	7,806.88
		SUBTOTAL WIRE PAYMENTS FOR MONTH	\$	39,973.11

TOTAL CLAIMS FOR THE MONTH \$ 1,191,071.15



Monthly Budget Report Account Summary

For Fiscal: 2021-2022 Period Ending: 03/31/2022

	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	930,425.00	1,055,923.35	125,498.35	13.49 %	9,661,587.00	9,491,875.70	-169,711.30	-1.76 %	13,387,000.00
	Total RevType: 1 - Operating:	930,425.00	1,055,923.35	125,498.35	13.49 %	9,661,587.00	9,491,875.70	-169,711.30	-1.76 %	13,387,000.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	4,334.00	4,188.22	-145.78	-3.36 %	38,998.00	43,932.88	4,934.88	12.65 %	52,000.00
1-4180-00	Late Notice - 10% Penalty	6,000.00	0.00	-6,000.00	-100.00 %	32,000.00	0.00	-32,000.00	-100.00 %	50,000.00
1-4230-00	Service Connections	834.00	3,194.42	2,360.42	283.02 %	7,500.00	15,104.73	7,604.73	101.40 %	10,000.00
1-4920-00	Interest Earned	4,688.00	1,080.82	-3,607.18	-76.94 %	42,188.00	9,327.42	-32,860.58	-77.89 %	56,250.00
1-4930-00	Tax Apportionments/County Checks	0.00	2,755.68	2,755.68	0.00 %	510,000.00	615,979.64	105,979.64	20.78 %	780,000.00
1-4950-00	Miscellaneous Income	1,750.00	0.00	-1,750.00	-100.00 %	5,250.00	20,969.30	15,719.30	299.42 %	7,000.00
1-4955-00	Cell Site Lease Income	15,400.00	18,621.79	3,221.79	20.92 %	137,800.00	136,661.52	-1,138.48	-0.83 %	184,000.00
1-4965-00	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00 %	400,000.00	676,163.84	276,163.84	69.04 %	400,000.00
	Total RevType: 2 - Non-Operating:	33,006.00	29,840.93	-3,165.07	-9.59 %	1,173,736.00	1,518,139.33	344,403.33	29.34 %	1,539,250.00
	Total Revenue:	963,431.00	1,085,764.28	122,333.28	12.70 %	10,835,323.00	11,010,015.03	174,692.03	1.61 %	14,926,250.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	18,935.00	44,722.64	-25,787.64	-136.19 %	1,819,316.00	1,504,030.27	315,285.73	17.33 %	2,321,721.00
1-5230-00	Nunes T P Pump Expense	3,500.00	3,611.96	-111.96	-3.20 %	33,200.00	34,149.85	-949.85	-2.86 %	44,800.00
1-5231-00	CSP Pump Station Pump Expense	5,000.00	7,039.26	-2,039.26	-40.79 %	256,000.00	250,343.27	5,656.73	2.21 %	342,000.00
1-5232-00	Other Trans. & Dist Pump Expense	1,500.00	2,184.53	-684.53	-45.64 %	18,000.00	16,392.30	1,607.70	8.93 %	23,000.00
1-5233-00	Pilarcitos Canyon Pump Expense	7,500.00	8,471.65	-971.65	-12.96 %	33,600.00	34,903.24	-1,303.24	-3.88 %	36,000.00
1-5234-00	Denniston T P Pump Expense	10,000.00	11,275.11	-1,275.11	-12.75 %	43,000.00	46,138.85	-3,138.85	-7.30 %	64,000.00
1-5242-00	CSP Pump Station Operations	1,100.00	418.18	681.82	61.98 %	12,200.00	5,267.17	6,932.83	56.83 %	17,000.00
1-5243-00	CSP Pump Station Maintenance	3,000.00	818.08	2,181.92	72.73 %	28,200.00	17,301.50	10,898.50	38.65 %	38,000.00
1-5246-00	Nunes T P Operations - General	7,500.00	2,605.91	4,894.09	65.25 %	69,000.00	44,875.27	24,124.73	34.96 %	92,500.00
1-5247-00	Nunes T P Maintenance	10,700.00	11,950.48	-1,250.48	-11.69 %	96,300.00	52,957.87	43,342.13	45.01 %	128,400.00
1-5248-00	Denniston T P Operations-General	5,500.00	16,394.23	-10,894.23	-198.08 %	40,000.00	32,959.64	7,040.36	17.60 %	56,500.00
1-5249-00	Denniston T.P. Maintenance	7,000.00	12,158.20	-5,158.20	-73.69 %	112,600.00	154,691.97	-42,091.97	-37.38 %	135,600.00
1-5250-00	Laboratory Expenses	8,000.00	7,303.00	697.00	8.71 %	54,750.00	39,101.92	15,648.08	28.58 %	77,000.00
1-5260-00	Maintenance - General	27,000.00	-7,321.37	34,321.37	127.12 %	248,000.00	281,599.40	-33,599.40	-13.55 %	358,000.00
1-5261-00	Maintenance - Well Fields	1,000.00	0.00	1,000.00	100.00 %	18,800.00	80,510.64	-61,710.64	-328.25 %	30,800.00
1-5263-00	Uniforms	0.00	0.00	0.00	0.00 %	9,300.00	12,063.26	-2,763.26	-29.71 %	10,300.00
1-5318-00	Studies/Surveys/Consulting	15,000.00	3,398.50	11,601.50	77.34 %	89,000.00	125,907.55	-36,907.55	-41.47 %	154,000.00
1-5321-00	Water Resources	2,200.00	0.00	2,200.00	100.00 %	20,100.00	5,431.22	14,668.78	72.98 %	26,700.00

Monthly Budget Report

For Fiscal: 2021-2022 Period Ending: 03/31/2022

	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	2,000.00	300.00	1,700.00	85.00 %	36,000.00	28,305.48	7,694.52	21.37 %	60,000.00
1-5325-00	Water Shortage Program	0.00	27,428.00	-27,428.00	0.00 %	0.00	32,758.22	-32,758.22	0.00 %	0.00
1-5381-00	Legal	8,334.00	14,310.00	-5,976.00	-71.71 %	74,998.00	91,568.00	-16,570.00	-22.09 %	100,000.00
1-5382-00	Engineering	5,650.00	4,737.50	912.50	16.15 %	50,850.00	61,798.37	-10,948.37	-21.53 %	67,800.00
1-5383-00	Financial Services	2,000.00	0.00	2,000.00	100.00 %	16,000.00	12,731.00	3,269.00	20.43 %	22,600.00
1-5384-00	Computer Services	18,500.00	18,326.97	173.03	0.94 %	161,800.00	155,334.85	6,465.15	4.00 %	217,300.00
1-5410-00	Salaries/Wages-Administration	98,450.00	78,356.28	20,093.72	20.41 %	886,050.00	733,706.43	152,343.57	17.19 %	1,181,400.00
1-5411-00	Salaries & Wages - Field	140,000.00	136,562.27	3,437.73	2.46 %	1,246,000.00	1,176,421.60	69,578.40	5.58 %	1,666,000.00
1-5420-00	Payroll Tax Expense	18,400.00	16,759.08	1,640.92	8.92 %	151,500.00	136,295.23	15,204.77	10.04 %	206,700.00
1-5435-00	Employee Medical Insurance	46,350.00	42,091.57	4,258.43	9.19 %	403,050.00	362,156.96	40,893.04	10.15 %	542,100.00
1-5436-00	Retiree Medical Insurance	5,600.00	3,314.66	2,285.34	40.81 %	46,800.00	39,236.15	7,563.85	16.16 %	63,900.00
1-5440-00	Employees Retirement Plan	43,500.00	58,814.30	-15,314.30	-35.21 %	388,100.00	420,466.42	-32,366.42	-8.34 %	518,600.00
1-5445-00	Supplemental Retirement 401a	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	35,000.00
1-5510-00	Motor Vehicle Expense	6,425.00	4,816.48	1,608.52	25.04 %	57,825.00	50,288.26	7,536.74	13.03 %	77,100.00
1-5620-00	Office & Billing Expenses	25,100.00	29,556.43	-4,456.43	-17.75 %	245,200.00	275,763.05	-30,563.05	-12.46 %	328,500.00
1-5625-00	Meetings / Training / Seminars	2,750.00	1,971.42	778.58	28.31 %	24,750.00	8,892.13	15,857.87	64.07 %	33,000.00
1-5630-00	Insurance	13,700.00	12,024.08	1,675.92	12.23 %	122,100.00	106,415.49	15,684.51	12.85 %	163,300.00
1-5687-00	Membership, Dues, Subscript.	7,350.00	1,030.75	6,319.25	85.98 %	65,350.00	67,319.74	-1,969.74	-3.01 %	87,400.00
1-5688-00	Election Expenses	0.00	0.00	0.00	0.00 %	0.00	30,000.00	-30,000.00	0.00 %	0.00
1-5689-00	Labor Relations	500.00	0.00	500.00	100.00 %	4,500.00	0.00	4,500.00	100.00 %	6,000.00
1-5700-00	San Mateo County Fees	0.00	0.00	0.00	0.00 %	21,500.00	14,509.60	6,990.40	32.51 %	25,700.00
1-5705-00	State Fees	0.00	867.00	-867.00	0.00 %	34,000.00	37,202.41	-3,202.41	-9.42 %	37,500.00
Total ExpType: 1 - Operating:		579,044.00	576,297.15	2,746.85	0.47 %	7,037,739.00	6,579,794.58	457,944.42	6.51 %	9,396,221.00
ExpType: 4 - Capital Related										
1-5715-00	Debt Service/CIEDB 11-099	0.00	0.00	0.00	0.00 %	335,825.00	335,668.71	156.29	0.05 %	335,825.00
1-5716-00	Debt Service/CIEDB 2016	0.00	0.00	0.00	0.00 %	322,895.00	322,894.97	0.03	0.00 %	322,895.00
1-5717-00	Chase Bank - 2018 Loan	58,511.00	58,237.37	273.63	0.47 %	435,168.00	434,894.80	273.20	0.06 %	435,168.00
Total ExpType: 4 - Capital Related:		58,511.00	58,237.37	273.63	0.47 %	1,093,888.00	1,093,458.48	429.52	0.04 %	1,093,888.00
Total Expense:		637,555.00	634,534.52	3,020.48	0.47 %	8,131,627.00	7,673,253.06	458,373.94	5.64 %	10,490,109.00
Report Total:		325,876.00	451,229.76	125,353.76		2,703,696.00	3,336,761.97	633,065.97		4,436,141.00

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
March 31, 2022**

<u>RESERVE BALANCES</u>	Current Year as of 03/31/2022	Prior Year as of 03/31/2021
CAPITAL AND OPERATING RESERVE	\$17,491,968.80	\$9,503,955.67
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
TOTAL DISTRICT RESERVES	\$17,741,968.80	\$9,753,955.67

ACCOUNT DETAIL

ACCOUNTS WITH TRI COUNTIES BANK		
CHECKING ACCOUNT	\$5,396,887.72	\$4,336,699.10
CSP T & S ACCOUNT	\$48,114.12	\$136,649.03
MONEY MARKET GEN. FUND (Opened 7/20/17)	\$7,019,516.31	\$19,448.68
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$5,276,650.65	\$5,260,358.86
DISTRICT CASH ON HAND	\$800.00	\$800.00
TOTAL ACCOUNT BALANCES	\$17,741,968.80	\$9,753,955.67

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

COASTSIDE COUNTY WATER DISTRICT
 CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT
 FISCAL YEAR 2021/2022

3/31/2022

* Approved June 2020

Status	Approved* CIP Budget FY21/22	Actual To Date FY21/22	Projected Year-End FY21/22	Variance vs. Budget	% Completed	Project Status/ Comments
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Equipment Purchases & Replacement

06-03	SCADA/Telemetry/Electrical Controls Replacement	ongoing	\$ 50,000	\$ 39,412	\$ 50,000	\$ -	79%	Solar upgrades in process (partially covered by grant)
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Facilities & Maintenance

09-09	Fire Hydrant Replacement	ongoing	\$ 140,000		\$ 40,000	\$ 100,000	0%	Will defer purchases to FY2022-23
99-01	Meter Change Program	ongoing	\$ 20,000		\$ 20,000	\$ -	0%	

Pipeline Projects

14-27/20-08	Grandview Pipeline Replacement Project	in design	\$ 1,650,000	\$ 36,129	\$ 200,000	\$ 1,450,000	0%	Spring-Summer 2022 construction (ap. Cost \$2M)
						\$ -		

Pump Stations / Tanks / Wells

08-14	Alves Tank Rehabilitation/Replacement Design	TBD	\$ 300,000			\$ 300,000	n/a	Delayed to future years
08-16	Cahill Tank Rehabilitation	TBD	\$ 125,000			\$ 125,000	n/a	Delayed to future years
20-16	Denniston Tank Rehabilitation	TBD	\$ 125,000			\$ 125,000	n/a	Delayed to future years
19-05	Tanks - THM Control	Ongoing	\$ 50,000	\$ 6,298	\$ 50,000	\$ -	0%	

Water Supply Development

14-25	Denniston/San Vicente Water Supply Development	ongoing	\$ 300,000	\$ 118,755	\$ 200,000	\$ 100,000	n/a	
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Water Treatment Plants

20-14	Nunes Water Treatment Plant Improvement Project	Construction	\$ 2,900,000	\$ 3,233,376	\$ 4,000,000	\$ (1,100,000)	22%	Construction started August 2021; To be completed August 2023
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UNSCHEDULED/NEW CIP ITEMS FOR CURRENT FISCAL YEAR 2021/2022

NN-00	Unscheduled CIP		\$ 100,000		\$ 100,000	\$ -	0%	
22-01	Miramontes Point Road Water Main Replacement	in design		76,986	150,000	\$ (150,000)		
66-3001	Green Slope Climber	Completed		138,028	105,216	\$ (105,216)	100%	
14-29	Purisima Way Water Main Replacement	construction		23,583	125,000	\$ (125,000)		originally planned for in future CIP
21-12	Nunes Fuel Tank Replacement	in process		10,209	185,000	\$ (185,000)		covered by Cal OES grant

NEW FY2020/2021 CIP TOTAL \$ 5,760,000 \$ 3,682,774 \$ 5,225,216 \$ 534,784

FY2019/2020 CIP Carryover Projects

20-07	District Office Improvements	in process	\$ 120,000	\$ 163,432	\$ 163,432	\$ (43,432)	60%	
14-01	Highway 92 - Replacement of Welded Steel Line-Phase 1	open	\$ 700,000	11,527	\$ 11,527	\$ 688,473	0%	Delayed to 2022/23
66-3001	Valve truck	Completed	\$ 75,361	\$ 75,361	\$ 75,361	\$ -	100%	Valve truck - Delivered in July 2021 - \$225K total price
22-05	Planning Software	open	\$ 60,000	\$ 5,270	\$ 60,000	\$ -	0%	Approved at August 2021 BOD meeting

COASTSIDE COUNTY WATER DISTRICT
 CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT
 FISCAL YEAR 2021/2022

3/31/2022

* Approved June 2020

		Status	Approved* CIP Budget FY21/22	Actual To Date FY21/22	Projected Year-End FY21/22	Variance vs. Budget	% Completed	Project Status/ Comments
13-02	Pipeline Replacement Under Creek at Pilarcitos Ave (Strawflower)	in process	\$ 700,000	\$ 70,348	\$ 550,000	\$ 150,000	D-100%	Bidding completed and easements in process; planned for late Spring 2022
14-01	Highway 92 - Replacement of Welded Steel Line-Design	in design	\$ 100,000	\$ 18,140	\$ 18,140	\$ 81,860	100%	for engineering design only
21-07	Carter Hill Tank Improvement Project	In design	\$ 580,000	\$ 234,753	\$ 580,000	\$ -	n/a	Design in process - will continue into Fiscal Year 2021/22
21-08	ESRI-Cityworks Implementation	Completed		\$ 25,000	\$ 25,000	\$ (25,000)	100%	
68-3001	General Equipment Office			\$ 26,078	\$ 26,078	\$ (26,078)		
22-02	Denniston WTP Drainage & Paving			\$ 29,591	\$ 29,591	\$ (29,591)		
FY2020/2021 CARRYOVER PROJECTS			\$ 2,335,361	\$ 659,500	\$ 1,539,129	\$ 796,232		

Green = approved by the Board/in process

TOTAL - FY 2021/2022 CIP + PRIOR YEAR CARRYOVER **\$ 8,095,361** **\$ 4,342,275** **\$ 6,764,345** **\$ 1,331,016**

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

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

Month	Admin (General Legal Fees)	Water Supply Develpmnt	Recycled Water	Transfer Program	CIP	LABOR & EMPLOYMENT	Election (CVRA)	Litigation	Infrastructure Project Review (Reimbursable)	TOTAL
Mar-21	17,385			180	1,662	407				19,633
Apr-21	11,122			1,609	1,319					14,050
May-21	10,870			709		407				11,986
Jun-21	7,659			752	588					8,999
Jul-21	3,323									3,323
Aug-21	4,701			442		2,901				8,043
Sep-21	10,969				814					11,783
Oct-21	18,804									18,804
Nov-21	9,818			943	1,739					12,500
Dec-22	5,582			755						6,337
Jan-22	13,699					1,375			751	15,825
Feb-22	15,073				4,810		237			20,120
TOTAL	129,004	0	0	5,388	10,931	5,090	237	0	751	151,400

**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-21	480			480	
May-21	480		169	649	169
Jun-21	480		1,352	1,832	1,352
Jul-21	480	896	3,042	4,418	3,042
Aug-21	480			480	3,042
Sep-21	480			480	
Oct-21	480			480	
Nov-21	987			987	
Dec-21	480		3,211	3,691	3,211
Jan-22	480	507	507	1,494	507
Feb-22	480	456		936	
Mar-22	480		1,014	1,494	1,014
TOTAL	6,267	1,859	9,295	17,421	12,337

Calcon T&M Projects Tracking

3/31/2022

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Actual thru 6/30/21	Project Billings FY2021-2022
Closed Projects:							
CAL-13-01	EG Tank 2 Recoating Project	Closed	9/30/13	10/8/13	\$8,220.00	\$ 8,837.50	
CAL-13-02	Nunes Control System Upgrades	Closed	9/30/13	10/8/13	\$46,141.00	\$ 55,363.60	
CAL-13-03	Win 911 and PLC Software	Closed	9/30/13	10/8/13	\$9,717.00	\$ 12,231.74	
CAL-13-04	Crystal Springs Surge Tank Retrofit	Closed	11/26/13	11/27/13	\$31,912.21	\$ 66,572.54	
CAL-13-06	Nunes Legacy Backwash System Removal	Closed	11/25/13	11/26/13	\$6,516.75	\$ 6,455.00	
CAL-13-07	Denniston Backwash FTW Valves	Closed	11/26/13	11/27/13	\$6,914.21	\$ 9,518.28	
CAL-14-01	Denniston Wash Water Return Retrofit	Closed	1/28/14	2/14/14	\$13,607.00	\$ 13,591.60	
CAL-14-02	Denniston Clarifier SCADA Data	Closed	4/2/14	4/7/14	\$4,125.00	\$ 4,077.50	
CAL-14-03	Nunes Surface Scatter Turbidimeter	Closed	4/2/14	4/7/14	\$2,009.50	\$ -	
CAL-14-04	Phase I Control System Upgrade	Closed	4/2/14	4/7/14	\$75,905.56	\$ 44,459.14	
CAL-14-06	Miramar Control Panel	Closed	8/28/14	8/28/14	\$37,953.00	\$ 27,980.71	
CAL-14-08	SFWater Flow & Data Logger/Cahill Tank	Closed	8/20/2014	8/20/2014	\$1,370.00	\$ 1,372.00	
CAL-15-01	Main Street Monitors	Closed				\$ 6,779.42	
CAL-15-02	Denniston To Do List	Closed				\$ 2,930.00	
CAL-15-03	Nunes & Denniston Turbidity Meters	Closed			\$6,612.50	\$ 12,536.12	
CAL-15-04	Phase II Control System Upgrade	Closed	6/23/2015	8/11/2015	\$195,000.00	\$ 202,227.50	
CAL-15-05	Permanganate Water Flow	Closed				\$ 1,567.15	
CAL-16-04	Radio Network	Closed	12/9/2016	1/10/2017	\$126,246.11	\$ 139,200.68	
CAL-16-05	EI Granada Tank No. 3 Recoating	Closed	12/16/2016		\$6,904.50	\$ 6,845.00	
CAL-17-03	Nunes Valve Control	Closed	6/29/2017	7/11/2017	\$73,281.80	\$ 79,034.35	
CAL-17-04	Denniston Booster Pump Station	Closed	7/27/2017	8/8/2017	\$21,643.75	\$ 29,760.00	
CAL-17-05	Crystal Springs Pump Station #3 Soft Start	Closed	7/27/2017	8/8/2017	\$12,213.53	\$ 12,178.13	
CAL-18-04	Tank Levels Calibration Special	Closed	3/5/2018	3/5/2018	\$8,388.75	\$ 10,700.00	
CAL-18-05	Pilarcitos Stream Flow Gauge -Well 1 120 Service Power	Closed	3/22/2018	3/22/2018	\$3,558.13	\$ 3,997.40	
CAL-17-06	Nunes Flocculator & Rapid Mix VFD Panels	Closed	12/6/2017	12/12/2017	\$29,250.75	\$ 30,695.66	
CAL-17-01	Crystal Springs Leak Valve Control	Closed	2/8/2017	2/14/2017	\$8,701.29	\$ 18,055.88	
CAL-17-02	Crystal Springs Requirements & Addtl Controls	Closed	2/8/2017	2/14/2017	\$38,839.50	\$ 41,172.06	
CAL-18-02	Nunes Plant HMI V2	Closed	11/12/2018		\$10,913.14	\$ 9,434.90	
CAL-18-03	CSP Breakers & Handles		3/7/2018	3/7/2018	\$25,471.47	\$ 49,837.52	
CAL-18-06	Nunes VFD Project		9/6/2018	9/6/2018	\$2,381.51	\$ 895.50	
CAL-19-01	CSP Cla-Val Power Checks		2/4/2019	2/4/2019	\$15,067.91	\$ 40,475.94	
CAL-19-02	CSP Wet Well		4/1/2019	4/1/2019	\$12,960.24	\$ 12,853.20	
CAL-19-03	Pilarcitos Flow Meter Project		4/1/2019	4/1/2019	\$14,493.75	\$ 17,616.84	
	CSP Main Breaker						
CAL-19-04	SCADA Systems		10/15/2019	10/15/2019	\$104,000.00	\$ 114,250.00	
	Spare 350/500 Pumps					\$ 3,327.09	
	CSP Main Breaker					\$ 5,220.00	
Closed Projects - Subtotal (pre FY2019-2021)					\$960,319.86	\$1,102,049.95	
FY 2021-2022 Open Projects:							
	Crystal Springs Solar System Backup			12/20/2021	\$18,739.00	\$ 18,739.00	
	Nunes Tank Radio Solar Backup			12/20/2021	\$19,927.00	\$ 19,927.00	
Open Projects - Subtotal					\$38,666.00	\$0.00	\$38,666.00
Other: Maintenance							
	Tanks					\$ 24,807.00	
	Crystal Springs Maintenance					\$ 3,529.94	
	Nunes Maintenance					\$ 50,486.46	
	Denniston Maintenance					\$ 45,319.33	
	Distribution System					\$ 68,560.31	
	Wells						
	Cellular Telemetry					\$ 4,207.91	
Subtotal Maintenance						\$ 196,910.95	
FINAL TOTAL FY 2021/2022							\$235,576.95

**EKI Environment & Water
Engineering Services Billed Through March 31, 2022**

	Contract Date	Not to Exceed Budget	Status	FY 2018-2019	FY 2019-2020	FY2020-2021	FY2021-2022
CIP Project Management							
Fiscal Year 2018-2019	10.19.2018	\$ 25,000.00	Complete				
Fiscal Year 2018-2019	1.14.2019	\$ 40,000.00	Complete				
Fiscal Year 2018-2019	3.12.2019	\$ 75,000.00	Complete				
Fiscal Year 2019-2020	7.29.2019	\$ 180,000.00	Open	\$ 123,410.00	\$ 104,108.97	\$ 1,138.80	
Pipeline Projects (Ferdinand) - T2		\$ 2,000.00		\$ 18,220.42	\$ 13,476.55		
Tank Seismic Projects - T3				\$ 16,676.92	\$ 19,249.53		
Hydraulic Modeling - T4				\$ (4,385.04)	\$ 20,570.20		
Fiscal Year 2020-2021	8.13.2020	\$ 100,000.00				\$ 67,075.84	\$ 28,227.68
Fiscal Year 2021-2022 - Non-Complex Main line Extension Services	10.15.2021	\$ 25,000.00					\$ 4,486.30
Fiscal Year 2021-2022 - Drought Relief Grant Application	12.2021						\$ 21,074.82
Sub Total - CIP Project Management Services		\$ 447,000.00		\$ 163,452.66	\$ 157,405.25	\$ 68,214.64	\$ 53,788.80

Highway 1 South Pipeline Replacement Project	16-02	9.20.2018	\$ 25,000.00	Complete	\$ 17,680.45			
Ferdinand Avenue Pipeline Replacement Design	14-31	2.12.2019	\$ 29,000.00	Complete	\$ 27,824.37	\$ 1,169.10		
Casa Del Mar Main Replacement (Phase 1) and Grand Boulevard Pipeline/PRV Loop Design	14-32	2.12.2019	\$ 28,500.00	Complete	\$ 27,297.34	\$ 1,195.22		
Denniston Culvert Replacement and Paving Project Design	18-13	7.1.2019	\$ 16,400.00	Complete	\$ 804.96	\$ 21,296.34		
Denniston Culvert Replacement-Engineering Services during Construction	18-13	7.8.2020	\$ 48,800.00	Complete			\$ 47,647.17	
Construction Inspection Services for Ferdinand Avenue Water Main Replacement Project	14-31	7.1.2019	\$ 32,300.00	Complete		\$ 32,300.00		
Pine Willow Oak Water Main Replacement Project	18-01	7.29.2019	\$ 69,700.00	Complete		\$ 49,906.63	\$ 4,991.74	
Grandview Water Main Replacement Project (Design, Bid Support, construction support)	14-27	7.29.2019	\$ 56,100.00	Open		\$ 42,095.19	\$ 5,144.36	
Grandview Crossing at Hwy 1		2.9.2021	\$ 156,500.00	Open			\$ 73,285.99	\$ 25,819.11
Pilarcitos Creek Crossing Water Main Replacement Preliminary Design	13-02	8.27.2019	\$ 104,600.00	Complete		\$ 95,332.59	\$ 1,226.50	
Pilarcitos Creek Crossing Water Main Replacement Design	13-02	7.14.2020	\$ 82,900.00	Open			\$ 39,343.06	\$ 26,891.92
Grandview/Silver/Terrace/Spindrift Under Hwy 1 PreDesign	20-08	10.15.2019	\$ 59,600.00	Complete		\$ 18,217.30	\$ 40,597.27	
Highway 92 Potable Water Pipeline Replacement Project Design	14-01	7.2.2021	\$ 24,800.00	Open				\$ 18,139.94
Miramontes Point Road Water Main Replacement	22-01	7.14.2021	\$ 116,800.00	Open				\$ 76,986.02
Purisima Way Water Main Replacement	14-29	10.18.2021	\$ 20,400.00	Open				\$ 18,531.81

Total - All Services **\$ 1,318,400.00** **\$ 237,059.78** **\$ 418,917.62** **\$ 280,450.73** **\$ 220,157.60**

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, March 8, 2022

Due to the Covid-19 pandemic, and in accordance with Assembly Bill 361, which modifies California Government Code Section 54953, the Boardroom was not open to the public for the March 8, 2022, Regular Meeting of the Board of Directors of the Coastside County Water District. The Regular Meeting was conducted remotely via teleconference.

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

- 1) **ROLL CALL** -President Bob Feldman called the meeting to order at 7:00 p.m. Participating in roll call via Zoom Video Conference: Directors Ken Coverdell, Chris Mickelsen, Glenn Reynolds and Vice-President Muller.
Also present: Mary Rogren, General Manager, Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations; Cathleen Brennan, Water Resource Analyst; Gina Brazil, Office Manager; and Lisa Sulzinger, Administrative Analyst.
Also participating: Brant Smith, Backstrom McCarley Berry & Co.
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** - There were no public comments
- 4) **Consider and Reaffirm Resolution 2021-06 "Making Findings Pursuant to Assembly Bill 361 That the Proclaimed State of Emergency Continues to Impact the Ability to Meet Safely in Person"**

Ms. Rogren summarized Governor Newsom's Executive Order dated back on March 4, 2020, that declared a State of Emergency to exist in California because of the threat of COVID 19. The Executive Order N-29-20 suspended certain provisions of the Ralph M. Brown Act relating to teleconferencing to allow legislative bodies to conduct meetings remotely to help protect the spread of COVID-19 and to protect the health and safety

of the public. On June 11, 2021, the Governor issued Executive Order N-08-21 which specified that Executive Order N-29-20 remain in effect through September 30, 2021.

On September 16, 2021, the Governor signed Assembly Bill (AB361) into law to allow legislative bodies to continue to meet remotely during a proclaimed State of Emergency after September 30, 2021. On October 8, 2021, the Board adopted Resolution 2021-06. Per AB361, the Board will need to consider and reaffirm the findings of Resolution 2021-06 monthly proclaiming that the State of Emergency continues to impact the ability of members to meet safely in person, and state or local officials continue to impose or recommend measures to promote social distancing.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to Reaffirm Resolution 2021-06 “Making Findings Pursuant to Assembly Bill 361 That the Proclaimed State of Emergency Continues to Impact the Ability to Meet Safely in Person”:

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

5) CONSENT CALENDAR

- A.** Approval of disbursements for the month ending February 28, 2022:
Claims: \$784,084.03; Payroll: \$186,641.90 for a total of \$970,725.93
➤ *February 2022 Monthly Financial Claims reviewed and approved by Director Muller*
- B.** Acceptance of Financial Reports
- C.** Approval of Minutes of February 8, 2022, Regular Board of Directors Meeting
- D.** Approval of Minutes of February 8, 2022, Special Board of Directors Meeting
- E.** Approval of Minutes of February 17, 2022, Special Board of Directors Meeting
- F.** Installed Water Connection Capacity and Water Meters Report
- G.** Total CCWD Production Report
- H.** CCWD Monthly Sales by Category Report February 2022
- I.** Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- J.** Monthly Rainfall Reports
- K.** SFPUC Hydrological Conditions Report – January 2022

ON MOTION BY Director Coverdell and seconded by Vice-President Muller, the Board voted by roll call vote to approve the Consent Calendar:

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

6) **MEETINGS ATTENDED / DIRECTOR COMMENTS**

Vice-President Muller reported that he was one of four candidates who applied for the open Association of California Water Agencies (ACWA) Region 5 Board Member position. After a brief presentation at a recent ACWA Region 5 Board meeting, Vice-President Muller was selected to become the ACWA Region 5 Board Member.

Vice-President Muller stated he recently became aware of a State Low Income Household Water Debit Relief Program and will share the information with staff.

7) **GENERAL BUSINESS**

A. Review of Proposed Ordinance Declaring a Water Shortage Emergency and Implementing Mandatory Water Use Restrictions and Confirm Date and Time of Public Hearing for the Proposed Ordinance.

Ms. Brennan summarized the Proposed Ordinance Declaring a Water Shortage Emergency and Implementing Mandatory Water Use Restrictions.

California is experiencing a third consecutive year of drought, and drought conditions are impacting all of the watersheds that the District relies on for water supplies. Governor Newsom has declared a statewide drought emergency, the State Water Resources Control Board (SWRCB) has adopted emergency water conservation regulations to supplement voluntary water conservation, and the San Francisco Public Utilities Commission (SFPUC) has declared a water shortage emergency and has allocated the District an average of .9 million gallons per day (MGD) for calendar year 2022.

Staff is proposing the adoption of an Ordinance that declares a Stage 2 Water Shortage situation pursuant to the District's Water Shortage Contingency Plan and California Water Code Sections 350 et seq. and 31026 et seq., and implements mandatory water use restrictions consistent with the SWRCB emergency regulations. The District's goal with adoption of the Ordinance is to reduce water sales by 17% by eliminating water waste and reducing irrigation by 50%.

President Feldman confirmed that we need to move forward with the Public Hearing to occur on Thursday, March 24, 2022 at 7:00pm to consider adoption of the proposed Ordinance.

B. Consider Resolution 2022-05 Approving the Minimum Purchase Amendment to the Amended and Restated Water Supply Agreement between the City and County of San Francisco and Wholesale Customers in Alameda County, San Mateo County, and Santa Clara County.

Ms. Rogren explained that Resolution 2022-05 and the next Resolution 2022-06 considering approval of amendments to the Water Supply Agreement.

Resolution 2022-05 provides for approval of the Minimum Purchase Amendment to the Water Supply Agreement and will allow wholesale customers with Individual Supply Guarantees to permanently transfer a portion of its Minimum Purchase Quantity through a defined and expedited process. The amendment provides for procedural safeguards built into the process by which a Wholesale Customer may transfer a portion of its Minimum Purchase Quantity and ISG while ensuring that such transfers will not result in new or different risks to the water supply and financial interests of Wholesale Customers not participating in the transfer.

The City and County of San Francisco, acting by and through the SFPUC, approved the 2021 Amended and Restated Water Supply Agreement as negotiated by BAWSCA (and incorporating this amendment) on January 26, 2021.

Ms. Rogren and Director Mickelsen agreed that approval of the amendment should not have any water supply or financial impact on the District.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to adopt Resolution 2022-05 Approving the Minimum Purchase Amendment to the Amended and Restated Water Supply Agreement between the City and County of San Francisco and Wholesale Customers in Alameda County, San Mateo County, and Santa Clara County:

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

C. Consider Resolution 2022-06 Approving a Minimum Purchase Transfer from the City of Mountain View to the City of East Palo Alto.

In 2017, the City of Mountain View and the City of East Palo Alto executed a water rights transfer agreement for the permanent transfer of all rights, title, and interest in 1.0 MGD of Mountain View's Individual Supply Guarantee (ISG) to East Palo Alto, however there was no ability to transfer the Minimum Purchase Quantity to East Palo Alto without an amendment to the Water Services Agreement. This Amendment provides for approval for the conversion of up to 1.0 MGD of Mountain View's ISG plus up to 1.0 MGD of Mountain View's Minimum Purchase Quantity under a pre-defined process.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to adopt the Resolution 2022-06 Approving a Minimum Purchase Transfer from the City of Mountain View to the City of East Palo Alto:

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

D. Waive the Procedural Requirements for Sealed Competitive Bids and Authorize the General Manager to Enter into a Contractual Agreement with Half Moon Bay Paving and Grading Inc. for Denniston Road Storm Damage Repairs.

Mr. Derbin explained that the intense storms in October and December 2021 caused significant damage to the Denniston Road that is used to access the Denniston Water Treatment Plant. Due to the urgency to complete the repair work before the next heavy rainstorm, staff solicited informal bids from three local contractors. Half Moon Bay Paving and Grading Inc. submitted the lowest bid of \$83,913.

ON MOTION BY Director Reynolds and seconded by Vice-President Muller, the Board voted by roll call vote to Waive the Procedural Requirements for Sealed Competitive Bids and Authorize the General Manager to Enter into a Contractual Agreement with Half Moon Bay Paving and Grading Inc. for Denniston Road Storm Damage Repairs:

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

E. Waive the Procedural Requirements in the District’s Policies and Procedures for Award of Contracts and Authorize the General Manager to Enter into an Agreement with Pump Repair Service Company for the Crystal Springs Pump 2 Replacement including Purchase of a New Spare Pump and 350 Hp Motor, Materials, Refurbishment of Old 350 Hp Motor, and Installation.

Crystal Springs Pump Station (CSP) #2 Pump (“P2”) currently has 19,000 hours of runtime on it, is 13 years old, and is approaching the end of its service life. Mr. Derbin explained that Crystal Springs is a primary water source for the District, and given recent equipment supply chain issues, staff recommends proactively replacing P2 in order to avoid possible down time due to order delays during critical summer months when CSP is operational.

Staff is recommending that the replacement pump for P2 be Floway only to precisely match the original high head design point of these pumps and in order to minimize the need to stock, or have available, various brands of spare parts for different pumps. Pump Repair Service Company (PRS) is the exclusive distributor of the Floway pumps.

Staff is therefore requesting that the Board waive the competitive bidding requirements of Resolution 2016-09 in order to sole source the purchase and installation from PRS in the not to exceed amount of \$246,618.

ON MOTION BY Director Reynolds and seconded by Director Mickelsen, the Board voted by roll call vote to Waive the Procedural Requirements in the District’s Policies and Procedures for Award of Contracts and Authorize the General Manager to Enter into an Agreement with Pump Repair Service Company for the Crystal Springs Pump 2 Replacement including Purchase of a New Spare Pump and 350 Hp Motor, Materials, Refurbishment of Old 350 Hp Motor, and Installation. Amount not to exceed \$246,617.04:

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

F. Review Loan Terms with First Foundation Bank for the Financing of Capital Improvements to the Water System.

Ms. Rogren provided an overview of the terms of a \$7Million financing with First Foundation Bank that is scheduled to close on March 11, 2022. The 20-year loan will fund the Nunes Water Treatment Plant Improvement Project. First Foundation Bank, a reputable lender based in Irvine, California, provided the most favorable terms out of 8 lenders, with an “All in Cost” interest rate of 2.34%.

At the February 8, 2022 Board of Directors Meeting, the Board approved Resolution 2022-03 that authorized approval of the loan agreement and authorized the General Manager to execute the agreement and related documents. At a Special Board Meeting on February 17, 2022, staff and the District’s Municipal Advisor, Brant Smith, reviewed the results of the requests for proposals and recommended First Foundation Bank as the lender. President Feldman and Ms. Rogren signed the loan documents on March 7, 2022.

Mr. Smith also attended the Board meeting and answered questions from the Board.

G. Nunes Water Treatment Plant Upgrades Project Update #7.

Mr. Derbin gave an update on the progress made at the Nunes Water Treatment Plant during February 2022. Work included construction of drainage v-ditches; access road stabilization; and grading and excavation, electrical conduit installation, formwork, rebar, and concrete placement for the equipment pads in the caustic process area. The project schedule continues to be assessed due to supply chain issues.

H. Consider Resolution 2022-07 Concurring In Nomination of John H. Weed of Alameda County Water District to the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority (“ACWA-JPIA”)

ACWA-JPIA has invited member agencies to submit nominations to fill a vacancy on the ACWA-JPIA executive Committee. John H. Weed, President of the Board of Directors of Alameda County Water District, has requested Coastside County Water District’s support of his nomination by submitting a concurring resolution.

President Feldman, Vice President Muller and Director Mickelsen know Mr. Weed and believe him to be well-qualified for the position.

ON MOTION BY Vice-President Muller and seconded by Director Mickelsen, the Board voted by roll call vote to approve Resolution 2022-07 Concurring In Nomination of John H. Weed of Alameda County Water District to the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority (“ACWA-JPIA”):

**Director Coverdell
Director Mickelsen**

**Aye
Aye**

**Director Reynolds
Vice-President Muller
President Feldman**

**Aye
Aye
Aye**

I. Covid-19 and Reopening of District Office Update

Ms. Rogren provided an update regarding reopening of the District's office. Staff is considering opening in May, 2022 assuming that the COVID-19 case counts remain low.

8) MONTHLY INFORMATIONAL REPORTS

A. General Manager's Report

- Ms. Rogren reported that SFPUC recently announced a proposed FY2022-2023 wholesale rate increase of 15.9% to be effective on July 1, 2022.
- At the encouragement of the County of San Mateo's lobbying team, staff sent an "Oppose Unless Amended" letter to legislators on the Proposed Trailer Bill impacting ERAF disbursements. If the bill passes, the District could lose \$111,000 per year in ERAF funds that would be transferred to the State of California.
- On March 3, at the request of the City of Half Moon Bay, President Feldman, Director Coverdell, Mary Rogren, and Cathleen Brennan from the District met with the Mayor, Vice-Mayor, the City Manager and Director of Public Works. Topics included a drought update, the 2020 Urban Water Management Plan and the future of Water Reuse.
- District staff has finalized logo designs for the District's 75th anniversary (coming up in July 2022.).

B. Superintendent of Operations Report

Mr. Derbin summarized Operations highlights for the month of February 2022.

C. Water Resources Report

- Water Shortage Advisory and Public Outreach Update.

Ms. Brennan noted that drought conditions continue to be severe across the state of California. Next critical milestone is April 15, after the April 1st snow survey of the season.

9) **ADJOURNMENT:** Meeting adjourned at 8:38pm

Robert Feldman, President
Board of Directors

Mary Rogren, General Manager
Secretary to the District

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

Tuesday, March 8, 2022

Due to the Covid-19 pandemic, and in accordance with Assembly Bill 361, which modifies California Government Code Section 54953, the Boardroom was not open to the public for the March 8, 2022, Special Meeting of the Board of Directors of the Coastsides County Water District. The Special Meeting was conducted remotely via teleconference.

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

- 1) **ROLL CALL** -President Bob Feldman called the meeting to order at 8:40 p.m.
Participating in roll call via Zoom Video Conference: Directors Ken Coverdell, Chris Mickelsen, Glenn Reynolds, and Vice-President Muller.
Also present: Mary Rogren, General Manager, Patrick Miyaki, Legal Counsel
- 2) **PUBLIC COMMENT** - There were no public comments.
- 3) **CLOSED SESSION**
Pursuant to California Government Code Section 54956.9(d)(2)
Conference with Legal Counsel - Anticipated Litigation
Significant Exposure to Litigation
One Potential Case
- 4) **RECONVENE TO OPEN SESSION**
Public Report of closed session action - No Action Taken
- 5) **ADJOURNMENT** - The Special Meeting was adjourned at 8:58 p.m.

Robert Feldman, President
Board of Directors

Mary Rogren, General Manager
Secretary to the District

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

Thursday March 24, 2022

Due to the Covid-19 pandemic, and in accordance with Assembly Bill 361, which modifies California Government Code Section 54953, the Boardroom was not open to the public for the March 24, 2022, Special Meeting of the Board of Directors of the Coastside County Water District. The Special Meeting was conducted remotely via teleconference.

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

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

Also present: Mary Rogren, General Manager, Patrick Miyaki, Legal Counsel, and Lisa Sulzinger, Administrative Analyst.

2) PLEDGE OF ALLEGIANCE

3) PUBLIC COMMENT - There were no public comments.

4) PUBLIC HEARING

A. For Community Input on the Proposed Ordinance No. 2022-01 Declaring a Water Shortage Emergency and Implementing Mandatory Water Use Restrictions and Prohibitions.

a. Staff Presentation of Ordinance 2022-01 Declaring a Water Shortage Emergency and Implementing Mandatory Water Use Restrictions

Ms. Brennan presented an overview of the Proposed Ordinance 2022-01 Declaring a Water Shortage Emergency and Implementing Mandatory Water Use Restrictions. She explained that the mandatory restrictions and prohibitions on water use are consistent with Stage 2 of the District's Water Shortage Emergency Contingency Plan. The District's goal with the Ordinance is to reduce water sales by 17% by eliminating water waste and reducing irrigation by 50%.

Ms. Brennan noted that one written public comment letter was received from Kenmark Real Estate Group, Inc. (Ocean Colony Partners) and was posted on the District's website. All of the District's Board members received a copy of the letter.

b. **Open Public Hearing:** At 7:22 pm President Feldman opened the public hearing and asked for comments.

c. **Public Comment:**

Richard McCown, General Manager of Skylawn Memorial Park, explained the water conservation efforts that Skylawn has implemented in recent years and voiced his concerns with the 50% mandatory reduction in raw water usage and the potential detrimental impacts to Skylawn's business.

d. **Close Public Hearing:** Director Feldman closed the public hearing at 7:32 pm.

e. **Board Comments:**

The Board thanked Mr. McCown for his comments, concerns, and conservation efforts. Discussion ensued. The Board acknowledged that given the Governor's Proclamation of a State of Emergency; the State Water Resources Control Board's adoption of emergency regulations to supplement voluntary water conservation; and the San Francisco Public Utilities Commission's Declaration of a Water Shortage Emergency and the resulting implementation of Tier 2 water allocations for SFPUC's Wholesale Customers; that the Board has little choice but to proceed with moving to Stage 2 of the Water Shortage Contingency Plan and enacting the proposed Ordinance.

B. Consider Adoption of Ordinance 2022-01 Declaring a Water Shortage Emergency and Implementing Mandatory Water Use Restrictions and Prohibitions under Stage 2 - Water Shortage Emergency Warning - of the District's Water Shortage Contingency Plan.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call to adopt Ordinance 2022-01 Declaring a Water Shortage Emergency and Implementing Mandatory Water Use Restrictions and Prohibitions under Stage 2 - Water Shortage Emergency Warning - of the District's Water Shortage Contingency Plan:

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

5) **ADJOURNMENT**-The Board Meeting was adjourned at 7:54 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Robert Feldman, President
Board of Directors

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

FY 2022 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				2									2
3/4" meter									7				7
1" meter									2				2
1 1/2" meter													
2" meter													
3" meter													
HMB Priority													
0.5" capacity increase													
5/8" meter								1					1
3/4" meter													
1" meter													
1 1/2" meter													
2" meter													
County Non-Priority													
0.5" capacity increase													
5/8" meter	2	3	1	1	1			1					9
3/4" meter													
1" meter													
County Priority													
5/8" meter													
3/4" meter													
1" meter													
1.5" meter													
Totals	2	3	1	3	1	0	0	2	9				21

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

FY 2020 Capacity (5/8" connection equivalents)	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
HMB Non-Priority				2					7				9
HMB Priority								1					1
County Non-Priority	2	3	1	1	1			1	2.5				11.5
County Priority													0
Total	2	3	1	3	1	0	0	2	9.5	0	0	0	21.5

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2022

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.00	0.00	0.00	0.00	65.93	65.93	4.60	61.33
AUG	0.00	0.00	0.00	0.00	61.90	61.90	3.95	57.95
SEPT	0.00	0.00	0.00	0.00	59.74	59.74	4.45	55.29
OCT	0.53	1.57	0.00	3.69	44.32	50.11	3.92	46.19
NOV	1.62	17.20	9.78	0.00	7.87	36.47	3.58	32.89
DEC	0.69	5.75	21.2	0.00	10.80	38.44	4.94	33.50
JAN	0.00	7.62	24.44	0.00	3.16	35.22	5.06	30.16
FEB	0.00	14.10	21.88	0.00	3.63	39.61	5.64	33.97
MAR	0.00	14.97	24.71	0.00	5.16	44.84	5.21	39.63
APR								0.00
MAY								0.00
JUN								0.00
TOTAL	2.84	61.21	102.01	3.69	262.51	432.26	41.35	390.91
% MONTHLY TOTAL	0.0%	33.4%	55.1%	0.0%	11.5%	100.0%	11.6%	88.4%
% ANNUAL TO DATE TOTAL	0.7%	14.2%	23.6%	0.9%	60.7%	100.0%	9.6%	90.4%

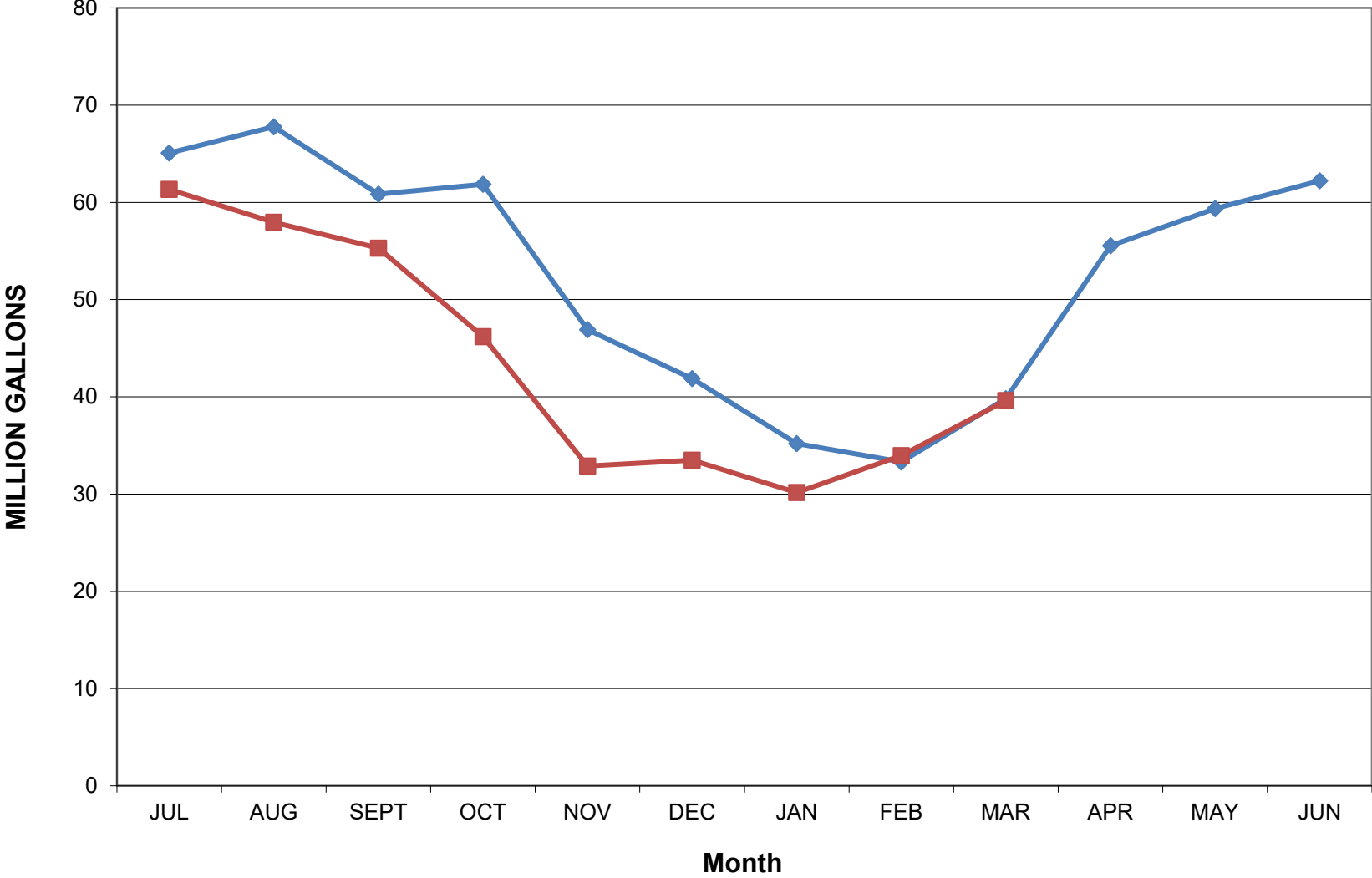
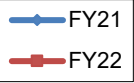
CCWD vs SFPUC- month 88.5%
 CCWD vs SFPUC- annual 38.4%

12 Month Running Treated Total **571.90**

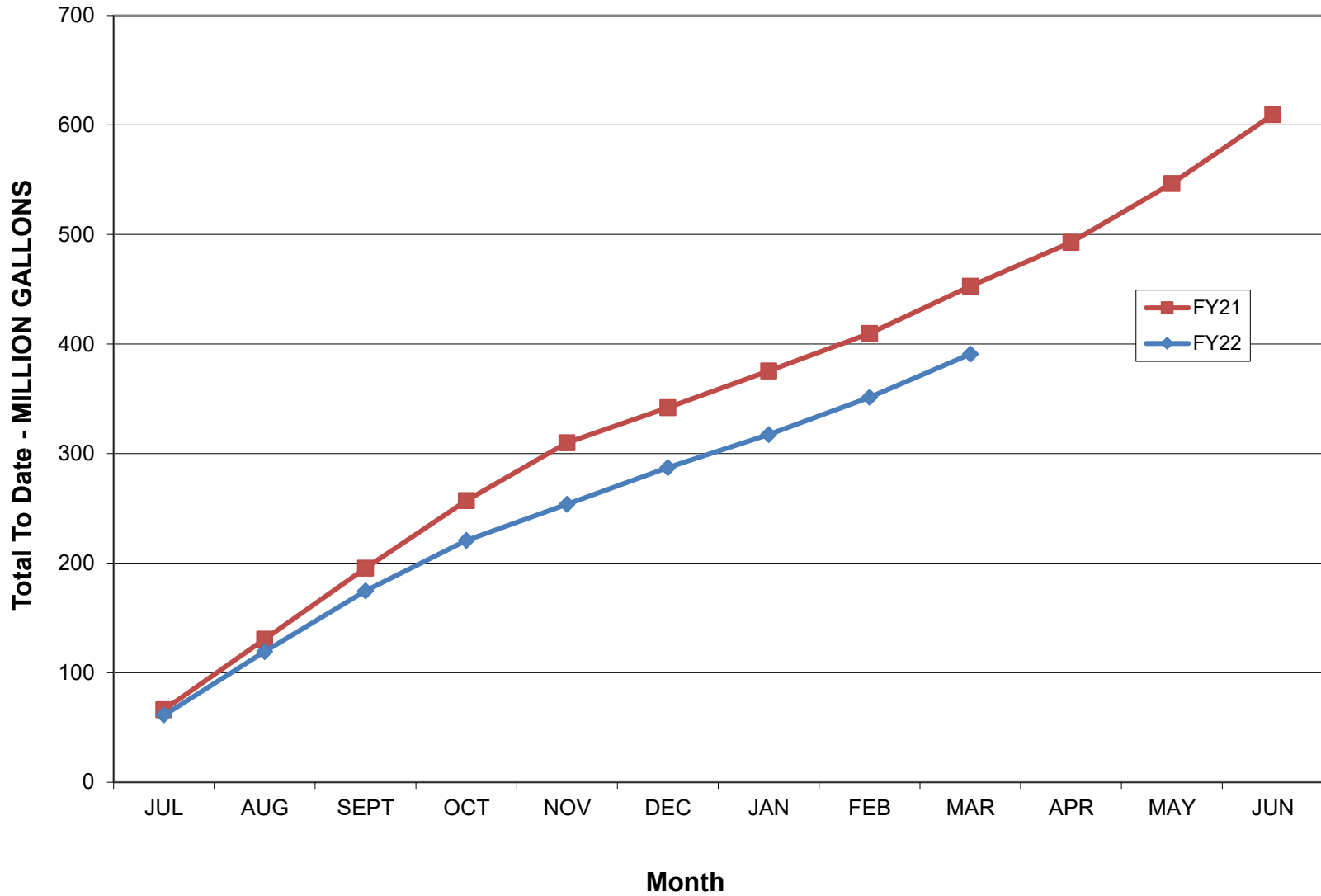
TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2021

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.02	2.52	0.00	28.80	36.06	67.40	2.35	65.05
AUG	0.00	0.00	0.00	49.75	20.27	70.02	2.25	67.78
SEPT	0.00	0.00	0.00	1.31	60.84	62.15	1.31	60.84
OCT	0.00	0.00	0.00	0.00	63.97	63.97	2.11	61.86
NOV	0.00	0.00	3.91	14.39	29.52	47.82	0.93	46.90
DEC	2.26	10.43	11.17	14.25	4.16	42.27	2.67	39.60
JAN	1.73	11.31	11.06	1.99	10.86	36.95	3.50	33.45
FEB	0.78	15.73	10.87	0.00	9.60	36.98	4.45	32.53
MAR	1.98	15.13	10.47	0.00	13.08	40.66	2.82	37.84
APR	1.40	11.32	0.00	0.00	44.48	57.20	3.06	54.14
MAY	0.88	3.02	0.00	0.00	60.44	64.34	5.87	58.47
JUN	0.00	0.00	0.00	0.00	64.08	64.08	1.86	62.22
TOTAL	9.05	69.46	47.48	110.49	417.36	653.84	33.17	620.66
% TOTAL	1.4%	10.6%	7.3%	16.9%	63.8%	100.0%	5.07%	0.0%

Monthly Production FY 21 vs FY 22



Cumulative Production FY21 vs FY22



Coastside County Water District Monthly Sales By Category (MG) FY2022

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	29.63	28.15	28.29	26.89	20.43	20.84	20.63	21.31	23.16				219.33
COMMERCIAL	3.00	2.96	2.91	2.96	2.27	2.30	2.01	2.22	2.36				22.99
RESTAURANT	1.52	1.36	1.33	1.38	1.30	1.19	1.15	1.24	1.38				11.86
HOTELS/MOTELS	2.73	2.90	2.39	2.46	2.04	1.81	1.75	1.65	2.05				19.78
SCHOOLS	0.70	0.63	0.81	0.54	0.26	0.35	0.25	0.38	0.44				4.36
MULTI DWELL	2.60	2.50	2.59	2.71	2.32	2.34	2.42	2.30	2.43				22.22
BEACHES/PARKS	0.68	0.79	0.64	0.69	0.21	0.19	0.18	0.42	0.46				4.25
AGRICULTURE	6.54	5.54	6.40	7.01	5.65	4.86	4.58	5.96	7.79				54.33
RECREATIONAL	0.23	0.21	0.21	0.22	0.18	0.17	0.15	0.16	0.18				1.71
MARINE	0.59	0.51	0.45	0.43	0.35	0.40	0.56	0.44	0.41				4.13
RES. IRRIGATION	1.40	1.51	1.50	1.15	0.27	0.30	0.08	0.64	1.09				7.94
DETECTOR CHECKS	0.01	0.01	0.01	0.00	0.00	0.01	0.01	0.01	0.02				0.08
NON-RES. IRRIGATION	4.05	5.39	5.06	0.50	0.23	0.32	0.19	0.31	0.35				16.40
RAW WATER	7.74	7.11	7.52	8.01	1.03	0.99	0.00	1.96	2.84				37.20
PORTABLE METERS	0.19	0.30	0.34	0.27	0.12	0.08	0.04	0.15	0.14				1.63
CONSTRUCTION	0.33	0.30	0.33	0.34	0.30	0.28	0.30	0.31	0.35				2.84
TOTAL - MG	61.92	60.17	60.78	55.55	36.97	36.43	34.31	39.48	45.44	0.00	0.00	0.00	431.05

Non Residential Usage	32.29	32.02	32.49	28.66	16.55	15.59	13.68	18.17	22.28	0.00	0.00	0.00	
Running 12 Month Total									604.45				
12 mo Residential									304.90				
12 mo Non Residential									299.55				

FY2021

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	34.24	32.73	32.19	32.12	28.27	26.25	24.28	21.71	23.49	27.64	28.08	29.85	340.85
COMMERCIAL	2.86	2.67	2.64	3.03	2.58	2.38	2.22	2.15	2.55	2.64	2.67	2.83	31.22
RESTAURANT	1.01	1.06	1.01	1.19	1.06	0.85	0.65	0.75	1.02	1.23	1.09	1.31	12.22
HOTELS/MOTELS	2.19	2.04	2.02	2.13	1.71	1.19	1.04	1.22	1.67	2.02	1.75	2.34	21.33
SCHOOLS	0.76	0.68	0.61	0.67	0.46	0.25	0.22	0.18	0.16	0.34	0.36	0.59	5.27
MULTI DWELL	3.14	3.01	2.83	2.98	2.70	2.52	2.48	2.33	2.49	2.76	2.65	2.70	32.60
BEACHES/PARKS	0.76	0.85	0.60	0.52	0.57	0.35	0.37	0.25	0.21	0.42	0.39	0.54	5.83
AGRICULTURE	5.31	4.65	4.73	5.92	4.42	3.66	3.10	3.40	4.49	6.47	9.29	6.81	62.27
RECREATIONAL	0.24	0.24	0.23	0.23	0.20	0.17	0.17	0.16	0.18	0.20	0.18	0.22	2.42
MARINE	0.64	0.59	0.53	0.56	0.46	0.55	0.45	0.48	0.41	0.46	0.44	0.45	6.03
RES. IRRIGATION	1.70	1.66	1.56	1.51	1.10	0.69	0.39	0.25	0.35	1.04	1.41	1.48	13.14
DETECTOR CHECKS	0.01	0.00	0.01	0.01	0.00	0.01	0.01	0.00	0.01	0.01	0.00	0.00	0.07
NON-RES. IRRIGATION	6.73	5.04	2.23	2.31	1.26	0.31	0.21	0.13	0.15	3.05	2.08	4.91	28.41
RAW WATER	7.92	6.89	7.00	8.07	6.82	5.72	0.91	0.00	3.93	4.20	7.39	7.46	66.32
PORTABLE METERS	0.53	0.26	0.33	0.30	0.26	0.18	0.15	0.14	0.13	0.19	0.23	0.27	2.97
CONSTRUCTION	0.38	0.38	0.31	0.39	0.30	0.29	0.28	0.26	0.30	0.32	0.33	0.30	3.83
TOTAL - MG	68.43	62.77	58.83	61.93	52.17	45.37	36.95	33.41	41.53	52.99	58.35	62.05	634.79

MONTH Mar-22						
Coastside County Water District Monthly Discharge Report						
EMERGENCY MAIN AND SERVICE REPAIRS						
	Date Reported Discovered	Date Repaired	Location	Pipe Class	Pipe Size & Type	Estimated Water Loss (MG)
1	3/20/2022	Repaired 3/23/22 Replaced 3/30/2022	2251 S Cabrillo Hwy	Service	1" Plastic	0.0005
2						
3						
4						
5						
6						
7						
8						
Totals						0.0005

OTHER DISCHARGES	
Total Volumes (MG)	
Flushing Program	0.018
Reservoir Cleaning	
Automatic Blowoffs	0.202
Dewatering Operations	
Other (includes flow testing)	0.000
DISCHARGES GRAND TOTAL (MG)	
0.220	

Coastside County Water District
 766 Main Street
 July 2021 - June 2022

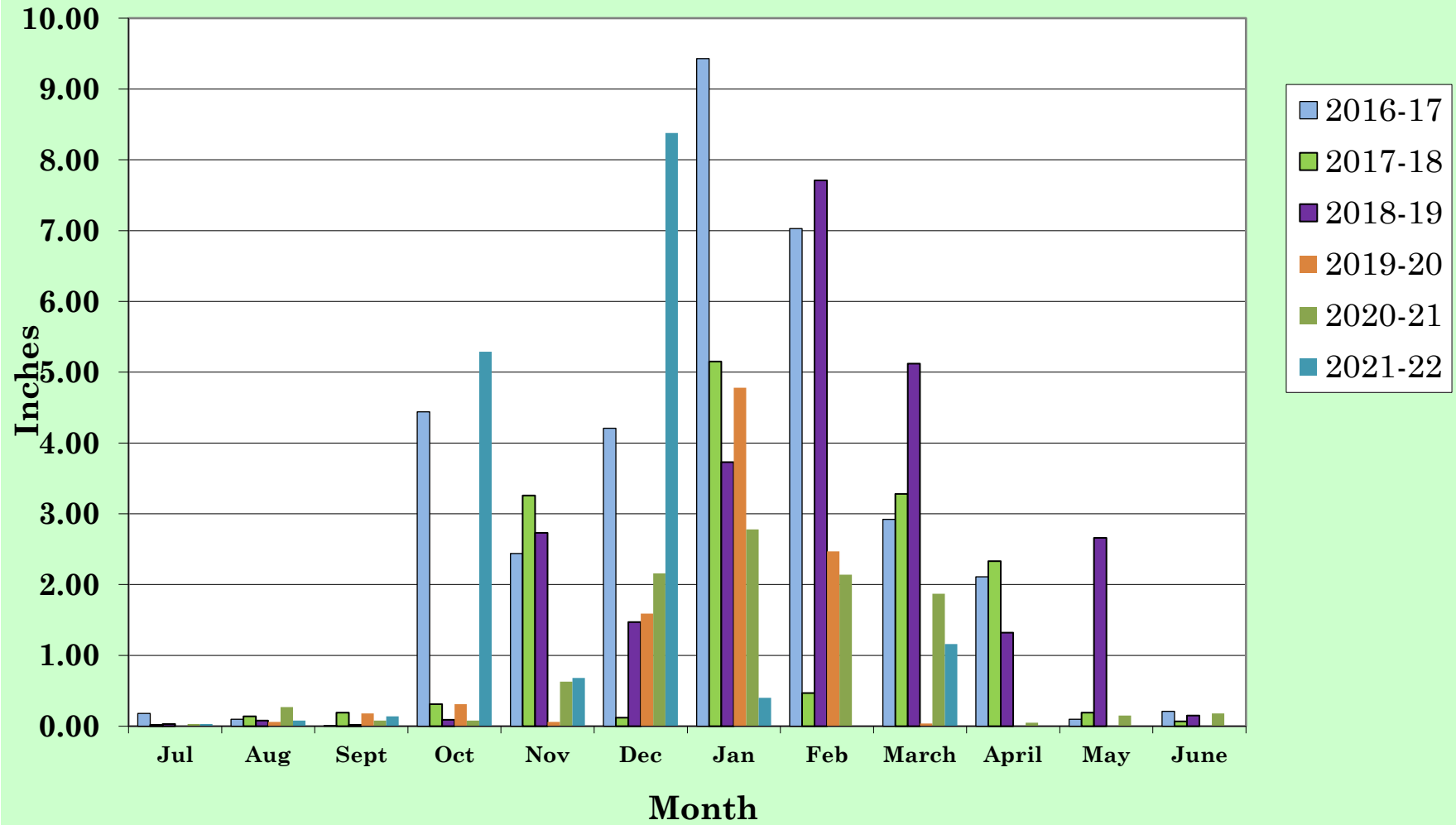
Nunes
 Rainfall in Inches

	2021						2022					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0	0	0	0.27	0	0	0	0			
2	0	0	0	0	0.01	0	0	0	0.09			
3	0	0	0	0	0.11	0	0.18	0	0.2			
4	0	0.02	0	0	0.01	0	0.15	0	0.01			
5	0	0.02	0	0	0	0	0	0	0			
6	0	0	0	0	0	0.02	0.01	0	0			
7	0	0.02	0	0.01	0	0.07	0	0	0			
8	0	0.01	0	0	0.17	0.05	0	0	0			
9	0	0	0	0	0.06	0.03	0	0	0			
10	0	0	0	0	0	0	0	0	0			
11	0	0	0	0	0	0	0	0	0			
12	0	0	0	0	0	0.44	0	0	0.01			
13	0	0	0	0	0	4.23	0	0	0.03			
14	0	0	0	0	0	0.09	0	0	0			
15	0	0	0	0	0	0.31	0	0	0.23			
16	0	0	0	0	0	0.31	0	0	0			
17	0	0	0	0	0	0	0	0	0			
18	0	0	0.04	0.05	0	0	0	0	0.01			
19	0	0	0.01	0	0.04	0	0	0	0.18			
20	0.01	0	0	0.03	0	0	0	0	0			
21	0	0	0	1.08	0.01	0.34	0	0	0			
22	0	0	0	1.07	0	0.27	0	0	0			
23	0.02	0	0	0	0	0.67	0	0	0			
24	0	0	0.01	0.94	0	0.21	0	0	0			
25	0	0	0	2.08	0	0.31	0	0	0			
26	0	0	0.01	0.01	0	0.16	0	0	0			
27	0	0	0.06	0	0	0.3	0	0	0.36			
28	0	0	0.01	0	0	0.02	0	0	0.01			
29	0	0.01	0	0	0	0.55	0		0.01			
30	0	0	0	0	0	0	0		0.02			
31	0	0		0.02		0	0		0			
Mon.Total	0.03	0.08	0.14	5.29	0.68	8.38	0.4	0.00	1.16			
Year Total	0.03	0.11	0.25	5.54	6.22	14.60	15.00	15.00	16.16			

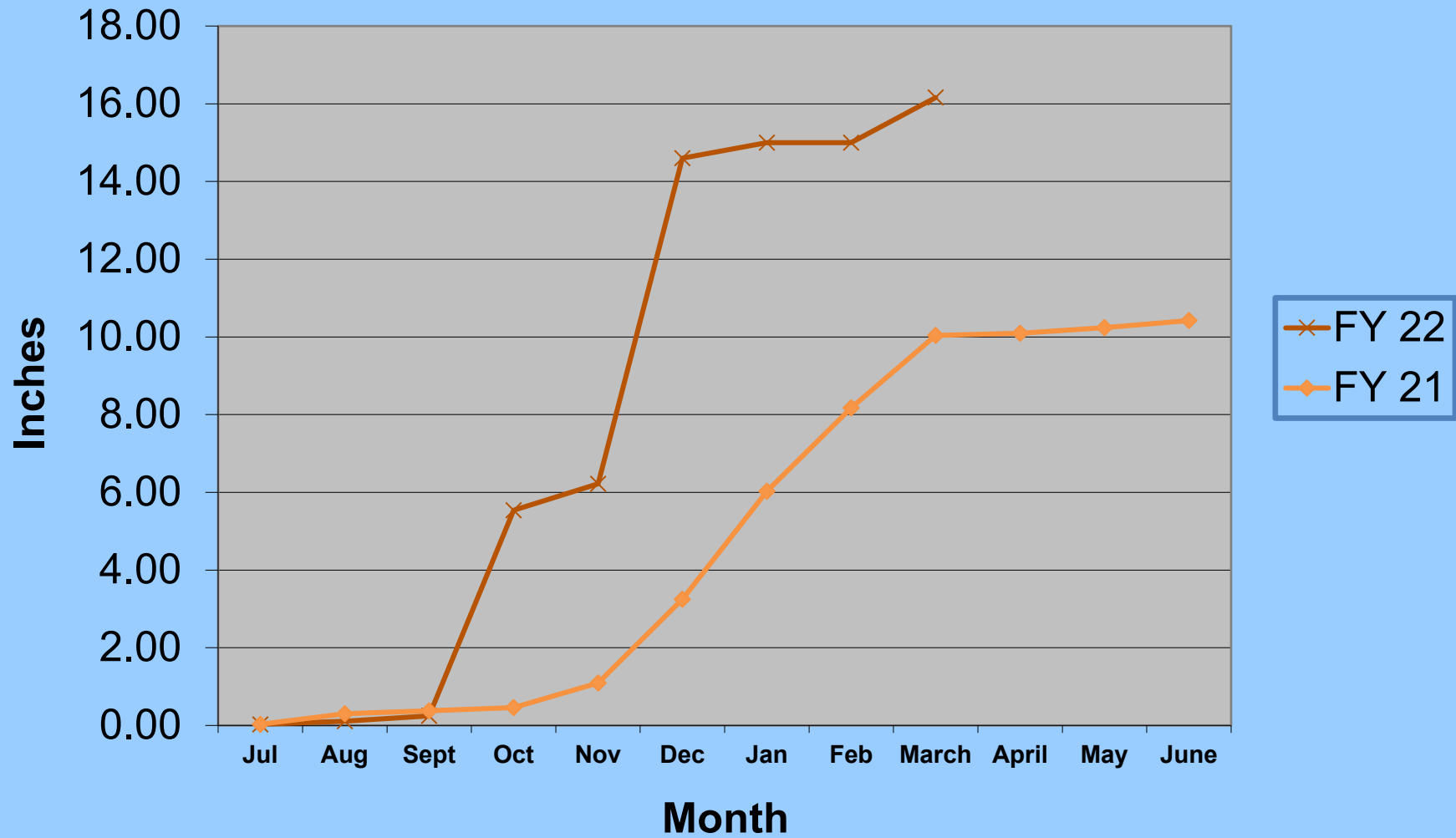
Coastside County Water District

Rainfall by Month

Fiscal Years 17 - 22

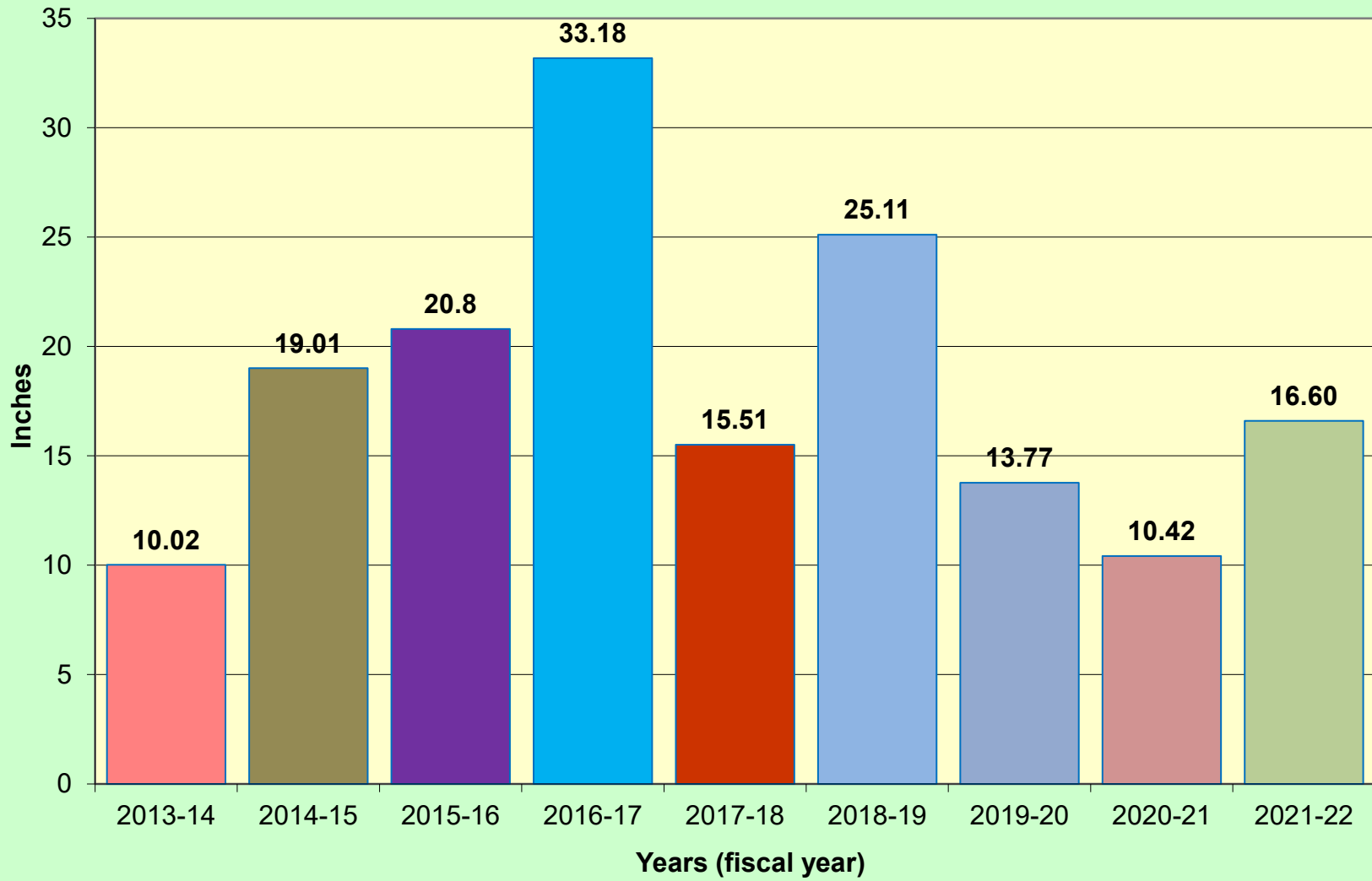


Rainfall Total Comparison Fiscal Years 21-22



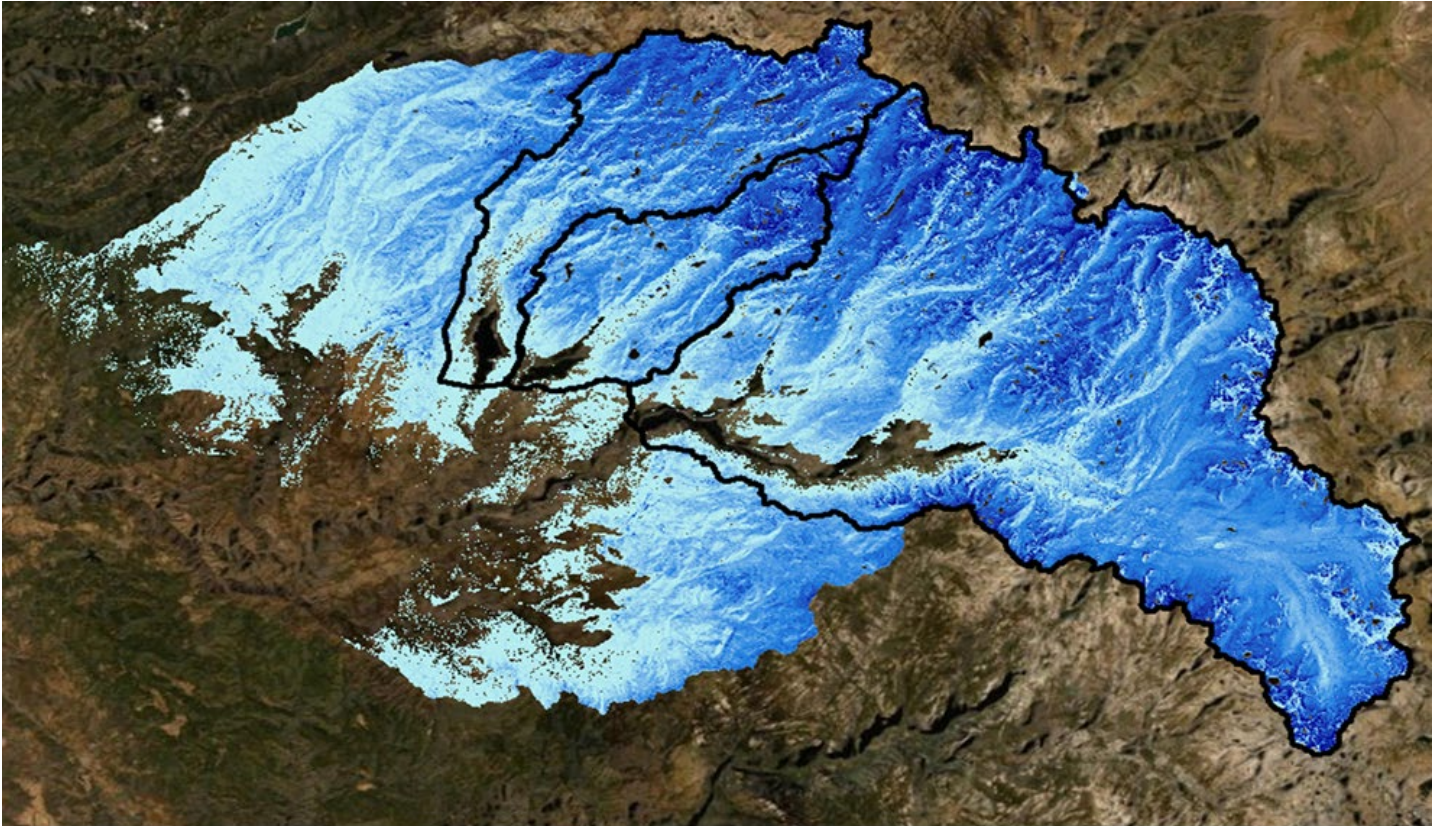
Rain Totals

Fiscal Years 14 - 22



San Francisco Public Utilities Commission Hydrological Conditions Report February 2022

J. Chester, C. Graham, N. Waelty, March 15, 2022



Imagery data from the February 28, 2022 Airborne Snow Observatory, Inc (ASO) (top photo) flight is utilized by the San Francisco Public Utilities Commission (SFPUC) to determine snow coverage and depths in the Hetch Hetchy, Cherry, and Eleanor watersheds. While modeling snow water equivalent (SWE) has made great strides, manual measurements of SWE remain the most reliable method for forecasting future inflows. The bottom three photos show Hetch Hetchy Water and Power and Yosemite National Park staff participating in the California Department of Water snow survey program in the Tuolumne River watersheds.

System Storage

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

Table 1 Current System Storage as of March 1, 2022							
	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	acre-feet	millions of gallons	acre-feet	millions of gallons	acre-feet	millions of gallons	
Tuolumne System							
Hetch Hetchy Reservoir ¹	310,380		340,830		30,450		91%
Cherry Reservoir ²	225,556		268,800		43,244		84%
Lake Eleanor ³	20,322		21,495		1,173		95%
Water Bank	338,353		570,000		231,647		59%
Tuolumne Storage	894,611		1,201,125		306,514		74%
Local Bay Area Storage							
Calaveras Reservoir	65,401	21,311	96,824	31,550	31,422	10,239	68%
San Antonio Reservoir	38,881	12,669	52,506	17,109	13,625	4,440	74%
Crystal Springs Reservoir	44,652	14,550	58,377	19,022	13,724	4,472	77%
San Andreas Reservoir	16,594	5,407	18,996	6,190	2,403	783	87%
Pilarcitos Reservoir	2,642	861	2,995	976	353	115	88%
Total Local Storage	168,170	54,798	229,697	74,847	61,527	20,049	73%
Total System	1,062,781		1,430,822		368,041		74%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates deactivated.

² Maximum Cherry Reservoir storage with flash-boards out.

³ Maximum Lake Eleanor storage with flash-boards out.

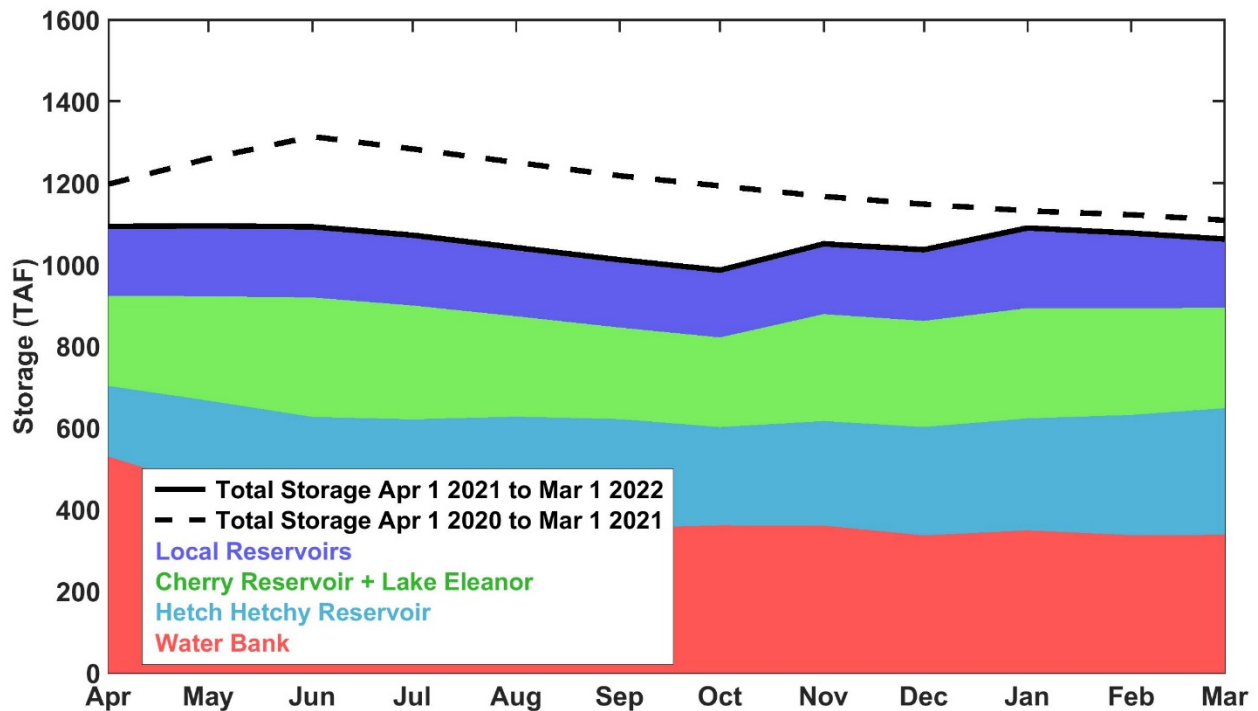


Figure 1: System storage for past 12 months in thousand acre-feet (TAF). Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.

Hetch Hetchy System Precipitation Index

Current Month: The February 2022 six-station precipitation index was 0.40 inches, or 6% of the average long-term index for the month. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

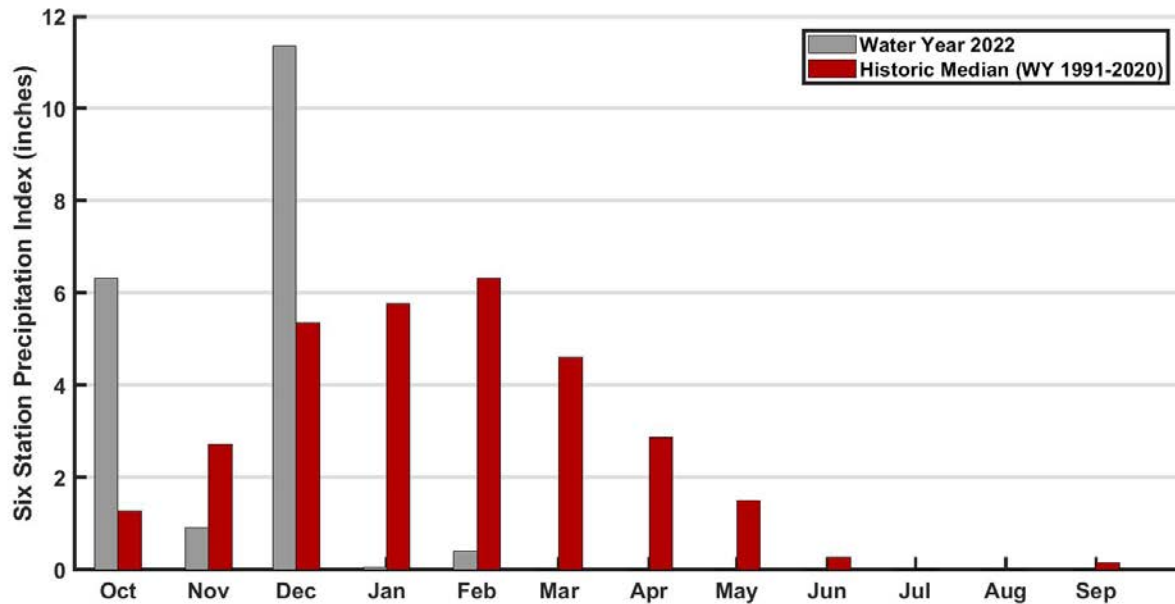


Figure 2: Monthly distribution of the six-station precipitation index relative to the monthly precipitation averages. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

Cumulative Precipitation to Date: As of March 1, the six-station precipitation index for Water Year (WY) 2022 was 19.07 inches, which is 61% of the median annual total and 76% of average to-date. The Hetch Hetchy Weather Station received 0.29 inches of precipitation in February resulting in a total of 18.11 inches for WY 2022, or 76% of median to-date. The cumulative WY 2022 Hetch Hetchy precipitation is shown in Figure 3 in red.

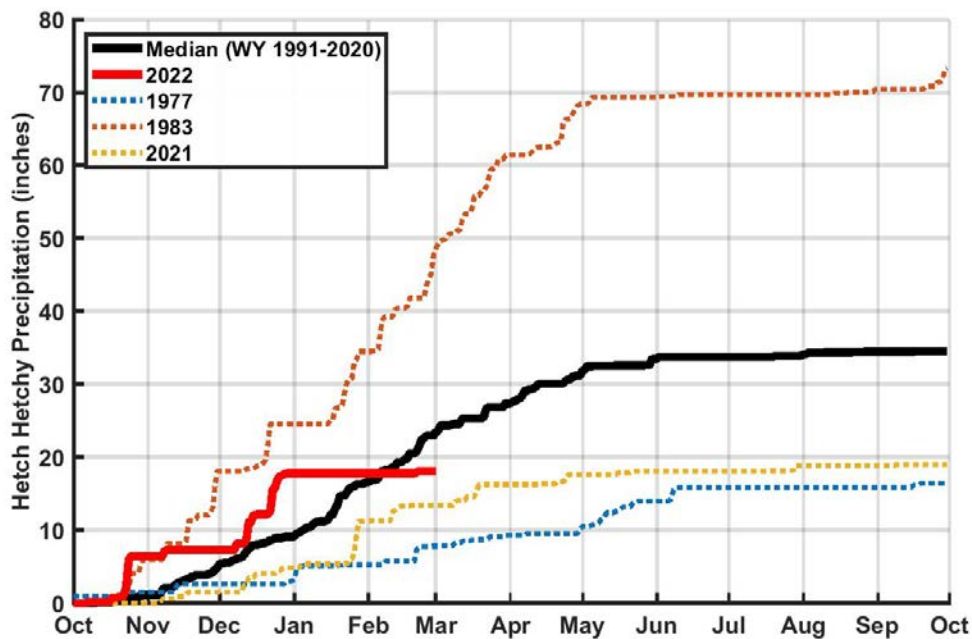


Figure 3: Water Year 2022 cumulative precipitation measured at Hetch Hetchy Weather Station. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with Water Year 2021 for comparison purposes.

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for February 2022 and the water year to date is summarized below in Table 2.

* All flows are in acre-feet	February 2022				October 1, 2021 Through March 1, 2022			
	Observed Flow	Median ¹	Mean ¹	Percent of Mean	Observed Flow	Median ¹	Mean ¹	Percent of Mean
Inflow to Hetch Hetchy Reservoir	20,628	24,955	28,507	72%	142,471	80,560	94,642	151%
Inflow to Cherry Reservoir and Lake Eleanor	22,709	28,202	34,090	67%	156,595	105,331	117,924	133%
Tuolumne River at La Grange	77,881	110,828	157,781	49%	454,159	321,388	453,206	100%
Water Available to City	0	19,584	65,803	0%	126,537	57,889	187,922	67%

¹Hydrologic Record: 1991-2020

Hetch Hetchy System Operations

The 2022 Mountain Tunnel Hetch Hetchy Aqueduct shutdown began on January 4 and continued until March 8th. Water deliveries via the San Joaquin Pipeline resumed on March 8th at a rate of 150 MGD. Rate changes up to 240 MGD are scheduled March 10th through 17th.

Hetch Hetchy Reservoir stream releases during the month totaled 4,663 acre-feet. Hetch Hetchy Reservoir minimum instream release requirements for February were 60 cfs. Total precipitation for Water Year 2022, as of March 1, has resulted in a Water Year Type B for Hetch Hetchy Reservoir. Hetch Hetchy Reservoir instream releases decreased from 60 cfs in February to 50 cfs for March.

Cherry Reservoir valve and power draft releases totaled 38,150 acre-feet for the month and were used to maintain seasonal target elevations. The required minimum instream release from Cherry Reservoir for February was 5 cfs and increased to 10 cfs March 1st. Lake Eleanor required release for February was 5 cfs and will remain at 5 cfs for March.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for February was 67 MGD. The Sunol Valley Water Treatment Plant average production for the month was 110 MGD.

Local System Water Delivery

The average February delivery rate was 171 MGD, which is a 17% increase over the January delivery rate of 146 MGD.

Local Precipitation

The rainfall summary for February 2022 is presented in Table 3.

Weather Station Location	February		October 1, 2021 through February 28, 2022	
	Total (inches)	Percent of Mean for the Month	Total (inches)	Percent of Mean for the Year-To-Date
Pilarcitos Reservoir	0.46	6%	36.43	146%
Lower Crystal Springs Reservoir	0.25	5%	19.66	118%
Calaveras Reservoir	0.12	3%	12.76	99%

*Mean Period = WY 1991-2020

Snowpack, Water Supply and Planned Water Supply Management

The atmospheric rivers in October and December generated significant snowpack and above average inflows into the upcountry reservoirs going into January. Due to a high-pressure ridge on the Pacific, there was effectively no precipitation for the entire months of January and February. Due to the dry January and February, year-to-date snowpack is now below normal to date - current snowpack is 66% of the median peak snowpack (Figure 5).

Inflow forecasts have decreased in February, driven by an exceptionally dry January and February (Figure 7). Due to high carry over storage and measured snowpack remaining upcountry, current inflow forecasts are sufficient to fill Hetch Hetchy Reservoir, Cherry Reservoir and Lake Eleanor. State of California curtailments on diversions to storage may require increased releases from Cherry Reservoir in April and May, which may result in Cherry Reservoir not filling at the end of runoff.

Hetch Hetchy Reservoir is drafting via instream releases. Kirkwood and Moccasin Powerhouses and SJPL deliveries will be used to manage Hetch Hetchy Storage in anticipation of spring runoff. Cherry Reservoir storage is being managed at seasonal storage targets (220-235 TAF) via scheduled generation at Holm Powerhouse. Lake Eleanor is drafting with instream release. The Cherry-Eleanor Pumps are activated and transferring 160-200 cfs from Lake Eleanor into Cherry Reservoir. Water Bank has begun crediting as power generation and releases exceed reservoir inflows.

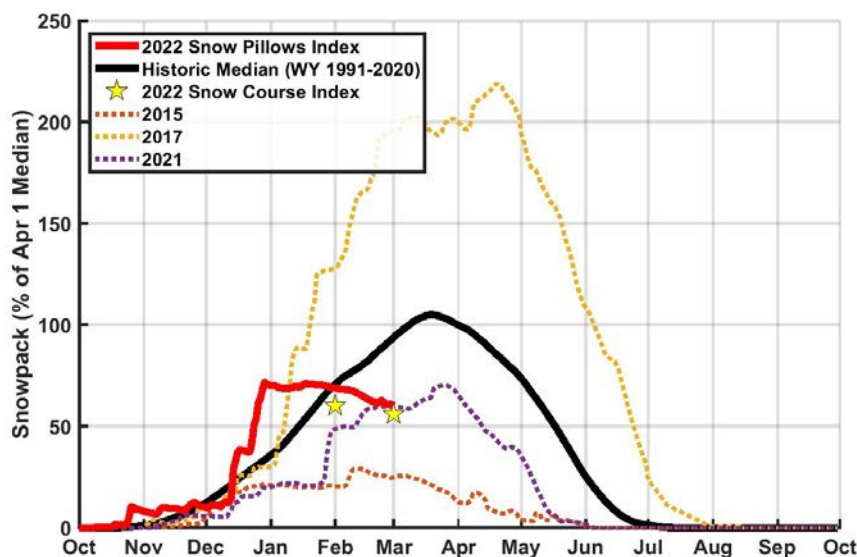


Figure 5: Tuolumne River Basin 10 Station Snow Index (lines), based on real time snow pillow SWE measurements in the Tuolumne Basin.

As of March 1st, there has been 126,537 acre-feet of water available to the city (Figure 6).

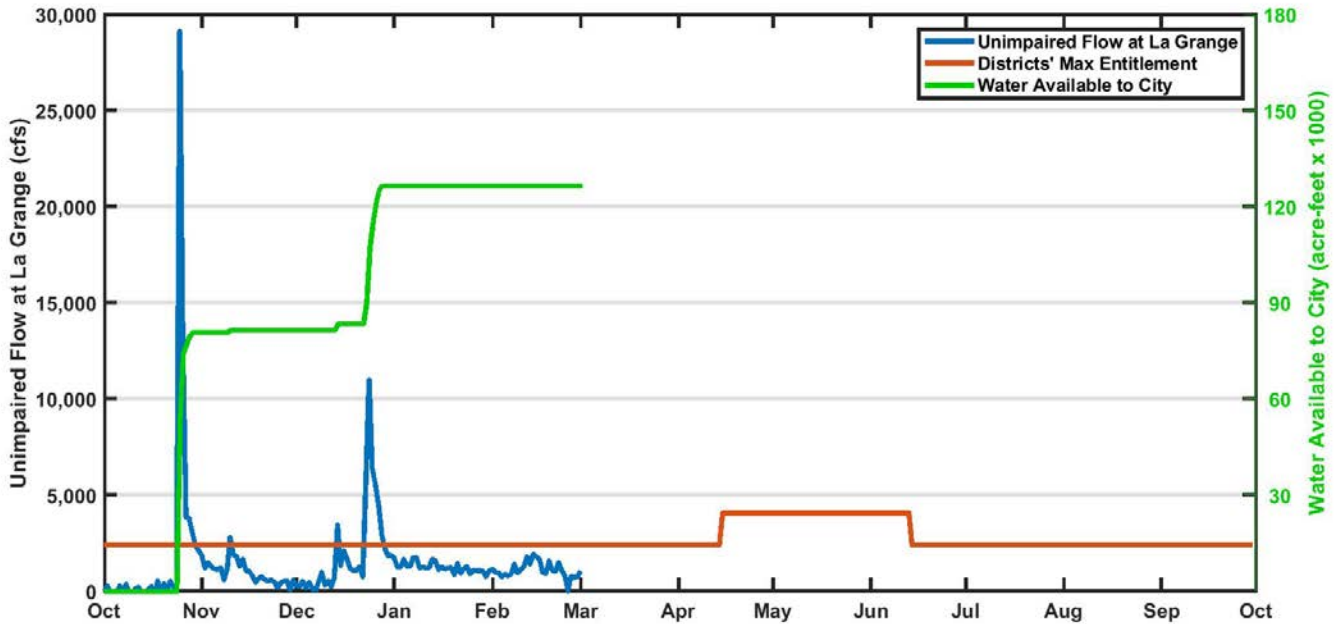


Figure 6: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City.

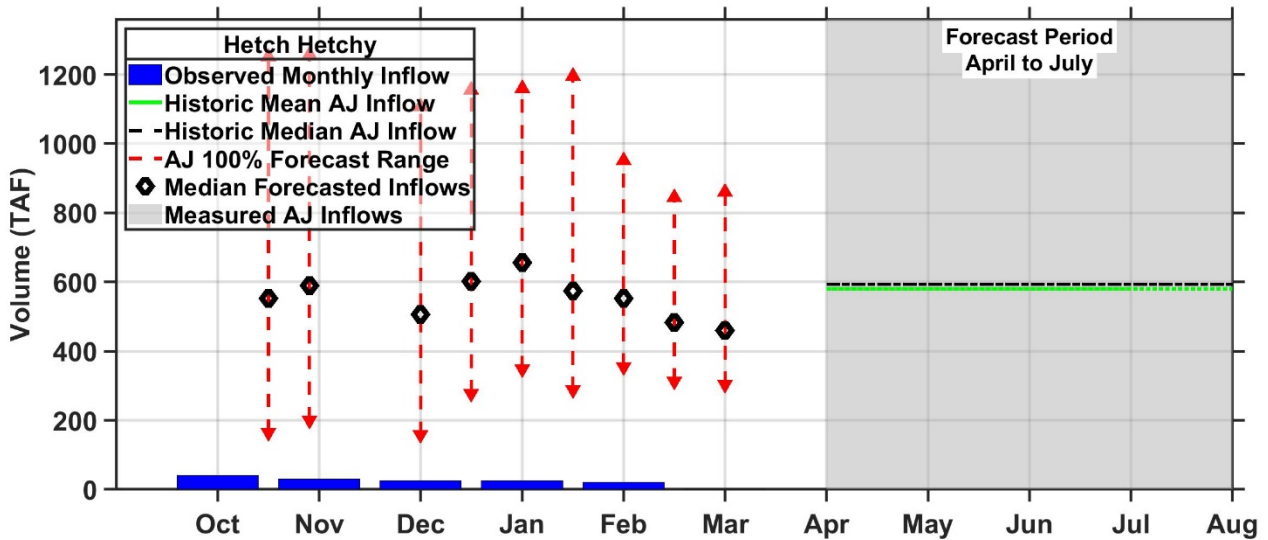


Figure 7: Water Supply Forecast Model of runoff (April to July) on the Tuolumne River at La Grange. This model is driven by precipitation from October to February, and by snow survey data from February through June. The forecast range decreases as time passes due to reduced potential future precipitation. A dry January and February have resulted in a decrease in median forecasted inflows.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: April 12, 2022

Report

Date: April 8, 2022

Subject: Request for Board to Provide Authorization to Write Off Bad Debts for Fiscal Year Ending 2020-2021

Recommendation:

Authorize staff to write off bad debts for fiscal year 2020-2021 (July 1, 2020 to June 30, 2021) in the total amount of \$86,368.

Background:

The process of writing off bad debts takes place at the end of each fiscal year as part of the year-end closeout and audit process. At this time, staff requests that the Board authorize the General Manager to write off the debts have not been collected throughout the fiscal year. The total for Fiscal Year 2020-2021 is \$ 86,368 as detailed in the attached table.

These bad debts only include customers who have discontinued service with the District without rendering payment of their final closing bills. Staff efforts to locate the customers and collect payment of these accounts have been exhausted. The largest write-off is for the Bay City Flowers for \$81,397 who is in receivership.

The following represents the bad debt amounts written off over the past five (5) fiscal years:

Fiscal Year 2019-2020: \$11,115
Fiscal Year 2018-2019: \$8,229
Fiscal Year 2017-2018: \$13,394
Fiscal Year 2016-2017: \$10,403
Fiscal Year 2015-2016: \$ 4,480

Fiscal Impact:

This amount was charged to expense on the FY2020-2021 Financial Statements.

COASTSIDE COUNTY WATER DISTRICT

Bad Debt Write-offs for Fiscal Year 2020-2021

Name		Amount Due
AARON BONNER	\$	244.87
ABARNA NATHAN	\$	82.10
BAY CITY FLOWERS	\$	40,466.87
BAY CITY FLOWERS	\$	32,865.48
BAY CITY FLOWERS	\$	7,483.35
BAY CITY FLOWERS	\$	581.04
BRAD HART	\$	34.29
CECILIA DAMIA	\$	275.70
CECILIA DAMIA	\$	4.07
CHRISTOPHER SODERSTROM	\$	351.01
DANA GONZALES	\$	818.93
DENISE SEYMOUR	\$	318.17
ESTATE OF JO ANN ORDANO	\$	51.58
HIROHITO SHIGETA	\$	263.58
JENNIFER ELIZABETH ROCHA	\$	15.61
KIMBERLY LEROHL	\$	1,008.42
MARGARITA/ENRIQUE LOPEZ	\$	339.35
MARK MOSELY	\$	94.24
MEGAN STCHARLES	\$	86.11
PETER WALFORD	\$	182.37
RAIMOND ATKINS	\$	150.35
RENEE TARZIA	\$	138.13
SEAN QUIN	\$	512.56
	\$	<u>86,368.18</u>

Note: Bad debt was accrued for on the FY2020-2021 Financial Statements.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: April 12, 2022

Report

Date: April 08, 2022

Subject: Approval for Vice-President Muller to attend the Association of California Water Agencies (ACWA) Spring Conference in Sacramento - May 3-4, 2022

Recommendation:

Approve expenses for Director Muller's attendance at the Association of California Water Agencies (ACWA) Spring Conference in Sacramento, CA, May 3-4, 2022, including the \$420.00 registration fee, luncheon, lodging \$252.37 and travel expenses for attending the May 4th, session

Background:

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

Director Muller plans to attend the Wednesday, May 4, 2022, ACWA Spring Conference and requests that the Board approve of his expenses and any travel reimbursements.

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

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: April 12, 2022

Date: April 8, 2022

Subject: Award of Contract to Golden Bay Construction for Replacement of the 8-Inch Pipeline Under Pilarcitos Creek at Strawflower Village and Oak Avenue

Recommendation:

Authorize the General Manager to enter into a contractual agreement with Golden Bay Construction. for \$341,000 to replace the 8-inch pipeline under Pilarcitos Creek at Strawflower Village and Oak Avenue.

Background: An existing 8-inch pipeline crosses under Pilarcitos Creek north to south from Strawflower Shopping Center to the intersection of Pilarcitos Avenue and Oak Avenue. This is one of only two pipelines supplying water to areas of the District south of the creek including downtown Half Moon Bay. The existing pipeline is approaching the end of its useful life and a break underneath the creek bed would impair water delivery and could potentially damage the environment.

This project will include: replacement of the existing 8-inch water main that crosses under Pilarcitos Creek between the Strawflower Shopping Center and Oak Avenue to the south with a 10" HDPE water pipeline. This ~470' of High Density Polyethylene (HDPE) will be installed via a Horizontal Directional Drilling (HDD) method and will also include installation of ~180 feet of 8 inch Ductile Iron water main via open cut trench through Oak Park and Pilarcitos Avenue.

EKI Environment and Water Inc. prepared the plans and specifications for the work. The Initial Study/Mitigated Negative Declaration and the Mitigation Monitoring and Reporting Program for the project was adopted by the Board at the November 9, 2021 Board of Directors Meeting, and a Coastal Development Permit was issued in January, 2022.

STAFF REPORT

Agenda: April 12, 2022

Subject: Award of Contract to Golden Bay Construction

Page Two

The results of the bid opening held on February 23, 2022 for the project follow below:

Golden Bay Construction	\$340,930
WR Forde and Associates	\$344,660
Andreini Brothers	\$359,865

The Engineer's estimate of the construction cost was \$372,000

Fiscal Impact:

Funding for this project is included in the Fiscal Year 2021/2022 Capital Improvement Program Budget in the amount of \$700,000.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: April 12, 2022

Report

Date: April 8, 2022

Subject: Approval of Amendment of Professional Services Agreement with Stetson Engineers Inc. for Pipeline Design for the Denniston/San Vicente Water Supply Project

Recommendation:

Authorize the General Manager to amend the Professional Services Agreement dated July 21, 2020 with Stetson Engineers Inc. ("Stetson") to include the pipeline design for the Denniston/San Vicente Water Supply Project for a time and materials amount not to exceed \$144,298.

Background:

The District's Amended Water Right Permit No. 15882, approved by the State Water Resource Control Board Division of Water Rights in January 2020, extends the period for the District to perfect its water rights on Denniston and San Vicente Creeks until December 31, 2026. In order to divert and use water from San Vicente Creek, the District's plans include constructing a new diversion structure on San Vicente and a pipeline extending from the diversion structure to the Denniston Water Treatment Plant (DWTP) pump station. The figure below shows the location of the San Vicente point of diversion, the San Vicente intake pipeline to Upper San Vicente Reservoir (about 2,600 feet), and the pipeline from the reservoir to the pump station (about 3,700 feet).

STAFF REPORT

Agenda: April 12, 2022

Subject: Stetson Engineers Inc. Amendment

Page Two



In July, 2020, the District entered into a professional services agreement with Stetson for \$100,439 in order to prepare a preliminary design of the pipeline from the point of diversion to the DWTP pump station. Elements included:

- Surveyed the existing San Vicente intake pipeline from the diversion to Upper San Vicente Reservoir.
- Surveyed the alignment of the new pipeline from the reservoir to the DWTP pump station, which will be in existing roadways.
- Reviewed the hydraulic study prepared by Kennedy Jenks in 2013 to evaluate pipeline sizing and the need for pumping.
- Conducted a boundary survey of the District-owned parcel on which the San Vicente diversion point is located.

- Prepared a preliminary plan set showing the existing and proposed new pipelines.

The above work has been completed, and staff along with D2 Environmental and Stetson recommend that in the interests of constructing facilities necessary for the beneficial use of the San Vicente Creek Water before the 2026 permit deadline, the first phase ("Phase A") of the project should encompass the installation of the new raw water pipeline to convey water from the Upper San Vicente Reservoir to the Denniston Pump Station. With constructing this portion of the pipeline, the District could begin diverting water from San Vicente Creek. ("Phase B" defined as construction of the new water diversion facility in San Vicente Creek and a replacement raw water pipeline from the diversion facility to Upper San Vicente Reservoir, could be done at a later date.)

Specifically, the scope of work for Phase A includes:

- Task 1: Assistance with defining and adjusting easements for the 3,700 feet of pipeline going from the Upper San Vicente Reservoir to the DWTP Pump Station.
- Task 2: Preparation of 90% plans and specifications for the Phase A project.
- Task 3: Preparation of 100% plans and specifications.
- Task 4: Meetings/conferences with the District, Private Landowner and Contractor.

Tasks 1-4 total \$93,490.

In addition, the proposal includes the following optional tasks:

- Task 5: Assistance with advertising and bidding the new pipeline project.
- Task 6: Construction management and engineering services during construction.

These optional tasks total \$46,608 plus \$4,200 in estimated expenses.

The proposed total not-to-exceed cost of the Stetson effort is \$144,298.

Staff has been very impressed with the quality of work from Stetson for the first part of the initial work contracted in July, 2020 and recommends that the District proceed with Phase A utilizing Stetson's services.

Fiscal Impact

Cost of \$144,298. The Capital Improvement Program approved in June 2018 includes \$3.3 million in funding for the Denniston/San Vicente Water Supply Development Project.



March 30, 2022

Via Email

Mary Rogren, General Manager
Coastside County Water District
766 Main Street
Half Moon Bay, CA 94019

**Subject: Proposal for Continued Engineering Services
Supplemental Work for the San Vicente Creek Diversion Project
Phase A Pipeline Design and Construction**

Dear Ms. Rogren,

Pursuant to our discussion earlier this month, please accept this Proposal for Stetson Engineers (“Stetson”) to provide continued Engineering Services to the Coastside County Water District (“District”) for Phase A of the San Vicente Creek Diversion Pipeline Project (“Project”). Under Stetson’s previous scope of work, we prepared a 50% Draft set of plans to construct a new water diversion facility on the San Vicente Creek and a new/replacement raw water pipeline to convey the diverted water to the District’s Denniston Creek Pump Station (“Pump Station”). In the interest of continuing progress towards the goal of constructing the facilities necessary for the diversion and beneficial use of the San Vicente Creek water, the District has decided to divide the diversion pipeline work into two (2) phases: Phase A – Installation of the new raw water pipeline to convey water from the Upper San Vicente Reservoir (“Reservoir”) to the Pump Station; and Phase B – Construction of the new water diversion facility on the San Vicente Creek and a replacement raw water pipeline from the diversion facility to the Reservoir. The following supplemental engineering tasks are proposed to be conducted for Phase A.

SUPPLEMENTAL SCOPE OF WORK

Task 1. Assistance with Defining and Adjusting Easements.

Previously, Stetson surveyed the existing unpaved roadway from the Reservoir to the Pump Station, with the understanding that the existing roadway could serve as the preferred route for installing a new pipeline from the Reservoir to the Pump Station. The existing roadway is largely located outside of an existing pipeline easement across private land owned by the Lea Family (private landowner). Easement adjustments and an agreement with Lea will be required

for the District to access, construct, and maintain a new Phase A pipeline along the alignment of the unpaved roadway from the Reservoir to the Pump Station. As part of Task 1, Stetson will provide assistance to the District, as needed and requested, to develop the easement and agreement needed from Lea. Stetson will assist the District in defining the easement along the roadway and will assist in developing an easement agreement with Lea. For the purpose of this proposal, the Stetson's level of activity shall be limited to the number of hours indicated in the Cost Estimate table (attached), unless the District requests that Stetson provide a greater level of assistance.

Task 2. Preparation of 90% Plans and Specifications.

Stetson will prepare a 90% complete set of construction plans and specifications for the Phase A Project. The 90% set of construction plans will build on the 50% Draft set of plans already completed. The 90% Draft set of plans and specifications will contain the majority of design details necessary for constructing the proposed facilities and will be submitted to the District for review and comments. The 90% Draft will also address all comments received from any governing jurisdictions that the District decides to share the plans with. An engineer's cost estimate will be prepared concurrently with the development of the 90% set of plans and specifications. The 90% set of plans and specifications will be prepared as the final phase before completing a 100% complete set of design plans and specifications for construction.

Task 3. Preparation of 100% Plans and Specifications.

Comments received from the District on the 90% set of plans and specifications will be incorporated into a 100% complete set of plans and specifications for construction. The 100% set of plans and specifications will be prepared and submitted to the District for the purpose of a final review and comment period. All comments received on the 100% set of plans and specifications will be incorporated into a final set of plans and specifications that will be utilized to solicit bids from pipeline construction contractors. A finalized engineer's cost estimate will also be prepared and submitted to the District as part of Task 3.

Task 4. Meetings/Conferences with the District, Private Landowner, and Contractor.

Stetson will meet and/or confer (in-person, teleconference, or video conference) with the District's General Manager, Project Manager, and other staff as necessary during the course of the work to be conducted under Tasks 1 through 3 above, and Task 6. The Task 4 meetings will include site meetings with the Contractor during construction. For the Purposes of this proposal, it is assumed that one (1) meeting per month will be required for the duration of the Project – for a total of 20 meetings. Stetson will perform Project Management as necessary to ensure its work is conducted and completed to the District's satisfaction, and within the approved budget and

schedule for completion. Budget and schedule review will be discussed during each monthly meeting with the District.

Task 5. Assistance with Advertising and Bidding the New Pipeline Project (optional).

Stetson will assist the District with the advertising and bidding processes for the Phase A Project, as needed and if requested by the District. Stetson and the District will identify various local media sources to advertise the construction project and Stetson will prepare and distribute the bid package to a pre-determined list of contractors and other contactors that request to submit a bid. During the bidding process, Stetson will evaluate and address questions from potential bidders and Stetson will assist the District in selecting the most qualified bidder (with cost being a consideration), who will enter into a contractual agreement with the District to construct the Project as designed.

Task 6. Construction Management and Engineering Services During Construction (optional).

As currently envisioned, Construction Management will be undertaken by the District and Stetson in a planned and coordinated partnership. During construction, it will be important to monitor and document the daily progress of the Contractor's work. Stetson and the District will identify a representative of the District that can commit to maintaining daily logs of construction activity and progress based upon site observations and the Contractor's contact. Stetson will also be on site to observe and document construction activity and progress. However, Stetson's site visits will occur during periods when specific and critical construction activities are scheduled to occur, and other times when engineering questions, concerns, or decisions need to be made.

PROJECT SCHEDULE

The Project schedule assumes a Notice to Proceed will be issued to Stetson on or before May 1, 2022, and construction will be completed by November 30, 2023.

COST ESTIMATE FOR ENGINEERING SERVICES

Task 1. Assistance with Defining and Adjusting Easements.	\$16,676
Task 2. Preparation of 90% Plans and Specifications.	\$42,036
Task 3. Preparation of 100% Plans and Specifications.	\$21,906
Task 4. Meetings/Conferences with the District, Private Landowner, and Contractor.	\$12,872
Task 5. Assistance with Advertising and Bidding the New Pipeline Project (optional).	\$20,280
Task 6. Construction Management and Engineering Services During Construction (optional).	\$26,328
Subtotal	\$140,098
Expenses (Stetson)	\$4,200
Total Cost Estimate:	<u>\$144,298</u>

The cost estimate allows for general office expenses and other reimbursable expenses associated with travel and field work. Additional work not currently envisioned or described under the Tasks above, as may be requested by the District, will be performed on a time and materials basis or under a separate engagement. Stetson will conduct its work using our 2022 Billing Rates for this Project, and we will send monthly invoices to the District's attention for payment. Details for the cost estimates associated with each of Stetson's proposed tasks and Stetson's 2022 Billing Rate are provided in **Attachment A**. A schedule for this project is provided in **Attachment B**.

Thank you for considering Stetson Engineers for this work.

Sincerely,



Allan Richards, P.E.
Stetson Engineers Inc.

Attachment A

**Cost Estimates for Stetson Engineers'
Supplemental Work for the San Vicente Creek Diversion Project
Phase A Pipeline Design and Construction**

Task 1. Assistance with Defining and Adjusting Easements.			
	<u>Rate</u>	<u>Hours</u>	<u>Cost</u>
Allan Richards (Principal)	\$244	24	\$5,856
Gustavo Trinidad (Senior II)	\$153	36	\$5,508
Renee Fritz (Associate I)	\$126	24	\$3,024
Tony Zhang (Senior Assistant)	\$106	16	\$1,696
Cece Cambri (Administrative I)	\$74	8	\$592
	Task 1 Subtotal		\$16,676
Task 2. Preparation of 90% Plans and Specifications.			
	<u>Rate</u>	<u>Hours</u>	<u>Cost</u>
Allan Richards (Principal)	\$244	60	\$14,640
Gustavo Trinidad (Senior II)	\$153	60	\$9,180
Renee Fritz (Associate I)	\$126	80	\$10,080
Tony Zhang (Senior Assistant)	\$106	60	\$6,360
Cece Cambri (Administrative I)	\$74	24	\$1,776
	Task 2 Subtotal		\$42,036
Task 3. Preparation of 100% Plans and Specifications.			
	<u>Rate</u>	<u>Hours</u>	<u>Cost</u>
Allan Richards (Principal)	\$244	30	\$7,320
Gustavo Trinidad (Senior II)	\$153	30	\$4,590
Renee Fritz (Associate I)	\$126	40	\$5,040
Tony Zhang (Senior Assistant)	\$106	30	\$3,180
Cece Cambri (Administrative I)	\$74	24	\$1,776
	Task 3 Subtotal		\$21,906
Task 4. Meetings/Conferences with the District, Private Landowner, and Contractor.			
	<u>Rate</u>	<u>Hours</u>	<u>Cost</u>
Allan Richards (Principal)	\$244	40	\$9,760
Gustavo Trinidad (Senior II)	\$153	0	\$0
Renee Fritz (Associate I)	\$126	20	\$2,520
Tony Zhang (Senior Assistant)	\$106	0	\$0
Cece Cambri (Administrative I)	\$74	8	\$592
	Task 4 Subtotal		\$12,872
Task 5. Assistance with Advertising and Bidding the New Pipeline Project (optional).			
	<u>Rate</u>	<u>Hours</u>	<u>Cost</u>
Allan Richards (Principal)	\$244	40	\$9,760
Gustavo Trinidad (Senior II)	\$153	8	\$1,224
Renee Fritz (Associate I)	\$126	60	\$7,560
Tony Zhang (Senior Assistant)	\$106	8	\$848
Cece Cambri (Administrative I)	\$74	12	\$888
	Task 5 Subtotal		\$20,280
Task 6. Construction Management and Engineering Services During Construction (optional).			
	<u>Rate</u>	<u>Hours</u>	<u>Cost</u>
Allan Richards (Principal)	\$244	60	\$14,640
Gustavo Trinidad (Senior II)	\$153	8	\$1,224
Renee Fritz (Associate I)	\$126	40	\$5,040
Tony Zhang (Senior Assistant)	\$106	40	\$4,240
Cece Cambri (Administrative I)	\$74	16	\$1,184
	Task 6 Subtotal		\$26,328
Subtotal:			\$140,098
<i>Expenses estimated at (3%):</i>			<i>\$4,200</i>
TOTAL:			\$144,298



Standard Billing Rate Schedule Professional Fees

Principal	\$244.00	Per Hour
Special Project Director	\$244.00	Per Hour
Project Manager, Senior	\$212.00	Per Hour
Supervisor I	\$212.00	Per Hour
Supervising Soil Scientist	\$197.00	Per Hour
Supervisor II	\$197.00	Per Hour
Supervisor III	\$191.00	Per Hour
Senior I	\$170.00	Per Hour
Senior II	\$153.00	Per Hour
Senior III	\$138.00	Per Hour
Construction Manager	\$138.00	Per Hour
Construction Manager / Oversight	\$122.00	Per Hour
Senior Construction Inspector	\$122.00	Per Hour
Senior Field Geologist	\$138.00	Per Hour
Senior Associate	\$132.00	Per Hour
Associate I	\$126.00	Per Hour
Associate II	\$119.00	Per Hour
Associate III	\$114.00	Per Hour
Associate Soil Scientist	\$114.00	Per Hour
Senior Assistant	\$106.00	Per Hour
Assistant I	\$101.00	Per Hour
Assistant II	\$96.00	Per Hour
Assistant Soil Scientist	\$96.00	Per Hour
Assistant III	\$91.00	Per Hour
GIS Manager	\$126.00	Per Hour
GIS Specialist I	\$104.00	Per Hour
GIS Specialist II	\$94.00	Per Hour
Technical Illustrator	\$91.00	Per Hour
AutoCAD Technician	\$91.00	Per Hour
Soil Technician	\$79.00	Per Hour
Aide I	\$74.00	Per Hour
Aide II	\$64.00	Per Hour
Aide III	\$59.00	Per Hour
Project Coordinator I	\$138.00	Per Hour
Project Coordinator II	\$101.00	Per Hour
Project Coordinator III	\$91.00	Per Hour
Contract Management	\$106.00	Per Hour
Administrative I	\$74.00	Per Hour
Administrative II	\$69.00	Per Hour
Administrative III	\$64.00	Per Hour

Effective January 1, 2022

Direct Expense Rates

Expense Description	Billing Rate
Mileage	\$* / Mile
Reproduction: Black & White (In-House)	\$0.15 / Page
Reproduction: Color - 8.5" x 11" (In-House)	\$0.89 / Page
Reproduction: Color - 11" x 17" (In-House)	\$1.89 / Page
Plotter Reproduction (In-House)	\$1.50 / Sq. Ft.
4x4 Truck with Drill Rig	\$150.00 / Day
Survey Equipment	\$120.00 / Day

Notes:

- 1) * Mileage is billed at the current IRS approved mileage rate and may be subject to change.
- 2) Subcontractor services will be charged at cost plus 10% administration fee.
- 3) All other project reimbursable expenses (i.e. telephone, commercial transportation, meals, lodging, postage, outside reproduction, etc.) will be billed at cost.
- 4) Testimony fees are 150% of standard rates and apply to depositions, court time and time spent on stand-by at attorney's request. Travel time and preparation time is charged at standard rates. Stetson Engineers Inc. authorizes only staff at associate classification or higher to testify as expert witnesses.

Attachment B

**Schedule for Stetson Engineers'
Supplemental Work for the San Vicente Creek Diversion Project
Phase A Pipeline Design and Construction**

2022	May					June				July				August				September				October				November				December					
	Week Beginning:					Week Beginning:				Week Beginning:				Week Beginning:				Week Beginning:				Week Beginning:				Week Beginning:									
	2-May	9-May	16-May	23-May	30-May	6-Jun	13-Jun	20-Jun	27-Jun	4-Jul	11-Jul	18-Jul	25-Jul	1-Aug	8-Aug	15-Aug	22-Aug	5-Sep	12-Sep	19-Sep	26-Sep	3-Oct	10-Oct	17-Oct	24-Oct	31-Oct	7-Nov	14-Nov	21-Nov	28-Nov	5-Dec	12-Dec	19-Dec	26-Dec	
Week Number:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
Tasks																																			
Task 1	Assistance with Defining and Adjusting Easements.																																		
Task 2	Preparation of 90% Plans and Specifications.																																		
Task 3	Preparation of 100% Plans and Specifications.																																		
Task 4	Meetings/Conferences with the District, Private Landowner, and Contractor.																																		
Task 5	Assistance with Advertising and Bidding the New Pipeline Project (optional).																																		
Task 6	Construction Management and Engineering Services During Construction (optional).																																		

2023	January					February				March				April				May				June				July				August				September				October				November																																									
	Week Beginning:					Week Beginning:				Week Beginning:				Week Beginning:				Week Beginning:				Week Beginning:				Week Beginning:				Week Beginning:				Week Beginning:				Week Beginning:																																													
	2-Jan	9-Jan	16-Jan	23-Jan	30-Jan	6-Feb	13-Feb	20-Feb	27-Feb	6-Mar	13-Mar	20-Mar	27-Mar	3-Apr	10-Apr	17-Apr	24-Apr	1-May	8-May	15-May	22-May	29-May	5-Jun	12-Jun	19-Jun	26-Jun	3-Jul	10-Jul	17-Jul	24-Jul	31-Jul	7-Aug	14-Aug	21-Aug	28-Aug	4-Sep	11-Sep	18-Sep	25-Sep	2-Oct	9-Oct	16-Oct	23-Oct	30-Oct	6-Nov	13-Nov	20-Nov	27-Nov																																			
Week Number:	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83																																			
Tasks																																																																																			
Task 1	Assistance with Defining and Adjusting Easements.																																																																																		
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Task 5	Assistance with Advertising and Bidding the New Pipeline Project (optional).																																																																																		
Task 6	Construction Management and Engineering Services During Construction (optional).																																																																																		

D = Deliverable
M = Meeting (Or Conference)

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: April 12, 2022

Report

Date: April 8, 2022

Subject: Approval of Professional Services Agreement with EKI Environment and Water, Inc. for Capital Project Management and As-Needed Engineering Services

Recommendation:

Authorize the General Manager to retain the professional services of EKI Environment and Water, Inc. (EKI) for capital project management and as needed engineering support, including hydraulic modeling for 12 months for a not-to-exceed budget of \$100,000.

Background:

The District's Capital Improvement Program (CIP) includes projects totaling ~\$5+ Million annually. Many of these projects require extensive preparations - planning, design, environmental documentation, permitting, bidding, and contract management. Beginning in FY 2018-2019, the District engaged EKI to assist with the overall management and planning of the District's CIP projects. In addition, EKI assumed responsibilities for updating and maintaining the District's hydraulic modeling. The model is now referenced routinely in analyzing distribution system issues and is an indispensable management tool for the District.

The most recent agreement with EKI for Capital Project Management was executed in August 2020 (originally for the FY 2020-2021 period for \$100,000) and has recently been fully expended.

Based on EKI's past responsiveness and excellent support provided during the past three fiscal years, staff recommends that the Board approve a professional services agreement for capital project management and as-needed engineering support, including hydraulic modeling, for the next 12 months for a not-to-exceed amount of \$100,000. The attached EKI proposal dated March 21, 2022 outlines the scope of their effort.

STAFF REPORT

Agenda: April 8, 2022

Subject: Approval of EKI Professional Services Agreement

Page Two

Fiscal Impact:

Cost of \$100,000 to be partially funded in the Engineering expense line item. Costs directly attributable to CIP will be charged against the CIP projects.

21 March 2022

Ms. Mary Rogren
General Manager
Coastside County Water District
766 Main St.
Half Moon Bay, CA 94019

Subject: Proposal for Continuing Capital Project Management Support and As Needed Engineering Services
Coastside County Water District, Half Moon Bay, California
(EKI C2-075)

Dear Ms. Rogren:

EKI Environment & Water, Inc. (EKI) is pleased to submit this proposal for continued consulting services to assist the Coastside County Water District (District) with the management of the District's Capital Improvement Program (CIP) and for as-needed engineering services, including hydraulic modeling.

PROJECT UNDERSTANDING

EKI has been assisting the District with the management of its CIP, including project prioritization, scheduling, budgeting, and implementation. EKI has also updated the District's water system hydraulic model and has used the hydraulic model for several hydraulic analyses and a tank storage evaluation. EKI has also supported the District on several as-needed engineering tasks over the previous 18 months including, updates to the District's standard specifications and details, an assessment of damage along Highway 92 after the November 2021 rainstorm, preparation of bid documents for the District's office hardscape project, and preparation of a conceptual design for El Granada Tank 2 pipeline replacement.

The District requested that EKI continue assisting with the management of its CIP and provide as-needed engineering services. Therefore, EKI has prepared this proposal for the scope of work described in the following sections.

PROPOSED SCOPE OF WORK

EKI will provide the District continued consulting services for management of the District's CIP and as-needed engineering services. Specific tasks to be performed by EKI are anticipated to include those described below. However, the task list may evolve as the projects progress.

Task 1 - Program and Project Management

EKI will coordinate and participate in biweekly update meetings with the District. The meeting will include updates on the schedules and budgets for ongoing projects and discussions of any current or anticipated issues and action items. In addition, EKI and the District will discuss the anticipated scopes, schedules, and budgets for future upcoming projects. EKI and the District will establish priorities for completing future

projects that do not have established schedules. EKI will prepare meeting agendas and document the meeting discussions with summary emails.

EKI will invoice CCWD every four (4) weeks and include a progress report and detailed accounting of time charged. Other project management activities include budget tracking and staff management. EKI will also be available to attend and present at Board of Directors Meetings if requested.

Deliverables: Invoice Progress Reports and Biweekly Meeting Agendas and Summary Emails.

Task 2 – As-Needed Engineering Services

EKI will provide general consulting services on an as-needed basis including attending meetings, preparing correspondences, supporting regular communications, and providing technical or programmatic support on various CIP-related issues. Specific tasks may include but are not limited to the following:

- Complete feasibility or alternative analyses for potential CIP projects;
- Preparation of request for proposals for engineering design services, environmental services, or other support services for planned CIPs;
- Develop and assist with implementing a hydrant flow test plan and completion hydraulic model calibration based on the test results;
- Complete hydraulic modeling analyses and summary memorandums to evaluate the hydraulic impacts of potential improvement projects;
- Field inspections and condition assessments of existing infrastructure;
- Complete third-party reviews of engineering documents prepared by others;
- Update District standard specifications and details; and
- Develop scopes of work for engineering services for planned CIPs.

As-needed services will only be performed if authorized by the District. The time charged will be tracked by each authorized task.

Deliverables: As needed for each project.

PROJECT SCHEDULE

EKI will continue to perform this scope of work in accordance with a mutually agreeable schedule.

COMPENSATION FOR CONSULTING SERVICES

We propose that compensation for consulting services by EKI be on a time and expense reimbursement basis in accordance with the terms of our current Professional Services Agreement and our current Schedule of Charges, dated 2 January 2022. We propose a budget of \$100,000 to perform Tasks 1 and 2 as shown by task in Table 1.

Table 1. Proposed Cost by Tasks

Task	Description	Task Total
1	Program and Project Management	\$60,000
2	As-Needed Engineering Services	\$40,000
Total Estimated Budget		\$100,000

EKI anticipates that this budget will cover our services for 12 months. EKI will not exceed the budget without written authorization from the District. Regular invoices will detail the expenditures to date for each of the above tasks.

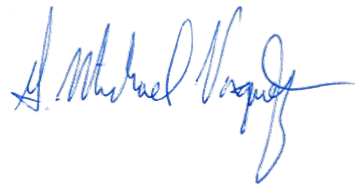
TERMS AND CONDITIONS

Other than the scope of work, budget, and schedule herein, the work will be performed in accordance with our current Professional Services Agreement.

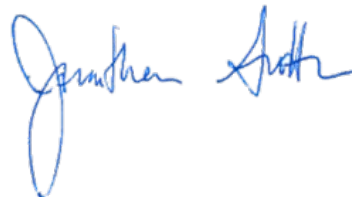
Thank you for the opportunity to work with the District on this Project. Please contact Jonathan Sutter at 650-292-9100 with any questions.

Very truly yours,

EKI ENVIRONMENT & WATER, INC.



Mike Vasquez, P.E., P.L.S.
Principal Engineer



Jonathan Sutter, P.E.
Supervising Engineer/Project Manager

cc: James Derbin, Coastside County Water District

Attachments

EKI Schedule of Charges, dated 2 January 2022

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



Proposal/Agreement Date: 21 March 2022

EKI Proposal/Project # C2-075

SCHEDULE OF CHARGES FOR EKI ENVIRONMENT & WATER, INC.

2 January 2022

<u>Personnel Classification</u>	<u>Hourly Rate</u>
Officer and Chief Engineer-Scientist	307
Principal Engineer-Scientist	296
Supervising I, Engineer-Scientist	286
Supervising II, Engineer-Scientist	276
Senior I, Engineer-Scientist	265
Senior II, Engineer-Scientist	255
Associate I, Engineer-Scientist	244
Associate II, Engineer-Scientist	230
Engineer-Scientist, Grade 1	214
Engineer-Scientist, Grade 2	202
Engineer-Scientist, Grade 3	185
Engineer-Scientist, Grade 4	165
Engineer-Scientist, Grade 5	145
Engineer-Scientist, Grade 6	128
Project Assistant	130
Technician	116
Senior GIS / Database Analyst	150
CADD Operator / GIS Analyst	133
Senior Administrative Assistant	147
Administrative Assistant	115
Secretary	96

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work will be at cost plus ten percent (10%) for items such as:

- a. Maps, photographs, reproductions, printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, drillers, laboratories, and contractors.
- c. Rented vehicles, local public transportation and taxis, travel, and subsistence.
- d. Special fees, insurance, permits, and licenses applicable to the work.
- e. Outside computer processing, computation, and proprietary programs purchased for the work.

A Communication charge for e-mail access, web conferencing, cellphone calls, messaging and data access, file sharing, local and long distance telephone calls and conferences, facsimile transmittals, standard delivery U.S. postage, and incidental in-house copying will be charged at a rate of 4% of labor charges. Large volume copying of project documents, e.g., bound reports for distribution or project-specific reference files, will be charged as a project expense as described above.

Reimbursement for company-owned automobiles, except trucks and four-wheel drive vehicles, used in connection with the work will be at the rate of sixty cents (\$0.60) per mile. The rate for company-owned trucks and four-wheel drive vehicles will be seventy-five cents (\$0.75) per mile. There will be an additional charge of thirty dollars (\$30.00) per day for vehicles used for field work. Reimbursement for use of personal vehicles will be at the federally allowed rate plus fifteen percent (15%).

CADD Computer time will be charged at twenty dollars (\$20.00) per hour. In-house material and equipment charges will be in accordance with the current rate schedule or special quotation. Excise taxes, if any, will be added as a direct expense.

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

The foregoing Schedule of Charges is incorporated into the Agreement for the Services of EKI Environment & Water, Inc. and may be updated annually.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: April 12, 2022

Report

Date: April 8, 2022

Subject: Approval to Retain Fedak & Brown LLP for Financial Auditing Services

Recommendation:

Authorize staff to retain the services of Fedak & Brown LLP to audit the District's financial records for the Fiscal Years ending June 30, 2022 through June 30, 2024, and optional years Fiscal Years ending June 30, 2025 and June 30, 2026 at the not-to-exceed fees plus out-of-pocket expenses:

FY ending June 30, 2022: \$17,425

FY ending June 30, 2023: \$17,815

FY ending June 30, 2024: \$18,205

Optional Years:

FY ending June 30, 2025: \$18,595

FY ending June 30, 2026: \$15,820

Background:

The District has retained Fedak and Brown LLP ("Fedak") since 2017 to provide audit services. Staff has been very pleased with the professionalism, timeliness, knowledge, and accessibility of the Fedak team, and recommends that the District continues to engage Fedak to perform the District's annual audit.

Fedak has over 40 years of experience, and specializes in providing accounting, audit, and consulting services to special districts throughout California. Their offices are located in Southern California, however they have numerous clients in the San Francisco Bay Area.

Fiscal Impact: The District's Operations & Maintenance Budget includes \$18,000 annually for Auditing Services.

Cost Proposal for Professional Auditing Services



Coastside County Water District

Prepared by:

Fedak & Brown LLP

Certified Public Accountants
Riverside, California & Cypress, California
(951) 977-9888 (657) 214-2307



Contact Person:

Christopher J. Brown, CPA, CGMA, Managing Partner
chris@fedakbrownllp.com



Charles Z. Fedak, CPA, MBA
Christopher J. Brown, CPA, CGMA
Andy Beck, CPA

Fedak & Brown LLP
Certified Public Accountants

Cypress Office:
6081 Orange Avenue
Cypress, California 90630
(657) 214-2307
FAX (714) 527-9154

Riverside Office:
1945 Chicago Avenue, Suite C-1
Riverside, California 92507
(951) 783-9149

March 1, 2022

Ms. Mary E. Rogren, General Manager
Coastside County Water District
766 Main Street
Half Moon Bay, California 94019

Re: Request for Proposal for Professional Auditing Services

Dear Ms. Rogren:

Based on our understanding of the Coastside County Water District (District) requirements, our fee for audit services at our discounted rates for the fiscal year ending June 30, 2022 will be **\$15,000**. This fee is based on our understanding of the District's audit requirements.

Assuming there is no substantial change in the District's activities and operations, our fee for audit services for the fiscal year ending June 30, 2023 and 2024, and for the optional fiscal years ending June 30, 2025 and 2026 will be **\$15,340**, **\$15,680**, **\$16,020** and **\$13,195**, respectively.

Our estimate for out-of-pocket expenses is a separate estimate and may not be utilized in total to the amount estimated. Again, these fees are based on the estimated costs to complete the audit. The components of this audit services fee proposal and out-of-pocket costs for the fiscal years ending June 30, 2022 through 2024, and optional fiscal years ending June 30, 2025 and 2026, are itemized in the attached Exhibits.

Our not-to-exceed fee proposal is contingent upon our understanding of your requirements and the assistance we require as noted in our original audit technical proposal.

Other services not included in this proposal will be based on our discounted billing rates based on the level of experience required. We would execute a separate contract for these services, if they are requested by the District.

In addition, we are prepared to provide for District approved Partner rotation based on current statutory requirements.

I am authorized to make representations for Fedak & Brown LLP and am duly authorized to sign a contract with the District.

Christopher J. Brown, CPA CGMA

March 1, 2022

Date

Exhibit I – Proposed Hours and Our Fees

Proposed Hours and Our Fees

We anticipate that, for the fiscal years ending June 30, 2022 through 2024, and optional fiscal years 2025 and 2026, the audit of the District will require approximately 140 audit hours. These hours, by major area, are summarized as follows:

Breakout of Audit Hours				
Audit Steps	Partner	Mgr/Sup	Staff	Total
Planning	4	5	5	14
Controls Testwork	4	10	25	39
Substantive Testwork	4	15	35	54
Reporting	8	10	15	33
	20	40	80	140

As shown above, we expect approximately 43% of engagement hours to come from the Partners and Managers assigned to the engagements.

Working on the premise that we will be provided with all the documents listed per our audit requirements (will be provided prior to commencement of fieldwork), we expect to perform the audit of the District at fees as stated in the attached Schedule of Professional Fees on Page 3 for the fiscal years ending June 30, 2022 through 2024, and optional fiscal years 2025 and 2026, respectively.

Our fees are based on the product of the time spent on the engagement and the billing rates of the individuals assigned, plus out-of-pocket costs (such as report reproductions, typing, postage, travel, copies, telephone, etc.). We will obtain the assistance of District's personnel to the extent possible and otherwise endeavor to keep these charges to a minimum. We will submit progress billings monthly to your office as our work progresses, which will be due and payable thirty days from the date of the invoice.

Based upon the present size and scope of the activities of the District, we expect to perform the services enumerated above at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to the audit.

In accordance with your request for proposal and the Office of Management and Budget Circular A-128, we will maintain our work papers for a minimum of seven years and make them available to the District, state agencies, the General Accounting Office, and other parties upon the direction of the District. We have provided a breakdown of our current hourly rates, which would apply to this engagement on the attached Schedule of Professional Fees by Hours on Pages 4 through 5 of this cost proposal.

We want the Board to understand that we will provide **any** assistance and answer **any** questions that the District's staff or members of the Boards may have when they arise for the entire duration of our contract. We find it important to stay abreast of the District's activities and issues during the entire engagement.

We would like to thank you and the Board for the opportunity to submit a proposal for the auditing services of the District. Because of our experience in special districts and agencies, we will provide you with accounting updates (GASB) to assist in your operations as well as meet the audit needs of the organization. We will also continually make recommendations on these and other matters that come to our attention. We are proud of the professional services we provide and encourage you to make inquiries to any of our clients about their satisfaction with our services and the quality of our staff.

Exhibit II – Schedule of Professional Fees

Coastside County Water District					
Engagement Fees By Fiscal Year	Audit Service Fees*	Not-to-Exceed Estimate of Out of Pocket Costs**	Total Audit Fee	Additional Items	Total Engagement
Fiscal Year 2022	\$ 15,000	1,800	16,800	625	17,425
Fiscal Year 2023	15,340	1,850	17,190	625	17,815
Fiscal Year 2024	15,680	1,900	17,580	625	18,205
Total Three Year Contract Price	\$ 46,020	5,550	51,570	1,875	53,445
Optional Years					
Fiscal Year 2025	\$ 16,020	1,950	17,970	625	18,595
Fiscal Year 2026	\$ 13,195	2,000	15,195	625	15,820

* Professional audit services fees – labor only.

** Estimate of out-of-pocket costs consist of: travel, mileage, postage and printing costs. Out-of-pocket costs may not be fully utilized.

Exhibit III – Schedule of Professional Fees by Hours

Coastside County Water District Fiscal Year 2022

Breakdown of Fees by Hours

	Hours	Hourly Rates	Total
Fiscal Year 2022 Audit of:			
District's Basic Financial Statements			
Partner - Engagement & Technical	20	\$ 160	\$ 3,200
Manager/Supervisor	40	125	5,000
Staff	80	85	6,800
Total Financial Statement Audit for 2022	140		15,000
Out-of-Pocket Expenses (Travel, Postage & Printing Costs)			1,800
Total Maximum for 2022			16,800
Additional Items Asked to be Priced by the District			
Preparation of the District's Annual State Controller's Report	5	125	625
Total Maximum with Additional Items for 2022	145		\$ 17,425

Coastside County Water District Fiscal Year 2023

Breakdown of Fees by Hours

	Hours	Hourly Rates	Total
Fiscal Year 2023 Audit of:			
District's Basic Financial Statements			
Partner - Engagement & Technical	20	\$ 163	\$ 3,260
Manager/Supervisor	40	128	5,120
Staff	80	87	6,960
Total Financial Statement Audit for 2023	140		15,340
Out-of-Pocket Expenses (Travel, Postage & Printing Costs)			1,850
Total Maximum for 2023			17,190
Additional Items Asked to be Priced by the District			
Preparation of the District's Annual State Controller's Report	5	125	625
Total Maximum with Additional Items for 2023	145		\$ 17,815

Coastside County Water District Fiscal Year 2024

Breakdown of Fees by Hours

	Hours	Hourly Rates	Total
Fiscal Year 2024 Audit of:			
District's Basic Financial Statements			
Partner - Engagement & Technical	20	\$ 166	\$ 3,320
Manager/Supervisor	40	131	5,240
Staff	80	89	7,120
Total Financial Statement Audit for 2024	140		15,680
Out-of-Pocket Expenses (Travel, Postage & Printing Costs)			1,900
Total Maximum for 2024			17,580
Additional Items Asked to be Priced by the District			
Preparation of the District's Annual State Controller's Report	5	125	625
Total Maximum with Additional Items for 2024	145		\$ 18,205

Exhibit III – Schedule of Professional Fees by Hours

**Coastside County Water District
OPTIONAL YEAR 1 - Fiscal Year 2025**

Breakdown of Fees by Hours

	Hours		Hourly Rates		Total
Fiscal Year 2025 Audit of:					
District's Basic Financial Statements					
Partner - Engagement & Technical	20	\$	169	\$	3,380
Manager/Supervisor	40		134		5,360
Staff	80		91		7,280
Total Financial Statement Audit for 2025	140				16,020
Out-of-Pocket Expenses (Travel, Postage & Printing Costs)					1,950
Total Maximum for 2025					17,970
Additional Items Asked to be Priced by the District					
Preparation of the District's Annual State Controller's Report	5		125		625
Total Maximum with Additional Items for 2025	145			\$	18,595

**Coastside County Water District
OPTIONAL YEAR 2 - Fiscal Year 2026**

Breakdown of Fees by Hours

	Hours		Hourly Rates		Total
Fiscal Year 2026 Audit of:					
District's Basic Financial Statements					
Partner - Engagement & Technical	20	\$	172	\$	3,440
Manager/Supervisor	25		167		4,175
Staff	60		93		5,580
Total Financial Statement Audit for 2026	105				13,195
Out-of-Pocket Expenses (Travel, Postage & Printing Costs)					2,000
Total Maximum for 2026					15,195
Additional Items Asked to be Priced by the District					
Preparation of the District's Annual State Controller's Report	5		125		625
Total Maximum with Additional Items for 2026	110			\$	15,820

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: April 12, 2022

Report

Date: April 8, 2022

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 2021-2022. Key highlights include:

- Year-to-date total revenue is \$175,000 or 1.6% above budget due to:
 - (\$165,000) - Lower water revenue than budget due to lower residential water usage
 - \$ 382,000 - Higher County tax and ERAF receipts than plan
 - (\$ 33,000) - Lower LAIF interest income than plan
 - (\$ 32,000) - No late penalties charged during COVID
 - \$ 23,000 - Other

- Year-to-date total expenses are \$458,000 or 6.5% below budget.

Key cost savings include:

- \$315,000 savings in SFPUC water purchases due to lower water usage and greater use of local sources (including wells - see below)
- \$253,000 savings in salaries & benefits due to open positions
- \$ 68,000 savings due to timing of operations and maintenance at Nunes WTP

These cost savings were offset by:

- (\$62,000) - higher well maintenance expense related to rehabilitation of (3) wells in Pilarcitos Canyon. (This maintenance allowed the District to increase in its local well production by 50 MG+, saving \$250,000 in water purchases from SFPUC).
- (\$42,000) - higher maintenance at Denniston primarily reflecting removal of spoils from many previous years' dredging activities.

STAFF REPORT

Agenda: April 12, 2022

Subject: Quarterly Financial Review

Page Two

- (\$34,000) - for road repairs in Pilarcitos Canyon and tree trimming/removal primarily related to damage from the October 2021 and December 2021 storms.
- (\$30,000) - for preparing new election “zone” maps due to census changes
- (\$10,000) - other

In total, the District has a \$633,000 favorable variance to plan.

Explanations of other significant variances are included on the attached Period Budget Analysis.

Capital Improvement Projects

For the first nine months of the 2021-2022 Fiscal Year, the District spent \$4,300,000. The Nunes Water Treatment Plant Improvement Project is well underway, with \$3,200,000 spent on that project to date. Upcoming projects include the Pipeline Replacement at Pilarcitos Creek/Strawflower Shopping Center and Purisima Way Pipeline Replacement. The bid opening for the Grandview Pipeline Replacement Project is scheduled in late April, 2022.

Cash

The District closed on its \$7 Million financing with First Foundation Bank on March 11, 2022. This 20-year loan (designated for the Nunes Water Treatment Plant Improvement Project) has an “all in cost” of 2.34%.

The current cash balance is at \$17,742,000 including the \$7,000,000 loan proceeds.

Accounts Receivable

The District received \$28,000 as part of the State Water Resources Control Board Arrearages Program for COVID related debt (incurred prior to May 2021), and credits have been applied to customer accounts.

The District’s Accounts Receivable for active accounts greater than 3 months past due is \$25,000+ (67 accounts.)

COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS
For Nine Months Ending March 31, 2022

ACCOUNT	DESCRIPTION	YTD BUDGET	YTD ACTUAL	Variance Favorable (Unfavorable)	% Variance	Comments
OPERATING REVENUE						
1-0-4120-00	Water Revenue -All Areas	9,661,587.00	9,491,875.70	(169,711.30)	-1.76%	Lower water sales than plan
1-0-4170-00	Water Taken From Hydrants	38,998.00	43,932.88	4,934.88	12.65%	
TOTAL OPERATING REVENUE		9,700,585.00	9,535,808.58	(164,776.42)	-1.70%	
NON-OPERATING REVENUE						
1-0-4180-00	Late Notice -10% Penalty	32,000.00	0.00	(32,000.00)	-100.00%	Late penalties suspended during COVID
1-0-4230-00	Service Connections	7,500.00	15,104.73	7,604.73	101.40%	
1-0-4920-00	Interest Earned	42,188.00	9,327.42	(32,860.58)	-77.89%	LAIF Interest rates lower than planned (significantly reduced during COVID)
1-0-4930-00	Tax Apportionments/Cnty Checks	510,000.00	615,979.64	105,979.64	20.78%	Higher tax receipts than planned
1-0-4950-00	Miscellaneous Income	5,250.00	20,969.30	15,719.30	299.42%	
1-0-4955-00	Cell Site Lease Income	137,800.00	136,661.52	(1,138.48)	-0.83%	
1-0-4965-00	ERAF REFUND -County Taxes	400,000.00	676,163.84	276,163.84	69.04%	Higher tax receipts than planned
TOTAL NON-OPERATING REVENUE		1,134,738.00	1,474,206.45	339,468.45	29.92%	
TOTAL REVENUES		10,835,323.00	11,010,015.03	174,692.03	1.61%	
OPERATING EXPENSES						
1-1-5130-00	Water Purchased	1,819,316.00	1,504,030.27	315,285.73	17.33%	Reflects lower SFPUC water purchases due to 1) lower water sales; 2) availability of local sources due to early rain storms in October and December 2021
1-1-5230-00	Pump Exp, Nunes T P	33,200.00	34,149.85	(949.85)	-2.86%	
1-1-5231-00	Pump Exp, CSP Pump Station	256,000.00	250,343.27	5,656.73	2.21%	
1-1-5232-00	Pump Exp, Trans. & Dist.	18,000.00	16,392.30	1,607.70	8.93%	
1-1-5233-00	Pump Exp, Pilarcitos Canyon	33,600.00	34,903.24	(1,303.24)	-3.88%	
1-1-5234-00	Pump Exp. Denniston	43,000.00	46,138.85	(3,138.85)	-7.30%	
1-1-5242-00	CSP Pump Station Operations	12,200.00	5,267.17	6,932.83	56.83%	
1-1-5243-00	CSP Pump Station Maintenance	28,200.00	17,301.50	10,898.50	38.65%	
1-1-5246-00	Nunes T P Operations	69,000.00	44,875.27	24,124.73	34.96%	Timing - due to construction activities
1-1-5247-00	Nunes T P Maintenance	96,300.00	52,957.87	43,342.13	45.01%	Timing - due to construction activities
1-1-5248-00	Denniston T.P. Operations	40,000.00	32,959.64	7,040.36	17.60%	
1-1-5249-00	Denniston T.P. Maintenance	112,600.00	154,691.97	(42,091.97)	-37.38%	Reflects removal of spoils from past years of dredging; also reflects repair/rehab of Denniston Raw Water Pump
1-1-5250-00	Laboratory Services	54,750.00	39,101.92	15,648.08	28.58%	
1-1-5260-00	Maintenance -General	248,000.00	281,599.40	(33,599.40)	-13.55%	Includes \$18K of road repairs in Pilarcitos Canyon and \$30K of tree trimming/removal around District - primarily related to storm damage
1-1-5261-00	Maintenance -Well Fields	18,800.00	80,510.64	(61,710.64)	-328.25%	Includes repairs/rehabilitation of wells #3, #3A, and #5 in Pilarcitos Canyon (resulting in increased volumes in well production during permitted season November 2021 to March 2022)
1-1-5263-00	Uniforms	9,300.00	12,063.26	(2,763.26)	-29.71%	

ACCOUNT	DESCRIPTION	YTD BUDGET	YTD ACTUAL	Variance Favorable (Unfavorable)	% Variance	Comments
1-1-5318-00	Studies/Surveys/Consulting	89,000.00	125,907.55	(36,907.55)	-41.47%	Primarily reflects budget timing; includes Drought Rate Study; Risk & Resiliency Assessment ment Emergency Response Planning; Urban Water Management Plan; Local Source Study
1-1-5321-00	Water Resources	20,100.00	5,431.22	14,668.78	72.98%	
1-1-5322-00	Community Outreach	36,000.00	28,305.48	7,694.52	21.37%	
1-1-5325-00	Water Shortage Program	0.00	32,758.22	(32,758.22)	0.00%	Includes mailers; publication of drought messaging and legal notices; drought signage
1-1-5381-00	Legal	74,998.00	91,568.00	(16,570.00)	-22.09%	
1-1-5382-00	Engineering	50,850.00	61,798.37	(10,948.37)	-21.53%	
1-1-5383-00	Financial Services	16,000.00	12,731.00	3,269.00	20.43%	
1-1-5384-00	Computer Services	161,800.00	155,334.85	6,465.15	4.00%	
1-1-5410-00	Salaries/Wages-Administration	886,050.00	733,706.43	152,343.57	17.19%	Reflects vacancies
1-1-5411-00	Salaries & Wages -Field	1,246,000.00	1,176,421.60	69,578.40	5.58%	Reflects vacancies
1-1-5420-00	Payroll Tax Expense	151,500.00	136,295.23	15,204.77	10.04%	Reflects vacancies
1-1-5435-00	Employee Medical Insurance	403,050.00	362,156.96	40,893.04	10.15%	Reflects vacancies
1-1-5436-00	Retiree Medical Insurance	46,800.00	39,236.15	7,563.85	16.16%	
1-1-5440-00	Employees Retirement Plan	388,100.00	420,466.42	(32,366.42)	-8.34%	Budget timing
1-1-5445-00	Supplemental Retirement 401a	0.00	0.00	0.00	0.00%	
1-1-5510-00	Motor Vehicle Expense	57,825.00	50,288.26	7,536.74	13.03%	
1-1-5620-00	Office Supplies & Expense	245,200.00	275,763.05	(30,563.05)	-12.46%	Primarily reflects additional COVID related expenses and higher billing/credit card processing expenses
1-1-5625-00	Meetings / Training / Seminars	24,750.00	8,892.13	15,857.87	64.07%	
1-1-5630-00	Insurance	122,100.00	106,415.49	15,684.51	12.85%	
1-1-5687-00	Membership, Dues, Subscript.	65,350.00	67,319.74	(1,969.74)	-3.01%	
1-1-5688-00	Election Expenses	0.00	30,000.00	(30,000.00)	0.00%	Reflects cost for redistricting - preparing new election maps due to census changes
1-1-5689-00	Labor Relations	4,500.00	0.00	4,500.00	100.00%	
1-1-5700-00	San Mateo County Fees	21,500.00	14,509.60	6,990.40	32.51%	
1-1-5705-00	State Fees	34,000.00	37,202.41	(3,202.41)	-9.42%	
TOTAL OPERATING EXPENSES		7,037,739.00	6,579,794.58	457,944.42	6.51%	
CAPITAL ACCOUNTS						
1-1-5715-00	Debt Srvc/CIEDB 11-099 (I-BANK)	335,825.00	335,668.71	156.29	0.05%	
1-1-5716-00	Debt Srvc/CIEDB 2016 (I-BANK)	322,895.00	322,894.97	0.03	0.00%	
1-1-5717-00	Chase Bank - 2018 Loan	435,168.00	434,894.80	273.20	0.06%	
TOTAL CAPITAL ACCOUNTS		1,093,888.00	1,093,458.48	429.52	0.04%	
TOTAL EXPENSES		8,131,627.00	7,673,253.06	458,373.94	5.64%	
CONTRIBUTION TO CIP/RESERVES		2,703,696.00	3,336,761.97	633,065.97		

STAFF REPORT

To: Coastside County Water District Board of Directors

From: James Derbin, Superintendent of Operations

Agenda: April 12, 2022

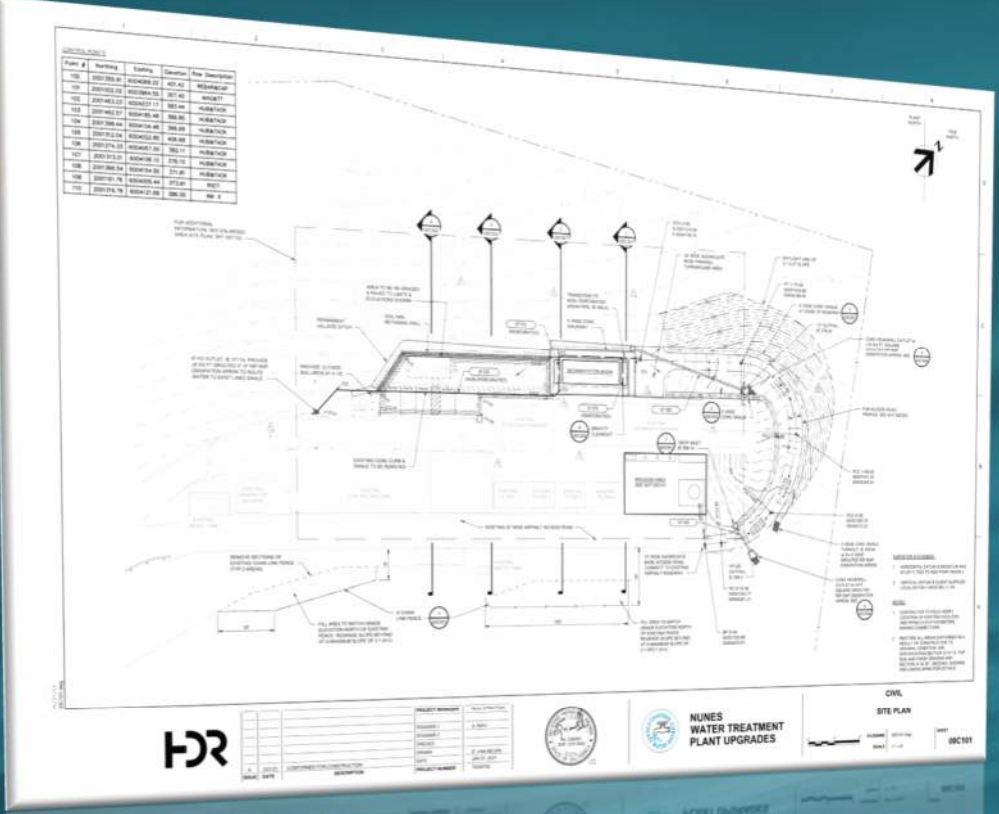
Date: April 6, 2022

Subject: Nunes Water Treatment Plant Upgrades Project Update #8

Informational Item

The Nunes Water Treatment Plant Upgrade Project official contractual start date was August 16, 2021. This monthly project update is #8 of several updates staff plans to present to the Board on progress of this important project.

Freyer and Loretta, Inc., the Construction Management firm on this project has put together a brief summary of progress to date. See Attachment A.



Coastside County Water District Nunes Water Treatment Plant Upgrades April 12, 2022 Board Meeting

Contract Data as of Board Meeting Date

Contract Time (Calendar Days)		Contract Value	
Base Contract Duration	720	Base Contract	\$8,339,915.00
<i>Approved Change Order Days Added</i>	0	Approved Change Order Added	\$0
<i>Approved Change Order Days Subtracted</i>	0	Approved Change Order %	0%
Total Contract Duration	720	Total Contract Approved	\$8,339,915.00
Elapsed (Start Date 8/16/2021)	239	Billed to Date ¹	\$2,926,400.00
Remaining Days	481	Remaining Value	\$5,413,515.00

¹Billed to date value is the contract work complete including the 10% retention that will be paid to Contractor upon project completion.

Construction Progress Update #8

Progress since Previous Board Meeting:

- Construction of soil nail wall (testing of soil nails, shotcrete placement).
- Successful completion of Enduraflex concrete coating of sedimentation basin.
- Construction of drainage v-ditches and sidewalk(subgrade, formwork, rebar, and concrete placement).
- Formwork, rebar, and concrete placement for the caustic area equipment pads.
- Installation of 8-inch and 12-inch filter-to-waste piping.
- Ongoing Contractor Submittals, engineering reviews, ordering materials.
- Ongoing Contractor Requests for Information (RFIs) and team responses.

Construction Progress Update #8

Three-Week Look Ahead Schedule:

Major items of work anticipated over next 3-4 weeks are as follows:

- Soil nail wall on-going lifts and sculpted finish construction.
- Completion of sidewalk area.
- Installation of slide gate.
- Setting of handrailing around sedimentation basin.
- Installation of plate settler equipment.
- Installation of sludge and drain valve and piping.
- Placement of final aggregate layer on access road.

Overall Project Schedule:

- Project progress is very good, but on-going valve supply-chain issues may delay the end-date of the project.
- Estimated completion date may be December 2023 but is still being determined.



Construction Photos

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: April 12, 2022

Report

Date: April 8, 2022

Subject: General Manager's Report

Recommendation:

Information Only.

Restart of Shutoffs and Late Fees

As of December 31, 2021 California's moratorium on termination of water service for non-payment (enacted by Governor Newsom by Executive Order in early March 2020 and extended by SB 155) expired. The District will restart shutoffs in April/May according to the procedures established under SB998 that limit shutoffs to the earliest of 60 days past due. Late fees will recommence in July, 2022.

Low Income Household Water Assistance Program

The District has signed up to participate in the new federal Low Income Household Water Assistance Program (LIHWAP) which will provide financial assistance to low-income Californians to help manage their residential water utility costs. Congress has allocated \$116 million to California in one-time funding to provide LIHWAP assistance.

Beginning in May 2022, low-income customers can apply directly to the State (via the California Department of Community Services & Development or "CSD") for a one-time benefit of up to \$2,000 for past due water bills. Payment of past due water bills will be made directly to the District from CSD. Information regarding the program will be posted on the District's website.

For more information on LIHWAP, please go to <https://www.csd.ca.gov/Pages/LIHWAP.aspx>

Reopening of the District Office Update

Staff plans to reopen the District Office to the public on Monday, May 2 (assuming that the COVID infection rate continues to be low.)

MONTHLY REPORT

To: Mary Rogren, General Manager
From: James Derbin, Superintendent of Operations
Agenda: April 12, 2022
Report Date: April 6, 2022

Monthly Highlights

- Denniston Water Treatment Plant online at 600 gpm
- Pilarcitos wells ran most of season @ ~550 gpm
- Replaced 9 hydrants downtown in conjunction with City of Half Moon Bay sidewalk project
- Ryan Stull and Mike McDermott both passed T2, Jack Whelen passed Backflow Tester re-certification exam

March Sources: Pilarcitos Wells, Denniston Reservoir

Projects

- Purisima Way started early April. Mobilized and drilling
- Pre-construction meeting for Denniston Road repairs. Contractor will mobilize in April
- LED Lighting Project complete at Nunes, Crystal Springs Pump Station, and Denniston
- CalOES PSPS Grant
 - Fuel tank set, contractor finishing up piping, electrical and testing. Solar backups for CSP complete, Carter Hill 50% complete.
- Nunes Water Treatment Plant Improvement Project
 - Ranger mobilized on 8/16/21. Sedimentation basin poured, the influent and effluent channels/pipes set, settled water pipe in, storm drainage system installation continues, conduit for caustic area in pad poured.
- EKI
 - Grandview/Hwy 1 crossing out to bid. Bid opening 4/28/22
 - Pilarcitos Crossing - Bid opening 2/23/22, Golden Bay Construction apparent low bid at \$341K, Engineers estimate was \$372K
 - Miramontes Point Road - Design expected mid 2022
- HDR
 - Half Moon Bay Tank replacement project - HDR engineering a design to replace HMB tanks 1&2 first. 60% design complete.

STAFF REPORT

To: Board of Directors
From: Cathleen Brennan, Water Resources Analyst
Agenda: April 12, 2022
Report: April 7, 2022
Subject: Water Shortage Emergency Warning and Public Outreach Update
Attachment: Draft Fact Sheet

Background

The Board of Directors adopted Ordinance No. 2022-01 declaring a Water Shortage Emergency on March 24, 2022. On March 28, 2022, Governor Newsom signed a new Executive Order N-7-22 directing the State Water Resources Control Board (SWRCB) to consider adopting additional emergency water conservation regulations. Staff will monitor the SWRCB actions and update the Board with any additional water conservation regulations.

Report

Major water supply reservoirs in northern California are not predicted to fill based on the snowpack measurement results from the April 1st readings.

Statewide Snow Water Content Update

Region	Percent Average for April 1
Statewide Summary	37%
Northern	27%
Central	42%
Southern	42%

Data provided by
<http://cdec.water.ca.gov/reportapp/javareports?name=DLYSWEQ>

SFPUC Update

With high temperatures across northern California the first week of April, snow melt has started. Staff does not anticipate an update from SFPUC on their predictions on hydrological conditions until April 15th. Staff will update the Board at the May Board of Directors meeting. Hetch-Hetchy is anticipated to fill based

on the last update but the rest of the reservoirs in the up-country are not expected to fill. Curtailments on the Tuolumne River are a strong possibility this summer since the snow water content on April 1st were significantly below average.

Outreach Update

There were multiple legal notices regarding adopting Ordinance 2022-01 in the Half Moon Bay Review. In addition, the District reached out to dedicated irrigation customers and sent letters reminding residential customers of the District's WaterSmart Program. The District started updating the website and will be posting new information soon.

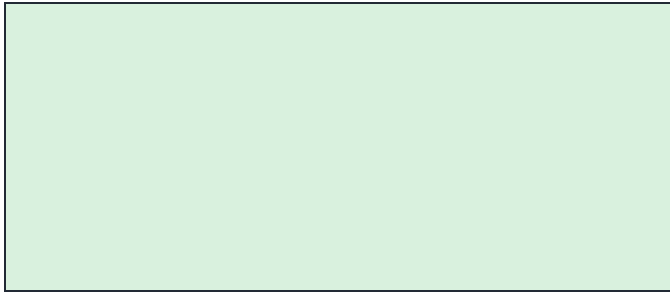
- ❖ Legal Notices (Ordinance 2022-01) in Half Moon Bay Review
 - March 16, 2022
 - March 23, 2022
 - March 30, 2022.
- ❖ Half Moon Bay Review Article- March 30, 2022.
- ❖ KPIX News - March 31, 2022.
- ❖ WaterSmart - Letter reminding customers of the WaterSmart Program mailed to over 4,000 single family customers.
- ❖ Emails and Letters sent to dedicated irrigation customers asking for water conservation.

Staff is preparing to mail a fact sheet to all our customers on Ordinance 2022-01. The draft fact sheet is attached to this report.

Milestones	
4/21/2021	Governor Newsom issued proclamation of state of emergency for the counties impacted the most severely by drought conditions, after two years of below normal precipitation. San Mateo County was not included on this initial proclamation.
4/15/2021	SFPUC requests voluntary 10 percent reduction in irrigation (outdoor) water use starting July 1, 2021. Goal is not to exceed 2019 summer water demand.
5/10/2021	Governor Newsom expanded on the 4/21/2021 proclamation and included more counties.
5/11/2021	The BOD approved Coastside CWD implementing Stage 1 of the District's WSCP - Water Shortage Advisory
7/8/2021	Governor Newsom's Executive Order N-10-21 includes San Mateo County and Santa Clara County in the declaration of a drought emergency. Alameda County was already included in the drought emergency. "I call on all Californians to voluntarily reduce their (<i>total</i>) water use by 15 percent from their (<i>CY</i>) 2020 levels."
7/12/2021	SFPUC revises their request to align with Governor Newsom's request that total water use be voluntarily reduced by 15 percent from 2020 water usage levels.
8/19/2021	Curtailed order for the Delta Watershed (including the San Joaquin River watersheds) authorized by the State Water Resources Control Board and approved by the Office of Administrative Law on August 19, 2021. https://www.waterboards.ca.gov/drought/delta/
9/26/2021	Warning from BAWSCA of elevated water rationing status from SFPUC. Mandatory rationing request by SFPUC of at least 10 percent as early as late October due to curtailment orders on the SF Bay-Delta tributaries.
11/23/2021	SFPUC declared a water shortage emergency with voluntary measures to meet a 10 percent reduction for wholesale customers, which triggers Tier 1 and Tier 2 allocation agreements. SFPUC retail customers will voluntarily reduce 5 percent.
1/1/2022	Coastside County Water District's allocation/water budget from SFPUC was implemented as of the first of January 2022.
1/3/2022	SFPUC staff sent the wholesale customers their final monthly allocations for calendar year 2022.
1/4/2022	The SWRCB adopted emergency regulations regarding water conservation to title 23 of the California Code of Regulations.
1/31/2022	Initial Water Supply Availability Estimate received from SFPUC. January turned out to be the driest January on record for precipitation in the Hetch Hetchy Watershed.
2/16/2022	Coastside CWD received its first report on the status of compliance with SFPUC's water allocation/water budget.
2/17/2022	SFPUC provide an update on water supply conditions.
3/1/2022	SFPUC provided an update on water supply conditions.
3/8/2022	Staff presented a water shortage emergency ordinance to the Board of Directors.
3/24/2022	A public hearing was conducted regarding the proposed water shortage emergency ordinance and Ordinance 2022-01 was adopted declaring a Water Shortage Emergency.
3/28/2022	Governor Newsom issued Executive Order N-7-22. directing the SWRCB to consider adopting additional emergency conservation regulations and additional reporting requirements for urban water retailers.
4/15/2022	SPUC should have a better understanding of their water supply conditions for the upcoming fiscal year of 2022-2023.

DRAFT

April 2022



Water Shortage Emergency

Mandatory Water Use Restrictions



Goals of the Water Use Restrictions and Prohibitions

- 50 gallons per day per person at home
- Reducing irrigation by 50 percent for all customers

Let's all do our part to reduce water use on the Coastsides.



What you need to know.....

- Restrictions on IrrigationPage 2
- Prohibitions on Water WastePage 3
- Restrictions for Eating and Drinking EstablishmentsPage 4
- Restrictions for Hotels and MotelsPage 4

What You Need To Know About Irrigation

What You Need To Know To Program Your Irrigation Controller

Low volume irrigation (drip, micro-spray) systems that have emitters rated at less than 2 gallons per hour are exempt from the following restrictions and prohibitions.

1. Irrigation is prohibited between 8:00 am and 5:00 pm to prevent evaporation.
2. Irrigation is limited to ten minutes per day per station (per irrigation valve).
3. Irrigation is not allowed on Friday, Saturday, and Sunday.

What Days of the Week Can I Use My Irrigation System?

Month	Even Address Ending in 0,2,4,6,8	Odd Address (or address without a number) Ending in 1,3,5,7,9
March through September	Monday and Wednesday	Tuesday and Thursday
October through February	Monday	Thursday



If you have a conforming low volume (emitters are less than 2 gallons per hour) irrigation system, you can irrigate any day of the week and any time of the day.



Avoid irrigation when it is windy.



When irrigating, don't allow the water to run-off onto walkways, roadways, and non-irrigated areas.



Irrigate by hand any day of the week and any time of the day.



Conforming graywater systems can be used any day of the week and any time of the day.



Irrigating turf (lawn) and ornamental landscapes, during and within 48 hours after measurable (one fourth [1/4] of one inch) rainfall, is not allowed. Recreational (sports fields and parks) turf is not subject to this restriction.

Water Use Restrictions and Prohibitions



When washing your car, use a shut-off nozzle on the hose and prevent the water from flowing down the street and gutters.



Find leaks and fix them. If the District has notified you of constant consumption or a malfunctioning irrigation system, make sure you repair it within 24 hours. Sign-up for the District's WaterSmart Program. Email watersmart@coastsidewater.org

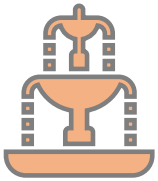


The use of water that causes pooling or flooding is not allowed.

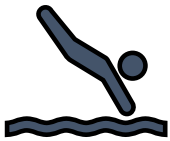
Water for washing buildings and other structures is not allowed.

Sweep your driveways, patios, and walk-ways. Don't wash them down.

Watering turf (lawn) in public street medians is not allowed.



Fountains and ponds that are connected to a water source and pump are required to recirculate.



Use a cover on your pools and hot tubs.



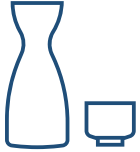
Contact the District if you have a special concern regarding health and safety and the water use restrictions and prohibitions.



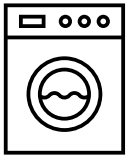
Thank you for doing your part to prevent water waste!



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Drinking and eating establishments can only serve water upon request.



Hotels and similar establishments must offer their guests the option of not washing their linens and towels daily.



Water Waste Hotline for Coastside County Water District | (650) 276-0647



The District's WaterSmart Program offers a web portal to access detailed information about your water use. If you haven't already, sign-up by emailing watersmart@coastsidewater.org and letting the District know you are interested. District staff will provide you a link to register.