

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Tuesday, April 13, 2021 - 7:00 p.m.**

**AGENDA**

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, as revised on March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Boardroom will not be open for the April 13, 2021 Regular Meeting of the Coastside County Water District. This meeting will be conducted remotely via teleconference.

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

How to Join Online or by Phone

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

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

**ONLINE:**

Join Zoom Meeting

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

Meeting ID: 937 7826 0596

Passcode: 184355

One tap mobile

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

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 937 7826 0596

Passcode: 184355

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

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

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

OR

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

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

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

*This agenda and accompanying materials can be viewed on Coastside County Water District’s website located at: [www.coastsidewater.org](http://www.coastsidewater.org).*

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

**1) ROLL CALL**

**2) PLEDGE OF ALLEGIANCE**

**3) PUBLIC COMMENT**

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

**4) CONSENT CALENDAR**

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

- A. Approval of disbursements for the month ending March 31, 2021:  
Claims: \$468,103.96; Payroll: \$173,649.16 for a total of \$641,753.12 ([attachment](#))  
➤ *March 2021 Monthly Financial Claims reviewed by and approved by Director Coverdell*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of March 9, 2021 Regular Board of Directors Meeting ([attachment](#))
- D. Approval of Minutes of March 26, 2021 Special Closed Session Meeting ([attachment](#))
- E. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- F. Total CCWD Production Report ([attachment](#))
- G. CCWD Monthly Sales by Category Report-March 2021 ([attachment](#))
- H. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report ([attachment](#))
- I. Monthly Rainfall Reports ([attachment](#))
- J. SFPUC Hydrological Report for the February 2021 ([attachment](#))
- K. Water Service Connection Transfer Report-March 2021 ([attachment](#))

**5) MEETINGS ATTENDED / DIRECTOR COMMENTS**

**6) GENERAL BUSINESS**

- A. Quarterly Financial Review ([attachment](#))

**7) MONTHLY INFORMATIONAL REPORTS**

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

**8) CLOSED SESSION**

Pursuant to California Government Code Section 54957  
Threat to Public Services or Facilities  
Consultation with District Counsel

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

**10) ADJOURNMENT**

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

CHECKS			
CHECK DATE	CHECK NO.	VENDOR	AMOUNT
03/05/2021	29260	HEALTH BENEFITS ACWA-JPIA	\$ 41,827.59
03/05/2021	29261	COMCAST	\$ 256.78
03/05/2021	29262	JAMES COZZOLINO, TRUSTEE	\$ 200.00
03/05/2021	29263	MICHAEL DE MEO	\$ 250.00
03/05/2021	29264	HUE & CRY, INC.	\$ 24.00
03/05/2021	29265	MASS MUTUAL FINANCIAL GROUP	\$ 894.19
03/05/2021	29266	VERIZON CONNECT NWF, INC.	\$ 247.00
03/05/2021	29267	REPUBLIC SERVICES	\$ 562.20
03/05/2021	29268	STANDARD INSURANCE COMPANY	\$ 552.17
03/05/2021	29269	UNITED PARCEL SERVICE INC.	\$ 6.22
03/05/2021	29270	VALIC	\$ 5,230.00
03/05/2021	29271	VERIZON WIRELESS	\$ 3,606.52
03/05/2021	29272	US BANK NA	\$ 1,709.25
03/18/2021	29273	ADP, INC.	\$ 1,174.85
03/18/2021	29274	AMERICAN WATER WORKS	\$ 100.00
03/18/2021	29275	JON BRUCE	\$ 292.55
03/18/2021	29276	JPMORGAN CHASE BANK, N.A.	\$ 62,596.26
03/18/2021	29277	RECORDER'S OFFICE	\$ 26.00
03/18/2021	29278	SEAN DONOVAN	\$ 130.78
03/18/2021	29279	EWING IRRIGATION PRODUCTS	\$ 477.39
03/18/2021	29280	COASTSIDE NEWS GROUP, INC.	\$ 972.00
03/18/2021	29281	HANSONBRIDGETT. LLP	\$ 8,677.50
03/18/2021	29282	HASSETT HARDWARE	\$ 3,591.46
03/18/2021	29283	MASS MUTUAL FINANCIAL GROUP	\$ 894.19
03/18/2021	29284	PACIFIC GAS & ELECTRIC CO.	\$ 39,734.31
03/18/2021	29285	PAX WATER TECHNOLOGIES, INC.	\$ 29,900.00
03/18/2021	29286	PSI WATER TECHNOLOGIES, INC	\$ 1,573.20
03/18/2021	29287	SAN FRANCISCO WATER DEPT.	\$ 80,949.71
03/18/2021	29288	TPX COMMUNICATIONS	\$ 2,093.45
03/18/2021	29289	TRI COUNTIES BANK	\$ 4,779.30
03/18/2021	29290	UNITED PARCEL SERVICE INC.	\$ 72.40
03/18/2021	29291	VALIC	\$ 4,730.00
03/26/2021	29292	A-A LOCK	\$ 1,345.55
03/26/2021	29293	ANALYTICAL ENVIRONMENTAL SERVICES	\$ 2,197.08
03/26/2021	29294	AT&T	\$ 698.93
03/26/2021	29295	FRANCISCO A AVINA-SALCIDO	\$ 218.00
03/26/2021	29296	BADGER METER, INC.	\$ 66.00
03/26/2021	29297	BALANCE HYDROLOGICS, INC	\$ 4,681.26
03/26/2021	29298	BAY AREA AIR QUALITY MGMT DIST	\$ 393.00
03/26/2021	29299	BAY AREA AIR QUALITY MGMT DIST	\$ 483.00
03/26/2021	29300	BAY AREA WATER SUPPLY &	\$ 1,090.00
03/26/2021	29301	BAY ALARM COMPANY	\$ 1,281.66
03/26/2021	29302	BIG CREEK LUMBER	\$ 176.32
03/26/2021	29303	CALCON SYSTEMS, INC.	\$ 8,200.25
03/26/2021	29304	CARNOUSTIE, LLC	\$ 341.50
03/26/2021	29305	PETTY CASH	\$ 64.11
03/26/2021	29306	COMMUNICATION LEASING SERVICES, INC	\$ 690.58
03/26/2021	29307	DATAPROSE, LLC	\$ 1,907.38
03/26/2021	29308	DE LAGE LANDEN FINANCIAL SERVICES, INC.	\$ 876.14
03/26/2021	29309	EKI INC.	\$ 13,109.70
03/26/2021	29310	FLO-LINE TECHNOLOGY, INC.	\$ 1,492.94

03/26/2021	29311	G3 ENGINEERING, INC.	\$	445.50
03/26/2021	29312	GRANDFLOW, INC.	\$	770.98
03/26/2021	29313	GRAINGER, INC.	\$	508.98
03/26/2021	29314	KELLY HOFFMAN-DAVIS	\$	2,591.10
03/26/2021	29315	HMB BLDG. & GARDEN INC.	\$	34.25
03/26/2021	29316	HDR ENGINEERING, INC	\$	18,710.04
03/26/2021	29317	MARCOS & ESTHER HERNANDEZ	\$	259.13
03/26/2021	29318	INTERSTATE TRAFFIC CONTROL PRODUCTS, INC.	\$	393.30
03/26/2021	29319	IRON MOUNTAIN	\$	995.29
03/26/2021	29320	IRVINE CONSULTING SERVICES, INC.	\$	6,970.55
03/26/2021	29321	GLENNA LOMBARDI	\$	91.00
03/26/2021	29322	MISSION UNIFORM SERVICES INC.	\$	1,035.99
03/26/2021	29323	MONTEREY COUNTY LAB	\$	8,626.00
03/26/2021	29324	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$	4,015.00
03/26/2021	29325	MTA PARTS, INC.	\$	190.14
03/26/2021	29326	JEFFREY & APRIL MURRAY	\$	259.12
03/26/2021	29327	OFFICE DEPOT	\$	209.40
03/26/2021	29328	PACIFIC POWER TESTING, INC.	\$	9,000.00
03/26/2021	29329	PAULO'S AUTO CARE	\$	364.44
03/26/2021	29330	PITNEY BOWES	\$	749.49
03/26/2021	29331	RAY A MORGAN COMPANY INC.	\$	9,740.46
03/26/2021	29332	MULTI SERVICE TECHNOLOGY SOLUTIONS, INC.	\$	238.68
03/26/2021	29333	REDWOOD TRADING POST	\$	131.50
03/26/2021	29334	ROBERTS & BRUNE CO.	\$	8,590.35
03/26/2021	29335	ROGUE WEB WORKS, LLC	\$	448.00
03/26/2021	29336	TEAMSTERS LOCAL UNION #856	\$	1,218.00
03/26/2021	29337	JAMES TETER	\$	3,860.00
03/26/2021	29338	TYLER TECHNOLOGIES, INC	\$	315.00
03/26/2021	29339	UPS STORE	\$	253.74
03/26/2021	29340	VERIZON WIRELESS	\$	3,051.83
03/26/2021	29341	WEST YOST ASSOCIATES, INC	\$	3,095.25
03/26/2021	29342	JUAN CARLOS SALAZAR	\$	3,080.00
03/26/2021	29343	WRA, INC.	\$	2,908.75
03/26/2021	29344	JOHN ALEXANDER SMITH	\$	41.54
03/26/2021	29345	PAIGE WAGAR	\$	19.07
03/26/2021	29346	KELLY YEHL	\$	48.61
03/26/2021	29347	MALACHY KERRIGAN	\$	162.42
03/26/2021	29348	ALAN CRAWFORD	\$	75.00
03/26/2021	29349	JOHN ANAGNOSTOU	\$	23.40
03/26/2021	29350	CALVIN EARL EITEL	\$	53.75
				<u>\$ 431,019.72</u>
SUBTOTAL CLAIMS FOR MONTH			\$	431,019.72

#### WIRE PAYMENTS

MONTH	VENDOR	AMOUNT
03/05/2021	DFT0000345 PUB. EMP. RETIRE SYSTEM	\$ 15,338.23
03/19/2021	DFT0000346 PUB. EMP. RETIRE SYSTEM	\$ 15,122.42
3/31/2021	BANK AND CREDIT CARD FEES	\$ 6,623.59
SUBTOTAL WIRE PAYMENTS FOR MONTH		<u>\$ 37,084.24</u>

**TOTAL CLAIMS FOR THE MONTH \$ 468,103.96**



# Monthly Budget Report

## Account Summary

For Fiscal: 2020-2021 Period Ending: 03/31/2021

	March Budget	March Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget	
<b>Revenue</b>										
<b>RevType: 1 - Operating</b>										
<a href="#">1-4120-00</a>	Water Revenue	945,175.00	954,809.53	9,634.53	1.02 %	9,108,151.00	9,542,446.56	434,295.56	4.77 %	12,368,134.00
	<b>Total RevType: 1 - Operating:</b>	<b>945,175.00</b>	<b>954,809.53</b>	<b>9,634.53</b>	<b>1.02 %</b>	<b>9,108,151.00</b>	<b>9,542,446.56</b>	<b>434,295.56</b>	<b>4.77 %</b>	<b>12,368,134.00</b>
<b>RevType: 2 - Non-Operating</b>										
<a href="#">1-4170-00</a>	Water Taken From Hydrants	4,165.00	3,959.84	-205.16	-4.93 %	37,485.00	50,752.07	13,267.07	35.39 %	50,000.00
<a href="#">1-4180-00</a>	Late Notice - 10% Penalty	4,000.00	0.00	-4,000.00	-100.00 %	12,000.00	-2.89	-12,002.89	-100.02 %	25,000.00
<a href="#">1-4230-00</a>	Service Connections	833.00	3,227.83	2,394.83	287.49 %	7,497.00	8,324.65	827.65	11.04 %	10,000.00
<a href="#">1-4920-00</a>	Interest Earned	4,688.00	4,000.17	-687.83	-14.67 %	42,188.00	27,529.75	-14,658.25	-34.75 %	56,250.00
<a href="#">1-4930-00</a>	Tax Apportionments/County Checks	0.00	4,032.32	4,032.32	0.00 %	475,000.00	591,129.25	116,129.25	24.45 %	750,000.00
<a href="#">1-4950-00</a>	Miscellaneous Income	1,750.00	0.00	-1,750.00	-100.00 %	5,250.00	96.78	-5,153.22	-98.16 %	7,000.00
<a href="#">1-4955-00</a>	Cell Site Lease Income	15,250.00	18,095.80	2,845.80	18.66 %	132,750.00	140,183.92	7,433.92	5.60 %	179,000.00
<a href="#">1-4965-00</a>	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00 %	375,000.00	514,573.85	139,573.85	37.22 %	375,000.00
	<b>Total RevType: 2 - Non-Operating:</b>	<b>30,686.00</b>	<b>33,315.96</b>	<b>2,629.96</b>	<b>8.57 %</b>	<b>1,087,170.00</b>	<b>1,332,587.38</b>	<b>245,417.38</b>	<b>22.57 %</b>	<b>1,452,250.00</b>
	<b>Total Revenue:</b>	<b>975,861.00</b>	<b>988,125.49</b>	<b>12,264.49</b>	<b>1.26 %</b>	<b>10,195,321.00</b>	<b>10,875,033.94</b>	<b>679,712.94</b>	<b>6.67 %</b>	<b>13,820,384.00</b>
<b>Expense</b>										
<b>ExpType: 1 - Operating</b>										
<a href="#">1-5130-00</a>	Water Purchased	25,667.00	90,558.71	-64,891.71	-252.82 %	1,828,089.00	2,031,283.36	-203,194.36	-11.12 %	2,341,560.00
<a href="#">1-5230-00</a>	Nunes T P Pump Expense	3,417.00	3,114.59	302.41	8.85 %	30,749.00	33,550.17	-2,801.17	-9.11 %	41,000.00
<a href="#">1-5231-00</a>	CSP Pump Station Pump Expense	6,000.00	12,404.95	-6,404.95	-106.75 %	264,000.00	267,969.39	-3,969.39	-1.50 %	350,000.00
<a href="#">1-5232-00</a>	Other Trans. & Dist Pump Expense	1,750.00	1,557.51	192.49	11.00 %	15,750.00	17,884.31	-2,134.31	-13.55 %	21,000.00
<a href="#">1-5233-00</a>	Pilarcitos Canyon Pump Expense	7,500.00	6,375.02	1,124.98	15.00 %	40,600.00	32,040.57	8,559.43	21.08 %	43,000.00
<a href="#">1-5234-00</a>	Denniston T P Pump Expense	11,000.00	10,434.30	565.70	5.14 %	77,000.00	41,677.22	35,322.78	45.87 %	110,000.00
<a href="#">1-5242-00</a>	CSP Pump Station Operations	1,375.00	194.29	1,180.71	85.87 %	12,375.00	5,208.90	7,166.10	57.91 %	16,500.00
<a href="#">1-5243-00</a>	CSP Pump Station Maintenance	3,084.00	2,644.77	439.23	14.24 %	27,748.00	21,125.87	6,622.13	23.87 %	37,000.00
<a href="#">1-5246-00</a>	Nunes T P Operations - General	7,500.00	2,442.45	5,057.55	67.43 %	67,500.00	62,294.05	5,205.95	7.71 %	90,000.00
<a href="#">1-5247-00</a>	Nunes T P Maintenance	10,417.00	5,109.70	5,307.30	50.95 %	93,749.00	107,527.63	-13,778.63	-14.70 %	125,000.00
<a href="#">1-5248-00</a>	Denniston T P Operations-General	4,583.00	2,357.23	2,225.77	48.57 %	41,251.00	14,047.89	27,203.11	65.95 %	55,000.00
<a href="#">1-5249-00</a>	Denniston T.P. Maintenance	8,000.00	7,675.05	324.95	4.06 %	108,000.00	95,496.16	12,503.84	11.58 %	132,000.00
<a href="#">1-5250-00</a>	Laboratory Expenses	6,250.00	8,952.44	-2,702.44	-43.24 %	56,250.00	40,489.85	15,760.15	28.02 %	75,000.00
<a href="#">1-5260-00</a>	Maintenance - General	27,000.00	20,946.31	6,053.69	22.42 %	248,500.00	233,672.86	14,827.14	5.97 %	348,500.00
<a href="#">1-5261-00</a>	Maintenance - Well Fields	1,000.00	0.00	1,000.00	100.00 %	18,000.00	33,609.10	-15,609.10	-86.72 %	30,000.00
<a href="#">1-5263-00</a>	Uniforms	0.00	131.50	-131.50	0.00 %	7,500.00	9,149.15	-1,649.15	-21.99 %	10,000.00
<a href="#">1-5318-00</a>	Studies/Surveys/Consulting	15,000.00	7,260.08	7,739.92	51.60 %	105,000.00	50,312.53	54,687.47	52.08 %	150,000.00
<a href="#">1-5321-00</a>	Water Resources	2,167.00	0.00	2,167.00	100.00 %	19,499.00	243.94	19,255.06	98.75 %	26,000.00

Monthly Budget Report

For Fiscal: 2020-2021 Period Ending: 03/31/2021

	March Budget	March Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
<a href="#">1-5322-00</a> Community Outreach	2,000.00	550.00	1,450.00	72.50 %	25,400.00	13,782.41	11,617.59	45.74 %	58,400.00
<a href="#">1-5381-00</a> Legal	8,334.00	10,779.05	-2,445.05	-29.34 %	74,998.00	85,056.55	-10,058.55	-13.41 %	100,000.00
<a href="#">1-5382-00</a> Engineering	5,500.00	7,079.58	-1,579.58	-28.72 %	49,500.00	56,243.68	-6,743.68	-13.62 %	66,000.00
<a href="#">1-5383-00</a> Financial Services	2,000.00	744.00	1,256.00	62.80 %	15,000.00	10,076.00	4,924.00	32.83 %	22,000.00
<a href="#">1-5384-00</a> Computer Services	17,625.00	17,827.37	-202.37	-1.15 %	158,625.00	159,254.57	-629.57	-0.40 %	211,500.00
<a href="#">1-5410-00</a> Salaries/Wages-Administration	101,942.00	82,153.78	19,788.22	19.41 %	917,478.00	724,707.06	192,770.94	21.01 %	1,223,311.00
<a href="#">1-5411-00</a> Salaries & Wages - Field	125,116.00	119,252.92	5,863.08	4.69 %	1,126,052.00	1,114,372.81	11,679.19	1.04 %	1,501,400.00
<a href="#">1-5420-00</a> Payroll Tax Expense	15,975.00	16,655.05	-680.05	-4.26 %	143,775.00	118,016.60	25,758.40	17.92 %	191,701.00
<a href="#">1-5435-00</a> Employee Medical Insurance	43,588.00	36,071.84	7,516.16	17.24 %	380,634.00	350,276.30	30,357.70	7.98 %	511,400.00
<a href="#">1-5436-00</a> Retiree Medical Insurance	5,933.00	5,299.32	633.68	10.68 %	51,765.00	45,205.82	6,559.18	12.67 %	69,562.00
<a href="#">1-5440-00</a> Employees Retirement Plan	41,354.00	38,285.40	3,068.60	7.42 %	372,178.00	351,028.56	21,149.44	5.68 %	496,240.00
<a href="#">1-5445-00</a> Supplemental Retirement 401a	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	35,000.00
<a href="#">1-5510-00</a> Motor Vehicle Expense	6,250.00	6,579.23	-329.23	-5.27 %	56,250.00	50,517.06	5,732.94	10.19 %	75,000.00
<a href="#">1-5620-00</a> Office & Billing Expenses	28,792.00	16,036.45	12,755.55	44.30 %	269,124.00	262,865.22	6,258.78	2.33 %	363,500.00
<a href="#">1-5625-00</a> Meetings / Training / Seminars	2,750.00	1,160.05	1,589.95	57.82 %	24,750.00	7,594.89	17,155.11	69.31 %	33,000.00
<a href="#">1-5630-00</a> Insurance	13,250.00	12,290.38	959.62	7.24 %	119,250.00	108,699.22	10,550.78	8.85 %	159,000.00
<a href="#">1-5687-00</a> Membership, Dues, Subscript.	7,092.00	404.98	6,687.02	94.29 %	63,824.00	62,938.76	885.24	1.39 %	85,100.00
<a href="#">1-5688-00</a> Election Expenses	0.00	0.00	0.00	0.00 %	30,000.00	9,311.95	20,688.05	68.96 %	30,000.00
<a href="#">1-5689-00</a> Labor Relations	500.00	0.00	500.00	100.00 %	4,500.00	0.00	4,500.00	100.00 %	6,000.00
<a href="#">1-5700-00</a> San Mateo County Fees	2,100.00	0.00	2,100.00	100.00 %	18,700.00	17,110.42	1,589.58	8.50 %	25,000.00
<a href="#">1-5705-00</a> State Fees	3,100.00	876.00	2,224.00	71.74 %	27,200.00	29,647.70	-2,447.70	-9.00 %	36,500.00
<b>Total ExpType: 1 - Operating:</b>	<b>574,911.00</b>	<b>554,204.30</b>	<b>20,706.70</b>	<b>3.60 %</b>	<b>6,990,563.00</b>	<b>6,674,288.53</b>	<b>316,274.47</b>	<b>4.52 %</b>	<b>9,301,174.00</b>
<b>ExpType: 4 - Capital Related</b>									
<a href="#">1-5715-00</a> Debt Service/CIEDB 11-099	0.00	0.00	0.00	0.00 %	335,825.00	335,825.40	-0.40	0.00 %	335,825.00
<a href="#">1-5716-00</a> Debt Service/CIEDB 2016	0.00	0.00	0.00	0.00 %	323,357.00	323,356.50	0.50	0.00 %	323,357.00
<a href="#">1-5717-00</a> Chase Bank - 2018 Loan	62,981.00	62,596.26	384.74	0.61 %	433,567.00	433,182.49	384.51	0.09 %	433,567.00
<b>Total ExpType: 4 - Capital Related:</b>	<b>62,981.00</b>	<b>62,596.26</b>	<b>384.74</b>	<b>0.61 %</b>	<b>1,092,749.00</b>	<b>1,092,364.39</b>	<b>384.61</b>	<b>0.04 %</b>	<b>1,092,749.00</b>
<b>Total Expense:</b>	<b>637,892.00</b>	<b>616,800.56</b>	<b>21,091.44</b>	<b>3.31 %</b>	<b>8,083,312.00</b>	<b>7,766,652.92</b>	<b>316,659.08</b>	<b>3.92 %</b>	<b>10,393,923.00</b>
<b>Report Total:</b>	<b>337,969.00</b>	<b>371,324.93</b>	<b>33,355.93</b>		<b>2,112,009.00</b>	<b>3,108,381.02</b>	<b>996,372.02</b>		<b>3,426,461.00</b>

**COASTSIDE COUNTY WATER DISTRICT  
MONTHLY INVESTMENT REPORT  
March 31, 2021**

<b><u>RESERVE BALANCES</u></b>	<b>Current Year as of 3/31/2021</b>	<b>Prior Year as of 3/31/2020</b>
CAPITAL AND OPERATING RESERVE	\$9,504,021.61	\$8,528,868.03
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
<b>TOTAL DISTRICT RESERVES</b>	<b>\$9,754,021.61</b>	<b>\$8,778,868.03</b>

**ACCOUNT DETAIL**

ACCOUNTS WITH TRI COUNTIES BANK		
CHECKING ACCOUNT	\$4,336,765.04	\$3,442,308.49
CSP T & S ACCOUNT	\$136,649.03	\$120,590.25
MONEY MARKET GEN. FUND (Opened 7/20/17)	\$19,448.68	\$19,446.44
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$5,260,358.86	\$5,195,722.85
DISTRICT CASH ON HAND	\$800.00	\$800.00
<b>TOTAL ACCOUNT BALANCES</b>	<b>\$9,754,021.61</b>	<b>\$8,778,868.03</b>

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



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

3/31/2021

\* Approved June 2020

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

06-03	SCADA/Telemetry/Electrical Controls Replacement	ongoing	\$ 50,000		\$ 50,000	\$ -	0%	
19-04	Valve truck	on order	\$ 225,000	\$ 101,428	\$ 225,000	\$ -	45%	Board approved September 2020
22-05	Planning Software	open	\$ 60,000		\$ -	\$ 60,000	0%	delayed-planned implementation Summer 2021

**Facilities & Maintenance**

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

13-02	Pipeline Replacement Under Creek at Pilarcitos Ave (Strawflower)	In design	\$ 750,000	\$ 71,279	\$ 125,000	\$ 625,000	0%	CEQA in process; delayed to Fiscal Year 2021/22
14-01	Highway 92 - Replacement of Welded Steel Line	Open	\$ 100,000	\$ 35,735	\$ 75,000	\$ 25,000	48%	for design only
21-10	El Granada Highlands (below Tank #2) Lot Purchase	Completed	\$ 500,000	\$ 408,950	\$ 408,950	\$ 91,050	100%	Purchase closed 12.2.2020; original budget contemplated a pipe replacement

**Pump Stations / Tanks / Wells**

21-07	District-Wide Tank Improvement Project	In design	\$ 600,000	\$ 3,075	\$ 250,000	\$ 350,000	n/a	Design in process - will continue into Fiscal Year 2021/22
21-02	Pilarcitos Reservoir Spillway-Pump/Emergency Generator	Completed	\$ 100,000	\$ 85,557	\$ 85,557	\$ 14,443	100%	Board approved September 2020
19-05	Tanks - THM Control	Ongoing	\$ 60,000	\$ 29,900	\$ 60,000	\$ -	0%	
21-11	Tank Cathodic Protection Project	Ongoing	\$ 40,000	\$ 15,382	\$ 40,000	\$ -	0%	

**Water Supply Development**

14-25	Denniston/San Vicente Water Supply Development	ongoing	\$ 300,000	\$ 217,627	\$ 300,000	\$ -	73%	
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**Water Treatment Plants**

20-14	Nunes Water Treatment Plant Improvement Project	In Design	\$ 700,000	\$ 552,572	\$ 700,000	\$ -	D-100%	Design at 100%
21-04	Nunes/Denniston Turbidimeter Replacement	Completed	\$ 35,000	\$ 32,498	\$ 32,498	\$ 2,502	100%	Board approved August 2020

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

NN-00	Unscheduled CIP		\$ 100,000		\$ 100,000	\$ -	0%	
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<b>NEW FY2020/2021 CIP TOTAL</b>	<b>\$ 3,640,000</b>	<b>\$ 1,554,004</b>	<b>\$ 2,472,005</b>	<b>\$ 1,167,995</b>
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**FY2019/2020 CIP Carryover Projects**

21-08	Asset Management/GIS software	in process	\$ 60,000	73,750	\$ 80,000	\$ (20,000)	75%	
20-07	District Office Improvements	in process	\$ 60,000	41,754	\$ 90,000	\$ (30,000)	60%	will go out to bid for hardscape 4.2020
18-13	Denniston WTP and Tank Road Repairs and Paving	Completed	\$ 400,000	\$ 431,085	\$ 431,085	\$ (31,085)	100%	
14-01	Highway 92 - Replacement of Welded Steel Line-Phase 1	open	\$ 700,000		\$ 30,000	\$ 670,000	0%	delay to Fiscal Year 2021/22
20-08	Highway 1 Crossings (Silver/Terrace/Grandview/Spindrift)	in design	\$ 30,000	46,898	\$ 120,000	\$ (90,000)	15%	addl design approved with EKI
13-05	Denniston WTP and Booster Station Standby Power	in process	\$ 300,000	394,857	\$ 394,857	\$ (94,857)	90%	Partial budget included in FY2019-2020

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

3/31/2021

\* Approved June 2020

		Status	Approved* CIP Budget FY 20/21	To Date FY 20/21	Projected Year-End FY20/21	Variance vs. Budget	% Completed	Project Status/ Comments
30-00	Computer Software upgrades	ongoing		9,601	\$ 9,601	\$ (9,601)		
08-08	PRV Replacement Program	in process		19,077	\$ 19,077	\$ (19,077)		
20-17	Garcia Avenue Emergency Pipeline Replacement	Completed		25,088	\$ 25,088	\$ (25,088)	100%	
14-27	Grandview 2 Inch Replacement	in design		4,973	\$ 4,973	\$ (4,973)	90%	
18-01	Pine Willow Oak Pipeline Replacement	in design		4,992	\$ 4,992	\$ (4,992)	90%	

<b>FY2019/2020 CARRYOVER PROJECTS</b>	<b>\$ 1,550,000</b>	<b>\$ 1,052,075</b>	<b>\$ 1,209,673</b>	<b>\$ 340,327</b>
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Green = approved by the Board/in process

<b>TOTAL - FY 2020/2021 CIP + PRIOR YEAR CARRYOVER</b>	<b>\$ 5,190,000</b>	<b>\$ 2,606,079</b>	<b>\$ 3,681,678</b>	<b>\$ 1,508,322</b>
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**Legal Cost Tracking Report  
12 Months At-A-Glance**

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

<b>Month</b>	<b>Admin (General Legal Fees)</b>	<b>Water Supply Develpmnt</b>	<b>Recycled Water</b>	<b>Transfer Program</b>	<b>CIP</b>	<b>LABOR &amp; EMPLOYMENT</b>	<b>Election (CVRA)</b>	<b>Litigation</b>	<b>Infrastructure Project Review  (Reimbursable)</b>	<b>TOTAL</b>
<b>Mar-20</b>	3,990	1,295				1,050	840			7,175
<b>Apr-20</b>	6,353	1,085				665				8,103
<b>May-20</b>	4,011					840				4,851
<b>Jun-20</b>	4,248			70		1,085				5,403
<b>Jul-20</b>	6,940			1,061						8,001
<b>Aug-20</b>	13,125	1,715		270						15,110
<b>Sep-20</b>	10,699			759						11,458
<b>Oct-20</b>	6,655			313	3,351					10,319
<b>Nov-20</b>	8,517			287	2,049	1,260				12,113
<b>Dec-20</b>	10,460			243	265					10,968
<b>Jan-21</b>	12,336			592		1,628				14,556
<b>Feb-21</b>	7,733			589	355					8,677
<b>TOTAL</b>	<b>95,066</b>	<b>4,095</b>	<b>0</b>	<b>4,184</b>	<b>6,020</b>	<b>6,528</b>	<b>840</b>	<b>0</b>	<b>0</b>	<b>116,733</b>

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

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

<b>Month</b>	<b>Admin &amp; Retainer</b>	<b>CIP</b>	<b>Studies &amp; Projects</b>	<b>TOTAL</b>	<b>Reimbursable from Projects</b>
<b>Apr-20</b>	480			<b>480</b>	
<b>May-20</b>	480			<b>480</b>	
<b>Jun-20</b>	480		1,268	<b>1,748</b>	1,268
<b>Jul-20</b>	480		1,183	<b>1,663</b>	1,183
<b>Aug-20</b>	480		3,803	<b>4,283</b>	3,803
<b>Sep-20</b>	480		169	<b>649</b>	169
<b>Oct-20</b>	480		1,494	<b>1,974</b>	1,494
<b>Nov-20</b>	480		845	<b>1,325</b>	845
<b>Dec-20</b>	480		169	<b>649</b>	169
<b>Jan-21</b>	480		3,042	<b>3,522</b>	3,042
<b>Feb-21</b>	480		2,028	<b>2,508</b>	2,028
<b>Mar-21</b>	480		3,380	<b>3,860</b>	3,380
<b>TOTAL</b>	<b>5,760</b>	<b>0</b>	<b>17,380</b>	<b>23,140</b>	<b>17,380</b>

## Calcon T&M Projects Tracking

3/1/2021

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

**FY 2020-2021 Open Projects:**

<b>Open Projects - Subtotal</b>	\$0.00	\$0.00	\$0.00
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**Other: Maintenance**

<b>Tanks</b>	
<b>Crystal Springs Maintenance</b>	\$ 1,639.94
<b>Nunes Maintenance</b>	\$ 28,386.46
<b>Denniston Maintenance</b>	\$ 21,446.37
<b>Distribution System</b>	\$ 37,644.93
<b>Wells</b>	
<b>Cellular Telemetry</b>	\$ 627.75

Subtotal Maintenance	\$	89,745.45	
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<b>TOTAL FY 2020/21</b>	<b>\$</b>	<b>89,745.45</b>	
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**EKI Environment & Water  
Engineering Services Billed Through March 31, 2021**

		Contract Date	Not to Exceed Budget	Status	FY 2018-2019	FY 2019-2020	FY2020-2021
<b>CIP Project Management</b>							
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				\$ 58,626.32
<b>Sub Total - CIP Project Management Services</b>			\$ 422,000.00		\$ 163,452.66	\$ 157,405.25	\$ 59,765.12
<b>Highway 1 South Pipeline Replacement Project</b>	<b>16-02</b>	9.20.2018	\$ 25,000.00	Complete	\$ 17,680.45		
<b>Ferdinand Avenue Pipeline Replacement Design</b>	<b>14-31</b>	2.12.2019	\$ 29,000.00	Complete	\$ 27,824.37	\$ 1,169.10	
<b>Casa Del Mar Main Replacement (Phase 1) and Grand Boulevard Pipeline/PRV Loop Design</b>	<b>14-32</b>	2.12.2019	\$ 28,500.00	Complete	\$ 27,297.34	\$ 1,195.22	
<b>Denniston Culvert Replacement and Paving Project Design</b>	<b>18-13</b>	7.1.2019	\$ 16,400.00	Complete	\$ 804.96	\$ 21,296.34	
<b>Denniston Culvert Replacement-Engineering Services during Construction</b>	<b>18-13</b>	7.8.2020	\$ 48,800.00	Complete			\$ 47,647.17
<b>Construction Inspection Services for Ferdinand Avenue Water Main Replacement Project</b>	<b>14-31</b>	7.1.2019	\$ 32,300.00	Complete		\$ 32,300.00	
<b>Pine Willow Oak Water Main Replacement Project</b>	<b>18-01</b>	7.29.2019	\$ 69,700.00	Open		\$ 49,906.63	\$ 4,991.74
<b>Grandview Water Main Replacement Project (Design, Bid Support, construction support)</b>	<b>14-27</b>	7.29.2019	\$ 56,100.00	Open		\$ 42,095.19	\$ 4,972.76
<b>Grandview Crossing at Hwy 1</b>		2.9.2021	\$ 156,500.00	Open			\$ 2,026.50
<b>Pilarcitos Creek Crossing Water Main Replacement Preliminary Design</b>	<b>13-02</b>	8.27.2019	\$ 104,600.00	Complete		\$ 95,332.59	\$ 632.50
<b>Pilarcitos Creek Crossing Water Main Replacement Design</b>	<b>13-02</b>	7.14.2020	\$ 82,900.00	Open			\$ 27,601.20
<b>Grandview/Silver/Terrace/Spindrift Under Hwy 1 PreDesign</b>	<b>20-08</b>	10.15.2019	\$ 59,600.00	Complete		\$ 18,217.30	\$ 40,597.27
<b>Total - All Services</b>			<b>\$ 1,131,400.00</b>		<b>\$ 237,059.78</b>	<b>\$ 418,917.62</b>	<b>\$ 188,234.26</b>

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**

**March 9, 2021**

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

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

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

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

**2) PLEDGE OF ALLEGIANCE**

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

**4) CONSENT CALENDAR**

- A. Approval of disbursements for the month ending February 28, 2021:  
Claims: \$442,994.44; Payroll: \$179,051.23 for a total of \$622,045.67
- B. Acceptance of Financial Reports
- C. Approval of Minutes of February 9, 2021 Regular Board of Directors Meeting
- D. Installed Water Connection Capacity and Water Meters Report
- E. Total CCWD Production Report
- F. CCWD Monthly Sales by Category Report-February 2021

- G. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Report for the Month of January 2021
- J. Approval for Vice-President Feldman to attend the Association of California Water Agencies (ACWA) Virtual Spring Conference May 12-May 13, 2021
- K. Acceptance of Subdivision Utility System Carnoustie Subdivision Phase 4 Carnoustie LLC
- L. Water Service Connection Transfer Report – February 2021

Director Mickelsen reported that he had reviewed the monthly financial claims and found all to be in order.

**A. ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to approve the Consent Calendar:**

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

**5) MEETINGS ATTENDED/DIRECTOR COMMENTS**

Vice-President Feldman asked if the District would achieve the Capital Improvement Program (CIP) Plan for Fiscal Year 2020-2021. Ms. Rogren confirmed that some projects will be delayed and that approximately 60-70% of the projects would be completed this fiscal year.

Director Mickelsen informed the Board that Steve Richie from SFPUC was optimistic that Hetch Hetchy would fill.

President Reynolds stated he was working with a local community water system south of town and that they had a third of their annual winter water flow.

Director Coverdell commented on the snowpack in the Sierras being moderate at best.

**6) GENERAL BUSINESS**

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

The four-year term of Director Chris Mickelsen on the Boards of Directors of BAWSCA and RFA will end on June 30, 2021.

**ON MOTION BY President Reynolds and seconded by Director Muller, the Board voted by roll call vote to reappoint Director Mickelsen of the Board of Directors to serve on the Boards**



of the Bay Area Water Supply & Conservation Agency (BAWSCA) and the Bay Regional Water System Financing Authority (RFA).

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

**B. Rental of a Green Climber Slope Mower**

Mr. Derbin described the Green Climber Slope Mower the District would like to rent and the benefits and safety aspects of the mower. The District currently maintains 40 acres of open land that requires annual mowing and clearing. The Green Climber is a tracked remote controlled slope mower that can safely clear slopes up to 60 degrees. The rental amount is \$15,000/month for 4 months with the option to purchase after the rental period. After the end of the rental period and assuming the evaluation is favorable, Staff will seek approval to exercise the purchase option at a future Board meeting.

**ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to authorize the General Manager to rent a Green Climber Slope Mower and trailer from the Jesse Mack Company, for a rental amount of \$15,000/month for 4 months (\$60,000 plus shipping of \$4000) with a purchase option.**

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

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

Ms. Rogren summarized the District's need to adopt a new Records Retention Schedule and explained that the old Retention Policy adopted in 2006 is outdated. The new Records Retention Schedule would ensure that retention periods reflect changes in the law and will reduce current and future records storage cost, eliminate duplication of efforts, increase efficiency, and take advantage of current technology.

**ON MOTION BY Director Muller and seconded by Vice-President Feldman, the Board voted by roll call vote for the approval of Resolution No. 2021-01 (Exhibit A) adopting a Records Retention Schedule and authorizing destruction of certain agency records and rescinding Resolution No. 2006-11 (Exhibit B.)**

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

## 7) MONTHLY INFORMATION REPORTS

### A. Superintendent of Operations Report

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

### B. Water Resources Report

Ms. Brennan summarized the water resources report. San Francisco Public Utilities (SFPUC) has launched a redesign of its website to provide a better customer experience. The new website is SFPUC.org. Staff received an update on the water supply and hydrological conditions from SFPUC on March 4<sup>th</sup>. It is expected that Hetch Hetchy Reservoir will fill with the existing snowpack based on the March survey, however it is not known if all the Regional Water System's reservoirs will fill. SFPUC will provide an update to the wholesalers in April and they are not asking for mandatory or voluntary water rationing at this time.

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

President Reynolds sits on the Backflow Committee for the State program and he shared comments on the draft law that the State has been working on over the past four years. President Reynolds noted that the current backflow policy the District has in place should be well aligned with the new law.

9) **ADJOURNMENT**-The Board Meeting was adjourned at 7:48 p.m.

Respectfully submitted,

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Mary Rogren, General Manager  
Secretary to the District

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Glenn Reynolds, President  
Board of Directors

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS**

**March 26, 2021**

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, as revised on March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Boardroom was not open for the March 26, 2021 Special Meeting of the Coastside County Water District. The Special Meeting was conducted remotely via teleconference.

- 1) **ROLL CALL** - President Glenn Reynolds called the meeting to order at 8:00 a.m. Participating in roll call via Zoom Videoconference: Directors John Muller, Chris Mickelsen, Ken Coverdell, and Vice-President Bob Feldman.

Also participating: Mary Rogren, General Manager and Patrick Miyaki, Legal Counsel.

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

- 3) **CLOSED SESSION**

- A. 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**

**A. Public Report of Closed Session Action**

Mr. Miyaki reported that no action was taken in the Closed Session.

5) **ADJOURNMENT** - The Special Meeting was adjourned at 9:05 a.m.

Respectfully submitted,

---

Mary Rogren, General Manager  
Secretary to the District

---

Glenn Reynolds, President  
Board of Directors

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

**FY 2021 Meters**

Installed Water Meters	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>HMB Non-Priority</b>													
0.5" capacity increase													
5/8" meter	1				1		3	2					7
3/4" meter													
1" meter													
1 1/2" meter													
2" meter													
3" meter													
<b>HMB Priority</b>													
0.5" capacity increase													
5/8" meter													
3/4" meter													
1" meter													
1 1/2" meter													
2" meter													
<b>County Non-Priority</b>													
0.5" capacity increase													
5/8" meter	1	2					1		1				5
3/4" meter													
1" meter													
<b>County Priority</b>													
5/8" meter													
3/4" meter													
1" meter													
1.5" meter													
<b>Totals</b>	2	2	0	0	1	0	4	2	1				12

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

FY 2020 Capacity (5/8" connection equivalents)	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
HMB Non-Priority	1				1		3	2					7
HMB Priority													
County Non-Priority	1	2					1		1				5
County Priority													
<b>Total</b>	2	2	0	0	1	0	4	2	1				12

**TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2021**

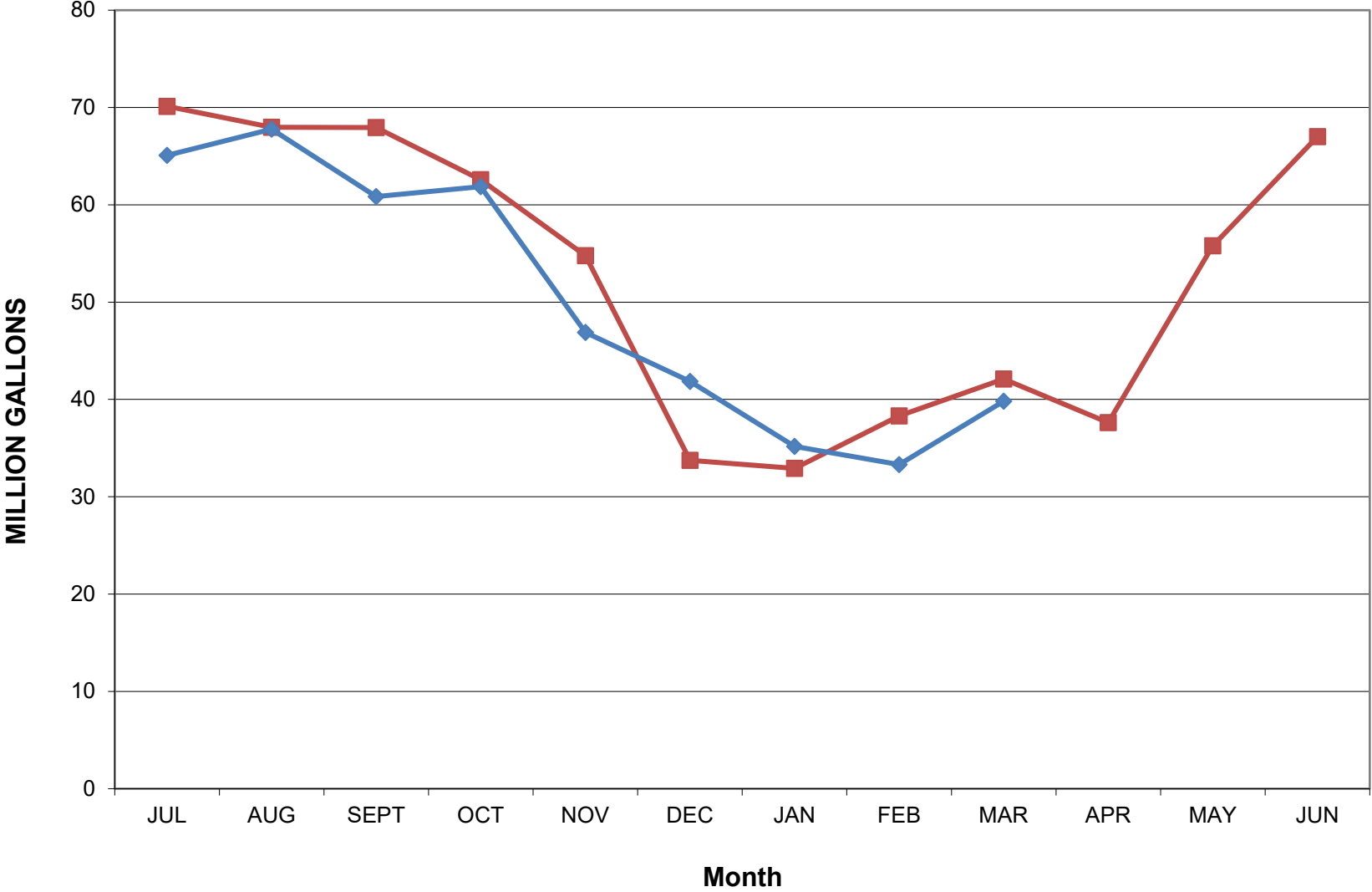
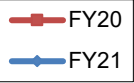
	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.02	2.54	0.00	28.80	36.06	67.42	2.35	65.07
AUG	0.00	0.00	0.00	49.75	20.27	70.02	2.25	67.78
SEPT	0.00	0.00	0.00	1.31	60.84	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	12.69	11.17	14.25	4.16	44.53	2.67	41.86
JAN	1.73	13.04	11.06	1.99	10.86	38.68	3.50	35.18
FEB	0.78	16.51	10.87	0.00	9.60	37.76	4.45	33.31
MAR	1.98	17.11	10.47	0.00	13.08	42.64	2.82	39.82
APR								
MAY								
JUN								
<b>TOTAL</b>	<b>6.77</b>	<b>61.89</b>	<b>47.48</b>	<b>110.49</b>	<b>248.36</b>	<b>474.99</b>	<b>22.38</b>	<b>452.61</b>
% MONTHLY TOTAL	4.6%	40.1%	24.6%	0.0%	30.7%	100.0%	6.6%	93.4%
% ANNUAL TO DATE TOTAL	1.4%	13.0%	10.0%	23.3%	52.3%	100.0%	4.7%	95.3%

CCWD vs SFPUC- month 69.3%  
 CCWD vs SFPUC- annual 24.5%

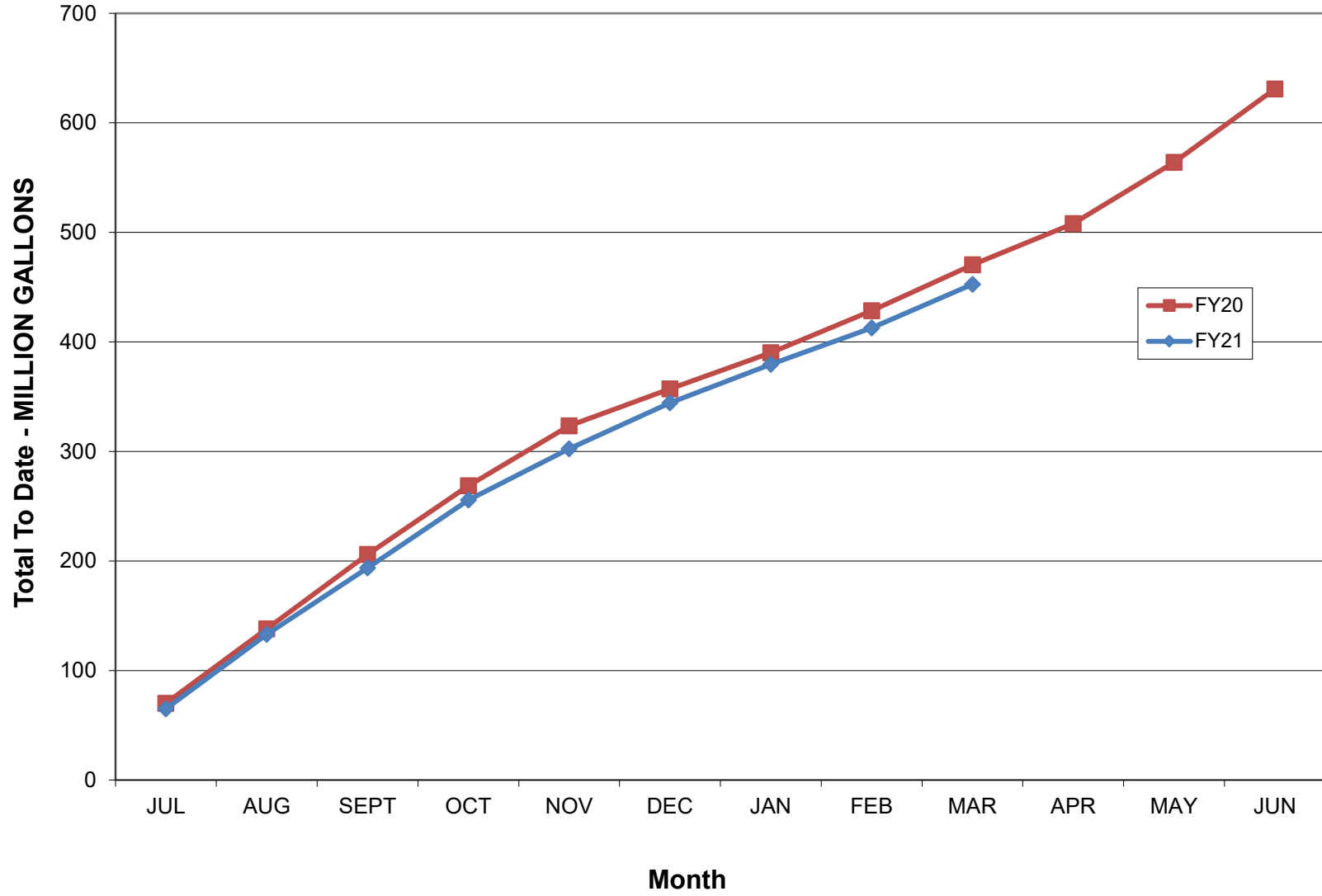
12 Month Running Treated Total **613.48**  
**TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2020**

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	1.61	24.29	0.00	22.27	20.58	68.75	2.58	66.17
AUG	1.44	18.68	0.00	20.20	26.36	66.68	2.21	64.47
SEPT	1.43	16.35	0.00	19.19	30.98	67.95	3.32	64.63
OCT	0.27	4.66	0.00	9.91	48.70	63.54	1.74	61.80
NOV	0.17	17.27	8.61	0.00	29.39	55.44	2.56	52.88
DEC	0.02	17.06	13.91	0.00	4.10	35.09	3.16	31.93
JAN	0.00	19.57	14.65	0.00	1.79	36.01	2.45	33.57
FEB	1.69	22.87	12.07	1.73	0.23	38.59	4.44	34.15
MAR	0.89	20.08	13.07	3.63	8.30	45.97	2.66	43.31
APR	0.07	18.60	0.00	14.09	10.06	42.82	3.01	39.81
MAY	0.24	16.22	0.00	0.00	41.16	57.62	3.82	53.81
JUN	1.35	6.51	0.00	0.00	58.81	66.67	3.74	62.93
<b>TOTAL</b>	<b>9.18</b>	<b>202.16</b>	<b>62.31</b>	<b>91.02</b>	<b>280.46</b>	<b>645.13</b>	<b>35.68</b>	<b>609.46</b>
% TOTAL	1.4%	31.3%	9.7%	14.1%	43.5%	100.0%	5.53%	0.0%

Monthly Production FY 20 vs FY 21



Cumulative Production FY20 vs FY21





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

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	34.24	32.73	32.19	32.12	28.27	26.25	24.28	21.71	23.49				255.28
COMMERCIAL	2.86	2.67	2.64	3.03	2.58	2.38	2.22	2.15	2.55				23.09
RESTAURANT	1.01	1.06	1.01	1.19	1.06	0.85	0.65	0.75	1.02				8.60
HOTELS/MOTELS	2.19	2.04	2.02	2.13	1.71	1.19	1.04	1.22	1.67				15.22
SCHOOLS	0.76	0.68	0.61	0.67	0.46	0.25	0.22	0.18	0.16				3.99
MULTI DWELL	3.14	3.01	2.83	2.98	2.70	2.52	2.48	2.33	2.49				24.49
BEACHES/PARKS	0.76	0.85	0.60	0.52	0.57	0.35	0.37	0.25	0.21				4.48
AGRICULTURE	5.31	4.65	4.73	5.92	4.42	3.66	3.10	3.40	4.49				39.69
RECREATIONAL	0.24	0.24	0.23	0.23	0.20	0.17	0.17	0.16	0.18				1.82
MARINE	0.64	0.59	0.53	0.56	0.46	0.55	0.45	0.48	0.41				4.68
RES. IRRIGATION	1.70	1.66	1.56	1.51	1.10	0.69	0.39	0.25	0.35				9.21
DETECTOR CHECKS	0.01	0.00	0.01	0.01	0.00	0.01	0.01	0.00	0.01				0.06
NON-RES. IRRIGATION	6.73	5.04	2.23	2.31	1.26	0.31	0.21	0.13	0.15				18.37
RAW WATER	7.92	6.89	7.00	8.07	6.82	5.72	0.91	0.00	3.93				47.25
PORTABLE METERS	0.53	0.26	0.33	0.30	0.26	0.18	0.15	0.14	0.13				2.28
CONSTRUCTION	0.38	0.38	0.31	0.39	0.30	0.29	0.28	0.26	0.30				2.88
<b>TOTAL - MG</b>	<b>68.43</b>	<b>62.77</b>	<b>58.83</b>	<b>61.93</b>	<b>52.17</b>	<b>45.37</b>	<b>36.95</b>	<b>33.41</b>	<b>41.53</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>461.38</b>

Non Residential Usage	34.19	30.04	26.64	29.81	23.90	19.12	12.66	11.70	18.04	0.00	0.00	0.00	
<b>Running 12 Month Total</b>									<b>614.25</b>				
12 mo Residential									<b>342.06</b>				
12 mo Non Residential									<b>272.19</b>				

**FY2020**

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

MONTH Mar-21						
Coastside County Water District Monthly Discharge Report						
EMERGENCY MAIN AND SERVICE REPAIRS						
	Date Reported Discovered	Date Repaired	Location	Pipe Class	Pipe Size & Type	Estimated Water Loss (MG)
1	3/7/2021	3/7/21	11821 N Cabrillo HWY	Service	3/4" Copper	0.005
2						
3						
4						
5						
6						
7						
8						
<b>Totals</b>						<b>0.005</b>

OTHER DISCHARGES	
Total Volumes (MG)	
Flushing Program	0.032
Reservoir Cleaning	0.018
Automatic Blowoffs	0.205
Dewatering Operations	
Other (includes flow testing)	0.000
<b>DISCHARGES GRAND TOTAL (MG)</b>	
<b>0.255</b>	

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

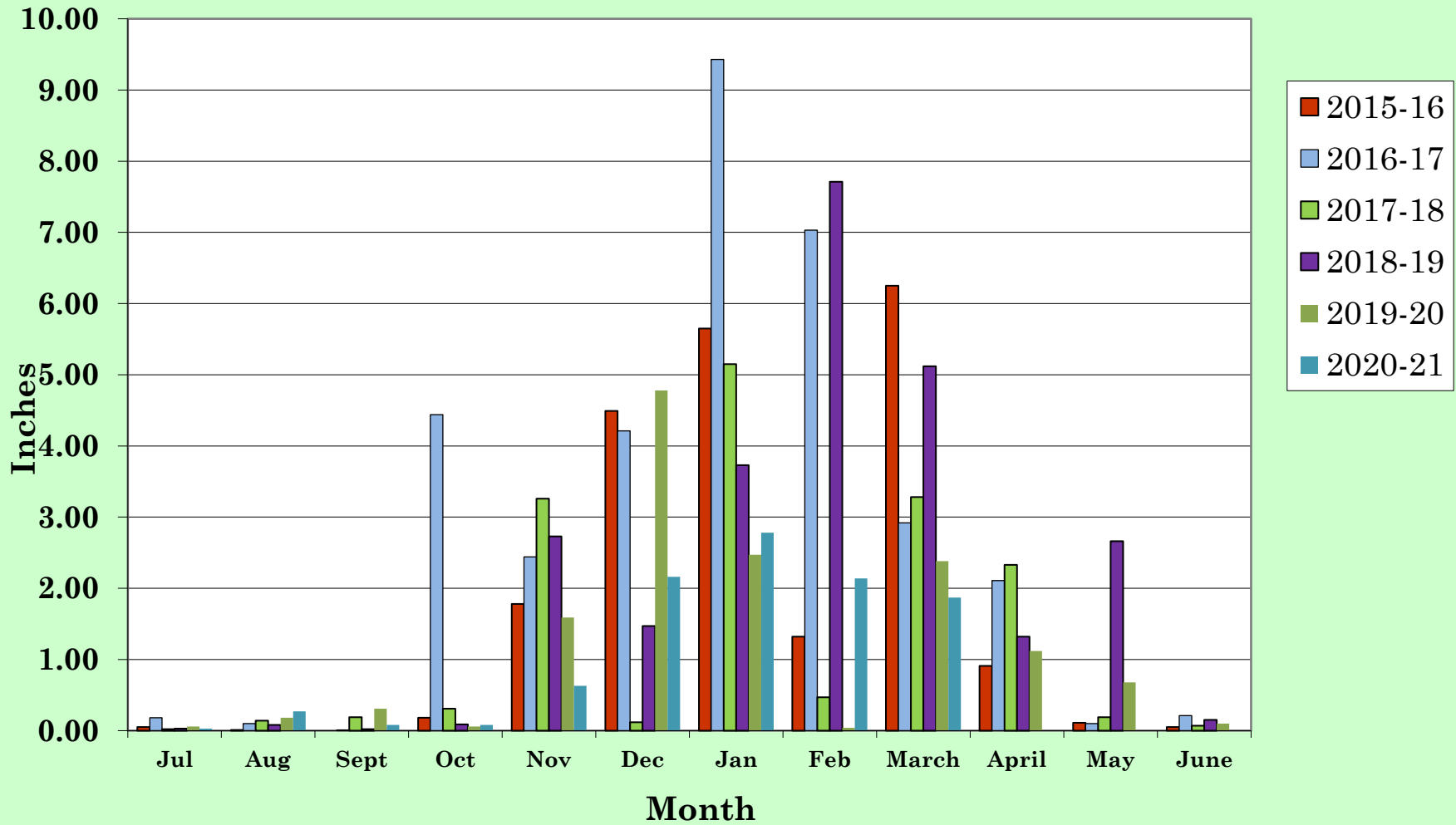
Nunes  
 Rainfall in Inches

	2020						2021.00					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0.01	0	0	0	0	0.02	0.92	0			
2	0	0	0	0	0	0	0.30	0.10	0			
3	0	0.03	0	0	0	0	0.01	0.01	0			
4	0	0.03	0	0	0	0	0.24	0	0			
5	0	0.02	0	0.01	0	0	0.01	0	0.32			
6	0	0	0	0.02	0.04	0	0.01	0	0.03			
7	0	0	0	0	0	0	0	0	0			
8	0	0	0	0.01	0	0	0.01	0	0			
9	0	0	0.01	0.01	0	0	0	0	0.36			
10	0	0	0	0.01	0	0	0	0	0.66			
11	0	0	0.01	0.01	0	0.8	0	0	0			
12	0	0	0.02	0	0	0.1	0	0	0			
13	0	0	0.01	0	0.07	0.6	0	0	0			
14	0	0	0	0	0.01	0	0	0	0.15			
15	0	0	0	0	0	0	0	0	0.01			
16	0	0.08	0	0	0	0.4	0	0	0			
17	0	0	0.01	0	0.36	0	0	0	0			
18	0	0	0	0	0.1	0	0	0	0.27			
19	0	0	0	0	0.01	0	0	0	0			
20	0.01	0	0	0	0	0	0	0	0.07			
21	0	0.02	0	0	0	0	0	0	0			
22	0	0.01	0	0	0.03	0	0.49	0	0			
23	0.02	0	0.01	0	0.01	0	0	0	0			
24	0	0	0.01	0	0	0	0.41	0	0			
25	0	0.02	0	0	0	0.2	0	0	0			
26	0	0.01	0	0.01	0	0	0.50	0	0			
27	0	0.02	0	0	0	0	0.26	0	0			
28	0	0	0	0	0	0	0.22	0	0			
29	0	0.02	0	0	0	0	0.30		0			
30	0	0	0	0	0	0.1	0		0			
31	0	0		0		0	0		0			
Mon.Total	0.03	0.27	0.08	0.08	0.63	2.16	2.78	2.14	1.87			
Year Total	0.03	0.30	0.38	0.46	1.09	3.25	6.03	8.17	10.04			

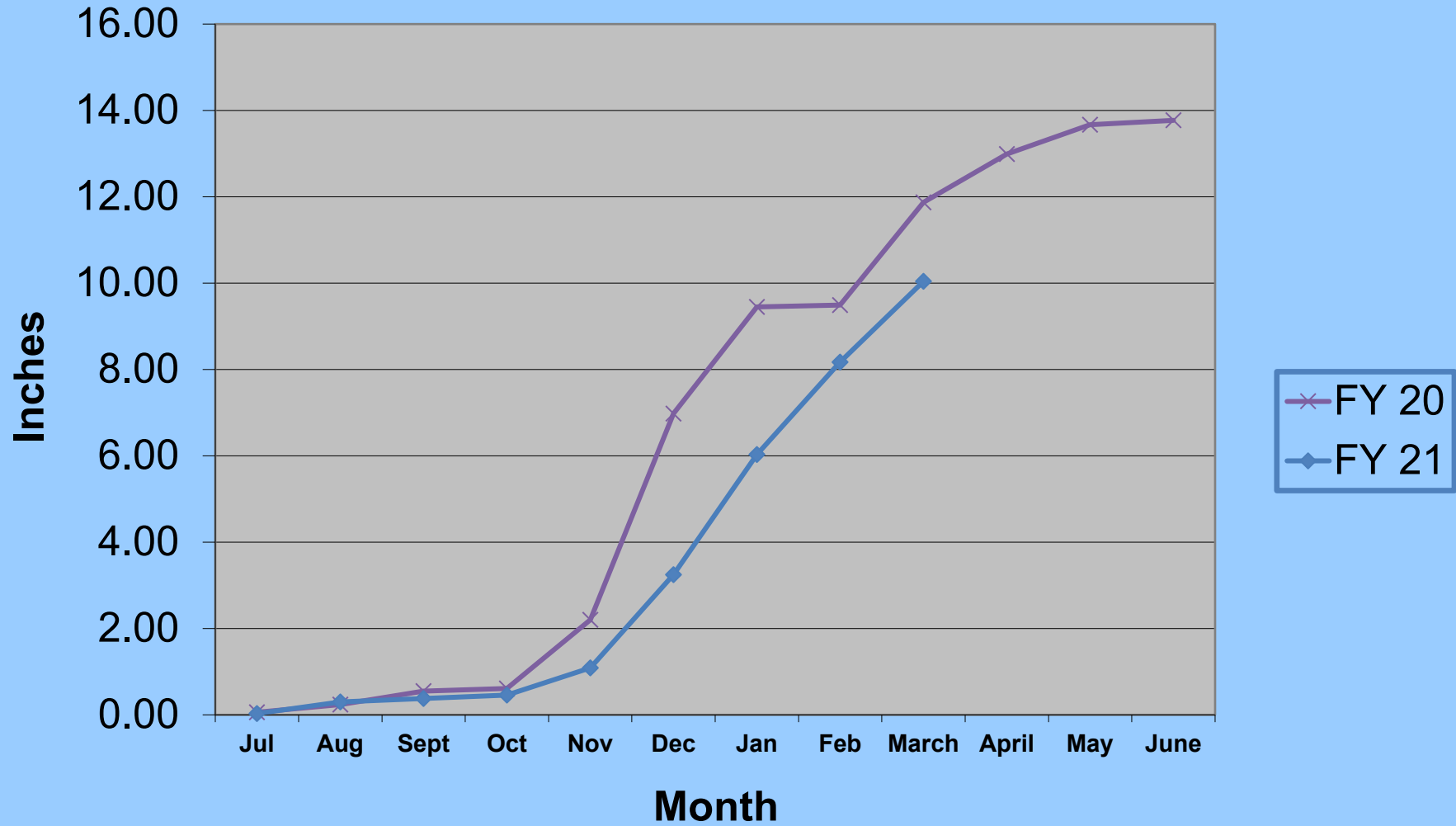
# Coastside County Water District

## Rainfall by Month

Fiscal Years 16 - 21

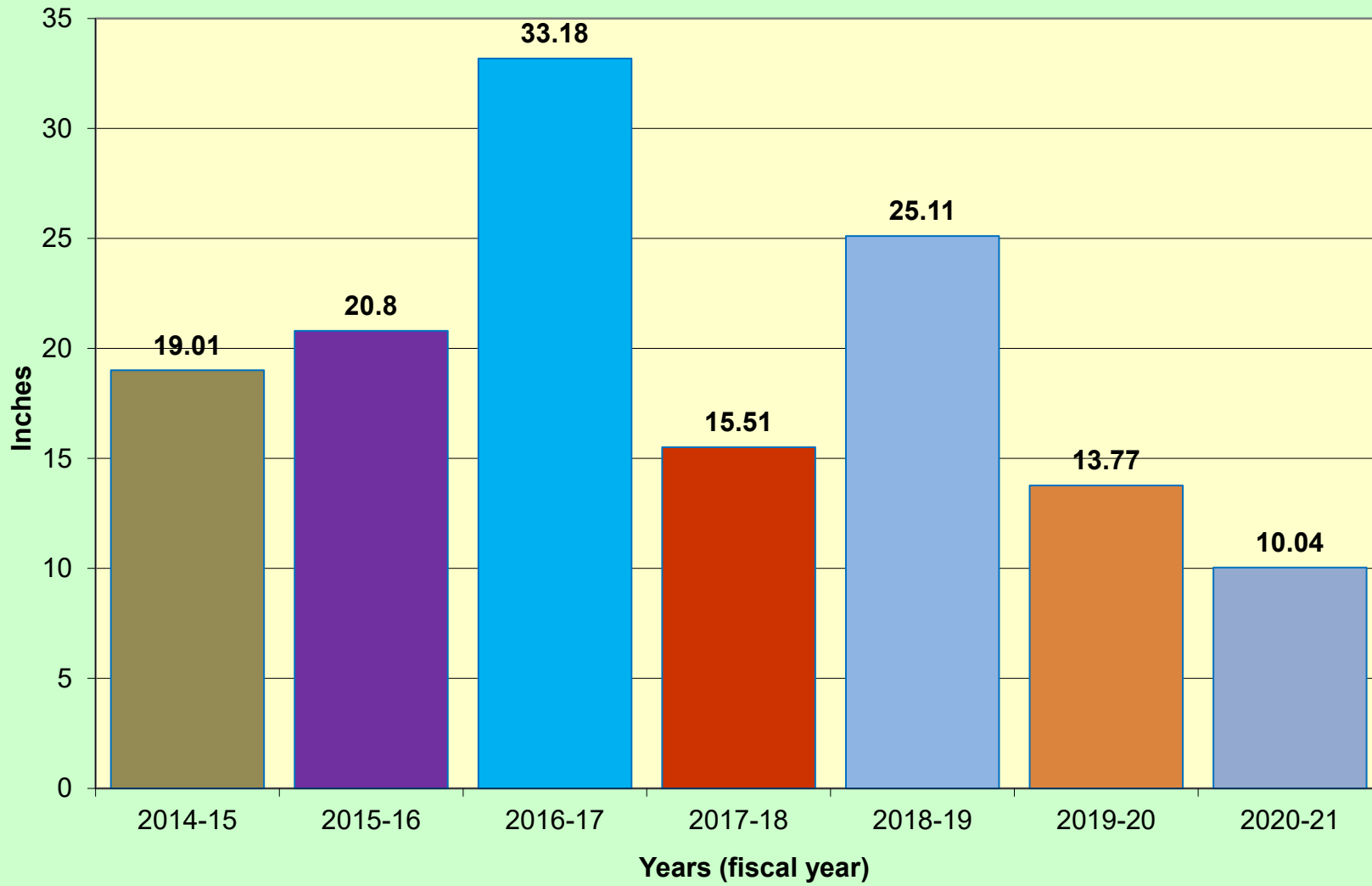


# Rainfall Total Comparison Fiscal Years 20-21



# Rain Totals

## Fiscal Years 13 - 21

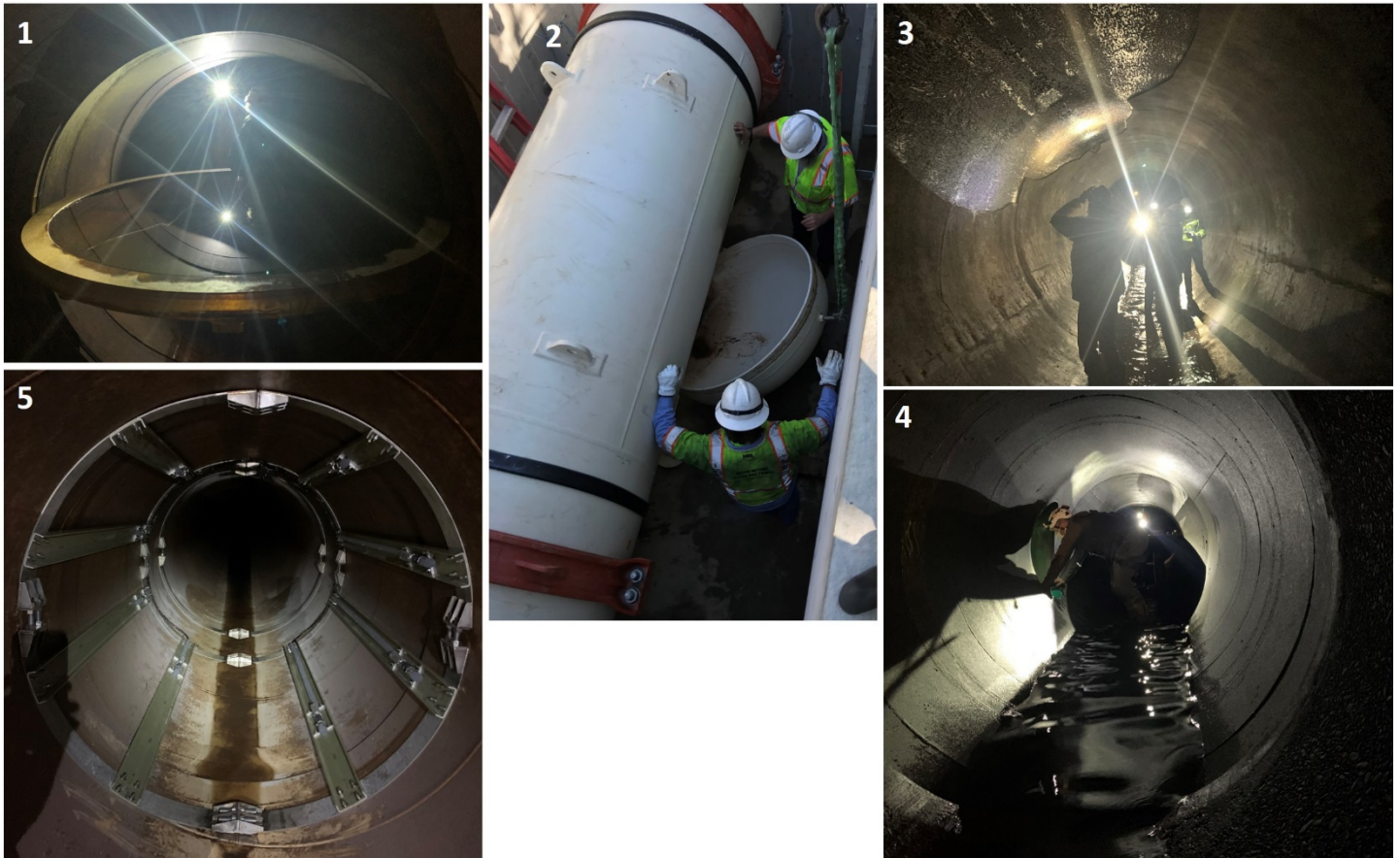


# San Francisco Public Utilities Commission

## Hydrological Conditions Report

### February 2021

J. Chester, C. Graham, N. Waelty, March 10, 2021



Oakdale Portal (ODP) was a hub of activity during the Hetch Hetchy Water and Power (HHWP) 2021 Hetch Hetchy Aqueduct maintenance shutdown. Starting in the upper left corner and going clockwise:

- 1) Maintenance Engineering inspecting the SJPL 4 ODP isolation butterfly valve. HHWP inspected isolation butterfly valves in SJPL 1, 2, 3 and 4 at ODP. All valves were in good condition.
- 2) Plumbers and Mechanics installing a new removable spool piece (RSP) on SJPL 1. The RSP will allow for safe entry of the pipeline for repairs without an Aqueduct shutdown.
- 3) Maintenance Engineering and Water Operations and Maintenance staff inspecting an isolated section of failed mortar lining in the Foothill Tunnel. This lining will be repaired during the 2022 shutdown.
- 4) Maintenance Engineering inspecting the SJPL 2 Downstream Throttling Valve. Throttling valves in SJPL 2, 3 and 4 were inspected. The upstream throttling valve in SJPL 2 was removed from service for the year based on the condition assessment. It will be repaired in the 2022 shutdown.
- 5) The newly install ODP SJPL 4 sonic flow meter which replaced a nonfunctioning meter.

## System Storage

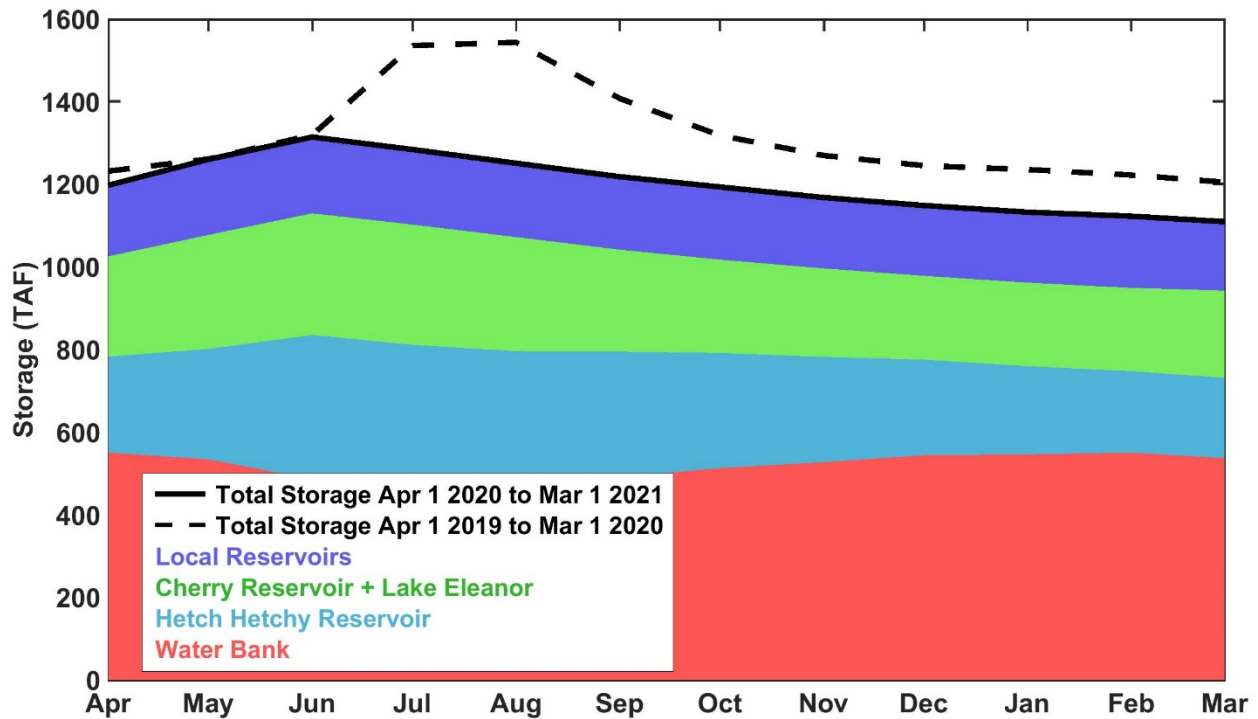
Current Tuolumne System and Local Bay Area storage conditions are summarized in Table 1.

Table 1 Current System Storage as of March 1, 2021							
	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	acre-feet	millions of gallons	acre-feet	millions of gallons	acre-feet	millions of gallons	
<b>Tuolumne System</b>							
Hetch Hetchy Reservoir <sup>1</sup>	194,466		340,830		146,364		57%
Cherry Reservoir <sup>2</sup>	194,577		268,810		74,233		72%
Lake Eleanor <sup>3</sup>	16,726		21,495		4,769		78%
Water Bank	536,563		570,000		33,437		94%
Tuolumne Storage	942,332		1,201,135		258,803		78%
<b>Local Bay Area Storage</b>							
Calaveras Reservoir	58,588	19,091	96,824	31,550	38,235	12,459	61%
San Antonio Reservoir	40,589	13,226	50,496	16,454	9,907	3,228	80%
Crystal Springs Reservoir	51,564	16,802	58,377	19,022	6,812	2,220	88%
San Andreas Reservoir	14,113	4,559	18,996	6,190	4,884	1,591	74%
Pilarcitos Reservoir	1,859	606	2,995	976	1,136	370	62%
Total Local Storage	166,713	54,323	227,688	74,192	60,974	19,868	73%
<b>Total System</b>	<b>1,109,045</b>		<b>1,428,823</b>		<b>319,777</b>		<b>78%</b>

<sup>1</sup> Maximum Hetch Hetchy Reservoir storage with drum gates deactivated.

<sup>2</sup> Maximum Cherry Reservoir storage with flash-boards out.

<sup>3</sup> Maximum Lake Eleanor storage with flash-boards out.

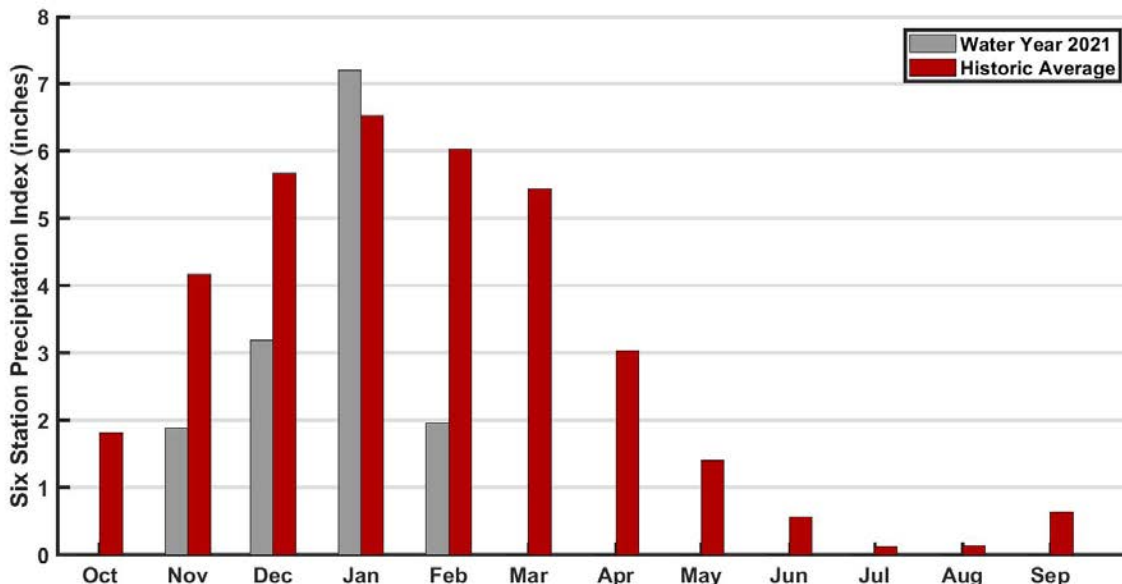


**Figure 1:** System storage for past 12 months in thousand acre-feet (TAF). Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.



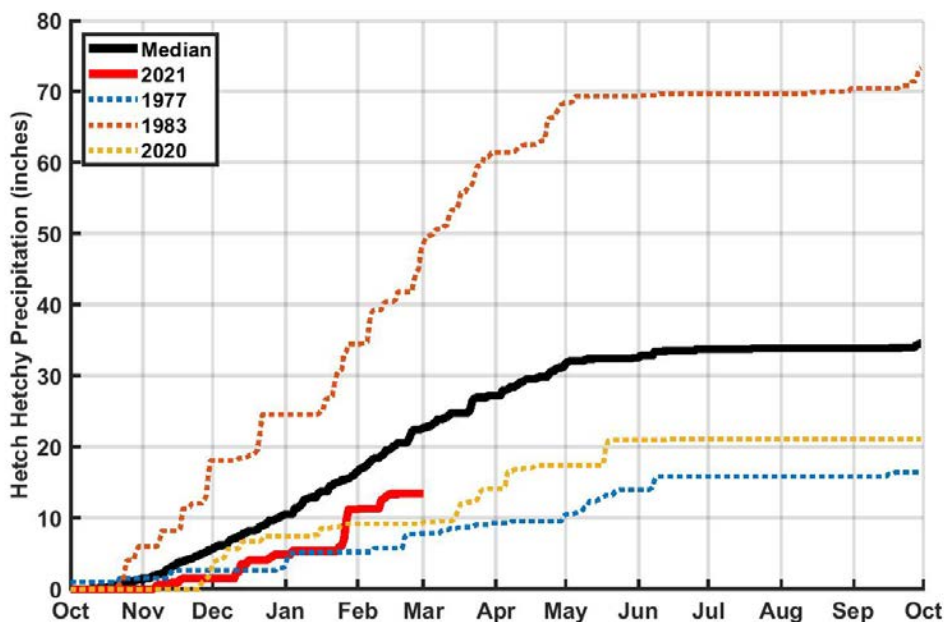
## Hetch Hetchy System Precipitation Index

*Current Month:* The February 2021 six-station precipitation index reported 1.95 inches of precipitation for the month, which is 32% of the average February. 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) 2021 was 14.21 inches, which is 40% of the average annual water year total. The Hetch Hetchy Weather Station received 2.20 inches of precipitation in February for a total of 13.45 inches for WY 2021, or 58% of average to-date. The cumulative WY 2021 Hetch Hetchy precipitation is shown in Figure 3 in red.



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

## Tuolumne Basin Unimpaired Inflow

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

<b>Table 2 Calculated Reservoir Inflows and Water Available to City</b>								
* All flows are in acre-feet	February 2021				October 1, 2020 through February 28, 2021			
	Observed Flow	Median <sup>1</sup>	Mean <sup>1</sup>	Percent of Mean	Observed Flow	Median <sup>1</sup>	Mean <sup>1</sup>	Percent of Mean
Inflow to Hetch Hetchy Reservoir	12,855	21,665	24,894	52%	19,496	70,997	88,792	22%
Inflow to Cherry Reservoir and Lake Eleanor	16,762	22,803	26,411	63%	26,943	73,826	96,422	28%
Tuolumne River at La Grange	39,265	112,937	140,708	28%	77,314	312,576	410,464	19%
Water Available to City	0	20,399	53,518	0%	1,718	55,984	155,788	1%

<sup>1</sup>Hydrologic Record: 1919-2015

## Hetch Hetchy System Operations

Hetch Hetchy Reservoir power draft and stream releases during the month totaled 15,701 acre-feet. Hetch Hetchy Reservoir minimum instream release requirements for February were 50 cfs. Total precipitation for Water Year 2021 has resulted in a Water Year Type C for Hetch Hetchy Reservoir. Hetch Hetchy Reservoir instream releases decreased to 35 cfs for March as the water year transitioned from Type B to Type C.

Cherry Reservoir valve and power draft releases totaled 6,787 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 will remain at that flow through June 2021. Lake Eleanor required minimum instream release was 5 cfs for February and will remain there through the end of March 2021 or when pumping resumes. The Cherry / Eleanor Pumps were shut down on December 31 and will remain off until spill occurs at Lake Eleanor.

## Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for February was 54 MGD. The Sunol Valley Water Treatment Plant production for the month was 49 MGD.

## Local System Water Delivery

The average February delivery rate was 159 MGD, which is a 1% increase over the January delivery rate of 157 MGD.

## Local Precipitation

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

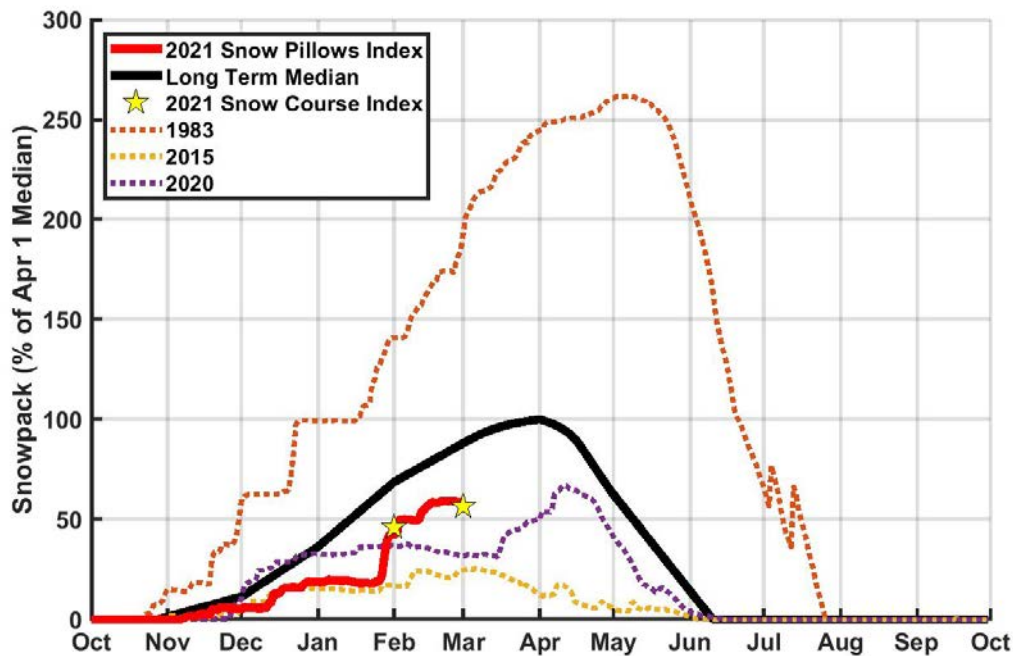
Weather Station Location	February		October 1, 2020 through February 28, 2021	
	Total (inches)	Percent of Mean for the Month	Total (inches)	Percent of Mean for the Year-To-Date
Pilarcitos Reservoir	4.19	63 %	14.99	54%
Lower Crystal Springs Reservoir	2.46	50 %	9.68	50%
Calaveras Reservoir	1.41	36 %	7.66	50%

## Snowpack, Water Supply and Planned Water Supply Management

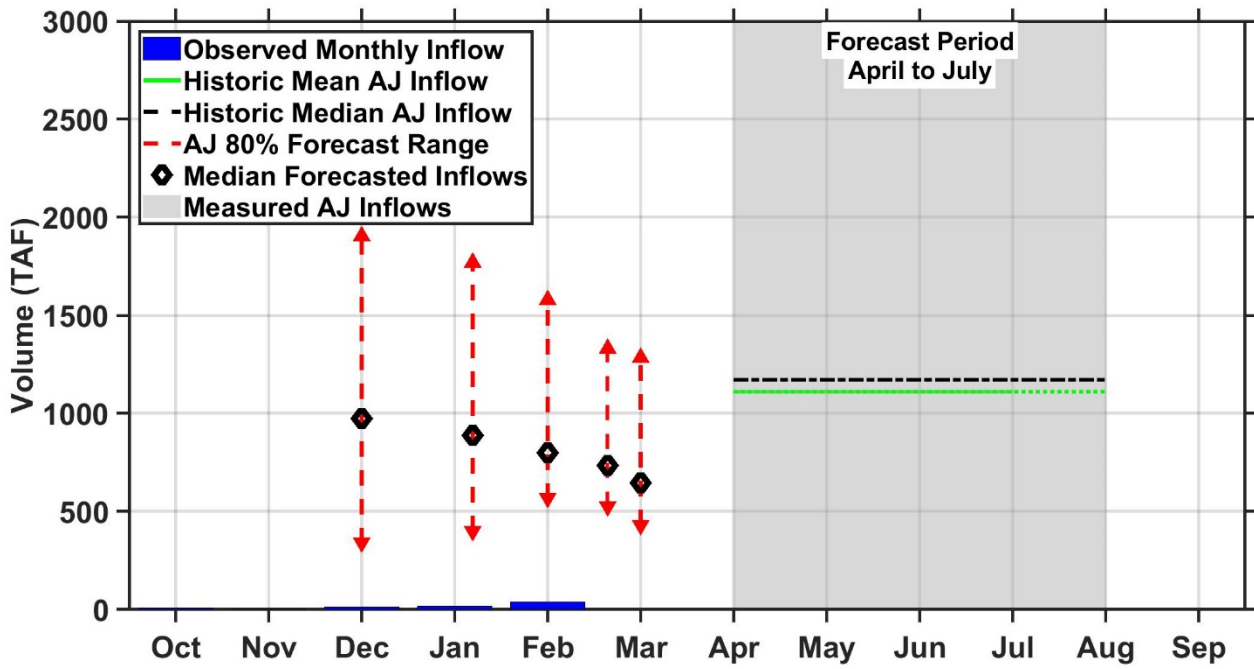
Water Year 2021 started off remarkably dry. A relative change occurred when a prominent and large storm system in late January boosted the Upcountry snowpack to approximately 60% of the April 1st historical average (Figure 4). Modest precipitation and cold temperatures since then have only slightly increased the snowpack, although low-elevation snow in the 5,000 foot range still remains.

The lower than average snowpack has resulted in lower than average forecasts for seasonal inflows. The 2021 median runoff forecast is currently around 60% of average. While well below average, the forecasted inflows will be enough to refill all upcountry reservoirs. There will likely not be enough water to refill Water Bank. Hetch Hetchy Reservoir will be managed to fill in May or June, with any additional inflows being run through the Kirkwood and Moccasin Powerhouses. Cherry Reservoir and Lake Eleanor will be managed to fill in May or June, with some water transferred to Water Bank via power generation.

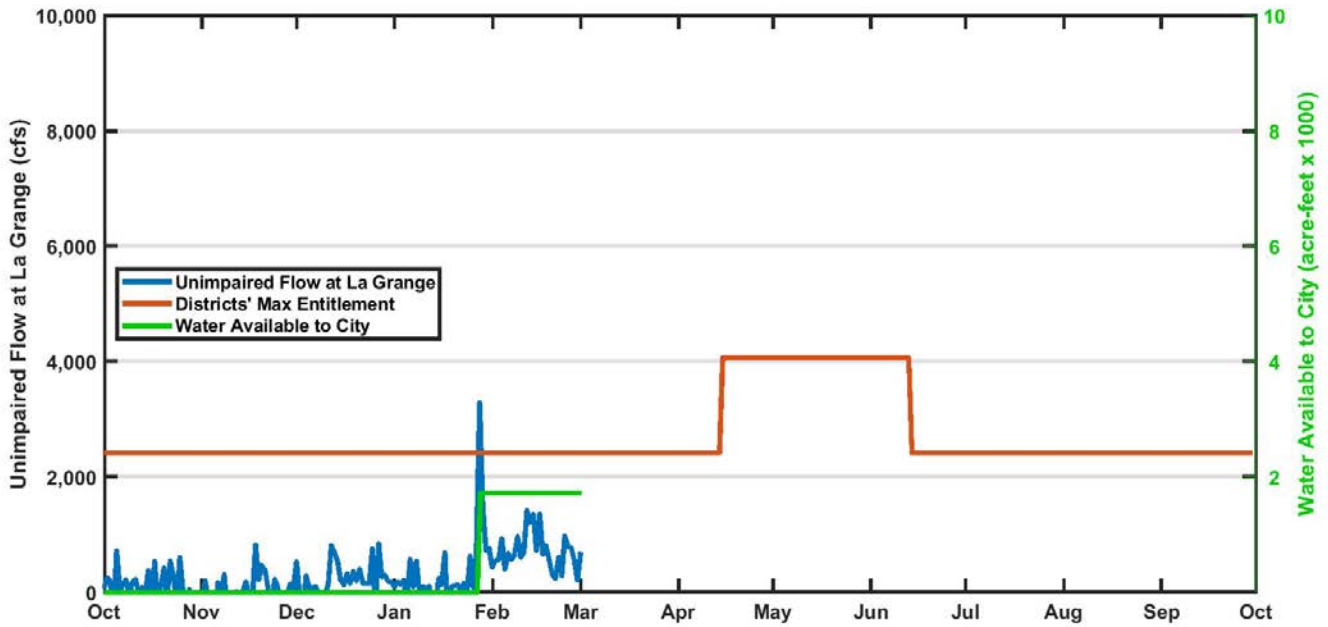
The calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City are shown in Figure 5. As of February 1, there has been 1,718 ac-ft water available to the City in Water Year 2021.



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



**Figure 5:** Forecasted April to July Full Natural Flow at La Grange (CCSF water rights). Sustained below average precipitation has resulted in a significant reduction in forecasted inflows. The median forecast is currently at around 60% of normal, roughly corresponding with the precipitation and snow to date.



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

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

DONATING APN	PROPERTY OWNER(S)	RECIPIENT APN	PROPERTY OWNER(S)	# OF CONNECTIONS	DATE
115-520-170	Charles J. Keenan III (c/o Joyce Yamigiwa)	048-031-100	Zafar Irfan and Bina Moin	one (1) 5/8"	March 10, 2021

## **STAFF REPORT**

**To:** Coastside County Water District Board of Directors

**From:** Mary Rogren, General Manager

**Agenda:** April 13, 2021

### **Report**

**Date:** April 9, 2021

**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 2020-2021. Key highlights include:

- Year-to-date total revenue is \$680,000 above budget due to:
  - \$448,000 - Higher revenue than budget due to higher irrigation and residential usage given the lack of rainfall.
  - \$256,000 - Higher county tax and ERAF receipts than plan
  - (\$15,000) - Lower LAIF interest than plan
  - (\$ 9,000) - Other - including discontinuance of late notice fees during the pandemic.
  
- Year-to-date total expenses are \$316,000 or 4.5% below budget. Key cost savings include:
  - \$288,000 savings in salaries and employee benefits due open positions and delays in hiring (2) positions given COVID-19 logistics.
  - (\$203,000) higher SFPUC water use.
  - \$75,000 lower Denniston WTP Pumping and Operations expenses due to limited use of the Denniston local water source due to dry weather conditions.
  - \$73,000 savings in consulting and water resources expenses.
  - \$21,000 savings in election expenses.
  - \$62,000 in timing differences of spending.

### **Capital Improvement Projects**

For the first nine months of the 2020-2021 Fiscal Year, the District spent \$2,606,000. Due to project delays to Fall, 2021 (Strawflower Pipeline Replacement, Highway 92

**STAFF REPORT****Agenda: April 13, 2021****Subject: Quarterly Financial Review****Page Two**

Pipeline Replacement, and timing of engineering design projects), the projected spending for Fiscal 2020/2021 is \$3,700,000 vs. a plan of \$5,200,000.

Cash

The current cash balance is at \$9,700,000 vs. \$8,800,000 at March 31, 2020. The increase in cash balance is due to timing delays in capital projects and favorable operating budget variances.

Accounts Receivable

On April 2, 2020, Governor Newsom issued an executive order to disallow shut-offs of residential accounts and critical infrastructure small businesses in response under the COVID-19 state of emergency. Earlier in 2020, the District also implemented SB998 that prevents residential shut-offs for accounts 60 days past due.

Staff continues to monitor the accounts and continues to see an increase in past due accounts and slow payers.

**COASTSIDE COUNTY WATER DISTRICT - ACCOUNTS RECEIVABLE AGING**

Month-End	Current	+1 Month Late	+2 Months Late	+3 Months Late	Greater than 4 Months Late	Total Accounts Receivable Balance
3/31/2021	\$ 888,007	\$ 98,052	\$ 25,694	\$ 12,945	\$ 71,759	\$ 1,096,457
2/28/2021	\$ 740,699	\$ 88,664	\$ 19,828	\$ 16,736	\$ 59,793	\$ 925,720
1/31/2021	\$ 794,766	\$ 103,800	\$ 65,909	\$ 31,553	\$ 54,853	\$ 1,050,881
12/31/2020	\$ 920,895	\$ 111,095	\$ 50,494	\$ 21,092	\$ 40,900	\$ 1,144,475
11/30/2020	\$ 1,041,790	\$ 136,589	\$ 39,734	\$ 31,002	\$ 39,846	\$ 1,288,961
10/31/2020	\$ 1,217,187	\$ 100,307	\$ 40,478	\$ 30,704	\$ 23,839	\$ 1,412,515
9/30/2020	\$ 1,162,157	\$ 93,971	\$ 38,312	\$ 11,332	\$ 15,371	\$ 1,321,143
8/31/2020	\$ 1,229,970	\$ 128,013	\$ 63,280	\$ 32,211	\$ 16,318	\$ 1,469,792
7/31/2020	\$ 1,318,803	\$ 119,479	\$ 67,439	\$ 5,567	\$ 19,944	\$ 1,531,232
6/30/2020	\$ 1,230,126	\$ 111,308	\$ 27,264	\$ 8,718	\$ 14,563	\$ 1,391,979
5/31/2020	\$ 1,033,498	\$ 78,199	\$ 18,956	\$ 8,581	\$ 9,159	\$ 1,148,393
4/30/2020	\$ 809,452	\$ 130,404	\$ 17,935	\$ 6,223	\$ 4,750	\$ 968,764
3/31/2020	\$ 867,305	\$ 101,577	\$ 9,386	\$ 2,043	\$ 2,894	\$ 983,205
2/29/2020	\$ 720,074	\$ 53,035	\$ 4,918	\$ 2,022	\$ 2,761	\$ 782,809
1/31/2020	\$ 730,879	\$ 42,202	\$ 5,364	\$ 437	\$ 3,520	\$ 782,403

## **STAFF REPORT**

**To:** Coastside County Water District Board of Directors

**From:** Mary Rogren, General Manager

**Agenda:** April 13, 2021

### **Report**

**Date:** April 9, 2021

**Subject:** General Manager's Report

---

### **Recommendation:**

Information Only.

### **Award of California Governor's Office of Emergency Services (Cal OES) Grant – Fiscal Year 2020 Community Power Resiliency Allocation to Special Districts Program**

In March 2021, the District received notice that it is recipient of a grant for \$202,431 from Cal OES. (The grant application was submitted in October 2020.) This award provides for adding a 5,000-gallon diesel fuel storage tank for generator and critical infrastructure use and a 1,000-gallon unleaded fuel tank to allow the District to operate 15-20+ days in a PSPS event or an emergency.

### **San Mateo County Multijurisdictional Local Hazard Mitigation Plan (LHMP)**

San Mateo County is in the process of updating its Local Hazard Mitigation Plan and our District was identified as a stakeholder in hazard mitigation within the County. The LHMP must be updated every 5 years and is required to obtain Disaster Mitigation Act (DMA) compliance. The LHMP assesses hazard vulnerabilities and identifies mitigation actions that jurisdictions will pursue in order to reduce the level of injury, property damage, and community disruption that might otherwise result from such events. Adoption of the Plan allows the County and its Partners to remain eligible for various types of pre and post disaster community assistance including FEMA and State grants.

The District has agreed to participate as a "Planning Partner" in the update process. The County has hired a consultant, Tetra Tech, to manage the update process. Staff will be asked to prepare survey responses and participate in a series of workshops over the next few months. A Draft Plan will be submitted to Cal OES and FEMA and released for public comment in August 2021.



**ACWA JPIA - Insurance Refund**

As reported in February, ACWA-JPIA annually recognizes members that have a loss ratio of 20% or less in their Liability, Property and/or Worker's Compensation programs (loss ratio = total losses/total premiums.) In addition to receiving the JPIA President's Special Recognition award for keeping claims low, in April, the District once again received a \$34,000 refund from the Insurance Rate Stabilization Fund. (The District received a similar amount in the prior fiscal year.)



March 12, 2021

Mary Rogren  
General Manager  
Coastside County Water District  
766 Main Street  
Half Moon Bay, CA 94019-1925

**SUBJECT: NOTIFICATION OF SUBRECIPIENT ALLOCATION**  
Fiscal Year (FY) 2020 Community Power Resiliency Allocation to  
Special Districts Program  
Period of Performance: July 1, 2020, to October 31, 2021

Dear Ms. Rogren:

The California Governor's Office of Emergency Services (Cal OES) approved your FY 2020-21 Community Power Resiliency allocation in the amount of \$202,431. Eligible activities under this allocation are limited to:

- Equipment-  
Funds may be used for the procurement of:
  - Generators and generator connections for essential facilities, with an emphasis on clean energy and green solutions where possible or other alternative backup power sources;
  - Generator fuel and fuel storage;
  - Redundant emergency communications (e.g., battery-powered radios);
  - Portable vehicle-mounted charging stations;
  - Portable battery-powered and rechargeable radio repeater and transmission equipment.



- Plans-  
Funds may be used for the development/update of:
  - Continuity plans;
  - Contingency plans for electrical disruptions that include considerations such as protecting individuals with access and functional needs, medical baseline and socially vulnerable populations, transportation, emergency public information, and preservation of essential functions;
  - Risk assessments for critical infrastructure and lifelines;
  - Post-event reports that identify lessons learned and corrective actions.
- Public education materials or supplies focused on individual family preparedness for electric disruptions.
- One-time costs associated with identifying and equipping resource centers for the public to access during electrical disruptions.

The following activities are **not allowed**:

- These funds shall not be used to secure, compensate, or backfill professional services contracts.
- Response costs associated with electric disruption events including any staffing or new positions, Emergency Operations Center staffing, security, law or fire response, or other overtime charges.

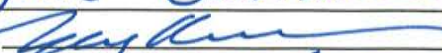
All activities funded with this allocation must be completed within the Grant Subaward period of performance. Additionally, the Subrecipient is subject to the following requirements:

- As a condition of receiving funding, special districts are encouraged to collaborate with their county to support critical infrastructure and resiliency with a particular focus on public safety, vulnerable communities, and individuals with access and functional needs.
- Must ensure they and their principals are not presently debarred, suspended, proposed for debarment, or declared ineligible.
- Must provide a Progress Report on the expenditures of the funds. The Progress Report is due no later than **November 30, 2021**. This Progress Report shall identify how the funds have been used, including identifying each project or activity undertaken, local entity that undertook the project or activity, the amount of funding provided to the project or activity, and a description of each project or activity. The report shall also identify the specific outcomes achieved by each project or activity,

including whether the project or activity was completed and whether it was used during power outages.

- Must coordinate with their city or county planning agency to ensure that the project is in compliance with the California Environmental Quality Act (CEQA) Public Resource Code, Section 21000 *et seq.*
- Comply with the California Public Records Act, Government Code Section 6250 *et seq.*
- Must procure goods and services in compliance with applicable state and local laws, ordinances, rules, regulations, and policies.

**The undersigned represents that he/she is authorized to enter into this agreement for and on behalf of the Applicant.**

Subrecipient: Mary Rogren Coastside County Water District  
Signature of Authorized Agent:   
Printed Name of Authorized Agent: Mary Rogren  
Title: General Manager Date: 3/17/2021

Your dated signature and above fillable information is required on this Notification of Subrecipient Allocation. Please sign and return requested information to [PSPS@CalOES.ca.gov](mailto:PSPS@CalOES.ca.gov) within 20 calendar days upon receipt and keep a copy for your records. For further assistance, please email Cindy Logan at [PSPS@CalOES.ca.gov](mailto:PSPS@CalOES.ca.gov).

Sincerely,



MARK S. GHILARDUCCI  
Director

## **MONTHLY REPORT**

**To:** Mary Rogren, General Manager  
**From:** James Derbin, Superintendent of Operations  
**Agenda:** April 13, 2021  
**Report Date:** April 5, 2020

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### **Monthly Highlights**

- Pilarcitos wells ran at ~240 gpm till the end of the pumping season.
- Denniston is currently at 400 gpm
- Staff replaced wash water return control valve at Nunes
- Staff installed a new mixer in the Alves tank
- Cathodic protection installed in the Miramontes tank
- First round of interviews for Treatment recruitment
- Replaced Hydrants at:
  - Miramontes Point Road/Highway 1
  - 110 Amesport Landing
  - 150 Amesport Landing

### **Sources of Supply**

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

### **Projects**

- HDR – Nunes Water Treatment Plant Upgrades Project Bid opening on 3/3/21. Low bid was \$8.4 million.
- Cityworks Computer Maintenance Management System training with Treatment and Distribution staff started
- EKI
  - 100% on Pilarcitos crossing replacement complete. Biological Resources Evaluation from WRA received and forwarded with City Planning staff for review. Draft IS/MND submitted in March.
- HDR
  - Half Moon Bay Tank 3 replacement project – Site survey complete

## STAFF REPORT

**To:** Board of Directors  
**From:** Cathleen Brennan, Water Resources Analyst  
**Agenda:** April 13, 2021

Report: April 8, 2021  
Subject: Water Resources Informational Report

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### Water Supply Update

Conditions have not changed significantly during the month of March. Hetch-Hetchy Reservoir is still predicted to fill but the Water Bank and Bay Area reservoirs are not expected to fill. The conditions in San Mateo County watersheds and Regional Water System watersheds are classified as being in a moderate drought. SFPUC will give the wholesalers an update in April and they are not asking for mandatory or voluntary water rationing at this time.

The California Department of Water Resources performed their fourth annual manual snow survey on April 1<sup>st</sup> to measure water content. The Statewide snowpack's water equivalent is 15.2 inches or 53 percent of the April average.


Staff continues to monitor the hydrological conditions and will update the Board in May, if more information becomes available.



(Right to left) Sean de Guzman, Chief of the California Department of Water Resources Snow Surveys and Water Supply Forecasting Section and Anthony Burdock Engineer, Water Resources in Snow Surveys and Water Supply Forecasting Section, conduct the fourth media snow survey of the 2021 season at Phillips Station in the Sierra Nevada Mountains. The survey is held approximately 90 miles east of Sacramento off Highway 50 in El Dorado County. Photo taken April 1, 2021.

Outreach for Urban Water Management Plan and Water Shortage Contingency Plan Updates

Staff completed outreach to the public to inform them of the updates to the Urban Water Management Plan and the Water Shortage Contingency Plan. An advertisement in the Half Moon Bay Review and an electronic newsletter were both published on Wednesday, March 31, 2021.



**COASTSIDE  
COUNTY WATER  
DISTRICT**

**URBAN WATER MANAGEMENT PLAN  
WATER SHORTAGE CONTINGENCY PLAN**

The District is in the process of updating its Urban Water Management Plan and Water Shortage Contingency Plan. The plans were last updated in 2016 and are available on the District's website.

The proposed revisions and updates will be made available for public review before the public hearing. The date of the public hearing has not been scheduled but is expected to be in late spring of 2021.

Please contact Cathleen Brennan at (650) 276-0861 or outreach@coastsidewater.org with any questions regarding the process or the plans.

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El Distrito está en proceso de actualizar su Plan de Manejo de Agua Urbana y su Plan de Contingencia Escasez de Agua. Los planes se actualizaron por última vez en 2016 y están disponibles en el sitio web del Distrito

Las revisiones y actualizaciones propuestas estarán disponibles para revisión pública antes de la audiencia pública. La fecha de la audiencia pública no ha sido programada, pero se espera que sea a fines de la primavera del 2021.

Por favor comuníquese con Cathleen Brennan al (650) 276-0861 o outreach@coastsidewater.org si tiene alguna pregunta sobre el proceso o los planes.

**[www.coastsidewater.org](http://www.coastsidewater.org)  
(650) 726-4405**

## Urban Water Management Plan Water Shortage Contingency Plan

### Coastside County Water District

#### Update to Plans

Every five years the District updates its Urban Water Management Plan and Water Shortage Contingency Plan. The Plans were last updated in 2016. A copy of the current Urban Water Management Plan, which includes a copy of the Water Shortage Contingency Plan, can be found on the District's website under the Resources tab.

#### [Link to 2015 Urban Water Management Plan](#)

The draft Plans should be released in the spring of 2021. Once the date of the public hearing has been set, the District will announce it in the Half Moon Bay Review and send an email to subscribers of the District's electronic newsletter.

These Plans help the public understand Coastside County Water District's water system, service area, water supply, water reliability, and contingency planning.

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

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