

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, June 14, 2016 - 7:00 p.m.

AGENDA

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

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

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

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

- 1) ROLL CALL**

- 2) PLEDGE OF ALLEGIANCE**

- 3) PUBLIC COMMENT**

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

4) CONSENT CALENDAR

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

- A. Approval of disbursements for the month ending May 31, 2016: Claims: \$887,098.46; Payroll: \$90,687.21 for a total of \$977,785.67 ([attachment](#))
 - *May 2016 Monthly Financial Claims reviewed & approved by Director Mickelsen*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of May 10, 2016 Special Board of Directors Meeting ([attachment](#))
- D. Approval of Minutes of May 10, 2016 Regular Board of Directors Meeting ([attachment](#))
- E. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- F. Total CCWD Production Report ([attachment](#))
- G. CCWD Monthly Sales by Category Report – March 2016 ([attachment](#))
- H. Monthly Emergency Main and Service Repairs Report ([attachment](#))
- I. Rainfall Reports ([attachment](#))
- J. S.F.P.U.C. Hydrological Report for the month of April, 2016 ([attachment](#))
- K. S.F.P.U.C. Hydrological Report for the month of May, 2016 ([attachment](#))
- L. Notice of Completion - El Granada Pipeline Replacement Final Phase Project ([attachment](#))
- M. California Special District's Association – Proposed Bylaw Updates ([attachment](#))
- N. Expense Reimbursement Approval for Director Reynolds' Attendance at Association of California Water Agencies (ACWA) Spring Conference – May 2016 ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Award of Contract - El Granada Pump Stations 1 and 2 Emergency Generator Project ([attachment](#))
- B. California Special District's Association (CSDA) 2016 Board Election – Seat B ([attachment](#))
- C. Draft Fiscal Year 2016-2017 Operations Budget and Draft Fiscal Year 2016/17 to 2025/26 Capital Improvement Program ([attachment](#))
- D. Fiscal Year 2016/2017 to FY 2021/2022 Financing Plan and Proposed Water Rate Increase; Cost of Service Analysis ([attachment](#))
- E. Recycled Water Update and CCWD Recycled Water Specification ([attachment](#))

- 7) **GENERAL MANAGER'S REPORT AND MONTHLY INFORMATIONAL REPORTS**
([attachment](#))
 - A. Assistant General Manager's Report ([attachment](#))
 - B. Operations Report ([attachment](#))
 - C. Water Resource Analyst's Report ([attachment](#))

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

- 9) **ADJOURNMENT**

**COASTSIDE COUNTY WATER DISTRICT
CLAIMS FOR MAY 2016**

<u>CHECK DATE</u>	<u>CHECK NO.</u>	<u>VENDOR</u>	<u>AMOUNT</u>
05/05/2016	22733	MK PIPELINES, INC.	\$976.67
05/06/2016	22734	BARKERBLUE	\$54.70
05/06/2016	22735	BAY ALARM COMPANY	\$269.91
05/06/2016	22736	COMCAST	\$191.95
05/06/2016	22737	DAL PORTO ELECTRIC	\$2,892.65
05/06/2016	22738	FIRST NATIONAL BANK	\$1,065.02
05/06/2016	22739	GARCIA AND ASSOCIATES	\$8,704.36
05/06/2016	22740	HASSETT HARDWARE	\$433.60
05/06/2016	22741	HF&H CONSULTANTS, LLC	\$3,502.50
05/06/2016	22742	HOME DEPOT	\$769.30
05/06/2016	22743	KAISER FOUNDATION HEALTH PLAN	\$17,021.00
05/06/2016	22744	PACIFIC GAS & ELECTRIC CO.	\$34.53
05/06/2016	22745	CALPERS	\$1,950.00
05/06/2016	22746	REPUBLIC SERVICES	\$364.57
05/06/2016	22747	SCHWAAB STAMPS INC.	\$84.90
05/06/2016	22748	STATE WATER RESOURCES CONTROL BD	\$4,231.98
05/06/2016	22749	JIM STEELE	\$900.00
05/06/2016	22750	TEAMSTERS LOCAL UNION #856	\$973.00
05/06/2016	22751	TECHNIQUE DATA SYSTEMS, INC.	\$426.00
05/06/2016	22752	UNITED STATES POSTAL SERV.	\$600.00
05/06/2016	22753	VERIZON WIRELESS	\$745.12
05/17/2016	22754	HEALTH BENEFITS ACWA-JPIA	\$25,602.35
05/17/2016	22755	AT&T	\$2,772.96
05/17/2016	22756	AT&T LONG DISTANCE	\$138.65
05/17/2016	22757	BAY AREA WATER SUPPLY &	\$9,993.75
05/17/2016	22758	BORGES & MAHONEY, INC.	\$1,307.05
05/17/2016	22759	CALIFORNIA C.A.D. SOLUTIONS, INC	\$5,850.00
05/17/2016	22760	CHEMTRADE CHEMICALS US LLC	\$2,354.88
05/17/2016	22761	ETS CORPORATION	\$16.43
05/17/2016	22762	HALF MOON BAY REVIEW	\$718.00
05/17/2016	22763	HYDROSCIENCE ENGINEERS, INC.	\$3,300.00
05/17/2016	22764	MONTEREY COUNTY LAB	\$4,243.00
05/17/2016	22765	NORTHSTAR CHEMICAL	\$2,775.00
05/17/2016	22766	PACIFIC GAS & ELECTRIC CO.	\$50,212.10
05/17/2016	22767	PACIFICA COMMUNITY TV	\$250.00
05/17/2016	22768	PREVENTIVE SOLUTIONS, INC.	\$750.00
05/17/2016	22769	PUB. EMP. RETIRE SYSTEM	\$12,754.37
05/17/2016	22770	CalPERS FISCAL SERVICES DIVISION	\$23,148.00
05/17/2016	22771	RICOH USA, INC.	\$329.00
05/17/2016	22772	SAN FRANCISCO WATER DEPT.	\$100,141.58
05/17/2016	22773	TODD SCHMIDT	\$73.00
05/17/2016	22774	SOUTHWEST VALVE, LLC	\$6,118.98
05/17/2016	22775	TEAMSTERS LOCAL UNION #856	\$973.00
05/17/2016	22776	US TELEPACIFIC CORPORATION	\$1,779.46
05/17/2016	22777	TYLER TECHNOLOGIES, INC	\$8,665.00
05/20/2016	22778	MASS MUTUAL FINANCIAL GROUP	\$4,391.30
05/20/2016	22779	PUB. EMP. RETIRE SYSTEM	\$12,766.74
05/20/2016	22780	VALIC	\$8,380.00

05/20/2016	22781	Void Check	\$0.00
05/26/2016	22781	Void Check	\$0.00
05/20/2016	22782	Void Check	\$0.00
05/26/2016	22783	ADP, INC.	\$891.40
05/26/2016	22784	FRANK YAMELLO	\$235.00
05/26/2016	22785	ANDREINI BROS. INC.	\$17,559.10
05/26/2016	22786	AZTEC GARDENS, INC.	\$190.00
05/26/2016	22787	BALANCE HYDROLOGICS, INC	\$14,829.72
05/26/2016	22788	BARTKIEWICZ, KRONICK & SHANAHAN	\$1,940.05
05/26/2016	22789	BAY ALARM COMPANY	\$1,612.86
05/26/2016	22790	CALCON SYSTEMS, INC.	\$28,192.43
05/26/2016	22791	CAROLYN STANFIELD	\$600.00
05/26/2016	22792	REGISTER TAPES UNLIMITED, INC.	\$450.00
05/26/2016	22793	RONALD CARDOZA	\$3,100.00
05/26/2016	22794	CHEMTRAC SYSTEMS, INC.	\$915.00
05/26/2016	22795	COASTSIDE COUNTY WATER DIST.	\$184.05
05/26/2016	22796	DATAPROSE, LLC	\$9,166.51
05/26/2016	22797	EKI INC.	\$33,463.78
05/26/2016	22798	ELECSYS INTERNATIONAL CORP	\$250.00
05/26/2016	22799	FREYER & LAURETA, INC.	\$437.50
05/26/2016	22800	GEMPLER'S, INC.	\$260.18
05/26/2016	22801	GRAINGER, INC.	\$456.92
05/26/2016	22802	HMB BLDG. & GARDEN INC.	\$583.90
05/26/2016	22803	H.M.B.AUTO PARTS	\$120.91
05/26/2016	22804	HF&H CONSULTANTS, LLC	\$6,960.00
05/26/2016	22805	HOME DEPOT	\$1,534.70
05/26/2016	22806	IRON MOUNTAIN	\$449.72
05/26/2016	22807	IRVINE CONSULTING SERVICES, INC.	\$2,425.60
05/26/2016	22808	IRVINE CONSULTING SERVICES, INC.	\$112.51
05/26/2016	22809	KENNEDY/JENKS CONSULTANTS	\$18,593.59
05/26/2016	22810	METLIFE GROUP BENEFITS	\$1,732.23
05/26/2016	22811	MISSION UNIFORM SERVICES INC.	\$314.70
05/26/2016	22812	DARIN BOVILLE	\$600.00
05/26/2016	22813	NATIONAL METER & AUTOMATION	\$2,101.32
05/26/2016	22814	OFFICE DEPOT	\$597.06
05/26/2016	22815	ONTRAC	\$569.58
05/26/2016	22816	PAULO'S AUTO CARE	\$353.52
05/26/2016	22817	PITNEY BOWES, INC.	\$61.19
05/26/2016	22818	PITNEY BOWES	\$431.64
05/26/2016	22819	POLLARDWATER.COM	\$121.93
05/26/2016	22820	PUMP REPAIR SERVICE CO. INC.	\$6,458.31
05/26/2016	22821	RICOH USA INC	\$1,008.44
05/26/2016	22822	ROBERTS & BRUNE CO.	\$6,081.21
05/26/2016	22823	ROGUE WEB WORKS, LLC	\$474.50
05/26/2016	22824	SAN MATEO CTY PUBLIC HEALTH LAB	\$592.00
05/26/2016	22825	SERVICE PRESS	\$3,224.18
05/26/2016	22826	STOLOSKI & GONZALEZ, INC.	\$288,629.00
05/26/2016	22827	STRAWFLOWER ELECTRONICS	\$35.75
05/26/2016	22828	TELOG	\$558.56
05/26/2016	22829	THOMSON-REUTERS/BARCLAYS	\$290.00
05/26/2016	22830	SUSAN TURGEON	\$210.96
05/26/2016	22831	TYLER TECHNOLOGIES, INC	\$28,277.14

05/26/2016	22832	UPS STORE	\$126.24
05/26/2016	22833	WEST YOST ASSOCIATES, INC	\$6,035.85
05/26/2016	22834	ROSE DANN	\$61.98
05/26/2016	22835	SUSAN PAGE HARRIS	\$39.27
05/26/2016	22836	JOHN GAUDIN	\$290.96
05/20/2016	22837	SCOTT BALSITIS	\$29.15
05/31/2016	22838	CALIFORNIA INFRASTRUCTURE &	\$56,280.00
<hr/>			
TOTAL FOR MAY 2016			<hr/>
			\$887,098.46



Coastside County Water District

Monthly Budget Report Account Summary

For Fiscal: 2015-2016 Period Ending: 05/31/2016

	May Budget	May 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	679,956.00	830,275.57	150,319.57	22.11 %	8,955,988.00	8,349,322.67	-606,665.33	-6.77 %	9,863,916.00
	Total RevType: 1 - Operating:	679,956.00	830,275.57	150,319.57	22.11 %	8,955,988.00	8,349,322.67	-606,665.33	-6.77 %	9,863,916.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	3,333.33	4,932.49	1,599.16	47.97 %	36,666.63	75,161.69	38,495.06	104.99 %	40,000.00
1-4180-00	Late Notice - 10% Penalty	7,500.00	154.82	-7,345.18	-97.94 %	82,500.00	56,098.89	-26,401.11	-32.00 %	90,000.00
1-4230-00	Service Connections	833.00	3,058.35	2,225.35	267.15 %	9,163.00	14,632.69	5,469.69	59.69 %	10,000.00
1-4920-00	Interest Earned	0.00	0.00	0.00	0.00 %	2,550.00	3,595.17	1,045.17	40.99 %	2,550.00
1-4930-00	Tax Apportionments/County Checks	5,000.00	4,510.79	-489.21	-9.78 %	600,000.00	712,793.61	112,793.61	18.80 %	600,000.00
1-4950-00	Miscellaneous Income	3,083.00	1,890.73	-1,192.27	-38.67 %	33,913.00	25,202.87	-8,710.13	-25.68 %	37,000.00
1-4955-00	Cell Site Lease Income	11,603.75	12,129.09	525.34	4.53 %	127,641.25	131,675.13	4,033.88	3.16 %	139,245.00
1-4965-00	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00 %	200,000.00	325,710.11	125,710.11	62.86 %	200,000.00
	Total RevType: 2 - Non-Operating:	31,353.08	26,676.27	-4,676.81	-14.92 %	1,092,433.88	1,344,870.16	252,436.28	23.11 %	1,118,795.00
	Total Revenue:	711,309.08	856,951.84	145,642.76	20.48 %	10,048,421.88	9,694,192.83	-354,229.05	-3.53 %	10,982,711.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	315,884.00	206,141.58	109,742.42	34.74 %	2,572,017.00	2,134,825.76	437,191.24	17.00 %	2,871,947.00
1-5230-00	Nunes T P Pump Expense	2,458.00	199.13	2,258.87	91.90 %	27,038.00	25,345.97	1,692.03	6.26 %	29,500.00
1-5231-00	CSP Pump Station Pump Expense	43,311.00	6,270.55	37,040.45	85.52 %	266,149.00	248,856.56	17,292.44	6.50 %	307,052.00
1-5232-00	Other Trans. & Dist Pump Expense	1,067.00	954.23	112.77	10.57 %	11,737.00	15,921.61	-4,184.61	-35.65 %	12,800.00
1-5233-00	Pilarcitos Canyon Pump Expense	186.00	11,976.79	-11,790.79	-6,339.13 %	17,812.00	38,497.58	-20,685.58	-116.13 %	18,000.00
1-5234-00	Denniston T P Pump Expense	7,093.00	2,639.45	4,453.55	62.79 %	83,007.00	47,813.18	35,193.82	42.40 %	90,100.00
1-5242-00	CSP Pump Station Operations	709.00	927.89	-218.89	-30.87 %	7,791.00	8,872.38	-1,081.38	-13.88 %	8,500.00
1-5243-00	CSP Pump Station Maintenance	3,083.33	577.47	2,505.86	81.27 %	33,916.63	6,349.64	27,566.99	81.28 %	37,000.00
1-5246-00	Nunes T P Operations - General	5,624.00	3,703.89	1,920.11	34.14 %	47,459.00	50,204.32	-2,745.32	-5.78 %	52,764.00
1-5247-00	Nunes T P Maintenance	4,625.00	11,127.07	-6,502.07	-140.59 %	50,875.00	60,204.83	-9,329.83	-18.34 %	55,500.00
1-5248-00	Denniston T P Operations-General	2,362.00	1,353.20	1,008.80	42.71 %	27,640.00	28,286.88	-646.88	-2.34 %	30,000.00
1-5249-00	Denniston T.P. Maintenance	2,667.00	3,200.46	-533.46	-20.00 %	29,337.00	32,940.94	-3,603.94	-12.28 %	32,000.00
1-5250-00	Laboratory Expenses	3,334.00	6,126.39	-2,792.39	-83.75 %	36,666.00	48,643.80	-11,977.80	-32.67 %	40,000.00
1-5260-00	Maintenance - General	22,375.00	2,533.16	19,841.84	88.68 %	246,125.00	190,968.44	55,156.56	22.41 %	268,500.00
1-5261-00	Maintenance - Well Fields	0.00	0.00	0.00	0.00 %	40,000.00	30,807.20	9,192.80	22.98 %	40,000.00
1-5261-40	Denniston Well Fields	0.00	0.00	0.00	0.00 %	0.00	22,120.50	-22,120.50	0.00 %	0.00
1-5263-00	Uniforms	0.00	0.00	0.00	0.00 %	0.00	5,318.53	-5,318.53	0.00 %	0.00
1-5318-00	Studies/Surveys/Consulting	20,000.00	12,989.60	7,010.40	35.05 %	220,000.00	147,045.09	72,954.91	33.16 %	240,000.00

Monthly Budget Report

For Fiscal: 2015-2016 Period Ending: 05/31/2016

		May	May	Variance	Percent	YTD	YTD	Variance	Percent	Total Budget
		Budget	Activity	(Unfavorable)	Variance	Budget	Activity	(Unfavorable)	Variance	
1-5321-00	Water Resources	3,083.33	4,888.95	-1,805.62	-58.56 %	33,916.63	42,627.57	-8,710.94	-25.68 %	37,000.00
1-5322-00	Community Outreach	7,925.00	8,482.80	-557.80	-7.04 %	87,175.00	18,081.66	69,093.34	79.26 %	95,100.00
1-5381-00	Legal	5,000.00	3,994.15	1,005.85	20.12 %	55,000.00	74,124.80	-19,124.80	-34.77 %	60,000.00
1-5382-00	Engineering	1,166.66	2,000.00	-833.34	-71.43 %	12,833.26	10,056.79	2,776.47	21.63 %	14,000.00
1-5383-00	Financial Services	0.00	0.00	0.00	0.00 %	24,000.00	9,360.00	14,640.00	61.00 %	24,000.00
1-5384-00	Computer Services	8,650.00	4,799.06	3,850.94	44.52 %	95,150.00	73,521.23	21,628.77	22.73 %	103,800.00
1-5410-00	Salaries/Wages-Administration	81,675.38	69,673.64	12,001.74	14.69 %	980,104.56	829,388.62	150,715.94	15.38 %	1,061,780.00
1-5411-00	Salaries & Wages - Field	86,038.92	87,555.04	-1,516.12	-1.76 %	1,032,467.04	1,016,768.78	15,698.26	1.52 %	1,118,506.00
1-5420-00	Payroll Tax Expense	11,773.53	12,037.55	-264.02	-2.24 %	141,282.37	131,510.34	9,772.03	6.92 %	153,056.00
1-5435-00	Employee Medical Insurance	43,954.75	36,146.25	7,808.50	17.76 %	483,502.25	412,225.67	71,276.58	14.74 %	527,457.00
1-5436-00	Retiree Medical Insurance	0.00	6,564.40	-6,564.40	0.00 %	0.00	25,198.58	-25,198.58	0.00 %	0.00
1-5440-00	Employees Retirement Plan	38,870.92	39,779.76	-908.84	-2.34 %	466,451.04	444,352.28	22,098.76	4.74 %	505,322.00
1-5445-00	Supplemental Retirement 401a	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	30,000.00
1-5510-00	Motor Vehicle Expense	4,638.00	4,823.41	-185.41	-4.00 %	51,015.00	41,418.06	9,596.94	18.81 %	55,650.00
1-5620-00	Office Supplies & Expense	13,706.25	20,737.91	-7,031.66	-51.30 %	150,768.75	181,054.50	-30,285.75	-20.09 %	164,475.00
1-5625-00	Meetings / Training / Seminars	2,000.00	1,040.00	960.00	48.00 %	22,000.00	15,512.77	6,487.23	29.49 %	24,000.00
1-5630-00	Insurance	6,250.00	6,633.52	-383.52	-6.14 %	108,750.00	92,654.96	16,095.04	14.80 %	115,000.00
1-5687-00	Membership, Dues, Subscript.	5,940.83	125.00	5,815.83	97.90 %	65,349.13	58,255.27	7,093.86	10.86 %	71,290.00
1-5688-00	Election Expenses	0.00	0.00	0.00	0.00 %	25,000.00	0.00	25,000.00	100.00 %	25,000.00
1-5689-00	Labor Relations	500.00	0.00	500.00	100.00 %	5,500.00	0.00	5,500.00	100.00 %	6,000.00
1-5700-00	San Mateo County Fees	1,475.00	0.00	1,475.00	100.00 %	16,225.00	16,984.84	-759.84	-4.68 %	17,700.00
1-5705-00	State Fees	1,333.33	0.00	1,333.33	100.00 %	14,666.63	15,770.86	-1,104.23	-7.53 %	16,000.00
	Total ExpType: 1 - Operating:	758,760.23	580,002.30	178,757.93	23.56 %	7,588,726.29	6,651,890.79	936,835.50	12.35 %	8,358,799.00
	ExpType: 4 - Capital Related									
1-5712-00	Debt Service/Existing Bonds 2006B	0.00	0.00	0.00	0.00 %	485,889.00	482,491.78	3,397.22	0.70 %	485,889.00
1-5715-00	Debt Service/CIEDB 11-099	0.00	0.00	0.00	0.00 %	338,024.00	336,545.79	1,478.21	0.44 %	338,024.00
1-5716-00	Debt Service/CIEDB 2016	0.00	56,280.00	-56,280.00	0.00 %	0.00	56,280.00	-56,280.00	0.00 %	0.00
	Total ExpType: 4 - Capital Related:	0.00	56,280.00	-56,280.00	0.00 %	823,913.00	875,317.57	-51,404.57	-6.24 %	823,913.00
	Total Expense:	758,760.23	636,282.30	122,477.93	16.14 %	8,412,639.29	7,527,208.36	885,430.93	10.53 %	9,182,712.00
	Report Total:	-47,451.15	220,669.54	268,120.69		1,635,782.59	2,166,984.47	531,201.88		1,799,999.00

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
May 31, 2016**

RESERVE BALANCES

CAPITAL AND OPERATING RESERVE	\$2,044,130.96
RATE STABILIZATION RESERVE	\$250,000.00
TOTAL DISTRICT RESERVES	\$2,294,130.96

ACCOUNT DETAIL

ACCOUNTS WITH FIRST NATIONAL BANK (FNB)	
CHECKING ACCOUNT	\$419,544.27
CSP T & S ACCOUNT	\$849,479.15
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$1,024,407.54
DISTRICT CASH ON HAND	\$700.00
TOTAL ACCOUNT BALANCES	\$2,294,130.96

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

**COASTSIDE COUNTY WATER DISTRICT
APPROVED CAPITAL IMPROVEMENT PROJECTS
FISCAL YEAR 2015-2016**

5/31/2016

	Approved CIP Budget FY 15/16	Actual To Date FY 15/16	Projected Year-End FY 15/16	Variance vs. Budget	% Completed	Project Status/ Comments
--	---	--	--	--------------------------------	------------------------	-------------------------------------

Equipment Purchases & Replacement

06-03	SCADA/Telemetry/Electrical Controls Replacement	\$ 150,000	\$ 169,422	\$ 200,000	\$ (50,000)	113%	In progress
16-06	Portable Work Lights	\$ 6,000	\$ 9,208	\$ 9,208	\$ (3,208)	153%	Complete
99-02	Vehicle Replacement	\$ 30,000		\$ 30,000	\$ -	0%	
99-03	Computer Systems	\$ 5,000	\$ 3,886	\$ 5,000	\$ -	78%	
99-04	Office Equipment/Furniture	\$ 3,000	\$ 6,976	\$ 7,000	\$ (4,000)	233%	

Facilities & Maintenance

08-08	PRV Valves Replacement Project	\$ 30,000	\$ 49,246	\$ 60,000	\$ (30,000)	164%	Replaced two PRV's instead of one
09-09	Fire Hydrant Replacement	\$ 20,000	\$ 17,113	\$ 20,000	\$ -	86%	Complete for FY16
09-23	District Digital Mapping	\$ 10,000		\$ -	\$ 10,000	0%	
14-11	Replace 2" and Larger Meters with Omni Meters	\$ 30,000		\$ -	\$ 30,000	0%	Acquired under 99-01 below
15-01	Utility Billing Software Upgrade	\$ 150,000	\$ 121,609	\$ 150,000	\$ -	81%	Software transition largely complete; some open items to be continue in June-July 2016
99-01	Meter Change Program	\$ 10,000	\$ 53,093	\$ 55,000	\$ (45,000)	531%	

Pipeline Projects

07-03	Pilarcitos Canyon Pipeline Replacement	\$ 100,000	\$ 10,100	\$ 12,000	\$ 88,000	10%	Evaluating design
10-01	EI Granada Pipeline Final Phase Replacement Project	\$ 2,000,000	\$ 752,990	\$ 960,000	\$ 1,040,000	38%	Notice of completion - to occur at 6/2016 board meeting
14-01	Replace 12" Welded Steel Line on Hwy 92 with 8" DI	\$ 300,000		\$ -	\$ 300,000		Project moved to FY 17/18
16-09	Slipline 10-inch Pipeline in Magellan at Hwy 1	\$ 100,000	\$ 12,098	\$ 12,098	\$ 87,902	12%	Project moved to FY 18/19

Pump Stations / Tanks / Wells

06-04	Hazen's Tank Replacement	\$ 300,000	\$ 702	\$ 702	\$ 299,298	0%	Project moved to FY 16/17
13-11	EG Tank #1 & Tank #2 Emergency Generators	\$ 75,000	\$ 7,073	\$ 15,000	\$ 60,000	9%	Award of contract to occur at 6/2016 board meeting

Water Supply Development

10-02	Denniston Pump Station & Pipeline Project (formerly Bridgeport Drive Pipeline Replacement Project)	\$ 110,000	\$ 361,200	\$ 375,000	\$ (265,000)		In design
12-04	Denniston Treated Water Booster Station	\$ 200,000			\$ 200,000		See above line. This project is combined with 10-02.
12-12	San Vicente Diversion & Pipeline	\$ 300,000		\$ -	\$ 300,000		Waiting for SWRCB time extension approval
14-24	Denniston/San Vicente EIR & Permitting	\$ 50,000	\$ 51,708	\$ 60,000	\$ (10,000)		
14-25	Water Shortage Plan Development	\$ 100,000		\$ -	\$ 100,000	0%	Removed from CIP

Water Treatment Plants

16-01	Denniston WTP Coag Tank Motor Operated Valve	\$ 10,000	\$ 6,119	\$ 6,500	\$ 3,500	61%	Completed
16-02	Denniston WTP Filter Repairs	\$ 110,000	\$ 94,509	\$ 95,000	\$ 15,000	86%	Completed
16-03	Denniston WTP Filter Flow Meter Replacement	\$ 10,000		\$ 10,000	\$ -	0%	

**COASTSIDE COUNTY WATER DISTRICT
APPROVED CAPITAL IMPROVEMENT PROJECTS
FISCAL YEAR 2015-2016**

5/31/2016

		Approved CIP Budget FY 15/16	Actual To Date FY 15/16	Projected Year-End FY 15/16	Variance vs. Budget	% Completed	Project Status/ Comments
16-04	Denniston WTP Pond Return Pump	\$ 25,000		\$ -	\$ 25,000	0%	Project not needed
16-05	Nunes Filter Valve Repairs & Replacements	\$ 15,000	\$ 2,778	\$ 15,000	\$ -	19%	
99-05	Denniston Maintenance Dredging	\$ 35,000		\$ -	\$ 35,000	0%	Will not dredge this year

FY 15/16 TOTALS \$ 4,284,000 \$ 1,729,828 \$ 2,097,508 \$ 2,186,492

Previous CIP Projects - paid in FY 15/16

	Sand for Nunes Drying Bed		\$ 29,680	\$ 29,680			
	Pilarcitos Road Improvement 2014		\$ 19,706	\$ 20,000			
	Admin Building Repair/Remodel Project		\$ 80,809	\$ 80,809			Completed, Retention Paid

PREVIOUS YEAR TOTALS \$ - \$ 130,194 \$ 130,488 \$ (130,488) In Progress

UNSCHEDULED ITEMS (CAPITAL EXPENDITURES) FOR CURRENT FISCAL YEAR 15/16

	Ventura/Washington Pipeline Replacement Project		\$ 437,427	\$ 437,427			Completed, Retention Paid
	Water Recycling		\$ 51,743	\$ 55,000			
	Valve for Nunes Filter #3		\$ 5,133	\$ 5,133			
	New Fence for District Office		\$ 9,889	\$ 9,889			Completed
	Denniston Dam Repair		\$ 9,532	\$ 9,532			
	Replace 8 inch Pipeline Under Creek at Pilarcitos Avenue		\$ 14,158	\$ 14,158			
	New Valves for Nunes Surface Wash		\$ 1,227	\$ 1,227			
	Water Softener for Denniston Treatment Plant		\$ 2,495	\$ 2,495			
	Slip Lining - Near LaNebbia Winery		\$ 21,009	\$ 21,009			
	Avenue Cabrillo Phase 3B		\$ 9,666	\$ 9,666			
	Hydraulic Model Update and Analysis		\$ 99	\$ 99			

NON-BUDGETED TOTALS \$ - \$ 562,377 \$ 565,634 \$ (565,634)

CIP TOTALS \$ 4,284,000 \$ 2,422,400 \$ 2,793,631 \$ 1,490,369

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

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

Month	Admin (General Legal Fees)	Water Supply Develpmnt	Recycled Water	Transfer Program	CIP	Personnel	Water Shortage	Lawsuits	Infrastructure Project Review (Reimbursable)	TOTAL
Jun-15	6,115			554						6,670
Jul-15	5,824					718	1,235			7,777
Aug-15	8,255			625	88					8,968
Sep-15	764		1,147	206	1,348				941	4,405
Oct-15	2,259	88	500	1,609	6,164	504			118	11,241
Nov-15	3,920		176	1,113	5,014					10,224
Dec-15	1,535	617			1,970					4,122
Jan-16	2,673	970		798	941					5,382
Feb-16	2,969				1,000	7,859				11,828
Mar-16	8,572		272		60	8,282				17,187
Apr-16	8,014			900	91	2,640				11,645
May-16	3,616			776		5,438				9,830
TOTAL	54,517	1,676	2,095	6,581	16,675	25,442	1,235	0	1,058	109,279

**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
Jun-15	544	16,999		17,543	
Jul-15	480	11,378	1,014	12,872	1,014
Aug-15	480	9,845	85	10,409	85
Sep-15	480	11,362	507	12,349	507
Oct-15	480	10,853	1,372	12,705	1,372
Nov-15	480	2,095	1,606	4,180	1,606
Dec-15	480	1,389	4,901	6,770	4,901
Jan-16	480		4,392	4,872	4,392
Feb-16	1,926	6,083	338	8,347	338
Mar-16	2,291	5,812		8,103	
Apr-16	480	10,650	2,789	13,919	2,789
May-16	2,508	12,863	7,014	22,385	7,014
TOTAL	11,108	99,327	24,016	134,452	24,016

Calcon T&M Projects Tracking

Project No.	Name	Acct No.	Proposal Date	Approved Date	Project Budget	10/31/15	11/30/15	12/31/15	1/31/16	2/29/16	3/30/16	4/30/16	Project Total Billing	Project Budget Remaining	CIP Project
CAL-13-EMG	Emergency Callout														
CAL-14-EMG	Emergency Callout														
CAL-15-EMG	Emergency Callout						\$1,107.50	\$5,488.33		\$5,633.06	\$1,048.50	\$1,330.00			
CAL-13-00	Calcon Project Admin/Miscellaneous														
CAL-13-01	EG Tank 2 Recoating Project		9/30/13	10/8/13	\$8,220.00								\$8,837.50	-\$617.50	08-17
CAL-13-02	Nunes Control System Upgrades		9/30/13	10/8/13	\$46,141.00								\$55,363.60	-\$9,222.60	FY13 CIP
CAL-13-03	Win 911 and PLC Software		9/30/13	10/8/13	\$9,717.00								\$12,231.74	-\$2,514.74	
CAL-13-04	Crystal Springs Surge Tank Retrofit		11/26/13	11/27/13	\$31,912.21								\$66,572.54	-\$34,660.33	6-Dec
CAL-13-05													\$0.00	\$0.00	
CAL-13-06	Nunes Legacy Backwash System Removal		11/25/13	11/26/13	\$6,516.75								\$6,455.00	\$61.75	
CAL-13-07	Denniston Backwash FTW Valves		11/26/13	11/27/13	\$6,914.21								\$9,518.28	-\$2,604.07	
CAL-14-01	Denniston Wash Water Return Retrofit		1/28/14	2/14/14	\$13,607.00								\$13,591.60	\$15.40	
CAL-14-02	Denniston Calrifier SCADA Data		4/2/14	4/7/14	\$4,125.00								\$4,077.50	\$47.50	
CAL-14-03	Nunes Surface Scatter Turbidimeter		4/2/14	4/7/14	\$2,009.50								\$0.00	\$2,009.50	
CAL-14-04	Phase I Control System Upgrade		4/2/14	4/7/14	\$75,905.56								\$44,459.14	\$31,446.42	
CAL-14-06	Miramar Control Panel		8/28/14	8/28/14	\$37,953.00								\$27,980.71	\$9,972.29	
CAL-14-08	SFWater Flow & Data Logger/Cahill Tank		8/20/2014	8/20/2014	\$1,370.00								\$1,372.00	-\$2.00	
CAL-15-01	Main Street Monitors												\$6,779.42	-\$6,779.42	
CAL-15-02	Denniston To Do List												\$2,930.00	-\$2,930.00	
CAL-15-03	Nunes & Denniston Turbidity Meters				\$6,612.50								\$5,833.26	\$779.24	
CAL-15-04	Phase II Control System Upgrade					\$22,711.88	\$16,250.78	\$44,910.86	\$24,466.83	\$14,452.50	\$9,528.20	\$7,855.95	\$147,469.50	-\$147,469.50	
CAL-15-05	Permanganate Water Flow												\$1,567.15	-\$1,567.15	
					\$244,391.23	\$22,711.88	\$16,250.78	\$44,910.86	\$24,466.83	\$14,452.50	\$9,528.20	\$7,855.95	\$415,038.94	-\$164,035.21	

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

Tuesday, May 10, 2016 - 6:30 p.m.

- 1) **ROLL CALL** - President Arnie Glassberg called the special meeting to order at 6:30 p.m. Present at roll call: Directors Ken Coverdell and Chris Mickelsen, and David Dickson, General Manager; Vice-President Glenn Reynolds arrived a few minutes later. Director Bob Feldman was absent.

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

- 3) **CLOSED SESSION**
 - A. **Pursuant to California Government Code Section §54957.6
Conference with Labor Negotiator**
Agency Designated Representatives: David Dickson, General Manager
Employee Organization: Teamsters Union, Local 856

- 4) **RECONVENE TO OPEN SESSION** - Public report of closed session action - President Glassberg announced that no action had been taken in the closed session.

- 5) **ADJOURNMENT** - The special meeting was adjourned at approximately 6:55 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary of the District

Glenn Reynolds, Vice-President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, May 10, 2016

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

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

John Farnkopf, Senior Vice President and Richard Simonson, Vice President, with HF&H, the District's rate consultants, were also in attendance.

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending April 30, 2016:
Claims: \$741,590.18; Payroll: \$88,632.49 for a total of \$830,222.67
- B. Acceptance of Financial Reports
- C. Approval of Minutes of April 12, 2016 Regular Board of Directors Meeting
- D. Approval of Minutes of April 28, 2016 Special Board of Directors Meeting
- E. Monthly Water Transfer Report
- F. Installed Water Connection Capacity and Water Meters Report
- G. Total CCWD Production Report
- H. CCWD Monthly Sales by Category Report - March 2016
- I. Monthly Emergency Main and Service Repairs Report
- J. Rainfall Reports

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

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted to accept and approve the Consent Calendar in its entirety:

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Vice-President Reynolds provided a brief report on each of the three meetings he had recently attended, the CA-NV American Water Works Association (AWWA), the WaterNow Alliance, and the Association of California Water Agencies (ACWA) Spring Conference.

President Glassberg reported that he had attended the recent San Mateo County Local Agency Formation Commission (LAFCo) meeting.

6) GENERAL BUSINESS

A. Fiscal Year 2016/2017 to FY 2021/2022 Financing Plan and Proposed Water Rate Increase; Cost of Service Analysis

Mr. Dickson introduced this agenda item as handouts were distributed. Ms. Rogren provided a brief background and reviewed the FY 2016/2017 to FY 2021/2022 Financing Plan. She reviewed the District's financing model, reserve assumptions, 2-year District cash flow, and budget risks. John Farnkopf, with HF&H, discussed reserve requirements, including a review of the common types of reserves, unrestricted reserve practices, operating reserves, capital reserves, emergency reserves and stabilization reserves, followed by an evaluation of the District's Operating and Capital Reserves. The District's financing plan model was utilized to evaluate the results of various proposed rate increases.

Mr. Miyaki summarized the key Proposition 218 requirements. He stated that an extensive effort was expended last year in evaluating and realigning the District's tiered rates in light of the San Juan Capistrano decision in order to comply with Proposition 218 as interpreted by the courts. Mr. Miyaki stated that HF&H staff had determined that the methodology used last year is still applicable today. He informed the Board that the team had reviewed the revenue requirements for this year and applied the same cost of service approach and determined that it was appropriate, from a legal and a financial perspective to apply the proposed rate increase across the board. Mr. Miyaki specified that the District's cost-based tiered rate structure is in compliance with Proposition 218 as it has been interpreted by the courts.

B. Draft Fiscal Year 2016-2017 Operations Budget and Draft Fiscal Year 2016/17 to 2025/26 Capital Improvement Program

President Glassberg noted that this budget item has been placed on the agenda once again to give the public, along with the Board another opportunity to review the District's proposed budget. Ms. Rogren pointed out that the expense budget for this fiscal year is \$30,000 less than it was for last fiscal year.

C. Schedule a Public Hearing on Proposed Rate Increase and Authorize Issuance of a Notice of Public Hearing and Proposed Rate Increase

President Glassberg introduced this item, noting that the draft budget presented reflects staff's recommendation of a proposed rate increase of 10%. Discussion ensued among the Board about the proposed rate increase. Mr. Miyaki summarized that the Board had spent a significant amount of time discussing the financial needs of the District and evaluating staff's recommendation of a proposed 10% rate increase and the Board has determined that a proposed rate increase up to 12% is needed to fund operational and capital improvement costs and to maintain a prudent level of reserves.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted to schedule a Public Hearing on Proposed Rate Increase and Authorize Issuance of a Notice of Public Hearing with the Proposed Rate Increase not to exceed 12%:

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

D. Award of Contract - Phase 3b Avenue Cabrillo Pipeline Replacement Project

Mr. Guistino provided a brief description of the project and explained that this is the final phase of an infrastructure replacement project that rehabilitates one of the most critical areas of the District's distribution system. He then answered several questions from the Board.

ON MOTION BY Vice-President Reynolds and seconded by Director Mickelsen, the Board voted to authorize the General Manager to execute a contract with Andreini Brothers, Inc. for the Phase 3b Avenue Cabrillo Pipeline Replacement Project at a lump-sum cost of \$646,750:

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

E. Resolution Amending the Coastside County Water District Personnel Manual

Ms. Rogren explained the revisions that need to be incorporated into the District's personnel manual, including requirements based on the California Public Employees Retirement System (CalPERS) audit, the incorporation of language to bring the District into compliance with the Fair Employment & Housing Act, compliance with new legislation requiring sick leave benefits for temporary workers, updating of holiday and vacation policies consistent with the terms of the Memorandum of Understanding with the Teamsters Union, and to clarify language regarding employee and retiree insurance coverages.

ON MOTION BY Vice-President Reynolds and seconded by Director Coverdell the Board voted to adopt Resolution 2016-05 Amending the Coastside County Water District Personnel Manual:

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

F. Resolution Establishing Policies and Procedures for Partial Service Retirement

Mr. Dickson summarized the background of this item, including the Board's authorization of an amendment to the District's contract with the California Public Employees Retirement System (CalPERS) on April 12, 2016 to add the benefit of partial service credit. He explained that CalPERS rules require that the District also establish policies and procedures related to partial service retirement and that the proposed resolution provides a basic framework that allows the flexibility needed to address the unique requirements of each instance of partial service retirement.

ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds, the Board voted to adopt Resolution 2016-06 Establishing Policies and Procedures for Partial Service Retirement:

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

7) MONTHLY INFORMATIONAL REPORTS

A. Assistant General Manager's Report – Change in Medical Insurance Offerings for District Employees

Ms. Rogren reported that staff has initiated changes to the District's medical plan offerings which will result in a savings of approximately \$40,000 in Fiscal Year 2016-2017. She reviewed the District's current medical benefit plans and explained the features and benefits of new plan options. With District medical premium contributions capped at 2015 family rates, employees will now be able to choose a plan that requires no employee premium contribution, or select a plan with a higher level of benefits and a copayment.

B. Operations Report

Mr. Guistino reviewed monthly operations highlights, including the El Granada Pipeline Final Phase Project, and the District's Unidirectional Flushing Program that will take place in May and June.

C. Water Resources Report

Ms. Brennan noted that her report is already out-of-date, as the Governor had just issued a new executive order regarding mandatory water conservation requirements. She explained that it appears that some of the conservation measures will be made permanent and that other measures would be evaluated at the State Water Resources Control Board meeting on May 18, 2016. She advised that these new measures and regulations may require amendments to the District's Ordinances and new conservation standards.

President Glassberg emphasized the importance of public outreach to educate the District's customers once the new regulations are implemented.

8) DIRECTOR AGENDA ITEMS – REQUESTS FOR FUTURE BOARD MEETINGS

Director Coverdell requested that the matter of possible standby charges for the District's uninstalled water service connections be placed on a future agenda.

9) CLOSED SESSION

**A. Pursuant to California Government Code Section §54957
Public Employment**

Title: General Manager – Reduced Time Due to Partial Service Retirement

**B. Pursuant to California Government Code Section §54957.6
Conference with Labor Negotiator**

Agency Designated Representative: Arnie Glassberg
Unrepresented Employee: General Manager

Mr. Miyaki read the language of the Closed Session agenda items; staff members and others vacated the room and the Board entered into closed session discussions at 9:03 p.m. Mr. Miyaki and Mr. Dickson were also in attendance for agenda item 9A; Mr. Dickson left the room and was not present for discussion of Closed Session agenda item 9B.

10) RECONVENE TO OPEN SESSION

A. Public report of closed session action - The meeting was reconvened into open session at 9:24 p.m. and President Glassberg reported that no action had been taken by the Board in the Closed Session.

B. Consideration of an Amendment to the Employment Agreement Between the Coastside County Water District and David Dickson (General Manager)

President Glassberg stated that the Board reviewed the terms of the Second Amendment to the Employment Agreement between CCWD and David Dickson to implement the partial service retirement program that involved the General Manager working a part-time schedule and related modifications to terms and conditions of employment.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted to approve the Second Amendment to the Employment Agreement Between the Coastside County Water District and David Dickson (General Manager):

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

11) ADJOURNMENT - The meeting was adjourned at 9:25 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary of the District

Glenn Reynolds, Vice-President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT
Installed Water Connection Capacity & Water Meters

FY 2016

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

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

Installed Water Meters	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
HMB Non-Priority	1	7	2		3.5			1	1	1			16.5
HMB Priority													0
County Non-Priority			1	1	1		1.5		1		1		6.5
County Priority			1.5							2.5	1		5
Monthly Total	1	7	4.5	1	4.5	0	1.5	1	2	3.5	2	0	28

Fiscal Year 2016 Water Service Installations
FY 2016

APN	Name	Install Address	City/Community	Meter Size	Type	Date Installed	Notes
048-211-060	Taffera, Anthony	421 Wave Ave	HMB	5/8"	dom	10-Jul-15	with 1" fire
056-141-700	Belloni, Paula	456-458 Oak Street	HMB	5/8"	dom	31-Jul	second unit meter
064-092-550	Shaw, Dan	401 Filbert Street	HMB	1"	fire	4-Aug-15	fire only
066-600-080	Carnoustie LLC	241 Bayhill Rd	HMB	3/4"	dom	21-Aug-15	with 2" fire
066-600-110	Carnoustie LLC	116 Carnoustie Dr	HMB	3/4"	dom	21-Aug-15	with 2" fire
066-600-100	Carnoustie LLC	118 Carnoustie Dr	HMB	3/4"	dom	21-Aug-15	with 2" fire
066-600-090	Carnoustie LLC	231 Bayhill Rd	HMB	3/4"	dom	25-Aug-15	with 2" fire
064-231-270	McGregor, Paul	483 Poplar Street	HMB	5/8"	dom	31-Aug-15	with 1" fire
037-320-350	Lea, David and Patricia	6 Denniston Road	EG	3/4"	dom	2-Sep-15	with 2" fire
056-143-330	Taffera, Anthony	447 Laurel Ave	HMB	5/8"	dom	11-Sep-15	with 1" fire
056-104-150	Carey, Robert	208 Valdez	HMB	5/8"	dom	18-Sep-16	1" fire installed 25 Jan 16
047-113-210	Coffield, Lyle	925 Ferdinand Ave	EG	5/8"	dom	25-Sep-15	with 1" fire
048-054-130	Garrison, Michi	375 Miramar Drive	EG	5/8"	dom	2-Oct-15	with 1" fire
066-600-320	Carnoustie LLC	120 Carnoustie Drive	HMB	3/4"	dom	4-Nov-15	with 2" fire
056-191-070	Mithal, Arti	728 Main Street	HMB	5/8"	dom	5-Nov-15	second unit meter with 1" fire
047-222-100	Wenzel, Lutz	477 Avenue Portola	EG	5/8"	dom	9-Nov-15	fire not installed yet
056-081-370	Moules, Roberty and Bertine	690 Terrace Ave.	HMB	5/8"	dom	18-Nov-15	with 1" fire
056-144-290	KN Properties	481/483/485 Pine St.	HMB	3/4"	dom	10-Nov-15	with 5/8" irrigation and 2" fire
048-023-350	Bakshi, Reema	321 Cortez Ave	EG	3/4"	dom	27-Jan-16	with 1" fire
064-232-440	McGregor, Paul	484 Poplar Street	HMB	5/8"	dom	8-Feb-16	with 1" fire
048-056-060	Carey, Tom	412 Lee Ave.	Mirmar	5/8"	dom	1-Mar-16	with 1" fire
048-021-400	Ralston, Randy	311 Magellan Ave.	Mirmar	5/8"	dom	25-Mar-16	with 1" fire
064-272-130	Moberg, Nils and Mary	654 Poplar St.	HMB	5/8"	dom	4-Apr-16	with 1" fire
047-081-390	Point Pillar Project Develop	280 Capistrano Rd	Princeton	1"	dom	11-Apr-16	with 4" fire
047-143-190	Power, Patrick and Kevin	224 Del Monte Rd	EG	5/8"	dom	23-May-16	with 1" fire
048-016-010	Hodge, David	97 Alameda Ave.	Mirmar	5/8"	dom	26-May-16	with 1" fire

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2016

	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	57.33	57.33	2.57	54.76
AUG	0.00	0.00	0.00	0.00	62.00	62.00	2.07	59.93
SEPT	0.00	0.00	0.00	0.00	59.07	59.07	2.93	56.14
OCT	0.00	0.00	0.00	0.00	56.60	56.60	2.44	54.16
NOV	0.00	0.00	2.07	0.00	42.44	44.51	2.45	42.06
DEC	0.00	12.51	9.44	0.00	17.68	39.63	3.03	36.60
JAN	0.00	11.84	15.14	0.00	10.96	37.94	2.67	35.27
FEB	0.00	17.51	11.08	7.89	3.27	39.75	2.19	37.56
MAR	0.05	9.33	13.85	15.86	0.11	39.20	3.21	35.99
APR	0.00	18.08	13.24	10.30	1.96	43.58	3.26	40.32
MAY	0.00	24.01	2.70	33.79	4.03	64.53	3.92	60.62
JUN								
TOTAL	0.05	93.28	67.52	67.84	315.46	544.15	30.74	513.41
% MONTHLY TOTAL	0.00%	37.21%	4.18%	52.37%	6.24%	100.00%	6.07%	93.93%
% ANNUAL TO DATE TOTAL	0.0%	17.1%	12.4%	12.5%	58.0%	100.0%	5.65%	94.4%
Local vs Imported-month	93.8%	6.24%	CCWD vs SFPUC- month		41.4%	58.6%		
Local vs Imported-annual	42.0%	58.0%	CCWD vs SFPUC- annual		29.6%	70.4%		
	Local Source	Imported Source						

12 Month Running Treated Total **569.62**

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2015

	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS RESERVOIR	CRYSTAL SPRINGS RESERVOIR	RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
JUL	0.48	2.32	0.00	0.00	71.96	74.76	3.10	71.67
AUG	0.10	0.82	0.00	0.00	73.97	74.89	3.00	71.89
SEPT	0.05	0.60	0.00	0.00	59.58	60.23	2.89	57.34
OCT	0.00	0.00	0.00	0.00	57.13	57.13	2.15	54.98
NOV	0.01	0.93	4.43	0.00	41.00	46.37	2.18	44.19
DEC	0.20	2.19	10.67	9.68	16.37	39.11	2.19	36.92
JAN	0.64	13.95	8.44	20.23	10.52	53.78	3.17	50.61
FEB	0.51	12.88	8.56	25.95	2.43	50.33	2.36	47.97
MAR	0.81	12.59	8.8	25.67	2.02	49.89	2.70	47.19
APR	1.31	14.34	0.00	31.85	1.38	48.88	2.54	46.34
MAY	0.60	6.18	0.00	30.04	7.37	44.19	1.65	42.54
JUN	0.00	0.00	0	0.00	56.87	56.87	0.67	56.20
TOTAL	4.71	66.80	40.90	143.41	400.60	656.42	28.58	627.85
% TOTAL	0.7%	10.2%	6.2%	21.8%	61.0%	100.0%	4.35%	95.6%

denotes estimated due to faulty SFPUC meter

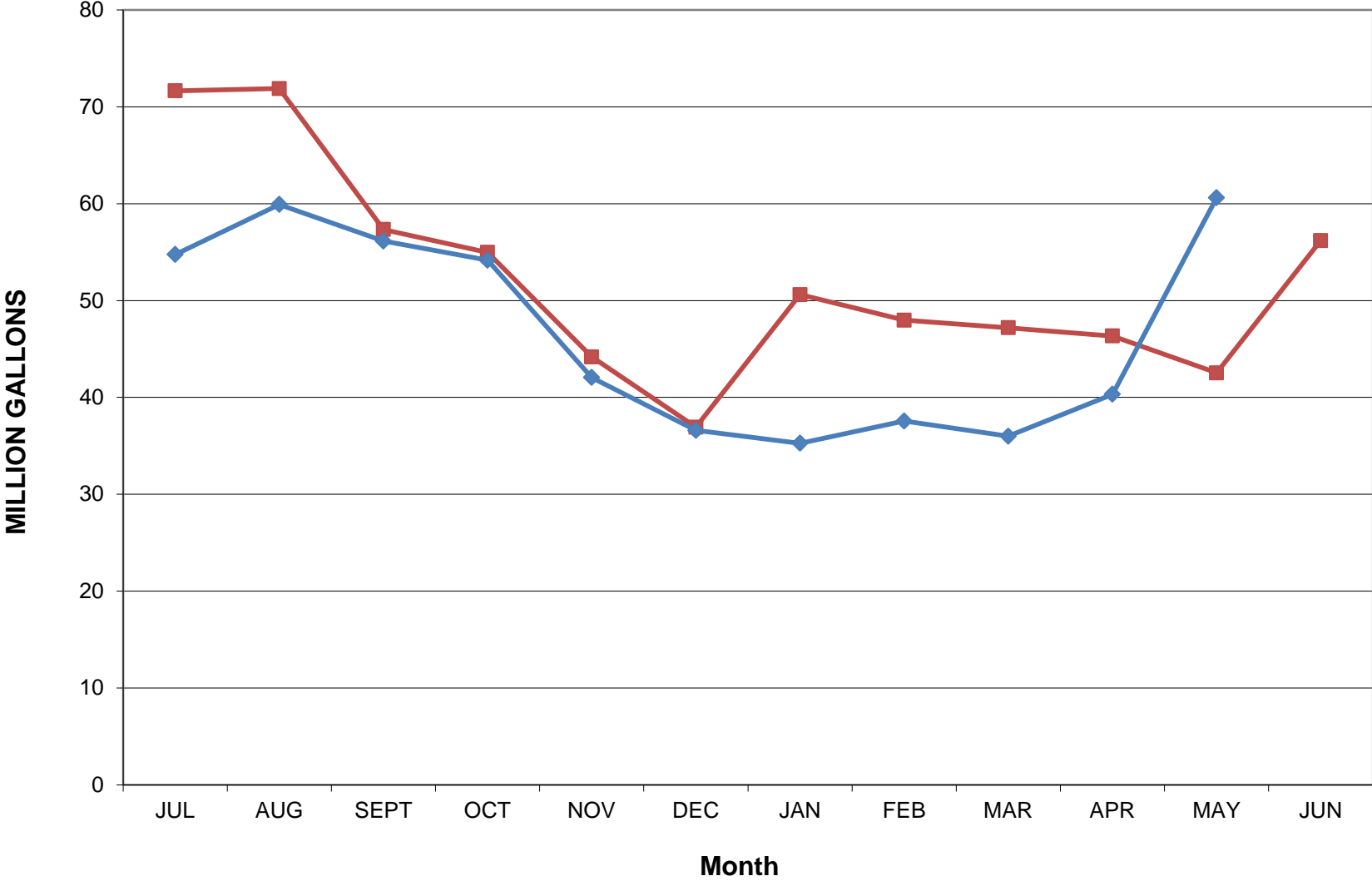
COASTSIDE COUNTY WATER DISTRICT

Predicted vs Actual Production - All Sources FY 16

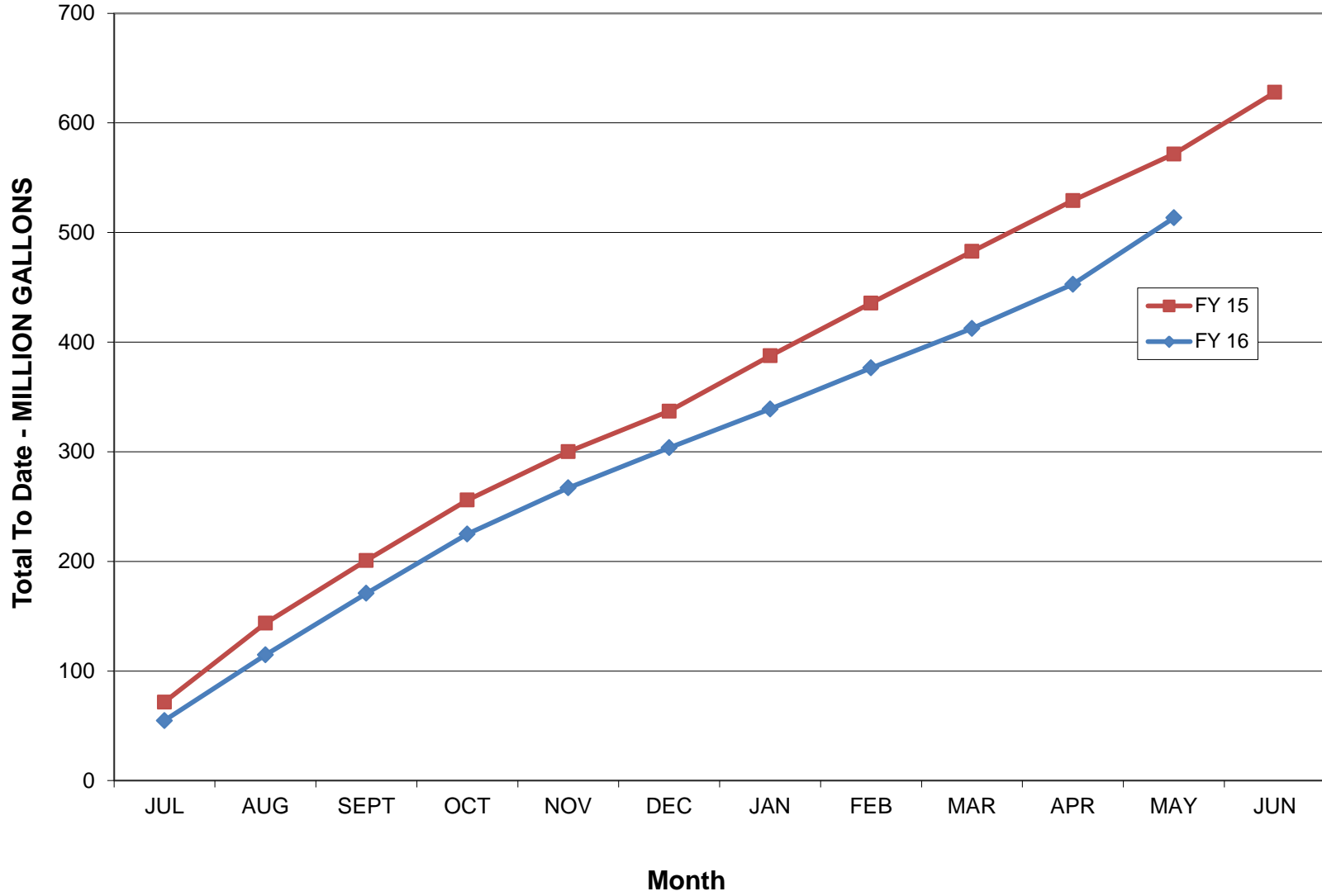
	Denniston Surface			Denniston Wells			Pilarcitos Wells			Pilarcitos Surface			SFWD CSP			SFWD Total	
	Actual MG	Predicted MG	pred-act	Actual MG	Predicted	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG
Jul-15	0.00	2.32	2.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	57.33	62.94	5.61	57.33	62.94
Aug-15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	62.00	65.62	3.62	62.00	65.62
Sep-15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	59.07	52.90	-6.17	59.07	52.90
Oct-15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	56.60	50.89	-5.71	56.60	50.89
Nov-15	0.00	0.97	0.97	0.00	0.01	0.01	2.07	4.94	2.87	0.00	0.00	0.00	42.44	35.50	-6.94	42.44	35.50
Dec-15	12.51	3.74	-8.77	0.00	0.20	0.20	9.44	8.98	-0.46	0.00	9.17	9.17	17.68	14.73	-2.95	17.68	23.90
Jan-16	11.84	8.23	-3.61	0.00	0.60	0.60	15.14	8.98	-6.16	0.00	36.69	36.69	10.96	0.00	-10.96	10.96	36.69
Feb-16	17.51	8.23	-9.28	0.00	0.60	0.60	11.08	8.98	-2.10	7.89	21.17	13.28	3.27	0.00	-3.27	11.16	21.17
Mar-16	9.33	8.23	-1.10	0.05	0.60	0.55	13.85	8.98	-4.87	15.86	29.63	13.77	0.11	0.00	-0.11	15.97	29.63
Apr-16	18.08	6.73	-11.35	0.00	0.60	0.60	13.24	0.00	-13.24	10.30	28.22	17.92	1.96	13.39	11.43	12.26	41.61
May-16	24.01	3.74	-20.27	0.00	0.60	0.60	2.45	0.00	-2.45	33.79	0.00	-33.79	4.03	62.06	58.03	37.82	62.06
Jun-16			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	58.53
MG Totals	93.28	42.19	-51.09	0.05	3.21	3.16	67.27	40.85	-26.42	67.84	124.88	57.04	315.45	358.03	42.58	383.30	541.44

	Actual non SFPUC	Predicted non SFPUC	Actual SFPUC	Predicted SFPUC	TOTAL		
					Actual	Predicted	Pred-act
	160.60	86.25	383.30	482.91	543.90	569.16	25.27
% Total	29.53%	15.15%	70.47%	84.85%	95.56%		

Monthly Production FY 15 vs FY 16



Cumulative Production FY 15 vs.FY16



Plant Water Use*			Unmetered Water 2016									MG	
	Denniston Plant	Nunes Plant	Total	Main Flushing	Detector Checks*	Main Breaks	Fire Dept	Miscellaneous	Denniston Holding Pond	Autoflush	Tank Level Difference	Total	
JAN	1.070	1.430	2.500	0.005	0.022	0.000	0.006	0.000	0.013	0.139	0.002	2.686	
FEB	1.220	1.130	2.350	0.001	0.012	0.010	0.000	0.000	0.011	0.139	-0.326	2.197	
MAR	0.850	1.610	2.460	0.000	0.011	0.010	0.030	0.013	0.270	0.139	0.274	3.206	
APR	1.740	1.400	3.140	0.000	0.008	0.030	0.000	0.000	0.000	0.139	-0.054	3.263	
MAY	1.920	1.560	3.480	0.000	0.019	0.173	0.000	0.000	0.000	0.139	0.098	3.910	
JUN												0.000	
JUL												0.000	
AUG												0.000	
SEP												0.000	
OCT												0.000	
NOV												0.000	
DEC												0.000	
TOTAL	6.80	7.13	13.93	0.01	0.07	0.22	0.04			0.70	-0.01	15.26	

* water removed from system and not returned

Denniston Samples	3009.33 gal/day	Dec	denniston overflow	0.069
Nunes Samples	8750.33 gal/day	Jan	denniston pond discharge	
		May	autoflush malfunction	0.1728

Plant Water Use*			Unmetered Water 2015									MG	
	Denniston Plant	Nunes Plant	Total	Main Flushing	Detector Checks*	Main Breaks	Fire Dept			Miscellaneous	Tank Level Difference	Total	
JAN	1.360	1.510	2.870	0.012	0.006	0.118	0.000			0.014	0.146	3.165	
FEB	1.030	1.240	2.270	0.000	0.010	0.000	0.000			0.014	0.066	2.359	
MAR	1.350	1.440	2.790	0.000	0.006	0.020	0.000			0.014	-0.129	2.701	
APR	1.240	1.510	2.750	0.000	0.010	0.014	0.100			0.014	-0.351	2.537	
MAY	0.020	1.580	1.600	0.000	0.007	0.299	0.000			0.014	-0.270	1.650	
JUN	2.090	0.000	2.090	0.000	0.025	0.105	0.000			0.014	0.669	2.904	
JUL	0.000	2.440	2.440	0.000	0.010	0.097	0.006			0.014	0.004	2.571	
AUG	0.000	2.500	2.500	0.000	0.010	0.000	0.000			0.019	-0.456	2.073	
SEP	0.000	2.300	2.300	0.005	0.138	0.065	0.000			0.014	0.408	2.930	
OCT	0.000	2.240	2.240	0.000	0.016	0.008	0.002			0.014	0.172	2.452	
NOV	0.000	2.690	2.690	0.004	0.029	0.000	0.000			0.014	-0.303	2.434	
DEC	1.110	1.750	2.860	0.000	0.010	0.040	0.020			0.090	0.025	3.045	
TOTAL	8.20	21.20	29.40	0.02	0.28	0.77	0.13			0.25	-0.02	30.82	

MONTH

Coastside County Water District Monthly Discharge Report

EMERGENCY MAIN AND SERVICE REPAIRS

1	Date Reported Discovered	Date Repaired	Location	Pipe Class	Pipe Size & Type	Estimated Water Loss (Gallons)*	Environmental Damage? Y/N**	If Yes chlorine residual after dechlor	Equipment Costs	Material Costs	Employee hours		Labor Costs	Total Costs
											Staff	Hours		
1	5/6/2016	5/10/16	723 Columbus EG	S	1"PL	1,500	N		\$750.00	\$540.00	4	5		\$1,290.00
2	5/20/2016	2/24/2016	221 myrtle Street HMB	M	6"CI	1,500	N		\$1,000.00	\$590.00	4	4		\$1,590.00
3	5/24/2016	5/24/2016	Miramontes Street X Saan Benito ST. HMB	M	6"CI	2,000	N		\$1,250.00	\$425.00	4	4		\$1,675.00
4	5/17/2016	5/17/2016	San Mateo Rd blowoff			173,000								\$0.00
5														\$0.00
6														\$0.00
7														\$0.00
8														\$0.00
Totals						178,000			\$3,000.00	\$1,555.00	12	13	\$0	\$4,555.00

*includes 1,000 gallons for mains to daylight plus 1,000 gallons to flush mains or 100 gallons to flush services ** If Yes, include photos of damage Staff x hours = 156

MONTH		May									
PLANNED PLANT OR TANK DISCHARGE AND NEW WATER LINE FLUSHING REPORT										OTHER DISCHARGES	
	Date	Project/Location	Pipe Size & Type	Estimated Water Flushed (Gallons)	Chlorine Residual after dechlor	pH	Flow Rate (gal/min)	Duration of Discharge (minutes)	Total Volumes (gallons)		
1									Flushing Program		
2									Reservoir Cleaning		
3									Automatic Blowoffs	0.139	
3									Dewatering Operations		
4									Other (includes flow testing)		
DEWATERING OPERATIONS GREATER THAN 350,000 GALLONS (requires prenotification to CWRCB)										Number of planned or emergency discharges greater than 50,000 gallons	
	Date	Location	Volume	pH			Chlorine Residual after dechlor			Duration (min)	1
				5 min	20 min	end	5 min	20 min	end		
1											
2											
ANNUAL REPRESENTATIVE MONITORING										PLANNED DISCHARGES GRAND TOTAL (MG)	
	Date	Location	Volume (gal)	pH	Chlorine Residual after dechlor (ppm)						
1											0.14

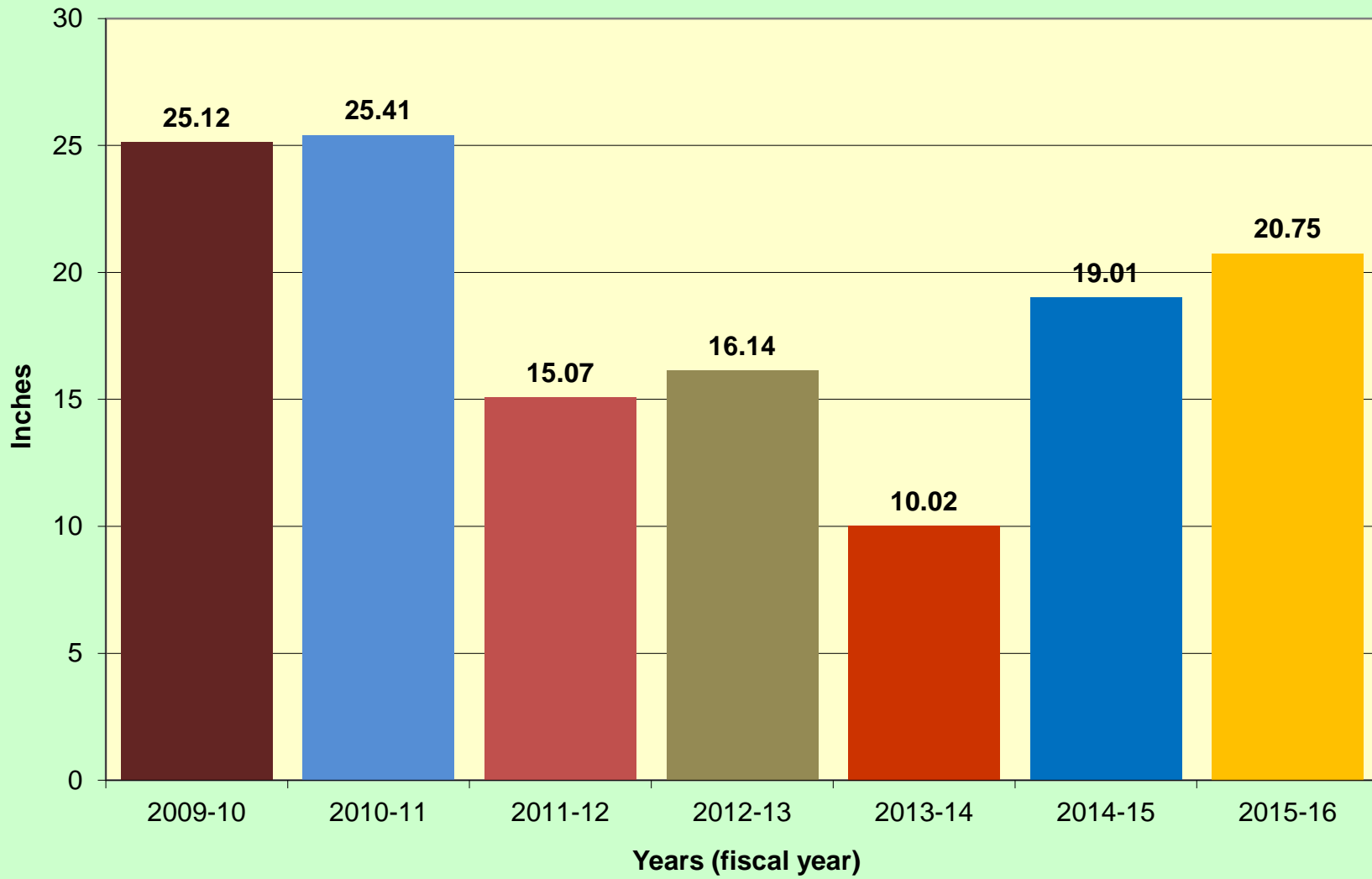
Coastside County Water District
 766 Main Street
 July 2015 - June 2016

District Office
 Rainfall in Inches

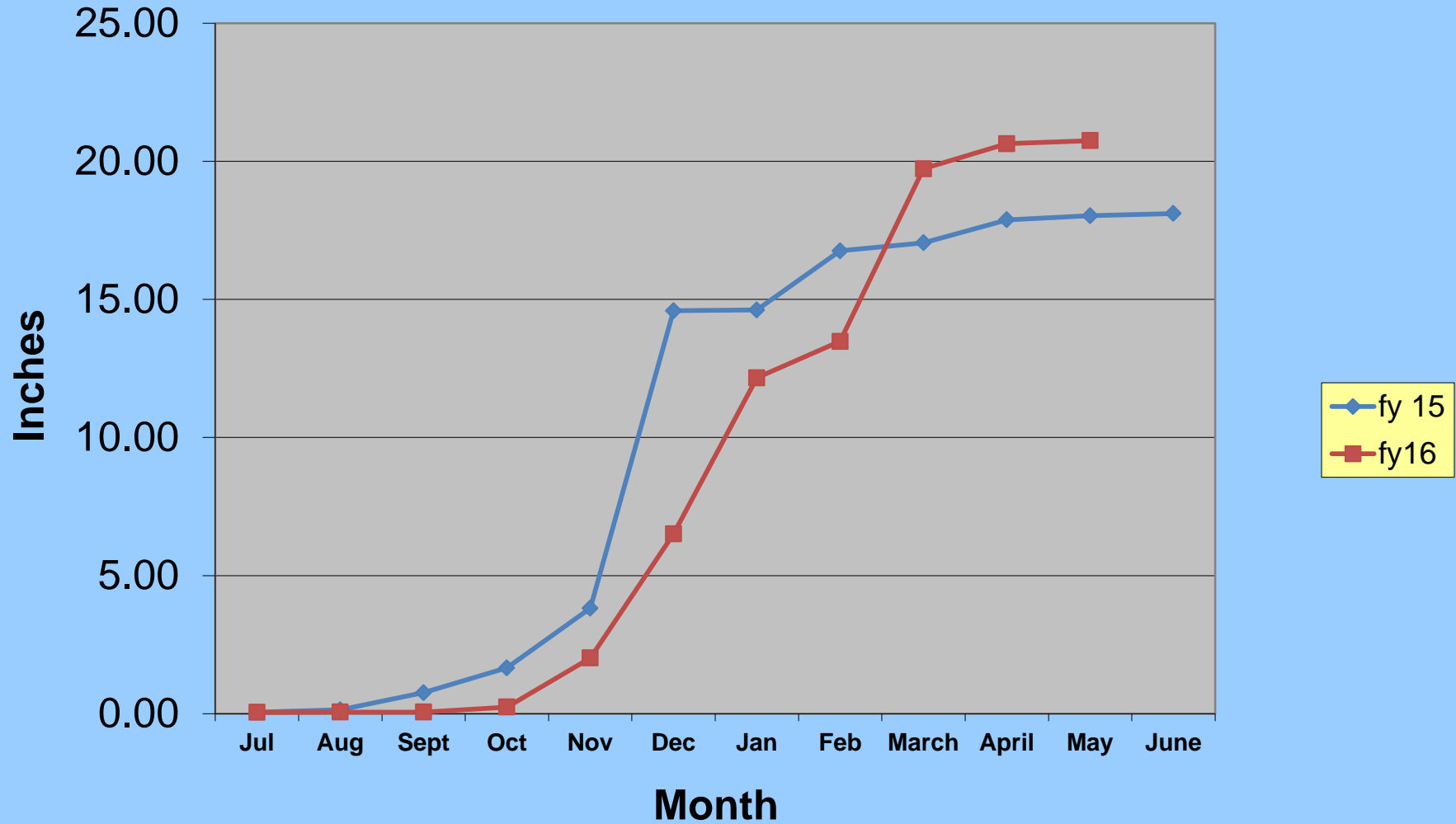
	2015						2016					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0	0	0	0.05	0	0	0	0	0	0	0
2	0	0	0	0	0.57	0	0	0.33	0	0	0	0
3	0	0	0	0	0	0.37	0.06	0	0.1	0	0	0
4	0	0	0	0	0.01	0.02	0.12	0	0.44	0.01	0	0
5	0.01	0	0	0	0	0	1.04	0	1.84	0.01	0	0
6	0	0	0	0	0	0.14	0.91	0	0.98	0	0.03	0
7	0	0	0	0	0	0.02	0.05	0	0.22	0	0.01	0
8	0	0	0	0	0.02	0	0.01	0	0.04	0.18	0.01	0
9	0.02	0	0	0	0.32	0.01	0.01	0	0.13	0.3	0	0
10	0	0	0	0	0.01	0.44	0	0	0.76	0.18	0	0
11	0	0.01	0	0	0	0.1	0	0	0.4	0.00	0.01	0
12	0	0	0	0	0.01	0	0	0	0.37	0	0	0
13	0	0	0	0	0	0.33	0.22	0.01	0.59	0	0	0
14	0.01	0	0	0	0	0	0.15	0	0	0.1	0	0
15	0.01	0	0	0	0.53	0	0.15	0	0	0	0.01	0
16	0	0	0	0	0	0	0.12	0	0	0	0	0
17	0	0	0	0	0	0	0.87	0.6	0	0	0	0
18	0	0	0	0.05	0.01	0.38	0.26	0.17	0	0	0	0
19	0	0	0	0.05	0.01	0.09	0.9	0.15	0	0	0	0
20	0	0	0	0.01	0	0.89	0.01	0.01	0.3	0	0	0
21	0	0	0	0.01	0.01	1.13	0	0	0.06	0.01	0	0
22	0	0	0	0	0	0.23	0.24	0.01	0	0.08	0.03	0
23	0	0	0	0.01	0	0	0.23	0	0.01	0	0	0
24	0	0	0	0	0.18	0.25	0.01	0	0	0	0	0
25	0	0	0	0	0.05	0.03	0	0	0	0	0	0
26	0	0	0	0.01	0	0	0.01	0.02	0	0	0	0
27	0	0	0	0.03	0	0.02	0	0.01	0.01	0.04	0	0
28	0	0	0	0	0	0.02	0	0	0	0	0	0
29	0	0	0	0	0	0.01	0.28	0.01	0	0	0	0
30	0	0	0	0.01	0	0.01	0		0	0	0	0
31	0	0		0		0	0		0		0.01	
Mon.Total	0.05	0.01	0.00	0.18	1.78	4.49	5.65	1.32	6.25	0.91	0.11	0.00
Year Total	0.05	0.06	0.06	0.24	2.02	6.51	12.16	13.48	19.73	20.64	20.75	20.75

Rain Totals

Fiscal Years 10 - 16



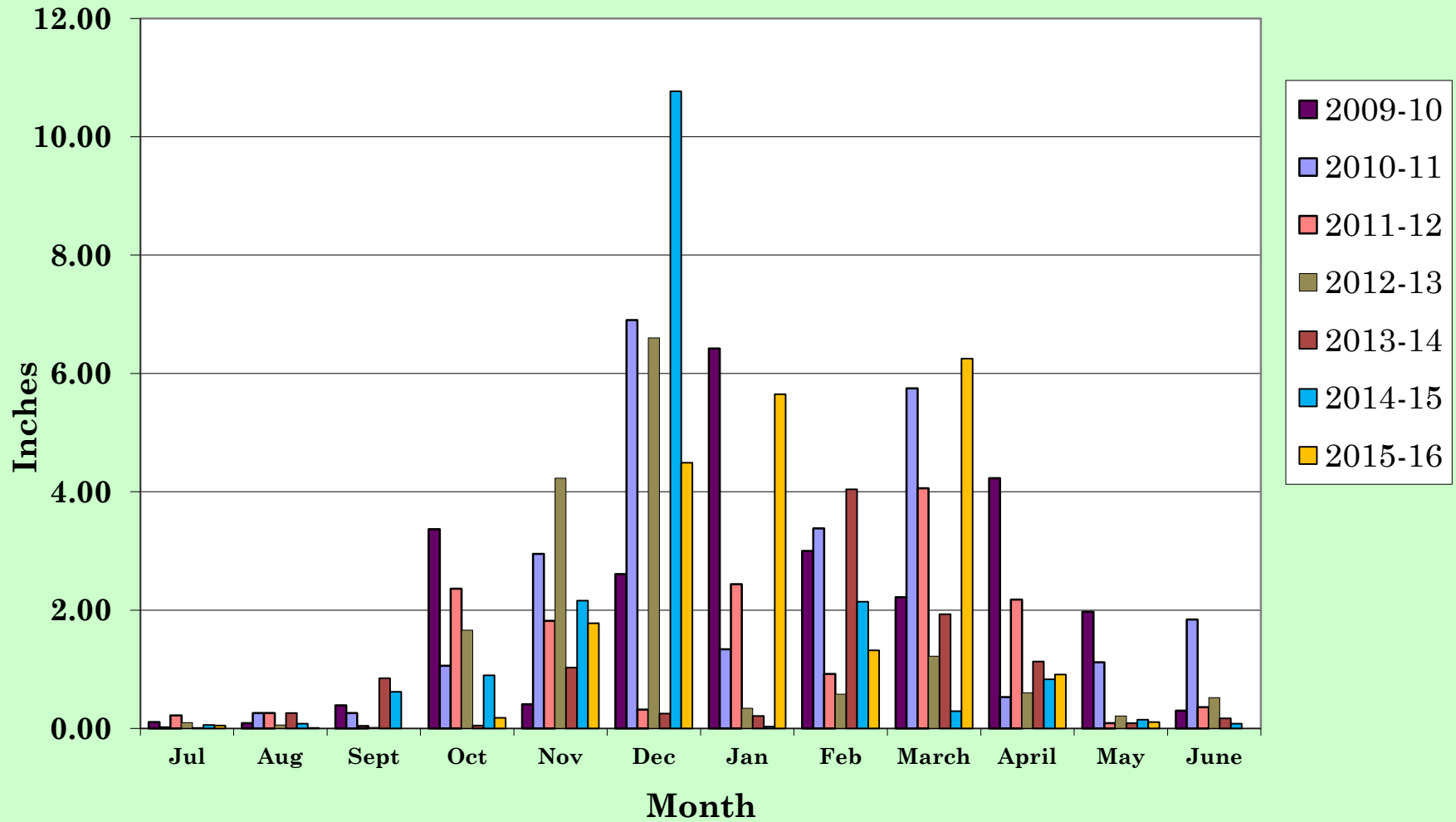
Rainfall Total Comparison Fiscal Years 15 and 16



Coastside County Water District

Rainfall by Month

Fiscal Years 09 - 15



MONTHLY CLIMATOLOGICAL SUMMARY for MAY. 2016

NAME: CCWD weather station CITY: STATE:
 ELEV: 80 ft LAT: 37° 18' 00" N LONG: 122° 18' 00" W

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

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	57.4	70.2	2:00p	45.8	7:00a	8.0	0.4	0.00	1.8	15.0	3:00p	WSW
2	55.3	60.3	1:30p	52.2	5:00a	9.7	0.0	0.00	1.3	8.0	9:30a	W
3	55.1	62.3	2:30p	52.2	5:30a	9.9	0.0	0.00	1.1	12.0	1:00p	W
4	58.1	66.6	2:00p	53.4	12:30a	6.9	0.1	0.00	1.8	11.0	1:30p	WSW
5	59.5	67.3	4:00p	53.1	11:00p	5.6	0.1	0.00	2.0	15.0	12:30p	WSW
6	55.1	57.6	5:00p	53.7	7:00a	9.9	0.0	0.03	1.4	10.0	1:30a	WSW
7	57.3	61.6	10:00a	54.0	11:30p	7.7	0.0	0.01	1.5	13.0	10:30a	WSW
8	57.5	62.6	1:30p	53.9	12:30a	7.5	0.0	0.01	1.3	10.0	4:00p	W
9	54.8	59.4	1:00p	51.9	11:00p	10.2	0.0	0.00	1.7	10.0	4:00p	W
10	54.0	59.4	1:30p	50.1	5:30a	11.0	0.0	0.00	1.1	10.0	1:00p	W
11	54.4	59.4	4:30p	51.4	6:30a	10.6	0.0	0.01	0.9	8.0	12:30p	W
12	55.1	60.5	3:30p	51.4	5:30a	9.9	0.0	0.00	1.3	12.0	4:30p	W
13	57.4	65.3	3:00p	49.4	11:30p	7.6	0.0	0.00	1.4	12.0	4:30p	W
14	58.1	67.5	1:00p	47.8	2:30a	7.0	0.1	0.00	1.5	9.0	1:30p	W
15	57.3	61.0	11:30a	54.7	4:00a	7.7	0.0	0.01	2.4	16.0	4:30p	W
16	57.1	62.0	3:30p	53.5	5:00a	7.9	0.0	0.00	2.1	14.0	3:30p	W
17	58.9	75.2	3:00p	50.2	5:30a	6.9	0.9	0.00	1.1	9.0	3:00p	W
18	57.5	67.0	4:00p	48.8	6:00a	7.5	0.1	0.00	1.3	11.0	6:00p	W
19	56.3	61.3	2:30p	53.3	12:00m	8.7	0.0	0.00	3.6	21.0	6:30p	W
20	55.4	60.7	4:00p	51.9	5:30a	9.6	0.0	0.00	3.9	16.0	2:30a	W
21	56.8	63.4	1:00p	50.2	11:00p	8.2	0.0	0.00	2.2	12.0	2:00p	W
22	56.6	61.7	1:00p	51.1	12:30a	8.4	0.0	0.03	1.6	12.0	2:00p	W
23	57.4	63.9	4:00p	53.9	5:00a	7.6	0.0	0.00	1.9	10.0	1:30p	W
24	57.6	63.3	2:30p	54.5	12:30a	7.4	0.0	0.00	2.5	11.0	12:00p	W
25	56.8	61.9	3:00p	54.1	7:00a	8.2	0.0	0.00	2.2	11.0	9:30p	W
26	56.3	60.4	3:30p	53.9	7:00a	8.7	0.0	0.00	2.1	10.0	12:30p	W
27	56.9	63.2	12:00p	49.8	12:00m	8.1	0.0	0.00	1.6	10.0	3:00p	W
28	56.0	66.0	2:30p	46.9	6:00a	9.0	0.0	0.00	1.2	9.0	11:00a	W
29	55.2	63.8	1:30p	48.5	2:00a	9.8	0.0	0.00	1.9	14.0	11:00a	W
30	55.7	63.8	3:00p	50.6	7:00a	9.3	0.0	0.00	1.5	10.0	11:00a	WSW
31	55.5	63.5	2:30p	49.3	7:00a	9.5	0.0	0.01	1.1	10.0	11:30a	W
	56.5	75.2	17	45.8	1	264.0	1.7	0.11	1.8	21.0	19	W

Max >= 90.0: 0
 Max <= 32.0: 0
 Min <= 32.0: 0
 Min <= 0.0: 0
 Max Rain: 0.03 ON 05/06/16
 Days of Rain: 2 (>.01 in) 0 (>.1 in) 0 (>1 in)
 Heat Base: 65.0 Cool Base: 65.0 Method: Integration

San Francisco Public Utilities Commission Hydrological Conditions Report For April 2016

J. Chester, C. Graham, A. Mazurkiewicz, & M. Tsang, May 9, 2016



Horse Meadow in the East Fork of Cherry Creek drainage in April 2015 (above) and April 2016 (below)

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

Table 1 Current Storage As of May 1, 2016							
Reservoir	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 ¹	278,910		360,360		81,450		77.4%
Cherry ²	182,095		273,340		91,245		66.6%
Lake Eleanor ³	21,774		27,100		5,326		80.3%
Water Bank	403,799		570,000		166,201		70.8%
Tuolumne Storage	886,578		1,230,800		344,222		72.0%
Local Bay Area Storage							
Calaveras ⁴	35,504	11,569	96,824	31,550	61,320	19,981	36.7%
San Antonio	47,008	15,318	50,496	16,454	3,488	1,137	93.1%
Crystal Springs	52,531	17,117	58,377	19,022	5,846	1,905	90.0%
San Andreas	17,865	5,821	18,996	6,190	1,131	369	94.0%
Pilarcitos	2,803	913	2,995	976	191	62	93.6%
Total Local Storage	155,711	50,738	227,688	74,192	71,977	23,453	68.4%
Total System	1,042,289		1,458,488		416,199		71.5%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates activated.

² Maximum Cherry Reservoir storage with flash-boards installed.

³ Maximum Lake Eleanor storage with flash-boards installed.

⁴ Available capacity does not take into account current DSOD storage restrictions.

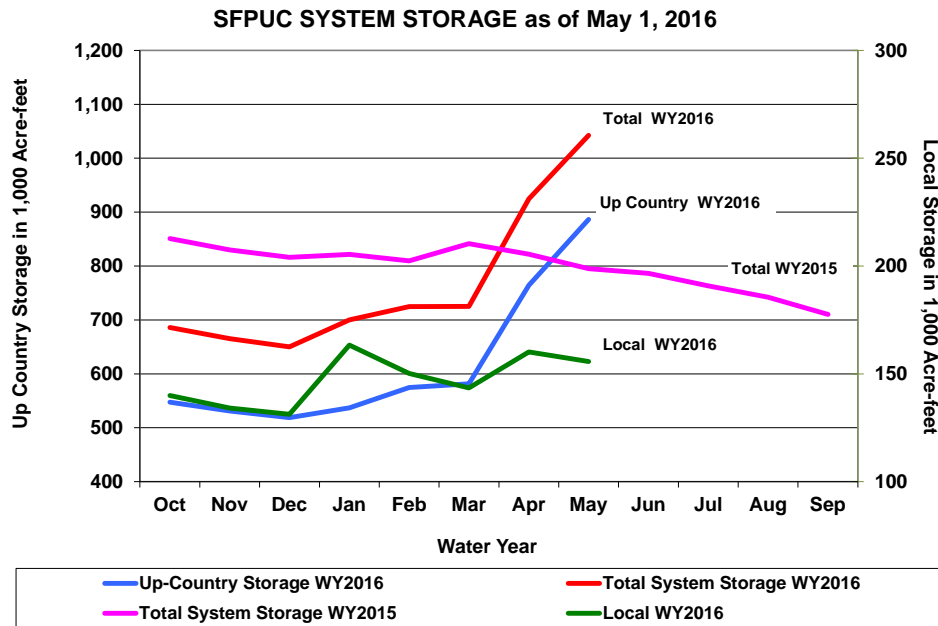


Figure 1: Monthly system storage for water year 2016

Hetch Hetchy System Precipitation Index ^{5/}

Current Month: The April six-station precipitation index was 2.86 inches, or 95.0% of the average index for the month.

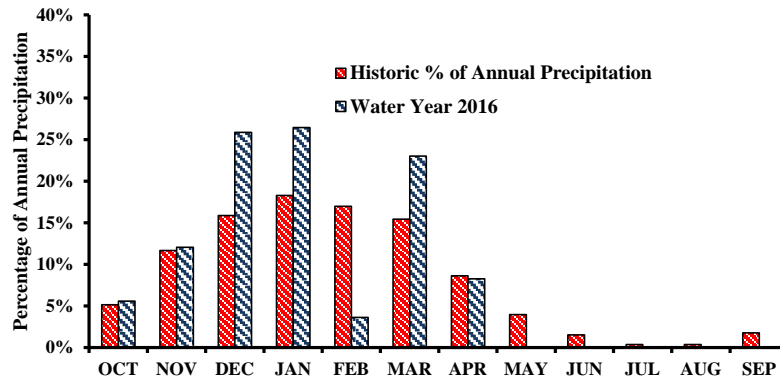


Figure 2: Monthly distribution of the Hetch Hetchy Six-station precipitation index as percent of the annual average precipitation.

Cumulative Precipitation to Date: The accumulated six-station precipitation index for water year 2016 is 37.1 inches, which is 104.2% of the average annual water year total, or 114.0% of average annual to date. Hetch Hetchy received 3.36 inches of precipitation in April, a total of 37.17 inches for water year 2016 to date. The cumulative Hetch Hetchy precipitation is shown in Figure 3 in red.

Precipitation at Hetch Hetchy - Water Year 2016

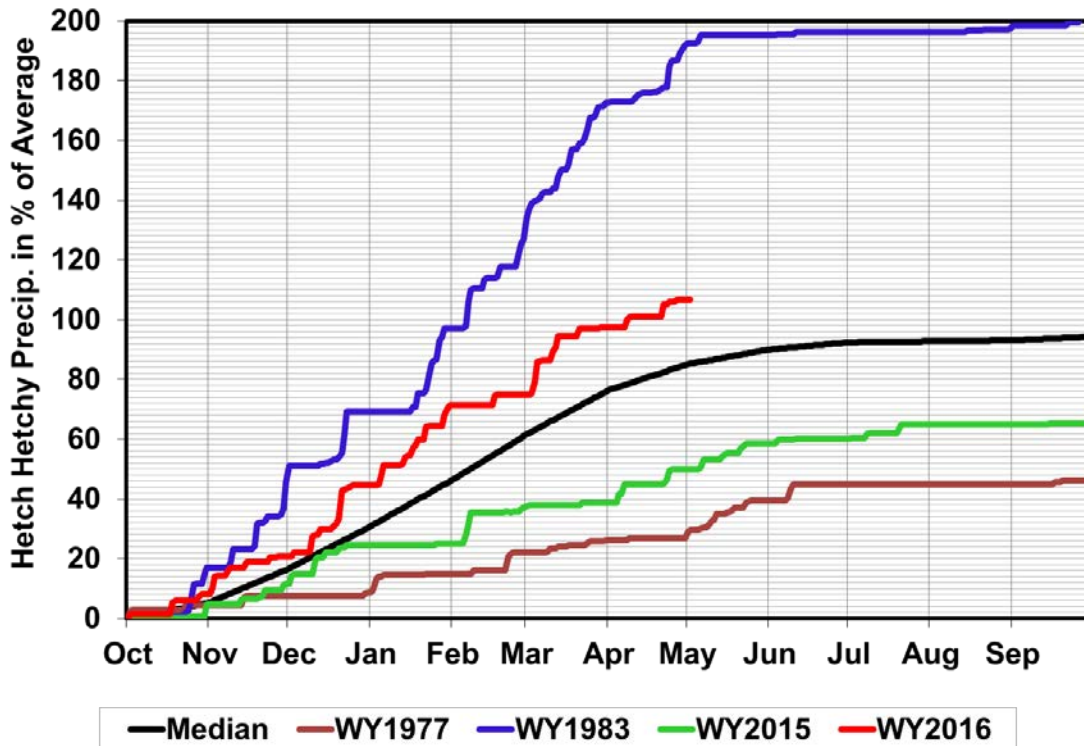


Figure 3: Water year 2016 cumulative precipitation measured at Hetch Hetchy Reservoir through April 30th, 2016. Precipitation at the Hetch Hetchy gauge for wet, dry, median, and WY 2015 are included for comparison purposes.

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

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange as of April 30th is summarized below in Table 2.

Table 2 Unimpaired Inflow Acre-Feet								
	April 2016				October 1, 2015 through April 30, 2016			
	Observed Flow	Median ⁶	Average ⁶	Percent of Average	Observed Flow	Median ⁶	Average ⁶	Percent of Average
Inflow to Hetch Hetchy Reservoir	113,940	88,140	90,375	126.1%	336,557	204,241	220,781	152.4%
Inflow to Cherry Reservoir and Lake Eleanor	92,273	72,774	73,623	125.3%	276,926	195,960	211,458	131.0%
Tuolumne River at La Grange	318,863	263,768	273,505	116.5%	1,103,221	775,189	874,053	126.2%
Water Available to the City	130,749	82,697	96,055	136.1%	415,930	231,180	319,877	130.0%

⁶ Hydrologic Record: 1919 – 2015

Hetch Hetchy System Operations

Draft and releases from Hetch Hetchy Reservoir during the month of April totaled 108,448 acre-feet to meet SJPL deliveries, instream release requirements, and reservoir management goals.

The instream release schedule at Hetch Hetchy Reservoir for the month of April was year type A (normal to wet conditions). This year type is based upon accumulated precipitation from October 1st, 2015 through March 31st, 2016. The instream release requirement from Hetch Hetchy Reservoir was 139 cfs throughout April. The cumulative precipitation through April 30, 2016 at Hetch Hetchy Reservoir meets the criteria to maintain a water year type A (normal to wet conditions). The Hetch Hetchy instream release requirement for May is 164 cfs. Releases in excess of instream flow requirements began on April 17th to manage forecasted spill water and to meet downstream ecological benefits. Additional releases will be made during the month of May.

53,476 acre-feet of draft was made from Cherry Reservoir during the month of April to meet instream release requirements and to meet reservoir management goals. 23,834 acre-feet of water was transferred by gravity flow from Lake Eleanor to Cherry Reservoir in April. The required minimum instream release from Lake Eleanor and from Cherry Reservoir was 5 cfs during April. Instream flow requirement from each reservoir for the month of May is 5 cfs.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for April was 54 MGD. The Sunol Valley Water Treatment Plant average production for the month was 38 MGD.

Local System Water Delivery

The average April delivery rate was 172 MGD which is a 10% increase above the March delivery rate of 156 MGD.

Local Precipitation

The April rainfall summary is presented in Table 3.

Reservoir	Month Total (inches)	Percentage of Average for the Month	Water Year to Date ⁷ (inches)	Percentage of Average for the Year-to-Date ⁷
Pilarcitos	1.49	51%	40.53	109 %
Lower Crystal Springs	1.26	61%	27.38	106 %
Calaveras	2.51	133%	22.59	110 %

⁷ WY 2016: Oct. 2015 through Sep. 2016.

Snowmelt and Water Supply

Warm temperatures during the month of April melted the low elevation snowpack and triggered above normal inflows for the month. The runoff conditions resulted in 130,749 acre-feet (Figure 5) water to become Available to the City during the month of April, resulting in a water year total of 415,930 acre-feet. Snow surveys during the last week of April and first days of May reflect the April snowmelt conditions. The surveys indicate the snowpack above 7,600 feet ranges from 29% to 103% of normal May 1st conditions, while the snowpack below 7,600 feet ranges from 0% to 17%. The snow surveyors observed consistent snow coverage above 7,800 feet.

The Tuolumne Basin Water Supply Forecast model was executed using the measured snow course, precipitation, and runoff data. The forecast indicates that the median amount of runoff at La Grange this year is 105% of the long-term median (Figure 4). The median forecast for the April-through-July runoff is about 1,130 TAF, compared to the long-term median measured runoff for the April-through-July period of 1,080 TAF. For natural flow at La Grange, there is an 80 percent chance that the April-to-July natural runoff will be between 1,225 TAF and 1,030 TAF.

The month of May can have storm events, however the typical pattern is for isolated precipitation and thunderstorm events. The National Weather Service predicts the chance of above normal precipitation conditions for the month of May with above normal temperatures.

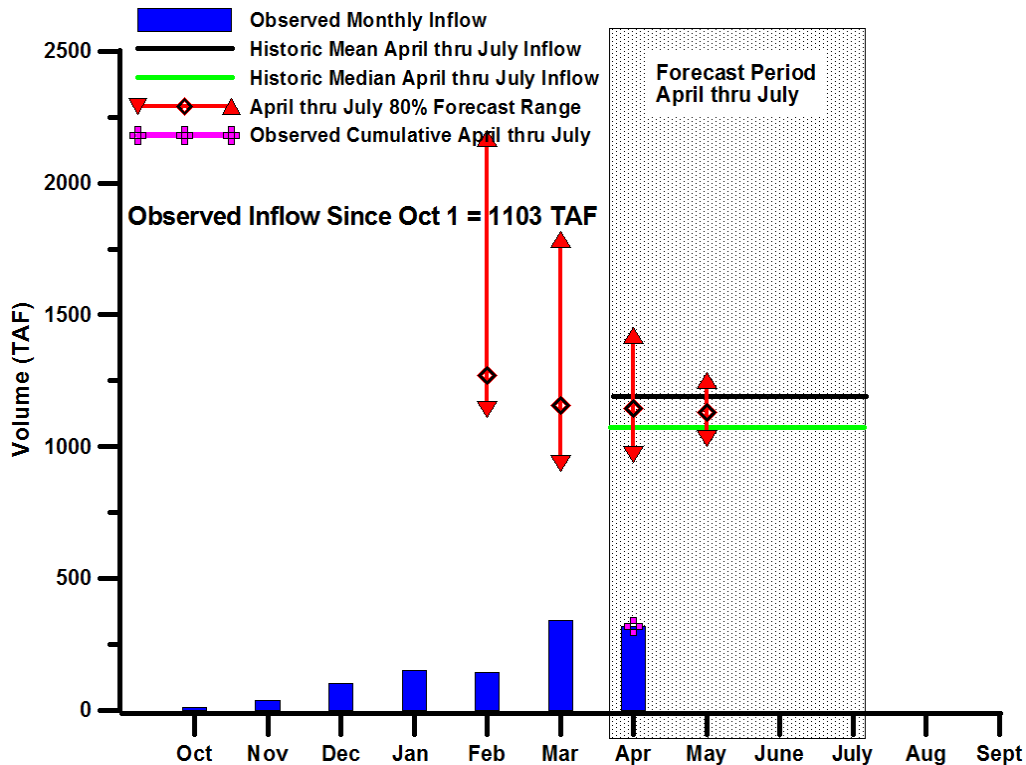


Figure 4: Water year 2016 conditions for the Tuolumne River at La Grange and for the 80% water supply forecast range (triangles represent the 90% and 10% forecasts, the open diamond represents the median forecast).

Unimpaired Flow at La Grange & Water Available to the City

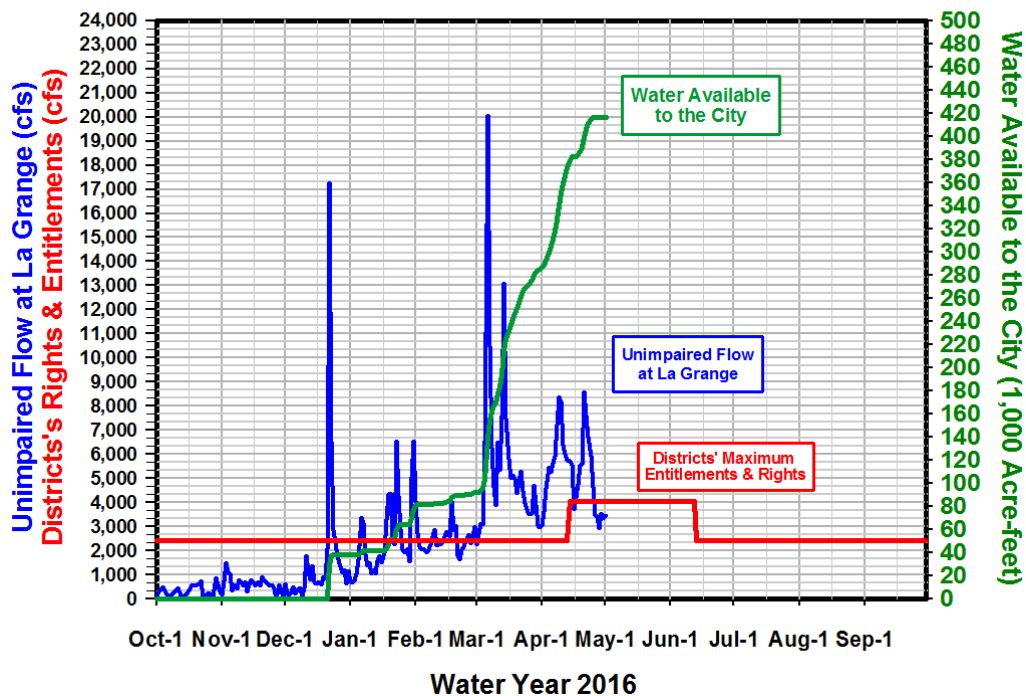


Figure 5: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. 415,930 acre-feet of water has become available to the City during water year 2016.

cc	HHWP Records	Gambon, Paul	Levin, Ellen	Ritchie, Steve
	Briggs, David	Graham, Chris	Mazurkiewicz, Adam	Sandkulla, Nicole
	Carlin, Michael	Hale, Barbara	Meier, Steve	Tsang, Michael
	Chester, John	Hannaford, Margaret	Moses, Matt	Williams, Mike
	Chiang, Jiayo	Kelly, Harlan	Patterson, Mike	
	DeGraca, Andrew	Jue, Tyrone	Perl, Charles	
	Dhakal, Amod	Kehoe, Paula	Nelson, Chris	
	Dufour, Alexis	Lehr, Dan	Ramirez, Tim	

San Francisco Public Utilities Commission Hydrological Conditions Report For May 2016

J. Chester, C. Graham, A. Mazurkiewicz, & M. Tsang, June 7, 2016



An experimental release of 6,300 cubic-feet per second from **O'Shaughnessy Dam** during May 10-11 provided additional data on benefits to downstream habitats. This high flow rate mobilized sand and gravels to maintain and enhance habitat for fish, amphibians, and aquatic insects, and also flushed fine sediments associated with the Rim Fire. The high release also fully inundated the highly productive and unique Poopenaut Valley wetlands.

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

Reservoir	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 ¹	296,992		360,360		63,368		82.4%
Cherry ²	237,335		273,340		36,005		86.8%
Lake Eleanor ³	25,588		27,100		1,512		94.4%
Water Bank	442,882		570,000		127,118		77.7%
Tuolumne Storage	1,002,797		1,230,800		228,003		81.5%
Local Bay Area Storage							
Calaveras ⁴	36,104	11,764	96,824	31,550	60,720	19,786	37.3%
San Antonio	43,204	14,078	50,496	16,454	7,292	2,376	85.6%
Crystal Springs	52,895	17,236	58,377	19,022	5,481	1,786	90.6%
San Andreas	18,151	5,915	18,996	6,190	845	275	95.6%
Pilarcitos	2,742	893	2,995	976	253	82	91.6%
Total Local Storage	153,096	49,886	227,688	74,192	74,591	24,305	67.2%
Total System	1,155,893		1,458,488		302,594		79.3%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates activated.

² Maximum Cherry Reservoir storage with flash-boards installed.

³ Maximum Lake Eleanor storage with flash-boards installed.

⁴ Available capacity does not take into account current DSOD storage restrictions.

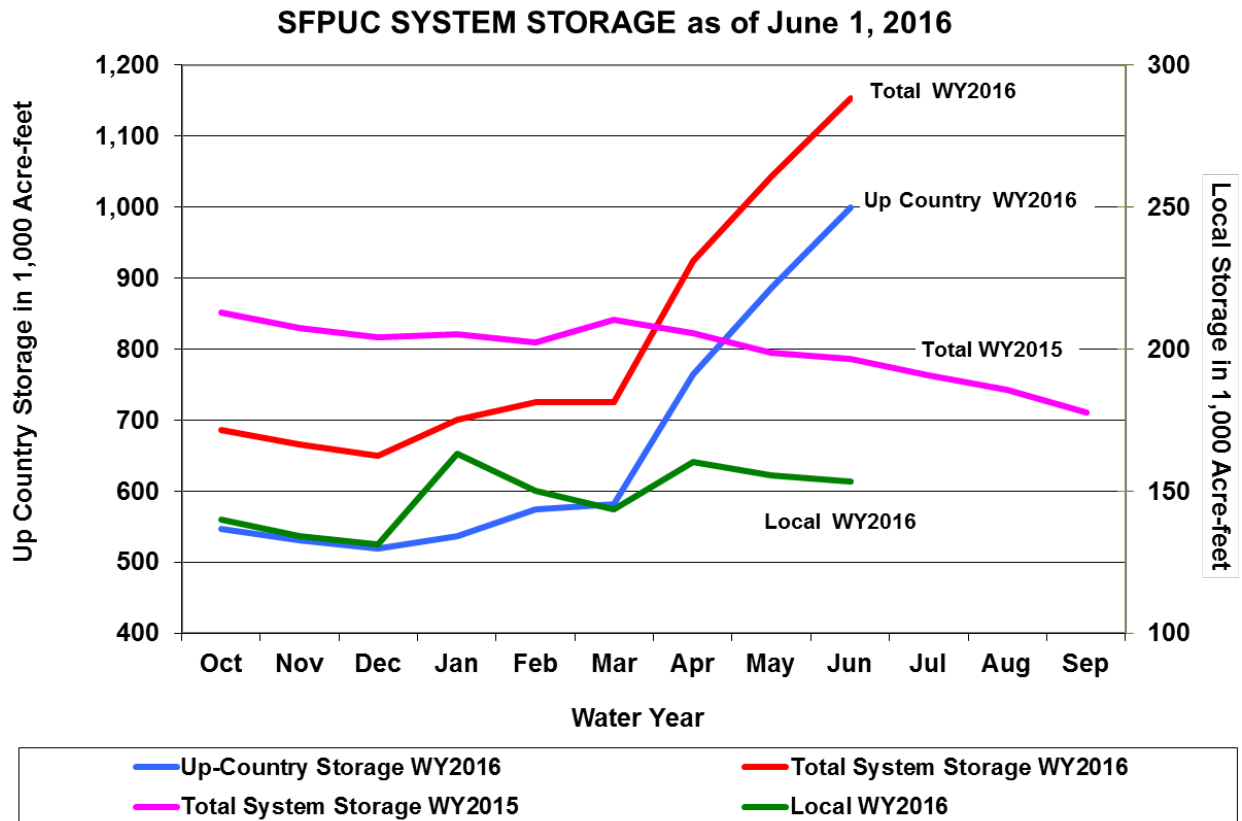


Figure 1: Monthly system storage for water year 2016

Hetch Hetchy System Precipitation Index ^{5/}

Current Month: The May six-station precipitation index was 0.69 inch, or 44.7% of the average index for the month.

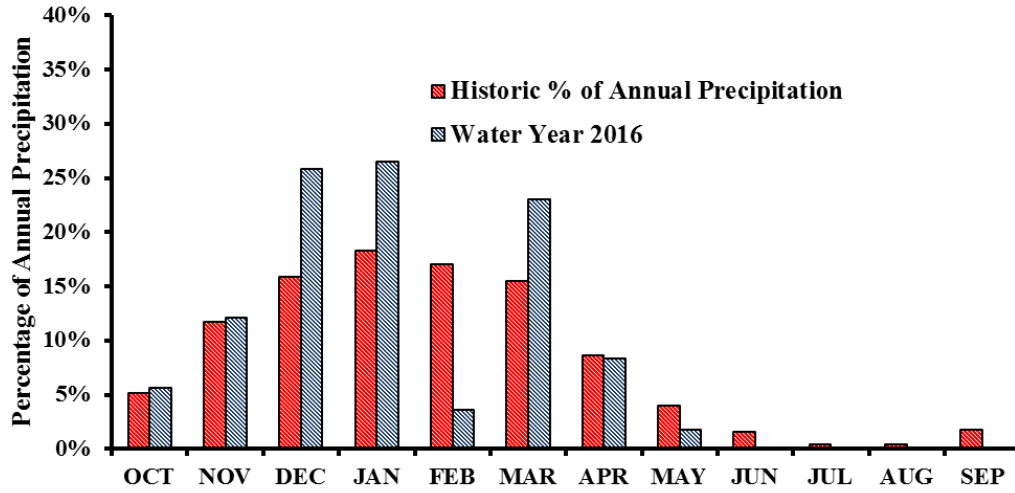


Figure 2: Monthly distribution of the Hetch Hetchy Six-station precipitation index as percent of the annual average precipitation.

Cumulative Precipitation to Date: The accumulated six-station precipitation index for water year 2016 is 37.75 inches, which is 106.1% of the average annual water year total, or 111.1% of average annual to date. Hetch Hetchy received 0.55 inch of precipitation in May, a total of 37.72 inches for water year 2016 to date. The cumulative Hetch Hetchy precipitation is shown in Figure 3 in red.

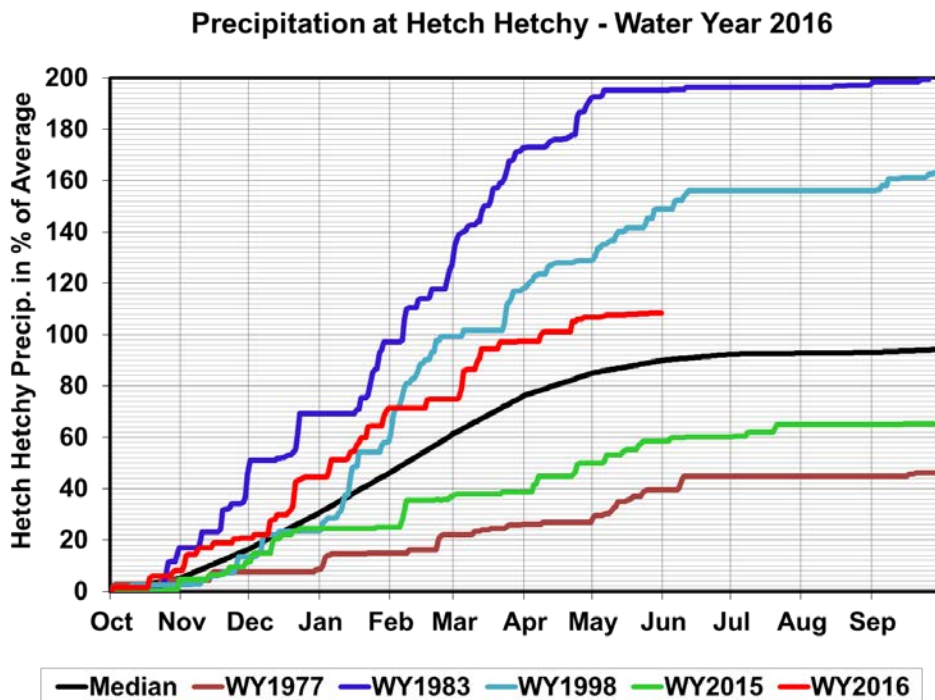


Figure 3: Water year 2016 cumulative precipitation measured at Hetch Hetchy Reservoir through May 31st, 2016. Precipitation at the Hetch Hetchy gauge for wet, dry, median, and WY 2015 are included for comparison purposes.

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

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange as of May 31st is summarized below in Table 2.

Table 2 Unimpaired Inflow Acre-Feet								
	May 2016				October 1, 2015 through May 31, 2016			
	Observed Flow	Median ⁶	Average ⁶	Percent of Average	Observed Flow	Median ⁶	Average ⁶	Percent of Average
Inflow to Hetch Hetchy Reservoir	204,902	214,799	216,180	94.8%	541,459	441,643	439,322	123.2%
Inflow to Cherry Reservoir and Lake Eleanor	95,889	120,198	122,104	78.5%	372,815	324,184	333,721	111.7%
Tuolumne River at La Grange	364,625	447,773	443,146	82.3%	1,467,846	1,184,419	1,317,199	111.4%
Water Available to the City	123,949	198,767	208,051	59.6%	539,879	433,036	527,929	102.3%

⁶ Hydrologic Record: 1919 – 2015

Hetch Hetchy System Operations

Draft and releases from Hetch Hetchy Reservoir during the month of May totaled 195,437 acre-feet to meet SJPL deliveries, instream release requirements, and reservoir management goals.

The instream release schedule at Hetch Hetchy Reservoir for the month of May was year type A (normal to wet conditions). This year type is based upon accumulated precipitation from October 1st, 2015 through April 30th, 2016. The instream release requirement from Hetch Hetchy Reservoir was 164 cfs throughout May. The cumulative precipitation through May 31, 2016 at Hetch Hetchy Reservoir meets the criteria to maintain a water year type A. The Hetch Hetchy instream release requirement for June is 189 cfs. Releases in excess of instream flow requirements began on April 17th to manage forecasted spill water and to meet downstream ecological benefits. A high flow release was made during the week of May 9th to augment stream geomorphological processes and inundate wetlands in Poopenaut Valley. Additional releases will be made during the month of June to manage reservoir elevation and spill rates.

27,995 acre-feet of draft was made from Cherry Reservoir during the month of May to meet instream release requirements and to meet reservoir management goals. 14,200 acre-feet of water was transferred by a combination of gravity flow and pumping from Lake Eleanor to Cherry Reservoir in May. The required minimum instream release from Cherry Reservoir was 5 cfs during May. Instream release requirements from Lake Eleanor were 5 cfs during the first half of May, but were increased to 20 cfs once pumping operations began. In the month of June, 5 cfs is required below Cherry Reservoir and 20 cfs is required below Lake Eleanor.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for May was 5 MGD. The Sunol Valley Water Treatment Plant average production for the month was 35 MGD.

Local System Water Delivery

The average May delivery rate was 187 MGD which is a 9% increase above the April delivery rate of 172 MGD.

Local Precipitation

The May rainfall summary is presented in Table 3.

Reservoir	Month Total (inches)	Percentage of Average for the Month	Water Year to Date ⁷ (inches)	Percentage of Average for the Year-to-Date ⁷
Pilarcitos	0.09	8 %	40.71	106 %
Lower Crystal Springs	0.12	16 %	27.62	104 %
Calaveras	0.19	28 %	22.97	108 %

⁷ WY 2016: Oct. 2015 through Sep. 2016.

Snowmelt and Water Supply

The month of May was dominated by below normal temperatures and cloud cover in the high country. This weather pattern moderated snowmelt throughout the month. The onset of significant snowmelt began to occur during the last days of the month as the first warm period of the spring time occurred. This warm pattern is anticipated to persist into the early part of June. The snowmelt is being captured in the Tuolumne basin reservoirs. Hetch Hetchy is anticipated to be full during the week of June 13th. Cherry Reservoir is anticipated to near its capacity during the week of June 20th, with Lake Eleanor filling during the week of June 6th. The runoff conditions resulted in 123,949 acre-feet (Figure 5) water to become Available to the City during the month of May, resulting in a water year total of 539,879 acre-feet.

The Tuolumne Basin Water Supply Forecast model was executed using the measured snow course, precipitation, and runoff data. The forecast indicates that the median amount of runoff at La Grange this year is 96% of the long-term median (Figure 4). The median forecast for the April-through-July runoff is about 1,035 TAF, compared to the long-term median measured runoff for the April-through-July period of 1,080 TAF. For natural flow at La Grange, there is an 80 percent chance that the April- through -July natural runoff will be between 1,135 TAF and 945 TAF. The forecast has fallen since May 1st due to below normal precipitation observed during the month of May.

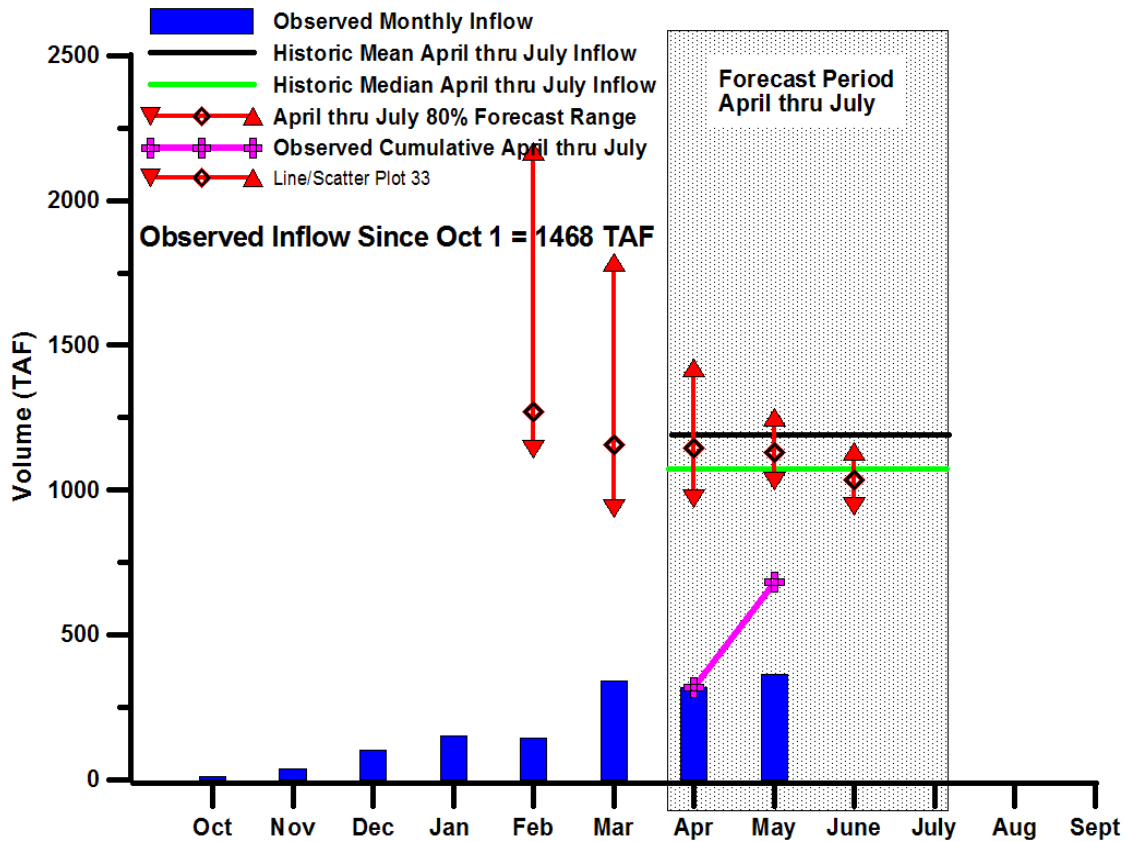


Figure 4: Water year 2016 conditions for the Tuolumne River at La Grange and for the 80% water supply forecast range (triangles represent the 90% and 10% forecasts, the open diamond represents the median forecast).

Unimpaired Flow at La Grange & Water Available to the City

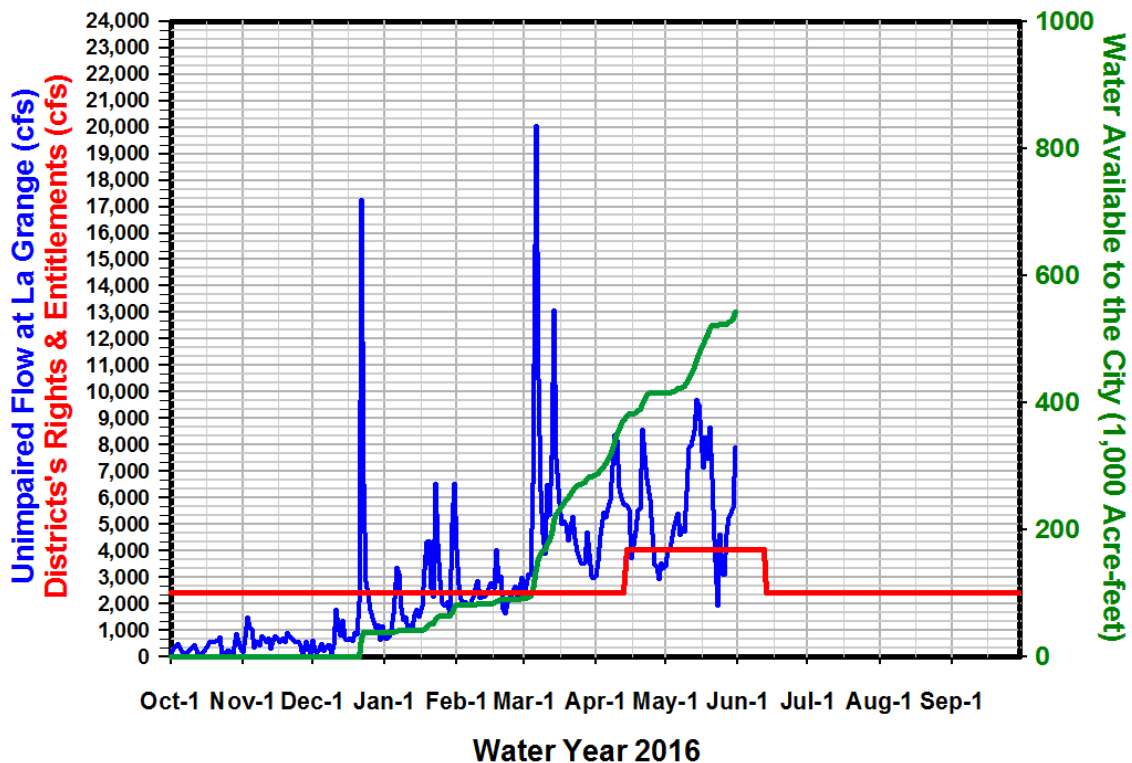


Figure 5: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. 539,879 acre-feet of water has become available to the City during water year 2016.

cc	HHWP Records	Gambon, Paul	Levin, Ellen	Ritchie, Steve
	Briggs, David	Graham, Chris	Mazurkiewicz, Adam	Sandkulla, Nicole
	Carlin, Michael	Hale, Barbara	Meier, Steve	Tsang, Michael
	Chester, John	Hannaford, Margaret	Moses, Matt	Williams, Mike
	Chiang, Jiayo	Kelly, Harlan	Patterson, Mike	
	DeGraca, Andrew	Jue, Tyrone	Perl, Charles	
	Dhakal, Amod	Kehoe, Paula	Nelson, Chris	
	Dufour, Alexis	Lehr, Dan	Ramirez, Tim	

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David R. Dickson, General Manager

Agenda: June 14, 2016

Date: June 8, 2016

Subject: Notice of Completion -El Granada Pipeline Replacement Project Final Phase

Recommendation:

That the Board of Directors take the following actions:

- (1) Accept El Granada Pipeline Replacement Project Final Phase as complete.
- (2) Authorize the Notice of Completion to be filed with the County of San Mateo.
- (3) Authorize the release of the retention funds when the Notice of Completion has been recorded and returned to the District.

Background

Coastside County Water District entered into a contract with Stoloski & Gonzalez, Inc. Inc. on January 21, 2016 for the El Granada Pipeline Replacement Project Final Phase.

The work consisted of replacing of the existing 10-inch El Granada Pipeline that crosses Pilarcitos Creek on the Main Street Bridge with approximately 418 linear feet of high density polyethylene pipe installed by horizontal direction drilling under Pilarcitos Creek and additional 16-inch ductile iron pipeline on the north side of Pilarcitos Creek and on Purissima and Mill Streets to connect the new creek crossing to the existing 16-inch pipeline in Main Street. Appurtenant work included tie-ins on Main Street, valves and fittings, service connections, and other work as shown in the plans.

The project was completed on June 8, 2016. The project was constructed according to District specifications.

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

Name
Street
Address
City &
State

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE

RECORD WITHOUT FEE Govt. Code § 6103 & 27383

NOTICE OF COMPLETION

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

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

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

3. On the 8th of June, 2016 there was completed upon the hereinafter described real property a work of improvement as a whole named El Granada Pipeline Replacement Project Final Phase The work consisted of replacing of the existing 10-inch El Granada Pipeline that crosses Pilarcitos Creek on the Main Street Bridge with approximately 418 linear feet of high density polyethylene pipe installed by horizontal direction drilling under Pilarcitos Creek and additional 16-inch ductile iron pipeline on the north side of Pilarcitos Creek and on Purissima and Mill Streets to connect the new creek crossing to the existing 16-inch pipeline in Main Street. Appurtenant work included tie-ins on Main Street, valves and fittings, service connections, and other work as shown in the plans.

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

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

All work was completed on Main Street near the Main Street Bridge, easements on private properties (A.P.N. 056-240-130 and A.P.N. 056-163-080), Purissima Street between Pilarcitos Creek and Mill Street, and Mill Street between Purissima Street and Main Street. All work was located in the City of Half Moon Bay, County of San Mateo, California.

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

COASTSIDE COUNTY WATER DISTRICT

BY: _____
David R. Dickson, Secretary

VERIFICATION

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

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

Executed on June 14, 2016, at Half Moon Bay, California
(Date) (Place where signed)

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

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: June 14, 2016

Report Date: June 7, 2016

Subject: California Special Districts Association - Proposed Bylaw Updates

Recommendation:

Approve the 2016 proposed California Special Districts Association (CSDA) Bylaw Amendments to be adopted.

Background:

The CSDA Board of Directors has approved recommended updates to the CSDA Bylaws to bring to forward to CSDA voting members for consideration. Highlights of the recommended updates are listed in the April 29, 2016 CSDA memorandum and mainly include general clean up to reflect updates and organizational changes over the last two years, and language clarifications. The full proposed changes to the Bylaws are indicated in the mark-up version attached to this staff report.

As a voting member in good standing, the CCWD Board of Directors has the opportunity to review the proposed CSDA Bylaws updates and cast a vote in favor or not in favor of the changes.



**California Special
Districts Association**
Districts Stronger Together

RECEIVED

APR 29 2016

COASTSIDE COUNTY
WATER DISTRICT

MEMORANDUM

DATE: April 29, 2016

TO: California Special Districts Association (CSDA) Voting Members

FROM: Bill Nelson, CSDA Board President
Neil McCormick, Chief Executive Officer

SUBJECT: Proposed CSDA Bylaws Updates

The CSDA Board of Directors has approved recommended updates to the CSDA Bylaws to bring forward to CSDA voting members for consideration.

Highlights to the recommended updates include:

- General clean-up to reflect updates and organizational changes over the last two years
- Clarifying language to the CSDA Board nomination and election process to allow for electronic voting
- Clarifying language for the inclusion of electronic communication related to the CSDA Bylaws amendments

The full proposed changes to CSDA's Bylaws are indicated in mark-up form for your review and can be found online at www.csdanet.org/bylaws.

As a voting member in good standing, once your district has reviewed the proposed CSDA Bylaws updates, please use the enclosed official ballot to cast your vote by mail in favor or not in favor of the changes.

Completed ballots must be received by Friday, June 24, 2016 at 5:00 PM to be counted. Only official and fully completed ballots returned via regular mail to the CSDA office will be counted. The results of the Bylaws ballot will be announced in the CSDA e-News and on the CSDA website. If approved by the membership, the updated Bylaws will take effect on July 1, 2016.

If you have any questions or require printed copies, please contact Charlotte Lowe, Executive Assistant at charlottel@csda.net or (916) 442-7887.

Thank you for your participation and continued support of CSDA!



California Special
Districts Association
Districts Stronger Together

MAIL BALLOT FOR PROPOSED
BYLAWS AMENDMENT

Shall the 2016 Proposed CSDA Bylaws Amendments be Adopted?

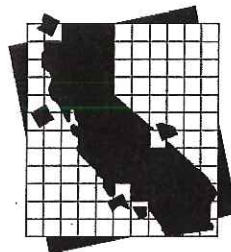
- Yes
 No

CSDA Member District Name: _____

Authorized Signature: _____
(GM or Board President)

View current CSDA Bylaws and proposed new bylaws at csda.net/bylaws
Must be received by June 24, 2016. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814.

(If you require a hard copy of either of the above listed bylaws or have questions, please call Charlotte Lowe,
CSDA Executive Assistant at (877) 924-CSDA.) If approved, bylaws will become effective July 1, 2016.



CSDA

BYLAWS

California Special Districts Association

Approved Bylaw Revision Dates:

Revised 1996

Revised 1999

Revised 2004

Revised October 1, 2009

Revised August 2, 2010

Revised August 1, 2011

Revised July 1, 2014

TABLE OF CONTENTS

ARTICLE I – GENERAL.....4
 Section 1. Purpose:.....4
 Section 2. CSDA ~~Regions~~/Networks:.....4
 Section 3. Principal Office:.....4

ARTICLE II – MEMBERSHIP.....5
 Section 1. Qualification of Membership:.....6
 Section 2. Membership Application:.....6
 Section 3. Membership Dues:.....6
 Section 4. Membership Voting:.....6
 Section 5. Membership Quorum:.....667
 Section 6. Membership Meetings:.....7
 Section 7. Termination of Membership:.....10108

ARTICLE III – DIRECTORS.....11119
 Section 1. Number of Directors:.....11119
 Section 2. Term of Office:.....11119
 Section 3. Nomination of Directors:.....11119
 Section 4. Election of Directors:.....11119
 Section 5. Event of Tie:.....131310
 Section 6. Director Vacancy:.....131310
 Section 7. Director Disqualification:.....141411
 Section 8. Powers of Directors:.....151511

ARTICLE IV – DIRECTOR MEETINGS.....161612
 Section 1. Place of Meetings:.....161612
 Section 2. Ratification Meeting:.....161612
 Section 3. Organization Meeting:.....161612
 Section 4. Planning Session:.....161612
 Section 5. Regular Meetings:.....161612
 Section 6. Special Meetings:.....161612
 Section 7. Quorum:.....161612
 Section 8. Board Meetings by Telephone and Electronic Communications.....13
 Section 98. Official Records:.....161613

ARTICLE V – OFFICERS.....181814
 Section 1. Number and Selection:.....181814
 Section 2. Duties of the President:.....181814
 Section 3. Duties of the Vice President:.....181814
 Section 4. Duties of the Secretary:.....181814
 Section 5. Duties of the Treasurer:.....191915
 Section 6. Disbursement of Funds:.....191915
 Section 7. Removal of Officers:.....191915

ARTICLE VI – COMMITTEES.....202016

Section 1. Committee Structure:	202016
Section 2. Committee Actions:	202016
Section 3. Committee Meetings:	202016
Section 4. Standing Committees:.....	212117
Section 5. Ad Hoc Committees:	222218
Section 6. Special Committee of the Board:	222218
ARTICLE VII – INDEMNIFICATION	232319
Section 1. Right of Indemnity:	232319
Section 2. Approval of Indemnity:	232319
Section 3. Insurance:	232319
Section 4. Liability:	232319
ARTICLE VIII – LOCAL AFFILIATED CHAPTERS.....	242420
Section 1. Purpose:.....	242420
Section 2. Organization:.....	242420
Section 3. Rules, Regulations and Meetings:	242420
Section 4. Financing of Local Affiliated Chapters:.....	242420
Section 5. Legislative Program Participation:.....	252520
ARTICLE IX – AMENDMENTS TO THE BYLAWS.....	262621
Section 1. Amendment Proposals:.....	262621
Section 2. Amendment Membership Meeting:	262621
Section 3. Mailed Written Bylaws Amendment Ballot:	262621
Section 4. Bylaws Amendment Ratification:.....	272721
EXHIBIT A.....	282822

ARTICLE I – GENERAL

Section 1. Purpose:

In addition to the general and specific purposes set forth in the Articles of Incorporation of the California Special Districts Association (CSDA), CSDA will provide outreach, education, and member services, and shall generate legislative advocacy for member interests. CSDA will interact with the government associations and groups that support or oppose its membership's interests.

Section 2. CSDA ~~Regions/~~Networks:

The state of California shall be divided along county boundaries into six voting ~~regions/~~networks. The areas of the ~~regions/~~networks have been determined by the Board of Directors of CSDA.

Exhibit A.....Map of the six (6) ~~regions/~~networks of CSDA.

Section 3. Principal Office:

The principal business office of CSDA shall be located in Sacramento, California.

ARTICLE II – MEMBERSHIP

Section 1. Qualification of Membership:

There may be several classes of membership in CSDA, as determined by the Board of Directors. The following classes have been adopted:

A. Regular Voting Members:

Regular voting members shall be any public agency formed pursuant to either general law or special act for the local performance of governmental and/or proprietary functions within limited boundaries, and which meets any one of the following criteria:

1. Meets the definition of “independent special district” set forth in Government Code Section 56044 by having a legislative body all of whose members are elected, or which members are appointed to fixed terms; or
2. A public agency whose legislative body is composed of representatives of two or more other public agencies. Such representatives may be either members of the legislative body or designated employees of such other public agencies. Public agencies which qualify as regular members pursuant to these criteria include, but are not limited to the following public agencies: (a) air quality management districts; (b) air pollution control districts; (c) county water agencies or authorities; (d) transit or rapid transit districts, or transportation authorities; (e) metropolitan water districts; (f) flood control and/or water conservation districts; (g) sanitation agencies.

Regular voting members do not include the state, cities, counties, school districts, community college districts, dependent districts, or joint powers authorities. Dependent districts are defined as those special districts whose legislative body is composed exclusively of members of a Board of Supervisors of a single county or city council of a single city, LAFCOs, joint powers authorities or the appointees of such legislative bodies with no fixed terms.

Regular voting members have voting privileges and may hold seats on the Board of Directors.

B. Associate Non-Voting Members:

Associate members shall be those organizations such as dependent districts, cities, mutual water companies, and those public agencies that do not satisfy the criteria for regular voting membership specified in Section A above.

Associate members have no voting privileges, except as approved members on a CSDA committee, and may not hold a seat on the Board of Directors.

C. Business Affiliate Members:

Business Affiliate members shall be those persons or organizations that provide services to special districts and/or have evidenced interest in the purposes and goals of

CSDA. Business Affiliates have no voting privileges, except as approved members on a CSDA committee, and may not hold a seat on the Board of Directors.

Section 2. Membership Application:

Application for membership to CSDA will be directed to staff, who will determine if the applicant's interest and purpose is in common with CSDA. If the applicant meets the requirements of membership, the Board of Directors shall approve the new member by a majority vote of the Board. Acceptance to membership shall authorize participation in CSDA activities as specified in these Bylaws.

Section 3. Membership Dues:

The membership dues of CSDA shall be established annually by a majority vote of the Board of Directors at a scheduled Board meeting. Authority to adjust the dues shall remain with the Board of Directors.

Section 4. Membership Voting:

Matters to be voted upon by the membership shall be determined by the Board of Directors in accordance with these Bylaws. Only those matters of which proper notice was given by CSDA may be voted upon.

A. Voting Designee:

In accordance with these Bylaws, regular voting members in good standing shall have voting privileges. The governing body of each regular voting member shall designate ~~by resolution,~~ one representative from their respective district who shall have the authority to exercise the right of the regular voting member to vote. Such voting designee shall be a Board member or managerial employee of the member regular voting member.

B. Voting Authorization:

Those regular voting members who have paid the required dues as set by the Board of Directors are members in good standing. Each regular voting member in good standing shall be entitled to one vote on all matters brought before the membership for vote at any meeting or ~~mail-by~~ ballot.

Section 5. Membership Quorum:

A. Meeting Quorum:

Twenty-five voting designees, as defined in Article II, Section 4, officially designated by each regular voting member present at any annual or special meeting of the CSDA shall constitute a quorum. ~~Absentee ballots shall not be accepted.~~ No regular voting member shall have the right to vote by means of an absentee or proxy ballot.

B. Mailed or Electronic Ballot Quorum:

Mail ballots or electronic ballots received from 25 voting designees officially designated by each regular voting member shall constitute a quorum. Each regular voting member shall

be entitled to one vote. No regular voting member shall have the right to vote by means of a proxy.

Section 6. Membership Meetings:

A. Annual Business Meeting:

The annual business meeting of the members shall be held at the Annual CSDA Conference at such time and place as determined by the Board of Directors. Written notice of the annual business meeting distributed by mail or electronically shall include all matters that the Board intends to present for action and vote by the members.

~~Written notice of any annual meeting of the members of CSDA, via mail and/or electronic delivery, and/or facsimile shall be sent to each regular voting member in good standing, at least 45 days in advance of the designated date of such meeting. The notice shall include the time and place, and all matters the Board of Directors intends to present for action and vote by the members.~~

B. Special Meetings:

Special meetings of the members may be called at any time by the President, by a majority of the Board of Directors, or ~~by a majority of~~ at least a quorum of the members (25 members). ~~Written notice shall include all matters the Board of Directors intends to present for action and vote by the members.~~ Such a special meeting may be called by written request, specifying the general nature of the business proposed to be transacted and addressed to the attention of and submitted to the President of the Board. The President shall direct the Chief Executive Officer to cause notice to be given promptly to the members stating that a special meeting will be held at a specific time and date fixed by the Board. No business other than the business that was set forth in the notice of the special meeting may be transacted at a special meeting.

~~Written notice of any special meeting of the members of CSDA, via mail and/or electronic delivery, and/or facsimile shall be sent to each regular voting member in good standing, at least ten days in advance of the designated date of such meeting. The notice shall include the time and place, and all matters intended to be presented for action and vote by the members.~~

C. Notice of Meetings:

Whenever members are permitted to take any action at any annual or special meeting, written notice of the meeting distributed by mail or electronically shall be given to each member entitled to vote at that meeting. The notice shall specify the place, date and hour of the meeting, and the means of electronic transmission or electronic video screen communication to be utilized by and between CSDA and its members, if any, by which members may participate in the meeting. For the Annual Membership Meeting, the notice shall state the matters that the Board intends to present for action by the members. For a special meeting the notice shall state the general nature of the business to be transacted and shall state that no other business may be transacted. The notice of any meeting at which directors are to be elected shall include the names of all persons who are nominees when notice is given.

1. Notice Requirements. Written notice of any annual membership meeting shall be given at least 45 days before the meeting date either personally, by first class registered or certified mail, or by electronic transmission.

2. Electronic Notice. Notice given by electronic transmission by CSDA shall be valid if delivered by either (a) facsimile telecommunication or electronic mail when directed to the facsimile number or electronic mail address for that main contact member on record with CSDA; (b) posting on an electronic message board or network that CSDA has designated for such communications, together with a separate electronic notice to each member of the posting; or (c) any other means of electronic communication. Such electronic transmission must be directed to a member which has provided to CSDA an unrevoked consent to the use of electronic transmission for such communications. The method of electronic communication utilized must create a record that is capable of retention, retrieval and review by CSDA.

All such electronic transmissions shall include a written statement that each member receiving such communication has the right to have the notice provided in non-electronic form. Any member may withdraw its consent to receive electronic transmissions in the place of written communications by providing written notice to CSDA of such withdrawal of consent.

Notice shall not be given by electronic transmission by CSDA if CSDA is unable to deliver two (2) consecutive notices to a member by that means, or otherwise becomes aware of the fact that the member cannot receive electronic communications.

D. Electronic Meetings:

Members not physically present in person at either an annual or special meeting of members may participate in such a meeting by electronic transmission or by electronic video screen communication by and between such members and CSDA. Any eligible member participating in a meeting electronically shall be deemed present in person and eligible to vote at such a meeting, whether that meeting is to be held at a designated place, conducted entirely by means of electronic transmission, or conducted in part by electronic communication between CSDA and those members who are not capable of being physically present at such designated meeting place.

Annual and special meetings of the members may be conducted in whole or in part by electronic transmission or by electronic video screen communication by and between CSDA and its members if all of the following criteria are satisfied: (1) CSDA implements reasonable procedures to provide members participating by means of electronic communication a reasonable opportunity to participate in the meeting and to vote on matters submitted to the members, including an opportunity to hear the proceedings of the meeting including comments of members participating in person substantially concurrent with such proceedings; and (2) any votes cast by a member by means of electronic communication by and between CSDA and a member must be recorded and maintained in the minutes by CSDA.

~~C. Mail Ballot:~~

~~The Board of Directors may at its discretion authorize the voting upon any issue, by written ballot mailed to each regular voting member in good standing. Such ballot shall~~

~~be mailed by first class mail, at least 45 days in advance of the date the CSDA has designated for the return of the ballot by each member to CSDA.~~

E. Majority Vote:

~~A majority of votes cast or ballots received shall be necessary to carry any matter voted upon, provided a quorum of members has voted in person or by mail ballot. Voting by proxy shall not be allowed.~~ Any matter submitted to the membership for action or approval shall constitute the action or approval of the members only when: (1) the number of votes cast by regular voting members present at the meeting equals or exceeds the quorum requirement of 25 registered voters; and (2) the number of votes approving the action or proposal equals or exceeds a majority (50% plus one) of the regular voting members present and casting votes on the issue:

F. Solicitation of Written Ballots from Members:

All solicitations of votes by written ballot, whether by means of electronic communication or first class mail, shall: (1) state the number of returned ballots needed to meet the quorum requirement (25 returned ballots); (2) state, with respect to returned ballots other than for election of directors, that the majority of returned ballots must indicate approval of each measure in order to adopt such measure; and (3) specify the time by which the written ballot must be received by CSDA in order to be counted. Each written ballot so distributed shall: (1) set forth the proposed action; (2) give members an opportunity to specify approval or disapproval of each proposal; and (3) provide a reasonable time in which to return the ballots to CSDA either electronically or by first class mail.

Each written ballot distributed by first class mail shall be mailed to each regular voting member at least 45 days in advance of the date designated for return of the ballot by each such member to CSDA. Written ballots transmitted electronically to members shall be electronically communicated at least 45 days in advance of the date designated for return of the ballot by each member to CSDA.

G. Return of Ballots:

Written ballots shall be returned either by first class mail or by electronic communication to either the principal business address of CSDA or CSDA's designated electronic format specified on the ballot prior to the close of business (5:00 pm) on the designated election date. Written ballots received either by first class mail or electronic communication from regular voting members after the specified date shall not be counted and shall be invalid.

H. Number of Votes Required for Approval:

Approval by written ballot shall be valid only when (1) the number of votes cast by written ballot either by means of electronic communication or first class mail within the specified time equals or exceeds the quorum required to be present at a meeting authorizing the action (25 votes); and (2) the number of approvals equals or exceeds the number of votes that would be required for approval at a meeting of members, i.e. 50% plus one of those participating members casting written ballots either electronically or by first class mail.

Section 7. Termination of Membership:

Any member delinquent in the payment of dues for a period of three months after said dues are due and payable, shall be notified in writing of such arrearage, and shall be given written notice of possible termination. If such delinquent dues remain unpaid for 45 days after said notice, the delinquent member shall automatically cease to be a member of CSDA. [CSDA's Chief Executive Officer may approve special payment arrangements if deemed necessary.](#)

A delinquent member may be restored to membership by making written application to the Board of Directors of the CSDA. Such reinstatement shall be at the discretion of the Board.

ARTICLE III – DIRECTORS

Section 1. Number of Directors:

The authorized number of elected directors to serve on the Board of Directors shall be 18. Each regular voting member agency shall be limited to one seat on the Board.

There shall be three directors elected from each of the six CSDA ~~regions/~~networks. Directors elected from each of the six ~~regions/~~networks shall hold staggered three year terms. The three directors serving a term of office from a ~~region/~~network shall be elected from three different regular voting member agencies located in that ~~region/~~network.

Section 2 Term of Office:

Directors elected from each of the six ~~regions/~~networks shall hold staggered three year terms. After the annual election of directors, a meeting of the Board shall be held to ratify the election results. The term of office of the newly elected persons shall commence on the following January 1 and shall terminate in three years.

Section 3. Nomination of Directors:

Nomination shall be by ~~region/~~network. Any regular voting member in good standing is eligible to nominate one person from their district to run for director of CSDA. The director nominee shall be a board member of the district or a managerial employee as defined by that district's Board of Directors. Nomination of the director designee shall be made by a resolution or minute action of the regular voting member's Board of Directors. Only one individual from each regular voting member district may be nominated to run at each election. In the event an incumbent does not re-run for his/her seat, the nomination period for that ~~region/~~network shall be extended by ten days.

The CSDA staff, in conjunction with the Elections and Bylaw Committee, will review all nominations received and accept all that meet the qualifications set by these Bylaws. A slate of each ~~region's/~~network's qualified nominees will be submitted by mail or electronic ballot, to that ~~region's/~~network's regular voting membership for election pursuant to Article III, Section 4

Section 4. Election of Directors:

The Election and Bylaws Committee shall have primary responsibility for establishing and conducting elections. The Committee may enforce any regulation in order to facilitate the conduct of said elections. Voting for directors shall be by the regular voting members from the ~~region/~~network from which they are nominated.

The Election and Bylaws Committee shall meet each year to review, with staff, the ~~regions/~~networks where election of directors will be necessary. The Committee will coordinate, with staff, the dates nomination requests shall be mailed to the regular voting members, the official date for the nomination requests to be received at the CSDA office, and set the date of the election.

A. Written Notice:

Written notice requesting nominations of candidates for election to the Board of Directors shall be sent by first class mail or electronically to each regular voting member in good standing on the date specified by the Election and Bylaws Committee, which shall be at least 120 days prior to the election. The nominations must be received either by mail or electronically by CSDA before the established deadline which shall be no later than 60 days prior to the election. Nominations received after the deadline date shall be deemed invalid.

B. Balloting and Election:

Voting for directors shall be by written ballot distributed by mail or by electronic transmission by CSDA directly or via third-party to members eligible to vote in each network.

After the nomination period for directors is closed, a ~~written mailed~~ ballot specifying the certified nominees in each ~~region/network~~ shall be distributed by first class mail or electronically to each regular voting member in that ~~region/network~~ ~~by first class mail~~. Each such regular member in good standing in each ~~region/network~~ shall be entitled to cast one vote for each of that ~~region's/network's~~ open seats on the Board.

The ballot for each ~~region/network~~ shall contain all nominations accepted and approved by CSDA staff. In the event there is only one nomination in a ~~region/network~~, the nominee shall automatically assume the Seat up for election and a ballot shall not be mailed or electronically transmitted. Staff will execute a Proof of Service certifying the date upon which all regular voting members of each ~~region/network~~ were ~~mailed-sent~~ a ballot, either by first class mail or by electronic transmission. The form of written ballot and any related materials sent by electronic transmission by CSDA and completed ballots returned to CSDA by electronic transmission by participating members must comply with all of the requirements of Article II, Section 6.F-H of these Bylaws. If a member does not consent to electronic communication for balloting purposes, a form of written ballot will be mailed to such participating member no later than 45 days prior to the date scheduled for such election. All written ballots shall indicate that each participating member may return the ballot by electronic communication or first class mail.

All solicitations of votes by written ballot shall: (1) state the number of returned ballots needed to meet the quorum requirement (25); (2) state, with respect to ballots for election of directors, that those nominees receiving the highest number of votes for each Board position subject to election will be certified as elected to that Board position.

Election of a nominee to a Board position shall be valid only when: (1) the number of votes cast by written ballot, transmitted either electronically or by first class mail, within the time specified, equals or exceeds the quorum required to be present at a meeting of members authorized in such action (25); and (2) the number of written ballots approving the election of a nominee must be the highest number of votes cast for each Board position subject to election as would be required for an election of a nominee at a meeting of the members. -

Written Ballots shall be returned either by first class mail or by electronic mail communication to either the principal business address of CSDA or CSDA's designated electronic format specified on the ballot prior to the close of business (5:00 pm) on the

designated election date, which shall be at least 45 days prior to the Annual Conference. Written B ballots received either by first class mail or electronic communication after the specified date shall be invalid and shall not be counted.

All written ballots received by mail shall remain sealed until opened in the presence of the Election and Bylaws Committee chairperson or his/her designee. All electronic ballots will be prepared, distributed, authenticated, received, tabulated, and kept secure and confidential.

Section 5. Event of Tie:

In the event of a tie vote, a supplemental mail-written ballot containing only the names of those candidates receiving the same number of votes shall be distributed either by first class mail or electronically mailed to each regular voting member in the region/network where the tie vote occurred.

Those mail-written ballots received by mail or electronically prior to the close of business (5:00 pm) on the date designated by the Election and Bylaws Committee shall be considered valid and counted. All supplemental mail-written ballots received after the designated date whether by first class mail or electronically shall will be deemed invalid. All written ballots received either by mail or electronically shall remain sealed as provided in Article III, Section 4.B of these Bylaws.~~until opened in the presence of the Committee chair or his/her designee.~~

In the event the supplemental mail-written ballot also results in a tie vote, the successful candidate will be chosen by a drawing by lot.

Section 6. Director Vacancy:

In the event of a director vacating his/her seat on the Board of Directors, an individual who meets the qualifications as specified in these Bylaws may be appointed or elected to complete the director's unexpired term.

A. Two or Three Vacant Seats in the Same Region/Network:

In the event more than one seat on the CSDA Board of Directors in any one region/network is vacant at the same time, such vacancies shall be filled by election. A mail-written ballot shall be prepared; listing all nominees for that region/network accepted and approved by CSDA and distributed o each regular voting member in each such network either by first class mail or by electronic communication pursuant to the provisions of Article III, Section 4.A and B of these Bylaws

Regular members of each region/network shall be entitled to cast one vote for each open seat in that region/network by returning a completed written ballot to CSDA either by first class mail or by electronic communication. The candidate receiving the most votes will be elected to the vacant seat with the longest remaining term. The candidate receiving the second highest number of votes will be elected to fill the vacant seat with the second longest remaining term. The candidate receiving the third highest number of votes will be elected to fill the vacant position with the third longest remaining term.

B. Vacancy Before Nomination Period

In the event of a vacancy occurring “before” the nomination period, at the discretion of the CSDA Board, the vacancy may be filled by appointment or special election.

Should the CSDA Board choose to fill the vacancy by appointment, notification of the vacancy and request for nominations shall be sent by regular mail or electronic communication to all regular members in good standing in the network in which the vacancy occurred. The network’s existing directors sitting on the CSDA Board shall interview all interested candidates of that network and bring a recommendation to the CSDA Board of Directors for consideration. The Board shall make the appointment to fill the unexpired term of the vacated Board position.

Should the CSDA Board choose to fill the vacancy by special election, written notification of the vacancy and request for nominations shall be sent either by first class mail or electronically to each regular member in good standing in the network in which the vacancy occurred. Nominations will be accepted for the vacant seat by first class mail or by electronic communication and shall be placed on the written ballot for election in that network. Such election shall be conducted pursuant to the provisions of Article III, Section 4.A and B hereof.

B.C. Vacancy During Nomination Period:

In the event of a vacancy occurring “during” the nomination period, the vacancy shall be filled by election. Written notification of the vacancy and request for nominations shall be sent either by first class mail or electronically to each regular member in the ~~region/~~network in which the vacancy occurred. Nominations will be accepted for the vacant seat by first class mail or by electronic communication and shall be placed on the ~~mail-written~~ ballot for election in that ~~region/~~network. Such election shall be conducted pursuant to the provisions of Article III, Section 4.A and B hereof.

C.D. Vacancy After Nomination Period:

In the event of a vacancy occurring “after” the nomination period has closed, at the discretion of the CSDA Board, the vacancy may remain unfulfilled until the next regularly scheduled election or may be filled by appointment. Should the CSDA Board choose to fill the vacancy by appointment, notification of the vacancy and request for nominations shall be sent by regular mail or electronic communication to all regular members in good standing in the ~~region/~~network in which the vacancy occurred.

The ~~region’s/~~network’s existing directors sitting on the CSDA Board shall interview all interested candidates of that ~~region/~~network and bring a recommendation to the CSDA Board of Directors. The Board shall make the appointment to fill the unexpired term of the vacated Board position.

Section 7. Director Disqualification:

- A. A director shall become disqualified from further service upon the occurrence of the following:

A director’s district is no longer a member of CSDA; a director is no longer a board member or an employee of a member district; and/or a director shall resign.

Any officer or director may resign at any time by giving written notice to the President or CEO. Any such resignation shall take effect at the date of the receipt of such notice or at any time specified therein.

- B. The position of a director may be declared vacant by a majority vote of the CSDA Board of Directors when a director is unexcused and fails to attend three consecutive meetings of the Board.

Section 8. Powers of Directors:

Subject to the limitations of these Bylaws, the Articles of Incorporation, and the California General Nonprofit Corporation Law, all corporate powers of the CSDA shall be exercised by or under the authority of the Board of Directors.

ARTICLE IV – DIRECTOR MEETINGS

Section 1. Place of Meetings:

Meetings of the Board of Directors shall be held in the state of California, at such places as the Board may determine.

Section 2. Ratification Meeting:

Following the election of Directors, the Board shall hold a meeting at such time and place as determined by the Board for the purpose of ratifying the newly elected directors and to transact other business of CSDA.

Section 3. Organization Meeting:

After the ratification meeting, an organizational meeting of the Board shall be held at such time and place as determined by the Board for the purpose of electing the officers of the Board of Directors and the transaction of other business of CSDA.

Section 4. Planning Session:

As directed by the Board of Directors, a special Strategic Planning Meeting shall be held to review and evaluate the plans, policies and activities related to the business interests of CSDA.

Section 5. Regular Meetings:

The dates of the regular meetings of the Board of Directors shall be ratified at the last Board meeting of the previous year. The meetings shall be held at such time and place as the Board may determine. The dates and places of the Board meetings shall be published in the CSDA's publications for the benefit of the members.

Section 6. Special Meetings:

A special meeting of the Board of Directors, for any purpose, may be called at any time by the President or by any group of ~~seven~~ 10 directors or as described in Article II, Section 6.B.

Such meetings may be held at any place designated by the Board of Directors. In the event directors are unable to personally attend the special meeting, teleconferencing means will be made available.

Notice of the time and place of special meetings shall be given personally to the directors, or sent by written or electronic communication. All written notices shall be sent at least ten days prior to the special meeting and electronic notices at least five days prior.

Section 7. Quorum:

A quorum of the Board of Directors for the purpose of transacting business of the CSDA shall consist of ten directors. A majority vote among at least ten directors present at a duly noticed meeting shall constitute action of the Board of Directors.

Section 8. Board Meetings by Telephone and Electronic Communications:

Any Board meeting may be held by conference telephone, video screen communication or other electronic communications equipment. Participation in such a meeting under this Section shall constitute presence in person at the meeting if both of the following apply: (a) each Board member participating in the meeting can communicate concurrently with all other Board members; and (b) each member of the Board is provided a means of participating in all matters before the Board, including the capacity to propose or interpose an objection to a specific action to be taken by CSDA, and the capacity to vote on any proposal requiring action of the Board.

Section 98. Official Records:

All official records of the meetings of the CSDA shall be maintained at the principal business office of the CSDA.

ARTICLE V – OFFICERS

Section 1. Number and Selection:

The officers of CSDA shall be the President, Vice President, Secretary, Treasurer and the Immediate Past President. The officers shall be elected annually from the then current members of the Board of Directors without reference to ~~regions~~/networks. All officers shall be subordinate and responsible to the CSDA Board of Directors and shall serve without compensation.

Each shall hold office for the term of one year, or until resignation or disqualification.

The Board of Directors may appoint such other officers as the business of CSDA may require. Each of the appointed officers shall hold office for such period, have such authority, and perform such duties as are provided in these Bylaws or as the Board of Directors may determine.

Section 2. Duties of the President:

The President shall be the chief officer of the CSDA and shall, subject to the approval of the Board of Directors, give supervision and direction to the business and affairs of CSDA.

The President shall preside at all Board of Director and membership meetings. The President shall be an ex-officio member of all Standing Committees. The President shall appoint committee chairs and vice-chairs and members of the Standing Committees, subject to confirmation by the Board of Directors.

The President shall have the general powers, duties and management usually vested in the office of the president of a corporation. The President shall have such other powers and duties as may be prescribed by these Bylaws or by the vote of the Board of Directors.

Section 3. Duties of the Vice President:

In the absence of, or disability of the President, the Vice President shall perform all of the duties of the President. When so acting, the Vice President shall have all the powers of the President, and be subject to all the restrictions upon the President.

The Vice President shall be an ex-officio member of all of the Standing Committees.

Section 4. Duties of the Secretary:

The Secretary or a designee appointed by the Board of Directors shall give notice of meetings to the Board of Directors, and notices of meetings to the members as provided by these Bylaws.

The Secretary or designee shall record and keep all motions and resolutions of the Board. A record of all meetings of the Board and of the members shall be maintained. All written records of the Secretary shall be kept at the business office of CSDA.

A list of the membership of CSDA shall be maintained by the Secretary or such designee. Such record shall contain the name, address and type of membership, of each member. The date of membership shall be recorded, and in the event the membership ceases, the date of termination.

The Secretary or designee shall perform such other duties as may be required by law, by these Bylaws, or by the Board of Directors.

Section 5. Duties of the Treasurer:

The Treasurer or a designee appointed by the Board of Directors shall keep and maintain adequate and correct accounts of the properties and the business transactions of CSDA, including accounts of its assets, liabilities, receipts, disbursements, gains and losses. The books of account shall at all times be open to inspection by any director or member of the CSDA.

The Treasurer or designee shall be responsible to cause the deposit of all moneys of the CSDA, and other valuables in the name and to the credit of CSDA, with such depositories as may be designated by the Board of Directors.

The Treasurer or designee, shall disburse, or cause to be disbursed by persons as authorized by resolution of the Board of Directors, the funds of CSDA, as ordered by the Board of Directors.

The Treasurer or designee shall serve as chair of the CSDA Fiscal Committee. The Treasurer shall render to the President and the Board of Directors an account of all financial transactions and the financial condition of CSDA at each Board meeting and on an annual basis, or upon request of the Board.

The Treasurer or designee shall, after the close of the fiscal year of CSDA, cause an annual audit of the financial condition of CSDA to be done.

The Treasurer or such designee shall perform such other duties as may be required by law, by these Bylaws, or by the Board of Directors.

Section 6. Disbursement of Funds:

No funds shall be disbursed by CSDA unless a check, draft or other evidence of such disbursement has been executed on behalf of CSDA by persons authorized by resolution of the Board of Directors.

Section 7. Removal of Officers:

Officers of the Board may be removed with or without cause at any meeting of the Board of Directors by the affirmative vote of a majority of the Board of Directors present at such meeting.

ARTICLE VI – COMMITTEES

Section 1. Committee Structure:

Each committee shall have a chair and a vice-chair who shall be directors of the Board of Directors. Each committee shall have at least two Board members and no more than nine Board members. Directors may be appointed as alternate members of a committee, in the event of an absent committee member.

Other members of any committee may include designees of regular, associate or Business Affiliate members.

Section 2. Committee Actions:

All actions of any committee of the CSDA shall be governed by and taken in accordance with the provisions of these Bylaws. All committees shall serve at the pleasure of the Board and have such authority as provided by the Board of Directors. Minutes of each committee meeting shall be kept and each committee shall present a report to the Board of Directors at each scheduled Board meeting.

No committee may take any final action on any matter that, under these Bylaws, or under the California Nonprofit Public Benefit Corporation Law, also requires approval of the members of the CSDA.

All committees, regardless of Board resolution, are restricted from any of the following actions as imposed by the California Nonprofit Public Benefit Corporation Law

No committee may: Fill vacancies on the Board of Directors or on any committee that has authority of the Board; create any other committees of the Board or appoint the members of the committees of the Board.

No committee may fix compensation of the directors for serving on the Board or on any committee; expend corporate funds to support a nominee for director; or approve any contract or transaction to which CSDA is a party and in which one or more of its directors has a material financial interest.

No committee may amend or repeal Bylaws or adopt new Bylaws or amend or repeal any resolution of the Board that by its express terms is not subject to amendment or repeal.

Section 3. Committee Meetings:

Meetings of the committees of CSDA shall be held in accordance with the provisions of these Bylaws. The time and place for regular meetings of such committees may be determined by the Board or by such committees. Special meetings of the committees may be called by the chair of such committee, or by the Board of Directors.

[Written notice of any regular or special committee meeting may be given either personally, by first class mail, or by electronic transmission as specified in Article II, Section 6.C.2 of these Bylaws. Any committee meeting may also be held by conference telephone, video screen communication or other electronic communication equipment. Participation in such a meeting under this Section shall constitute presence in person at the committee meeting if both of the](#)

following apply: (a) each committee member participating in the meeting can communicate concurrently with all other committee members; and (b) each member of the committee is provided a means of participating in all matters before the committee, including the capacity to propose or interpose an objection to a specific action to be taken by that committee, and the capacity to vote on any proposal requiring action or recommendation by the committee.

Section 4. Standing Committees:

Standing Committees of CSDA shall be advisory in nature except for the Finance Corporation (see Section 4D). The Standing Committees are: Executive, Professional Development, Elections and Bylaw, Finance Corporation, Fiscal, Legislative, Member Services and Audit.

The President shall recommend the appointment of committee officers and members of each Standing Committee except the Executive Committee. All committee members are subject to ratification by the Board of Directors.

A. Executive Committee:

The Executive Committee shall consist of all officers of CSDA. Members shall include the President, Vice President, Secretary, Treasurer and the Immediate Past President of CSDA. If the Immediate Past President is no longer a member of the Board of Directors, a previous past president may be appointed. If there are no directors who have served as President in the past, the President shall appoint a current director to serve as a member of the Executive Committee.

Subject to these Bylaws and approval of the Board of Directors, the Executive Committee shall have full power, authority and responsibility for the operation and function of the CSDA.

B. Professional Development Committee:

The Professional Development Committee shall provide advice, feedback and general guidance for ~~plan, organize and direct~~ CSDA professional development programs and events.

C. Election and Bylaws Committee:

The Election and Bylaws Committee shall be responsible for conducting all elections for the CSDA Board of Directors as provided in these Bylaws. The Committee shall annually review the Bylaws and shall be responsible for membership vote on any bylaw changes and approval of election materials.

D. Finance Corporation Committee:

The Finance Corporation Committee shall serve as the Board of Directors of the CSDA Finance Corporation a California non-profit public benefit corporation organized to provide financial assistance to CSDA members in acquiring, constructing and financing various public facilities and equipment for the use and benefit of the public. The Finance Corporation Committee is not an advisory committee, but has all of the powers described in the CSDA Finance Corporation Bylaws, which are incorporated herein by

this reference. Such powers include the powers to manage and control the business affairs of the corporation, to approve policies for the corporation's operations, and to enter into all contracts necessary to provide financial assistance to CSDA members.

E. Fiscal Committee:

The Treasurer shall serve as the chair of the Fiscal Committee and shall, with the Committee, be responsible for oversight of all the financial transactions of the CSDA. An annual budget shall be reviewed by the committee and ratified by the Board of Directors.

F. Legislative Committee:

The Legislative Committee shall be responsible for the development of CSDA's legislative agenda. The Committee shall review, direct and assist the CSDA Advocacy and Public Affairs Department with legislative and public policy issues.

G. Member Services Committee:

~~The Member Services Committee shall be responsible for recruitment and recommendation of new members to the CSDA Board of Directors~~
The Member Services Committee shall be responsible for recruitment and retention activities as well as recommendation of new members and benefits to the CSDA Board of Directors. All new members shall be ratified by the Board of Directors.

H. Audit Committee:

The Audit Committee is responsible for maintaining and updating internal controls. The Committee selects the Auditor for Board of Directors approval and provides guidance to the auditors on possible audit and fraud risks. The Committee reviews the audit and management letter and makes recommendation to the Board of Directors for action.

Section 5. Ad Hoc Committees:

The President may appoint other Ad Hoc Committees and their officers as may be determined necessary for the proper operation of the CSDA. The Standing Committees and the Ad Hoc Committees shall plan and authorize such programs as may be directed by the Board of Directors.

The Ad Hoc Committees shall be advisory in nature and shall be composed of at least two members of the Board of Directors. Other members of such committees may include designees of regular, associate or professional members, or members of the public, as approved by the Board of Directors.

Section 6. Special Committee of the Board:

A Special Committee may be granted authority of the Board as a Committee of the Board, as required by the California Nonprofit Public Benefit Corporation Law, provided by a specific resolution adopted by a majority of the Board of Directors then in office. In such case, the Special Committee shall be composed exclusively of two or more directors, but less than a quorum of the Board of Directors.

ARTICLE VII – INDEMNIFICATION

Section 1. Right of Indemnity:

To the fullest extent permitted by law, the CSDA shall defend, indemnify and hold harmless both its past and present directors, officers, employees and other persons described in Section 5238(a) of the California Corporations Code, against any and all actions, expenses, fines, judgments, claims, liabilities, settlements and other amounts reasonably incurred by them in connection with any “proceeding”, as that term is used in the Section 5238(a) of the California Corporations Code.

“Expenses”, as used in these Bylaws, shall have the same meaning as in Section 5238(a) of the California Corporations Code.

Section 2. Approval of Indemnity:

On written request to the Board by any person seeking indemnification under Section 5238(b) or Section 5238(c) of the California Corporations Code, the Board shall promptly determine under Section 5238(e) of the California Corporations code whether the applicable standard of conduct set forth in Section 5238(b) or Section 5238(c) has been met, and if so, the Board shall authorize indemnification.

If the Board cannot authorize indemnification because the number of directors who are parties to the proceeding with respect to which indemnification is sought prevents the formation of a quorum of directors who are not parties to that proceeding, the Board shall promptly call a meeting of the members.

At the request for indemnification meeting, the members shall determine under Section 5238(e) of the California Corporations Code whether the applicable standard or conduct set forth in Section 5238(b) or Section 5238(c) has been met, and, if so, the members present at the meeting in person or by proxy shall authorize indemnification.

Section 3. Insurance:

The CSDA shall have the right to purchase and maintain insurance to the full extent permitted by law, on behalf of its officers, directors, employees, and agents, against any liability asserted against or incurred by any officer, director, employee or agent in such capacity, or arising out of the officer’s, director’s, employee’s, or agent’s status as such.

Section 4. Liability:

No member, individual, director, or staff member of the CSDA shall be personally liable to the CSDA’s creditors, or for any indebtedness or liability. Any and all creditors shall look only to the CSDA’s assets for payment.

ARTICLE VIII – ~~LOCAL CHAPTERS~~AFFILIATED CHAPTERS

Section 1. Purpose:

The purpose of ~~local~~-affiliated chapters is to provide a local forum of members for the discussion, consideration and interchange of ideas concerning matters relating to the purposes and powers of special districts and the CSDA.

The ~~local~~-affiliated chapters may meet to discuss issues bearing upon special districts and the CSDA. The chapters may make recommendations to the CSDA's Board of Directors.

Section 2. Organization:

The regular voting members of CSDA are encouraged to create and establish ~~local~~-affiliated chapters. In order to be recognized as a CSDA Chapter, each Chapter must approve and execute a Chapter Affiliation Agreement in order to obtain the right to use the CSDA name, logo, membership mailing list, intellectual property, endorsements, and CSDA staff support and technical assistance in conducting Chapter activities. The terms and conditions of the Chapter Affiliation Agreement are incorporated herein by this reference.

Each chapter formed prior to August 1, 2011, including but not limited to the following chapters must have at least one CSDA member in their membership at all times: Alameda, Butte, Contra Costa, Kern, Marin, Monterey, Orange (ISDOC), Placer, Sacramento, San Bernardino, San Diego, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara and Ventura. Such existing chapters may include as members local organizations, districts and professionals who are not members of CSDA.

New chapters formed after August 1, 2011, are required to have 100 percent of their special district members be current members of CSDA in order to be a chapter affiliate of CSDA. Such ~~local~~-chapters may include members of local organizations and professionals who are not members of CSDA.

Local-Affiliated chapters shall be determined ~~to be affiliates of the CSDA~~ upon approval and execution of the Chapter Affiliation Agreement by the ~~local~~-chapter and approval and ratification of the Chapter Affiliation Agreement by the CSDA Board of Directors. The chapters shall be required to provide updated membership lists to the CSDA at least annually.

CSDA and its ~~local~~-affiliated chapters shall not become or be deemed to be partners or joint ventures with each other by reason of the provisions of these Bylaws or the Chapter Affiliation Agreement.

Section 3. Rules, Regulations and Meetings:

Each ~~local~~-affiliated chapter shall adopt such rules and regulations, meeting place and times as the membership of such ~~local~~-affiliated chapter may decide by majority vote. Rules and regulations of the ~~local~~-affiliated chapter shall not be inconsistent with the Articles of Incorporation or Bylaws of CSDA.

Section 4. Financing of ~~Local-Affiliated~~ Chapters:

No part of CSDA's funds shall be used for the operation of the ~~local-affiliate~~ chapters ~~s-affiliates~~. CSDA is not responsible for the debts, obligations, acts or omissions of the ~~local-affiliate~~ chapters.

Section 5. Legislative Program Participation:

~~Local-Affiliate~~ chapters may function as a forum in regard to federal, state and local legislative issues. The chapters may assist CSDA in the distribution of information to their members.

ARTICLE IX – AMENDMENTS TO THE BYLAWS

Section 1. Amendment Proposals:

Any regular voting member in good standing may propose changes to these Bylaws. The proposed amendments shall be reviewed by the Board of Directors and submitted to the Election and Bylaws Committee for their study.

After examination by the Election and Bylaws Committee and upon ~~resolution approval by~~ approval by of the Board of Directors the amendment proposals may be submitted for vote at the Annual Business meeting of the members held by CSDA, at a specially called meeting, or by ~~a-mailed or~~ electronic ballot.

Section 2. Amendment Membership Meeting:

Prior notice in writing of the proposed amendment/s to these Bylaws shall be given either by first class mail or by electronic transmission by the Board of Directors to the regular voting members in good standing, not later than 45 days in advance of the amendment meeting pursuant to the provisions of Article II, Section 6.C of these Bylaws. The electronic notice shall include copies of the proposed amendments.

Electronic copies of the proposed amendment/s shall also be available on the CSDA website for review by the regular voting members prior to the meeting. Copies of the proposed amendments shall also be available for the regular voting members at the amendment membership meeting.

The amendment membership meeting may be conducted as an electronic meeting pursuant to the provisions of Article II, Section 6.D of these Bylaws.

Section 3. ~~Mailed~~Written Bylaw Amendment Ballot:

The Board of Directors of CSDA may submit Bylaw amendments for approval of regular voting members by mail or electronic ballot rather than by means of an amendment membership meeting.

When a ~~mailed-written~~ ballot is ~~utilized-used~~ to amend these Bylaws, the ballot shall include the text of all proposed Bylaw amendments and matters the Board of Directors intends to present for ~~action and~~ vote by the members. Such written ballot shall contain the information specified in Article II, Section 6.F of these Bylaws and shall be ~~mailed-distributed by CSDA to all~~ regular voting members either by first class mail or by electronic transmission at least 45 days in advance of the date designated for return of the ballot. ~~The ballot shall be mailed by first class mail, not later than 45 days in advance of the date CSDA has designated for the receipt of the ballot.~~

Written ballots shall be returned either by first class mail or by electronic communication to either the principal business address of CSDA or CSDA's designated electronic format specified on the ballot prior to the close of business (5:00 pm) on the designated election date. Written ballots received either by first class mail or electronic communication after the specified date shall not be counted and will be deemed invalid. ~~The amendment ballot must be received by CSDA, no later than the established deadline date and time. Ballots received after the specified deadline will be deemed invalid~~

Section 4. Bylaw Amendment Ratification:

A. Membership Meeting:

The proposed Bylaw amendments shall be deemed adopted by the members when the number of votes cast by ~~a majority vote of all~~ regular voting members present at ~~a such~~ membership meeting meets or exceeds the required, ~~at which a~~ quorum of 25 regular voting members, and the number of votes cast approving the Bylaw amendments constitutes a majority of votes cast, i.e., 50% plus one of regular voting members casting ballots at such meeting, ~~as defined in Article 2, Section 5 of these Bylaws, of the members is present.~~

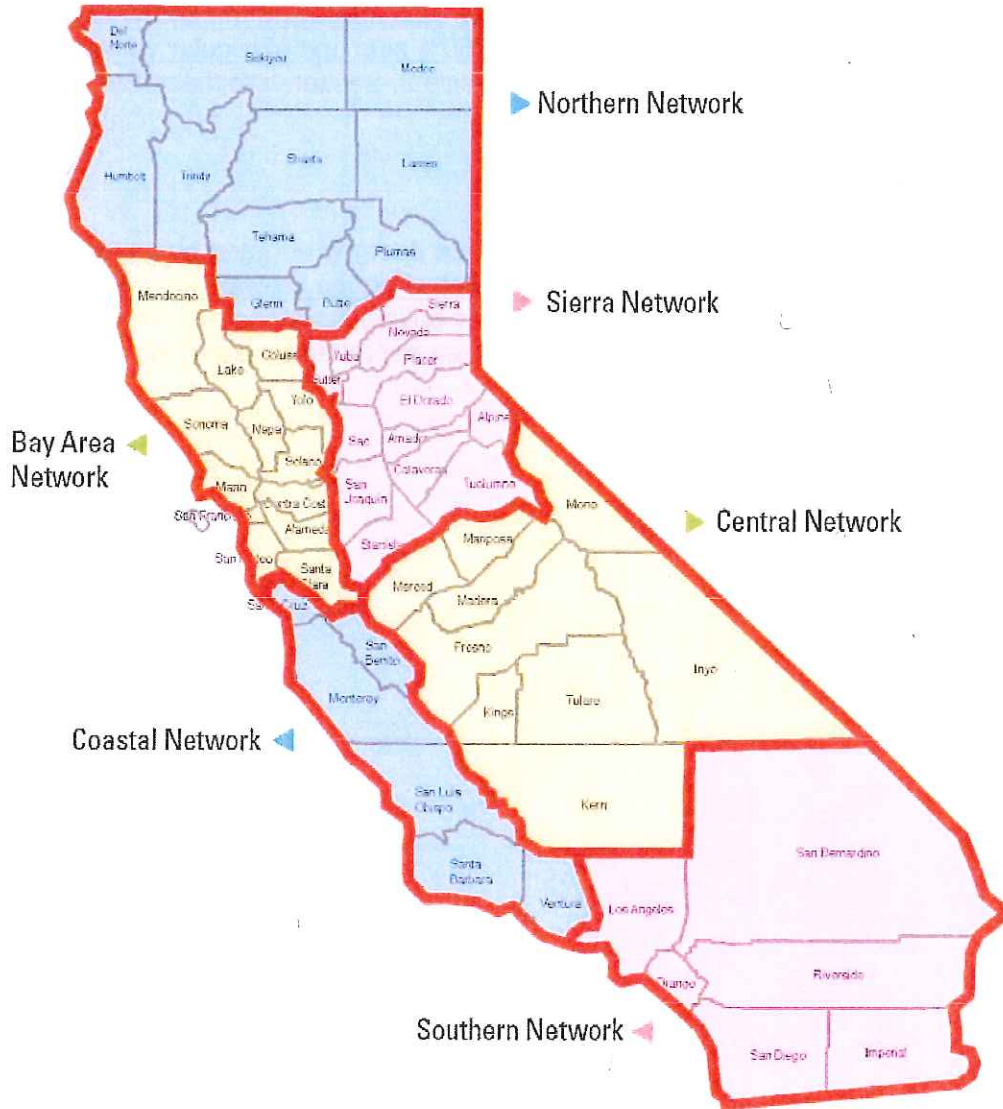
B. Mailed or Electronic Ballot:

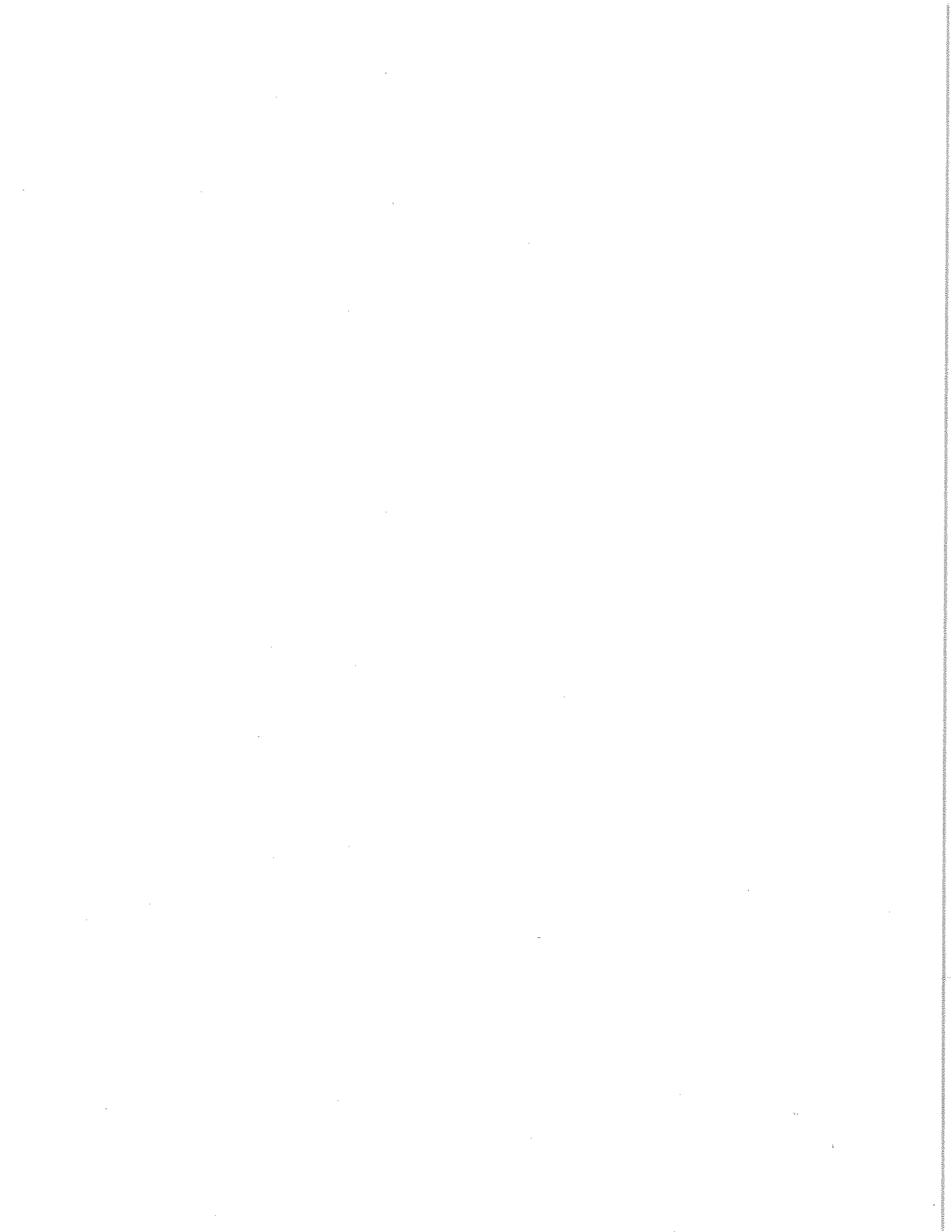
The proposed Bylaw amendment/s shall be deemed adopted by a majority of the regular voting members by mail or electronic ballot when the provisions of Article II, Section 6.H of these Bylaws have been satisfied, ~~when ballots have been returned by a quorum of the regular voting members, and have been approved by a majority vote of the mail ballots returned.~~

EXHIBIT A



California Special Districts Association
DISTRICT NETWORKS





STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: June 14, 2016

Report

Date: June 7, 2016

Subject: Expense Reimbursement Approval for Vice-President Reynolds' Attendance at Association of California Water Agencies Spring Conference

Recommendation:

Approve reimbursement of \$1,815.51 for Vice-President Reynolds' attendance at the Association of California Water Agencies (ACWA) Spring Conference, May 3 through May 6, 2016, including conference registration, meals, travel expenses and lodging.

Background:

District policy based on Resolution 2004-06 requires Board approval of expense reimbursement for Director attendance at water-related events. Vice-President Reynolds requests reimbursement for his registration and expenses related to his attendance at the ACWA Spring Conference held in Monterey from May 3 through May 6, 2016. The costs to be reimbursed (receipts attached) include conference registration (\$880.00), and lodging/meals/parking (\$935.51) at the Portola Hotel while attending the conference for a total reimbursement request of \$1,815.51.

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

Sent from my iPhone

Begin forwarded message:

Resent-From: <greynolds@coastsidewater.org>
From: Events <events@acwa.com>
Date: May 3, 2016 at 17:42:41 PDT
To: Glenn Reynolds <greynolds@coastsidewater.org>
Subject: Receipt for ACWA 2016 Spring Conference & Exhibition

ACWA Event Receipt

Thank you for registering for this event!

Registrant: Glenn Reynolds

Company: Coastside County Water District

Event: ACWA 2016 Spring Conference & Exhibition

Event Dates: 5/3/2016 8:00 AM to 5/6/2016 11:00 AM

Event Location: Monterey Marriott & Portola Hotel (Monterey, CA)

A receipt of the transaction(s) made on your registration is below:

Invoice #INV-09978-C5N6J3 created on 5/4/2016, modified on 5/4/2016 for registration #*0000311697*.

Product	Quantity	Price	Discounts/Credits	Extended Amount
Full Conference Registration Only	1	\$560.00	\$0.00	\$560.00
Wednesday Opening Breakfast	1	\$50.00	\$0.00	\$50.00
Thursday Networking Continental Breakfast	1	\$40.00	\$0.00	\$40.00
Thursday Dinner	1	\$70.00	\$0.00	\$70.00
Wednesday Luncheon	1	\$55.00	\$0.00	\$55.00
Friday Breakfast	1	\$50.00	\$0.00	\$50.00
Thursday Luncheon	1	\$55.00	\$0.00	\$55.00
Total:				\$880.00

Invoice Status: Paid



PORTOLA HOTEL & SPA
AT MONTEREY BAY

Mr. Glenn Reynolds
179 West Point Avenue
Half Moon Bay CA 94019
United States

Room No. 356
Arrival 05-03-16
Departure 05-06-16
Conf. No. 2886584

INVOICE
05-06-16

Company Name Fall 15%

Date	Description	Charges	Credits
05-03-16	Peter B's	28.00	
	Room# 356 : CHECK# 0022596		
05-03-16	Room	237.15	
05-03-16	Room Tax 10%	23.72	
05-03-16	Ca Tourism Assessment .195%	0.46	
05-03-16	County Tourism Assessment	2.00	
05-03-16	CCFD	9.84	
05-03-16	Self Parking	19.00	
05-04-16	Peter B's	28.00	
	Room# 356 : CHECK# 0022838		
05-04-16	Room	237.15	
05-04-16	Room Tax 10%	23.72	
05-04-16	Ca Tourism Assessment .195%	0.46	
05-04-16	County Tourism Assessment	2.00	
05-04-16	CCFD	9.84	
05-04-16	Self Parking	19.00	
05-05-16	Room	237.15	
05-05-16	Room Tax 10%	23.72	
05-05-16	Ca Tourism Assessment .195%	0.46	
05-05-16	County Tourism Assessment	2.00	
05-05-16	CCFD	9.84	
05-06-16	MasterCard		913.51
	549149XXXXXX7033		



PORTOLA HOTEL & SPA
AT MONTEREY BAY

Mr. Glenn Reynolds
179 West Point Avenue
Half Moon Bay CA 94019
United States

Room No. 356
Arrival 05-03-16
Departure 05-06-16
Conf. No. 2886584

INVOICE
05-06-16

Company Name Fall 15%

Date	Description	Charges	Credits
05-05-16	Valet Parking	22.00	
05-06-16	MasterCard 549149XXXXXX7033		22.00
Balance		0.00	

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Dave Dickson, General Manager

Agenda: June 14, 2016

Date: June 9, 2016

Subject: Award of Contract - El Granada Pump Stations 1 and 2 Emergency Generator Project

Recommendation:

Authorize General Manager to enter into a contractual agreement with Bayside Equipment Company to procure and install emergency generators and associated switchgear at El Granada Pump Stations 1 and 2 at a total cost of \$172,847.

Background:

The El Granada Pump Stations lift water to the El Granada Highlands at the upper end of El Granada Boulevard. In the event of a power failure at EG Pump Station 1, the higher elevation areas served by El Granada Tanks 2 and 3 would have only the limited supply of water (400,000 gallons) contained in those tanks, significantly reducing the system's ability to provide adequate fire flows. This project will provide emergency generators and associated switchgear for the EG Pump Stations 1 and 2 to assure reliable flows to the upper tanks when it would be needed most.

We received only one bid for this project on June 7, 2016 for \$172,847, which is \$20,000 less than the engineer's estimate.

Fiscal Impact:

Funding for this project is included in the finalized Fiscal Year 2016/2017 Capital Improvement Program Budget.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: June 14, 2016

Report Date: June 7, 2016

Subject: California Special Districts Association - 2016 Board Election - Bay Area Network - Seat B

Recommendation:

Designate Coastside County Water District's vote for a candidate to serve as a representative to the California Special Districts Association (CSDA) Board of Directors, Seat B on the Bay Area Network.

Background:

As a member of the California Special Districts Association, the Coastside County Water District's Board of Directors has the opportunity to participate in the Board Elections process by casting a vote for one of the candidates seeking to represent the Bay Area Network.

Attached is the CSDA mail ballot information, including candidate statements from John Carapiet and Ryan Clausnitzer. Upon the Board's selection of a candidate, staff will complete the ballot and return to CSDA.



**California Special
Districts Association**
Districts Stronger Together

RECEIVED

JUN 08 2016

COASTSIDE COUNTY
WATER DISTRICT

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2016 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat B.

Each of CSDA's six (6) networks has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its network.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only one** candidate to represent your network in Seat B and be sure to sign, date and fill in your member district information. If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 5, 2016**.

If you do not use the enclosed envelope, please mail in your ballot to:
California Special Districts Association
Attn: 2016 Board Elections
1112 I Street, Suite 200
Sacramento, CA 95814

Please contact Charlotte Lowe toll-free at 877.924.CSDA or charlottel@csgda.net with any questions.

CSDA BOARD OF DIRECTORS 2016 ELECTION



**BAY AREA
NETWORK**

John Carapiet
Sanitary District #5 of Marin County

Ryan Clausnitzer
Alameda County Mosquito Abatement District

SEAT B
term ends 2019

Please vote for only one.

All fields must be completed for ballot to be counted.

**incumbent running for re-election*

SIGNATURE:	DATE:
MEMBER DISTRICT:	

Must be received by **5pm, August 5, 2016**. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814



California Special
Districts Association
Districts Stronger Together

2016 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: JOHN CARAPIET

District/Company: SANITARY DISTRICT NO. 5 OF MARIEN CO.

Title: BOARD DIRECTOR - SECRETARY

Elected/Appointed/Staff: SDS BOARD OF DIRECTORS

Length of Service with District: SINCE SEPTEMBER, 2013

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

N/A

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

35 yrs w/ S.F. PUBLIC UTILITIES COMMISSION, RET. AS SR. WATER SERVICES INSPECTOR

4. List civic organization involvement:

CIVIL GRAND JURY, MARIEN COUNTY

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after June 2, 2016 will not be included with the ballot.**



California Special
Districts Association
Districts Stronger Together

2016 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information MUST accompany your nomination form and Resolution/minute order:

Name: Ryan Clausnitzer

District/Company: Alameda County Mosquito Abatement District

Title: District Manager

Elected/Appointed/Staff: 14 - Trustees ; 16 - Full time staff ; 6 - part-time

Length of Service with District: 9 months as District Manager , 2 years as Trustee

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Completed all 4 Modules of CSDA SDA ; completed Board Secretary/clerk Program ; Supervisory Skills for the public Sector ; Attending Gov. Mgr. Leadership Summit

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Coastal Representative to Mosquito Vector Control Association of California's Regulatory Committee, CSDA Representative ICA Conf. of Directors of Environmental Health

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Candidate to Bay Area Restoration Authority Advisory Committee, Hayward Area Shoreline Planning Agency

4. List civic organization involvement:

Returned Peace Corps Volunteer ; Big Brother / Big Sister of the Bay Area Sponsor ; former leader of Habitat for Humanity

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after June 2, 2016 will not be included with the ballot.

RECEIVED

March 14, 2016

MAY 18 2016

Ms. Charlotte Lowe
CSDA
1112 I Street, Suite 200
Sacramento, CA 95814

CSDA

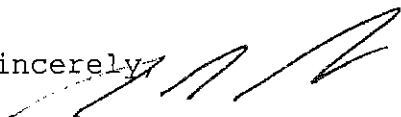
Re: CSDA Board of Directors Bay Area Network Seat B

I am applying as a CSDA board member representing the Bay Area. I should be considered seriously as a candidate from my public sector experience, education, training, leadership, volunteerism, the District's record, and dependable work ethic.

Coming from city, county, and national governments to working in special districts as staff, a board member, the board president, and now general manager provides a unique and valuable perspective. Also, there are no board members representing mosquito and vector control agencies. Leading an agency of our size requires the general manager to become the agency's fiscal, human resource, board procedures, and operational expert. I am able to effectively complete these tasks because of the CSDA. As a Trustee, I completed the Special District Leadership Academy. As a general manager, I attended the Board Secretary/Clerk training (as I also act as the Board Secretary). I will be soon applying for the Certificate of Transparency; a recognition that I am proud of and not easy to achieve.

Thank you for considering me as a Board member. I would be honored to have the opportunity to enjoy and excel in this position.

Sincerely,



Ryan Clausnitzer
General Manager
Alameda County Mosquito Abatement District
23187 Connecticut Street
Hayward, CA 94545
5410-783-7744
ryan@mosquitoes.org

Encl: Nomination form, candidate information sheet, nomination from board reflected in agenda and minutes

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: June 10, 2016

Report

Date: June 14, 2016

Subject: Draft Fiscal Year 2016/17 Operations Budget
Draft Fiscal Year 2016/17 to 2025/26 Capital Improvement Program

Recommendation:

No Board action required at this time.

Background:

Staff presents for the Board's review the attached draft Fiscal Year 2016/17 Operations Budget and draft Fiscal Year 2016/17 to 2025/26 Capital Improvement Program (CIP).

Operations Budget

Changes since the May Board Meeting:

Since the May Board meeting, we were able to quantify new opportunities that reduce the Operations Budget by an additional \$150,000 from the budget presented in May. The additional reductions include:

- SFPUC increased the "untreated water discount" to the District by \$0.10 per gallon. (This discount was negotiated by the District several years ago since the District is the only SFPUC wholesale customer who must treat SFPUC water. Budget impact is \$59,000.)
- The District restructured its medical insurance options in a mid-year open enrollment that occurred in May 2016. The result will be an additional savings of \$91,000 to the 2016/17 budget.

In total, the 2016/17 Operating Expense Budget is \$180,000 lower than the 2015/16 Operating Expense Budget.

Budget to Budget Comparison

- FY2016/17 budget assumes water sales at the March 2016 (12) month running average of 550 MG. (FY2015/16 budget reflected water sales of 590 MG.
- FY2016/17 water purchases from SFPUC are \$293,000 less than the FY2015/16 budget primarily due to: 1) a decrease in year-over-year water sales; 2) increased use of local sources vs. SFPUC over prior years; and 3) an increase in SFPUC's "untreated water discount." The impact of the SFPUC volume decreases are partially offset by a 9.3% increase in SFPUC water rates.
- FY2016/17 Operating Expenses in total are \$180,000 less than the prior year's budget, primarily due to lower SFPUC water purchases; lower medical insurance costs due to renegotiation of plans; lower employer retirement contributions due to employees assuming an additional 2% of pension costs; and lower consulting, outreach and water conservation expenses.
- The FY2016/17 budget also includes an additional \$145,000 for debt service for a new IBank loan.

\$10,453,800 is included in the water sales line in the draft FY2016/17 budget based on an "up to" 12% rate increase reflected in the Proposition 218 notice that was issued in May, 2016. The revenue amount may change based on the amount of the rate increase ultimately approved by the Board.

CIP

Changes since the May Board Meeting:

On June 3 Staff met with the Facilities Committee to review the CIP at the line item level. As a result of this detailed review, Staff adjusted the proposed 10-year CIP downward from a total \$33,919,000 to \$31,284,000. This represents a net decrease of \$2,947,500 vs. the FY2015/16 to FY2024/25 CIP. The largest adjustments include delaying several pipeline projects to later years of the CIP.

CIP for FY2016/2017 is budgeted at \$6,088,000 (and has been adjusted downward by \$185,000 since the May meeting.) \$4,200,000 of the FY2016/17 CIP will be covered by the I-Bank loan, and the remaining will be covered by the FY2016/1017 Contribution to CIP and Reserves .

STAFF REPORT

Agenda: June 14, 2016

Subject: Draft FY2016-2017 Budget Review

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

Operations & Maintenance Budget - FY 2016-2017

<i>Note: Used Placeholder 12% increase (per 218 notice)</i>		Proposed Budget FY 16/17	Approved FY 15/16 Budget	FY16/17 Budget Vs. FY 15/16 Budget \$ Change	FY16/17 Budget Vs. FY 15/16 Budget % Change	Proj Year End Actual FY 15/16	FY 16/17 Budget Vs. FY 15/16 Actual \$ Change	FY 16/17 Budget Vs. FY 15/16 Actual % Change	YTD Actual FY 15/16 as of March 31, 2016
Account Number	Description								
OPERATING REVENUE									
4120	Water Sales (1)	\$10,453,800	\$9,863,916	\$589,884	6.0%	\$9,200,000	\$1,253,800	13.6%	\$6,800,306
Total Operating Revenue		\$10,453,800	\$9,863,916	\$589,884	6.0%	\$9,200,000	\$1,253,800	13.6%	\$6,800,306
NON-OPERATING REVENUE									
4170	Hydrant Sales	\$50,000	\$40,000	\$10,000	25.0%	\$75,000	-\$25,000	-33.3%	\$67,229
4180	Late Penalty	\$72,000	\$90,000	-\$18,000	-20.0%	\$60,000	\$12,000	20.0%	\$56,099
4230	Service Connections	\$10,000	\$10,000	\$0	0.0%	\$14,000	-\$4,000	-28.6%	\$9,501
4920	Interest Earned	\$3,070	\$2,550	\$520	20.4%	\$4,000	-\$930	-23.3%	\$2,438
4930	Property Taxes	\$600,000	\$600,000	\$0	0.0%	\$713,000	-\$113,000	-15.8%	\$466,617
4950	Miscellaneous	\$37,000	\$37,000	\$0	0.0%	\$25,000	\$12,000	48.0%	\$23,005
4955	Cell Site Lease Income	\$143,692	\$139,245	\$4,447	3.2%	\$141,000	\$2,692	1.9%	\$107,417
4965	ERAF Refund	\$200,000	\$200,000	\$0	0.0%	\$325,710	-\$125,710	-38.6%	\$325,710
Total Non-Operating Revenue		\$1,115,762	\$1,118,795	-\$3,033	-0.3%	\$1,357,710	-\$241,948	-17.8%	\$1,058,016
TOTAL REVENUES		\$11,569,562	\$10,982,711	\$586,851	5.3%	\$10,557,710	\$1,011,852	9.6%	\$7,858,322
OPERATING EXPENSES									
5130	Water Purchased	\$2,578,474	\$2,871,947	-\$293,474	-10.2%	\$2,500,000	\$78,474	3.1%	\$1,842,196
5230	Electrical Exp. Nunes WTP	\$31,270	\$29,500	\$1,770	6.0%	\$29,500	\$1,770	6.0%	\$22,748
5231	Electrical Expenses, CSP	\$325,420	\$307,052	\$18,368	6.0%	\$307,000	\$18,420	6.0%	\$224,586
5232	Electrical Expenses/Trans. & Dist.	\$18,020	\$12,800	\$5,220	40.8%	\$16,000	\$2,020	12.6%	\$12,967
5233	Elec Exp/Pilarcitos Cyn	\$26,000	\$18,000	\$8,000	44.4%	\$25,000	\$1,000	4.0%	\$21,370
5234	Electrical Exp., Denn	\$85,000	\$90,100	-\$5,100	-5.7%	\$90,000	-\$5,000	-5.6%	\$36,170
5242	CSP - Operation	\$10,500	\$8,500	\$2,000	23.5%	\$8,500	\$2,000	23.5%	\$7,270
5243	CSP - Maintenance	\$37,000	\$37,000	\$0	0.0%	\$37,000	\$0	0.0%	\$4,713
5246	Nunes WTP Oper	\$57,000	\$52,764	\$4,236	8.0%	\$53,000	\$4,000	7.5%	\$44,242
5247	Nunes WTP Maint	\$80,500	\$55,500	\$25,000	45.0%	\$80,500	\$0	0.0%	\$45,595
5248	Denn. WTP Oper.	\$35,000	\$30,000	\$5,000	16.7%	\$35,000	\$0	0.0%	\$26,311
5249	Denn WTP Maint	\$53,000	\$32,000	\$21,000	65.6%	\$53,000	\$0	0.0%	\$33,957
5250	Laboratory Expenses	\$53,000	\$40,000	\$13,000	32.5%	\$53,000	\$0	0.0%	\$31,720
5260	Maintenance Expenses	\$281,700	\$268,500	\$13,200	4.9%	\$268,500	\$13,200	4.9%	\$180,142
5261	Maintenance, Wells	\$50,000	\$40,000	\$10,000	25.0%	\$50,000	\$0	0.0%	\$25,992
5263	Uniforms	\$10,000	\$0	\$10,000		\$9,000	\$1,000	11.1%	\$5,126
5318	Studies/Surveys/Consulting	\$150,000	\$240,000	-\$90,000	-37.5%	\$200,000	-\$50,000	-25.0%	\$113,336
5321	Water Resources	\$47,000	\$37,000	\$10,000	27.0%	\$45,000	\$2,000	4.4%	\$35,792
5322	Community Outreach	\$50,000	\$95,100	-\$45,100	-47.4%	\$65,000	-\$15,000	-23.1%	\$7,616
5381	Legal	\$60,000	\$60,000	\$0	0.0%	\$65,000	-\$5,000	-7.7%	\$47,159
5382	Engineering	\$14,000	\$14,000	\$0	0.0%	\$14,000	\$0	0.0%	\$7,577
5383	Financial Services	\$20,000	\$24,000	-\$4,000	-16.7%	\$24,000	-\$4,000	-16.7%	\$9,360
5384	Computer Services	\$125,300	\$103,800	\$21,500	20.7%	\$103,000	\$22,300	21.7%	\$64,201
5410	Salaries, Admin.	\$1,100,800	\$1,061,780	\$39,020	3.7%	\$960,000	\$140,800	14.7%	\$691,344
5411	Salaries - Field	\$1,217,375	\$1,118,506	\$98,869	8.8%	\$1,118,506	\$98,869	8.8%	\$842,681

Operations & Maintenance Budget - FY 2016-2017

<i>Note: Used Placeholder 12% increase (per 218 notice)</i>		Proposed Budget FY 16/17	Approved FY 15/16 Budget	FY16/17 Budget Vs. FY 15/16 Budget		Proj Year End Actual FY 15/16	FY 16/17 Budget Vs. FY 15/16 Actual		YTD Actual FY 15/16 as of March 31, 2016
Account Number	Description			\$ Change	% Change		\$ Change	% Change	
5420	Payroll Taxes	\$162,245	\$153,056	\$9,189	6.0%	\$145,000	\$17,245	11.9%	\$107,613
5435	Employee Medical Insurance	\$412,904	\$527,457	-\$114,553	-21.7%	\$470,000	-\$57,096	-12.1%	\$340,561
5436	Retiree Medical Insurance	\$59,976		\$59,976		\$55,677	\$4,299	7.7%	\$12,832
5440	Employee Retirement	\$508,257	\$505,321	\$2,936	0.6%	\$485,000	\$23,257	4.8%	\$362,846
5445	SIP 401a Plan	\$33,000	\$30,000	\$3,000	10.0%	\$33,000	\$0	0.0%	\$0
5510	Motor Vehicle Exp.	\$56,700	\$55,650	\$1,050	1.9%	\$56,000	\$700	1.3%	\$32,923
5620	Office Expenses	\$170,775	\$164,475	\$6,300	3.8%	\$173,000	-\$2,225	-1.3%	\$135,068
5625	Meetings/Training/Seminars	\$24,000	\$24,000	\$0	0.0%	\$24,000	\$0	0.0%	\$12,099
5630	Insurance	\$120,000	\$115,000	\$5,000	4.3%	\$115,000	\$5,000	4.3%	\$75,930
5687	Memberships & Subscriptions	\$74,000	\$71,290	\$2,710	3.8%	\$71,000	\$3,000	4.2%	\$41,075
5688	Election Expense	\$0	\$25,000	-\$25,000	-100.0%	\$0	\$0		\$0
5689	Union Expenses	\$6,000	\$6,000	\$0	0.0%	\$6,000	\$0	0.0%	\$0
5700	County Fees	\$19,000	\$17,700	\$1,300	7.3%	\$19,000	\$0	0.0%	\$16,985
5705	State Fees	\$16,000	\$16,000	\$0	0.0%	\$16,000	\$0	0.0%	\$10,982
Total Operating Expenses		\$8,179,215	\$8,358,798	-\$179,583	-2.2%	\$7,878,183	\$301,032	3.8%	\$5,533,085
CAPITAL ACCOUNTS									
5712	Existing Bonds - 2006B	\$486,426	\$485,889	\$537	0.1%	\$482,492	\$3,934	0.8%	\$482,492
5715	Existing Bond-CIEDB 11-099	\$336,409	\$338,024	-\$1,615	-0.5%	\$336,546	-\$136	0.0%	\$336,546
5716	New Bond	\$145,203	\$0	\$145,203		\$56,280	\$88,923		
Total Capital Accounts		\$968,039	\$823,913	\$144,126	17.5%	\$875,318	\$92,721	10.6%	\$819,038
TOTAL REVENUE LESS TOTAL EXPENSE		\$2,422,308	\$1,800,000	\$622,308	34.6%	\$1,804,209	\$618,098	34.3%	\$1,506,199
5713	Cont. to CIP & Reserves	\$2,422,308							

Notes:

CIP Projects FY16/17 to FY25/26

DRAFT

NO.	PROJECT NAME	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	CIP Total
Equipment Purchase & Replacement												
06-03	SCADA/Telemetry/Electrical Controls Replacement	50,000										50,000
08-10	Backhoe				80,000							80,000
08-12	New Service Truck		200,000									200,000
15-04	Vactor Truck/Trailer			350,000								350,000
17-02	Forklift for Nunes, Miscellaneous Tools	30,000										30,000
99-02	Vehicle Replacement			30,000		30,000	30,000		30,000			120,000
99-03	Computer Systems	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000			40,000
99-04	Office Equipment/Furniture	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000			24,000
8	Equipment Purchase & Replacement Totals	88,000	208,000	388,000	88,000	38,000	38,000	8,000	38,000			894,000
Facilities & Maintenance												
08-08	PRV Valves Replacement Project	30,000	30,000	30,000	30,000							120,000
09-07	Advanced Metering Infrastructure	300,000	300,000	300,000	50,000	20,000	20,000	20,000	20,000	20,000	20,000	1,070,000
09-09	Fire Hydrant Replacement	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	400,000
09-23	District Digital Mapping	10,000										10,000
14-14	Pilarcitos Canyon Road Improvements	65,000										65,000
15-03	District Administration/Operations Center										3,000,000	3,000,000
16-07	Sample Station Replacement Project		5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000		40,000
17-11	Pilarcitos PRV Station Valve Replacement	45,000										45,000
99-01	Meter Change Program	300,000	300,000	300,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	1,040,000
9	Facilities & Maintenance Totals	790,000	675,000	675,000	145,000	85,000	85,000	85,000	85,000	85,000	3,080,000	5,790,000
Pipeline Projects												
06-01	Avenue Cabrillo Phase 2 & 3 Pipeline Replacement Project	650,000										650,000
06-02	Highway 1 South Pipeline Replacement Project		80,000	100,000	1,200,000							1,380,000
07-03	Pilarcitos Canyon Pipeline Replacement							150,000	1,000,000			1,150,000
07-04	Bell Moon Pipeline Replacement Project								60,000	250,000		310,000
13-02	Replace 8 Inch Pipeline Under Creek at Pilarcitos Ave.	100,000					400,000					500,000
14-01	Replace 12" Welded Steel Line on Hwy 92 with 8" DI		300,000			1,000,000	1,000,000	1,000,000				3,300,000
14-26	Replace 2 Inch Pipe Downtown Half Moon Bay	500,000										500,000

NO.	PROJECT NAME	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	CIP Total
14-27	Grandview 2 Inch Replacement								450,000			450,000
14-28	Replace 2 Inch Hilltop Market to Spanishtown			240,000								240,000
14-29	Replace 2 Inch GS Purisima Way				125,000							125,000
14-30	Replace Miscellaneous 2 Inch GS El Granada				60,000							60,000
14-31	Ferdinand Avenue - Replace 4" WS Ferdinand Ave. to Columbus St.			225,000								225,000
14-32	Casa Del Mar - Replace Cast Iron Mains						1,000,000	1,000,000				2,000,000
14-33	Miramar Cast Iron Pipeline Replacement								500,000	1,000,000		1,500,000
16-09	Slipline 10-inch Pipeline in Magellan at Hwy 1			100,000								100,000
NN-00	Pipeline Replacement								1,050,000	750,000	500,000	2,300,000
16	Pipeline Projects Totals	1,250,000	380,000	665,000	1,385,000	1,000,000	2,400,000	2,150,000	2,560,000	1,500,000	1,500,000	14,790,000
Pump Stations/Tanks/Wells												
06-04	Hazen's Tank Replacement	30,000										30,000
08-14	Alves Tank Recoating, Interior + Exterior			600,000								600,000
08-16	Cahill Tank Exterior Recoat				15,000							15,000
08-18	EG Tank #3 Recoating Interior + Exterior	600,000										600,000
09-18	New Pilarcitos Well		150,000									150,000
11-02	CSPS Stainless Steel Inlet Valves			100,000								100,000
11-05	Half Moon Bay Tank #2 Interior + Exterior Recoat		200,000									200,000
11-06	Half Moon Bay Tank #3 Interior + Exterior Recoat				200,000							200,000
13-08	Crystal Springs Spare 350 HP Pump & Motor		50,000									50,000
13-11	EG Tank #1 & Tank #2 Emergency Generators	200,000										200,000
16-08	New Denniston Well		80,000									80,000
17-03	Pilarcitos Wells 3 and 3a Rehabilitation	90,000										90,000
17-05	Crystal Springs Pump Station Motor Controls	50,000										50,000
17-06	Crystal Springs Pump Station Discharge Valve Replacement	30,000										30,000
14	Pump Stations/Tanks/Wells Totals	1,000,000	480,000	700,000	215,000							2,395,000
Water Supply Development												
10-02	Bridgeport Drive Pipeline Replacement Project	1,300,000										1,300,000
12-04	Denniston Treated Water Booster Station	1,300,000										1,300,000
12-12	San Vicente Diversion and Pipeline			300,000	1,000,000	1,000,000						2,300,000
13-04	Denniston Reservoir Restoration				1,000,000							1,000,000
17-12	Recycled Water Project Development	100,000	100,000									200,000

NO.	PROJECT NAME	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	CIP Total
5	Water Supply Development Totals	2,700,000	100,000	300,000	2,000,000	1,000,000						6,100,000
Water Treatment Plants												
08-07	Nunes Filter Valve Replacement			30,000	30,000	30,000	30,000	30,000				150,000
13-05	Denniston WTP Emergency Power			500,000								500,000
17-01	Nunes Water Treatment Plant Treated Water Meter	50,000										50,000
17-04	Denniston Dam Spillway Repairs	10,000	90,000									100,000
17-07	Denniston WTP Site Improvements for Erosion Control	50,000										50,000
17-08	Nunes Filter Surface Wash Repairs	50,000										50,000
17-10	Nunes Backwash Pond Sand Replacement	65,000										65,000
99-05	Denniston Maintenance Dredging	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	350,000
8	Water Treatment Plants Totals	260,000	125,000	565,000	65,000	65,000	65,000	65,000	35,000	35,000	35,000	1,315,000
Grand Total		6,088,000	1,968,000	3,293,000	3,898,000	2,188,000	2,588,000	2,308,000	2,718,000	1,620,000	4,615,000	31,284,000

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: June 10, 2016

Report

Date: June 14, 2016

Subject: FY2016/17 to FY 2021/2022 Financing Plan and Proposed Water Rate Increase; Cost of Service Analysis

Recommendation:

No Board action required at this time.

Background:

Financing Plan

The District utilizes a multi-year financing model (originally developed for the District by Bartle Wells Associates in 2009 and considered to be an industry standard approach) to evaluate the impact of its rate increases on the financial reserves of the District. In a presentation to the Board, Staff will continue to review the model, focusing on the attached pages detailing key assumptions and summarizing the series of rate increases needed to fund District operating and capital expenses and to build and maintain an adequate level of reserves.

Because maintaining an adequate level of reserves is vital for the District and represents the most important factor determining future rate increases, staff has incorporated additional cash reserve target levels within the model based upon input received from HF&H Consultants, the District's rate consultants. These target lines include:

Red Line	District policy minimum: 15% of operating revenue (2 months of cash)
Orange Line	New recommended minimum: 25% of operating revenue (3 months of cash - industry standard minimum per HF&H Consultants.)
Purple Line	New recommended target: 3 months of operating expenses + 100% of annual debt service payments + 50% of revenue funded CIP

Considering the District's significant debt service obligations (approximately \$1M in FY 2016/17) and the cash flow requirements for debt service and CIP projects, staff recommends a minimum reserve target of 3 months of operating revenues (Orange Line), and a future reserve target of 3 months of operating expenses plus 100% of annual debt service plus 50% of revenue funded CIP (Purple Line).

Cost of Service Analysis

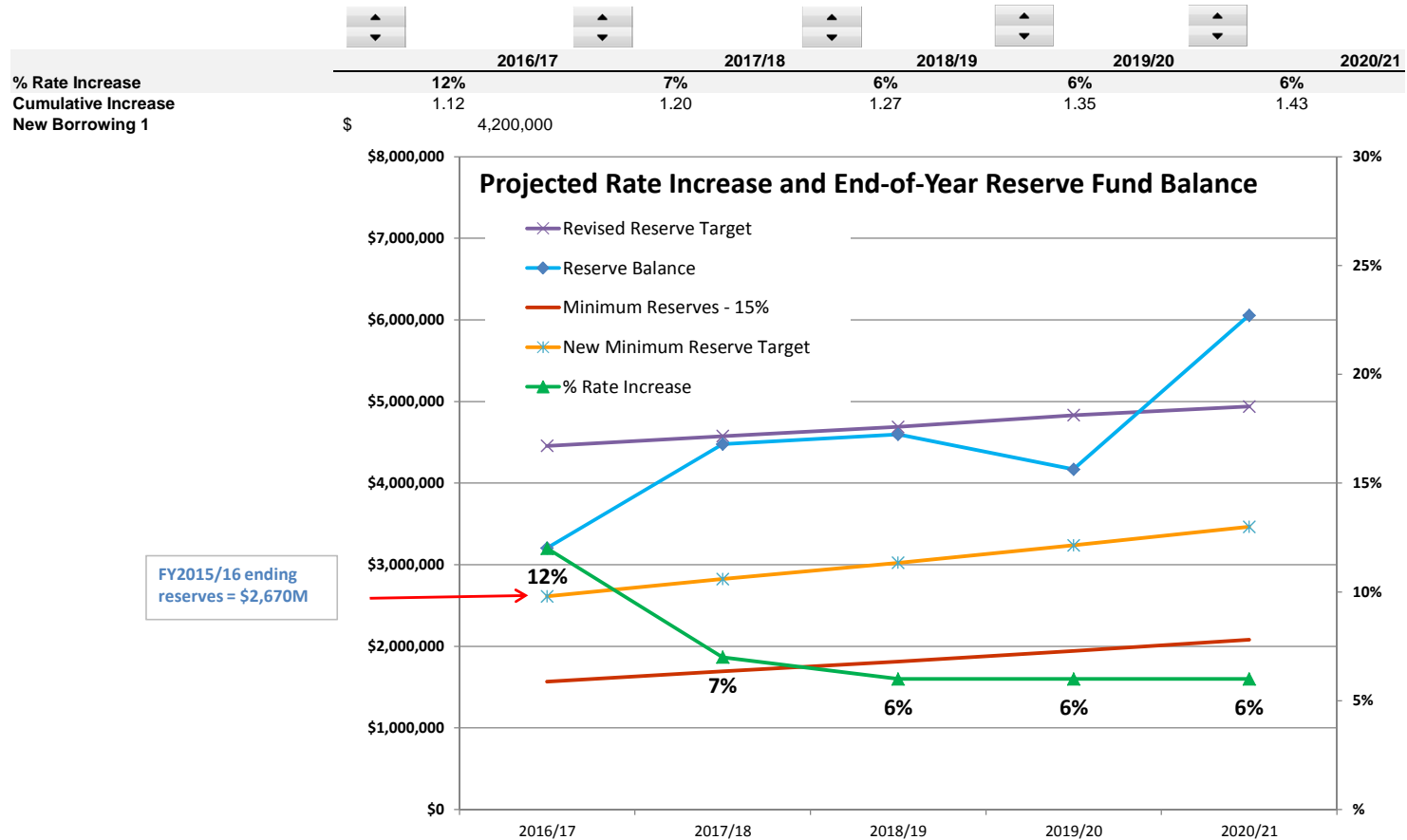
In developing the Fiscal Year 2015/2016 budget, the District retained HF&H Consultants to evaluate the District's rate structure and to develop cost-of-service-based rates which would comply with the substantive requirements of Proposition 218 as interpreted by the courts, including the April 2015 Appellate Court decision in Capistrano Taxpayers Association, Inc. v. City of San Juan Capistrano. Following recommendations in the HF&H analysis, detailed in a report dated May 8, 2015 and presented to the Board at its May 12, 2015 meeting, the District implemented significant changes to its rate structure that resulted in a realignment of the tier breakpoints to reflect service cost allocations. The revised rate structure went into effect July 1, 2015.

HF&H Consultants issued a Technical Memorandum dated May 17, 2016 entitled "Water Rate Update - FY 2016-17" (see attached) which updates their findings from the Fiscal Year 2015/2016 Rate study and cost-of-service analysis.

As noted in the Technical Memorandum, HF&H, in consultation with staff, determined that the methodology and cost of service allocations used last year are still applicable. Therefore, staff proposes to apply the FY 2016/2017 proposed rate increase uniformly across the District's rate structure based on the following considerations:

- Budgeted Fiscal Year 2016/2017 operating expenses differ by less than 0.5% from the expenses used as the basis for the Fiscal Year 2015/2016 cost-of-service analysis.
- The decline in water sales accounting for the majority of the overall rate increase results from increased conservation across all District customer classes.
- Allocation of FY 2016/2017 capital cost funding resulting from the uniform rate increase would be consistent with the FY 2015/2016 cost-of-service analysis because the allocation factors have not changed significantly.

CCWD Rate Increases Needed to Meet Revenue Requirements - FY16/17 to FY20/21



RESERVE TARGETS

- RED LINE** Historic District Policy --- 15% of Operating Revenues (equivalent to ap. 2 months of cash)
- ORANGE LINE** Recommended Minimum Target --25% of Operating Revenue (3 months of cash - per industry standard -per HF&H Consultants)
- PURPLE LINE** Recommended Target -- 3 months of cash for operating expenses + 100% of annual debt service + 50% of revenue funderd capital spend

Contribution to CIP and Reserves:	\$ 2,422,575	\$ 3,318,219	\$ 3,681,682	\$ 3,957,373	\$ 4,446,456
"Escalated" CIP	\$ 6,088,000	\$ 2,047,000	\$ 3,562,000	\$ 4,385,000	\$ 2,560,000
Ending Reserve Balance	\$ 3,204,904	\$ 4,476,123	\$ 4,595,805	\$ 4,168,178	\$ 6,054,634

Flow 550 556 561 567 572

**Coastside County Water District - Financing Plan
Five Year Cash Flow Projections**

Cash Flow Projection					
	Budget	Estimated			
	2016/17	2017/18	2018/19	2019/20	2020/21
Beginning Fund Balance					
Operating & Capital Fund Balance	\$2,670,329	\$3,204,904	\$4,476,123	\$4,595,805	\$4,168,178
Rate Stabilization Fund Balance	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
Rate Adjustment at Beginning of FY	12.0%	7.0%	6.0%	6.0%	6.0%
SOURCES OF FUNDS					
REVENUES					
Water Sales	10,452,800	11,296,300	12,093,800	12,947,600	13,861,700
Property Taxes	600,000	600,000	600,000	600,000	600,000
ERAF Refund	200,000	200,000	200,000	200,000	200,000
Service Connections	10,000	8,000	25,000	25,000	25,000
Interest	2,550	7,423	7,720	8,030	8,350
Other Revenues	<u>304,477</u>	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>
Subtotal Revenues	11,569,827	12,411,723	13,226,520	14,080,630	14,995,050
LONG-TERM BORROWING					
I-Bank Loan					
New Loan 2	4,200,000				
New Loan 3		0	0	0	0
TOTAL SOURCES	15,769,827	12,411,723	13,226,520	14,080,630	14,995,050
USES OF FUNDS					
Operating Expenses					
Subtotal Operating Expenses	<u>8,179,215</u>	<u>7,950,090</u>	<u>8,400,926</u>	<u>8,979,558</u>	<u>9,405,847</u>
Non-Operating (Capital-Related) Expenses					
Existing Water Revenue Bonds	486,426	482,494	483,553	483,919	483,566
I-Bank Loan + New Loans	481,611	660,920	660,359	659,780	659,181
Capital Projects (Escalated)	6,088,000	2,047,000	3,562,000	4,385,000	2,560,000
Contribution to Rate Stabilization Fund (Transfer)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal Non-Operating Expenses	7,056,037	3,190,414	4,705,912	5,528,699	3,702,747
TOTAL USES	15,235,252	11,140,504	13,106,838	14,508,257	13,108,594
Surplus (Deficiency)	534,575	1,271,219	119,682	(427,627)	1,886,456
Ending Fund Balance					
Operating & Capital Fund Balance	3,204,904	4,476,123	4,595,805	4,168,178	6,054,634
Rate Stabilization Fund Balance	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>
Total Fund Balance	3,454,904	4,726,123	4,845,805	4,418,178	6,304,634
Debt Service Coverage Target = 1.2	3.50	3.90	4.22	4.47	4.89
Target Met	yes	yes	yes	yes	yes
Minimum Capital and Operating Reserve Target - 15%	1,567,920	1,694,445	1,814,070	1,942,140	2,079,255
Target Met	yes	yes	yes	yes	yes

Coastside County Water District - Financing Plan Water Production and Purchase Costs

Projected Future Water Production and Purchases					
	Budget	Estimated			
	2016/17	2017/18	2018/19	2019/20	2020/21
Total CCWD Water Demand (Production (MG))	598	604	610	616	622
Projected Water Sales (MG)	550	556	561	567	572
Year-year change	1.9%	1.0%	1.0%	1.0%	1.0%
CCWD Pilarcitos Wells (MG)	77	77	77	77	77
Denniston Wells (MG)	8	10	10	10	10
Denniston Surface Water (MG)	87	200	200	200	200
Total Denniston	95	210	210	210	210
Denniston year-year change	14.5%	121.1%	0.0%	0.0%	0.0%
Total CCWD Sources (MG)	172	287	287	287	287
Total SFPUC (max 794 MG)	426	317	323	329	335
SFPUC year-year change	-3.9%	-25.6%	1.9%	1.9%	1.9%
SFPUC Water Cost					
Base Charge	\$81,384	\$84,639	\$88,025	\$91,546	\$95,208
Consumption Charge	\$2,066,509	\$1,628,451	\$1,825,001	\$2,140,074	\$2,291,523
BAWSCA Surcharge	\$343,955	\$345,000	\$351,900	\$358,938	\$366,117
Total SFPUC Water Purchase	\$2,491,848	\$2,058,090	\$2,264,926	\$2,590,558	\$2,752,847
% SFPUC Water	71%	52%	53%	53%	54%
SFPUC Projected Rate Increase	9.3%	5.7%	9.3%	13.9%	5.0%
SFPUC Unit Charge (\$/hcf)	\$ 4.10	\$4.33	\$4.74	\$5.40	\$5.66
Untreated Water Discount	\$ 0.47	0.49	0.51	0.53	0.55
SFPUC Rate w/Discount	\$3.63	\$3.84	\$4.23	\$4.87	\$5.12
Untreated Water Discount Savings	\$267,565	\$207,024	\$219,409	\$232,495	\$246,323

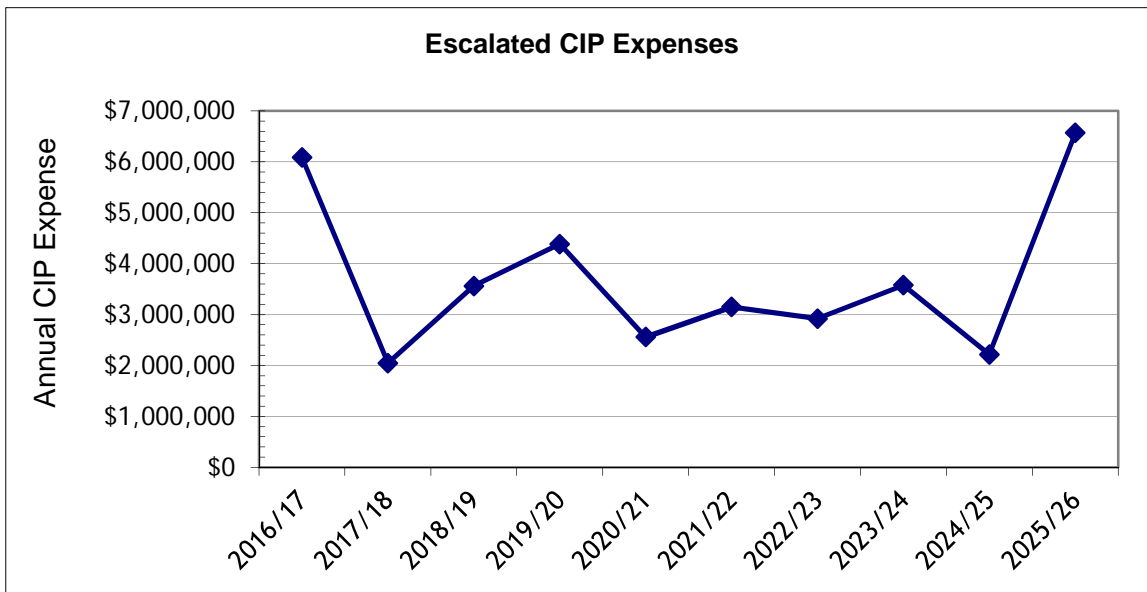
*MG = Million Gallons

**Coastside County Water District - Financing Plan
Ten-Year Capital Improvement Plan - Escalated CIP**

Escalation

4% per year

Escalated 10-Year Capital Improvement Plan			
	FY	CIP in Current Year Dollars	Escalated CIP
0	2016/17	\$6,088,000	\$6,088,000
1	2017/18	\$1,968,000	\$2,047,000
2	2018/19	\$3,293,000	\$3,562,000
3	2019/20	\$3,898,000	\$4,385,000
4	2020/21	\$2,188,000	\$2,560,000
5	2021/22	\$2,588,000	\$3,149,000
6	2022/23	\$2,308,000	\$2,920,000
7	2023/24	\$2,718,000	\$3,577,000
8	2024/25	\$1,620,000	\$2,217,000
9	2025/26	\$4,615,000	\$6,569,000
	Total	\$31,284,000	\$37,074,000





HILTON FARNKOPF & HOBSON

HF&H CONSULTANTS, LLC
Managing Tomorrow's Resources Today

201 North Civic Drive, Suite 230
Walnut Creek, California 94596
Tel: (925) 977-6950
Fax: (925) 977-6955
hfh-consultants.com

Robert D. Hilton, CMC
John W. Farnkopf, PE
Laith B. Ezzet, CMC
Richard J. Simonson, CMC
Marva M. Sheehan, CPA
Robert C. Hilton, CMC

TECHNICAL MEMORANDUM

To: David Dickson, General Manager, Coastside County Water District
Mary Rogren, Assistant General Manager, Coastside County Water District

From: John Farnkopf, Senior Vice President, HF&H
Rick Simonson, Vice President, HF&H

Date: May 17, 2016

Subject: Water Rate Update - FY 2016-17

This memorandum provides our recommendation for updating the District's water rates for FY 2016-17.

I. INTRODUCTION

Last year, HF&H assisted the District in updating its rates by performing a cost-of-service analysis to ensure that its rates allocated costs to each customer class in proportion to each class' demand on the District's facilities. The analysis also estimated the need to increase rates to ensure that revenue from rates was sufficient in light of the conservation anticipated from customers in response to the drought conditions.

Within the residential class, the quantity charges were restructured to conform with the cost of providing service across the tiers. The size of each tier was determined based on recent customer billing data from residential customer metered water use, which indicated the amount of demand within each range of base and peak demand. The rate per tier was determined based on costs attributable to providing service at each level of service ranging from low demand with minimal peaking for essential indoor needs to high peak demands for irrigation.

The results of the analysis completed last year realigned the rate structure with the cost of providing service. This realignment should remain accurate for several years unless there are significant changes in the relative demands among customer classes or



residential tiers, or changes in significant costs. Therefore, we do not recommend re-evaluating the methodology for determining the cost of service at this time. The rate increase that is needed this year to provide water service to District customers should be applied equally, across-the-board to the basic service charges and quantity charges.

Having made the cost-of-service adjustments to the rates for FY 2015-16, the rate update for FY 2016-17 can focus on overall revenue needs with any increase in rates applied uniformly to all rates.

II. FY 2016-17 REVENUE REQUIREMENTS AND RATE INCREASE

The revenue required from rates in FY 2016-17 depends on the revenue projected from rates compared with the projected revenue requirements. The variance between revenue from current rates compared with the revenue requirements impacts the fund balance as either a surplus or deficit. The resulting reserve balance is compared with the District's target balance. If the balance is high enough, a rate increase is not warranted.

Figure 1 summarizes the rate revenue projected for FY 2015-16, the revenue requirement, and the ending reserve balance. The FY 2015-16 projected rate revenue increase is anticipated to cover the District's costs without increasing reserves.

Figure 1 also summarizes the estimated year-end FY 2015-16 rate revenue, revenue requirement, and fund balance and the variance between last year's projection and the current year-end estimate. It can be seen that revenue from quantity charges was \$710,000 less than projected because of greater than projected conservation by customers. Conservation was also responsible for reducing operating expenses and the cost of SFPUC water. In addition, the District spent less on capital projects. As a result, the revenue requirement was reduced \$766,000. With an additional \$153,000 in non-operating revenue, there was a net addition to reserves of \$218,000.

Figure 1 also shows the projections for FY 2016-17. The \$9,332,900 revenue projection is based on the current (FY 2015-16) rates and the projected demand for FY 2016-17, which is slightly greater than the estimated year-end demand for FY 2015-16. The \$10,254,000 revenue requirement is greater than last year's projected net revenue requirement. As a result, a \$921,000 operating shortfall is projected without a rate increase.



Figure 1. Summary of Rate Revenues, Revenue Requirements, and Fund Balances

	Projected FY 2015-16	Estimated FY 2015-16[a]	Est. Minus Proj. FY 2015-16	Projected FY 2016-17[b]
Rate Revenue				
Base Charges	\$ 2,057,413	\$ 2,066,962	\$ 9,549	\$ 2,066,962
Quantity Charges	7,806,504	7,096,238	(710,266)	7,265,938
Total Rate Revenue	\$ 9,863,917	\$ 9,163,200	\$ (700,717)	\$ 9,332,900
Revenue Requirement				
Operating Expenses	\$ 5,199,401	\$ 4,904,683	\$ (294,718)	\$ 5,192,590
SFPUC Water	2,871,946	2,530,000	(341,946)	2,637,789
Electricity	457,452	467,500	10,048	498,730
Debt Service	823,913	814,398	(9,515)	968,037
Capital Projects	1,630,000	1,500,000	(130,000)	2,073,000
Subtotal	\$ 10,982,712	\$ 10,216,581	\$ (766,131)	\$ 11,370,145
Less: Non-operating Revenue	(1,118,795)	(1,271,710)	(152,915)	(1,115,762)
Net Revenue Requirement	\$ 9,863,917	\$ 8,944,871	\$ (919,046)	\$ 10,254,383
Total Revenue Surplus/(Shortfall)	\$ -	\$ 218,329	\$ 218,329	\$ (921,483)
Percent of Total Rate Revenue				-9.87%
Beginning Reserve Balance	\$ 2,342,000	\$ 2,342,000		\$ 2,560,329
Revenue Surplus/(Shortfall)	\$ -	\$ 218,329		\$ (921,483)
Ending Reserve Balance	\$ 2,342,000	\$ 2,560,329		\$ 1,638,846

[a] Estimated year end based on actuals through March 31, 2016.

[b] Rate revenue based on current FY 2015-16 rates and projected FY 2016-17 demand.

Without a rate increase, the \$921,000 projected operating shortfall would reduce the District's unrestricted reserve balance to \$1,638,000. In other words, an approximate 10% increase is required to avoid reducing reserves. A balance of \$1,639,000 is greater than the District's current reserve target. In order to understand whether it is appropriate to allow reserves to decline, an evaluation was conducted of the District's reserves compared with industry standards, as described in the following section.



II. EVALUATION OF RESERVES

IIa. General

Water utilities maintain reserve funds to account for and manage sources of revenue. There are two general types of reserves: unrestricted and restricted reserves. **Figure 2** summarizes common types of reserves that water utilities may have, indicating the revenue source, the use to which the revenue can be put, and the priority for funding the reserve.

Figure 2. Common Types of Reserves

Types of Reserves	Revenue Source	Use of Revenue	Funding Priority
Unrestricted			
Operating	Rate revenue	Operations cash flow	Highest
Capital	Rate revenue	Cash-funded capital projects	High
Emergency	Rate revenue	Asset failure, disaster recovery	Lower
Stabilization	Rate revenue	Demand fluctuations	Lower
Replacement	Rate Revenue	Vehicles, equipment, IT	Lowest
Restricted			
Debt	Bond or loan proceeds	Debt-funded capital projects	Legally required
Retirement	Rate revenue	Pensions	Legally required
Development	Connection fees	Capital projects	Legally required
	Developer contributions	In-tract facilities	Legally required
Grants	Grants, matching funds	Specified by source	Legally required

Not all reserves are of equal importance. Higher priority reserves should be funded before lower priority reserves. Some lower priority reserves may not be needed because they are included in higher priority reserves. Restricted reserves are all high priority because they are legally required. Unrestricted reserves are established as needed. The types of unrestricted reserves and the target balances that are deemed appropriate for each unrestricted reserve depend on the utility's policy toward managing risk.



The following discussion is tailored to the needs of a utility of the District's size, customer base, and level of planned capital improvements. The discussion focuses on the unrestricted reserves, which is where the District has discretion in determining the types of reserves and the target balances. All utilities maintain at least one unrestricted reserve as the District does. Many utilities maintain separate reserves for operations and capital purposes. Some utilities maintain other reserves for emergencies, rate stabilization, and sometimes even for asset replacement for equipment or vehicles.

Moreover, because unrestricted reserves are typically funded by rate revenue, they are of primary interest in rate setting. Certain restricted reserves can be funded from rate revenue but are often funded from other sources such as proceeds from loans or bonds, connection fees, developer contributions, and grants, for example. The District has little discretion in determining the types of restricted reserves it needs because of the legal requirements associated with the funding sources.

Iib. Operating Reserve

Operating reserves serve multiple purposes ranging from monthly to annual cash flow management. On a monthly basis, the Operating Reserve provides working capital to cover the lag between when the District incurs operating expenses and when it receives revenue from customers. Providing adequate funding for Operating Reserves is the highest priority.

The amount of reserves needed for short-term working capital depend on the billing frequency. Whereas most of the District's expenses are incurred monthly, the District currently bills most of its customers bi-monthly, allowing 30 days for payment. Some large utilities conduct lead-lag time studies in which they monitor fluctuations in their account balance to estimate what their working capital requirements are. In most cases, a rule of thumb used by the California PUC is sufficient for determining the minimum working capital that is needed. The rule states that the allowance for working capital should equal 1.50 times the billing frequency. In the District's case, this equals three months or 90 days, which is roughly 25% of annual operating revenue.

Setting the target balance for the Operating Reserve at the working capital requirement is a minimal level of reserves. Rates should always be set to maintain at least this much in Operating Reserves. This level of Operating Reserves should provide sufficient liquidity for meeting monthly cash flow, which is not even during the year. Seasonal



variations in water demand and subsequent revenue from rate payers differs from the seasonal fluctuations in expenses.

The Operating Reserve also provides for a certain amount of annual cash flow needs, which can be affected by other conditions that are outside the District's control:

- Variances between projected and actual expenditures.
- Variances between projected and actual revenue, which is dependent on climate and water supply conditions and any associated conservation.
- Unpredictable changes in pass-through costs such as the cost of SFPUC purchased water, chemicals, and power.

The Operating Reserve may also have the ability to buffer these annual conditions without the need for rate increases. In this way, the Operating Reserve can be used to smooth rate increases from year to year.

Iic. Capital Reserve

The purpose of Capital Reserves is analogous to Operating Reserves. Capital Reserves are intended to provide working capital liquidity for making capital expenditures. Providing adequate funding for Operating Reserves is the next highest priority after the target balance is met for the Operating Reserve.

The amount of reserves needed for the Capital Reserve varies widely as an industry practice. We recommend limiting the target balance to provide working capital for projects that are funded from rate revenue only¹. Debt-funded projects are usually provided for by a separate debt reserve, which is where the bond or loan proceeds are accounted for as well as any debt service reserve (i.e., one year's maximum debt service).

The reason there is no absolute standard for the amount of prudent capital reserves is there are many factors that should be considered in managing the risk exposure:

- The annual fluctuations in capital improvements.

¹ Projects funded from rate revenue are sometimes referred to as "pay-as-you-go" or "PAYGo" projects. By contrast, debt-funded projects are "pay-as-you-use" projects.



- The magnitude of the capital expenditures as a portion of the total revenue requirement.
- The utility's preference for funding capital improvements from cash instead of from debt.
- Uncertain regulatory requirements.
- The presence of large capital assets such as treatment plants.
- Uncertain bidding environment for construction projects.
- Policies toward asset management and the tolerance for asset failures, natural disasters, and other emergencies.
- The currency of facility master plans.

To provide working capital so that sufficient funds are available to pay contractors so that work can proceed without delay, we recommend a minimum target balance equal to an average annual capital expenditure based on the PAYGo projects projected over the coming five years. This target also provides a buffer from debt service payments, which are highest in July.

IId. Other Unrestricted Reserves

There are other possible unrestricted reserves that can be established once the higher priority Operating and Capital Reserves are fully funded.

Emergency Reserves help manage risks associated with sudden asset failures caused by emergencies such as natural disasters or human error. Emergency Reserves are a form of capital reserve that can provide a measure of self insurance so that immediate funding is available for disaster recovery until loans can be arranged and rates increased. The target balance for the Emergency Reserve can be targeted for a specific asset failure (e.g., treatment plant) or fixed dollar amount.

Stabilization Reserves help manage risks associated with revenue shortfalls due to unusually low water sales during climatic extremes. Stabilization Reserves are another form of Operating Reserve that can be funded from years of surplus revenue, which can be retained until needed. Because Stabilization Reserves are used to reduce the need for rate increases during periods of low water use, they should not be funded with rate increases. Instead, they should be funding from operating surpluses or non-rate revenue.



Replacement Reserves are a form of Operating or Capital Reserve that act as revolving funds for purchasing assets with relatively short service lives. Such funds may be helpful in managing budgets for equipment that should be replaced on a regular cycle.

Iie. Current District Policy

The District maintains a single unrestricted cash reserve fund for meeting its cash flow. The District maintains other restricted reserves for other purposes including \$250,000, rate stabilization reserve, which is essentially functioning as a restricted debt reserve. This \$250,000 restricted rate stabilization reserve is currently one-quarter of one year's loan \$1,000,000 repayment.

The District's target balance for its Operating Reserve is 15% of operating revenue, which is currently about \$1,500,000. The District's fund balance has historically exceeded this target balance.

The District does not maintain other unrestricted reserves. As such, the District's current policy of maintaining a single unrestricted reserve is very simple. In our experience, it is not uncommon for districts the District's size to have a simpler reserve structure.

Iif. Recommended Reserve Policy

Evaluating the appropriate size for the unrestricted reserves should consider the critical risks that could stress the District's financial ability to cover O&M and capital expenses. The target balances should reflect the funding needed to manage each risk taking into account the priority of each risk.

We recommend that the District create additional unrestricted reserves to help set and maintain the appropriate target balances. As we previously discussed, most utilities reach a point where separate Operating and Capital Reserves are needed. We believe the District would benefit by itemizing these reserves separately, which would not preclude it from also combining them as a total.

With a separate Operating Reserve, the District would have funds available to handle cash flow fluctuations as well as a certain amount of unplanned increases in SFPUC purchased water and power and chemicals at its treatment facilities. We recommend a



minimum target balance of 25% of operating *revenue*. Rates should always be set to stay above this minimum target balance.

We recommend that the District also create a separate Capital Reserve for PAYGo capital projects with a target balance of the average annual PAYGo projects identified in its facilities master plan, which is \$3,000,000 per year. Unlike the minimum target balance for the Operating Reserve, the target balance for the Capital Reserve is not regarded as a minimum requirement. Rates do not have to be set to stay above this target in all years. Rates should be set to achieve this target balance within no more than five years but it is permissible to drop below the target.

By meeting the Capital Reserve target, however, the District is in the best position to not only provide for construction cost cash flow but also to provide for significant fluctuations in capital expenditures from year to year. A higher balance also provides a measure of funding for emergency recovery.

Figure 3 compares the District's current reserve policies and target balances with our recommendations. With respect to unrestricted reserves, the \$5,500,000 recommended target is considerably greater than the current \$1,500,000 target. The recommended target is also considerably greater than the estimated \$2,560,000 June 30, 2016 fund balance. Furthermore without a rate increase in FY 2016-17, the estimated \$1,638,000 fund balance (see **Figure 1**) is still slightly above the current \$1,500,000 target but well below the minimum \$2,500,000 recommended balance and far below the \$5,500,000 target balance. In order to close the gap between the projected and recommended reserve balances, significant rate increases will be needed in the coming years.

We note also that the District's \$250,000 restricted reserves for its current loan is only one quarter of an average year's \$1,000,000 loan repayment. The purpose of a debt reserve is to provide funding to avoid defaulting on the loan if the District failed to make a loan payment. We recommend maintaining a full year's loan repayment if possible. Given the low state of the District's reserves at this time, setting rates to increase the reserves can only bolster its ability to avoid a default on its loan, even if it is infeasible to fully fund the full debt reserve.



Figure 3. Current and Proposed Reserve Policies

Types of Reserves	Current District Policy	Current Target Balance	Recommended Policy	Recommended Target Balance
Unrestricted				
Operating	15% of operating expenses	\$1,500,000	25% of operating revenue	\$2,500,000
Capital	Included in Operating Reserve	\$0	Average annual PAYGo CIP	\$3,000,000
Emergency	Included in Operating Reserve	\$0	Defer funding until target balances are met for Operating and Capital Reserves	\$0 for now
Stabilization	Included in Operating Reserve	\$0		\$0 for now
Replacement	Included in Operating Reserve	\$0		\$0 for now
		\$1,500,000		\$5,500,000
Restricted				
Debt	Limited to loan requirement	\$250,000	Annual debt service	\$1,000,000

III. RATE MODIFICATIONS

Given the \$4,000,000 gap between the District’s current policy and the recommended policy, it is clear that rate increases are warranted to close the gap over the coming years. As shown in **Figure 1**, a 10% increase is projected to hold reserves at their current level.

At the District’s May 9, 2016 Board of Directors meeting, the Board authorized District staff to mail notices of a proposed 12% rate increase to rate payers as required by California Constitution Article XIID, Section 6. By comparison with a 10% increase, a 12% increase will add \$200,000 to reserves to a projected \$2,800,000 balance by year-end FY 2016-17. This is a slight increase that can easily be justified because it maintains a reserve balance that at least slightly exceeds the \$2,500,000 minimum recommend balance.

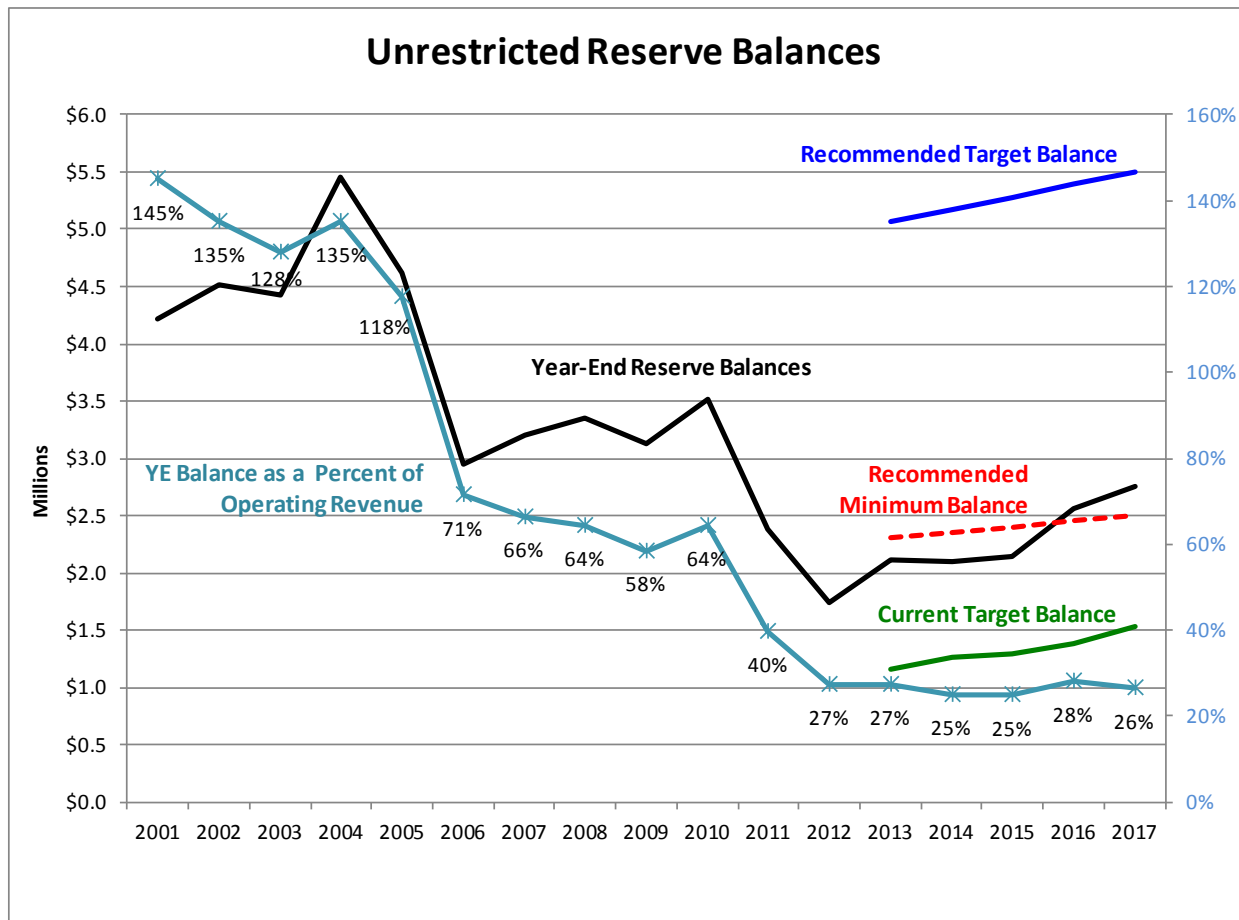
While far from the recommended \$5,500,000 target balance, a 12% rate increase is headed in the right direction as shown in **Figure 4**. This graph shows the actual reserve balance since FY 2000-01 through the projected balance in FY 2016-17 with a 12% rate increase. The graph shows the current target balance and the recommended minimum and target balances. The District has a history of maintaining reserves that are comparable to the recommended \$5,500,00 target balance. However, when the District’s reserve was \$5,500,000 in FY 2003-04, that reserve was 135% of the annual operating



revenue at that time. Now, if the District's reserves were at \$5,500,000, that reserve would be 59% of the FY 2016-17 annual operating revenue.

We conclude by concurring with the Board's proposed 12% rate increase because (1) it should keep the reserve balance above the recommended minimum balance and (2) it should aim the reserves toward the target balance, which will take a number of years of rate increases to reach.

Figure 4. Reserve Balance and Targets



Source: CCWD 2001-2015 historical results; 2016 and 2017 are projections

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: June 14, 2016

Report

Date: June 9, 2016

Subject: Recycled Water Update and CCWD Recycled Water Specification

Recommendation:

Adopt the "OCP Water Quality Requirement" specification shown in Table 1 of Kennedy/Jenks Technical Memorandum #1 (December 15, 2015) as the minimum water quality specification for recycled water to be provided by Sewer Authority Mid-Coastside for distribution by Coastside County Water District.

Background:

Staff and SAM-CCWD Recycled Water Committee members (Directors Coverdell and Reynolds) will provide the Board with an update on recycled water project status and recent committee meetings and present the recommended action discussed below.

Since the Guiding Principles for Recycled Water Agreement Between SAM, CCWD and MWSD (Principles) were approved in 2015, CCWD and SAM have been working on their respective roles in the Phase 1 project as defined by the Principles. CCWD is responsible for distributing recycled water produced by SAM to Ocean Colony Partners (OCP) for use on OCP's golf courses (Principle #1). For Phase 1, SAM will design and construct recycled water treatment facilities to satisfy the water quality specified by CCWD (Principle #2).

In order to provide a technical foundation for the water quality specification and to evaluate the facilities needed for recycled water distribution in Phase 1, CCWD retained Kennedy/Jenks Consultants (K/J) in July 2015. K/J delivered Technical Memorandum #1: Phase 1 Recycled Water Project Water Quality and Quantity Evaluation (TM#1 - copy attached) in December 2015, and Technical Memorandum #2: Phase 1 Recycled Water Project Conveyance Facilities in March 2016.

Working toward design of Phase 1 recycled water facilities, SAM has solicited design proposals and prepared various cost estimates for construction and operation of recycled water treatment. In February 2016, SAM's new General Manager initiated the project approval process required under SAM's Joint Powers Agreement (JPA) before further SAM money can be spent on recycled water. That process, which requires that the governing body of each SAM

member agency participating in a project approve the project budget, has not been completed, as the City of Half Moon Bay has not yet approved the recycled water project budget.

The current consensus based on discussion at the SAM-CCWD Recycled Water Committee is that the next step in determining feasibility of the proposed Phase 1 project is to prepare a detailed cost estimate for the treatment facilities based on a 25% preliminary design. SAM is prepared to proceed with the preliminary design as soon as all member agencies have approved going ahead with the recycled water project.

Because CCWD's water quality specification is one of the most important design criteria underlying SAM's preliminary design, staff and the Recycled Water Committee members recommend that the Board adopt the OCP water quality specification contained in Table 1 of TM#1 as the minimum water quality specification for water provided to CCWD in Phase 1.

15 December 2015

Technical Memorandum #1 (FINAL)

To: David Dickson, General Manager, Coastside County Water District

Prepared by: Mary Trail, P.E. and Ryan Holloway, PhD.

Reviewed by: Craig Lichty, P.E.

Subject: Phase 1 Recycled Water Project
Water Quality and Quantity Evaluation
K/J 1568022*00

1 Introduction and Background

In January 2015, Coastside County Water District (District) approved the Guiding Principles for a Recycled Water Project between Sewer Authority Mid-Coastside (SAM), Montara Water and Sewer District (MWSD) and the District. The basis for agreement provides for SAM being responsible for treatment and disposal of wastewater, and the development of a recycled water treatment facility on their site that will generate water quality sufficient for the District's and MWSD's customers' use. The Phase 1 Project is proposed to consist of two primary components:

1. A recycled water treatment facility at the SAM plant, the capacity of which shall be designed, at a minimum, to serve recycled water to Ocean Colony Partners (OCP) golf courses.
2. A recycled water transmission and distribution system for the District's service area including delivery to OCP's golf courses.

SAM is responsible for the design, construction, operation, CEQA and permitting of facilities on their site. The District and MWSD are responsible for the same items as they relate to transmission and distribution of recycled water from the plant to their customers. Flexibility for future expansion of supply and distribution to other customers will be included in the planning, design and construction of facilities.

The District desires to understand its customers' specific water quality and quantity requirements for non-potable uses of recycled water. The Phase 1 customer base is OCPs' golf courses. Other customers may be included in the future, but it is anticipated that other uses will have more stringent water quality requirements than those for golf courses.

This Technical Memorandum #1 (TM#1) summarizes the assessment of customer water quality and quantity requirements, including customer issues and regulatory water quality requirements.

Technical Memorandum #1 (FINAL)

David Dickson, General Manager, Coastside County Water District

15 December 2015

1568022*00

Page 2

2 Water Quality Evaluation

This section summarizes industry guidelines for water quality related to golf course irrigation, OCP-defined water quality requirements, the water quality of SAM effluent and treatment requirements required to reach the OCP-defined water quality requirements.

Table 1 summarizes the results of the water quality evaluation for golf courses, and subsequent sections provide supporting documentation for the information presented in Table 1.

Technical Memorandum #1 (FINAL)

David Dickson, General Manager, Coastside County Water District
 15 December 2015
 1568022*00
 Page 3

Table 1: Water Quality Summary for Golf Courses

Water Quality Parameter	Unit	Degree of Problem ^(a)			OCP Water Quality Requirement ^(b)	SAM Effluent Water Quality ^(c)	Risk To Grasses ^(b)	Meets OCP Criteria
		Negligible	Slight to Moderate	Severe				
Salinity								
Electrical Conductivity (EC _w)	dS/m	<0.7	0.7-3.0	>3.0	≤1.1	1.2	Moderate	No
Total Dissolved Salts (TDS)	mg/L	<450	450-2,000	>2,000	≤700	550	Moderate	Yes
Soil Water Infiltration								
Adj. SAR = 0-3 & EC =		>0.7	0.7-0.2	<0.2	SAR _{adj} = 3 & EC = 1.1	SAR _{adj} = 5.0 & EC = 1.2	Moderate	No
Adj. SAR = 3-6 & EC =		>1.2	1.2-0.3	<0.3				
Specific Ions								
Sodium (root absorption)	SAR	<3	3 - 9	>9	3	5	Moderate	No
Sodium (foliar absorption)	mg/L	<70	>70	--	≤70	104	Moderate	No
Chloride (root absorption)	mg/L	<70	>70	--	≤100	142	Moderate	No
Chloride (foliar absorption)	mg/L	<100	>100	--				
Boron	mg/L	<1.0	1.0-2.0	>2.0	≤1	0.4	Negligible	Yes
Other Important Constituents								
Bicarbonate (HCO ₃)	mg/L	<90	90-520	>520	≤250	277	Moderate	No
pH		Neutral	6.5-8.4	Acid/Basic	6.5-7.5	7.6	Negligible	No

Table 1 Notes:

- (a) Industry water quality guidelines for golf course irrigation, modified from Harivandi (2007).
- (b) Water quality requirements specified by OCP.
- (c) Average secondary effluent concentrations from samples collected on 8/18/15 and 8/31/15.

Technical Memorandum #1 (FINAL)

David Dickson, General Manager, Coastside County Water District

15 December 2015

1568022*00

Page 4

2.1 Water Quality Guidelines for Golf Course Irrigation

One of the most important assets to a golf course is the quality of its turfgrass. Warm-season grasses are generally more drought and salt-tolerant than cool-season grasses, with considerable variation in tolerance to salt and drought in each group. Successful golf course irrigation is dependent on knowing the salt content of the soil and irrigation water and understanding the relationship between salt content, soil conditions, and salinity tolerance of the turfgrass species. (Harivandi, 2007)

Recycled water is derived from wastewater, and it contains higher concentrations of dissolved salts than the original water supply source. Industry water quality guidelines for golf course irrigation focus primarily on the soil-water-plant-salt relationship. Irrigation management at golf courses requires monitoring of both soil and water quality, particularly salt content associated with sodium and chloride. Salt accumulation in the soil is the most common cause of plant toxicity and high salt content can damage or kill turfgrass. A high concentration of salts reduces water uptake in plants and increases the uptake of unwanted ions by plants. (Bilderback, et al)

Specific parameters of concern for turfgrass irrigation are: electrical conductivity (EC), total dissolved salts (TDS), sodium, chloride, boron, bicarbonate and sodium absorption ratio (SAR).

EC is a measure of how conductive a solution (e.g., water and salts, or soil, water, salts) is to an electrical current and is related to the concentration of TDS in any solution. A solution of water and soil not containing salts will have a high resistance to an electrical current and a low EC. Conversely, a solution of soil and water containing moderate to high concentrations of salts will be more conductive and have a higher EC.

The TDS is a measure of all salts contained in the water sample including sodium and chloride, which can harm turfgrass even at low concentrations (< 100 mg/L). The concentration of sodium, calcium, magnesium, and bicarbonate in the water are of particular importance because they are used to calculate the SAR of the recycled water

The SAR is a calculated value that indicates the concentration of sodium relative to that of calcium and magnesium in water. Water with a moderate or high SAR may reduce the soil permeability and increase salt accumulation in the soil. Whereas, water with a low SAR is less likely to affect the permeability of the soil, especially soils with high clay content. . Irrigation water having an SAR above 4 can result in root uptake of toxic levels of sodium. (Bilderback, et al.)

Local soils, climate and the type of grass being irrigated factor into the establishing the potential for problems associated with various water quality parameters. The likelihood of salt injury generally increases at golf courses with low annual precipitation, warm climates, slow-draining or impermeable (clay) soils, and cool-season grasses. Salt tolerance of plants is typically

Technical Memorandum #1 (FINAL)

David Dickson, General Manager, Coastside County Water District
 15 December 2015
 1568022*00
 Page 5

expressed in relation to the salt content of the soil. Table 2 provides a guide to salt tolerance of grasses based on EC values of soil water. (Harivandi, 2007)

Because recycled water is a drought-proof and reliable source for golf course irrigation, water quality guidelines for using recycled water at golf courses have been established. Enclosure 1 provides a comparison of several industry references for using recycled water at golf courses.

Table 2: Relative Tolerance of Turfgrass Species to Soil Salinity

Sensitive (<3 dS/m)	Moderately Sensitive (3-6 dS/m)	Moderately Tolerant (6-10 dS/m)	Tolerant (>10 dS/m)
Annual bluegrass	Annual ryegrass	Perennial ryegrass	Alkaligrass
Bahiagrass	Buffalograss	Creeping bentgrass	Bermudagrass
Carpetgrass	Creeping bentgrass	Course leaf	Fine-leaf
Centipedegrass	Slender creeping, red and chewings fescue	Tall fescue	Saltgrass zoysiagrasses
Colonial bentgrass			Seashore paspalum
Hard fescue			St. Augustinegrass
Kentucky bluegrass			
Rough bluegrass			

Table 2 Notes:

- (a) Sources: Harivandi (2007), WateReuse Foundation (2007).
- (b) Poa annua is the botanical name for annual bluegrass, Kentucky bluegrass and rough bluegrass.

2.2 OCP Water Quality Criteria

OCP Golf Course representatives provided information regarding their turf grass varieties and Table 3 summarizes the type of turfgrasses used at OCP golf courses and the degree of salinity sensitivity for each. These are all cool-season grasses and the most salt sensitive species, poa annua, is used throughout the golf course.

Technical Memorandum #1 (FINAL)

David Dickson, General Manager, Coastside County Water District

15 December 2015

1568022*00

Page 6

Table 3: OCP Turf Types and Tolerance to Soil Salinity

Location	Types of Turfgrass	Degree of Sensitivity
Greens	Poa annua	Sensitive
	Creeping bentgrass	Moderately Sensitive
Tees	Poa annua	Sensitive
	Perennial ryegrass	Moderately Tolerant
Fairways	Poa annua	Sensitive
	Creeping bentgrass	Moderately Sensitive
	Perennial ryegrass	Moderately Tolerant
Rough	Poa annua	Sensitive
	Perennial ryegrass	Moderately Tolerant
	Fine fescue	Moderately Sensitive

Table 3 Notes:

(a) Poa annua is the botanical name for annual bluegrass, Kentucky bluegrass and rough bluegrass.

2.3 SAM Effluent Water Quality

Secondary effluent was sampled by SAM and CCWD numerous times beginning in 1994. Samples were collected as part of an effort to measure constituents in SAM’s effluent that may be detrimental to turf grass health. The main constituents of concern for turfgrass and measured in SAM’s effluent were EC, total dissolved solids (TDS), sodium, chloride, calcium, magnesium, and bicarbonate.

Enclosure 2 provides a summary table of historical sampling data. Figures 1 through 3 illustrate how specific water quality parameters of concern have changed over time. The increase in concentrations of these parameters is likely due to water conservation efforts, which have had the effect of reducing wastewater flows and concentrating salt in the effluent. Additionally, reverse osmosis began in 2010 at one of the larger nurseries, and discharge of brine (salt) from the membrane treatment equipment has also increased salt levels in the wastewater.

Technical Memorandum #1 (FINAL)

David Dickson, General Manager, Coastside County Water District

15 December 2015

1568022*00

Page 7

Figure 1: EC and adj. SAR Concentrations (1994 to 2015)

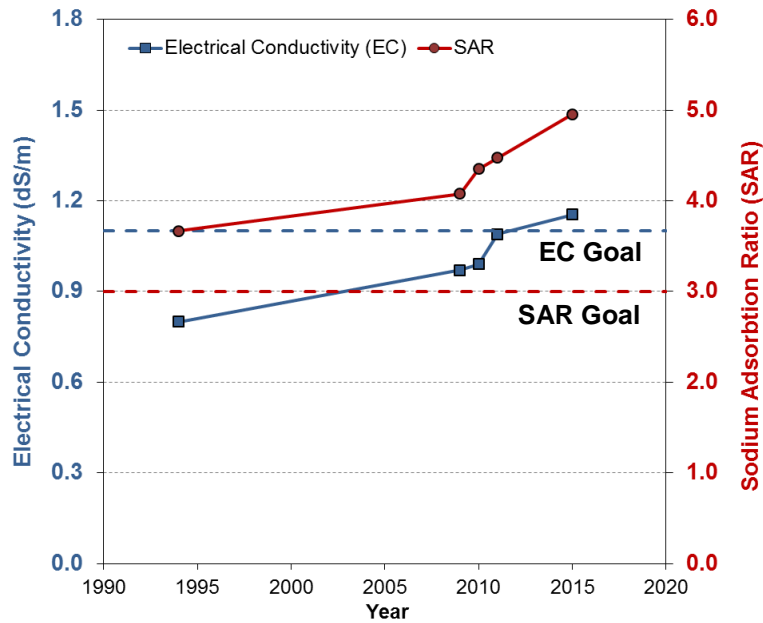
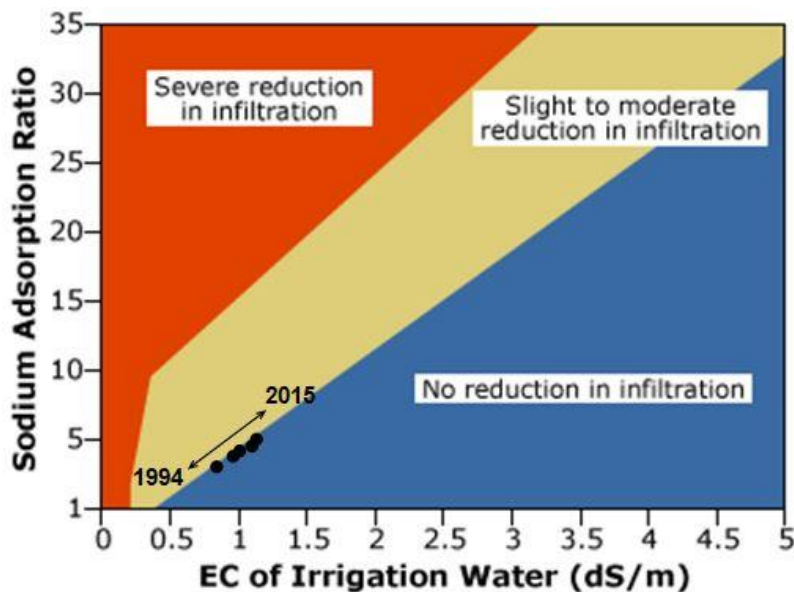


Figure 2: SAR vs. EC (1994 to 2015)



Technical Memorandum #1 (FINAL)

David Dickson, General Manager, Coastside County Water District
 15 December 2015
 1568022*00
 Page 8

Figure 3: TDS, Cl and Na Concentrations (1994-2015)

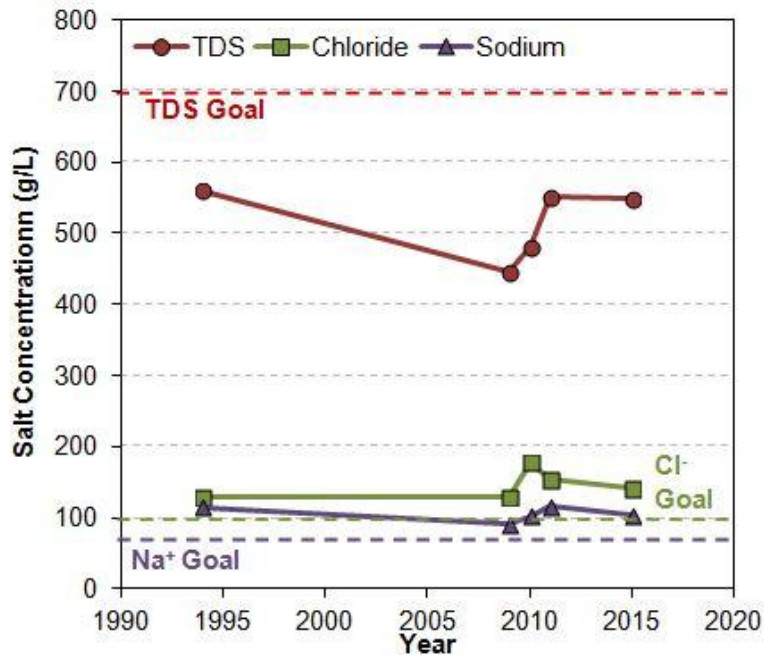


Figure 1 indicates that the sodium absorption ratio and electrical conductivity values in SAM effluent exceed the OCP requirements. Figure 2 illustrates that although the SAR and EC have both been increasing over time, the relationship between the two parameter results in water quality that would not be expected to reduce the permeability/infiltration rate of the soil. Additionally, the ratio of SAR to EC has remained relatively constant (between 4.0 and 4.5). Lower SAR to EC ratios (low SAR high EC) is desirable because it indicates that the water has higher concentrations of calcium and magnesium that are beneficial to soil permeability. Figure 3 indicates that the TDS has remained well below the OCP goal, but chloride and sodium concentrations are both higher than the OCP goal.

SAM conducted a recycled water pilot study in 2009 using ultrafiltration membranes and ultraviolet (UV) disinfection. The pilot study proved the ability to meet California Code of Regulations Title 22 recycled water criteria for unrestricted use, but the treatment process does not remove sodium or chloride.

OCP expressed concerns regarding the quality of recycled water produced during the pilot study conducted because the recycled water quality would not meet the OCP's prescribed water quality criteria shown in Table 1 for chloride and sodium. The OCP's specific concerns with regards to these two minerals are salt accumulation in valves of the irrigation system and

Technical Memorandum #1 (FINAL)

David Dickson, General Manager, Coastside County Water District

15 December 2015

1568022*00

Page 9

tolerance of grass species to high levels of salts. Recycled water with these concentrations of sodium and chloride may require periodic flushing of greens to reduce salt buildup in the soil.

2.4 Treatment Required to Meet OCP Water Quality Requirements

All of the water quality parameters that do not meet OCPs requirements relate to salt content; treatment will be required to reduce salt. Reverse osmosis (RO) is the primary treatment technology that is used to separate salt from water. RO operates at relatively high pressure in a closed vessel where water is forced through a semi-permeable membrane that removes suspended and dissolved particles. The RO process is approximately 85% efficient, and the remaining 15% of the water applied to an RO membrane is rejected as brine; this is where the salt is concentrated.

The treated water (RO permeate) has 99.7% of the dissolved solids (including salts) removed. In order to achieve all of OCP’s water quality requirements, split treatment using RO will be required. Table 4 summarizes an analysis showing how much RO treatment would be required to meet OCP criteria for sodium and chloride, using historical SAM water quality data.

Table 4: RO Treatment Analysis Summary

SAM Effluent Water Quality ^(a)	OCP Criteria (mg/L)	Required % RO Treatment ^(b)
Sodium (mg/L) 2015 max = 105 Historical avg. = 106 Historical max = 133	70	32 – 48%
Chloride (mg/L) 2015 max = 143 Historical avg. = 147 Historical max = 173	100	30 – 42%

Table 4 Notes:

- (a) Historical SAM effluent data summarized in Enclosure (2) was used to determine maximum and average values. "2015 max" is the highest concentration observed in the most recently sampled SAM effluent, August 2015.
- (b) Percentage RO blending water is calculated using an RO membrane sodium and chloride rejection of 99.7%.

Table 4 illustrates that sodium rejection controls the RO sizing, and between 32 and 48% of the recycled water will need to be treated with RO, depending on the CCWD specifications for treatment requirements. CCWD may choose to specify that the RO blend be designed to meet the historical maximum sodium concentration (133 mg/L), in which case 48% treatment with RO would be required to meet OCP goals. CCWD may choose to specify some alternative product water goal, in which case the blending ratio may change. For instance, based on the 2015 effluent water quality data, 32% RO treatment would be adequate to meet OCP’s sodium requirements.

Technical Memorandum #1 (FINAL)

David Dickson, General Manager, Coastside County Water District

15 December 2015

1568022*00

Page 10

Table 5 illustrates how 48% RO treatment would impact the effluent water quality and the anticipated blended water quality, based on the most recent SAM effluent samples (August 2015).

Table 5: Anticipated Water Quality for Secondary Effluent, RO Product Water and Blended Recycled Water for OCP

Water Quality Parameter	SAM Effluent Water Quality ^(a)	RO Water Quality ^(b)	SAM/RO Blend Water Quality
Total Dissolved Solids (mg/L)	555	2	292
Sodium (mg/L)	105	3.5	55
Chloride (mg/L)	143	3.1	75
Electric Conductivity dS/m	1.2	0.03	0.6
Sodium Adsorption Ratio	5.1	1.5	3.3
pH	7.6	1.7	6.5

Table 5 Notes:

(a) Highest value in SAM secondary effluent data measured in 2015.

(b) RO water quality estimated from preliminary RO modeling effort, including MF and RO treatment processes.

The RO treated water is of a very high quality, low in TDS, sodium, and chloride. The SAM/RO blend water quality meets OCP’s water quality goals for TDS, sodium, chloride, and EC but the SAR of the blend (3.3) is slightly higher than the water quality goal (3.0). The SAR to EC ratio is also outside of the most acceptable range and may result in lower soil permeability. However, accumulation of salts in the soil due to lower soil permeability should be of less concern using the low-TDS SAM/RO blend. If soil permeability is a problem or concern, gypsum can be added to the blended water to reduce the SAR, increase the EC, and improve the SAR to EC ratio.

Because secondary effluent and conventionally filtered tertiary water cannot be effectively applied directly to RO membranes, a microfiltration (MF) membrane is typically used to remove suspended solids before RO. The treatment process that SAM will need to employ to meet OCPs requirements will be MF/RO of secondary effluent followed by either UV or chlorination disinfection. This treatment process will meet the California Code of Regulations Title 22 for Tertiary Recycled Water for unrestricted use and will meet OCPs water quality requirements.

Technical Memorandum #1 (FINAL)

David Dickson, General Manager, Coastside County Water District
 15 December 2015
 1568022*00
 Page 11

3 Water Quantity Evaluation

This section summarizes the demand for recycled water and the effluent flowrates required to create a recycled water supply that meets the OCP’s supply requirements.

3.1 OCP Golf Course Demands and Existing Irrigation System

The OCP irrigation system serves 210 irrigated acres on the two OCP golf courses, and additional irrigation for Ritz Carlton Resort landscaping, a condominium complex adjacent to the Ocean Colony subdivision, greenbelt areas within the Ocean Colony subdivision, Miramontes Point Road landscaping and Spyglass subdivision park. OCP has provided the monthly and peak water demands, which are summarized in Tables 6 and 7.

Table 6: OCP’s Average Monthly Irrigation Water Demand^(a)

Month	Monthly Demand (acre-feet)	Monthly Demand (million gallons)	Daily Demand (gpd)
January	0	0	0
February	0	0	0
March	8.7	2.83	91,450
April	35.1	11.44	381,250
May	52.6	17.14	552,900
June	52.6	17.14	571,330
July	52.6	17.14	552,900
August	52.6	17.14	552,900
September	49.1	16.00	533,310
October	35.1	11.44	368,950
November	8.7	2.83	94,500
December	0	0	0
Total	347.1	113.10	

Table 6 Notes:

(a) Monthly demand data provided by OCP is for average, non-drought conditions

Technical Memorandum #1 (FINAL)

David Dickson, General Manager, Coastside County Water District
 15 December 2015
 1568022*00
 Page 12

Table 7: OCP’s Recycled Water Supply Requirements for Irrigation

Criteria	Requirement
Average day Demand	550,000 gpd
Peak Day Demand	800,000 gpd
Instantaneous Peak Demand	2,880 gpm ^(a)
Irrigation Pump Capacity	3,600 gpm ^(b)
Irrigation Window	10pm to 6am

Table 7 Notes:

- (a) OCP’s staff operate the irrigation pumping system at 80% of capacity, so the typical instantaneous peak demand is $0.8 \times 3,600 \text{ gpm} = 2,880 \text{ gpm}$.
- (b) OCP operates three irrigation pumps for a total capacity of 3,600 gpm.

OCP operates three onsite irrigation ponds as storage facilities. The three irrigation ponds total approximately 9 million gallons of storage volume, but some sedimentation has reduced the total storage capacity to approximately 6.1 million gallons. Additional ponds are used as storage for stormwater and for aesthetics, but are not considered part of the irrigation system.

Currently, the irrigation ponds are filled from five groundwater wells located approximately 2.7 miles north of the OCP site, near Pilarcitos Creek and the SAM treatment facilities. The existing irrigation line conveys groundwater from the wellfield to the receiving pond at an average flowrate of 400 gpm and a peak flowrate of 450 gpm.

Transfer pumps are used to fill the other two irrigation ponds from the receiving pond. Three irrigation pumps are used to distribute water from the ponds into the irrigation system. The golf course also has two potable meter connections from CCWD. Potable water is infrequently used to fill the irrigation ponds and flush the turf-grass to remove salts that have accumulated in the soil as a result of regular irrigation with the groundwater supply.

OCP has indicated the normal operations of the pond and irrigation system will be the same, whether groundwater or recycled water is used for supply. Because operational storage is provided on the golf course site, the recycled water facilities at SAM would be sized to meet peak day irrigation demands at OCP, or 0.8 million gallons per day (mgd). It is assumed that treatment facilities on SAM site will provide for flow equalization upstream of the tertiary treatment and disinfection facilities, so these facilities can be reliably operated 24 hours per day, at OCP’s peak day demand (800,000 gpd).

The OCP peak day demand requirement of 800,000 gpd is 40% higher than the average day demand during the highest irrigation month of the year (571,330 gpd in June). The cost implications of potentially oversizing the treatment and disinfection facilities capacity is a significant level of service/cost trade-off that should be further discussed by the project participants.

Technical Memorandum #1 (FINAL)

David Dickson, General Manager, Coastside County Water District

15 December 2015

1568022*00

Page 13

3.2 Availability of SAM Effluent for Recycled Water Supply

Secondary effluent average dry weather flowrates (ADWF) at SAM peaked at nearly 1.8 mgd in 2006 and, except for a small increase in 2010, have been declining steadily over the last nine years. The summer of 2015 saw the lowest flows in 20 years, less than 1.2 mgd. Figure 4 illustrates the historical ADWF at SAM.

The decline can be attributed to long-term conservation efforts and the ongoing drought, the worst of record in California. Although the ADWF may rebound upon termination of the drought, the assessment of the availability of effluent for recycled water production is based on the current conditions to account for similar conditions during future droughts.

Figure 4: SAM Historical Average Dry Weather Flow

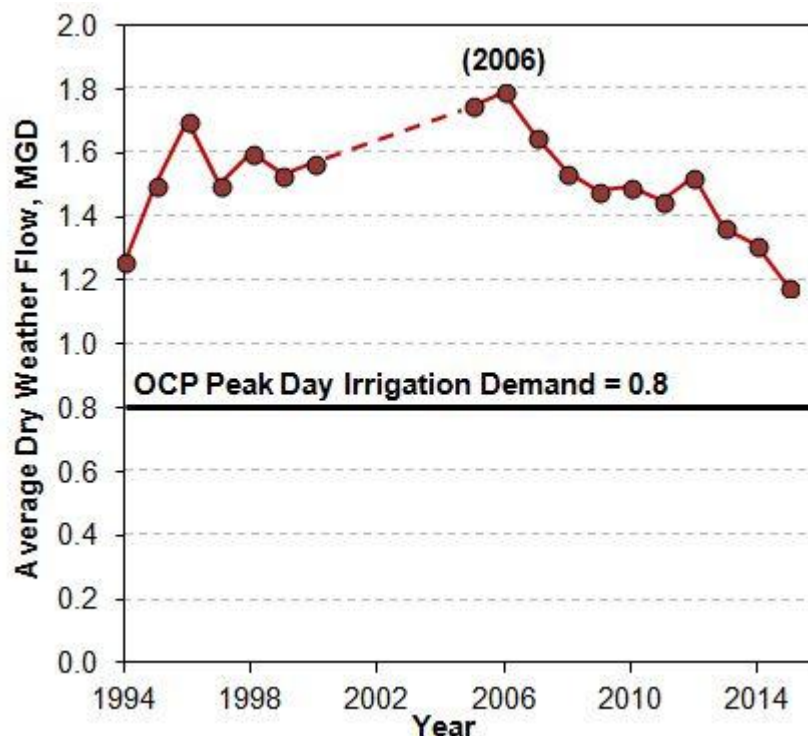


Figure 4 illustrates that the golf course peak day irrigation demand can be met under current flow conditions at SAM. The required supply of secondary effluent will be slightly more than the OCP peak day demand of 0.8 mgd, to account for the reject brine associated with RO treatment. Flow equalization basins at SAM may be necessary to meet the peak day demands, and would be included in the treatment process design performed by SAM.

Technical Memorandum #1 (FINAL)

David Dickson, General Manager, Coastside County Water District
 15 December 2015
 1568022*00
 Page 14

Table 8 presents the RO flowrates and total secondary effluent requirement required to meet OCP’s requested level of service requirements related to water quality and quantity.

Table 8: RO Blending Requirements and Flowrates

SAM Effluent Water Quality ^(a)	OCP Criteria (mg/L)	Required % RO Treatment ^(b)	RO Flowrate, mgd	Total Req'd Secondary Effluent Flowrate, mgd ^(c)
Sodium (mg/L) 2015 max = 105 Historical avg. = 106 Historical max = 133	70	32 – 48%	0.26 – 0.38	0.84 – 0.86
Chloride (mg/L) 2015 max = 143 Historical avg. = 147 Historical max = 173	100	30 – 42%	0.24 – 0.34	0.84 – 0.85

Table 8 Notes:

- (a) Historical SAM effluent data summarized in Enclosure (2) was used to determine maximum and average values.
- (b) Percentage RO blending water is calculated using an RO membrane sodium and chloride rejection of 99.7%.
- (c) Required secondary effluent flowrate calculated for a peak day irrigation supply requirement of 0.8 mgd.

Table 8 illustrates that the required RO flowrate to meet sodium goals varies from 0.26 mgd to 0.38 mgd, depending on the CCWD specifications for treatment requirements. It is possible to operate the RO system at a variable rate based on continuous monitoring of effluent quality to reduce operating costs when effluent water quality is relatively low in sodium. However, this strategy would require additional controls and would complicate operations. Therefore, it is recommended that the RO system be operated at a constant flowrate, regardless of variations in effluent water quality.

4 Conclusions

The following bullets summarize the conclusions for the water quality and quantity evaluation:

- The water quality evaluation indicates that filtration alone will not provide water quality that meets OCP requirements.
- RO treatment of approximately 32% to 48% of tertiary recycled water will be necessary to reduce the sodium and chloride levels to meet OCP requirements. The blending requirements are driven by sodium levels in the effluent.
- A treatment facility capacity of 0.8 mgd would be required to meet OCP peak day demands. The actual volume treated on a given day would vary depending on specific

Technical Memorandum #1 (FINAL)

David Dickson, General Manager, Coastside County Water District

15 December 2015

1568022*00

Page 15

climatic conditions and irrigation needs. The RO system would be sized to meet a flow of 0.38 mgd for blending to meet specific water quality requirements.

- RO treatment results in a 15% reject rate in the form of brine. Therefore, the secondary effluent flowrate needed to meet the 0.8 mgd production rate is estimated to be 0.84 to 0.86 mgd.

5 Project Cost Implications

5.1 Water Quality

The RO treatment required to meet OCP water quality requirements will substantially increase project costs. Many golf courses around the bay area are currently irrigating with recycled water that has similar characteristics to SAM effluent without RO treatment to reduce salts. However, these golf courses may be using potable water for periodic flushing to reduce salt buildup in the soils or they may have dual-plumbed facilities in which the greens and tees receive potable water for irrigation and recycled water is used to irrigate less sensitive areas. Enclosure 3 provides a water quality summary of four bay area water recycling facilities in comparison to SAM effluent.

The Olympic Club is irrigating with disinfected tertiary recycled water from Daly City's Wastewater Treatment Plant. Gypsum is added to the recycled water to enhance soil permeability. It is unknown if this type of process would be suitable for OCP, but could be explored further. If gypsum could be used to enhance soil permeability and reduce the effects of salts at OCP, RO split-treatment may not be needed, greatly reducing project costs. This option also opens up the tertiary treatment technology options that can be considered. If RO is eliminated, then MF is no longer needed for RO pretreatment. This issue is a significant level of service/cost consideration for the project stakeholders and should be evaluated carefully.

5.2 Treatment Facility Sizing

OCP has requested that the treatment and disinfection facilities be sized to a peak day demand of 0.8 mgd. This is 40% higher than the 0.57 mgd demand for the average day of the peak irrigating month and significantly impacts project costs. Project stakeholders may wish to explore an alternative operating scenario in which OCP uses recycled water to meet its peak month, average day demand conditions, and then uses groundwater wells as a backup supply to meet peak day demands. This is another very significant level of service/cost consideration for the project stakeholders.

Technical Memorandum #1 (FINAL)

David Dickson, General Manager, Coastside County Water District

15 December 2015

1568022*00

Page 16

6 References

- Bilderback, T., Dole, J., & Sneed, R. *Water supply and water quality for nursery and greenhouse crops* [PDF document]. Retrieved from:
<http://www.nurserycropscience.info/water/source-water-quantity/extension-pubs/water-supply-and-water-quality-for-nursery-gh.pdf/view>
- Harivandi, A. (2007). Using recycled water on golf courses. *Golf Course Management*, 75(6), p. 98-108.
- Huck, M., Carrow, R. N., & Duncan, R. R. (2000). Effluent water: nightmare or dream come true? *Green Section Record*, 38(2), p. 15-29.
- Pace Turf. (2010). *Water quality guidelines* [PDF document]. Retrieved from
<https://www.paceturf.org/PTRI/Documents/water/0502water.pdf>
- Robbins, J. *Irrigation water for greenhouses and nurseries* [PDF document]. Retrieved from
<http://www.uaex.edu/publications/pdf/fsa-6061.pdf>
- SRT Consultants. (2008). *Recycled Water Study for Sewer Authority Mid-Coastside*.
- WaterReuse Foundation. (2007) *Salinity Management Guide*. Retrieved from
http://www.salinitymanagement.org/Salinity%20Management%20Guide/cp/cp_7_table-1.html

- Enclosures
- (1) Industry Standards: Water Quality for Golf Course Irrigation
 - (2) Historical Water Quality Summary, SAM Effluent
 - (3) Bay Area Recycled Water Quality Summary

Technical Memorandum #1 (FINAL)

Enclosure 1: Industry Standards: Water Quality for Golf Course Irrigation

		Golf Course Management (2007)			Pace Turf (2010)			USGA (2000)		
		Negligible	Slight to Moderate	Severe	Low	Medium	High	None	Slight to Moderate	Severe
pH		6.5 to 8.4								
TDS	mg/L	<450	450 - 2,000	> 2,000	<450	450 - 2,000	> 2,000	<450	450 - 2,000	> 2,000
Elec Conductivity	dSM	<0.7	0.7 - 3.0	>3.0	<0.7	0.7 - 3.0	>3.0	<0.7	0.7 - 3.0	>3.0
Boron	mg/L	<1.0	1.0 - 2.0	>2.0	<0.5	0.5-3.0	>3.0	<0.7	0.7-3.0	>3.0
Chloride										
Root absorption	meq/L	<2	2 - 10	>10						
	mg/L	<70	70 - 355	>355				<70	70 - 355	>355
Foliar absorption	meq/L	<3	>3	--	<3	>3	--			
	mg/L	<100	>100	--	<105	>100	--	<100	>100	--
Sodium										
Root absorption	SAR	<3	3 - 9	>9						
								<70	70-210	>210
Foliar absorption	meq/L	<3	>3	--	<3	3-9	>9			
	mg/L	<70	>70	--	<70	70-200	>200	<70	>70	--
Adj SAR										
Bicarbonate	meq/L	<1.5	1.5 - 8.5	>8.5	<1.5	1.5 - 8.5	>8.5			
	mg/L	<90	90 - 500	>500	<92	92-520	>520	<90	90 - 500	>500
Residual Chlorine	mg/L	<1.0	1 - 5	>5						
Soil Water Infiltration										
if SAR = 0 - 3 & Ecw =	dSM	>0.7	0.7 - 0.2	<0.2	>0.7	0.7 - 0.2	<0.2	>0.7	0.7 - 0.2	<0.2
if SAR = 3 - 6 & Ecw =	dSM	>1.2	1.2 - 0.3	<0.3	>1.2	1.2 - 0.3	<0.3	>1.2	1.2 - 0.3	<0.3
if SAR = 6 - 12 & Ecw =	dSM	>1.9	1.9 - 0.5	<0.5	>1.9	1.9 - 0.5	<0.5	>1.9	1.9 - 0.5	<0.5
if SAR = 12 - 20 & Ecw =	dSM	>2.9	2.9 - 1.3	<1.3	>2.9	2.9 - 1.3	<1.3	>2.9	2.9 - 1.3	<1.3
if SAR = 20 - 40 & Ecw =	dSM	>5.0	5.0 - 2.9	<2.9				>5.0	5.0 - 2.9	<2.9

Sources: Harivandi, 2007; Pace Turf, 2010; Robbins, J.

Technical Memorandum #1 (FINAL)

Enclosure 2: Historical Water Quality Summary, SAM Effluent

		SAM Effluent			Pilot Plant results		SAM October 22, 2009			SAM Effluent (Jan - Dec 2010)			SAM Effluent (Jan/Feb 2011)			CCWD SAMPLES	
		Nov/Dec 1994	9/16/2009	9/29/2009	9/16/2009	9/29/2009	Sample A Pilot Plant Effluent	Sample B Storage Tank, OCP	Sample 1 Pilot Plant Effluent	min	max	ave	min	max	ave	8/18/2015	8/31/2015
pH		6.8-7.2					10.8	7.4	7.6	6.8	7.7	7.3	6.5	7.4	7.057143	7.6	7.6
TDS	mg/L	540-580	450	440	450	440	1210	730	646	380	576	482	524	572	552.4286	544	555
Elec Conductivity	dSM	760-840	980	950	960	980	1.89	1.14	1.01	0.707	1.22	0.994	1.05	1.15	1.098571	1.17	1.14
Boron	mg/L	0.22-0.64	0.32	0.4	0.31	0.4	0.28	0.34	0.38	0.25	0.49	0.35	0.26	0.45	0.345714	0.34	0.35
Chloride	mg/L	120-140	140	120	140	120	226	118	122	107	178	140	138	173	154.7143	143	141
Sodium	mg/L	110-130	100	84	96	82	367	66	109	74	120	102	104	133	117	105	103
Adj SAR		3.12-4.21	4.59	3.71	4.38	3.62	38.71	3.51	5.14	2.96	5.15	4.35	3.76	5.17	4.475	5.05	4.86
Bicarbonate	meq/L		180	200	180	200	308	242	306	158.6	370.9	276.6	268.4	330.6	307.4429	285.5	268.4

Technical Memorandum #1 (FINAL)

Enclosure 3: Bay Area Recycled Water Quality Summary

		Daly City (2013-2015)		South Bay Water Recycling (2015)	Sunnyvale (2010)	Silicon Valley Clean Water (SBSA, 2006)	Marin Municipal Water District (2013)
		range	ave	range	range	range	range
pH		6.3-7.3	6.9	7.4-8.1	6.6-7.2	8.1-8.2	6.9-8.1
TDS	mg/L	160-1,300	513	432-764	588-1,038	710-800	647-894
Elec Conductivity	dSM	0.009-1.9	0.985	0.8-1.3	1.1-1.6	1.5-1.6	1.0-1.4
Boron	mg/L	0.13-0.43	0.22	0.4	0.3-0.4	0.52	n/a
Chloride	mg/L	24-1,000	104	123-187	212-320	300	145-239
Sodium	mg/L	55-94	74	91-143	155-208	203	126-178
Adj SAR		1.1-4.2	3.1	3.3-4.6	4.2-5.4	7.2-7.3	3.6-5.2
Bicarbonate	meq/L	24-380	309	90-171	78-228	268-303	69-85

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: June 14, 2016

Report

Date: June 9, 2016

Subject: General Manager's Report

Recommendation:

None. Information only.

Background:

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

1. El Granada Pipeline Replacement Final Phase Project:

The new 16-inch pipeline crossing Pilarcitos Creek went into service May 16, two years after we initiated the first study of replacement alternatives. Close cooperation between our staff, the contractor, and our engineer helped this project proceed with minimal disruption to downtown residents and businesses.

2. Denniston Production:

The Denniston WTP produced over 5 million gallons during the week of May 30 to June 6, the highest rate of production achieved in at least 15 years. The plant will produce 100 million gallons this fiscal year, representing about \$500,000 in avoided SFPUC water cost and exceeding our FY16 budget projections by a factor of two. I'd like to recognize the efforts of our staff in pushing to make this happen: the treatment crew under the direction of Sean Donovan (Don Patterson, Todd Schmidt, and Matt Damrosch), and Field Supervisor John Davis, who supervised installation of the new temporary booster pump.

3. Denniston Booster Station/Bridgeport Drive Pipeline Replacement Project:

On June 8, the San Mateo County Planning Commission approved the Coastal Development Permit for this project. The CDP will become final in about 30 days after periods for appeal to the Board of Supervisors and the Coastal Commission have expired. We plan to advertise the project for bids in late June and begin construction in late Summer.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: June 14, 2016

Report

Date: June 10, 2016

Subject: Assistant General Manager's Report

Recommendation:

No Board action required.

Background:

Financial and Utility Billing Systems Implementation - Near Completion:

We are pleased to report that we are near completion of our financial and utility billing software implementation with Tyler Technologies. In January-February 2016, we completed the implementation of our new financial software, and in April-May 2016, we rolled out our new utility billing software.

New features that we can make available to our customers with our new utility billing software include:

- Redesigned billing statements (see Exhibit 1) that include:
 - Breakout of usage by tiers
 - Graphic comparison of two years of usage - shown in gallons
- Customer friendly web portal for making one-time credit card payments and viewing consumption history
 - Password setup is "user friendly" - or customers can use "quick pay" to make payments without signing in
 - Customers can view 4 years of consumption history (see screen shot - Exhibit II)
- Enhanced reporting to easily respond to customer requests for usage history

In addition, we will have many other advanced features available to us, including the ability to automatically contact customers who are past due on their accounts. We are learning every day about new opportunities on how we can better use the software, and particularly how to be more responsive to our customers' needs.

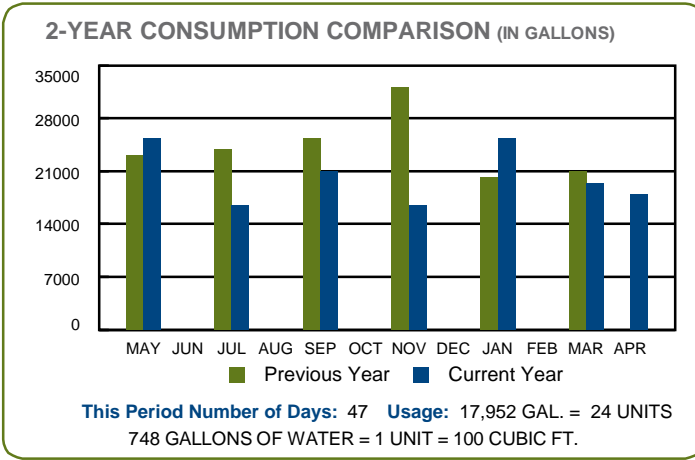
Our staff has worked many long hours in making this transition happen, and I would like to particularly thank Gina Brazil, Nancy Trujillo, Sue Turgeon, and Lisa Sulzinger for all of their hard work!



**COASTSIDE COUNTY
WATER DISTRICT**
766 MAIN STREET
HALF MOON BAY, CA 94019-1925

Billing Questions Please Call (650) 726-4405
Office hours are Monday thru Friday, 8:00 a.m. to 5:00 p.m.

Pay or View your bill online at www.coastsidewater.org



IMPORTANT MESSAGE

There are restrictions and prohibitions on outdoor water use. For information on outdoor watering restrictions, visit www.coastsidewater.org. The Drought Hotline is (650) 276-0647. If you would like your water consumption history, contact Customer Service at (650) 726-4405.

ACCOUNT STATEMENT

Account Number 200-00001-01	Due Date 06/21/2016	Amount Due Now \$289.05
---------------------------------------	-------------------------------	--

Account Name John Smith
Service Address 766 Sample Bl
Billing Date 05/31/2016

ACCOUNT SUMMARY

Previous Balance	\$313.11
Payments Received	\$0.00
Adjustments	-\$313.11
Penalties	\$0.00
BALANCE FORWARD	\$0.00

CURRENT WATER USAGE

Meter Number	Previous Reading Date	Previous Reading	Current Reading Date	Current Reading	Usage Units
47088140	03/15/2016	2898	05/18/2016	2922	24

Base Charge	\$47.45
Volumetric Charges (per 100 Cubic Ft)	
Tier 1 1-4 units 4 @ \$8.35	\$33.40
Tier 2 5-16 units 12 @ \$9.33	\$111.96
Tier 3 17-30 units 8 @ \$12.03	\$96.24
Total Volumetric Charges	\$241.60
Total New Charges	\$289.05
Balance Forward	\$0.00
TOTAL AMOUNT DUE NOW	\$289.05

Keep the above portion for your records and return this portion along with your payment
Please make check payable to Coastside County Water District



**COASTSIDE COUNTY
WATER DISTRICT**
766 MAIN STREET
HALF MOON BAY, CA 94019-1925

Account Number 200-00001-01	Due Date 06/21/2016	Amount Due Now \$289.05
---------------------------------------	-------------------------------	--

Please check this box and see reverse for change of mailing address (only) and credit card information.

Please contact office if you need to sign in/out of service.

AMOUNT ENCLOSED \$



ADDRESS SERVICE REQUESTED

AUTO5-DIGIT 94019 7 PS5 96746BB26-A-1
1724 1 AV 0.373



JOHN SMITH
766 SAMPLE BLVD
HALF MOON BAY CA 94019-4854



COASTSIDE COUNTY WATER DISTRICT
766 MAIN STREET
HALF MOON BAY CA 94019-1925

Exhibit II

Print Screen from New CCWD Online Payment Website

Consumption

Account Detail | Transaction History | Address Info | Account Info | **Consumption**

999 SAMPLE DRIVE

This account is active.

Jane Customer
Account 030-98989-000

Water Consumption History (in billing units; 1 unit = 748 gallons)

The bar chart below shows up to four years of water usage. Note that the average family household (3 people) uses 10 units (7480 gallons) per two month billing cycle.

Consumption for WATER CONSUMPTION

	Jun	Aug	Oct	Dec	Feb	Apr
Jun 2012 to May 2013	24	26	24	7	9	32
Jun 2013 to May 2014	34	32	30	5	17	7
Jun 2014 to May 2015	24	18	66	8	29	13
Jun 2015 to May 2016	13	12	12	5	5	6

Online Services

- [My Account and Consumption Home](#)
- [Manage Accounts](#)

Need Help?

- [Contact Us](#)
- 650.726.4405

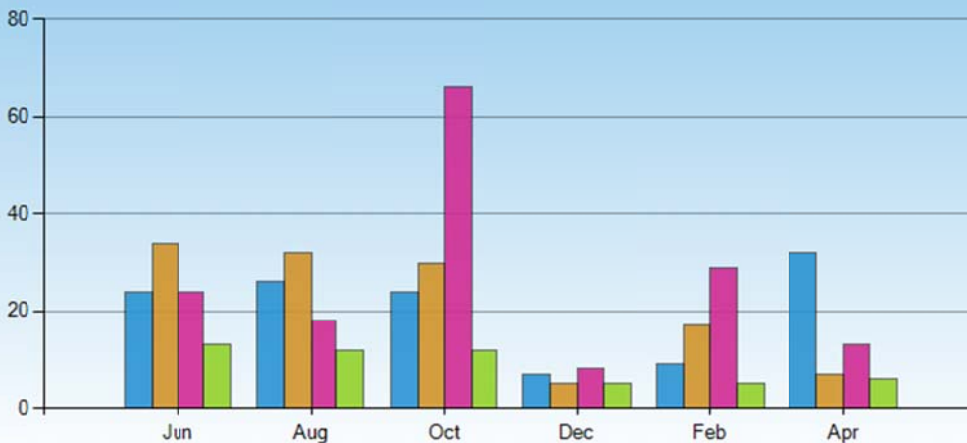
Account Setup

To setup your account(s), click on "add account" and enter your **account number** and **last payment amount**. You can add multiple water/fire accounts.

To view your **water usage**, click on the **account number** to access the **Consumption** tab.

For more options, click on your account number.

■ Jun 2012 to May 2013
 ■ Jun 2013 to May 2014
 ■ Jun 2014 to May 2015
 ■ Jun 2015 to May 2016



MONTHLY REPORT

To: David Dickson, General Manager
From: Joe Guistino, Superintendent of Operations
Agenda: June 14, 2016

Report

Date: June 9, 2016

Monthly Highlights

El Granada Pipeline Final Phase - This project is complete, eliminating the final piece of the 10" welded steel pipeline on the Main Street Bridge.

Interagency Cooperation - We worked with the Coastside Fire Protection District to provide training for confined space rescue.

Source of Supply

Crystal Springs, Pilarcitos and Denniston Reservoirs and Pilarcitos Wells 1, 4, 4A and 5 were the source of supply in May, supplying 61 million gallons (MG) of water. Forty one percent of May's production was from Coastside County Water District (CCWD) owned sources (37% from Denniston and 4% from Pilarcitos wells). Denniston WTP ran every day in May.

System Improvements

On Site Generator Blower Upgrade

The Denniston WTP hydrogen gas evacuation blower failed in May. PSI MicroChlor, the manufacturer, was quick to install a larger blower and software updates for the process control operation.

Other Activities Update:

Nunes Influent Meter Validation

As part of the mandatory water accounting regulations recently passed by the California legislature, we are required to validate the water meters that we use to monitor our water production at the treatment plants. We were able to compare our influent meter reading to the filling of Half Moon Bay Tank 1. The discrepancy between the volume filled in the tank and the volume passing through the meter was less than 1%. We will be doing a similar exercise at Denniston in June.

Crystal Springs Check Valve

When Crystal Springs is off when we are running on Pilarcitos, the 18" check valve at Crystal Springs PS allows water to pass down from Cahill tank, resulting in double payment for that water when we start back up. This valve was inspected and serviced in May by the manufacturer. Since this is a raw water application under

more than 350 psi pressure, the seal becomes encrusted and the wafer plate pitted over time. The valve functions better now but there still exists a bit of leak-by. Staff is pursuing alternate solutions for this problem.

Denniston Well 9

The refurbishment of Denniston Well 9 was complete in May and now produces 50 gpm. It is presently on line and running.

Unidirectional Flushing Program (UFP)

The crews cleaned and operated all of the valves that will be used for the UFP to allow for a smooth operation once we start in June.

Main Street Bridge Leak

The old welded steel pipe on the main street bridge sprung a small leak on 9 May. Fortunately, the leak was near the north abutment and no water reached the creek. The leak was stopped with a steel plug. This section of pipe was permanently abandoned by the end of the month. See Projects below.

Interagency Cooperation

The Coastside Fire Protection District conducted confined space rescue training at Nunes WTP on Wednesday and Thursday 18 and 19 May. We drained HMB Tank #1 and let them use it for access from the top hatch. The tank was put back in service after cleaning, disinfection and bacteriological testing on the week of 30 May. Prior to this training, we could not depend on them to provide this type of rescue at our facilities.

Regulatory Agency Interaction

California Water Resources Control Board (CWRCB)

I spoke with Karen Nishimoto, the sanitary engineer assigned to our District on 6 May and answered a few questions about the Denniston Coagulation Tank.

On 10 May, I was informed that Ryan Thissen will be the new sanitary engineer assigned to our District. I spoke with him on 25 May and set up two days of inspections for 14 and 15 June.

Safety/Training/Inspections/Meetings

Meetings Attended

3 May - Bid opening for Avenue Cabrillo Project Phase 3b.

4 and 11 May - El Granada Pipeline Final Phase status meetings

5 May - Beacon Software demonstration and GIS training

6 May - Coastside Emergency Action Program meeting.

10 May - Pilarcitos Road Repair meeting in the field

11 May - SFPUC/BAWSCA Joint Water Quality meeting

16 May - All employee meeting

16 May - El Granada Pump Stations Emergency Generator Project mandatory walk-through.

Tailgate safety sessions in October

4 May - Climb into Confined-Space Safety

9 May - Healthy Tips for Nutrition and Hydration

17 May - Cutting Pipe Safely with Power Saws

23 May - Climbing Elevated Tanks - The Height of Safety

Preventive Solutions Safety Committee and Training

There was no Safety Committee meeting in May.

Safety Training for May was for CPR. Schmidt, Whelen, Winch and Duffy attended.

Training

Treatment/Distribution Operator Todd Schmidt took and passed his DMV Class B license test.

Davis, Donovan and I attended CAD/GIS training on 3 May at the District office.

Treatment/Distribution Operator Jahns and Distribution Supervisor Davis were trained on the Beacon AMI system on 5 May.

Projects

El Granada Pipeline Final Phase

This project is now complete and the old welded steel pipe on the Main Street Bridge has been drained and abandoned. On 12 May, the day of the south tie-in, a 12" butterfly valve was broken in the closed position on Main Street. This resulted in the inability to fill Alves Tank and so the valve was replaced that night and into the next morning with District and contractor crews. The north end was tied in on 17 May. There were only two change orders for this project, the emergency valve replacement for \$19,900 and other miscellaneous PCOs for \$12,500.

El Granada Pump Stations 1 and 2 Emergency Generator Project

There was a mandatory walk through for this project on 16 May. There were 4 potential bidders for this project. Only one company submitted a bid, which was opened on 7 June. Bayside Equipment Company was the only bidder at \$172,848, approximately \$20K below the engineer's estimate. We had budgeted \$200,000 for this project.

El Granada Tank 3 Rehabilitation and Coating Project

The contract bid documents were finalized and posted in May. Bids are scheduled to be opened on 21 June at 14:00.

STAFF REPORT

To: Board of Directors
From: Cathleen Brennan, Water Resources Analyst
Agenda: June 14, 2016
Report Date: June 9, 2016
Subject: Water Resources

Informational Report: Status of Extended Emergency Water Conservation Regulations
Link to Regulations: http://www.waterboards.ca.gov/water_issues/programs/conservation_portal/emergency_regulation.shtml

On May 18th, the State Water Resources Control Board (SWRCB) took action (Resolution 2016-0029) to modify the Emergency Water Conservation Regulations in response to Executive Order (May 9, 2016) B-37-16. This executive order gave direction to the SWRCB, the Department of Water Resources, the California Department of Food and Agriculture and the California Public Utilities Commission to use water more wisely, to eliminate water waste, to strengthen local drought resilience and to improve agricultural water use efficiency and drought planning.

Resolution No. 2016-0029 also directs the SWRCB staff to work with the CPUC and other agencies to support urban water suppliers' actions to implement rates and pricing structures to incent additional conservation. Suppliers are responsible to ensure adequate personnel and financial resources ("*...take immediate steps to raise necessary revenues...*") to implement conservation requirements not only for 2016 but also for another year of drought.

Beginning on June 1, 2016, urban water suppliers shall meet a conservation standard that is a percentage by which the supplier's total potable water supply is insufficient to meet demand in the third year, under the following assumptions:

1. The next three year's precipitation is the same as it was in water years 2013-2015;
2. No change orders that increase the availability of water to any urban water supplier in the next three years;
3. The supplier's total potable water demand for each of the next three years will be the supplier's average annual total water production for the years 2013-2015;
4. The supplier's total water supply shall include only water sources of supply available to the supplier that could be used for potable drinking water purposes;
5. Each urban water supplier's conservation standard shall be calculated as a percentage and rounded to the nearest whole percentage point.

No later than June 15, 2016, water wholesalers (SFPUC) are required to provide the volume of water they expect to deliver to each urban water supplier in each of the next three years

State Water Resources Control Board



under the assumptions listed above and post the calculation and analysis to a publicly accessible webpage.

An online self-certification is required by urban water suppliers to the State Water Board by June 22, 2016. The following is a list of required documents:

1. **Worksheet 1** - Total Available Water Supply for Individual Water Suppliers. This worksheet will be completed by urban water suppliers to provide information on supply sources and expected amounts of water that will be available under the assumptions in the May 2016 emergency regulation.
2. **Supporting documentation** - There is no form for supporting documentation, but a document must be uploaded that provides transparency and explains how calculations were made and what assumptions were used. This document is not to exceed 10 pages.
3. **Certification form** - This form has a page that must be signed by the general manager to verify that the information provided is accurate.

Compliance shall be measured (reported) monthly and assessed on a cumulative basis through January 2017.

The following end user requirements are summarized below and remain in place:

1. Application of potable water to outdoor landscapes that causes runoff is prohibited.
2. The use of a hose that dispenses potable water to wash vehicles without a shut-off nozzle is prohibited.
3. The application of potable water to driveways and sidewalks is prohibited.
4. The use of potable water in a fountain or decorative water feature, except where the water is part of a recirculating system, is prohibited.
5. The application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall is prohibited.
6. The serving of drinking water other than upon request in eating or drinking establishments is prohibited.
7. Irrigation with potable water of ornamental turf on public street medians is prohibited.
8. Irrigation with potable water of landscapes outside of newly constructed homes and buildings in a manner inconsistent with regulations or other requirements established by the CBSC and the Department of Housing and Community Development is prohibited.
9. Hotels and motels shall provide guests the option of choosing not to have towels and linens laundered daily by prominently displaying a notice in guestrooms.

10. HOA's and community service organizations are prohibited from taking any action against homeowners for reducing or eliminating the watering of vegetation or lawns during a declared drought emergency.

Staff's first priority is to complete the self-certification by June 22, 2016. Staff will then review the District's existing Emergency Water Conservation Ordinance (2015-01) to make recommendations to the Board for any necessary modifications based on the latest revisions to the state's emergency drought regulations. Concurrently, staff will evaluate which stage of the District's Water Shortage Contingency Plan should be implemented based on our self-certification.

Staff will also review our existing Water Waste Ordinance (2008-01) and existing Indoor Water Use Efficiency Ordinance (2014-01) to see if they need to be updated with the state's directives on eliminating water waste.