

# **COASTSIDE COUNTY WATER DISTRICT**

## **MEETING OF THE BOARD OF DIRECTORS**

**498 Kelly Avenue, Half Moon Bay, CA**

**Tuesday, July 8, 2014 - 7:00 p.m.**

***Please note the change in location for this meeting of the Coastside County Water District.  
The meeting will be held in the Board Room of the Cabrillo Unified School District  
498 Kelly Avenue, Half Moon Bay, CA***

### **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](http://www.coastsidewater.org).*

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

- 1) ROLL CALL**
  
- 2) PLEDGE OF ALLEGIANCE**

**3) PUBLIC COMMENT**

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

**4) CONSENT CALENDAR**

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

- A. Approval of disbursements for the month ending June 30, 2014:  
Claims: \$693,925.87; Payroll: \$75,072.27 for a total of \$768,998.14 ([attachment](#))  
➤ June 2014 Monthly Financial Claims reviewed by President Reynolds
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of June 10, 2014 Board of Directors Meeting ([attachment](#))
- D. Approval of Minutes of June 24, 2014 Special Board of Directors Meetings ([attachment](#))
- E. Monthly Water Transfer Report ([attachment](#))
- F. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- G. Total CCWD Production Report ([attachment](#))
- H. CCWD Monthly Sales by Category Report - June 2014 ([attachment](#))
- I. June 2014 Leak Report ([attachment](#))
- J. Rainfall Reports ([attachment](#))

**5) MEETINGS ATTENDED / DIRECTOR COMMENTS**

**6) GENERAL BUSINESS**

- A. Water Systems Optimization, Inc. proposal for American Water Works Association (Manuel M36) Water Audits and Loss Control Program Implementation ([attachment](#))
- B. Consider Approval of Resolution 2014-04 Establishing Appropriations Limit Applicable to District during Fiscal Year 2014-2015 ([attachment](#))

- C. Resolution 2014-05 Authorizing the Bay Area Water Supply and Conservation Agency to Initiate, Defend and Settle Arbitration Related to the Water Supply Agreement with the City and County of San Francisco ([attachment](#))
- D. Proposed Response to the 2013-2014 San Mateo County Grand Jury Report ([attachment](#))
- E. California Special Districts Association (CSDA) - 2014 Board Election, Region 5, Seat B ([attachment](#))
- F. Award of Contract to Andreini Brothers for Nunes Water Treatment Plant Access Road Paving ([attachment](#))
- G. Appointment of Representative to Recycled Water Committee ([attachment](#))

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

- SFPUC Drought Conditions Update
- Potential Drought-Related Action by State Water Resources Control Board
- Administration Building Remodeling Project Status

- A. Operations Report ([attachment](#))
- B. Water Resources Report ([attachment](#))

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

9) **ADJOURNMENT**

# Accounts Payable

## Checks by Date - Summary By Check Number

User: GBRAZIL  
Printed: 6/30/2014 - 8:49 AM



Check Number	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
20173	COU05	RECORDER'S OFFICE	06/05/2014	0.00	18.00
20174	ALL04	ALLIED WASTE SERVICES #9:	06/05/2014	0.00	343.64
20175	ASS01	HEALTH BENEFITS ACWA-JPI	06/05/2014	0.00	23,161.60
20176	CAR08	REGISTER TAPES UNLIMITED	06/05/2014	0.00	600.00
20177	COM02	COMCAST	06/05/2014	0.00	140.80
20178	HAS01	HASSETT HARDWARE	06/05/2014	0.00	631.00
20179	HAU03	HAULAWAY STORAGE CONT	06/05/2014	0.00	144.77
20180	ICM01	VANTAGEPOINT TRANSFER /	06/05/2014	0.00	40.00
20181	KAI01	KAISER FOUNDATION HEALTH	06/05/2014	0.00	12,030.00
20182	MAS01	MASS MUTUAL FINANCIAL G	06/05/2014	0.00	1,919.68
20183	PUB01	PUB. EMP. RETIRE SYSTEM	06/05/2014	0.00	20,231.25
20184	RIC02	RICOH USA INC	06/05/2014	0.00	506.54
20185	SAN20	SAN FRANCISCO FIRE CREDIT	06/05/2014	0.00	300.00
20186	UNI12	UNION BANK OF CALIFORNIA	06/05/2014	0.00	2,155.00
20187	VAL01	VALIC	06/05/2014	0.00	1,685.00
20188	VER02	VERIZON WIRELESS	06/05/2014	0.00	597.73
20189	COU05	RECORDER'S OFFICE	06/05/2014	0.00	18.00
20190	ATT02	AT&T	06/19/2014	0.00	1,959.59
20191	CUL01	CULLIGAN SANTA CLARA, CA	06/19/2014	0.00	160.20
20192	DIC01	DAVID DICKSON	06/19/2014	0.00	671.70
20193	ICM01	VANTAGEPOINT TRANSFER /	06/19/2014	0.00	29,992.00
20194	MAS01	MASS MUTUAL FINANCIAL G	06/19/2014	0.00	1,919.68
20195	PAC01	PACIFIC GAS & ELECTRIC CO	06/19/2014	0.00	25,065.98
20196	PUB01	PUB. EMP. RETIRE SYSTEM	06/19/2014	0.00	20,154.82
20197	SAN20	SAN FRANCISCO FIRE CREDIT	06/19/2014	0.00	300.00
20198	TEA02	TEAMSTERS LOCAL UNION #	06/19/2014	0.00	978.00
20199	VAL01	VALIC	06/19/2014	0.00	1,835.00
20200	A1001	A-1 SEPTIC TANK SERVICE	06/25/2014	0.00	525.00
20201	ADP01	ADP, INC.	06/25/2014	0.00	939.05
20202	ADV02	FRANK YAMELLO	06/25/2014	0.00	235.00
20203	ANA01	ANALYTICAL ENVIRONMENTAL	06/25/2014	0.00	2,194.43
20204	AND01	ANDREINI BROS. INC.	06/25/2014	0.00	8,518.00
20205	ATT03	AT&T LONG DISTANCE	06/25/2014	0.00	235.22
20206	AZT01	AZTEC GARDENS, INC.	06/25/2014	0.00	190.00
20207	BAL04	BALANCE HYDROLOGICS, INC	06/25/2014	0.00	5,634.90
20208	BAY10	BAY ALARM COMPANY	06/25/2014	0.00	862.89
20209	BIG01	BIG CREEK LUMBER	06/25/2014	0.00	7.49
20210	BOR01	BORGES & MAHONEY, INC.	06/25/2014	0.00	641.77
20211	BUB01	DAVID PEREIRA	06/25/2014	0.00	360.00
20212	CAL08	CALCON SYSTEMS, INC.	06/25/2014	0.00	26,887.28
20213	CAR02	CAROLYN STANFIELD	06/25/2014	0.00	485.00
20214	CAR08	REGISTER TAPES UNLIMITED	06/25/2014	0.00	600.00
20215	CHE04	CHEMTRADE CHEMICALS US	06/25/2014	0.00	2,355.32
20216	COA06	COASTSIDE TERMITE	06/25/2014	0.00	3,380.00
20217	COA19	COASTSIDE COUNTY WATER	06/25/2014	0.00	118.77

Check Number	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
20218	COR04	CORRPRO COMPANIES, INC.	06/25/2014	0.00	7,030.00
20219	COU05	RECORDER'S OFFICE	06/25/2014	0.00	50.00
20220	DAT01	DATAPROSE, LLC	06/25/2014	0.00	1,010.42
20221	DEL07	DEL GAVIO GROUP	06/25/2014	0.00	13,111.91
20222	EKI01	EKI INC.	06/25/2014	0.00	1,028.63
20223	ELE01	ELECSYS INTERNATIONAL C	06/25/2014	0.00	2,951.04
20224	FIR06	FIRST NATIONAL BANK	06/25/2014	0.00	1,121.88
20225	GIO01	JANICE GIORGI	06/25/2014	0.00	100.00
20226	GOL04	GOLDEN STATE FLOW MEAS	06/25/2014	0.00	3,414.55
20227	GRA03	GRAINGER, INC.	06/25/2014	0.00	449.23
20228	HAL01	HMB BLDG. & GARDEN INC.	06/25/2014	0.00	215.20
20229	HAL04	HALF MOON BAY REVIEW	06/25/2014	0.00	3,245.00
20230	HAL23	HMB ALARM	06/25/2014	0.00	420.00
20231	HAL24	H.M.B.AUTO PARTS	06/25/2014	0.00	164.69
20232	HAN01	HANSONBRIDGETT. LLP	06/25/2014	0.00	3,330.00
20233	HFH01	HF&H CONSULTANTS, LLC	06/25/2014	0.00	1,938.75
20234	HYD01	HYDROSCIENCE ENGINEERS,	06/25/2014	0.00	5,125.00
20235	IRO01	IRON MOUNTAIN	06/25/2014	0.00	443.28
20236	IRV01	IRVINE CONSULTING SERVIC	06/25/2014	0.00	3,762.75
20237	IRV02	IRVINE CONSULTING SERVIC	06/25/2014	0.00	96.98
20238	JAC02	JACK HENRY & ASSOCIATES,	06/25/2014	0.00	1,950.00
20239	LOM01	GLENNA LOMBARDI	06/25/2014	0.00	410.46
20240	MCP01	STEPHEN MCPARTLAN	06/25/2014	0.00	100.00
20241	MET06	METLIFE GROUP BENEFITS	06/25/2014	0.00	1,500.91
20242	MIS01	MISSION UNIFORM SERVICES	06/25/2014	0.00	388.51
20243	MOB01	MOBILE MODULAR MGMT CC	06/25/2014	0.00	779.65
20244	NAT08	NATIONAL SEMINARS TRAIN	06/25/2014	0.00	199.00
20245	OFF01	OFFICE DEPOT	06/25/2014	0.00	1,239.03
20246	ONT01	ONTRAC	06/25/2014	0.00	321.12
20247	PAC06	PACIFICA COMMUNITY TV	06/25/2014	0.00	250.00
20248	PAS01	PASO ROBLES TANK, INC	06/25/2014	0.00	120,175.00
20249	PIT04	PITNEY BOWES	06/25/2014	0.00	198.00
20250	PUM01	PUMP REPAIR SERVICE CO. II	06/25/2014	0.00	41,046.08
20251	PVS01	PVS MINIBULK, INC	06/25/2014	0.00	2,911.97
20252	QUA01	JOSE PORTILLO	06/25/2014	0.00	7,400.00
20253	RIC02	RICOH USA INC	06/25/2014	0.00	530.50
20254	ROB01	ROBERTS & BRUNE CO.	06/25/2014	0.00	2,620.45
20255	ROG01	ROGUE WEB WORKS, LLC	06/25/2014	0.00	255.00
20256	SAN03	SAN FRANCISCO WATER DEP	06/25/2014	0.00	227,891.06
20257	SAN05	SAN MATEO CTY PUBLIC HE	06/25/2014	0.00	640.00
20258	SER03	SERVICE PRESS	06/25/2014	0.00	249.09
20259	SEW01	SEWER AUTH. MID- COASTSI	06/25/2014	0.00	570.00
20260	SPR04	SPRINGBROOK SOFTWARE, II	06/25/2014	0.00	14,328.18
20261	STE02	JIM STEELE	06/25/2014	0.00	1,950.00
20262	TEC01	TECHNIQUE DATA SYSTEMS,	06/25/2014	0.00	566.50
20263	TET01	JAMES TETER	06/25/2014	0.00	10,030.54
20264	UB*01244	BRAD/KIRSTEN JAEB	06/25/2014	0.00	150.14
20265	UB*01245	TOM BURRE	06/25/2014	0.00	111.38
20266	UB*01246	JOHN YERGER	06/25/2014	0.00	104.77
20267	UB*01247	CLAIRE STEEL	06/25/2014	0.00	190.82
20268	UB*01248	NICOLE PINTARELLI	06/25/2014	0.00	28.36
20269	UB*01249	RACHEL/RANDY DAVIS	06/25/2014	0.00	51.03
20270	UB*01250	ARIANA MINDELZUN	06/25/2014	0.00	48.25
20271	UB*01251	JOANNE SIMAO	06/25/2014	0.00	75.00
20272	UB*01252	KAREN COMBS	06/25/2014	0.00	22.37

Check Number	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
20273	UB*01253	TODD ZABEL	06/25/2014	0.00	31.89
20274	UB*01254	COLIN McCULLOCH	06/25/2014	0.00	58.49
20275	UB*01255	YU-HONG CHEN	06/25/2014	0.00	36.82
20276	UB*01256	CONSTANTIA PETROU	06/25/2014	0.00	50.58
20277	UB*01257	WENDY SCOTT	06/25/2014	0.00	40.65
20278	UNI12	UNION BANK OF CALIFORNIA	06/25/2014	0.00	2,238.50
20279	UPS01	UPS STORE	06/25/2014	0.00	131.40
20280	USA01	USA BLUE BOOK	06/25/2014	0.00	769.04
20281	VEL07	WENDY VELEZ	06/25/2014	0.00	35.00
20282	VER02	VERIZON WIRELESS	06/25/2014	0.00	510.92
Report Total:				0.00	693,925.87

**COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS**  
**30-Jun-14**

ACCOUNT	DESCRIPTION	CURRENT ACTUAL	CURRENT BUDGET	B/(W) VARIANCE	B/(W) % VAR	YTD ACTUAL	YTD BUDGET	B/(W) VARIANCE	B/(W) % VAR
<b>OPERATING REVENUE</b>									
1-0-4120-00	Water Revenue -All Areas	907,945.84	833,915.00	74,030.84	8.9%	8,271,292.78	8,004,204.00	267,088.78	3.3%
<b>TOTAL OPERATING REVENUE</b>		<b>907,945.84</b>	<b>833,915.00</b>	<b>74,030.84</b>	<b>8.9%</b>	<b>8,271,292.78</b>	<b>8,004,204.00</b>	<b>267,088.78</b>	<b>3.3%</b>
<b>NON-OPERATING REVENUE</b>									
1-0-4170-00	Water Taken From Hydrants	4,995.27	2,083.33	2,911.94	139.8%	31,199.94	25,000.00	6,199.94	24.8%
1-0-4180-00	Late Notice -10% Penalty	4,209.75	5,833.33	(1,623.58)	-27.8%	78,522.87	70,000.00	8,522.87	12.2%
1-0-4230-00	Service Connections	377.03	666.66	(289.63)	-43.4%	11,220.44	8,000.00	3,220.44	40.3%
1-0-4920-00	Interest Earned	0.00	0.00	0.00	0.0%	6,949.68	3,045.00	3,904.68	128.2%
1-0-4930-00	Tax Apportionments/Cnty Checks	56,915.00	0.00	56,915.00	0.0%	686,058.80	600,000.00	86,058.80	14.3%
1-0-4950-00	Miscellaneous Income	6,510.88	3,083.33	3,427.55	111.2%	31,375.66	37,000.00	(5,624.34)	-15.2%
1-0-4955-00	Cell Site Lease Income	11,358.49	10,121.00	1,237.49	12.2%	135,084.93	121,452.00	13,632.93	11.2%
1-0-4965-00	ERAF REFUND -County Taxes	0.00	0.00	0.00	0.0%	356,353.13	200,000.00	156,353.13	0.0%
1-0-4990-00	Water Sales Refunded	0.00	0.00	0.00	0.0%	(3,191.52)	0.00	(3,191.52)	0.0%
<b>TOTAL NON-OPERATING REVENUE</b>		<b>84,366.42</b>	<b>21,787.65</b>	<b>62,578.77</b>	<b>287.2%</b>	<b>1,333,573.93</b>	<b>1,064,497.00</b>	<b>269,076.93</b>	<b>25.3%</b>
<b>TOTAL REVENUES</b>		<b>992,312.26</b>	<b>855,702.65</b>	<b>136,609.61</b>	<b>16.0%</b>	<b>9,604,866.71</b>	<b>9,068,701.00</b>	<b>536,165.71</b>	<b>5.9%</b>
<b>OPERATING EXPENSES</b>									
1-1-5130-00	Water Purchased	227,891.06	216,310.00	(11,581.06)	-5.4%	2,245,651.18	1,776,489.00	(469,162.18)	-26.4%
1-1-5230-00	Pump Exp, Nunes T P	2,232.39	1,957.00	(275.39)	-14.1%	26,001.14	22,000.00	(4,001.14)	-18.2%
1-1-5231-00	Pump Exp, CSP Pump Station	12,018.97	1,000.00	(11,018.97)	-1101.9%	310,296.00	150,910.00	(159,386.00)	-105.6%
1-1-5232-00	Pump Exp, Trans. & Dist.	1,350.24	1,557.00	206.76	13.3%	11,594.24	14,180.00	2,585.76	18.2%
1-1-5233-00	Pump Exp, Pilarcitos Can.	(541.26)	150.00	691.26	460.8%	8,426.98	24,995.00	16,568.02	66.3%
1-1-5234-00	Pump Exp. Denniston Proj.	9,560.91	10,154.00	593.09	5.8%	30,738.82	139,500.00	108,761.18	78.0%
1-1-5235-00	Denniston T.P. Operations	619.60	2,008.00	1,388.40	100.0%	12,166.36	27,000.00	14,833.64	54.9%
1-1-5236-00	Denniston T.P. Maintenance	111.63	3,167.00	3,055.37	96.5%	42,949.26	38,000.00	(4,949.26)	-13.0%
1-1-5240-00	Nunes T P Operations	6,702.70	8,929.00	2,226.30	24.9%	63,395.37	75,330.00	11,934.63	15.8%
1-1-5241-00	Nunes T P Maintenance	1,390.14	3,750.00	2,359.86	62.9%	31,876.01	45,000.00	13,123.99	29.2%
1-1-5242-00	CSP Pump Station Operations	746.65	708.00	(38.65)	-5.5%	9,631.93	8,500.00	(1,131.93)	-13.3%
1-1-5243-00	CSP Pump Station Maintenance	1,076.03	3,333.00	2,256.97	67.7%	5,918.71	40,000.00	34,081.29	85.2%
1-1-5250-00	Laboratory Services	961.12	2,500.00	1,538.88	61.6%	49,515.62	50,000.00	484.38	1.0%
1-1-5318-00	Studies/Surveys/Consulting	1,938.75	6,250.00	4,311.25	69.0%	15,974.76	75,000.00	59,025.24	78.7%
1-1-5321-00	Water Conservation	3,625.00	4,833.00	1,208.00	25.0%	34,283.17	58,000.00	23,716.83	40.9%
1-1-5322-00	Community Outreach	6,229.99	2,641.66	(3,588.33)	-135.8%	22,404.18	31,700.00	9,295.82	29.3%
1-1-5411-00	Salaries & Wages -Field	78,606.59	72,802.46	(5,804.13)	-8.0%	972,025.43	946,432.00	(25,593.43)	-2.7%
1-1-5412-00	Maintenance -General	3,779.63	14,042.00	10,262.37	73.1%	166,114.33	168,500.00	2,385.67	1.4%
1-1-5414-00	Motor Vehicle Expense	1,249.91	4,221.00	2,971.09	70.4%	45,819.56	50,650.00	4,830.44	9.5%

ACCOUNT	DESCRIPTION	CURRENT ACTUAL	CURRENT BUDGET	B/(W) VARIANCE	B/(W) % VAR	YTD ACTUAL	YTD BUDGET	B/(W) VARIANCE	B/(W) % VAR
1-1-5415-00	Maintenance -Well Fields	0.00	833.00	833.00	100.0%	520.91	10,000.00	9,479.09	94.8%
1-1-5610-00	Salaries/Wages-Administration	50,190.93	52,241.00	2,050.07	3.9%	648,651.81	679,133.00	30,481.19	4.5%
1-1-5620-00	Office Supplies & Expense	11,431.49	11,885.41	453.92	3.8%	148,572.58	142,625.00	(5,947.58)	-4.2%
1-1-5621-00	Computer Services	23,597.02	6,655.00	(16,942.02)	-254.6%	72,282.10	79,860.00	7,577.90	9.5%
1-1-5625-00	Meetings / Training / Seminars	1,790.16	1,666.66	(123.50)	-7.4%	21,136.50	20,000.00	(1,136.50)	-5.7%
1-1-5630-00	Insurance	5,821.32	6,250.00	428.68	6.9%	98,243.34	115,000.00	16,756.66	14.6%
1-1-5635-00	EE/Ret. Medical Insurance	34,233.14	34,173.08	(60.06)	-0.2%	390,030.10	410,077.00	20,046.90	4.9%
1-1-5640-00	Employees Retirement Plan	37,767.78	36,934.00	(833.78)	-2.3%	464,599.49	480,142.00	15,542.51	3.2%
1-1-5645-00	SIP 401K Plan	29,952.00	30,000.00	48.00	0.0%	29,952.00	30,000.00	48.00	0.0%
1-1-5681-00	Legal	1,888.40	5,000.00	3,111.60	62.2%	38,834.60	60,000.00	21,165.40	35.3%
1-1-5682-00	Engineering	480.00	1,166.66	686.66	58.9%	5,476.00	14,000.00	8,524.00	60.9%
1-1-5683-00	Financial Services	0.00	0.00	0.00	0.0%	21,237.50	24,000.00	2,762.50	0.0%
1-1-5684-00	Payroll Tax Expense	9,866.39	8,968.46	(897.93)	-10.0%	116,977.90	116,590.00	(387.90)	-0.3%
1-1-5687-00	Membership, Dues, Subscript.	190.99	5,684.16	5,493.17	96.6%	48,548.64	68,210.00	19,661.36	28.8%
1-1-5688-00	Election Expenses	0.00	0.00	0.00	0.0%	21,676.93	25,000.00	3,323.07	0.0%
1-1-5689-00	Labor Relations	0.00	500.00	500.00	100.0%	0.00	6,000.00	6,000.00	100.0%
1-1-5700-00	San Mateo County Fees	0.00	1,391.66	1,391.66	0.0%	10,343.22	16,700.00	6,356.78	0.0%
1-1-5705-00	State Fees	0.00	1,166.66	1,166.66	0.0%	17,401.96	14,000.00	(3,401.96)	0.0%
<b>TOTAL OPERATING EXPENSES</b>		<b>566,759.67</b>	<b>564,828.87</b>	<b>(1,930.80)</b>	<b>-0.3%</b>	<b>6,259,268.63</b>	<b>6,053,523.00</b>	<b>(205,745.63)</b>	<b>-3.4%</b>
<b>CAPITAL ACCOUNTS</b>									
1-1-5711-00	Debt Srvc/Existing Bonds 1998A	2,155.00	0.00	(2,155.00)	0.0%	269,043.67	266,890.00	(2,153.67)	0.0%
1-1-5712-00	Debt Srvc/Existing Bonds 2006B	2,238.50	0.00	(2,238.50)	0.0%	487,001.26	483,859.00	(3,142.26)	0.0%
1-1-5715-00	Debt Srvc/CIEDB 11-099 (I-BANK)	0.00	0.00	0.00	0.0%	353,142.61	353,143.00	0.39	0.0%
<b>TOTAL CAPITAL ACCOUNTS</b>		<b>4,393.50</b>	<b>0.00</b>	<b>4,393.50</b>	<b>0.0%</b>	<b>1,109,187.54</b>	<b>1,103,892.00</b>	<b>(5,295.54)</b>	<b>-0.5%</b>
<b>TOTAL EXPENSES</b>		<b>571,153.17</b>	<b>564,828.87</b>	<b>(6,324.30)</b>	<b>-1.1%</b>	<b>7,368,456.17</b>	<b>7,157,415.00</b>	<b>(211,041.17)</b>	<b>-2.9%</b>
<b>NET INCOME</b>		<b>421,159.09</b>		<b>2,236,410.54</b>					



**COASTSIDE COUNTY WATER DISTRICT  
MONTHLY INVESTMENT REPORT  
June 30, 2014**

**RESERVE BALANCES**

CAPITAL AND OPERATING RESERVE	\$2,488,078.52
RATE STABILIZATION RESERVE	\$250,000.00

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<b>TOTAL DISTRICT RESERVES</b>	<b>\$2,738,078.52</b>
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**ACCOUNT DETAIL**

ACCOUNTS WITH FIRST NATIONAL BANK (FNB)	
CHECKING ACCOUNT	\$1,109,776.21
CSP T & S ACCOUNT	\$609,425.82

LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$1,018,246.49
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DISTRICT CASH ON HAND	\$630.00
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<b>TOTAL ACCOUNT BALANCES</b>	<b>\$2,738,078.52</b>
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*This report is in conformity with CCWD's Investment Policy.*

**COASTSIDE COUNTY WATER DISTRICT  
APPROVED CAPITAL IMPROVEMENT PROJECTS  
FISCAL YEAR 2013-2014**

6/30/2014

		Approved CIP Budget FY13/14	Actual To Date FY 13/14	Projected Year-End FY 13/14	Projected vs. Budget Variance	% Completed	Project Status/ Comments
<b>EQUIPMENT PURCHASE &amp; REPLACEMENT</b>							
99-03	Computer System	\$ 5,000	\$ 9,261	\$ 9,261	\$ (4,261)	100%	
99-04	Office Equipment/Furniture	\$ 3,000	\$ 565	\$ 565	\$ 2,435	19%	
06-03	SCADA / Telemetry / Electrical Controls	\$ 250,000	\$ 57,245	\$ 57,245	\$ 192,755	23%	Initial phase \$75K

**FACILITIES & MAINTENANCE**

08-08	PRV Valves Replacement Program	\$ 30,000	\$ 13,741	\$ 13,741	\$ 16,259	46%	
09-09	Fire Hydrant Replacement	\$ 20,000	\$ 23,551	\$ 23,551	\$ (3,551)	100%	
09-23	District Digital Mapping	\$ 50,000	\$ 20,000	\$ 20,000	\$ 30,000	40%	
14-11	Replace 2" and Larger Meters with Omni Meters	\$ 30,000	\$ 15,277	\$ 15,277	\$ 14,723	51%	Replaced 3" Rocket Farms meter in October
14-12	Harbor District Vault & Meter Replacement	\$ 70,000	\$ 30,015	\$ 30,015	\$ 39,985	100%	Complete (costs not in as of 1/31)
14-15	Replace Administration Building Roof	\$ 30,000		\$ -	\$ 30,000	0%	To be included in fire cleanup construction
99-01	Meter Change Program	\$ 20,000		\$ -	\$ 20,000	0%	On hold pending AMI planning

**PIPELINE PROJECTS**

06-01	Avenue Cabrillo Phase 2 & 3 Pipeline Replacement	\$ 246,000	353,624	\$ 353,624	\$ (107,624)	100%	Complete
10-02	Bridgeport Drive Pipeline Replacement Project	\$ 110,000	29,115	\$ 29,115	\$ 80,885	26%	K/J working on hydraulic model for design input
12-03	Crystal Springs Pipeline Air/Vacuum Valves	\$ 20,000		\$ -	\$ 20,000	0%	FY15
13-02	Replace 8 Inch Pipeline Under Creek at Pilarcitos Ave	\$ 25,000	169	\$ 169	\$ 24,831	1%	J Teter will design FY15

**PUMP STATIONS / TANKS / WELLS**

06-04	Hazen's Tank Replacement	\$ 400,000		\$ -	\$ 400,000	0%	Moved to FY15/FY16. Design started 7/14.
08-14	Alves Tank Recoating, Interior & Exterior	\$ 400,000		\$ -	\$ 400,000	0%	Moved to FY15/16
08-17	EI Granada Tank #2 Recoating & Ladder	\$ 300,000	\$ 542,921	\$ 542,921	\$ (242,921)	100%	Complete
11-03	Miramar Tank Altitude Valve Replacement	\$ 30,000	\$ 18,862	\$ 18,862	\$ 11,138	100%	Complete
12-06	CSPS Surge Tank Control Improvements	\$ 80,000	\$ 35,268	\$ 35,268	\$ 44,732	90%	Complete
12-09	EI Granada Tank # 2 Fence Replacement	\$ 25,000		\$ -	\$ 25,000	0%	Included in Project 08-17
12-11	Miramar Tank Fence Replacement	\$ 25,000		\$ -	\$ 25,000	0%	Will be completed FY15
13-08	Crystal Springs Spare 350 HP Pump and Motor	\$ 50,000	\$ 41,046	\$ 41,046	\$ 8,954	82%	Complete
14-17	Crystal Springs Pump Station Electrical Controls Upgrades	\$ 50,000		\$ -	\$ 50,000	0%	Calcon developing scope and budget
14-23	Alves Tank Generator Enclosure	\$ 15,000	\$ 14,994	\$ 14,994	\$ 6	100%	Complete

**WATER SUPPLY DEVELOPMENT**

12-12	San Vicente Diversion and Pipeline	\$ 300,000	\$ 26,407	\$ 26,407	\$ 273,593	9%	K/J has done preliminary hydraulic evaluation
13-12	CCWD-MWSD Emergency Intertie - Planning	\$ 25,000		\$ -	\$ 25,000	0%	On hold pending further discussion with MWSD
14-24	Denniston/San Vicente EIR & Permitting	\$ 100,000	\$ 129,019	\$ 129,019	\$ (29,019)	129%	Draft EIR to be circulated July 2014
14-25	Water Shortage Plan Development	\$ 50,000		\$ -	\$ 50,000	0%	Rate study contract awarded to HF&H

**WATER TREATMENT PLANTS**

12-04	Denniston Treated Water Booster Station	\$ 600,000		\$ -	\$ 600,000	0%	Need hydraulic model before final design
12-05	Nunes Access Road Repaving	\$ 100,000	\$ 8,023	\$ 8,023	\$ 91,977	8%	Move to FY15
12-14	Nunes - Hydropneumatic Systems Improvement	\$ 40,000	\$ 628	\$ 628	\$ 39,372	2%	2/11/14 awarded to Pump Repair Svc. \$71K
14-02	Nunes - Replace Sludge Pond Media	\$ 25,000		\$ -	\$ 25,000	0%	
14-04	Denniston - Dust Control	\$ 10,000		\$ -	\$ 10,000	0%	
14-07	Nunes - New Surface Scatter 7 Turbidimeter	\$ 7,000	\$ 9,935	\$ 9,935	\$ (2,935)	100%	Complete
14-08	Nunes - New Storage Container	\$ 7,000		\$ -	\$ 7,000	0%	
14-10	Nunes - Emergency Power Switchgear	\$ 30,000	\$ 26,142	\$ 26,142	\$ 3,858	100%	Complete
99-05	Denniston Maintenance Dredging	\$ 60,000	\$ 47,415	\$ 47,415	\$ 12,585	100%	Complete

**FY 13/14 TOTALS \$ 3,638,000 \$ 1,453,221 \$ 1,453,223 \$ 1,846,432**

**COASTSIDE COUNTY WATER DISTRICT  
APPROVED CAPITAL IMPROVEMENT PROJECTS  
FISCAL YEAR 2013-2014**

6/30/2014

Approved CIP Budget FY13/14	Actual To Date FY 13/14	Projected Year-End FY 13/14	Projected vs. Budget Variance	% Completed	Project Status/ Comments
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**Previous CIP Projects - paid in FY 13/14**

Cahill Tank Repairs	\$ 5,860	\$ 5,860			
Avenue Portola Pipeline Replacement	\$ 114,019	\$ 114,019			
Denniston WTP Improvement Project	\$ 292	\$ 292			
Nunes - Replace Washwater Return Pump #2	\$ 124	\$ 124			
Denniston Water Supply Development	\$ 34,950	\$ 34,950			
Server Upgrade (labor)	\$ 6,300	\$ 6,300			
Hazen's Tank Fence (completed in FY 11/12) - Retention	\$ 1,637	\$ 1,637			

**PREVIOUS YEAR TOTALS \$ - \$ 163,181 \$ 163,181 \$ (163,181)**

**UNSCHEDULED ITEMS (CAPITAL EXPENDITURES) FOR CURRENT FISCAL YEAR 13/14**

San Benito Pipeline Replacement Project	\$ 36,341	\$ 36,341			
Denniston - Magnetic Flow Meter	\$ 2,480	\$ 2,480			
Pilarcitos Blending Station	\$ 989	\$ 989			
Nunes Legacy Backwash System Removal	\$ 6,455	\$ 6,455			
Denniston Backwash FTW Valves	\$ 9,518	\$ 9,518			
Denniston Creek Wash Water Recovery Pump	\$ 25,170	\$ 25,170			
Nunes Control System Upgrades	\$ 55,364	\$ 55,364			
District Office Fire 2014	\$ 49,855	\$ 49,855			
District Office Remodel 2014	\$ 30,703	\$ 30,703			
Pilarcitos Road Improvement 2014	\$ 13,333	\$ 13,333			
Miramar Tank Paving & Drainage	\$ 8,294	\$ 8,294			
Miramar Drive Pipeline Project	\$ 2,149	\$ 2,149			
Main Street Bridge Realignment Project	\$ 1,029	\$ 1,029			
El Granada Tank #3 Recoating/Repairs	\$ 338	\$ 338			

**NON-BUDGETED TOTALS \$ - \$ 242,018 \$ 242,018 \$ (242,018)**

**CIP TOTALS \$ 3,638,000 \$ 1,858,420 \$ 1,858,422 \$ 1,441,233**

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

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

<b>Month</b>	<b>Admin (General Legal Fees)</b>	<b>Water Supply Develpmnt</b>	<b>Transfer Program</b>	<b>CIP</b>	<b>Personnel</b>	<b>Lawsuits</b>	<b>Infrastructure Project Review  (Reimbursable)</b>	<b>TOTAL</b>
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<b>Jul-13</b>	4,199			924				5,123
<b>Aug-13</b>	4,287		616	56				4,959
<b>Sep-13</b>	7,485						476	7,961
<b>Oct-13</b>	2,484		660	84				3,228
<b>Nov-13</b>	4,805	1,736	1,172					7,713
<b>Dec-13</b>	3,304	3,928		168	260			7,660
<b>Jan-14</b>	1,344	588		224				2,156
<b>Feb-14</b>	2,752	140						2,892
<b>Mar-14</b>	6,214							6,214
<b>Apr-14</b>	2,096		604				1,487	4,187
<b>May-14</b>	2,519			257			286	3,063
<b>Jun-14</b>	2,252		220	858				3,330

<b>TOTAL</b>	<b>43,741</b>	<b>6,392</b>	<b>3,272</b>	<b>2,571</b>	<b>260</b>	<b>0</b>	<b>2,249</b>	<b>58,486</b>
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**Engineer Cost Tracking Report  
12 Months At-A-Glance**

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

<b>Month</b>	<b>Admin &amp; Retainer</b>	<b>CIP</b>	<b>Studies &amp; Projects</b>	<b>TOTAL</b>	<b>Reimbursable from Projects</b>
<b>Jul-13</b>	583	10,150	45	<b>10,779</b>	45
<b>Aug-13</b>	240	1,014	169	<b>1,423</b>	169
<b>Sep-13</b>	480	3,929	1,014	<b>5,423</b>	1,014
<b>Oct-13</b>	649	797	1,606	<b>3,052</b>	1,606
<b>Nov-13</b>	987	544	433	<b>1,964</b>	433
<b>Dec-13</b>	240			<b>240</b>	
<b>Jan-14</b>	480		1,521	<b>2,001</b>	1,521
<b>Feb-14</b>	480		423	<b>903</b>	423
<b>Mar-14</b>	480	1,606	930	<b>3,015</b>	930
<b>Apr-14</b>	480	2,005	169	<b>2,654</b>	169
<b>May-14</b>	480	5,463	2,907	<b>8,850</b>	2,907
<b>Jun-14</b>	480	9,551		<b>10,031</b>	
<b>TOTAL</b>	<b>6,059</b>	<b>35,059</b>	<b>9,216</b>	<b>50,334</b>	<b>9,216</b>

**Calcon T&M Projects Tracking**

Project No.	Name	Acct No.	Proposal Date	Approved Date	Project Budget	Billing Date							Project Total Billing	Project Budget Remaining	CIP Project		
						9/30/13	10/31/13	11/30/13	12/31/13	1/31/14	2/28/14	3/31/14				4/30/14	5/31/14
CAL-13-EMG	Emergency Callout								\$3,017.30	\$2,795.00	\$4,251.56	\$ 6,210.17		\$ 540.00			
CAL-13-00	Calcon Project Admin/Miscellaneous				\$992.50									\$992.50			
CAL-13-01	EG Tank 2 Recoating Project		9/30/13	10/8/13	\$8,220.00		\$1,455.00	\$2,195.00	\$1,125.00	\$1,600.00				\$6,375.00	\$1,845.00	08-17	
CAL-13-02	Nunes Control System Upgrades		9/30/13	10/8/13	\$46,141.00		\$55,363.60							\$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		\$7,636.74	\$2,660.00				\$ 1,935.00		\$12,231.74	-\$2,514.74		
CAL-13-04	Crystal Springs Surge Tank Retrofit		11/26/13	11/27/13	\$31,912.21			\$3,740.00		\$3,494.00	\$7,524.79		\$ 31,964.53	\$ 10,229.10	\$56,952.42	-\$25,040.21	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						\$6,455.00	\$61.75		
CAL-13-07	Denniston Backwash FTW Valves		11/26/13	11/27/13	\$6,914.21			\$925.00	\$3,748.28	\$4,170.00	\$675.00			\$9,518.28	-\$2,604.07		
CAL-14-01	Denniston Wash Water Return Retrofit		1/28/14	2/14/14	\$13,607.00					\$4,950.00	\$8,641.60			\$13,591.60	\$15.40		
CAL-14-03	Nunes Surface Scatter Turbidimeter													\$0.00	\$0.00		
CAL-14-04	Phase I Control System Upgrade											\$ 9,670.00		\$ 15,593.35	\$25,263.35	-\$25,263.35	
					\$123,028.17	\$992.50	\$64,455.34	\$15,975.00	\$4,873.28	\$14,214.00	\$16,841.39	\$9,670.00	\$33,899.53	\$25,822.45	\$185,750.99	-\$62,722.82	

**COASTSIDE COUNTY WATER DISTRICT**

**BOARD OF DIRECTORS MEETING**

**CONDUCTED AT THE  
CABRILLO UNIFIED SCHOOL DISTRICT  
498 KELLY AVENUE, HALF MOON BAY, CA 94019**

**MINUTES OF THE TUESDAY, JUNE 10, 2014 BOARD OF DIRECTORS MEETING**

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

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

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending May 31, 2014:  
Claims: \$534,437.25; Payroll: \$73,127.87 for a total of \$607,565.12  
➤ *May 2014 Monthly Financial Claims reviewed by Director Coverdell*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of May 13, 2014 Special Board of Directors Meeting
- D. Approval of Minutes of May 13, 2014 Board of Directors Meeting
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report - May 2014
- H. May 2014 Leak Report
- I. Rainfall Reports
- J. San Francisco Public Utilities Commission Hydrological Conditions Report for April, 2014
- K. San Francisco Public Utilities Commission Hydrological Conditions Report for May, 2014

Director Coverdell reported that he had reviewed the monthly claims, including the accounts payable, petty cash, and the credit card statements and found all to be in order.

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

<b>Vice-President Mickelsen</b>	<b>Aye</b>
<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Flint</b>	<b>Aye</b>
<b>Director Glassberg</b>	<b>Aye</b>
<b>President Reynolds</b>	<b>Aye</b>

**5) MEETINGS ATTENDED / DIRECTOR COMMENTS**

Director Flint commented that San Mateo County is in the process of performing an analysis and safety study of Highways 1 and 92 and he understood that the agency would be looking for a representative from Coastside County Water District to participate in the sessions. Director Flint volunteered to serve in this capacity. The Board members were in agreement and expressed their appreciation to Director Flint for volunteering for this position.

Director Coverdell shared that he had written a letter to Senator Jerry Hill recently with an idea to promote better conditions for Californians, which included a suggestion that a message be publicized to encourage drivers to slow down and give their neighbors a break at locations where state highways travel through neighborhood streets.

**6) GENERAL BUSINESS**

**A. SRT Proposal for Design of the Hazen's Tank Replacement Project**

Mr. Dickson described this tank, the location, role, and the current condition of the tank. He explained that this tank has reached the end of its useful life and needs to be replaced to prevent water quality problems and lower seismic risk. He advised the Board that staff had contacted several other water agencies and explored and researched a number of alternatives. He reported on the favorable impression of the recent replacement of the Montara Water & Sanitary District's Schoolhouse Tank and staff's request for a proposal from the same engineering firm, SRT Consultants, to design the District's Hazen's Tank. He then introduced



two members of the proposed project team, Tanya Yurovsky, P.E., and Mark Quady, P.E., who, along with Mr. Guistino and Mr. Dickson, answered a few questions from the Board members about the tank replacement. Director Coverdell and Vice-President Mickelsen expressed an interest in having staff research avenues for recycling the wood from the water tank.

**ON MOTION BY Director Glassberg and seconded by Director Flint, the Board voted as follows, to authorize staff to contract with SRT Consultants for design of the Hazen's Tank Replacement Project at a time-and-materials cost not to exceed \$65,000:**

Vice-President Mickelsen	Aye
Director Coverdell	Aye
Director Flint	Aye
Director Glassberg	Aye
President Reynolds	Aye

**B. EKI Proposal for Design of Main Street Bridge Pipeline Replacement**

Mr. Dickson referenced the May 13, 2014 CCWD Board meeting, at which time staff discussed alternatives for replacement of the District's pipeline crossing at the City of Half Moon Bay's Main Street Bridge. Considering the Board's preference for proceeding with design of a pipeline alignment that would eliminate the bridge crossing, staff presented a design proposal from EKI and a preliminary cost estimate for the proposed off-bridge alignment. Mr. Dickson and Mr. Jeff Tarantino then answered a few questions from the Board about the project and the proposed temporary pipeline.

**ON MOTION BY Director Flint and seconded by Director Glassberg, the Board voted as follows, to authorize staff to contract with Erler and Kalinowski, Inc. (EKI) for design of the Main Street Bridge pipeline replacement, at a time-and-materials cost not to exceed \$241,000:**

Vice-President Mickelsen	Aye
Director Coverdell	Aye
Director Flint	Aye
Director Glassberg	Aye
President Reynolds	Aye

**C. Proposed Fiscal Year 2014-2015 Budget, Fiscal Year 2014/2015 to 2023/2034 Capital Improvement Program, and Fiscal year 2014/2015 to 2023/2024 Financing Plan**

Mr. Dickson emphasized that both proposed budgets for the Operations and Maintenance and Capital Improvement Program, as well as an updated District Financing Plan, were being presented to the Board once again, prior to the Special Board Meeting/Public Hearing scheduled for June 24, 2014. He reported that a total of nine letters of protest had been submitted to date and reminded the Board that he would be making a presentation at the June 24<sup>th</sup> 2014 Public Hearing, at which time there would be an opportunity for further review and discussion on the budget, proposed rate increase and the District's financing plan.

7) **GENERAL MANAGER'S REPORT - INCLUDING MONTHLY INFORMATIONAL REPORTS**

**Administration Building Remodeling Project Status** - Mr. Dickson updated the Board on the progress to date, advising that the start of construction is anticipated to begin by the end of June and scheduled to be completed by the end of August 2014.

**SFPUC Drought Conditions Update** - Mr. Dickson conveyed the recent message from Assistant General Manager Steve Ritchie, of SFPUC, indicating that SFPUC will continue to review customer demands weekly and in the event that mandatory rationing is instituted, it was anticipated that it would be at least 2 to 3 months after that announcement before the allocations would go into effect.

**Grand Jury Report** - Mr. Dickson noted that on May 19 he had distributed to the Board a Grand Jury Report focusing on special district website transparency. He informed the Board that staff would be presenting a recommended response at the July 8<sup>th</sup> Board meeting. The Board would then approve the final response at its August 12 meeting in order to meet the August 18 deadline.

**Operations Report**

Mr. Guistino reviewed the highlights from his monthly report, including the near completion of El Granada Tank 2 renovation project.

**Water Resources Report**

Ms. Brennan referenced the updated outreach tracking sheet and outlined the Water Use Efficiency Programs planned for Fiscal Year 2015.

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

There were no comments or requests from the Board members.

9) **ADJOURNMENT** - The meeting was adjourned at 8:20 p.m.

Respectfully submitted,

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David R. Dickson, General Manager  
Secretary of the District

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Glenn Reynolds, President  
Board of Directors

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**Tuesday, June 24, 2014**

- 1) **ROLL CALL** - The Special Meeting convened at 6:00 p.m. Present at roll call: Directors Steve Flint, Arnie Glassberg, and President Glenn Reynolds. Vice President Mickelsen and Director Coverdell were absent. David Dickson, General Manager, Patrick Miyaki, Legal Counsel and Kurt Franklin, Legal Counsel were also present.
- 2) **PUBLIC COMMENT** - There were no public comments.
- 3) **CLOSED SESSION - The Closed Session began at 6:05 p.m.**
  - A. **Conference with Labor Negotiator**  
Pursuant to California Government Code §54957.6  
Agency Designated Representatives: David Dickson, General Manager  
Employee Organization: Teamsters Union, Local 856
- 4) **RECONVENE TO OPEN SESSION**  
  
The Closed Session concluded at 6:58 p.m., and the Board reconvened to open session, at which time it was reported that direction was provided to the District's designated representative.
- 5) **ADJOURNMENT** - The special meeting was adjourned at 6:58 p.m.

Respectfully submitted,

---

David R. Dickson, General Manager  
Secretary of the District

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Glenn Reynolds, President  
Board of Directors

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MINUTES OF THE TUESDAY, JUNE 24, 2014**

**SPECIAL MEETING OF THE BOARD OF DIRECTORS**

- 1) **ROLL CALL** - President Glenn Reynolds called the meeting to order at 7:06 p.m. Present at roll call: Directors Steve Flint and Arnie Glassberg. Director Ken Coverdell and Vice-President Chris Mickelsen were absent.

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

There were eight members of the public in the audience.

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **SPECIAL ORDER OF BUSINESS - FISCAL YEAR 2014-2015 BUDGET, FISCAL YEAR 2014/2015 TO 2023/24 CAPITAL IMPROVEMENT PROGRAM, RESOLUTION AMENDING THE RATE AND FEE SCHEDULE**

President Reynolds explained the format for the special order of business, which would begin with staff's presentation, followed by the public hearing portion of the meeting to allow an opportunity for the public to address the Board to follow.

**A. Staff Presentation**

Mr. Dickson reported that this is the fifth time that the Fiscal Year 2014-2015 proposed budget has been presented at a public meeting during this budget cycle. He welcomed the members of the audience, thanked them for being engaged in the District's budget process, and stated that the meeting this evening will be a valuable opportunity to become informed with the District's budget procedure and to ask any questions or make any comments about the budget. He explained that this has been a very transparent process, with the budget documents being presented and discussed on several regular and special noticed Board meeting agendas and workshops since April 2014, as well as the detailed budget documents being accessible on the District's website.

Mr. Dickson then reviewed highlights from the 2014-2015 Budget, including summarizing the District's Total Revenue, Operating Revenue, Operating Expense, Debt Service and the Contribution to Capital and Reserves. He explained the 2014-2015 revenue sources and expenses in detail and described significant changes in the budget from Fiscal Year 2013-2014 to 2014-2015, including personnel costs, the 20% increase in the cost of water purchased from the San Francisco Public Utilities Commission (SFPUC), and adjustments in operations, administrative and debt service expenses. Next Mr. Dickson highlighted details of the Capital Improvement Program (CIP) for Fiscal Year 2014/2015 to 2023/2024, reviewing total project costs, the \$7.2 million increase over the previous year's CIP, and \$18.8 million in pipeline projects.

Mr. Dickson then summarized how the District's proposed rate increase is determined using the District's financing plan model to forecast many factors over a ten year period. He also reviewed the graph illustrating the projected rate increases and borrowing needed to fund the budget and CIP over the next ten years. Next Mr. Dickson clarified what a 9% increase means for a typical water bill for both low and median water users. Concluding his presentation, Mr. Dickson reviewed staff's recommendation to conduct the public hearing, approve the rate increase of 9% and approve the Fiscal Year 2014-2015 Operating and Expense Budget and 2014/2015 to 2023/2024 CIP.

**B. Public Hearing**

President Reynolds opened the Public Hearing at 7:28 p.m., inviting members of the audience to address the Board on the subject.

Ann Sklute, Lesley Gardens resident, Half Moon Bay, CA - requested that a special rate for senior citizens be considered, similar to the discount offered by other utilities. She also suggested that other revenue sources be considered, including potential solar farms to be located at District water facilities. She expressed her appreciation for the free water saving devices offered by CCWD.

Elizabeth Honneyman, 405 Poplar Street, Half Moon Bay, CA - shared that she had just learned of the proposed rate increase four days ago and has obtained a number of signatures on a petition from individuals protesting the proposed rate increase. She requested that an extension be granted to allow time for more input from customers about the proposed rate increase.

Kathy Barnoff, 701 Arnold Way, Half Moon Bay, CA - stated that there are 62 units located at the Lesley Gardens facility, and each one of the residents are paying a base charge, as well as for their water usage. She suggested that the District consider offering a discounted rate for senior citizens, similar to the discounts offered by telephone companies and Pacific Gas & Electric.

Jo-Ann Ordano, 701 Arnold Way, Half Moon Bay, CA - commented that this proposed rate increase will fall unfairly on low income senior citizens who depend on their social security benefits. She suggested that the District create a two-tiered rate system, offering a lower rate for low income residents and senior citizens.

Deborah Ruddock, 367 Metzgar Street, Half Moon Bay, CA - inquired about details of the District's financing plan model utilized to determine the proposed rate increase. Mr. Dickson provided detailed information about the model, developed by Bartle Wells & Associates, and also extended an invitation to anyone who wishes to learn more about the District's budget to contact him. Ms. Ruddock also expressed an interest in learning more about the District's plans for managing water resources and inquired about strategies for the future with respect to additional water storage, groundwater management, and development of local water supplies. Mr. Dickson also addressed this inquiry, stating that the District spends a lot of time and effort on these issues and has recently invested over four years and ten million dollars on the District's local water source at the Denniston Water Treatment Plant. Ms. Ruddock thought it may be worthwhile for the District to consider holding a community workshop to focus on water issues. She concluded her comments by thanking the District for the comprehensive budget preparation and the availability of the budget related documents.

President Reynolds thanked the members of the audience for their questions and comments and invited discussion from the Board.

Director Glassberg stated that he was comfortable with the work that staff has performed to justify the budget and rate increase. He added that the Board has heard some interesting comments that could be explored at a later time. However, he emphasized that right now, due to the fact that the District has an extensive Capital Improvement Program that needs to be funded in order to avoid delays to essential projects, as well as the District's need to have an approved budget effective July 1, 2014, he was in support of staff's recommendations for the budget and rate increase.

Director Flint echoed Director Glassberg's comments and also shared his concerns with any delay in adopting the budget, especially in light of potential drought conditions, necessary seismic retrofitting projects, and other required improvements that should not be delayed. He stated his support of staff's recommendations.

President Reynolds expressed his discomfort with delaying action, which could affect important maintenance and improvement projects, as well as the preparation necessary to address potential drought conditions. He agreed with instituting the 9% rate increase at this time and deferred to the District's legal counsel to address the suggestions of a lower tiered rate for senior and low income citizens.

Mr. Miyaki explained that this concept has been extensively analyzed and discussed multiple times with their Board over the years and that he has concluded that Proposition 218 prohibits providing discounted rates for one class of customer when the discount results in higher rates for other customers in order to subsidize the discounted rates.

President Reynolds closed the Public Hearing at 8:11 p.m., at which time Mr. Miyaki recommended reporting the total number of letters of protest received by the District. Mr. Dickson reported that 18 letters of protest had been previously received by the District, including a petition signed by 47 residents of Lesley Gardens. An audience member submitted a number of petition sheets which appeared to have approximately 180 signatures. Although the signatures on the petitions could not be immediately verified to confirm that each represented a valid protest in accordance with Proposition 218, staff noted that it was clear that the number of protests submitted would in any case fall well short of the approximately 3,180 valid protests needed to constitute a majority of the affected parcels.

**C. Board Comments / Board Action**

President Reynolds thanked the members of the public once again for their participation and comments.

**ON MOTION BY Director Flint and seconded by Director Glassberg, the Board voted, by roll call vote, to adopt Resolution 2014-03 Amending the Rate and Fee Schedule to Increase Water Rates by 9%:**

<b>Director Coverdell</b>	<b>Absent</b>
<b>Director Mickelsen</b>	<b>Absent</b>
<b>Director Flint</b>	<b>Aye</b>
<b>Director Glassberg</b>	<b>Aye</b>
<b>President Reynolds</b>	<b>Aye</b>



**ON MOTION BY Director Glassberg and seconded by Director Flint, the Board voted, by roll call vote, to approve the Fiscal Year 2014-2015 Operations and Maintenance Budget and Fiscal Year 2014/2015 to 2023/2024 Capital Improvement Program:**

<b>Director Coverdell</b>	<b>Absent</b>
<b>Director Mickelsen</b>	<b>Absent</b>
<b>Director Flint</b>	<b>Aye</b>
<b>Director Glassberg</b>	<b>Aye</b>
<b>President Reynolds</b>	<b>Aye</b>

**4) ADJOURNMENT**

The meeting was adjourned at 8:25 p.m.

Respectfully submitted,

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David R. Dickson, General Manager  
Secretary of the District

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Glenn Reynolds, President  
Board of Directors

# ***STAFF REPORT***

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

**From: David Dickson, General Manager**

**Agenda: July 8, 2014**

Report

**Date: June 6, 2014**

**Subject: Monthly Water Transfer Report**

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## **Recommendation:**

None. For Board information purposes only.

## **Background:**

At the December 10, 2002 Board meeting and November 18, 2003 Special Board meeting, the Board made several changes to the District's water transfer policy. One of the changes directed the General Manager to approve routine water transfer applications that met the District's criteria as embodied in Resolution 2002-17 and Resolution 2003-19. The General Manager was also directed to report the number of water transfers approved each month as part of the monthly Board packet information.

Since the previous Board meeting in April 2014, two applications to transfer two---5/8" (20 gpm) non-priority water service connections were approved. A spreadsheet reporting these transfers follows this report as well as the approval memorandums from Patrick Miyaki and the confirmation letters from Glenna Lombardi.

**WATER TRANSFERS APPROVED FOR THE 2014 CALENDAR YEAR**

<b>DONATING APN</b>	<b>RECIPIENT APN</b>	<b>PROPERTY OWNERS</b>	<b># of CONNECTIONS</b>	<b>DATE</b>
048-267-130	047-222-410	Leonard Beuth, TR to Stebbins Construction	1----5/8" (20 gpm)	Jun-14
047-105-150	056-053-280/190	R. and D. Pugliese to TDR Properties, LLC	1----5/8" (20 gpm)	Jun-14

## Memorandum

**TO:** Glenna Lombardi  
**FROM:** Patrick T. Miyaki  
**DATE:** May 28, 2014  
**RE:** **Application to Transfer Uninstalled Non-Priority Water Service Connection from Leonard Beuth, TR to Stebbins Construction Company**

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Glenna, I have reviewed the Application to transfer one 5/8-inch uninstalled non-priority water service connection from property owned by Leonard Beuth, Trustee (APN 048-267-130) to property owned by Stebbins Construction Company (APN 047-222-410).

The Application is generally in order and satisfies the requirements of the District's General Regulations Regarding Water Service, Section U, Transfer of Uninstalled Water Service Connection Rights.

Please do not hesitate to contact me if you have any questions or want to discuss this matter in more detail.

PTM:slh

cc: David Dickson

## Memorandum

**TO:** Glenna Lombardi  
**FROM:** Patrick T. Miyaki  
**DATE:** June 5, 2014  
**RE:** **Application to Transfer Uninstalled Non-Priority Water Service Connection from Roberto and Danette Pugliese to TDR Properties, LLC**

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Glenna, I have reviewed the Application to transfer one 5/8-inch uninstalled non-priority water service connection from property owned by Roberto and Danette Pugliese (APN 047-105-150) to property owned by TDR Properties, LLC (APN 056-053-280 and a portion of 056-053-190).

The Application is generally in order and satisfies the requirements of the District's General Regulations Regarding Water Service, Section U, Transfer of Uninstalled Water Service Connection Rights.

Please do not hesitate to contact me if you have any questions or want to discuss this matter in more detail.

PTM:slh

cc: David Dickson

June 5, 2014

Leonard Beuth, TR  
411 Vetter Lane  
Arroyo Grande, CA 93420

Stebbins Construction Company  
P.O. Box 615  
Half Moon Bay, CA 94019

RE: Request to Transfer a Water Service Connection

Dear Property Owners:

This letter is confirming that the Coastside County Water District has approved your request to transfer one—5/8” (20 gpm) non-priority water service connection. The result of this transfer is as follows:

- APN **048-267-130** has no present right to a water service connection from the Coastside County Water District; and
- APN **047-222-410** now has a one---5/8” (20 gpm) non-priority water service connection assigned to it from the Crystal Springs Project.

Please be advised that the City council of the City of Half Moon Bay has taken the position that the transfer of a water service connection meets the definition of “development” so as to require a coastal development permit from the City. Applicants are advised to investigate this issue further with the Half Moon Bay Planning Department if applicable. The Coastside County Water District, in approving this application, does not make any representations or warranties with respect to further permits or approvals required by other governmental agencies, including the City of Half Moon Bay.

Sincerely,

Glenna Lombardi

cc: David Dickson, General Manager

June 5, 2014

Roberto and Danette Pugliese  
P.O. Box 2936  
El Granada, CA 94018

TDR Properties, LLC  
1546 West Branch Street  
Arroyo Grande, CA 93420

RE: Request to Transfer a Water Service Connection

Dear Property Owners:

This letter is confirming that the Coastside County Water District has approved your request to transfer one—5/8” (20 gpm) non-priority water service connection. The result of this transfer is as follows:

- APN **047-105-150** has no present right to a water service connection from the Coastside County Water District; and
- APNS **056-053-280 and a Portion of 056-053-190**, which will be merged, now have a one---5/8” (20 gpm) non-priority water service connection assigned to them from the Crystal Springs Project.

Please be advised that the City council of the City of Half Moon Bay has taken the position that the transfer of a water service connection meets the definition of “development” so as to require a coastal development permit from the City. Applicants are advised to investigate this issue further with the Half Moon Bay Planning Department if applicable. The Coastside County Water District, in approving this application, does not make any representations or warranties with respect to further permits or approvals required by other governmental agencies, including the City of Half Moon Bay.

Sincerely,

Glenna Lombardi

cc: David Dickson, General Manager

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

FY 2014

Installed Water Connection Capacity	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>HMB Non-Priority</b>													
0.5" capacity increase													0
5/8" meter	1	2	2		2			1	1		2	1	12
3/4" meter					3	1				2			6
1" meter													0
2" meter													0
3" meter													0
<b>HMB Priority</b>													
0.5" capacity increase													0
5/8" meter											1		1
3/4" meter													0
1" meter						1							1
1 1/2" meter											1		1
2" meter						1							1
<b>County Non-Priority</b>													
0.5" capacity increase		0.5											
5/8" meter										1		1	2
3/4" meter													0
1" meter													0
<b>County Priority</b>													
5/8" meter			1				1				1		3
3/4" meter													0
1" meter													0
<b>Monthly Total</b>	<b>1</b>	<b>2.5</b>	<b>3</b>	<b>0</b>	<b>5</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>2</b>	<b>27</b>

5/8" meter = 1 connection  
 3/4" meter = 1.5 connections  
 1" meter = 2.5 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	2	2		5	1		1	1	2	2	1	18
HMB Priority						10.5					6		16.5
County Non-Priority		0.5								1		1	2.5
County Priority			1				1				1		3
<b>Monthly Total</b>	<b>1</b>	<b>2.5</b>	<b>3</b>	<b>0</b>	<b>5</b>	<b>11.5</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>9</b>	<b>2</b>	<b>40</b>



**TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2014**

	PILARCITOS WELLS	PILARCITOS LAKE	DENNISTON WELLS	DENNISTON RESERVOIR	CRYSTAL SPRINGS RESERVOIR	RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
JUL	0.00	0.00	0.00	0.00	75.61	75.61	0.40	75.21
AUG	0.00	0.00	0.00	0.00	84.56	84.56	-0.18	84.74
SEPT	0.00	0.00	0.00	0.00	66.04	66.04	0.21	65.83
OCT	0.00	0.00	0.00	0.00	68.72	68.72	-0.09	68.81
NOV	1.82	0.00	0.00	0.00	56.17	57.99	0.13	57.86
DEC	0.76	0.00	0.00	0.00	55.12	55.88	0.07	55.81
JAN	0.00	0.00	0.00	0.46	57.17	57.63	1.10	56.53
FEB	2.97	0.00	0.00	2.33	35.25	40.55	1.61	38.94
MAR	1.78	0.00	0.25	8.86	31.25	42.14	-0.38	42.52
APR	0.00	19.89	0.92	12.58	19.70	53.09	0.21	52.88
MAY	0.00	16.79	0.83	7.89	50.40	75.91	-0.06	75.97
JUN	0	0.00	0.00	1.22	66.61	67.83	0.81	67.02
<b>TOTAL</b>	<b>7.33</b>	<b>36.68</b>	<b>2.00</b>	<b>33.34</b>	<b>666.60</b>	<b>745.95</b>	<b>3.82</b>	<b>742.12</b>
% MONTHLY TOTAL	0.00%	22.10%	1.09%	10.39%	66.34%	100.00%	-0.08%	100.08%
% ANNUAL TO DATE TOTAL	1.0%	4.9%	0.3%	4.5%	89.4%	100.0%	0.51%	99.5%

12 Month Running Treated Total

**742.12**

**TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2013**

denotes estimated due to faulty SFPUC meter

	PILARCITOS WELLS	PILARCITOS LAKE	DENNISTON WELLS	DENNISTON RESERVOIR	CRYSTAL SPRINGS RESERVOIR	RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
JUL	0.00	20.63	0.00	0.00	44.25	83.09	-0.13	83.22
AUG	0.00	18.98	0.00	0.00	42.67	79.21	1.13	78.08
SEPT	0.00	0.00	0.00	0.00	57.31	75.57	-0.04	75.61
OCT	0.00	0.00	0.00	0.00	48.48	66.51	0.21	66.30
NOV	3.74	0.00	0.00	0.00	46.21	49.95	0.41	49.54
DEC	4.6	15.25	0.00	0.00	13.35	41.06	0.08	40.98
JAN	7.64	30.77	0.00	2.00	0.10	40.511	0.17	40.34
FEB	13	23.31	0.00	1.73	7.59	45.63	0.92	44.71
MAR	13.43	23.52	0.00	8.08	3.35	48.38	0.17	48.21
APR	0.00	2.57	0.00	12.99	46.99	62.55	0.48	62.06
MAY	0.00	0.00	0.50	7.51	75.27	83.28	1.01	82.27
JUN	0	0.00	0.17	7.25	62.13	69.55	0.52	69.03
	42.41	135.03	0.67	39.56	447.70	745.29	4.95	740.34
<b>TOTAL</b>	<b>42.41</b>	<b>135.03</b>	<b>0.67</b>	<b>39.56</b>	<b>447.70</b>	<b>745.29</b>	<b>4.95</b>	<b>740.34</b>
% TOTAL	5.7%	18.1%	0.1%	5.3%	60.1%	89.3%	0.66%	99.3%

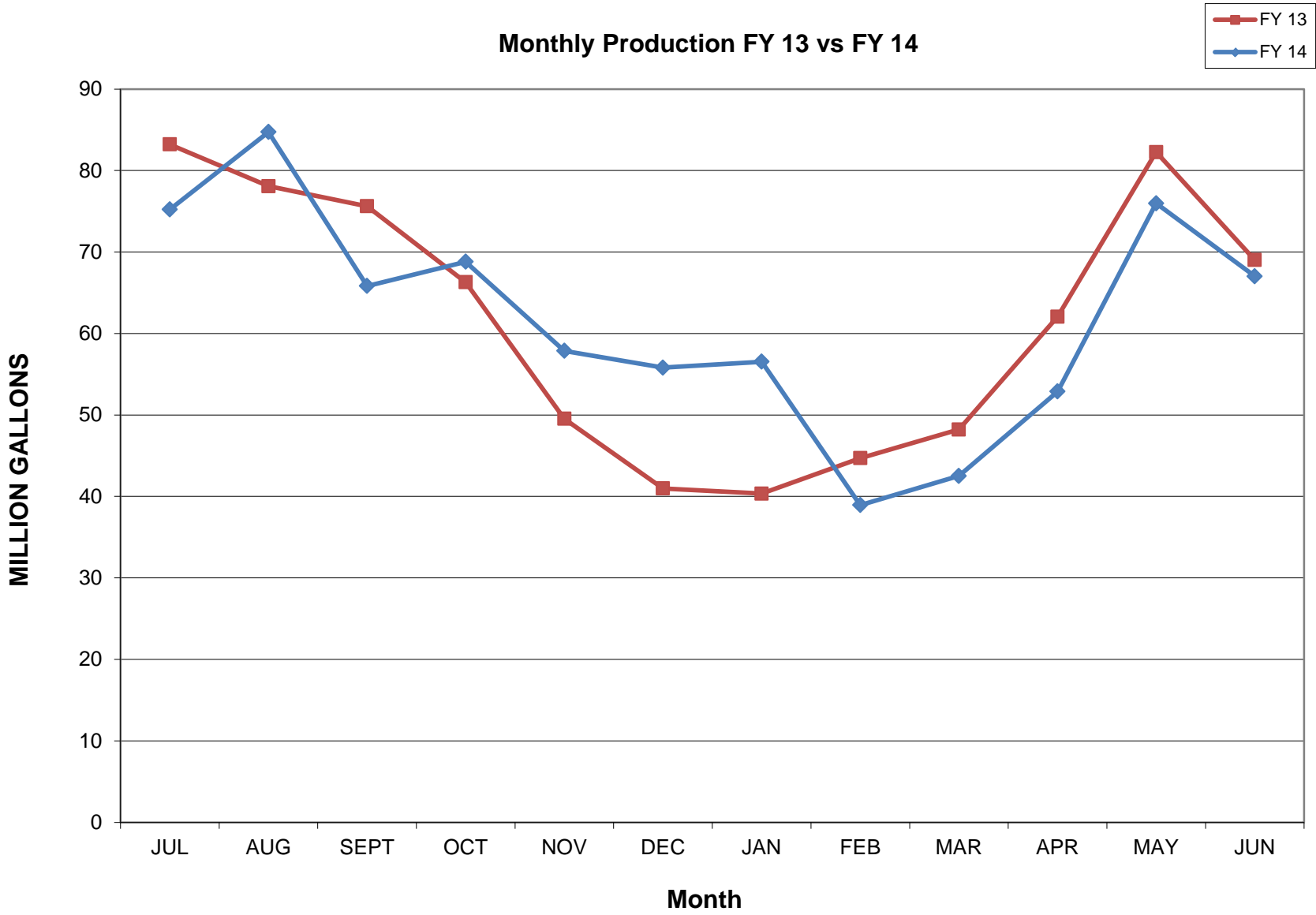
## COASTSIDE COUNTY WATER DISTRICT

### Predicted vs Actual Production - All Sources FY 14

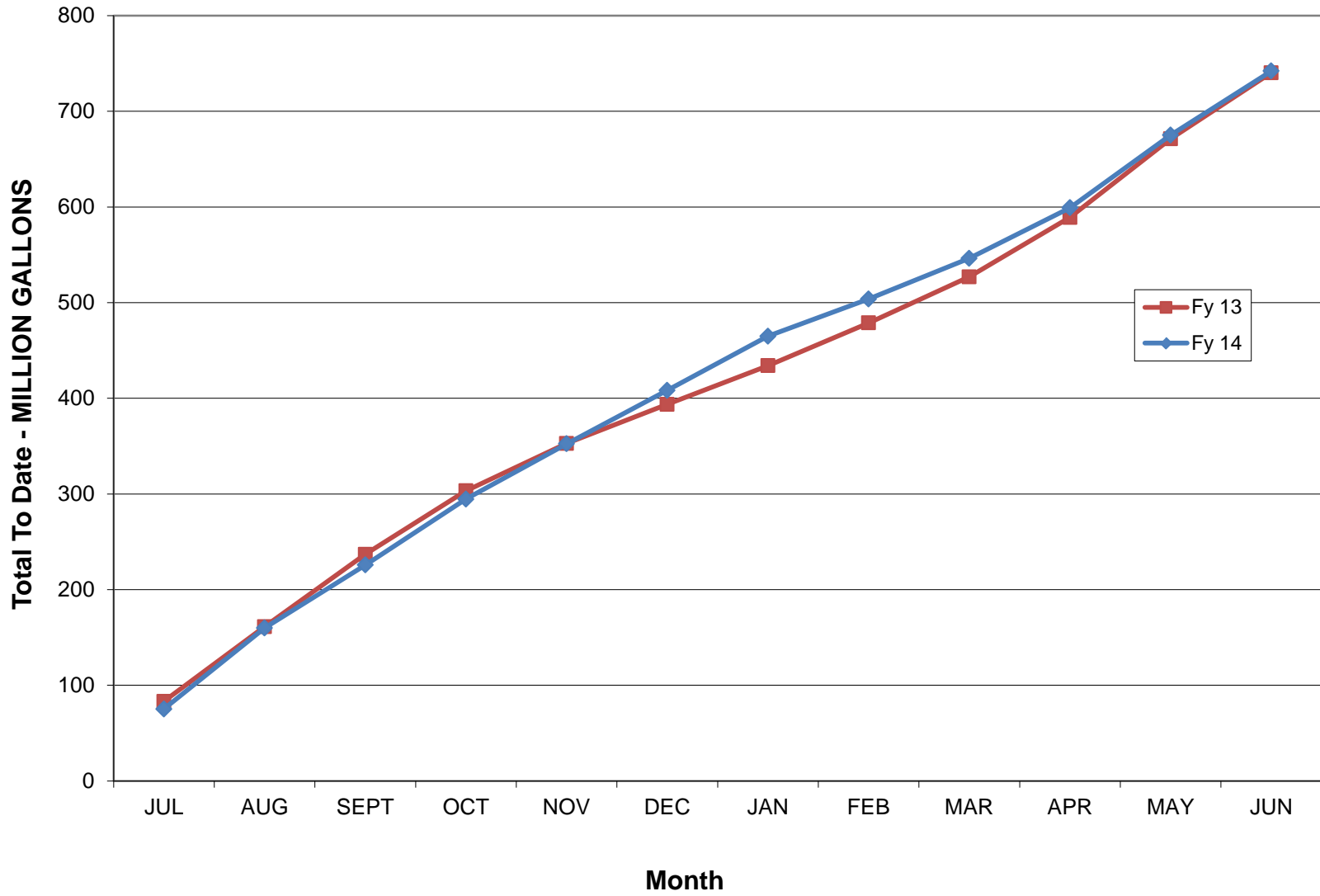
	Denniston Surface			Denniston Wells			Pilarcitos Wells			Pilarcitos Surface			SFWD CSP			SFWD Total	
	Actual MG	Predicted MG	pred-act	Actual MG	Predicted	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG
Jul-13	0.00	5.34	5.34	0.00	2.66	2.66	0.00	0.00	0.00	0.00	38.09	38.09	75.61	11.64	-63.97	75.61	49.73
Aug-13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42.79	42.79	84.56	29.36	-55.20	84.56	72.15
Sep-13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31.95	31.95	66.04	28.91	-37.13	66.04	60.86
Oct-13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.90	40.90	68.72	32.16	-36.56	68.72	73.06
Nov-13	0.00	6.34	6.34	0.00	2.42	2.42	1.82	9.84	8.02	0.00	32.54	32.54	56.17	0.00	-56.17	56.17	32.54
Dec-13	0.00	11.53	11.53	0.00	2.26	2.26	0.76	9.81	9.05	0.00	22.56	22.56	55.12	0.00	-55.12	55.12	22.56
Jan-14	0.35	16.58	16.24	0.00	2.64	2.64	0.00	9.38	9.38	0.00	0.00	0.00	57.17	12.12	-45.05	57.17	12.12
Feb-14	2.33	16.58	14.25	0.00	2.64	2.64	2.97	12.06	9.09	0.00	17.20	17.20	35.25	0.00	-35.25	35.25	17.20
Mar-14	8.86	16.47	7.61	0.25	2.64	2.39	1.78	12.51	10.73	0.00	9.34	9.34	31.25	0.00	-31.25	31.25	9.34
Apr-14	12.58	15.58	3.00	0.92	2.64	1.72	0.00	0.00	0.00	19.89	31.48	11.59	19.70	0.00	-19.70	39.59	31.48
May-14	7.89	13.14	5.25	0.83	2.64	1.81	0.00	0.00	0.00	16.79	40.17	23.38	50.40	0.00	-50.40	67.19	40.17
Jun-14	1.22	7.25	6.03	0.00	2.64	2.64	0.00	0.00	0.00	0.00	63.85	63.85	55.61	0.00	-55.61	55.61	63.85
<b>MG Totals</b>	<b>33.23</b>	<b>108.82</b>	<b>75.60</b>	<b>2.00</b>	<b>23.18</b>	<b>21.18</b>	<b>7.33</b>	<b>53.60</b>	<b>46.27</b>	<b>36.68</b>	<b>370.87</b>	<b>334.19</b>	<b>655.60</b>	<b>114.19</b>	<b>-541.41</b>	<b>692.28</b>	<b>485.06</b>

	Actual non SFPUC	Predicted non SFPUC	Actual SFPUC	Predicted SFPUC	TOTAL		
					Actual	Predicted	Pred-act
	42.56	185.60	692.28	485.06	734.83	670.66	-64.17
<b>% Total</b>	<b>5.79%</b>	<b>27.67%</b>	<b>94.21%</b>	<b>72.33%</b>	<b>109.57%</b>		

Monthly Production FY 13 vs FY 14



Cumulative Production FY 13 vs.FY14



Plant Water Use*			Unmetered Water						2014		MG	
	Denniston Plant	Nunes Plant	Total	Main Flushing	Detector Checks*	Main Breaks	Fire Dept	Miscellaneous	Tank Level Difference	Total		
JAN	0.110	0.000	0.110	0.973	0.017	0.020	0.000	0.014	-0.258	1.097		
FEB	0.270	0.000	0.270	0.000	0.009	0.216	0.002	0.014	0.562	1.613		
MAR	0.000	0.000	0.000	0.000	0.009	0.007	0.002	0.014	-0.416	-0.384		
APR	0.000	0.000	0.000	0.000	0.004	0.000	0.000	0.014	0.193	0.211		
MAY	0.000	0.000	0.000	0.000	0.006	0.005	0.000	0.014	-0.084	-0.059		
JUN	0.103	0.000	0.103	0.000	0.005	0.067	0.000	0.014	0.412	0.807		
JUL			0.000							0.000		
AUG			0.000							0.000		
SEP			0.000							0.000		
OCT			0.000							0.000		
NOV			0.000							0.000		
DEC			0.000							0.000		
<b>TOTAL</b>	<b>0.48</b>	<b>0.00</b>	<b>0.48</b>	<b>0.97</b>	<b>0.05</b>	<b>0.31</b>	<b>0.00</b>	<b>0.08</b>	<b>0.41</b>	<b>3.28</b>		

**Coastside County Water District Monthly Sales By Category (MG)  
FY 2014**

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	25.647	50.366	28.506	47.790	21.919	34.998	26.320	34.465	14.267	31.596	20.301	43.372	379.55
COMMERCIAL	4.965	1.888	6.124	1.818	4.616	1.392	5.728	1.317	3.299	1.568	4.247	1.874	38.84
RESTAURANT	3.056	0.224	3.299	0.266	2.569	0.157	3.658	0.108	2.171	0.220	2.882	0.262	18.87
HOTELS/MOTELS	3.712	2.409	4.561	2.176	2.609	1.619	4.323	0.849	2.954	1.625	3.451	2.175	32.46
SCHOOLS	1.058	1.513	1.964	1.670	0.742	1.126	1.527	0.262	0.352	0.472	1.164	1.529	13.38
MULTI DWELL	3.091	3.256	3.406	3.005	2.138	2.744	3.777	2.513	2.107	2.491	2.428	3.096	34.05
BEACHES/PARKS	1.275	0.075	1.527	0.080	0.889	0.037	0.822	0.042	0.293	0.013	0.524	0.046	5.62
AGRICULTURE	6.742	9.504	5.843	6.943	3.282	5.920	9.037	0.745	6.718	5.868	7.321	5.228	73.15
RECREATIONAL	0.052	0.206	0.066	0.206	0.028	0.139	0.070	0.117	0.039	0.183	0.091	0.233	1.43
MARINE	1.318	0.000	1.546	0.000	1.005	0.003	1.362	0.000	0.601	0.002	0.892	0.000	6.73
IRRIGATION	11.637	13.418	15.035	8.995	2.652	2.964	6.553	2.029	0.124	1.804	7.651	18.013	90.88
Portable Meters	0.000	0.379	0.000	0.381	0.000	0.343	0.000	0.337	0.000	0.381	0.000	0.381	2.20
<b>TOTAL - MG</b>	<b>62.55</b>	<b>83.24</b>	<b>71.88</b>	<b>73.33</b>	<b>42.45</b>	<b>51.44</b>	<b>63.18</b>	<b>42.78</b>	<b>32.92</b>	<b>46.22</b>	<b>50.95</b>	<b>76.21</b>	<b>697.16</b>

Non Residential Usage	36.906	32.873	43.371	25.541	20.530	16.446	36.858	8.320	18.658	14.627	30.649	32.837	32.837
<b>Running 12 Month Total</b>													<b>697.16</b>
12 mo Ave Residential	31.54	31.63	31.80	31.83	31.75	32.09	32.83	32.94	32.58	32.30	31.98	56.97	31.63
12 mo Ave Non Residential	24.42	25.00	25.34	25.51	25.54	25.79	27.20	26.73	26.38	26.03	25.93	26.11	26.65
Total	55.96	56.63	57.15	57.34	57.29	57.88	60.02	59.68	58.96	58.33	57.91	83.08	

**FY 2013**

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	27.258	49.337	26.440	47.479	22.875	30.920	17.464	33.048	18.619	34.940	24.142	47.609	380.13
COMMERCIAL	6.155	1.520	5.183	1.699	4.636	1.450	3.981	1.423	3.830	1.567	5.178	1.627	38.25
RESTAURANT	3.000	0.223	2.903	0.236	2.533	0.154	2.622	0.179	2.413	0.197	2.967	0.194	17.62
HOTELS/MOTELS	4.223	1.737	3.863	1.964	2.966	1.451	2.764	1.733	2.130	1.933	3.309	1.769	29.84
SCHOOLS	2.768	1.976	3.189	1.064	0.383	0.266	0.171	0.523	0.378	0.565	0.945	1.305	13.53
MULTI DWELL	3.424	2.725	3.155	2.895	2.548	2.385	2.759	2.697	2.311	2.828	2.693	2.839	33.26
BEACHES/PARKS	0.865	0.053	0.931	0.053	0.777	0.011	0.331	0.008	0.430	0.019	0.908	0.058	4.45
AGRICULTURE	7.336	4.445	5.284	5.269	3.644	6.045	6.102	6.375	6.076	6.800	7.370	6.048	70.79
RECREATIONAL	0.064	0.198	0.055	0.197	0.027	0.136	0.033	0.142	0.025	0.133	0.037	0.168	1.22
MARINE	1.236	0.000	1.266	0.000	1.321	0.000	1.141	0.000	0.819	0.000	1.020	0.001	6.80
IRRIGATION	15.892	12.567	13.331	9.844	1.320	1.361	0.127	0.619	4.498	4.643	7.434	11.973	83.61
Portable Meters	0.000	0.432	0.102	0.304	0.000	0.200	0.000	0.166	0.000	0.131	0.000	0.381	1.72
<b>TOTAL - MG</b>	<b>72.22</b>	<b>75.21</b>	<b>65.70</b>	<b>71.00</b>	<b>43.03</b>	<b>44.38</b>	<b>37.49</b>	<b>46.91</b>	<b>41.53</b>	<b>53.76</b>	<b>56.00</b>	<b>73.97</b>	<b>681.22</b>

## Coastside County Water District Monthly Leak Report

ID	Date Reported Discovered	Date Repaired	Location	Pipe Class	Pipe Size & Type	Estimated Water Loss (Gallons)*	Equipment Costs	Material Costs	Employee hours		Labor Costs	Total Costs
									Staff	Hours		
1	5/29/2014	6/4/14	548 Miramar Drive Miarmar	M	6" CI	5,000	\$1,400.00	\$589.08	4	7	\$1,400	\$3,389.08
2	6/2/2014	6/5/2014	111 Ave Granada El Granada	S	1" PL	2,500	\$450.00	\$439.00	3	3	\$450	\$1,339.00
3	6/12/2014	6/17/2014	756 Mill Street HMB	S	1" PL	2,000	\$450.00	\$547.00	3	3	\$450	\$1,447.00
4	6/12/2014	6/18/2014	403 Johnston Street HMB	S	1 PL	2,300	\$600.00	\$377.00	4	3	\$600	\$1,577.00
5	6/23/2014	6/25/2014	523 Ave Alhambra El Granada	M	6"CI	5,000	\$1,000.00	\$605.36	5	5	\$1,250	\$2,855.36
6	6/27/2014	6/27/2014	322 Ave Portola El Granada	M	6"CI	50,000	\$900.00	\$345.00	3	5	\$750	\$1,995.00
7												\$0.00
8												\$0.00

<b>Totals</b>	<b>66,800</b>	<b>\$3,900.00</b>	<b>\$2,902.44</b>	<b>22</b>	<b>26</b>	<b>\$4,150</b>	<b>\$12,602.44</b>
---------------	---------------	-------------------	-------------------	-----------	-----------	----------------	--------------------

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

**Staff x hours = 572**

Coastside County Water District  
 766 Main Street  
 July 2013 - June 2014

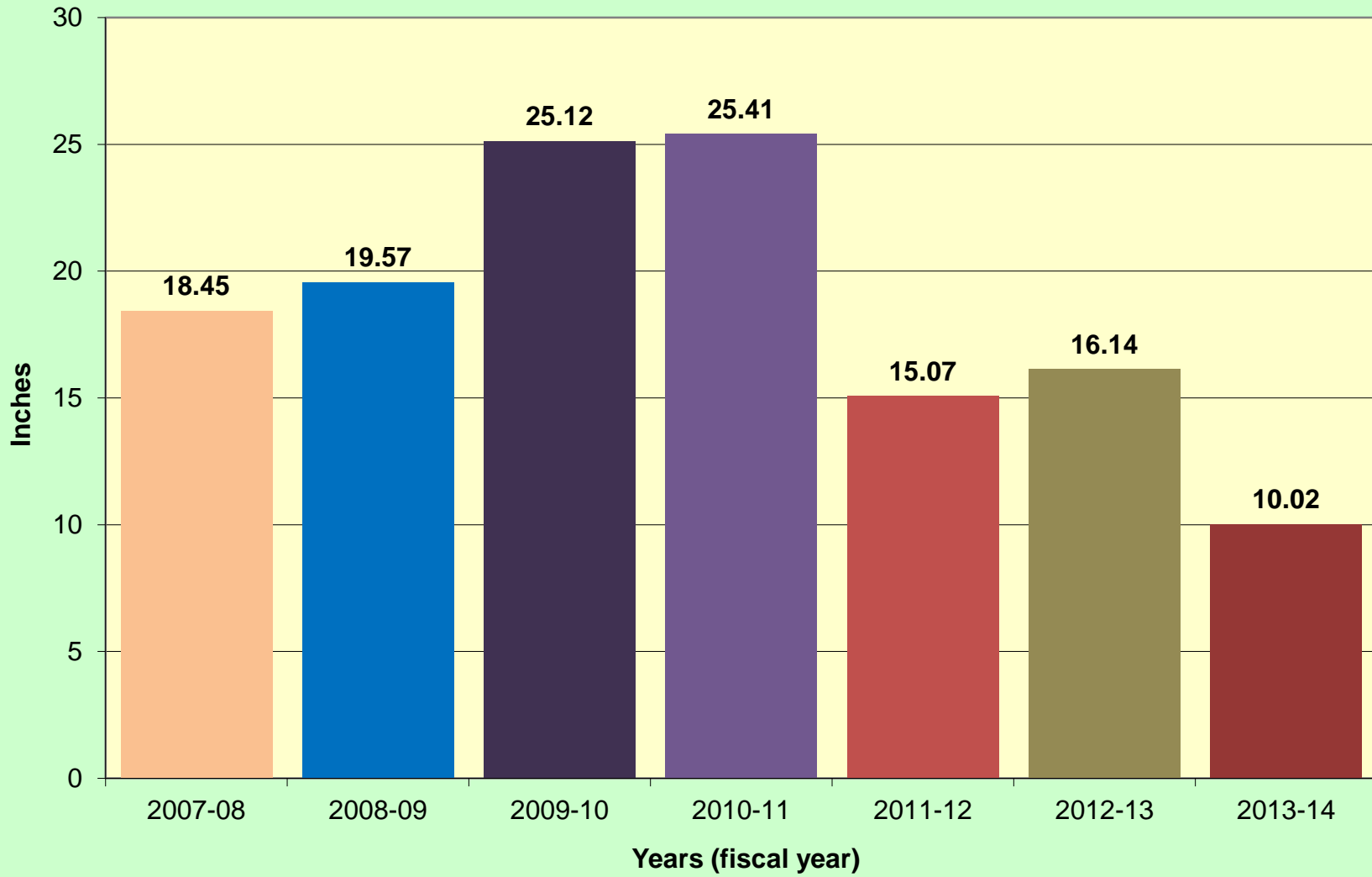
District Office  
 Rainfall in Inches

	2013						2014					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0	0	0.01	0	0.01	0	0	0.26	0.27	0	0.01
2	0	0	0	0	0	0.01	0	0.69	0.05	0.01	0	0.01
3	0	0	0	0	0	0.01	0	0	0.15	0	0	0.01
4	0	0	0	0	0	0	0	0.01	0	0.34	0	0
5	0	0.03	0	0	0	0	0	0.12	0.15	0	0	0
6	0	0.01	0	0	0	0.21	0	0.45	0	0	0	0
7	0	0.02	0	0	0	0	0	0.35	0.01	0.01	0	0
8	0	0.01	0	0	0	0	0.02	0.62	0.01	0	0.04	0
9	0	0.02	0	0.01	0	0	0.04	0.55	0	0.01	0.04	0
10	0	0.02	0	0	0	0	0	0.06	0.03	0	0	0
11	0	0.03	0	0	0	0	0.05	0	0	0.00	0	0
12	0	0.01	0	0	0	0	0.01	0	0	0	0	0
13	0	0	0.03	0	0	0	0	0.01	0	0	0	0
14	0	0	0.01	0	0.01	0	0	0.02	0	0	0	0
15	0	0.06	0.01	0	0	0	0	0.06	0	0	0	0
16	0.01	0.01	0	0	0	0	0	0.03	0.01	0	0	0.00
17	0	0	0	0	0	0	0	0	0	0	0	0
18	0	0	0	0	0.01	0	0	0.01	0	0	0	0
19	0	0	0	0	0.49	0	0	0.01	0	0	0	0.01
20	0	0.03	0.01	0	0.52	0	0	0	0	0.01	0	0
21	0	0	0.77	0	0	0	0.01	0	0	0	0	0
22	0	0	0.01	0	0	0.01	0	0	0	0.02	0	0
23	0	0	0	0.02	0	0	0	0	0	0	0.01	0
24	0	0	0	0	0	0	0.01	0.01	0	0.01	0	0.01
25	0	0	0	0	0	0	0	0	0.11	0.42	0	0.1
26	0	0	0	0	0	0	0	0.47	0.35	0.01	0	0.01
27	0	0	0	0	0	0	0	0.03	0	0.02	0	0
28	0	0	0	0	0	0	0.02	0.54	0	0	0	0.01
29	0	0.01	0	0	0	0	0.03		0.4	0	0	0
30	0	0	0.01	0	0	0	0.02		0.01	0	0	0
31	0	0		0.01		0	0		0.39		0	
<b>Mon.Total</b>	<b>0.01</b>	<b>0.26</b>	<b>0.85</b>	<b>0.05</b>	<b>1.03</b>	<b>0.25</b>	<b>0.21</b>	<b>4.04</b>	<b>1.93</b>	<b>1.13</b>	<b>0.09</b>	<b>0.17</b>
<b>Year Total</b>	<b>0.01</b>	<b>0.27</b>	<b>1.12</b>	<b>1.17</b>	<b>2.20</b>	<b>2.45</b>	<b>2.66</b>	<b>6.70</b>	<b>8.63</b>	<b>9.76</b>	<b>9.85</b>	<b>10.02</b>

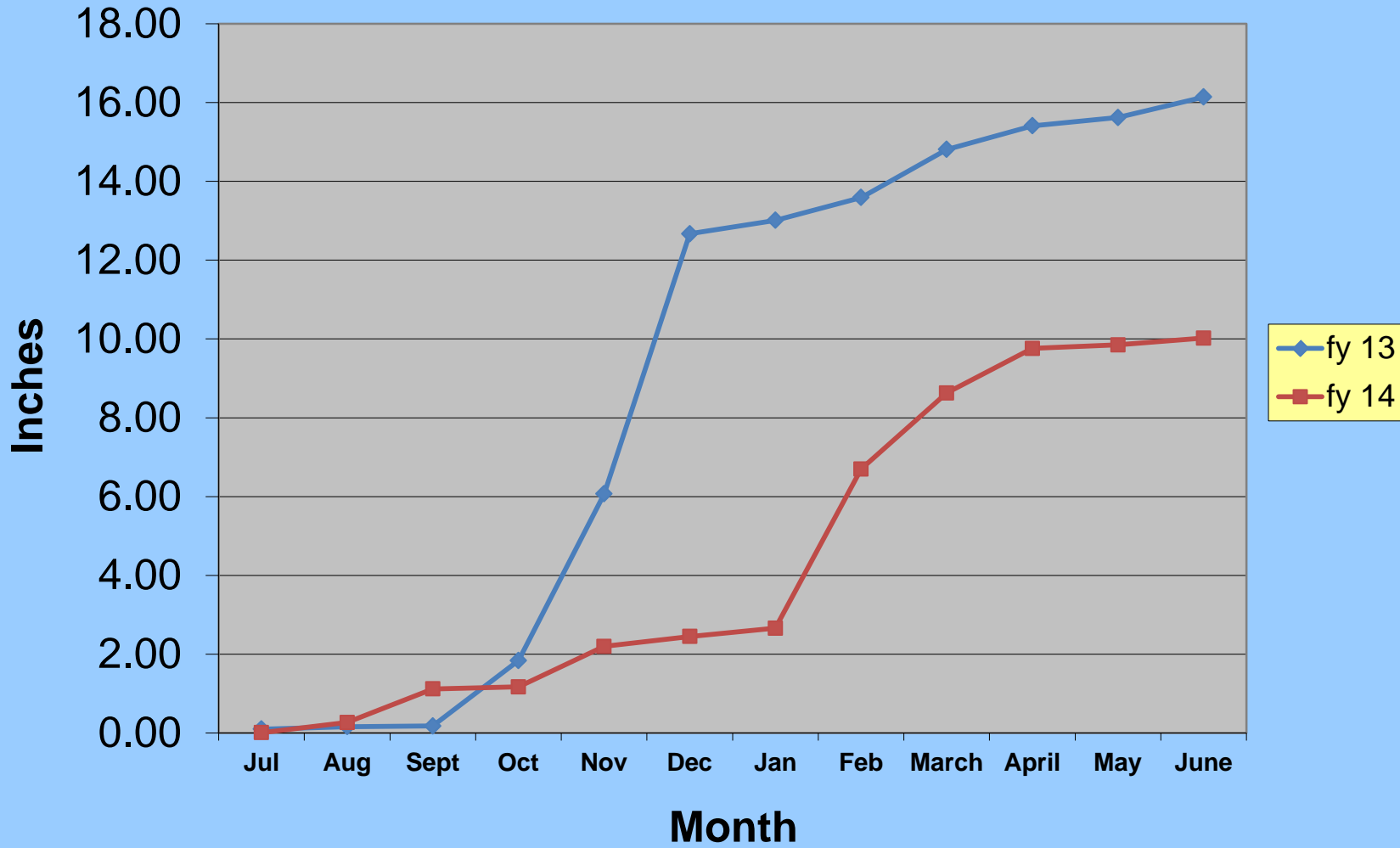


# Rain Totals

## Fiscal Years 08 - 14



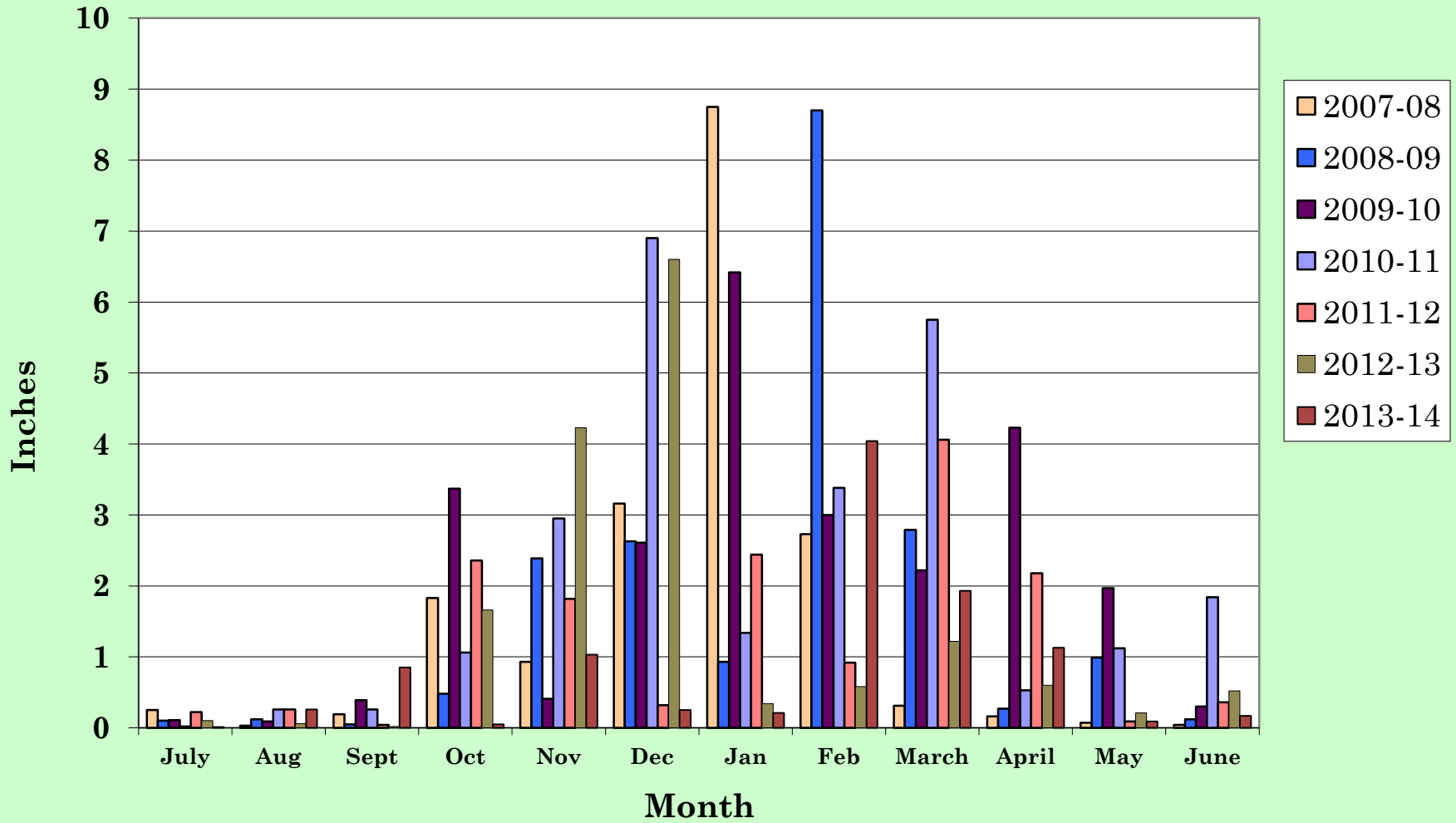
# Rainfall Total Comparison Fiscal Years 13 and 14



# Coastside County Water District

## Rainfall by Month

Fiscal Years 08 - 14



MONTHLY CLIMATOLOGICAL SUMMARY for JUN. 2014

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	53.1	61.3	3:30p	48.3	4:00a	11.9	0.0	0.01	2.4	10.0	12:30p	WSW
2	54.3	62.0	12:30p	49.7	1:30a	9.8	0.0	0.01	2.5	13.0	4:00p	WSW
3	53.7	57.9	4:00p	50.5	4:00a	11.3	0.0	0.01	2.0	10.0	4:30p	W
4	53.4	59.7	4:30p	50.4	4:30a	11.6	0.0	0.00	1.4	10.0	2:00p	W
5	54.5	61.7	2:00p	49.4	4:30a	10.5	0.0	0.00	2.2	11.0	1:30p	WSW
6	56.0	62.5	1:00p	52.0	4:30a	9.0	0.0	0.00	2.6	12.0	12:30p	WSW
7	55.5	62.3	5:30p	51.3	5:30a	9.5	0.0	0.00	2.4	11.0	1:00p	WSW
8	56.1	65.7	3:00p	46.9	5:00a	8.9	0.0	0.00	1.2	9.0	5:00p	W
9	57.9	66.1	4:30p	48.3	5:30a	7.1	0.0	0.00	1.8	10.0	12:00p	WSW
10	58.6	64.8	4:30p	54.1	6:00a	6.4	0.0	0.00	2.5	12.0	11:30a	WSW
11	60.8	67.4	5:00p	56.0	12:00m	4.4	0.1	0.00	4.2	18.0	11:30a	WSW
12	56.1	61.1	4:30p	53.0	7:00a	8.9	0.0	0.00	2.8	12.0	10:00p	W
13	58.0	64.7	4:30p	51.4	12:00m	7.0	0.0	0.00	3.0	16.0	2:30p	W
14	55.6	64.1	1:00p	47.4	6:30a	9.4	0.0	0.00	2.0	14.0	3:00p	W
15	55.9	60.0	2:30p	53.3	12:30a	9.1	0.0	0.00	3.1	10.0	6:30a	W
16	56.5	61.4	4:30p	51.5	12:00m	8.5	0.0	0.00	4.0	14.0	4:30p	W
17	54.9	63.0	12:00p	46.8	6:00a	10.1	0.0	0.00	2.0	13.0	1:00p	W
18	54.9	65.8	4:00p	43.4	6:00a	10.1	0.0	0.00	1.4	10.0	3:00p	W
19	55.3	60.9	4:00p	48.2	1:00a	9.7	0.0	0.01	2.0	14.0	1:00p	W
20	56.8	63.0	12:30p	51.4	5:30a	8.2	0.0	0.00	2.3	13.0	1:30p	W
21	54.9	59.7	6:00p	48.7	5:00a	10.1	0.0	0.00	2.2	12.0	12:00p	W
22	55.3	58.4	12:00p	53.4	4:00a	9.7	0.0	0.00	1.8	10.0	11:30a	W
23	56.7	62.2	4:30p	52.5	6:30a	8.4	0.0	0.00	2.0	13.0	4:00p	W
24	56.3	63.3	12:30p	48.9	6:30a	8.7	0.0	0.01	2.3	14.0	6:30p	W
25	57.9	60.3	1:30p	55.4	3:30a	7.1	0.0	0.10	1.1	10.0	12:00p	WSW
26	60.0	67.3	4:00p	56.3	4:30a	5.1	0.1	0.01	1.5	8.0	12:00p	W
27	60.2	68.1	4:00p	55.7	6:30a	5.1	0.3	0.00	1.5	11.0	2:30p	W
28	59.3	65.9	3:30p	55.6	7:00a	5.7	0.0	0.01	2.6	14.0	3:30p	W
29	58.0	65.6	2:00p	51.1	6:00a	7.0	0.0	0.00	1.8	12.0	3:00p	W
30	59.0	69.0	12:30p	49.1	6:00a	6.6	0.6	0.00	2.0	12.0	1:00p	WSW
	56.5	69.0	30	43.4	18	254.9	1.1	0.17	2.2	18.0	11	W

Max >= 90.0: 0  
 Max <= 32.0: 0  
 Min <= 32.0: 0  
 Min <= 0.0: 0

Max Rain: 0.10 ON 06/25/14

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

Heat Base: 65.0 Cool Base: 65.0 Method: Integration

## STAFF REPORT

**To:** Board of Directors  
via David R. Dickson, General Manager

**From:** Cathleen Brennan, Water Resources Analyst

**Agenda:** July 8, 2014

**Report Date:** July 2, 2014

**Subject:** Water Systems Optimization, Inc. proposal for American Water Works Association (Manual M36) Water Audits and Water Loss Control Program Implementation

**Attachment:** Coastside County Water District - Proposal AWWA M36 Water Audits and Water Loss Control Program Implementation

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### Recommendation:

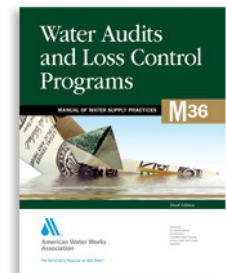
Authorize staff to contract with Water Systems Optimization Inc. for the development and implementation of a water audit and water loss control program.

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### Background

Over the last thirty years, water agencies have focused on helping customers become more water efficient by encouraging fixture replacement, implementing water conservation rate structures and performing public outreach. Water agencies have also been looking at their own water efficiency by performing water audits and tracking real water losses. As water agencies try to balance population growth, cycles of water shortage, finite amounts of water supply and the high cost of providing treated water, the inefficiencies of water and revenue loss need to be managed in a cost effective manner.

In 1991 the American Water Works Association (AWWA) developed their first manual for water auditing, with an update in 1999. In 2009, the AWWA updated their methodology to include the International Water Audit (IWA) practices, which incorporate performance indicators. The AWWA Manual M36 details the Water Audits and Loss Control Programs methodology, now commonly known as M36.



Implementing M36 will help the District meet conservation commitments and regulatory requirements:

- An M36 program is a foundational best management practice (BMP 1.2 Water Loss Control) of the California Urban Water Conservation Council, of which the District is a member and signatory of their memorandum of understanding.
- It is a demand management measure of the California Urban Water Management Planning Act, which must be reported on every five years in the District's Urban Water Management Plan.

- Reducing water loss would lower our gross per capita water demand and help us achieve the mandated water use reductions under the 2009 California Water Conservation Act.

### **Implementation of a Water Audit and Water Loss Control Program**

The District began implementing the new methodology in Fiscal Year 2009 and found that to fully implement its practices, perform a component analysis of water loss and achieve the minimum water audit validity score, the District needs expert assistance with data collection, data validation and component analysis. The District's goal is to be able to manage real and apparent water losses in a cost effective manner.

In seeking a consultant, staff identified Water Systems Optimization (WSO) as a leading firm in developing water audit and loss control programs for agencies of all sizes. Their expertise includes a working knowledge of the operations of water utilities and of M36 methodology. They have detailed their scope of work and estimated budget of \$140,000 in the attached proposal dated May 2014.

It is estimated that this work will take approximately 18 months to complete. The scope of work involves everything from how the District measures the raw water entering into our system to metering and billing customers. The deliverables from this work will include:

- A complete water audit with a component analysis and an economic level of leakage.
- Recommendations for a two year water loss control program.
- Water Audit Software and training on how to use the auditing software
- Assistance with reporting compliance with the California Urban Water Conservation Council's BMP 1.2 and the Urban Water Management Plan's water loss demand management measure.

With the completed water audit and recommendations, the District will have a better understanding of where to focus efforts to reduce water and revenue losses, and it will have the foundation in place for District staff to continue with annual water auditing and water loss control measures.

A WSO representative will attend the Board meeting to discuss this proposed project and answer directors' questions.

### **Fiscal Impacts**

The District will be billed based on time and materials costs not to exceed \$140,000. This will occur over Fiscal Year 2015 and Fiscal Year 2016. These costs were included in the approved Fiscal Year 2015 Budget.

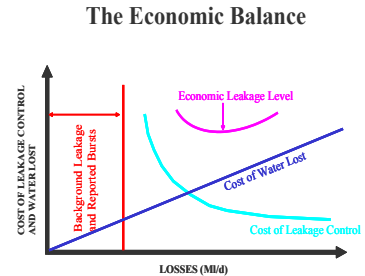
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# Coastside County Water District Proposal AWWA M36 Water Audits and Water Loss Control Program Implementation

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Proposal By

W S O



May 2014



Water Systems Optimization, Inc.

1140 Donelson Pike  
Nashville, TN 37217  
Tel: (615) 457-3790  
Fax: (615) 457-3794

and

290 Division Street, Suite 311  
San Francisco, CA 94103  
Tel: (415) 538-8641  
Fax: (814) 286-1556

May 01, 2014

Ms. Cathleen Brennan  
Water Resources Analyst  
Coastside County Water District  
766 Main Street  
Half Moon Bay, CA 94019

Dear Ms. Brennan,

**RE: AWWA M36 Water Audits and Water Loss Control Program Implementation**

In response to your request, Water Systems Optimization, Inc. (hereinafter, "WSO") is pleased to provide this Proposal for *AWWA M36 Water Audits and Water Loss Control Program Implementation*.

This proposal was developed to achieve the following:

- Implementation of a detailed AWWA Water Audit and Component Analysis of Real and Apparent Losses,
- review and validation of water loss management related data sources and reporting procedures,
- evaluation of current loss reduction strategies,
- and design of an economically optimized and sustainable water loss control program following current industry best practices.
- Source Meter Testing
- Measuring Water Treatment Plant Use.

In choosing a partner for providing assistance for the Coastside County Water District's (hereinafter, "CCWD") water loss assessment and management efforts, it is essential to choose a company that has proven technical expertise in this specialized field, that has a detailed understanding of water loss management challenges in California, and is able to provide the highest level service within time and budget.

**Proven and Unmatched Water Loss Control Expertise:**

- WSO, has a detailed and unmatched understanding of water loss management challenges in California. The Association of California Water Agencies (ACWA) has selected WSO as the preferred provider of Water Loss Management and Control Services for its member agencies, due to our proven knowledge of water loss control in North America and California and our commitment to service excellence.
- WSO's status as the most qualified and experienced firm in North America for water loss control and leak detection was further solidified by the Water Research Foundation (WaterRF)'s recent selection





of WSO to complete the WaterRF project #4372, Effective Organization and Component Analysis of Water Utility Leakage Data, the third North American research project on water loss control awarded to WSO by the WaterRF.

- WSO also successfully implemented the Water Leak / Leak Detection and Water System Loss Control Study commissioned by SCE between 2008 and 2009. In this program - as approved by the Public Utilities Commission (CPUC), California's largest energy Investor-Owned Utilities were directed to develop partnerships with water agencies, implement specific water conservation and energy efficiency programs, and measure the embedded energy savings. WSO's work for this study was arguably the most successful study of all the Embedded Energy in Water Pilot programs.
- WSO also successfully designed and implanted an innovative water loss reduction and control program for the City of Folsom between 2010 and 2012, which lead to significant and sustainable water loss savings.

WSO is a front-runner in the application of the latest thinking in water loss control as can be vouched for by our many satisfied clients and the number of repeat contracts we regularly win with those clients. WSO is proud to guarantee that the industry specialists quoted in this proposal will be those provided to CCWD.

Please find enclosed our documents required for the proposal. If you have any questions, feel free to contact me at (415) 538-8641 or by e-mail at [reinhard.sturm@wso.us](mailto:reinhard.sturm@wso.us).

Sincerely,

Reinhard Sturm  
Vice President - WSO

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## I EXPERIENCE AND QUALIFICATION OF WSO

### I-1 INTRODUCTION TO WSO

WSO is highly specialized in water loss assessment, management and reduction technologies including American Water Works Association (AWWA) water audits, leakage modeling, economic level of leakage assessment, design of water loss control programs, leak detection and repair, apparent loss assessment and reduction, and pressure management. **Water Loss Management is the sole focus of WSO's services.**

WSO has proven ability in this field through all phases of the project life cycle from investigation, analysis, design, development, planning and implementation. Although technology plays an important role in what we do, at the core of our business are the people we employ to deliver services for our clients. All our staff are well trained, skilled and experienced in our specialized field, and highly motivated to provide high quality service. WSO is able to provide world-class experience with an intimate knowledge of North American methodologies, technologies and regulation.

The philosophy of WSO is to provide professional services using the most advanced and cost effective tools to yield a high standard of overall accuracy and reliability. We strongly believe in using data obtained from field tests and carrying out detailed component analysis for all of our water audit work, to increase the accuracy of analysis and the quality of our service.

WSO has successfully completed numerous detailed Water Audits and water loss reduction programs in California. This experience enables us to provide the most appropriate water loss assessment and reduction tools for the given circumstances.

### I-2 NATIONAL LEADERS IN WATER LOSS MANAGEMENT

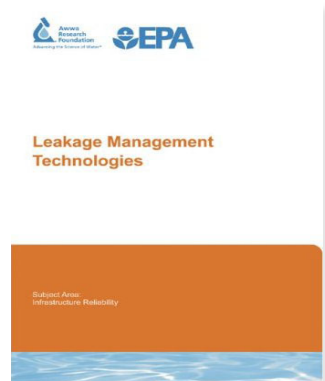
WSO was formed in 2002 and is the industry leader in water loss management in North America. Since formation, WSO has been successfully using and promoting the AWWA recommended water loss management and assessment methodologies. In fact, WSO was instrumental in developing these best practices through its involvement with the AWWA Water Loss Control Committee, which introduced and adapted the international best practices in water loss assessment and management for North American applications.

WSO was the first company to introduce and implement standard water audits and component analysis in America. In 2001, Bristol Water Services (BWS), the former parent company of WSO, undertook a Leakage Management Assessment (LMA) for the Philadelphia Water Department (PWD). As a results the PWD, with the technical assistance of BWS/WSO, became the first American water utility to employ the water audit and component analysis method developed by the IWA Water Loss Task Force, which has since become the recommended AWWA water audit and component analysis methodology. Since 2001, WSO has been instrumental in promoting and applying water loss management best practices in North America.

WSO has undertaken the largest water loss management projects in the United States over the last ten years and was recently the lead firm on two key water loss related WaterRF (formerly AwwaRF) research studies. Both studies have now been published by WaterRF to provide North American water utilities with guidance on their water loss management activities.

Most recently, WSO solidified its role as the nation's top water loss specialist upon selection to complete the WaterRF project #4372, Effective Organization and Component Analysis of Water Utility Leakage Data.

WSO consistently works to advance the water loss control industry nationwide. WSO is an active contributor to AWWA and has employees that are established members of the AWWA Water Loss Control Committee and the International Water Association (IWA) Water Loss Task Force. For example, Reinhard Sturm, VP Operations WSO, is the chair



of the AWWA Water Loss Control Committee Real Losses Subcommittees and in charge of updating the Real Loss Section of the M36 Manual. WSO was also invited by the California Urban Water Conservation Council (CUWCC) to provide technical advice and input on regulatory parameters relating to water loss management.

In 2010 and 2012 WSO was selected by the CUWCC to provide training workshops and webinars to the council's member agencies on the newly adopted BMP1.2, highlighting WSO's leading role in water loss control in California.

The Association of California Water Agencies (ACWA) appointed WSO as an Approved Provider in 2010, for the provision of Water Loss Assessment and Leak Detection services for association members. After a competitive bid process, ACWA awarded WSO with the Approved Provider status, which demonstrates WSO's knowledge of and expertise at addressing the unique water loss management needs of California water utilities.

In addition to consultancy services, the company is also carrying out major water loss intervention contracts. The first contract is a leak detection service contract for the city of Nashville, TN. This 5-year contract involves setting up of temporary district metered areas (DMA's), measuring flow and pressure and then analyzing that data to determine leakage levels, prioritize the DMA's for leak detection, and then provide leak detection survey services to identify unreported leaks. All these services are provided in-house by WSO, while the City's direct labor workforce repairs the detected leaks.

The second contract is for the City of Folsom, California. Under this contract WSO is sustainably reducing the city's water loss volume to an economically optimum volume through proactive leak detection and pressure management over the course of two years. WSO is also installing a permanent water loss monitoring system, utilizing the city's SCADA system and their Advanced Metering Infrastructure (AMI). This monitoring system will allow the city to continuously monitor the water loss level in each of their pressure zones, only intervening to conduct leak detection when it is economically justified.

Water Systems Optimization has comprehensive experience in advanced water loss auditing and control, and WSO's key personnel are water loss control experts with vast national and international experience and reputation. Such in depth experience and expertise prepares WSO well to work with the CCWD and achieve the goals of this important project.

### **I-3 THE KEY TO OUR SUCCESS**

WSO's key personnel comprise the most recognized individuals in North America with respect to the implementation of water loss assessment, management and reduction programs. WSO's key staff consists of individuals with extensive national and international experience in developing and implementing cutting edge water loss management methodologies and technologies. WSO's key personnel not only deliver highly successful projects to clients but also contribute towards advancing the water loss management industry through continuous research work and publication of industry research reports, papers and textbooks. WSO is uniquely positioned to guarantee the CCWD the most advanced water loss management methodologies and technologies.

### **I-4 REFERENCE PROJECTS**

Over the past ten years, WSO has successfully completed numerous water loss management projects similar to the project the CCWD intends to undertake. The following sub-sections provide three reference projects from the past two years, for which WSO provided the same or similar services as desired by the CCWD. In addition to the reference projects provided in this document further reference projects can be found on our web site at [www.wso.us](http://www.wso.us).

#### I-4.1 Reference Project #1 – City of Folsom Utilities Department

<b>Client:</b>	City of Folsom Utilities Department
<b>Project Title:</b>	AWWA Standard Water Balance and Audit and 2-Year Water Loss Reduction Project
<b>WSO Lead and Key Personnel:</b>	Reinhard Sturm, Project Director
<b>Project Manager:</b>	Timothy Wilson
<b>Contact Person:</b>	Mr. Vaughn Fleischbein, P.E.
<b>Telephone Number:</b>	(916) 351-3415
<b>Email:</b>	vfleischbein@folsom.ca.us
<b>Project Start Date:</b>	2011
<b>Project Completion Date:</b>	2013

In order to ensure accountability and efficient operation as the water supplier, the City of Folsom Utilities Department desired to conduct a detailed water loss study using new technologies and recognized approved best practices. WSO carried out accuracy test on all system input meters, assessed the accuracy of data transfer between system input meter and SCADA system, and provided recommendations for corrective actions where found necessary. Both real and apparent water losses were analyzed in great detail utilizing new techniques for analysis implemented by WSO, which provided the City of Folsom Utilities Department with a detailed and accurate understanding of their water losses. Through the analysis, all system water losses were categorized and quantified, and an economically optimal level of losses was calculated so that specific cost-effective water management and conservation activities could be recommended. Based on the findings of the detailed water loss study WSO designed a two-year water loss control and intervention program for the City of Folsom in order to reduce system water losses to an economically optimum level.

In 2011, the City of Folsom contracted WSO to implement a two-year water loss reduction project reducing water losses to an economic optimum. This project is arguably the first comprehensive water loss control program implemented in California. The two-year program focused on all aspects of the distribution network and system operation relevant to reducing leakage losses and breaks in the system and maintaining an economically optimized level of leakage losses. The program evaluated and optimized system input metering, management of pressure zones and pressure control equipment, hydraulic transients, customer meter reading and consumption data accuracy, and proactive leak detection. The project also includes the development of a highly innovative online water loss monitoring tool, which combines AMI and SCADA data for daily monitoring of water loss volumes in the City of Folsom's distribution network. This system will guarantee that the water loss savings achieved by WSO can be maintained by the City of Folsom and that interventions against newly occurred leaks are undertaken only when its economically justified. The water loss savings achieved so far are substantial and will provide the City of Folsom with the opportunity to achieve the 20x2020 goals and expand the city's service territory if desired.

#### I-4.2 Reference Project #2 – Los Angeles Department of Water And Power – Water Audit and Component Analysis Program

<b>Client:</b>	Los Angeles Department of Water And Power
<b>Project Title:</b>	Water Audit and Component Analysis Program
<b>WSO Lead and Key Personnel:</b>	Reinhard Sturm, Project Director
<b>Project Manager:</b>	Katherine Gasner
<b>Contact Person:</b>	Ms. Penny Falcon, P.E.
<b>Telephone Number:</b>	(213) 367-4647
<b>Email:</b>	Penny.falcon@ladwp.com
<b>Project Start Date:</b>	2012
<b>Project Completion Date:</b>	2013

In 2012, the Los Angeles Department of Water and Power (LADWP) hired WSO after a competitive bidding process to undertake a Water Loss Audit and Component Analysis Project examining the efficiency of the water LADWP distribution system and non-revenue water management practices. Specifically, WSO was tasked to investigate the current ability to accurately identify real and apparent losses; determine the economic optimum level of water losses; and identify, prioritize, and recommend the most efficient and cost-effective loss intervention strategies to minimize water loss.

##### Services Provided:

- Evaluated existing reports and documents.
- Conducted a detailed assessment of the system input volume through data validation and inspections.
- Compiled an independent standardized IWA/AWWA water balance and assigned 95% confidence limits to each component of the water balance and determined which of those components contributed the highest level of uncertainty (highest variance).
- Validated consumption components of the water balance: this included an initial data integrity review and in later years featured an effort that segregated consumption by flow and volume brackets for meter and service types to allow for a first look at potential under and over sized meters.
- Initiated small meter test samples to better calculate apparent losses by size category.
- Reviewed current work order management system for leak data collection to provide recommendations for improvements and conducted a component analysis of real losses.
- Evaluated the practices and programs of the LADWP's Meter Shop to maximize data collection on meter accuracy and control of apparent loss volumes.
- Helped LADWP evaluate if DMA technology is an appropriate and worthwhile piece of LADWP's overall water loss control activity portfolio by implementing three temporary DMAs.
- Analyzed field pressure data collected during the study to provide recommendations for advance pressure management options.
- Conducted an economic analysis of real losses to design an economically optimized real loss control strategy.
- Conducted an economic analysis of apparent losses to provide an optimized meter replacement and maintenance strategy.
- Developed a five-year apparent loss control program for reducing apparent losses to economically efficient levels and a 10-year real loss control program for reducing real losses to economically efficient levels.

### I-4.3 Reference Project #3 – Eastern Municipal Water District - Water Loss Control Program

<b>Client:</b>	Eastern Municipal Water District
<b>Project Title:</b>	Water Loss Control Program
<b>WSO Lead and Key Personnel:</b>	Reinhard Sturm, Project Director
<b>Project Manager:</b>	Katherine Gasner
<b>Contact Person:</b>	Ms. Khos Garderi, Director of Water Operations
<b>Telephone Number:</b>	(951) 928-3777 ext 6240
<b>Email:</b>	ghaderik@emwd.org
<b>Project Start Date:</b>	2011
<b>Project Completion Date:</b>	2012

Eastern Municipal Water District (EMWD) has been very proactive in controlling both real and apparent water losses through significant capital investment in system improvements, replacement of older parts of the system, and regular testing and replacement of meters. Nevertheless, in order to ensure accountability and efficient operation EMWD desired to update its previous water loss studies using new technologies and recognized approved best practices. EMWD contracted with WSO to achieve these goals. During this project WSO challenged (where possible) all relevant system input meters using state of the art flow measurement equipment and in house designed analytical tools to assess the accuracy of the existing raw or finished water flow meters at the EMWD's treatment plants. Through extensive analysis, all system water losses were categorized and quantified, and economically optimal level of losses was calculated so that specific cost-effective water loss control and conservation activities could be recommended.

A strong emphasis of the project was on knowledge transfer and training so that EMWD is able to carry out future water audits in-house.

Even though EMWD has a relatively young system and is proactive through capital investment in system improvements and replacement of older parts of the system the most project clearly showed that losses related to unreported leaks (leaks running underground without surfacing) have increased over the past years and are not at an economically optimum level. This is to be expected and explained by the fact that EMWD does not employ a comprehensive/proactive leak detection strategy which allows hidden leakage losses to increase due to the age related deterioration of the distribution network.

WSO provided EMWD with recommendations for controlling and reducing the volume of real losses to economic optimum levels. WSO designed a short to medium term water loss control strategy (including an implementation strategy) for EMWD, which is based on detailed economic analysis. EMWD is currently in the early stages of organizing funding for the water loss control program developed by WSO.



## II EXPERIENCE AND QUALIFICATIONS OF WSO KEY PERSONNEL

### II-1 KEY WSO PERSONNEL

WSO is able to provide a team lead by two distinguished water loss management industry experts. Each of the key team members is an acknowledged specialist in water loss management, nationally and internationally, through groundbreaking publications, leadership within professional associations, long track record of highly successful water loss reduction projects, and development of new software and water loss calculation models. Each of the key team members has extensive experience in each and every task outlined in the proposal. The key team members' experience in conducting research work, their active involvement in international and national water loss associations and their extensive and renowned expertise will guarantee that the team applies the latest technologies and methodologies and that each task is completed to current national and international best practices.

#### Reinhard Sturm – Vice President – Operations

Project Role: Project Director

**Firm** Reinhard Sturm is Vice President of Operations for WSO. Reinhard has worked on Water Loss Control projects throughout the world, including countries such as USA, Canada, Malaysia, India, Sri Lanka, Kazakhstan, Egypt, and Moldova. For the past ten years he has been involved in some of the biggest Water Loss assessment and reduction projects in the U.S.

#### Education

University of Natural Resources and Applied Life Science, Vienna, Austria

M.Sc. in Environmental Engineering 1998

Reinhard was the Co-principal investigator for the AwwaRF research project #2928 "Leakage Management Technologies" where he was the lead researcher and lead author in addition to being responsible for the successful management of the project. This very prestigious research project, published in August 2007, provides North American water utilities with detailed guidance on the most up to date and most applicable leakage management technologies such as DMA's and advanced pressure management. Reinhard is also a co-author of the AwwaRF research report "Evaluating Water Loss and Planning Loss Reduction Strategies".

#### Principal Office Address

290 Division Street, Ste. 311  
San Francisco CA, 94103

#### 13 Years of Experience

#### Professional Affiliations

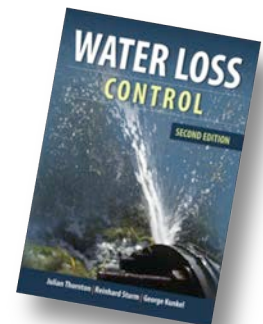
International Water Association (IWA)

Water Loss Control Committee of the American Water Works Association (AWWA) and

Chair of the AWWA Real Losses Subcommittee

Reinhard currently serves as the Principal Investigator for the WaterRF project #4372, Effective Organization and Component Analysis of Water Utility Leakage Data. This clearly highlights Reinhard's reputation as a leading expert in water loss control with unmatched expertise in component analysis. Reinhard is furthermore the co-author of the professional manual published by McGraw Hill – "Water Loss Control – 2nd Edition". Reinhard has published more than 15 specialized papers on various topics related to water loss management, his latest publication was a peer reviewed article in the AWWA Journal on PWD's real loss control activities utilizing DMA's and pressure management to manage leakage losses.

Reinhard is actively involved in the International Water Association – Water Loss Task Force (WLTF) where he served two terms as technical secretary and he is also actively involved in the American Water Works Association – Water Loss Control Committee (WLCC), where he participated in the update of the AWWA M36 manual and the AWWA water audit model. As chair of the AWWA Real Losses Subcommittee, Reinhard is currently in charge of updating the real losses chapter of the AWWA M36 update.



In 2006, Reinhard was invited by the California Urban Water Conservation Council (CUWCC) to act as technical advisor on their revision of a best management practice for reduction of Non-Revenue Water. He has since then advised the council on how to assess and economically reduce all components of Water Loss and conducted several successful water loss management workshops for the CUWCC. In August 2010, the CUWCC selected Reinhard to provide several 2-day workshops to its member agencies on the implementation of BMP1.2 and the use of the AWWA water audit model. Most recently Reinhard conducted Water Loss webinars for the CUWCC and the Alliance for Water Efficiency.

Some of the Water Loss assessment and reduction projects Reinhard recently managed for clients such as the, LADWP (2012 – 2013), SSWA (2012 – ongoing), WaterRF (2012 – ongoing), EMWD (2011 – 2012), City of Hayward Utilities Department (2010 – 2011), the City of Folsom Utilities Department (2008 to present), Southern California EDISON, LVMWD, AVRWC, LACSD (2008 to 2009), Contra Costa Water District (2009), City of Phoenix Water Services Department (2008 to 2010), Philadelphia Water Department PWD (2003 to 2007 and 2007 to 2011 and 2011 to present), San Francisco Public Utilities Commission SFPUC (2005 to 2007), and El Dorado Irrigation District EID (2005). All of these projects included components very similar to the tasks outlined in the current statement of qualifications. Reinhard is therefore very familiar with the implementation of all tasks required by SAWS.

## Stephen Preston, President - WSO

**Project Role: Technical Project Advisor**

**Firm** WSO Stephen Preston is President of WSO. He is also Managing Director of WSO's parent company, Waterframe Limited and is also Managing Director of the WSO's

### Education

*Graduateship of Royal Society of Chemistry (Pt1 with Practical) – Preston Polytechnic*

*HNC Chemistry – Wigan College of Technology*

*HNC Civil Engineering – Wigan College of Technology*

sister companies in Papua New Guinea and Malaysia. He has 30 years experience of water distribution system design, operation, network modeling non-revenue water and leakage management. He has worked in many countries worldwide including USA, UK, Middle Eastern, African, Asian and Pacific regions. He developed highly successful Non-Revenue Water reduction projects in Malaysia and Papua New Guinea. In 2003, Stephen developed the Port Moresby Non-Revenue Water Reduction project for WSO's sister company, Water Systems Optimization (PNG) Limited. This three-year performance-based non-revenue water reduction contract was successfully completed under Stephen's direction in June 2006, and delivered a reduction in non-revenue water in excess of 9 million gallons per day out of a starting production level of 45 million gallons per day. The annual saving to the client water company is of the order of \$2.5 million.

### Principal Office Address

290 Division Street, Ste. 311  
San Francisco CA, 94103

Stephen has extensive experience in creating DMA's and implementing pressure management schemes, having successfully implemented several system-wide DMA and pressure management schemes over the past 30 years. Stephen was

### 30 Years of Experience

involved in the original development of the Burst and Background Estimate (BABE) software concepts used for component analysis, and he developed numerous water loss modeling and pressure management software suites during his career. Most recently he developed modeling software for component analysis of real losses, allowing for target setting and selection of appropriate intervention strategies against real losses. He also authored WSO's AuditSolve™ software for carrying out comprehensive validated audits in North America, including component analysis of real and apparent losses. Most recently Steve developed the NRWmanager™, an online data viewing and reporting system for Non-Revenue Water management, which is currently being implemented for the City of Folsom, CA.

Recent WSO contracts that Stephen has participated in include the series of Nashville Water Audit contracts carried out from 2004 to 2011, the Phoenix Water Audit of 2004 and 2008-09, the Technical

Assistance with the Philadelphia Water Departments' Long Term Water Loss Management Strategy projects, and the Southern California EDISON - Water Leak Detection Program and Water System Loss Control Study, and the City of Folsom Water Audit and 2-Year Water Loss Control Program

In 2009, Stephen established WSO Malaysia in the State of Sabah, Malaysia to provide specialist technical support for Non-Revenue Water reduction projects being carried by the Sabah State Water Department in the towns of Kota Kinabalu, the state capital of Sabah, and the more remote provincial towns of Tawau, Lahad Datu and Semporna.

## **Katherine Gasner, Project Manager**

**Project Role: Project Manager**

**Firm**  
WSO

Kate is a Project Manager for WSO working on Water Loss reduction projects throughout California and the US. In the Water Loss Control field, she has worked on all aspects of the preparation of a standard AWWA water audit and component analysis of real losses, including meter testing, flow and pressure data collection and analysis, detailed billing data analysis, and leakage modeling. Kate managed the water audit and detailed component analysis projects for Eastern Municipal Water District and the Los Angeles Department of Water and Power. Kate also managed all the participating utilities and literature review work in the latest Water Research Foundation project on water loss control (#4372).

**Education**

*Yale University,  
Environmental Engineering,  
2009*

**Principal Office Address**

*290 Division Street, Ste. 311  
San Francisco CA, 94103*

**4 Years of Experience**

Before joining WSO, Kate held leadership positions with The Artemis Project and Imagine H2O. She managed the international "Water Energy Nexus" prize competition for entrepreneurs with ventures in water.

## **Kimberly Kendall, Junior Project Manager**

**Project Role: Junior Project Manager**

**Firm**  
WSO

Kim is a Junior Project Manager for WSO working on Water Loss reduction projects in Texas and throughout the United States. She is an Engineer in Training (EIT) as of November 16, 2009 and plans to become a Professional Engineer (PE) in the spring of 2015. In the Water Loss Control field, she has worked on standard AWWA water audit and component analysis, system input validation analysis, and detailed billing data analysis. Kim is currently a task manager on water audit projects for San Antonio Water Systems (SAWS) and the Board of Water Supply (BWS) in Hawaii.

**Education**

*Rice University,  
Civil and Environmental  
Engineering, 2009*

**Principal Office Address**

*290 Division Street, Ste. 311  
San Francisco CA, 94103*

**5 Years of Experience**

Before joining WSO, Kim developed a wide spectrum of experience in air, soil, and groundwater remediation. She has been a task manager on projects regulated by CERCLA, RCRA, the Texas Petroleum Storage Tank (PST) program, the Texas Voluntary Cleanup Program (VCP), and the Texas Dry Cleaner Remediation Program (DCRP). Her experience ranges from the design of remediation solutions to data analysis to report preparation including figures and tables.

Kim is also up to date on her OSHA 40-hr HAZWOPER certification training (1910.120).

### III UNDERSTANDING AND APPROACH TO THE PROJECT

#### III-1 UNDERSTANDING THE KEY ISSUES OF THIS PROJECT

The CCWD requires a detailed AWWA Water Audit and Component Analysis of Real and Apparent Losses, a review and validation of water loss management related data sources and reporting procedures, an evaluation of current loss reduction strategies, and the design of a sustainable 2-Year water loss control program following current industry best practices. In addition this project has the goal of providing the CCWD with the necessary recommendations, tools and strategies to achieve full compliance with the California Urban Water Conservation Council BMP1.2 Water Loss Control guidelines and to achieve the 20x2020 targets.

In order to be able to manage water loss to its optimum economic level it is paramount to accurately and systematically assess all components of water loss. This will only be successful by undertaking field and desktop evaluation of all components being used in a standard AWWA water balance. Utilizing the concept of 95% confidence limits will allow WSO to highlight those components of the water balance that have the greatest impact on the overall confidence limits that is related to the calculated volume of real losses. Strategies can therefore be developed to improve data quality and reporting practices as needed. This will guarantee that the CCWD is able to achieve or exceed the CUWCC’s data validation and quality requirements. Given the detailed validation of each Water Audit component by WSO it will most likely be possible to achieve data validity Level IV upon completion of the AWWA Water Audit and Balance. If validity Level IV cannot be achieved within this project WSO will provide the necessary recommendations for the CCWD to achieve data validity Level IV (see Figure 1 for detailed description of AWWA data validity levels).

Water Loss Control Planning Guide					
Water Audit Data Validity Level / Score					
Functional Focus Area	Level I (0-25)	Level II (26-50)	Level III (51-70)	Level IV (71-90)	Level V (91-100)
Audit Data Collection	Launch auditing and loss control team; address production metering deficiencies	Analyze business process for customer metering and billing functions and water supply operations. Identify data gaps.	Establish/revise policies and procedures for data collection	Refine data collection practices and establish as routine business process	Annual water audit is a reliable gauge of year-to-year water efficiency standing
Short-term loss control	Research information on leak detection programs. Begin flowcharting analysis of customer billing system	Conduct loss assessment investigations on a sample portion of the system: customer meter testing, leak survey, unauthorized consumption, etc.	Establish ongoing mechanisms for customer meter accuracy testing, active leakage control and infrastructure monitoring	Refine, enhance or expand ongoing programs based upon economic justification	Stay abreast of improvements in metering, meter reading, billing, leakage management and infrastructure rehabilitation
Long-term loss control		Begin to assess long-term needs requiring large expenditure: customer meter replacement, water main replacement program, new customer billing system or Automatic Meter Reading (AMR) system.	Begin to assemble economic business case for long-term needs based upon improved data becoming available through the water audit process.	Conduct detailed planning, budgeting and launch of comprehensive improvements for metering, billing or infrastructure management	Continue incremental improvements in short-term and long-term loss control interventions
Target-setting			Establish long-term apparent and real loss reduction goals (+10 year horizon)	Establish mid-range (5 year horizon) apparent and real loss reduction goals	Evaluate and refine loss control goals on a yearly basis
Benchmarking			Preliminary Comparisons - can begin to rely upon the Infrastructure Leakage Index (ILI) for performance comparisons for real losses (see below table)	Performance Benchmarking - ILI is meaningful in comparing real loss standing	Identify Best Practices/ Best in class - the ILI is very reliable as a real loss performance indicator for best in class service
For validity scores of 50 or below, the shaded blocks should not be focus areas until better data validity is achieved.					

Figure 1: Water Audit Data Validity Level / Scoring System (source: AWWA Water Audit Software)

The approach suggested by WSO in order to assist the CCWD with its water loss control efforts will provide the CCWD with the most accurate and validated results. Only on the basis of accurate and validated results is it possible to determine which water loss management activities are appropriate for the CCWD to implement. WSO’s detailed understanding of economic level of water loss assessments will guarantee that only economically viable and sustainable water loss reduction strategies will be developed for the 2-Year Water Loss Control Program, conforming to the CUWCC guidelines of cost effective water loss control activities.

### III-2 PROPOSED METHODOLOGY

This project will also allow the CCWD to fully embrace the new AWWA endorsed best management practices, which will allow the CCWD to identify and value water losses in a standard format (seeFigure 2), setting accurate baselines in order to build a meaningful business case for water loss reduction to economic levels.

Own Sources	Corrected System Input Volume	Water Exported	Authorized Consumption	Billed Authorized Consumption	Billed Water Exported	Revenue Water
		Water Supplied			Un-Billed Authorized Consumption	
Billed Un-metered Consumption						
Water Losses				Apparent Losses	Un-billed Metered Consumption	Non-Revenue Water (NRW)
			Un-billed Un-metered Consumption			
		Real Losses	Unauthorized Consumption			
Customer Metering Inaccuracies and Data Handling Errors						
Leakage on Transmission and/or Distribution Mains						
				Leakage and Overflows at Utility’s Storage Tanks		
				Leakage on Service Connections up to point of Customer metering		
Water Imported						

Figure 2: Standardized AWWA top down water audit

The following information identifies the necessary tasks to properly locate data, validate appropriate data, build the water balance and component analysis models, set baselines and develop a successful and sustainable 2 year water loss control strategy. This scope of work is designed to follow the AWWA standardized water audit methodology as detailed in the AWWA M36 manual and required by the CUWCC’s BMP1.2.

Water loss is defined as the difference between the volume of water put into the distribution system and the volume taken out by customers and others for authorized uses. Water loss is broken down into two key components: apparent losses and real losses. Apparent losses include potential inaccuracies

associated with metering, data handling, water bill estimating and water theft. Real losses are physical losses, which include such things as leaks, breaks, and overflows.

WSO has identified eight main tasks necessary to successfully complete this project. These tasks are:

- **Task 1:** Validation of System Input Volumes – Assessment of Installation Conditions, Data Transfer Accuracy, Testing Procedures and Accuracy of System Input Meters
- **Task 2:** Validation, Standardization and Confirmation of Consumption Volumes – Field Testing and Data Analysis
- **Task 3:** Identification and Classification of Apparent Losses and Component Analysis of Apparent Losses
- **Task 4:** Preparation of AWWA Water Balance Using 95% Confidence Limits and Calculation of AWWA Performance Indicators
- **Task 5:** Component Analysis of Real Losses and System Pressure and Transient Assessment
- **Task 6:** Economic Optimum Volume of Apparent Losses
- **Task 7:** Economic Optimum Volume of Real Losses
- **Task 8:** Design of Economically Optimized Water Loss Control Program

The main tasks may have subtasks, which will be outlined in the approach presented in this section.

### **Phase One:**

During Phase One the project team will focus on initiating the project, generating buy in from all key stakeholders, hold kick-off meetings and identify existing data and reports relevant to the project. WSO will assist CCWD in identifying and organizing information and data needed for the project.

### **Kick-off and Stakeholder meeting**

The CCWD together with WSO will develop a list of key CCWD personnel for this project, which will hereafter be referred to as the Project Team. A kick-off meeting will be held to discuss the objectives and components of the water loss control program. Following the kick-off meeting several individual meetings will be held with the Project Team, which will include staff from:

- Customer Services/Billing/Meter Reading
- Water Production
- Water Distribution
- Water Services Engineering and Technical Support
- Water Conservation

A priority list of goals will be prepared to ensure that the key objectives of the Project Team are identified. The Project Team will be involved in the approval of all water loss management assessments and analysis and approval of all findings throughout the program.

### **Identification and evaluation of existing data, reports and current water loss reduction practices/strategies**

WSO, with assistance from the Project Team, will identify and rationalize all data pertinent to the study. Examples of information that will be required if available are:

- Data from previous water loss studies, internal water audits (AWWA M36 and others), leakage studies, and metering programs will be used as a foundation for the further study of water loss in the system.
- Information on the supply and distribution system configuration including distribution inputs, lengths of water main, materials, pressures, numbers of connections, reservoir locations, and capacities.
- Break repair data, maintenance and repair practices.
- Water production and consumption data including marginal costs of production and other costs.
- Metering policies, meter data and billing information, consumption data, and water rates.

All data will be reviewed, rationalized, and evaluated to ensure the information gathered provides a sound basis for analyzing water loss. Previous water audits will be standardized to enable a review of historic performance.

### **Phase Two:**

Phase Two will focus on implementing all tasks of this project and developing a sustainable water loss control strategy for CCWD.

### **Task 1: Validation of System Input Volumes – Assessment of Installation Conditions, Data Transfer Accuracy, Testing Procedures, Accuracy of System Input Meters and Measurements of Water Treatment Plant Use**

Any metering error in the volumes measured by the system input or export meters is likely to contribute to the largest variance in the water balance calculation. It is therefore essential that the accuracy of the system input and export water meters is assessed and verified as well as the accuracy of data transfer from the meters to the SCADA system or accounting system.

#### **Task 1 A: Review of the CCWD’s procedure to Determine CCWD’s System Input Volume**

WSO will collect all information related to the CCWD’s water production and export such as the SCADA data for all system input and export water meters. Figure 3 provides an example of such an analysis carried out for a water utility and one of their wholesale export meters. WSO’s review and assessment of the export meter revealed that there is a noteworthy difference between the volume billed and the actual volume delivered.

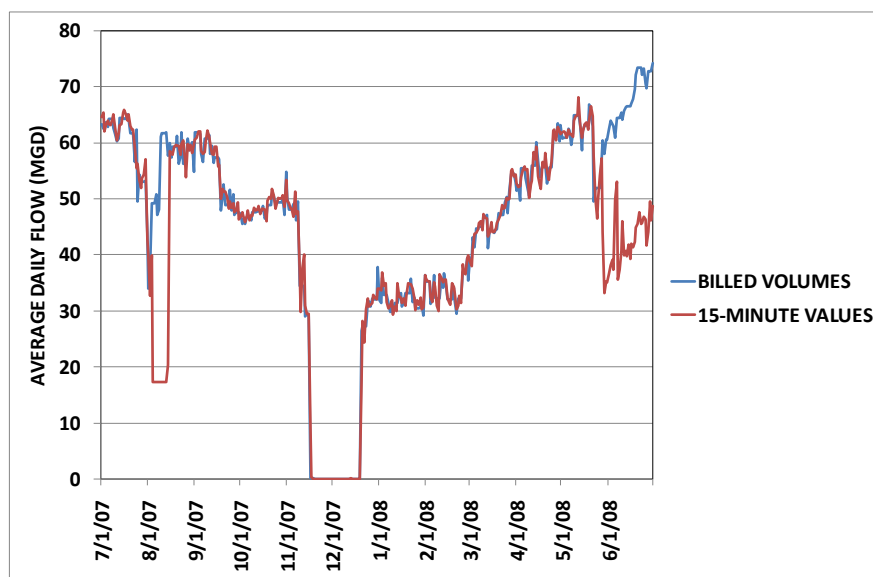


Figure 3: Comparison Billing Data and 15-minute SCADA data

**Task 1B: Site Visits to all System Input and Export Meters and SCADA data validation**

WSO will undertake site visits to all system input and export meters to evaluate the installation condition of those meters and the conditions for comparative meter testing. WSO will determine if the existing system input and export meters can accurately measure flow based on their installation location, setup and existing technology. WSO will gather and review existing reports, drawings, and documentation on these selected meters (manufacture, type, size, installation requirements, and piping configuration) and will field assess their installation conditions. WSO will provide recommendations on modifications that need to be made so the meters will read accurately, if applicable.

**Task 1 C: Develop Written Plans for Testing the System Input and Export Meters**

WSO, with assistance from the CCWD, will develop procedures for testing the system input and export meters, where possible. WSO will elicit input from the distribution and engineering divisions while developing the procedures. The written procedures will be submitted for approval by the CCWD before testing begins.

True meter calibration requires a comparison of the meter reading against a known volume of water. Because accuracy can vary with flow rate, the test should be done at several flow velocities (low, medium, and high flow rate) in order to develop a proper calibration curve. The best method deriving the actual volume is to measure the rise or drop of a reservoir of known dimension. If the volumetric method cannot be used, then a comparative meter test can be done. Though not regarded as precise as the volumetric test, if done properly under ideal conditions, a comparative meter test can also provide accurate results. The meter test will also be used to verify the accuracy of data transfer from the meter subject to being tested to the SCADA system or similar system used by the CCWD. Irrespective of which testing method is going to be applied for each test result the 95% confidence limit will be calculated based on the intrinsic accuracy of the testing equipment or approach and the conditions during the test.

Volumetric Test Procedure

By accurately measuring the rise or drop of a reservoir or tank of known dimensions the volume related to this change in reservoir level can be calculated and compared against the volume recorded by the meter being tested. The accuracy of volumetric drop tests is dependent upon the accuracy of determining the measured volume. If sufficient care is taken in the basic measurements used to calculate volume then the accuracy of volumetric tests is typically better than  $\pm 2\%$  of true volume and can often approach  $\pm 1\%$ .

Comparative Meter Test Procedure

A comparative meter test uses a temporarily installed 'reference' meter of certified accuracy to provide a reference measurement against which the in-situ meter can be compared. The reference meter is typically either an insertion meter (see Figure 4) or a clamp-on ultrasonic flow meter. The comparative test using an insertion meter is typically done by installing the reference meter at an appropriate location either upstream or downstream of the meter to be tested. If properly located, the insertion meter will produce a pulse output that is proportional to fluid velocity at the point of measurement. The result is a true and linear output signal with respect to the fluid velocity. A data logger records the number of pulses produced by the flow meter using a one minute logging interval. The insertion meter flow readings and the converted 4-20 mA signal of the existing test meter are then compared at each flow rate and the resulting difference is calculated. Corrections to the test meter readings can then be made where necessary. The data logging of the raw 4-20 mA signal (see Figure 5) produced by the meter subject to being tested allows evaluating any potential data transfer errors between the meter and SCADA system.





Figure 4: Installation of Reference Meter



Figure 5: 4-20mA Signal Data Logging

**Task 1 D: Perform System Input and Export Meter Testing**

WSO will provide all equipment necessary for testing the system input or export meters and conduct the tests with assistance from the CCWD.

**Task 1 E: Report on System Input and Export Meter Testing**

WSO will prepare a report detailing the test results for each flow meter. The report will include the following: details of the hydraulic profile at the metering point (insertion meters only), an assessment of whether the metering point has a sufficiently developed hydraulic profile so the meter can read accurately, results from the test along with calculation of the meter’s accuracy, recommendation if the meter needs to be calibrated, repaired or replaced, comments regarding how the test went and recommendations on how to improve the test procedure.

WSO will also validate the accuracy of the system input meter data transfer by testing the accuracy of data transfer from flow meter to the SCADA system (or similar system used by the CCWD) using portable data loggers which will be connected to selected system input meters recording the raw 4-20mA signal. The recorded raw 4-20mA signal will then be converted into flow values according to the meters calibration flow range and compared against the flow data recorded by the SCADA system (or similar system used by the CCWD).

The purpose of these tests is to analyze if there are any inaccuracies related to the transfer of data from the raw 4-20 mA signal produced by the flowmeter to the final flow values recorded by the SCADA system. Therefore WSO will record the raw 4-20 mA signal produced by the flowmeter subject to being tested with a data logger at 1 minute intervals. Then the logged 4 – 20mA values will be converted to flow values based on the equation below (see Equation III-1). These values will then be compared to the values recorded by the SCADA system.

Equation III-1 Equation used to convert 4-20mA signal to flow values

$$\text{Flow Rate (MGD)} = \left[ \frac{((4\text{-}20\text{mA signal}) - 4)}{16} \right] * \text{Maximum Calibration Flow-range (MGD)}$$

Figure 6 shows the results of a 4-20mA signal data chain analysis for the reservoir raw water meter of a California water utility, where a significant difference between the flow rate recorded by the SCADA system and the actual flow rate recorded by the raw water meter was detected.

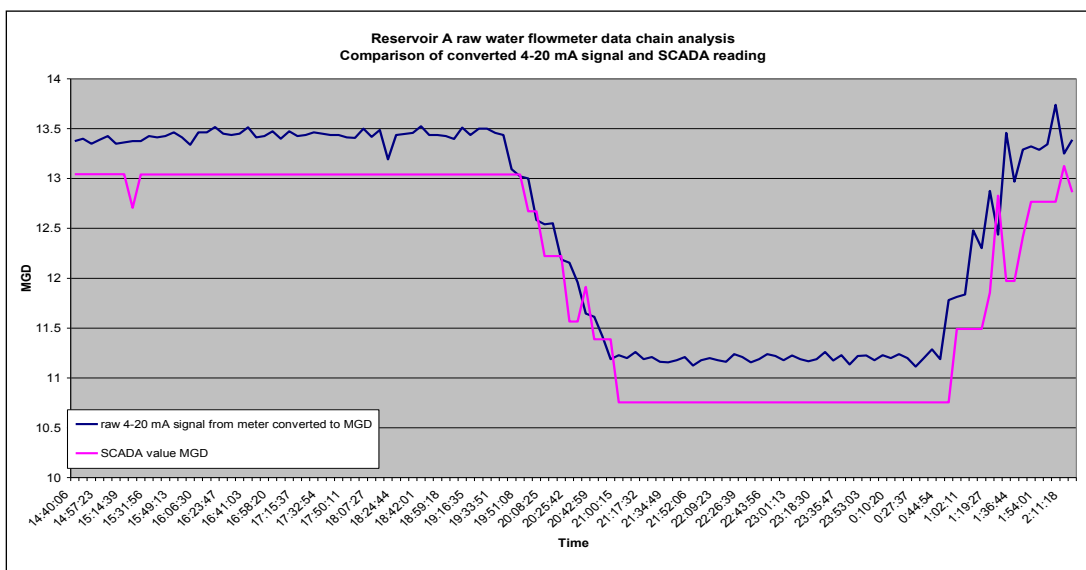


Figure 6: Example of 4-20mA Signal Data Chain Analysis

**Task 1 F: Measuring Water Treatment Plant Use**

WSO together with CCWD will develop procedures to measure water treatment plant use for calculation of total volume used for operational purposes at the water treatment plant.

**Task 2: Validation, Standardization and Confirmation of Consumption Volumes**

WSO, in conjunction with the Project Team, will break out the relevant components of consumption into categories as defined by AWWA standard methodology. The approach will be further explained in the relevant section of the scope.

**Task 2.A Billed metered consumption**

Meter reading data will be taken from the CCWD’s billing system to determine billed metered consumption. Data from meters that are not billed (if any exist) will also be examined. WSO will request the export of the raw billing data for the audit period plus two months on each side of the audit period. This billing data will include, among other things, the meter reads, read dates, and usage for all accounts during the audit period, and all the account details. This “raw” set of data includes bills with errors, duplicate bills, and bills with estimated consumptions, all of which may have been subsequently corrected and/or cancelled. WSO will disaggregate the validated consumption volumes by meter size and type to identify idiosyncrasies in the system. An example of a problem identified for one of our clients is the practice of making changes to the metered volumes in the database in order to process a refund for a customer (see Figure 7), which needs to be corrected in order to calculate the actual annual volume of metered consumption. Therefore, the billing data has to be “cleaned” before calculating the billed metered consumption to obtain a more accurate volume of water consumed.

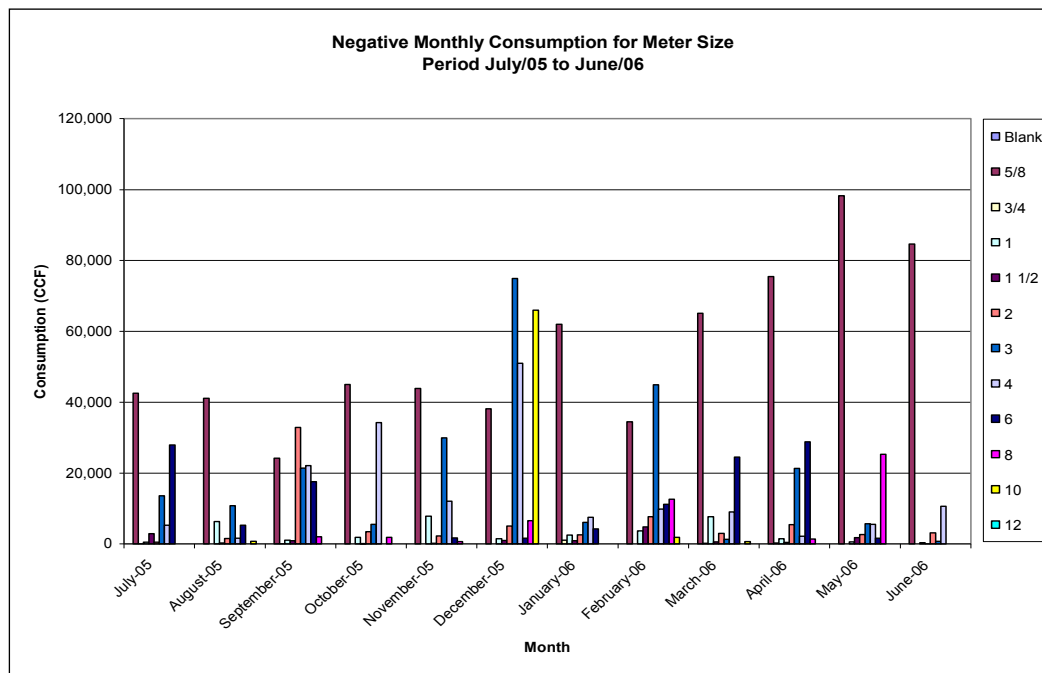


Figure 7: Negative Consumption Recorded in the Billing System for Adjustment Purposes

The validated and, if necessary, corrected billed metered and unbilled metered consumption volumes, as calculated by WSO from the meter read data, will then be compared against the CCWD’s official billed metered and un-billed metered consumption volumes. This intensive data validation process will allow WSO to identify any noteworthy problems related to the CCWD’s billing system that might cause a wrong calculation of metered consumption volume.

**Task 2.B Billed un-metered consumption**

The basis used for determining the volumes of any un-metered components will be critically assessed by WSO. The accuracy criteria established will be based on the quality of data available and recommendations will be provided on how to improve the estimation process.

WSO will utilize the billing data from currently metered customers to disaggregate the consumption volumes by meter size and and service type in order to undertake statistical analysis of the metered consumption volumes. The results of this statistical analysis will provide an average consumption volume by service type and the associated 95% confidence limit. The average consumption volume by service type will then be used to extrapolate the consumption volume for customers that are currently not metered.

**Task 2.C Authorized un-billed metered consumption**

All unbilled metered authorized consumption will be identified and quantified. These categories often include parks and recreational use and municipal buildings.

**Task 2.D Authorized un-billed, un-metered Consumption**

Any Volume of authorized water usage that is not metered and goes unbilled will be identified and critically reviewed and quantified. The two significant components of this type of usage are usually fire fighting and pipeline flushing but can also include items such as water used in cleaning/flushing/filling of new mains or service reservoirs. The accuracy criteria established will be based on the quality of data available and recommendations will be provided on how to improve the estimation process.

### **Task 3: – Identification and Classification of Apparent Losses and Component Analysis of Apparent Losses**

Water losses are derived using the AWWA *top down* water balance methodology. Next, apparent losses are separated out to arrive at the volume of real losses. Apparent losses can result from meter malfunctions, meter reading errors, data transcription errors, customer accountability problems, inaccurate consumption estimates, and theft. In most utilities the majority of the apparent loss volumes are created by meter malfunctions. WSO will identify key categories of meters and will identify and analyze pertinent testing data. In the case that sufficient suitable meter test data is not available WSO will suggest meter testing schedules to ensure sound statistical analysis of the mean accuracy of each meter size and category. The results of this analysis will provide a detailed understanding of how accurate the customer meter population (by size and make) is performing. This detailed analysis of apparent loss volumes will provide the necessary data to insure efficient revenue collection.

WSO will also conduct a detailed review to identify and quantify any obvious errors in data handling and finally, un-authorized water consumption will be identified based on data provided by the CCWD for illegal connections, meter by-passes, fire hydrant misuse, and other un-authorized uses.

The derived volumes of apparent loss will be calculated and subtracted from the water loss volume. The apparent losses will be valued applying the appropriate retail values for water sold to customers to allow the identification of key values of loss as well as key volumes.

### **Task 4: – Preparation of AWWA Water Balance Using 95% Confidence Limits and Calculation of AWWA Performance Indicators**

WSO will establish the AWWA Water Balance for the agreed audit year, using its in house designed water balance software “*AuditSolve*”. This water balance software has many advantages over the free AWWA water audit software, including component analysis of real and apparent losses, 95% confidence limits, ranking of water balance components by level of variance, full set of performance indicators, graphic comparison of performance indicators against a North American and a California data set, etc. A copy of the water balance software will be provided to the CCWD for future internal use and free updates of the software will be provided as they are developed by WSO.



WSO will also provide training on the use of the water balance software. In addition WSO will also fill out the AWWA water audit software spreadsheet for the audit year, so the CCWD can use these results for any official reporting purposes, such as BMP1.2.

#### **Task 4.A: Calculation of 95% Confidence Limits for Each Component of the Water Balance**

Using industry standard methods of statistical evaluation, WSO will calculate the accuracy of each component of the water balance to 95% confidence limits. The result will be weighted-accuracy bands for each component of loss, which will show evaluated mean loss level, lower limit and higher limit. The 95% confidence limit concept is incorporated in the WSO water audit software.

#### **Task 4.B: Calculation of Key AWWA Performance Indicators**

The AWWA recommended best practice has established technical performance indicators for water loss management and control. After a careful evaluation of the operational characteristics of the CCWD’s system, WSO will recommend the best of these indicators (not limited to WR1, OP23, OP24 and OP25) for the CCWD to use, both for describing the current situation (base lining) and for setting targets for reducing water loss.

### Task 5: Component Analysis of Real Losses and System Pressure and Transient Assessment

Only by undertaking a detailed component analysis of real and apparent losses it is possible to calculate the economic optimum volume for real and apparent losses. Task 5 is therefore a crucial component of the water audit. As depicted in Figure 2, the water balance calculates the total volume of real losses for the audit year. However, it does not provide the information on what portion of these real losses is due to hidden leaks (losses from leaks that have not been captured by the utilities current leakage management policy). By assessing the volume of real losses through component-based analysis, it is possible to determine the volume of real losses that have been captured through the current leakage control policy. Therefore, by deducting the real losses based on the component-based analysis from the real losses based on the top-down water balance it is possible to determine the volume of hidden losses. The hidden loss volume is the volume of losses the utility can reduce through proactive leak detection and repair.

$$\text{Hidden Losses} = \text{Real losses from top-down water balance} - \text{Real losses from component analysis}$$

Using an annual “Breaks and Background Estimates” (BABE) model, WSO will separate the leak and break volumes of real loss into the following categories (see Figure 8):

- Reported leaks are those leaks that are called in during the normal course of the day. Reported leaks may be called in by the public, meter readers or by other utility personnel.
- Unreported leaks are those leaks that are not called in and have to be located by proactive leak detection methods. In the case that the water utility does not have a proactive leak detection program the unreported leak volume will be determined as the difference between the top down annual leak volume and the BABE calculated volume for reported leaks and background losses.
- Background Leakage comprises the collective weeps and seeps in pipe joints and connections. They have flow rates that are typically too small (1gpm or less) to be detected by conventional acoustic leak detection equipment. They run continuously until they gradually worsen to the point when they can be detected. The only ways of reducing background leakage is through pressure management or infrastructure replacement.

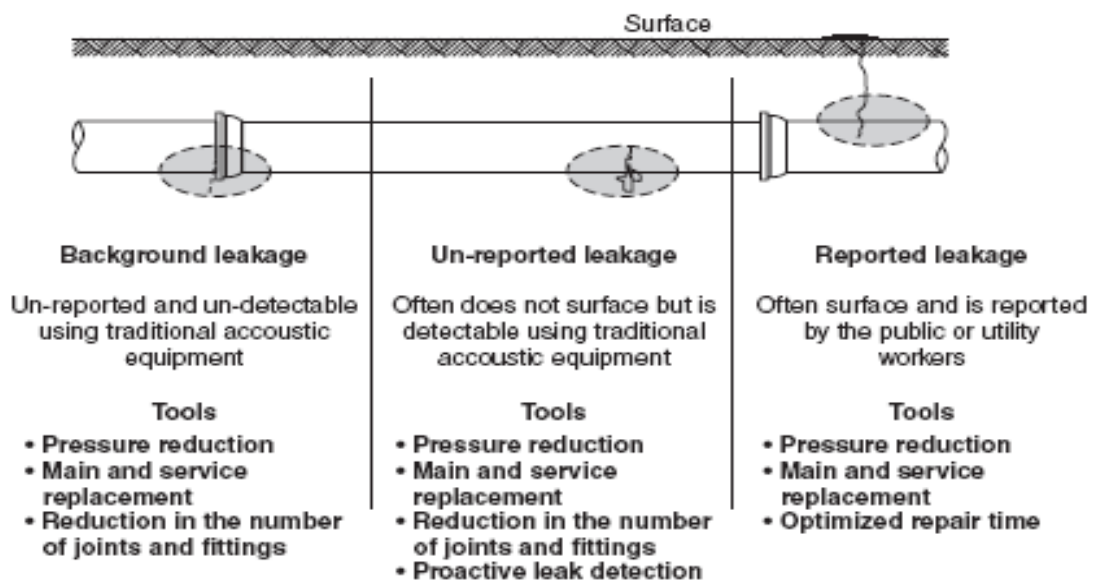


Figure 8 Components of Real Losses and Tools for Intervention

This analysis is also necessary to model the impact of any change in levels of service in location and repair of both reported and un-reported leaks on the annual volume of real losses. It also allows modeling of the effect that a change in system pressure will have on the volume of real losses.

Only after completing a detailed component analysis of real and apparent losses is it possible to conduct accurate and meaningful economic analysis to design sustainable and cost effective water loss intervention strategies.

The project team will implement the following subtasks to properly assess if pressure reduction is suitable for any of CCWDs pressure zones:

1. Desktop study to identify potential zones for improved pressure management
2. High frequency pressure logging
3. Field measurements of flow and pressure (the latter usually at inlet, average zone point and critical node points)
4. Modeling of potential benefits using specialized models
5. Identification of correct control valves and control devices
6. Modeling of correct control regimes to provide desired results
7. Benefit to cost analysis



Based on the results of steps 1 through 7 the project team will design cost effective pressure management programs for CCWD.

### **Task 6: Calculate Economic Optimum Volume of Apparent Losses**

WSO will also evaluate the results of the apparent loss component analysis in order to assess the optimum volume of apparent losses for the CCWD (see Figure 9). The economic level of apparent losses represents the most effective level of apparent losses given current valuation of apparent losses (water rate structure).

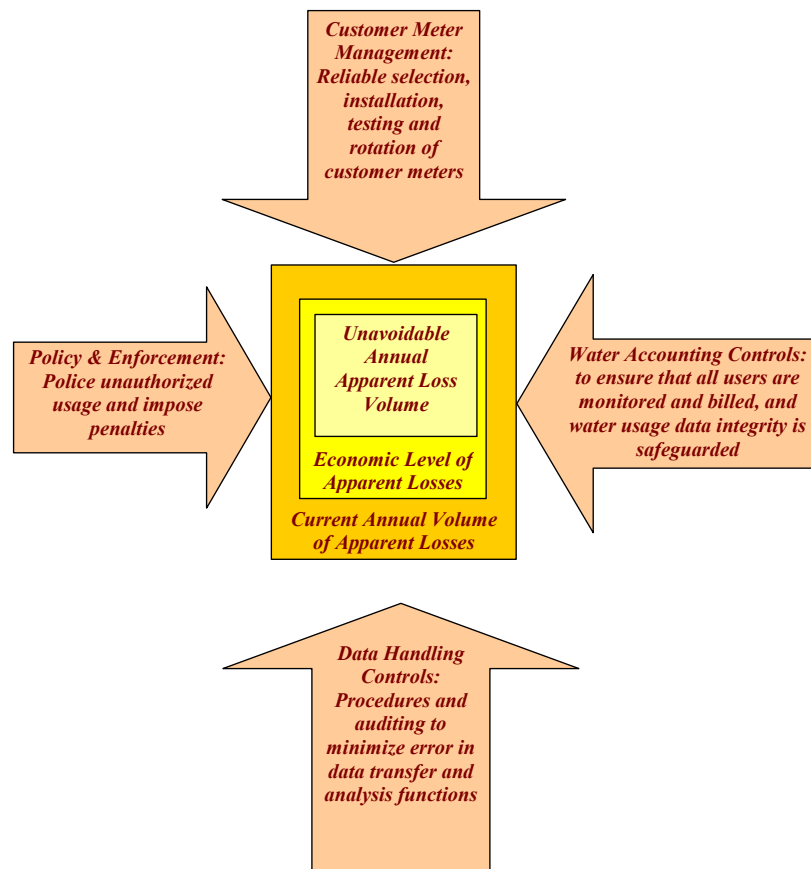


Figure 9 Four Components of Managing Apparent Losses

### Task 7: Calculate Economic Optimum Volume of Real Losses

Leakage (Real Losses) costs money. It has a cost associated with the intrinsic value of the water that is lost and it has a cost associated with locating and repairing the leak and any damage it may have caused to nearby infrastructure. For all utilities there is a balance between the value of the water that is lost through leakage and the cost of finding and fixing leakage. In simple terms, this balance is described as the Economic Level of Leakage.

The economic level of leakage represents the most effective level of leakage given current valuation of resources. WSO will assess the specific valuation of resources and any resource constrains the CCWD faces or might face in the future in order to calculate the most representative economic leakage model for the CCWD. The economic level of leakage will be calculated individually for each of the four main intervention techniques against real losses (speed and quality of leak repair, pressure management, active leakage control, and infrastructure management – see Figure 10). The real loss management model, as shown in Figure 11, forms the current basis of understanding for the economics of real losses.

The circle at the center of the diagram represents the volume of real losses for a distribution network that is currently above the economic level of leakage. The outer black circle represents the current level of real losses while the inner red circle represents the unavoidable real losses based on the UARL values where ILI is equal to 1; this is the minimum level of leakage that is technically achievable. Somewhere between these two circles lies the Economic Level of Leakage. These three circles give rise to three distinct ‘layers’ of real losses.

The first outer layer, shown in the diagram as Economically Recoverable Real Losses, represents the volume of real losses that are both technically and economically recoverable using one or more of the real loss management activities represented by the four arrows.

The middle layer, shown in the diagram as Uneconomically Recoverable Real Losses, represents the volume of real losses that are technically recoverable using one or more of the real loss management activities represented by the four arrows – but it may not be economic to do so.

The inner core represents the volume of real losses that cannot be technically removed due to the inherent limitations of current leakage management technologies. The volume is calculated from the published UARL values that are the technically achievable lowest level of real losses for networks operated with ‘best practice’ leakage management and with infrastructure in good condition. A network with annual volume of real losses equal to the UARL will have an ILI equal to 1.0. The ELL is a function of the total cost of leakage, which includes both the value of the water that is being lost and the cost of all the leakage control activities that take place to maintain the volume of water being lost in a steady state. Increasing the quantity of leakage control activity in any given year will increase the annual cost of leakage control but will lead to a decrease in the annual volume of water lost and hence the annual cost of water lost. Whether the increase in leakage control activity leads to a reduction in total cost (the sum of both the cost of leakage control activity and the cost of water lost) will depend on the cost factors associated with the leakage control activity, the cost of water and the effectiveness of the leakage control activity in reducing real losses.

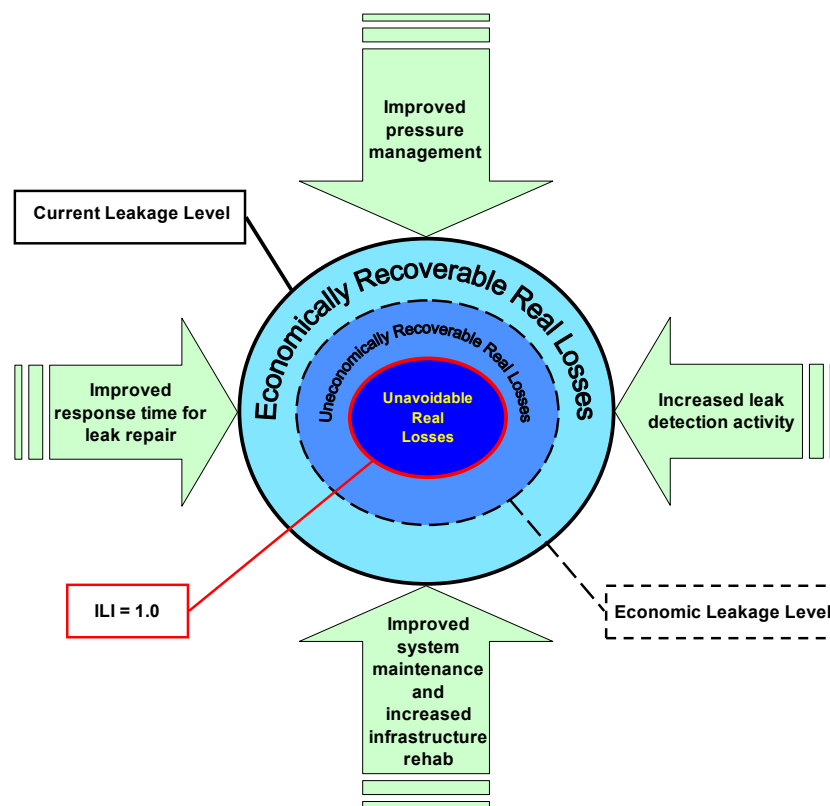


Figure 10: The Real Loss Management Model

The main method used to control real losses is regular leak detection survey of the distribution network and it is relatively easy to understand how an increase in the annual amount of survey carried out will impact on leakage levels in the CCWD’s network. Figure 11 represents the economic model for regular leak detection survey.



The x-axis of the chart represents the volume of real losses and the y-axis represents cost. The red curve represents the cost curve for leak detection survey (cost of labor, materials and equipment for detecting and repairing leaks), the blue curve represents the cost curve for the lost water (typically this will be the marginal cost of water based production and pumping costs for power and chemicals, or the wholesale cost of purchased water) and the green curve represents the total cost curve which is the sum of the red and blue curves.

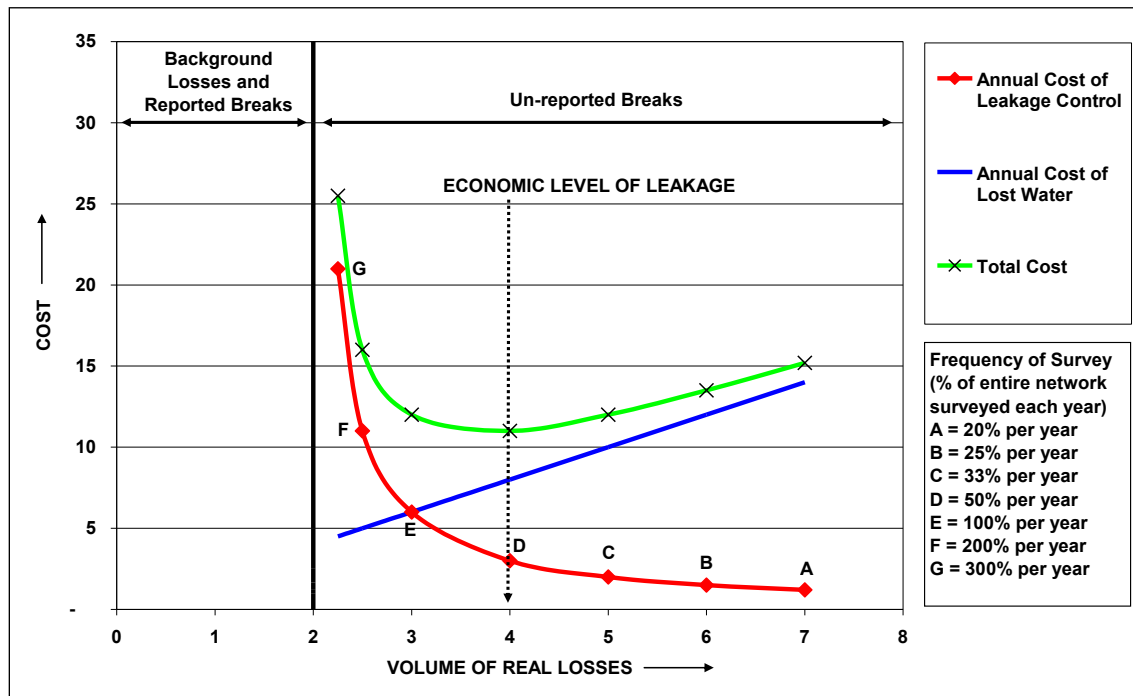


Figure 11: Economic Model for Regular Leak Detection Survey

**Leakage Control Cost Curve:** In the model, it is assumed that increasing leak detection will increase the number of un-reported breaks that are found but will have no impact on the amount of leakage that arises from both background leakage and reported breaks. Point A on the red curve represents a leak survey of the entire network every 5 years, or 20% per year. The volume of losses from reported breaks is 5 units and the volume of losses from background leakage and reported breaks is 2 units, making 7 units of real losses in total. At Point B, the leak detection survey frequency is increased to 25% of the network each year (entire network every 4 years) - this would reduce the annual losses from un-reported breaks to 4 units but leave the 2 units of losses from background leakage and reported breaks untouched, making 6 units of real losses in total. The cost carrying out a survey of 25% of the system each year is exactly 25% higher than carrying out a survey of 20% of the system each year due to the increase in the amount of labor and materials required. The leakage control cost curve is developed for a range of survey frequencies as shown in the model. It can be seen that the leakage control cost curve is exponential in nature with rapidly increasing cost for reducing loss as the survey frequency increases. The curve is also asymptotic to the level of background losses and reported breaks. In developing the leakage control cost curve it is important to identify and exclude any fixed costs that might not change even when increasing the survey frequency.

**Cost of Lost Water Curve:** For the CCWD, the cost of water lost curve will look at two options for valuing a unit of volume lost due to leakage:

- 1) the short-run marginal cost of water, which is defined by the most expensive source of water plus any expenditure associated with pumping water around the distribution network. The costs are purely variable in nature and relate to the costs that would be saved by reducing leakage by one unit volume. The reasoning behind valuing leakage in this way is that the overall demand for water in the system is not increasing, i.e. the water saved cannot be sold to new customers, and no new production capacity is needed to meet the demand over the short-term.
- 2) the average retail cost of water. Since the CCWD will have to reduce total system demand by 20% by the year 2020, any volume of leakage loss saved can be used to offset customer side demand reductions. Demand side conservation results in a loss of revenue, therefore if leakage loss reduction can offset some of the necessary demand side conservation measures those leakage loss reductions represent the value of average retail cost of water.

**Total Cost Curve:** This is simply the sum of the Leakage Control Cost Curve and the Cost of Lost Water Curve. The total cost curve is typically parabolic in nature, as shown in the model in Figure 11.

**Economic Level of Leakage:** The economic level of leakage is defined in this model by the lowest point on the Total Cost Curve. In the model shown in Figure 11, increasing the leak detection survey frequency above 50% per year (survey of the entire network over a two-year period) will increase the total cost, as the reduction in water lost is not sufficient to offset the increased cost of the extra survey activity. Likewise, decreasing the leak detection frequency below 50% per year will also increase the total cost as the reduction in active leakage control cost are far outweighed by the increased cost of water lost.

The model that has been shown provides a detailed explanation of how the economic level of leakage for regular leak detection survey is determined.

Similar models will be developed for the remaining three real loss intervention strategies.

### **Task 8: Design of Economically Optimized Water Loss Control Program**

Based on the results of Task 1 to 7, WSO will develop a two-year water loss control program for the CCWD. The program will be designed to achieve water loss levels that are economically justified. The two-year water loss control program will provide a detailed discussion of the cost/benefit of the plan, the tasks involved, milestones of the plan and overall cost of the water loss control program.

WSO will design this two year water loss control program in a way so that after completion of the two year program the CCWD has the tools and knowledge necessary to sustain the leakage loss savings achieved through the two year water loss control program. WSO has designed and successfully implemented a similar program for the City of Folsom.

### **Project Management and Reporting**

A kick-off meeting will be held to discuss the objectives and components of the project, and to review the project plan submitted within this proposal. Following the kick-off meeting several individual meetings will be held with the Project Team. WSO will develop a list of data necessary for the water balance and identify the key CCWD stakeholders able to provide the requested data. WSO will then generate a tracking sheet to keep track of the data requested and the timetable for data delivery.

In order to ensure that the project meets the expectations and time frames of the CCWD, WSO will schedule appropriate milestone meetings to present and discuss project findings and timescales. In addition to the project milestone meetings, WSO will schedule individual meetings with various departments and stakeholders as necessary. WSO will provide bi-weekly updates on the projects progress and findings and any issues discovered over the last reporting period to the CCWD's project manager. In addition the project schedule as depicted in Figure 12 will be used as project management tool in order to guarantee completion of the project within the agreed timeframe.

WSO will be responsible for arranging general meetings and project coordination meetings, field tests and assessments, and data collection with the CCWD. For each meeting an agenda will be prepared by WSO and after the meeting the minutes will be provided to the project team.

Monthly progress reports to accompany the monthly invoice (conforming to CCWD's requirements) will be prepared by WSO.

### **Final Products/Deliverables**

WSO will produce and provide the following products and deliverables:

- Final report AWWA Water Audit and Component Analysis and ELL Analysis (3 hard copies and electronic version) - discussing in detail the work undertaken and the results, findings and recommendations.
- Final report for water loss control program – discussing in detail the cost/benefit of the plan, the tasks involved, milestones of the plan and cost of the water loss control program.
- WSO's proprietary Water Audit Software (AuditSolve) Training on the use of WSO's Water Audit Software plus training on the use of the free AWWA water audit software.
- WSO will also complete the AWWA software for the audit year provide training to the CCWD on the use of the AWWA software and assist the CCWD with BMP1.2 reporting

### IV WSO’S PROPOSED SCHEDULE OF COMPLETION

WSO is able to commence work on this project within two weeks after the CCWD has issued a purchase order – the estimated start date for the Gantt chart presented below is August 2014. The project will be completed within 18months. For 2014 WSO will focus on initiating the project, generating buy in from all key stakeholders, hold kick-off meetings and identify existing data and reports relevant to the project. WSO will assist CCWD in identifying and organizing information and data needed for the project. In 2015 WSO will focus on field validation of data, data analysis and design of a water loss control program.

WSO’s extensive and unmatched experience in conducting water audits guarantees that the project will be completed in time.

Project Phase	CCWD - AWWA M36 Water Audits and Water Loss Control Program Implementation																				
	Start Date	End Date	2014					2015													
			Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec		
Phase 1	Project Initiation and Data Collection	8/1/14	12/31/14	█	█	█	█	█													
Phase 2	1. Validation of System Input Volumes – Assessment of Installation Conditions, Data Transfer Accuracy, Testing Procedures and Accuracy of System Input Meters	1/1/15	3/30/15						█	█	█										
Phase 2	2. Validation, Standardization and Confirmation of Consumption Volumes – Field Testing and Data Analysis	2/15/15	5/30/15							█	█	█	█								
Phase 2	3. Identification and Classification of Apparent Losses and Component Analysis of Apparent Losses	5/1/15	6/30/15										█	█	█						
Phase 2	4. Preparation of AWWA Water Balance Using 95% Confidence Limits and Calculation of AWWA Performance Indicators	5/1/15	8/30/15										█	█	█	█					
Phase 2	5. Component Analysis of Real Losses and System Pressure and Transient Assessment	3/1/15	6/28/15								█	█	█	█							
Phase 2	6. Economic Optimum Volume of Apparent Losses	8/1/15	9/30/15													█	█				
Phase 2	7. Economic Optimum Volume of Real Losses	9/1/15	10/30/15														█	█			
Phase 2	8. Design of Economically Optimized Water Loss Control Program	10/1/15	11/30/15															█	█		
Phase 2	Complete AWWA Water Audit Software and "AuditSolve" and Provide Formal Water Audit Report	11/15/15	12/30/15																█	█	

Figure 12: Project Implementation Plan

## **IV-1 PROJECT ORGANIZATION**

WSO has assembled a project team of leading water loss management industry experts acknowledged specialist in water loss management, nationally and internationally, through groundbreaking publications, leadership within professional associations, long track record of highly successful water loss reduction projects, development of new software and water loss calculation models. The team members experience in conducting research work, their active involvement in international and national water loss associations and their extensive and renowned expertise will guarantee that the latest technologies and methodologies will be applied and that each task is completed to current national and international best practices.

### ***Reinhard Sturm – Project Director***

In his position he will be responsible to oversee all aspects of the project including, project management, timelines, deliverables and invoicing. Reinhard will be the primary contact for the CCWD project team, attending all project coordination and milestone meetings. Since Reinhard has extensive experience in conducting water audits and water loss control programs in California and has been advising the CUWCC on its water revision of BMP1.2 he is the most appropriate candidate to direct the water loss control program for the CCWD.

### ***Steve Preston – Project Advisor***

Stephen Preston is foreseen for the position of Project Advisor. Stephen will provide technical input on most tasks of the project and will be responsible for QA/QC and technical oversight of the project. Stephen brings considerable experience for Economic Level of Leakage analysis having worked on developing the ELL models and long-term water loss control programs for two UK water companies and lately he has developed several successful performance based water loss control programs in South East Asia.

### ***Katherine Gasner – Project Manager***

Kate will assist Reinhard and will be responsible for the day-to-day management of the project.

### ***Kimberly Kendall – Jr. Project Manager***

In this position she will be assist Reinhard and Kate in collecting data and necessary information, setting up and coordinating meetings and fieldwork, prepare and maintain records of meetings (including outcomes and tracking follow up items).

## V WSO'S ESTIMATE OF REQUIRED ASSISTANCE AND INFORMATION

In order for a successful project to be delivered, it will be necessary for the CCWD to provide some assistance and information. The assistance will typically be in the form of attendance of staff at meetings and involvement on site for items such as meter testing and meter reading audits. Further assistance will also be needed to collect data from the CCWD's information systems such as extracting billing records.

### V-1 KICK-OFF MEETINGS

A kick off meeting will be held with the key stakeholders from the CCWD and the WSO project team. This will allow WSO to present the project approach and goal to the relevant CCWD employees involved in this project. Individual meetings will then be held with the CCWD stakeholders to discuss the current operation and to initiate the first data transfer. In order to be able to produce a meaningful water audit it is necessary for WSO to acquire a detailed understanding of the CCWD's distribution system and its operation, metering and billing practices, meter management initiatives, and reporting functions. Based on the experience from similar projects carried out by WSO it is anticipated that most of the necessary information is readily available. The individual kick-off meetings will help to identify necessary information and procedures for how the information can be provided to WSO.

### V-2 DATA COLLECTION

The CCWD's staff will be required to provide data for use in preparing the water audit. The general data requirements are as follows:

- **System Input Volume** (system input and export data) – provide daily records of the system input and export volumes for a minimum of a 12 month audit period. The audit period can cover either a 12- month financial year or a 12-month calendar year to suit the requirements of the CCWD.
- **Billed Metered Consumption Volume** – provide billing records for all billed metered customers for a 16 month period (audit period plus two months before and two months after). The extended period for the billing records is needed to assess the meter reading lag caused by the individual billing records covering a period that is not necessarily contiguous with the audit period. The billing data will need to include details of the type of account, such as domestic/ commercial/fire service etc., and make/type and size of meter. The data should be provided electronically.
- **Billed Un-metered Consumption Volume** – provide details of the estimation methods used for any customers that are billed on the basis of estimates rather than metering, if any.
- **Un-billed Metered Consumption Volume** – provide details of any consumption that is metered but not billed for. An example of this type of consumption might be a metered blow-off that is being run for water quality purposes.
- **Un-billed Un-metered Consumption Volume** – provide details of any consumption that is allowed and which is not metered or billed for. Examples might include water taken from fire hydrants for fire-fighting or sewer flushing and so on.
- **Leak Repair Records** – provide data on the number and type of leaks that have been repaired during the audit period.

### V-3 SITE SUPPORT

The CCWD staff will be required to provide on-site support for any field work and field testing carried out by WSO.

## VI BUDGET

The total budget for this project including cost for labor and expenses is \$140,000. Invoices will be submitted monthly, based on a “percentage completed” basis. The total project cost of \$140,000 is a not to exceed amount for this project.

Cost Estimate for - CCWD - AWWA M36 Water Audits and Water Loss Control Program Implementation						
	WSO	WSO	WSO	WSO	Value	Total hours
Position	Project Advisor	Project Director	Project Manager	Jr Project Manager	Task	Per Task
Rate/hr	\$220.00	\$230.00	\$140.00	\$110.00		WSO
Employee	Preston	Sturm	Gasner	Kendall		
<b>Project Initiation and Data Collection</b>	0	8	16	40	<b>\$8,480.00</b>	64
<b>Task 1 Validation of System Input Volumes</b>	0	16	20	80	<b>\$15,280.00</b>	116
<b>Task 2 Validation, Standardization and Confirmation of Consumption Volumes</b>	16	8	40	80	<b>\$19,760.00</b>	144
<b>Task 3 Identification and Classification of Apparent Losses and Component An</b>	0	16	40	60	<b>\$15,880.00</b>	116
<b>Task 4 Preparation of AWWA Water Balance Using 95% Confidence Limits and</b>	0	8	8	24	<b>\$5,600.00</b>	40
<b>Task 5 Component Analysis of Real Losses and System Pressure and Transien</b>	0	16	0	60	<b>\$10,280.00</b>	76
<b>Task 6 Economic Optimum Volume of Apparent Losses</b>	4	20	40	24	<b>\$13,720.00</b>	88
<b>Task 7 Economic Optimum Volume of Real Losses</b>	4	40	60	4	<b>\$18,920.00</b>	108
<b>Task 8 Design of Economically Optimized Water Loss Control Program</b>	6	40	18	4	<b>\$13,480.00</b>	68
<b>Provide Formal Water Audit Report and Water Loss Control Porgam</b>	4	24	40	60	<b>\$18,600.00</b>	128
<b>Grand Total Hours</b>	<b>34</b>	<b>196</b>	<b>282</b>	<b>436</b>		<b>948</b>
<b>Grand Total Cost for Direct Labor</b>	<b>\$7,480.00</b>	<b>\$45,080.00</b>	<b>\$39,480.00</b>	<b>\$47,960.00</b>	<b>\$140,000</b>	

**STAFF REPORT**

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

**From: Patrick Miyaki, Legal Counsel**

**Agenda: July 8, 2014**

**Report**

**Date: July 1, 2014**

**Subject: Consider approval of Resolution 2014 -04 Establishing Appropriations  
Limit Applicable to District during Fiscal Year 2014-2015**

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**Recommendation**

Adopt Resolution establishing appropriations limit applicable to District during Fiscal Year 2014-2015.

**Background**

Article XIII B of the California Constitution, and its implementing legislation, requires each local agency to review the “appropriations limit” applicable to it annually. The “appropriations limit” is the maximum amount of “proceeds of taxes” which the District can appropriate during the fiscal year. Last year, the Board of Directors adopted the appropriations limit applicable during FY 2013-2014. The District has obtained data from the State Department of Finance concerning inflation and population changes from which the limit for the upcoming fiscal year has been calculated. The calculations are shown on the following page.

**Fiscal Impact:**

Because the appropriations limit is far in excess of the amount of “proceeds of taxes” available to the District, the increase will not have any effect upon the District’s budget this year or in the foreseeable future.



# **COASTSIDE COUNTY WATER DISTRICT**

## **NOTICE OF DETERMINATION OF APPROPRIATIONS LIMIT FOR FISCAL YEAR 2014 - 2015**

State law (Section 7910 of the Government Code) requires each local government agency to determine during each fiscal year the appropriations limit pursuant to Article XIII B of the California Constitution applicable during the following fiscal year. The limit must be adopted at a regularly scheduled meeting or a noticed special meeting and the documentation used in determining the limit must be made available for public review fifteen days prior to such meeting.

Set out below is the methodology proposed to be used to calculate the fiscal year 2014-2015 appropriations limit for the District. The limit as set forth below will be considered and adopted at the meeting of the Board of Directors on July 8, 2014.

1. Appropriations limit for fiscal year 2013 - 2014	\$5,065,815
2. Population change (January 1, 2013 - January 1, 2014)	1.17%
3. Change in California per Capita Personal Income Fiscal Year 2013 - 2014	-0.23%
4. Fiscal year 2014 - 2015 adjustment factor (1.0117 x 0.9977)	1.0094
5. Fiscal year 2014 - 2015 appropriations limit (\$5,065,815 x 1.0094)	\$5,113,434

Dated: June 23, 2014

**RESOLUTION NO. 2014-04**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE COASTSIDE COUNTY WATER DISTRICT  
ESTABLISHING THE APPROPRIATIONS LIMIT  
APPLICABLE TO THE DISTRICT DURING FISCAL YEAR 2014-2015**

**WHEREAS**, by Resolution No. 2013-06, the Board of Directors established the appropriations limit applicable to the District during Fiscal Year 2013-2014 as \$5,065,815.

**WHEREAS**, Article XIII B of the California Constitution and Sections 7902(b) and 7910 of the Government Code require that each local agency subject thereto establish by resolution the appropriations limit applicable during Fiscal Year 2014-2015 by applying to the limit for Fiscal Year 2013-2014 the factors, as issued by the California Department of Finance, reflecting changes in population and per capita income; and

**WHEREAS**, the calculations showing the application of those factors were made available for public review at least fifteen days prior to the date hereof; and

**WHEREAS**, the applicable factors are as follows: (1) the change in the California Per Capita Personal Income was -0.23%, and (2) the applicable change in population from January 1, 2013 to January 1, 2014 was 1.17%.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Coastside County Water District that the appropriations limit for Fiscal Year 2014-2015 is hereby established as \$5,113,434.

**PASSED AND ADOPTED** this 8th day of July 2014, by the following vote of the Board:

AYES:

NOES:

ABSENT:

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Glenn Reynolds, President  
Board of Directors

ATTEST:

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David R. Dickson  
Secretary of the District

## **STAFF REPORT**

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

**From:** David Dickson, General Manager

**Agenda:** July 8, 2014

**Report Date:** June 24, 2014

**Subject:** Resolution Authorizing the Bay Area Water Supply and Conservation Agency to Initiate, Defend and Settle Arbitration Related to the Water Supply Agreement with the City and County of San Francisco

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### **Recommendation:**

Staff recommends the Board adopt Resolution 2014-05 delegating authority to the Bay Area Water Supply & Conservation Agency Board of Directors to initiate, defend, and settle arbitration related to the Water Supply Agreement between San Francisco and the Wholesale Customers.

### **Background:**

Coastside County Water District is one of the twenty six members of the Bay Area Water Supply and Conservation Agency (BAWSCA). The District purchases water from the San Francisco Regional Water System (RWS) under the terms of the 2009 Water Supply Agreement between San Francisco and the Wholesale Customers (WSA).

President Reynolds received a letter dated June 16, 2014 from Irene O'Connell, Chair of the BAWSCA Board of Directors (Attachment A) requesting that the District consider delegating to the BAWSCA Board limited authority to initiate, defend and settle arbitration related to the WSA. The adoption of Resolution 2014-05 (Attachment B) will allow BAWSCA to protect the financial interests of the Wholesale Customers by ensuring they pay no more than their fair share of the San Francisco Regional Water System (RWS) costs.

The WSA requires that disputes related to the calculation of the capital and operating costs owed by the Wholesale Customers to San Francisco be resolved through mandatory binding arbitration. This requirement includes disputes related to San Francisco's adherence to accounting and auditing practices, as well as the classification of new assets for cost allocation. All other questions or disputes related to the WSA, such as water supply, may be presented to a court and are excluded from this request for delegated authority. Since 1984, BAWSCA staff and consultants have reported success in contract administration, uncovering more than \$27 million in credits owed to the Wholesale Customers.

Staff agrees with the BAWSCA Board that it is timely and appropriate to implement the delegation of arbitration authority that was provided for in the Water Supply Agreement and recommends approval of the resolution

In an action related to the delegation of arbitration authority, BAWSCA will form a Wholesale Customer Settlement Committee to advise BAWSCA as it works to resolve disputes related to RWS costs. BAWSCA CEO Nicole Sandkulla requested in a letter dated June 24, 2014 (Attachment C) that the District appoint a representative to this Committee. Staff recommends that the Board President designate General Manager David Dickson to fill this role.



June 16, 2014

**By Electronic and Regular Mail**

Mr. Glen Reynolds, President  
Coastside County Water District  
766 Main Street  
Half Moon Bay, CA 94019

**Re: Request to Authorize BAWSCA to Initiate, Defend and Settle Arbitration Related to the Water Supply Agreement to Protect Your Agency's Financial Interests**

Dear President Reynolds:

Coastside County Water District purchases water from the San Francisco Regional Water System (RWS) and is one of the 26 members of the Bay Area Water Supply and Conservation Agency (BAWSCA). In 2009, the District approved the Water Supply Agreement between San Francisco and the Wholesale Customers (WSA) as well as Amendment No. 1 to the WSA, in Spring of 2013, which prohibited changes to Hetch Hetchy Reservoir unless there is an amendment to the WSA.

As Chair of the BAWSCA Board, the agency that represents your interests and administers the WSA, **I am writing you today to request that your agency now consider delegating to the BAWSCA Board the authority to initiate, defend and settle arbitration related to the WSA.**

The BAWSCA Board of Directors directed me to request this delegation of authority at its May 15, 2014 meeting. This action will allow BAWSCA to protect the financial interests of the Wholesale Customers by ensuring they pay no more than their fair share of RWS costs. Delegation of this authority was specifically anticipated in the WSA (WSA Section 8.04(c)). To facilitate this action, enclosed is a sample resolution prepared by BAWSCA's Legal Counsel.

**Scope of Arbitration Limited to Cost Allocation Issues.**

The WSA requires that disputes related to the calculation of the capital and operating costs owed by the Wholesale Customers to San Francisco (the Wholesale Revenue Requirement) be resolved through mandatory binding arbitration. This requirement includes disputes related to San Francisco's adherence to accounting and auditing practices, as well as the classification of new assets for cost allocation. (WSA Section 8.01(A)) All other questions or disputes related to the WSA, such as water supply, may be presented to a court and are excluded from this request for delegated authority.

Since 1984, almost every financial dispute with San Francisco has been settled before resorting to arbitration. The Wholesale Customers have only filed a demand for arbitration in the early 1990s, on two related matters. The parties ultimately settled all issues, save one technical accounting issue, prior the arbitrator imposing a final determination.

**Contract Administration Already Delegated to BAWSCA.**

When the prior agreement, the 1984 Master Contract and Settlement Agreement (1984 Agreement) was negotiated, there was no durable, representative organization that could be delegated responsibility to act as agent for contract administration on behalf of the Wholesale Customers. BAWSCA's predecessor, the Bay Area Water Users Association (BAWUA), was at that point simply an unincorporated association, governed entirely by city and water agency staff. For that reason, the 1984 Agreement provided for initiation of arbitration as well as a variety of administrative decisions to be made by five "Suburban Representatives" -- agencies to be chosen by all BAWUA members or, absent a selection, the five largest agencies.

With BAWSCA's formation in 2002 and the adoption of the new WSA in 2009, the Wholesale Customers have had a superior alternative to attend to the many technical but important matters related to the contract administration which continue to require oversight and decisions each year. The WSA specifically assigned a number of administrative tasks to BAWSCA, most of which were previously handled by the Suburban Representatives. However, at the time the WSA was adopted, it did not specifically delegate arbitration authority to BAWSCA, although it recognized that the Wholesale Customers may choose to do so.

**BAWSCA is Prepared to Assume Responsibility for Arbitration.**

The BAWSCA Board believes that it is timely and appropriate to implement the delegation of arbitration authority that was provided for in the WSA. As a regional government agency, in existence for more than a decade, whose Board of Directors is comprised largely of elected officials, and with a capable professional staff, BAWSCA is both durable and well prepared to assume the increased responsibility required to determine whether to initiate or settle arbitration required under the WSA.

Since 1984, BAWSCA staff and consultants have demonstrated success in contract administration, uncovering more than \$27 million in credits owed to the Wholesale Customers. This delegated arbitration authority will not be exercised by BAWSCA in a vacuum. The Wholesale Customers each have representation on the BAWSCA Board of Directors through their individual representatives. In addition, the BAWSCA Chief Executive Officer (CEO) plans to create an advisory Wholesale Customer Committee, composed of senior staff of each agency, to advise the agency on these matters.

**New Wholesale Customer Committee will be Created.**

In a few days, the BAWSCA CEO, Nicole Sandkulla, will be sending a separate letter to your General Manager, to request appointment of an agency representative to a committee of Wholesale Customer representatives. A similar structure used during the negotiation of the WSA from 2006 to 2009 was very successful. Such a committee could also serve a useful purpose in resolving cost allocation issues that might require arbitration. For example, presently, BAWSCA is disputing how San Francisco is allocating costs related to certain power assets of the RWS.

The CEO's letter will identify who was appointed to the previous committee formed for contract negotiations. These persons, primarily City Managers, Finance Directors and water district General Managers, were kept informed of developments and provided input on agreement provisions. If an agency wishes to appoint a BAWSCA Board member, they can do so, but the

Mr. Glen Reynolds, President  
June 16, 2014  
Page 3

committee must include less than a quorum of Board members to ensure it does not constitute a legislative body subject to the Brown Act.

**Request to Adopt Attached Resolution.**

I respectfully ask that your agency adopt a resolution delegating authority to the BAWSCA Board of Directors to initiate, defend, and settle arbitration related to the WSA. The accompanying resolution has been drafted to minimize the amount of editing needed to be suitable for your agency. However, your agency is free to modify it so that it is consistent with your agency's preferred format. In particular, the heading at the top of the first page and the layout of the material following the last "Resolved" clause may need to be tailored to match your traditional practice.

Please submit this resolution to your agency's governing body as soon as possible. It would be most helpful to have these resolutions adopted by **September 1, 2014**. The next possible date to determine whether or not to initiate arbitration on the disputed costs set forth above is September 30, 2014. Once adopted, please forward the resolution to Ms. Allison Schutte, BAWSCA's Legal Counsel.

If your legal counsel has any questions about the attached resolution, they are welcome to contact BAWSCA Legal Counsel at the address listed below:

Allison Schutte, Esq.  
Hanson Bridgett, LLP  
425 Market Street, 26th Floor  
San Francisco, CA 94105

Email: [aschutte@hansonbridgett.com](mailto:aschutte@hansonbridgett.com)  
Tel: 415-995-5823

If you have any non-legal questions related to this issue, please contact Nicole Sandkulla, BAWSCA CEO, at [nsandkulla@bawasca.org](mailto:nsandkulla@bawasca.org) or at 650-349-3000.

Sincerely,



Irene O'Connell  
Chair, BAWSCA Board of Directors

Enclosure: Sample Agency resolution

CC: *(Via Electronic Mail Only)*  
David Dickson, General Manager and Water Management Representative  
Chris Mickelsen, BAWSCA Board Member  
Nicole Sandkulla, CEO  
Allison Schutte, Legal Counsel

**RESOLUTION NO. 2004-05**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE COASTSIDE COUNTY WATER DISTRICT  
AUTHORIZING THE BAY AREA WATER SUPPLY AND  
CONSERVATION AGENCY TO INITIATE, DEFEND AND SETTLE  
ARBITRATION RELATED TO THE WATER SUPPLY AGREEMENT  
WITH THE CITY AND COUNTY OF SAN FRANCISCO**

**WHEREAS**, in April 2003, the Coastside County Water District (District) and other water suppliers in Alameda, San Mateo and Santa Clara counties established the Bay Area Water Supply and Conservation Agency (BAWSCA) as authorized by Water Code Section 81300 *et seq.* pursuant to State legislation enacted in 2002 (AB 2058); and

**WHEREAS**, the District is represented on the BAWSCA Board of Directors; and

**WHEREAS**, the District's Board of Directors has previously approved the Water Supply Agreement between the City and County of San Francisco and Wholesale Customers in Alameda County, San Mateo County and Santa Clara County (Agreement); and

**WHEREAS**, the Agreement specifically delegates, pursuant to Section 8.04.A., Wholesale Revenue Requirement review to BAWSCA; and

**WHEREAS**, all questions and disputes related to the Agreement are subject to judicial determination, except for the following matters, specified in Section 8.01.A., which are subject to mandatory, binding arbitration: (1) the determination of the Wholesale Revenue Requirement, (2) San Francisco Public Utilities Commission's (SFPUC's) adherence to accounting practices and conduct of the Compliance Audit, and (3) the SFPUC's classification of new assets for the purposes of determining the Wholesale Revenue Requirement and

**WHEREAS**, the Agreement, pursuant to Section 8.04.C., provides that the Wholesale Customers may, with the consent of BAWSCA, delegate the authority to initiate, defend and settle arbitration of the matters provided for in Section 8.01.A. set forth above; and

**WHEREAS**, the BAWSCA Board of Directors has requested that the District delegate this authority to initiate, defend and settle arbitration solely for those limited matters in the Agreement that must be resolved through binding arbitration in order to protect the financial interests of the Wholesale Customers by ensuring they pay no more than their fair share of regional water system costs; and



**WHEREAS**, BAWSCA has the capabilities required to serve in this capacity by virtue of the expertise and qualifications of BAWSCA staff and consultants in relevant disciplines including civil engineering, water supply planning, finance, economics, accounting, and law; and

**WHEREAS**, BAWSCA will also finance the costs associated with such binding arbitration.

**NOW THEREFORE BE IT RESOLVED:**

1. District appoints BAWSCA, acting through its Board of Directors, or its authorized designee, as its authorized representative to initiate, defend and settle arbitration for the matters that are subject to mandatory, binding arbitration in the Water Supply Agreement between the City and County of San Francisco and Wholesale Customers in Alameda County, San Mateo County and Santa Clara County.

2. This appointment shall continue through the term of the Agreement, as extended or renewed, or until revoked by the District Board of Directors.

**PASSED AND ADOPTED** this 8th day of July, 2014, by the following votes.

**AYES:**

**NOES:**

**ABSENT:**

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Glenn Reynolds, President  
Board of Directors

**ATTEST:**

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David R. Dickson, General Manager  
Secretary of the District



June 24, 2014

**By Electronic and Regular Mail**

Mr. David Dickson, General Manager  
Coastside County Water District  
766 Main Street,  
Half Moon Bay, CA 94019

**Re: Request Appointment of Representative to a Wholesale Customer  
Settlement Committee by July 15, 2014**

Dear Mr. Dickson,

Coastside County Water District is one of the 26 members of the Bay Area Water Supply and Conservation Agency (BAWSCA), the agency that represents your interests and administers the Water Supply Agreement between San Francisco and the Wholesale Customers (WSA). Recently, Irene O'Connell, Chair of the BAWSCA Board of Directors, sent a request that your agency consider delegating to the BAWSCA Board the authority to initiate, defend and settle arbitration related to the WSA.

As Chief Executive Officer of BAWSCA, **I am writing you today to request that your agency appoint a representative to the Wholesale Customer Settlement Committee (Committee) by July 15, 2014 to help advise BAWSCA as it works to resolve disputes related to the calculation of the Wholesale Revenue Requirement.**

This action will allow BAWSCA to protect the financial interests of the Wholesale Customers by ensuring they pay no more than their fair share of San Francisco Regional Water System (RWS) costs. A similar structure of Wholesale Customer representatives was used during the negotiation of the WSA from 2006 to 2009 and was very successful. These persons, primarily City Managers, Finance Directors and water district General Managers, were kept informed of developments and provided input on agreement provisions.

**Cost Allocation Issue**

Over the past several months, BAWSCA has been in discussions with San Francisco concerning disputed allocation of costs that could affect wholesale water rates now and in the future. BAWSCA is disputing how San Francisco is allocating costs related to certain power assets of the RWS. We are optimistic that this matter will be resolved in a manner that is in the best interests of the Wholesale Customers. However, if BAWSCA is unable to resolve this matter with San Francisco through negotiation, the Wholesale Customers may need to resort to formal arbitration, as the WSA requires for cost allocation matters.

Although it has been many years since the Wholesale Customers entered into arbitration with San Francisco, in the 1980s and 1990s, BAWSCA's predecessor, BAWUA, and Hanson Bridgett successfully arbitrated and negotiated a number of financial disputes related to the then Master Contract and Settlement Agreement.

Mr. Dickson  
June 24, 2014  
Page 2 of 2

### **Purpose of Wholesale Customer Settlement Committee**

As discussions and negotiations with San Francisco develop, this Committee will provide valuable direct Wholesale Customer input on the negotiations and provide information to share with the BAWSCA Board of Directors when deciding whether to initiate arbitration. Having a representative from Coastside County Water District is essential to ongoing input regarding decisions that may need to be made and ensures that your organization will have an effective line of communication with BAWSCA.

### **Formation of Wholesale Customer Settlement Committee**

Please be aware that the Committee is being formed by the BAWSCA CEO, rather than by the BAWSCA Board of Directors, which means the meetings of the Committee will not be subject to Brown Act requirements. This is important because the Committee will be able to discuss sensitive, confidential information and strategies important for protecting the financial interests of your water customers.

Your appointee should have some familiarity with the WSA and with how your water rates are affected by San Francisco's wholesale water rates. Some Wholesale Customers may choose to appoint their BAWSCA Board member to the Committee. The last time BAWSCA formed a similar committee, your agency named its General Manager to the committee. That was in 2005, for the purposes of authorizing BAWSCA to negotiate the new WSA which was finalized in 2009.

### **Action Requested**

Please provide the name, mailing address, phone number, and email address of the person appointed as representative to BAWSCA by July 15, 2014. It is important to document each agency's selected representative. You may send the information to my attention at [nsandkulla@bawasca.org](mailto:nsandkulla@bawasca.org) or by mail to:

Nicole Sandkulla, CEO  
Bay Area Water Supply and Conservation Agency  
155 Bovet Road, Suite 650  
San Mateo, CA 94402

Please call my office at (650) 349-3000 if you have any questions. I look forward to working with you and your organization while we negotiate this important matter.

Cordially,



Nicole Sandkulla  
Chief Executive Officer/General Manager

cc: (Via Electronic Mail Only)  
Glen Reynolds, Board President, Coastside County Water District  
Chris Mickelsen, BAWSCA Board Member

## **STAFF REPORT**

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

**From:** David Dickson, General Manager

**Agenda:** July 8, 2014

Report

Date: July 1, 2014

**Subject:** Proposed Response to the 2013-2014 San Mateo County Grand Jury Report

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### **Recommendation:**

Approve the attached response to findings and recommendations of the 2013-2014 San Mateo County Grand Jury Report.

### **Background:**

The 2013-2014 San Mateo County Grand Jury Report (Attachment A) issued May 19, 2014, presents results of the Grand Jury's investigation of the transparency of the websites of all 23 independent special districts in San Mateo County. The report presents a number of findings, along with recommendations for actions to be taken by all of the districts. The District must respond to the report no later than August 18, 2014, indicating whether we agree or disagree with each finding and whether we have implemented, will implement, will study further, or will not implement each recommendation. The Board must approve the response at a public meeting. Attachment B presents District staff's proposed response, which the Board may approve, approve with changes, or send back for further revision and subsequent presentation at the August 12 Board meeting.

Although the ostensible focus of the Grand Jury's investigation was website transparency, their findings F5 through F8 go beyond transparency into special district participation in voluntary recognition programs offered by the California Special District Leadership Foundation (SDLF). The Grand Jury found that San Mateo County special districts generally have not opted to participate in the SDLF programs, but there are no findings suggesting in general or in specific cases that special district governance needs to be improved through participation in SDLF programs. Nonetheless, the Grand Jury recommends (Recommendations R4 through R8) that every district participate in specific SDLF programs. Implementing these recommendations would impose an expectation, if not an obligation, of continuing participation in these voluntary programs.

Staff believes that the District's commitment to transparency allows us to readily implement transparency-related recommendations R1, R3, and R5, as we already meet most of the SDLF criteria. Participation in the SDLF programs specified in

**STAFF REPORT**

**Agenda:** July 8, 2014

**Subject:** Response to San Mateo County 2013-2014 Grand Jury Report

**Page Two**

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recommendations R4, R6, and R7, however, involves significant commitments of staff and Board member time, as well as program-related expenses. While the District may choose at any time to participate in these voluntary programs, the proposed responses to the Grand Jury's recommendations are based on the premise that the District is well managed and is under no obligation to do so.

**Fiscal Impact:**

None.

Superior Court of California, County of San Mateo  
Hall of Justice and Records  
400 County Center  
Redwood City, CA 94063-1655

JOHN C. FITTON  
COURT EXECUTIVE OFFICER  
CLERK & JURY COMMISSIONER

(650) 261-5066  
FAX (650) 261-5147  
www.sanmateocourt.org

May 19, 2014

RECEIVED  
MAY 20 2014  
COASTSIDE COUNTY  
WATER DISTRICT

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

Re: Grand Jury Report: "Partly Cloudy with a Chance of Information: Investigating the Transparency of Independent Special Districts' Websites"

Dear Governing Board:

The 2013-2014 Grand Jury filed a report on May 19, 2014 which contains findings and recommendations pertaining to your agency. Your agency must submit comments, within 90 days, to the Hon. Lisa A. Novak. Your agency's response is due no later than August 18, 2014. **Please note that the response should indicate that it was approved by your governing body at a public meeting.**

For all findings, your responding agency shall indicate one of the following:

1. The respondent agrees with the finding.
2. The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore.

Additionally, as to each Grand Jury recommendation, your responding agency shall report one of the following actions:

1. The recommendation has been implemented, with a summary regarding the implemented action.
2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
3. The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a time frame for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This time frame shall not exceed six months from the date of publication of the Grand Jury report.
4. The recommendation will not be implemented because it is not warranted or reasonable, with an explanation therefore.

Please submit your responses in all of the following ways:

1. Responses to be placed on file with the Clerk of the Court by the Court Executive Office.
    - Prepare original on your agency's letterhead, indicate the date of the public meeting that your governing body approved the response address and mail to Judge Novak.
- Hon. Lisa A. Novak  
Judge of the Superior Court  
c/o Charlene Kresevich  
Hall of Justice  
400 County Center; 2<sup>nd</sup> Floor  
Redwood City, CA 94063-1655.**
2. Responses to be placed at the Grand Jury website.
    - Copy response and send by e-mail to: [grandjury@sanmateocourt.org](mailto:grandjury@sanmateocourt.org). (Insert agency name if it is not indicated at the top of your response.)
  3. Responses to be placed with the clerk of your agency.
    - File a copy of the response directly with the clerk of your agency. Do not send this copy to the Court.

For up to 45 days after the end of the term, the foreperson and the foreperson's designees are available to clarify the recommendations of the report. To reach the foreperson, please call the Grand Jury Clerk at (650) 261-5066.

If you have any questions regarding these procedures, please do not hesitate to contact Paul Okada, Chief Deputy County Counsel, at (650) 363-4761.

Very truly yours,



John C. Fitton  
Court Executive Officer

JCF:ck  
Enclosure

cc: Hon. Lisa A. Novak  
Paul Okada



## Partly Cloudy with a Chance of Information: Investigating the Transparency of Independent Special Districts' Websites

[Summary](#) | [Background](#) | [Methodology](#) | [Discussion](#) | [Findings](#) | [Recommendations](#) | [Request for Responses](#) | [Bibliography](#) | [Attachments](#) | [Responses](#)

### SUMMARY

The 23 independent special districts within the boundaries of San Mateo County (County) served approximately 739,000 residents and received nearly \$100,000,000<sup>1</sup> in property tax revenue last fiscal year. Each special district provides a specific set of services, such as police and fire protection, harbor management, mosquito abatement, sewer services and garbage collection, water services, recreation services, and open space preservation. A statewide poll<sup>2</sup> has shown that Californians value local control and local management of these services. That same poll, however, indicates that only a quarter of California's residents are familiar with the work of special districts. Do County residents know who manages these districts, how wisely their money is being spent, and with what efficiency the services are being provided? Each district operates a website, purportedly for the purpose of informing its constituents about the district's business. The 2013-2014 San Mateo County Civil Grand Jury (Grand Jury) investigated the utility and transparency of the County's 23 independent special districts' websites. The Grand Jury found that 15 districts had substantial inadequacies in revealing information regarding finances, staff and Board of Directors' or Commissioners' contacts, and Board or Commission minutes. All 23 districts omitted some transparency regarding financial data, meeting agendas and minutes, election procedures and terms of office, or lists of the compensation of Board or Commission members. For the benefit of their districts' constituents, the Grand Jury believes this information should be easily accessible on all special districts' websites.

### BACKGROUND

Special districts are defined as "any agency of the state for the local performance of governmental or proprietary functions within limited boundaries."<sup>3</sup> This means that a special district is a form of local government that provides a specific set of services to the public within a geographically limited area. California's first special district was formed in 1887. The Turlock Irrigation District was created to meet the water needs of San Joaquin Valley farmers. Since that time thousands of special districts have been formed and dissolved statewide.

Special districts are formed because counties and cities often cannot provide all of the services

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<sup>1</sup> Property tax information provided by the County of San Mateo Controller's Office, March 2014. See Appendix G.

<sup>2</sup> The Association of California Water Agencies and the California Special Districts Association Poll commissioned the poll in 2004.

<sup>3</sup> California Government Code §16271(d)



their constituents demand. They have most of the same basic powers as counties and cities. They can issue bonds, impose special taxes, levy benefit assessments and charge service fees.<sup>4</sup>

With over 2,000 special districts located in California, it is important to recognize the different types of special districts. Approximately two-thirds of the state's special districts are independent districts. They have their own separate governing boards elected by the districts' own voters. The San Mateo County Harbor District is an example of an independent special district. The County's voters elect the five Commissioners who oversee the District. Conversely, city councils or county boards of supervisors govern dependent districts. The Crystal Springs County Sanitation District is a dependent district, governed by the County Board of Supervisors. For the purposes of this report, the Grand Jury investigated only independent special districts.

## METHODOLOGY

The Grand Jury adopted a website transparency checklist, created by the Special District Leadership Foundation (SDLF)<sup>5</sup>. The sister organization of the SDLF is the California Special Districts Association (CSDA). The CSDA has been in existence since 1969 to "promote good governance and improve core local services through professional development, advocacy, and other services for all types of independent special districts."<sup>6</sup> The SDLF was created in 1999 and defines itself as "a 501(c)(3) organization formed to provide educational opportunities to special district officials and employees to enhance service to the public provided by special districts in California."<sup>7</sup> The Grand Jury reviewed the website of each of the County's independent special districts and evaluated the information provided based on the criteria in the checklist. In addition to simply searching for the requested items in the list, the Grand Jury also evaluated the ease with which a user might find those items.

For true transparency all of the following items should be readily apparent:

- Names of Board or Commission members and their terms of office
- Names of general manager, fire or police chief, and key staff along with contact information for each
- Election procedure and deadlines
- Board meeting schedule (regular meeting agendas must be posted 72 hours in advance)
- District's mission statement
- Description of district's services/functions and service area
- Authorizing statute/enabling act
- Current district budget
- Most recent financial audit
- Archive of Board meeting minutes for at least the last 6 months

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<sup>4</sup> "What's So Special About Special Districts? A Citizen's Guide to Special Districts in California" is an informational paper prepared by the Senate Local Government Committee. It can be found at: [www.clerk.calaverasgov.us](http://www.clerk.calaverasgov.us)

<sup>5</sup> See appendix B for the checklist

<sup>6</sup> The CSDA can be found at [www.csda.net](http://www.csda.net)

<sup>7</sup> The SDLF can be found at [www.sdlf.org](http://www.sdlf.org).

- List of compensation of Board or Commission members and staff and/or link to State Controller's webpage with the data

In addition, the website of each district should include at least 4 of the following:

- Post Board or Commission member ethics training certificates
- Picture, biography and email address of Board or Commission members
- Last 3 years of audits
- Reimbursement and compensation policy
- Financial reserves policy
- Downloadable Public Records Act request form
- Audio or video recordings of Board meetings
- Map of district boundaries/service area
- Most recent Local Agency Formation Commission (LAFCo) Municipal Service Review (MSR) and Sphere of Influence (SOI) studies or link to LAFCo's site<sup>8</sup>

### Interviews

After the websites were surveyed, the Grand Jury interviewed board members and key employees from districts whose websites were found to be substandard against the transparency benchmark. The Grand Jury also interviewed professional website developers to gain an understanding of the cost, difficulties and labor intensity of creating and managing a useful and interactive website.

### DISCUSSION

The Grand Jury is convinced that taxpayers are best served when they understand who administers their special districts, how each special district is spending their property tax monies and/or the fees for services received for its enterprise activities<sup>9</sup>, and how constituents can make their voices heard.

The Grand Jury's inquiry reveals that only minor impediments exist for a district to provide true transparency. Typical costs for professional website developers range from \$1000 to \$9000 to create a website that can be updated by district in-house staff.<sup>10</sup> A developer can both create the site and provide the training and tools necessary for in-house district employees to manage and update as needed.

The Grand Jury found no attempt to intentionally obfuscate beneficial information. Based on our interviews we found the following to be the common reasons for substandard transparency:

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<sup>8</sup> San Mateo County's LAFCo MSRs and SOIs can be found at <http://www.co.sanmateo.ca.us/portal/site/lafco>

<sup>9</sup> Enterprise activities are those services for which a fee is paid by the customer i.e. sewer service, water, garbage, etc.

<sup>10</sup> Price ranges are based on input from professional website developers who work with non-profits and government agencies.

## FINDINGS

- F1. Some districts are misinformed about the relative affordability of professionally created websites.
- F2. Special districts lack trained in-house staff to regularly update website information.
- F3. Privacy concerns of Boards of Directors or Commissioners result in a lack of readily accessible contact information.
- F4. Not all special districts recognize the benefits of transparency delivered through district websites.
- F5. No County independent special district has completed the District of Distinction<sup>11</sup> program offered by Special Districts Leadership Foundation (SDLF).
- F6. No independent special district in the County has yet earned the SDLF Transparency Certificate of Excellence.<sup>12</sup>
- F7. Only 2 of 23 independent special districts in the County have achieved SDLF Recognition in Special District Governance.<sup>13</sup>
- F8. No general manager or top management official of any County independent special district has received SDLF's Special District Administrator Certification.<sup>14</sup>

## RECOMMENDATIONS

- R1. Each independent special district's website will conform to the accepted criteria listed in the SDLF's transparency checklist on or before May 15, 2015.
- R2. By December 31, 2014, independent special districts will consult with professional website developers if in-house staff is incapable of creating and/or managing their website as described above.
- R3. Each district will take the necessary steps to keep its website current.
- R4. Districts will complete the District of Distinction program offered by SDLF by June 30, 2015.
- R5. Districts will seek to attain the SDLF Transparency Certificate of Excellence by June 30, 2015.
- R6. Districts currently lacking staff or board members who have achieved the SDLF's Recognition in Special District Governance will seek the training available under this program by June 30, 2015.
- R7. District administrators will seek the SDLF Special District Administrator Certification.

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<sup>11</sup> See Appendix C and <http://sdlf.org/DODprog.htm>

<sup>12</sup> See Appendix D and <http://sdlf.org/transparency.htm>

<sup>13</sup> See Appendix E and <http://sdlf.org/SDGprog.htm>

<sup>14</sup> See Appendix F and <http://sdlf.org/SDAprog.htm>

## REQUEST FOR RESPONSES

Pursuant to Penal code section 933.05, the grand jury requests responses to the foregoing recommendations:

From the following governing bodies:

- Bayshore Sanitary District
- Broadmoor Police Protection District
- Coastside County Water District
- Coastside Fire District
- Colma Fire Protection District
- East Palo Alto Sanitary District
- Granada Sanitary District
- Highlands Recreation District
- Ladera Recreation District
- Los Trancos County Water District
- Menlo Park Fire Protection District
- Midpeninsula Regional Open Space District
- Mid-Peninsula Water District
- Montara Water and Sanitary District
- Mosquito and Vector Control District
- North Coast County Water District
- Peninsula Health Care District
- Resource Conservation District
- San Mateo County Harbor District
- Sequoia Health Care District
- West Bay Sanitary District
- Westborough Water District
- Woodside Fire Protection District

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted subject to the notice, agenda and open meeting requirements of the Brown Act.

## BIBLIOGRAPHY

Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury.

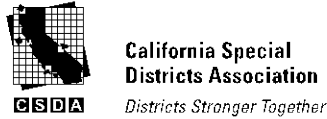
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Nelson, C. (2013, November 21), New transparency portal for special districts launches today, *California Forward*, <http://www.cafwd.org/reporting/entry/new-transparency-portal-for-special-districts-launches-today>

(2008), Special Districts: Compensation for Directors and Trustees, *California Special Districts Association*, <http://www.csdanet.com/wp-content/uploads/2013/05/Special-Districts-Compensation-for-Directors-and-Trusteesa.pdf>

Jones, J. (2012, September 26), In U.S. Trust in State, Local Governments Up, *Gallup.Com*, <http://www.gallup.com/poll/157700/trust-state-local-governments.aspx>

## APPENDIX A

**BY THE NUMBERS**

Large or small, special districts are responsive to the neighborhoods and regions they serve. Policy addressing special districts should focus on the quality of service delivered to citizens rather than assumptions about quantity or size. The numbers speak volumes to the ability of special districts to meet evolving local needs.

*Critical Role for Millions of Californians Daily*

- Deliver water and treat wastewater for more than 30 million residents
- Protect 11 million residents from fire and other hazards
- Operate more than half of California's critical access hospitals
- Supply water to 90 percent of California's farmland
- Provide other core services throughout the state: flood defense, mosquito and vector control, trash collection, resource conservation, and airport, port and harbor, and cemetery management.

*Created to Serve Local Communities through Voter Approval*

- Voters have approved 2,162 independent special districts. It is important to note that while the State Controller's 2010-11 report lists 4,772 "special districts," over half are actually non-profit corporations or components of other governments, such as cities and counties.
- An emphasis on efficient service delivery is why special districts have taken the lead in self-initiating the majority of the more than 150 consolidations and mergers over the last two decades, when and where it was appropriate.
- According to a Senate Local Government Committee report (2010), special districts have consolidated by more than seven percent over the past 20 years.

*A Thoughtful, Local Process*

- District reorganizations are researched and approved by the Local Agency Formation Commission, whose state mandated goal is to assure that changes in governmental organization occur in a manner which encourages orderly growth, discourages sprawl, preserves agricultural and open space lands and safeguards the delivery of efficient and quality municipal services.
- A one-size-fits-all, top-down approach does not work with core local services. Deliberate study and planning at the local level is necessary to ensure viability and identify efficiencies. Ultimately, the power to reorganize local services should always rest with the local citizens who established and depend on them.

For more information please visit [www.csda.net](http://www.csda.net)

## APPENDIX B



## District Transparency Certificate of Excellence *checklist*

Showcase your district's commitment to transparency

### BASIC REQUIREMENTS

- Current Ethics Training for all Board Members**  
(Government Code Section 54950)
  - Provide copies of training certificates along with date completed
- Compliance with the Ralph M. Brown Act**  
(Government Code Section 54950 et. al.)
  - Provide copy of current policy related to Brown Act compliance
  - Provide copy of a current meeting agenda (including opportunity for public comment)
- Adoption of policy related to handling Public Records Act requests**
  - Provide copy of current policy
- Adoption of Reimbursement Policy, if district provides any reimbursement of actual and necessary expenses**  
(Government Code Section 54954.2 (b))
  - Provide copy of current policy
- Annual disclosure of board member or employee reimbursements for individual charges over \$100 for services or products. This information is to be made available for public inspection. "Individual charge" includes, but is not limited to: one meal, lodging for one day, or transportation.** (Government Code Section 53065.5)
  - Provide copy of the most recent document and how it is accessible
- Timely filing of State Controller's Special Districts Financial Transactions Report - includes compensation disclosure.** (Government Code Section 53891)
  - Provide copy of most recent filing  
*SDLF staff will verify that district is not listed on the State Controller's non-compliance list*
- Conduct Annual Audits**  
(Government Code Section 26909 and 12410.6)
  - Provide copy of most recent audit and management letter and a description of how/where documents were made available to the public
- Other Policies – have current policies addressing the following areas (provide copies of each):**
  - Conflict of Interest
  - Code of Ethics/Values/Norms or Board Conduct
  - Financial Reserves Policy

### WEBSITE REQUIREMENTS

- Maintain a district website with the following items**  
(provide website links; all are required)
  - Names of Board Members and their terms of office
  - Name of general manager and key staff along with contact information
  - Election procedure and deadlines
  - Board meeting schedule (Regular meeting agendas must be posted 72 hours in advance pursuant to Government Code Section 54954.2 (a) (1) and Government Code Section 54956 (a))
  - District's mission statement
  - Description of district's services/functions and service area
  - Authorizing statute/enabling act (Principle Act or Special Act)
  - Current district budget
  - Most recent financial audit
  - Archive of Board meeting minutes for at least the last 6 months
  - List of compensation of Board Members and staff and/or link to State Controller's webpage with the data
- Website also must include at least 4 of the following items:**
  - Post Board Member ethics training certificates
  - Picture, biography and email address of board members
  - Last 3 years of audits
  - Reimbursement and Compensation Policy
  - Financial Reserves Policy
  - Online/downloadable Public Records Act request form
  - Audio or video recordings of board meetings
  - Map of district boundaries/service area
  - Link to California Special Districts Association mapping program
  - Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site)

*Continued on reverse*

shine  
a light  
on all of your  
district's efforts



Questions about SDLF or the transparency program? Call us for more information at 916.231.2939

## APPENDIX C



SHOWCASE YOUR COMMITMENT TO EXCELLENCE

## Districts Of Distinction Application

The Districts of Distinction program is an accreditation program that enables districts to demonstrate to their communities, the media and legislators their commitment to operate in a sound, responsible manner. Districts apply for designation as a District of Distinction by submitting financial audits, policies and procedures and proof of training received by directors and executive staff.

### Requirements:

#### FINANCIAL AUDITS

Districts must demonstrate they undergo regular financial audits, have no major deficiencies and apply any recommendations to future years.

##### What to submit:

- Copies of the three most recent district audits, including financial statements and management letters. Each audit, including findings and recommendations, will be reviewed by a member of the Certification & Audit Review Advisory Committee. Committee members are volunteers from the special district community, including district controllers, directors of finance and SDA certified general managers.

#### POLICIES AND PROCEDURES

Districts must demonstrate that their operations conform to all statutes and regulations under state law as reflected in a policies and procedures manual. Policies and procedures should focus on governance, ethics, board conduct, district finances, reserves, reimbursement/compensation, etc.

##### What to submit:

- Copy of your district's current approved policies and procedures manual.
- Copy of your district's Board minute action adopting and/or having reviewed the policies and procedures manual within the past year.

### Training

Districts must demonstrate that all directors/trustees, general manager and executive staff (as designated by the district) have received training in governance as well as compliance with AB 1234 Ethics Training and AB 1825 Harassment Prevention Training.

##### What to submit:

Documentation showing class attendance, such as certificate of completion for each board member, general manager and other executive staff members (as identified by the board) in the following areas:

- Governance Training:** Six hours of basic governance training within the past five years. Governance Foundations, offered by CSDA's Special District Leadership Academy, satisfies this requirement. Other courses may qualify as well, however will need to be submitted for review by SDLF.
- Ethics Training:** Documentation verifying completion of AB 1234 ethics compliance training within the last two years.
- Harassment Prevention Training:** Documentation verifying completion of AB 1825 harassment prevention training within the last two years.

### Other

Districts must also include the following items with the accreditation/re-accreditation application:

##### What to submit:

- Board of Directors roster
- List of executive staff, including titles
- Proof of current compliance with CA State Controller reporting requirements including district financial and compensation data
- Completed application for accreditation/re-accreditation
- Accreditation/re-accreditation application fee
- Completed SDLF District Transparency Certificate of Excellence

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*Is your district a District of Distinction?*





**Frequently Asked Questions (FAQs)**

**Who should apply to be a District of Distinction?**

Any California special district that wants to demonstrate publicly the effectiveness of its operations. Applying for this designation shows that your district understands and respects the responsibilities inherent to providing essential public services in a fiscally responsible manner.

**What does a district receive for completing the program?**

Districts of Distinction earn the right to use the program's seal on district materials and a plaque honoring their accomplishment. SDIF will also write and issue press releases and notify legislators on a district's behalf.

**How does a district apply?**

Districts interested in earning the Districts of Distinction designation must complete the application and submit it along with the required documentation. Applications must also be accompanied by an application fee.

**If my district is a member of the Special District Risk Management Authority (SDRMA), will getting a District of Distinction accreditation save me money on my premiums?**

Yes. SDRMA offers Credit Incentive Points (CIPs) if your district earns the District of Distinction accreditation which can provide significant premium discounts. For more information, contact SDRMA at 800.537.7790 or visit [www.sdrma.org](http://www.sdrma.org).

**RE-ACCREDITATION**

**For how long is the designation valid?**

The Districts of Distinction designation is valid for two years and a district may be re-accredited by submitting the application and all current required documents for review along with the re-accreditation fee.

**Fees**

The fees are on a sliding scale, based on a district's ability to pay:



**Is your district a District of Distinction?**

**INITIAL ACCREDITATION**

Annual operating budget	Fee
\$0-299,999	\$200
\$300,000-749,999	\$400
\$750,000-999,999	\$600
\$1,000,000-2,999,999	\$800
\$3,000,000 or more	\$1,000

**RE-ACCREDITATION**

Annual operating budget	Fee
\$0-299,999	\$125
\$300,000-749,999	\$150
\$750,000-999,999	\$175
\$1,000,000-2,999,999	\$200
\$3,000,000 or more	\$250

**Submit Application**

Submit this application along with all required documentation and payment to:

SPECIAL DISTRICT LEADERSHIP FOUNDATION

1112 I Street, Suite 200

Sacramento, CA 95814

Phone: 916 231 2939 • Fax: 916 442 7889 • [www.sdif.org](http://www.sdif.org)

DISTRICT:	
MAILING ADDRESS:	
CITY:	STATE: ZIP:
CONTACT NAME:	
CONTACT TITLE:	
PHONE:	FAX:
EMAIL:	WEBSITE:
ASSEMBLY MEMBER(S)*:	
SENATOR*:	
LOCAL NEWSPAPER(S):	
I CERTIFY THAT THE INFORMATION SUBMITTED IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.	SIGNATURE:
<b>PAYMENT</b>	
TOTAL: \$	<input type="checkbox"/> CHECK <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS
ACCT. NAME:	ACCT. NUMBER:
EXPIRATION DATE:	AUTHORIZED SIGNATURE:

\* Include all state legislators representing the district's area of operation.

Is your district a District of Distinction?

## APPENDIX D



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

## District Transparency Certificate of Excellence

### Purpose

To promote transparency in the operations and governance of special districts to the public/constituents and provide special districts with an opportunity to showcase their efforts in transparency.

### Duration

2 Years

### Application Cost

FREE

### District Receives

- Certificate for display (covering 2 years)
- Press release template
- Recognition on the SDLF website
- Letter to legislators within the district's boundaries announcing the achievement
- Recognition in CA Special District magazine and the CSDA eNews

### Basic Requirements

CURRENT ETHICS TRAINING FOR ALL BOARD MEMBERS (*Government Code Section 53235*)

- Provide copies of training certificates along with date completed

COMPLIANCE WITH THE RALPH M. BROWN ACT (*Government Code Section 54950 et. al*)

- Provide copy of current policy related to Brown Act compliance  
 Provide copy of a current meeting agenda (including opportunity for public comment)

ADOPTION OF POLICY RELATED TO HANDLING PUBLIC RECORDS ACT REQUESTS

- Provide copy of current policy

ADOPTION OF REIMBURSEMENT POLICY, IF DISTRICT PROVIDES ANY REIMBURSEMENT OF ACTUAL AND NECESSARY EXPENSES (*Government Code Section 53232.2 (b)*)

- Provide copy of current policy

ANNUAL DISCLOSURE OF BOARD MEMBER OR EMPLOYEE REIMBURSEMENTS FOR INDIVIDUAL CHARGES OVER \$100 FOR SERVICES OR PRODUCTS. THIS INFORMATION IS TO BE MADE AVAILABLE FOR PUBLIC INSPECTION. "INDIVIDUAL CHARGE" INCLUDES, BUT IS NOT LIMITED TO: ONE MEAL, LODGING FOR ONE DAY, OR TRANSPORTATION. (*Government Code Section 53065.5*)

- Provide copy of the most recent document and how it is accessible.

TIMELY FILING OF STATE CONTROLLER'S SPECIAL DISTRICTS FINANCIAL TRANSACTIONS REPORT - INCLUDES COMPENSATION DISCLOSURE. (*Government Code Section 53891*)

- Provide copy of most recent filing.  
*SDLF staff will verify that district is not listed on the State Controller's 'non-compliance list'*

CONDUCT ANNUAL AUDITS (*Government Code Section 26909 and 12410.6*)

- Provide copy of most recent audit and management letter and a description of how/where documents were made available to the public

OTHER POLICIES - HAVE CURRENT POLICIES ADDRESSING THE FOLLOWING AREAS

*Provide copies of each:*

- Conflict of Interest  
 Code of Ethics/Values/Norms or Board Conduct  
 Financial Reserves Policy

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Showcase your District's Commitment to Transparency



### Website Requirements

MAINTAIN A DISTRICT WEBSITE WITH THE FOLLOWING ITEMS REQUIRED, (provide website link)

Required items available to the public:

- Names of Board Members and their terms of office
- Name of general manager and key staff along with contact information
- Election procedure and deadlines
- Board meeting schedule (Regular meeting agendas must be posted 72 hours in advance pursuant to Government Code Section 54954.2 (a)(1) and Government Code Section 54956 (a))
- District's mission statement
- Description of district's services/functions and service area
- Authorizing statute/Enabling Act (Principle Act or Special Act)
- Current District budget
- Most recent financial audit
- Archive of Board meeting minutes for at least the last 6 months
- List of compensation of Board Members and Staff and/or link to State Controller's webpage with the data

ADDITIONAL ITEMS – website also must include at least 4 of the following items:

- Past Board Member ethics training certificates
- Picture, biography and e-mail address of board members
- Last (3) years of audits
- Reimbursement and Compensation Policy
- Financial Reserves Policy
- Online/downloadable public records act request form
- Audio or video recordings of board meetings
- Map of district boundaries/service area
- Link to California Special Districts Association mapping program
- Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site)

### Outreach/Best Practices Requirements

(Must complete at least 2 of the following items)

REGULAR DISTRICT NEWSLETTER OR COMMUNICATION (PRINTED AND/OR ELECTRONIC) THAT KEEPS THE PUBLIC, CONSTITUENTS AND ELECTED OFFICIALS UP-TO-DATE ON DISTRICT ACTIVITIES (at least twice annually)

- Provide copy of most recent communication and short description on the frequency of the communication, how it's distributed and to whom.

COMMUNITY NOTIFICATION THROUGH PRESS RELEASE TO LOCAL MEDIA OUTLET ANNOUNCING UPCOMING FILING DEADLINE FOR ELECTION AND PROCESS FOR SEEKING A POSITION ON THE DISTRICT BOARD, PRIOR TO THAT ELECTION (OR PRIOR TO THE MOST RECENT DEADLINE FOR CONSIDERATION OF NEW APPOINTMENTS FOR THOSE DISTRICTS WITH BOARD MEMBERS APPOINTED TO FIXED-TERMS).

- Provide copy of the press release (and the printed article if available)

COMPLETE SALARY COMPARISON/BENCHMARKING FOR DISTRICT STAFF POSITIONS USING A REPUTABLE SALARY SURVEY (AT LEAST EVERY 5 YEARS)

- Provide brief description of the survey and process used as well as the general results

SPECIAL COMMUNITY ENGAGEMENT PROJECT

Designed and completed a special project promoting community engagement with the district (potential projects may be broad in nature or focus on specific issues such as rate-setting, recycled water, identifying community needs, etc.)

- Submit an overview of the community engagement project reviewing the process undertaken and results achieved

HOLD ANNUAL INFORMATIONAL PUBLIC BUDGET HEARINGS THAT ENGAGE THE PUBLIC (OUTREACH, WORKSHOPS, ETC.) PRIOR TO ADOPTING THE BUDGET

- Provide copy of most recent public budget hearing notice and agenda.

DISTRICT TRANSPARENCY CERTIFICATE OF EXCELLENCE APPLICATION



**COMMUNITY TRANSPARENCY REVIEW**

The district would be required to obtain a completed overview checklist from at least 2 of the following individuals (the district may choose to conduct the overview with these individuals simultaneously or separately):

- Chair of the County Civil Grand Jury
- Editor of a reputable local print newspaper (only one may count toward requirement)
- LAFCO Executive Officer
- County Auditor - Controller
- Local Legislator (only one may count toward requirement)
- Executive Director or President of local Chamber of Commerce
- General Manager of a peer agency (special district, city or county)
- Provide proof of completion signed by individuals completing Community Transparency Review



 **SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY**  
**District Transparency Certificate of Excellence**

**Submit Application**

Submit this application along with all required documentation to:

SPECIAL DISTRICT LEADERSHIP FOUNDATION  
 1112 I Street, Suite 200  
 Sacramento, CA 95814  
 Phone: 916-231-2939 • Fax: 916-442-7889

DISTRICT:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
CONTACT NAME:		
CONTACT TITLE:		
PHONE:	FAX:	
EMAIL:	WEBSITE:	
ASSEMBLY MEMBER(S)*:		
SENATOR*:		
LOCAL NEWSPAPER(S):		
I CERTIFY THAT THE INFORMATION SUBMITTED IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.	SIGNATURE:	

Showcase your District's Commitment to Transparency

## APPENDIX E



FOR DIRECTORS AND TRUSTEES

## Recognition in Special District Governance

This recognition is an opportunity for staff, board members and trustees to demonstrate to their constituents and colleagues the extent of their commitment and dedication to providing the best possible service to the communities they serve.

### Requirements

- CSDA SPECIAL DISTRICT LEADERSHIP ACADEMY**  
Requires completion of all four modules of the California Special Districts Association (CSDA) Special District Leadership Academy within the last two years:  
Module 1: Governance Foundations  
Module 2: Setting Direction & Community Leadership  
Module 3: Board's Role in Finance & Fiscal Accountability  
Module 4: Board's Role in Human Resources
- ELECTIVE COURSES**  
Requires at least 10 hours of continuing education from the California Special Districts Association (CSDA) or another statewide association specializing in local government.

### Frequently Asked Questions (FAQs)

#### *What is the Recognition program?*

Recognition in Special District Governance was designed to acknowledge special district board members/trustees that have taken the time and made the effort to get core governance training and continuing education. The program is comprised of two distinct parts: the CSDA Special District Leadership Academy, and at least 10 hours of continuing education from the California Special Districts Association (CSDA) or another statewide association specializing in local government.

#### *Who should apply?*

This is an individual recognition. Special district board members, trustees and staff are encouraged to apply.

#### *What do you receive?*

Upon completion and verification of the application and submission of the one-time fee, you will be recognized by receiving a custom certificate in a beautiful padded folder, along with the recognition at an upcoming event should you be able to attend.

#### *Is there a way for my district to be recognized also?*

In addition to recognitions given to individual directors/trustees and staff, there is also a District Recognition. Districts that have a majority of their governing board holding recognitions will receive a Silver Recognition, and districts with their entire board holding recognitions will receive a Gold Recognition. District Recognitions will be presented at an upcoming event should representatives be able to attend.

#### *How long is the recognition good for?*

This is recognition for a lifetime. All you need to do is keep SDLF current anytime you change address, jobs, etc.

### Fees

Individual Recognition: \$65

District Recognition: free of charge

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*Prove Your Commitment to Good Governance*



RECOGNITION IN SPECIAL DISTRICT GOVERNANCE APPLICATION



**Submit Application**

Submit this application along with all required documentation and payment of \$65 for individual recognition

(additional District Recognition is free of charge) to:

SPECIAL DISTRICT LEADERSHIP FOUNDATION

1112 I Street, Suite 200

Sacramento, CA 95814

Phone: 916-231-2939 • Fax: 916-442-7889 • www.sdlf.org

NAME:		
DISTRICT:		
CONTACT NAME:		
CONTACT TITLE:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	
EMAIL:	WEBSITE:	

CSDA SPECIAL DISTRICT LEADERSHIP ACADEMY	
MODULE	DATE TAKEN
MODULE 1: GOVERNANCE FOUNDATIONS	
MODULE 2: SETTING DIRECTION / COMMUNITY LEADERSHIP	
MODULE 3: BOARD'S ROLE IN FINANCE & FISCAL ACCOUNTABILITY	
MODULE 4: BOARD'S ROLE IN HUMAN RESOURCES	

ELECTIVES* (AT LEAST 10 HOURS REQUIRED WITHIN THE LAST TWO YEARS)		
COURSE TITLE & SPONSORING ORGANIZATION	DATE TAKEN	HOURS
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

\*Please attach any verifying documentation. Use additional pages if necessary.

PAYMENT	
TOTAL: \$	<input type="checkbox"/> CHECK <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS
ACCT. NAME:	ACCT. NUMBER:
EXPIRATION DATE:	AUTHORIZED SIGNATURE:

Prove Your Commitment to Good Governance

## APPENDIX F



FOR GENERAL MANAGERS AND TOP MANAGEMENT

## Special District Administrator Certification

The SDA Certification is a voluntary designation sought by individuals who strive to be the best in their field. Administrators with various academic and professional backgrounds can be candidates for the program.

### Qualifying For The Exam

The certification application in special district administration is built around specific categories. These factors include professional special district and related experience; related continuing education; community service and higher education background.

#### CURRENT EXPERIENCE

In order to earn the SDA Certification, an individual must have:

- Worked three out of the last five years in a position of management in a California special district. Related work experience with other public agencies or private firms may be considered by application to the Certification and Audit Review Advisory Committee. A current resume is required with your application.

#### ACCEPTED COURSES

All courses offered by the California Special Districts Association (CSDA) or any statewide association specializing in local government are valid for the certification program and can count as continuing education. Applicants submitting course credits from other organizations, academic institutions or private firms, must include:

- General course descriptions for consideration by the Certification and Audit Review Advisory Committee. A written notification will be provided if course work is not accepted. The applicant then has an opportunity to appeal.
- All continuing education submitted for review must be from within the last five years.

### Examination

A total of 400 points is required to qualify for the opportunity to take the examination based on the identified categories. The points listed to the right of each section in the application indicate the minimum/maximum points a candidate must have in each area. You can submit excess points for review, however must have at least 400 qualified points to move forward.

Upon determination of eligibility and qualification, an individual will be scheduled for the examination. Qualified applicants will be notified regarding the annual examination schedule. Applicants will also be notified of examination results within 30 days of taking the exam.

The exam consists of 100 total questions across many areas related to special district management, operations and governance and must be completed within two hours. A score of 70 or more is required to pass the exam. If unsuccessful on the first attempt, the exam may be re-taken once at a different time with no additional charge or application.

### Fees

All fees are non-refundable.

#### ONE-TIME APPLICATION FEE

There is a \$300 application fee for the Certification in Special District Administration Program. This fee includes the SDA study guide and review and evaluation of points earned prior to taking the examination. In the event that an applicant does not initially meet the minimum point requirement for taking the examination, the fee submitted remains valid for three years to allow ample time for accumulation of points.

#### EXAM FEE

The fee for the certification examination is \$150. The exam may be re-taken once at a different time with no additional charge or application.

#### RECERTIFICATION FEE

The fee for recertification is \$50 and must be submitted in accordance with the requirements for maintaining SDA certification as listed below.

### Maintaining SDA Certification

The SDA Certification is valid for four years from the date of successfully passing the exam. It can be kept current by completion of 75 continuing education points and a nominal recertification fee submitted to SDLF within each additional four-year period.

---

*Become a Certified Leader in Special Districts*

**Special District Administrator (SDA) Certification Application**

Please provide details, dates and appropriate documentation. Use additional pages if necessary.

PROFESSIONAL SPECIAL DISTRICT & RELATED EXPERIENCE				(120 - 200 POINTS)
<b>1. DISTRICT/GENERAL MANAGER EXPERIENCE</b>				
FROM:	TO:	YEARS IN POSITION:	(X) 3 -	
<b>2. ASSISTANT GENERAL MANAGER/SR. MANAGEMENT EXPERIENCE</b>				
FROM:	TO:	YEARS IN POSITION:	(X) 25 -	
<b>3. OTHER RELATED MANAGEMENT EXPERIENCE</b>				
FROM:	TO:	YEARS IN POSITION:	(X) 15 -	
HIGHER EDUCATION BACKGROUND (ONLY HIGHEST DEGREE EARNED MAY BE USED TOWARD YOUR TOTAL SCORE)				(0 - 25 POINTS)
DEGREE	INSTITUTION	LOCATION	DATE	
ASSOCIATE (50 POINTS)				
BACHELOR (75 POINTS)				
MASTER (100 POINTS)				
DOCTORATE (125 POINTS)				
COMMUNITY SERVICE (5 POINTS PER ACTIVITY PER YEAR)				(10 - 25 POINTS)
Service to the community in the spirit of maintaining a connection to special districts and local government. This section was designed to account for volunteer activities outside the scope of your everyday job responsibilities, while still relating specifically to your local community. Please describe your contribution, level of involvement from the experience and the relevancy to special districts, local government and/or the community.				
ACTIVITY	DATE	Briefly describe your contribution and the relevancy to districts, local government and/or community.		
1.				
2.				
3.				
4.				
5.				

*\*attach additional pages as necessary*



SDA CERTIFICATION APPLICATION



RELATED CONTINUING EDUCATION (8 POINTS FULL DAY, 4 POINTS HALF DAY, 1 POINT PER HOUR)			(160-240 POINTS)
<p>All courses offered by the California Special Districts Association, any statewide association specializing in local government and/or an organization with a focus in the areas outlined in the SDA Study Guide (public policy, management, administration, governance, etc.) are valid for the certificate program. Example: Attendance at CSDA's Annual Conference would be worth 20 hours. If you are submitting points outside of these guidelines, please provide an extensive overview of the program with the application. Each program will be evaluated by the Certification and Audit Review Advisory Committee.</p> <p><b>REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• At least half (50 percent) of continuing education points submitted are in trainings specifically focused on performance in special district operations and governance.</li> <li>• All continuing education needs to have been completed within five years of application submission.</li> <li>• Continuing education must include current AB 1234 Ethics Training (2 hours) and AB 1825 Harassment Prevention Training (2 hours). This applies to recertification also.</li> </ul>			
SPONSOR & TITLE OF PROGRAM	DATE(S)	NUMBER OF HOURS	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
<b>TOTAL</b>			

**Submit Application**

Submit this application along with all required documentation and payment to:

SPECIAL DISTRICT LEADERSHIP FOUNDATION  
 1112 I Street, Suite 200  
 Sacramento, CA 95814  
 Phone: 916-231-2939 • Fax: 916-442-7889 • www.sdlf.org

NAME:		
DISTRICT:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	
EMAIL:	WEBSITE:	
<p>In making this application, I fully understand that it an application for enrollment purposes only. In order to complete registration I will submit to an examination and supply further information as required by the Certification and Audit Review Advisory Committee. I further understand and, by my signature, acknowledge that any false statement or misrepresentation I may make in the course of these proceedings and application may result in the revocation of this application.</p>		
APPLICANT'S SIGNATURE:		DATE:

PAYMENT	
TOTAL \$	<input type="checkbox"/> CHECK <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS
ACCT. NAME:	ACCT. NUMBER:
EXPIRATION DATE:	AUTHORIZED SIGNATURE:

*The Special District Administrator Certification does not discriminate on any basis, including race, sex, age, religion, national origin, sexual orientation or disability.*

Become a Certified Leader in Special Districts

APPENDIX G

San Mateo County  
Independent Special Districts  
Property Tax Revenue  
FY 2012-13

Special Districts	Secured (a)	Unsecured	Supplemental (c)	Homeowner's		RDA - Residuals (d)	RDA - Pass Through Payments (e)	RDA - Low & Moderate		Total
				Exemption	Excess EB&F			Income Housing Funds (f)	RDA - Other Funds (g)	
Bayshore Sanitary District	\$ 60,918.08	\$ 85,742.22	\$ 4,385.64	\$ 1,543.11	\$ 31,331.00	\$ 131,252.48	\$ 29,627.82	\$ 32,935.65	\$ 304,559.00	
Broadmoor Police Protection District	1,000,681.95	52,422.16	17,507.00	6,174.98	29,049.00				1,327,901.09	
Coastside County Water District	623,081.51	36,933.21	11,899.25	4,170.28	311,572.00				987,386.55	
Coastside Fire District	6,933,526.15	407,506.41	132,336.26	46,440.00	763,044.00				8,282,922.82	
Colma Fire Protection District	646,925.81	34,655.14	11,214.38	3,948.97					695,748.26	
East Palo Alto Sanitary District	298,542.36	13,252.27	105,783.01	3,663.24	143,267.00	58,103.35	143,682.91	119,801.56	687,526.41	
Granada Sanitary District	465,381.95	27,406.32	8,893.21	3,123.22	232,011.00				737,516.70	
Highlands Recreation District	298,217.42	17,267.97	5,662.20	2,001.66	71,893.00				395,382.25	
Ladera Recreation District	178,077.72	6,915.13	2,231.24	787.92	35,867.00				173,891.01	
Los Trancos County Water District	223,622.04	12,147.15	3,931.29	1,384.20	56,481.00				297,566.18	
Menlo Park Fire Protection District	26,313,330.83	1,258,777.81	392,425.25	186,491.13	2,577,891.00	128,403.08	1,046,908.64	913,102.39	34,516,988.31	
Midpeninsula Regional Open Space District	8,940,217.77	480,441.91	180,412.05	63,627.99		172,700.73	78,153.17	159,438.39	10,383,825.63	
Mid Peninsula Water District	138,886.53	8,961.68	3,100.71	1,189.91	64,226.00	13,483.52	7,889.51	383.61	233,740.42	
Montara Water and Sanitary District	391,427.95	21,523.65	7,012.20	2,456.46	190,037.00				606,539.77	
Mosquito and Vector Control District	1,540,638.35	86,331.29	31,279.12	11,940.65	236,011.00	29,469.33	35,468.49	42,782.15	2,048,689.67	
North Coast County Water District	4,638,811.58	24,951.89	4,679.23	2,916.77	21,152.00		587.40	7,483.66	735,562.87	
Penninsula Health Care District	4,039,437.78	242,246.68	82,119.20	28,998.94		136,546.77	30,820.10	138,274.53	4,499,286.64	
Resource Conservation District	47,788.39	2,512.91	823.25	288.46	3,936.00	893.00		1,346.25	57,485.32	
San Mateo County Harbor District	3,423,139.22	179,173.32	77,462.42	25,520.99	832,021.00	783,987.44	32,891.38	206,807.60	5,040,538.42	
Sequoy Health Care District	8,428,488.15	441,794.61	155,292.02	54,740.66		167,212.44	18,916.62	47,249.02	9,336,401.15	
West Bay Sanitary District <sup>(h)</sup>										
Westborough Water District	238,893.34	12,776.40	4,176.26	1,456.26	110,402.00				367,604.26	
Woodsley Fire Protection District	17,402,773.36	693,344.31	223,498.47	78,997.96	1,627,139.00				19,033,852.09	
<b>Totals</b>	<b>\$ 77,668,695.25</b>	<b>\$ 4,071,725.93</b>	<b>\$ 1,366,068.02</b>	<b>\$ 520,826.26</b>	<b>\$ 2,385,225.00</b>	<b>\$ 1,040,622.86</b>	<b>\$ 1,409,026.03</b>	<b>\$ 1,674,824.81</b>	<b>\$ 97,118,738.22</b>	

NOTES:

- (a) West Bay Sanitary District does not receive property tax revenues. They have special charges which generated \$17,235,961 in revenues for the taxing entity in FY 2012-2013.
- (b) Secured revenues include unitary property tax. All property tax revenues are net of refunds.
- (c) Supplemental revenues represent current secured supplemental revenues only. This does not include unsecured supplemental and redemption supplemental.
- (d) RDA Residual and Pass Through Payments are ongoing until completion of RDA wind down. Amounts may vary from year due to various factors (refunds, revenue amounts, retirement of obligations).
- (e) These are one-time monies taxing entities received as a result of the RDA dissolution.

## Proposed CCWD Response to 2013-2014 Grand Jury Report

### Response to Findings

*F1. Some districts are misinformed about the relative affordability of professionally created websites.*

The District does not have sufficient information about other districts to agree or disagree with this finding as stated. Coastside County Water District has a professionally created website.

*F2. Special districts lack trained in-house staff to regularly update website information.*

The District does not have sufficient information about other districts to agree or disagree with this finding as stated. The District employs a qualified firm to update information on its website.

*F3. Privacy concerns of Boards of Directors or Commissioners result in a lack of readily accessible contact information.*

The District does not have sufficient information about other districts to agree or disagree with this finding as stated. The District does not agree with this finding as it applies to the District. The District's website contains contact information for all directors.

*F4. Not all special districts recognize the benefits of transparency delivered through district websites.*

The District does not have sufficient information about other districts to agree or disagree with this finding as stated. The District is committed to transparency delivered through its website.

*F5. No County independent special district has completed the District of Distinction program offered by Special Districts Leadership Foundation (SDLF).*

The District does not have sufficient information about other districts to agree or disagree with this finding as stated. The District has not completed this program.

*F6. No independent special district in the County has yet earned the SDLF Transparency Certificate of Excellence.*

The District does not have sufficient information about other districts to agree or disagree with this finding as stated. The District has not earned the SDLF Transparency Certificate of Excellence.

*F7. Only 2 of 23 independent special districts in the County have achieved SDLF Recognition in Special District Governance.*

The District does not have sufficient information about other districts to agree or disagree with this finding as stated. The District has not achieved the SDLF Recognition in Special District Governance.

*F8. No general manager or top management official of any County independent special district has received SDLF's Special District Administrator Certification.*

The District does not have sufficient information about other districts to agree or disagree with this finding as stated. The District's General Manager has not achieved the SDLF Recognition in Special District Governance.

### **Recommendations**

*R1. Each independent special district's website will conform to the accepted criteria listed in the SDLF's transparency checklist on or before May 15, 2015.*

The District will implement this recommendation no later than May 15, 2015.

*R2. By December 31, 2014, independent special districts will consult with professional website developers if in-house staff is incapable of creating and/or managing their website as described above.*

The District has implemented this recommendation, as it already employs professional website developers to manage its website.

*R3. Each district will take the necessary steps to keep its website current.*

The District has implemented this recommendation and will continue to keep its website current on a continuing basis.

*R4. Districts will complete the District of Distinction program offered by SDLF by June 30, 2015.*

This recommendation requires further analysis, and consideration of the need to balance the time, effort, and resources required to complete the recommended program with the other important priorities and demands on the District's relatively small staff, particularly in this time of drought. This further analysis will be undertaken within six months from the date of the Grand Jury report. Although the District may elect to pursue this program in the future, the District asserts that it is in compliance with all laws and regulations and that the District's operations are well managed without regard to participation in the voluntary recognition programs offered by SDLF.

*R5. Districts will seek to attain the SDLF Transparency Certificate of Excellence by June 30, 2015.*

The District will implement this recommendation by the stated date.

*R6. Districts currently lacking staff or board members who have achieved the SDLF's Recognition in Special District Governance will seek the training available under this program by June 30, 2015.*

This recommendation requires further analysis, and consideration of the need to balance the time, effort, and resources required to complete the recommended program with the other important priorities and demands on the District's relatively small staff, particularly in this time of drought. This further analysis will be undertaken within six months from the date of the Grand Jury report. Although the District may elect to pursue this program in the future, the District asserts that it is in compliance with all laws and regulations and that the District's operations are well managed without regard to participation in the voluntary recognition programs offered by SDLF.

*R7. District administrators will seek the SDLF Special District Administrator Certification.*

This recommendation requires further analysis, and consideration of the need to balance the time, effort, and resources required to complete the recommended program with the other important priorities and demands on the District's relatively small staff, particularly in this time of drought. This further analysis will be undertaken within six months from the date of the Grand Jury report. Although the District may elect to pursue this program in the future, the District asserts that it is in compliance with all laws and regulations and that the District's operations are well managed without regard to participation in the voluntary recognition programs offered by SDLF.

## **STAFF REPORT**

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

**From:** David Dickson, General Manager

**Agenda:** July 8, 2014

**Report Date:** June 9, 2014

**Subject:** California Special Districts Association (CSDA) - 2014 Board Election -  
Region 5, Seat C

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### **Recommendation:**

Designate Coastside County Water District's vote for a candidate to serve as one of the representatives to the California Special Districts Association (CSDA) Board of Directors in Region 5, Seat C.

### **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 Region 5.

Attached is the CSDA mail ballot information, including candidate statements from Vincent Ferrante and Elaine L. Magner, two of the three candidates applying for the available seat for the Region 5 position. Upon the Board's selection of a candidate, staff will complete the ballot and return to CSDA.

### **Fiscal Impact:**

None



**California Special  
Districts Association**  
*Districts Stronger Together*

**RECEIVED**

JUN 09 2014

COASTSIDE COUNTY  
WATER DISTRICT

## **CALIFORNIA SPECIAL DISTRICTS ASSOCIATION**

### **2014 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 Region for Seat C. Each of CSDA's six (6) regional divisions 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 geographic region. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its region.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only one** candidate to represent your region in Seat C and be sure to sign, date and fill in your member district information (*in some regions, there may only be one candidate*). 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 1, 2014**.

If you do not use the enclosed envelope, please mail in your ballot to:

**California Special Districts Association**  
**Attn: 2014 Board Elections**  
**1112 I Street, Suite 200**  
**Sacramento, CA 95814**

Please contact Charlotte Lowe toll-free at 877.924.CSDA or [charlottel@csga.net](mailto:charlottel@csga.net) with any questions.

**Candidate Statement  
Region 5, Seat C  
Vincent Ferrante-Incumbent**

I currently serve on the CSDA Board of Directors as the Board Secretary and am the Chairperson on the following committees: Educational Development, Alliance Executive Council (for CSDA, SDRMA, Financial Corp.) I serve on the following committees: Fiscal, Membership Services and have served on the Legislative Committee for the past few years. In 2013 I was appointed to the Regionalization Task Force Committee, along with five other board members and the Executive Staff, to explore ways to better serve the six CSDA regions. Our goal is to improve and find better methods to serve all Special Districts in each region and increase membership. Initializing ideas developed by the Board members and staff, we will provide more efficient and targeted service for all chapters and districts. I believe this is very important in order to make CSDA more successful. Today CSDA, along with the Special Districts, are faced with many important issues which we will be able to address with more timely and appropriate solutions. I have worked with the Advocacy Staff on the Legislative Committee to provide good interaction with our State Representatives to respond appropriately to the variety of bills which impact Special Districts. I will continue to be a liaison between CSDA, Special Districts and the Chapters in Region 5.

I am well qualified for this position, having served as an elected official for Moss Landing Harbor District Board of Harbor Commissioners since 2003 and completed the CSDA Governance Academy. Between the Academy and my experience on the Moss Landing Harbor Commission, I bring experience and strong work ethic to the Board. I believe my dedication to Special Districts makes me an excellent choice to represent local government agencies' interests and needs at CSDA.

Sincerely;

Vincent C. Ferrante

Commissioner, MLHD





My Fellow CSDA Members

I am requesting your support for my bid as the Region 5, Seat C, Board of Directors representative for the California Special Districts Association (CSDA).

As the current Vice President of the Board of Directors for the Pleasant Valley Recreation and Park District (PVRPD), I support CSDA's on-going efforts to offer educational classes and informative conferences and their active monitoring of legislative and policy proposals that greatly affect District operations. Through my involvement with CSDA I actively serve on the Fiscal and Audit Committees and Legislative Feedback group and have previously served on the By-laws and Elections Committee.

If elected, I will work with the other Board Members and CSDA staff to increase memberships, lower membership fees and other expenses and enhance the service provided to the member agencies.

I have been on the PVRPD Board of Directors since February 2008. I have served as Board President and currently serve on the Personnel, Long Range and Foundation committees and am the District's representative to the Ventura County Special Districts Association (VCSDA) and CSDA. I worked in Public Service for 31 years most of which were in law enforcement Human Resources. Additionally, I worked as a contract investigator for the Department of Justice for 10 years following my retirement. My experience on the Pleasant Valley Recreation and Park District (PVRPD) Board of Directors and my work as a public servant has provided me with a solid foundation of experience and prepared me to represent your District's interests on the CSDA Board of Directors.

I would appreciate the opportunity to serve as a Region 5 Representative on the CSDA Board of Directors and respectfully ask for your vote.

Sincerely,

Elaine L. Magner, Director

Pleasant Valley Recreation and Park District

# CSDA BOARD OF DIRECTORS 2014 ELECTION



**COASTAL  
NETWORK**  
REGION 5

**SEAT C**  
term ends 2018

*Please vote for only one.*

- Vincent Ferrante\***  
*Moss Landing Harbor District*
- Elaine Magner**  
*Pleasant Valley Recreation & Park District*
- Kathryn Slater-Carter**  
*Montara Water & Sanitary District*

*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 1, 2014**. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814

**STAFF REPORT**

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

**From: Dave Dickson, General Manager**

**Agenda: July 8, 2014**

**Date: July 2, 2014**

**Subject: Award of Contract to Andreini Brothers for Nunes Water Treatment Plant Access Road Paving**

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**Recommendation:**

Authorize the General Manager to execute an agreement with Andreini Bros., Inc. to make paving improvements to the Nunes Water Treatment Plant access road at a cost of \$95,000.

**Background:**

The access road to the Nunes WTP is approximately 1500 feet long with an average 14% grade. This road must be traversed safely by chemical delivery trucks transporting up to 3,500 gallons of aluminum sulfate solution or caustic soda. The original road was designed to be a temporary easement in anticipation of future development, which never occurred. The road is composed of 4 inches of aggregate base which was then oiled. Due to lack of good bedding or surface material, the road must be patched frequently in order to keep it safe for truck traffic. Most of the road is currently in poor condition.

District Engineer Jim Teter prepared bid documents for the road improvements and the project went out to bid on 11 June 2014. We received 2 sealed, competitive bids that were opened at 1400 on Monday, 30 June. The results were:

Andreini Bros. Inc. - \$79,354

Half Moon Bay Grading and Paving, Inc. - \$84,712.56

The amount proposed in the bid will replace approximately 800 feet of existing road with 8" of aggregate base compacted to 95% covered with 2" of asphalt concrete. Because Andreini's bid is below the engineer's estimate of \$95,000, staff proposed to extend the area to be paved on a unit-price basis to bring total construction cost to \$95,000.

**Fiscal Impact:**

Cost of \$95,000. Funding for this project was included in the CIP for FY14.

## **STAFF REPORT**

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

**From:** David Dickson, General Manager

**Agenda:** July 8, 2014

Report

Date: July 1, 2014

**Subject:** Appointment of Representative to Recycled Water Committee

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### **Recommendation:**

Consider appointing a director as a representative to the Recycled Water Committee initiated by Sewer Authority Mid-Coastside.

### **Background:**

On June 10, 2014, President Reynolds received the attached email from Rob Hopkins, General Manager of Sewer Authority Mid-Coastside, inviting CCWD to appoint a Board member to the “newly re-formed Recycled Water Committee.” This agenda item provides the Board the opportunity to do so.

### **Fiscal Impact:**

None.

## David Dickson

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**From:** Robert Hopkins <Robert@samcleanswater.org>  
**Sent:** Tuesday, June 10, 2014 4:31 PM  
**To:** Glenn Reynolds; scott boyd  
**Cc:** Clemens Heldmaier (cheldmaier@coastside.net); David Dickson  
**Subject:** SAM Recycled Water Committee membership invitation  
**Attachments:** Recycled Water Committee Invitation CCWD 061014.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

To: Glenn Reynolds, CCWD Board President and Scott Boyd, MWSD Board President;

I apologize for the late notice, but I have been asked by the SAM Ad-Hoc Recycled Water Committee to extend an invitation to the Central Coastside Water District Board and to the Montara Water and Sanitary District to appoint a Board member to the newly re-formed Recycled Water Committee. We would like to see the participation of the water purveyors in the area in this process if so desired.

It might be possible to push the meeting date back in order to facilitate your attendance if that is helpful.

On behalf of SAM, I look forward to cooperatively investigating the use of recycled water with both the CCWD and MWSD.

Warmest regards,

*Robert Hopkins*

General Manager  
Sewer Authority Mid-Coastside  
1000 N. Cabrillo Highway  
Half Moon Bay, CA 94019  
[Robert@samcleanswater.org](mailto:Robert@samcleanswater.org)  
(650) 726-0124 FAX (650) 726-7833



## **STAFF REPORT**

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

**From:** David Dickson, General Manager

**Agenda:** July 8, 2014

Report

**Date:** July 2, 2014

**Subject:** General Manager's Report

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### **Recommendation:**

None. Information only.

### **Background:**

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

- 1. SFPUC Drought Conditions Update:** SFPUC continues to stay with their call for 10% voluntary conservation, pointing to the fact that BAWSCA agencies achieved a nearly 10% water use reduction from the baseline period for February through May 2014. At the same time, as in the attached press release, they continue to emphasize that water users need to conserve more and that "Mandatory rationing is still on the table."
- 2. Potential Drought-Related Action by State Water Resources Control Board:** The State Water Resources Control Board, under intense political pressure resulting from the severity of California's statewide drought, discussed on June 17 the possibility of mandating water use reduction measures that would be mandatory for all water systems in the state. The State Board will consider draft regulations on July 15.
- 3. Administration Building Remodeling Project Status:** Our proposed remodeling contractor, S&H Renovations, informed us on June 20 that they were unable to meet the District's payment bond requirements. We are working with the second contractor who submitted on the project, Teamwrkx Construction, and we believe they will be able to meet the District's requirements and start work during the week of July 7.

**NEWS Release (Release No. 7-16)**

**Contact: Tyrone Jue**  
**SFPUC: 415.554.3247**

**FOR IMMEDIATE RELEASE**  
**Monday, June 23, 2014**

## **San Francisco Public Utilities Commission Issues Mid-Year Water Supply Update**

*8 billion gallons of water savings needed to avoid mandatory rationing.*

**San Francisco, CA** – Today, the San Francisco Public Utilities Commission (SFPUC) issued its mid-year water supply update. As of this week, total Hetch Hetchy Regional Water System storage stands at 64.5% of maximum storage capacity and all available snowpack has melted.

On January 31, 2014 the SFPUC asked its retail and wholesale customers to voluntarily reduce water consumption by 10%. This goal translates into approximately 8.0 billion gallons of water saved by the end of the year. To-date, customers have only saved 1.4 billion gallons of water or 17% of our year-end goal.

While SFPUC customers got off to a slow start this year, water use has significantly declined over the past few weeks. Only if this conservation trend continues, will the SFPUC be able to stave off the possibility of mandatory rationing.

“We are not out of the woods yet. Mandatory rationing is still on the table,” said SFPUC General Manager Harlan L. Kelly, Jr. “Every customer needs to redouble their conservation efforts so we can stretch water supplies into 2015 and beyond.”

This summer the SFPUC is launching a multi-lingual, citywide public education campaign to promote water conservation through behavioral changes and plumbing upgrades. These public service announcements will appear throughout the City in or on newspapers, bus shelters, TV stations, buses and much more.

“The SFPUC’s new public service advertisements are the perfect antidote for this summer’s water conservation blues,” said Vince Courtney, SFPUC Commission President. “Droughts are serious, but that doesn’t mean conservation can’t be fun and easy.”

To help people conserve, the SFPUC is increasing rebate amounts for replacing old toilets, urinals and clothes washers to up to \$500 a piece effective July. The SFPUC is also encouraging its customers to sign up for My Account, a recently launched online portal where SFPUC account holders can view their daily water use and see how it compares to average users in San Francisco.

The Bay Area Water Supply and Conservation Agency (BAWSCA) and the 26 wholesale customers of the Hetch Hetchy Regional Water System are also taking similar steps to promote water conservation, including a regional drought education campaign

**Edwin M. Lee**  
Mayor

**Vince Courtney**  
President

**Ann Moller Caen**  
Vice President

**Francesca Viotor**  
Commissioner

**Anson Moran**  
Commissioner

**Art Torres**  
Commissioner

**Harlan L. Kelly, Jr.**  
General Manager



created in partnership with the SFPUC. Accordingly, usage by these member agencies and their customers has also declined significantly over the past few weeks.

“As the summer months heat up, we need to sustain the recent conservation momentum to avoid mandatory rationing later this year,” said Nicole Sandkulla, CEO of BAWSCA. “BAWSCA and our member agencies will continue to aggressively reinforce water-wise practices.”

To help meet our water reduction goals, SFPUC customers should assess their property’s water use and take immediate action to:

- Minimize all indoor water use – Shorter showers. Don’t let the tap run. Run only full loads in dishwasher and clothes washer
- Limit landscape watering to no more than twice per week and adjust irrigation to avoid overspray and runoff
- Minimize water used to clean sidewalks and outdoor surfaces unless required for public health purposes
- Provide water only upon request at restaurants
- Minimize car washing or use a commercial car wash; avoid washing cars at home

In addition, everyone should repair or replace inefficient or leaking equipment as soon as possible, including:

- Installing water-efficient aerators on faucets that don’t have them
- Installing water-efficient showerheads if not already in place
- Fixing toilet, shower, faucet and irrigation system leaks
- Replacing old toilets, urinals and clothes washers

The SFPUC offers free onsite water-wise evaluations, plumbing devices and other materials, as well as rebates for replacing old toilets, urinals, clothes washers, and other equipment. All San Francisco residents can receive free, water-efficient kitchen sink aerators and showerheads just by walking into 525 Golden Gate Avenue with proof of address, Monday through Friday, 8:00 a.m. – 5:00 p.m. It’s that easy.

For specific information about water conservation rebates offered by the SFPUC and BAWSCA, please visit [www.sfwater.org/conservation](http://www.sfwater.org/conservation) and [www.BAWSCA.org](http://www.BAWSCA.org).

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## **MONTHLY REPORT**

**To:** David Dickson, General Manager  
**From:** Joe Guistino, Superintendent of Operations  
**Agenda:** July 8, 2014

### **Report**

**Date:** July 1, 2014

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### **Monthly Highlights**

#### El Granada Tank 2 Renovation

The tank was put on line in June and is operating very well. This project will be completed in July.

### **Source of Supply**

Crystal Springs and Denniston Reservoir were the sources of supply in June. Denniston Reservoir contributed 1.04 million gallons (MG).

### **System Improvements**

#### Site Cleanup

Crews removed graffiti at Miramar Tank and did general cleanup work at Cahill Tank.

#### Denniston Water Treatment Plant (WTP)

The plant was started twice in June to try and maximize its use during the summer irrigation season. The runs were only for short periods of a day or two due to lack of available water. The idea is to make the best use of the improved facility and any available water that is available, even for a short time. Our instrument tech contractor made small improvements to the contact clarifier controls by putting them under Supervisory Control and Data Acquisition (SCADA) operating control, giving the operators more flexibility in decisions on its operation.

### **Other Activities Update:**

#### Pilarcitos Canyon Road Repairs

We have been working with the Resource Conservation District (RCD) to effect road repairs on the Randtron antenna access roads as well as certain spots on the Pilarcitos Canyon Road to our Pilarcitos and Crystal Springs pipelines. The west Randtron access road is a major contributor of sediment to Pilarcitos Creek and there are portions of the road on Coastside County Water District (CCWD) property that will fail in the future if improvements aren't made soon. RCD is facilitating the permitting process and will act as construction manager once the work begins. Permits are expected to be garnered by the end of the year and construction to start in 2015.

### Pilarcitos Creek 8" Main Crossing

We have two pipelines that must cross Pilarcitos Creek to deliver water to the south half of our service area. One of them is an 8" main that lies just under Pilarcitos Creek adjacent to the Safeway in Strawflower Center. The shallowness of the main leaves it vulnerable to damage from very high flows in the creek as well as possibly contributing to system water quality issues if it fails. We met with District engineer Jim Teter in June to kick off a design project with the intention of attaching this crossing to the nearby pedestrian footbridge that crosses the creek.

### **Regulatory Agency Interaction**

#### Regional Water Quality Control Board (RWQCB)

I reviewed the latest iteration of the proposed National Pollution Discharge Elimination Survey (NPDES) that they sent to me prior to the public hearing and found it to be much more benign than originally drafted. The draft was released for a 30 day comment period on 6 June with a statewide hearing scheduled for 15 July.

### **Safety/Training/Inspections/Meetings**

#### Meetings Attended

- 4 June - Met with RCD at Pilarcitos Canyon well field about the Pilarcitos Canyon Road Repair Project
- 10 June - Met with Jim Teter about the 8" main Pilarcitos creek crossing
- 20 June - Main Street Bridge Pipeline Relocation project kickoff meeting with EKI
- 24 June - Special board meeting on fy15 budget approval
- 24 June - Met with SolarBee representative on mixing application in Alves Tank.
- 25 June - Met with Dave Lea as to Denniston Reservoir usage during the summer
- 25 June - Met with Randtron and RCD about Pilarcitos Canyon Road Repairs
- 25 June - Attended a demonstration of records scanning services

#### Tailgate safety sessions in September

- 2 June - Jackhammer Safety
- 9 June - Basic CPR Saves Lives
- 17 June - Stroke Risks, Brain Damage, and Death
- 23 June - Mosquitos Are More Than Annoying
- 30 June - Workplace Violence: Dealing With Dangerous Customers

#### CINTAS Safety Committee and Training

There was no CINTAS Safety Committee or Training in June. A workplace safety inspection was done on Denniston WTP. The report is pending.

#### Coastside Fire Protection District (CFPD) Inspection

An inspection of the Denniston WTP by CFPD on 6 June revealed no violations.

#### Training

Field staff was trained on the new hand held meter reading devices on 3 June.

## **Projects**

### El Granada Tank 2 Renovation

El Granada Tank 2 was filled on 9 June and passed the 5 day soak test on 20 June from VOC samples collected on 16 June. The tank was put back in active service on 20 June. The contractors removed the temporary tank on 24 June and are 90% complete on the new door installation on the pump house. The site will be paved and fenced and the project completed in July. Three eucalyptus and three Monterey Pines that were threatening the tank were removed.

### Avenue Cabrillo Project Phase 3A

Plans were completed, submitted and reviewed in June. The project went out to bid on 27 June and sealed bids will be opened on 29 July at 1400. The Engineer's estimate for this project phase is \$365,000.

## STAFF REPORT

**To:** Board of Directors  
**From:** Cathleen Brennan, Water Resources Analyst  
**Agenda:** July 8, 2014  
**Report Date:** July 2, 2014  
**Subject:** Water Resources

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This informational report includes: Water Supply Conditions Update and Grant Share Reimbursement and the Annual Water Quality Report.

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### **Water Supply Conditions Update**

On January 31, 2014, the District's raw water wholesaler, SFPUC, called for a voluntary 10 percent curtailment of water use. In February of this year, the District implemented a voluntary request for a 10 percent reduction in water use by all customers under a Stage 1 – Water Shortage Advisory. The most recent water supply availability update from SFPUC calls for the continuation of the voluntary 10 percent water use reduction. **On June 23, 2014, the SFPUC announced that the Regional Wholesale Customers are meeting the 10 percent curtailment request.** The District anticipates keeping this Advisory in place through December of 2014. Water supply conditions are being evaluated on a monthly basis.

### **Proposition 84 Grant Share Reimbursement - (\$11,729.17)**

➤ **Washing Machine Rebate Program**

The District has received a check from the Bay Area Water Supply and Conservation Agency (BAWSCA) in the amount of \$6091.88 for reimbursement of Proposition 84 Round One Grant Share. The check includes reimbursement for 171 Washing Machine Rebates issued between 8/17/2011 and 02/28/2013 at a reimbursement rate of 95 percent of \$37.50 per rebate. The remaining 5 percent (\$360.62) will be reimbursed when all Proposition 84 round One Grant activities are completed.

➤ **High Efficiency Toilet Rebate Program**

The District has received a check from BAWSCA in the amount of \$5637.29 for 95 percent of the reimbursement of Proposition 84 Round One Grant Share. The check includes reimbursement for 80 high efficiency toilet rebates issued between 8/17/2011 and 05/31/2013 at a reimbursement rate of 75 percent of the actual rebate amount. The remaining 5 percent (\$296.69) will be reimbursed when all Proposition 84 round One Grant activities are completed.

## Annual Water Quality Report for Calendar Year 2013

The Consumer Confidence Report, also known as the Annual Water Quality Report, was mailed to the District's service area using the United States Postal Service on June 27<sup>th</sup>. It went to all postal customers in the 94019 and 94018 zip codes. In addition, a copy was mailed to customers with mailing addresses outside of our service area. The report is also available on the District's website under Water Quality.


<http://www.coastsidewater.org/water-quality.html>

The District used the services of a consulting firm to help us with the design, printing and distribution of the annual water quality report, so customers will notice a different look to the report this year. In addition to the required water quality data and information, the District included information on water use efficiency, bill payment and contact information.


Este informe contiene información muy importante sobre su agua potable. Tradúzcalo o hable con alguien que lo entienda bien. Si le gustaría recibir una copia de este reporte en Español, favor de llamar al Coastsidewater County Water District, y le enviaremos una por correo.

Coastside County Water District (District) is pleased to present the 2013 Annual Water Quality Report in accordance with state and federal regulations. The data presented are from sampling and testing done in accordance with Safe Drinking Water Act regulations.

*The treated drinking water delivered to your home or business met all drinking water quality standards set by the state and federal governments.*



Coastside County Water District  
**2013 ANNUAL WATER QUALITY REPORT**



**WHAT'S INSIDE ►**  
Important information about your water  
Tips for saving water  
Ways to contact the District

Stone Dam. Image provided courtesy of SFPUC.