

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

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

AGENDA

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

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

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

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

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

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

4) CONSENT CALENDAR

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

- A. Approval of disbursements for the month ending June 30, 2018:
Claims: \$793,204.56; Payroll: \$142,293.04 for a total of \$935,497.60 ([attachment](#))
➤ *June Monthly Financial Claims reviewed and approved by Director Mickelsen*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of June 12, 2018 Regular Board of Directors Meeting ([attachment](#))
- D. Approval of Minutes of June 28, 2018 Special Board of Directors Meeting ([attachment](#))
- E. Monthly Water Service Connection Transfer Report ([attachment](#))
- F. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- G. Total CCWD Production Reports ([attachment](#))
- H. CCWD Monthly Sales by Category Report –June 2018 ([attachment](#))
- I. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report ([attachment](#))
- J. Monthly Rainfall Reports ([attachment](#))
- K. SFPUC Hydrological Report for the month of May 2018 ([attachment](#))
- L. Delegation of Authority to the General Manager to Issue Final Acceptance of Non-Complex Pipeline Extension Project at 400-408 Redondo Beach Road ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Fiscal Year 2017-2018 Year-End Financial Results - Preliminary ([attachment](#))

7) MONTHLY INFORMATIONAL REPORTS

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

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

9) CLOSED SESSION

- A. Conference with Labor Negotiator**
Pursuant to California Government Code Section 54957.6
Agency Designated Representatives: David Dickson, General Manager
and Mary Rogren, Assistant General Manager
Employee Organization: Teamsters Union, Local 856

10) RECONVENE TO OPEN SESSION

Public Report of closed session action.

11) ADJOURNMENT

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

CHECKS				
<u>CHECK DATE</u>	<u>CHECK NO.</u>	<u>VENDOR</u>	<u>VOID CHECK</u>	<u>AMOUNT</u>
6/1/2018	25476	VOID CHECK	-0.01	
06/01/2018	25477	COMCAST		200.30
06/01/2018	25478	JAMES COZZOLINO, TRUSTEE		200.00
06/01/2018	25479	JAMES DERBIN		2,600.00
06/01/2018	25480	FIRST NATIONAL BANK		3,715.77
06/01/2018	25481	HUE & CRY, INC.		24.00
06/01/2018	25482	MASS MUTUAL FINANCIAL GROUP		1,974.65
06/01/2018	25483	RICOH USA INC		503.07
06/01/2018	25484	STANDARD INSURANCE COMPANY		521.13
06/01/2018	25485	VALIC		3,880.00
06/11/2018	25486	LOGAN DUFFY		4,800.00
06/12/2018	25487	HEALTH BENEFITS ACWA-JPIA		43,085.95
06/12/2018	25488	PACIFIC GAS & ELECTRIC CO.		62,972.81
06/12/2018	25489	WEST YOST ASSOCIATES, INC		26,883.00
06/15/2018	25490	ALIFANO TECHNOLOGIES LLC		54.38
06/15/2018	25491	AMERIGAS PROPANE, LP		115.28
06/15/2018	25492	AT&T		3,647.05
06/15/2018	25493	AT&T LONG DISTANCE		255.48
06/15/2018	25494	JOHN DAVIS		114.66
06/15/2018	25495	FEDAK & BROWN LLP		1,630.00
06/15/2018	25496	HALF MOON BAY REVIEW		787.50
06/15/2018	25497	HASSETT HARDWARE		1,853.29
06/15/2018	25498	INTERNATIONAL CITY MGMT ASSOC RETIREMENT CORP		30,240.00
06/15/2018	25499	JACK HENRY & ASSOCIATES, INC.		2,068.76
06/15/2018	25500	MASS MUTUAL FINANCIAL GROUP		1,974.65
06/15/2018	25501	REPUBLIC SERVICES		523.81
06/15/2018	25502	RBS GLOBAL, INC.		387.55
06/15/2018	25503	STATE WATER RESOURCES CONTROL BD		60.00
06/15/2018	25504	TPX COMMUNICATIONS		1,850.76
06/15/2018	25505	SUSAN TURGEON		246.32
06/15/2018	25506	VALIC		3,880.00
06/15/2018	25507	JUAN CARLOS SALAZAR		1,120.00
06/15/2018	25508	RAYMOND WINCH		80.05
06/15/2018	25509	CIARA RINAUDO		74.14
06/15/2018	25510	NADIR BAGAVEYEV		52.80
06/28/2018	25511	ADP, INC.		676.85
06/28/2018	25512	FRANK YAMELLO		1,006.30
06/28/2018	25513	AIRGAS, INC.		1,022.37
06/28/2018	25514	ANALYTICAL ENVIRONMENTAL SERVICES		4,661.38
06/28/2018	25515	ANDREINI BROS. INC.		50,091.45
06/28/2018	25516	AZTEC GARDENS, INC.		190.00
06/28/2018	25517	BADGER METER, INC.		27.00
06/28/2018	25518	BALANCE HYDROLOGICS, INC		8,766.90
06/28/2018	25519	BAY AREA WATER SUPPLY &		1,090.00
06/28/2018	25520	BAY ALARM COMPANY		669.78
06/28/2018	25521	BFI OF CALIFORNIA, INC.		254.13
06/28/2018	25522	BIG CREEK LUMBER		1,264.07
06/28/2018	25523	INSTITUTE FOR ENVIRONMENTAL HEALTH, INC.		760.00
06/28/2018	25524	BSK ASSOCIATES		1,820.00
06/28/2018	25525	CALCON SYSTEMS, INC.		24,659.01
06/28/2018	25526	CHEVRON/TEXACO UNIVERSAL CARD		1,832.64
06/28/2018	25527	PAUL CHEE		100.00
06/28/2018	25528	CHEMTRADE CHEMICALS US LLC		2,122.56
06/28/2018	25529	CLARK PEST CONTROL OF STOCKTON, INC.		125.00
06/28/2018	25530	PETTY CASH		108.46
06/28/2018	25531	CORNERSTONE STRUCTURAL ENGINEERING GROUP, INC.		13,517.50
06/28/2018	25532	DATAPROSE, LLC		3,885.31
06/28/2018	25533	JOHN DAVIS		81.69
06/28/2018	25534	JAMES DERBIN		315.41
06/28/2018	25535	ELECSYS INTERNATIONAL CORP		250.00
06/28/2018	25536	FEDAK & BROWN LLP		4,120.00
06/28/2018	25537	FIRST NATIONAL BANK		7,997.87
06/28/2018	25538	GRAINGER, INC.		2,605.00

06/28/2018	25539	HMB BLDG. & GARDEN INC.	55.42
06/28/2018	25540	H.M.B.AUTO PARTS	191.83
06/28/2018	25541	HANSONBRIDGETT. LLP	6,321.00
06/28/2018	25542	HYDROSCIENCE ENGINEERS, INC.	4,370.13
06/28/2018	25543	IRON MOUNTAIN	528.33
06/28/2018	25544	IRVINE CONSULTING SERVICES, INC.	2,747.70
06/28/2018	25545	KANO LABORATORIES, INC.	393.77
06/28/2018	25546	LIEBERT CASSIDY WHITMORE	104.00
06/28/2018	25547	GLENNA LOMBARDI	118.00
06/28/2018	25548	MASS MUTUAL FINANCIAL GROUP	1,974.65
06/28/2018	25549	MISSION UNIFORM SERVICES INC.	245.34
06/28/2018	25550	DARIN BOVILLE	1,200.00
06/28/2018	25551	MONTEREY COUNTY LAB	1,584.00
06/28/2018	25552	NORTHSTAR CHEMICAL	3,885.00
06/28/2018	25553	OFFICE DEPOT	736.00
06/28/2018	25554	ONTRAC	59.48
06/28/2018	25555	PAKPOUR CONSULTING GROUP	1,953.01
06/28/2018	25556	PAULO'S AUTO CARE	90.53
06/28/2018	25557	PITNEY BOWES	211.91
06/28/2018	25558	PROFESSIONAL METERS, INC.	34,546.75
06/28/2018	25559	FERGUSON ENTERPRISES, INC.	429.22
06/28/2018	25560	PUMP REPAIR SERVICE CO. INC.	5,484.12
06/28/2018	25561	RAFTELIS FINANCIAL CONSULTANTS, INC.	5,051.25
06/28/2018	25562	RAY A MORGAN COMPANY INC.	399.16
06/28/2018	25563	R.D. OFFUTT COMPANY	711.41
06/28/2018	25564	RICOH USA INC	503.07
06/28/2018	25565	ROBERTS & BRUNE CO.	37,438.81
06/28/2018	25566	ROGUE WEB WORKS, LLC	388.50
06/28/2018	25567	RYAN HERCO PRODUCTS CORP	325.30
06/28/2018	25568	SAN FRANCISCO WATER DEPT.	194,182.16
06/28/2018	25569	SAN MATEO CTY PUBLIC HEALTH LAB	842.00
06/28/2018	25570	STRAWFLOWER ELECTRONICS	129.47
06/28/2018	25571	TEAMSTERS LOCAL UNION #856	1,063.00
06/28/2018	25572	JAMES TETER	1,747.50
06/28/2018	25573	TYLER TECHNOLOGIES, INC	393.75
06/28/2018	25574	UGSI CHEMICAL FEED, INC.	1,124.61
06/28/2018	25575	UPS STORE	393.80
06/28/2018	25576	USA BLUE BOOK	212.99
06/28/2018	25577	VALIC	3,880.00
06/28/2018	25578	VERIZON WIRELESS	165.24
06/28/2018	25579	VULCAN MATERIALS COMPANY	514.39
06/28/2018	25580	WEST YOST ASSOCIATES, INC	31,553.00
06/28/2018	25581	GOLDEN BAY CONSTRUCTION, INC.	964.52
06/28/2018	25582	ESTATE OF RUTH STANFIELD	4.28
06/28/2018	25583	ANTONIO CONTE	15.24
06/28/2018	25584	SCOTT GILGALLON	70.72
06/28/2018	25585	HONORIO ALVES	29.41
06/28/2018	25586	THOMAS M ODONNELL	52.51
06/28/2018	25587	AMY SHULL	15.01
06/28/2018	25588	BK BOBCAT	879.15
06/28/2018	25589	NEXGEN BUILDERS INC.	842.80
06/28/2018	25590	ALANIZ CONSTRUCTION, INC.	792.77
06/28/2018	25591	QUINN SHARP	9.81
			SUBTOTAL CLAIMS FOR MONTH \$ 688,323.66

WIRE PAYMENTS			
MONTH	DFT#	VENDOR	AMOUNT
06/01/2018	DFT0000133	PUB. EMP. RETIRE SYSTEM	12,798.78
06/01/2018	DFT0000134	CalPERS FISCAL SERVICES DIVISION	27,620.90
06/01/2018	DFT0000135	CalPERS FISCAL SERVICES DIVISION	40.03
06/14/2018	DFT0000136	PUB. EMP. RETIRE SYSTEM	12,829.93
06/26/2018	DFT0000137	PUB. EMP. RETIRE SYSTEM	34,583.39
06/27/2018	DFT0000138	PUB. EMP. RETIRE SYSTEM	12,216.23
6/30/2018		BANK AND CREDIT CARD FEES	4791.64
			SUBTOTAL WIRE PAYMENTS FOR MONTH \$ 104,880.90

TOTAL CLAIMS FOR THE MONTH \$ 793,204.56



Coastside County Water District

Monthly Budget Report

Account Summary

For Fiscal: 2017-2018 Period Ending: 06/30/2018

	June Budget	June Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget	
Revenue										
RevType: 1 - Operating										
1-4120-00	Water Revenue	1,148,095.00	1,359,509.73	211,414.73	18.41 %	10,805,600.00	11,648,529.93	842,929.93	7.80 %	10,805,600.00
	Total RevType: 1 - Operating:	1,148,095.00	1,359,509.73	211,414.73	18.41 %	10,805,600.00	11,648,529.93	842,929.93	7.80 %	10,805,600.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	4,185.00	7,835.58	3,650.58	87.23 %	50,000.00	61,417.47	11,417.47	22.83 %	50,000.00
1-4180-00	Late Notice - 10% Penalty	5,022.00	3,161.62	-1,860.38	-37.04 %	60,000.00	61,721.13	1,721.13	2.87 %	60,000.00
1-4230-00	Service Connections	837.00	1,440.74	603.74	72.13 %	10,000.00	13,528.91	3,528.91	35.29 %	10,000.00
1-4920-00	Interest Earned	0.00	10,699.31	10,699.31	0.00 %	6,174.00	20,509.61	14,335.61	232.19 %	6,174.00
1-4930-00	Tax Apportionments/County Checks	55,000.00	81,929.21	26,929.21	48.96 %	700,000.00	854,109.91	154,109.91	22.02 %	700,000.00
1-4950-00	Miscellaneous Income	3,084.00	-79,585.00	-82,669.00	-2,680.58 %	37,000.00	-58,998.98	-95,998.98	-259.46 %	37,000.00
1-4955-00	Cell Site Lease Income	12,833.00	16,095.30	3,262.30	25.42 %	154,000.00	156,777.39	2,777.39	1.80 %	154,000.00
1-4965-00	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00 %	250,000.00	366,651.07	116,651.07	46.66 %	250,000.00
	Total RevType: 2 - Non-Operating:	80,961.00	41,576.76	-39,384.24	-48.65 %	1,267,174.00	1,475,716.51	208,542.51	16.46 %	1,267,174.00
	Total Revenue:	1,229,056.00	1,401,086.49	172,030.49	14.00 %	12,072,774.00	13,124,246.44	1,051,472.44	8.71 %	12,072,774.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	187,957.00	245,671.16	-57,714.16	-30.71 %	2,106,991.00	2,012,233.57	94,757.43	4.50 %	2,106,991.00
1-5230-00	Nunes T P Pump Expense	3,357.00	5,375.49	-2,018.49	-60.13 %	40,280.00	37,582.53	2,697.47	6.70 %	40,280.00
1-5231-00	CSP Pump Station Pump Expense	10,000.00	64,140.88	-54,140.88	-541.41 %	318,000.00	319,064.63	-1,064.63	-0.33 %	318,000.00
1-5232-00	Other Trans. & Dist Pump Expense	2,500.00	2,768.58	-268.58	-10.74 %	25,440.00	22,670.54	2,769.46	10.89 %	25,440.00
1-5233-00	Pilarcitos Canyon Pump Expense	2,909.00	-1,961.01	4,870.01	167.41 %	32,309.00	24,545.22	7,763.78	24.03 %	32,309.00
1-5234-00	Denniston T P Pump Expense	12,220.00	13,822.34	-1,602.34	-13.11 %	92,220.00	88,204.32	4,015.68	4.35 %	92,220.00
1-5242-00	CSP Pump Station Operations	875.00	2,412.70	-1,537.70	-175.74 %	10,500.00	13,067.38	-2,567.38	-24.45 %	10,500.00
1-5243-00	CSP Pump Station Maintenance	6,474.00	-523.31	6,997.31	108.08 %	37,000.00	15,112.65	21,887.35	59.16 %	37,000.00
1-5246-00	Nunes T P Operations - General	6,000.00	7,294.03	-1,294.03	-21.57 %	72,000.00	53,572.68	18,427.32	25.59 %	72,000.00
1-5247-00	Nunes T P Maintenance	10,200.00	2,511.89	7,688.11	75.37 %	122,500.00	103,886.16	18,613.84	15.19 %	122,500.00
1-5248-00	Denniston T P Operations-General	3,500.00	-595.27	4,095.27	117.01 %	34,500.00	39,833.19	-5,333.19	-15.46 %	34,500.00
1-5249-00	Denniston T.P. Maintenance	5,000.00	4,812.78	187.22	3.74 %	60,000.00	101,107.68	-41,107.68	-68.51 %	60,000.00
1-5250-00	Laboratory Expenses	4,000.00	6,281.66	-2,281.66	-57.04 %	53,000.00	77,100.90	-24,100.90	-45.47 %	53,000.00
1-5260-00	Maintenance - General	24,309.00	46,657.89	-22,348.89	-91.94 %	291,700.00	313,815.91	-22,115.91	-7.58 %	291,700.00
1-5261-00	Maintenance - Well Fields	3,500.00	-5,487.85	8,987.85	256.80 %	40,000.00	212.27	39,787.73	99.47 %	40,000.00
1-5263-00	Uniforms	0.00	0.00	0.00	0.00 %	10,000.00	9,040.71	959.29	9.59 %	10,000.00
1-5318-00	Studies/Surveys/Consulting	20,000.00	5,177.75	14,822.25	74.11 %	160,000.00	118,840.59	41,159.41	25.72 %	160,000.00
1-5321-00	Water Resources	3,083.00	13,739.84	-10,656.84	-345.66 %	37,000.00	25,983.51	11,016.49	29.77 %	37,000.00

Monthly Budget Report

For Fiscal: 2017-2018 Period Ending: 06/30/2018

	June Budget	June Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget	
1-5322-00	Community Outreach	5,000.00	16,357.63	-11,357.63	-227.15 %	54,700.00	57,224.30	-2,524.30	-4.61 %	54,700.00
1-5381-00	Legal	9,167.00	4,019.00	5,148.00	56.16 %	110,000.00	51,259.75	58,740.25	53.40 %	110,000.00
1-5382-00	Engineering	8,333.00	-4,520.00	12,853.00	154.24 %	100,000.00	30,255.74	69,744.26	69.74 %	100,000.00
1-5383-00	Financial Services	0.00	4,120.00	-4,120.00	0.00 %	20,000.00	21,188.00	-1,188.00	-5.94 %	20,000.00
1-5384-00	Computer Services	12,066.00	13,699.21	-1,633.21	-13.54 %	144,800.00	137,623.02	7,176.98	4.96 %	144,800.00
1-5410-00	Salaries/Wages-Administration	132,980.00	73,519.99	59,460.01	44.71 %	1,150,980.00	895,128.59	255,851.41	22.23 %	1,150,980.00
1-5411-00	Salaries & Wages - Field	146,081.00	73,725.23	72,355.77	49.53 %	1,266,081.00	1,284,625.46	-18,544.46	-1.46 %	1,266,081.00
1-5420-00	Payroll Tax Expense	19,680.00	11,643.45	8,036.55	40.84 %	170,555.00	158,413.07	12,141.93	7.12 %	170,555.00
1-5435-00	Employee Medical Insurance	38,630.00	41,280.53	-2,650.53	-6.86 %	447,056.00	410,003.90	37,052.10	8.29 %	447,056.00
1-5436-00	Retiree Medical Insurance	4,102.00	3,565.73	536.27	13.07 %	47,215.00	40,011.92	7,203.08	15.26 %	47,215.00
1-5440-00	Employees Retirement Plan	62,815.00	64,523.45	-1,708.45	-2.72 %	544,380.00	526,773.46	17,606.54	3.23 %	544,380.00
1-5445-00	Supplemental Retirement 401a	35,000.00	30,240.00	4,760.00	13.60 %	35,000.00	30,240.00	4,760.00	13.60 %	35,000.00
1-5510-00	Motor Vehicle Expense	4,225.00	5,802.45	-1,577.45	-37.34 %	50,700.00	81,894.40	-31,194.40	-61.53 %	50,700.00
1-5620-00	Office & Billing Expenses	18,788.00	16,719.27	2,068.73	11.01 %	225,500.00	226,229.97	-729.97	-0.32 %	225,500.00
1-5625-00	Meetings / Training / Seminars	2,000.00	3,929.31	-1,929.31	-96.47 %	24,000.00	31,450.97	-7,450.97	-31.05 %	24,000.00
1-5630-00	Insurance	10,000.00	9,936.08	63.92	0.64 %	120,000.00	123,340.69	-3,340.69	-2.78 %	120,000.00
1-5687-00	Membership, Dues, Subscript.	2,000.00	395.00	1,605.00	80.25 %	75,350.00	65,552.16	9,797.84	13.00 %	75,350.00
1-5689-00	Labor Relations	0.00	0.00	0.00	0.00 %	6,000.00	0.00	6,000.00	100.00 %	6,000.00
1-5700-00	San Mateo County Fees	1,667.00	0.00	1,667.00	100.00 %	20,000.00	19,855.62	144.38	0.72 %	20,000.00
1-5705-00	State Fees	0.00	0.00	0.00	0.00 %	24,000.00	26,951.95	-2,951.95	-12.30 %	24,000.00
	Total ExpType: 1 - Operating:	818,418.00	781,055.88	37,362.12	4.57 %	8,179,757.00	7,593,897.41	585,859.59	7.16 %	8,179,757.00
	ExpType: 4 - Capital Related									
1-5712-00	Debt Service/Existing Bonds 2006B	0.00	0.00	0.00	0.00 %	486,776.00	484,386.63	2,389.37	0.49 %	486,776.00
1-5715-00	Debt Service/CIEDB 11-099	0.00	0.00	0.00	0.00 %	336,269.00	336,269.36	-0.36	0.00 %	336,269.00
1-5716-00	Debt Service/CIEDB 2016	0.00	0.00	0.00	0.00 %	324,652.00	324,651.94	0.06	0.00 %	324,652.00
	Total ExpType: 4 - Capital Related:	0.00	0.00	0.00	0.00 %	1,147,697.00	1,145,307.93	2,389.07	0.21 %	1,147,697.00
	Total Expense:	818,418.00	781,055.88	37,362.12	4.57 %	9,327,454.00	8,739,205.34	588,248.66	6.31 %	9,327,454.00
	Report Total:	410,638.00	620,030.61	209,392.61		2,745,320.00	4,385,041.10	1,639,721.10		2,745,320.00

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
June 30, 2018**

<u>RESERVE BALANCES</u>	Current Year as of 6/30/18	Prior Year as of 6/30/17
CAPITAL AND OPERATING RESERVE	\$6,204,570.35	\$5,043,785.97
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
TOTAL DISTRICT RESERVES	\$6,454,570.35	\$5,293,785.97

ACCOUNT DETAIL

ACCOUNTS WITH FIRST NATIONAL BANK (FNB)		
CHECKING ACCOUNT*	\$4,230,847.50	\$4,245,077.17
CSP T & S ACCOUNT	\$160,329.32	\$16,930.17
MONEY MARKET GEN. FUND (Opened 7/20/17)	\$19,430.17	\$0.00
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$2,043,263.36	\$1,031,078.63
DISTRICT CASH ON HAND	\$700.00	\$700.00
TOTAL ACCOUNT BALANCES	\$6,454,570.35	\$5,293,785.97

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

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

6/30/2018 PRELIMINARY

		Approved CIP Budget FY 17/18	Actual To Date FY 17/18	Projected Year-End FY 17/18	Variance vs. Budget	% Completed	Project Status/ Comments	CIP Projects in process Shift to FY2018/19	Included in FY2018/19 or Future CIP
Equipment Purchases & Replacement									
06-03	SCADA/Telemetry/Electrical Controls Replacement	\$ 50,000	\$ 30,693	\$ 30,693	\$ 19,307	61%	Ongoing work		
08-12	New Service Truck	\$ 250,000	\$ 213,772	\$ 213,772	\$ 36,228	100%	Complete		
99-02	Vehicle Replacement	\$ 90,000	\$ 85,861	\$ 85,861	\$ 4,139	100%	Complete		
99-03	Computer Systems	\$ 5,000	\$ 9,734	\$ 9,734	\$ (4,734)	100%	server upgrade		
99-04	Office Equipment/Furniture	\$ 3,000	\$ -	\$ -	\$ 3,000	0%	included in operating expenses		
Facilities & Maintenance									
08-08	PRV Valves Replacement Project	\$ 30,000	\$ 28,676	\$ 28,676	\$ 1,324	100%	Ongoing work		
09-07 and 99-01	Advanced Metering Infrastructure and Meter Change Program	\$ 1,450,000	\$ 1,899,291	\$ 1,899,291	\$ (449,291)	97%	Overage in AMI/Meter change program - relates to utilizing an installation contractor, approved by the Board in August, 2017. Also includes \$70K of purchases budgeted for the prior fiscal year.		
09-09	Fire Hydrant Replacement	\$ 40,000	\$ 43,818	\$ 43,818	\$ (3,818)	100%	Ongoing work		
16-07	Sample Station Replacment Project	\$ 20,000	\$ 26,528	\$ 26,528	\$ (6,528)	100%	Complete		
14-14	Pilarcitos Canyon Road Improvements	\$ 100,000	\$ 21,680	\$ 21,680	\$ 78,320	22%	Moved to FY2018/19		\$ 100,000
Pipeline Projects									
06-02	Highway 1 South Pipeline Replacement Project	\$ 80,000	\$ 1,188	\$ 1,188	\$ 78,812	1%	** Larger project in FY2018/19 budget (\$750K)		**
07-03	Pilarcitos Canyon Pipeline Replacement	\$ 150,000	\$ 36,589	\$ 36,589	\$ 113,411	24%	Moved to FY2019/20		
14-01	Replace 12" Welded Steel Line on Hwy 92 at La Nebbia	\$ 300,000	\$ 212,114	\$ 212,114	\$ 87,886	100%	Complete		
14-26	Replace 2" Pipe in Downtown Half Moon Bay	\$ 500,000	\$ 545,235	\$ 545,235	\$ (45,235)	80%	in process - \$150K left - to be completed summer FY2018/19	\$ 150,000	
18-12	Valve installation - Ritz Carlton	\$ 20,000			\$ 20,000	0%	Cancelled - found alternate valve		
Pump Stations / Tanks / Wells									
06-04	Hazen's Tank Replacement	\$ 30,000			\$ 30,000	0%	Moved to FY2018/2019 budget		\$ 30,000
08-14	Alves Tank Recoating (Interior & Exterior)	\$ 100,000	\$ 45,374	\$ 45,374	\$ 54,626	45%	Seismic/engineering in process (** see FY 2018/19 and FY 2018/20 budgets - \$2.1M))		**
13-08	Crystal Springs Spare 350 HP Motor	\$ 60,000	\$ -	\$ -	\$ 60,000	0%	parts ordered-moved to FY2018/19	\$ 60,000	
18-02	CSP Air Relief Valves	\$ 40,000	\$ 31,034	\$ 31,034	\$ 8,966	78%	in process	\$ 9,000	
18-03	CSP Spare 500 Pump Rehabilitation	\$ 30,000	\$ 64,161	\$ 64,161	\$ (34,161)	100%	completed		
18-05	Tank THM Control (Mixer & Blower)	\$ 80,000	\$ -	\$ -	\$ 80,000	0%	Moved to FY2018/19 budget		\$ 80,000
18-07	EG #2 Tank Chlorination System (Residual Control System)	\$ 50,000	\$ -	\$ -	\$ 50,000	0%	Moved to FY2018/19	\$ 50,000	
18-08	CSP Communications	\$ 50,000	\$ 24,705	\$ 24,705	\$ 25,295	49%	IQ Replacement; in process	\$ 25,000	
Water Supply Development									
17-12	Recycled Water Project Development	\$ 100,000	\$ -	\$ -	\$ 100,000	0%	Moved to FY2018/19		
Water Treatment Plants									
17-04	Denniston Dam Spillway Repairs	\$ 90,000			\$ 90,000	0%	Moved to FY2018/19	\$ 90,000	
18-09	Denniston Heater	\$ 15,000	\$ 1,799	\$ 1,799	\$ 13,201	12%	parts ordered - will be received in FY2018/19	\$ 12,000	
18-10	Nunes/Denniston Treatment Plan Improvements - Optimization Study	\$ 100,000	\$ 88,310	\$ 88,310	\$ 11,690	100%	West Yost study is completed		
18-11	Nunes Bulk Caustic Tank	\$ 40,000	\$ -	\$ -	\$ 40,000	0%	Moved to FY2018/19 budget		\$ 40,000
99-05	Denniston Maintenance Dredging	\$ 35,000	\$ 23,811	\$ 23,811	\$ 11,189	100%	(This amount is reflected as an annual expense under Denniston maintenance vs. CIP.)		
FY 17/18 TOTALS		\$ 3,908,000	\$ 3,434,373	\$ 3,434,373	\$ 473,627				

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

6/30/2018 PRELIMINARY

Approved CIP Budget FY 17/18	Actual To Date FY 17/18	Projected Year-End FY 17/18	Variance vs. Budget	% Completed	Project Status/ Comments
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FY2016/17 CIP Projects in process - paid in FY 2017/18

06-03	El Granada Tank #3 Recoating Project	\$ 208,246	\$ 208,246	\$ (208,246)	100%	Carryover of project from 2016/17; project completed 10-2017; funded by lbank loan
10-02 & 12-04	Denniston Booster Pump Station & Bridgeport Pipeline Project	\$ 367,160	\$ 367,160	\$ (367,160)	98%	\$40K left for PG&E transformer replacement - will occur in FY2018-2019
17-06	Crystal Springs Pump Station Discharge Valve Replacement	\$ 12,031	\$ 12,031	\$ (12,031)	100%	
13-02	Replace 8inch Pipeline Under Creek at Pilarcitos Ave (Strawflower Pipeline Replacement Project)	\$ 194,638	\$ 194,638	\$ (194,638)	100%	Carryover of project from 2016/17; projected completed in August 2017
17-08	Nunes Filter Surface Wash Repairs	\$ 14,850	\$ 14,850	\$ (14,850)	100%	
17-05	CSP Pump Station Motor Controls			\$ -	0%	In process, parts ordered
PREVIOUS YEAR TOTALS		\$ -	\$ 796,925	\$ (796,925)		

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

17-16	CSP P3 Soft Start Pump/Shafting Replacement & Motor refurbishment	\$ 13,677	\$ 13,677	\$ (13,677)		Work related to FY2016/17 emergency pump replacement - approved at February 2017 Board meeting
	CSP 500 HP Motor			\$ -		Parts ordered (approved in February 2018)
12-12	Denniston/San Vicente Water Supply Development	\$ 79,966	\$ 79,966	\$ (79,966)		Legal fees & gaging
	Door Replacement at Nunes	\$ 17,450	\$ 17,450	\$ (17,450)		
	Door Replacement at Denniston	\$ 9,370	\$ 9,370	\$ (9,370)		
	Wavecrest Road Pipeline Replacement Project	\$ 20,213	\$ 20,213	\$ (20,213)		
	El Granada Tank #3 - Pump #1 Rebuild/Motor Replacement	\$ 11,666	\$ 11,666	\$ (11,666)		
	Denniston WTP and Tank Road Repairs/Paving	\$ 29,865	\$ 29,865	\$ (29,865)		
	El Granada Tank #1 Refurbishment Project	\$ 52,551	\$ 52,551	\$ (52,551)		
	Bell Moon Pipeline Replacement Project	\$ 8,072	\$ 8,072	\$ (8,072)		
	Grandview 2-inch Replacement Project	\$ 507	\$ 507	\$ (507)		
	Ave Cabrillo Move Pipeline - for County Storm Drain	\$ 11,339	\$ 11,339	\$ (11,339)		
	CSP Breakers and Handles	\$ 29,168	\$ 29,168	\$ (29,168)		
NON-BUDGETED TOTALS		\$ -	\$ 283,844	\$ (283,844)		

CIP Projects in process Shift to FY2018/19	Included in FY2018/19 or Future CIP
\$ 40,000	
\$ 20,000	
\$ 49,000	
\$ 505,000	\$ 250,000

CIP TOTALS \$ 3,908,000 \$ 4,515,142 \$ 4,515,142 \$ (607,142)

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

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

Month	Admin (General Legal Fees)	Water Supply Develpmnt	Recycled Water	Transfer Program	CIP	Personnel	Water Shortage	Lawsuits	Infrastructure Project Review (Reimbursable)	TOTAL
Jul-17	2,476			108		2,716				5,300
Aug-17	2,925		748	387	2,984					7,043
Sep-17	1,625		195	374	4,602	1,778				8,573
Oct-17	975			222	130	1,268				2,595
Nov-17	2,418			226	2,340	525				5,509
Dec-17	4,934			138	1,300	130				6,502
Jan-18	878			412	260				2,178	3,727
Feb-18	4,485			1,052	260	1,040				6,837
Mar-18	1,268			454	962	1,203				3,886
Apr-18	2,503				8,301					10,803
May-18	6,754					1,404				8,158
Jun-18	4,225			406	1,333	358				6,321
TOTAL	35,464	0	943	3,777	22,471	10,420	0	0	2,178	75,252

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

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

Month	Admin & Retainer	CIP	Studies & Projects	TOTAL	Reimbursable from Projects
Jul-17	480		1,606	2,086	1,606
Aug-17	1,241	117	2,186	3,544	2,186
Sep-17	480		845	1,325	845
Oct-17	480		930	1,410	930
Nov-17	480		3,007	3,487	3,006
Dec-17	480		338	818	338
Jan-18	480	1,935	1,683	4,098	1,683
Feb-18	480	1,014	7,788	9,282	7,788
Mar-18	1,021	4,270	1,905	7,196	1,905
Apr-18	480	2,197	338	3,015	338
May-18	1,115	1,188		2,303	
Jun-18	480	1,099	169	1,748	169
TOTAL	7,697	11,819	20,794	40,310	20,794

Calcon T&M Projects Tracking
as of 6/30/2018

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Total Billing (thru 6/30/17)	Project Billing FY2017-18	Project Budget Remaining
CAL-13-01	EG Tank 2 Recoating Project	Closed	9/30/13	10/8/13	\$8,220.00	\$8,837.50		-\$617.50
CAL-13-02	Nunes Control System Upgrades	Closed	9/30/13	10/8/13	\$46,141.00	\$55,363.60		-\$9,222.60
CAL-13-03	Win 911 and PLC Software	Closed	9/30/13	10/8/13	\$9,717.00	\$12,231.74		-\$2,514.74
CAL-13-04	Crystal Springs Surge Tank Retrofit	Closed	11/26/13	11/27/13	\$31,912.21	\$66,572.54		-\$34,660.33
CAL-13-05		Closed				\$0.00		\$0.00
CAL-13-06	Nunes Legacy Backwash System Removal	Closed	11/25/13	11/26/13	\$6,516.75	\$6,455.00		\$61.75
CAL-13-07	Denniston Backwash FTW Valves	Closed	11/26/13	11/27/13	\$6,914.21	\$9,518.28		-\$2,604.07
CAL-14-01	Denniston Wash Water Return Retrofit	Closed	1/28/14	2/14/14	\$13,607.00	\$13,591.60		\$15.40
CAL-14-02	Denniston Calrifier SCADA Data	Closed	4/2/14	4/7/14	\$4,125.00	\$4,077.50		\$47.50
CAL-14-03	Nunes Surface Scatter Turbidimeter	Closed	4/2/14	4/7/14	\$2,009.50	\$0.00		\$2,009.50
CAL-14-04	Phase I Control System Upgrade	Closed	4/2/14	4/7/14	\$75,905.56	\$44,459.14		\$31,446.42
CAL-14-06	Miramar Control Panel	Closed	8/28/14	8/28/14	\$37,953.00	\$27,980.71		\$9,972.29
CAL-14-08	SFWater Flow & Data Logger/Cahill Tank	Closed	8/20/2014	8/20/2014	\$1,370.00	\$1,372.00		-\$2.00
CAL-15-01	Main Street Monitors	Closed				\$6,779.42		-\$6,779.42
CAL-15-02	Denniston To Do List	Closed				\$2,930.00		-\$2,930.00
CAL-15-03	Nunes & Denniston Turbidity Meters	Closed			\$6,612.50	\$12,536.12		-\$5,923.62
CAL-15-04	Phase II Control System Upgrade		6/23/2015	8/11/2015	\$195,000.00	\$194,102.50	\$8,125.00	-\$7,227.50
CAL-15-05	Permanganate Water Flow	Closed				\$1,567.15		-\$1,567.15
CAL-16-04	Radio Network		12/9/2016	1/10/2017	\$126,246.11	\$116,633.18	\$22,567.50	-\$12,954.57
CAL-16-05	El Granada Tank No. 3 Recoating		12/16/2016		\$6,904.50	\$3,860.00	\$2,985.00	\$59.50
CAL-17-01	Crystal Springs Leak Valve Control		2/8/2017	2/14/2017	\$8,701.29	\$6,390.00	\$11,665.88	-\$9,354.59
CAL-17-02	Crystal Springs Requirements & Addtl Controls		2/8/2017	2/14/2017	\$38,839.50	\$16,467.06	\$24,705.00	-\$2,332.56
CAL-17-03	Nunes Valve Control		6/29/2017	7/11/2017	\$73,281.80	\$64,184.35	\$14,850.00	-\$5,752.55
CAL-17-04	Denniston Booster Pump Station		7/27/2017	8/8/2017	\$21,643.75	\$1,230.00	\$28,530.00	-\$8,116.25
CAL-17-05	Crystal Springs Pump Station #3 Soft Start		7/27/2017	8/8/2017	\$12,213.53	\$0.00	\$12,178.13	\$35.40
CAL-17-06	Nunes Flocculator & Rapid Mix VFD Panels		12/6/2017	12/12/2017	\$29,250.75	\$0.00	\$30,695.66	-\$1,444.91
CAL-18-03	CSP Breakers & Handles		3/7/2018		\$25,471.47	\$0.00	\$29,167.79	-\$3,696.32
CAL-18-04	Tank Levels Calibration Special		3/5/2018		\$8,388.75	\$0.00	\$10,700.00	-\$2,311.25
CAL-18-05	Pilarcitos Stream Flow Gauge -Well 1 120 Service Power		3/22/2018		\$3,558.13	\$0.00	\$3,997.40	-\$439.27
SUBTOTAL					\$800,503.31	\$677,139.39	\$200,167.36	-\$76,803.44

Other: Maintenance

CAL-17-EMG	Emergency Callout							
	Tanks					\$	1,620.00	
	Crystal Springs Maintenance					\$	9,796.95	
	Nunes Maintenance					\$	13,732.67	
	Denniston Maintenance					\$	5,635.00	
	Distribution System					\$	18,807.44	
TOTAL FY2017/18						\$	249,759.42	

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING

Tuesday, June 12, 2018

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

Also present: David Dickson, General Manager; Mary Rogren, Assistant General Manager; Patrick Miyaki, Legal Counsel; 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, 2018:
Claims: \$713,422.82; Payroll: \$97,889.27 for a total of \$811,312.09
- B. Acceptance of Financial Reports
- C. Approval of Minutes of May 8, 2018 Regular Board of Directors Meeting
- D. Monthly Water Service Connection Transfer Report
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Reports
- G. CCWD Monthly Sales by Category Report –May 2018
- H. Monthly Emergency Main and Service Repairs Report
- I. Monthly Rainfall Reports
- J. SFPUC Hydrological Report for the month of April 2018
- K. Approval of Water Service Agreement – 620 Avenue Portola, El Granada
- L. Approval of Water Service Agreement – 555 Obispo Road, El Granada

President Feldman noted that Director Glassberg had reviewed the monthly financial claims and found all to be in order.

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

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

5) **MEETINGS ATTENDED / DIRECTOR COMMENTS**

President Feldman provided a summary of some of the events he had attended at the recent Association of California Water Agencies (ACWA) Spring Conference.

6) **GENERAL BUSINESS**

A. **Resolution 2018-02 Calling for and Giving Notice of a Regular District Election**

Mr. Dickson introduced this item and provided a brief summary of the required election related tasks, including the adoption of the resolution.

ON MOTION BY Director Glassberg and seconded by Director Coverdell, the Board voted by roll call vote to adopt Resolution 2018-02 Calling for and Giving Notice of a Regular District Election to be held on November 6, 2018 and Requesting the County Elections Department to Conduct the Election:

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

B. **Resolution Adopting a Debt Management Policy for the Coastside County Water District**

Ms. Rogren reviewed the background of Senate Bill 1029 (SB 1029) which amended California Government Code 8855, to add certain requirements related to the issuance and administration of debt by local agencies, including requiring the adoption of a debt policy, which impacts the District. Ms. Rogren briefly summarized the materials required to be included in the debt policy.

Director Glassberg expressed a concern with the wording of item 2A of the debt policy and it was agreed by the Board members to replace the word "basic" with the term "District" in the first bullet point in item number 2A of the proposed debt policy.

ON MOTION BY Director Reynolds and seconded by Director Glassberg, the Board voted by roll call vote to adopt Resolution 2018-03 Adopting a Debt Management Policy with the revision of replacing the word "basic" with the term "District" in the first bullet point listed on page 2, Item 2A of the Coastside County Water District Debt Management Policy:

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

C. Resolution Authorizing the Refinancing of an Outstanding Obligation of the Water System, and Approving Loan Agreement and Related Documents

Ms. Rogren introduced Brant Smith, Senior Vice-President of Backstrom McCarley Barry & Company. He advised the Board that his firm had issued a request for proposal, including a brief borrower overview credit profile to eighteen banks, and had received thirteen responses from banks on the loan refinancing; he then summarized those results. He reported on the favorable proposed rate of 2.85% from JP Morgan Chase and reviewed the timeline for the refinancing process. Ms. Rogren then summarized the required Board action contained in the Resolution necessary to proceed with the refinancing of the District's outstanding loan obligation.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to adopt Resolution 2018-04 Authorizing the Refinancing of an Outstanding Obligation of the Water System, and Approving Loan Agreement and Related Documents:

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

D. Approve Salary Schedule with a Cost of Living Adjustment increase for FY 2018-2019 effective July 1, 2018:

Ms. Rogren referenced the proposed Cost of Living Adjustment, as provided for in the Memorandum of Understanding with the Teamsters Union; currently at 3.8%, effective July 1, 2018. She further explained that it is a requirement of CalPERS that the District's Board of Directors approve the annual salary schedule.

ON MOTION BY Director Glassberg and seconded by Director Mickelsen, the Board voted by roll call vote to approve the provided Salary Schedule with a Cost of Living Adjustment increase for FY 2018-2019 effective July 1, 2018:

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

E. Fiscal Year 2018-2019 Budget Process Timeline

Ms. Rogren reminded the Board that the budget process is concluding with the Public Hearing to approve the Operations and Maintenance Budget, the Capital Improvement Program Budget, and the Rate Adjustments for Fiscal Year 2018-2019 and 2019-2020, scheduled for Thursday, June 28, 2018.

F. Proposed Draft Fiscal Year 2018-2019 and Draft Fiscal Year 2019-2020 Operations Budgets; Draft Fiscal Year 2018/2019 to 2027/2028 Capital Improvement Program (CIP); Draft Fiscal Year 2018/2019 to 2022/2023 District Financing Plan; Proposed Rate Increases for Fiscal Years 2018-2019 and 2019-2020; Cost of Service and Rate Study; Public Hearing to Consider and Adopt Proposed Rate Adjustments

Ms. Rogren shared her presentation once again, reiterating the budget comparisons, Capital Improvement Program, Financing Plan, staff's recommendation of a 2.3% revenue increase and rate projections and a review of the residential tiers to promote water efficiency. She also demonstrated proposed consumption charges and residential bill impacts on single family customers with the proposed rate increase.

7) MONTHLY INFORMATIONAL REPORTS

A. Superintendent of Operations Report

Mr. Derbin was absent from the Board meeting. Mr. Dickson answered questions from Board members regarding chlorine residuals and the sampling station replacement program.

B. Water Resources Informational Report

Ms. Brennan reviewed the new Statewide Water Efficiency Goals; Senate Bill 608 and Senate Bill 1668, establishing indoor per capita goals and a frame work for non-residential urban use, as well as agricultural requirements and new reporting requirements for water agencies. She also provided a brief summary and update on the Sustainable Groundwater Management Act (SGMA). Brief discussion ensued, with Mr. Miyaki concluding the discussion by outlining the District's next steps in the process.

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

Director Reynolds commented that he would like the District's customers to know that a tax on water utility bills was recently defeated.

11) **ADJOURNMENT** - The meeting was adjourned at 8:46 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary to the District

Robert Feldman, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL BOARD OF DIRECTORS MEETING

Thursday, June 28, 2018

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

Also present: Mary Rogren, Assistant General Manager; Catherine Groves Legal Counsel; Cathleen Brennan, Water Resources Analyst; JoAnne Whelen, Administrative Assistant/Recording Secretary and Gina Brazil, Office Manager.

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC COMMENT** - There were no public comments from members of the audience, however Vice-President Coverdell took the opportunity to reference the District's 2017 Water Quality Report that was recently delivered to customer's mailboxes. He complimented staff on the report, noting that in his opinion it is the best presentation of the Consumer Confidence Report that he has seen to date and added that he appreciated the photos and the water conservation tips and was very impressed with the overall report.

- 4) **SPECIAL ORDER OF BUSINESS - FISCAL YEAR 2018-2019 AND FISCAL YEAR 2019-2020 OPERATIONS AND MAINTENANCE BUDGETS, FISCAL YEAR 2018/2019 TO 2027/28 CAPITAL IMPROVEMENT PROGRAM, RESOLUTION AMENDING THE RATE AND FEE SCHEDULE TO INCREASE WATER RATES,**

Staff Presentations

- Fiscal Year 2018/19 and 2019/2020 Operations and Maintenance Budgets
- Fiscal Year 2018/2019 to 2027/2028 Capital Improvement Program
- Proposed Amendment of Rate and Fee Schedule to Restructure and Adjust Water Rates and Charges for Fiscal Year 2018-2019 and Fiscal Year 2019-2020

Ms. Rogren provided a brief overview of the District's budget process, referencing the ten budget-related public meetings that have been conducted since January of 2018, as well as the District's outreach efforts. She reviewed revenue requirements and reviewed the District's proposed operations and maintenance budget for the next two years. Next Ms. Rogren summarized the Capital Improvement Program, including a five-year focus. She referenced the chart provided earlier in the Notice of Public Hearing that was mailed to

District customers, which featured the District's investment in infrastructure, both completed from 2008 to 2018 and the projects and improvements planned from 2018 to 2028. Ms. Rogren then reviewed the District's Financing Plan, explaining the targeted reserve balance.

Ms. Rogren demonstrated the impact of staff's recommended 2.3% revenue increase and the impact of projected revenue changes in future years. Concluding her presentation, she summarized the Rate Proposal and Cost of Service Analysis, noting that the items were both supported by Raftelis Consultants are both legally compliant and met all requirements of Proposition 218.

Ms. Rogren then introduced Sanjay Gaur, Vice President, with Raftelis Consultants. Mr. Gaur began his presentation by reviewing the District's Rate Study Process and the agenda for his presentation, which included a review of the Study Objectives, the Legal Environment, where he emphasized that all requirements of Proposition 218 had been met, the Rate Design and Results and the Customer Impacts, which he reviewed in detail. Mr. Gaur stated that it is the recommendation of Raftelis and District staff that the Board of Directors adopt the two years of proposed rates. He then answered several questions and addressed comments from the Board.

Director Glassberg then made a motion to conduct a public hearing on changes to the water rate structure and proposed overall revenue increases of 2.3% effective July 1, 2018 and 4.0% effective July 1, 2019 and to adopt Resolution 2018-05 Amending the Rate and Fee Schedule and finding that the amendments are exempt from the California Environmental Quality Act, which was seconded by Vice-President Coverdell. Legal Counsel advised that a vote was not required to open the Public Hearing, and the President of the Board could open the Public Hearing.

Open Public Hearing

President Feldman opened the Public Hearing regarding the Proposed Amendment of Rate and Fee Schedule to Increase Water Rates and Charges for Fiscal Year 2018-2019 and Fiscal Year 2019-2020 at 7:40 p.m., inviting members of the audience to address the Board on the subject of the proposed rate increase.

Craig Lavaysse, resident of Lesley Gardens Senior Community in Half Moon Bay - spoke about the impact of water rate increases on residents of the senior housing complex where he resides.

Jo-Ann Ordano, 701 Arnold Way, #6D, Half Moon Bay; Lesley Gardens Senior Community Noted that she had submitted a letter of protest and has issues with the residents of Lesley Gardens having to pay their personal water bills when neighboring senior housing facilities operate under other programs, not requiring residents to pay for their individual water bills.

Linda Evans, 701 Arnold Way, # 214A, Half Moon Bay; Lesley Gardens Senior Community
Ms. Evans noted that she had submitted a letter of protest earlier but after attending this meeting and listening to the presentations and discussions, she now fully understands the circumstances and process and expressed her appreciation to District staff and the Board for their efforts. She also stated that she now realizes that her suggestion of a one-time fixed rate for all low-income seniors at Lesley Gardens is not within legal realms of the law.

Les Ross, Lesley Gardens Senior Community Resident – Inquired if there are any plans for recycled water in the future.

Close Public Hearing – Director Reynolds and President Feldman thanked the public for their input and President Feldman closed the Public Hearing at 8:07 p.m.

ON MOTION BY Director Reynolds and seconded by Director Glassberg, the Board voted by roll call vote to adopt Resolution 2018-05 Amending the Rate and Fee Schedule to Increase Water Rates and Finding that the Amendments are Exempt from the California Environmental Quality Act and furthermore to Approve the Fiscal Year 2018-2019 and 2019-2020 Operation and Maintenance Budgets and Capital Improvement Program for Fiscal Year 2018-2019 to 2027/2028:

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

5) **ADJOURNMENT** - The meeting was adjourned at 8:19 p.m.

Respectfully submitted,

Mary Rogren, Assistant Manager

Robert C. Feldman, President
Board of Directors

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

DONATING APN	PROPERTY OWNER(S)	RECIPIENT APN	PROPERTY OWNER(S)	# OF CONNECTIONS	DATE
115-520-170	Charles J. Keenan III (c/o Joyce Yamigiwa)	064-342-220	David Welch	1 -- 5/8"	June 28, 2018
115-520-170	Charles J. Keenan III (c/o Joyce Yamigiwa)	048-056-010	Wayne & Jill Impink	1 -- 5/8"	June 28, 2018
115-520-170	Charles J. Keenan III (c/o Joyce Yamigiwa)	047-221-060	Denis Parnovskiy	1 -- 5/8"	June 28, 2018
115-520-170	Charles J. Keenan III (c/o Joyce Yamigiwa)	047-152-310	Robert Enyedi	2- 5/8"	June 28, 2018
047-223-060	Byron & Adele Cibart	047-223-030	Byron & Adele Cibart	1 -- 5/8"	June 28, 2018
048-013-530	Helen J. Carey	064-271-290	Helen J. Carey	1 -- 5/8"	June 28, 2018

COASTSIDE COUNTY WATER DISTRICT
Installed Water Connection Capacity & Water Meters

FY 2018 Meters

Installed Water Meters	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
HMB Non-Priority													
0.5" capacity increase													
5/8" meter	10	1	8		1		1	1	1	1		2	26
3/4" meter													
1" meter									1	1		1	3
1 1/2" meter													
2" meter													
3" meter													
HMB Priority													
0.5" capacity increase													
5/8" meter												4	4
3/4" meter													
1" meter													
1 1/2" meter		1		1									2
2" meter													
County Non-Priority													
0.5" capacity increase													
5/8" meter	6									1	10		17
3/4" meter													
1" meter													
County Priority													
5/8" meter													
3/4" meter	1												1
1" meter													
Totals	17	2	8	1	1	0	1	1	2	3	10	7	53

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

FY 2018 Capacity (5/8" connection equivalents)	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
HMB Non-Priority	10	2	8		1		1	1	3.5	3.5		2	32
HMB Priority		5		5								4	14
County Non-Priority										1	10		11
County Priority	7.5												7.5
Total	17.5	7	8	5	1	0	1	1	3.5	4.5	10	6	64.5

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2018

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.87	25.93	0.00	0.00	45.87	72.67	3.45	69.22
AUG	2.32	24.89	0.00	0.00	42.86	70.07	3.85	66.22
SEPT	2.21	19.72	0.00	0.00	38.88	60.81	3.80	57.01
OCT	1.63	15.79	0.00	0.00	50.08	67.50	3.37	64.13
NOV	4.82	21.54	18.4	0.00	12.45	57.21	2.57	54.64
DEC	0.09	22.00	14.32	0.00	10.04	46.45	3.25	43.20
JAN	0.09	15.70	11.20	0.00	11.40	38.39	3.15	35.24
FEB	0.00	20.02	9.37	0.00	14.41	43.80	2.58	41.22
MAR	6.23	10.02	20.92	0.00	15.43	52.60	3.61	48.99
APR	0.00	12.06	0.00	10.80	21.93	44.79	2.53	42.26
MAY	0.93	26.33	0.00	26.75	5.00	59.01	2.64	56.37
JUN	2.71	17.64	0.00	31.50	9.70	61.55	3.23	58.32
TOTAL	21.90	231.64	74.21	69.05	278.05	674.85	38.03	636.82
% MONTHLY TOTAL	4.40%	28.66%	0.00%	51.18%	15.76%	100.00%	5.25%	94.75%
% ANNUAL TO DATE TOTAL	3.2%	34.3%	11.0%	10.2%	41.2%	100.0%	5.64%	94.4%

CCWD vs SFPUC- month 33.1% 66.9%
 CCWD vs SFPUC- annual 48.6% 51.4%

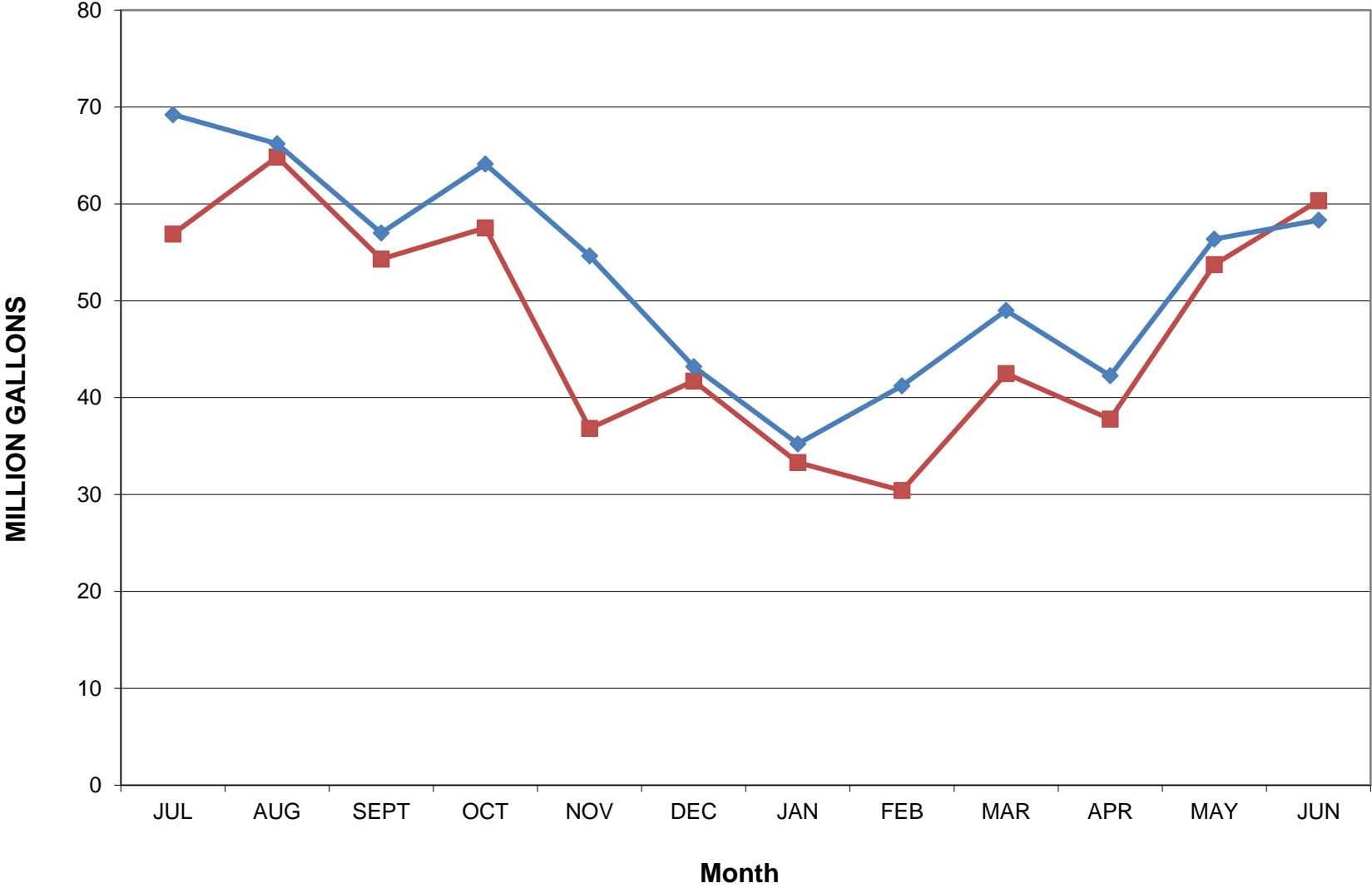
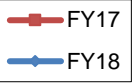
12 Month Running Treated Total

636.82

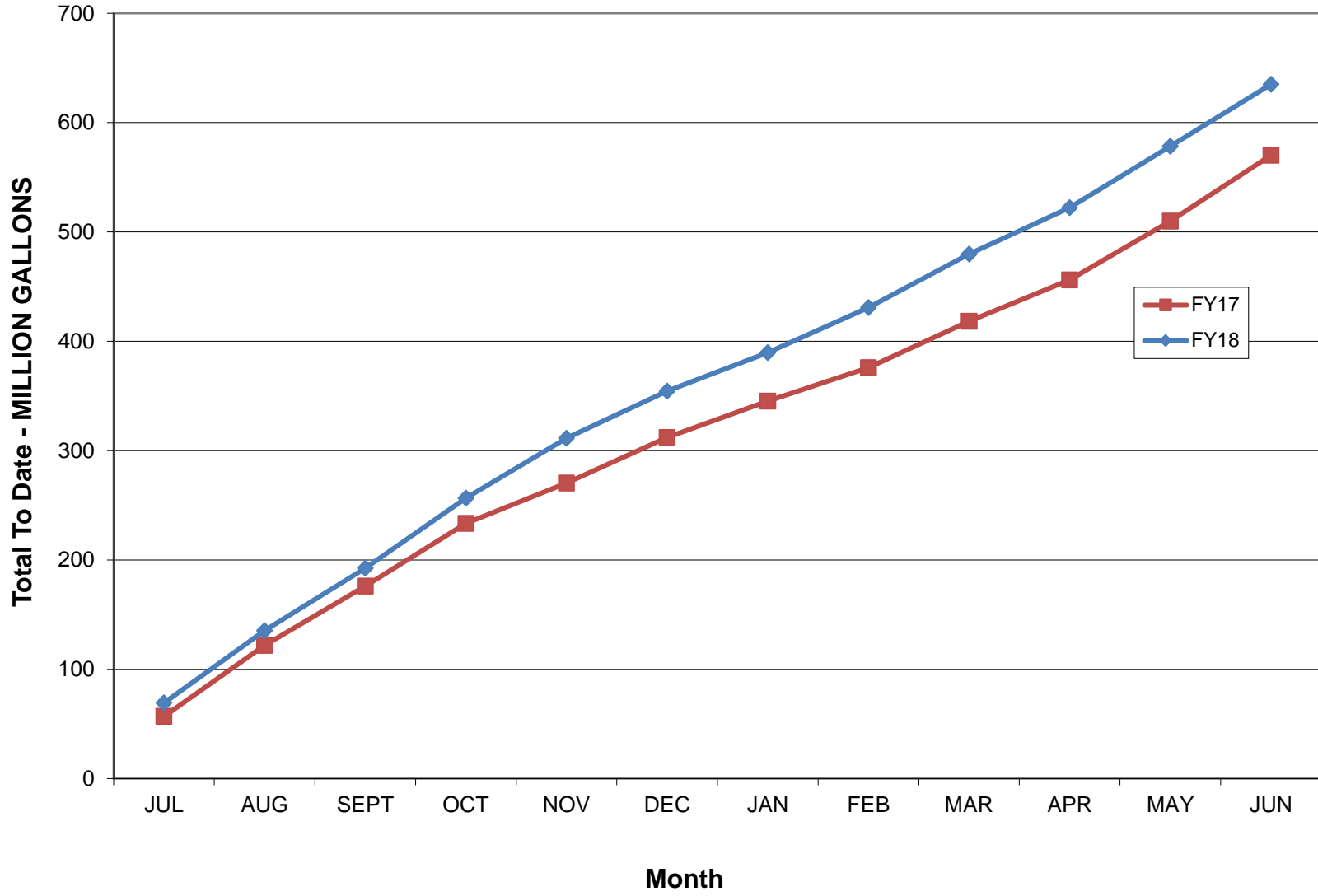
TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2017

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

Monthly Production FY 17 vs FY 18



Cumulative Production FY 17 vs FY18



MONTH		Jun-18											
PLANNED PLANT OR TANK DISCHARGE AND NEW WATER LINE FLUSHING REPORT										OTHER DISCHARGES			
	Date	Project/Location	Pipe Size & Type	Estimated Water Flushed (Gallons)	Chlorine Residual after dechlor	pH	Flow Rate (gal/min)	Duration of Discharge (minutes)	Total Volumes (MG)				
1									Flushing Program	0.011			
2									Reservoir Cleaning				
3									Automatic Blowoffs	0.114			
3									Dewatering Operations				
4									Other (includes flow testing)	0.300			
DEWATERING OPERATIONS GREATER THAN 350,000 GALLONS (requires prenotification to CWRCB)										Number of planned or emergency discharges greater than 50,000 gallons			
	Date	Location	Volume	pH			Chlorine Residual after dechlor			Duration (min)			
				5 min	20 min	end	5 min	20 min	end				
1													
2													
ANNUAL REPRESENTATIVE MONITORING													
	Date	Location	Volume (gal)	pH	Chlorine Residual after dechlor (ppm)						PLANNED DISCHARGES GRAND TOTAL (MG)		
1											0.425		

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

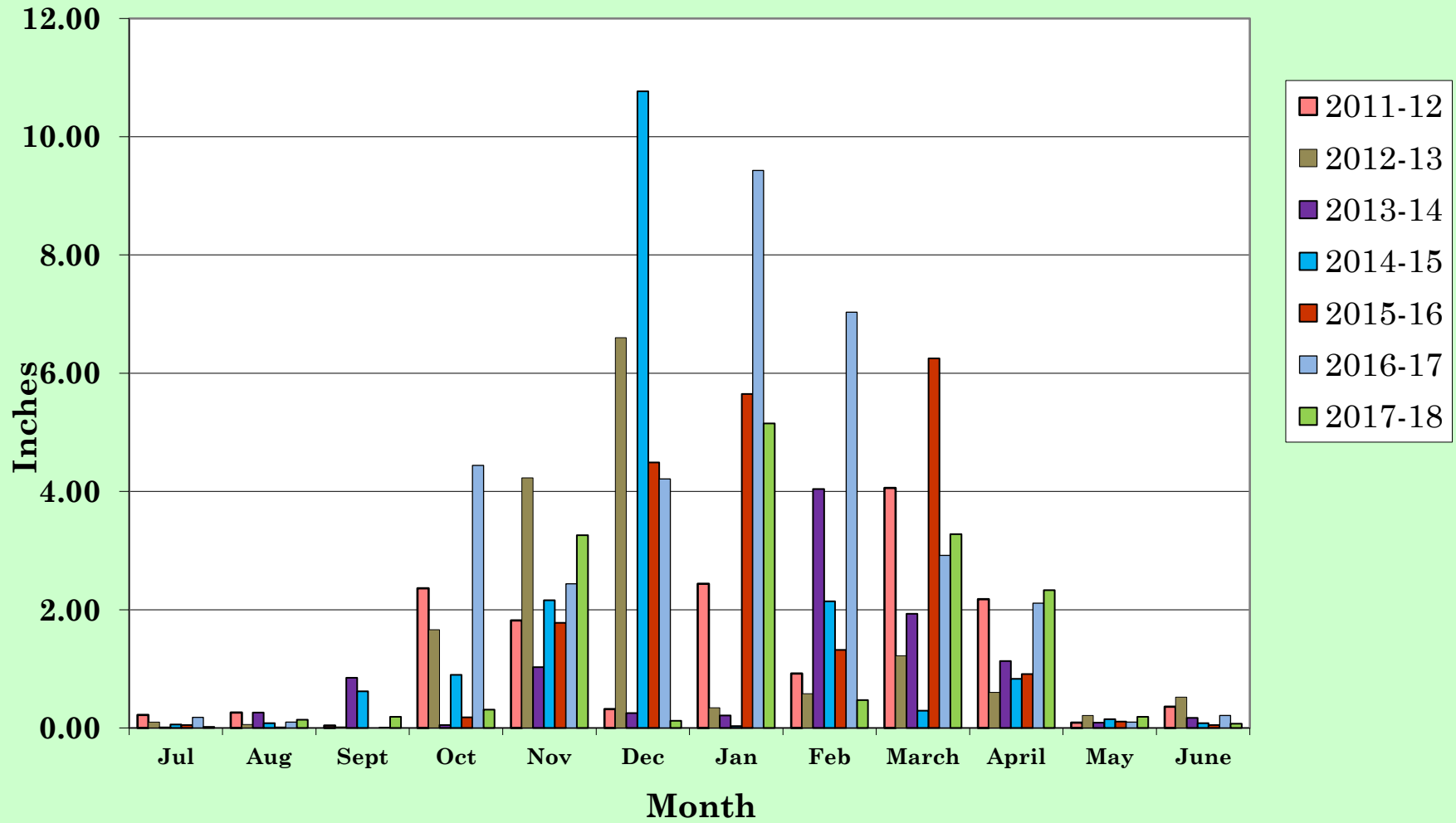
District Office
 Rainfall in Inches

	2017						2018					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0	0	0.01	0	0	0	0	0.6	0	0	0
2	0.01	0	0	0	0	0.03	0	0	0.17	0	0	0
3	0.01	0	0	0	0.04	0	0.24	0	0.08	0	0	0
4	0	0.02	0	0	0.48	0	0.05	0	0.04	0	0	0
5	0	0	0	0	0	0	0.43	0	0	0.12	0	0
6	0	0.02	0	0	0.01	0	0.02	0	0	0.91	0	0
7	0	0	0	0	0	0	0	0	0.05	0.79	0	0
8	0	0.01	0	0	0.14	0	1.91	0	0.11	0	0	0
9	0	0.01	0.02	0	0.15	0	1.28	0	0	0	0.05	0.06
10	0	0.01	0	0	0.01	0	0.03	0	0	0	0	0
11	0	0.02	0.07	0	0.01	0	0.01	0	0	0.15	0	0
12	0	0	0.01	0	0	0	0.01	0	0.11	0.01	0	0
13	0	0.02	0.01	0	0.19	0	0	0	0.36	0	0	0
14	0	0.02	0	0	0.01	0	0	0	0.13	0	0	0
15	0	0	0.02	0	0.06	0	0	0	0.06	0.21	0	0
16	0	0	0	0	1.15	0	0.02	0	0.09	0.13	0	0
17	0	0	0.01	0	0.45	0	0	0	0.17	0	0	0
18	0	0	0.02	0	0.14	0	0.38	0	0.01	0	0.02	0
19	0	0	0	0.06	0	0	0.03	0	0	0	0	0
20	0	0	0.02	0.22	0	0.09	0.01	0	0.45	0	0	0
21	0	0	0	0.01	0	0	0.01	0	0.16	0	0	0
22	0	0	0.01	0	0	0	0.22	0	0.53	0	0.03	0
23	0	0	0	0	0	0	0	0	0	0.01	0.02	0
24	0	0.01	0	0	0	0	0.43	0	0.12	0	0	0
25	0	0	0	0	0	0	0.05	0	0.03	0	0.05	0
26	0	0	0	0	0.26	0	0.01	0.27	0	0	0.02	0.01
27	0	0	0	0	0.14	0	0.01	0	0	0	0	0
28	0	0	0	0.01	0.01	0	0	0.2	0.01	0	0	0
29	0	0	0	0	0.01	0	0		0	0	0	0
30	0	0	0	0	0	0	0		0	0	0	0
31	0	0		0		0	0		0		0	
Mon.Total	0.02	0.14	0.19	0.31	3.26	0.12	5.15	0.47	3.28	2.33	0.19	0.07
Year Total	0.02	0.16	0.35	0.66	3.92	4.02	9.17	9.64	12.92	15.25	15.44	15.51

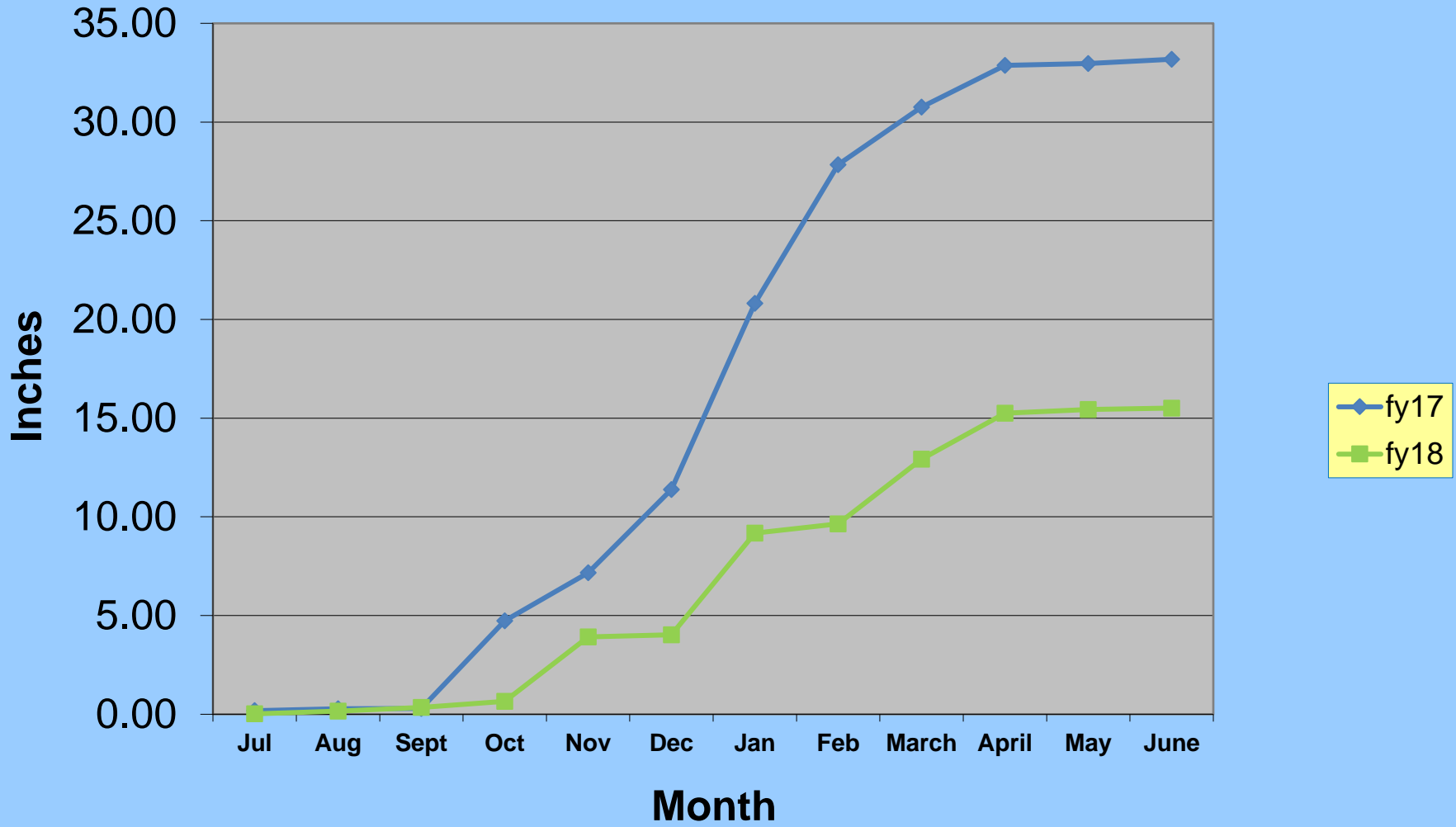
Coastside County Water District

Rainfall by Month

Fiscal Years 12 - 18

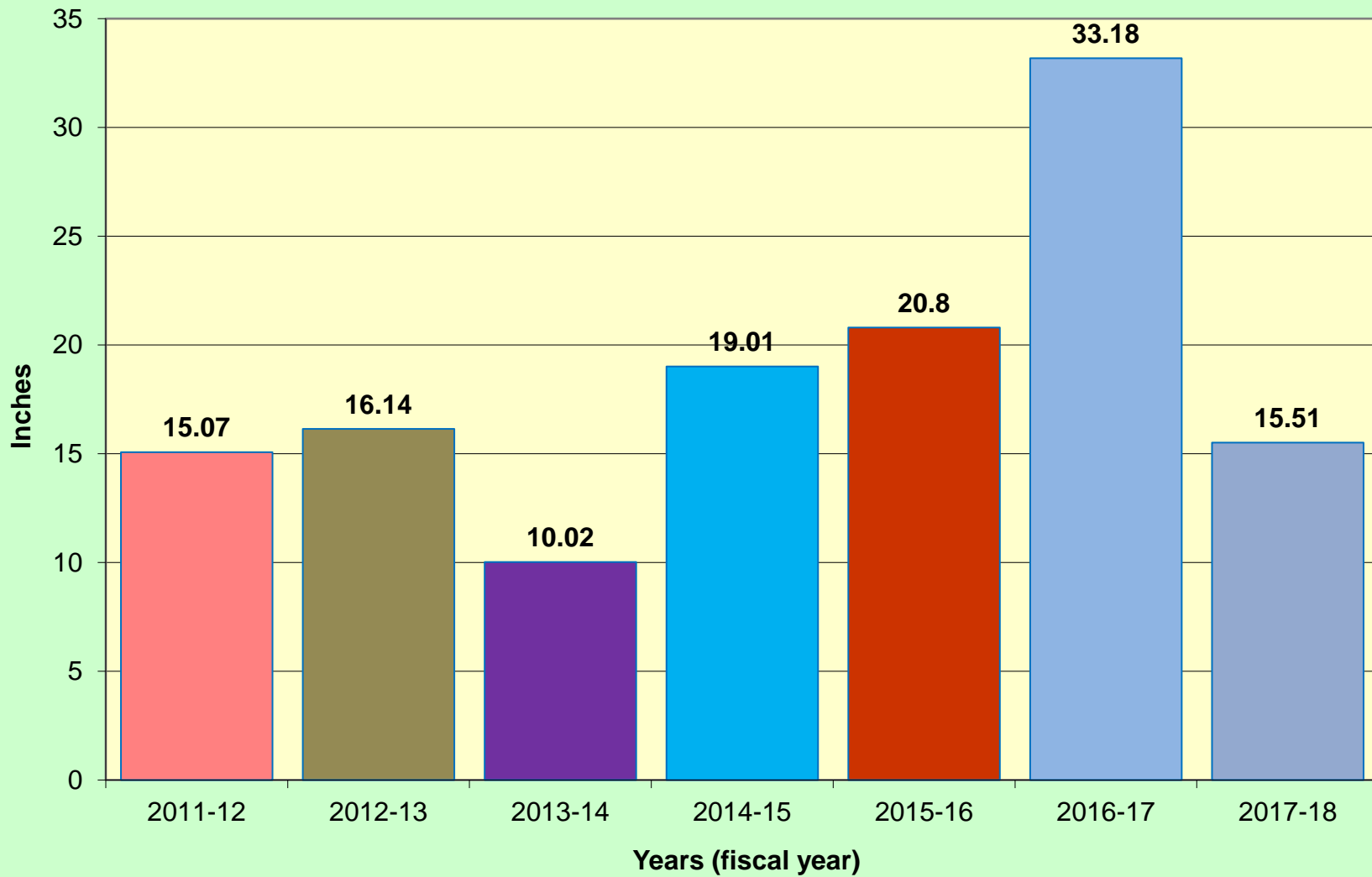


Rainfall Total Comparison Fiscal Years 17 and 18



Rain Totals

Fiscal Years 12 - 18



San Francisco Public Utilities Commission Hydrological Conditions Report May 2018

J. Chester, C. Graham, & N. Waelty, June 8, 2018



Moccasin Powerhouse and Penstocks

System Storage

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

Table 1 Current Storage As of June 1, 2018							
Reservoir	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	
Tuolumne System							
Hetch Hetchy ¹	351,915		360,360		8,445		98%
Cherry ²	233,074		268,810		35,736		87%
Eleanor ³	26,533		27,100		567		98%
Water Bank	633,061		676,173		43,112		94%
Tuolumne Storage	1,244,583		1,332,443		87,860		93%
Local Bay Area Storage							
Calaveras ⁴	24,575	8,008	96,824	31,550	72,249	23,542	25%
San Antonio	47,905	15,610	50,496	16,454	2,591	844	95%
Crystal Springs	53,200	17,335	58,377	19,022	5,176	1,687	91%
San Andreas	16,455	5,362	18,996	6,190	2,541	828	87%
Pilarcitos	2,837	924	2,995	976	158	51	95%
Total Local Storage	144,972	47,239	227,688	74,192	82,715	26,953	64%
Total System	1,389,555		1,560,131		170,575		89%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates activated.

² Maximum Cherry Lake storage with flash-boards removed.

³ Maximum Lake Eleanor storage with flash-boards installed.

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

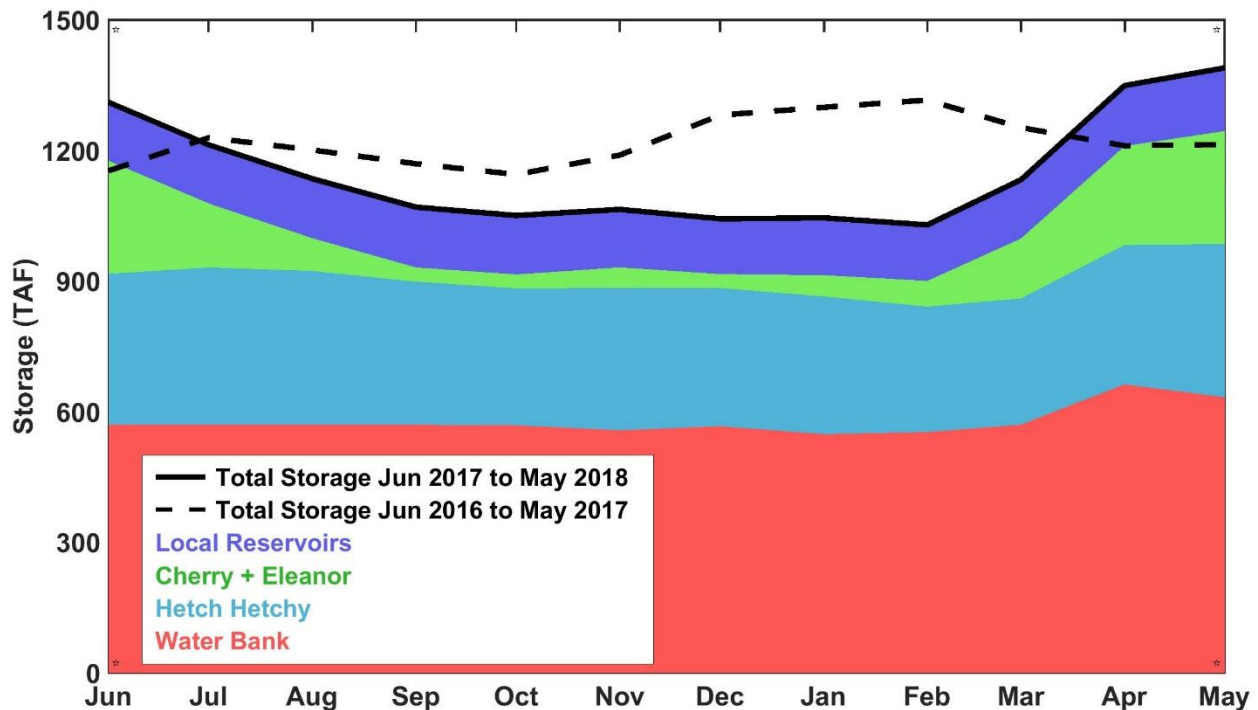


Figure 1: Monthly system storage for past 12 months in thousand acre-feet (TAF). Color bands show relative contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.

Hetch Hetchy System Precipitation Index ^{5/}

Current Month: The May 2018 six-station precipitation index was 0.31 inches, or 23% of the average index for the month.

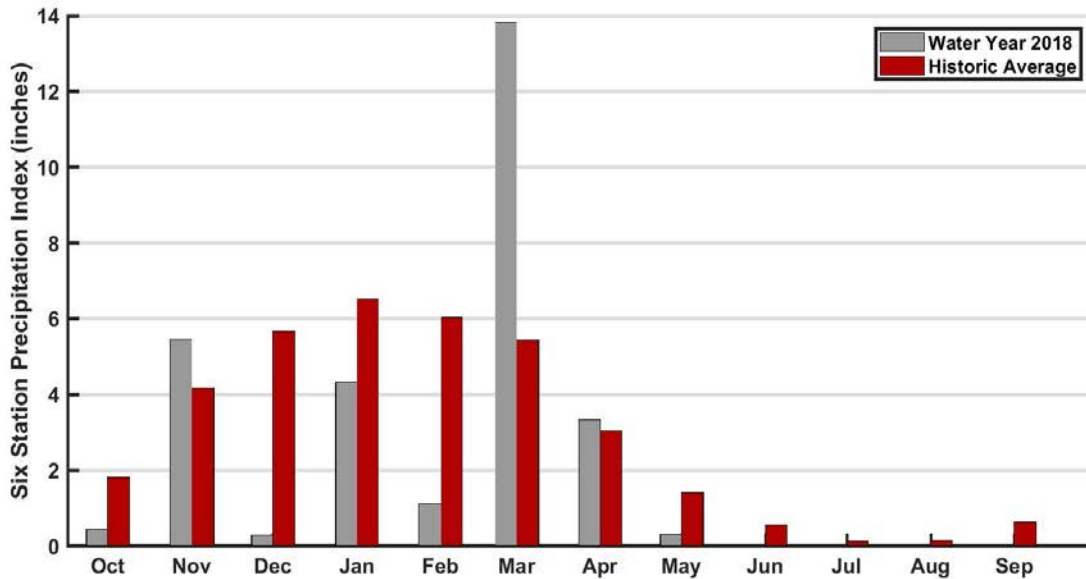


Figure 2: Monthly distribution of the Hetch Hetchy six-station precipitation index as percent of the annual average precipitation, as of May 1, 2018.

Cumulative Precipitation to Date: As of June 1, the six-station precipitation index for water year 2018 was 28.75 inches, which is 81% of the average annual water year total. Hetch Hetchy received 0.18 inches precipitation in May, for a total of 31.96 inches for Water Year 2018. The cumulative Hetch Hetchy precipitation is shown in Figure 3 in red.

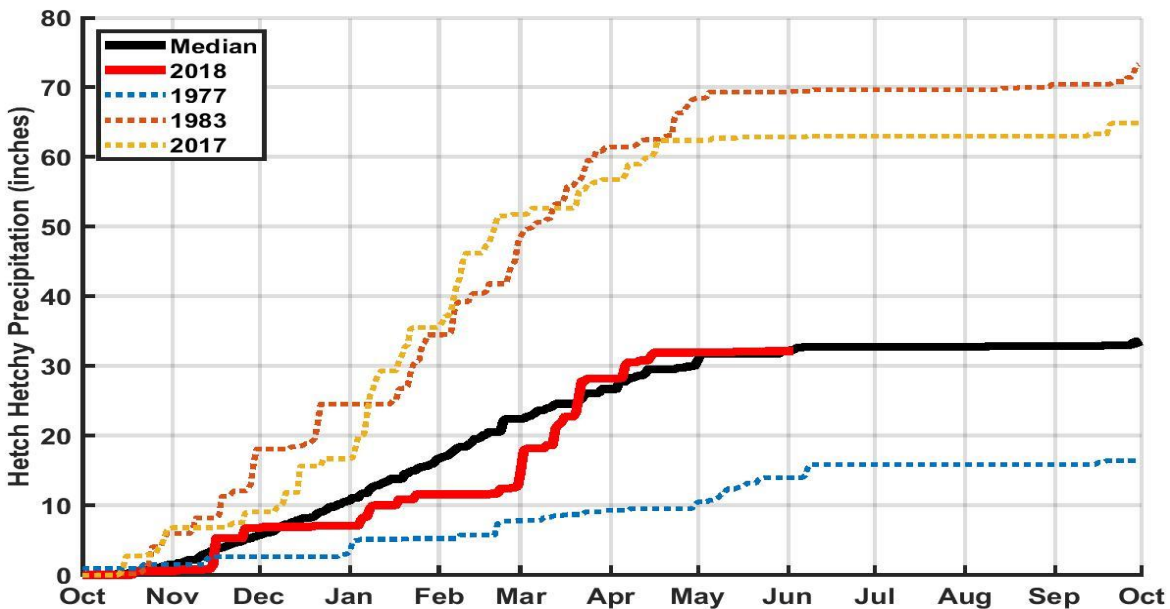


Figure 3: Water year 2018 cumulative precipitation measured at Hetch Hetchy Reservoir through June 1, 2018. Precipitation at the Hetch Hetchy gauge for wet, dry, median, and WY 2017 are included for comparison purposes.

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

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange as of June 1, 2018 is summarized below in Table 2.

*All flows are in acre feet	May 2018				October 1, 2017 through May 31,2018			
	Observed Flow	Median ⁶	Mean ⁶	Percent of Mean	Observed Flow	Median ⁶	Mean ⁶	Percent of Mean
Inflow to Hetch Hetchy Reservoir	200,495	215,683	217,400	92%	528,053	441,643	439,322	120%
Inflow to Cherry Lake and Lake Eleanor	85,474	120,337	122,089	70%	379,170	326,141	334,049	114%
Tuolumne River at La Grange	347,476	447,661	441,896	79%	1,450,280	1,184,419	1,317,235	110%
Water Available to City	98,630	198,767	208,051	47%	657,281	433,036	527,964	124%

⁶Hydrologic Record: 1919 – 2015

Hetch Hetchy System Operations

Power draft and releases from Hetch Hetchy Reservoir during the month of May totaled 175,254 acre-feet. Precipitation as of June 1st results in a water year Type A for Hetch Hetchy Reservoir through July 1st, 2018. Hetch Hetchy minimum instream release requirements for May were 100 cfs, and for June are 125 cfs. Hetch Hetchy Reservoir is expected to fill the second week of June, with water available for power generation through the end of runoff. Hetch Hetchy inflows are currently being managed via power draft and valve releases.

Power draft and valve releases from Cherry Lake totaled 45,047 acre-feet during the month of May. The required minimum instream release from Cherry Lake is 5 cfs through June 30th, 2018. Required minimum release from Lake Eleanor (due to pumping) is 20 cfs through September 15th. Transfer from Lake Eleanor to Cherry Lake will occur on and off throughout the runoff season.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for May was 34 MGD. The Sunol Valley Water Treatment Plant production for the month was 17 MGD.

Local System Water Delivery

The average May delivery rate was 211 MGD which is a 15% increase over the April delivery rate of 184 MGD.

Local Precipitation

Dry and seasonably cool conditions persisted throughout the month, below normal rainfall was recorded at all watershed gages. The rainfall summary for May is presented in Table 3.

Reservoir	Month Total (inches)	Percentage of Average for the Month	Water Year to Date ⁷ (inches)	Percentage of Average for the Year-to-Date ⁷
Pilarcitos	0.27	23 %	28.97	79 %
Lower Crystal Springs	0.15	21 %	19.77	76 %
Calaveras	0.00	0 %	14.03	67 %

⁷ WY 2018: Oct. 2017 through Sep. 2018.

Snowmelt and Water Supply

The snowpack as measured by the upcountry snow pillows has melted out (Figure 4). The NASA Airborne Snow Observatory flew over the Tuolumne Basin above Hetch Hetchy on May 28, measuring 120 TAF snow still on the ground. Previous years' experience indicates that most of the water seen as snow on the ground will become inflow to our reservoirs. 120 TAF inflows match our internal models for expected Hetchy inflows for the remainder of runoff.

Inflows have peaked at all upcountry reservoirs as warm weather has melted the snowpack. Hetch Hetchy Reservoir storage remains within seasonal targets. The current seasonal inflow forecast projects Hetch Hetchy Reservoir will finish spill late June, with additional water being utilized for power generation until the end of runoff. At Cherry Lake, storage is nearing our seasonal targets, and we have been drafting water for power generation. Lake Eleanor is full and will spill through June. Total system storage is near 89% as the upcountry reservoirs are maintained at the seasonal targets. Water Bank is full and projected to debit throughout June as the reservoirs fill.

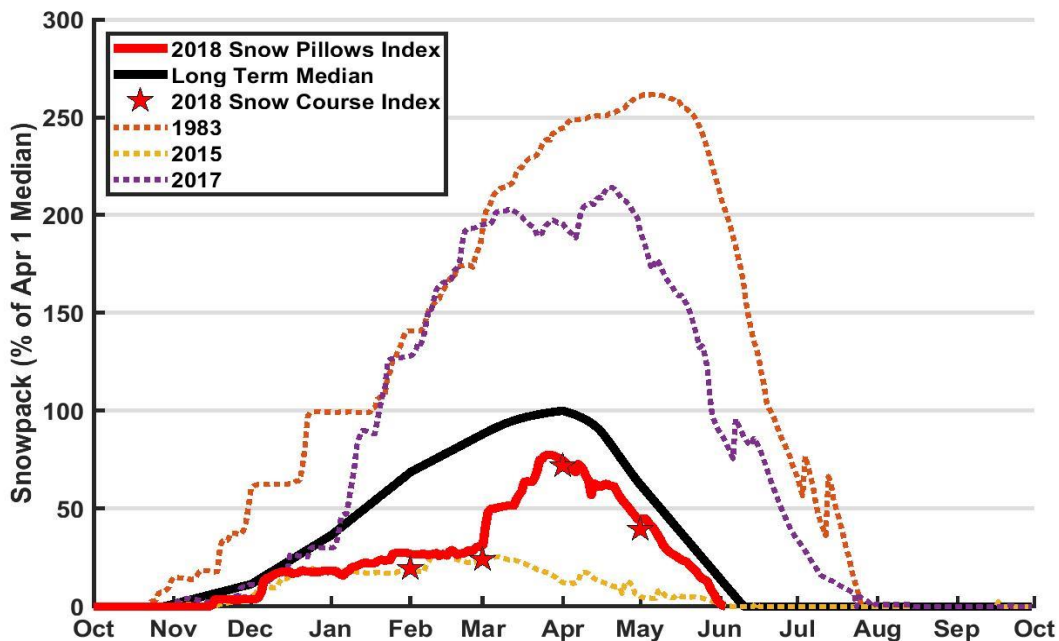


Figure 4: Tuolumne Snow Pillow and Snow Course Indices..

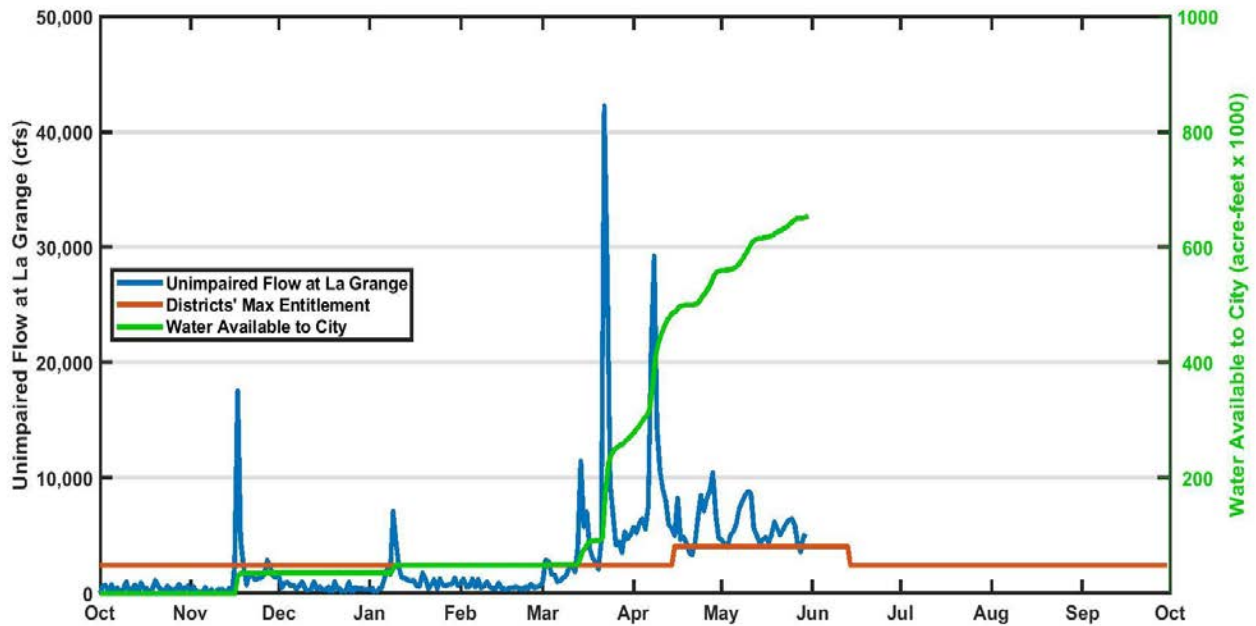


Figure 5: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. Current Water Available to the City is 657,281 acre-feet in WY2018.

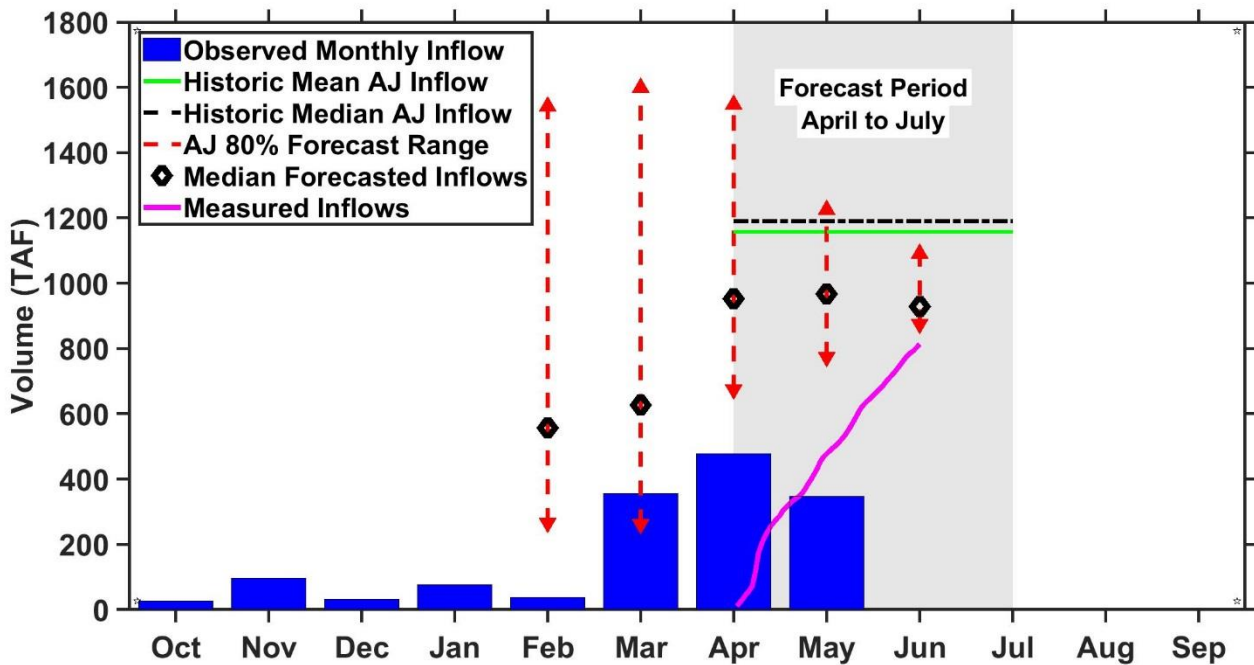


Figure 6: Water year 2018 conditions for the Tuolumne River at La Grange and for the 80% water supply forecast range (triangles represent the 90% and 10% forecasts, the open diamond represents the median forecast). A below average May, precipitation wise, leads to a small lowering of the median inflow forecast, and a significant tightening of the forecast range.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Dave Dickson, General Manager

Agenda: July 10, 2018

Date: July 6, 2018

Subject: Delegation of Authority to the General Manager to Issue Final Acceptance of Non-Complex Pipeline Extension Project at 400-408 Redondo Beach Road

Recommendation:

Delegate authority to the General Manager to issue Final Acceptance for the water system improvements for the Non-Complex Pipeline Extension Project at 400-408 Redondo Beach Road.

Background:

A non-complex pipeline extension project for 400-408 Redondo Beach Road (applicant: Coastside Estates LLC) (Project) is scheduled to be completed during the week of July 9. Given timing constraints in scheduling the final work, staff is requesting that the Board delegate authority to the General Manager to issue Final Acceptance for the Project when it is completed.

The District will accept the Project in accordance with the Water Supply Agreement for the Project and the conditions listed below:

- √ That the Project utility system was constructed in accordance with the District regulations.
- √ All easements have been conveyed and recorded.
- √ All costs for the construction of the Project have been borne and paid by the applicant.
- √ When the existing water service has been excavated and revised in accordance with District regulations.

Fiscal Impact: None.



STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: July 10, 2018

Report

Date: July 6, 2018

Subject: Fiscal 2017-2018 Year-End Financial Results - Preliminary

Recommendation:

Information Only.

Background:

The attached Period Budget Analysis summarizes preliminary results for Fiscal Year ending June 30, 2018. The results include preliminary estimates of year-end expense accruals but exclude depreciation, year-end audit and other adjustments to be finalized by December, 2018. Key highlights include:

- Year-to-date operating revenue is \$843,000 above budget due to higher water sales than plan. (The District ended the year at 609 MG in water sales vs. a plan of 560 MG.) Non-operating revenues were \$209,000 above budget primarily from property tax receipts and ERAF Refund.
- Year-to-date expenses were \$586,000 under plan, including:
 - Water purchased from SFPUC reflects a savings of \$95,000, despite having significantly higher water sales than plan. Savings was primarily due to our continued ability to draw water from Denniston and other local sources. (The District obtained 48.6% of its water in FY2017-2018 from local sources given the capital investments that the District has made in Denniston in recent years.)
 - Personnel costs include a savings of \$316,000 primarily due to vacant positions and the partial service retirement of the General Manager resulting in a reduction of his salary expenses.
 - Legal expenses include a savings of \$59,000; Engineering expenses were \$70,000 below plan; and other consulting expenses reflect a savings of \$40,000.

Contribution to CIP and Reserves was \$4,385,000 as compared to a budget of \$2,745,000.

CIP/Reserves

Preliminary expenditures for CIP for Fiscal Year 2017-2018 break down as follows:

STAFF REPORT

Agenda: July 19, 2018

Subject: Preliminary Fiscal Year 2017-2018 Year-End Financial Review

Page Two

Coastside County Water District - FY 2017-2018 Actual CIP

	Actual \$	Plan	Variance
FY2017-2018 CIP	\$ 3,434,000	\$ 3,908,000	\$ 474,000 *
Unscheduled CIP	\$ 284,000		\$ (284,000)
Total	<u>\$ 3,718,000</u>	<u>\$ 3,908,000</u>	<u>\$ 190,000</u>
Carry-over from FY2016-2017 CIP	\$ 797,000		
Total CIP	<u><u>\$ 4,515,000</u></u>		

* The District has ap. \$505,000 of FY2017-2018 CIP projects in process that will carry over to the FY2018-2019 year.

Cash Reserves increased from \$5,294,000 at June 30, 2017 to \$6,454,570 at June 30, 2018. The \$6,455,000 balance includes \$500,000 in funds to cover the District's Fiscal Year 2017-2018 capital projects that slipped into Fiscal Year 2018-2019, as well as other cash flow timing issues between fiscal years. The increase in cash reserves is primarily due to 1) higher revenues and expense savings achieved during FY 2017-18; and 2) partial funding of capital improvements with an IBank loan obtained in FY 2015-2016.

COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS

PRELIMINARY

30-Jun-18

ACCOUNT	DESCRIPTION	YTD BUDGET	YTD ACTUAL	Variance Favorable (Unfavorable)	% Variance
OPERATING REVENUE					
1-0-4120-00	Water Revenue -All Areas	10,805,600.00	11,648,529.93	842,929.93	7.8%
TOTAL OPERATING REVENUE		10,805,600.00	11,648,529.93	842,929.93	7.8%
NON-OPERATING REVENUE					
1-0-4170-00	Water Taken From Hydrants	50,000.00	61,417.47	11,417.47	22.8%
1-0-4180-00	Late Notice -10% Penalty	60,000.00	61,721.13	1,721.13	2.9%
1-0-4230-00	Service Connections	10,000.00	13,528.91	3,528.91	35.3%
1-0-4920-00	Interest Earned	6,174.00	20,509.61	14,335.61	232.2%
1-0-4930-00	Tax Apportionments/Cnty Checks	700,000.00	854,109.91	154,109.91	
1-0-4950-00	Miscellaneous Income	37,000.00	(58,998.98)	(95,998.98)	-259.5%
1-0-4955-00	Cell Site Lease Income	154,000.00	156,777.39	2,777.39	1.8%
1-0-4965-00	ERAF REFUND -County Taxes	250,000.00	366,651.07	116,651.07	0.0%
TOTAL NON-OPERATING REVENUE		1,267,174.00	1,475,716.51	208,542.51	16.5%
TOTAL REVENUES		12,072,774.00	13,124,246.44	1,051,472.44	8.7%
OPERATING EXPENSES					
1-1-5130-00	Water Purchased	2,106,991.00	2,012,233.57	94,757.43	4.5%
1-1-5230-00	Pump Exp, Nunes T P	40,280.00	37,582.53	2,697.47	6.7%
1-1-5231-00	Pump Exp, CSP Pump Station	318,000.00	319,064.63	(1,064.63)	-0.3%
1-1-5232-00	Pump Exp, Trans. & Dist.	25,440.00	22,670.54	2,769.46	10.9%
1-1-5233-00	Pump Exp, Pilarcitos Canyon	32,309.00	24,545.22	7,763.78	24.0%
1-1-5234-00	Pump Exp. Denniston Proj.	92,220.00	88,204.32	4,015.68	4.4%
1-1-5242-00	CSP Pump Station Operations	10,500.00	13,067.38	(2,567.38)	-24.5%
1-1-5243-00	CSP Pump Station Maintenance	37,000.00	15,112.65	21,887.35	59.2%
1-1-5246-00	Nunes T P Operations	72,000.00	53,572.68	18,427.32	25.6%
1-1-5247-00	Nunes T P Maintenance	122,500.00	103,886.16	18,613.84	15.2%
1-1-5248-00	Denniston T.P. Operations	34,500.00	39,833.19	(5,333.19)	-15.5%
1-1-5249-00	Denniston T.P. Maintenance	60,000.00	101,107.68	(41,107.68)	-68.5%
1-1-5250-00	Laboratory Services	53,000.00	77,100.90	(24,100.90)	-45.5%
1-1-5260-00	Maintenance -General	291,700.00	313,815.91	(22,115.91)	-7.6%
1-1-5261-00	Maintenance -Well Fields	40,000.00	212.27	39,787.73	99.5%
1-1-5263-00	Uniforms	10,000.00	9,040.71	959.29	0.0%

ACCOUNT	DESCRIPTION	YTD BUDGET	YTD ACTUAL	Variance Favorable (Unfavorable)	% Variance
1-1-5318-00	Studies/Surveys/Consulting	160,000.00	118,840.59	41,159.41	25.7%
1-1-5321-00	Water Resources	37,000.00	25,983.51	11,016.49	29.8%
1-1-5322-00	Community Outreach	54,700.00	57,224.30	(2,524.30)	-4.6%
1-1-5381-00	Legal	110,000.00	51,259.75	58,740.25	53.4%
1-1-5382-00	Engineering	100,000.00	30,255.74	69,744.26	69.7%
1-1-5383-00	Financial Services	20,000.00	21,188.00	(1,188.00)	-5.9%
1-1-5384-00	Computer Services	144,800.00	137,623.02	7,176.98	5.0%
1-1-5410-00	Salaries/Wages-Administration	1,150,980.00	895,128.59	255,851.41	22.2%
1-1-5411-00	Salaries & Wages -Field	1,266,081.00	1,284,625.46	(18,544.46)	-1.5%
1-1-5420-00	Payroll Tax Expense	170,555.00	158,413.07	12,141.93	7.1%
1-1-5435-00	Employee Medical Insurance	447,056.00	410,003.90	37,052.10	8.3%
1-1-5436-00	Retiree Medical Insurance	47,215.00	40,011.92	7,203.08	15.3%
1-1-5440-00	Employees Retirement Plan	544,380.00	526,773.46	17,606.54	3.2%
1-1-5445-00	Supplemental Retirement 401a	35,000.00	30,240.00	4,760.00	0.0%
1-1-5510-00	Motor Vehicle Expense	50,700.00	81,894.40	(31,194.40)	-61.5%
1-1-5620-00	Office Supplies & Expense	225,500.00	226,229.97	(729.97)	-0.3%
1-1-5625-00	Meetings / Training / Seminars	24,000.00	31,450.97	(7,450.97)	-31.0%
1-1-5630-00	Insurance	120,000.00	123,340.69	(3,340.69)	-2.8%
1-1-5687-00	Membership, Dues, Subscript.	75,350.00	65,552.16	9,797.84	13.0%
1-1-5688-00	Election Expenses	0.00	0.00	0.00	0.0%
1-1-5689-00	Labor Relations	6,000.00	0.00	3,000.00	50.0%
1-1-5700-00	San Mateo County Fees	20,000.00	19,855.62	144.38	0.7%
1-1-5705-00	State Fees	24,000.00	26,951.95	(2,951.95)	-12.3%
TOTAL OPERATING EXPENSES		8,179,757.00	7,593,897.41	585,859.59	7.2%
CAPITAL ACCOUNTS					
1-1-5712-00	Debt Srvc/Existing Bonds 2006B	486,776.00	484,386.63	2,389.37	0.0%
1-1-5715-00	Debt Srvc/CIEDB 11-099 (I-BANK)	336,269.00	336,269.36	(0.36)	0.0%
1-1-5716-00	Debt Srvc/CIEDB 2016 (I-BANK)	324,652.00	324,651.94	0.06	0.0%
TOTAL CAPITAL ACCOUNTS		1,147,697.00	1,145,307.93	2,389.07	0.2%
TOTAL EXPENSES		9,327,454.00	8,739,205.34	588,248.66	6.3%
CONTRIBUTION TO CIP/RESERVES		2,745,320.00	4,385,041.10		

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: July 10, 2018

Report

Date: July 6, 2018

Subject: Assistant General Manager's Report

Recommendation: none

Background:

Series 2006B Bond Refinancing status:

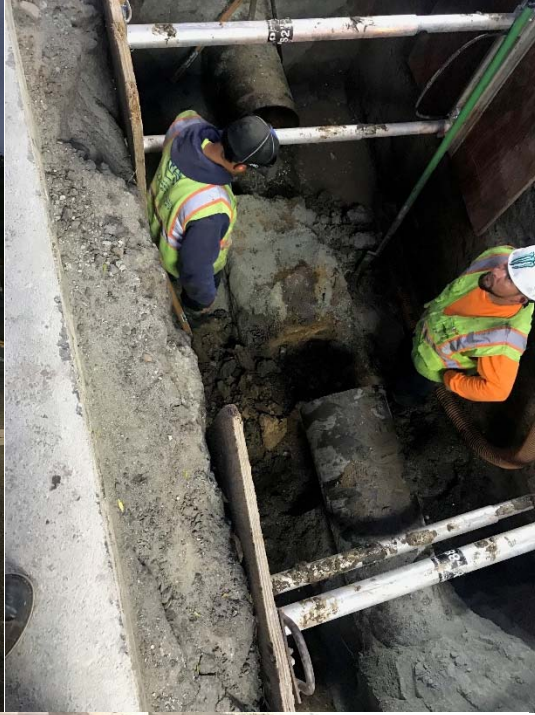
The close date for the bond refinancing is July 23, 2018. The final calculation of gross savings (Exhibit 1) shows \$713, 519, or \$47,568 per year over the life of the loan. The net present value of the savings is \$591,224.

SFPUC Update on WSIP (Exhibit 2 - dated June 29, 2018):

See the attached for the latest update on WSIP (Water System Improvement Program.) As of March 2018, the estimated completion is 95.5% and the revised completion date is December 30, 2021. Forecasted costs have increased \$42M, or 1% since the last update (March 2016).

July 3, 2018 Emergency Repair:

On the evening of July 3, the District's contractor, Andreini Brothers, along with District staff replaced a 16 inch valve at the corner of Main Street and Correas (in front of the Bank of America building.) The valve had failed the night before during a shutdown for the Downtown 2-inch replacement project. Costs are still to be determined.



\$5,311,319.00

California Statewide Communities Development Authority
 Water Revenue Refunding Bonds, Series 2018 (JPM Direct Purchase)
 (Coastside County Water District)

Debt Service Comparison

Date	Total P+I	Net New D/S	Old Net D/S	Savings
10/01/2018	319,394.60	319,394.60	366,962.50	47,567.90
10/01/2019	440,638.74	440,638.74	488,206.26	47,567.52
10/01/2020	437,888.44	437,888.44	485,456.26	47,567.82
10/01/2021	439,637.86	439,637.86	487,206.26	47,568.40
10/01/2022	440,638.06	440,638.06	488,206.26	47,568.20
10/01/2023	441,994.98	441,994.98	489,562.50	47,567.52
10/01/2024	437,657.36	437,657.36	485,225.00	47,567.64
10/01/2025	437,856.92	437,856.92	485,425.00	47,568.08
10/01/2026	442,363.12	442,363.12	489,931.26	47,568.14
10/01/2027	440,944.22	440,944.22	488,512.50	47,568.28
10/01/2028	438,369.32	438,369.32	485,937.50	47,568.18
10/01/2029	440,082.12	440,082.12	487,650.00	47,567.88
10/01/2030	440,844.86	440,844.86	488,412.50	47,567.64
10/01/2031	440,657.44	440,657.44	488,225.00	47,567.56
10/01/2032	439,519.20	439,519.20	487,087.50	47,568.30
Total	\$6,478,487.24	\$6,478,487.24	\$7,192,006.30	\$713,519.06

PV Analysis Summary (Net to Net)

Net PV Cashflow Savings @ 2.850%(Bond Yield)	591,224.41
Net Present Value Benefit	\$591,224.41
Net PV Benefit / \$5,155,000 Refunded Principal	11.469%
Net PV Benefit / \$5,311,319 Refunding Principal	11.131%

Refunding Bond Information

Refunding Dated Date	7/23/2018
Refunding Delivery Date	7/23/2018



525 Golden Gate Avenue, 13th Floor
San Francisco, CA 94102
T 415.554.3155
F 415.554.3161
TTY 415.554.3488

June 29, 2018

The Honorable Tim Strack, Chairman
California Seismic Safety Commission
1755 Creekside Oaks Drive, Suite 100
Sacramento, CA 95833-3637

Mr. Stefan Cajina
Division of Drinking Water
State Water Resources Control Board
1001 I Street
Sacramento, CA 95814

**Subject: Wholesale Regional Water System Security and Reliability Act
Notice of Changes to Water System Improvement Program
(WSIP)**

Dear Commissioner Strack and Mr. Cajina:

Pursuant to the reporting requirements of the Wholesale Regional Water System Security and Reliability Act, the San Francisco Public Utilities Commission (SFPUC) respectfully submits this Change Notice, describing changes adopted by the SFPUC Commission (Commission) on April 10, 2018 to the schedule of the Water System Improvement Program (WSIP). Although not required by the Wholesale Regional Water System Security and Reliability Act, the SFPUC is also providing a description of the budget revisions and the project scope changes adopted by the Commission.

The SFPUC has made significant progress towards the implementation of the WSIP since the Commission last adopted program-wide revisions to the scope, schedule, and budget for the program in April 2016. Between March 2016 and March 2018, the overall completion of WSIP Regional projects increased from 89.0% to 95.5%. With only a few projects remaining in design, the implementation of the program almost exclusively focuses on construction activities. As of March 2018, seven (7) Regional projects with a total value of \$1,183 million are in construction and forty (40) with a total value of \$2,527 million are in closeout or have been completed. The remaining four (4) Regional projects are in pre-construction, one (1) being a support project that does not contribute directly to the program's Level of Service (LOS) goals. Forty (40) out of

Mark Farrell
Mayor

Ike Kwon
President

Vince Courtney
Vice President

Ann Moller Caen
Commissioner

Francesca Viotor
Commissioner

Anson Moran
Commissioner

Harlan L. Kelly, Jr.
General Manager



A number of project schedules were revised to address an appeal of an environmental review of one project and construction challenges in the field for other projects. The program completion date adopted as part of the March 2018 Revised WSIP is December 30, 2021, which represents about a 24-month extension over the last program-level schedule approved by the Commission as part of the March 2016 Revised WSIP.

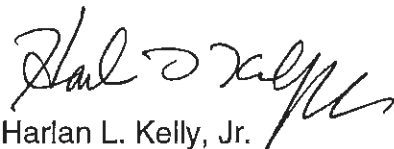
Of the fifty-two (52) existing regional projects in the WSIP, thirty-nine (39) have been completed, three (3) have no schedule variance, and ten (10) have been extended. The project with the longest forecast schedule extension is the Bioregional Habitat Restoration (BHR) Project at 40 months. The last project forecast to complete in the March 2018 Revised WSIP is the Regional Groundwater Storage and Recovery (RGWSR) project.

The forecasted cost of regional projects has increased from \$4,373.8M to \$4,415.8M (an increase of \$42M or 1%). This forecast does not include financing costs which are currently being reconciled for comparison to the original financing budget for the program.

The budget revisions involve a mix of cost increases and cost savings at the project level. The project with the largest cost increase is the RGWSR. The 2018 approved project budget of the RGWSR is \$25.2M greater than the 2016 approved project budget had been.

To facilitate distribution, the attached document is also available in the Reports section of the WSIP Web Page at www.sfwater.org/wsip. Please do not hesitate to contact me at (415) 554-1600 if you have questions or need additional information.

Sincerely,



Harlan L. Kelly, Jr.
General Manager

Attachment: Notice of Changes Report, Water System Improvement Program

Active Projects

The Water System Improvement Program (WSIP) includes 87 projects that will benefit every resident and business receiving water from the Hetch Hetchy Regional Water System. Because the system crosses three of the nation's most active earthquake faults, the WSIP is first and foremost a program that will enhance our system's seismic reliability to ensure a safe and reliable water system for 2.6 million customers in Alameda, Santa Clara, San Mateo, and San Francisco counties.

The following WSIP projects are currently in pre-construction or construction:



Alameda Creek Recapture Project

Recapture water released and bypassed at Calaveras Dam and Alameda Creek Diversion Dam and return it to the SFPUC water system.



Bioregional Habitat Restoration

Provide a coordinated and consolidated approach to compensate for habitat impacts that result from implementation of the WSIP projects.



Calaveras Dam Replacement

Replace the existing, seismically unsafe dam by constructing a new dam located downstream and restore the reservoir water storage to its original capacity.



Fish Passage Facilities within the Alameda Creek Watershed

Upgrade the existing Alameda Creek Diversion Dam with a new fish passage and stream diversion facilities.



New Irvington Tunnel

Construct a new Irvington Tunnel parallel to the existing tunnel with connections for the Alameda Siphons and Bay Division Pipeline.



Peninsula Pipelines Seismic Upgrade

Construct seismic upgrades to three Hetch Hetchy regional water delivery pipelines located in San Mateo County.



Regional Groundwater Storage & Recovery

Balance the use of both groundwater and surface water to increase water supply reliability during dry years or in emergencies.



Seismic Upgrade of BDPL Nos 3&4

Address seismic system vulnerabilities in the vicinity of the Hayward Fault

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MONTHLY REPORT

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

Report
Date: June 29, 2018

Monthly Highlights

- Staff replaced a failed 1" polybutylene service line with copper on 4th Ave.
- Staff replaced 3 dry barrel hydrants with wet barrel hydrants
- Staff helped conduct 6 fire flow tests to support the hydraulic model calibration with assistance from Coastside Fire and West Yost engineering staff
- Denniston chemical containment structure nearing completion

Source of Supply

Denniston reservoir/wells, Crystal Springs and Pilarcitos Reservoirs as the sources of supply in June. Staff has managed to blend Crystal Springs and Pilarcitos Lake water simultaneously.

Projects

Downtown 2" Main Replacement Project

Andreini Brothers installed 270' of 6" main on Miramontes Street between Main and Purissima and replaced two old services.

Contractor is finishing main replacement on the 400 block of Miramontes Avenue. This project is on track to be complete by the end of July.

STAFF REPORT

To: Board of Directors

From: Cathleen Brennan, Water Resources Analyst

Agenda: July 10, 2018

Report: July 5, 2018


Subject: Water Resources Informational Report

2017 Annual Water Quality Report - Consumer Confidence Report


Coastside County Water District has published the Annual Water Quality Report (Report) for calendar year 2017. The Report was published in both Spanish and English.

The District is pleased to report that the treated drinking water delivered to customers met all drinking water quality standards set by the state and federal governments. The data presented in the report are from sampling and testing done in accordance with the Safe Drinking Water Act regulations.

Outreach

 The Report was posted, in both Spanish and English, on the District's website on June 19, 2018.

 On June 22, 2018, the English and Spanish Reports were displayed, with copies available for customers, in the District's lobby.

 On June 27, 2018, an English Report was delivered via every door direct mailing (EDDM) service with the USPS. It was delivered to postal codes 94019 and 94018. It was also delivered to account holders by first class mail, with mailing addresses outside of the service area.

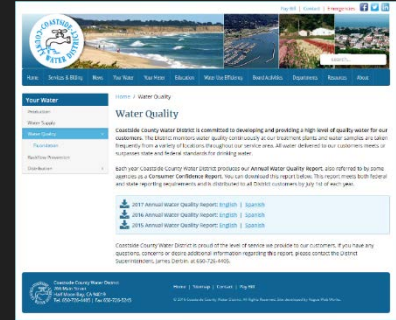
 An electronic (email) newsletter was published on July 3, 2018 with links to the website versions of the Report.

 The electronic newsletter was shared on social media (Twitter and Facebook) on July 3, 2018.

Social Media Posts



Website Posting



Mailing USPS



Electronic Newsletter (Email) Campaign

