

# **COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**Tuesday, July 14, 2015 - 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](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, 2015: Claims: \$523,615.56; Payroll: \$88,218.64 for a total of \$611,834.20 ([attachment](#))
  - *June 2015 Monthly Financial Claims reviewed by Vice-President Glassberg*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of June 9, 2015 Regular Board of Directors Meeting ([attachment](#))
- D. Approval of Minutes of June 30, 2015 Special Board of Directors Meeting ([attachment](#))
- E. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- F. Total CCWD Production Report ([attachment](#))
- G. CCWD Monthly Sales by Category Report – June 2015 ([attachment](#))
- H. June 2015 Leak Report ([attachment](#))
- I. Rainfall Reports ([attachment](#))
- J. San Francisco Public Utilities Commission Hydrological Report for May 2015 ([attachment](#))
- K. San Francisco Public Utilities Commission Hydrological Report for June 2015 ([attachment](#))

#### 5) MEETINGS ATTENDED / DIRECTOR COMMENTS

#### 6) GENERAL BUSINESS

- A. Award of Contract - Ventura/Washington Pipeline Replacement Project ([attachment](#))
- B. Approval of Class Specifications for Utility Billing Specialist and Water Efficiency Specialist ([attachment](#))
- C. Fiscal Year 2015-2016 Salary Schedule ([attachment](#))
- D. Fiscal Year 2014-2015 Year End – Preliminary Results ([attachment](#))
- E. Appointment of Recycled Water Committee ([attachment](#))
- F. Consider Approval of Resolution 2015-09 Establishing Appropriations Limit Applicable to District during Fiscal Year 2015-2016 ([attachment](#))
- G. California Special Districts Association (CSDA) – 2015 Board Election, Coastal Network, Seat A ([attachment](#))

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

- Hetch Hetchy Tour
- 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: 7/6/2015 6:26 PM



Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
21508	REP02	REPUBLIC SERVICES	06/05/2015	0.00	353.95
21509	ASS01	HEALTH BENEFITS ACWA-JPIA/CB&T	06/05/2015	0.00	23,877.19
21510	COU05	RECORDER'S OFFICE	06/05/2015	0.00	102.00
21511	GUI01	JOE GUISTINO	06/05/2015	0.00	150.13
21512	HAS01	HASSETT HARDWARE	06/05/2015	0.00	1,069.20
21513	ICM01	INTERNATION CITY MGMT ASSOC RI	06/05/2015	0.00	40.00
21514	KAI01	KAISER FOUNDATION HEALTH PLAN	06/05/2015	0.00	12,886.00
21515	MAS01	MASS MUTUAL FINANCIAL GROUP	06/05/2015	0.00	2,060.65
21516	PAC01	PACIFIC GAS & ELECTRIC CO.	06/05/2015	0.00	57.25
21517	ROG02	MARY ROGREN	06/05/2015	0.00	843.23
21518	SAN20	SAN FRANCISCO FIRE CREDIT UNION	06/05/2015	0.00	300.00
21519	VAL01	VALIC	06/05/2015	0.00	2,245.00
21520	ATT02	AT&T	06/19/2015	0.00	2,201.51
21521	CUL01	CULLIGAN SANTA CLARA, CA	06/19/2015	0.00	164.70
21522	DIC01	DAVID DICKSON	06/19/2015	0.00	862.84
21523	ECO02	GREG LANGFORD	06/19/2015	0.00	450.00
21524	ICM01	INTERNATION CITY MGMT ASSOC RI	06/19/2015	0.00	31,720.00
21525	MAS01	MASS MUTUAL FINANCIAL GROUP	06/19/2015	0.00	2,060.65
21526	PAC01	PACIFIC GAS & ELECTRIC CO.	06/19/2015	0.00	23,516.59
21527	PUB01	PUB. EMP. RETIRE SYSTEM	06/19/2015	0.00	42,674.68
21528	SAN20	SAN FRANCISCO FIRE CREDIT UNION	06/19/2015	0.00	300.00
21529	SCH06	TODD SCHMIDT	06/19/2015	0.00	116.68
21530	STA03	STATE WATER RESOURCES CONTRO	06/19/2015	0.00	60.00
21531	TEA02	TEAMSTERS LOCAL UNION #856	06/19/2015	0.00	903.00
21532	TEL02	US TELEPACIFIC CORPORATION	06/19/2015	0.00	1,738.10
21533	VAL01	VALIC	06/19/2015	0.00	2,245.00
21534	ADP01	ADP, INC.	06/25/2015	0.00	602.90
21535	ADV02	FRANK YAMELLO	06/25/2015	0.00	235.00
21536	ALI01	ALIFANO TECHNOLOGIES LLC	06/25/2015	0.00	353.66
21537	ALL01	ALLIANCE FOR WATER EFFICIENCY	06/25/2015	0.00	500.00
21538	AND01	ANDREINI BROS. INC.	06/25/2015	0.00	9,695.50
21539	ATT03	AT&T LONG DISTANCE	06/25/2015	0.00	68.58
21540	AZT01	AZTEC GARDENS, INC.	06/25/2015	0.00	190.00
21541	BAL04	BALANCE HYDROLOGICS, INC	06/25/2015	0.00	2,706.50
21542	BAY05	BAY AREA WATER SUPPLY &	06/25/2015	0.00	6.84
21543	BAY10	BAY ALARM COMPANY	06/25/2015	0.00	382.50
21544	BEN03	WILLIAM BENNETT	06/25/2015	0.00	37.76
21545	CAL08	CALCON SYSTEMS, INC.	06/25/2015	0.00	10,384.76
21546	CAR02	CAROLYN STANFIELD	06/25/2015	0.00	600.00
21547	CAR08	REGISTER TAPES UNLIMITED, INC.	06/25/2015	0.00	450.00
21548	CHE04	CHEMTRADE CHEMICALS US LLC	06/25/2015	0.00	2,271.72
21549	COA19	COASTSIDE COUNTY WATER DIST.	06/25/2015	0.00	45.70
21550	COU05	RECORDER'S OFFICE	06/25/2015	0.00	50.00
21551	CUM01	CUMMINS PACIFIC, LLC	06/25/2015	0.00	2,486.47
21552	DAT01	DATAPROSE, LLC	06/25/2015	0.00	3,042.21
21553	DEL07	DEL GAVIO GROUP	06/25/2015	0.00	1,416.75
21554	DOB01	ALLISON DOBBROW	06/25/2015	0.00	100.00

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
21555	EKI01	EKI INC.	06/25/2015	0.00	15,904.85
21556	ELE01	ELECSYS INTERNATIONAL CORP	06/25/2015	0.00	250.00
21557	EVA02	DOUG EVANS	06/25/2015	0.00	200.00
21558	FIR06	FIRST NATIONAL BANK	06/25/2015	0.00	1,021.46
21559	GRA03	GRAINGER, INC.	06/25/2015	0.00	998.75
21560	HAC01	HACH CO., INC.	06/25/2015	0.00	1,023.15
21561	HAL01	HMB BLDG. & GARDEN INC.	06/25/2015	0.00	46.54
21562	HAL04	HALF MOON BAY REVIEW	06/25/2015	0.00	1,434.00
21563	HAL24	H.M.B.AUTO PARTS	06/25/2015	0.00	43.76
21564	HAN01	HANSONBRIDGETT. LLP	06/25/2015	0.00	6,669.60
21565	HEA01	U.S. HEALTHWORKS MEDICAL GROU	06/25/2015	0.00	50.00
21566	HYD01	HYDROSCIENCE ENGINEERS, INC.	06/25/2015	0.00	2,990.00
21567	IMP02	WAYNE IMPINK	06/25/2015	0.00	50.00
21568	IRO01	IRON MOUNTAIN	06/25/2015	0.00	627.13
21569	IRV01	IRVINE CONSULTING SERVICES, INC.	06/25/2015	0.00	2,384.00
21570	JAC02	JACK HENRY & ASSOCIATES, INC.	06/25/2015	0.00	2,008.50
21571	JJA01	JJACPA, INC	06/25/2015	0.00	6,240.00
21572	JOH03	JOHN'S SALT SERVICE, INC	06/25/2015	0.00	4,440.14
21573	LOM01	GLENNA LOMBARDI	06/25/2015	0.00	106.00
21574	MCG02	PAUL MCGREGOR	06/25/2015	0.00	310.12
21575	MET06	METLIFE GROUP BENEFITS	06/25/2015	0.00	1,774.38
21576	MIS01	MISSION UNIFORM SERVICES INC.	06/25/2015	0.00	215.10
21577	MON07	MONTEREY COUNTY LAB	06/25/2015	0.00	16,242.00
21578	NAT02	NATIONAL METER & AUTOMATION	06/25/2015	0.00	7,521.04
21579	OFF01	OFFICE DEPOT	06/25/2015	0.00	259.82
21580	ONT01	ONTRAC	06/25/2015	0.00	306.57
21581	PAC06	PACIFICA COMMUNITY TV	06/25/2015	0.00	250.00
21582	PAP01	PESTICIDES APPLICATORS PROFESSI	06/25/2015	0.00	80.00
21583	PAU01	PAULO'S AUTO CARE	06/25/2015	0.00	264.95
21584	PHI02	PHIL'S TIRE PROS	06/25/2015	0.00	3,021.47
21585	PIT04	PITNEY BOWES	06/25/2015	0.00	215.82
21586	POL01	POLLARDWATER.COM	06/25/2015	0.00	524.33
21587	RIC01	RICOH USA, INC.	06/25/2015	0.00	299.53
21588	RIC02	RICOH USA INC	06/25/2015	0.00	506.54
21589	RIC04	RICE TRUCKING--SOIL FARM	06/25/2015	0.00	24.64
21590	ROB01	ROBERTS & BRUNE CO.	06/25/2015	0.00	4,693.74
21591	ROG01	ROGUE WEB WORKS, LLC	06/25/2015	0.00	380.25
21592	SAN03	SAN FRANCISCO WATER DEPT.	06/25/2015	0.00	191,706.00
21593	SAN05	SAN MATEO CTY PUBLIC HEALTH LA	06/25/2015	0.00	560.00
21594	SER03	SERVICE PRESS	06/25/2015	0.00	2,507.34
21595	SEW01	SEWER AUTH. MID- COASTSIDE	06/25/2015	0.00	570.00
21596	SHE04	HEATHER SHEPHERD	06/25/2015	0.00	300.00
21597	SRT01	SRT CONSULTANTS	06/25/2015	0.00	2,193.75
21598	STA03	STATE WATER RESOURCES CONTRO	06/25/2015	0.00	100.00
21599	TET01	JAMES TETER	06/25/2015	0.00	17,542.64
21600	TYL01	TYLER TECHNOLOGIES, INC	06/25/2015	0.00	10,430.21
21601	UNI12	UNION BANK OF CALIFORNIA	06/25/2015	0.00	2,031.00
21602	UNI15	UNIVAR USA INC	06/25/2015	0.00	1,968.75
21603	UPS01	UPS STORE	06/25/2015	0.00	2,348.79
21604	VER02	VERIZON WIRELESS	06/25/2015	0.00	40.01
21605	WSO01	WATER SYSTEMS OPTIMIZATION, IN	06/25/2015	0.00	4,830.00
21606	AZT01	AZTEC GARDENS, INC.	06/30/2015	0.00	190.00
21607	CHE01	CHEVRON/TEXACO UNIVERSAL CAR	06/30/2015	0.00	1,747.19
21608	COM02	COMCAST	06/30/2015	0.00	184.34
21609	GOL04	GOLDEN STATE FLOW MEASUREMEN	06/30/2015	0.00	5,641.33
21610	HAL04	HALF MOON BAY REVIEW	06/30/2015	0.00	720.00
21611	HAL07	HALF MOON BAY POSTMASTER	06/30/2015	0.00	5,000.00

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
21612	STA03	STATE WATER RESOURCES CONTRO	06/30/2015	0.00	60.00
21613	TUR04	SUSAN TURGEON	06/30/2015	0.00	75.90
21614	VER02	VERIZON WIRELESS	06/30/2015	0.00	864.93
Report Total (107 checks):				0.00	523,615.56

**COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS**  
**30-Jun-15**

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	785,542.04	604,156.53	181,385.51	30.0%	8,301,303.06	8,832,988.00	(531,684.94)	-6.0%
<b>TOTAL OPERATING REVENUE</b>		<b>785,542.04</b>	<b>604,156.53</b>	<b>181,385.51</b>	<b>30.0%</b>	<b>8,301,303.06</b>	<b>8,832,988.00</b>	<b>(531,684.94)</b>	<b>-6.0%</b>
<b>NON-OPERATING REVENUE</b>									
1-0-4170-00	Water Taken From Hydrants	4,775.81	2,083.33	2,692.48	129.2%	41,139.38	25,000.00	16,139.38	64.6%
1-0-4180-00	Late Notice -10% Penalty	4,293.92	5,833.33	(1,539.41)	-26.4%	96,339.70	70,000.00	26,339.70	37.6%
1-0-4230-00	Service Connections	228.97	666.66	(437.69)	-65.7%	8,841.00	8,000.00	841.00	10.5%
1-0-4920-00	Interest Earned	0.00	0.00	0.00	0.0%	2,438.32	2,544.00	(105.68)	-4.2%
1-0-4930-00	Tax Apportionments/Cnty Checks	61,072.72	0.00	61,072.72	#DIV/0!	727,191.04	600,000.00	127,191.04	21.2%
1-0-4950-00	Miscellaneous Income	918.88	3,083.33	(2,164.45)	-70.2%	22,955.07	37,000.00	(14,044.93)	-38.0%
1-0-4955-00	Cell Site Lease Income	11,729.71	11,240.00	489.71	4.4%	142,977.70	134,880.00	8,097.70	6.0%
1-0-4965-00	ERAF REFUND -County Taxes	0.00	0.00	0.00	0.0%	356,277.26	200,000.00	156,277.26	78.1%
1-0-4990-00	Water Sales Refunded	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>TOTAL NON-OPERATING REVENUE</b>		<b>83,020.01</b>	<b>22,906.65</b>	<b>60,113.36</b>	<b>262.4%</b>	<b>1,398,159.47</b>	<b>1,077,424.00</b>	<b>320,735.47</b>	<b>29.8%</b>
<b>TOTAL REVENUES</b>		<b>868,562.05</b>	<b>627,063.18</b>	<b>241,498.87</b>	<b>38.5%</b>	<b>9,699,462.53</b>	<b>9,910,412.00</b>	<b>(210,949.47)</b>	<b>-2.1%</b>
<b>OPERATING EXPENSES</b>									
1-1-5130-00	Water Purchased	361,706.00	240,196.00	(121,510.00)	-50.6%	2,199,411.40	2,446,253.00	246,841.60	10.1%
1-1-5230-00	Pump Exp, Nunes T P	2,163.69	2,350.00	186.31	7.9%	23,534.09	25,000.00	1,465.91	5.9%
1-1-5231-00	Pump Exp, CSP Pump Station	34,662.38	5,000.00	(29,662.38)	-593.2%	330,817.22	150,910.00	(179,907.22)	-119.2%
1-1-5232-00	Pump Exp, Trans. & Dist.	1,356.14	1,288.00	(68.14)	-5.3%	12,864.94	13,700.00	835.06	6.1%
1-1-5233-00	Pump Exp, Pilarcitos Can.	598.07	175.00	(423.07)	-241.8%	23,394.13	24,995.00	1,600.87	6.4%
1-1-5234-00	Pump Exp. Denniston Proj.	8,754.62	18,720.00	9,965.38	53.2%	53,336.42	120,000.00	66,663.58	55.6%
1-1-5235-00	Denniston T.P. Operations	830.52	2,139.00	1,308.48	61.2%	31,763.66	27,000.00	(4,763.66)	-17.6%
1-1-5236-00	Denniston T.P. Maintenance	3,775.15	3,875.00	99.85	2.6%	22,146.05	52,500.00	30,353.95	57.8%
1-1-5240-00	Nunes T P Operations	14,145.41	3,933.00	(10,212.41)	-259.7%	71,351.62	40,450.00	(30,901.62)	-76.4%
1-1-5241-00	Nunes T P Maintenance	9,641.61	2,540.00	(7,101.61)	-279.6%	35,970.13	51,500.00	15,529.87	30.2%
1-1-5242-00	CSP Pump Station Operations	820.07	750.00	(70.07)	-9.3%	10,233.30	8,500.00	(1,733.30)	-20.4%
1-1-5243-00	CSP Pump Station Maintenance	5,959.45	3,700.00	(2,259.45)	-61.1%	26,386.90	40,000.00	13,613.10	34.0%
1-1-5250-00	Laboratory Services	20,108.57	3,337.00	(16,771.57)	-502.6%	51,034.45	40,000.00	(11,034.45)	-27.6%
1-1-5318-00	Studies/Surveys/Consulting	34,830.00	20,000.00	(14,830.00)	-74.2%	103,862.29	240,000.00	136,137.71	56.7%
1-1-5321-00	Water Conservation	5,280.54	3,250.00	(2,030.54)	-62.5%	44,064.45	39,000.00	(5,064.45)	-13.0%
1-1-5322-00	Community Outreach	3,640.00	3,475.00	(165.00)	-4.7%	25,165.05	41,700.00	16,534.95	39.7%
1-1-5325-00	Water Shortage Program	720.00	0.00	(720.00)	0.0%	41,415.26	0.00	(41,415.26)	0.0%
1-1-5411-00	Salaries & Wages -Field	83,375.82	81,005.08	(2,370.74)	-2.9%	1,059,424.38	1,053,066.00	(6,358.38)	-0.6%
1-1-5412-00	Maintenance -General	102,758.90	17,625.00	(85,133.90)	-483.0%	338,613.59	211,500.00	(127,113.59)	-60.1%

ACCOUNT	DESCRIPTION	CURRENT ACTUAL	CURRENT BUDGET	B/(W) VARIANCE	B/(W) % VAR	YTD ACTUAL	YTD BUDGET	B/(W) VARIANCE	B/(W) % VAR
1-1-5414-00	Motor Vehicle Expense	6,038.15	4,219.00	(1,819.15)	-43.1%	53,505.15	50,650.00	(2,855.15)	-5.6%
1-1-5415-00	Maintenance -Well Fields	0.00	0.00	0.00	0.0%	4,967.50	10,000.00	5,032.50	50.3%
1-1-5610-00	Salaries/Wages-Administration	60,243.52	62,250.92	2,007.40	3.2%	703,975.02	809,262.00	105,286.98	13.0%
1-1-5620-00	Office Supplies & Expense	25,388.20	13,152.08	(12,236.12)	-93.0%	193,379.81	157,825.00	(35,554.81)	-22.5%
1-1-5621-00	Computer Services	10,669.70	7,650.00	(3,019.70)	-39.5%	86,794.09	91,800.00	5,005.91	5.5%
1-1-5625-00	Meetings / Training / Seminars	2,593.75	1,916.66	(677.09)	-35.3%	29,249.02	23,000.00	(6,249.02)	-27.2%
1-1-5630-00	Insurance	5,944.42	6,250.00	305.58	4.9%	100,378.03	115,000.00	14,621.97	12.7%
1-1-5635-00	EE/Ret. Medical Insurance	36,355.24	40,191.33	3,836.09	9.5%	418,818.44	482,296.00	63,477.56	13.2%
1-1-5640-00	Employees Retirement Plan	36,897.98	40,299.16	3,401.18	8.4%	507,790.10	523,889.00	16,098.90	3.1%
1-1-5645-00	SIP 401K Plan	31,680.00	30,000.00	(1,680.00)	0.0%	31,680.00	30,000.00	(1,680.00)	0.0%
1-1-5681-00	Legal	6,115.20	5,000.00	(1,115.20)	-22.3%	54,077.90	60,000.00	5,922.10	9.9%
1-1-5682-00	Engineering	543.69	1,166.66	622.97	53.4%	5,632.69	14,000.00	8,367.31	59.8%
1-1-5683-00	Financial Services	6,240.00	0.00	(6,240.00)	0.0%	22,825.00	24,000.00	1,175.00	4.9%
1-1-5684-00	Payroll Tax Expense	10,998.36	10,354.15	(644.21)	-6.2%	127,527.54	134,604.00	7,076.46	5.3%
1-1-5687-00	Membership, Dues, Subscript.	150.00	5,256.16	5,106.16	97.1%	49,098.37	63,074.00	13,975.63	22.2%
1-1-5688-00	Election Expenses	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	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	1,475.00	1,475.00	100.0%	16,834.56	17,700.00	865.44	4.9%
1-1-5705-00	State Fees	0.00	1,333.33	1,333.33	100.0%	13,874.47	16,000.00	2,125.53	13.3%
<b>TOTAL OPERATING EXPENSES</b>		<b>934,985.15</b>	<b>644,372.53</b>	<b>(290,612.62)</b>	<b>-45.1%</b>	<b>6,925,197.02</b>	<b>7,255,174.00</b>	<b>329,976.98</b>	<b>4.5%</b>
<b>CAPITAL ACCOUNTS</b>									
1-1-5712-00	Debt Srvc/Existing Bonds 2006B	2,031.00	0.00	(2,031.00)	0.0%	488,793.44	485,889.00	(2,904.44)	-0.6%
1-1-5715-00	Debt Srvc/CIEDB 11-099 (I-BANK)	0.00	0.00	0.00	0.0%	338,023.96	338,024.00	0.04	0.0%
<b>TOTAL CAPITAL ACCOUNTS</b>		<b>2,031.00</b>	<b>0.00</b>	<b>2,031.00</b>	<b>0.0%</b>	<b>826,817.40</b>	<b>823,913.00</b>	<b>(2,904.40)</b>	<b>-0.4%</b>
<b>TOTAL EXPENSES</b>		<b>937,016.15</b>	<b>644,372.53</b>	<b>(292,643.62)</b>	<b>-45.4%</b>	<b>7,752,014.42</b>	<b>8,079,087.00</b>	<b>327,072.58</b>	<b>4.0%</b>
<b>NET INCOME</b>				<b>(68,454.10)</b>		<b>1,947,448.11</b>			



**COASTSIDE COUNTY WATER DISTRICT  
MONTHLY INVESTMENT REPORT  
June 30, 2015**

**RESERVE BALANCES**

CAPITAL AND OPERATING RESERVE	\$2,548,353.36
RATE STABILIZATION RESERVE	\$250,000.00

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<b>TOTAL DISTRICT RESERVES</b>	<b>\$2,798,353.36</b>
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**ACCOUNT DETAIL**

ACCOUNTS WITH FIRST NATIONAL BANK (FNB)	
CHECKING ACCOUNT	\$1,129,108.97
CSP T & S ACCOUNT	\$647,878.13

LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$1,020,736.26
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DISTRICT CASH ON HAND	\$630.00
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<b>TOTAL ACCOUNT BALANCES</b>	<b>\$2,798,353.36</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 2014-2015

6/30/2015

Approved CIP Budget FY 14/15	Actual To Date FY 14/15	Projected Year-End FY 14/15	Variance vs. Budget	% Completed	Project Status/ Comments
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**Equipment Purchases & Replacement**

06-03	SCADA/Telemetry/Electrical Controls Replacement	\$ 150,000	\$ 86,901	\$ 86,901	\$ 63,099		Ongoing project
99-02	Vehicle Replacement	\$ 30,000	\$ 19,059	\$ 19,059	\$ 10,941	100%	Complete
99-03	Computer Systems	\$ 5,000	\$ 5,799	\$ 5,799	\$ (799)		
99-04	Office Equipment/Furniture	\$ 3,000	\$ 2,106	\$ 2,106	\$ 894		

**Facilities & Maintenance**

08-08	PRV Valves Replacement Project	\$ 30,000	\$ 4,464	\$ 4,464	\$ 25,536		Continuing project - no replacement in FY15
09-09	Fire Hydrant Replacement	\$ 20,000	\$ 17,342	\$ 17,342	\$ 2,658	87%	Complete for FY
09-23	District Digital Mapping	\$ 25,000	\$ 19,506	\$ 19,506	\$ 5,494	78%	
14-11	Replace 2" and Larger Meters with Omni Meters	\$ 30,000		\$ -	\$ 30,000		
14-13	New Security Fence at Pilarcitos Well Field	\$ 20,000			\$ 20,000	0%	Complete (\$5K charged to maintenance)
14-14	Pilarcitos Canyon Road Improvements	\$ 70,000			\$ 70,000	0%	Committed - RCD administering project
15-01	Utility Billing Software Upgrade	\$ 200,000	\$ 10,430	\$ 10,430	\$ 189,570	5%	Will complete FY16
15-02	Administration Building Repair and Remodeling Project	\$ 300,000	\$ 536,693	\$ 536,693	\$ (236,693)	100%	Complete
15-03	District Administration/Operations Center	\$ 25,000			\$ 25,000	0%	Planning project deferred
15-05	Administration Building Phone System	\$ 30,000			\$ 30,000	0%	Eliminated in favor of hosted service contract
99-01	Meter Change Program	\$ 10,000	\$ 59,715	\$ 59,715	\$ (49,715)	597%	

**Pipeline Projects**

06-01	Avenue Cabrillo Phase 3a Pipeline Replacement Project	\$ 300,000	\$ 343,158	\$ 343,158	\$ (43,158)	100%	Construction completed
10-01	EI Granada Pipeline Final Phase - Pilarcitos Crossing	\$ 500,000	\$ 294,898	\$ 310,000	\$ 190,000	59%	Will construct FY16
13-01	Miramar Drive Pipeline Connection	\$ 80,000	\$ 45,852	\$ 45,852	\$ 34,148	100%	Complete
13-02	Replace 8 inch Pipeline Under Creek at Pilarcitos Avenue	\$ 200,000	\$ 1,755	\$ 1,755	\$ 198,245	1%	Evaluating design

**Pump Stations / Tanks / Wells**

06-04	Hazen's Tank Replacement	\$ 200,000	\$ 52,563	\$ 52,563	\$ 147,437	26%	Design complete, ready to bid
08-18	EG Tank #3 Recoating Interior & Exterior	\$ 350,000	\$ 38,791	\$ 38,791	\$ 311,209	11%	Design complete, construction delayed
14-18	Crystal Springs Pmp Station Spare 12 inch Check Valve	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	100%	

**Water Supply Development**

14-24	Denniston/San Vicente EIR & Permitting	\$ 50,000	\$ 75,091	\$ 75,091	\$ (25,091)		Final EIR published 2/2/15
14-25	Water Shortage Plan Development	\$ 50,000		\$ -	\$ 50,000	0%	

**Water Treatment Plants**

14-02	Nunes - Replace Sludge Pond Media	\$ 25,000			\$ 25,000	0%	To be completed FY16
14-06	Nunes - New 1720E Turbidimeters (4)	\$ 35,000	\$ 14,330	\$ 14,330	\$ 20,670	41%	
99-05	Denniston Maintenance Dredging	\$ 35,000	\$ 2,648	\$ 2,648	\$ 32,352	8%	Need to renew DFW permit

FY 14/15 TOTALS                                   \$ 2,798,000   \$ 1,656,102   \$ 1,671,204   \$ 1,126,796

COASTSIDE COUNTY WATER DISTRICT  
 APPROVED CAPITAL IMPROVEMENT PROJECTS  
 FISCAL YEAR 2014-2015

6/30/2015

Approved CIP Budget FY 14/15	Actual To Date FY 14/15	Projected Year-End FY 14/15	Variance vs. Budget	% Completed	Project Status/ Comments
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**Previous CIP Projects - paid in FY 14/15**

Nunes WTP Access Road Repaving Proj - Phase 1	\$ 86,674	\$ 86,674			Complete
El Granada Tank #2 Recoating/Repair Project	\$ 58,743	\$ 58,743			Complete
Denniston Water Supply Development	\$ 64,216	\$ 64,216			
Miramar Tank Fence Replacement	\$ 26,418	\$ 26,418			Complete
Nunes Hydropneumatic Systems Improvements	\$ 81,070	\$ 81,070			Complete

**PREVIOUS YEAR TOTALS \$ - \$ 317,121 \$ 317,121 \$ (317,121)** In Progress

**UNSCHEDULED ITEMS (CAPITAL EXPENDITURES) FOR CURRENT FISCAL YEAR 14/15**

Sunrise Court Pipeline Replacement	\$ 34,489	\$ 34,489			Complete
Denniston Dam Repair	\$ 980	\$ 980			
Denniston Booster Pump Station	\$ 4,118	\$ 25,000			Design in FY16
Slip Lining Hwy 92 (near Nebbia Winery)	\$ 338	\$ 338			FY16 Project
Slip Lining Magellan Avenue	\$ 169	\$ 169			FY16 Project
Ventura/Washington Pipeline Project	\$ 23,094	\$ 23,094			FY16 Project
Denniston Turbidimeter	\$ 203	\$ 203			
Portable Water Mixer for Alves Tank	\$ 10,132	\$ 10,132			Complete
El Granada Tank 1 & 2 Hour Meter to Pump Motor	\$ 910	\$ 910			Complete
Alves Tank Mixer & Motor Control	\$ 3,480	\$ 3,480			Complete
		\$ -			
		\$ -			

**NON-BUDGETED TOTALS \$ - \$ 77,913 \$ 98,795 \$ (98,795)**

**CIP TOTALS \$ 2,798,000 \$ 2,051,135 \$ 2,087,119 \$ 710,881**

**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>Water Shortage</b>	<b>Lawsuits</b>	<b>Infrastructure Project Review  (Reimbursable)</b>	<b>TOTAL</b>
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<b>Jul-14</b>	6,604		269	772	550				8,196
<b>Aug-14</b>	2,145			715	1,494	3,752			8,105
<b>Sep-14</b>	4,054		314	143	5,092	1,516			11,119
<b>Oct-14</b>	2,571	1,087			2,034				5,691
<b>Nov-14</b>	3,277			114	4,111			429	7,931
<b>Dec-14</b>	2,460		290		3,793				6,542
<b>Jan-15</b>	1,373	286		57	1,372				3,088
<b>Feb-15</b>	2,660	1,773			1,483			823	6,739
<b>Mar-15</b>	1,411	1,470						1,352	4,233
<b>Apr-15</b>	2,205	88	1,697						3,990
<b>May-15</b>	2,543	559	3,415			4,204			10,720
<b>Jun-15</b>	6,115		554						6,670

<b>TOTAL</b>	<b>37,418</b>	<b>5,263</b>	<b>6,539</b>	<b>1,802</b>	<b>19,927</b>	<b>9,471</b>	<b>0</b>	<b>2,604</b>	<b>83,024</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-14</b>	480	7,799	169	<b>8,448</b>	169
<b>Aug-14</b>	480	8,316		<b>8,796</b>	
<b>Sep-14</b>	240	7,445	180	<b>7,865</b>	180
<b>Oct-14</b>	480	13,394		<b>13,874</b>	
<b>Nov-14</b>	480	11,154	3,211	<b>14,845</b>	3,211
<b>Dec-14</b>	360		254	<b>614</b>	254
<b>Jan-15</b>	480		507	<b>987</b>	507
<b>Feb-15</b>	480			<b>480</b>	
<b>Mar-15</b>	480		254	<b>734</b>	254
<b>Apr-15</b>	480		1,014	<b>1,494</b>	1,014
<b>May-15</b>	649	7,192	423	<b>8,264</b>	423
<b>Jun-15</b>	544	16,999		<b>17,543</b>	
<b>TOTAL</b>	<b>5,633</b>	<b>72,299</b>	<b>6,010</b>	<b>83,942</b>	<b>6,010</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	
						8/31/14	9/30/14	10/30/14	11/30/14	12/31/14	1/31/15	2/28/15	3/31/15	4/30/15	5/31/15				
CAL-13-EMG	Emergency Callout																		
CAL-14-EMG	Emergency Callout					\$1,330.00	\$1,364.50			\$1,060.00			\$925.00						
CAL-13-00	Calcon Project Admin/Miscellaneous																		
CAL-13-01	EG Tank 2 Recoating Project		9/30/13	10/8/13	\$8,220.00											\$8,837.50	-\$617.50	08-17	
CAL-13-02	Nunes Control System Upgrades		9/30/13	10/8/13	\$46,141.00											\$55,363.60	-\$9,222.60	FY13 CIP	
CAL-13-03	Win 911 and PLC Software		9/30/13	10/8/13	\$9,717.00											\$12,231.74	-\$2,514.74		
CAL-13-04	Crystal Springs Surge Tank Retrofit		11/26/13	11/27/13	\$31,912.21	\$9,620.12										\$66,572.54	-\$34,660.33	6-Dec	
CAL-13-05																\$0.00	\$0.00		
CAL-13-06	Nunes Legacy Backwash System Removal		11/25/13	11/26/13	\$6,516.75											\$6,455.00	\$61.75		
CAL-13-07	Denniston Backwash FTW Valves		11/26/13	11/27/13	\$6,914.21											\$9,518.28	-\$2,604.07		
CAL-14-01	Denniston Wash Water Return Retrofit		1/28/14	2/14/14	\$13,607.00											\$13,591.60	\$15.40		
CAL-14-02	Denniston Calrifier SCADA Data		4/2/14	4/7/14	\$4,125.00											\$4,077.50	\$47.50		
CAL-14-03	Nunes Surface Scatter Turbidimeter		4/2/14	4/7/14	\$2,009.50											\$0.00	\$2,009.50		
CAL-14-04	Phase I Control System Upgrade		4/2/14	4/7/14	\$75,905.56											\$44,459.14	\$31,446.42		
CAL-14-06	Miramar Control Panel		8/28/14	8/28/14	\$37,953.00	\$25,176.15	\$2,804.56									\$27,980.71	\$9,972.29		
CAL-14-08	SFWater Flow & Data Logger/Cahill Tank		8/20/2014	8/20/2014	\$1,370.00			\$1,372.00								\$1,372.00	-\$2.00		
CAL-15-01	Main Street Monitors												\$6,779.42			\$6,779.42	-\$6,779.42		
CAL-15-02	Denniston To Do List													\$1,600.00					
CAL-15-03	Nunes & Denniston Turbidity Meters				\$6,612.50								\$405.00	\$5,428.26		\$5,833.26	\$779.24		
					\$244,391.23	\$34,796.27	\$2,804.56	\$1,372.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,184.42	\$7,028.26	\$263,072.29	-\$12,068.56	

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MINUTES OF THE BOARD OF DIRECTORS MEETING**

**Tuesday, June 9, 2015**

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

Also present were: David Dickson, General Manager; Patrick Miyaki, Legal Counsel; Mary Rogren, Assistant General Manager; 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**

Elizabeth Thompson - Half Moon Bay - expressed concern with the proposed rate increase.

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending May 31, 2015:  
Claims: \$603,093.08; Payroll: \$87,281.57 for a total of \$690,374.65  
➤ *May 2015 Monthly Financial Claims reviewed by Director Flint*
- B. Acceptance of Financial Reports
- C. Monthly Water Transfer Report
- D. Approval of Minutes of May 12, 2015 Regular 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 2015
- H. May 2015 Leak Report
- I. Rainfall Reports

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

**ON MOTION BY Vice-President Glassberg and seconded by President Mickelsen, the Board voted as follows, by roll call vote, to accept and approve the Consent Calendar in its entirety:**

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

**5) MEETINGS ATTENDED / DIRECTOR COMMENTS**

President Mickelsen reported that he had attended a recent Bay Area Water Supply & Conservation Agency (BAWSCA) Board of Directors meeting.

**6) GENERAL BUSINESS**

**A. Resolution 2015-05 Directing the San Mateo County Chief Elections Officer to Conduct the November 3, 2015 Election for the Coastsides County Water District Wholly by Mail, Pursuant to the Pilot Program Authorized by Assembly Bill 2028 if all Other Affected Jurisdictions also Request Participation in the Pilot Program at that Election**

Mr. Jim Irizarry, Assistant Assessor County Clerk Recorder, from San Mateo County introduced himself and his colleague, Hillary O'Connor, from the Registrations Elections Division. Mr. Irizarry then provided a presentation on all-mailed elections, explaining how they work and the potential benefits. He also reviewed the timeline for the next steps for the County and the thirty seven jurisdictions in the County who must agree to the all-mailed election before in order for it to proceed in November 2015.

**ON MOTION BY Director Coverdell and seconded by President Mickelsen, the Board voted as follows, by roll call vote, to approve Resolution 2015-05 Directing the San Mateo County Chief Elections Officer to Conduct the November 3, 2015 Election for the Coastsides County Water District Wholly by Mail, Pursuant to the Pilot Program Authorized by Assembly Bill 2028 if all Other Affected Jurisdictions also Request Participation in the Pilot Program at that Election:**



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

**B. Draft Fiscal Year 2015-2016 Budget and Draft Fiscal Year 2015/2016 to 2024/2025 Capital Improvement Plan**

Mr. Dickson explained that no Board action is required at this time, but that the draft Fiscal Year 2015-2016 Budget and draft Fiscal Year 2015/2016 to 2024/2025 Capital Improvement Program is being presented once again for Board and public review. He reminded the Board that a Special Board Meeting/Public Hearing has been scheduled for Tuesday, June 30, 2015 for the purpose of an in-depth review and discussion of the Budget, Capital Improvement Program and proposed Rate Increase.

**C. Consideration of an Amended and Restated Ordinance Establishing and Expanding Mandatory Water Use Restrictions and Prohibitions Under Stage 2 - Water Shortage Emergency Warning of the District's Water Shortage Contingency Plan**

Ms. Brennan provided a presentation on the State Water Resources Control Board's (SWRCB) emergency regulations of March 17, 2015, Governor Brown's Executive Order on April 1, 2015 and the May 5, 2015 expanded and modified drought emergency regulations adopted by the SWRCB. She reviewed revisions incorporated into the amended and restated Drought Ordinance in response to the new SWRCB regulations.

**ON MOTION BY Vice-President Glassberg and seconded by Director Flint, the Board voted as follows, by roll call vote, to adopt Ordinance 2015-01 restating and expanding mandatory water use restrictions and prohibitions under Stage 2-Water Shortage Emergency Warning of Coastside County Water District's Water Shortage Contingency Plan:**

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

**D. Resolution 2015-06 Calling for and Giving Notice of a Regular District Election on November 3, 2015**

Mr. Dickson introduced this item as a necessary step in preparing for the regularly scheduled District election in November 2015. There were no questions or further discussion on this item.

**ON MOTION BY Vice-President Glassberg and seconded by President Mickelsen, the Board voted as follows, by roll call vote, to approve Resolution 2015-06 Calling for and Giving Notice of a Regular District Election:**

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

**7) MONTHLY INFOMATIONAL REPORTS**

**A. Operations Report** - Mr. Guistino reviewed highlights from his report, including the addition of a new tank mixer and the favorable results from the final inspection of the Denniston Water Treatment Plant Improvement Project by the State Water Resources Control Board. He noted that the inspector was quite impressed with the success of the upgrades, as well as the duty operators' proficiency. He offered kudos to Sean Donovan, Treatment Supervisor, and Treatment/Distribution Operators, Todd Schmidt and Logan Duffy, for their attention to detail, skills, and knowledge.

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

Director Coverdell requested that updates be provided for the design and cost estimates of the El Granada Pipeline Replacement Final Phase Project. He also inquired about the status of the Denniston Water Rights, which Mr. Dickson addressed. Additionally, Director Coverdell commented on the recent Sewer Authority Mid-Coastside's meeting regarding recycled water, and stated that he would like to see the CCWD Board strategize to determine what the District can do to move the recycled water project forward.

9) **ADJOURNMENT** - The meeting was adjourned at 8:16 p.m.

Respectfully submitted,

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David R. Dickson, General Manager  
Secretary of the District

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Chris Mickelsen, 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 30, 2015**

- 1) **ROLL CALL** - President Chris Mickelsen called the meeting to order at 7:01 p.m. Present at roll call: Directors Ken Coverdell, Glenn Reynolds, Steve Flint and Vice-President Arnie Glassberg.

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

There were two 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 2015-2016 BUDGET, FISCAL YEAR 2015/2016 TO 2024/25 CAPITAL IMPROVEMENT PROGRAM, RESOLUTION AMENDING THE GENERAL REGULATIONS REGARDING WATER SERVICE AND RESOLUTION AMENDING THE RATE AND FEE SCHEDULE**

**A. Staff Presentations**

- a. Fiscal Year 2015-2016 Operations and Maintenance Budget
- b. Fiscal Year 2015/2016 to 2024/25 Capital Improvement Program
- c. Proposed Amendment to General Regulations Regarding Water Service
- d. Proposed Amendment to Rate and Fee Schedule

Ms. Rogren began her presentation of the FY 2015-2016 Operating Budget and Capital Improvement Plan by reviewing a timeline and summary of the budget process, including the eight public meetings that were conducted beginning in February of 2015. She provided the FY 2015-2016 Budget

Overview and then reviewed the Key Budget Assumptions, followed by a summary of the Capital Improvement Plan. Next Ms. Rogren reviewed the proposed rate increase, supported by the Cost of Service Analysis recently provided by HF& H Consultants. She also explained the new proposed tier structure realignment and the impact on residential and non-residential bi-monthly customer bills. Ms. Rogren also explained that the District's 24% rate increase is largely driven by the drought. Next she reviewed Drought Related Budget Risks and a list of Frequently Asked Questions.

Mr. Rogren then reviewed proposed changes to the District's Regulations, affecting shut off warnings, unauthorized turn-on of water connections, and reconnection fees.

## **B. Public Hearing**

President Mickelsen opened the Public Hearing at 7:37 p.m., inviting members of the audience to address the Board on the subject of the proposed rate increase.

Elizabeth Thompson, Half Moon Bay, CA - Thanked the Board and staff for taking the time and effort to explain the factors associated with the rate increase and inquired about the availability of recycled water, adding that if it is not available, does this interest the District as an alternative to restricting water use and raising the rates.

Kerri Kemp Gardner - 307 Coronado, El Granada - Thanked the District for the budget presentation and stated that she has been actively pursuing water conservation and is concerned as she does not see additional ways to cut more usage from her consumption. She added that although she is aware that the water problems are state-wide, she felt the need to express that she feels the District's rate increase is significant.

President Mickelsen acknowledged the forty letters of protest submitted to the District by rate payers. He thanked the members of the audience for their questions and comments and invited discussion from the Board.

Director Reynolds commented that the District's emphasis has been on the proposed rate increase for the last several months and has been working diligently to explore options to keep the rate increase at a minimum. He acknowledged that the District's responsibility is to continue to provide high quality water, while keeping the District's operations efficient and fiscally safe.

Director Glassberg stated that he was impressed with the overall tone of the protest letters received. He also pointed out that staff has assumed some of the additional load of health and retirement benefit responsibility, which he also felt was very positive and impressive on the part of the District staff. He also emphasized that the District has pursued having a consultant work with staff to prepare a rate analysis, which was beneficial in identifying the option of the tiered structure, which helps to proportionately distribute costs to each of the District's class or service.

Director Coverdell stressed the importance of maintaining the District's local water sources and said he was proud that the District's Board and staff is continuing to make this a priority and also working hard to keep the rate increase reasonable.

Director Flint commented that he felt the budget presentation was very effective in explaining the current situation, that he felt that the actual bi-monthly dollar amount of the rate increase is not unreasonable. He also stated that the Board members are rate payers too, so the rate increase is applicable to them and encouraged everyone to keep up the good work with conservation.

President Mickelsen noted that a lot of thought and effort had been expended in determining this rate increase, on the part of the District's staff, sub-committee members, as well as the Board.

President Mickelsen closed the Public Hearing at 8:13 p.m.

C. Adoption of Resolution 2015-08 – A Resolution of the Board of Directors of the Coastside County Water District Amending the Rate and Fee Schedule to Increase Water Rates

**ON MOTION BY Vice-President Glassberg and seconded by Director Flint, the Board voted, by roll call vote, to adopt Resolution 2015-08 Amending the Rate and Fee Schedule to Increase Water Rates:**

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

D. Approval of Fiscal Year 2015-2016 Operation and Maintenance Budget and Capital Improvement Program for Fiscal Year 2015/2016 to 2024/2025

**ON MOTION BY Director Coverdell and seconded by Vice-President Glassberg, the Board voted, by roll call vote, to approve the Fiscal Year 2015-2016 Operation and Maintenance Budget and Capital Improvement Program for Fiscal Year 2015/2016 to 2024/2025:**

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

**E. Adoption of Resolution 2015-07 - A Resolution of the Board of Directors of the Coastside County Water District Amending the General Regulations Regarding Water Service**

**ON MOTION BY Director Coverdell and seconded by Director Flint, the Board voted, by roll call vote, to adopt Resolution 2015-07 - A Resolution of the Board of Directors of the Coastside County Water District Amending the General Regulations Regarding Water Service:**

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

**4) ADJOURNMENT**

The meeting was adjourned at 8:18 p.m.

Respectfully submitted,

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David R. Dickson, General Manager  
Secretary of the District

---

Chris Mickelsen, President  
Board of Directors

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

FY 2015

<b>Installed Water Connection Capacity</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Total</b>
<b>HMB Non-Priority</b>													
0.5" capacity increase													0
5/8" meter		1						1				3	5
3/4" meter		1	1	3					1				6
1" meter													0
1 1/2" meter			6		1								7
2" meter													0
3" meter													0
<b>HMB Priority</b>													
0.5" capacity increase													0
5/8" meter													0
3/4" meter													0
1" meter													0
1 1/2" meter													0
2" meter													0
<b>County Non-Priority</b>													
0.5" capacity increase													
5/8" meter	2									1			3
3/4" meter				1									1
1" meter													0
<b>County Priority</b>													
5/8" meter						1							1
3/4" meter													0
1" meter													0
<b>Monthly Total</b>	<b>2</b>	<b>2</b>	<b>7</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>23</b>

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

<b>Installed Water Meters</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Totals</b>
HMB Non-Priority		2	31.5	4.5	5			1	1.5			3	48.5
HMB Priority													0
County Non-Priority	2			1.5						1			4.5
County Priority						1							1
<b>Monthly Total</b>	<b>2</b>	<b>2</b>	<b>31.5</b>	<b>6</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1.5</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>54</b>



**Fiscal Year 2015 Water Service Installations**  
FY 2015

APN	Name	Install Address	City/Community	Meter Size	Type	Date Installed	Notes
047-074-220	Power, Patrick	393 Avenue Granada	El Granada	5/8"	dom	30-Jul-14	with 1" fire
047-222-410	Stebbins, Bruce	822 Columbus Street	El Granada	5/8"	dom	31-Jul	with 1" fire
066-600-240	Carnoustie LLC	111 Carnoustie Drive	HMB	3/4"	dom	26-Aug-14	with 2" fire
064-111-560	Philomena LLC	415 Spruce St	HMB	5/8"	dom	29-Aug-14	with 1" fire 9/5/2014
056-072-360	The Charis Group LLC	20 Jenna Lane	HMB	3/4"	dom	8-Sep-14	with 1" fire
056-210-420	Half Moon Village Phase 2	Bloom Lane	HMB	six 1 1/2"	dom	16-Sep-14	with one 1 1/2" irrigation and four 6" dc
056-171-090	Stonehaven Investment	511 Church Street	HMB	1"	fire	21-Aug-14	fire only
047-181-890	Kopiej, Krzystof	345 San Pedro Road	El Granada	3/4"	dom	23-Oct-14	with 1" fire
066-600-070	Carnoustie LLC	251 Bayhill Road	HMB	3/4"	dom	24-Oct-14	with 2" fire
066-600-260	Carnoustie LLC	117 Carnoustie Drive	HMB	3/4"	dom	24-Oct-14	with 2" fire
066-600-120	Carnoustie LLC	114 Carnoustie Drive	HMB	3/4"	dom	24-Oct-14	with 2" fire
056-321-040	Pastorino, Eugene	12511 San Mateo Road	HMB	1.5"	irrigation	14-Nov-14	
047-021-100	Goldberg, Stan	102 California Ave	El Granada	5/8"	dom	19-Dec-15	with 4" DC
064-124-110	Patton, Ronald	570-572 Spruce Street	HMB	5/8"	dom	10-Feb-15	with 1" fire and 5/8" metering purposes meter
066-600-250	Carnoustie LLC	115 Carnoustie Drive	HMB	3/4"	dom	2-Mar-15	with 2" fire
047-122-110	Coursen, Richard	149 Francisco St	El Granada	5/8"	dom	26-Mar-15	meter for second unit with 1" fire
047-207-320	Tyler-Parker, Sydney	462/464 The Alameda	El Granada	5/8"	dom	31-Mar-15	meter for second unit
047-126-360	Henry, John	228 Francisco Street	El Granada	5/8"	dom	3-Apr-15	meter for second unit
048-121-050	Mann, Michael & Evelyn	400 Washington Street	HMB	1"	fire	18-May-15	fire only
047-242-360	Dye, John R.	1076 Columbus Street	El Granada	5/8"	dom	2-Jun-15	meter for second unit
056-134-060	Taffera, Anthony	230 Granelli Ave.	HMB	5/8"	dom	29-Jun-15	with 1" fire
056-053-280	TDR Properties	340 Belleville Blvd	HMB	5/8"	dom	26-Jun-15	with 1" fire
056-053-400	TDR Properties	344 Belleville Blvd.	HMB	5/8"	dom	26-Jun-15	with 1" fire

**TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2015**

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.48	2.32	0.00	0.00	71.96	74.76	3.10	71.67
AUG	0.10	0.82	0.00	0.00	73.97	74.89	3.00	71.89
SEPT	0.05	0.60	0.00	0.00	59.58	60.23	2.89	57.34
OCT	0.00	0.00	0.00	0.00	57.13	57.13	2.15	54.98
NOV	0.01	0.93	4.43	0.00	41.00	46.37	2.18	44.19
DEC	0.20	2.19	10.67	9.68	16.37	39.11	2.19	36.92
JAN	0.64	13.95	8.44	20.23	10.52	53.78	3.17	50.61
FEB	0.51	12.88	8.56	25.95	2.43	50.33	2.36	47.97
MAR	0.81	12.59	8.8	25.67	2.02	49.89	2.70	47.19
APR	1.31	14.34	0.00	31.85	1.38	48.88	2.54	46.34
MAY	0.60	6.18	0.00	30.04	7.37	44.19	1.65	42.54
JUN	0.00	0.00	0	0.00	56.87	56.87	0.67	56.20
<b>TOTAL</b>	<b>4.71</b>	<b>66.80</b>	<b>40.90</b>	<b>143.41</b>	<b>400.60</b>	<b>656.42</b>	<b>28.58</b>	<b>627.85</b>
% MONTHLY TOTAL	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%	1.18%	96.26%
% ANNUAL TO DATE TOTAL	0.7%	10.2%	6.2%	21.8%	61.0%	100.0%	4.35%	95.6%
Local vs Imported-month		0.0%		CCWD vs SFPUC- month	0.00%	100.0%		
Local vs Imported-annual	39.0%	61.0%		CCWD vs SFPUC- annual	17.1%	82.9%		
	Local Source	Imported Source						

12 Month Running Treated Total

**627.85**

**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	3.46	72.15
AUG	0.00	0.00	0.00	0.00	84.56	84.56	3.03	81.54
SEPT	0.00	0.00	0.00	0.00	66.04	66.04	3.38	62.66
OCT	0.00	0.00	0.00	0.00	68.72	68.72	2.94	65.78
NOV	1.82	0.00	0.00	0.00	56.17	57.99	2.96	55.03
DEC	0.76	0.00	0.00	0.00	55.12	55.88	1.96	53.92
JAN	0.00	0.00	0.00	0.46	57.17	57.63	3.46	54.17
FEB	2.97	0.00	0.00	2.33	35.25	40.55	3.25	37.30
MAR	1.78	0.00	0.25	8.86	31.25	42.14	2.39	39.76
APR	0.00	19.89	0.92	12.58	19.70	53.09	3.03	50.06
MAY	0.00	16.79	0.83	7.89	50.40	75.91	3.11	72.80
JUN	0	0.00	0.00	1.22	66.61	67.83	3.06	64.77
<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>36.01</b>	<b>709.94</b>
% TOTAL	1.0%	4.9%	0.3%	4.5%	89.4%	100.0%	4.83%	95.2%

denotes estimated due to faulty SFPUC meter

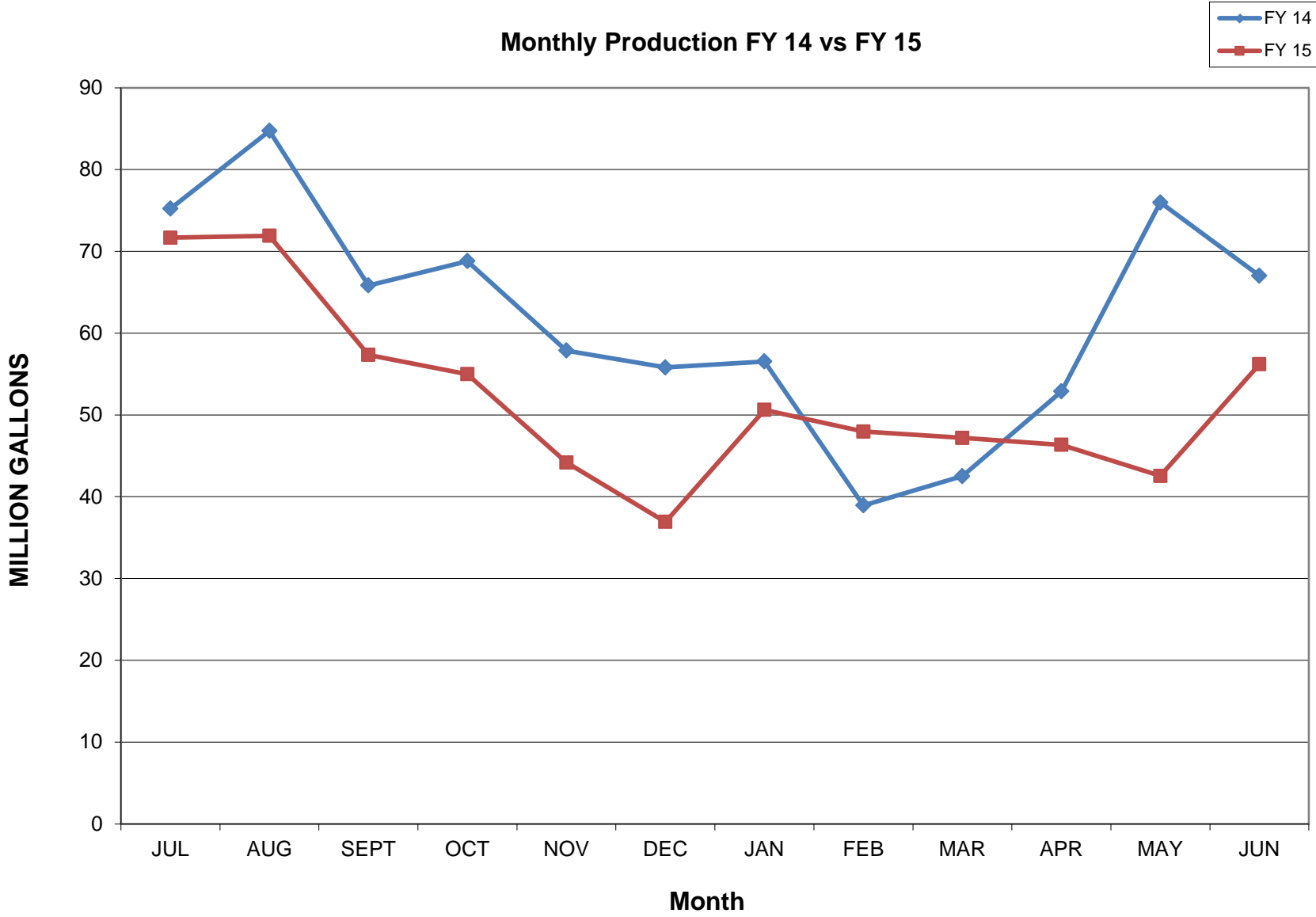
**COASTSIDE COUNTY WATER DISTRICT**

**Predicted vs Actual Production - All Sources FY 15**

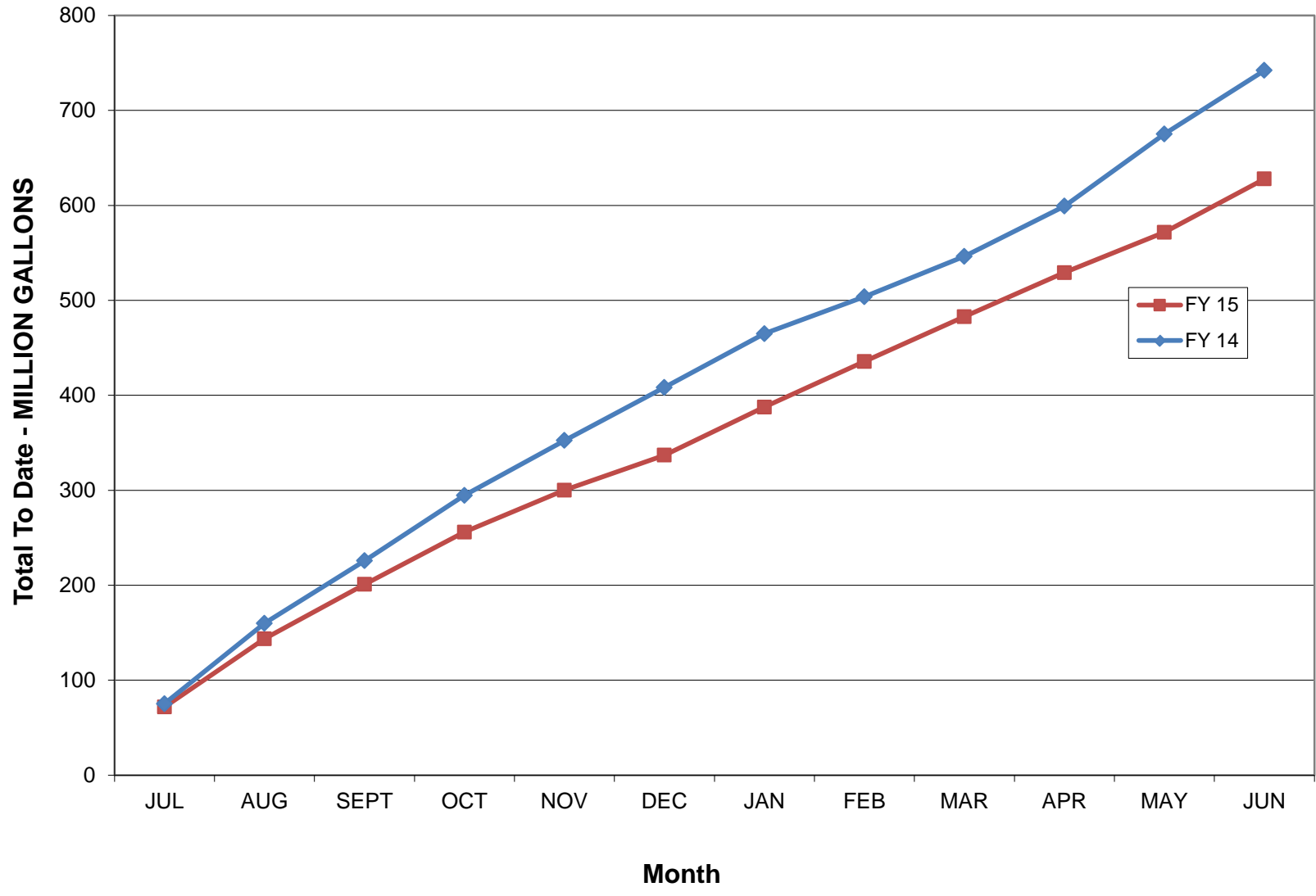
	Denniston Surface			Denniston Wells			Pilarcitos Wells			Pilarcitos Surface			SFWD CSP			SFWD Total	
	Actual MG	Predicted MG	pred-act	Actual MG	Predicted	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG
Jul-14	2.32	5.34	3.02	0.48	0.00	-0.48	0.00	0.00	0.00	0.00	31.42	31.42	71.96	34.44	-37.52	71.96	65.86
Aug-14	0.82	0.00	-0.82	0.10	0.00	-0.10	0.00	0.00	0.00	0.00	47.40	47.40	73.97	32.50	-41.47	73.97	79.90
Sep-14	0.60	0.00	-0.60	0.05	0.00	-0.05	0.00	0.00	0.00	0.00	27.24	27.24	59.58	35.18	-24.40	59.58	62.42
Oct-14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.36	36.36	57.13	29.25	-27.88	57.13	65.61
Nov-14	0.93	6.34	5.41	0.01	0.00	-0.01	4.43	1.87	-2.56	0.00	46.19	46.19	41.00	0.00	-41.00	41.00	46.19
Dec-14	2.19	11.53	9.34	0.20	0.00	-0.20	10.67	1.12	-9.55	9.68	39.52	29.85	16.37	0.00	-16.37	26.05	39.52
Jan-15	13.95	16.58	2.63	0.64	1.12	0.48	8.44	1.12	-7.32	20.23	36.19	15.96	10.52	0.00	-10.52	30.75	36.19
Feb-15	12.88	16.58	3.70	0.51	1.50	0.99	8.56	7.48	-1.08	25.95	19.64	-6.31	2.43	0.00	-2.43	28.38	19.64
Mar-15	12.59	16.47	3.88	0.81	2.64	1.83	8.80	9.72	0.92	25.67	19.00	-6.67	2.02	0.00	-2.02	27.69	19.00
Apr-15	14.34	16.58	2.24	1.31	2.64	1.33	0.00	0.00	0.00	31.85	43.53	11.68	1.38	0.00	-1.38	33.23	43.53
May-15	6.18	13.48	7.30	0.60	2.64	2.04	0.00	0.00	0.00	30.04	63.20	33.16	7.37	0.00	-7.37	37.41	63.20
Jun-15	0.00	7.25	7.25	0.00	2.64	2.64	0.00	0.00	0.00	0.00	60.46	60.46	56.87	0.00	-56.87	56.87	60.46
<b>MG Totals</b>	<b>66.80</b>	<b>110.18</b>	<b>43.38</b>	<b>4.71</b>	<b>13.17</b>	<b>8.46</b>	<b>40.90</b>	<b>21.32</b>	<b>-19.58</b>	<b>143.41</b>	<b>470.15</b>	<b>326.74</b>	<b>400.60</b>	<b>131.37</b>	<b>-269.23</b>	<b>544.01</b>	<b>601.52</b>

	Actual non SFPUC	Predicted non SFPUC	Actual SFPUC	Predicted SFPUC	TOTAL		
					Actual	Predicted	Pred-act
	112.41	144.67	544.01	601.52	656.42	746.19	89.76
<b>% Total</b>	<b>17.12%</b>	<b>19.39%</b>	<b>82.88%</b>	<b>80.61%</b>	<b>87.97%</b>		

Monthly Production FY 14 vs FY 15



Cumulative Production FY 15 vs.FY14



Plant Water Use*			Unmetered Water					2015			MG	
	Denniston Plant	Nunes Plant	Total	Main Flushing	Detector Checks*	Main Breaks	Fire Dept	Miscellaneous	Tank Level Difference	Total		
JAN	1.360	1.510	2.870	0.012	0.006	0.118	0.000	0.014	0.146	3.165		
FEB	1.030	1.240	2.270	0.000	0.010	0.000	0.000	0.014	0.066	2.359		
MAR	1.350	1.440	2.790	0.000	0.006	0.020	0.000	0.014	-0.129	2.701		
APR	1.240	1.510	2.750	0.000	0.010	0.014	0.100	0.014	-0.351	2.537		
MAY	0.020	1.580	1.600	0.000	0.007	0.299	0.000	0.014	-0.270	1.650		
JUN	2.090	0.000	2.090	0.000	0.025	0.105	0.000	0.014	0.669	2.904		
JUL										0.000		
AUG										0.000		
SEP										0.000		
OCT										0.000		
NOV										0.000		
DEC										0.000		
<b>TOTAL</b>	<b>7.09</b>	<b>7.28</b>	<b>14.37</b>	<b>0.01</b>	<b>0.06</b>	<b>0.56</b>	<b>0.10</b>	<b>0.08</b>	<b>0.13</b>	<b>15.32</b>		



0.19 residential change	0.10	0.16	0.24	0.19	0.13	0.15	0.36
0.15 non residential change	0.17	-0.02	0.19	-0.01	-0.07	0.35	0.44
0.18 Total	0.14	0.09	0.21	0.13	0.04	0.21	0.41
sum fy 14	369.02						
sum fy 13	448.07						
	0.18						



## 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	6/19/2015	6/19/15	Sevilla Ave EG						2HR OT/2 Reg			
				M	6" CI	100,000	\$800.00	\$480.00	4	4	\$1,000	\$2,280.00
2	6/19/2015	3/19/2015	Sevilla Ave EG						Staff Hours			
				S	1" PL	1,500	\$300.00	\$189.00	4	2	\$800	\$1,289.00
3	6/24/2015	6/24/2015	Coronado Ave EG						Staff Hours			
				M	6" CI	3,500	\$1,050.00	\$768.42	3	7	\$1,050	\$2,868.42
4									Staff Hours			
												\$0.00
5									Staff Hours			
												\$0.00
6									Staff Hours			
												\$0.00
7									Staff Hours			
												\$0.00
8									Staff Hours			
												\$0.00

<b>Totals</b>	<b>105,000</b>	<b>\$2,150.00</b>	<b>\$1,437.42</b>	<b>11</b>	<b>13</b>	<b>\$2,850</b>	<b>\$6,437.42</b>
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*includes 1,000 gallons for mains to daylight plus 1,000 gallons to flush mains or 100 gallons to flush services	<b>Staff x hours = 143</b>
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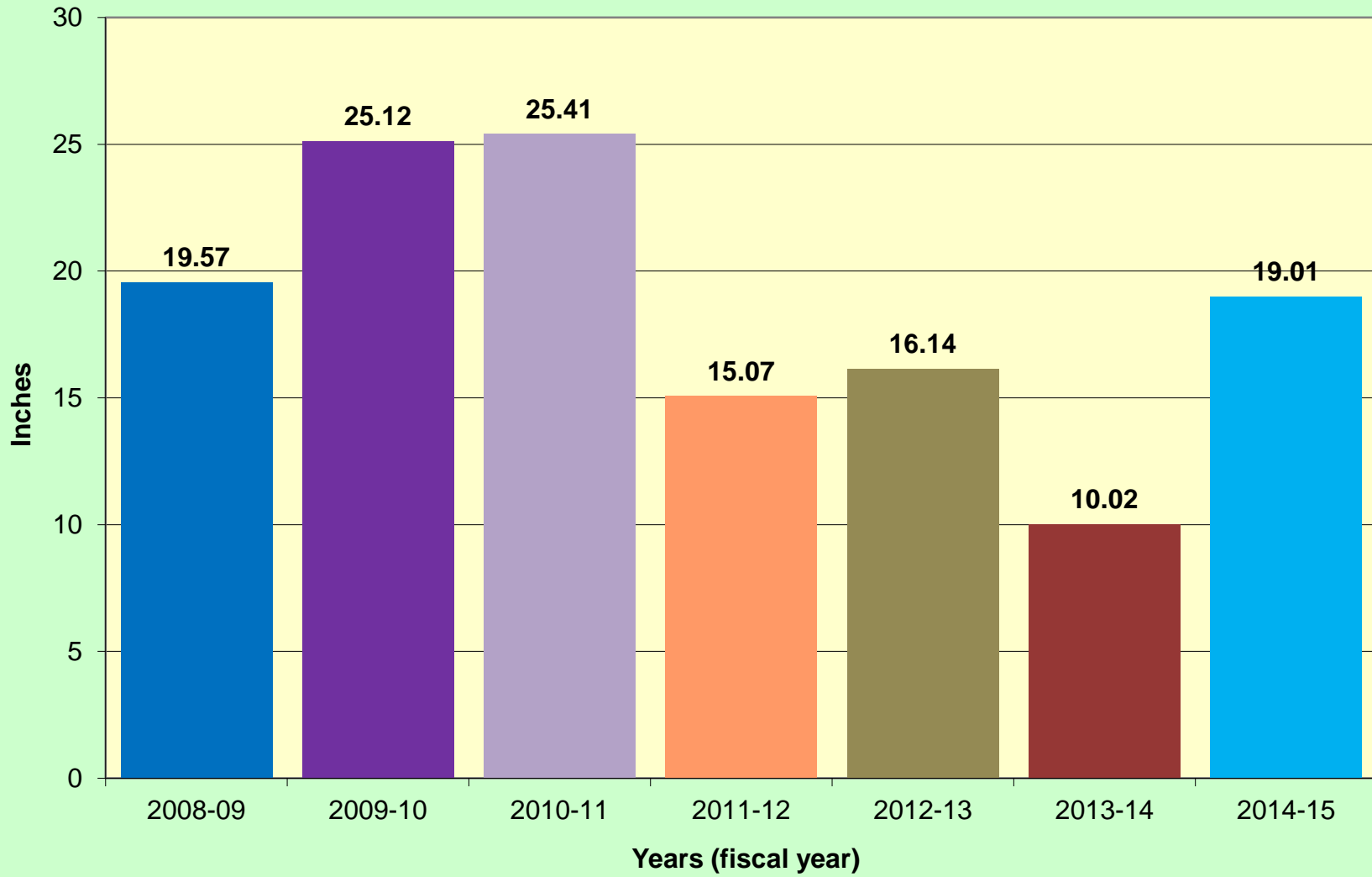
Coastside County Water District  
 766 Main Street  
 July 2014 - June 2015

District Office  
 Rainfall in Inches

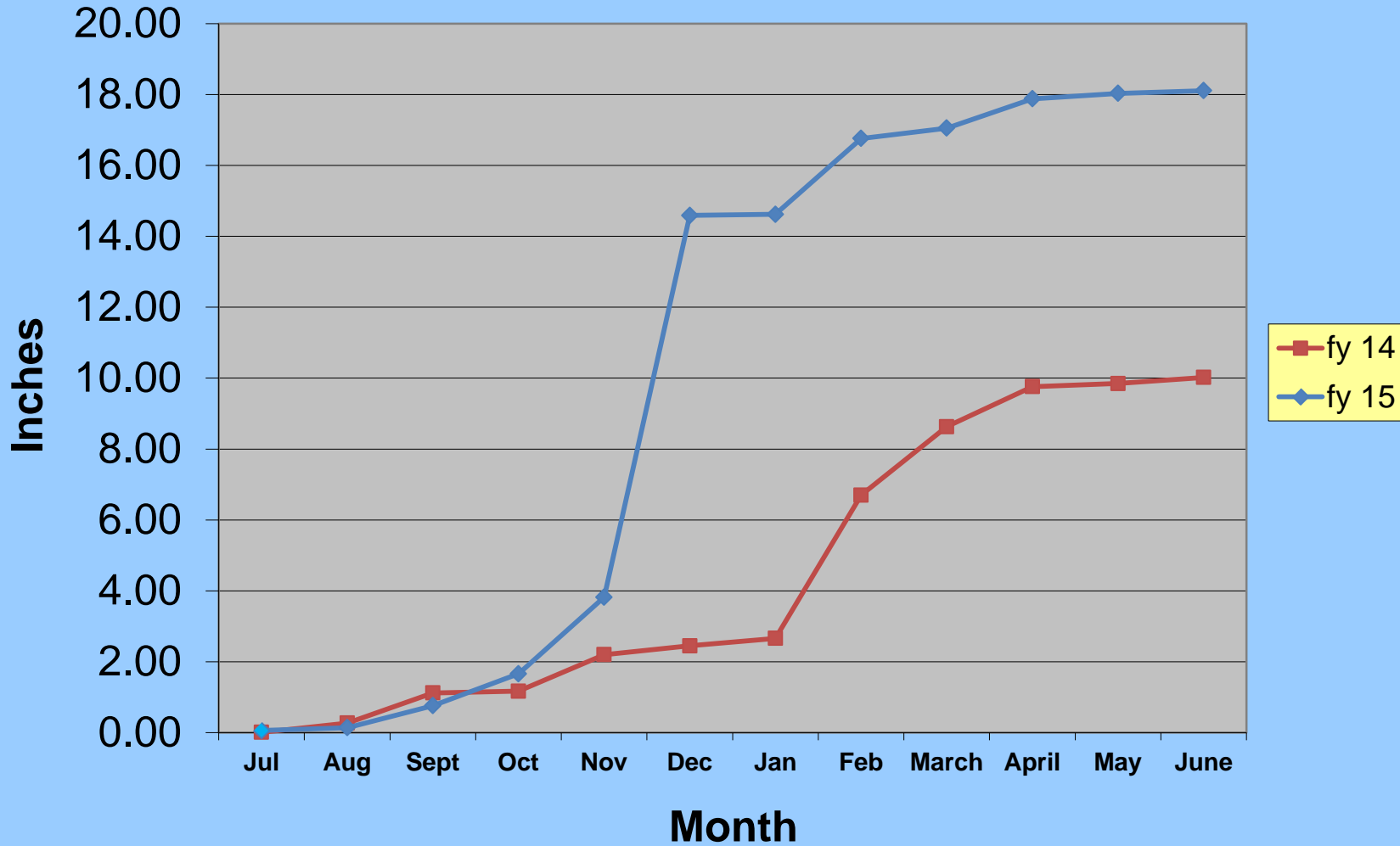
	2014						2015					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0	0	0.01	0.24	0	0	0	0	0	0	0.02
2	0	0	0	0	0	1.33	0	0	0	0	0	0
3	0	0	0	0	0.01	1.95	0	0	0	0	0	0
4	0	0	0	0	0	0.12	0	0	0.01	0	0	0
5	0	0	0	0	0	0.11	0	0	0	0.01	0	0
6	0	0	0	0	0	0.13	0	0.92	0	0	0	0
7	0	0	0	0	0.01	0.01	0	0.18	0	0.46	0	0
8	0.01	0	0	0	0.01	0.01	0	0.99	0	0	0	0
9	0	0	0	0	0.01	0	0	0	0	0	0	0
10	0	0.01	0	0	0	0	0	0.01	0	0	0	0.05
11	0.03	0	0	0	0.01	3.46	0.01	0	0.03	0.01	0	0.01
12	0	0	0	0	0.17	0.35	0	0	0	0	0	0
13	0.01	0	0	0	0.22	0.01	0	0	0	0.01	0	0
14	0	0.01	0	0	0.01	0.16	0	0	0.01	0	0	0
15	0	0	0	0.05	0.01	0.98	0	0	0	0	0	0
16	0	0	0	0.01	0	1.2	0	0	0	0	0	0
17	0	0	0	0	0	0.16	0	0	0	0	0	0
18	0.01	0.02	0.04	0	0	0	0	0	0	0	0	0
19	0	0.04	0	0.01	0.34	0.5	0	0	0.01	0	0	0
20	0	0	0.02	0.09	0.27	0.1	0.01	0	0.01	0	0	0
21	0	0	0	0.01	0.01	0.13	0.01	0.01	0	0	0.05	0
22	0	0	0	0	0.26	0.01	0	0.01	0.16	0	0	0
23	0	0	0.02	0	0.01	0.01	0	0	0.03	0	0.01	0
24	0	0	0.08	0.01	0	0.04	0	0	0	0.04	0.02	0
25	0	0	0.43	0.33	0	0	0	0	0	0.29	0.02	0
26	0	0	0	0.01	0	0	0	0	0	0	0.02	0
27	0	0	0	0.01	0	0	0	0	0.01	0	0	0
28	0	0	0	0	0	0	0	0.02	0.01	0.01	0.01	0
29	0	0	0	0	0.02	0	0		0	0	0.01	0
30	0	0	0.03	0	0.55	0	0		0.01	0	0.01	0
31	0	0		0.36		0	0		0		0	
<b>Mon.Total</b>	<b>0.06</b>	<b>0.08</b>	<b>0.62</b>	<b>0.90</b>	<b>2.16</b>	<b>10.77</b>	<b>0.03</b>	<b>2.14</b>	<b>0.29</b>	<b>0.83</b>	<b>0.15</b>	<b>0.08</b>
<b>Year Total</b>	<b>0.06</b>	<b>0.14</b>	<b>0.76</b>	<b>1.66</b>	<b>3.82</b>	<b>14.59</b>	<b>14.62</b>	<b>16.76</b>	<b>17.05</b>	<b>17.88</b>	<b>18.03</b>	<b>18.11</b>

# Rain Totals

## Fiscal Years 09 - 15



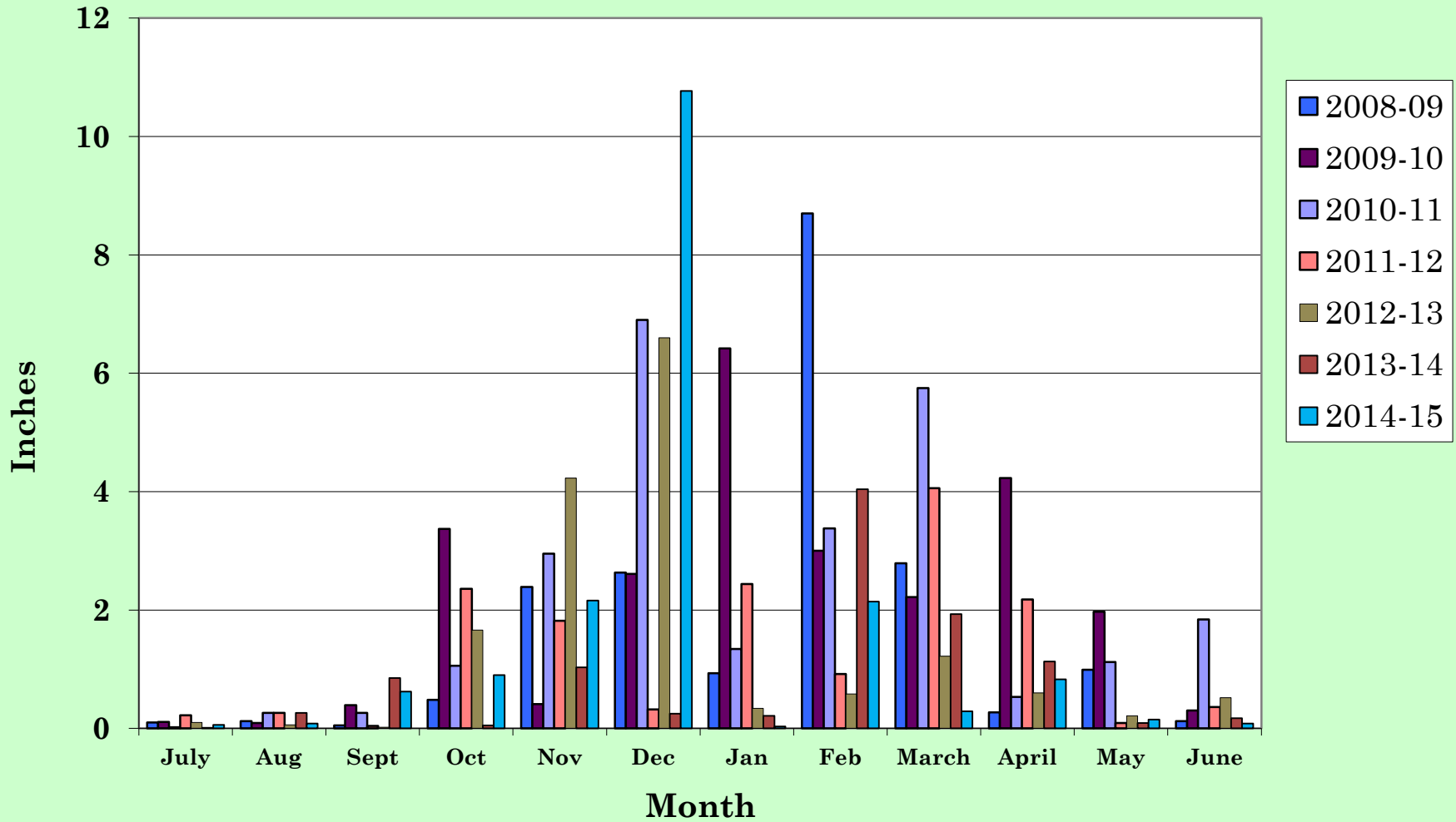
# Rainfall Total Comparison Fiscal Years 14 and 15



# Coastside County Water District

## Rainfall by Month

Fiscal Years 09 - 15



MONTHLY CLIMATOLOGICAL SUMMARY for JUN. 2015

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	61.3	71.0	2:30p	55.6	6:00a	4.3	0.6	0.02	1.9	12.0	1:30p	WSW
2	57.8	61.6	5:00p	55.8	6:00a	7.2	0.0	0.00	1.9	13.0	4:30p	W
3	56.7	60.7	2:00p	54.6	5:00a	8.3	0.0	0.00	3.2	13.0	7:00p	W
4	56.6	62.4	3:00p	53.3	6:00a	8.4	0.0	0.00	2.2	13.0	4:30p	W
5	56.8	62.0	1:30p	52.6	6:00a	8.2	0.0	0.00	2.4	12.0	10:30a	WSW
6	58.5	65.0	2:00p	54.2	4:30a	6.5	0.0	0.00	2.5	13.0	11:30a	WSW
7	57.4	62.2	2:30p	54.5	12:00m	7.6	0.0	0.00	1.0	10.0	2:00p	W
8	58.2	69.0	1:30p	51.5	6:30a	7.1	0.3	0.00	1.4	9.0	2:30p	W
9	60.3	69.3	9:30a	53.3	4:30a	4.8	0.1	0.00	1.7	12.0	1:30p	W
10	60.7	70.3	12:00p	56.7	11:00p	4.6	0.4	0.05	0.5	8.0	12:30p	WNW
11	57.3	63.7	4:00p	54.2	5:00a	7.7	0.0	0.01	1.0	9.0	2:30p	W
12	59.0	66.8	5:00p	50.3	6:00a	6.1	0.0	0.00	1.6	10.0	12:30p	W
13	58.7	63.1	2:30p	55.5	6:30a	6.3	0.0	0.00	2.4	12.0	2:00p	WSW
14	56.9	61.5	12:00p	54.6	9:00p	8.1	0.0	0.00	2.3	10.0	12:00p	WSW
15	54.7	56.6	3:00p	52.5	6:30a	10.3	0.0	0.00	1.3	10.0	3:30p	W
16	56.0	60.7	4:00p	53.2	7:00a	9.0	0.0	0.00	1.6	14.0	4:30p	W
17	55.8	60.1	2:30p	53.1	4:00a	9.2	0.0	0.00	1.4	10.0	1:00p	W
18	56.3	62.0	5:00p	51.7	11:00p	8.7	0.0	0.00	1.6	12.0	12:30p	W
19	56.9	62.2	5:00p	52.4	4:30a	8.1	0.0	0.00	1.7	13.0	4:00p	W
20	56.4	63.8	5:30p	50.5	6:30a	8.6	0.0	0.00	1.3	11.0	1:00p	W
21	57.8	62.9	5:00p	53.9	12:30a	7.2	0.0	0.00	2.1	14.0	1:30p	W
22	56.4	60.4	2:00p	52.3	12:00m	8.6	0.0	0.00	1.5	11.0	1:30p	W
23	57.1	63.3	3:30p	49.8	4:30a	7.9	0.0	0.00	2.1	15.0	3:30p	W
24	57.9	63.6	6:00p	52.6	12:00m	7.1	0.0	0.00	1.8	12.0	3:00p	W
25	59.6	70.7	2:00p	49.6	6:00a	6.3	0.9	0.00	1.6	11.0	2:30p	WSW
26	59.2	66.7	1:00p	54.3	2:30a	5.8	0.0	0.00	1.7	12.0	2:30p	WSW
27	62.4	69.9	2:00p	57.5	12:30a	3.3	0.7	0.00	2.9	18.0	2:30p	WSW
28	62.5	69.7	5:00p	58.5	1:30a	3.0	0.5	0.00	1.8	11.0	1:30p	W
29	60.6	66.2	3:30p	55.4	12:00m	4.4	0.1	0.00	2.1	17.0	2:30p	W
30	58.8	64.7	3:00p	54.8	1:00a	6.2	0.0	0.00	1.2	10.0	1:00p	W
	58.2	71.0	1	49.6	25	208.9	3.6	0.08	1.8	18.0	27	W

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

Max Rain: 0.05 ON 06/10/15

Days of Rain: 2 (>.01 in) 0 (>.1 in) 0 (>1 in)

Heat Base: 65.0 Cool Base: 65.0 Method: Integration

STATION (Climatological) Half Moon Bay		(River Station, if different)	MONTH <b>Jun 2015</b>
STATE <b>CA</b>		COUNTY San Mateo	RIVER
TIME (local) OF OBSERVATION RIVER		TEMPERATURE <b>16:00</b>	PRECIPITATION <b>16:00</b>
TYPE OF RIVER GAGE		ELEVATION OF RIVER GAGE ZERO	FLOOD STAGE
			NORMAL POOL STAGE

WS FORM B-91  
(03-09)

U.S. DEPARTMENT OF COMMERCE  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
NATIONAL WEATHER SERVICE

## RECORD OF RIVER AND CLIMATOLOGICAL OBSERVATIONS

DATE	TEMPERATURE			24 HR AMOUNTS		AT OB		PRECIPITATION											WEATHER (Observation Day)						RIVER STAGE			REMARKS (SPECIAL OBSERVATIONS, ETC.)							
	24 HRS ENDING AT OBSERVATION		AT OBSN	Rain, melted snow, etc. (in and hundredths)	Snow, ice pellets, hail (ins and tenths)	Snow, ice pellets, hail on ice on ground (in)	Draw a straight line (—) through hours precipitation was observed, and a wavy line (~~~~) through hours precipitation probably occurred unobserved											Mark 'X' for all types occurring each day						Condition	Gage reading at — AM	Tendency									
	MAX	MIN					A.M.	NOON	P.M.	Fog	ice pellets	Glaze	Thunder	Hail	Damaging winds	Time of occurrence if different from above																			
						1	2	3	4	5	6	7	8	9	10	11	1	2	3	4	5	6	7	8	9	10	11								
1	68	55	66	0.01																															
2	66	54	62	0.00																															
3	65	52	60	0.00																															
4	63	53	62	0.00																															
5	64	52	61	0.00																															
6	65	54	64	0.00																															
7	64	55	60	0.00																															
8	65	52	65	0.00																															
9	67	53	64	0.00																															
10	66	58	60	0.06																															
11	64	54	63	0.01																															there appears to be a small air pocket at base o
12	65	52	64	0.00																															there is a small air pocket by base of thermomet
13	65	56	63	0.00																															There is a small air pocket at base of thermomet
14	64	54	60	0.00																															
15	61	52	58	0.00																															
16																																			
17	62	52	61	0.00																															the low might be off but should be close, got bu
18	65	53	65	0.00																															
19	65	52	63	0.00																															
20	65	46	62	0.00																															
21	65	53	63	0.00																															
22	63	54	59	0.00																															
23	66	47	65	0.00																															
24	67	54	63	0.00																															
25	66	48	66	0.00																															
26	66	51	63	0.00																															
27	69	56	66	0.00																															
28	69	57	68	0.00																															
29	70	56	66	0.00																															
30	66	53	64	0.00																															
31																																			

65.4	53.0	SUM	0.08	CHECK BAR (for wire weight) NORMAL CHECK BAR																																							
CONDITION OF RIVER AT GAGE				READING											DATE											OBSERVER						SUPERVISING OFFICE						STATION INDEX NO.					
A. Obstructed by rough ice B. Frozen, but open at gage C. Upper surface smooth ice D. Ice gorge above gage				E. Ice gorge below gage F. Shore ice G. Floating ice H. Pool stage																												MTR San Francisco						04-3714-04					

# San Francisco Public Utilities Commission Hydrological Conditions Report For May 2015

J. Chester, C. Graham, A. Mazurkiewicz, & M. Tsang, June 10, 2015



**Hetch Hetchy Reservoir** is currently 92% full, due to a combination of high carryover storage (in turn due to 2014 conservation efforts), spring precipitation events, and debits from Water Bank. Expected peak storage will be over 95% full.



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

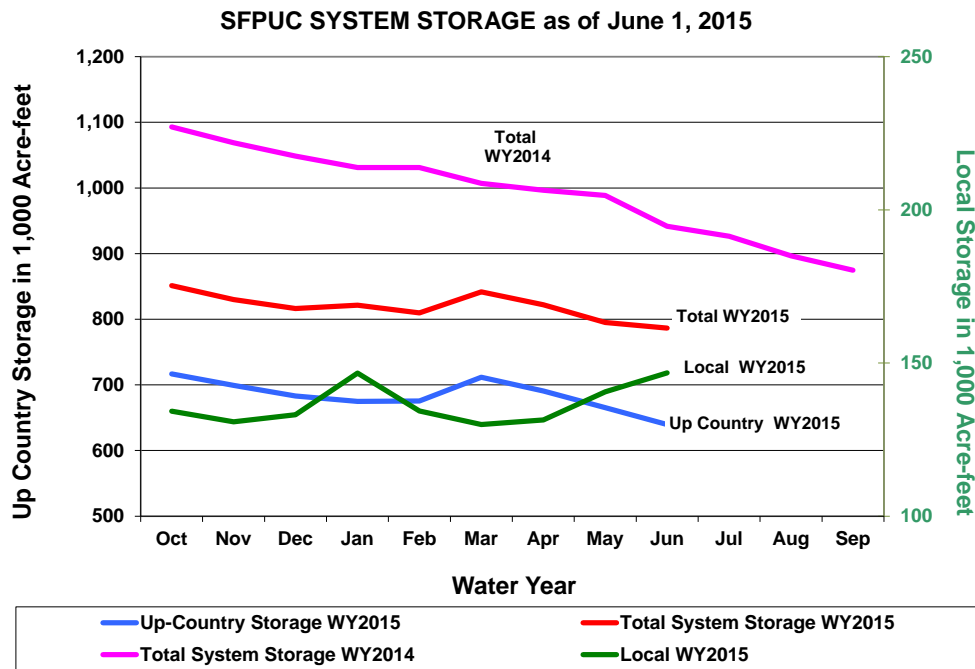
Table 1 Current Storage As of June 1, 2015							
Reservoir	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	
<b>Tuolumne System</b>							
Hetch Hetchy <sup>1</sup>	321,870		360,360		38,490		89.3%
Cherry <sup>2</sup>	198,393		273,340		74,947		72.6%
Lake Eleanor <sup>3</sup>	26,339		27,100		761		97.2%
Water Bank	93,002		570,000		476,998		16.3%
Tuolumne Storage	639,604		1,230,800		591,196		52.0%
<b>Local Bay Area Storage</b>							
Calaveras <sup>4</sup>	23,440	7,638	96,824	31,550	73,384	23,912	24.2%
San Antonio	47,905	15,610	50,496	16,454	2,591	844	94.9%
Crystal Springs	56,281	18,339	58,377	19,022	2,096	683	96.4%
San Andreas	16,921	5,514	18,996	6,190	2,076	676	89.1%
Pilarcitos	2,258	736	2,995	976	737	240	75.4%
Total Local Storage	146,805	47,836	227,688	74,192	80,883	26,356	64.5%
<b>Total System</b>	<b>786,409</b>		<b>1,458,488</b>		<b>672,079</b>		<b>53.9%</b>

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

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

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

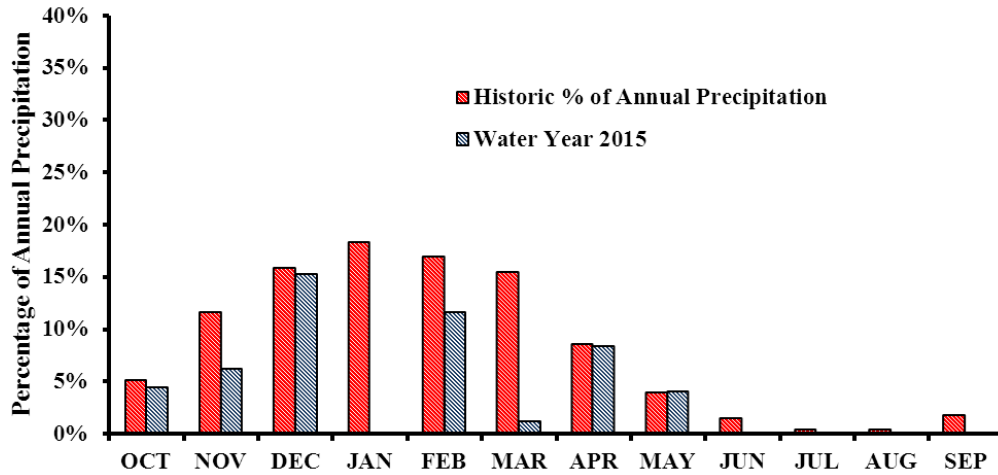
<sup>4</sup> Available capacity does not take into account current DSOD storage restrictions.



**Figure 1: Monthly system storage for WY 2015**

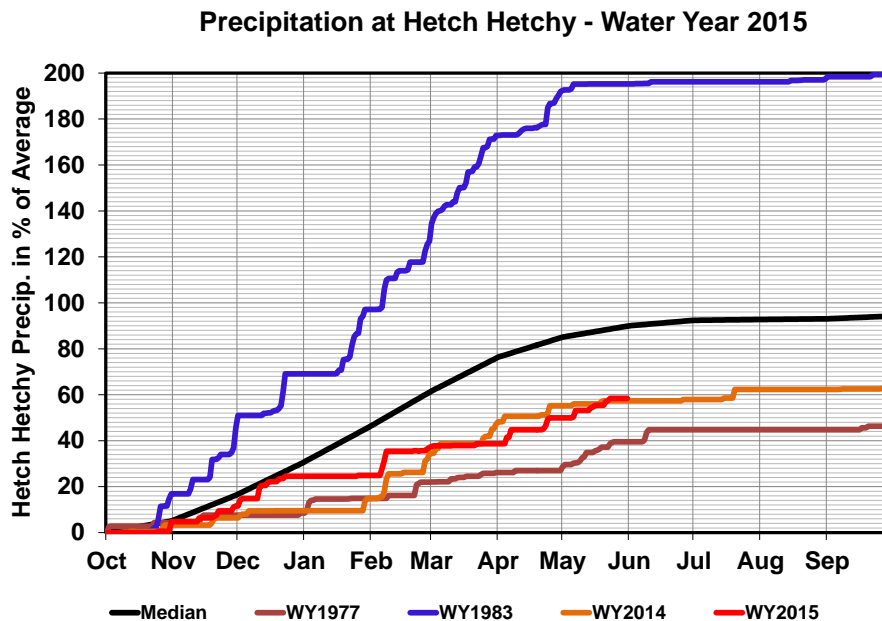
## Hetch Hetchy System Precipitation Index <sup>5/</sup>

*Current Month:* The May six-station precipitation index was 1.46 inch, or 97.3% of the average index for the month.



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

*Cumulative Precipitation to Date:* The accumulated six-station precipitation index for water year 2015 is 18.18 inches, which is 51.1% of the average annual water year total, or 53.5% of the annual-to-date. Hetch Hetchy received 3.01 inches of precipitation in May, for a water year total of 20.75 inches. The cumulative Hetch Hetchy precipitation is shown in Figure 3 in red.



**Figure 3:** Water year 2015 cumulative precipitation measured at Hetch Hetchy Reservoir through May 31, 2015. Precipitation at the Hetch Hetchy gauge for wet, dry, median, and WY 2014 are included for comparison purposes.

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

## Tuolumne Basin Unimpaired Inflow

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

<b>Table 2 Unimpaired Inflow Acre-Feet</b>								
	May 2015				October 1, 2014 through May 31, 2015			
	Observed Flow	Median <sup>6</sup>	Average <sup>6</sup>	Percent of Average	Observed Flow	Median <sup>6</sup>	Average <sup>6</sup>	Percent of Average
Inflow to Hetch Hetchy Reservoir	86,418	218,562	222,617	38.8%	209,957	445,624	443,308	47.4%
Inflow to Cherry Reservoir and Lake Eleanor	42,627	122,047	124,645	34.2%	189,495	326,141	335,378	56.5%
Tuolumne River at La Grange	144,386	451,533	452,576	31.9%	506,280	1,222,351	1,334,390	37.9%
Water Available to the City	0	200,082	215,706	0.0%	50,188	460,192	539,841	9.3%

<sup>6</sup> Hydrologic Record: 1919 – 2010

## Hetch Hetchy System Operations

Draft and releases from Hetch Hetchy Reservoir during the month of May totaled 29,209 acre-feet to meet SJPL deliveries and instream release requirements.

The instream release schedule at Hetch Hetchy Reservoir for the month of May was year type C (dry conditions). This year type is based upon accumulated precipitation from October 1<sup>st</sup>, 2014 through April 30, 2015. The instream release requirement from Hetch Hetchy Reservoir was 35 cfs during April. The water year type was re-assessed on May 31<sup>st</sup> based on observed precipitation during water year 2015 to-date. Releases for the month of June 2015 are 75 cfs under the type C water year condition (dry conditions).

A power draft of 31,367 acre-feet was made from Cherry Reservoir during the month of May to meet District inflow obligations. 9,537 acre-feet of water was transferred by gravity flow from Lake Eleanor to Cherry Reservoir through May 31<sup>st</sup>. The required minimum instream release from Lake Eleanor and Cherry Reservoir for April was 5 cfs from each reservoir.

## Local System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for the month was 33 MGD. The Sunol Valley Water Treatment Plant was predominantly in standby mode for the month with an average production rate of 1 MGD in May.

## Local System Water Delivery

The average May delivery rate was 189 MGD which is a 3% increase over the April rate of 184 MGD.

## Local Precipitation

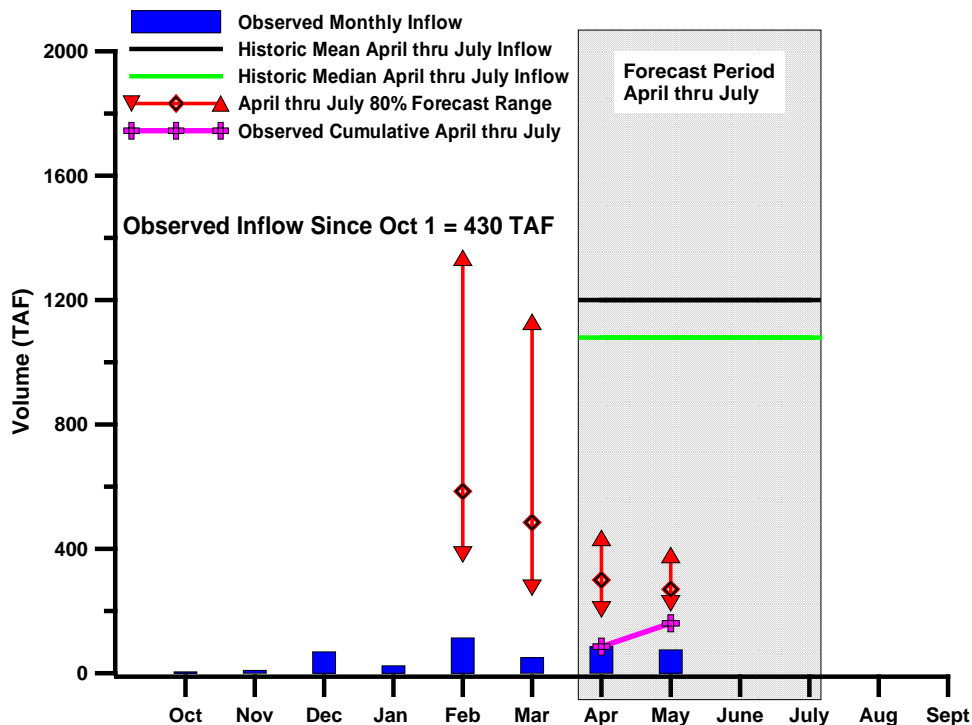
A mid-month rain event dropped precipitation mainly in the southern watershed as indicated at the Calaveras rain gauge. The May rainfall summary is presented in Table 3.

Reservoir	Month Total (inches)	Percentage of Average for the Month	Water Year to Date <sup>7</sup> (inches)	Percentage of Average for the Year-to-Date <sup>7</sup>
Pilarcitos	0.25	22%	28.59	75%
Lower Crystal Springs	0.09	12%	22.01	83%
Calaveras	0.78	113%	15.17	71%

<sup>7</sup> WY 2015: Oct. 2014 through Sep. 2015.

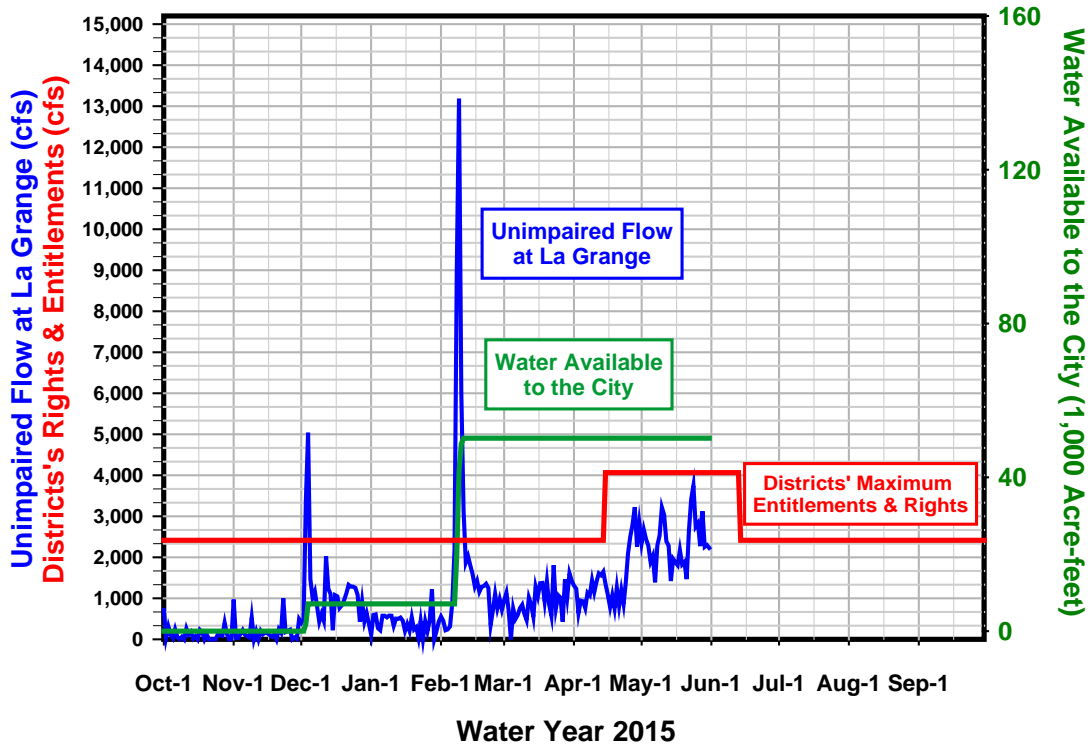
## Snowmelt and Water Supply

The well below normal snowpack has nearly ablated. However spring thunderstorms have boosted reservoir inflows during the month of May, with additional thunderstorm activity forecasted this week. Inflow rates are on pace to exceed the May 1 median forecast of April-through-July runoff of about 270 TAF, compared to the long-term median measured runoff for the April-through-July period of 1,080 TAF. Hetch Hetchy Reservoir currently has 28,560 acre-feet of available storage, with inflows to exceed water delivery demands for approximately the first two weeks of June. As a result, storage will continue to increase and peak storage is expected at above 340,000 acre-feet (94% capacity). A well timed precipitation event would change these conditions. While the storage reservoirs are near capacity, the Water Bank has been debited due to the lack of water available to the City. As a result of the shallow snowpack and limited precipitation, water available to the City is well below the normal volume. At this time 50,188 acre-feet has been available this water year (Figure 5), with none available during the month of May.



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

### Unimpaired Flow at La Grange & Water Available to the City

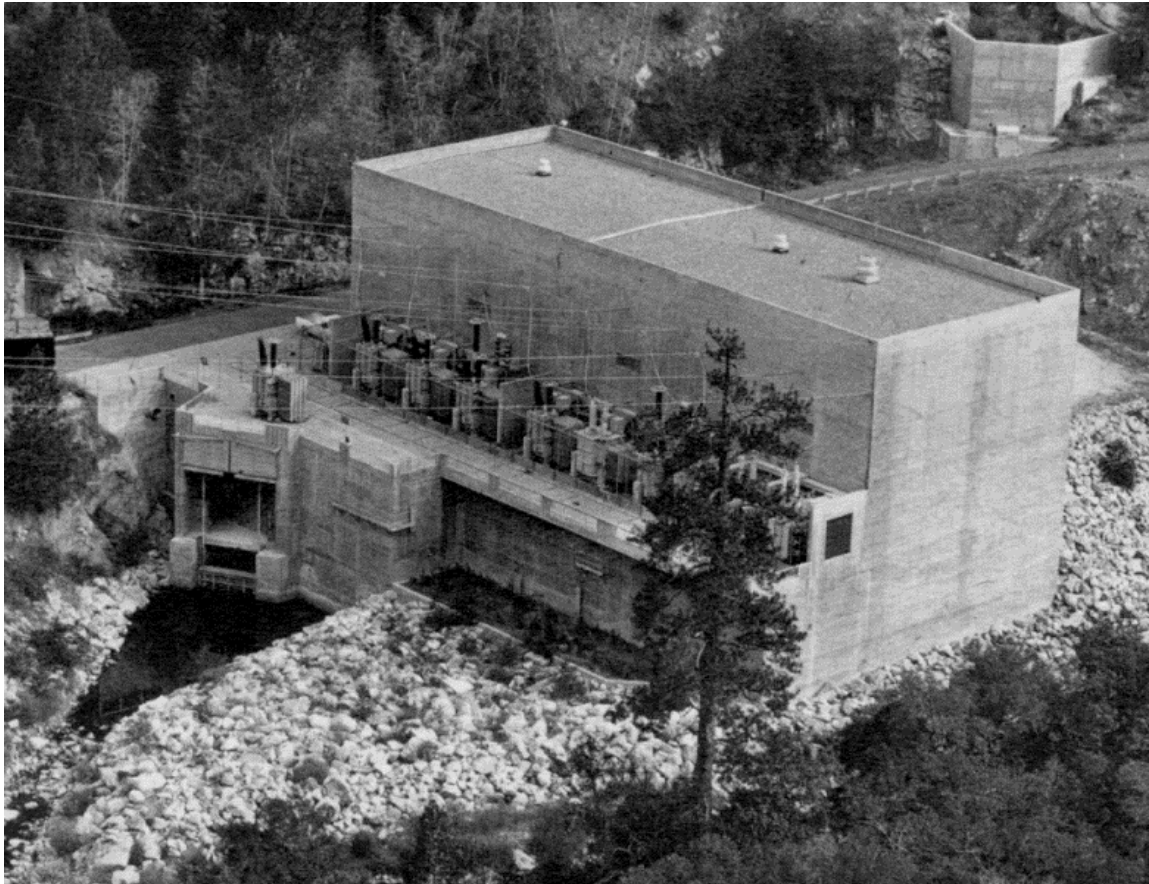


**Figure 5:** Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. 50,188 acre-feet of water has been available to the City for water year 2015 to-date.

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

# San Francisco Public Utilities Commission Hydrological Conditions Report For June 2015

J. Chester, C. Graham, A. Mazurkiewicz, & M. Tsang, July 9, 2015



**Kirkwood Powerhouse** is the first of two powerhouses within the Hetch Hetchy Aqueduct system. There are three generation units with a peak capacity of approximately 120 MW.

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

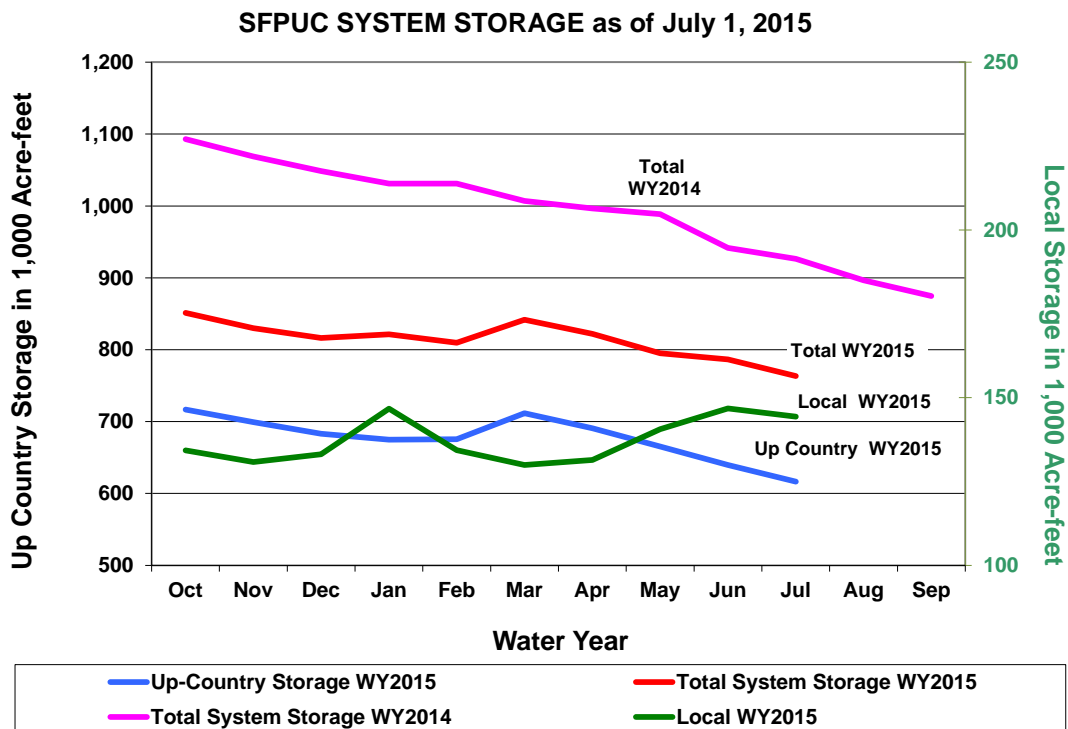
Table 1 Current Storage As of July 1, 2015							
Reservoir	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	
<b>Tuolumne System</b>							
Hetch Hetchy <sup>1</sup>	339,479		360,360		20,881		94.2%
Cherry <sup>2</sup>	196,008		273,340		77,332		71.7%
Lake Eleanor <sup>3</sup>	23,634		27,100		3,466		87.2%
Water Bank	57,455		570,000		512,545		10.1%
Tuolumne Storage	616,576		1,230,800		614,224		50.1%
<b>Local Bay Area Storage</b>							
Calaveras <sup>4</sup>	22,892	7,459	96,824	31,550	73,932	24,091	23.6%
San Antonio	46,845	15,265	50,496	16,454	3,650	1,190	92.8%
Crystal Springs	54,631	17,801	58,377	19,022	3,746	1,221	93.6%
San Andreas	17,486	5,698	18,996	6,190	1,511	492	92.1%
Pilarcitos	2,235	728	2,995	976	760	248	74.6%
Total Local Storage	144,089	46,951	227,688	74,192	83,599	27,241	63.3%
<b>Total System</b>	<b>760,665</b>		<b>1,458,488</b>		<b>697,823</b>		<b>52.2%</b>

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

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

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

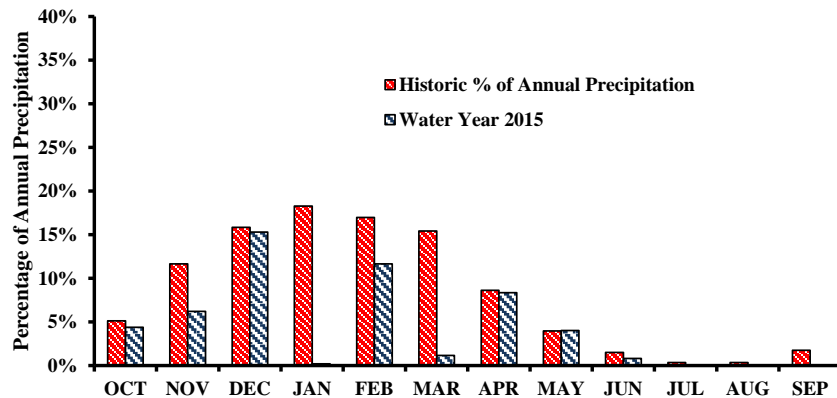
<sup>4</sup> Available capacity does not take into account current DSOD storage restrictions.



**Figure 1: Monthly system storage for WY 2015**

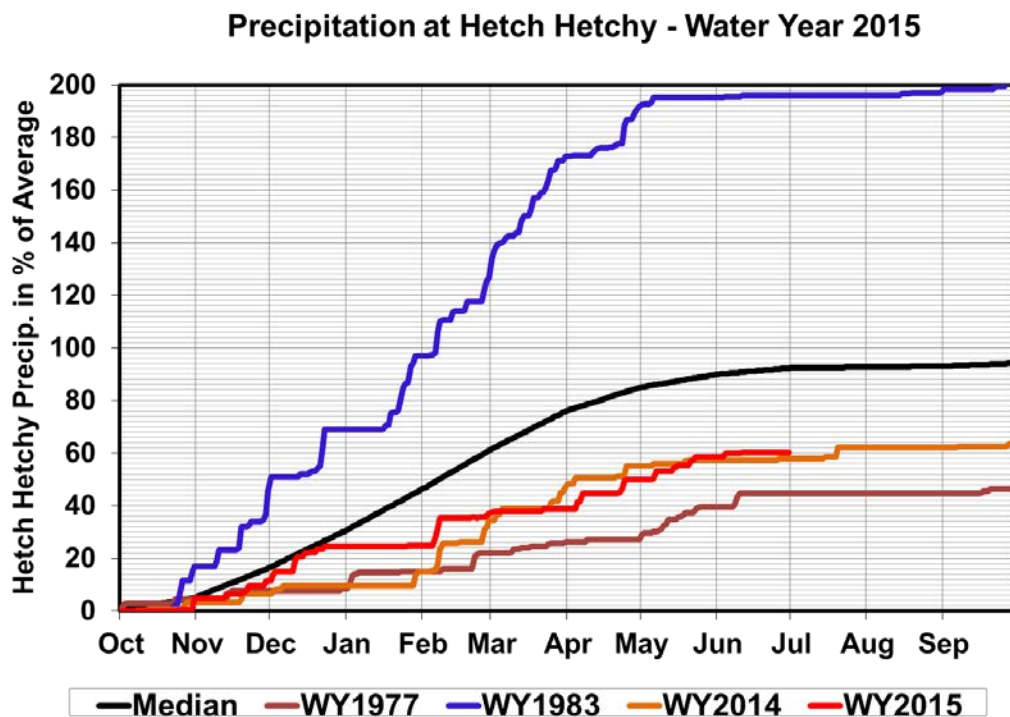
## Hetch Hetchy System Precipitation Index <sup>5/</sup>

*Current Month:* The June six-station precipitation index was 0.32 inch, or 44.8% of the average index for the month.



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

*Cumulative Precipitation to Date:* The accumulated six-station precipitation index for water year 2015 is 18.50 inches, which is 52.0% of the average annual water year total, or 53.5% of the annual-to-date. Hetch Hetchy received 0.64 inch of precipitation in June, for a water year total of 21.39 inches. The cumulative Hetch Hetchy precipitation is shown in Figure 3 in red.



**Figure 3:** Water year 2015 cumulative precipitation measured at Hetch Hetchy Reservoir through June 30, 2015. Precipitation at the Hetch Hetchy gauge for wet, dry, median, and WY 2014 are included for comparison purposes.

<sup>5/</sup>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 30<sup>th</sup> is summarized below in Table 2.

<b>Table 2 Unimpaired Inflow Acre-Feet</b>								
	June 2015				October 1, 2014 through June 30, 2015			
	Observed Flow	Median <sup>6</sup>	Average <sup>6</sup>	Percent of Average	Observed Flow	Median <sup>6</sup>	Average <sup>6</sup>	Percent of Average
Inflow to Hetch Hetchy Reservoir	44,339	214,908	209,594	21.2%	254,296	658,002	652,903	38.9%
Inflow to Cherry Reservoir and Lake Eleanor	12,327	79,897	88,510	13.9%	201,822	426,035	423,888	47.6%
Tuolumne River at La Grange	62,219	327,849	349,975	17.8%	548,499	1,587,025	1,684,365	32.6%
Water Available to the City	0	150,375	192,188	0.0%	50,188	586,959	732,029	6.9%

<sup>6</sup> Hydrologic Record: 1919 – 2010

## Hetch Hetchy System Operations

Draft and releases from Hetch Hetchy Reservoir during the month of June totaled 22,354 acre-feet to meet SJPL deliveries and instream release requirements.

The instream release schedule at Hetch Hetchy Reservoir for the month of June was year type C (dry conditions). This year type is based upon accumulated precipitation from October 1<sup>st</sup>, 2014 through May 31, 2015. The instream release requirement from Hetch Hetchy Reservoir was 75 cfs during June. The water year type was re-assessed on June 30<sup>th</sup> based on total calculated Hetch Hetchy inflow from October 1<sup>st</sup>, 2014 to June 30<sup>th</sup>, 2015. Releases for the month of July 2015 are 75 cfs under the type C water year condition (dry conditions).

A power draft of 16,054 acre-feet was made from Cherry Reservoir during the month of June to meet District inflow obligations. 6,709 acre-feet of water was transferred by gravity flow from Lake Eleanor to Cherry Reservoir through June 30<sup>th</sup>. The required minimum instream release from Lake Eleanor and Cherry Reservoir for June was 5 cfs from each reservoir. There is an increase in instream flow requirements beginning July 1<sup>st</sup> to 15 cfs at Cherry Reservoir and 15.5 cfs at Lake Eleanor.

## Local System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for the month was 20 MGD. The Sunol Valley Water Treatment Plant average production rate for the month was 5 MGD.

## Local System Water Delivery

The average June delivery rate was 188 MGD which is a less than 1% decrease below the May rate of 189 MGD.

## Local Precipitation

The June rainfall summary is presented in Table 3.

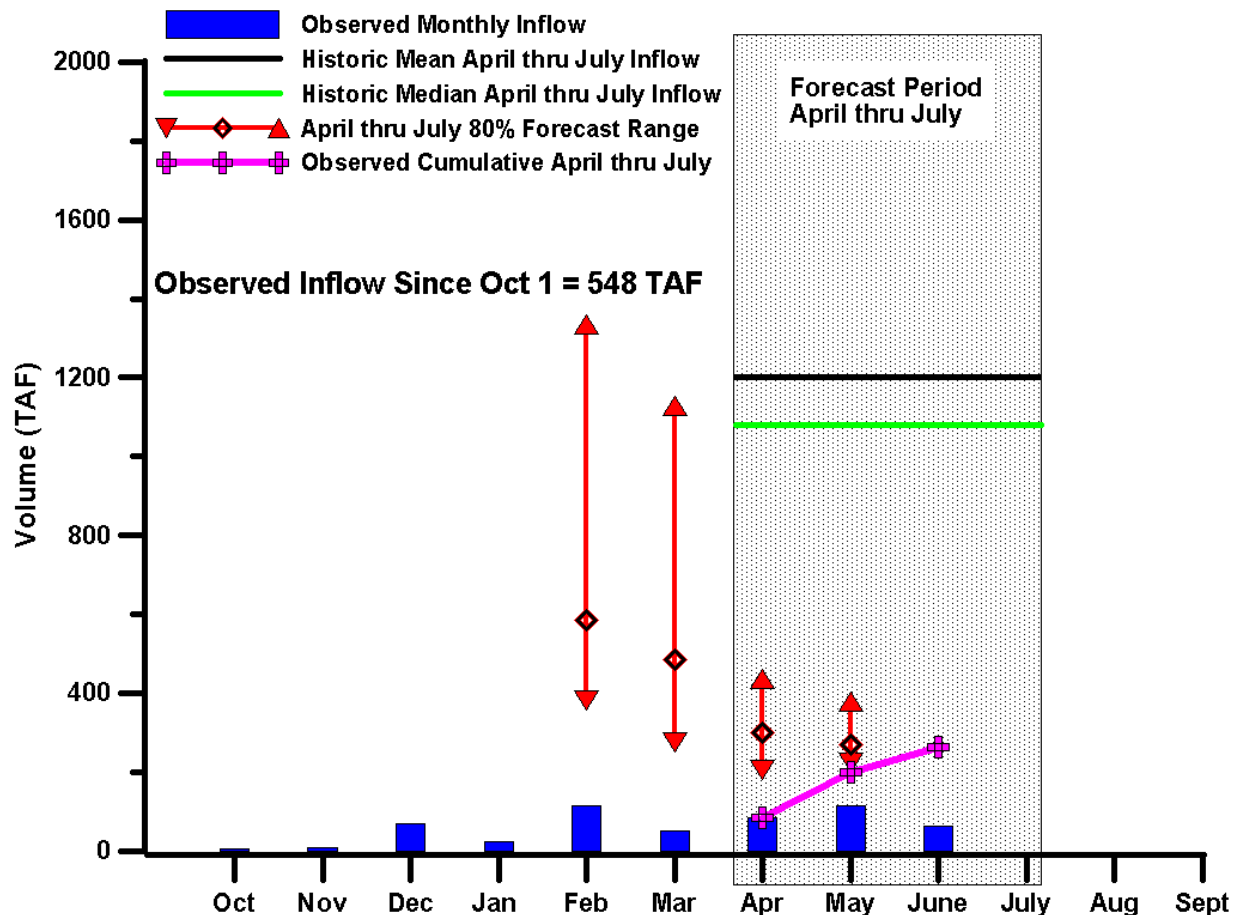
Reservoir	Month Total (inches)	Percentage of Average for the Month	Water Year to Date <sup>7</sup> (inches)	Percentage of Average for the Year-to-Date <sup>7</sup>
Pilarcitos	0.14	42%	28.73	74%
Lower Crystal Springs	0.14	93%	22.15	83%
Calaveras	0.11	79%	15.28	71%

<sup>7</sup> WY 2015: Oct. 2014 through Sep. 2015.

## Snowmelt and Water Supply

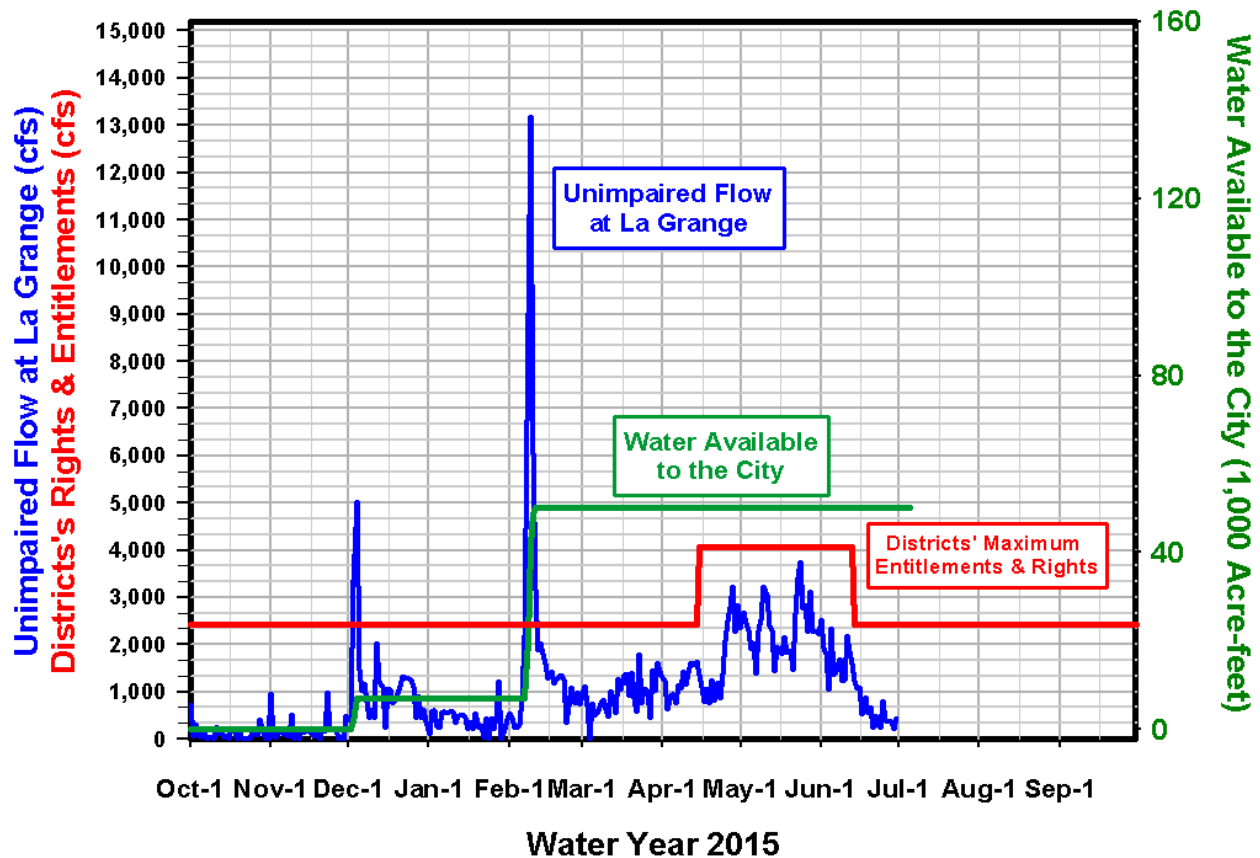
The snowmelt runoff began its recession to summer base flows during the second half of June. Storage in Hetch Hetchy Reservoir peaked near 343 TAF (or 17 TAF from capacity). The observed runoff conditions at La Grange and at Hetch Hetchy Reservoir indicate that the snowmelt runoff volume will exceed the historic low of 1977 by the end of July. The median inflow forecast at La Grange was for 270 TAF 25% of normal conditions (Figure 4). While Hetch Hetchy Reservoir neared capacity in June, Water Bank was debited to 57 TAF by the end of June due to the lack of water available to the City – 50,188 acre-feet for the water year to date (Figure 5).

As summer sets in, large storm systems are not anticipated. However, thunderstorm activity has occurred over the past month and is forecasted to continue during the first half of July. While these storms typically do not produce large runoff events, they help to maintain summer time base flow conditions.



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

## Unimpaired Flow at La Grange & Water Available to the City



**Figure 5:** Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. 50,188 acre-feet of water has been available to the City for water year 2015 to-date.

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

**STAFF REPORT**

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

**From: David Dickson, General Manager**

**Agenda: July 14, 2015**

**Date: July 8, 2015**

**Subject: Award of Contract - Ventura/Washington Pipeline Replacement Project**

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**Recommendation:**

Authorize the General Manager to execute a contract with Andreini Bros., Inc. for the Ventura/Washington Pipeline Replacement Project at a lump-sum cost of \$396,751.

**Background:**

In September 2015, the City of Half Moon Bay plans to carry out an extensive reconstruction of deteriorated pavement on Ventura and Washington Streets in Miramar. The District's CIP includes \$2 million to replace cast iron mains in this area beginning in FY20. In order to ensure that the new paving will not be compromised by main breaks, leak repairs, or new line construction, staff proposes to replace mains and existing plastic services on these streets now, before the City's paving starts. We will defer other CIP projects as necessary to ensure that FY16 CIP expenditures remain within the planned revenue-funded budget.

We received four bids as follows, based on project documents prepared by District Engineer Jim Teter:

Andreini Bros., Inc.	\$396,571
Stoloski & Gonzalez, Inc.	\$408,810
Pacific Underground Construction, Inc.	\$491,560
Lewis & Tibbitts, Inc.	\$620,121

**Fiscal Impact:**

Cost of \$396,571, to be included within the \$1.4 million in planned CIP revenue funding for FY16.

## **STAFF REPORT**

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

**From:** David Dickson, General Manager

**Agenda:** July 14, 2015

Report

Date: July 9, 2015

**Subject:** Approval of Class Specifications for Utility Billing Specialist and Water Efficiency Specialist

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### **Recommendation:**

Approve the attached Class Specifications for the new Utility Billing Specialist and Water Efficiency Specialist positions.

### **Background:**

In our presentation to the Board at the March 31, 2015 public Budget Workshop, staff discussed the need for two additional positions required to assist the District in working with current drought-related mandates and in preparing to manage water demand in the event that continuing drought forces us into mandatory rationing. The approved Fiscal Year 2015-2016 Budget includes funding for salaries, benefits, and other costs associated with these positions.

Attachment A presents the Class Specification for the Water Efficiency Specialist position. Proposed annual salary for this position ranges from \$63,882 to \$77,818.

Attachment B presents the Class Specification for the Utility Billing Specialist position. Proposed annual salary for this position ranges from \$67,106 to \$81,770.

### **Fiscal Impact:**

Annual salary and benefit costs of approximately \$250,000 per year, included in approved Fiscal Year 2015-2016 budget.

**COASTSIDE COUNTY WATER DISTRICT  
CLASS SPECIFICATION  
WATER EFFICIENCY SPECIALIST**

**CLASS TITLE: WATER EFFICIENCY SPECIALIST**

**DEFINITION**

Under general supervision and working independently, assists with the design, implementation and administration of water use efficiency programs for all customer classes. Performs outreach to all customers with a particular emphasis on high water usage and enforcement of water use prohibitions, restrictions, rules and regulations.

**DISTINGUISHING CHARACTERISTICS**

This is a single-position class reporting to the Water Resources Analyst. The position involves working in an office setting and out in the field interacting directly with customers.

**EXAMPLES OF DUTIES**

Duties may include, but are not necessarily limited to:

*Field*

- Reading customer water meters to verify consumption and to check for leaks.
- Site visits with applicants applying for rebates to verify eligibility.
- Patrolling the District's service area for evidence of water waste violations.
- Site visits to follow up on complaints of water waste.
- Inspection of new construction to verify compliance with water efficiency standards.
- Green Business compliance inspections.
- Representing the District at public events and perform outreach.

*Office*

- Data entry into the utility billing database to document interaction with customers.
- Generating reports from utility billing database as requested.
- Assistance with outreach to schools.
- Data entry into spreadsheets to maintain contact lists.
- Assistance with outreach material distribution and inventory.
- Cleaning, fueling and safety inspection of vehicles.
- Calling customers to answer questions on water usage and request information.
- Assist customer service with questions regarding high water usage.
- Performing mass mailings to customers targeted as high water users.

**MINIMUM QUALIFICATIONS**

**Preferred Education and Experience**

Any combination of education, experience and training which would provide an opportunity to acquire the knowledge, skills and abilities listed. This would be commonly acquired in academic work in water related science, geology, engineering, hydrology, environmental studies, botany, landscape and irrigation design, water treatment or other related fields.

**COASTSIDE COUNTY WATER DISTRICT  
CLASS SPECIFICATION  
WATER EFFICIENCY SPECIALIST**

**Knowledge**

- Basic understanding of residential and commercial water use.
- Basic understanding of plumbing, plumbing fixtures, appliances and irrigation equipment.
- Basic understanding of plumbing codes and standards.
- Working knowledge of water use efficiency technologies and practices.

**Skills and Abilities**

- Ability to perform customer service functions.
- Ability to keep concise records and documentation.
- Ability to organize and schedule assignments and appointments in the field.
- Ability to read water meters.
- Facility with basic unit conversions and calculations.
- Ability to communicate effectively in writing and verbally.
- Computer skills including Microsoft Office, Utility Billing Databases, and Mapping Applications.

**Required License**

Incumbent must possess and maintain a valid, unrestricted California Driver's License.

**Preferred Licenses and Certifications**

- State of California Water Distribution Operator or Water Treatment Operator
- California Nevada Section of American Water Works Association Water Use Efficiency Practitioner or Backflow Specialist
- Landscape or Irrigation Professional Certification

**PHYSICAL REQUIREMENTS**

Incumbent must be able to perform job functions in a safe manner to avoid injuries and damage to district property. Vision, hearing and speech are required along with manual dexterity. This position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The ability to drag, lift, and push equipment and materials weighing up to 35 pounds is required. The position requires being in the field in a variety of conditions on uneven and slippery surfaces, and being exposed to water, dirt, pollen and other irritants.

*This job specification should not be construed to imply that these requirements are the exclusive standards of the position.*

**COASTSIDE COUNTY WATER DISTRICT  
CLASS SPECIFICATION  
UTILITY BILLING SPECIALIST**

**CLASS TITLE: UTILITY BILLING SPECIALIST**

**DEFINITION:** The Utility Billing Specialist is responsible for overseeing all utility billing and meter reading functions, as well as playing a key customer service role, including dealing with difficult customer inquiries and problems. The position will also coordinate closely with administration and field staff in the execution of his or her duties. Other responsibilities include: ensuring the integrity of the District's billing and meter reading systems and processes, including maintaining accurate billing, payment and customer accounting records; identifying and troubleshooting problematic meters; managing service requests; and developing analyses and reporting for District staff.

**DISTINGUISHING CHARACTERISTICS**

The Utility Billing Specialist will have a solid understanding of generally accepted accounting principles as well as internal controls, and have demonstrated experience in an accounting, billing or other comparable role where accuracy is critical. The position will be held accountable for accurate and timely billing and meter reading; and must also be able to act independently and proactively in order to identify and troubleshoot problems, and bring issues forward to District staff. The Utility Billing Specialist must also possess strong systems, analysis, and report writing skills.

**EXAMPLES OF DUTIES**

*Duties may include, but are not necessarily limited to:*

**Area of Responsibility:**

*Utility Billing*

- Prepares monthly and bi-monthly utility bills and other related bills and notices including final bills, past due notices, 48-hour shut-off warning notices, and shut-offs. Processes new or cancelled accounts, meter changes, or other similar utility billing activities as required.
- Serves as key liaison with outside billing vendors to ensure that billings are accurate and are processed expeditiously.
- Receives and responds to staff and customer queries on billings, meter readings and other customer service issues. Researches, interprets, and analyzes account history to resolve billing questions on meter readings. Handles customer questions and/or complaints in an efficient and friendly manner. Resolves problems requiring immediate attention, and verifies that underlying systematic or process issues have been addressed.
- Prepares month-end closing and adjustment entries; account reconciliations; month-end reporting, as required.



**COASTSIDE COUNTY WATER DISTRICT  
CLASS SPECIFICATION  
UTILITY BILLING SPECIALIST**

- Creates and reviews audit reports to troubleshoot and resolve billing or meter reading issues.

*Meter Reading Oversight*

- Oversees meter reading process, including scheduling, prioritizing routes to be read, and preparing handheld and other devices for meter reading process. Closely interacts with the field/meter reading crew to ensure that meters are read and reported back on a timely basis, and issues are investigated and resolved.
- Develops analyses, queries, and reports to troubleshoot problematic meters.
- Manages Service Request process, ensuring that all service requests (including meter re-reads, “ins and outs”, etc.) are being handled expeditiously by District staff, and are properly recorded in the District’s systems.
- Manages routes for meter readings including implementing recommendations from the District’s route consultants. Periodically reviews and maintains route efficiency on an ongoing basis.
- Periodically reads meters, including troubleshooting customer service issues.
- Evaluates areas for improvements to the meter reading process. Plays key role in recommending (and implementing) future enhancements such as automated meter reading or advanced metering infrastructure.
- Serves as the in-house expert for meter reading systems, devices, and software; ensures that the District is maximizing the features of the devices/systems.

*Analysis and Reporting*

- Serves as an expert in designing and developing reports and analyses for District staff, particularly in the utility billing area, utilizing report writing tools such as the utility billing software query language, Access, and or/other report writers such as Crystal.
- Compiles reports and necessary documents, spreadsheets, historical data, billing account statements and other information to respond to staff and customer inquiries, as required.
- Prepares a monthly reporting package of key statistical data for District management as required.

*Systems Administration*

- Plays key role in the District’s utility billing software implementation. Works closely with District management to develop, document, and implement workflows that will maximize efficiencies gained with the system.
- Serves as the District’s key liaison and troubleshooter with our utility billing software vendors and our information technology consulting team in order to identify and resolve issues and/or implement new processes or reporting.
- Serves as the in-house expert for the utility billing program. Regularly attends training on the software to develop understanding of all aspects of utility billing software and ability to train other employees as required.

**COASTSIDE COUNTY WATER DISTRICT  
CLASS SPECIFICATION  
UTILITY BILLING SPECIALIST**

**MINIMUM QUALIFICATIONS**

A combination of education and experience that provides the candidate with the requisite knowledge to perform the requirements of the job. Excel proficiency is required. Candidate must be able to work independently, but must also be comfortable in working in a Customer Service role.

**Preferred Education and Experience:**

- AA/AS (or higher level) degree in accounting, business, or systems/IT/engineering or (2) years of college level accounting or business coursework; (comparable work experience may be considered)
- 3+ years of experience in a billing/accounts receivable/customer service environment (or comparable experience) and demonstrating increasing responsibility.
- Proficient in an enterprise accounting/utility billing system; Strong MS Office skills. MS Access proficiency, report writing skills a plus.
- Experience in a public utility/agency in a customer service role is a plus.
  - Meter reading exposure is also desirable.
- Excellent verbal skills

In addition to the knowledge, abilities and skills required for the Utility Billing Specialist will include:

**Knowledge of:**

- Generally accepted accounting principles, internal controls.
- Proper customer care practices.
- Appropriate procedures, practices, rules, and policies governing office and/or system assignment.

**Ability and skill to:**

- Understand and work effectively with the utility billing software system.
- Evaluate customer problems/concerns and exercise independent judgment to resolve them.
- Negotiate with customers within scope of responsibility.
- Coordinate closely with District field staff in managing customer service cross-functional tasks (including meter reading) in order to accommodate scheduling and to maximize staff efficiency.
- Perform a wide range of customer service functions with speed and accuracy and apply good judgment in recognizing scope of authority.
- Perform analyses/audits of data to ensure accuracy of reporting and billing.
- Identify, analyze and troubleshoot issues, and highlight issues to District management.

**COASTSIDE COUNTY WATER DISTRICT  
CLASS SPECIFICATION  
UTILITY BILLING SPECIALIST**

- Interpret and apply policies, procedures, standards and requirements related to assigned responsibilities.
- Plan, organize, coordinate, and prioritize assigned tasks to meet deadlines successfully.
- Ability to read water meters.
- Operate specialized equipment related to assignment such as meter reading devices.

**SAFETY/PHYSICAL REQUIREMENTS**

The incumbent must be able to perform job functions in a safe manner to avoid injuries and damage to district property. Vision, hearing and speech are required along with manual dexterity. This position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The need to drag, lift, and push equipment and materials weighing up to 35 pounds is required. The position requires occasional light field work in a variety of conditions on uneven and slippery surfaces.

**OTHER**

Incumbent must possess and maintain a valid, unrestricted California Driver's License

*This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent.*

## ***STAFF REPORT***

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

**From:** David Dickson, General Manager

**Agenda:** July 14, 2015

### **Report**

**Date:** July 10, 2015

**Subject:** Fiscal Year 2015-2016 Salary Schedule

---

### **Recommendation:**

Approve Fiscal Year 2015-2016 Salary Schedule (effective July 1, 2015).

### **Background:**

Although all the Board has approved salaries or salary ranges for every District job classification and compensation for each employee is included in the Board-approved annual budget, CalPERS now requires the Board to approve a comprehensive District salary schedule showing current salary or salary range for every position. The attached schedule shows current salaries for exempt (management) positions and salary ranges for non-exempt positions.

This schedule also includes salary ranges for the two new positions approved by the Board in the budget process (Water Efficiency Specialist and Utility Billing Specialist) and a budgeted adjustment for the Water Resource Analyst position..

**COASTSIDE COUNTY WATER DISTRICT  
SALARY SCHEDULE FOR FISCAL YEAR 2015- 2016\***

**EFFECTIVE: July 1, 2015**

**Approved Board Meeting: July 14, 2015**

<b>JOB TITLE</b>	<b>HOURLY RANGE BOTTOM</b>	<b>ANNUAL</b>	<b>HOURLY RANGE TOP</b>	<b>ANNUAL</b>
<b>MANAGEMENT</b>				
GENERAL MANAGER				\$ 209,950
ASSISTANT GENERAL MANAGER				\$ 165,594
SUPERINTENDENT OF OPERATIONS		\$ 115,518		\$ 140,764
<b>ADMINISTRATIVE</b>				
ADMINISTRATIVE ASSISTANT	\$ 33.06	\$ 68,765	\$ 40.30	\$ 83,824
OFFICE MANAGER	\$ 36.46	\$ 75,846	\$ 44.45	\$ 92,456
OFFICE SPECIALIST I	\$ 25.23	\$ 52,468	\$ 30.75	\$ 63,934
OFFICE SPECIALIST II	\$ 27.81	\$ 57,850	\$ 33.90	\$ 70,512
UTILITY BILLING SPECIALST	\$ 32.26	\$ 67,106	\$ 39.31	\$ 81,770
WATER RESOURCE ANALYST	\$ 36.93	\$ 76,814	\$ 45.02	\$ 93,636
WATER EFFICIENCY SPECIALIST	\$ 30.71	\$ 63,882	\$ 37.41	\$ 77,818
<b>OPERATIONS</b>				
DISTRIBUTION SUPERVISOR	\$ 44.48	\$ 92,508	\$ 54.19	\$ 112,710
MAINTENANCE WORKER	\$ 25.23	\$ 52,468	\$ 30.74	\$ 63,934
MAINTENANCE WORKER II	\$ 26.48	\$ 55,068	\$ 32.26	\$ 67,106
SR. TREATMENT/DISTRIBUTION OPERATOR	\$ 41.30	\$ 85,904	\$ 50.31	\$ 104,650
TREATMENT PLANT SUPERVISOR	\$ 50.31	\$ 104,650	\$ 61.30	\$ 127,504
TREATMENT/DISTRIBUTION OPERATOR	\$ 29.96	\$ 62,322	\$ 36.50	\$ 75,920

*\* All Coastside County Water District employees are paid on a bi-weekly schedule.*

## **STAFF REPORT**

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

**From:** David Dickson, General Manager

**Agenda:** July 14, 2015

### **Report**

**Date:** July 10, 2015

**Subject:** Fiscal 2014-2015 Year End - Preliminary Results

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### **Recommendation:**

Information only.

### **Background:**

The attached Period Budget Analysis summarizes Fiscal 2014-2015 Preliminary results for the year-ending June 30, 2015. The results include preliminary estimates of year-end expense accruals but exclude depreciation, year-end audit and other adjustments to be finalized by November, 2015.

We are currently estimating to be near breakeven with our original budget.

- Water revenue is \$562,000 (6.4%) below budget due to lower water use.
- With non-operating revenue \$321,000 ahead of plan, total revenue is \$241,000 under budget.
- We are estimating our total expenses to be \$275,000 under budget, leaving year to date income \$34,000 above budget.
- Contributions to reserves and CIP for the year-end are estimated at \$1,865,000.

**COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS**  
**30-Jun-15**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>YTD ACTUAL</b>	<b>YTD BUDGET</b>	<b>B/(W) VARIANCE</b>	<b>B/(W) % VAR</b>
<b>OPERATING REVENUE</b>					
1-0-4120-00	Water Revenue -All Areas	8,271,303.06	8,832,988.00	(561,684.94)	-6.4%
<b>TOTAL OPERATING REVENUE</b>		<b>8,271,303.06</b>	<b>8,832,988.00</b>	<b>(561,684.94)</b>	<b>-6.4%</b>
<b>NON-OPERATING REVENUE</b>					
1-0-4170-00	Water Taken From Hydrants	41,139.38	25,000.00	16,139.38	64.6%
1-0-4180-00	Late Notice -10% Penalty	96,339.70	70,000.00	26,339.70	37.6%
1-0-4230-00	Service Connections	8,841.00	8,000.00	841.00	10.5%
1-0-4920-00	Interest Earned	2,438.32	2,544.00	(105.68)	-4.2%
1-0-4930-00	Tax Apportionments/Cnty Checks	727,191.04	600,000.00	127,191.04	21.2%
1-0-4950-00	Miscellaneous Income	22,955.07	37,000.00	(14,044.93)	-38.0%
1-0-4955-00	Cell Site Lease Income	142,977.70	134,880.00	8,097.70	6.0%
1-0-4965-00	ERAF REFUND -County Taxes	356,277.26	200,000.00	156,277.26	78.1%
1-0-4990-00	Water Sales Refunded	0.00	0.00	0.00	0.0%
<b>TOTAL NON-OPERATING REVENUE</b>		<b>1,398,159.47</b>	<b>1,077,424.00</b>	<b>320,735.47</b>	<b>29.8%</b>
<b>TOTAL REVENUES</b>		<b>9,669,462.53</b>	<b>9,910,412.00</b>	<b>(240,949.47)</b>	<b>-2.4%</b>
<b>OPERATING EXPENSES</b>					
1-1-5130-00	Water Purchased	2,229,411.40	2,446,253.00	216,841.60	8.9%
1-1-5230-00	Pump Exp, Nunes T P	25,534.09	25,000.00	(534.09)	-2.1%
1-1-5231-00	Pump Exp, CSP Pump Station	330,817.22	150,910.00	(179,907.22)	-119.2%
1-1-5232-00	Pump Exp, Trans. & Dist.	12,864.94	13,700.00	835.06	6.1%
1-1-5233-00	Pump Exp, Pilarcitos Can.	23,394.13	24,995.00	1,600.87	6.4%
1-1-5234-00	Pump Exp. Denniston Proj.	58,336.42	120,000.00	61,663.58	51.4%
1-1-5235-00	Denniston T.P. Operations	31,763.66	27,000.00	(4,763.66)	-17.6%
1-1-5236-00	Denniston T.P. Maintenance	27,146.05	52,500.00	25,353.95	48.3%
1-1-5240-00	Nunes T P Operations	71,351.62	40,450.00	(30,901.62)	-76.4%
1-1-5241-00	Nunes T P Maintenance	35,970.13	51,500.00	15,529.87	30.2%
1-1-5242-00	CSP Pump Station Operations	10,233.30	8,500.00	(1,733.30)	-20.4%
1-1-5243-00	CSP Pump Station Maintenance	26,386.90	40,000.00	13,613.10	34.0%
1-1-5250-00	Laboratory Services	51,034.45	40,000.00	(11,034.45)	-27.6%
1-1-5318-00	Studies/Surveys/Consulting	113,862.29	240,000.00	126,137.71	52.6%
1-1-5321-00	Water Conservation	44,064.45	39,000.00	(5,064.45)	-13.0%
1-1-5322-00	Community Outreach	25,165.05	41,700.00	16,534.95	39.7%
1-1-5325-00	Water Shortage Program	41,415.26	0.00	(41,415.26)	0.0%
1-1-5411-00	Salaries & Wages -Field	1,059,424.38	1,053,066.00	(6,358.38)	-0.6%

ACCOUNT	DESCRIPTION	YTD ACTUAL	YTD BUDGET	B/(W) VARIANCE	B/(W) % VAR
1-1-5412-00	Maintenance -General	338,613.59	211,500.00	(127,113.59)	-60.1%
1-1-5414-00	Motor Vehicle Expense	53,505.15	50,650.00	(2,855.15)	-5.6%
1-1-5415-00	Maintenance -Well Fields	4,967.50	10,000.00	5,032.50	50.3%
1-1-5610-00	Salaries/Wages-Administration	703,975.02	809,262.00	105,286.98	13.0%
1-1-5620-00	Office Supplies & Expense	193,379.81	157,825.00	(35,554.81)	-22.5%
1-1-5621-00	Computer Services	86,794.09	91,800.00	5,005.91	5.5%
1-1-5625-00	Meetings / Training / Seminars	29,249.02	23,000.00	(6,249.02)	-27.2%
1-1-5630-00	Insurance	100,378.03	115,000.00	14,621.97	12.7%
1-1-5635-00	EE/Ret. Medical Insurance	418,818.44	482,296.00	63,477.56	13.2%
1-1-5640-00	Employees Retirement Plan	507,790.10	523,889.00	16,098.90	3.1%
1-1-5645-00	SIP 401K Plan	31,680.00	30,000.00	(1,680.00)	0.0%
1-1-5681-00	Legal	54,077.90	60,000.00	5,922.10	9.9%
1-1-5682-00	Engineering	5,632.69	14,000.00	8,367.31	59.8%
1-1-5683-00	Financial Services	22,825.00	24,000.00	1,175.00	4.9%
1-1-5684-00	Payroll Tax Expense	127,527.54	134,604.00	7,076.46	5.3%
1-1-5687-00	Membership, Dues, Subscript.	49,098.37	63,074.00	13,975.63	22.2%
1-1-5688-00	Election Expenses	0.00	0.00	0.00	0.0%
1-1-5689-00	Labor Relations	0.00	6,000.00	6,000.00	100.0%
1-1-5700-00	San Mateo County Fees	16,834.56	17,700.00	865.44	4.9%
1-1-5705-00	State Fees	13,874.47	16,000.00	2,125.53	13.3%
<b>TOTAL OPERATING EXPENSES</b>		<b>6,977,197.02</b>	<b>7,255,174.00</b>	<b>277,976.98</b>	<b>3.8%</b>
<b>CAPITAL ACCOUNTS</b>					
1-1-5712-00	Debt Srvc/Existing Bonds 2006B	488,793.44	485,889.00	(2,904.44)	-0.6%
1-1-5715-00	Debt Srvc/CIEDB 11-099 (I-BANK)	338,023.96	338,024.00	0.04	0.0%
<b>TOTAL CAPITAL ACCOUNTS</b>		<b>826,817.40</b>	<b>823,913.00</b>	<b>(2,904.40)</b>	<b>-0.4%</b>
<b>TOTAL EXPENSES</b>		<b>7,804,014.42</b>	<b>8,079,087.00</b>	<b>275,072.58</b>	<b>3.4%</b>
<b>NET INCOME</b>		<b>1,865,448.11</b>			



## **STAFF REPORT**

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

**From:** David Dickson, General Manager

**Agenda:** July 14, 2015

Report

Date: July 10, 2015

**Subject:** Appointment of Recycled Water Committee

---

### **Recommendation:**

Consider appointment of a committee to focus on Recycled Water.

### **Background:**

Although the time required to implement a water reclamation project makes it unlikely that recycled water can offer relief in the current drought, statewide mandatory restrictions provide a reminder that recycled water should be part of the District's water supply portfolio. Based on renewed interest at Sewer Authority Mid-Coastside (SAM) in cooperating with CCWD on water reclamation, the District, SAM, and SAM's member agencies have now approved Guiding Principles for a recycled water project. The Principles establish SAM's role as the producer of recycled water and the District's role as distributor and provide a basis for developing an agreement between the agencies as the first step in moving forward with a reclamation project.

At its meeting of July 8, 2014, the Board designated Director Coverdell as its representative on the interagency group that successfully developed the Guiding Principles. The Board has not, however, appointed a committee to focus on CCWD's role in recycled water. This agenda item provides the Board the opportunity to discuss recycled water and to constitute a Recycled Water Committee should it so desire.

### **Fiscal Impact:**

None.

**STAFF REPORT**

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

**From: Patrick Miyaki, Legal Counsel**

**Agenda: July 14, 2015**

**Report**

**Date: July 9, 2015**

**Subject: Consider approval of Resolution 2015-09 Establishing Appropriations  
Limit Applicable to District during Fiscal Year 2015-2016**

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**Recommendation**

Adopt Resolution establishing appropriations limit applicable to District during Fiscal Year 2015-2016.

**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 2014-2015. 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 2015 - 2016**

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 2015-2016 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 14, 2015.

1. Appropriations limit for fiscal year 2014 - 2015	\$5,113,434
2. Population change (January 1, 2014 - January 1, 2015)	1%
3. Change in California per Capita Personal Income Fiscal Year 2014 - 2015	3.82%
4. Fiscal year 2015 - 2016 adjustment factor (1.01 x 1.0382)	1.0486
5. Fiscal year 2015 - 2016 appropriations limit (\$5,113,434 x 1.0486)	\$5,361,946

Dated: June 23, 2015

**RESOLUTION NO. 2015-09**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE COASTSIDE COUNTY WATER DISTRICT  
ESTABLISHING THE APPROPRIATIONS LIMIT  
APPLICABLE TO THE DISTRICT DURING FISCAL YEAR 2015-2016**

WHEREAS, by Resolution No. 2014-04, the Board of Directors established the appropriations limit applicable to the District during Fiscal Year 2014-2015 as \$5,113,434.

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 2015-2016 by applying to the limit for Fiscal Year 2014-2015 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 3.82%, and (2) the applicable change in population from January 1, 2014 to January 1, 2015 was 1%.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Coastsides County Water District that the appropriations limit for Fiscal Year 2015-2016 is hereby established as \$5,361,946.

PASSED AND ADOPTED this 14th day of July 2015, by the following vote of the Board:

AYES:

NOES:

ABSENT:

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Chris Mickelsen, President  
Board of Directors

ATTEST:

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David R. Dickson, General Manager  
Secretary of the Board of Directors

## **STAFF REPORT**

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

**From:** David Dickson, General Manager

**Agenda:** July 14, 2015

**Report Date:** June 22, 2015

**Subject:** California Special Districts Association (CSDA) - 2015 Board Election - Coastal Network - Seat A

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### **Recommendation:**

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

### **Background:**

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

Attached is the CSDA mail ballot information, including candidate statements from Robert Blair, Peter Le, and Elaine L. Magner. 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 12 2015

COASTSIDE COUNTY  
WATER DISTRICT

## **CALIFORNIA SPECIAL DISTRICTS ASSOCIATION**

### **2015 BOARD ELECTIONS**

#### **MAIL BALLOT INFORMATION**

Dear Member:

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

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

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 7, 2015**.

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

**California Special Districts Association**  
**Attn: 2015 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.



Hello!

My Name is Dr. Robert L. "Bob" Blair,

I am one of the candidates running for Seat A in the Coastal Network of the California Special Districts Association.

Why should you elect me over the other aspiring CSDA Candidates?

1. I have prior experience. I served on the CSDA Board as a representative of Region 4 from 2002 to 2004. During that time, I served on the committee that returned the ERAF money to the Cities, Counties, & Special Districts.
2. I hold a Doctor of Pharmacy Degree from the University of California Medical Center in San Francisco (UCSF) and an AA degree from San Francisco City College. I also hold two valid Pharmacy licenses (California & Nevada).
3. I have been married to my wife Eileen for over 60 years. Together we have raised three very successful adult children: Lisa, Lodene & James.
4. I served on the NCSB Board of Directors from 1994 to 2004. In 2012, I ran a successful campaign, was the top vote getter by a large margin, and returned to the NCSB for 4 more years.
5. I have a strong longtime personal relationship with our current 35<sup>th</sup> District Assemblyman Katcho Achadjian. Katcho and I both ran for local office in San Luis Obispo County in 1994.
6. I never missed a meeting when I represented CSDA Region 4 in 2002-2004. I will give you 100% of my time, if you give me your Vote in this coming election.
7. I have been involved in Water, Land use, and planning at the State & Local levels for some 35 years. Please let me put my many talents and experience to work for all the people of Coastal Network.

Please vote to put "Dr. Bob back on the job". Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert Blair".

Dr. Robert L. "Bob" Blair  
Director Nipomo Community Service District

Active member of:

San Luis Obispo Sheriff Advisory Council  
Nipomo Chamber of Commerce  
CA Sheriff's Association

## Candidate Statement for Peter Le

"Peter is a California licensed Civil Engineer with over 30 years of experience including water and wastewater. The majority of his experience was with local governments in the US and a few years in New Zealand and Australia.

Elected in 2012, Peter completed the entire CSDA modules for elected Directors. He attended CSDA, ACWA and AWWA annual conferences.

Peter received his Bachelor of Civil Engineering from University of Auckland in 1978 and Executive Master of Public Administration from Golden Gate University in 2007. He previously hold California wastewater license and QSD/QSP".



My Fellow CSDA Members,

I am requesting your support for my election as representative to the California Special Districts Association (CSDA), Board of Directors for the Coastal Network.

As the current Chairperson 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.



**Elaine Magner**

If elected, I will work with the other Board Members and CSDA staff to increase memberships, lower membership fees and other expenses, and continue to 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 twice, serve on the Personnel and Finance committees and am PVRPD's representative to the Ventura County Special Districts Association (VCSDA) and CSDA. I was honored by VCSDA by being named the 2014 Director of the Year. I worked in Public Service for 31 years 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 Coastal Network 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 2015 ELECTION



**COASTAL  
NETWORK**

**SEAT A**  
term ends 2018

*Please vote for only one.*

- Robert Blair**  
*Nipomo Community Services District*
- Peter Le**  
*Marina Coast Water District*
- Elaine Magner**  
*Pleasant Valley Recreation & Park District*

*All fields must be completed in order to be counted.*

*\* incumbent running for re-election*

SIGNATURE:	DATE:
MEMBER DISTRICT:	

Must be received by **5pm, August 7, 2015**. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814

## **STAFF REPORT**

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

**From:** David Dickson, General Manager

**Agenda:** July 14, 2015

Report

Date: July 10, 2015

**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:

**Hetch Hetchy Tour** - I had the opportunity on June 24-25 to go on a two-day BAWSCA/SFPUC tour of the San Francisco system. Director Glassberg also attended. This excellent and highly informative trip was significantly different from the one I participated in several years ago along with Directors Coverdell and Reynolds and included an extensive tour of the Calaveras Dam project. Another highlight for me was an excellent presentation at Moccasin by SFPUC hydrologist Chris Graham that finally clarified for me how the Water Bank works in relation to the Tuolumne River water rights of San Francisco and the Modesto and Turlock Irrigation Districts.

## **MONTHLY REPORT**

**To:** David Dickson, General Manager  
**From:** Joe Guistino, Superintendent of Operations  
**Agenda:** July 7, 2015

### **Report**

**Date:** July 2, 2015

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### **Monthly Highlights**

#### Hazen's Tank Replacement Project

This project is now shovel ready and awaiting the word to be sent out to bid.

#### **Source of Supply**

Crystal Springs was the only source of supply in June, supplying 54 million gallons (MG) of water.

#### **System Improvements**

##### Montecito Street Pressure Reducing Valve (PRV)

Crews, with the help of a local contractor, safely removed an abandoned PRV at Montecito and Avenue Balboa in El Granada, eliminating the risk of failure of contamination from this old device. A new PRV had been installed nearby two years ago.

##### Pump Station Reports

Treatment Staff designed and generated a report to provide a more comprehensive report on weekly pump station inspections. This will allow improved control over chlorine dosage and water quality.

##### Maps

All the trucks have been outfitted with new, updated, full size distribution network maps which will aid greatly troubleshooting leaks during off hour emergencies.

#### **Other Activities Update:**

##### Well Inspections

We have hired a company to pull select wells for inspection and cleanout if warranted. Pilarcitos Well #1 was pulled in June. Denniston Wells number 9 and 5 will be pulled and inspected in the ensuing months.

##### Inventory

The annual inventory reconciliation process started in June.

### Pressure Oscillations

Pressures in the distribution system have been swinging by as much as 15 pounds per square inch (psi) every 30 seconds or so. This has been going on for a while. We suspect that the problem is with the pressure reducing valves located downtown and in El Granada. We closed PRV on the 8" feed to Half Moon Bay in an attempt to isolate the problem but there was no change. We will be focusing on El Granada PRVs in July to try and locate the problem.

### Denniston Summer Decommissioning

Treatment Staff are performing the summer Denniston Plant decommissioning until we start back up in the fall. They drained the filters and clarifiers and aired them out. Repairs will be rendered to the filters this summer.

### **Regulatory Agency Interaction**

#### California Water Resources Control Board (CWRCB)

None

#### San Mateo County Environmental Health Department

None

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

#### Meetings Attended

1 June - Customer Service meeting with Rogren, Brazil and Davis

11 June - Met with Resource Conservation District (RCD) and Randtron to discuss and plan Pilarcitos Canyon Road improvements.

11 June - Met with Davis and Donovan to discuss how to improve water quality in HMB Tank 1.

12 June - Met with Water System Optimization (WSO) consultant as to system pressures and water loss.

16 June - Met with Kennedy/Jenks for the Denniston Booster Station kick-off meeting.

16 June - Met with City of HMB to discuss future road overlay projects.

17 June - All employee meeting

17 June - Met with EKI to discuss the El Granada Pipeline Final Phase Project

19 June - Met with SRT consultants as to finalization of bid documents for the Hazen's Tank Project.

#### Tailgate safety sessions in April

1 June - Construction Site Safety

8 June - Setting Up a Safe Traffic Control Zone

15 June - Crane, Derrick, and Hoist Safety

22 June - Shift Work: A Fact of Utility Life

29 June - Dog Wise: Safety With Customer's Canines

### CINTAS Safety Committee and Training

There was no Safety Committee Meeting scheduled for June

CINTAS performed a safety review of the office remodel.

### Cal Fire Annual Inspection

The annual inspection of the Nunes WTP was done on 2 June. There were no outstanding issues to report.

### Training

Operators were trained on the new SCADA computer at Crystal Springs in June. Treatment staff viewed a webinar on PAX water mixers for treated water reservoirs

### **Projects**

#### Denniston Booster Station and Treated Water Pipeline Project

We met with the design engineer Kennedy/Jenks to discuss details of the pump station design as well as to launch a feasibility study as to alternate pipeline routes through or around the Clipper Ridge neighborhood.

#### Hazen's Tank Replacement Project

Our design consultant SRT has finalized the bid documents to allow going out to bid in August.

## STAFF REPORT

**To:** Board of Directors  
**From:** Cathleen Brennan, Water Resources Analyst  
**Agenda:** July 14, 2015  
**Report Date:** July 9, 2015  
**Subject:** Water Resources

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**This informational report includes: Update on Outreach for Ordinance 2015-01**

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After the Ordinance 2015-01 was adopted on June 9<sup>th</sup>, the District proceeded with implementing outreach to inform customers of the new rules and regulations regarding water use. Below is a table listing the outreach efforts and the date completed.

Date Completed	Item
6/17/2015	Ordinance Published in the Half Moon Bay Review
6/18/2015	District's Website Updated with New Ordinance
6/19/2015	Message for Billing Statement Finalized
6/22/2015	Half Moon Bay Review Newspaper Ad Finalized
6/22/2015	Signed Up as Agency for NEXTDOOR.COM
6/25/2015	Residential Fact Sheet Mailed
6/30/2015	Finalized General Fact Sheet
6/30/2015	Created Field Report for Water Waste
6/30/2015	Half Moon Bay Review Mobile/Web Ad Finalized
<b>Items Pending</b>	
Distribute E-Newsletter for New Rules and Regulations	
Mail General Fact Sheet to Non-Residential Customers	
Mail Letter to Public Agencies Describing Water Supply Status and Ordinance 2015-01	

