

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, July 14, 2020 - 7:00 p.m.

AGENDA

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, as revised on March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Boardroom will not be open for the May 12, 2020 Regular Meeting of the Coastside County Water District. This meeting will be conducted remotely via teleconference.

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

How to Join Online or by Phone

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

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

ONLINE:

Join Zoom Meeting

<https://us02web.zoom.us/j/83996532445?pwd=djgrdURkelJuUHhwQ2QvTkFUVlJZZz09>

Meeting ID: 839 9653 2445

Password: 697579

One tap mobile

+16699006833,,83996532445#,,1#,697579# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 839 9653 2445

Password: 697579

Find your local number: <https://us02web.zoom.us/j/kcx54q1VSB>

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

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

OR

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

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

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

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

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, 2020:
Claims: \$847,875.78; Payroll: \$190,676.55 for a total of \$1,038,552.33 ([attachment](#))
➤ *June 2020 Monthly Financial Claims reviewed by and approved by Director Coverdell*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of June 9, 2020 Regular Board of Directors Meeting ([attachment](#))
- D. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- E. Total CCWD Production Report ([attachment](#))
- F. CCWD Monthly Sales by Category Report-June 2020 ([attachment](#))
- G. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report ([attachment](#))
- H. Monthly Rainfall Reports ([attachment](#))
- I. SFPUC Hydrological Report for the Month of June 2020 ([attachment](#))
- J. Notice of Completion - Pothole Grandview and Avenue Portola, Roof, Deck ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Second Financial Planning and Rate Update Workshop with Raftelis Financial Consultants, Inc. ([attachment](#))
- B. Approval of Fiscal Year 2020-2021 to 2029-30 Capital Improvement Program ([attachment](#))
- C. Pilarcitos Creek Crossing Water Main Replacement Project Award of Contract for Detailed Design and Engineering Support Services with EKI Environment and Water, Inc. ([attachment](#))
- D. Approval of Professional Services Agreement with Stetson Engineers for Survey and Design Work for the Denniston/San Vicente Water Supply Project. ([attachment](#))
- E. Fiscal 2019-2020 Year-End Financial Results - Preliminary ([attachment](#))
- F. Consider Approval of Resolution 2020-03 Establishing Appropriations Limit Applicable to District during Fiscal Year 2020-2021 ([attachment](#))

7) MONTHLY INFORMATIONAL REPORTS

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

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

9) ADJOURNMENT

**COASTSIDE COUNTY WATER DISTRICT
CLAIMS FOR MAY 2020**

CHECKS			
CHECK DATE	CHECK NO.	VENDOR	AMOUNT
06/12/2020	28300	HEALTH BENEFITS ACWA-JPIA	41,994.16
06/12/2020	28301	CUMMINS, INC	10,942.39
06/12/2020	28302	DE LAGE LANDEN FINANCIAL SERVICES, INC.	876.14
06/12/2020	28303	FALCO CONSTRUCTION	29,910.75
06/12/2020	28304	HDR ENGINEERING, INC	29,325.68
06/12/2020	28305	HUE & CRY, INC.	24.00
06/12/2020	28306	STANDARD INSURANCE COMPANY	559.21
06/12/2020	28307	AT&T	5,192.26
06/12/2020	28308	AT&T LONG DISTANCE	1,068.00
06/12/2020	28309	BAY ALARM COMPANY	770.00
06/12/2020	28310	KRYSTLE A. RENEER	13,250.00
06/12/2020	28311	CALIFORNIA C.A.D. SOLUTIONS, INC	525.00
06/12/2020	28312	COMCAST	223.73
06/12/2020	28313	JAMES COZZOLINO, TRUSTEE	200.00
06/12/2020	28314	MICHAEL DE MEO	309.85
06/12/2020	28315	KELLY HOFFMAN-DAVIS	159.71
06/12/2020	28316	HASSETT HARDWARE	1,811.29
06/12/2020	28317	INTERNATIONAL CITY MGMT ASSOC RETIREMENT CORP	33,048.00
06/12/2020	28318	JACK HENRY & ASSOCIATES, INC.	2,180.00
06/12/2020	28319	MASS MUTUAL FINANCIAL GROUP	1,050.00
06/12/2020	28320	VERIZON CONNECT NWF, INC.	247.00
06/12/2020	28321	PACIFIC GAS & ELECTRIC CO.	60,477.91
06/12/2020	28322	JUDSON PRECISION INSTRUMENTATION CO.	320.51
06/12/2020	28323	REPUBLIC SERVICES	562.20
06/12/2020	28324	SAN FRANCISCO WATER DEPT.	219,998.31
06/12/2020	28325	STATE WATER RESOURCES CONTROL BD	105.00
06/12/2020	28326	STOLOSKI & GONZALEZ, INC.	29,874.92
06/12/2020	28327	TPX COMMUNICATIONS	1,991.12
06/12/2020	28328	TRI COUNTIES BANK	5,044.71
06/12/2020	28329	VALIC	3,630.00
06/12/2020	28330	US BANK NA	1,544.36
06/12/2020	28331	VULCAN MATERIALS COMPANY	336.00
06/22/2020	28332	ADP, INC.	732.35
06/22/2020	28333	AMERIGAS PROPANE, LP	124.55
06/22/2020	28334	ANALYTICAL ENVIRONMENTAL SERVICES	7,097.12
06/22/2020	28335	ANDREINI BROS. INC.	21,352.71
06/22/2020	28336	AZTEC GARDENS, INC.	218.00
06/22/2020	28337	BADGER METER, INC.	66.00
06/22/2020	28338	BALANCE HYDROLOGICS, INC	4,851.57
06/22/2020	28339	BAY AREA WATER SUPPLY &	4,360.00
06/22/2020	28340	BFI OF CALIFORNIA, INC.	1,538.78
06/22/2020	28341	BIG CREEK LUMBER	73.43
06/22/2020	28342	CATHLEEN BRENNAN	100.00
06/22/2020	28343	CALCON SYSTEMS, INC.	163.88
06/22/2020	28344	CALIFORNIA C.A.D. SOLUTIONS, INC	5,100.00
06/22/2020	28345	CARROT-TOP INDUSTRIES, INC.	696.31

06/22/2020	28346	DANIEL RICHARD CHARLES	505.00
06/22/2020	28347	COMMUNICATION LEASING SERVICES, INC	345.29
06/22/2020	28348	D2 ENVIRONMENTAL, LLC	13,420.00
06/22/2020	28349	DATAPROSE, LLC	4,402.88
06/22/2020	28350	FALCO CONSTRUCTION	8,977.50
06/22/2020	28351	GRAINGER, INC.	311.24
06/22/2020	28352	HMB BLDG. & GARDEN INC.	298.39
06/22/2020	28353	HMB CHAMBER OF COMMERCE	500.00
06/22/2020	28354	HANSONBRIDGETT. LLP	4,850.50
06/22/2020	28355	HYDROSCIENCE ENGINEERS, INC.	6,695.00
06/22/2020	28356	IRON MOUNTAIN	789.65
06/22/2020	28357	IRVINE CONSULTING SERVICES, INC.	6,118.95
06/22/2020	28358	IRVINE CONSULTING SERVICES, INC.	497.63
06/22/2020	28359	GLENNA LOMBARDI	108.00
06/22/2020	28360	MID-PENINSULA WATER DISTRICT	450.00
06/22/2020	28361	DARIN BOVILLE	600.00
06/22/2020	28362	KEVIN D. MORGAN	4,550.00
06/22/2020	28363	MTA PARTS, INC.	168.20
06/22/2020	28364	OFFICE DEPOT	483.91
06/22/2020	28365	PACIFICA COMMUNITY TV	300.00
06/22/2020	28366	PITNEY BOWES	762.26
06/22/2020	28367	REDWOOD TRADING POST	417.03
06/22/2020	28368	ROBERTS & BRUNE CO.	30,341.07
06/22/2020	28369	ROGUE WEB WORKS, LLC	956.80
06/22/2020	28370	SAN MATEO CTY PUBLIC HEALTH LAB	702.00
06/22/2020	28371	TODD SCHMIDT	207.56
06/22/2020	28372	SERVICE PRESS	36.18
06/22/2020	28373	STATE WATER RESOURCES CONTROL BD	60.00
06/22/2020	28374	STETSON ENGINEERS, INC.	12,795.84
06/22/2020	28375	STRAWFLOWER ELECTRONICS	154.76
06/22/2020	28376	TEAMSTERS LOCAL UNION #856	1,277.00
06/22/2020	28377	TJC AND ASSOCIATES, INC	12,823.00
06/22/2020	28378	TYLER TECHNOLOGIES, INC	137.50
06/22/2020	28379	UNIVAR SOLUTIONS USA INC.	2,840.00
06/22/2020	28380	UPS STORE	185.21
06/22/2020	28381	USA BLUE BOOK	2,571.91
06/22/2020	28382	WRA, INC.	2,454.75
06/30/2020	28383	ANDREINI BROS. INC.	278.10
06/30/2020	28384	AT&T	698.93
06/30/2020	28385	BAY ALARM COMPANY	1,252.53
06/30/2020	28386	BFI OF CALIFORNIA, INC.	6,984.96
06/30/2020	28387	BIG CREEK LUMBER	145.98
06/30/2020	28388	JON BRUCE	239.92
06/30/2020	28389	CALCON SYSTEMS, INC.	8,254.15
06/30/2020	28390	CDW-GOVERNMENT, INC.	823.40
06/30/2020	28391	CHEMTRADE CHEMICALS US LLC	2,607.36
06/30/2020	28392	PETTY CASH	68.37
06/30/2020	28393	RECORDER'S OFFICE	50.00
06/30/2020	28394	DE LAGE LANDEN FINANCIAL SERVICES, INC.	876.14
06/30/2020	28395	MICHAEL DE MEO	250.00
06/30/2020	28396	FALCO CONSTRUCTION	3,672.50

06/30/2020	28397	GRAINGER, INC.	428.55
06/30/2020	28398	GRISWOLD INDUSTRIES	1,503.99
06/30/2020	28399	HACH CO., INC.	921.44
06/30/2020	28400	HDR ENGINEERING, INC	71,258.27
06/30/2020	28401	HERC RENTALS, INC.	2,241.11
06/30/2020	28402	HOPKINS TECHNICAL PRODUCTS, INC	512.17
06/30/2020	28403	DUSTIN JAHNS	150.27
06/30/2020	28404	MASS MUTUAL FINANCIAL GROUP	1,050.00
06/30/2020	28405	MIKE MCDERMOTT	267.63
06/30/2020	28406	MONTEREY COUNTY LAB	2,413.00
06/30/2020	28407	OFFICE DEPOT	284.53
06/30/2020	28408	REDWOOD TRADING POST	443.02
06/30/2020	28409	ROBERTS & BRUNE CO.	4,021.50
06/30/2020	28410	JAMES TETER	1,747.50
06/30/2020	28411	UNIVAR SOLUTIONS USA INC.	1,970.00
06/30/2020	28412	UNITED PARCEL SERVICE INC.	161.68
06/30/2020	28413	UPS STORE	55.13
06/30/2020	28414	USA BLUE BOOK	419.07
06/30/2020	28415	VALIC	3,630.00
06/30/2020	28416	VERIZON WIRELESS	1,605.67
06/30/2020	28417	JUAN CARLOS SALAZAR	3,360.00
06/30/2020	28418	RAYMOND WINCH	51.90
06/30/2020	28419	PACIFIC COAST PLACE	21.50
06/30/2020	28420	TIFFIANY GOLDSTONE	267.19
06/30/2020	28421	RON ROSE	92.54
06/30/2020	28422	EUGENE PASTORINO	28.90
06/30/2020	28423	EMELIA BASSEY	54.27
06/30/2020	28424	PAUL CHEE	31.35
06/30/2020	28425	ENNO PALM-LEIS	49.95
06/30/2020	28426	TTR SUBSTATIONS	834.15
SUBTOTAL CLAIMS FOR MONTH			\$ 793,200.54

WIRE PAYMENTS

MONTH		VENDOR	AMOUNT
06/02/2020	DFT0000302	CaIPERS FISCAL SERVICES DIVISION	18,799.50
06/11/2020	DFT0000303	PUB. EMP. RETIRE SYSTEM	14,842.52
06/26/2020	DFT0000304	PUB. EMP. RETIRE SYSTEM	14,441.21
06/30/20		BANK AND CREDIT CARD FEES	\$ 6,592.01
SUBTOTAL WIRE PAYMENTS FOR MONTH			\$ 54,675.24

TOTAL CLAIMS FOR THE MONTH \$ 847,875.78



Coastside County Water District

Monthly Budget Report Account Summary

For Fiscal: 2019-2020 Period Ending: 06/30/2020

	June Budget	June Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget	
Revenue										
RevType: 1 - Operating										
1-4120-00	Water Revenue	1,230,000.00	1,381,895.66	151,895.66	12.35 %	12,300,000.00	12,770,723.05	470,723.05	3.83 %	12,300,000.00
	Total RevType: 1 - Operating:	1,230,000.00	1,381,895.66	151,895.66	12.35 %	12,300,000.00	12,770,723.05	470,723.05	3.83 %	12,300,000.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	4,166.00	4,139.54	-26.46	-0.64 %	50,000.00	57,640.92	7,640.92	15.28 %	50,000.00
1-4180-00	Late Notice - 10% Penalty	5,000.00	0.00	-5,000.00	-100.00 %	60,000.00	52,888.59	-7,111.41	-11.85 %	60,000.00
1-4230-00	Service Connections	834.00	-1,745.32	-2,579.32	-309.27 %	10,000.00	8,748.32	-1,251.68	-12.52 %	10,000.00
1-4920-00	Interest Earned	522.00	12,000.16	11,478.16	2,198.88 %	6,270.00	99,461.06	93,191.06	1,486.30 %	6,270.00
1-4930-00	Tax Apportionments/County Checks	0.00	93,874.30	93,874.30	0.00 %	725,000.00	954,521.44	229,521.44	31.66 %	725,000.00
1-4950-00	Miscellaneous Income	2,084.00	0.00	-2,084.00	-100.00 %	25,000.00	28,863.19	3,863.19	15.45 %	25,000.00
1-4955-00	Cell Site Lease Income	14,275.00	24,620.08	10,345.08	72.47 %	171,300.00	178,733.06	7,433.06	4.34 %	171,300.00
1-4965-00	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00 %	338,000.00	501,486.81	163,486.81	48.37 %	338,000.00
	Total RevType: 2 - Non-Operating:	26,881.00	132,888.76	106,007.76	394.36 %	1,385,570.00	1,882,343.39	496,773.39	35.85 %	1,385,570.00
	Total Revenue:	1,256,881.00	1,514,784.42	257,903.42	20.52 %	13,685,570.00	14,653,066.44	967,496.44	7.07 %	13,685,570.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	150,000.00	218,549.31	-68,549.31	-45.70 %	1,941,948.00	1,937,711.77	4,236.23	0.22 %	1,941,948.00
1-5230-00	Nunes T P Pump Expense	3,771.00	3,720.30	50.70	1.34 %	45,259.00	38,334.08	6,924.92	15.30 %	45,259.00
1-5231-00	CSP Pump Station Pump Expense	27,305.00	56,822.96	-29,517.96	-108.10 %	357,305.00	313,511.78	43,793.22	12.26 %	357,305.00
1-5232-00	Other Trans. & Dist Pump Expense	2,382.00	2,670.70	-288.70	-12.12 %	28,584.00	18,350.70	10,233.30	35.80 %	28,584.00
1-5233-00	Pilarcitos Canyon Pump Expense	250.00	-502.30	752.30	300.92 %	42,000.00	31,819.38	10,180.62	24.24 %	42,000.00
1-5234-00	Denniston T P Pump Expense	14,000.00	12,664.32	1,335.68	9.54 %	137,800.00	119,974.06	17,825.94	12.94 %	137,800.00
1-5242-00	CSP Pump Station Operations	928.00	248.88	679.12	73.18 %	11,128.00	14,519.12	-3,391.12	-30.47 %	11,128.00
1-5243-00	CSP Pump Station Maintenance	3,084.00	1,724.34	1,359.66	44.09 %	37,000.00	31,143.67	5,856.33	15.83 %	37,000.00
1-5246-00	Nunes T P Operations - General	6,747.00	7,937.64	-1,190.64	-17.65 %	80,964.00	78,794.56	2,169.44	2.68 %	80,964.00
1-5247-00	Nunes T P Maintenance	10,250.00	17,282.71	-7,032.71	-68.61 %	122,500.00	107,648.17	14,851.83	12.12 %	122,500.00
1-5248-00	Denniston T P Operations-General	4,084.00	4,223.78	-139.78	-3.42 %	49,000.00	62,053.27	-13,053.27	-26.64 %	49,000.00
1-5249-00	Denniston T.P. Maintenance	8,667.00	5,347.65	3,319.35	38.30 %	104,000.00	147,017.61	-43,017.61	-41.36 %	104,000.00
1-5250-00	Laboratory Expenses	6,250.00	7,397.02	-1,147.02	-18.35 %	75,000.00	61,991.35	13,008.65	17.34 %	75,000.00
1-5260-00	Maintenance - General	25,000.00	39,354.50	-14,354.50	-57.42 %	300,000.00	335,258.91	-35,258.91	-11.75 %	300,000.00
1-5261-00	Maintenance - Well Fields	3,334.00	787.65	2,546.35	76.38 %	40,000.00	45,417.85	-5,417.85	-13.54 %	40,000.00
1-5263-00	Uniforms	1,500.00	514.96	985.04	65.67 %	12,500.00	5,744.88	6,755.12	54.04 %	12,500.00
1-5318-00	Studies/Surveys/Consulting	17,000.00	8,955.29	8,044.71	47.32 %	160,000.00	96,126.17	63,873.83	39.92 %	160,000.00
1-5321-00	Water Resources	2,184.00	4,605.86	-2,421.86	-110.89 %	26,200.00	8,005.13	18,194.87	69.45 %	26,200.00

Monthly Budget Report

For Fiscal: 2019-2020 Period Ending: 06/30/2020

		June	June	Variance	Percent	YTD	YTD	Variance	Percent	Total Budget
		Budget	Activity	Favorable (Unfavorable)	Variance	Budget	Activity	(Unfavorable)	Variance	
1-5322-00	Community Outreach	20,000.00	5,835.00	14,165.00	70.83 %	56,900.00	39,464.57	17,435.43	30.64 %	56,900.00
1-5381-00	Legal	8,334.00	4,850.50	3,483.50	41.80 %	100,000.00	133,835.85	-33,835.85	-33.84 %	100,000.00
1-5382-00	Engineering	5,166.00	4,100.55	1,065.45	20.62 %	62,000.00	78,595.87	-16,595.87	-26.77 %	62,000.00
1-5383-00	Financial Services	4,000.00	4,138.00	-138.00	-3.45 %	22,000.00	15,520.00	6,480.00	29.45 %	22,000.00
1-5384-00	Computer Services	14,300.00	15,952.01	-1,652.01	-11.55 %	167,600.00	168,590.43	-990.43	-0.59 %	167,600.00
1-5410-00	Salaries/Wages-Administration	90,832.00	192,028.48	-101,196.48	-111.41 %	1,179,832.00	1,114,361.44	65,470.56	5.55 %	1,179,832.00
1-5411-00	Salaries & Wages - Field	112,000.00	171,192.26	-59,192.26	-52.85 %	1,461,020.00	1,452,097.92	8,922.08	0.61 %	1,461,020.00
1-5420-00	Payroll Tax Expense	14,182.00	22,302.10	-8,120.10	-57.26 %	183,582.00	185,862.22	-2,280.22	-1.24 %	183,582.00
1-5435-00	Employee Medical Insurance	41,734.00	37,670.23	4,063.77	9.74 %	481,419.00	448,042.27	33,376.73	6.93 %	481,419.00
1-5436-00	Retiree Medical Insurance	4,814.00	4,309.87	504.13	10.47 %	55,274.00	50,645.39	4,628.61	8.37 %	55,274.00
1-5440-00	Employees Retirement Plan	51,610.00	45,052.25	6,557.75	12.71 %	619,321.00	443,574.83	175,746.17	28.38 %	619,321.00
1-5445-00	Supplemental Retirement 401a	35,000.00	33,048.00	1,952.00	5.58 %	35,000.00	33,048.00	1,952.00	5.58 %	35,000.00
1-5510-00	Motor Vehicle Expense	5,500.00	5,353.65	146.35	2.66 %	63,000.00	93,457.15	-30,457.15	-48.34 %	63,000.00
1-5620-00	Office & Billing Expenses	21,935.00	49,405.43	-27,470.43	-125.24 %	263,219.00	335,412.04	-72,193.04	-27.43 %	263,219.00
1-5625-00	Meetings / Training / Seminars	2,250.00	3,358.56	-1,108.56	-49.27 %	27,000.00	23,298.72	3,701.28	13.71 %	27,000.00
1-5630-00	Insurance	11,417.00	-1,959.87	13,376.87	117.17 %	137,000.00	112,650.38	24,349.62	17.77 %	137,000.00
1-5687-00	Membership, Dues, Subscript.	3,000.00	1,064.25	1,935.75	64.53 %	78,970.00	75,099.66	3,870.34	4.90 %	78,970.00
1-5689-00	Labor Relations	500.00	0.00	500.00	100.00 %	6,000.00	0.00	6,000.00	100.00 %	6,000.00
1-5700-00	San Mateo County Fees	2,000.00	0.00	2,000.00	100.00 %	24,000.00	17,348.92	6,651.08	27.71 %	24,000.00
1-5705-00	State Fees	1,000.00	0.00	1,000.00	100.00 %	36,500.00	32,453.15	4,046.85	11.09 %	36,500.00
	Total ExpType: 1 - Operating:	736,310.00	990,006.84	-253,696.84	-34.46 %	8,630,825.00	8,306,781.27	324,043.73	3.75 %	8,630,825.00
	ExpType: 4 - Capital Related									
1-5712-00	Debt Service/Existing Bonds 2006B	0.00	0.00	0.00	0.00 %	484,831.00	0.00	484,831.00	100.00 %	484,831.00
1-5715-00	Debt Service/CIEDB 11-099	0.00	-222.65	222.65	0.00 %	335,977.00	335,754.64	222.36	0.07 %	335,977.00
1-5716-00	Debt Service/CIEDB 2016	0.00	-155.37	155.37	0.00 %	323,803.00	323,647.76	155.24	0.05 %	323,803.00
1-5717-00	Chase Bank - 2018 Loan	0.00	0.00	0.00	0.00 %	0.00	435,951.01	-435,951.01	0.00 %	0.00
	Total ExpType: 4 - Capital Related:	0.00	-378.02	378.02	0.00 %	1,144,611.00	1,095,353.41	49,257.59	4.30 %	1,144,611.00
	Total Expense:	736,310.00	989,628.82	-253,318.82	-34.40 %	9,775,436.00	9,402,134.68	373,301.32	3.82 %	9,775,436.00
	Report Total:	520,571.00	525,155.60	4,584.60		3,910,134.00	5,250,931.76	1,340,797.76		3,910,134.00

COASTSIDE COUNTY WATER DISTRICT
 CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT
 FISCAL YEAR 2019/2020

6/30/2020

* Approved June 2018

Status	Approved* CIP Budget FY 19/20	Actual To Date FY 19/20	Projected Year-End FY 19/20	Variance vs. Budget	% Completed	Project Status/ Comments
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Equipment Purchases & Replacement

06-03	SCADA/Telemetry/Electrical Controls Replacement	open	\$ 50,000	\$ 125,388	\$ 125,388	\$ (75,388)	100%	District-wide SCADA hardware and software upgrade approved by Board (October 2019)
08-10	Backhoe	completed	\$ 200,000	\$ 157,846	\$ 157,846	\$ 42,154	100%	Backhoe purchase approved by Board in July 2019 (net of trade-in)
99-02	Vehicle Replacement	open	\$ 40,000	\$ 81,752	\$ 81,752	\$ (41,752)	100%	Purchase of 3 vehicles approved by Board in Aug 2019

Facilities & Maintenance

08-08	PRV Valves Replacement Project	In process	\$ 30,000	\$ 38,519	\$ 38,519	\$ (8,519)	0%	
09-09	Fire Hydrant Replacement	completed	\$ 140,000	\$ 338,925	\$ 338,925	\$ (198,925)	100%	Purchase of 100 hydrants approved by Board in August 2019 (received better price by purchasing 2 years inventory)
18-13	Denniston WTP and Tank Road Repairs and Paving	In process		\$ 23,092	\$ 23,092	\$ (23,092)	0%	Approved May 2020 (\$383K)- Work will start July 2020; originally budgeted for FY18/19
99-01	Meter Change Program	ongoing	\$ 20,000	\$ 19,475	\$ 19,475	\$ 525	100%	

Pipeline Projects

07-03	Pilarcitos Canyon Pipeline Replacement	Completed	\$ 700,000	\$ 1,198,359	\$ 1,198,359	\$ (498,359)	100%	
07-04	Bell Moon Pipeline Replacement Project	Completed	\$ 250,000	\$ 335,890	\$ 335,890	\$ (85,890)	100%	
13-02	Replace 8 Inch Pipeline Under Creek at Pilarcitos Ave (Strawflower)	In pre-design		\$ 106,719	\$ 106,719	\$ (106,719)	n/a	Pre-design is complete; CEQA is in process; Design proposal to be approved at July 2020 Board meeting; Construction planned for FY20/21
14-01	Replace 12" Welded Steel Line on Hwy 92	Pre-design		\$ 92,537	\$ 92,537	\$ (92,537)	n/a	Aerial surveying for \$77K approved by Board in August 2019; bypass pipeline on Cozzolino property will be delayed due to COVID 19 limitations
14-27	Grandview 2 Inch Replacement	In design		\$ 50,255	\$ 50,255	\$ (50,255)	n/a	Engineering design work approved by Board in July 2019; (originally planned for FY 18/19)
14-31	Ferdinand Avenue - Replace 4" WS Ferdinand Ave. to Columbus	Completed		\$ 602,422	\$ 602,422	\$ (602,422)	100%	Originally planned for FY20/21
14-32/19-03	Casa del Mar/Grand Blvd PRV Installation and Pipeline Replacement	Completed	\$ 350,000	\$ 614,950	\$ 614,950	\$ (264,950)	100%	Originally planned for FY20/21
18-01	Pine Willow Oak Pipeline Replacement	In design		\$ 52,793	\$ 52,793	\$ (52,793)	n/a	Engineering design approved by Board in July 2019

Pump Stations / Tanks / Wells

08-16,11-05, 11-06,19-02,5113	District-Wide Tank Improvement Project	TBD	\$ 2,300,000	\$ 108,089	\$ 108,089	\$ 2,191,911	n/a	Project is delayed; EKI is assisting Staff in developing a master tank plan for all of the District's tanks
09-18	Pilarcitos Well field improvements	TBD	\$ 150,000		\$ -	\$ 150,000	0%	Moved to future years

Water Supply Development

12-12	Denniston/San Vicente Water Supply Development	ongoing	\$ 200,000	\$ 210,096	\$ 210,096	\$ (10,096)	100%	Includes Balance Hydrologics ongoing monitoring; In October 2019, the Board approved continued monitoring for the 2020 Water Year
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Water Treatment Plants

08-07	Nunes Water Treatment Plant Improvement Project	Design		\$ 162,952	\$ 162,952	\$ (162,952)	33%	\$500K originally included in FY18/19 plan; project scope has changed to include full filter rehabilitation and other Nunes WTP improvements. Predesign/BDR is complete. Design proposal for \$593K approved June 2020.
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COASTSIDE COUNTY WATER DISTRICT
 CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT
 FISCAL YEAR 2019/2020

6/30/2020

* Approved June 2018

		Status	Approved* CIP Budget FY 19/20	Actual To Date FY 19/20	Projected Year-End FY 19/20	Variance vs. Budget	% Completed	Project Status/ Comments
13-05	Denniston WTP and Booster Pump Station Emergency Power	In-process	\$ 400,000	\$ 115,246	\$ 115,246	\$ 284,755	100%	Board approved Generators (\$213K) in October 2019; Installation awarded by Board (\$278K) in May, 2020 -- Work to be completed in August 2020
18-11	Nunes Bulk Caustic Tank	delayed	\$ 40,000			\$ 40,000	0%	Moved as part of Nunes Water Treatment Plant Improvement Project

FY 19/20 TOTAL	\$ 4,870,000	\$ 4,435,302	\$ 4,435,302	\$ 434,698
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FY2018/2019 CIP Projects in process - paid in FY 2019/2020

17-04	Denniston Dam Spillway	completed		11,010	11,010	\$ (11,010)	100%	
19-06	Crystal Springs Pump Control Valves	completed		46,231	46,231	\$ (46,231)	100%	Approved by Board in FY 2018/19
19-05	Tanks - THM Control	in process		\$ 32,845	\$ 32,845	\$ (32,845)	60%	Moved from FY18/19 - Additional work to continue in FY20/21

PREVIOUS YEAR TOTAL	\$ 90,087	\$ 90,087	\$ (90,087)
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UNSCHEDULED/NEW CIP ITEMS FOR CURRENT FISCAL YEAR 2019/2020

NN-00	Unscheduled CIP		\$ 100,000			\$ 100,000	0%	
20-01	Crystal Springs Pump 1 Replacement	Completed		89,803	89,803	\$ (89,803)	100%	Emergency Replacement Notice to Board August, 2019
20-02	Crystal Springs - Spare Pump 1	Completed		70,440	70,440	\$ (70,440)	100%	Approved by Board in August, 2019
20-07	District Office Repairs	In process		101,052	101,052	\$ (101,052)	70%	\$158K approved by Board January 2020
20-08	Highway 1 - Pipeline replacement at crossings between Main and Spindrift - Predesign/study	in pre-design		7,595	7,595	\$ (7,595)	0%	October 2019: Board approved \$46K for predesign/study
20-03	Sevilla Ave - EG Service Replacement - Lowering of Services	Completed		\$ 76,481	\$ 76,481	\$ (76,481)	100%	Approved by Board in September, 2019 as emergency; required work due to County road repairs and repaving project
	Office Equipment (Replacement computers; Plotter/Scanner)	Completed		\$ 35,087	\$ 35,087	\$ (35,087)	100%	Completed
	Denniston Raw Water Pump #1	Completed		\$ 29,736	\$ 29,736	\$ (29,736)	100%	
	Denniston - Rebuild Return Water Pump	Completed		\$ 22,676	\$ 22,676	\$ (22,676)	100%	
21-08	ESRI/CityWorks Asset Management System	in process		\$ 83,874	\$ 83,874	\$ (83,874)	40%	Approved by Board in March, 2020 (\$165K for Year 1)
	Laptops for Employees / COVID-19	Completed		\$ 27,510	\$ 27,510	\$ (27,510)	100%	
	CSP Breakers & Handles	Completed		\$ 5,220	\$ 5,220	\$ (5,220)	100%	
20-17	Garcia Avenue Emergency Pipeline Replacement	in process		\$ 94,699	\$ 94,699	\$ (94,699)	100%	

NEW CIP TOTAL	\$ 100,000	\$ 644,174	\$ 644,174	\$ (544,174)
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CIP GRAND TOTAL	\$ 4,970,000	\$ 5,169,563	\$ 5,169,563	\$ (199,563)
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Note - \$2,000,000 of CIP funding from FY 2018/19 is carried over to FY 2019/20 - in addition to the \$4,970,000 budget shown above

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
June 30, 2020**

<u>RESERVE BALANCES</u>	Current Year as of 6/30/2020	Prior Year as of 6/30/2019
CAPITAL AND OPERATING RESERVE	\$9,035,231.42	\$8,747,805.77
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
TOTAL DISTRICT RESERVES	\$9,285,231.42	\$8,997,805.77

ACCOUNT DETAIL

ACCOUNTS WITH TRI COUNTIES BANK		
CHECKING ACCOUNT	\$3,922,512.63	\$3,814,350.90
CSP T & S ACCOUNT	\$120,599.49	\$61,403.49
MONEY MARKET GEN. FUND (Opened 7/20/17)	\$19,447.19	\$19,439.39
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$5,221,872.11	\$5,101,811.99
DISTRICT CASH ON HAND	\$800.00	\$800.00
TOTAL ACCOUNT BALANCES	\$9,285,231.42	\$8,997,805.77

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

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

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

Month	Admin (General Legal Fees)	Water Supply Develpmnt	Recycled Water	Transfer Program	CIP	LABOR & EMPLOYMENT	Election (CVRA)	Litigation	Infrastructure Project Review (Reimbursable)	TOTAL
Jun-19	3,439			1,055	183					4,677
Jul-19	4,321			834		335				5,490
Aug-19	5,535			496						6,031
Sep-19	4,090					455				4,545
Oct-19	3,360				840		4,612			8,812
Nov-19	3,948						6,905		665	11,518
Dec-19	3,801			365			2,814			6,980
Jan-20	12,289						8,071			20,360
Feb-20	4,256	1,855		245			2,527			8,883
Mar-20	3,990	1,295				1,050	840			7,175
Apr-20	6,353	1,085				665				8,103
May-20	4,011					840				4,851
TOTAL	59,391	4,235	0	2,995	1,023	3,345	25,769	0	665	97,422

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

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

Month	Admin & Retainer	CIP	Studies & Projects	TOTAL	Reimbursable from Projects
Jun-19	480	1,014		1,494	
Jul-19	480	2,539	676	3,695	676
Aug-19	480	10,152	2,891	13,523	2,891
Sep-19	480	676	1,268	2,424	1,268
Oct-19	480	845	507	1,832	507
Nov-19	480	676		1,156	
Dec-19	480	676	254	1,410	254
Jan-20	480	4,344	2,197	7,021	2,197
Feb-20	480	4,563		5,043	
Mar-20	480			480	
Apr-20	480			480	
May-20	480		1,268	1,748	1,268
TOTAL	5,760	25,485	9,060	40,305	9,060

Calcon T&M Projects Tracking

5/31/2020

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Actual thru 6/30/19	Project Billings FY2019-20	
Closed Projects:								
CAL-13-01	EG Tank 2 Recoating Project	Closed	9/30/13	10/8/13	\$8,220.00	\$ 8,837.50		
CAL-13-02	Nunes Control System Upgrades	Closed	9/30/13	10/8/13	\$46,141.00	\$ 55,363.60		
CAL-13-03	Win 911 and PLC Software	Closed	9/30/13	10/8/13	\$9,717.00	\$ 12,231.74		
CAL-13-04	Crystal Springs Surge Tank Retrofit	Closed	11/26/13	11/27/13	\$31,912.21	\$ 66,572.54		
CAL-13-06	Nunes Legacy Backwash System Removal	Closed	11/25/13	11/26/13	\$6,516.75	\$ 6,455.00		
CAL-13-07	Denniston Backwash FTW Valves	Closed	11/26/13	11/27/13	\$6,914.21	\$ 9,518.28		
CAL-14-01	Denniston Wash Water Return Retrofit	Closed	1/28/14	2/14/14	\$13,607.00	\$ 13,591.60		
CAL-14-02	Denniston Calirfier SCADA Data	Closed	4/2/14	4/7/14	\$4,125.00	\$ 4,077.50		
CAL-14-03	Nunes Surface Scatter Turbidimeter	Closed	4/2/14	4/7/14	\$2,009.50	\$ -		
CAL-14-04	Phase I Control System Upgrade	Closed	4/2/14	4/7/14	\$75,905.56	\$ 44,459.14		
CAL-14-06	Miramar Control Panel	Closed	8/28/14	8/28/14	\$37,953.00	\$ 27,980.71		
CAL-14-08	SFWater Flow & Data Logger/Cahill Tank	Closed	8/20/2014	8/20/2014	\$1,370.00	\$ 1,372.00		
CAL-15-01	Main Street Monitors	Closed				\$ 6,779.42		
CAL-15-02	Denniston To Do List	Closed				\$ 2,930.00		
CAL-15-03	Nunes & Denniston Turbidity Meters	Closed			\$6,612.50	\$ 12,536.12		
CAL-15-04	Phase II Control System Upgrade	Closed	6/23/2015	8/1/2015	\$195,000.00	\$ 202,227.50		
CAL-15-05	Permanganate Water Flow	Closed				\$ 1,567.15		
CAL-16-04	Radio Network	Closed	12/9/2016	1/10/2017	\$126,246.11	\$ 139,200.68		
CAL-16-05	EI Granada Tank No. 3 Recoating	Closed	12/16/2016		\$6,904.50	\$ 6,845.00		
CAL-17-03	Nunes Valve Control	Closed	6/29/2017	7/1/2017	\$73,281.80	\$ 79,034.35		
CAL-17-04	Denniston Booster Pump Station	Closed	7/27/2017	8/8/2017	\$21,643.75	\$ 29,760.00		
CAL-17-05	Crystal Springs Pump Station #3 Soft Start	Closed	7/27/2017	8/8/2017	\$12,213.53	\$ 12,178.13		
CAL-18-04	Tank Levels Calibration Special	Closed	3/5/2018	3/5/2018	\$8,388.75	\$ 10,700.00		
CAL-18-05	Pilarcitos Stream Flow Gauge -Well 1 120 Service Power	Closed	3/22/2018	3/22/2018	\$3,558.13	\$ 3,997.40		
CAL-17-06	Nunes Flocculator & Rapid Mix VFD Panels	Closed	12/6/2017	12/12/2017	\$29,250.75	\$ 30,695.66		
CAL-17-01	Crystal Springs Leak Valve Control	Closed	2/8/2017	2/14/2017	\$8,701.29	\$ 18,055.88		
CAL-17-02	Crystal Springs Requirements & Addtl Controls	Closed	2/8/2017	2/14/2017	\$38,839.50	\$ 41,172.06		
CAL-18-02	Nunes Plant HMI V2	Closed	11/12/2018		\$10,913.14	\$ 9,434.90		
CAL-18-03	CSP Breakers & Handles		3/7/2018	3/7/2018	\$25,471.47	\$ 49,837.52		
CAL-18-06	Nunes VFD Project		9/6/2018	9/6/2018	\$2,381.51	\$ 895.50		
Closed Projects - Subtotal (pre FY2019-20)					\$813,797.96	\$908,306.88		
FY 2019-20 Open Projects:								
CAL-19-01	CSP Cla-Val Power Checks		2/4/2019	2/4/2019	\$15,067.91	\$ 17,852.94	\$ 22,623.00	
CAL-19-02	CSP Wet Well		4/1/2019	4/1/2019	\$12,960.24	\$ 12,853.20		
CAL-19-03	Pilarcitos Flow Meter Project		4/1/2019	4/1/2019	\$14,493.75	\$ 16,241.84	\$ 1,375.00	
CAL-19-04	SCADA Systems		10/15/2019	10/15/2019	\$104,000.00		\$ 114,250.00	
	Spare 350/500 Pumps						\$ 3,327.09	
	CSP Main Breaker						\$ 5,220.00	
	Additional Software						\$ 7,500.00	
Open Projects - Subtotal					\$146,521.90	\$46,947.98	\$146,795.09	
Other: Maintenance								
	Tanks							
	Crystal Springs Maintenance						\$ 1,802.68	
	Nunes Maintenance						\$ 28,686.60	
	Denniston Maintenance						\$ 58,357.15	
	Distribution System						\$ 47,986.22	
	Wells						\$ 8,245.16	
	Subtotal Maintenance						\$ 145,077.81	
TOTAL FY 2019/20							\$ 291,872.90	

EKI Environment & Water
Engineering Services Billed Through June 30, 2020

	Contract Date	Not to Exceed Budget	Status	FY 2018-2019	FY 2019-2020
CIP Project Management					
Fiscal Year 2018-2019	10.19.2018	\$ 25,000.00	Complete		
Fiscal Year 2018-2019	1.14.2019	\$ 40,000.00	Complete		
Fiscal Year 2018-2019	3.12.2019	\$ 75,000.00	Complete		
Fiscal Year 2019-2020	7.29.2019	\$ 180,000.00	Open	\$ 123,410.00	\$ 101,983.21
Pipeline Projects (Ferdinand) - T2		\$ 2,000.00		\$ 19,188.40	\$ 12,508.57
Tank Seismic Projects - T3				\$ 16,676.92	\$ 18,794.01
Hydraulic Modeling - T4				\$ 7,478.54	\$ 8,706.62
Sub Total - CIP Project Management Services		\$ 322,000.00		\$ 163,452.66	\$ 141,992.41

Highway 1 South Pipeline Replacement Project	16-02	9.20.2018	\$ 25,000.00	Complete	\$ 17,680.45	
Ferdinand Avenue Pipeline Replacement Design	14-31	2.12.2019	\$ 29,000.00	Complete	\$ 27,824.37	\$ 1,169.10
Casa Del Mar Main Replacement (Phase 1) and Grand Boulevard Pipeline/PRV Loop Design	14-32	2.12.2019	\$ 28,500.00	Complete	\$ 27,297.34	\$ 1,195.22
Denniston Culvert Replacement and Paving Project Design	18-13	7.1.2019	\$ 16,400.00	Open	\$ 804.96	\$ 21,296.34
Construction Inspection Services for Ferdinand Avenue Water Main Replacement Project	14-31	7.1.2019	\$ 32,300.00	Complete		\$ 32,300.00
Pine Willow Oak Water Main Replacement Project	18-01	7.29.2019	\$ 69,700.00	Open		\$ 49,792.75
Grandview Water Main Replacement Project (Design, Bid Support, construction support)	14-27	7.29.2019	\$ 56,100.00	Open		\$ 38,242.25
Pilarcitos Creek Crossing Water Main Replacement Preliminary Design	13-02	8.27.2019	\$ 104,600.00	Open		\$ 95,332.59
Grandview/Silver/Terrace/Spindrifft Under Hwy 1 PreDesign	20-08	10.15.2019	\$ 45,600.00	Open		\$ 17,609.94
Total - All Services			\$ 729,200.00		\$ 237,059.78	\$ 398,930.60

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

June 9, 2020

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

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

1) ROLL CALL - President Chris Mickelsen called the meeting to order at 7:02 p.m. participating in roll call via Zoom Video Conference: Directors Jim Larimer, Ken Coverdell, Bob Feldman, and Vice-President Glenn Reynolds.

Also participating: Mary Rogren, General Manager, Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations; Sean Donovan, Water Treatment Plant Supervisor; Cathleen Brennan, Water Resource Analyst; Gina Brazil, Office Manager and Denise Ford, Administrative Assistant/Recording Secretary;

Richard G. Stratton, Senior Project Manager with HDR Engineering Inc., and David Dickson were identified as participants in the meeting.

2) PLEDGE OF ALLEGIANCE

3) PUBLIC COMMENT - There were no public comments.

4) CONSENT CALENDAR

- A. Approval of disbursements for the month ending May 31, 2020:
Claims: \$576,628.27; Payroll: \$264,816.75 for a total of \$841,445.02

- B. Acceptance of Financial Reports
- C. Approval of Minutes of May 12, 2020 Regular Board of Directors Meeting
- D. Installed Water Connection Capacity and Water Meters Report
- E. Total CCWD Production Report
- F. CCWD Monthly Sales by Category Report-May 2020
- G. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Report for the Month of April 2020

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

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

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

5) MEETINGS ATTENDED/DIRECTOR COMMENTS

President Mickelsen briefly reported on a recent Bay Area Water Supply and Conservation Agency (BAWSCA) meeting he had attended.

6) GENERAL BUSINESS

A. Award of Contract for Design Engineering and Bid Support Services to HDR Engineering Inc. for Nunes Water Treatment Plant Improvement Project

Mr. Derbin outlined the background of this agenda item, reminding the Board that at the February 11, 2020 Board Meeting, the Board approved a contract with HDR Engineering Inc. for a Basis of Design Report in order to define needed improvements and to facilitate Capital Improvement planning and budgeting for the Nunes Water Treatment Plant. Mr. Derbin went on to explain that the Nunes Water Treatment Plant was originally constructed in 1982 and later upgraded in 1992 as part of the Crystal Springs project. He stated that the filter basins and clearwell have never been recoated since they were originally constructed. In addition, the sedimentation basin has not had a through inspection/evaluation for replacement of the sedimentation basin moving parts, and the WTP does not have a backup sedimentation basin. Mr. Derbin also noted that the Basis of Design Report is now complete, and he summarized the next phase of the project which includes the design of a new sedimentation basin, filter upgrades, caustic soda storage tank system, clearwell upgrades and miscellaneous electrical and mechanical

improvements. Mr. Richard Stratton, Senior Project Manager with HDR Engineering Inc., answered questions from the Board.

ON MOTION BY Vice-President Reynolds and seconded by Director Feldman, the Board voted by roll call vote to authorize the General Manager to execute a professional services agreement with HDR Engineering Inc. ("HDR") for design engineering and bid support services for the Nunes Water Treatment Plant Improvement Project for a not to exceed amount of \$597,560:

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

B. 1) Update the Districts' Organization Chart to; a) Eliminate the Assistant General Manager Position; b) Add an Accounting Manager Position; and c) Add a Maintenance Worker Position; 2) Approve the Accounting Manager Job Classification; 3) Adopt an Amended Salary Schedule that; a) Removes the Assistant General Manager Position; b) Adds the Accounting Manager Position; and c) Includes a Cost of Living Adjustment Increase of 2.5%, Effective July 1, 2020

Ms. Rogren presented an update to the District's organizational chart which includes eliminating the Assistant General Manager position, adding an Accounting Manager position, and also adding an entry-level Maintenance Worker position. Ms. Rogren noted that these changes to the organization chart will be budget neutral.

Ms. Rogren also presented an updated Salary Schedule to be effective July 1, 2020 which reflects the above-mentioned position changes and also includes a 2.5% Cost of Living Adjustment as provided for in the Memorandum of Understanding with the Teamsters Union. She further explained that it is a requirement of CalPERS that the District's Board of Directors approve the annual salary schedule.

ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds, the Board voted by roll call vote to 1) Approve the update to the District's Organization Chart to a) eliminate the Assistant General Manager position; b) add an Accounting Manager position; and c) add a Maintenance Worker position; 2) Approve the Accounting Manager Job Classification; 3) Adopt an amended Salary Schedule that a) removes the Assistant General Manager position; b) adds the Accounting Manager position; and c) includes a Cost of Living Adjustment increase of 2.5%, effective July 1, 2020:

Director Larimer	Aye
Vice-President Reynolds	Aye
Director Coverdell	Aye
Director Feldman	Aye

President Mickelsen

Aye

C. Approval of Fiscal Year 2020-2021 Operations and Maintenance Budget; Review of Draft Fiscal Year 2020-2021 to 2029-2030 Capital Improvement Program

Ms. Rogren presented a Draft Fiscal Year 2020-2021 Operations and Maintenance Budget for approval by the Board. The Board was first introduced to the budget at the February 11 and March 10, 2020 Board of Directors meetings. At the May 12 Board meeting Ms. Rogren presented a revised draft budget, which reflected the impacts of recent significant events including 1) COVID-19 and projected reductions in water use by some businesses; 2) loss of a key agricultural customer; and 3) lack of local rainfall during January - May 2020 which will limit the District’s ability to utilize local water sources in the July - December 2020 timeframe and will result in higher water purchases from SFPUC.

The District plans to meet with the Facilities Committee again in June to review engineering updates and to finalize an updated Draft Fiscal Year 2020-2021 to 2029-2030 Capital Improvement Program to be used by Raftelis Financial Consultants in their rate study modeling to be presented at the July 2020 Board Meeting.

ON MOTION BY Vice-President Reynolds and seconded by Director Larimer, the Board voted by roll call vote to approve the Fiscal Year 2020-2021 Operations and Maintenance Budget as shown in Exhibit A:

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

D. Resolution 2020-02 Calling for and Giving Notice of a Regular District Election to be held on Tuesday, November 3, 2020 and Requesting the County Elections Department to Conduct this Election

Ms. Rogren introduced this item and provided a brief summary of the required election related tasks, including the adoption of the resolution. The regular District election will be held on November 3, 2020. Three zones (Zone 1, 3 and 4) are up for election (4-year terms). These zones are currently held by Director Glenn Reynolds (Zone 1); Director Ken Coverdell (Zone 3) and Director Jim Larimer (Zone 3). There is no current incumbent in Zone 4. Under state law, the District must submit a formal request to the County Elections Department to perform all the services required to conduct the District election.

ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds, the Board voted by roll call vote to adopt Resolution 2020-02 Calling for and Giving Notice of a Regular

District Election to be held on Tuesday, November 3, 2020 and Requesting the County Elections Department to Conduct this Election:

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

E. Approval of a Letter to be Sent to State and Federal Legislators to Consider Streamlining the Approval Process When Multiple Governmental Agencies are Required to Approve a Project

Director Larimer recommended at the May 2020 Board meeting that a letter be written to the District's State and Federal Legislators requesting that changes be made to approve procedures when approvals are required from multiple governmental agencies with overlapping concerns. Director Larimer prepared a letter that was approved the Board of Directors'. The letter will be mailed out by Ms. Rogren.

ON MOTION BY Director Coverdell and seconded by Mickelsen, the Board voted by roll call vote to approve sending a letter to State and Federal Legislators to consider streamlining approval processes when multiple governmental agencies with overlapping concerns are required to approve a project:

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

7) MONTHLY INFORMATION REPORTS

A. Superintendent of Operations Report

Mr. Derbin reviewed the operations highlights for the month of May 2020.

B. Water Resources Report

Ms. Brennan reported on WaterSense which is a voluntary partnership program sponsored by the U.S. Environmental Protection Agency (EPA). WaterSense-labeled products and services are certified to use at least 20% less water and save energy. In recognition of the District's efforts to promote WaterSense, the District received a certificate of appreciation.

8) DIRECTOR AGENDA ITEMS-REQUESTS FOR FUTURE BOARD MEETINGS

Director Larimer would like to make Zoom meetings a regular permanent part of the Board meetings. President Mickelsen supported this idea.

There will be another Facilities Committee Meeting at the end of June.

9) **ADJOURNMENT**-The Board Meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Chris Mickelsen, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT
Installed Water Connection Capacity & Water Meters

FY 2020 Meters

Installed Water Meters	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
HMB Non-Priority													
0.5" capacity increase													
5/8" meter	4		1		1					1	2		9
3/4" meter													
1" meter		1											1
1 1/2" meter													
2" meter													
3" meter													
HMB Priority													
0.5" capacity increase									1				1
5/8" meter							1						1
3/4" meter													
1" meter									1				1
1 1/2" meter													
2" meter													
County Non-Priority													
0.5" capacity increase													
5/8" meter				2	1	3					2		8
3/4" meter													
1" meter													
County Priority													
5/8" meter		1						2					3
3/4" meter													
1" meter													
1.5" meter		1											1
Totals	4	3	1	2	2	3	1	2	2	1	4	0	25

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

FY 2020 Capacity (5/8" connection equivalents)	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
HMB Non-Priority	4	2.5	1		1					1	2		11.5
HMB Priority							1		3.0*				4
County Non-Priority				2	1	3					2		8
County Priority		6						2					8
Total	4	8.5	1	2	2	3	1	2	3	1	4	0	31.5

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2020

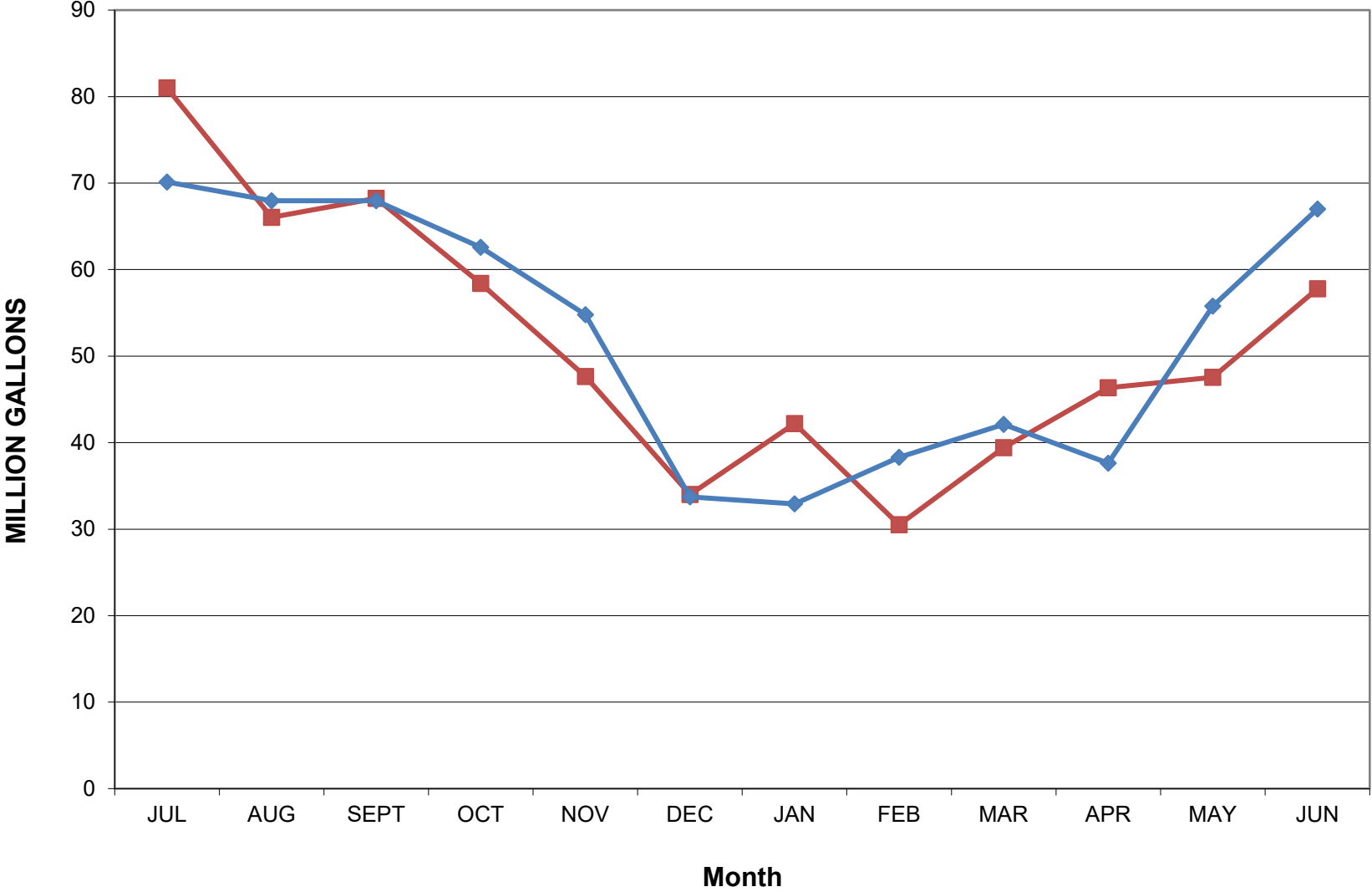
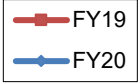
	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	1.61	28.25	0.00	22.27	20.58	72.71	2.58	70.13
AUG	1.44	22.18	0.00	20.20	26.36	70.18	2.21	67.97
SEPT	1.43	19.67	0.00	19.19	30.98	71.27	3.32	67.95
OCT	0.27	5.45	0.00	9.91	48.70	64.33	1.74	62.59
NOV	0.17	19.16	8.61	0.00	29.39	57.33	2.56	54.77
DEC	0.02	18.87	13.91	0.00	4.10	36.90	3.16	33.74
JAN	0.00	18.92	14.65	0.00	1.79	35.36	2.45	32.92
FEB	1.69	27.02	12.07	1.73	0.23	42.74	4.44	38.30
MAR	0.89	18.88	13.07	3.63	8.30	44.77	2.66	42.11
APR	0.07	16.42	0.00	14.09	10.06	40.64	3.01	37.63
MAY	0.24	18.20	0.00	0.00	41.16	59.60	3.82	55.79
JUN	1.35	10.60	0.00	0.00	58.81	70.76	3.74	67.02
TOTAL	9.18	223.62	62.31	91.02	280.46	666.59	35.68	630.92
% MONTHLY TOTAL	1.9%	15.0%	0.0%	0.0%	83.1%	100.0%	5.3%	94.7%
% ANNUAL TO DATE TOTAL	1.4%	33.5%	9.3%	13.7%	42.1%	100.0%	5.4%	94.6%

CCWD vs SFPUC- month 16.9%
 CCWD vs SFPUC- annual 44.3%

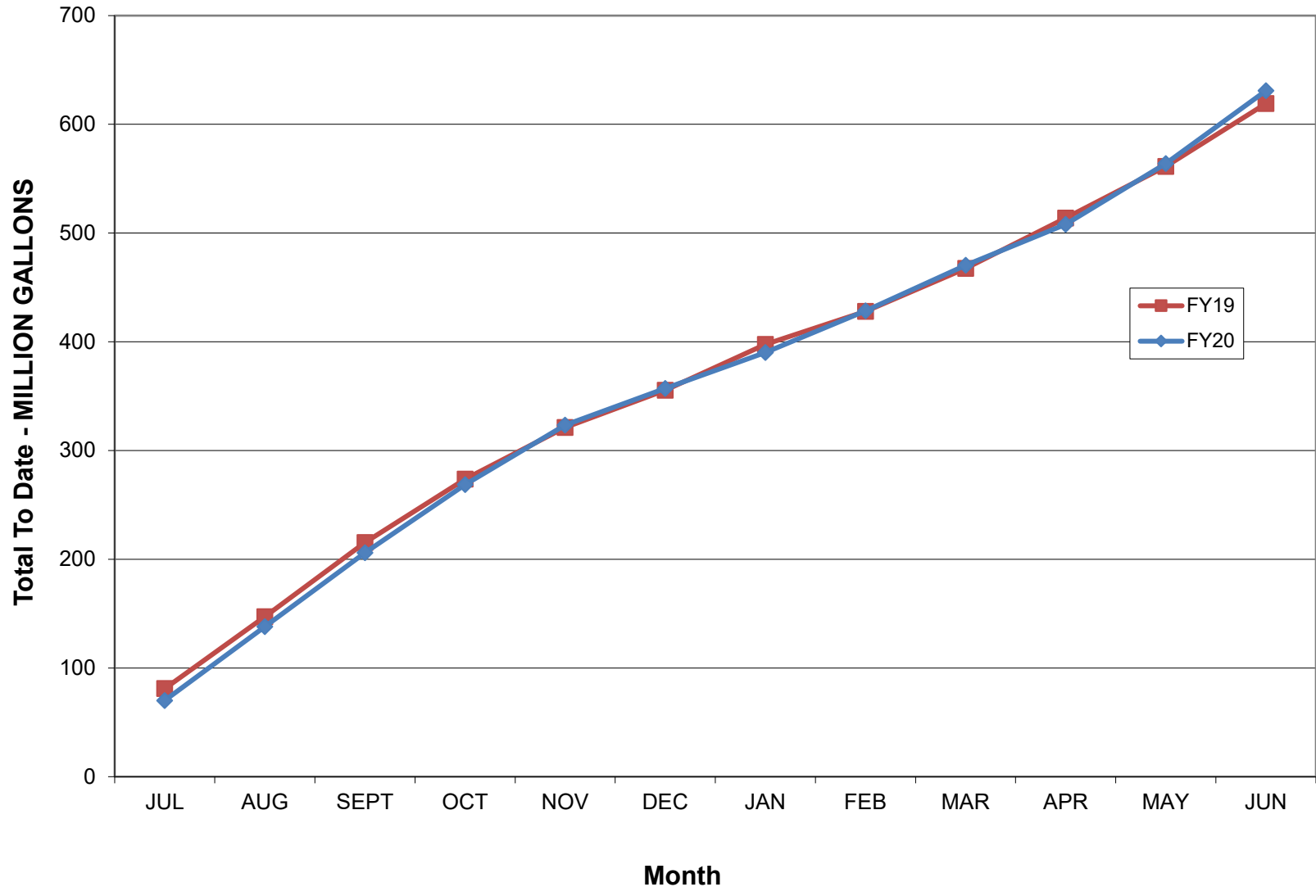
12 Month Running Treated Total **630.92**
TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2019

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	2.36	13.98	0.00	37.74	30.90	84.98	3.98	81.00
AUG	0.62	3.36	0.00	27.20	36.80	67.98	1.94	66.04
SEPT	0.00	0.00	0.00	30.48	39.24	69.72	1.48	68.24
OCT	0.00	0.00	0.00	22.98	37.51	60.49	2.09	58.40
NOV	0.00	0.00	5.78	0.00	44.10	49.88	2.24	47.64
DEC	1.31	11.50	14.35	7.12	2.78	37.06	3.07	33.99
JAN	1.97	16.07	15.84	5.30	5.57	44.75	2.55	42.19
FEB	0.00	7.73	16.1	8.89	0.10	32.82	2.32	30.50
MAR	0.15	6.77	22.27	12.27	0.09	41.55	2.12	39.43
APR	0.14	33.31	0.00	14.02	2.83	50.30	3.95	46.36
MAY	0.00	32.51	0.00	13.26	5.35	51.12	3.58	47.54
JUN	1.31	35.61	0.00	19.50	5.77	62.19	4.41	57.78
TOTAL	7.86	160.84	74.34	198.76	211.04	652.83	33.73	619.10
% TOTAL	1.2%	24.6%	11.4%	30.4%	32.3%	100.0%	5.17%	94.8%

Monthly Production FY 19 vs FY 20



Cumulative Production FY19 vs FY20



MONTH		Jun-20				
Coastside County Water District Monthly Discharge Report						
EMERGENCY MAIN AND SERVICE REPAIRS						
	Date Reported Discovered	Date Repaired	Location	Pipe Class	Pipe Size & Type	Estimated Water Loss (MG)
1	6/27/2020	6/30/20	525 Railroad Ave	Main	6 CI	0.002
2						
3						
4						
5						
6						
7						
8						
Totals						0.002

OTHER DISCHARGES	
Total Volumes (MG)	
Flushing Program	0.038
Reservoir Cleaning	
Automatic Dewatering Operations	0.045
Other (includes flow testing)	0.010
PLANNED DISCHARGES GRAND TOTAL (MG)	
0.093	

Coastside County Water District
 766 Main Street
 July 2019 - June 2020

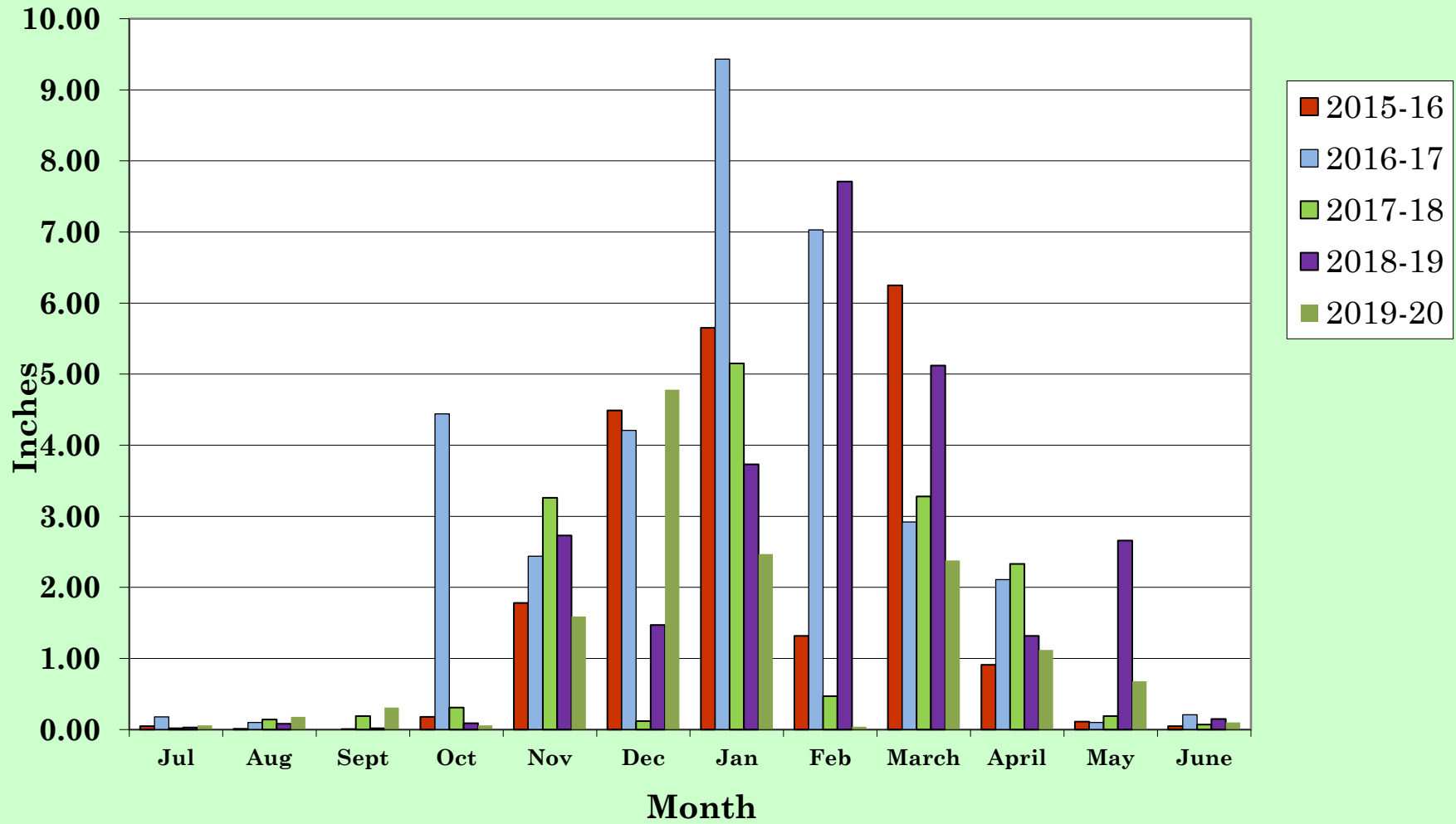
District Office
 Rainfall in Inches

	2019						2020					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0.04	0	0	0	0.13	0.01	0	0	0	0	0
2	0	0.06	0	0	0	0.11	0.01	0	0	0	0.01	0
3	0	0.03	0	0.01	0	0	0	0	0	0	0	0
4	0	0.01	0	0	0	0.35	0.02	0	0.01	0.36	0	0
5	0	0.01	0	0	0	0.01	0.01	0	0	0.27	0	0
6	0	0	0	0	0	0.6	0.01	0	0.09	0.39	0	0
7	0	0	0	0	0	0.37	0.02	0	0.39	0.01	0	0
8	0	0	0	0	0	0.11	0.04	0.01	0.01	0	0	0
9	0.01	0	0	0	0	0.06	0.39	0	0	0.02	0	0
10	0	0	0	0	0	0.11	0.01	0	0	0	0	0
11	0	0	0	0	0	0.25	0.12	0	0	0.00	0	0
12	0.03	0	0	0	0.01	0.08	0.05	0	0	0	0.26	0
13	0.01	0	0	0	0	0.12	0.16	0	0	0	0.01	0
14	0	0	0	0	0.05	0.06	0.09	0	0.47	0	0	0
15	0	0	0	0	0	0	0.01	0	0.13	0.01	0	0
16	0	0.01	0	0.03	0	0.01	1.11	0	0.1	0.02	0	0.00
17	0	0	0	0	0	0.03	0.01	0.01	0.2	0	0.18	0
18	0	0	0	0.01	0	0.92	0	0	0.02	0	0.2	0
19	0	0	0.19	0.01	0.01	0.04	0	0	0.01	0	0	0
20	0	0	0.01	0	0	0	0	0.01	0	0	0	0
21	0	0	0.08	0	0	0.01	0.09	0	0	0	0	0.04
22	0	0.02	0.01	0	0	0.92	0	0	0.42	0	0	0
23	0	0	0.01	0	0	0.01	0	0	0.01	0	0	0
24	0	0	0	0	0	0.19	0	0	0.19	0	0	0.01
25	0	0	0	0	0	0.02	0.02	0.01	0.04	0	0	0.03
26	0	0	0	0	0.95	0	0.17	0	0	0.01	0	0.01
27	0.01	0	0.01	0	0.44	0	0.01	0	0.01	0	0	0.01
28	0	0	0	0	0.01	0.01	0.06	0	0.23	0	0	0
29	0	0	0	0	0.05	0.26	0	0	0.05	0.02	0	0
30	0	0	0	0	0.07	0	0.04		0	0.01	0.02	0
31	0	0		0		0	0.01		0		0	
Mon.Total	0.06	0.18	0.31	0.06	1.59	4.78	2.47	0.04	2.38	1.12	0.68	0.10
Year Total	0.06	0.24	0.55	0.61	2.20	6.98	9.45	9.49	11.87	12.99	13.67	13.77

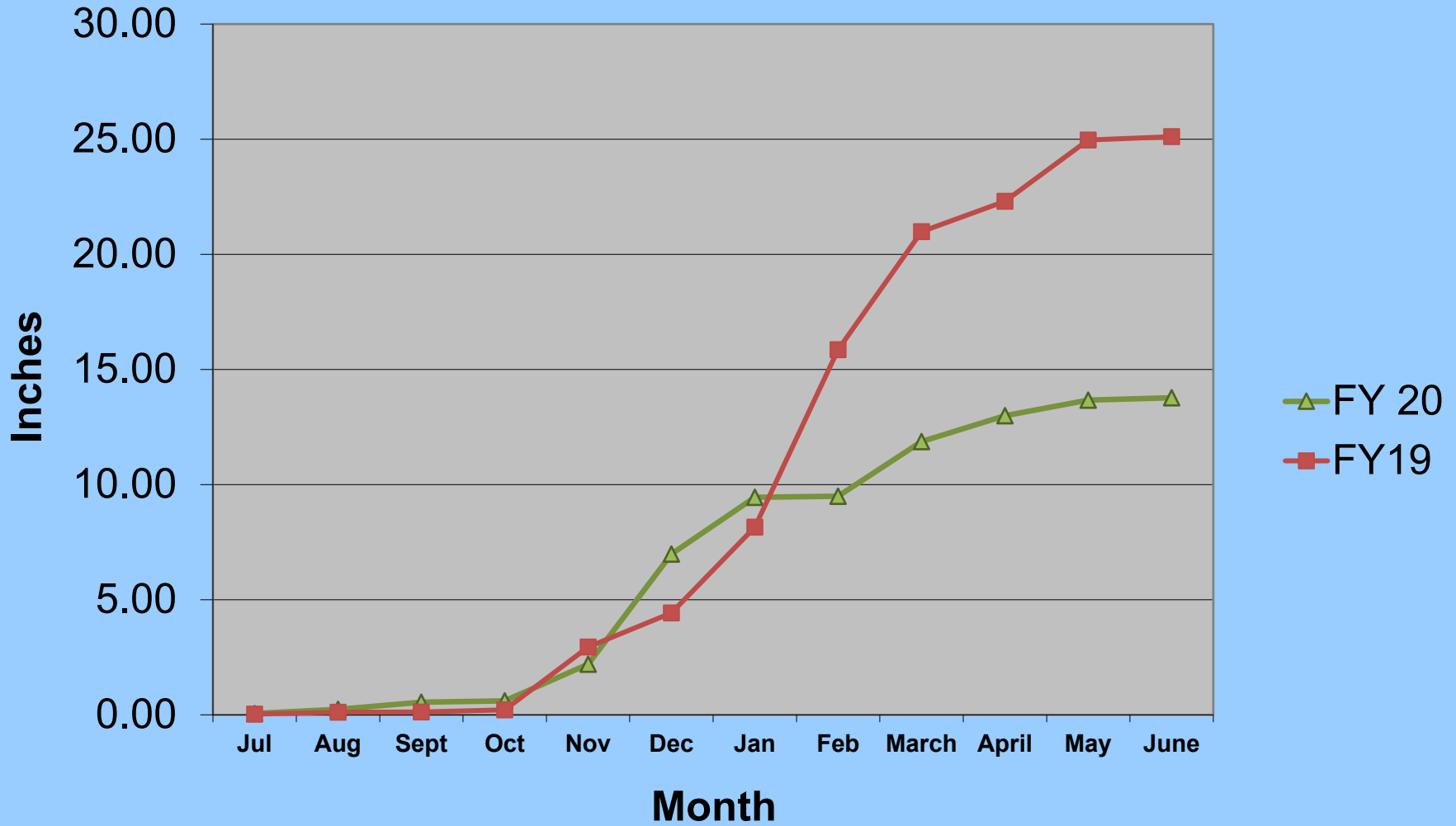
Coastside County Water District

Rainfall by Month

Fiscal Years 15 - 20

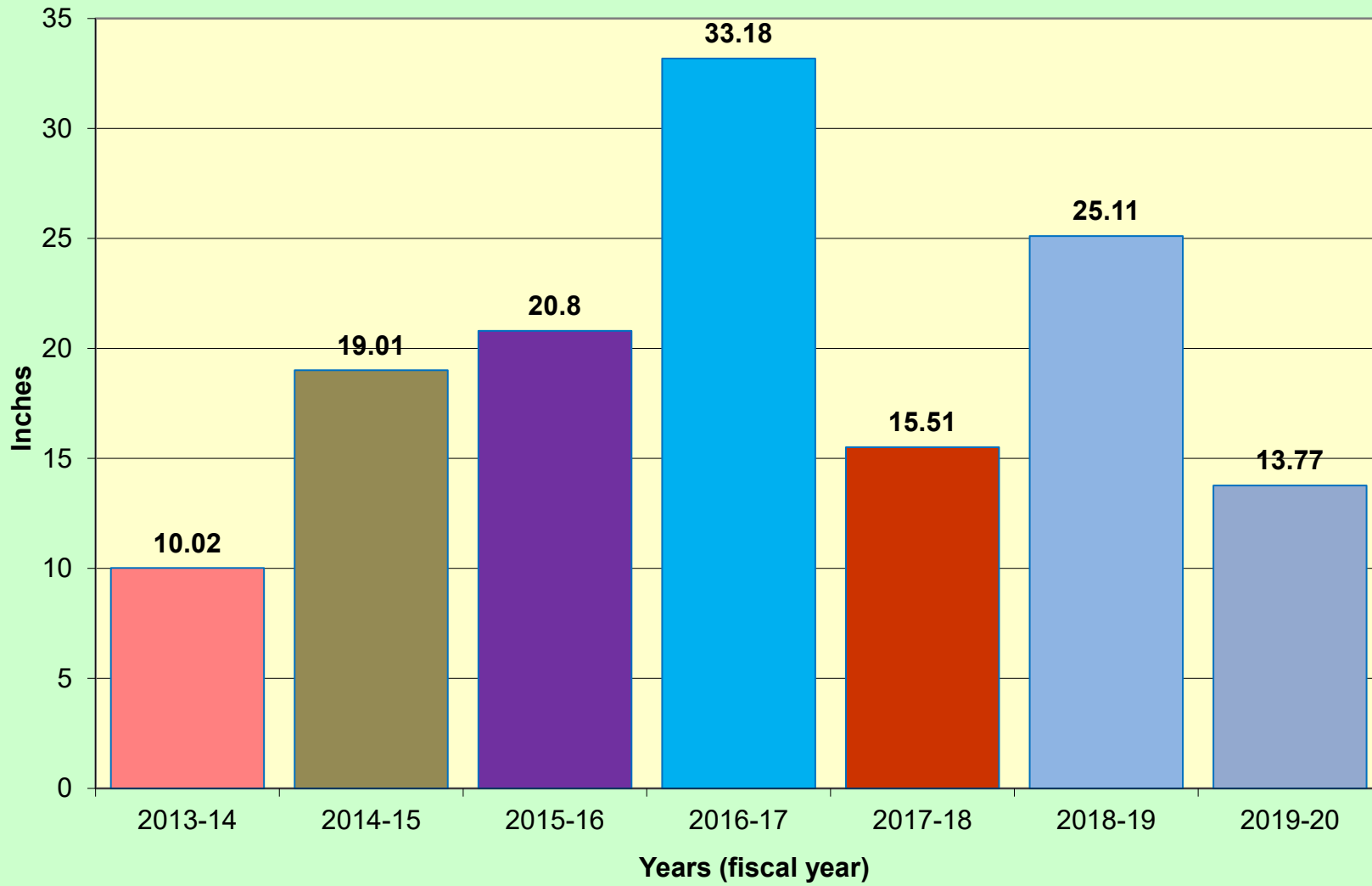


Rainfall Total Comparison Fiscal Years 19-20



Rain Totals

Fiscal Years 13 - 20



San Francisco Public Utilities Commission Hydrological Conditions Report June 2020

J. Chester, C. Graham, N. Waelty, July 7, 2020



June 19-21, representatives from the California Division of Safety of Dams (DSOD) visited the SFPUC upcountry dams and reservoirs for annual inspections. Shown here is HHWP and DSOD staff at Lake Eleanor Dam. DSOD and HHWP staff reviewed the dams, valves and spillways at Moccasin, Priest, Early Intake, O’Shaughnessy, Cherry and Eleanor.

System Storage

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

Table 1 Current System Storage as of July 1, 2020							
	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	acre-feet	millions of gallons	acre-feet	millions of gallons	acre-feet	millions of gallons	
Tuolumne System							
Hetch Hetchy Reservoir ¹	358,587		360,360		1,773		100%
Cherry Reservoir ²	265,295		273,340		8,050		97%
Lake Eleanor ³	25,774		27,100		1,326		95%
Water Bank	452,306		570,000		117,694		79%
Tuolumne Storage	1,101,962		1,230,800		128,843		90%
Local Bay Area Storage							
Calaveras Reservoir	63,744	20,771	96,824	31,550	33,080	10,779	66%
San Antonio Reservoir	44,471	14,491	50,496	16,454	6,025	1,963	88%
Crystal Springs Reservoir	53,895	17,562	58,377	19,022	4,482	1,460	92%
San Andreas Reservoir	17,169	5,595	18,996	6,190	1,827	595	90%
Pilarcitos Reservoir	2,438	795	2,995	976	556	181	81%
Total Local Storage	181,717	59,212	227,688	74,192	45,970	14,979	80%
Total System	1,283,679		1,458,488		174,813		88%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates activated.

² Maximum Cherry Reservoir storage with flash-boards in.

³ Maximum Lake Eleanor storage with flash-boards in.

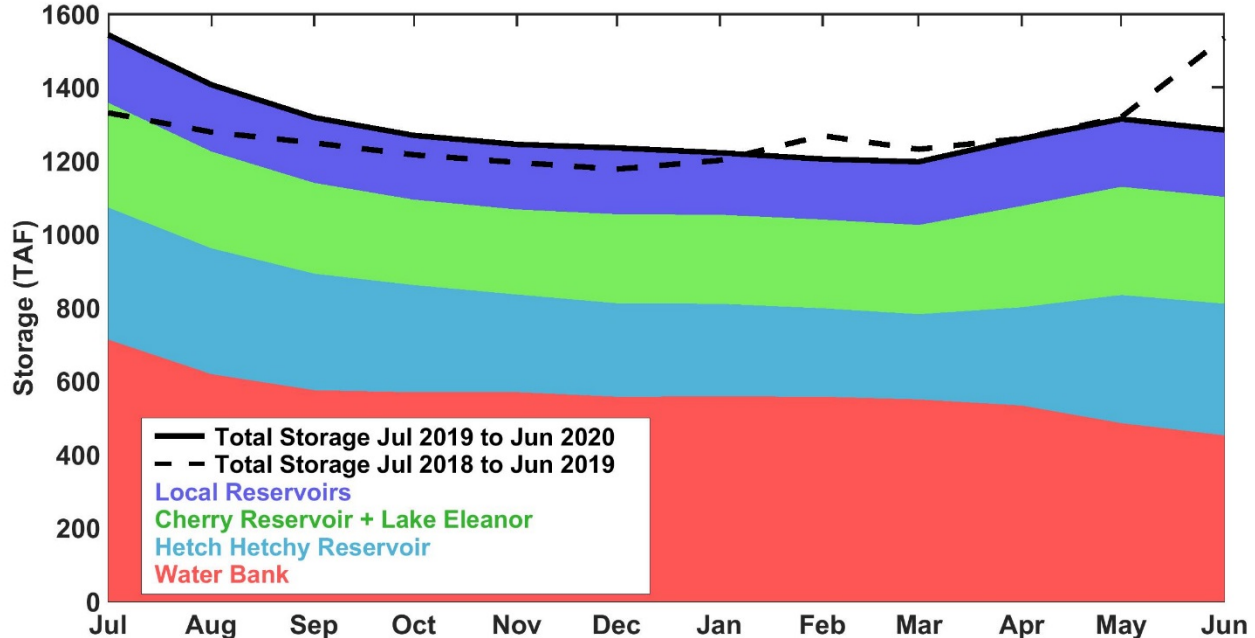


Figure 1: Monthly system storage for past 12 months in thousand acre-feet (TAF). Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.

Hetch Hetchy System Precipitation Index

Current Month: The June 2020 six-station precipitation index was 0.12 inches, or 21% of the average index for the month. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

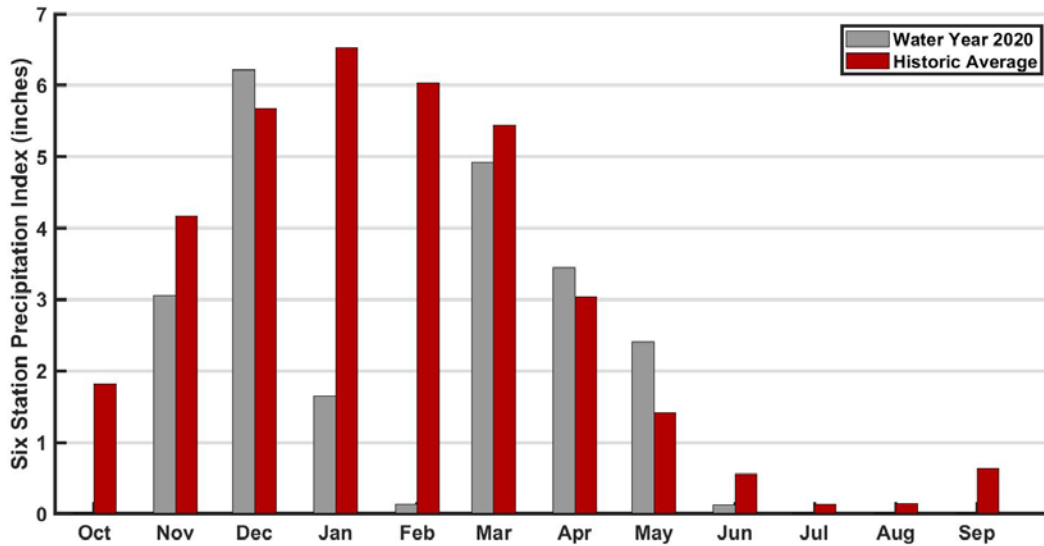


Figure 2: Monthly distribution of the six-station precipitation index as compared to the annual average precipitation for June 2020. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

Cumulative Precipitation to Date: As of July 1, the six-station precipitation index for water year (WY) 2020 was 22.00 inches, which is 62% of the average annual water year total. Hetch Hetchy received 0.10 inches precipitation in June for a total of 21.06 inches for WY 2020, or 60% of average to-date. The cumulative Hetch Hetchy precipitation is shown in Figure 3 in red.

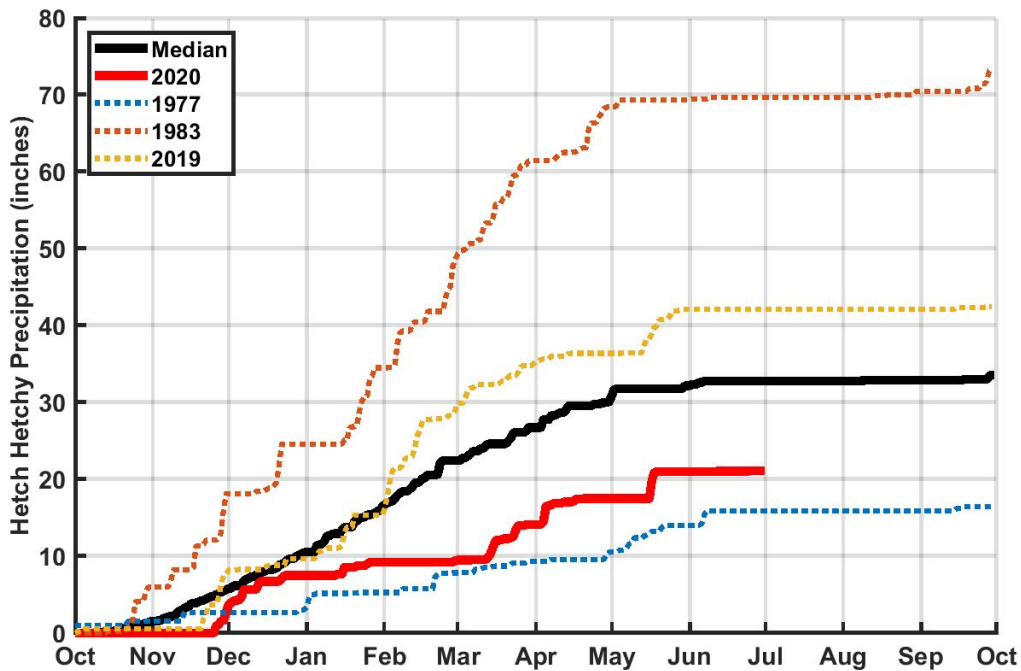


Figure 3: Water Year 2020 cumulative precipitation measured at Hetch Hetchy Weather Station. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with Water Year 2020 for comparison purposes.

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for June 2020 and the year to date is summarized below in Table 2.

Table 2 Calculated Reservoir Inflows and Water Available to City								
* All flows are in acre-feet	June 2020				October 1, 2019 through July 1, 2020			
	Observed Flow	Median ¹	Mean ¹	Percent of Mean	Observed Flow	Median ¹	Mean ¹	Percent of Mean
Inflow to Hetch Hetchy Reservoir	45,727	202,040	205,042	22%	340,976	655,559	644,354	53%
Inflow to Cherry Reservoir and Lake Eleanor	16,592	78,156	86,714	19%	251,258	422,299	421,404	60%
Tuolumne River at La Grange	84,417	319,151	342,708	25%	934,563	1,542,997	1,659,869	56%
Water Available to City	0	136,136	188,318	0%	170,302	561,406	715,904	24%

¹Hydrologic Record: 1919-2015

Hetch Hetchy System Operations

Hetch Hetchy Reservoir power draft and stream releases during the month totaled 36,327 acre-feet. Hetch Hetchy Reservoir minimum instream release requirements for June were 75 cfs. Hetch Hetchy was full and spilling over the drum gates in mid-June. Spill ended on June 20th. Total precipitation and inflows thus far for Water Year 2020 have resulted in a Water Year Type C (dry) for Hetch Hetchy Reservoir. Instream release requirements for July remain at 75 cfs.

Cherry Reservoir valve and power draft releases totaled 18,339 acre-feet for the month and were used to maintain seasonal target elevations. 4,671 acre-feet of water was transferred from Lake Eleanor to Cherry Reservoir via the Cherry / Eleanor Tunnel. The required minimum instream release from Cherry Reservoir for the first half of June was 5 cfs and increased to 15 cfs on June 15 and remain at 15 cfs for July. Lake Eleanor required minimum instream release are 20 cfs for April 15 through September 15.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for June was 28 MGD. The Sunol Valley Water Treatment Plant average production rate for the month was 2 MGD.

Local System Water Delivery

The average June delivery rate was 233 MGD, which is a 10% increase above the May delivery rate of 211 MGD.

Local Precipitation

The rainfall summary for June 2020 is presented in Table 3.

Weather Station Location	June		Water Year 2020	
	Total (inches)	Percent of Mean for the Month	Total (inches)	Percent of Mean for the Year-To-Date
Pilarcitos Reservoir	0.01	3 %	23.97	64 %
Lower Crystal Springs Reservoir	0.01	6 %	14.97	57 %
Calaveras Reservoir	0.00	0 %	13.37	63 %

Water Supply and Planned Water Supply Management

Total system storage as of July 1 is 90% full as reservoirs have been managed through the spring to maximize storage and manage spring runoff. SJPL1 is out of service for repairs through March 2021. Deliveries were increased from 222 MGD to 249 MGD on June 8. Hetch Hetchy Reservoir storage is expected to continue to decrease as power generation, deliveries and stream releases exceed inflows. Cherry / Eleanor Pumps are currently off. Cherry Reservoir is dropping as recreational releases and instream minimum releases exceed inflows. The calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City are shown in Figure 4. As of July 1 there has been a total of 170,302 acre-feet available to the City in Water Year 2020

Updated water supply forecasts and measured inflows (WSFM; Figure 5) show that spring runoff to the upcountry system has ceased for the year, ending up well below average. There was sufficient water to fill all upcountry reservoirs, but insufficient water to refill Water Bank. Water Bank continued to debit as of the beginning of July. As inflows to the reservoirs reach summer baseflow, Water Bank is expected to begin crediting as Holm Powerhouse powerdraft and reservoir releases exceed inflows.

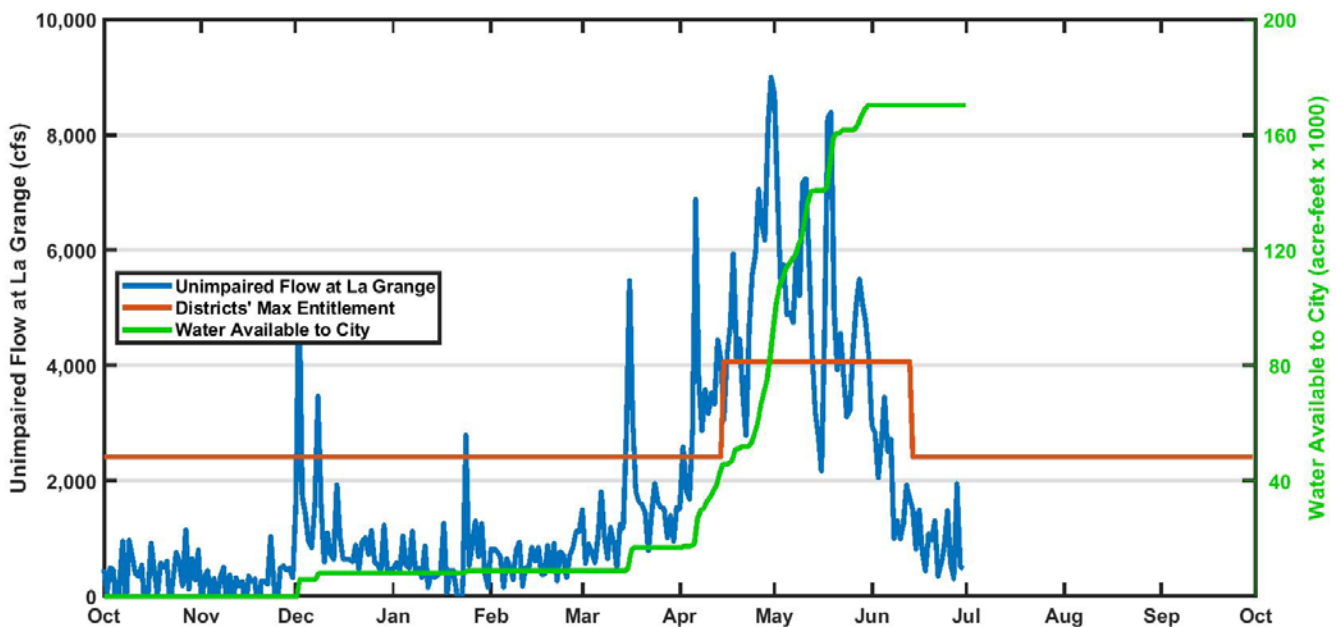


Figure 4: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City.

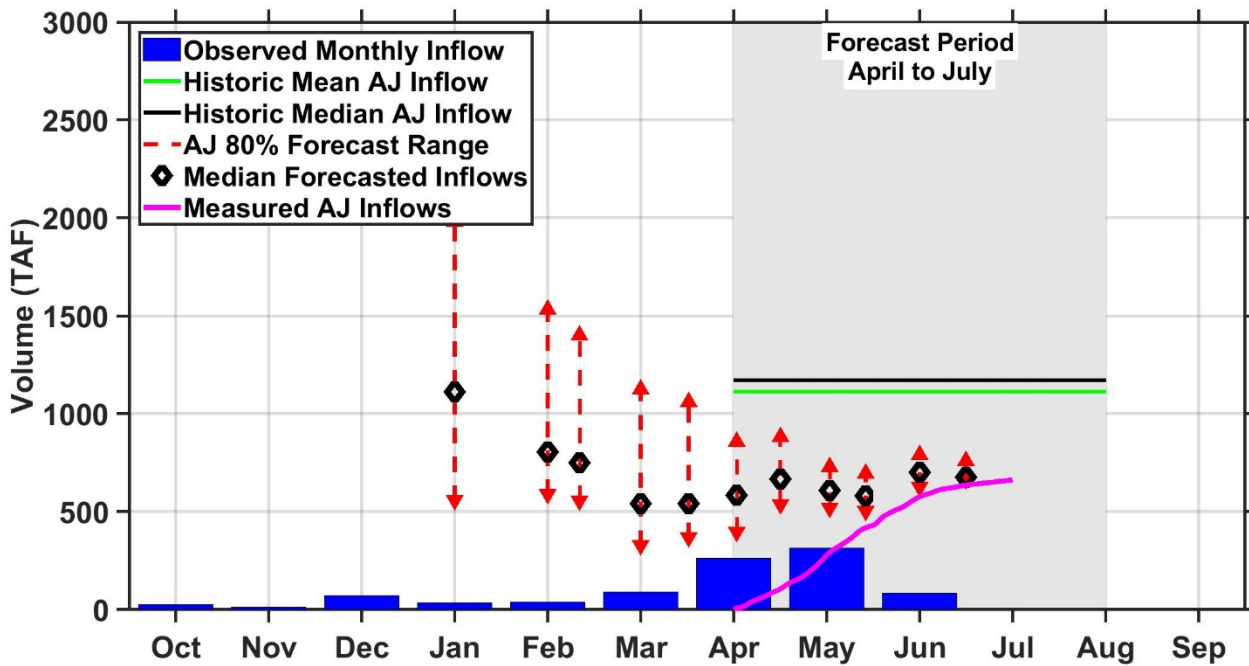


Figure 5: April to July WSFM inflow forecasts to the Tuolumne River at LaGrange – the extent of the CCSF water rights. Dry conditions in January and February resulted in reduced forecasts through the winter. Above average precipitation in May resulted in a narrowing and increase in volume of the forecast range in the last 3 forecasts. Measured inflows match models well, and are well below average.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: July 14, 2020

Date: July 6, 2020

Subject: Notice of Completion - District Office Roof Replacement Project

Recommendation:

That the Board of Directors take the following actions:

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

Background

Coastside County Water District entered into a contract with Central Roofing, Inc. on April 20, 2020 the District Office Roof Replacement Project.

The work consisted of removing and replacing the roof at the District Office. All work was located within the District owned property situated at 766 Main Street, Half Moon Bay, California, Assessor Parcel Number (APN) 056-191-190.

Work was completed on June 15, 2020. The project was constructed according to District specifications.

Fiscal Impact: None.

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

Name	COASTSIDE COUNTY WATER DISTRICT
Street	766 MAIN STREET
Address	HALF MOON BAY, CA 94019
City & State	

SPACE ABOVE THIS LINE FOR RECORDER'S USE

RECORD WITHOUT FEE Govt. Code § 6103 & 27383

NOTICE OF COMPLETION

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

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

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

3. On July 14, 2020 there was completed upon the hereinafter described real property a work of improvement as a whole named District Office Roof Replacement Project. The work consisted of removing and replacing the roof at the District Office.

4. The name of the original contractor for the work of improvement as a whole was: Central Roofing, Inc., 320 Victory Avenue, South San Francisco, CA 94080

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

All work was located within the District owned property situated at 766 Main Street, Half Moon Bay, California, Assessor Parcel Number (APN) 056-191-190.

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

COASTSIDE COUNTY WATER DISTRICT

BY: _____
Mary Rogren, Secretary

VERIFICATION

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

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

Executed on July 14, 2020, at Half Moon Bay, California
(Date) (Place where signed)

By: _____
Mary Rogren
Secretary of the District

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: July 14, 2020

Report

Date: July 10, 2020

Subject: Second Financial Planning and Rate Update Workshop with Raftelis Financial Consultants, Inc.

Recommendation:

No Board action required at this time.

Background:

In 2018, Raftelis Financial Consultants, Inc. (“Raftelis”) prepared a Cost of Service Analysis and Rate Study in order to develop cost of service-based water rates which would meet the requirements of Proposition 218. This Study was used to set the District’s rates for FY2019 and FY2020 and to comply with the substantive requirements of Proposition 218 as interpreted by the courts, including the April 2015 Appellate Court decision in Capistrano Taxpayers Association, Inc. v. City of San Juan Capistrano.

At the December, 2019 Board of Directors’ meeting, the Board approved engaging Raftelis to develop a Financial Plan and to prepare an Updated Rate Study report, based upon the 2018 Cost of Service Analysis that will be used to set the District’s rates for Fiscal Year 2020-2021 and for Fiscal Year 2021-2022.

At the March 10, 2020 Board meeting, Sanjay Gaur, Vice-President of Raftelis, conducted a Financial Planning and Rate Update Workshop. Subsequent to the Workshop, the Board met in a special meeting on April 3, 2020 and moved to table the discussion of the proposed rate increase for three months, until July 2020, due to the COVID 19 pandemic and based on the uncertainty of the current economic situation in the nation and in the community and the uncertainty of the ability to implement the plans for the District’s Capital Improvement Program.

At the July 14, 2020 Board meeting, Mr. Gaur will conduct a second Financial Planning workshop and present a proposed updated financial planning model and reserve policy. Mr. Gaur will also discuss the proposed rate adjustments needed to meet the District’s revenue requirements and the bill impacts. In addition, suggestions from the Board will be reviewed in the model dashboard to evaluate various revenue adjustment and assumption scenarios.

STAFF REPORT

Agenda: July 14, 2020

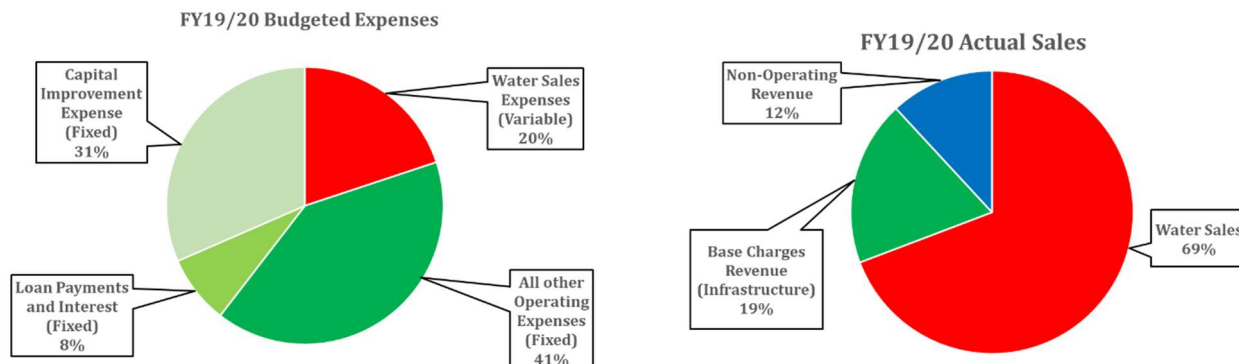
Subject: Financial Planning Workshop with Raftelis Financial Consultants, Inc.

Page Two

At the July 14 Board meeting, the Board will have the opportunity to evaluate next steps in planning for rate adjustments for Fiscal Years 2020-2021 and 2021-2022.

Legal Compliance: 2008 SBX7-7 Water Conservation Mandate: Reduce all urban per capita water use by 20 percent by the year 2020

Our Current Residential Consumption: 58 Gallons Per Day Per Person¹ and median residential charges based on FY19/20 actual billing data is \$74.81 per month.



Goals: OBJECTIVES OF COST-BASED RATE-MAKING²

Water rates developed using the methodologies discussed in this manual, when appropriately applied, are generally considered to be fair and equitable because these rate-setting methodologies result in cost-based rates that generate revenue from each class of customer in proportion to the cost to serve each class of customer. Water rates are considered fair and equitable when each customer class pays the costs allocated to the class and, consequently, cross-class subsidies are avoided. While recovery of the full revenue requirement in a fair and equitable manner is a key objective of a utility using a cost-of-service rate-making process, it is often not the only objective. The following list contains the typical objectives in establishing cost-based rates (Bonbright, Danielsen, and Kamerschen 1988):

- Effectiveness in yielding total revenue requirements (full cost recovery)
- Revenue stability and predictability
- Stability and predictability of the rates themselves from unexpected or adverse changes
- Promotion of efficient resource use (conservation and efficient use)
- Fairness in the apportionment of total costs of service among the different ratepayers
- Avoidance of undue discrimination (subsidies) within the rates
- Dynamic efficiency in responding to changing supply-and-demand patterns
- Freedom from controversies as to proper interpretation of the rates
- Simple and easy to understand
- Simple to administer
- Legal and defensible

Legal Compliance: Prop. 218 Requirements Summary³:

- Revenues derived from the fee or charge shall not exceed the costs required to provide the property-related service.
- Revenues derived by the fee or charge shall not be used for any purpose other than that for which the fee or charge was imposed.
- The amount of the fee or charge imposed upon any parcel shall not exceed the proportional cost of service attributable to the parcel.
- No fee or charge may be imposed for a service unless that service is actually used or immediately available to the owner of property.
- A written notice of the proposed fee or charge shall be mailed to the record owner of each parcel not less than 45 days prior to a public hearing, when the agency considers all written protests against the charge.

Legal Compliance: California Constitution - Article X, Section 24:

¹ Assumptions: (1) Residential connections are in the sales groups labeled *residential* and *multiple dwellings*. (2) Approximately 5,800 residential. (3) 2.7 persons per residence based on US Consensus estimates. May be still less if number of multiple dwelling residences were known.

² American Water Works Association’s (AWWA) *M1 PRINCIPLES OF WATER RATES, FEES AND CHARGES*, 7th Edition

³ Rafteli, Final Report / May 15, 2018 *Coastside County Water District Cost of Service and Rate Study*.

⁴ “It is hereby declared that because of the conditions prevailing in this State the general welfare requires that the water resources of the State be put to beneficial use to the fullest extent of which they are capable, and that the waste or unreasonable use or unreasonable method of use of water be prevented, and that the conservation of such waters is to be exercised with a view to the reasonable and beneficial use thereof in the interest of the people and for the public welfare.”

3 Policy Issues Requiring Community Input and Board Study During the Year Ahead:

1. CCWD sells at most 60% of its system capacity in any given year leaving 40%, over 300,000,000 gallons of service capacity available for sale. Total capacity exceeds the total allowed access to this capacity. CCWD has no Non-priority water services for sale despite having available capacity above total requirements for service. The inability to provide water services to categories of housing such as affordable housing has negatively impacted the community's ability to meet its zoning goals and housing needs. This is an unintended consequence of regulation.

The reasons for this are regulations imposed by the California Coastal Commission. The community is facing a housing shortage crisis due to the non-availability of water services for several housing segments: affordable and moderately priced market rate housing. CCWD should petition the Coastal Commission to review this restriction to modify it for consistency with the approved zoning laws in the Local Coastal Plan which are also approved by the California Coastal Commission.

2. The pie charts on page 1 show that the largest share of the cost of water is contained in fixed costs independent from sales, while 69% of the district's revenues come from water sales. The district has met the 2008 SBX7-7 Water Conservation Mandate signed into California law by Governor Schwarzenegger. Today the residential use of water is approximately 53 gallons per person per day^{1,5}. During periods of drought a statewide mandate to reduce water use creates a hardship for CCWD customers and a proportional loss of operating revenue for the district. A substantial revenue loss in an drought emergency can cripple the district's ability to maintain a safe and reliable water supply. Two remedies are available: adjust upward the base rate or implement a drought rate evoked only during periods of drought. A drought rate would encourage conservation in line with AWWA best practices for rates and fees.
3. The base fee for water service is a fee for access. These fees contribute to the maintenance and renewal of system infrastructure. CCWD is not allowed to sell access it cannot provide. The base fee is a proportionate fee based upon the potential proportional burden a service unit places on the system. This proportionality is reflected in the service size cost differential, or equivalent service units. It is consistent with AWWA best practices.

Prop. 218 prohibits the use of standby fees for undeveloped properties. CCWD has a unique category of customers, however, who have purchased access to water, a right and not property, for an undeveloped property. The law is unclear regarding a fee attached to a right as separate from owning an undeveloped property. A fee for maintaining a right to access is not explicitly prohibited by Prop. 218.

All other categories of service access for developed properties pay a base fee, this unique category does not. Every sold access can demand service, but they contribute nothing to maintaining the ability to serve them. This violates the AWWA best practice "Fairness in the apportionment of total costs of service among the different ratepayers." The CCWD Board should review this policy and consider revising it consistent with the intent of the law and the goal of *fairness in the apportionment of total costs*.

⁵ According to a study published by the US Geological Survey, the average use of water in the US is 89 gallons per person per day, see: https://en.wikipedia.org/wiki/Residential_water_use_in_the_U.S._and_Canada.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: July 14, 2020

Report

Date: July 10, 2020

Subject: Approval of Fiscal Year 2020/21 to 2029/30 Capital Improvement Program

Recommendation:

Approve Fiscal Year 2020/21 to 2029/30 Capital Improvement Program. (Exhibit A)

Background:

Staff presents for the Board's review and approval the attached Draft Fiscal Year 2020/21 to 2029/30 Capital Improvement Program (CIP).

The Board was first introduced to the Draft CIP at the February 11 and March 10, 2020 Board of Directors meetings and again at the June 9 Board meeting. Staff has also met with the Facilities Committee four times since January and most recently on June 25.

In addition to providing a planning framework for Staff in managing capital projects for the next two fiscal years, this Draft Fiscal Year 2020/21 to 2029/30 Capital Improvement Program will be used in the District's Water Financial Plan and Rate Update Study that is being prepared by the District's Rate Consultants, Raftelis Financial Consultants Inc.

Below is a summary of the Draft CIP:

Capital Improvement Program (CIP)

- \$44,930,000 total 10-year CIP (FY2021 dollars)
- \$24,825,000 total 5-year CIP (average of \$4,965,000 per year)

STAFF REPORT**Agenda: July 14, 2020****Subject: Draft FY2020-21 to 2029-30 Capital Improvement Program****Page Two**

Coastside County Water District Draft FY20/21 to FY29/30 Capital Improvement Plan vs. FY18/19 to FY27/28 Plan (Approved June 2018)			
Category:	Draft 10 Yr CIP FY20/21 to FY29/30	June 2018 CIP FY18/19 to FY27/28	Budget Changes
Equipment Purchase & Replacement	\$ 1,605,000	\$ 1,885,000	\$ (280,000)
Facilities and Maintenance	\$ 1,460,000	\$ 4,550,000	\$ (3,090,000)
Pipeline Projects	\$ 14,050,000	\$ 14,445,000	\$ (395,000)
Pipeline Projects Placeholder - Unscheduled CIP in out years	\$ 3,800,000	\$ 1,000,000	\$ 2,800,000
Tanks/Pump Stations/Wells	\$ 12,280,000	\$ 6,690,000	\$ 5,590,000
Water Supply Development	\$ 4,000,000	\$ 3,400,000	\$ 600,000
Water Treatment Plants	\$ 7,735,000	\$ 990,000	\$ 6,745,000
GRAND TOTAL	\$ 44,930,000	\$ 32,960,000	\$ 11,970,000

The Draft FY 2020/21 to 2029/30 Capital Improvement Program includes two important infrastructure improvement projects (not included in the June 2018 CIP) that will significantly enhance the resiliency of the District's infrastructure for the next generation. The result is an increase in the 10 Year CIP of \$12M.

- 1) Nunes Water Treatment Plant Improvement Project: The Nunes Water Treatment Plant was originally constructed in 1982 and later upgraded in 1992 as part of the Crystal Springs Project. This project includes the following significant rehabilitation and enhancements to bring the plant up to current standards:

- Filter system rehabilitation and improvements
- Addition of 1 MGD sedimentation basin for redundancy
- Clearwell recoating and improvements
- New FTW (Filter to Waste) piping and pumping system
- Chemical System Improvements
- Electrical and Instrumentation Improvements

At the June 9, 2020 Board meeting, the Board approved a design project with HDR Engineering, Inc. for \$598,000. Estimated cost of the project is approximately \$7M.

- 2) District-Wide Tank Improvement Project: The District's infrastructure includes 11 tanks, 7 that were built in the 1950's and 1960's, and 2 that were built in the 1990's. Many of the tanks have not been rehabilitated and require recoating and significant repairs. District Staff has been working with EKI Environment and Water Inc. (EKI) and TJC and Associates to consider options for rehabilitation/replacement District wide that will take the District's tank infrastructure into the future. Jon Sutter from EKI will

STAFF REPORT

Agenda: July 14, 2020

Subject: Draft FY2020-21 to 2029-30 Capital Improvement Program

Page Three

participate in the Board meeting and walk through possible options/approaches with the Board and probably spend.

Project #	Project Name	FY19/20 Carryover to FY 20/21	Projected FY 20/21 to FY 29/30 Total	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY26/27	FY27/28	FY28/29	FY 29/30	Projected FY 20/21 to FY 29/30 Total
Equipment Purchase & Replacement														
06-03	SCADA/Telemetry/Electric Controls Replacement		\$ 500,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 500,000
15-04	Vactor Truck/Trailer		\$ 500,000						\$ 500,000					\$ 500,000
19-04	Valve truck		\$ 225,000	\$ 225,000										\$ 225,000
21-08/22-05	Asset Management/ESRI GIS Software/Planning Software	\$ 60,000	\$ 60,000	\$ 60,000										\$ 60,000
99-02	Vehicle Fleet Replacement		\$ 320,000			\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 320,000
	Equipment Purchase & Replacement Totals	\$ 60,000	\$ 1,605,000	\$ 335,000	\$ 50,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 590,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 1,605,000
Facilities & Maintenance														
09-09	Fire Hydrant Replacement		\$ 1,260,000		\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 1,260,000
15-03	<i>District Admin/Operations Center (moved from FY25/26 to 10+ years)</i>		\$ -											\$ -
20-07	District Office Improvements	\$ 60,000	\$ -											\$ -
18-13	Denniston WTP and Tank Road Repairs and Paving	\$ 400,000	\$ -											\$ -
99-01	Meter Change Program		\$ 200,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 200,000
	Facilities and Maintenance Totals	\$ 460,000	\$ 1,460,000	\$ 20,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 1,460,000
Pipeline Projects														
13-02	Pipeline Replacement Under Creek at Pilarcitos Ave. (Strawflower)		\$ 750,000	\$ 750,000										\$ 750,000
14-01	Highway 92 - Replacement of Welded Steel Line	\$ 700,000	\$ 3,100,000	\$ 100,000					\$ 1,000,000	\$ 2,000,000				\$ 3,100,000
14-27	Grandview Pipeline Replacement Project		\$ 1,650,000		\$ 1,650,000									\$ 1,650,000
14-29	Replacement of Galvanized Steel Pipeline - Purissima Way		\$ 125,000								\$ 125,000			\$ 125,000
14-33	Miramar Cast Iron Pipeline Replacement		\$ 2,550,000							\$ 50,000	\$ 1,000,000	\$ 1,500,000		\$ 2,550,000
16-09	Magellan at Hwy 1/Miramar Dead Ends		\$ 450,000								\$ 450,000			\$ 450,000
18-01	Pine Willow Oak Pipeline Replacement		\$ 2,300,000						\$ 2,300,000					\$ 2,300,000
20-08	Highway 1 (Silver/Terrace/Grandview/Spindrifft) -Replacement of Highway 1 crossings	\$ 30,000	\$ 2,000,000								\$ 200,000	\$ 1,800,000		\$ 2,000,000
21-01	Redondo Beach Loop to St Andrews Road		\$ 125,000			\$ 125,000								\$ 125,000
22-01	Miramar Tank/Pipeline Replacement (700 ft)		\$ 500,000			\$ 500,000								\$ 500,000
22-04	El Granada Tank #2 Pipeline Replacement		\$ 500,000	\$ 500,000										\$ 500,000
NN-00	Unscheduled CIP		\$ 3,800,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 1,000,000	\$ 100,000	\$ 2,000,000	\$ 3,800,000
	Pipeline Projects Totals	\$ 730,000	\$ 17,850,000	\$ 1,450,000	\$ 1,750,000	\$ 725,000	\$ 100,000	\$ 100,000	\$ 1,100,000	\$ 4,450,000	\$ 2,775,000	\$ 3,400,000	\$ 2,000,000	\$ 17,850,000

Project #	Project Name	FY19/20 Carryover to FY 20/21	Projected FY 20/21 to FY 29/30 Total	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY26/27	FY27/28	FY28/29	FY 29/30	Projected FY 20/21 to FY 29/30 Total
Pump Stations/Tanks/Wells														
21-07	Carter Hill Tank Improvement Project		\$ 6,700,000	\$ 600,000			\$ 4,000,000	\$ 2,100,000						\$ 6,700,000
08-14	Alves Tank Rehabilitation/Replacement		\$ 3,300,000		\$ 300,000				\$ 3,000,000					\$ 3,300,000
19-01	EG#1 Tank Improvement Project/New Pump Station		\$ 1,000,000							\$ 1,000,000				\$ 1,000,000
14-33	Miramar Tank Rehabilitation		\$ 200,000									\$ 200,000		\$ 200,000
08-16	Cahill Tank Rehabilitation		\$ 125,000		\$ 125,000									\$ 125,000
20-16	Denniston Tank Rehabilitation		\$ 125,000		\$ 125,000									\$ 125,000
09-18	Pilarcitos Well Field Improvements		\$ 250,000			\$ 250,000								\$ 250,000
16-08	Denniston Well Field Improvements		\$ 150,000						\$ 150,000					\$ 150,000
21-02	Pilarcitos Reservoir Spillway - Pump/Emergency Generator		\$ 100,000	\$ 100,000										\$ 100,000
20-01	CSP Pump #1 Replacement		\$ 100,000								\$ 100,000			\$ 100,000
22-02	CSP Pump #3 Replacement		\$ 80,000								\$ 80,000			\$ 80,000
19-05	Tanks - THM Control		\$ 110,000	\$ 60,000	\$ 50,000									\$ 110,000
22-03	Tank Cathodic Protection Project		\$ 40,000	\$ 40,000										\$ 40,000
	Pump Stations/Tanks/Wells Totals	\$ -	\$ 12,280,000	\$ 800,000	\$ 600,000	\$ 250,000	\$ 4,000,000	\$ 2,100,000	\$ 3,150,000	\$ 1,000,000	\$ 180,000	\$ 200,000	\$ -	\$ 12,280,000
Water Supply Development														
12-12	San Vicente/Denniston Water Supply Project		\$ 2,900,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,000,000	\$ 1,000,000						\$ 2,900,000
13-04	Denniston Reservoir Restoration		\$ 1,000,000					\$ 1,000,000						\$ 1,000,000
17-12	Recycled Water Project Development		\$ 100,000						\$ 100,000					\$ 100,000
			\$ -											\$ -
	Water Supply Development Totals	\$ -	\$ 4,000,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,000,000	\$ 2,000,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 4,000,000
Water Treatment Plants														
20-14	Nunes Water Treatment Plant Improvement Project		\$ 7,600,000	\$ 700,000	\$ 2,900,000	\$ 4,000,000								\$ 7,600,000
21-04	Nunes/Denniston Turbidimeter Replacement		\$ 35,000	\$ 35,000										\$ 35,000
21-06	Nunes - Effluent Meter		\$ 100,000			\$ 100,000								\$ 100,000
13-05	Denniston WTP and Booster Standby Power	\$ 300,000	\$ -	\$ -										\$ -
	Water Treatment Plants Totals	\$ 300,000	\$ 7,735,000	\$ 735,000	\$ 2,900,000	\$ 4,100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,735,000
GRAND TOTAL		\$ 1,550,000	\$ 44,930,000	\$ 3,640,000	\$ 5,760,000	\$ 5,625,000	\$ 5,350,000	\$ 4,450,000	\$ 5,100,000	\$ 5,700,000	\$ 3,205,000	\$ 3,850,000	\$ 2,250,000	\$ 44,930,000

* red highlight = design

Estimated CIP used for Raftelis 3/2020 study

5 years	\$	24,825,000
5 year average	\$	4,965,000
	\$	5,465,000
	\$	4,780,000
	\$	5,485,000
	\$	5,350,000
	\$	4,400,000
	\$	25,480,000

STAFF REPORT

To: Coastside County Water District Board of Directors

From: James Derbin, Superintendent of Operations

Via: Mary Rogren, General Manager

Agenda: July 14, 2020

Date: July 10, 2020

Subject: Pilarcitos Creek Crossing Water Main Replacement Project Award of Contract for Detailed Design and Engineering Support Services with EKI Environment and Water, Inc.

Recommendation:

Authorize the General Manager to execute a professional services agreement with EKI Environment and Water Inc. (EKI) for detailed design and engineering support services during construction for the Pilarcitos Creek Crossing Water Main Replacement project for a not to exceed amount of \$82,900.

Background:

At the District's request, EKI has submitted the attached proposal for necessary detailed design services and engineering support during construction to Horizontally Directionally Drill (HDD) across Pilarcitos Creek, between Pilarcitos Avenue and the Strawflower Shopping Center. This project will replace a section of 8" cast iron main which crosses under the creek in an unknown location. If this main were to fail, detecting and repairing the leak would present many challenges. In addition, unknowingly discharging chlorinated water into the creek could cause significant environmental damage.

This existing 8" main, crossing the creek is one of two main feeds to downtown Half Moon Bay and our customers south. In August 2019 the Board approved the General Manager to contract with EKI for preliminary design services. EKI has completed this work including 30% design, topographic and boundary survey, geotechnical investigation and title searches. WRA Environmental Consultants has been hired for CEQA work.

Staff proposes the District utilizes EKI's expertise in water main replacement design services to replace the 8" main that crosses the Pilarcitos Creek at this location that is beyond its useful life. Staff recommends awarding this work to EKI based on their reputation and experience with similar projects with the District.

STAFF REPORT

Agenda: July 14, 2020

Subject: Approval of EKI Professional Services Agreement – Pilarcitos Creek Crossing

Page Two

Fiscal Impact:

Funding for this project is included in the Capital Improvement Program CIP) in the amount of \$750,000.

15 May 2020

Ms. Mary Rogren
General Manager
Coastside County Water District
766 Main St.
Half Moon Bay, CA 94019

Subject: Proposal for Detailed Design and Engineering Support Services for CIP 13-02 - Replacement of 8-Inch Pipeline Under Creek at Pilarcitos Avenue (Strawflower)
Coastside County Water District, Half Moon Bay, California
(EKI CO-111)

Dear Ms. Rogren:

EKI Environment & Water, Inc. (EKI) is pleased to provide this proposal to Coastside County Water District (District) for detailed design and engineering support services for the replacement of the 8-Inch pipeline under Pilarcitos Creek at Pilarcitos Avenue and Strawflower Shopping Center by the horizontal directional drilling (HDD) construction method (Project). This proposal is being prepared in response to the District's request at our 27 April 2020 conference call with the District.

Project Background

The 8-inch pipeline crossing Pilarcitos Creek (Creek) between the end of Pilarcitos Avenue just south of the Creek and the Strawflower Shopping Center to the north is one of only two pipelines supplying water to areas of the District south of Pilarcitos Creek, including downtown Half Moon Bay. The pipe's age, current condition, and exact location in the creek are unknown. A break occurring in the section of pipe underneath the creek bed would be very difficult to detect and could cause significant water loss, serious water quality issues, and environmental damage with potential fines. The District completed the initial phase of work in June 2017 that consisted of installing approximately 400 feet of 8-inch pipe within the Strawflower access road from Highway 92, which ensures water supply to commercial customers in the event of a problem with the existing pipe under the creek.

EKI completed the topographic and boundary surveys, geotechnical investigation, and preliminary design for the HDD crossing in Fall 2019/Winter 2020. The preliminary design report included 30% design plans for the HDD crossing and concluded that HDD was a feasible construction method for this project. The preliminary alignment assumes that the HDD bore will cross Pilarcitos Creek starting from the parking lot behind the Safeway, travel approximately 470 linear feet in a southeasterly direction, and exist in the Oak Avenue Park near the intersection of the Oak Avenue and Pilarcitos Avenue. The bore will cross approximately 15 feet below existing twin sanitary sewer siphons owned by the City of Half Moon Bay and 20 feet below the creek bed. The alignment will require easements from the owners of the Strawflower Shopping Center (HMB Musich, LLC), the Cypress-By-The-Sea Condominium

Formerly known as Erier & Kalinowski, Inc.

Homeowner’s Association, and the City of Half Moon Bay. The 30% design has been reviewed by the District and will be the basis for the detailed design of the project.

The District has contracted with WRA Environmental Consultants (WRA) to prepare the California Environmental Quality Act (CEQA) documentation for the project under a separate scope of work. EKI’s scope of work includes services to support the CEQA and permitting processes, as well as support to assist the District in obtaining necessary easements. This scope also includes bid support and engineering services during construction.

PROPOSED SCOPE OF WORK

EKI proposes the following tasks as part of this scope of work. For each of these tasks, EKI will also be providing project management services, including budget tracking, invoicing, preparation of progress reports, health and safety, and staff management.

Task 1: Detailed Design

Based on discussions with the District, EKI will provide three design submittals corresponding to 90%, 100% (Draft Final), and Final design level development. The 90% Design submittal will include a full set of contract drawings, technical specifications, and an opinion of probable construction cost (OPC). The 100% and Final Design submittals will be a complete set of Contract Documents ready for bid and an updated OPC. The Final Design submittal will be signed and stamped contract documents. Design review meetings will be held for the 90% design submittal with comments documented and tracked to confirm incorporation into subsequent submittals.

The anticipated list of contract drawings for the Project is presented in the Table 1 below.

Table 1. Anticipated List of Contract Drawings

Sheet No.	Description
1	Title Sheet, Location Map, Drawing List
2	Notes, Abbreviations, and Legend
3	Plan and Profile
4	Construction Staging Areas
5	Water Details - 1
6	Water Details - 2
7	Water Details - 3
8	Construction Best Management Practices

EKI anticipates using the District’s standard specifications, but will prepare the following additional specifications:

- Horizontal Directional Drilling
- HDPE Pipe
- Contact Grouting
- Landscaping
- Closed Circuit Television (CCTV) Inspection of Sewer Pipe

- Environmental Requirements

Deliverables:

- 90% Design Submittal: PDF and five (5) 11" x 17" hard copies of the 100% Plans; PDF and five (5) hard copies of the 100% Specifications; and a PDF and five (5) hard copies of the 100% OPC.
- 100% Design Submittal: PDF and five (5) 11" x 17" hard copies of the 100% Plans; PDF and five (5) hard copies of the 100% Specifications; and a PDF and five (5) hard copies of the 100% OPC.
- Final Design Submittal: A PDF and five (5) 22" x 34" hard copies of the signed and stamped Final Plans; PDF and five (5) hard copies of the signed and stamped Final Specifications; an editable word file of the Notice to Bidders.
- 90% Design Review Meeting minutes and comments logs within 5 days of the meeting.

EKI Assumptions:

- The alignment proposed in the 30% Design Drawings will not change in detailed design. If a new alignment is required, additional geotechnical borings may be required, and additional effort may be needed to recalculate pullback stresses and hydrofracture risks.
- Design documents will be based on the District standard front end, technical specifications, and details.
- Full-sized plans will be 22" x 34".
- Landscaping, sanitary sewer CCTV, curb and gutter, paving, sidewalk, and/or driveway improvements required as a result of Project will employ City of Half Moon Bay standard details, unless directed otherwise by the District. District will provide any City-specific standard details should a sidewalk and/or other public facility require improvement as the result of the Project.
- EKI will incorporate mitigation measures identified in the CEQA documentation and conditions set by the City of Half Moon Bay in the contract documents.
- The District will review and provide comments at the 90% and 100% levels of design.

Task 2: CEQA, Permitting, and Easement Support Services

EKI will assist the District on an as-needed basis to prepare the CEQA documentation, obtain the coastal development permit (CDP), review project requirements with the City of Half Moon Bay, and obtain easements from private property owners and the City of Half Moon Bay. For budgeting purposes, EKI has assumed the following tasks:

- Coordinate with and respond to questions from WRA to develop the project description and incorporate identified mitigation measures in the Contract Documents.
- Attend one meeting to review the administrative initial study/mitigated negative declaration.
- Attend one meeting with the City of Half Moon Bay to review the scope of the project and agree on the use of the City property and right-of-way.
- Attend one meeting with private property owners to assist in obtaining easements.
- Attend one City planning meeting for CDP approval.

EKI Assumptions:

- This task does not include surveying, staking, or preparation of legal descriptions. If requested by the District, EKI could provide these services under a separate scope of work.

Task 3: Bid Support Services

EKI will assist the District during the bid process. EKI will coordinate with Barker Blue to host the Contract Documents. We will prepare for and attend one pre-bid meeting and site walk, including preparing a meeting agenda, manage the meeting sign in sheet, showing the bidders both sides of the HDD alignment, and preparing meeting minutes. EKI assumes that we will prepare one addendum for the Project including a draft submittal to the District.

Deliverables:

- Response to bidders' questions.
- Pre-bid meeting agenda and minutes.
- Bid addendum.

EKI Assumptions:

- EKI will coordinate with Barker Blue to host the Bid Documents.
- EKI will attend the bid opening.
- EKI will prepare responses to bidder's questions electronically.
- EKI assumes that one bid addendum will be required.

Task 4: Engineering Services during Construction

EKI will provide engineering assistance to the District during project construction that includes:

- Pre-Construction Meeting: EKI will attend one pre-construction meeting. EKI will prepare the meeting agenda and distribute meeting notes.
- Preparation of Conformed Construction Drawings: EKI will prepare conformed contract documents that incorporates the addendums issued during the bidding period.
- Review of Contractor Submittals and Resubmittals: EKI will review and respond to contractor submittals and resubmittals. For budgeting purposes, we have assumed 16 submittals and 25% resubmittals. EKI will track the submittals and resubmittals and maintain submittal logs.
- Preparation of Responses to Requests for Information: EKI will review and respond to contractor requests for information ("RFIs"). For budgeting purposes, we have assumed four (4) RFIs.
- Periodic Site Visits and Observation: EKI will perform periodic site visits including observation during the HDD pilot bore installation and pipe pullback and observation of HDPE pipe fusing.
- Preparation of Record Drawings: EKI will prepare Record Drawings based on contractor-redlined, as-built drawings. EKI will provide one draft of the Record Drawings in electronic format to the District for review and comment. EKI will incorporate one round of District staff comments into the final Record Drawings.

Deliverables:

- Preconstruction meeting agenda and minutes.
- Conformed Construction Drawings: A PDF and five (5) 22" x 34" hard copies of the Conformed Drawings; PDF and five (5) hard copies of the Conformed Specifications;
- Submittal review letters in electronic format.
- RFI response letters in electronic format.
- PDF copy of Record Drawings.

EKI Assumptions:

- Submittals and RFI communication shall be through email employing PDFs using EKI’s standard forms for submittal and RFI review.
- EKI will review 16 submittals and 4 resubmittals at an average level of effort of 3.5 hours per review.
- EKI will review 4 RFIs at a level of effort of 4 hours per review.
- EKI will attend periodic site visits during construction (assumed 4).
- EKI will prepare record drawings based on the redline drawings provided by the Contractor.

PROJECT SCHEDULE

EKI anticipates that the design and bid support-related scope of work will be completed within approximately eight (8) months of notice to proceed, concurrently with the CEQA and permitting processes.

COMPENSATION FOR CONSULTING SERVICES

We propose that compensation for consulting services by EKI be on a time and expense reimbursement basis in accordance with our attached current Schedule of Charges, dated 1 January 2020. Based on the proposed Scope of Work described above, we propose a budget of \$82,900 for the completion of Tasks 1 through 4 as shown by task in Table 2 and detailed in Table 3.

Table 2. Proposed Cost by Tasks

Task	Description	Task Total
1	Detailed Design	\$39,300
2	CEQA, Permitting, and Easement Support Services	\$6,200
3	Bid Support Services	\$6,700
4	Engineering Services during Construction	\$30,700
Total Estimated Budget		\$82,900

TERMS AND CONDITIONS

Other than the scope of work, budget, and schedule herein, the work will be performed in accordance with our current Agreement dated 20 September 2018.

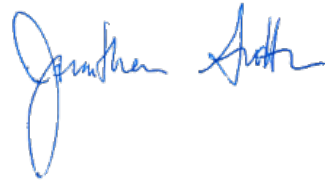
Thank you for the opportunity to work with the District on this project. Please contact Jonathan Sutter at 650-292-9100 with any questions.

Very truly yours,

EKI Environment & Water, Inc.

A handwritten signature in blue ink, appearing to read "Jenn Hyman".

Jenn Hyman, PE, LEED AP
Vice President

A handwritten signature in blue ink, appearing to read "Jonathan Sutter".

Jonathan Sutter, P.E.
Project Manager

TABLE 3
Estimated Fee - Detailed Design and Engineering Support for Replacement of 8-Inch Pipeline Under Creek at Pilarcitos Avenue (Strawflower)

Task Order No. 12
 Coastside County Water District, Half Moon Bay, California
 (EKI C0-111)

TASKS	ESTIMATED HOURLY LABOR				LABOR COST (\$)	DIRECT COSTS				MARKUP ON DIRECT COSTS 10%	TOTAL DIRECT COSTS	TOTAL		
	EKI Staff					UNIT	QUANTITY	UNIT COST	TOTAL COST			TASK BUDGET TOTALS (\$)	ROUNDED BUDGET TOTALS (\$)	
	SEC	Taylor Allen	Jonathan Sutter, P.E.	Jenn Hyman, P.E.										
	89	154	230	290										
Task 1 - Detailed Design														
Project Management			6		\$1,380								\$1,380	
Develop 90% Drawings		52	12		\$10,768								\$10,768	
Develop 90% Technical Specifications		24	12		\$6,456								\$6,456	
Develop 90% Opinion of Probable Cost		4	2		\$1,076								\$1,076	
QA/QC 90% Design Submittal				6	\$1,740								\$1,740	
Attend 90% Design Review Workshop	2	4	3	2	\$2,064	LS	1	\$150	\$150	\$15	\$165		\$2,229	
Develop 100% Drawings		24	6		\$5,076								\$5,076	
Develop 100% Specifications		8	4		\$2,152								\$2,152	
Update 100% Opinion of Probable Cost		2	1		\$538								\$538	
QA/QC 100% Design Submittal	2			6	\$1,918	LS	1	\$150	\$150	\$15	\$165		\$2,083	
Develop Final Design Submittal	2	12	4		\$2,946	LS	1	\$500	\$500	\$50	\$550		\$3,496	
QA/QC Final Design Submittal				3	\$870								\$870	
Communications Fee (EKI Labor Only)							4%	\$36,984			\$1,479		\$1,479	
Task 1 Subtotal	6	130	50	17	\$36,984				\$800	\$80	\$2,359		\$39,343	\$39,300
Task 2 - CEQA, Permitting, and Easement Support Services														
Project Management			2		\$460								\$460	
Assist with CEQA documentation		6	6	1	\$2,594								\$2,594	
Attend CEQA Review Meeting			2		\$460								\$460	
Attend meeting with City of Half Moon Bay		2	4		\$1,228								\$1,228	
Attend meeting with private property owners		2	2		\$768								\$768	
Attend CDP approval meeting			2		\$460								\$460	
Communications Fee (EKI Labor Only)							4%	\$5,970			\$239		\$239	
Task 2 Subtotal	10	18	1		\$5,970						\$239		\$6,209	\$6,200
Task 3 - Bid Support Services														
Project Management			1		\$230								\$230	
Coordinate with BarkerBlue		2			\$308								\$308	
Prepare for and Attend Pre-Bid Meeting		6	3		\$1,614								\$1,614	
Respond to Inquiries from Bidders		6	2	2	\$1,964								\$1,964	
Prepare One Addendum		4	2	1	\$1,366								\$1,366	
Review Contractor Bids and Tabulate Bid Items		3	2		\$922								\$922	
Communications Fee (EKI Labor Only)							4%	\$6,404			\$256		\$256	
Task 3 Subtotal	21	10	3		\$6,404						\$256		\$6,660	\$6,700
Task 4 - Engineering Services During Construction														
Project Management			4		\$920								\$920	
Attend Pre-Construction Meeting		6	2		\$1,384								\$1,384	
Preparation of Conformed Construction Documents	2	6	2	1	\$1,852	LS	1	\$500	\$500	\$50	\$550		\$2,402	
Review Submittals (20 submittals and 5 resubmittals)		50	20	2	\$12,880								\$12,880	
Respond to Requests for Information, RFIs (3 RFIs)		12	4	2	\$3,348								\$3,348	
Periodic Field Visits (4)		12	18		\$5,988								\$5,988	
Preparation of Record Drawings		12	2	1	\$2,598								\$2,598	
Communications Fee (EKI Labor Only)							4%	\$28,970			\$1,159		\$1,159	
Task 4 Subtotal	2	98	52	6	\$28,970				\$500	\$50	\$1,709		\$30,679	\$30,700
TOTALS:	8	259	130	27	\$78,328				\$1,300	\$130	\$4,563		\$82,891	\$82,900

Proposal/Agreement Date: 15 May 2020

EKI Proposal/Project # C0-111

SCHEDULE OF CHARGES FOR EKI ENVIRONMENT & WATER, INC.**1 January 2020**

<u>Personnel Classification</u>	<u>Hourly Rate</u>
Officer and Chief Engineer-Scientist	290
Principal Engineer-Scientist	280
Supervising I, Engineer-Scientist	270
Supervising II, Engineer-Scientist	260
Senior I, Engineer-Scientist	250
Senior II, Engineer-Scientist	240
Associate I, Engineer-Scientist	230
Associate II, Engineer-Scientist	215
Engineer-Scientist, Grade 1	200
Engineer-Scientist, Grade 2	188
Engineer-Scientist, Grade 3	173
Engineer-Scientist, Grade 4	154
Engineer-Scientist, Grade 5	135
Engineer-Scientist, Grade 6	119
Technician	109
Senior GIS Analyst	140
CADD Operator / GIS Analyst	124
Senior Administrative Assistant	137
Administrative Assistant	108
Secretary	89

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work will be at cost plus ten percent (10%) for items such as:

- a. Maps, photographs, reproductions, printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, drillers, laboratories, and contractors.
- c. Rented vehicles, local public transportation and taxis, travel and subsistence.
- d. Special fees, insurance, permits, and licenses applicable to the work.
- e. Outside computer processing, computation, and proprietary programs purchased for the work.

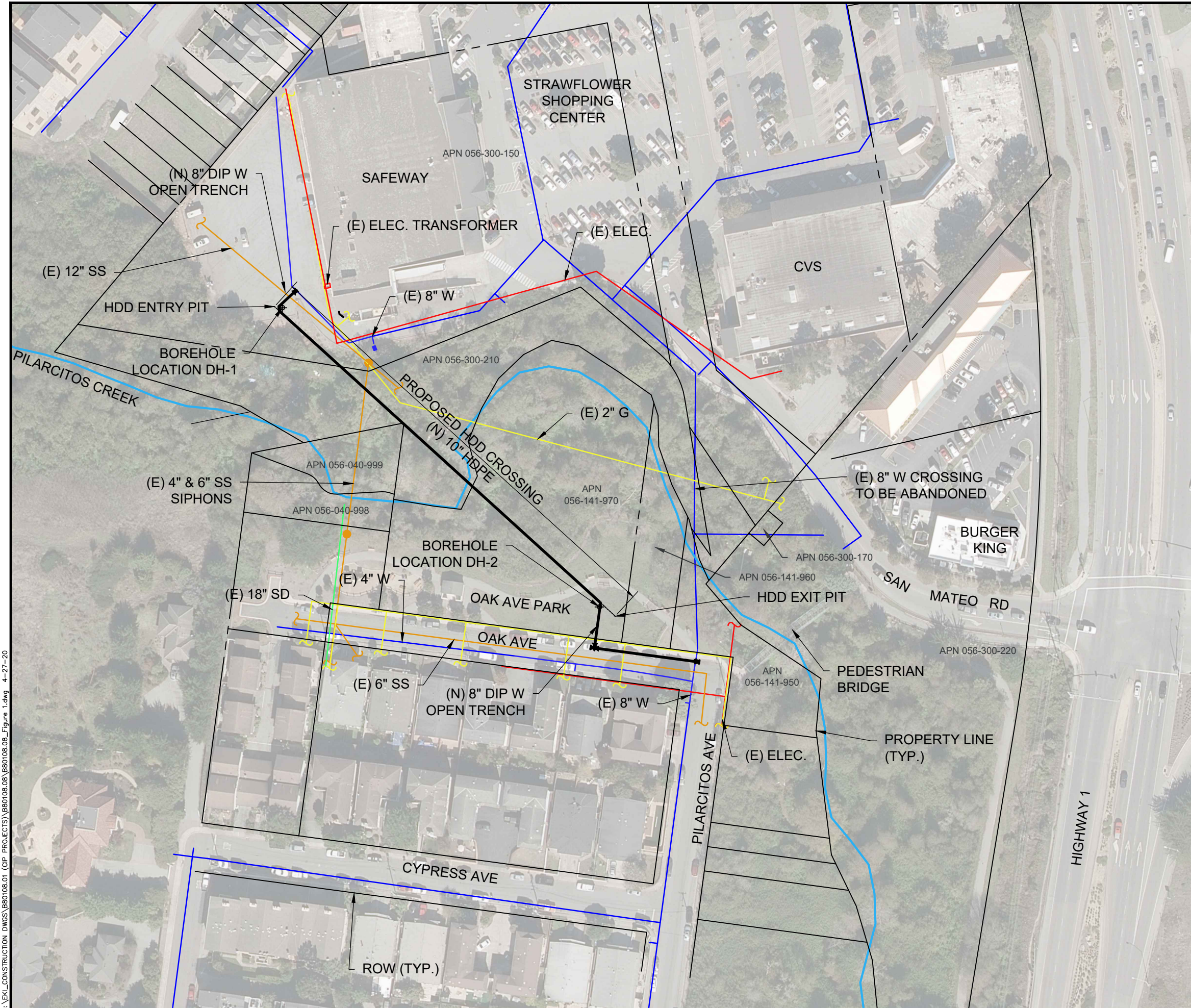
A Communication charge for e-mail access, web conferencing, cellphone calls, messaging and data access, file sharing, local and long distance telephone calls and conferences, facsimile transmittals, standard delivery U.S. postage, and incidental in-house copying will be charged at a rate of 4% of labor charges. Large volume copying of project documents, e.g., bound reports for distribution or project-specific reference files, will be charged as a project expense as described above.

Reimbursement for company-owned automobiles, except trucks and four-wheel drive vehicles, used in connection with the work will be at the rate of sixty cents (\$0.60) per mile. The rate for company-owned trucks and four-wheel drive vehicles will be seventy-five cents (\$0.75) per mile. There will be an additional charge of thirty dollars (\$30.00) per day for vehicles used for field work. Reimbursement for use of personal vehicles will be at the federally allowed rate plus fifteen percent (15%).

CADD Computer time will be charged at twenty dollars (\$20.00) per hour. In-house material and equipment charges will be in accordance with the current rate schedule or special quotation. Excise taxes, if any, will be added as a direct expense.

Rate for professional staff for legal proceedings or as expert witnesses will be at a rate of one and one-half times the Hourly Rates specified above.

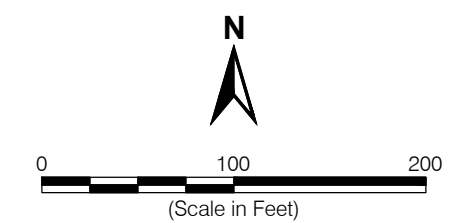
The foregoing Schedule of Charges is incorporated into the Agreement for the Services of EKI Environment & Water, Inc. and may be updated annually.



- Legend:**
- ROW/Property Line
 - Existing Water Line
 - Existing Storm Drain
 - Existing Gas
 - Existing Sanitary Sewer
 - Existing Electrical
 - Proposed Water Line
 - Approximate Creek Flow Line

- Abbreviations:**
- | | |
|-------|--------------------------|
| APN | Assessor's parcel number |
| (E) | Existing |
| ELEC. | Electrical |
| G | Gas |
| (N) | New |
| ROW | Right-of-Way |
| SD | Storm Drain |
| SS | Sanitary Sewer |
| TYP. | Typical |
| W | Water |

- Notes:**
1. All locations are approximate.



Project Site Plan



Coastside County Water District
 Half Moon Bay, CA
 April 2020
 EKI B80108.08

Figure 1

G:\EKL_CONSTRUCTION_DWG\B80108.01 (CIP PROJECTS)\B80108.08\B80108.08_Figure 1.dwg 4-27-20

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: July 14, 2020

Report

Date: July 10, 2020

Subject: Approval of Professional Services Agreement with Stetson Engineers for Survey and Design Work for the Denniston/San Vicente Water Supply Project

Recommendation:

Authorize the General Manager to execute a Professional Services Agreement with Stetson Engineers for survey and design work related to the San Vicente Creek Diversion and Pipeline Project, for a time and materials amount not to exceed \$100,439.

Background:

The District's Amended Water Right Permit No. 15882, approved by the State Water Resource Control Board Division of Water Rights in January 2020, extends the period for the District to perfect its water rights on Denniston and San Vicente Creeks until December 31, 2026. In order to divert and use water from San Vicente Creek, the District must construct a new diversion structure on San Vicente and a pipeline extending from the diversion structure to the Denniston Water Treatment Plant (DWTP) pump station. The figure below shows the location of the San Vicente point of diversion, the San Vicente intake pipeline to Upper San Vicente Reservoir (about 2,600 feet), and the pipeline from the reservoir to the pump station (about 3,700 feet).

STAFF REPORT

Agenda: July 14, 2020

Subject: Stetson Engineering Proposal

Page Two



The District has taken the first steps toward permitting and designing the San Vicente improvements:

- An agreement with Analytical Environmental Services, approved by the Board on May 12, 2020, to prepare instream flow study plans as required by the California Department of Fish and Wildlife (DFW), and to prepare a Streambed Alteration Agreement application for construction and operation of the new San Vicente diversion.
- An agreement with Stetson Engineers, approved under the General Manager's authority, for a survey of the diversion site and a preliminary conceptual design of the diversion structure. Stetson has completed the survey and conceptual design.

STAFF REPORT

Agenda: July 14, 2020

Subject: Stetson Engineering Proposal

Page Three

The next step in developing the San Vicente project is to design the pipeline from the point of diversion to the DWTP pump station. Stetson has submitted a proposal dated July 8, 2020 (Exhibit 1) to prepare a preliminary pipeline design, including the following scope elements:

- Survey the existing San Vicente intake pipeline from the diversion to Upper San Vicente Reservoir.
- Survey the alignment of the new pipeline from the reservoir to the DWTP pump station, which will be in existing roadways.
- Review the hydraulic study prepared by Kennedy Jenks in 2013 to evaluate pipeline sizing and the need for pumping.
- Conduct a boundary survey of the District-owned parcel on which the San Vicente diversion point is located.
- Prepare a preliminary plan set showing the existing and proposed new pipelines.

The proposed cost of the Stetson effort is \$100,439. Staff recommends that the District proceed with this work.

Fiscal Impact

Cost of \$100,439. The Capital Improvement Program approved in June 2018 includes \$3.3 million in funding for the Denniston/San Vicente Water Supply Development Project.



July 8, 2020

Via Email

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

**Subject: Proposal for Engineering Services –
Supplemental Work for the San Vicente Creek Diversion Project**

Dear Mary,

Pursuant to your request during our discussion on June 10, 2020, please accept this Proposal for Stetson Engineers (“Stetson”) to provide Supplemental Engineering Services to the Coastside County Water District (“District”) for the San Vicente Creek Diversion Project (“Project”). The Supplemental Scope of Work described below is intended to further the progression of work on the District’s plans to construct a new water diversion facility on the San Vicente Creek and a new (replacement) raw water pipeline to convey the diverted water to the District’s Denniston Creek Pump Station. Under Stetson’s previous Initial Scope of Work for the Project, Stetson prepared a topographic survey map of the existing conditions at the San Vicente Creek Diversion Site and created a Conceptual Plan for a new creek diversion facility with fish passage at the existing diversion site (Draft Conceptual Plans dated May 27, 2020). In the interest of continuing progress towards the goal of constructing the facilities necessary for the diversion and beneficial use of San Vicente Creek water, the following supplemental engineering tasks are proposed to be conducted while the San Vicente Creek field biological assessments are currently being undertaken by the District’s environmental consultants.

SUPPLEMENTAL SCOPE OF WORK

Task 1. Survey the Existing Pipeline from the San Vicente Creek Diversion Site to the Upper San Vicente Reservoir and the Proposed Pipeline Alignment (Existing Roadway) from the Reservoir to Denniston Creek Pump Station. Stetson will conduct a ground survey of the existing pipeline that is currently used to divert water from San Vicente Creek to the Upper San Vicente Reservoir. Stetson will also survey the existing roadway from the Upper San Vicente Reservoir to the Denniston Creek Pump Station, with the understanding that the existing roadway serves as the preferred route for constructing a new pipeline from the Reservoir site to

the Dennison Creek Pump Station site. Stetson also understands that the District has previously marked the general alignment of the existing buried pipeline at certain locations. These marked pipeline locations will form the primary basis for our ground survey. Additionally, Stetson will request that the District pothole the existing pipeline at certain locations so determinations can be made as to the depth of the existing pipeline. Some portions of the existing pipeline are above ground (creek crossing). The survey will capture other significant existing ground features (structures, fences, etc.) along the alignment of the existing pipeline for the purpose of creating a topographic plan set that will represent the existing conditions along the entire pipeline route from the San Vicente Creek Diversion Site to the Denniston Creek Pump Station (a total distance of approximately 6,200 feet). Stetson will review information provided by the District regarding existing easements and rights-of-way for the pipeline and will include that information on the existing conditions topographic plan set.

Task 2. Evaluate the Report and Conclusions of the 2013 Hydraulic Study Previously Prepared by Kennedy/Jenks Consultants for a Proposed New Pipeline from the San Vicente Creek Diversion Site to the Denniston Creek Pump Station. Kennedy/Jenks Consultants (“K/J”) previously prepared a Draft Report entitled *San Vicente Creek Intake and Pipeline Hydraulic Study* (dated August 5, 2013). Under Task 2, Stetson will evaluate the previous Hydraulic Study that K/J performed for a proposed new pipeline to be constructed from the San Vicente Creek Diversion Site to the Denniston Creek Pump Station. Stetson will also evaluate the conclusions that K/J drew from the results of its Hydraulic Study and offer the District an opinion to either confirm K/J’s conclusions, or add additional pipeline design considerations for the District’s evaluation and consideration.

Task 3. Coordinate Activities with the District’s Environmental Consultants. The District’s environmental consultants have reviewed the Conceptual Plan that Stetson prepared for a new creek diversion facility with fish passage where water is currently diverted from the San Vicente Creek. Stetson understands that the environmental consultants are currently conducting field biological assessments associated with the District’s plans to construct a new diversion facility. Task 3 provides for limited activity and communications between Stetson, the District, and the environmental consultants, while the biological assessments are conducted/completed as those assessments may help to guide possible changes to the Conceptual Plan for diverting water from San Vicente Creek.

Task 4. Coordinate Activities of a Professional Land Surveyor for the San Vicente Creek Diversion Site. Stetson has recommended that the District contract the services of a Professional Land Surveyor to perform a boundary survey of the existing San Vicente Creek Diversion Site parcel. Stetson requested and received a Proposal from Oberkamper & Associates (“Oberkamper”) to perform a boundary survey and set property corner monuments as required to ensure the District’s design and construction plans for a new San Vicente Creek diversion facility are constructed within the parcel boundary. Oberkamper’s Proposal is provided as

Attachment A to this letter. The Total Fee Estimate for Oberkamper's Boundary Survey is \$19,500. Task 4 provides a budget for Stetson to coordinate the activities of Oberkamper and review/comment on the preliminary results of Oberkamper's parcel survey data/mapping.

Task 5. Prepare a Preliminary Plan Set (Draft 50% Submittal) showing the Existing Topography and Conditions for the Existing Pipeline, and a Proposed Replacement/New Pipeline, from the San Vicente Creek Diversion Site to the Denniston Creek Pump Station.

Based on the results of Tasks 1 through 4 above, Stetson will prepare a Preliminary Plan Set (Draft 50% Submittal) showing the existing topography and alignment/depth of the existing pipeline located between the San Vicente Creek Diversion Site and the Upper San Vicente Reservoir, and the existing roadway (proposed pipeline alignment) from the Reservoir to the Denniston Creek Pump Station. The plan set will include the results of the topographic ground survey conducted under Task 1 showing the depth and alignment of the existing pipeline within existing easements and rights-of-way. The plan set will also incorporate the results of the San Vicente Creek Diversion Site parcel survey performed by Oberkamper under Task 4. Assuming the biological assessments conducted by the environmental consultants will not result in changes to the Conceptual Plan for a new creek diversion with fish passage, and to the extent that the results of K/J's hydraulic study can be confirmed or approved upon, Stetson will prepare a preliminary design for a new (replacement) diversion pipeline from the San Vicente Creek Diversion Site to the Denniston Creek Pump Station. The Preliminary Plan Set will be designed to the level of a 50% submittal so that any changes that may be required as a result of biological assessments can be made with a minimal amount of effort. The Preliminary Plan Set for the existing/replacement pipeline may be used as the basis for developing additional details (under a separate Scope of Work) necessary to prepare a Plan Set for Bidding and Construction purposes.

Task 6. Meetings, Conferences, and Project Management.

Task 6 allows for meetings (teleconferences) between the District and Stetson, and general Project Management activities. Assuming a 4-month period for Stetson to complete its work, it is envisioned that the District and Stetson will conduct at least four (4) teleconferences and will hold additional conference calls as necessary.

COST ESTIMATE FOR ENGINEERING SERVICES

Task 1. Survey the Existing Pipeline and Roadway to Denniston	\$15,734
Task 2. Evaluate the 2013 Hydraulic Study	\$6,144
Task 3. Coordinate with the Environmental Consultants	\$1,092
Task 4. Coordinate with Oberkamper (Professional Land Surveyor)	\$3,828
Oberkamper Parcel Boundary Survey Proposal	\$19,500
Task 5. Prepare a Plan Set for Existing/Proposed Diversion Pipeline	\$43,048
Task 6. Meetings, Conferences, and Project Management	\$8,736
	Subtotal
	\$98,082
	Expenses (Stetson)
	\$2,357
	Total Cost Estimate:
	<u>\$100,439</u>

The cost estimate allows for general office expenses and other reimbursable expenses associated with travel and field work. Additional work not currently envisioned under the Tasks described above, as may be requested by the District, will be performed on a time and materials basis or under a separate engagement. Stetson will conduct its work using our 2019 Billing Rates for this Project, and we will send monthly invoices to your attention for payment. Details for the cost estimates associated with each of Stetson's proposed tasks, and Stetson's 2019 Billing Rate are provided in **Attachment B**.

Thank you for considering Stetson Engineers for this work – it is appreciated.

Sincerely,



Allan Richards, P.E.
Stetson Engineers Inc.

ATTACHMENT A
OBERKAMPER AND
ASSOCIATES

PROPOSAL

BILLING RATE SCHEDULE

FEE ESTIMATE SPREADSHEET

OBERKAMPER & ASSOCIATES

CIVIL ENGINEERS, INC.

7200 REDWOOD BOULEVARD, SUITE 308 • NOVATO, CA 94945 • (415) 897-2800 • FAX (415) 897-2020

June 30, 2020

Stetson Engineers Inc.
2171 E. Francisco Blvd, Suite K
San Rafael, CA 94901
ATTN: Allan Richards

RE: Coastside County Water District, Half Moon Bay, CA
Boundary Survey for San Vicente Creek Diversion Site, Parcel 4

Dear Allan,

Thank you for contacting our firm regarding land surveying services for the above referenced site. Per our recent correspondence, we understand our scope of work to be as listed below. Our estimated cost is shown for each task. Please see the attached fee estimate spreadsheet for additional task/hour/cost detail.

Anticipated tasks and cost:

1. Boundary research and field preparation	\$1,740
2. Perform field boundary survey	\$6,000
3. Perform boundary adjustments and resolution	\$3,760
4. Prepare Record of Survey map and process through County (only required if property corner monuments are set)	\$7,300
Reimbursable Expense – Map check fee	\$700
Total Fee Estimate:	\$19,500

We propose to perform the work on an hourly basis per the attached rate schedule, with the total cost not to exceed \$19,500 without prior authorization.

Assumptions/Exclusions:

1. Access to adjoining properties and/or adjacent project areas shall be provided as required.
2. Changes to the scope of work as defined herein and accepted by the owner will require negotiation as an extra.

Deliverable Products:

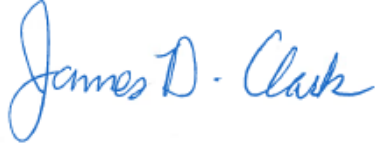
- Boundary Survey and Record of Survey (if prepared) provided in CAD, PDF and hard copy formats

Schedule:

We can begin coordination immediately upon receipt of your signed authorization.

We appreciate the opportunity to provide you with this proposal. Please feel free to contact me with any questions.

Sincerely,



James D. Clark, P.E.
President

Attached:

- Current rate schedule



OBERKAMPER & ASSOCIATES CIVIL ENGINEERS, INC.

RATE SCHEDULE

CIVIL ENGINEERING

PRINCIPAL CIVIL ENGINEER	\$200.00/Hour
SENIOR CIVIL ENGINEER	\$195.00/Hour
CIVIL ENGINEER	\$160.00/Hour
CIVIL DESIGNER	\$135.00/Hour
CAD TECHNICIAN	\$115.00/Hour
CLERICAL / DRAFTING TECHNICIAN	\$ 60.00/Hour
CIVIL ENGINEER – EXPERT WITNESS	\$350.00/Hour

LAND SURVEYING

LICENSED LAND SURVEYOR	\$175.00/Hour
1 MAN SURVEY CREW	\$170.00/ Hour
2 MAN SURVEY CREW	\$250.00/Hour
3 MAN SURVEY CREW WITH APPRENTICE	\$275.00/Hour
3 MAN SURVEY CREW	\$295.00/Hour
FIELD TECHNICIAN	\$115.00/Hour
LAND SURVEYOR – EXPERT WITNESS	\$350.00/Hour

ATTACHMENT B

STETSON ENGINEERS

COST TABLE SPREADSHEET

BILLING RATE SCHEDULE

July 8, 2020

**Cost Estimates for Stetson Engineers'
Supplemental Work for the San Vicente Creek Diversion Project**

Task 1. Survey the Existing Pipeline and Roadway to Denniston

	<u>Rate</u>	<u>Hours</u>	<u>Cost</u>
Allan Richards (Principal)	237	8	\$1,896
Gustavo Trinidad (Senior II)	149	50	\$7,450
Lucas Salem (Associate I)	122	50	\$6,100
Cece Cambri (Administrative I)	72	4	\$288
Task 1 Subtotal			\$15,734

Task 2. Evaluate the 2013 Hydraulic Study

	<u>Rate</u>	<u>Hours</u>	<u>Cost</u>
Allan Richards (Principal)	237	8	\$1,896
Guoyuan Li (Senior I)	165	24	\$3,960
Cece Cambri (Administrative I)	72	4	\$288
Task 2 Subtotal			\$6,144

Task 3. Coordinate with the Environmental Consultants

	<u>Rate</u>	<u>Hours</u>	<u>Cost</u>
Allan Richards (Principal)	237	4	\$948
Cece Cambri (Administrative I)	72	2	\$144
Task 3 Subtotal			\$1,092

Task 4. Coordinate with Oberkamper (Professional Land Surveyor)

	<u>Rate</u>	<u>Hours</u>	<u>Cost</u>
Allan Richards (Principal)	237	12	\$2,844
Gustavo Trinidad (Senior II)	149	4	\$596
Lucas Salem (Associate I)	122	2	\$244
Cece Cambri (Administrative I)	72	2	\$144
Task 4 Subtotal			\$3,828

Task 5. Prepare a Plan Set for Existing/Proposed Diversion Pipeline

	<u>Rate</u>	<u>Hours</u>	<u>Cost</u>
Allan Richards (Principal)	237	60	\$14,220
Gustavo Trinidad (Senior II)	149	100	\$14,900
Lucas Salem (Associate I)	122	100	\$12,200
Cece Cambri (Administrative I)	72	24	\$1,728
Task 5 Subtotal			\$43,048

Task 6. Meetings, Conferences, and Project Management

	<u>Rate</u>	<u>Hours</u>	<u>Cost</u>
Allan Richards (Principal)	237	32	\$7,584
Gustavo Trinidad (Senior II)	149	0	\$0
Lucas Salem (Associate I)	122	0	\$0
Cece Cambri (Administrative I)	72	16	\$1,152
Task 6 Subtotal			\$8,736

Subtotal	\$78,582
Expenses (3%)	\$2,357
TOTAL	\$80,939



Standard Billing Rate Schedule Professional Fees

Principal	\$237.00	Per Hour
Special Project Director	\$237.00	Per Hour
Project Manager, Senior	\$206.00	Per Hour
Supervisor I	\$206.00	Per Hour
Supervising Soil Scientist	\$191.00	Per Hour
Supervisor II	\$191.00	Per Hour
Supervisor III	\$185.00	Per Hour
Senior I	\$165.00	Per Hour
Senior II	\$149.00	Per Hour
Senior III	\$134.00	Per Hour
Construction Manager	\$134.00	Per Hour
Construction Manager / Oversight	\$118.00	Per Hour
Senior Construction Inspector	\$118.00	Per Hour
Senior Field Geologist	\$134.00	Per Hour
Senior Associate	\$128.00	Per Hour
Associate I	\$122.00	Per Hour
Associate II	\$116.00	Per Hour
Associate III	\$111.00	Per Hour
Associate Soil Scientist	\$111.00	Per Hour
Senior Assistant	\$103.00	Per Hour
Assistant I	\$98.00	Per Hour
Assistant II	\$93.00	Per Hour
Assistant Soil Scientist	\$93.00	Per Hour
Assistant III	\$88.00	Per Hour
GIS Manager	\$122.00	Per Hour
GIS Specialist I	\$101.00	Per Hour
GIS Specialist II	\$91.00	Per Hour
Technical Illustrator	\$88.00	Per Hour
AutoCAD Technician	\$88.00	Per Hour
Soil Technician	\$77.00	Per Hour
Aide I	\$72.00	Per Hour
Aide II	\$62.00	Per Hour
Aide III	\$57.00	Per Hour
Project Coordinator I	\$134.00	Per Hour
Project Coordinator II	\$98.00	Per Hour
Project Coordinator III	\$88.00	Per Hour
Contract Management	\$103.00	Per Hour
Administrative I	\$72.00	Per Hour
Administrative II	\$67.00	Per Hour
Administrative III	\$62.00	Per Hour

Effective January 1, 2019

Direct Expense Rates

Expense Description	Billing Rate
Fax	\$0.30 / Page
Mileage	\$* / Mile
Reproduction: Black & White (In-House)	\$0.15 / Page
Reproduction: Color - 8.5" x 11" (In-House)	\$0.89 / Page
Reproduction: Color - 11" x 17" (In-House)	\$1.89 / Page
Plotter Reproduction (In-House)	\$1.50 / Sq. Ft.
Specialty Computer Expense (In-House)	\$15.00 / Hour
4x4 Truck with Drill Rig	\$150.00 / Day
Survey Equipment	\$120.00 / Day

Notes:

- 1) * Mileage is billed at the current IRS approved mileage rate and may be subject to change.
- 2) Subcontractor services will be charged at cost plus 10% administration fee.
- 3) All other project reimbursable expenses (i.e., telephone, commercial transportation, meals, lodging, postage, outside reproduction, etc.) will be billed at cost.
- 4) Testimony fees are 150% of standard rates and apply to depositions, court time and time spent on stand-by at attorney's request. Travel time and preparation time is charged at standard rates. Stetson Engineers Inc. authorizes only staff at associate classification or higher to testify as expert witnesses.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: July 14, 2020

Report

Date: July 10, 2020

Subject: Fiscal 2019-2020 Year-End Financial Results - Preliminary

Recommendation:

Information Only.

Background:

The attached Period Budget Analysis summarizes preliminary results for the Fiscal Year ending June 30, 2020. The results include preliminary estimates of year-end expense accruals but exclude depreciation, year-end audit and other adjustments to be finalized by December 2020. Key highlights include:

- Year-to-date operating revenue is \$497,000 or 3.9% above budget. Water sales were 612* million gallons (MG) (*annualized for changes from moving from semi-monthly to monthly billing) versus a plan of 596 MG and 600 MG actual for the prior year.
- Year to date non-operating revenue is \$489,000 or 37% above budget, including:
 - \$230,000 higher county tax receipts
 - \$164,000 higher ERAF refund (including one-time adjustments)
 - \$93,000 additional LAIF interest (resulting from moving District cash balances to LAIF and benefiting from a higher interest rate than recent years)
 - (\$10,000) offsets.
- Year-to-date operating expenses are \$324,000 or 3.7% below budget. Key budget variances include:
 - \$287,000 savings in personnel and pension related costs
 - \$ 70,000 electricity savings offset by higher Denniston treatment plant costs (due to utilizing local source water vs. purchasing water from SFPUC)
 - \$54,000 savings in consulting, legal and other services (net of CVRA-zone election related legal and consulting expenses.)
 - These savings are offset by:
 - (\$47,000) expenses to respond to COVID.
 - (\$40,000) in higher credit card processing fees.

STAFF REPORT

Agenda: July 14, 2020

Subject: FY 2019-2020 Preliminary Financial Review

Page Two

- Year-to-date debt service payments are \$49,000 under budget due to the refinancing of the District's 2006 Series B Bonds that occurred in July 2018.
- Contributions to the Capital Improvement Program and Reserves are \$5,251,000 versus a plan of \$3,910,000.

Capital Improvement Plan (CIP):

The most recent CIP was approved June 2018 in consideration of the FY2018-2019 and FY2019-2020 Rates. Results follow below.

Recap of (2) Year Capital Improvement Program*			
	Plan	Actual Spend	Variance
FY 2018/2019	\$ 3,600,000	\$ 2,101,000	\$ 1,499,000
FY 2019/2020	\$ 4,970,000	\$ 5,170,000	\$ (200,000)
Carryover projects to be completed in FY2020/2021 (<i>projected</i>)		\$ 1,550,000	\$ (1,550,000)
	<u>\$ 8,570,000</u>	<u>\$ 8,821,000</u>	<u>\$ (251,000)</u>

* Plan approved June 2018

Carryover projects include projects approved and currently in process (Denniston Generator Project, Denniston Paving Project, and District Office Improvement projects). The Highway 92 welded steel pipeline replacement project (on Cozzolino property) that was planned for Spring 2020 but delayed due to the COVID is also included as a carryover project.

Cash Balance

The current cash balance as of June 30, 2020 is \$9,285,000 vs. \$8,998,000 as of June 30, 2019.

COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS

Preliminary

For Fiscal Year Ending 6/30/2020

ACCOUNT	DESCRIPTION	YTD BUDGET	YTD ACTUAL	Variance Favorable (Unfavorable)	% Variance
OPERATING REVENUE					
1-0-4120-00	Water Revenue -All Areas	12,300,000.00	12,770,723.05	470,723.05	3.8%
1-0-4170-00	Water Taken From Hydrants	50,000.00	57,640.92	7,640.92	15.3%
TOTAL OPERATING REVENUE		12,350,000.00	12,828,363.97	478,363.97	3.9%
NON-OPERATING REVENUE					
1-0-4180-00	Late Notice -10% Penalty	60,000.00	52,888.59	(7,111.41)	-11.9%
1-0-4230-00	Service Connections	10,000.00	8,748.32	(1,251.68)	-12.5%
1-0-4920-00	Interest Earned	6,270.00	99,461.06	93,191.06	1486.3%
1-0-4930-00	Tax Apportionments/Cnty Checks	725,000.00	954,521.44	229,521.44	31.7%
1-0-4950-00	Miscellaneous Income	25,000.00	28,863.19	3,863.19	15.5%
1-0-4955-00	Cell Site Lease Income	171,300.00	178,733.06	7,433.06	4.3%
1-0-4965-00	ERAF REFUND -County Taxes	338,000.00	501,486.81	163,486.81	0.0%
TOTAL NON-OPERATING REVENUE		1,335,570.00	1,824,702.47	489,132.47	36.6%
TOTAL REVENUES		13,685,570.00	14,653,066.44	967,496.44	7.1%
OPERATING EXPENSES					
1-1-5130-00	Water Purchased	1,941,948.00	1,937,711.77	4,236.23	0.2%
1-1-5230-00	Pump Exp, Nunes T P	45,259.00	38,334.08	6,924.92	15.3%
1-1-5231-00	Pump Exp, CSP Pump Station	357,305.00	313,511.78	43,793.22	12.3%
1-1-5232-00	Pump Exp, Trans. & Dist.	28,584.00	18,350.70	10,233.30	35.8%
1-1-5233-00	Pump Exp, Pilarcitos Canyon	42,000.00	31,819.38	10,180.62	24.2%
1-1-5234-00	Pump Exp. Denniston	137,800.00	119,974.06	17,825.94	12.9%
1-1-5242-00	CSP Pump Station Operations	11,128.00	14,519.12	(3,391.12)	-30.5%
1-1-5243-00	CSP Pump Station Maintenance	37,000.00	31,143.67	5,856.33	15.8%
1-1-5246-00	Nunes T P Operations	80,964.00	78,794.56	2,169.44	2.7%
1-1-5247-00	Nunes T P Maintenance	122,500.00	107,648.17	14,851.83	12.1%
1-1-5248-00	Denniston T.P. Operations	49,000.00	62,053.27	(13,053.27)	-26.6%
1-1-5249-00	Denniston T.P. Maintenance	104,000.00	147,017.61	(43,017.61)	-41.4%
1-1-5250-00	Laboratory Services	75,000.00	61,991.35	13,008.65	17.3%
1-1-5260-00	Maintenance -General	300,000.00	335,258.91	(35,258.91)	-11.8%
1-1-5261-00	Maintenance -Well Fields	40,000.00	45,417.85	(5,417.85)	-13.5%
1-1-5263-00	Uniforms	12,500.00	5,744.88	6,755.12	0.0%

ACCOUNT	DESCRIPTION	YTD BUDGET	YTD ACTUAL	Variance Favorable (Unfavorable)	% Variance
1-1-5318-00	Studies/Surveys/Consulting	160,000.00	96,126.17	63,873.83	39.9%
1-1-5321-00	Water Resources	26,200.00	8,005.13	18,194.87	69.4%
1-1-5322-00	Community Outreach	56,900.00	39,464.57	17,435.43	30.6%
1-1-5381-00	Legal	100,000.00	133,835.85	(33,835.85)	-33.8%
1-1-5382-00	Engineering	62,000.00	78,595.87	(16,595.87)	-26.8%
1-1-5383-00	Financial Services	22,000.00	15,520.00	6,480.00	29.5%
1-1-5384-00	Computer Services	167,600.00	168,590.43	(990.43)	-0.6%
1-1-5410-00	Salaries/Wages-Administration	1,179,832.00	1,114,361.44	65,470.56	5.5%
1-1-5411-00	Salaries & Wages -Field	1,461,020.00	1,452,097.92	8,922.08	0.6%
1-1-5420-00	Payroll Tax Expense	183,582.00	185,862.22	(2,280.22)	-1.2%
1-1-5435-00	Employee Medical Insurance	481,419.00	448,042.27	33,376.73	6.9%
1-1-5436-00	Retiree Medical Insurance	55,274.00	50,645.39	4,628.61	8.4%
1-1-5440-00	Employees Retirement Plan	619,321.00	443,574.83	175,746.17	28.4%
1-1-5445-00	Supplemental Retirement 401a	35,000.00	33,048.00	1,952.00	0.0%
1-1-5510-00	Motor Vehicle Expense	63,000.00	93,457.15	(30,457.15)	-48.3%
1-1-5620-00	Office Supplies & Expense	263,219.00	335,412.04		#VALUE!
1-1-5625-00	Meetings / Training / Seminars	27,000.00	23,298.72	3,701.28	13.7%
1-1-5630-00	Insurance	137,000.00	112,650.38	24,349.62	17.8%
1-1-5687-00	Membership, Dues, Subscript.	78,970.00	75,099.66	3,870.34	4.9%
1-1-5688-00	Election Expenses	0.00	0.00	0.00	0.0%
1-1-5689-00	Labor Relations	6,000.00	0.00	3,000.00	50.0%
1-1-5700-00	San Mateo County Fees	24,000.00	17,348.92	6,651.08	27.7%
1-1-5705-00	State Fees	36,500.00	32,453.15	4,046.85	11.1%
TOTAL OPERATING EXPENSES		8,630,825.00	8,306,781.27	324,043.73	3.8%
CAPITAL ACCOUNTS					
1-1-5712-00	Debt Svc/Existing Bonds 2006B	484,831.00	0.00	484,831.00	0.0%
1-1-5715-00	Debt Svc/CIEDB 11-099 (I-BANK)	335,977.00	335,754.64	222.36	0.1%
1-1-5716-00	Debt Svc/CIEDB 2016 (I-BANK)	323,803.00	323,647.76	155.24	0.0%
1-1-5717-00	Chase Bank - 2018 Loan	0.00	435,951.01	(435,951.01)	
TOTAL CAPITAL ACCOUNTS		1,144,611.00	1,095,353.41	49,257.59	4.3%
TOTAL EXPENSES		9,775,436.00	9,402,134.68	373,301.32	3.8%
CONTRIBUTION TO CIP/RESERVES		3,910,134.00	5,250,931.76		

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: July 14, 2020

Report

Date: June 30, 2020

Subject: Consider Approval of Resolution 2020-03 Establishing Appropriations Limit Applicable to District During Fiscal Year 2020/2021

Recommendation:

Adopt Resolution establishing appropriations limit applicable to District during Fiscal Year 2020/2021.

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 2020/2021. 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.

RESOLUTION NO. 2020-03

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE COASTSIDE COUNTY WATER DISTRICT
ESTABLISHING THE APPROPRIATIONS LIMIT
APPLICABLE TO THE DISTRICT DURING FISCAL YEAR 2020-2021**

WHEREAS, by Resolution No. 2019-03, the Board of Directors established the appropriations limit applicable to the District during Fiscal Year 2019-2020 as \$6,481,182; and

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 2020-2021 by applying to the limit for Fiscal Year 2019-2020 the factors, as issued by the California Department of Finance, reflecting changes in population and per capita personal 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 3.73%, and (2) the applicable change in population from January 1, 2019 to January 1, 2020 was -0.13%.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Coastsides County Water District that the appropriations limit for Fiscal Year 2020-2021 is hereby established as \$6,714,190.

PASSED AND ADOPTED this 14th day of July 2020, by the following vote of the Board:

AYES:

NOES:

ABSENT:

Chris Mickelsen, President
Board of Directors

ATTEST:

Mary Rogren, General Manager
Secretary of the District

COASTSIDE COUNTY WATER DISTRICT

NOTICE OF DETERMINATION OF APPROPRIATIONS LIMIT FOR FISCAL YEAR 2020 - 2021

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 2020-2021 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, 2020.

1. Appropriations limit for Fiscal Year 2019 - 2020	\$6,481,182
2. Population change (January 1, 2019 - January 1, 2020)	-0.13%
3. Change in California per capita personal income Fiscal Year 2019 – 2020	3.73%
4. Fiscal Year 2020 - 2021 adjustment factor (1.0373 x 0.9987)	1.036
5. Fiscal Year 2020 - 2021 appropriations limit (\$6,481,182 x 1.036)	\$6,714,190

Dated: June 15, 2020

MONTHLY REPORT

To: Mary Rogren, General Manager
From: James Derbin, Superintendent of Operations
Agenda: July 14, 2020
Report Date: July 8, 2020

Monthly Highlights

- Installed new hydrants at:
 - Amesport Landing Apartments
 - 338 Greenbrier Road
 - 2140 Winged Foot Road
- Serviced/cleaned the Pilarcitos Canyon and Nunes influent Pressure Reducing Valves
- Pressure washed exterior of HMB Tank 3
- Replaced Pax Mixer in EG2, covered under warranty
- Replaced hardware on flagpole at Main Street office
- Backhoe training - In house
- Drained/cleaned/inspected Nunes filters
- Annual fire extinguisher service completed
- Patched holes in wood wall at end of Nunes pipe gallery

Sources of Supply

- **June Sources:**
 - Denniston Reservoir/Wells and Crystal Springs

Projects

- Larger vault installed on PRV at Avenue Portola
- Main St. roof project is complete, touch up painting on fascia boards pending
- Denniston Tank Road Culvert Replacement Preconstruction meeting
- Denniston Generators - Material submittals coming in
- Garcia Avenue emergency main replacement near completion
- HDR - Nunes Improvements kickoff meeting, survey field work is complete, staff responding to data requests
- Cityworks/ESRI - New server is set up with GIS software, Miller Spatial is working on Cityworks setup/configuration
- EKI is nearing completion of the Grandview and Pine Willow Oak pipeline replacement project design

STAFF REPORT

To: Board of Directors
From: Cathleen Brennan, Water Resources Analyst
Agenda: July 14, 2020
Report: July 8, 2020
Subject: Water Resources Informational Report

State of California

Consumer Confidence Reports (CCR) must conform with the California Code of Regulations [Title 22, Chapter 15, Article 20] and law [California Health and Safety Code, HSC, section 116470].
https://www.waterboards.ca.gov/drinking_water/certification/drinkingwater/Lawbook.html

Safe Drinking Water Act

In 1996, Congress amended the Safe Drinking Water Act, adding a requirement that water systems deliver to their customers a brief annual water quality report.

2019 Consumer Confidence Report (CCR) Annual Water Quality Report

The drinking water delivered to customers met all U.S. EPA and California drinking water health standards in calendar year 2019.

Coastside County Water District used an alternative method for distributing its CCR for calendar year 2019. Instead of mailing the entire report, the District mailed a postcard to customers with a direct link to the CCR. The postcard was mailed on June 19th.

The CCR was posted on the District's website on June 18th and can be found under the Your Water drop-down menu.
<http://www.coastsidewater.org/water-quality.html>

A direct link was provided in the postcard that brings you directly to the CCR.

English: www.coastsidewater.org/wqr
Spanish: www.coastsidewater.org/wqr-spa

The District sent an electronic newsletter on July 1st advertising the availability of the consumer confidence report. It has also been posted on social media platforms. We have had five requests to-date for printed copies of the report to be mailed to customers.

There are eight basic requirements included in the CCR:

- Water System Information
- Sources of Water
- Definitions
- Reported Levels of Detected Contaminants
- Monitoring for Cryptosporidium and Other Contaminants
- Compliance with Other Drinking Water Regulations
- Variances and Exemptions
- Required Educational Information

In addition to water quality data, the CCR contains information on how to contact the District, Board of Director meetings, water conservation, and WaterSmart. The District strives to make a professional looking report that is easy to read.

The three most common water quality questions the District is asked by customers are:

- ❖ Do you fluoridate the water?
- ❖ Do you use chloramines for disinfection?
- ❖ What is the hardness of my drinking water?

The CCR provides an opportunity to educate customers on water sources, water delivery and the value of drinking water to the community.

Postcard





What's Inside

- Important information about your water
- Where your water comes from
- Ways to contact the District



Coastside County Water District **WATER QUALITY REPORT 2019**

Coastside County Water District (District) is pleased to present the 2019 Annual Water Quality Report in accordance with state and federal regulations. The data presented are from sampling and testing done in accordance with Safe Drinking Water Act regulations.

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

This report contains important information about your drinking water. Translate it, or speak with someone who understands it.

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