

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**SPECIAL MEETING OF THE BOARD OF DIRECTORS**

**Tuesday, August 8, 2017 - 6:00 p.m.**

**AGENDA**

**1) ROLL CALL**

**2) PUBLIC COMMENT**

Members of the public may address the Board of Directors on the items on the agenda for this special meeting. The Chair requests that each person addressing the Board complete and submit a speaker slip, and limit their comments to three (3) minutes.

**3) CLOSED SESSION**

**A. Conference with Labor Negotiator**

**Pursuant to California Government Code Section 54957.6**

**Agency Designated Representatives: David Dickson, General Manager  
and Mary Rogren, Assistant General Manager**

**Employee Organization: Teamsters Union, Local 856**

**B. Public Employee Performance Evaluation**

**Pursuant to California Government Section 54957**

**Title: General Manager**

**4) RECONVENE TO OPEN SESSION - Public report of closed session action.**

**5) ADJOURNMENT**

***Accessible Public Meetings** - Upon request, the Coastside County Water District will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, telephone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least two (2) days before the meeting. Requests should be sent to: Coastside County Water District, Attn: Alternative Agenda Request, 766 Main Street, Half Moon Bay, CA 94019.*

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Tuesday, August 8, 2017 - 7:00 p.m.**

**AGENDA**

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

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

*This agenda and accompanying materials can be viewed on Coastside County Water District's website located at: [www.coastsidewater.org](http://www.coastsidewater.org).*

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

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

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

#### 4) CONSENT CALENDAR

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

- A. Approval of disbursements for the month ending July 31, 2017:  
Claims: \$1,415,725.35; Payroll: \$95,520.24 for a total of \$1,511,245.59 ([attachment](#))  
➤ *July 2017 Monthly Financial Claims reviewed and approved by Director Glassberg*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of July 11, 2017 Regular and Special Board of Directors Meetings ([attachment](#))
- D. Monthly Water Transfer Report ([attachment](#))
- E. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- F. Total CCWD Production Report ([attachment](#))
- G. CCWD Monthly Sales by Category Report – July 2017 ([attachment](#))
- H. Monthly Emergency Main & Service Repairs Report and Water Line Flushing Report ([attachment](#))
- I. Monthly Rainfall Reports ([attachment](#))
- J. S.F.P.U.C. Hydrological Report for the month of July 2017 ([attachment](#))
- K. Approval of Calcon Work Directive 17-04 for the Denniston Booster Pump Station Project and Calcon Work Directive 17-05 for Replacement of the Crystal Springs Pump # 3 Soft Start ([attachment](#))

#### 5) MEETINGS ATTENDED / DIRECTOR COMMENTS

#### 6) GENERAL BUSINESS

- A. Authorize Entering into an Agreement with WaterSmart Software ([attachment](#))
- B. Advanced Metering Infrastructure Project – Authorize to Purchase Meter Transmission Units, Badger Meters, and Meter Box Lids ([attachment](#))
- C. Approval to Proceed with Emergency Replacement of Highway 92 Potable Water Pipeline Section at La Nebbia Winery ([attachment](#))
- D. Award of Contract – Downtown Half Moon Bay 2 Inch Pipeline Replacement Project ([attachment](#))

#### 7) MONTHLY INFORMATIONAL REPORTS

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

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

**COASTSIDE COUNTY WATER DISTRICT  
CLAIMS FOR JULY 2017**

CHECKS				
CHECK DATE	CHECK NO.	VENDOR	VOID CHECK	AMOUNT
07/11/2017	24203	HEALTH BENEFITS ACWA-JPIA		34,579.08
07/11/2017	24204	U.S. BANK GLOBAL CORP TRUST SERVICES		262,467.17
07/11/2017	24205	U.S. BANK GLOBAL CORP TRUST SERVICES		229,848.34
07/12/2017	24206	CITY OF HALF MOON BAY		141.00
07/14/2017	24207	METER READINGS HOLDING, LLC		18,966.00
07/14/2017	24208	ADP, INC.		263.15
07/14/2017	24209	ANALYTICAL ENVIRONMENTAL SERVICES		35,076.33
07/14/2017	24210	ANDREINI BROS. INC.		6,980.00
07/14/2017	24211	AT&T LONG DISTANCE		385.14
07/14/2017	24212	BADGER METER, INC.		123.00
07/14/2017	24213	BALANCE HYDROLOGICS, INC		4,505.01
07/14/2017	24214	BAY AREA WATER SUPPLY &		449.55
07/14/2017	24215	ABUNDANCE GROUP, INC		14,023.69
07/14/2017	24216	BIG CREEK LUMBER		18.74
07/14/2017	24217	CALCON SYSTEMS, INC.		59,905.43
07/14/2017	24218	CINTAS FIRST AID & SAFETY		825.00
07/14/2017	24219	DATAPROSE, LLC		2,162.64
07/14/2017	24220	JOHN DAVIS		292.42
07/14/2017	24221	FEDAK & BROWN LLP		1,462.00
07/14/2017	24222	HMB BLDG. & GARDEN INC.		107.95
07/14/2017	24223	HASSETT HARDWARE		1,203.11
07/14/2017	24224	U.S. HEALTHWORKS MEDICAL GROUP, P.C.		99.00
07/14/2017	24225	IRVINE CONSULTING SERVICES, INC.		369.73
07/14/2017	24226	KINGS MOUNTAIN ARBOR HEALTH & SAFETY		3,950.00
07/14/2017	24227	KANEKO AND KRAMMER CORP		7,650.00
07/14/2017	24228	ONTRAC		186.11
07/14/2017	24229	PAKPOUR CONSULTING GROUP		825.56
07/14/2017	24230	PAULO'S AUTO CARE		84.71
07/14/2017	24231	PITNEY BOWES, INC.		66.54
07/14/2017	24232	PRINCETON WELDING , INC.		860.00
07/14/2017	24233	RAY A MORGAN COMPANY INC.		362.87
07/14/2017	24234	REPUBLIC SERVICES		419.06
07/14/2017	24235	ROBERTS & BRUNE CO.		63.40
07/14/2017	24236	ROGUE WEB WORKS, LLC		336.00
07/14/2017	24237	SAN MATEO CTY PUBLIC HEALTH LAB		592.00
07/14/2017	24238	STOLOSKI & GONZALEZ, INC.		117,562.50
07/14/2017	24239	JACK WHELEN		128.33
07/14/2017	24240	AT&T		3,253.10
07/14/2017	24241	COMCAST		194.03
07/14/2017	24242	HUE & CRY, INC.		24.00
07/14/2017	24243	MASS MUTUAL FINANCIAL GROUP		1,774.65
07/14/2017	24244	SAN FRANCISCO WATER DEPT.		250,338.89
07/14/2017	24245	STATE WATER RESOURCES CONTROL BD		60.00
07/14/2017	24246	TEAMSTERS LOCAL UNION #856		1,111.00
07/14/2017	24247	TPX COMMUNICATIONS		1,807.35
07/14/2017	24248	UNION BANK		2,048.50
07/14/2017	24249	VALIC		3,245.00

07/27/2017	24250	ANALYTICAL ENVIRONMENTAL SERVICES	5,657.58
07/27/2017	24251	AZTEC GARDENS, INC.	190.00
07/27/2017	24252	BAY AREA WATER SUPPLY &	145.00
07/27/2017	24253	BAYSIDE EQUIPMENT COMPANY	3,566.00
07/27/2017	24254	BSK ASSOCIATES	200.00
07/27/2017	24255	CALCON SYSTEMS, INC.	44,623.65
07/27/2017	24256	GARCIA AND ASSOCIATES	219.00
07/27/2017	24257	HANSONBRIDGETT. LLP	5,300.30
07/27/2017	24258	HF&H CONSULTANTS, LLC	1,242.06
07/27/2017	24259	HYDROSCIENCE ENGINEERS, INC.	8,933.44
07/27/2017	24260	MICHAL DEMPSEY PATRICK DEMPSEY	134.31
07/27/2017	24261	MONTEREY COUNTY LAB	5,472.00
07/27/2017	24262	OFFICIAL PAYMENTS CORPORATION	150.00
07/27/2017	24263	PACIFIC GAS & ELECTRIC CO.	45,271.35
07/27/2017	24264	PACIFICA COMMUNITY TV	250.00
07/27/2017	24265	PRINCETON WELDING , INC.	720.00
07/27/2017	24266	PSI-PROCESS SOLUTIONS, INC	906.57
07/27/2017	24267	SIMMS PLUMBING & WATER EQUIP, INC.	175.00
07/27/2017	24268	TYLER TECHNOLOGIES, INC	1,095.00
07/27/2017	24269	METER READINGS HOLDING, LLC	14,462.50
07/27/2017	24270	ADP, INC.	385.50
07/27/2017	24271	FRANK YAMELLO	235.00
07/27/2017	24272	BARKERBLUE	97.05
07/27/2017	24273	BAY AREA WATER SUPPLY &	7,846.00
07/27/2017	24274	BAY ALARM COMPANY	559.59
07/27/2017	24275	BIG CREEK LUMBER	24.96
07/27/2017	24276	BIG ED'S CRANE SERVICE, INC	1,485.00
07/27/2017	24277	JON BRUCE	300.00
07/27/2017	24278	BSK ASSOCIATES	200.00
07/27/2017	24279	CALCON SYSTEMS, INC.	326.26
07/27/2017	24280	CALIFORNIA C.A.D. SOLUTIONS, INC	750.00
07/27/2017	24281	CAROLYN STANFIELD	600.00
07/27/2017	24282	CHEVRON/TEXACO UNIVERSAL CARD	1,570.75
07/27/2017	24283	CINTAS FIRST AID & SAFETY	825.00
07/27/2017	24284	PETTY CASH	102.55
07/27/2017	24285	RECORDER'S OFFICE	24.00
07/27/2017	24286	RECORDER'S OFFICE	24.00
07/27/2017	24287	RECORDER'S OFFICE	24.00
07/27/2017	24288	ELECSYS INTERNATIONAL CORP	250.00
07/27/2017	24289	GOLDEN STATE FLOW MEASUREMENT	69,827.11
07/27/2017	24290	GRAINGER, INC.	602.14
07/27/2017	24291	HMB BLDG. & GARDEN INC.	125.26
07/27/2017	24292	H.M.B.AUTO PARTS	31.83
07/27/2017	24293	IRON MOUNTAIN	476.15
07/27/2017	24294	IRVINE CONSULTING SERVICES, INC.	2,556.74
07/27/2017	24295	GLENNA LOMBARDI	110.00
07/27/2017	24296	MASS MUTUAL FINANCIAL GROUP	1,774.65
07/27/2017	24297	METLIFE GROUP BENEFITS	1,635.33
07/27/2017	24298	MISSION UNIFORM SERVICES INC.	226.92
07/27/2017	24299	NALCO COMPANY	3,778.32
07/27/2017	24300	NORTHSTAR CHEMICAL	1,518.85
07/27/2017	24301	OFFICE DEPOT	667.49

07/27/2017	24302	ONTRAC	364.31
07/27/2017	24303	PITNEY BOWES	211.91
07/27/2017	24304	RED WING SHOE STORE	471.28
07/27/2017	24305	RED WING SHOE STORE	190.85
07/27/2017	24306	ROBERTS & BRUNE CO.	20,803.92
07/27/2017	24307	SAN MATEO CTY RESOURCE CONSERVATION DIST	11,588.00
07/27/2017	24308	STATE WATER RESOURCES CONTROL BD	60.00
07/27/2017	24309	STATE WATER RESOURCES CONTROL BD	105.00
07/27/2017	24310	SUNSET PUBLISHING CORPORATION	4,730.63
07/27/2017	24311	JAMES TETER	2,085.50
07/27/2017	24312	TYLER TECHNOLOGIES, INC	3,235.40
07/27/2017	24313	UNDERGROUND SERVICE ALERT	1,083.67
07/27/2017	24314	UNITED STATES POSTAL SERV.	600.00
07/27/2017	24315	VALIC	3,245.00
07/27/2017	24316	VERIZON WIRELESS	750.46
07/27/2017	24317	RAYMOND WINCH	205.53
07/03/2017	24318	NANCY KENNEDY	28.16
TOTAL CLAIMS FOR MONTH			\$ 1,358,630.91

<b>WIRE PAYMENTS</b>			
<u>MONTH</u>		<u>VENDOR</u>	<u>AMOUNT</u>
07/03/2017	DFT0000065	CaIPERS FISCAL SERVICES DIVISION	40.03
07/03/2017	DFT0000066	CaIPERS FISCAL SERVICES DIVISION	27,620.90
07/19/2017	DFT0000067	PUB. EMP. RETIRE SYSTEM	12,901.87
07/27/2017	DFT0000068	PUB. EMP. RETIRE SYSTEM	12,922.16
7/31/2017		Credit Card and Bank Fees	3,609.48
TOTAL WIRE PAYMENTS FOR MONTH			\$ 57,094.44

<b>TOTAL CLAIMS FOR THE MONTH OF JUNE 2017</b>			<b>\$ 1,415,725.35</b>
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Coastside County Water District

# Monthly Budget Report Account Summary

For Fiscal: 2017-2018 Period Ending: 07/31/2017

	July Budget	July Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget	
<b>Revenue</b>										
<b>RevType: 1 - Operating</b>										
<a href="#">1-4120-00</a>	Water Revenue	955,138.00	1,040,366.80	85,228.80	8.92 %	955,138.00	1,040,366.80	85,228.80	8.92 %	10,805,600.00
	<b>Total RevType: 1 - Operating:</b>	<b>955,138.00</b>	<b>1,040,366.80</b>	<b>85,228.80</b>	<b>8.92 %</b>	<b>955,138.00</b>	<b>1,040,366.80</b>	<b>85,228.80</b>	<b>8.92 %</b>	<b>10,805,600.00</b>
<b>RevType: 2 - Non-Operating</b>										
<a href="#">1-4170-00</a>	Water Taken From Hydrants	4,165.00	5,741.16	1,576.16	37.84 %	4,165.00	5,741.16	1,576.16	37.84 %	50,000.00
<a href="#">1-4180-00</a>	Late Notice - 10% Penalty	4,998.00	1,833.80	-3,164.20	-63.31 %	4,998.00	1,833.80	-3,164.20	-63.31 %	60,000.00
<a href="#">1-4230-00</a>	Service Connections	833.00	0.00	-833.00	-100.00 %	833.00	0.00	-833.00	-100.00 %	10,000.00
<a href="#">1-4920-00</a>	Interest Earned	1,543.00	2,374.43	831.43	53.88 %	1,543.00	2,374.43	831.43	53.88 %	6,174.00
<a href="#">1-4930-00</a>	Tax Apportionments/County Checks	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	700,000.00
<a href="#">1-4950-00</a>	Miscellaneous Income	3,084.00	2,333.95	-750.05	-24.32 %	3,084.00	2,333.95	-750.05	-24.32 %	37,000.00
<a href="#">1-4955-00</a>	Cell Site Lease Income	12,834.00	12,797.93	-36.07	-0.28 %	12,834.00	12,797.93	-36.07	-0.28 %	154,000.00
<a href="#">1-4965-00</a>	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	250,000.00
	<b>Total RevType: 2 - Non-Operating:</b>	<b>27,457.00</b>	<b>25,081.27</b>	<b>-2,375.73</b>	<b>-8.65 %</b>	<b>27,457.00</b>	<b>25,081.27</b>	<b>-2,375.73</b>	<b>-8.65 %</b>	<b>1,267,174.00</b>
	<b>Total Revenue:</b>	<b>982,595.00</b>	<b>1,065,448.07</b>	<b>82,853.07</b>	<b>8.43 %</b>	<b>982,595.00</b>	<b>1,065,448.07</b>	<b>82,853.07</b>	<b>8.43 %</b>	<b>12,072,774.00</b>
<b>Expense</b>										
<b>ExpType: 1 - Operating</b>										
<a href="#">1-5130-00</a>	Water Purchased	262,245.00	248,979.89	13,265.11	5.06 %	262,245.00	248,979.89	13,265.11	5.06 %	2,106,991.00
<a href="#">1-5230-00</a>	Nunes T P Pump Expense	3,357.00	3,972.00	-615.00	-18.32 %	3,357.00	3,972.00	-615.00	-18.32 %	40,280.00
<a href="#">1-5231-00</a>	CSP Pump Station Pump Expense	50,000.00	41,364.00	8,636.00	17.27 %	50,000.00	41,364.00	8,636.00	17.27 %	318,000.00
<a href="#">1-5232-00</a>	Other Trans. & Dist Pump Expense	2,500.00	2,471.00	29.00	1.16 %	2,500.00	2,471.00	29.00	1.16 %	25,440.00
<a href="#">1-5233-00</a>	Pilarcitos Canyon Pump Expense	1,000.00	120.00	880.00	88.00 %	1,000.00	120.00	880.00	88.00 %	32,309.00
<a href="#">1-5234-00</a>	Denniston T P Pump Expense	8,000.00	10,040.00	-2,040.00	-25.50 %	8,000.00	10,040.00	-2,040.00	-25.50 %	92,220.00
<a href="#">1-5242-00</a>	CSP Pump Station Operations	875.00	619.08	255.92	29.25 %	875.00	619.08	255.92	29.25 %	10,500.00
<a href="#">1-5243-00</a>	CSP Pump Station Maintenance	1,388.00	2,010.94	-622.94	-44.88 %	1,388.00	2,010.94	-622.94	-44.88 %	37,000.00
<a href="#">1-5246-00</a>	Nunes T P Operations - General	6,000.00	6,041.06	-41.06	-0.68 %	6,000.00	6,041.06	-41.06	-0.68 %	72,000.00
<a href="#">1-5247-00</a>	Nunes T P Maintenance	10,200.00	5,831.94	4,368.06	42.82 %	10,200.00	5,831.94	4,368.06	42.82 %	122,500.00
<a href="#">1-5248-00</a>	Denniston T P Operations-General	3,000.00	2,570.28	429.72	14.32 %	3,000.00	2,570.28	429.72	14.32 %	34,500.00
<a href="#">1-5249-00</a>	Denniston T.P. Maintenance	5,000.00	2,000.00	3,000.00	60.00 %	5,000.00	2,000.00	3,000.00	60.00 %	60,000.00
<a href="#">1-5250-00</a>	Laboratory Expenses	4,000.00	4,064.31	-64.31	-1.61 %	4,000.00	4,064.31	-64.31	-1.61 %	53,000.00
<a href="#">1-5260-00</a>	Maintenance - General	24,308.00	7,039.43	17,268.57	71.04 %	24,308.00	7,039.43	17,268.57	71.04 %	291,700.00
<a href="#">1-5261-00</a>	Maintenance - Well Fields	3,500.00	0.00	3,500.00	100.00 %	3,500.00	0.00	3,500.00	100.00 %	40,000.00
<a href="#">1-5263-00</a>	Uniforms	3,700.00	0.00	3,700.00	100.00 %	3,700.00	0.00	3,700.00	100.00 %	10,000.00
<a href="#">1-5318-00</a>	Studies/Surveys/Consulting	10,000.00	0.00	10,000.00	100.00 %	10,000.00	0.00	10,000.00	100.00 %	160,000.00
<a href="#">1-5321-00</a>	Water Resources	3,084.00	8,593.63	-5,509.63	-178.65 %	3,084.00	8,593.63	-5,509.63	-178.65 %	37,000.00



Monthly Budget Report

For Fiscal: 2017-2018 Period Ending: 07/31/2017

	July Budget	July Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
<a href="#">1-5322-00</a> Community Outreach	2,000.00	0.00	2,000.00	100.00 %	2,000.00	0.00	2,000.00	100.00 %	54,700.00
<a href="#">1-5381-00</a> Legal	9,167.00	5,000.00	4,167.00	45.46 %	9,167.00	5,000.00	4,167.00	45.46 %	110,000.00
<a href="#">1-5382-00</a> Engineering	8,333.00	4,480.00	3,853.00	46.24 %	8,333.00	4,480.00	3,853.00	46.24 %	100,000.00
<a href="#">1-5383-00</a> Financial Services	6,000.00	4,000.00	2,000.00	33.33 %	6,000.00	4,000.00	2,000.00	33.33 %	20,000.00
<a href="#">1-5384-00</a> Computer Services	12,067.00	10,986.17	1,080.83	8.96 %	12,067.00	10,986.17	1,080.83	8.96 %	144,800.00
<a href="#">1-5410-00</a> Salaries/Wages-Administration	88,500.00	66,488.66	22,011.34	24.87 %	88,500.00	66,488.66	22,011.34	24.87 %	1,150,980.00
<a href="#">1-5411-00</a> Salaries & Wages - Field	97,400.00	97,941.39	-541.39	-0.56 %	97,400.00	97,941.39	-541.39	-0.56 %	1,266,081.00
<a href="#">1-5420-00</a> Payroll Tax Expense	13,120.00	12,592.29	527.71	4.02 %	13,120.00	12,592.29	527.71	4.02 %	170,555.00
<a href="#">1-5435-00</a> Employee Medical Insurance	35,880.00	30,181.13	5,698.87	15.88 %	35,880.00	30,181.13	5,698.87	15.88 %	447,056.00
<a href="#">1-5436-00</a> Retiree Medical Insurance	3,767.00	4,564.90	-797.90	-21.18 %	3,767.00	4,564.90	-797.90	-21.18 %	47,215.00
<a href="#">1-5440-00</a> Employees Retirement Plan	41,875.00	42,241.64	-366.64	-0.88 %	41,875.00	42,241.64	-366.64	-0.88 %	544,380.00
<a href="#">1-5445-00</a> Supplemental Retirement 401a	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	35,000.00
<a href="#">1-5510-00</a> Motor Vehicle Expense	4,225.00	2,588.04	1,636.96	38.74 %	4,225.00	2,588.04	1,636.96	38.74 %	50,700.00
<a href="#">1-5620-00</a> Office & Billing Expenses	18,792.00	16,046.37	2,745.63	14.61 %	18,792.00	16,046.37	2,745.63	14.61 %	225,500.00
<a href="#">1-5625-00</a> Meetings / Training / Seminars	2,000.00	637.50	1,362.50	68.13 %	2,000.00	637.50	1,362.50	68.13 %	24,000.00
<a href="#">1-5630-00</a> Insurance	10,000.00	10,005.14	-5.14	-0.05 %	10,000.00	10,005.14	-5.14	-0.05 %	120,000.00
<a href="#">1-5687-00</a> Membership, Dues, Subscript.	6,000.00	9,104.67	-3,104.67	-51.74 %	6,000.00	9,104.67	-3,104.67	-51.74 %	75,350.00
<a href="#">1-5689-00</a> Labor Relations	3,000.00	0.00	3,000.00	100.00 %	3,000.00	0.00	3,000.00	100.00 %	6,000.00
<a href="#">1-5700-00</a> San Mateo County Fees	1,666.00	0.00	1,666.00	100.00 %	1,666.00	0.00	1,666.00	100.00 %	20,000.00
<a href="#">1-5705-00</a> State Fees	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	24,000.00
<b>Total ExpType: 1 - Operating:</b>	<b>765,949.00</b>	<b>662,575.46</b>	<b>103,373.54</b>	<b>13.50 %</b>	<b>765,949.00</b>	<b>662,575.46</b>	<b>103,373.54</b>	<b>13.50 %</b>	<b>8,179,757.00</b>
<b>ExpType: 4 - Capital Related</b>									
<a href="#">1-5712-00</a> Debt Service/Existing Bonds 2006B	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	486,776.00
<a href="#">1-5715-00</a> Debt Service/CIEDB 11-099	262,467.17	262,467.17	0.00	0.00 %	262,467.17	262,467.17	0.00	0.00 %	336,269.00
<a href="#">1-5716-00</a> Debt Service/CIEDB 2016	229,848.33	229,848.34	-0.01	0.00 %	229,848.33	229,848.34	-0.01	0.00 %	324,652.00
<b>Total ExpType: 4 - Capital Related:</b>	<b>492,315.50</b>	<b>492,315.51</b>	<b>-0.01</b>	<b>0.00 %</b>	<b>492,315.50</b>	<b>492,315.51</b>	<b>-0.01</b>	<b>0.00 %</b>	<b>1,147,697.00</b>
<b>Total Expense:</b>	<b>1,258,264.50</b>	<b>1,154,890.97</b>	<b>103,373.53</b>	<b>8.22 %</b>	<b>1,258,264.50</b>	<b>1,154,890.97</b>	<b>103,373.53</b>	<b>8.22 %</b>	<b>9,327,454.00</b>
<b>Report Total:</b>	<b>-275,669.50</b>	<b>-89,442.90</b>	<b>186,226.60</b>		<b>-275,669.50</b>	<b>-89,442.90</b>	<b>186,226.60</b>		<b>2,745,320.00</b>

**COASTSIDE COUNTY WATER DISTRICT  
MONTHLY INVESTMENT REPORT  
July 31, 2017**

<b><u>RESERVE BALANCES</u></b>	<b>Current Year as of 7/31/17</b>	<b>Prior Year as of 7/31/16</b>
CAPITAL AND OPERATING RESERVE	\$4,585,670.10	\$2,275,184.29
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
<b>TOTAL DISTRICT RESERVES</b>	<b>\$4,835,670.10</b>	<b>\$2,525,184.29</b>

**ACCOUNT DETAIL**

ACCOUNTS WITH FIRST NATIONAL BANK (FNB)		
CHECKING ACCOUNT	\$3,784,586.87	\$648,997.94
CSP T & S ACCOUNT	\$16,930.17	\$849,685.13
MONEY MARKET GEN. FUND (Opened 7/20/17)	\$2,500.00	\$0.00
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$1,033,453.06	\$1,025,801.22
DISTRICT CASH ON HAND	\$700.00	\$700.00
<b>TOTAL ACCOUNT BALANCES</b>	<b>\$4,838,170.10</b>	<b>\$2,525,184.29</b>

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

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

7/31/2017

	<b>Approved CIP Budget FY 17/18</b>	<b>Actual To Date FY 17/18</b>	<b>Projected Year-End FY 17/18</b>	<b>Variance vs. Budget</b>	<b>% Completed</b>	<b>Project Status/ Comments</b>
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**Equipment Purchases & Replacement**

06-03	SCADA/Telemetry/Electrical Controls Replacement	\$ 50,000	\$ -	\$ 50,000	\$ -	0%	
08-12	New Service Truck	\$ 250,000	\$ -	\$ 250,000	\$ -	0%	On order - \$210,000 approved at July 2017 Board meeting
99-02	Vehicle Replacement	\$ 90,000	\$ -	\$ 90,000	\$ -	0%	
99-03	Computer Systems	\$ 5,000	\$ -	\$ 5,000	\$ -	0%	
99-04	Office Equipment/Furniture	\$ 3,000	\$ -	\$ 3,000	\$ -	0%	

**Facilities & Maintenance**

08-08	PRV Valves Replacement Project	\$ 30,000	\$ -	\$ 30,000	\$ -	0%	
09-07	Advanced Metering Infrastructure	\$ 850,000	\$ 14,463	\$ 850,000	\$ -	2%	\$14K was ordered against remaining prior year's budget - but was not received until early July
09-09	Fire Hydrant Replacement	\$ 40,000	\$ 18,504	\$ 40,000	\$ -	46%	
16-07	Sample Station Replacment Project	\$ 20,000	\$ 23	\$ 20,000	\$ -	0%	
14-14	Pilarcitos Canyon Road Improvements	\$ 100,000	\$ -	\$ 100,000	\$ -	0%	
99-01	Meter Change Program	\$ 600,000	\$ 69,827	\$ 600,000	\$ -	12%	\$70K was ordered against remaining prior year's budget - but was not received until early July

**Pipeline Projects**

06-02	Highway 1 South Pipeline Replacement Proejct	\$ 80,000	\$ -	\$ 80,000	\$ -	0%	
07-03	Pilarcitos Canyon Pipeline Replacement	\$ 150,000	\$ -	\$ 150,000	\$ -	0%	
14-01	Replace 12" Welded Steel Line on Hwy 92 with 8"	\$ 300,000		\$ 300,000		0%	
14-26	Replace 2" Pipe in Downtown Half Moon Bay	\$ 500,000	\$ 238	\$ 660,000	\$ (160,000)	0%	Awaiting approval of bid by Board at August 2017 meeting; Work is expected to completed in Fall, 2017
18-12	Installation of two (2) valves - Ritz Carlton	\$ 20,000		\$ 20,000		0%	

**Pump Stations / Tanks / Wells**

06-04	Hazen's Tank Replacement	\$ 30,000	\$ -	\$ 30,000	\$ -	0%	
08-14	Alves Tank Recoating (Interior & Exterior)	\$ 100,000	\$ -	\$ 100,000	\$ -	0%	
13-08	Crystal Springs Spare 350 HP Motor	\$ 60,000	\$ -	\$ 60,000	\$ -	0%	
18-02	CSP Air Relief Valves	\$ 40,000	\$ -	\$ 40,000	\$ -	0%	
18-03	CSP Spare 500 Pump Rehabilitation	\$ 30,000	\$ -	\$ 30,000	\$ -	0%	
18-05	Denniston Tank THM Control (Mixer & Blower)	\$ 80,000	\$ -	\$ 80,000	\$ -	0%	
18-07	EG #2 Tank Chorlination System (Residual Control System)	\$ 50,000	\$ -	\$ 50,000	\$ -	0%	
18-08	CSP Communications	\$ 50,000	\$ -	\$ 50,000	\$ -	0%	

**Water Supply Development**

17-12	Recycled Water Project Development	\$ 100,000	\$ -	\$ 100,000	\$ -	0%	
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**Water Treatment Plants**

17-04	Denniston Dam Spillway Repairs	\$ 90,000		\$ 90,000	\$ -	0%	
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**COASTSIDE COUNTY WATER DISTRICT  
APPROVED CAPITAL IMPROVEMENT PROJECTS  
FISCAL YEAR 2017-2018**

7/31/2017

		Approved CIP Budget FY 17/18	Actual To Date FY 17/18	Projected Year-End FY 17/18	Variance vs. Budget	% Completed	Project Status/ Comments
18-09	Denniston Heater	\$ 15,000		\$ 15,000	\$ -	0%	
18-10	Nunes Treatment Plan Improvements - Study (Filter 5, Filter Coasting, etc.)	\$ 100,000	\$ -	\$ 100,000	\$ -	0%	
18-11	Nunes Bulk Caustic Tank	\$ 40,000	\$ -	\$ 40,000	\$ -	0%	
99-05	Denniston Maintenance Dredging	\$ 35,000	\$ -	\$ 35,000	\$ -	0%	

**FY 16/17 TOTALS \$ 3,908,000 \$ 103,054 \$ 4,068,000 \$ (160,000)**

**Previous CIP Projects - paid in FY 17/18**

06-03	EI Granada Tank #3 Recoating Project		\$ 78,326	\$ 200,000	\$ (200,000)		Carryover of project from 2016/17; project is estimated to be completed September 2017; funded by Ibank loan
10-02 & 12-04	Denniston Pump Station & Pipeline Project (formerly Bridgeport Drive Pipeline Replacement Project)		\$ 130,000	\$ 550,000	\$ (550,000)		Carryover of project from 2016/17; project is estimated to be completed August 2017 - funded by Ibank loan
17-06	Crystal Springs Pump Station Discharge Valve Replacement		\$ 365	\$ 365	\$ (365)		
			\$ -	\$ -	\$ -		

**PREVIOUS YEAR TOTALS \$ - \$ 208,691 \$ 750,365 \$ (750,365)**

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

					\$ -		
					\$ -		
					\$ -		

**NON-BUDGETED TOTALS \$ - \$ - \$ - \$ -**

**CIP TOTALS \$ 3,908,000 \$ 311,745 \$ 4,818,365 \$ (910,365)**

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

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

<b>Month</b>	<b>Admin (General Legal Fees)</b>	<b>Water Supply Develpmnt</b>	<b>Recycled Water</b>	<b>Transfer Program</b>	<b>CIP</b>	<b>Personnel</b>	<b>Water Shortage</b>	<b>Lawsuits</b>	<b>Infrastructure Project Review  (Reimbursable)</b>	<b>TOTAL</b>
<b>Aug-16</b>	3,412			284	674	18,541				22,912
<b>Sep-16</b>	2,489			603	3,798	7,063				13,953
<b>Oct-16</b>	2,205			784	1,392	677				5,056
<b>Nov-16</b>	1,909		815	757	1,657	677			242	6,057
<b>Dec-16</b>	2,776		513	544	60	478				4,371
<b>Jan-17</b>	3,231			858					604	4,693
<b>Feb-17</b>	3,080			474	1,087					4,641
<b>Mar-17</b>	1,350		695	1,219	1,510					4,773
<b>Apr-17</b>	7,572			724	544					8,840
<b>May-17</b>	5,739			500	30					6,269
<b>Jun-17</b>	1,846		272	379	393	19,831				22,721
<b>Jul-17</b>	2,476			108		2,716				5,300
<b>TOTAL</b>	<b>38,086</b>	<b>0</b>	<b>2,295</b>	<b>7,231</b>	<b>11,145</b>	<b>49,982</b>	<b>0</b>	<b>0</b>	<b>846</b>	<b>109,585</b>

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

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

<b>Month</b>	<b>Admin &amp; Retainer</b>	<b>CIP</b>	<b>Studies &amp; Projects</b>	<b>TOTAL</b>	<b>Reimbursable from Projects</b>
<b>Aug-16</b>	480	14,917		<b>15,397</b>	0
<b>Sep-16</b>	480	8,597		<b>9,077</b>	0
<b>Oct-16</b>	480	17,965		<b>18,445</b>	0
<b>Nov-16</b>	480	12,365	254	<b>13,098</b>	254
<b>Dec-16</b>	480	3,392	2,424	<b>6,296</b>	2,424
<b>Jan-17</b>	480	5,662	4,069	<b>10,210</b>	4,069
<b>Feb-17</b>	1,494	11,649	806	<b>13,949</b>	806
<b>Mar-17</b>	480	7,552		<b>8,032</b>	
<b>Apr-17</b>	480	5,594		<b>6,074</b>	
<b>May-17</b>	587	9,988		<b>10,575</b>	
<b>Jun-17</b>	480	620		<b>1,100</b>	
<b>Jul-17</b>	480		1,606	<b>2,086</b>	1,606
<b>TOTAL</b>	<b>6,881</b>	<b>98,301</b>	<b>9,158</b>	<b>114,340</b>	<b>9,159</b>

**Calcon T&M Projects Tracking**  
as of 7/31/17

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Total Billing (thru 6/30/17)	Project Billing FY2017-18	Project Budget Remaining
CAL-13-01	EG Tank 2 Recoating Project	Closed	9/30/13	10/8/13	\$8,220.00	\$8,837.50		-\$617.50
CAL-13-02	Nunes Control System Upgrades	Closed	9/30/13	10/8/13	\$46,141.00	\$55,363.60		-\$9,222.60
CAL-13-03	Win 911 and PLC Software	Closed	9/30/13	10/8/13	\$9,717.00	\$12,231.74		-\$2,514.74
CAL-13-04	Crystal Springs Surge Tank Retrofit	Closed	11/26/13	11/27/13	\$31,912.21	\$66,572.54		-\$34,660.33
CAL-13-05		Closed				\$0.00		\$0.00
CAL-13-06	Nunes Legacy Backwash System Removal	Closed	11/25/13	11/26/13	\$6,516.75	\$6,455.00		\$61.75
CAL-13-07	Denniston Backwash FTW Valves	Closed	11/26/13	11/27/13	\$6,914.21	\$9,518.28		-\$2,604.07
CAL-14-01	Denniston Wash Water Return Retrofit	Closed	1/28/14	2/14/14	\$13,607.00	\$13,591.60		\$15.40
CAL-14-02	Denniston Calrifier SCADA Data	Closed	4/2/14	4/7/14	\$4,125.00	\$4,077.50		\$47.50
CAL-14-03	Nunes Surface Scatter Turbidimeter	Closed	4/2/14	4/7/14	\$2,009.50	\$0.00		\$2,009.50
CAL-14-04	Phase I Control System Upgrade	Closed	4/2/14	4/7/14	\$75,905.56	\$44,459.14		\$31,446.42
CAL-14-06	Miramar Control Panel	Closed	8/28/14	8/28/14	\$37,953.00	\$27,980.71		\$9,972.29
CAL-14-08	SFWater Flow & Data Logger/Cahill Tank	Closed	8/20/2014	8/20/2014	\$1,370.00	\$1,372.00		-\$2.00
CAL-15-01	Main Street Monitors	Closed				\$6,779.42		-\$6,779.42
CAL-15-02	Denniston To Do List	Closed				\$2,930.00		-\$2,930.00
CAL-15-03	Nunes & Denniston Turbidity Meters	Closed			\$6,612.50	\$12,536.12		-\$5,923.62
CAL-15-04	Phase II Control System Upgrade		6/23/2015	8/11/2015	\$195,000.00	\$194,102.50		\$897.50
CAL-15-05	Permanganate Water Flow					\$1,567.15		-\$1,567.15
CAL-16-04	Radio Network		12/9/2016	1/10/2017	\$126,246.11	\$116,633.18		\$9,612.93
CAL-16-05	El Granada Tank No. 3 Recoating		12/16/2016		\$6,904.50	\$3,860.00		\$3,044.50
CAL-17-01	Crystal Springs Leak Valve Control		2/8/2017	2/14/2017	\$8,701.29	\$6,390.00		\$2,311.29
CAL-17-02	Crystal Springs Requirements & Addtl Controls		2/8/2017	2/14/2017	\$38,839.50	\$16,467.06		\$22,372.44
CAL-17-03	Nunes Valve Control		6/29/2017	7/11/2017	\$73,281.80	\$64,184.35		\$9,097.45
CAL-17-04	Denniston Booster Pump Station		7/27/2017	TBD		\$1,230.00		-\$1,230.00
CAL-17-05	Crystal Springs Pump Station #3 Soft Start		7/27/2017	TBD		\$0.00		
<b>SUBTOTAL</b>					<b>\$699,976.93</b>	<b>\$677,139.39</b>		<b>\$22,837.54</b>

**Other: Maintenance**

CAL-15-EMG	Emergency Callout							
CAL-17-EMG	Emergency Callout Tanks							
	Crystal Springs Maintenance					\$	244.70	
	Nunes Maintenance							
	Denniston Maintenance							
	Main Office/Distribution							
<b>TOTAL FY2017/18</b>							<b>\$</b>	<b>244.70</b>

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**Tuesday, July 11, 2019**

- 1) **ROLL CALL** - The special meeting began at 6:00 p.m. Present at roll call: Directors Ken Coverdell, Chris Mickelsen, Vice-President Bob Feldman, President Glenn Reynolds, David Dickson, General Manager; and Mary Rogren, Assistant General Manager. Director Arnie Glassberg was absent.
- 2) **PUBLIC COMMENT** - There were no public comments.
- 3) **CLOSED SESSION**
  - A. **Conference with Labor Negotiator**  
**Pursuant to California Government Code Section 54957.6**  
**Agency Designated Representatives: David Dickson, General Manager**  
**and Mary Rogren, Assistant General Manager**  
**Employee Organization: Teamsters Union, Local 856**
  - B. **Public Employee Performance Evaluation**  
**Pursuant to California Government Section 54957**  
**Title: General Manager**
- 4) **RECONVENE TO OPEN SESSION** - President Reynolds reported that there was no Board action taken on agenda items 3A and 3B.
- 5) **ADJOURNMENT** - The Special Meeting was adjourned at 7:02 p.m.

Respectfully submitted,

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David R. Dickson, General Manager  
Secretary to the District

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Glenn Reynolds, President  
Board of Directors



**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**

**Tuesday, July 11, 2017**

- 1) **ROLL CALL** - President Glenn Reynolds called the meeting to order at 7:03 p.m. Present at roll call: Directors Ken Coverdell, Chris Mickelsen, and Vice-President Bob Feldman. Director Arnie Glassberg was absent.

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

- 2) **PLEDGE OF ALLEGIANCE**

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

- 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, 2017:  
Claims: \$1,374,028.79; Payroll: \$131,182.00 for a total of \$1,505,210.79
- B. Acceptance of Financial Reports
- C. Approval of Minutes of June 13, 2017 Regular and Special Board of Directors Meetings
- D. Monthly Water Service Connection Transfer Report
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report - June 2017
- H. Monthly Emergency Main & Service Repairs Report and Water Line Flushing Report
- I. Monthly Rainfall Reports
- J. S.F.P.U.C. Hydrological Report for the month of May 2017
- K. Approval of Calcon Work Directive 17-03 for Nunes Valve Controls Project

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

**ON MOTION BY Director Coverdell and seconded by Vice-President Feldman, the Board voted by roll call vote to approve the Consent Calendar in its entirety:**

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

**5) MEETINGS ATTENDED / DIRECTOR COMMENTS**

There were no reports of meetings attended or Director comments.

**6) GENERAL BUSINESS**

**A. Agreement with Pakpour Consulting Group for El Granada Tank #1 Retaining Wall Design**

Mr. Dickson introduced this item, providing the background and some photographs depicting the damage to the site conditions sustained in the winter storms of 2017. He explained that a structurally suitable retaining wall must now be constructed and installed as soon as possible to protect the tank and the road located above before the next rainy season. Mr. Dickson indicated that Joubin Pakpour, with the Pakpour Consulting Group, Inc., had submitted a proposal to provide professional engineering services for the design of a new retaining wall at the El Granada Storage Tank No. 1 site and was present for any Board discussion regarding the project.

The overall Board expressed their reservations with the total price proposed for the design of this project. Discussion ensued, with Mr. Pakpour and Mr. Dickson answering the Board's questions and addressing their concerns. Mr. Dickson agreed to seek further expert review of the proposal and to bring a revised approach back to the Board.

**B. Authorize the General Manager to Purchase a New Bowl and Shaft Assembly for Crystal Springs Pump # 3**

Mr. Guistino summarized the status of this project and explained the necessity in purchasing a new assembly for this pump.

**ON MOTION BY Director Coverdell and seconded by President Reynolds, the Board voted by roll call vote to authorize the General Manager to purchase a new bowl and shaft assembly for Crystal Springs Pump # 3 for \$48,970. from Pump Repair Service Company:**

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

**C. License and Commercial Right of Entry Agreement for Strawflower Village Pipeline Installation**

Mr. Dickson reminded the Board that this project was approved in January of 2017 when the Board awarded a contract to Andreini Brothers for a sum of \$148,255. He advised that before the project can begin, a new easement from the Strawflower Village property owner, Regency Centers Corporation, is necessary, but due to a number of delays with Regency Centers staff and then the impending sale of the Strawflower Village Shopping Center, a License and Commercial Right of Entry Agreement is being proposed. He explained the nature of the pipeline installation project, the terms of the Agreement, which would eventually be replaced with a permanent easement and the nominal agreement administrative fee payable to Regency Centers in the sum of \$500.

Mr. Miyaki advised that he had reviewed and approved the agreement and summarized the nature of the agreement.

**ON MOTION BY President Reynolds and seconded by Director Mickelsen, the Board voted by roll call vote to authorize the General Manager to execute a License and Commercial Right of Entry Agreement with Regency Centers Corporation for the Strawflower Village Pipeline Installation:**

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

**D. Fiscal Year 2016-2017 Year End - Financial Results - Preliminary**

Ms. Rogren stated that she was pleased to report that the District's Fiscal Year 2016-2017 year-end results were significantly better than plan. She reviewed the key revenue and expense highlights.

E. **Consider approval of Resolution Establishing Appropriations Limit Applicable to District during Fiscal Year 2017-2018**

Mr. Miyaki summarized this agenda item, reminding the Board that this is an annual requirement and his recommendation is to approve the Resolution.

**ON MOTION BY President Reynolds and seconded by Director Mickelsen, the Board voted by roll call vote to adopt Resolution 2017-03 Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2017-2018:**

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

F. **Response to 2016-2017 Grand Jury Report Regarding Independent Special Districts Website Transparency Update**

Mr. Dickson reviewed the background, noting that this recent 2016-2017 Grand Jury Report entitled *“Can We See You Now? San Mateo County’s Independent Special District’s Website Transparency Update* is a follow up on special districts’ progress in implementing website transparency recommendations made by the 2014-2015 Civil Grand Jury. He referenced the District’s response to the findings and recommendations, which requires approval by the governing board at a public meeting. He also reported that staff had submitted the application for the California Special District’s Association Special Leadership Foundation’s District Transparency Certificate of Excellence.

**ON MOTION BY President Reynolds and seconded by Director Coverdell, the Board voted by roll call vote to approve the District’s response to the findings and recommendations in the 2016-2017 San Mateo County Grand Jury’s *Independent Special Districts Website Transparency Update*, as will be revised to make some non-substantive changes by the General Manager:**

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

Mr. Dickson added that he would like to recognize and express his appreciation for JoAnne Whelen’s efforts in pursuing the criteria to apply for this Transparency Certificate of Excellence.

**G. Purchase a New Service Truck from Summit Truck Equipment**

Mr. Guistino reported that the current service truck is over 17 years old, past the end of its useful life and needs to be replaced. He credited Distribution Supervisor John Davis for his time and effort in doing extensive research to evaluate an appropriate replacement vehicle to suit the District's needs.

**ON MOTION BY President Reynolds and seconded by Director Feldman, the Board voted by roll call vote to determine that waiving the competitive bidding requirements of Resolution 2016-09 to allow purchase of a new service truck from Summit Truck Equipment is in the best interest of the District, in order to obtain a vehicle custom designed for the District's needs through a collaborative effort of the vendor and District and to authorize the General Manager to purchase a new service truck from Summit Truck Equipment for a total of \$210,367:**

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

**H. Recycled Water Update**

Mr. Dickson reviewed the background of this item, advising the Board that at their June 12, 2017 meeting, the Sewer Authority Mid-Coastside (SAM) accepted a recycled water Finance Plan prepared as an element of SRT's 25% design. He then outlined Table 3 of the Finance Plan and reviewed estimated capital costs and annual unit costs. He emphasized that the next step in developing the recycled water project incorporating the proposed general terms into an agreement. Brief discussion ensued with the Board providing direction for staff to (1) pursue meeting with Ocean Colony Partners to determine if, based on the estimated costs provided by SAM and CCWD's view of these estimates Ocean Colony Partners is interested and committed to step up and contribute to the shortfall of funds for this project, and (2) pursue meeting with SAM staff upon the SAM Board's authorization to do so, to negotiate the terms of a detailed agreement, based upon the guiding principles.

**7) GENERAL MANAGER'S REPORT AND MONTHLY INFORMATIONAL REPORTS**

Mr. Dickson recognized the dedicated efforts of the field staff, under the direction of Joe Guistino, Sean Donovan and John Davis, in maximizing the production of the District's local water sources to achieve an excellent savings of \$329,000 in SFPUC water purchases.

- A.** Assistant General Manager's Report - Ms. Rogren informed the Board that the District has engaged Koff and Associates to manage the recruitment for a new Superintendent of Operations.

- B. Superintendent of Operations Report - Mr. Guistino reviewed the operations highlights, including the installation of new water sampling stations and a progress update of the El Granada Tank 3 Rehabilitation and Coating Project
- C. Water Resource Report - Ms. Brennan advised that the District has distributed our annual Consumer Confidence Report (Water Quality Report) for 2016.

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

There were no requests for future Board meeting agenda items expressed.

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

Respectfully submitted,

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David R. Dickson, General Manager  
Secretary to the District

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Glenn Reynolds, President  
Board of Directors

# ***STAFF REPORT***

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

**From: David Dickson, General Manager**

**Agenda: August 8, 2017**

Report

**Date: August 1, 2017**

**Subject: Monthly Water Service Connection Transfer Report  
Month of July 2017**

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## **Recommendation:**

None. For Board information purposes only.

## **Background:**

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

During the month of July three (3) applications to transfer three (3) -- 5/8" (20 gpm) non-priority water service connections were approved. A spreadsheet reporting these transfers follows this report as well as the approval memorandums from Patrick Miyaki and the confirmation letters from Gina Brazil.

**NON PRIORITY WATER TRANSFERS APPROVED FOR THE 2017 CALENDAR YEAR  
MONTH OF JULY 2017**

DONATING APN	PROPERTY OWNER(S)	RECIPIENT APN	PROPERTY OWNER(S)	# OF CONNECTIONS	DATE
115-520-170	Charles J. Keenan III (c/o Joyce Yamigiwa)	056-141-340	Vincent Paguia	1 -- 5/8"	July 13, 2017
115-520-170	Charles J. Keenan III (c/o Joyce Yamigiwa)	056-116-320	Gabriel & Micheline Tabib	1 -- 5/8"	July 13, 2017
115-520-170	Charles J. Keenan III (c/o Joyce Yamigiwa)	047-127-270	Deborah Moy	1 -- 5/8"	July 27, 2017



## Memorandum

**TO:** Gina Brazil  
**FROM:** Patrick T. Miyaki  
**DATE:** July 13, 2017  
**RE:** **Application to Transfer One Uninstalled Non-Priority Water Service Connection from Charles J. Keenan III Trustee (c/o Joyce Yamigiwa) to Vincent Pagua**

---

Gina, I have reviewed the Application to transfer one 5/8-inch uninstalled non-priority water service connection from property owned by Charles J. Keenan III Trustee (c/o Joyce Yamigiwa) (APN 115-520-170) to Vincent Pagua (APN 056-141-340).

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

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

PTM:slh

cc: David Dickson, General Manager  
Samantha Hubley



July 13, 2017

Charles Keenan, Trustee  
c/o Joyce Yamigiwa  
700 Emerson Street  
Palo Alto, CA 94301

and

Vincent Paguia  
111 Carnelian Road  
South San Francisco, CA 94080

RE: Approval - Request for Transfer of Water Service Connection Capacity

Dear Property Owners:

This is official confirmation that the Coastside County Water District has approved your request to transfer one - 5/8" non-priority water service connections. The result of this transfer is as follows:

- **APN 115-520-170** continues to have the rights to thirty-seven (37) -- 5/8" (20 gpm) non-priority water service connections from the Coastside County Water District; and
- **APN 056-141-340** now has one (1) -- 5/8" (20 gpm) uninstalled non-priority water service connection assigned to it from the Crystal Springs Project.

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

Sincerely,

Gina Brazil  
Office Manager

cc: David Dickson, General Manager

## Memorandum

**TO:** Gina Brazil  
**FROM:** Patrick T. Miyaki  
**DATE:** July 13, 2017  
**RE:** **Application to Transfer One Uninstalled Non-Priority Water Service Connection from Charles J. Keenan III Trustee (c/o Joyce Yamigiwa) to Gabriel & Micheline Tabib**

---

Gina, I have reviewed the Application to transfer one 5/8-inch uninstalled non-priority water service connection from property owned by Charles J. Keenan III Trustee (c/o Joyce Yamigiwa) (APN 115-520-170) to Gabriel & Micheline Tabib (APN 056-116-320).

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

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

PTM:slh

cc: David Dickson, General Manager  
Samantha Hubley

July 13, 2017

Charles Keenan, Trustee  
c/o Joyce Yamigiwa  
700 Emerson Street  
Palo Alto, CA 94301

and

Gabriel & Micheline Tabib  
435 Correas Street  
Half Moon Bay, CA 94019



RE: Approval - Request for Transfer of Water Service Connection Capacity

Dear Property Owners:

This is official confirmation that the Coastside County Water District has approved your request to transfer one - 5/8" non-priority water service connections. The result of this transfer is as follows:

- APN 115-520-170 continues to have the rights to thirty-six (36) -- 5/8" (20 gpm) non-priority water service connections from the Coastside County Water District; and
- APN 056-116-320 now has one (1) -- 5/8" (20 gpm) uninstalled non-priority water service connection assigned to it from the Crystal Springs Project.

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

Sincerely,

A handwritten signature in cursive script that reads "Gina Brazil".

Gina Brazil  
Office Manager

cc: David Dickson, General Manager

## Memorandum

**TO:** Gina Brazil  
**FROM:** Patrick T. Miyaki  
**DATE:** July 27, 2017  
**RE:** **Application to Transfer One Uninstalled Non-Priority Water Service Connection from Charles J. Keenan III Trustee (c/o Joyce Yamigiwa) to Deborah Moy**

---

Gina, I have reviewed the Application to transfer one 5/8-inch uninstalled non-priority water service connection from property owned by Charles J. Keenan III Trustee (c/o Joyce Yamigiwa) (APN 115-520-170) to Deborah Moy (APN 047-127-270).

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

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

PTM:slh

cc: David Dickson, General Manager  
Samantha Hubley

July 27, 2017

Charles Keenan, Trustee  
c/o Joyce Yamigiwa  
700 Emerson Street  
Palo Alto, CA 94301



and

Deborah Moy  
105 Troon Way  
Half Moon Bay, CA 94019

RE: Approval - Request for Transfer of Water Service Connection Capacity

Dear Property Owners:

This is official confirmation that the Coastside County Water District has approved your request to transfer one - 5/8" non-priority water service connections. The result of this transfer is as follows:

- **APN 115-520-170** continues to have the rights to thirty-five (35) -- 5/8" (20 gpm) non-priority water service connections from the Coastside County Water District; and
- **APN 047-127-270** now has one (1) -- 5/8" (20 gpm) uninstalled non-priority water service connection assigned to it from the Crystal Springs Project.

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

Sincerely,

A handwritten signature in blue ink that reads "Gina Brazil".

Gina Brazil  
Office Manager

cc: David Dickson, General Manager



**Fiscal Year 2018 Water Service Installations**

*FY 2018*

APN	Name	Install Address	City/Community	Meter Size	Type	Date Installed	Notes
056-560-060	HMB Edenbridge Ct LP	101 Pumpkin Hollow	HMB	5/8"	dom	10-Jul-17	with 1" fire
056-560-110	HMB Edenbridge Ct LP	106 Redhawk Ct	HMB	5/8"	dom	10-Jul-17	with 1" fire
056-560-100	HMB Edenbridge Ct LP	102 Redhawk Ct	HMB	5/8"	dom	10-Jul-17	with 1" fire
056-082-840	Taffera, Anthony	696 Terrace Ave	HMB	5/8"	dom	14-Jul-17	with 1" fire
056-082-160	Bertao, Manuel & Cecilia	697 Terrace Ave	HMB	5/8"	dom	12-Jul-17	with 1" fire
056-560-120	HMB Edenbridge Ct LP	110 Red Hawk Ct	HMB	5/8"	dom	18-Jul-17	with 1" fire
056-560-160	HMB Edenbridge Ct LP	103 Red Hawk Ct	HMB	5/8"	dom	18-Jul-17	with 1" fire
056-560-150	HMB Edenbridge Ct LP	701 Upper Terrace A	HMB	5/8"	dom	18-Jul-17	with 1" fire
056-560-170	HMB Edenbridge Ct LP	107 Red Hawk Ct	HMB	5/8"	dom	18-Jul-17	with 1" fire
056-118-300	Taffera, Anthony	412 Valdez Ave.	HMB	5/8"	dom	19-Jul-17	with 1" fire



**TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2018**

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.87	25.93	0.00	0.00	45.87	72.67	3.45	69.22
AUG								
SEPT								
OCT								
NOV								
DEC								
JAN								
FEB								
MAR								
APR								
MAY								
JUN								
<b>TOTAL</b>	<b>0.87</b>	<b>25.93</b>	<b>0.00</b>	<b>0.00</b>	<b>45.87</b>	<b>72.67</b>	<b>3.45</b>	<b>69.22</b>
% MONTHLY TOTAL	1.20%	35.68%	0.00%	0.00%	63.12%	100.00%	0.05	95.25%
% ANNUAL TO DATE TOTAL	1.2%	35.7%	0.0%	0.0%	63.1%	100.0%	4.75%	95.2%
Local vs Imported-month	36.9%	63.12%		CCWD vs SFPUC- month	36.9%	63.1%		
Local vs Imported-annual	36.9%	63.1%		CCWD vs SFPUC- annual	36.9%	63.1%		
	Local Source	Imported Source						

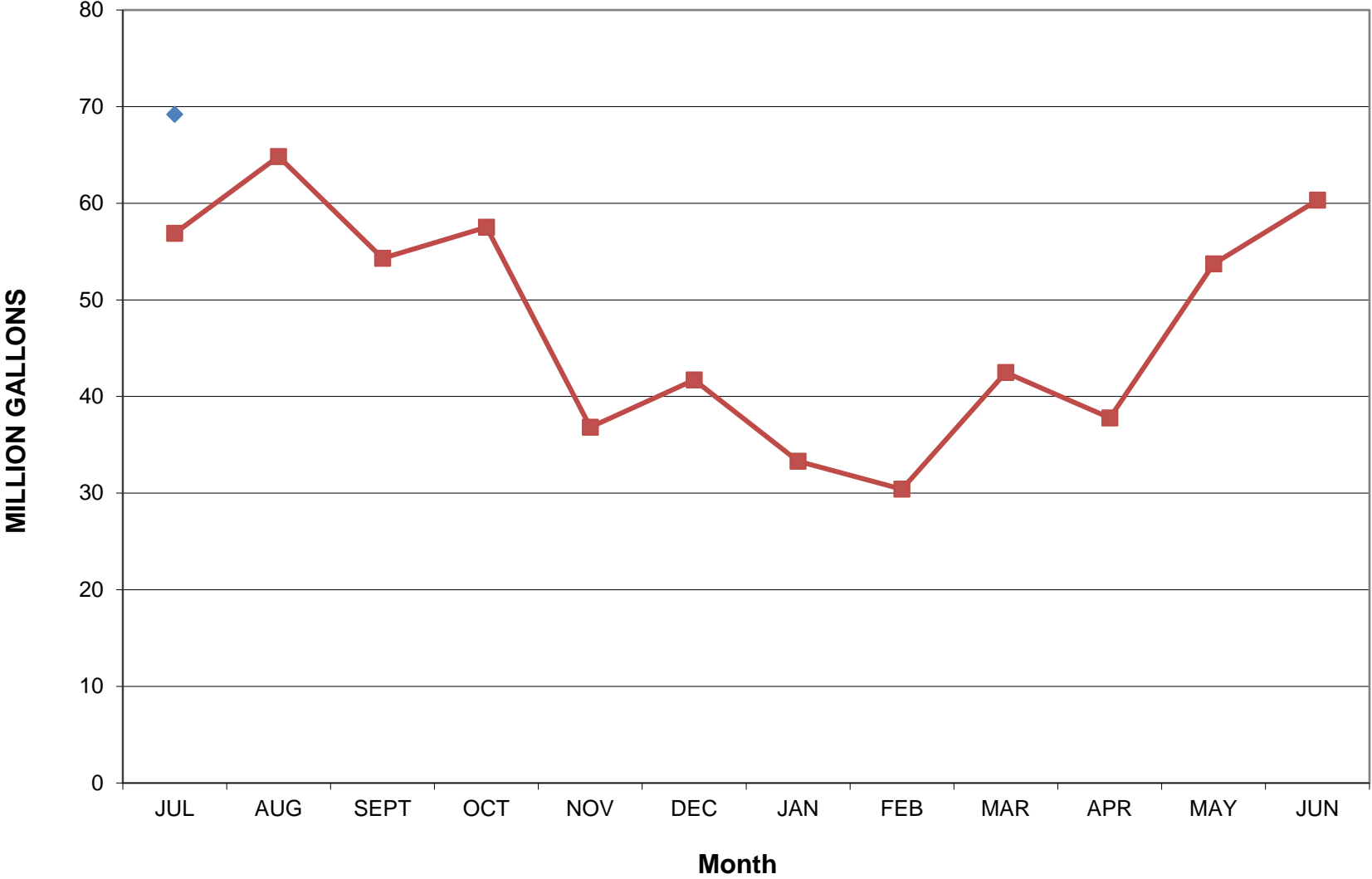
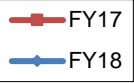
12 Month Running Treated Total

**582.48**

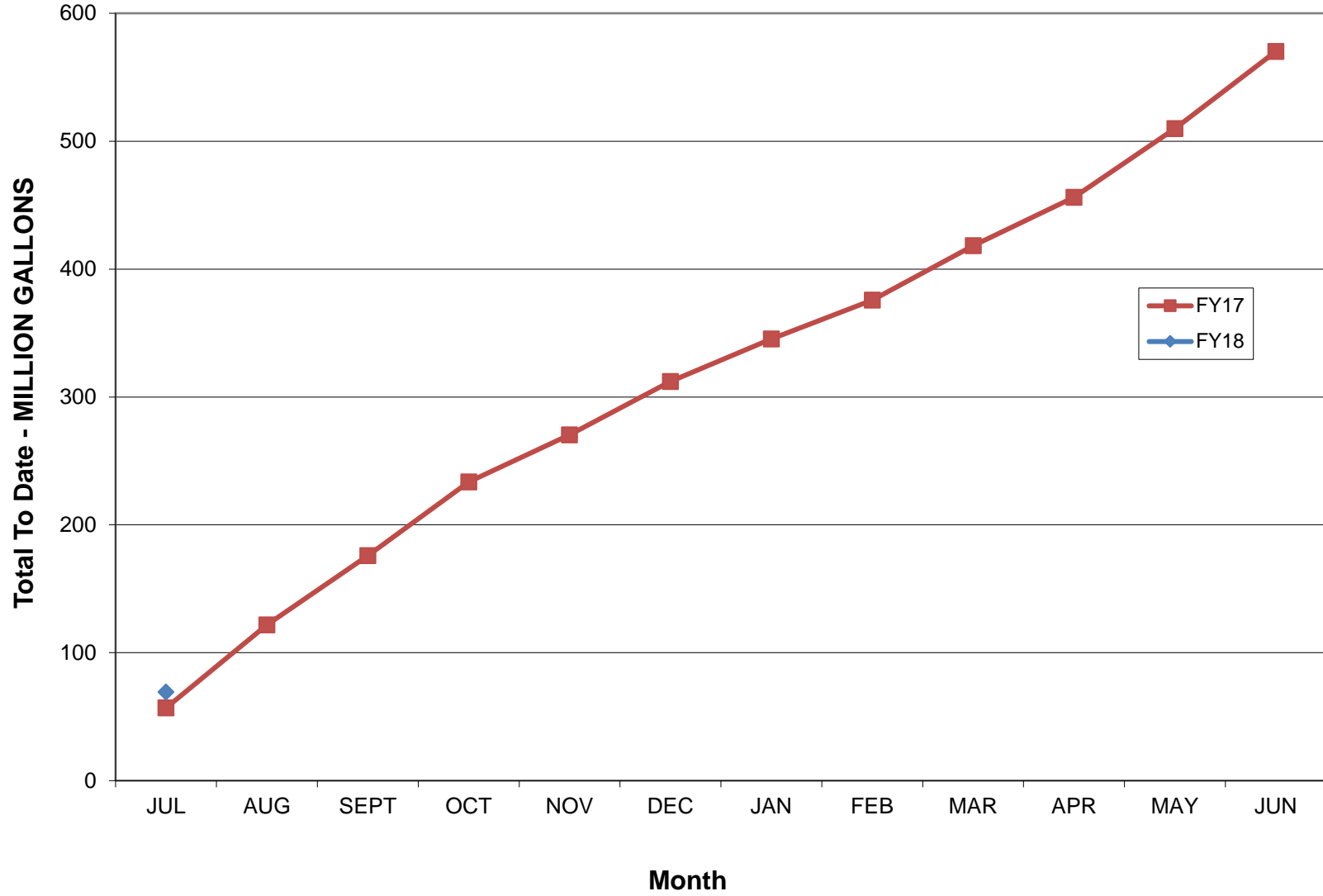
**TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2017**

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

Monthly Production FY 17 vs FY 18



Cumulative Production FY 17 vs.FY18



Plant Water Use*			Non Revenue Water					2017		MG	
	Denniston Plant	Nunes Plant	Total	Main Flushing	Main Breaks	Fire Dept	Miscellaneous	Denniston Holding Pond	Autoflush	Tank Level Difference	Total
JAN	1.070	1.430	2.500	0.000	0.040	0.000	0.024	0.000	0.139	-0.553	2.150
FEB	0.000	1.770	1.770	0.000	0.0003	0.000	2.000	0.000	0.024	-0.099	3.695
MAR	0.370	1.800	2.170	0.000	0.403	0.000	0.090	0.157	0.024	0.487	3.331
APR	1.420	1.590	3.010	0.000	0.131	0.000	0.000	0.285	0.024	0.086	3.536
MAY	2.050	1.560	3.610	0.002	0.058	0.000	0.090	0.000	0.049	-0.281	3.528
JUN	2.080	1.610	3.690	0.005	0.002	0.000	0.000	0.000	0.045	-0.161	3.581
JUL	2.090	1.600	3.690	0.000	0.020	0.000	0.000	0.000	0.045	-0.303	3.452
AUG											0.000
SEP											0.000
OCT											0.000
NOV											0.000
DEC											0.000
<b>TOTAL</b>	<b>9.08</b>	<b>11.36</b>	<b>20.44</b>	<b>0.01</b>	<b>0.65</b>	<b>0.00</b>	<b>2.20</b>	<b>0.44</b>	<b>0.35</b>	<b>-0.82</b>	<b>23.27</b>

**COASTSIDE COUNTY WATER DISTRICT**

**Predicted vs Actual Production - All Sources      FY 18**

	Denniston Surface			Denniston Wells			Pilarcitos Wells			Pilarcitos Surface			SFWD CSP			SFWD Total	
	Actual MG	Predicted MG	pred-act	Actual MG	Predicted	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG
Jul-17	25.93	14.96	-10.97	0.87	2.54	1.67	0.00	0.00	0.00	0.00	36.65	36.65	45.87	6.01	-39.86	45.87	42.66
Aug-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	55.26
Sep-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	44.70
Oct-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	57.09
Nov-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	18.10
Dec-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	8.49
Jan-18			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	10.77
Feb-18			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	3.74
Mar-18			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	5.98
Apr-18			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	22.44
May-18			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	24.68
Jun-18			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	29.17
<b>MG Totals</b>	<b>25.93</b>	<b>14.96</b>	<b>-10.97</b>	<b>0.87</b>	<b>2.54</b>	<b>1.67</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36.65</b>	<b>36.65</b>	<b>45.87</b>	<b>6.01</b>	<b>-39.86</b>	<b>45.87</b>	<b>323.10</b>

	Actual non SFPUC	Predicted non SFPUC	Actual SFPUC	Predicted SFPUC	TOTAL Actual	TOTAL Predicted	TOTAL Pred-act
	26.80	17.50	45.87	42.66	72.67	60.17	-12.50
<b>% Total</b>	<b>36.88%</b>	<b>29.09%</b>	<b>63.12%</b>	<b>70.91%</b>	<b>120.78%</b>		

**Coastside County Water District Monthly Sales By Category (MG)  
FY2018**

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	20.823												20.82
COMMERCIAL	3.369												3.37
RESTAURANT	1.783												1.78
HOTELS/MOTELS	2.762												2.76
SCHOOLS	0.567												0.57
MULTI DWELL	2.768												2.77
BEACHES/PARKS	0.554												0.55
AGRICULTURE	6.107												6.11
RECREATIONAL	0.266												0.27
MARINE	0.597												0.60
IRRIGATION	6.166												6.17
RAW WATER	8.783												8.78
Detector Checks	0.019												0.02
Portable Meters	0.267												0.27
<b>TOTAL - MG</b>	<b>54.83</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>54.83</b>

Non Residential Usage 34.007 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000  
**Running 12 Month Total 557.63**  
 12 mo Residential **290.68**  
 12 mo Non Residential **266.95**  
 Total 557.63 #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE!

**FY 2017**

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	19.638	39.197	19.950	34.540	16.008	28.428	17.071	24.825	12.670	27.256	15.528	34.380	289.49
COMMERCIAL	3.731	3.032	3.597	2.698	2.969	2.321	2.599	1.930	2.766	2.203	3.143	2.435	33.42
RESTAURANT	1.745	1.569	1.937	1.353	1.596	1.260	1.343	0.975	1.405	1.204	1.682	1.325	17.40
HOTELS/MOTELS	3.004	3.420	2.778	2.425	2.239	1.857	2.048	1.700	2.288	2.200	2.795	2.323	29.08
SCHOOLS	0.659	0.754	0.723	0.722	0.332	0.223	0.131	0.470	0.238	0.329	0.503	0.573	5.66
MULTI DWELL	2.572	2.697	2.403	2.659	2.161	2.671	2.377	2.503	2.403	2.717	2.718	2.741	30.62
BEACHES/PARKS	0.579	0.500	0.406	0.343	0.206	0.120	0.153	0.097	0.198	0.185	0.337	0.414	3.54
AGRICULTURE	5.160	5.131	4.784	7.124	5.950	4.090	4.353	4.155	5.704	6.320	6.927	5.422	65.12
RECREATIONAL	0.242	0.282	0.221	0.220	0.186	0.211	0.185	0.192	0.214	0.263	0.227	0.300	2.74
MARINE	0.498	0.524	0.638	0.391	0.501	0.565	0.464	0.418	0.462	0.427	0.496	0.372	5.76
IRRIGATION	1.538	3.239	2.703	2.395	0.471	0.406	0.377	0.199	0.304	0.489	2.257	3.172	17.55
RAW WATER	10.081	8.593	9.711	8.440	0.141	2.079	0.000	0.000	0.004	0.703	3.586	5.068	48.41
Detector Checks	0.009	0.011	0.013	0.007	0.008	0.025	0.022	0.019	0.062	0.021	0.019	0.023	0.24
Portable Meters	0.099	0.895	0.404	0.496	0.299	0.155	0.094	0.083	0.141	0.159	0.220	0.286	3.33
<b>TOTAL - MG</b>	<b>49.55</b>	<b>69.85</b>	<b>50.27</b>	<b>63.81</b>	<b>33.07</b>	<b>44.41</b>	<b>31.22</b>	<b>37.57</b>	<b>28.86</b>	<b>44.48</b>	<b>40.44</b>	<b>58.83</b>	<b>552.35</b>

Non Residential Usage 29.916 30.649 30.317 29.273 17.061 15.983 14.146 12.743 16.189 17.220 24.911 24.454 262.862  
**Running 12 Month Total**  
 12 mo Residential 1.64 4.90 6.57 9.44 10.78 13.15 14.57 16.64 17.69 19.97 21.26 24.12  
 12 mo Non Residential 2.49 5.05 7.57 10.01 11.43 12.77 13.95 15.01 16.36 17.79 19.87 21.91  
 Total 4.13 9.95 14.14 19.46 22.21 25.91 28.51 31.65 34.05 37.76 41.13 46.03

MONTH	Jun-17												
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### Coastside County Water District Monthly Discharge Report

#### EMERGENCY MAIN AND SERVICE REPAIRS

1	Date Reported Discovered	Date Repaired	Location	Pipe Class	Pipe Size & Type	Estimated Water Loss (Gallons)*	Environmental Damage? Y/N **	If Yes chlorine residual after dechlor	Equipment Costs	Material Costs	Employee hours		Labor Costs	Total Costs
											Staff	Hours		
											overtime			
1	7/1/2017	7/1/17	53 San Pablo								Staff	Hours	*	
				M	6CI	9,600	N	N	\$800.00	\$400.00	4	4	\$1,200	\$2,400.00
2	6/30/2017	7/6/2017	742 EG BLVD								Staff	Hours		
				C	S 1"	2,000	N	N	\$700.00	\$400.00	4	3.5	\$700	\$1,800.00
3	7/6/2017	7/6/2017	642 Johnston Street								Staff	Hours		
				G	2"	500	N	N	\$400.00	\$200.00	4	2	\$400	\$1,000.00
4	7/19/2017	7/21/2017	455 Prospect way								Staff	Hours		
				S	3/4'	8,000	n	N	\$750.00	\$300.00	4	5	\$1,000	\$2,050.00
5											Staff	Hours		\$0.00
6											Staff	Hours		\$0.00
7											Staff	Hours		\$0.00
8											Staff	Hours		\$0.00
<b>Totals</b>						<b>20,100</b>			<b>\$2,650.00</b>	<b>\$1,300.00</b>	<b>16</b>	<b>14.5</b>	<b>\$3,300</b>	<b>\$7,250.00</b>

\* all costs paid by contractor who damaged main

\*\* If Yes, include photos of damage

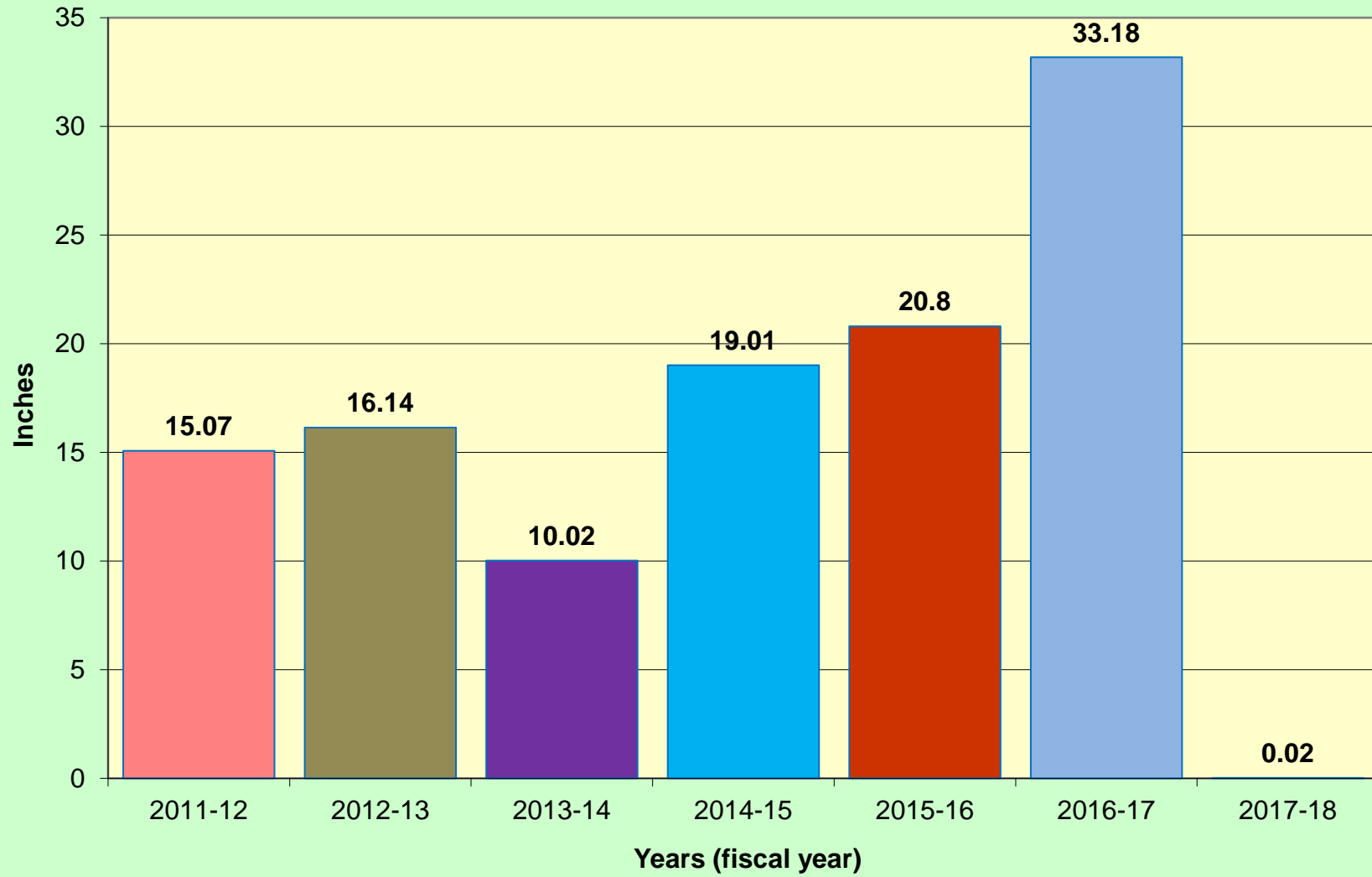
Staff x hours = 232

MONTH		Jun-17											
PLANNED PLANT OR TANK DISCHARGE AND NEW WATER LINE FLUSHING REPORT										OTHER DISCHARGES			
	Date	Project/Location	Pipe Size & Type	Estimated Water Flushed (Gallons)	Chlorine Residual after dechlor	pH	Flow Rate (gal/min)	Duration of Discharge (minutes)	Total Volumes (gallons)				
1									Flushing Program				
2									Reservoir Cleaning				
3									Automatic Blowoffs	45,000			
3									Dewatering Operations				
4									Other (includes flow testing)	5000			
DEWATERING OPERATIONS GREATER THAN 350,000 GALLONS (requires prenotification to CWRCB)										Number of planned or emergency discharges greater than 50,000 gallons			
	Date	Location	Volume	pH			Chlorine Residual after dechlor			Duration (min)			
				5 min	20 min	end	5 min	20 min	end		0		
1													
2													
ANNUAL REPRESENTATIVE MONITORING													
	Date	Location	Volume (gal)	pH	Chlorine Residual after dechlor (ppm)						PLANNED DISCHARGES GRAND TOTAL (MG)		
1											0.050		





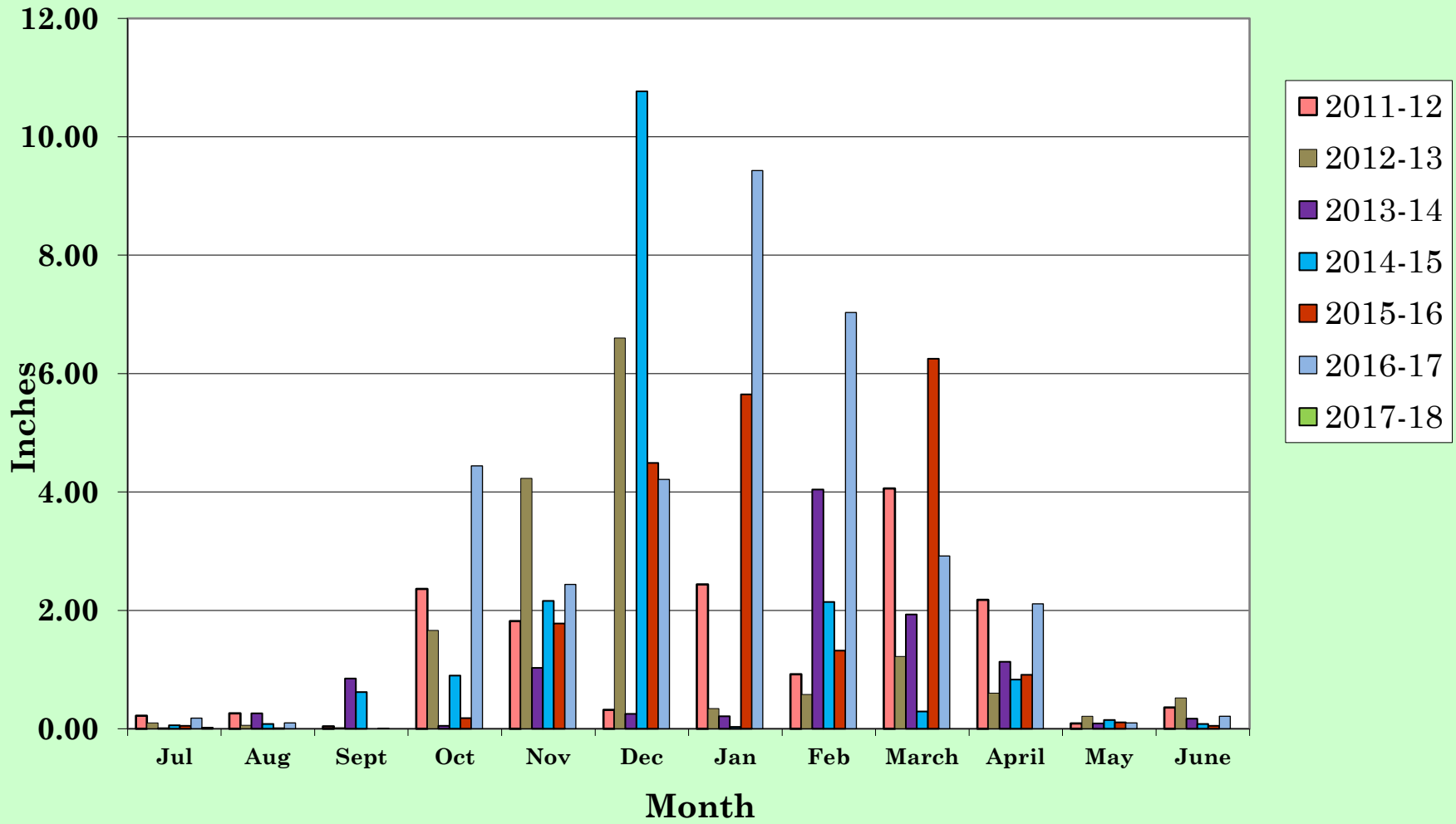
## Rain Totals Fiscal Years 12 - 18



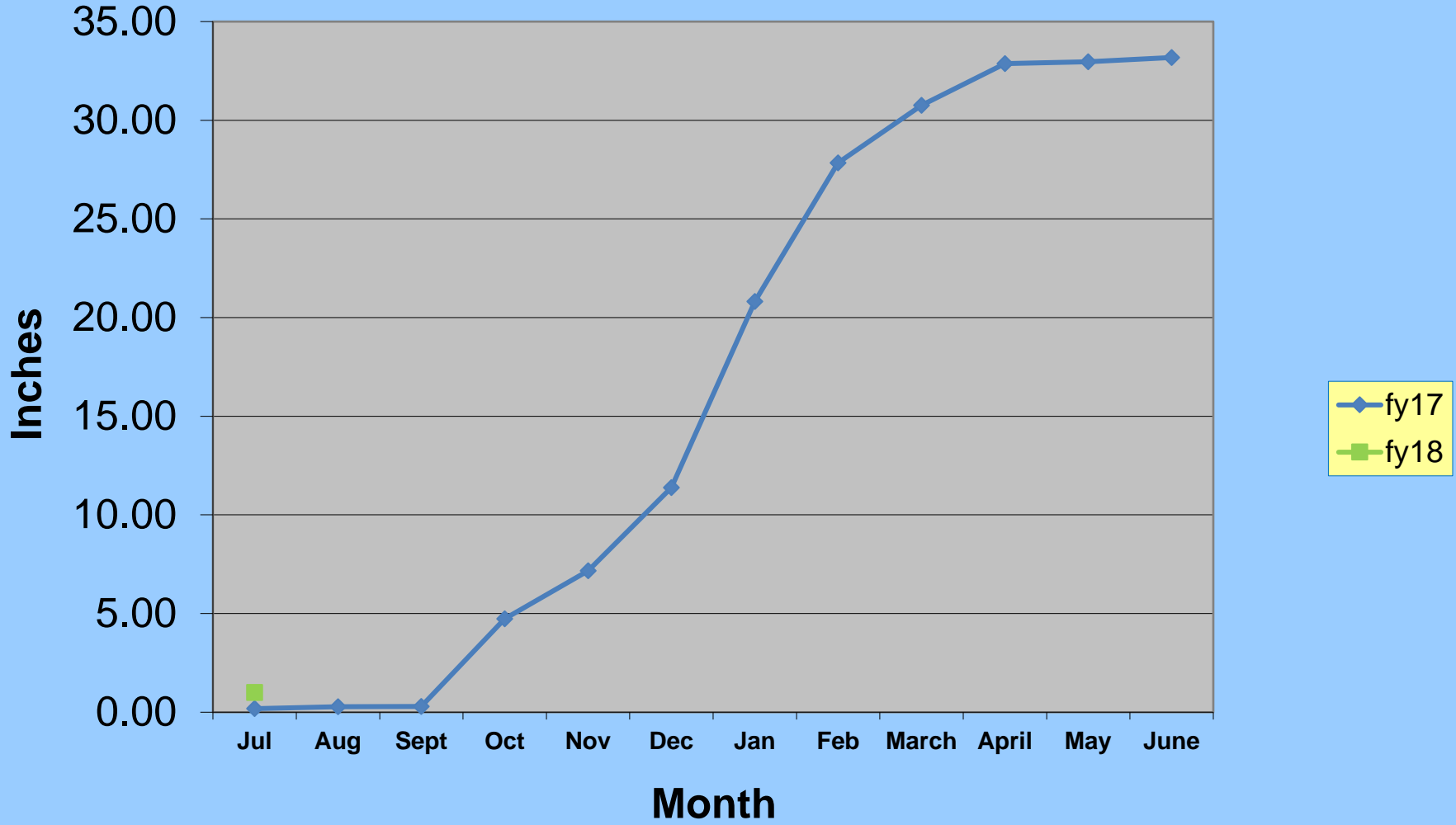
# Coastside County Water District

## Rainfall by Month

Fiscal Years 12 - 18

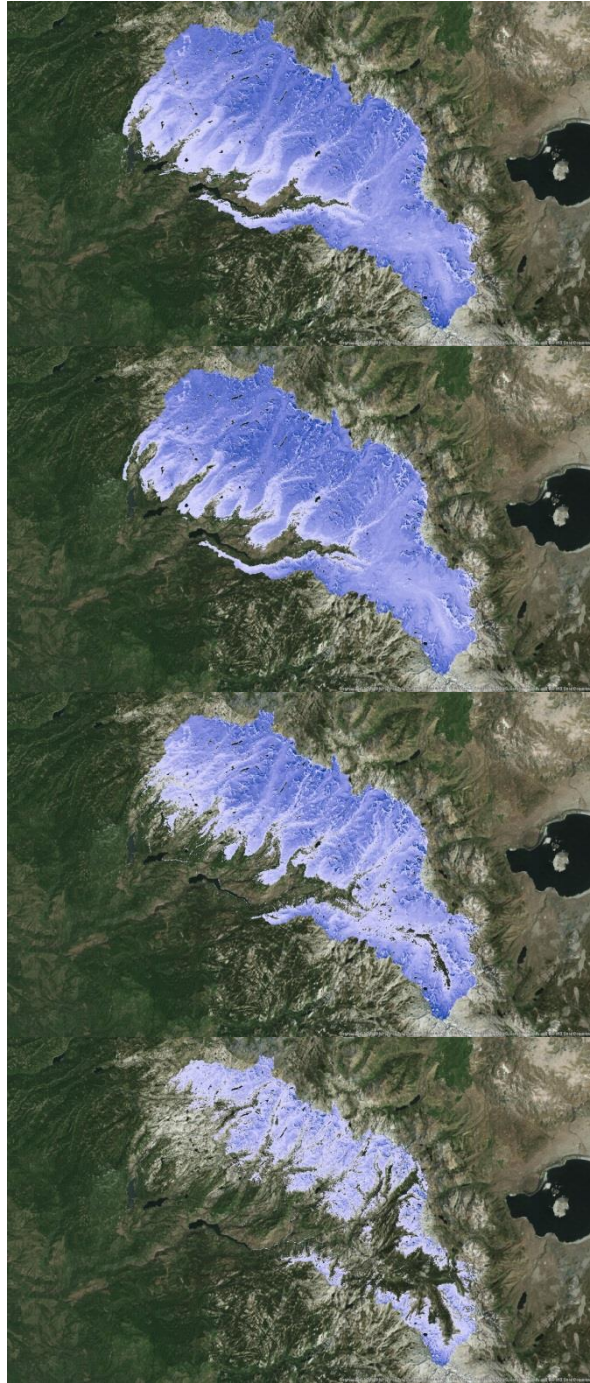


# Rainfall Total Comparison Fiscal Years 17 and 18



# San Francisco Public Utilities Commission Hydrological Conditions Report For June 2017

J. Chester, C. Graham, & M. Tsang, July 5, 2017



Airborne Snow Observatory Snow Water Equivalent maps of the Hetch Hetchy, Cherry and Eleanor Basins April 2 (top), May 1, June 4 and July 9 (bottom). Measured snow water equivalent in the Hetch Hetchy Basin declined from 1,214 TAF to 175 TAF from April to July, while 1,035 TAF inflows were observed at Hetch Hetchy.

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

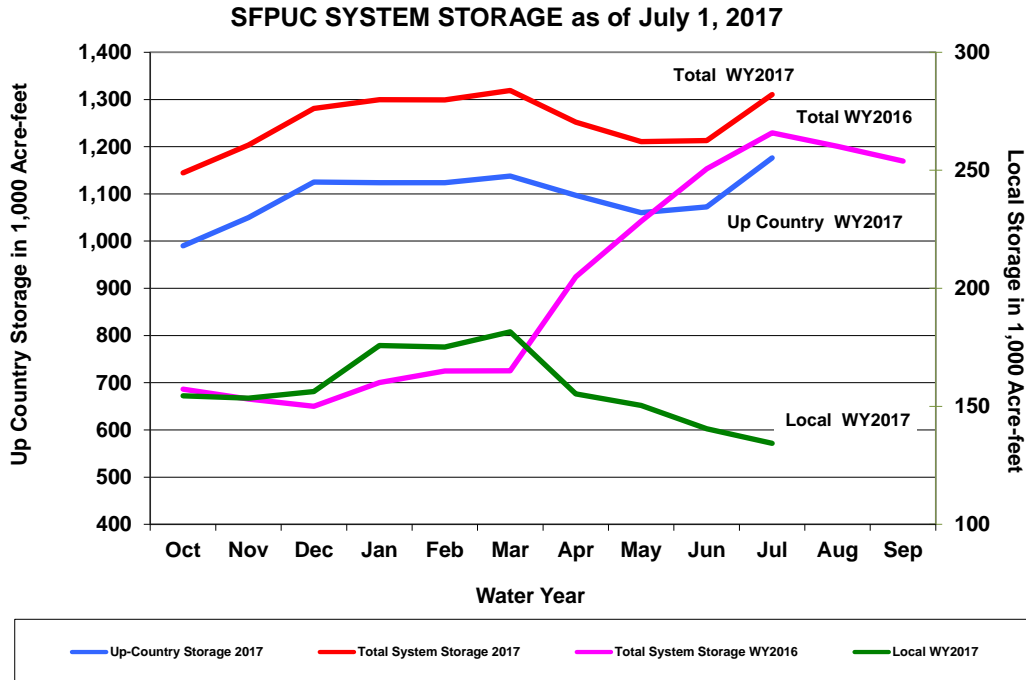
Table 1 Current Storage As of July 1, 2017							
Reservoir	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	Acre-Foot	Millions of Gallons	Acre-Foot	Millions of Gallons	Acre-Foot	Millions of Gallons	
<b>Tuolumne System</b>							
Hetch Hetchy <sup>1</sup>	346,456		360,360		13,904		94.1%
Cherry <sup>2</sup>	236,478		268,810		32,332		88.0%
Lake Eleanor <sup>3</sup>	23,355		21,495		0		Full
Water Bank	570,000		570,000		0		Full
Tuolumne Storage	1,176,289		1,220,665		46,236		96.4%
<b>Local Bay Area Storage</b>							
Calaveras <sup>4</sup>	29,623	9,653	96,824	31,550	67,201	21,897	30.6%
San Antonio	37,551	12,236	50,496	16,454	12,945	4,218	74.4%
Crystal Springs	46,386	15,115	58,377	19,022	11,991	3,907	79.5%
San Andreas	17,960	5,852	18,996	6,190	1,036	338	94.5%
Pilarcitos	2,765	901	2,995	976	230	75	92.3%
Total Local Storage	134,285	43,757	227,688	74,192	93,403	30,435	59.0%
<b>Total System</b>	<b>1,310,574</b>		<b>1,448,353</b>		<b>139,639</b>		<b>90.5%</b>

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

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

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

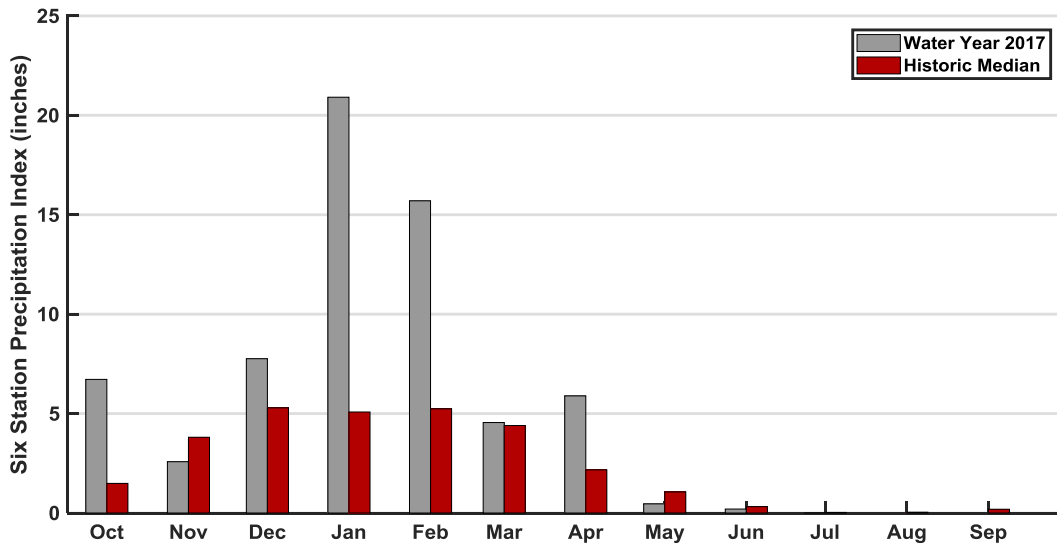
<sup>4</sup> Available capacity does not take into account current DSOD storage restrictions.



**Figure 1: Monthly system storage for Water Year 2017**

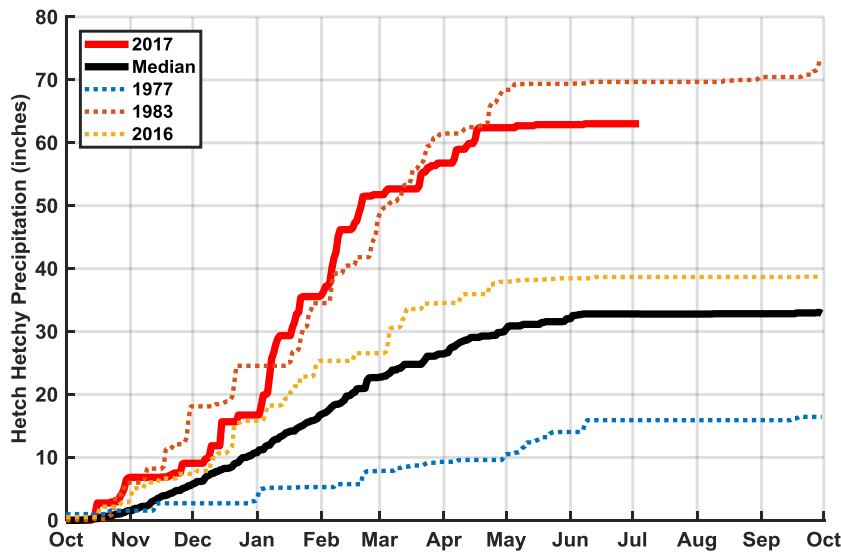
## Hetch Hetchy System Precipitation Index <sup>5/</sup>

*Current Month:* The June 2017 six-station precipitation index was 0.19 inches, or 38.1% of the average index for the month.



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

*Cumulative Precipitation to Date:* The accumulated six-station precipitation index for water year 2017 is 64.51 inches, which is 181.3% of the average annual water year total, or 182.9% of average annual to date. Hetch Hetchy received 0.14 inches precipitation in June and a total of 62.73 inches for water year 2017. The cumulative Hetch Hetchy precipitation is shown in Figure 3 in red.



**Figure 3:** Water year 2017 cumulative precipitation measured at Hetch Hetchy Reservoir through June 30<sup>th</sup>, 2017. Precipitation at the Hetch Hetchy gauge for wet, dry, median, and WY 2016 are included for comparison purposes.

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

## Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange as of June 30<sup>th</sup>, 2017 is summarized below in Table 2.

*All flows are in acre feet	June 2017				October 1, 2016 through June 30, 2017			
	Observed Flow	Median <sup>6</sup>	Mean <sup>6</sup>	Percent of Mean	Observed Flow	Median <sup>6</sup>	Mean <sup>6</sup>	Percent of Mean
Inflow to Hetch Hetchy Reservoir	520,992	203,520	206,165	252.7%	1,460,763	655,559	644,346	226.7%
Inflow to Cherry Reservoir and Lake Eleanor	197,397	78,630	87,355	226.0%	962,665	422,299	421,404	228.4%
Tuolumne River at La Grange	806,840	319,268	344,820	234.0%	4,379,724	1,542,997	1,659,983	263.8%
Water Available to City	620,528	136,136	188,353	329.4%	3,102,933	561,406	716,317	433.2%

<sup>6</sup>Hydrologic Record: 1919 – 2015

### Hetch Hetchy System Operations

Power draft and releases from Hetch Hetchy Reservoir during the month of June totaled 452,618 acre-feet to meet instream release requirements and reservoir management goals. Inflows to date are sufficient to keep Hetch Hetchy Reservoir in Year Type A through January, 2018. Hetch Hetchy minimum instream release requirements for June were 125 cfs, and will be 125 cfs for July and August. July generation and additional releases will be set to gradually fill Hetch Hetchy Reservoir by mid-month, maintaining combined spill and valve releases below 5,000 cfs.

101,792 acre-feet of power draft and valve releases was made from Cherry Reservoir during the month of June to meet instream release requirements and reservoir management goals. No water was transferred via pumping from Lake Eleanor to Cherry Reservoir in June. The required minimum instream release from Cherry Reservoir is 15 cfs through September 30. Required minimum release from Lake Eleanor is 20 cfs from May 14 through September 15. Cherry storage is currently being lowered via valve releases and power draft to accommodate planned valve work in the fall. Lake Eleanor is currently full and being managed via valve releases to maintain full conditions while inflow rates permit.

### Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for June was 51 MGD. The Sunol Valley Water Treatment Plant average production for the month was 40 MGD. The average supply rate from Hetch Hetchy for the month was 179 MGD.

### Local System Water Delivery

The average June delivery rate was 238 MGD which is an 11% increase above the May delivery rate of 215 MGD.



## Local Precipitation

Dry weather persisted throughout the month. The June rainfall summary is presented in Table 3.

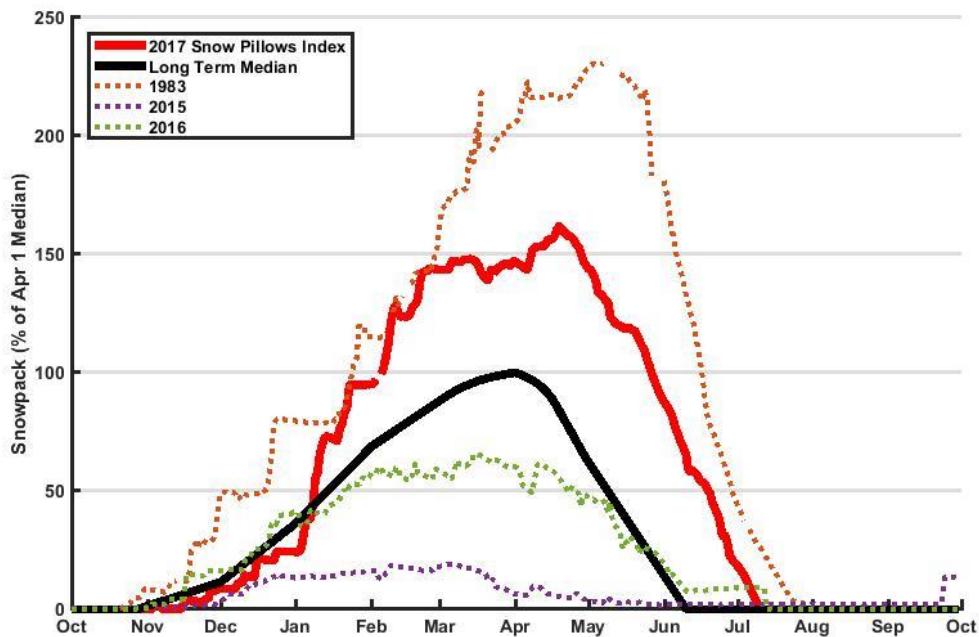
Reservoir	Month Total (inches)	Percentage of Average for the Month	Water Year to Date <sup>7</sup> (inches)	Percentage of Average for the Year-to-Date <sup>7</sup>
Pilarcitos	0.11	33 %	62.30	161 %
Lower Crystal Springs	0.08	53 %	39.19	147 %
Calaveras	0.00	0.0 %	25.92	121 %

<sup>7</sup> WY 2017: Oct. 2016 through Sep. 2017.

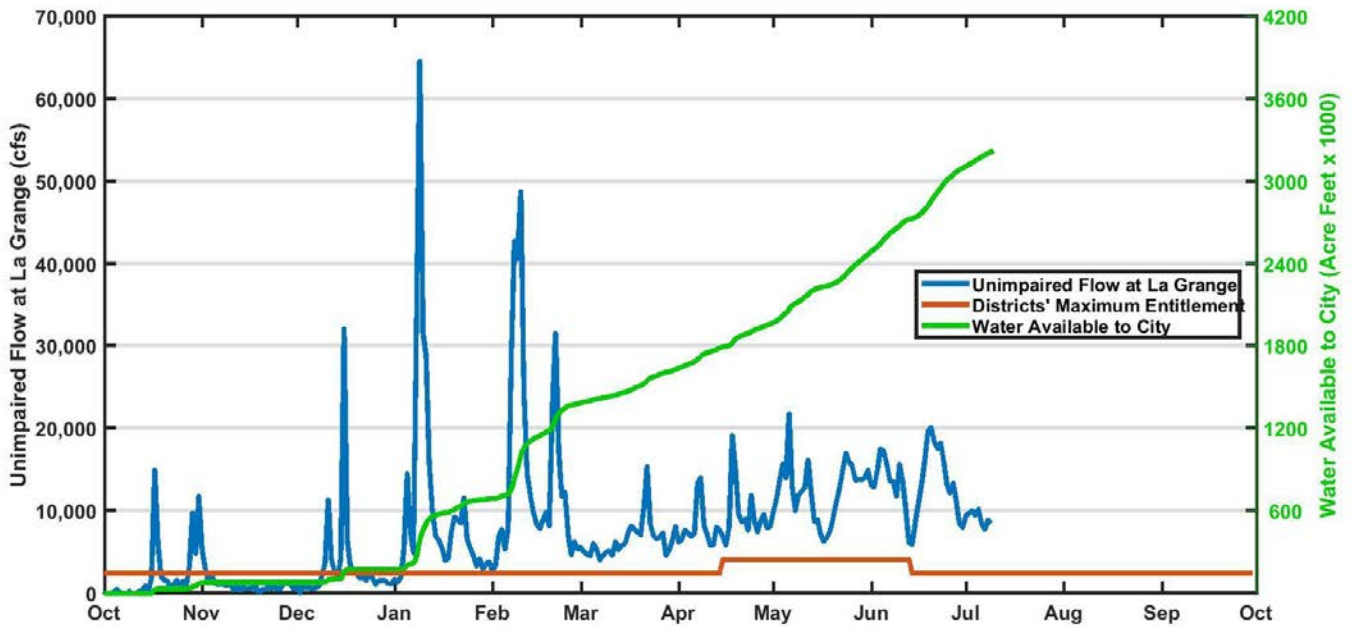
## Snowmelt and Water Supply

During June and the first half of July, the snowpack in the Tuolumne Watershed has experienced considerable melt out. The snow pillows used in the Snow Pillow Index (Figure 4) all show no snow, as of July 10. The Airborne Snow Observatory, on the other hand, still measure 225 TAF snowpack in the upcountry, mostly in isolated snowpacks and along north facing slopes. This remaining snow is expected to gradually melt and arrive as reservoir inflows over the course of the next month.

Forecasted Hetch Hetchy inflows have exceeded ~4,000 cfs through the second week of July, with a steady recession. Inflows are not expected to exceed 5,000 cfs through the remainder of the runoff season. Hetch Hetchy Reservoir is expected to fill and begin spilling mid-July. Valve releases will maintain ~1000 cfs spill at Hetch Hetchy while inflows permit. Cherry Lake is being lowered for valve work this summer. Holm Powerhouse generation and valve releases are controlling Cherry Lake's elevation. Lake Eleanor is full and will be maintained at maximum elevation through the summer, while still maintaining required environmental releases.



**Figure 4:** Snowpack conditions as of July 10. 1983 (the wettest year on record), and 2015-2016 are included for comparison. A considerable amount of snow is expected to remain at elevations higher than our highest snow sensor, which will result in continued inflows through July and into August.



**Figure 5:** Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. 3,102,933 acre-feet of water has become available to the City during water year 2017. Inflows have exceeded the District Entitlements line since early January.

**STAFF REPORT**

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

**From: Mary Rogren, Assistant General Manager**

**Agenda: August 8, 2017**

Report

Date: August 4, 2017

**Subject: Approval of Calcon Work Directive 17-04 for the Denniston Booster Pump Station Project and Calcon Work Directive 17-05 for Replacement of the Crystal Springs Pump #3 Soft Start**

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**Recommendation:**

1. Approve Calcon Work Directive 17-04 for the Denniston Booster Pump Station Project for an estimated cost of \$21,643.75.
2. Approve Calcon Work Directive 17-05 for replacement of the Crystal Springs Pump #3 Soft Start for an estimated cost of \$12,213.53.

**Background:**

**17-04**

The Denniston Booster Pump Station project currently under construction requires design consulting, installation, and control system integration with the Denniston Raw Water Pump Station as well as the Denniston Treatment Plant in order to control the two new booster pumps.

This work is included in the Denniston Booster Station Fiscal Year 2016/17 CIP and will be funded as part of the IBank financing of the Bridgeport Pipeline/Denniston Booster Station Project.

**17-05**

The Crystal Springs Pump #3 Soft Start recently failed due to the failure of the pump motor. This work involves removing the defective soft start and installation of a new soft start.

This work is unbudgeted, but is within the \$250,000 total authorized by the Board at the January 2017 Board Meeting for Calcon Systems' ongoing instrumentation and controls work.

**WORK DIRECTIVE**  
**FOR PUBLIC WORKS PROJECT**

**Work Directive No.:** CAL-17-05 – Crystal Springs P3 Soft Start

**Date Issued:** 07-27-2017

**1. General**

Calcon System is pleased to provide the following work directive for the Crystal Springs P3 Soft Start job. The Crystal Springs P3 Soft Start has recently failed and requires replacement. Calcon Systems will specify and procure the replacement ABB soft start and then proceed with the removal of the defective soft start and the installation of the new soft start.

**2. Scope of Services**

- Specify and procure the replacement ABB soft start
- Removal of defective soft start
- Installation of the new soft start

**3. Special Requirements**

None

**4. Location of Work**

Crystal Springs Pump Station

**5. Schedule/Time for Completion**

1 day

**6. Project Budget**

See below

**WORK DIRECTIVE**  
**FOR PUBLIC WORKS PROJECT**

**Work Directive No.:** CAL-17-04 – DTWPS Controls

**Date Issued:** 07-27-2017

**1. General**

Calcon System is pleased to provide the following work directive for the Denniston Treated Water Pump Station, DTWPS. The DTWPS Controls project involves: design consulting, installation and control system integration with the Denniston Raw Water Pump Station as well as the Denniston Treatment Plant in order to control the two new booster pumps installed at the DTWPS.

**2. Scope of Services**

- System design and control strategy development
- Installation tasks for PLC control system integration
- Programming tasks for multiple PLC's, Radio's, HMI's, Alarm Notification and SCADA
- Documentation updates and labeling
- System acceptance testing with CCWD

**3. Special Requirements**

Denniston Treatment Plant will need to be shut down for brief periods during installation and system commissioning

**4. Location of Work**

Denniston Treated Water Pump Station

**5. Schedule/Time for Completion**

1 week

**6. Project Budget**

See below

## Calcon Project Budget Estimate

Project: DTWPS Controls  
 Proj. No.: CAL-17-04

Date: 7/26/2017

### Labor

Task No.	Description	PM Hours @ \$ 140.00	Hours @ \$ 130.00	Travel Trips @ \$250	Project Totals
0	Project Management & onsite consultating	24		4	
1	System design meetings and control strategy development	8	8	2	
2	Installation tasks for PLC Control system integration	8	16	2	
3	Programming tasks for multiple: PLC;'s, SCADA, Radio's, HMI's & WIN911	40		5	
4	Documentation updates, comments and wire labels		8	1	
5	System acceptance testing with CCWD	8	8	2	
	Total Hours	88	40	16	
	Total Labor Cost	\$ 12,320.00	\$ 5,200.00	\$ 4,000.00	\$ 21,520.00

### Expenses

Number	Description	Unit Cost	Total Cost	
1	Miscellaneous installation materials.	\$ 100.00	\$ 100.00	
1		\$ -	\$ -	
	Total Expenses		\$ 100.00	
	Sales Tax (8.75% Half Moon Bay)		\$ 8.75	
	Estimated Shipping Costs		\$ -	
	Markup - 15% (Costs x 1.15)		\$ 15.00	\$ 123.75
	<b>Total Project Budget</b>			<b>\$ 21,643.75</b>

## Calcon Project Budget Estimate

Project: Crystal Springs P3 Soft Start  
Proj. No.: CAL-17-05

Date: 7/27/2017

### Labor

Task No.	Description	PM Hours @ \$ 140.00	Hours @ \$ 130.00	Travel Trips @ \$250	Project Totals
0	Project management				
1	Removal and installation of Pump 3 soft start at Crystal Springs	8	8	2	
	Total Hours	8	8	2	
	Total Labor Cost	\$ 1,120.00	\$ 1,040.00	\$ 500.00	\$ 2,660.00

### Expenses

Number	Description	Unit Cost	Total Cost	
1	ABB Soft Start for Pump 3	\$ 7,268.00	\$ 7,268.00	
1	Installation materials	\$ 250.00	\$ 250.00	
	Total Expenses		\$ 7,518.00	
	Sales Tax (8.75% Half Moon Bay)		\$ 657.83	
	Estimated Shipping Costs		\$ 250.00	
	Markup - 15% (Costs x 1.15)		\$ 1,127.70	\$ 9,553.53
	<b>Total Project Budget</b>			\$ 12,213.53

## **STAFF REPORT**

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

**From:** Mary Rogren, Assistant General Manager

**Agenda:** August 8, 2017

Report

Date: August 4, 2017

**Subject:** Authorize Entering into an Agreement with WaterSmart Software

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### **Recommendation:**

Authorize General Manager to enter into a professional service (“Software as a Service”) agreement with WaterSmart Software for an analytics dashboard and customer engagement portal.

### **Key Terms:**

- 39 Month Agreement – either party may terminate with 30 day’s notice
- Pricing: Not to exceed \$51,190
  - One-time fee for setup: \$8,000
  - Year 1 Program Fee: \$12,730
  - Year 2 Program Fee: \$12,730
  - Year 3 Program Fee: \$12,730
  - Single sign-on integration (optional): \$5,000

### **Background:**

Although the District’s Advanced Metering Infrastructure (AMI) system includes a backend cloud portal for conducting diagnostics, the District requires a customer-friendly web portal that can be used by our Customer Service team and eventually by our customers to check on water usage patterns, to respond to potential leaks, and to provide tools for conserving water. In addition, the District requires a database tools to analyze water usage data.

The District evaluated several web portals, including WaterSmart, AquaHawk, Smart Utility Systems, and Valore Water Analytics. WaterSmart and AquaHawk appear to be the best fit for the District’s key priorities. Both companies had similarly outstanding reference checks, and both portals are comparably priced. (Aquahawk’s year 1 pricing is \$21,980 for setup and year 1



fees; and \$12,480 thereafter.) In the end, staff preferred the WaterSmart interface. Also, the WaterSmart support team is based in San Francisco, and appear to be very accessible.

The District plans to first implement the web portal internally, and then ultimately roll out the portal to our customers with our implementation of AMI.

WaterSmart was founded in 2009 and is a venture capital backed company. Clients include Alameda County Water District; BAWSCA; City of Mountain View; Town of Hillsborough; City of Morgan Hill; Contra Costa Water District; City of Bend, Oregon; Glendale Water & Power; City of Huntington Beach; City of Santa Monica; City of Oakdale; and Park City, Utah.

Hanson Bridgett has reviewed the proposed agreement with WaterSmart.

The proposed agreement with WaterSmart is attached.

**Fiscal Impact:** FY2017/18 Operating Budget includes funds to cover setup and the annual cost of the program.



## Services Agreement

This agreement is made between WaterSmart Software, Inc. ("WaterSmart"), a Delaware Public Benefit Corporation, and Coastside County Water District ("District"), a public agency. The Scope of Work describing services to be provided by WaterSmart and cooperation required of the District, is attached as Exhibit A (the "Scope of Work"). In addition, for the protection of the District and WaterSmart, certain customary legal terms are set forth below and on the "Software-as-a-Service Provisions" attached as Exhibit D. This services agreement and its incorporated attachments are together referred to as the "Agreement".

### 1. TERM

The term of the Agreement begins when signed by the District and shall end 39 months (Initial Term) from such date if not extended as provided for herein.

### 2. PAYMENT

Payment by the District under this Agreement, inclusive of all fees and reimbursed expenses, shall not exceed \$51,190 for the Initial Term specified above, as outlined in Exhibit B. WaterSmart shall invoice the District upon signing of the Agreement and be compensated as set forth in Exhibit C, and the District shall pay invoices within 30 days of receipt.

### 3. TERMINATION

At any time during the term of the Agreement, either party has the right to terminate the Agreement upon 30 days written notice to the other party. Upon receipt of such notice, neither party shall commit to any further expenditure of time or resources. If the Agreement is terminated for any reason other than a default by WaterSmart, the District shall pay to WaterSmart all sums actually due and owing from District for all services performed and all expenses incurred up to the day written notice of termination is given, plus any costs reasonably and necessarily incurred by WaterSmart to effect such suspension or termination. If the Agreement is terminated for default, the District shall remit final payment to WaterSmart in an amount to cover only those services performed and expenses incurred in full accordance with the terms and conditions of this Agreement up to the effective date of termination.

### 4. INDEPENDENT CONTRACTOR

WaterSmart is an independent contractor, and shall not be considered an officer, agent, or employee of the District.

### 5. STANDARDS OF SERVICE

WaterSmart shall perform its services in a timely and professional manner consistent with standards generally and reasonably expected of software-as-a-service vendors serving water utilities in the United States. WaterSmart and its pertinent contractors have and shall maintain any applicable licenses or authorizations necessary to provide their services to the District.

### 6. SOFTWARE AS A SERVICE PROVISIONS

The Software-as-a-Service Provisions attached as Exhibit D are incorporated by reference and include terms covering intellectual property rights, confidentiality, cooperation of the parties, limitation of liability, and certain other terms. Also included are terms applicable to bill payment, leak alert and group messenger services if such services are elected by the District.

7. RESPONSIBILITY: INDEMNIFICATION

To the fullest extent permitted by law, WaterSmart shall indemnify, keep and save harmless the District, and its directors, officers, agents, engineer, and employees against any and all suits, claims, actions, damages, liabilities, costs and expenses for any personal injury (including death, bodily injury, emotional or mental distress, and loss of consortium), property damage, intellectual property infringement, disclosure of District PII (District PII means any personally identifiable information (PII) relating to District's customers), injury to persons or property that may occur or that may be alleged to have occurred arising from any disclosure of District PII, or financial or economic loss that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the WaterSmart, its employees, subcontractors, or agents in the performance (or non-performance) of services under this Agreement, except if the claim is caused by the sole negligence or willful misconduct of the District. This duty to indemnify includes any proceedings, actions, damages, and penalties arising out of the violation of any governmental law or regulation, compliance with which is the responsibility of the WaterSmart, its employees, subcontractors or agents. WaterSmart further agrees to defend any and all such actions, suits or claims and pay all charges of attorneys and all other costs and expenses relating to the investigation, defense, negotiation, or settlement of any action, suit, or claim, and to reimburse the District for any and all legal and other costs and expenses incurred by the District in connection with the defense of such actions, suits, or claims. If any judgment is rendered against the District or any of the other individuals enumerated above in any such action, WaterSmart shall, at its expense, satisfy and discharge the same. Under no circumstances or event shall WaterSmart's total cumulative liability for losses or damages of any kind arising under or relating to this Agreement and under any theory (contract, tort, defense and indemnity, or otherwise), exceed (i) the total contract value, or (ii) available insurance proceeds from WaterSmart's carriers, whichever is higher. The foregoing general defense and indemnity provisions shall not apply to contexts excluded by other express terms of this Agreement. This indemnity shall survive the termination of this Agreement.

8. INSURANCE COVERAGES

Unless otherwise specified, WaterSmart shall maintain the following policies of insurance in full force and effect during the term of the Agreement in the amounts shown below.

Commercial General Liability Insurance (policy as broad as the standard ISO form)	\$2,000,000 per occurrence / \$4,000,000 aggregate per policy
Professional Liability (errors and omissions)	\$3,000,000 per claim
Automobile Liability Insurance including hired, and non-owned vehicles	\$2,000,000 per accident
Workers' Compensation	As required by statute
Data Privacy and Network Security Liability	\$3,000,00 per occurrence / \$3,000,000 aggregate per policy

9. PRIMARY INSURANCE

All insurance coverages of WaterSmart are primary insurance as to the District.

10. INSURANCE CERTIFICATES

Upon request by the District, a certificate of insurance shall be promptly provided by WaterSmart confirming the coverages above.

11. CONFLICT OF INTEREST

WaterSmart shall comply, and upon request shall certify its compliance with, any conflict of interest avoidance requirements of the District.

12. EXTENSION

The District may extend or expand the agreement beyond the initial term provided for above by signing a mutually acceptable extension agreement prior to the expiration of the initial term. WaterSmart's current form of term extension agreement is attached here as Exhibit G.

13. COMPLETE AGREEMENT

This Agreement may be executed in counterparts. It states the complete agreement of the parties concerning its subject matter, and it may be extended or amended only in a writing signed by both parties.

14. ASSIGNMENT

WaterSmart shall not assign any of the rights nor transfer any of its obligations under the Agreement without the prior written consent of the District, which will not be unreasonably withheld.

15. USE OF SUBCONTRACTORS

WaterSmart shall not subcontract any services to be performed by it under this Agreement without the prior written approval of the District. WaterSmart shall be solely responsible for reimbursing any subcontractors and the District shall have no obligation to them.

16. CHANGES

The District may, at any time, by written order, and with thirty (30) days prior notice, make changes within the scope of work and services described in this Agreement. If such changes cause an increase or decrease in the Contract Amount or the time required for performance of the work, an equitable adjustment as mutually agreed shall be made in the limit on compensation or in the time of required performance, or both. The pertinent changes shall be expressed in a written supplement to this Agreement prior to implementation of such changes.

17. FAILURE TO COMPLETE CONTRACT – EFFECT

In case of failure on the part of the WaterSmart to complete the Agreement within the specified time or within authorized extensions thereof, or if WaterSmart breaches a material term of this Agreement and fails to remedy the breach within ten (10) days after the District notifies the WaterSmart of the breach, the Agreement may be terminated and the District shall in such event not thereafter pay or allow to the WaterSmart any compensation for any labor, supplies or materials

furnished by him under said Agreement; and the District may proceed to complete this Agreement by other means, and the WaterSmart shall be liable to the District for all loss or damage which it may suffer on account of the WaterSmart's failure to complete this Agreement within the required time. If the Agreement is terminated pursuant to this section, the District shall remit final payment to WaterSmart in an amount to cover only those services performed and expenses incurred in full accordance with the terms and conditions of this Agreement up to the effective date of termination.

18. DISTRICT REPRESENTATIVE

Except when approval of other action is required to be given or taken by the Board of Directors of the District, the General Manager of the District, or such person or persons as he shall designate in writing from time to time, shall represent and act for the District.

19. COMPLIANCE WITH LAWS AND REGULATIONS

During the progress of the work, WaterSmart shall fully adhere to all applicable State and Federal laws and county, municipal or District ordinances and regulations which in any manner affect those engaged or employed in the work, or the materials and equipment used in work, or which in any way affect the conduct of the work. WaterSmart, and any subcontractors performing any work under this Agreement, shall hold such licenses and certifications as may be required by the State of California or any local jurisdiction for the performance of the work specified in this Agreement.

20. NOTICES

All notices and communications deemed by either party to be necessary or desirable to be given to the other party may be given by personal delivery to the representative of the parties or by mailing the same postage prepaid, addressed as follows:

If to the District:                   Coastside County Water District  
766 Main Street  
Half Moon Bay, CA 94019  
Attn: General Manager

If to WaterSmart:                   WaterSmart Software  
20 California Street, Suite 200  
San Francisco, CA 94117  
Attn: Chief Operating Officer

The address to which mailings may be made may be changed from time to time by notice mailed as described above. Any notice given by mail shall be deemed given on the day after that on which it is deposited in the United States Mail as provided above.

21. ATTORNEY'S COSTS

If any legal proceeding should be instituted by either of the parties hereto to enforce the terms of this Agreement or to determine the rights of the parties thereunder, the prevailing party in said proceeding shall recover, in addition to all court costs, reasonable attorney's fees.

22. APPLICABLE LAW

This Agreement, its interpretation and all work performed thereunder, shall be governed by the laws of the State of California and the venue for resolving any disputes will be the County of San Mateo.

23. BINDING ON SUCCESSORS

All of the terms, provisions and conditions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns and legal representatives.

24. OWNERSHIP OF DATA

All data provided by the District to WaterSmart under this Agreement and all District PII (“Data”) shall be the property of District. District shall be entitled to access to and copies of this Data subject to reasonable advance notice. Any such Data in the hands of WaterSmart or in the hands of any subcontractor upon completion or termination of services hereunder shall be immediately delivered to District.

25. RELEASE OF INFORMATION

WaterSmart shall not release any reports or other materials prepared in connection with this Agreement without approval of District’s General Manager, unless required by the scope of work.

26. SEVERABILITY

Should any provision herein be found or deemed to be invalid, this Agreement shall be construed as not containing such provision, and all other provisions which are otherwise lawful shall remain in full force and effect, and to this end the provisions of this Agreement are declared to be severable.

27. MAINTENANCE, AUDIT AND INSPECTION OF RECORDS

WaterSmart will permit the authorized representatives of the District to inspect, audit, make copies and transcriptions of books and all data and records of the WaterSmart relating to its performance under this Agreement subject to reasonable advance notice.

28. DATA PRIVACY

WaterSmart may have access to PII in connection with the performance of the Agreement. PII is any information that identifies or describes a person or can be directly linked to a specific individual. Examples of PII include, but are not limited to, name, address, phone or fax number, signature, date of birth, e-mail address, utility usage data, and method of payment. District PII means any PII relating to District’s customers.

WaterSmart must ensure and maintain the confidentiality, security, safety, and integrity of all District PII, including physical, electronic, and procedural safeguards designed to prevent unauthorized access or use and protect against known or anticipated threats to the security or integrity of such data. This includes, but is not limited to, the secure transport, transmission and storage of District PII used or acquired in the performance of this Agreement. This Section will survive termination or expiration of this Agreement.

## 29. DATA SECURITY

WaterSmart must provide administrative, physical, and technical safeguards for protection of the security, confidentiality, integrity, and availability of District PII consistent with the current industry standards of care. In addition, WaterSmart agrees to comply with the provisions set forth in Exhibit E, WaterSmart Data and Security Policy, attached hereto and incorporated herein by this reference.

Customer data are kept in primary database, backup repository, and secondary backup repository. Data from different utilities are segregated from one another and never intermingled. Backups are performed locally within the hosted SSH-key protected environment, then encrypted using PGP privacy, and pushed securely over SSL to RackSpace's CloudFile storage system. An additional copy of the encrypted backup is pushed to Amazon Web Services S3 storage system for redundancy. No data is stored on WaterSmart's premises. Daily backups are stored for 30 days. After 30 days, weekly backups are stored for several months. Monthly backups are stored for one year. At the completion of the project, WaterSmart will properly dispose of any District data obtained during the project and will certify in writing when District data have been properly disposed of. Data destruction includes all data sent to WaterSmart by the utility including customer account information and meter read data, and information provided to WaterSmart by District end-users through the Customer Portal. Backups of these data stored on separate servers will also be deleted within 10 working days of notice to dispose.

## 30. NOTICE OF SECURITY BREACH

In addition to following the requirements set forth in Exhibit F, WaterSmart's Breach Response Plan, attached hereto and incorporated herein by this reference, WaterSmart must immediately notify District when it discovers that there may have been a data security incident that has or may have resulted in compromise to District PII. For purposes of this Section, immediately is defined as within twenty-four hours of discovery. WaterSmart must immediately take such actions as may be necessary to preserve forensic evidence and eliminate the cause of any suspected breach or security vulnerability—and must promptly alert District of any such circumstances, including information sufficient for District to assess the nature and scope of any suspected data breach. In the event of an unauthorized disclosure of District PII, per WaterSmart's Data Breach Response Plan WaterSmart will investigate if the breach warrants making a claim against WaterSmart's data breach insurance policies, and if so, begin insurance claim proceedings. Subject to limits of liability and available insurance proceeds, WaterSmart will use the data breach insurance proceeds to pay for the following costs to remediate any such unauthorized disclosure:

- A. The reasonable cost of providing notice of the breach to individuals affected by such breach;
- B. The reasonable cost of providing required notice of the breach to government agencies, credit bureaus, and/or other required entities;
- C. The cost of providing individuals affected by such breach with credit protection services designed to prevent fraud associated with identity theft crimes for a specific period not to exceed 12 months; and
- D. Any other service required by applicable law.

Subject to limits of liability and available insurance proceeds, WaterSmart must provide any information and/or support to District in issuing the actual notification and, at District's sole

discretion, WaterSmart must itself provide actual notification if District desires. This Section will survive termination or expiration of this Agreement.

### 31. CONFIDENTIALITY

Notwithstanding any language to this contrary in this Agreement, the following terms apply: The California Public Records Act (Cal. Govt. Code § 6250 et seq.) mandates public access to government records. Therefore, unless the information is exempt from disclosure by law, the content of any request for explanation, exception or substitution, response to these specifications, protest or any other written communication between the District and WaterSmart shall be available to the public.

If WaterSmart believes any communication contains trade secrets or other proprietary information that WaterSmart believes would cause substantial injury to the WaterSmart's competitive position if disclosed, WaterSmart shall request that the District withhold from disclosure the proprietary information by marking each page containing such proprietary information as confidential. WaterSmart may not designate all communications as confidential.

If WaterSmart requests that the District withhold from disclosure information identified as confidential, and the District complies with WaterSmart's request, WaterSmart shall assume all responsibility for any challenges resulting from the non-disclosure, indemnify and hold harmless the District from and against all damages (including but not limited to attorneys' fees that may be awarded to the party requesting WaterSmart information), and pay any and all costs and expenses related to the withholding of WaterSmart information. WaterSmart shall not make a claim, sue or maintain any legal action against the District or its directors, officers, employees or agents in connection with the withholding from disclosure of WaterSmart information.

If WaterSmart does not request that the District withhold from disclosure information identified as confidential, the District shall have no obligation to withhold the information from disclosure and may release the information sought without liability to the District.

### 32. AGREEMENT DOCUMENTS

This Agreement consists of the following documents:

1. This Agreement.
2. Exhibit A, Request for Quotations
3. Exhibit B, Payment Terms
4. Exhibit C, Schedule of Performance
5. Exhibit D, Software as a Service Provisions
6. Exhibit E, WaterSmart Data and Security Policy
7. Exhibit F, WaterSmart Breach Response Plan
8. Exhibit G, WaterSmart Extension of Services Agreement

In the event of conflict between or among the terms of the Agreement documents, the order of precedence shall be the order of documents listed above, with the first-listed document having the highest precedence and the last-listed document having the lowest precedence.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized representatives as of the day and year first above written.



**IT IS SO AGREED.**

WATERSMART SOFTWARE, INC  
20 California Street, Suite 200  
San Francisco, CA 94111

By: \_\_\_\_\_  
Erik Andersen, Head of Sales  
Date:

COASTSIDE COUNTY WATER DISTRICT  
766 Main Street  
Half Moon Bay, CA 94019

By: \_\_\_\_\_  
David Dickson, General Manager  
Effective Date:

# Exhibit A

## PROGRAM AT A GLANCE

### Program Overview

- Program Length: 15 month first term, plus 2 additional 12 month terms
- Current Accounts: All accounts, approximately 7,500.
- Meter Data: All meters, including all of those transitioning to Aclara AMI

### Dashboard and Portal

- Customer Portal:
  - Access for all accounts
- District Analytics Dashboard:
  - Profiles and Analytics for all accounts
  - Lists and Group Messenger included

### Customer Letter

- Not selected

### Water Reports

- Not selected

### Special Circumstances:

- The District anticipates requesting that the Customer Portal be released to customers about 1 year after the Effective Date. The District may request that WaterSmart provide access to the Customer Portal (including Alerts and Notifications and Surveys, as described below) at any time after the standard 3-month implementation period.
- Upon notice to proceed, the District may request that WaterSmart establish a Single Sign-On interface between the District's online payment processing system and the Customer Portal.
- The District has selected on-site training

## SECTION 1: INTRODUCTION AND PROGRAM ELEMENTS

### Introduction

WaterSmart Software (“WaterSmart”) is a customer engagement and analytics platform. Coastside County Water District (“District”) has contracted with WaterSmart to implement a customer engagement program to serve its population.

The program is comprised of the following elements, which are explained in more detail below:

- District Analytics Dashboard: Analytics, customer support tools and Program performance data for District staff
- Customer Portal: Additional engagement and information for account owners
- Alerts: Leak and high usage alerts (if selected)
- Water Reports: Customized reports mailed or emailed to each participant (if selected)
- Single Sign On (SSO): We support SSO (Single Sign On) using the SAML2 protocol, as well as Facebook Connect. For SAML2 and OAUTH integrations, the District must be capable of acting as a compliant Identity Provider (IdP). WaterSmart has experience working to implement SSO with cities that use InfoSend systems as several of our customers utilize these products. We have the capability to easily integrate this data with your utilities website.

As a software-as-a-service (SaaS) provider, WaterSmart will provide all major program elements to the District:

- Program setup and initialization, including data collection;
- Hosting of WaterSmart Customer Portal and District Analytics Dashboard;
- Creation and delivery of District-branded Water Reports and alerts to District water customers (if selected); and
- Measurement and verification to allow the District to evaluate the program (if selected).

The District is responsible for providing WaterSmart key program inputs including account information, regular feeds of meter data, and logos and contact information. District will also be responsible for timely feedback and input on key program elements during initialization. The District will maintain responsibility as the primary contact for customer inquiries and technical assistance.

WaterSmart and the District shall each designate a single person as Program Manager for the program. All District decisions shall be channeled through the District Program Manager. In addition, the District shall designate a Data contact who is responsible for providing the data indicated below.

This scope of work and agreement cover services rendered over term of the agreement. The exact timing of program launch and duration of services may vary depending on District resource levels, data availability, and other unforeseeable events. WaterSmart will endeavor to adhere to the proposed schedule. The District’s responsiveness and prompt provisioning of necessary program inputs is also critical to schedule adherence.

A proposed schedule is provided in Exhibit C, Schedule of Performance.

### District Analytics Dashboard

The District Analytics Dashboard is available to staff through web interface, and unlike the Portal, is not optimized for mobile. The Dashboard provides insights on customer engagement and water use efficiency, both on an aggregate level and for individual customer accounts. The District Analytics Dashboard includes data for all customer classes whose data is provided to WaterSmart. WaterSmart will host the District Analytics Dashboard and will be responsible for all maintenance and security. The District may use the District Analytics Dashboard to create individualized, separate logins for as many District staff as it wishes.

## **Customer Portal**

The WaterSmart Customer Portal, available to customers through a mobile and web interface, allows the District to engage with its customers, deliver targeted, personalized messages about their water use, alert them about potential leaks, inform them about rebate programs, educate them on the value of water, and, if selected, allow a user to view and pay their bill. The Portal features an integrated customer survey to gather important customer details related to occupancy, appliance age, water use behavior, and other important metrics. Users or managers of multiple units, such as homeowners' associations and commercial organizations, can also see a combined view of all consumption data in a unified view. WaterSmart will host the Customer Portal and will be responsible for all maintenance and security.

## **Alerts and Notifications**

WaterSmart can provide alerts to residential customers to notify of a potential leak, to notify a customer that they have reached a self-selected consumption threshold, or, if selected, notify a customer of a bill being available, due or overdue. Alerts and notifications can be sent through multiple channels -- email, SMS text message, or automated voice call. Customers must opt-in through the Customer Portal to receive alerts via SMS text message or automated voice call.

## **Customer Letter (Not Selected)**

Customers who have access to the Customer Portal and/or that receive Water Reports are sent a Customer Letter to explain the program and its benefits. Through the Customer Letter sent to single-family residential (SFR) customers also directs them to an online survey to fill out their household profiles. The Customer Letter is branded for the District (including the District logo, contact information and a signature line from an appropriate the District representative) and will inform recipients about the program and what they can expect to receive.

## **Water Reports (Not Selected)**

Water Reports are informative, carefully designed reports that help deliver targeted messages from the District to customers including messages about water efficiency, social comparisons, the value of water, and rate changes. Water Reports can be sent via mail or email, and may be targeted to certain accounts (specified in "Special Circumstances" under the Program at a Glance and subject to approval by WaterSmart), sent to randomly selected accounts as part of a randomized control trial, or sent to all of the District's customers. Content and design of all materials are subject to change over time, as WaterSmart incorporates new features.

## **Surveys**

WaterSmart will invite enrolled accounts to respond to two surveys on behalf of the District. The first is the Customer Profile available to customers through the Customer Profile, and linked to in the Customer Letter, WaterSmart will also send a digital invitation to complete a post-launch Satisfaction Survey on behalf of the District to all accounts for which an email address is available.

## **Group Messenger**

If selected (specified in Program at a Glance), Group Messenger is a module within the District Analytics Dashboard that allows the District to send targeted, personalized messages to groups of customers quickly. The District can select from preloaded message templates or create their own, and select recipients quickly from preloaded lists, as well as exclude certain recipients. Group Messenger tracks message delivery times, click and open rates, and other engagement metrics.

## **Electronic Bill Presentment (Not Selected)**

WaterSmart's Bill Presentment is a tab within the Customer Portal that allows users to view their bills if they have selected this service (see Program at a glance). The District may direct users to an existing bill system, or use WaterSmart's bill presentment interface to allow users to view their bills online via their computer or mobile device, and sign up for bill reminders and alerts.

## SECTION 2: PROGRAM INITIALIZATION AND MILESTONES

The initialization phase of the program will begin with Contract Signing (or Purchase Order Issue if a Purchase Order is necessary for invoicing) and will last for three months. WaterSmart will begin the (first) 12-month implementation term at the start of the fourth month after Contract Signing/PO Issue. If the District has provided the data and input necessary to launch the program early, WaterSmart will accommodate by making the Customer Portal and District Analytics Dashboard available and (if selected) sending the first Customer Letters prior to the start of the 3-month initialization phase, though the invoicing schedule will not change.

*Significant delay on the part of the District during launch may result in less than 12 months of access to the Customer Portal and District Analytics Dashboard and/or fewer than the planned number of communications to be sent during the 12-month period. If the District delays approval of a renewal or extension agreement, WaterSmart may, at its discretion (assuming the renewal agreement will be retroactive to being at the previous contracts' end), maintain Customer Portal and District Analytics Dashboard access and functionality, in the interim, for up to 90 days at which time all access will be revoked until the renewal/extension has been signed.*

To initialize the program, WaterSmart will work with District to set up the transfer of key data elements, discuss customized elements of the Customer Portal and Water Reports, finalize a Customer Letter, and train District employees on the WaterSmart platform. Below are the key steps for the Program Initialization Phase.

### Kickoff

WaterSmart will conduct a 60- to 90-minute introductory online meeting to orient District staff involved in the Program with the Reports, Alerts and Web Applications. WaterSmart suggests the District include a representative from each functional group that will be involved with the implementation of the program: Conservation, Customer Service, Field Service, Finance, Marketing/Public Information Office, and Information Technology (IT).

### Data Transfer and District Obligations

While WaterSmart has developed processes to minimize the burden on District staff to launch the program, *initiative and know-how on the part of District IT staff (or contractors) is necessary*. All approvals and scheduling of District IT (or contractor) time for the project should be confirmed in advance to ensure a timely, high-quality and well-supported launch. Delays on the part of the District may reduce the number of months the District and its customers are able to make use of the software platform. WaterSmart will work with District to securely transfer a dataset on accounts, including but not limited to the following data:

#### Account Information:

- Account Number
- Account Type
- Account Sequence Number
- Property APN, where available
- Meter Size
- Customer Mobile Number, where available
- Service Address
- Billing Address
- Customer Name
- Customer Email, where available

#### Consumption History:

WaterSmart will request, for at least the last two years but ideally for five to ten years in the past, such fields as, but not limited to:

- Account Number
- Account Sequence Number
- Meter I.D. (serial number)
- Current Meter Read Date
- Previous Meter Read Date
- Days in Billing Cycle
- Consumption

- Bill and water allocation details as mutually agreed

Current Consumption:

WaterSmart will also work with the District to set up a regular transfer of meter reads from the District to WaterSmart through a secure channel. This will be the same file format as the Consumption History file above. The frequency of meter data transfer will determine how frequently Water Reports are shipped (see Table 1).

WaterSmart will request, for accounts with interval data:

- Account Number
- Consumption
- Timestamp
- Additional details as mutually agreed
- Timezone

Rebate Program Participation File

Optionally, the District may provide data on rebate program participants, and those receiving citations or notifications. This file may be sent at the same frequency as the Current Consumption data, or less frequently, and should include:

- Account Number
- Participation Date
- Program Name
- Additional details as mutually agreed

Should the District implement new data management systems after the first initialization process, which require WaterSmart to re-onboard new file structures or map historical identifiers (e.g. customers, accounts, premises, service points), WaterSmart will assess an additional one-time fee not to exceed \$10,000 upon receipt of first test files from the new system.

**Configuration of Customer Portal and Water Reports**

WaterSmart’s Customer Portal and Water Reports (if selected) contains several custom fields. WaterSmart will work with the District to customize the Water Report and Customer Portal with the District logo and contact information. WaterSmart will provide messages and recommendations for the District to review and approve for display on a targeted basis. The District will have the opportunity to approve or exclude any recommendations shown in the Water Report and Customer Portal and messages shown in the Water Report. The District will also have the opportunity at the start of the program to provide WaterSmart with information on available rebates and incentives that should be flagged within relevant water saving recommendations.

The District and WaterSmart agree to complete this process in a timely manner. The District should provide final approvals to WaterSmart no more than ten (10) business days from when initial materials are provided to the District.

For both Messaging and Recommendations, the review process is as follows:

- WaterSmart sends default content to the District.
- The District Project manager sends back a single, consolidated list of approved messages.
- WaterSmart provides proof sheet of finalized content once all data is received and portal is configured.

In addition, the District will have the opportunity to provide one custom text Water Report message per Report cycle. Content is to be provided at least ten (10) business days prior to report generation.

**Finalization of Customer Letter**

If selected, WaterSmart will send a Customer Letter, on behalf of the District, to accounts that will receive access to the Customer Portal or Water Reports. The District will have the ability to customize the signature and the introductory paragraph of content, within space constraints. The review process is

similar to the process for Messaging and Recommendations described above. The format, design and content of the Customer Letter will be based on existing WaterSmart documents. Content and design of all materials are subject to change over time, as WaterSmart incorporates new features. WaterSmart will send Customer Letters by email where a valid email address is available and by print otherwise.

### **Training**

After all initial customer data has been received and program content is finalized, WaterSmart will provide District staff with training and resources to understand the features and functionality of the Customer Portal and District Analytics Dashboard. If needed, WaterSmart can hold multiple sessions to accommodate Customer Service representative shifts and availability.

A proposed schedule for the Program Initialization Phase is provided in Exhibit C: Schedule of Performance.

## **SECTION 3: PROGRAM DESIGN (NOT SELECTED)**

### **Experimental and Control Group**

If selected, WaterSmart will use a randomized control group design to ensure the water saved in single-family residential accounts as a result of the WaterSmart program can be accurately measured and verified. While the Residential Recipients, as specified in the Program at a Glance, will receive Water Reports the Control Group will not. This program design allows WaterSmart to compare the changes in water consumption and customer satisfaction of the participants versus the control group and provide the District with formal statistical results. While the group of Residential Recipients may expand after the first term of the project, only the first group of recipients will be used to measure results.

### **Water Reports**

#### *Recipients*

The number of recipients (specified in the Program at a Glance) may vary slightly in any cycle of Water Reports based on the availability of valid meter data available for each account and the number of new or closed accounts in a given period. Water Reports will be sent digitally where valid email addresses are available, and by print otherwise.

#### *Number and Scheduling of Cycles and Shipments per Report*

Each enrolled account will be eligible to receive a Water Report in each of the 4, 6 or 12 cycles of reports per term, as specified in the Program at a Glance. Some accounts may receive fewer Water Reports due to a missed or incorrect reads, or a closing or opening of a new account with the District.

Each cycle of reports can be sent in one or more shipments, with each shipment going to a subset of households. WaterSmart will ship Water Reports based on the schedule that the District transfers billing data to WaterSmart. For utilities that provide account billing data to WaterSmart on a rolling basis (with billing data for a subset of accounts transferred each day or each week), WaterSmart will send out shipments for each cycle on a weekly basis. For utilities that provide account billing data to WaterSmart once per billing period, WaterSmart will send each cycle of Water Reports in a single shipment.

The schedule of these shipments is given below:

**Table 1: Schedule of Water Reports Shipments**

District Transfers Billing Data to WaterSmart:	WaterSmart Sends Shipments of each Report Cycle:
Daily	Weekly
Weekly	Weekly
Monthly	Monthly
Bi-Monthly	Bi-Monthly

The report delivery schedule is designed so that every customer account will be eligible to receive a report in each cycle. If the District wishes to stagger the initial set of reports over more than one cycle or in such a way that it does not correspond to the District billing data transfer schedule, these are special circumstances that must be identified in advance in the “Program at a Glance” section at the front of this Scope and are subject to approval by WaterSmart.

The delivery of the Customer Letter and the initial cycle of Water Reports will be scheduled in conjunction with the District. Email deliveries may be scheduled to arrive on, or avoid, a specific day of the week. Print deliveries are subject to postal schedules and cannot be guaranteed for specific dates. District-requested delays in sending materials may result in fewer reports per recipient than the maximum number specified in the contract.

**Cohort Group**

For utilities sending Water Reports to single family residential customers, WaterSmart will create cohort groups of similar residences in order to maximize the relevance of water use comparisons and potential water savings. Cohort groups may include the following variables:

- Number of occupants per home (based on user-generated information and real-estate based estimates)
- Irrigable area (e.g. small, medium, large, etc.) to be determined based on home size and lot size information contained in real estate data obtained by WaterSmart, or optionally, provided by the District if it already possesses such information
- Residence location (e.g. city, zip code, etc.) for utilities which span large areas

**Post-Launch Survey**

WaterSmart will send a link to a post-launch survey to accounts with email addresses. The post-launch survey typically is conducted after at least eight months of engagement. WaterSmart will provide a sample of the Satisfaction Survey invitation, including one block of content, which the District may customize. The District should provide consolidated comments and final approvals to WaterSmart no more than ten (10) business days from when initial materials are provided to the District. The results of the surveys will be used to gauge customer satisfaction and Water Report perceptions. WaterSmart will share all results of the surveys with the District.

**Measurement and Verification**

WaterSmart reports changes in consumption for the experimental group versus a randomized control group selected from the District’s entire population of residential households. After three Water Reports have been sent, WaterSmart will prepare an efficiency study that details the change in water usage for the experimental versus control group, and load those results into the District Analytics Dashboard. This evaluation is performed with a Fixed-Effects regression model using the consumption data for each household in the experimental and control groups. The efficiency study report will include percentage savings, GPD (Gallons per Day) savings and Acre Foot savings at the program level for all months after the



first Water Reports were sent. While WaterSmart can continue to measure results after the first term (as long as a control group is maintained), Water Report recipients added to the program after the first term will not be included in the experimental group.

## **SECTION 4: CUSTOMER SERVICE AND SUPPORT**

### **Customer Service Support**

The District shall have the primary responsibility for providing customer service to Customers. WaterSmart will provide a list of Frequently Asked Questions to both enrolled Customers and District staff to facilitate this process. WaterSmart also provides the Customer Support section within the District Analytics Dashboard, which is designed to help customer service representatives respond to Customer inquiries.

WaterSmart's project manager will work with the District's primary contact to assist in addressing additional customer issues. All inquiries from District customers outside the scope indicated above, including without limitation questions about water data, will be directed to the District. WaterSmart will provide service and support to the District's Project Manager regarding technical questions about WaterSmart's Customer Portal and District Analytics Dashboard Web applications and Water Reports between the hours of 7 a.m. and 6 p.m. PST Monday thru Friday, excluding federal holidays.

To further assist in answering questions, WaterSmart offers a District Analytics Dashboard feature ("Intercom") that allows District staff to communicate and engage actively with the entire Customer Success team, for a more high-level response of customer and product support in-app and through email. District staff can use the Intercom feature to ask questions and provide feedback, and can expect to receive a response within two business hours from members of the WaterSmart team.

### **Maintenance of Web Applications**

WaterSmart will maintain commercially reasonable systems and controls designed to maximize monthly uptime and minimize unscheduled outages of the Customer Portal and District Analytics Dashboard. Excluding any down time for maintenance and/or upgrades, WaterSmart will make strong efforts to provide Customers and the District with access to their respective Web applications on a continuous basis. WaterSmart will provide advance notification of any planned outages and will notify the District without unreasonable delay if it detects or receives notice of any material problems relating to the Customer Portal and/or the District Analytics Dashboard.

WaterSmart's Web Applications include dynamic and interactive charts and tables that may not be compatible with older Internet browsers.

The Internet browser and operating system requirements are:

- Windows XP: Chrome 38+, Firefox 32+
- Windows 7, 8, 8.1, 10: IE 9+, Chrome 38+, Firefox 32+
- Mac: Chrome 38+, Firefox 32+, Safari

### **Data Security and Privacy**

WaterSmart will not share personally identifiable customer information or customer-specific water use information with any third party without prior consent from the District. Data transferred to WaterSmart from the District will be stored in a database dedicated to the District and its WaterSmart project. The data will not be comingled with the data provided by any other entity; provided, however, that certain anonymous data may be copied and consolidated with data provided by one or more other entities for the research and product development purposes subject to the terms of the Agreement. WaterSmart's privacy policy and terms and conditions are included on every page of the Customer Portal, and are made available to District staff to share with residents as needed.

WaterSmart enacts standard controls, policies, and procedures to ensure the security of the District's data and customer provided information, including but not limited to choosing a reputable cloud-server vendor with appropriate physical security of server infrastructure, secure public-private key-based login to all WaterSmart server infrastructure, password authentication on all Web site interaction, and audit logging.

WaterSmart will provide the District with private key access to a secure FTP destination for regular delivery of the data. This secure FTP site will be hosted on WaterSmart's server infrastructure. The District agrees to send data only through this secure channel and not through any other method.

## Exhibit B: Payment Terms

### COMPENSATION AND DISTRICT OBLIGATIONS

For items listed in the above Scope of Services, the District shall compensate WaterSmart according to the Fee Schedule below. **The District acknowledges its responsibilities and obligations, in particular in regards to the expertise and planned IT committment to provide data needs as described in the Data Specification file.** Delays on the part of the District may reduce the number of months the District and its customers have access to WaterSmart products and services, but does not reduce Fee Schedule.

**Table 2: Fee Schedule**

Program Feature	Description	Fee	Invoicing schedule
<b>Initialization (First 3 Months of Term)</b>	One-time fee for program setup, configuration, and on-site training	\$8,000	Upon Agreement Signing
<b>Single Sign-On</b>	Optional integration of Customer Portal with third party online payments system	\$5,000	Upon Completion (if selected)
<b>SaaS and Program Fee Per 12 Month Implementation Term</b>	Access to District Analytics Dashboard, Customer Portal (including Alerts and Notifications and Extended Group Messaging Services), Support & Customer Service	\$12,730	Due 3 months after Agreement signing
<b>SaaS and Program Fee Per 12 Month Implementation Term</b>	Access to District Analytics Dashboard and Customer Portal (including Alerts and Notifications and Extended Group Messaging Services), Support & Customer Service	\$12,730	Due 15 months after Agreement signing
<b>SaaS and Program Fee Per 12 Month Implementation Term</b>	Access to District Analytics Dashboard and Customer Portal (including Alerts and Notifications and Extended Group Messaging Services), Support & Customer Service	\$12,730	Due 27 months after Agreement signing
<b>Total Fee</b>		<b>\$51,190</b>	

### CONTACT FOR INVOICES

District contact for all invoicing purposes is:

Lisa Sulzinger

Office Specialist

lsulzinger@coastsidewater.org

650-726-4405

766 Main Street, Half Moon Bay, CA 94019

For any questions regarding WaterSmart Contracts, please contact WaterSmart Accounting at business@watersmart.com, 415.366.8622 x 815. All written correspondence can be sent to:

Accounting Department

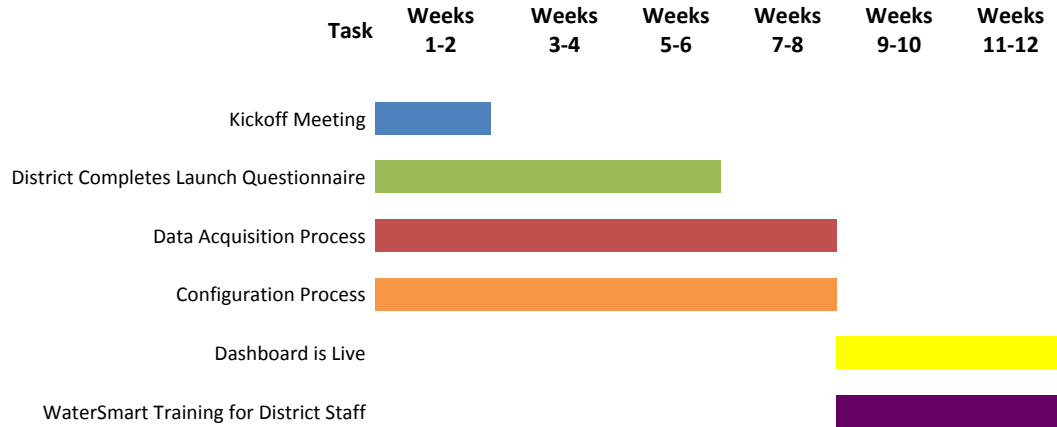
WaterSmart Software  
20 California Street, Suite 200  
San Francisco, CA 94111

# Exhibit C: Schedule of Performance

## INITIALIZATION SCHEDULE

WaterSmart proposes the following schedule to initialize and launch the program. The District anticipates that the Customer Portal will be deployed about 1 year after the Effective Date. The District may request that WaterSmart open up customer access to the Customer Portal (including Alerts and Notifications and Surveys) at any time after the following initialization schedule.

**Table 3: Estimated Initialization Schedule**



## Exhibit D: Software-as-a-Service Provisions

BACKGROUND: WATERSMART's customer engagement and data analytics services are to be provided primarily by utilization of WATERSMART's proprietary software hosted on WATERSMART's computer systems and accessed by authorized users over the Internet. This is a shared cost software utilization model which enables customers to achieve substantial cost savings versus commissioning custom development of software or licensing software for installation and maintenance on customers' computer systems. Companies like WATERSMART are commonly referred to as "SaaS" or "software-as-a-service" providers. Certain supplemental provisions which are customary within the SaaS sector and essential to enabling WATERSMART's SaaS service model and providing substantial cost savings for the District, are set forth below and incorporated by reference in the Agreement. Also included below are additional terms applicable to bill payment, leak alert and group messenger services if such services are elected by the District.

### A. WATERSMART's reservation of intellectual property rights

WATERSMART has created, acquired or otherwise currently has rights in, and may, in connection with the performance of this Agreement or otherwise develop, create, employ, provide, modify, acquire or otherwise obtain rights in various inventions, concepts, ideas, methods, methodologies, procedures, processes, know-how, techniques, models, templates, software, applications, documentation, user interfaces, screen and print designs, source code, object code, databases, algorithms, development framework repositories, system designs, processing techniques, tools, utilities, routines and other property or materials, including without limitation any and all subject matter protected or which may be protected under patent, copyright, mask work, trademark, trade secret, or other laws relating to intellectual property, whether existing now or in the future, whether statutory or common law, in any jurisdiction in the world ("WATERSMART IP"). The District acknowledges that WATERSMART owns and shall own all intellectual property rights in and to deliverables hereunder, the WATERSMART IP and derivative works of WATERSMART IP (whether independently or jointly conceived), regardless of whether or not incorporated in any print or electronic Water Reports, Customer Portal, District Dashboard, or other software or deliverable provided to the District by WATERSMART, and that the District shall acquire no right or interest in the same.

The District agrees to assign, and hereby does assign, any right, title and interest in any suggestions, enhancement requests, or other feedback provided by the District relating to services offered by WATERSMART. If and to the extent any such assignment is ineffective, the District hereby grants to WATERSMART a royalty-free, worldwide, irrevocable, perpetual license to use and incorporate into its services any such suggestions, enhancement requests, or other feedback provided by the District.

Subject to the foregoing, authorized employees and customers of the District may during the term of the Agreement access and use the WATERSMART SaaS services, print and electronic Water Reports, Customer Portal, District Dashboard, Extended Messaging Services, other deliverables provided to the District by WATERSMART, and applicable bill presentment and payment services, each as so specified by the Scope of Work, for purposes of the District's customer engagement program, customer billing, and for the District's internal purposes, so long as the District is current with respect to its financial and other obligations under the Agreement. WATERSMART hereby grants to the District a non-exclusive, non-sublicenseable license to the WATERSMART IP within DISTRICT's service territory, strictly limited to District's use of the WATERSMART SaaS services. DISTRICT may not build or sublicense others to build an additional work of improvement that embodies or derives from WATERSMART IP without WATERSMART's prior written consent. If the District enters into an agreement with a third party contractor of WATERSMART related to bill payment services, the intellectual property provisions of such agreement shall apply with respect to intellectual property owned or controlled by such third party. Any rights not expressly granted herein are reserved by WATERSMART and its licensors.

**B. District's cooperation in providing necessary inputs**

Deliverables to be provided by WATERSMART via its proprietary software require certain data from the District. The District shall provide WATERSMART with those data, records, reports, approvals and other inputs identified for the District to provide in the Scope of Work or otherwise requested by WATERSMART. The District shall ensure that such inputs are accurate and within the District's legal rights to share with WATERSMART subject to the confidentiality and other applicable provisions of the Agreement. Time is of the essence, and the District shall provide its inputs within the timeframes specified for the District by the Scope of Work. If bill payment services are included in the Scope of Work, the District shall cooperate with WATERSMART and its applicable third party partner(s) in timely providing the data, records, reports, approvals and other inputs requested for such services. WATERSMART shall not be responsible for delays outside WATERSMART's control, and deadlines for WATERSMART's performance shall be adjusted, if necessary, to accommodate delays by the District.

**C. Confidentiality and WATERSMART's use of aggregated data**

All data, documents and other information received or accessed by WaterSmart from the District for performance of this Agreement, including without limitation personally identifiable information and financial information, are deemed confidential. Such information shall not be used or disclosed by WaterSmart without the prior written consent of the District or owner (which may include without limitation consent by end users to share any information with additional users they authorize), except to WaterSmart's employees and contractors on a need-to-know basis for performance of this Agreement with appropriate confidentiality protections. For this purpose, protected confidential information shall not include (i) information that, at the time of disclosure, is publicly available or generally known or available to third parties, or information that later becomes publicly available or generally known or available to third parties through no act or omission by WaterSmart; (ii) information that WaterSmart can demonstrate was in its possession prior to receipt from the District; (iii) information received by WaterSmart from a third party who, to WaterSmart's knowledge and reasonable belief, did not acquire such information on a confidential basis from the District; (iv) information WaterSmart can demonstrate was independently developed by it or a third party; or (v) information that WaterSmart is legally required or compelled by a court to disclose.

The foregoing confidentiality obligations are subject to the following clarification of the parties' rights and obligations with respect to aggregated and anonymous data. The District hereby gives its permission to WATERSMART to use and disclose on an anonymous and/or aggregated basis (excluding any personally identifiable information) any data pertaining to the District end customers and their water consumption, including without limitation derivative data and data combined with the data of other utilities, for purposes of project evaluation and any research, product development, marketing, or other legitimate business purposes. This Section C shall survive any termination or expiration of the Agreement.

WaterSmart shall post and comply with WaterSmart's applicable privacy policy.

**D. Software corrections and third party acts; limitation of liability for SaaS services**

In the event that WATERSMART's services fail to meet specifications or other requirements specified by the Scope of Work, the District shall promptly notify WATERSMART and WATERSMART shall promptly correct any defect or substitute services, software, or products to achieve the functionality and benefits originally specified. If WATERSMART promptly makes such correction or substitution, WATERSMART shall have no further liability with respect to said defect(s), notwithstanding any other provision of the Agreement. All warranties not expressly stated in the Agreement are disclaimed. The District understands that the District's use of WATERSMART's services provided online may be interrupted by circumstances beyond WATERSMART's control involving third parties, including without limitation computer, telecommunications, network, Internet service provider or hosting facility failures or delays involving hardware, software, networks, or power systems not within WATERSMART's possession or direct control, and network intrusions or denial of service attacks (collectively, "Third Party Acts").

WATERSMART shall not be responsible or otherwise liable for any Third-Party Acts, including, without limitation, any delays, failures, or security breaches and damages resulting from or due to any Third Party Acts, provided that WATERSMART has exercised due care. However, in the case of any Third Party Act which will delay or prevent WATERSMART from providing online services to the District, WATERSMART will promptly notify the District and assist in mitigating any impact. Neither party will be liable to the other, under any non-indemnity claim relating to this Agreement, for any indirect, incidental, exemplary, special, reliance or consequential damages, including loss of profits or loss of data, even if advised of the possibility of these damages. Under no circumstances or event shall WATERSMART's total cumulative liability for losses or damages of any kind arising under or relating to this Agreement and under any theory (contract, tort, defense and indemnity, or otherwise), exceed (i) the total contract value, or (ii) available insurance proceeds from WATERSMART's carriers, whichever is higher. If the District enters into an agreement with a third party contractor of WATERSMART related to bill payment services which specifies a lower limit of liability with respect to such services, the same limit shall apply to WATERSMART's liability (if any) with respect to such services. The foregoing limited remedy and limitation of liability provisions shall apply notwithstanding any conflicting provisions or any failure of essential purpose with respect to a limited remedy or limitation of liability, and shall survive any termination or expiration of the Agreement. The District acknowledges that pricing for WATERSMART's services would be substantially higher without the aforementioned limitations.

E. Technology and services infrastructure vendors

WATERSMART as a SaaS provider utilizes the secure cloud hosting platform of a third party industry leader in cloud computing with state-of-the art security to host the data of all WATERSMART customers. WATERSMART utilizes a reputable third party vendor to perform printing and mailing services when included within the scope of WATERSMART's work. For bill payment services, including credit card, debit card, and ACH payments and authentication, WATERSMART utilizes leading edge, reputable third party vendors specializing in such functions. Since the referenced cloud hosting platform, printing and mailing vendors, bill payment services providers, and certain other vendors performing similar or related functions, are integral components of WATERSMART's technology and services infrastructure used across its pertinent customer base and are not specific to the District and services under this Agreement, the District acknowledges that such utilization is not considered subcontracting of WATERSMART's services under this Agreement.

If the District enters into an agreement with any third party contractor of WATERSMART for any services ancillary or related to the services provided by WATERSMART during the term of this Agreement, District shall first seek and exhaust all remedies from such third party contractor prior to seeking any remedy from WATERSMART with respect to such services.

F. Compliance With Laws

WaterSmart shall comply with all federal, state and local laws, regulations, regulatory rulings, and ordinances as may be applicable to the performance of services under this Agreement. The District shall comply with all federal, state and local laws, regulations, regulatory rulings, and ordinances related to this Agreement, and shall have sole responsibility for securing any necessary regulatory approvals, if any, for this Agreement and/or the services hereunder.

The District shall be responsible for obtaining from its end customers any consents and providing any notices, if any are legally required, for the services to be provided by WaterSmart hereunder.

G. Extended Messaging Services

If the District elects to utilize WATERSMART's leak alert or group messenger services, certain supplemental legal terms shall apply. These supplemental terms ("Extended Messaging Terms") are set forth below and shall prevail in the event of any conflict or inconsistency. For avoidance of doubt, the Extended Messaging Terms apply to all WATERSMART services involving automated phone calls (conventional and mobile), pre-recorded messages, text messages, and other such bulk communications



(including emails outside of WATERSMART's core customer engagement offerings) (collectively, "Extended Messaging Services").

1. The District shall be solely responsible for the content of any messages or communications to end customers which the District initiates or authorizes in connection with the Extended Messaging Services, as well as the District's selection of any vehicle (i.e., conventional phone, mobile phone, text, email) for such messages or communications. WATERSMART shall have no responsibility or liability of any kind with respect to messages or communications initiated or authorized by the District or its representatives. In furtherance of the foregoing, the District shall hold harmless, defend and indemnify WATERSMART and its officers, directors, employees, contractors, representatives and volunteers from and against all claims, damages, losses and expenses including without limitation any statutory damages, penalties, and attorney's fees, arising out of or relating to the Extended Messaging Services or any breach by the District of the Agreement including without limitation these Extended Messaging Terms. For avoidance of doubt, if the Agreement has other indemnity provisions in favor of the District such provisions shall not apply to the Extended Messaging Services, except in the event of WATERSMART's willful misconduct.
2. If the District elects to make available to its end customers Extended Messaging Services offered by WATERSMART to alert end users of potential leaks or high water usage, the pertinent end users and the District assume all risks associated with such alerts, and no indemnity provisions in favor of the District shall apply to such risks (including without limitation any liability claims for failure to alert or inaccurate alerts), except in the event of WATERSMART's willful misconduct.
3. With respect to Extended Messaging Services, WATERSMART's role is limited to delivering via its technology platform the District's communications through vehicles selected by the District; accordingly, compliance with applicable laws (which may vary by state and locale) is strictly the District's responsibility with respect to Extended Messaging Services notwithstanding any provision to the contrary.
4. The District is encouraged to consult legal counsel of its own with respect to this Agreement and in reference to Federal Communications Commission Declaratory Ruling FCC 16-88 (released August 4, 2016), any Extended Messaging Services, and compliance with applicable federal, state and local laws, regulations and regulatory rulings, and ordinances. The District shall not rely on WATERSMART or WATERSMART's representatives for legal advice or guidance concerning the content or appropriate vehicles (i.e., conventional phone, mobile phone, text, email) for communications with the District's end customers.
5. In order to provide the Extended Messaging Services at efficient cost and with optimal levels of security and reliability, WATERSMART may utilize one or more third party communications technology and communications services providers. Since such providers are utilized across WATERSMART's pertinent customer base and are not specific to the District and service choices by the District under the Agreement, District acknowledges that such utilization is not considered subcontracting of WATERSMART's services under the Agreement.

# Exhibit E: WaterSmart Data and Security Policy

## A. Risk Management

### 1. WaterSmart's IT Risk Governance

WaterSmart strives to strike a balance between opportunity and risk for our business, while minimizing risk for our customers. We govern based on best practices extracted from various frameworks. During our regular prioritization meetings, we discuss the company's appetite for risk and assess each potential initiative with respect to IT concerns. Example of the risks assessed might include: late-delivery risk, compliance risk, architecture/flexibility risk, data security risk, or service risk. These sessions often include risk review with the goal of understanding the business impact of a given scenario.

### 2. WaterSmart's IT Risk Life Cycle

As described above, we identify the value of business propositions, identify the risks, and assess the risks. If the project goes forward, the IT team is responsible for developing a response to any potential risk, implementing it, and monitoring the response/control/measure for its effectiveness. We often iterate on and improve risk responses over time to continually minimize risk as new information, ideas, or technologies become available.

## B. Information Security Policy

### 1. WaterSmart's Information Security Policy

WaterSmart's Information Security Policy establishes a framework for managing risk in accordance with business requirements. At the core of our policy, we focus on:

- Tight access control, ensuring only approved users are granted appropriate access
- Encryption in transfer, to keep data secure as it flows in and out of system boundaries
- Encryption at rest, to keep data secure as it remains within our system boundaries
- Partnering with best-in-class cloud vendors for asset management and physical & environmental security
- Automation for change-management accuracy
- Daily backups with geographically distributed, redundant encrypted storage
- Documentation for business continuity
- Human resources security, to ensure all necessary controls on employees
- Policy creation, maintenance and review

Specific aspects of WaterSmart's Information Security Policy are documented in our secure online repository. We continuously update and maintain our documentation when new business requirements or risks are surfaced. As a

whole, Security Policy is reviewed with each new customer; any suggested policy improvements are documented and prioritized within our project prioritization framework.

### **C. Information Security Organization**

#### **1. Dependent Service Providers**

Our company carefully reviews all cloud service provider partners for their security. We only select vendors with high standards regarding security, privacy, and disaster preparation. We select best-in-class vendors with multiple 3<sup>rd</sup> party verifications; for example, RackSpace and Amazon Web Services for servers and networking, SendGrid for email delivery, and Twilio for telecommunications. The verifications and certifications of our vendors are publicly available for inspection.

### **D. Physical and Environmental Security**

#### **1. Physical Controls**

WaterSmart's servers are deployed in the secure Rackspace Cloud. Physical security includes state-of-the-art building access controls, video surveillance and 24x7 onsite security. Rackspace's facilities and security procedures are regularly subject to independent 3rd party reviews and certifications including but not limited to ISO27002 and SOC1/2/3.

#### **2. Environmental Controls**

Our servers are connected to multiple high-performance networks, uninterruptible power supplies, backup diesel generators and fire-safety systems. A full-time, on-site operations staff addresses any hardware problems.

### **E. Operational Security**

#### **1. WaterSmart's operational controls**

Operational controls include strict access control, encryption in transit and at-rest, precise firewall configuration, access logging, application logging, real-time server metrics collection and graphical display, multi-tenant data segregation, intrusion detection, aggressive backup policy, process automation, development and production environment separation, documentation, and change-control.

Furthermore, all data transmitted between WaterSmart and a customer or cloud partner is always transferred in an encrypted fashion, using either SSL, SSH, PGP, or TLS as appropriate for the channel.

Data files delivered by utility partners are immediately encrypted and remain encrypted while within system boundaries. Personally Identifiable Information (PII) that is stored within our databases is encrypted at rest.

## 2. WaterSmart's monitoring of system and network activity

All access to servers, as well as to customer-facing products, is logged. System activity logs are collected in real time and displayed graphically in our operational dashboard. Our operational alert framework analyzes system data and is configured to send instant alerts to the IT team at various thresholds.

## 3. Intrusion detection methodology

Our servers are only accessible via individual SSH public/private key pair, and no access is allowed via password. Only members of the IT team have access to their private keys; and keys may be revoked at any time. Our alert framework monitors all access and reports immediately if it sees an unknown user. The intrusion detection framework also geolocates the IP address of each connection and alerts on any geographic anomalies. We also analyze for time-of-use anomalies, and alert on any access outside of the usual clock-pattern of access.

## 4. WaterSmart's data backup and restoration process

We backup all critical system configuration data and all multi-tenant customer data daily. The data is PGP encrypted and then transferred via SSL to our Cloud Files storage area within the secure RackSpace cloud as well as a secondary geographic location hosted by Amazon Web Services. Our restoration procedure is carefully documented in our operations guide; it involves downloading a specific backup and installing it as needed. The restoration process is practiced routinely. We employ a cascading fade-out backup storage scheme in which we keep daily backups for 30 days, and transition older backups to weekly or monthly snapshots. We also maintain a hot-failover backup system that is primed daily to serve product via DNS swap.

## 5. WaterSmart's change control process

We develop software in an agile/scrum method. On a weekly or bi-weekly basis, all requested changes are documented in our issue-tracking/scrum system. All data-related or operational changes are included in this change-request process. Data and operational changes are made only by script automation. Once changes are committed with comments to our secure source code repository, the changes are pushed to our development/test environment where they are validated. All validated changes are deployed to our live environment on-demand via automation from our repository.

## **F. Access Control**

1. WaterSmart's access control policy

Access to servers and data by WaterSmart employees is granted only on as-needed basis, and only by individual, revocable SSH public/private key-pairs. Authorization is never granted via password or by shared key. Role-based access control (RBAC) is implemented to regulate access to computer and network resources based on the roles of individual users within the WaterSmart organization.

Editorial rights to content used in our application require an individually provisioned, revocable SSL Certificate on the physical machine of the employee.

Each new employee signs a Non-Disclosure Agreement and is subject to a background security check. We maintain written de-provisioning procedures to universally withdraw access from individuals who no longer require data access.

2. WaterSmart's privilege delegation and separation of duties policy

Group-level RBAC is used to handle privilege delegation. Some employees may have administrator rights, while others are read-only, or some have no access at all.

3. WaterSmart's inactive accounts and access revocation policy

Written procedures are followed to withdraw access from an inactive account or terminated employee. This includes but is not limited to SSH key removal, SSL certificate revocation, user deletion, and de-provisioning of all cloud-based services.

## **G. Software Development and Maintenance**

1. WaterSmart's Software Development Lifecycle

WaterSmart is on a continuous release cycle with minor updates and improvements to the product released on a daily or weekly basis. As a hosted software as a service product all versions are the most current.

2. WaterSmart's application vulnerability assessment methodology

Application Vulnerability is handled proactively by employing best-practice authentication technology, web application frameworks designed to eliminate cross-site or injection attacks, and most importantly, code review. All

code added to our secure repository triggers our code-review automation, in which code-differences are highlighted and distributed to peers in the engineering team for review.

### 3. WaterSmart's application and system patching strategy.

As a web application company, we have almost no barrier to application patching. Any necessary changes are committed, tested, and rolled out to our multi-tenant infrastructure as required via an automated process that cleanly shuts-down, deploys and restarts the necessary applications. Customer-facing products enter maintenance mode during the procedure. An application deploy, on average, takes less than 30 seconds.

System level patching, including OS upgrades, occurs on an as-needed basis for critical issues and approximately quarterly for enhancements. All patching occurs first in our development and test environment. After the development patch, we complete a system-wide smoke test of our applications and infrastructure. Subsequently, we begin our production patching procedure with a full image clone of each virtual server to be upgraded, followed by the patch and test cycle.

We run only Long Term Support (LTS) versions of Linux Ubuntu on our servers, in an effort to minimize vulnerability threats.

As a cloud services company with over 50 utility customers, we do security reviews many times a year during the contracting phase. Internally, the IT team formally reviews our system security on a quarterly basis; informally we do code-reviews and read technical and vulnerability blogs on a daily basis.

## H. Incident management

### 1. WaterSmart's incident management program

We have a 5-step incident management program. After an incident identification, (1) incidents are assigned an incident manager responsible for responding to the incident in a timely manner and pro-actively communicating incident status to all relevant internal and external parties. (2) Incidents are documented via incident management form and permanently filed in our incident repository. (3) We identify and execute corrective actions. (4) We perform a root cause analysis. (5) We feed back lessons learned to the planning function team. Throughout the incident process, we maintain open lines of communication with our customers. WaterSmart also maintains a breach response plan intended to govern the organizational structure and response in the unlikely event of a data-breach incident. This policy is available upon request.

## I. Business Continuity

## 1. WaterSmart's Business Continuity program

WaterSmart takes several approaches to business continuity beginning with our decision to deploy image-based virtual servers in a cloud data center featuring multiple high-performance networks, uninterruptible power supplies, backup diesel generators, fire-safety systems, and a full time operations staff. New instances of our servers can be quickly deployed from bare metal via automation in case recovery is needed. We also maintain documentation and test our failover procedure in which application hosting is switched from one cluster to another with minimal customer interruption.

From a business perspective, our organization is designed to operate in a distributed fashion making use of cloud technologies such as our secure cloud document silo, an online documentation repository, and a web-managed hosting environment. Employees have unlimited access to multiple communication channels including web-based chat and video presentment tools.

Most importantly, we rigorously maintain 'how-to' documentation for running our business smoothly in a repeatable fashion whether or not an emergency is at hand. Documentation is maintained in an editable, electronic format so it can be easily updated during trial or execution.

## 2. Business Impact Analysis

Our business recently completed a brief business impact analysis using the assets available and recommended by [ready.gov](http://ready.gov).

## 3. Continuity Plan testing

Our continuity plan is continuously tested, on different frequencies. For example, server deployment procedures are used on a monthly basis, failover to secondary servers is tested annually, and 'work anywhere' business operations and communications are tested on a daily basis. Documentation is tested using a trade-off technique where the author passes the documentation to a second employee for validation.

## J. DDoS Attack Mitigation

### 1. Detection

WaterSmart currently engages 24/7 monitoring of our website uptime from various access points around the globe. If an outage or latency issues is detected, our detection services immediately notify our operations team via two independent communication channels including mobile phone notification.

## 2. Vendor notification and partnership

In the event of a denial of service attack, WaterSmart will immediately coordinate with our hosting partner (RackSpace) in order to understand the magnitude of the problem as it affects their infrastructure, and identify resolution vectors. Rackspace's anti-DDoS arsenal includes network-level traffic analysis, server level anomaly detection, and possibilities for packet filtering and rerouting.

## 3. Elastic WebServer Provisioning

WaterSmart can create and deploy web servers with new external IP addresses at will. Our backstop procedure for DDoS mitigation is to deploy new web servers and reassign the public entry-point IP via a DNS change and propagation. DNS time-to-live (TTL) is set reasonably low to facilitate this type of migration.

## **K. Regulatory Compliance**

### 1. WaterSmart's compliance with internal policies and standards

We regularly review our operating procedures against our organizational policies, including documentation execution 'practice sessions', maintaining a prioritization queue of desired improvements, and auditing our internal alerting and monitoring systems to make sure they are operating as expected.

We review legal requirements in the context of each Customer's contractual agreement with the help of internal counsel and the counsel of our customer-partners.

## **L. Privacy**

### 1. WaterSmart's Privacy program

WaterSmart has a serious commitment to the privacy of our customer data. We do not share any personally identifiable data with anyone without the express consent of our customer. We do not store any billing data, financial data, or payment information. The extent of what might be considered private data is customer name, address, account number, email address, and water usage.



Our information security practices address the privacy of data during its entire lifecycle: storage (encrypted at rest and SSH-based server access only), usage (end-user access via HTTPS and encrypted password), sharing (never), transferring (SSH encryption), securing (SSH), retention (backups PGP + HTTPS), and destruction (delete or return-to-customer).

# Exhibit F, WaterSmart's Breach Response Plan

## Breach Response Plan v1.2

Revised December, 2016

WaterSmart works diligently to minimize the possibility of data breach. For more information, please review WaterSmart's information security policy, which documents our approach to security and our technical safeguards. In the case of a data breach, this document describes our core approach for responding to these events in a predetermined and organized manner across our entire organization.

A data breach is an event in which data intended to be protected from unauthorized access is inappropriately exposed.

### 1. GENERAL APPROACH

WaterSmart's general approach to response will include the following steps:

1. Documentation of events prior to and following discovery
2. Immediate response
3. Activation of the response team and legal counsel
4. Clear and timely communication within the company about the issue and with Utility Partner as appropriate
5. Instructions to the organization on responding to external inquiries
6. Determination of law enforcement and regulatory agency inclusion
7. Root cause analysis, remediation planning, and remediation
8. Development of messaging and notification schedule to affected parties based on legal counsel
9. Account management for the Utility Partner
10. Determination of compensatory necessity based on legal counsel

### 2. DISCOVERY AND DOCUMENTATION

Upon discovery of a data breach, WaterSmart will immediately record the date and time when the breach was suspected, as well as the current date and time when response efforts begin.

Once the breach has been verified to actually include PII, we begin the documentation phase.

Documentation about the breach should include everything known thus far. The necessary facts are:

- Who discovered it
- Who reported it
- To whom it was reported
- Who else knows about it
- What type of breach occurred
- When the breach occurred
- What systems are affected
- What was stolen or is missing
- Which Utility Partners, if any, are affected
- If the breach is active or on-going

After the facts are recorded, we will interview those involved in discovering the breach as well anyone else who may know about it and document this investigation. The investigation will include such facts as how the discovery was made and a distinction between what is known versus suspected.

### 3. IMMEDIATE RESPONSE

Depending on the nature of the breach, it may be appropriate to take some immediate response actions.

These may include:

- Securing the premises in the case of a physical breach event
- Cordoning off areas to preserve evidence
- Isolating specific machines from broader networks
- Disabling certain internal facing tools
- Disabling certain customer-facing tools or products

Additionally, we will immediately take the following technical actions:

- Replace developer system SSH access keys
- Replace machine-to-machine internal system SSH access keys
- Revoke all laptop SSL client-certificates and plan to reissue them
- Change employee passwords for key cloud-based systems

#### 4. RESPONSE TEAM ACTIVATION

While documentation is ongoing, WaterSmart will alert and activate everyone on the response team, including necessary external resources, to begin executing our preparedness plan. A senior level manager such as the CTO or organizational unit head will be assigned as the incident manager. In accordance with our agreements with Utility Partners, if we believe a data breach includes data provided by one or more Utility Partners or their end users, we will also notify the Utility Partner of the suspected breach and provide regular updates throughout the rest of the process.

At the time of activation, the immediate priority of the response team is to assess our priorities and risks given what we know about the breach at the time. This risk assessment will provide context to inform all further decisions regarding the breach response timeline.

Our response team will include many members of our organization. The response team leadership committee includes:

Person	Role	Response Responsibilities
Douglas Flanzer	CTO	<ul style="list-style-type: none"><li>• Coordination</li><li>• Documentation</li><li>• Technical Discovery</li><li>• Remediation</li></ul>
Dominique Gomez	COO	<ul style="list-style-type: none"><li>• Legal Counsel Liaison</li><li>• Insurance Liaison</li><li>• Law Enforcement Liaison</li><li>• Compensatory Analysis</li></ul>
Robin Gilthorpe	CEO	<ul style="list-style-type: none"><li>• Internal Communication</li></ul>

		<ul style="list-style-type: none"> <li>• External Messaging</li> </ul>
<b>Ora Chaiken</b>	Director of Client Services	<ul style="list-style-type: none"> <li>• Utility Partner Notification</li> <li>• Client Services Team Training</li> </ul>

The response team will also make recommendations as to the necessity or usefulness of retaining outside assistance; specifically, Legal Counsel or Technical Forensics.

These resolution partners may include:

- Silicon Valley Counsel (Legal)
- Kroll or Rackspace (Forensics)
- Law enforcement agencies including local police, the FBI, and/or the department of homeland security

At the conclusion of the response team initiation phase, we will create a high-level overview of priorities and progress, as well as problems and risks. This should include a list of upcoming business initiatives that may interfere with response efforts. The response team will decide whether to postpone these efforts and for how long, in order to focus on the breach.

## 5. INTERNAL COMMUNICATION

As the response team concludes the first phase of response planning, WaterSmart will communicate in a clear and timely fashion to all employees regarding the incident. The purpose of this dialog is to:

- Ensure a breach incident is never hidden
- Retain the trust of all employees with a high level of transparency
- Create an avenue for two-way communication and Q&A
- Explain to employees that the breach information must be kept confidential; no information may be communicated outside the organization at this time

## 6. RESPONDING TO INQUIRIES

Employees may not discuss the breach with customers unaffected by the breach, the general public, or the press until explicitly given the go-ahead to do so and provided with a response guide by the breach response team. This is to make sure that no speculative comments or unverified information is spread unnecessarily.

WaterSmart will have a single point of contact for any potential inquiries; the personnel to be assigned by the response team member with the responsibility for external communication. This response team member will also be responsible for training WaterSmart employees on inquiry response when the timing is appropriate.

## **7. LAW ENFORCEMENT / REGULATORY**

WaterSmart, under the supervision of the response team member responsible for legal and regulatory process, will first identify its legal obligations. This includes:

- Revisiting state and federal regulations governing our industry and the type of data involved in the breach
- Based on regulations, determining all entities that need to be notified, i.e., customers, employees, the media, government agencies, regulatory boards, etc.
- Determining the correct timeline mandates for any possible notification requirements

At this phase, WaterSmart will also decide whether to retain specific assistance from legal counsel regarding the breach and its resolution. We will also decide which possible law enforcement agencies could be relevant to involve and if so, make appropriate notification.

## **8. ANALYSIS AND REMEDIATION**

Led by the response team member with technical discovery and remediation responsibilities, WaterSmart will begin a deep dive into the breach with an attempt to fully understand the timing and risk of the exposure.

Once the extent has been discovered and documented, the team will begin root cause analysis to identify the security flaw that created a breach opportunity.

The remediation effort will consist of the following phases:

- Fix the root issue that caused the breach
- Fully audit all existing systems for evidence that anything undesired was left on any systems (such as bots, hacker tools etc.)
- Fully audit all network traffic across the DMZ boundary to ensure outbound traffic is all rightfully generated by WaterSmart systems
- Wiping and rebuilding any of the affected machines

Since WaterSmart uses an almost entirely virtual infrastructure, all machines can be easily rebuilt from scratch using our machine build automation. This includes all network configurations and security certificates.

At this phase, WaterSmart will also decide whether to retain specific assistance from a forensic specialist or data breach investigation management firm.

## 9. NOTIFICATION

In the event that WaterSmart is legally obligated must to notify the affected individuals of a data breach, the legal team will identify:

- The mandated timelines for notification
- The mandated channels of notification (email, print)
- The mandated requirement of a call center and other services for affected individuals
- Any specific content mandated for the notification letters
- Any timeline adjustments necessary to avoid interference with ongoing law enforcement investigation
- Any notification requirements as a result of geographical jurisdictions in which the affected individuals reside

In addition to requirements gathering, the notification team will decide the scope of the notifications, i.e., will they be sent to affected individuals or to all individuals regardless of being affected by the breach, etc. WaterSmart will coordinate these efforts with Utility Partners as appropriate.

Additional management points for consideration include:

- Management of multiple letter versions based on specific state regulations
- Professional printing that includes company logo and electronic signature
- Address validation and delivery
- Return mail management to handle and discard returned letters
- Certified address cleansing / National Change of address
- Quality assurance for printing and fulfillment
- First-class postage
- Print vendor with top-tier data security protocols
- Electronic letter copies for proof of notification
- USPS Delivery Report

## 10. WORKING WITH THE UTILITY PARTNERS

Due to the unique nature of WaterSmart's business, the representative on the response team responsible for Client Services will take the lead in effectively communicating information about the breach to the Utility Partner.

This will include:

- Timely notification of data breach when discovered (link pending)
- Updates and description of the breach and affected data, e.g., incident-specific FAQ when available
- Updates and confirmation of remediation steps being taken by the forensic team
- Coordination in publication of the notification plan and communication content to Utility Partner's customers
- Training for how to field inbound inquiries related to the breach and/or referral directly to the WaterSmart action number

## 11. COMPENSATION

WaterSmart's response team will decide if the breach warrants making a claim against our data breach insurance policies, and if so, begin insurance claim proceedings. During that process, they will also determine if any individuals affected by the breach are entitled to compensation, and if so, determine the mechanics of disbursing said compensation.



WaterSmart's business operations staff will also review existing Utility Partner contracts to determine if any contracts have specific compensatory requirements as related to data breach, and if so, determine the mechanics of acting on those special clauses.

## 12. CLOSURE

Once all necessary remediation activity has occurred, the breach incident can be closed. All documentation that tells the history of the breach and decisions made will be packaged electronically in a secure repository for archive purposes.

Based on new lessons from executing our breach response plan, we will make the necessary modifications to our response strategy to improve our process, as well as enhance and modify our information security and training policies so that recurrence of breaches are minimized.

## 13. CONCLUSION

WaterSmart's data breach response plan is intended to be a blueprint of the steps to take in the case a data breach occurs. Periodically reviewing this plan can help it stay current and useful.

On an annual basis, WaterSmart will:

- Review staff security awareness
- Update response team contact information
- Verify response plan is updated for any major changes such as changes in lines of business, departments, or data management policies
- Evaluate internal IT security to ensure proper data access controls are in place
- Ensure automated monitoring and reporting on systems is in place
- Ensure backups are stored securely
- Evaluate third-party vendors we exchange data with for their security policies

# Exhibit G

## Extension of Services Agreement

WaterSmart Software, Inc. (“WaterSmart”) and [FULL NAME OF UTILITY] (“Utility”) would like to confirm an extension of their Services Agreement originally dated [DATE] [and previously extended on [DATE(s)]] (the “Agreement”). The current term of the Agreement ends on [DATE]. WaterSmart and Utility agree to extend the Agreement for an additional period, which begins immediately upon the expiration of the current term and ends on [DATE].

Unless otherwise specified herein, WaterSmart provides the same services previously listed in Exhibit A, the Scope of Work, of the Agreement. Pricing for this extension term and any changes in scope are listed below. All other terms and conditions previously agreed to in the Agreement, including insurance requirements and provisions, remain in force.

### Changes in Scope:

## UPDATED PROGRAM AT A GLANCE

The pricing and invoicing schedule for services during this extension term are shown below in Table 1.

**Table 4: Fee and Invoicing Schedule**

Program Feature	Description	Fee	Invoicing schedule
<b>Services Fee For 12 Month Extension Term</b>	Access to Utility Analytics Dashboard and Customer Portal, Delivery of Water Reports throughout Program (if selected), and Support & Customer Service	X	[ANNUAL] (invoiced in advance)
<b>Total Fee</b>			

IT IS SO AGREED.

WATERSMART SOFTWARE, INC.

Date:

Erik Andersen, Head of Sales

---

[Name, Title]

[UTILITY NAME]

Date:

## **STAFF REPORT**

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

**From:** Mary Rogren, Assistant General Manager

**Agenda:** August 8, 2017

### **Report**

**Date:** August 4, 2017

**Subject:** **Advanced Metering Infrastructure Project – Authorization to Purchase Meter Transmission Units, Badger Meters, and Meter Box Lids**

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### **Recommendation:**

1. Authorize the General Manager to purchase remaining portion of Meter Transmission Units (MTUs) and services pursuant to and contemplated in the agreement with Aclara Technologies Inc. dated October 11, 2016 in an amount not to exceed \$600,000.
2. Determine that waiving the competitive bidding requirements of Resolution 2016-09 for the purchase of Badger ultrasonic meters is in the best interests of the District, and authorize the General Manager to proceed with sole-source procurement of Badger ultrasonic meters from National Meter and Automation, Inc. in an amount not to exceed \$550,000.
3. Determine that waiving the competitive bidding requirements of Resolution 2016-09 for the purchase of Nicor polymer meter box lids is in the best interests of the District, and authorize the General Manager to proceed with sole-source procurement of Nicor lids from National Meter and Automation, Inc. in an amount not to exceed \$125,000.

### **Background:**

At the July 2016 Board Meeting, the Directors waived the requirement in the District's Policies and Procedures to solicit competitive bids and authorized the General Manager to proceed with procurement of MTUs, data collector units, and services for automated metering from Aclara Technologies LLC. In that same meeting, the Directors also waived the District's Policies and Procedures to solicit competitive bids and authorized the General Manager to contract for the purchase of Badger meters and meter box lids for the Fiscal Year 2016-2017 Meter Change Program in an amount not exceed \$300,000.

During Fiscal Year 2016-2017, the District launched the Meter Change and AMI Projects, successfully deployed the Aclara infrastructure, and installed 775 Badger ultrasonic meters and Aclara MTUs in an initial pilot phase. The District is now poised to

proceed with a District-wide implementation of its Meter Change and AMI Projects. Staff is therefore requesting authorization to proceed with purchasing the remaining quantities of Aclara MTUs, Badger Ultrasonic meters, and Nicor lids during Fiscal Year 2017-2018, as outlined below:

- 1) Staff is requesting authorization to proceed with purchasing the remaining quantities of Aclara MTUs during Fiscal Year 2017-2018 contemplated under the agreement signed with Aclara Technologies LLC on October 11, 2016. MTU pricing is as per our agreement with Aclara Technologies LLC.
- 2) The District would also like to proceed with purchasing the remaining quantities of Badger Ultrasonic Meters from National Meter and Automation, Inc. to cover the District-wide implementation. As noted in the Staff report dated July 12, 2016, District staff investigated ultrasonic meters available from the other meter manufacturers, and recommended Badger ultrasonic meters given their comparatively lower cost to other meters; slim size and ease of installation; demonstrated reliability; and the manufacturer's years of experience with ultrasonic meters. District staff is very pleased with the Badger meters installed to date. Staff would like to install a consistent brand of meter across the District to ensure consistent interfaces with our AMI and billing systems, and therefore recommends staying with the Badger ultrasonic meter for the District-wide implementation. Note that National Meter and Automation, Inc. is the designated distributor for Badger ultrasonic meters. We do not have an agreement with National Meter and Automation, Inc., however National is holding the prices quoted last year for the Badger meters.

Resolution 2016-09, which establishes the District's policies and procedures for award of contracts, requires soliciting sealed competitive bids when the estimated cost of the work will exceed \$30,000 for both construction contracts and contracts for the purchase of materials and supplies. Resolution 2016-09 authorizes the Board to waive these requirements when the Board determines it is in the best interest of the District to do so. Staff recommends that the Board determine that waiving the competitive bidding requirements of Resolution 2016-09 is in the best interests of the District and authorize the General Manager to proceed with purchasing of the remaining quantities of Badger Ultrasonic Meter from National Meter and Automation, Inc. for a not to exceed amount of \$550,000.

- 3) In addition, Staff is requesting that the Board determine that waiving the District's competitive bidding requirements of Resolution 2016-09 for the purchase of Nicor polymer meter box lids is also in the best interests of the District and authorize the

**STAFF REPORT**

Agenda: August 8, 2017

Subject: Meter Change &amp; Automated Metering Infrastructure Projects

Page Three

General Manager to proceed with purchasing polymer lids from National Meter and Automation, Inc. in a not to exceed amount of \$125,000.

During our pilot phase, our staff investigated multiple options for lids that could be used in our current meter box configurations. Polymer lids are a specialty item, and our requirements include ensuring that we have the applicable drill holes for attaching an MTU. Our staff is confident that we found the lowest priced lids (Nicor) that match our required specifications. (Note that National Meter and Automation, Inc. is the designated Nicor supplier in our area.) Examples of pricing received on the closest alternate lids include:

Lid Size	Nicor (selected)	Armorcast (alternate)
B9	\$ 17.75	\$ 52.75
B16	\$ 27.25	\$ 60.02
B3	\$ 13.25	\$ 35.60

Staff is reviewing alternatives for meter installation services, and will bring a recommendation to the Board for approval. Given purchasing lead times and product availability, staff would like to proceed with purchasing meters, lids, and MTUs.

**Fiscal Impact:**

A project status summary and financial projection follows below:

**METER CHANGE & AUTOMATED METERING INFRASTRUCTURE PROJECTS - STATUS**

Recap:	Meters & Lids		Aclara - Automated Metering Infrastructure		Meter Installation	
	Budget	Projected	Budget	Projected	Budget	Projected
<b>FY 2016/17 CIP</b>	\$ 300,000		\$ 300,000			
Project-to-date Spend through 7/31/17		\$ 277,000		\$ 283,000		
<b>Open items:</b>						
Aclara - Services (per agreement)				\$ 38,000		
MTUs (Remaining quantity 5,376)				\$ 553,000		
Meters		\$ 545,000				
Lids		\$ 125,000				
Meter Installation					\$ 375,000	
<b>FY 2017/18 CIP</b>	\$ 600,000		\$ 600,000		\$ 250,000	
<b>TOTAL</b>	<b>\$ 900,000</b>	<b>\$ 947,000</b>	<b>\$ 900,000</b>	<b>\$ 874,000</b>	<b>\$ 250,000</b>	<b>\$ 375,000</b>

The District's FY 2016/2017 CIP included \$600,000 for meters, lids, and the Aclara Automated Infrastructure, and an additional \$1,200,000 in FY 2017/2018.



**NATIONAL**  
METER & AUTOMATION

**QUOTATION**

2250 Apollo Way #300  
Santa Rosa, CA 95407  
Phone: 707-575-0700  
Fax: 707-575-3786

DATE: Friday, July 21, 2017  
QUOTED BY: Dan Gilliam  
REQUESTED BY: John Davis  
PHONE:  
EMAIL: [jdavis@coastsidewater.org](mailto:jdavis@coastsidewater.org)

**BILL TO:** Coastside County Water District  
766 Main St  
Half Moon Bay, CA 94019

**SHIP TO:** Coastside County Water District  
766 Main St  
Half Moon Bay, CA 94019

SALESPERSON	PAYMENT TERMS	SHIPPING METHOD	SHIPPING TERMS	SUBJECT TO REVIEW
KR	Net 30 Days	Best Way	Full Freight Allowed	9/19/2017

QTY	PRODUCT DESCRIPTION	UNIT PRICE	AMOUNT
4500	5/8"x3/4" E25 Polymer Ultrasonic Meter w/ Nicor Connector, CF	\$ 105.85	\$ 476,325.00
120	3/4"x9" E35 Polymer Ultrasonic Meter w/ Nicor Connector, CF	\$ 132.50	\$ 15,900.00
60	1" E55 Polymer Ultrasonic Meter w/ Nicor Connector, CF	\$ 149.25	\$ 8,955.00
Pricing based on quoted quantities.			
Freight included on orders of \$25,000 or more.			

Tax Rate: 8.75% San Mateo Cnty  
Est. Lead Time: 4-6 Weeks

SUBTOTAL	\$ 501,180.00
SALES TAX	\$ 43,853.25
FREIGHT	FFA
<b>TOTAL</b>	<b>\$ 545,033.25</b>

**THANK YOU FOR YOUR BUSINESS!!**







# NATIONAL

METER & AUTOMATION

# QUOTATION

2250 Apollo Way #300  
Santa Rosa, CA 95407  
Phone: 707-575-0700  
Fax: 707-575-3786

DATE: Thursday, April 6, 2017  
QUOTED BY: Kathy Richards  
REQUESTED BY: John Davis  
PHONE: 650-726-4405  
EMAIL: [jdavis@coastsidewater.org](mailto:jdavis@coastsidewater.org)

**BILL TO:** Coastside CWD  
766 Main St.  
Half Moon Bay, CA 94019

**SHIP TO:** same

SALESPERSON	PAYMENT TERMS	SHIPPING METHOD	SHIPPING TERMS	SUBJECT TO REVIEW
KR	Net 30 Days	Best Way	FOB factory	90 days

QTY	PRODUCT DESCRIPTION	UNIT PRICE	AMOUNT
60	Nicor Read-Rite Polymer Replacement Lid fo B30, Water & Coastside Logo, Hydrozone HD, Gray	\$ 46.00	\$ 2,760.00
	Pricing based on quoted quantities.		
	Freight included on orders of \$25,000 or more.		

Tax Rate: 8.75% San Mateo County  
Est. Lead Time: 2-3 Weeks

<b>SUBTOTAL</b>	\$ 2,760.00
<b>SALES TAX</b>	\$ 241.50
<b>FREIGHT</b>	FFA
<b>TOTAL</b>	\$ 3,001.50

THANK YOU FOR YOUR BUSINESS!!

## **STAFF REPORT**

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

**From:** David Dickson, General Manager

**Agenda:** August 8, 2017

Report

Date: August 3, 2017

**Subject:** Approval to Proceed with Emergency Replacement of Highway 92 Potable Water Pipeline Section at La Nebbia Winery

---

### **Recommendation:**

1. Determine that waiving the competitive bidding requirements of Resolution 2016-09 for the purchase of materials and supplies is in the best interest of the District, and authorize staff to proceed with purchase of materials at a cost of approximately \$52,000 for replacement of a section of the Highway 92 Potable Water Pipeline running in front of La Nebbia Winery.
2. Determine that waiving the competitive bidding requirements of Resolution 2016-09 and that contracting on a sole-source basis with Andreini Brothers to install the replacement pipeline is in the best interest of the District based on the urgent need to complete the project and authorize the General Manager to execute a contract with Andreini for a total not to exceed \$59,000.

### **Background:**

The District's Capital Improvement Program (CIP) includes \$3,300,000 to replace the 12-inch welded steel pipeline supplying water to customers along Highway 92 (Project #14-01). This pipeline is one of the oldest in the District and is past the end of its useful life. One of the most severely deteriorated sections, running approximately 550 feet in front of and beyond La Nebbia winery, has been the site of eight leaks over the last few years. Due to the depth of the pipe, interference with other nearby utilities, and proximity of large trees lining the highway, the repairs have been difficult and expensive.

Staff included \$300,000 in CIP funding in FY17-18 to slipline the section of pipe in front of La Nebbia (i.e. pull a smaller pipe through the existing pipe), and District Engineer Jim Teter has prepared bid documents for the sliplining project. Construction would require installation and removal of a bypass pipeline running through Cozzolino property behind La Nebbia and reconnecting to the main pipeline further east on Highway 92.

There is currently an active leak in this section of pipeline which has saturated the field east of La Nebbia. Repairing the leak will require removal of five large

**STAFF REPORT****Agenda: August 8, 2017****Subject: Emergency Replacement of Highway 92 Potable Water Pipeline Section****Page Two**

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eucalyptus trees in the highway right-of-way. Assuming we can successfully make the repair, further leaks are likely due to the condition of the pipe. A leak occurring during the intense activity in this area associated with the Cozzolinos' pumpkin and Christmas tree businesses would be particularly disruptive and more difficult to repair.

Considering the difficulty of fixing the leak and the risk of further leaks, staff has evaluated a number of alternatives for bypassing the problem section. We believe the preferred approach would be to construct a permanent bypass pipeline running through the Cozzolino property (see attached sketch included as Attachment A) and to abandon the bypassed section of the old pipe. The Cozzolinos have indicated a willingness to provide the District with a permanent easement for the pipeline, as well as a shorter-term access agreement that would allow construction to begin immediately.

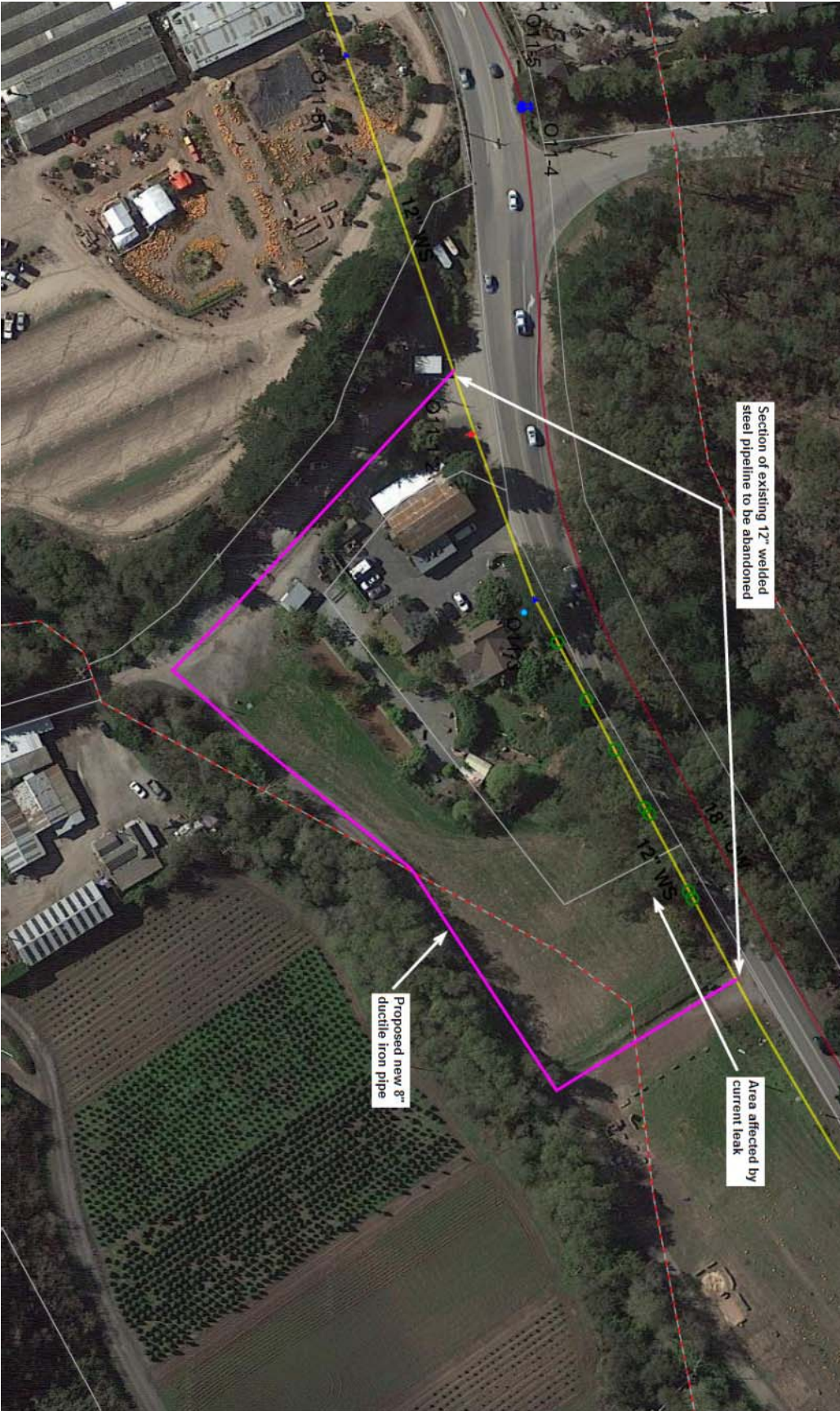
The cost of the new pipeline, exclusive of any easement costs, would include \$52,000 for materials, which the District will purchase directly, and \$59,000 for installation by Andreini Brothers (quote included as Attachment B). Andreini can begin work during the last week of August and complete it before the September 22 deadline the Cozzolinos have specified based on their pumpkin business schedule.

Resolution 2016-09, which establishes the District's policies and procedures for award of contracts, requires soliciting sealed competitive bids when the estimated cost of the work will exceed \$30,000 for both construction contracts and contracts for the purchase of materials and supplies. Resolution 2016-09 authorizes the Board to waive these requirements when the Board determines it is in the best interest of the District to do so. Because of the existing leak, and the complexities involved with repairing it and the urgent need to address the leak, staff recommends that the Board waive the competitive bidding requirements of Resolution 2016-09.

**Fiscal Impact:**

Cost of \$111,000. The FY17/18 - FY26/27 CIP includes \$300,000 in FY17/18 for Highway 92 pipeline replacement work.

Attachment A  
Proposed Pipeline Replacement



**Andreini Bros. Inc**

151 Main St.  
Half Moon Bay, Ca. 94019  
PH. (650) 726-2065  
FAX. (650) 726-7929

**PROPOSAL**

Revised 7/20/17\*

PROPOSAL SUBMITTED TO <b>Coastside County Water District Attn; John Davis</b>		PHONE <b>(650)726-4405</b>	DATE <b>07/28/17</b>
STREET Main Street		JOB NAME Emergency Bypass Winery Hwy 92 Option 3	
CITY, STATE AND ZIP CODE HMB, CA 94019		JOB LOCATAION 12341 San Mateo, HMB	
ARCHITECT Back Road Bypass Option 3	DATE OF PLANS	RFP #: C072817A	FAX 726-5245

We hereby submit specifications and estimates for:

As per site meeting and per plan Option 3 for installing bypass as shown on back road alignment, pricing for emergency bypass system of 953 LF of existing 12' main all underground, with a portion down existing driveway, a portion along back road and a portion crossing field back to existing. Existing Hydrant is to be re-located to outside of shoulder area. All work will be outside Caltrans right away so all work will be normal time (no night work needed). Note: all parts are supplied by others, pricing as follows:

- |   |  |
|---|--|
| 1. Traffic control and job set up.                                    | Subtotal \$ 2,600.00                   |
| 2. Trench and surface install pipe by Andreini (all parts by others). | Subtotal \$ 38,900.00                  |
| 3. Testing and connections.   | Subtotal \$ 8,500.00                   |
| 4. Backfill and repair asphalt road and base rock of farm road.       | <u>Subtotal \$ 9,800.00</u>            |
|   | <b>Total Budget Price \$ 58,800.00</b> |

**Does not include: Permits, bonds, plans, engineering survey, tree removal or compaction testing.**

**We Propose** hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:  
Price \$ 58,800.00

Payment to be made as follows:

**100% UPON COMPLETION; 1 ½% ADDED TO BILLS PAST 30 DAYS**

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike Manner according to specifications submitted per standard practices. Any alteration or deviation from Above specifications involving extra costs will be executed only upon written orders, and will become An extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner will carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

**Authorized  
Signature** \_\_\_\_\_

JOHN KOTTMEIER

Note: this proposal may be  
withdrawn by us if not accepted within \_\_\_\_\_30\_\_\_\_\_ days

**Acceptance of Proposal** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are Authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_

**STAFF REPORT**

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

**From: Dave Dickson, General Manager**

**Agenda: August 8, 2017**

**Date: August 3, 2017**

**Subject: Award of Contract - Downtown Half Moon Bay 2 Inch Pipeline Replacement Project**

---

**Recommendation:**

Authorize the General Manager to contract with Andreini Brothers Inc. for construction of the Downtown Half Moon Bay 2-inch Replacement Project (CIP Project #14-26) at a cost of \$659,755.

**Background:**

The District still has a number of sections of 2-inch galvanized mains - remnants of the Citizens Utilities system the District took over in the 1940's - in and around downtown Half Moon Bay. These mains are old, subject to frequent leaks, and incapable of supplying required pressures and flows. Replacing them will allow the District to increase the water pressure in downtown Half Moon Bay and areas to the south.

District Engineer Jim Teter prepared documents for this project, and the District solicited bids in July. The figure below shows the locations pipeline sections to be replaced.

The results of the bid opening held on August 1, 2017, for the 2 Inch Pipeline Replacement Project were as follows:

Andreini Bros.	\$659,755
Stoloski & Gonzalez	\$785,100

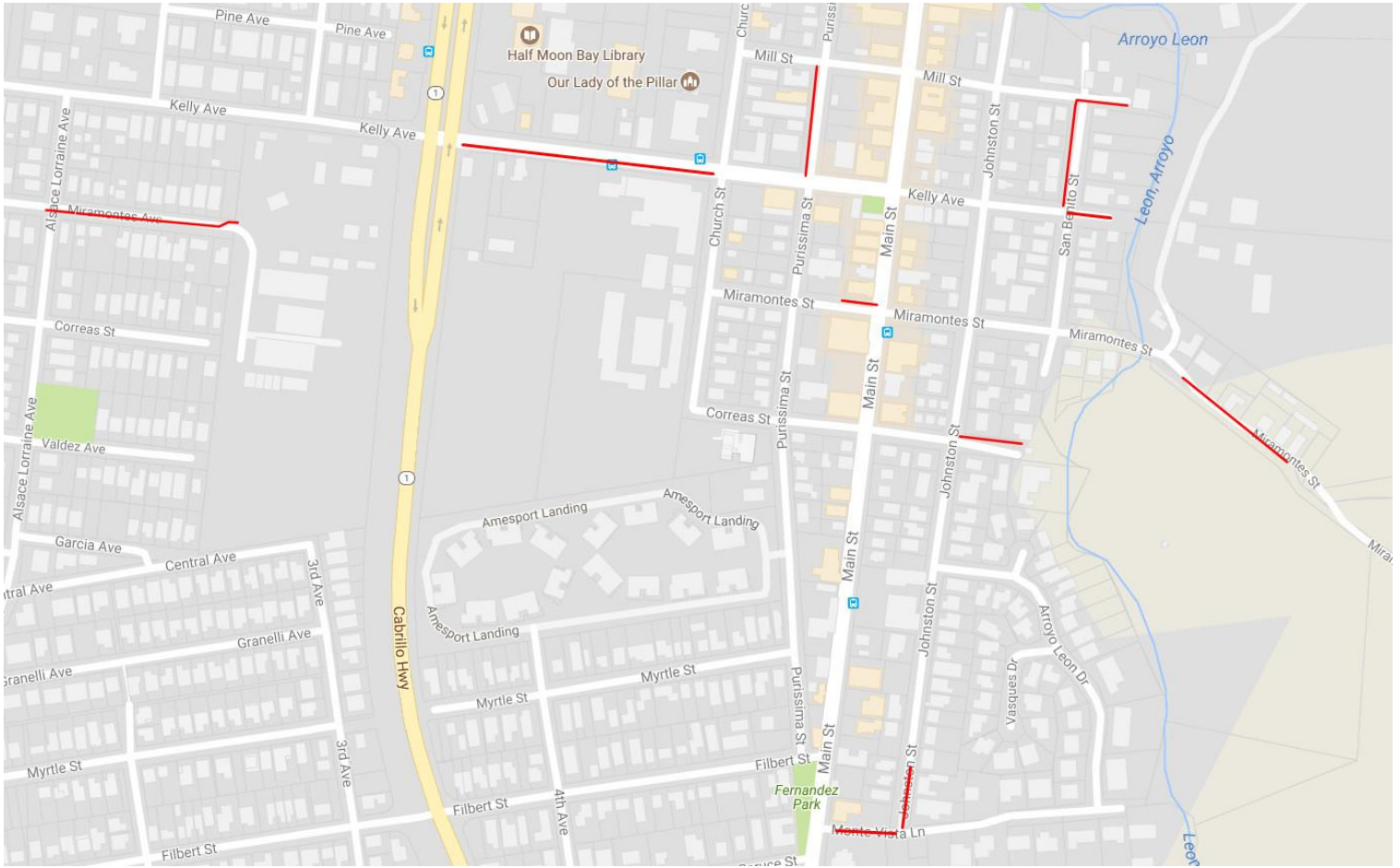
**Fiscal Impact:** Funding for this project is included in the Fiscal Year 2017/2018 Capital Improvement Program Budget in the amount of \$500,000.

**STAFF REPORT**

Agenda: August 8, 2017

Subject: 2 Inch Pipeline Replacement Project

Page Two



## **STAFF REPORT**

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

**From:** Mary Rogren, Assistant General Manager

**Agenda:** August 8, 2017

### **Report**

**Date:** August 4, 2017

**Subject:** Assistant General Manager's Report

---

### **Recommendation:**

No Board action required.

### **Superintendent of Operations Recruitment**

Given Joe Guistino's pending retirement on September 30, 2017, the District has engaged Koff & Associates to manage the recruitment efforts for a new Superintendent of Operations.

The recruitment efforts were completed during July, and Koff staff conducted an initial screening of 15 applicants. A first round of face-to-face interviews with top candidates is scheduled for Friday, August 11.



## **MONTHLY REPORT**

**To:** David Dickson, General Manager  
**From:** Joe Guistino, Superintendent of Operations  
**Agenda:** August 8, 2017

**Report**  
**Date:** August 1, 2017

---

### **Monthly Highlights**

La Nebbia Winery – A new leak has sprung up on the treated water line just east of the La Nebbia Winery on the property of Cozzolino. We are presently reviewing our options on repair and replacement.

### **Source of Supply**

Denniston Wells 1 and 9 and Denniston and Crystal Springs Reservoirs were the source of supply in July, supplying 73 million gallons (MG) of water. Denniston Water Treatment Plant (WTP) ran every day and supplied 37% of water in July.

### **System Improvements**

#### Hydrant Shipment

We received a shipment of the 5 fire hydrants that will be upgraded this year. We will be installing them at 3<sup>rd</sup> and Grove, 1<sup>st</sup> and Grove, 2<sup>nd</sup> and Central, 3<sup>rd</sup> and Central and 2<sup>nd</sup> and Metzgar, all in Arleta Park.

#### Work Truck

The new and long awaited and much needed work truck is in the process of being ordered and is expected to arrive in October.

#### New Sample Stations

Our new and improved sample stations have been installed at 798 Sonora and El Granada Tank 1.

#### Denniston Road

More small rock was placed on the Denniston access road to lessen the impact on smaller vehicles such as cars and small pickups.

### **Other Activities Update:**

#### Annual Cathodic Protection

Corpro assessed all reservoirs equipped with cathodic protection in July. Everything looks well.

### La Nebbia Winery

District Staff met with Jim and John Cozzolino on 27 July to discuss a permanent bypass of our treated water pipeline around the La Nebbia Winery. We are proposing to install ductile iron pipe along the parcel's access roads and to abandon the existing, failing 12" main that runs along highway 92 adjacent to the winery and about 400 feet into the Cozzolino parcel. We are presently discussing easements and permitting.

### Moon Ridge Fire Meter Issue

During the meter head changeout for the automated metering infrastructure (AMI) project on large meters, the crew noticed that one fire meter in Moon Ridge was not flowing sufficiently. It was determined after trying to backflush the meter that the service line was obstructed. We excavated down to the corporation stop and indeed there were stones obstructing the service line. The crew cleared the obstruction and reestablished the fire system.

### Pilarcitos Canyon Storm Repair Mitigation

I met with Tahsa Sturgis and two of his colleagues from the San Francisco Regional Water Quality Control Board (RWQCB), Sarah Polgar from the San Mateo Resource Conservation District (RCD) and Syd Temple from Quest Engineering at the repair sites on Pilarcitos Canyon Road that were damaged in last winter's storms. The purpose of the meeting was to show RWQCB the infeasibility of replacing the existing rocks and rip rap with willow fascines and other more organic methods that are not as effective but that they requested in their response to our report on the emergency repairs last winter. RWQCB rescinded 90% of their request for rock replacement due to the excellent persuasive abilities of both the RCD as well as Quest. At this time, we await a revision of the request from RWQCB.

### Library Project

Pressure testing of the service laterals and fire supply piping for this project was good. We have been discussing fire hydrant removal options with the City of Half Moon Bay (HMB) as to the existing hydrant on the corner of Correias and Church streets. It was discovered on 31 July that our tapping contractor subbed out his job for tapping the service lines. That contractor has been removed from our list of approved contractors that we allow to tap our mains.

### Trihalomethane (THM) Formation Study

PAX water systems started their THM formation study of our distribution system to aid us in further understanding of how to better control the formation of these regulated substances.

## **Regulatory Agency Interaction**

### California Water Resources Control Board (CWRCB)

On 18 July, we submitted a petition to allow us to run Denniston WTP with raw water up to 100 ntus. It has been our experience that the plant runs very well up to 49 ntu and we feel confident that the plant will run at higher turbidities with little or no problem.

### California Fish and Wildlife (CF&W)

We resubmitted the California Environmental Quality Act (CEQA) documents for dredging Denniston Reservoir to the CF&W in July per their request.

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

### Meetings Attended

- 6 July - RSH at El Granada Tank 3 to discuss project
- 7 July - Met with Andreini Bros. to discuss La Nebia bypass options
- 12 and 31 July - Denniston Pump Station construction meeting
- 20 July - Met with The Society for Protective Coatings (SSPC) representative at El Granada Tank 3 to discuss coating and painting issues
- 21 July - Met with Sigma Prime as to retaining wall assessment at two sites
- 24 July - Met with staff to discuss La Nebia bypass options
- 25 July - Met with RWQCB, RCD and Quest Engineering in Pilarcitos Canyon
- 27 July - Met with Jim and John Cozzolino as to La Nebia bypass easements

### Tailgate safety sessions in May

- 3 July - Jackhammer Safety
- 10 July - An Open and Shut Case for Gate Valve Safety
- 17 July - Working at Altitude: Don't Fall into Danger
- 24 July - Safe Fuel Handling Practices
- 31 July - Eyes on Safety

### Safety Committee and Training

Safety Training in July was on Defensive Driving. Damrosch, Menezes, Schmidt and Whelen were in attendance.

## **Projects**

### El Granada Tank 3 Rehabilitation and Coating Project

As I have reported in the past, the retaining wall to the uphill neighbor's yard collapsed during the rainy season and there was concern as to the ability of the replacement keystone blocks to effectively retain the embankment. We had Sigma Prime assess the soils to the site and they confirm that the engineered block keystone wall will be an effective retaining wall. The painting subcontractor is presently recoating the outside of the tank since the first attempt was not applied correctly.

### Denniston Pump Station and Bridgeport Transmission Main Project

The new motors were returned complete with thermostats and installed and functionally tested in July. Control system is in place and working properly. The field staff were instructed as to proper operation and control on 26 July. The above ground infrastructure was completed, pressure tested and disinfected satisfactorily. At 60% the pumps were flowing about 650 gpm. It was also found that the pump station bypass will allow for 450 gpm, largely due to the increased size of the transmission pipeline through Clipper Ridge. The bonus to this is that the bypass water can now be effectively metered. The structural component of the roof has been installed and we are presently waiting for completion of the roof by the roofer certified in applying the specified roofing material. In addition to the roof, the doors and piping still needs to be painted. We successfully completed the punch list items for the Transmission Main aspect of this project. The construction notice sign at Clipper Ridge was taken down but the posts were left in place for use by the homeowner's association as part of the agreement at the onset of this project.

### Automatic Meter Infrastructure

There were 6 meters replaced with Badger e-meters in June for the AMI program. Of these, 2 were replacements for old Rockwell meters, 1 was a replacement for an old Sensus meter, one replacement was part of a repair from PG&E hitting a service and one was replaced when the crews repaired a leaking service line. The meter heads on 34 meters 1" and greater were switched to meter heads compatible with the Aclara system.

### Downtown 2" Main Replacement Project

We received our Coastal Development Permit Exemption for this project from the City of Half Moon Bay Planning Department. We went out to bid in July and bids will be opened on 1 August.

### Strawflower Main Replacement Project (Phase 1 of the Pilarcitos Main Replacement Project)

Construction started on the week of 24 July with the night work starting on 31 July. Notices were provided to law enforcement and fire district on 28 July. This project should be completed by the end of August.

**STAFF REPORT**

**To:** Board of Directors  
**From:** Cathleen Brennan, Water Resources Analyst  
**Agenda:** August 8, 2017  
**Report Date:** August 2, 2017  
**Subject:** Water Resources




**Informational Report:** Water Use Efficiency Grant Share Reimbursement Update

**California Department of Water Resources**

**Proposition 84 Implementation Grants**



This report summarizes the current grant share total that the District has received to date from the Department of Water Resources. Since fiscal year 2013, to qualify for grant money for implementation of water efficiency rebate programs, the District has participated and continues to participate in regional rebate programs with the Bay Area Water Supply and Conservation Agency. In fiscal year 2018, the District has committed to participate in the high efficiency toilet rebate program. Round one of the grant program has been paid out but the District should still receive more grant share money from round two for participation in the toilet rebate program.

		
<b>High Efficiency Toilet Rebate Program</b>	<b>Lawn Be Gone Rebate Program</b>	<b>High Efficiency Washing Machine Rebate Program</b>
The grant share was 75 percent of the actual rebate amount with the maximum rebate share of \$75 per toilet.	The grant share was \$0.75 per square foot of lawn conversion.	The grant share was \$37.50 per clothes washer.
\$18,778.21	\$6,281.34	\$12,112.52
Total grant share to date is \$37,172.07		