

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MEETING OF THE BOARD OF DIRECTORS**

**Tuesday August 9, 2011 - 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 COMMENTS**

*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, 2011: Claims: \$521,573.37; Payroll: \$ 70,475.42; for a total of \$592,048.79 ([attachment](#))
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of July 12, 2011 Board of Directors Meeting ([attachment](#))
- D. Installed Water Connection Capacity and Water Meters Report and Non-Priority Lottery Recipients Status Update Report ([attachment](#))
- E. Total CCWD Production Report ([attachment](#))
- F. CCWD Monthly Sales by Category Report ([attachment](#))
- G. July 2011 Leak Report ([attachment](#))
- H. Rainfall Reports ([attachment](#))
- I. Request for Board to Provide Authorization to Write Off Bad Debts for Fiscal Year 2010-2011 ([attachment](#))

#### 5) MEETINGS ATTENDED / DIRECTOR COMMENTS

#### 6) GENERAL BUSINESS

- A. Nunes Water Treatment Plant Flocculator Drive Purchase ([attachment](#))
- B. Association of California Water Agencies (ACWA) Region 5 Election for 2012-2013 Term ([attachment](#))

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

- Nurserymen's Exchange Bankruptcy
  - I-Bank Loan Approval
  - Customer Survey
  - Denniston Project Construction
- A. Operations Report ([attachment](#))
  - B. Water Resources Report ([attachment](#))

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

**9) ADJOURNMENT**

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Void Amount</u>	<u>Check Amount</u>
16292	ALL04	ALLIED WASTE SERVICES #925	07/08/2011	0.00	312.78
16293	ALV01	ALVES PETROLEUM, INC.	07/08/2011	0.00	2,112.58
16294	ASS01	HEALTH BENEFITS AUTHORITY (HBA	07/08/2011	0.00	21,515.10
16295	ATT01	AT&T MOBILTY	07/08/2011	0.00	49.99
16296	COA 15	COASTSIDE NET, INC	07/08/2011	0.00	59.95
16297	HAR03	HARTFORD LIFE INSURANCE CO.	07/08/2011	0.00	1,920.07
16298	ICM01	VANTAGEPOINT TRANSFER AGENTS-1	07/08/2011	0.00	75.00
16299	JJA01	JJACPA, INC	07/08/2011	0.00	4,447.50
16300	KAI01	KAISER FOUNDATION HEALTH	07/08/2011	0.00	8,706.00
16301	OCE04	OCEAN SHORE CO.	07/08/2011	0.00	947.10
16302	PAC02	PACIFICA CREDIT UNION	07/08/2011	0.00	450.00
16303	PUB01	PUB. EMP. RETIRE SYSTEM	07/08/2011	0.00	16,650.97
16304	TWI01	STEVE TWITCHELL	07/08/2011	0.00	148.99
16305	UB*00901	ERNIE HOYER	07/08/2011	0.00	854.90
16306	VAL01	VALIC	07/08/2011	0.00	1,650.00
16307	ASS08	ASSOC. CALIF. WATER AGENCY	07/22/2011	0.00	11,961.00
16308	CIT01	CITY OF HALF MOON BAY	07/22/2011	0.00	4,000.00
16309	HAR03	HARTFORD LIFE INSURANCE CO.	07/22/2011	0.00	1,920.07
16310	ICM01	VANTAGEPOINT TRANSFER AGENTS-1	07/22/2011	0.00	75.00
16311	MET06	METLIFE SBC	07/22/2011	0.00	1,367.09
16312	PAC02	PACIFICA CREDIT UNION	07/22/2011	0.00	450.00
16313	PUB01	PUB. EMP. RETIRE SYSTEM	07/22/2011	0.00	18,638.40
16314	SAN14	COUNTY OF SAN MATEO	07/22/2011	0.00	5,460.00
16315	STA09	STATE OF CALIFORNIA/FTB	07/22/2011	0.00	37.00
16316	TEA02	TEAMSTERS LOCAL UNION #856	07/22/2011	0.00	775.00
16317	TWI01	STEVE TWITCHELL	07/22/2011	0.00	118.04
16318	UB*00902	PAUL PANTERA	07/22/2011	0.00	1,000.00
16319	VAL01	VALIC	07/22/2011	0.00	1,650.00
16320	VEL07	WENDY VELEZ	07/22/2011	0.00	96.25
16321	WHE06	JACK WHELEN	07/22/2011	0.00	17.56
16322	ADP01	ADP, INC.	07/25/2011	0.00	536.65
16323	ADV02	FRANK YAMELLO	07/25/2011	0.00	231.00
16324	AMC01	AM CONSERVATION GROUP	07/25/2011	0.00	745.20
16325	AME09	AMERICAN WATER WORKS ASSOC.	07/25/2011	0.00	2,823.09
16326	ANA01	ANALYTICAL ENVIRONMENTAL SERVI	07/25/2011	0.00	23,105.67
16327	AND01	ANDREINI BROS. INC.	07/25/2011	0.00	19,310.00
16328	ASS05	ACWA HEALTH BENEFITS AUTHORITY	07/25/2011	0.00	60.18
16329	ATT02	AT&T	07/25/2011	0.00	1,341.62
16330	ATT03	AT&T LONG DISTANCE	07/25/2011	0.00	52.70
16331	AZT01	AZTEC GARDENS, INC.	07/25/2011	0.00	190.00
16332	BAL04	BALANCE HYDROLOGICS, INC	07/25/2011	0.00	7,944.96
16333	BAR01	BARTKIEWICZ, KRONICK & SHANAHA	07/25/2011	0.00	362.50
16334	BAR03	BARTLE WELLS ASSOCIATES	07/25/2011	0.00	5,953.40
16335	BAS01	BASIC CHEMICAL SOLUTION, LLC	07/25/2011	0.00	2,682.79
16336	BAU01	STEPHEN BAUGHMAN	07/25/2011	0.00	450.00
16337	BAY05	BAY AREA WATER SUPPLY &	07/25/2011	0.00	5,572.25
16338	BEN06	BENNETT MARINE UTILITY, LLC	07/25/2011	0.00	1,800.00
16339	BIG01	BIG CREEK LUMBER	07/25/2011	0.00	22.15
16340	BRE03	JASON BRENNEMAN	07/25/2011	0.00	100.00
16341	BUB01	DAVID PEREIRA	07/25/2011	0.00	485.00
16342	CAL11	CALIFORNIA C.A.D. SOLUTIONS, I	07/25/2011	0.00	35,030.00
16343	CAR02	CAROLYN STANFIELD	07/25/2011	0.00	485.00
16344	CHB02	C.H. BULL CO.	07/25/2011	0.00	5,287.70
16345	COA19	COASTSIDE COUNTY WATER DIST.	07/25/2011	0.00	286.02
16346	COM01	COMMUNICATION LEASING SERVICES	07/25/2011	0.00	791.25
16347	CSG01	CSG SYSTEMS, INC	07/25/2011	0.00	2,143.12
16348	CUL01	CULLIGAN WATER COM OF NO CA	07/25/2011	0.00	300.00
16349	DAR02	D'ARCY & HARTY CONSTRUCTION	07/25/2011	0.00	675.01
16350	FIR06	FIRST NATIONAL BANK	07/25/2011	0.00	434.77
16351	GAR07	GARDINI ELECTRIC CO., INC.	07/25/2011	0.00	195.00
16352	GEM01	GEMPLER'S, INC.	07/25/2011	0.00	2,412.88
16353	GRA03	GRAINGER, INC.	07/25/2011	0.00	2,401.68

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Void Amount</u>	<u>Check Amount</u>
16354	GRA07	THE GRAPHIC WORKS	07/25/2011	0.00	515.27
16355	HAL01	HMB BLDG. & GARDEN INC.	07/25/2011	0.00	36.18
16356	HAL24	H.M.B.AUTO PARTS	07/25/2011	0.00	52.44
16357	HAN01	HANSONBRIDGETT. LLP	07/25/2011	0.00	5,735.40
16358	HAW01	HAWKINS DELAFIELD & WOOD LLP	07/25/2011	0.00	2,325.00
16359	HOM01	HOME DEPOT	07/25/2011	0.00	534.07
16360	IRO01	IRON MOUNTAIN	07/25/2011	0.00	382.40
16361	IRV01	IRVINE CONSULTING SERVICES, IN	07/25/2011	0.00	2,555.00
16362	JAM01	JAMES FORD, INC.	07/25/2011	0.00	10,046.01
16363	LAB01	LAB SAFETY SUPPLY, INC.	07/25/2011	0.00	43.74
16364	LOM01	GLENNA LOMBARDI	07/25/2011	0.00	99.00
16365	MCT01	MCTV6	07/25/2011	0.00	375.00
16366	MIS01	MISSION UNIFORM SERVICES INC.	07/25/2011	0.00	149.36
16367	MON07	MONTEREY COUNTY LAB	07/25/2011	0.00	5,596.00
16368	OFF01	OFFICE DEPOT	07/25/2011	0.00	522.90
16369	ONL01	ONLINE RESOURCES	07/25/2011	0.00	150.00
16370	ONT01	ONTRAC	07/25/2011	0.00	115.03
16371	PAC01	PACIFIC GAS & ELECTRIC CO.	07/25/2011	0.00	9,711.41
16372	PIT04	PITNEY BOWES	07/25/2011	0.00	231.00
16373	PRI01	PRINCETON WELDING , INC.	07/25/2011	0.00	3,735.00
16374	RED01	RED WING SHOES	07/25/2011	0.00	607.01
16375	RIC01	RICOH AMERICAS CORPORATION	07/25/2011	0.00	876.50
16376	RIC02	RICOH AMERICAS CORP	07/25/2011	0.00	790.90
16377	ROB01	ROBERTS & BRUNE CO.	07/25/2011	0.00	11,085.25
16378	ROG01	ROGUE WEB WORKS, LLC	07/25/2011	0.00	450.00
16379	SAN03	SAN FRANCISCO WATER DEPT.	07/25/2011	0.00	195,665.30
16380	SAN05	SAN MATEO CTY PUBLIC HEALTH LA	07/25/2011	0.00	570.00
16381	SAN15	SAN MATEO RENTALS	07/25/2011	0.00	1,035.22
16382	SER03	SERVICE PRESS	07/25/2011	0.00	116.05
16383	SEW01	SEWER AUTH. MID- COASTSIDE	07/25/2011	0.00	1,140.00
16384	SIE02	SIERRA CHEMICAL CO.	07/25/2011	0.00	5,134.58
16385	STA08	STANLEY SECURITY SOLUTIONS, IN	07/25/2011	0.00	287.19
16386	STR02	STRAWFLOWER ELECTRONICS	07/25/2011	0.00	15.05
16387	TET01	JAMES TETER	07/25/2011	0.00	18,610.90
16388	TYC01	TYCO VALVES & CONTROLS, LP	07/25/2011	0.00	1,097.80
16389	UB*00903	RICHARD DYCHES	<b>VOID</b> 07/25/2011	13.94	0.00
16390	UB*00904	TIM MARTIN	<b>VOID</b> 07/25/2011	76.45	0.00
16391	UB*00905	DANIEL MARTIN	07/25/2011	0.00	66.40
16392	UB*00906	RUBEN RIVERA	<b>VOID</b> 07/25/2011	150.00	0.00
16393	UB*00907	DIANNA MOUNTAIN	07/25/2011	0.00	85.30
16394	UB*00908	JEFF HELM	<b>VOID</b> 07/25/2011	38.68	0.00
16395	UB*00909	ELIZABETH/RALPH WEBER	07/25/2011	0.00	36.39
16396	UB*00910	JORDAN SCOTT	07/25/2011	0.00	75.00
16397	UB*00911	MICHELLE MACHADO	07/25/2011	0.00	58.79
16398	UB*00912	SHIRLY FLYNN	07/25/2011	0.00	35.78
16399	UB*00913	STEPHANIE KLEKAS	07/25/2011	0.00	75.00
16400	UB*00914	KATHLEEN BENNETT	07/25/2011	0.00	67.57
16401	UB*00915	EUGENE/LISA MARSH	07/25/2011	0.00	25.08
16402	UB*00916	AFFORDABLE HOUSING ASSISTANCE	07/25/2011	0.00	64.54
16403	UND01	UNDERGROUND SERVICE ALERT	07/25/2011	0.00	286.80
16404	UNI07	UNITED STATES POSTAL SERV.	07/25/2011	0.00	600.00
16405	UNI15	UNIVAR USA INC	07/25/2011	0.00	2,667.52
16406	WES01	WEST YOST ASSOCIATES, INC	07/25/2011	0.00	5,014.31
16407	WHE01	VIRGINIA WHELEN	07/25/2011	0.00	195.00
16408	WHE03	JOANNE WHELEN	07/25/2011	0.00	150.00
<b>Report Total:</b>				<b>279.07</b>	<b>521,573.37</b>

**COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS**  
**31-Jul-11**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>CURRENT ACTUAL</b>	<b>CURRENT BUDGET</b>	<b>B/(W) VARIANCE</b>	<b>B/(W) % VAR</b>	<b>YTD ACTUAL</b>	<b>YTD BUDGET</b>	<b>B/(W) VARIANCE</b>	<b>B/(W) % VAR</b>
<b>OPERATING REVENUE</b>									
1-0-4120-00	Water Revenue -All Areas	502,528	672,515	(169,987)	-25.3%	502,528	672,515	(169,987)	-25.3%
<b>TOTAL OPERATING REVENUE</b>		<b>502,528</b>	<b>672,515</b>	<b>(169,987)</b>	<b>-25.3%</b>	<b>502,528</b>	<b>672,515</b>	<b>(169,987)</b>	<b>-25.3%</b>
<b>NON-OPERATING REVENUE</b>									
1-0-4170-00	Water Taken From Hydrants	649	2,084	(1,435)	-68.8%	649	2,084	(1,435)	-68.8%
1-0-4180-00	Late Notice -10% Penalty	5,165	4,167	998	24.0%	5,165	4,167	998	24.0%
1-0-4230-00	Service Connections	0	667	(667)	-100.0%	0	667	(667)	-100.0%
1-0-4920-00	Interest Earned	1,764	1,856	(92)	0.0%	1,764	1,856	(92)	-5.0%
1-0-4930-00	Tax Apportionments/Cnty Checks	15,219	20,000	(4,781)	-23.9%	15,219	20,000	(4,781)	-23.9%
1-0-4950-00	Miscellaneous Income	685	3,083	(2,398)	-77.8%	685	3,083	(2,398)	-77.8%
1-0-4955-00	Cell Site Lease Income	9,519	9,491	28	0.3%	9,519	9,491	28	0.3%
1-0-4965-00	ERAF REFUND -County Taxes	0	0	0	0.0%	0	0	0	0.0%
<b>TOTAL NON-OPERATING REVENUE</b>		<b>33,002</b>	<b>41,348</b>	<b>(8,346)</b>	<b>-20.2%</b>	<b>33,002</b>	<b>41,348</b>	<b>(8,346)</b>	<b>-20.2%</b>
<b>TOTAL REVENUES</b>		<b>535,530</b>	<b>713,863</b>	<b>(178,333)</b>	<b>-25.0%</b>	<b>535,530</b>	<b>713,863</b>	<b>(178,333)</b>	<b>-25.0%</b>
<b>OPERATING EXPENSES</b>									
1-1-5130-00	Water Purchased	195,665	249,924	54,259	21.7%	195,665	249,924	54,259	21.7%
1-1-5230-00	Pump Exp, Nunes T P	2,404	1,885	(519)	-27.6%	2,404	1,885	(519)	-27.6%
1-1-5231-00	Pump Exp, CSP Pump Station	5,280	13,928	8,648	62.1%	5,280	13,928	8,648	62.1%
1-1-5232-00	Pump Exp, Trans. & Dist.	1,008	1,683	675	40.1%	1,008	1,683	675	40.1%
1-1-5233-00	Pump Exp, Pilarcitos Can.	202	98	(104)	-105.8%	202	98	(104)	-105.8%
1-1-5234-00	Pump Exp. Denniston Proj.	77	495	418	84.4%	77	495	418	84.4%
1-1-5235-00	Denniston T.P. Operations	91	250	159	63.5%	91	250	159	63.5%
1-1-5236-00	Denniston T.P. Maintenance	60	417	357	85.5%	60	417	357	85.5%
1-1-5240-00	Nunes T P Operations	11,591	8,016	(3,575)	-44.6%	11,591	8,016	(3,575)	-44.6%
1-1-5241-00	Nunes T P Maintenance	4,369	3,167	(1,202)	-38.0%	4,369	3,167	(1,202)	-38.0%
1-1-5242-00	CSP Pump Station Operations	578	708	130	18.3%	578	708	130	18.3%
1-1-5243-00	CSP Pump Station Maintenance	1,820	4,167	2,347	56.3%	1,820	4,167	2,347	56.3%
1-1-5250-00	Laboratory Services	6,281	2,917	(3,364)	-115.3%	6,281	2,917	(3,364)	-115.3%
1-1-5318-00	Studies/Surveys/Consulting	11,759	3,750	(8,009)	-213.6%	11,759	3,750	(8,009)	-213.6%
1-1-5321-00	Water Conservation	1,440	5,196	3,756	72.3%	1,440	5,196	3,756	72.3%
1-1-5322-00	Community Outreach	3,294	2,184	(1,110)	-50.8%	3,294	2,184	(1,110)	-50.8%
1-1-5411-00	Salaries & Wages -Field	66,510	73,717	7,208	9.8%	66,510	73,717	7,208	9.8%
1-1-5412-00	Maintenance -General	36,465	16,042	(20,423)	-127.3%	36,465	16,042	(20,423)	-127.3%
1-1-5414-00	Motor Vehicle Expense	13,443	3,708	(9,735)	-262.5%	13,443	3,708	(9,735)	-262.5%

ACCOUNT	DESCRIPTION	CURRENT ACTUAL	CURRENT BUDGET	B/(W) VARIANCE	B/(W) % VAR	YTD ACTUAL	YTD BUDGET	B/(W) VARIANCE	B/(W) % VAR
1-1-5415-00	Maintenance -Well Fields	0	500	500	100.0%	0	500	500	100.0%
1-1-5610-00	Salaries/Wages-Administration	48,456	49,608	1,152	2.3%	48,456	49,608	1,152	2.3%
1-1-5620-00	Office Supplies & Expense	8,196	9,948	1,752	17.6%	8,196	9,948	1,752	17.6%
1-1-5621-00	Computer Services	3,140	4,071	931	22.9%	3,140	4,071	931	22.9%
1-1-5625-00	Meetings / Training / Seminars	1,474	1,500	26	1.7%	1,474	1,500	26	1.7%
1-1-5630-00	Insurance	15,686	12,500	(3,186)	-25.5%	15,686	12,500	(3,186)	-25.5%
1-1-5635-00	EE/Ret. Medical Insurance	31,942	36,551	4,609	12.6%	31,942	36,551	4,609	12.6%
1-1-5640-00	Employees Retirement Plan	33,639	35,587	1,948	5.5%	33,639	35,587	1,948	5.5%
1-1-5645-00	SIP 401K Plan	0	0	0	0.0%	0	0	0	0.0%
1-1-5681-00	Legal	5,098	5,000	(98)	-2.0%	5,098	5,000	(98)	-2.0%
1-1-5682-00	Engineering	480	1,167	687	58.9%	480	1,167	687	58.9%
1-1-5683-00	Financial Services	4,448	0	(4,448)	0.0%	4,448	0	(4,448)	0.0%
1-1-5684-00	Payroll Tax Expense	8,810	8,820	10	0.1%	8,810	8,820	10	0.1%
1-1-5687-00	Membership, Dues, Subscript.	5,772	7,529	1,757	23.3%	5,772	7,529	1,757	23.3%
1-1-5688-00	Election Expenses	0	0	0	0.0%	0	0	0	0.0%
1-1-5689-00	Labor Relations	0	500	500	100.0%	0	500	500	100.0%
1-1-5700-00	San Mateo County Fees	5,460	0	(5,460)	0.0%	5,460	0	(5,460)	0.0%
1-1-5705-00	State Fees	0	0	0	0.0%	0	0	0	0.0%
<b>TOTAL OPERATING EXPENSES</b>		<b>534,942</b>	<b>565,533</b>	<b>30,591</b>	<b>5.4%</b>	<b>534,942</b>	<b>565,533</b>	<b>30,591</b>	<b>5.4%</b>
<b>CAPITAL ACCOUNTS</b>									
1-1-5711-00	Debt Svc/Existing Bonds 1998A	0	0	0	0.0%	0	0	0	0.0%
1-1-5712-00	Debt Svc/Existing Bonds 2006B	2,325	0	(2,325)	0.0%	2,325	0	(2,325)	0.0%
<b>TOTAL CAPITAL ACCOUNTS</b>		<b>2,325</b>	<b>0</b>	<b>2,325</b>	<b>0.0%</b>	<b>2,325</b>	<b>0</b>	<b>2,325</b>	<b>0.0%</b>
<b>TOTAL EXPENSES</b>		<b>537,267</b>	<b>565,533</b>	<b>28,266</b>	<b>0.0%</b>	<b>537,267</b>	<b>565,533</b>	<b>28,266</b>	<b>5.0%</b>

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

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

Month	Admin (General Legal Fees)	Recycle Water Analysis	Water Supply Develpmnt	Transfer Program	CIP	Denniston WTP Improvements Project	Personnel	Lawsuits	Infrastructure Project Review  (Reimbursable)	TOTAL
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<b>Aug-10</b>	7,161		5,383	2,305			3,698			18,547
<b>Sep-10</b>	2,384		4,768	1,284			464			8,900
<b>Oct-10</b>	5,450		1,258	1,886	183					8,777
<b>Nov-10</b>	3,066		1,336	288			1,551			6,241
<b>Dec-11</b>	2,358		419	1,427			3,104		52	7,361
<b>Jan-11</b>	3,450		419	983	341					5,193
<b>Feb-11</b>	4,834		157	221						5,212
<b>Mar-11</b>	1,342		1,492	1,467						4,302
<b>Apr-11</b>	2,687		2,037	80	106					4,909
<b>May-11</b>	4,299		1,436	491						6,227
<b>Jun-11</b>	3,192					2,059			878	6,129
<b>Jul-11</b>	5,102					637				5,739

<b>TOTAL</b>	<b>45,325</b>	<b>0</b>	<b>18,706</b>	<b>10,433</b>	<b>630</b>	<b>2,697</b>	<b>8,817</b>	<b>0</b>	<b>930</b>	<b>87,537</b>
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**Engineer Cost Tracking Report  
12 Months At-A-Glance**

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

<b>Month</b>	<b>Admin &amp; Retainer</b>	<b>Phase 3 EG Pipeline</b>	<b>CIP</b>	<b>Short Term WTP Imprv.</b>	<b>Studies &amp; Projects</b>	<b>TOTAL</b>	<b>Reimburseable from Projects</b>
<b>Aug-10</b>	480			169		<b>649</b>	
<b>Sep-10</b>	480		5,333			<b>5,813</b>	
<b>Oct-10</b>	480		6,446	761		<b>7,687</b>	
<b>Nov-10</b>	565		4,688	1,135		<b>6,388</b>	
<b>Dec-11</b>	120			1,099		<b>1,219</b>	
<b>Jan-11</b>	480			709	797	<b>1,986</b>	
<b>Feb-11</b>	300			85		<b>385</b>	
<b>Mar-11</b>	480		254			<b>734</b>	
<b>Apr-11</b>	480		169			<b>649</b>	
<b>May-11</b>	480		338			<b>818</b>	
<b>Jun-11</b>	240		4,551			<b>4,791</b>	
<b>Jul-11</b>	480		18,131			<b>18,611</b>	
<b>TOTAL</b>	<b>5,065</b>	<b>0</b>	<b>39,909</b>	<b>3,956</b>	<b>797</b>	<b>49,727</b>	<b>0</b>

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**Tuesday, July 12, 2011**

- 1) **ROLL CALL** - President Feldman called the meeting to order at 6:59 p.m. Present at roll call: Director Ken Coverdell, Vice-President Jerry Donovan, and Director Chris Mickelsen. Director Larimer was absent.  
Also present were: David Dickson, General Manager; Patrick Miyaki, Legal Counsel; Joe Guistino, Superintendent of Operations; Cathleen Brennan, Water Resources Analyst; JoAnne Whelen, Administrative Assistant/Recording Secretary; and Gina Brazil, Office Manager.
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENTS** - There were no public comments.
- 4) **CONSENT CALENDAR**
  - A. Approval of disbursements for the month ending June 30, 2011: Claims: 511,287.38; Payroll: \$ 71,302.56; for a total of \$582,589.94
  - B. Acceptance of Financial Reports
  - C. Approval of Minutes of June 7, 2011 Special Board of Directors Meeting
  - D. Approval of Minutes of June 14, 2011 Board of Directors Meeting
  - E. Approval of Minutes of June 28, 2011 Special Board of Directors Meeting
  - F. Installed Water Connection Capacity and Water Meters Report and Non-Priority Lottery Recipients Status Update Report
  - G. Total CCWD Production Report
  - H. CCWD Monthly Sales by Category Report
  - I. June 2011 Leak Report
  - J. Rainfall Reports
  - K. San Francisco Public Utilities Commission Hydrological Conditions Report for June 2011
  - L. Approval of Amendments to California Special Districts Association Bylaws
  - M. Notice of Completion - Nunes Filter Surveillance Project

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

Director Coverdell suggested that staff revise the format that the monthly Approved Capital Improvement Projects for the Fiscal Year is reported and requested clarification on some of the entries. He also reiterated a request that the report include a column that specifies the percentage of project completion. Mr. Dickson indicated that staff would review the report.

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

Director Coverdell	Aye
Vice-President Donovan	Aye
Director Larimer	Absent
Director Mickelsen	Aye
President Feldman	Aye

## 5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Coverdell shared a letter recently sent by the Bay Area Water Supply & Conservation Agency (BAWSCA) to the San Francisco Public Utilities Commission (SFPUC) providing their comments on the revisions to the Water System Improvement Program. The letter contained several questions regarding the project schedules and included specific recommendations from BAWSCA to the SFPUC.

There were no further reports from Board members on meetings attended or Director comments.

## 6) GENERAL BUSINESS

### A. Contract for Engineering Services During Construction for the Denniston Creek Water Treatment Plant Improvement Project

Mr. Dickson explained that engineering services by the design engineer, Kennedy/Jenks Consultants (KJ), are required during the construction of the Denniston Creek Water Treatment Plant Improvements Project. He reviewed the proposal from Kennedy/Jenks, detailing the scope of

services and stated that District staff has been very pleased with Kennedy/Jenks Consultants' performance in designing the Denniston Creek Water Treatment Plant Improvements. He also informed the Board that the funding for this is included in the District's Capital Improvement Program and has also been included in the uses of funds provided in the California Infrastructure and Economic Development Bank (I-Bank) Application. Mr. Dickson then introduced, Joel Faller, KJ Principal-In-Charge, who answered questions from Director Feldman.

**ON MOTION BY Vice-President Donovan and seconded by Director Mickelsen, the Board voted as follows, by roll call vote, to authorize staff to execute a professionals services agreement with Kennedy/Jenks Consultants for engineering services during construction on the Denniston Creek Water Treatment Plant (DCWTP) Improvements Project for a time-and-materials cost not to exceed \$345,795:**

Director Coverdell	Aye
Vice-President Donovan	Aye
Director Larimer	Absent
Director Mickelsen	Aye
President Feldman	Aye

**B. Resolution Amending Reserve Fund Policy**

Mr. Dickson explained the proposed amendments to the District's Reserve Fund Policy to implement recommendations in the Bartle Wells 2009 Water Financing Plan and 2011 Water Financing Plan Update, which included a reduction in the target amount for the Capital and Operating Reserve from 25% to 15% of the annual operating revenue and the creation of a Rate Stabilization Fund with a minimum balance of \$250,000.

**ON MOTION BY Director Coverdell and seconded by Vice-President Donovan, the Board voted as follows, by roll call vote, to approve Resolution 2011-14 Amending Reserve Fund Policy:**

Director Coverdell	Aye
Vice-President Donovan	Aye
Director Larimer	Absent
Director Mickelsen	Aye
President Feldman	Aye

**C. Consider approval of Resolution 2011-15 Establishing Appropriations Limit Applicable to District during Fiscal Year 2011-2012**

Mr. Dickson referenced his staff report and stated that the California Constitution requires each local agency to review the “appropriations limit” applicable to it annually and that because the appropriations limit is far in excess of the amount of “proceeds of taxes” available to the District, the increase will not have any effect upon the District’s budget this year or in the foreseeable future.

**ON MOTION BY Director Coverdell and seconded by Vice-President Donovan, the Board voted as follows, by roll call vote, to adopt Resolution 2011-15 Establishing the Appropriations Limit Applicable to the District During Fiscal year 2011-2012:**

Director Coverdell	Aye
Vice-President Donovan	Aye
Director Larimer	Absent
Director Mickelsen	Aye
President Feldman	Aye

**D. Award of Contract for the El Granada Tank 3 Fence Project**

Mr. Guistino described this project, which will secure the District’s entire property at the El Granada Tank 3 site and advised that the new fence will significantly enhance protection against access by any trespassers.

Director Coverdell commented that he was familiar with Thompson and Thompson Fence Company, that he had been utilizing their services for over thirty years, and that he can vouch for the high level of quality work they perform, the delivery of their services, and their competitive pricing.

**ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted as follows, by roll call vote, to authorize staff to award a contract for fencing of El Granada Tank 3 to Thompson and Thompson Fence Company in the amount of \$17,589.00:**

Director Coverdell	Aye
Vice-President Donovan	Aye
Director Larimer	Absent
Director Mickelsen	Aye
President Feldman	Aye

**E. Award of Contract - Half Moon Bay Tank 1 Recoating and Repair Project**

Mr. Guistino also reported on this project, advising that this 400,000 gallon tank, located at the Nunes Water Treatment Plant site, is an all-welded steel above -ground tank built around 1950. He provided a summary of the listed repairs, and advised that the low bid of \$214,600. from Paso Robles Tank, Inc., was approximately \$56,000.00 under the engineer's estimate for this project. Mr. Guistino answered questions from the Board members and explained the proposed repairs in further details.

**ON MOTION BY Director Coverdell and seconded by Vice-President Donovan, the Board voted as follows, by roll call vote, to authorize staff to award contract to make repairs, modifications, reline the interior and recoat the exterior of the Half Moon Bay Tank 1 to Paso Robles Tank Inc., for \$214,600:**

Director Coverdell	Aye
Vice-President Donovan	Aye
Director Larimer	Absent
Director Mickelsen	Aye
President Feldman	Aye

**F. California Special Districts Association (CSDA) 2011 Board Election - Region 3, Seat C**

Mr. Dickson stated that there are two candidates running for this CSDA position and that the Board needs to designate their vote for one of the candidates to serve as the representative.

**ON MOTION BY Director Mickelsen and seconded by Director Coverdell, the Board voted as follows, by roll call vote, to vote for Stanley R. Caldwell to serve on the Seat C, Region 3, CSDA Board of Directors for the 2011 Election:**

Director Coverdell	Aye
Vice-President Donovan	No
Director Larimer	Absent
Director Mickelsen	Aye
President Feldman	Aye

**G. Fiscal Year 2010-2011 Year-End Financial Review**

Mr. Dickson reviewed the highlights of the 2010-2011 year-end financial results and also explained significant variances in the operating expenses for this informational only item.

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

1. **Nurserymen's Exchange Bankruptcy** - Mr. Dickson updated the Board on the status of the bankruptcy process.
2. **I-Bank Loan Application** - Mr. Dickson advised the Board that the I-Bank loan application package had been submitted on June 20, 2011 and that the matter should be on the I-Bank's board agenda for July 26<sup>th</sup> or August 30<sup>th</sup>. Additionally he reported that once their Board approves the loan, final paperwork should take approximately 30 days.

**A. Operations Report**

Mr. Guistino reviewed the highlights of his report, including the recent completion of the unidirectional flushing of the Ocean Colony area, and the new digitized system maps.

**B. Water Resources Report**

Ms. Brennan reported that the District's 2010 Annual Water Quality Report had been distributed to all District customers, in addition to copies being delivered to master metered residential complexes; the Cabrillo Unified School District, the Half Moon Bay Library and the City of Half Moon Bay, and that copies are available at the District office and website.

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

There were no comments or requests from the Board members.

**9) ADJOURNMENT**

**ON MOTION BY Director Mickelsen and seconded by Vice-President Donovan, the Board voted as follows, to adjourn the July 12, 2011 meeting of the Coastside County Water District's Board of Directors:**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Vice-President Donovan</b>	<b>Aye</b>
<b>Director Larimer</b>	<b>Absent</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>President Feldman</b>	<b>Aye</b>

The meeting was adjourned at 7:52 p.m. The next Special Board of Directors meeting is scheduled for Tuesday, August 9, 2011.

Respectfully submitted,

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David R. Dickson, General Manager  
Secretary of the Board

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Robert C. Feldman, President  
Board of Directors





COASTSIDE COUNTY WATER DISTRICT

2010 NON-PRIORITY LOTTERY RECIPIENTS  
STATUS UPDATE

July 31, 2011

33.5 TOTAL SOLD CONNECTIONS (T&S FEES PAID)

<b>5.5</b>	INSTALLATION FEES NOT PAID
<b>18</b>	INSTALLATION FEES PAID/METER INSTALLED - FINALED
<b>3</b>	INSTALLATION FEES PAID/METER NOT INSTALLED - NEEDS TO INSTALL SERVICE LINE(s)
<b>6</b>	INSTALLATION FEES PAID/METER INSTALLED/OFF & LOCKED - NEEDS BACKFLOW TEST/DESTRUCTION CERTIFICATION - NOT FINALED
<b>1</b>	T&S FEES REFUNDED BACK TO CUSTOMER

**TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2012**

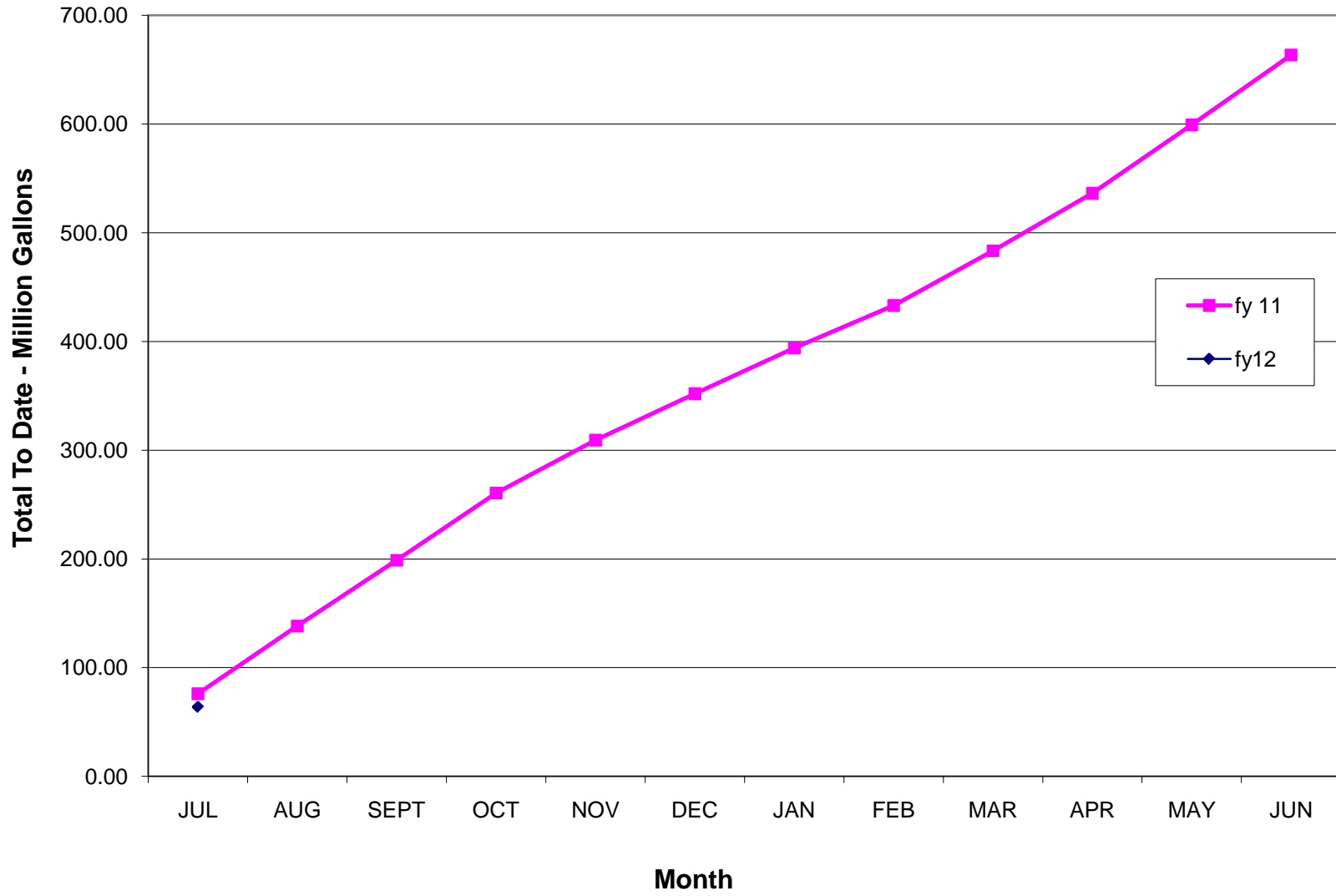
	PILARCITOS WELLS	PILARCITOS LAKE	DENNISTON WELLS	DENNISTON RESERVOIR	CRYSTAL SPRINGS RESERVOIR	RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
<b>JUL</b>	0.00	62.65	0.00	0.00	1.03	63.68	-0.18	63.86
<b>AUG</b>								
<b>SEPT</b>								
<b>OCT</b>								
<b>NOV</b>								
<b>DEC</b>								
<b>JAN</b>								
<b>FEB</b>								
<b>MAR</b>								
<b>APR</b>								
<b>MAY</b>								
<b>JUN</b>								
<b>TOTAL</b>	0.00	62.65	0.00	0.00	1.03	63.68	-0.18	63.86
<b>% TOTAL</b>	0.0%	98.4%	0.0%	0.0%	1.6%	100.0%	-0.28%	100.3%

**12 Month Running Treated Total                      651.45**

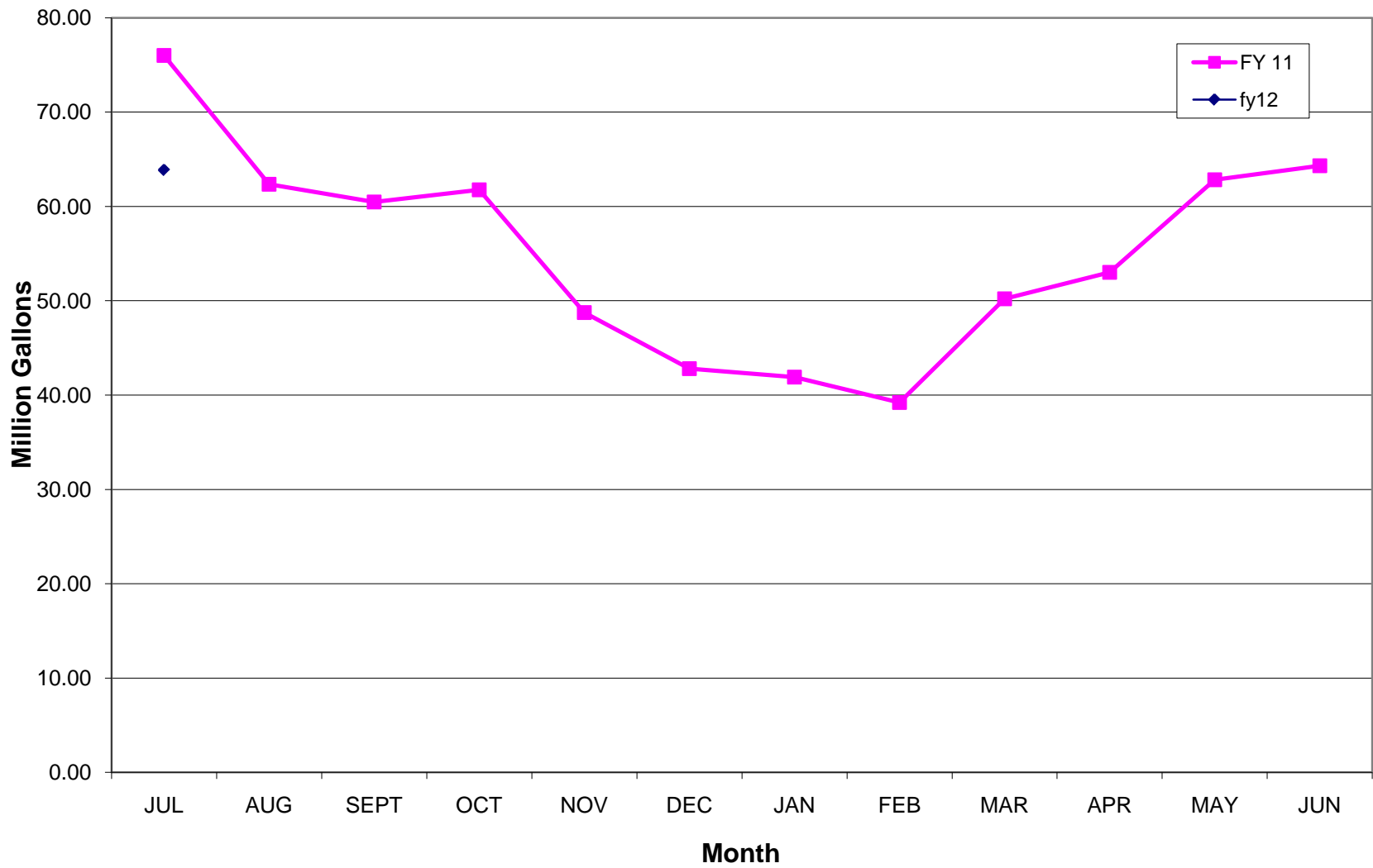
**TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2011**

	PILARCITOS WELLS	PILARCITOS LAKE	DENNISTON WELLS	DENNISTON RESERVOIR	CRYSTAL SPRINGS RESERVOIR	RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
<b>JUL</b>	0.00	57.55	1.04	2.07	15.12	75.78	-0.21	75.99
<b>AUG</b>	0.00	41.40	0.80	3.03	18.17	63.40	1.06	62.35
<b>SEPT</b>	0.00	22.17	1.36	3.63	34.64	61.80	1.34	60.46
<b>OCT</b>	0.00	38.13	0.00	0.00	23.69	61.82	0.05	61.77
<b>NOV</b>	8.08	41.38	0	0.00	0.00	49.46	0.71	48.75
<b>DEC</b>	7.69	35.52	0	0.00	0.00	43.21	0.419	42.79
<b>JAN</b>	13.73	28.22	0	0.00	0.00	41.95	0.034	41.92
<b>FEB</b>	10.77	29.74	0.00	0.00	0.00	40.51	1.301	39.21
<b>MAR</b>	14.1	36.44	0.00	0.00	0.00	50.54	0.336	50.21
<b>APR</b>	0	44.15	0.00	0.00	8.71	52.86	-0.145	53.01
<b>MAY</b>	0	58.57	0.00	0.00	4.39	62.96	0.134	62.83
<b>JUN</b>	0	59.29	0.00	0.00	5.69	64.98	0.675	64.31
<b>TOTAL</b>	<b>54.37</b>	<b>492.56</b>	<b>3.20</b>	<b>8.73</b>	<b>110.41</b>	<b>669.28</b>	<b>5.70</b>	<b>663.58</b>
<b>% TOTAL</b>	8.1%	73.6%	0.5%	1.3%	16.5%	100.0%	0.85%	99.1%

Cumulative Production FY10 vs. FY11



Monthly Production FY10 vs. FY11



**COASTSIDE COUNTY WATER DISTRICT**

**Predicted vs Actual Production - All Sources**

	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-11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	62.65	60.66	-1.99	15.12	15.12	0.00	77.77	75.78	
Aug-11			#VALUE!		0.00	#VALUE!			#VALUE!			#VALUE!			18.17	0.00	63.40	
Sep-11			#VALUE!		0.00	#VALUE!			#VALUE!			#VALUE!			34.64	0.00	61.80	
Oct-11			#VALUE!		0.00	#VALUE!			#VALUE!			#VALUE!			23.69	0.00	61.82	
Nov-11			#VALUE!		0.00	#VALUE!			#VALUE!			#VALUE!			43.45	0.00	83.19	
Dec-11			#VALUE!		0.00	#VALUE!			#VALUE!			#VALUE!			37.93	0.00	71.36	
Jan-12			#VALUE!		0.00	#VALUE!			#VALUE!			#VALUE!			0.00	0.00	30.71	
Feb-12			#VALUE!		0.00	#VALUE!			#VALUE!			#VALUE!			0.00	0.00	30.54	
Mar-12			#VALUE!		0.00	#VALUE!			#VALUE!			#VALUE!			0.00	0.00	38.12	
Apr-12			#VALUE!		0.00	#VALUE!			#VALUE!			#VALUE!			0.00	0.00	52.36	
May-12			#VALUE!		0.00	#VALUE!			#VALUE!			#VALUE!			0.00	0.00	64.51	
Jun-12			#VALUE!		0.00	#VALUE!			#VALUE!			#VALUE!			14.96	0.00	64.33	
<b>MG Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>#VALUE!</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>#VALUE!</b>	<b>0.00</b>	<b>0.00</b>	<b>#VALUE!</b>	<b>62.65</b>	<b>60.66</b>	<b>#VALUE!</b>	<b>15.12</b>	<b>15.12</b>	<b>172.84</b>	<b>77.77</b>	<b>697.92</b>

	Actual non SFPUC	Predicted non SFPUC	Actual SFPUC	Predicted SFPUC	TOTAL	Actual	Predicted	Pred-act
	0.00	0.00	77.77	75.78		77.77	75.78	-1.99
<b>% Total</b>	<b>0.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>102.62%</b>			

**Coastside County Water District Monthly Sales By Category (MG)  
FY 2011**

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	25.339												25.34
COMMERCIAL	6.146												6.15
RESTAURANT	2.834												2.83
HOTELS/MOTELS	3.510												3.51
SCHOOLS	1.668												1.67
MULTI DWELL	2.786												2.79
BEACHES/PARKS	0.748												0.75
FLORAL	4.642												4.64
RECREATIONAL	0.052												0.05
MARINE	1.050												1.05
IRRIGATION	3.577												3.58
Portable Meters	0.000												0.00

<b>TOTAL - MG</b>	<b>52.35</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>52.35</b>
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Running 12 Month Total 27.013  
 12 mo Ave Residential 631.89  
 12 mo Ave Non Residential 30.86  
 Total 21.80  
 52.66

Jul-10   Aug-10   Sep-10   Oct-10   Nov-10   Dec-10   Jan-11   Feb-11   Mar-11   Apr-11   May-11   Jun-11

**FY 2011**

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	27.995	53.667	25.593	47.825	22.275	29.933	19.546	33.603	19.271	31.178	20.372	41.734	372.99
COMMERCIAL	6.625	1.341	6.030	1.516	5.531	1.014	5.232	1.036	5.187	1.096	5.083	1.406	41.10
RESTAURANT	3.245	0.282	2.994	0.294	2.646	0.192	2.598	0.220	2.653	0.176	2.473	0.218	17.99
HOTELS/MOTELS	3.691	2.239	3.483	2.085	2.621	1.274	2.717	1.637	2.314	1.533	2.736	2.279	28.61
SCHOOLS	1.334	1.347	1.378	1.132	0.373	0.432	0.364	1.076	0.461	0.565	1.927	2.605	12.99
MULTI DWELL	3.136	2.895	3.050	3.116	2.361	2.290	2.735	2.811	2.358	2.503	2.499	3.139	32.89
BEACHES/PARKS	0.902	0.113	0.889	0.083	0.462	0.009	0.218	0.156	0.259	0.004	0.356	0.055	3.51
FLORAL	7.238	7.186	7.566	5.095	4.724	4.320	2.099	5.764	4.952	7.064	5.896	6.361	68.27
RECREATIONAL	0.040	0.232	0.032	0.207	0.020	0.147	0.028	0.204	0.022	0.171	0.035	0.255	1.39
MARINE	0.987	0.000	1.055	0.000	0.871	0.000	1.197	0.000	0.898	0.000	0.892	0.000	5.90
IRRIGATION	12.096	9.452	8.749	9.672	0.159	0.703	0.103	0.427	0.132	1.350	8.402	8.477	59.72
Portable Meters	0.000	0.408	0.000	0.382	0.000	0.175	0.000	0.159	0.000	0.135	0.000	0.202	1.46

<b>TOTAL - MG</b>	<b>67.29</b>	<b>79.16</b>	<b>60.82</b>	<b>71.41</b>	<b>42.04</b>	<b>40.49</b>	<b>36.84</b>	<b>47.09</b>	<b>38.51</b>	<b>45.78</b>	<b>50.67</b>	<b>66.73</b>	<b>646.83</b>
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Running 12 Month Total 39.294  
 25.495  
 35.226  
 23.582  
 19.768  
 10.556  
 17.291  
 13.489  
 19.236  
 14.599  
 30.300  
 24.998  
 646.83

**Coastside County Water District Monthly Leak Report**

<b>Date</b>	<b>Location</b>	<b>Pipe size/Type</b>	<b>Est. Water Loss (Gallons)*</b>	<b>Repair Material</b>	<b>Material Cost</b>	<b>Employee hours</b>	<b>Manpower and Equipment Costs</b>	<b>Total Costs</b>
7/1/2011	Francisco Street EG	3/4" Blue Plastic service	500	1-3/4" clamp 2 tons rock	\$20.63 \$26.50 <b>Total \$47.13</b>	Men Hours 3 3	\$1,075	\$1,122.13
7/5/2011	301 Myrtle Street HMB	1" Black Plastic service	2,500	1' of 1" copper 1" comp 90 10 ton of rock	\$7.45 \$26.50 \$132.48 <b>Total \$166.43</b>	Men Hours 3 7.5	\$2,400	\$2,566.43
7/6/2011	422 Ave Cabrillo EG	1" Black plastic service	1000	1-1" cop to Cop 15'-1" copper 2-3/4" Comp cop 2-3/4" angle stops 2-3/4" comp 90's 2-B9 boxes 3 Ton rock 1"x3/4" tee	\$20.64 \$111.81 \$30.52 \$153.82 \$49.36 \$42.11 \$39.74 \$33.36 <b>Total \$481.36</b>	Men Hours 3 5	\$1,725	\$2,206.36
7/7/2011	1450 South Cabrillo HWY HMB	2" black plastic service	1500	20'-2" copper 2-2" comp 90's 2" angle stop 2" FIP x comp adpt 2 B16 bo & Lld 5 ton of rock	\$290.25 \$213.54 \$130.75 \$80.62 \$82.21 \$66.24 <b>Total \$781.40</b>	Men Hours 3 7.5	\$2,400	\$3,181.40
7/11/2011 Night Work	Ave Alhambra EG	1" black plastic service	1500	60' of 1" copper 1-1" angle stop 1-1" meter check 8 ton rock B16 box B16 metal lid 2 Mipxcomp adpt 1-1" brass 90	\$447.23 \$80.12 \$35.87 \$105.99 \$28.50 \$75.75 \$13.38 \$26.50	Men Hours 4 5.5	\$2,185	\$2,880.71



Date	Location	Pipe size/Type	Est. Water Loss (Gallons)*	Repair Material	Material Cost	Employee hours	Manpower and Equipment Costs	Total Costs
					<b>Total</b> \$695.71			
7/19/2011	218 Madrid Ave EG	2" Galv. Pipe	3000	1-2"x7.5" full circle 5 ton rock	\$49.95 \$66.24 <b>Total</b> \$116.19	Men Hours 3 4	\$1,400	\$1,516.19
7/22/2011	440 Metzgar St. HMB	3/4 Blue Plastic service	2500	1-3/4" Com x Com 1-3/4" flare to com 30'- 3/4" copper 5 ton rock	\$15.26 \$18.19 \$172.25 \$66.24 <b>Total</b> \$99.69	Men Hours 3 3	\$1,075	\$1,174.69
7/29-7/30	Portola Ave El Granada	6" DIP	50,000	2-30" repair clamp 1-15" repair clamp 16 ton of rock 1-7.5" repair clamp	\$719.32 \$178.85 \$211.97 \$93.43 <b>Total</b> \$1,203.57	Men Hours 3 11	\$3,400	\$4,603.57

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

**Total  
Person  
Hours**

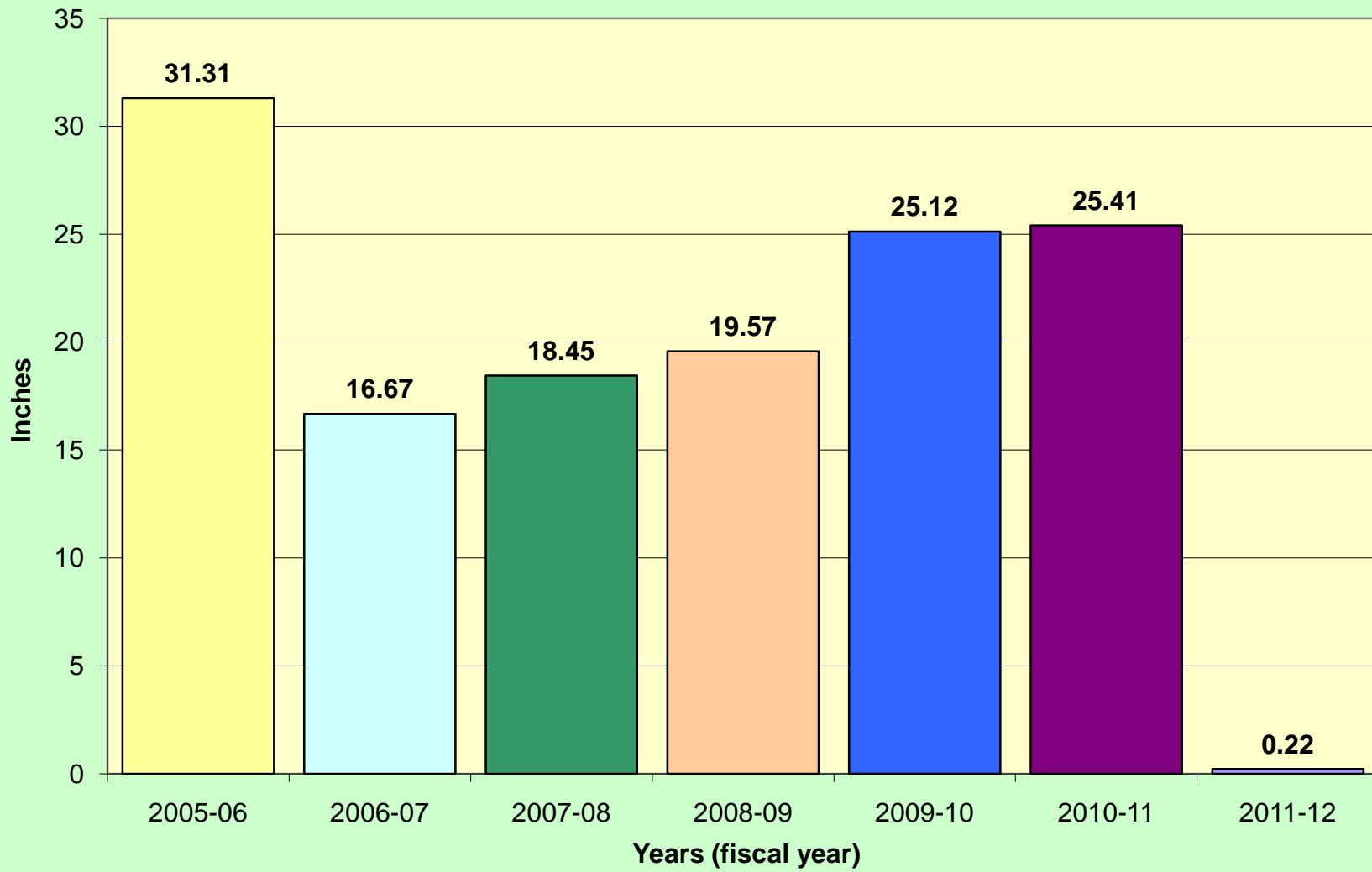
**145**

**Total  
Water  
Loss**

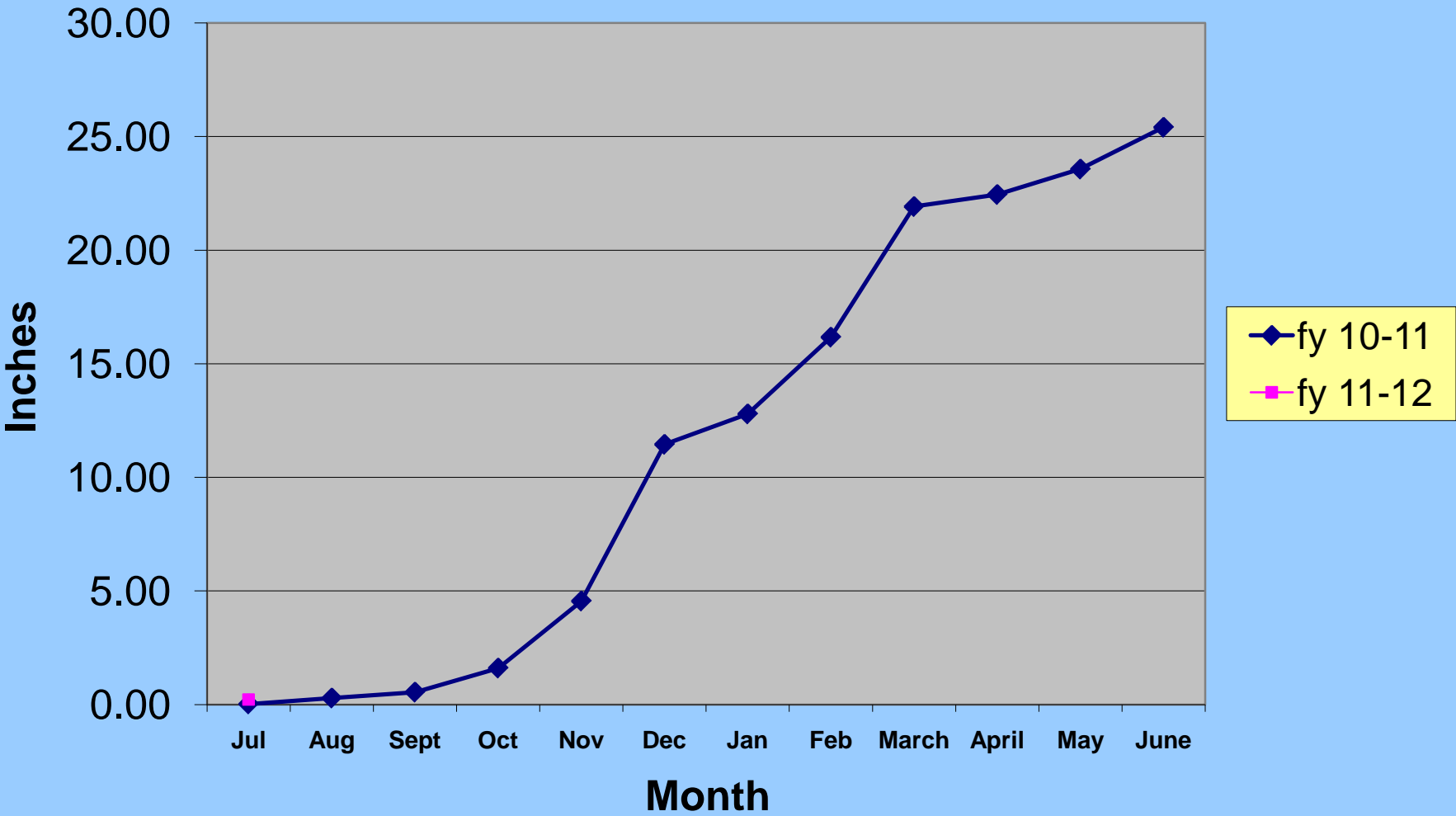
**0.0625 MG**



## Rain Totals



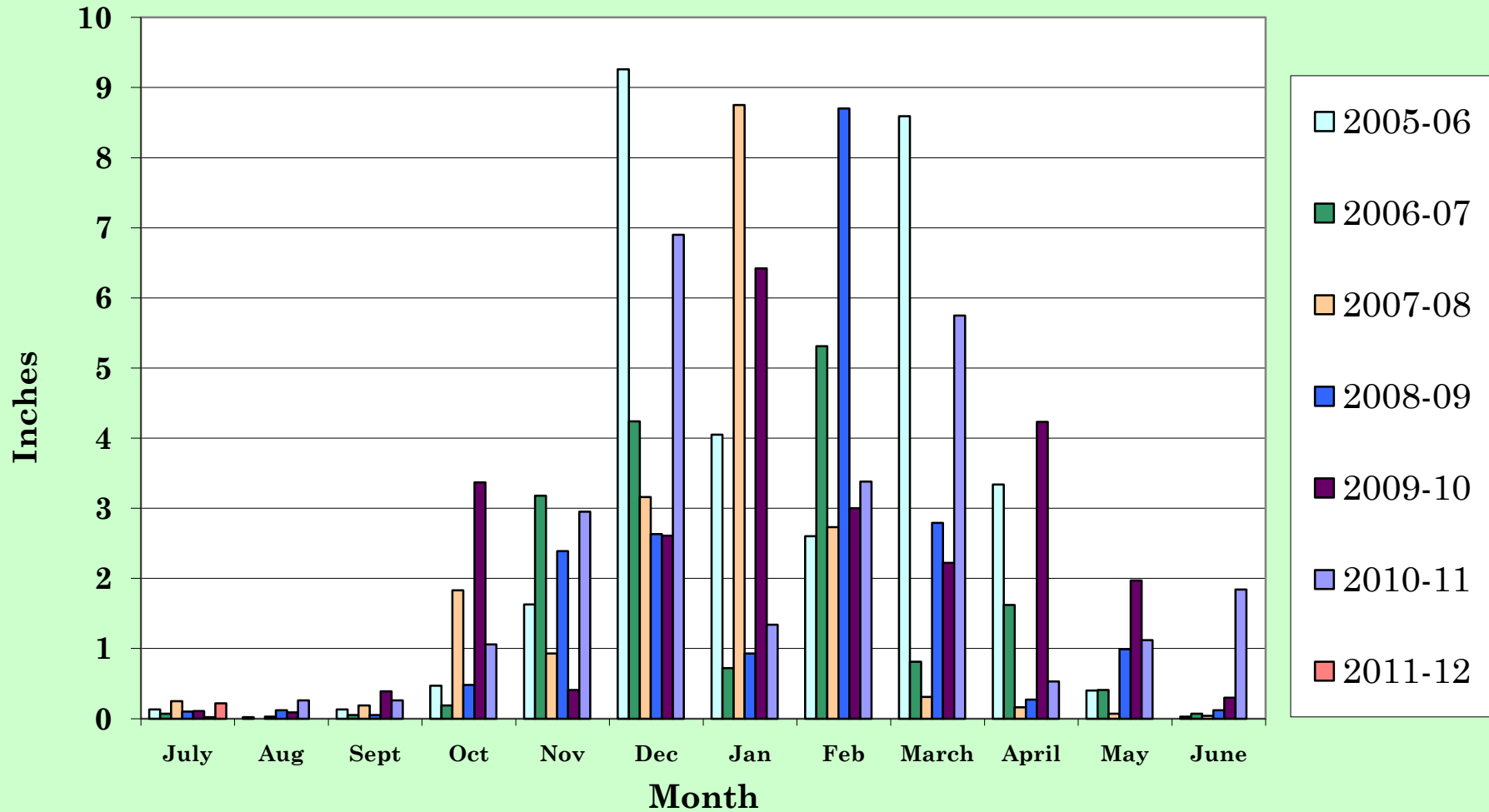
# Rainfall Totals fy 12



# Coastside County Water District

## Rainfall by Month

July '05 thru Jun '12



MONTHLY CLIMATOLOGICAL SUMMARY for JUL. 2011

NAME: CCWD1 CITY: STATE:  
 ELEV: 0 ft LAT: LONG:

TEMPERATURE (°F), RAIN (in), WIND SPEED (mph)

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	60.6	88.2	6:00p	50.3	4:30a	5.5	1.0	0.00	1.1	8.0	2:00p	SW
2	60.0	81.6	6:00p	52.1	1:30a	5.3	0.4	0.00	0.9	8.0	1:00p	SW
3	60.7	86.4	6:00p	50.5	5:00a	5.6	1.3	0.00	1.0	11.0	4:30p	SSW
4	58.6	69.3	4:30p	49.1	5:00a	6.5	0.1	0.00	1.1	10.0	10:00a	SSW
5	60.6	69.2	4:00p	50.4	5:30a	5.1	0.7	0.00	1.2	9.0	12:30p	SSW
6	61.2	71.4	2:30p	53.2	5:30a	4.5	0.8	0.00	1.1	9.0	1:00p	SSW
7	61.9	73.2	1:30p	55.4	5:30a	4.2	1.1	0.00	1.1	9.0	12:00p	SSW
8	62.5	73.8	12:00p	53.9	5:00a	4.3	1.8	0.00	1.8	10.0	11:00a	SE
9	61.0	70.1	12:00p	55.2	5:30a	4.4	0.4	0.00	1.9	9.0	11:00a	SSW
10	61.8	70.6	3:00p	56.8	5:00a	3.9	0.8	0.00	2.1	10.0	2:00p	SSW
11	60.4	71.2	2:00p	55.1	4:30a	5.1	0.5	0.04	1.9	9.0	2:00p	SSW
12	61.2	81.3	2:00p	56.3	12:30a	4.2	0.4	0.06	0.9	7.0	11:30a	SSW
13	61.0	66.7	11:30a	57.1	11:30p	4.0	0.0	0.06	1.9	10.0	5:30p	SSW
14	61.9	79.7	6:00p	55.6	3:30a	4.5	1.4	0.00	2.5	11.0	3:00a	SSW
15	62.5	73.4	12:00p	57.3	5:30a	3.8	1.3	0.02	1.7	9.0	3:00p	SW
16	65.2	77.1	1:30p	57.4	3:30a	2.6	2.9	0.00	1.0	8.0	12:00p	SSW
17	64.3	84.6	6:00p	54.9	12:00m	2.8	2.1	0.02	1.4	12.0	2:30p	SSW
18	62.6	71.3	3:00p	51.6	5:30a	3.8	1.4	0.00	1.1	9.0	2:30p	SSW
19	64.6	86.3	6:00p	56.0	12:00m	2.6	2.2	0.00	1.4	11.0	1:00p	SSW
20	62.3	83.2	6:00p	52.5	4:00a	4.1	1.4	0.00	1.2	9.0	3:00p	SSW
21	64.5	75.0	12:30p	57.8	6:30a	2.8	2.3	0.00	1.7	11.0	12:00p	SSW
22	64.0	76.0	1:30p	58.4	3:30a	3.0	2.1	0.00	1.8	11.0	1:00p	SSW
23	64.3	74.8	1:30p	57.2	5:30a	2.8	2.1	0.00	1.8	10.0	10:30a	SSW
24	64.5	73.2	4:30p	58.3	12:00m	2.4	1.9	0.00	2.3	12.0	10:00a	SSW
25	61.5	68.9	12:30p	56.7	3:00a	3.8	0.3	0.00	0.9	9.0	1:00p	SW
26	63.2	74.1	1:30p	57.0	12:00m	3.5	1.6	0.01	1.3	12.0	12:30p	SSW
27	63.5	75.4	1:30p	54.2	5:00a	3.9	2.3	0.00	1.3	10.0	11:30a	S
28	63.2	75.9	2:30p	54.6	4:00a	3.7	1.9	0.01	1.0	8.0	12:00p	S
29	64.2	74.9	2:00p	57.2	6:00a	2.6	1.8	0.00	1.2	10.0	1:00p	S
30	65.6	75.5	2:00p	60.1	5:30a	1.7	2.4	0.00	1.9	11.0	1:00p	SSW
31	63.5	70.9	1:30p	58.0	11:00p	2.4	0.9	0.00	1.5	9.0	1:30p	SSW
	62.5	88.2	1	49.1	4	119.4	41.6	0.22	1.5	12.0	17	SSW

Max >= 90.0: 0  
 Max <= 32.0: 0  
 Min <= 32.0: 0  
 Min <= 0.0: 0  
 Max Rain: 0.06 ON 07/12/11  
 Days of Rain: 5 (>.01 in) 0 (>.1 in) 0 (>1 in)  
 Heat Base: 65.0 Cool Base: 65.0 Method: Integration

WS FORM B-91 (03-09)

STATION (Climatological) Half Moon Bay

STATE CA

COUNTY San Mateo

MONTH Jul 2011

RIVER

RECORD OF RIVER AND CLIMATOLOGICAL OBSERVATIONS

STATION (Climatological) Half Moon Bay

STATE CA

COUNTY San Mateo

MONTH Jul 2011

RIVER

RECORD OF RIVER AND CLIMATOLOGICAL OBSERVATIONS

STATION (Climatological) Half Moon Bay

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MONTH Jul 2011

RIVER

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COUNTY San Mateo

MONTH Jul 2011

RIVER

RECORD OF RIVER AND CLIMATOLOGICAL OBSERVATIONS

STATION (Climatological) Half Moon Bay

STATE CA

COUNTY San Mateo

MONTH Jul 2011

RIVER

RECORD OF RIVER AND CLIMATOLOGICAL OBSERVATIONS

**STAFF REPORT**

**To: Coastside County Water District Board of Directors**  
**From: David Dickson, General Manager**  
**Agenda: August 9, 2011**

Report

Date: August 1, 2011

**Subject: Request for Board to Provide Authorization to Write Off Bad Debts for Fiscal Year 2010-2011**

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**Recommendation**

Authorize staff to write off bad debts for fiscal year 2010-2011 (July 1, 2010 through June 30, 2011) in the total amount of \$5,321.93.

**Background**

The process of writing off bad debts takes place at the end of each fiscal year as part of the year-end closeout and audit process. At this time, staff requests that the Board authorize the General Manager to write off the debts that have not been collected throughout the fiscal year.

The majority of the bad debts are customers which have discontinued service with the District without rendering payment of their final closing bills. Staff's efforts to locate the customers and collect payment on these accounts have been exhausted.

The following represents the bad debt amounts written off over the past five (5) fiscal years:

2010	\$5,809.52
2009	\$8,784.62
2008	\$6,356.36
2007	\$6,621.91
2006	\$3,141.85

**Fiscal Impact**

\$5,321.93. The FY 10-11 budget (Account 5620) includes an allowance of \$6,000 for bad debt.



**COASTSIDE COUNTY WATER DISTRICT  
WRITE OFF BAD DEBTS  
YEAR ENDING JUNE 30, 2011**

<b>Acct#</b>	<b>Customer's Name</b>	<b>Balance Due</b>
15053	Peter Delan	439.08
4272	Linda Provenzale	371.23
14996	Rodolfo Amezcua	360.88
10018	Elizaeth/Rosalia Becerra	346.90
10757	Wade/Faith Dickinson	324.81
15502	Michael Bender	269.73
10344	Eileen M. Bowden	250.48
14869	Josh/Bobbi King	213.36
13591	Jacquie Campbell	189.72
14779	Kenneth/Susan Lord	185.30
15079	Ami Breed	184.24
13858	Shannon/John Spears	177.47
3585	Carol Mitchell	172.39
13922	Harlose Hamilton	166.25
243	Karen/Michael Bachicha	149.69
13073	Jonathan Kuendig	148.07
12015	Jose Preciado	134.24
15208	Mary Stiern	113.32
14908	Steve Tinetti	108.66
14662	Hilda Gracia	107.82
7982	Stan/Carol Field	105.83
13773	Amber Stafura	100.22
15370	Keith Ratner	84.29
13629	Bryan Bodas	82.03
14443	Sherman Gans	73.49
15838	Jeff Winn	62.53
15594	Matthew/Gayle Breen	43.09
8523	Warren Donald	42.51
13943	David Robbins	42.24
9384	Steve Roper	35.52
13196	Stephen Lancaster	34.50
14990	Eric Dallaire	33.02
15801	Lehr Real Estate	25.54
15235	Al Gonzalez/Kira Gomez	24.24
12878	Jee Wilson	23.24
13129	Paula Speidel	23.20
14987	Denise Miranda	19.22
8976	Warren Donald	17.60
15595	Matthew/Gayle Breen	14.20
15837	Jeff Winn	12.60
15080	Ami Breed	9.18
	<b>TOTAL:</b>	<b>5321.93</b>

## ***STAFF REPORT***

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

**From:** Joe Guistino, via General Manager David Dickson

**Agenda:** August 9, 2011

Report

Date: August 4, 2011

**Subject:** Nunes Flocculator Drive Purchase

---

**Recommendation:** Authorize purchase and installation of 3 new flocculator drives for the Nunes Water Treatment Plant (WTP) at a total project cost of approximately \$50,000.

**Background:**

This is the third and final phase of a three-year replacement project initially approved by the Board in November 2009. The original staff report is attached as background.

**Fiscal Impact:** Project cost of \$50,000. The approved Capital Improvement Program includes a Fiscal Year 2011-12 expenditure of \$50,000 for this project.

## **STAFF REPORT**

**To:** Coastside County Water District Board of Directors  
**From:** Joe Guistino, via General Manager David Dickson  
**Agenda:** November 10, 2009

Report

Date: November 4, 2009

**Subject:** Nunes Flocculator Drive Purchase

---

**Recommendation:** Authorize purchase and installation of 3 new flocculator drives for the Nunes Water Treatment Plant (WTP) at a total project cost of \$45,000.

**Background:** Nunes WTP is a conventional plant that utilizes mixers to gently stir the process stream to form particles that are heavy enough to settle out in the sedimentation basin. These mixers are called flocculators and are an important part of the treatment process. The nine existing flocculator drives have been running consistently 24/7-365 at the Nunes WTP since they were installed in 1982. These drives are extremely heavy and do not lend themselves to preventive maintenance procedures such as oil changes or gear inspections. Only one has had its oil changed since installed, and this resulted in a spillage of oil into the process stream. These units are positioned directly over the water and it was found to be nearly impossible to change the oil in these units without a high risk of spillage into the process stream. No other unit has had its oil changed since the first. Another unit failed in the early 90's, resulting in spillage of gear oil into the drinking water process and the subsequent ordeal with mitigation and removal. In our present regulatory climate, this would require special treatment by an outside firm and would be quite costly.

We consulted with the manufacturer as to oil changes and they do not recommend that we do any maintenance since to do so would entail a high risk of leakage since the original tolerances of the bushings and shafts are more than likely exceeded. Spillage of oil into the process stream would be disastrous and would require shutdown of the plant and the wasting of an estimated 100,000 - 300,000 gallons of water. We presently do not have the capacity to discharge this water and it would have to be trucked and treated before disposal. The cost to rebuild one of these units is twice the cost of a new, modern unit.

The replacement flocculator drives are easily accessible for oil changes and other preventive maintenance activities. They are also lubricated with food grade oil

that does not pose a toxic threat to the drinking water in the event that it accidentally gets into the process stream.

The new drives will come from Philadelphia, the maker of the original drives, and will mount directly to the existing baseplates. While similar drives are available from other manufacturers, they would require reconfiguration of the drive mounts and possibly the support structure.

Cost of the drives based on the lower of two quotes is \$34,836. CCWD staff will install them with the aid of a crane service. Drive shipping, crane service, and other miscellaneous expenses will bring the total project cost to about \$45,000.

**Fiscal Impact:** Project cost of \$45,000. The fiscal year 2010 Capital Improvement Budget has allotted \$50,000 per year for the next three years to replace three drives per year.

## **STAFF REPORT**

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

**From:** David Dickson, General Manager

**Agenda:** August 9, 2011

Report Date: August 2, 2011

**Subject:** Association of California Water Agencies (ACWA) Region 5 Election for the 2012-2013 Term

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### **Recommendation:**

Direct staff regarding Coastside County Water District's vote for the Association of California Water Agencies (ACWA) Region 5 Board of Directors for the 2012-2013 Term.

### **Background:**

Attached is the ACWA Region 5 Board Ballot for the 2012-2013 term. Coastside County Water District is entitled to cast one vote for each of the Region 5 positions and may either select the Nominating Committee's recommendations or vote for each of the individual Board candidate nominations.

Upon the Board's selections, staff will complete the ballot and return to ACWA by the September 30, 2011 deadline.

# Region 5 Board Ballot

2012-2013 TERM



Association  
of California  
Water Agencies  
Since 1910  
Leadership  
Advocacy  
Information

Please return completed ballot  
by September 30, 2011

E-mail: kated@acwa.com  
Fax: 916-561-7124  
Mail: ACWA  
910 K Street, Suite 100  
Sacramento, CA 95814

## General Voting Instructions:

1. Please complete your agency information. The authorized representative is determined by your agency in accordance with your agency's policies and procedures.
2. You may either vote for the slate recommended by the Region 5 Nominating Committee or vote for individual region board members. Please mark the appropriate box to indicate your decision.

## Region 5 Nominating Committee's Recommended Slate

- I concur with the Region 5 Nominating Committee's recommended slate below.

### Chair:

David T. Hodgkin, Scotts Valley Water District

### Vice Chair:

Dick Quigley, Zone 7 Water Agency

### Board Members:

Katy Foulkes, East Bay Municipal Utility District

Patrick Kwok, Santa Clara Valley Water District

Anson B. Moran, San Francisco Public Utilities Commission

Bob Ptacek, Montara Water & Sanitary District

John H. Weed, Alameda County Water District

## Region 5 Individual Board Candidate Nominations

- I do not concur with the Region 5 Nominating Committee's recommended slate. I will vote for individual candidates below as indicated.

### Candidates for Chair: (Choose one)

- Katy Foulkes, East Bay Municipal Utility District  
 Dick Quigley, Zone 7 Water Agency  
 David T. Hodgkin, Scotts Valley Water District  
 John H. Weed, Alameda County Water District

### Candidates for Vice Chair: (Choose one)

- Katy Foulkes, East Bay Municipal Utility District  
 Dick Quigley, Zone 7 Water Agency  
 David T. Hodgkin, Scotts Valley Water District  
 John H. Weed, Alameda County Water District

### Candidates for Board Members: (Max of 5 choices)

- Katy Foulkes, East Bay Municipal Utilities District  
 David T. Hodgkin, Scotts Valley Water District  
 Patrick Kwok, Santa Clara Valley Water District  
 Anson B. Moran, San Francisco Public Utilities Commission  
 Bob Ptacek, Montara Water & Sanitary District  
 Dick Quigley, Zone 7 Water Agency  
 John H. Weed, Alameda County Water District

AGENCY NAME

AUTHORIZED REPRESENTATIVE

DATE

SUBMIT FORM

## **STAFF REPORT**

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

**From:** David Dickson, General Manager

**Agenda:** August 9, 2011

Report

Date: August 4, 2011

**Subject:** General Manager's Report

---

### **Recommendation:**

None. Information only.

### **Background:**

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

#### **1. Nurserymen's Exchange Bankruptcy**

We are continuing to track the Nurserymen's bankruptcy process:

- We resolved our concern with the amount of the security deposit with Nurserymen's agreement to pay its bill by mid-month.
- The bankruptcy court has acknowledged our unsecured creditor claim for \$50,243.65 in pre-petition water service charges.
- Escrow closed on August 5 on the sale of Nurserymen's assets to Floramoda, a subsidiary of Monterey Peninsula Horticulture. The new company will continue Nurserymen's operations and be responsible for water service accounts as of that date.

#### **2. I-Bank Loan Approval**

The I-Bank Board of Directors on July 26 approved a loan for the District's Denniston Creek Water Treatment Plant Improvements Project in the amount of \$6,756,500. The loan has a term of 30 years at an interest rate of 2.79% (plus a 0.3% annual fee). We anticipate receiving a draft loan agreement from I-Bank in August and bringing the final agreement to the Board for approval in September.

#### **3. Customer Survey**

As part of an effort to develop a communications plan for the District, we have worked with consultant Kendall Flint to conduct a survey of the District's customers. As of August 4, there were 495 responses to the survey. A summary of survey results to date is attached. We will present the survey results and the communications plan in more detail at the September Board meeting.

**4. Denniston Project Construction**

We held the initial pre-construction meeting with Anderson Pacific, construction manager EKI, and designers Kennedy/Jenks on August 3. Anderson Pacific expects to begin work on the site, starting with shoring, on September 5.



---

**PAGE:****1. How would you rate customer service of the Coastside County Water District?**

---

	<b>Response Percent</b>	<b>Response Count</b>
<b>Poor</b>	1.6%	8
<b>Fair</b>	2.6%	13
<b>Average</b>	15.8%	78
<b>Good</b>	<b>36.6%</b>	<b>181</b>
<b>Excellent</b>	27.7%	137
<b>Don't Know</b>	15.8%	78
	<b>answered question</b>	<b>495</b>
	<b>skipped question</b>	<b>7</b>

**2. Have you ever attended a Board meeting or watched one on television or on [www.coastsidewater.org](http://www.coastsidewater.org)?**

---

	<b>Response Percent</b>	<b>Response Count</b>
<b>Yes</b>	16.8%	83
<b>No</b>	<b>83.2%</b>	<b>410</b>
	<b>answered question</b>	<b>493</b>
	<b>skipped question</b>	<b>9</b>

**3. Do you have a clear understanding of how the District spends your money?**

---

	<b>Response Percent</b>	<b>Response Count</b>
	<b>answered question</b>	<b>494</b>
	<b>skipped question</b>	<b>8</b>

**3. Do you have a clear understanding of how the District spends your money?**

<b>Yes</b>	16.4%	81
<b>No</b>	<b>83.6%</b>	<b>413</b>
	<b>answered question</b>	<b>494</b>
	<b>skipped question</b>	<b>8</b>

**4. Which of the following do you believe is the most important contributor to the District's rate increases?**

	<b>Response Percent</b>	<b>Response Count</b>
<b>Salary and benefit increases for District employees</b>	9.8%	47
<b>Increasing cost of San Francisco water</b>	21.9%	105
<b>Increasing operation and maintenance costs</b>	<b>28.1%</b>	<b>135</b>
<b>Costs for replacing aging District infrastructure</b>	<b>28.1%</b>	<b>135</b>
<b>Other (please specify)</b>	12.1%	58
	<b>answered question</b>	<b>480</b>
	<b>skipped question</b>	<b>22</b>

**5. Have you ever requested a service call from the District?**

	<b>Response Percent</b>	<b>Response Count</b>
<b>Yes</b>	27.7%	137
	<b>answered question</b>	<b>494</b>
	<b>skipped question</b>	<b>8</b>

5. Have you ever requested a service call from the District?

<b>No</b>	<b>72.3%</b>	<b>357</b>
	<b>answered question</b>	<b>494</b>
	<b>skipped question</b>	<b>8</b>

6. If you answered yes, how would you describe your overall satisfaction with the level of service provided?

	<b>Response Percent</b>	<b>Response Count</b>
<b>Poor</b>	5.4%	11
<b>Fair</b>	4.0%	8
<b>Average</b>	8.4%	17
<b>Good</b>	22.3%	45
<b>Excellent</b>	<b>34.7%</b>	<b>70</b>
<b>Don't Know</b>	25.2%	51
	<b>answered question</b>	<b>202</b>
	<b>skipped question</b>	<b>300</b>

7. In your opinion how would you describe the overall management of the District?

	<b>Response Percent</b>	<b>Response Count</b>
<b>Poor</b>	2.0%	10
<b>Fair</b>	8.1%	40
<b>Good</b>	24.9%	123
<b>Average</b>	17.4%	86
	<b>answered question</b>	<b>494</b>
	<b>skipped question</b>	<b>8</b>

## 7. In your opinion how would you describe the overall management of the District?

<b>Excellent</b>	15.2%	75
<b>Don't Know</b>	32.4%	160
	<b>answered question</b>	<b>494</b>
	<b>skipped question</b>	<b>8</b>

## 8. Have you ever visited the District's website?

	<b>Response Percent</b>	<b>Response Count</b>
<b>Yes</b>	42.7%	211
<b>No</b>	57.3%	283
	<b>answered question</b>	<b>494</b>
	<b>skipped question</b>	<b>8</b>

## 9. If you answered yes, how would you describe the site?

	<b>Response Percent</b>	<b>Response Count</b>
<b>Has all the information I need</b>	31.5%	67
<b>Has most of the information I need</b>	44.6%	95
<b>Has some of the information I need</b>	22.1%	47
<b>Has none of the information I need</b>	1.9%	4
	<b>answered question</b>	<b>213</b>
	<b>skipped question</b>	<b>289</b>

### 10. What suggestions do you have for improving the site?

	Response Count
<a href="#">Show replies</a>	187
<b>answered question</b>	<b>187</b>
<b>skipped question</b>	<b>315</b>

### 11. Which of these, if any, do you remember seeing? (Check all that apply).

	Response Percent	Response Count
<b>News article about CCWD</b>	<b>52.2%</b>	<b>179</b>
<b>Advertisement</b>	7.3%	25
<b>Banner</b>	6.7%	23
<b>Flyers about CCWD</b>	19.5%	67
<b>Bill insert</b>	50.7%	174
<b>Newsletter about CCWD</b>	50.7%	174
<b>answered question</b>		<b>343</b>
<b>skipped question</b>		<b>159</b>

### 12. Do you read materials included in your bill?

	Response Percent	Response Count
<b>Yes</b>	<b>70.4%</b>	<b>342</b>
<b>No</b>	29.6%	144
<b>answered question</b>		<b>486</b>
<b>skipped question</b>		<b>16</b>

13. How do you prefer to get information about the District?

	Response Percent	Response Count
Bill inserts	33.3%	164
Email from District	<b>50.2%</b>	<b>247</b>
Letter	7.5%	37
Brochure	3.9%	19
Other (please specify)	5.1%	25
	<b>answered question</b>	<b>492</b>
	<b>skipped question</b>	<b>10</b>

14. What information would you like to receive from the District? (Check all that apply.)

	Response Percent	Response Count
Billing and Water Rates	<b>80.3%</b>	<b>379</b>
Water Quality	73.1%	345
Available Rebates	66.7%	315
Water Conservation	48.1%	227
Water Smart Gardening	37.7%	178
Water Supply Projects	36.2%	171
Other (please specify)	5.7%	27
	<b>answered question</b>	<b>472</b>
	<b>skipped question</b>	<b>30</b>

## 15. Which of these is MORE important to you?

	Response Percent	Response Count
Reliability and quality of water service	80.3%	392
Cost of water service	19.7%	96
	answered question	488
	skipped question	14

## 16. Approximately what percentage of its water does the District purchase from San Francisco?

	Response Percent	Response Count
100%	18.4%	75
80%	45.2%	184
50%	25.6%	104
20%	10.8%	44
	answered question	407
	skipped question	95

## 17. How long have you lived on the Coastside?

	Response Percent	Response Count
0-1 Year	4.6%	23
1-5 Years	16.0%	79
6-10 years	17.8%	88
	answered question	495
	skipped question	7

## 17. How long have you lived on the Coastside?

11-20 years	21.0%	104
21+ years	40.6%	201
	<b>answered question</b>	<b>495</b>
	<b>skipped question</b>	<b>7</b>

## 18. What is your age?

	Response Percent	Response Count
18-25	0.8%	4
26-35	5.2%	25
36-54	34.7%	167
55-74	54.3%	261
75+	5.0%	24
	<b>answered question</b>	<b>481</b>
	<b>skipped question</b>	<b>21</b>

## 19. Without looking it up - how much is your bimonthly water bill?

	Response Percent	Response Count
Over \$150	9.5%	47
\$100-\$150	27.2%	134
\$50-\$99	47.3%	233
Under \$50	13.4%	66
	<b>answered question</b>	<b>493</b>
	<b>skipped question</b>	<b>9</b>



19. Without looking it up - how much is your bimonthly water bill?

Can't remember	2.6%	13
<b>answered question</b>		<b>493</b>
<b>skipped question</b>		<b>9</b>

20. I would like to receive emails from the District regarding services and information about operations.

	Response Percent	Response Count
No	55.7%	260
Yes (add email address)	44.3%	207
<b>answered question</b>		<b>467</b>
<b>skipped question</b>		<b>35</b>

## **MONTHLY REPORT**

**To:** David Dickson, General Manager  
**From:** Joe Guistino, Superintendent of Operations  
**Agenda:** August 9, 2011

**Report**  
**Date:** August 3, 2011

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### **Monthly Highlights**

#### Crystal Springs Pump Station (PS) Tunnel

Inspection of an air leak on the intake screen blow-off valve revealed some serious problems with the water intake valves. One valve is completely inoperable and will require replacement of its actuator, a big, specialty job.

#### Digitalized System Maps

California CAD Solutions has digitalized our system maps. We are still in the development phase of this project that will open the door to Global Positioning System (GPS) mapping of all of our field assets.

#### Lead and Copper Testing

Every three years we ask a select group of our customers to assist us with lead and copper sampling by taking a sample from their homes. We will be taking these samples this August.

### **Source of Supply**

Pilarcitos Reservoir and Crystal Springs Reservoir were the major source of supply for the month of July.

### **Systems Improvement**

#### Beautification

- General weed abatement around District
- General cleaning and straightening of trucks and carport
- Cleaning up main repair site adjacent to Pullman ditch now that ground has dried a bit.
- 56 person-hours spend on weed abatement and cleaning.

#### Digitalized System Maps

Met with California CAD solutions as part of the ongoing process to upgrade our District maps. They have overlaid streets, buildings, landmarks, parcels, geographic contours and county owned storm drainages.

#### Fence modifications

Crusader fence installed some manway gates on the Nunes sludge drying ponds to facilitate safer access to our valving.

## **Update on Other Activities:**

### Lead and Copper Testing

The Safe Drinking Water Act (SDWA) requires that we sample for lead and copper every three years from inside customers' homes. The purpose of this is to determine lead and copper leaching of home and system plumbing that is caused by the corrosivity of the water. The sampling is actually done by a select group of customers who have agreed to cooperate with the program. The lead and copper sampling notification letters were mailed on 12 July. The 40 customers who agreed to sample their tap water for the program were told that a bottle will be dropped off on their doorstep on 15 August and the sample is to be taken on 17 August.

### Cell Phones

We have adopted a new cell phone program with a government rate with Verizon, which should off-set the costs of the increased data package that accompanies the smart phones carried by senior Operations and Maintenance (O&M) Staff. These individuals can now access, monitor and control the District's treatment facilities and pump stations remotely if needed.

### Pilarcitos New Well Feasibility Report

We received the final report from Balance Hydrologics on the feasibility of incorporating a new well in our Pilarcitos well field. A new well can be located in the vicinity of wells 3 and 3A. Wells 2, 3, 3A would be decommissioned and destroyed. A new well would produce more flow than these three wells combined. Staff will be pursuing California Environmental Quality Act (CEQA) and a Coastal Development Permit (CDP) for this project over the next year. This project is included the Capital Improvement Program.

### Crystal Springs Tunnel

Bennett Marine was contracted to install an actuator on one of the intake screen air blow off valves at the end of the Crystal Springs tunnel in July. They also investigated some high volume air leakage that was stressing our air compressors at the station. They found the actuator for the upper intake water valve to be completely inoperable and in need of replacement. The actuator, which is air operated, was corroded so badly that air was escaping from the valve housing. They also found the keyway for one of the intake screen air blow-off valves completely sheared off with the valve in the open position, resulting in air being continuously blown into the lake. The contractors entered the tunnel a second time to replace a new keyway on the valve. At this time, we have only 1 water intake. We have contacted the valve actuator manufacturer and will be installing new actuators on both intake valves in the coming year.

### Preventive Maintenance Program (PM Program)

We spoke with a Hansen representative to assist us with launching the District's PM program, which have configured but have not yet implemented. We will also be

visiting another similar sized District to observe how they manage the clerical aspect of such a program.

### Unidirectional Flushing Program American Water Works Association (AWWA) Manual

I have been working on a field guide to unidirectional flushing that will be published by the Cal/Nev Section of American Water Works Association. There will be photos of our crews at work utilizing the Best Management Practices (BMPs) for flushing. This manual has the potential to be distributed worldwide. This month I completed the National Pollution Discharge Elimination Survey (NPDES) and agency notification aspect of the manual.

### Backflow Program

Staff surveyed the businesses along highway 92 from Spanishtown to the Christmas Tree Farm for facilities that will be required to install backflow devices on their water service. We also updated our past surveys and sent out letters to those who have not yet complied with our order. I will be sending out a general letter to all commercial and agency accounts as to their need for backflow devices in August.

### Graffiti

The District center has been tagged recently with gang related graffiti. We have purchased a special sand blasting unit to remove the graffiti from our brick walls as well as a special coating that allows the graffiti to be removed more easily.

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

#### Meetings Attended

- 6 July - Met with Verizon Wireless to discuss cell phone programs
- 7 July - Met with Joint Powers Insurance Authority (JPIA) representative Chuck Wagonseller to assess replacement value of new equipment at Nunes Water Treatment Plant (WTP) and elsewhere in the District.
- 8 July - AWWA membership workshop at Alameda County Water District
- 14 July - All employee meeting
- 14 July - EKI, Kennedy Jenks and District Staff met to discuss coordination during the Denniston Treatment Improvement Project
- 19 July - Met with Jim Teter on El Granada Tank 2 painting strategy.
- 22 July - Cal/Nev Section AWWA Governing Board meeting.

#### Safety Meetings and Training

Treatment Supervisor Steve Twitchell attended the safety committee meeting in July. The topic of discussion was the safety walk through conducted at the three membership agencies last month. SAM and CCWD corrected all of the items that were called out in the walk throughs.

CINTAS Safety Training in July was on Hazardous Communication. Twitchell, Davis, Winch, Whelen, myself and Duffy in attendance.

### Tailgate safety sessions in July

- Working alone
- Forklift Safety
- Hand Grinder Safety
- Ladder Safety

### Nunes Reference Station

Steve Twitchell set up a reference station at Nunes that will be the definitive source for emergency contacts, vendor numbers, SOPs and operating manuals, and Material Safety Data Sheets (MSDS). We will be setting up a similar site at District Center and Crystal Springs PS.

### Treatment Operator Training

Logan Duffy continues to receive treatment operator training at the Nunes WTP under the guidance of Steve Twitchell and Sean Donovan.

### Signage

No Trespassing signs were installed at El Granada Tank 1. The address was also posted. We will be hanging similar signs at all of our remote facilities, as well as a phone number to call if there is an emergency.

### **Regulatory Agency Interaction**

#### California Department of Public Health (DPH)

There was no interaction with the DPH in July.

### **Projects**

#### Tank Recoating Projects

We met with Jim Teter on 19 July to discuss logistics with taking El Granada Tank 2 out of service for needed repairs and recoating.

#### Denniston Dredging-year 3

We have made some headway with the Department of Fish and Game to get a modification to our 5 year dredging permit that will allow us to trench a path from the reservoir to where the creek is free flowing. It is hoped that this will bring better quality water to our intakes.

# Monthly Report

**To:** David Dickson, General Manager  
**From:** Cathleen Brennan, Water Resource Analyst  
**Agenda:** August 9, 2011  
**Subject:** Water Resources Report

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This report is provided as an update on water resources activities. The report includes the following items:

- EPA WaterSense
  - Fiscal Year 2012 Water Use Efficiency Rebate Programs
  - Meetings
- 

□ **EPA WaterSense**

The District received a certificate of appreciation for partnering and contributing to the EPA WaterSense program reporting for calendar year 2010. A copy of the certificate is attached to this staff report.



□ **Fiscal Year 2012 Water Use Efficiency Rebate Programs**

The District will continue with the same water use efficiency programs that it sponsored last year. Information on rebate programs and other water use efficiency programs can be found on the District's website (<http://www.coastsidewater.org/water-use-efficiency.html>). The following is a list of the rebate programs:

- ❖ Residential High Efficiency (HET) Toilet Rebate (Up to \$100 per toilet)
- ❖ Commercial High Efficiency Urinal and Toilet Rebate (Up to \$300 per Urinal or Toilet)
- ❖ Residential High Efficiency Clothes Washer Rebate (Up to \$50 per washer)
- ❖ Lawn Be Gone! (Up to \$500 for Residential and Up to \$3,000 for Commercial)

□ **Meetings**

- 7/14/2011 Employee Meeting
- 7/14/2011 Bay Area Water Supply and Conservation Agency - Water Resources Meeting
- 7/14/2011 Coastside Design Review Committee
- 7/21/2011 WaterSense Partner Meeting - Webinar
- 7/27/2011 California Urban Water Conservation Council - Group 1 Representation Committee



# Certificate of Appreciation

WaterSense thanks

## Coastside County Water District

for contributing to the successes of the WaterSense program by reporting for 2010.

By practicing and promoting water efficiency,  
you are helping protect this precious resource for future generations.

