

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

SPECIAL MEETING OF THE BOARD OF DIRECTORS

Tuesday, August 9, 2016 – 6:15 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 Legal Counsel – Anticipated Litigation
Significant Exposure to Litigation
Pursuant to California Government Code Section 54956.9(d)(2)
One Potential Case

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 9, 2016 - 7:00 p.m.

AGENDA

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

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

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

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

- 1) ROLL CALL**

- 2) PLEDGE OF ALLEGIANCE**

- 3) PUBLIC COMMENT**

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

4) CONSENT CALENDAR

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

- A. Approval of disbursements for the month ending July 31, 2016:
Claims: \$1,063,513.75; Payroll: \$133,228.39 for a total of \$1,196,742.14 ([attachment](#))
➤ *July 2016 Monthly Financial Claims reviewed by Vice-President Reynolds*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of July 12, 2016 Regular Board of Directors Meeting ([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 2016 ([attachment](#))
- H. Monthly Emergency Main & Service Repairs Report and Water Line Flushing Report ([attachment](#))
- I. Rainfall Reports ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Approval of Water Service Agreement – 456 Grand Blvd., Half Moon Bay ([attachment](#))
- B. Pilarcitos Canyon Road Repairs Project – Authorize payment to the San Mateo County Resource Conservation District ([attachment](#))
- C. Award of Contract for the Denniston Treated Water Pump Station and Transmission Main Project ([attachment](#))
- D. Denniston Treated Water Pump Station and Transmission Main Project Award of Contract to Kennedy/Jenks for Engineering Services During Construction and Construction Management ([attachment](#))
- E. Purchasing Policy Update – Addition of Assistant General Manager as authorized approver ([attachment](#))

7) MONTHLY INFORMATIONAL REPORTS

- A. Assistant General Manager's Report ([attachment](#))
- B. Operations Report ([attachment](#))
- C. Water Resources Report – Update on Ordinance 2016-01 ([attachment](#))

8) DIRECTOR AGENDA ITEMS – REQUESTS FOR FUTURE BOARD MEETINGS

9) ADJOURNMENT

**COASTSIDE COUNTY WATER DISTRICT
CLAIMS FOR JULY 2016**

CHECK DATE	CHECK NO.	VENDOR	VOID CHECK	AMOUNT
07/08/2016	22965	ADP, INC.		\$266.95
07/08/2016	22966	ETS CORPORATION		\$831.90
07/08/2016	22967	HASSETT HARDWARE		\$1,407.62
07/08/2016	22968	NORTH AMERICAN FENCE & RAILING		\$857.00
07/08/2016	22969	OFFICE DEPOT		\$405.72
07/08/2016	22970	ONTRAC		\$168.29
07/08/2016	22971	PACIFIC GAS & ELECTRIC CO.		\$59.47
07/08/2016	22972	PAPE MACHINERY EXCHANGE		\$4,281.23
07/08/2016	22973	REPUBLIC SERVICES		\$364.57
07/08/2016	22974	ROGUE WEB WORKS, LLC		\$360.75
07/08/2016	22975	SAN MATEO CTY PUBLIC HEALTH LAB		\$790.00
07/11/2016	22976	RECORDER'S OFFICE		\$50.00
07/15/2016	22977	ASSOC. CALIF. WATER AGENCY		\$11,609.00
07/15/2016	22978	AT&T LONG DISTANCE		\$62.66
07/15/2016	22979	BARKERBLUE		\$190.85
07/15/2016	22980	DATAPROSE, LLC		\$3,381.56
07/15/2016	22981	EKI INC.		\$8,898.05
07/15/2016	22982	GRAINGER, INC.		\$2,447.54
07/15/2016	22983	HF&H CONSULTANTS, LLC		\$2,102.70
07/15/2016	22984	JJACPA, INC		\$7,020.00
07/15/2016	22985	KENNEDY/JENKS CONSULTANTS		\$6,416.58
07/15/2016	22986	MONTEREY COUNTY LAB		\$2,570.00
07/15/2016	22987	ONTRAC		\$124.12
07/15/2016	22988	PACIFIC GAS & ELECTRIC CO.		\$29,514.60
07/15/2016	22989	PACIFICA COMMUNITY TV		\$500.00
07/15/2016	22990	TYLER TECHNOLOGIES, INC		\$241.25
07/15/2016	22991	ALLIANCE FOR WATER EFFICIENCY		\$500.00
07/15/2016	22992	HEALTH BENEFITS ACWA-JPIA		\$43,342.11
07/15/2016	22993	AT&T		\$2,767.58
07/15/2016	22994	COMCAST		\$191.95
07/15/2016	22995	MASS MUTUAL FINANCIAL GROUP		\$2,195.65
07/15/2016	22996	PUB. EMP. RETIRE SYSTEM		\$13,570.71
07/15/2016	22997	CalPERS FISCAL SERVICES DIVISION		\$25,079.57
07/15/2016	22998	TEAMSTERS LOCAL UNION #856		\$973.00
07/15/2016	22999	US TELEPACIFIC CORPORATION		\$1,779.59
07/15/2016	23000	UNITED STATES POSTAL SERV.		\$600.00
07/15/2016	23001	UNION BANK		\$2,048.50
07/15/2016	23002	U.S. BANK GLOBAL CORP TRUST SERVICES		\$260,466.28
07/15/2016	23003	VALIC		\$4,240.00
07/19/2016	23004	STOLOSKI & GONZALEZ, INC.		\$34,612.97
07/29/2016	23005	ADP, INC.		\$84.35
07/29/2016	23006	FRANK YAMELLO		\$235.00
07/29/2016	23007	AMERICAN WATER WORKS ASSOC.		\$255.00
07/29/2016	23008	ANDREINI BROS. INC.		\$198,607.50
07/29/2016	23009	BAY ALARM COMPANY		\$559.59
07/29/2016	23010	BORGES & MAHONEY, INC.		\$945.93
07/29/2016	23011	CATHLEEN BRENNAN		\$50.00
07/29/2016	23012	CAROLYN STANFIELD		\$600.00
07/29/2016	23013	CHEMTRADE CHEMICALS US LLC		\$2,444.64
07/29/2016	23014	COASTSIDE COUNTY WATER DIST.		\$128.08
07/29/2016	23015	COMCAST		\$191.93
07/29/2016	23016	DAL PORTO ELECTRIC		\$3,634.36
07/29/2016	23017	SEAN DONOVAN		\$196.15
07/29/2016	23018	ELECSYS INTERNATIONAL CORP		\$250.00
07/29/2016	23019	GEMPLER'S, INC.		\$3,692.85
07/29/2016	23020	GRAINGER, INC.		\$419.53
07/29/2016	23021	HMB BLDG. & GARDEN INC.		\$343.79
07/29/2016	23022	HALF MOON BAY REVIEW		\$1,455.00
07/29/2016	23023	U.S. HEALTHWORKS MEDICAL GROUP, P.C.		\$276.00
07/29/2016	23024	IRON MOUNTAIN		\$449.72
07/29/2016	23025	IRVINE CONSULTING SERVICES, INC.		\$2,427.68
07/29/2016	23026	IRVINE CONSULTING SERVICES, INC.		\$107.25

07/29/2016	23027	GLENNA LOMBARDI	\$107.00
07/29/2016	23028	METLIFE GROUP BENEFITS	\$1,732.23
07/29/2016	23029	MISSION UNIFORM SERVICES INC.	\$205.48
07/29/2016	23030	NALCO COMPANY	\$3,776.64
07/29/2016	23031	NATIONAL METER & AUTOMATION	\$3,717.81
07/29/2016	23032	OFFICE DEPOT	\$472.95
07/29/2016	23033	ONTRAC	\$292.24
07/29/2016	23034	DONALD PATTERSON	\$261.58
07/29/2016	23035	PAULO'S AUTO CARE	\$750.70
07/29/2016	23036	PITNEY BOWES	\$215.82
07/29/2016	23037	PRINCETON WELDING , INC.	\$1,010.00
07/29/2016	23038	RED WING SHOE STORE	\$471.67
07/29/2016	23039	RICOH USA, INC.	\$1,404.11
07/29/2016	23040	RICOH USA INC	\$504.22
07/29/2016	23041	SAN FRANCISCO WATER DEPT.	\$267,855.01
07/29/2016	23042	TYLER TECHNOLOGIES, INC	\$688.00
07/29/2016	23043	UNDERGROUND SERVICE ALERT	\$392.84
07/29/2016	23044	VERIZON WIRELESS	\$940.64
07/29/2016	23045	BALANCE HYDROLOGICS, INC	\$945.95
07/29/2016	23046	BARTKIEWICZ, KRONICK & SHANAHAN	\$325.00
07/29/2016	23047	BAY AREA WATER SUPPLY &	\$334.00
07/29/2016	23048	DAVID PEREIRA	\$1,460.60
07/29/2016	23049	CALCON SYSTEMS, INC.	\$15,703.36
07/29/2016	23050	DATAPROSE, LLC	\$3,037.21
07/29/2016	23051	HANSONBRIDGETT. LLP	\$15,036.90
07/29/2016	23052	HYDROSCIENCE ENGINEERS, INC.	\$16,826.78
07/29/2016	23053	KENNEDY/JENKS CONSULTANTS	\$5,180.00
07/29/2016	23054	OFFICIAL PAYMENTS CORPORATION	\$150.00
07/29/2016	23055	PAX WATER TECHNOLOGIES, INC.	\$23,544.00
07/29/2016	23056	PREVENTIVE SOLUTIONS, INC.	\$750.00
07/29/2016	23057	ROBERTS & BRUNE CO.	\$106.46
07/29/2016	23058	JAMES TETER	\$480.00
07/19/2016	23059	DANIELLE ENGELMAN	\$54.50
07/19/2016	23060	ROBERT CAREY	\$41.34
07/13/2016	23061	JULIE DEAN/DAVID FISHER	\$94.04

Claims Total	\$1,063,513.75
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Coastside County Water District

Monthly Budget Report Account Summary

For Fiscal: 2016-2017 Period Ending: 07/31/2016

	July Budget	July Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget	
Revenue										
RevType: 1 - Operating										
1-4120-00	Water Revenue	793,745.00	889,875.35	96,130.35	12.11 %	793,745.00	889,875.35	96,130.35	12.11 %	10,266,127.00
	Total RevType: 1 - Operating:	793,745.00	889,875.35	96,130.35	12.11 %	793,745.00	889,875.35	96,130.35	12.11 %	10,266,127.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	4,165.00	2,932.25	-1,232.75	-29.60 %	4,165.00	2,932.25	-1,232.75	-29.60 %	50,000.00
1-4180-00	Late Notice - 10% Penalty	5,997.60	8,640.36	2,642.76	44.06 %	5,997.60	8,640.36	2,642.76	44.06 %	72,000.00
1-4230-00	Service Connections	833.00	1,056.53	223.53	26.83 %	833.00	1,056.53	223.53	26.83 %	10,000.00
1-4920-00	Interest Earned	767.50	1,364.34	596.84	77.76 %	767.50	1,364.34	596.84	77.76 %	3,070.00
1-4930-00	Tax Apportionments/County Checks	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	600,000.00
1-4950-00	Miscellaneous Income	3,082.10	635.00	-2,447.10	-79.40 %	3,082.10	635.00	-2,447.10	-79.40 %	37,000.00
1-4955-00	Cell Site Lease Income	11,969.54	12,129.09	159.55	1.33 %	11,969.54	12,129.09	159.55	1.33 %	143,692.00
1-4965-00	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	200,000.00
	Total RevType: 2 - Non-Operating:	26,814.74	26,757.57	-57.17	-0.21 %	26,814.74	26,757.57	-57.17	-0.21 %	1,115,762.00
	Total Revenue:	820,559.74	916,632.92	96,073.18	11.71 %	820,559.74	916,632.92	96,073.18	11.71 %	11,381,889.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	313,503.00	228,855.01	84,647.99	27.00 %	313,503.00	228,855.01	84,647.99	27.00 %	2,578,474.00
1-5230-00	Nunes T P Pump Expense	2,604.79	2,600.00	4.79	0.18 %	2,604.79	2,600.00	4.79	0.18 %	31,270.00
1-5231-00	CSP Pump Station Pump Expense	57,733.00	13,000.00	44,733.00	77.48 %	57,733.00	13,000.00	44,733.00	77.48 %	325,420.00
1-5232-00	Other Trans. & Dist Pump Expense	1,714.00	2,000.00	-286.00	-16.69 %	1,714.00	2,000.00	-286.00	-16.69 %	18,020.00
1-5233-00	Pilarcitos Canyon Pump Expense	180.00	2,900.00	-2,720.00	-1,511.11 %	180.00	2,900.00	-2,720.00	-1,511.11 %	26,000.00
1-5234-00	Denniston T P Pump Expense	11,437.00	11,000.00	437.00	3.82 %	11,437.00	11,000.00	437.00	3.82 %	85,000.00
1-5242-00	CSP Pump Station Operations	874.65	613.55	261.10	29.85 %	874.65	613.55	261.10	29.85 %	10,500.00
1-5243-00	CSP Pump Station Maintenance	1,388.00	0.00	1,388.00	100.00 %	1,388.00	0.00	1,388.00	100.00 %	37,000.00
1-5246-00	Nunes T P Operations - General	6,562.00	4,559.09	2,002.91	30.52 %	6,562.00	4,559.09	2,002.91	30.52 %	57,000.00
1-5247-00	Nunes T P Maintenance	3,958.00	5,758.82	-1,800.82	-45.50 %	3,958.00	5,758.82	-1,800.82	-45.50 %	80,500.00
1-5248-00	Denniston T P Operations-General	4,187.00	2,347.24	1,839.76	43.94 %	4,187.00	2,347.24	1,839.76	43.94 %	35,000.00
1-5249-00	Denniston T.P. Maintenance	2,750.00	1,964.15	785.85	28.58 %	2,750.00	1,964.15	785.85	28.58 %	53,000.00
1-5250-00	Laboratory Expenses	3,313.00	4,292.24	-979.24	-29.56 %	3,313.00	4,292.24	-979.24	-29.56 %	53,000.00
1-5260-00	Maintenance - General	10,970.61	8,696.46	2,274.15	20.73 %	10,970.61	8,696.46	2,274.15	20.73 %	131,700.00
1-5260-10	Maintenance - Main Line Breaks	8,330.00	0.00	8,330.00	100.00 %	8,330.00	0.00	8,330.00	100.00 %	100,000.00
1-5260-11	Maintenance - Paving	4,165.00	343.79	3,821.21	91.75 %	4,165.00	343.79	3,821.21	91.75 %	50,000.00
1-5261-00	Maintenance - Well Fields	909.00	0.00	909.00	100.00 %	909.00	0.00	909.00	100.00 %	50,000.00
1-5263-00	Uniforms	3,700.00	3,692.85	7.15	0.19 %	3,700.00	3,692.85	7.15	0.19 %	10,000.00

Monthly Budget Report

For Fiscal: 2016-2017 Period Ending: 07/31/2016

		July Budget	July Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
1-5318-00	Studies/Surveys/Consulting	12,495.00	0.00	12,495.00	100.00 %	12,495.00	0.00	12,495.00	100.00 %	150,000.00
1-5321-00	Water Resources	3,915.10	0.00	3,915.10	100.00 %	3,915.10	0.00	3,915.10	100.00 %	47,000.00
1-5322-00	Community Outreach	4,165.00	210.00	3,955.00	94.96 %	4,165.00	210.00	3,955.00	94.96 %	50,000.00
1-5381-00	Legal	4,998.00	720.00	4,278.00	85.59 %	4,998.00	720.00	4,278.00	85.59 %	60,000.00
1-5382-00	Engineering	1,166.20	0.00	1,166.20	100.00 %	1,166.20	0.00	1,166.20	100.00 %	14,000.00
1-5383-00	Financial Services	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	20,000.00
1-5384-00	Computer Services	10,437.49	4,253.31	6,184.18	59.25 %	10,437.49	4,253.31	6,184.18	59.25 %	125,300.00
1-5410-00	Salaries/Wages-Administration	127,015.00	103,301.89	23,713.11	18.67 %	127,015.00	103,301.89	23,713.11	18.67 %	1,100,800.00
1-5411-00	Salaries & Wages - Field	140,466.00	131,078.17	9,387.83	6.68 %	140,466.00	131,078.17	9,387.83	6.68 %	1,217,375.00
1-5420-00	Payroll Tax Expense	18,721.00	17,780.17	940.83	5.03 %	18,721.00	17,780.17	940.83	5.03 %	162,245.00
1-5435-00	Employee Medical Insurance	33,135.00	31,301.30	1,833.70	5.53 %	33,135.00	31,301.30	1,833.70	5.53 %	412,904.00
1-5436-00	Retiree Medical Insurance	4,791.00	4,287.56	503.44	10.51 %	4,791.00	4,287.56	503.44	10.51 %	59,976.00
1-5440-00	Employees Retirement Plan	49,002.00	36,056.06	12,945.94	26.42 %	49,002.00	36,056.06	12,945.94	26.42 %	508,256.00
1-5445-00	Supplemental Retirement 401a	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	33,000.00
1-5510-00	Motor Vehicle Expense	4,723.11	3,321.31	1,401.80	29.68 %	4,723.11	3,321.31	1,401.80	29.68 %	56,700.00
1-5620-00	Office Supplies & Expense	14,225.55	16,024.65	-1,799.10	-12.65 %	14,225.55	16,024.65	-1,799.10	-12.65 %	170,775.00
1-5625-00	Meetings / Training / Seminars	1,999.20	611.25	1,387.95	69.43 %	1,999.20	611.25	1,387.95	69.43 %	24,000.00
1-5630-00	Insurance	9,996.00	6,633.52	3,362.48	33.64 %	9,996.00	6,633.52	3,362.48	33.64 %	120,000.00
1-5687-00	Membership, Dues, Subscript.	6,164.20	1,272.84	4,891.36	79.35 %	6,164.20	1,272.84	4,891.36	79.35 %	74,000.00
1-5689-00	Labor Relations	499.80	0.00	499.80	100.00 %	499.80	0.00	499.80	100.00 %	6,000.00
1-5700-00	San Mateo County Fees	1,582.70	0.00	1,582.70	100.00 %	1,582.70	0.00	1,582.70	100.00 %	19,000.00
1-5705-00	State Fees	1,332.80	0.00	1,332.80	100.00 %	1,332.80	0.00	1,332.80	100.00 %	16,000.00
	Total ExpType: 1 - Operating:	889,109.20	649,475.23	239,633.97	26.95 %	889,109.20	649,475.23	239,633.97	26.95 %	8,179,215.00
	ExpType: 4 - Capital Related									
1-5712-00	Debt Service/Existing Bonds 2006B	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	486,426.00
1-5715-00	Debt Service/CIEDB 11-099	260,466.00	260,466.28	-0.28	0.00 %	260,466.00	260,466.28	-0.28	0.00 %	336,409.00
1-5716-00	Debt Service/CIEDB 2016	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	145,203.00
	Total ExpType: 4 - Capital Related:	260,466.00	260,466.28	-0.28	0.00 %	260,466.00	260,466.28	-0.28	0.00 %	968,038.00
	Total Expense:	1,149,575.20	909,941.51	239,633.69	20.85 %	1,149,575.20	909,941.51	239,633.69	20.85 %	9,147,253.00
	Report Total:	-329,015.46	6,691.41	335,706.87		-329,015.46	6,691.41	335,706.87		2,234,636.00

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
July 31, 2016**

RESERVE BALANCES

CAPITAL AND OPERATING RESERVE	\$2,275,184.29
RATE STABILIZATION RESERVE	\$250,000.00
TOTAL DISTRICT RESERVES	\$2,525,184.29

ACCOUNT DETAIL

ACCOUNTS WITH FIRST NATIONAL BANK (FNB)	
CHECKING ACCOUNT	\$648,997.94
CSP T & S ACCOUNT	\$849,685.13
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$1,025,801.22
DISTRICT CASH ON HAND	\$700.00
TOTAL ACCOUNT BALANCES	\$2,525,184.29

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

**COASTSIDE COUNTY WATER DISTRICT
APPROVED CAPITAL IMPROVEMENT PROJECTS
FISCAL YEAR 2016-2017**

7/31/2016

Approved CIP Budget FY 16/17	Actual To Date FY16/17	Projected Year-End FY 16/17	Variance vs. Budget	% Completed	Project Status/ Comments
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Equipment Purchases & Replacement

06-03	SCADA/Telemetry/Electrical Controls Replacement	\$ 50,000		\$ 50,000	\$ -	0%	
17-02	Forklift for Nunes	\$ 30,000		\$ 30,000	\$ -	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%	
09-09	Fire Hydrant Replacement	\$ 40,000		\$ 40,000	\$ -	0%	
09-23	District Digital Mapping	\$ 10,000		\$ 10,000	\$ -	0%	
14-14	Pilarcitos Canyon Road Improvements	\$ 65,000		\$ 65,000	\$ -	0%	
17-11	Pilarcitos PRV Station Valve Replacement	\$ 45,000		\$ 45,000	\$ -	0%	
09-07	Advanced Metering Infrastructure	\$ 300,000		\$ 300,000	\$ -	0%	
99-01	Meter Change Program	\$ 300,000		\$ 300,000	\$ -	0%	

Pipeline Projects

06-01	Avenue Cabrillo Phase 2 & 3 Pipeline Replacement Project	\$ 650,000	\$202,325	\$ 650,000	\$ -	31%	
13-02	Replace 8" Pipeline Under Creek at Pilarcitos Avenue	\$ 100,000		\$ 100,000	\$ -	0%	
14-26	Replace 2" Pipe in Downtown Half Moon Bay	\$ 500,000		\$ 500,000	\$ -	0%	

Pump Stations / Tanks / Wells

06-04	Hazen's Tank Replacement	\$ 30,000		\$ 30,000	\$ -	0%	
06-03	El Granada Tank #3 Recoating Project	\$ 600,000		\$ 600,000	\$ -	0%	
13-11	EG Tank #1 & Tank #2 Emergency Generators	\$ 200,000		\$ 200,000	\$ -	0%	
17-03	Pilarcitos Wells 3 and 3A Rehabilitation	\$ 90,000		\$ 90,000	\$ -	0%	
17-05	Crystal Springs Pump Station Motor Controls	\$ 50,000		\$ 50,000	\$ -	0%	
17-06	Crystal Springs Pump Station Discharge Valve Replacement	\$ 30,000		\$ 30,000	\$ -	0%	

Water Supply Development

10-02 & 12-04	Denniston Pump Station & Pipeline Project (formerly Bridgeport Drive Pipeline Replacement Project)	\$ 2,600,000	\$ 525	\$ 2,600,000	\$ -	0%	
17-12	Recycled Water Project Development	\$ 100,000		\$ 100,000	\$ -	0%	

Water Treatment Plants

17-01	Nunes Water Treatment Plant Treated Water Meter	\$ 50,000		\$ 50,000	\$ -	0%	
17-04	Denniston Dam Spillway	\$ 10,000		\$ 10,000	\$ -	0%	
17-07	Denniston WTP Site Improvements for Erosion Control	\$ 50,000		\$ 50,000	\$ -	0%	

**COASTSIDE COUNTY WATER DISTRICT
APPROVED CAPITAL IMPROVEMENT PROJECTS
FISCAL YEAR 2016-2017**

7/31/2016

		Approved CIP Budget FY 16/17	Actual To Date FY16/17	Projected Year-End FY 16/17	Variance vs. Budget	% Completed	Project Status/ Comments
17-08	Nunes Filter Surface Wash Repairs	\$ 50,000		\$ 50,000	\$ -	0%	
17-10	Nunes Backwash Pond Sand Replacement	\$ 65,000		\$ 65,000	\$ -	0%	
99-05	Denniston Maintenance Dredging	\$ 35,000		\$ 35,000	\$ -	0%	

FY 15/16 TOTALS \$ 6,088,000 \$202,850 \$ 6,088,000 \$ -

Previous CIP Projects - paid in FY 16/17

PREVIOUS YEAR TOTALS \$ - \$ - \$ - \$ -

UNSCHEDULED ITEMS (CAPITAL EXPENDITURES) FOR CURRENT FISCAL YEAR 16/17

	Mixers for El Granada Tanks #1 and #2		\$ 3,128	\$ 3,128	\$ (3,128)		Completed (\$3K is for installation; Mixers were purchased in 6/2016)

NON-BUDGETED TOTALS \$ - \$ 3,128 \$ 3,128 \$ (3,128)

CIP TOTALS \$ 6,088,000 \$205,978 \$ 6,091,128 \$ (3,128)

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

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

Month	Admin (General Legal Fees)	Water Supply Develpmnt	Recycled Water	Transfer Program	CIP	Personnel	Water Shortage	Lawsuits	Infrastructure Project Review (Reimbursable)	TOTAL
Aug-15	8,255			625	88					8,968
Sep-15	764		1,147	206	1,348				941	4,405
Oct-15	2,259	88	500	1,609	6,164	504			118	11,241
Nov-15	3,920		176	1,113	5,014					10,224
Dec-15	1,535	617			1,970					4,122
Jan-16	2,673	970		798	941					5,382
Feb-16	2,969				1,000	7,859				11,828
Mar-16	8,572		272		60	8,282				17,187
Apr-16	8,014			900	91	2,640				11,645
May-16	3,616			776		5,438				9,830
Jun-16	3,583		1,540			11,879				17,002
Jul-16	7,269		1,812	392		5,564				15,037
TOTAL	53,431	1,676	5,447	6,418	16,675	42,167	0	0	1,058	126,872

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

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

Month	Admin & Retainer	CIP	Studies & Projects	TOTAL	Reimbursable from Projects
Aug-15	480	9,845	85	10,409	85
Sep-15	480	11,362	507	12,349	507
Oct-15	480	10,853	1,372	12,705	1,372
Nov-15	480	2,095	1,606	4,180	1,606
Dec-15	480	1,389	4,901	6,770	4,901
Jan-16	480		4,392	4,872	4,392
Feb-16	1,926	6,083	338	8,347	338
Mar-16	2,291	5,812		8,103	
Apr-16	480	10,650	2,789	13,919	2,789
May-16	2,508	12,863	7,014	22,385	7,014
Jun-16	1,280	4,960	2,191	8,431	2,191
Jul-16	480			480	0
TOTAL	11,845	75,910	25,193	112,948	25,193

Calcon T&M Projects Tracking

Project No.	Name	Acct No.	Proposal Date	Approved Date	Project Budget	1/31/16	2/29/16	3/30/16	4/30/16	5/31/16	6/30/16	Project Total Billing	Project Budget Remaining	CIP Project
CAL-13-EMG	Emergency Callout													
CAL-14-EMG	Emergency Callout													
CAL-15-EMG	Emergency Callout						\$5,633.06	\$1,048.50	\$1,330.00					
CAL-13-00	Calcon Project Admin/Miscellaneous													
CAL-13-01	EG Tank 2 Recoating Project		9/30/13	10/8/13	\$8,220.00							\$8,837.50	-\$617.50	08-17
CAL-13-02	Nunes Control System Upgrades		9/30/13	10/8/13	\$46,141.00							\$55,363.60	-\$9,222.60	FY13 CIP
CAL-13-03	Win 911 and PLC Software		9/30/13	10/8/13	\$9,717.00							\$12,231.74	-\$2,514.74	
CAL-13-04	Crystal Springs Surge Tank Retrofit		11/26/13	11/27/13	\$31,912.21							\$66,572.54	-\$34,660.33	6-Dec
CAL-13-05												\$0.00	\$0.00	
CAL-13-06	Nunes Legacy Backwash System Removal		11/25/13	11/26/13	\$6,516.75							\$6,455.00	\$61.75	
CAL-13-07	Denniston Backwash FTW Valves		11/26/13	11/27/13	\$6,914.21							\$9,518.28	-\$2,604.07	
CAL-14-01	Denniston Wash Water Return Retrofit		1/28/14	2/14/14	\$13,607.00							\$13,591.60	\$15.40	
CAL-14-02	Denniston Calrifier SCADA Data		4/2/14	4/7/14	\$4,125.00							\$4,077.50	\$47.50	
CAL-14-03	Nunes Surface Scatter Turbidimeter		4/2/14	4/7/14	\$2,009.50							\$0.00	\$2,009.50	
CAL-14-04	Phase I Control System Upgrade		4/2/14	4/7/14	\$75,905.56							\$44,459.14	\$31,446.42	
CAL-14-06	Miramar Control Panel		8/28/14	8/28/14	\$37,953.00							\$27,980.71	\$9,972.29	
CAL-14-08	SFWater Flow & Data Logger/Cahill Tank		8/20/2014	8/20/2014	\$1,370.00							\$1,372.00	-\$2.00	
CAL-15-01	Main Street Monitors											\$6,779.42	-\$6,779.42	
CAL-15-02	Denniston To Do List											\$2,930.00	-\$2,930.00	
CAL-15-03	Nunes & Denniston Turbidity Meters				\$6,612.50							\$5,833.26	\$779.24	
CAL-15-04	Phase II Control System Upgrade					\$24,466.83	\$14,452.50	\$9,528.20	\$7,855.95	\$3,990.00	\$13,445.00	\$164,904.50	-\$164,904.50	
CAL-15-05	Permanganate Water Flow											\$1,567.15	-\$1,567.15	
					\$244,391.23	\$24,466.83	\$14,452.50	\$9,528.20	\$7,855.95	\$3,990.00	\$13,445.00	\$432,473.94	-\$181,470.21	

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, July 12, 2016

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

Also present: David Dickson, General Manager; Mary Rogren, Assistant 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.

There were 3 people in the audience.

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending June 30, 2016:
Claims: \$752,166.57; Payroll: \$84,197.87 for a total of \$836,364.44
➤ *June 2016 Monthly Financial Claims reviewed by Director Coverdell*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of June 14, 2016 Regular Board of Directors Meeting
- D. Approval of Minutes of June 30, 2016 Special Board of Directors Meeting
- E. Monthly Water Transfer Report
- F. Installed Water Connection Capacity and Water Meters Report
- G. Total CCWD Production Report
- H. CCWD Monthly Sales by Category Report - June 2016
- I. Monthly Emergency Main & Service Repairs Report and Water Line Flushing Report
- J. Rainfall Reports

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

ON MOTION BY Vice-President Reynolds and seconded by Director Coverdell, the Board voted to accept and approve the Consent Calendar in its entirety:

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

There were no reports of meetings attended.

6) GENERAL BUSINESS

A. Award of Contract - El Granada Tank 3 Recoating Project

Mr. Guistino reported on the background and level of complexity of this project, and explained that upon an evaluation of the low bidder's compliance with the District's bidding requirements, staff had determined that Euro Style Management, Inc. does not meet the contractor licensing qualifications and was therefore deemed non-responsive. He reported that the District had also received a protest from Canyon Springs Enterprises noting that Euro Style Management Inc. did not meet the District's requirements. Mr. Guistino answered a few brief questions from the Board

ON MOTION BY Vice-President Reynolds and seconded by Director Mickelsen, the Board voted to reject the low bid of Euro Style Management, Inc. as non-responsive and authorize the General Manager to contract with Canyon Springs Enterprises to repair, reline, and recoat the El Granada Tank 3 for a cost of \$683,320:

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

B. Fiscal 2015-2016 Year End - Preliminary Financial Results

Ms. Rogren reported the preliminary financial results for Fiscal Year ending June 30, 2016, highlighting some key points, including the below budget year-to-date operating revenue, offset by higher non-operating revenues from property tax receipts and an ERAF refund; year-to-date expenses being \$888,000 under plan; personnel and benefit expenses reflecting a savings of \$247,000; and other savings including electricity costs, consulting and community outreach expenses.

Vice-President Reynolds inquired about the increase in lab testing and legal costs in the 2015-2016 Fiscal Year. Mr. Miyaki addressed the budget over-run in legal costs and reviewed the subjects requiring a significant amount of attorney time, including labor and employee benefit related issues, property easements, environmental issues associated with the El Granada Pipeline Replacement Final Phase Project, Recycled Water Project matters, and legal work associated with the I-Bank loan application. Mr. Dickson added that the overall legal expenses also include legal work with respect to water rights issues performed by Alan Lilly with Bartkiewicz, Kronick & Shanahan.

Vice-President Reynolds suggested that perhaps staff could work with Hanson Bridgett and develop a plan to assist in controlling the District's legal costs. Mr. Miyaki expressed his appreciation for Vice-President Reynold's comments and added that both he and Mr. Dickson are very sensitive with regards to legal budgets and legal costs and that he would be more than happy to meet with staff and a Board committee, if desired, to discuss alternative fee arrangements to help meet the District's needs.

President Glassberg acknowledged and complimented Mr. Guistino's and the entire field crew's contributions to budget savings through their commitment and success in maximizing the utilization of the District's local water sources.

C. Amended and Restated Drought Ordinance

Ms. Brennan provided background and explained that the amended ordinance reflects the changes in the State Water Resources Control Board's (SWRCB) efforts to make the emergency water conservation regulations reflect the regional water supply conditions implemented by Governor Brown's executive order. She advised that the District has achieved cumulative water savings of 21.6%, compared to the District's mandated 8%. She noted that with this savings achieved, District staff proposes easing irrigation restrictions and prohibitions. Ms. Brennan reported that if the SWRCB accepts the District's self-certification of supply reliability, the District would have a zero water conservation standard, instead of the current 8 percent standard. She explained the proposed amended ordinance and discussed the possibility that customers will respond to the eased restrictions by increasing their irrigation water use.

ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds, the Board voted to adopt Ordinance 2016-01 restating emergency water conservation and water use restrictions and prohibitions under a Stage 2 Water Shortage Emergency Warning of Coastside County Water District's Water Shortage Contingency Plan:

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

D. Meter Change and Advanced Metering Infrastructure Projects

Mr. Dickson introduced this project and provided the background, noting that the District has been discussing Advanced Metering Infrastructure (AMI) for many years. He reviewed staff's research and recommended focus on Badger Ultrasonic Meters and Aclara Technologies' Advanced Metering Infrastructure. He also advised that this project is in the 10-year Capital Improvement Program for a three year implementation period at a cost of approximately \$600,000 per year. Ms. Rogren reviewed statistics and details of the District's meter replacement program and summarized a comparison of Badger, Kamstrup, Sensus, and Neptune ultrasonic meters.

Mr. Miyaki explained that the District is not legally required to seek competitive bids but that the District's Policies and Procedures for Award of Contract (Resolution 2012-01) require that the Board waive District competitive bidding requirements and authorize the General Manager to proceed with procurement of the Badger ultrasonic water meters and Aclara services for automatic metering.

Ms. Rogren next summarized how the advanced metering infrastructure works and demonstrated the software that provides access to metering data. Discussion ensued with the Board members asking staff a series of questions about the recommended action.

ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds, the Board voted to (1) Waive the requirement in the District's Policies and Procedures for Award of Contracts (Resolution 2012-01) to solicit competitive bids and authorize the General Manager to proceed with procurement of (a) Badger ultrasonic water meters from National Meter and Automation, Inc. and, (b) meter terminal units, data collector units, and services for automated metering from Aclara Technologies LLC; (2) Authorize the General Manager to contract for purchase of Badger meters and meter box lids for the Fiscal Year 2016-2017 Meter Change Program in an amount not to exceed \$300,000; (3) Direct the General Manager to negotiate and present for Board approval a contract with Aclara Technologies LLC to provide materials and services for the District's Automated Metering Infrastructure; and (4) Direct the General Manager to ensure that the meters and automated technology devices are installed at the same time:

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

E. Proposed Revisions to Policies and Procedures for Award of Contracts

Mr. Dickson explained that the purpose of this agenda item is to amend the policies and procedures for award of contracts by approving a Resolution to authorize the General Manager to designate someone to exercise the General Manager's authority under the policies. He advised that this change will help ensure continuity of District operations when the General Manager is not available.

ON MOTION BY Vice-President Reynolds and seconded by Director Mickelsen, the Board voted to adopt Resolution 2016-09, A Resolution of the Board of Directors of the Coastside County Water District Amending Policies and Procedures for Award of Contracts:

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

F. Resolution Requiring Even-Numbered Year Elections for the Board of Directors

Mr. Dickson provided the background of this agenda item, advising that the Board had requested that staff pursue this matter with the San Mateo County Elections Office to change the District's elections from odd-numbered to even numbered years. He reported that making this change will lower costs, as other local agencies, including Montara Water & Sanitary District and Granada Community Services District have already made this change.

ON MOTION BY Vice-President Reynolds and seconded by Director Feldman, the Board voted to adopt Resolution 2016-10 Requiring Even-Numbered Year Elections for the Board of Directors:

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

G. Approval of Class Specifications for Customer Service Technician and Administrative Services Manager; Approval of Salary Schedule

Mr. Dickson stated he would like to pull item number two of staff's recommendation (approval of Administrative Service Manager Class Specification and salary range), as more work is required on this item. He explained that staff would like to proceed with the approval of Class Specification for the Customer Service Technician, and to approve filling the

open position, which is included in the FY 2016/2017 Budget. He also advised that staff would like the Board to approve modifications to the Salary Schedule, but that an updated version was being distributed, superseding the one provided in the Board packet.

Mr. Dickson summarized the responsibilities of the new Customer Service Technician position, advising that this position will play an important role in the initiation and operation of the AMI program.

ON MOTION BY Vice-President Reynolds and seconded by Director Feldman, the Board voted to approve Class Specification for Customer Service Technician and approve filling the open position (included in FY 2016/2017 Budget) and to approve modifications to Salary Schedule that was distributed at the meeting (reflecting new Class Specifications):

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

Vice-President Reynolds, not feeling well, left the meeting at 9:03 p.m.

H. Consider approval of Resolution 2016-11 Establishing Appropriations Limit Applicable to District during Fiscal Year 2016-2017

ON MOTION BY Director Mickelsen and seconded by Director Coverdell, the Board voted to adopt Resolution 2016-11 establishing appropriations limit applicable to District during Fiscal Year 2016-2017:

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

I. Approval of Water Service Agreement - Stoloski

Mr. Dickson described the project and location; there were no questions from the Directors.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted to approve the Water Service Agreement between Coastside County Water District and Mark Stoloski & Robert Gonzalez for construction of pipeline extensions along Champs Elysees and Pullman Avenue:

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

J. Approval of Water Service Agreement – Churchside Court Subdivision

Mr. Dickson also described this project and location, advising that the District has worked on other successful projects with Cameron Jeffs, applicant for the development:

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted to approve the Water Service Agreement between Coastside County Water District and Churchside Court LLC for construction of a pipeline extension along Church Street in Half Moon Bay:

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

7) GENERAL MANAGER’S REPORT AND MONTHLY INFORMATIONAL REPORTS

Mr. Dickson reported on his partial retirement status and schedule, advising that he will generally be in the office two days per week and will be available to the Board and staff by telephone or email at other times.

Mr. Dickson stated that some Board members have expressed an interest in having a strategic planning retreat and proposed scheduling this event for the late Fall, possibly in October or November 2016. Director Coverdell commented that he was in favor of scheduling this Board retreat, and there are a number of issues that could be discussed, including revising the District’s Mission Statement, discussion of the potential Recycled Water Project, staffing matters and a number of other issues could be agendized for discussion. Director Feldman supported the idea, as did Director Mickelsen. President Glassberg considered the support from the Directors as direction to staff to proceed with the scheduling and planning for the strategic planning session.

A. Operations Report

There were brief questions for Mr. Guistino with regard to the Operations Report.

8) DIRECTOR AGENDA ITEMS – REQUESTS FOR FUTURE BOARD MEETINGS

There were no requests from the Directors for future agenda items.

9) **ADJOURNMENT** - The meeting was adjourned at 9:13 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary of the District

Arnie Glassberg, President
Board of Directors

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: August 9, 2016

Report

Date: August 2, 2016

Subject: Monthly Water Transfer Report - July 2016

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, one application to transfer one half (.5) -- 5/8" (20 gpm) non-priority water service connections was approved. A spreadsheet reporting this transfer follows this report as well as the approval memorandum from Patrick Miyaki and the confirmation letter from Gina Brazil.

**NON PRIORITY WATER TRANSFERS APPROVED FOR THE 2016 CALENDAR YEAR
MONTH OF JUNE 2016**

DONATING APN	PROPERTY OWNER(S)	RECIPIENT APN	PROPERTY OWNER(S)	# of CONNECTIONS	DATE
056-143-330	Burke & Jessica Revet	056-116-140	Charles & Trula Foyd	one half (.5) - - 5/8"	July 23, 2016

Memorandum

TO: Gina Brazil
FROM: Patrick T. Miyaki
DATE: July 23, 2016
RE: **Application to Transfer One-Half (1/2) Uninstalled Non-Priority Water Service Connection from Burke & Jessica Revet to Charles & Trula Floyd Trust**

Gina, I have reviewed the Application to transfer one-half 5/8-inch uninstalled non-priority water service connection from property owned by Burke & Jessica Revet (APN 056-143-330) to property owned by Charles & Trula Floyd Trust (APN 056-116-140).

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

.

July 23, 2016

Burke & Jessica Revet
447 Laurel Avenue
Half Moon Bay, CA 94019



and

Charles & Trula Floyd
551 Alsace Lorraine
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 half (.5) - 5/8" non-priority water service connection. The result of this transfer is as follows:

- **APN 056-143-330** has no present rights to a uninstalled water service connections from the Coastside County Water District;
- **APN 056-116-140** - now has half (.5) -- 5/8" non-priority uninstalled water service connection assigned to it from the Crystal Springs Project. This parcel also has two and one half (2.5) - 5/8" existing non-priority uninstalled water service connection that is assigned to it. **With approval of this water transfer, this parcel will now have a total of three (3) - 5/8" uninstalled water service connections 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". The signature is fluid and cursive.

Gina Brazil
Office Manager

cc: David Dickson, General Manager

Fiscal Year 2017 Water Service Installations

FY 2017

APN	Name	Install Address	City/Community	Meter Size	Type	Date Installed	Notes
056-081-380	Nava, Kenneth & Yvonne	694 Terrace Ave	HMB	5/8"	dom	25-Jul-16	with 1" fire

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2017

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	1.58	15.50	0.00	37.11	7.05	61.24	4.36	56.88
AUG								
SEPT								
OCT								
NOV								
DEC								
JAN								
FEB								
MAR								
APR								
MAY								
JUN								
TOTAL	1.58	15.50	0.00	37.11	7.05	61.24	4.36	56.88
% MONTHLY TOTAL	2.58%	25.31%	0.00%	60.60%	11.51%	100.00%	7.12%	92.88%
% ANNUAL TO DATE TOTAL	2.6%	25.3%	0.0%	60.6%	11.5%	100.0%	7.12%	92.9%
Local vs Imported-month	88.5%	11.51%	CCWD vs SFPUC- month		27.9%	72.1%		
Local vs Imported-annual	88.5%	11.5%	CCWD vs SFPUC- annual		27.9%	72.1%		
	Local Source	Imported Source						

12 Month Running Treated Total 577.89

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2016

	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS RESERVOIR	CRYSTAL SPRINGS RESERVOIR	RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
JUL	0.00	0.00	0.00	0.00	57.33	57.33	2.57	54.76
AUG	0.00	0.00	0.00	0.00	62.00	62.00	2.07	59.93
SEPT	0.00	0.00	0.00	0.00	59.07	59.07	2.93	56.14
OCT	0.00	0.00	0.00	0.00	56.60	56.60	2.44	54.16
NOV	0.00	0.00	2.07	0.00	42.44	44.51	2.45	42.06
DEC	0.00	12.51	9.44	0.00	17.68	39.63	3.03	36.60
JAN	0.00	11.84	15.14	0.00	10.96	37.94	2.67	35.27
FEB	0.00	17.51	11.08	7.89	3.27	39.75	2.19	37.56
MAR	0.05	9.33	13.85	15.86	0.11	39.20	3.21	35.99
APR	0.00	18.08	13.24	10.30	1.96	43.58	3.26	40.32
MAY	0.00	24.01	2.70	33.79	4.03	64.53	3.92	60.62
JUN	1.45	18.80	0	39.29	7.69	67.23	4.87	62.36
TOTAL	1.50	112.08	67.52	107.13	323.15	611.37	35.60	575.77
% TOTAL	0.2%	18.3%	11.0%	17.5%	52.9%	100.0%	5.82%	94.2%

 denotes estimated due to faulty SFPUC meter

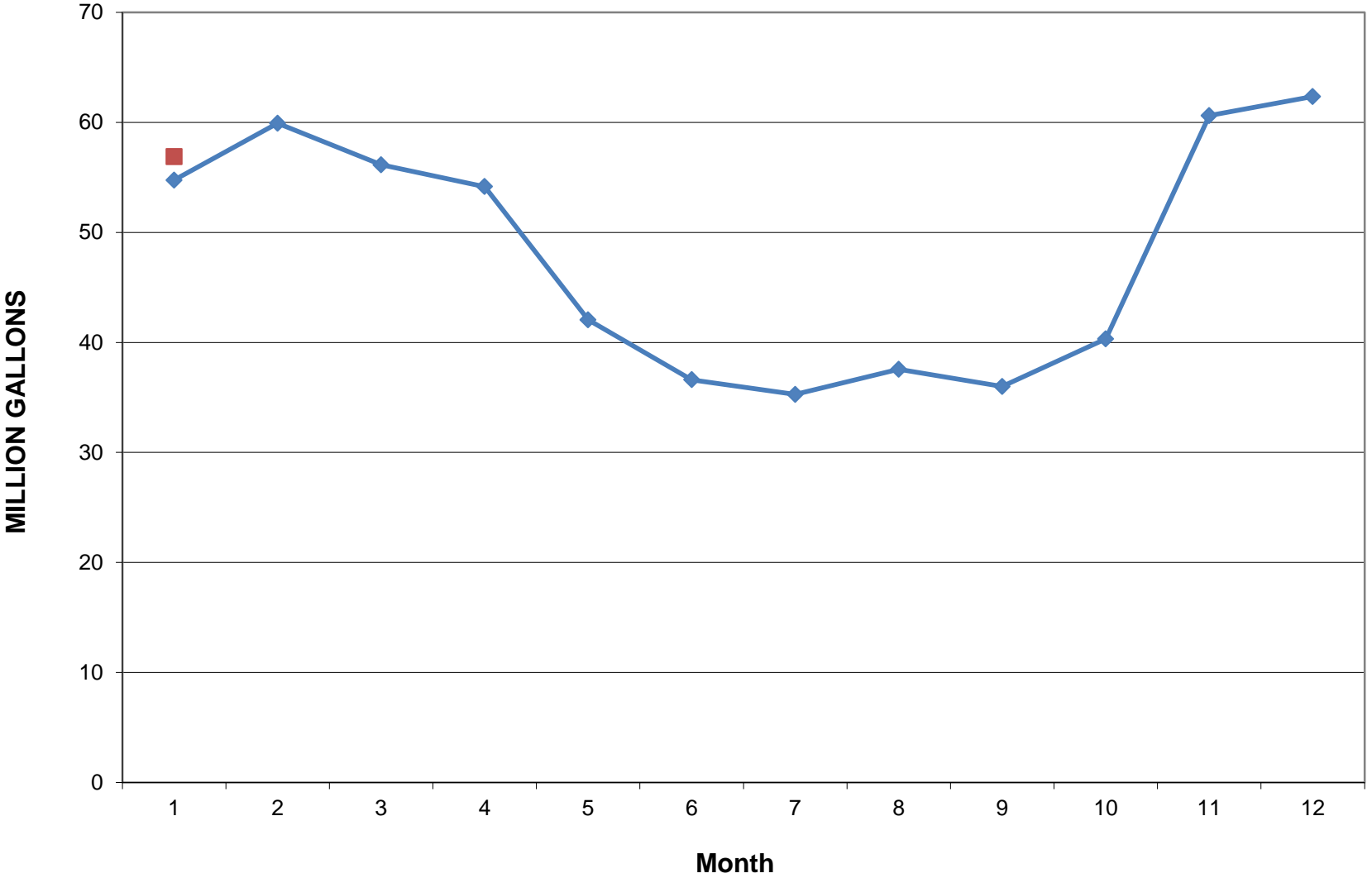
COASTSIDE COUNTY WATER DISTRICT

Predicted vs Actual Production - All Sources FY 17

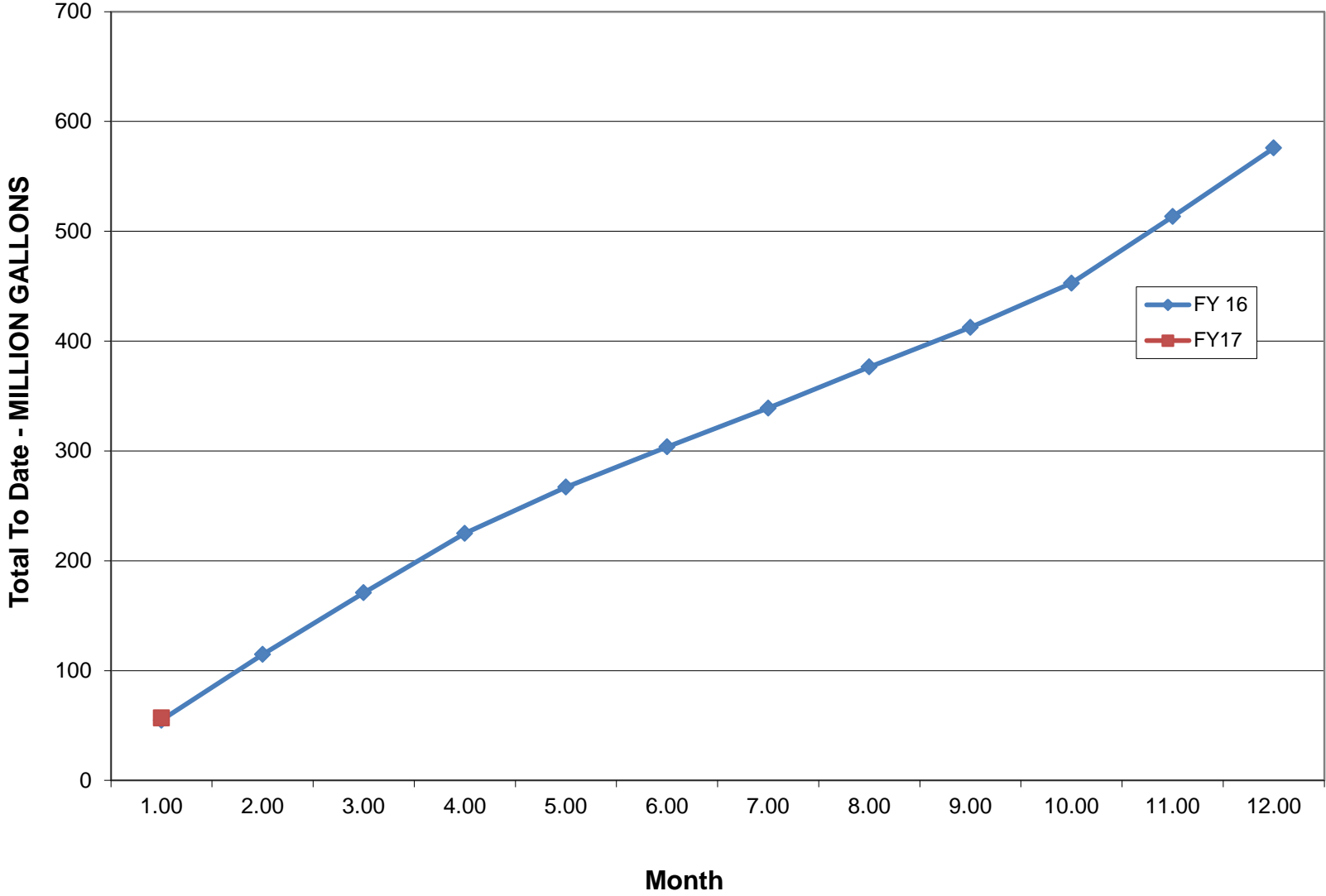
	Denniston Surface			Denniston Wells			Pilarcitos Wells			Pilarcitos Surface			SFWD CSP			SFWD Total	
	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG
Jul-16	15.50	0.00	-15.50	1.58	0.00	-1.58	0.00	0.00	0.00	37.11	0.00	-37.11	9.62	57.30	47.68	46.73	57.30
Aug-16			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	61.04
Sep-16			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	67.77
Oct-16			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	66.27
Nov-16			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	45.33
Dec-16			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	16.64
Jan-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	8.98
Feb-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	8.98
Mar-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	5.31
Apr-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	30.37
May-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	34.11
Jun-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	0.00
MG Totals	15.50	0.00	-15.50	1.58	0.00	-1.58	0.00	0.00	0.00	37.11	0.00	-37.11	9.62	57.30	47.68	46.73	402.09

	Actual non SFPUC	Predicted non SFPUC	Actual SFPUC	Predicted SFPUC	TOTAL Actual	TOTAL Predicted	TOTAL Pred-act
	17.08	0.00	46.73	57.30	63.81	57.30	-6.51
% Total	26.77%	0.00%	73.23%	100.00%	111.37%		

Monthly Production FY 15 vs FY 16



Cumulative Production FY 15 vs.FY16



Plant Water Use*			Unmetered Water							2016			MG	
	Denniston Plant	Nunes Plant	Total	Main Flushing	Detector Checks*	Main Breaks	Fire Dept	Miscellaneous	Denniston Holding Pond	Autoflush	Tank Level Difference	Total		
JAN	1.070	1.430	2.500	0.005	0.022	0.000	0.006	0.000	0.013	0.139	0.002	2.686		
FEB	1.220	1.130	2.350	0.001	0.012	0.010	0.000	0.000	0.011	0.139	-0.326	2.197		
MAR	0.850	1.610	2.460	0.000	0.011	0.010	0.030	0.013	0.270	0.139	0.274	3.206		
APR	1.740	1.400	3.140	0.000	0.008	0.030	0.000	0.000	0.000	0.139	0.149	3.466		
MAY	1.920	1.560	3.480	0.000	0.019	0.173	0.000	0.000	0.000	0.139	0.153	3.964		
JUN	1.740	1.790	3.530	0.872	0.010	0.309	0.000	0.000	0.000	0.139	0.006	4.867		
JUL	1.810	2.150	3.960	0.512	0.009	0.011	0.000	0.000	0.000	0.139	-0.273	4.358		
AUG												0.000		
SEP												0.000		
OCT												0.000		
NOV												0.000		
DEC												0.000		
TOTAL	10.35	11.07	21.42	1.39	0.09	0.54	0.04			0.97	-0.02	24.75		

Coastside County Water District Monthly Sales By Category (MG)

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	19.638												19.64
COMMERCIAL	3.731												3.73
RESTAURANT	1.745												1.75
HOTELS/MOTELS	3.004												3.00
SCHOOLS	0.659												0.66
MULTI DWELL	2.572												2.57
BEACHES/PARKS	0.579												0.58
AGRICULTURE	5.160												5.16
RECREATIONAL	0.242												0.24
MARINE	0.498												0.50
IRRIGATION	11.619												11.62
Portable Meters	0.099												0.10
TOTAL - MG	49.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	49.55

Non Residential Usage 29.907 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 564.01
 12 mo Ave Residential **290.30**
 12 mo Ave Non Residential **273.71**
 Total 564.01 #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE!

FY 2016

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	16.404	36.028	19.921	35.811	17.330	26.355	15.604	26.528	14.252	23.645	17.277	37.908	287.06
COMMERCIAL	5.667	3.049	3.291	2.591	2.874	2.085	2.685	2.306	2.777	1.976	3.822	2.684	35.81
RESTAURANT	1.461	1.871	1.921	1.486	1.462	1.132	1.530	1.254	1.523	1.034	1.946	1.354	17.98
HOTELS/MOTELS	2.439	3.397	3.086	2.502	2.528	1.985	2.440	2.164	2.352	2.035	3.535	2.573	31.04
SCHOOLS	0.530	0.619	0.782	0.830	0.536	0.261	0.194	0.297	0.309	0.221	0.791	0.688	6.06
MULTI DWELL	1.815	2.930	2.426	2.736	2.135	2.387	2.422	2.558	2.155	2.127	2.922	2.786	29.40
BEACHES/PARKS	0.413	0.498	0.673	0.352	0.287	0.158	0.162	0.153	0.178	0.141	0.356	0.429	3.80
AGRICULTURE	4.342	5.487	4.794	5.120	5.653	3.664	3.549	4.523	5.588	4.971	7.473	4.559	59.72
RECREATIONAL	0.173	0.263	0.209	0.206	0.158	0.153	0.161	0.166	0.154	0.153	0.245	0.220	2.26
MARINE	0.491	0.592	0.680	0.425	0.397	0.260	0.328	0.278	0.373	0.442	0.652	0.445	5.36
IRRIGATION	8.677	13.483	12.064	7.158	5.822	2.112	1.650	1.629	1.334	1.278	7.184	12.122	74.51
Portable Meters	0.697	1.057	0.560	0.687	0.518	0.144	0.066	0.099	0.122	0.141	0.231	0.254	4.58
TOTAL - MG	43.11	69.27	50.41	59.90	39.70	40.69	30.79	41.96	31.12	38.16	46.43	66.02	557.58

Non Residential Usage 26.706 33.246 30.486 24.093 22.371 14.340 15.187 15.428 16.865 14.519 29.156 28.114
Running 12 Month Total
 12 mo Ave Residential 1.37 4.37 6.03 9.01 10.46 12.65 13.95 16.17 17.35 19.32 20.76 23.92
 12 mo Ave Non Residential 2.23 5.00 7.54 9.54 11.41 12.60 13.87 15.15 16.56 17.77 20.20 22.54
 Total 3.59 9.37 13.57 18.56 21.87 25.26 27.82 31.32 33.91 37.09 40.96 46.46

MONTH/YEAR Jul-16

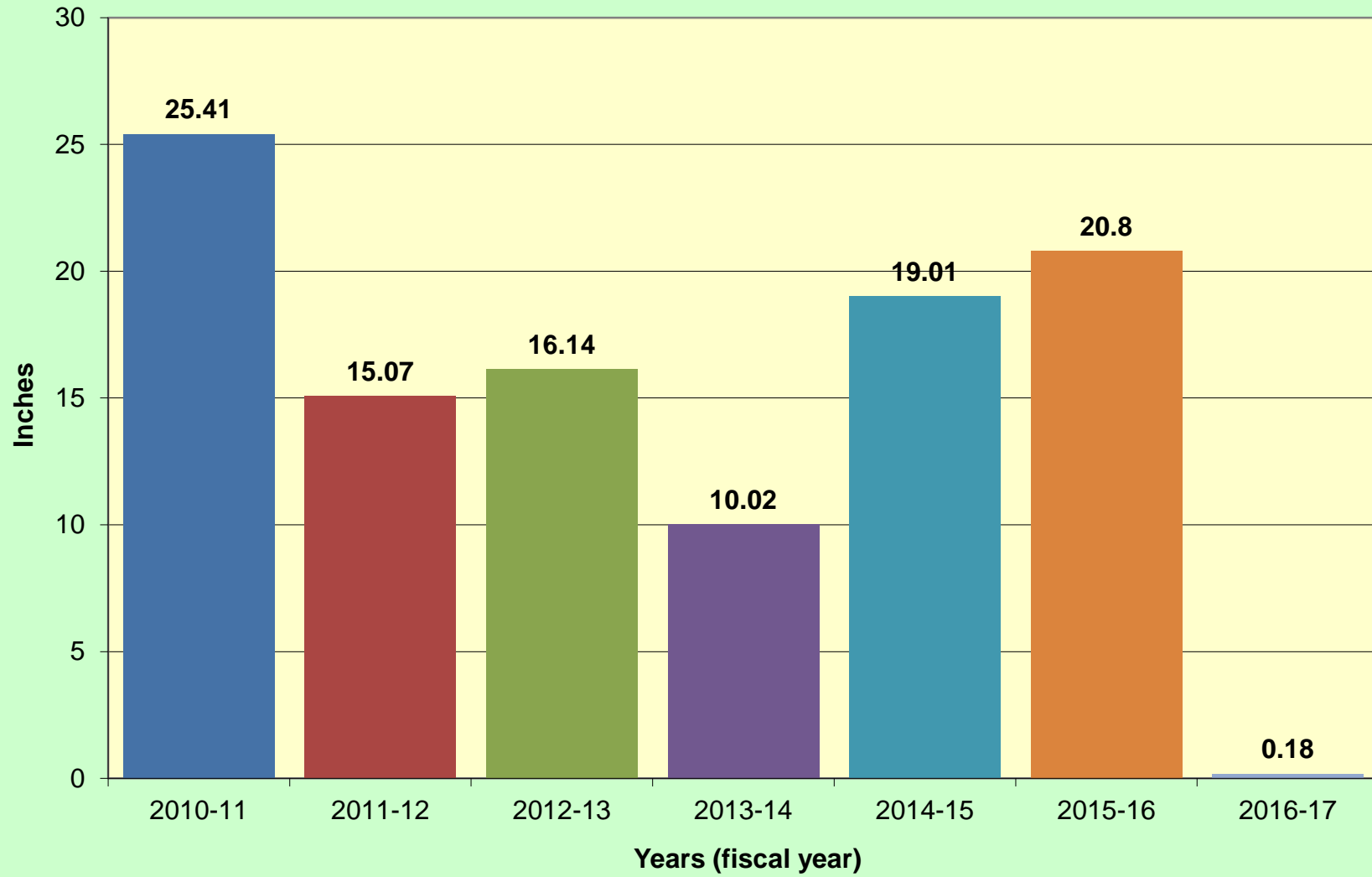
**Coastside County Water District Monthly Discharge Report
EMERGENCY MAIN AND SERVICE REPAIRS**

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		
1	7/6/2016	7/8/16	Willow Ave HMB	M	4" CI	6,000	N		\$900.00	\$670.00	3	6	\$900	\$2,470.00
2	7/21/2016	7/21/2016	Wavecrest RD.HMB	M	2" galv.	4,800	N		\$525.00	\$350.00	3	3.5	\$525	\$1,400.00
3	7/20/2016	7/27/2016	346 Central Ave HMB	S	1" PL		N		\$1,600.00	\$898.00	4	8	\$1,700	\$4,198.00
4														\$0.00
5														\$0.00
6														\$0.00
7														\$0.00
8														\$0.00
Totals						10,800			\$3,025.00	\$1,918.00	10	17.5	\$3,125	\$8,068.00
*includes 1,000 gallons for mains to daylight plus 1,000 gallons to flush mains or 100 gallons to flush services									** If Yes, include photos of damage			Staff x hours = 175		

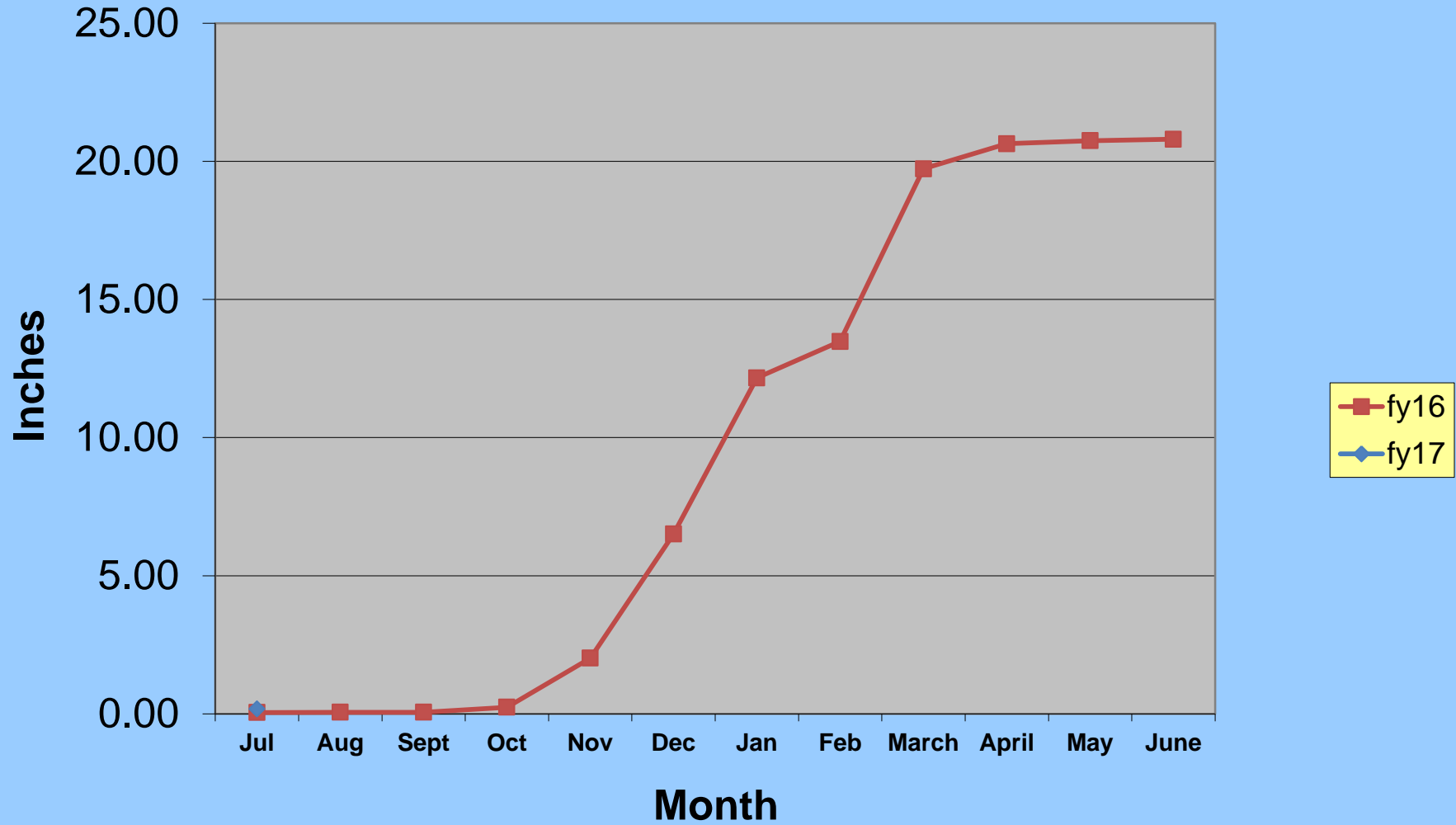
MONTH/YEAR										
NEW WATER LINE FLUSHING REPORT								OTHER DISCHARGES		
	Date	Project/Location	Pipe Size & Type	Estimated Water Flushed (Gallons)	Chlorine Residual after dechlor	pH	Duration of Discharge (minutes)	Total Volumes (gallons)		
1								Flushing Program	0.512	
2								Reservoir Cleaning		
3								Automatic Blowoffs	0.139	
3								Dewatering Operations		
4								Other (includes flow testing)		
DEWATERING OPERATIONS GREATER THAN 350,000 GALLONS (requires prenotification to CWRCB)									Number of planned or emergency discharges greater than 50,000 gallons	
	Date	Location	Volume	pH			Chlorine Residual after dechlor			Duration (min)
				5 min	20 min	end	5 min	20 min	end	
1										
2										
ANNUAL REPRESENTATIVE MONITORING										PLANNED DISCHARGES GRAND TOTAL (MG)
	Date	Location	Volume	pH	Chlorine Residual after dechlor					
1										0.651

Rain Totals

Fiscal Years 11 - 17



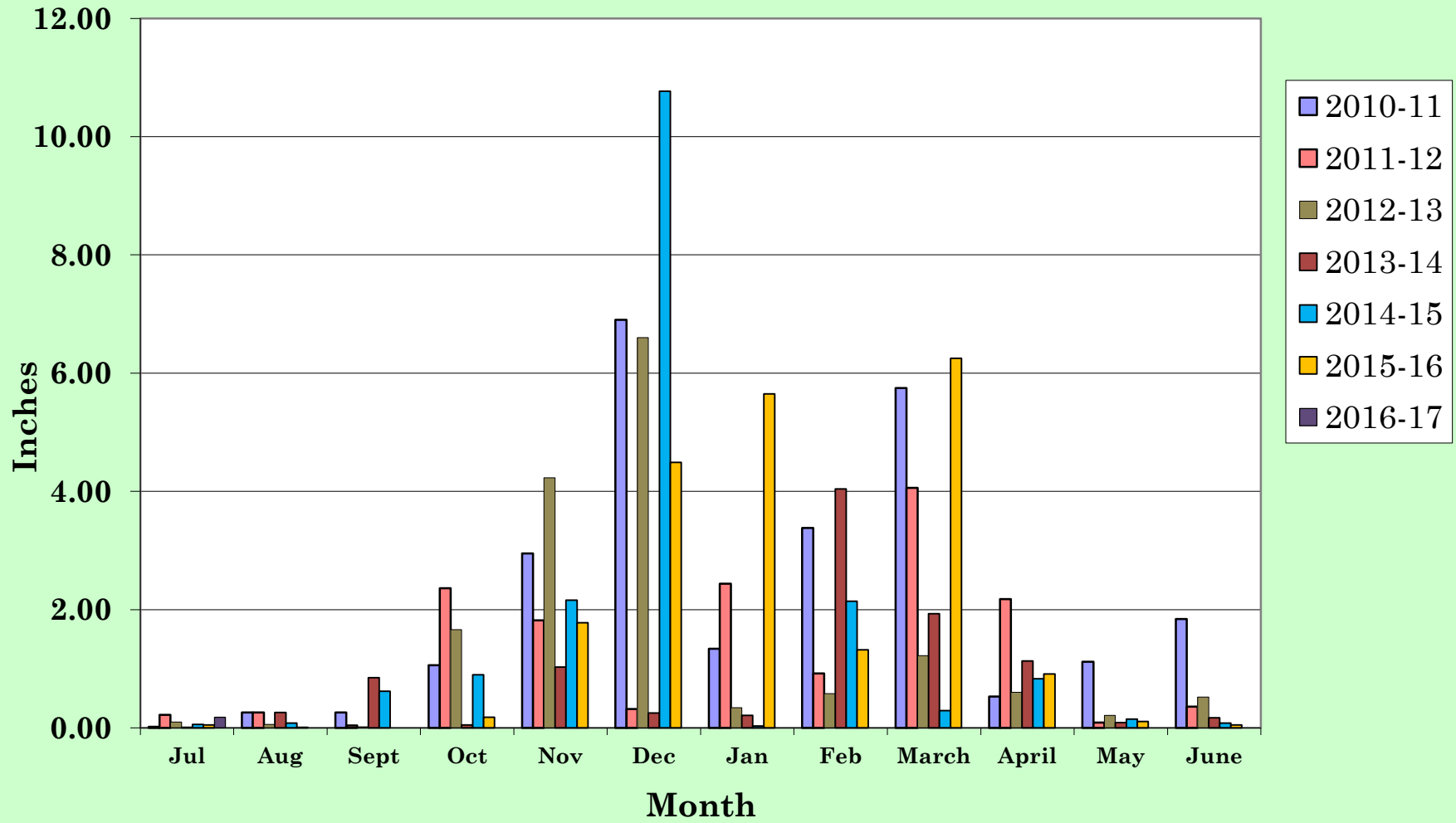
Rainfall Total Comparison Fiscal Years 16 and 17



Coastside County Water District

Rainfall by Month

Fiscal Years 09 - 15



MONTHLY CLIMATOLOGICAL SUMMARY for JUL. 2016

NAME: CCWD weather station CITY: STATE:
 ELEV: 80 ft LAT: 37° 18' 00" N LONG: 122° 18' 00" W

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

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	54.8	59.1	1:30p	50.1	1:00a	10.2	0.0	0.00	2.1	11.0	2:00p	WSW
2	56.1	64.9	2:30p	51.8	1:00a	8.9	0.0	0.00	2.8	15.0	11:30a	WSW
3	57.5	66.2	4:00p	52.6	6:30a	7.5	0.0	0.00	2.7	15.0	2:30p	WSW
4	58.4	66.1	3:30p	53.5	6:00a	6.7	0.0	0.01	3.0	17.0	10:00a	WSW
5	55.9	59.4	2:30p	54.0	6:00a	9.1	0.0	0.04	2.2	10.0	3:00p	WSW
6	56.4	59.9	2:30p	53.9	7:30a	8.6	0.0	0.00	1.7	9.0	4:30p	WSW
7	56.4	60.7	2:00p	53.8	6:30a	8.6	0.0	0.02	1.5	10.0	11:30a	W
8	58.0	62.7	3:00p	54.7	6:30a	7.0	0.0	0.06	1.4	10.0	11:30a	W
9	59.9	66.1	1:30p	55.6	12:00m	5.2	0.0	0.01	1.2	11.0	4:00p	W
10	60.4	68.5	4:30p	54.1	12:00m	5.0	0.4	0.00	3.1	18.0	2:30p	W
11	55.3	61.7	5:00p	47.0	6:00a	9.8	0.0	0.00	1.9	15.0	4:00p	W
12	58.5	65.1	2:00p	54.6	5:00a	6.5	0.0	0.00	1.7	11.0	3:00p	W
13	57.8	63.8	3:30p	51.6	12:00m	7.2	0.0	0.00	1.3	10.0	11:30a	W
14	54.8	61.9	2:30p	50.1	1:30a	10.2	0.0	0.00	1.0	9.0	12:30p	W
15	57.0	63.8	3:30p	52.2	2:00a	8.0	0.0	0.01	1.7	12.0	2:00p	WSW
16	57.4	62.3	3:00p	55.0	11:30p	7.6	0.0	0.00	2.5	13.0	12:00p	WSW
17	57.0	63.7	1:00p	54.0	2:30a	8.0	0.0	0.00	2.2	11.0	1:00p	W
18	58.6	64.9	2:30p	55.4	4:30a	6.4	0.0	0.01	1.8	13.0	5:00p	W
19	57.7	64.4	6:00p	52.5	12:00m	7.3	0.0	0.00	2.0	14.0	4:00p	W
20	57.0	62.3	2:30p	51.1	3:00a	8.0	0.0	0.00	1.8	13.0	2:30p	W
21	59.8	65.5	3:00p	55.1	5:30a	5.2	0.0	0.00	1.8	14.0	11:00a	W
22	56.8	62.8	6:30p	50.5	4:00a	8.2	0.0	0.00	1.1	10.0	2:00p	W
23	55.6	62.7	3:30p	46.5	6:30a	9.4	0.0	0.01	1.4	13.0	4:00p	W
24	55.5	60.4	3:00p	51.5	7:00a	9.5	0.0	0.00	1.2	11.0	3:00p	W
25	56.4	63.5	3:30p	53.0	12:00m	8.6	0.0	0.00	1.3	11.0	1:30p	WSW
26	55.3	64.3	3:00p	46.0	6:30a	9.8	0.0	0.00	1.0	9.0	11:00a	W
27	54.5	60.9	4:00p	47.2	6:00a	10.5	0.0	0.00	0.9	9.0	12:00p	W
28	55.6	62.7	3:00p	51.6	7:00a	9.4	0.0	0.00	0.9	9.0	12:00p	W
29	56.2	62.3	4:00p	52.2	7:00a	8.8	0.0	0.00	1.0	11.0	3:00p	W
30	56.8	64.8	2:00p	48.9	7:00a	8.2	0.0	0.00	1.5	13.0	3:30p	WSW
31	59.7	69.7	2:30p	54.2	4:00a	5.8	0.5	0.01	1.8	13.0	2:00p	WSW
	57.0	69.7	31	46.0	26	249.2	0.9	0.18	1.7	18.0	10	W

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

Max Rain: 0.06 ON 07/08/16

Days of Rain: 3 (>.01 in) 0 (>.1 in) 0 (>1 in)

Heat Base: 65.0 Cool Base: 65.0 Method: Integration

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David R. Dickson, General Manager

Agenda: August 9, 2016

Date: August 2, 2016

Subject: Approval of Water Service Agreement - 456 Grand Blvd., Half Moon Bay

Recommendation:

Approve the attached Water Service Agreement between Coastside County Water District and Paul McGregor for construction of a pipeline extension along Grand Blvd., Half Moon Bay.

Background:

The attached Water Service Agreement provides for construction of the water utility system that will serve 456 Grand Blvd., in Half Moon Bay. The project consists of approximately 60 linear feet of 6" diameter pipeline.

Fiscal Impact:

None. All costs for engineering review, construction inspection, meter installation, administrative support, and other District activities associated with providing water service for the parcel are paid by the applicant.

WATER SERVICE AGREEMENT

PAUL MCGREGOR / 456 GRAND BLVD. NON-COMPLEX PIPELINE EXTENSION PROJECT

THIS AGREEMENT is made as of this ____ day of _____, 2016, between COASTSIDE COUNTY WATER DISTRICT ("District"), and PAUL MCGREGOR (collectively, the "Applicant").

THE PARTIES AGREE AS FOLLOWS:

1. RECITALS

This Agreement is entered into with regard to the following facts and circumstances.

A. District is a public corporation organized under the provisions of the California Water Code and is engaged in the storage, transmission and sale of water for domestic purposes within San Mateo County.

B. Applicant is the owner of real property located within the geographic limits of the District known as 456 Grand Blvd. (APN 056-056-020) in the City of Half Moon Bay, State of California (collectively, the "Property"), which is shown on Exhibit A.

C. Applicant has purchased, and has the right to install, one five-eighth-inch (5/8") non-priority water service connection that is assigned to APN 056-056-020 (456 Grand Blvd.).

D. Applicant has requested the installation of the following: (1) a six-inch pipeline extension approximately sixty (60) feet in length; (2) one three quarter inch domestic service connection and one one-inch fire service connection; and (3) all related appurtenances (collectively, the "Project").

E. Applicant represents and warrants that Applicant has obtained any and all permits and approvals necessary to construct the Project on the Property, including a Coastal Development Permit.

2. APPROVAL OF PROJECT UTILITY SYSTEM

The Project Utility System, as defined below, shown on and described in the plans prepared by James S. Teter, Consulting Engineer, dated _____ 2016 (collectively, the "reviewed submittal documents") are approved. Copies of the reviewed submittal documents are incorporated herein by this reference as Exhibit B.

"Project Utility System" means the water mains, service lines, fittings, valves and housing thereof, fire hydrant, manholes, and all appurtenances thereto, as depicted and described in the reviewed submittal documents. The Project Utility System does not include the water mains on the Applicant side of the meter or the backflow prevention devices, all of which will be owned and maintained by Applicant.

3. INSTALLATION

A. Applicant shall commence installation of the Project Utility System no later than three (3) months, subject to extension for force majeure events not the fault of Applicant, after the date of this Agreement and shall complete its installation within twelve (12) months after the date of this Agreement. If installation is not commenced or completed by such dates, the District may terminate this Agreement, unless the delay is solely attributable to events, such as fire, flood or earthquake, which are beyond the control of, and not the fault of, Applicant.

B. Applicant shall install the Project Utility System in accordance with (1) the location and sizes shown on the reviewed submittal documents identified in Section 2; (2) the District's "Standard Specifications and Construction Details," a copy of which has previously been furnished to Applicant; and (3) the further reasonable directions of the District Engineer.

4. SUBMITTAL OF PROPOSAL FOR REVIEW AND APPROVAL BY DISTRICT.

Applicant is responsible for obtaining a proposal for construction of the Project from a licensed, qualified contractor to construct the Project ("Proposal"). The contractor shall possess a valid California Contractor's License (Class A or C34). The contractor shall have satisfactorily completed construction of a minimum of 5 similar pipeline projects, and shall, if requested, submit a list of these projects together with the telephone number of the owner's representative who can be contacted regarding the work. Prior to commencement of construction, Applicant shall furnish a copy of the Proposal, along with evidence satisfactory to the District that the

contractor possesses the necessary license and experience to construct the Project Utility System.

5. INSPECTION; CONSTRUCTION

A. Prior to commencing construction, Applicant shall furnish to the District Engineer, at Applicant's expense, a report by a competent soils engineer or soils laboratory indicating that the compaction of the fills within which said facilities are to be installed is at least equal to ninety-five percent (95%) compaction, as that phrase is defined in the latest edition of the Standard Specifications, State of California, Department of Transportation, or meets such other criteria as the District Engineer may prescribe.

B. Applicant shall notify District in writing at least ten (10) days in advance of the proposed starting date for construction and shall not commence construction unless the District Engineer or other authorized District inspector is at the site of the work when construction begins. District agrees to make the District Engineer or other authorized District inspector available to be on site, provided the ten (10) days advance notice is given by Applicant. If construction is not continuous, District shall be notified at least forty-eight (48) hours in advance of the resumption of construction. Any work performed without notice to District may be rejected by District on that ground alone. The District Engineer will observe and inspect facilities solely to protect the interests of the District and to determine whether the completed work is acceptable to District and can be incorporated into the District system. The District does not assume thereby any responsibility for the operations or safety practices of Applicant. Applicant is responsible for correct location of all facilities which it installs. The District Engineer will not inspect facilities installed "downstream" of the individual meter boxes.

C. Applicant shall permit District's employees and authorized representatives to inspect the Project Utility System, and the plans and materials therefore, at any reasonable time before, during, or after installation.

D. Applicant shall repair at its expense (or, at the option of District, shall reimburse District for the actual cost of repairs effected by it) any damage to District property caused by Applicant, its agents, employees, or contractors in constructing the Project Utility System.

6. PAYMENT OF FEES AND CHARGES

The Applicant will pay applicable fees and charges as follows:

A. Transmission and Storage Fees. None Due. Applicant has previously paid transmission and storage fees for one (1) five eighth-inch non-priority service connection.

B. Water Meter and Water Meter Installation Fees. None Due. Applicant will be billed separately for actual cost of the required meters at the time of plan review and meter installation for each parcel.

C. Initial Filing Fee. None due. The District acknowledges receipt of a non-refundable initial filing fee in the amount of \$150.

D. Plan Check and Construction Inspection Fees. None Due. The Applicant has deposited the sum of Four Thousand Dollars and No Cents (\$4,000.00), which was the cost estimate for the District staff and Engineer's costs in preparing and reviewing final plans, inspecting the construction of the Project Utility System, modifications of water system maps, and administrative, legal, and auditing costs. A final accounting will be performed prior to acceptance of the Project Utility System. Applicant shall pay additional fees if the deposit does not cover District costs for providing these services.

E. Total Payment Due with Agreement. None Due.

7. BONDS

Prior to commencement of construction, Applicant shall furnish to District the following bonds:

A. A Payment Bond in the amount of 100% of the Proposal amount, to guarantee payment of the obligations referred to in Section 3248 of the Civil Code;

B. A Performance Bond in the amount 100% of the Proposal amount, to guarantee faithful performance of the terms of this Agreement; and

C. A Maintenance Bond in the amount of 10% of the Proposal amount, to guarantee against defective materials and faulty workmanship for a period of two (2) years from and after the acceptance of the Project Utility System by District.

The bonds shall be in a form satisfactory to District. The surety or sureties must be qualified to do business in California. If any of the sureties, in the sole opinion of District, is or becomes irresponsible, District may require other or additional sureties which Applicant shall furnish to the satisfaction of District within ten (10) days after notice from District. In default thereof, District shall be released from all obligations under this Agreement. No prepayment or delay in payment and no change, extension, addition, or alteration or any provision of this Agreement or in the approved submittal documents referred to in Section 2, above, and no forbearance or acceptance by or on the part of District shall operate to release any surety from liability on a bond.

8. INDEMNITY

A. District shall not be responsible or held liable in any manner whatsoever for any injury or damage which may be done to any person or property (or other loss or liability) arising from the performance or failure to perform the obligations set forth in this Agreement and the installation of the Project Utility System by or on behalf of Applicant.

B. Applicant, on its behalf and on behalf of its successors in interest, hereby agrees to waive any claims against District arising from or related to the events and activities described in Subsection A, above, and to indemnify, defend and hold harmless the District, its directors, officers, employees, and agents from and against any and all liability for the death of or injury to any person and for the loss of, or damage to, any property (including the loss of its use) which may arise from such events and activities. The agreements contained in this paragraph shall survive the performance of the remainder of this Agreement and shall remain in full force and effect notwithstanding such performance.

9. INSURANCE

A. Applicant or its construction contractor shall, at its cost, maintain in full force and effect during the period beginning with commencement of construction of the Project Utility System and terminating no earlier than thirty (30) days after completion thereof and approval by District for its connection with the District's distribution system, a policy or policies of liability insurance, as follows:

1. Bodily and personal injury liability in an amount not less than One Million Dollars (\$1,000,000.00) per person and Two Million Dollars (\$2,000,000.00) per occurrence; and

2. Property damage insurance in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence.

Such policies shall insure District as an additional insured against any and all liability for the death of or injury to any person and for the loss of or damage to any property which may arise by reason of acts done or omitted to be done as a result of the installation of the Project Utility System by or on behalf of Applicant and shall further insure District against any and all costs and expenses, including attorneys fees, which District may incur in resisting any claim which may be made against District for any such injury or damage.

B. Each such policy shall:

1. be issued by an insurance company or companies qualified to do business in California and approved in writing by District;

2. name District, its Directors, officers, agents and employees, as additional insureds;

3. specify that it acts as Primary Insurance; the insurer being liable thereunder for the full amount of any loss up to and including the total limit of liability without right of contribution from any insurance effected by District;

4. provide that the policy shall not be cancelled or altered without thirty (30) days' prior written notice to District (or Applicant shall provide this written notice to the District); and

5. otherwise be in form reasonably satisfactory to District.

C. Applicant or its contractor shall provide, and maintain at all times during the course of installation of the Project Utility System, Worker's Compensation Insurance in conformance with the laws of the State of California. Such policy shall provide that the underwriter thereof waives all right of subrogation against District by reason of any claim arising

out of or connected with installation of the Project Utility System and that such policy shall not be cancelled or altered without thirty (30) days' prior written notice to District.

D. Copies of all policies required above (or Certificates of Insurance satisfactory to District) shall be delivered to District at least ten (10) days prior to commencement of construction of the Project Utility System.

10. CONVEYANCE OF TITLE TO PROJECT UTILITY SYSTEM

Full right, title and interest in and to all elements of the Project Utility System installed pursuant hereto will be granted to District upon written notice of acceptance thereof by District and without the necessity for any further action by Applicant. There shall be no obligation upon District to pay or reimburse to Applicant any part of the cost of Project Utility System. Applicant warrants that upon such passage of title to District, the title shall be free and clear from any and all mechanics and materialmen liens that could arise from construction of the Project Utility System, charges and encumbrances whatsoever. The water meters described in Section 2, above, are and will remain the property of District.

11. ACCEPTANCE BY DISTRICT

District shall accept the Project Utility System when all of the following conditions have been met: (1) completion of the Project Utility System; (2) certification by Superintendent and or District Engineer upon completion that the Project Utility System has been constructed in accordance with this Agreement; (3) furnishing by Applicant of evidence that it has paid all costs incurred in constructing the Project Utility System; (4) performance by Applicant of all of its obligations under this Agreement which are to be completed prior to acceptance of the Project Utility System, including payment of all sums due the District; and conveyance of all easements; and (5) furnishing by Applicant of two sets of nonammonia-type mylar reproducible drawings of the completed improvements showing "as-built" conditions.

Upon acceptance, and payment for the cost of meter installation, District shall provide water utility service to the Project.

Upon acceptance, Applicant shall be relieved of all future obligation to maintain the Project Utility System, subject to its obligation to repair defects, which obligation is secured by the maintenance bond provided for in Section 6.C., for the duration of the term of such bond (i.e., two years after acceptance).

12. EXECUTION AND PERFORMANCE OF AGREEMENT

Execution of this Agreement is a condition precedent to issuance by District of any letters, approvals, consents, or communications to any state, municipal, local or other public bodies regarding the availability of water service to the Property from the Project. Full performance of and compliance with each and every term of this Agreement by Applicant is a condition precedent to water service by District.

13. DISTRICT REGULATIONS

Applicant shall at all times abide by and faithfully observe any and all District ordinances, resolutions, rules and regulations presently in effect, including current fee schedules, or which may hereafter be enacted or amended from time to time, including but not limited to *Regulations Regarding Water Service Extensions and Water System Improvements; Engineering and Construction Standards; Approved Materials* (codified through Resolution No. 2003-11, March 2004), a copy of which has previously been furnished to Applicant.

14. ASSIGNMENT

Applicant's rights under this Agreement may be assigned only in connection with a sale or conveyance of the Property. No such assignment shall be valid or binding on the District unless the assignee executes a written instrument, in form and substance satisfactory to District, assuming all of Applicant's obligations under this Agreement, which have not been fully performed as of the date of assignment. Such assignment shall not release Applicant from any of its obligations to District under this Agreement.

This Agreement shall be binding upon and shall inure to the benefit of the parties and their successors and permitted assigns. If the Applicant or a permitted successor or assign shall disincorporate, forfeit its articles or right of incorporation, or otherwise fully terminate without a successor or assign, District shall as of the date of disincorporation, forfeiture or termination own the Project Utility System free and clear of any obligation to any party.

15. NOTICE

Any notice required by this Agreement shall be satisfied by a notice in writing, either delivered personally or sent by regular or certified mail, postage prepaid, and addressed as follows:

District: Coastside County Water District
766 Main Street
Half Moon Bay, CA 94019
Attention: David R. Dickson, General Manager

Applicant: Paul McGregor
168 Westpoint Avenue
Half Moon Bay, CA 94019

16. CONSTRUCTION OF AGREEMENT

Both parties have participated in preparing this Agreement. This Agreement shall be construed reasonably and not in favor of or against either party hereto on the grounds that one party prepared the Agreement.

17. ENTIRE AGREEMENT

This Agreement, including the Exhibits which are hereby incorporated by reference, contains the entire agreement between the parties hereto. No oral understandings, statements, promises or inducements contrary to the terms of this Agreement exist.

18. APPLICABLE LAW

This Agreement shall be governed by and construed and enforced in accordance with and subject to the laws of the State of California. Except as expressly provided for herein, this Agreement is not intended to, and does not, modify the District's rights to exercise the legislative discretion accorded to it by the laws of California. Any lawsuit related to this Agreement shall be commenced and prosecuted in the County of San Mateo, State of California.

19. AMENDMENT

Any amendment hereof, including any oral modification allegedly supported by new consideration, shall not be effective unless reduced to a writing signed by both parties.

20. AUTHORIZED SIGNATURE

The individuals whose names are subscribed to this Agreement represent that they are authorized to act on behalf of the party for whom they sign.

21. TIME

Time is of the essence of the Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

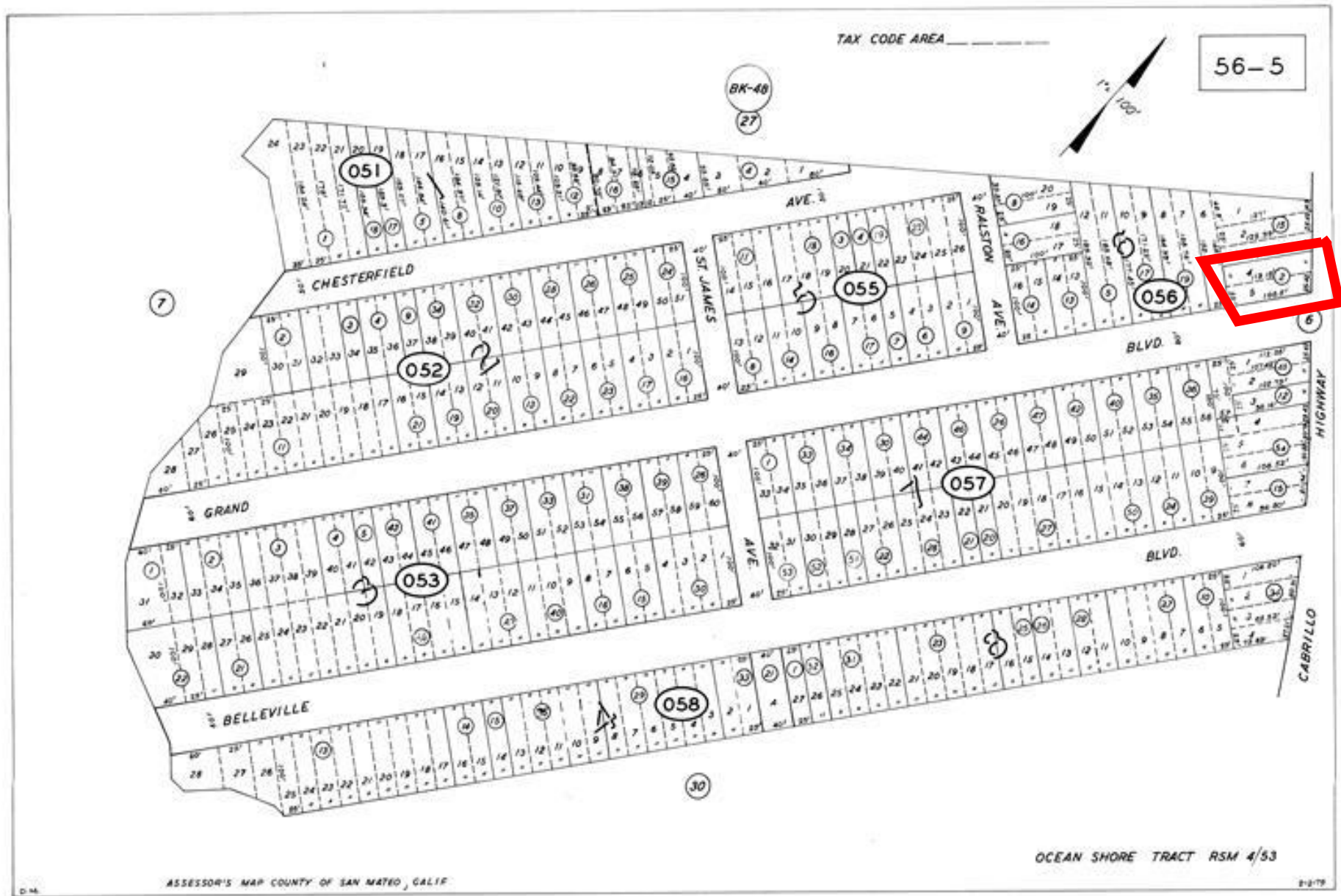
DISTRICT:
COASTSIDE COUNTY WATER DISTRICT

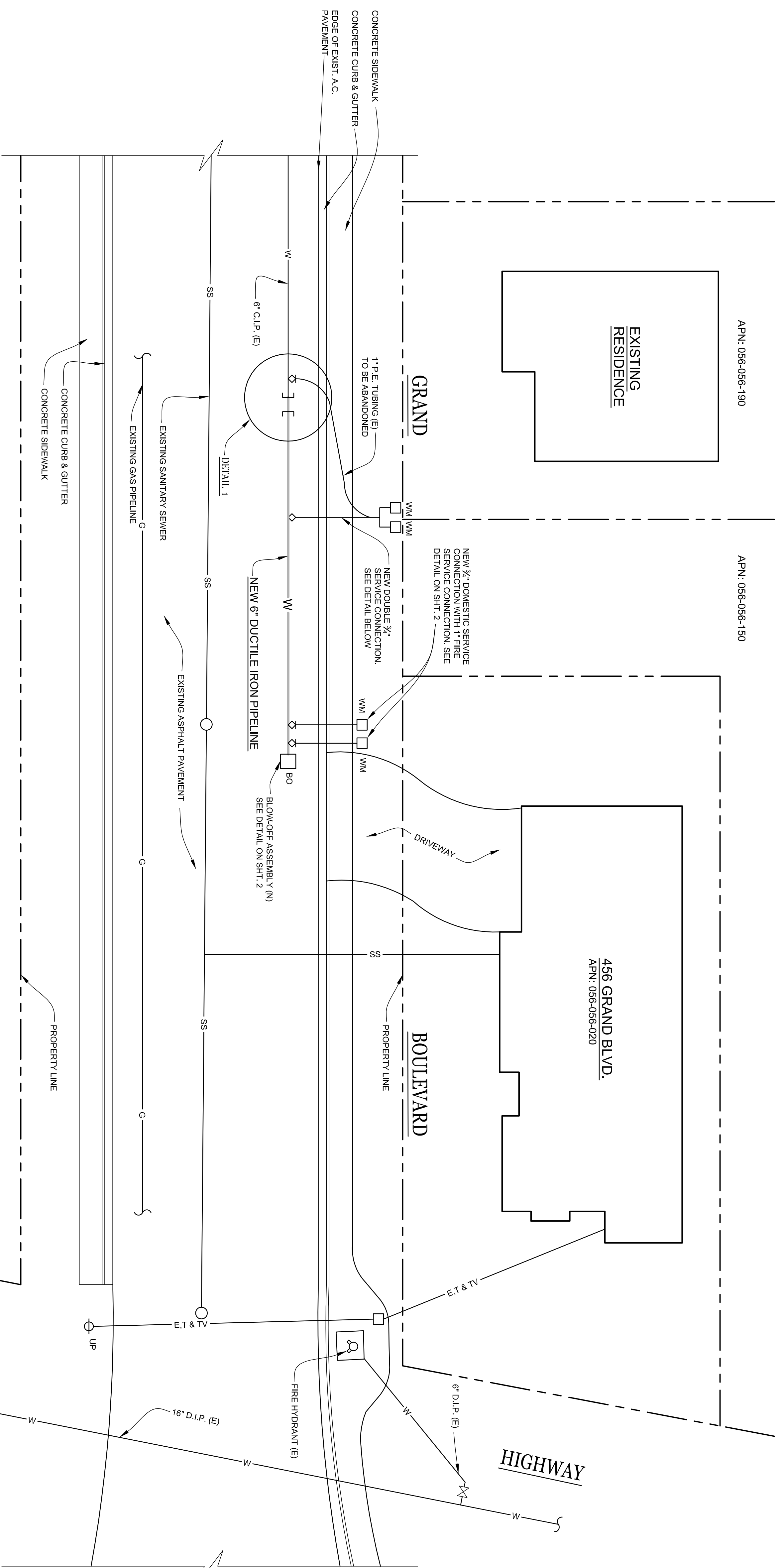
APPLICANT:
PAUL MCGREGOR

By: _____
President, Board of Directors

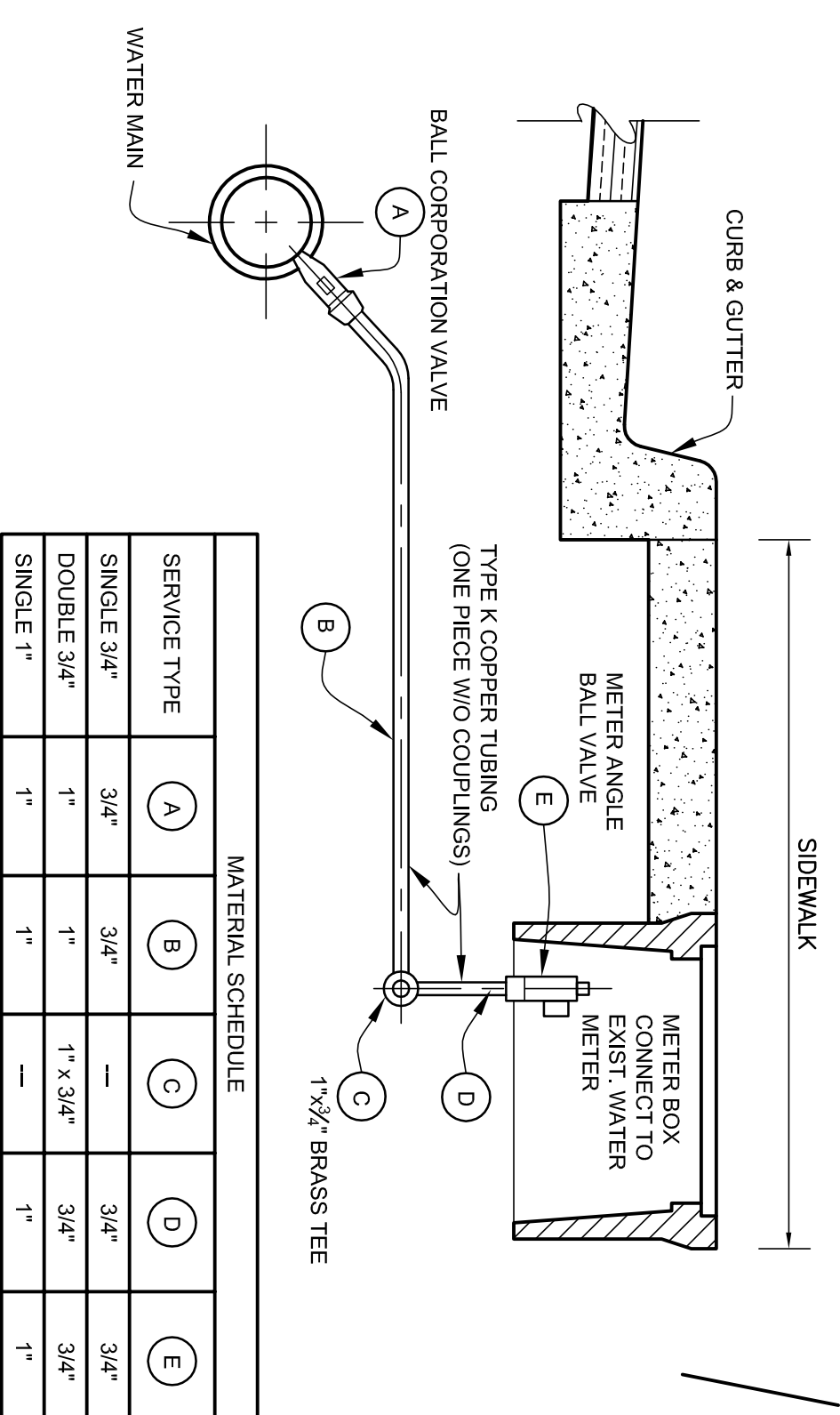
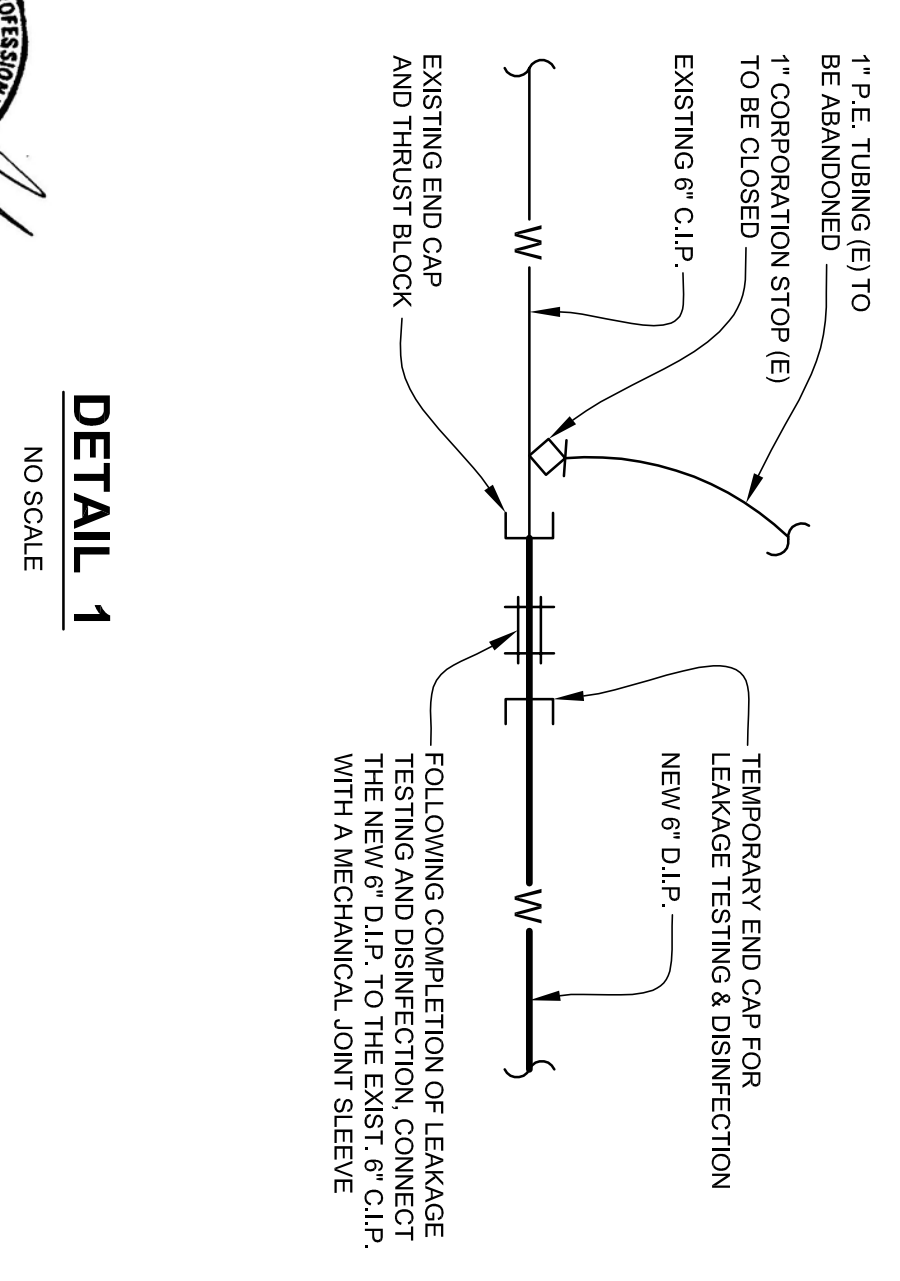
By: _____
Paul McGregor, Property Owner

By: _____
Secretary





PLAN OF GRAND BOULEVARD
SCALE: 1" = 10'



GENERAL NOTES

- EXISTING UNDERGROUND UTILITIES. THE LOCATION OF EXISTING UTILITIES AND OTHER UNDERGROUND FACILITIES SHOWN ON THE DRAWINGS IS BASED ON AVAILABLE INFORMATION AND IS NOT GUARANTEED TO BE EITHER ACCURATE OR COMPLETE. THE CONTRACTOR SHALL CONTACT UNDERGROUND SERVICE ALERT AT LEAST 48 HOURS BEFORE BEGINNING WORK TO HAVE THE LOCATION OF ALL UNDERGROUND FACILITIES MARKED IN THE FIELD BY THEIR OWNERS. THE CONTRACTOR SHALL ALSO CONTACT THE OWNERS OF OTHER KNOWN UNDERGROUND FACILITIES NOT INCLUDED IN THE U.S.A. SYSTEM SUCH AS SANITARY SEWERS, STORM DRAINS, AND CABLE TV TO HAVE THE LOCATION OF THOSE FACILITIES MARKED IN THE FIELD. PRIOR TO BEGINNING MACHINE EXCAVATION WORK THE CONTRACTOR SHALL VERIFY THE EXACT LOCATION OF EACH UNDERGROUND UTILITY BY HAND EXCAVATION (POT-HOLING).
- ENCROACHMENT PERMIT FROM CITY OF HALF MOON BAY. THE CONTRACTOR SHALL OBTAIN AN ENCROACHMENT PERMIT FROM THE CITY OF HALF MOON BAY FOR WORK WITHIN THE STREET RIGHT OF WAY AREA, AND SHALL PERFORM THAT CONTRACT WORK IN COMPLIANCE WITH ALL REQUIREMENTS OF THAT PERMIT.
- HOURS OF WORK. WORK SHALL BE PERFORMED BETWEEN THE HOURS OF 7:30 A.M. AND 4:30 P.M., MONDAY THROUGH FRIDAY. NO WORK SHALL BE PERFORMED ON SATURDAYS, SUNDAYS, AND STATE AND FEDERAL HOLIDAYS.



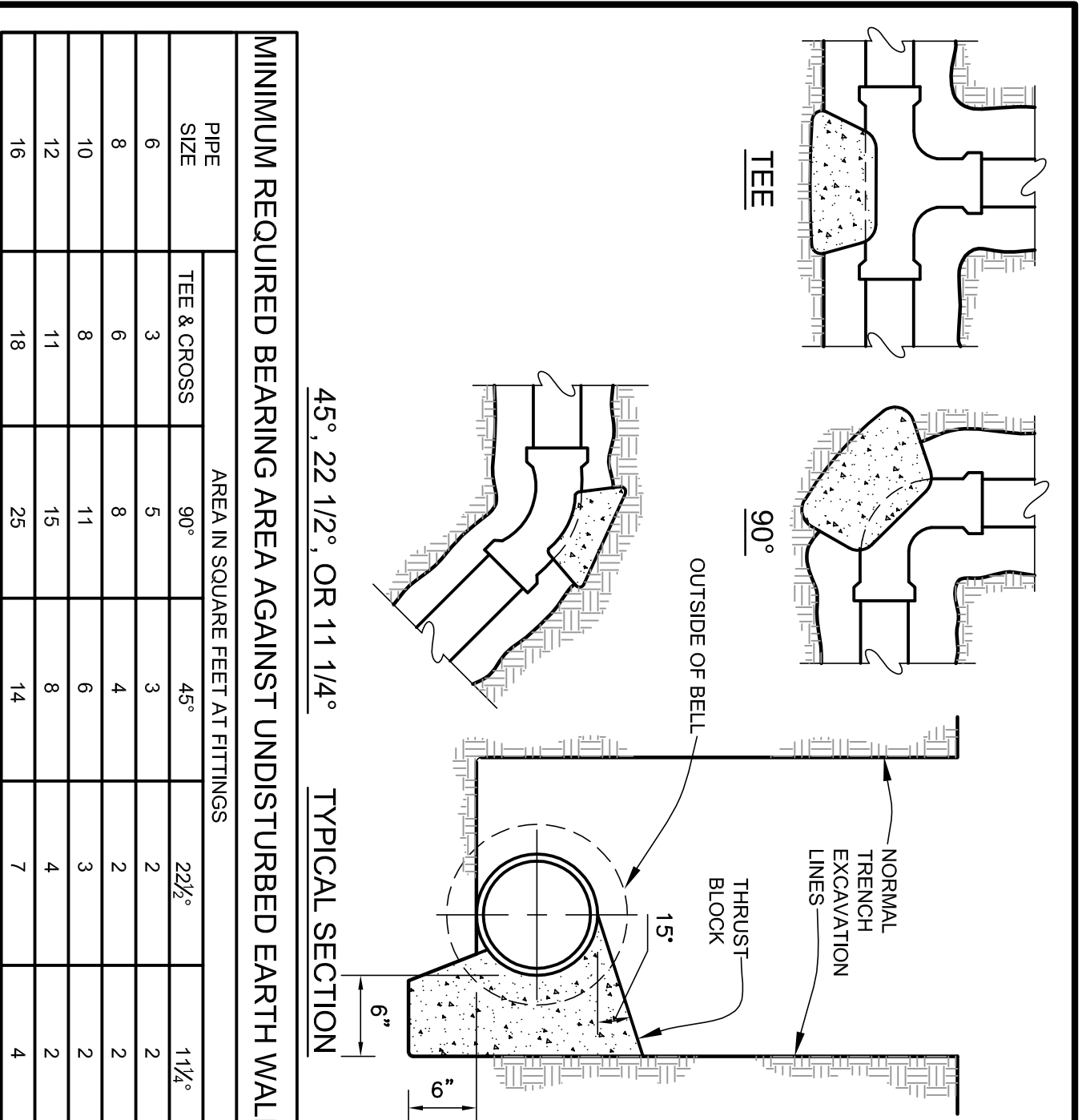
JAMES S. TETTER
Consulting Engineer

15 Bayview Drive
San Rafael, CA 94901
Tel: (415) 453-0734
Fax: (415) 453-0882
Email: jstetter@sol.com

DATE:	05/25/16
DESIGN BY:	TETTER
DRAWN BY:	RITHEY
APPROVED BY:	
DRAWING NO.:	

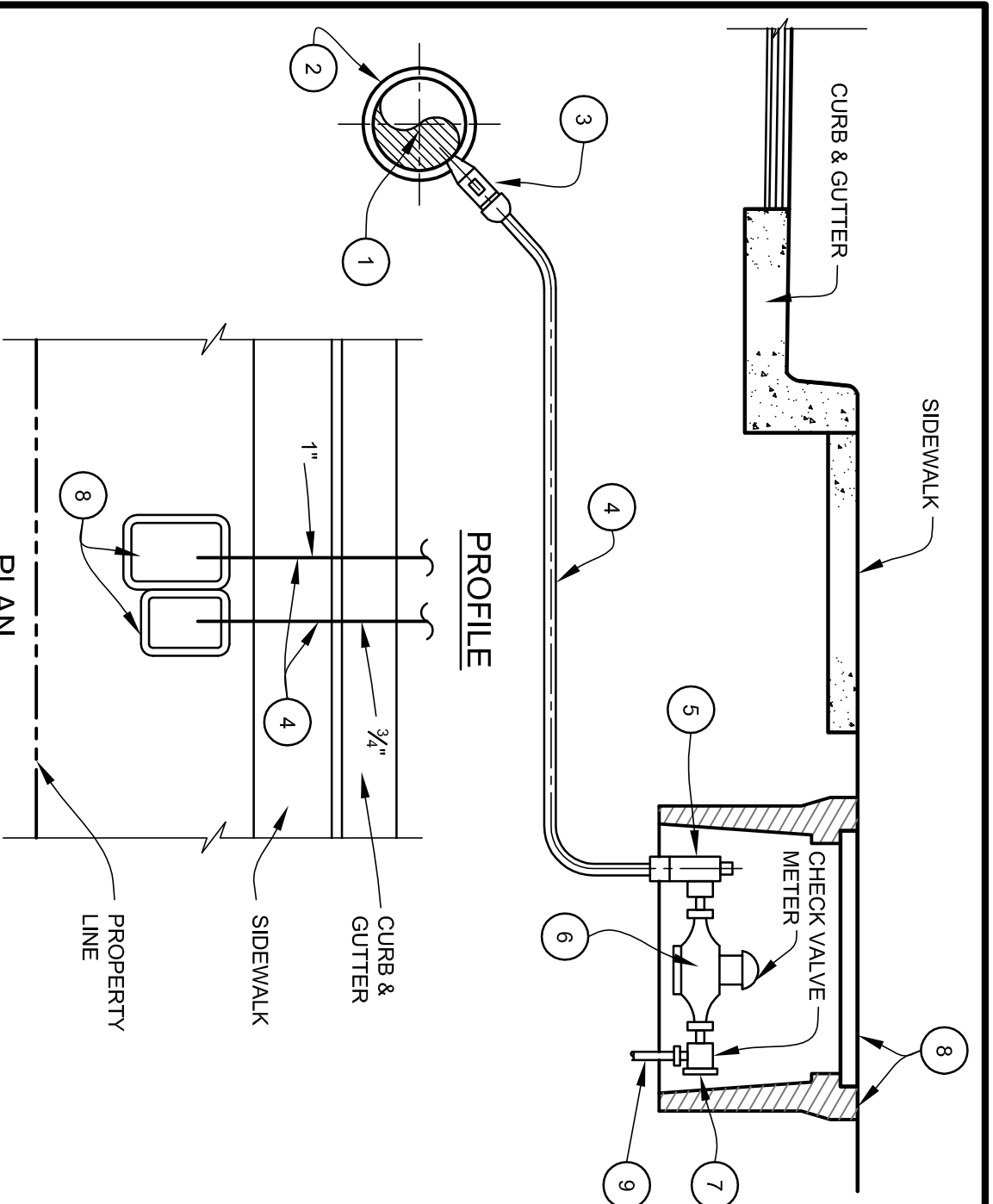
NO.	REVISION	DATE	BY

COASTSIDE COUNTY WATER DISTRICT
PIPELINE EXTENSION TO 456 GRAND BLVD.
PLAN OF GRAND BOULEVARD



NOTE:
 1. THRUST BLOCKS SHALL BE PLAIN CONCRETE Poured AGAINST UNDISTURBED EARTH.
 2. CAPS AND PLUGS SHALL HAVE THRUST BLOCKS WITH AREAS AS SPECIFIED FOR TEES, CAPS, PLUGS, FLANGES AND MECHANICAL JOINTS SHALL BE COVERED WITH 8 MILS OF POLYETHYLENE BEFORE THRUST BLOCKS ARE POURED.
 3. THRUST BLOCKS SHALL BE POURED TO THE LINE OF RESULTANT THRUST.
 4. THRUST BLOCKS ARE DESIGNED FOR AN ALLOWABLE SOIL BEARING VALUE OF 3000 LBS. F. AND 200 P.S.I.G. TEST PRESSURE. AREAS SHALL BE INCREASED FOR SOILS WITH LOWER BEARING VALUES OR FOR HIGHER TEST PRESSURE.

PIPE SIZE	TEE & CROSS	AREA IN SQUARE FEET AT FITTINGS
6"	3	2
8"	4	2
10"	6	3
12"	8	4
14"	11	5
16"	15	7



NUMBER	LEGEND FOR CIRCLED NUMBERS DESCRIPTION
1	WATER PIPELINE
2	DOUBLE STRAP SERVICE SADDLE
3	BALL CORPORATION VALVE
4	TYPE K COPPER TUBING, SLOPE SLIGHTLY UPWARD
5	METER ANGLE BALL VALVE
6	METER ANGLE BALL VALVE
7	METER ANGLE BALL VALVE
8	WATER METER BOX AND LID
9	CUSTOMER WATER PIPELINE

NOTE: CONSULT DISTRICT FOR MATERIAL MANUFACTURER AND MODEL NUMBER.

DATE: MAY 16	DISTRICT STANDARDS
REV: _____	COASTSIDE COUNTY
	WATER DISTRICT
	SAN MATEO COUNTY, CALIFORNIA

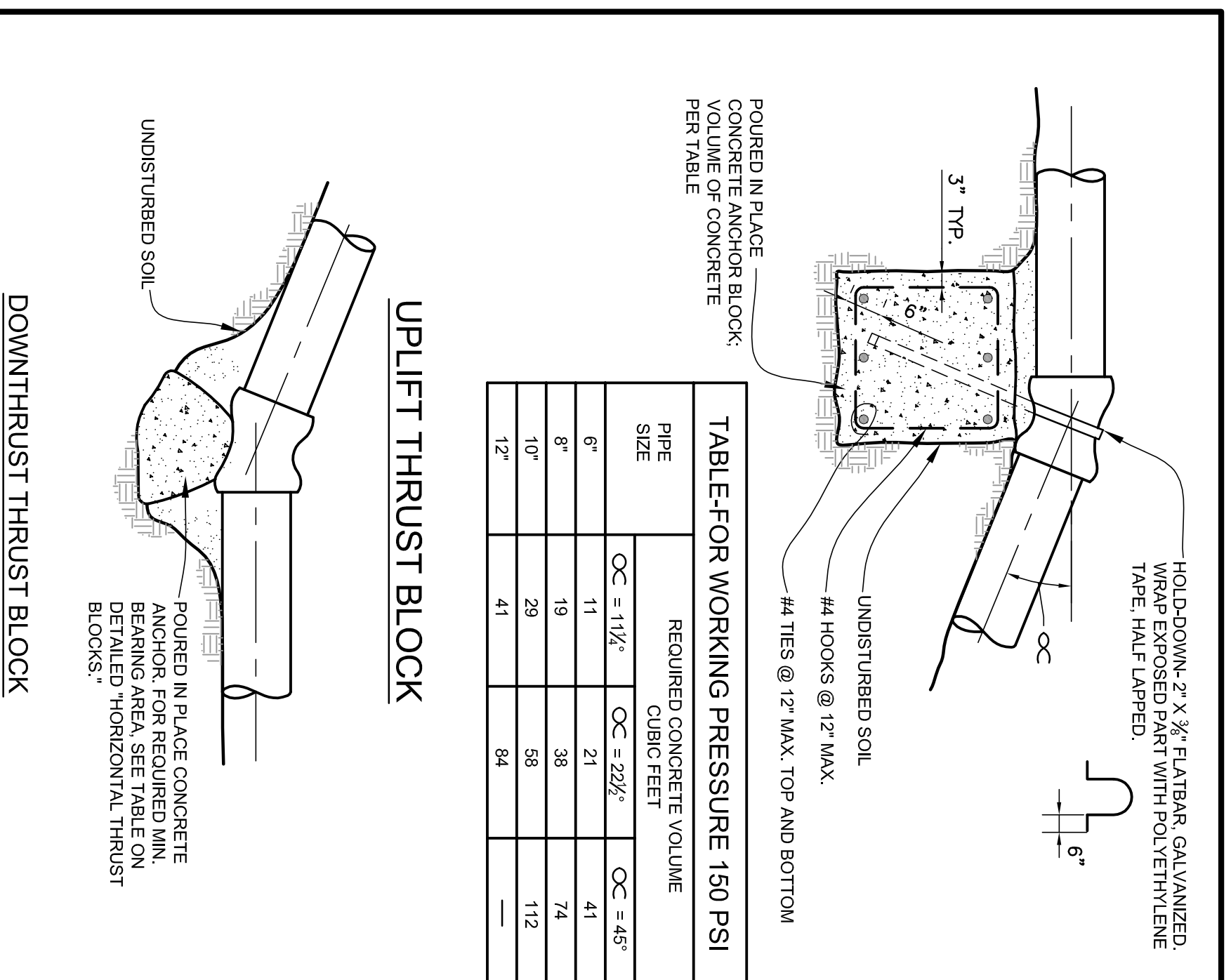


JAMES S. TETTER
 Consulting Engineer
 15 Bayview Drive
 San Rafael, CA 94901
 Tel: (415) 453-0754
 Fax: (415) 453-0882
 Email: jstetter@sol.com

DATE: 05/25/16
 DESIGN BY: TETTER
 DRAWN BY: RITTY
 APPROVED BY: _____
 DRAWING NO: _____

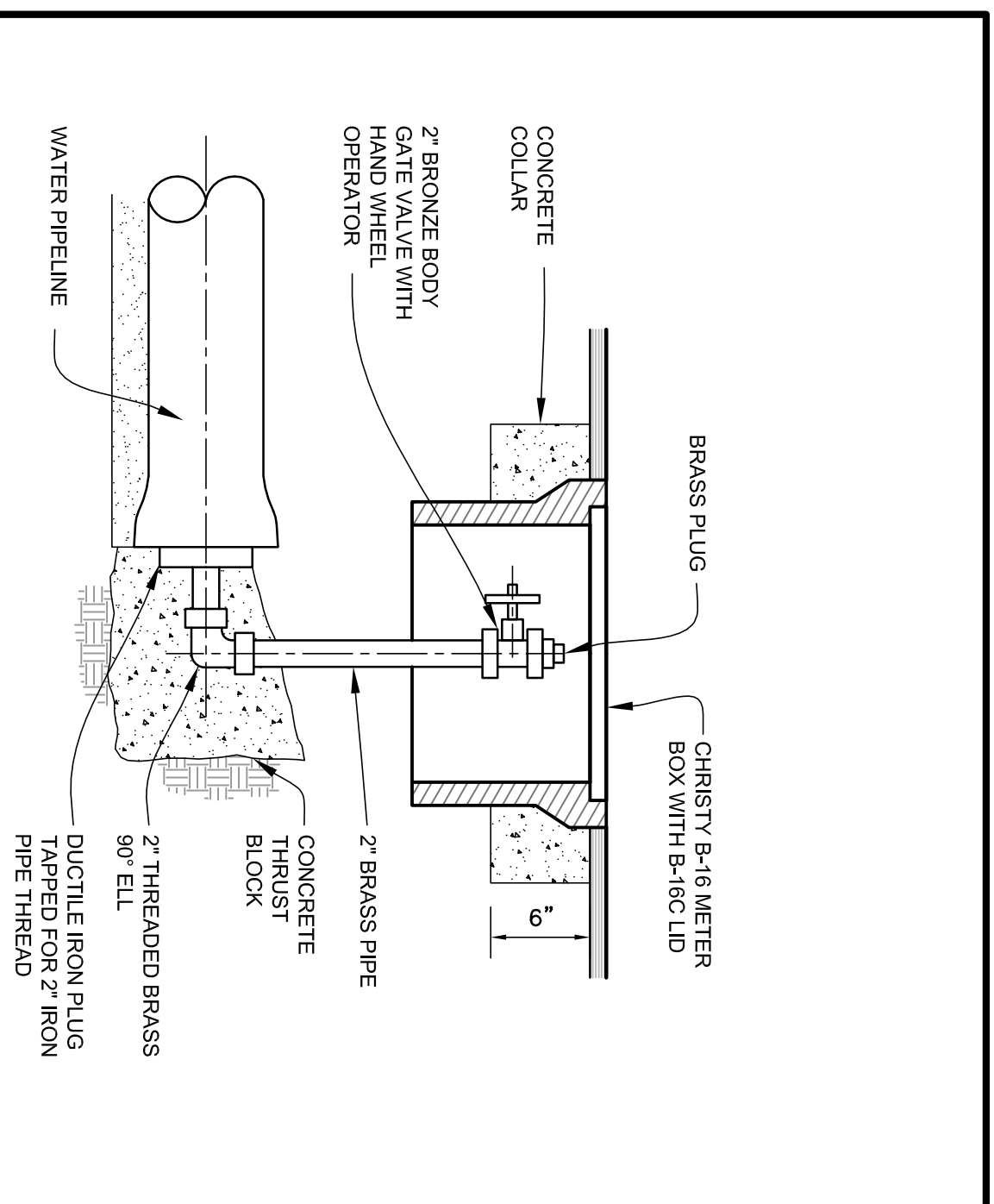
DATE: 05/25/16
 DESIGN BY: TETTER
 DRAWN BY: RITTY
 APPROVED BY: _____
 DRAWING NO: _____

NO.	REVISION	DATE	BY

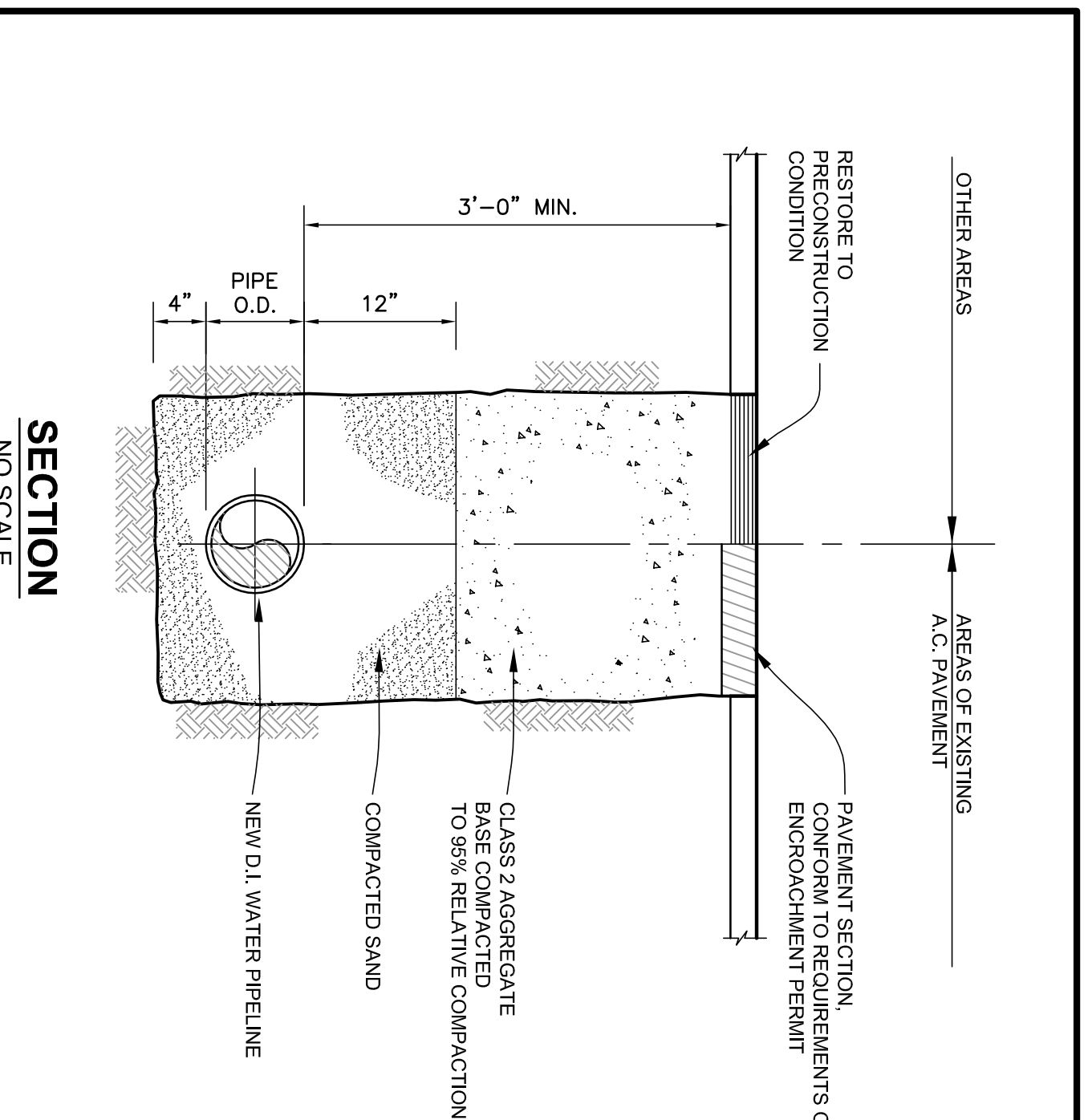


PIPE SIZE	REQUIRED CONCRETE VOLUME CUBIC FEET	OC = 11 1/2"	OC = 22 1/2"	OC = 48"
6"	11	21	41	—
8"	19	38	74	—
10"	29	58	112	—
12"	41	84	—	—

DATE: MAY 16	DISTRICT STANDARDS
REV: _____	COASTSIDE COUNTY
	WATER DISTRICT
	SAN MATEO COUNTY, CALIFORNIA



DATE: MAY 16	DISTRICT STANDARDS
REV: _____	COASTSIDE COUNTY
	WATER DISTRICT
	SAN MATEO COUNTY, CALIFORNIA



NOTE:
 THE CONTRACTOR SHALL OBTAIN AN ENCROACHMENT PERMIT FROM THE PUBLIC AGENCY OWNING THE RIGHT-OF-WAY WHERE THE WORK IS BEING PERFORMED (CITY OF HALF MOON BAY, COUNTY OF SAN MATEO, OR CALTRANS), AND SHALL CONFORM TO ALL REQUIREMENTS OF THAT PERMIT.

DATE: MAY 16	DISTRICT STANDARDS
REV: _____	COASTSIDE COUNTY
	WATER DISTRICT
	SAN MATEO COUNTY, CALIFORNIA

COASTSIDE COUNTY WATER DISTRICT
 PIPELINE EXTENSION TO 456 GRAND BLVD.
 DETAILS

6/13/16

Coastside County Water District

**WATER SYSTEM SPECIFICATIONS
FOR
PIPELINE EXTENSION TO 456 GRAND BOULEVARD**

PART 1 - GENERAL

1.01 DESCRIPTION

- A. Specifications. This document contains the technical specifications for all water system facilities for which ownership upon project completion will be conveyed by the Applicant, Paul McGregor, to the Coastside County Water District (CCWD). This document is not a complete set of specifications for the project; the Applicant and their engineer are responsible for all project specifications and contract documents other than this Water System Specifications document.
- B. Drawings. This document shall be used in conjunction with the drawings prepared for the project. These drawings are titled "Pipeline Extension to 456 Grand Boulevard", Sheets 1 & 2, prepared by James S. Teter, Consulting Engineer.

1.02 REGULATORY AGENCIES

- A. Water System. All water system work shall be in conformance with the rules and regulations of the Coastside County Water District, County of San Mateo Department of Health Services, and the State Department of Health Services.
- B. Safety. All work shall be in conformance with applicable State and Federal laws and regulations, rules and orders and as may be necessary in order that the work is performed in a safe manner and that the safety and health of the employees and the people of local communities is safeguarded.
- C. Work Within City of Half Moon Bay Right of Way Area Including Trench Backfill and Repaving. All work within the right of way area of Grand Boulevard shall be performed in conformance with the requirements of the encroachment permit

obtained from the City of Half Moon Bay for the project by the Applicant's Contractor.

- D. Pollution Abatement. All work shall be performed in conformance with NPDES (National Pollutant Discharge Elimination System) regulations as well as with all other applicable pollution abatement rules and regulations.

1.03 PERMITS

Prior to beginning work, the Applicant or the project Contractor shall obtain all permits required for the work. One known permit to be obtained is an Encroachment Permit from the City of Half Moon Bay.

1.04 INSPECTION

- A. Responsible Agency:
 - 1. Water System Work. Inspection of water system facilities including sand backfill around piping will be performed by the CCWD. CCWD inspection fees shall be paid by the Applicant. The Applicant or the Contractor shall retain a qualified soils engineer who shall perform field tests and certify in writing prior to project acceptance that the backfill is in conformance with project requirements. All inspection fees and soils testing costs shall be paid by the Applicant or the Contractor.
 - 2. Trench Backfill and Repaving. Inspection of trench backfill and repaving above the sand backfill around piping shall be performed by the City of Half Moon Bay.
- B. Notification. The CCWD shall be notified by the Contractor 10 days prior to the proposed start of construction of water system facilities. If construction is not continuous, the CCWD shall be notified at least 48 hours in advance of the resumption of construction.
- C. Observation. The CCWD and their authorized representatives shall at all times have access to the work, and the Contractor shall furnish every reasonable facility for ascertaining that the materials and workmanship are in accordance with CCWD requirements. All work performed and all materials furnished shall be subject to the CCWD's on-site and off-site observations. The CCWD will observe and inspect facilities solely to protect the interests of the CCWD and to determine whether the completed work is acceptable for incorporation into the CCWD system. The CCWD does not assume thereby any responsibility for the safety practices of the Contractor. The Contractor is responsible for the correct location of all facilities which are installed. All work shall be inspected by the CCWD prior to backfill. Work which has been backfilled prior to inspection by the CCWD shall be uncovered for observation at the expense of the Contractor.

1.05 CHANGES

All work shall be performed in conformance with the project documents approved by the CCWD. Changes shall not be made without the written approval of the CCWD.

1.06 REPAIR OF DAMAGE

The Contractor shall repair at his expense any damage to CCWD or other property caused by his work. At the option of the CCWD, repairs to CCWD facilities will be completed by the CCWD with the cost of the repair work being paid by the Contractor.

1.07 SITE CONDITIONS

The CCWD has performed no investigation of subsurface conditions in the work area. The Contractor shall visit the site prior to submitting his bid and shall be responsible for making his own evaluations, inspections and determinations of all site conditions, including subsurface.

1.08 LINES AND GRADES

The Contractor will be solely responsible for all lines and grades. At no cost to the Contractor, the CCWD will field locate existing water system facilities based on best available information. However, this CCWD locating assistance is not guaranteed to be either accurate or complete. The Contractor shall uncover all existing facilities by hand excavation (potholing) ahead of his machine excavation work. Where the project drawings indicate the location of water system facilities with respect to property corners or easement boundaries, the Applicant or the Contractor shall retain the services of a licensed land surveyor to field locate each property corner and easement boundary required for installation of the new water system facilities at the proper locations.

1.09 SALVAGEABLE MATERIALS

Existing CCWD materials removed during the normal prosecution of work deemed salvageable by the CCWD, except as otherwise noted on the project drawing to be reused, shall remain under CCWD ownership and shall be delivered to the CCWD corporation yard by the Contractor.

1.10 PERSONAL LIABILITY

Neither the CCWD, its Engineer, nor any of the CCWD officers or employees shall be personally responsible for any liability arising under or by virtue of the Contractor's work.

1.11 QUALITY ASSURANCE

- A. Performance Test. Prior to project completion, the Contractor shall demonstrate to the CCWD that all water system facilities perform in the manner in which they are intended for use.
- B. Leakage Test. All water pipelines, service tubing and piping accessories shall be tested for leakage in conformance with the requirements contained in Part 3 of this document.
- C. Disinfection. All potable water pipelines, service tubing and piping accessories shall be disinfected in conformance with the requirements contained in Part 3 of this document.

1.12 REFERENCES TO STANDARD SPECIFICATIONS AND REGULATIONS

- A. Reference to standard specifications, manuals or codes of any technical society, organization or association, or to the laws or regulations of any governmental authority, whether such reference be specific or by implication, shall mean the latest standard specification, manual, code, law or regulation in effect at the time the project documents are prepared (date shown on Specification document).

PART 2 - MATERIALS

2.01 GENERAL REQUIREMENTS

- A. All materials shall be in conformance with CCWD rules and regulations for "approved" materials.
- B. All materials shall be new.
- C. Manufacturers furnishing pipe, valves, or piping accessories shall have had similar products in successful operation under similar operating conditions for a period of at least 5 years, and shall if requested submit a list of representative installations.
- D. Materials in contact with drinking water shall be certified as meeting the specifications of NSF International/American National Standard Institute (NSF/ANSI)1-2005/Addendum 1.0-2005(Drinking Water System Components—Health Effects). This requirement shall be met under testing conducted by a

product certification organization accredited for this purpose by the American National Standards Institute.

- E. Pipe materials, plumbing fittings or fixtures, and solder or flux shall be “lead free” as defined in California Health & Safety Code, Paragraph 116875, subd.(a). and subd. (d).

2.02 SHOP DRAWING REQUIREMENTS

- A. CCWD-Approved Materials. Where specific materials are listed below by manufacturer’s name and model number, they are District-approved materials by CCWD Resolution No. 2003-11. No shop drawing submittals are required for these CCWD-approved materials.
- B. Approved Equal Materials. Where the term “or approved equal” is used below, the Contractor may propose the use of alternative materials to those named by submitting shop drawings for the proposed alternative materials. Five copies of each shop drawing shall be submitted to the CCWD for review. The shop drawing submittal information shall be as required to demonstrate to the satisfaction of the CCWD that the material is equal to the District-approved material. No alternative materials shall be incorporated into the work until they have received the CCWD’s favorable review. Where the term “or approved equal” is not utilized below, no alternatives will be considered by the CCWD.
- C. Contractor Verification. Where model, style or types of manufacturer’s products are listed below, they are intended to indicate a standard of quality. The Contractor shall verify that the referenced model, style or type is correct for the actual project application prior to ordering the materials. When listed model numbers are no longer available or are incorrect, the District will provide new model numbers for District-approved materials.

2.03 DUCTILE IRON PIPE

- A. Pipe. Pipe shall normally be ductile iron pipe with push-on joints conforming to AWWA Standard C151, thickness Class 52. Where flanged joint pipe is required it shall conform to AWWA Standard C115, thickness Class 53.
- B. Pipe Joints:
 - 1. Push-On Pipe Joints. Push-on pipe shall normally be utilized for all buried piping except where otherwise indicated on the project drawings or otherwise required. Push-on joints shall conform to AWWA Standard C111 with restrained type “Field-Lok” gaskets as manufactured by U.S. Pipe and Foundry Co.
 - 2. Flanged Joint Pipe. Flanged joint pipe shall be utilized in buried piping where shown on the Contract Drawings or required. All above grade pipe shall have

flanged joints. Flanges shall be in conformance with AWWA C115. Flanges shall be Class 125, B16.1, rated for a service pressure of 250 psi. Bolts and nuts for all flanged joints shall be Type 316 stainless steel.

C. Fittings:

1. Fittings for Push-On Joint Pipe. Fittings shall be ductile iron conforming to AWWA Standard C153. Fittings shall be mechanical joint type. Fittings shall be furnished and installed with joint restraint devices. Restraint devices for mechanical joint fittings shall be Series 1100 Megalug Retainer glands as manufactured by EBBA Iron Sales, Inc. Retainer glands shall be factory coated with the manufacturer's Mega-bond system. The accessory kit shall be Type 316 stainless steel.
2. Fittings for Flanged Pipe. Fittings shall be ductile iron conforming to AWWA C110. Fittings shall be screw-on type, normally Class 125, B16.1 Type, designed for a service pressure of 250 psi. Bolts and nuts for flanged joints shall be Type 316 stainless steel. Gaskets shall normally be 1/8 inch thick non-asbestos composition type.

D. Exterior Coating. Pipe and fittings shall be furnished with a 1 mil thick asphaltic coating. The finished coating shall be the manufacturer's standard conforming to AWWA requirements.

E. Interior Lining. Pipe and fittings shall be cement lined in conformance with AWWA Standard C104.

F. Polyethylene Encasement. Polyethylene encasement shall be tube type, conforming to AWWA Standard C105. Color may be Class A natural or Class C black.

2.04 COPPER TUBING

A. Tubing:

1. Buried Tubing. Copper tubing for buried service shall be Type K (soft) conforming to ASTM B88.

B. Tubing Joints and Fittings.

1. Buried Tubing. Joints and fittings for buried copper tubing shall be compression type which do not require flaring or soldering. Service fittings shall be Mueller Series 110 compression connections.

2.05 BRASS PIPE

- A. Brass pipe shall be in conformance with ASTM-B43, regular. Joints shall threaded type.

2.06 GATE VALVES

- A. Gate Valves 4 Inches in Diameter and Larger. Gate valves shall be resilient-wedge type conforming to AWWA C509 and the following additional requirements. Valves shall be rated at 250 psi working pressure. All body and bonnet bolts, studs, and nuts shall be Type 316 stainless steel. Stem seals shall be O-ring type. Valve operators shall be bronze 2 inch square nut type. Valve end connections shall be mechanical joint type except where flanged end connections are required. The interior and exterior of the valve body shall be coated with 10 mils minimum of epoxy material which conforms to AWWA Standard C550. The CCWD-approved valve is the Mueller Co. A-2362 Series.
- B. Gate Valves 3 Inches in Diameter and Smaller. Valves shall be rated for 200 psi service, and shall be bronze body, solid wedge disc, non-rising stem, handwheel operated type with screwed end connections.

2.07 TAPPING SLEEVES AND TAPPING VALVES

- A. Tapping Sleeves. The CCWD-approved tapping sleeve is the JCM Model 6432 all stainless steel tapping sleeve with Type 316 stainless steel body, bolts and nuts.
- B. Tapping Valves. The CCWD-approved tapping valve is the Mueller tapping gate valve conforming to the specifications requirements for Gate Valves in Paragraph 2.06 above. The valve outlet end connection shall be a mechanical joint type.

2.08 VALVE BOXES AND RISER PIPE

- A. Valve Boxes. Valve boxes shall be Christy Model G-5 with cast iron lids with the work "Water" cast into the lid.
- B. Riser Pipe. Riser pipe for the valve operator shall be 8 inch diameter PVC sewer pipe conforming to ASTM D-3034, SDR 35.

2.09 THRUST RESTRAINT DEVICES

- A. The following thrust restraint devices shall be provided where shown on the project drawings or otherwise permitted by the CCWD:

1. Mechanical Joint Retainer Glands: Series 1100 Megalug Retainer Glands with Type 316 stainless steel accessory kit, a product of EBBA Iron Sales, Inc.

2.10 WATER METERS

- A. Water Meters. The Contractor shall purchase all required water meters from the CCWD in order to assure compatibility with current requirements including the automatic reading system.

2.11 METER BOXES

- A. Meter boxes shall be concrete, and shall be products of Christy Concrete Products, Inc. Lids shall have the work "Water" cast into the top. Extension pieces shall be provided as required so that the bottom of the meter box assembly is equal in elevation with the bottom of the meter or other device inside the box or as shown on the District Standard Installation Details or as directed by District field personnel. For water meter service connections, the following boxes and lids shall be provided:

CHRISTY METER BOXES AND LIDS

<u>Water Meter Size</u>	<u>Box No.</u>	<u>Non-Traffic Lid No.</u>
3/4"	B9	"P" type
1"	B16	"P" type
2", 3"	B36	"P" type

The "P" type lids are fabricated of reinforced concrete with a 1-3/4 inch hole for the automatic meter reading device.

2.12 SERVICE SADDLES

- A. Service saddles shall be double strap type with bronze bodies and straps rated for a working pressure of 200 psi. Outlet shall be either AWWA taper or IPT as required for the pipe fitting to be connected to the saddle. Service saddles shall be Mueller BR2B Series.

2.13 SERVICE FITTINGS FOR COPPER TUBING

- A. Service fitting shall be Mueller Series 110 compression connections as listed below:

<u>Description</u>	<u>Mueller Model Number</u>	
	<u>3/4" & 1" Size</u>	<u>1-1/2" & 2" Size</u>
Ball Corporation Valve	B-25028	B-25008
Meter Angle Ball Valve	B-24258	B-24276
Union	H-15403	H-15403
Tee	H-15381	H-15381
Quarter Bend Union	H-15526	H-15526

2.14 BOLLARDS

- A. Bollards shall be 4 inch diameter Schedule 40 galvanized steel pipe, 6 feet long.

2.15 CONCRETE

- A. Concrete shall contain a minimum 564 pounds of Portland cement per cubic yard. Minimum compressive strength after 28 days shall be 3,500 psi.

2.16 SAND BEDDING AND BACKFILL MATERIAL

Sand for use in bedding and backfilling water pipelines and service tubing shall conform the requirements contained in the current edition of "Standard Specifications" issued by Caltrans (California Department of Transportation), Section 19. Use of beach sand will not be permitted. In addition, the material shall have a resistivity of 1,000 ohm-cm or higher when tested by the water-saturated soil box method.

2.17 TRENCH BACKFILL MATERIALS AND REPAVING MATERIALS

- A. Grand Boulevard Right of Way Area. Materials shall conform to the requirements of the City of Half Moon Bay. In addition, the material shall have a resistivity of 1,000 ohm-cm or higher when tested by the water-saturated soil box method.

2.18 WATER

Water shall be potable water unless otherwise permitted by the CCWD, and will be made available to the Contractor by the CCWD from available facilities at or in the vicinity of the work site. Cost of water shall be paid by the Contractor using a portable meter obtained from the District.

PART 3 - EXECUTION

3.01 SEQUENCE OF UNDERGROUND UTILITY CONSTRUCTION

- A. The sequence of underground utility construction shall be that the deepest utility system shall be constructed first and the shallowest last, except that construction of water pipelines shall in all instances be constructed before the joint electrical trench facilities.

3.02 EXISTING UNDERGROUND UTILITIES

- A. Prior to beginning work the Contractor shall notify USA to have the location of all underground utilities marked in the field. Prior to beginning machine excavation the Contractor shall verify the exact location of each underground utility by hand excavation (potholing).

3.03 SITE MEETING WITH DISTRICT FIELD PERSONNEL

- A. General. Prior to beginning work the Contractor shall arrange a meeting at the site with District field personnel to review the work requirements. The District will require satisfactory evidence such as field survey stakes or property corner survey markers of the location of the property line adjacent to which meter boxes and fire hydrants are to be installed before the exact location of meter boxes and fire hydrants can be determined.
- B. Easement Staking. For pipelines to be constructed on private property within an easement, the Applicant shall retain the services of a licensed land surveyor to install stakes on the edges of the easement. A stake shall be installed at each easement angle point and at a maximum distance of 50 feet apart between angle points. The surveyor shall provide a letter to the District describing the work performed, and a copy of the easement description shall be attached to the letter.

3.04 TRENCH EXCAVATION, BACKFILL AND REPAVING

- A. Trench Excavation. Trenching for pipe and service tubing shall be in open cut unless otherwise permitted by the CCWD. Existing pavement shall be cut with a pavement saw. Existing vegetation shall be preserved and protected. Tree roots over 2 inches in diameter shall not be cut or otherwise damaged. In unpaved areas topsoil shall be removed, stockpiled, and replaced after completion of trench backfilling. Work shall be performed to minimize disruption

of traffic and so as not to obstruct driveways and other access roadways. Excavation shall be to a minimum depth of 4 inches below the pipe grade to accommodate the pipe bedding material. All pipe and service tubing shall be bedded in a 4 inch thick layer of sand.

B. Trench Backfill:

1. Pipe Zone Backfill. Backfilling work shall not begin until the CCWD has completed its inspection of the piping work. All pipe and service tubing shall be backfilled with sand to a depth of 12 inches over the pipe. The sand shall be compacted to a minimum relative compaction of 95%.
2. Upper Level Backfill: Aggregate base compacted to minimum relative compaction of 95%.

C. Trench Repaving: Conform to the requirements of the encroachment permit obtained by the Contractor from the City of Half Moon Bayh.

D. Steel Traffic Plates. Contractor shall have available in the vicinity of the job site a sufficient number of steel traffic plates to cover 20 linear feet of trench. These plates shall be utilized as required to maintain traffic flow in streets, allow access to driveways and similar private roadways, and for passage of emergency vehicles. Normally all trenches shall be backfilled at the completion of each work day and temporary asphalt concrete paving installed in all areas which had existing pavement including sidewalks.

E. Disposal of Excavated Materials. Excess and unsuitable materials shall be disposed of off the site in conformance with the requirements of regulatory agencies.

3.05 PIPING GENERAL REQUIREMENTS

A. Location:

1. Pipelines. Pipelines shall be installed true to line and grade as shown on the project drawings. Buried pipelines shall be installed at a continuously sloping grade between points of given elevation without low or high points. If high points cannot be avoided, an air release valve assembly shall be provided. Location of the pipeline may be modified by the CCWD to clear obstructions. Depth of cover over the pipeline to finish grade shall be as shown on the Improvement Plans.
2. Service Connection Tubing. Tubing shall be installed at a continuously sloping grade upward from the connection point with the water pipeline to the water meter box without low or high points. Tubing shall be installed with a minimum depth of cover of 30 inches unless otherwise permitted by the CCWD.

B. Handling. Pipe and service tubing shall be handled carefully to prevent damage. Pipe and service tubing shall be plugged at the end of each work

day and at other times as required to prevent the entry of water or foreign material.

- C. Trench Conditions. Pipe and service tubing shall have a full, even bearing on the top of the trench bedding material. All piping shall be laid in the dry; the Contractor shall dewater the trench as required. Piping ends shall be clean when joints are made.
- D. Clearance Distances of Water Pipelines from Other Underground Utilities and Facilities. Water pipelines and service tubing shall be installed with the following minimum clearances from other underground utilities:
 - 1. Electrical Wires or Conduits, Storm Drains, Telephone Conduits, Cable TV Wires or Conduits, Other Utilities, and Other Facilities. Minimum horizontal clearance shall be 4 feet; minimum vertical clearance shall be one foot.
 - 2. Sanitary Sewers Including House Laterals. Minimum horizontal clearance shall be 10 feet; minimum vertical clearance shall be one foot. Water pipelines shall pass over sanitary sewers where feasible. The Contractor shall provide written documentation to the CCWD for each instance where a sanitary sewer line is passing over a water pipeline.
- E. Thrust Restraints. All piping shall be adequately braced against thrust. Buried pipe shall be provided with concrete thrust blocks in conformance with the CCWD Standard Installation Details. Concrete thrust blocks are required for restrained joint type pipe fittings.
- F. Connections to Existing Water Pipelines. Connections of new water pipelines to existing water pipelines shall be made in a manner which does not require taking the existing water pipeline out of service. Where required, connections shall be made by the "hot tap" method. It shall be the responsibility of the Contractor to verify by actual field measurement all existing site conditions including the size and type of the existing pipeline prior to ordering the tapping sleeve and tapping valve for the hot-tap connection.
- G. Leakage Test. All piping shall be tested for leakage in conformance with the requirements specified for each type of pipe. The Contractor shall provide all materials and labor required for the leakage test including the pump, pressure gauge, corporation stops, and temporary plugs and thrust blocks. The procedure shall be to (1) fill the pipeline with water to the required test pressure, (2) disconnect the test pump hose and wait for the duration of the test period to elapse, (3) reconnect the test pump and measure the volume of water required to re-establish the test pressure. Following completion of the test the Contractor shall dispose of the leakage test water in conformance with NPDES regulations. It shall be the Contractor's responsibility to block off during the testing all piping appurtenances which may be damaged by the test

pressure and to provide suitable thrust restraints. Leakage testing shall be witnessed by the District.

H. Disinfection and Bacteriological Testing:

1. General. All piping systems conveying potable water shall be disinfected. Disinfection shall be in conformance with AWWA Standard C651 except as otherwise required by this document. The Contractor shall provide all materials and labor required for the disinfection process and shall dispose of the disinfection solution in conformance with NPDES requirements including dechlorination.
2. Procedure:
 - a. Preliminary Preparation. The system shall be flushed with water to remove any dirt introduced into the piping during construction operations. All service outlets and fire hydrants shall be opened and the flushing operations continued until clear water flows from each outlet (Note: flushing shall be deferred until after completion of the disinfection process if tablets have been placed in the pipeline during the construction for disinfection).
 - b. Introduction of Disinfection Agent. The disinfection agent may be any chlorine compound approved by AWWA C651. The disinfection agent shall be injected slowly and continuously into the system until tests indicate a chlorine residual concentration of at least 25 mg/L at each pipeline outlet. All outlets shall then be closed and this condition maintained for 24 hours.
 - c. Preliminary Tests. After 24 hours tests shall be made for residual chlorine at each pipeline outlet. The minimum acceptable concentration shall be 10 mg/L. If the concentration is less than 10 mg/L, the disinfection procedure shall be repeated. If the concentration at each outlet is over 10 mg/L, the system shall be flushed out until a test at each outlet indicates a chlorine residual of less than 1.0 mg/L.
 - d. Bacteriological Analyses. The CCWD will obtain samples from the piping being disinfected and have bacteriological analyses performed by a State certified laboratory. The number of samples taken shall conform to AWWA C651 (unless otherwise permitted by the District) and State Department of Health Services requirements. Costs of bacteriological analyses shall be paid by the Contractor.
 - e. Final Approval. The requirement for final approval is that each water sample analyzed shall be in conformance with State disinfection requirements. If all bacteriological analyses are not in conformance with these requirements the disinfection procedure shall be repeated.
 - f. Disinfection by Spraying or Swabbing. Water piping installations which cannot be disinfected using the procedure described above shall be disinfected by spraying or swabbing the pipeline interior with a minimum 1% chlorine solution immediately prior to installation.

3.06 DUCTILE IRON PIPE INSTALLATION

- A. General. Pipe installation shall be in conformance with Sections 1 through 3 of AWWA Standard C600 except as otherwise required by this Specification section. Pipe installation shall also be in conformance with the recommendations of the manufacturers of the pipe and fittings.
- B. Handling. Pipe shall be handled using pipe slings. Use of a forklift will not be permitted. Pipe ends shall be kept clean and shall be plugged at the end of each day's work or when pipe is not being laid to prevent the entry of water or foreign material.
- C. Restrained Joints and Concrete Thrust Blocks. All pipe joints shall be restrained using the materials described in Part 2 of this Specification section and also with a concrete thrust block.
- D. Pipe Taps. Pipe taps will be permitted in accordance with the following schedule:

Pipe Tap Schedule

<u>Pipe Diameter</u>	<u>Maximum Tap Size</u>	
	<u>Without Saddle</u>	<u>With Saddle</u>
4"	3/4"	2-1/2"
6"	1-1/4"	2-1/2"
8"	1-1/2"	2-1/2"
10" and larger	2"	2-1/2"

If the piping connection of larger pipes than permitted for taps is required, standard tee fitting shall be utilized.

- E. Maximum Pipe Joint Deflection. Special care shall be taken so as not to exceed the manufacturer's recommendations for joint deflection. For bends exceeding the applicable deflection, fittings shall be installed.
- F. Polyethylene Encasement. All ductile iron piping including pipe, fittings, valves and piping appurtenances shall be polyethylene encased. Installation shall be in conformance with either Methods A or B of AWWA Standard C105. The polyethylene encasement shall prevent contact between the piping and the surrounding backfill and bedding material but is not intended to be a completely airtight or watertight enclosure. Overlaps shall be secured by the use of adhesive tape furnished with the polyethylene encasement.
- G. Leakage Test. All ductile iron piping shall be tested for leakage for a duration of 2 hours at a test pressure of 250 psi. Allowable leakage for below grade piping shall not exceed the following:

<u>Pipe Diameter</u>	<u>Allowable Leakage per 1000 Linear Feet of Pipe During the 2 Hour Test Period</u>
4"	0.47 gallons
6"	0.71 gallons
8"	0.95 gallons
10"	1.19 gallons

- H. Utility Warning Tape. Utility warning tape shall be installed within the trench backfill material at the location determined by the CCWD.

3.07 COPPER SERVICE TUBING INSTALLATION

- A. Installation. Installation of copper tubing including jointing shall be in conformance with the recommendations of the manufacturers of the tubing and fittings.
- B. Leakage Test. Copper tubing shall be hydrostatically tested for leakage together with the pipeline to which it is connected. No leakage will be permitted.

3.08 BRASS PIPE AND FITTINGS INSTALLATION

- A. Installation. Installation of brass pipe and fittings including jointing shall be in conformance with the recommendations of the manufacturers of the pipe and fittings.
- B. Leakage Test. Brass pipe and fittings shall be hydrostatically tested for leakage together with the pipeline to which it is connected. No leakage will be permitted.

3.09 INSTALLATION OF VALVES AND OTHER PIPING ACCESSORIES

- A. Installation of valves and other piping accessories shall be in conformance with the recommendations of the manufacturer of the product and in conformance with the District Standard Installation Details. A valve box shall be provided for each below grade valve. The Contactor shall demonstrate to the satisfaction of the District the proper performance of each piping accessory prior to project acceptance.
- B. Air Relief Valve Assemblies. An air relief valve assembly shall be installed at each pipeline high point where in the opinion of the CCWD entrapment of air could occur. The known locations where air relief valves are required are shown on the project Drawings. During construction, if additional pipeline high points are created which in the opinion of the CCWD could result in air entrapment, an air relief valve shall be installed at each of these additional locations.
- C. Tapping Sleeve and Valve Installation. Installation of tapping sleeves and tapping valves shall be performed only by CCWD-approved contractors. The only currently approved tapping contractor is DC Tapping.

3.10 SERVICE CONNECTION INSTALLATION

- A. Piping for Water Meter Installation. The piping for the water meter installation shall be constructed at a sufficient depth below grade to allow sufficient space for installation of the water meter and its automatic metering reading head. The required distance will vary depending on the size of water meter. The distance from the top of the automatic metering reading head to the bottom of the water meter box lid shall be 6 inches. Meter boxes shall be installed within street right of way areas. If the property line is not apparent, the Application shall retain the services of a surveyor to provide a stake marking the location of the property line.
- B. Irrigation Service Connections. Irrigation service connections where shown on the project drawings shall consist of both an irrigation water meter service connection and a backflow prevention device.

3.11 BOLLARDS

- A. The number of guard posts (bollards) to be installed and their location will be determined in the field by the CCWD. Each post shall be installed 3 feet into the ground using concrete encasement, and following installation the post shall be filled with concrete.

3.12 AS-BUILT DRAWINGS

- A. Prior to project acceptance, the Contractor shall provide the District with a set of the project drawings marked for As-Built conditions. The as-built markings shall include the following (1) all changes made to the project drawings during construction, (2) field measurements locating the actual location of the pipeline horizontally from property corners and other surface facilities, (3) horizontal distance of each valve from a minimum of 2 permanent surface facilities such as utility poles, curb and gutter, etc., (4) depth of cover for the pipeline at all locations, as constructed, and (5) the locations of all underground facilities encountered during construction including horizontal location and depth of cover. In addition, documentation shall be provided describing each location where a sanitary sewer pipeline passes over a water pipeline.

3.13 CCWD STANDARD INSTALLATION DETAILS AND SPECIAL INSTALLATION DETAILS

- A. General. Installation of piping and appurtenances shall be in conformance with CCWD Standard Installation Details and special installation details prepared by the CCWD for the project. If there are conflicts between the CCWD Standard Installation Details and the project Improvement Plans, conflict resolution shall be performed by the CCWD.
- B. Standard Installation Details. Details known to be required for the project are included on the project Contract Drawings.
- C. Special Installation Details. If required, special installation details will be prepared by the District and provided to the Contractor.

END OF WRITTEN DOCUMENT

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: August 9, 2016

Date: August 5, 2016

Subject: Pilarcitos Canyon Roads Repair Project

Recommendation:

Authorize General Manager to provide payment to the San Mateo County Resource Conservation District (RCD) of \$76,718 for the construction of the Pilarcitos Canyon Roads Repair Project.

Background:

L-3 Randtron Antenna Systems has facilities at the top of the ridges on each side of Pilarcitos Canyon overlooking the Pilarcitos Canyon Well Field. They have used access roads into the canyon that traverse our property for many years in the process of travelling from one facility to the other. These watershed roads have been identified by the Pilarcitos Integrated Watershed Management Plan (PIWMP) as a major source of sedimentation pollution into Pilarcitos Creek and are an impairment to aquatic resources. PIWMP ranks assessment of the roads as a Tier 1 (highest level) project. The Pilarcitos Integrated Watershed Management Plan was completed in 2008, with CCWD as a signatory. The Plan identifies the RCD as a lead and CCWD is identified as a collaborator.

The Resource Conservation District (RCD) has been the lead agency in connection with all aspects of the repairs to the Pilarcitos Canyon Road and its side roads to the Randtron radar experimental station buildings. A road assessment with recommended treatments was completed in March 2013 by Pacific Watershed Associates (PWA). In addition to the Randtron access road degradation, PWA also identified two sections of our main road as a high priority site for repairs due to the potential danger of the road collapsing into the creek.

Over the last two years, RCD has obtained all of the required permits for the Pilarcitos Canyon Roads Repair Project, and is ready to proceed with construction. In May, RCD initiated the bid process for actual construction and on June 7, RCD, CCWD, and Randtron reviewed the submitted bids and selected Campbell Grading Inc. based on their low bid and excellent references for similar projects. RCD is the contracting entity for the work on behalf of CCWD and Randtron.

STAFF REPORT

Agenda: August 5, 2016

Subject: Pilarcitos Canyon Roads Repair Project

Page Two

To date, \$54,000 in permit and related administrative costs have been shared between RCD (with grants), Randtron and CCWD. (CCWD has paid \$13,333 of these costs.) Construction costs will be shared \$109,430 Randtron and \$76,718 CCWD. Upon payment of CCWD's portion of the construction costs, RCD will issue the notice to proceed with construction. (Randtron has already paid RCD for their portion of the project.) RCD will hold the construction funds in escrow and make payments per the contract with the contractor. RCD will also act as construction manager once the work begins. In issuing its payment to RCD, CCWD will indicate that the \$76,718 is a not to exceed amount.

Given environmental permit restrictions, construction must take place between 16 September and 15 October, so time is of the essence to issue payment to RCD.

Fiscal Impact:

Funding for this project is included in the finalized Fiscal Year 2016/2017 Capital Improvement Program Budget.



San Mateo County Resource Conservation District

625 Miramontes Street, Suite 103, Half Moon Bay, CA 94019, 650.712.7765

Randtron	CCWD budgeted
budgeted total	total
\$ 150,171	\$ 84,748

	Randtron	CCWD
Construction		
<u>Project management</u>		
bid process and project development through 5/31/16 (unpaid remainder)	\$ 2,800	\$ 4,638
contract management, construction preparation & oversight, coordination with CCWD, L3, regulatory agencies, financial tracking, and other administrative functions	\$ 5,011	\$ 3,173
<i>Subtotal Project Management</i>	\$ 7,811	\$ 7,811
<u>SF Bay Regional Water Quality Control Board permit fee:</u>	\$ 3,713	\$ 1,857
<u>Construction</u>		
Direct construction costs	\$ 71,860	\$ 47,477
culverts and geotextile fabric	\$ 3,900	\$ 1,000
PWA geological oversight	\$ 14,000	\$ 7,000
Biological oversight	\$ 5,000	\$ 10,000
<i>Subtotal Construction</i>	\$ 94,760	\$ 65,477
Post construction monitoring (3 annual photo monitoring and report); any additional revegetation/touch-ups or project admin not included	\$ 3,146	\$ 1,573
Total Construction	\$ 109,430	\$ 76,718

Campbell Grading, inc bid		
	Randtron	CCWD
equipment/labor	\$ 57,630	\$ 28,815
rip rap (2'-3')		\$ 8,444
rip rap (.5-2')	\$ 3,619	
road rock (1.5 ")	\$ 998	\$ 998
Drain rock (3")		\$ 1,663
seed/straw	\$ 1,080	\$ 540
misc (water pumps, hoses, riparian fencing)	\$ 1,000	\$ 3,250
mob/demob	\$ 7,533	\$ 3,767
	\$ 71,860	\$ 47,477



Progress Report 8

Pilarcitos Creek Watershed Rural Roads Improvement Project on CCWD Property

to

CCWD and L-3 Randtron

Period covered: 4/1/2016 - 6/30/2016

Introduction

This is the eight progress report for the Pilarcitos Creek Watershed Rural Roads Improvement Project on CCWD property in San Mateo County, California. The RCD, CCWD, and L-3 Randtron are partnering to improve 2.91 miles of unpaved roads. Planned erosion control treatments are intended to improve drainage, reduce erosion and maintenance needs, and benefit the habitat quality of the creek. A road assessment with recommended treatments was completed in March 2013 by Pacific Watershed Associates (PWA) under contract to the RCD. The RCD's Rural Roads Program aims to reduce road-related sediment runoff to help protect and recover steelhead trout, coho salmon, and other native aquatic and riparian species in riparian corridors.

Phase 1 of the project is focused on permitting the proposed road work: conducting required environmental surveys, drafting permit-related reports, drafting permit applications, and shepherding applications through the permitting process.

Phase 2 of the project will be construction. Construction is currently targeted for Fall 2016.

Activities and schedule for October 2015 through June 2016

Activity	Status
Continued permit coordination/negotiation with regulatory agencies	complete
Winterization plan development for Randtron-maintained roads and related technical assistance (Sept-Oct 2015)	complete
Field tour for Randtron staff (Nov-Dec 2015)	complete
Confirming 2011 site layout details for 21 sites, developing road logs and flagging treatments (Sept-Nov 2015)	complete
Site visit to review site conditions and update layout following winter 2016	complete
Developing bid sheets with technical specifications (Dec-April 2016)	complete
Drafting bid documents (Dec - April 2016)	complete
Conducting pre-bid contractor site visit and selecting a construction contractor (May 2016)	complete
Planning for construction (May-July 2016)	pending
Reporting, invoicing, contracting, contractor oversight (Sept 2015-October2016)	on-going



Summary of Work Performed

Work during the previous quarter focused on developing bid documents, working through technical issues, identifying and soliciting qualified contractors, conducting a mandatory bid walk, contractor selection for the project, finalizing permits, and project contracting and fiscal administration.

The RCD, PWA CCWD, and L-3 Randtron conducted meetings and multiple site visits to finalize the selection of priority sites, troubleshoot technical issues, identify and mark any limiting infrastructure within the roadway (high voltage lines/pipelines), modify prescribed treatments due to infrastructure constraints, consult with Alnus Ecological regarding dewatering and fish relocation, review the bid package, conduct a mandatory bid walk with contractors, and make a final contractor selection. The RCD finished the bid document with input from PWA, L-3 Randtron, and CCWD on May 3rd and released it with a request for bid proposals to 8 construction firms. Seven individuals from five contracting companies participated in the mandatory pre-bid site visit on May 16th 2016. Four companies bid on the project. On June 7th RCD staff met with CCWD and L-3 Randtron staff and came to the unanimous decision to recommend Campbell Grading Inc. based on low bid and excellent references for similar work.

The RCD compiled an updated construction budget, investigated shortfall funding, worked with CCWD and Randtron on obligating funds, addressed Santa's tree Farm landowner access concerns, and followed-up with the Regional Water Quality Control Board regarding the permit fee. The remaining balance of the permit fee will be paid in full once construction funds are received.

Upon receiving commitment from Randtron and CCWD to move forward, RCD began contract development with Alnus Ecological, which will provide the qualified biological and fish relocation services during construction. In addition, the RCD has received approval from the RCD Board of Directors to enter into contract with Campbell Grading Inc. and is awaiting funds from CCWD and L-3 Randtron.

The RCD has secured all necessary permits for the project.

The following table summarizes the status of the permitting effort.

Permit Applications/Regulatory Documents	Status
CEQA (filed by RCD as lead agency)	Complete
Clean Water Act Section 404 (US Army Corps of Engineers)	Complete
Clean Water Act Section 401 (SF Bay Regional Water Quality Control Board)	Complete (payment pending)
Lake and Streambed Alteration Agreement/1600 (CA Department of Fish and Wildlife)	Complete
Endangered Species Act Sect. 7 US Fish and	Complete

Wildlife Service	
Endangered Species Act Sec. 7 National Marine Fisheries Service	Complete
Compliance with Coastal Zone Management Act (through NOAA Restoration Center- Community Based Restoration Program)	Complete
County Grading Ordinance	Complete (RCD Exempt)

The RCD is also handling other administrative functions such as overseeing contractors, reporting, and fiscal administration.

Work planned for next work period (7/01/16 –9/30/2016) includes:

- Contracting with Campbell Grading Inc. PWA, and Alnus Ecological
- Construction starting September 15th 2016
- Construction oversight and biological monitoring

Please contact Irina Kogan with any questions about this report or the attached support materials at (650) 712-7765 ext. 107 or irina@sanmateorcd.org

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: August 9, 2016

Date: August 5, 2016

Subject: Award of Contract - Denniston Treated Water Pump Station and Transmission Main

Recommendation:

Authorize the General Manager to execute a contractual agreement with Stoloski & Gonzales for the construction of the Denniston Treated Water Booster Station and Transmission Pipeline Project, for the lump sum amount of \$1,846,000.

Background:

Since the Denniston Water Treatment Plant (WTP) began operation in 1974, the District has recognized that hydraulic limitations in the District's transmission and distribution network restrict the amount of water available from the Denniston source. Completion of the new El Granada Pipeline in 2008 removed most of the hydraulic restriction between the Denniston and the Half Moon Bay tanks, but a bottleneck still exists between Denniston WTP and the El Granada Pipeline's northern terminus at El Granada Tank 1. A July 2010 technical memorandum by District Engineer James Teter concluded that the maximum gravity flow from the Denniston tank is currently about 400 gallons per minute (gpm), and that making full use of the plant's 1,000 gpm capacity would require a treated water booster station. Because pushing the high flows through the existing piping along Bridgeport Drive will require more pressure than the older cast iron lines in this neighborhood can reliably handle, the District must also construct about 3,500 feet of new transmission pipeline from the northern end of Bridgeport Drive to a connection point with the existing 12-inch main at the northern end of Coral Reef Avenue.

We obtained a CDP for the project and solicited bids for construction in June, 2016. We received only two bids which were opened on July 26 with the following results:

Stoloski & Gonzalez, Inc.	\$1,846,000
Mountain Cascade, Inc.	\$2,283,000

Both contractor bids were vetted for compliance with the contract requirements and staff is comfortable with the selection of the low bidder.

Fiscal Impact:

The CIP allots \$2.6 million dollars for this project, which will cover construction costs as well as construction management and engineering.

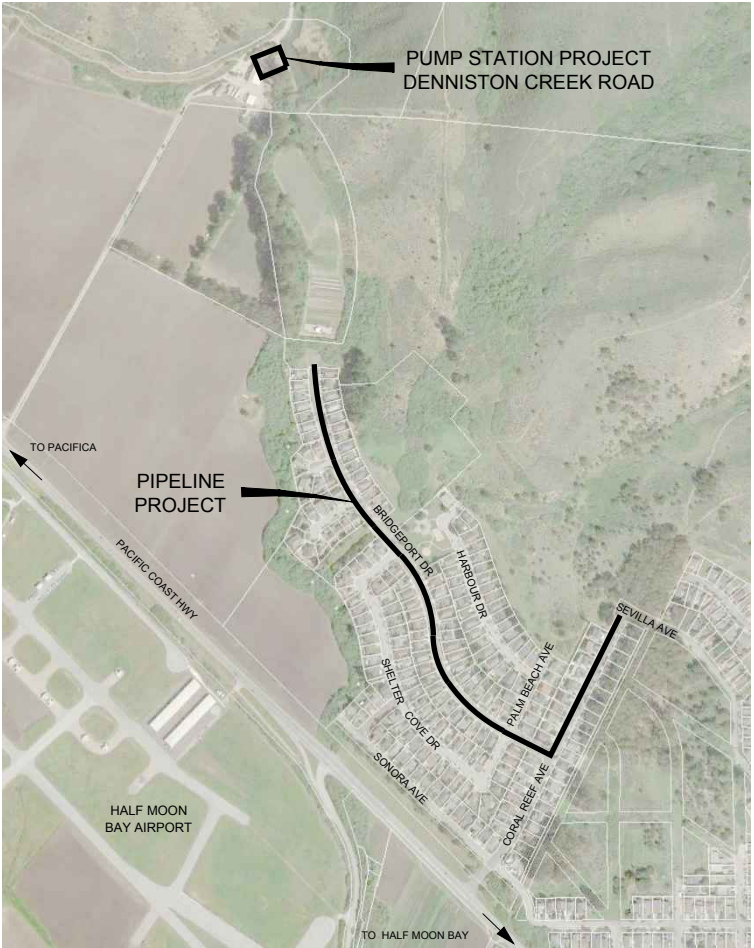


IMAGE: GOOGLE EARTH PRO

VICINITY MAP

NTS

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: August 9, 2016

Date: August 5, 2016

Subject: Denniston Treated Water Pump Station and Transmission Main Project Award of Contract to Kennedy/Jenks for Engineering Services during Construction and Construction Management

Recommendation:

Authorize General Manager to execute a professional services agreement with Kennedy/Jenks Engineering for engineering services during construction and construction management of the Denniston Treated Water Pump Station and Transmission Main Project for time-and-materials costs not to exceed \$292,780.

Background:

Kennedy/Jenks prepared plans and specifications for the Project, which will begin construction in August 2016. At the District's request, Kennedy/Jenks has submitted the attached proposal for the necessary construction management and engineering services during construction.

Staff recommends awarding this work to Kennedy/Jenks based on their experience with the project.

Fiscal Impact:

Cost of \$292,780. Project is included in the approved Fiscal Year 2016/2017 Capital Improvement Program, and will be funded by the IBank loan proceeds.

Exhibit B - Budget Estimate
Coastside County Water District
Dennistion Treated Water Pump Station and Transmission Pipeline
8/4/2016

Kennedy/Jenks Consultants

Construction Management Services & Engineering Services During Construction												
Project Staffing Plan - CCWD			2016				2017					
Months	Class	Bill Rate	September	October	November	December	January	February	March	April	Total Hrs	Total Est
Hours Per Month			1	2	3	4	5	6	7	8		
KJ Team Staffing												
SR Project Oversight	E-9	\$270	10	4	4	4	4	4	4	2	36	\$9,720
CM/Inspector*	E-4	\$185	60	120	120	100	100	80	80	80	740	\$136,900
Engineering PM	E-8	\$260	8	4	4	4	4	4	4	16	48	\$12,480
RFI Responses	E-3	\$160	40	30	30	30	25	20	20	20	215	\$34,400
Submittal Review	E-3	\$160	70	70	50	50	25	15	16	10	306	\$48,960
ESDC - Site visit/Meetings	E-3	\$160	4	4	4	4	4	4	4	4	32	\$5,120
Startup Assistance	E-3	\$160								56	56	\$8,960
Record Drawings	E-3	\$160								50	50	\$8,000
CCO Support	E-3	\$160	8	8	8	8	8	8	8	8	64	\$10,240
Reimbursables		\$1000/mo	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$2,000	\$ 9,000	\$18,000
*Prevailing Wage											Total	\$292,780

Reimbursables:

Travel and Subsistence at Site
Contractor to provide trailer , furnishings and utilities.

Notes:

Part time inspection & CM, time and material estimate not to exceed
Prevailing Wage Rates for Project
Based on 90% plans and specifications
Contract duration April-October 2016

EXHIBIT A

SCOPE OF WORK

CONSTRUCTION PHASE SERVICES FOR DENNISTON TREATED-WATER PUMP STATION AND TRANSMISSION MAIN

Background

On July 26th, the District opened two bids for construction of a new potable-water pump station and transmission pipeline (the Project). The low bid was a lump sum of \$1,846,000 (vs. Engineer's estimate of probable construction costs of \$2M). The District now plans to take the construction agreement to their Board of Directors for approval on August 8, 2016. The Contractor's notice to proceed is expected to be issued by August 15, 2016 for purposes of scheduling engineering services during construction.

Understanding

Our understanding of the level of services needed is based on the design described in the final bid documents dated April, 2016, including two addenda that were issued during the bid phase. Those documents describe construction of the following improvements:

- One potable-water pump station configured for three vertical-turbine pumps installed in suction cans
- Approximately 3,300 LF of 12-inch ductile-iron transmission main

The construction agreement allows the Contractor 230 calendar days to complete all work described in the plans and specifications.

Professional services for all preceding design work and bid-phase assistance consisted of the following phases that were covered under the original agreement:

- Phase A – Alternatives Analysis
- Phase B – Construction Documents
- Phase C – Bid Phase Assistance
- Phase D – Project Management (during design)

All work defined under Phases A – D have been completed.

Scope of Work

For purposes of this proposal, Phase E is designated for the following construction-phase services:

- Task E.1 – Construction Management

- Task E.2 – Office Services During Construction

The following task breakdown provides a detailed description of the approach proposed to manage the construction project:

Task E.1 – Construction Management (Field Services)

Engineer shall furnish a Construction Manager (“CM”) to assist Engineer in observing progress and quality of the Work. The CM may provide full time representation or may provide representation to a lesser degree, depending on the Contractor’s schedule and the type of work being performed at the site.

Through CM’s observations of Contractor’s work in progress and field checks of materials and equipment, Engineer shall endeavor to provide further protection for Owner against defects and deficiencies in the Work. However, Engineer shall not, during such CM field checks or as a result of such CM observations of Contractor’s work in progress, supervise, direct, or have control over Contractor’s Work, nor shall Engineer (including the CM) have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for security or safety at the Site, for safety precautions and programs incident to any contractor’s work in progress, or for any failure of a contractor to comply with Laws and Regulations applicable to such contractor’s performing and furnishing of its work. The Engineer (including CM) neither guarantees the performances of any contractor nor assumes responsibility for Contractor’s failure to furnish and perform the Work in accordance with the Contract Documents.

The duties and responsibilities of the CM are as follows:

1. **General:** CM is Engineer’s representative at the Site, will act as directed by and under the supervision of Engineer, and will confer with Engineer regarding CM’s actions. CM’s dealings in matters pertaining to the Contractor’s work in progress shall in general be with Engineer and Contractor. CM’s dealings with Subcontractors shall only be through or with the full knowledge and approval of Contractor.
2. **Schedules:** Review the progress schedule, schedule of Shop Drawing and Sample submittals, and schedule of values prepared by Contractor and consult with Engineer concerning acceptability.
3. **Preconstruction Meeting:** Prepare an agenda for the pre-construction meeting for the District’s comment and approval. Manage the meeting with the Contractor where initial project expectations and communications protocols will be agreed to.
4. **Construction Meetings:** Bi-weekly construction meetings (up to 17) will be held and managed by the CM during the project. CM may call for specific-issue meetings as necessary.

5. Liaison:
 - a. Serve as Engineer's liaison with Contractor. Working principally through Contractor's authorized representative or designee; assist in providing information regarding the intent of the Contract Documents.
 - b. Assist Engineer in serving as Owner's liaison with Contractor when Contractor's operations affect Owner's on-Site operations.
 - c. Assist in obtaining from Owner additional details or information, when required for proper execution of the Work.
6. Interpretation of Contract Documents: Report to Engineer when clarifications and interpretations of the Contract Documents are needed and transmit to Contractor clarifications and interpretations as issued by Engineer.
7. Shop Drawings and Samples:
 - a. Record date of receipt of Samples and approved Shop Drawings.
 - b. Receive Samples which are furnished at the Site by Contractor, and notify Engineer of availability of Samples for examination.
 - c. Advise Engineer and Contractor of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal for which CM believes that the submittal has not been approved by Engineer.
8. Modifications: Consider and evaluate Contractor's suggestions for modifications in Drawings or Specifications and report such suggestions, together with CM's recommendations, to Engineer. Transmit to Contractor in writing decisions as issued by Engineer.
9. Review of Work and Rejection of Defective Work:
 - a. Conduct on-Site observations of Contractor's work in progress to assist Engineer in determining if the Work is in general proceeding in accordance with the Contract Documents.
 - b. Report to Engineer whenever CM believes that any part of Contractor's work in progress will not produce a completed Project that conforms generally to the Contract Documents or will imperil the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Engineer of that part of work in progress that CM believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection, or approval.

10. Inspections, Tests, and System Start-ups:

- a. Consult with Engineer in advance of scheduled inspections, tests, and systems start-ups.
- b. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate Owner's personnel, and that Contractor maintains adequate records thereof.
- c. Observe, record, and report to Engineer appropriate details relative to the test procedures and systems start-ups.
- d. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections, and report to Engineer.

11. Records:

- a. Maintain orderly files for correspondence, reports of job conferences, reproductions of original Contract Documents including all change orders, field orders, work change directives, addenda, additional Drawings issued subsequent to the execution of the Construction Contract, Engineer's clarifications and interpretations of the Contract Documents, progress reports, Shop Drawing and Sample submittals received from and delivered to Contractor, and other Project-related documents.
- b. Prepare a daily report or keep a diary or log book, recording Contractor's hours on the Site, weather conditions, data relative to questions of change orders, field orders, work change directives, or changed conditions, Site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Engineer.
- c. Record names, addresses, fax numbers, e-mail addresses, web site locations, and telephone numbers of all Contractors, Subcontractors, and major Suppliers of materials and equipment.

12. Reports:

- a. Furnish to Engineer periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.
- b. Draft and recommend to Engineer proposed change orders, work change directives, and field orders. Obtain backup material from Contractor.
- c. Furnish to Engineer and Owner copies of all inspection, test, and system start-up reports.
- d. Immediately notify Engineer of the occurrence of any Site accidents, emergencies, acts of God endangering the Work, damage to property by fire or other causes, or the discovery of any Constituent of Concern.

13. **Payment Requests:** Review applications for payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Engineer, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.
14. **Certificates, Operation and Maintenance Manuals:** During the course of the Work, verify that materials and equipment certificates, operation and maintenance manuals and other data required by the Contract Documents to be assembled and furnished by Contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have these documents delivered to Engineer for review and forwarding to Owner prior to payment for that part of the Work.
15. **Completion:**
 - a. Participate in visits to the Project to determine Substantial Completion, assist in the determination of Substantial Completion and the preparation of lists of items to be completed or corrected.
 - b. Participate in a final visit to the Project in the company of Engineer, Owner, and Contractor, and prepare a final list of items to be completed and deficiencies to be remedied.
 - c. Observe whether all items on the final list have been completed or corrected and make recommendations to Engineer concerning acceptance and issuance of the Notice of Acceptability of the Work.
16. **Inspections and Tests:** Require such special inspections or tests of Contractor's work as deemed reasonably necessary, and receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Contract Documents. Engineer's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Contract Documents. Engineer shall be entitled to rely on the results of such tests.
17. **Disagreements between Owner and Contractor:** When construction issues due come up, CM will first attempt to resolve the matter directly with the Contractor's Superintendent. This will be the primary method of resolving matters before they potentially become a problem. If this approach is not successful, the issue at hand will be discussed in the construction-progress meetings and a dialogue toward resolution will ensue and be documented. If matters continue and the issue is not resolved, Kennedy/Jenks will prepare written correspondence to the contractor's project manager, requesting that the issue be addressed. In this case, a reference to the requirements in the contract documents will be presented which will prompt the contractor to comply and resolve the matter at hand.
18. **Applications for Payment:** Based on CM's observations as an experienced and qualified design professional and on review of Applications for Payment and accompanying supporting documentation:

- a. Determine the amounts that CM recommends Contractor are paid. Such recommendations of payment will be in writing and will constitute CM's representation to Owner, based on such observations and review, that, to the best of CM's knowledge, information and belief, Contractor's Work has progressed to the point indicated, the Work is generally in accordance with the Contract Documents (subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the Contract Documents, and to any other qualifications stated in the recommendation), and the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is CM's responsibility to observe Contractor's Work. In the case of unit price work, CM's recommendations of payment will include final determinations of quantities and classifications of Contractor's Work (subject to any subsequent adjustments allowed by the Contract Documents).
 - b. By recommending any payment, CM shall not thereby be deemed to have represented that observations made by CM to check the quality or quantity of Contractor's Work as it is performed and furnished have been exhaustive, extended to every aspect of Contractor's Work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to CM in this Agreement and the Contract Documents. Neither CM's review of Contractor's Work for the purposes of recommending payments nor CM's recommendation of any payment including final payment will impose on CM responsibility to supervise, direct, or control Contractor's Work in progress or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or Contractor's compliance with Laws and Regulations applicable to Contractor's furnishing and performing the Work. It will also not impose responsibility on CM to make any examination to ascertain how or for what purposes Contractor has used the moneys paid on account of the Contract Price, or to determine that title to any portion of the Work in progress, materials, or equipment has passed to Owner free and clear of any liens, claims, security interests, or encumbrances, or that there may not be other matters at issue between Owner and Contractor that might affect the amount that should be paid.
19. Change Management: Review Contractor's claims for changed conditions. Log all claims and promptly notify Engineer and Owner of each claim. Evaluate cost and schedule impacts in collaboration with Engineer. Serve as Owner's liaison in negotiations with Contractor. Prepare final change-order documentation, if required, and transmit to Contractor.
20. Contractor's Completion Documents: Receive, review, and transmit to Owner maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance required by the Contract Documents, certificates of inspection, tests and approvals, Shop Drawings, Samples and other data approved, and transmit the annotated record documents which are to be assembled by Contractor in accordance with the Contract Documents to obtain final payment.
21. Substantial Completion: Promptly after notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with Owner and Contractor, visit the Project to determine if the Work is substantially complete. If after considering any objections of Owner, the Engineer considers the Work substantially complete; Engineer shall deliver a certificate of Substantial Completion to Owner and Contractor.

22. Final Notice of Acceptability of the Work: Conduct a final visit to the Project to determine if the completed Work of Contractor is acceptable so that CM may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, CM shall also provide a "Notice of Acceptability of Work" that the Work is acceptable to the best of CM's knowledge, information, and belief and based on the extent of the services provided by CM under this Agreement.

Task E.2 – Engineering Services During Construction (Office Engineering Services)

1. Shop Drawings and Samples: Review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for conformance with the information given in the Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated by the Contract Documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto.
2. Submittal review comments will be presented in a shop drawing review letter (SDRL) that is returned with each reviewed submittal. Kennedy/Jenks will retain one copy and one conformed copy of each submittal will be returned electronically in PDF form to the Contractor. Mark-ups on fabrication/shop drawings provided in electronic media will be color copied and scanned. Kennedy/Jenks will maintain a log of shop drawing submittals reviewed for the project.
3. The allocated budget provides for review of up to 51 submittals/resubmittals at approximately 5 hours per submittal/resubmittal on average, which includes quality control review, word processing of review comments and conforming and processing of two (2) copies of shop drawing materials. The estimated number of submittals/resubmittals is based on 1.5 shop drawing submittals/resubmittals per design drawing prepared by Kennedy/Jenks (34 drawings).
4. Substitutes and "or-equal": Evaluate and determine the acceptability of up to three (3) substitute or "or-equal" materials and equipment proposed by Contractor at a budgeted estimate of 4 hours each.
5. Responses to Contractor's Requests for Information (RFIs): Review and prepare responses to Contractor's RFIs. Responses to RFIs from the contractor will be provided in the form of a typed-written response memorandum that can be emailed to the CM and contractor. A log will be kept of RFI responses prepared and maintained during the construction period.
6. The allocated budget provides for up to 43 RFI's at approximately 4 hours per RFI on average for review, preparing a written response or clarification, and conducting a quality control review by a senior level engineer. The estimated number of RFI's is based on approximately 1.25 per design drawing prepared by Kennedy/Jenks.
7. Meetings and/or Site visits: Engineer to attend construction meeting or site visit once a month (up to 8 field meetings/site visits).

8. Record Drawings: Prepare final record drawings by incorporating Contractor's field markups into a set of AutoCAD drawing files and pdfs. Transmit record-drawing files to Owner on CDROM media. Paper submittals of record drawings are not anticipated.
9. Engineering Assistance: Prepare supplemental design documentation as requested by Owner. Professional services provided under this task are intended to cover Owner-requested changes and other design modifications required to accommodate unanticipated changed conditions. Given that the scope of changes cannot be estimated at this time, an allowance of up to 64 professional hours is budgeted for this task.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: August 9, 2016

Report

Date: August 5, 2016

Subject: Purchasing Policy Update

Recommendation:

Approve update to the Purchasing Policy.

Background:

The District's current Purchasing Policy predates the addition of the Assistant General Manager position. This update reflects the addition of the Assistant General Manager as an approver and check signer.

Fiscal Impact:

None

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Coastside County Water District

Purchasing Policy

The following are general guidelines for purchasing items other than District Projects.

Petty Cash

Any purchases made for supplies or services with a value to \$100 or less that has been pre-expended by District employees and Directors may be reimbursed through petty cash. A “Reimbursement for Expenses” form shall be completed and approved before petty cash is rendered. Any non-routine purchase made with petty cash should be pre-approved by Assistant General Manager, Superintendent of Operations, or Office Manager.

Business Expenses and Employee Purchases over \$100

Any purchases made for supplies or services with a value over \$100 will be reimbursed by check during regular monthly accounts payables. Meeting and related travel expenses over \$100 will not be reimbursed through petty cash. A “Reimbursement for Expenses” form shall be completed and approved before payment. Approval is required by the Superintendent, Office Manager, Assistant General Manager, or General Manager prior to expenditures for business expenses.

Credit Cards

Credit Card holders are the General Manager, Assistant General Manager, Superintendent and the Office Manager. A purchase order may need to be completed and approved prior to using the credit card. All credit card invoices are reviewed and approved on a monthly basis by the Office Manager, Assistant General Manager, or ~~and~~ General Manager.

Purchase Orders Requirements

Once a vendor has been selected to supply specific items or services, a Purchase Order must be completed for any purchase exceeding \$500. The Purchase Order must have a complete listing and description of the items/services and have the proper authorization.

1. Expenditures under \$500
 - A Purchase Order is not required
 - Needs verbal approval by Office Manager, Supervisor, Superintendent, Assistant General Manager or General Manager
2. Expenditures \$500 - \$5,000
 - Requires a Purchase Order
 - Needs written approval on Purchase Order by General Manager, Assistant General Manager, Superintendent or Office Manager
3. Expenditures \$5,000 - \$15,000
 - Requires a Purchase Order

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- Needs written or verbal approval on Purchase Order by General Manager or Assistant General Manager
 - Requires two (2) informal quotes (in writing, by phone, fax or email)
4. Expenditures Greater Than \$15,000
- (See Policies and Procedures for Award of Contracts)

Vendors Not Requiring Purchase Orders

1. Agencies that bill on a monthly basis such as other utility companies (phone, water, electrical, gas, fuel, garbage, yard stock (rock, gravel), etc...)
2. Companies that have an open account with the District such as, ~~Oceanshore Hassett~~ Hardware (ACE)-and rentals.
2. ~~, Redwing Shoes and Radio Shack (Strawflower Electronics).~~

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Blanket Purchase Orders

A blanket purchase order may be used for frequently needed supplies or services from a same supplier. Blanket purchase orders are established per fiscal year, and allow the department to order directly from the supplier. The blanket purchase order contains ordering and billing instructions, a price agreement, and a description of the goods or services that can be ordered.

ACCOUNTING PROCEDURES

1. All purchases must be approved either verbally or in writing (see purchase order section)
2. If a purchase order is required:
 - a. Requestor completes PO, including project account number, signature and vendor information. The requestor forwards it (with quotes, if needed) to the Assistant General Manager, Superintendent or Office Manager. Also, receives supervisor initial if appropriate.
 - b. Upon approval, Superintendent gives approval by initialing PO, then forwards to General Manager or Assistant General Manager for approval if over \$5,000. Approved P.O. white and yellow copies go to Accounts Payable
 - c. Upon receipt of the product or service, requestor notes PO is complete on pink copy and forwards to Accounts Payable with all invoices and packing slips.
 - d. Invoices are then matched up with PO or Packing slips and then coded by the Accounts Payable department with the vendor number, account number(s) and amount(s).
3. The invoices are then given to either the Office Manager and/or Superintendent for approval. After review by the OM and Superintendent, final approval is made by the General Manager or Assistant General Manager.

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e. Invoices are then entered into the Accounts Payable by the Office Specialist. A final proof list is reviewed by the Assistant General Manager or Office Manager before checks are printed and mailed/distributed.

4. ~~All~~ invoices that are received on or before the 25th of the month will generally be paid by the end of the same month.

5. All claims are placed on the monthly agenda for Board of Directors for approval.

~~Check Signing/Authorization (effective July 1, 2009):~~

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The purpose of this policy is to establish check signing guidelines for the Coastside County Water District Operating and Payroll accounts.

1. The General Manager, Assistant General Manager, Superintendent of Operations, Office Manager, President and Vice President of the Board of Directors may sign checks on behalf of the Coastside County Water District bank accounts.
2. All checks under \$25,000 will only require one signature and may be signed by the General Manager, Assistant General Manager, Superintendent of Operations or Office Manager.
3. All checks \$25,000 and over shall bear two signatures, one of which will be the General Manager, Assistant General Manager, Superintendent or Office Manager
4. The Second signature may be that of either the President or Vice President of the Board of Directors.

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- *Original Purchase Order Policy approved by the Finance Advisory Committee on April 30, 2007 and by Board Approval on May 8, 2007*
- *Amended and Approved January 13, 2009, August 9, 2016.*

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: August 9, 2016

Report

Date: August 5, 2016

Subject: Assistant General Manager's Report

Recommendation:

No Board action required.

Background:

AMI/Aclara Update

At the July, 2016 Board Meeting, Staff anticipated that an agreement with Aclara would be ready for review and approval at the August Board Meeting. Staff and Legal are still reviewing the agreement, and plan to bring the agreement to the Board for approval at the September Board meeting.

During August, 2016, Aclara staff will be onsite at CCWD to conduct a "site audit" in order to confirm the locations for the Data Collector Units (DCU) identified in the propagation study that was done last year. As a result of this "site audit", we should gain a better understanding of permitting and easement requirements (if any), as well as scheduling for implementation.

MONTHLY REPORT

To: Mary Rogren, Assistant General Manager
From: Joe Guistino, Superintendent of Operations
Agenda: August 9, 2016

Report
Date: August 5, 2016

Monthly Highlights

Unidirectional Flushing Program

Our unidirectional flushing program is presently on a 5 year cycle. The El Granada area was slated for 2016 and was completed in July with minimal disruption.

Avenue Cabrillo Project Phase 3B

This is the final phase of the Avenue Cabrillo Project that was started in 2012. This project replaces substandard 2" and cast iron pipes in the southernmost neighborhoods of El Granada and will be completed by the end of September.

Source of Supply

Crystal Springs, Pilarcitos and Denniston Reservoirs and Denniston Well #9 were the source of supply in July, supplying 61 million gallons (MG) of water. Thirty three percent of production was from Denniston Water Treatment Plant (WTP), which ran every day in July.

System Improvements

Tank Mixers

Staff procured and installed mixers in El Granada Tanks 1 and 2 to help reduce THM levels at these sites.

Denniston Flow Trending

The treatment staff is working on a computer generated chart that will track the relationship between creek flows, plant influent flows, Denniston Pump Station sump flows, Denniston WTP production and weather. We will include it in my monthly report packet once it is completed and beta tested if requested.

Unidirectional Flushing Program

The field crew completed the 4th week of flushing for 2016 with few dirty water and low pressure complaints. Calls of inquiry as to flushing activities significantly diminished upon procuring of 'Main Flushing Today' sandwich board signage positioned at strategic locations in the flushing vicinity. The pipelines between Half Moon Bay and El Granada will be flushed in 2017.

Other Activities Update:

Watershed Sanitary Survey

We are required to provide the California Water Resources Control Board (Waterboard) with an updated Watershed Sanitary Survey for the Denniston Project every 5 years. We have retained Jim Steele, biologist, to assist us in generating this year's report.

Filter Profiles

We are mandated by the Waterboard to assess the condition of our filters at Nunes WTP every 2 years and for Denniston WTP every year. These profiles provide us with an assessment of filter media degradation, changes in size distribution, backwash efficiency and mud ball formation. These parameters allow us to determine when we should replace media, modify backwash rates and determine coagulant feed efficiency.

On-Site Generation Units (OSG)

We had two issues with the OSG units at the treatment plants in July. The Nunes OSG system blower failed, which we had been suspecting since it was undersized. PSI MicroChlor, the manufacturer, immediately sent out a replacement and had it installed the same day.

The brine feed pump on the Denniston OSG failed the next week. The operators were able to procure a new pump and had it installed by the end of the following day.

Denniston Immanent Shutdown

Staff is elated that they were able to keep Denniston WTP running through July. We anticipate that Denniston Creek flows will start to diminish in August and so they are making preparations for the shutdown as well as projects that need to be done at the site while the plant is out of service.

Regulatory Agency Interaction

California Water Resources Control Board)

- We received the amended operating permit for the upgraded Denniston WTP. Treatment Supervisor Sean Donovan and I made some comments and suggestions and submitted it to Waterboard to make the requested changes.
- The General Manager received the formal letter of our annual treatment plant and distribution system sanitary survey conducted in June. All of the comments focused on the condition of the Distribution System reservoirs and pump facilities. Issues noted with Alves, El Granada Tank 3 and Half Moon Bay Tank 2 will be addressed with our upcoming rehabilitation included in our Capital Improvement Program (CIP). Other issues will be addressed within our current operating budget.

San Mateo County Environmental Health(SMCEH)

Treatment Supervisor Sean Donovan worked with Robert Reed of SMCEH to finalize our Haz-Mat Business Plan for the two water treatment plants.

Safety/Training/Inspections/Meetings

Meetings Attended

6 July - Field trip to Denniston Watershed with Jim Steele for the Watershed Sanitary Survey

6 July - Mandatory bidder walk-through for the Denniston Pump Station and Transmission Main project

7 July - Met with new owners of property adjacent to Miramar Tank to discuss their plans to pave the access road

14 July - Cal/Nev Section AWWA Board Meeting in Sacramento

15 July - Met with Ed Watkins to discuss Cuhna Gym project

15 July - New Customer Service and AMI strategy meeting

20 July - Field trip with Kara Smickley of H2O solutions to site of future Pilarcitos/Crystal Springs blending station to explore potential for energy capture

20 July - AMI strategy meeting with District staff

28 July - AMI strategy meeting with District staff

Tailgate safety sessions in October

5 July - CPR and AEDs Save Lives

11 July - Quick Equipment Checks: A Basic Safety Tool

18 July - Avoiding Pinch Points

25 July - Be Kind to Your Body: Stretch Before Work

Preventive Solutions Safety Committee and Training

There was no Safety Committee meeting in July.

Safety Training for July was on Hazard Communication. Damrosch, Winch, Donovan, Schmidt, and Patterson were in attendance.

Projects

El Granada Pump Stations 1 and 2 Emergency Generator Project

We have retained Freyer & Laureta, Inc. to act as construction manager for this project at a cost not to exceed \$9,800. Work is anticipated to start in September.

El Granada Tank 3 Rehabilitation and Coating Project

We have selected BCTS to be coating inspector for this job for a cost not to exceed \$19,975. We have used his services in the past and he has done excellent work for us.

SCADA

ATT has been unresponsive as to problems and usage of their lease lines in the El Granada Highlands. CalCon is evaluating the use of radio telemetry for communication in this area as an alternative.

Avenue Cabrillo Project Phase 3B

Excavation started on 5 July and the pipeline has been replaced, tested and disinfected on Santiago from The Alameda to Francisco and on Palma from Santiago to Avenue Cabrillo. The remainder of the project should be completed by the end of September.

Denniston Pump Station and Bridgeport Pipeline Project

Went out to bid in June. The mandatory walk-through was on 7 July and bids were opened on 26 July with Stoloski&Gonzales as the low bid. See this month's Staff Report.

STAFF REPORT

To: Board of Directors
From: Cathleen Brennan, Water Resources Analyst
Agenda: August 9, 2016
Report Date: August 3, 2016
Subject: Water Resources
Attachment: Fact Sheet

Informational Report: Update on Ordinance 2016-01

On July 20, 2016, Ordinance 2016-01 was published in the Half Moon Bay Review newspaper and became effective in the District's service area. A copy of the ordinance can be found on the District's website (<http://www.coastsidewater.org/water-use-restrictions.html>) on the drought page. The fact sheet has been updated with the revised irrigation restrictions and the information in the fact sheet is posted on the District's website.



Coastside County Water District

Cumulative Water Savings (Production)

June 2015- June 2016 compared to 2013
under a state mandated 8% savings goal.

- ❖ 164 million gallons in water savings
- ❖ 19% water savings

Fact Sheet



Water Shortage Emergency Warning Water Use Prohibitions and Restrictions

On July 20, 2016, Ordinance No. 2016-01 became effective in the Coastside County Water District's service area. The District is focusing on **reducing outdoor water use** to meet its voluntary **10 percent water savings goal** during this extended drought.

Reminder: Check the programming on your irrigation controller and check your irrigation system for leaks.

- **Irrigation Run-Off:** The application of water to outdoor landscapes and turf in a manner that causes run-off such that the water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, storm-water drainage infrastructure, or structures is prohibited.
- **Super-Saturation:** The use of water that causes flooding or pooling due to super-saturation of the ground or soil is prohibited.
- **Irrigation During Rainfall:** The application of water to outdoor landscapes during and within 48 hours after measurable rainfall is prohibited.
- **Irrigating Street Medians:** The application of water to ornamental turf (lawn) on public street medians is prohibited.
- **Hose Bibs:** The use of a hose that dispenses water to wash motorized vehicles, boats and trailers, except where the hose is fitted with a positive shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use, is prohibited.
- **Surface Cleaning:** The application of water to driveways and sidewalks is prohibited.
- **Water Features:** The use of water in a fountain or other decorative water feature, except where the water is part of a recirculating system is prohibited.

Exceptions can be made where necessary to address an immediate health and safety need or to comply with a term or condition in a permit issued by a state or federal agency.

Water Waste
Hotline
(650) 276-0647

- **General Run-Off:** The indiscriminate running of water or washing with water that causes run-off is prohibited.
- **Water Waste:** The use of water when the customer has been given written notice by the District to repair broken or defective plumbing, equipment, appliances, sprinklers, watering or irrigation systems, and has failed to effect such repairs for 24 hours after delivery of the notice is prohibited.
- **Cooling Water:** The use of water for single pass through cooling systems is prohibited. The use of potable water ice making machines and other mechanical equipment that utilizes a single-pass cooling system to remove and discharge heat to the sewer is prohibited. Water used for all cooling purposes shall be recycled or recirculated.
- **Fire Hydrants:** The use of water from any fire hydrant, unless specifically authorized by the District, except by fire protection agencies for fire suppression purposes or for other specifically authorized uses, is prohibited. Other authorized uses by public agencies include water distribution system flow testing, flushing, sewer system flushing and street sweeping.

Mandatory Restrictions for Hospitality

- **Restaurants** are prohibited from the serving of drinking water other than upon request. This includes public places where food or drink are served and/or purchased. The District supplies table tent cards to our restaurant customers to help restaurants communicate this to their patrons.
- **Hotels and Motels** shall provide guests with the option of choosing not to have towels and linens laundered daily. Each guest room must have a notice of this option.

How much water does a typical residential customer use per day?

Assumes Efficient Residential Fixtures and Appliances – Gallons per Day per Person

Fixture	Description	Water Usage per Day
Toilet	Up to 5 flushes per day	6 Gallons
Shower	Up to 10 minutes per day	20 Gallons
Clothes washer	Up to three loads per week	2 Gallons
Dishwasher	Up to one load per week	1 Gallon
Kitchen faucet	Up to 4 minutes per day	7 Gallons
Bathroom faucet	Up to 2 minutes per day	3 Gallons
Other	Extra water available for outdoor or indoor use	21 Gallons
Total		60 Gallons

5 units (hundred cubic feet) every 60 day billing cycle per person.

Coastside County Water District

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www.coastsidewater.org | (650) 726-4405