COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, August 10, 2021 - 7:00 p.m.

AGENDA

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, as revised on March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Boardroom will not be open for the August 10, 2021, Regular Meeting of the Coastside County Water District. This meeting will be conducted remotely via teleconference.

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

How to Join Online or by Phone

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

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

ONLINE:

Join Zoom Meeting
https://zoom.us/j/93778260596?pwd=aEpRcFlnaHdQM21PSEJQWjNiN09TQT09

Meeting ID: 937 7826 0596
Passcode: 184355

One tap mobile
+16699006833,,93778260596#,,,,,,0#,,184355# US (San Jose)

Dial by your location
    +1 669 900 6833 US (San Jose)

Meeting ID: 937 7826 0596
Passcode: 184355

Find your local number: https://zoom.us/u/adZt3d9LjB

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

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

  OR

- *(2) Using the Zoom App, at the bottom of your screen click on "Chat" and then type that you wish to make a comment into the Chat Box. Ensure that the "To:" field is populated by either "Everyone" or "the Moderator". Begin by stating your name and place of residence.*

- *From a phone: Using your keypad, dial *9, and this will notify the Moderator that you have raised your hand. Begin by stating your name and place of residence. The Moderator will call on you by stating the last 4 digits of your phone number. If you wish to block your phone number dial *67 prior to dialing in. If your phone number is not displayed, the Moderator will call you by Caller number.*

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

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

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

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

1) **ROLL CALL**

2) **PLEDGE OF ALLEGIANCE**

3) **PUBLIC COMMENT**

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

4) CONSENT CALENDAR

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

A. Approval of disbursements for the month ending July 31, 2021:
Claims: $1,615,862.93; Payroll: $175,482.19 for a total of $1,791,345.12 ([attachment](#))
   ➢ *July 2021 Monthly Financial Claims reviewed by and approved by Director Michelsen*
B. Acceptance of Financial Reports ([attachment](#))
C. Approval of Minutes of July 13, 2021, Regular Board of Directors Meeting ([attachment](#))
D. Approval of Minutes of July 13, 2021, Special Board of Directors Meeting ([attachment](#))
E. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
F. Total CCWD Production Report ([attachment](#))
G. CCWD Monthly Sales by Category Report-July 2021 ([attachment](#))
H. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report ([attachment](#))
I. Monthly Rainfall Reports ([attachment](#))
J. SFPUC Hydrological Report for the June 2021 ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

A. Overview of 2019-2020 Storage Tanks Studies and Hydraulic Model and Carter Hill Tank Design Update ([attachment](#))
B. Water Shortage Advisory and Drought Outreach Update. Request for Voluntary 15 Percent Reduction in Water Consumption ([attachment](#))
C. Authorize the General Manager to Enter into a Subscription Service Agreement for Accela (SaaS) Civic Application for Building and to Enter Into a Professional Services Agreement with Silver Lining Solutions LLC for Implementation of the Accela (SaaS) Civic Application for Building ([attachment](#))
D. Purchase of a Green Climber Slope Mower ([attachment](#))
E. Resolution Amending the Coastside County Water District Personnel Manual Regarding Certificate Pay Program ([attachment](#))
F. Nunes Water Treatment Plant Improvement Project Update ([attachment](#))

7) MONTHLY INFORMATIONAL REPORTS

A. General Manager's Report ([attachment](#))
B. Superintendent of Operations Report ([attachment](#))

8) DIRECTOR AGENDA ITEMS – REQUESTS FOR FUTURE BOARD MEETINGS

9) ADJOURNMENT

COASTSIDE COUNTY WATER DISTRICT
CLAIMS FOR JULY 2021

CHECK DATE	CHECK NO.	VENDOR		AMOUNT
07/14/2021	29662	HEALTH BENEFITS ACWA-JPIA	$	47,661.22
07/14/2021	29663	ACWA/JPIA	$	29,924.49
07/14/2021	29664	COMCAST	$	256.79
07/14/2021	29665	JAMES COZZOLINO, TRUSTEE	$	200.00
07/14/2021	29666	SEAN DONOVAN	$	300.00
07/14/2021	29667	KELLY HOFFMAN-DAVIS	$	452.00
07/14/2021	29668	HUE & CRY, INC.	$	24.00
07/14/2021	29669	MASS MUTUAL FINANCIAL GROUP	$	1,979.19
07/14/2021	29670	CalPERS FISCAL SERVICES DIVISION	$	289,604.00
07/14/2021	29671	SAN FRANCISCO WATER DEPT.	$	339,561.09
07/14/2021	29672	SCELZI ENTERPRISES, INC.	$	75,361.37
07/14/2021	29673	STANDARD INSURANCE COMPANY	$	387.44
07/14/2021	29674	STEVEN MELO, INC.	$	1,950.00
07/14/2021	29675	TPX COMMUNICATIONS	$	2,103.75
07/14/2021	29676	U.S. BANK GLOBAL CORP TRUST SERVICES	$	271,044.86
07/14/2021	29677	U.S. BANK GLOBAL CORP TRUST SERVICES	$	236,794.72
07/14/2021	29678	VALIC	$	4,980.00
07/14/2021	29679	ADP, INC.	$	707.60
07/14/2021	29680	FRANCISCO A AVINA-SALCIDO	$	218.00
07/14/2021	29681	BADGER METER, INC.	$	66.00
07/14/2021	29682	BORGES & MAHONEY, INC.	$	954.03
07/14/2021	29683	FEDAK & BROWN LLP	$	1,980.00
07/14/2021	29684	GEO BLUE CONSULTING, INC.	$	7,847.25
07/14/2021	29685	GLADWELL GOVERNMENTAL SERVICES, INC.	$	1,580.00
07/14/2021	29686	COASTSIDE NEWS GROUP, INC.	$	474.38
07/14/2021	29687	HASSETT HARDWARE	$	881.64
07/14/2021	29688	HYDROSCIENCE ENGINEERS, INC.	$	9,647.07
07/14/2021	29689	IRVINE CONSULTING SERVICES, INC.	$	3,480.75
07/14/2021	29690	MONTEREY BAY ANALYTICAL SERVICES, INC.	$	625.00
07/14/2021	29691	MTA PARTS, INC.	$	69.88
07/14/2021	29692	VERIZON CONNECT NWF, INC.	$	494.00
07/14/2021	29693	PACIFIC GAS & ELECTRIC CO.	$	53,411.65
07/14/2021	29694	PACIFICA COMMUNITY TV	$	300.00
07/14/2021	29695	REPUBLIC SERVICES	$	571.76
07/14/2021	29696	ROBERTS & BRUNE CO.	$	925.84
07/14/2021	29697	ROGUE WEB WORKS, LLC	$	688.00
07/14/2021	29698	SAN MATEO CTY PUBLIC HEALTH LAB	$	1,160.00
07/14/2021	29699	TRI COUNTIES BANK	$	3,824.73
07/14/2021	29700	US BANK NA	$	2,660.72
07/14/2021	29701	ROSANN GUADAGNO	$	1,800.00
07/27/2021	29702	ANDREINI BROS. INC.	$	5,977.15
07/27/2021	29703	ACWA/JPIA	$	886.52
07/27/2021	29704	AT&T	$	704.62
07/27/2021	29705	AT&T	$	698.93
07/27/2021	29706	INGRID BARKER/AARON BURGHARDT	$	188.40
07/27/2021	29707	BAY AREA AIR QUALITY MGMT DIST	$	493.00
07/27/2021	29708	BAY AREA WATER SUPPLY &	$	8,571.00
07/27/2021	29709	BAY ALARM COMPANY	$	649.59
07/27/2021	29710	CATHLEEN BRENNAN	$	180.00
07/27/2021	29711	CHEMTRADE CHEMICALS US LLC	$	2,604.96
07/27/2021	29712	PETTY CASH	$	214.57
07/27/2021	29713	CORE & MAIN LP	$	1,245.29
07/27/2021	29714	DE LAGE LANDEN FINANCIAL SERVICES, INC.	$	920.84
07/27/2021	29715	CRAIG EVANS	$	1,900.00
07/27/2021	29716	ALBERT FONG	$	258.90
07/27/2021	29717	GRAINGER, INC.	$	366.65
07/27/2021	29718	HMB BLDG. & GARDEN INC.	$	369.05
07/27/2021	29719	INTERSTATE TRAFFIC CONTROL PRODUCTS, INC.	$	442.97

Date	Check #	Payee		Amount
07/27/2021	29720	ZAFAR IRFAN & BINA MOIN	$	244.40
07/27/2021	29721	IRON MOUNTAIN	$	1,011.16
07/27/2021	29722	IRVINE CONSULTING SERVICES, INC.	$	3,734.16
07/27/2021	29723	JESSE MACK COMPANY INC.	$	16,406.25
07/27/2021	29724	GLENNA LOMBARDI	$	91.00
07/27/2021	29725	MASS MUTUAL FINANCIAL GROUP	$	1,979.19
07/27/2021	29726	MISSION UNIFORM SERVICES INC.	$	113.76
07/27/2021	29727	MONTEREY BAY ANALYTICAL SERVICES, INC.	$	200.00
07/27/2021	29728	OFFICE DEPOT	$	386.80
07/27/2021	29729	PAULO'S AUTO CARE	$	103.39
07/27/2021	29730	FERGUSON ENTERPRISES, INC.	$	1,197.66
07/27/2021	29731	RANDY RALSTON	$	231.87
07/27/2021	29732	MULTI SERVICE TECHNOLOGY SOLUTIONS, INC.	$	549.50
07/27/2021	29733	SERVICE PRESS	$	1,927.76
07/27/2021	29734	JOSHUA SIMPSON/PAMELA DANIELS	$	82.40
07/27/2021	29735	JOSHUA SIMPSON/PAMELA DANIELS	$	167.90
07/27/2021	29736	JOHN STEADMAN	$	41.90
07/27/2021	29737	STRAWFLOWER ELECTRONICS	$	90.51
07/27/2021	29738	TEAMSTERS LOCAL UNION #856	$	1,318.00
07/27/2021	29739	JAMES TETER	$	4,417.97
07/27/2021	29740	UNDERGROUND SERVICE ALERT	$	1,324.46
07/27/2021	29741	UNIVAR SOLUTIONS USA INC.	$	1,710.00
07/27/2021	29742	UPS STORE	$	329.05
07/27/2021	29743	VALIC	$	4,980.00
07/27/2021	29744	VERIZON WIRELESS	$	2,158.18
07/27/2021	29745	ANALYTICAL ENVIRONMENTAL SERVICES	$	738.89
07/27/2021	29746	ASSOC. CALIF. WATER AGENCY	$	14,111.36
07/27/2021	29747	AT&T MOBILTY	$	43.24
07/27/2021	29748	CALCON SYSTEMS, INC.	$	7,837.75
07/27/2021	29749	CALIFORNIA C.A.D. SOLUTIONS, INC	$	1,500.00
07/27/2021	29750	DATAPROSE, LLC	$	7,584.41
07/27/2021	29751	EKI INC.	$	25,868.45
07/27/2021	29752	FREYER & LAURETA, INC.	$	1,890.00
07/27/2021	29753	HANSONBRIDGETT. LLP	$	8,998.50
07/27/2021	29754	HDR ENGINEERING, INC	$	5,756.57
07/27/2021	29755	HYDROSCIENCE ENGINEERS, INC.	$	7,032.50
07/27/2021	29756	JESSE MACK COMPANY INC.	$	2,775.00
07/27/2021	29757	MONTEREY BAY ANALYTICAL SERVICES, INC.	$	75.00
07/27/2021	29758	ACI PAYMENTS, INC.	$	150.00
07/27/2021	29759	SAN FRANCISCO PUBLIC UTILITIES COMMISSION	$	0.25
07/27/2021	29760	TYLER TECHNOLOGIES, INC	$	2,971.45
07/27/2021	29761	WEST YOST ASSOCIATES, INC	$	6,555.50
07/27/2021	29762	JUAN CARLOS SALAZAR	$	3,640.00
07/27/2021	29763	WRA, INC.	$	2,955.75
07/27/2021	29764	STOLOSKI & GONZALEZ	$	44.07
07/27/2021	29765	WILLIAM HESSELBERG	$	53.75
07/27/2021	29766	KATHRYN TOMAINO	$	42.55
07/27/2021	29767	ECKERT REALTY	$	57.62
07/27/2021	29768	ECKERT REALTY	$	10.41
07/27/2021	29769	STAR CREEK LAND STEWARDS, INC.	$	814.45
07/27/2021	29770	URBAN SANCTUARY	$	45.23
		SUBTOTAL CLAIMS FOR MONTH	$	1,569,975.63

WIRE PAYMENTS				
07/06/2021	DFT0000362	CalPERS FISCAL SERVICES DIVISION	$	7,327.00
07/06/2021	DFT0000363	CalPERS FISCAL SERVICES DIVISION	$	2,060.00
07/09/2021	DFT0000364	PUB. EMP. RETIRE SYSTEM	$	14,336.18
07/23/2021	DFT0000365	PUB. EMP. RETIRE SYSTEM	$	14,468.52
7/1/2021		BANK AND CREDIT CARD FEES	$	7,695.60
		SUBTOTAL WIRE PAYMENTS FOR MONTH	$	45,887.30

| | | TOTAL CLAIMS FOR THE MONTH | $ | 1,615,862.93 |

Monthly Budget Report
Account Summary
For Fiscal: 2021-2022 Period Ending: 07/31/2021

		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	1,282,500.00	1,298,746.92	16,246.92	1.27 %	1,282,500.00	1,298,746.92	16,246.92	1.27 %	13,387,000.00
	Total RevType: 1 - Operating:	**1,282,500.00**	**1,298,746.92**	**16,246.92**	**1.27 %**	**1,282,500.00**	**1,298,746.92**	**16,246.92**	**1.27 %**	**13,387,000.00**
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	4,333.00	5,106.57	773.57	17.85 %	4,333.00	5,106.57	773.57	17.85 %	52,000.00
1-4180-00	Late Notice - 10% Penalty	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	50,000.00
1-4230-00	Service Connections	833.00	0.00	-833.00	-100.00 %	833.00	0.00	-833.00	-100.00 %	10,000.00
1-4920-00	Interest Earned	4,688.00	1,200.17	-3,487.83	-74.40 %	4,688.00	1,200.17	-3,487.83	-74.40 %	56,250.00
1-4930-00	Tax Apportionments/County Checks	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	780,000.00
1-4950-00	Miscellaneous Income	0.00	4,111.78	4,111.78	0.00 %	0.00	4,111.78	4,111.78	0.00 %	7,000.00
1-4955-00	Cell Site Lease Income	15,300.00	15,444.64	144.64	0.95 %	15,300.00	15,444.64	144.64	0.95 %	184,000.00
1-4965-00	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	400,000.00
	Total RevType: 2 - Non-Operating:	**25,154.00**	**25,863.16**	**709.16**	**2.82 %**	**25,154.00**	**25,863.16**	**709.16**	**2.82 %**	**1,539,250.00**
	Total Revenue:	**1,307,654.00**	**1,324,610.08**	**16,956.08**	**1.30 %**	**1,307,654.00**	**1,324,610.08**	**16,956.08**	**1.30 %**	**14,926,250.00**
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	362,135.00	348,610.09	13,524.91	3.73 %	362,135.00	348,610.09	13,524.91	3.73 %	2,321,721.00
1-5230-00	Nunes T P Pump Expense	4,000.00	4,960.00	-960.00	-24.00 %	4,000.00	4,960.00	-960.00	-24.00 %	44,800.00
1-5231-00	CSP Pump Station Pump Expense	60,000.00	49,422.00	10,578.00	17.63 %	60,000.00	49,422.00	10,578.00	17.63 %	342,000.00
1-5232-00	Other Trans. & Dist Pump Expense	2,600.00	2,351.00	249.00	9.58 %	2,600.00	2,351.00	249.00	9.58 %	23,000.00
1-5233-00	Pilarcitos Canyon Pump Expense	700.00	146.00	554.00	79.14 %	700.00	146.00	554.00	79.14 %	36,000.00
1-5234-00	Denniston T P Pump Expense	1,000.00	1,490.00	-490.00	-49.00 %	1,000.00	1,490.00	-490.00	-49.00 %	64,000.00
1-5242-00	CSP Pump Station Operations	1,600.00	1,012.00	588.00	36.75 %	1,600.00	1,012.00	588.00	36.75 %	17,000.00
1-5243-00	CSP Pump Station Maintenance	3,000.00	1,328.13	1,671.87	55.73 %	3,000.00	1,328.13	1,671.87	55.73 %	38,000.00
1-5246-00	Nunes T P Operations - General	8,000.00	6,912.52	1,087.48	13.59 %	8,000.00	6,912.52	1,087.48	13.59 %	92,500.00
1-5247-00	Nunes T P Maintenance	10,700.00	8,186.64	2,513.36	23.49 %	10,700.00	8,186.64	2,513.36	23.49 %	128,400.00
1-5248-00	Denniston T P Operations-General	1,000.00	361.81	638.19	63.82 %	1,000.00	361.81	638.19	63.82 %	56,500.00
1-5249-00	Denniston T.P. Maintenance	7,000.00	1,882.53	5,117.47	73.11 %	7,000.00	1,882.53	5,117.47	73.11 %	135,600.00
1-5250-00	Laboratory Expenses	6,250.00	4,109.00	2,141.00	34.26 %	6,250.00	4,109.00	2,141.00	34.26 %	77,000.00
1-5260-00	Maintenance - General	30,000.00	39,310.34	-9,310.34	-31.03 %	30,000.00	39,310.34	-9,310.34	-31.03 %	358,000.00
1-5261-00	Maintenance - Well Fields	1,000.00	0.00	1,000.00	100.00 %	1,000.00	0.00	1,000.00	100.00 %	30,800.00
1-5263-00	Uniforms	3,100.00	0.00	3,100.00	100.00 %	3,100.00	0.00	3,100.00	100.00 %	10,300.00
1-5318-00	Studies/Surveys/Consulting	10,000.00	10,000.00	0.00	0.00 %	10,000.00	10,000.00	0.00	0.00 %	154,000.00
1-5321-00	Water Resources	2,300.00	0.00	2,300.00	100.00 %	2,300.00	0.00	2,300.00	100.00 %	26,700.00

		July Budget	July Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
1-5322-00	Community Outreach	8,000.00	0.00	8,000.00	100.00 %	8,000.00	0.00	8,000.00	100.00 %	60,000.00
1-5325-00	Water Shortage Program	0.00	3,927.76	-3,927.76	0.00 %	0.00	3,927.76	-3,927.76	0.00 %	0.00
1-5381-00	Legal	8,333.00	8,000.00	333.00	4.00 %	8,333.00	8,000.00	333.00	4.00 %	100,000.00
1-5382-00	Engineering	5,650.00	4,706.97	943.03	16.69 %	5,650.00	4,706.97	943.03	16.69 %	67,800.00
1-5383-00	Financial Services	2,000.00	3,125.00	-1,125.00	-56.25 %	2,000.00	3,125.00	-1,125.00	-56.25 %	22,600.00
1-5384-00	Computer Services	17,700.00	13,978.80	3,721.20	21.02 %	17,700.00	13,978.80	3,721.20	21.02 %	217,300.00
1-5410-00	Salaries/Wages-Administration	98,450.00	85,945.28	12,504.72	12.70 %	98,450.00	85,945.28	12,504.72	12.70 %	1,181,400.00
1-5411-00	Salaries & Wages - Field	130,000.00	126,272.30	3,727.70	2.87 %	130,000.00	126,272.30	3,727.70	2.87 %	1,666,000.00
1-5420-00	Payroll Tax Expense	16,000.00	16,330.37	-330.37	-2.06 %	16,000.00	16,330.37	-330.37	-2.06 %	206,700.00
1-5435-00	Employee Medical Insurance	44,000.00	43,284.83	715.17	1.63 %	44,000.00	43,284.83	715.17	1.63 %	542,100.00
1-5436-00	Retiree Medical Insurance	5,000.00	3,472.69	1,527.31	30.55 %	5,000.00	3,472.69	1,527.31	30.55 %	63,900.00
1-5440-00	Employees Retirement Plan	42,500.00	44,019.51	-1,519.51	-3.58 %	42,500.00	44,019.51	-1,519.51	-3.58 %	518,600.00
1-5445-00	Supplemental Retirement 401a	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	35,000.00
1-5510-00	Motor Vehicle Expense	6,425.00	6,516.20	-91.20	-1.42 %	6,425.00	6,516.20	-91.20	-1.42 %	77,100.00
1-5620-00	Office & Billing Expenses	28,000.00	21,703.74	6,296.26	22.49 %	28,000.00	21,703.74	6,296.26	22.49 %	328,500.00
1-5625-00	Meetings / Training / Seminars	2,750.00	180.00	2,570.00	93.45 %	2,750.00	180.00	2,570.00	93.45 %	33,000.00
1-5630-00	Insurance	13,500.00	11,727.25	1,772.75	13.13 %	13,500.00	11,727.25	1,772.75	13.13 %	163,300.00
1-5687-00	Membership, Dues, Subscript.	7,200.00	15,019.92	-7,819.92	-108.61 %	7,200.00	15,019.92	-7,819.92	-108.61 %	87,400.00
1-5689-00	Labor Relations	500.00	0.00	500.00	100.00 %	500.00	0.00	500.00	100.00 %	6,000.00
1-5700-00	San Mateo County Fees	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	25,700.00
1-5705-00	State Fees	0.00	493.00	-493.00	0.00 %	0.00	493.00	-493.00	0.00 %	37,500.00
	Total ExpType: 1 - Operating:	**950,393.00**	**888,785.68**	**61,607.32**	**6.48 %**	**950,393.00**	**888,785.68**	**61,607.32**	**6.48 %**	**9,396,221.00**
ExpType: 4 - Capital Related										
1-5715-00	Debt Service/CIEDB 11-099	271,045.00	271,044.86	0.14	0.00 %	271,045.00	271,044.86	0.14	0.00 %	335,825.00
1-5716-00	Debt Service/CIEDB 2016	236,795.00	236,794.72	0.28	0.00 %	236,795.00	236,794.72	0.28	0.00 %	322,895.00
1-5717-00	Chase Bank - 2018 Loan	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	435,168.00
	Total ExpType: 4 - Capital Related:	**507,840.00**	**507,839.58**	**0.42**	**0.00 %**	**507,840.00**	**507,839.58**	**0.42**	**0.00 %**	**1,093,888.00**
	Total Expense:	**1,458,233.00**	**1,396,625.26**	**61,607.74**	**4.22 %**	**1,458,233.00**	**1,396,625.26**	**61,607.74**	**4.22 %**	**10,490,109.00**
	Report Total:	**-150,579.00**	**-72,015.18**	**78,563.82**		**-150,579.00**	**-72,015.18**	**78,563.82**		**4,436,141.00**

COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
July 31, 2021

	Current Year as of 7/31/2021	**Prior Year** as of 7/31/2020
RESERVE BALANCES		
CAPITAL AND OPERATING RESERVE	$10,425,689.73	$8,458,641.00
RATE STABILIZATION RESERVE	$250,000.00	$250,000.00
TOTAL DISTRICT RESERVES	**$10,675,689.73**	**$8,708,641.00**

ACCOUNT DETAIL

ACCOUNTS WITH TRI COUNTIES BANK		
CHECKING ACCOUNT	$5,357,253.63	$3,345,919.99
CSP T & S ACCOUNT	$32,081.01	$120,601.54
MONEY MARKET GEN. FUND (Opened 7/20/17)	$19,449.34	$19,447.36
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	$5,266,105.75	$5,221,872.11
DISTRICT CASH ON HAND	$800.00	$800.00
TOTAL ACCOUNT BALANCES	**$10,675,689.73**	**$8,708,641.00**

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

COASTSIDE COUNTY WATER DISTRICT
CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT
FISCAL YEAR 2021/2022   7/31/2021

* Approved June 2020

		Status	Approved* CIP Budget FY21/22	. To Date FY21/22	Projected Year-End FY21/22	Variance vs. Budget	% Completed	Project Status/ Comments
Equipment Purchases & Replacement								
06-03	SCADA/Telemetry/Electrical Controls Replacement	ongoing	$ 50,000		$ 50,000	$ -	0%	
Facilities & Maintenance								
09-09	Fire Hydrant Replacement	ongoing	$ 140,000		$ 140,000	$ -	0%	
99-01	Meter Change Program	ongoing	$ 20,000		$ 20,000	$ -	0%	
Pipeline Projects								
14-27	Grandview Pipeline Replacement Project	in design	$ 1,650,000	$ 5,000	$ 1,650,000	$ -	0%	
						$ -		
Pump Stations / Tanks / Wells								
08-14	Alves Tank Rehabilitation/Replacement Design	Delayed	$ 300,000			$ 300,000	n/a	Not planned for FY2021/22
08-16	Cahill Tank Rehabilitation	TBD	$ 125,000			$ 125,000	#DIV/0!	Delayed to FY2022/23
20-16	Denniston Tank Rehabilitation	TBD	$ 125,000			$ 125,000	#DIV/0!	Delayed to FY2022/23
19-05	Tanks - THM Control	Ongoing	$ 50,000		$ 50,000	$ -	0%	
Water Supply Development								
14-25	Denniston/San Vicente Water Supply Development	ongoing	$ 300,000	$ 10,000	$ 300,000	$ -	3%	
Water Treatment Plants								
20-14	Nunes Water Treatment Plant Improvement Project	Construction	$ 2,900,000		$ 4,000,000	$ (1,100,000)	0%	Construction to start Fall 2021
UNSCHEDULED/NEW CIP ITEMS FOR CURRENT FISCAL YEAR 2021/2022								
NN-00	Unscheduled CIP		$ 100,000		$ 100,000	$ -	0%	
	NEW FY2020/2021 CIP TOTAL		**$ 5,760,000**	**$ 15,000**	**$ 6,310,000**	**$ (550,000)**		
				$ -				
FY2019/2020 CIP Carryover Projects								
20-07	District Office Improvements	in process	$ 120,000	$ 1,500	$ 120,000	$ -	60%	Hardscape to start summer 2021
14-01	Highway 92 - Replacement of Welded Steel Line-Phase 1	open	$ 700,000	5,000	$ 700,000	$ -	0%	
r	Valve truck	on order	$ 75,361	$ 75,361	$ 75,361	$ -	100%	Valve truck - Delivered in July 2021 - $225K total price
22-05	Planning Software	open	$ 60,000		$ 60,000	$ -	0%	
13-02	Pipeline Replacement Under Creek at Pilarcitos Ave (Strawflower)	In CEQA	$ 700,000	$ 5,000	$ 700,000	$ -	D-100%	CEQA in process
14-01	Highway 92 - Replacement of Welded Steel Line-Design	Open	$ 100,000		$ 100,000	$ -	0%	for engineering design only
21-07	Carter Hill Tank Improvement Project	In design	$ 580,000		$ 580,000	$ -	n/a	Design in process - will continue into Fiscal Year 2021/22

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COASTSIDE COUNTY WATER DISTRICT
CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT   7/31/2021
FISCAL YEAR 2021/2022

* Approved June 2020

	Status	Approved* CIP Budget FY21/22	. To Date FY21/22	Projected Year-End FY21/22	Variance vs. Budget	% Completed	Project Status/ Comments
FY2020/2021 CARRYOVER PROJECTS		$ 2,335,361	$ 86,861	$ 2,335,361	$ -		
Green = approved by the Board/in process							
TOTAL - FY 2021/2022 CIP + PRIOR YEAR CARRYOVER		$ 8,095,361	$ 101,861	$ 8,645,361	$ (550,000)		

Legal Cost Tracking Report
12 Months At-A-Glance

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

Month	Admin (General Legal Fees)	Water Supply Develpmnt	Recycled Water	Transfer Program	CIP	LABOR & EMPLOYMENT	Election (CVRA)	Litigation	Infrastructure Project Review (Reimbursable)	TOTAL
Jul-20	6,940			1,061						8,001
Aug-20	13,125	1,715		270						15,110
Sep-20	10,699			759						11,458
Oct-20	6,655			313	3,351					10,319
Nov-20	8,517			287	2,049	1,260				12,113
Dec-20	10,460			243	265					10,968
Jan-21	12,336			592		1,628				14,556
Feb-21	7,733			589	355					8,677
Mar-21	17,385			180	1,662	407				19,633
Apr-21	11,122			1,609	1,319					14,050
May-21	10,870			709		407				11,986
Jun-21	7,659			752	588					8,999
TOTAL	123,500	1,715	0	7,363	9,589	3,702	0	0	0	145,869

Engineer Cost Tracking Report
12 Months At-A-Glance

Acct. No. 5682
JAMES TETER
Engineer

Month	Admin & Retainer	CIP	Studies & Projects	TOTAL	Reimburseable from Projects
Aug-20	480		3,803	**4,283**	3,803
Sep-20	480		169	**649**	169
Oct-20	480		1,494	**1,974**	1,494
Nov-20	480		845	**1,325**	845
Dec-20	480		169	**649**	169
Jan-21	480		3,042	**3,522**	3,042
Feb-21	480		2,028	**2,508**	2,028
Mar-21	480		3,380	**3,860**	3,380
Apr-21	480			**480**	
May-21	480		169	**649**	169
Jun-21	480		1,352	**1,832**	1,352
Jul-21	480	896	3,042	**4,418**	3,042
TOTAL	**5,760**	**896**	**19,493**	**26,148**	**19,493**

EKI Environment & Water
Engineering Services Billed Through July 31, 2021

	Contract Date	Not to Exceed Budget	Status	FY 2018-2019	FY 2019-2020	FY2020-2021
CIP Project Management						
Fiscal Year 2018-2019	10.19.2018	$ 25,000.00	Complete			
Fiscal Year 2018-2019	1.14.2019	$ 40,000.00	Complete			
Fiscal Year 2018-2019	3.12.2019	$ 75,000.00	Complete			
Fiscal Year 2019-2020	7.29.2019	$ 180,000.00	Open	$ 123,410.00	$ 104,108.97	$ 1,138.80
Pipeline Projects (Ferdinand) - T2		$ 2,000.00		$ 18,220.42	$ 13,476.55	
Tank Seismic Projects - T3				$ 16,676.92	$ 19,249.53	
Hydraulic Modeling - T4				$ (4,385.04)	$ 20,570.20	
Fiscal Year 2020-2021	8.13.2020	$ 100,000.00				$ 67,075.84
Sub Total - CIP Project Management Services		$ 422,000.00		$ 163,452.66	$ 157,405.25	$ 68,214.64
Highway 1 South Pipeline Replacement Project	16-02	9.20.2018	$ 25,000.00	Complete	$ 17,680.45		
Ferdinand Avenue Pipeline Replacement Design	14-31	2.12.2019	$ 29,000.00	Complete	$ 27,824.37	$ 1,169.10	
Casa Del Mar Main Replacement (Phase 1) and Grand Boulevard Pipeline/PRV Loop Design	14-32	2.12.2019	$ 28,500.00	Complete	$ 27,297.34	$ 1,195.22	
Denniston Culvert Replacement and Paving Project Design	18-13	7.1.2019	$ 16,400.00	Complete	$ 804.96	$ 21,296.34	
Denniston Culvert Replacement-Engineering Services during Construction	18-13	7.8.2020	$ 48,800.00	Complete			$ 47,647.17
Construction Inspection Services for Ferdinand Avenue Water Main Replacement Project	14-31	7.1.2019	$ 32,300.00	Complete		$ 32,300.00	
Pine Willow Oak Water Main Replacement Project	18-01	7.29.2019	$ 69,700.00	Complete		$ 49,906.63	$ 4,991.74
Grandview Water Main Replacement Project (Design, Bid Support, construction support)	14-27	7.29.2019	$ 56,100.00	Open		$ 42,095.19	$ 5,144.36
Grandview Crossing at Hwy 1		2.9.2021	$ 156,500.00	Open			$ 73,285.99
Pilarcitos Creek Crossing Water Main Replacement Preliminary Design	13-02	8.27.2019	$ 104,600.00	Complete		$ 95,332.59	$ 1,226.50
Pilarcitos Creek Crossing Water Main Replacement Design	13-02	7.14.2020	$ 82,900.00	Open			$ 37,720.66
Grandview/Silver/Terrace/Spindrift Under Hwy 1 PreDesign	20-08	10.15.2019	$ 59,600.00	Complete		$ 18,217.30	$ 40,597.27
Total - All Services			$ 1,131,400.00		$ 237,059.78	$ 418,917.62	$ 278,828.33

Calcon T&M Projects Tracking
FINAL for June 30, 2021

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Actual thru 6/30/20	Project Billings FY2020-2021
Closed Projects:							
CAL-13-01	EG Tank 2 Recoating Project	Closed	9/30/13	10/8/13	$8,220.00	$ 8,837.50	
CAL-13-02	Nunes Control System Upgrades	Closed	9/30/13	10/8/13	$46,141.00	$ 55,363.60	
CAL-13-03	Win 911 and PLC Software	Closed	9/30/13	10/8/13	$9,717.00	$ 12,231.74	
CAL-13-04	Crystal Springs Surge Tank Retrofit	Closed	11/26/13	11/27/13	$31,912.21	$ 66,572.54	
CAL-13-06	Nunes Legacy Backwash System Removal	Closed	11/25/13	11/26/13	$6,516.75	$ 6,455.00	
CAL-13-07	Denniston Backwash FTW Valves	Closed	11/26/13	11/27/13	$6,914.21	$ 9,518.28	
CAL-14-01	Denniston Wash Water Return Retrofit	Closed	1/28/14	2/14/14	$13,607.00	$ 13,591.60	
CAL-14-02	Denniston Calrifier SCADA Data	Closed	4/2/14	4/7/14	$4,125.00	$ 4,077.50	
CAL-14-03	Nunes Surface Scatter Turbidimeter	Closed	4/2/14	4/7/14	$2,009.50	$ -	
CAL-14-04	Phase I Control System Upgrade	Closed	4/2/14	4/7/14	$75,905.56	$ 44,459.14	
CAL-14-06	Miramar Control Panel	Closed	8/28/14	8/28/14	$37,953.00	$ 27,980.71	
CAL-14-08	SFWater Flow & Data Logger/Cahill Tank	Closed	8/20/2014	8/20/2014	$1,370.00	$ 1,372.00	
CAL-15-01	Main Street Monitors	Closed				$ 6,779.42	
CAL-15-02	Dennistion To Do List	Closed				$ 2,930.00	
CAL-15-03	Nunes & Denniston Turbidity Meters	Closed			$6,612.50	$ 12,536.12	
CAL-15-04	Phase II Control System Upgrade	Closed	6/23/2015	8/11/2015	$195,000.00	$ 202,227.50	
CAL-15-05	Permanganate Water Flow	Closed				$ 1,567.15	
CAL-16-04	Radio Network	Closed	12/9/2016	1/10/2017	$126,246.11	$ 139,200.68	
CAL-16-05	El Granada Tank No. 3 Recoating	Closed	12/16/2016		$6,904.50	$ 6,845.00	
CAL-17-03	Nunes Valve Control	Closed	6/29/2017	7/11/2017	$73,281.80	$ 79,034.35	
CAL-17-04	Denniston Booster Pump Station	Closed	7/27/2017	8/8/2017	$21,643.75	$ 29,760.00	
CAL-17-05	Crystal Springs Pump Station #3 Soft Start	Closed	7/27/2017	8/8/2017	$12,213.53	$ 12,178.13	
CAL-18-04	Tank Levels Calibration Special	Closed	3/5/2018	3/5/2018	$8,388.75	$ 10,700.00	
CAL-18-05	Pilarcitos Stream Flow Gauge -Well 1 120 Service Power	Closed	3/22/2018	3/22/2018	$3,558.13	$ 3,997.40	
CAL-17-06	Nunes Flocculartor & Rapid Mix VFD Panels	Closed	12/6/2017	12/12/2017	$29,250.75	$ 30,695.66	
CAL-17-01	Crystal Springs Leak Valve Control	Closed	2/8/2017	2/14/2017	$8,701.29	$ 18,055.88	
CAL-17-02	Crystal Springs Requirements & Addtl Controls	Closed	2/8/2017	2/14/2017	$38,839.50	$ 41,172.06	
CAL-18-02	Nunes Plant HMI V2	Closed	11/12/2018		$10,913.14	$ 9,434.90	
CAL-18-03	CSP Breakers & Handles		3/7/2018	3/7/2018	$25,471.47	$ 49,837.52	
CAL-18-06	Nunes VFD Project		9/6/2018	9/6/2018	$2,381.51	$ 895.50	
CAL-19-01	CSP Cla-Val Power Checks		2/4/2019	2/4/2019	$15,067.91	$ 40,475.94	
CAL-19-02	CSP Wet Well		4/1/2019	4/1/2019	$12,960.24	$ 12,853.20	
CAL-19-03	Pilarcitos Flow Meter Project		4/1/2019	4/1/2019	$14,493.75	$ 17,616.84	
	CSP Main Breaker						
CAL-19-04	SCADA Systems		10/15/2019	10/15/2019	$104,000.00	$ 114,250.00	
	Spare 350/500 Pumps					$ 3,327.09	
	CSP Main Breaker					$ 5,220.00	
	Closed Projects - Subtotal (pre FY2019-2021)				$960,319.86	$1,102,049.95	

FY 2020-2021 Open Projects:

	Open Projects - Subtotal				$0.00	$0.00	$0.00

Other: Maintenance

Tanks	$	24,807.00
Crystal Springs Maintenance	$	1,639.94
Nunes Maintenance	$	40,431.46
Denniston Maintenance	$	31,023.87
Distribution System	$	46,459.93
Wells		
Cellular Telemetry	$	1,911.00
Subtotal Maintenance	$	146,273.20
FINAL TOTAL FY 2020/21	$	146,273.20

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday July 13, 2021

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, as revised on March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Boardroom was not open for the July 13, 2021, Regular Meeting of the Coastside County Water District. The Regular Meeting was conducted remotely via teleconference.

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

1) ROLL CALL – President Glenn Reynolds called the meeting to order at 7:09 p.m. participating in roll call via Zoom Video Conference: Directors John Muller, Ken Coverdell, Chris Mickelsen and Vice President Bob Feldman.

Also present: Mary Rogren, General Manager, Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations; Cathleen Brennan, Water Resource Analyst; Gina Brazil, Office Manager, Denise Ford, Administrative Assistant/Recording Secretary, and Nancy Trujillo, Accounting Manager.

Jonathan Sutter, P.E., of EKI Environment & Water, Inc. was identified as participants in the meeting.

Members of the public: Michelle Dragony.

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, 2021:
      Claims: $847,717.16; Payroll: $173,175.20 for a total of $1,020,892.36
   B. Acceptance of Financial Reports
   C. Approval of Minutes of June 8, 2021, Regular Board of Directors Meeting
   D. Installed Water Connection Capacity and Water Meters Report

E. Total CCWD Production Report
F. CCWD Monthly Sales by Category Report-June 2021
G. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
H. Monthly Rainfall Reports
I. Notice of Completion – Denniston Standby Generators Project
J. Approval of Updates to Maintenance Worker I and Maintenance Worker II Job Descriptions
K. SFPUC Hydrological Report for the Month of May 2021
L. Water Service Connection Transfer Report – June 2021

Vice-President Feldman stated he had reviewed the monthly financial claims and found all to be in order.

A. ON MOTION BY Director Michelsen and seconded by Director Muller and Vice-President Feldman, the Board voted by roll call vote to approve the Consent Calendar:

Director Muller	**Aye**
President Reynolds	**Aye**
Director Coverdell	**Aye**
Vice-President Feldman	**Aye**
Director Mickelsen	**Aye**

5) MEETINGS ATTENDED/DIRECTOR COMMENTS

Director Coverdell commented on the California Delta water level being very low and the lack of freshness in the water.

President Reynolds noted that he was a presenter at the American Water Works Association National Conference in June 2021. He commented on how the international component of the conference was much stronger this year than in any of the 30 years that he has attended the conference.

6) GENERAL BUSINESS

A. <u>Approval of a Professional Services Agreement with EKI Inc, for Engineering Design and Construction Support Services for the Miramontes Point Road Water Main Replacement</u>

Mr. Derbin highlighted the need to replace the Miramontes Point Road Water Main. He explained that the 10' water main was installed in 1999. Since its installation, the pipeline has had many leaks due to corrosion. Jonathan Sutter, P.E. of EKI Environment & Water, Inc. was present to answer questions from the Board.

ON MOTION BY President Reynolds and seconded by Vice-President Feldman, the Board voted by roll call vote to authorize the General Manager to retain the professional services of EKI Environment & Water, Inc. ("EKI") for design and construction support services for replacement of the Miramontes Point Water Main for a not-to-exceed budget of $116,800.

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

B. Fiscal 2021-2022 Year-End Financial Results - Preliminary

Ms. Rogren summarized the preliminary results for the Fiscal Year ending June 30, 2021. She reviewed key revenue and expense highlights, capital improvement plan spending, and cash reserve balances.

C. Consider Approval of Resolution 2021-05 Establishing Appropriations Limit Applicable to District During Fiscal Year 2021-2022

Article XIIIB of the California Constitution, and its implementing legislation, requires each local agency to review the appropriations limit applicable to it annually. The appropriations limit is the maximum amount of proceeds of taxes which the District can appropriate during the fiscal year.

ON MOTION BY Director Mickelsen and seconded by Director Coverdell, the Board voted by roll call vote to adopt the Resolution establishing appropriations limit applicable to District during Fiscal Year 2021/2022.

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

D. Approval of Water Services Agreement Between Coastside County Water District and Giusti Family LLC

Ms. Rogren summarized the water services agreement between Coastside County Water District and Giusti Family LLC. The Giusti Family has utilized an existing one-inch water meter since the 1960's for the 1800 Higgins Canyon Road parcel (the "Property") which is outside the District's service and jurisdictional boundaries. The Giusti Family intends to construct new farm labor housing units on the Property.

Pursuant to the District's Coastal Development Permit for the El Granada Pipeline Replacement Project, the District is prohibited from providing additional or new water service outside of the District's boundaries. While the District can provide water service to the existing water connection consistent with the meter's current capacity, the District cannot provide water service that exceeds the current capacity. The Agreement provides that the District will provide water service under the terms set forth in the Agreement including that the water usage may not exceed the capacity of the existing one-inch

meter. The District's responsibility ends at the existing meter, and the Giusti Family LLC is responsible for the infrastructure and facilities downstream of the meter and obtaining approvals from the applicable County and other agencies including County Health; Coastside Fire Protection District; and LAFCO.

The County of San Mateo has reviewed and approved the Agreement.

ON MOTION BY Director Muller and seconded by Director Coverdell, the Board voted by roll call vote to approve the Water Service Agreement ("Agreement") between Coastside County Water District ("District") and Giusti Family LLC ("Applicant") related to the Applicant's proposed Farm Labor Housing Project to be located at 1800 Higgins Canyon Road (Parcel #064-370-210).

Director Muller	**Aye**
Director Coverdell	**Aye**
Director Mickelsen	**Aye**
Vice-President Feldman	**Aye**
President Reynolds	**Aye**

7) MONTHLY INFORMATION REPORTS

A. <u>General Manager's Report</u>

Ms. Rogren explained that the America's Water Infrastructure Act of 2018 requires all community water systems serving populations greater than 3,300 persons to assess the risks to and resiliency of its systems. The Risk and Resiliency Assessment ("RRA") must be completed every 5 years and certified with the Environmental Protection Agency ("EPA".)

District Staff with the assistance of Launch Consulting Inc. conducted the Risk and Resiliency Assessment in compliance with the ANSI/AWWA J100 standard and successfully certified the RRA with the EPA by the mandated June 30, 2021 date.

On June 17, 2021, Cal-OSHA approved updates to its COVID-19 Emergency Temporary Standards. As required by law, the District updated its COVID-19 Prevention Program (CPP) document and distributed to District staff and posted on the District's website.

B. <u>Superintendent of Operations Report</u>

Mr. Derbin summarized operations highlights for the month of June 2021.

C. **Water Resources Report**

Ms. Brennan announced that the 2020 Consumer Confidence Report (CCR) Annual Water Quality Report had been posted on the District's website in both English and Spanish. In June 2021, the District mailed postcards to customers with a direct link to the CCR. The drinking water delivered to customers met all U.S. EPA and California drinking water health standards in calendar year 2020.

8) DIRECTOR AGENDA ITEMS-REQUESTS FOR FUTURE BOARD MEETINGS

There were no requested future agenda items from the Board members expressed.

9) CLOSED SESSION

Pursuant to California Government Code Section 54957.6
Conference with Labor Negotiators
Agency Designed Representative: Mary Rogren
Employee Organization: Teamsters Union, Local 856

In the closed session the Board gave direction to its agency designated representative.

10) ADJOURNMENT-The Board Meeting was adjourned at 8:20 p.m.

Respectfully submitted,

_____
Mary Rogren, General Manager
Secretary to the District

_____
Glenn Reynolds, President
Board of Directors

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

Tuesday July 13, 2021

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, as revised on March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Boardroom was not open for the July 13, 2021, Regular Meeting of the Coastside County Water District. The Special Meeting was conducted remotely via teleconference.

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

1) ROLL CALL – President Glenn Reynolds called the meeting to order at 6:45 p.m. participating in roll call via Zoom Video Conference: Directors John Muller, Ken Coverdell, Chris Mickelsen and Vice President Bob Feldman.

Also present: Mary Rogren, General Manager, Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations; Cathleen Brennan, Water Resource Analyst; Gina Brazil, Office Manager, Denise Ford, Administrative Assistant/Recording Secretary, and Nancy Trujillo, Accounting Manager.

Jonathan Sutter, P.E., of EKI Environment & Water, Inc. was identified as a participant in the meeting.

Members of the public: Michelle Dragony.

2) PUBLIC COMMENT – There were no public comments.

3) GENERAL BUSINESS

   A. **Approval of Water Service Agreement for 477 3rd Avenue in Miramar**

   Mary reported that this was an urgent mainline extension. The project consists of approximately 25 linear feet of 6" diameter ductile iron pipeline.

ON MOTION BY Director Muller and seconded by Director Mickelsen and Vice-President Feldman, the Board voted by roll call vote to approve the Water Service Agreement between Coastside County Water District and Rita and Stephen Semprevivo for construction of a pipeline extension to 477 3rd Avenue in Miramar.

President Reynolds	**Aye**
Vice-President Feldman	**Aye**
Director Mickelsen	**Aye**
Director Coverdell	**Aye**
Director Muller	**Aye**

B. **Drought Update/Governor Newsom's July 8, 2021 Drought Executive Order**

Ms. Rogren summarized Governor Newsom's Drought Executive Order. Governor Newsom issued a statewide voluntary reduction in water use by 15%. The Executive Order expanded the drought emergency to include San Mateo County, along with Santa Clara and Santa Cruz Counties. Cathleen Brennan provided a further explanation of the Governor's order for a voluntary reduction of 15% water usage over 2020 usage and SFPUC's call for a voluntary reduction of 15% of water purchases by both Wholesale and Retail customers. Staff will be researching whether to stay in Stage 1 "Water Shortage Advisory" of the Water Shortage Contingency Plan or move to Stage 2 "Water Shortage Emergency Warning" which would allow the District to issue mandatory cutbacks. Ms. Brennan noted that the District will be ramping up its Outreach Program to customers and will especially be targeting high irrigators.

10) ADJOURNMENT-The Special Board Meeting was adjourned at 7:08 p.m.

Respectfully submitted,

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Mary Rogren, General Manager
Secretary to the District

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Glenn Reynolds, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT
Installed Water Connection Capacity & Water Meters

FY 2022 Meters

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

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

FY 2020 Capacity (5/8" connection equivalents)	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
HMB Non-Priority													
HMB Priority													
County Non-Priority	2												2
County Priority													
Total	2												**2**

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2022

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.00	0.00	0.00	0.00	65.93	65.93	4.60	61.33
AUG								0.00
SEPT								0.00
OCT								0.00
NOV								0.00
DEC								0.00
JAN								0.00
FEB								0.00
MAR								0.00
APR								0.00
MAY								0.00
JUN								0.00
TOTAL	0.00	0.00	0.00	0.00	65.93	65.93	4.60	61.33
% MONTHLY TOTAL	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%	7.0%	93.0%
% ANNUAL TO DATE TOTAL	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%	7.0%	93.0%

CCWD vs SFPUC- month	0.0%
CCWD vs SFPUC- annual	0.0%

12 Month Running Treated Total   625.97

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2021

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.02	2.54	0.00	28.80	36.06	67.42	2.35	65.07
AUG	0.00	0.00	0.00	49.75	20.27	70.02	2.25	67.78
SEPT	0.00	0.00	0.00	1.31	60.84	62.15	1.31	60.84
OCT	0.00	0.00	0.00	0.00	63.97	63.97	2.11	61.86
NOV	0.00	0.00	3.91	14.39	29.52	47.82	0.93	46.90
DEC	2.26	12.69	11.17	14.25	4.16	44.53	2.67	41.86
JAN	1.73	13.04	11.06	1.99	10.86	38.68	3.50	35.18
FEB	0.78	16.51	10.87	0.00	9.60	37.76	4.45	33.31
MAR	1.98	17.11	10.47	0.00	13.08	42.64	2.82	39.82
APR	1.40	12.72	0.00	0.00	44.48	58.60	3.06	55.54
MAY	0.88	3.90	0.00	0.00	60.44	65.22	5.87	59.35
JUN	0.00	0.00	0.00	0.00	64.08	64.08	1.86	62.22
TOTAL	9.05	78.51	47.48	110.49	417.36	662.89	33.17	629.71
% TOTAL	1.4%	11.8%	7.2%	16.7%	63.0%	100.0%	5.00%	0.0%

Monthly Production FY 21 vs FY 22
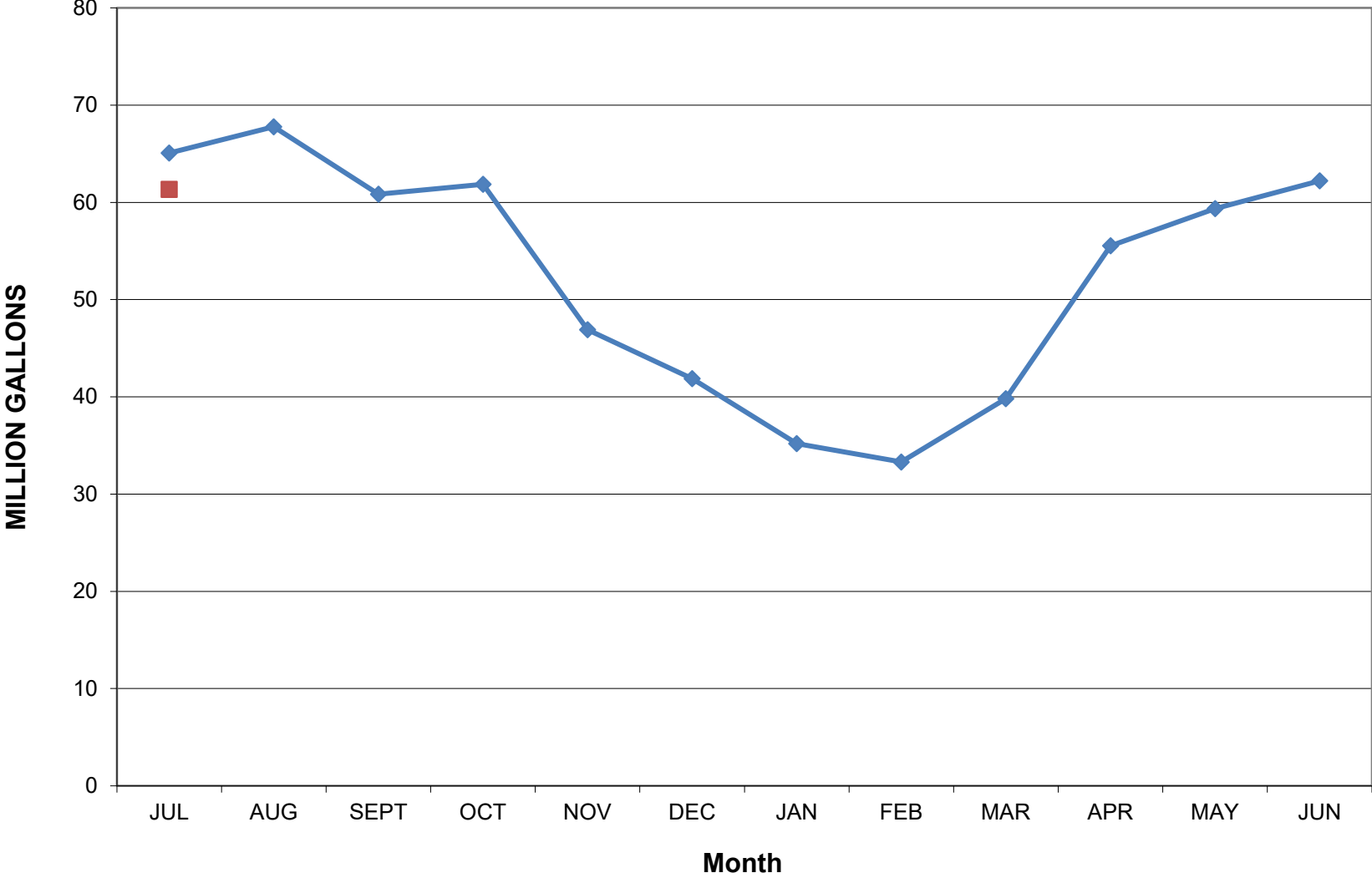
Cumulative Production FY21 vs FY22
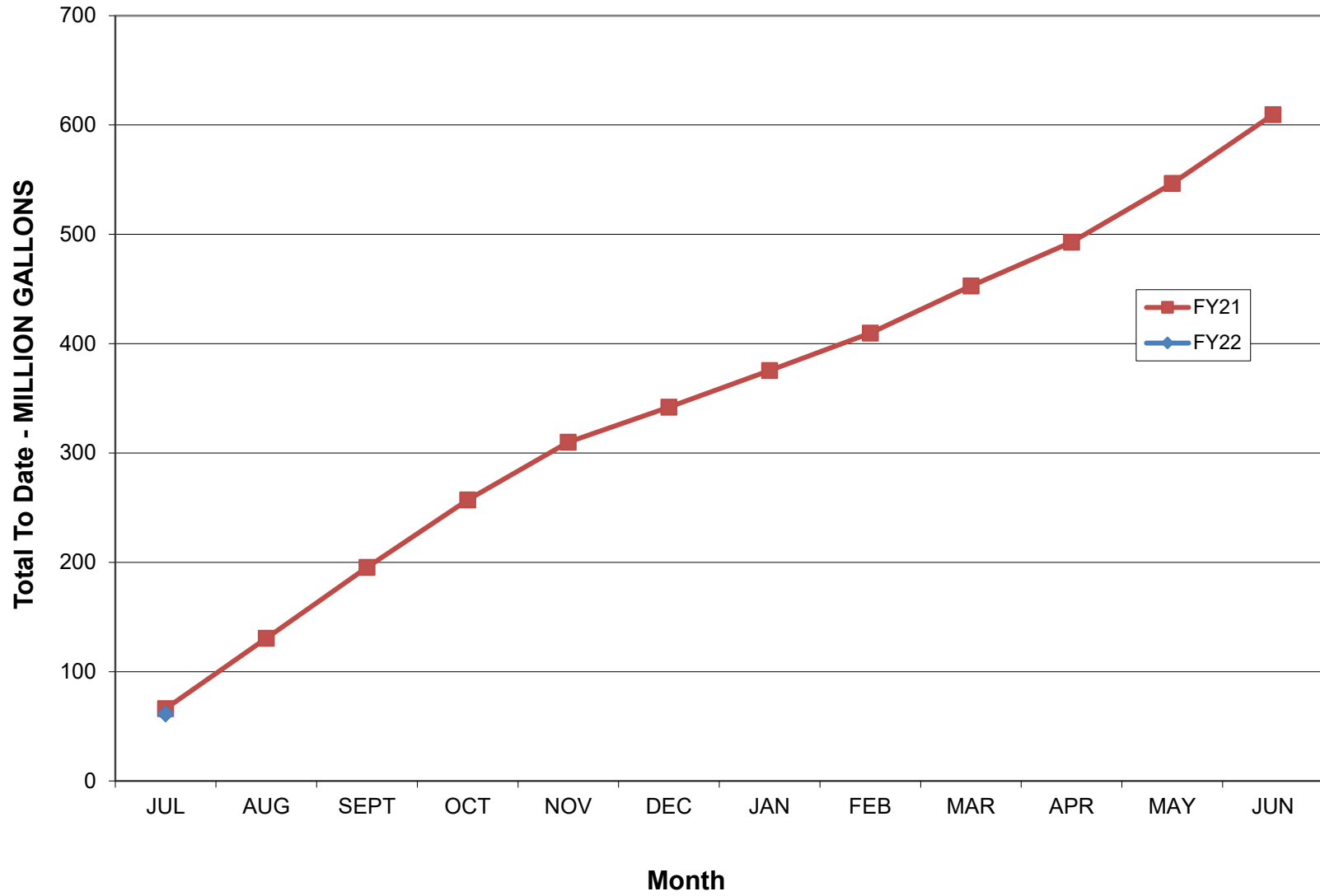
Coastside County Water District Monthly Sales By Category (MG)
FY2022

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	29.63												29.63
COMMERCIAL	3.00												3.00
RESTAURANT	1.52												1.52
HOTELS/MOTELS	2.73												2.73
SCHOOLS	0.70												0.70
MULTI DWELL	2.60												2.60
BEACHES/PARKS	0.68												0.68
AGRICULTURE	6.54												6.54
RECREATIONAL	0.23												0.23
MARINE	0.59												0.59
RES. IRRIGATION	1.40												1.40
DETECTOR CHECKS	0.01												0.01
NON-RES. IRRIGATION	4.05												4.05
RAW WATER	7.74												7.74
PORTABLE METERS	0.19												0.19
CONSTRUCTION	0.33												0.33
TOTAL - MG	61.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61.92

Non Residential Usage	32.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Running 12 Month Total 628.27
12 mo Residential 336.24
12 mo Non Residential 292.04

FY2021

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	34.24	32.73	32.19	32.12	28.27	26.25	24.28	21.71	23.49	27.64	28.08	29.85	340.85
COMMERCIAL	2.86	2.67	2.64	3.03	2.58	2.38	2.22	2.15	2.55	2.64	2.67	2.83	31.22
RESTAURANT	1.01	1.06	1.01	1.19	1.06	0.85	0.65	0.75	1.02	1.23	1.09	1.31	12.22
HOTELS/MOTELS	2.19	2.04	2.02	2.13	1.71	1.19	1.04	1.22	1.67	2.02	1.75	2.34	21.33
SCHOOLS	0.76	0.68	0.61	0.67	0.46	0.25	0.22	0.18	0.16	0.34	0.36	0.59	5.27
MULTI DWELL	3.14	3.01	2.83	2.98	2.70	2.52	2.48	2.33	2.49	2.76	2.65	2.70	32.60
BEACHES/PARKS	0.76	0.85	0.60	0.52	0.57	0.35	0.37	0.25	0.21	0.42	0.39	0.54	5.83
AGRICULTURE	5.31	4.65	4.73	5.92	4.42	3.66	3.10	3.40	4.49	6.47	9.29	6.81	62.27
RECREATIONAL	0.24	0.24	0.23	0.23	0.20	0.17	0.17	0.16	0.18	0.20	0.18	0.22	2.42
MARINE	0.64	0.59	0.53	0.56	0.46	0.55	0.45	0.48	0.41	0.46	0.44	0.45	6.03
RES. IRRIGATION	1.70	1.66	1.56	1.51	1.10	0.69	0.39	0.25	0.35	1.04	1.41	1.48	13.14
DETECTOR CHECKS	0.01	0.00	0.01	0.01	0.00	0.01	0.01	0.00	0.01	0.01	0.00	0.00	0.07
NON-RES. IRRIGATION	6.73	5.04	2.23	2.31	1.26	0.31	0.21	0.13	0.15	3.05	2.08	4.91	28.41
RAW WATER	7.92	6.89	7.00	8.07	6.82	5.72	0.91	0.00	3.93	4.20	7.39	7.46	66.32
PORTABLE METERS	0.53	0.26	0.33	0.30	0.26	0.18	0.15	0.14	0.13	0.19	0.23	0.27	2.97
CONSTRUCTION	0.38	0.38	0.31	0.39	0.30	0.29	0.28	0.26	0.30	0.32	0.33	0.30	3.83
TOTAL - MG	68.43	62.77	58.83	61.93	52.17	45.37	36.95	33.41	41.53	52.99	58.35	62.05	634.79

MONTH	Jul-21

Coastside County Water District Monthly Discharge Report

EMERGENCY MAIN AND SERVICE REPAIRS

	Date Reported Discovered	Date Repaired	Location	Pipe Class	Pipe Size & Type	Estimated Water Loss (MG)
1	7/9/2021	7/12/21	Spyglass Court	Main	6" Hydrant	0.100
2	7/15/2021	7/15/2021	312 Sevilla Ave	Main	6" CI	0.008
3	7/29/2021	7/30/2021	400 Roosevelt Blvd	Main	6" DI	0.005
4						
5						
6						
7						
8						
					Totals	0.113

OTHER DISCHARGES

Total Volumes (MG)	
Flushing Program	0.032
Reservoir Cleaning	
Automatic Blowoffs	0.089
Dewatering Operations	
Other (includes flow testing)	0.000

DISCHARGES GRAND TOTAL (MG)
0.121

Coastside County Water District										Nunes		
766 Main Street										Rainfall in Inches		
July 2021 - June 2022												

	2021						2022					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0											
2	0											
3	0											
4	0											
5	0											
6	0											
7	0											
8	0											
9	0											
10	0											
11	0											
12	0											
13	0											
14	0											
15	0											
16	0											
17	0											
18	0											
19	0											
20	0.01											
21	0											
22	0											
23	0.02											
24	0											
25	0											
26	0											
27	0											
28	0											
29	0											
30	0											
31	0											
Mon.Total	0.03											
Year Total	0.03											

Coastside County Water District

Rainfall by Month
Fiscal Years 16 - 22

Legend:
- 2016-17
- 2017-18
- 2018-19
- 2019-20
- 2020-21
- 2021-22

Y-axis: Inches (0.00 to 10.00)

X-axis: Month (Jul, Aug, Sept, Oct, Nov, Dec, Jan, Feb, March, April, May, June)
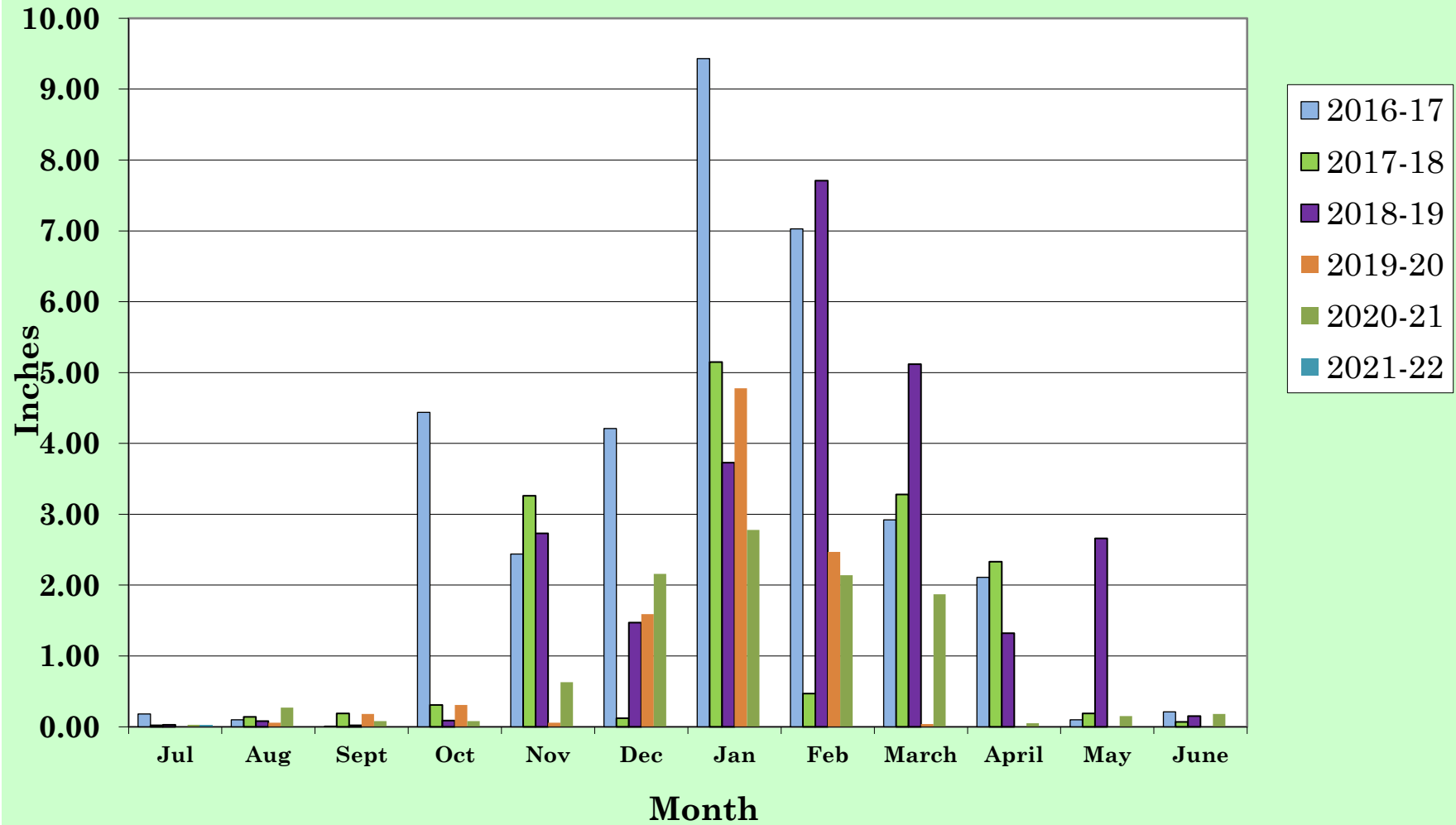
Rainfall Total Comparison
Fiscal Years 21-22
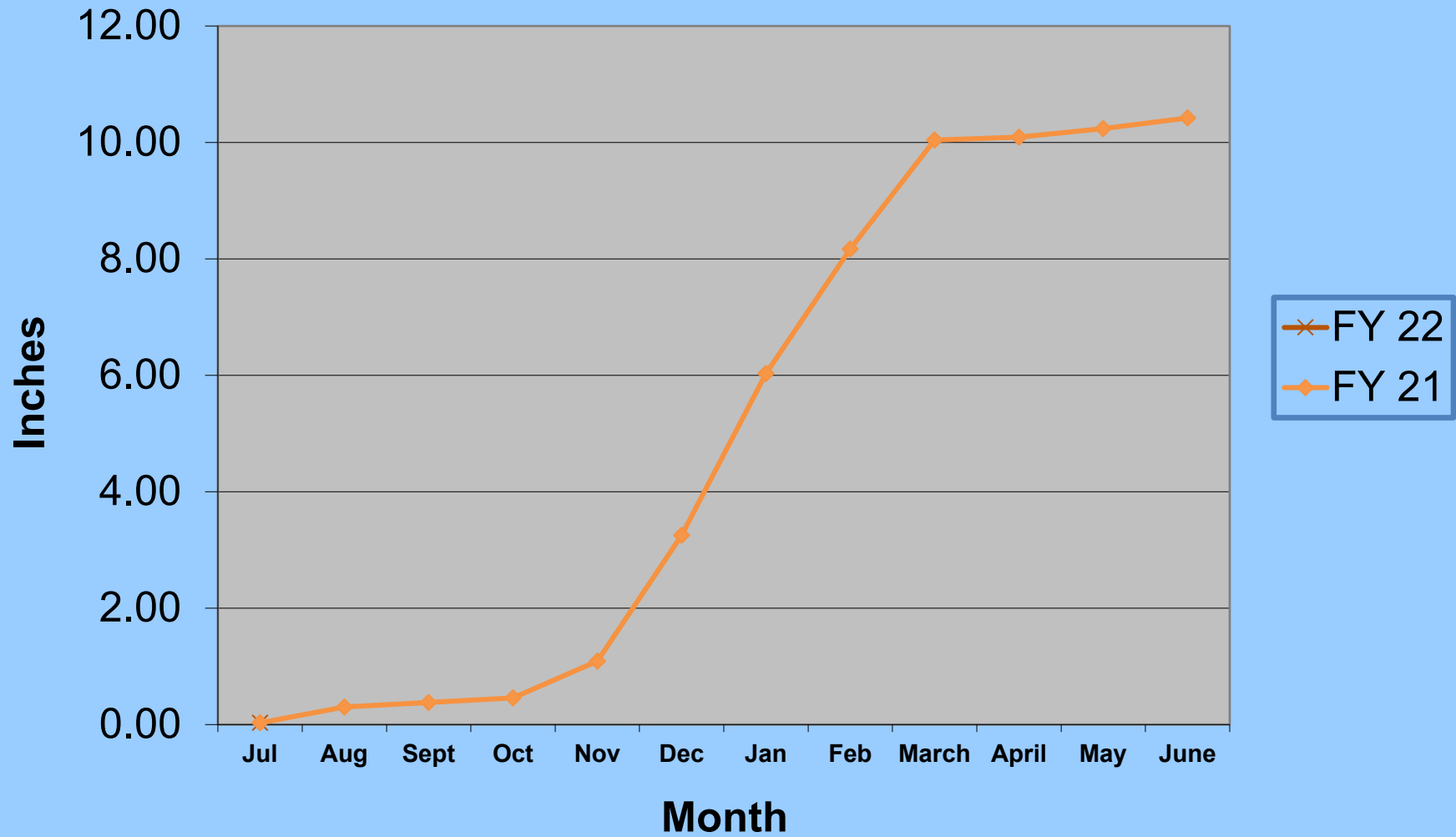
Rain Totals
Fiscal Years 13 - 22
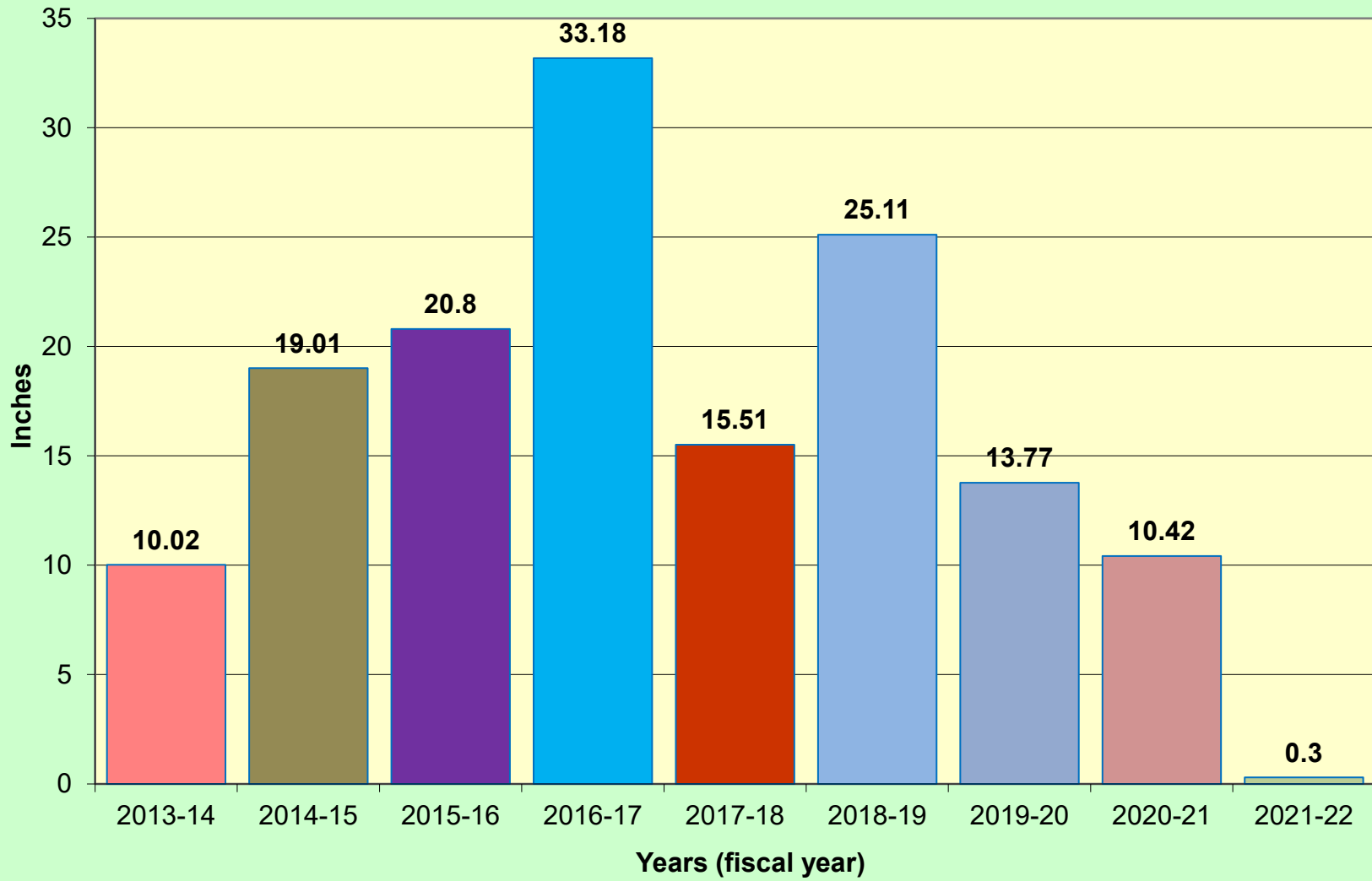
San Francisco Public Utilities Commission
Hydrological Conditions Report
June 2021

J. Chester, C. Graham, N. Waelty, July 7, 2021

The Hetch Hetchy Water and Power (HHWP) Property Management and Guest Services Team worked diligently seven days a week during the pandemic to maintain clean and sanitary facilities for the safety of HHWP personnel. Their work ensured that there were no significant communicable disease outbreaks among critical staff, which secured the consistent delivery of high quality Hetch Hetchy water to the City and County of San Francisco and their wholesale customers.

System Storage

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

	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	acre-feet	millions of gallons	acre-feet	millions of gallons	acre-feet	millions of gallons	
Tuolumne System							
Hetch Hetchy Reservoir[1]	312,626		360,360		47,734		87%
Cherry Reservoir[2]	252,989		273,345		20,356		93%
Lake Eleanor[3]	25,867		27,100		1,233		95%
Water Bank	308,680		570,000		261,320		54%
Tuolumne Storage	900,162		1,211,275		330,643		73%
Local Bay Area Storage							
Calaveras Reservoir	56,836	18,520	96,824	31,550	39,988	13,030	59%
San Antonio Reservoir	48,694	15,867	50,496	16,454	1,801	587	96%
Crystal Springs Reservoir	48,510	15,807	58,377	19,022	9,867	3,215	83%
San Andreas Reservoir	16,270	5,302	18,996	6,190	2,727	888	86%
Pilarcitos Reservoir	1,849	602	2,995	976	1,146	373	62%
Total Local Storage	172,159	56,098	227,688	74,192	55,529	18,094	76%
Total System	1,072,321		1,438,962		386,172		75%

**Table 1
Current System Storage
as of July 1, 2021**

[1] Maximum Hetch Hetchy Reservoir storage with drum gates activated.
[2] Maximum Cherry Reservoir storage with flash-boards in.
[3] Maximum Lake Eleanor storage with flash-boards in.
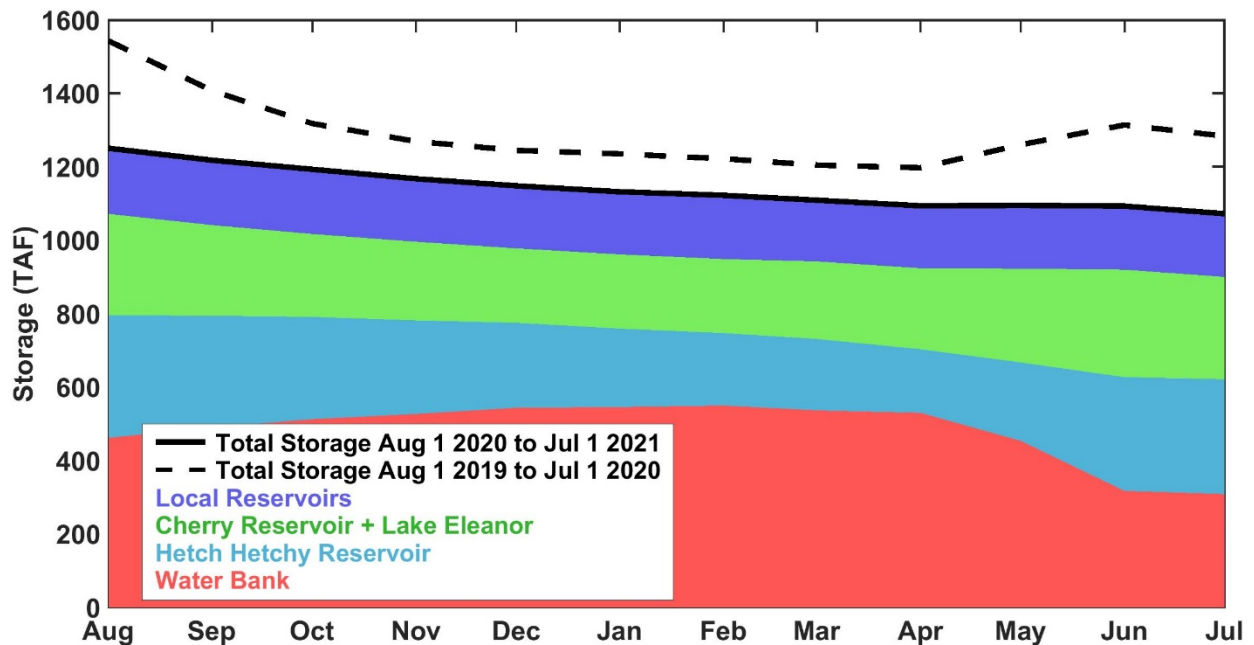
Figure 1: System storage for past 12 months in thousand acre-feet (TAF). Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.

2

Hetch Hetchy System Precipitation Index

Current Month: The June 2021 six-station precipitation index reported no precipitation for the month. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.
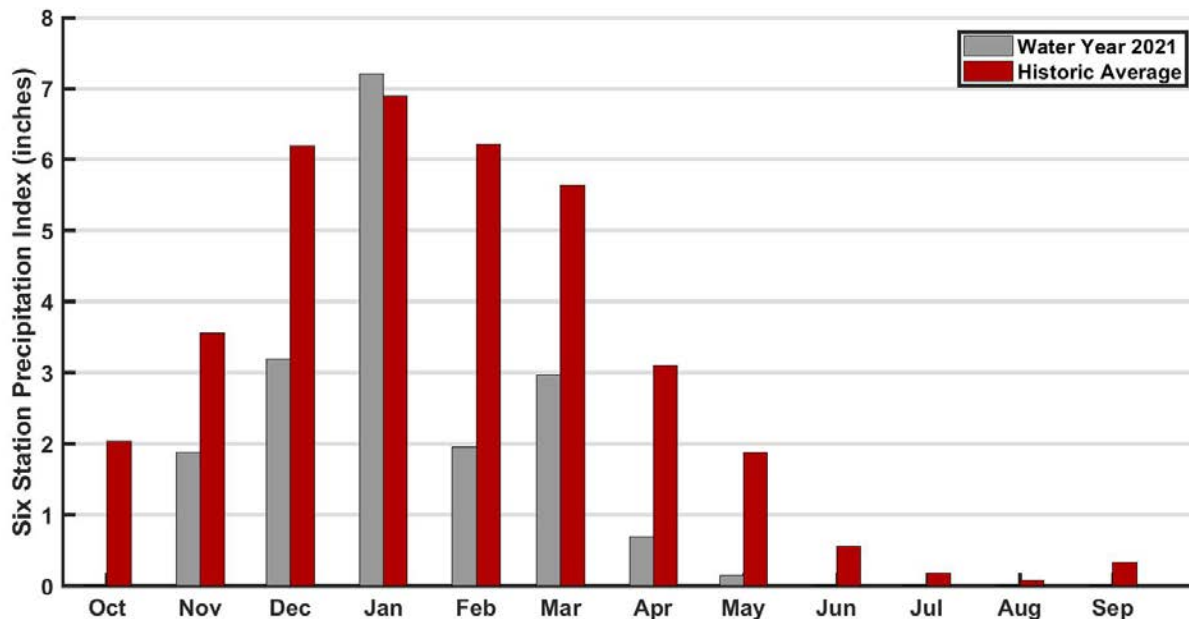
Figure 2: Monthly distribution of the six-station precipitation index relative to the monthly precipitation averages. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

Cumulative Precipitation to Date: As of July 1, the six-station precipitation index for Water Year (WY) 2021 was 18.03 inches, which is 51% of the average annual water year total. The Hetch Hetchy Weather Station received 0.01 inches of precipitation in June for a total of 18.15 inches for WY 2021, or 52% of average to-date. The cumulative WY 2021 Hetch Hetchy precipitation is shown in Figure 3 in red.
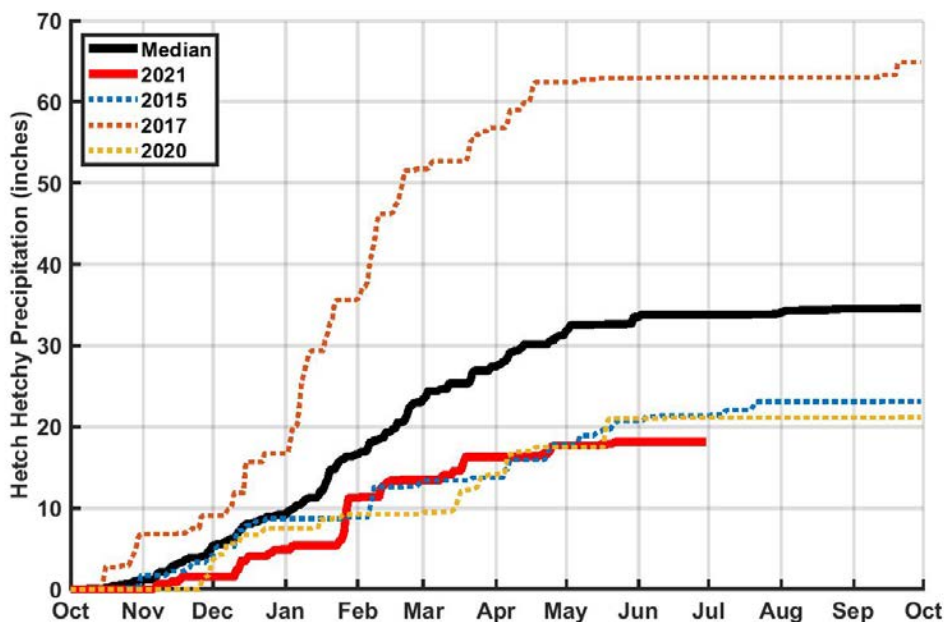
Figure 3: Water Year 2021 cumulative precipitation measured at Hetch Hetchy Weather Station. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with Water Year 2020 for comparison purposes.

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for June 2021 and the water year to date is summarized below in Table 2.

Table 2 Calculated Reservoir Inflows and Water Available to City								
* All flows are in acre-feet	June 2021				October 1, 2020 through June 30, 2021			
	Observed Flow	Median[1]	Mean[1]	Percent of Mean	Observed Flow	Median[1]	Mean[1]	Percent of Mean
Inflow to Hetch Hetchy Reservoir	30,807	202,040	205,042	15%	265,409	655,559	644,354	41%
Inflow to Cherry Reservoir and Lake Eleanor	7,029	78,156	86,714	8%	183,012	422,299	421,404	43%
Tuolumne River at La Grange	45,064	319,151	342,708	13%	587,746	1,542,997	1,659,869	35%
Water Available to City	0	136,136	188,318	0%	56,864	561,406	715,904	8%

[1]Hydrologic Record: 1919-2015

Hetch Hetchy System Operations

Hetch Hetchy Reservoir power draft and stream releases during the month totaled 28,562 acre-feet. Hetch Hetchy Reservoir minimum instream release requirements for June were 75 cfs. Total precipitation for Water Year 2021 has resulted in a Water Year Type C for Hetch Hetchy Reservoir. Hetch Hetchy Reservoir instream releases will remain at 75 cfs for July.

Cherry Reservoir valve and power draft releases totaled 19,555 acre-feet for the month and were used to maintain seasonal target elevations. The required minimum instream release from Cherry Reservoir for June was 5 cfs and increased to 15 cfs on July 1st. Lake Eleanor required release for June was 20 cfs and will remain there until September 2021. The Cherry / Eleanor Pumps were utilized to manage spring runoff inflows and were deactivated on June 15th.

San Joaquin Pipeline deliveries were 246 MGD for the month of June.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for June was 28 MGD. The Sunol Valley Water Treatment Plant production for the month was 3 MGD, and the plant was in standby for most of the month.

Local System Water Delivery

The average June delivery rate was 226 MGD, which is a 2% increase over the May delivery rate of 222 MGD.

Local Precipitation

The rainfall summary for June 2021 is presented in Table 3.

	June		October 1, 2020 through June 30, 2021	
Weather Station Location	Total (inches)	Percent of Mean for the Month	Total (inches)	Percent of Mean for the Year-To-Date
Pilarcitos Reservoir	0.04	11%	18.51	50%
Lower Crystal Springs Reservoir	0.00	0%	11.91	46%
Calaveras Reservoir	0.00	0%	10.19	48%

Table 3
Precipitation Totals at Three Local Area Reservoirs

Snowpack, Water Supply and Planned Water Supply Management

Hetch Hetchy Reservoir peak inflows occurred on May 7 at 3,556 cfs and peak storage occurred on June 10 at 321,491 ac-ft. Inflows to date are 41% of average and fell at the low end of forecasts for the runoff season (Figure 4). Reduced generation at Holm Powerhouse in the spring resulted in Cherry Reservoir and Lake Eleanor filling in the first week of June. Water Bank will not refill this summer, as Water Available to the City will be greatly exceeded by water deliveries.
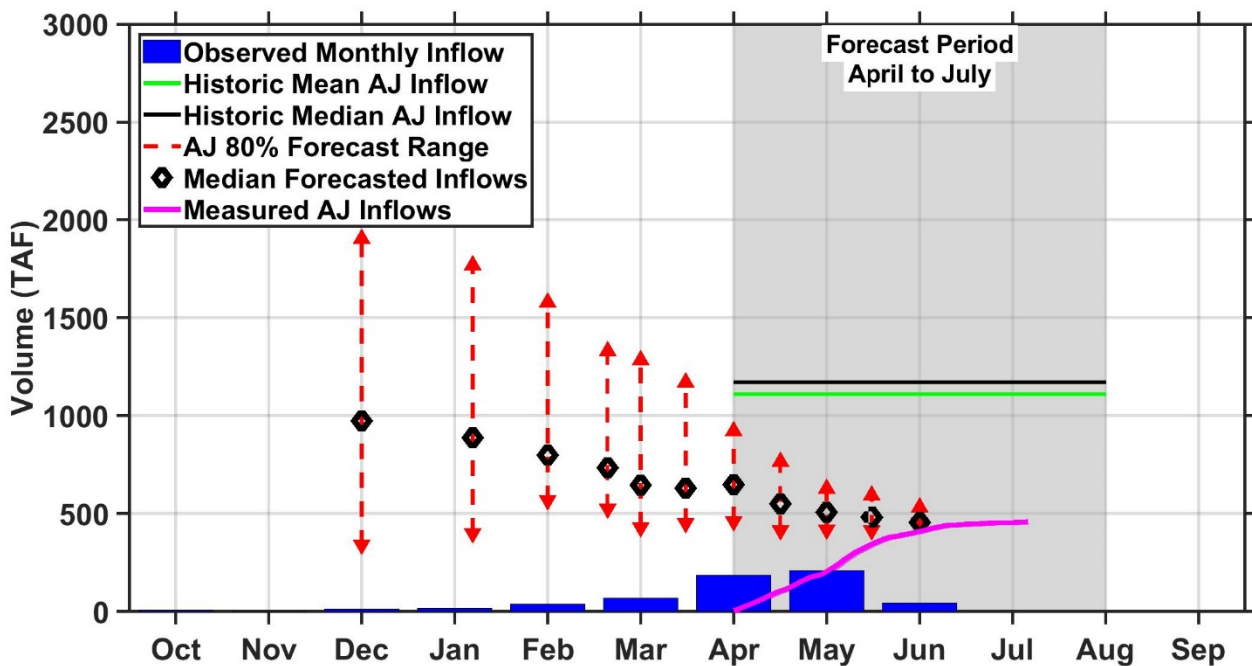
Figure 4: Forecasted April to July Full Natural Flow at La Grange. Sustained below average precipitation has resulted in a significant reduction in forecasted inflows. The median forecast is currently at around 40% of normal, roughly corresponding with the precipitation and snow to date.

The calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City are shown in Figure 5. As of July 1, there has been 56,864 ac-ft water available to the City in Water Year 2021.
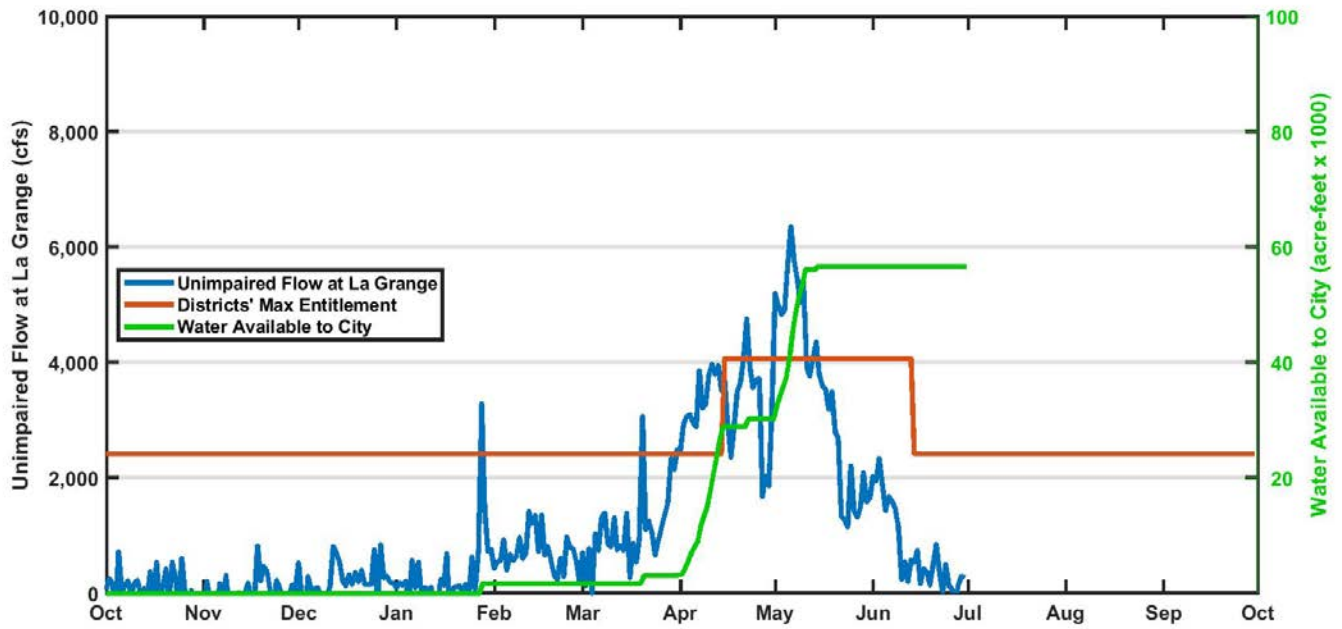
Figure 5: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City.

STAFF REPORT

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

From: **Mary Rogren, General Manager**

Agenda: **August 10, 2021**

**Report
 Date:**   **August 6, 2021**

Subject: **Overview of 2019-2020 Storage Tank Studies and Hydraulic Model and
                Carter Hill Tank Design Update.**

_____

Recommendation:
Information Only.

Background:

At the July 14, 2020 Board of Director's Meeting, Jon Sutter from EKI Environment and
Water Inc. (EKI) presented an overview of the 2019-2020 Storage Tank Studies and the
District's Hydraulic Model.

At the request of two Board members, Jon will participate in the August 10 meeting and
will walk through his presentation from last year.

In addition, Staff will also provide an update of the Carter Hill Tank Design project.

STAFF REPORT

To:	**Board of Directors**
From:	**Cathleen Brennan, Water Resources Analyst**
Agenda:	**August 10, 2021**
Report:	August 5, 2021
Subject:	Water Shortage Advisory and Drought Outreach Update. Request for Voluntary 15 Percent Reduction in Water Consumption.
Attachments:	A – Postcard B - List of Outreach Efforts in July

Background

The District relies on purchased water from the SFPUC Regional Water System to meet the water demand of its service area. The SFPUC is asking wholesale customers to implement voluntary reductions in water use by 15 percent as of July 12, 2021. Their goal is to reduce the peak water usage that occurs during the summer months, so that there will be carry-over storage in their reservoirs for next year. SFPUC's request for voluntary reductions in water use aligns with Governor Newsom's July 8th Executive (N-10-21) Order that calls on all Californians to voluntarily reduce their water use by 15 percent from calendar year 2020. The table below provides a timeline of milestones.

Milestones	
4/21/2021	Governor Newsom issued proclamation of state of emergency for the counties impacted the most severely by drought conditions, after two years of below normal precipitation. San Mateo County was not included on this initial proclamation.
4/15/2021	SFPUC requests voluntary 10% reduction in irrigation (outdoor) water use starting July 1, 2021. Goal is not to exceed 2019 summer water demand.
5/10/2021	Governor Newsom expanded on the 4/21/2021 proclamation and included more counties.
5/11/2021	The BOD approved Coastside CWD implementing Stage 1 of the District's WSCP – Water Shortage Advisory
7/8/2021	Governor Newsom's Executive Order N-10-21 includes San Mateo County and Santa Clara County in the declaration of a drought emergency. Alameda County was already included in the drought emergency. San Francisco County is not included. "I call on all Californians to voluntarily reduce their *(total)* water use by 15 percent from their *(CY)* 2020 levels."
7/12/2021	SFPUC revises their request to align with Governor Newsom's request that total water use be voluntarily reduced by 15 percent from 2020 water usage levels.

Report

The District has enough water supply to meet the water demand of our customers through calendar year 2021 and staff is focused on continuing drought outreach to customers. Staff is working with a graphic artist to help design a new banner to display on Main Street with the messaging of "It's a Drought ~ Use Water Wisely" with graphics.

Production

The District is currently 100 percent dependent on imported water. When comparing the month of July 2021 imported water production data to the month of July 2020 imported water production data, it shows that the **District increased the purchase of imported water in July of 2021 by 1.6 percent.**

The **SFPUC Regional Water System is reporting** a **reduction in water use of 7.5 percent** for the month of July 2021 when compared to the month of July 2020.

When comparing the month of July 2020 production data to the month of July 2021 production data, it shows that the **District decreased total gross production by about 2.6 percent.**

Consumption

When comparing sales data from the month of July 2021 to the month of July 2020, it shows that **District customers are using about 10 percent less water** this year. Our goal is 15 percent less water compared to 2020 to meet the Governor's conservation request.

Drought Rates

Staff is working with Raftelis Financial Consultants, Inc. to develop a drought rate study. Drought rates are being considered to recover the necessary revenue to fund the water system in times where reductions in demand (sales) are being implemented through the District's Water Shortage Contingency Plan. Staff hopes to give a presentation to the Finance Committee in August or September.

There is a Drought - Use Water Wisely

A **Drought Emergency** has been declared for San Mateo County

Goal: To reduce water consumption by 15 percent from last year.
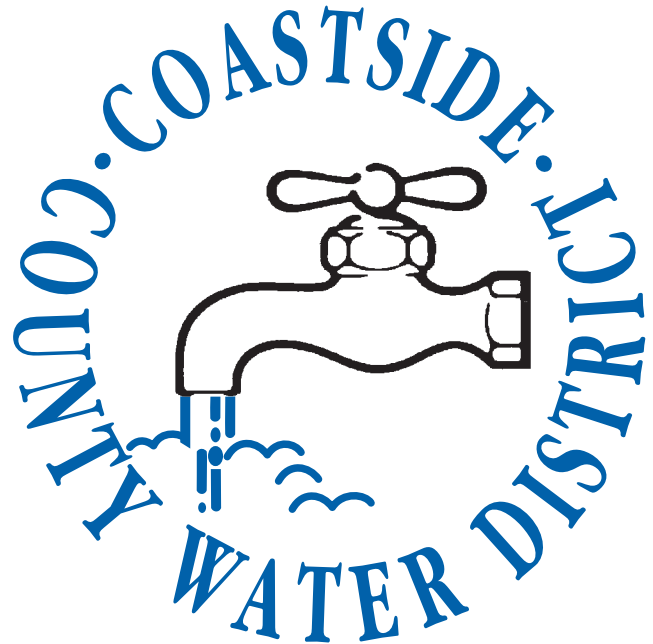
Reduce Your Water Usage

Customers can use WaterSmart to track daily water usage. WaterSmart is an online service that provides detailed information about your water usage. You can log into WaterSmart at your convenience from your laptop, tablet, or smartphone. To receive a link to set up your WaterSmart account, please contact watersmart@coastsidewater.org or call (650) 276-0816.

Steps to Reduce Water Use Outdoors

1. Use a broom to clean outdoor areas instead of water.
2. Fix leaks in your irrigation system.
3. Adjust sprinkler heads and emitters so they apply water to the plants and not the walkways.
4. Use mulch on bare soil to keep the soil from losing water.
5. Limit irrigation to one or two days per week.
6. Reduce the water pressure on your irrigation system. If pressure is too high it causes misting and irrigation system component failure.

Spray heads for lawn: 30 psi to 50 psi
Drip emitters: 15 psi to 25 psi

Thank you for all your efforts to save water!

Water Shortage Advisory Outreach

Completed Outreach	
July 2021 15 Percent Reduction – Total – with emphasis on reducing irrigation	Email to 800 high users identified by WaterSmart Letter to 120 high water users that **don't** have email Updated Fact Sheet to **15 percent reduction** WSA Posted new fact sheet to website WSA message on home page of website Nextdoor Post – WaterSmart & WSA Twitter Post – WaterSmart & WSA Postcard - WaterSmart and 15 percent reduction Interview with Coastside News Group Billing Statement Message Banners (from last drought) placed on Building and Fence -no overspray from irrigation -use shutoff nozzles Delivered table tent cards to restaurants with the messaging that water is served when requested.

To: **Board of Directors**

From: **Cathleen Brennan, Water Resources Analyst**

Agenda: **August 10, 2021**

Report: August 6, 2021

Subject: Authorize the General Manager to Enter into a Subscription Service Agreement for Accela (SaaS) Civic Application for Building and to Enter into a Professonal Services Agreement with Silver Lining Solutions, LLC. for Implementation of the Accela (SaaS) Civic Application for Building.

Attachments: A) Accela Civic Platform Subscription Quote
                    B) Accela Service Agreement
                    C) Accela Civic Applications Technology
                    D) Silver Lining Solutions, LLC. Proposal

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Recommendation

Authorize the General Manager to:
1) Enter a three year license (Qty:5) agreement with Accela for the Civic Platform (SaaS) Building Application for a total of $42,558.75
2) Execute a professional services agreement with Silver Lining Solutions, LLC for the implementation of Accela (SaaS) Civic Platform Building Application on a time and materials basis for $52,985.20

Background

The District reviews planning and construction documents for new and modified water and fire service within its jurisdiction. Currently, the District's workflow is manual with the use of spreadsheets and emails for tracking projects within the District's jurisdiction. The District's jurisdiction contains two planning authorities; the City of Half Moon Bay and the County of San Mateo.

> Workflow:
> *The sequence of steps involved in moving from the beginning to end of a working process.*
>   Merriam-Webster

Projects include subdivisions, pipeline extensions, new water services, new fire services, new fire hydrants, replacement fire hydrants, and modified water and fire services for residential and nonresidential developments. Many of these projects take multiple years, or longer, from planning to occupancy. These projects take careful coordination internally between utility billing, the backflow protection program, engineering consultants, and distribution staff. It also takes coordination with city staff, applicants, county staff, and fire protection staff. Tracking applications and submittals is critical to successfully and efficiently completing plan reviews and providing the needed comments and specifications for water and fire service.

The District has been accepting paper and pdf documents and drawings but it is the District's goal is to go paperless in both plan reviews and inspections. Over the last couple of years, there have been changes in California that allow for more streamlined review and approvals for accessory dwelling units, which has significantly increased the number of plan reviews that the District reviews each year. In addition, COVID has accelerated remodels and the need to go paperless. The District's approval is usually the last approval needed to receive building and fire permits from the planning authority because the District needs a final utility plan and fire flow calculations.

Report

Accela

The General Manager, the Office Manager, and the Water Resources Analyst, viewed demonstrations from multiple vendors that provide software services for planning and building workflow. Staff is recommending going with Accela as a workflow management system for the planning and building (permitting) review processes.

Benefits of Accela's Civic Applications
▪ **Increase customer onboarding**
▪ **Reduce time and cost to deliver**
▪ **Easy to maintain**
▪ **Easy to support**
▪ **Upgradeable**
▪ **Solutions work together**

Accela was formed in 1981 and incorporated in California in 1999 and is a leader in public-sector software. They are a privately held corporation headquartered in San Ramon, California. Accela offers an open software platform in the cloud (SaaS) as a subscription. Accela's platform is based on modules that enable organizations to develop an enterprise platform made up of individual components that can be integrated with other third-party software.

With the implementation of Accela, the District will have a secure portal, through which large files can be uploaded and downloaded and have a workflow management system that offers more transparency and will let the applicant know the status of their plan review. Accela's platform allows the District to implement the different features in phases as the District perfects its workflow and integration with other enterprise systems. Staff was looking for a solution that could adapt as the District's processes changed with the needs of our customers and partners. In later phases, the District plans to integrate Accela with Tyler and ESRI.

Example of Public Portal Home Page View

Silver Lining Solutions, LLC.
Staff will need the assistance of consultants to implement the Accela Civic Platform for Building. District staff, with a recommendation from Accela, recommends using Silver Lining Solutions, LLC ("SLS"). SLS is a certified partner of Accela and has experience implementing Accela Civic Platform for public agencies.

Staff has met with the SLS Team and has communicated our expectations, challenges, and goals with this implementation. Staff has also sorted through required and optional services during this first phase of implementation. With the challenges of the current

COVID pandemic, the implementation and training will be done remotely. If COVID conditions improve, staff may consider in person training. Staff's goal is to go live with Accela by January 1, 2022.

SLS uses an Agile/Scrum implementation approach which is a common project management methodology for information technology projects. It is estimated that it will take a total of 12 weeks from start to finish.

Fiscal Impacts
The subscription cost of Accela for three years is $42,558.75. Implementation in the first year will be $52,985.20. When staff determines that it is ready to integrate Accela with Tyler and ESRI, there will be additional implementation costs but it will not increase the subscription cost of Accela.

Proposed by: Greg Damron
Contact Phone:
Contact Email: gdamron@accela.com
Quote ID: Q-22568
Valid Through: 6/15/2021
Currency: USD

2633 Camino Ramon, Suite 500
San Ramon, CA, 94583

Order Form

Address Information

Bill To:
Coastside County Water District, CA
766 Main Street
Half Moon Bay, California 94019
United States

Billing Name:
Billing Phone:
Billing Email:

Ship To:
Coastside County Water District, CA
766 Main Street
Half Moon Bay, California 94019
United States

Services	Year	Start Date	End Date	Term (Months)	Price	Qty	Net Total
Accela Building - SaaS	Year 1	6/15/2021	6/14/2022	12	$2,700.00	5	$13,500.00
						TOTAL:	$13,500.00

Services	Year	Start Date	End Date	Term (Months)	Price	Qty	Net Total
Accela Building - SaaS	Year 2	6/15/2022	6/14/2023	12	$2,835.00	5	$14,175.00
						TOTAL:	$14,175.00

Services	Year	Start Date	End Date	Term (Months)	Price	Qty	Net Total
Accela Building - SaaS	Year 3	6/15/2023	6/14/2024	12	$2,976.75	5	$14,883.75
						TOTAL:	$14,883.75

Pricing Summary

Period	Net Total
Year 1	$ 13,500.00
Year 2	$ 14,175.00
Year 3	$ 14,883.75
Total	**$ 42,558.75**

Additional Terms:

1. No additional or conflicting terms or conditions stated in Customer's order documentation, including purchase orders, will be incorporated into or form any part of this Order Form or the governing agreement, and all such terms or conditions will be null.

2. This Order Form will be governed by the applicable terms and conditions. If those terms and conditions are non-existent, have expired or have otherwise been terminated, the following terms at https://www.accela.com/terms/ will govern as applicable, based on the Customer's purchase.

3. All Software Licenses, Maintenance, and Subscription purchases are non-cancelable and non-refundable.

4.If Customer has a prior agreement with Accela, and this purchase is co-terming with that prior agreement, if the start date on this Order Form is before the actual delivery date of the purchase, Accela may pro-rate this purchase so that it can co-term with the prior agreement.

5. If this Order Form is executed and/or returned to Accela by Customer after the Order State Date above, Accela may adjust the Order Start Date and Order End Date without increasing the total price based on the date Accela activates the products and provided that the total term length does not change.

Signatures	
Accela, Inc.	**Customer**
Signature:	Signature:
Print Name:	Print Name:
Title:	Title:
Date:	Date:

ACCELA SUBSCRIPTION SERVICES AGREEMENT

This Accela Subscription Services Agreement (this "***Agreement***") is entered into as of the date of the applicable Order, as defined below, that incorporates these terms (the "***Effective Date***") by and between Accela, Inc. and the entity identified in such Order ("***Customer***").

1. **DEFINITIONS.**

1.1 "***Accela System***" means the information technology infrastructure used by or on behalf of Accela in performing the Subscriptions Services, including all computers, software (including but not limited to Accela Software), hardware, databases, electronic systems (including database management systems), and networks, whether operated directly by Accela or its third party suppliers.

1.2 "***Aggregate Data***" means data and information related to Customer's use of the Subscription Services, including anonymized analysis of all data processed in the Subscription Services, that is used by Accela in an aggregate and anonymized manner, including compiling statistical and performance information related to the provision and operation of the Services.

1.3 "***Authorized User***" means one named employee, contractor or agent of Customer (each identified by a unique email address) for whom Customer has purchased a subscription to the Subscription Services and who is authorized by Customer to access and use the Services under the rights granted to Customer pursuant to this Agreement.

1.4 "***Consulting Services***" means packaged or time and materials consulting, review, training or other services (but excluding Subscription and Support Services) delivered by Accela to Customer pursuant an Order. The current Consulting Services Policy is available at www.accela.com/terms/.

1.5 "***Customer Data***" means the content, materials, and data that Customer, Authorized Users, and External Users enter into the Subscription Services. Customer Data does not include any component of the Subscription Services, material provided by or on behalf of Accela, or Aggregate Data.

1.6 "***Documentation***" means the then-current technical and functional user documentation in any form made generally available by Accela for the Subscription Services.

1.7 "***External Users***" means third party users of the Subscription Services that access the public-facing interfaces of the Subscription Services to submit queries and requests to facilitate communications between such third party and Customer.

1.8 "***Intellectual Property Rights***" means any patent rights (including, without limitation, patent applications and disclosures), copyrights, trade secrets, know-how, and any other intellectual property rights, in all cases whether or not registered or registrable and recognized in any country or jurisdiction in the world.

1.9 "***Order***" means an Accela order form or other mutually acceptable document fully executed between Customer and Accela that incorporates this Agreement.

1.10 "**Service Availability Policy**" means the Service Availability and Security Policy located at www.accela.com/terms/.

1.11 "**Subscription Services**" means the civic administration services, comprised of the Accela System, Software, and Support Services, to which Customer may license access to in accordance with the terms herein.

1.12 "**Software**" means any licensed software (including client software for Authorized Users' devices) and Documentation that Accela uses or makes available as part of the Subscription Services.

1.13 "**Support Services**" means those technical and help services provided by Accela in accordance with the Software Support Services Policies (SaaS) located at www.accela.com/terms/.

1.14 "**Subscription Period**" means the duration of Customer's authorized use of the Subscription Services as designated in the Order.

2. **USAGE AND ACCESS RIGHTS**.

2.1 <u>Right to Access.</u> Subject to the terms and conditions of this Agreement, Accela hereby grants to Customer a limited, non-exclusive, non-transferable right and license during the Subscription Period, to permit: (i) Authorized Users to access and use the internal and administrative interfaces of the Subscription Services in accordance with the Documentation to support Customer's internal business purposes and (ii) its External Users the ability to access and use the publicly available interfaces to submit requests and information to Customer. Each instance of the Subscription Service shall be provisioned with the amount of storage set forth in the Order and additional storage may be purchased at the then-current rates.

2.2 <u>Support Services & Service Availability.</u> During the Subscription Period, Accela shall provide to Customer the Support Services specified in the Order and shall make all commercially reasonable efforts to attain the service levels specified in the applicable policies. The remedies set forth in the Support Services and Service Availability Policy are the sole and exclusive remedies for any breach of the service levels. Customer grants Accela a royalty-free, worldwide, transferable, sub- licensable, irrevocable, perpetual license to use or incorporate into its software or services any suggestions or other feedback provided by Customer or Authorized Users relating to the operation or features of the Subscription Services.

2.3 <u>Purchasing Consulting Services.</u> Customer may purchase Consulting Services from Accela by executing an Order for such services. All prices are exclusive of travel and expenses, which will be invoiced at actual cost, without markup, and will comply with the Consulting Services Policy located at www.accela.com/terms/ or as otherwise agreed in the applicable Order. If applicable, one Consulting Services day shall be equal to eight (8) hours.

2.4 <u>Restrictions on Use.</u> Customer shall not, and shall not permit others to: (i) use or access the Subscription Services in any manner except as expressly permitted by the Agreement, including but not limited to, in a manner that circumvents contractual usage restrictions set forth in this Agreement; (ii) license, sub-license, sell, re-sell, rent, lease, transfer, distribute, time share or otherwise make any portion of the Subscription Services available for access by third parties except as otherwise expressly provided herein; (iii) use the Subscription Service in a way that: (a) violates or infringes upon the rights

of a third party; or (b) stores or transmits libelous, tortious, or otherwise unlawful material or malicious code or viruses; (iv) create derivative works, reverse engineer, decompile, disassemble, copy, or otherwise attempt to derive source code or other trade secrets from or about any of the Subscription Services (except to and only to the extent such rights are proscribed by law); (v) interfere with or disrupt the security, integrity, operation, or performance of the Subscription Services; (vi) access, use, or provide access or use to the Subscription Services or Documentation for the purposes of competitive analysis or the development, provision, or use of a competing software, SaaS or product or any other purpose that is to Accela's detriment or commercial disadvantage; (vii) provide access to the Subscription Services to competitors of Accela; (viii) access or use components of the Subscription Service not licensed by Customer; (ix) use or allow the use of the Subscription Services by anyone located in, under the control of, or that is a national or resident of a U.S. embargoed country or territory or by a prohibited end user under Export Control Laws (as defined in Section 12.3, Compliance with Laws); (x) remove, delete, alter or obscure any trademarks, Documentation, warranties, or disclaimers, or any copyright, trademark, patent or other intellectual property or proprietary rights notices from any Subscription Services; or (xi) access or use the Subscription Services in, or in association with, the design, construction, maintenance, or operation of any hazardous environments, systems or applications, any safety response systems or other safety-critical applications, or any other use or application in which the use or failure of the Subscription Services could lead to personal injury or severe physical or property damage.

2.5 Ownership. Accela retains all Intellectual Property Rights, including all rights, title and license to the Subscription Service, Software, Accela System, Support Services, Consulting Services, and Aggregate Data, any related work product of the foregoing and all derivative works thereof by whomever produced; provided however, that to the extent such materials are delivered to Customer as part of the Subscription Services, Consulting Services or Support Services then Customer shall receive a limited license consistent with the terms of Section 2 to use such materials during the Subscription Period.

2.6 Customer's Responsibilities. Customer will: (i) be responsible for meeting Accela's applicable minimum system requirements for use of the Subscription Services set forth in the Documentation; (ii) be responsible for Authorized Users' compliance with this Agreement and for any other activity (whether or not authorized by Customer) occurring under Customer's account; (iii) be solely responsible for the accuracy, quality, integrity and legality of Customer Data; (iv) use commercially reasonable efforts to prevent unauthorized access to or use of the Subscription Services and Customer Data under its account, and notify Accela promptly of any such unauthorized access or use, and; (v) use the Subscription Services only in accordance with the applicable Documentation, laws and government regulations.

3. **PAYMENT TERMS.**

3.1 Purchases Directly from Accela. Except as otherwise set forth in an Order, Subscription fees shall be invoiced annually in advance and such fees shall be due and payable on the first day of the Subscription and on each anniversary thereafter for each renewal, if any. All other invoices shall be due and payable net thirty (30) from the date of the applicable invoice. All amounts payable to Accela under this Agreement shall be paid by Customer in full without any setoff, deduction, debit, or withholding for any reason. Any late payments shall be subject to an additional charge of the lesser of 1.5% per month or the maximum permitted by law. All Subscription Services fees are exclusive of any taxes, levies, duties,

withholding or similar governmental assessments of any nature (collectively, "**Taxes**"). If any such Taxes are owed or payable for such transactions, they shall be paid separately by Customer without set-off to the fees due Accela.

3.2 <u>Purchases from Authorized Resellers.</u> In the event that Customer has purchased any products or services through a reseller, subject to these terms, any separate payment arrangements and terms shall be exclusively through such reseller and Accela is not a party to such transactions. Accela's sole obligations are set forth herein and Customer acknowledges that its rights hereunder may be terminated for non-payment to such third party.

4. **CONFIDENTIALITY.** As used herein, "**Confidential Information**" means all confidential information disclosed by a one party to this Agreement to the other party of this Agreement whether orally or in writing, that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure. However, Confidential Information will not include any information that: (i) is or becomes generally known to the public without breach of any obligation owed to the disclosing party; (ii) was known to the receiving party prior to its disclosure without breach of any obligation owed to the disclosing party; (iii) is received without restriction from a third party without breach of any obligation owed to the disclosing party; or (iv) was independently developed by the receiving party. Each party will use the same degree of care that it uses to protect the confidentiality of its own confidential information of like kind (but in no event less than reasonable care) not to disclose or use any Confidential Information except as permitted herein, and will limit access to Confidential Information to those of its employees, contractors and agents who need such access for purposes consistent with this Agreement and who are bound to protect such Confidential Information consistent with this Agreement. The receiving party may disclose Confidential Information if it is compelled by law to do so, provided the receiving party gives the disclosing party prior notice of such compelled disclosure (to the extent legally permitted) and reasonable assistance, at the disclosing party's request and cost, to contest, limit, or protect the disclosure.

5. **CUSTOMER DATA.**

5.1 <u>Ownership.</u> Customer reserves all its rights, title, and interest in and to the Customer Data. No rights are granted to Accela hereunder with respect to the Customer Data, except as otherwise set forth explicitly in Section 5.

5.2 <u>Usage.</u> Customer shall be responsible for Customer Data as entered in to, applied or used in the Subscription Services. Customer acknowledges that Accela generally does not have access to and cannot retrieve lost Customer Data. Customer grants to Accela the non-exclusive right to process Customer Data (including personal data) for the sole purpose of and only to the extent necessary for Accela: (i) to provide the Subscription Services; (ii) to verify Customer's compliance with the restrictions set forth in Section 2.4 (Restrictions on Use) if Accela has a reasonable belief of Customer's non-compliance; and (iii) as otherwise set forth in this Agreement. Accela may utilize the information concerning Customer's use of the Subscription Services (excluding any use of Customer's Confidential Information) to improve Subscription Services, to provide Customer with reports on its use of the Subscription Services, and to compile aggregate statistics and usage patterns by customers using the Subscription Services.

5.3 <u>Use of Aggregate Data.</u> Customer agrees that Accela may collect, use and disclose Aggregate Data derived from the use of the Subscription Services for industry analysis, benchmarking, analytics,

marketing and other business purposes. All Aggregate Data collected, used and disclosed will be in aggregate form only and will not identify Customer, its Authorized Users or any third parties utilizing the Subscription Services.

6. **WARRANTIES AND DISCLAIMERS.**

6.1 Subscription Services Warranty. During the Subscription Period, Accela warrants that Subscription Services shall perform materially in accordance with the applicable Documentation. As Customer's sole and exclusive remedy and Accela's entire liability for any breach of the foregoing warranty, Accela will use commercially reasonable efforts to: (a) repair the Subscription Services in question; (b) replace the Subscription Services in question with those of substantially similar functionality; or (c), after making all commercially reasonable attempts to do the foregoing, terminate the applicable Subscription Services and refund all unused, prepaid fees paid by Customer for such non-compliant Subscription Services.

6.2 Consulting Services Warranty. For ninety (90) days from the applicable delivery, Accela warrants that Consulting Services shall be performed in a professional and workmanlike manner. As Customer's sole and exclusive remedy and Accela's entire liability for any breach of the foregoing warranty, Accela will use commercially reasonable efforts to (a) re-perform the Consulting Services in a compliant manner; or, after making all commercially reasonable attempts to do the foregoing, (b) refund the fees paid for the non-compliant Consulting Services.

6.3. Disclaimers. EXCEPT AS EXPRESSLY PROVIDED HEREIN, ACCELA MAKES NO WARRANTY OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, AND SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY, SECURITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW.

6.4. Cannabis-Related Activities. If Customer purchases any Subscription Services for use with any cannabis-related activities, the following additional disclaimers shall apply: Accela is considered a software service provider to its customers and not a cannabis related business or agent thereof. In addition to the foregoing, Accela only retains Subscription Services fees of this Agreement from its Customer for general software services, a state or local government agency, and does not retain these fees from any type of External Users. It is the sole responsibility of the Customer to offer state law compliant services, which may be coordinated and facilitated through the use of the Subscription Services. Accela makes no representations, promises, or warranties with respect to the legality, suitability, or otherwise regarding any third party provider, including partners, and have no responsibility or liability with respect to services provided to Customer by such third parties.

7. **INDEMNIFICATION.** Accela will defend (or at Accela's option, settle) any third party claim, suit or action brought against Customer to the extent that it is based upon a claim that the Subscription Services, as furnished by Accela hereunder, infringes or misappropriates the Intellectual Property Rights of any third party, and will pay any costs, damages and reasonable attorneys' fees attributable to such claim that are finally awarded against Customer, provided that Customer provides: (a) Accela notice of such claim as soon practical and in no event later than would reasonably permit Accela to respond to such claim, (b) reasonable cooperation to Accela, at Accela's expense, in the defense and/or settlement of such claim and (c) Accela the sole and exclusive control of the defense, litigation and settlement of such claim. In the event that Accela reasonably believes, in its sole discretion, that such claim may

prevail or that the usage of the Subscription Services may be joined, Accela may seek to: (a) modify the Subscription Services such that it will be non-infringing (provided such modification does not materially reduce the functionality or performance of Customer's installed instance); (b) replace the Subscription Services with a service that is non-infringing and provides substantially similar functionality and performance; or, if the first two options are not commercially practicable, (c) terminate the remainder of the Subscription Period and refund any, pre-paid, unused fees received by Accela. Accela will have no liability under this Section 7 to the extent any claims arise from (i) any combination of the Subscription Services with products, services, methods of a third party; (ii) a modification of the Subscription Services that were either implemented by anyone other than Accela or implemented by Accela in accordance with Customer specifications; (iii) any use of the Subscription Services in a manner that violates this Agreement or the instructions given to Customer by Accela; (iv) a version of the Subscription Services other than the current, fully patched version, provided such updated version would have avoided the infringement; or (v) Customer's breach of this Agreement. THIS SECTION 7 STATES THE ENTIRE OBLIGATION OF ACCELA AND ITSLICENSORSWITH RESPECT TO ANY ALLEGED OR ACTUAL INFRINGEMENT OR MISAPPROPRIATION OF INTELLECTUAL PROPERTY RIGHTS RELATED TO THIS AGREEMENT.

8. **LIMITATION OF LIABILITY.** EXCEPT FOR LIABILITY ARISING OUT OF EITHER PARTY'S LIABILITY FOR DEATH OR PERSONAL INJURY OR CUSTOMER'S BREACH OF SECTION 2, NEITHER PARTY'S AGGREGATE LIABILITY FOR DAMAGES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR FROM THE USE OF OR INABILITY TO USE THE SERVICE, WHETHER IN CONTRACT, TORT OR UNDER ANY OTHER THEORY OF LIABILITY, SHALL EXCEED THE TOTAL AMOUNT PAID BY CUSTOMER HEREUNDER IN THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE INCIDENT. EXCEPT FOR LIABILITY ARISING OUT OF CUSTOMER'S BREACH OF SECTION 2 OR EITHER PARTY'S LIABILITY FOR DEATH OR PERSONAL INJURY, IN NO EVENT SHALL EITHER PARTY OR ANY OTHER PERSON OR ENTITY INVOLVED IN CREATING, PRODUCING OR DELIVERING THE SERVICE BE LIABLE FOR ANY INCIDENTAL, SPECIAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS, LOSS OF DATA OR LOSS OF GOODWILL, SERVICE INTERRUPTION, COMPUTER DAMAGE OR SYSTEM FAILURE OR THE COST OF SUBSTITUTE PRODUCTS OR SERVICES, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR FROM THE USE OF OR INABILITY TO USE THE SUBSCRIPTION SERVICES, WHETHER BASED ON WARRANTY, CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY OR ANY OTHER LEGAL THEORY. THE FOREGOING EXCLUSIONS APPLY WHETHER OR NOT A PARTY HAS BEEN INFORMED OF THE POSSIBILITY OF SUCH DAMAGE, AND EVEN IF A LIMITED REMEDY SET FORTH HEREIN IS FOUND TO HAVE FAILED OF ITS ESSENTIAL PURPOSE.

9. **SECURITY.** Accela has implemented commercially viable and reasonable information security processes, policies and technology safeguards to protect the confidentiality and integrity of Customer Data, personal data protect against reasonably anticipated threats. Customer acknowledges that, notwithstanding security features of the Subscription Services, no product, hardware, software or service can provide a completely secure mechanism of electronic transmission or communication and that there are persons and entities, including enterprises, governments and quasi- governmental actors, as well as technologies, that may attempt to breach any electronic security measure. Subject only to its limited warranty obligations set forth in Section 6, Accela will have no liability for any such security breach. Customer further acknowledges that the Subscription Services is not guaranteed to operate without interruptions, failures, or errors. If Customer or Authorized Users use the Subscription Services

in any application or environment where failure could cause personal injury, loss of life, or other substantial harm, Customer assumes any associated risks and will indemnify Accela and hold it harmless against those risks.

10. **THIRD PARTY SERVICES.** Customer may choose to obtain a product or service from a third party that is not directly produced by Accela as a component of the Subscription Services ("***Third Party Services***") and this may include third party products resold by Accela. Accela assumes no responsibility for, and specifically disclaims any liability, warranty or obligation with respect to, any Third Party Service or the performance of the Subscription Services (including Accela's service level commitment) when the Subscription Services are used in combination with or integrated with Third Party Services.

11. **TERM AND TERMINATION.**

11.1 <u>Agreement Term.</u> This Agreement shall become effective on the Effective Date and shall continue in full force and effect until the expiration of any Subscription Periods set forth in an applicable Order governed by the Agreement.

11.2 <u>Subscription Periods & Renewals.</u> Subscription Periods begin as specified in the applicable Order and, unless terminated earlier in accordance with this Agreement, continue for the term specified therein. Except as otherwise specified in the applicable Order, (a) all Subscription Services will automatically renew for additional Subscription Periods equal to the expiring Subscription Period, unless either party gives the other at least sixty (60) days' notice of non-renewal before the end of the relevant Subscription Period and (b), Orders may only be cancelled or terminated early in accordance with Section 11.3. Subscription Services renewals may be subject to an annual increase, for which Accela shall provide Customer notice prior to the renewal of the Subscription Period. In the event of any non-renewal or other termination, Customer's right to use the Subscription Services will terminate at the end of the relevant Subscription Period.

11.3 <u>Termination or Suspension for Cause.</u> A party may terminate this Agreement and Subscription Services license granted hereunder for cause upon thirty (30) days' written notice to the other party of a material breach if such breach remains uncured at the expiration of such thirty (30) day period. Either party may terminate immediately if the other party files for bankruptcy or becomes insolvent. Accela may, at its sole option, suspend Customer's or any Authorized User's access to the Subscription Services, or any portion thereof, immediately if Accela: (i) suspects that any person other than Customer or an Authorized User is using or attempting to use Customer Data; (ii) suspects that Customer or an Authorized User is using the Subscription Services in a way that violates this Agreement and could expose Accela or any other entity to harm or legal liability; (iii) is or reasonably believes it is required to do so by law or court order or; (iv) Customer's payment obligations are more than ninety (90) days past due, provided that Accela has provided at least thirty (30) days' notice of such suspension for delinquent payment. Should Customer terminate this Agreement for cause, Accela will refund a pro-rata portion of unused, pre-paid fees.

11.4 <u>Effect of Termination.</u> If this Agreement expires or is terminated for any reason: (i) within thirty (30) calendar days following the end of Customer's final Subscription Period, upon Customer's request Accela provided Customer Data and associated documents in a database dump file; provided that Customer pays (a) all costs of and associated with such copying, as calculated at Accela's then-current time-and-materials rates, and (b) any and all unpaid amounts due to Accela; (ii) licenses and use rights

granted to Customer with respect to Subscription Services and intellectual property will immediately terminate; and (iii) Accela's obligation to provide any further services to Customer under this Agreement will immediately terminate, except as mutually agreed between the parties. If the Subscription Services are nearing expiration date or are otherwise terminated, Accela will initiate its data retention processes, including the deletion of Customer Data from systems directly controlled by Accela. Accela's current Data Storage Policy can be accessed www.accela.com/terms/.

11.5 Survival. Sections 2.5 (Ownership and Proprietary Rights), 4 (Confidentiality), 6.3 (Disclaimer), 8 (Limitation of Liability), 11.4 (Effect of Termination), 11.5 (Surviving Provisions), and 12 (General Provisions) will survive any termination or expiration of this Agreement.

12. **GENERAL.**

12.1 Notice. Except as otherwise specified in this Agreement, all notices, permissions and approvals hereunder will be in writing and will be deemed to have been given upon: (i) personal delivery; (ii) three days after sending registered, return receipt requested, post or; (iii) one day after sending by commercial overnight carrier. Notices will be sent to the address specified by the recipient in writing when entering into this Agreement or establishing Customer's account for the Subscription Services.

12.2 Governing Law and Jurisdiction. This Agreement and any action related thereto will be governed by the laws of the State of California without regard to its conflict of laws provisions. The exclusive jurisdiction and venue of any action related to the subject matter of this Agreement will be the state and federal courts located in the Northern District of California and each of the parties hereto waives any objection to jurisdiction and venue in such courts.

12.3 Compliance with Laws. Each party will comply with all applicable laws and regulations with respect to its activities under this Agreement including, but not limited to, export laws and regulations of the United States and other   applicable jurisdictions. Further, in connection with the services performed under this Agreement and Customer's use of the Subscription Services, the parties agree to comply with all applicable anti-corruption and anti-bribery laws, statutes and regulations.

12.4 Assignment. Customer may not assign or transfer this Agreement, whether by operation of law or otherwise, without the prior written consent of Accela, which shall not be unreasonably withheld. Any attempted assignment or transfer, without such consent, will be null and void. Subject to the foregoing, this Agreement will bind and inure to the benefit of the parties, their respective successors and permitted assigns.

12.5 Publicity. Notwithstanding anything to the contrary, each party will have the right to publicly announce the existence of the business relationship between parties without disclosing the specific terms of the Agreement.

12.6 Miscellaneous. No failure or delay by either party in exercising any right under this Agreement will constitute a waiver of that right. Other than as expressly stated herein, the remedies provided herein are in addition to, and not exclusive of, any other remedies of a party at law or in equity. If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to law, the provision will be modified by the court and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this Agreement will remain in effect. Accela will not be liable for any delay or failure to perform under this Agreement to the extent such

delay or failure results from circumstances or causes beyond the reasonable control of Accela. This Agreement does not create a partnership, franchise, joint venture, agency, fiduciary or similar relationship between the parties. This Agreement, including any attachments hereto as mutually agreed upon by the parties, constitute the entire agreement between the parties concerning its subject matter and it supersedes all prior communications, agreements, proposals or representations, written or oral, concerning its subject matter. No modification, amendment, or waiver of any provision of this Agreement will be effective unless in writing and signed by a duly authorized representative of each party against whom the modification, amendment or waiver is to be asserted. Notwithstanding any language to the contrary, no additional or conflicting terms or conditions stated in any of Customer's purchase order documentation or otherwise will be incorporated into or form any part of this Agreement, and all such terms or conditions shall be null and void.

Accela Civic Applications Technology

1. Information Technology Compliance (SR)

i. Client and System Platform (SR)

Technology Architecture

The Accela Civic Applications are deployed in a 3-tier model consisting of the database tier (MSSQL), Business Services/Application tier (J2EE web application leveraging web services for data exchange) and Presentation/Public Web tier (predominantly Java and .NET).

The foundation of the solution is the *Database Tier,* which contains a data schema specifically designed for government-focused key business data, activities, and processes.

- ➡ **Government-focused data schema** – Leveraging decades of industry experience, the Civic Applications data schema allows end users to quickly access the data they need to perform their roles.

- ➡ **Industry-standard data access** – The Civic Applications architecture- application layer accesses the data layer using the Java Data Base Connectivity (JDBC) standard. External applications can access the data layer via either JDBC or ODBC using ANSI SQL92 statements.

- ➡ **Single database across enterprise platform** – Since the Civic Applications access the same, consolidated database, all end users work with consistent, accurate, and up-to-date information across the entire enterprise.

- ➡ **Support for major RDBMS vendors** – The Civic Applications architecture data layer supports both Oracle and Microsoft SQL Server RDBMS offerings.

- ➡ **Included Environments** – The Civic Applications are deployed with three environments for every instance; Production, Development and Test. Providing your Department with a fully functional environment for Training, Development, and testing as well as the production environment for day to day business functions.

- ➡ **Multitenant Environment and Data Isolation** – Leveraging multitenant architecture enables Accela to provide Solutions that maximize shared infrastructure and enable enhanced performance with reduced cost. Composite keys are used to isolate customer data within the multitenant architecture. As a Customer, you manage access to the data within your application.

The *Business Services/Application Tier* contains all Civic Applications business logic and consists of Enterprise Java Beans. This layer offers a scalable solution to meet the changing and future needs of growing agency requirements and easily integrates with external/third party systems.

- ➡ N-tier scalability – The application layer can scale both vertically (by adding additional processors) and horizontally (by adding additional server hardware) allowing deployment infrastructure that grows to accommodate an agency's requirements.

- ➡ Multiple integration options – Robust integration options provided through JDBC access to external system databases, and REST APIs to external system application layers. Accela components (GIS, Mobile, etc.) interface with Civic Applications using REST APIs.

➡ Platform independence – Being a pure Java implementation, the Civic Applications architecture offers application server hardware platform independence, allowing agencies to choose hardware that best meets their needs.

The *Presentation/Public Web Tier* provides a next-generation end-user experience, utilizing a screen-based UI framework. This translates into a work environment where end users easily and quickly perform key business tasks using role-based consoles tailored to their job function.

➡ Civic Applications Screens –The Civic Applications consoles are a zero-deploy, role-based UI paradigm that lets end-users (including citizens and constituents, via public access) interact with their information in the ways they need to perform key business tasks. Consoles leverage the benefits of RSS to display information from external solutions directly in end-user consoles.

➡ Browser-based, zero deploy – Being a true thin client, agencies need not deploy any software other than a Web browser to provide end users with access to the Civic Applications. Our platform complies with HTML 5.0; thus, workstations only need a supported Web browser1 to perform their key business tasks.

➡ End-user personalization – Administrators can allow end-users to personalize their consoles and determine the extent of that configuration. From rearranging, removing, and adding screens, to creating and saving personalized data queries, users can customize data views to optimize productivity and improve job performance.

➡ "My Data" philosophy –The Civic Applications consoles utilize a "My Data" philosophy wherein end users see only the data they need to do their jobs, not extraneous data that distracts and prevents end-users from quickly performing key business tasks.

User experience has been and will continue to be Accela's top priority in our product enhancement efforts. Accela's solution user interface for both public and backstage users is built on HTML 5 technology, emphasizing superior usability and scalability. Being a true thin client, agencies need not deploy any software other than a supported browser to provide end users with access to our solutions. There are no restrictions on screen resolutions to display our solutions user interface.

Our guiding principles for the design are to offer a SaaS platform with a purpose that is:

➡ Modern – Accela's solutions include familiar tools that are common to modern web interfaces. It displays information in a focused way for increased productivity. Redesigned pages are designed to be responsive to different devices and browsers.

➡ Seamless – With workspaces, users will be able to easily multi-task with our solutions user interface. In addition, pinning a space enables work continuity by saving a user's work to resume later. Accelerators, such as saved search/filter, will make it easier to do frequent tasks.

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[1] Back office users – Internet Explorer 11, MS Edge 38, and Chrome 55.
Citizen Access users – IE 11, MS Edge 38, Chrome 55, Firefox 47, Opera 29, or Safari 10.

➡ Actionable – Our solution design puts Content-first. It does this by centralizing and pushing information so that you make decisions and take actions.
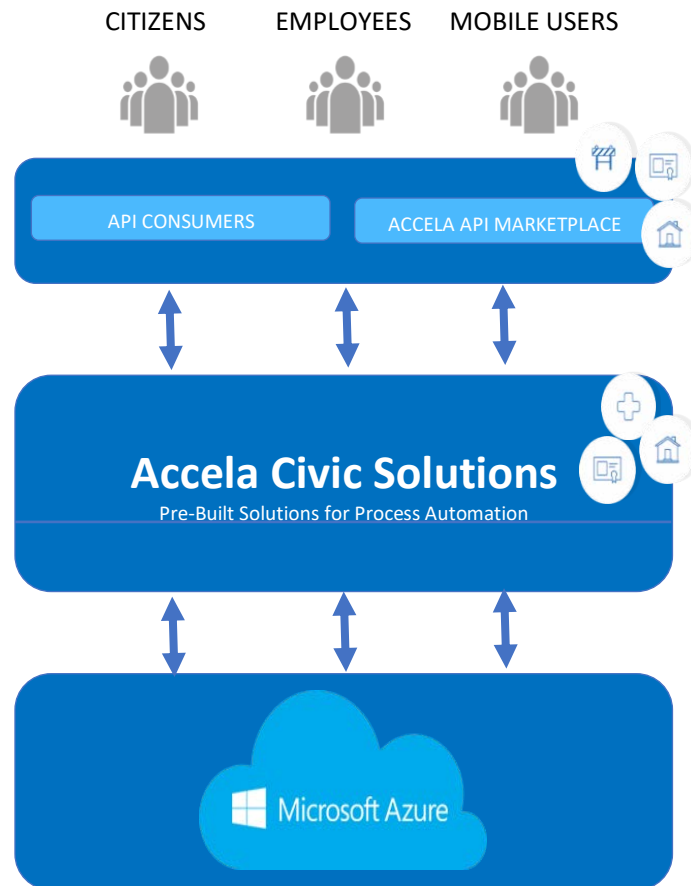
Exhibit 1: Accela Deployment Architecture

Keeping Technology Current

Accela is committed to the ongoing development of its products and works continuously to enhance the solutions to remain current with new technologies and consistent with best business practices. We spend millions of dollars each year on research and development activities to enhance the effectiveness of our technology for our clients. Each release advances technology and the automation it can bring our clients and their communities.

For every new release, the requirements for new enhancements and features originate from several sources:

➡ Market demand

➡ Customer requests

➡ Strategic investment

➡️ Technology advances

Additionally, Accela makes every effort and takes every precaution to ensure that its Civic Applications remain compliant with State and Federal mandated changes. Periodic releases of "minor releases," or "service packs" to existing, supported versions, are supported in as timely a fashion as possible. Support timelines for new mandated features in our products and/or product versions are supported and communicated to our customer base, via release notes and/or formal announcements from our Customer Support team. The timelines are prioritized by Accela based upon the value with which those mandates bring value to our customers and the Civic Applications. We recommend the industry best practice to test all new releases and service packs within a Pre-Production environment prior to publishing to your Production environment. Accela's Customer Support team is also a valuable resource for questions and assistance in these matters.

Accela uses a robust and multi-pronged strategy to follow and engage on policy initiatives and regulatory actions that affect the ongoing product requirements of our customers. Accela's active involvement in policies that affect our customers help us deliver technologies that meet, or often exceed, newly emerging regulatory requirements.

➡️ **Accela Customer User Groups:** Accela maintains an active network of customer user groups at the national, regional, and local level. These groups participate in both in person and online forums and provide ongoing feedback to Accela on emerging product requirements, such as those that are based on emerging regulations.

➡️ **Government and Trade Associations:** Accela is an active member and participant in government and trade associations at the international, national, state, county, and local level. A sample of the groups we actively participate in includes:

- International Code Council
- National League of Cities
- U.S. Conference of Mayors
- International City & County Managers Association
- National Association of Counties
- League of California Cities

These organizations are actively involved in discussing emerging policies and regulations that affect the technology needs of Accela's customers. Our participation ensures that the technology requirements and capacity of our customers is represented in these forums and that Accela's management and product teams are informed of emerging regulatory changes that would affect our customers' requirements from our technologies.

➡️ Accela Center of Expertise (ACE) Team: Accela maintains a team of industry leaders with expertise in emerging and complex markets who focus on policy, innovation and knowledge-share around regulatory trends that affect our customers. That group reports back to our senior management and product teams concerning regulatory changes that affect our customers and the demands placed on our technology.

Azure Physical Security

Microsoft Azure, Accela's cloud solution, helps provide a highly secure foundation, built from the ground up, to host your infrastructure, applications, and data. Microsoft understands the importance of protecting customer data, which is why they are committed to helping secure the datacenters that contain your data. Microsoft has invested over a billion dollars into security, including the physical security of the Azure platform, so you can devote your time and resources towards other business initiatives.

Physical security refers to how Microsoft designs, builds and operates datacenters in a way that strictly controls physical access to the areas where customer data is stored. Their datacenters are certified to comply with the most comprehensive portfolio of internationally-recognized standards and certifications of any cloud service provider. They have an entire division devoted to designing, building and operating the physical facilities supporting Azure.

At a high level, Azure physical security includes:

- High-security perimeter fencing
- 24/7/365 surveillance
- Vehicle checkpoint
- World-class access control procedures
    - Multi-factor biometric entry points
    - Full body metal detection
- On-site hard drive destruction
- Modern fire suppression systems
- 24/7/365 protection from Microsoft's cyber defense operations center

Microsoft takes a layered approach to physical security, with extensive layers of protection. This layered approach reduces the risk of unauthorized users gaining physical access to data and the datacenter resources.

- access approval
- at the facility's perimeter
- at the building's perimeter
- inside the building
- on the datacenter floor.

The first layer of physical security starts with requesting access prior to arriving at the datacenter. You must provide a valid business justification for your visit, such as compliance or auditing purposes. All requests are approved on a need-to-access basis by Microsoft employees. This is to help keep the number

of individuals needed to complete a task in their datacenters to the bare minimum. Once permissions are granted, an individual only has access to the discrete area of the datacenter based on the approved business justification. Permissions are limited to a certain period and expire after the allowed time.

The next layer of security is the building's perimeter. When you arrive at a datacenter, you must go through a well-defined access point. Typically, tall fences made of steel and concrete encompass every inch of the perimeter. There are cameras around the datacenters, with a security team monitoring their videos 24/7 and 365 days of the year.

Once you gain access to the datacenter's perimeter, you must pass additional security measures to enter the datacenter. The datacenter entrance is staffed with professional security officers who have undergone rigorous training and background checks. These security officers also routinely patrol the datacenter while they also monitor the videos of cameras inside the datacenter 24/7 and 365 days a year. After you enter the building, you must pass two-factor authentication with biometrics to continue moving through the datacenter. If your identity is validated, you can enter the portion of the datacenter that you have approved access to and can stay there only for the duration of the time approved.

Once you arrive at the entrance to the requested part of the datacenter floor, you must pass a full body metal detection screening. To reduce the risk of unauthorized data entering or leaving the datacenter without their knowledge, only approved devices can make their way into the datacenter floor. Additionally, video cameras monitor the front and back of every virtual machine rack. Everything that you will do with your virtual machine will be tracked—the first time a hard disk goes into a virtual machine until it is cleaned and erased. Full body metal detection screening is repeated when you exit the datacenter floor. To leave the datacenter, you must pass through an additional security scan.

To help ensure that the cloud platform is secure, safeguarding their datacenters around the world is a top priority. Microsoft understands the importance of securing customer data and the risks of a security breach, which is why they have invested over a billion dollars into world-class security, and why they will continue to grow these investments over time. You can focus on your business priorities knowing your data and datacenter resources are highly secured.

To see the datacenter security in action, visit https://azure.microsoft.com/en-us/blog/azure-layered-approach-to-physical-security/.

The following are additional key features of Azure's security practices:

- **Unified view of security across all your cloud workloads:** Automatically discover and onboard new Azure resources and apply security policies across your hybrid cloud workloads to ensure compliance with security standards. Collect, search, and analyze security data from a variety of sources, including firewalls and other partner solutions.

- **Find vulnerabilities and remediate quickly:** Continuously monitor the security of your machines, networks, and Azure services using hundreds of built-in security assessments or create your own. Use actionable security recommendations to remediate issues before they can be exploited.

- **Limit your exposure to threats:** Enable adaptive threat protections to reduce exposure to attacks. Block malware and other unwanted code by applying application controls adapted to your

specific workloads and powered by machine learning. Enable just-in-time, controlled access to management ports on Azure VMs to drastically reduce surface area exposed to brute force and other network attacks.

➡ **Detect and respond swiftly to attacks:** Use advanced analytics and the Microsoft Intelligent Security Graph to get an edge over evolving cyber-attacks. Leverage built-in behavioral analytics and machine learning to identify attacks and zero-day exploits. Monitor networks, machines, and cloud services for incoming attacks and post-breach activity. Streamline investigation with interactive tools and contextual threat intelligence.

Azure Compliance

To help organizations comply with national, regional, and industry-specific requirements governing the collection and use of individuals' data, Microsoft provides the most comprehensive set of compliance offerings (including certifications and attestations) of any cloud service provider.

➡ FedRAMP - Microsoft has received an Authority to Operate (ATO) certification for the Federal Risk and Authorization Management Program (FedRAMP) Moderate for Azure Commercial and High for Azure Government. Azure was the first public cloud with infrastructure and platform services to receive a P-ATO. As Matt Goodrich, the director of FedRAMP's Program Management Office, had put it during the application process: *"Selecting Microsoft Azure Government to participate in FedRAMP's High Impact baseline pilot and its forthcoming Provisional Authority to Operate (P-ATO) from the FedRAMP Joint Authorization Board (JAB) are testaments to Microsoft's ability to meet the government's rigorous security requirements."*

➡ Note regarding FISMA compliance: FISMA is a federal law that requires U.S. federal agencies and their partners to procure information systems and services only from organizations that adhere to FISMA requirements. Most agencies and their vendors that indicate that they are FISMA-compliant are referring to how they meet the controls identified by the NIST in Special Publication 800-53 rev 4. The FISMA process (but not the underlying standards themselves) was replaced by FedRAMP in 2011.

➡ Section 508 - Microsoft is committed to ensuring that its products and services are designed for everyone, including the approximately 1.2 billion people with disabilities in the world. Accessibility makes it easier for people to see, hear, and use technology, and to personalize technology to meet their own needs and preferences. Their commitment is guided by three main principles:

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➡ **Transparency:** They are open with their plans to ensure their products are accessible. The Microsoft Accessibility website provides information about the accessibility of their products. Microsoft communicates openly about the accessibility of its products and engages with stakeholders to resolve accessibility issues. Microsoft self-reports how its products and services meet common accessibility requirements.

➡ **Inclusivity:** Microsoft wants everyone to be empowered—not only through their products, services, and technology, but within their culture at Microsoft. Their approach to inclusive design enables them to partner with individuals who have a range of abilities, and they share their learnings broadly so that other companies can benefit from them as well. Their Inclusive Design website offers resources such as videos, case studies, and their inclusive design toolkit.

➡ **Accountability:** Microsoft prioritizes inclusive design and accessibility in the development of all its products and services by following established, company-wide standards. The Microsoft Accessibility Standards are company-wide guidelines that drive consideration for accessibility into every stage of production, including design, development, evaluation, and release of products and services.

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Exhibit 2: Microsoft's cloud compliance coverage

Application Security

Accela considers security very highly for government IT, when it comes to feature design and implementation. We have been working with government agencies for many years, with deployments and configurations throughout the world. We understand the unique complexities each government agency faces at a network security architecture level. We have customers with deployments across a wide range of network configurations (firewalls, routers, servers, clusters, etc.). This has given us the ability to understand how government network security factors into how software works behind the scenes. As we continue to grow our products and core architecture, our knowledge of government security idiosyncrasies plays into key design decisions made and how features are implemented in the product.

> **Accela has adopted NIST 800-53 security compliance standards in response to FISMA requirements.** No other vendor in this space offers this level of security compliance.

The Civic Applications use industry standard practices to encrypt all data in transit and at rest to make sure that all client transactions are secure. Data at rest is encrypted using Oracle Transparent Data Encryption with AES-192. We currently support Transport Layer Security 1.2 with strong encryption ciphers (256 bit is supported). TLS provides privacy and data integrity between two communicating applications to ensure information is encrypted and authenticated. Additionally, the Civic Applications store all passwords in a one-way encrypted hash in the Accela database. Secure Hash Algorithms (SHA) is the encryption algorithm used to encrypt passwords. To authenticate users, the Civic Applications will encrypt the password entered by the user at login and compare the encryption hash to the password stored in the database. If the two values match, the user's authentication is considered successful.

All end user communication will be secured with industry standards obtained from a well-trusted, established, certificate authority. As such, all traffic leaving the Department's device will be encrypted. For consolidated management and to ease the burden of encryption/decryption on the servers' processors, all SSL traffic will terminate at the load balancers behind the firewalls.

User Security

Accela's Civic Applications provide a multi-level security system where the system administrator has full control on user access. This control on user access is granted based on a single user logon ID and grants that user specific rights and privileges to the system. Our Civic Applications also allow system administrators to set up groups or roles and set security based on those such as read only, update or no access. Our security goes beyond this setup to the functional level, allowing administrators to set security down to a specified function. For example, an Investigator may have read-only access, but no access to "Add Fees". These rights and privileges can be extended to internal users, other departments, outside agencies, and even public citizens and applicants to safeguard the sanctity of system information.

Individuals as well as groups can have one or more distinct security rights and system administrators can have universal rights and privileges or assign such rights to other designated and duly authorized users. These rights and privileges can be extended to internal users, other departments, outside agencies, and even public citizens and applicants to safeguard the sanctity of system information.

User group security features include:

⮕ Each named user is explicitly part of one or more user groups

- Each user group has specific, agency-configured access to functionality according to Functional ID (no access, full access, read only access)
- There are hundreds of Function IDs that are separately configurable for each user group
- User groups can be created such that they are very general and include a large number of people and can also be created as very specific and include a small number of people (even one person)

⮕ Console display and other user interface elements are configurable so that named users are not presented with data or functionality that they are not entitled to access

⮕ Field level configurability is available at the agency, department, solution, user, and field level for agency-defined custom fields. Other subtler areas include:

- Form Level: The ability to restrict read, write, create and/or delete access to entire forms/sections of the application such as preventing a user from viewing the Audit Log within the Permit solution or not allowing a user to edit Inspections of any type.
- Field Level: The ability to restrict read, write and/or masking at the individual field level of virtually any field in the system such as preventing a user from seeing the Risk Score for any specific Contractor or masking a Social Security Number.
- Record Type: The ability to restrict read, write, create and/or delete access to individual Record Types (across all 4 tiers of record type definition) such as the ability to restrict a Gas Customer Service Representative (CSR) from editing an Electrical Permit.
- Attachment Categories: The ability to restrict read, write and/or delete rights to dependent on the Categorization of an attached document such as restricting the exposure of Transcripts attached to a Contractor License application to only those who need to review them.
- Report Security: The ability to restrict the visibility and execution of reports such as limiting financial reports to only be run by those in Finance.
- Workflow Security: The ability to define the management scope for individual Workflow Tasks; including the ability to adjust the access control based on the specific status of the Workflow Tasks.

Active Directory Integration:

Accela offers the ability to leverage Azure AD to manage the access controls for the Civic Applications. In Azure Active Directory angencies can add the Civic Applications by configuring a Redirect URL for the Accela Application. When adding the Civic Application users simply navigate to, "App Registrations," and select Civic Platform from the menu.

Integrating Civic Platform with Microsoft Azure Active Directory (Azure AD) provides the following benefits:

- You can use Azure AD to control user access to Civic Platform.
- Single sign-on allows enable users to automatically sign into Civic Platform when they sign into Azure AD.

- You can manage accounts in a single, central location—the Azure portal.

To configure Azure AD integration with Civic Platform, you'll need an Azure AD subscription. If you don't have a current Azure AD environment, the City will need to subscribe through Microsoft. By leveraging integration to your City AD and the Accela Civic Solutions you will be able to manage users access and roles in a single view, the Azure Portal.

System Administrators can terminate an individual or group of users by enacting this change using the system Admin Tools. After this deletion takes place, the end user's login credentials would no longer provide system access.

The user can be deactivated in Active Directory. Upon deactivation in Active Directory the user will no longer be able to login to the system.

Single sign-on requires a link relationship between the Azure AD user and the related user in the Civic Platform. Additionally, customers can leverage Microsoft 365 to facilitate single-sign-on, so that a user may access the Accela application after logging into their MS365 login.

Security Scan

For each major release, Accela performs a system-wide security scan to ensure product compliance and security at the application level. Accela addresses all critical and high severity vulnerabilities in the major release where the vulnerabilities first appear. Accela uses HP WebInspect and IBM AppScan to perform its security scans, producing an internal report (Exhibit 3). If an Accela customer uses a different security scanner or a different version of HP WebInspect, different vulnerabilities may appear. In these cases, Accela addresses critical and high severity vulnerabilities in one subsequent service pack at a point prior to the implementation's go-live.

We also regularly scan our production external links for vulnerabilities using OpenVAS. This third party open source tool and framework supports many forms of vulnerability testing like open ports, vulnerabilities, passwords, activated but unnecessary protocols, etc.
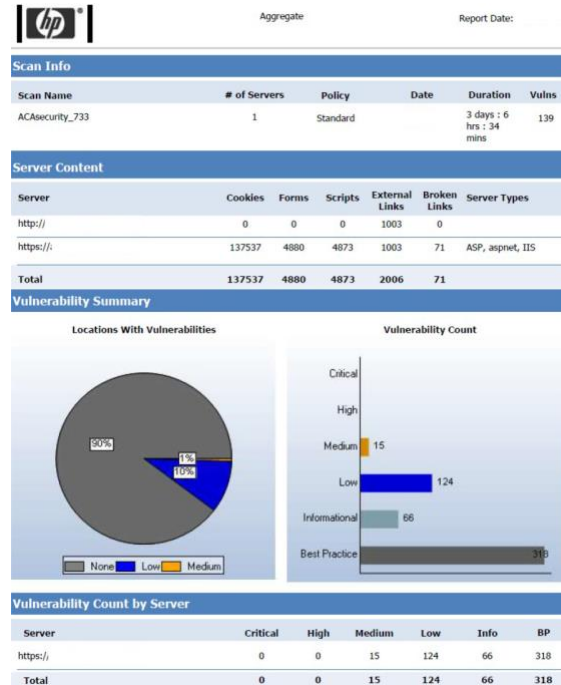
Exhibit 3: Sample Audit Report

2. Disaster Recovery and Business Continuity Plan (SR)

Accela's cloud solution leverages Microsoft Azure, which helps agencies reduce disaster recovery cost and complexity challenges, while helping add coverage and compliance in the following ways:

- Provides customers peace of mind knowing their workloads are protected from any disaster without having to build and maintain a secondary datacenter or relying on backups. Azure delivers cloud services that extend to your datacenter to protect your infrastructure, transforming your business with a true hybrid solution.

- **Reduces costs**: Customers do not have to pay for infrastructure, the power to run and cool machines, or IT personnel to manage machines, saving customers from paying to maintain a secondary data center.

- **Manages complexity:** Customers can leverage automation to enable the true power of recovery plans and allow you to failover your workloads with a click of a button, removing the guess work and stress involved in a disaster.

- **Ensures compliance:** Disaster recovery is no longer constrained by geographical barriers. The disaster recovery site can be from any one of our Azure regions around the world.

- **Scales protection:** Azure Site Recovery (ASR) provides rich capabilities to quickly replicate virtual and physical machines on a customer's own secondary on-premise site or Azure.
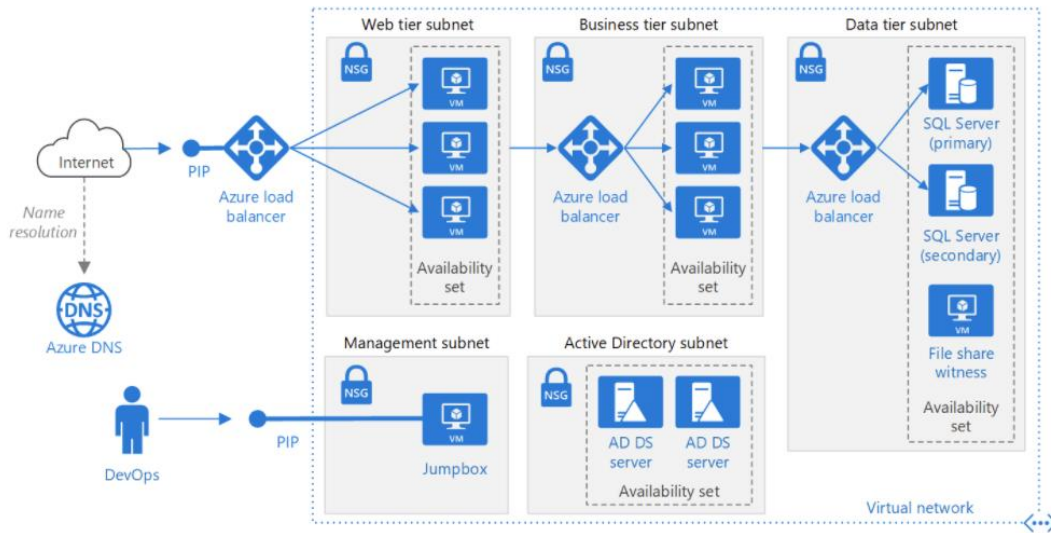
Exhibit 4: Azure Infrastructure

i.   Azure SQL Database features that you can use to provide business continuity

SQL Database provides several business continuity features, including automated backups and optional database replication. Each has different characteristics for estimated recovery time (ERT) and potential data loss for recent transactions. Once you understand these options, you can choose among them - and, in most cases, use them together for different scenarios. As you develop your business continuity plan, it is important to understand the maximum acceptable time before the application fully recovers after the disruptive event - this is your recovery time objective (RTO). It is important to note the maximum amount of recent data updates (time interval) the application can tolerate losing when recovering after the disruptive event - this is your recovery point objective (RPO). Exhibit 5 compares the ERT and RPO for the three most common scenarios.

Exhibit 5: Azure Recovery Times

Capability	Basic tier	Standard tier	Premium tier
Point in Time Restore from backup	Any restore point within 7 days	Any restore point within 35 days	Any restore point within 35 days
Geo-restore from geo-replicated backups	ERT < 12h, RPO < 1h	ERT < 12h, RPO < 1h	ERT < 12h, RPO < 1h
Restore from Azure Backup Vault	ERT < 12h, RPO < 1 wk	ERT < 12h, RPO < 1 wk	ERT < 12h, RPO < 1 wk
Active geo-replication	ERT < 30s, RPO < 5s	ERT < 30s, RPO < 5s	ERT < 30s, RPO < 5s

3. System Performance and Support (SR)

i. Monitoring System Performance

For cloud deployments, the Civic Applications generate several logs that can be used for monitoring the health of the overall application. To perform monitoring of the systems aside from the Accela stack, we use a variety of widely available third-party utilities that specialize in these areas. Listed below are monitors that Accela uses in its Cloud environment to monitor its systems and report on their availability.

- **Database Performance Analyzer** uses response time analysis to find the database problems causing application and end-user slowdowns. It focuses on measuring response time, and adds server resources, expert advice, and historical trends ranging from one second to one year. The tool has a focus on Response Time that tells why applications wait on the database and gives the detailed Wait Event analysis. It goes beyond here-and-now to show full performance history.

- Accela uses **Application Performance Monitoring**, with both; Synthetic, and system resources for all Accela services and systems.

- For file integrity monitoring, registry monitoring, and general intrusion detection monitoring at the server level, Accela uses the open-source **WAZUH** monitor. WAZUH uses an agent-based deployment and can be customized to watch critical directories for any file changes.

- Accela's hosting facility uses **Symantec Endpoint Protection** as its industry-standard antivirus protection with central monitoring.

- We also perform real-time exports of both the application, security, and system logs from each system to a central repository for analysis.

Exhibit 6 and Exhibit 7 present performance statistics for a statewide Accela client site, and display the response time from the monitoring server to the application server, and the performance of the server speed to webpage posting.
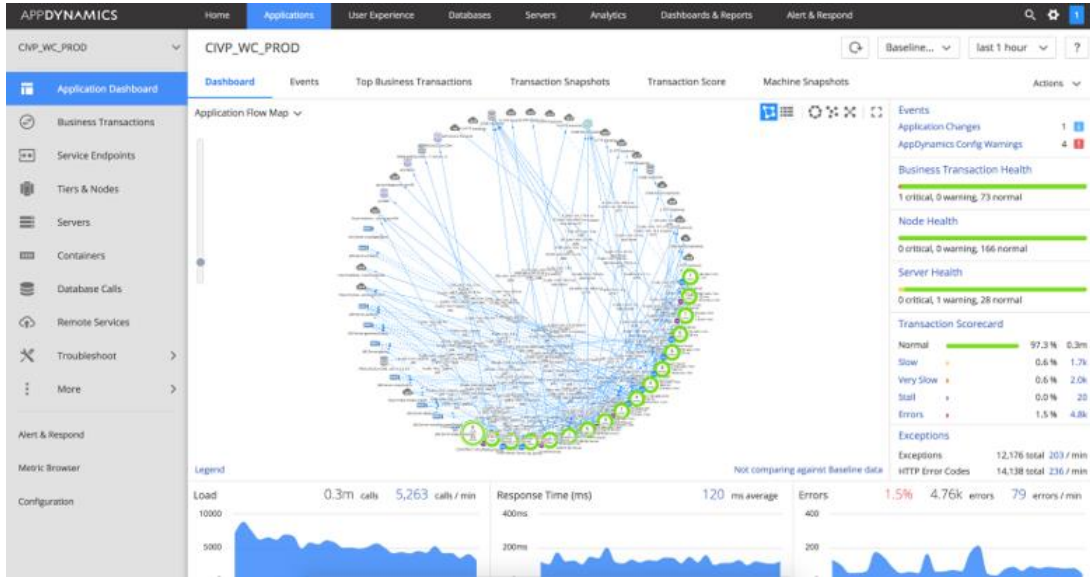
Exhibit 6: Accela Civic Applications Performance Statistics

Exhibit 7: Accela Civic Applications Server Telemetry

If the Department wishes to monitor uptime, Accela will provide a set of URLs and response strings that the Department can use to implement in its own self-deployed or third-party web monitoring solution.

Remote Monitoring

Accela uses several monitors for our environment including AppDynamics, Site24x7, LogEntries, Wazuh, and Solar Winds Ignite to monitor servers and the database. Additionally, we use Azure's built in monitoring to tell us about system availability. We work proactively with our systems and only reactively if needed to prevent problems from affecting our hosted clients.

ii. Scalability

Scaling up is often accomplished after the software is installed and can be accomplished in a couple of ways. The first approach is to modify various configuration files that allow the running of JBOSS services to use more of the RAM already allocated on the system. The second method is to increase the amount of RAM or CPU on the running virtual machine and modifying the configuration files as mentioned before.

Business Requirements Scalability

The ability to incorporate unplanned changes in business requirements and, in turn, how the solution can be reconfigured to adhere to these changes, is at the forefront of why the Accela Civic Applications were designed and continues to be upgraded to maximize its flexibility for public agencies.

Furthermore, agencies can define their own solutions within the Civic Applications; not limiting them to only the "out of the box" modules that are rigidly defined by other competitors. This offers endless possibilities for business-unit segmentation while still leveraging the enterprise capabilities of the Civic Applications through GIS, Global Contacts, Projects, Workflows, Fee Assessment and other relevant elements that ensure all Departments are working towards the same goal of better serving their customers.

SCALABLE

Built for governments and populations of all sizes

POPULATION	CITY	PROSSER, WASHINGTON	SUMMIT, NEW JERSEY	ATLANTA, GEORGIA	STATE OF MICHIGAN	STATE OF CALIFORNIA
		5,796	21,988	447,841	9,909,877	38,802,500

POPULATIONS FROM 1K - 10M+
From small towns to states, Accela solutions are built to meet the needs of communities of all sizes.

STAFFS OF 1 TO 2,000
With an emphasis on usability & templating, workflows are easy to learn yet also feature enhanced routing and collaboration features for large workforces.

FUTUREPROOFED INVESTMENT
Cloud software means frequent, immediate upgrades and has the flexibility to be customized as your needs evolve.

Performance Scalability

Changing business requirements no longer present an obstacle and risk is diminished if in fact not eliminated. The n-tier scalability of the Civic Applications can accommodate the growth and changes that occur within Department as needed. The solution may be scaled both vertically (by adding additional processors) and horizontally (by adding additional server hardware) as needed. **Recent performance test results show the Civic Applications running with thousands of simulated users while running against a huge data set (up to 10 million records and one table for agency-defined fields with 90 million records).**

Accela's Azure Cloud solutions uses Azure's latest technology to scale the Civic Applications horizontally, enabling on-demand performance enhancements. Using Azure's autoscaling feature, Accela can meet performance demands automatically.

Accela typically scales by adding more services at each tier. For instance, additional web services can be, created and load balanced to offset increasing demand at the web layer. This can be accomplished by adding an additional server with a new set of Accela services. At the application tier, additional Civic Applications servers can be added into the application pool cluster. At the database level, typically performance is improved by adding more memory, more disks, and better CPU power.
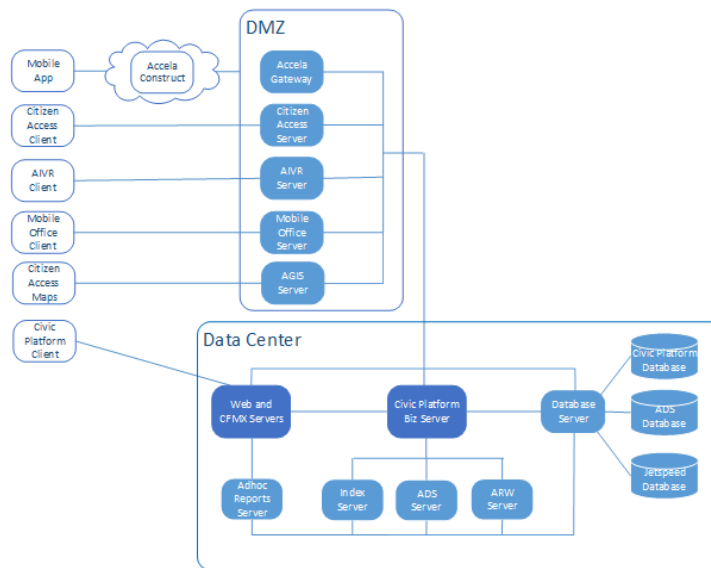
Exhibit 8: Civic Applications Scalability

iii. System Maintenance (SR)

Accela is committed to the ongoing development of its products and works continuously to enhance the Civic Applications, to remain current with new technologies and consistent with best business practices. We spend millions of dollars each year on research and development activities, to enhance the effectiveness of our technology for our clients. Each release advances technology and the automation it can bring our clients and their communities.

We utilize an annual release cycle that supports our platform's maturity and our desire to release meaningful enhancements in response to our customer needs, rather than rushing to deliver multiple releases within a single year. For every new release, the requirements for new enhancements and features originate from several sources:

- Market demand
- Customer requests
- Strategic investment
- Technology advances

Accela typically provides a major/minor software release twice per year but may vary as requirements dictate. *Service packs* are released monthly. We use an industry standard 3-digit version number (e.g., 19.x.x), where the <u>first digit is a major release</u>, the <u>second digit is a minor release</u>, and the <u>third digit is a service pack</u>.

All version releases and service packs are provided with instructions to enable a complete understanding of the reasons and outcomes. Detailed product release notes accompany all product releases and are also available on Accela's Success Community website for customers to review prior to installation. In addition, the following technical documentation is provided with each major release:

- Administrator Guide
- User Guide
- Installation and Configuration Guide
- Online Help
- Interface Software Development Kit

End of life for each major version is 24 months from initial release. Accela provides six months' notice of the affected product's end-of-life date. We send reminders in release emails of the support agreement of current version and one version back allowing our customers to prepare for their upgrade to stay on supported versions. We also provide bug fixes, maintenance releases, or work arounds for critical bugs reported to Customer Support on legacy versions up to the end-of-life date on the legacy versions.

iv. Release to Cloud Clients

For major versions, Accela upgrades its Cloud Test environment three weeks before the Cloud Production environment is upgraded to the same release version. We upgrade our Cloud Support environment two weeks prior to upgrading the Cloud Production environment. This gives our Cloud clients three weeks of testing the release prior to the release being installed into the Production environment. Our Cloud Environment Team has the responsibility of completing the upgrade for our clients. It is our customers' responsibility to perform all testing and verification of the new release against their specific configuration and setup within the Staging/Test Environment within the given 3-week period.

➡ Day 1 – Staging/Test Environment upgraded

➡ Day 7 – Support Environment upgraded

➡ Day 21 – Production Environment upgraded

Maintaining Department's Accela Configurations

We develop and maintain a single code line for the base Accela system. This in no way precludes an agency from securing improvements or enhancements to our Civic Applications, but Accela Product Management has a responsibility to ensure that the requested improvements or enhancements do not negatively affect the use of the system for other clients. We maintain an internal product roadmap, and enhancements developed based on this roadmap are released to the entire customer base with each release. By using function IDs or switches, a specific customer solution need not turn on all functionality as a part of their specific solution.

If a product enhancement is needed to meet a requirement, Accela follows a well-delineated process for assessing and designing new features for our existing Civic Applications. If the requirement is contractual or based on legislative mandates, Accela's Professional Services team assigned to the project will collect requirements in the context of the project at hand and then work with Product Management to document the requirements and the proposed product enhancement. The requirements and delivery of enhancements will be reviewed with the customer for accuracy before development begins.

At our discretion, Accela may require the customer to pay for the enhancement and will present the customer with any associated costs as a part of the submission of the functional requirements for signoff. Once the requirements are agreed upon, we will make the enhancement a candidate for the next regular release. In certain circumstances where functionality may be needed more rapidly, some enhancements may be able to be delivered in a release or service pack pending the extent of the development effort and developer availability.

Any customization, performed by Accela, is reviewed with the agency, to confirm that the existing features and functionality of the system do not facilitate the desired functionality. In many instances, we can present workable approaches that resolve the need. In the case that customization is ultimately selected as the appropriate path, Accela performs the work on the system after the agency has approved the work, its respective costs, and ensured that there are no known constraints that would be negatively impacted by downstream releases.

Anytime Accela enhances its product either for what may be deemed a single customer at the time or for the benefit of all, it is a company policy to make the enhancement (customized code) available to all customers through a scheduled upgrade or point release. Under this approach, the Accela source code is not "customized" – rather updates to the source code become part of our supported product for all customers moving forward. The benefit of this approach is clear—neither Accela nor its customers have a string of code that is not generally supported. Instead, Accela's engineering team confirms that the Accela Civic Applications are wholly supported and align with the original product specifications throughout its lifetime. Under this design, Accela does not build any product "enhancement" that does not map to the product direction and overall company approach to solution building. This ensures that Accela will not require customers to go through a new implementation project as new versions are released.

Accela Support

Accela's Customer Care organization is dedicated to overall customer care throughout the Accela customer lifecycle. *Our commitment is to provide effortless support, meaning making it easy for our customers to get the help they need.*

Accela's Customer Support teams provide live technical support between 4:00 a.m. and 6:00 p.m. Pacific Time, Monday through Friday, excluding Accela-observed holidays. These teams respond to all client issues and partners with customers and engages appropriate Accela resources to resolve each issue.

Pursuant to our standard maintenance agreement, the following services are included in Accela's annual maintenance:

- Telephone Support – We provide a telephone number to contact Customer Support, Accela's live technical support facility.

- Online Support – Accela will provide access to an online support portal available 24 hours a day. Cases can be submitted within the Accela application by logging into the support portal at https://success.accela.com and clicking "Submit".

- Email Support – Accela will provide one or more electronic mail addresses to which a customer may submit routine or non-critical support requests 24 hours a day, which Accela will address during its regular business hours.

- Community Support – Accela will provide access to archived software updates and other technical information in Accela's online support databases, which are available 24 hours a day.

- Remote Support – When required to properly resolve a maintenance request, Accela will provide remote assistance via the WebEx environment or another mutually acceptable remote communications method.

- On-Site Support – If remote support is not acceptable, Accela can provide on-site assistance, which will be billed at Accela's then-current time and materials rates. In addition to these charges, compensation for associated airfare, lodging, rental transportation, meals, and other incidental expenses will be billed as accrued.

- Software Updates – Accela will provide revisions of and enhancements to maintained software products as such updates are generally released.

Customer Success Managers:

Customer Success Managers also focus on each customer's success as it relates to customer adoption, on-going support, optimization and expansion. They work with Accela's Account Managers, Product Managers, Customer Service Representatives, Project Managers, and most importantly the customers to enhance their overall user experience with Accela. Customer Success Managers understand how best to use our offerings, educate on new features available in releases, evangelize best practices, diagnose ongoing support issues, make recommendations to customers based on evaluations, propose optimization, and most importantly advocate on behalf of Accela customers. They are also assigned to work one-on-one with customers for a more personalized dialogue. They build a proactive approach to driving solutions to customer issues that impede user experience. Customer Success Managers offer these specific benefits to customers:

- Provide guidance in implementation of industry best practices
- Be a liaison between internal teams and the customer to ensure satisfaction.
- Prioritize and drive resolution on escalated customer support issues.
- Constant health check on the customer.
- Identify issues before they become a support case.
- Identify areas of cost savings.
- Ensure the customer achieves its desired outcome.

ACCELA CIVIC PLATFORM

Services Statement of Work

ENHANCING GOVERNMENT

Together we are transforming the way we serve our communities through improved efficiency, reliability, and transparency

SLS
Silver Lining Solutions LLC

Table of Contents

Submittal Date: May 31, 2021

RFP valid for 120 days following date of submittal.
Presented By: Silver Lining Solutions, LLC

Vendor Officer: **Eric Koontz, President**
Address: 20419 East Mansfield Avenue Aurora, CO 80013
Email: eric@slsGov.com
Direct: 720.789.1122

Vendor Contact: **Chad Weiffenbach, Director of Services**
Address: 20419 East Mansfield Avenue Aurora, CO 80013
Email: chad@slsGov.com
Direct: 914.228.1915

May 31, 2021

Mary Rogren
General Manager
766 Main Street
Half Moon Bay, CA 94019

RE: Accela Civic Platform Implementation Project

Dear Ms. Rogren,
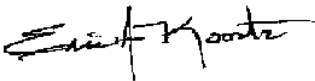
It is my pleasure, on behalf of Silver Lining Solutions, LLC (SLS) to submit a proposal to the Coastside County Water District for the support of your *Accela Civic Platform Implementation Project*.

SLS is one of Accela's oldest certified partners and a clear leader in the Accela community. Since 2009 our company has helped shape and define how the Civic Platform is deployed and optimized for Accela customers from coast-to-coast.

The way leading government agencies do business is rapidly changing. We are excited to demonstrate how our team, skills, and leadership are best positioned to be your partners in this endeavor.

If you have any additional questions related to our response, please contact Eric Koontz directly at 720.789.1122 or via email at eric@slsGov.com. Thank you for your time and consideration. We look forward to working with you.

Sincerely,

Eric A. Koontz, President
Silver Lining Solutions, LLC

Silver Lining Solutions Company Background

Streamlining Government Processes and
Increasing Civic Value

Silver Lining Solutions

Silver Lining Solutions offers a wide range of consulting services for Local and State Government Agencies. We have got the necessary tools and expertise to help you refine and manage your expansion, or your next project. We partner with our clients to develop engaging business strategies, design high quality and scalable solutions, and build long-lasting experiences.

The Silver Lining Team

Silver Lining Solutions is a Colorado based small business founded in 2009. With our headquarters in Aurora, Colorado our team has been involved in Accela Implementation projects from Coast to Coast. Our team's experience started in 2006 when our President and Founder Eric Koontz worked for Accela Inc., and eventually directed the Western US Services Team for the company. Our team of Accela Civic Platform experts provide deep industry and Accela platform knowledge and has participated in well over 70 Accela projects.

The Project Team

At Silver Lining Solutions, we understand the importance of teamwork, transparency, and total customer satisfaction. This group of highly qualified and experienced professionals has been working together as a team for over a decade. We have helped large State Agencies implement enterprise level CRM solutions, Counties to improve their Code Enforcement business process, and developed Service Request (i.e. 311 type of solutions) for Cities that improve communication with constituents. These are just a few of the thousands of business processes that we have improved or developed for government agencies across the country.

At SLS, *Simple and Elegant* solutions are our focus, and we take pride in achieving complete customer satisfaction.

A few highlighted SLS Customers include:

The State of Virginia Alcoholic Beverage Control Authority
The SLS team serves an important role in the State's licensing and citizen portal project. Based on the team's significant industry knowledge, they were selected to provide IV&V, Architectural, and Professional Services oversight for this enterprise project.

The City of Downey CA : The SLS team has been partnered with the City of Downey for over a decade. Eric Koontz was the project manager and one of the lead consultants that devloped the initial City implementation and today we are proud to continue helping the City to continue to grow and improve thier Accela Civic Platform.

The City of Lancaster CA : This implementation of the Accela Civic Platform was for the Community Development Department. Licensing (Cannabis and Business) and permitting modules developed with Customer Request Portals. SLS has become the preferred vendor for support, maintenance, and expansion of this agency's current platform. SLS provided the primary services lead responsible for design, analysis, and implementation services.

The City of Lone Tree CO : Enterprise solution for online customer permitting and inspection requests. Building and Planning departments were included in this project. SLS provided the primary implementation services and today continues to provide ongoing maintenance and support for this fantastic city.

The City and County of Denver CO
The SLS team provided professional services focused on re-engineering service request business processes. Much of this work was heavily focused on increasing the citizen portals that enhanced transparency and communication.

The City of Aurora CO
The SLS team provided professional services for the City's full implementation of the Community Development System. Report development, Business Automation, Service Request development, Citizen Portal services, and so much more.

Select SLS Customers / Projects

The SLS team has either provided key roles or been the primary consultant for the following projects:

Adams County, CO	Eastvale, CA	Pima County, AZ
Arapahoe County, CO	Fort Collins, CO	Rancho Cucamonga, CA
Aurora, CO	Fresno, CA	Salt Lake City, UT
Boston Health	Hermosa Beach, CA	San Diego County, CA
Boulder County, CO	Hillsboro, OR	San Dimas, CA
Boulder, CO	King County, WA	San Francisco, CA
Brookhaven, NY	Lancaster, CA	Santa Barbara, CA
Caldwell, ID	Larimer County, CO	Santa Clarita, CA
California State	Lincoln, NE	South El Monte, CA
Chula Vista, CA	Lone Tree, CO	South Metro Fire Rescue, CO
Cincinnati, OH	Longmont, CO	Surprise, AZ
City of Chandler, AZ	Miami Beach, FL	Tempe, AZ
City of Perris, CA	Miami Dade, FL	Toledo, OH
Cobb County, GA	Michigan State	Torrance, CA
Concord, CA	Menifee, CA	Ventura County, CA
Cowlitz County, WA	Mohave County, AZ	Virginia Beach, VA
Culver City, CA	New Mexico State	Virginia State
Dayton, OH	Oklahoma City, OK	Weld County, CO
Denver City and County, CO	Oregon State	Winter Park, CO
Downey, CA	Peoria, AZ	Tempe, AZ
Virginia State ABC		

Licensing and Insurance

Silver Lining Solutions is a certified Women Owned Business in good standing with the State of Colorado. Upon request we will provide certificates of insurance.

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

Silver Lining Solutions, LLC

is a

Limited Liability Company

formed or registered on 03/12/2009 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20091150176 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 07/06/2020 that have been posted, and by documents delivered to this office electronically through 07/08/2020 @ 10:06:11 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 07/08/2020 @ 10:06:11 in accordance with applicable law. This certificate is assigned Confirmation Number 12453082

Secretary of State of the State of Colorado

*************************************End of Certificate***

Notice: A certificate issued electronically from the Colorado Secretary of State's Web site is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate Certificate page of the Secretary of State's Web site, http://www.sos.state.co.us/biz/CertificateSearchCriteria.do entering the certificate confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our Web site, http://www.sos.state.co.us/ click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."

Project Team

Key Staff Highlights: Eric Koontz (Project Director)

As the president and founder of Silver Lining Solutions, Eric has formed a team of leading experts that are changing the way agencies do business today. With a focus on process improvement, cutting-edge technology, and a passion for collaboration Eric's leadership is redefining success. The Silver Lining Solutions Team has been responsible for the success of hundreds of software implementations. Silver Lining Solutions improves the way governments do business and ultimately the way their constituents experience the benefits of government agencies.

Skills

- Project Oversight and Management
- Certified ScrumMaster Scrum Alliance January 2017
- Certified Asset Management Auditor August 2015
- Business Process Engineering
- Java, Javascript, SQL, CSS, HTML and other programming languages

Project Experience

Eric has provided leadership and technical solutions for over 100 projects in the last 12 years. The following projects are highlighted:

Boston Public Health Commission Mobility/Web CXM implementation, Boston, MA

Sr PD responsible for overseeing the Community Development Platform Implementation for Environmental Health and Permitting services at BPHC. Provided project oversite, project management, end-user training, scripting and report development, as well as solution design services resulting in a successful on-time and on-budget project

City of Salt Lake Citywide Enterprise Service Request and Licensing Solution, UT

SR PM responsible for managing the implementation of a citywide Community Development solution, consisting of 9 City Divisions for their Permitting and Service Request processes. This One Stop solution drastically improved communication and data sharing between these divisions, enhancing the ability for the public to easily retrieve property data and initiate Service Requests with the City of Salt Lake.

City of Brookhaven Community Development Implementation, NY

SR PM responsible for ensuring the implementation and delivery of a citywide Community Development solution, consisting of multiple departments for their Permitting and Service Request processes. This Community Development solution significantly improved communication, data sharing, and document sharing between external departments, giving the city of Brookhaven its first city wide solution for Permit processing and Service Requests.

Key Staff Highlights: Chad Weiffenbach (Project Manager)

Chad leads his clients to enable strong collaboration and empower teams to crush their goals! Accumulating 26 years of professional experience, he has the skills to lead major programs and projects for established businesses and governments as well as start-ups. Through his vast experience as a project manager has developed an expertise of delivery strategies which has enabled Chad to successfully lead projects to completion. Chad also excels in leading large and small project teams utilizing Agile methodology for software implementations.

Skills

- Certified PMP, Scrum Master, Scrum Product Owner, SAFe Agilist, and Six Sigma Black Belt
- Programming: C, C#, .NET, C++, HTML SQL, Java, Javascript, SQL, PL/SQL
- Systems: Windows Server (2003/2008 & 200 R2/2012 & 2012 R2), Linux (Ubuntu), UNIX (HP-UX, Solaris, AIX), Virtualization (VMware Workstation/Virtual Box/Hyper-V)
- Databases and Analytics: MS SQL, MySQL, Oracle, MS SSRS, Crystal Reports, Power BI,
- Training, IV&V, Business Process Analysis and Business Process Re-design

Project Experience

Boston Public Health Commission Mobility/Web CXM implementation, Boston, MA

Sr PM responsible for successfully managing the Community Development Platform Implementation for Environmental Health and Permitting services at BPHC. Provided change management, project management, end-user training, architectural oversight, scripting and report development, and solution design services resulting in a successful on-time and on-budget project

Enforcement Service Request, Permit Application/Processing Implementation - State of Michigan

PgM and Scrum Master responsible for multiple projects including the implementation of Enforcement service requests, Permitting application and processing, and a statewide Business Licensing solution. As a PM and Scrum Master during this multi-year multi-phase project, was critical in the design for upwards of 500 unique business processes.

City of Virginia Beach Planning Dept. Accela Implementation, VA

Sr PM responsible for successfully managing the City Planning Department's system implementation of automated business processing, document review and document management. Provided change management, project management, end-user training, architectural oversight, scripting, report development, and solution design services resulting in a successful on-time and on-budget project.

Key Staff Highlights: Darren Koontz (Senior Consultant)

Darren has spent the last 11 years implementing business solutions for government agencies. From working with new client implementations to enhancing and streamlining existing business processes, Darren has a customer success record that is second to none. Darren's customers have all experienced the same - a relentless passion to solving technical business problems, streamlining processes, increasing public transparency. His understanding and experience in Business Licensing, Record Management, and Asset Management, has made him one of the most experienced Business Consultants in today's rapidly evolving industry.

Skills

- Team Building and Leadership
- Business Process Analysis
- Microsoft Office Products
- Customer Relations
- Software Training

Project Experience

City and County of Denver Permit Processing and Service Requests Implementation, CO

Sr Business Analyst responsible for redesigning and streamlining out of date business processes, including the implementation of new Service Requests, Permitting Processes, and Licensing Processes, for City of Denver's One-Stop Community Development solution. As the lead consultant on this project, was also critical in resolving upwards of 350 post go live issues identified during the initial implementation.

City of Lincoln Community Development Permit Processing/Service Request Implementation, NE

Business Analyst in charge of implementing a One-Stop Community Development solution for the City's Building Department's numerous Permitting Processes, as well as multiple Public Works Service Requests. With experience in script development as well as report writing, was vital to the development stage of the project ensuring the success of script and report development for all city records.

City of Tempe Community Development Permit Processing and Service Request Implementation, AZ

Sr Business Analyst tasked with implementing a Community Development solution, consisting of multiple unique Service Requests, and Permitting Processes. As a seasoned business analyst, was key to the successful delivery of this joint partner implementation of a Community Development platform with limited access to additional implementation resources.

Implementation Approach

For support and maintenance, some system or development needs may be substantial enough that they should be though of as small projects. Occasionally, some system issues are substantial enough that they too can be considered a stand-alone project. And nearly always, the cumulation of all system enhancements and issues create a "task list" that is worthy of being properly managed. We call this task list a **Product Backlog**. A failure to properly manage this product backlog results in poor planning, communication, and a breakdown of a good partnership. Even worse, it results in disappointing results and unacceptable ROI.

Part of our SLS leadership for your agency includes an Agile Methodology and a formal Scrum methodology that ensures we focus on the tasks that are your priority. Together we set reasonable expectations, and we monitor them collaboratively until we achieve our goals.

This methodology is used both for initial implementations as well as ongoing support and maintenance.

Methodology Overview

Our project philosophy is to guide and enable our customers towards self-sustained support of their new investment. It is Silver Lining Solutions' opinion that our customer should expect to stay involved in the project.

For new development or new projects, expect to spend about 70% of the total effort expended by SLS. If you have not already invested the effort to define your goals or may still be looking to conduct some business process improvements, this number can easily go higher. For more simple tasks and modifications that resolve issues, expect your level of effort to be approximately 10-25% of the SLS teams' effort to perform adequate system testing and to adjust your processes when necessary. Our experience tells us that while we are experts in implementing Accela Civic Platform for many customers, our customers are not always experts on the new platform and therefore must invest adequate time to become fully self-supporting.

Silver Lining Solutions will provide a Certified Scrum Master who will lead the team for all projects and tasks. The Agency should dedicate one person to serve the role of the Scrum Product Owner full time for the duration of the project (if possible). The Agency Product Owner will be responsible for setting the overall

LEADERSHIP IN ACTION

This Agile / Scrum implementation approach was created by Chad Weiffenbach and Eric Koontz of Silver Lining Solutions.

Chad and Eric are both Certified Scrum Masters and have been working in the Computer Science industry since the late 80's.

Accela hired Chad and Eric to create this methodology for the Accela Community and today Accela uses this implementation approach as do many partners!

priority of work for the team. Silver Lining Solutions will advise and consult with the Product Owner to insure consistency and success of the project, as necessary.

Project Kick off and Backlog Creation:

After contract signing, SLS and the Agency will create the project charter and define the roles and responsibilities of each team member from both parties. After agreement of the charter, the Scrum Master and Product Owner will lead efforts to plan and break down the work encompassed in the Scope of Work.

The Agency Product Owner, Agency Staff, and Silver Lining Solutions consultants will create a list (the project backlog) of User Stories based on the Agency's requirements and prioritize them for the project. More Agency staff experts may be needed to create the User Stories for their area of expertise. These initial User Stories will be the basis for the Silver Lining Solutions Scrum Master to lead the team in initial sizing of each User Story's work effort. Initial sizing (sometimes referred to as scoring in Agile methodologies) will be relative to each other and not directly tied to actual work effort. Given this initial estimating, the Product Owner can better understand how to prioritize work for the team.

Backlog Planning

The Agency Product Owner and the Silver Lining Solutions Scrum Master will then work collaboratively to create an overall work plan, dividing the work into "Sprints" of equal durations. Each Sprint will have an agreed up on Sprint Goal that sets the tone of what work will be completed in the sprint. The Sprint Goal will direct the Product Owner and Scrum Master to assess the project backlog to determine what highest priority User Stories must be included in a sprint to meet the Sprint Goal. During each sprint the requirements will be elaborated on with the team to create Sprint Backlog of User Stories and decide what work can be committed to being completed within the Sprint. The Project Backlog will be updated throughout the project's lifecycle (referred to as Backlog grooming) according to the needs of the project, however once a sprint starts the Sprint Backlog cannot change. By doing this we reduce the risk of scope creep during a given sprint. Experience tells us that projects change through their lifecycle – change is necessary – and therefore the backlog grooming is a perfect tool to discuss and introduce changes needed for the project's success.

Sprint Overview

Sprint Planning:

During the first 1 to 2 business days of every Sprint, the team will collectively discuss and assign the User Stories on the Sprint Backlog, confirming all the work can be completed by the team. At the end of the sprint planning all parties will agree and commit to the work assigned on the Sprint Backlog.

Within a sprint each user story will go through 5 processes as follows:

1. **Requirements Elaboration** – Agency business processes will be analyzed to take advantage of Accela Automation and a solution will be agreed upon and documented by user stories.
2. **Design** – Tasks will be added to further define the work needed to complete a user story's requirement. At this stage test requirements for the tasks are also developed by Agency staff.
3. **Build** – all agreed to, in scope, solutions defined during the Design process will be developed. This includes configurations, customizations, conversions, interfaces and reports, testing plans, and training plans.
4. **Test** – For each User Story, the system is tested, corrections are made as deemed necessary, the system is prepared for deployment to the next environment and users are trained.
5. **Deploy –** The User Story solutions are moved to the test environment.

Daily Stand-up Meetings:

Daily Stand-Up Meetings will be held on a mutual agreed upon schedule. The purpose of the stand-up meetings is to report progress of daily tasks utilizing a Kanban board (Trello) to track and report progress. Task assignments will be made by the Silver Lining Solutions Scrum Master and agreed to by the team in attendance of the stand-up calls. By meeting regularly for this purpose, the team will be in much closer communication and collaboration while reducing schedule risk as impact will be known much earlier for the project.

Sprint Review:

A Sprint Review is held two days before the last day of the Sprint to inspect the work completed and adapt the Project Backlog if needed. This meeting is run by the Product Owner. During the Sprint Review, the project team and other stakeholders collaborate about what was done in the Sprint. Based on this discussion and any changes to the Project Backlog during the Sprint, attendees collaborate on what could be done to optimize value in the future. This is an informal meeting, not a status meeting, and the presentation of the Increment is intended to elicit feedback and foster collaboration. This is typically a ½ day meeting.

Sprint Retrospective:

The Sprint Retrospective is an opportunity for the team to inspect itself and create a plan for improvements to be enacted during the next Sprint.
The Sprint Retrospective occurs after the Sprint Review and prior to the next Sprint Planning. This is a two-hour time-boxed meeting. The Silver Lining Solutions Scrum Master ensures that the event takes place and that attendants understand its purpose.

The purpose of the Sprint Retrospective is to:

Inspect how the last Sprint went with regards to people, relationships, process, and tools;

Identify and order the major items that went well and potential improvements; and,

Create a plan for implementing improvements to the way the Scrum Team does its work.

By the end of the Sprint Retrospective, the Team should have identified improvements that it will implement in the next Sprint, although improvements may be implemented at any time. The Sprint Retrospective provides a formal opportunity to focus on the team's self-improvement.

The SLS Approach
A better way to conduct discovery and business analysis.

A successful approach to discovery and business analysis starts with having the right people engaged in the project, clear directives, industry expertise, and business subject matter expertise. Clearly, "It takes a village"! It also takes leadership and guidance from a team that has significant experience.

The SLS team has complete confidence in our ability to foster the collaborative teamwork necessary to ensure project success. The following information illustrates the high-level approach our team takes for business analysis and discovery.

Clearly Establish Goals

- o Well in advance of conducting the actual business analysis and discovery all participants and oversight should discuss and agree to the goals and outcome of the work.

Define Criteria for Done

- o After goals are established, the team should agree to the outputs and format for work produced.

Identify Expected Challenges

- o Often overlooked is our ability to project challenges and get ahead of them. This step sets us apart as we communicate and plan for our hurdles!

Verify the correct SMEs and Authorized Approvers are Engaged

- o Without having the right experts involved it is a waste of everyone's time to engage. The right people must be involved from beginning to end to ensure continuity and accuracy. It is also imperative that whoever owns the responsibility for approval is involved and not simply arriving at the end of the process.

Prepare

- o Prior to executing workshops, it is imperative that all members involved in the process arrive prepared with their homework complete.

Execute Workshops

- o We are workshop experts and thoroughly enjoy the rewards of a team that successfully collaborates and exceeds expectations and goals! This step is easy when the previous steps are executed properly. Unfortunately, too many teams start and end with this step!

Review Solution

o Before completion of the Workshop, the team should ensure that the solution meets the goals and criteria established at the onset. Often, the work performed will cause the goals and criteria to be adjusted or revised. This is normal and should be documented.

Approve and Commit

o This last step seems to be obvious but is too often overlooked. It is never okay to wrap up the analysis and discovery without having also invested the time to ensure that approval is imminent.

In evaluating the "SLS Approach" above, we expect that most experienced professionals will find the approach to be refreshing. This approach has been refined by talented experts. It has been simplified so that it can be used consistently and with predictability. It has eliminated the excessive tasks that do not add value, and it reinforces a process that ensures quality and confidence. We always follow these steps.

Scope of Services

The following describes the proposed scope of services for the implementation of the Accela Civic Application.

Required Services

After the CCWD and SLS teams collaboratively reviewed the scope for the project, the following deliverables were determined to be necessary for the initial implementation.

Services Deliverable	Description
PM	factored at 8% of the whole project. Agile project with min PM oversight - biweekly status
Scrum Standups	factored at 2 people @ 15 min standup meeting @ 3 meetings / week
pre Project	Project Initiation - Kickoff, Control Docs, Scrum Init, Trello, Timeline etc. With a simple 1 dept. project we will keep PM tools simple.
Environment Setup	Module Global Setup (Super Agency, General global module setup, global ACA, EDMS security policy, organization, Admin Security Group)
Global Configuration	Discovery Workshops - 2 x 4hr workshops to review security, users, etc. This budget will likely require a focus on prioritized elements. Customer will be given some homework to finish assignments - approx. 1 day of follow up to implement the global settings
Config - 8 record types	This project will utilize the Accela Civic Apps. These pre-developed solutions will provide us with the basics of the record types allowing us to focus on taking a gap analysis and development. This assumes that each record type may require some small adjustments as they are each somewhat unique. Fees are mostly simple T&M fees, each record type will have inspections, custom data collection, and document attachment. There are no ongoing periodic or recurring inspections or processes - no renewable processes. The Agency does need to manage bonds for projects.
Notifications	There are several opportunities to utilize notifications - Revision requests, receipts, stop work order, approvals, permit, etc.
Report Branding & Letter Content Modifications	SLS team will assist with rebranding of standard reports and provide training for the Agency to help them become self-sufficient with Report development
Accela mobile	This includes the setup and configuration of the Accela Mobile services and Agency training on device usage. The agency should consult with either SLS or Accela when purchasing mobile devices to discus compatibility

Accela Citizen Access Configuration	This critical - Ph 1
UAT	User Acceptance Testing is an important step in the project where the Agency has the opportunity to conduct full end-to-end testing on the final solution. As such, It is the responsibility for the Agency to conduct UAT. The SLS team will provide assistance during the UAT Sprint that can include test case development, test assistance, oversight, issue resolution, etc.
Training - End User	SLS will provide initial End User training at the onset of the project. The agency should then be able to provide additional training for other users before go live
Training - Administrator	SLS will provide Administrator training at the onset of the project. This training will focus on teaching the Agency's super users and administrators how to conduct basic system maintenance for tasks such as user account maintenance, updating fields for data collection, fee schedule updates, basic workflow modifications, and other configuration necessary to address yearly updates
Pre Go-Live Support	SLS will provide the Agency with support during the go-live preparation. This can include support such as: additional testing, training, community outreach, or any other assistance needed by the Agency
Go-Live Support	An important activity for every project is the process for production deployment. The SLS team, based on the size of the project will provide support for this activity. In this case, support for up to 2 weeks following the deployment to production will be included based on the hours included.

Optional Services

After the CCWD and SLS teams collaboratively reviewed the scope for the project, the following deliverables were determined to be necessary for the initial implementation.

Services Deliverable	Description & Assumptions
GIS Configuration	full GIS setup - as the agency is still in the process of developing ESRI we will consider this for a future phase
xAPO	full GIS setup - as the agency is still in the process of developing ESRI we will consider this for a future phase
assistance with Agency GIS layer	The GIS data and making this information available for consumption to the Accela system is the primary responsibility of the Agency. Should assistance be necessary, the SLS team can provide help.
Testing Support	Much of the System Testing will be the responsibility of the Agency. The SLS team will perform unit testing as configuration is performed but it is important that the Agency review and confirm accuracy. It may be helpful for the Agency to have the SLS team assist with coordinating and assisting with the testing.

Services Price Proposal

Prices indicated are all provided on a Time & Materials basis

Required Services

Services Deliverable	Rate	Hours	Cost
PM	$155.00	24	$5,555.20
Scrum Standups	$155.00	18	$2,790.00
pre Project	$155.00	16	$2,480.00
Environment Setup	$155.00	40	$6,200.00
Global Configuration	$155.00	16	$2,480.00
Config - 8 record types	$155.00	64	$9,920.00
Notifications	$155.00	8	$1,240.00
Report Branding & Letter Content Modifications	$155.00	20	$3,100.00
Accela mobile	$155.00	8	$1,240.00
Accela Citizen Access Configuration	$155.00	40	$6,200.00
UAT	$155.00	20	$3,100.00
Training - End User	$155.00	8	$1,240.00
Training - Administrator	$155.00	8	$1,240.00
Pre Go-Live Support	$155.00	20	$3,100.00
Go-Live Support	$155.00	20	$3,100.00
		Total Services Cost	**$52,985.20**

Optional Services

Services Deliverable	Rate	Hours	Cost
GIS Configuration	$155.00	40	$6,200.00
xAPO	$155.00	10	$1,550.00
assistance with Agency GIS layer	$155.00	30	$4,650.00
Testing Support	$155.00	16	$2,480.00
		Total Services Cost	**$14,880.00**

Project Expenses

Travel expenses for this project have not been included as most agencies are not currently comfortable with onsite work. Should the Agency determine that onsite work would be advantageous, we are happy to discuss this option. Otherwise, historically we are very comfortable and successful working remote using webinars and conference calls to execute project tasks.

Currently there are no expected project expenses. Should either the Agency or SLS determine that there may be expenses, these will be discussed and approved in writing prior to incursion of the expense.

STAFF REPORT

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

From: **Mary Rogren, General Manager**

Agenda: **August 10, 2021**

Date: **August 4, 2021**

Subject: **Purchase of a Green Climber Slope Mower**

Recommendation:
Authorize the General Manager to purchase a Green Climber Slope Mower and trailer from the Jesse Mack Company, for $105,215.63.

The purchase price originally quoted for the Slope Mower was for a total amount of $154,262.45. In March 2021, the District entered into a 4-month rental agreement for use of the Mower on a trial basis. As specified in the rental agreement, 75% of the rental amount paid during the 4-month rental period ($45,000) has been applied towards this final purchase price. The District is currently at the end of the 4-month rental period, and staff recommends that the District exercise the purchase option.

Background:
The recent California wildfire season was unlike any the state has experienced before. Due to the recent lack of precipitation in our area this trend will likely continue. CCWD owns numerous facilities in remote areas that require annual brush clearing and fire break maintenance. The District currently maintains ~40 acres of open land that requires annual mowing and clearing.

Prior to the recent wildfire season, the District has spent roughly $20,000/annually on contractors to clear brush and weeds at the Denniston access road and Water Treatment Plant (WTP), tank sites, Nunes WTP and the Pilarcitos Canyon. Last Fall, the SFPUC established defensible space areas surrounding both Crystal Springs Pump Station and the Cahill tank site parcels. Now that the SFPUC clearing has been completed at no cost to the District, it will be up to CCWD to maintain these fire breaks going forward. Given the ongoing wildfire conditions and the need to maintain fire breaks at Crystal Springs, the Cahill tank site, water treatment plants and other District facilities, staff estimates

that the District will spend $40-$60K annually going forward to outsource brush clearing and to implement a fire break maintenance program.

At the March 9, 2021 Board of Director's Meeting, the Board authorized the rental of the Green Climber Slope Mower for brush clearing on a 4-month trial basis at a rental amount of $15,000/month with the option to purchase after the rental period. The rental option allowed the District time to evaluate the usefulness of the equipment.

The Green Climber is a tracked remote controlled slope mower that can safely clear slopes up to 60 degrees. This equipment can be remotely operated from a safe distance and remove mulch growth up to 8" in diameter. The significant safety elements of using this machine are that no operator is riding the equipment or climbing steep slopes with a chainsaw or weed whip with exposure to poison oak, ticks, and potential slip/trip and fall injuries. In addition, this equipment essentially mulches as it clears so there is no need to physically haul off debris and pay for disposal.

Staff has found this equipment to be very useful and easy and safe to operate. In the last four months staff has safely maintained fire breaks/easements inside the SFPUC watershed, at various tank sites, and at Nunes WTP and Denniston WTP. As the District is now at the end of the 4-month rental period, staff recommends purchasing the equipment.

Staff has called references of owners of this equipment and have received positive feedback from all contacted.

Staff solicited pricing from the Jesse Mack Company with HGACBuy pricing. HGACBuy is a Joint Powers Authority that serves government agencies with competitive bidding contract pricing to the member agencies for a variety of equipment and services. See Exhibit A for a copy of the Jesse Mack Company Quotes and Exhibit B for a copy HGACBuy informational flyer.

Fiscal Impact:
$105,215.63 CIP spend with an estimated 3-year return on investment.

JESSE MACK COMPANY

A Green Climber Distributor

Green Climber NA
remote-controlled slope mower

QUOTE

Date	8/3/2021
Quote No.	414

P.O. Box 7600
Visalia, CA 93290

Certified Small
Business #1795145

| Phone | (559) 622-9911 |
| Fax | (559) 622-9939 |

cindy@jmackenterprises.com
www.jmackrentals.com

Coastside County Water District
Rent/Purchase Option
Attn: Darin Sturdivan

Phone   650-276-0271
Fax

Attention:	Darin

Description	Price	Total
Green Climber LV800 (BODY ONLY)- Remote Controlled Machine with Tracks. Extendable Undercarriage. Side shifting Cutter Head Capabilities. Kohler Liquid Cooled 4-Cylinder, 75 hp, Tier IV Final Diesel Engine. Standard with Protective Forestry Cage.	111,390.00	111,390.00T
Forestry Flail UT-150F 57.5" Forestry FLAIL with 360 Rotation Swinging Hammers	16,800.00	16,800.00T
Aluminum Tilt Trailer. 10,000 GVW Wood Deck Electric Tilt.	9,350.00	9,350.00T
Estimated Shipping	4,000.00	4,000.00
75% of Rental Costs to be Applied Towards Purchase Price of Unit. (4 Months @ 15,000.00 = $60,000.00 X 75%)	-45,000.00	-45,000.00T

Sales Tax is Based on Half Moon Bay - San Mateo County 9.375%

****NOTE: The Quote Assumes that Coastside County Water District will pay the 4th Month of Rental - Invoice #281 Dated 08/03/2021 in Addition to the Purchase Price of $105,099.95****

Subtotal	$96,540.00
Sales Tax (9.375%)	$8,675.63
Total	$105,215.63

Signature _____

JESSE MACK
A Green Climber Distributor

QUOTE

P.O. Box 7600
Visalia, CA 93290

Certified Small
Business #1731864

Date   3/3/2021
Bid No.   372

Phone   (559) 622-9939
Fax   5596229911
jesse@jmackenterprises.com

Coastside County Water District
Rent/Purchase Option
Attn: Darin Sturdivan

Phone   650-554-0007
Fax
E-mail   dsturdivan@coastsidewater.org

DESCRIPTION	PRICE
80 - Green ...	Rental of (1) New Green Climber LV800 (BODY ONLY)- Remote Controlled Machine with Tracks. Extendable Undercarriage. Side shifting Cutter Head Capabilities. Kohler Liquid Cooled 4-Cylinder, 75 hp, Tier IV Final Diesel Engine. Standard with Protective Forestry Cage.
81 Forestry ...	Rental of (1) New Forestry Flail UT-150F 57.5" Forestry FLAIL with 360 Rotation Swinging Hammers
Aluminum ...	Rental of (1) Aluminum Tilt Trailer. 10,000 GVW Wood Deck Electric Tilt.

*** PRICES ***

Equipment ...   Rental of (1) LV800 Tractor, (1) Forestry Flail and (1) Aluminum Tilt Trailer as described above @ a monthly rental rate of $15,000.00 per month
Note 1) A minimum (4) month rental required plus shipping. (refer to quote 334)

Note 2) 75% of the rental costs may be applied towards purchase price of the unit rented. The purchase must occur within 90 days of the end of the rental contract. Please reference Quote 334 for pricing.

Note 3) Unit will come with a new set of cutting blades. Additional cutting blades can be purchased by Coastside County Water District

ANY DAMAGES OTHER THAN ORDINARY WEAR AND TEAR WILL BE THE RESPONSIBILITY OF THE CUSTOMER

ADDITIONAL TERMS AND CONDITIONS ARE ATTACHED

To accept this quotation, sign and return:

_____   _____   _____
Sign   Print   Date

THANK YOU FOR YOUR BUSINESS!

JESSE MACK COMPANY

A Green Climber Distributor

Green Climber — remote-controlled slope mower

QUOTE

Date	3/3/2021
Quote No.	334

P.O. Box 7600
Visalia, CA 93290

Certified Small
Business #1795145

Phone	5596229911
Fax	(559) 622-9939

cindy@jmackenterprises.com
www.jmackrentals.com

Coastside County Water District
Rent/Purchase Option
Attn: Darin Sturdivan

Phone	650-554-0007
Fax	

Attention:	Darin

Description	Price	Total
Green Climber LV800 (BODY ONLY)- Remote Controlled Machine with Tracks. Extendable Undercarriage. Side shifting Cutter Head Capabilities. Kohler Liquid Cooled 4-Cylinder, 75 hp, Tier IV Final Diesel Engine. Standard with Protective Forestry Cage.	111,390.00	111,390.00T
Forestry Flail UT-150F 57.5" Forestry FLAIL with 360 Rotation Swinging Hammers	16,800.00	16,800.00T
Aluminum Tilt Trailer. 10,000 GVW Wood Deck Electric Tilt.	9,350.00	9,350.00T
Estimated Shipping	4,000.00	4,000.00

Sales Tax is Based on San Mateo County 9.25%

Subtotal	$141,540.00
Sales Tax (9.25%)	$12,722.45
Total	$154,262.45

Signature _____

We are extremely excited to have been awarded to the Grounds & Turf Equipment - GR01-20, 2020 contract for HGAC Buy! HGACBuy is a "Government-to-Government" procurement service available nationwide. Governmental entities have been procuring products and services through HGACBuy for over 30 years!

ALL units of local government, including non-profits providing governmental services, are eligible to join HGACBuy.
Looking to utilize this contract? It's easy! HGAC has provided an easy sign-up form and instructions!

https://www.hgacbuy.org/join/become-an-end-user.aspx

Call Green Climber if you have any questions (708) 354-2171

To:	**Coastside County Water District Board of Directors**
From:	**Mary Rogren, General Manager**
Agenda:	**August 10, 2021**

Report Date:	**August 6, 2021**
Subject:	**Resolution Amending the Coastside County Water District Personnel Manual Regarding Certification Pay Program**

Recommendation:

Adopt the attached Resolution No. 2021-06 Amending the Coastside County Water District Personnel Manual to be effective September 1, 2021.

Background:

District Operations and Treatment staff are required to maintain certifications with the State of California of a minimum of Water Distribution Operator Grade D-2 and Water Treatment Operator of Grade T-2.

District Management encourages staff to obtain higher level certifications above the minimum standard. Operators who achieve the higher certifications have demonstrated that they are able to offer a higher level of expertise in solving complex problems at the District.

District management would like to recognize and reward employees who seek the higher certifications by increasing the certification pay for Grade Levels "3" and higher. In addition, staff also recommends an increase in the Spanish Language Proficiency certification pay. Note that the operator certification incentives have not been adjusted since the early 1990's.

Personnel Manual Revisions:

The attached resolution will make the following revision to the Personnel Manual (additions to the existing language are indicated by underline and deletions by strikeout):

The "Certifications Attained – State of California Water Treatment Plant Operator" Table included in Section 2.01.D Certification Incentive Program is revised as follows:

Certification Attained	Additional(Gross) Compensation per Month
State of California Water Treatment Plant Operator	
Grade T-1	$100
Grade T-2	$200
Grade T-3	$300$600
Grade T-4	$400$800
Grade T-5	$500$1,000

(Maximum amount of additional compensation is $1,05̶00 per month for an employee who has attained Grade T-5.)

The "State of California Distribution License Classification: Water Distribution Operator" Table included in Section 2.01.D Certification Incentive Program is revised as follows:

State of California Distribution License Classification	Additional(Gross) Compensation per Month
Water Distribution Operator:	
Grade D1	$100
Grade D2	$200
Grade D-3	$300$600
Grade D-4	$400$800
Grade D-5	$500$1,000

(Maximum amount of additional compensation is $5̶0̶0̶ 1,000 per month, for an employee who has achieved all five of the State of California Distribution License Classifications.)

The "Other Certification Attained" Table included in Section 2.01.D Certification Incentive Program is revised as follows:

Other Certification Attained	Additional(Gross) Compensation per Month
Backflow/Cross Connection Control Program Specialist	$100
Backflow Prevention Assembly General Tester	$100
Spanish Fluency	$50$100

Fiscal Impact:
$50,000

RESOLUTION NO. 2021 - 06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
COASTSIDE COUNTY WATER DISTRICT

AMENDING THE COASTSIDE COUNTY WATER DISTRICT'S PERSONNEL
MANUAL

WHEREAS, the Board of Directors of the Coastside County Water District first adopted a Personnel Manual establishing written guidelines for employee policies in 1969 and has revised and updated such policies from time to time thereafter, most recently by Resolution No. 2018-01 approved on April 10, 2018; and

WHEREAS, the Board of Directors wishes to amend the Personnel Manual as specified herein.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Coastside County Water District that:

Section 2.01.D of the Personnel Manual is hereby amended to read as follows to be effective beginning September 1, 2021:

"D . Certification Incentive Program. Any employee of the District who, with advance approval from the District General Manager, achieves any of the following certifications shall receive, as additional compensation, the amount indicated in the table below. A new employee who has attained one or more certifications at the time of hire will be entitled to additional compensation for such qualifications to the extent, if any, that the General Manager determines the certifications to be necessary and/or useful in the job classification for which he/she is being hired.

Certification Attained	Additional (Gross) Compensation per Month
State of California Water Treatment Plant Operator	
Grade T-1	$100
Grade T-2	$200
Grade T-3	$600

17757718.1

Grade T-4	$800
Grade T-5	$1,000

(Maximum amount of additional compensation is $1,000 per month for an employee who has attained Grade T-5.)

State of California Distribution License Classification	Additional (Gross) Compensation per Month
Water Distribution Operator:	
Grade D1	$100
Grade D2	$200
Grade D-3	$600
Grade D-4	$800
Grade D-5	$1,000

(Maximum amount of additional compensation is $1,000 per month, for an employee who has achieved all five of the State of California Distribution License Classifications.)

Other Certification Attained	Additional (Gross) Compensation per Month
Backflow/Cross Connection Control Program Specialist	$100
Backflow Prevention Assembly General Tester	$100
Spanish Fluency	$100

"

BE IT RESOLVED FURTHER that the General Manager is directed to incorporate the foregoing amendment into the Personnel Manual and distribute an updated copy to each District employee and post the updated Personnel Manual on the District's website.

PASSED AND ADOPTED this 10th day of August, 2021, by the following votes of the Board of Directors:

AYES:

NOES:

ABSENT:

_____
Glenn Reynolds
President, Board of Directors
Coastside County Water District

ATTEST:

_____
Mary Rogren, Secretary of the Board

STAFF REPORT

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

From: **James Derbin, Superintendent of Operations**
Via: **Mary Rogren, General Manager**

Agenda: **August 10, 2021**

Date: **August 6, 2021**

Subject: **Nunes Water Treatment Plant Improvement Project Update**

At the May 2021 Board of Director's Meeting, the Board awarded the construction contract for the Nunes Water Treatment Plant ("WTP") Improvement Project to the low bidder, Ranger Pipeline, Inc. ("Ranger") in the amount of $8,340,000. At the June 8, 2021 Board meeting, the Board awarded the Construction Management Services Contract to Freyer & Laureta, Inc. ("Freyer") for $566,600, and the Engineering Services During Construction Contract to HDR, Inc. ("HDR") for $242,000.

This significant and comprehensive project will provide extensive rehabilitation and upgrades to over 25% of the Nunes Facility and will serve the District's customers for several decades into the future. This project includes the following needed improvements/upgrades:

- Filter improvements to four existing filters including media replacement, underdrain replacement, addition of air scour system and blowers, new filter-to-waste pumps and piping, and associated electrical/instrumentation improvements.
- Addition of a new plate settler sedimentation basin and associated electrical/instrumentation work.
- Chemical system improvements including the addition of a caustic soda bulk tank and transfer pump.
- Concrete repair and coating for the filters and existing clearwell.
- Other process improvements including replacement and addition of valves, flowmeters, and misc. piping.
- Civil improvements including a soil-nail retaining wall, asphalt pavement, aggregate based access road, site drainage and grading.
- Electrical improvements including addition of a new MCC and miscellaneous electrical improvements.

The kick-off Preconstruction meeting was held by Freyer on July 14, 2021. Ranger will begin mobilizing at the Nunes WTP in mid-August.

Ranger's Construction Schedule can be found in Exhibit A. This upgrade project will span two years and is anticipated to be completed in Summer of 2023.

Highlights since the preconstruction meeting on include:

- Submittals process has been progressing including focusing on key items for the early construction activities and materials/equipment that are anticipated to have long lead times.
- Planning for contractor mobilization in mid-August
- Coordination between Ranger and HDR to facilitate early construction activities

In summary, the initial stages of this project are underway and progressing well.

ID	Task Name	Dur	Start	Finish
0	**CCWD -NUNES WTP UPGRADES**	514d	6/28/21	7/10/23
1	**MILESTONES**	514d	6/28/21	7/10/23
2	START	0d	6/28/21	6/28/21
3	NOTICE TO PROCEED (8/16/21)	0d	8/16/21	8/16/21
4	MS-1 AREAS 00 & 01 COMPLETION -330 CD (7/11/22)	0d	6/30/22	6/30/22
5	MS-2 AREA 02 COMPLETION -600 CD (4/7/23)	0d	4/5/23	4/5/23
6	SUBSTANTIAL COMPLETION -690 CD (7/6/23)	0d	6/9/23	6/9/23
7	FINAL COMPLETION -720 CD (8/5/23)	0d	7/10/23	7/10/23
8	**PRECONSTRUCTION**	70d	6/28/21	10/5/21
9	**KEY SMTLS PREP**	50d	6/28/21	9/7/21
10	**GEN REQS**	30d	6/28/21	8/9/21
12	**CIVIL**	30d	6/28/21	8/9/21
21	**PSS BASIN**	40d	6/28/21	8/23/21
32	**FILTRATION SYSTEM**	40d	6/28/21	8/23/21
41	**PROCESS AREA**	30d	6/28/21	8/9/21
47	**RAW WATER IMPVS**	30d	6/28/21	8/9/21
50	**EXISTING SEDIM BASIN MODS**	30d	6/28/21	8/9/21
52	**CLEARWELL**	30d	6/28/21	8/9/21
55	**ELECTR & INSTRUM**	50d	6/28/21	9/7/21
60	**KEY SMTLS REVIEW & APPVL**	40d	8/10/21	10/5/21
61	**GEN REQS**	15d	8/10/21	8/30/21
63	**CIVIL**	15d	8/10/21	8/30/21
72	**PSS BASIN**	25d	8/10/21	9/14/21
83	**FILTRATION SYSTEM**	25d	8/10/21	9/14/21
92	**PROCESS AREA**	15d	8/10/21	8/30/21
98	**RAW WATER IMPVS**	15d	8/10/21	8/30/21
101	**EXISTING SEDIM BASIN MODS**	15d	8/10/21	8/30/21
103	**CLEARWELL**	15d	8/10/21	8/30/21
106	**ELECTR & INSTRUM**	40d	8/10/21	10/5/21
112	**LONG LEAD MATERIAL FAB & DELIVERY**	110d	8/23/21	1/28/22
113	VALVES & ACCS	110d	8/23/21	1/28/22
114	DUCTILE IRON PIPE & FTGS	40d	8/31/21	10/26/21
115	PLATE SETTLER EQPT	90d	8/23/21	12/30/21
116	SLUDGE COLLECTOR EQPT	80d	8/23/21	12/16/21
117	FILTER UNDERDRAINS	80d	8/23/21	12/16/21

ID	Task Name	Dur	Start	Finish	2022	2023
118	FILTER MEDIA	60d	8/23/21	11/16/21	8/23 ▬▬ 11/16	
119	AIR SCOUR SYSTEM	80d	8/23/21	12/16/21	8/23 ▬▬ 12/16	
120	METAL FABRICATIONS	80d	8/23/21	12/16/21	8/23 ▬▬ 12/16	
121	CHEMICAL FEED SYSTEM	50d	8/23/21	11/1/21	8/23 ▬ 11/1	
122	FTW PUMPS & MOTORS	70d	9/15/21	12/24/21	9/15 ▬ 12/24	
123	PROCESS INSTRUMENTATION	50d	10/6/21	12/17/21	10/6 ▬ 12/17	
124	ELECTRICAL MCC & EQPT	70d	9/22/21	12/31/21	9/22 ▬ 12/31	
125	**CONSTRUCTION**	**465d**	**8/9/21**	**6/9/23**	8/9 ▬▬▬▬▬▬▬▬ 6/9	
126	**PRELIMINARY**	**20d**	**8/9/21**	**9/3/21**	8/9 ▬ 9/3	
127	USA & NOTIFICATIONS	5d	8/9/21	8/13/21	8/9 ▪ 8/13	
128	MOBILIZATION, PRECONSTR SURVEY	3d	8/16/21	8/18/21	8/16 ▪ 8/18	
129	EXISTG CONDITIONS VERIF & UTILITY LOCATING	2d	8/19/21	8/20/21	8/19 ▪ 8/20	
130	ENV/EXCL FENCING & BMP'S	2d	8/23/21	8/24/21	8/23 ▪ 8/24	
131	CLEARING & GRUBBING	3d	8/25/21	8/27/21	8/25 ▪ 8/27	
132	SURVEYING & LAYOUT	3d	8/30/21	9/1/21	8/30 ▪ 9/1	
133	TEMP FACS/UTILS; FIELD OFFICE TRAILERS	5d	8/30/21	9/3/21	8/30 ▪ 9/3	
134	**AREA 00 -CIVIL SITE IMPVTS**	**179d**	**9/2/21**	**5/18/22**	9/2 ▬▬▬▬▬ 5/18	
135	**PHASE 1 GENERAL**	**13d**	**9/2/21**	**9/21/21**	9/2 ▬ 9/21	
136	SITE DEMO & REMOVALS	3d	9/2/21	9/7/21	9/2 ▪ 9/7	
137	TOPSPOIL REMOVAL & STOCKPILE	2d	9/8/21	9/9/21	9/8 ▪ 9/9	
138	STAGING AREAS GRADING & FENCE RELOCATIONS	5d	9/10/21	9/16/21	9/10 ▪ 9/16	
139	HILLSIDE EXCAV & GRADING	5d	9/10/21	9/16/21	9/10 ▪ 9/16	
140	ACCESS ROAD ROUGH GRADING	3d	9/17/21	9/21/21	9/17 ▪ 9/21	
141	**PHASE 2 -ACCESS ROAD**	**38d**	**1/21/22**	**3/16/22**	1/21 ▬ 3/16	
142	INSTALL DI'S & 12" STORM DRAINS I	5d	1/21/22	1/27/22	1/21 ▪ 1/27	
143	EX/LAY/BFILL BURIED 18" SW LINE	2d	1/28/22	1/31/22	1/28 ▪ 1/31	
144	ACCESS RD GRADING & AGG BASE	5d	2/1/22	2/7/22	2/1 ▪ 2/7	
145	FORM/REBAR/POUR CONCRETE SWALES	5d	2/8/22	2/14/22	2/8 ▪ 2/14	
146	INSTALL SD HEADWALLS & RIPRAP	3d	2/15/22	2/17/22	2/15 ▪ 2/17	
147	INSTALL DI'S & 12" STORM DRAINS II	3d	2/18/22	2/23/22	2/18 ▪ 2/23	
148	EX/LAY/BFILL BURIED 18" SW LINE	2d	2/24/22	2/25/22	2/24 ▪ 2/25	
149	EXCAV & SHORE SW & SL/DR TIE-IN CONN HOLES	3d	2/28/22	3/2/22	2/28 ▪ 3/2	
150	TURNAROUND BACKFILL & AGG BASE	3d	2/28/22	3/2/22	2/28 ▪ 3/2	
151	DRAINAGE DITCH -FORM/REBAR/POUR	5d	3/3/22	3/9/22	3/3 ▪ 3/9	
152	CONC WALKWAY -FORM/REBAR/POUR	5d	3/10/22	3/16/22	3/10 ▪ 3/16	

ID	Task Name	Dur	Start	Finish
153	**PHASE 3 -SOIL NAIL RET WALL**	**39d**	**3/7/22**	**4/28/22**
154	SOIL NAIL DRILLING & INSTALLATION	10d	3/7/22	3/18/22
155	DRAIN STRIPS & SHOTCRETE ROUGH	10d	3/14/22	3/25/22
156	SHOTCRETE CURING & PULL TEST	10d	3/21/22	4/1/22
157	SHOTCRETE FINISH & CURING	10d	3/28/22	4/8/22
158	BACKFILL & GRADING	3d	4/11/22	4/13/22
159	DRAINAGE DITCH -FORM/REBAR/POUR	5d	4/14/22	4/20/22
160	INSTALL RET WALL GUARDRAILS	3d	4/21/22	4/25/22
161	TOPSOIL & HYDROSEEDING	3d	4/26/22	4/28/22
162	**PHASE 4 -FIRE HYDRANT**	**6d**	**4/29/22**	**5/6/22**
163	EXCAV & HOT TAP EXISTG 14" UW	2d	4/29/22	5/2/22
164	DIG/LAY/BFILL 4" W & HYDRANT	2d	5/3/22	5/4/22
165	DISINFECTION, TIE-IN, RESTORATION	2d	5/5/22	5/6/22
166	**PHASE 5 -PARKING AREA**	**14d**	**4/29/22**	**5/18/22**
167	PKG AREA DEMO, EXCAV & GRADING	3d	4/29/22	5/3/22
168	DIG/LAY/BFILL 6" FD, CO'S & RIPRAP	2d	5/4/22	5/5/22
169	INSTALL RETWALL DRAIN CHANNEL & VG REPAIRS	5d	5/6/22	5/12/22
170	FINISH GRADING & AC PAVING	2d	5/13/22	5/16/22
171	STRIPING & MARKINGS; BOLLARDS & SIGNAGE	2d	5/17/22	5/18/22
172	**AREA 01 -PLATE SETTLER SEDIMENTATION BASIN**	**196d**	**9/22/21**	**6/30/22**
173	**PSS BASIN STRUCTURE**	**126d**	**9/22/21**	**3/23/22**
174	STRUCT EXCAVATION & SHORING	3d	9/22/21	9/24/21
175	PAD GRADING & PREP	2d	9/27/21	9/28/21
176	WALL FOOTINGS -FORM/REBAR&EMBEDS/POUR	5d	9/29/21	10/5/21
177	WALL FOOTINGS -CURE/STRIP/BFILL	3d	10/6/21	10/8/21
178	FLOOR SLAB -FORM/REBAR&EMBEDS/POUR	5d	10/11/21	10/15/21
179	WALLS TO EL ~379 -FORM/REBAR/EMBEDS/POUR	10d	10/18/21	10/29/21
180	WALLS TO EL ~379 -CURE/STRIP/F-DRAINS/BFILL	20d	11/1/21	12/1/21
181	CHANNEL SLABS & BUTTRESS -FORM/REBAR/EMBEDS/POUR	5d	12/2/21	12/8/21
182	CHANNEL WALLS -FORM/REBAR/EMBEDS/POUR	7d	12/9/21	12/17/21
183	INSTALL PCAST VALVE BOX & BURIED SL&DR PIPING	3d	12/20/21	12/22/21
184	CHANNEL WALLS -CURE/STRIP/F-DRAINS/BFILL	20d	12/23/21	1/20/22
185	CANTILEVER SLABS -FORM/REBAR/EMBEDS/POUR	10d	1/21/22	2/3/22
186	CANTILEVER SLABS -CURE/STRIP	20d	2/4/22	3/4/22
187	PATCHING & SACKING	3d	3/7/22	3/9/22

ID	Task Name	Dur	Start	Finish
188	POLYURETHANE ELASTOMERIC LINING	10d	3/10/22	3/23/22
189	**PSS BASIN MAIN MECHANICAL & ELECTRICAL**	**70d**	**3/24/22**	**6/30/22**
190	SL & DR PIPING & SLUDGE COLLECTOR EQPT	5d	3/24/22	3/30/22
191	PLATE SETTLER SUPPORTS & EQPT	10d	3/31/22	4/13/22
192	INSTALL CHANNEL KNIFE & SLIDE GATE VALVES & ACCS	5d	4/14/22	4/20/22
193	INSTALL EXPOSED 18" SW PIPING & SUPPORT SADDLE	3d	4/21/22	4/25/22
194	INSTALL 2" TW PIPING & HOSE RACKS ASSY'S	3d	4/26/22	4/28/22
195	INSTALL INLET DIFFUSSERS	2d	4/29/22	5/2/22
196	ELECTR & INSTRUM ROUGH	5d	4/14/22	4/20/22
197	SLUDGE COLLECTOR MECH & PROCESS FINISH	5d	4/21/22	4/27/22
198	PLATE SETTLER MECH & PROCESS FINISH	5d	4/28/22	5/4/22
199	ELECTR & INSTRUM EQPT, WIRING & TERMINATIONS	5d	5/5/22	5/11/22
200	MECH & ELECTR PICKUP & TRIM	5d	5/12/22	5/18/22
201	PRELIM MECH/ELECTRIC EQPT TESTING & PUNCHLIST	5d	5/19/22	5/25/22
202	INSTALL GUARDRAIL/GATES/LADDERS	5d	5/19/22	5/25/22
203	INSTALL CHANNEL GRATING	3d	5/19/22	5/23/22
204	INSTALL CHAINLINK FENCING & GATES	3d	5/19/22	5/23/22
205	FUNCTIONAL SYSTEMS TESTING & INSP APPVLS	5d	5/24/22	5/31/22
206	ELECTR LOOP CHECK & INSTRUM CALIBRATION	3d	6/1/22	6/3/22
207	PERFORMANCE TESTING	5d	6/6/22	6/10/22
208	PSS BASIN READY FOR TIE-IN	0d	6/10/22	6/10/22
209	SHUTDOWN 1 -TIE-IN TO EXISTG, 8" FTW, BFV	1d	6/13/22	6/13/22
210	POST-TIE-IN PUNCHLIST & RESTORATION WORK	3d	6/14/22	6/16/22
211	PSS BASIN READY FOR INTEGRATION PROGRAMMING	0d	6/16/22	6/16/22
212	PROGRAMMING & CONTROL SYSTEMS INTEGRATION	5d	6/17/22	6/23/22
213	OPERATIONAL TESTING	5d	6/24/22	6/30/22
214	PSS BASIN OPERATIONAL	0d	6/30/22	6/30/22
215	**AREA 02 -FILTRATION SYSTEM IMPVTS**	**363d**	**10/27/21**	**4/5/23**
216	**FTW PUMPS & PIPING**	**54d**	**10/27/21**	**1/14/22**
217	DIG/LAY/BFILL 12" FTW & RISERS	5d	10/27/21	11/2/21
218	INSTALL BURIED AS/PUMP/MCC CONDUITS & GROUNDING	5d	11/3/21	11/9/21
219	FORM/REBAR/POUR AS/PUMP/MCC SLABS & EQPT PADS	5d	11/10/21	11/17/21
220	INSTALL FTW/OW SUPPTS & PIPING	5d	11/18/21	11/24/21
221	FTW/OW & TW PIPING TESTING & DISINFECTION	5d	11/29/21	12/3/21
222	INSTALL PUMPS & MOTORS	5d	12/27/21	12/31/21

| ID	Task Name	Dur	Start	Finish
223	PUMPS SUCTION & DISCH CONNECTIONS	4d	1/4/22	1/7/22
224	INSTALL EXPOSED PUMP CONDUITS	5d	12/6/21	12/10/21
225	INSTALL PUMP ELECTRICAL & INSTRUM EQPT	5d	1/10/22	1/14/22
226	**AIR SCOUR SYSTEM WORK**	**49d**	**10/27/21**	**1/7/22**
227	INSTALL 8" AS SUPPORTS & BACKBONE PIPING	10d	10/27/21	11/9/21
228	INSTALL AIR SCOUR BLOWER & MOTOR	5d	12/17/21	12/23/21
229	INSTALL EXPOSED AIR SCOUR CONDUITS	5d	12/24/21	12/30/21
230	INSTALL AIR SCOUR ELECTRICAL & INSTRUM EQPT	5d	12/31/21	1/7/22
231	**MOTOR CONTROL CENTER**	**126d**	**11/10/21**	**5/11/22**
232	INSTALL HOME RUN EXPOSED & BURIED CONDUIT SYS	5d	11/10/21	11/17/21
233	INSTALL EXPOSED CONDUIT SYSTEMS & PANELS	10d	11/18/21	12/3/21
234	INSTALL MCC3/PB/PLC EQUIPMENT	10d	1/4/22	1/17/22
235	ELECTR & INSTRUM WIRING & TERMINATIONS	10d	1/18/22	1/31/22
236	ELECTR & INSTRUM PICKUP & TRIM	10d	2/1/22	2/14/22
237	PRELIM ELECTR & INSTRUM SYSTEMS TESTING & PUNCHLIST	5d	2/15/22	2/22/22
238	ELECTR TESTING, REVIEW & APPVL	5d	2/23/22	3/1/22
239	ELECTR CUTOVER TO PERMANENT POWER	1d	3/2/22	3/2/22
240	MCC COMMISSIONING	10d	3/3/22	3/16/22
241	FUNCTIONAL SYSTEMS TESTING & INSP APPVLS	5d	3/17/22	3/23/22
242	ELECTR LOOP CHECK & INSTRUM CALIBRATION	5d	3/24/22	3/30/22
243	PERFORMANCE TESTING	5d	3/31/22	4/6/22
244	TEST REPORTS REVIEW & ACCEPTANCE	5d	4/7/22	4/13/22
245	READY FOR INTEGRATION PROGRAMMING	0d	4/13/22	4/13/22
246	PROGRAMMING & CONTROL SYSTEMS INTEGRATION	10d	4/14/22	4/27/22
247	CONTROL SYSTEM FUNCTIONAL TESTING	5d	4/28/22	5/4/22
248	OPERATIONAL TESTING	5d	5/5/22	5/11/22
249	FTW PUMPS & AIR SCOUR SYSTEMS OPERATIONAL	0d	5/11/22	5/11/22
250	**FILTER SYSTEM WORK**	**227d**	**5/12/22**	**4/5/23**
251	**PRE-SHUTDOWN WORK**	**16d**	**5/12/22**	**6/3/22**
252	INSTALL & TEST TEMP BACKWASH SUPPLY SYSTEM	10d	5/12/22	5/25/22
253	INSTALL FBS BFV-701 & PIPING	3d	5/26/22	5/31/22
254	PSS BASIN 6" SL & DR CONNECTIONS TO EXISTG	3d	6/1/22	6/3/22
255	**FILTER #4 WORK**	**33d**	**6/1/22**	**7/18/22**
256	PRELIM VALVE ELECTR & INSTRUM WORK	2d	6/1/22	6/2/22
257	SHUTDOWN #6 -CLOSE SW, FBS, FBD VALVES, ISOLATE TW	1d	6/3/22	6/3/22

ID	Task Name	Dur	Start	Finish
258	DEMO EXISTG PIPING/MECH/ELECTRIC; CORE DRILLING	2d	6/6/22	6/7/22
259	FILTER MEDIA REMOVAL	1d	6/8/22	6/8/22
260	CLEANING & CONC REPAIRS	3d	6/9/22	6/13/22
261	INSTALL ELASTOMERIC COATING	11d	6/14/22	6/28/22
262	INSTALL LEVELING GROUT & UNDERDRAINS	5d	6/29/22	7/6/22
263	INSTALL 6" AS SUPPORTS & PIPING	2d	7/7/22	7/8/22
264	INSTALL FILTER MEDIA	2d	7/11/22	7/12/22
265	SHUTDOWN #10 -SW, FBS, FBD VALVE RMVL & REPL	1d	7/13/22	7/13/22
266	FILTER #4 TESTING & APPVL	3d	7/14/22	7/18/22
267	**FILTER #3 WORK**	**33d**	**7/19/22**	**9/1/22**
268	PRELIM VALVE ELECTR & INSTRUM WORK	2d	7/19/22	7/20/22
269	SHUTDOWN 5 -CLOSE SW, FBS, FBD VALVES, ISOLATE TW	1d	7/21/22	7/21/22
270	DEMO EXISTG PIPING/MECH/ELECTRIC; CORE DRILLING	2d	7/22/22	7/25/22
271	FILTER MEDIA REMOVAL	1d	7/26/22	7/26/22
272	CLEANING & CONC REPAIRS	3d	7/27/22	7/29/22
273	INSTALL ELASTOMERIC COATING	11d	8/1/22	8/15/22
274	INSTALL LEVELING GROUT & UNDERDRAINS	5d	8/16/22	8/22/22
275	INSTALL 6" AS SUPPORTS & PIPING	2d	8/23/22	8/24/22
276	INSTALL FILTER MEDIA	2d	8/25/22	8/26/22
277	SHUTDOWN 9 -SW, FBS, FBD VALVE RMVL & REPL	1d	8/29/22	8/29/22
278	FILTER #3 TESTING & APPVL	3d	8/30/22	9/1/22
279	**FILTER #2 WORK**	**33d**	**9/2/22**	**10/19/22**
280	PRELIM VALVE ELECTR & INSTRUM WORK	2d	9/2/22	9/6/22
281	SHUTDOWN 4 -CLOSE SW, FBS, FBD VALVES, ISOLATE TW	1d	9/7/22	9/7/22
282	DEMO EXISTG PIPING/MECH/ELECTRIC; CORE DRILLING	2d	9/8/22	9/9/22
283	FILTER MEDIA REMOVAL	1d	9/12/22	9/12/22
284	CLEANING & CONC REPAIRS	3d	9/13/22	9/15/22
285	INSTALL ELASTOMERIC COATING	11d	9/16/22	9/30/22
286	INSTALL LEVELING GROUT & UNDERDRAINS	5d	10/3/22	10/7/22
287	INSTALL 6" AS SUPPORTS & PIPING	2d	10/10/22	10/11/22
288	INSTALL FILTER MEDIA	2d	10/12/22	10/13/22
289	SHUTDOWN 8 -SW, FBS, FBD VALVE RMVL & REPL	1d	10/14/22	10/14/22
290	FILTER #2 TESTING & APPVL	3d	10/17/22	10/19/22
291	**FILTER #1 WORK**	**33d**	**10/20/22**	**12/7/22**
292	PRELIM VALVE ELECTR & INSTRUM WORK	2d	10/20/22	10/21/22

ID	Task Name	Dur	Start	Finish
293	SHUTDOWN 3 -CLOSE SW, FBS, FBD VALVES, ISOLATE TW	1d	10/24/22	10/24/22
294	DEMO EXISTG PIPING/MECH/ELECTRIC; CORE DRILLING	2d	10/25/22	10/26/22
295	FILTER MEDIA REMOVAL	1d	10/27/22	10/27/22
296	CLEANING & CONC REPAIRS	3d	10/28/22	11/1/22
297	INSTALL ELASTOMERIC COATING	11d	11/2/22	11/16/22
298	INSTALL LEVELING GROUT & UNDERDRAINS	5d	11/17/22	11/23/22
299	INSTALL 6" AS SUPPORTS & PIPING	2d	11/28/22	11/29/22
300	INSTALL FILTER MEDIA	2d	11/30/22	12/1/22
301	SHUTDOWN 7 -SW, FBS, FBD VALVE RMVL & REPL	1d	12/2/22	12/2/22
302	FILTER #1 TESTING & APPVL	3d	12/5/22	12/7/22
303	POST-FILTER REPLACEMENT WORK	46d	1/31/23	4/5/23
304	PRE-SHUTDOWN PREP WORK	2d	1/31/23	2/1/23
305	SHUTDOWN 11 -INSTALL BFV-707 & TIE-IN TO FTW SYS	1d	2/2/23	2/2/23
306	FILTER GALLLERY STUD WALL SILL & SIDING REPL	10d	2/3/23	2/16/23
307	PUNCHLIST & CLEANUP	10d	2/17/23	3/3/23
308	FUNCTIONAL SYSTEMS TESTING & INSP APPVLS	5d	3/6/23	3/10/23
309	ELECTR LOOP CHECK & INSTRUM CALIBRATION	3d	3/13/23	3/15/23
310	PERFORMANCE TESTING	5d	3/16/23	3/22/23
311	PSS BASIN READY FOR INTEGRATION PROGRAMMING	0d	3/22/23	3/22/23
312	PROGRAMMING & CONTROL SYSTEMS INTEGRATION	5d	3/23/23	3/29/23
313	OPERATIONAL TESTING	5d	3/30/23	4/5/23
314	FILTER SYSTEM OPERATIONAL	0d	4/5/23	4/5/23
315	AREA 06 -CLEARWELL WORK	36d	12/8/22	1/30/23
316	OPEN TW BYPASS & CLOSE ISOLATION VALVES	1d	12/8/22	12/8/22
317	SHUTDOWN 12 -TEMP BWS TIE-IN & CLEARWELL ISOLATION	1d	12/9/22	12/9/22
318	DRAIN, DEMO LADDER & CONC/STEEL PREP	3d	12/12/22	12/14/22
319	CONCRETE REPAIRS	5d	12/15/22	12/21/22
320	CONC & STEEL COATING	15d	12/22/22	1/13/23
321	MANWAY & LADDER REPLS	2d	1/16/23	1/17/23
322	TESTING & DISINFECTION	5d	1/18/23	1/24/23
323	BWS PUMPS -VALVES & PIPING REPLACEMENT	5d	12/12/22	12/16/22
324	PUNCHLIST & CLEANUP	3d	1/25/23	1/27/23
325	SHUTDOWN 13 -TEMP BWS REMOVAL & OPEN CLEARWELL	1d	1/30/23	1/30/23
326	CLEARWELL OPERATIONAL	0d	1/30/23	1/30/23
327	AREA 03 -CAUSTIC SODA BULK TANK SYSTEM	63d	3/6/23	6/1/23

ID	Task Name	Dur	Start	Finish
328	INSTALL BURIED 2" CS & 1-1/2" TW PIPING	2d	3/6/23	3/7/23
329	INSTALL EXPOSED 2" CS & 1-1/2" TW SUPPTS & PIPING	3d	3/8/23	3/10/23
330	INSTALL BURIED CHEMICAL PAD CONDUITS	2d	3/13/23	3/14/23
331	FORM/REBAR/POUR CHEM SLAB & EQPT PADS	5d	3/15/23	3/21/23
332	INSTALL CS BULK TANK, OVRFLOW & FILL PIPING	5d	3/22/23	3/28/23
333	INSTALL CHEMICAL TRANFER PUMP & ACCS	3d	3/29/23	3/31/23
334	CHEMICAL FEED PIPING & CONN TO 2" CS	3d	4/3/23	4/5/23
335	INSTALL SHWR/EYEWASH STATION; WATER & HOSE ACCS	2d	4/6/23	4/7/23
336	INSTALL ELECTR & INSTRUM EQPT	4d	4/10/23	4/13/23
337	MECH & ELECTR PICKUP & TRIM	5d	4/14/23	4/20/23
338	PRELIM MECH/ELECTRIC EQPT TESTING & PUNCHLIST	2d	4/21/23	4/24/23
339	FUNCTIONAL SYSTEMS TESTING & INSP APPVLS	5d	4/25/23	5/1/23
340	ELECTR LOOP CHECK & INSTRUM CALIBRATION	5d	5/2/23	5/8/23
341	PERFORMANCE TESTING	5d	5/9/23	5/15/23
342	CS BULK TANK SYSTEM READY FOR TIE-IN	0d	5/15/23	5/15/23
343	TIE-IN TO EXISTG CS & TW & PUNCHLIST	2d	5/16/23	5/17/23
344	CS BULK TANK READY FOR INTEGRATION PROGRAMMING	0d	5/17/23	5/17/23
345	PROGRAMMING & CONTROL SYSTEMS INTEGRATION	5d	5/18/23	5/24/23
346	OPERATIONAL TESTING	5d	5/25/23	6/1/23
347	CS BULK TANK OPERATIONAL	0d	6/1/23	6/1/23
348	**AREA 04 -EQPT ROOM RAW WATER PIPE REPLACEMENT**	**6d**	**6/2/23**	**6/9/23**
349	PRE-SHUTDOWN DEMO & PREP WORK	2d	6/2/23	6/5/23
350	SHUTDOWN 14 -12" UW REPL, 18" TW MODS, 1" AL RECONN	1d	6/6/23	6/6/23
351	POST-SHUTDOWN PUNCHLIST & RESTORATION WORK	3d	6/7/23	6/9/23
352	**CLOSEOUT**	**20d**	**6/9/23**	**7/10/23**
353	SUBSTANTIAL COMPLETION	0d	6/9/23	6/9/23
354	PUNCHLIST, CLEANUP & DEMOB	15d	6/12/23	6/30/23
355	CLOSEOUT PROCEDURES	20d	6/12/23	7/10/23
356	PROJECT COMPLETION	0d	7/10/23	7/10/23

STAFF REPORT

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

From: **Mary Rogren, General Manager**

Agenda: **August 10, 2021**

**Report
 Date:**   **August 6, 2021**

Subject: **General Manager's Report**

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Recommendation:
Information Only.

<u>Notice of Availability and Intent to Adopt a Negative Declaration – Water Line
Replacement Under Pilarcitos Creek at Strawflower Village</u>

As the lead agency under California Environmental Quality Act (CEQA), the
District has prepared a Draft Mitigated Negation Declaration (MND) and
supporting Initial Study for the water line replacement under Pilarcitos Creek at
Strawflower Village with the assistance of WRA Environmental Consultants, Inc.
and EKI Environment and Water, Inc.

This significant effort started in Spring of 2020. The Biological Resources
Evaluation (BRE) was forwarded by WRA to the City of Half Moon Bay Planning
Staff earlier this year for review and posting. The required public comment period
for the BRE ended on August 2, 2021.

The Pilarcitos Draft IS/MND was posted on the State CEQA Clearinghouse website
on August 5. The 30-day public noticing period will end September 4, 2021. The
Draft is available via the following link:
https://ceqanet.opr.ca.gov/2021080099

District staff anticipates that a public hearing will be held at the November 9, 2021
Board of Director's meeting.

To:	**Mary Rogren, General Manager**
From:	**James Derbin, Superintendent of Operations**
Agenda:	**August 13, 2021**
Report Date:	**August 6, 2021**

Monthly Highlights

- Valve truck was picked up from Scelzi – See pictures on next page.
- Drained, cleaned, inspected filters at Nunes
- Fire break maintenance at District Facilities continues
- Hydrant replaced at 706 El Granada Blvd.
- Forklift training for all field staff
- Denniston Maintenance continues

Sources of Supply

- **July Source:**
  - Crystal Springs

Projects

- Nunes Water Treatment Plant Improvement Project - Ranger mobilizes on 8/16/21. Several site visits from Ranger and subcontractors last month.

- EKI
  - 100% design on Pilarcitos creek water main crossing replacement complete. Biological Resources Evaluation (BRE) from WRA received and forwarded to City Planning staff for review and posting for required public comment period which ended on August 2, 2021.
  - Grandview/Hwy 1 crossing design underway, 75% complete
  -
- HDR
  - Half Moon Bay Tank 3 replacement project – evaluating size/location/cost scenarios. Meeting with Verizon on HMB tank site

- Cityworks integration with Tyler CS database tested. Field staff continue to use this important program and are picking it up nicely.