

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, August 14, 2018 - 7:00 p.m.

AGENDA

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

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

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

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

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

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

4) CONSENT CALENDAR

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

- A. Approval of disbursements for the month ending July 31, 2018: Claims: \$1,164,478.57; Payroll: \$103,519.48 for a total of \$1,267,998.05 ([attachment](#))
 - *July Monthly Financial Claims reviewed and approved by Vice-President Coverdell*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of June 12, 2018 Regular Board of Directors Meeting ([attachment](#))
- D. Approval of Minutes of July 10, 2018 Regular Board of Directors Meeting ([attachment](#))
- E. Monthly Water Service Connection Transfer Report ([attachment](#))
- F. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- G. Total CCWD Production Reports ([attachment](#))
- H. CCWD Monthly Sales by Category Report -July 2018 ([attachment](#))
- I. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report ([attachment](#))
- J. Monthly Rainfall Reports ([attachment](#))
- K. SFPUC Hydrological Report for the month of June 2018 ([attachment](#))
- L. SFPUC Hydrological Report for the month of July 2018 ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Consider Resolution 2018-__ Adopting an Escheatment Policy for Unclaimed Money for the Coastside County Water District ([attachment](#))
- B. Authorization to Purchase Three Replacement Fleet Trucks ([attachment](#))
- C. Approval of New Job Classifications: (1) Senior Distribution Operator, (2) Treatment/Distribution Operator (Assigned to Distribution); (3) Treatment/Distribution Operator (Assigned to Treatment) ([attachment](#))
- D. Approval of Salary Schedule with Job Classification Changes for FY 2018-2019 effective August 18, 2018 ([attachment](#))
- E. Consider Approval of Resolution 2018-__ Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2018-2019 ([attachment](#))
- F. Consider Approval of Resolution 2018-__ Authorizing the Bay Area Water Supply and Conservation Agency to Negotiate with the City and County of San Francisco to Amend the Water Supply Agreement ([attachment](#))
- G. Resolution 2018-__ Part G - Second Dwelling Units in San Mateo County - of the General Regulations Regarding Water Service ([attachment](#))

- H. Proposed Amendments to the Indoor Water Use Efficiency Ordinance and Setting the Date for a Public Hearing ([attachment](#))

7) **MONTHLY INFORMATIONAL REPORTS**

- A. Assistant General Manager Report ([attachment](#))
- Series 2006B Bond Refinancing Status
 - WaterSmart/AMI (Advanced Metering Infrastructure) Update
- B. Superintendent of Operations Report ([attachment](#))

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

9) **ADJOURNMENT**

**COASTSIDE COUNTY WATER DISTRICT
CLAIMS FOR JULY 2018**

CHECKS				
CHECK DATE	CHECK NO.	VENDOR	VOID CHECK	AMOUNT
07/10/2018	25592	ASSOC. CALIF. WATER AGENCY	\$	11,042.14
07/10/2018	25593	AT&T LONG DISTANCE	\$	140.35
07/10/2018	25594	CALIFORNIA C.A.D. SOLUTIONS, INC	\$	787.50
07/10/2018	25595	JAMES DERBIN	\$	2,600.00
07/10/2018	25596	HASSETT HARDWARE	\$	1,218.22
07/10/2018	25597	U.S. HEALTHWORKS MEDICAL GROUP, P.C.	\$	323.00
07/10/2018	25598	JUSTIFACTS CVS, INC.	\$	67.70
07/10/2018	25599	REPUBLIC SERVICES	\$	523.81
07/10/2018	25600	VERIZON WIRELESS	\$	1,091.57
07/10/2018	25601	JUAN CARLOS SALAZAR	\$	1,400.00
07/10/2018	25602	HEALTH BENEFITS ACWA-JPIA	\$	40,975.16
07/10/2018	25603	COMCAST	\$	200.30
07/10/2018	25604	RECORDER'S OFFICE	\$	98.00
07/10/2018	25605	RECORDER'S OFFICE	\$	101.00
07/10/2018	25606	RECORDER'S OFFICE	\$	101.00
07/10/2018	25607	RECORDER'S OFFICE	\$	50.00
07/10/2018	25608	RECORDER'S OFFICE	\$	98.00
07/10/2018	25609	RECORDER'S OFFICE	\$	101.00
07/10/2018	25610	RECORDER'S OFFICE	\$	101.00
07/10/2018	25611	JAMES COZZOLINO, TRUSTEE	\$	200.00
07/10/2018	25612	SEAN DONOVAN	\$	202.74
07/10/2018	25613	HUE & CRY, INC.	\$	24.00
07/10/2018	25614	STANDARD INSURANCE COMPANY	\$	521.13
07/10/2018	25615	RYAN H. STOLL	\$	168.51
07/10/2018	25616	TPX COMMUNICATIONS	\$	1,823.50
07/10/2018	25617	U.S. BANK GLOBAL CORP TRUST SERVICES	\$	264,523.92
07/10/2018	25618	U.S. BANK GLOBAL CORP TRUST SERVICES	\$	231,497.84
07/11/2018	25619	MASS MUTUAL FINANCIAL GROUP	\$	1,974.65
07/11/2018	25620	VALIC	\$	3,880.00
07/19/2018	25621	RECORDER'S OFFICE	\$	98.00
07/19/2018	25622	RECORDER'S OFFICE	\$	98.00
07/27/2018	25623	ADP, INC.	\$	589.10
07/27/2018	25624	ANDREINI BROS. INC.	\$	9,196.00
07/27/2018	25625	AZTEC GARDENS, INC.	\$	190.00
07/27/2018	25626	BADGER METER, INC.	\$	27.00
07/27/2018	25627	BALANCE HYDROLOGICS, INC	\$	8,616.41
07/27/2018	25628	BFI OF CALIFORNIA, INC.	\$	330.84
07/27/2018	25629	BIG CREEK LUMBER	\$	49.33
07/27/2018	25630	INSTITUTE FOR ENVIRONMENTAL HEALTH, INC.	\$	760.00
07/27/2018	25631	DAVID PEREIRA	\$	1,484.40
07/27/2018	25632	CALCON SYSTEMS, INC.	\$	6,418.13
07/27/2018	25633	CHEMTRADE CHEMICALS US LLC	\$	2,195.16
07/27/2018	25634	CINTAS FIRST AID & SAFETY	\$	825.00
07/27/2018	25635	DATAPROSE, LLC	\$	2,875.52
07/27/2018	25636	ERS INDUSTRIAL SERVICES INC.	\$	11,542.40
07/27/2018	25637	HANSONBRIDGETT. LLP	\$	9,662.00
07/27/2018	25638	HYDROSCIENCE ENGINEERS, INC.	\$	8,360.76
07/27/2018	25639	IRON MOUNTAIN	\$	86.02
07/27/2018	25640	KENNEDY/JENKS CONSULTANTS	\$	6,646.50
07/27/2018	25641	MONTEREY COUNTY LAB	\$	4,556.00
07/27/2018	25642	NATIONAL METER & AUTOMATION	\$	4,552.50
07/27/2018	25643	OFFICE DEPOT	\$	294.95

07/27/2018	25644	ONTRAC	\$	193.24
07/27/2018	25645	PACIFIC GAS & ELECTRIC CO.	\$	45,439.84
07/27/2018	25646	PACIFICA COMMUNITY TV	\$	500.00
07/27/2018	25647	PAKPOUR CONSULTING GROUP	\$	913.61
07/27/2018	25648	PSI-PROCESS SOLUTIONS, INC	\$	1,592.79
07/27/2018	25649	RAFTELIS FINANCIAL CONSULTANTS, INC.	\$	4,227.92
07/27/2018	25650	ROBERTS & BRUNE CO.	\$	9,854.77
07/27/2018	25651	ROGUE WEB WORKS, LLC	\$	192.50
07/27/2018	25652	SAN FRANCISCO WATER DEPT.	\$	283,179.59
07/27/2018	25653	SAN MATEO CTY PUBLIC HEALTH LAB	\$	776.00
07/27/2018	25654	TYLER TECHNOLOGIES, INC	\$	1,253.15
07/27/2018	25655	WEST YOST ASSOCIATES, INC	\$	562.50
07/27/2018	25656	A-1 SEPTIC TANK SERVICE	\$	650.00
07/27/2018	25657	FRANK YAMELLO	\$	235.00
07/27/2018	25658	AMERICAN PORTABLES	\$	600.00
07/27/2018	25659	ANDREINI BROS. INC.	\$	17,152.58
07/27/2018	25660	AT&T	\$	3,667.57
07/27/2018	25661	BAY AREA WATER SUPPLY &	\$	7,925.00
07/27/2018	25662	BAY ALARM COMPANY	\$	559.59
07/27/2018	25663	BFI OF CALIFORNIA, INC.	\$	976.75
07/27/2018	25664	BIG CREEK LUMBER	\$	324.88
07/27/2018	25665	CALIFORNIA C.A.D. SOLUTIONS, INC	\$	3,000.00
07/27/2018	25666	CHEVRON/TEXACO UNIVERSAL CARD	\$	2,500.83
07/27/2018	25667	CHEMTRADE CHEMICALS US LLC	\$	1,840.52
07/27/2018	25668	CINTAS FIRST AID & SAFETY	\$	824.00
07/27/2018	25669	PETTY CASH	\$	65.40
07/27/2018	25670	CURLEY & RED'S INC. BODY SHOP	\$	150.80
07/27/2018	25671	ELECSYS INTERNATIONAL CORP	\$	250.00
07/27/2018	25672	GRAINGER, INC.	\$	531.72
07/27/2018	25673	HACH CO., INC.	\$	1,023.29
07/27/2018	25674	HMB BLDG. & GARDEN INC.	\$	76.49
07/27/2018	25675	IRON MOUNTAIN	\$	528.33
07/27/2018	25676	IRVINE CONSULTING SERVICES, INC.	\$	2,978.95
07/27/2018	25677	JOHN'S SALT SERVICE, INC	\$	6,295.40
07/27/2018	25678	GLENNA LOMBARDI	\$	118.00
07/27/2018	25679	MASS MUTUAL FINANCIAL GROUP	\$	1,974.65
07/27/2018	25680	MISSION UNIFORM SERVICES INC.	\$	245.34
07/27/2018	25681	NORTHSTAR CHEMICAL	\$	2,319.00
07/27/2018	25682	OFFICE DEPOT	\$	695.94
07/27/2018	25683	OFFICIAL PAYMENTS CORPORATION	\$	150.00
07/27/2018	25684	OFFICIAL PAYMENTS CORPORATION	\$	52.31
07/27/2018	25685	ONTRAC	\$	80.54
07/27/2018	25686	PAULO'S AUTO CARE	\$	1,927.97
07/27/2018	25687	PITNEY BOWES, INC.	\$	184.85
07/27/2018	25688	PITNEY BOWES	\$	211.91
07/27/2018	25689	RAY A MORGAN COMPANY INC.	\$	1,380.63
07/27/2018	25690	RICOH USA INC	\$	503.07
07/27/2018	25691	ROBERTS & BRUNE CO.	\$	14,237.86
07/27/2018	25692	STATE WATER RESOURCES CONTROL BD	\$	130.00
07/27/2018	25693	STEVEN MELO, INC.	\$	1,155.00
07/27/2018	25694	TEAMSTERS LOCAL UNION #856	\$	1,063.00
07/27/2018	25695	JAMES TETER	\$	8,426.31
07/27/2018	25696	SUSAN TURGEON	\$	179.91
07/27/2018	25697	TYLER TECHNOLOGIES, INC	\$	3,397.17
07/27/2018	25698	UGSI CHEMICAL FEED, INC.	\$	2,178.20
07/27/2018	25699	UNDERGROUND SERVICE ALERT	\$	786.40
07/27/2018	25700	UPS STORE	\$	214.51

07/27/2018	25701	VALIC	\$	4,030.00
07/27/2018	25702	VERIZON WIRELESS	\$	1,568.99
07/27/2018	25703	RAYMOND WINCH	\$	105.91
07/27/2018	25704	JAMES MEEKS	\$	60.16
07/27/2018	25705	IVY FANG	\$	540.85
07/27/2018	25706	HAVEN LUND	\$	31.80
07/30/2018	25707	LANCE LEANZA	\$	165.27
07/30/2018	25708	FRANCA RAMACCIOTTI	\$	142.75
07/30/2018	25709	ROBYN DUNLAP	\$	11.21
07/30/2018	25710	BRAD LEHAN	\$	726.20
07/30/2018	25711	PAUL LATTER	\$	37.53
07/30/2018	25712	DEL MAR PROPERTIES ATTN:MORIAH	\$	48.80
07/30/2018	25713	CYNTHIA GAGE	\$	22.84
07/30/2018	25714	SHERRE ENGLAND	\$	155.42
07/30/2018	25715	BAY PACIFIC PIPELINES INC.	\$	270.23
07/30/2018	25716	INTERNATIONAL CITY MGMT ASSOC RETIREMENT CORP	\$	3,600.00
		SUBTOTAL CLAIMS FOR MONTH	\$	1,099,263.60

WIRE PAYMENTS

<u>MONTH</u>	<u>VENDOR</u>	<u>AMOUNT</u>
07/03/2018	DFT0000141 CalPERS FISCAL SERVICES DIVISION	\$ 134.84
07/03/2018	DFT0000142 CalPERS FISCAL SERVICES DIVISION	\$ 53.52
07/03/2018	DFT0000143 CalPERS FISCAL SERVICES DIVISION	\$ 31,045.96
07/12/2018	DFT0000144 PUB. EMP. RETIRE SYSTEM	\$ 13,734.35
07/11/2018	DFT0000145 PUB. EMP. RETIRE SYSTEM	\$ 2,152.71
07/26/2018	DFT0000146 PUB. EMP. RETIRE SYSTEM	\$ 13,766.63
7/31/2018	BANK AND CREDIT CARD FEES	\$ 4,326.96
	SUBTOTAL WIRE PAYMENTS FOR MONTH	\$ 65,214.97

TOTAL CLAIMS FOR THE MONTH

\$ 1,164,478.57



Coastside County Water District

Monthly Budget Report

Account Summary

For Fiscal: 2018-2019 Period Ending: 07/31/2018

	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	1,071,790.00	1,194,047.60	122,257.60	11.41 %	1,071,790.00	1,194,047.60	122,257.60	11.41 %	11,710,500.00
	Total RevType: 1 - Operating:	1,071,790.00	1,194,047.60	122,257.60	11.41 %	1,071,790.00	1,194,047.60	122,257.60	11.41 %	11,710,500.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	4,167.00	3,093.18	-1,073.82	-25.77 %	4,167.00	3,093.18	-1,073.82	-25.77 %	50,000.00
1-4180-00	Late Notice - 10% Penalty	5,000.00	5,710.74	710.74	14.21 %	5,000.00	5,710.74	710.74	14.21 %	60,000.00
1-4230-00	Service Connections	833.00	1,486.32	653.32	78.43 %	833.00	1,486.32	653.32	78.43 %	10,000.00
1-4920-00	Interest Earned	520.00	0.00	-520.00	-100.00 %	520.00	0.00	-520.00	-100.00 %	6,236.00
1-4930-00	Tax Apportionments/County Checks	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	725,000.00
1-4950-00	Miscellaneous Income	2,083.00	440.00	-1,643.00	-78.88 %	2,083.00	440.00	-1,643.00	-78.88 %	25,000.00
1-4955-00	Cell Site Lease Income	13,750.00	15,708.90	1,958.90	14.25 %	13,750.00	15,708.90	1,958.90	14.25 %	165,000.00
1-4965-00	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	325,000.00
	Total RevType: 2 - Non-Operating:	26,353.00	26,439.14	86.14	0.33 %	26,353.00	26,439.14	86.14	0.33 %	1,366,236.00
	Total Revenue:	1,098,143.00	1,220,486.74	122,343.74	11.14 %	1,098,143.00	1,220,486.74	122,343.74	11.14 %	13,076,736.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	250,000.00	356,425.59	-106,425.59	-42.57 %	250,000.00	356,425.59	-106,425.59	-42.57 %	1,900,998.00
1-5230-00	Nunes T P Pump Expense	3,558.00	4,399.00	-841.00	-23.64 %	3,558.00	4,399.00	-841.00	-23.64 %	42,697.00
1-5231-00	CSP Pump Station Pump Expense	44,329.00	25,860.00	18,469.00	41.66 %	44,329.00	25,860.00	18,469.00	41.66 %	337,080.00
1-5232-00	Other Trans. & Dist Pump Expense	2,247.00	2,566.00	-319.00	-14.20 %	2,247.00	2,566.00	-319.00	-14.20 %	26,965.00
1-5233-00	Pilarcitos Canyon Pump Expense	250.00	123.00	127.00	50.80 %	250.00	123.00	127.00	50.80 %	39,248.00
1-5234-00	Denniston T P Pump Expense	10,833.00	10,260.00	573.00	5.29 %	10,833.00	10,260.00	573.00	5.29 %	130,000.00
1-5242-00	CSP Pump Station Operations	892.00	859.17	32.83	3.68 %	892.00	859.17	32.83	3.68 %	10,700.00
1-5243-00	CSP Pump Station Maintenance	3,083.00	2,650.00	433.00	14.04 %	3,083.00	2,650.00	433.00	14.04 %	37,000.00
1-5246-00	Nunes T P Operations - General	6,487.00	8,808.71	-2,321.71	-35.79 %	6,487.00	8,808.71	-2,321.71	-35.79 %	77,850.00
1-5247-00	Nunes T P Maintenance	10,208.00	6,172.46	4,035.54	39.53 %	10,208.00	6,172.46	4,035.54	39.53 %	122,500.00
1-5248-00	Denniston T P Operations-General	3,917.00	4,521.92	-604.92	-15.44 %	3,917.00	4,521.92	-604.92	-15.44 %	47,000.00
1-5249-00	Denniston T.P. Maintenance	8,487.00	4,127.53	4,359.47	51.37 %	8,487.00	4,127.53	4,359.47	51.37 %	101,850.00
1-5250-00	Laboratory Expenses	5,954.00	5,706.32	247.68	4.16 %	5,954.00	5,706.32	247.68	4.16 %	71,450.00
1-5260-00	Maintenance - General	24,308.00	20,684.84	3,623.16	14.91 %	24,308.00	20,684.84	3,623.16	14.91 %	291,700.00
1-5261-00	Maintenance - Well Fields	3,333.00	0.00	3,333.00	100.00 %	3,333.00	0.00	3,333.00	100.00 %	40,000.00
1-5263-00	Uniforms	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	12,500.00
1-5318-00	Studies/Surveys/Consulting	10,000.00	5,000.00	5,000.00	50.00 %	10,000.00	5,000.00	5,000.00	50.00 %	160,000.00
1-5321-00	Water Resources	2,100.00	296.25	1,803.75	85.89 %	2,100.00	296.25	1,803.75	85.89 %	25,200.00

Monthly Budget Report

For Fiscal: 2018-2019 Period Ending: 07/31/2018

	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	2,000.00	0.00	2,000.00	100.00 %	2,000.00	0.00	2,000.00	100.00 %	54,700.00
1-5381-00 Legal	8,333.00	4,000.00	4,333.00	52.00 %	8,333.00	4,000.00	4,333.00	52.00 %	100,000.00
1-5382-00 Engineering	5,000.00	2,480.00	2,520.00	50.40 %	5,000.00	2,480.00	2,520.00	50.40 %	60,000.00
1-5383-00 Financial Services	4,000.00	0.00	4,000.00	100.00 %	4,000.00	0.00	4,000.00	100.00 %	20,000.00
1-5384-00 Computer Services	13,000.00	10,505.92	2,494.08	19.19 %	13,000.00	10,505.92	2,494.08	19.19 %	163,600.00
1-5410-00 Salaries/Wages-Administration	87,222.00	73,884.32	13,337.68	15.29 %	87,222.00	73,884.32	13,337.68	15.29 %	1,133,880.00
1-5411-00 Salaries & Wages - Field	107,733.00	102,463.91	5,269.09	4.89 %	107,733.00	102,463.91	5,269.09	4.89 %	1,400,532.00
1-5420-00 Payroll Tax Expense	13,672.00	13,301.30	370.70	2.71 %	13,672.00	13,301.30	370.70	2.71 %	177,734.00
1-5435-00 Employee Medical Insurance	35,539.00	34,369.74	1,169.26	3.29 %	35,539.00	34,369.74	1,169.26	3.29 %	444,246.00
1-5436-00 Retiree Medical Insurance	4,038.00	3,601.75	436.25	10.80 %	4,038.00	3,601.75	436.25	10.80 %	50,659.00
1-5440-00 Employees Retirement Plan	49,905.00	49,056.89	848.11	1.70 %	49,905.00	49,056.89	848.11	1.70 %	598,859.00
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	5,000.00	6,562.11	-1,562.11	-31.24 %	5,000.00	6,562.11	-1,562.11	-31.24 %	60,000.00
1-5620-00 Office & Billing Expenses	21,800.00	18,843.96	2,956.04	13.56 %	21,800.00	18,843.96	2,956.04	13.56 %	261,600.00
1-5625-00 Meetings / Training / Seminars	2,166.00	1,886.39	279.61	12.91 %	2,166.00	1,886.39	279.61	12.91 %	26,000.00
1-5630-00 Insurance	10,750.00	10,736.08	13.92	0.13 %	10,750.00	10,736.08	13.92	0.13 %	129,000.00
1-5687-00 Membership, Dues, Subscript.	8,000.00	8,836.40	-836.40	-10.46 %	8,000.00	8,836.40	-836.40	-10.46 %	75,970.00
1-5688-00 Election Expenses	1,000.00	0.00	1,000.00	100.00 %	1,000.00	0.00	1,000.00	100.00 %	25,000.00
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 %	20,000.00
1-5705-00 State Fees	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	36,500.00
Total ExpType: 1 - Operating:	769,644.00	798,989.56	-29,345.56	-3.81 %	769,644.00	798,989.56	-29,345.56	-3.81 %	8,354,018.00
ExpType: 4 - Capital Related									
1-5712-00 Debt Service/Existing Bonds 2006B	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	486,383.00
1-5715-00 Debt Service/CIEDB 11-099	264,524.00	264,523.92	0.08	0.00 %	264,524.00	264,523.92	0.08	0.00 %	336,126.00
1-5716-00 Debt Service/CIEDB 2016	231,498.00	231,497.84	0.16	0.00 %	231,498.00	231,497.84	0.16	0.00 %	324,235.00
Total ExpType: 4 - Capital Related:	496,022.00	496,021.76	0.24	0.00 %	496,022.00	496,021.76	0.24	0.00 %	1,146,744.00
Total Expense:	1,265,666.00	1,295,011.32	-29,345.32	-2.32 %	1,265,666.00	1,295,011.32	-29,345.32	-2.32 %	9,500,762.00
Report Total:	-167,523.00	-74,524.58	92,998.42		-167,523.00	-74,524.58	92,998.42		3,575,974.00

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
July 31, 2018**

<u>RESERVE BALANCES</u>	Current Year as of 7/31/18	Prior Year as of 7/31/17
CAPITAL AND OPERATING RESERVE	\$6,212,943.18	\$4,582,652.50
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
TOTAL DISTRICT RESERVES	\$6,462,943.18	\$4,832,652.50

ACCOUNT DETAIL

ACCOUNTS WITH FIRST NATIONAL BANK (FNB)		
CHECKING ACCOUNT*	\$4,233,324.83	\$3,779,069.27
CSP T & S ACCOUNT	\$160,335.12	\$16,930.17
MONEY MARKET GEN. FUND (Opened 7/20/17)	\$19,430.46	\$2,500.00
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$2,049,152.77	\$1,033,453.06
DISTRICT CASH ON HAND	\$700.00	\$700.00
TOTAL ACCOUNT BALANCES	\$6,462,943.18	\$4,832,652.50

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

**COASTSIDE COUNTY WATER DISTRICT
APPROVED CAPITAL IMPROVEMENT PROJECTS
FISCAL YEAR 2018/2019**

7/31/2018

Approved CIP Budget FY 18/19	Actual To Date FY 18/19	Projected Year-End FY 18/19	Variance vs. Budget	% Completed	Project Status/ Comments
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Equipment Purchases & Replacement

06-03	SCADA/Telemetry/Electrical Controls Replacement	\$ 50,000		\$ 50,000	\$ -	0%	
99-02	Vehicle Replacement	\$ 100,000		\$ 100,000	\$ -	0%	

Facilities & Maintenance

08-08	PRV Valves Replacement Project	\$ 30,000		\$ 30,000	\$ -	0%	
09-09	Fire Hydrant Replacement	\$ 140,000		\$ 140,000	\$ -	0%	
16-07	Sample Station Replacement Project	\$ 30,000		\$ 30,000	\$ -	0%	
17-15	Pilarcitos Canyon Emergency Road Repairs	\$ 100,000		\$ 100,000	\$ -	0%	
18-13	Denniston WTP and Tank Road Repairs and Paving	\$ 100,000		\$ 100,000	\$ -	0%	
99-01	Meter Change Program	\$ 20,000		\$ 20,000	\$ -	0%	

Pipeline Projects

06-02	Highway 1 South Pipeline Replacement Project	\$ 750,000	\$ 986	\$ 750,000	\$ -	0%	
07-04	Bell Moon Pipeline Replacement Project	\$ 60,000	\$ 534	\$ 60,000	\$ -	1%	
13-02	Replace 8 Inch Pipeline Under Creek at Pilarcitos Ave	\$ 50,000		\$ 50,000	\$ -	0%	
14-01	Replace 12" Welded Steel Line on Hwy 92 with 8"	\$ 100,000		\$ 100,000	\$ -	0%	
14-27	Grandview 2 Inch Replacement	\$ 50,000		\$ 50,000	\$ -	0%	
14-30	Replace Miscellaneous 2 Inch GS El Granada	\$ 60,000		\$ 60,000	\$ -	0%	
14-31	Ferdinand Avenue - Replace 4" WS Ferdinand Ave. to Columbus	\$ 60,000		\$ 60,000	\$ -	0%	

Pump Stations / Tanks / Wells

06-04	Hazen's Tank Removal	\$ 30,000		\$ 30,000	\$ -	0%	
08-14	Alves Tank Recoating & Refurshment	\$ 600,000		\$ 600,000	\$ -	0%	
19-01	EG Tank #1 Recoating & Refurbishment	\$ 100,000	\$ 399	\$ 100,000	\$ -	0%	
19-XX	Miramar Tank - Chime	\$ 40,000		\$ 40,000	\$ -	0%	
18-05	Denniston Tank THM Residual Control	\$ 80,000		\$ 80,000	\$ -	0%	
18-06	CSP -- (3) Butterfly Valves	\$ 80,000		\$ 80,000	\$ -	0%	
19-XX	Tanks - THM Control	\$ 120,000		\$ 120,000	\$ -	0%	

Water Supply Development

12-12	San Vicente Diversion and Pipeline	\$ 100,000	\$ -	\$ 100,000	\$ -	0%	
17-12	Recycled Water Project Development	\$ 100,000	\$ -	\$ 100,000	\$ -	0%	

Water Treatment Plants

08-07	Nunes Filter Valve Replacement	\$ 500,000		\$ 500,000	\$ -	0%	
13-05	Denniston WTP Emergency Power	\$ 50,000		\$ 50,000	\$ -	0%	

FY 18/19 TOTALS	\$ 3,500,000	\$ 1,919	\$ 3,500,000	\$ -	0%	
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COASTSIDE COUNTY WATER DISTRICT
 APPROVED CAPITAL IMPROVEMENT PROJECTS
 FISCAL YEAR 2018/2019

7/31/2018

Approved CIP Budget FY 18/19	Actual To Date FY 18/19	Projected Year-End FY 18/19	Variance vs. Budget	% Completed	Project Status/ Comments
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FY2017/2018 CIP Projects in process - paid in FY 2018/2019

18-09	Denniston Heater	\$ 4,800	\$ 4,800	\$ (4,800)		
13-08	Crystal Springs Spare 350 HP Motor	\$ 59,803	\$ 65,000	\$ (65,000)		
18-03	CSP Spare 500 Pump Rehabilitation	\$ 41,450	\$ 50,000	\$ (50,000)		
07-03	Pilarcitos Canyon Pipeline Replacement	\$ 4,455	\$ 4,455	\$ (4,455)		Work is budgeted for FY2019/20
12-12	Denniston/San Vicente Water Supply Development	\$ 8,495	\$ 75,000	\$ (75,000)		
14-26	Replace 2" Pipe in Downtown Half Moon Bay	\$ 15,277	\$ 125,000	\$ (125,000)		August completion
	CSP Pump Station Motor Controls	\$ 400	\$ 400	\$ (400)		
10-02 & 12-04	Denniston Booster Pump Station - Transformer Installation		\$ 40,000	\$ (40,000)		\$40K left for PG&E transformer replacement (September)
18-07	EG #2 Tank Chlorination System (Residual Control System)		\$ 50,000	\$ (50,000)		
17-04	Denniston Dam Spillway Repairs		\$ 90,000	\$ (90,000)		

PREVIOUS YEAR TOTALS \$ - \$ 134,679 \$ 504,655 \$ (504,655)

UNSCHEDULED ITEMS (CAPITAL EXPENDITURES) FOR CURRENT FISCAL YEAR 2018/2019

NN-00	Unscheduled CIP	\$ 100,000		\$ 100,000	0%	

NON-BUDGETED TOTALS \$ 100,000 \$ - \$ - \$ 100,000

CIP TOTALS \$ 3,600,000 \$ 136,598 \$ 4,004,655 \$ (404,655)

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

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

Month	Admin (General Legal Fees)	Water Supply Develpmnt	Recycled Water	Transfer Program	CIP	Personnel	Water Shortage	Lawsuits	Infrastructure Project Review (Reimbursable)	TOTAL
Aug-17	2,925		748	387	2,984					7,043
Sep-17	1,625		195	374	4,602	1,778				8,573
Oct-17	975			222	130	1,268				2,595
Nov-17	2,418			226	2,340	525				5,509
Dec-17	4,934			138	1,300	130				6,502
Jan-18	878			412	260				2,178	3,727
Feb-18	4,485			1,052	260	1,040				6,837
Mar-18	1,268			454	962	1,203				3,886
Apr-18	2,503				8,301					10,803
May-18	6,754					1,404				8,158
Jun-18	4,225			406	1,333	358				6,321
Jul-18	7,430			1,680	488	65				9,662

TOTAL	40,418	0	943	5,350	22,958	7,769	0	0	2,178	79,614
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**Engineer Cost Tracking Report
12 Months At-A-Glance**

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

Month	Admin & Retainer	CIP	Studies & Projects	TOTAL	Reimbursable from Projects
Aug-17	1,241	117	2,186	3,544	2,186
Sep-17	480		845	1,325	845
Oct-17	480		930	1,410	930
Nov-17	480		3,007	3,487	3,006
Dec-17	480		338	818	338
Jan-18	480	1,935	1,683	4,098	1,683
Feb-18	480	1,014	7,788	9,282	7,788
Mar-18	1,021	4,270	1,905	7,196	1,905
Apr-18	480	2,197	338	3,015	338
May-18	1,115	1,188		2,303	
Jun-18	480	1,099	169	1,748	169
Jul-18	480	4,989	2,958	8,427	2,958
TOTAL	7,697	16,807	22,147	46,651	22,146

Calcon T&M Projects Tracking
as of 7/31/2018

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Actual thru 6/30/18	Project Billings FY2018-19	
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	Denniston To Do List	Closed				\$ 2,930.00		
CAL-15-03	Nunes & Denniston Turbidity Meters	Closed			\$6,612.50	\$ 12,536.12		
CAL-15-04	Phase II Control System Upgrade	Closed	6/23/2015	8/11/2015	\$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	EI Granada Tank No. 3 Recoating	Closed	12/16/2016		\$6,904.50	\$ 6,845.00		
CAL-17-03	Nunes Valve Control	Closed	6/29/2017	7/11/2017	\$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		
Closed Projects - Subtotal (pre FY2018-19)					\$727,491.05	\$ 788,911.02		
Open Projects:								
CAL-17-01	Crystal Springs Leak Valve Control		2/8/2017	2/14/2017	\$8,701.29	\$ 18,055.88		
CAL-17-02	Crystal Springs Requirements & Addtl Controls		2/8/2017	2/14/2017	\$38,839.50	\$ 41,172.06		
CAL-18-03	CSP Breakers & Handles		3/7/2018	3/7/2018	\$25,471.47	\$ 29,167.79		
Open Projects - Subtotal					\$73,012.26	\$88,395.73	\$0.00	
Other: Maintenance								
	Tanks							
	Crystal Springs Maintenance					\$	163.13	
	Nunes Maintenance							
	Denniston Maintenance					\$	4,085.00	
	Distribution System					\$	2,170.00	
TOTAL FY2018/19								\$6,418.13

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING

Tuesday, June 12, 2018

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

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

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending May 31, 2018:
Claims: \$713,422.82; Payroll: \$97,889.27 for a total of \$811,312.09
- B. Acceptance of Financial Reports
- C. Approval of Minutes of May 8, 2018 Regular Board of Directors Meeting
- D. Monthly Water Service Connection Transfer Report
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Reports
- G. CCWD Monthly Sales by Category Report –May 2018
- H. Monthly Emergency Main and Service Repairs Report
- I. Monthly Rainfall Reports
- J. SFPUC Hydrological Report for the month of April 2018
- K. Approval of Water Service Agreement – 620 Avenue Portola, El Granada
- L. Approval of Water Service Agreement – 555 Obispo Road, El Granada

President Feldman noted that Director Glassberg had reviewed the monthly financial claims and found all to be in order.

ON MOTION BY Director Coverdell and seconded by Director Reynolds, the Board voted by roll call vote to approve the Consent Calendar in its entirety:

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

5) **MEETINGS ATTENDED / DIRECTOR COMMENTS**

President Feldman provided a summary of some of the events he had attended at the recent Association of California Water Agencies (ACWA) Spring Conference.

6) **GENERAL BUSINESS**

A. **Resolution 2018-02 Calling for and Giving Notice of a Regular District Election**

Mr. Dickson introduced this item and provided a brief summary of the required election related tasks, including the adoption of the resolution.

ON MOTION BY Director Glassberg and seconded by Director Coverdell, the Board voted by roll call vote to adopt Resolution 2018-02 Calling for and Giving Notice of a Regular District Election to be held on November 6, 2018 and Requesting the County Elections Department to Conduct the Election:

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

B. **Resolution Adopting a Debt Management Policy for the Coastside County Water District**

Ms. Rogren reviewed the background of Senate Bill 1029 (SB 1029) which amended California Government Code 8855, to add certain requirements related to the issuance and administration of debt by local agencies, including requiring the adoption of a debt policy, which impacts the District. Ms. Rogren briefly summarized the materials required to be included in the debt policy.

Director Glassberg expressed a concern with the wording of item 2A of the debt policy and it was agreed by the Board members to replace the word "basic" with the term "District" in the first bullet point in item number 2A of the proposed debt policy.

ON MOTION BY Director Reynolds and seconded by Director Glassberg, the Board voted by roll call vote to adopt Resolution 2018-03 Adopting a Debt Management Policy with the revision of replacing the word "basic" with the term "District" in the first bullet point listed on page 2, Item 2A of the Coastside County Water District Debt Management Policy:

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

C. Resolution Authorizing the Refinancing of an Outstanding Obligation of the Water System, and Approving Loan Agreement and Related Documents

Ms. Rogren introduced Brant Smith, Senior Vice-President of Backstrom McCarley Barry & Company. He advised the Board that his firm had issued a request for proposal, including a brief borrower overview credit profile to eighteen banks, and had received thirteen responses from banks on the loan refinancing; he then summarized those results. He reported on the favorable proposed rate of 2.85% from JP Morgan Chase and reviewed the timeline for the refinancing process. Ms. Rogren then summarized the required Board action contained in the Resolution necessary to proceed with the refinancing of the District's outstanding loan obligation.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to adopt Resolution 2018-04 Authorizing the Refinancing of an Outstanding Obligation of the Water System, and Approving Loan Agreement and Related Documents:

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

D. Approve Salary Schedule with a Cost of Living Adjustment increase for FY 2018-2019 effective July 1, 2018:

Ms. Rogren referenced the proposed Cost of Living Adjustment, as provided for in the Memorandum of Understanding with the Teamsters Union; currently at 3.8%, effective July 1, 2018. She further explained that it is a requirement of CalPERS that the District's Board of Directors approve the annual salary schedule.

ON MOTION BY Director Glassberg and seconded by Director Mickelsen, the Board voted by roll call vote to approve the provided Salary Schedule with a Cost of Living Adjustment increase for FY 2018-2019 effective July 1, 2018:

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

E. Fiscal Year 2018-2019 Budget Process Timeline

Ms. Rogren reminded the Board that the budget process is concluding with the Public Hearing to approve the Operations and Maintenance Budget, the Capital Improvement Program Budget, and the Rate Adjustments for Fiscal Year 2018-2019 and 2019-2020, scheduled for Thursday, June 28, 2018.

F. Proposed Draft Fiscal Year 2018-2019 and Draft Fiscal Year 2019-2020 Operations Budgets; Draft Fiscal Year 2018/2019 to 2027/2028 Capital Improvement Program (CIP); Draft Fiscal Year 2018/2019 to 2022/2023 District Financing Plan; Proposed Rate Increases for Fiscal Years 2018-2019 and 2019-2020; Cost of Service and Rate Study; Public Hearing to Consider and Adopt Proposed Rate Adjustments

Ms. Rogren shared her presentation once again, reiterating the budget comparisons, Capital Improvement Program, Financing Plan, staff's recommendation of a 2.3% revenue increase and rate projections and a review of the residential tiers to promote water efficiency. She also demonstrated proposed consumption charges and residential bill impacts on single family customers with the proposed rate increase.

7) MONTHLY INFORMATIONAL REPORTS

A. Superintendent of Operations Report

Mr. Derbin was absent from the Board meeting. Mr. Dickson answered questions from Board members regarding chlorine residuals and the sampling station replacement program.

B. Water Resources Informational Report

Ms. Brennan reviewed the new Statewide Water Efficiency Goals; Senate Bill 608 and Senate Bill 1668, establishing indoor per capita goals and a frame work for non-residential urban use, as well as agricultural requirements and new reporting requirements for water agencies. She also provided a brief summary and update on the Sustainable Groundwater Management Act (SGMA). The Board discussed and expressed concerns about the potential financial impact of these regulations on the District and its ratepayers.

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

Director Reynolds commented that he would like the District's customers to know that a tax on water utility bills was recently defeated.

11) **ADJOURNMENT** - The meeting was adjourned at 8:46 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary to the District

Robert Feldman, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING

Tuesday, July 10, 2018

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

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

- 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, 2018:
Claims: \$793,204.56; Payroll: \$142,293.04 for a total of \$935,497.60
- B. Acceptance of Financial Reports
- C. Approval of Minutes of June 12, 2018 Regular Board of Directors Meeting
- D. Approval of Minutes of June 28, 2018 Special Board of Directors Meeting
- E. Monthly Water Service Connection Transfer Report
- F. Installed Water Connection Capacity and Water Meters Report
- G. Total CCWD Production Reports
- H. CCWD Monthly Sales by Category Report -June 2018
- I. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- J. Monthly Rainfall Reports
- K. SFPUC Hydrological Report for the month of May 2018
- L. Delegation of Authority to the General Manager to Issue Final Acceptance of Non-Complex Pipeline Extension Project at 400-408 Redondo Beach Road

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

Director Glassberg requested that items 4C and 4D be removed from the Consent Calendar for further discussion.

ON MOTION BY Director Mickelsen and seconded by Director Reynolds, the Board voted by roll call vote to approve the Consent Calendar with the exception of agenda items 4C and 4D, which were removed from the Consent Calendar for further discussion:

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

Director Glassberg commented that with regards to agenda item 4C, the Minutes from the June 12, 2018 CCWD Board meeting referencing item 7B, Water Resources Informational Report, that although he did not believe a substantial amount of details were necessary to be reported in the meeting minutes, he personally thought it would be of value to reflect that the Board expressed concerns about the impact of the new Statewide Water Efficiency Goals on the District and its ratepayers. Staff was directed to listen to the tape of this Board meeting and to include approximately a sentence referencing the Board's discussion of this subject matter and present the revised meeting minutes on the Consent Calendar of the August 14, 2018 Board meeting.

Regarding agenda item 4D, the Special Board Meeting Minutes from June 28, 2018, Director Glassberg raised a procedural question about the motion that was recorded and seconded that did not include a roll call vote but was proposed again later in the meeting. Mr. Miyaki recommended making no changes to these meeting minutes.

ON MOTION BY Director Glassberg and seconded by Director Reynolds, the Board voted by roll call vote to approve item 4D, the Minutes of the June 28, 2018 CCWD Special Board of Directors meeting on the Consent Calendar:

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Mickelsen shared a memo that he had received from the Bay Area Water Supply and Conservation Agency (BAWSCA) regarding the court decision associated with the Restore Hetch Hetchy matter.

6) GENERAL BUSINESS

A. Fiscal 2017-2018 Year-End Financial Results - Preliminary

Ms. Rogren summarized the preliminary results for Fiscal Year ending 2018, highlighting the year to date operating revenue of \$843,000 above budget due to

higher water sales than planned, and year to date expenses, which were \$586,000 under budget. Additionally, she pointed out that the savings were largely due to the utilization of local water sources, personnel costs and legal and engineering services. Ms. Rogren also reported the contributions to the Capital Improvement Program and Reserves as \$4,385,000 compared to a budget of \$2,745,000.

7) MONTHLY INFORMATIONAL REPORTS

A. Assistant General Manager's Report

Ms. Rogren provided updates on the Series 2006B Bond Refinancing, progress on the SFPUC Water System Improvement Program and details of an emergency pipeline repair located on Main Street on July 3, 2018.

B. Superintendent of Operations Report

Mr. Derbin reviewed monthly highlights including replacement projects, fire flow testing and successful simultaneous use of Crystal Springs and Pilarcitos Lake sources.

C. Water Resources Informational Report

Ms. Brennan reported on the completed and distributed 2017 Annual Water Quality Report - Consumer Confidence Report and reviewed the associated outreach efforts. She stated that she was pleased to report that the treated drinking water delivered to District customers met all drinking water quality standards set by the state and federal governments.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

Director Coverdell requested that an update be provided on the status of the District's water rights.

Director Glassberg inquired about the status of items discussed at the Districts previous Strategic Planning Session.

There was a brief break provided at 7:44 p.m. to clear the Board room to prepare for discussion of the Closed Session agenda item. The Closed Session discussion begun at 7:46 p.m.

9) CLOSED SESSION

- A. **Conference with Labor Negotiator
Pursuant to California Government Code Section 54957.6
Agency Designated Representatives: David Dickson, General Manager
and Mary Rogren, Assistant General Manager
Employee Organization: Teamsters Union, Local 856**

10) RECONVENE TO OPEN SESSION

The Board reconvened into open session at 8:35 p.m. Mr. Miyaki reported that in the Closed Session the Board gave direction to its agency designated representatives.

11) ADJOURNMENT - The meeting was adjourned at 8:36 p.m.

Respectfully submitted,

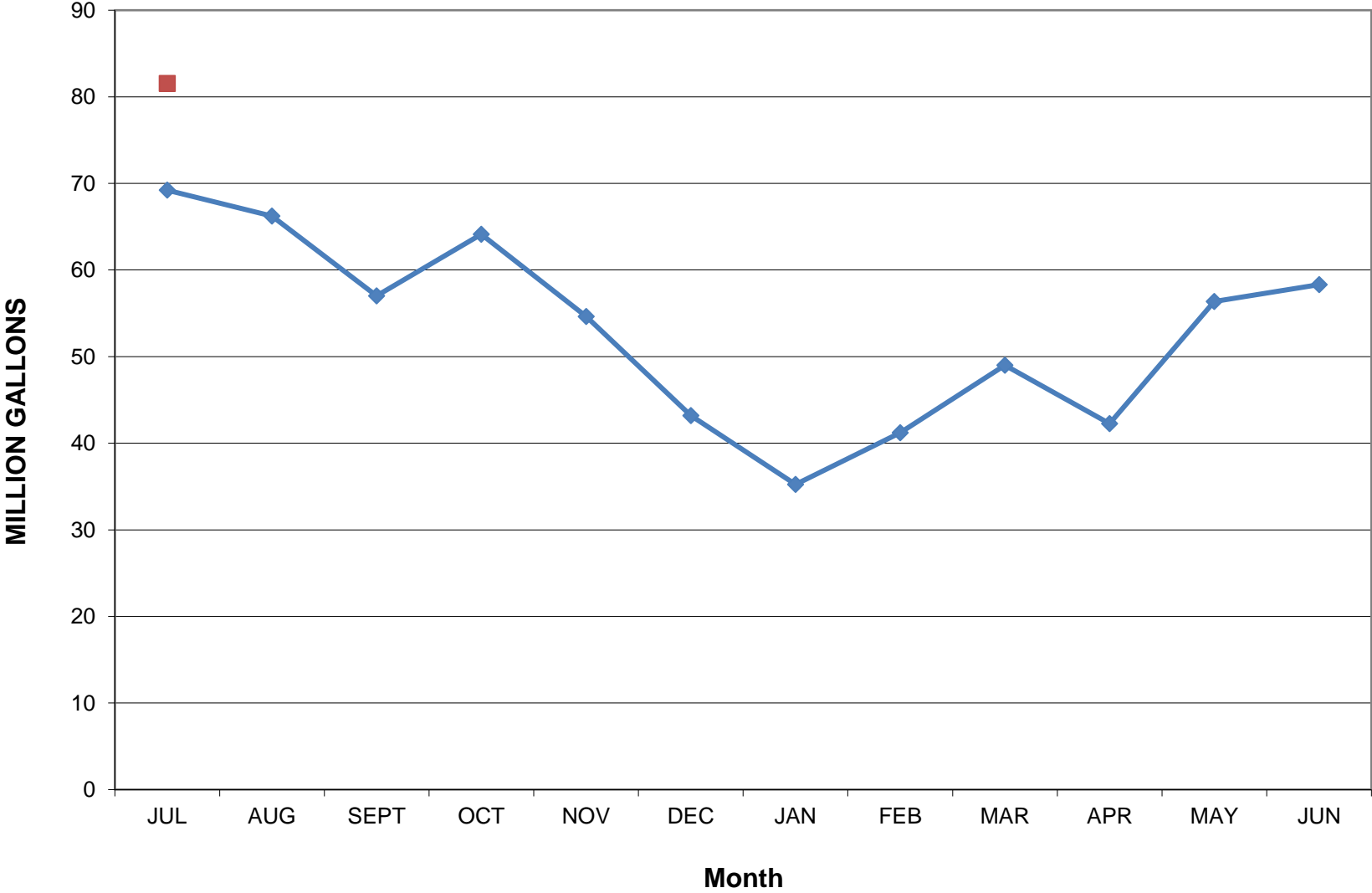
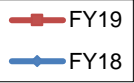
David R. Dickson, General Manager
Secretary to the District

Robert C. Feldman, President
Board of Directors

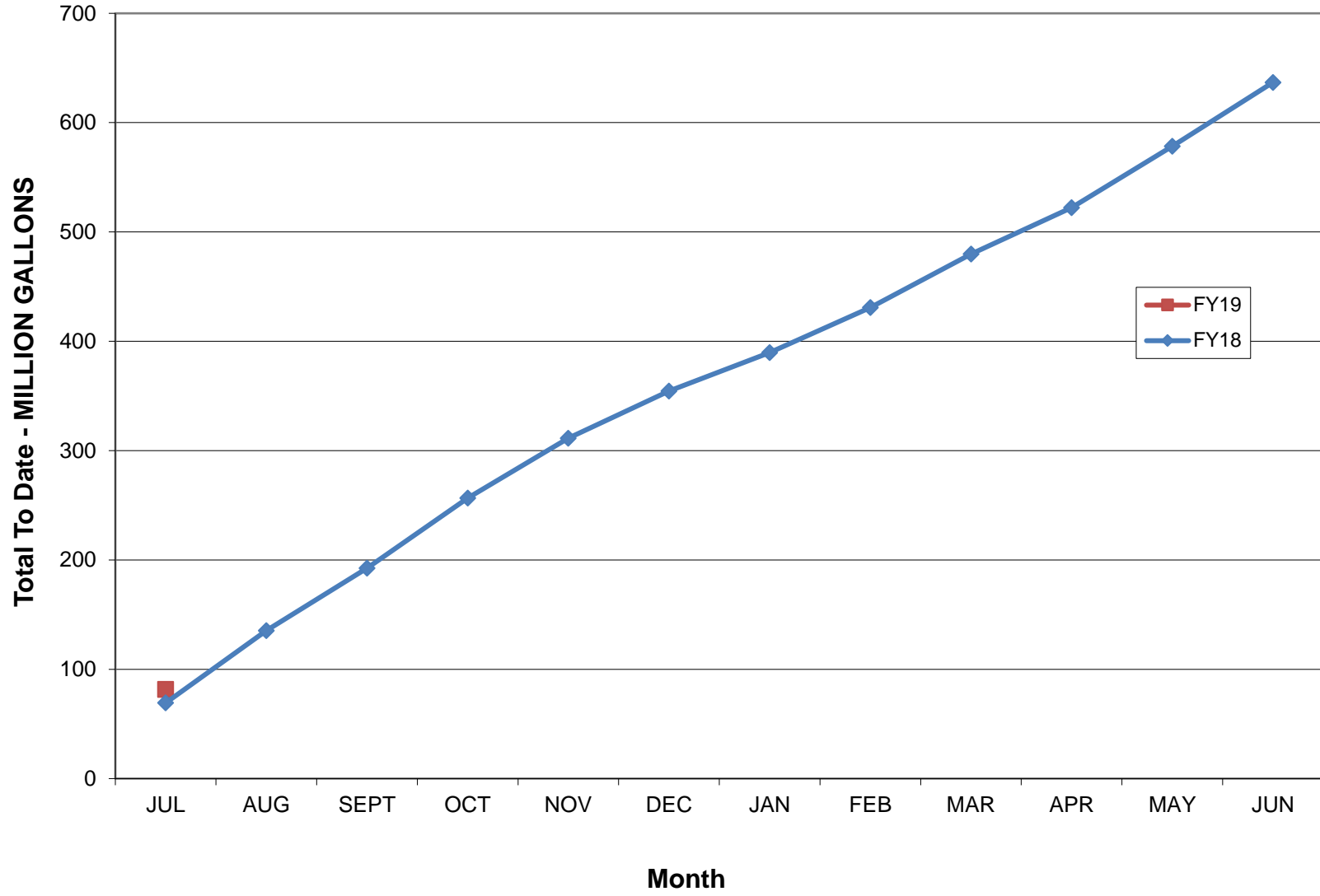
**WATER SERVICE CONNECTION TRANSFER REPORT
TRANSFERS APPROVED FOR THE MONTH OF JULY 2018**

DONATING APN	PROPERTY OWNER(S)	RECIPIENT APN	PROPERTY OWNER(S)	# OF CONNECTIONS	DATE
064-281-370	Gladys Ann Callan Tr	064-342-250	Gladys Ann Callan Tr	1 -- 5/8"	July 11, 2018
064-281-370	Gladys Ann Callan Tr	064-332-360	Gladys Ann Callan Tr	1 -- 5/8"	July 11, 2018

Monthly Production FY 18 vs FY 19



Cumulative Production FY 18 vs FY19



**Coastside County Water District Monthly Sales By Category (MG)
FY2019**

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	21.678												21.68
COMMERCIAL	3.609												3.61
RESTAURANT	1.749												1.75
HOTELS/MOTELS	2.642												2.64
SCHOOLS	0.759												0.76
MULTI DWELL	2.698												2.70
BEACHES/PARKS	0.777												0.78
AGRICULTURE	9.217												9.22
RECREATIONAL	0.236												0.24
MARINE	0.635												0.64
IRRIGATION	7.926												7.93
DETECTOR CHECKS	0.040												0.04
RAW WATER	8.971												8.97
PORTABLE METERS	0.109												0.11
CONSTRUCTION	0.153												0.15
TOTAL - MG	61.20												61.20

Non Residential Usage 39.521
Running 12 Month Total 614.95
 12 mo Residential 315.13
 12 mo Non Residential 299.82

FY2018

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	20.823	40.192	21.242	40.000	18.734	31.360	17.800	29.710	14.860	26.671	16.854	36.024	314.27
COMMERCIAL	3.369	3.103	3.521	2.770	3.543	2.340	3.032	2.330	2.536	2.398	2.978	2.916	34.84
RESTAURANT	1.783	1.563	1.745	1.450	1.601	1.170	1.572	1.200	1.285	1.320	1.481	1.536	17.71
HOTELS/MOTELS	2.762	2.777	2.388	2.290	2.412	1.650	2.079	2.020	1.774	2.311	2.299	2.501	27.26
SCHOOLS	0.567	0.735	0.934	0.810	0.604	0.420	0.540	0.310	0.285	0.278	0.803	0.910	7.20
MULTI DWELL	2.768	3.107	2.817	3.100	2.660	2.760	2.671	2.780	2.296	2.853	2.518	3.076	33.41
BEACHES/PARKS	0.554	0.589	0.708	0.530	0.340	0.090	0.178	0.140	0.135	0.156	0.316	0.481	4.22
AGRICULTURE	6.107	6.007	8.518	7.420	6.220	6.520	4.656	6.300	5.309	6.417	5.130	7.271	75.87
RECREATIONAL	0.266	0.354	0.215	0.320	0.197	0.290	0.215	0.290	0.169	0.267	0.192	0.245	3.02
MARINE	0.597	0.666	0.640	0.440	0.653	0.590	0.446	0.330	0.323	0.305	0.419	0.383	5.79
IRRIGATION	6.166	5.258	1.570	2.250	0.986	0.880	0.767	0.850	0.536	0.500	1.113	5.620	26.50
RAW WATER	8.783	10.435	7.389	8.250	4.969	0.010	0.013	1.700	0.011	3.064	2.520	0.064	47.21
DETECTOR CHECKS	0.019	0.044	0.022	0.030	0.002	0.030	0.016	0.050	0.021	0.037	0.034	6.858	7.16
PORTABLE METERS	0.267	0.248	0.323	0.290	0.203	0.190	0.041	0.150	0.090	0.306	0.197	0.403	2.71
CONSTRUCTION	NA	NA	NA	NA	0.108	0.270	0.188	0.150	0.142	0.202	0.144	0.218	1.42
TOTAL - MG	54.83	75.08	52.03	69.95	43.23	48.57	34.21	48.31	29.77	47.09	37.00	68.51	608.58

MONTH Jul-18

CCWD Monthly Discharge/Leak Report

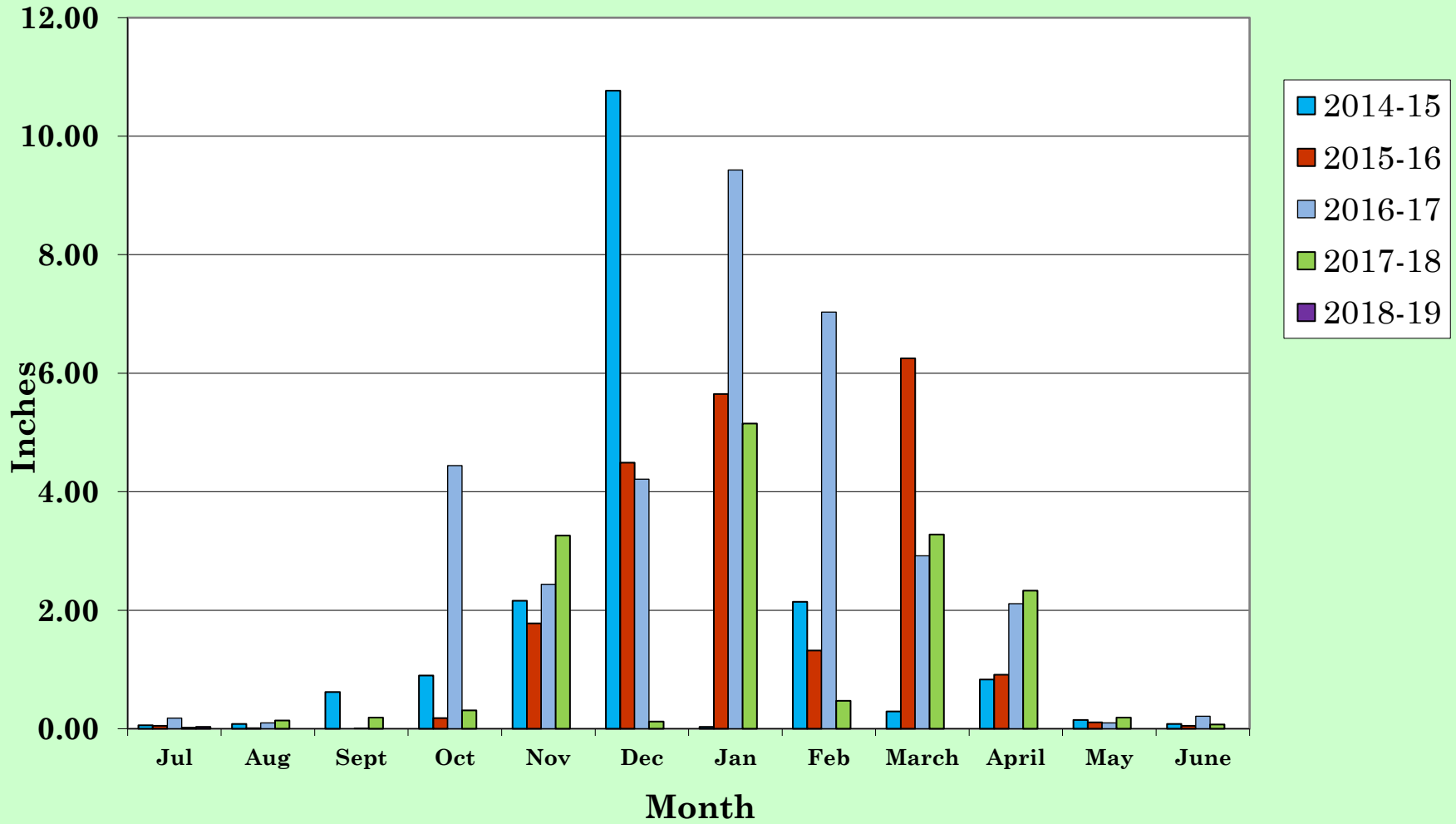
	Date Reported Discovered	Date Repaired	Location		Pipe Class	Pipe Size & Type	Estimated Water Loss MG
1	7/9/2018	7/10/18	429 Poplar Street HMB		S	1" PL	7,200
2	7/9/2019	7/11/2018	275 Poplar Street HMB		S	1"PL	14,400
3							
4							
5							
6							
7							
8							
Total							0.022

OTHER DISCHARGES	
Total Volumes (MG)	
Flushing Program	0.015
Reservoir Cleaning	
Automatic Blowoffs	0.121
Dewatering Operations	0.010
Other (includes flow testing)	0.048
PLANNED DISCHARGES GRAND TOTAL (MG)	
0.194	

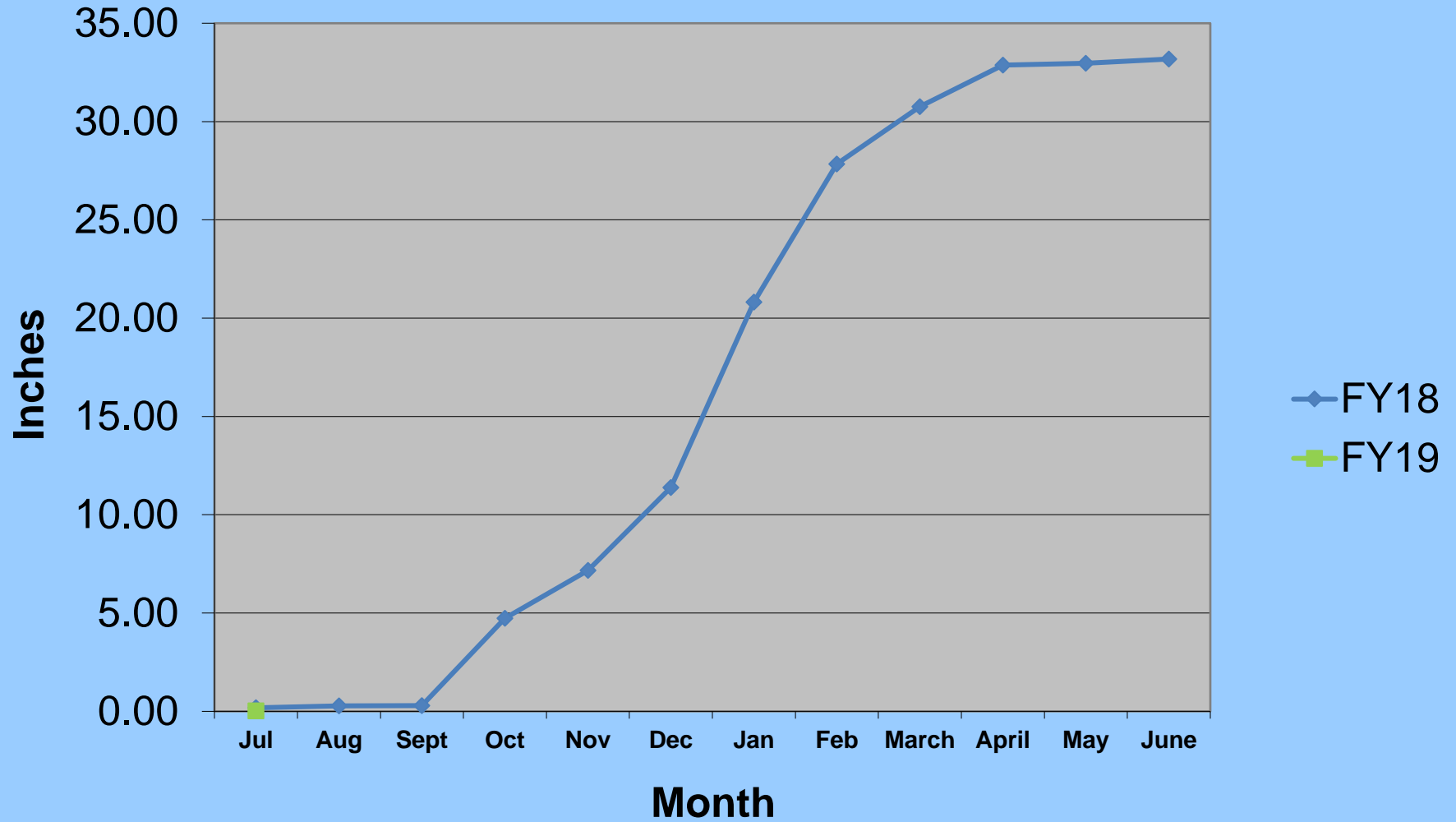
Coastside County Water District

Rainfall by Month

Fiscal Years 14 - 19

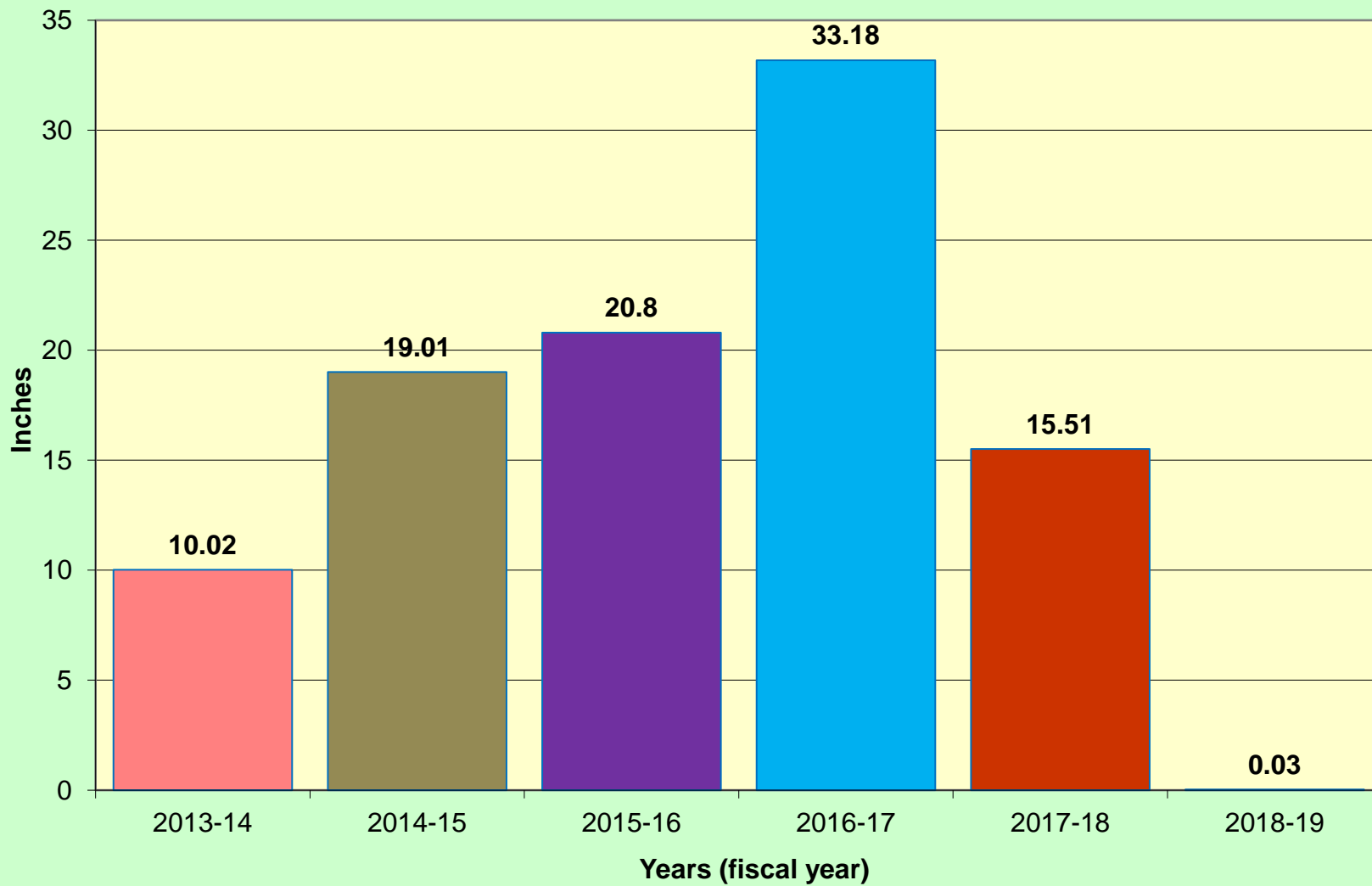


Rainfall Total Comparison Fiscal Years 18-19



Rain Totals

Fiscal Years 13 - 18



San Francisco Public Utilities Commission
Hydrological Conditions Report
June 2018

J. Chester, C. Graham, & N. Waelty, July 9, 2018



Hetch Hetchy and Kolana Rock as seen from Wampama Falls

System Storage

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

Table 1 Current Storage As of July 1, 2018							
Reservoir	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 ¹	359,375		360,360		985		99%
Cherry ²	254,571		268,810		14,239		95%
Eleanor ³	25,216		27,100		1,884		93%
Water Bank	580,716		645,748		65,032		90%
Tuolumne Storage	1,219,878		1,302,018		82,140		94%
Local Bay Area Storage							
Calaveras ⁴	24,420	7,957	96,824	31,550	72,404	23,593	25%
San Antonio	49,285	16,060	50,496	1,352	1,211	395	98%
Crystal Springs	55,009	17,925	58,377	19,022	3,368	1,097	94%
San Andreas	17,391	5,667	18,996	6,190	1,605	523	92%
Pilarcitos	2,765	901	2,995	976	230	75	92%
Total Local Storage	148,870	48,509	227,688	59,090	78,818	25,683	65%
Total System	1,368,748		1,529,706		160,958		89%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates activated.

² Maximum Cherry Lake storage with flash-boards removed.

³ Maximum Lake Eleanor storage with flash-boards installed.

⁴ Available capacity does not take into account current DSOD storage restrictions.

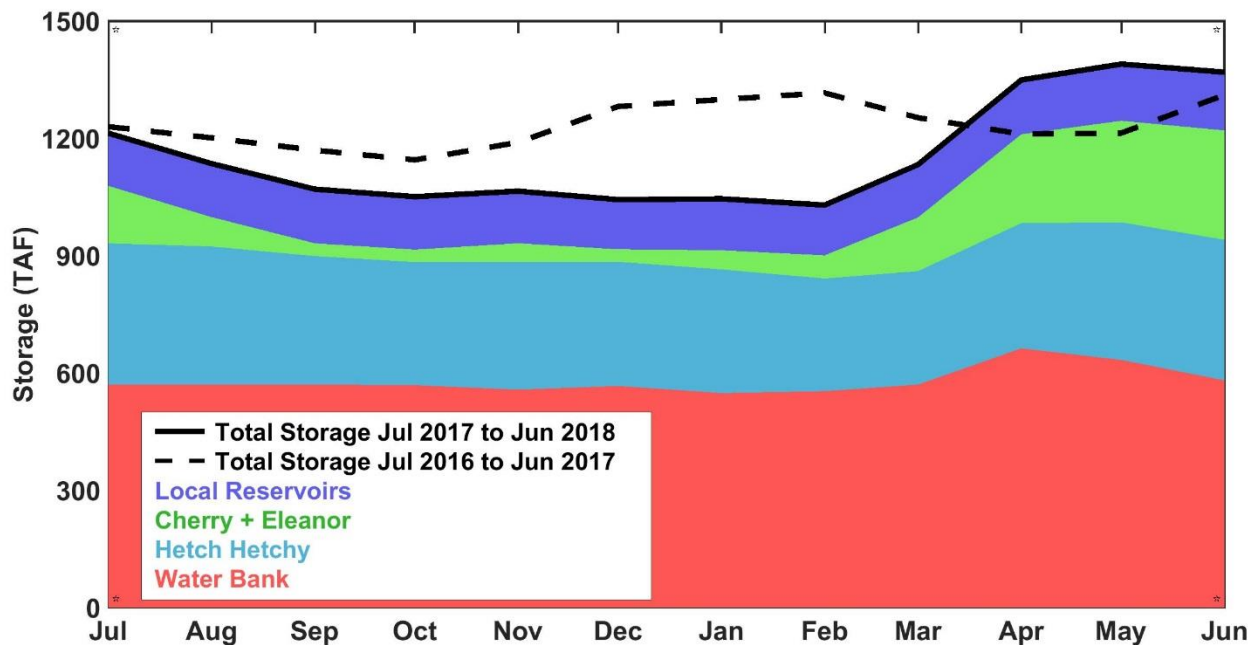


Figure 1: Monthly system storage for past 12 months in thousand acre-feet (TAF). Color bands show relative contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.

Hetch Hetchy System Precipitation Index ^{5/}

Current Month: The June 2018 six-station precipitation index was 0.01 inches, or 1% of the average index for the month.

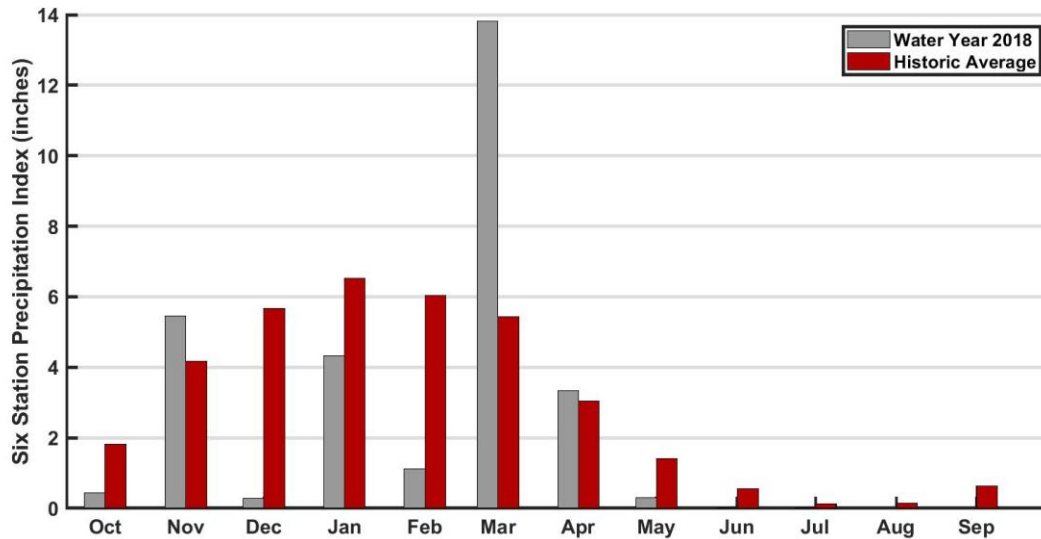


Figure 2: Monthly distribution of the Hetch Hetchy six-station precipitation index as percent of the annual average precipitation, as of July 1, 2018.

Cumulative Precipitation to Date: As of July 1, the six-station precipitation index for water year 2018 was 28.76 inches, which is 81% of the average annual water year total. Hetch Hetchy received no precipitation in June, for a total of 31.96 inches for Water Year 2018. The cumulative Hetch Hetchy precipitation is shown in Figure 3 in red.

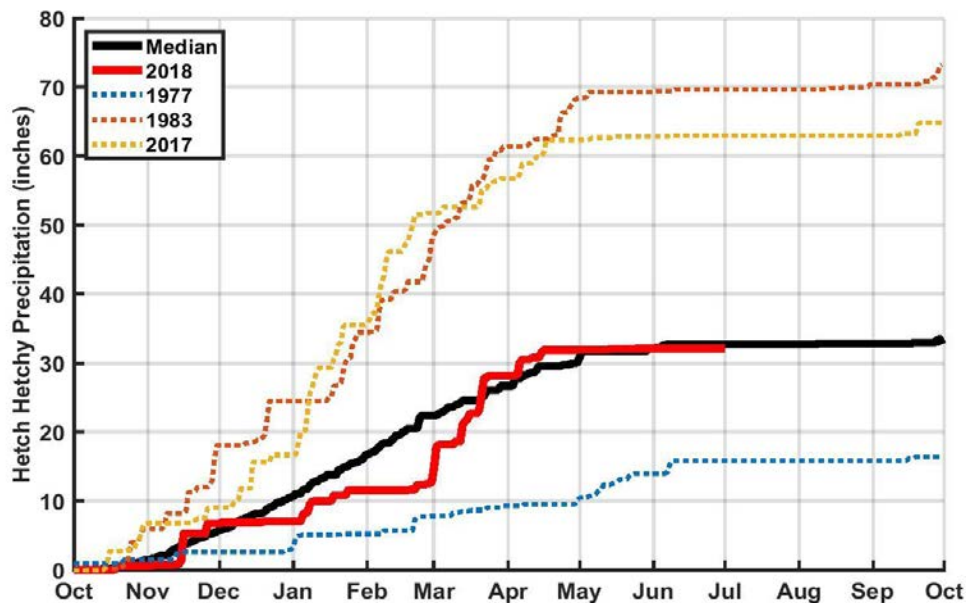


Figure 3: Water year 2018 cumulative precipitation measured at Hetch Hetchy Reservoir through July 1, 2018. Precipitation at the Hetch Hetchy gauge for wet, dry, median, and WY 2017 are included for comparison purposes.

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

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange as of July 1, 2018 is summarized below in Table 2.

*All flows are in acre feet	June 2018				October 1, 2017 through June 30, 2018			
	Observed Flow	Median ⁶	Mean ⁶	Percent of Mean	Observed Flow	Median ⁶	Mean ⁶	Percent of Mean
Inflow to Hetch Hetchy Reservoir	97,329	203,520	206,165	47%	625,382	655,559	644,346	97%
Inflow to Cherry Lake and Lake Eleanor	31,133	78,630	87,355	36%	410,303	422,299	421,404	97%
Tuolumne River at La Grange	154,830	319,268	344,820	45%	1,605,110	1,542,997	1,659,983	97%
Water Available to City	9,355	136,136	188,353	5%	666,636	561,406	716,317	93%

⁶Hydrologic Record: 1919 – 2015

Hetch Hetchy System Operations

Power draft and releases from Hetch Hetchy Reservoir during the month of June totaled 87,328 acre-feet. Total inflows as of July 1st results in a water year Type A for Hetch Hetchy Reservoir through January 1st, 2019. Hetch Hetchy minimum instream release requirements for June were 125 cfs, and for July are 125 cfs. Hetch Hetchy Reservoir filled 6/13 and spilled until 6/30. Current Hetch Hetchy releases are at minimum environmental releases and water deliveries to the City.

Power draft and valve releases from Cherry Lake totaled 7,129 acre-feet during the month of June. The required minimum instream release from Cherry Lake is 15 cfs through September 30th, 2018. Required minimum release from Lake Eleanor (due to pumping) is 20 cfs through September 15th. Transfer from Lake Eleanor to Cherry Lake have ended as both reservoirs are at seasonal target storage.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for June was 29 MGD. The Sunol Valley Water Treatment Plant production for the month was 15 MGD.

Local System Water Delivery

The average June delivery rate was 227 MGD which is a 8% increase over the May delivery rate of 211 MGD.

Local Precipitation

Dry and seasonably cool conditions persisted throughout the month, below normal rainfall was recorded at all watershed gages. The rainfall summary for June is presented in Table 3.

Reservoir	Month Total (inches)	Percentage of Average for the Month	Water Year to Date ⁷ (inches)	Percentage of Average for the Year-to-Date ⁷
Pilarcitos	0.05	14 %	29.02	77 %
Lower Crystal Springs	0.01	6 %	19.78	75%
Calaveras	0.00	0 %	14.03	67 %

⁷ WY 2018: Oct. 2017 through Sep. 2018.

Snowmelt and Water Supply

The snowpack as measured by the upcountry snow pillows has melted out (Figure 4). Some isolated snowpack remains above 10,000 ft.

Inflows have peaked at all upcountry reservoirs as warm weather has melted the snowpack. Hetch Hetchy Reservoir storage remains within seasonal targets. At Cherry Lake, storage is at our seasonal targets, and we have been drafting water for recreation flows through Holm Powerhouse. Lake Eleanor was drawn down via the Cherry / Eleanor Diversion in June. Total system storage is near 94% as the upcountry reservoirs are managed for summer storage recession. Water Bank is full and projected to debit throughout July to maintain upcountry storage through the summer and fall.

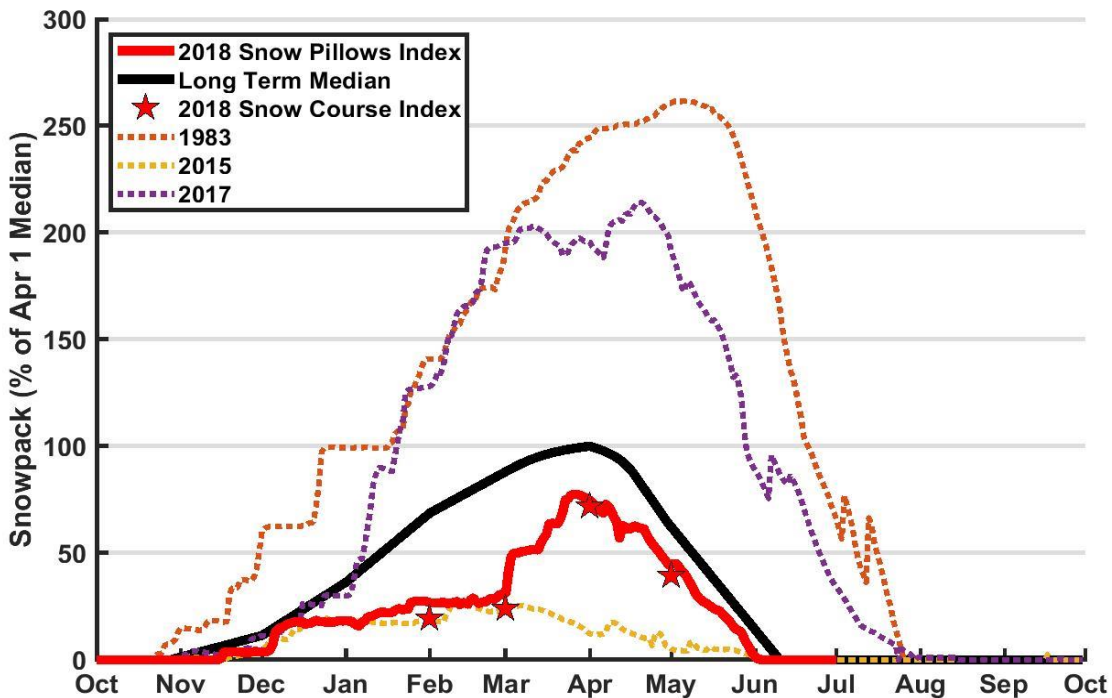


Figure 4: Tuolumne Snow Pillow and Snow Course Indices.

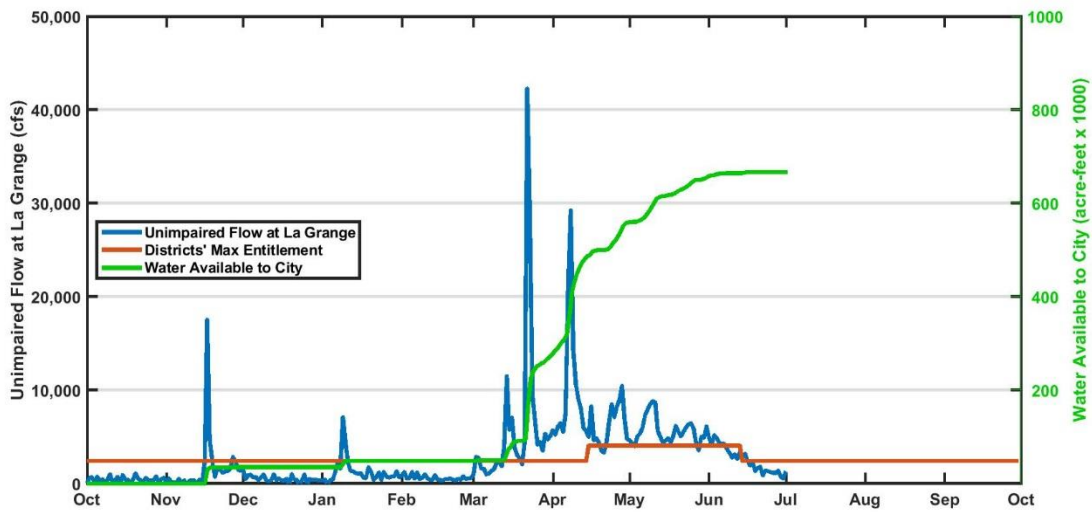


Figure 5: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. Current Water Available to the City is 666,636 acre-feet in WY2018.

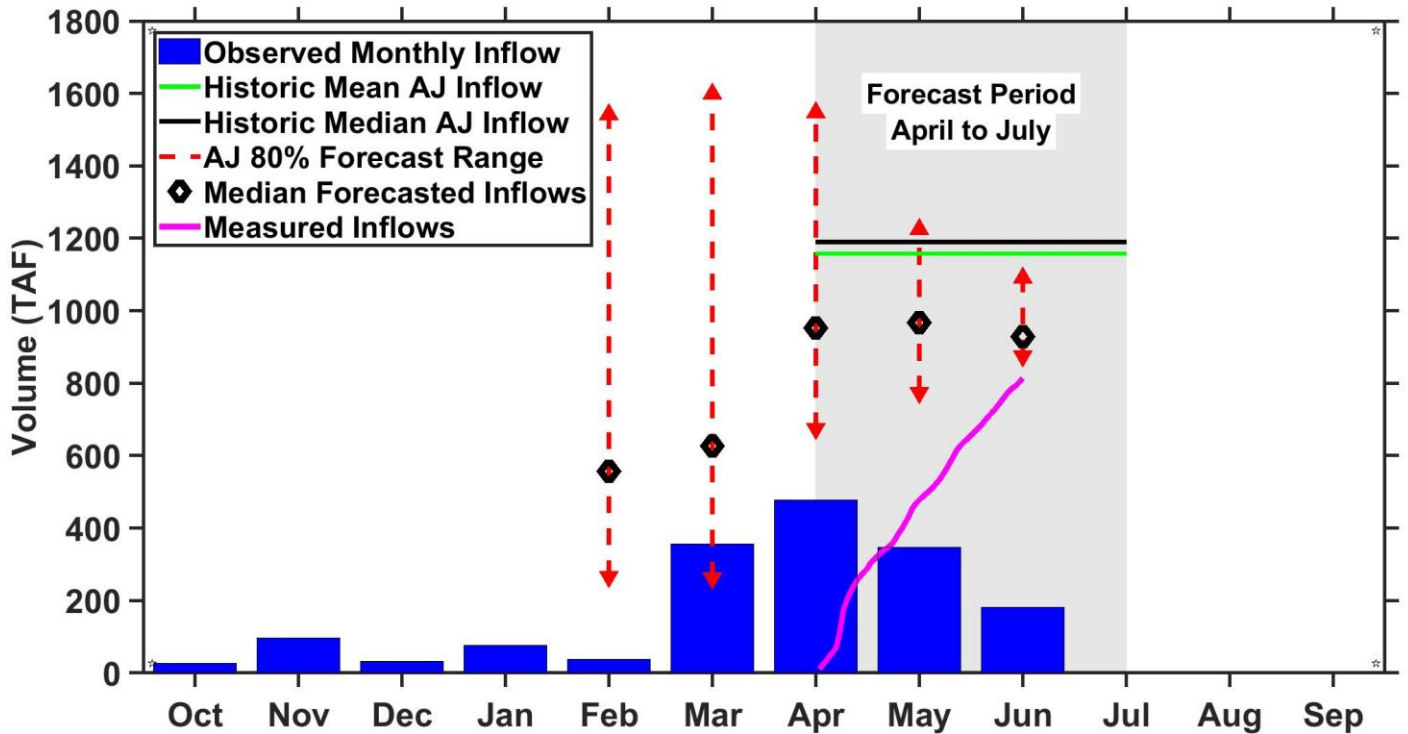


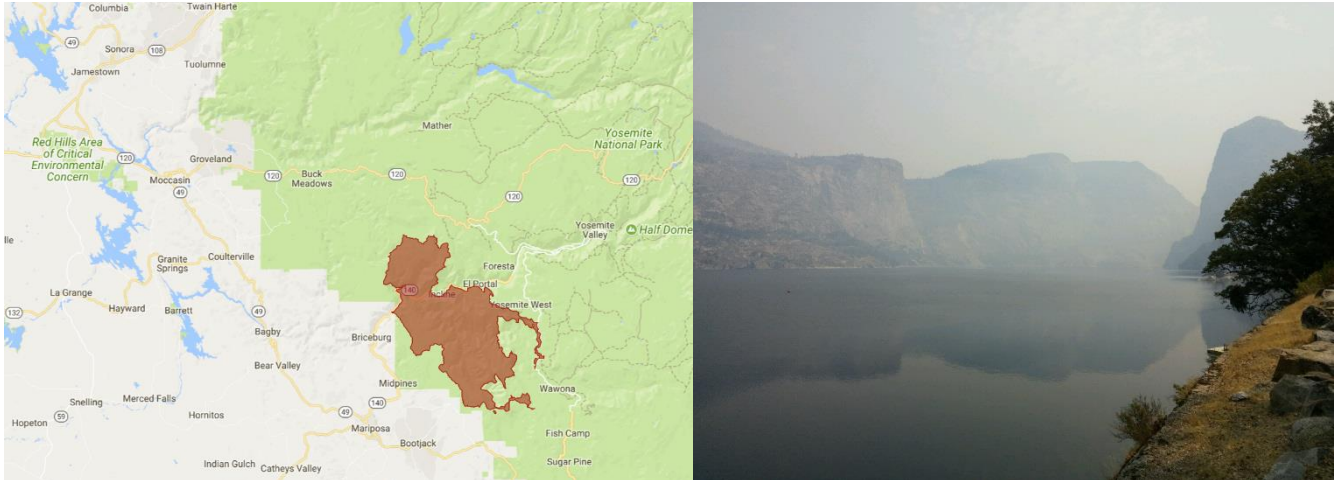
Figure 6: Water year 2018 conditions for the Tuolumne River at La Grange and for the 80% water supply forecast range (triangles represent the 90% and 10% forecasts, the open diamond represents the median forecast). Below average May and June precipitation lead to a minor lowering of the median inflow forecast, and a significant narrowing of the forecast range.

San Francisco Public Utilities Commission

Hydrological Conditions Report

July 2018

J. Chester, C. Graham, N. Waelty, & R. Walters, Aug 2, 2018



Red area indicates extent of Ferguson Fire. Very smoky conditions exist from Moccasin to Hetch Hetchy.

As of August 3rd, the Ferguson Fire is in its 22nd day, at 73,560 acres with 41% containment. The fire is currently limited to the Merced River Drainage, and has resulted in closure of Yosemite Valley and other parts of Yosemite National Park. Due to very smoky conditions, Hetch Hetchy Road has also been closed, though there is currently no danger of the Ferguson Fire reaching the Hetch Hetchy area. As of August 3rd, the fire remains 17 miles from Hetch Hetchy Reservoir and 14 miles from Early Intake, the closest SFPUC facility to the fire. Numerous natural and developed fire breaks lie between SFPUC facilities and the current extent of the Ferguson Fire.

While the access to Hetch Hetchy Reservoir is closed to the public, the area remains accessible to the SFPUC. Routine inspections, water quality checks, security and other operations remain in effect at Hetch Hetchy Reservoir and all other upcountry facilities. Yosemite National Park law enforcement is maintaining security in the area.

The fire extent is expected to remain outside the Tuolumne River Watershed, so no direct impact is expected on Hetch Hetchy Reservoir water quality. The fire has not resulted in significant ash deposits in Hetch Hetchy Reservoir, and no other water quality impacts due to smoke have been observed or are expected. The SFPUC does not anticipate any impairments to water delivery, as all facilities remain well outside the burn area.

System Storage

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

Table 1 Current Storage As of August 1, 2018							
Reservoir	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 ¹	343,158		360,360		17,202		95%
Cherry ²	234,248		268,810		34,562		87%
Eleanor ³	24,100		27,100		3,000		89%
Water Bank ⁴	581,229		610,825		29,597		95%
Tuolumne Storage	1,182,735		1,267,095		84,361		93%
Local Bay Area Storage							
Calaveras ⁵	23,998	7,820	96,824	31,550	72,826	23,730	25%
San Antonio	48,708	15,872	50,496	16,454	1,787	582	97%
Crystal Springs	54,292	17,691	58,377	19,022	4,085	1,331	93%
San Andreas	18,295	5,961	18,996	6,190	702	229	96%
Pilarcitos	2,646	862	2,995	976	348	113	88%
Total Local Storage	147,939	48,206	227,688	74,192	79,748	25,986	65%
Total System	1,330,674		1,494,783		164,109		89%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates activated.

² Maximum Cherry Lake storage with flash-boards removed.

³ Maximum Lake Eleanor storage with flash-boards installed.

⁴ Additional Water Bank storage is derived from flood storage encroachment in Don Pedro.

⁵ Available capacity does not take into account current DSOD storage restrictions.

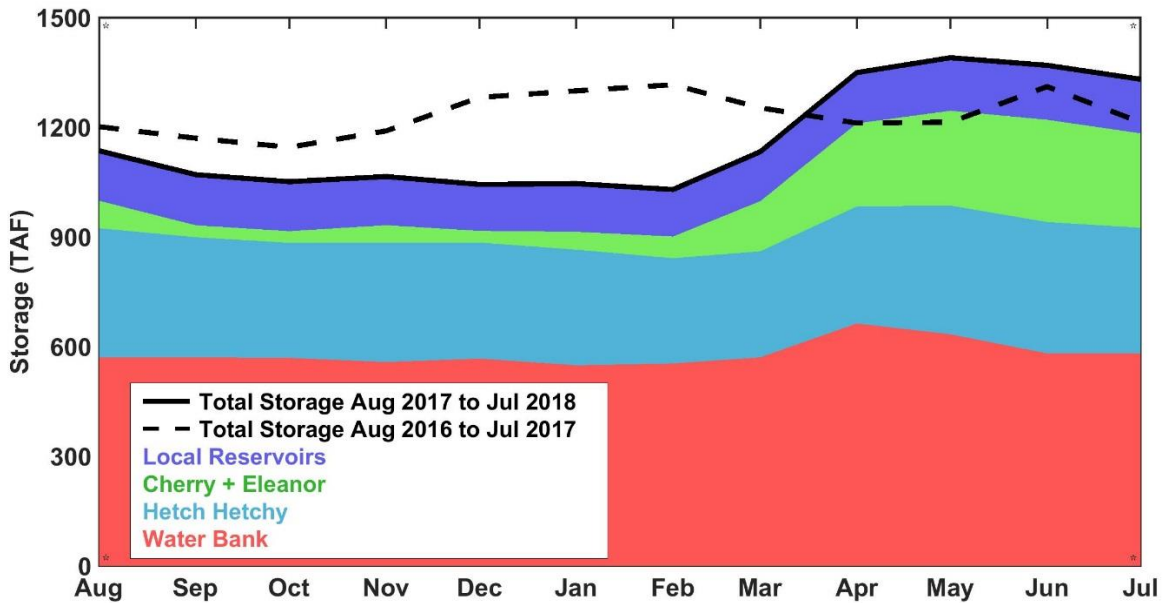


Figure 1: Monthly system storage for past 12 months in thousand acre-feet (TAF). Color bands show relative contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.

Hetch Hetchy System Precipitation Index⁶

Current Month: The June 2018 six-station precipitation index was 0.03 inches, or 23% of the average index for the month.

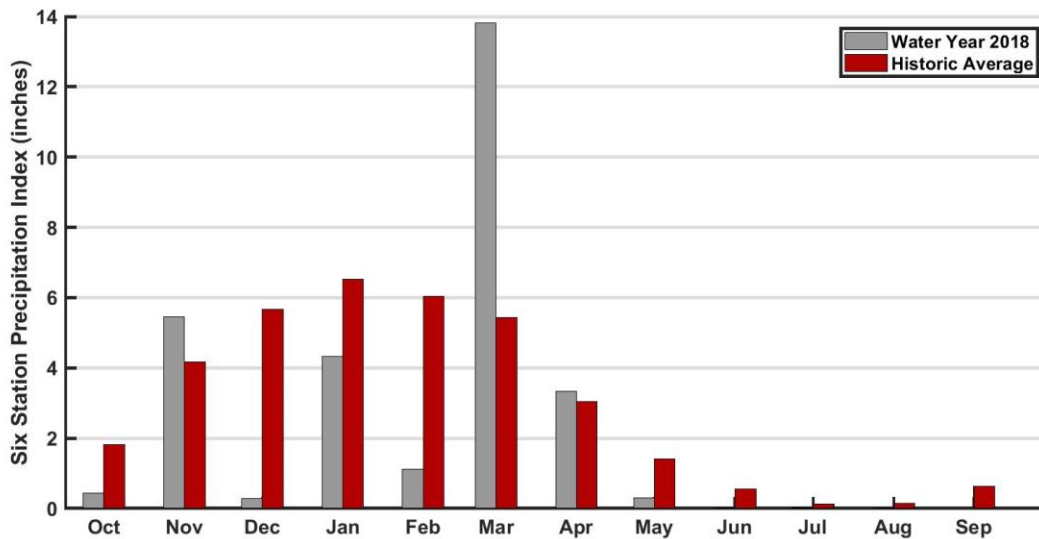


Figure 2: Monthly distribution of the Hetch Hetchy six-station precipitation index as percent of the annual average precipitation, as of August 1, 2018.

Cumulative Precipitation to Date: As of August 1, the six-station precipitation index for Water Year 2018 was 29.10 inches, which is 82% of the average annual water year total, or 84% of the average season-to-date precipitation. Hetch Hetchy received 0.09 inches of precipitation in July, for a total of 32.25 inches for Water Year 2018. The cumulative Hetch Hetchy precipitation is shown in Figure 3 in red.

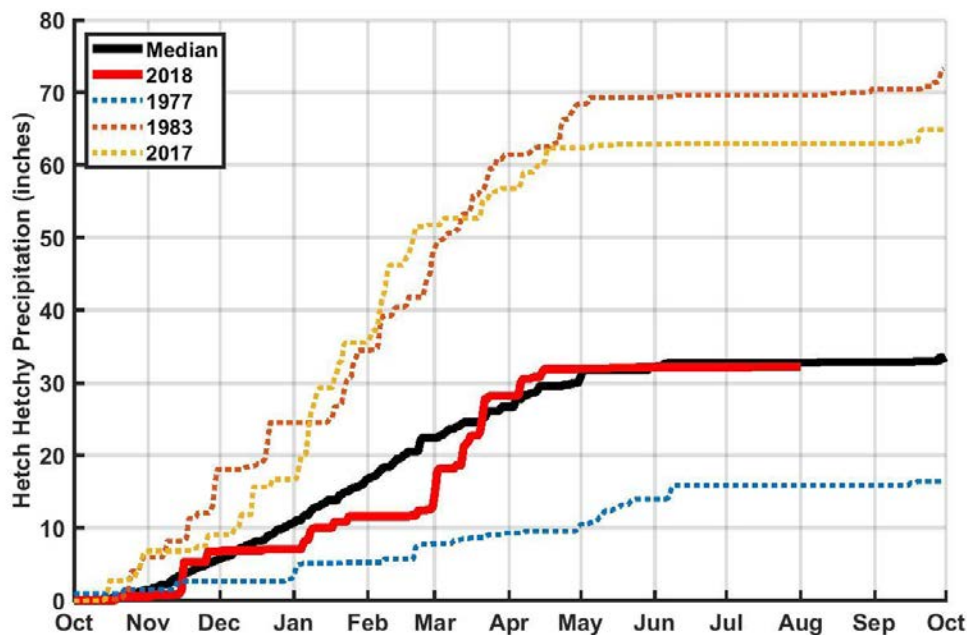


Figure 3: Water year 2018 cumulative precipitation measured at Hetch Hetchy Reservoir through August 1, 2018. Precipitation at the Hetch Hetchy gauge for wet, dry, median, and WY 2017 are included for comparison purposes.

⁶The precipitation index is computed using six Sierra precipitation stations and is an indicator of the wetness of the basin for the water year to date. The index is computed as the average of the six stations and is expressed in inches and in percent.

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange as of August 1, 2018 is summarized below in Table 2.

*All flows are in acre feet	July 2018				October 1, 2017 through July 31, 2018			
	Observed Flow	Median ⁷	Mean ⁷	Percent of Mean	Observed Flow	Median ⁷	Mean ⁷	Percent of Mean
Inflow to Hetch Hetchy Reservoir	16,814	41,332	74,776	22%	642,196	690,063	718,528	89%
Inflow to Cherry Lake and Lake Eleanor	-551 ⁸	11,540	25,516	-2%	409,752	439,143	446,920	92%
Tuolumne River at La Grange	33,949	66,731	119,768	28%	1,639,059	1,653,667	1,778,774	92%
Water Available to City	0	1,193	46,280	0%	666,636	579,119	763,079	87%

⁷Hydrologic Record: 1919 – 2015

⁸Negative inflows are due to uncertainties in evaporation, flows and reservoir rating curves

Hetch Hetchy System Operations

Power draft and releases from Hetch Hetchy Reservoir during the month of July totaled 32,844 acre-feet. Total inflows as of August 1st results in a Water Wear Type A for Hetch Hetchy Reservoir through January 1st, 2019. Hetch Hetchy minimum instream release requirements for July were 125 cfs, and for August are 125 cfs. Current Hetch Hetchy releases are at minimum environmental releases and water deliveries to the City.

Power draft and valve releases from Cherry Lake totaled 19,260 acre-feet during the month of July. The required minimum instream release from Cherry Lake is 15 cfs through September 30th, 2018. Required minimum release from Lake Eleanor (due to pumping) is 20 cfs through September 15th. Transfer from Lake Eleanor to Cherry Lake ended on June 25.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for July was 30 MGD. The Sunol Valley Water Treatment Plant was on standby for the month and no water production occurred.

Local System Water Delivery

The average July delivery rate was 238 MGD which is a 5% increase over the June delivery rate of 227 MGD.

Local Precipitation

Dry conditions characterized the month's weather. The rainfall summary for July is presented in Table 3.

Reservoir	Month Total (inches)	Percentage of Average for the Month	Water Year to Date ⁹ (inches)	Percentage of Average for the Year-to-Date ⁹
Pilarcitos	0.00	0 %	29.02	78 %
Lower Crystal Springs	0.00	0 %	19.78	76 %
Calaveras	0.00	0 %	14.03	66 %

⁹ WY 2018: Oct. 2017 through Sep. 2018.

Water Supply

Inflows at all upcountry reservoirs have receded to summer base flow conditions. Hetch Hetchy Reservoir storage remains within seasonal targets and is drafting according to instream and water delivery demands. At Cherry Lake, storage is within seasonal targets, and we have been drafting water for power production and recreation flows through Holm Powerhouse. Lake Eleanor has begun to slowly draft as minimum releases exceed natural inflows. Total Tuolumne system storage is near 93% as the upcountry reservoirs are managed for summer storage recession. Water Bank is near full and projected to credit throughout August due to environmental releases from all reservoirs and recreational releases from Cherry Reservoir.

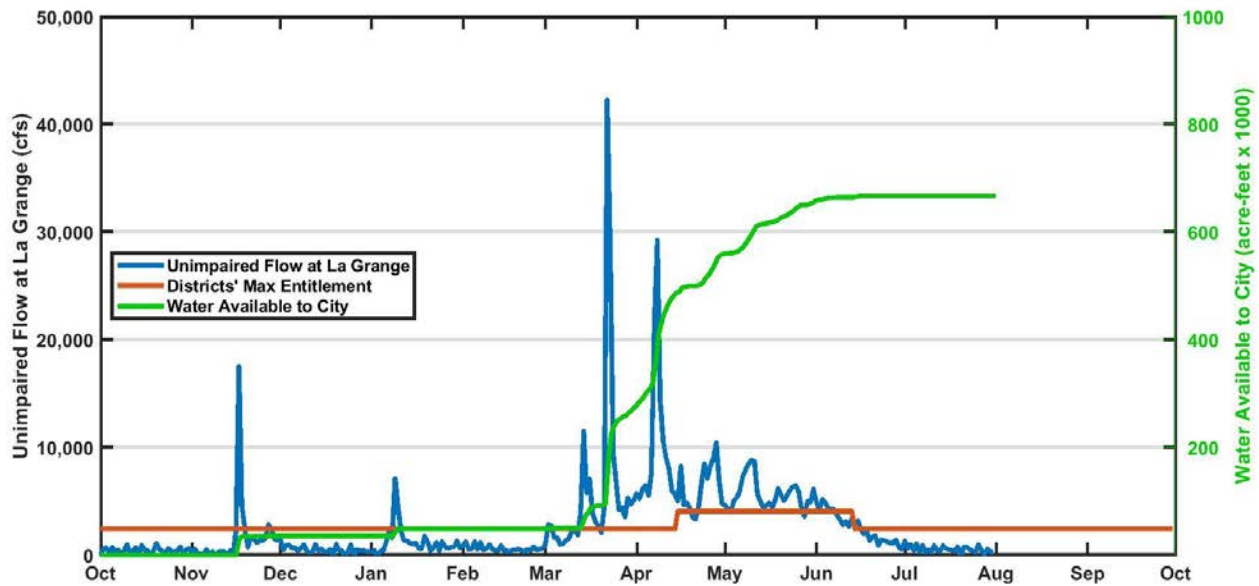


Figure 5: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. Current Water Available to the City is 666,636 acre-feet in WY2018.

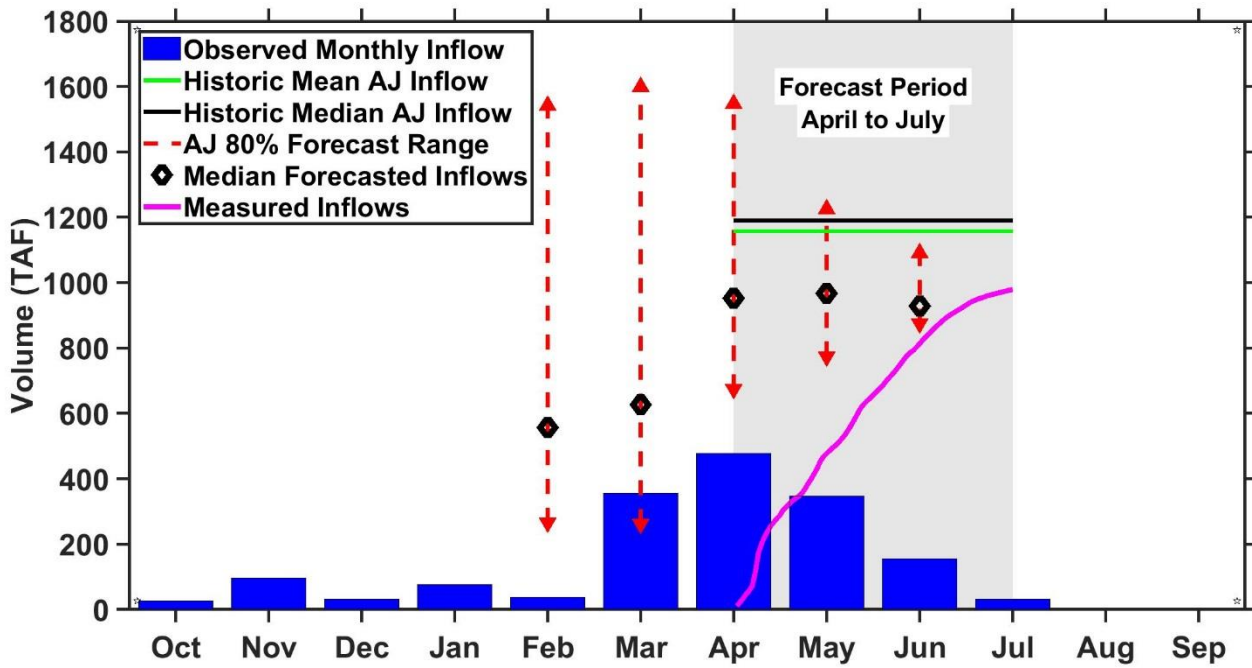


Figure 6: Water year 2018 conditions for the Tuolumne River at La Grange and for the 80% water supply forecast range (triangles represent the 90% and 10% forecasts, the open diamond represents the median forecast). Below average May and June precipitation lead to a minor lowering of the median inflow forecast, and a significant narrowing of the forecast range.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: August 14, 2018

Report

Date: August 10, 2018

Subject: Resolution Adopting an Escheatment Policy for Unclaimed Money for the Coastside County Water District (“the District”)

Recommendation:

Approve Resolution No. 2018-XX, A Resolution of the Board of Directors of the Coastside County Water District (District) Adopting an Escheatment Policy for Unclaimed Money.

Background:

Each year, the District accumulates a small amount of outstanding checks that remain unclaimed, even though attempts are made to contact the payees and reissue the checks. Normally these unclaimed funds consist of checks issued through Accounts Payable and/or refund checks issued through our Utility Billing System. Currently, the District has \$804 of outstanding checks aged 1 to 3+ years old.

At the recommendation of the District’s auditors, Staff proposes that the District’s Board of Directors adopt a formal policy regarding the proper handling of unclaimed money that follows the requirements of California Government Code Sections 50050-50057. The policy provides for a noticing procedure that allows for checks that remains unclaimed for more than three years to become the property of the District not less than forty-five (45) days and not more than sixty (60) days after the first publication of a notice in a newspaper of general circulation within the District.

The District will also maintain a list of outstanding checks greater than one year old on its website in accordance with best practices.

Fiscal Impact:

Recovery of Unclaimed Money – estimated at less than \$1,000 on an annual basis.

Exhibits:

- A. Resolution Adopting a Coastside County Water District Escheatment Policy
- B. Escheatment Policy for Unclaimed Money
- C. Government Code Sections 50050-50057

RESOLUTION NO. 2018-XX

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE COASTSIDE COUNTY WATER DISTRICT
ADOPTING THE COASTSIDE COUNTY WATER DISTRICT ESCHEATMENT POLICY
FOR UNCLAIMED MONEY

WHEREAS, from time to time checks issued by the Coastside County Water District (District) will remain uncashed despite efforts made by District staff to make contacts with the payees and reissue the checks; and

WHEREAS, California Government Code Sections 50050-50056 provide procedures for escheating uncashed checks to a local agency if the uncashed checks are over one year old and less than \$15 and if the uncashed checks are over three years old and more than \$15 following publication once a week for two successive weeks in newspaper of general circulation published in Half Moon Bay; and

WHEREAS, the District's Board of Directors desires to adopt a policy for the handling of uncashed checks in accordance with California Government Code Sections 50050-50056.

NOW THEREFORE BE IT RESOLVED by the Coastside County Water District's Board of Directors, that the Coastside County Water District's Escheatment Policy for Unclaimed Money incorporated herein as Exhibit A is hereby adopted.

PASSED AND ADOPTED THIS ___ day of August 2018, by the following votes:

Ayes:

Noes:

Absent:

Robert C. Feldman, President
Board of Directors

ATTEST:

APPROVED:

David R. Dickson, General Manager
Secretary of the District

Catherine Groves
Attorney

**COASTSIDE COUNTY WATER DISTRICT ESCHEATMENT POLICY FOR
UNCLAIMED MONEY**

This policy is established to provide for the escheatment of unclaimed money, including unclaimed checks, from the Coastside County Water District (District), consistent with the provisions of California Government Code Sections 50050 through 50057. In the event of any conflict between the provisions of the Government Code and the provisions of this Policy, the provisions of the Government Code shall prevail.

- A. Any individual item of less than fifteen (\$15.00) dollars, or any amount if the depositor's name is unknown, which remains unclaimed for a period of one (1) year may become the property of the District without the necessity of public notification in a newspaper or District website. (Cal. Gov't Code §50055).
- B. Money that is not the property of the District that remains unclaimed for a period of more than three (3) years shall become the property of the District not less than forty-five (45) days and not more than sixty (60) days after the first publication of the notice described in Paragraph D below. (Cal. Gov't Code §§ 50050-50051.)
- C. Annually, the District will publish a list on its website of checks that are one to three years old, have never been cashed, and that have not yet been transferred back to the District as provided for in Paragraph D below.
- D. At any time following the expiration of the three (3) year period described in Paragraph B above, the General Manager or the Assistant General Manager of the District may cause a notice to be published once a week for two successive weeks in a newspaper of general circulation published in the local area of Half Moon Bay. (Cal. Gov't Code §50050.)
- E. The notice shall include the following information: 1) the individual or business name as shown on the issued check; 2) the amount of the issued check; and 3) the account in which the money is held; and 4) a statement announcing that the money shall become the property of the District on the date that is not less than forty-five (45) days and not more than sixty (60) days after the first publication of the notice. (Cal. Gov't Code §50051.) A model template for the notice is attached as Exhibit I.
- F. A party of interest may file a claim at any time until the date on which the money becomes the property of the District as provided in Paragraph B above. The claim form must include the following information: 1) the claimant's name, address, and telephone number; 2) proof of identity such as a copy of a driver's license, social security card or birth certificate; 3) amount of the claim; and 4) the grounds on which the claim is founded. (Cal. Gov't Code §50052.) A model template for the claim form is attached as Exhibit II.

Coastside County Water District Escheatment Policy for Unclaimed Money

- G. Upon receipt of the information and documents described in Paragraph E above, prior to the date the unclaimed money becomes the property of the District, the General Manager or Assistant General Manager may release the money (by issuance of a new check, for example) to the depositor, or heir, beneficiary, or duly appointed representative. (Cal. Gov't Code §50052.5). Any claims paid under this policy shall be without interest.
- H. Upon rejection of a claim by the General Manager or Assistant General Manager, a claimant may file a verified complaint seeking to recover all, or a designated part, of the money in a court of competent jurisdiction. (Cal. Gov't Code §50052.)
- I. Unless otherwise required by law (e.g., where the claimant has served the General Manager or Assistant General Manager with a timely complaint as described in Paragraph H above), upon unclaimed money becoming the property of the District, it shall be removed from the Unclaimed Checks liability account and recognized as miscellaneous revenue.

Exhibit I

Public Notice

COASTSIDE COUNTY WATER DISTRICT

PUBLIC NOTICE

The following disbursements are unclaimed by the listed payees and held by the Coastside County Water District. If you have a claim against these funds, please contact the Coastside County Water District, 766 Main Street, Half Moon Bay, CA 94019, phone (650) 726-4405. Proper proof of claim and current identification must be provided before funds will be released. Funds not claimed by _____ *[INSERT DATE NOT LESS THAN FORTY-FIVE (45) DAYS AND NOT MORE THAN SIXTY (60) DAYS AFTER THE FIRST PUBLICATION OF THE NOTICE]* become the property of the Coastside County Water District. This notice and its contents are in accordance with California Government Code Section 50050.

Payee (individual or business name as shown on the issued check)	Check Date	Account in which Money is Held	Amount
			\$
			\$

General Manager or Assistant General Manager

Exhibit II

Claim Form

COASTSIDE COUNTY WATER DISTRICT UNCLAIMED MONEY – CLAIM FORM

Return completed form to:

Coastside County Water District
766 Main Street
Half Moon Bay, CA 94019

Pursuant to California Government Code Section 50052, I wish to file a claim for a previously unclaimed check in the amount of \$_____. The grounds on which I file this claim are:

Vendor or Individual Name (Printed)

Vendor or Individual Name (Signature)

Telephone Number

Address

City / State / Zip Code

For Coastside County Water District Only:

Proof of Identity Verified: Driver's License /Passport/ID Card/Other _____

Exhibit C

Exhibit VI – California Government Code Section 50050-50057

GOVERNMENT CODE SECTION 50050-50057

50050. For purposes of this article, "local agency" includes all districts. Except as otherwise provided by law, money, excluding restitution to victims, that is not the property of a local agency that remains unclaimed in its treasury or in the official custody of its officers for three years is the property of the local agency after notice if not claimed or if no verified complaint is filed and served. At any time after the expiration of the three-year period, the treasurer of the local agency may cause a notice to be published once a week for two successive weeks in a newspaper of general circulation published in the local agency. Money representing restitution collected on behalf of victims shall be either deposited into the Restitution Fund or used by the local agency for purposes of victim services after the expiration of the three-year period. However, with respect to moneys deposited with the county treasurer pursuant to Section 7663 of the Probate Code, this three-year period to claim money held by a local agency is extended for an infant or person of unsound mind until one year from the date his or her disability ceases.

For purposes of this section, "infant" and "person of unsound mind" have the same meaning as given to those terms as used in Section 1441 of the Code of Civil Procedure.

50051. The notice shall state the amount of money, the fund in which it is held, and that it is proposed that the money will become the property of the local agency on a designated date not less than forty-five days nor more than sixty days after the first publication of the notice.

50052. Upon or prior to publication, a party of interest may file a claim with the treasurer which must include the claimant's name, address, amount of claim, the grounds on which the claim is founded, and any other information that may be required by the treasurer. The claim shall be filed before the date the unclaimed money becomes the property of the local agency as provided under Section 50051 and the treasurer shall accept or reject that claim. If the claim is rejected by the treasurer, the party who submitted the claim may file a verified complaint seeking to recover all, or a designated part, of the money in a court of competent jurisdiction within the county in which the notice is published, and serves a copy of the complaint and the summons issued thereon upon the treasurer. The copy of the complaint and summons shall be served within 30 days of receiving notice that the claim was rejected. The treasurer shall withhold the release of the portion of unclaimed money for which a court action has been filed as provided in this section until a decision is rendered by the court.

Exhibit VI – California Government Code Section 50050-50057 (continues)

50052.5. (a) Notwithstanding Section 50052, the treasurer may release to the depositor of the unclaimed money, their heir, beneficiary, or duly appointed representative, unclaimed money if claimed prior to the date the money becomes the property of the local agency upon submitting proof satisfactory to the treasurer, unless the unclaimed money is deposited pursuant to Section 7663 of the Probate Code.

(b) Notwithstanding Section 50052, the treasurer may release unclaimed money deposited with the county treasurer pursuant to Section 7663 of the Probate Code, to any adult blood relative of either the decedent or the decedent's predeceased spouse.

(c) Notwithstanding Section 50052, the treasurer may release unclaimed money deposited with the county treasurer pursuant to Section 7663 of the Probate Code to the parent who has legal and physical custody of a minor who is a blood relative of either the decedent or the decedent's predeceased spouse without the need to appoint a legal guardian for the minor as follows:

(1) If the value of the unclaimed money deposited with the county treasurer is five thousand dollars (\$5,000) or less, the treasurer may release the money according to Section 3401 of the Probate Code.

(2) If the value of the unclaimed money deposited with the county treasurer is sixty thousand dollars (\$60,000) or less, and the money is not released under paragraph (1), the unclaimed money may be released by the treasurer to the parent who shall, after payment of any costs incurred in making the claim, hold the money in trust, to be used only for the care, maintenance, and education of the minor, and the parent shall be liable therefor to the minor under the fiduciary laws of this state. The money held in trust shall be released to the minor when the minor reaches the age of majority.

(d) The claim shall be presented to the county treasurer in affidavit form and signed under penalty of perjury. Notwithstanding Section 13101 of the Probate Code, the claimant, to be entitled to the entire escheated estate, needs only to establish with documentary proof the existence of a blood relationship to either the decedent or of the predeceased spouse, if any, and the documentary proof, if regular on its face, need not be certified. Notwithstanding Section 13101 of the Probate Code, the claimant shall not be required to declare that no other person has an equal or superior claim to the escheated estate.

The county treasurer may rely in good faith on the sworn statements made in the claim and shall have no duty to inquire into the truth or credibility of evidence submitted.

In paying out the escheated estate, the county treasurer shall be held harmless to all. Payment shall act as total acquittance and shall completely discharge the county treasurer from any liability.

If the county treasurer rejects any claim made hereunder, the claimant may take his or her grievance to the Superior Court of the county holding the escheated estate.

Any claim paid hereunder shall be paid without interest.

Exhibit VI – California Government Code Section 50050-50057 (continues)

50053. When any such money becomes the property of a local agency and is in a special fund, the legislative body may transfer it to the general fund.

50054. Whenever any city or county or city and county renders construction services or constructs public works for any city, county, city and county or any other governmental agency below the level of the state government, the price charged for such services or construction shall be sufficient to reimburse the governmental body performing such services for the full cost thereof including labor, material, equipment costs or rentals and a reasonable allowance for overhead. In computing overhead, without limitation on other factors properly includable, there shall be allocated to the overhead cost its proportionate share of indirect labor and administrative costs.

50055. Any other provision of this article notwithstanding, any individual items of less than fifteen dollars (\$15), or any amount if the depositor's name is unknown, which remain unclaimed in the treasury or in the official custody of an officer of a local agency for the period of one year or upon an order of the court may be transferred to the general fund by the legislative body without the necessity of publication of a notice in a newspaper.

50056. The responsibilities of the treasurer as provided under this article may be delegated by the treasurer to the agency, district, or department that maintains the supporting records of the unclaimed money based on the initial receipt or deposit of that money or both.

50057. For individual items in the amount of one thousand dollars (\$1,000) or less, the legislative body of any county may, by resolution, authorize the county treasurer to perform on its behalf any act required or authorized to be performed by it under Sections 50050, 50053, and 50055. The resolution shall require that the county auditor be informed of each act performed under the authorization.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Dave Dickson

Agenda: August 14, 2018

Report

Date: August 7, 2018

Subject: Authorization to purchase three replacement fleet vehicles

Recommendation:

Authorize staff to purchase:

- Two 2018 Ford F150 4x2 trucks
- One 2018 Ford F150 4x4 truck

Background:

The District has budgeted for the purchase of three replacement trucks in FY 18/19. The criteria for replacement of District vehicles is 10 years/100,000 miles. The three vehicles scheduled for replacement are all over 10 years old and have recently required more frequent repairs due to their age and mileage.

The District qualifies for Ford Government fleet concession pricing. Requests for bids were sent out to three different local Ford dealerships. Serramonte Ford in Redwood City was the lowest bidder.

Fiscal Impact:

The total cost for three trucks is \$79,897.71. The Board approved \$100,000 for vehicle replacement in the FY 18/19 budget.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: August 14, 2018

Report

Date: August 10, 2018

Subject: Approval of New Job Classifications 1) "Senior Distribution Operator"; 2) "Treatment/Distribution Operator (Assigned to Distribution); 3) "Treatment/Distribution Operator (Assigned to Treatment)

Recommendation:

Approve three new job classifications

Senior Distribution Operator

Treatment/Distribution Operator (Assigned to Distribution)

Treatment/Distribution Operator (Assigned to Treatment)

Background:

Senior Distribution Operator Job Classification (Exhibit A): Similar to the Senior Treatment Operator role, staff would like to designate a distribution field position as a "Senior" position. This position will serve in a lead role with the distribution crew and will work closely with the Distribution Supervisor in prioritizing maintenance and repair work; ordering parts; and implementing a preventative and corrective maintenance program. The new classification fits into the District's succession planning, allowing current employees to develop and grow into managerial roles.

No new positions are planned with the addition of this job classification. Rather, the District will recruit internally, and will change an existing Treatment/Distribution Operator position to Senior Distribution Operator.

Salary range for this position will be \$84,815 to \$103,358, approximately 20% above the salary range for Treatment/Distribution Operator (Assigned to Distribution).

Fiscal Impact: \$22,000 annually, including benefits

Treatment Distribution Operator Job Classification: Operators who primarily work in the treatment plant are held to a higher level of accountability (given the responsibility of producing safe drinking water) than the operators focusing on the distribution aspects of the position.

Staff would like to recognize the difference in responsibilities by providing a salary differential to the two Treatment/Distribution Operators who are assigned to treatment. This differential is consistent with differentials found in other water agencies between treatment and distribution positions.

We recommend that the Board approve two new classifications reflecting minor revisions to designate assigned treatment versus distribution roles:

Treatment/Distribution Operator (Assigned to Treatment (Exhibit B))

Treatment/Distribution Operator (Assigned to Distribution (Exhibit C))

A differential of 12.5% would be added to the base salary rate of the Treatment/Distribution Operators (Assigned to Treatment.)

Treatment/Distribution Operators (Assigned to Distribution) are also required to work 7 weeks per year in Treatment. A differential of 1.7% would be added to the base salary rate of the Treatment/Distribution Operators (Assigned to Distribution) to recognize the proportion of time spent on treatment responsibilities.

Current employees would be placed in the new classifications based on their assignments.

Fiscal impact: \$35,000 annually, including benefits

**COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
SENIOR DISTRIBUTION OPERATOR**

DEFINITION

Under general supervision, provides lead direction and work instruction to assigned crew/s, troubleshoots and prioritizes maintenance and repair work; performs the full range of work in support of District distribution facilities installation, inspection, corrective and preventative maintenance and repair activities; ensures safety policies and procedures are adhered to; performs difficult and complex operations and maintenance functions for the District's water distribution system facilities; provides training and assistance to other Distribution operators; performs other duties as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position skilled, journey-level classification with day-to-day responsibility for the operation and maintenance of the potable water distribution facilities and associated equipment. The work involves preventative and corrective maintenance program implementation and assistance with ensuring that the District meets all regulatory agency requirements. Acts as crew leader on a day to day basis and provides training and direction to other operations staff. This class is distinguished from the Distribution Supervisor in that the latter is the full supervisory level in the class series, with responsibility for the day-to-day maintenance and repair activities.

TYPICAL TASKS

Duties may include, but are not limited to:

- Installs service connections and repairs water leaks; coordinates installation site with contractors to ensure best site is chosen; marks USA locates to ensure safe installation;
- Informs customer(s) that water will be turned off and on; places barricades, side and cones around work site to protect the work crew and public; directs traffic at installation site.
- Reads and interprets water distribution system maps.
- Operates a variety of power tools and mobile equipment such as compressor, various saws, jackhammer, and whacker and valve exerciser.
- Installs water mains, pipes, meters, and hydrants; repairs leaks by installing new copper, repair couplings, full circle clamps, angle stops and pieces pipe as needed.
- Repairs and replaces concrete and asphalt surfaces; completes service/installation reports. When assigned, serves as a crew leader on a task or assignment, such as a water main/service installation, and performs the more difficult work such as backhoe operation.
- Oversees advanced metering infrastructure, including troubleshooting issues with meters and MTUs; interfacing with customers on high reads and other issues as needed.

**COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
SENIOR DISTRIBUTION OPERATOR**

- Performs weekend and holiday treatment plant and pump station monitoring, inspection and operating duties on a regular, rotational basis on weekends and holidays. Such duties include recording and interpreting data from flow meters; calculates dosages and meters chemicals to be injected into the process, insures chemical pumps and lines are working correctly, enter actions into plant log book.
- Performs a variety of repair and maintenance tasks; repairs and maintains meters and meter boxes, tanks and hydrants; maintains grounds
- Completes various routine inspection and monitoring tasks; inspects wells and storage tanks; takes water samples; finding and/or checking for proper backflow device installation.
- Completes or prepares service, meter and well reports.
- Performs preventive maintenance on the Distribution system and at pump stations, tanks, water treatment facilities and District headquarters; inspects, maintains and repairs a variety of stationary and mobile equipment; maintains effective work procedures and effectively resolves on-the-job problems as they occur; and maintains an adequate inventory of supplies and materials; arranges for repair or replacement of equipment that cannot be repaired by District staff.
- Records and interprets data from flow meters, pressure gauges, strip chart recorders, data loggers, SCADA screens and reports, prepares daily and periodic reports. Responds to alarms and calls relating to treatment plant and pump station operations.
- Oversees and participates in periodic maintenance and cleaning of tanks. pump station buildings and grounds.
- Responds to customer complaints and/or questions regarding water quality.
- Oversees chlorine boosting dosage after the water has left the treatment plants. Inspects the work of outside vendors and contractors, maintains parts inventory and the ordering of needed parts, equipment and chemicals.
- Provides guidance and training to Distribution Operators. Updates SOP's and Operation and Maintenance Manuals.
-
- Plans and oversees the work of other Distribution operators and acts as crew leader on a day to day basis; acts for the Distribution Supervisor on a relief basis.

EMPLOYMENT STANDARDS

Minimum Qualifications:

A combination of experience and education sufficient to obtain the required license(s) specified below.

Knowledge of:

- Principles, methods, materials, equipment, and tools used to operate, maintain, monitor and repair water distribution and water treatment infrastructure and related pump stations and equipment
- Laws and regulations related to the treatment and transmission of safe drinking water
- Safety practices required in water distribution/treatment operations

**COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
SENIOR DISTRIBUTION OPERATOR**

- Regulations related to confined space entry requirements
- Applicable laws, codes and regulations.
- Spreadsheet and word processing software and computer applications related to the work.
- Basic supervisory principles and practices, including training staff in work procedures.
- Techniques for providing a high level of customer service to the public, District staff , outside agencies and contractors in person and over the telephone.

Ability to:

- Exercise good judgment, keep calm and make appropriate decisions in response to emergency situations while under pressure.
- Read, understand, interpret and apply regulations related to water treatment standards.
- Read and understand maps, manuals and specifications
- Maintain distribution system and treatment plants in accordance with California State Water Resources Control Board, Division of Drinking Water (DDW) operating permit requirements.
- Ability to edit and update Operations and Maintenance manuals and to recommend changes..
- Collect water samples; perform laboratory analysis and mathematical calculations.
- Calculate dosages and meter chemicals to be injected.
- Maintain and repair a variety of stationary and mobile equipment, such as valve exerciser, whacker, saws, air compressors, chemical injectors, valves, metersgenerators, pumps, and motors.
- Operate a computer to input access and analyze data.
- Maintain accurate records and prepare reports and correspondence.
- Establish effective working relationships.
- Estimate materials and equipment needs.
- Lift items up to 50 pounds.
- Distinguish colors, such as color-coded wires or a chemical test.
- Hear and distinguish sounds, such as the voice of others in noisy environments or the sound of operating equipment.
- Perform tasks requiring strength, such as moving equipment and parts, climbing ladders, and moving motors.
- Perform tasks requiring manual dexterity, such as calibrating equipment, assembling tools and equipment.

Ability to identify various types of backflow devices. May act as the District's Cross Connection Specialist, when Superintendent is absent.

Required Licenses:

- Possession of a valid Grade 3 Water Distribution Certificate issued by the State of California Water Resources Control Board within 24 months.
- Possession of a valid Grade 2 Water Treatment Certificate issued by the State of California within 24 months.
- Possession of a valid Class C and B California driver's license, with air brake endorsement within 12 months of employment.

**COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
SENIOR DISTRIBUTION OPERATOR**

Special Working Conditions. Exposure to: variable temperature and weather conditions; confined work spaces, such as being lowered into and performing work in access holes; heights, such as on ladders and storage tanks; high levels of noise; electrical hazards; dust; the possibility of experiencing burns, bodily injury and contact with toxic substances or chemical irritants; working alone in isolated areas. Availability to work irregular hours or work schedules, including weekends and holidays, as well as respond to twenty-four hour alarm or emergency calls. Participates in the on-call rotation.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Each incumbent does not necessarily perform all duties.

Former title – Senior Treatment/Distribution Operator

COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
TREATMENT/DISTRIBUTION OPERATOR
(ASSIGNED TO TREATMENT)

DEFINITION

Under general supervision, performs the same duties as employees in the class of Maintenance Worker and, in addition, performs treatment plant and pump station operator duties on a regular, rotational basis, and as assigned, acts as a crew leader for water installation and distribution tasks; performs a variety of facility maintenance activities; and does other work as required.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from Maintenance Worker in that a position in this class ~~primarily~~also performs treatment plant operator duties on a regular, ~~rotational~~ basis. In addition, when assigned, an incumbent serves as the crew leader on an assigned project such as a water installation, and participates in the same tasks as Maintenance Workers. There are no on-going supervisory duties.

EXAMPLES OF DUTIES

Duties may include, but are not limited to:

- Installs service connections and repairs water leaks; coordinates installation site with contractors to ensure best site is chosen; marks other utility lines (e.g., gas, electrical, sewer) to ensure safe installation; informs customer(s) that water is being turned off and on; places barricades, side and cones around work site to protect the work crew and public; directs traffic at installation site; reads water distribution system map regarding pipes sizes and the like; cuts asphalt and cement with cement saw; digs trench using hand and powers tools and equipment such as a backhoe; assists backhoe operator in pin-pointing other utilities in the ground and locating water lines; operates pneumatic “mole” for underground trenching; operates a variety of power tools such as compressor, jackhammer, and whacker; drives dump truck to remove excavated soil and to pick up backfill; installs water mains, pipes, meters, hydrants and hydrant heads; repairs leaks by installing new copper, repair coupling, full circles, angle stops and pieces of main line pipe as needed; repairs and replaces concrete and asphalt surfaces; completes service/installation reports. When assigned, serves as a crew leader on a task or assignment, such as a water installation, and performs the more difficult work such as backhoe operation.
- Reads and records amount of water consumption from water meters using a computer; searches computer data base to identify unread meters; inputs notes and problems concerning meters into handheld computer; reports unusual water usage and water loss; determines whether there is a leak and if the leak is the District’s responsibility; identifies causes of high usage and works with customers to reduce usage; gives customers dye-tabs in order to identify leaks; refers customers to low-flow rebate program; cleans, changes, and installs risers on meters; uses hand and power tools to trim around meter

boxes, fire hydrants and the like; delivers “late bill notices” to customers.

- Performs weekend and holiday treatment plant and pump station monitoring, inspection and operating duties on a regular, rotational basis on weekends and holidays and in the absence of the Lead Treatment Plant Operator. Such duties include recording and interpreting data from flow meters, strip chart recorders, data loggers and the like; calculates dosages and meters chemicals to be injected into the process, insures chemical pumps and lines are working correctly, conducts analytical tests to document and check chemical dosages, adjusts dosages to optimize efficiency, enters data into the computer for reporting purposes, enter actions into plant log book.
- Performs a variety of repair and maintenance tasks; repairs and maintains meters and meter boxes, tanks and hydrants; maintains grounds by pruning, planting, weeding, watering and replacing fences and gates; cleans and performs routine maintenance on automotive and field equipment; cleans and paints buildings, storage tanks and plant facilities; drains water and sludge tanks and uses high pressure water sprayer to clean filters and tanks; transports materials to pump stations and treatment plants; assists in performing preventive maintenance and repair work on pumping and treatment station equipment such as cleaning pumps, adjusting and replacing packing, greasing pumps, and assisting in pump and motor overhauls.
- Completes various routine inspection and monitoring tasks; inspects wells and storage tanks; takes water samples; finding and/or checking for backflow devices; data entry into excel and word software programs, records well levels, tank pressure and other readings; flushes and disinfects unused wells; exercises valves to ensure proper functioning; inspects pumps to ensure proper drawing of water; bleeds stagnant water from main lines.
- Completes or prepares service reports, meter reports, well reports and the like; picks up and delivers mail, agenda packets and notices; provides and receives information from other staff; answers inquiries from the public; attends training, conferences and meetings; responds to emergency and after-hour calls as needed.
- Prepares well, meter and service reports. Attends staff meeting, training and other meetings. Responds to public inquires in person and by telephone.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

Education and experience required to obtain the licenses specified below.

Knowledge of:

- Methods, equipment and materials used in water distribution and treatment operations.
- The capabilities, operation and maintenance of water treatment and pump station systems and facilities.
- Occupational hazards and safety practices and principles related to District water distribution and treatment operations.
- Correct water quality sampling protocol.
- Basic mathematics involved with water treatment and distribution.
- Rudimentary knowledge of cross connections and backflow devices.

Ability to:

- Exercise good judgment, keep calm and make appropriate decisions in emergency situations and under pressure.
- Apply laws and regulations to safe drinking water.
- Understand and follow oral and written instructions.
- Read and understand manuals, material data sheets, maps and the like.
- Perform mathematical calculations concerning water treatment dosages, volumes, and water flow
- Interact effectively with the public and other employees.
- Work cooperatively with others as part of a crew.
- Perform a variety of semi-skilled and skilled tasks in the maintenance of water transmission lines, equipment and facilities.
- Safely and effectively operate a variety of power equipment and tools used in water operations, including: cement saws, jackhammers, tampers, pneumatic “mole,” generators, chainsaws, dump truck, and backhoe.
- Safely and effectively operate pickup trucks and utility trucks.
- Operate computers, read meters, read gauges and make simple chemical tests.
- Ability to identify various types of backflow devices.

Physical Requirements:

- Lift and carry items weighing up to 80 pounds, such as a sack of cement.
- Perform tasks requiring strength, such as shoveling, lifting equipment onto trucks, and climbing over rough terrain.
- Perform tasks requiring manual dexterity, such as calibrating equipment, assembling tools and equipment, and pouring chemicals.
- Work in low light conditions, such as in access holes or tunnels or in trenches at night.
- Distinguish colors, such as those in color-coded wiring, chemical test guides and types of soil/backfill around different underground utilities.
- Hear and distinguish sounds, such as the voice of workers in noisy environments and the sounds of operating equipment.

License Requirements:

- Possession of a valid Class C California State operator's license, provided that employees must obtain a valid Class B license within six months of employment as a maintenance worker.
- Possession of a valid Grade 2 Water Treatment Certificate issued by the State of California.
- Possession of a valid Grade 2 Water Distribution Certificate issued by the State of California.

Special Working Conditions. Exposure to: variable temperature and weather conditions; confined work spaces, such as being lowered into and performing work in access holes; heights, such as on ladders and storage tanks; high levels of noise; electrical hazards; dust; the possibility of experiencing burns, bodily injury and contact with toxic substances or chemical irritants; working alone in isolated areas. Availability to work irregular hours, including responding to twenty-four hour emergency calls.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Each incumbent does not necessarily perform all duties.

Former Title: Maintenance Worker II

COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
TREATMENT/DISTRIBUTION OPERATOR
(ASSIGNED TO DISTRIBUTION)

DEFINITION

Under general supervision, performs the same duties as employees in the class of Maintenance Worker and, in addition, performs treatment plant and pump station operator duties on a regular, rotational basis, and as assigned, acts as a crew leader for water installation and distribution tasks; performs a variety of facility maintenance activities; and does other work as required.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from Maintenance Worker in that a position in this class primarily performs distribution duties and -also performs treatment plant operator duties on a regular, rotational basis. In addition, when assigned, an incumbent serves as the crew leader on an assigned project such as a water installation, and participates in the same tasks as Maintenance Workers. There are no on-going supervisory -duties.

EXAMPLES OF DUTIES

Duties may include, but are not limited to:

- Installs service connections and repairs water leaks; coordinates installation site with contractors to ensure best site is chosen; marks other utility lines (e.g., gas, electrical, sewer) to ensure safe installation; informs customer(s) that water is being turned off and on; places barricades, side and cones around work site to protect the work crew and public; directs traffic at installation site; reads water distribution system map regarding pipes sizes and the like; cuts asphalt and cement with cement saw; digs trench using hand and powers tools and equipment such as a backhoe; assists backhoe operator in pin-pointing other utilities in the ground and locating water lines; operates pneumatic “mole” for underground trenching; operates a variety of power tools such as compressor, jackhammer, and whacker; drives dump truck to remove excavated soil and to pick up backfill; installs water mains, pipes, meters, hydrants and hydrant heads; repairs leaks by installing new copper, repair coupling, full circles, angle stops and pieces of main line pipe as needed; repairs and replaces concrete and asphalt surfaces; completes service/installation reports. When assigned, serves as a crew leader on a task or assignment, such as a water installation, and performs the more difficult work such as backhoe operation.
- Reads and records amount of water consumption from water meters using a computer; searches computer data base to identify unread meters; inputs notes and problems concerning meters into handheld computer; reports unusual water usage and water loss; determines whether there is a leak and if the leak is the District’s responsibility; identifies causes of high usage and works with customers to reduce usage; gives customers dye-tabs in order to identify leaks; refers customers to low-flow rebate program; cleans, changes, and installs risers on meters; uses hand and power tools to trim around meter

boxes, fire hydrants and the like; delivers “late bill notices” to customers.

- Performs weekend and holiday treatment plant and pump station monitoring, inspection and operating duties on a regular, rotational basis on weekends and holidays and in the absence of the Lead Treatment Plant Operator. Such duties include recording and interpreting data from flow meters, strip chart recorders, data loggers and the like; calculates dosages and meters chemicals to be injected into the process, insures chemical pumps and lines are working correctly, conducts analytical tests to document and check chemical dosages, adjusts dosages to optimize efficiency, enters data into the computer for reporting purposes, enter actions into plant log book.
- Performs a variety of repair and maintenance tasks; repairs and maintains meters and meter boxes, tanks and hydrants; maintains grounds by pruning, planting, weeding, watering and replacing fences and gates; cleans and performs routine maintenance on automotive and field equipment; cleans and paints buildings, storage tanks and plant facilities; drains water and sludge tanks and uses high pressure water sprayer to clean filters and tanks; transports materials to pump stations and treatment plants; assists in performing preventive maintenance and repair work on pumping and treatment station equipment such as cleaning pumps, adjusting and replacing packing, greasing pumps, and assisting in pump and motor overhauls.
- Completes various routine inspection and monitoring tasks; inspects wells and storage tanks; takes water samples; finding and/or checking for backflow devices; data entry into excel and word software programs, records well levels, tank pressure and other readings; flushes and disinfects unused wells; exercises valves to ensure proper functioning; inspects pumps to ensure proper drawing of water; bleeds stagnant water from main lines.
- Completes or prepares service reports, meter reports, well reports and the like; picks up and delivers mail, agenda packets and notices; provides and receives information from other staff; answers inquiries from the public; attends training, conferences and meetings; responds to emergency and after-hour calls as needed.
- Prepares well, meter and service reports. Attends staff meeting, training and other meetings. Responds to public inquires in person and by telephone.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

Education and experience required to obtain the licenses specified below.

Knowledge of:

- Methods, equipment and materials used in water distribution and treatment operations.
- The capabilities, operation and maintenance of water treatment and pump station systems and facilities.
- Occupational hazards and safety practices and principles related to District water distribution and treatment operations.
- Correct water quality sampling protocol.
- Basic mathematics involved with water treatment and distribution.
- Rudimentary knowledge of cross connections and backflow devices.

Ability to:

- Exercise good judgment, keep calm and make appropriate decisions in emergency situations and under pressure.
- Apply laws and regulations to safe drinking water.
- Understand and follow oral and written instructions.
- Read and understand manuals, material data sheets, maps and the like.
- Perform mathematical calculations concerning water treatment dosages, volumes, and water flow
- Interact effectively with the public and other employees.
- Work cooperatively with others as part of a crew.
- Perform a variety of semi-skilled and skilled tasks in the maintenance of water transmission lines, equipment and facilities.
- Safely and effectively operate a variety of power equipment and tools used in water operations, including: cement saws, jackhammers, tampers, pneumatic “mole,” generators, chainsaws, dump truck, and backhoe.
- Safely and effectively operate pickup trucks and utility trucks.
- Operate computers, read meters, read gauges and make simple chemical tests.
- Ability to identify various types of backflow devices.

Physical Requirements:

- Lift and carry items weighing up to 80 pounds, such as a sack of cement.
- Perform tasks requiring strength, such as shoveling, lifting equipment onto trucks, and climbing over rough terrain.
- Perform tasks requiring manual dexterity, such as calibrating equipment, assembling tools and equipment, and pouring chemicals.
- Work in low light conditions, such as in access holes or tunnels or in trenches at night.
- Distinguish colors, such as those in color-coded wiring, chemical test guides and types of soil/backfill around different underground utilities.
- Hear and distinguish sounds, such as the voice of workers in noisy environments and the sounds of operating equipment.

License Requirements:

Treatment-/Distribution
Operator (D) Effective:
February 13, 2007

- Possession of a valid Class C California State operator's license, provided that employees must obtain a valid Class B license within six months of employment as a maintenance worker.
- Possession of a valid Grade 2 Water Treatment Certificate issued by the State of California.
- Possession of a valid Grade 2 Water Distribution Certificate issued by the State of California.

Special Working Conditions. Exposure to: variable temperature and weather conditions; confined work spaces, such as being lowered into and performing work in access holes; heights, such as on ladders and storage tanks; high levels of noise; electrical hazards; dust; the possibility of experiencing burns, bodily injury and contact with toxic substances or chemical irritants; working alone in isolated areas. Availability to work irregular hours, including responding to twenty-four hour emergency calls.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Each incumbent does not necessarily perform all duties.

Former Title: Maintenance Worker II

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: August 14, 2018

Report

Date: August 10, 2018

Subject: Approval of Salary Schedule with Job Classification Changes for FY2018-2019 effective August 18, 2018

Recommendation:

Approval of Salary Schedule with Job Classification Changes for FY2018-2019 effective August 18, 2018.

Background:

CalPERS requires Board approval of the salary schedule. The proposed schedule reflects the following position and pay range changes:

- 1) Addition of a Senior Distribution Operator Position.
- 2) Addition of a Treatment/Distribution Operator (Assigned to Treatment) position.
- 3) Addition of a Treatment/Distribution Operator (Assigned to Distribution) position.
- 4) Deletion of the Treatment/Distribution Operator position.

**COASTSIDE COUNTY WATER DISTRICT
SALARY SCHEDULE FOR FISCAL YEAR 2018-2019 (REVISED)**

EFFECTIVE: August 18, 2018

Approved at Board Meeting:

JOB TITLE	HOURLY RANGE BOTTOM	ANNUAL	HOURLY RANGE TOP	ANNUAL
MANAGEMENT				
GENERAL MANAGER				\$ 234,125
ASSISTANT GENERAL MANAGER				\$ 184,661
SUPERINTENDENT OF OPERATIONS		\$ 132,080		\$ 160,940
ADMINISTRATIVE				
ADMINISTRATIVE ASSISTANT	\$ 39.83	\$ 82,844	\$ 47.90	\$ 99,637
OFFICE MANAGER	\$ 40.66	\$ 84,579	\$ 49.57	\$ 103,102
CUSTOMER SERVICE SPECIALIST I	\$ 28.13	\$ 58,500	\$ 34.27	\$ 71,290
CUSTOMER SERVICE SPECIALIST II	\$ 31.04	\$ 64,558	\$ 37.81	\$ 78,645
UTILITY BILLING SPECIALST	\$ 35.99	\$ 74,854	\$ 43.85	\$ 91,204
WATER RESOURCE ANALYST	\$ 41.18	\$ 85,659	\$ 50.20	\$ 104,418
WATER EFFICIENCY SPECIALIST	\$ 34.25	\$ 71,240	\$ 41.74	\$ 86,810
OPERATIONS				
DISTRIBUTION SUPERVISOR	\$ 49.61	\$ 103,194	\$ 60.45	\$ 125,726
TREATMENT PLANT SUPERVISOR	\$ 56.13	\$ 116,740	\$ 68.39	\$ 142,248
MAINTENANCE WORKER	\$ 28.13	\$ 58,500	\$ 34.27	\$ 71,290
TREATMENT/DISTRIBUTION OPERATOR (ASSIGNED TO DISTRIBUTION)	\$ 33.98	\$ 70,679	\$ 41.41	\$ 86,132
TREATMENT/DISTRIBUTION OPERATOR (ASSIGNED TO TREATMENT)	\$ 37.59	\$ 78,185	\$ 45.81	\$ 95,279
SR. DISTRIBUTION OPERATOR	\$ 40.78	\$ 84,815	\$ 49.69	\$ 103,358
SR. TREATMENT OPERATOR	\$ 46.06	\$ 95,810	\$ 56.13	\$ 116,749

* All Coastside County Water District employees are paid on a bi-weekly schedule.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Patrick Miyaki, Legal Counsel

Agenda: August 14, 2018

Report

Date: August 8, 2018

Subject: Consider approval of Resolution 2018-___ Establishing
Appropriations Limit Applicable to District during Fiscal
Year 2018/2019

Recommendation

Adopt Resolution establishing appropriations limit applicable to District during Fiscal Year 2018/2019.

Background

Article XIII B of the California Constitution, and its implementing legislation, requires each local agency to review the “appropriations limit” applicable to it annually. The “appropriations limit” is the maximum amount of “proceeds of taxes” which the District can appropriate during the fiscal year. Last year, the Board of Directors adopted the appropriations limit applicable during FY 2017/2018. The District has obtained data from the State Department of Finance concerning inflation and population changes from which the limit for the upcoming fiscal year has been calculated. The calculations are shown on the following page.

Fiscal Impact:

Because the appropriations limit is far in excess of the amount of “proceeds of taxes” available to the District, the increase will not have any effect upon the District’s budget this year or in the foreseeable future.

COASTSIDE COUNTY WATER DISTRICT

NOTICE OF DETERMINATION OF APPROPRIATIONS LIMIT FOR FISCAL YEAR 2018 - 2019

State law (Section 7910 of the Government Code) requires each local government agency to determine during each fiscal year the appropriations limit pursuant to Article XIII B of the California Constitution applicable during the following fiscal year. The limit must be adopted at a regularly scheduled meeting or a noticed special meeting and the documentation used in determining the limit must be made available for public review fifteen days prior to such meeting.

Set out below is the methodology proposed to be used to calculate the fiscal year 2018-2019 appropriations limit for the District. The limit as set forth below will be considered and adopted at the meeting of the Board of Directors on August 14, 2018.

1. Appropriations limit for Fiscal Year 2017 - 2018	\$5,950,954
2. Population change (January 1, 2017 - January 1, 2018)	0.72%
3. Change in California per Capita Personal Income Fiscal Year 2017 – 2018	3.67%
4. Fiscal Year 2018 - 2019 adjustment factor (1.0367 x 1.0072)	1.0442
5. Fiscal year 2018 - 2019 appropriations limit (\$5,950,954 x 1.0442)	\$6,213,981

Dated: July 20, 2018

RESOLUTION NO. 2018-__

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE COASTSIDE COUNTY WATER DISTRICT
ESTABLISHING THE APPROPRIATIONS LIMIT
APPLICABLE TO THE DISTRICT DURING FISCAL YEAR 2018-2019**

WHEREAS, by Resolution No. 2017-03, the Board of Directors established the appropriations limit applicable to the District during Fiscal Year 2017-2018 as \$5,950,954.

WHEREAS, Article XIII B of the California Constitution and Sections 7902(b) and 7910 of the Government Code require that each local agency subject thereto establish by resolution the appropriations limit applicable during Fiscal Year 2018-2019 by applying to the limit for Fiscal Year 2017-2018 the factors, as issued by the California Department of Finance, reflecting changes in population and per capita income; and

WHEREAS, the calculations showing the application of those factors were made available for public review at least fifteen days prior to the date hereof; and

WHEREAS, the applicable factors are as follows: (1) the change in the California Per Capita Personal Income was 3.67%, and (2) the applicable change in population from January 1, 2017 to January 1, 2018 was 1.0072%.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Coastsides County Water District that the appropriations limit for Fiscal Year 2018-2019 is hereby established as \$6,213,981.

PASSED AND ADOPTED this 14th day of August 2018, by the following vote of the Board:

AYES:

NOES:

ABSENT:

Robert Feldman, President
Board of Directors

ATTEST:

David R. Dickson, General Manager
Secretary of the District

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: August 14, 2018

Report

Date: August 8, 2018

Subject: Resolution Authorizing the Bay Area Water Supply and Conservation Agency to Negotiate With the City and County of San Francisco to Amend the Water Supply Agreement

Recommendation:

Approve Resolution No. 2018-__ authorizing the Bay Area Water Supply and Conservation Agency (BAWSCA) to negotiate amendments to the Water Supply Agreement (WSA) with the City and County of San Francisco on the District's behalf.

Background:

Coastside County Water District (CCWD) purchases water from the San Francisco Regional Water System (RWS) and is one of the 26 members of BAWSCA. In 2006, the BAWSCA member agencies delegated authority to BAWSCA to negotiate the Water Supply Agreement between San Francisco and the Wholesale Customers (WSA). The WSA was subsequently approved by CCWD. CCWD also approved Amendment No. 1 to the WSA, in Spring of 2013, which prohibited changes to Hetch Hetchy Reservoir unless there is an amendment to the WSA. In 2014, CCWD delegated authority to BAWSCA to initiate, defend and settle arbitration related to the WSA.

At this time, some sections of the WSA require amendment to address substantive and important issues that have arisen during implementation of the Agreement; however, these amendments do not diverge from the existing policies and spirit of the WSA. BAWSCA now requests that CCWD delegate to BAWSCA the authority to negotiate with San Francisco to amend the WSA. Before they become effective, any such amendments must be approved by each member agency and by San Francisco.

The requested delegation of authority will allow BAWSCA to negotiate amendments related to discrete but important items. The following items are of interest to San Francisco: 1) process for reviewing the Wholesale Capital Fund; 2) wholesale debt-coverage ratio for the rate-setting process; 3) extension of the WSIP completion date; and 4) description of the Regional Groundwater Storage and Recovery Project that is being built by San Francisco as part of the Water System Improvement Program. Additionally, the following four items are of

STAFF REPORT

Agenda: August 14, 2018

Subject: Resolution Authorizing BAWSCA to Negotiate

Page Two

interest to BAWSCA: 1) BAWSCA's oversight role over the San Francisco Public Utility Commission's (SFPUC) 10-year Capital Improvement Program; 2) the procedure to divide available water between the SFPUC and its Wholesale Customers during droughts; 3) extension of the deadline for a decision by San Francisco to make San Jose and Santa Clara permanent customers of the RWS and extend increased water supply to the other permanent Wholesale Customers; and 4) resolution of disputed SFPUC Regional Water System asset classifications.

Staff recommends that the Board of Directors approve the attached resolution authorizing BAWSCA to negotiate WSA amendments on the District's behalf.

Fiscal Impact:

None.

RESOLUTION NO. 2018-

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE COASTSIDE COUNTY WATER DISTRICT
AUTHORIZING THE BAY AREA WATER SUPPLY AND CONSERVATION AGENCY
TO NEGOTIATE WITH THE CITY AND COUNTY OF SAN FRANCISCO
TO AMEND THE WATER SUPPLY AGREEMENT

WHEREAS, in April 2003, the Coastside County Water District and other water suppliers in Alameda, San Mateo and Santa Clara counties established the Bay Area Water Supply and Conservation Agency (BAWSCA), as authorized by Water Code Section 81300 *et seq.* pursuant to State legislation enacted in 2002 (AB 2058); and

WHEREAS, the Coastside County Water District is represented on the BAWSCA Board of Directors; and

WHEREAS, the Coastside County Water District's Board of Directors has previously approved the Water Supply Agreement between the City and County of San Francisco and Wholesale Customers in Alameda County, San Mateo County, and Santa Clara County (Agreement); and

WHEREAS, BAWSCA has proposed to serve as the representative of its members in discussions and negotiations with San Francisco leading toward the resolution of a number of discrete, but important amendments to address substantive issues that have arisen during implementation of the Agreement; and

WHEREAS, BAWSCA has the capabilities required to serve in this capacity by virtue of Agency staff and consultants in relevant disciplines including civil engineering, water supply planning, finance, economics, accounting, and law; and

WHEREAS, BAWSCA's CEO/General Manager has met with the Coastside County Water District's representatives to update them on the matters at issue in this negotiation.

NOW THEREFORE BE IT RESOLVED:

1. Coastside County Water District appoints BAWSCA as its authorized representative in discussions and negotiations with San Francisco to amend the Agreement to address issues arising from implementation of the Agreement.
2. BAWSCA, through its CEO/General Manager, shall confer with and keep the Coastside County Water District informed on the status of these discussions and negotiations.
3. This appointment shall continue unless and until revoked by the Coastside County Water District's Board of Directors.
4. This resolution confers no authority on BAWSCA to enter into a contract with San Francisco or to make any commitments legally binding on the Coastside County Water District. The authority to enter into any contracts is expressly reserved to the Coastside County Water District Board of Directors

PASSED AND ADOPTED THIS 14th day of August 2018, by the following votes:

Ayes:

Noes:

Absent:

Robert C. Feldman, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

David R. Dickson, General Manager
Secretary of the District

Catherine J. Groves
Attorney

Staff Report

To: Coastside County Water District Board of Directors,
via David Dickson, General Manager

From: Cathleen Brennan, Water Resources Analyst

Agenda: August 14, 2018

Report Date: August 9, 2018

Subject: Resolution 2018-___: Part G – Second Dwelling Units in San Mateo County -
of the General Regulations Regarding Water Service

Attachment: A. Resolution 2018-___
B. Marked Up Version of Part G of the General Regulations Regarding
Water Service

Recommendation:

Adopt Resolution 2018-___ which removes Part G – Second Dwelling Units in San Mateo County – from the General Regulations Regarding Water Service and reserves Part G for future regulations.

Background

An accessory dwelling unit (ADU) is a secondary dwelling unit with independent living facilities associated with a primary single-family residence. The ADU can be detached from the single-family residence, attached to the single-family residence or within the single-family residence.

With California experiencing a lack of affordable housing, the state legislature has passed several bills, with additional legislation pending, that streamline the approval process of ADU's. This has resulted in updating the California Government Code, Planning and Land Use, section 65000-66499.58. The City of Half Moon Bay and the County of San Mateo have recently updated their regulations related to ADU's to comply with this recent legislation.

In addition, the California Coastal Commission wrote memoranda providing guidance on how to incorporate the new state legislation into local coastal programs. The Coastal Commission stated that the Coastal Act (Public Resources Code, Section 30250) encourages housing opportunities for low and moderate income households and calls for the concentration of development in existing developed areas.

Description

Discussion with customers and city staff regarding the District's requirements for ADU's prompted District staff to review Part G of the General Regulations Regarding Water Service. Upon review of Part G, staff determined that it was problematic to have regulations only applying to the unincorporated area of the District's service area. It is also awkward to reference another jurisdiction's regulations.

District staff is looking at updating the Water Use Efficiency Ordinance to clarify metering requirements for accessory dwelling units within the District's service area, which includes the City of Half Moon Bay and parts of Unincorporated San Mateo County.

Effective Date

August 15, 2018

Fiscal Impact

None.

RESOLUTION NO. 2018 - ____

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE COASTSIDE COUNTY WATER DISTRICT****REMOVING PART G - SECOND DWELLING UNITS IN SAN MATEO COUNTY-
FROM THE GENERAL REGULATIONS REGARDING WATER SERVICE**

WHEREAS, recent state legislation has modified state law regarding accessory dwelling units in California Government Code Title 7. Planning and Land Use Sections 65000-66499.58, and

WHEREAS, the California Department of Housing and Community Development finds that the California state legislature has found and declared that allowing accessory dwelling units in single family zones provides additional rental housing and are an essential component in addressing housing needs in California; and

WHEREAS, Coastside County Water District coordinates approvals of accessory dwelling units, also known as second dwelling units, and junior accessory dwelling units, with the local planning authorities within the District's service area; and

WHEREAS, the planning authorities (the City of Half Moon Bay - Chapter 18.33 and the County of San Mateo - Chapter 22.5) within the District's service area have recently amended their local regulations regarding the approval of accessory dwelling units to streamline approvals and comply with recent amendments to California Government Code Sections 65000-66499.58, and;

WHEREAS, the District has decided that it should treat accessory dwelling units the same regardless of being within the City of Half Moon Bay or within Unincorporated San Mateo County.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Coastside County Water District declares that Part G - Second Dwelling Units in San Mateo County - of the General Regulations Regarding Water Service is no longer applicable in the District's service area for accessory dwelling units and decisions regarding metering ADU's are described in the District's Water Use Efficiency Ordinance.

BE IT FURTHER RESOLVED that the Board of Directors of the Coastside County Water District directs staff to remove Part G - Second Dwelling Units in San Mateo County - from the General Regulations Regarding Water Service and reserve Part G for future regulations.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Coastside County Water District held on this 14th day of August 2018 by the following vote:

AYES:

NOES:

ABSENT:

ROBERT FELDMAN
BOARD PRESIDENT

ATTEST:

DAVID R. DICKSON
BOARD SECRETARY

Coastside County Water District

766 Main Street, Half Moon Bay, California

General Regulations Regarding Water Service



July 1, 2016

August 2018 DRAFT

General Regulations Regarding Water Service

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determine the minimum size meter which the applicant may install based on area of property, anticipated water consumption or other means.

D. Rates and Charges

The rate schedule for the various water services rendered by the District has been established by separate resolution. Rates shall be charged in accordance with the terms of the District's Rate and Fee Schedule Resolution as it now exists or hereafter may be amended.

E. Extensions and Water System Improvements

Regulations regarding extensions of service and water system improvements have been established by separate resolution. All extensions of service and water system improvements shall be accomplished in accordance with the terms of said resolution as it now exists or hereafter may be amended.

F. Service Control Valve

The owner of the property to be served shall install a control valve on the pipe between the District meter and the first fixture outlet on the premises. When old premises to which a service pipe has previously been connected are being altered, such control valve shall be installed by the owner of the property if such is not already provided. Where any owner to be served or being served has also a separate and different water supply connected with pipes served by those of the District, he must make suitable provisions whereby water from such separate and different supply may not enter the mains of the District. For such purpose he must install and maintain a double check valve connection according to a plan approved by and satisfactory to the District.

G. RESERVED

~~Second Dwelling Units in San Mateo County~~

~~The following policies and procedures shall apply in the portion of the District located within the unincorporated area of San Mateo County.~~

~~***1. New Second Dwelling Units***~~

~~a. A customer who wishes to construct a new second dwelling unit in accordance with Chapter 22.5 of the San Mateo County Zoning Regulations and who wishes to provide water service to such unit shall submit an application to the District.~~

~~b. The application shall consist of a copy of the application for a use permit and/or building permit submitted to the County and shall also include a list of all plumbing fixtures (showers, toilets, washing machines, etc.) existing within the main dwelling unit and proposed to be included in the new second dwelling unit. The applicant shall allow District employees to inspect the main dwelling to confirm the number of plumbing fixtures.~~

- e. ~~If the rated capacity of the existing service connection to the main dwelling unit is sufficient to meet the peak demand of the fixture units in both the main dwelling unit and the proposed new second unit, the District will require that a second meter be installed so that water used by the second unit can be metered and billed separately. The applicant must pay the applicable meter installation charge.~~
- d. ~~If the rated capacity of the existing service connection to the main dwelling unit is not sufficient to meet the peak demand of the fixtures in both the main dwelling unit and the proposed new second unit, the District will require (1) that a separate service connection and a separate meter to the second unit be installed or (2) that the service connection be enlarged sufficiently to meet the peak demand from both units and a separate meter be installed for the second unit. The applicant in this case must pay the applicable transmission and storage fees for the new or enlarged service connection as well as the applicable meter installation charge.~~

~~2. ***Existing Second Dwelling Units***~~

- a. ~~An existing customer who wishes to "legalize" an existing second dwelling unit in accordance with Chapter 22.5 of the San Mateo County Zoning Regulations and who wishes to have water service continued to such unit on an approved basis, as required by Section 6429.2d.(3) of the San Mateo County Zoning Regulations, shall submit an application to the District.~~
- b. ~~The application shall consist of a copy of the application for a Certificate of occupancy submitted to the County and shall also include a list of all plumbing fixtures existing within the main dwelling unit and the existing second dwelling unit. The applicant shall allow District employees to inspect both dwelling units to confirm the number of plumbing fixtures.~~
- e. ~~If the rated capacity of the existing service connection to the main dwelling unit is sufficient to meet the peak demand of all plumbing fixtures in both dwelling units, the District will require that a second meter be installed, unless physical constraints make such installation impossible or economically unreasonable, so that water use by the second unit can be metered and billed separately. The applicant must pay the applicable meter installation charge. If physical limitations prevent installation of a second meter, the owner of the main dwelling unit will be charged two base charges on his or her water bill.~~
- d. ~~If the rated capacity of the existing service connection to the main dwelling unit is not sufficient to meet the peak demand of all plumbing fixtures in both dwelling units, the District will require a second meter be installed, as provided in 2 (e) above, and, in addition, will require the applicant to provide the District with a written statement acknowledging that water using fixtures were installed on the premises in excess of the rated capacity of the existing service connection without notice to or approval of the District and waiving any claim the applicant may have against the District for inadequate water pressure or service. This statement shall be on a form provided by the District.~~

Staff Report

To: Coastside County Water District Board of Directors,
via David Dickson, General Manager

From: Cathleen Brennan, Water Resources Analyst

Agenda: August 14, 2018

Report Date: August 9, 2018

Subject: Proposed Amendments to the Indoor Water Use Efficiency Ordinance
and Setting the Date for a Public Hearing

Attachments: A: Proposed Ordinance 2018-01
B: Proposed Public Hearing Notice for Half Moon Bay Review

Recommendation

Consider the proposed amendments to the Indoor Water Use Efficiency Ordinance and set a public hearing on the amended ordinance for September 11, 2018 at 7:00 pm. No action on the ordinance is required at this time.

Background

The Indoor Water Use Efficiency Ordinance is a mandatory water efficiency measure that was designed to reduce per capita indoor water consumption for new and expanded water services in the District's service area. It was first adopted in 2010 because of The San Francisco Public Utilities Commission's decision to limit the available water supply to member agencies of the Bay Area Water Supply and Conservation Agency to 184 MGD until at least 2018. Senate Bill 7x-7 (Water Conservation Act of 2009), which called for a 20 percent per capita reduction statewide, also motivated the District to implement the Indoor Water Use Efficiency Ordinance. It was amended in 2014 to update the efficiency standards.

Other examples of mandatory water use efficiency measures that the District imposes on customers are metering the usage of all customers, tiered residential water rates and the water waste prohibitions in Ordinance 2008-01.

Description

The proposed amendments to the ordinance are necessary to align the District's metering requirements with recent state legislation on accessory dwelling units. It is also necessary to acknowledge changes in the California Plumbing Code and Green Building Standards.

The following is a list of substantive changes to the ordinance:

1. Define accessory dwelling unit (ADU).

2. Remove “indoor” from the title of the ordinance.
3. Remove the indoor water use efficiency table.
4. Amend metering requirements to:
 - (a) Clarify metering for SFR with ADU’s
 - (b) Expand on allowances for master metering of Multi-family and Non-Residential developments.
 - (c) Add a written description of factors that are considered for determining metering requirements.

The District’s amended ordinance applies to any project requiring new or expanded water service for new construction, remodels and existing construction.

Staff anticipates having to make additional amendments to this ordinance in the near future to accommodate new water efficiency regulations being implemented by the state.

Effective Date for Amended Ordinance

September 12, 2018 is the proposed effective date for this amended ordinance.

Fiscal Impact

None.

Summary

With the Board’s approval, a public hearing will be set for September 11 at 7:00 pm for the amended Water Use Efficiency Ordinance. The public hearing will be noticed in the Half Moon Bay Review at least ten days before the public hearing.

ORDINANCE NO. 2018-01

AN ORDINANCE OF COASTSIDE COUNTY WATER DISTRICT
UPDATING ~~INDOOR~~ WATER USE EFFICIENCY REGULATIONS

Purple Font = Added Text
Red = Deleted Text

THIS ORDINANCE is adopted in light of the following facts and circumstances, which are hereby found and declared by the Board of Directors.

WHEREAS, on May 11, 2010 the District adopted Ordinance No. 2010-01, the Coastside County Water District Indoor Water Use Efficiency Ordinance.

WHEREAS, on January 14, 2014, the District adopted Ordinance No. 2014-01, which updated the efficiency standards in the Coastside County Water District Indoor Water Use Efficiency Ordinance.

WHEREAS, in 2006, the U.S. Environmental Protection Agency launched the WaterSense Program seeking to protect the future of our nation's water supply by educating American consumers on water efficient products and ensuring the performance of water efficient products and services that perform at least 20 percent more efficiently than previous standards.

WHEREAS, a reliable minimum supply of potable water is essential to the public health, safety and welfare of the people and economy of the County of San Mateo and the City of Half Moon Bay California.

WHEREAS, the San Francisco Bay Area is a semi-arid region and is dependent upon local surface water, ground water, and imported water supplies. Factors, such as drought, a growing population, climate change, and environmental and regulatory concerns affect our region's water reliability and make the region highly susceptible to water supply challenges.

WHEREAS, careful water management requires active water use efficiency at all times, in order to ensure a reliable minimum supply of water to meet current and future water supply needs.

WHEREAS, Article X, Section 2 of the California Constitution and Section 100 of the California Water Code declare that the general welfare requires water resources be put to beneficial use, waste or unreasonable use or unreasonable method of use of water be prevented, and conservation of water be fully exercised with a view to the reasonable and beneficial use thereof.

~~WHEREAS, the San Francisco Public Utilities Commission has imposed an interim water supply limitation on its wholesale customers, including local water suppliers, until at least 2018.~~

~~WHEREAS, current supply and demand projections for the Bay Area Water Supply and Conservation Agency member agencies indicate that, in the absence of increased water conservation, water demands will exceed available water supplies in 2015 and implementation of water conserving ordinances is one mechanism by which agencies can reduce future water demands and remain within existing supplies.~~

~~WHEREAS, the Board of Directors finds and determines that this Ordinance is consistent with the provisions requiring high efficiency water conserving fixtures and reductions in indoor water use in the 2013-2016 California Plumbing Code and the California Green Building Standards Code., respectively, as such provisions will be implemented in the coming years. Implementation of this Ordinance is necessary to ensure the use installation of high efficiency water conserving fixtures. and assist BAWSCA member agencies in achieving water savings.~~

WHEREAS, the State Legislature has identified the provision of a more reliable water supply and the protection, restoration and enhancement of the Delta ecosystem as a high priority for the State. Pursuant to this, in November 2009, the State Legislature passed Senate Bill 7 (7th Extraordinary Session) requiring certain urban water suppliers to reduce per capita urban water use by 20% by the year 2020. Accordingly, the Board of Directors finds that the implementation of this Ordinance is consistent with the policies and goals established by the State Legislature in enacting Senate Bill 7 (7th Extraordinary Session).

WHEREAS, the State Legislature has identified urban water conservation as a cost-effective approach to addressing water supply needs and determined that there are many water conservation practices that produce significant energy and water resource savings that should be encouraged as a matter of state policy. Pursuant to this finding, the State Legislature passed Senate Bill 407 (Chapter 587, Stats. 2009), requiring all residential and commercial property owners to replace existing plumbing fixtures with water-conserving fixtures by 2017 and 2019, respectively, and to upgrade existing plumbing fixtures upon any remodel initiated after January 1, 2014. ~~Senate Bill 407 further authorizes a city, county, or retail water supplier to enact local ordinances that promote compliant use of water efficient plumbing fixtures or which will result in a greater amount of water savings than those provided for in Senate Bill 407. Accordingly, the Board of Directors finds and determines that this Ordinance is consistent with the mandates of Senate Bill 407 and will result in water savings as provided for in Senate Bill 407.~~

WHEREAS, in 2016 and 2017 the State Legislature adopted multiple bills (Gov. Code Section 65580-65589.8) to streamline the approval of accessory dwelling units and junior accessory dwelling units with the intent of providing more affordable housing in California. Accordingly, local planning authorities within the District's jurisdiction have recently updated their local regulations.

WHEREAS, the District coordinates the review and approvals of remodels and new construction with the local planning authorities and the local fire protection authority.

WHEREAS, the California Coastal Commission issued memoranda in 2017 to coastal cities and counties providing guidance on complying with new accessory dwelling unit legislation and updating their local coastal programs to conform with Coastal Act policies.

WHEREAS, the State Water Resources Control Board, the Department of Water Resources, The California Public Utilities Commission, the California Department of Food and Agriculture, and the California Energy Commission are developing a long-term framework to Make Water Conservation a California Way of Life, as directed by Governor Brown's Executive Order B-37-16.

WHEREAS, the State Legislature passed companion bills SB606 and AB1668 which Governor Brown signed on May 31, 2018. These bills establish guidelines for efficient water use

indoors and outdoors to Make Water Conservation a California Way of Life beyond the year 2020.

WHEREAS, the District has the power to perform all acts necessary to carry out fully the provisions of the County Water District Law (Water Code Section 31001), may establish rules and regulations for the distribution and use of water supplies (Water Code Section 31024), may adopt and enforce a comprehensive water conservation program to reduce potable water consumption and conserve supplies (Water Code Section 375), and may require as a condition of new service, that reasonable water-saving devices and water reclamation devices be installed to reduce water use (Water Code Section 1009 and 31035).

WHEREAS, the District has followed the procedures for notice, public participation and adoption set forth in Section 375 of the California Water Code.

~~WHEREAS, the Board of Directors finds and determines that the more restrictive building standards for water use efficiency conserving fixtures provided for in this Ordinance are reasonably necessary because of local climatic, geological or topographical conditions.~~

WHEREAS, the District has the power to perform all acts necessary to carry out fully the provisions of the County Water District Law (Water Code Section 31001), may establish rules and regulations for the distribution and use of water supplies (Water Code Section 31024), may adopt and enforce a comprehensive water conservation program to reduce potable water consumption and conserve supplies (Water Code Section 375), and may require as a condition of new service, that reasonable water-saving devices and water reclamation devices be installed to reduce water use (Water Code Section 1009 and 31035).

WHEREAS, the Board of Directors finds and determines that this Ordinance is not subject to the California Environmental Quality Act (Public Resources Code Section 21000 et seq.) ("CEQA") pursuant to Section 15307 (the activity assures the maintenance, restoration, enhancement, or protection of a natural resource) and Section 15378(b)(2) (the activity is not a project as it involves general policy and procedure making) of the State CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, since it makes and implements policies and procedures for ensuring that water resources are conserved by reducing water consumption through the use of water efficient indoor plumbing fixtures.

WHEREAS, the adoption and enforcement of this Ordinance is necessary to manage the Coastside County Water District's potable water supply in the short and long-term and to avoid or minimize the effects of drought and shortage within the Coastside County Water District's service area. This Ordinance is essential to ensure a reliable and sustainable minimum supply of water for the public health, safety and welfare.

NOW, THEREFORE, THE BOARD OF DIRECTORS DOES ORDAIN AS FOLLOWS:

I. **Title**

THIS ORDINANCE shall be known as the **Coastside County Water District Indoor Water Use Efficiency Ordinance**.

II. Coordination with the Plumbing Code and the California Green Building Standards Code

The District acknowledges that it is not legally empowered to adopt or enforce the code of rules and regulations printed in one volume and published by the International Association of Plumbing and Mechanical Officials, under the title “California Plumbing Code, 2016 2013 Edition,” or the most current edition, and the appendices printed therein, and all supplements subsequently issued thereto, hereinafter collectively called the “Plumbing Code,” prescribing regulations for the installation of all plumbing fixtures.

The District also acknowledges that it is not legally empowered to adopt or enforce the code of building standards known as the California Green Building Standards (CALGreen Code) published by the International Code Council and developed through a collaborative effort of the California Building Standards Commission.

However, the District intends to implement the water efficiency measures provided for in this Ordinance in connection with an application for new or expanded water service.

III. Applicability

A. The provisions of this Ordinance shall apply to the following projects requiring new or expanded water service:

1. All new construction;
2. Any remodel;
3. Existing construction or existing development.

B. The provisions of this Ordinance shall not apply to:

1. Existing buildings not seeking new or expanded water service;
2. Registered local, state or federal historical sites;
- ~~3. Remodels where, in the discretion of the District's Superintendent, the unique configuration of the building, its drainage system or portions of the public sewer, or both, are incompatible with efficiency standards listed in the Indoor Water Use Efficiency Table and require a greater quantity of water to flush the system in a manner that is consistent with public health.~~

IV. Definitions

A. “accessory dwelling unit (ADU)” means a single dwelling unit attached or detached on a single-family parcel, associated with a primary single-family residence.

~~B. “certified professional” means a licensed contractor, licensed architect or licensed professional engineer.~~

- B** C. “dedicated irrigation meter” means a meter installed to provide water for irrigation purposes only.
- C** D. “District” means Coastside County Water District.
- D** “domestic meter” means a meter installed to provide water primarily for indoor end uses.
- ~~D. “Energy Star Qualified” means that a given fixture meets the United States Environmental Protection Agency standard for an energy efficient product.~~
- ~~E. “gal/cycle” means gallons per cycle.~~
- ~~F. “gal/100 lbs ice” means gallons per hundred pounds of ice.~~
- ~~G. “gpf” means gallons per flush.~~
- ~~H. “gpm” means gallons per minute.~~
- E** I. “individual meter” means a metered service connection serving one dwelling unit, one commercial unit or one landscaped area by an individual account with the District.
- F** J. “irrigated landscape area” means area of landscaping that is supplied water by an irrigation system or water feature.
- G** K. “landscaped area” means the permeable area on a project parcel that is not covered by the footprint of structures, hardscape, or decking material.
- H** L. “local agency” means a city or county, including a charter city or charter county, or water district that is responsible for adopting and implementing the Ordinance. The local agency is also responsible for the enforcement of this Ordinance, including but not limited to, in the case of a city or county, approval of a permit and plan check or design review of a project; and in the case of a district, approval of a new or expanded water service application.
- I** M. “local water purveyor” means any entity, including a public agency, city, county or private water company that provides retail water service.
- ~~N. “LSI” means Langlier Saturation Index providing an indication of the degree of saturation of water with respect to calcium carbonate related to cooling tower efficiency.~~
- J** O. “master meter” means an individual metered service connection serving multiple residential or multiple commercial units by an individual account with the District.
- K** P. “mixed use” means a parcel or building used for both commercial and residential purposes.
- L** Q. “new or expanded water service” means a new connection or an increase in existing capacity from an increase in fixture units or end uses for an existing connection.

M R. “permit” means the document issued by local agencies in connection with new construction, remodels or renovations and which authorizes the lawful initiation of construction, improvements or repairs to a building or structure.

N s. “project applicant” means the individual or entity submitting an ~~Indoor~~ Water Use Efficiency Checklist ~~as required under Section VII~~, and requesting a permit, plan check, design review, or new or expanded water service application from the local agency. A Project applicant may be the property owner or his or her designee.

O T. “RMF” means residential multi-family ~~or residential with more than one dwelling unit~~.

P U. “service connection” is the water supply pipe from the water main to the meter.

Q V. “sq. ft.” means square feet.

~~w. “toilet” means toilet tank, toilet valve, and toilet bowl.~~

~~X. “urinal” means urinal porcelain and urinal valve.~~

V. **Minimum Indoor Requirements**

All projects requiring new or expanded water service will have, at a minimum, fixtures that comply with the efficiency standards listed below (the “Indoor Water Use Efficiency Table”):

INDOOR WATER USE EFFICIENCY TABLE

Fixture	Residential	Non-Residential
Toilets-	≤ 1.28-gpf and ≥ 350 grams	≤ 1.28-gpf and ≥ 350 grams
Showerheads	≤ 2.0-gpm at 80-psi	≤ 2.0-gpm at 80-psi
Bathroom Faucets	≤ 1.5-1.2-gpm at 60-psi	≤ 0.5-gpm at 60-psi
Kitchen Faucets	≤ 1.8-gpm at 60-psi	≤ 1.8-gpm at 60-psi
Utility Faucets	≤ 1.8-gpm at 60-psi	≤ 1.8-gpm at 60-psi
Metering Faucets	≤ 0.25-gallons per cycle	≤ 0.25-gallons per cycle
Dishwashers	Energy Star Qualified	Energy Star Qualified
Urinals	≤ 0.5-gpf	≤ 0.5-gpf
Cooling Towers	≥ 5-cycles of concentration or ≥ 2.5-LSI	≥ 5-cycles of concentration or ≥ 2.5-LSI
Commercial Food Steamers	Boiler less or Self-contained	Boiler less or Self-contained
Commercial Ice Machines	≤ 25-gal/100-lbs ice and Air-cooled	≤ 25-gal/100-lbs ice and Air-cooled
Commercial Pre-Rinse Spray Valves	≤ 1.28-gpm at 60-psi	≤ 1.28-gpm at 60-psi
Commercial Automatic Vehicle Wash Facilities	≥ 50% of water recycled on site	≥ 50% of water recycled on site
Commercial Refrigeration	Closed loop or Air-cooled Water used for all cooling purposes shall be recycled or re- circulated.	Closed loop or Air-cooled Water used for all cooling purposes shall be recycled or re- circulated.
All fixtures and appliances must be manufactured to meet specifications. Flow restrictors and other after-market modifications will not be accepted as compliant.		

V VI. **Metering**

When determining the water metering configuration of a parcel, the District will consider the range of water use, backflow protection devices, along with the size and type of water meter

that is appropriate for the end uses. Staff will use parcel data, California Plumbing Code, engineering calculations, meter manufacturing information, backflow requirements, knowledge of the distribution system and District specifications to determine the best water metering configuration to serve a development or property.

All projects requiring new or expanded water service shall comply with the following metering requirements:

- A. A dedicated irrigation meter is required for all irrigated landscaped area greater than or equal to 5,000 square feet. ~~If the project includes landscaped area greater than or equal to 5,000 square feet, the applicant shall install a separate dedicated irrigation meter.~~
- B. Mixed use developments require an individual domestic meter for each separate type of class or use, including a dedicated irrigation meter to serve landscaping. ~~If the project is a mixed use development, the applicant shall install an individual meter for each separate use, including a dedicated irrigation meter to serve the landscape.~~
- C. Commercial multi-unit developments require an individual domestic meter be installed to serve each unit and a dedicated irrigation meter to serve landscaping. ~~If the project involves a RMF (Residential Multi-Family) development, the applicant shall install an individual meter for each dwelling unit. In addition, the applicant shall install an individual meter for the common area and a dedicated irrigation meter shall be installed to serve the landscape.~~
- D. Residential multi-unit (multi-family) development requires an individual meter for each dwelling unit. In addition, the applicant shall install a dedicated irrigation meter for landscaped area and an individual domestic meter for any common areas. ~~If the project involves a commercial multi-unit development, the applicant shall install an individual meter for each unit and the applicant shall install a dedicated irrigation meter to serve the landscaped area.~~
- E. Master domestic meters may be installed under the following conditions, at the discretion of District staff: ~~A master meter service connections may be installed only for multiple residential units or multiple commercial units that satisfy all of the following conditions:~~
 - 1. all of the residential units are within one building, and;
 - 2. all the commercial units are within one building, and;
 - 3. ~~the building is three or more stories in height, and;~~
 - 3. the parcel and the building are owned by one legal entity, and;
 - 4. the parcel is served by a dedicated irrigation meter, or;
 - 5. backflow protection requirements make it impractical to individually meter units, or;
 - 6. the parcel is a single-family residence with one accessory dwelling unit.

- F. Service connections and meters are assigned to a parcel by assessor's parcel number (APN) and shall provide water to that one parcel. ~~Service connections are assigned to a parcel by assessor's parcel number (APN) and only serve that parcel.~~

VI VII. Compliance with Ordinance

- A. The District shall:
 - 1. Provide the project applicant with the ~~Ordinance and the Indoor~~ Water Use Efficiency Checklist ~~requirements when it provides the applicant with the procedures for new or expanded water service applications;~~
 - 2. Review the ~~Indoor~~ Water Use Efficiency Checklist submitted by the project applicant;
 - 3. Approve or deny the project applicant's ~~Indoor~~ Water Use Efficiency Checklist submittal;
 - 4. Only upon approval of the ~~Indoor~~ Water Use Efficiency Checklist along with other required submittals, approve a new or expanded water service application for the project applicant;
 - 5. In its discretion, inspect the project for compliance with District requirements for the project ~~installation of the water efficient fixtures and appliances to verify that they have been installed and are performing at the required use levels;~~ and
- B. The project applicant shall:
 - 1. Meet the minimum water use efficiency standards ~~for indoor fixtures and appliances provided for in the Indoor Water Use Efficiency Table and Checklist.~~
 - 2. Comply with the District's regulations regarding water service, water service extensions, water system improvements, engineering and construction standards and approved materials.
 - 3. Comply with the District's fee and rate schedule.
 - 4. Prior to construction, submit all portions of the ~~Indoor~~ Water Use Efficiency Checklist to the District for verification.
 - 5. Allow District staff access to inspect property for compliance with District regulations.

VII VIII. Components of the ~~Indoor~~ Water Use Efficiency Checklist

The ~~Indoor~~ Water Use Efficiency Checklist shall require, at a minimum:

- A. Project Information;

~~B. Quantity and unit water use factors of all indoor fixtures and appliances relative to the standards listed in the Indoor Water Use Efficiency Table and Checklist;~~

B C. Most current construction drawings showing type, location and layout of plumbing fixtures, appliances and meters.

C Other submittals required by the District for water service; including, but not limited to, fire protection, fixture unit worksheets, and water demand calculations.

~~D. Contain the following statement to be completed by the project applicant: "I certify that the subject project meets the specified requirements of the Indoor Water Use Efficiency Ordinance"; and~~

D E. Bear the signature of the project applicant, or that of a certified professional.

VIII IX. Penalties and Enforcement

Failure to comply with the requirements of this ordinance or a violation of this ordinance is determined to be waste or unreasonable use or unreasonable method of use of water.

A. Notice of Correction and Notice of Violation.

It is unlawful for any person, firm, partnership, association, or corporation subject to the requirements of this Ordinance to fail to comply with the water use efficiency requirements or to alter or replace the fixtures and appliances required by this Ordinance with other noncompliant fixtures or appliances after the completion of construction or remodel. Whenever the District Superintendent determines that a violation of this Ordinance has occurred, the District Superintendent may serve a notice of correction on the owner(s) of the property on which the violation is situated. The applicant or owner(s) of record shall have sixty (60) days to take corrective action. A notice of violation shall be issued after sixty (60) days, from the date of the notice of correction, if the violation has not been corrected.

B. Enforcement.

If an applicant or owner(s) of record for new or expanded water service fails to comply with the provisions of this Ordinance, the District may require the applicant or owner(s) of record to resubmit its water service application and revised ~~Indoor~~ Water Use Efficiency Checklist for approval and will withhold approval of the application until the applicant or owner(s) of record complies with the terms of this Ordinance.

1. If the applicant or owner(s) of record with an installed water service fails to comply with this Ordinance, and fails to correct any violation within sixty (60) days of the notice of correction from the District, the District may require the installation of a flow restricting device(s) until compliance is achieved. The applicant or owner(s) of record will be charged for the installation and removal of the flow restricting device(s), so the District may recover the costs incurred from enforcement.

2. If the applicant or owner(s) of record with an installed water service fails to comply with this Ordinance and fails to correct any violation after ninety (90) days of the notice of correction from the District, the District may suspend water service by locking or removing the water meter until compliance is achieved. The applicant or owner(s) of record will be charged for suspending and restoring water service.
3. If the applicant or owner(s) of record with an installed dedicated irrigation water service fails to comply with this Ordinance and fails to correct any violation within sixty (60) days of the notice of correction from the District, the District may suspend water service by locking or removing the water meter until compliance is achieved. Irrigation is not a necessary water service for health and safety. The applicant or owner(s) of record will be charged for suspending and restoring water service.
4. In addition to any other remedy provided herein, the District may also refer enforcement of violations under this Ordinance to the City Attorney, County Counsel or District Attorney of the jurisdiction where the violation occurred.

IX

X. Public Education

The District shall provide information to all applicants regarding the installation of water efficient fixtures and appliances.

X

XI. Severability

If any section, subsection, provision or part of this Ordinance, or its application to any person or circumstance, is held to be unconstitutional or otherwise invalid, the remainder of this Ordinance, and the application of such provision to other person or circumstances, shall not be affected thereby and shall remain in full force and effect and, to that end, the provisions of this Ordinance are severable.

XI

XII. Publication

The General Manager is hereby directed to arrange for this Ordinance to be published in a newspaper of general circulation in the District within ten (10) days of its adoption.

XII

XIII. Effective Date

This revised Ordinance shall become effective on [September 12, 2018](#).

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Coastside County Water District held on [September 11, 2018](#) by the following vote:

AYES:

NOES:

ABSENT:

ROBERT FELDMAN
BOARD PRESIDENT

ATTEST:

DAVID R. DICKSON
BOARD SECRETARY

Notice of Public Hearing

NOTICE IS HEREBY GIVEN that the Coastside County Water District Board of Directors will conduct a public hearing on amendments to the Indoor Water Use Efficiency Ordinance, as follows:

Date: September 11, 2018

Time: 7:00 p.m.

Location: Coastside County Water District, 766 Main Street, Half Moon Bay, California 94019

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: August 14, 2018

Report

Date: August 10, 2018

Subject: Assistant General Manager's Report

Recommendation: none

Background:

Series 2006B Bond Refinancing status:

The 2006B Bond refinancing successfully closed on July 23, 2018. As reported last month, final savings are \$713,519, or \$47,568 per year over the remaining life of the loan. The net present value of the savings is \$591,224.

WaterSmart/AMI (Advanced Metering Infrastructure) update:

With the implementation of our AMI (advanced metering infrastructure), we are now able to view hourly meter reads and to alert our customers regarding unusual water usage by utilizing our WaterSmart web portal and our Aclara Technologies "AMI" data.

Since March 2018, our Customer Service staff has alerted over 350 customers regarding potential leaks or unusual water usage. Customers have generally been receptive and grateful for our notifications.

We have piloted the WaterSmart web portal with 42 customers over the last month. Of the 42 customers, 10 have logged onto the site more than 10 times.

Feedback has been very favorable, and we plan to begin offering WaterSmart to all of our customers later in August. We will promote WaterSmart by first sending out a Constant Contact e-mail and followed by a post card mailing.

MONTHLY REPORT

To: David Dickson, General Manager
From: James Derbin, Superintendent of Operations
Agenda: August 14, 2018

Report
Date: August 8, 2018

Monthly Highlights

- New Distribution Operator started
- Two service line leaks repaired on Poplar
- Replaced 2 dry barrel hydrants with wet barrel hydrants on Pilarcitos Avenue
- Installed markers inside all normally closed Distribution valve cans
- Denniston chemical containment structure nearing completion
- CCWD operations staff has monthly meeting scheduled with City staff to discuss project coordination

Source of Supply

Denniston reservoir/wells, Crystal Springs and Pilarcitos Reservoirs as the sources of supply in July.

Projects

Downtown 2" Main Replacement Project

Andreini Brothers has completed the underground portion of the Downtown 2" main replacement project and has paving schedule the week of August 13th.

Denniston WTP heater and propane tank installation complete.

Denniston pump station transformer upgrade scheduled for next month.