

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, September 12, 2017 - 7:00 p.m.

AGENDA

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

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

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

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) SPECIAL ORDER OF BUSINESS

Introduction of James E. Derbin, new Superintendent of Operations for Coastside County Water District.

5) 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 August 31, 2017: Claims: \$591,135.44; Payroll: \$95,201.58 for a total of \$686,337.02 ([attachment](#))
 - *August 2017 Monthly Financial Claims reviewed and approved by Director Mickelsen*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of August 8, 2017 Regular & Special Board of Directors Meetings ([attachment](#))
- D. Monthly Water Service Connection Transfer Report ([attachment](#))
- E. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- F. Total CCWD Production Report ([attachment](#))
- G. CCWD Monthly Sales by Category Report – August 2017 ([attachment](#))
- H. Monthly Emergency Main & Service Repairs Report and Water Line Flushing Report ([attachment](#))
- I. Monthly Rainfall Reports ([attachment](#))
- J. S.F.P.U.C. Hydrological Report for the month of July 2017 ([attachment](#))
- K. Acceptance of Total Compensation Study Report prepared by Koff & Associates ([attachment](#))

6) MEETINGS ATTENDED / DIRECTOR COMMENTS

7) GENERAL BUSINESS

- A. Advanced Metering Infrastructure (AMI) and Meter Installation Services: Authorization to waive competitive bidding requirements and enter into a Contract for Installation Services with Professional Meters Inc. (PMI) ([attachment](#))
- B. Approval of Changes to Class Specification for the Office Specialist I and II Positions (including renaming the positions to “Customer Service” Specialist I/II) and Approval of Reclassification of “Customer Service Technician” Position to “Customer Service Specialist II” ([attachment](#))
- C. Strawflower Village Pipeline Replacement Project - Approval of Change Orders ([attachment](#))

- D. Strawflower Village Pipeline Replacement Project - Notice of Completion ([attachment](#))
- E. District Customer Service Update ([attachment](#))

8) MONTHLY INFORMATIONAL REPORTS

- A. Superintendent of Operations Report ([attachment](#))
- B. Water Resource Report ([attachment](#))

9) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

10) ADJOURNMENT

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

CHECKS				
CHECK DATE	CHECK NO.	VENDOR	VOID CHECK	AMOUNT
08/08/2017	24319	HEALTH BENEFITS ACWA-JPIA		35,120.85
08/08/2017	24320	HUE & CRY, INC.		444.00
08/11/2017	24321	ALLIANCE FOR WATER EFFICIENCY		500.00
08/11/2017	24322	AT&T		3,291.41
08/11/2017	24323	AT&T LONG DISTANCE		178.62
08/11/2017	24324	CHEMTRADE CHEMICALS US LLC		2,430.56
08/11/2017	24325	COMCAST		194.00
08/11/2017	24326	RECORDER'S OFFICE		21.00
08/11/2017	24327	EMPLOYMENT DEV. DEPT.		146.92
08/11/2017	24328	FEDAK & BROWN LLP		4,982.00
08/11/2017	24329	FIRST NATIONAL BANK		2,757.54
08/11/2017	24330	HASSETT HARDWARE		1,215.57
08/11/2017	24331	MASS MUTUAL FINANCIAL GROUP		1,774.65
08/11/2017	24332	PACIFIC GAS & ELECTRIC CO.		57,171.62
08/11/2017	24333	REPUBLIC SERVICES		419.06
08/11/2017	24334	RYAN H. STOLL		65.00
08/11/2017	24335	TEAMSTERS LOCAL UNION #856		1,111.00
08/11/2017	24336	TPX COMMUNICATIONS		1,834.07
08/11/2017	24337	VALIC		3,245.00
08/23/2017	24338	CALIFORNIA GLASS SOLUTIONS INC.		317.57
08/28/2017	24339	CALCON SYSTEMS, INC.		1,230.00
08/28/2017	24340	CALIFORNIA UTILITIES		500.00
08/28/2017	24341	CANYON SPRINGS ENTERPRISES		18,305.33
08/28/2017	24342	ANNE CRAWFORD		100.00
08/28/2017	24343	MICHAEL LABRECQUE-JESSEN		200.00
08/28/2017	24344	NANCI MALONEY		100.00
08/28/2017	24345	MONTEREY COUNTY LAB		3,408.00
08/28/2017	24346	NATIONAL METER & AUTOMATION		17,403.51
08/28/2017	24347	MICHAEL NG		300.00
08/28/2017	24348	PAPE MACHINERY EXCHANGE		3,956.69
08/28/2017	24349	RAY A MORGAN COMPANY INC.		362.87
08/28/2017	24350	SAN MATEO CTY RESOURCE CONSERVATION DIST		683.00
08/28/2017	24351	UGSI CHEMICAL FEED, INC.		453.01
08/28/2017	24352	BAHRAM & ZOHREH ABOLMOLUKI		213.62
08/28/2017	24353	ADP, INC.		938.35
08/28/2017	24354	FRANK YAMELLO		235.00

08/28/2017	24355	KASRA & SARA AMIR ARAGHI	352.92
08/28/2017	24356	KASRA & SARA AMIR ARAGHI	352.92
08/28/2017	24357	ANALYTICAL ENVIRONMENTAL SERVICES	28,397.83
08/28/2017	24358	ANDREINI BROS. INC.	49,295.75
08/28/2017	24359	ASSOC.CALIF.WATER AGENCIES	270.00
08/28/2017	24360	AZTEC GARDENS, INC.	190.00
08/28/2017	24361	BADGER METER, INC.	123.00
08/28/2017	24362	BALANCE HYDROLOGICS, INC	2,687.51
08/28/2017	24363	BAY ALARM COMPANY	1,659.23
08/28/2017	24364	ABUNDANCE GROUP, INC	7,086.39
08/28/2017	24365	BIG CREEK LUMBER	47.39
08/28/2017	24366	BSK ASSOCIATES	200.00
08/28/2017	24367	CALCON SYSTEMS, INC.	46,541.28
08/28/2017	24368	CANYON SPRINGS ENTERPRISES	53,056.29
08/28/2017	24369	CAROLYN STANFIELD	600.00
08/28/2017	24370	CHEVRON/TEXACO UNIVERSAL CARD	1,861.43
08/28/2017	24371	CINTAS FIRST AID & SAFETY	825.00
08/28/2017	24372	JEFFREY CISLINI	271.02
08/28/2017	24373	PETTY CASH	144.31
08/28/2017	24374	COASTSIDE TECHNICAL SERVICES	175.00
08/28/2017	24375	CORRPRO COMPANIES, INC.	1,605.00
08/28/2017	24376	RECORDER'S OFFICE	24.00
08/28/2017	24377	RECORDER'S OFFICE	24.00
08/28/2017	24378	RECORDER'S OFFICE	18.00
08/28/2017	24379	RECORDER'S OFFICE	18.00
08/28/2017	24380	JAMES COZZOLINO, TRUSTEE	10,000.00
08/28/2017	24381	D/B/A CUSTOM TRUCK CUSTOM TOPS, INC.	145.73
08/28/2017	24382	DATAPROSE, LLC	1,770.43
08/28/2017	24383	DEBRA DAUGHERTY	100.00
08/28/2017	24384	SEAN DONOVAN	47.21
08/28/2017	24385	ELECSYS INTERNATIONAL CORP	250.00
08/28/2017	24386	LAURA ELY	89.82
08/28/2017	24387	CHARLES & TRULA FLOYD	89.66
08/28/2017	24388	GRAINGER, INC.	1,996.65
08/28/2017	24389	HMB BLDG. & GARDEN INC.	3,166.79
08/28/2017	24390	H.M.B.AUTO PARTS	79.86
08/28/2017	24391	HANSONBRIDGETT. LLP	7,043.00
08/28/2017	24392	IRON MOUNTAIN	555.16
08/28/2017	24393	IRVINE CONSULTING SERVICES, INC.	2,855.82
08/28/2017	24394	IRVINE CONSULTING SERVICES, INC.	84.99
08/28/2017	24395	ISABELLA TRUST	311.47

08/28/2017	24396	KANEKO AND KRAMMER CORP	10,500.00
08/28/2017	24397	GLENNA LOMBARDI	110.00
08/28/2017	24398	MASS MUTUAL FINANCIAL GROUP	1,774.65
08/28/2017	24399	METLIFE GROUP BENEFITS	1,635.33
08/28/2017	24400	MISSION UNIFORM SERVICES INC.	226.92
08/28/2017	24401	DEBORAH MOY	341.62
08/28/2017	24402	NATIONAL METER & AUTOMATION	2,591.57
08/28/2017	24403	NORTHSTAR CHEMICAL	2,805.00
08/28/2017	24404	OFFICE DEPOT	287.12
08/28/2017	24405	ONTRAC	561.68
08/28/2017	24406	PACIFICA COMMUNITY TV	250.00
08/28/2017	24407	VINCENT PAGUIA	288.12
08/28/2017	24408	PAKPOUR CONSULTING GROUP	4,133.06
08/28/2017	24409	PAULO'S AUTO CARE	77.38
08/28/2017	24410	STANLEY PENG	331.42
08/28/2017	24411	KEVIN PENG	334.42
08/28/2017	24412	KEVIN PENG	274.02
08/28/2017	24413	PITNEY BOWES	211.91
08/28/2017	24414	POLLARDWATER.COM	411.45
08/28/2017	24415	PSI-PROCESS SOLUTIONS, INC	1,022.36
08/28/2017	24416	PUMP REPAIR SERVICE CO. INC.	15,190.81
08/28/2017	24417	RAY A MORGAN COMPANY INC.	1,163.58
08/28/2017	24418	BURKE & JESSICA REVET	89.66
08/28/2017	24419	RICOH USA INC	1,006.14
08/28/2017	24420	ROBERTS & BRUNE CO.	13,909.91
08/28/2017	24421	ROGUE WEB WORKS, LLC	490.00
08/28/2017	24422	SAN FRANCISCO WATER DEPT.	60,946.48
08/28/2017	24423	SAN MATEO CTY PUBLIC HEALTH LAB	636.00
08/28/2017	24424	STATE WATER RESOURCES CONTROL BD	90.00
08/28/2017	24425	MICHAEL SU	352.92
08/28/2017	24426	GABRIEL & MICHELINE TABIB	353.12
08/28/2017	24427	JAMES TETER	3,543.57
08/28/2017	24428	UPS STORE	85.02
08/28/2017	24429	USA BLUE BOOK	980.59
08/28/2017	24430	VALIC	3,245.00
08/28/2017	24431	VERIZON WIRELESS	40.01
08/28/2017	24432	V. G. INVESTMENTS	273.22
08/28/2017	24433	WATERSMART SOFTWARE, INC	8,000.00
08/28/2017	24434	STEVE WEED	326.44
08/28/2017	24435	STEVE WEED	326.44
08/28/2017	24436	STEVE WEED	326.44

08/28/2017	24437	STEVE WEED	326.44
08/28/2017	24438	PHILIP WILKINSON	271.02
08/28/2017	24439	BIN LI & FENGLIANG XUE	309.92
08/28/2017	24440	CELESTE ZANONI	100.00
08/01/2017	24441	CHARLES WINTER	24.46
08/01/2017	24442	SHAUN AHARAM	15.71
08/11/2017	24443	COLIN MILLER	46.29
08/30/2017	24444	HELEN J. CAREY	374.42
08/30/2017	24445	HELEN J. CAREY	380.42
08/30/2017	24446	ISABELLA TRUST	380.42
08/30/2017	24447	ISABELLA TRUST	374.42
TOTAL CLAIMS FOR MONTH			\$ 532,169.58

WIRE PAYMENTS

<u>MONTH</u>	<u>VENDOR</u>	<u>AMOUNT</u>
08/02/2017	DFT0000071 CalPERS FISCAL SERVICES DIVISION	40.03
08/02/2017	DFT0000072 CalPERS FISCAL SERVICES DIVISION	27,620.90
08/10/2017	DFT0000073 PUB. EMP. RETIRE SYSTEM	12,901.87
08/23/2017	DFT0000074 CALPERS	1,050.00
08/23/2017	DFT0000075 PUB. EMP. RETIRE SYSTEM	12,928.87
8/31/2017	Credit Card & Bank Fees	4,424.19
TOTAL WIRE PAYMENTS FOR MONTH		\$ 58,965.86

TOTAL CLAIMS FOR THE MONTH **\$ 591,135.44**



Coastside County Water District

Monthly Budget Report Account Summary

For Fiscal: 2017-2018 Period Ending: 08/31/2017

	August Budget	August 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	1,348,770.00	1,404,020.30	55,250.30	4.10 %	2,303,908.00	2,444,387.10	140,479.10	6.10 %	10,805,600.00
	Total RevType: 1 - Operating:	1,348,770.00	1,404,020.30	55,250.30	4.10 %	2,303,908.00	2,444,387.10	140,479.10	6.10 %	10,805,600.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	4,165.00	5,450.61	1,285.61	30.87 %	8,330.00	11,191.77	2,861.77	34.35 %	50,000.00
1-4180-00	Late Notice - 10% Penalty	4,998.00	7,849.10	2,851.10	57.04 %	9,996.00	9,682.90	-313.10	-3.13 %	60,000.00
1-4230-00	Service Connections	833.00	2,859.21	2,026.21	243.24 %	1,666.00	2,859.21	1,193.21	71.62 %	10,000.00
1-4920-00	Interest Earned	0.00	0.00	0.00	0.00 %	1,543.00	2,374.43	831.43	53.88 %	6,174.00
1-4930-00	Tax Apportionments/County Checks	0.00	517.31	517.31	0.00 %	0.00	517.31	517.31	0.00 %	700,000.00
1-4950-00	Miscellaneous Income	3,083.00	5,334.48	2,251.48	73.03 %	6,167.00	8,317.43	2,150.43	34.87 %	37,000.00
1-4955-00	Cell Site Lease Income	12,833.00	12,844.69	11.69	0.09 %	25,667.00	25,642.62	-24.38	-0.09 %	154,000.00
1-4965-00	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	250,000.00
	Total RevType: 2 - Non-Operating:	25,912.00	34,855.40	8,943.40	34.51 %	53,369.00	60,585.67	7,216.67	13.52 %	1,267,174.00
	Total Revenue:	1,374,682.00	1,438,875.70	64,193.70	4.67 %	2,357,277.00	2,504,972.77	147,695.77	6.27 %	12,072,774.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	331,608.00	273,946.48	57,661.52	17.39 %	593,853.00	522,926.37	70,926.63	11.94 %	2,106,991.00
1-5230-00	Nunes T P Pump Expense	3,356.00	3,450.70	-94.70	-2.82 %	6,713.00	7,422.70	-709.70	-10.57 %	40,280.00
1-5231-00	CSP Pump Station Pump Expense	50,000.00	37,093.95	12,906.05	25.81 %	100,000.00	78,457.95	21,542.05	21.54 %	318,000.00
1-5232-00	Other Trans. & Dist Pump Expense	3,000.00	2,468.08	531.92	17.73 %	5,500.00	4,939.08	560.92	10.20 %	25,440.00
1-5233-00	Pilarcitos Canyon Pump Expense	700.00	-84.87	784.87	112.12 %	1,700.00	35.13	1,664.87	97.93 %	32,309.00
1-5234-00	Denniston T P Pump Expense	5,000.00	9,762.69	-4,762.69	-95.25 %	13,000.00	19,802.69	-6,802.69	-52.33 %	92,220.00
1-5242-00	CSP Pump Station Operations	875.00	933.39	-58.39	-6.67 %	1,750.00	1,552.47	197.53	11.29 %	10,500.00
1-5243-00	CSP Pump Station Maintenance	1,388.00	58.22	1,329.78	95.81 %	2,776.00	2,069.16	706.84	25.46 %	37,000.00
1-5246-00	Nunes T P Operations - General	6,000.00	5,136.88	863.12	14.39 %	12,000.00	11,177.94	822.06	6.85 %	72,000.00
1-5247-00	Nunes T P Maintenance	10,200.00	1,931.98	8,268.02	81.06 %	20,400.00	7,763.92	12,636.08	61.94 %	122,500.00
1-5248-00	Denniston T P Operations-General	1,500.00	26.54	1,473.46	98.23 %	4,500.00	2,596.82	1,903.18	42.29 %	34,500.00
1-5249-00	Denniston T.P. Maintenance	5,000.00	7,378.27	-2,378.27	-47.57 %	10,000.00	9,378.27	621.73	6.22 %	60,000.00
1-5250-00	Laboratory Expenses	4,000.00	4,122.68	-122.68	-3.07 %	8,000.00	8,186.99	-186.99	-2.34 %	53,000.00
1-5260-00	Maintenance - General	24,308.00	21,531.37	2,776.63	11.42 %	48,616.00	28,570.80	20,045.20	41.23 %	291,700.00
1-5260-11	Maintenance - Paving	0.00	75.42	-75.42	0.00 %	0.00	75.42	-75.42	0.00 %	0.00
1-5261-00	Maintenance - Well Fields	3,500.00	0.00	3,500.00	100.00 %	7,000.00	0.00	7,000.00	100.00 %	40,000.00
1-5263-00	Uniforms	0.00	4,763.62	-4,763.62	0.00 %	3,700.00	4,763.62	-1,063.62	-28.75 %	10,000.00
1-5318-00	Studies/Surveys/Consulting	10,000.00	10,500.00	-500.00	-5.00 %	20,000.00	10,500.00	9,500.00	47.50 %	160,000.00

Monthly Budget Report

For Fiscal: 2017-2018 Period Ending: 08/31/2017

	August Budget	August Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
1-5321-00 Water Resources	3,083.00	150.00	2,933.00	95.13 %	6,167.00	8,743.63	-2,576.63	-41.78 %	37,000.00
1-5322-00 Community Outreach	2,000.00	250.00	1,750.00	87.50 %	4,000.00	250.00	3,750.00	93.75 %	54,700.00
1-5381-00 Legal	9,167.00	3,672.50	5,494.50	59.94 %	18,334.00	8,672.50	9,661.50	52.70 %	110,000.00
1-5382-00 Engineering	8,334.00	4,373.56	3,960.44	47.52 %	16,667.00	8,853.56	7,813.44	46.88 %	100,000.00
1-5383-00 Financial Services	0.00	982.00	-982.00	0.00 %	6,000.00	4,982.00	1,018.00	16.97 %	20,000.00
1-5384-00 Computer Services	12,067.00	5,613.87	6,453.13	53.48 %	24,134.00	16,600.04	7,533.96	31.22 %	144,800.00
1-5410-00 Salaries/Wages-Administration	88,500.00	66,671.02	21,828.98	24.67 %	177,000.00	133,159.68	43,840.32	24.77 %	1,150,980.00
1-5411-00 Salaries & Wages - Field	97,400.00	97,381.41	18.59	0.02 %	194,800.00	195,322.80	-522.80	-0.27 %	1,266,081.00
1-5420-00 Payroll Tax Expense	13,120.00	12,710.32	409.68	3.12 %	26,240.00	25,302.61	937.39	3.57 %	170,555.00
1-5435-00 Employee Medical Insurance	35,880.00	30,722.90	5,157.10	14.37 %	71,760.00	60,904.03	10,855.97	15.13 %	447,056.00
1-5436-00 Retiree Medical Insurance	3,767.00	3,671.42	95.58	2.54 %	7,534.00	8,236.32	-702.32	-9.32 %	47,215.00
1-5440-00 Employees Retirement Plan	41,875.00	43,295.10	-1,420.10	-3.39 %	83,750.00	85,536.74	-1,786.74	-2.13 %	544,380.00
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	4,225.00	3,646.09	578.91	13.70 %	8,450.00	6,234.13	2,215.87	26.22 %	50,700.00
1-5620-00 Office & Billing Expenses	18,792.00	21,782.10	-2,990.10	-15.91 %	37,584.00	38,278.57	-694.57	-1.85 %	225,500.00
1-5625-00 Meetings / Training / Seminars	2,000.00	1,355.00	645.00	32.25 %	4,000.00	1,992.50	2,007.50	50.19 %	24,000.00
1-5630-00 Insurance	10,000.00	10,205.18	-205.18	-2.05 %	20,000.00	20,210.32	-210.32	-1.05 %	120,000.00
1-5687-00 Membership, Dues, Subscript.	2,000.00	675.00	1,325.00	66.25 %	8,000.00	9,779.67	-1,779.67	-22.25 %	75,350.00
1-5689-00 Labor Relations	0.00	0.00	0.00	0.00 %	3,000.00	0.00	3,000.00	100.00 %	6,000.00
1-5700-00 San Mateo County Fees	1,667.00	0.00	1,667.00	100.00 %	3,333.00	0.00	3,333.00	100.00 %	20,000.00
1-5705-00 State Fees	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	24,000.00
Total ExpType: 1 - Operating:	814,312.00	690,252.87	124,059.13	15.23 %	1,580,261.00	1,353,278.43	226,982.57	14.36 %	8,179,757.00
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 %	486,776.00
1-5715-00 Debt Service/CIEDB 11-099	0.00	0.00	0.00	0.00 %	262,467.17	262,467.17	0.00	0.00 %	336,269.00
1-5716-00 Debt Service/CIEDB 2016	0.00	0.00	0.00	0.00 %	229,848.33	229,848.34	-0.01	0.00 %	324,652.00
Total ExpType: 4 - Capital Related:	0.00	0.00	0.00	0.00 %	492,315.50	492,315.51	-0.01	0.00 %	1,147,697.00
Total Expense:	814,312.00	690,252.87	124,059.13	15.23 %	2,072,576.50	1,845,593.94	226,982.56	10.95 %	9,327,454.00
Report Total:	560,370.00	748,622.83	188,252.83		284,700.50	659,378.83	374,678.33		2,745,320.00

COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
August 31, 2017
Revised 9/11/17

<u>RESERVE BALANCES</u>	Current Year as of 8/31/17	Prior Year as of 8/31/16
CAPITAL AND OPERATING RESERVE	\$4,904,458.61	\$3,716,090.22
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
TOTAL DISTRICT RESERVES	\$5,154,458.61	\$3,966,090.22

ACCOUNT DETAIL

ACCOUNTS WITH FIRST NATIONAL BANK (FNB)		
CHECKING ACCOUNT	\$4,100,875.38	\$2,089,788.64
CSP T & S ACCOUNT	\$16,930.17	\$849,800.36
MONEY MARKET GEN. FUND (Opened 7/20/17)	\$2,500.00	\$0.00
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$1,033,453.06	\$1,025,801.22
DISTRICT CASH ON HAND	\$700.00	\$700.00
TOTAL ACCOUNT BALANCES	\$5,154,458.61	\$3,966,090.22

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

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

8/31/2017

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

06-03	SCADA/Telemetry/Electrical Controls Replacement	\$ 50,000	\$ 20,648	\$ 50,000	\$ -	41%	
08-12	New Service Truck	\$ 250,000	\$ -	\$ 250,000	\$ -	0%	On order - \$210,000 approved at July 2017 Board meeting
99-02	Vehicle Replacement	\$ 90,000	\$ -	\$ 90,000	\$ -	0%	
99-03	Computer Systems	\$ 5,000	\$ -	\$ 5,000	\$ -	0%	
99-04	Office Equipment/Furniture	\$ 3,000	\$ -	\$ 3,000	\$ -	0%	

Facilities & Maintenance

08-08	PRV Valves Replacement Project	\$ 30,000	\$ 5,222	\$ 30,000	\$ -	17%	
09-07	Advanced Metering Infrastructure	\$ 850,000	\$ 24,211	\$ 850,000	\$ -	3%	\$14K was ordered against remaining prior year's budget - but was not received until early July
09-09	Fire Hydrant Replacement	\$ 40,000	\$ 18,510	\$ 40,000	\$ -	46%	
16-07	Sample Station Replacment Project	\$ 20,000	\$ 53	\$ 20,000	\$ -	0%	
14-14	Pilarcitos Canyon Road Improvements	\$ 100,000	\$ 7,121	\$ 100,000	\$ -	7%	
99-01	Meter Change Program	\$ 600,000	\$ 73,511	\$ 600,000	\$ -	12%	\$70K was ordered against remaining prior year's budget - but was not received until early July

Pipeline Projects

06-02	Highway 1 South Pipeline Replacement Proejct	\$ 80,000	\$ -	\$ 80,000	\$ -	0%	
07-03	Pilarcitos Canyon Pipeline Replacement	\$ 150,000	\$ 28,398	\$ 150,000	\$ -	19%	
14-01	Replace 12" Welded Steel Line on Hwy 92 with 8"	\$ 300,000	\$ 10,488	\$ 300,000	\$ -	3%	
14-26	Replace 2" Pipe in Downtown Half Moon Bay	\$ 500,000	\$ 764	\$ 660,000	\$ (160,000)	0%	Bid awarded in August 2017. Work is scheduled to start this fall.
18-12	Installation of two (2) valves - Ritz Carlton	\$ 20,000	\$ -	\$ 20,000	\$ -	0%	

Pump Stations / Tanks / Wells

06-04	Hazen's Tank Replacement	\$ 30,000	\$ -	\$ 30,000	\$ -	0%	
08-14	Alves Tank Recoating (Interior & Exterior)	\$ 100,000	\$ -	\$ 100,000	\$ -	0%	
13-08	Crystal Springs Spare 350 HP Motor	\$ 60,000	\$ -	\$ 60,000	\$ -	0%	
18-02	CSP Air Relief Valves	\$ 40,000	\$ -	\$ 40,000	\$ -	0%	
18-03	CSP Spare 500 Pump Rehabilitation	\$ 30,000	\$ 15,191	\$ 30,000	\$ -	51%	
18-05	Denniston Tank THM Control (Mixer & Blower)	\$ 80,000	\$ -	\$ 80,000	\$ -	0%	
18-07	EG #2 Tank Chorlination System (Residual Control System)	\$ 50,000	\$ -	\$ 50,000	\$ -	0%	
18-08	CSP Communications	\$ 50,000	\$ -	\$ 50,000	\$ -	0%	

Water Supply Development

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

17-04	Denniston Dam Spillway Repairs	\$ 90,000	\$ -	\$ 90,000	\$ -	0%	
18-09	Denniston Heater	\$ 15,000	\$ -	\$ 15,000	\$ -	0%	

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

8/31/2017

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

FY 16/17 TOTALS \$ 3,908,000 \$ 204,116 \$ 4,068,000 \$ (160,000)

Previous CIP Projects - paid in FY 17/18

06-03	El Granada Tank #3 Recoating Project		\$ 113,535	\$ 250,000	\$ (250,000)		Carryover of project from 2016/17; project is estimated to be completed September 2017; funded by Ibank loan
10-02 & 12-04	Denniston Pump Station & Pipeline Project (formerly Bridgeport Drive Pipeline Replacement Project)		\$ 261,422	\$ 550,000	\$ (550,000)		Carryover of project from 2016/17; project is estimated to be completed August 2017 - funded by Ibank loan
17-06	Crystal Springs Pump Station Discharge Valve Replacement		\$ 365	\$ 365	\$ (365)		
13-02	Replace 8inch Pipeline Under Creek at Pilarcitos Ave (Strawflower Pipeline Replacement Project)		\$ 56,666	\$ 190,000	\$ (190,000)		Work was mostly completed in August 2017
			\$ -	\$ -	\$ -		

PREVIOUS YEAR TOTALS \$ - \$ 431,988 \$ 990,365 \$ (990,365)

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

	CSP P3 Soft Start Pump/Shafting Replacement		\$ 12,178	\$ 12,178	\$ (12,178)		
12-12	Denniston/San Vicente Water Supply Development		\$ 2,688	\$ 2,688	\$ (2,688)		
					\$ -		
					\$ -		

NON-BUDGETED TOTALS \$ - \$ 14,866 \$ 14,866 \$ (14,866)

CIP TOTALS \$ 3,908,000 \$ 650,970 \$ 5,073,231 \$ (1,165,231)

**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
Sep-16	2,489			603	3,798	7,063				13,953
Oct-16	2,205			784	1,392	677				5,056
Nov-16	1,909		815	757	1,657	677			242	6,057
Dec-16	2,776		513	544	60	478				4,371
Jan-17	3,231			858					604	4,693
Feb-17	3,080			474	1,087					4,641
Mar-17	1,350		695	1,219	1,510					4,773
Apr-17	7,572			724	544					8,840
May-17	5,739			500	30					6,269
Jun-17	1,846		272	379	393	19,831				22,721
Jul-17	2,476			108		2,716				5,300
Aug-17	2,925		748	387	2,984					7,043
TOTAL	37,599	0	3,043	7,334	13,454	31,441	0	0	846	93,717

**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
Sep-16	480	8,597		9,077	0
Oct-16	480	17,965		18,445	0
Nov-16	480	12,365	254	13,098	254
Dec-16	480	3,392	2,424	6,296	2,424
Jan-17	480	5,662	4,069	10,210	4,069
Feb-17	1,494	11,649	806	13,949	806
Mar-17	480	7,552		8,032	
Apr-17	480	5,594		6,074	
May-17	587	9,988		10,575	
Jun-17	480	620		1,100	
Jul-17	480		1,606	2,086	1,606
Aug-17	1,241	117	2,186	3,544	2,186
TOTAL	7,641	83,500	11,345	102,487	11,345

Calcon T&M Projects Tracking
as of 8/31/17

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Total Billing (thru 6/30/17)	Project Billing FY2017-18	Project Budget Remaining
CAL-13-01	EG Tank 2 Recoating Project	Closed	9/30/13	10/8/13	\$8,220.00	\$8,837.50		-\$617.50
CAL-13-02	Nunes Control System Upgrades	Closed	9/30/13	10/8/13	\$46,141.00	\$55,363.60		-\$9,222.60
CAL-13-03	Win 911 and PLC Software	Closed	9/30/13	10/8/13	\$9,717.00	\$12,231.74		-\$2,514.74
CAL-13-04	Crystal Springs Surge Tank Retrofit	Closed	11/26/13	11/27/13	\$31,912.21	\$66,572.54		-\$34,660.33
CAL-13-05		Closed				\$0.00		\$0.00
CAL-13-06	Nunes Legacy Backwash System Removal	Closed	11/25/13	11/26/13	\$6,516.75	\$6,455.00		\$61.75
CAL-13-07	Denniston Backwash FTW Valves	Closed	11/26/13	11/27/13	\$6,914.21	\$9,518.28		-\$2,604.07
CAL-14-01	Denniston Wash Water Return Retrofit	Closed	1/28/14	2/14/14	\$13,607.00	\$13,591.60		\$15.40
CAL-14-02	Denniston Calrifier SCADA Data	Closed	4/2/14	4/7/14	\$4,125.00	\$4,077.50		\$47.50
CAL-14-03	Nunes Surface Scatter Turbidimeter	Closed	4/2/14	4/7/14	\$2,009.50	\$0.00		\$2,009.50
CAL-14-04	Phase I Control System Upgrade	Closed	4/2/14	4/7/14	\$75,905.56	\$44,459.14		\$31,446.42
CAL-14-06	Miramar Control Panel	Closed	8/28/14	8/28/14	\$37,953.00	\$27,980.71		\$9,972.29
CAL-14-08	SFWater Flow & Data Logger/Cahill Tank	Closed	8/20/2014	8/20/2014	\$1,370.00	\$1,372.00		-\$2.00
CAL-15-01	Main Street Monitors	Closed				\$6,779.42		-\$6,779.42
CAL-15-02	Denniston To Do List	Closed				\$2,930.00		-\$2,930.00
CAL-15-03	Nunes & Denniston Turbidity Meters	Closed			\$6,612.50	\$12,536.12		-\$5,923.62
CAL-15-04	Phase II Control System Upgrade		6/23/2015	8/11/2015	\$195,000.00	\$194,102.50	\$8,125.00	-\$7,227.50
CAL-15-05	Permanganate Water Flow					\$1,567.15		-\$1,567.15
CAL-16-04	Radio Network		12/9/2016	1/10/2017	\$126,246.11	\$116,633.18	\$12,522.50	-\$2,909.57
CAL-16-05	El Granada Tank No. 3 Recoating		12/16/2016		\$6,904.50	\$3,860.00		\$3,044.50
CAL-17-01	Crystal Springs Leak Valve Control		2/8/2017	2/14/2017	\$8,701.29	\$6,390.00		\$2,311.29
CAL-17-02	Crystal Springs Requirements & Addtl Controls		2/8/2017	2/14/2017	\$38,839.50	\$16,467.06		\$22,372.44
CAL-17-03	Nunes Valve Control		6/29/2017	7/11/2017	\$73,281.80	\$64,184.35		\$9,097.45
CAL-17-04	Denniston Booster Pump Station		7/27/2017	8/8/2017	\$21,643.75	\$1,230.00	\$5,550.00	\$14,863.75
CAL-17-05	Crystal Springs Pump Station #3 Soft Start		7/27/2017	8/8/2017	\$12,213.53	\$0.00	\$12,178.13	\$35.40
SUBTOTAL					\$733,834.21	\$677,139.39	\$38,375.63	\$18,319.19
Other: Maintenance								
CAL-15-EMG	Emergency Callout							
CAL-17-EMG	Emergency Callout Tanks							
	Crystal Springs Maintenance						\$ 244.70	
	Nunes Maintenance							
	Denniston Maintenance							
	Main Office/Distribution							
TOTAL FY2017/18							\$ 38,620.33	

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

Tuesday, August 8, 2019

- 1) **ROLL CALL** - The special meeting began at 6:00 p.m. Present at roll call: Directors Ken Coverdell, Arnie Glassberg, Chris Mickelsen, Vice-President Bob Feldman, David Dickson, General Manager; and Mary Rogren, Assistant General Manager. President Glenn Reynolds was absent.
- 2) **PUBLIC COMMENT** - There were no public comments.
- 3) **CLOSED SESSION**
 - A. **Conference with Labor Negotiator**
Pursuant to California Government Code Section 54957.6
Agency Designated Representatives: David Dickson, General Manager
and Mary Rogren, Assistant General Manager
Employee Organization: Teamsters Union, Local 856
 - B. **Public Employee Performance Evaluation**
Pursuant to California Government Section 54957
Title: General Manager
- 4) **RECONVENE TO OPEN SESSION** - Vice-President Feldman reported that there was no Board action taken on agenda items 3A and 3B.
- 5) **ADJOURNMENT** - The Special Meeting was adjourned at 7:01 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary to the District

Robert Feldman, Vice 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, August 8, 2017

- 1) **ROLL CALL** - Vice-President Bob Feldman called the meeting to order at 7:01 p.m. Present at roll call: Directors Ken Coverdell, Arnie Glassberg, and Chris Mickelsen. President Glenn Reynolds was absent.

Also present: David Dickson, General Manager; Mary Rogren, Assistant General Manager; Joe Guistino, Superintendent of Operations, Patrick Miyaki Legal Counsel; Cathleen Brennan, Water Resources Analyst; JoAnne Whelen, Administrative Assistant/Recording Secretary and Gina Brazil, Office Manager.
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** - There were no public comments
- 4) **CONSENT CALENDAR**
 - A. Approval of disbursements for the month ending July 31, 2017:
Claims: \$1,415,725.35; Payroll: \$95,520.24 for a total of \$1,511,245.59
➤ *July 2017 Monthly Financial Claims reviewed and approved by Director Glassberg*
 - B. Acceptance of Financial Reports
 - C. Approval of Minutes of July 11, 2017 Regular and Special Board of Directors Meetings
 - D. Monthly Water Transfer Report
 - E. Installed Water Connection Capacity and Water Meters Report
 - F. Total CCWD Production Report
 - G. CCWD Monthly Sales by Category Report - July 2017
 - H. Monthly Emergency Main & Service Repairs Report and Water Line Flushing Report
 - I. Monthly Rainfall Reports
 - J. S.F.P.U.C. Hydrological Report for the month of July 2017
 - K. Approval of Calcon Work Directive 17-04 for the Denniston Booster Pump Station Project and Calcon Work Directive 17-05 for Replacement of the Crystal Springs Pump # 3 Soft Start

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

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

5) **MEETINGS ATTENDED / DIRECTOR COMMENTS**

Director Mickelsen reported that he had attended a recent Bay Area Water Supply and Conservation Agency (BAWSCA) meeting.

6) **GENERAL BUSINESS**

A. **Authorize Entering into an Agreement with WaterSmart Software**

Ms. Rogren provided the background of the District’s interest in WaterSmart Software, including staff’s research of the capabilities and features, reference checks, etc. She also reviewed the key terms, utility benefits and customer benefits and answered a few questions from the Board members. Patrick Miyaki advised the Board that Hanson Bridgett had reviewed the proposed agreement and that it is acceptable from a legal perspective.

ON MOTION BY Director Coverdell and seconded by Director Glassberg the Board voted by roll call vote to authorize the General Manager to enter into a professional service (“Software as a Service”) agreement with WaterSmart Software for an analytics dashboard and customer engagement portal:

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

B. **Advanced Metering Infrastructure Project - Authorization to Purchase Meter Transmissions Units, Badger Meters, and Meter Box Lids**

Ms. Rogren introduced this agenda item, summarized the background of this project and reviewed staff’s recommendations. Mr. Dickson provide further details regarding the eventual contract for the installations.

ON MOTION BY Director Glassberg and seconded by Director Mickelsen the Board voted by roll call vote to (1) authorize the General Manager to purchase remaining portion of Meter Transmission Units (MTUs) and services pursuant to and contemplated in the agreement with Aclara Technologies Inc., dated October 11, 2016 in an amount not to exceed \$600,000; (2) Determine that waiving the competitive bidding requirements of Resolution 2016-09 for the purchase of Badger ultrasonic meters is in the best interests of the District, and authorize the

General Manager to proceed with sole-source procurement of Badger ultrasonic meters from National Meter and Automation Inc. in an amount not to exceed \$550,000; and (3) Determine that waiving the competitive bidding requirements of Resolution 2016-09 for the purchase of Nicor polymer meter box lids is in the best interests of the District, and authorize the General Manager to proceed with sole-source procurement of Nicor lids from National Meter and Automation, Inc. in an amount not to exceed \$125,000:

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

C. Approval to Proceed with Emergency Replacement of Highway 92 Potable Water Pipeline Section at La Nebbia Winery

Mr. Dickson provided the background and challenges of this project. He advised that one of the most severely deteriorated sections, running approximately 550 feet in front of and beyond La Nebbia winery, has been the site of eight leaks over the past few years and that there is currently an active leak in this section of pipeline which has saturated the field east of La Nebbia. He reported that considering the difficulty of repairing the leak and the risk of future leaks, staff has evaluated a number of alternatives for bypassing the problem section; Mr. Dickson then reviewed details of the preferred approach.

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

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

D. Award of Contract - Downtown Half Moon Bay 2 Inch Pipeline Replacement Project

Mr. Guistino summarized the background and scope of this project and reviewed

results of the two bids received from Andreini Brothers and Stoloski & Gonzalez.

ON MOTION BY Director Coverdell and seconded by Director Glassberg, the Board voted by roll call vote to authorize the General Manager to contract with Andreini Brothers Inc. for construction of the Downtown Half Moon Bay 2-inch Replacement Project (CIP Project #14-26) at a cost of \$659,755:

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

7) MONTHLY INFORMATIONAL REPORTS

- A. Assistant General Manager's Report – Ms. Rogren provided an update to the Board on the ongoing recruitment for the Superintendent of Operations position with Koff & Associates, advising that interviews with candidates are scheduled for August 11, 2017.
- B. Superintendent of Operations Report – Mr. Guistino reviewed the operations highlights, including the status of the El Granada Tank 3 Rehabilitation and Coating Project, and the Pilarcitos Canyon Storm Repair.
- C. Water Resource Report – Ms. Brennan summarized the current grant share total that the District has received to date from the Department of Water Resources.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

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

9) ADJOURNMENT - The meeting was adjourned at 8:04 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary to the District

Bob Feldman, Vice President
Board of Directors

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Dave Dickson, General Manager

Agenda: September 12, 2017

Date: September 6, 2017

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

Recommendation:

None. For Board information purposes only.

Background:

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

During the month of August one (1) application to transfer one (1) -- 5/8" (20 gpm) non-priority water service connection was approved. A spreadsheet reporting these transfers follows this report as well as the approval memorandums from Patrick Miyaki and the confirmation letters from Gina Brazil.

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

DONATING APN	PROPERTY OWNER(S)	RECIPIENT APN	PROPERTY OWNER(S)	# OF CONNECTIONS	DATE
047-231-070	Tom & Lisa McCaffrey	064-062-630	Ralston Family Trust	1 -- 5/8"	August 4, 2017

Memorandum

TO: Gina Brazil

FROM: Patrick T. Miyaki

DATE: August 4, 2017

RE: **Application to Transfer One Uninstalled Non-Priority Water Service Connection from Thomas & Lisa McCaffrey to Ralston Family Trust (Randy Ralston & Linda Mendiola)**

Gina, I have reviewed the Application to transfer one 5/8-inch uninstalled non-priority water service connection from property owned by Thomas & Lisa McCaffrey (APN 047-231-070) to Ralsont Family Trust (Randy Ralston & Linda Mendiola) (APN 064-062-630).

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

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

PTM:slh

cc: David Dickson, General Manager
Samantha Hubley

August 4, 2017

Tom & Lisa McCaffrey
P. O. Box 2384
El Granada, CA 94018-2384

and

Ralston Family Trust
385 Miramar Drive
Half Moon Bay, CA 94019



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

Dear Property Owner(s):

This is official confirmation that the Coastside County Water District has approved your request to transfer one (1) - 5/8" non-priority water service connections. The result of this transfer is as follows:

- **APN 047-231-070** will continue to have one (1) -- 5/8" (20 gpm) installed water service connection from the Coastside County Water District that serves the developed property; and
- **APN 064-062-630** now has one (1) -- 5/8" (20 gpm) uninstalled non-priority water service connection assigned to it from the Crystal Springs Project.

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

Sincerely,

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

Gina Brazil
Office Manager

cc: David Dickson, General Manager

Fiscal Year 2018 Water Service Installations

FY 2018

APN	Name	Install Address	City/Community	Meter Size	Type	Date Installed	Notes
056-560-060	HMB Edenbridge Ct LP	101 Pumpkin Hollow	HMB	5/8"	dom	10-Jul-17	with 1" fire
056-560-110	HMB Edenbridge Ct LP	106 Redhawk Ct	HMB	5/8"	dom	10-Jul-17	with 1" fire
056-560-100	HMB Edenbridge Ct LP	102 Redhawk Ct	HMB	5/8"	dom	10-Jul-17	with 1" fire
056-082-840	Taffera, Anthony	696 Terrace Ave	HMB	5/8"	dom	14-Jul-17	with 1" fire
056-082-160	Bertao, Manuel & Cecilia	697 Terrace Ave	HMB	5/8"	dom	12-Jul-17	with 1" fire
056-560-120	HMB Edenbridge Ct LP	110 Red Hawk Ct	HMB	5/8"	dom	18-Jul-17	with 1" fire
056-560-160	HMB Edenbridge Ct LP	103 Red Hawk Ct	HMB	5/8"	dom	18-Jul-17	with 1" fire
056-560-150	HMB Edenbridge Ct LP	701 Upper Terrace A	HMB	5/8"	dom	18-Jul-17	with 1" fire
056-560-170	HMB Edenbridge Ct LP	107 Red Hawk Ct	HMB	5/8"	dom	18-Jul-17	with 1" fire
056-118-300	Taffera, Anthony	412 Valdez Ave.	HMB	5/8"	dom	19-Jul-17	with 1" fire
047-233-350	Boyle, James	120 Avenue Portola	El Granada	5/8"	dom	1-Jul-17	with 1 1/2" fire and 5/8" i
047-233-350	Boyle, James	120 Avenue Portola	El Granada	5/8"	dom	1-Jul-17	
047-233-350	Boyle, James	120 Avenue Portola	El Granada	5/8"	dom	1-Jul-17	
047-233-360	Conran, Steve	425 Coronado Ave	El Granada	5/8"	dom	3-Jul-17	with 1 1/2" fire and 5/8" i
047-233-360	Conran, Steve	425 Coronado Ave	El Granada	5/8"	dom	3-Jul-17	
047-233-360	Conran, Steve	425 Coronado Ave	El Granada	5/8"	dom	3-Jul-17	
048-024-430	Carey, Tom	467 Coronado Ave	El Granada	3/4"	dom	28-Jul-17	with 1" fire
056-182-060	City of HMB Library	620 Correas St	HMB	1.5"	dom	9-Aug-17	with 6" fire and 1" irrigati
056-105-150	Castaneda, Guillermo	324 Kelly Ave	HMB	5/8"	dom	29-Aug-17	with 1" fire

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2018

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.87	25.93	0.00	0.00	45.87	72.67	3.45	69.22
AUG	2.32	24.89	0.00	0.00	42.86	70.07	3.85	66.22
SEPT								
OCT								
NOV								
DEC								
JAN								
FEB								
MAR								
APR								
MAY								
JUN								
TOTAL	3.19	50.82	0.00	0.00	88.73	142.74	7.30	135.44
% MONTHLY TOTAL	3.31%	35.52%	0.00%	0.00%	61.17%	100.00%	0.05	94.51%
% ANNUAL TO DATE TOTAL	2.2%	35.6%	0.0%	0.0%	62.2%	100.0%	5.11%	94.9%

Local vs Imported-month 38.8% 61.17% CCWD vs SFPUC- month 38.8% 61.2%

Local vs Imported-annual 37.8% 62.2% CCWD vs SFPUC- annual 37.8% 62.2%

Local Source Imported Source

12 Month Running Treated Total

583.85

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2017

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

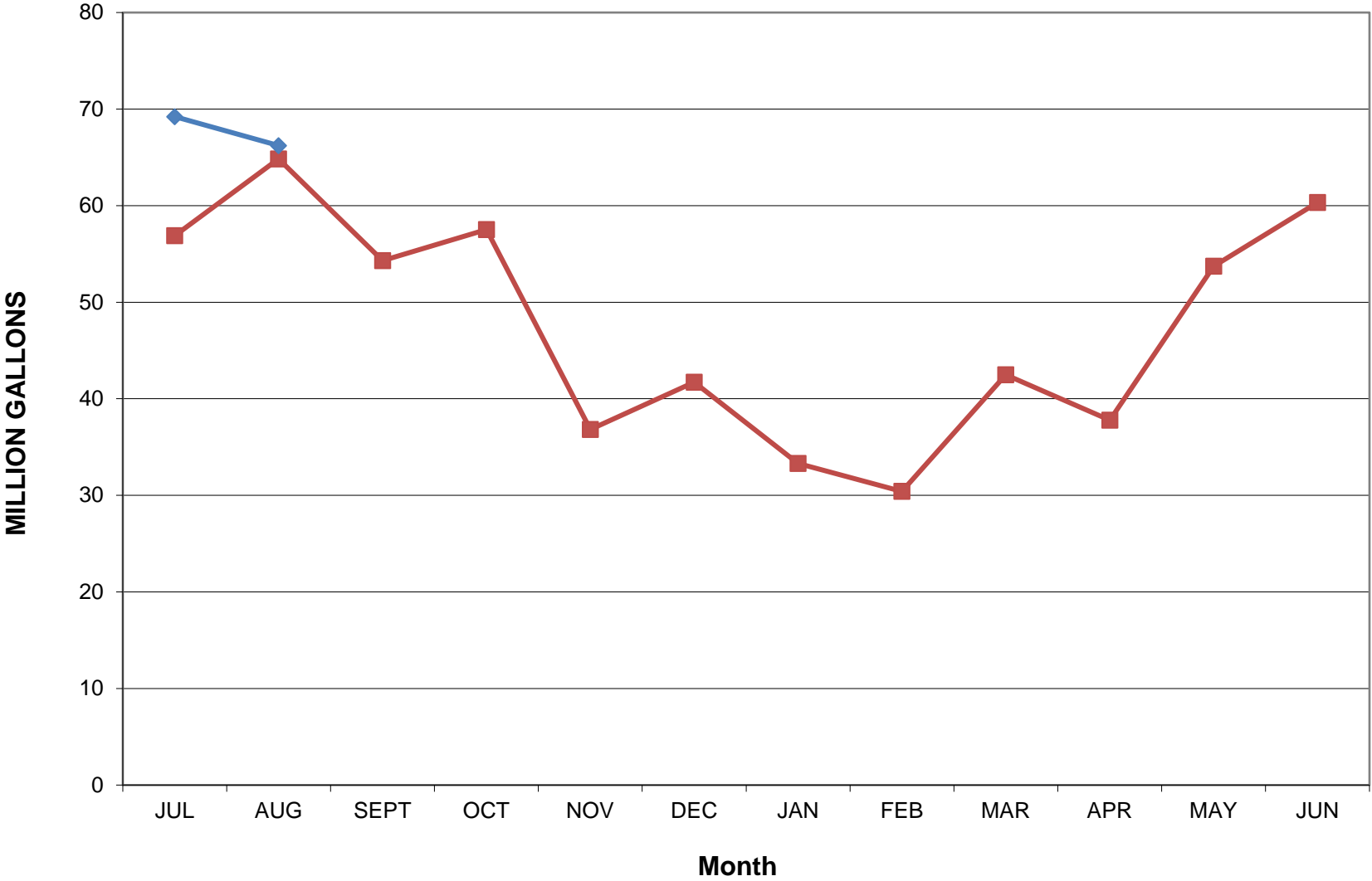
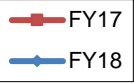
COASTSIDE COUNTY WATER DISTRICT

Predicted vs Actual Production - All Sources FY 18

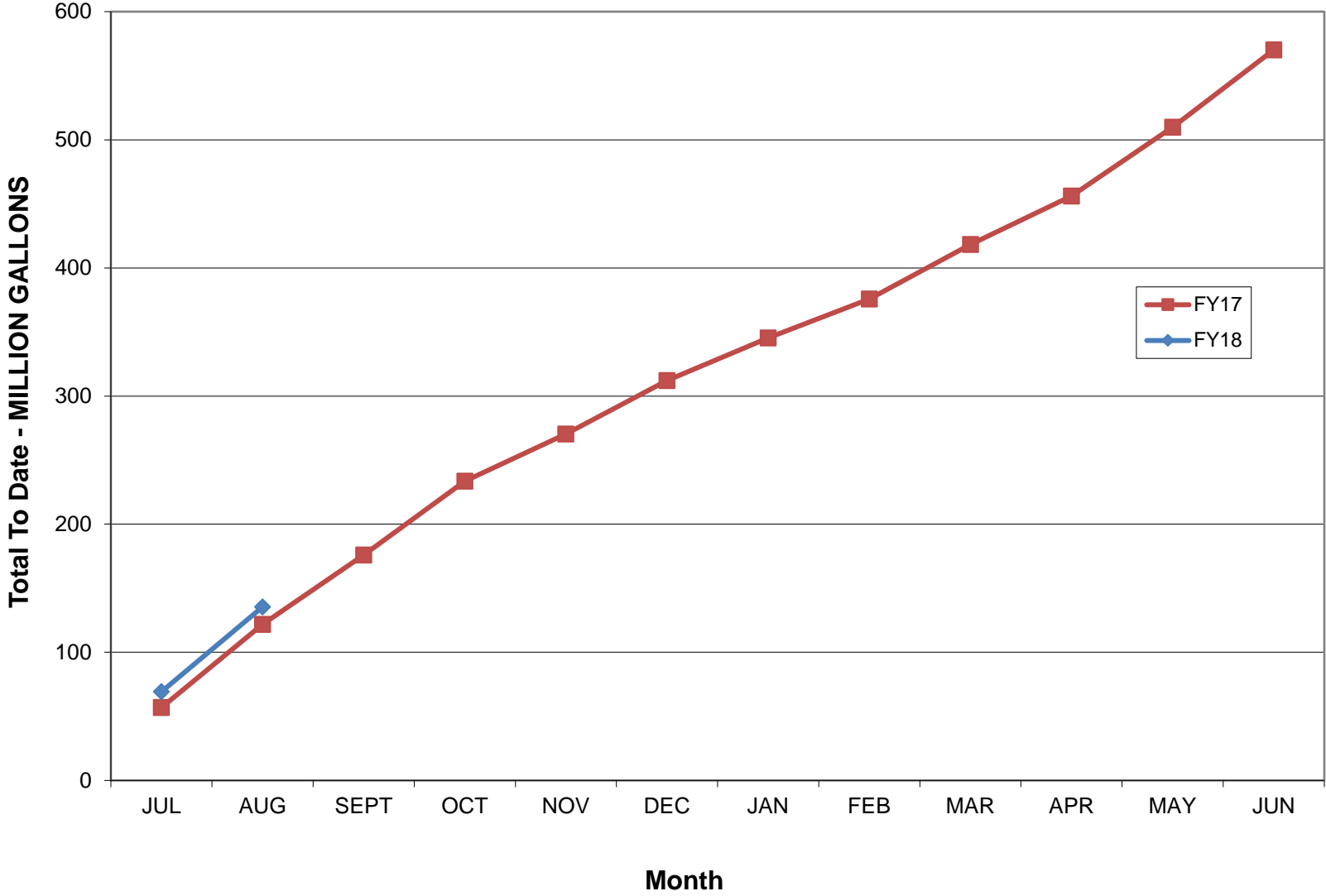
	Denniston Surface			Denniston Wells			Pilarcitos Wells			Pilarcitos Surface			SFWD CSP			SFWD Total	
	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG
Jul-17	25.93	14.96	-10.97	0.87	2.54	1.67	0.00	0.00	0.00	0.00	36.65	36.65	45.87	6.01	-39.86	45.87	42.66
Aug-17	24.89	10.47	-14.42	2.32	2.54	0.22	0.00	0.00	0.00	0.00	4.40	4.40	42.86	50.86	8.00	42.86	55.26
Sep-17			#VALUE!			#VALUE!			#VALUE!		#VALUE!	#VALUE!			#VALUE!	0.00	44.70
Oct-17			#VALUE!			#VALUE!			#VALUE!		#VALUE!	#VALUE!			#VALUE!	0.00	57.09
Nov-17			#VALUE!			#VALUE!			#VALUE!		#VALUE!	#VALUE!			#VALUE!	0.00	18.10
Dec-17			#VALUE!			#VALUE!			#VALUE!		#VALUE!	#VALUE!			#VALUE!	0.00	8.49
Jan-18			#VALUE!			#VALUE!			#VALUE!		#VALUE!	#VALUE!			#VALUE!	0.00	10.77
Feb-18			#VALUE!			#VALUE!			#VALUE!		#VALUE!	#VALUE!			#VALUE!	0.00	3.74
Mar-18			#VALUE!			#VALUE!			#VALUE!		#VALUE!	#VALUE!			#VALUE!	0.00	5.98
Apr-18			#VALUE!			#VALUE!			#VALUE!		#VALUE!	#VALUE!			#VALUE!	0.00	22.44
May-18			#VALUE!			#VALUE!			#VALUE!		#VALUE!	#VALUE!			#VALUE!	0.00	24.68
Jun-18			#VALUE!			#VALUE!			#VALUE!		#VALUE!	#VALUE!			#VALUE!	0.00	29.17
MG Totals	50.82	25.43	-25.39	3.19	5.09	1.90	0.00	0.00	0.00	0.00	41.05	41.05	88.73	56.88	-31.85	88.73	323.10

	Actual non SFPUC	Predicted non SFPUC	Actual SFPUC	Predicted SFPUC	TOTAL Actual	TOTAL Predicted	TOTAL Pred-act
	54.01	30.52	88.73	97.92	142.74	128.44	-14.30
% Total	37.84%	23.76%	62.16%	76.24%	111.13%		

Monthly Production FY 17 vs FY 18



Cumulative Production FY 17 vs.FY18



Plant Water Use*			Non Revenue Water					2017		MG	
	Denniston Plant	Nunes Plant	Total	Main Flushing	Main Breaks	Fire Dept	Miscellaneous	Denniston Holding Pond	Autoflush	Tank Level Difference	Total
JAN	1.070	1.430	2.500	0.000	0.040	0.000	0.024	0.000	0.139	-0.553	2.150
FEB	0.000	1.770	1.770	0.000	0.0003	0.000	2.000	0.000	0.024	-0.099	3.695
MAR	0.370	1.800	2.170	0.000	0.403	0.000	0.090	0.157	0.024	0.487	3.331
APR	1.420	1.590	3.010	0.000	0.131	0.000	0.000	0.285	0.024	0.086	3.536
MAY	2.050	1.560	3.610	0.002	0.058	0.000	0.090	0.000	0.049	-0.281	3.528
JUN	2.080	1.610	3.690	0.005	0.002	0.000	0.000	0.000	0.045	-0.161	3.581
JUL	2.090	1.600	3.690	0.000	0.020	0.000	0.000	0.000	0.045	-0.303	3.452
AUG	2.080	1.360	3.440	0.000	0.006	0.000	0.006	0.000	0.045	0.350	3.847
SEP											0.000
OCT											0.000
NOV											0.000
DEC											0.000
TOTAL	11.16	12.72	23.88	0.01	0.66	0.00	2.21	0.44	0.40	-0.47	27.12

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

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	20.823	40.192											61.02
COMMERCIAL	3.369	3.103											6.47
RESTAURANT	1.783	1.563											3.35
HOTELS/MOTELS	2.762	2.777											5.54
SCHOOLS	0.567	0.735											1.30
MULTI DWELL	2.768	3.107											5.87
BEACHES/PARKS	0.554	0.589											1.14
AGRICULTURE	6.107	6.007											12.11
RECREATIONAL	0.266	0.354											0.62
MARINE	0.597	0.666											1.26
IRRIGATION	6.166	5.258											11.42
RAW WATER	8.783	10.435											19.22
Detector Checks	0.019	0.044											0.06
Portable Meters	0.267	0.248											0.52
TOTAL - MG	54.83	75.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	129.91

Non Residential Usage	34.007	34.886	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
Running 12 Month Total		562.86											
12 mo Residential		291.67											
12 mo Non Residential		271.19											
Total	#VALUE!	562.86	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!

FY 2017

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

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

MONTH	Aug-17												
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Coastside County Water District Monthly Discharge Report
EMERGENCY MAIN AND SERVICE REPAIRS

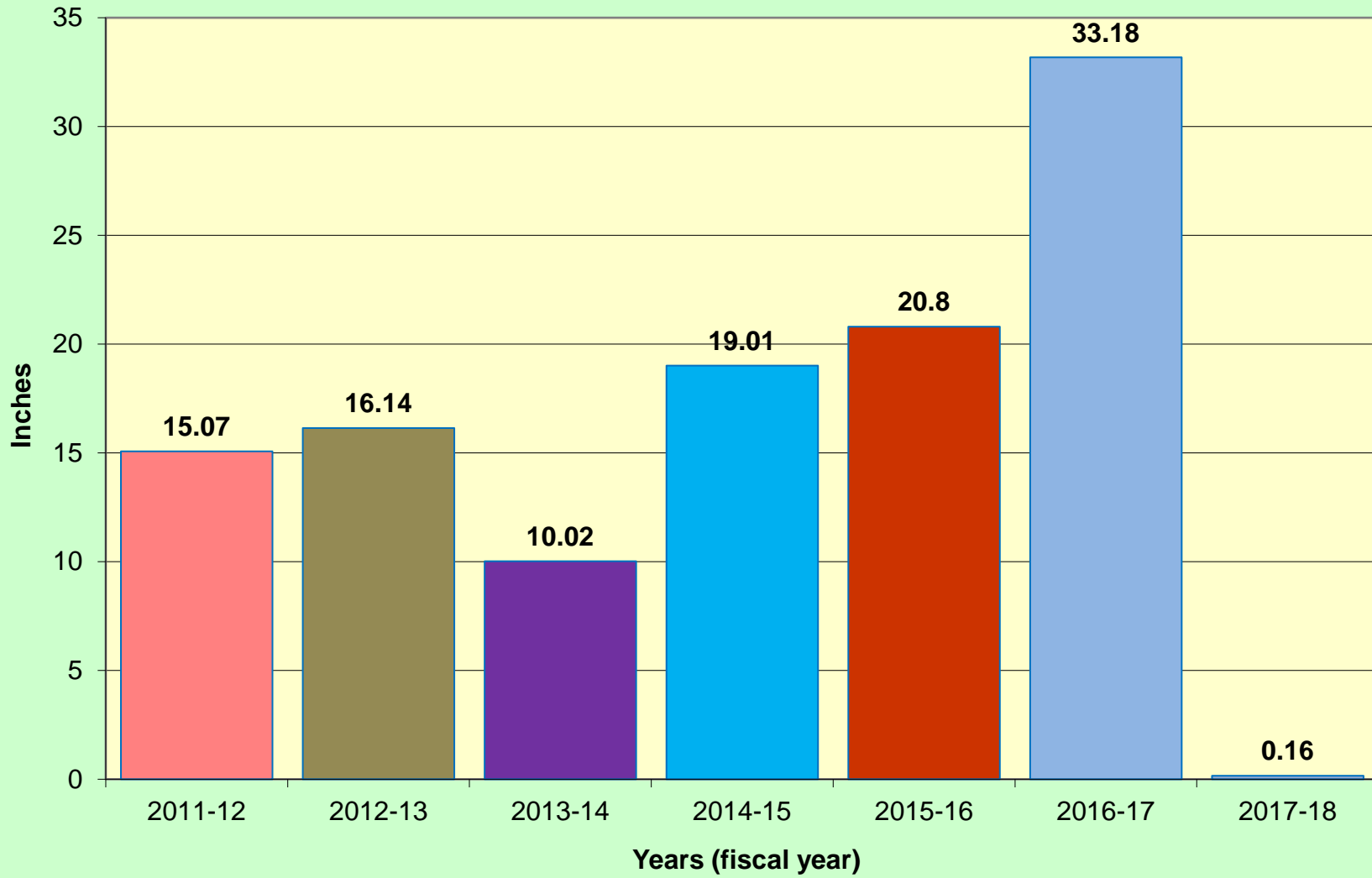
1	Date Reported Discovered	Date Repaired	Location	Pipe Class	Pipe Size & Type	Estimated Water Loss (Gallons)*	Environmental Damage? Y/N**	If Yes chlorine residual after dechlor	Equipment Costs	Material Costs	Employee hours		Labor Costs	Total Costs
											Staff	Hours		
											overtime			
1	8/7/2017	8/7/17	951 Ave Balboa EG	S	PL	2,000	N	N	\$1,200.00	\$550.00	8	3	\$1,200	\$2,950.00
2	8/9/2017	9/9/2017	175 Columbus	S	C	600	N	N	\$375.00	\$60.00	4	2.5	\$375	\$810.00
3	8/12/2017	8/14/2017	995 Miramontes Srtreet	S	PL	500	N	N	\$600.00	\$140.00	4	4	\$800	\$1,540.00
4	8/25/2017	8/25/2017	WaveCrest	V	M	3,000	N	N	\$700.00	\$100.00	7	4	\$1,400	\$2,200.00
5														\$0.00
6														\$0.00
7														\$0.00
8														\$0.00
Totals						6,100			\$2,875.00	\$850.00	23	13.5	\$3,775	\$7,500.00

* all costs paid by contractor who damaged main ** If Yes, include photos of damage Staff x hours = 310.5

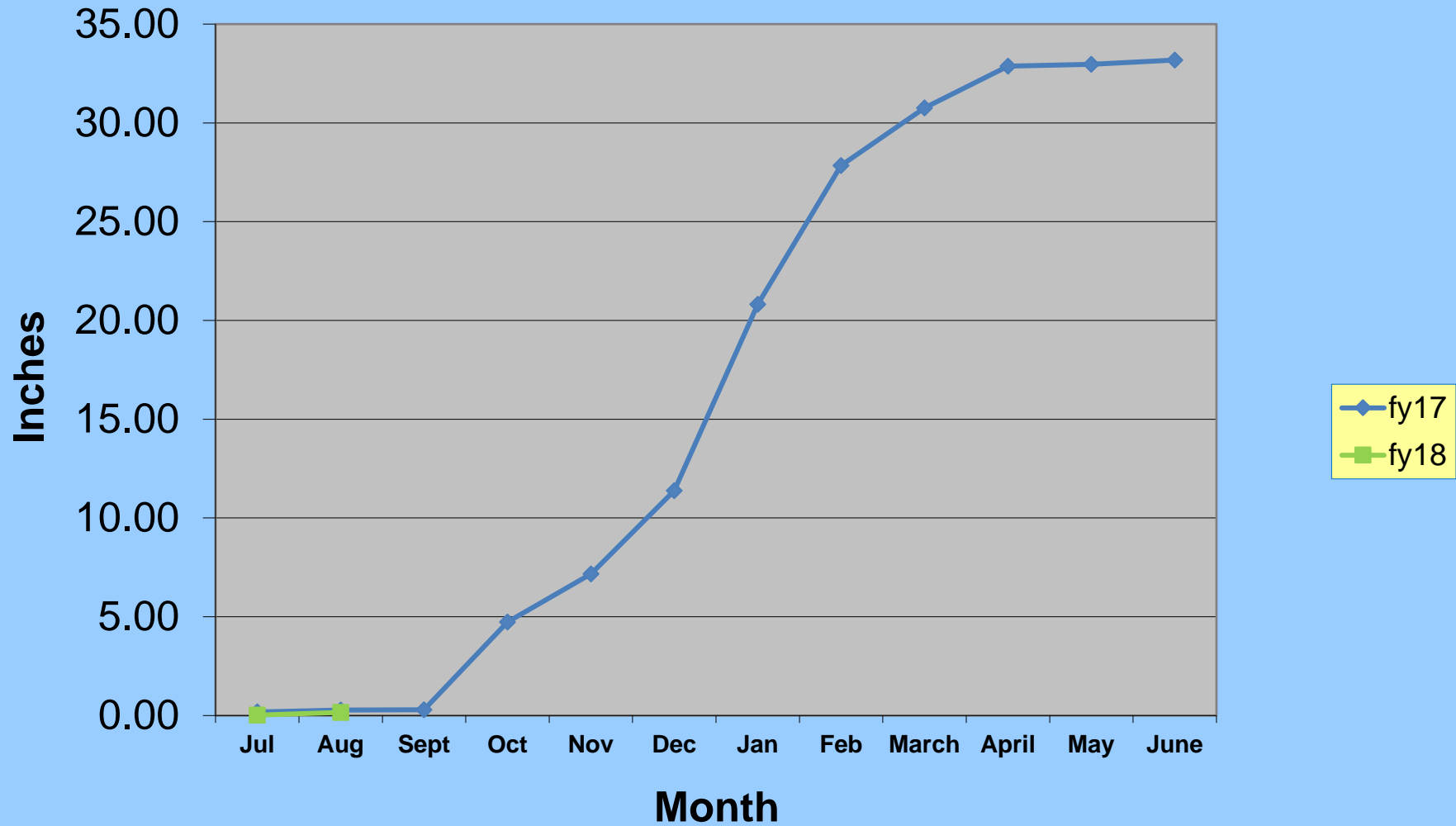
MONTH		Aug-17											
PLANNED PLANT OR TANK DISCHARGE AND NEW WATER LINE FLUSHING REPORT										OTHER DISCHARGES			
	Date	Project/Location	Pipe Size & Type	Estimated Water Flushed (Gallons)	Chlorine Residual after dechlor	pH	Flow Rate (gal/min)	Duration of Discharge (minutes)	Total Volumes (gallons)				
1									Flushing Program				
2									Reservoir Cleaning				
3									Automatic Blowoffs	45,000			
3									Dewatering Operations	6,000			
4									Other (includes flow testing)	2000			
DEWATERING OPERATIONS GREATER THAN 350,000 GALLONS (requires prenotification to CWRCB)										Number of planned or emergency discharges greater than 50,000 gallons			
	Date	Location	Volume	pH			Chlorine Residual after dechlor			Duration (min)	0		
				5 min	20 min	end	5 min	20 min	end				
1													
2													
ANNUAL REPRESENTATIVE MONITORING										PLANNED DISCHARGES GRAND TOTAL (MG)			
	Date	Location	Volume (gal)	pH	Chlorine Residual after dechlor (ppm)								
1													
										0.053			

Rain Totals

Fiscal Years 12 - 18



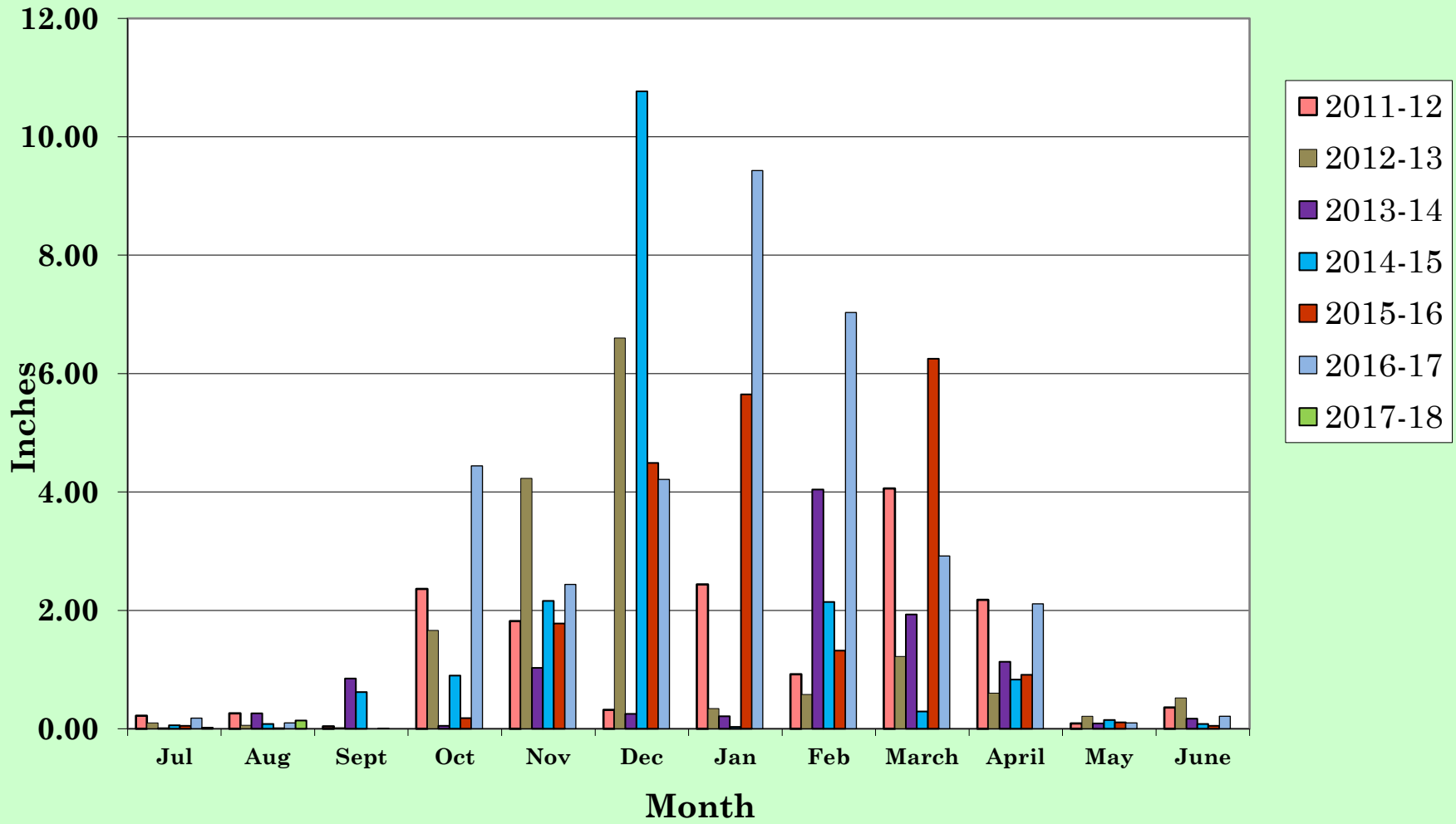
Rainfall Total Comparison Fiscal Years 17 and 18



Coastside County Water District

Rainfall by Month

Fiscal Years 12 - 18



MONTHLY CLIMATOLOGICAL SUMMARY for AUG. 2017

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

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

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	57.3	63.8	3:30p	51.8	7:30a	7.7	0.0	0.00	0.9	9.0	12:00p	W
2	59.4	70.1	12:30p	51.7	3:30a	5.7	0.1	0.00	1.1	10.0	12:30p	W
3	64.9	73.6	5:30p	59.0	2:30a	2.0	1.8	0.00	0.5	12.0	1:00a	W
4	63.9	70.6	5:30p	60.5	10:30p	1.5	0.4	0.02	0.3	8.0	5:30p	W
5	61.5	67.5	1:30p	58.2	6:30a	3.6	0.2	0.00	0.9	10.0	5:30p	W
6	61.5	66.2	3:30p	59.4	2:00a	3.6	0.1	0.02	1.3	13.0	3:30p	W
7	62.7	68.0	4:00p	60.5	12:00m	2.5	0.2	0.00	1.4	12.0	3:00p	W
8	60.5	65.5	2:30p	58.0	6:00a	4.5	0.0	0.01	0.9	10.0	3:30p	W
9	59.7	61.9	4:00p	58.0	5:30a	5.3	0.0	0.01	1.0	10.0	7:30p	W
10	59.8	62.1	2:00p	58.3	9:30a	5.2	0.0	0.01	0.8	8.0	2:00p	W
11	59.2	61.9	3:30p	57.1	9:00a	5.8	0.0	0.02	0.8	10.0	3:30p	W
12	59.2	61.9	3:00p	57.6	5:00a	5.8	0.0	0.00	0.8	9.0	12:30p	W
13	60.7	65.3	3:00p	56.6	8:00a	4.3	0.0	0.02	0.9	10.0	12:30p	WSW
14	60.5	63.2	3:30p	57.8	7:30a	4.5	0.0	0.02	1.4	9.0	1:00p	WSW
15	59.8	63.8	3:30p	57.8	9:30a	5.2	0.0	0.00	1.0	9.0	10:30a	W
16	63.2	69.9	3:30p	59.3	12:30a	2.6	0.8	0.00	1.7	12.0	2:30p	WSW
17	62.7	68.3	1:30p	57.8	11:00p	2.9	0.6	0.00	1.4	11.0	11:30a	WSW
18	62.7	67.8	3:30p	58.7	12:30a	2.6	0.3	0.00	1.5	10.0	1:00p	W
19	61.6	65.7	1:30p	59.0	7:00a	3.4	0.0	0.00	1.5	12.0	11:00a	WSW
20	64.8	71.7	3:30p	60.0	5:30a	1.9	1.7	0.00	2.7	18.0	12:30p	WSW
21	64.5	71.7	2:30p	59.5	12:00m	1.5	1.0	0.00	1.9	13.0	1:30p	WSW
22	61.3	67.4	2:00p	54.4	5:30a	3.9	0.3	0.00	1.4	13.0	3:00p	W
23	61.3	64.8	3:30p	59.5	9:00p	3.7	0.0	0.00	0.8	8.0	11:30a	W
24	60.0	62.8	2:30p	58.6	11:30p	5.0	0.0	0.01	0.7	8.0	12:00p	W
25	58.8	62.5	5:00p	55.6	12:00m	6.2	0.0	0.00	1.0	11.0	2:00p	W
26	57.9	66.4	4:00p	51.2	7:30a	7.1	0.0	0.00	0.8	8.0	12:30p	W
27	60.1	67.7	2:30p	53.3	4:30a	5.1	0.2	0.00	0.9	10.0	1:00p	W
28	60.5	65.8	2:00p	57.6	2:30a	4.5	0.0	0.00	1.2	11.0	2:00p	W
29	60.0	64.0	6:00p	58.2	7:00a	5.0	0.0	0.00	1.0	11.0	5:00p	W
30	60.1	65.3	5:00p	57.1	7:30a	4.9	0.0	0.00	1.5	15.0	2:00p	W
31	63.1	77.5	5:30p	54.7	6:00a	4.2	2.3	0.00	0.8	8.0	12:00p	SSE
	61.1	77.5	31	51.2	26	131.7	10.0	0.14	1.1	18.0	20	W

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

Max Rain: 0.02 ON 08/04/17

Days of Rain: 5 (>.01 in) 0 (>.1 in) 0 (>1 in)

Heat Base: 65.0 Cool Base: 65.0 Method: Integration

STATION (Climatological) Half Moon Bay		(River Station, if different)		MONTH Aug 2017	WS FORM B-91 (03-09)	U.S. DEPARTMENT OF COMMERCE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION NATIONAL WEATHER SERVICE	
STATE CA		COUNTY San Mateo		RIVER			
TIME (local) OF OBSERVATION RIVER		TEMPERATURE 15:00		PRECIPITATION 15:00			STANDARD TIME IN USE
TYPE OF RIVER GAGE		ELEVATION OF RIVER GAGE ZERO		FLOOD STAGE			NORMAL POOL STAGE

RECORD OF RIVER AND CLIMATOLOGICAL OBSERVATIONS

DATE	TEMPERATURE			PRECIPITATION			WEATHER (Observation Day)							RIVER STAGE			REMARKS (SPECIAL OBSERVATIONS, ETC.)									
	24 HRS ENDING AT OBSERVATION		AT OBSN	24 HR AMOUNTS		AT OB	Mark 'X' for all types occurring each day							Condition	Gage reading at AM	Tendency										
	MAX	MIN		Fog	Ice pellets		Glaze	Thunder	Hail	Damaging winds	Time of occurrence if different from above															
				Draw a straight line (—) through hours precipitation was observed, and a wavy line (~~~~) through hours precipitation probably occurred unobserved																						
				A.M. NOON P.M.																						
1	62	52	61	0.00																						
2	62	51	61	0.00																						
3	69	57	65	0.00																						
4	69	61	64	0.02																						
5	67	58	65	T																						
6	66	54	64	0.02																						
7	62	60	61	0.00																						
8	61	58	60	T																						
9	62	58	61	T																						
10	63	58	62	T																						
11	63	56	62	0.02																						
12	63	57	62	T																						
13	63	56	61	0.01																						
14	65	56	62	0.08																						
15	64	57	63	T																						
16	67	56	66	0.00																						
17	66	59	65	0.00																						
18	66	55	66	0.00																						
19	66	58	63	0.00																						
20	70	58	69	0.00																						
21	71	61	68	0.00																						
22	69	51	66	0.00																						
23	67	58	64	0.00																						
24	64	57	62	0.02																						
25	62	56	61	T																						
26	61	51	61	T																						
27	65	49	64	0.00																						
28	64	57	63	T																						
29	64	57	62	0.00																						
30	63	56	62	0.00																						
31	68	57	67	0.00																						
	65.0	56.3	SUM	0.17	CHECK BAR (for wire weight) NORMAL CHECK BAR																	Fog Ice pel Glaze Thunder Hail Dam winds				

CONDITION OF RIVER AT GAGE		READING	DATE	OBSERVER	SUPERVISING OFFICE	STATION INDEX NO.
A. Obstructed by rough ice	E. Ice gorge below gage				MTR San Francisco	04-3714-04
B. Frozen, but open at gage	F. Shore ice					
C. Upper surface smooth ice	G. Floating ice					
D. Ice gorge above gage	H. Pool stage					

**San Francisco Public Utilities Commission
Hydrological Conditions Report
For July 2017**

J. Chester, C. Graham, & N. Waelty, August 10, 2017



Spill from the Hetch Hetchy drumgates at the end of runoff, July 28 2017.

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

Table 1 Current Storage As of August 1, 2017							
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	361,152		360,360		0		Full
Cherry ²	120,688		268,810		148,122		55.0%
Lake Eleanor ³	26,436		27,100		664		97.5%
Water Bank	570,000		570,000		0		Full
Tuolumne Storage	1,078,276		1,226,270		148,768		87.9%
Local Bay Area Storage							
Calaveras ⁴	29,467	9,602	96,824	31,550	67,357	21,948	30.4%
San Antonio	37,061	12,076	50,496	16,454	13,434	4,378	73.4%
Crystal Springs	47,267	15,402	58,377	19,022	11,110	3,620	81.0%
San Andreas	17,913	5,837	18,996	6,190	1,084	353	94.3%
Pilarcitos	2,788	908	2,995	976	207	67	93.1%
Total Local Storage	134,496	43,825	227,688	74,192	93,191	30,366	59.1%
Total System	1212772		1453958		241959		83.4%

- ¹ Maximum Hetch Hetchy Reservoir storage with drum gates activated.
- ² Maximum Cherry Reservoir 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.

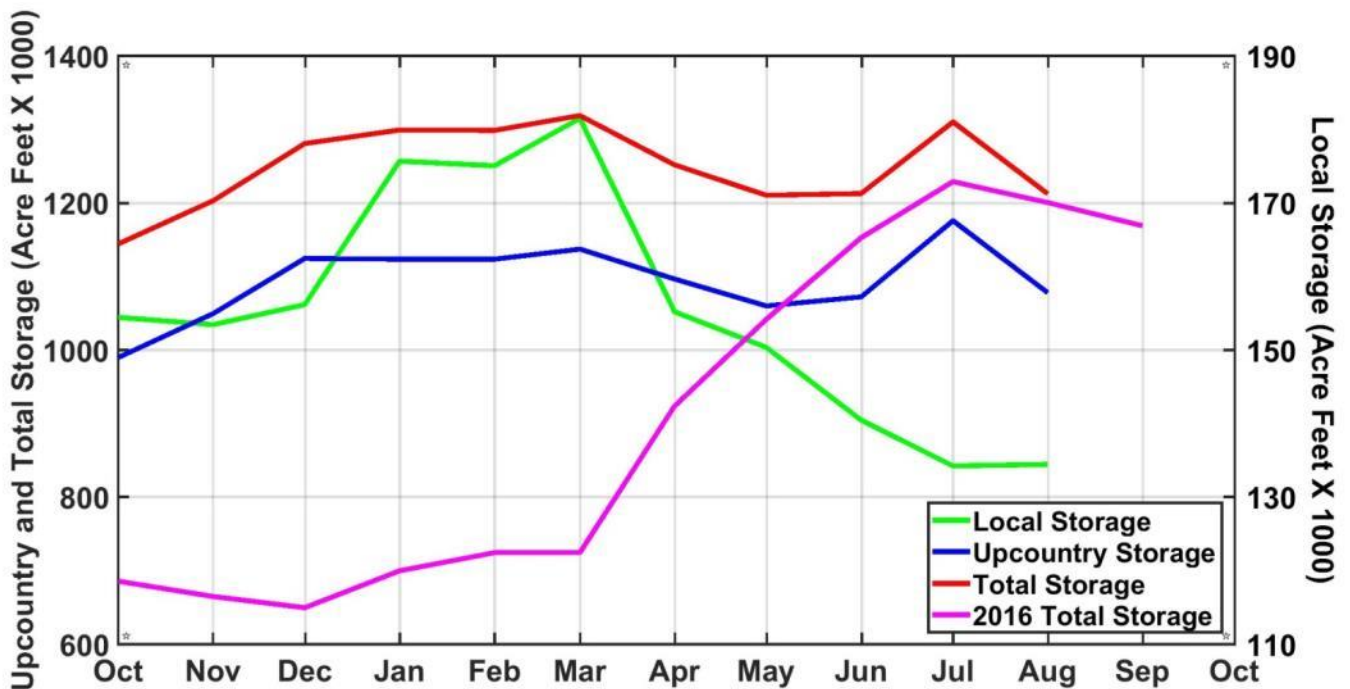


Figure 1: Monthly system storage for Water Year 2017

Hetch Hetchy System Precipitation Index ^{5/}

Current Month: The July 2017 six-station precipitation index was 0.0 inches, or 0% of the average index for the month.

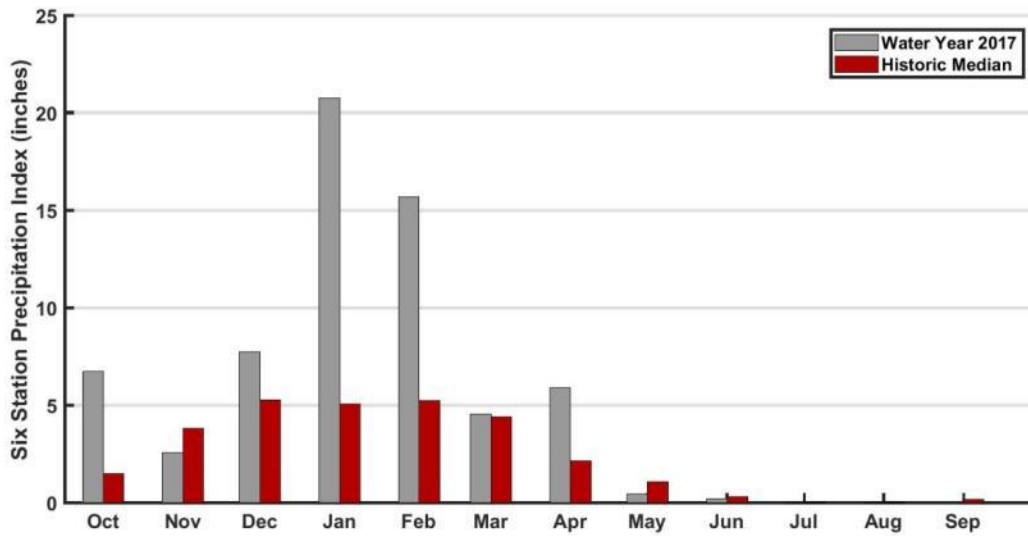


Figure 2: Monthly distribution of the Hetch Hetchy Six-station precipitation index as percent of the annual average precipitation.

Cumulative Precipitation to Date: The accumulated six-station precipitation index for water year 2017 is 64.47 inches, which is 181.2% of the average annual water year total, or 182.2% of average annual to date. Hetch Hetchy received 0.0 inches precipitation in July and a total of 62.73 inches for water year 2017. The cumulative Hetch Hetchy precipitation is shown in Figure 3 in red.

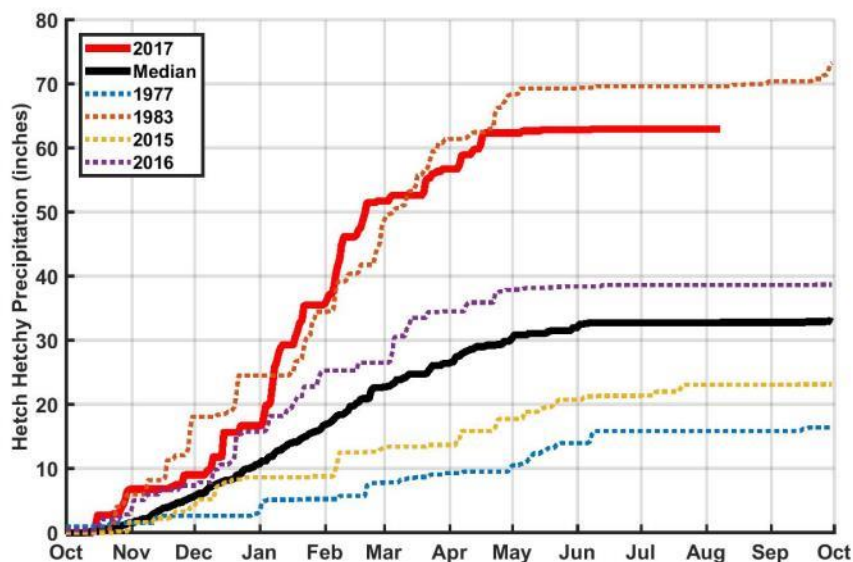


Figure 3: Water year 2017 cumulative precipitation measured at Hetch Hetchy Reservoir through July 31st, 2017. Precipitation at the Hetch Hetchy gauge for wet, dry, median, and WY 2015-6 are included for comparison purposes.

⁵The 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 31st, 2017 is summarized below in Table 2.

*All flows are in acre feet	July 2017				October 1, 2016 through July 31, 2017			
	Observed Flow	Median ⁶	Mean ⁶	Percent of Mean	Observed Flow	Median ⁶	Mean ⁶	Percent of Mean
Inflow to Hetch Hetchy Reservoir	223,219	41,332	74,776	298.5%	1,637,850	690,063	718,528	227.9%
Inflow to Cherry Reservoir and Lake Eleanor	77,542	11,540	25,516	303.9%	978,811	439,143	446,920	219.0%
Tuolumne River at La Grange	352,467	66,731	119,768	294.3%	4,732,191	1,653,667	1,778,774	266.0%
Water Available to City	205,207	1,193	46,280	443.4%	3,308,140	579,119	763,079	433.5%

⁶Hydrologic Record: 1919 – 2015

Hetch Hetchy System Operations

Power draft and releases from Hetch Hetchy Reservoir during the month of July totaled 139,115 acre-feet to meet instream release requirements and reservoir management goals. Inflows to date are sufficient to keep Hetch Hetchy Reservoir in Year Type A through January, 2018. Hetch Hetchy minimum instream release requirements for July and August are 125 cfs. As of August 10, Hetch Hetchy is coming off spill, and releases from the dam are dropping to minimum instream releases.

168,991 acre-feet of power draft and valve releases was made from Cherry Reservoir during the month of July to meet instream release requirements and facilitate lowering of Cherry Lake for valve work in the fall. No water was transferred via pumping from Lake Eleanor to Cherry Reservoir in July. The required minimum instream release from Cherry Reservoir is 15 cfs through September 30. Required minimum release from Lake Eleanor is 20 cfs through September 15. Lake Eleanor is currently coming off spilling conditions, with releases targeting minimum instream release requirements.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for July was 33 MGD. The Sunol Valley Water Treatment Plant did not produce water during the month. The average supply rate from Hetch Hetchy was 179 MGD.

Local System Water Delivery

The average July delivery rate was 243 MGD which is a 2% increase above the June delivery rate of 238 MGD.

Local Precipitation

Dry weather persisted throughout the month. The July rainfall summary 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	0.00	0 %	62.30	161 %
Lower Crystal Springs	0.00	0 %	39.19	147 %
Calaveras	0.00	0 %	25.92	121 %

⁷ WY 2017: Oct. 2016 through Sep. 2017.

Snowmelt and Water Supply

The upcountry snowpack is nearly melted out – the latest Airborne Snow Observatory flight measured 54 TAF Snow Water Equivalent upcountry on July 27. The runoff season is coming to an end, assumed to end around the second week of August. The end of runoff is later than usual this year, due to the near record snowpack, keeping Hetch Hetchy Reservoir and Lake Eleanor full and spilling until the second week of August. This late spill will likely result in above average carryover storage at the start of next inflow season, improving our water supply security and potential for additional power generation next season.

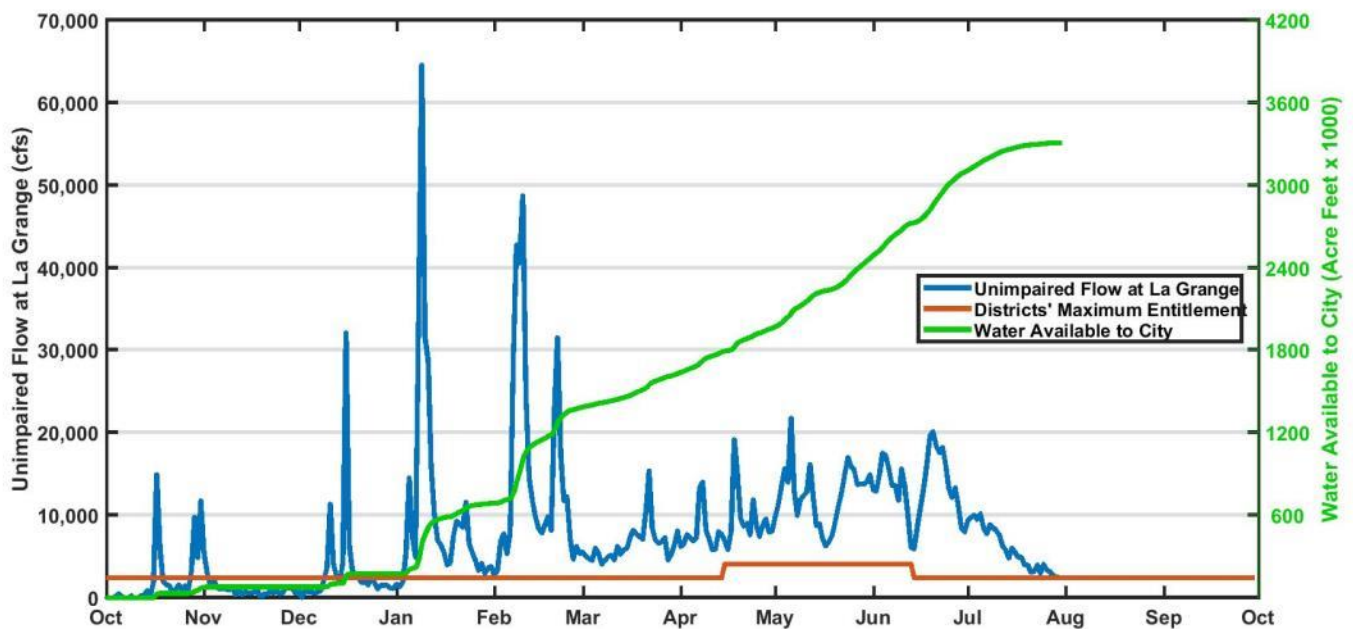


Figure 4: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. 3,308,140 acre-feet of water has become available to the City during water year 2017. Inflows have exceeded the District Entitlements line since early January.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: September 12, 2017

Report

Date: September 8, 2017

Subject: Acceptance of Total Compensation Study Report prepared by Koff & Associates

Recommendation:

Accept the Total Compensation Study Report prepared by Koff & Associates (dated June 30, 2017.)

Background:

In December 2016, the District engaged Koff & Associates, a respected Bay Area firm specializing in human resources for the public sector, to conduct a compensation survey for the District. The final report is attached.

The goals of the compensation study were to “assist the District in developing a competitive pay and benefit plan, which is based upon market data, and to ensure that the plan is fiscally responsible and meets the needs of the District with regards to recruitment and retention of qualified staff.” The District has not done a salary survey since 2003.

Koff’s process to analyze and compile the information for the survey was very comprehensive, but also very transparent. All Staff members completed questionnaires and participated in extensive interviews with Koff to ensure that Koff fully understood our employees’ unique roles and responsibilities.

From a high-level perspective, Koff & Associates concluded that the District’s base salaries, overall, are 1.1% below the market median. Taking benefits into account, the District’s total compensation, overall, is at the market median. Koff & Associates considers compensation falling within 5% of the median to be competitive. Note that some individual classifications, however, significantly varied from the overall results.



Date: 06/30/17 (FINAL)

Total Compensation Study Report

Coastside County Water District

KOFF & ASSOCIATES

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Tel: 510.658.5633

Fax: 510.652.5633

June 30, 2017

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

Dear Mr. Dickson:

Koff & Associates is pleased to present the Total Compensation Study Final Report to the Coastside County Water District. This report documents the market compensation survey methodology, findings, and recommendations for implementation.

We would like to thank you, Mary Rogren, and Sean Donovan for your assistance and cooperation without which this study could not have been brought to its successful completion.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations. It was a pleasure working with Coastside County Water District and we look forward to future opportunities to provide you with professional assistance.

Very truly yours,

Alyssa Thompson

Alyssa Thompson
Senior Project Manager



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APPENDICES

- Appendix I: Results Summary
- Appendix II: Market Compensation Findings



EXECUTIVE SUMMARY

Background

In December 2016, Koff & Associates (“K&A”) conducted a comprehensive Total Compensation Study for Coastside County Water District (District). All compensation findings and recommendations are presented in this report.

This compensation review process was precipitated by:

- The concern of the Board of Directors and management that employees should be recognized for the level and scope of work performed and that they are paid on a fair and competitive basis that allows the District to recruit and retain a high-quality staff;
- The desire to have a compensation plan that can meet the needs of the District; and
- The desire to ensure that internal relationships of salaries are based upon objective, non-quantitative evaluation factors, resulting in equity across the District.

The goals of the compensation study are to assist the District in developing a competitive pay and benefit plan, which is based upon market data, and to ensure that the plan is fiscally responsible and meets the needs of the District with regards to recruitment and retention of qualified staff.

Summary of Findings

This report summarizes the study methodology, analytical tools, and the total compensation (salary and benefits) survey findings. The results of the total compensation study showed:

- The District’s **base salaries, overall, in comparison to the market median is 1.1% below the market.**
- The District’s **total compensation, overall, in comparison to the market median is equal to the market.**
- K&A considers a classification falling within 5% of the median to be competitive.

STUDY PROCESS

Benchmark Classifications

The study included 13 classifications, and of those 11 classifications were selected in order to collect salary and benefits data within the defined labor market. Classifications that we would expect to provide a sufficient sample for analysis were selected as “benchmarks” to use as the basis to build the compensation plan. Benchmark classifications are those classifications that are compared to the market, and these classifications are used as a means of anchoring the District’s overall compensation plan to the market. Other classifications not surveyed will be included in the compensation plan and aligned to the benchmark classifications using internal equity principles.



The benchmark classifications are listed in Table 1.

Table 1. Benchmark Classification

Classification Title
1. Administrative Assistant
2. Customer Service Technician
3. Distribution Supervisor
4. Office Manager
5. Office Specialist II
6. Superintendent of Operations
7. Treatment/Distribution Operator – Distribution Operator
8. Treatment/Distribution Operator – Treatment Operator
9. Utility Billing Specialist
10. Water Resources Analyst
11. Water Treatment Plant Supervisor

Comparator Agencies

Another important step in conducting a market salary study is the determination of appropriate agencies for comparison. In developing the list of potential comparator agencies, K&A first developed a list of potential comparator agencies based on the following factors:

- 1. Organizational type and structure** – It is generally recommended that agencies of a similar size and providing similar services to that of the District be used as comparators.

The District is unique to its local geographic region in providing water treatment and distribution services; whereas many of water districts in the local geographic region are of similar size and structure to the District but do not provide both water treatment and distribution services. Thus, the comparator agency analysis included agencies that were much larger than the District and/or were outside of the local geographic region.

When it comes to technical classes, the size of an organization is not as critical, as these classes perform fairly similar work. The difference in size of an organization becomes more important when comparing classes at the management level. The scope of work and responsibility for management becomes much larger as an organization grows. Factors such as management of a large staff, consequence of error, the political nature of the job, and its visibility all grow with larger organizations. When it is difficult to find



agencies that are similarly sized, it is important to get a good balance of smaller and larger agencies.

2. **Similarity of population, staff, and operational budgets** – These elements provide guidelines in relation to resources required (staff and funding) and available for the provision of services.
3. **Scope of services provided** – For the majority of classifications, it is important to select agencies providing similar services. Organizations providing the same services are ideal for comparators and most comparator agencies surveyed provide similar services to the District.
4. **Labor market and geographic location** – In the reality that is today’s labor market, many agencies are in competition for the same pool of qualified employees. No longer do individuals necessarily live in the communities they serve. The geographic labor market area, where the District may be recruiting from or losing employees to, was taken into consideration when selecting comparator organizations. Furthermore, by selecting employers within a geographic proximity to the District, the resulting labor market data generally reflects the region’s cost of living, housing costs, growth rate, and other demographic characteristics to the same extent as competing employers to the District.

All factors mentioned should be considered in selecting the group of comparator agencies. The District agreed to a list of 12 agencies.

Table 2. Comparator Agencies

Agency
1. Alameda County Water District
2. City of Daly City
3. City of San Bruno
4. Contra Costa Water District
5. Dublin San Ramon Services District
6. East Bay Municipal Utility District
7. Marin Municipal Water District
8. Mid-Peninsula Water District
9. North Coast County Water District
10. North Marin Water District
11. Santa Clara Valley Water District
12. Westborough Water District



Salary and Benefits Data

The last element requiring discussion prior to beginning a market survey is the specific benefit data that will be collected and analyzed. The following salary and benefits data was collected for each benchmark classification (the cost of these benefits to each agency was converted into dollar amounts and can be found in Appendix II [Benefit Detail] of this report; these amounts were added to base salaries for total compensation purposes).

1. Monthly Base Salary

The top of the salary range and/or control point. All figures are presented on a monthly basis. Please note that the District's reported top monthly salaries include certification pay and if applicable, the comparator agencies' salaries were adjusted for certification pay.

2. Employee Retirement

The retirement reflects the benefits offered to the majority of the employees:

- **PERS Formula:** The service retirement formula.
- **Enhanced Formula Cost:** The baseline PERS formula is 2%@55. There is typically a cost to the employer for offering a formula with a higher benefit than the baseline formula. For each enhanced formula, the cost to the employer is based on a percentage range calculated by PERS. K&A took the midpoint of the range and multiplied the percentage by the top monthly salary to calculate the cost of the enhanced formula. The percentage value for each enhanced formula is:
 - 2.5%@55: midpoint of range = 4.95%
 - 2.7%@55: midpoint of range = 8.05%
 - 3%@60: midpoint of range = 9.80%
- **Employer Paid Member Contribution:** The amount of the employee's contribution to PERS that is paid by the employer (Employer Paid Member Contribution).
- **Employer Paid Member Contribution Reported as Special Compensation:** The reporting of the value of the employer paid member contribution to PERS as special compensation.
- **Employee Paid Employer Contribution:** The amount of the employer's contribution to PERS that is paid by the employee is reported as a deduction.
- **Single Highest Year:** The period for determining the average monthly pay rate when calculating retirement benefits. The base period is 36 highest paid consecutive months. When final compensation is based on a shorter period of time, such as 12 months' highest paid consecutive months, there is a cost to the employer. Similar to the enhanced formula, the cost to the employer is based on a percentage range calculated by PERS. K&A took the midpoint of the range (1.35%) and multiplied the percentage by the top monthly salary to calculate the cost of the final compensation.



- **Social Security:** If an employer participates in Social Security, then the employer contribution of 6.2% of the base salary up to the federally-determined maximum contribution of \$657.20 per month was reported.
- **Other:** Any other retirement contributions made by the employer.

3. Deferred Compensation

Deferred compensation contributions provided to all employees of a classification with or without requiring the employee to make a contribution is reported.

4. Insurances

The employer paid premiums for an employee with family coverage was reported. The employer paid insurances included:

- Cafeteria/Flexible Benefit Plan
- Medical
- Dental
- Vision
- Life and Accidental Death and Dismemberment (AD&D) Insurances
- Long-Term Disability Insurance
- Short-Term Disability Insurance
- Other

5. Leaves

Other than sick leave, which is usage-based, the number of hours off for which the employer is obligated. All hours have been translated into direct salary costs.

- **Vacation:** The number of paid time off (or vacation) hours available to all employees who have completed five years of employment.
- **Holidays:** The number of holiday hours (including floating hours) available to employees.
- **Administrative:** Administrative (or management) leave is normally the number of paid leave hours available to Fair Labor Standards Act (“FLSA”) Exempt and/or management to reward for extraordinary effort (in lieu of overtime). This leave category may also include personal leave which may be available to augment vacation or other time off.

6. Auto Allowance

This category includes either the provision of an auto allowance or the provision of an auto for personal use only. If a vehicle is provided to any classification for commuting and other personal use, the average monthly rate is estimated at \$450. Mileage reimbursement is not included.



7. Uniform Allowance

This category includes either the provision of a uniform or safety clothing/shoe allowance. Uniform/shoe reimbursement or the provision of uniforms/shoes are not included.

8. Other

This category includes any additional other benefits not captured above available to all in the class.

All of the benefit elements are negotiated benefits provided to all employees in the classification. As such, they represent an ongoing cost for which an agency must budget. Other benefit costs, such as sick leave, tuition reimbursement, and reimbursable mileage are usage-based and cannot be quantified on an individual employee basis.

Data Collection

Data was collected during the months of April and May 2017, through comparator agency websites, conversations with human resources, accounting, and/or finance personnel, and careful review of agency documentation such as classification descriptions, memoranda of understanding, organization charts, and other documents.

Matching Methodology

K&A believes that the data collection step is the most critical for maintaining the overall credibility of any study and relied on the District's classification descriptions as the foundation for comparison.

When K&A researches and collects data from the comparator agencies to identify possible matches for each of the benchmark classifications, there is an assumption that comparable matches may not be made that are 100% equivalent to the classifications at the District. Therefore, K&A does not match based upon job titles, which can often be misleading, but rather analyze class descriptions before a comparable match is determined.

K&A's methodology is to analyze each class description and the whole position by evaluating factors such as:

- Definition and typical job functions;
- Distinguishing characteristics;
- Level within a class series (i.e., entry, experienced, journey, specialist, lead, etc.);
- Reporting relationship structure (for example, manages through lower-level staff);
- Education and experience requirements;
- Knowledge, abilities, and skills required to perform the work;
- The scope and complexity of the work;
- Independence of action/responsibility;
- The authority delegated to make decisions and take action;
- The responsibility for the work of others, program administration, and for budget dollars;



- Problem solving/ingenuity;
- Contacts with others (both inside and outside of the organization);
- Consequences of action and decisions; and
- Working conditions.

In order for a match to be included, K&A requires that a classification’s “likeness” be at approximately 70% of the matched classification.

When an appropriate match is not identified for one classification, K&A often uses “hybrid matches” (or brackets) which can be functional or represent a span in scope of responsibility. A functional bracket means that the job of one classification at the District is performed by two or more classifications at a comparator agency. A “bracket” representing a span in scope means that the comparator agency has one class that is “bigger” in scope and responsibility and one class that is “smaller,” where the District’s class falls in the middle.

If an appropriate match could not be found, then no match was reported as a non-comparable (N/C).

Data Spreadsheets

For each benchmark classification, there are three information pages:

- Top Monthly Base Salary Data
- Benefit Detail (Monthly Equivalent Values)
- Total Compensation Data

The average (mean) and median (midpoint) of the comparator agencies are reported on the top monthly salary and total compensation data spreadsheets. The % above or below that the District is compared to the average and median is also reported.

The mean is the sum of the comparator agencies’ salaries/total compensation divided by the number of matches. The median is the midpoint of all data with 50% of data points below and 50% of data points above.

In order to calculate the mean and median, K&A requires that there be a minimum of four comparator agencies with matching classifications to the benchmark classification. The reason for requiring a minimum of four matches is so that no one classification has undue influence on the calculations. Sufficient data was collected from the comparator agencies for all 11 benchmark classifications.

When using survey data to make salary range recommendations and adjustments, K&A recommends using the median, rather than the mean, because the median is not skewed by extremely high or low salary values.



MARKET COMPENSATION FINDINGS

The following table represents a summary of the market top monthly (base) salary and total compensation (base salary plus benefits [retirement, insurance, leaves, and allowances]) findings. For each benchmark classification, the number of matches (agencies with a comparable position) and percent above or below the top monthly salary market median and total compensation market median is listed. The table is sorted by top monthly salary in descending order from the most positive percentile (above market) to the most negative (below market).

Table 3. Market Compensation Results Summary

Classification Title	# of Matches	Top Monthly % Above or Below	Total Compensation % Above or Below
Superintendent of Operations	9	5.9%	10.9%
Distribution Supervisor	10	5.1%	8.5%
Office Specialist II	11	3.3%	6.2%
Treatment/Distribution Operator – Distribution Operator	12	2.5%	6.9%
Water Treatment Supervisor	6	0.1%	0.0%
Utility Billing Specialist	8	-1.1%	0.3%
Administrative Assistant	7	-2.7%	-3.6%
Office Manager	7	-5.8%	-8.7%
Customer Service Technician	7	-8.1%	-3.2%
Treatment/Distribution Operator – Treatment Operator	6	-13.7%	-7.5%
Water Resources Analyst	7	-15.8%	-10.0%

Base Salary

Top monthly salary market results show that five are paid above the market median:

- Three classifications are paid above the market median by less than 5%; and
- Two classifications are paid above the market median by more than 5% and less than 10%.

Top monthly salary market results show that six classifications are paid below the market median:

- Two classifications are paid below the market median by less than 5%;



- Two classifications are paid below the market median by more than 5% and less than 10%; and
- Two classifications are paid below the market median by more than 10%.

Generally, a classification falling within 5% of the median is considered to be competitive in the labor market for salary survey purposes because of the differences in compensation policy, actual scope of work, and position requirements. However, the District can adopt a different standard.

Total Compensation

Total compensation market results show that five classifications are paid above the market median:

- One classification is paid above the market median by less than 5%;
- Three classifications are paid above the market median by more than 5% and less than 10%; and
- One classification is paid above the market median by more than 10%.

One classification is paid at the market median (0%).

Total compensation market results show that five classifications are paid below the market median:

- Two classifications are paid below the market median by less than 5%;
- Two classifications are paid below the market median by more than 5% and less than 10%; and
- One classification is paid below the market median by 10%.

Overall, the differences between market base salaries and total compensation indicate that the District's benefits package puts the District at a slightly more competitive advantage. Further analysis indicates that, overall, classifications are 1.1% below the market median for base salaries, while that figure changes to equivalent to the market median for total compensation, which is a 1.1% difference (i.e., the District "gains" a 1.1% competitive advantage when taking benefits into consideration).

Benefits

The market benefits data reveals how the District compares to the other agencies in terms of benefits offered:

- Retirement: The District is competitive in terms of the retirement benefits offered. Specifically:
 - Five agencies offered a retirement benefit plan with a better enhanced formula (i.e., 2.7%@55 or 3%@60);
 - Four agencies offered a retirement benefit plan with an equivalent formula (i.e., 2.5%@55); and



- Three agencies offered a retirement benefit plan with a lesser benefit formula (i.e., 2%@55 or equivalent).
- Deferred Compensation Benefits: The District currently contributes \$1,728 per person to a 401A Supplemental Income Trust Plan. Only one agency offered a deferred compensation contribution (direct or matching) to all classifications and four agencies offered a deferred compensation contribution (direct or matching) to select classifications, typically supervisor and management classifications.
- Insurances: The District is competitive in terms of the amount the employer contribution toward insurances for family coverage.
- Leaves: The District is competitive in terms of the amount of paid leave days offered.
 - Vacation: Five agencies offer more vacation leave days to an employee who has completed five years of service as compared to the District. The other seven agencies offer the same number of vacation leave days as the District.
 - Holidays (observed and floating): Four agencies offer more holidays compared to the District. Four agencies offer less holidays compared to the District. Four agencies offer the same number of holidays as the District.
 - Administrative (as well as paid Personal leave and Management leave): This benefit applies to select classifications. Six agencies offered paid administrative leave and all offered less paid leave than the District.
- Allowances: These benefits are offered to select classifications.
 - Auto Allowance: One agency offered auto allowance to select classifications (please note, that applicable to this study, the District provides an automobile to the Superintendent of Operations).
 - Uniform Allowance: One agency, like the District, offered a uniform/shoe allowance. The allowance offered was equal to the amount offered by the District. As a note, the other agencies, like the District, provide uniforms/shoes or a reimbursement for such items. The provision of uniforms/shoes and reimbursements were not included in total compensation.

INTERNAL SALARY RELATIONSHIPS

Building from the salary levels established for identified benchmark classes, internal salary relationships should be developed and consistently applied in order to develop specific salary recommendations for all non-benchmarked classifications.

In the future, the District may need to utilize internal alignment practices if the number of staff grows and additional classifications are added or classifications change. While analyzing internal relationships, the same factors analyzed when comparing the District's classifications to the labor market are used when making internal salary alignment recommendations.



In addition, the following are standard human resources practices that are commonly applied when making salary recommendations based upon internal relationships:

- A salary within 5% of the market average or median is considered to be competitive in the labor market for salary survey purposes because of the differences in compensation policy and actual scope of the position and its requirements. However, the District can adopt a closer standard.
- Certain internal percentages are often applied. Those that are the most common are:
 - The differential between a trainee and experienced (or journey) class in a series (I/II or Trainee/Experienced) is generally 10% to 15%;
 - A lead or advanced journey-level (III or Senior-level) class is generally placed 10% to 15% above the journey-level.
 - A full supervisory class is normally placed at least 10% to 25% above the highest level supervised, depending upon the breadth and scope of supervision.
- When a market or internal equity adjustment is granted to one class in a series, the other classes in the series are also adjusted accordingly to maintain internal equity.

Internal equity between certain levels of classifications is a fundamental factor to be considered when making salary decisions. When conducting a market compensation survey, results can often show that certain classifications that are aligned with each other are not the same in the outside labor market. However, as an organization, careful consideration should be given to these alignments because they represent internal value of classifications within job families, as well as across the organization.

For the non-benchmarked classifications, internal alignments with other classifications will need to be considered, either in the same class series or those classifications that have similar scope of work, level of responsibility, and “worth” to the District. Where it is difficult to ascertain internal relationships due to unique qualifications and responsibilities, reliance can be placed on past internal relationships. It is important for District management to carefully review these internal relationships and determine if they are still appropriate given the current market data.

It is also important to analyze market data and internal relationships within class series as well as across the organization, and make adjustments as necessary, based on the needs of the organization.

The District may want to make internal equity adjustments or alignments, as it implements the compensation strategy. This market survey is only a tool to be used by the District to determine market indexing and salary determination.

Pay Philosophy

The District has many options regarding what type of compensation plan it wants to implement. This decision will be based on what the District’s pay philosophy is, at which level it desires to pay its employees compared to the market, whether it is going to consider additional alternative compensation programs, and how great the competition is with other agencies over recruitment of a highly-qualified workforce.



USING THE MARKET DATA AS A TOOL

K&A would like to reiterate that this report and the findings are meant to be a tool for the District to create and implement an equitable compensation plan. Compensation strategies are designed to attract and retain excellent staff; however, financial realities and the District's expectations may also come into play when determining appropriate compensation philosophies and strategies. The collected data presented herein represents a market survey that will give the District an instrument to make future compensation decisions.

It has been a pleasure working with Coastside County Water District on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully submitted by,
Koff & Associates

A handwritten signature in cursive script that reads "Alyssa Thompson".

Alyssa Thompson
Senior Project Manager



Appendix I

Results Summary

Appendix I
Coastside County Water District
Results Summary
Data Effective as of April 2017

Classification	# of Matches	Top Monthly Salary Data					Total Monthly Compensation Data						
		CCWD	Market Average	% CCWD above or below	Market Median	% CCWD above or below	CCWD	Market Average	% CCWD above or below	Market Median	% CCWD above or below		
Administrative Assistant	7	\$7,744	\$8,069	-4.2%	\$7,951	-2.7%	\$12,100	\$12,464	-3.0%	\$12,536	-3.6%		
Office Manager	7	\$8,013	\$8,780	-9.6%	\$8,476	-5.8%	\$12,436	\$13,212	-6.2%	\$13,518	-8.7%		
Customer Service Technician	7	\$6,210	\$6,539	-5.3%	\$6,715	-8.1%	\$10,189	\$10,373	-1.8%	\$10,518	-3.2%		
Distribution Supervisor	10	\$10,371	\$9,642	7.0%	\$9,843	5.1%	\$15,355	\$14,308	6.8%	\$14,043	8.5%		
Office Specialist II	11	\$6,110	\$5,917	3.2%	\$5,907	3.3%	\$10,064	\$9,560	5.0%	\$9,441	6.2%		
Distribution Operator	12	\$6,982	\$6,915	1.0%	\$6,805	2.5%	\$11,151	\$10,748	3.6%	\$10,381	6.9%		
Treatment Operator	6	\$6,982	\$7,856	-12.5%	\$7,935	-13.7%	\$11,151	\$11,738	-5.3%	\$11,984	-7.5%		
Superintendent of Operations	9	\$13,503	\$12,648	6.3%	\$12,702	5.9%	\$20,265	\$18,040	11.0%	\$18,065	10.9%		
Utility Billing Specialist	8	\$7,085	\$7,242	-2.2%	\$7,167	-1.1%	\$11,280	\$11,325	-0.4%	\$11,242	0.3%		
Water Resources Analyst	7	\$8,115	\$9,387	-15.7%	\$9,396	-15.8%	\$12,563	\$14,080	-12.1%	\$13,818	-10.0%		
Water Treatment Plant Supervisor	6	\$11,651	\$11,533	1.0%	\$11,636	0.1%	\$16,868	\$16,788	0.5%	\$16,866	0.0%		
		AVERAGE:		-2.8%	AVERAGE:		-2.7%	AVERAGE:		-0.2%	AVERAGE:		0.0%
		MEDIAN:		-2.2%	MEDIAN:		-1.1%	MEDIAN:		-0.4%	MEDIAN:		0.0%



Appendix II

Market Compensation Findings

**Appendix II
Coastside County Water District
Top Monthly Salary Data
Data Effective as of April 2017**

Administrative Assistant						
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	Coastside County Water District	Administrative Assistant	\$7,744	07/01/16		
2	Alameda County Water District	Executive Assistant/District Secretary / Administrative Office Assistant III ^{1,2}	\$9,045	06/19/16	07/01/17	3.0%
3	City of Daly City	N/C				
4	City of San Bruno	N/C				
5	Contra Costa Water District	District Secretary / Administrative Secretary ¹	\$7,621	11/07/16	11/06/17	3-4.5%
6	Dublin San Ramon Services District	Administrative Technician	\$7,554	12/19/16	Unknown	Unknown
7	East Bay Municipal Utility District	Executive Assistant II	\$7,951	07/01/16	Unknown	Unknown
8	Marin Municipal Water District	Administrative Secretary to the General Manager / Senior Administrative Assistant ¹	\$8,330	07/01/16	07/01/17	2-3%
9	Mid-Peninsula Water District	N/C				
10	North Coast County Water District	N/C				
11	North Marin Water District	District Secretary ³	\$8,678	12/01/16	Unknown	Unknown
12	Santa Clara Valley Water District	Board Administrative Assistant II	\$7,308	06/20/16	07/01/17	3.0%
13	Westborough Water District	N/C				
Average of Comparators			\$8,069			
% Coastside County Water District Above/Below			-4.2%			
Median of Comparators			\$7,951			
% Coastside County Water District Above/Below			-2.7%			
Number of Matches			7			

NOTE: All calculations exclude Coastside County Water District

N/C - Non Comparator

- 1- This match is a span in control bracket to represent the span of responsibilities performed by CCWD's classification. The duties are performed by more than one class at the benchmark agency. The salary reported is the average salaries of the classifications.
- 2- Executive Assistant/District Secretary requires an Associate degree and 6 years of experience.
- 3- District Secretary requires any combination of education and experience equivalent to two years of college or business school and 5 years of experience.

**Appendix II
Coastside County Water District
Top Monthly Salary Data
Data Effective as of April 2017**

Office Manager						
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	Coastside County Water District	Office Manager	\$8,013	07/01/16		
2	Alameda County Water District	Customer Service Supervisor I / Customer Service Representative III / Buyer ^{1,2}	\$9,267	06/19/16	07/01/17	3.0%
3	City of Daly City	Utility Billing Supervisor	\$7,776	09/10/16	Unknown	Unknown
4	City of San Bruno	Financial Services Supervisor	\$8,425	01/01/17	Unknown	Unknown
5	Contra Costa Water District	Customer Service Supervisor / Customer Service Representative ^{1,3}	\$8,476	11/07/16	11/06/17	3-4.5%
6	Dublin San Ramon Services District	Customer Service Supervisor / Customer Service Representative III ¹	\$9,788	12/19/16	Unknown	Unknown
7	East Bay Municipal Utility District	N/C				
8	Marin Municipal Water District	Customer Service Manager / Senior Customer Service Representative / Senior Buyer ^{1,2}	\$9,513	07/01/16	07/01/17	2-3%
9	Mid-Peninsula Water District	N/C ⁴				
10	North Coast County Water District	N/C ⁵				
11	North Marin Water District	Consumer Services Supervisor	\$8,217	12/01/16	Unknown	Unknown
12	Santa Clara Valley Water District	N/C				
13	Westborough Water District	N/C				
Average of Comparators			\$8,780			
% Coastside County Water District Above/Below			-9.6%			
Median of Comparators			\$8,476			
% Coastside County Water District Above/Below			-5.8%			
Number of Matches			7			

NOTE: All calculations exclude Coastside County Water District

N/C - Non Comparator

- 1- This match is a span in control bracket to represent the span of responsibilities performed by CCWD's classification. The duties are performed by more than one class at the benchmark agency. The salary reported is the average salaries of the classifications.
- 2- This match is a functional bracket to represent the functional responsibilities performed by CCWD's classification. The duties are performed by more than one class at the comparator agency. The salary range is the highest top step salary for all classifications.
- 3- CCWD does have a Purchasing Officer classification responsible for supervising purchasing, inventory/stores, and office service operations for the District. There are no lower-level professional Buyers/Contract Administrators that report to the Purchasing Officer.
- 4- MPWD has an Administrative Services Manager that is responsible for all accounting and finance functions, as well as customer service, human resources, and Clerk of the Board functions.
- 5- NCCWD has a Customer Service Supervisor that supervises the meter readers. The Accountant is responsible for general ledger, A/P, payroll, and benefits.

**Appendix II
Coastside County Water District
Top Monthly Salary Data
Data Effective as of April 2017**

Customer Service Technician						
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	Coastside County Water District	Customer Service Technician	\$6,210	07/01/16		
2	Alameda County Water District	Customer Account Field Representative / Utility Worker I ^{1,2}	\$7,508	06/19/16	07/01/17	3.0%
3	City of Daly City	N/C				
4	City of San Bruno	N/C				
5	Contra Costa Water District	Complaint Inspector / Customer Field Representative / Utility Worker ^{1,3}	\$6,715	07/01/16	07/01/17	3-4.5%
6	Dublin San Ramon Services District	Customer Field Representative II / Maintenance Worker I ^{1,3}	\$7,231	12/19/16	Unknown	Unknown
7	East Bay Municipal Utility District	Field Services Representative II / Water Distribution Plumber I ^{1,3}	\$6,854	04/18/16	Unknown	Unknown
8	Marin Municipal Water District	Customer Service Field Inspector / Utility Worker I ^{1,3}	\$6,280	07/01/16	07/01/17	2-3%
9	Mid-Peninsula Water District	Maintenance Technician ⁴	\$5,324	08/01/16	08/01/17	Unknown
10	North Coast County Water District	N/C				
11	North Marin Water District	Field Service Representative / Pipe Worker Assistant ^{1,5}	\$5,858	12/01/16	Unknown	Unknown
12	Santa Clara Valley Water District	N/C				
13	Westborough Water District	N/C				
Average of Comparators			\$6,539			
% Coastside County Water District Above/Below			-5.3%			
Median of Comparators			\$6,715			
% Coastside County Water District Above/Below			-8.1%			
Number of Matches			7			

NOTE: All calculations exclude Coastside County Water District

N/C - Non Comparator

- 1- This match is a functional bracket to represent the functional responsibilities performed by CCWD's classification. The duties are performed by more than one class at the comparator agency. The salary range is the highest top step salary for all classifications.
- 2- Utility Worker I requires D1 Water Distribution Operator certificate.
- 3- Certifications are not required.
- 4- Maintenance Technician requires D1 Water Distribution Operator certificate.
- 4- The salary reported for the Maintenance Technician includes certification pay of \$50 per month for possessing D1 Water Distribution Operator certificate; certification pay is provided to the employees even though the classification requires the D1 certificate.
- 5- Pipe Worker Assistant requires D1 Water Distribution Operator certificate.

Appendix II
Coastside County Water District
Top Monthly Salary Data
Data Effective as of April 2017

Distribution Supervisor			Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
Rank	Comparator Agency	Class Title				
1	Coastside County Water District	Distribution Supervisor	\$10,371	07/01/16		
2	Alameda County Water District	Distribution Maintenance Supervisor II ²	\$12,767	06/19/16	07/01/17	3.0%
3	City of Daly City	Distribution System Field Supervisor ³	\$7,333	09/10/16	Unknown	Unknown
4	City of San Bruno	Field Supervisor, Public Works ⁴	\$7,360	01/01/17	Unknown	Unknown
5	Contra Costa Water District	Operations & Maintenance Supervisor ⁵	\$10,694	11/07/16	11/06/17	3-4.5%
6	Dublin San Ramon Services District	Field Operations Supervisor / Water/Wastewater Lead Operator ^{1,6}	\$11,491	12/19/16	Unknown	Unknown
7	East Bay Municipal Utility District	General Pipe Supervisor / Operations and Maintenance Supervisor ^{7,8}	\$9,924	04/18/16	Unknown	Unknown
8	Marin Municipal Water District	Field Supervisor ⁹	\$9,762	07/01/16	07/01/17	2-3%
9	Mid-Peninsula Water District	Field Operations Supervisor ¹⁰	\$8,303	08/01/16	08/01/17	Unknown
10	North Coast County Water District	N/C				
11	North Marin Water District	N/C				
12	Santa Clara Valley Water District	Senior Field Operations Administrator / Senior Maintenance Worker ^{1,11}	\$10,013	06/20/16	07/01/17	3.0%
13	Westborough Water District	Field Supervisor ¹²	\$8,768	06/09/16	07/01/17	Unknown
Average of Comparators			\$9,642			
% Coastside County Water District Above/Below			7.0%			
Median of Comparators			\$9,843			
% Coastside County Water District Above/Below			5.1%			
Number of Matches			10			

NOTE: All calculations exclude Coastside County Water District

N/C - Non Comparator

- 1- This match is a span in control bracket to represent the span of responsibilities performed by CCWD's classification. The duties are performed by more than one class at the benchmark agency. The salary reported is the average salaries of the classifications.
- 2- Distribution Maintenance Supervisor II requires Backflow Tester, Backflow Specialist, and D4 Water Distribution Operator certificates.
- 3- Distribution System Field Supervisor requires D3 Water Distribution Operator and T2 Water Treatment Operator certificates.
- 4- This is a broad classification and so dependent on assignment, specialized certifications may be required (such as water or wastewater certificates; grade required is not specified in classification specification).
- 5- Operations & Maintenance Supervisor requires a D3 Water Distribution Operator certificate. Reported salary includes 5% differential that O&M Supervisor receives if obtaining a D4 Water Distribution Operator certificate. Certification requirements are not stated in Crew Leader - Field classification specification.
- 6- Field Operations Supervisor requires any combination of education, licensing, and/or experience equivalent to an Associate's degree and 5 years of experience; requires D5 Water Distribution Operator and T1 Water Treatment Operator certificates within one year of employment and Grade II Collection System Maintenance certificate within two years and a Grade III within four years.
- 7- This match is a functional bracket to represent the functional responsibilities performed by CCWD's classification. The duties are performed by more than one class at the comparator agency. The salary range is the highest top step salary for all classifications.
- 8- General Pipe Supervisor requires D1 Water Distribution Operator certificate. Operations and Maintenance Supervisor requires T2 Water Treatment Operator and Qualified Applicators certificates. Water Distribution Crew Foreman requires D1 Water Distribution Operator certificate.
- 9- Field Supervisor requires D3 Water Distribution Operator certificate within three years of appointment.
- 10- The salary reported for the Field Operations Supervisor includes certification pay of \$250 per month for possessing D1, D2, and D3 Water Distribution Operator certificates and \$50 per month for possessing T1 Water Treatment Operator certificate; certification pay is provided to employees even though the classification requires the D3 and T1 certificates.
- 11- Classification descriptions do not state certification requirements.
- 12- Field Supervisor requires D3 Water Distribution Operator certificate.

**Appendix II
Coastside County Water District
Top Monthly Salary Data
Data Effective as of April 2017**

Office Specialist II						
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	Coastside County Water District	Office Specialist II	\$6,110	07/01/16		
2	Alameda County Water District	Customer Account Representative II / Accounting Assistant I ¹	\$6,723	06/19/16	07/01/17	3.0%
3	City of Daly City	Account Clerk II	\$5,935	09/10/16	Unknown	Unknown
4	City of San Bruno	Accounting and Customer Service Representative II	\$5,508	01/01/17	Unknown	Unknown
5	Contra Costa Water District	Account Clerk III / Customer Service Representative ¹	\$6,427	07/01/16	07/01/17	3-4.5%
6	Dublin San Ramon Services District	Account Clerk II / Customer Service Representative II ¹	\$6,358	12/19/16	Unknown	Unknown
7	East Bay Municipal Utility District	Customer Services Representative II / Account Clerk II ¹	\$5,907	04/18/16	Unknown	Unknown
8	Marin Municipal Water District	Account Clerk II / Customer Service Representative II ¹	\$5,752	07/01/16	07/01/17	2-3%
9	Mid-Peninsula Water District	Administrative Assistant	\$5,256	08/01/16	08/01/17	Unknown
10	North Coast County Water District	Customer Service Representative II	\$5,212	01/01/17	01/01/18	Unknown
11	North Marin Water District	Account & Credit Clerk II / Accounting Clerk II ²	\$5,815	12/01/16	Unknown	Unknown
12	Santa Clara Valley Water District	N/C				
13	Westborough Water District	Operations Assistant	\$6,192	12/01/16	07/01/17	Unknown
Average of Comparators			\$5,917			
% Coastside County Water District Above/Below			3.2%			
Median of Comparators			\$5,907			
% Coastside County Water District Above/Below			3.3%			
Number of Matches			11			

NOTE: All calculations exclude Coastside County Water District

N/C - Non Comparator

- 1- This match is a functional bracket to represent the functional responsibilities performed by CCWD's classification. The duties are performed by more than one class at the comparator agency. The salary range is the highest top step salary for all classifications.
- 2- This match is a functional bracket to represent the functional responsibilities performed by CCWD's classification. The duties are performed by more than one class at the comparator agency. The salary range is the same for all classifications.

Appendix II
Coastside County Water District
Top Monthly Salary Data
Data Effective as of April 2017

Distribution Operator			Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
Rank	Comparator Agency	Class Title				
1	Coastside County Water District	Distribution Operator	\$6,982	07/01/16		
2	Alameda County Water District	Utility Worker II / Meter Reader ^{1,2}	\$7,583	06/19/16	07/01/17	3.0%
3	City of Daly City	Distribution System Maintenance Worker II / Meter Reader ^{1,3}	\$5,877	12/03/16	Unknown	Unknown
4	City of San Bruno	Public Works Maintenance Worker II ⁴	\$5,842	01/01/17	Unknown	Unknown
5	Contra Costa Water District	Utility Worker / Meter Reader / Meter Technician ¹	\$6,391	07/01/16	07/01/17	3-4.5%
6	Dublin San Ramon Services District	Maintenance Worker II / Water/Wastewater Systems Operator III ^{1,5}	\$8,409	12/19/16	Unknown	Unknown
7	East Bay Municipal Utility District	Water Distribution Plumber II / Maintenance Specialist III / Meter Mechanic/Backflow Specialist ^{1,6}	\$7,567	04/18/16	Unknown	Unknown
8	Marin Municipal Water District	Utility Worker II / Water System Technician / Maintenance Worker II / Meter Reader and Repair Worker II / Meter Service Technician ^{1,7}	\$7,736	07/01/16	07/01/17	2-3%
9	Mid-Peninsula Water District	Water System Operator ⁸	\$6,478	08/01/16	08/01/17	Unknown
10	North Coast County Water District	Utility Worker II ⁹	\$5,785	01/01/17	01/01/18	Unknown
11	North Marin Water District	Pipeworker ¹⁰	\$6,483	12/01/16	Unknown	Unknown
12	Santa Clara Valley Water District	Maintenance Worker II ¹²	\$7,127	06/20/16	07/01/17	3.0%
13	Westborough Water District	Senior Field Maintenance Worker ¹¹	\$7,699	06/09/16	07/01/17	Unknown
Average of Comparators			\$6,915			
% Coastside County Water District Above/Below			1.0%			
Median of Comparators			\$6,805			
% Coastside County Water District Above/Below			2.5%			
Number of Matches			12			

NOTE: All calculations exclude Coastside County Water District

N/C - Non Comparator

- 1- This match is a functional bracket to represent the functional responsibilities performed by CCWD's classification. The duties are performed by more than one class at the comparator agency. The salary range is the highest top step salary for all classifications.
- 2- Utility Worker II requires D1 Water Distribution Operator certificate (requires D2 Water Distribution Operator certificate to be considered for advancement to a Utility Worker III). Meter Reader does not require any certifications.
- 3- Distribution System Maintenance Worker II requires a D1 Water Distribution Operator certificate.
- 4- This is a broad classification where a position may be assigned to water; certifications required of a Water Services Manager position are not specified in the class specification.
- 5- Maintenance Worker II does not require any certifications. Water/Wastewater Systems Operator III requires D2 Water Distribution Operator and Grade I Wastewater Collection System Operator certificates.
- 6- Water Distribution Plumber II classification description does not state certification requirements. Maintenance Specialist II requires T2 Water Treatment Operator certificate or Wastewater Operator-In-Training certificate. Meter Mechanic/Backflow Specialist requires Backflow Prevention Device Tester certificate.
- 7- Utility Worker II and Water System Technician require D1 Water Distribution Operator certificate. Meter Technician requires D1 Water Distribution Operator and Backflow Prevention Assembly Tester certificates.
- 8- The salary reported for the Water System Operator includes certification pay of \$125 per month for possessing D1 and D2 Water Distribution Operator certificates; certification pay is provided to employees even though the classification requires the D2 certificate.
- 9- Utility Worker II requires D2 Water Distribution Operator and T1 Water Treatment Operator certificates.
- 10- Pipeworker requires Class A Driver's License and D1 Water Distribution Operator certificate.
- 11- Senior Field Maintenance Worker requires D2 Water Distribution Operator certificate.
- 12- Certifications are not required.

Appendix II
Coastside County Water District
Top Monthly Salary Data
Data Effective as of April 2017

Treatment Operator			Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
Rank	Comparator Agency	Class Title				
1	Coastside County Water District	Treatment Operator	\$6,982	07/01/16		
2	Alameda County Water District	Water Treatment Plant Operator Trainee / Water Treatment Plant Operator / Treatment Facilities Operator ^{1,2,3}	\$8,311	06/19/16	07/01/17	3.0%
3	City of Daly City	Water/Wastewater Operator II ⁴	\$7,854	09/10/16	Unknown	Unknown
4	City of San Bruno	N/C				
5	Contra Costa Water District	N/C ¹⁰				
6	Dublin San Ramon Services District	N/C				
7	East Bay Municipal Utility District	Water Treatment Operator / Water Distribution Operator ^{1,5}	\$7,378	04/18/16	Unknown	Unknown
8	Marin Municipal Water District	Treatment Plant Trainee II / Treatment Plant System Operator III / Distribution System Operator Trainee / Distribution System Operator ^{1,6,7}	\$8,017	07/01/16	07/01/17	2-3%
9	Mid-Peninsula Water District	N/C				
10	North Coast County Water District	N/C				
11	North Marin Water District	Assistant Water Distribution and Treatment Plant Operator / Water Distribution and Treatment Plant Operator ^{1,8}	\$6,669	12/01/16	Unknown	Unknown
12	Santa Clara Valley Water District	Assistant Water Plant Operator II / Systems Control Operator II ^{6,9}	\$8,906	06/20/16	07/01/17	3.0%
13	Westborough Water District	N/C				
Average of Comparators			\$7,856			
% Coastside County Water District Above/Below			-12.5%			
Median of Comparators			\$7,935			
% Coastside County Water District Above/Below			-13.7%			
Number of Matches			6			

NOTE: All calculations exclude Coastside County Water District

N/C - Non Comparator

- 1- This match is a functional bracket to represent the functional responsibilities performed by CCWD's classification. The duties are performed by more than one class at the comparator agency. The salary range is the same for all classifications.
- 2- This match is a span in control bracket to represent the span of responsibilities performed by CCWD's classification. The duties are performed by more than one class at the benchmark agency. The salary reported is the average salaries of the classifications.
- 3- Water Treatment Plant Operator Trainee requires T2 Water Treatment Plant Operator certificate. Water Treatment Plant Operator requires T3 Water Treatment Plant Operator certificate. Treatment Facilities Operator requires T2 Water Treatment Operator certificate.
- 4- Water/Wastewater Operator II requires T2 Water Treatment Operator and D1 Water Distribution Operator certificates.
- 5- Water Treatment Operator requires T2 Water Treatment Operator certificate at time of appointment and T3 within two years. Water Distribution Operator requires D2 Water Distribution Operator certificate at time of appointment and D3 within two years.
- 6- This match is a functional bracket to represent the functional responsibilities performed by CCWD's classification. The duties are performed by more than one class at the comparator agency. The salary range is the highest top step salary for all classifications.
- 7- Treatment Plant Trainee II requires T2 Water Treatment Operator certificate. Treatment Plant System Operator III requires T3 Water Treatment Operator certificate. Distribution System Operator Trainee requires D2 Water Distribution Operator certificate. Distribution System Operator requires D3 Water Distribution Operator certificate.
- 8- Assistant Water Distribution and Treatment Plant Operator requires T2 Water Treatment Operator and D2 Water Distribution Operator certificates. Water Distribution and Treatment Plant Operator requires T3 Water Treatment Operator certificate and D3 Water Distribution Operator certificate.
- 9- Assistant Water Plant Operator II requires T2 Water Treatment Operator certificate and a T3 within 24 months of appointment. Systems Control Operator II does not require any certifications.
- 10- Water Treatment Plant Operator requires T3 Water Treatment Plant Operator certificate. Distribution Operator requires T3 Water Treatment Operator or D3 Water Distribution Operator certificate. The District does not have lower-level Operator classifications.

Appendix II
Coastside County Water District
Top Monthly Salary Data
Data Effective as of April 2017

Superintendent of Operations			Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
Rank	Comparator Agency	Class Title				
1	Coastside County Water District	Superintendent of Operations	\$13,503	07/01/16		
2	Alameda County Water District	Distribution Maintenance Manager / Water Supply and Production Manager ^{1,2}	\$14,687	06/19/16	07/01/17	3.0%
3	City of Daly City	Chief of Operations / Plant and Equipment Maintenance Manager / Collection and Distribution Systems Manager ^{3,4}	\$11,608	09/10/16	Unknown	Unknown
4	City of San Bruno	N/C				
5	Contra Costa Water District	Maintenance Superintendent / Operations Control Administrator / Water Treatment Superintendent ^{3,6}	\$13,543	11/07/16	11/06/17	3-4.5%
6	Dublin San Ramon Services District	N/C				
7	East Bay Municipal Utility District	Superintendent Water Treatment/Distribution / Construction and Maintenance Superintendent ^{1,7}	\$12,702	04/18/16	Unknown	Unknown
8	Marin Municipal Water District	Superintendent of Operations / Superintendent of Water Treatment / System Maintenance Superintendent ^{3,8}	\$13,069	07/01/16	07/01/17	2-3%
9	Mid-Peninsula Water District	Operations Manager	\$11,125	08/01/16	08/01/17	Unknown
10	North Coast County Water District	Superintendent ⁹	\$10,565	01/01/17	01/01/18	Unknown
11	North Marin Water District	Construction/Maintenance Superintendent / Operations/Maintenance Superintendent ^{3,10}	\$11,801	12/01/16	Unknown	Unknown
12	Santa Clara Valley Water District	Water Treatment Manager / Utility Maintenance Manager - Treatment / Distribution ^{3,5}	\$14,735	06/20/16	07/01/17	3.0%
13	Westborough Water District	N/C				
Average of Comparators			\$12,648			
% Coastside County Water District Above/Below			6.3%			
Median of Comparators			\$12,702			
% Coastside County Water District Above/Below			5.9%			
Number of Matches			9			

NOTE: All calculations exclude Coastside County Water District

N/C - Non Comparator

- 1- This match is a functional bracket to represent the functional responsibilities performed by CCWD's classification. The duties are performed by more than one class at the comparator agency. The salary range is the same for all classifications.
- 2- Distribution Maintenance Manager requires D3 Water Distribution Operator certificate within eighteen months of appointment. Water Supply and Production Manager requires T3 Water Treatment Operator certificate within 24 months of appointment and D5 Water Distribution Operator certificate within five years of appointment.
- 3- This match is a functional bracket to represent the functional responsibilities performed by CCWD's classification. The duties are performed by more than one class at the comparator agency. The salary range is the highest top step salary for all classifications.
- 4- Chief of Operations requires Grade IV Wastewater Treatment Operator and T3 Water Treatment Operator certificates. Plant and Equipment Maintenance Manager requires Grade IV Mechanical Technologist and T2 Water Treatment Operator or D3 Water Distribution Operator certificates. Collection and Distribution Systems Manager requires Grade IV Collection Systems Maintenance and D5 Water Distribution Operator certificates.
- 5- Water Treatment Manager requires T5 Water Treatment Operator certificate and/or PE registration.
- 6- Maintenance Superintendent classification specification does not state specific certifications required. Operations Control Administrator requires a D5 Water Distribution Operator certificate. Water Treatment Superintendent requires T5 Water Treatment Operator certificate.
- 7- Superintendent Water Treatment/Distribution requires D2 Water Distribution Operator certificate at appointment to class, D3 within 24 months, D4 within 36 months, and D5 within 72 months of appointment; requires T5 Water Treatment Operator certificate within 24 months of appointment. Construction and Maintenance Superintendent requires D1 Water Distribution Operator certificate.
- 8- Superintendent of Operations requires D5 Water Distribution Operator certificate. Superintendent of Water Treatment requires a T5 Water Treatment Operator certificate. System Maintenance Superintendent requires D3 Water Distribution Operator certificate.
- 9- Certification requirements are not stated in classification description.
- 10- Construction/Maintenance Superintendent requires D3 Water Distribution Operator certificate and General Engineering Contractors license or degree in Engineering. Operations/Maintenance Superintendent requires a D3 Water Distribution Operator certificate.

**Appendix II
Coastside County Water District
Top Monthly Salary Data
Data Effective as of April 2017**

Utility Billing Specialist						
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	Coastside County Water District	Utility Billing Specialist	\$7,085	07/01/16		
2	Alameda County Water District	Customer Account Representative III / Accountant I ¹	\$7,576	06/19/16	07/01/17	3.0%
3	City of Daly City	Senior Accounting Technician	\$7,135	09/10/16	Unknown	Unknown
4	City of San Bruno	Accounting and Customer Service Representative III / Accountant ¹	\$6,841	01/01/17	Unknown	Unknown
5	Contra Costa Water District	Account Clerk III / Accountant I ¹	\$7,125	07/01/16	07/01/17	3-4.5%
6	Dublin San Ramon Services District	Customer Service Representative III / Senior Accounting Technician ¹	\$8,242	12/19/16	Unknown	Unknown
7	East Bay Municipal Utility District	Senior Customer Service Representative / Accountant I ¹	\$7,290	04/18/16	Unknown	Unknown
8	Marin Municipal Water District	Customer Service Representative III / Accountant I ¹	\$6,529	07/01/16	07/01/17	2-3%
9	Mid-Peninsula Water District	N/C				
10	North Coast County Water District	N/C				
11	North Marin Water District	Account & Credit Clerk II / Senior Accountant ¹	\$7,198	12/01/16	Unknown	Unknown
12	Santa Clara Valley Water District	N/C				
13	Westborough Water District	N/C				
Average of Comparators			\$7,242			
% Coastside County Water District Above/Below			-2.2%			
Median of Comparators			\$7,167			
% Coastside County Water District Above/Below			-1.1%			
Number of Matches			8			

NOTE: All calculations exclude Coastside County Water District

N/C - Non Comparator

1- This match is a span in control bracket to represent the span of responsibilities performed by CCWD's classification. The duties are performed by more than one class at the benchmark agency. The salary reported is the average salaries of the classifications.

**Appendix II
Coastside County Water District
Top Monthly Salary Data
Data Effective as of April 2017**

Water Resources Analyst						
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	Coastside County Water District	Water Resources Analyst	\$8,115	07/01/16		
2	Alameda County Water District	Water Conservation Specialist II / Water Conservation Supervisor II ²	\$11,017	06/19/16	07/01/17	3.0%
3	City of Daly City	N/C				
4	City of San Bruno	Water System and Conservation Manager ¹	\$9,396	01/01/17	Unknown	Unknown
5	Contra Costa Water District	Water Conservation Specialist	\$9,069	11/07/16	11/06/17	3-4.5%
6	Dublin San Ramon Services District	N/C				
7	East Bay Municipal Utility District	Water Conservation Representative	\$8,148	04/18/16	Unknown	Unknown
8	Marin Municipal Water District	Water Conservation Specialist II / III ²	\$8,537	07/01/16	07/01/17	2-3%
9	Mid-Peninsula Water District	N/C				
10	North Coast County Water District	N/C				
11	North Marin Water District	Water Conservation Coordinator	\$9,958	12/01/16	Unknown	Unknown
12	Santa Clara Valley Water District	Water Conservation Specialist II	\$9,585	06/20/16	07/01/17	3.0%
13	Westborough Water District	N/C				
Average of Comparators			\$9,387			
% Coastside County Water District Above/Below			-15.7%			
Median of Comparators			\$9,396			
% Coastside County Water District Above/Below			-15.8%			
Number of Matches			7			

NOTE: All calculations exclude Coastside County Water District

N/C - Non Comparator

- 1- Water System and Conservation Manager does not supervise staff and requires an AA/AS degree and 5 years of experience; requires T2 Water Treatment Operator and D4 Water Distribution Operator certificates.
- 2- This match is a span in control bracket to represent the span of responsibilities performed by CCWD's classification. The duties are performed by more than one class at the benchmark agency. The salary reported is the average salaries of the classifications.

**Appendix II
Coastside County Water District
Top Monthly Salary Data
Data Effective as of April 2017**

Water Treatment Plant Supervisor						
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	Coastside County Water District	Water Treatment Plant Supervisor	\$11,651	07/01/16		
2	Alameda County Water District	Treatment and Distribution Supervisor II ³	\$12,767	06/19/16	07/01/17	3.0%
3	City of Daly City	N/C				
4	City of San Bruno	N/C				
5	Contra Costa Water District	Water Treatment Supervisor / Operations & Maintenance Supervisor ¹	\$12,314	11/07/16	11/06/17	3-4.5%
6	Dublin San Ramon Services District	N/C				
7	East Bay Municipal Utility District	Water Treatment Supervisor / Water Distribution Supervisor ^{2,5}	\$10,958	04/18/16	Unknown	Unknown
8	Marin Municipal Water District	Assistant Superintendent of Water Treatment / Assistant Superintendent of Operations ^{1,4}	\$12,447	07/01/16	07/01/17	2-3%
9	Mid-Peninsula Water District	N/C				
10	North Coast County Water District	N/C				
11	North Marin Water District	Treatment and Distribution Supervisor ⁶	\$9,958	12/01/16	Unknown	Unknown
12	Santa Clara Valley Water District	Water Plant Supervisor / Senior Water Plant Operator ^{7,8}	\$10,753	06/20/16	07/01/17	3.0%
13	Westborough Water District	N/C				
Average of Comparators			\$11,533			
% Coastside County Water District Above/Below			1.0%			
Median of Comparators			\$11,636			
% Coastside County Water District Above/Below			0.1%			
Number of Matches			6			

NOTE: All calculations exclude Coastside County Water District

N/C - Non Comparator

- 1- This match is a functional bracket to represent the functional responsibilities performed by CCWD's classification. The duties are performed by more than one class at the comparator agency. The salary range is the highest top step salary for all classifications.
- 2- This match is a functional bracket to represent the functional responsibilities performed by CCWD's classification. The duties are performed by more than one class at the comparator agency. The salary range is the same for all classifications.
- 3- Treatment and Distribution Supervisor II requires T4 Water Treatment Operator certificate at time of appointment and T5 and D3 Water Distribution Operator certificates within eighteen months.
- 4- Assistant Superintendent of Water Treatment requires T4 Water Treatment Operator certificate. Assistant Superintendent of Operations requires D4 Water Distribution Operator certificate.
- 5- Water Treatment Supervisor requires T3 Water Treatment Operator certificate at time of hire, T4 within 24 months, and T5 within 36 months of appointment. Water Distribution Supervisor requires D2 Water Distribution Operator certificate within 12 months of appointment, D3 within 24 months, D4 within 36 months, and D5 within 72 months.
- 6- Treatment and Distribution Supervisor requires T3 Water Treatment Operator certificate at time of appointment and T4 within two years; requires D5 Water Distribution Operator certificate within three years of appointment.
- 7- This match is a span in control bracket to represent the span of responsibilities performed by CCWD's classification. The duties are performed by more than one class at the benchmark agency. The salary reported is the average salaries of the classifications.
- 8- Water Plant Supervisor requires a T5 Water Treatment Operator certificate. Incumbents have one year to comply with this requirement. Senior Water Plant Operator requires T4 Water Treatment Operator certificate.

**Appendix II
Coastside County Water District
Benefit Detail
Data Effective as of April 2017**

Administrative Assistant													
Agency	Coastside County Water District	Alameda County Water District	City of Daly City	City of San Bruno	Contra Costa Water District	Dublin San Ramon Services District	East Bay Municipal Utility District	Marin Municipal Water District	Mid-Peninsula Water District	North Coast County Water	North Marin Water District	Santa Clara Valley Water District	Westborough Water District
Class Title	Administrative Assistant	Executive Asst/District Secretary / Admin Office Asst III	N/C	N/C	District Secretary / Administrative Secretary	Administrative Technician	Executive Assistant II	Administrative Secretary to the GM / Sr Administrative Assistant	N/C	N/C	District Secretary	Board Administrative Assistant II	N/C
Top Monthly Salary	\$7,744	\$9,045			\$7,621	\$7,554	\$7,951	\$8,330			\$8,678	\$7,308	
Employee Retirement													
PERS Formula	2.5%@55	2.5%@55			2.35%@55	2.7%@55	2.6%@62	2.7%@55			2.5%@55	2.5%@55	
Enhanced Formula Cost	\$383	\$448			\$377	\$608	\$671	\$671			\$430	\$362	
Employer Paid Member Contribution (EPMC)		\$226											
EE Paid Employer Contribution						-\$151							-\$77
EPMC Reported as Special Comp		\$6											
12 Month Highest Salary	\$105	\$122			\$103	\$102					\$117	\$99	
Social Security	\$480				\$472	\$468	\$493	\$516			\$538		
Other													
Deferred Compensation	\$144	\$42			\$305	\$208						\$83	
Insurance													
Cafeteria					\$140						\$1,313		
Health	\$2,093	\$2,762			\$1,907	\$1,640	\$3,012	\$1,661			\$319	\$1,902	
Dental	\$123	\$168			\$164	\$168	\$224	\$167			\$233	\$148	
Vision	\$21	\$23			\$17	\$29	\$24				\$19	\$24	
Life	\$46	\$25			\$28	\$8	\$18	\$3			\$21	\$5	
LTD	\$102	\$43			\$25	\$17	\$21	\$32				\$20	
STD/SDI		\$24			\$7	\$36						\$53	
Other ^{1,2}							\$75						
Leave													
Vacation	\$447	\$591			\$616	\$581	\$459	\$481			\$501	\$450	
Holidays	\$387	\$383			\$352	\$232	\$459	\$416			\$434	\$337	
Administrative		\$383			\$403							\$84	
Auto Allowance		\$480											
Uniform Allowance	\$25							\$25					
Other													
Benefit Cost	\$4,357	\$5,724			\$4,916	\$3,948	\$4,785	\$3,972			\$3,925	\$3,491	
Total Monthly Compensation	\$12,100	\$14,769	N/C	N/C	\$12,536	\$11,502	\$12,736	\$12,301	N/C	N/C	\$12,603	\$10,799	N/C

Note: Total Monthly Compensation number may vary slightly from the sum of its components due to cell formulas & rounding.

- 1- EBMUD provides a direct contribution to a Supplemental Benefit that can be used towards a IRS Code Section 125 Benefit or can be taken as cash.
- 2- MPWD provides a direct contribution to a health savings account.

**Appendix II
Coastside County Water District
Benefit Detail
Data Effective as of April 2017**

Office Manager	Coastside County Water District	Alameda County Water District	City of Daly City	City of San Bruno	Contra Costa Water District	Dublin San Ramon Services District	East Bay Municipal Utility District	Marin Municipal Water District	Mid-Peninsula Water District	North Coast County Water	North Marin Water District	Santa Clara Valley Water District	Westborough Water District
Agency	Office Manager	Customer Service Supv I / Customer Service Repr III / Buyer	Utility Billing Supervisor	Financial Services Supervisor	Customer Service Supv / Customer Service Rep	Customer Service Supv / Customer Service Rep III	N/C	Customer Service Mgr / Sr Customer Service Rep / Sr Buyer	N/C	N/C	Consumer Services Supervisor	N/C	N/C
Class Title	Office Manager												
Top Monthly Salary	\$8,013	\$9,267	\$7,776	\$8,425	\$8,476	\$9,788		\$9,513			\$8,217		
Employee Retirement													
PERS Formula	2.5%@55	2.5%@55	3%@60	2.7%@55	2.35%@55	2.7%@55		2.7%@55			2.5%@55		
Enhanced Formula Cost	\$397	\$459	\$762	\$678	\$420	\$788		\$766			\$407		
Employer Paid Member Contribution (EPMC)		\$232			\$254								
EE Paid Employer Contribution		\$6				-\$196							
EPMC Reported as Special Comp		\$125	\$105	\$114	\$114	\$132					\$111		
12 Month Highest Salary	\$108					\$607					\$509		
Social Security	\$497				\$526			\$590					
Other													
Deferred Compensation	\$144	\$42		\$42	\$254	\$208							
Insurance													
Cafeteria			\$1,180	\$1,995	\$50						\$1,313		
Health	\$2,093	\$2,762			\$1,907	\$1,640		\$1,661			\$319		
Dental	\$123	\$168			\$170	\$168		\$167			\$233		
Vision	\$21	\$23			\$17	\$29					\$19		
Life	\$46	\$25		\$15	\$23	\$35		\$14			\$20		
LTD	\$106	\$56		\$47	\$28	\$21		\$36					
STD/SDI		\$24			\$8	\$46							
Other ^{1,2}													
Leave													
Vacation	\$462	\$606	\$538	\$486	\$685	\$1,129		\$549			\$474		
Holidays	\$401	\$392	\$449	\$356	\$359	\$301		\$476			\$411		
Administrative		\$392		\$437	\$228								
Auto Allowance		\$480											
Uniform Allowance	\$25												
Other													
Benefit Cost	\$4,423	\$5,792	\$3,034	\$4,171	\$5,042	\$4,909		\$4,257			\$3,816		
Total Monthly Compensation	\$12,436	\$15,059	\$10,810	\$12,596	\$13,518	\$14,697	N/C	\$13,770	N/C	N/C	\$12,033	N/C	N/C

Note: Total Monthly Compensation number may vary slightly from the sum of its components due to cell formulas & rounding.

- 1- EBMUD provides a direct contribution to a Supplemental Benefit that can be used towards a IRS Code Section 125 Benefit or can be taken as cash.
- 2- MPWD provides a direct contribution to a health savings account.

**Appendix II
Coastside County Water District
Benefit Detail
Data Effective as of April 2017**

Customer Service Technician													
Agency	Coastside County Water District	Alameda County Water District	City of Daly City	City of San Bruno	Contra Costa Water District	Dublin San Ramon Services District	East Bay Municipal Utility District	Marin Municipal Water District	Mid-Peninsula Water District	North Coast County Water	North Marin Water District	Santa Clara Valley Water District	Westborough Water District
Class Title	Customer Service Technician	Customer Account Field Rep / Utility Worker I	N/C	N/C	Complaint Inspector / Customer Field Rep / Utility Worker	Customer Field Representative II / Maint Worker I	Field Services Representative II / Water Dist Plumber I	Customer Service Field Inspector / Utility Worker I	Maintenance Technician	N/C	Field Service Representative / Pipe Worker Assistant	N/C	N/C
Top Monthly Salary	\$6,210	\$7,508			\$6,715	\$7,231	\$6,854	\$6,280	\$5,324		\$5,858		
Employee Retirement													
PERS Formula	2.5%@55	2.5%@55			2.35%@55	2.7%@55	2.6%@62	2.7%@55	2%@55		2.5%@55		
Enhanced Formula Cost	\$307	\$372			\$332	\$582		\$506			\$290		
Employer Paid Member Contribution (EPMC)					\$67								
EE Paid Employer Contribution						-\$145							
EPMC Reported as Special Comp													
12 Month Highest Salary	\$84	\$101			\$91	\$98					\$79		
Social Security	\$385				\$416	\$448	\$425	\$389	\$330		\$363		
Other													
Deferred Compensation	\$144					\$208							
Insurance													
Cafeteria													
Health	\$2,093	\$2,762			\$1,907	\$1,640	\$3,012	\$1,661	\$1,994		\$1,313		
Dental	\$123	\$168			\$164	\$168	\$224	\$167	\$164		\$233		
Vision	\$21	\$23			\$17	\$29	\$24	\$21	\$21		\$19		
Life	\$46	\$14			\$5	\$8	\$16	\$3	\$20		\$14		
LTD	\$82	\$35			\$22	\$17	\$18	\$24	\$29				
STD/SDI		\$20			\$7	\$34			\$10				
Other ^{1,2}							\$75		\$250				
Leave													
Vacation	\$358	\$491			\$439	\$556	\$395	\$362	\$307		\$338		
Holidays	\$310	\$433			\$336	\$222	\$395	\$314	\$266		\$293		
Administrative									\$61				
Auto Allowance													
Uniform Allowance	\$25							\$25					
Other													
Benefit Cost	\$3,979	\$4,419			\$3,804	\$3,867	\$4,585	\$3,451	\$3,453		\$3,262		
Total Monthly Compensation	\$10,189	\$11,926	N/C	N/C	\$10,518	\$11,098	\$11,439	\$9,731	\$8,777	N/C	\$9,120	N/C	N/C

Note: Total Monthly Compensation number may vary slightly from the sum of its components due to cell formulas & rounding.

- 1- EBMUD provides a direct contribution to a Supplemental Benefit that can be used towards a IRS Code Section 125 Benefit or can be taken as cash.
- 2- MPWD provides a direct contribution to a health savings account.

**Appendix II
Coastside County Water District
Benefit Detail
Data Effective as of April 2017**

Distribution Supervisor	Coastside County Water District	Alameda County Water District	City of Daly City	City of San Bruno	Contra Costa Water District	Dublin San Ramon Services District	East Bay Municipal Utility District	Marin Municipal Water District	Mid-Peninsula Water District	North Coast County Water	North Marin Water District	Santa Clara Valley Water District	Westborough Water District
Agency													
Class Title	Distribution Supervisor	Distribution Maintenance Supervisor II	Distribution System Field Supervisor	Field Supervisor, Public Works	Operations & Maintenance Supervisor	Field Operations Supervisor / Water/WW Lead Operator	General Pipe Supv / Ops and Maint Supv	Field Supervisor	Field Operations Supervisor	N/C	N/C	Sr Field Operations Admin / Sr Maintenance Worker	Field Supervisor
Top Monthly Salary	\$10,371	\$12,767	\$7,333	\$7,360	\$10,694	\$11,491	\$9,924	\$9,762	\$8,303			\$10,013	\$8,768
Employee Retirement													
PERS Formula	2.5%@55	2.5%@55	3%@60	2.7%@55	2.35%@55	2.7%@55	2.6%@62	2.7%@55	2%@55			2.5%@55	2%@55
Enhanced Formula Cost	\$513	\$632	\$719	\$592	\$529	\$925		\$786				\$496	
Employer Paid Member Contribution (EPMC)		\$319			\$321								\$88
EE Paid Employer Contribution						-\$230						-\$105	
EPMC Reported as Special Comp		\$8											
12 Month Highest Salary	\$140	\$172	\$99	\$99	\$144	\$155						\$135	
Social Security	\$643				\$663	\$657	\$615	\$605	\$515				\$544
Other													
Deferred Compensation	\$144	\$42		\$37	\$321	\$208						\$83	
Insurance													
Cafeteria			\$1,180	\$1,995	\$50								
Health	\$2,093	\$2,762			\$1,907	\$1,640	\$3,012	\$1,661	\$1,994			\$1,902	\$2,490
Dental	\$123	\$168			\$170	\$168	\$224	\$167	\$164			\$148	\$164
Vision	\$21	\$23			\$17	\$29	\$24	\$21	\$21			\$24	\$19
Life	\$46	\$35		\$13	\$23	\$41	\$23	\$3	\$20			\$7	\$35
LTD	\$119	\$56		\$41	\$35	\$21	\$26	\$37	\$46			\$25	
STD/SDI		\$33			\$10	\$54			\$14			\$65	
Other ^{1,2}							\$75		\$250				
Leave													
Vacation	\$598	\$835	\$508	\$425	\$864	\$1,326	\$573	\$563	\$479			\$616	\$506
Holidays	\$519	\$540	\$423	\$311	\$452	\$354	\$573	\$488	\$415			\$462	\$472
Administrative		\$540		\$382	\$288		\$267		\$96			\$116	
Auto Allowance		\$480											
Uniform Allowance	\$25							\$25					
Other													
Benefit Cost	\$4,984	\$6,646	\$2,928	\$3,896	\$5,794	\$5,348	\$5,412	\$4,335	\$4,013			\$3,975	\$4,316
Total Monthly Compensation	\$15,355	\$19,413	\$10,261	\$11,256	\$16,489	\$16,839	\$15,336	\$14,097	\$12,316	N/C	N/C	\$13,988	\$13,084

Note: Total Monthly Compensation number may vary slightly from the sum of its components due to cell formulas & rounding.

- 1- EBMUD provides a direct contribution to a Supplemental Benefit that can be used towards a IRS Code Section 125 Benefit or can be taken as cash.
- 2- MPWD provides a direct contribution to a health savings account.

**Appendix II
Coastside County Water District
Benefit Detail
Data Effective as of April 2017**

Office Specialist II	Coastside County Water District	Alameda County Water District	City of Daly City	City of San Bruno	Contra Costa Water District	Dublin San Ramon Services District	East Bay Municipal Utility District	Marin Municipal Water District	Mid-Peninsula Water District	North Coast County Water	North Marin Water District	Santa Clara Valley Water District	Westborough Water District
Agency	Office Specialist II	Customer Account Representative II / Acctg Asst I	Account Clerk II	Accounting and Customer Service Representative II	Account Clerk III / Customer Service Representative	Account Clerk II / Customer Service Representative II	Customer Services Representative II / Account Clerk II	Account Clerk II / Customer Service Representative II	Administrative Assistant	Customer Service Representative II	Account & Credit Clerk II / Accounting Clerk II	N/C	Operations Assistant
Class Title	Office Specialist II												
Top Monthly Salary	\$6,110	\$6,723	\$5,935	\$5,508	\$6,427	\$6,358	\$5,907	\$5,752	\$5,256	\$5,212	\$5,815		\$6,192
Employee Retirement													
PERS Formula	2.5%@55	2.5%@55	3%@60	2.7%@55	2.35%@55	2.7%@55	2.6%@62	2.7%@55	2%@55	2.7%@55	2.5%@55		2%@55
Enhanced Formula Cost	\$302	\$333	\$582	\$443	\$318	\$512		\$463		\$420	\$288		
Employer Paid Member Contribution (EPMC)					\$64								\$62
EE Paid Employer Contribution			-\$45			-\$127							
EPMC Reported as Special Comp													
12 Month Highest Salary	\$82	\$91	\$80	\$74	\$87	\$86				\$70	\$79		
Social Security	\$379				\$398	\$394	\$366	\$357	\$326	\$323	\$361		\$384
Other													
Deferred Compensation	\$144					\$208							
Insurance													
Cafeteria			\$530	\$1,995							\$1,313		
Health	\$2,093	\$2,762	\$948		\$1,907	\$1,640	\$3,012	\$1,661	\$1,994	\$2,559	\$319		\$2,490
Dental	\$123	\$168			\$164	\$168	\$224	\$167	\$164	\$147	\$233		\$164
Vision	\$21	\$23			\$17	\$29	\$24	\$21	\$21	\$19	\$19		\$19
Life	\$46	\$12		\$10	\$5	\$8	\$13	\$3	\$20	\$25	\$14		\$35
LTD	\$81	\$32		\$31	\$21	\$15	\$16	\$22	\$29	\$59			
STD/SDI		\$18			\$7	\$30			\$10	\$26			
Other ^{1,2}							\$75		\$250				
Leave													
Vacation	\$352	\$440	\$411	\$318	\$420	\$489	\$341	\$332	\$303	\$301	\$335		\$357
Holidays	\$305	\$388	\$251	\$233	\$321	\$196	\$341	\$288	\$263	\$281	\$291		\$333
Administrative			\$6	\$74					\$61				
Auto Allowance													
Uniform Allowance	\$25							\$25					
Other													
Benefit Cost	\$3,955	\$4,265	\$2,763	\$3,178	\$3,731	\$3,648	\$4,412	\$3,317	\$3,440	\$4,229	\$3,252		\$3,844
Total Monthly Compensation	\$10,064	\$10,988	\$8,698	\$8,686	\$10,158	\$10,006	\$10,319	\$9,069	\$8,696	\$9,441	\$9,067	N/C	\$10,036

Note: Total Monthly Compensation number may vary slightly from the sum of its components due to cell formulas & rounding.

- 1- EBMUD provides a direct contribution to a Supplemental Benefit that can be used towards a IRS Code Section 125 Benefit or can be taken as cash.
- 2- MPWD provides a direct contribution to a health savings account.

**Appendix II
Coastside County Water District
Benefit Detail
Data Effective as of April 2017**

Distribution Operator													
Agency	Coastside County Water District	Alameda County Water District	City of Daly City	City of San Bruno	Contra Costa Water District	Dublin San Ramon Services District	East Bay Municipal Utility District	Marin Municipal Water District	Mid-Peninsula Water District	North Coast County Water	North Marin Water District	Santa Clara Valley Water District	Westborough Water District
Class Title	Distribution Operator	Utility Worker II / Meter Reader	Distribution System Maintenance Worker II / Meter Reader	Public Works Maintenance Worker II	Utility Worker / Meter Reader / Meter Technician	Maintenance Worker II	Water Distrib Plumber II / Maint Special III / Meter Mechanic/ Backflow Specialist	Utility Worker II / Water System Tech / Maint Worker II / Meter Reader and Repair Worker II / Meter Service Tech	Water System Operator	Utility Worker II	Pipeworker	Maintenance Worker II	Senior Field Maintenance Worker
Top Monthly Salary	\$6,982	\$7,583	\$5,877	\$5,842	\$6,391	\$8,409	\$7,567	\$7,736	\$6,478	\$5,785	\$6,483	\$7,127	\$7,699
Employee Retirement													
PERS Formula	2.5%@55	2.5%@55	3%@60	2.7%@55	2.35%@55	2.7%@55	2.6%@62	2.7%@55	2%@55	2.7%@55	2.5%@55	2.5%@55	2%@55
Enhanced Formula Cost	\$346	\$375	\$576	\$470	\$316	\$677		\$623		\$466	\$321	\$353	
Employer Paid Member Contribution (EPMC)					\$64								\$77
EE Paid Employer Contribution						-\$168						-\$75	
EPMC Reported as Special Comp													
12 Month Highest Salary	\$94	\$102	\$79	\$79	\$86	\$114				\$78	\$88	\$96	
Social Security	\$433				\$396	\$521	\$469	\$480	\$402	\$359	\$402		\$477
Other													
Deferred Compensation	\$144					\$208						\$83	
Insurance													
Cafeteria			\$582	\$1,995								\$1,313	
Health	\$2,093	\$2,762	\$948		\$1,907	\$1,640	\$3,012	\$1,661	\$1,994	\$2,559	\$319	\$1,902	\$2,490
Dental	\$123	\$168			\$164	\$168	\$224	\$167	\$164	\$147	\$233	\$148	\$164
Vision	\$21	\$23			\$17	\$29	\$24	\$21	\$21	\$19	\$19	\$24	\$19
Life	\$46	\$14		\$10	\$5	\$8	\$17	\$3	\$20	\$25	\$16	\$5	\$35
LTD	\$92	\$36		\$33	\$21	\$19	\$20	\$29	\$36	\$66	\$12	\$20	\$20
STD/SDI		\$20			\$7	\$40			\$12	\$28		\$51	
Other ^{1,2}							\$75		\$250				
Leave													
Vacation	\$403	\$496	\$407	\$337	\$418	\$647	\$437	\$446	\$374	\$334	\$374	\$439	\$444
Holidays	\$349	\$437	\$249	\$247	\$320	\$259	\$437	\$387	\$324	\$312	\$324	\$329	\$415
Administrative			\$6	\$79					\$75			\$82	
Auto Allowance													
Uniform Allowance	\$25							\$25					
Other													
Benefit Cost	\$4,169	\$4,433	\$2,846	\$3,250	\$3,721	\$4,162	\$4,715	\$3,821	\$3,671	\$4,392	\$3,409	\$3,458	\$4,120
Total Monthly Compensation	\$11,151	\$12,017	\$8,723	\$9,092	\$10,112	\$12,571	\$12,282	\$11,557	\$10,149	\$10,177	\$9,892	\$10,586	\$11,820

Note: Total Monthly Compensation number may vary slightly from the sum of its components due to cell formulas & rounding.

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- 2- MPWD provides a direct contribution to a health savings account.

**Appendix II
Coastside County Water District
Benefit Detail
Data Effective as of April 2017**

Agency	Coastside County Water District	Alameda County Water District	City of Daly City	City of San Bruno	Contra Costa Water District	Dublin San Ramon Services District	East Bay Municipal Utility District	Marin Municipal Water District	Mid-Peninsula Water District	North Coast County Water	North Marin Water District	Santa Clara Valley Water District	Westborough Water District
Class Title	Treatment Operator	Water Treatment Plant Op Trainee / Operator / Treatment Facilities Operator	Water/ Wastewater Operator II	N/C	N/C	N/C	Water Treatment Operator / Water Distribution Operator	Treatment Plant Trainee II / Treatment Plant System Op III / Distribution System Op Trainee / Operator	N/C	N/C	Assistant Water Distribution and Treatment Plant Operator / Water Distribution and Treatment Plant Operator	Assistant Water Plant Operator II / Systems Control Operator II	N/C
Top Monthly Salary	\$6,982	\$8,311	\$7,854				\$7,378	\$8,017			\$6,669	\$8,906	
Employee Retirement													
PERS Formula	2.5%@55	2.5%@55	3%@60				2.6%@62	2.7%@55			2.5%@55	2.5%@55	
Enhanced Formula Cost	\$346	\$411	\$770					\$645			\$330	\$441	
Employer Paid Member Contribution (EPMC)													
EE Paid Employer Contribution													-\$94
EPMC Reported as Special Comp													
12 Month Highest Salary	\$94	\$112	\$106								\$90	\$120	
Social Security	\$433						\$457	\$497			\$413		
Other													
Deferred Compensation	\$144												\$83
Insurance													
Cafeteria			\$461										
Health	\$2,093	\$2,762	\$689				\$3,012	\$1,661			\$1,313		
Dental	\$123	\$168					\$224	\$167			\$319	\$1,902	
Vision	\$21	\$23					\$24				\$233	\$148	
Life	\$46	\$15					\$17	\$3			\$19	\$24	
LTD	\$92	\$42					\$20	\$30			\$16	\$6	
STD/SDI		\$22										\$25	
Other ^{1,2}							\$75					\$64	
Leave													
Vacation	\$403	\$543	\$453				\$426	\$462			\$385	\$548	
Holidays	\$349	\$479	\$423				\$426	\$401			\$333	\$411	
Administrative			\$8									\$103	
Auto Allowance													
Uniform Allowance	\$25							\$25					
Other													
Benefit Cost	\$4,169	\$4,578	\$2,909				\$4,681	\$3,892			\$3,452	\$3,783	
Total Monthly Compensation	\$11,151	\$12,889	\$10,763	N/C	N/C	N/C	\$12,059	\$11,909	N/C	N/C	\$10,121	\$12,689	N/C

Note: Total Monthly Compensation number may vary slightly from the sum of its components due to cell formulas & rounding.

- 1- EBMUD provides a direct contribution to a Supplemental Benefit that can be used towards a IRS Code Section 125 Benefit or can be taken as cash.
- 2- MPWD provides a direct contribution to a health savings account.

Appendix II
Coastside County Water District
Benefit Detail
Data Effective as of April 2017

Superintendent of Operations													
Agency	Coastside County Water District	Alameda County Water District	City of Daly City	City of San Bruno	Contra Costa Water District	Dublin San Ramon Services District	East Bay Municipal Utility District	Marin Municipal Water District	Mid-Peninsula Water District	North Coast County Water	North Marin Water District	Santa Clara Valley Water District	Westborough Water District
Class Title	Superintendent of Operations	Distribution Maint Mgr / Water Supply and Prod Mgr	Chief of Ops / Plant and Equip Maint Mgr / Collect and Distrib Systems Mgr	N/C	Maint Supt / Op Control Admin / Water Treatment Supt	N/C	Supt Water Treatment/ Distribution / Construction and Maint Supt	Supt of Operations / Supt of Water Treatment	Operations Manager	Superintendent	Construction/Maintenance Supt / Operations/ Maintenance Supt	Water Treatment Mgr / Water Plant Supv / Utility Maint Mgr - Treatment / Distribution	N/C
Top Monthly Salary	\$13,503	\$14,687	\$11,608		\$13,543		\$12,702	\$13,069	\$11,125	\$10,565	\$11,801	\$14,735	
Employee Retirement													
PERS Formula	2.5%@55	2.5%@55	3%@60		2.35%@55		2.6%@62	2.7%@55	2%@55	2.7%@55	2.5%@55	2.5%@55	
Enhanced Formula Cost	\$668	\$727	\$1,138		\$670		\$1,052			\$850	\$584	\$729	
Employer Paid Member Contribution (EPMC)		\$367			\$406								
EE Paid Employer Contribution													-\$155
EPMC Reported as Special Comp		\$9											
12 Month Highest Salary	\$182	\$198	\$157		\$183					\$143	\$159	\$199	
Social Security	\$657				\$657		\$657	\$657	\$657	\$655	\$657		
Other													
Deferred Compensation	\$144	\$42			\$406							\$83	
Insurance													
Cafeteria			\$1,180		\$50						\$1,313		
Health	\$2,093	\$2,762			\$1,907		\$3,012	\$1,661	\$1,994	\$2,559	\$319	\$1,902	
Dental	\$123	\$168			\$170		\$224	\$167	\$164	\$147	\$233	\$148	
Vision	\$21	\$23			\$17		\$24	\$21	\$19	\$19	\$19	\$24	
Life	\$46	\$40			\$23		\$29	\$14	\$20	\$25	\$29	\$11	
LTD	\$119	\$56			\$34		\$34	\$38	\$61	\$86	\$14	\$25	
STD/SDI		\$38			\$14				\$14	\$37		\$65	
Other ^{1,2}							\$75		\$250				
Leave													
Vacation	\$779	\$960	\$804		\$1,094		\$733	\$754	\$642	\$610	\$681	\$907	
Holidays	\$675	\$621	\$670		\$573		\$733	\$653	\$556	\$569	\$590	\$680	
Administrative	\$779	\$621			\$365		\$342		\$385	\$203		\$170	
Auto Allowance	\$450	\$480											
Uniform Allowance	\$25												
Other													
Benefit Cost	\$6,762	\$7,114	\$3,948		\$6,569		\$5,863	\$4,996	\$4,764	\$5,902	\$4,585	\$4,789	
Total Monthly Compensation	\$20,265	\$21,801	\$15,556	N/C	\$20,111	N/C	\$18,565	\$18,065	\$15,889	\$16,467	\$16,386	\$19,524	N/C

Note: Total Monthly Compensation number may vary slightly from the sum of its components due to cell formulas & rounding.

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- 2- MPWD provides a direct contribution to a health savings account.

**Appendix II
Coastside County Water District
Benefit Detail
Data Effective as of April 2017**

Utility Billing Specialist	Coastside County Water District	Alameda County Water District	City of Daly City	City of San Bruno	Contra Costa Water District	Dublin San Ramon Services District	East Bay Municipal Utility District	Marin Municipal Water District	Mid-Peninsula Water District	North Coast County Water	North Marin Water District	Santa Clara Valley Water District	Westborough Water District
Agency	Coastside County Water District	Alameda County Water District	City of Daly City	City of San Bruno	Contra Costa Water District	Dublin San Ramon Services District	East Bay Municipal Utility District	Marin Municipal Water District	Mid-Peninsula Water District	North Coast County Water	North Marin Water District	Santa Clara Valley Water District	Westborough Water District
Class Title	Utility Billing Specialist	Customer Account Rep III / Accountant I	Sr Accounting Technician	Acctg and Customer Service Rep III / Accountant	Account Clerk III / Accountant I	Customer Service Rep III / Sr Acctg Tech	Sr Customer Service Rep / Accountant I	Customer Service Rep III / Accountant I	N/C	N/C	Account & Credit Clerk II / Sr Accountant	N/C	N/C
Top Monthly Salary	\$7,085	\$7,576	\$7,135	\$6,841	\$7,125	\$8,242	\$7,290	\$6,529			\$7,198		
Employee Retirement													
PERS Formula	2.5%@55	2.5%@55	3%@60	2.7%@55	2.35%@55	2.7%@55	2.6%@62	2.7%@55			2.5%@55		
Enhanced Formula Cost	\$351	\$375	\$699	\$551	\$353	\$663		\$526			\$356		
Employer Paid Member Contribution (EPMC)		\$189			\$214								
EE Paid Employer Contribution			-\$54			-\$165							
EPMC Reported as Special Comp		\$5											
12 Month Highest Salary	\$96	\$102	\$96	\$92	\$96	\$111					\$97		
Social Security	\$439				\$442	\$511	\$452	\$405			\$446		
Other													
Deferred Compensation	\$144	\$42		\$34	\$214	\$208							
Insurance													
Cafeteria			\$530	\$1,995	\$50						\$1,313		
Health	\$2,093	\$2,762	\$948		\$1,907	\$1,640	\$3,012	\$1,661			\$319		
Dental	\$123	\$168			\$170	\$168	\$224	\$167			\$233		
Vision	\$21	\$23			\$17	\$29	\$24				\$19		
Life	\$46	\$22		\$12	\$23	\$8	\$17	\$3			\$18		
LTD	\$94	\$36		\$38	\$24	\$19	\$19	\$25					
STD/SDI		\$20			\$7	\$39							
Other ^{1,2}							\$75						
Leave													
Vacation	\$409	\$495	\$494	\$395	\$575	\$634	\$421	\$377			\$415		
Holidays	\$354	\$437	\$302	\$289	\$301	\$254	\$421	\$326			\$360		
Administrative		\$262	\$7	\$355	\$192								
Auto Allowance		\$480											
Uniform Allowance	\$25							\$25					
Other													
Benefit Cost	\$4,195	\$5,419	\$3,023	\$3,762	\$4,584	\$4,120	\$4,665	\$3,514			\$3,577		
Total Monthly Compensation	\$11,280	\$12,995	\$10,158	\$10,603	\$11,708	\$12,361	\$11,955	\$10,043	N/C	N/C	\$10,775	N/C	N/C

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Appendix II
Coastside County Water District
Benefit Detail
Data Effective as of April 2017

Water Resources Analyst													
Agency	Coastside County Water District	Alameda County Water District	City of Daly City	City of San Bruno	Contra Costa Water District	Dublin San Ramon Services District	East Bay Municipal Utility District	Marin Municipal Water District	Mid-Peninsula Water District	North Coast County Water	North Marin Water District	Santa Clara Valley Water District	Westborough Water District
Class Title	Water Resources Analyst	Water Conservation Specialist II / Supv II	N/C	Water System and Conservation Manager	Water Conservation Specialist	N/C	Water Conservation Representative	Water Conservation Specialist II / III	N/C	N/C	Water Conservation Coordinator	Water Conservation Specialist II	N/C
Top Monthly Salary	\$8,115	\$11,017		\$9,396	\$9,069		\$8,148	\$8,537			\$9,958	\$9,585	
Employee Retirement													
PERS Formula	2.5%@55	2.5%@55		2.7%@55	2.35%@55		2.6%@62	2.7%@55			2.5%@55	2.5%@55	
Enhanced Formula Cost	\$402	\$545		\$756	\$449		\$687				\$493	\$474	
Employer Paid Member Contribution (EPMC)		\$275			\$272								
EE Paid Employer Contribution													-\$101
EPMC Reported as Special Comp		\$7											
12 Month Highest Salary	\$110	\$149		\$127	\$122						\$134	\$129	
Social Security	\$503				\$562		\$505	\$529			\$617		
Other													
Deferred Compensation	\$144	\$42		\$47	\$272								\$83
Insurance													
Cafeteria				\$1,995	\$50						\$1,313		
Health	\$2,093	\$2,762			\$1,907		\$3,012	\$1,661			\$319	\$1,902	
Dental	\$123	\$168			\$170		\$224	\$167			\$233	\$148	
Vision	\$21	\$23			\$17		\$24				\$19	\$24	
Life	\$46			\$16	\$23		\$19	\$3			\$24	\$7	
LTD	\$107	\$52		\$53	\$30		\$22	\$32				\$25	
STD/SDI		\$29			\$8							\$65	
Other ^{1,2}							\$75						
Leave													
Vacation	\$468	\$720		\$542	\$732		\$470	\$492			\$575	\$590	
Holidays	\$406	\$466		\$398	\$384		\$470	\$427			\$498	\$442	
Administrative		\$466		\$488	\$244							\$111	
Auto Allowance		\$480											
Uniform Allowance	\$25							\$25					
Other													
Benefit Cost	\$4,448	\$6,214		\$4,422	\$5,243		\$4,821	\$4,024			\$4,226	\$3,901	
Total Monthly Compensation	\$12,563	\$17,231	N/C	\$13,818	\$14,312	N/C	\$12,969	\$12,561	N/C	N/C	\$14,184	\$13,486	N/C

Note: Total Monthly Compensation number may vary slightly from the sum of its components due to cell formulas & rounding.

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Appendix II
Coastside County Water District
Benefit Detail
Data Effective as of April 2017

Water Treatment Plant Supervisor	Coastside County Water District	Alameda County Water District	City of Daly City	City of San Bruno	Contra Costa Water District	Dublin San Ramon Services District	East Bay Municipal Utility District	Marin Municipal Water District	Mid-Peninsula Water District	North Coast County Water	North Marin Water District	Santa Clara Valley Water District	Westborough Water District
Class Title	Water Treatment Plant Supervisor	Treatment and Distribution Supervisor II	N/C	N/C	Water Treatment Supervisor / Operations & Maintenance Supervisor	N/C	Water Treatment Supervisor / Water Distribution Supervisor	Asst Superintendent of Water Treatment / Asst Superintendent of Operations	N/C	N/C	Treatment and Distribution Supervisor	Water Plant Supervisor / Senior Water Plant Operator	N/C
Top Monthly Salary	\$11,651	\$12,767			\$12,314		\$10,958	\$12,447			\$9,958	\$10,753	
Employee Retirement													
PERS Formula	2.5%@55	2.5%@55			2.35%@55		2.6%@62	2.7%@55			2.5%@55	2.5%@55	
Enhanced Formula Cost	\$577	\$632			\$610		\$1,002				\$493	\$532	
Employer Paid Member Contribution (EPMC)		\$319			\$369								
EE Paid Employer Contribution													
EPMC Reported as Special Comp		\$8											-\$113
12 Month Highest Salary	\$157	\$172			\$166						\$134	\$145	
Social Security	\$657				\$657		\$679	\$772			\$617		
Other													
Deferred Compensation	\$144	\$42			\$369								\$83
Insurance													
Cafeteria					\$50								
Health	\$2,093	\$2,762			\$1,907		\$3,012	\$1,661			\$1,313	\$319	\$1,902
Dental	\$123	\$168			\$170		\$224	\$167			\$233	\$148	
Vision	\$21	\$23			\$17		\$24				\$19	\$24	
Life	\$46	\$35			\$23		\$25	\$14			\$24	\$8	
LTD	\$119	\$56			\$34		\$29	\$38				\$25	
STD/SDI		\$33			\$14							\$65	
Other ^{1,2}							\$75						
Leave													
Vacation	\$672	\$835			\$995		\$632	\$718			\$575	\$662	
Holidays	\$583	\$540			\$521		\$632	\$622			\$498	\$496	
Administrative		\$540			\$332							\$124	
Auto Allowance		\$480											
Uniform Allowance	\$25												
Other													
Benefit Cost	\$5,217	\$6,646			\$6,233		\$5,333	\$4,993			\$4,226	\$4,102	
Total Monthly Compensation	\$16,868	\$19,413	N/C	N/C	\$18,547	N/C	\$16,291	\$17,440	N/C	N/C	\$14,184	\$14,855	N/C

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**Appendix II
Coastside County Water District
Total Monthly Compensation Data
Data Effective as of April 2017**

Administrative Assistant						
Rank	Comparator Agency	Class Title	Total Monthly Comp	Effective Date	Next Salary Increase	Next Percentage Increase
1	Coastside County Water District	Administrative Assistant	\$12,100	07/01/16		
2	Alameda County Water District	Executive Assistant/District Secretary / Administrative Office Assistant III	\$14,769	06/19/16	07/01/17	3.0%
3	City of Daly City	N/C				
4	City of San Bruno	N/C				
5	Contra Costa Water District	District Secretary / Administrative Secretary	\$12,536	11/07/16	11/06/17	3-4.5%
6	Dublin San Ramon Services District	Administrative Technician	\$11,502	12/19/16	Unknown	Unknown
7	East Bay Municipal Utility District	Executive Assistant II	\$12,736	07/01/16	Unknown	Unknown
8	Marin Municipal Water District	Administrative Secretary to the General Manager / Senior Administrative Assistant	\$12,301	07/01/16	07/01/17	2-3%
9	Mid-Peninsula Water District	N/C				
10	North Coast County Water District	N/C				
11	North Marin Water District	District Secretary	\$12,603	12/01/16	Unknown	Unknown
12	Santa Clara Valley Water District	Board Administrative Assistant II	\$10,799	06/20/16	07/01/17	3.0%
13	Westborough Water District	N/C				
Average of Comparators			\$12,464			
% Coastside County Water District Above/Below			-3.0%			
Median of Comparators			\$12,536			
% Coastside County Water District Above/Below			-3.6%			
Number of Matches			7			

NOTE: All calculations exclude Coastside County Water District

N/C - Non Comparator

**Appendix II
Coastside County Water District
Total Monthly Compensation Data
Data Effective as of April 2017**

Customer Service Technician						
Rank	Comparator Agency	Class Title	Total Monthly Comp	Effective Date	Next Salary Increase	Next Percentage Increase
1	Coastside County Water District	Customer Service Technician	\$10,189	07/01/16		
2	Alameda County Water District	Customer Account Field Representative / Utility Worker I	\$11,926	06/19/16	07/01/17	3.0%
3	City of Daly City	N/C				
4	City of San Bruno	N/C				
5	Contra Costa Water District	Complaint Inspector / Customer Field Representative / Utility Worker	\$10,518	07/01/16	07/01/17	3-4.5%
6	Dublin San Ramon Services District	Customer Field Representative II / Maintenance Worker I	\$11,098	12/19/16	Unknown	Unknown
7	East Bay Municipal Utility District	Field Services Representative II / Water Distribution Plumber I	\$11,439	04/18/16	Unknown	Unknown
8	Marin Municipal Water District	Customer Service Field Inspector / Utility Worker I	\$9,731	07/01/16	07/01/17	2-3%
9	Mid-Peninsula Water District	Maintenance Technician	\$8,777	08/01/16	08/01/17	Unknown
10	North Coast County Water District	N/C				
11	North Marin Water District	Field Service Representative / Pipe Worker Assistant	\$9,120	12/01/16	Unknown	Unknown
12	Santa Clara Valley Water District	N/C				
13	Westborough Water District	N/C				
Average of Comparators			\$10,373			
% Coastside County Water District Above/Below			-1.8%			
Median of Comparators			\$10,518			
% Coastside County Water District Above/Below			-3.2%			
Number of Matches			7			

NOTE: All calculations exclude Coastside County Water District

N/C - Non Comparator

**Appendix II
Coastside County Water District
Total Monthly Compensation Data
Data Effective as of April 2017**

Office Manager						
Rank	Comparator Agency	Class Title	Total Monthly Comp	Effective Date	Next Salary Increase	Next Percentage Increase
1	Coastside County Water District	Office Manager	\$12,436	07/01/16		
2	Alameda County Water District	Customer Service Supervisor I / Customer Service Representative III / Buyer	\$15,059	06/19/16	07/01/17	3.0%
3	City of Daly City	Utility Billing Supervisor	\$10,810	09/10/16	Unknown	Unknown
4	City of San Bruno	Financial Services Supervisor	\$12,596	01/01/17	Unknown	Unknown
5	Contra Costa Water District	Customer Service Supervisor / Customer Service Representative	\$13,518	11/07/16	11/06/17	3-4.5%
6	Dublin San Ramon Services District	Customer Service Supervisor / Customer Service Representative III	\$14,697	12/19/16	Unknown	Unknown
7	East Bay Municipal Utility District	N/C				
8	Marin Municipal Water District	Customer Service Manager / Senior Customer Service Representative / Senior Buyer	\$13,770	07/01/16	07/01/17	2-3%
9	Mid-Peninsula Water District	N/C				
10	North Coast County Water District	N/C				
11	North Marin Water District	Consumer Services Supervisor	\$12,033	12/01/16	Unknown	Unknown
12	Santa Clara Valley Water District	N/C				
13	Westborough Water District	N/C				
Average of Comparators			\$13,212			
% Coastside County Water District Above/Below			-6.2%			
Median of Comparators			\$13,518			
% Coastside County Water District Above/Below			-8.7%			
Number of Matches			7			

NOTE: All calculations exclude Coastside County Water District

N/C - Non Comparator

**Appendix II
Coastside County Water District
Total Monthly Compensation Data
Data Effective as of April 2017**

Distribution Supervisor						
Rank	Comparator Agency	Class Title	Total Monthly Comp	Effective Date	Next Salary Increase	Next Percentage Increase
1	Coastside County Water District	Distribution Supervisor	\$15,355	07/01/16		
2	Alameda County Water District	Distribution Maintenance Supervisor II	\$19,413	06/19/16	07/01/17	3.0%
3	City of Daly City	Distribution System Field Supervisor	\$10,261	09/10/16	Unknown	Unknown
4	City of San Bruno	Field Supervisor, Public Works	\$11,256	01/01/17	Unknown	Unknown
5	Contra Costa Water District	Operations & Maintenance Supervisor	\$16,489	11/07/16	11/06/17	3-4.5%
6	Dublin San Ramon Services District	Field Operations Supervisor / Water/Wastewater Lead Operator	\$16,839	12/19/16	Unknown	Unknown
7	East Bay Municipal Utility District	General Pipe Supervisor / Operations and Maintenance Supervisor	\$15,336	04/18/16	Unknown	Unknown
8	Marin Municipal Water District	Field Supervisor	\$14,097	07/01/16	07/01/17	2-3%
9	Mid-Peninsula Water District	Field Operations Supervisor	\$12,316	08/01/16	08/01/17	Unknown
10	North Coast County Water District	N/C				
11	North Marin Water District	N/C				
12	Santa Clara Valley Water District	Senior Field Operations Administrator / Senior Maintenance Worker	\$13,988	06/20/16	07/01/17	3.0%
13	Westborough Water District	Field Supervisor	\$13,084	06/09/16	07/01/17	Unknown
Average of Comparators			\$14,308			
% Coastside County Water District Above/Below			6.8%			
Median of Comparators			\$14,043			
% Coastside County Water District Above/Below			8.5%			
Number of Matches			10			

NOTE: All calculations exclude Coastside County Water District

N/C - Non Comparator

Appendix II
Coastside County Water District
Total Monthly Compensation Data
Data Effective as of April 2017

Office Specialist II						
Rank	Comparator Agency	Class Title	Total Monthly Comp	Effective Date	Next Salary Increase	Next Percentage Increase
1	Coastside County Water District	Office Specialist II	\$10,064	07/01/16		
2	Alameda County Water District	Customer Account Representative II / Accounting Assistant I	\$10,988	06/19/16	07/01/17	3.0%
3	City of Daly City	Account Clerk II	\$8,698	09/10/16	Unknown	Unknown
4	City of San Bruno	Accounting and Customer Service Representative II	\$8,686	01/01/17	Unknown	Unknown
5	Contra Costa Water District	Account Clerk III / Customer Service Representative	\$10,158	07/01/16	07/01/17	3-4.5%
6	Dublin San Ramon Services District	Account Clerk II / Customer Service Representative II	\$10,006	12/19/16	Unknown	Unknown
7	East Bay Municipal Utility District	Customer Services Representative II / Account Clerk II	\$10,319	04/18/16	Unknown	Unknown
8	Marin Municipal Water District	Account Clerk II / Customer Service Representative II	\$9,069	07/01/16	07/01/17	2-3%
9	Mid-Peninsula Water District	Administrative Assistant	\$8,696	08/01/16	08/01/17	Unknown
10	North Coast County Water District	Customer Service Representative II	\$9,441	01/01/17	01/01/18	Unknown
11	North Marin Water District	Account & Credit Clerk II / Accounting Clerk II	\$9,067	12/01/16	Unknown	Unknown
12	Santa Clara Valley Water District	N/C				
13	Westborough Water District	Operations Assistant	\$10,036	12/01/16	07/01/17	Unknown
Average of Comparators			\$9,560			
% Coastside County Water District Above/Below			5.0%			
Median of Comparators			\$9,441			
% Coastside County Water District Above/Below			6.2%			
Number of Matches			11			

NOTE: All calculations exclude Coastside County Water District

N/C - Non Comparator

**Appendix II
Coastside County Water District
Total Monthly Compensation Data
Data Effective as of April 2017**

Distribution Operator						
Rank	Comparator Agency	Class Title	Total Monthly Comp	Effective Date	Next Salary Increase	Next Percentage Increase
1	Coastside County Water District	Distribution Operator	\$11,151	07/01/16		
2	Alameda County Water District	Utility Worker II / Meter Reader	\$12,017	06/19/16	07/01/17	3.0%
3	City of Daly City	Distribution System Maintenance Worker II / Meter Reader	\$8,723	12/03/16	Unknown	Unknown
4	City of San Bruno	Public Works Maintenance Worker II	\$9,092	01/01/17	Unknown	Unknown
5	Contra Costa Water District	Utility Worker / Meter Reader / Meter Technician	\$10,112	07/01/16	07/01/17	3-4.5%
6	Dublin San Ramon Services District	Maintenance Worker II / Water/Wastewater Systems Operator III	\$12,571	12/19/16	Unknown	Unknown
7	East Bay Municipal Utility District	Water Distribution Plumber II / Maintenance Specialist III / Meter Mechanic/Backflow Specialist	\$12,282	04/18/16	Unknown	Unknown
8	Marin Municipal Water District	Utility Worker II / Water System Technician / Maintenance Worker II / Meter Reader and Repair Worker II / Meter Service Technician	\$11,557	07/01/16	07/01/17	2-3%
9	Mid-Peninsula Water District	Water System Operator	\$10,149	08/01/16	08/01/17	Unknown
10	North Coast County Water District	Utility Worker II	\$10,177	01/01/17	01/01/18	Unknown
11	North Marin Water District	Pipeworker	\$9,892	12/01/16	Unknown	Unknown
12	Santa Clara Valley Water District	Maintenance Worker II	\$10,586	06/20/16	07/01/17	3.0%
13	Westborough Water District	Senior Field Maintenance Worker	\$11,820	06/09/16	07/01/17	Unknown
Average of Comparators			\$10,748			
% Coastside County Water District Above/Below			3.6%			
Median of Comparators			\$10,381			
% Coastside County Water District Above/Below			6.9%			
Number of Matches			12			

NOTE: All calculations exclude Coastside County Water District

N/C - Non Comparator

**Appendix II
Coastside County Water District
Total Monthly Compensation Data
Data Effective as of April 2017**

Treatment Operator						
Rank	Comparator Agency	Class Title	Total Monthly Comp	Effective Date	Next Salary Increase	Next Percentage Increase
1	Coastside County Water District	Treatment Operator	\$11,151	07/01/16		
2	Alameda County Water District	Water Treatment Plant Operator Trainee / Water Treatment Plant Operator / Treatment Facilities Operator	\$12,889	06/19/16	07/01/17	3.0%
3	City of Daly City	Water/Wastewater Operator II	\$10,763	09/10/16	Unknown	Unknown
4	City of San Bruno	N/C				
5	Contra Costa Water District	N/C				
6	Dublin San Ramon Services District	N/C				
7	East Bay Municipal Utility District	Water Treatment Operator / Water Distribution Operator	\$12,059	04/18/16	Unknown	Unknown
8	Marin Municipal Water District	Treatment Plant Trainee II / Treatment Plant System Operator III / Distribution System Operator Trainee / Distribution System Operator	\$11,909	07/01/16	07/01/17	2-3%
9	Mid-Peninsula Water District	N/C				
10	North Coast County Water District	N/C				
11	North Marin Water District	Assistant Water Distribution and Treatment Plant Operator / Water Distribution and Treatment Plant Operator	\$10,121	12/01/16	Unknown	Unknown
12	Santa Clara Valley Water District	Assistant Water Plant Operator II / Systems Control Operator II	\$12,689	06/20/16	07/01/17	3.0%
13	Westborough Water District	N/C				
Average of Comparators			\$11,738			
% Coastside County Water District Above/Below			-5.3%			
Median of Comparators			\$11,984			
% Coastside County Water District Above/Below			-7.5%			
Number of Matches			6			

NOTE: All calculations exclude Coastside County Water District

N/C - Non Comparator

**Appendix II
Coastside County Water District
Total Monthly Compensation Data
Data Effective as of April 2017**

Superintendent of Operations						
Rank	Comparator Agency	Class Title	Total Monthly Comp	Effective Date	Next Salary Increase	Next Percentage Increase
1	Coastside County Water District	Superintendent of Operations	\$20,265	07/01/16		
2	Alameda County Water District	Distribution Maintenance Manager / Water Supply and Production Manager	\$21,801	06/19/16	07/01/17	3.0%
3	City of Daly City	Chief of Operations / Plant and Equipment Maintenance Manager / Collection and Distribution Systems Manager	\$15,556	09/10/16	Unknown	Unknown
4	City of San Bruno	N/C				
5	Contra Costa Water District	Maintenance Superintendent / Operations Control Administrator / Water Treatment Superintendent	\$20,111	11/07/16	11/06/17	3-4.5%
6	Dublin San Ramon Services District	N/C				
7	East Bay Municipal Utility District	Superintendent Water Treatment/Distribution / Construction and Maintenance Superintendent	\$18,565	04/18/16	Unknown	Unknown
8	Marin Municipal Water District	Superintendent of Operations / Superintendent of Water Treatment	\$18,065	07/01/16	07/01/17	2-3%
9	Mid-Peninsula Water District	Operations Manager	\$15,889	08/01/16	08/01/17	Unknown
10	North Coast County Water District	Superintendent	\$16,467	01/01/17	01/01/18	Unknown
11	North Marin Water District	Construction/Maintenance Superintendent / Operations/Maintenance Superintendent	\$16,386	12/01/16	Unknown	Unknown
12	Santa Clara Valley Water District	Water Treatment Manager / Water Plant Supervisor / Utility Maintenance Manager - Treatment / Distribution	\$19,524	06/20/16	07/01/17	3.0%
13	Westborough Water District	N/C				
Average of Comparators			\$18,040			
% Coastside County Water District Above/Below			11.0%			
Median of Comparators			\$18,065			
% Coastside County Water District Above/Below			10.9%			
Number of Matches			9			

NOTE: All calculations exclude Coastside County Water District

N/C - Non Comparator

Appendix II
Coastside County Water District
Total Monthly Compensation Data
Data Effective as of April 2017

Utility Billing Specialist						
Rank	Comparator Agency	Class Title	Total Monthly Comp	Effective Date	Next Salary Increase	Next Percentage Increase
1	Coastside County Water District	Utility Billing Specialist	\$11,280	07/01/16		
2	Alameda County Water District	Customer Account Representative III / Accountant I	\$12,995	06/19/16	07/01/17	3.0%
3	City of Daly City	Senior Accounting Technician	\$10,158	09/10/16	Unknown	Unknown
4	City of San Bruno	Accounting and Customer Service Representative III / Accountant	\$10,603	01/01/17	Unknown	Unknown
5	Contra Costa Water District	Account Clerk III / Accountant I	\$11,708	07/01/16	07/01/17	3-4.5%
6	Dublin San Ramon Services District	Customer Service Representative III / Senior Accounting Technician	\$12,361	12/19/16	Unknown	Unknown
7	East Bay Municipal Utility District	Senior Customer Service Representative / Accountant I	\$11,955	04/18/16	Unknown	Unknown
8	Marin Municipal Water District	Customer Service Representative III / Accountant I	\$10,043	07/01/16	07/01/17	2-3%
9	Mid-Peninsula Water District	N/C				
10	North Coast County Water District	N/C				
11	North Marin Water District	Account & Credit Clerk II / Senior Accountant	\$10,775	12/01/16	Unknown	Unknown
12	Santa Clara Valley Water District	N/C				
13	Westborough Water District	N/C				
Average of Comparators			\$11,325			
% Coastside County Water District Above/Below			-0.4%			
Median of Comparators			\$11,242			
% Coastside County Water District Above/Below			0.3%			
Number of Matches			8			

NOTE: All calculations exclude Coastside County Water District

N/C - Non Comparator

Appendix II
Coastside County Water District
Total Monthly Compensation Data
Data Effective as of April 2017

Water Resources Analyst						
Rank	Comparator Agency	Class Title	Total Monthly Comp	Effective Date	Next Salary Increase	Next Percentage Increase
1	Coastside County Water District	Water Resources Analyst	\$12,563	07/01/16		
2	Alameda County Water District	Water Conservation Specialist II / Water Conservation Supervisor II	\$17,231	06/19/16	07/01/17	3.0%
3	City of Daly City	N/C				
4	City of San Bruno	Water System and Conservation Manager	\$13,818	01/01/17	Unknown	Unknown
5	Contra Costa Water District	Water Conservation Specialist	\$14,312	11/07/16	11/06/17	3-4.5%
6	Dublin San Ramon Services District	N/C				
7	East Bay Municipal Utility District	Water Conservation Representative	\$12,969	04/18/16	Unknown	Unknown
8	Marin Municipal Water District	Water Conservation Specialist II / III	\$12,561	07/01/16	07/01/17	2-3%
9	Mid-Peninsula Water District	N/C				
10	North Coast County Water District	N/C				
11	North Marin Water District	Water Conservation Coordinator	\$14,184	12/01/16	Unknown	Unknown
12	Santa Clara Valley Water District	Water Conservation Specialist II	\$13,486	06/20/16	07/01/17	3.0%
13	Westborough Water District	N/C				
Average of Comparators			\$14,080			
% Coastside County Water District Above/Below			-12.1%			
Median of Comparators			\$13,818			
% Coastside County Water District Above/Below			-10.0%			
Number of Matches			7			

NOTE: All calculations exclude Coastside County Water District

N/C - Non Comparator

**Appendix II
Coastside County Water District
Total Monthly Compensation Data
Data Effective as of April 2017**

Water Treatment Plant Supervisor						
Rank	Comparator Agency	Class Title	Total Monthly Comp	Effective Date	Next Salary Increase	Next Percentage Increase
1	Coastside County Water District	Water Treatment Plant Supervisor	\$16,868	07/01/16		
2	Alameda County Water District	Treatment and Distribution Supervisor II	\$19,413	06/19/16	07/01/17	3.0%
3	City of Daly City	N/C				
4	City of San Bruno	N/C				
5	Contra Costa Water District	Water Treatment Supervisor / Operations & Maintenance Supervisor	\$18,547	11/07/16	11/06/17	3-4.5%
6	Dublin San Ramon Services District	N/C				
7	East Bay Municipal Utility District	Water Treatment Supervisor / Water Distribution Supervisor	\$16,291	04/18/16	Unknown	Unknown
8	Marin Municipal Water District	Assistant Superintendent of Water Treatment / Assistant Superintendent of Operations	\$17,440	07/01/16	07/01/17	2-3%
9	Mid-Peninsula Water District	N/C				
10	North Coast County Water District	N/C				
11	North Marin Water District	Treatment and Distribution Supervisor	\$14,184	12/01/16	Unknown	Unknown
12	Santa Clara Valley Water District	Water Plant Supervisor / Senior Water Plant Operator	\$14,855	06/20/16	07/01/17	3.0%
13	Westborough Water District	N/C				
Average of Comparators			\$16,788			
% Coastside County Water District Above/Below			0.5%			
Median of Comparators			\$16,866			
% Coastside County Water District Above/Below			0.0%			
Number of Matches			6			
NOTE: All calculations exclude Coastside County Water District						

N/C - Non Comparator

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: September 12, 2017

Report

Date: September 8, 2017

Subject: AMI (Advanced Metering Infrastructure) and Meter Installation Services: Authorization to waive competitive bidding requirements and enter into a contract for Installation Services with Professional Meters Inc. (PMI)

Recommendation:

Determine that waiving the competitive bidding requirements of Resolution 2016-09 for AMI and Meter Installation Services is in the best interests of the District, and authorize the General Manager to enter into an agreement with Professional Meters, Inc. (PMI) in an amount not to exceed \$375,000.

Background:

Included in our Capital Improvement Program is the replacement of our meters as well as the deployment of AMI (Advanced Metering Infrastructure.) In July, 2016, the Board approved entering into an agreement with Aclara Technologies LLC for AMI. At the August, 2017 Board meeting, the Board approved moving forward with full District-wide deployment, and authorized purchase of meters, lids, and the AMI meter transmission units.

As discussed in prior Board meetings, AMI will provide the District and our customers with increased visibility into our customers' water usage on a real-time basis. With AMI (along with our customer web portal, WaterSmart) the District and our customers will be able to monitor for potential leaks and abnormal water usage that can ultimately cause high bills. Finally, implementation of AMI will allow the District to move to monthly billing.

In order to start realizing the full benefits of our investment in AMI, Staff would like to expedite installation of our new meters and the AMI system. We therefore recommend contracting with Professional Meters, Inc. (PMI), for meter replacement and installation of AMI meter transmission units. Work will commence this fall, and will be completed in a 3-6 month time frame.

STAFF REPORT

Agenda: September 12, 2017

Subject: AMI/Meter Installation Agreement with Professional Meters, Inc..

Page Two

PMI is a recognized premiere installer in the industry; they are particularly recognized for their development of a unique data management workflow tracking system that will integrate with our utility billing system and that will provide for systematic meter swaps. Their workflow system also provides for redundant checks to minimize errors. Recent PMI installations include the cities of Pleasanton and Hayward, and they have recently contracted with the City of Davis.

The District enlisted Aclara Technologies Inc. to assist us in identifying installation vendors. Aclara noted that there are many meter installers, however very few installation companies have developed turnkey database tracking tools and integration features with utility billing and AMI systems. (In addition, other possible candidates are located outside of California and typically work on larger installations than ours.)

Aclara recommended PMI and Concord Utility Systems. Both have similar workflow systems (and very positive references), however PMI's quote came in \$86,000 less than Concord's. Staff recommends moving forward with PMI, and requests the Board to waive the competitive bidding requirements of Resolution 2016-09 and to authorize the General Manager to enter in an agreement with PMI. A copy of the proposal and the public works agreement (reviewed by Hanson-Bridgett) is attached.

Fiscal Impact:

A project status summary and financial projection for the entire project follows below:

METER CHANGE & AUTOMATED METERING INFRASTRUCTURE PROJECTS - STATUS

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

PMI's cost for the project is estimated at \$348,500 (plus 3% for the performance/payment bond.) The FY 2017/2018 budget includes \$250,000 for installation.



Professional Meters, Inc.
3605 North Rte. 47 • Suite E
PO Box 506
Morris, IL60450
P: 815.942.7000 • F: 815.941.1091
www.prometers.com

August 8, 2017

Mary E. Rogren
Coastside County Water District
766 Main Street
Half Moon Bay, CA 94019

RE: Proposal to Provide Water Meter and AMI Installation Services for Coastside County Water District, CA.

Dear Ms. Rogren:

Professional Meters, Inc. (PMI) is pleased to provide Coastside County Water District (District) with the following quotation for water meter and AMI transmitter installation services. PMI understands that the District is planning to deploy an Aclara Star AMI system as well as replace most of its meters with new Badger E-series meters. Approximately 5,500 meters are targeted for replacement and upgrade will all meters being 1-inch or smaller in size.

Following is a brief overview of the services we propose to provide and the assumptions used to develop this cost proposal:

General Assumptions:

- The project will commence in late summer/early fall 2017 and be completed in approximately 3 months.
- Meters, transmitters and replacement lids will be provided in sufficient quantities to allow for the uninterrupted installation of all meters targeted for upgrade.
- Warehouse space provided by Water District. The warehouse will have secure space for storage of the meters and transmitters as well as space for overnight parking of installation vehicles and internet access.
- California prevailing wage will apply to this project. PMI will provide certified payroll along with each pay request.
- District personnel will be available during working hours for the length of the project to assist in locating meters and address RTU's.
- The installation price includes the collection of installation data formatted to allow for automated uploading into the District's billing system. Development of the billing system interface to allow for the automated upload of installation data is not included as part of this proposal. PMI is very familiar with InCode utility billing software and has worked with Tyler on multiple projects in the past.
- PMI will warrant its installation services for a period of one year from date of installation. This is a workmanship warranty and does not include product.
- Any additional services requested outside of the scope of services will be subjected to an hourly rate, plus materials and will not be performed without District approval.

Water Meter Installation Assumptions;:

Delivering Innovative Metering Solutions Nationwide

- Assumes like for like meter exchange. Existing meters will have standard couplings or connections along with an operable upstream valve. No re-plumbing will be required to install the new meter.
- Meters targeted for removal will be replaced with new Badger E-Series meters provided by the District. It is assumed the new MTU will be connected to the e-series meter via an inline Nicor connector.
- Existing meter pit lids will be replaced with new composite lids provided by the District. It is assumed that sufficient lids will be provided so as to allow for the exchange of the lid at the time of initial meter installation without the need for a return trip to replace the lid.
- Water Meter Replacement will including:
 - Exchange of existing residential water meters with new meters, install and program transmitters at targeted locations.
 - Digital photographs of exceptions identified in the field.
 - GPS coordinate collection.
 - Work site management.
 - PMI will implement its in-house safety program as prescribed in the project specific health and safety plan that will be developed for this project.
 - Vehicles will be clearly placarded with appropriate signage.
 - Installers will wear uniforms, picture IDs and be provided with the appropriate tools and safety equipment.
 - Field collection of customary data as required. All data will be posted to the project portal that PMI will set up for this project. Once data is quality checked, it will be formatted to allow for automated uploading into the District's Incode billing system.
- Over the duration of the project, some service locations may be turned back to the District for repair if the meter service is deemed "inaccessible." If the repair is made by the District prior to substantial completion of the targeted services, PMI will return and install the new meter and AMI transmitter using normal installation techniques.
- "Inaccessible" is generally defined as a meter service location that is in a condition that prevents the removal of the existing meter and installation of a new meter using reasonable installation techniques. Conditions that may cause a meter to be classified as "inaccessible" include:
 - Locations where a faulty valve prevents PMI from shutting off the water to the point where changing the meter is not practicable.
 - Locations where the meter flange or coupling is located outside of the meter pit or is cased in concrete/obstructed by rocks or roots, etc. making it inaccessible.
 - Locations that cannot be reached and require that the lid ring and/or meter vault be removed to facilitate access.
 - Locations with nonstandard couplings, connections, or lay length, requiring that the setting be re-plumbed.
 - Meters where the District's customer prevents PMI from accessing the meter after three documented attempts are made to perform the change out or schedule an appointment.

District Required Assistance:

- Assistance, if needed, to shutoff water to a specific service address in the event a line-break does occur during water meter replacement activities.

- Repair of old or leaking water service pipe that may have occurred prior to or during meter change-out activities but is not a result of negligence on the part of the installer. Likely causes for this are deteriorated piping or pre-existing damage to the service line or fittings.
- Uploading installation data to the District's billing system. PMI will collect and properly format the data such that it is suitable for automated upload into the billing system.
- Manual reading of meters until such time that a given route is fully installed and deemed operable.

Out of scope items (water):

- Replacing or repairing old or damaged service pipe, valves, or connections.
- Correcting any observed plumbing code violations.
- Re-plumbing settings to accommodate non-standard meter lay lengths or meter couplings.
- Repair, re-setting or replacement of damaged meter enclosures or pit rings.

PMI DATA MANAGEMENT AND PROJECT WEB PORTAL

PMI uses a proprietary Installation Tracking System (PMI-ITS) to manage and track meter change-out programs. The PMI-ITS will serve as the central repository for all installation data collected for this project. A web-based interface will be developed allowing project personnel password protected access to a wide variety of project tracking statistics, installations data, problem logs, inventory tracking systems, and progress reports. The PMI-ITS is comprised of field deployed handhelds, office based servers, and web-based reporting and tracking. The handhelds are preloaded with a unique work order for each targeted installation and all pertinent existing meter data is available to the installer at the time of installation. The handheld device is used as both a collection device for new installation data as well as a quality tracking tool.

On the following pages, we present a series of screenshots that provide a very brief overview of the project web portal.

The portal presents work progress by route as well as reading status and is updated each day. The portal is hyperlinked to allow easy navigation:

Lake County

Reading Rate

Total	Good	NoRead	BadRead	Stale	Known Issues	ReadRate	ReadDate
12513	12032	4	0	477	0	96.15	7/30/2014 6:10:06 AM

JobType	Total	Installed	Remaining	Completion Rate
Retrofit	4645	2254	2391	48.52%
Meter Change	15997	10269	5728	64.19%

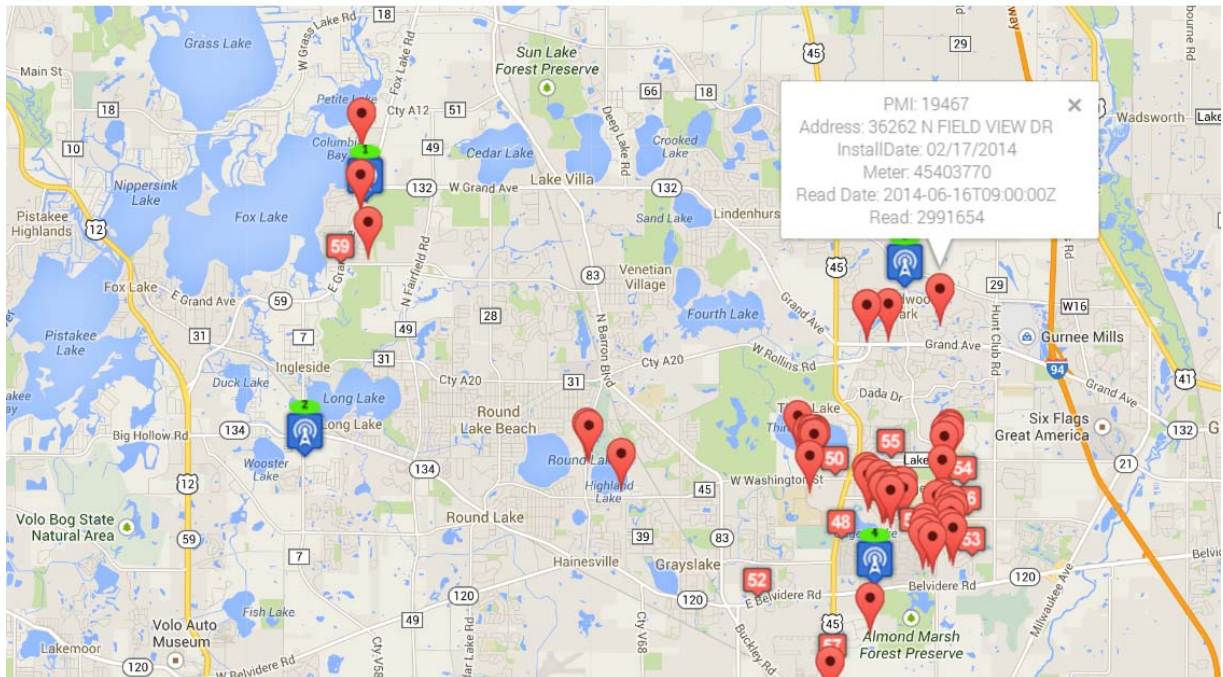
Large Meters

Size	Install	INC	Sked	Unable	Remove	RTU
1 1/2-inch	259	107	13	30	3	5
2-inch	120	37	6	6	2	1
3-inch	34	4	8	1	5	0
4-inch	11	0	2	5	2	0
6-inch	1	0	0	1	0	0
8-inch	0	0	1	0	0	0
12-inch	0	0	0	1	0	0

Sequence	Zone	Type	Total in Zone	Complete	Incomplete	RTU	Scheduled	Removed	Completion Rate
1									
	32	WTR	270	265	0	2	0	3	99%
	33	WTR	123	122	0	0	0	1	100%
	34	WTR	148	139	0	2	0	7	99%

For example, clicking the "Stale" link shown above yields a map showing the water meters that have not broadcast a successful read in the past 7 days (the reason for the high number of stales for this project is due to the network not yet being fully deployed):

Stale Reads

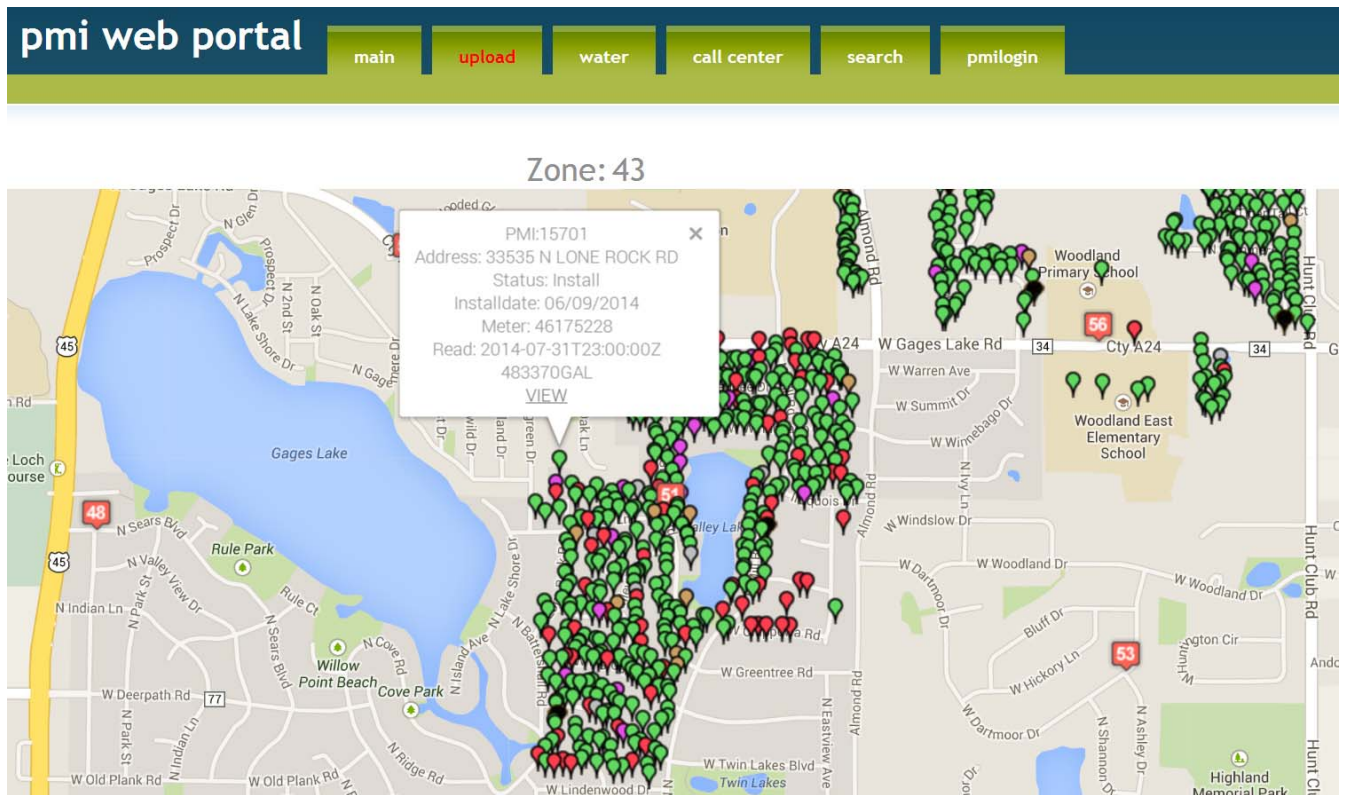


Export to Excel

A portal user can click on any of the red "bulbs" on the map above to get more information related to a given meter. By clicking the "Export to Excel" button at the bottom, a user can quickly generate a complete address list of stale meters with pertinent installation data such as account number, address, install date, last read, and meter/transmitter serial number:

	A	B	C	D	E	F	G	H	I
1									
2	PMINo	TimeStamp	Address	Cycle	Transmitter	Meter	Reading	LastReadDate	Age
3	2615	6/14/2014	2260 N SARAZEN DR	19	67913721	45931790	548572	2014-07-23T22:00:00Z	8
4	2685	6/14/2014	1883 N TREVINO TER	19	67913726	45931789	131921	2014-07-23T11:00:00Z	8
5	2690	5/12/2014	1843 N TREVINO TER	19	67984779	45931895	515345	2014-07-23T07:00:00Z	8
6	2705	6/13/2014	533 W VALHALLA TER	19	67913742	45931731	430469	2014-07-23T13:00:00Z	8
7	3578	6/24/2014	154 E COLONIAL DR	19	67913559	45932121	575970	2014-07-23T23:00:00Z	8
8	4264	7/21/2014	530 E SADDLE BROOK LN	19	68202221	46172619	38687	2014-07-23T04:00:00Z	8
9	4891	7/23/2014	281 N FIORE PKWY	20	68206610	46170544	0	2014-07-23T14:00:00Z	8
10	5087	7/23/2014	838 BELLE ISLE LN	20	68206635	46170541	0	2014-07-23T17:00:00Z	8
11	5162	7/23/2014	727 WILLIAMS WAY	20	68206576	46170546	0	2014-07-23T18:00:00Z	8
12	5223	7/21/2014	209 N SOUTHFIELD DR	20	68202612	46172776	21879	2014-07-23T01:00:00Z	8
13	5363	7/21/2014	83 N SOUTHFIELD DR	20	68202615	46172773	51188	2014-07-23T20:00:00Z	8
14	5380	7/23/2014	49 N ROYAL OAK DR	20	68161901	46169994	0	2014-07-23T14:00:00Z	8

By clicking the link for a given zone (in the screenshot below, Zone 43), the following map is generated. Green bulbs represent meters installed, red bulbs represent meters not installed and not scheduled. Purple bulbs represent meters with appointments scheduled. Brown bulbs are meters originally targeted but removed by the City from our target list. Gray bulbs are meters that were scheduled but could not be completed, but that also have not yet been officially RTU'd to the City for assistance. The black bulbs represent services remanded to the City (RTU'd) for assistance in completing.



Clicking on any of the colored bulb pulls up information related to that specific metered service (see above white rectangular box for PMI 15701). By clicking the "view" link for that meter, a portal user directed to the detailed installation work order record for that service. An example of that is provided on the next page.

A given installation record can quickly be found using the search function or clicking a hyperlink from a variety of locations throughout the web portal:

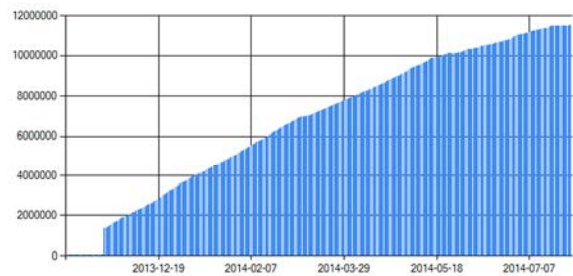


Account Information		
PMI Number	Account Number	Account Type
12796	33010310	WTR
Location Code	Customer Code	Zone
		33
Name	Address	Job Type
T RANDALL KINSELLA	901 BRUCE CT	Meter Change
Phone1	Phone2	Region
(847) 816-0599		LIBERTYVILLE
Meter Information		
Meter	Transmitter	Last Read
19115904	10784276	1351
Size	Location	Read Date
5/8-inch		4/17/2013
Appointment Information		
Schedule Date	Schedule Time	
10/22/2013	11:30AM	
Install Information		
Current Status:		
Install Date	Out Read	Old Meter
10/22/2013 1:07:00 PM	1491	19115904
Outside Read	High Flow Read	Low Flow Read
1435		
New Meter Size	Meter	Transmitter
5/8-inch	45401346	67510887
Notes		Install Types
Installed By	Latitude	Longitude
Dan N	42.29163	-87.928699
Last Read Date	Last Read	Current Status
2014-07-29T23:00:00Z	11507514	Install
Upload Information		
Upload Date	Invoice Date	
11/18/2013	02/12/2014	



Reading	ReadDate
11507514	2014-07-29
11490724	2014-07-28
11467807	2014-07-27

11467802	2014-07-26
11467691	2014-07-25
11467558	2014-07-24
11467314	2014-07-23



Install Records					
TimeStamp	Able To Install	Install Disposition	Install Notes	Meter	Transmitters
10/22/2013 1:07:00 PM	Y			45401346	67510887

Large Photos



Quality Control

Each meter targeted for upgrade has a unique master work order created. This work order will be appended throughout the life of the project as appropriate. All events associated with this work order are posted on the project web portal. "Events" include mailings, phone calls, appointments, missed appointments, plumbing irregularities, photos, installation records, troubleshooting logs, and customer complaints/concerns.

All work orders are subjected to a rigorous series of quality control algorithms. This includes comparing factory file data to install data, old meter ID check, old meter read review, and install vs. appointment corroboration, and we will verify that all installed meters do in fact report in successfully to the Sensus meter reading software.

Anomalies will be reconciled prior to sending the installation record for upload to the utility billing system.

In addition, installations will be periodically audited for quality and individual installer performance is closely monitored. Any installer making repeated errors will be re-trained or removed from the project. In addition, a series of quality check questions are recorded at the completion of each installation including if the meter is properly installed and leak checked, the meter is oriented in the proper flow direction, the module is properly mounted and programmed.

Every meter installation is photo reviewed for proper old read collection and to ensure meter appears properly installed, transmitter properly mounted, and lid properly seated.:

Claims Management Overview

If a customer calls with a concern, it is logged against the work order. The issue is recorded and automatically forwarded to the installation manager for resolution. The installation manager will contact the customer and work to resolve the situation. Once the initial investigation is completed and documented, a claim summary will be filed. A resolution report will then be generated and appended to the work order and made available to the District for review.

SCHEDULE

PMI proposes to deploy this project over a period of approximately 3 months during the fall of 2017.

COST SUMMARY

PMI proposes to perform the meter installations for a fixed unit price as shown on the next page.

Three Month Deployment*			
New Meter/Transmitter Installations	Quantity	Unit Price	Total Price
Mobilization (personnel, product, equipment)	1	\$10,000.00	\$10,000.00
5/8" or 3/4" Water Meter/Transmitter Installation including lid swap.*	5,000	\$61.50	\$307,500.00
1" Water Meter/Transmitter Installations includes lid swap and pit vac'ing/trimming*	500	\$61.50	\$30,750.00
SubTotal Year 1			\$348,250.00
Additional Pricing		Quantity	Unit Price
Repair Services (Hourly Rate and Materials +15%)		per hour	\$90.00

**price revised slightly to reflect increases in prevailing wage since this proposal was submitted 12 months ago and to eliminate meters 1-1/2" and larger.*

CLOSING

In closing, PMI welcomes the opportunity to provide this quotation for water meter installation services for Coastside County Water District. We believe the costs to perform these services are both reasonable and value-added. Our experience performing meter change-out programs can be brought to bear to help make the execution of this program quick and successful. Should you have any questions regarding this proposal, do not hesitate to contact me at 815-413-0203 or via email at: john.cummings@prometers.com.

Respectfully Submitted,

PROFESSIONAL METERS, INC.



John Cummings
Vice President

PUBLIC WORKS CONTRACT

THIS CONTRACT was made this ____ day of September 2017, by and between COASTSIDE COUNTY WATER DISTRICT, a public agency ("District") and Professional Meter, Inc. ("Contractor").

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **SCOPE OF WORK.** The Contractor shall perform all the work in a timely manner and furnish all the labor, materials and equipment required to complete the following work: installation of water meter and AMI transmitters and provision of associated installation tracking system software, as more particularly described in Exhibit A, which is attached and incorporated herein. In the event of an inconsistency between this Contract and any of the exhibits, this Contract will govern over all the exhibits.
2. **BEGINNING OF WORK AND TIME OF COMPLETION.** After the contract has been executed by the District, the Contractor shall begin work immediately from the effective date of the Notice to Proceed issued by the District, and shall complete all of the work called for under this Contract by Marcy 31, 2018 pursuant to a mutually agreed upon schedule.
3. **COMPENSATION.** The Contractor shall faithfully perform all of the work required under this Contract for a total not-to-exceed contract price of Three Hundred Fifty Eight Thousand Two Hundred Fifty Dollars (\$358,250.00) as further described in Exhibit A ("Total Contract Price"). The Total Contract Price shall include any and all costs for materials, labor, subcontractors, insurance, taxes, delivery, profit and any other element of expense or compensation arising out of the work performed hereunder.
4. **MANNER OF PAYMENT.** Contractor shall submit invoices to District on a monthly basis for services performed during the designated month on the tenth (10th) working day of the following month. District shall render payment within thirty (30) days of receipt of an approved invoice, subject to the retention provisions set forth in Section 14 of this Contract.
5. **CHANGES.** The District may, at any time, by written order, make changes within the scope of work described in this Contract. If such changes cause an increase in the budgeted cost or the time required for the performance of the agreed upon work, an equitable adjustment as mutually agreed upon shall be made in the compensation and/or schedule of performance. In the event that the Contractor encounters any unanticipated conditions or contingencies that may affect the scope of work and result in an adjustment in the amount of compensation or time required for performance of the work specified herein, Contractor shall so advise the District immediately upon notice of such condition or contingency. The written notice shall explain the circumstances giving rise to the unforeseen condition or contingency and shall set forth the proposed adjustment in compensation and/or schedule resulting therefrom. Such notice shall be given to the District prior to the time that Contractor performs work related to the proposed adjustment in compensation. Any and all pertinent changes shall be expressed in a written supplement to this Contract prior to implementation of such changes.
6. **TERMINATION.** The District may terminate the Contract upon ten (10) days written notice. Upon termination, District shall pay Contractor the allowable costs incurred to the date of termination and those costs reasonably necessary, as determined by the District, to effect the

termination. In the event Contractor breaches the terms of the Contract, the District may immediately terminate the Contract and shall pay Contractor only its allowable costs to the date of termination. In the event of termination, Contractor shall cooperate with the District's reasonable instructions to terminate the work and furnish requested materials and records.

7. INSPECTION OF SITE OF WORK. Contractor represents that it has examined (a) the sites of the work and informed itself of the conditions relating to the execution of the work and (b) all contractual documents associated herewith, has found no conflicts between the various documents and is familiar with the work to be performed and the sites upon which the work will be performed and acknowledges that no conditions exist which would affect the progress, performance or price of this Contract. If the Contractor does not inspect the site, the Contractor is responsible for all site conditions had the Contractor performed a reasonable site inspection.

8. RESPONSIBILITY: INDEMNIFICATION. Contractor shall indemnify, defend, keep and save harmless the District, and its directors, officers, agents and employees against any and all liability, damages, costs, claims or actions, including reasonable attorneys' fees and charges, arising out of any injury to persons or property that may occur, or that may be alleged to have occurred, in the course of the performance of this Contract by the Contractor caused by any act or omission of the Contractor or its employees, subcontractors or agents. Contractor further agrees if any judgment be rendered against District or any of the other individuals enumerated above in any such action, Contractor shall, at its expense, satisfy and discharge the same. This indemnification obligation shall survive the termination or suspension of this Contract.

9. INSURANCE.

A. Workers' Compensation. Contractor shall procure and maintain at all times during the performance of such work Workers' Compensation Insurance in conformance with the laws of the State of California and Federal laws where applicable and Employers' Liability Insurance, which shall not be less than One Million Dollars (\$1,000,000) per accident or disease.

B. Commercial General Liability Insurance. Contractor also shall procure and maintain at all times during the performance of this Contract Commercial General Liability Insurance with a limit for each occurrence of Two Million Dollars (\$2,000,000) naming as additional insureds, in connection with the Contractor's activities hereunder, the District, and its directors, officers, employees and agents. The Insurer(s) shall endorse that its policy(ies) is Primary Insurance and it shall be liable for the full amount of any loss up to and including the total limit of liability without right of contribution from any other insurance covering District.

C. Automobile Liability Insurance. Contractor also shall procure and maintain at all times during the performance of this Contract Automobile Liability Insurance covering all automobiles owned, hired, or leased by Contractor with a limit of One Million Dollars (\$1,000,000) for each accident naming the District, and its directors, officers, employees and agents as additional insureds.

With respect to coverages under Subsections B and C above, inclusion of District as an additional insured shall not in any way affect its rights as respects to any claim, demand, suit or judgment made, brought or recovered against Contractor. Said policy shall protect Contractor and District in the same manner as though a separate policy had been issued to each. These

requirements shall not operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest had been named as an insured.

Prior to commencement of work hereunder, Contractor shall deliver to District Certificate(s) of Insurance which shall indicate compliance with all the insurance requirements above and shall stipulate that 30 days' advance written notice of cancellation, non-renewal or reduction in limits shall be given to District.

10. FINAL INSPECTION AND ACCEPTANCE. Upon notice from the Contractor that the work has been completed, the District will make a final inspection and provide the Contractor with written notice of final acceptance, if it is determined that the work meets the Contract requirements, or instructions to promptly fix defective work identified at Contractor's sole expense.

11. GUARANTY OF WORK. Contractor warrants to the District that all Contractor-provided materials and equipment used under the Contract will be of good quality, that the work will be free from defects in material or workmanship, and that the work will conform to the requirements of the Contract. Work not conforming to the Contract requirements may be considered defective.

If, within one (1) year after the date of final acceptance of the work by the District, any of the work is found to be defective, the Contractor shall correct it promptly after written notice from the District to do so and pay for any damage to other property resulting from the defective work. If the Contractor fails to correct the defective work, the District may correct it at the Contractor's expense. Work that is corrected shall be subject to a one-year warranty obligation, commencing on the date the work is corrected.

The requirements of this section relate only to the specific obligation to correct defective work and nothing in this section shall be construed to establish a period of limitation with respect to other obligations of Contractor under the Contract.

12. EQUIPMENT. The District will store all metering equipment in a secure area and provide Contractor with access to these materials on an as-needed basis. The District is responsible for stored materials, and Contractor is responsible for materials once placed in Contractor vehicles.

13. CONDITIONS OF USE AND PRESERVATION OF PROPERTY. Contractor shall assume full responsibility for protection and safekeeping of the materials and equipment used and stored on the site. In the event that any stored items or activities of the Contractor interfere with the District's operations, the Contractor shall move the items or modify the activities at its expense in accordance with District's direction.

Contractor shall exercise due care to avoid injury to existing improvements or facilities, utility facilities and adjacent property. Contractor shall continuously use proper housekeeping methods to ensure clean and safe worksites. Any injury to the property of the District or any other third party caused by Contractor's operations shall be restored or replaced at Contractor's expense.

14. PROVISIONS APPLICABLE TO PUBLIC WORKS CONTRACTS.

14.1 PUBLIC WORKS REGISTRATION. The Contractor must be registered with the California Department of Industrial Relations pursuant to Labor Code Section 1725.5. This Contract

is subject to monitoring and enforcement by the DIR pursuant to Labor Code Section 1771.4. The Contractor shall furnish the records specified in Labor Code Section 1776 directly to the Labor Commissioner, monthly in a format prescribed by the Labor Commissioner.

14.2 RETENTION OF PROGRESS PAYMENTS. The District will retain ten percent (10%) of the estimated value of the work done. Any time after fifty percent (50%) of the work has been completed, if the District finds that satisfactory progress is being made, the District may reduce the total amount being retained from payment pursuant to the above requirements to five percent (5%) of the total Contract value.

14.3 USE OF SUBCONTRACTORS. Contractor shall not subcontract any work to be performed by it under this Contract without the prior written approval of the District. Contractor shall be solely responsible for reimbursing any subcontractors and District shall have no obligation to them.

14.4 CONTRACTOR'S LICENSE REQUIREMENTS. Contractor and any approved subcontractors shall hold such current and valid Contractor's Licenses as required by California Law to perform the work set forth in this Contract.

14.5 LABOR CODE REQUIREMENTS. In the performance of this Contract, Contractor's attention is directed to the following requirements of the Labor Code:

A. Hours of Labor. Eight hours labor constitutes a legal day's work. Contractor shall forfeit, as penalty to District, \$25 for each worker employed in the performance of the Contract by Contractor or by any subcontractor under it for each calendar day during which such worker is required or permitted to work more than eight hours in any one day and 40 hours in any one calendar week in violation of the provisions of the California Labor Code and in particular, Sections 1810 to 1815, inclusive. Work performed by employees of the Contractor in excess of eight hours per day and 40 hours during any one week shall be permitted upon compensation for all hours worked in excess of eight hours per day at not less than one-and-one-half times the basic rate of pay, as provided in Section 1815.

B. Prevailing Wages. Contractor shall comply with California Labor Code Sections 1770 to 1780, inclusive. In accordance with Section 1775, the Contractor shall forfeit as a penalty to District an amount as determined by the Labor Commissioner not to exceed \$50 for each calendar day or portion thereof for each worker paid less than stipulated prevailing wage rates for such work or craft in which such worker is employed for any work done under the contract by him or by any subcontractor under it in violation of the revisions of the Labor Code and in particular, Labor Code Sections 1770 to 1780, inclusive. In addition to said penalty and pursuant to Section 1775, the difference between such stipulated prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the stipulated prevailing wage rate shall be paid to each worker by Contractor. Pursuant to the provisions of Section 1773 of the Labor Code, the District has obtained the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work applicable to the work to be done from the Director of the Department of Industrial Relations. Copies of the prevailing wage rates are on file at the District and are available for review upon request. Pursuant to §1773.2 of the Labor Code, the Contractor shall post general prevailing wage rates at a prominent place at the site of the work.

C. Payroll Records. Contractor and each subcontractor shall submit electronic certified payroll records to the California Labor Commissioner in the manner and format set forth in California Labor Code Section 1771.4. The Contractor's attention is directed to the following provisions of Labor Code Section 1776. The Contractor shall be responsible for the compliance with these provisions by his subcontractors.

(a) Each contractor and subcontractor shall keep an accurate payroll record, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with the public work.

(b) The payroll records enumerated under subdivision (a) shall be certified and shall be available for inspection at all reasonable hours at the principal office of the Contractor on the following basis:

(i) A certified copy of an employee's payroll record shall be made available for inspection or furnished to such employee or his or her authorized representative on request.

(ii) A certified copy of all payroll records enumerated in subdivision (a) shall be made available for inspection or furnished upon request to the District, the Division of Labor Standards Enforcement and the Division of Apprenticeship Standards of the Department of Industrial Relations.

(iii) A certified copy of all payroll records enumerated in subdivision (a) shall be made available upon request to the public for inspection or copies thereof made; provided, however, that a request by the public shall be made through either the District, the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement. If the requested payroll records have not been provided pursuant to paragraph (2), the requesting party shall, prior to being provided the records, reimburse the costs of preparation by the Contractor, subcontractor and the entity through which the request was made. The public shall not be given access to such records at the principal office of the Contractor.

(c) The certified payroll records shall be on forms provided by the Division of Labor Standards Enforcement or shall contain the same information as the forms provided by the Division.

(d) The Contractor shall file a certified copy of the records enumerated in subdivision (a) with the entity that requested such records within ten (10) days after receipt of a written request.

(e) Any copy of records made available for inspection as copies and furnished upon request to the public or the District, the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement shall be marked or obliterated in such a manner as to prevent disclosure of an individual's name, address and social security number. The name and address of the Contractor shall not be marked or obliterated.

(f) The Contractor shall inform the District of the location of records enumerated under subdivision (a), including the street address, city and county, and shall, within five working days, provide a notice of a change of location and address.

(g) In the event of noncompliance with the requirements of this Section, the Contractor shall have ten (10) days in which to comply subsequent to receipt of written notice specifying in what respects such contractor must comply with this Section. Should noncompliance still be evident after such 10-day period, the Contractor shall, as a penalty the State or the District, forfeit Twenty-Five Dollars (\$25) for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Upon the request of the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement, such penalties shall be withheld from progress payments then due. The penalties specified in subdivision (g) of Labor Code Section 1776 for noncompliance with the provisions of said Section 1776 may be deducted from any monies due or which may become due to the Contractor.

(h) The Contractor and each subcontractor shall preserve their payroll records for a period of three (3) years from the date of completion of the Contract.

D. Labor Non-discrimination. Attention is directed to Section 1735 of the Labor Code which provides that Contractor shall not discriminate against any employee or applicant for employment because of race or color, religion, physical or mental disability, national origin or ancestry, medical condition, marital status or sex of such persons, except as provided in Section 12940 of the Government Code. Contractor further agrees to include a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

E. Apprentices. The Contractor and all subcontractors shall comply with the requirements of California Labor Code sections 1777.5, 1777.6 and 1777.7 regarding the employment and of apprentices.

14.6 TRENCH SAFETY. For all contracts over \$25,000, excavation for any trench 5 feet or more in depth shall not begin until the Contractor has received approval from the District of the Contractor's detailed plan for worker protection from the hazards of caving ground during the excavation of such trench. Such plan shall be submitted at least 5 days before the Contractor intends to begin excavation for the trench and shall show the details of the design of shoring, bracing, sloping or other provisions to be made for worker protection during such excavation. No such plan shall allow the use of shoring, sloping or a protective system less effective than that required by the Construction Safety Orders of the Division of Industrial Safety; and if such plan varies from the shoring system standards established by the Construction Safety Orders, the plan shall be prepared and signed by an engineer who is registered as a Civil or Structural Engineer in the State of California. Attention is directed to the provisions of Section 6705 of the Labor Code concerning trench excavation safety plans.

14.7 PAYMENT BOND. The Contractor shall provide a payment bond in the amount equal to one hundred percent (100%) of the Total Contract Price and issued by a California admitted surety. The payment bond shall provide the District with security for Contractor's full payment to all subcontractors for costs of materials, equipment, supplies, and labor furnished in the course of the performance of the Contract. Full compensation for furnishing the payment bond is

included in the Total Contract Price.

15. PERFORMANCE BOND. The Contractor shall provide a payment bond in the amount of equal to one hundred percent (100%) of the Total Contract Price and issued by a California admitted surety. The performance bond shall provide the District with security to secure the faithful performance of the Contract. Full compensation for furnishing the performance bond is included in the Total Contract Price.

16. INTELLECTUAL PROPERTY.

A. Definitions. The term “Contractor Software” means the Contractor’s Installation Tracking System (System) which manages and tracks meter change-out programs.

The term “Third Party Software” means any software reasonably necessary to operate or maintain any portions of the System that does not constitute Contractor Software.

The term “Materials” means any recorded information, whether or not copyrighted, that is delivered or specified to be delivered under the Contract—with examples including, but not being limited to: computer software documentation; change logs; engineering drawings; specifications; standards; process sheets; manuals; technical reports; catalog item identifications; and related information—and for clarity, excluding financial, administrative, and cost and pricing information incidental to the work.

B. Grant of License. The Contractor grants to the District a limited, royalty-free, non-exclusive and irrevocable license for District (including without limitation its officers, directors, employees, and agents) to install and use the Contractor Software, with no limitation on the number of sites or users, until sixty (60) days after the scope of work is completed.

To the extent that any other licenses or permissions are reasonably desirable or necessary for District to operate the System, Contractor hereby grants to District to the maximum extent within its rights—or will procure for District, in District’s name, to the maximum extent reasonably negotiable—any such licenses and permissions.

All rights and licenses granted under or pursuant to this Contract are and shall be deemed to be, for purposes of Section 365(n) of the U.S. Bankruptcy Code, licenses of rights to “intellectual property,” as defined under Section 101 of the U.S. Bankruptcy Code. The parties agree that the District, as a licensee of such rights under this Contract, shall retain and may fully exercise all of its rights and elections under the U.S. Bankruptcy Code; however, nothing herein shall be deemed to constitute a present exercise of such rights and elections.

C. Patent and Copyright Warranties. The Contractor represents and warrants that any use of the System (or any portion of the System) by District (or its officers, directors, agents, employees, or transit users) will not infringe or violate the patent, copyright, trade-secret, or other intellectual-property or proprietary rights of any third party.

The Contractor further represents and warrants that it has or will have all appropriate licenses, agreements, or ownership rights pertaining to all patent, copyright, trade-secret, or other intellectual-property or proprietary rights needed for the performance of its obligations under this

Contract—including without limitation that it will have all necessary rights to use patentable or copyrightable materials, equipment, devices, or processes not furnished by the District used on or incorporated in the work under this Contract. The Contractor assumes all risks arising from the use of any such patented or copyrighted materials, equipment, devices, or processes.

D. Indemnification. The Contractor shall indemnify, defend and hold harmless the District, its directors, officers, agents, and employees against (1) any liability, including costs and expenses, arising out of, resulting from, or in connection with any act or omission of the Contractor affecting the proprietary rights of third parties, including liability arising out of the publication, translation, reproduction, delivery, use, or disposition of any work furnished under this Contract; and (2) any and all claims, liabilities, losses, damages or expenses (including attorneys' fees and related costs, whether or not litigation has commenced), whether direct or indirect, arising out of, relating to, or in connection with any claim or allegation that the ownership, possession, or use of any software, materials, equipment, devices, processes, or other materials provided by Contractor relating to the System infringe or violate the patent, copyright, trade-secret, or other intellectual-property or proprietary rights of any third party.

E. Data Delivery Upon Termination or Expiration. Contractor will deliver all of the District's data, including photographs and GPS information for each meter, to the District in a machine-readable format requested by the District no later than thirty (30) days after termination or expiration of this Contract.

17. **RELEASE OF INFORMATION.** Contractor shall not release any reports or other materials prepared in connection with this Contract without approval of District's General Manager.

18. **COMPLIANCE WITH ALL APPLICABLE LAWS.** Contractor shall comply with all the applicable requirements of federal, state and local laws, statutes and ordinances relative to the execution of the work. In the event Contractor fails to comply with these requirements, the District may stop any work until such noncompliance is remedied. No part of the time lost due to any such cessation of the work shall be made the subject of a claim for an extension of time or increase in the compensation.

In addition, Contractor shall procure and maintain all permits as may be necessary to perform the work set forth in this Contract.

19. **CONTRACTOR'S STATUS.** Neither Contractor nor any party contracting with the Contractor shall be deemed an agent or employee of the District. The Contractor is and shall be an independent contractor, and the legal relationship of any person performing services for Contractor shall be one solely between said parties.

20. **ASSIGNMENT.** Contractor shall not assign any of its rights nor transfer any of its obligations under this Contract without the prior written consent of District.

21. **RECORDS.** Contractor shall permit representatives of District to have access to, examine and make copies, at District's expense, of its books, records, data and documents relating to this Contract at all reasonable times.

22. **DISTRICT WARRANTIES.** The District makes no warranties, representations, or agreements, either express or implied, beyond such as are explicitly stated herein.

COASTSIDE COUNTY WATER DISTRICT

PROFESSIONAL METER, INC.

By: _____

Name: David R. Dickson

Title: General Manager

*By _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

*If Contractor is a corporation, the Contract must be executed by two corporate officers, one from each of the following categories 1) the President, the Vice President or the Chair of the Board, and 2) the Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Treasurer.

EXHIBIT A

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: September 12, 2017

Report

Date: September 8, 2017

Subject: Approval of changes to Class Specifications for the Office Specialist I and II positions (including renaming the positions to "Customer Service" Specialist I/II);
Approval of reclassification of "Customer Service Technician" position included in the FY2017/18 budget to "Customer Service Specialist II"

Recommendation:

1. Approve changes to the Class Specification for the Office Specialist I and II positions (including renaming the positions to "Customer Service" Specialist -- See Attachments A and B)
2. Approve reclassifying the open Customer Service Technician position (included in the FY2017/18 budget) to Customer Service Specialist II

Background:

During 2017, the District engaged Koff & Associates to perform a compensation survey. In identifying comparable positions, Koff found that most of the comparable positions for Office Specialist included "Customer Service" in the job title. In recognition of the key importance of Customer Service to the role, we recommend retitling the position to Customer Service Specialist (I/II).

In addition, the current job classification requires updating, including adding responsibilities associated with the implementation of AMI (Advanced Metering Infrastructure) and the customer web portal. The new job classification also includes a specialized area of expertise focusing on data analytics and the AMI/Web portal responsibilities.

The District currently has an open position for a Customer Service Technician position. Given the upcoming AMI deployment, Staff believes that the needs of the District (including the data input and analysis requirements of AMI) fall

STAFF REPORT

Agenda: September 12, 2017

Subject: Job Classifications

Page 2

more in line with the revised Customer Service Specialist II position than the Customer Service Technician class specification approved last fiscal year. We therefore request approval to repurpose our open position to a Customer Service Specialist II.

Fiscal Impact: None. The current Office Specialist II position and the Customer Service Technician position are at the same pay grade level.

COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
~~OFFICE SPECIALIST~~CUSTOMER SERVICE SPECIALIST I

CLASS TITLE: ~~OFFICE SPECIALIST~~CUSTOMER SERVICE SPECIALIST I

DEFINITION

Under general supervision, performs a variety of responsible customer support activities related to the establishment and maintenance of customer accounts; serves as a front-line customer support position working with the public in person, on the phone or e-mail, including processing customer requests for service; utility payments; responding to customer inquiries and complaints. ~~C~~ompletes accurate and timely statements and reports related to customer accounts and District payments., ~~provides professional and comprehensive customer service, and general office staff assistance.~~ Essential functions include: customer service administration, accounts receivable/billing, accounts payable/general ledger, general office administration, and water service processing. Performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This classification is the entry and full working level, and reports to the Office Manager (or designate.) Scope of work is moderately difficult in nature, encompassing a full range of customer service, secretarial and some accounting duties. Members of this class may be assigned to one of the essential areas of responsibility (accounts receivable/billing, accounts payable/general ledger, ~~eustomer service,~~ etc.) or may perform duties in several areas. Incumbents may serve as backup to other positions in the class and cross training may be required.

Incumbents receive close supervision and training initially but after a period of time are expected to perform routine tasks independently, with little or no immediate supervision.

The ~~Office Specialist~~Customer Service Specialist I is the first of two levels in the ~~Office Specialist~~Customer Service Specialist class series ~~and is a flex or slant line classification.~~ The capable, fully competent employee in this classification will perform increasingly difficult and responsible assignments. Incumbents are eligible to advance to the ~~Office Specialist~~Customer Service Specialist II level after four to five years of successful experience at the ~~Office Specialist~~Customer Service Specialist I level, demonstrated proficiency to perform higher level work of the ~~Office Specialist~~Customer Service Specialist II, recommendation of the Office Manager and approval of the General Manager.

There are no supervisory duties.

EXAMPLES OF DUTIES

Duties may include, but are not necessarily limited to:

~~Office Specialist~~Customer Service Specialist I/II

5/02September 2017

**COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION**

OFFICE SPECIALIST/CUSTOMER SERVICE SPECIALIST I

Area of Responsibility:

Customer Service:

- Provides front-line customer service support by greeting customers at the front desk or by telephone, including accepting payments.
- Responds and provides information to customer inquiries and complaints in person or by telephone; researches, identifies potential causes, and provides recommendations for the resolution of unusual billing situations; represents the District to callers and visitors in a professional and customer friendly manner.
- Receives and processes service requests and transfer orders, sets up and closes accounts, processes “in and out” tags; determines and collects necessary charges; updates customer and meter information in the utility billing system.
- Utilizes the District’s enterprise systems to review and analyze customer accounts, including the District’s Utility Billing and Automated Metering Infrastructure (AMI) Systems; and Customer Web Portal.

When assigned to Accounts Receivable/Billing

- Processes customer payments and deposits;
- Supports Utility Billing Specialist as required, including preparing and sending customer bills, and notices, including fire hydrant billing, and final billing;
- Documents new and cancelled accounts, including preparing “in and out” tags and inputting changes into the computer;
- Calculates high bill adjustments; resolves billing problems according to District policies;
- Prepares report for refunds due and processes yearly deposit refunds;
- Prepares bank deposits; balances cash drawer;
- Notifies customers of insufficient funds and tracks account for payment;
- Transfers credits and deposits between customer accounts when necessary.

When assigned to Accounts Payable/General Ledger

- Prints checks, prepares for signature, and mails payments;
- Adds new vendors, coding with appropriate account number, and enters invoices to be paid;
- Maintains, sets up, and stores accounts payable documents and project files;
- Organizes payroll timesheets, processes payroll in computer and issues paychecks and direct deposits; prepares payroll taxes;
- Calculates, verifies, and processes health benefits payments for all employees and retirees;
- Identifies and enters or adjusts monthly journal entries; calculates, verifies, and processes general ledger;
- Disburses and balances petty cash;
- Calculates fiscal year deposits.

Office Specialist/Customer Service Specialist I/II

5/02/September 2017

COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
OFFICE SPECIALIST/CUSTOMER SERVICE SPECIALIST I

•
Water Service Processing

- ~~Records meter changes on computer;~~
- ~~Performs data entry to put old meters in “inventory” status and new meters in “active” status;~~
- ~~Creates and adds messages categories on handheld units;~~
- ~~Initiates portable meter readings, inputs into computer, and prepares portable meter invoices~~
- ~~Compiles water sampling figures for Water Quality Report~~
- ~~Schedules appointments for inspections of retrofit toilet program;~~
- ~~Sends out fixture rebate forms~~

Customer Service Administration

- ~~Greets customers at front desk and on the telephone;~~
- ~~Accepts payments, and handles customer complaints;~~
- ~~Answers questions related to accounts, procedures, and services; assists customers with resolution of billing or service problems~~
- ~~Updates customer and meter information on computer system~~

When assigned to General Office Administration

- Performs word processing and other office duties requested by General Manager or Superintendent;
- ~~Initiates and composes District forms and letters related to assignment;~~

-
- ~~Retains computer backup printout from system backup tapes; keeps tapes in bank safety deposit box;~~
 - Operates voice mail and retrieves messages from after hours, weekends, and holidays;
 - ~~Orders office supplies;~~
 - Files District correspondence, reports and other documents in timely manner;
 - Monitors and replenishes funds into postage meter, as needed.

MINIMUM QUALIFICATIONS

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

Training and Experience:

~~High School diploma or equivalent. Requires three~~

- ~~3+ years of customer service, secretarial and/or accounting/bookkeeping experience with a demonstrated knowledge of work processes and clerical office administration procedures. Prefer experience with a public utility.~~
- ~~High School diploma or equivalent.~~

~~Office Specialist~~Customer Service Specialist I/II

~~5/02~~September 2017

**COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION**

OFFICE SPECIALIST/CUSTOMER SERVICE SPECIALIST I

- Demonstrated proficiency with the use of computer software including MS Office (Excel and Word) and customer service/utility billing computerized systems.
- Possess California Driver's License.

Knowledge of:

- ~~Principles and practices of computer usage~~
- ~~Modern office and record keeping practices, methods, and procedures.~~
- ~~Basic record keeping practices and procedures~~
- Basic arithmetic and accounting, including the ability to perform fast and accurate calculations.
- Basic Accounting/Bookkeeping practices.
- Basic business letter writing and the standard format for reports and correspondence.
- ~~Computer word processing and spreadsheet software~~

Ability and skill to to:

- Deal tactfully with the public and others in providing information, answering questions, and providing customer service, even under difficult or stressful conditions.
- Respond to and effectively prioritize multiple phone calls and other requests or interruptions.
- Evaluate customer problems/concerns and exercise independent judgment to resolve them.
- Learn District policies and procedures regarding signup for service, payment procedures, delinquent bills, etc.
- ~~Exercise good judgment, keep calm, and make appropriate decisions under pressure~~
- Prioritize work and follow through to completion.
- Prepare and maintain neat, accurate, and concise records and reports
- Understand and carry out oral and written instructions.
- Speak and write clearly.
- Use initiative and independent judgment within established guidelines
- Establish and maintain pleasant and cooperative working relationships with employees and the general public

Skill In:

- ~~Computer operation~~
- ~~Fast and accurate arithmetic calculations~~
- ~~Operation of standard office equipment including ten-key adder, copier, fax machine, postage meter~~

COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
~~OFFICE SPECIALIST~~ CUSTOMER SERVICE SPECIALIST I

PHYSICAL REQUIREMENTS

Incumbent must be able to function in an office environment in work primarily of a sedentary nature, and be able to perform the following, with or without reasonable accommodation:

- Sit, often for long periods of time
- Utilize vision, hearing and speech
- Utilize manual and finger dexterity
- Turn head and trunk
- Move about on smooth surfaces
- Stand
- Lift and carry (maximum 35 pounds)
- Reach, twist and bend

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.

~~Previous Title: Clerk~~

COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
~~OFFICE-CUSTOMER SERVICE SPECIALIST II~~

CLASS TITLE: ~~OFFICE-CUSTOMER SERVICE SPECIALIST II~~

DEFINITION

Under general supervision, ~~performs a variety of responsible customer support activities related to the establishment and maintenance of customer accounts; serves as a front-line customer support position working with the public in person, on the phone or e-mail, including processing customer requests for service; utility payments; and responding to customer inquiries and complaints;~~ administers and maintains accurate and timely statements and records for water services; ~~receives, investigates, analyzes and resolves problems and inconsistencies in customer accounts in coordination with the District's field and water conservation staff;~~ prepares, reviews, ~~analyzes and interprets,~~ ~~and adjusts~~ computer reports ~~and data~~ related to customer accounts ~~and water usage.~~

~~Also performs a wide variety of accounting support duties and data analysis in the preparation, maintenance, and processing of accounting records and financial transactions, including the areas of utility billing, accounts receivable, and payroll; ;~~ trains, assigns, and reviews work of ~~Office-Customer Service~~ Specialist I; performs related duties as assigned.

~~DISTINGUISHING-DISTINGUISHING CHARACTERISTICS~~

~~This is a single position class reporting reports to the Office Manager (or designate.); The Office-Customer Service Specialist II is the advanced journey, lead level of the Office-Customer Service Specialist class series. The incumbent uses considerable independent judgment and problem solving to research and resolve problems of moderate scope and complexity. This classification performs moderately responsible and difficult accounting, data analysis, and clerical duties of a routine nature that may require application of standard District policies and procedures, as well as development of new techniques and/or procedures. The Office Specialist II has operational responsibility for the Billing unit and serves as the in-house expert on matters related to the billing system. Specialized work assignments within the class may also require that the incumbent possess strong computer and data analytical skills.~~ The incumbent provides training to subordinate ~~Office-Customer Service~~ Specialist I and provides input for performance appraisals. ~~This class is distinguished from the Utility Billing Specialist in that the latter is responsible for overseeing all utility billing functions.~~

~~A Customer ServiceOffice Specialist I is eligible to advance to the Customer ServiceOffice Specialist II level after four to five years of successful experience at the Customer ServiceOffice Specialist I level, demonstrated proficiency to perform higher level work of the Customer ServiceOffice Specialist II, recommendation of the Office Manager, and approval of the General Manager.~~

COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
OFFICE-CUSTOMER SERVICE SPECIALIST II

EXAMPLES OF DUTIES

Duties may include, but are not necessarily limited to:

Area of Responsibility:

Customer Service:

- Provides front-line customer service support by greeting customers at the front desk or by telephone.
- Responds and provides information to customer inquiries and complaints in person or by telephone; researches, identifies potential causes, and provides recommendations for the resolution of unusual billing situations; and represents the District to callers and visitors in a professional and customer friendly manner.
- Interprets policies and procedures and explains service fees, rates, and procedures to customers; may waive fees under appropriate circumstances and with supervisory approval.
- Receives and processes service requests and transfer orders, sets up and closes accounts, processes “in and out” tags; determines and collects necessary charges and secures legal documents regarding property descriptions and ownership; resolves issues and problems regarding the processing of orders and delinquent accounts.
- Utilizes the District’s enterprise systems to review and analyze customer accounts, including the District’s Utility Billing and Automated Metering Infrastructure (AMI) Systems; and Customer Web Portal.

When Assigned to: Accounts Receivable/Utility Billing

- Opens or receives payments, audits for correctness, inputs to computer; verifies computer reports in order to prepare bank deposits;
- Prepares, mails, and ensures the accuracy of a variety of correspondence to customers in order to maintain system efficiency including final bills, reminder notice for inactive customer accounts, and cut-off or 48-hour notices, etc.;
- Receives inquiries regarding accounts from customers over the phone, in person, mail, fax, and/or email;
- ~~Processes new and cancelled accounts by completing “in and out” tag, cut-off notices, and transferring credit between customer accounts when necessary;~~
- Prepares cut-off notices; reports for refunds due, non-sufficient funds, etc., and audits for accuracy; provides customer account information to appropriate external parties such as the accountant, city or county personnel, and collection agency. Manages customer payment plans;
- Prepares and monitors bank deposits and statements for customer receipts;
- Researches, interprets, and analyzes account history to resolve billing questions on meter reads; calculates appropriate high bills adjustments for customers and makes debit/credit adjustments in accordance with District policies.

COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
OFFICE-CUSTOMER SERVICE SPECIALIST II

When assigned to: Payroll

- Receives, reviews, verifies, and processes time recording documents to prepare payroll for all District employees; audits such documents for completeness, accuracy, and compliance with rules and regulations; prepares and balances payroll reports and records.
- Processes, calculates, and maintains records of a variety of payroll actions; maintains employee records for voluntary and non-voluntary deductions; prepares payroll warrants and wire transfers; prepares reports and payments for various tax, financial, and insurance organizations.

When assigned to: Data Analytics/Advanced Metering Infrastructure (AMI)/Web Portal Support

- In coordination with the Utility Billing Specialist, serves as a power user for the District's AMI System. Performs data entry surrounding AMI set-ups; customer "ins and outs;" meter readings for billing purposes; and daily AMI database maintenance as required.
- Daily monitors diagnostic reports from the District's AMI System, Web Portal and Utility Billing System to identify abnormal usage and leaks. Initiates field service orders to investigate potential issues.
- Implements and maintains the District's Customer Web Portal and trains customers on the use of the portal. Analyzes web portal data and follows up with customers as required.
- Proactively contacts and/or respond to inquiries from customers with high bills or abnormal usage on a timely basis.
- Generates and analyzes reports from the District's enterprise systems to flag high or low reads or unusual trends.
- Supports the Water Resources Analyst as required, including promoting water conservation efforts.
- Participates in the monthly utility billing functions in cooperation with the Utility Billing Specialist.

System Administration

- Classifies, records, inputs, and verifies numerical data for use in maintaining accounting records;
- Identifies and resolves problems with computer system related to billing and accounts receivables; suggests and implements appropriate corrective procedures;
- Compiles reports and necessary documents, spreadsheets, historical data, billing account statements and other information to answer customers' inquiries, and to complete specialized transaction;
- Prepares and maintains extensive records, files, logs, and reports (such as customer phone numbers, addresses, route and service, meter numbers, assessor parcel numbers, etc.) using a personal computer and a variety of PC applications.

Office Specialist #II

5/029-2017

COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
OFFICE-CUSTOMER SERVICE SPECIALIST II

Water Service Processing

- Maintains meter changes to move new meters to active status and old meters to inventory status using the computer;
- Processes shut off water service for nonpayment of bill, payments made with one check for water and miscellaneous bills (shared payment);
- Logs statistics by territory for customers signing in and out for water service;
- Creates and enters message categories on handheld units for Field crew when meter reading to indicate needed changes;
- Schedules appointments for inspections of retrofit toilet program; prepares door hangers for field crew to tag doors with shut off notices.

General Office Administration

- Operates voice mail and retrieves messages from after hours, weekends, and holidays;
- Assumes responsibility for verification of the postage meter by the post office;
- Prepares billing records for fiscal year and labels for transport to storage;

MINIMUM QUALIFICATIONS

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

Training and Experience:

- 5+ years of experience in a customer service role, preferably in a water utility or public agency.
- Demonstrated ability to problem-solve customer issues, and to deal courteously and effectively with the public. Experience in training customers on new systems is a plus.
- Demonstrated proficiency with the use of computer software and systems including MS office (Excel) and customer service/utility billing systems. For work assignments, specializing in Data Analytics/AMI/Web Portal and/or utility billing, advanced proficiency with computer systems/analytical software is required.
- Demonstrated ability to analyze large sets of data and to draw meaningful conclusions; create reports and to effectively communicate conclusions.
- College Degree is preferred, but not required.
- Possess California Driver's License.

High School diploma or equivalent.

COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
OFFICE-CUSTOMER SERVICE SPECIALIST II

~~Five years of experience in computer operation, billing, bookkeeping, typing and/or general clerical work. Two to three years in a public utility or agency is preferred.~~

~~In addition to the knowledge, abilities and skills required for the Office Specialist I, the following are required:~~

Knowledge of:

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- ~~District and community programs for customers; proper customer care practice.~~
- Terminology and practices of financial and account document processing and record-keeping, including accounts receivable, accounts payable, utility billing, and payroll.
- Appropriate procedures, practices, rules, and policies governing office and/or system assignment.
- Basic business letter writing and the standard format for reports and correspondence.
- Basic meter operation and disconnection techniques.

Ability and skill to:

- Deal tactfully with the public and others in providing information, answering questions, and providing customer service, even under difficult or stressful conditions.
- Respond to and effectively prioritize multiple phone calls and other requests or interruptions.
- Evaluate customer problems/concerns and exercise independent judgment to resolve them.
- Negotiate with customers within scope of responsibility.
- Tactfully obtain sensitive information from customers, other agencies and business representatives.
- Perform a wide range of customer service functions with speed and accuracy and apply good judgment in recognizing scope of authority.
- Conduct basic research related to assignment.
- Make accurate arithmetic, financial, and statistical computations.
- Interpret and apply policies, procedures, standards and requirements related to assigned responsibilities.
- Plan, organize, coordinate, and prioritize assigned tasks to meet deadlines successfully.
- Train, guide, and coordinate the work of subordinate Office-Customer Service Specialist I.

COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
OFFICE-CUSTOMER SERVICE SPECIALIST II

- ~~Operate specialized equipment related to assignment such as two-way radio and billing machine.~~

PHYSICAL REQUIREMENTS

Incumbent must be able to function in an office environment in work primarily of a sedentary nature, and be able to perform the following, with or without reasonable accommodation:

- Sit, often for long periods of time
- Utilize vision, hearing and speech
- Utilize manual and finger dexterity
- Turn head and trunk
- Move about on smooth surfaces
- Stand
- Lift and carry maximum 35 pounds
- Reach, twist and bend

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: September 12, 2017

Report

Date: September 7, 2017

Subject: Strawflower Village Pipeline Replacement Project
Approval of Change Orders

Recommendation:

Approve change orders 1 through 13 to the contract with Andreini Brothers, Inc. for the Strawflower Village Pipeline Replacement Project, for a total amount of \$38,833.

Background:

At its January 10, 2017 meeting, the Board of Directors approved a contract with Andreini Brothers for the Strawflower Village Pipeline Replacement Project at a cost of \$148,255. Following delays occasioned by the need to complete an access agreement with the property owners, Andreini began work the week of July 24 and completed all construction by August 25.

Although the total footage of pipe installed on this project was small (430 feet), numerous unanticipated conditions revealed during construction made the project very challenging and led to a number of change orders. John Davis, Field Supervisor, spent many nights on the site overseeing construction and working with Andreini to solve problems.

The aggregate total of all 13 change orders summarized on the attached sheet is \$38,833. District staff has reviewed these charges in detail and verified that they are reasonable and justified. The change orders bring the total cost of project construction to \$187,088.

Fiscal Impact:

Additional cost of \$38,833. The approved FY16/17-FY25/26 CIP included \$100,00 in funding for this project in FY16/17.



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

REQUEST FOR PRICING

PROPOSAL SUBMITTED TO CCWD		Attn; John Davis	PHONE 650-726-4405	DATE 08/31/17
STREET Main St.		JOB NAME Strawflower Village Pipe Replacement		
CITY, STATE AND ZIP CODE HMB, CA 94124		JOB LOCATAION Strawflower Village South Entrance		
Reference: Various field changes add/deduct	DATE OF PLANS Field Changes	RFP H083117A	FAX	

We hereby submit specifications and estimates for:

As per field changes needed to include the following adds and deducts:

- | | |
|--|------------------------|
| 1. Change bid item 6 modify hydrant to complete replacement. | Add \$ 2,500.00 |
| 2. Change one 6" gate valve to 8" gate valve (bid item 3 and 4). | Add \$ 300.00 |
| 3. Add one 8" Tee, 2 each 8X4 reducers, and 1 flange by MJ adapter. | Add \$ 1,400.00 |
| 4. Change 3 each backflows to 2 ea 4" and 1 ea 8" backflow (bid item 7). | < Deduct \$ 275.00 > |
| 5. Add 28' bid item # 1 @ \$ 131.00/LF. | Add \$ 3,668.00 |
| 6. Add 3 each Fire department connections customer side backflow \$ 1,700.00 ea. | Add \$ 5,100.00 |
| 7. Add 3 each fire alarm connections at each backflow \$ 1,880.00 ea. | Add \$ 5,640.00 |
| 8. Add 1" domestic service for CVS @ \$ 2,400.00 ea. | Add \$ 2,400.00 |
| 9. Add 2 each 3/4" domestic services @ \$ 2,200.00 ea. | Add \$ 4,400.00 |
| 10. Remove old concrete substructure under by new backflow (crew 8 hours). | Add \$ 3,200.00 |
| 11. Pothole mystery valve and added depth at cap/abandon (8 hours). | Add \$ 3,200.00 |
| 12. Add plant opening fee for night work paving. | Add \$ 2,800.00 |
| 13. Add night work for remainder of job including to paving. | <u>Add \$ 4,500.00</u> |
| Total change to contract: Add \$ 38,833.00 | |

Please note: the charge for electrician to repair damage unmarked electrical line for parking lot lighting or cost of added rented security lighting is not reflected in any of the above items.

Number of working days effected by this change: Add 5 working days

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

Total this change to contract add \$ 38,833.00

Payment to be made as follows:

Same as Contract

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

Authorized Signature

JOHN KOTTMEIER

Note: this proposal may be withdrawn by us if not accepted within 30 days

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

Signature: _____ Date: _____

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Dave Dickson, General Manager

Agenda: September 12, 2017

Date: September 7, 2017

Subject: Notice of Completion - Strawflower Village Pipeline Replacement Project

Recommendation:

That the Board of Directors take the following actions:

- (1) Accept the Strawflower Village Pipeline Replacement Project as complete.
- (2) Authorize the Notice of Completion to be filed with the County of San Mateo.
- (3) Authorize the release of the retention funds when the Notice of Completion has been recorded and returned to the District.

Background

Coastside County Water District entered into a contract with Andreini Bros., Inc. on July 12, 2017 for the Strawflower Village Pipeline Replacement Project.

The work consisted of construction of 430 linear feet of 8-inch ductile iron pipeline; replacement of a fire hydrant, modification of another fire hydrant, replacement of 3 below grade detector check assemblies with above grade assemblies, reconnection of a 2-inch water meter, reconnection of an existing 6-inch pipeline; and asphalt concrete repaving of the pipeline trenches. The site of the work was in the City of Half Moon Bay. All work was within existing street right of way areas.

The project was completed on September 7, 2017. The project was constructed according to District specifications.

RECORDING REQUESTED BY

SPACE ABOVE THIS LINE FOR RECORDER'S USE

AND WHEN RECORDED MAIL TO

Name	COASTSIDE COUNTY WATER DISTRICT
Street	766 MAIN STREET
Address	HALF MOON BAY, CA 94019
City & State	

RECORD WITHOUT FEE Govt. Code § 6103 & 27383

NOTICE OF COMPLETION

1. The undersigned is an owner of an interest or estate in the hereafter described real property, the nature of which is: Fee Title

2. The full name and address of the undersigned is:

COASTSIDE COUNTY WATER DISTRICT
766 MAIN STREET
HALF MOON BAY, CALIFORNIA 94019

3. On September 7, 2017, there was completed upon the hereinafter described real property a work of improvement as a whole named Strawflower Village Pipeline Replacement Project. The work consisted of construction of 430 linear feet of 8-inch ductile iron pipeline; replacement of a fire hydrant, modification of another fire hydrant, replacement of 3 below grade detector check assemblies with above grade assemblies, reconnection of a 2-inch water meter, reconnection of an existing 6-inch pipeline; and asphalt concrete repaving of the pipeline trenches.

4. The name of the original contractor for the work of improvement as a whole was: Andreini Bros., Inc., 151 Main Street, Half Moon Bay, CA 94019.

5. The real property herein referred to is situated in the County of San Mateo, State of California, and described as follows:

The site of the work was in Half Moon Bay, California, San Mateo County. All work was completed within existing street right of way areas.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

COASTSIDE COUNTY WATER DISTRICT

BY: _____
David R. Dickson, Secretary

VERIFICATION

I, David R. Dickson, declare that I am the Secretary of the Coastside County Water District and am authorized to make this verification for that reason. I have read said Notice of Completion and know the contents thereof to be true and correct.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on September 12, 2017, at Half Moon Bay, California
(Date) (Place where signed)

By: _____
David R. Dickson,
Secretary of the District

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: September 12, 2017

Report

Date: September 8, 2017

Subject: District Customer Service Update

Recommendation: none

Background: High Bill Complaints

Over the past few weeks, there has been a lot of activity on local social media as well as complaints to our office regarding high bills. We would like to address some of the actions that we are taking as we review these concerns and complaints. These efforts include:

- Ensuring that our billing information is correct, including auditing bills and investigating abnormally high meter reads.
- Responding to customers' concerns via our customer service team both by phone and in-person visits by our field staff and Water Resources Analyst.
- Implementing Advanced Metering Infrastructure (AMI) and new tools to better inform our customers about their water usage (targeted completion in early 2018.)

As further background, "sticker shock" regarding water bills generally happens in the summer given the significant increase in use of water due to irrigating landscape. And given the recent drought years when many of our customers quit watering, turning the water back on this summer is an additional hit as we move back to watering patterns from prior years. (In addition, we are finding that many sprinkler/drip systems need maintenance after the drought, and may be the source of water leaks.)

Seasonality also plays a significant role with our bills, even in our temperate climate. Since a significant portion of our water rates is variable and based on usage, huge swings in bills can occur during the year. For example, February-March bills average 30-40% lower than summer bills.

Consequently usage for a given period, say May-June, should only be compared with the same May-June period in prior years, and not the March-April period, for example. Note that July bills for El Granada (including the mid-May to mid-July period) are up 6% in water usage over the same period in the prior year. August bills for Half Moon Bay (including the mid-June to mid-August period) are up 2.5% over the prior year.

Further explanation of our ongoing efforts follows below:

Ensuring that our bills are correct:

Note that we have audited our bills and we have not seen any anomalies with our billing system. As residential meters are read manually by our field staff, incorrect reads can sometimes happen. We have not seen any increases in read error rates in recent months, however if a customer suspects an issue, he/she should call our office and we will send our field staff out to reread the meter. If we find an error, we will adjust the bill.

Responding to Customer Concerns/Customer Service:

The District is very committed to providing a high level of service to our customers. Customers should feel comfortable to contact our office if they suspect a problem with their bill, or need assistance in understanding their usage. Some of the steps that we take include:

- District staff personally answer the phone between 8:00 and 5:00. (We want to be available for our customers.)
- Our front-line customer service staff first tries to respond to the customer issue, including comparing historical usage and asking questions surround irrigation practices, possible toilet leaks, etc.
- Often the next step is to send a field crew employee to the customer's premises to re-read the meter to determine if there is a read error, or if the meter indicates that there might be a leak. The field crew will follow up with the customer in person, by phone or in e-mail with their findings. A "Water Tips" pamphlet and dye tabs are usually left with the customer.
- Issues are often escalated to the Water Resource Analyst or Superintendent of Operations, who will often meet with the customer to further discuss the problem.
- We use Constant Contact (e-mail) and our website to contact our customers on water conservation tips.

We are also looking at ways to improve our customer services including developing "FAQ" sheets on common issues.

Implementing AMI and WaterSmart – Coming Soon!

Smart Meters are coming soon District-wide which will greatly improve our customer's visibility into their water usage. (Instead of only seeing a meter reading every two months, customers will be able to see their usage in nearly real time.) Eventually, customers will be able to log on to a web portal to see their water usage and the impact of irrigation, for example. And, AMI will allow the District to move to monthly billing.

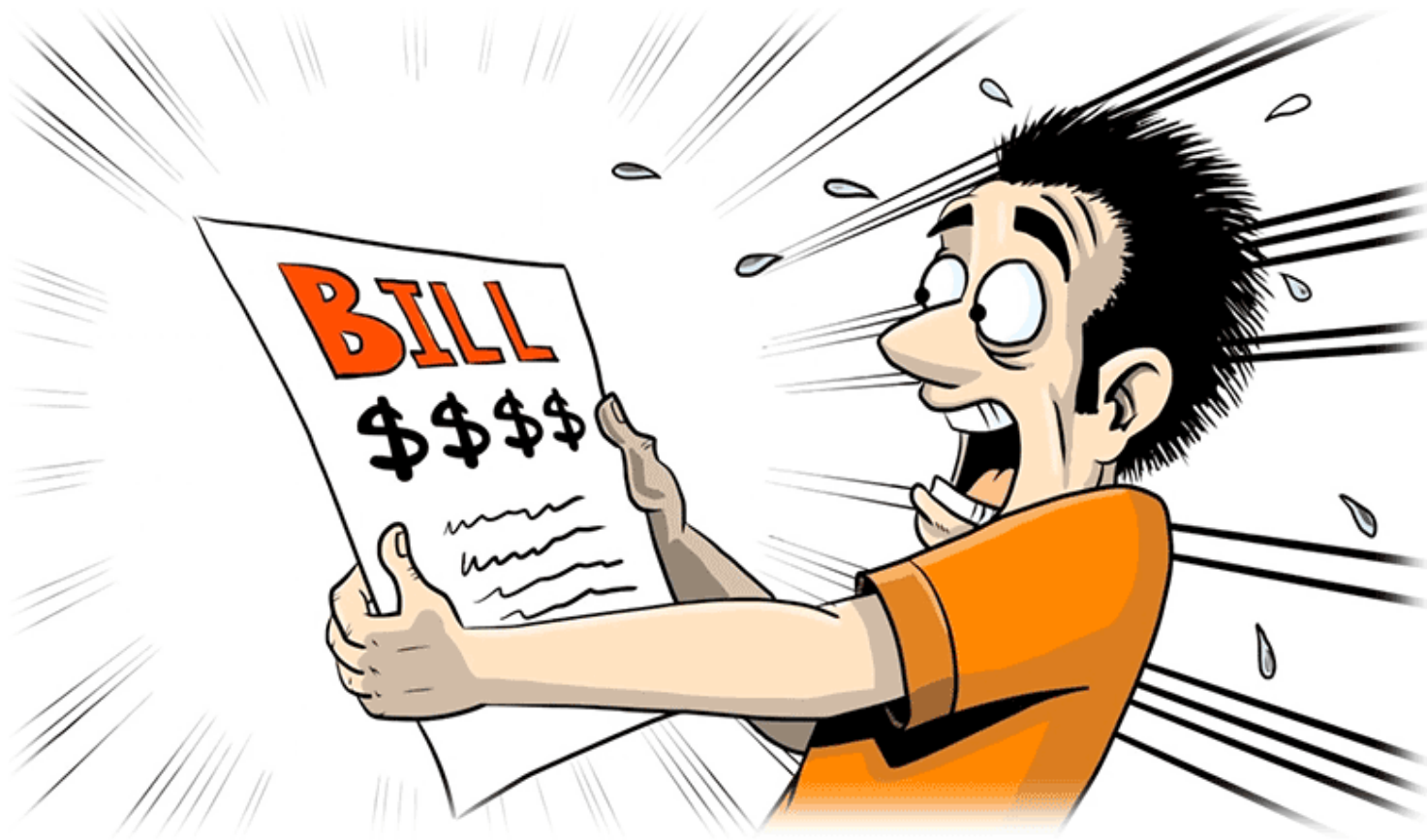
We are continuing to look for ways on how we can help our customers better understand their water usage and to minimize high bills.

*Coastside County Water District
Customer Service Update – High Residential
Bill Complaints*

SEPTEMBER 12, 2017

Customer Service Update – High Bill Complaints

- Over the past few weeks, there have been a lot of posts on local social media complaining of high residential water bills (as well as e-mails to CCWD directors)
- CCWD takes these concerns seriously
- We encourage customers to call Customer Service at (650) 726-4405 to discuss their individual bills



WATER BILL SHOCK Why?

Our review of complaints . . .

- Ensure bills are correct (and make adjustments if errors are found)
 - Manual reads – have not seen an increase in error rates
 - Meters are generally accurate (and usually slow down with age; meter audit done in 2015)
 - Frequent bill spot checks
 - We have not found any recent billing anomalies
- Always personally respond to customers' concerns via our Customer Service team and Water Resource Analyst
 - Site visits
 - Will investigate leaks/abnormal usage

Water bill shock isn't about this year's rate increase . . .

- CCWD had a rate increase effective 7/1/2017
 - Overall increase – 3.9%
 - 0% increase on the base charge
 - 5% increase on the per unit charge
- July and August bills are prorated – Rate increase had very little impact on El Granada July bills

# units	% Bill Difference	Bi-Monthly \$ Difference	Monthly \$ Difference
2	1%	\$ 0.92	\$ 0.46
5	2%	\$ 2.35	\$ 1.18
11	3%	\$ 5.41	\$ 2.71
16	4%	\$ 7.96	\$ 3.98
30	4%	\$ 17.20	\$ 8.60

← average

➔ Seasonal usage can dramatically impact water bills

- California has just come off of a historic drought when many of our residential customers quit watering.
 - Some customers are experiencing big jumps from previous bills --- likely due to turning back on irrigation systems (and are experiencing “sticker shock”)

2017 Residential Water Usage (Million Gallons)			
	Low Winter 2017	High Summer 2017	% Increase
El Granada	12.7	20.8	64%
Half Moon Bay	24.8	40.2	62%

Summer usage is up 60% over winter usage – resulting in significant bill increases . . .

Bills can't be compared from one bi-monthly period to the next given seasonality . . .

Rather, bills and usage should be compared for the same period year over year

El Granada Residential Customers:

Bi-Monthly Billing Cycle	Million Gallons Usage	% compared to July 2017
--------------------------	-----------------------	-------------------------

Jul-17	20.8	100%
Jul-16	19.6	94%
Jul-15	16.4	79%
Jul-14	23.5	113%
Jul-13	25.6	123%
Jul-12	27.3	131%

Half Moon Bay Residential Customers:

Bi-Monthly Billing Cycle	Million Gallons Usage	% compared to July 2017
--------------------------	-----------------------	-------------------------

Aug-17	40.2	100%
Aug-16	39.2	98%
Aug-15	36.0	90%
Aug-14	41.9	104%
Aug-13	50.4	125%
Aug-12	49.3	123%

Each individual account is unique – CCWD is willing to share individual account data with our customers

El Granada July 2017 usage was up 6% over the prior year, and Half Moon Bay August 2017 usage was up 2% over 2016 levels.

Bills will vary period to period based upon seasonal usage . . .

(An 11 unit average bi-monthly bill (5/8" meter size) = \$166.19 or \$83.10 per month*)

CCWD Average Residential Bi-Monthly Bill:

	March 2017	May 2017	July 2017
El Granada Billing Cycle	\$ 131.73	\$ 150.83	\$ 193.36
<i>Average # Units</i>	8.0	9.7	13.1

	April 2017	June 2017	August 2017
Half Moon Bay Billing Cycle	\$ 154.56	\$ 186.82	\$ 220.71
<i>Average # Units</i>	9.9	12.5	14.6

(per CCWD billing records)

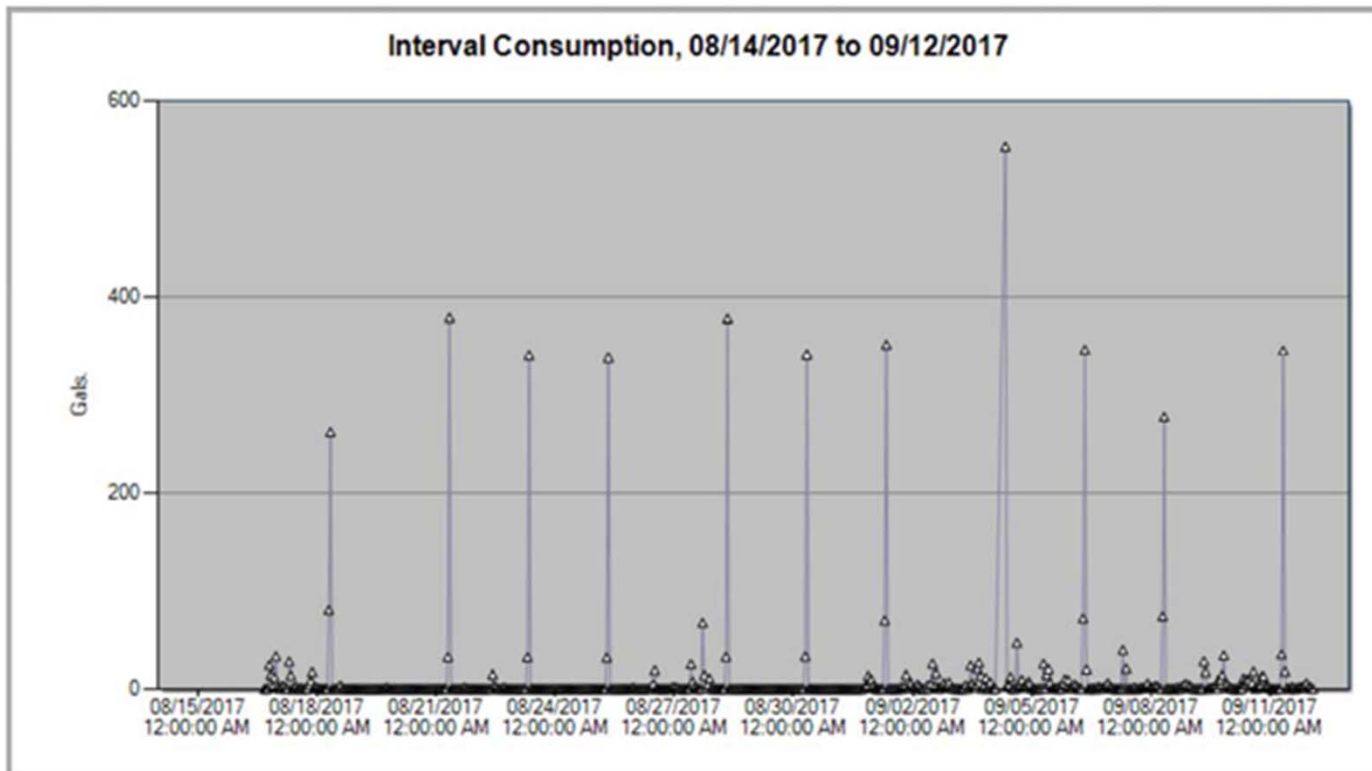
But these averages represent a combination of customers . . . Some who don't irrigate at all (and usage doesn't vary) to customers with large yards who frequently irrigate

Bills can double/triple + from winter to summer (if a customer irrigates) . . .

* Per September 2017 Journal of AWWA – average monthly bill in San Mateo County in 2015 was \$80-85 per month

An Irrigation True Story . . .

Specifics – small lot; largely concrete and decking with planter areas; no lawn; Redwood trees; replaced planting this past year after years of drought
irrigating 3x per week; 4 minutes front yard
6 minutes back yard; 3 person household



December 2016 bill: 5 units
(\$99.22)

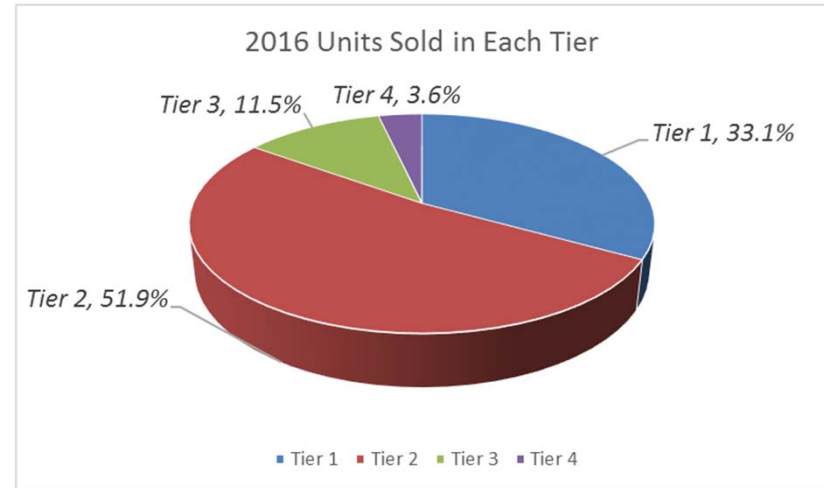
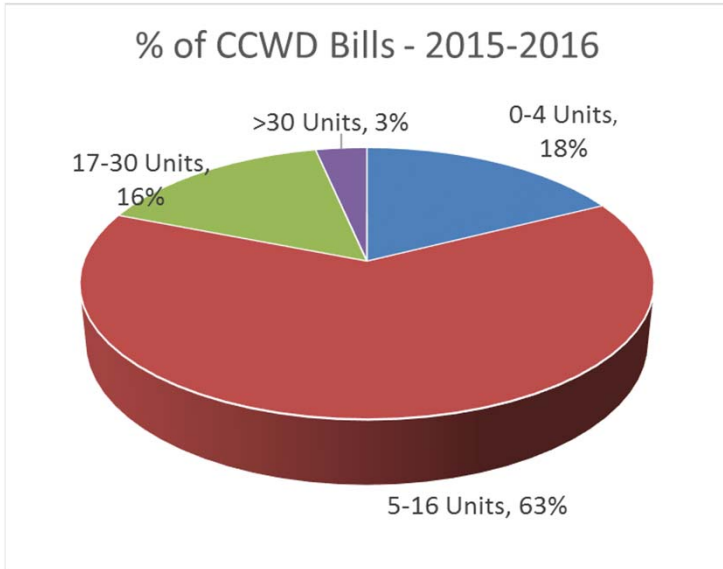
August 2017 bill: 23 units*
(\$313.62)

*Cost to run irrigation - \$7-10
each time*

** Units above 16 units fall into
Tier 3 rates*

81% of CCWD bi-monthly residential bills fall 16 units* and under . . .

*Average CCWD bill = 11 units;
Median bill = 10 units*



85% of units sold in 2016 fell in the lowest tiers 1 and 2.

*Units are in hundred cubic feet (ccf); 1 unit = 748 gallons; Pie chart date uses 1 year of bills

Cost of water . . .

- There's no escaping the new reality that water is expensive
 - One leaking toilet can use more than \$30 worth of water per day
 - Irrigation systems that leak or run too often or too long – add significant \$\$\$\$
 - Even normal irrigation costs lots of \$\$\$
- CCWD cost of water
 - Operating expense budget is flat year over year
 - Infrastructure – primary driver of costs (Replacement value of CCWD's infrastructure = \$250M+)

 For many of our customers, having visibility to how much water they are using is a key issue with only getting a bill every 2 months

(“How could I have used that much water?”. . . “How can I better manage my water bills?”)

The District is committed to helping our customers understand and control their water usage . . .

- Our Customer Service staff is committed in assisting our customers to better understand and control their water usage and spend . . .
- Call our office if you feel there is a discrepancy with your bill.



Smart Meters (Advanced Metering Infrastructure) and WaterSmart Customer Web Portal! (Mid 2018)

- Customers will be able to monitor water usage daily; project bills; set alerts for leaks and much more . . .
- \$2.2M investment
- District plans to move to monthly billing in late 2018

Leak alerting and resolution

Intuitive

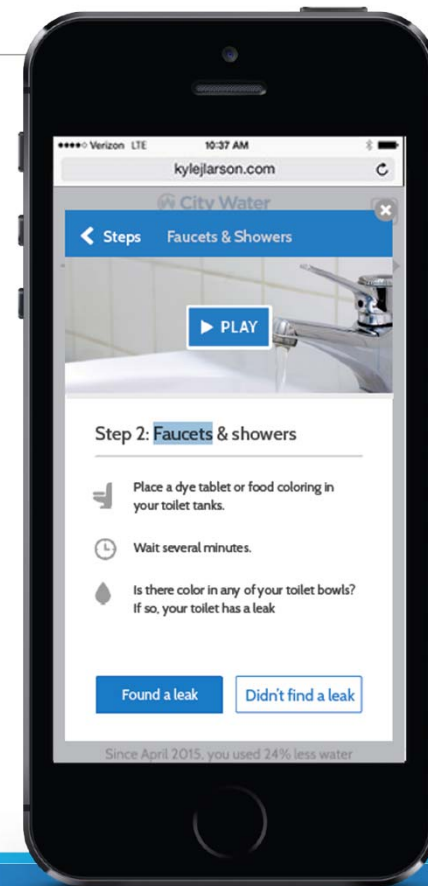
- Recognizes burst and continuous leaks
- Helps customers find and resolve leaks, and report resolution to the utility

Accessible

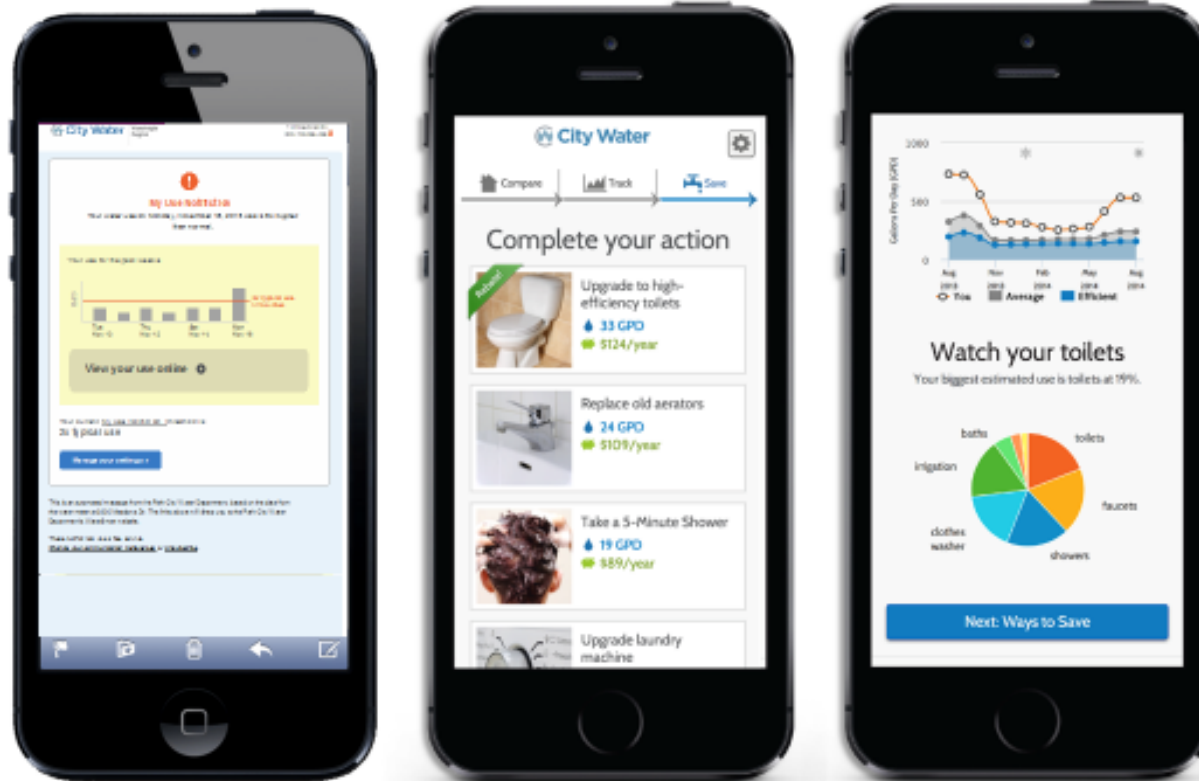
- No login required for alert or resolution; increases data capture for utility
- Leak alerts to customer sent by text, voice, or email
- Sent for meters read by AMI

Smart

- Intelligent leak algorithm adjusts to customer's unique situation, reducing future leak false positives.



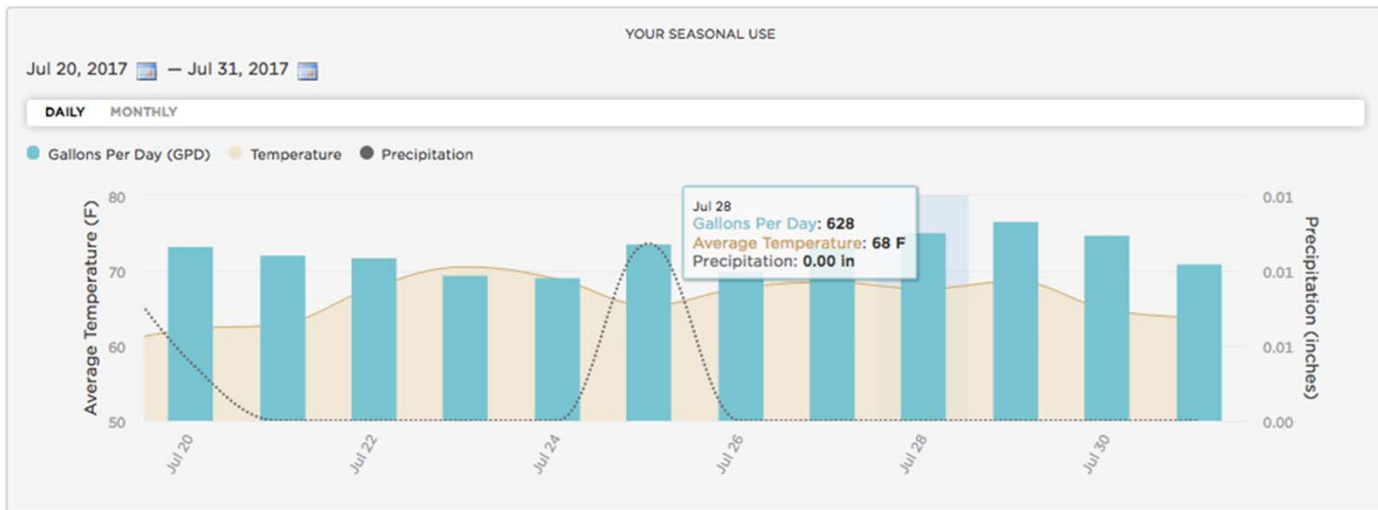
Personalized insight, any device



WATERSMART SOFTWARE

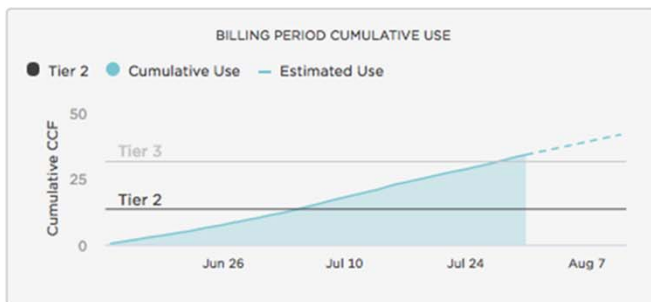
8

Track



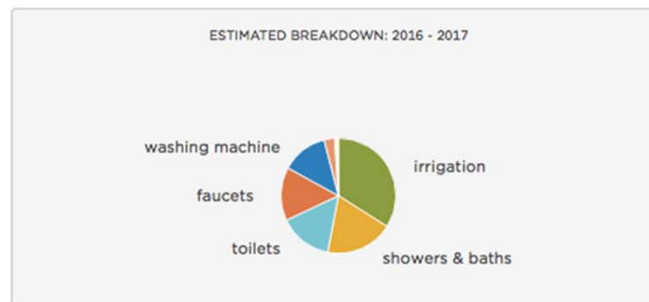
Strong seasonal use and irrigation

You use nearly double the water in the summer than in the winter; most likely due to irrigation.



You've used 33.97 CCF this billing period

At this rate we estimate that you'll use about 42 CCF total, which puts you in Tier 3 rates. These estimates are informational only.



Most water is used for irrigation

Your biggest estimated use is irrigation at 34%.

Appendix

Coastside County Water District

Population Served: – 17,000

7400 connections

Water Sources:

Crystal Springs Reservoir

Pilarcitos Lake

Pilarcitos Creek Well Field

Denniston Creek

Denniston Well Field

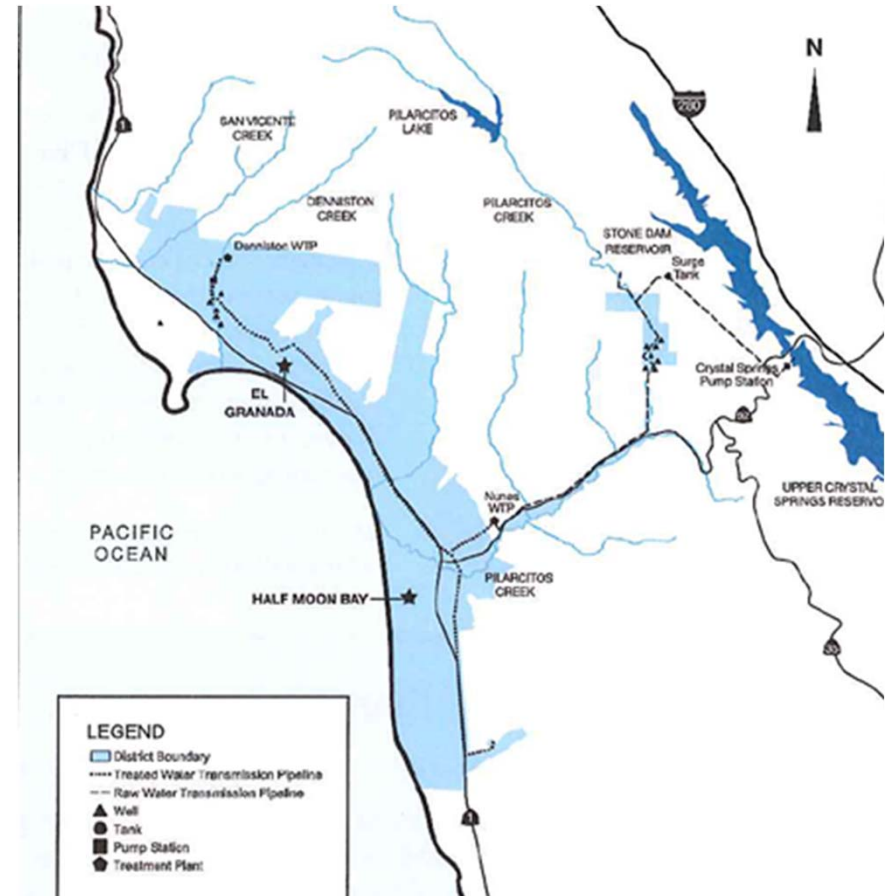
Infrastructure (estimated replacement value \$250M+ - 20-70 year lives)

100 miles of mains/pipe (Replacement cost: \$1.5M+ per mile)

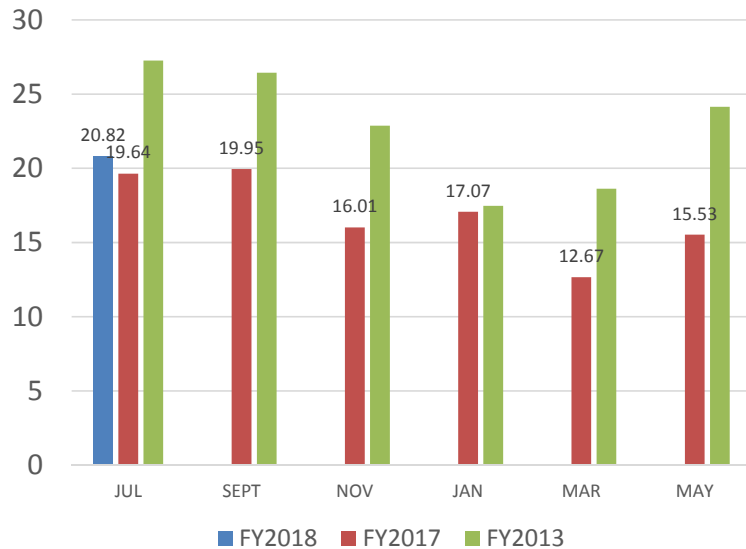
(2) Water Treatment Plants

Crystal Springs Pump Station

(11) Tanks



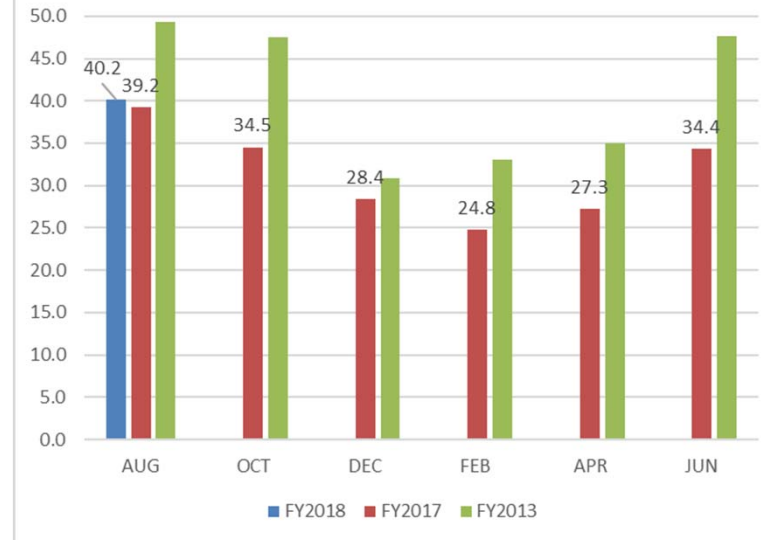
CCWD - El Granada Billing Cycle



Million Gallons Sold - El Granada Residential Customers

	JUL	SEP	NOV	JAN	MAR	MAY
FY2018	20.8					
FY2017	19.6	19.9	16.0	17.1	12.7	15.5
FY2013	27.3	26.4	22.9	17.5	18.6	24.1

CCWD - Half Moon Bay Billing Cycle



Million Gallons Sold - Half Moon Bay Residential Customers

	AUG	OCT	DEC	FEB	APR	JUN
FY2018	40.2					
FY2017	39.2	34.5	28.4	24.8	27.3	34.4
FY2013	49.3	47.5	30.9	33.0	34.9	47.6

Seasonal variation occurs both in El Granada and Half Moon Bay billing cycles . . .

MONTHLY REPORT

To: David Dickson, General Manager
From: Joe Guistino, Superintendent of Operations
Agenda: September 12, 2017

Report
Date: September 6, 2017

Monthly Highlights

El Granada Tank 3 Rehabilitation and Coating Project - The tank is back in service and the project is nearing completion.

Strawflower Main Replacement Project (Phase 1 of the Pilarcitos Main Replacement Project) - Phase I of this project is complete.

Source of Supply

Denniston Wells 1 and 9 and Denniston and Crystal Springs Reservoirs were the source of supply in August, supplying 70 million gallons (MG) of water. Denniston ran every day in August.

System Improvements

New Hydrants Installed

New Clow 960 hydrants were installed at Metzgar @ Second, Third @ Central and 2cnd @ Central to replace old Rensselaer. This makes 5 hydrants replaced this fiscal year.

Clanging Vault Lid

The zone valve between El Granada Tanks 2 and 3 was clanging whenever a car passed over it. Crew changed out broken bolts and added some foam eliminate the noise.

Denniston Road

More small rock was placed on the Denniston access road to lessen the impact on smaller vehicles such as cars and small pickups. At this time the entire length of road between the Denniston Pump Station and the Denniston WTP is more easily accessible.

Other Activities Update:

Wavecrest Pipeline

Contractors for the Best Western at Cameron's Pub started installation of the supply pipeline to the hotel complex. Andreini Bros. will install 260' of a new 2" line to this line at a later date to feed the two existing structures not related to the hotel project.

Crystal Springs Ongoing Issues

The new soft start was installed for Crystal Springs Pump Station (PS) P3. Last month I reported that the breaker for this unit may have been damaged when the soft start blew. It turned out that this was not the case. The unit is now running fine.

Pilarcitos Canyon Storm Repair Mitigation

Quest Engineering is making minor modifications to the plans and then we will go out to bid for the remaining work to finalize the temporary repairs made last Spring.

Safety/Training/Inspections/Personnel/Meetings

Meetings Attended

- 7 August - Interviewed by HMB Review as to the 2" main replacement project
- 10 August - O&M Status meeting
- 15 August - Staff met to discuss customer service position
- 18 August - Met with James Derbin, who has accepted the Superintendent position once I retire in October.
- 22 August - Met with Andreini Bros. to work out logistics for the Strawflower Pipeline Project (formerly Pilarcitos Bridge Crossing Project)
- 29 August - Quarterly meeting with Dave Lea on issues of mutual concern
- 1 September - Attended Coastside Emergency Action Plan meeting

Tailgate safety sessions in May

- 1 August - Cutting Pipe Safely with Power Saws
- 7 August - Don't Be Shocked by Charged Pipes!
- 14 August - Energized Electric Equipment Can Be Deadly
- 21 August - Message to Self: Distracted Driving Is Dangerous

Safety Committee and Training

The Safety Committee met on 9 August. It was the first of the quarterly safety meetings since our new contract with CINTAS. Discussed were introductions and any pertinent safety issues or questions that representative staff may have. It was verified that our fall protection on our tanks is adequate and within OSHA regulations.

Safety Training in August was on Defensive Driving. Winch, Rogren, Jahns, Bruce and Duffy were in attendance.

National Pollution Discharge Elimination Survey (NPDES) Training

I conducted a formal training session to the field staff as to the requirements for the new NPDES general order for all treated water discharges on 30 August. All were in attendance.

Projects

El Granada Tank 3 Rehabilitation and Coating Project

This project is finally coming to completion. The tank was filled and passed bacteriological and Volatile Organic Compound (VOC) testing and put in service. The temporary tank has been dismantled and is ready to be transferred to Alves Tank for future use in that recoating project. The retaining wall is complete and the temporary plumbing for the temp tank is being dismantled. Once the site is cleaned up and the temporary tank removed the contractor can commence to do the required paving.

Denniston Pump Station and Bridgeport Transmission Main Project

We are in the final days of this project also but with one little problem. Although the roof and painting are complete the pump vibration testing revealed that unit #2 is outside the acceptance range. Goulds pump will be on site next week to look at the installation before the contractor pulls the pump to be send to General Electric for repair or replacement. The pumps produced 1030 gpm at 85% capacity. The doors have been fitted with our locks.

District crews will be constructing forms and pouring about 6 yards of concrete for the walkways on the outside of the new structure.

Automatic Meter Infrastructure

Staff met with prospective installation contractors on 1 August. See staff report. Four customers on highway 92 have been fitted with new meters with the antennas and verified that the existing collector units pick up their signals. About half of the 1" and larger meters have been fitted with the meter transmittal units (MTUs) and functional within the Aclara program.

Downtown 2" Main Replacement Project

We received only two bids for this project. Andreini Brothers Construction was the low bid and they will start on this project after the La Nebia Bypass Project is complete.

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

Phase 1 of the Pilarcitos Creek Crossing Project is complete. The contractor installed all of the pipe, reconnected the services, upgraded the underground fire checks to above ground double check detector assembly (DCDAs), fire hydrants and meters upgraded, roadway paved and everything put in service. Phase II, horizontal directional drilling under the creek, is slated for fiscal year 22. Virtually all of this project was done at night. The local businesses that were impacted by the project were notified personally as well as by a formal mailing. I would like to acknowledge John Davis for putting in late hours to inspect the work as well as his diligence and drive to get it done on time and as directed. There was a significant change order for this project, which is the subject of a Staff Report discussed earlier this meeting.

La Nebia Winery

The La Nebia Winery bypass pipeline is 70% installed at the time of this writing. We have worked out an agreement with the Cozzolinos for access to the pipe as needed. The pipeline extends down the farm road and completely circumvents the La Nebia property. The fire hydrant will be moved away from the road which lowers the chance of being hit once again by a passing motorist. This project should be completed by the end of the month.

Denniston Dredging 2017

The contractor and biologist are lined up to start the Denniston Dredging on the first week of October. The spoils site is being prepared over the next two weeks.

Nunes Filter Valve Replacement Project

Another surface wash valve failed in August and was replaced within the week. All wiring for the surface wash as well as for all the other valves have been pulled and is in place for hook-up when needed. The surface wash valves for filters 1 and 3 have been replaced, integrated into SCADA and fully operational. The surface wash valves for filters 2 and 4 will be complete by the end of the year.

Farewell

I cannot express enough my gratitude to have been able to serve as Superintendent for CCWD these last dozen years. The improvements in reliability, production and water quality that we have been able to make in this time is far beyond what I originally thought that we could achieve. I must acknowledge the fine people with whom I have worked, especially Sean Donovan and John Davis and the field crew. Much of my success here is solely attributed to their hard work, diligence and care. I am leaving with the satisfaction that these last years of my professional career were filled with significant accomplishments and rewarding friendships.

STAFF REPORT

To: Board of Directors
From: Cathleen Brennan, Water Resources Analyst
Agenda: September 12, 2017
Report Date: September 7, 2017
Subject: Water Resources

Informational Report: EPA WaterSense Certificate of Appreciation



In recognition of the District's participation in EPA's WaterSense Program, as a promotional partner, the District received recognition in the form of the certificate shown above.

The District promotes the purchase and installation of high-efficiency EPA WaterSense labeled toilets, faucets and urinals.

