

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, September 13, 2022 - 7:00 p.m.

AGENDA

Due to the Covid-19 pandemic, and in accordance with Assembly Bill 361, which modifies California Government Code Section 54953, this meeting will be conducted by teleconference. Board members and members of the public also may attend this meeting in person at the District Office located at 766 Main Street, Half Moon Bay.

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

How to Join Online or by Phone

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

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

Join Zoom Meeting

<https://us06web.zoom.us/j/88691894625?pwd=UFBnaVYrSUNtUTE3NHlRZDFrVDhnZz09>

Meeting ID: 886 9189 4625

Passcode: 182549

One tap mobile

+16699006833,,88691894625#,,,,*182549# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 886 9189 4625

Passcode: 182549

Find your local number: <https://us06web.zoom.us/j/88691894625?pwd=UFBnaVYrSUNtUTE3NHlRZDFrVDhnZz09>

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

- **From a computer:** (1) Using the Zoom App, at the bottom of your screen, click on "Participants" and then "Raise Hand". Participants will be called to comment in the order in which they are received. Begin by stating your name and place of residence.
OR
- (2) Using the Zoom App, at the bottom of your screen click on "Chat" and then type that you wish to make a comment into the Chat Box. Ensure that the "To:" field is populated by either "Everyone" or "the Moderator". Begin by stating your name and place of residence.
- **From a phone:** Using your keypad, dial *9, and this will notify the Moderator that you have raised your hand. Begin by stating your name and place of residence. The Moderator will call on you by stating the last 4 digits of your phone number. If you wish to block your phone number dial *67 prior to dialing in. If your phone number is not displayed, the Moderator will call you by Caller number.

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

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

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

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

1) ROLL CALL

2) PLEDGE OF ALLEGIANCE

3) PUBLIC COMMENT

At this time members of the public may address the Board of Directors on issues not listed on the agenda which are within the purview of the Coastside County Water District. Comments on matters that are listed on the agenda may be made at the time the Board is considering each item. Each speaker is allowed a maximum of three (3) minutes and must complete and submit a speaker

slip. The President of the Board will recognize each speaker, at which time the speaker should give their name and address and provide their comments to the Board.

4) Consider and Reaffirm Resolution 2021-06 “Making Findings Pursuant to Assembly Bill 361 That the Proclaimed State of Emergency Continues to Impact the Ability to Meet Safely in Person” ([attachment](#))

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, 2022:
Claims: \$ 1,278,126.27; Payroll: \$ 202,010.69 for a total of \$ 1,480,136.96 ([attachment](#))
August 2022 Monthly Financial Claims reviewed and approved by Director Feldman
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of August 9, 2022, Regular Board of Directors Meeting ([attachment](#))
- D. Approval of Minutes of August 24, 2022, Special Board of Directors Meeting ([attachment](#))
- E. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- F. Total CCWD Production Report ([attachment](#))
- G. CCWD Monthly Sales by Category Report August 2022 ([attachment](#))
- H. Leak/Flushing Report - August 2022 ([attachment](#))
- I. Monthly Rainfall Reports ([attachment](#))
- J. SFPUC Hydrological Conditions Report - July 2022 ([attachment](#))
- K. Water Service Connection Transfer Report for August 2022 ([attachment](#))

6) MEETINGS ATTENDED / DIRECTOR COMMENTS

7) GENERAL BUSINESS

- A. Approval of Professional Services Agreement with EKI Environment & Water, Inc. for Construction Management and Inspection Services for the Grandview Water Main Replacement Project ([attachment](#))
- B. Approval of Water Service Agreement - 157 Avenue Portola, El Granada ([attachment](#))

- C. Waive the Procedural Requirements for Sealed Competitive Bids and Authorize the General Manager to Procure Materials for the Nunes Magnetic Flow Meter. ([attachment](#))
- D. San Mateo County Civil Grand Jury Report: “The Other Water Worry: Is Your Water Provider Prepared for the Big One?” ([attachment](#))

8) **MONTHLY INFORMATIONAL REPORTS**

- A. General Manager’s Report ([attachment](#))
- B. Superintendent of Operations Report ([attachment](#))
- C. Water Resources Informational Report ([attachment](#))

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

10) **ADJOURNMENT**

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: September 13, 2022

Report

Date: September 9, 2022

Subject: Consider and Reaffirm Resolution 2021-06 “Making Findings Pursuant to Assembly Bill 361 That the Proclaimed State of Emergency Continues to Impact the Ability to Meet Safely in Person.”

Recommendation:

Reaffirm, by motion, Resolution 2021-06, making findings pursuant to Assembly Bill 361 that the proclaimed State of Emergency continues to impact the ability to meet safely in person.

Background:

On March 4, 2020, Governor Newsom declared a State of Emergency to exist in California as a result of the threat of COVID 19, and on March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act relating to teleconferencing to allow legislative bodies to conduct meetings remotely to help protect the spread of COVID-19 and to protect the health and safety to the public. On June 11, 2021, the Governor issued Executive Order N-08-21 which specified that Executive Order N-29-20 remained in effect through September 30, 2021.

On September 16, 2021, the Governor signed Assembly Bill 361 (AB361) into law to allow legislative bodies to continue to meet remotely during a proclaimed State of Emergency after September 30, 2021.

On October 8, 2021, the Board of the Directors of the Coastside County Water District adopted Resolution 2021-06. Per AB361, the Board will need to consider and reaffirm the findings of Resolution 2021-06 monthly.

By reaffirming Resolution 2021-06, the Board has considered the circumstances of the proclaimed State of Emergency and finds that the State of Emergency continues to directly impact the ability of the members to meet safely in person, and state or local officials continue to impose or recommend measures to promote social distancing.

RESOLUTION NO. 2021-06

MAKING FINDINGS PURSUANT TO ASSEMBLY BILL 361 THAT THE PROCLAIMED STATE OF EMERGENCY CONTINUES TO IMPACT THE ABILITY TO MEET SAFELY IN PERSON

COASTSIDE COUNTY WATER DISTRICT

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency to exist in California as a result of the threat of COVID-19;

WHEREAS, on March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act related to teleconferencing to allow legislative bodies to conduct meetings remotely to help protect against the spread of COVID-19 and to protect the health and safety of the public;

WHEREAS, on June 11, 2021, the Governor issued Executive Order N-08-21, which specified that Executive Order N-29-20 remains in effect through September 30, 2021, and then expires;

WHEREAS, on September 16, 2021, the Governor signed Assembly Bill 361 (AB 361) in to law, as urgency legislation that goes into effect immediately, that amends Government Code Section 54953 to allow legislative bodies to continue to meet remotely during a proclaimed state of emergency provided certain conditions are met and certain findings are made;

WHEREAS, on September 20, 2021, the Governor issued Executive Order N-15-21 that generally suspends the AB 361 amendments to Government Code Section 54953 until October 1, 2021, and therefore clarifying that Executive Order N-29-20 controls through the end of September 2021;

WHEREAS, the Governor's proclaimed State of Emergency remains in effect, and state and local officials, including the San Mateo County Health Officer, the California Department of Public Health, and the Department of Industrial Relations, have imposed or recommended measures to promote social distancing; and

WHEREAS, to help protect against the spread of COVID-19 and its variants, and to protect the health and safety of the public, the Board of Directors desires to take the actions necessary to comply with AB 361 and to continue to hold its Board and committee meetings remotely.

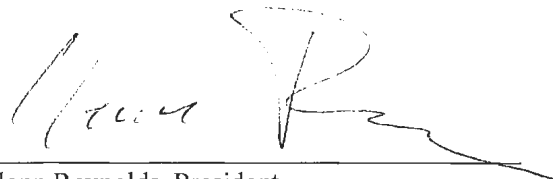
NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Coastside County Water District has considered the circumstances of the proclaimed State of Emergency, and finds that the State of Emergency continues to directly impact the ability of the members to meet safely in person, and state or local officials continue to impose or recommend measures to promote social distancing.

BE IT FURTHER RESOLVED that the District will comply with the requirements of Government Code Section 54953(e)(2) when holding Board and committee meetings pursuant to this Resolution.

BE IT FURTHER RESOLVED that the Board will consider the findings in this Resolution every 30 days and may, by motion, reaffirm these findings.


PASSED AND ADOPTED this 12th day of October, 2021, by the following vote:

AYES: President Reynolds, Vice-President Feldman, Directors Mickelsen, Coverdell and Muller



Glenn Reynolds, President
Board of Directors

ATTEST:



Mary Rogren, General Manager
Secretary of the Board of Directors

**COASTSIDE COUNTY WATER DISTRICT
CLAIMS FOR AUGUST 2022**

CHECKS			
CHECK DATE	CHECK NO.	VENDOR	AMOUNT
08/01/2022	31047	LUCAS AND COMPANY	50.30
08/01/2022	31048	SUSAN ROBERTS	7.98
08/01/2022	31049	ALI BEHVIN	60.13
08/01/2022	31050	MARK RUGGLES	29.32
08/01/2022	31051	STAR CREEK LAND STEWARDS, INC.	930.00
08/04/2022	31052	FREYER & LAURETA, INC.	8,435.00
08/04/2022	31053	HANSONBRIDGETT. LLP	21,051.50
08/04/2022	31054	SAN FRANCISCO PUBLIC UTILITIES COMMISSION	0.26
08/04/2022	31055	TYLER TECHNOLOGIES, INC	10,362.50
08/04/2022	31056	WEST YOST ASSOCIATES, INC	1,828.50
08/04/2022	31057	WOODARD & CURRAN, INC.	2,657.25
08/04/2022	31058	METER READINGS HOLDING, LLC	2,000.00
08/04/2022	31059	ADP, INC.	788.10
08/04/2022	31060	AMAZON CAPITAL SERVICES, INC.	34.84
08/04/2022	31061	HEALTH BENEFITS ACWA-JPIA	43,414.54
08/04/2022	31062	BACKFLOW APPARATUS & VALVE COMPANY INC	637.96
08/04/2022	31063	BAY AREA AIR QUALITY MGMT DIST	566.00
08/04/2022	31064	BRANDON WRIGHT	900.00
08/04/2022	31065	COMCAST	273.51
08/04/2022	31066	COUNTY OF SAN MATEO	305.00
08/04/2022	31067	JAMES COZZOLINO, TRUSTEE	200.00
08/04/2022	31068	MATT DAMROSCH	181.21
08/04/2022	31069	DOMA TITLE OF CALIFORNIA, INC.	1,000.00
08/04/2022	31070	FEDAK & BROWN LLP	6,000.00
08/04/2022	31071	GRAINGER, INC.	637.58
08/04/2022	31072	EMPOWER RETIREMENT, LLC	2,269.12
08/04/2022	31073	HACH CO., INC.	82.98
08/04/2022	31074	COASTSIDE NEWS GROUP, INC.	2,914.00
08/04/2022	31075	HASSETT HARDWARE	5,136.31
08/04/2022	31076	IRON MOUNTAIN	1,299.33
08/04/2022	31077	IRVINE CONSULTING SERVICES, INC.	4,159.68
08/04/2022	31078	JAMES J. HENDERSON	100.00
08/04/2022	31079	MISSION UNIFORM SERVICES INC.	92.58
08/04/2022	31080	MONTEREY BAY ANALYTICAL SERVICES, INC.	1,009.00
08/04/2022	31081	MTA PARTS, INC.	49.19
08/04/2022	31082	OFFICE DEPOT	617.49
08/04/2022	31083	PACIFIC GAS & ELECTRIC CO.	38,127.52
08/04/2022	31084	PAULO'S AUTO CARE	65.15
08/04/2022	31085	FERGUSON ENTERPRISES, INC.	240.12
08/04/2022	31086	REPUBLIC SERVICES	590.06
08/04/2022	31087	ROGUE WEB WORKS, LLC	459.00
08/04/2022	31088	SAN MATEO CTY PUBLIC HEALTH LAB	1,236.00
08/04/2022	31089	STATE WATER RESOURCES CONTROL BD	165.00
08/04/2022	31090	RYAN H. STOLL	158.59
08/04/2022	31091	STRAWFLOWER ELECTRONICS	43.70
08/04/2022	31092	UNDERGROUND SERVICE ALERT OF NORTHERN CALIFORNIA AND NEVADA	547.20
08/04/2022	31093	UNIVAR SOLUTIONS USA INC.	4,361.53
08/04/2022	31094	UPS STORE	75.48
08/04/2022	31095	VALIC	4,306.00
08/04/2022	31096	BOSCO OIL COMPANY	4,132.16
08/04/2022	31097	VERIZON CONNECT INC.	258.30
08/04/2022	31098	US BANK NA	1,378.55
08/04/2022	31099	JUAN CARLOS SALAZAR	2,520.00
08/04/2022	31100	RAYMOND WINCH	352.70

08/11/2022	31101	AMAZON CAPITAL SERVICES, INC.	84.79
08/11/2022	31102	ACWA/JPIA	3,913.00
08/11/2022	31103	BADGER METER, INC.	66.00
08/11/2022	31104	BAY ALARM COMPANY	5,125.00
08/11/2022	31105	CALIFORNIA C.A.D. SOLUTIONS, INC	825.00
08/11/2022	31106	CHEMTRADE CHEMICALS US LLC	3,023.79
08/11/2022	31107	DE LAGE LANDEN FINANCIAL SERVICES, INC.	968.87
08/11/2022	31108	FIRST FOUNDATION PUBLIC FINANCE	420,517.07
08/11/2022	31109	GRAINGER, INC.	308.89
08/11/2022	31110	HMB BLDG. & GARDEN INC.	160.02
08/11/2022	31111	HANSONBRIDGETT. LLP	6,665.50
08/11/2022	31112	HUE & CRY, INC.	12.00
08/11/2022	31113	JOHN'S SALT SERVICE, INC	7,134.30
08/11/2022	31114	MERCHANTS BANK OF COMMERCE	13,500.00
08/11/2022	31115	MONTEREY BAY ANALYTICAL SERVICES, INC.	1,236.00
08/11/2022	31116	MTA PARTS, INC.	82.00
08/11/2022	31117	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, A MEDICAL CORP.	354.00
08/11/2022	31118	OFFICE DEPOT	435.30
08/11/2022	31119	PACIFIC GAS & ELECTRIC CO.	75.95
08/11/2022	31120	PACIFICA COMMUNITY TV	300.00
08/11/2022	31121	RANGER PIPELINES, INC.	121,500.00
08/11/2022	31122	ROTORK CONTROLS, INC.	832.84
08/11/2022	31123	SAN FRANCISCO WATER DEPT.	245,353.64
08/11/2022	31124	SAN JOSE BOILER WORKS	524.50
08/11/2022	31125	SILVER LINING SOLUTIONS, LLC	3,216.25
08/11/2022	31126	STATE WATER RESOURCES CONTROL BD	100.00
08/11/2022	31127	STATE WATER RESOURCES CONTROL BD	60.00
08/11/2022	31128	TEAMSTERS LOCAL UNION #856	1,432.00
08/11/2022	31129	TOTAL COMPENSATION SYSTEMS, INC	1,620.00
08/11/2022	31130	TPX COMMUNICATIONS	2,180.61
08/11/2022	31131	TRI COUNTIES BANK	15,308.35
08/15/2022	31132	RECORDER'S OFFICE	23.00
08/18/2022	31133	EMPOWER RETIREMENT, LLC	2,269.26
08/18/2022	31134	VALIC	3,906.00
08/22/2022	31135	CA DEPARTMENT OF TRANSPORTATION, DISTRICT 4	280.00
08/24/2022	31136	CA DEPARTMENT OF TRANSPORTATION, DISTRICT 4	280.00
08/26/2022	31137	AMAZON CAPITAL SERVICES, INC.	34.98
08/26/2022	31138	AT&T MOBILTY	86.48
08/26/2022	31139	AT&T	491.93
08/26/2022	31140	AT&T	690.02
08/26/2022	31141	BADGER METER, INC.	572.01
08/26/2022	31142	BAY ALARM COMPANY	2,567.84
08/26/2022	31143	BFI OF CALIFORNIA, INC.	2,092.32
08/26/2022	31144	BIG CREEK LUMBER	24.23
08/26/2022	31145	CATHLEEN BRENNAN	34.00
08/26/2022	31146	CALCON SYSTEMS, INC.	5,626.97
08/26/2022	31147	CHEMTRADE CHEMICALS US LLC	2,959.53
08/26/2022	31148	CINTAS FIRST AID & SAFETY	350.77
08/26/2022	31149	PETTY CASH	234.20
08/26/2022	31150	CORE & MAIN LP	7,983.17
08/26/2022	31151	D/B/A CUSTOM TRUCK CUSTOM TOPS, INC.	274.63
08/26/2022	31152	DATAPROSE, LLC	3,812.58
08/26/2022	31153	JAMES DERBIN	34.00
08/26/2022	31154	EKI INC.	37,086.66
08/26/2022	31155	FREYER & LAURETA, INC.	13,780.00
08/26/2022	31156	GRAINGER, INC.	572.23
08/26/2022	31157	HMB BLDG. & GARDEN INC.	30.58
08/26/2022	31158	HMB GRADING & PAVING INC.	4,195.65
08/26/2022	31159	LAND NEWCO, INC.	2,248.67

08/26/2022	31160	CAMERON JEFFS	4,355.10
08/26/2022	31161	CHRISTOPHER JONES	86.79
08/26/2022	31162	GLENNA LOMBARDI	91.00
08/26/2022	31163	MISSION UNIFORM SERVICES INC.	137.31
08/26/2022	31164	MONTEREY BAY ANALYTICAL SERVICES, INC.	1,484.00
08/26/2022	31165	ROBERT/BERTINA MOULES	49.47
08/26/2022	31166	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, A MEDICAL CORP.	118.00
08/26/2022	31167	PAULO'S AUTO CARE	598.23
08/26/2022	31168	THE PITNEY BOWES BANK INC	800.00
08/26/2022	31169	PUMP REPAIR SERVICE CO. INC.	12,041.88
08/26/2022	31170	RAFTELIS FINANCIAL CONSULTANTS, INC.	8,935.00
08/26/2022	31171	PATRIOT SUPPLY STORE, INC.	16,405.98
08/26/2022	31172	MULTI SERVICE TECHNOLOGY SOLUTIONS, INC.	431.22
08/26/2022	31173	SMDJ LLC	1,383.30
08/26/2022	31174	STATE WATER RESOURCES CONTROL BD	60.00
08/26/2022	31175	STATE WATER RESOURCES CONTROL BD	100.00
08/26/2022	31176	STANDARD INSURANCE COMPANY	605.58
08/26/2022	31177	STETSON ENGINEERS, INC.	543.00
08/26/2022	31178	DARIN STURDIVAN	85.00
08/26/2022	31179	JAMES TETER	6,194.14
08/26/2022	31180	SUSAN TURGEON	34.00
08/26/2022	31181	UNIVAR SOLUTIONS USA INC.	2,725.35
08/26/2022	31182	VERIZON WIRELESS	2,857.28
08/26/2022	31183	JUAN CARLOS SALAZAR	2,520.00
08/26/2022	31184	HDR ENGINEERING, INC	28,066.33
08/26/2022	31185	RAFTELIS FINANCIAL CONSULTANTS, INC.	1,835.00
08/30/2022	31186	CITY OF HALF MOON BAY	7,264.00
08/31/2022	31187	KAREN DEVINE	18.12
08/31/2022	31188	KATRINA PATTERSON	47.86
08/31/2022	31189	JACK ELDER	16.38
08/31/2022	31190	SHUIPING SUN	52.69
08/31/2022	31191	JACOB GOMES	24.98
08/31/2022	31192	NATALIE PASTORINO	31.87
08/31/2022	31193	TRACY GREENE	132.55
08/31/2022	31194	THOMAS CARL	66.05
08/31/2022	31195	MARK/CONNIE WELCH	108.19
08/31/2022	31196	DAVID WALKER	62.29
08/31/2022	31197	DAVID WALKER	7.13
08/31/2022	31198	GEHRELS CONSTRUCTION	31.87
08/31/2022	31199	GEHRELS CONSTRUCTION	21.39
08/31/2022	31200	PJ MCPROPERTIES, LLC.	62.29
08/31/2022	31201	FRANK WALLEY CONSTRUCTION	2,826.77
08/31/2022	31202	INNOVATE CONCRETE, INC.	903.33
08/31/2022	31203	AMERICAN ASPHALT REPAIR & RESURFACING CO. INC	2,936.59
08/31/2022	31204	SAMANTHA FOTI	24.91
			SUBTOTAL CLAIMS FOR MONTH \$ 1,235,737.82

WIRE PAYMENTS

08/11/2022	DFT0000422	PUB. EMP. RETIRE SYSTEM	16,343.64
08/11/2022	DFT0000423	CALPERS	1,050.00
08/31/2022	DFT0000424	PUB. EMP. RETIRE SYSTEM	16,556.55
8/31/2022		BANK AND CREDIT CARD FEES	\$ 8,438.26
			SUBTOTAL WIRE PAYMENTS FOR MONTH \$ 42,388.45

TOTAL CLAIMS FOR THE MONTH \$ 1,278,126.27



Monthly Budget Report

Account Summary

For Fiscal: 2022-2023 Period Ending: 08/31/2022

	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	1,249,100.00	1,193,127.42	-55,972.58	-4.48 %	2,533,500.00	2,365,449.67	-168,050.33	-6.63 %	12,791,000.00
	Total RevType: 1 - Operating:	1,249,100.00	1,193,127.42	-55,972.58	-4.48 %	2,533,500.00	2,365,449.67	-168,050.33	-6.63 %	12,791,000.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	4,000.00	7,707.58	3,707.58	92.69 %	8,000.00	14,495.29	6,495.29	81.19 %	48,000.00
1-4180-00	Late Notice - 10% Penalty	4,100.00	4,802.18	702.18	17.13 %	8,200.00	14,024.47	5,824.47	71.03 %	50,000.00
1-4230-00	Service Connections	1,000.00	1,120.80	120.80	12.08 %	2,000.00	2,751.00	751.00	37.55 %	10,000.00
1-4920-00	Interest Earned	2,600.00	6,534.30	3,934.30	151.32 %	5,200.00	13,068.60	7,868.60	151.32 %	32,000.00
1-4930-00	Tax Apportionments/County Checks	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	950,000.00
1-4950-00	Miscellaneous Income	0.00	802.00	802.00	0.00 %	1,000.00	802.00	-198.00	-19.80 %	10,000.00
1-4955-00	Cell Site Lease Income	16,000.00	18,687.30	2,687.30	16.80 %	32,000.00	34,657.93	2,657.93	8.31 %	192,000.00
1-4965-00	ERAF Refund - County Taxes	250,000.00	298,227.24	48,227.24	19.29 %	250,000.00	298,227.24	48,227.24	19.29 %	500,000.00
	Total RevType: 2 - Non-Operating:	277,700.00	337,881.40	60,181.40	21.67 %	306,400.00	378,026.53	71,626.53	23.38 %	1,792,000.00
	Total Revenue:	1,526,800.00	1,531,008.82	4,208.82	0.28 %	2,839,900.00	2,743,476.20	-96,423.80	-3.40 %	14,583,000.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	369,542.00	304,797.64	64,744.36	17.52 %	749,767.00	584,018.13	165,748.87	22.11 %	2,467,503.00
1-5230-00	Nunes T P Pump Expense	4,000.00	4,327.18	-327.18	-8.18 %	8,000.00	9,166.18	-1,166.18	-14.58 %	48,000.00
1-5231-00	CSP Pump Station Pump Expense	50,000.00	20,033.54	29,966.46	59.93 %	100,000.00	41,131.54	58,868.46	58.87 %	366,000.00
1-5232-00	Other Trans. & Dist Pump Expense	2,100.00	1,850.38	249.62	11.89 %	4,200.00	4,750.38	-550.38	-13.10 %	25,000.00
1-5233-00	Pilarcitos Canyon Pump Expense	600.00	818.63	-218.63	-36.44 %	1,200.00	973.63	226.37	18.86 %	64,000.00
1-5234-00	Denniston T P Pump Expense	1,000.00	1,288.94	-288.94	-28.89 %	2,000.00	14,831.94	-12,831.94	-641.60 %	77,000.00
1-5242-00	CSP Pump Station Operations	1,000.00	1,882.09	-882.09	-88.21 %	2,000.00	1,920.10	79.90	4.00 %	12,000.00
1-5243-00	CSP Pump Station Maintenance	3,000.00	896.80	2,103.20	70.11 %	6,000.00	981.33	5,018.67	83.64 %	35,000.00
1-5246-00	Nunes T P Operations - General	8,000.00	19,194.43	-11,194.43	-139.93 %	16,000.00	25,152.39	-9,152.39	-57.20 %	97,000.00
1-5247-00	Nunes T P Maintenance	10,000.00	2,212.71	7,787.29	77.87 %	19,000.00	3,985.35	15,014.65	79.02 %	119,000.00
1-5248-00	Denniston T P Operations-General	2,000.00	3,055.85	-1,055.85	-52.79 %	4,000.00	4,986.43	-986.43	-24.66 %	64,000.00
1-5249-00	Denniston T.P. Maintenance	14,000.00	14,554.19	-554.19	-3.96 %	28,000.00	18,272.50	9,727.50	34.74 %	140,000.00
1-5250-00	Laboratory Expenses	6,000.00	5,414.00	586.00	9.77 %	12,000.00	9,718.00	2,282.00	19.02 %	77,000.00
1-5260-00	Maintenance - General	31,000.00	27,742.12	3,257.88	10.51 %	62,000.00	45,430.60	16,569.40	26.72 %	380,000.00
1-5261-00	Maintenance - Well Fields	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	50,000.00
1-5263-00	Uniforms	0.00	298.71	-298.71	0.00 %	0.00	298.71	-298.71	0.00 %	12,000.00
1-5318-00	Studies/Surveys/Consulting	15,000.00	955.00	14,045.00	93.63 %	25,000.00	10,955.00	14,045.00	56.18 %	157,000.00
1-5321-00	Water Resources	2,300.00	519.66	1,780.34	77.41 %	4,500.00	681.23	3,818.77	84.86 %	26,700.00

Monthly Budget Report

For Fiscal: 2022-2023 Period Ending: 08/31/2022

	August Budget	August Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
1-5322-00 Community Outreach	3,000.00	1,464.38	1,535.62	51.19 %	11,000.00	8,811.38	2,188.62	19.90 %	68,000.00
1-5325-00 Water Shortage Program	8,000.00	0.00	8,000.00	100.00 %	16,000.00	0.00	16,000.00	100.00 %	50,000.00
1-5381-00 Legal	9,000.00	7,665.50	1,334.50	14.83 %	18,000.00	16,665.50	1,334.50	7.41 %	110,000.00
1-5382-00 Engineering	6,300.00	4,703.92	1,596.08	25.33 %	12,600.00	9,183.92	3,416.08	27.11 %	76,000.00
1-5383-00 Financial Services	0.00	0.00	0.00	0.00 %	5,000.00	7,710.00	-2,710.00	-54.20 %	23,000.00
1-5384-00 Computer Services	25,000.00	20,996.43	4,003.57	16.01 %	50,000.00	38,294.23	11,705.77	23.41 %	309,025.00
1-5410-00 Salaries/Wages-Administration	112,577.00	85,409.36	27,167.64	24.13 %	215,365.00	174,491.16	40,873.84	18.98 %	1,267,717.00
1-5411-00 Salaries & Wages - Field	156,693.00	160,785.67	-4,092.67	-2.61 %	299,761.00	295,277.77	4,483.23	1.50 %	1,764,505.00
1-5420-00 Payroll Tax Expense	19,922.00	17,008.10	2,913.90	14.63 %	38,112.00	34,143.05	3,968.95	10.41 %	224,338.00
1-5435-00 Employee Medical Insurance	41,000.00	39,593.37	1,406.63	3.43 %	82,000.00	79,240.66	2,759.34	3.37 %	505,000.00
1-5436-00 Retiree Medical Insurance	4,200.00	4,125.26	74.74	1.78 %	8,300.00	8,250.52	49.48	0.60 %	52,000.00
1-5440-00 Employees Retirement Plan	53,327.00	47,558.91	5,768.09	10.82 %	102,017.00	94,623.40	7,393.60	7.25 %	600,506.00
1-5445-00 Supplemental Retirement 401a	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	36,000.00
1-5510-00 Motor Vehicle Expense	6,500.00	9,410.37	-2,910.37	-44.77 %	13,000.00	13,701.52	-701.52	-5.40 %	80,000.00
1-5620-00 Office & Billing Expenses	31,000.00	40,809.79	-9,809.79	-31.64 %	65,000.00	68,803.23	-3,803.23	-5.85 %	412,500.00
1-5625-00 Meetings / Training / Seminars	4,000.00	4,945.91	-945.91	-23.65 %	16,000.00	17,045.91	-1,045.91	-6.54 %	41,000.00
1-5630-00 Insurance	12,000.00	12,680.33	-680.33	-5.67 %	24,000.00	25,034.58	-1,034.58	-4.31 %	161,000.00
1-5687-00 Membership, Dues, Subscript.	8,000.00	3,093.21	4,906.79	61.33 %	16,000.00	20,378.68	-4,378.68	-27.37 %	99,975.00
1-5688-00 Election Expenses	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	20,000.00
1-5689-00 Labor Relations	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	6,000.00
1-5700-00 San Mateo County Fees	2,000.00	842.17	1,157.83	57.89 %	4,000.00	1,989.34	2,010.66	50.27 %	31,400.00
1-5705-00 State Fees	500.00	566.00	-66.00	-13.20 %	1,000.00	566.00	434.00	43.40 %	42,000.00
Total ExpType: 1 - Operating:	1,022,561.00	871,500.55	151,060.45	14.77 %	2,040,822.00	1,691,464.29	349,357.71	17.12 %	10,197,169.00
ExpType: 4 - Capital Related									
1-5715-00 Debt Service/CIEDB 11-099	0.00	0.00	0.00	0.00 %	273,341.00	273,340.92	0.08	0.00 %	335,508.00
1-5716-00 Debt Service/CIEDB 2016	0.00	0.00	0.00	0.00 %	238,683.00	238,683.17	-0.17	0.00 %	322,417.00
1-5717-00 Chase Bank - 2018 Loan	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	436,027.00
1-5718-00 First Foundation Bank - 2022	420,517.00	420,517.07	-0.07	0.00 %	420,517.00	420,517.07	-0.07	0.00 %	495,510.00
Total ExpType: 4 - Capital Related:	420,517.00	420,517.07	-0.07	0.00 %	932,541.00	932,541.16	-0.16	0.00 %	1,589,462.00
Total Expense:	1,443,078.00	1,292,017.62	151,060.38	10.47 %	2,973,363.00	2,624,005.45	349,357.55	11.75 %	11,786,631.00
Report Total:	83,722.00	238,991.20	155,269.20		-133,463.00	119,470.75	252,933.75		2,796,369.00

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
August 31, 2022**

<u>RESERVE BALANCES</u>	Current Year as of 08/31/2022	Prior Year as of 08/31/2021
CAPITAL AND OPERATING RESERVE	\$15,421,839.02	\$11,176,629.50
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
TOTAL DISTRICT RESERVES	\$15,671,839.02	\$11,426,629.50

ACCOUNT DETAIL

ACCOUNTS WITH TRI COUNTIES BANK		
CHECKING ACCOUNT	\$3,151,513.48	\$6,103,893.31
CSP T & S ACCOUNT	\$200,388.52	\$32,081.31
MONEY MARKET GEN. FUND (Opened 7/20/17)	\$2,019,696.56	\$19,449.51
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$10,299,440.46	\$5,270,405.37
DISTRICT CASH ON HAND	\$800.00	\$800.00
TOTAL ACCOUNT BALANCES	\$15,671,839.02	\$11,426,629.50

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

COASTSIDE COUNTY WATER DISTRICT
 CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT
 FISCAL YEAR 2022/2023

8/31/2022

* Approved June 2022

Status	Approved* CIP Budget FY22/23	Actual To Date FY22/23	Projected FY22/23	Variance vs. Budget	% Completed	Project Status/ Comments
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Equipment Purchases & Replacement

06-03	SCADA/Telemetry/Electrical Controls Replacement	ongoing	\$ 50,000		\$ 50,000	\$ -	0%	
99-02	Vehicle Fleet Replacement	ongoing	\$ 40,000		\$ 40,000	\$ -	0%	

Facilities & Maintenance

09-09	Fire Hydrant Replacement	ongoing	\$ 140,000		\$ 140,000	\$ -	0%	
	Pilarcitos Canyon Culvert Replacement	TBD	\$ 40,000		\$ 40,000	\$ -	0%	
99-01	Meter Change Program	ongoing	\$ 10,000		\$ 10,000	\$ -	0%	

Pipeline Projects

20-08	Grandview Pipeline Replacement Project	Construction	\$ 1,650,000	\$ 19,994	\$ 1,650,000	\$ -	0%	Awarded in June 2022 with Fall 2022 Construction (ap. Cost \$1.6M)
13-02	Pipeline Replacement Under Creek at Pilarcitos Ave/Strawflower	Construction	\$ 400,000	\$ 96,248	\$ 400,000	\$ -	25%	Construction started in August 2022 with completion scheduled in September 2022.
14-01	Highway 92 - Replacement of Welded Steel Line	In design	\$ 700,000	\$ 3,721	\$ 700,000	\$ -	0%	

Pump Stations / Tanks / Wells

21-07	Carter Hill Tank Improvement Project	In design	\$ 200,000		\$ 200,000	\$ -	0%	
09-18	Denniston Well Field Replacements	TBD	\$ 500,000		\$ 500,000	\$ -	0%	
23-03	CSP Fire Sprinklers	TBD	\$ 150,000		\$ 150,000	\$ -	0%	
19-05	Tanks - THM Control	Ongoing	\$ 50,000		\$ 50,000	\$ -	0%	

Water Supply Development

14-25	San Vicente/Denniston Water Supply Development	ongoing	\$ 300,000	\$ 14,673	\$ 300,000	\$ -	n/a	
17-12	Recycled Water Project Development	ongoing	\$ 100,000		\$ 100,000	\$ -	n/a	

Water Treatment Plants

20-14	Nunes Water Treatment Plant Improvement Project	Construction	\$ 3,500,000	\$ 146,190	\$ 3,500,000	\$ -	53%	Construction started August 2021; To be completed in FY 2023/2024
23-05	Sodium Hypochlorite Generator Replacement (Nunes)	TBD	\$ 200,000		\$ 200,000		0%	
23-09	Denniston Contact Clarifier Hatch Replacements	TBD	\$ 75,000	\$ 675	\$ 75,000		0%	

UNSCHEDULED/NEW CIP ITEMS FOR CURRENT FISCAL YEAR 2021/2022

NN-00	Unscheduled CIP		\$ 100,000		\$ 100,000	\$ -	0%	
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NEW FY2022/2023 CIP TOTAL	\$ 8,205,000	\$ 281,500	\$ 8,205,000	\$ -
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COASTSIDE COUNTY WATER DISTRICT
 CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT
 FISCAL YEAR 2022/2023

8/31/2022

* Approved June 2022

Status	Approved* CIP Budget FY22/23	Actual To Date FY22/23	Projected FY22/23	Variance vs. Budget	% Completed	Project Status/ Comments
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FY2021/2022 CIP Carryover Projects

22-01	Miramontes Point Road Water Main Replacement	in design	\$ -	\$ 3,225	\$ -	\$ -	n/a	
22-05	ACCELA Planning Software	in process	\$ -	\$ 3,216	\$ -	\$ -	50%	
22-06	CSP Pump #2 Replacement (2022)	in process	\$ -	\$ 2,812	\$ -	\$ -	100%	
22-07	Alameda Ave Crossing at Medio Creek Pipeline Replacement	pre-design	\$ -	\$ 4,500	\$ -	\$ -	n/a	
22-08	WIMS Software Implementation	in process	\$ -		\$ -	\$ -	20%	
23-08	Nunes Inflow/Outflow Magnetic Meter Project			\$ 3,255				

FY2021/2022 CARRYOVER PROJECTS			\$ -	\$ 17,007	\$ -	\$ -		
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Green = approved by the Board/in process

TOTAL - FY 2022/2023 CIP + PRIOR YEAR CARRYOVER			\$ 8,205,000	\$ 298,508	\$ 8,205,000	\$ -		
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**Legal Cost Tracking Report
12 Months At-A-Glance**

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

Month	Admin (General Legal Fees)	Water Supply Develpmnt	Recycled Water	Transfer Program	CIP	LABOR & EMPLOYMENT	Election (CVRA)	Litigation	Infrastructure Project Review (Reimbursable)	TOTAL
Aug-21	4,701			442		2,901				8,043
Sep-21	10,969				814					11,783
Oct-21	18,804									18,804
Nov-21	9,818			943	1,739					12,500
Dec-22	5,582			755						6,337
Jan-22	13,699					1,375			751	15,825
Feb-22	15,073				4,810		237			20,120
Mar-22	9,260				1,545					10,804
Apr-22	6,554		3,081	1,185	1,140	3,081				15,040
May-22	4,986	1,580	474		295	6,597				13,932
Jun-22	18,524	2,528								21,052
Jul-22	6,666									6,666
TOTAL	124,634	4,108	3,555	3,323	10,342	13,953	237	0	751	160,903

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

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

Month	Admin & Retainer	CIP	Studies and Non - CIP Project	TOTAL	Reimbursable from Projects
Sep-21	480			480	
Oct-21	480			480	
Nov-21	987			987	
Dec-21	480		3,211	3,691	3,211
Jan-22	480	507	507	1,494	507
Feb-22	480	456		936	
Mar-22	480		1,014	1,494	1,014
Apr-22	480		1,859	2,339	1,859
May-22	480		2,366	2,846	2,366
Jun-22	480		1,268	1,748	1,268
Jul-22	480		1,690	2,170	1,690
Aug-22	480		5,714	6,194	5,714
TOTAL	6,267	963	17,629	24,858	17,629

Calcon T&M Projects Tracking

8/31/2022

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Actual thru 6/30/22	Project Billings FY2022-2023
FY 2021-2022 Open Projects:							
	Crystal Springs Solar System Backup			12/20/2021		\$18,739.00	
	Nunes Tank Radio Solar Backup			12/20/2021		\$19,927.00	
					Open Projects - Subtotal	\$38,666.00	\$0.00
Other: Monthly Maintenance							
	Tanks						
	Crystal Springs Maintenance						
	Nunes Maintenance					\$	2,343.84
	Denniston Maintenance					\$	1,545.00
	Distribution System					\$	15,646.90
	Wells						
	Cellular Telemetry					\$	656.26
					Subtotal Maintenance	\$	20,192.00
					FINAL TOTAL FY 2022/2023	\$	20,192.00

EKI Environment & Water
Engineering Services Billed FY 2020-2021 to FY 2021-2023
Billed through 8/31/2022

	Contract Date	Not to Exceed Budget	Status	FY2020-2021	FY2021-2022	FY2022-2023
CIP Project Management						
Fiscal Year 2019-2020	7.29.2019	\$ 180,000.00	Complete	\$ 1,138.80		
Fiscal Year 2020-2021	8.13.2020	\$ 100,000.00	Complete	\$ 66,805.44	\$ 33,162.48	
Fiscal Year 2021-2022 - Non-Complex Main line Extension Services	10.15.2021	\$ 25,000.00	Open		\$ 10,301.46	\$ 551.20
Fiscal Year 2021-2022 - Drought Relief Grant Application	12.2021		Complete		\$ 21,074.82	
Fiscal Year 2022-2023	4/20/2022	\$ 100,000.00	Open		\$ 5,453.76	\$ 8,516.56
Sub Total - CIP Project Management Services		\$ 405,000.00		\$ 67,944.24	\$ 69,992.52	\$ 9,067.76

Denniston Culvert Replacement-Engineering Services during Construction	18-13	7.8.2020	\$ 48,800.00	Complete	\$ 47,647.17		
Pine Willow Oak Water Main Replacement Project	18-01	7.29.2019	\$ 69,700.00	Complete	\$ 4,991.74		
Grandview/Silver/Terrace/Spindrifft Under Hwy 1 PreDesign	20-08	10.15.2019	\$ 59,600.00	Complete	\$ 40,597.27		
Grandview Water Main Replacement Project (Design, Bid Support, construction support)	20-08	7.29.2019	\$ 56,100.00	Open	\$ 5,144.36		
Grandview Crossing at Hwy 1	20-08	2.9.2021	\$ 156,500.00	Open	\$ 73,285.99	\$ 37,244.28	\$ 12,721.02
Pilarcitos Creek Crossing Water Main Replacement Preliminary Design	13-02	8.27.2019	\$ 104,600.00	Complete	\$ 1,226.50		
Pilarcitos Creek Crossing Water Main Replacement Design	13-02	7.14.2020	\$ 82,900.00	Open	\$ 39,340.34	\$ 31,454.78	\$ 12,098.84
Pilarcitos Creek Crossing Water Main Replacement Field Surveys/Land Descriptions	13-02		\$ 28,600.00	Open		\$ 20,059.82	
Highway 92 Potable Water Pipeline Replacement Project Design	14-01	7.2.2021	\$ 24,800.00	Open		\$ 18,139.94	\$ 720.98
Miramontes Point Road Water Main Replacement	22-01	7.14.2021	\$ 116,800.00	Open		\$ 92,356.96	\$ 14,248.52
Purisima Way Water Main Replacement	14-29	10.18.2021	\$ 20,400.00	Complete	\$ 19,840.91		
Medio Crossing - Alternatives Evaluation for Pipeline Replacement		4.25.2022	\$ 21,900.00	Open		\$ 8,410.48	\$ 5,371.86

Total - All Services

\$ 280,177.61 \$ 297,499.69 \$ 54,228.98

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, August 9, 2022

Due to the Covid-19 pandemic, and in accordance with Assembly Bill 361, which modifies California Government Code Section 54953, the Boardroom was not open to the public for the August 9, 2022, Regular Meeting of the Board of Directors of the Coastside County Water District. The Regular Meeting was conducted remotely via teleconference.

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

- 1) **ROLL CALL** -President Bob Feldman called the meeting to order at 7:00 p.m. Participating in roll call via Zoom Video Conference: Directors Chris Mickelsen, Ken Coverdell and Vice-President John Muller. Director Glenn Reynolds arrived at 7:05 p.m.
Also present: Mary Rogren, General Manager, Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations; Cathleen Brennan, Water Resources Analyst; Gina Brazil, Office Manager; Nancy Trujillo, Accounting Manager; and Lisa Sulzinger, Administrative Analyst.
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** - There were no public comments
- 4) **Consider and Reaffirm Resolution 2021-06 "Making Findings Pursuant to Assembly Bill 361 That the Proclaimed State of Emergency Continues to Impact the Ability to Meet Safely in Person"**

Ms. Rogren summarized Governor Newsom's Executive Order dated back on March 4, 2020, that declared a State of Emergency to exist in California because of the threat of COVID 19. The Executive Order N-29-20 suspended certain provisions of the Ralph M. Brown Act relating to teleconferencing to allow legislative bodies to conduct meetings

remotely to help protect the spread of COVID-19 and to protect the health and safety of the public. On June 11, 2021, the Governor issued Executive Order N-08-21 which specified that Executive Order N-29-20 remain in effect through September 30, 2021.

On September 16, 2021, the Governor signed Assembly Bill (AB361) into law to allow legislative bodies to continue to meet remotely during a proclaimed State of Emergency after September 30, 2021. On October 8, 2021, the Board adopted Resolution 2021-06. Per AB361, the Board will need to consider and reaffirm the findings of Resolution 2021-06 monthly proclaiming that the State of Emergency continues to impact the ability of members to meet safely in person, and state or local officials continue to impose or recommend measures to promote social distancing.

ON MOTION BY Vice President Muller and seconded by Director Mickelsen, the Board voted by roll call vote to Reaffirm Resolution 2021-06 “Making Findings Pursuant to Assembly Bill 361 That the Proclaimed State of Emergency Continues to Impact the Ability to Meet Safely in Person”:

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

5) CONSENT CALENDAR

- A. Approval of disbursements for the month ending July 31, 2022:
Claims: \$ 1,807,747.13; Payroll: \$ 204,124.26 for a total of \$ 2,011,871.39
July 2022 Monthly Financial Claims reviewed and approved by Director Coverdell
- B. Acceptance of Financial Reports
- C. Approval of Minutes of July 12, 2022, Regular Board of Directors Meeting
- D. Installed Water Connection Capacity and Water Meters Report
- E. Total CCWD Production Report
- F. CCWD Monthly Sales by Category Report - July 2022
- G. Leak/Flushing Report – July 2022
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Conditions Report – June 2022

Director Coverdell commented he reviewed the Financial Claims and found them to be in order.

ON MOTION BY Director Coverdell and seconded by Vice President Muller, the Board voted by roll call vote to approve the Consent Calendar:

Director Coverdell	Aye
Director Mickelsen	Aye

Director Reynolds
Vice-President Muller
President Feldman

Absent
Aye
Aye

6) MEETINGS ATTENDED / DIRECTOR COMMENTS

There were no meetings reported

7) GENERAL BUSINESS

A. Waive the Procedural Requirements for Sealed Competitive Bids and Authorize the General Manager to Procure a 2022 Model Ford Ranger Truck from James Ford Inc.

As part of the District's Capital Improvement Program, the District budgeted for a new vehicle in FY2022-2023. Requests for bids went out to 3 local Ford dealerships, however James Ford was the only responsive bidder on a 2022 Ford Ranger. The 2023 Ford Rangers are expected 24 months out due to manufacturing delays. The Ford Government fleet concession pricing program has been suspended while new vehicles are in short supply.

ON MOTION BY Director Reynolds and seconded by Vice President Muller, the Board voted by roll call vote to waive the procedural requirements for sealed competitive bids and authorize the General Manager to procure a 2022 Model Ford Ranger truck from James Ford Inc. for \$32,690:

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

Aye
Aye
Aye
Aye
Aye

B. Nominate Director Chris Mickelsen to Serve as Alternate Special District Member on San Mateo LAFCo

Ms. Rogren explained that the San Mateo County LAFCo recently opened the nomination for the Independent Special District Alternate Special District Member position that will expire May 2024. The position is currently vacant. Director Mickelsen has expressed interest to be nominated.

ON MOTION BY Director Reynolds and seconded by Vice President Muller, the Board voted by roll call vote to nominate Director Chris Mickelsen to serve as Alternate Special District Member on San Mateo LAFCo pursuant to Government Code Section 56332:

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

C. Nunes Water Treatment Plant Upgrades Project Update #12

Mr. Derbin gave an update on the progress made at the Nunes Water Treatment Plant during July 2022. Supply chain issues are impacting the delivery of the valves. The contractor will pause work for 3-4 months until the valves arrive. The estimated completion date is extended to January 2024.

8) MONTHLY INFORMATIONAL REPORTS

A. General Manager's Report

Ms. Rogren reported on the District's 75th Anniversary activities and the various proclamations, resolutions, and certificates of recognition the District received. The District also recognized James Teter for his 62 years of service as the District Engineer. A link to the District's history can be found on the District's website.

Directors shared their comments on the success of the celebration and thanked staff for all their hard work.

B. Superintendent of Operations Report

Mr. Derbin summarized the Operation Highlights for the month of July 2022. Darin Sturdivan was awarded the JPIA H.R. LaBounty Safety Award for implementation of the Brush Mower.

C. Water Resources Report

Ms. Brennan reported that the water shortage conditions remain unchanged. The SFPUC is reporting that they are seeing reductions in peak summer water usage compared to 2019 and 2022. Ms. Brennan also reported that the SFPUC has partnered with the SF Giants on a regional water conservation campaign to help message the importance of saving water during the current drought.

Ms. Brennan announced that the Bay Area Water Supply and Conservation Agency (BAWSCA) is supporting a new exhibit at Filoli through November 7th.

The exhibit explores how water systems shaped the Bay Area and how controlling water resources was a path to power and wealth for Filoli's families.

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

Director Reynolds announced he will not be attending the September 2022 Board of Directors Meeting.

10) **ADJOURNMENT - Board Meeting Adjourned at 7:43 p.m.**

Mary Rogren, General Manager
Secretary to the District

Robert Feldman, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

Wednesday, August 24, 2022

Due to the Covid-19 pandemic, and in accordance with Assembly Bill 361, which modifies California Government Code Section 54953, the meeting was conducted by hybrid format offering the option of participating in person, zoom video conference, or by teleconference.

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

- 1) **ROLL CALL** –President Bob Feldman called the meeting to order at 9:00 a.m. Participating in person Vice President John Muller, Directors Chris Mickelsen, Ken Coverdell and Glenn Reynolds.

Also present: Mary Rogren, General Manager; Patrick Miyaki, Legal Counsel; Cathleen Brennan, Water Resources Analyst; Nancy Trujillo, Accounting Manager; and Lisa Sulzinger, Administrative Analyst.

Nancy Phan, Kevin Kostiuk, and Lindsay Roth of Raftelis Financial Consultants Inc. identified as participants in the meeting.

- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** - There were no public comments
- 4) **Rate Study Workshop with Raftelis Financial Consultants Inc.**
 - o Review Financial Model
 - o Discussion of potential options for a water rate increase

Ms. Phan and Mr. Kostiuk from Raftelis Financial Consultants, Inc. began their presentation with an overview of the agenda and timeline for the rate study including

the schedule for the development of the financial model, cost of service, rate design and drought rates through to the public hearing and final rate adoption all to be completed by December 2022. Mr. Kostiuk next provided an overview of the Proposition 218 requirements and methodology that will be used for a Cost of Service Analysis (planned to be discussed at the September 13 Board of Directors Meeting.)

The August 24 workshop focused on the development of the District's financial model. Ms. Phan first reviewed the model inputs and inflationary assumptions previously reviewed with the Finance Committee earlier in August.

Ms. Phan next presented three different 5-year financial plan scenarios: Status Quo, All "Paygo", and Debt Financing. Discussion ensued among the Board, the consultants, and staff. Ms. Phan also demonstrated the interactive financial model and modified inputs to the model at the request of Board members to determine the effects of potential water rate increases and debt financing on the District's cash reserves. The Board members discussed various alternatives, including a potential 6% rate increase with a potential \$7 million debt issuance in 2025.

- 5) **ADJOURNMENT** - Special Board Meeting/Workshop Adjourned at 10:57 a.m.

Mary Rogren, General Manager
Secretary to the District

Robert Feldman, President
Board of Directors

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2023

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	1.92	6.25	0.00	39.07	0.42	47.66	2.63	45.03
AUG	1.70	5.45	0.00	38.23	8.94	54.32	2.90	51.42
SEPT								
OCT								
NOV								
DEC								
JAN								
FEB								
MAR								
APR								
MAY								
JUN								
TOTAL	3.62	11.70	0.00	77.30	9.36	101.98	5.53	96.45
% MONTHLY TOTAL	3.1%	10.0%	0.0%	70.4%	16.5%	100.0%	5.3%	94.7%
% ANNUAL TO DATE TOTAL	3.5%	11.5%	0.0%	75.8%	9.2%	100.0%	5.4%	94.6%

CCWD vs SFPUC- month 13.2%

CCWD vs SFPUC- annual 15.0%

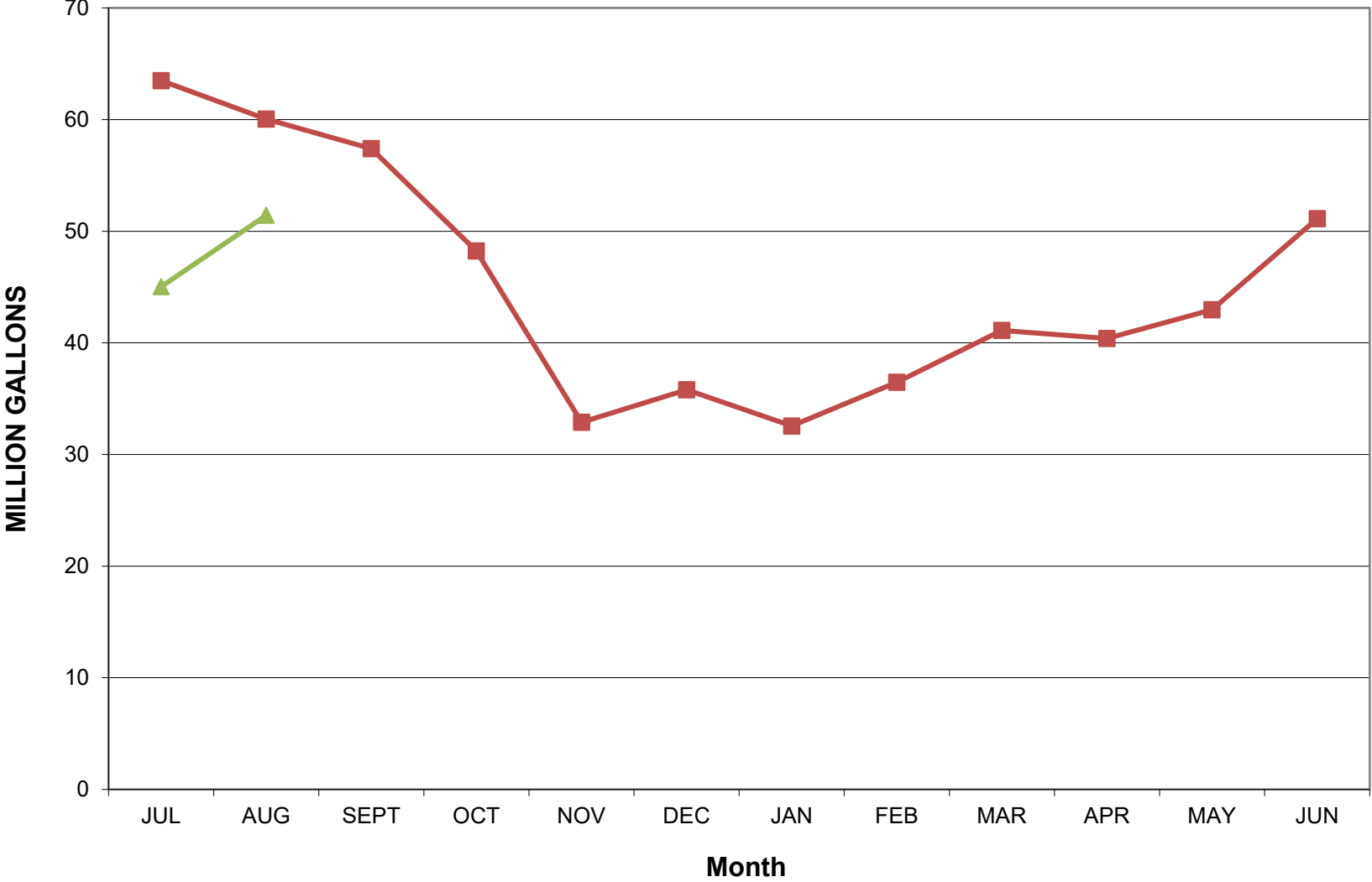
12 Month Running Treated Total

491.15

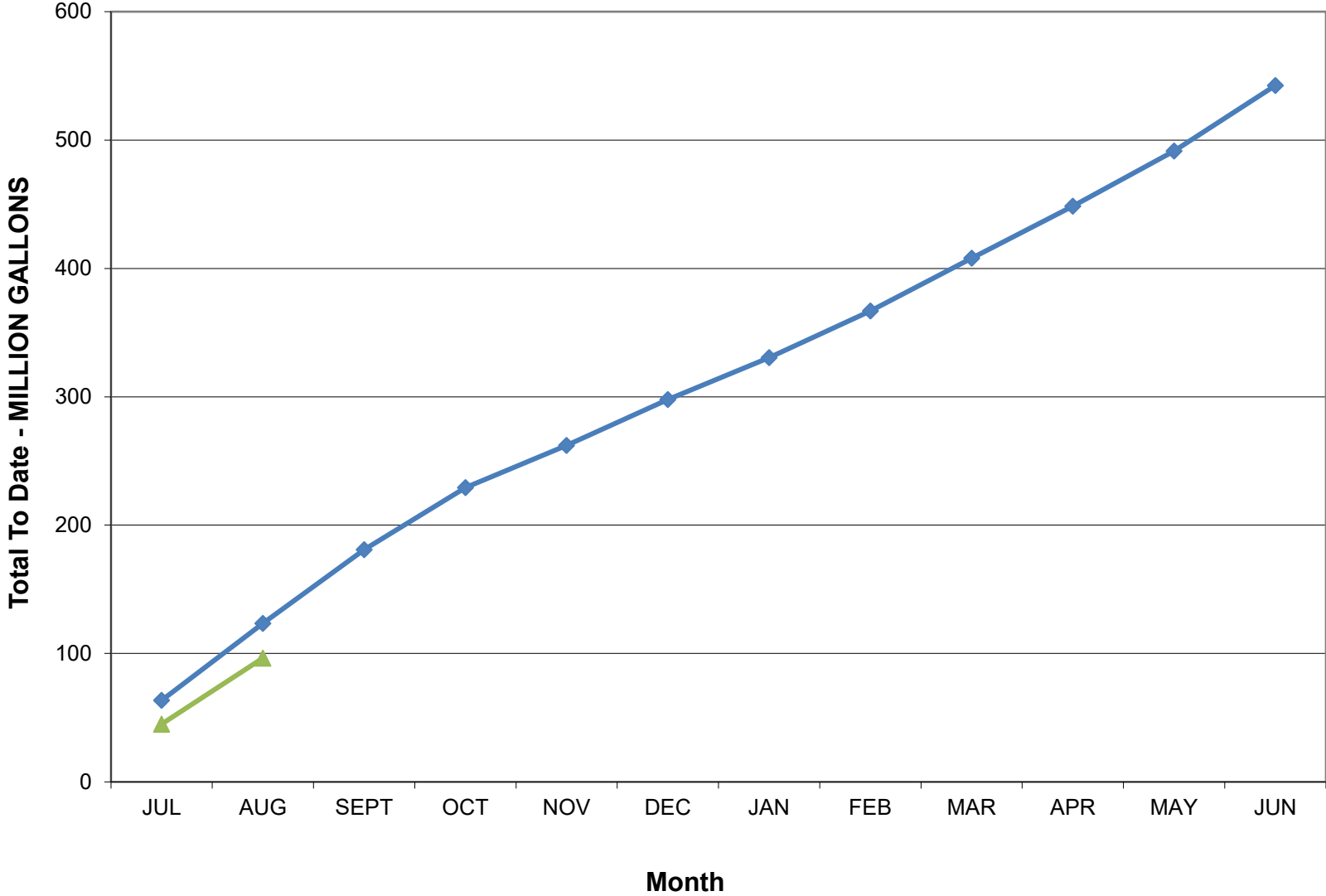
TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2022

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.00	0.00	0.00	0.00	65.93	65.93	2.44	63.49
AUG	0.00	0.00	0.00	0.00	61.90	61.90	1.86	60.04
SEPT	0.00	0.00	0.00	0.00	59.74	59.74	2.34	57.40
OCT	0.53	1.57	0.00	3.69	44.32	50.11	1.87	48.24
NOV	1.62	17.20	9.78	0.00	7.87	36.47	3.58	32.89
DEC	0.69	5.75	21.2	0.00	10.80	38.44	2.64	35.80
JAN	0.00	7.62	24.44	0.00	3.16	35.22	2.66	32.56
FEB	0.00	14.10	21.88	0.00	3.63	39.61	3.13	36.48
MAR	0.00	14.97	24.71	0.00	5.16	44.84	3.72	41.12
APR	2.33	23.27	0.00	9.22	9.25	44.07	3.68	40.39
MAY	2.15	19.30	0.00	22.75	2.61	46.81	3.84	42.97
JUN	1.91	12.20	0.00	35.05	5.04	54.20	3.08	51.12
TOTAL	9.23	115.98	102.01	70.71	279.41	577.34	34.84	542.50
% TOTAL	1.6%	20.1%	17.7%	12.2%	48.4%	100.0%	6.0%	94.0%

Monthly Production FY 21 vs FY 22



Cumulative Production FY22 vs FY23



**Coastside County Water District Monthly Sales By Category (MG)
FY2023**

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	26.06	25.90											51.95
COMMERCIAL	2.49	2.80											5.29
RESTAURANT	1.67	1.64											3.31
HOTELS/MOTELS	2.39	2.55											4.94
SCHOOLS	0.59	0.49											1.08
MULTI DWELL	2.57	2.50											5.07
BEACHES/PARKS	0.74	0.64											1.39
AGRICULTURE	4.96	4.75											9.71
RECREATIONAL	0.22	0.24											0.46
MARINE	0.51	0.54											1.04
RES. IRRIGATION	1.22	1.23											2.45
DETECTOR CHECKS	0.00	0.01											0.01
NON-RES. IRRIGATION	3.53	5.48											9.01
RAW WATER	3.69	2.72											6.41
PORTABLE METERS	0.27	0.32											0.60
CONSTRUCTION	0.35	0.38											0.73
TOTAL - MG	51.27	52.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	103.46

Non Residential Usage	25.21	26.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Running 12 Month Total		544.97											
12 mo Residential		284.98											
12 mo Non Residential		259.99											

FY2022

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	29.63	28.15	28.29	26.89	20.43	20.84	20.63	21.31	23.16	23.02	23.86	24.60	290.81
COMMERCIAL	3.00	2.96	2.91	2.96	2.27	2.30	2.01	2.22	2.36	2.37	2.44	2.40	30.19
RESTAURANT	1.52	1.36	1.33	1.38	1.30	1.19	1.15	1.24	1.38	1.52	1.48	1.51	16.36
HOTELS/MOTELS	2.73	2.90	2.39	2.46	2.04	1.81	1.75	1.65	2.05	2.24	2.17	2.26	26.45
SCHOOLS	0.70	0.63	0.81	0.54	0.26	0.35	0.25	0.38	0.44	0.33	0.47	0.53	5.69
MULTI DWELL	2.60	2.50	2.59	2.71	2.32	2.34	2.42	2.30	2.43	2.41	2.45	2.40	29.49
BEACHES/PARKS	0.68	0.79	0.64	0.69	0.21	0.19	0.18	0.42	0.46	0.35	0.47	0.52	5.59
AGRICULTURE	6.54	5.54	6.40	7.01	5.65	4.86	4.58	5.96	7.79	4.27	5.01	6.39	70.00
RECREATIONAL	0.23	0.21	0.21	0.22	0.18	0.17	0.15	0.16	0.18	0.19	0.19	0.20	2.29
MARINE	0.59	0.51	0.45	0.43	0.35	0.40	0.56	0.44	0.41	0.33	0.53	0.48	5.48
RES. IRRIGATION	1.40	1.51	1.50	1.15	0.27	0.30	0.08	0.64	1.09	0.81	0.89	1.09	10.73
DETECTOR CHECKS	0.01	0.01	0.01	0.00	0.00	0.01	0.01	0.01	0.02	0.02	0.00	0.00	0.10
NON-RES. IRRIGATION	4.05	5.39	5.06	0.50	0.23	0.32	0.19	0.31	0.35	0.26	0.38	4.88	21.92
RAW WATER	7.74	7.11	7.52	8.01	1.03	0.99	0.00	1.96	2.84	3.97	0.66	0.61	42.43
PORTABLE METERS	0.19	0.30	0.34	0.27	0.12	0.08	0.04	0.15	0.14	0.15	0.15	0.26	2.19
CONSTRUCTION	0.33	0.30	0.33	0.34	0.30	0.28	0.30	0.31	0.35	0.35	0.33	0.34	3.85
TOTAL - MG	61.92	60.17	60.78	55.55	36.97	36.43	34.31	39.48	45.44	42.59	41.47	48.48	563.59

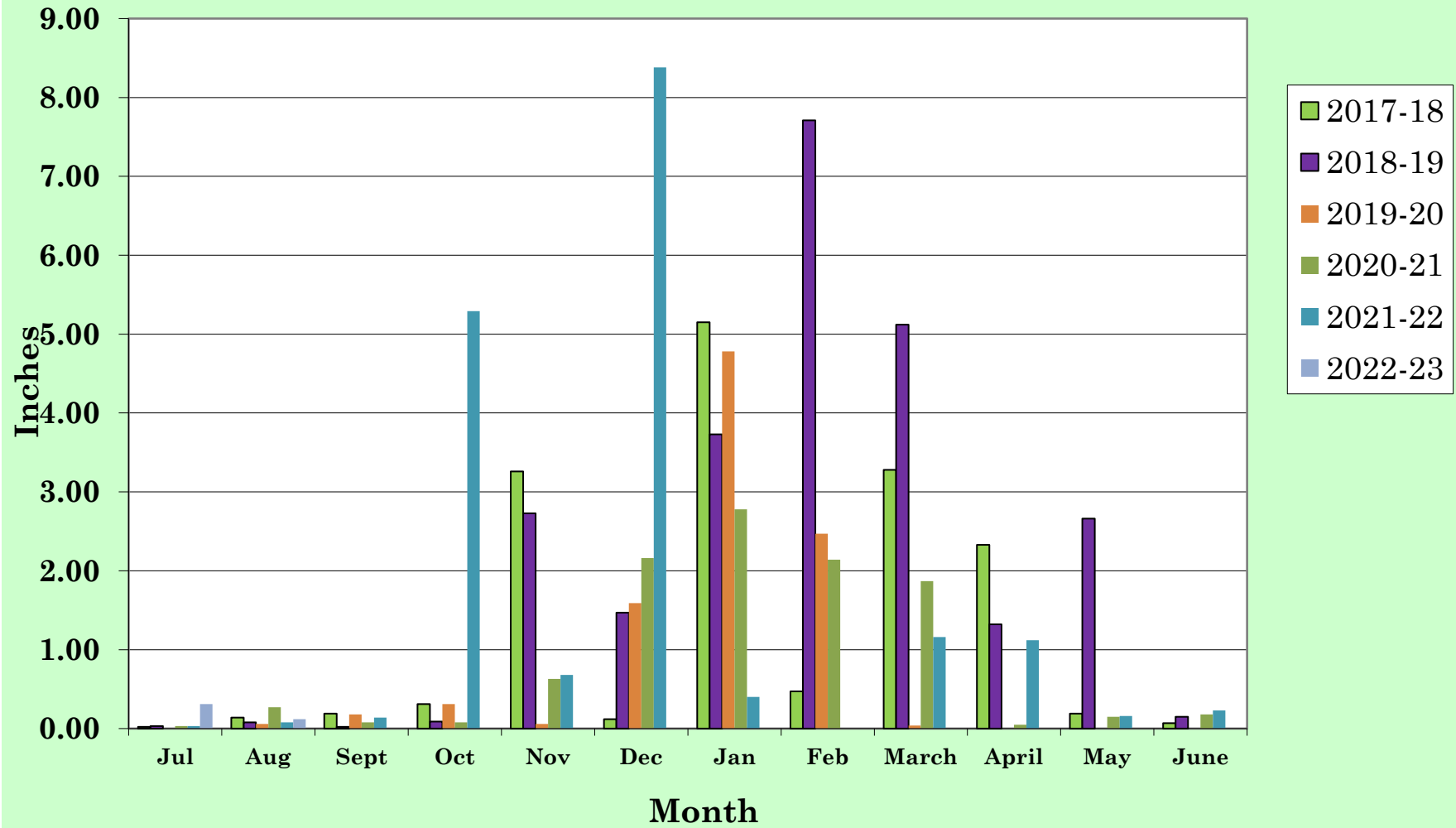
MONTH Aug-22						
Coastside County Water District Monthly Discharge Report						
EMERGENCY MAIN AND SERVICE REPAIRS						
	Date Reported Discovered	Date Repaired	Location	Pipe Class	Pipe Size & Type	Estimated Water Loss (MG)
1	8/6/2022	8/7/2022	131 Mirada Road	Main	6" CI	0.200
2						
3						
4						
5						
6						
7						
8						
Totals						0.200

OTHER DISCHARGES	
Total Volumes (MG)	
Flushing Program	0.014
Reservoir Cleaning	
Automatic Blowoffs	0.293
Dewatering Operations	
Other (includes flow	0.000
DISCHARGES GRAND TOTAL (MG)	
0.307	

Coastside County Water District

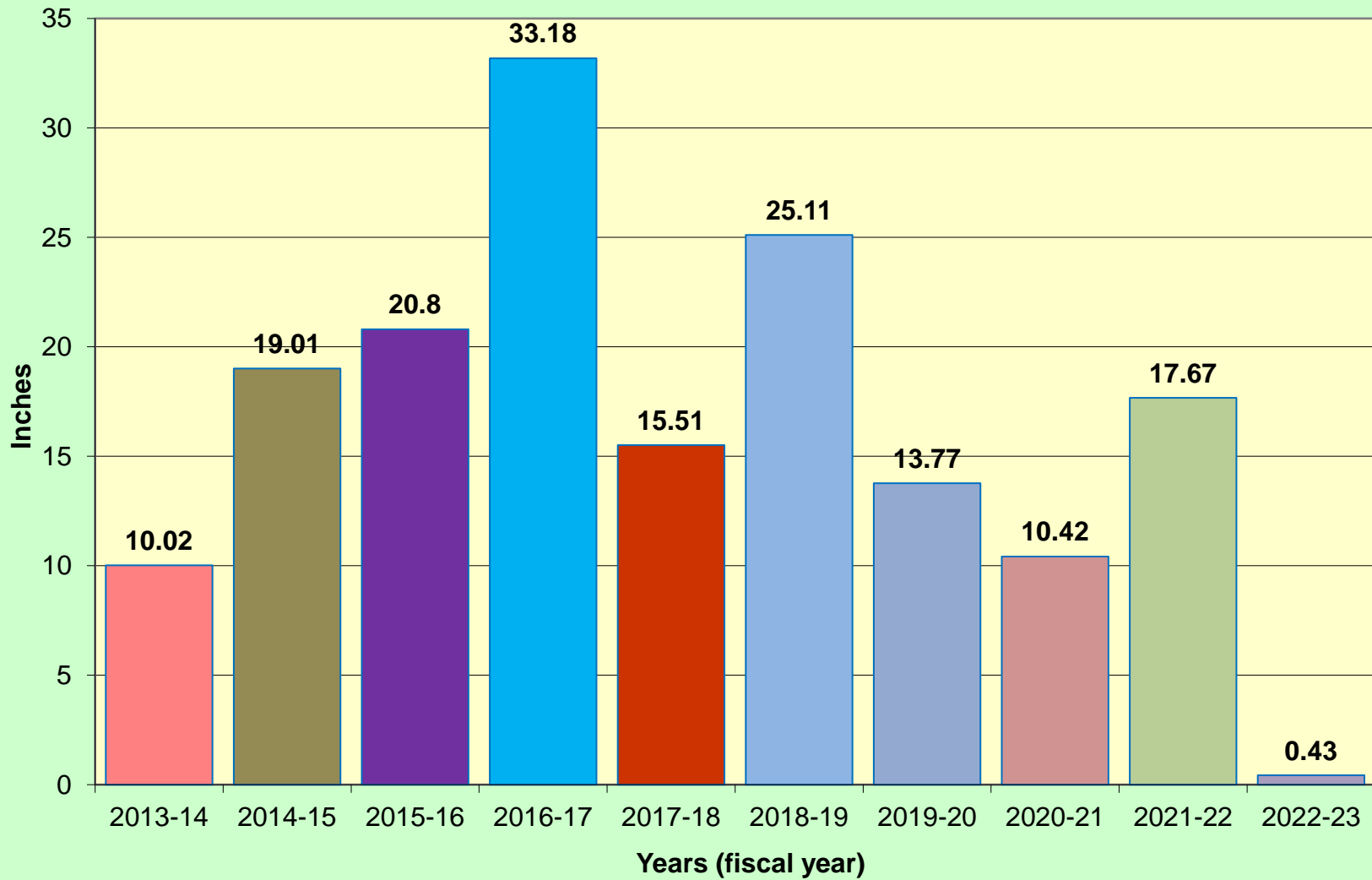
Rainfall by Month

Fiscal Years 18 - 23



Rain Totals

Fiscal Years 14 - 23



San Francisco Public Utilities Commission

Hydrological Conditions Report

July 2022

J. Chester, C. Graham, N. Waelty August 15, 2022



Lyell Glacier (left) and Lyell Canyon (right) feed the Lyell Fork of the Tuolumne River. The Lyell Fork begins at the crest of the Sierra Nevada Mountains and meets the Dana Fork in Tuolumne Meadows to form the main stem of the Tuolumne River.

System Storage

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

Table 1 Current System Storage as of August 1, 2022							
	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	acre-feet	millions of gallons	acre-feet	millions of gallons	acre-feet	millions of gallons	
Tuolumne System							
Hetch Hetchy Reservoir ¹	331,594		360,360		28,766		92%
Cherry Reservoir ²	252,462		273,345		20,883		92%
Lake Eleanor ³	25,216		27,100		1,884		93%
Water Bank	237,403		570,000		332,597		42%
Tuolumne Storage	846,675		1,230,805		384,130		69%
Local Bay Area Storage							
Calaveras Reservoir	59,920	19,525	96,824	31,550	36,904	12,025	62%
San Antonio Reservoir	46,302	15,088	52,506	17,109	6,204	2,022	88%
Crystal Springs Reservoir	51,325	16,724	58,377	19,022	7,052	2,298	88%
San Andreas Reservoir	15,949	5,197	18,996	6,190	3,048	993	84%
Pilarcitos Reservoir	2,589	844	2,995	976	405	132	87%
Total Local Storage	176,085	57,377	229,697	74,847	53,612	17,469	77%
Total System	1,022,760		1,460,502		437,742		70%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates activated.

² Maximum Cherry Reservoir storage with flash-boards in.

³ Maximum Lake Eleanor storage with flash-boards in.

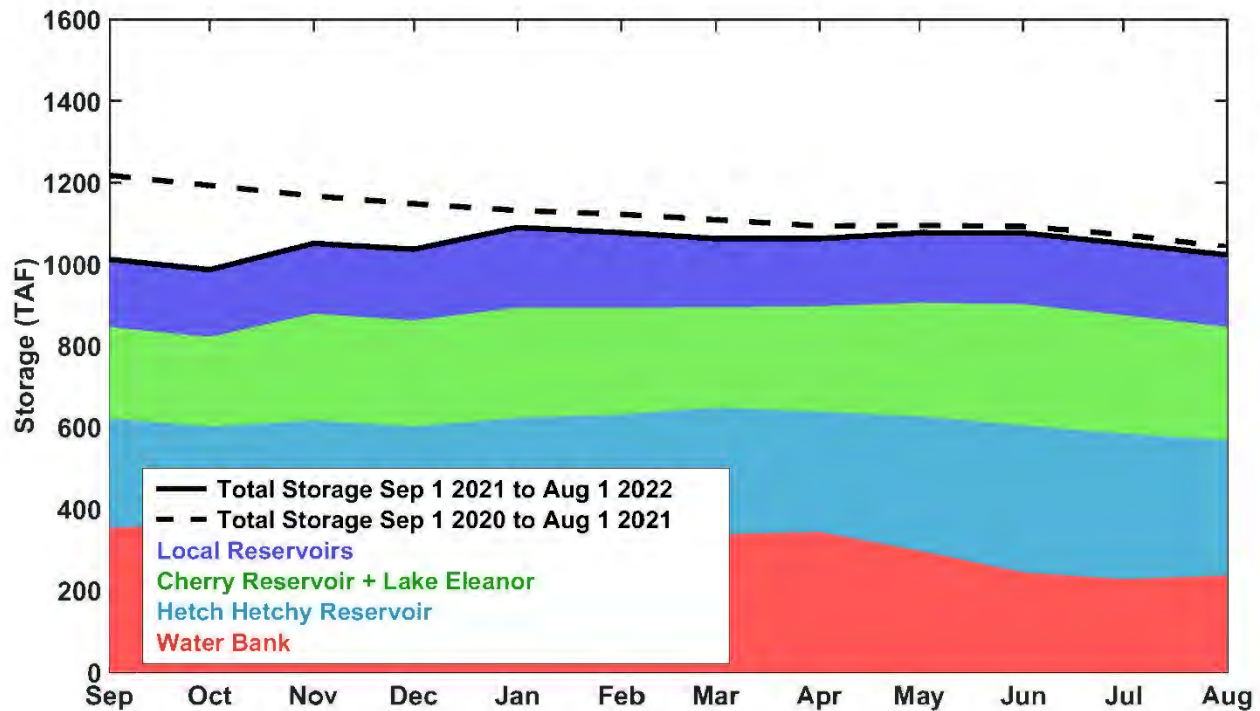


Figure 1: System storage for past 12 months. Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.

Hetch Hetchy System Precipitation Index

Current Month: The August 2022 six-station precipitation index was 0.02 inches, roughly equal to the median long-term index for the month.

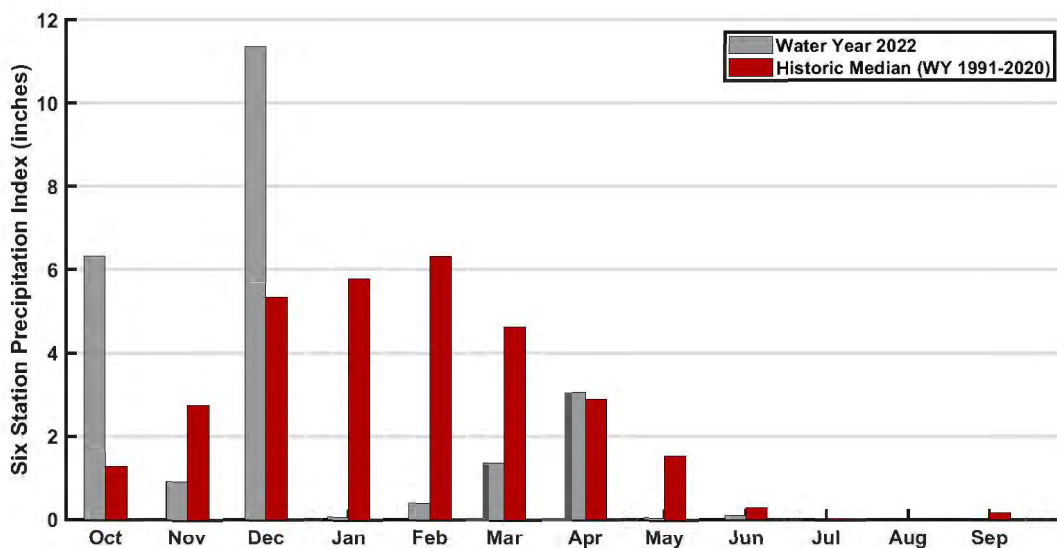


Figure 2: Monthly distribution of the six-station precipitation index relative to the monthly precipitation medians. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

Cumulative Precipitation to Date: As of August 1, the six-station precipitation index for Water Year (WY) 2022 was 23.63 inches, which is 77% of the median annual total and 77% of median to-date. The Hetch Hetchy Weather Station received no precipitation in July resulting in a total of 23.99 inches for WY 2022, or 71% of median to-date. The cumulative WY 2022 Hetch Hetchy precipitation is shown in Figure 3 in red.

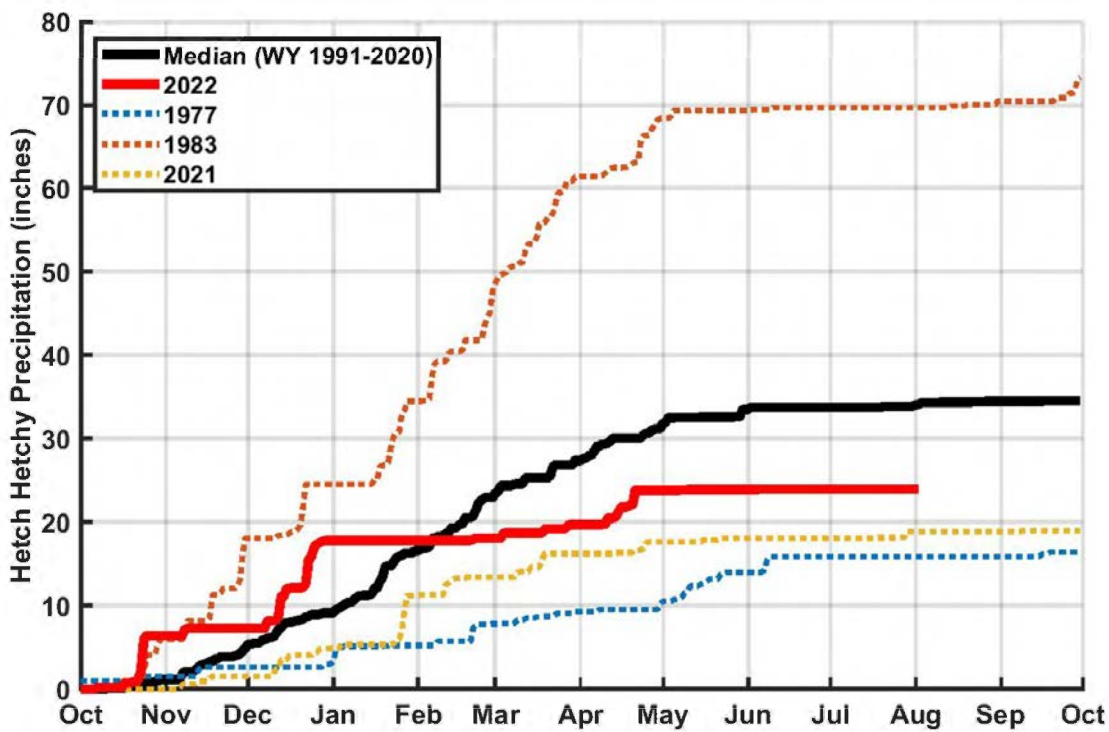


Figure 3: Water Year 2022 cumulative precipitation measured at Hetch Hetchy Weather Station. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with Water Year 2021 for comparison purposes.

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for July 2022 and the water year to date is summarized below in Table 2.

Table 2. Calculated Reservoir Inflows and Water Available to City								
* All flows are in acre-feet	July 2022				October 1, 2021 through July 31, 2022			
	Observed Flow	Median ¹	Mean ¹	Percent of Mean	Observed Flow	Median ¹	Mean ¹	Percent of Mean
Inflow to Hetch Hetchy Reservoir	6,603	29,426	78,013	8%	490,787	692,727	744,347	66%
Inflow to Cherry Lake and Lake Eleanor	-813	10,474	31,067	-3%	339,830	462,114	499,745	68%
Tuolumne River at LaGrange	17,927	55,975	131,032	14%	1,108,191	1,636,705	1,900,776	58%
Water Available to City	0	653	61,127	0%	201,328	579,119	868,533	23%

¹Hydrologic Record: 1991-2020

Hetch Hetchy System Operations

Water deliveries via the San Joaquin Pipeline were 248 MGD for the month of July.

Hetch Hetchy Reservoir power draft and stream releases during the month totaled 31,420 acre-feet. Hetch Hetchy Reservoir minimum instream release requirements for July were 110 cfs. Total precipitation for Water Year 2022, as of August 1, has resulted in a Water Year Type B for Hetch Hetchy Reservoir. Hetch Hetchy Reservoir instream releases for August are 110 cfs.

Cherry Reservoir valve and power draft releases totaled 10,885 acre-feet for the month of July and were used to maintain environmental and recreational releases. The required minimum instream release from Cherry Reservoir for July was 15 cfs and will remain at 15 cfs for August. Lake Eleanor required release for July was 20 cfs and will remain at that rate until September 15.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for July was 28 MGD. The Sunol Valley Water Treatment Plant was in standby for most of the month, there was 2 MGD production.

Regional System Water Delivery

The average July delivery rate was 209 MGD, which is a 2% decrease below the June delivery rate of 215 MGD.

Local Precipitation

The rainfall summary for July 2022 is presented in Table 3.

Weather Station Location	July		October 1, 2021 through July 31, 2022	
	Total (inches)	Percent of Mean for the Month	Total (inches)	Percent of Mean for the Year-To-Date
Pilarcitos Reservoir	0.17	425%	43.15	129%
Lower Crystal Springs Reservoir	0.05	250%	23.16	105%
Calaveras Reservoir	0.00	0%	15.49	86%

*Mean Period = WY 1991-2020

Water Supply and Planned Water Supply Management

Due to high carry over storage and conservative water resource management, all three upcountry reservoirs were nearly full as of July 1, 2022. Hetch Hetchy Reservoir, Cherry Reservoir and Lake Eleanor are drafting as current and forecasted inflows are less than minimum instream releases, SJPL deliveries, and recreational releases.

Hetch Hetchy Reservoir is drafting via SJPL deliveries and minimum instream releases. Cherry Reservoir is drafting via scheduled recreational releases at Holm Powerhouse and minimum instream releases. Lake Eleanor is drafting via minimum instream release. Water Bank has begun crediting as upcountry reservoir releases and Holm Powerhouse powerdraft exceed inflows.

As of August 1, there has been 201,328 acre-feet of water available to the city (Figure 5).

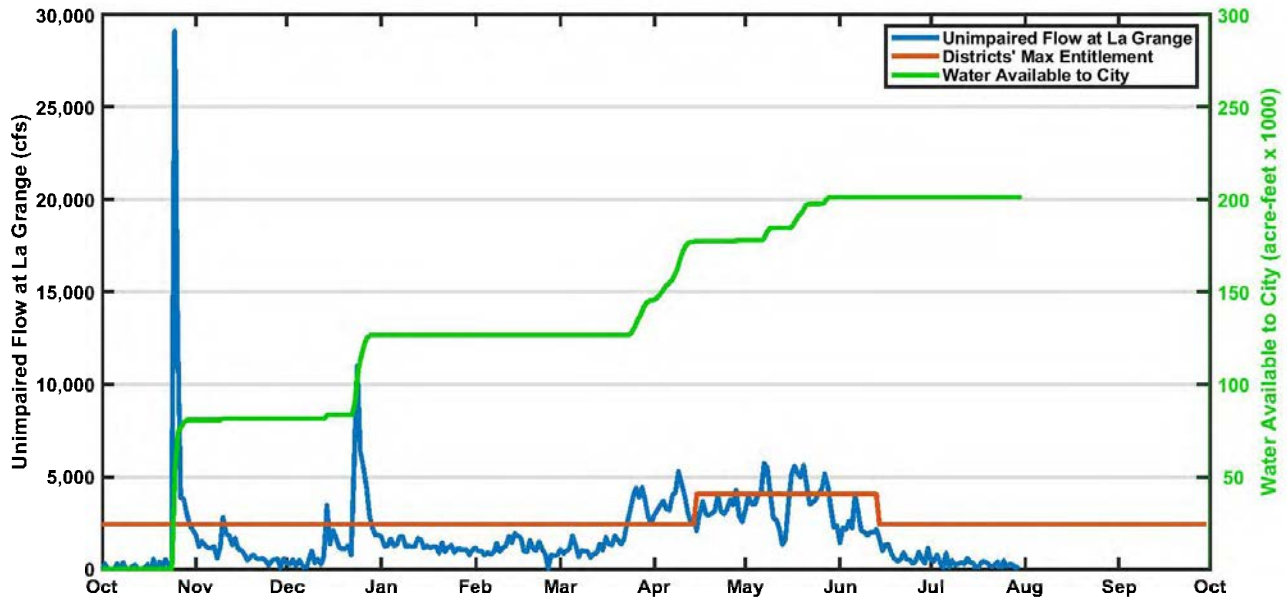


Figure 5: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City.

**WATER SERVICE CONNECTION TRANSFER REPORT
TRANSFERS APPROVED FOR THE MONTH OF AUGUST 2022**

DONATING APN	PROPERTY OWNER(S)	RECIPIENT APN	PROPERTY OWNER(S)	# OF CONNECTIONS	DATE
047-164-140	Guadalupe Lopez	056-055-180	Guadalupe Lopez	1 - 5/8"	August 12, 2022

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: September 13, 2022

Date: September 9, 2022

Subject: Approval of Professional Services Agreement with EKI Environment & Water, Inc. for Construction Management and Inspection Services for the Grandview Water Main Replacement Project

Recommendation

Authorize the General Manager to enter into a professional services agreement with EKI Environment and Water Inc. ("EKI") for \$132,800 to provide construction management and inspection services for the Grandview Water Main Replacement Project.

Background

The Grandview neighborhood is served by a 6" cast iron main with 2" Schedule 40 polyvinyl chloride (PVC) pipe serving the side streets. This project includes: replacing approximately 2,300 linear feet of 2" PVC pipe water mains on Golden Gate Avenue, Bancroft Avenue, Dwight Avenue, and Pacific Avenue with new 6" ductile iron pipe (DIP) via open trench construction; replacing 1,300 linear feet of 6" cast iron pipe (CIP) water mains with new 8" DIP on Grandview Boulevard; and replacing the existing 6" CIP water main that crosses under Highway 1 to Grandview Boulevard connecting to the 16" transmission main with new 8" DIP via pipejacking construction methods. A pressure reducing valve station will be installed at the entrance of the neighborhood to drop the pressure from ~130 psi to 80psi.

The Project will abandon the existing 2" PVC lines and replace them with new 6" ductile iron pipe (DIP) mains. The project is intended to replace aging pipelines and increase pipe sizes to meet current fire and design standards. Existing pipes will be capped and abandoned in place. All work will be completed within either the City of Half Moon Bay or Caltrans right-of-ways. This work is being done in anticipation of the City of Half Moon Bay's Highway 1 Safety and Operational

STAFF REPORT

Agenda: September 13, 2022

Subject: Award of Contract Inspection Services

Page Two

Improvements Project in the project area which includes widening the highway, adding bike paths, and bus pull outs.

This project was awarded to the low bidder Casey Construction in the amount of \$1,496,630 and is scheduled to start in late September 2022.

EKI Environment and Water Inc. prepared the plans and specifications for the work and staff has requested to utilize EKI for construction management and inspection services. EKI is providing engineering services during construction under a separate scope of work. EKI will hire a subcontractor, Cecil and Cecil for the inspection services. See Attachment A for the proposal and resume of the inspector that will be assigned to our project.

Fiscal Impact

Funding is included in the Fiscal Year 2022/2023 Capital Improvement Program in the amount of \$1,650,000.

7 September 2022

Ms. Mary Rogren
General Manager
Coastside County Water District
766 Main St.
Half Moon Bay, CA 94019

Subject: Proposal for Construction Observation Services for Grandview Water Line Replacement Project (CIP 14-27)
Coastside County Water District, Half Moon Bay, California
(EKI B80108.13)

Dear Ms. Rogren:

EKI Environment & Water, Inc. (EKI) is pleased to provide this proposal to Coastside County Water District (District) for construction observation services for the Grandview Water Line Replacement Project (CIP 14-27 or "Project") in Half Moon Bay, California. This proposal is being prepared in response to the District's request.

PROJECT BACKGROUND

The Grandview neighborhood is currently served by a 6-inch cast iron pipe (CIP) main on Grandview Boulevard and 2-inch Schedule 40 polyvinyl chloride (PVC) pipes serving the side streets. The Project includes replacing approximately 2,300 linear feet of 2-inch PVC pipe water mains on Golden Gate Avenue, Bancroft Avenue, Dwight Avenue, and Pacific Avenue with new 6-inch ductile iron pipe (DIP); approximately 1,300 linear feet of 6" CIP water mains with new 8-inch DIP on Grandview Boulevard; and the existing 6-inch CIP water main that crosses under Highway 1 to Grandview Boulevard connecting to the 16-inch transmission main with new 8-inch DIP via pipejacking construction methods. A new pressure reducing valve station will be installed at the entrance of the neighborhood to drop the pressure from approximately 130 psi to 80 psi.

Contract documents for the Project were prepared by EKI and issued for bid in March 2022. The construction contract was awarded to Casey Construction, Inc. (Contractor) at the 14 June 2022 District Board of Directors Meeting and Notice to Proceed was issued to the Contractor by the District on 19 July 2022. EKI is providing engineering services during construction as part of a separate scope of work.

EKI proposes to team with Cecil and Cecil Enterprises, Inc. (CCE), who will provide a full-time construction inspector (Inspector). The proposed scope of work is described in the sections below.

PROPOSED SCOPE OF WORK

The Inspector will provide on-site, full-time observation during active construction. For budgeting purposes, we have assumed 70 days of active construction based on the baseline schedule submitted by the Contractor. The Inspector will perform the following tasks:

- Observe and take photographic documentation of construction activities;
- Observe the Contractor's work for conformance with the contract documents, permits, codes, regulations, and City of Half Moon Bay standards;
- Prepare daily field reports documenting site conditions, Contractor personnel and equipment, work completed, identify any issues including resolution, and other pertinent information;
- Participate in progress meetings to discuss the progress of the Project, upcoming work, and unforeseen issues;
- Maintain a record of all submittals and ensure that the Contractor uses materials consistent with the favorably reviewed submittals;
- Ensure all RFI's are submitted by the Contractor to the District and coordinate any questions or clarifications;
- Notify the District and EKI of any potential field issue that could result in a change order. Review and maintain record of time, material, and equipment to track potential change orders;
- Track quantities of work completed to assist in the review of the monthly progress pay estimates and project schedules;
- Coordinate and participate in final inspections of the Project and Prepare and maintain a punch list;
- Coordinate with the Contractor to resolve punch list items, including working with District staff to verify that punch list items have been satisfactorily resolved;
- Provide updates as needed to EKI and the District; and
- Observe the Contractor's safety practices.

EKI will also be providing project management services, including daily communications with the inspector and the District, review of progress payments, budget tracking, invoicing, preparation of progress reports, and staff management.

Deliverables:

- Daily field reports.
- Construction photos.
- Records of time and material as-needed to track potential change orders.
- Project punch list.

Assumptions:

- Active construction will be up to 70 days.
- The Inspector's rate meets prevailing wage requirements.
- Other direct costs for observation services include travel, lodging, per diem, and printing.
- Overtime field inspection will not be provided unless authorized in advance by the District.
- Progress meeting agenda and minutes will be prepared by the District or by EKI as part of a separate scope of work.
- Additional construction management or engineering services provided by EKI, if required, would be performed as part of a separate scope of work.
- The Inspector will not be performing special inspections such as compaction testing, concrete testing, or water quality testing as this will be the responsibility of the Contractor.
- The District will operate all water system valves and manage shutdowns.

PROJECT SCHEDULE

We are prepared to begin work immediately on this project upon receipt of CCWD authorization to proceed. EKI will provide its services throughout the duration of construction.

COMPENSATION FOR CONSULTING SERVICES

We propose that the compensation for consulting services performed by EKI for the added scope of work be on a time and expense reimbursement basis in accordance with our Schedule of Charges, dated 2 January 2022. Based on the augmented Scope of Work described above, we propose a not-to-exceed budget of \$132,800. A budget breakdown is provided in Table 1 (attached).

TERMS AND CONDITIONS

Other than the scope of work, budget, and schedule herein, the work will be performed in accordance with our current Professional Services Agreement.

Thank you for the opportunity to work with the District on this Project. Please contact Jonathan Sutter at 650-292-9100 with any questions.

Mary Rogren
Coastside County Water District
7 September 2022
Page 4 of 4



Very truly yours,

EKI ENVIRONMENT & WATER, INC.

A handwritten signature in blue ink, appearing to read 'Mike Vasquez'.

Mike Vasquez, P.E., P.L.S.
Principal Engineer

A handwritten signature in blue ink, appearing to read 'Jonathan Sutter'.

Jonathan Sutter, P.E.
Supervising Engineer/Project Manager

cc: James Derbin, Coastside County Water District

Attachments

Table 1 - Estimated Fee - Construction Observation for Grandview Water Line Replacement project (CIP
14-27)

EKI Schedule of Charges, dated 2 January 2022

Table 1 - Estimated Fee - Construction Observation for Grandview Water Line Replacement Project (CIP 14-27)

Coastside County Water District, Half Moon Bay, California
(EKI B80108.13)

TASKS	ESTIMATED HOURLY LABOR		LABOR COST (\$)	DIRECT COSTS					MARKUP ON DIRECT COSTS 10%	TOTAL DIRECT COSTS	TOTAL	
	EKI Staff	CCE		DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST			TASK BUDGET TOTALS (\$)	ROUNDED BUDGET TOTALS (\$)
	Jonathan Sutter, P.E.	Inspector (a)										
	\$276	\$171										
Construction Observation												
Daily Construction Observation and Documentation		560	\$95,480	ODCs	1	LS	\$24,560	\$24,560	\$2,456	\$27,015	\$122,495	
Construction and Project Management	36		\$9,936								\$9,936	
Communications Fee (EKI Labor Only)				-		4%	\$9,936	\$397		\$397	\$397	
TOTALS:	36	560	\$105,416					\$24,957	\$2,456	\$27,413	\$132,829	\$132,800

Notes:

9936

- a. CCE Inspector rate meets prevailing wage requirements and includes 10% markup.
- b. "EKI": EKI Environment & Water, Inc.
"CCE": Cecil & Cecil Enterprises, Inc.
- c. Expense Cost Units
"LS": Lump Sum

Client/Address: Coastside County Water District
766 Main St.
Half Moon Bay, CA 94019



Proposal/Agreement Date: 7 September 2022

EKI Proposal/Project # B80108.13

SCHEDULE OF CHARGES FOR EKI ENVIRONMENT & WATER, INC.

2 January 2022

<u>Personnel Classification</u>	<u>Hourly Rate</u>
Officer and Chief Engineer-Scientist	307
Principal Engineer-Scientist	296
Supervising I, Engineer-Scientist	286
Supervising II, Engineer-Scientist	276
Senior I, Engineer-Scientist	265
Senior II, Engineer-Scientist	255
Associate I, Engineer-Scientist	244
Associate II, Engineer-Scientist	230
Engineer-Scientist, Grade 1	214
Engineer-Scientist, Grade 2	202
Engineer-Scientist, Grade 3	185
Engineer-Scientist, Grade 4	165
Engineer-Scientist, Grade 5	145
Engineer-Scientist, Grade 6	128
Project Assistant	130
Technician	116
Senior GIS / Database Analyst	150
CADD Operator / GIS Analyst	133
Senior Administrative Assistant	147
Administrative Assistant	115
Secretary	96

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work will be at cost plus ten percent (10%) for items such as:

- a. Maps, photographs, reproductions, printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, drillers, laboratories, and contractors.
- c. Rented vehicles, local public transportation and taxis, travel, and subsistence.
- d. Special fees, insurance, permits, and licenses applicable to the work.
- e. Outside computer processing, computation, and proprietary programs purchased for the work.

A Communication charge for e-mail access, web conferencing, cellphone calls, messaging and data access, file sharing, local and long distance telephone calls and conferences, facsimile transmittals, standard delivery U.S. postage, and incidental in-house copying will be charged at a rate of 4% of labor charges. Large volume copying of project documents, e.g., bound reports for distribution or project-specific reference files, will be charged as a project expense as described above.

Reimbursement for company-owned automobiles, except trucks and four-wheel drive vehicles, used in connection with the work will be at the rate of sixty cents (\$0.60) per mile. The rate for company-owned trucks and four-wheel drive vehicles will be seventy-five cents (\$0.75) per mile. There will be an additional charge of thirty dollars (\$30.00) per day for vehicles used for field work. Reimbursement for use of personal vehicles will be at the federally allowed rate plus fifteen percent (15%).

CADD Computer time will be charged at twenty dollars (\$20.00) per hour. In-house material and equipment charges will be in accordance with the current rate schedule or special quotation. Excise taxes, if any, will be added as a direct expense.

Rate for professional staff for legal proceedings or as expert witnesses will be at a rate of one and one-half times the Hourly Rates specified above.

The foregoing Schedule of Charges is incorporated into the Agreement for the Services of EKI Environment & Water, Inc. and may be updated annually.



DAVID STEINBECK

Construction Inspector

David Steinbeck has more than 18 years working as a Public Works Inspector/Construction Inspector and for local municipalities. He has a complete understanding of the building of backbone infrastructure, including wet and dry utilities, building road sections and AC paving, and “Means and Methods” for reconstruction of streets and highways including all utilities. His experience also includes soils compaction and concrete testing as per specifications of projects.

REPRESENTATIVE PROJECT EXPERIENCE

Kinshire Waterline Replacement & Street Reconstruction Phase 1B, Patterson, CA, Construction Inspector

The Kinshire Waterline Replacement and Street Full-Depth Reconstruction Phase 1B Project is within the Kinshire subdivision and is located east of S Del Puerto Ave and west of Highway 33 in the City of Patterson. The project consists of the installation of approximately 10,000 lf of water line, 211 (1”) water services, 9,500 sq. ft. of new concrete sidewalk, 28 ADA curb ramps, and approximately 367,000 sq. ft. of pavement replacement. New water mains will be installed, and hot taps will be performed to connect to existing water after the removal of existing asphalt or concrete. Pavement rehabilitation consists of full depth pavement replacement of all streets in the project area. Mr. Steinbeck is helping to ensure construction performed by the contractor meets compliance with plans and specifications including approved submittals. Mr. Steinbeck keeps thorough Daily reports and corresponding photos.

Kinshire Waterline Replacement & Street Reconstruction Phase 1A, Patterson, CA, Construction Inspector

The City of Patterson Construction inspector for the first phase of this federally funded project that included installation of ~6,900 LF of water line and water meters, new concrete sidewalk, ADA curbs and ramps, and pavement rehabilitation. Dave’s responsibilities included inspection of site work including coordination with the contractor, special inspectors, and the City. He tracked work progress with consistent daily reports, photo documentation and review of testing documents.

Sperry Avenue Improvements Project CM & Contract Administration Services, City of Patterson, CA, Construction Inspector

The City of Patterson improved Sperry Avenue between Baldwin Road and American Eagle Avenue, consisting of asphalt concrete removal and replacement where existing pavement had failed, an asphalt overlay with pavement fabric, traffic signal detector loops, accessible ramp removal and replacement, and pavement striping and markings. Mr. Steinbeck provided construction inspection and coordination with the contractor, City, and inspection staff.

TRAINING

30-hr. OSHA Construction Safety

OFFICE LOCATION

Sacramento, CA

YEARS OF EXPERIENCE

20 years - construction inspection

The Sperry Avenue/Del Puerto Intersection Improvements Project, City of Patterson, CA, Construction Inspector

Mr. Steinbeck provided project supervision and inspection for the Sperry Avenue/Del Puerto Intersection Improvements Project. Mr. Steinbeck provided inspection of all work, review and logging of submittals; responding to RFIs; preparing daily reports; and observing materials testing and sampling performed by the contractor. This is both a federal and state funded project.

The Ward/Las Palmas Intersection Project, City of Patterson, Patterson, CA, Construction Inspector

Mr. Steinbeck is providing: inspection of all work, review and logging of submittals; responding to RFIs; preparing daily reports; and observing materials testing and sampling performed by the contractor. This is a federally-funded project.

Ward Avenue Water Main Construction Observation, City of Patterson, CA, Construction Inspector

Mr. Steinbeck provided construction observation for the Ward Avenue water main replacement project. Work included providing construction observation on a full-time basis (5 days a week) for a duration of 5 weeks, preparing daily reports, and coordinating on testing and sampling with the RE. CCE provided daily reports and photographs, construction reporting, and coordinated with the RE on testing and sampling.

North Plant Water Quality Control Facility, City of Manteca, CA, Construction Inspector/Public Works Inspector

Mr. Steinbeck was responsible for all aspects of day to day inspections for North Plant Aeration Basin upgrades and IPS upgrades and modifications. As part of this large City-wide project, he also worked on the Union Road Sewer Pump Station upgrades.

San Joaquin Pipeline Systems and Rehabilitation, Eastern Segment and Auxiliary Systems (Hetch Hetchy Project), San Francisco Public Utilities Commission (SFPUC), Quality Control Inspector

The SFPUC's Hetch Hetchy Water System provides water to 2.4 million people in Alameda, Santa Clara, San Mateo, and San Francisco counties, either directly or indirectly through our 28 regional wholesale customers. Some residents of Tuolumne County, including the Town of Groveland, also receive water from this system. Eighty-five percent of this water comes from the Upper Tuolumne River Watershed in the Sierra Nevada Mountains, where it is stored in Hetch Hetchy Reservoir and then transported via the San Joaquin Pipeline System 47.5 miles across California's Central Valley to the Bay Area. The existing system includes three large diameter pipelines that range in age from 42 to 78 years old. Rated capacities for SJPL No. 1, No. 2, and No. 3 are 70, 80, and 160 million gallons of water per day (mgd), respectively. Mr. Steinbeck provided quality control inspection services for this project.

Major Capital Expenditure Projects, City of Oakdale, Oakdale, CA, Public Works Inspector/Construction Inspector

Mr. Steinbeck provided construction inspection for the City of Oakdale on their major capital expenditure projects and inspection of public works projects at various facilities, including:

- Bianchi Community Center, \$3.25 Million
- Gene Bianchi Plaza, \$3 Million
- Oakdale Fire Station #2, \$3.5 Million
- Oakdale Waste Water Treatment Plant, 2010-2011 Upgrades, \$16 Million
- Wastewater Treatment Plant Upgrade, \$2.5 Million

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: September 13, 2022

Date: August 19, 2022

Subject: Approval of Water Service Agreement - 157 Avenue Portola, El Granada

Recommendation:

Approve the attached Water Service Agreement between Coastside County Water District and Sean and Kathleen Freitas for construction of a water pipeline extension to 157 Avenue Portola in El Granada.

Background:

The attached Water Service Agreement provides for construction of the water utility system that will serve 157 Avenue Portola in El Granada. The project consists of approximately 130 linear feet of 6" diameter ductile iron pipeline.

Fiscal Impact:

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



WATER SERVICE AGREEMENT

NON-COMPLEX PIPELINE EXTENSION PROJECT
157 AVENUE PORTOLA
SEAN & KATHLEEN FREITAS

THIS AGREEMENT is made as of this ___ day of _____ 2022, between COASTSIDE COUNTY WATER DISTRICT ("District") SEAN AND KATHLEEN FREITAS (collectively, the "Applicant").

THE PARTIES AGREE AS FOLLOWS:

1. RECITALS

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

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

B. Applicants are owners of real property located within the geographic limits of the District known as 157 Avenue Portola (APN 047-208-120) in El Granada, Unincorporated area of Half Moon Bay, County of San Mateo, State of California (collectively, the "Property"), which is shown on Exhibit A.

C. Applicant has obtained the right to install, one five-eighth inch (5/8") non-priority water service connection. One 5/8" water connection is assigned to APN 047-208-120 (157 Avenue Portola).

D. Applicant has requested the installation of the following: 1) a six-inch ductile iron pipeline extension approximately one hundred and thirty (130) feet in length; 2) one three quarter inch (3/4") domestic water service connections with a 5/8" water meter; 3) a one inch (1") fire service connection; and 4) all related appurtenances (collectively, the "Project").

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

2. APPROVAL OF PROJECT UTILITY SYSTEM

The Project Utility System, as defined below, shown on and described in the plans prepared by James S. Teter, Consulting Engineer, dated August 15, 2022 (collectively, the "reviewed submittal documents") are approved. Copies of the reviewed submittal documents are incorporated herein by this reference as Exhibit B.

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

3. INSTALLATION

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

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

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

Applicant is responsible for obtaining a proposal for construction of the Project from a licensed, qualified contractor to construct the Project ("Proposal"). The contractor shall possess a valid California Contractor's License (Class A or C34). The contractor shall have satisfactorily

completed construction of a minimum of 5 similar pipeline projects, and shall, if requested, submit a list of these projects together with the telephone number of the owner's representative who can be contacted regarding the work. Prior to commencement of construction, Applicant shall furnish a copy of the Proposal, along with evidence satisfactory to the District that the contractor possesses the necessary license and experience to construct the Project Utility System.

5. INSPECTION; CONSTRUCTION

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

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

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

D. Applicant shall repair at its expense (or, at the option of District, shall reimburse District for the actual cost of repairs effected by it) any damage to District property

caused by Applicant, its agents, employees, or contractors in constructing the Project Utility System.

6. PAYMENT OF FEES AND CHARGES

The Applicant will pay applicable fees and charges as follows:

A. Transmission and Storage Fees. None Due. Applicant has previously paid for transmission and storage fees for one (1) five-eighth inch (5/8") non-priority water service connection.

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

C. Initial Filing Fee. None due. The District acknowledges receipt of a non-refundable initial filing fee in the amount of \$500.

D. Plan Check and Construction Inspection Fees. None Due. The Applicants have deposited the sum of Ten Thousand Dollars and No Cents (\$10,000.00), which was the cost estimate for the District staff and Engineer's costs in preparing and reviewing final plans, inspecting the construction of the Project Utility System, modifications of water system maps, and administrative, legal, and auditing costs. A final accounting will be performed prior to acceptance of the Project Utility System. Applicant shall pay additional fees if the deposit does not cover District costs for providing these services.

E. Total Payment Due with Agreement. None Due.

7. BONDS

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

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

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

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

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

8. INDEMNITY

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

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

9. INSURANCE

A. Applicant or its construction contractor shall, at its cost, maintain in full force and effect during the period beginning with commencement of construction of the Project Utility System and terminating no earlier than thirty (30) days after completion thereof and

approval by District for its connection with the District's distribution system, a policy or policies of liability insurance, as follows:

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

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

B. Each such policy shall:

1. be issued by an insurance company or companies qualified to do business in California and approved in writing by District;
2. name District, its Directors, officers, agents and employees, as additional insureds;
3. specify that it acts as Primary Insurance; the insurer being liable thereunder for the full amount of any loss up to and including the total limit of liability without right of contribution from any insurance effected by District;
4. provide that the policy shall not be cancelled or altered without thirty (30) days' prior written notice to District (or Applicant shall provide this written notice to the District); and
5. otherwise be in form reasonably satisfactory to District.

C. Applicant or its contractor shall provide and maintain at all times during the course of installation of the Project Utility System, Worker's Compensation Insurance in conformance with the laws of the State of California. Such policy shall provide that the

underwriter thereof waives all right of subrogation against District by reason of any claim arising out of or connected with installation of the Project Utility System and that such policy shall not be cancelled or altered without thirty (30) days' prior written notice to District.

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

10. CONVEYANCE OF TITLE TO PROJECT UTILITY SYSTEM

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

11. ACCEPTANCE BY DISTRICT

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

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

Upon acceptance, Applicant shall be relieved of all future obligation to maintain the Project Utility System, subject to its obligation to repair defects, which obligation is secured

by the maintenance bond provided for in Section 6.C., for the duration of the term of such bond (i.e., two years after acceptance).

12. EXECUTION AND PERFORMANCE OF AGREEMENT

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

13. DISTRICT REGULATIONS

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

14. ASSIGNMENT

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

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

15. NOTICE

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

District: Coastside County Water District
766 Main Street
Half Moon Bay, CA 94019
Attention: Mary Rogren, General Manager

Applicants: Sean & Kathleen Freitas
2515 Anvil Court
Rocklin, CA 95765

16. CONSTRUCTION OF AGREEMENT

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

17. ENTIRE AGREEMENT

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

18. APPLICABLE LAW

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

19. AMENDMENT

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

20. AUTHORIZED SIGNATURE

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

21. TIME

Time is of the essence of the Agreement.

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

DISTRICT:
COASTSIDE COUNTY WATER DISTRICT

APPLICANTS:
SEAN AND KATHLEEN FREITAS

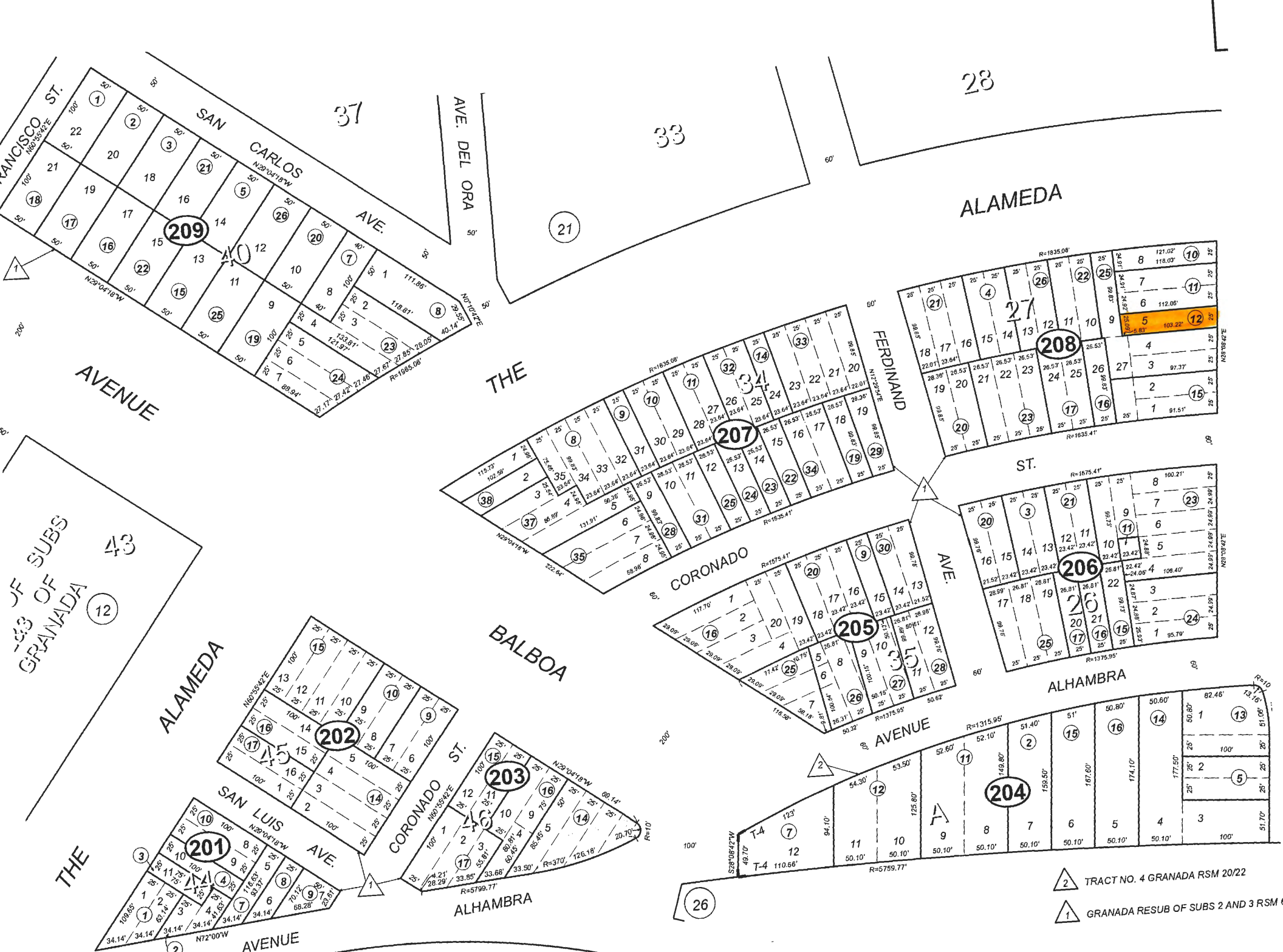
By: _____
President, Board of Directors

By: _____
Sean Freitas

By: _____
Mary Rogren, Secretary

By: _____
Kathleen Freitas

EXHIBIT A



- 2 TRACT NO. 4 GRANADA RSM 20/22
- 1 GRANADA RESUB OF SUBS 2 AND 3 RSM

EXHIBIT B

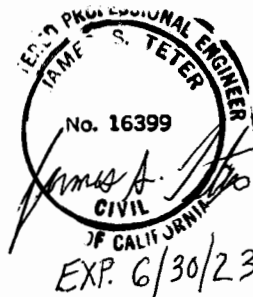
Coastside County Water District

CONTRACT DOCUMENTS FOR THE CONSTRUCTION OF

PIPELINE EXTENSION TO
157 AVENUE PORTOLA

August 2022

James S. Teter, Consulting Engr.
15 Bayview Dr.
San Rafael, CA 94901
Email: jasteter@aol.com



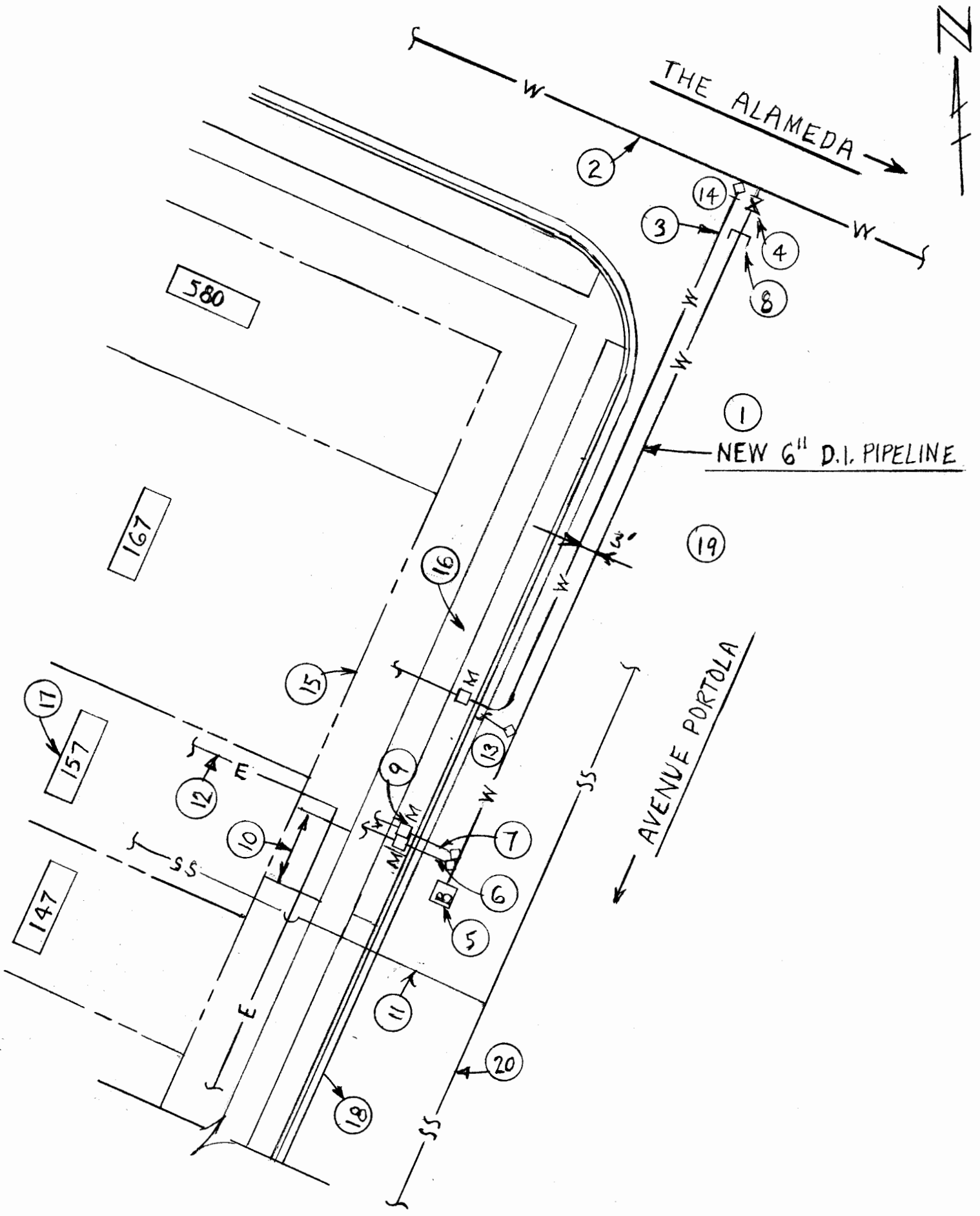
Sheet 1 of 4

GENERAL NOTES

1. THIS PUBLIC WORKS CONTRACT CONSISTS OF, IN GENERAL, CONSTRUCTION OF 130 LINEAR FEET OF 6 INCH DUCTILE IRON PIPELINE; ONE 2 INCH SIZE BLOW-OFF ASSEMBLY; ONE ¾” SIZE DOMESTIC WATER SERVICE CONNECTION; ONE 1 SIZE FIRE SERVICE CONNECTION; RECONNECTION OF AN EXISTING ¾” WATER SERVICE CONNECTION METER TO THE NEW 6” DUCTILE IRON PIPELINE; ABANDONMENT OF AN EXISTING COPPER TUBING WATER PIPELINE; LEAKAGE TESTING & DISINFECTION; ASPHALT CONCRETE REPAVING; REPLACEMENT OF DAMAGED CONCRETE CURB, GUTTER AND SIDEWALK; AND CLEANUP.
2. WORK SHALL BE IN CONFORMANCE WILTH THE CURRENT VERSION OF THE COASTSIDE COUNTY WATER DISTRICT DOCUMENT TITLED “STANDARD SPECIFICATIONS AND STANDARD DRAWINGS”.
3. THE CONTRACTOR SHALL OBTAIN A STREET ENCROACHMENT PERMIT FROM THE COUNTY OF SAN MATEO.
4. TYPICAL TRENCH SECTIONS ARE INCLUDED IN THE “STANDARD SPECIFICATIONS AND STANDARD DRAWINGS” DOCUMENT FOR THE VARIOUS TYPES OF EXISTING SURFACE CONDITIONS.
5. WORK ITEMS INDENTIFIED AS “NEW” SHALL BE CONSTRUCTED BY THE CONTRACTOR FOR THIS PIPELINE EXTENSION PROJECT.

GENERAL LEGEND

- W----- WATER PIPELINE, NEW OR EXISTING
- E----- PROPOSED ELECTRICAL CONDUIT
- SS----- EXISTING SANITARY SEWER OR PROPOSED LATERAL



SITE PLAN

SCALE: 1" = 20'

SHEET 3 OF 4

LEGEND FOR CIRCLED NUMBERS

<u>CIRCLED NUMBER</u>	<u>DESCRIPTION</u>
1	NEW 6" DUCTILE IRON PIPELINE. LENGTH OF NEW PIPELINE APPROXIMATELY 130 FEET.
2	EXISTING 6" CAST IRON PIPELINE.
3	EXISTING COPPER TUBING, TO BE ABANDONED.
4	NEW 6" X 6" TAPPING SLEEVE & TAPPING VALVE.
5	NEW 2" BLOW-OFF ASSEMBLY. SEE CCWD STD. DRAWING CC-17.
6	NEW 3/4" SIZE DOMESTIC WATER SERVICE CONNECTION. SEE CCWD STD. DRAWING CC-06.
7	NEW 1" SIZE FIRE SERVICE CONNECTION. SEE CCWD STD. DRAWING CC-06.
8	TEMPORARY END CAP FOR LEAKAGE TESTING & DISINFECTION.
9	NEW WATER METER BOX, TYPICAL. DO NOT LOCATE WITHIN 10' OF SEWER LATERAL OR WITHIN EDGES OF DRIVEWAY.
10	PROPOSED NEW DRIVEWAY.
11	PROPOSED SANITARY SEWER LATERAL.
12	PROPOSED UNDERGROUND ELECTRICAL SERVICE.
13	FOLLOWING COMPLETION OF LEAKAGE TESTING AND DISINFECTION, RECONNECT THE EXISTING DOMESTIC WATER SERVICE TUBING AT ADDRESS 167 AVENUE PORTOLA TO THE NEW 6" D.I. PIPELINE USING 3/4" COPPER TUBING.
14	CLOSE THE EXISTING CORPORATION STOP FOR PIPELINE ABANDONMENT.
15	PROPERTY LINE, TYP.
16	EXISTING CONCRETE SIDEWALK, TYP.
17	LOT STREET ADDRESS, TYP.
18	EXISTING CONCRETE CURB & GUTTER.
19	EXISTING ASPHALT CONCRETE PAVEMENT.
20	EXISTING SANITARY SEWER.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: September 13, 2022

Date: September 9, 2022

Subject: Waive the Procedural Requirements for Sealed Competitive Bids and Authorize the General Manager to Procure Materials for the Nunes Magnetic Flow Meter

Recommendation

Waive the procedural requirements for sealed competitive bids and authorize the General Manager to purchase underground parts, valves and fittings from Core and Main Inc. for the installation of a magnetic flow meter at the Nunes Water Treatment Plant at a total cost of \$88,869.

Background

The Nunes Water Treatment Plant production numbers are calculated using multiple flow meters within the plant and include estimates for lost water from the sample taps. To better track produced water vs. unaccounted for water, staff proposes the installation of a 16" magnetic flow meter below the Half Moon Bay tank farm.

This proposed meter will read and totalize bi-directionally and will produce a more accurate and precise number of how much water has been sent to distribution from the Nunes Water Treatment Plant.

The Denniston Water Treatment Plant already has a magnetic flow meter installed at the finished water pump station that has been programmed to totalize bi-directionally. Once we have this 2nd flow meter installed at Nunes we can better determine how much water has entered the distribution system in any given time period. If we pull the AMI usage data on the same date/time, we will be able to more accurately audit water produced vs. water sold along with a whole host of other water treatment plant data needs.

Staff proposes to purchase these parts before going to bid for installation as delivery of some parts may be delayed due to supply chain issues. In addition, the District will

STAFF REPORT

Agenda: September 13, 2022

Subject: Purchase Materials for Magnetic Flow Meter

Page Two

save on contractor markup on these parts. Freyer and Laureta, Inc. has completed a design the District can use to solicit bids for the installation.

Staff has solicited bids from three underground parts suppliers with the low bid coming from Core and Main Inc. The other two bidders were unable to provide acceptable lead times and complete bids on all parts. Core and Main does not charge the District shipping and is a very reliable parts supplier.

Fiscal Impact

\$150,000 is budgeted in the Fiscal Year 2023-2024 CIP for the Nunes Production Magnetic Flow Meter.



Bid Proposal for COASTSIDE COUNTY WATER DISTRICT

CUSTOMER	All Bidders	Job COASTSIDE COUNTY WATER DISTRICT Bid Date: 08/31/2022 Bid #: 2489992
	Sales Representative Tony Nagata (T) 650-366-3833 Tony.Nagata@coreandmain.com	Core & Main 939 Broadway Street Redwood City, CA 94063 (T) 650-366-3833
CONTACT		
NOTES		



Bid Proposal for COASTSIDE COUNTY WATER DISTRICT

All Bidders
Bid Date: 08/31/2022
Core & Main 2489992

Core & Main
939 Broadway Street
Redwood City, CA 94063
Phone: 650-366-3833

Table with columns: Seq#, Qty, Description, Units, Price, Ext Price. Includes a disclaimer about supply chain disruptions and a line item for 20 FLG TEE C110 EPXY IMP. Totals: Sub Total 18,720.00, Tax 0.00, Total 18,720.00.

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: https://coreandmain.com/TandC/



Bid Proposal for COASTSIDE CO. WATER

CUSTOMER

COASTSIDE COUNTY WATER DISTRICT

766 MAIN ST
HALF MOON BAY, CA 94019

Job

COASTSIDE CO. WATER
Bid Date: 08/22/2022
Bid #: 2498481

CONTACT

Sales Representative

Alan Nelson
(M) 650-333-5995
(T) 650-366-3833
Alan.Nelson@coreandmain.com

Core & Main

939 Broadway Street
Redwood City, CA 94063
(T) 650-366-3833

NOTES



Bid Proposal for COASTSIDE CO. WATER

COASTSIDE COUNTY WATER DISTRICT

Bid Date: 08/22/2022

Core & Main 2498481

Core & Main

939 Broadway Street

Redwood City, CA 94063

Phone: 650-366-3833

Seq#	Qty	Description	Units	Price	Ext Price
		DUE TO CURRENT SUPPLY CHAIN DISRUPTIONS, MATERIALS ARE SUBJECT TO PRICING AT TIME OF SHIPMENT. MATERIAL AVAILABILITY AND TIMELINESS OF SHIPMENTS CANNOT BE GUARANTEED. THIS TERM SUPERSEDES ALL OTHER CONTRACTUAL PROVISIONS.			
10	2	16 FLG RW GATE VALVE OL	EA	8,875.20	17,750.40
20	1	20" FXF BFV PLUS FREIGHT	EA	5,400.29	5,400.29
				Sub Total	23,150.69
				Tax	0.00
				Total	23,150.69

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/TandC/>



Bid Proposal for CCWD 16" & 20"

CUSTOMER

COASTSIDE COUNTY WATER DISTRICT
766 MAIN ST
HALF MOON BAY, CA 94019

Job
CCWD 16" & 20"
Bid Date: 08/30/2022
Bid #: 2512390

CONTACT

Sales Representative
Alan Nelson
(M) 650-333-5995
(T) 650-366-3833
Alan.Nelson@coreandmain.com

Core & Main
939 Broadway Street
Redwood City, CA 94063
(T) 650-366-3833

NOTES



Bid Proposal for CCWD 16" & 20"

COASTSIDE COUNTY WATER DISTRICT

Bid Date: 08/30/2022

Core & Main 2512390

Core & Main

939 Broadway Street
Redwood City, CA 94063

Phone: 650-366-3833

Seq#	Qty	Description	Units	Price	Ext Price
DUE TO CURRENT SUPPLY CHAIN DISRUPTIONS, MATERIALS ARE SUBJECT TO PRICING AT TIME OF SHIPMENT. MATERIAL AVAILABILITY AND TIMELINESS OF SHIPMENTS CANNOT BE GUARANTEED. THIS TERM SUPERSEDES ALL OTHER CONTRACTUAL PROVISIONS.					
PLUS FREIGHT					
20	36	20 TJ CL52 DI PIPE ZINC	FT	156.70	5,641.20
30	1	20 TJ FIELD LOK 350 GASKET SBR	EA	645.20	645.20
40	2	20" X 80" FXF DIP SPOOL	EA	3,896.95	7,793.90
50	2	20" X 8' FLXPE DIP SPOOL	EA	3,363.77	6,727.54
60	2	20" X 6' FLXPE SPOOL	EA	2,740.71	5,481.42
70	2	20 MJ L/P SLV C153 EPXY IMP	EA	848.65	1,697.30
80	9	20 MEGALUG ACC SET 1120DSCSS16 F/ DI PIPE 316SS T-HEAD B&N W/ SBR GASKET	EA	739.99	6,659.91
90	10	20 316SS HEX BOLT & NUT KIT	EA	227.50	2,275.00
100	4	16 316SS HEX BOLT & NUT KIT	EA	171.68	686.72
110	4	16X1/8 GARLOCK GSKT 150# FF 98206	EA	80.32	321.28
120	10	20X1/8 GARLOCK GSK 98206	EA	106.88	1,068.80
PLUS FREIGHT					
				Sub Total	38,998.27
				Tax	0.00
				Total	38,998.27

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/TandC/>

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: September 13, 2022

Report

Date: September 9, 2022

Subject: San Mateo County Civil Grand Jury Report: "The Other Water Worry: Is Your Water Provider Prepared for the Big One?"

Recommendation:

For discussion only.

Background:

On August 5, 2022, the San Mateo County Civil Grand Jury published a report to address the issue "To what extent are water providers in San Mateo County prepared to supply water to customers in the event of a major seismic catastrophe?"

In February 2022, the Civil Grand Jury conducted 27 interviews and made document requests to the County of San Mateo, the San Francisco Public Utilities Commission, and 10 water providers in the County. The Grand Jury's key recommendations include:

- By March 31, 2023, county water providers perform emergency preparedness exercises consistent with their emergency response plans.
- By March 31, 2023, county water providers perform an analysis and document an after-action report consistent with their emergency response plans
- County water providers develop plans to increase emergency water storage sufficient to provide emergency water for a period of at least three days. *(Note – not applicable to Coastside County Water District as the District already complies with this recommendation.)*
- County water providers develop plans to increase emergency fuel storage sufficient to provide emergency fuel for a period of at least three days. *(Note – not applicable to Coastside County Water District as the District already complies with this recommendation.)*
- County Department of Emergency Management develop a plan to bring its policy in line with EPA recommendations to coordinate disaster response with County water providers. *(Note – this item only applies to the County of San Mateo.)*

District staff welcomes the fact that the San Mateo County Civil Grand Jury took an interest in understanding emergency preparedness of water providers in the County. And certainly, as the water provider and first responders in water related emergencies for a population of 19,000 on the San Mateo Coastsides, District staff continually considers emergency preparedness in day-to-day activities as well as in future planning. Efforts include:

- The District's 10-year Capital Improvement Program includes \$68 Million in infrastructure to improve the District's resiliency and seismic vulnerabilities, including replacement of 3 aging water tanks and many aging pipelines.
- Over the last 5 years alone, the District has invested in the following equipment targeting emergency preparedness:
 - 2017: \$210K emergency response service truck
 - 2019: \$160K backhoe
 - 2020: \$500K generators for Denniston Water Treatment Plant and Booster Pump Station
 - 2020: \$150K portable diesel emergency raw water pump
 - 2020: \$50K+ expanded spare parts inventory for emergency repairs
 - 2021: \$160K brush mower for fire break maintenance
 - 2021: \$230K emergency response valve truck
 - 2022: \$200K for 5,000 gallon diesel fuel tank and 1,000 gallon unleaded tank using Cal-OES grant (15-20 days of storage)
- In 2021, District staff spent over 250 hours along with 350 consulting hours to prepare a Risk and Resilience Assessment and an updated Emergency Response Plan (ERP) in accordance with the American Water Infrastructure Act (AWIA). The District's ERP was certified with the US Environmental Protection Agency in December 2021.
- In Summer 2021, the District also completed the San Mateo County Local Hazard Mitigation Annex Plan (approved by FEMA in December 2021.)
- The District is an active member of California Water/Wastewater Agency Response Network (CalWARN) California Utilities Emergency Association (CUEA). District staff also attends the monthly Coastal Emergency Action Plan (CEAP) meetings.

On average, District staff responds to 10-12 after hours emergencies annually. District staff generally respond within 30 minutes to all emergencies. Each emergency often brings new opportunities for learning, and staff routinely reviews response performance after such events.

STAFF REPORT

Agenda: September 13, 2022

Subject: Grand Jury Report

Page Three

Given the COVID pandemic, the ability to do interagency tabletop emergency exercises was difficult in the last 2-3 years. Moving forward, District staff will be scheduling emergency drills, training, and tabletops both internally and with other agencies including the County and SFPUC. The District also has emergency exercises planned with Coastside Fire Protection in December, 2022.

Next Steps:

The District is required to respond to the Grand Jury no later than November 4, 2022. Staff will bring a draft response to the Board for review and approval at the October 11, 2022 Board of Directors meeting.



Superior Court of California, County of San Mateo
Hall of Justice and Records
400 County Center
Redwood City, CA 94063-1655

NEAL TANIGUCHI
COURT EXECUTIVE OFFICER
CLERK & JURY COMMISSIONER

(650) 261-5066
www.sanmateocourt.org

August 5, 2022

Mary Rogren
General Manager
Coastside County Water District
766 Main Street
Half Moon Bay, CA 94019

RECEIVED

AUG 08 2022

COASTSIDE COUNTY
WATER DISTRICT

Re: Grand Jury Report: "The *Other* Water Worry: Is Your Water Provider Prepared for the Big One?"

Dear Ms. Rogren:

The 2021-2022 San Mateo County Civil Grand Jury filed the above-titled report on August 5, 2022, which contains findings and recommendations pertaining to your agency. Your agency must respond, within 90 days, to the Hon. Amarra A. Lee. Your agency's response is due no later than November 4, 2022.

There are several requirements for **the content** of your response. The response should indicate that it was approved by your governing body at a public meeting. In addition, please be aware that your agency is expected to adhere to the wording, as instructed below, when responding to the findings and recommendations of the Grand Jury report.

For each Grand Jury finding, your agency **must indicate** one of the following:

1. The respondent **agrees** with the finding; or
2. The respondent **disagrees wholly or partially with the finding**, specifying the portion of the finding that is disputed and including an explanation of the reasons therefor.

For each Grand Jury recommendation, your agency **must indicate** one of the following actions:

1. The recommendation **has been implemented**, with a summary of the implemented action;
2. The recommendation **has not yet been implemented**, but will be implemented in the future, with an **estimated date** for implementation;
3. The recommendation **requires further analysis**, with an explanation and the scope and parameters of an analysis or study, and an estimated date (**no later than six months from the publication date of the report**) for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable; or
4. The **recommendation will not be implemented** because it is not warranted or reasonable, with an explanation therefor.

Kindly submit your responses in ALL the following formats.

1. Responses to be placed on file with the Clerk of the Court by the Court Executive Office:

- Prepare original on your agency's letterhead, indicate the date of the public meeting that your governing body approved the response address, and mail to:

Hon. Amarra A. Lee
Judge of the Superior Court
c/o Jenarda Dubois
Civil Grand Jury Coordinator
Hall of Justice
400 County Center; 2nd Floor
Redwood City, CA 94063-1655.

2. Responses to be placed at the Grand Jury website:

- Scan response and send by e-mail to: grandjury@sanmateocourt.org. (Insert agency name at the top of your response if it is not indicated.)

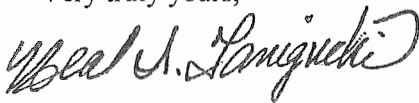
3. Responses to be placed with the clerk of your agency:

- File a copy of the response directly with the clerk of your agency. Do not send this copy to the Court.

The 2021-22 Grand Jury foreperson is available to clarify the recommendations of the Grand Jury report until August 15, 2022. To reach the foreperson, please contact Jenarda Dubois, Civil Grand Jury Coordinator, at (650) 261-5066.

If you have any questions regarding these procedures, please do not hesitate to contact David Silberman, Chief Deputy County Counsel, at (650) 363-4749.

Very truly yours,



Neal Taniguchi
Court Executive Officer

Enclosure

cc: Hon. Amarra A. Lee
David Silberman



The *Other* Water Worry: Is Your Water Provider Prepared for the Big One?

Release Date: August 5, 2022

ISSUE

To what extent are water providers in San Mateo County prepared to supply water to customers in the event of a major seismic catastrophe?

SUMMARY

Along with the danger of drought, San Mateo County faces the likelihood of a powerful earthquake that could disrupt our supply of drinking water. Most of the water consumed in San Mateo County is sourced from the Hetch Hetchy Water System operated by the San Francisco Public Utilities Commission. In the event of a major earthquake, County water providers expect to regain access to this water supply within 72 hours after a catastrophic seismic event. However, some of those same water providers lack sufficient water reserve capacity to keep their customers' taps flowing for a three-day period without access to Hetch Hetchy water.

The Grand Jury found that the challenges of the County's aging water infrastructure are exacerbated by the diffuse patchwork of 16 water providers, each with its own pipes, tanks, management, and business model. Each of the 12 water providers the Grand Jury investigated had adopted a formal emergency response plan (ERP) as required by the Environmental Protection Agency (EPA). Nearly all the ERPs reviewed include provisions for exercises and after-action reports to identify problems. Some of those water providers indicated they had attended emergency response exercises run by other organizations, but none provided documentation that they had performed the emergency exercises specified by their ERPs. None of those water providers produced any after-action reports consistent with their ERPs.

Electric power is critical to the basic functioning of water providers' service, so back-up generators with sufficient fuel are needed in the event of an electrical power loss. Only about half of the water providers interviewed by the Grand Jury maintain a three-day supply of fuel for their emergency needs.

The County Department of Emergency Management is responsible for coordinating countywide emergency preparedness. The Grand Jury found that this department has had limited contact with water providers and could not produce a current list of emergency contacts.

Based on its investigation, the Grand Jury recommends that:

- County water providers perform emergency preparedness exercises consistent with their emergency response plans;
- County water providers perform an analysis and document an after-action report consistent with their emergency response plans;

- County water providers develop plans to increase emergency water storage sufficient to provide emergency water for a period of at least three days;
- County water providers develop plans to increase emergency fuel storage sufficient to provide emergency fuel for a period of at least three days; and
- County Department of Emergency Management develop a plan to bring its policy in line with EPA recommendations to coordinate disaster response with County water providers.

GLOSSARY

After-Action Report – An After-Action Report is an evaluation of an emergency response exercise designed to assess performance of exercise objectives and capabilities by documenting strengths, weaknesses, and corrective actions.

BAWSCA – The Bay Area Water Supply and Conservation Agency is a consortium formed by the State of California and major water providers in the San Francisco Bay area for the purpose of negotiating water purchases to buy water from the Hetch Hetchy Regional Water System.

SFPUC – The San Francisco Public Utilities Commission owns and controls the water that flows from the Hetch Hetchy Regional Water System to water providers.

BACKGROUND

Water Matters

Access to clean drinking water is widely recognized as an essential public service. The current drought is now the most visible challenge to our water supply service, but there is another dangerous, and likely inevitable threat to the local water delivery infrastructure in San Mateo County.

Earthquakes (Will) Happen

The U.S. Geological Survey estimates that the San Francisco Bay area faces a 72% probability of a magnitude 6.7 earthquake sometime in the next 30 years.¹ The San Andreas Fault, which triggered the devastating 1906 San Francisco earthquake (magnitude 7.8), runs straight through San Mateo County. The Hayward Fault, which geologists say is overdue for a major earthquake that may destroy important infrastructure, runs through the East Bay.² In Figure 1, the percentage shown in the colored circles on each named fault represents the probability that a magnitude 6.7 or greater earthquake will occur somewhere on that fault by the year 2043. The

¹ USGS, “What is the probability that an earthquake will occur in the Los Angeles Area? In the San Francisco Bay area?”, accessed June 4, 2022, <https://www.usgs.gov/faqs/what-probability-earthquake-will-occur-los-angeles-area-san-francisco-bay-area>

² USGS, “Earthquake outlook for the San Francisco Bay region 2014–2043 - Fact Sheet”, accessed June 4, 2022, <https://pubs.er.usgs.gov/publication/fs20163020>

dark lines outlined in various colors represent major plate boundary faults; the thinner, yellow lines mark smaller and lesser-known faults.

Figure 1: Map of Earthquake Outlook for the San Francisco Bay region 2014–2043³



³ <https://www.usgs.gov/faqs/what-probability-earthquake-will-occur-los-angeles-area-san-francisco-bay-area>, June 13, 2022

A large earthquake along any of the major faults in the area could cause land displacement and related damage. For example, the images in Figure 2 show the damage to large water mains caused by the 1906 San Francisco earthquake on the San Andreas Fault.⁴ Most of the damage done to San Francisco as a result of the earthquake was attributable to lack of water to fight the fire.

Figure 2: Water Mains Damaged by the 1906 San Francisco Earthquake



Shaking Up the Water System

“The water system is the utility most vulnerable to earthquake damage, and that damage could be the largest cause of economic disruption following an earthquake.”

- Los Angeles Mayor’s Office, *Resilience By Design* (2015)⁵

Water systems, relying as they do on underground pipes, are susceptible to damage and failure in the event of earthquakes. This problem is compounded by the fact that County water providers are operating with components that are up to a century old and nearing the end of their useful lives.⁶

Potential pipe failures are not the only points of vulnerability to earthquake damage. The County’s many water systems – with networks of dams, aqueducts, pump stations, valves, storage tanks, above-ground water mains, and tunnels – are susceptible to damage from earth movement or loss of pumping power. Damage to the electrical grid, phone systems, and transportation infrastructure are also likely obstacles to rapid earthquake response.

In August 2014, a magnitude 6.0 earthquake occurred in Napa County. Aftershocks causing earth movement and further damage continued for months. As many as 163 water pipeline breaks were

⁴ Water Mains Damaged in 1906 San Andreas Fault Earthquake www.geengineeringsystems.com/ewExternalFiles/1906-2006.pdf, accessed June 2, 2022 and J.B. Macelwane archives, St. Louis University

⁵ Los Angeles Mayor’s Office, “Resilience by Design” 2015, accessed June 4, 2022, <https://www.usrc.org/wp-content/uploads/LA-Resilient-by-Design.pdf>

⁶ Grand Jury interview

reported and service to some customers was disrupted for weeks.⁷ In 2011, more than two million Japanese households were without water service following the magnitude 9.1 Tohoku earthquake. Over a million households remained without water service for two weeks.⁸

The California Governor's Office of Emergency Services has published a warning to Californians that they should be self-sufficient for at least three days after a major earthquake.⁹ The Centers for Disease Control recommends that households keep on hand at least a gallon of water per day for each person in the household, with sufficient water for three days for drinking and sanitation.¹⁰ The East Bay Municipal Utility District recommends two gallons of water per day for at least seven days for each person in the household.¹¹

So, Who Will Keep Your Taps Flowing?

The County's drinking water is almost entirely sourced from the Hetch Hetchy Regional Water System, including the Hetch Hetchy reservoir impounded behind the O'Shaughnessy Dam in Yosemite National Park, over 130 miles away and administered by the San Francisco Public Utilities Commission (SFPUC). The Bay Area Water Supply and Conservation Agency (BAWSCA) was formed in 2003 to represent 26 cities, water districts, and private utilities that purchase water from the SFPUC.¹²

⁷ Pacific Earthquake Engineering Research Center, University of California Berkeley, "The M_w 6.0 South Napa Earthquake of August 24, 2014", June 2016, https://peer.berkeley.edu/sites/default/files/cssc1603-peer201604_final_7.20.16.pdf

⁸ T. Okamoto, Y. Kuwata, "Influence to Water Outage due to Damage to Regional Water Supply during the 2011 off the Pacific Coast of Tohoku Earthquake", 2012, https://www.iitk.ac.in/nicee/wcee/article/WCEE2012_1681.pdf

⁹ "Community members are expected to be self-sufficient up to 3 days after a major earthquake without government response agencies, utilities, private-sector services, and infrastructure components. Education programs are currently in place to facilitate development of individual, family, neighborhood, and business earthquake preparedness." California Governor's Office of Emergency Services, "Earth Quake, Can You Go It Alone For Three Days", accessed June 10, 2022, <https://www.ucop.edu/risk-services/files/bsas/safetymeetings/oeseearthquakebrochure.pdf>

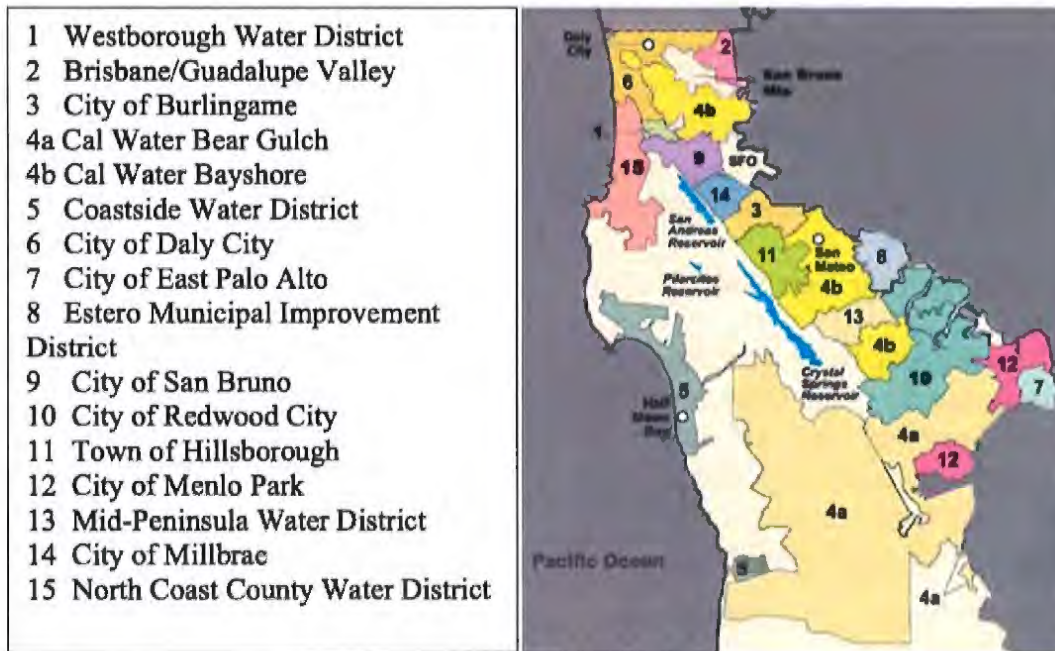
¹⁰ CDC, "Creating and Storing an Emergency Water Supply", accessed June 4, 2022, <https://www.cdc.gov/healthywater/emergency/creating-storing-emergency-water-supply.html/>

¹¹ East Bay Municipal District (EBMUD), accessed June 14, 2022, <https://www.ebmud.com/about-us/construction-and-maintenance/fire-safety-and-suppression/emergency-preparedness>

¹² Two small water providers do not get their water from SFPUC -- they are County Service Area 7, with 70 customers, in La Honda, and County Service Area 11, with 90 customers in Pescadero.

Sixteen water providers in the County deliver water purchased from SFPUC to residential and business customers in their territories, as shown in Figure 3.¹³

Figure 3: Water Providers in San Mateo County

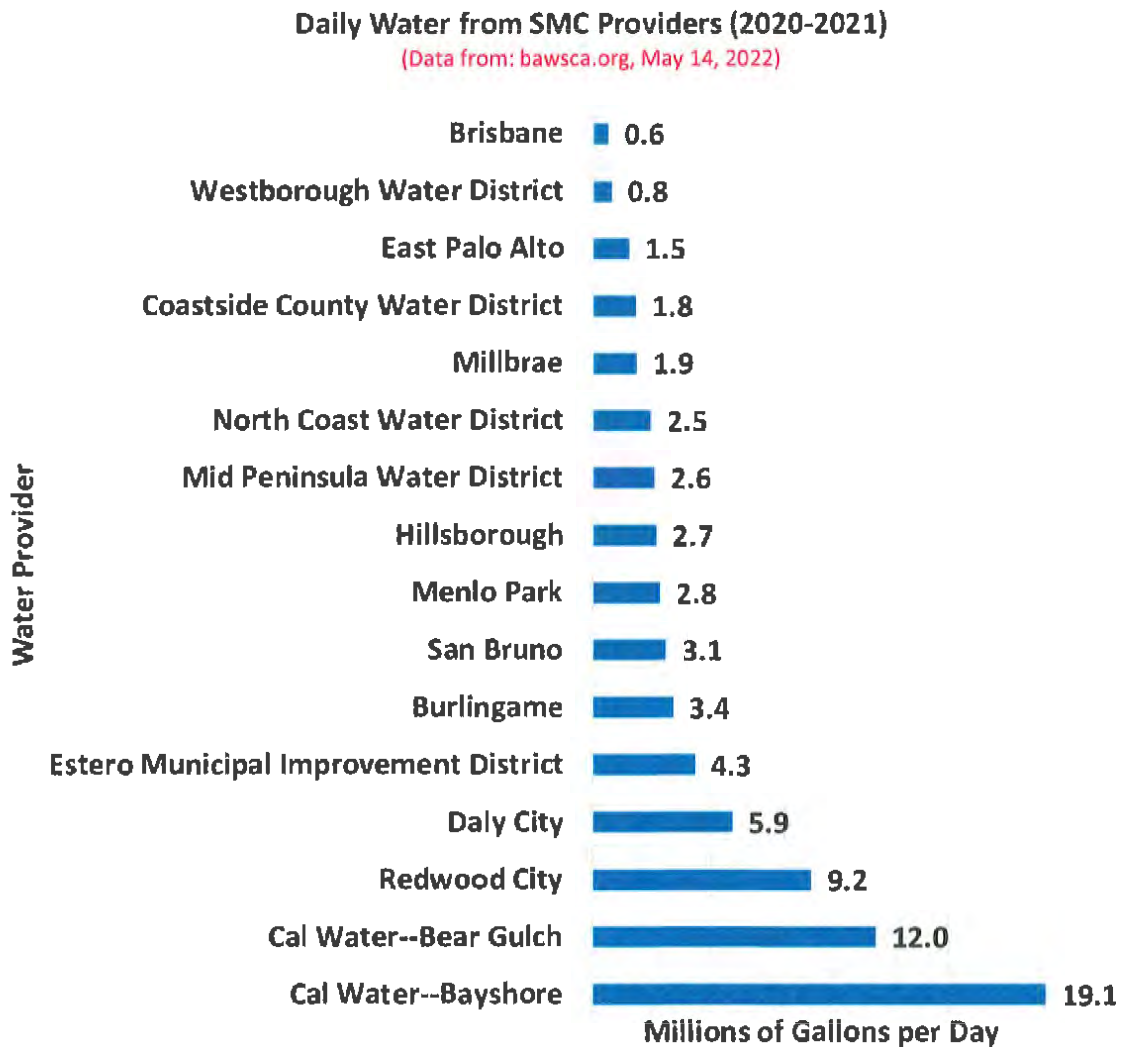


Those water providers vary significantly in size of area served, number of customers, water capacity, and form of ownership and control. Some water providers are municipal water districts managed by individual cities; some are special districts run by an elected board; and still others are investor-owned utilities regulated by the California Public Utilities Commission. The areas served by water providers generally do not conform to city boundaries. A single city may be served by several water providers, and one water provider may serve residents in different cities.

¹³ Based on User Survey 2014-2015, bawsc.org, accessed June 13, 2022

Although water providers are independently managed, most of their systems include physical linkages – known as “interties” – that allow them to share water supplies with another provider. Figure 4 shows the daily water usage by each water provider in San Mateo County.

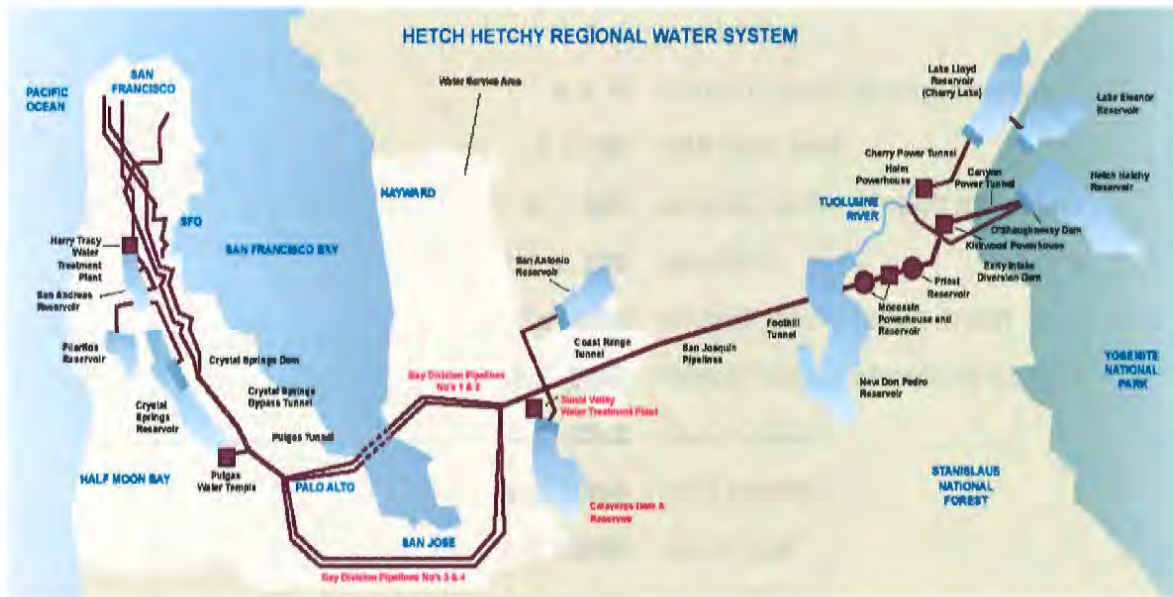
Figure 4: Daily Water Usage (in Millions of Gallons) from County Water Providers



Securing the Source

The SFPUC has almost completed a ten-year water system improvement project on the Hetch Hetchy Water System. The work included earthquake-hardening construction on dams, aqueducts, underground tunnels, and 280 miles of large diameter pipes that span three major faults (Calaveras, Hayward, and San Andreas) and many secondary faults.

Figure 5: Hetch Hetchy Regional Water System



Prior to a recent Water System Improvement Program, BAWSCA estimated that the water delivery system was at significant seismic risk for outages of 20 - 30 days or more following an earthquake.¹⁴ The design criteria for the Hetch Hetchy System seismic upgrade included the goal that most of the water network managed by SFPUC will be restored to 70% of water providers within 24 hours after a major earthquake.¹⁵

Hardening and modernizing vulnerable water infrastructure against a major earthquake is costly, disruptive, and impractical for individual water providers. Therefore, much of the local distribution system, between the SFPUC “turnout” to the water provider and the water providers’ customers’ taps, is likely to be older and more vulnerable to earthquake damage.¹⁶

¹⁴ BAWSCA, “Water System Improvement Program”, accessed June 5, 2022, <https://bawsc.org/water/supply/improvement>

¹⁵ https://ssc.ca.gov/wp-content/uploads/sites/9/2020/08/sfpuc_final_version_12_4-19-06.pdf

¹⁶ Grand Jury interview

Federal Oversight

Several federal agencies share responsibility for regulation and oversight of water providers in San Mateo County.¹⁷

Of primary importance to this investigation is oversight administered through the Environmental Protection Agency (EPA). It implements the America's Water Infrastructure Act of 2018 (AWIA). AWIA requires water providers serving more than 3,300 people to develop a Risk and Resilience Assessment (Resiliency Assessment) that addresses risks from both natural hazards and malevolent actors. It includes an assessment of the resilience of water system infrastructure and operations, including cybersecurity. AWIA also requires providers to develop an Emergency Response Plan (ERP) that includes plans, procedures, and strategies to prepare for and respond to threats identified in their Resiliency Assessment. Water providers were required to self-certify and submit their ERPs to the EPA by December 31, 2021.¹⁸ The AWIA requirements for a compliant ERP are shown in Appendix A.

The EPA offers online tools and other resources to help water providers prepare and comply with their AWIA requirements.¹⁹ The EPA also encourages utilities to conduct tabletop emergency preparedness exercises as part of their emergency preparedness.²⁰

State Oversight

The State of California has numerous departments, councils, agencies, and commissions involved with water service in one way or another. With respect to emergency preparedness in particular, the California Water Code requires each provider serving more than 3,000 customers to prepare, and submit to Department of Water Resources, an Urban Water Management Plan outlining plans for a diminished water supply. This plan should include planning for water shortages in the event of a natural disaster, and is required to be updated every five years.²¹

Some water providers are investor-owned companies. These providers are regulated as public utilities by the California Public Utilities Commission, which oversees their rates and operations. The California Water Service Company, an investor-owned company, is the single largest provider in San Mateo County (see Appendix B).

¹⁷ E.g., Department of Homeland Security, Department of Defense, Department of the Interior, Department of Agriculture, Department of Energy, and Department of Health and Human Services. Cody, Schneider, Tiemann, *Selected Federal Water Activities: Agencies, Authorities, and Congressional Committees*, Congressional Research Service, 2017

¹⁸ EPA, "America's Water Infrastructure Act: Risk Assessments and Emergency Response Plans", accessed June 9, 2022, <https://www.epa.gov/waterresilience/awia-section-2013>

¹⁹ EPA, "[Vulnerability Self-Assessment Tool \(VSAT\): Protect Your Community From Risk](#)", accessed June 14, 2022

²⁰ EPA, "Tabletop Exercise Tool for Water Utilities", accessed June 9, <https://www.epa.gov/waterresiliencetraining/tabletop-exercise-tool-water-utilities-emergency-preparedness-response-and-climate-resiliency>

²¹ 2022, California Department of Water Resources, "Urban Water Management Plans", accessed June 9, 2022, <https://water.ca.gov/Programs/Water-Use-And-Efficiency/Urban-Water-Use-Efficiency/Urban-Water-Management-Plans#:~:text=The%20requirements%20for%20UWMPs%20are,required%20to%20submit%20an%20UWMP>

County Oversight

No County agency is specifically assigned responsibility for regulation of water providers.

COVID-19 Considerations

Beginning in 2020, the COVID-19 pandemic dramatically impacted every aspect of life, including how public agencies delivered their services. Supply chain disruptions, staffing dislocation, and pandemic restrictions had significant impact on these agencies.

The Role of Readiness: Plan, Practice, Evaluate

*"The water system's training program should ... include routine training drills, tabletop exercises and possibly functional exercises, depending on the utilities['] resources. ...The water system should include all the key players in the training exercises, so everyone is familiar with emergency policies and procedures."*²²

*"Train as you fight; fight as you train – keep the training and exercises close to real as possible because the skills and muscle memory developed is what will be called upon in the face of a real incident."*²³

-California State Water Board

²² 2015, State Water Resources Control Board Division of Drinking Water Emergency Response Plan Guidance for Public Drinking Water Systems Serving a population of 3,300 or more (approximately 1,000 SC or more, accessed June 9, 2022, https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/documents/security/ddw_emergency_guidelines_0215.pdf

²³ California Water Boards, "Water Resiliency", accessed June 9, 2022, https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/water_resiliency/

Water service interruptions in the event of an earthquake may be inevitable, but the extent and duration of those interruptions will largely depend on preparedness of water providers and emergency managers. How do water providers anticipate and plan for the potential chaos, obstacles, hazards, and contingencies that an actual catastrophe may bring?

The EPA and the Federal Emergency Management Agency (FEMA), a major agency of the Department of Homeland Security, both play significant roles in helping water providers prepare for water emergencies.

The EPA provides tools for agencies to help them prepare their ERPs, including:

- Tools on how to train and perform exercises for their personnel and response partners on the contents of their ERPs, including the roles and responsibilities of specific parties.²⁴
- Resources on how to plan for an emergency and how to practice and evaluate those plans before they're needed. Those resources include videos, detailed checklists, interactive maps, and mitigation and funding recommendations.²⁵
- An online guide, titled "Tabletop Exercise Tool for Drinking Water and Wastewater Utilities," that offers a comprehensive program to assist managers in developing and customizing exercise scenarios with unique local elements and challenges.²⁶

²⁴ EPA, "Developing Emergency Response Plans with the Drinking Water State Revolving Fund", accessed June 9, 2020, https://www.epa.gov/sites/default/files/2021-06/documents/emergency_response_plan-final.pdf

²⁵ EPA, "The Earthquake Resilience Guide for Water and Wastewater Utilities", accessed June 9, 2022, <https://www.epa.gov/sites/default/files/2018-02/documents/180112-earthquakeresiliencguide.pdf>

²⁶ EPA, "Tabletop Exercise Tool for Water Utilities: Emergency Preparedness, Response and Climate Resiliency", accessed June 14, 2022, <https://www.epa.gov/waterresiliencetraining/tabletop-exercise-tool-water-utilities-emergency-preparedness-response-and>

- An interactive, user-friendly Earthquake Resiliency Guide that helps water and wastewater utilities be more resilient to earthquakes.²⁷
- A Water Sector Utility Incident Action Checklist (excerpt reproduced in Figure 6).²⁸

Figure 6: EPA - Actions to Prepare for an Earthquake²⁹

Actions to Prepare for an Earthquake

Planning

- Review and update your utility's emergency response plan (ERP) and ensure all emergency contacts are current.
- Conduct briefings, training and exercises to ensure utility staff is aware of all preparedness, response and recovery procedures.
- Identify priority water customers (e.g., hospitals), obtain their contact information, map their locations and develop a plan to restore those customers first.
- Develop an emergency drinking water supply plan and establish contacts (potentially through your local emergency management agency (EMA) or mutual aid network) to discuss procedures, which may include bulk water hauling, mobile treatment units or temporary supply lines, as well as storage and distribution.
- Conduct a hazard vulnerability analysis in which you review historical records to understand the past frequency and intensity of earthquakes and how your utility may have been impacted. Consider taking actions to mitigate seismic impacts to the utility, including those provided in the "Actions to Recover from an Earthquake Mitigation" section.
- Complete pre-disaster activities to help apply for federal disaster funding (e.g., contact state/local officials with connections to funding, set up a system to document damage and costs, take photographs of the facility for comparison to post-disaster photographs).

Coordination

- Join your state's Water/Wastewater Agency Response Network (WARN) or other local mutual aid network.

- Coordinate with WARN members and other neighboring utilities to discuss:
 - Outlining response activities, roles and responsibilities and mutual aid procedures (e.g., how to request and offer assistance)
 - Conducting joint tabletop or full-scale exercises
 - Obtaining resources and assistance, such as equipment, personnel, technical support or water
 - Establishing interconnections between systems and agreements with necessary approvals to activate this alternate source. Equipment, pumping rates and demand on the water sources need to be considered and addressed in the design and operations
 - Establishing communication protocols and equipment to reduce misunderstandings during the incident
- Coordinate with other key response partners, such as your local EMA, to discuss:
 - How restoring system operations may have higher priority than establishing an alternative water source
 - Potential points of distribution for the delivery of emergency water supply (e.g., bottled water) to the public, as well as who is responsible for distributing the water
- Understand how the local and utility emergency operations center (EOC) will be activated and what your utility may be called on to do, as well as how local emergency responders and the local EOC can support your utility during a response. If your utility has assets outside of the county EMA's jurisdiction, consider coordination or preparedness efforts that should be done in those areas.

Ensure credentials to allow access will be valid during an incident by checking with local law enforcement.

2 of 8

²⁷ EPA, "Earthquake Resiliency Guide" (updated February 2022), <https://www.epa.gov/waterutilityresponse/earthquake-resilience-guide>, accessed June 15, 2022. This resource can be found at Appendix C.

²⁸ EPA, "Water Sector Utility Incident Action Checklist," https://www.epa.gov/system/files/documents/2021-10/incident-action-checklist-earthquakes_508c-final.pdf, accessed June 19, 2022

²⁹ See Appendix D

According to the EPA, "... [t]he water sector should be engaged in a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective actions to achieve and maintain readiness to respond to, and reduce impacts from, emergencies. Preparedness also leads to increased resiliency, which is a key component of a utility's ability to provide critical services under adverse conditions."³⁰ That preparedness cycle is illustrated in Figure 7.

Figure 7: EPA Preparedness Cycle



FEMA has long recognized that well-designed practice sessions or tabletop exercises are a cost-effective, low risk mechanism for training staff, promoting communication across organizations and validating plans, procedures, equipment, systems, tools, facilities, and training for emergency management.³¹ There have been extensive government efforts to support that goal. For example, the Department of Homeland Security created The Homeland Security Exercise and Evaluation Program (HSEEP) to train stakeholders like water and sanitation systems in developing and implementing essential readiness components.³²

An "After-Action Report" is a formal review of an emergency preparedness exercise, such as a tabletop exercise, that is designed to identify what worked and what needs to be improved. It converts lessons learned from the exercise into concrete, measurable steps to improve response capabilities. It specifically details the actions to take to address recommendations presented, who will be responsible for taking the action, and the timeline for completion.³³

Experience gained from both the 1991 Oakland Hills fire and the 1989 Loma Prieta earthquake highlighted the importance of mutual aid among water providers. The California

³⁰ EPA, "How to Develop a Multi-Year Training and Exercise (T&E) Plan", accessed June 14, 2022, https://www.epa.gov/sites/default/files/2015-05/documents/how_to_develop_a_multi-year_training_and_exercise_plan_a_tool_for_the_water_sector.pdf

See also NIH, "Use of After-Action Reports (AARs) to Promote Organizational and Systems Learning in Emergency Preparedness", accessed June 14, 2022, <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3447598/>

³¹ The White House archives, President George Bush, "Katrina Lessons Learned", accessed June 9, 2022, <https://georgewbush-whitehouse.archives.gov/reports/katrina-lessons-learned/appendix-a.html>

³² FEMA, "Homeland Security Exercise and Evaluation Program (HSEEP)", accessed June 9, 2022, <https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep>

³³ San Francisco Department of Emergency Management, "Phase 4: After Action Report and Improvement Planning," accessed June 14, 2022, <https://sfdem.org/phase-4-after-action-report-and-improvement-planning-0>

Water/Wastewater Agency Response Network (CalWARN) was formed and membership eventually expanded to include over 190 utilities across the state. “The mission of CalWARN is to support and promote statewide emergency preparedness, disaster response, and mutual assistance processes for public and private water and wastewater utilities.”³⁴ Its network enables agencies to locate and share vital resources, including both equipment and personnel during emergencies. The EPA recommends that water providers participate in mutual aid activities.³⁵

The County Executive’s Office describes the responsibility of the Department of Emergency Management (County DEM) as “alerting and notifying appropriate agencies within the county’s 20 cities when disaster strikes; coordinating all agencies that respond; ensuring resources are available and mobilized in times of disaster; developing plans and procedures in response to and recovery from disasters; and developing and providing preparedness materials for our residents.”³⁶ Formerly operated by the County Sheriff’s Office as the Office of Emergency Services, County DEM came under the authority of the County Executive’s Office in 2021 and later became a stand-alone County department.

The Grand Jury investigated the degree to which water providers in the County are preparing for potential difficulties in restoring water to customers in the event of an abrupt service interruption.

DISCUSSION

While the SFPUC is nearing completion of its upgrade to the seismic resilience of the Hetch Hetchy Regional Water System, County water providers have managed their infrastructure upgrade programs in diverse ways. Some water providers reported that they can only afford enough capital outlay to replace about 2% of aging components per year without severely increasing water rates.³⁷ History suggests they could face crippling pipeline breaks, equipment damage, and fuel shortages during the aftermath of a major seismic event.

Mitigating an earthquake’s impact requires the ability to:

- Quickly identify and repair damage, much of it underground and invisible;
- Coordinate and communicate with scattered staff in a chaotic post-quake environment;
- Locate and transport emergency equipment and supplies;

³⁴ CalWARN Mission Statement, accessed June 14, 2022. <https://www.calwarn.org>

³⁵ EPA, “Water Sector Utility Incident Action Checklist,” accessed June 19, 2022, https://www.epa.gov/system/files/documents/2021-10/incident-action-checklist-earthquakes_508c-final.pdf

³⁶ County of San Mateo, Department of Emergency Management, accessed June 9, 2022, <https://www.smcgov.org/ceo/department-emergency-management>

³⁷ Grand Jury interviews

- Quickly react and adapt to both likely and unpredictable challenges in a stressful environment; and
- Coordinate response with emergency agencies and other water providers.³⁸

Federal and State regulations and guidelines require water providers to document the adequacy of emergency preparation measures, including an ERP. The Grand Jury sought to verify that the individual water providers were in compliance with provisions of their ERPs.³⁹ We also sought to assess emergency preparedness, and potential improvements to the emergency response planning of County water providers.

The Grand Jury selected 12 of the 16 major County water providers, representing a cross-section of populations served and types of providers (municipal water districts, special districts, and public utilities). We reviewed documents and conducted interviews with representatives from each of these water providers listed in Figure 8.

Figure 8: Water Providers Investigated

Water Provider	Provider Type ⁴⁰	Population Served (2021) ⁴¹
Brisbane	Municipal Water District	4,657
Hillsborough	Municipal Water District	10,869
Westborough Water District	Special District	12,703
Coastside County Water District	Special District	18,738
East Palo Alto	Municipal Water District	26,181
Mid-Peninsula Water District	Special District	26,924
Estero Municipal Improvement District	Special District	37,687
North Coast County Water District	Special District	38,546
Cal Water Bear Gulch	Public Utility	60,827
Redwood City	Municipal Water District	90,518
Daly City	Municipal Water District	106,638
Cal Water Bayshore	Public Utility	200,111

As required by the America’s Water Infrastructure Act (AWIA), each of these providers has prepared, self-certified, and submitted to the EPA a Resiliency Assessment and an ERP.⁴² Brisbane was not required by AWIA to submit an ERP specifically, but has an equivalent document titled an Emergency Operations Plan.

³⁸ EPA, March 2018, “Connecting Water Utilities and Emergency Management Agencies”, accessed June 10, 2022, https://www.epa.gov/sites/default/files/2018-05/documents/water_emaconnection.pdf/

³⁹ Grand Jury interviews/correspondences

⁴⁰ Grand Jury interviews

⁴¹ BAWSCA.org member agency profiles

⁴² EPA, “America’s Water Infrastructure Act: Risk Assessments and Emergency Response Plans”, accessed June 10, 2022, <https://www.epa.gov/waterresilience/awia-section-2013>

Emergency Response Plans: Promise, Performance, Documentation

The ERPs of all water providers the Grand Jury investigated included provisions for emergency readiness exercises. Only seven specified that these exercises would be performed at least annually. Others contained no commitment about the frequency of exercises. Some water providers we investigated indicated that the COVID-19 pandemic hampered their capacity to perform the exercises required by their ERPs.

The SFPUC invites most County water providers to attend its annual emergency preparedness exercises. Several water providers told us they attend these exercises. Two water providers (Westborough Water District and East Palo Alto) indicated that they did not participate and they did not receive invitations.⁴³ In addition, several water providers informed us that they had participated in general emergency preparedness exercises organized by local public safety and similar agencies in the past.

The Grand Jury was unable to determine whether the SFPUC exercises, or local emergency response planning exercises, satisfied the specific requirements described in the water districts' respective ERPs, as submitted to EPA.

None of the water districts investigated was able to present to the Grand Jury any documentation showing that they had conducted the water district readiness exercises described in their respective ERPs. In addition, no water provider was able to present to the Grand Jury any After-Action Report related to its ERP requirements.

Backup Water and Fuel

The SFPUC publication on seismic design criteria states that their performance goal for the Hetch Hetchy's Water System Improvement Program is to restore winter demand volume to 70% of their customer turnouts within 24 hours of a major earthquake.⁴⁴ The Grand Jury noted that County water providers are reasonably confident the improved SFPUC system will be functioning within three days.⁴⁵

Grand Jury interviews and BAWSCA data indicate that only seven of the 12 water providers investigated by the Grand Jury had back-up water storage sufficient for three days of normal usage. Several water providers informed the Grand Jury that they should also maintain a three-day back-up storage of fuel to keep generators operating to run the water delivery system during an emergency.

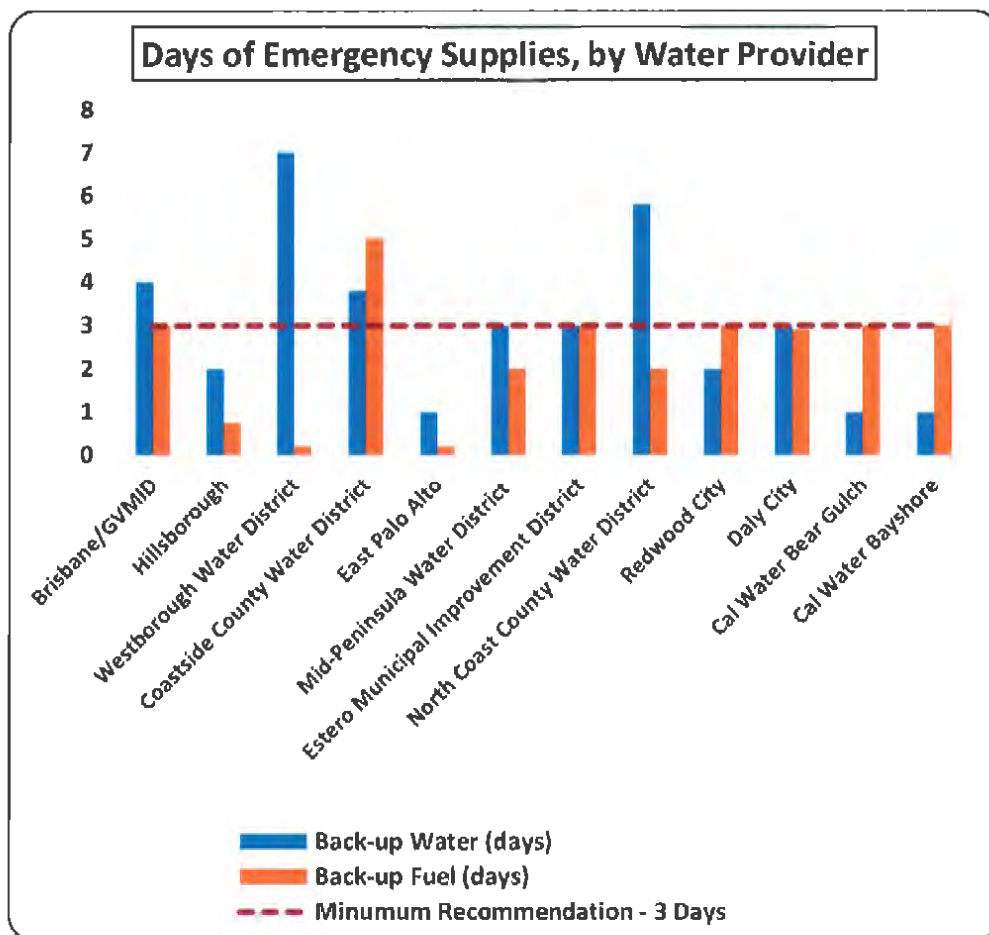
⁴³ Grand Jury interview

⁴⁴ https://ssc.ca.gov/wp-content/uploads/sites/9/2020/08/sfpuc_final_version_12_4-19-06.pdf

⁴⁵ Grand Jury interview

Only seven of the water providers we investigated had a three-day back-up fuel supply. Only four had a three-day back-up supply of both water and fuel, as shown in Figure 9.

Figure 9: Days of Emergency Supplies, by Water Provider⁴⁶



County Responsibilities

In a catastrophic event, County DEM is responsible for alerting and coordinating agencies’ responses, ensuring availability of resources, and developing plans for response and recovery.

The EPA has published guidance for cooperation that is needed between local emergency management agencies, such as County DEM, and the water providers serving the local communities. Its recommendations include:

- Sharing contact information between the agencies and water providers;
- Joint training and exercises and mutual facilities tours;

⁴⁶ Grand Jury interviews; BAWSCA, “Member Agency Profiles”, accessed June 11, 2022, <https://bawasca.org/members/profiles>

- Creating a “water desk” at the emergency agency; and
- Coordinating public messaging during a water emergency.⁴⁷

The Grand Jury found a gap between these recommendations and County DEM practices. County DEM informed us that it had no water desk, had not conducted emergency water interruption exercises, had not developed a coordination plan for emergency water interruption, and did not have a current list of emergency contacts for County water providers.

Several water providers informed the Grand Jury that they had, had no recent contact with the County DEM. Several informed us that they believe the County should be responsible for countywide water disaster exercises. To date, County DEM has conducted emergency preparedness exercises, but none addressing catastrophic water interruption.

FINDINGS

The following findings apply to the specific governing bodies identified under “Request For Responses” below:

- F1. The water provider was unable to demonstrate that it conducts the emergency exercises specified by its ERP, which may compromise its ability to supply water following a catastrophic interruption in water distribution service.
- F2. The water provider was not able to produce documentation analyzing past exercises to test readiness and improve their performance, which may compromise its ability to supply water following a catastrophic interruption in water distribution service.
- F3. The water provider does not have three days of emergency water storage, which may compromise its ability to supply water following a catastrophic interruption in water distribution service.
- F4. The water provider does not have three days of emergency fuel storage, which may compromise its ability to supply water following a catastrophic interruption in water distribution service.
- F5. The County Department of Emergency Management has not followed EPA recommendations that it coordinate disaster response with County water providers, which may compromise its ability to coordinate a response to a catastrophic interruption in water distribution service.

⁴⁷ EPA, “Connecting Water Utilities and Emergency Management Agencies”, accessed June 10, 2022, https://www.epa.gov/sites/default/files/2018-05/documents/water_emaconnection.pdf

RECOMMENDATIONS

The following recommendations apply to the specific governing bodies identified under “Request for Responses” below:

- R1. The Grand Jury recommends that, by March 31, 2023, the water provider perform emergency preparedness exercises consistent with its emergency response plan.
- R2. The Grand Jury recommends that, by March 31, 2023, the water provider perform an analysis and document an After-Action Report consistent with its emergency response plan.
- R3. The Grand Jury recommends that, by March 31, 2023, the water provider develop plans to increase emergency water storage sufficient to provide emergency water for a period of at least three days.
- R4. The Grand Jury recommends that, by March 31, 2023, the water provider develop plans to increase emergency fuel storage sufficient to provide emergency fuel for a period of at least three days.
- R5. The Grand Jury recommends that, by December 31, 2022, the County Department of Emergency Management develop a plan to bring its policy in line with EPA recommendations to coordinate disaster response with County water providers.

REQUEST FOR RESPONSES

Pursuant to Penal Code Section 933.05, the Grand Jury requests responses from the following governing bodies:

Water Provider	F1	F2	F3	F4	F5	R1	R2	R3	R4	R5
Brisbane/GV Municipal Improvement District	X	X				X	X			
Hillsborough	X	X	X	X		X	X	X	X	
Westborough Water District	X	X		X		X	X		X	
Coastside County Water District	X	X				X	X			
East Palo Alto	X	X	X	X		X	X	X	X	
Mid-Peninsula Water District	X	X		X		X	X		X	
Estero Municipal Improvement District	X	X				X	X			
North Coast County Water District	X	X		X		X	X		X	
Redwood City	X	X	X			X	X	X		
Daly City	X	X				X	X			
San Mateo County					X					X

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted subject to the notice, agenda, and open meeting requirements of the Brown Act.

RESPONSE REQUIREMENTS

California Penal Code Section 933.05, provides (emphasis added):

(a) For purposes of subdivision (b) of Section 933, as to each grand jury finding, the responding person or entity shall report one of the following:

(1) The respondent **agrees** with the finding.

(2) The respondent **disagrees** wholly or partially with the finding; in which case the response shall **specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.**

(b) For purposes of subdivision (b) of Section 933, as to each grand jury recommendation, the responding person or entity shall report one of the following actions:

(1) The recommendation has been implemented, **with a summary regarding the implemented action.**

(2) The recommendation has not yet been implemented, but will be implemented in the future, **with a timeframe for implementation.**

(3) The recommendation requires further analysis, **with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for**

discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.

(4) The recommendation will not be implemented because it is not warranted or is not reasonable, **with an explanation therefor.**

METHODOLOGY

Preliminary Research

The Grand Jury reviewed many news articles and many publicly-available materials that described how water is distributed to San Mateo County and damage that may be caused by catastrophic earthquakes. We also researched which Federal, State, and local agencies help regulate water in San Mateo County. The sources of such documents included various departments of San Mateo County government, LAFCO, Federal and State agencies (including EPA, FEMA, DHS, and USGS), BAWSCA, and others.

Interviews and Document Requests

The Grand Jury conducted 27 interviews of public officials representing San Mateo County government departments, the San Francisco Public Utilities Commission, and water providers serving customers across San Mateo County. These included individuals that had general and specific knowledge regarding emergency services, water provision, and water ecosystems in San Mateo County. The Grand Jury also reviewed a multitude of documents provided by these agencies in response to document requests.

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APPENDIX A

SELECT FEDERAL AND STATE LAW AFFECTING WATER PROVIDERS

America's Water Infrastructure Act of 2018

Section 2013 of the law requires providers serving more than 3,300 people to develop and submit to the EPA a Risk and Resilience Assessment (Resiliency Assessment) as well as an Emergency Response Plan (ERP). The law requires that both documents include specific information.

Risk and Resilience Assessment (Section 2013)

- 1) "...[t]he risk to the system from malevolent acts and natural hazards;
- 2) the resilience of the pipes and constructed conveyances, physical barriers, source water, water collection and intake, pretreatment, treatment, storage and distribution facilities, electronic, computer, or other automated systems (including the security of such systems) which are utilized by the system;
- 3) the monitoring practices of the system;
- 4) the financial infrastructure of the system;
- 5) the use, storage, or handling of various chemicals by the system; and
- 6) the operation and maintenance of the system."

Emergency Response Plan (Section 2013)

1. "...strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system;
2. plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or natural hazard that threatens the ability of the community water system to deliver safe drinking water;
3. actions, procedures and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to communities and individuals, including the development of alternative source water options, relocation of water intakes and construction of flood protection barriers; and
4. strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system."

California Water Code

At the State level, California Water Code California Water Code, [§10610-10656](#) and [§10608](#) specify that water providers serving more than 3,000 connections develop and submit an Urban Water Management Plan.

Urban Water Management Plan (UWMP)

The UWMP is largely focused on the need for providers to develop measures to reduce demand and to design sets of mitigation measures for possible implementation in the event of drought conditions or emergency loss of water service resulting from natural disaster. The UWMP is required to:

- (1) Assess the reliability of water sources over a 20-year planning time frame.
- (2) Describe demand management measures and water shortage contingency plans.
- (3) Report progress toward meeting a targeted 20 percent reduction in per-capita (per-person) urban water consumption by the year 2020.
- (4) Discuss the use and planned use of recycled water.

APPENDIX B

CALIFORNIA WATER SERVICE, AREAS SERVED

Bayshore District - services the cities of

- San Carlos
- San Mateo
- South San Francisco
- Colma

Bear Gulch District – services the cities of

- Portola Valley
- Woodside
- Atherton
- Menlo Park
- Unincorporated Portions of San Mateo County

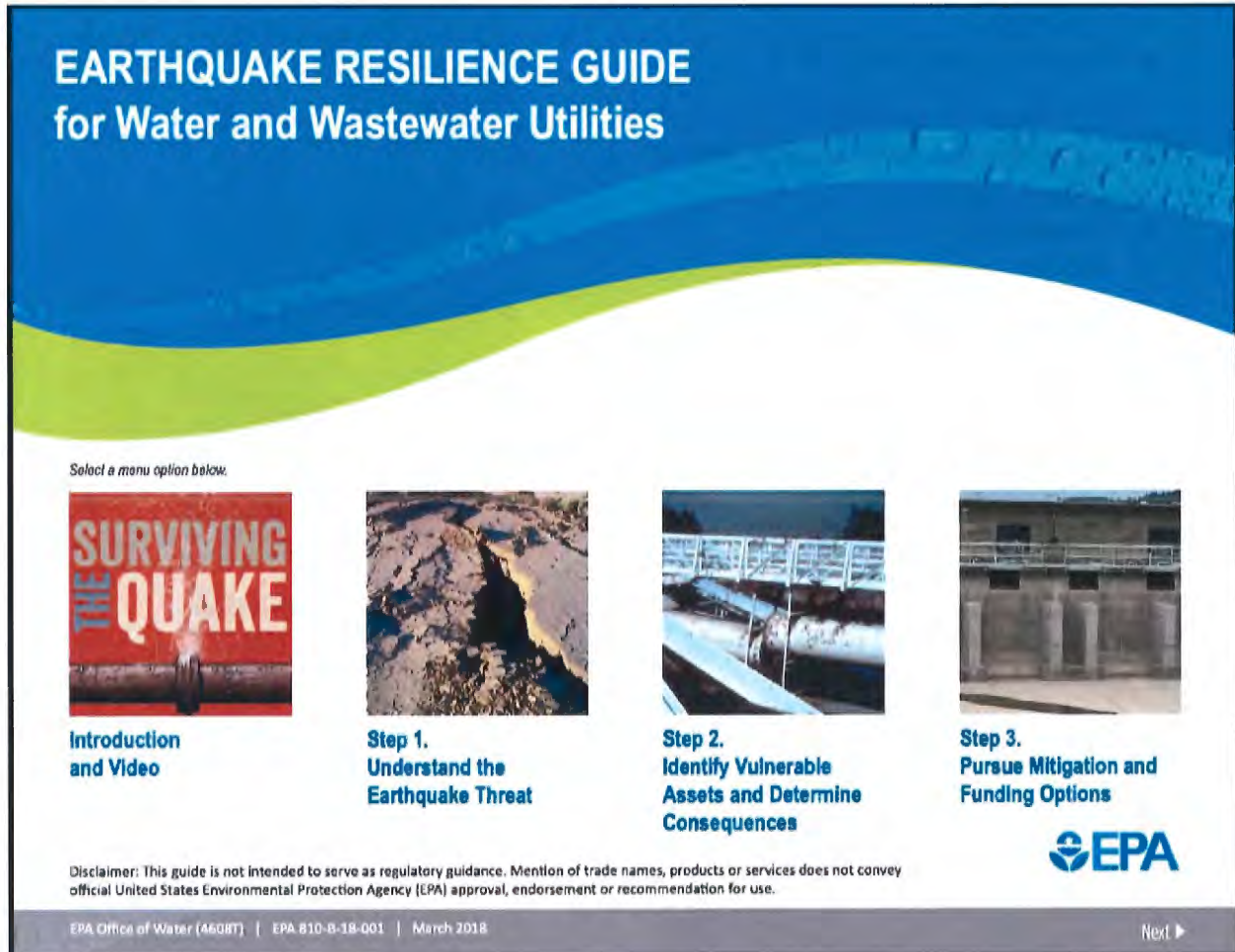


California Water Service (an investor-owned water provider) provides water to residents in these cities through its Bayshore and Bear Gulch districts. California Water Service rates and operations are regulated by the California Public Utility Commission.

APPENDIX C

EPA, “Earthquake Resiliency Guide” (2018)

<https://www.epa.gov/waterutilityresponse/earthquake-resilience-guide> (accessed June 15, 2022).



EARTHQUAKE RESILIENCE GUIDE
for Water and Wastewater Utilities

Select a menu option below.

Introduction and Video

Step 1. Understand the Earthquake Threat

Step 2. Identify Vulnerable Assets and Determine Consequences

Step 3. Pursue Mitigation and Funding Options

EPA

Disclaimer: This guide is not intended to serve as regulatory guidance. Mention of trade names, products or services does not convey official United States Environmental Protection Agency (EPA) approval, endorsement or recommendation for use.

EPA Office of Water (4608T) | EPA 810-B-18-001 | March 2018

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APPENDIX D

EPA Incident Action Checklist – Earthquake

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Incident Action Checklist – Earthquake

Earthquake Impacts on Water and Wastewater Utilities

An earthquake is caused by the shifting of tectonic plates beneath the Earth's surface. Ground shaking from moving geologic plates collapses buildings and bridges, and sometimes triggers landslides, avalanches, flash floods, fire and tsunamis. The strong ground motion of earthquakes has the potential to cause a great deal of damage to drinking water and wastewater utilities, particularly since most utility components are constructed from inflexible materials (e.g., concrete and pipes). Earthquakes create many cascading and secondary impacts that may include, but are not limited to:

- Structural damage to facility infrastructure and equipment
- Water tank damage or collapse
- Water source transmission line realignment or damage
- Damage to distribution lines due to shifting ground and soil liquefaction, resulting in potential water loss, water service interruptions, low pressure, contamination and sinkholes and/or large pools of water throughout the service area
- Loss of power and communication infrastructure
- Restricted access to facilities due to debris and damage to roadways



FEMA

The following sections outline actions water and wastewater utilities can take to prepare for, respond to and recover from an earthquake.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: September 13, 2022

Report

Date: September 9, 2022

Subject: General Manager's Report

Recommendation:

Information Only.

Letter from the City of Half Moon Bay - Regarding Water Reuse Projects

On behalf of the City Council of Half Moon Bay, Mayor Debbie Ruddock sent the attached letter dated August 23, 2022 to President Feldman affirming "its support of the Coastside County Water District's pursuit of a resilient, sustainable and integrated water supply for the Coastside" and encouraging the District to "explore opportunities to diversify its water supplied including means to develop and utilize water derived from reuse and recycling." This letter was approved by the City Council on its consent calendar at the August 16, 2022 City Council meeting.



August 23, 2022

Mr. Bob Feldman, President
Coastside County Water District
766 Main Street
Half Moon Bay, CA 94019

RE: Water Reuse/Recycling

Dear Mr. Feldman:

The City Council of the City of Half Moon Bay has authorized me to send this letter to affirm its support of the Coastside County Water District's pursuit of a resilient, sustainable, and integrated water supply for the Coastside and strongly encourages Coastside CWD to explore opportunities to diversify its water supplies including means to develop and utilize water derived from reuse and recycling.

Investment in water reuse projects throughout California and the Western States has been a key vehicle for communities to develop sustainable and stable water supplies for the long-term. Water reuse offers many potential benefits including greater water security during drought conditions, less dependence upon outside water sources, less dependence upon groundwater resources as well as a reduction in wastewater effluent discharge to the Pacific Ocean.

The City of Half Moon Bay acknowledges that Coastside CWD, as the water retailer for the City of Half Moon Bay and parts of unincorporated San Mateo County, is poised to lead the effort to develop water reuse and recycling on the Coastside. The City recognizes Coastside CWD's knowledge and experience in water treatment and water distribution and fully supports the District in evaluating and developing water reuse projects. The District's expertise in construction and maintenance of water infrastructure represents a distinct advantage to successful implementation of water reuse projects. In addition, their knowledge of the water use demands will also help the District to design a successful water reuse project.

The City of Half Moon Bay commits its cooperation and collaboration to the District's efforts and also acknowledges its shared vision in developing a resilient and sustainable water supply incorporating water reuse for the Coastside community. This effort will represent another step in the long history of working together to improve public works infrastructure on the Coastside.

The City acknowledges that our success in implementing water reuse will require the cooperation and collaboration of many agencies including the Sewer Authority Mid-Coastside, San Mateo County, Granada Community Services District and Montara Water and Sanitary District and others given the regional benefit derived. The City encourages the Coastside CWD to also reach out to these and other agencies to solicit their commitment and support in this critical effort to develop a sustainable water supply for the Coastside.

Sincerely,



Debbie Ruddock
Mayor

Cc: Mary Rogren, General Manager CCWD

MONTHLY REPORT

To: Mary Rogren, General Manager
From: James Derbin, Superintendent of Operations
Agenda: September 13, 2022
Report Date: September 7, 2022

Monthly Highlights

- Denniston Water Treatment Plant ran during the week most of August. Staff is hoping this will continue through September.
- Carson, Darin and Chris all now have Class B Permits
- Clear brush at old Denniston Well sites and evaluate

August Sources: Pilarcitos Lake, Denniston Reservoir/Wells, Crystal Springs

Projects

- Nunes Water Treatment Plant Improvement Project. Ranger work is paused due to supply chain issues. Electrical work is ongoing while waiting for parts/equipment to arrive. Progress since last board meeting:
 - Air Scour conduits and control panel installed
 - Flow meter installed
 - Blocka Electrical subcontractor completed wire megger testing of panel PBD-4 to main switchgear
 - The new 200A breakers were successfully installed and the plant was brought back on-line into operation after planned shutdown on August 30, 2022
 - Work anticipated over next month: Awaiting knife gate valve and sludge valves. Likely arriving towards end of September and Ranger will work on valve installation.
- EKI
 - Grandview/Hwy 1 Crossing and Main Replacement project Notice To Proceed issued 7/19/22. Construction to start later this month.
 - Pilarcitos Crossing - Golden Bay Construction has drilled and pulled HDPE line under the Creek. Current schedule shows end of September completion.
 - Miramontes Point Road - Design expected Fall 2022
- HDR
 - Half Moon Bay Tank replacement project - HDR is engineering a design to replace HMB tanks 1&2 first. 90% design comments submitted. 100% design expected this month.

STAFF REPORT

To: Board of Directors
From: Cathleen Brennan, Water Resources Analyst
Agenda: September 13, 2022
Report: September 6, 2022
Subject: Water Resources Informational Report

Water Shortage Emergency and Outreach Update

The Board of Directors adopted Ordinance No. 2022-01 declaring a Water Shortage Emergency under Stage 2 of the District's Water Shortage Contingency Plan on March 24, 2022. Drought and water shortage conditions remain unchanged.

Alternative Water Supply (AWS) Plan by San Francisco Public Utilities Commission

The AWS Plan is intended to improve dry year reliability of the regional water system. Current projects being planned could provide up to 35 MGD. Quarterly reports with updates are provided to the SFPUC by the AWS Program. The next scheduled update is scheduled for September 13th. The AWS Plan (report) will analyze how projects are helping to improve dry year reliability. The final report on AWS projects is due in the summer of 2023.

Below is the list of projects that will be included in the AWS Plan.

	Project	MGD
1	Dry Year Transfers	2
2	Daly City Recycled (Reuse) Water Expansion	1
3	Crystal Springs Purified Water* (Indirect Potable Reuse) <i>*Name to Change</i>	5
4	Alameda County Water District/Union Sanitary District Purified Water (Reuse)	5
5	Los Vaqueros Reservoir Expansion/ Brackish Desalination	2
6	Calaveras Reservoir Expansion	20
7	South Bay Purified Water (Reuse)	TBD
	Total	35



AWS Projects

- Distributed opportunities in the Service Area
- Various conveyance and delivery alternatives being considered for each project
- Leveraging existing infrastructure and regional partnerships

