

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

RESCHEDULED REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, October 4, 2016 - 7:00 p.m.

Please note that the Regular Monthly Board of Directors Meeting that would occur on October 11, 2016 has been cancelled

AGENDA

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

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

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

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

- 1) ROLL CALL**

- 2) PLEDGE OF ALLEGIANCE**

- 3) PUBLIC COMMENT**

At this time members of the public may address the Board of Directors on issues not listed on the agenda which are within the purview of the Coastside County Water District. Comments on

matters that are listed on the agenda may be made at the time the Board is considering each item. Each speaker is allowed a maximum of three (3) minutes and must complete and submit a speaker slip. The President of the Board will recognize each speaker, at which time the speaker should proceed to the podium, give their name and address and provide their comments to the Board.

4) CONSENT CALENDAR

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

- A. Approval of disbursements for the month ending September 30, 2016:
Claims: \$1,278,175.61; Payroll: \$90,804.48 for a total of \$1,368,980.09 ([attachment](#))
➤ *September 2016 Monthly Financial Claims reviewed and approved by President Glassberg*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of September 13, 2016 Regular Board of Directors Meeting ([attachment](#))
- D. Monthly Water Transfer Report ([attachment](#))
- E. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- F. Total CCWD Production Report ([attachment](#))
- G. CCWD Monthly Sales by Category Report – September 2016 ([attachment](#))
- H. Monthly Emergency Main & Service Repairs Report and Water Line Flushing Report ([attachment](#))
- I. Rainfall Reports ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Quarterly Financial Review – Fiscal Year 2016-2017 ([attachment](#))
- B. Notice of Exemption for Highway 1 South Pipeline Replacement Project ([attachment](#))

7) MONTHLY INFORMATIONAL REPORTS

- A. Assistant General Manager's Report ([attachment](#))
- B. Operations Report ([attachment](#))

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

9) ADJOURNMENT

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

<u>CHECK DATE</u>	<u>CHECK NO.</u>	<u>VENDOR</u>	<u>VOID CHECK</u>	<u>AMOUNT</u>
09/07/2016	23156	HEALTH BENEFITS ACWA-JPIA		\$34,804.18
09/09/2016	23157	HEALTH BENEFITS ACWA-JPIA		\$34,756.99
09/09/2016	23158	COMCAST		\$191.93
09/09/2016	23159	RECORDER'S OFFICE		\$18.00
09/09/2016	23160	FIRST NATIONAL BANK		\$1,448.14
09/09/2016	23161	HASSETT HARDWARE		\$541.48
09/09/2016	23162	MASS MUTUAL FINANCIAL GROUP		\$2,420.65
09/09/2016	23163	OFFICIAL PAYMENTS CORPORATION		\$4.00
09/09/2016	23164	PACIFIC GAS & ELECTRIC CO.		\$58.14
09/09/2016	23165	PUB. EMP. RETIRE SYSTEM		\$12,811.46
09/09/2016	23166	CaPERS FISCAL SERVICES DIVISION		\$25,069.57
09/09/2016	23167	REPUBLIC SERVICES		\$375.51
09/09/2016	23168	TOWNE FORD		\$26,877.25
09/09/2016	23169	UNITED STATES POSTAL SERV.		\$600.00
09/09/2016	23170	UNION BANK OF CALIFORNIA		\$356,581.86
09/09/2016	23171	VALIC		\$3,640.00
09/09/2016	23172	VULCAN MATERIALS COMPANY		\$224.87
09/16/2016	23173	AT&T		\$2,962.72
09/16/2016	23174	AT&T LONG DISTANCE		\$181.37
09/16/2016	23175	RECORDER'S OFFICE		\$24.00
09/16/2016	23176	RECORDER'S OFFICE		\$18.00
09/16/2016	23177	ELDORADO FORKLIFT COMPANY		\$14,660.50
09/16/2016	23178	HALF MOON BAY REVIEW		\$175.00
09/16/2016	23179	PACIFIC GAS & ELECTRIC CO.		\$30,193.88
09/16/2016	23180	US TELEPACIFIC CORPORATION		\$1,779.52
09/22/2016	23181	ADP, INC.		\$568.90
09/22/2016	23182	FRANK YAMELLO		\$235.00
09/22/2016	23183	ANDREINI BROS. INC.		\$129,983.56
09/22/2016	23184	AZTEC GARDENS, INC.		\$190.00
09/22/2016	23185	BADGER METER, INC.		\$90.00
09/22/2016	23186	BALANCE HYDROLOGICS, INC		\$2,553.12
09/22/2016	23187	BAY ALARM COMPANY		\$669.78
09/22/2016	23188	BFI OF CALIFORNIA, INC.		\$353.67
09/22/2016	23189	BIG CREEK LUMBER		\$32.55
09/22/2016	23190	SUSAN BOYER		\$82.66
09/22/2016	23191	CALCON SYSTEMS, INC.		\$163.50
09/22/2016	23192	CAROLYN STANFIELD		\$600.00
09/22/2016	23193	CHEMTRADE CHEMICALS US LLC		\$2,405.04
09/22/2016	23194	RECORDER'S OFFICE		\$24.00
09/22/2016	23195	RECORDER'S OFFICE		\$24.00
09/22/2016	23196	CURLEY & RED'S INC. BODY SHOP		\$90.00
09/22/2016	23197	DATAPROSE, LLC		\$4,245.80
09/22/2016	23198	ELECSYS INTERNATIONAL CORP		\$250.00
09/22/2016	23199	ERS INDUSTRIAL SERVICES INC.		\$11,232.00
09/22/2016	23200	FREYER & LAURETA, INC.		\$850.00

09/22/2016	23201	GOLDEN STATE FLOW MEASUREMENT	\$1,818.46
09/22/2016	23202	GRAINGER, INC.	\$298.50
09/22/2016	23203	HMB BLDG. & GARDEN INC.	\$205.94
09/22/2016	23204	MARCOS & ESTHER HERNANDEZ	\$252.16
09/22/2016	23205	IRON MOUNTAIN	\$848.80
09/22/2016	23206	IRVINE CONSULTING SERVICES, INC.	\$2,427.68
09/22/2016	23207	IRVINE CONSULTING SERVICES, INC.	\$377.78
09/22/2016	23208	JAMES FORD, INC.	\$47.42
09/22/2016	23209	GLENNA LOMBARDI	\$107.00
09/22/2016	23210	IRENE LOPEZ	\$191.76
09/22/2016	23211	MASS MUTUAL FINANCIAL GROUP	\$2,420.65
09/22/2016	23212	METLIFE GROUP BENEFITS	\$1,732.23
09/22/2016	23213	MISSION UNIFORM SERVICES INC.	\$205.48
09/22/2016	23214	MOODY PROPERTIES LLC	\$213.66
09/22/2016	23215	ALYCIA MOULTON	\$161.56
09/22/2016	23216	NATIONAL METER & AUTOMATION	\$167,606.09
09/22/2016	23217	NORTHSTAR CHEMICAL	\$1,511.40
09/22/2016	23218	OFFICE DEPOT	\$727.80
09/22/2016	23219	ONTRAC	\$512.72
09/22/2016	23220	PACIFICA COMMUNITY TV	\$250.00
09/22/2016	23221	PAULO'S AUTO CARE	\$76.54
09/22/2016	23222	PITNEY BOWES	\$215.82
09/22/2016	23223	PREVENTIVE SOLUTIONS, INC.	\$750.00
09/22/2016	23224	PUB. EMP. RETIRE SYSTEM	\$11,839.84
09/22/2016	23225	RED WING SHOE STORE	\$220.71
09/22/2016	23226	RICOH USA, INC.	\$329.00
09/22/2016	23227	ROBERTS & BRUNE CO.	\$26,792.68
09/22/2016	23228	ROGUE WEB WORKS, LLC	\$293.80
09/22/2016	23229	SAN FRANCISCO WATER DEPT.	\$299,637.82
09/22/2016	23230	SAN MATEO CTY PUBLIC HEALTH LAB	\$722.00
09/22/2016	23231	STATE WATER RESOURCES CONTROL BD	\$110.00
09/22/2016	23232	JIM STEELE	\$3,000.00
09/22/2016	23233	STRAWFLOWER ELECTRONICS	\$32.65
09/22/2016	23234	TYLER TECHNOLOGIES, INC	\$137.50
09/22/2016	23235	UPS STORE	\$156.96
09/22/2016	23236	USA BLUE BOOK	\$935.89
09/22/2016	23237	VALIC	\$3,640.00
09/22/2016	23238	V. G. INVESTMENTS	\$75.56
09/22/2016	23239	TROY WARREN	\$191.76
09/22/2016	23240	WATER RESEARCH FOUNDATION	\$1,090.00
09/22/2016	23241	WEST YOST ASSOCIATES, INC	\$7,686.50
09/01/2016	23242	PACIFIC SURFACING, INC.	\$961.29
09/19/2016	23243	MONICA DI SANTO	\$49.33
09/28/2016	23244	CALCON SYSTEMS, INC.	\$4,601.23
09/28/2016	23245	CHEVRON/TEXACO UNIVERSAL CARD	\$1,789.65
09/28/2016	23246	COASTSIDE COUNTY WATER DIST.	\$40.14
09/28/2016	23247	HANSONBRIDGETT. LLP	\$13,952.70
09/28/2016	23248	MONTEREY COUNTY LAB	\$2,510.00
09/28/2016	23249	POLLARDWATER.COM	\$279.90

09/28/2016

23250

JAMES TETER

\$9,076.65

TOTAL CLAIMS FOR SEPTEMBER 2016

\$1,278,175.61



Coastside County Water District

Monthly Budget Report Account Summary

For Fiscal: 2016-2017 Period Ending: 09/30/2016

	September Budget	September 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	928,111.00	966,365.07	38,254.07	4.12 %	2,997,331.00	3,132,661.28	135,330.28	4.52 %	10,266,127.00
	Total RevType: 1 - Operating:	928,111.00	966,365.07	38,254.07	4.12 %	2,997,331.00	3,132,661.28	135,330.28	4.52 %	10,266,127.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	4,165.00	3,038.71	-1,126.29	-27.04 %	12,495.00	20,910.62	8,415.62	67.35 %	50,000.00
1-4180-00	Late Notice - 10% Penalty	5,997.60	2,926.70	-3,070.90	-51.20 %	17,992.80	17,847.81	-144.99	-0.81 %	72,000.00
1-4230-00	Service Connections	833.00	1,339.53	506.53	60.81 %	2,499.00	4,527.50	2,028.50	81.17 %	10,000.00
1-4920-00	Interest Earned	0.00	0.00	0.00	0.00 %	767.50	0.00	-767.50	-100.00 %	3,070.00
1-4930-00	Tax Apportionments/County Checks	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	600,000.00
1-4950-00	Miscellaneous Income	3,082.10	6,331.22	3,249.12	105.42 %	9,246.30	7,906.22	-1,340.08	-14.49 %	37,000.00
1-4955-00	Cell Site Lease Income	11,969.54	9,925.52	-2,044.02	-17.08 %	35,908.62	36,619.53	710.91	1.98 %	143,692.00
1-4965-00	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	200,000.00
	Total RevType: 2 - Non-Operating:	26,047.24	23,561.68	-2,485.56	-9.54 %	78,909.22	87,811.68	8,902.46	11.28 %	1,115,762.00
	Total Revenue:	954,158.24	989,926.75	35,768.51	3.75 %	3,076,240.22	3,220,472.96	144,232.74	4.69 %	11,381,889.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	364,323.00	278,176.82	86,146.18	23.65 %	1,009,479.00	812,072.60	197,406.40	19.56 %	2,578,474.00
1-5230-00	Nunes T P Pump Expense	2,604.79	2,616.63	-11.84	-0.45 %	7,814.37	8,826.79	-1,012.42	-12.96 %	31,270.00
1-5231-00	CSP Pump Station Pump Expense	59,485.00	1,726.31	57,758.69	97.10 %	179,654.00	76,726.80	102,927.20	57.29 %	325,420.00
1-5232-00	Other Trans. & Dist Pump Expense	1,757.00	1,653.63	103.37	5.88 %	5,347.00	5,850.72	-503.72	-9.42 %	18,020.00
1-5233-00	Pilarcitos Canyon Pump Expense	180.00	-5,699.65	5,879.65	3,266.47 %	540.00	764.24	-224.24	-41.53 %	26,000.00
1-5234-00	Denniston T P Pump Expense	600.00	-415.67	1,015.67	169.28 %	12,637.00	14,794.00	-2,157.00	-17.07 %	85,000.00
1-5242-00	CSP Pump Station Operations	874.65	1,274.42	-399.77	-45.71 %	2,623.95	2,815.86	-191.91	-7.31 %	10,500.00
1-5243-00	CSP Pump Station Maintenance	1,388.00	353.42	1,034.58	74.54 %	4,164.00	1,534.92	2,629.08	63.14 %	37,000.00
1-5246-00	Nunes T P Operations - General	6,761.00	6,179.12	581.88	8.61 %	20,419.00	16,205.17	4,213.83	20.64 %	57,000.00
1-5247-00	Nunes T P Maintenance	12,208.00	10,854.53	1,353.47	11.09 %	28,374.00	24,624.23	3,749.77	13.22 %	80,500.00
1-5248-00	Denniston T P Operations-General	375.00	3,580.56	-3,205.56	-854.82 %	4,937.00	6,442.97	-1,505.97	-30.50 %	35,000.00
1-5249-00	Denniston T.P. Maintenance	7,750.00	-101.45	7,851.45	101.31 %	23,250.00	10,361.40	12,888.60	55.43 %	53,000.00
1-5250-00	Laboratory Expenses	3,313.00	3,744.72	-431.72	-13.03 %	13,252.00	13,890.70	-638.70	-4.82 %	53,000.00
1-5260-00	Maintenance - General	10,970.61	3,069.70	7,900.91	72.02 %	32,911.83	22,550.15	10,361.68	31.48 %	131,700.00
1-5260-10	Maintenance - Main Line Breaks	8,330.00	15,622.23	-7,292.23	-87.54 %	24,990.00	17,631.69	7,358.31	29.45 %	100,000.00
1-5260-11	Maintenance - Paving	4,165.00	963.54	3,201.46	76.87 %	12,495.00	4,540.48	7,954.52	63.66 %	50,000.00
1-5261-00	Maintenance - Well Fields	40,000.00	-7.06	40,007.06	100.02 %	41,818.00	10,566.94	31,251.06	74.73 %	50,000.00
1-5263-00	Uniforms	1,300.00	0.00	1,300.00	100.00 %	5,144.00	3,692.85	1,451.15	28.21 %	10,000.00

Monthly Budget Report

For Fiscal: 2016-2017 Period Ending: 09/30/2016

	September Budget	September Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
1-5318-00	12,495.00	8,686.50	3,808.50	30.48 %	37,485.00	18,806.50	18,678.50	49.83 %	150,000.00
1-5321-00	3,915.10	0.00	3,915.10	100.00 %	11,745.30	0.00	11,745.30	100.00 %	47,000.00
1-5322-00	4,165.00	0.00	4,165.00	100.00 %	12,495.00	1,953.60	10,541.40	84.36 %	50,000.00
1-5381-00	4,998.00	12,551.90	-7,553.90	-151.14 %	14,994.00	35,356.00	-20,362.00	-135.80 %	60,000.00
1-5382-00	1,166.20	480.00	686.20	58.84 %	3,498.60	1,280.00	2,218.60	63.41 %	14,000.00
1-5383-00	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	20,000.00
1-5384-00	10,437.49	16,464.58	-6,027.09	-57.74 %	31,312.47	25,702.29	5,610.18	17.92 %	125,300.00
1-5410-00	84,677.00	62,750.42	21,926.58	25.89 %	296,369.00	229,173.72	67,195.28	22.67 %	1,100,800.00
1-5411-00	93,644.00	94,151.56	-507.56	-0.54 %	327,755.00	319,453.92	8,301.08	2.53 %	1,217,375.00
1-5420-00	12,480.00	10,791.94	1,688.06	13.53 %	43,681.00	40,066.93	3,614.07	8.27 %	162,245.00
1-5435-00	33,135.00	40,192.30	-7,057.30	-21.30 %	99,405.00	100,843.84	-1,438.84	-1.45 %	412,904.00
1-5436-00	4,791.00	5,233.63	-442.63	-9.24 %	14,373.00	12,476.42	1,896.58	13.20 %	59,976.00
1-5440-00	41,025.00	39,087.91	1,937.09	4.72 %	131,052.00	115,510.02	15,541.98	11.86 %	508,256.00
1-5445-00	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	33,000.00
1-5510-00	4,723.11	6,080.92	-1,357.81	-28.75 %	14,169.33	15,773.05	-1,603.72	-11.32 %	56,700.00
1-5620-00	14,225.55	15,596.94	-1,371.39	-9.64 %	42,676.65	53,703.21	-11,026.56	-25.84 %	170,775.00
1-5620-33	0.00	-23.98	23.98	0.00 %	0.00	0.00	0.00	0.00 %	0.00
1-5625-00	1,999.20	860.00	1,139.20	56.98 %	5,997.60	1,573.65	4,423.95	73.76 %	24,000.00
1-5630-00	9,996.00	16,554.65	-6,558.65	-65.61 %	29,988.00	29,821.76	166.24	0.55 %	120,000.00
1-5687-00	6,164.20	1,215.00	4,949.20	80.29 %	18,492.60	2,612.84	15,879.76	85.87 %	74,000.00
1-5689-00	499.80	0.00	499.80	100.00 %	1,499.40	0.00	1,499.40	100.00 %	6,000.00
1-5700-00	1,582.70	0.00	1,582.70	100.00 %	4,748.10	0.00	4,748.10	100.00 %	19,000.00
1-5705-00	1,332.80	0.00	1,332.80	100.00 %	3,998.40	0.00	3,998.40	100.00 %	16,000.00
Total ExpType: 1 - Operating:	873,837.20	654,266.07	219,571.13	25.13 %	2,575,585.60	2,058,000.26	517,585.34	20.10 %	8,179,215.00
ExpType: 4 - Capital Related									
1-5712-00	356,597.00	356,581.86	15.14	0.00 %	356,597.00	356,581.86	15.14	0.00 %	486,426.00
1-5715-00	0.00	0.00	0.00	0.00 %	260,466.00	260,466.28	-0.28	0.00 %	336,409.00
1-5716-00	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	145,203.00
Total ExpType: 4 - Capital Related:	356,597.00	356,581.86	15.14	0.00 %	617,063.00	617,048.14	14.86	0.00 %	968,038.00
Total Expense:	1,230,434.20	1,010,847.93	219,586.27	17.85 %	3,192,648.60	2,675,048.40	517,600.20	16.21 %	9,147,253.00
Report Total:	-276,275.96	-20,921.18	255,354.78		-116,408.38	545,424.56	661,832.94		2,234,636.00

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
September 30, 2016**

RESERVE BALANCES

CAPITAL AND OPERATING RESERVE	\$3,540,465.74
RATE STABILIZATION RESERVE	\$250,000.00
TOTAL DISTRICT RESERVES	\$3,790,465.74

ACCOUNT DETAIL

ACCOUNTS WITH FIRST NATIONAL BANK (FNB)	
CHECKING ACCOUNT	\$1,914,164.16
CSP T & S ACCOUNT	\$849,800.36
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$1,025,801.22
DISTRICT CASH ON HAND	\$700.00
TOTAL ACCOUNT BALANCES	\$3,790,465.74

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

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

9/30/2016

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

06-03	SCADA/Telemetry/Electrical Controls Replacement	\$ 50,000		\$ 50,000	\$ -	0%	
17-02	Forklift for Nunes	\$ 30,000	\$ 14,661	\$ 30,000	\$ -	49%	
99-03	Computer Systems	\$ 5,000		\$ 5,000	\$ -	0%	
99-04	Office Equipment/Furniture	\$ 3,000		\$ 3,000	\$ -	0%	

Facilities & Maintenance

08-08	PRV Valves Replacement Project	\$ 30,000		\$ 30,000	\$ -	0%	
09-09	Fire Hydrant Replacement	\$ 40,000	\$ 14,635	\$ 40,000	\$ -	37%	
09-23	District Digital Mapping	\$ 10,000		\$ 10,000	\$ -	0%	
14-14	Pilarcitos Canyon Road Improvements	\$ 65,000	\$ 78,681	\$ 78,681	\$ (13,681)	100%	
17-11	Pilarcitos PRV Station Valve Replacement	\$ 45,000		\$ 45,000	\$ -	0%	
09-07	Advanced Metering Infrastructure	\$ 300,000	\$ 1,684	\$ 300,000	\$ -	1%	
99-01	Meter Change Program	\$ 300,000	\$ 165,328	\$ 300,000	\$ -	55%	

Pipeline Projects

06-01	Avenue Cabrillo Phase 3B Pipeline Replacement Project	\$ 650,000	\$ 318,333	\$ 650,000	\$ -	49%	Estimated completion: November 2016
13-02	Replace 8" Pipeline Under Creek at Pilarcitos Avenue	\$ 100,000	\$ 7,604	\$ 100,000	\$ -	8%	
14-26	Replace 2" Pipe in Downtown Half Moon Bay	\$ 500,000		\$ 500,000	\$ -	0%	

Pump Stations / Tanks / Wells

06-04	Hazen's Tank Replacement	\$ 30,000		\$ 30,000	\$ -	0%	
06-03	El Granada Tank #3 Recoating Project	\$ 600,000	\$ 20,758	\$ 600,000	\$ -	3%	In process; temporary tank will be installed in October 2016
13-11	EG Tank #1 & Tank #2 Emergency Generators	\$ 200,000	\$ 1,147	\$ 200,000	\$ -	1%	In process; installation scheduled for October-November 2016
17-03	Pilarcitos Wells 3 and 3A Rehabilitation	\$ 90,000		\$ 90,000	\$ -	0%	
17-05	Crystal Springs Pump Station Motor Controls	\$ 50,000		\$ 50,000	\$ -	0%	
17-06	Crystal Springs Pump Station Discharge Valve Replacement	\$ 30,000		\$ 30,000	\$ -	0%	

Water Supply Development

10-02 & 12-04	Denniston Pump Station & Pipeline Project (formerly Bridgeport Drive Pipeline Replacement Project)	\$ 2,600,000	\$ 3,599	\$ 2,600,000	\$ -	0%	Kickoff meeting occurred September 2016; Construction to begin ap. December 2016
17-12	Recycled Water Project Development	\$ 100,000		\$ 100,000	\$ -	0%	

Water Treatment Plants

17-01	Nunes Water Treatment Plant Treated Water Meter	\$ 50,000		\$ 50,000	\$ -	0%	
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**COASTSIDE COUNTY WATER DISTRICT
APPROVED CAPITAL IMPROVEMENT PROJECTS
FISCAL YEAR 2016-2017**

9/30/2016

		Approved CIP Budget FY 16/17	Actual To Date FY16/17	Projected Year-End FY 16/17	Variance vs. Budget	% Completed	Project Status/ Comments
17-04	Denniston Dam Spillway	\$ 10,000		\$ 10,000	\$ -	0%	
17-07	Denniston WTP Site Improvements for Erosion Control	\$ 50,000		\$ 50,000	\$ -	0%	
17-08	Nunes Filter Surface Wash Repairs	\$ 50,000		\$ 50,000	\$ -	0%	
17-10	Nunes Backwash Pond Sand Replacement	\$ 65,000		\$ 65,000	\$ -	0%	
99-05	Denniston Maintenance Dredging	\$ 35,000		\$ 35,000	\$ -	0%	
FY 15/16 TOTALS		\$ 6,088,000	\$ 626,430	\$ 6,101,681	\$ (13,681)		

Previous CIP Projects - paid in FY 16/17

14-24	Denniston/San Vicente EIR & Permitting		\$ 8,740	\$ 10,000	\$ (10,000)		
99-02	2017 Transit Van		\$ 26,877	\$ 30,000	\$ (30,000)		On FY15/16 CIP
PREVIOUS YEAR TOTALS		\$ -	\$ 35,617	\$ 40,000	\$ (40,000)		

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

	Mixers for El Granada Tanks #1 and #2		\$ 3,128	\$ 3,128	\$ (3,128)		Completed (\$3K is for installation; Mixers were purchased in 6/2016)
	Wavecrest Road Pipeline Extension - CCWD Portion		\$ 169	\$ 5,000	\$ (5,000)		
07-03	Pilarcitos Canyon Pipeline Replacement (07-03)		\$ 12,107	\$ 8,053	\$ (8,053)		
					\$ -		

NON-BUDGETED TOTALS \$ - \$ 15,404 \$ 16,181 \$ (16,181)

CIP TOTALS \$ 6,088,000 \$677,451 \$ 6,157,862 \$ (69,862)

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

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

Month	Admin (General Legal Fees)	Water Supply Develpmnt	Recycled Water	Transfer Program	CIP	Personnel	Water Shortage	Lawsuits	Infrastructure Project Review (Reimbursable)	TOTAL
Oct-15	2,259	88	500	1,609	6,164	504			118	11,241
Nov-15	3,920		176	1,113	5,014					10,224
Dec-15	1,535	617			1,970					4,122
Jan-16	2,673	970		798	941					5,382
Feb-16	2,969				1,000	7,859				11,828
Mar-16	8,572		272		60	8,282				17,187
Apr-16	8,014			900	91	2,640				11,645
May-16	3,616			776		5,438				9,830
Jun-16	3,583		1,540			11,879				17,002
Jul-16	7,269		1,812	392		5,564				15,037
Aug-16	3,412			284	674	18,541				22,912
Sep-16	2,489			603	3,798	7,063				13,953
TOTAL	50,312	1,676	4,300	6,474	19,711	67,771	0	0	118	150,363

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

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

Month	Admin & Retainer	CIP	Studies & Projects	TOTAL	Reimbursable from Projects
Oct-15	480	10,853	1,372	12,705	1,372
Nov-15	480	2,095	1,606	4,180	1,606
Dec-15	480	1,389	4,901	6,770	4,901
Jan-16	480		4,392	4,872	4,392
Feb-16	1,926	6,083	338	8,347	338
Mar-16	2,291	5,812		8,103	
Apr-16	480	10,650	2,789	13,919	2,789
May-16	2,508	12,863	7,014	22,385	7,014
Jun-16	1,280	4,960	2,191	8,431	2,191
Jul-16	480			480	0
Aug-16	480	14,917		15,397	0
Sep-16	480	8,597		9,077	0
TOTAL	11,845	78,218	24,601	114,664	24,601

Coastside County Water District
 Calcon T&M Projects Tracking
 Fiscal Year 2016-2017

9/30/2016

Project No.	Name	Approved Date	Project Budget	Project Billing thru 6/30/16	Actual FY2016/17	Project Total Billing	Project Budget Remaining
CAL-15-04	Phase II Control System Upgrade (FY2016 and FY2017)	8/11/2015	\$250,000.00	\$164,904.50		\$164,904.50	\$85,095.50
	Crystal Springs Maintenance				\$490.50	\$490.50	
	Nunes Maintenance				\$4,437.73	\$4,437.73	

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, September 13, 2016

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

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

There were 3 people in the audience.

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **PUBLIC HEARING**

- **To allow community input on Coastside County Water District's**
 - (1) Water Shortage Contingency Plan**
 - (2) Water Conservation Act of 2009 - Senate Bill SBx7-7**
 - (3) Urban Water Management Plan**
- A. Open Public Hearing
- B. Staff Presentations of CCWD's 2015 Urban Water Management Plan
- C. Public Comments
- D. Close Public Hearing
- E. Board Comments / Board Action
- **Consider concurrent adoption of the following Resolutions:**
 - (1) 2016-12 - Adopting an updated Water Shortage Contingency Plan**
 - (2) 2016-13 - Approving an updated baseline daily per capita use, an updated urban water use target and an updated interim water use target**
 - (3) 2016-14 - Adopting the 2015 Urban Water Management Plan**

Mr. Dickson introduced this agenda item and provided a brief background, noting that Cathleen Brennan, the District's Water Resource Analyst has been working on this project for approximately three years. He also introduced the project consultant, Elizabeth Drayer, P.E., with West Yost Associates. He added that this project has required a lot of time and effort to address and understand the changed requirements from the Department of Water Resources.

The public hearing was opened at 7:03 p.m. at which time Ms. Brennan began her presentation by reviewing the proposed items requiring Board action. Her presentation included a recap of the noticing requirements for the public hearing and a discussion of the water shortage contingency plan,. Next she summarized details and requirements of the Water Conservation Act of 2009 (SB X7-7), including per capita water use targets, followed by an analysis of the items that are included, the new requirements and the key components and demand management measures included in the District's 2015 Urban Water Management Plan. In conclusion, Ms. Brennan summarized the actions completed to date and the steps that will follow upon the adoption of the final 2015 Urban Water Management Plan.

There were no comments from any members of the public and President Glassberg closed the public hearing at 7:37 p.m. Director Coverdell made a motion to adopt Resolutions 2016-12, 2016-13, and 2016-14, which was seconded by Director Feldman, followed by Board discussion.

Vice-President Reynolds stated that he had a number of questions and comments with regard to the Urban Water Management Plan. Directors Coverdell, Feldman, and President Glassberg all agreed that they were not in favor of delaying the submittal of the Plan.

The Board members then proceeded to ask questions about the document, which were answered by Mr. Dickson, Ms. Brennan and Ms. Drayer. Director Coverdell suggested that the Board adopt the Plan at this time, and staff schedule a meeting with Vice-President Reynolds to further address his concerns. Vice-President Reynolds identified some typographical errors in the document, which staff agreed would be corrected.

ON MOTION BY Director Coverdell and seconded by Director Feldman, the Board voted by roll call vote, to approve the following Resolutions of the Board of Directors of the Coastside County Water District: 2016-12 - Authorizing the Adoption of an Updated Water Shortage Contingency Plan; 2016-13 - Authorizing the Approval of an Updated Baseline Daily Per Capita Use, and Updated Urban Water Use Target, and an Updated Interim Urban Water Use Target to be included in the 2015 Urban Water Management Plan; and 2016-14 - Adopting the Coastside County Water District 2015 Urban Water Management Plan:"

Director Coverdell	Aye
Director Mickelsen	Absent
Director Feldman	Aye
Vice-President Reynolds	No
President Glassberg	Aye

President Glassberg added that staff is directed to schedule a meeting with Vice-President Reynolds to answer the questions he has with regards to the 2015 Urban Water Management Plan.

5) CONSENT CALENDAR

- A. Approval of disbursements for the month ending August 31, 2016:
Claims: \$581,037.75; Payroll: \$90,857.58 for a total of \$671,895.33
➤ *August 2016 Monthly Financial Claims reviewed and approved by Director Feldman*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of August 9, 2016 Special and Regular Board of Directors Meetings
- D. Monthly Water Transfer Report
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report – August 2016
- H. Monthly Emergency Main & Service Repairs Report and Water Line Flushing Report
- I. Rainfall Reports
- J. Acceptance of Subdivision Utility System – Ailanto Properties Pacific Ridge Subdivision – Phase I, Half Moon Bay
- K. S.F.P.U.C. Hydrological Report for the month of July
- L. S.F.P.U.C. Hydrological Report for the month of August

Director Coverdell stated that he would like to discuss some of the reports in agenda item 5B in further detail.

ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds, the Board voted to accept and approve the Consent Calendar with the exception of item 5B:

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

Director Coverdell inquired if the monthly financial reports had incorporated the District's recent rate increase, which Ms. Rogren confirmed that the rate increases were included. He also inquired about the figures contained in the Calcon Time and Materials Projects Tracking Report, and Ms. Rogren confirmed that the report was incorrect and that corrections would be made in the monthly report for the month of October.

ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds, the Board voted to accept and approve Consent Calendar item 5B:

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

6) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Coverdell reported that he and Vice-President Reynolds had attended a recent meeting of the Recycled Water Committee, which he commented was well attended. He then shared highlights of the meeting, with brief Board discussion ensuing.

7) GENERAL BUSINESS

A. Possible Cancellation of October 11, 2016 Regular Meeting of the Board of Directors

Mr. Dickson advised that staff had learned that there may not be a quorum in attendance at the regular Board meeting on October 11, 2016, and reminded the Board that it requires Board action to cancel or reschedule a Board of Directors meeting. The Board briefly discussed alternative dates for the October Board meeting and agreed on October 4th 2016 to conduct the regular monthly meeting.

ON MOTION BY Vice-President Reynolds and seconded by Director Feldman, the Board voted to reschedule the Regular Monthly CCWD Board of Directors meeting from Tuesday, October 11th to Tuesday, October 4th 2016, beginning at the regular time of 7:00 p.m.

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

8) MONTHLY INFORMATIONAL REPORTS

A. Operations Report

Mr. Dickson stated that Mr. Guistino was not present at the meeting, and he answered a few questions from the Board regarding the status of water production at the Denniston Water Treatment Plant and the recent pipeline leaks in the areas of Wavecrest Road and Railroad Avenue in Half Moon Bay.

9) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no requests from the Directors for any future specific agenda items but the Board did agreed that they would like the District's strategic planning session scheduled for early in 2017, during day time hours.

10) ADJOURNMENT - The meeting was adjourned at 8:31 p.m.

Respectfully submitted,

David Dickson, General Manager
Secretary to the District

Arnie Glassberg, President
Board of Directors

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: October 4, 2016

Report

Date: September 26, 2016

Subject: Monthly Water Transfer Report - September 2016

Recommendation:

None. For Board information purposes only.

Background:

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

During the month of September, four applications to transfer four -- 5/8" (20 gpm) non-priority water service connections were approved. A spreadsheet reporting these transfers follows this report as well as the approval memorandums from Patrick Miyaki and the confirmation letters from Gina Brazil.

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

DONATING APN	PROPERTY OWNER(S)	RECIPIENT APN	PROPERTY OWNER(S)	# of CONNECTIONS	DATE
047-144-470	Dennis Doherty	047-164-220	Comeragh LLC (Patrick Power)	1 -- 5/8"	September 8, 2016
047-275-470	Bryan & Cindy Flavey	047-287-260	Doug & Jacqueline Machado	1 -- 5/8"	September 9, 2016
115-520-170	Charles J. Keenan III (c/o Joyce Yamigiwa)	048-093-040	Philip Wilkinson	1 -- 5/8"	September 22, 2016
115-520-170	Charles J. Keenan III (c/o Joyce Yamigiwa)	047-218-280	Stanley Peng	1 -- 5/8"	September 22, 2016

Memorandum

TO: Gina Brazil
FROM: Samantha L. Hubley
DATE: September 8, 2016
RE: **Application to Transfer One Uninstalled Non-Priority Water Service Connection from Dennis Doherty to Comeragh LLC (Patrick Power)**

Gina, I have reviewed the Application to transfer one 5/8-inch uninstalled non-priority water service connection from property owned by Dennis Doherty (APN047-144-470) to Comeragh LLC (Patrick Power)(APN047-164-220)

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

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

PTM:slh

cc: P. Miyaki
D. Dickson

September 8, 2016



Dennis Doherty
P.O. Box 490
Fairfax, CA 94930

and

Patrick Power
Comeragh LLC
P.O. Box 1235
Montara, CA 94037

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

Dear Property Owners:

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

- **APN 047-144-470** continues to have the rights to one (1) -- 5/8" (20 gpm) uninstalled non-priority water service connection from the Coastside County Water District; and
- **APN 047-164-220** now has one (1) -- 5/8" (20 gpm) uninstalled non-priority water service connection assigned to it from the Crystal Springs Project. (note that APN's 047-164-220 and 047-164-230 are comprised of one legal parcel per the recorded Certificate of Compliance recorded date June 14, 2016).

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

Sincerely,

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

Gina Brazil
Office Manager

cc: David Dickson, General Manager

Memorandum

TO: Gina Brazil
FROM: Patrick T. Miyaki
DATE: September 9, 2016
RE: **Application to Transfer One Uninstalled Non-Priority Water Service Connection from Bryan and Cindy Falvey to Douglas and Jacqueline Machado**

Gina, I have reviewed the Application to transfer one 5/8-inch uninstalled non-priority water service connection from property owned by Bryan & Cindy Falvey (APN 047-275-470) to Jacqueline Machado (APN 047-287-260)

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

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

PTM:slh

cc: David Dickson, General Manager
Patrick T. Miyaki



September 9, 2016

Bryan & Cindy Falvey
P. O. Box 2263
El Granada, CA 94018

and

Doug & Jacqueline Machado
P. O. Box 2902
El Granada, CA 94018

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

Dear Property Owners:

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

- **APN 047-275-470** continues to have the rights to one (1) -- 5/8" (20 gpm) installed water service connection from the Coastside County Water District; and
- **APN 047-287-260** now has one (1) -- 5/8" (20 gpm) uninstalled non-priority water service connection assigned to it from the Crystal Springs Project.

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

Sincerely,

Gina Brazil
Office Manager

cc: David Dickson, General Manager

Memorandum

TO: Gina Brazil
FROM: Patrick T. Miyaki
DATE: September 21, 2016
RE: **Application to Transfer One Uninstalled Non-Priority Water Service Connection from Charles J. Keenan III Trustee (c/o Joyce Yamigiwa) to Philip Wilkinson**

Gina, I have reviewed the Application to transfer one 5/8-inch uninstalled non-priority water service connection from property owned by Charles J. Keenan III Trustee (c/o Joyce Yamigiwa) (APN 115-520-170) to Philip Wilkinson (APN 048-093-040)

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

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

PTM:slh

cc: David Dickson, General Manager
Patrick T. Miyaki



September 22, 2016

Charles Keenan, Trustee
c/o Joyce Yamigiwa
700 Emerson Street
Palo Alto, CA 94301

and

Philip Wilkinson
114 Mirada Road
Half Moon Bay, CA 94019

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

Dear Property Owners:

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

- **APN 115-520-170** continues to have the rights to forty-four (44) -- 5/8" (20 gpm) non-priority water service connections from the Coastside County Water District; and
- **APN 048-093-040** now has one (1) -- 5/8" (20 gpm) uninstalled non-priority water service connection assigned to it from the Crystal Springs Project.

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

Sincerely,

Gina Brazil
Office Manager

cc: David Dickson, General Manager

Memorandum

TO: Gina Brazil

FROM: Patrick T. Miyaki

DATE: September 21, 2016

RE: **Application to Transfer One Uninstalled Non-Priority Water Service Connection from Charles J. Keenan III Trustee (c/o Joyce Yamigiwa) to Philip Stanley Peng and Sylvia Chang**

Gina, I have reviewed the Application to transfer one 5/8-inch uninstalled non-priority water service connection from property owned by Charles J. Keenan III Trustee (c/o Joyce Yamigiwa) (APN 115-520-170) to Philip Stanley Peng & Sylvia Chang (APN 058-218-280)

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

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

PTM:slh

cc: David Dickson, General Manager
Patrick T. Miyaki

September 22, 2016



Charles Keenan, Trustee
c/o Joyce Yamigiwa
700 Emerson Street
Palo Alto, CA 94301

and

Stanley Peng
614 Ferdinand Avenue
Half Moon Bay, CA 94019

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

Dear Property Owners:

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

- **APN 115-520-170** continues to have the rights to forty-three (43) -- 5/8” (20 gpm) non-priority water service connections from the Coastside County Water District; and
- **APN 047-218-280** now has one (1) -- 5/8” (20 gpm) uninstalled non-priority water service connection assigned to it from the Crystal Springs Project.

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

Sincerely,

A handwritten signature in blue ink that reads "Gina Brazil". The signature is fluid and cursive.

Gina Brazil
Office Manager

cc: David Dickson, General Manager

Fiscal Year 2017 Water Service Installations*FY 2017*

APN	Name	Install Address	City/Community	Meter Size	Type	Date Installed	Notes
056-081-380	Nava, Kenneth & Yvonne	694 Terrace Ave	HMB	5/8"	dom	25-Jul-16	with 1" fire
047-218-150	Engdahl, Maxine	640 Ferdinand	EG	5/8"	dom	5-Aug	with 1" fire
064-321-120	Jones, Lani and Greg	371 Magnolia St	HMB	5/8"	dom	11-Aug	with 1" fire
048-013-090	Philomena LLC	114 Magellan Ave.	Miramar	5/8"	dom	27-Sep	with 1" fire

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2017

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	1.58	15.50	0.00	37.11	7.05	61.24	4.36	56.88
AUG	2.55	10.84	0.00	4.40	51.18	68.97	4.12	64.85
SEPT	2.28	10.35	0.00	0.00	45.04	57.67	3.37	54.30
OCT								
NOV								
DEC								
JAN								
FEB								
MAR								
APR								
MAY								
JUN								
TOTAL	6.41	36.69	0.00	41.51	103.27	187.88	11.85	176.03
% MONTHLY TOTAL	3.95%	17.95%	0.00%	0.00	78.10%	100.00%	5.84%	94.16%
% ANNUAL TO DATE TOTAL	3.4%	19.5%	0.0%	22.1%	55.0%	100.0%	6.31%	93.7%
Local vs Imported-month	21.9%	78.10%	CCWD vs SFPUC- month		21.9%	78.1%		
Local vs Imported-annual	45.0%	55.0%	CCWD vs SFPUC- annual		22.9%	77.1%		
	Local Source	Imported Source						

12 Month Running Treated Total 580.97

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2016

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

 denotes estimated due to faulty SFPUC meter

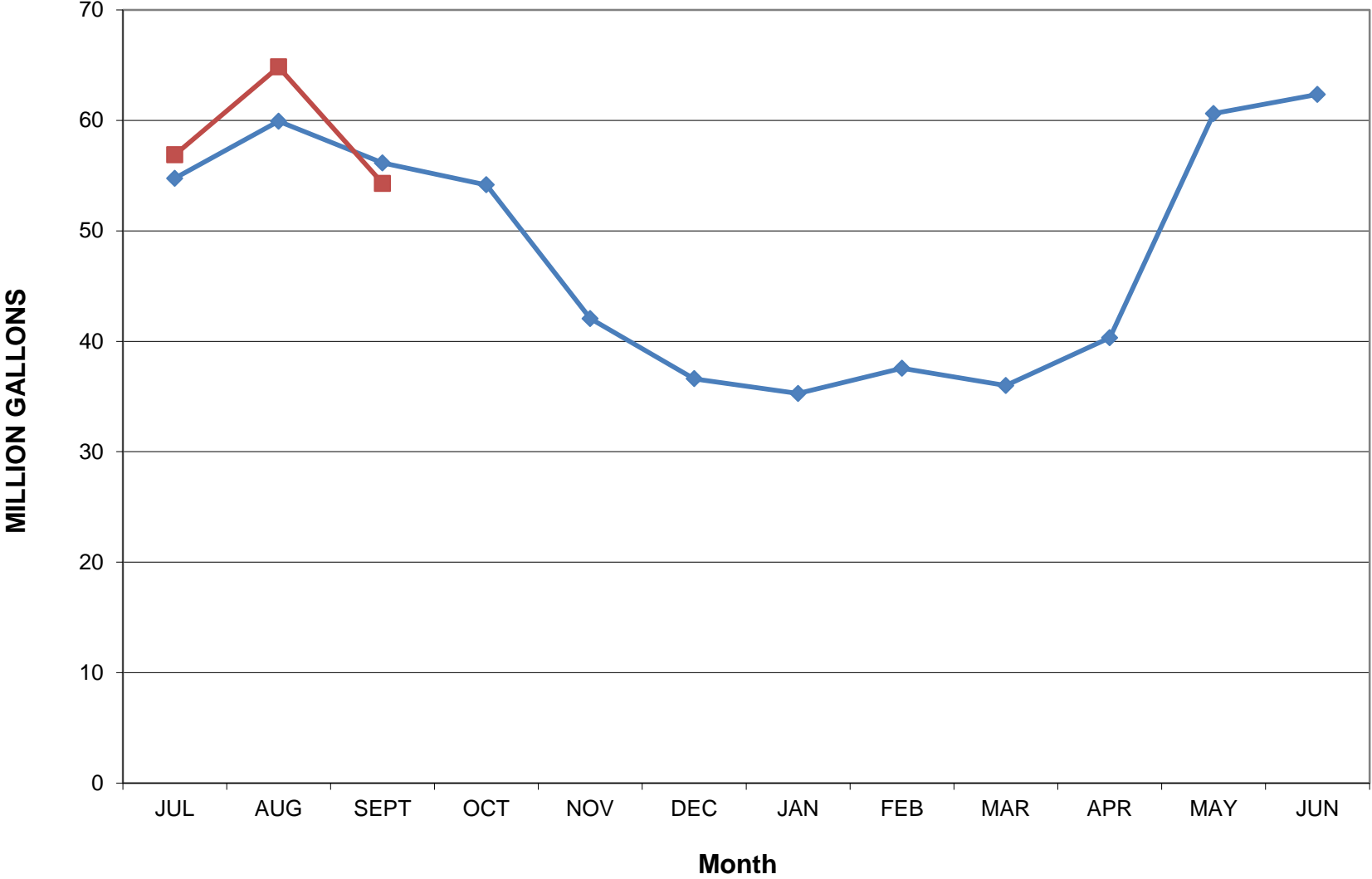
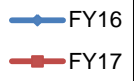
COASTSIDE COUNTY WATER DISTRICT

Predicted vs Actual Production - All Sources FY 17

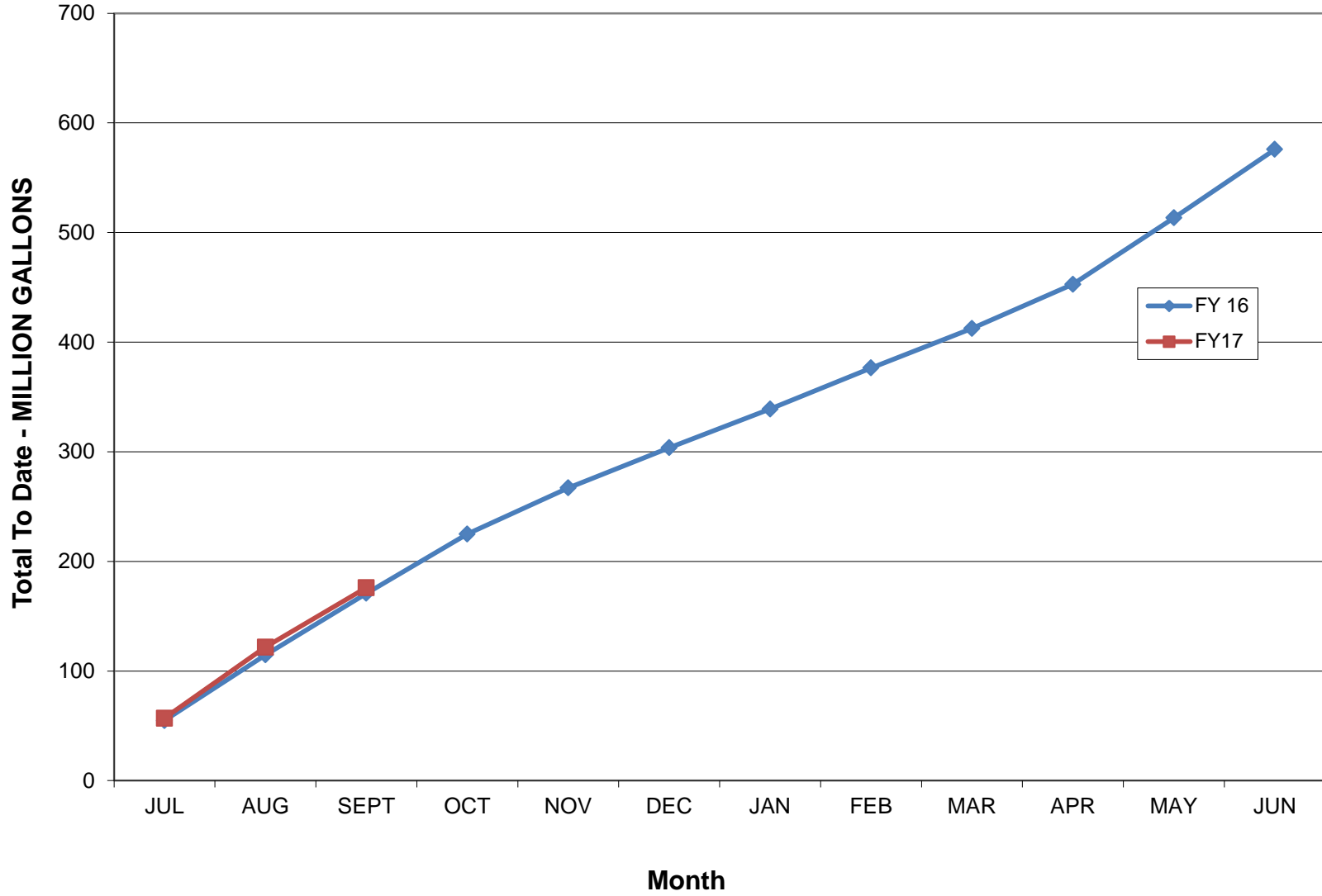
	Denniston Surface			Denniston Wells			Pilarcitos Wells			Pilarcitos Surface			SFWD CSP			SFWD Total	
	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG
Jul-16	15.50	0.00	-15.50	1.58	0.00	-1.58	0.00	0.00	0.00	37.11	0.00	-37.11	9.62	57.30	47.68	46.73	57.30
Aug-16	10.84	0.00	-10.84	2.55	0.00	-2.55	0.00	0.00	0.00	4.40	0.00	-4.40	51.18	61.04	9.86	55.58	61.04
Sep-16	10.35	0.00	-10.35	2.28	0.00	-2.28	0.00	0.00	0.00	0.00	0.00	0.00	45.04	67.77	22.73	45.04	67.77
Oct-16			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	66.27
Nov-16			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	45.33
Dec-16			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	16.64
Jan-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	8.98
Feb-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	8.98
Mar-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	5.31
Apr-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	30.37
May-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	34.11
Jun-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	0.00
MG Totals	36.69	0.00	-36.69	6.41	0.00	-6.41	0.00	0.00	0.00	41.51	0.00	-41.51	105.84	186.10	80.26	147.35	402.09

	Actual non SFPUC	Predicted non SFPUC	Actual SFPUC	Predicted SFPUC	TOTAL Actual	TOTAL Predicted	TOTAL Pred-act
	43.10	0.00	147.35	186.10	190.45	186.10	-4.35
% Total	22.63%	0.00%	77.37%	100.00%	102.34%		

Monthly Production FY 16 vs FY 17



Cumulative Production FY 16 vs.FY17



Plant Water Use*			Unmetered Water							2016			MG	
	Denniston Plant	Nunes Plant	Total	Main Flushing	Detector Checks*	Main Breaks	Fire Dept	Miscellaneous	Denniston Holding Pond	Autoflush	Tank Level Difference	Total		
JAN	1.070	1.430	2.500	0.005	0.022	0.000	0.006	0.000	0.013	0.139	0.002	2.686		
FEB	1.220	1.130	2.350	0.001	0.012	0.010	0.000	0.000	0.011	0.139	-0.326	2.197		
MAR	0.850	1.610	2.460	0.000	0.011	0.010	0.030	0.013	0.270	0.139	0.274	3.206		
APR	1.740	1.400	3.140	0.000	0.008	0.030	0.000	0.000	0.000	0.139	0.149	3.466		
MAY	1.920	1.560	3.480	0.000	0.019	0.173	0.000	0.000	0.000	0.139	0.153	3.964		
JUN	1.740	1.790	3.530	0.872	0.010	0.309	0.000	0.000	0.000	0.139	0.006	4.867		
JUL	1.810	2.150	3.960	0.512	0.009	0.011	0.000	0.000	0.000	0.139	-0.273	4.358		
AUG	1.380	1.980	3.360	0.000	0.011	0.089	0.000	0.000	0.283	0.139	0.240	4.123		
SEP	1.240	1.420	2.660	0.000	0.127	0.005	0.000	0.000	0.303	0.139	0.140	3.374		
OCT												0.000		
NOV												0.000		
DEC												0.000		
TOTAL	12.97	14.47	27.44	1.39	0.23	0.64	0.04	0.01	0.88	1.25	0.37	32.24		

Coastside County Water District Monthly Sales By Category (MG)

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	19.638	39.197	19.950										78.78
COMMERCIAL	3.731	3.032	3.597										10.36
RESTAURANT	1.745	1.569	1.937										5.25
HOTELS/MOTELS	3.004	3.420	2.778										9.20
SCHOOLS	0.659	0.754	0.723										2.14
MULTI DWELL	2.572	2.697	2.403										7.67
BEACHES/PARKS	0.579	0.500	0.406										1.49
AGRICULTURE	5.160	5.131	4.784										15.08
RECREATIONAL	0.242	0.282	0.221										0.75
MARINE	0.498	0.524	0.638										1.66
IRRIGATION	1.538	3.239	2.703										7.48
RAW WATER	10.081	8.593	9.711										28.38
Portable Meters	0.099	0.895	0.404										1.40
TOTAL - MG	49.55	69.83	50.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	169.63

Non Residential Usage 29.907 30.637 30.304 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000
Running 12 Month Total 564.42
 12 mo Ave Residential **293.81**
 12 mo Ave Non Residential **270.92**
 Total #VALUE! #VALUE! 564.73 #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE!

FY 2016

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

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

MONTH/YEAR

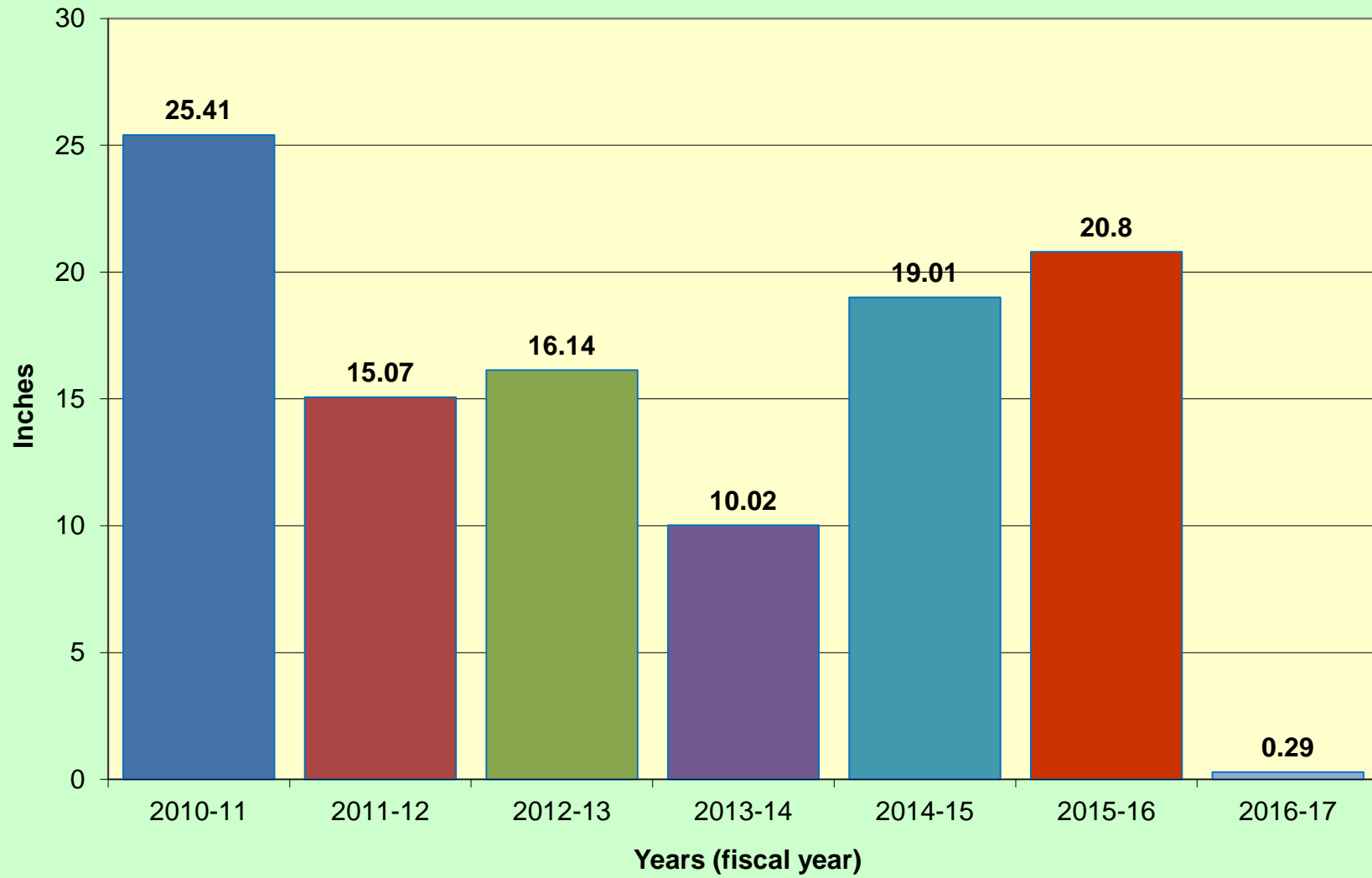
**Coastside County Water District Monthly Discharge Report
EMERGENCY MAIN AND SERVICE REPAIRS**

1	Date Reported Discovered	Date Repaired	Location	Pipe Class	Pipe Size & Type	Estimated Water Loss (Gallons)*	Environmental Damage? Y/N **	If Yes chlorine residual after dechlor	Equipment Costs	Material Costs	Employee hours		Labor Costs	Total Costs
											Staff	Hours		
1	9/12/2016	9/13/16	225 Miramr	S	1"	5,000	N	N	\$3,600.00	\$1,122.00	3	12	\$3,000	\$7,722.00
2											John 3 hours			
											Staff	Hours		\$0.00
3											Staff	Hours		\$0.00
4											Staff	Hours		\$0.00
5											Staff	Hours		\$0.00
6											Staff	Hours		\$0.00
7											Staff	Hours		\$0.00
8											Staff	Hours		\$0.00
Totals						5,000			\$3,600.00	\$1,122.00	3	12	\$3,000	\$7,722.00
*includes 1,000 gallons for mains to daylight plus 1,000 gallons to flush mains or 100 gallons to flush services									** If Yes, include photos of damage			Staff x hours = 36		

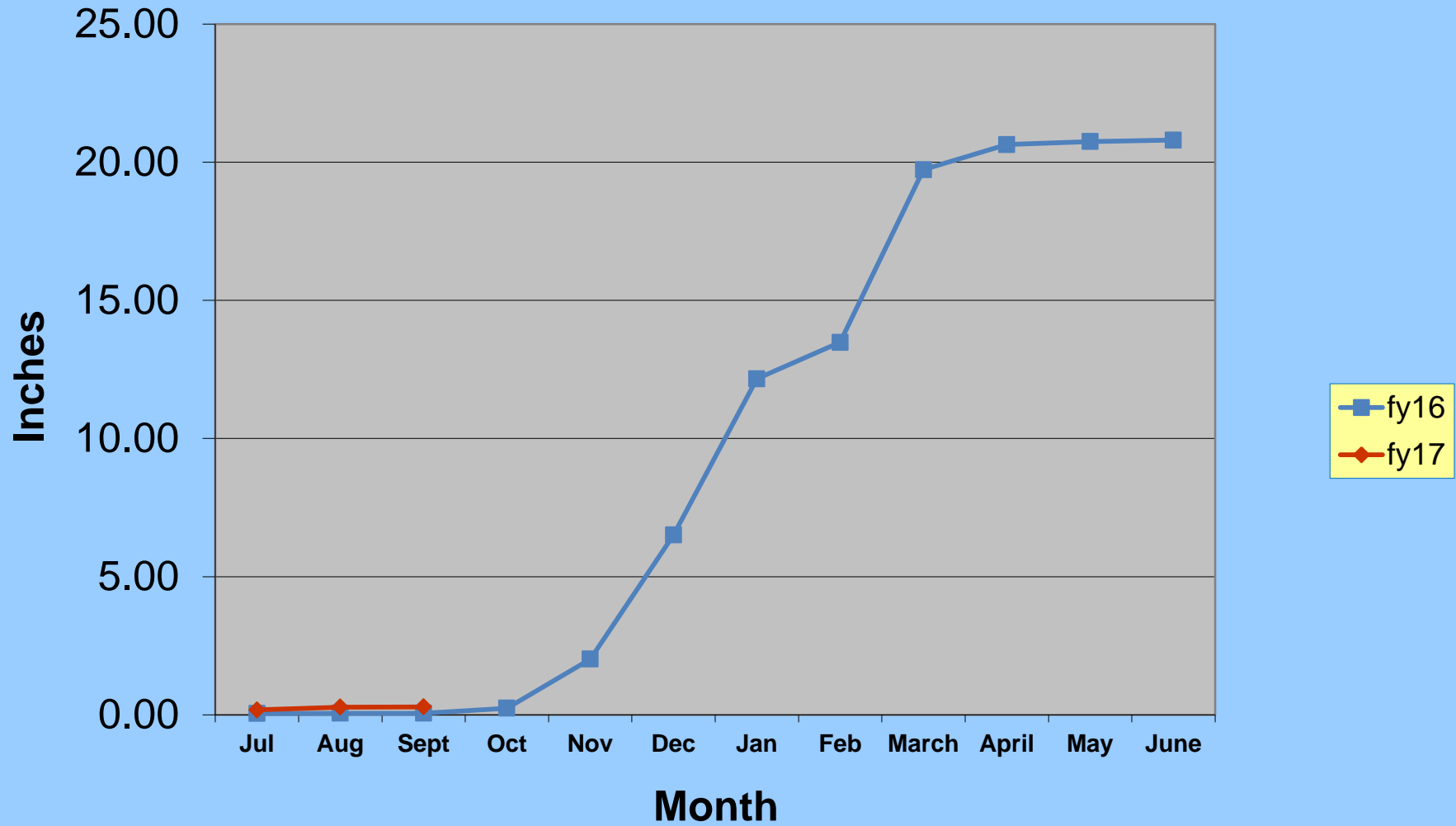
MONTH/YEAR										
NEW WATER LINE FLUSHING REPORT								OTHER DISCHARGES		
	Date	Project/Location	Pipe Size & Type	Estimated Water Flushed (Gallons)	Chlorine Residual after dechlor	pH	Duration of Discharge (minutes)	Total Volumes (gallons)		
1								Flushing Program		
2								Reservoir Cleaning		
3								Automatic Blowoffs	0.139	
3								Dewatering Operations		
4								Other (includes flow testing)	0.303	
DEWATERING OPERATIONS GREATER THAN 350,000 GALLONS (requires prenotification to CWRCB)								Number of planned or emergency discharges greater than 50,000 gallons		
	Date	Location	Volume	pH			Chlorine Residual after dechlor			Duration (min)
				5 min	20 min	end	5 min	20 min	end	
1										
2										
ANNUAL REPRESENTATIVE MONITORING								PLANNED DISCHARGES GRAND TOTAL (MG)		
	Date	Location	Volume	pH	Chlorine Residual after dechlor					
1										0.442

Rain Totals

Fiscal Years 11 - 17



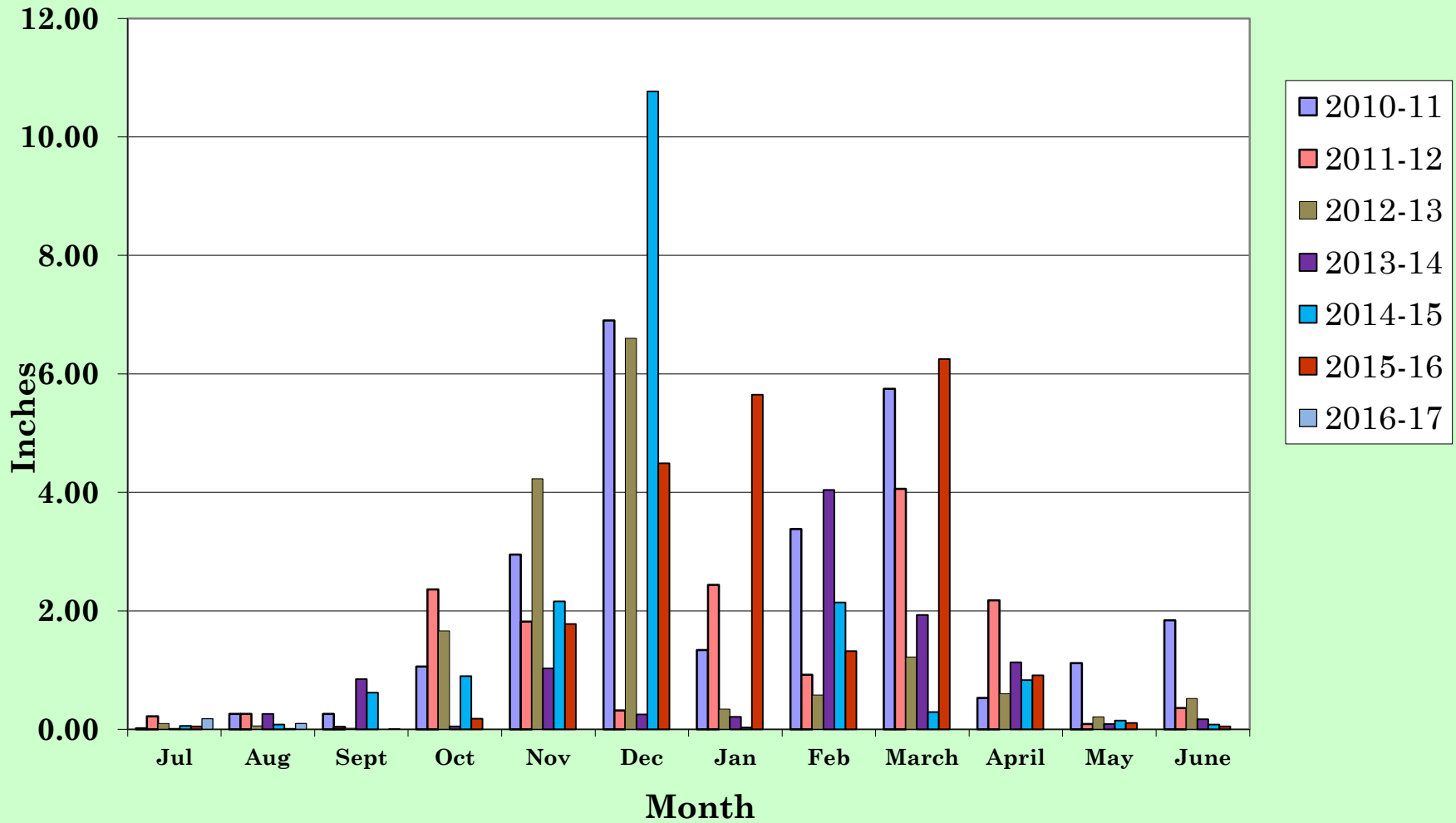
Rainfall Total Comparison Fiscal Years 16 and 17



Coastside County Water District

Rainfall by Month

Fiscal Years 11 - 17



MONTHLY CLIMATOLOGICAL SUMMARY for SEP. 2016

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

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

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	59.2	63.6	2:00p	56.8	9:30a	5.8	0.0	0.01	0.9	9.0	2:00p	W
2	58.3	65.3	4:30p	52.1	5:30a	6.7	0.0	0.00	1.4	12.0	1:30p	W
3	58.2	61.9	5:00p	56.4	12:30a	6.8	0.0	0.00	1.4	9.0	6:30p	W
4	58.2	62.7	2:30p	55.7	7:00a	6.8	0.0	0.00	2.4	14.0	4:00p	W
5	57.0	64.8	12:30p	49.7	12:00m	8.0	0.0	0.00	1.4	11.0	4:00p	W
6	57.2	69.5	3:00p	46.7	6:30a	8.2	0.3	0.00	0.8	10.0	6:00p	W
7	60.4	78.1	1:00p	48.8	6:30a	6.8	2.2	0.00	1.0	10.0	3:30p	WSW
8	60.3	67.9	12:30p	53.8	11:00p	4.8	0.2	0.00	1.3	12.0	12:00p	WSW
9	56.6	60.5	2:30p	53.5	8:00a	8.4	0.0	0.00	0.3	7.0	3:30p	W
10	57.0	63.0	3:30p	53.5	7:00a	8.0	0.0	0.00	0.7	9.0	3:30p	W
11	59.0	66.4	2:00p	56.3	12:30a	6.1	0.0	0.00	1.4	12.0	2:00p	WSW
12	58.4	61.9	2:30p	55.9	3:30a	6.6	0.0	0.00	2.2	11.0	9:30a	WSW
13	62.0	71.3	1:00p	54.9	7:00a	4.3	1.3	0.00	2.3	17.0	2:00p	WSW
14	58.5	68.6	5:30p	49.3	5:30a	7.0	0.5	0.00	0.9	9.0	1:00p	W
15	56.2	62.6	2:30p	50.5	7:30a	8.8	0.0	0.00	1.3	13.0	2:30p	W
16	56.8	62.8	4:30p	53.9	4:30a	8.3	0.0	0.00	0.9	12.0	2:00p	W
17	56.2	62.2	4:30p	51.2	12:00m	8.8	0.0	0.00	0.8	10.0	4:00p	W
18	60.3	76.7	3:30p	47.9	6:00a	6.9	2.2	0.00	0.7	7.0	12:00p	W
19	61.7	77.2	2:00p	52.3	7:30a	5.5	2.2	0.00	0.6	7.0	1:30p	W
20	58.1	63.6	2:00p	53.6	12:00m	6.9	0.0	0.00	0.8	9.0	3:00p	W
21	57.1	63.6	4:30p	50.9	6:30a	7.9	0.0	0.00	1.8	12.0	2:30p	W
22	58.1	63.0	3:00p	51.0	12:00m	6.9	0.0	0.00	2.9	17.0	5:00a	WNW
23	56.6	67.5	3:30p	46.6	7:30a	8.4	0.1	0.00	1.6	14.0	4:30p	W
24	60.4	74.0	11:30a	51.3	7:30a	6.1	1.5	0.00	0.8	10.0	1:30p	W
25	66.1	86.8	11:30a	51.2	7:00a	4.8	5.8	0.00	0.8	13.0	9:30a	W
26	69.4	90.4	4:30p	53.9	7:00a	2.6	7.0	0.00	0.6	7.0	10:30p	E
27	57.6	64.3	3:00p	51.5	7:30a	7.4	0.0	0.00	0.7	8.0	12:30p	W
28	54.2	59.6	12:30p	47.0	6:00a	10.8	0.0	0.00	0.5	8.0	3:00p	W
29	55.6	61.0	3:00p	53.4	6:00a	9.4	0.0	0.00	1.1	13.0	4:00p	W
30	53.1	53.8	12:30a	52.5	5:00a	3.7	0.0	0.00	0.1	5.0	1:30a	WNW
	58.6	90.4	26	46.6	23	207.5	23.3	0.01	1.1	17.0	13	W

Max >= 90.0: 1
 Max <= 32.0: 0
 Min <= 32.0: 0
 Min <= 0.0: 0

Max Rain: 0.01 ON 09/01/16

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

Heat Base: 65.0 Cool Base: 65.0 Method: Integration

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: September 30, 2016

Report

Date: October 4, 2016

Subject: Quarterly Financial Review - FY 2016-2017

Recommendation:

Information Only.

Background:

The attached Period Budget Analysis summarizes year-to-date revenue and expenses for the first three months of Fiscal Year 2016-2017. Key highlights include:

- Year-to-date revenue is \$144,000 above budget primarily due to higher actual water use than projected.
- Year-to-date expenses are \$518,000 under plan, including:
 - Water purchased from SFPUC reflects a savings of \$197,000 due to our continued ability to draw water from Denniston over the summer months. (The budget did not include use of local sources during the first quarter given recent years' historical production.)
 - Electricity reflects a savings of \$99,000 due to use of local water sources vs. pumping from Crystal Springs.
 - Personnel and benefit expenses include \$95,000 in savings primarily due to: 1) the partial service retirement of the General Manager resulting in a reduction in his salary expenses; and 2) delay in hiring (2) positions (Customer Service Technician and Water Efficiency Specialist.)
 - Other savings of \$127,000 primarily reflect expense timing as compared to budget.

COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS
30-Sep-16

ACCOUNT	DESCRIPTION	YTD BUDGET	YTD ACTUAL	Variance Favorable (Unfavorable)	% Variance
OPERATING REVENUE					
1-0-4120-00	Water Revenue -All Areas	2,997,331.00	3,132,661.28	135,330.28	4.5%
TOTAL OPERATING REVENUE		2,997,331.00	3,132,661.28	135,330.28	4.5%
NON-OPERATING REVENUE					
1-0-4170-00	Water Taken From Hydrants	12,495.00	20,910.62	8,415.62	67.4%
1-0-4180-00	Late Notice -10% Penalty	17,992.80	17,847.81	(144.99)	-0.8%
1-0-4230-00	Service Connections	2,499.00	4,527.50	2,028.50	81.2%
1-0-4920-00	Interest Earned	767.50	0.00	(767.50)	-100.0%
1-0-4930-00	Tax Apportionments/Cnty Checks	0.00	0.00	0.00	
1-0-4950-00	Miscellaneous Income	9,246.30	7,906.22	(1,340.08)	-14.5%
1-0-4955-00	Cell Site Lease Income	35,908.62	36,619.53	710.91	2.0%
1-0-4965-00	ERAF REFUND -County Taxes	0.00	0.00	0.00	0.0%
TOTAL NON-OPERATING REVENUE		78,909.22	87,811.68	8,902.46	11.3%
TOTAL REVENUES		3,076,240.22	3,220,472.96	144,232.74	4.7%
OPERATING EXPENSES					
1-1-5130-00	Water Purchased	1,009,479.00	812,072.60	197,406.40	19.6%
1-1-5230-00	Pump Exp, Nunes T P	7,814.37	8,826.79	(1,012.42)	-13.0%
1-1-5231-00	Pump Exp, CSP Pump Station	179,654.00	76,726.80	102,927.20	57.3%
1-1-5232-00	Pump Exp, Trans. & Dist.	5,347.00	5,850.72	(503.72)	-9.4%
1-1-5233-00	Pump Exp, Pilarcitos Canyon	540.00	764.24	(224.24)	-41.5%
1-1-5234-00	Pump Exp. Denniston Proj.	12,637.00	14,794.00	(2,157.00)	-17.1%
1-1-5242-00	CSP Pump Station Operations	2,623.95	2,815.86	(191.91)	-7.3%
1-1-5243-00	CSP Pump Station Maintenance	4,164.00	1,534.92	2,629.08	63.1%
1-1-5246-00	Nunes T P Operations	20,419.00	16,205.17	4,213.83	20.6%
1-1-5247-00	Nunes T P Maintenance	28,374.00	24,624.23	3,749.77	13.2%
1-1-5248-00	Denniston T.P. Operations	4,937.00	6,442.97	(1,505.97)	-30.5%
1-1-5249-00	Denniston T.P. Maintenance	23,250.00	10,361.40	12,888.60	55.4%
1-1-5250-00	Laboratory Services	13,252.00	13,890.70	(638.70)	-4.8%
1-1-5260-00	Maintenance -General	32,911.83	22,550.15	10,361.68	31.5%
1-1-5260-10	Maintenance - Main Line Breaks	24,990.00	17,631.69	7,358.31	29.4%
1-1-5260-11	Maintenance - Paving	12,495.00	4,540.48	7,954.52	63.7%
1-1-5261-00	Maintenance -Well Fields	41,818.00	10,566.94	31,251.06	74.7%

ACCOUNT	DESCRIPTION	YTD BUDGET	YTD ACTUAL	Variance Favorable (Unfavorable)	% Variance
1-1-5263-00	Uniforms	5,144.00	3,692.85	1,451.15	0.0%
1-1-5318-00	Studies/Surveys/Consulting	37,485.00	18,806.50	18,678.50	49.8%
1-1-5321-00	Water Resources	11,745.30	0.00	11,745.30	100.0%
1-1-5322-00	Community Outreach	12,495.00	1,953.60	10,541.40	84.4%
1-1-5381-00	Legal	14,994.00	35,356.00	(20,362.00)	-135.8%
1-1-5382-00	Engineering	3,498.60	1,280.00	2,218.60	63.4%
1-1-5383-00	Financial Services	0.00	0.00	0.00	
1-1-5384-00	Computer Services	31,312.47	25,702.29	5,610.18	17.9%
1-1-5410-00	Salaries/Wages-Administration	296,369.00	229,173.72	67,195.28	22.7%
1-1-5411-00	Salaries & Wages -Field	327,755.00	319,453.92	8,301.08	2.5%
1-1-5420-00	Payroll Tax Expense	43,681.00	40,066.93	3,614.07	8.3%
1-1-5435-00	Employee Medical Insurance	99,405.00	100,843.84	(1,438.84)	-1.4%
1-1-5436-00	Retiree Medical Insurance	14,373.00	12,476.42	1,896.58	
1-1-5440-00	Employees Retirement Plan	131,052.00	115,510.02	15,541.98	11.9%
1-1-5445-00	Supplemental Retirement 401a	0.00	0.00	0.00	0.0%
1-1-5510-00	Motor Vehicle Expense	14,169.33	15,773.05	(1,603.72)	-11.3%
1-1-5620-00	Office Supplies & Expense	42,676.65	53,703.21	(11,026.56)	-25.8%
1-1-5625-00	Meetings / Training / Seminars	5,997.60	1,573.65	4,423.95	73.8%
1-1-5630-00	Insurance	29,988.00	29,821.76	166.24	0.6%
1-1-5687-00	Membership, Dues, Subscript.	18,492.60	2,612.84	15,879.76	85.9%
1-1-5688-00	Election Expenses	0.00	0.00	0.00	0.0%
1-1-5689-00	Labor Relations	1,499.40	0.00	3,000.00	200.1%
1-1-5700-00	San Mateo County Fees	4,748.10	0.00	4,748.10	100.0%
1-1-5705-00	State Fees	3,998.40	0.00	3,998.40	100.0%
TOTAL OPERATING EXPENSES		2,575,585.60	2,058,000.26	517,585.34	20.1%
CAPITAL ACCOUNTS					
1-1-5712-00	Debt Svc/Existing Bonds 2006B	356,597.00	356,581.86	15.14	0.0%
1-1-5715-00	Debt Svc/CIEDB 11-099 (I-BANK)	260,466.00	260,466.28	(0.28)	0.0%
TOTAL CAPITAL ACCOUNTS		617,063.00	617,048.14	14.86	0.0%
TOTAL EXPENSES		3,192,648.60	2,675,048.40	517,600.20	16.2%
CONTRIBUTION TO CIP/RESERVES		(116,408.38)	545,424.56		

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: October 4, 2016

Report

Date: September 28, 2016

Subject: Notice of Exemption for Highway 1 South Pipeline Replacement Project

Recommendation:

Approve a California Environmental Quality Act (CEQA) Notice of Exemption for the Highway 1 South Pipeline Replacement Project.

Background:

The Highway 1 South Pipeline runs about 3,300 feet south of Miramontes Point Road along Highway 1. The existing 2-inch galvanized steel pipe was part of the distribution system acquired from Citizen's Utility Company when the CCWD was formed in 1948. There are six water service connections installed on the pipeline---one at the approximate mid-point and the other five near the southern end. The small size of the pipe limits the pressure and flow available to the customers it serves, and its deteriorated condition has led to an increasing number of leaks over the last several years.

The District's Capital Improvement Program currently includes \$1,380,000 in funding for a project to replace the pipeline, with construction slated for Fiscal Year 2019-2020. Based on recent customer complaints of low or no water pressure and staff observations of low water pressure along the pipeline, possibly due to unidentified leaks, staff believes the schedule for this project should be moved up to maintain regulatory compliance and to ensure health and safety.

District Engineer Jim Teter completed plans and specifications for the pipeline replacement project in 2008. Complying with CEQA by approving a Notice of Exemption is a necessary initial step in obtaining the permits necessary for the project.

Fiscal Impact:

None.

NOTICE OF EXEMPTION

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

To: San Mateo County
Assessor-Clerk Recorder
555 County Center, 1st Floor
Redwood City, CA 94063

Project Title: Highway 1 South Pipeline Replacement Project

Project Location: From the intersection of Highway 1 and Miramontes Point Road, 3,300 feet south along Highway 1, in the City of Half Moon Bay and unincorporated San Mateo County.

Project Description and Beneficiaries of Project: The project to replace an existing 2-inch galvanized pipeline consists of constructing approximately 3,300 linear feet of 8" ductile iron underground pipeline, installing two new fire hydrants, and reconnecting 6 customer service connections. Existing pipelines will be abandoned in place. The beneficiaries of the project are the customers and property owners in the vicinity of or served by the water lines.

Name of Public Agency Carrying Out Project: Coastside County Water District.

Name of Public Agency Approving Project:
Coastside County Water District
California Department of Transportation (encroachment permit)
City of Half Moon Bay (Coastal Development Permit)
San Mateo County (Coastal Development Permit)

Exempt Status: The Project is exempt from the California Environmental Quality Act because it falls within one or more of the following exemptions:

- Statutory Exemption, Pipeline less than 1 mile (Public Resources Code Section 21080.21)
- Categorical Exemption, Class 3, New Construction or Conversion of Small Structures (15303 d)
- Categorical Exemption, Class 4, Minor Alterations to Land (15304 f)

Reasons Why Project is Exempt: The project is categorically exempt because it involves replacement of existing facilities which serves the same functional purpose, installation of new small facilities, and minor trenching and backfilling where the surface is restored. It is considered a statutory exemption in that it is a pipeline less than 1 mile in length.

Lead Agency Contact Person: David R. Dickson, General Manager Tel. (650) 726-4405

Signature

Title

Date

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: October 4, 2016

Report

Date: September 30, 2016

Subject: Assistant General Manager's Report

Recommendation:

No Board action required.

Background:

AMI/Aclara Update

At the July, 2016 Board Meeting, the Board directed the General Manager to negotiate and present for Board approval a Contract with Aclara Technologies LLC to provide materials and services for the District's Automated Metering Infrastructure (AMI.)

Staff planned to bring the Contract for Board approval in October, 2016, however due to moving up the Board meeting by a week, we were unable to complete the final legal review with Aclara's Counsel in time for the Board package submittal.

Since July, 2016, District Staff has been working closely with Aclara to gain a better understanding (both from a contractual and logistical perspective) of the requirements for site acquisition and preparation for the Data Collector Units (DCUs.) Aclara anticipates utilizing (9) DCU's; (7) will be located on District-owned sites and (2) will be located on other sites (still to be determined.) As part of the contract, Aclara will install, own and maintain the DCU equipment, network, and backhaul communications, however the District will be responsible for acquiring, preparing, and permitting sites as needed.

We also had the opportunity to speak with a number of Aclara's references, including SFPUC, the City of Pleasanton, and Elsinore Valley Municipal Water District. All of the references were extremely favorable, and Aclara personnel were given very high marks for their active participation in problem solving, particularly during implementation.

District Staff remains very excited about Aclara and is hopeful that we can finalize a Contract with Aclara in the very near future.

MONTHLY REPORT

To: David Dickson, General Manager
From: Joe Guistino, Superintendent of Operations
Agenda: October 4, 2016

Report
Date: September 29, 2016

Monthly Highlights

Cabrillo Highway South - Customers on the old 2" galvanized line at the south end of our service area have recently experienced low pressure and low flow problems requiring significant staff attention. This pipe has reached the end of its useful life, and we are looking at moving up the schedule for its replacement.

Source of Supply

Crystal Springs and Denniston Reservoirs and Denniston Wells #1 and #9 were the source of supply in September, supplying approximately 50 million gallons (MG) of water. Eighteen percent of production was from Denniston Water Treatment Plant (WTP), which ran every day in September.

System Improvements

Customer Service Van

With the addition of a customer service person to staff, we have purchased a van for their specialized needs. In addition to standard tools, it will carry low flow appurtenances as well as other items required for customer services activities.

Other Activities Update:

Unknown Water Line

Mark Stoloski discovered a 10" water main that terminated on his parcel and that did not serve any useful purpose and that did not show up on any of our records. This main was located on the south side of Pullman ditch and was removed in September. A new blow off was installed on the south end of Alameda in Miramar.

Meter Replacement Program

Staff replaced 59 meters in September, most of them in Moon Ridge. We have embarked on a program to replace the smaller sized Sensus meters with much improved Badger e-meters that are compatible with the Aclara AMI system.

Denniston Shutdown

Denniston once again surpassed our expectations and ran for the entire month of September. At the time of this meeting it has been shut down in order to perform required maintenance.

Cabrillo Highway South

We have received complaints as of 26 September that the pressure has dropped significantly at the end of our water line near Cowell Ranch State Park. We were compelled to notify the California Water Resources Control Board (Water Board) since the pressure stayed consistently below 20 psi. We could not locate any obvious leaks on the old 2" galvanized main and contacted a professional leak detection firm to determine the location of any leak. We have replacement of this line slated for FY19-20 in the CIP, but it's likely we will need to move this schedule up.

Safety/Training/Inspections/Meetings

Meetings Attended

7 September - Met with Jim Teter to discuss Stone Dam Pipeline
20 September - Preconstruction meeting with Kennedy/Jenks for the Bridgeport Pipeline and Denniston Pump Station project.
22 September - Met with Cabrillo Unified School District on the Pilarcitos High School project
27 September - Pilarcitos Canyon Road Improvements kickoff meeting
28 September - Field meet with Bridgeport design team and contractor
28 September - Met with PAX systems representative to discuss THM reduction in reservoirs.

Tailgate safety sessions in October

5 September - Working Around Water Safely
20 September - Reducing the Threat of Customer Violence
26 September - Good Hygiene Keeps Viruses at Bay

Safety Committee and Training

There was no Safety Committee meeting or Safety Training in September.

A new contract for CINTAS mandatory training has been generated and signed by Montara Water & Sanitary District as well as CCWD. It has been sent to CINTAS for their signature as of this report.

The local fire agency performed confined space training at Nunes WTP in the Washwater Recovery Basin on 15 September.

Treatment Supervisor Sean Donovan met with Cal Fire on 22 September to go over the HazMat Business Plans for Nunes and Denniston WTPs.

Training

Treatment/Distribution Operator Todd Schmidt passed his driver's Class B license written exam in September. He will be doing practical training on the dump truck in the month of October.

Projects

El Granada Pump Stations 1 and 2 Emergency Generator Project

Pad design submittal has been approved. There will be a small change order for increased conduit sizing at El Granada Tank 2.

El Granada Tank 3 Rehabilitation and Coating Project

We are in the submittal phase of this project. Teter and our Coating Inspector Contractor are reviewing submittals and requests for information (RFIs). The contractor has started the staging process. Phase 1 (temporary tank and associated plumbing and control system) will be complete in October.

Avenue Cabrillo Project Phase 3B

Pipeline installed and passed pressure and bacteriological testing for all but the section of pipe on Avenue Cabrillo between The Alameda and Palma. San Mateo County informed us of a storm drain to be installed between The Alameda and Avenue Alhambra. We had to generate a small change order to modify our pipeline design in this area to accommodate the county project that they had neglected to reveal during the encroachment permit process. The entire project should be complete by the end of October or the beginning of November.

Randtron and Pilarcitos Canyon Road Repair Project

The contractor has staged some equipment and will be starting the streambank fortification part of the project by the beginning of October. The two streambank fortification sites as well as all the work on the Randtron Roads will be completed in October.

Nunes Drying Bed #2 Sand Replacement Project

Upon removal of the dried sludge and sand, the contractor found the gravel bed to be clogged with fines, reducing its porosity. We have instructed the contractor to remove the impacted gravel and replace it with gravel per the original spec.

Denniston Pump Station and Bridgeport Transmission Main Project

Kennedy/Jenks, the construction management firm, held a preconstruction meeting on 20 September where introductions were made and discussions held on contact information, scheduling and staging. On 28 September, we met in the field to determine lay down sites for the pipeline and associated materials.