

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MEETING OF THE BOARD OF DIRECTORS**

**October 10, 2006 – 7:30 p.m.**

**AGENDA**

**The Coastside County Water District does not discriminate against persons with disabilities. Upon request, the agenda and agenda packet 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 at least five days in advance and we will make every reasonable attempt to provide such an accommodation.**

**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 ANNOUNCEMENTS**

*Any person may address the Board of Directors at the commencement of the meeting on any matter within the jurisdiction of the Board that is not on the agenda for this meeting. Any person may address the Board on an agenda item when that item is called. The chair requests that each person addressing the Board limits their presentation to three minutes and complete and submit a Speaker Slip.*

#### 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. Requesting the Board to review disbursements for the month ending September 30 2006 - Claims: \$743,841.85; Payroll: \$61,133.24 for a total of \$804,975.09 ([attachment](#))
- B. Acceptance of Financial Reports ([attachment](#))
- C. Minutes of the September 12, 2006 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 ([attachment](#))
- H. September 2006 Leak Report ([attachment](#))
- I. Rainfall Reports ([attachment](#))
- J. San Francisco Public Utilities Commission Hydrological Conditions Report for August 2006 ([attachment](#))
- K. Engineering Projects Received for Review during the month of September, 2006 ([attachment](#))
- L. General Manager Activity Report ([attachment](#))

#### 5) PUBLIC HEARING - PROPOSED ADJUSTMENT OF BOARD MEMBER COMPENSATION FOR ATTENDANCE AT MEETINGS AND FOR SERVICE RENDERED TO THE DISTRICT ([attachment](#))

- **Public Hearing to consider amending Section XII(a) of the Code of Conduct to increase Board Member compensation from the current amount of \$100 per meeting attended (or for each day of service rendered on behalf of the District) to \$150.00 per meeting attended**

- **Consider adoption of Resolution 2006-19 Amending Section 12(a) of the Code of Conduct Pertaining to Board Member Compensation**
  - **Consider adoption of Ordinance 2006-01 to increase Board Member compensation from the current amount of \$100 per meeting attended (or for each day of service rendered on behalf of the District) up to \$150.00**
- 6) **SUPERINTENDENT OF OPERATION’S REPORT** ([attachment](#))
- 7) **DISTRICT ENGINEER’S WORK STATUS REPORT** ([attachment](#))
- 8) **GENERAL MANAGER’S REPORT**
- A. Discussion and direction to staff regarding Denniston Restoration Project Special Board Meeting/Workshop ([attachment](#))
  - B. Update on the status of the City of Half Moon Bay and County of San Mateo Coastal Development Permits for the El Granada Pipeline Replacement Project Phase 3 ([attachment](#))
  - C. Discussion and direction to staff regarding advertising for the position of Public Outreach/Program Development/Water Resources Management – previously called Water Conservation Coordinator([attachment](#))
  - D. Discussion and direction to staff regarding a High Water Bill Adjustment Policy ([attachment](#))
  - E. Status Report on Capital Improvement Projects ([attachment](#))
  - F. Correspondence: **(1)** Letter from CCWD to San Mateo County Public Works Department dated September 15, 2006 regarding Avenue Balboa Pipeline Replacement Project ([attachment](#)); **(2)** September 27, 2006 CCWD response to 2005-2006 Civil Grand Jury Report regarding Disaster Preparedness of Special Districts ([attachment](#)); **(3)** Letter from CCWD to City of Half Moon Bay dated September 27, 2006 regarding Biological Report prepared by Coast Range Biological for El Granada Pipeline Replacement Project ([attachment](#))

- 9) **MEETINGS ATTENDED / SCHEDULED - BOARD OF DIRECTORS - INCLUDING COMMITTEES, CUSTOMERS, OTHER AGENCIES, ETC.**
  
- 10) **AGENDA ITEMS AND DIRECTOR COMMENTS**
  
- 11) **CLOSED SESSION**
  - A. Conference with Real Property Negotiators (Cal. Govt. Code §54956.8(b)):  
Properties: Carter Hill West Storage Tank Site (APN 056-320-090); 655 Miramar Drive, Half Moon Bay, CA (APN 048-076-070)  
Agency Negotiators: General Manager/Legal Counsel  
Negotiating Parties: District and Global Signal Acquisitions IV LLC  
Subject Matter: Potential sale/lease of portion of District-owned properties for communications tower site
  - B. Conference with Legal Counsel - Anticipated Litigation  
Initiation of litigation pursuant to subdivision (b) of Section 54956.9 - One (1) potential case
  
- 12) **RECONVENE OPEN SESSION**
  
- 13) **ADJOURNMENT**

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Void Amount</u>	<u>Check Amount</u>
8760	ALV01	ALVES PETROLEUM, INC.	09/08/2006	0.00	2,392.36
8761	BAS01	BASIC CHEMICAL SOLUTION, LLC	09/08/2006	0.00	10,487.13
8762	BFI01	ALLIED WASTE SERVICES #925	09/08/2006	0.00	205.65
8763	BFI02	BFI OF CALIFORNIA, INC.	09/08/2006	0.00	55.50
8764	COA 15	COASTSIDE NET, INC	09/08/2006	0.00	59.95
8765	JAF01	JAFCO	09/08/2006	0.00	5,490.08
8766	KAI01	KAISER FOUNDATION HEALTH	09/08/2006	0.00	8,116.00
8767	PAC02	PACIFICA CREDIT UNION	09/08/2006	0.00	612.00
8768	PUB01	PUB. EMP. RETIRE SYSTEM	09/08/2006	0.00	15,529.69
8769	UNI 09	UNION BANK OF CALIFORNIA	09/08/2006	0.00	229,942.55
8770	VAL01	VALIC	09/08/2006	0.00	2,792.00
8771	COU 05	RECORDER'S OFFICE	09/12/2006	0.00	25.00
8772	ASS01	ACWA SERVICES CORPORATION	09/21/2006	0.00	13,958.30
8773	COU 05	RECORDER'S OFFICE	09/21/2006	0.00	10.00
8774	OCT01	OCT ACADEMY	09/21/2006	0.00	310.00
8775	PAC 01	PACIFIC GAS & ELECTRIC CO.	09/21/2006	0.00	49,511.19
8776	PAC02	PACIFICA CREDIT UNION	09/21/2006	0.00	612.00
8777	PUB01	PUB. EMP. RETIRE SYSTEM	09/21/2006	0.00	15,515.37
8778	STA 03	CA DHS DRINKING WATER PROGRAM	09/21/2006	0.00	155.00
8779	TUR 01	TURNER CONSTRUCTION, INC.	09/21/2006	0.00	21.25
8780	UNI08	UNION BANK OF CALIFORNIA, N.A.	09/21/2006	0.00	108,649.17
8781	VAL01	VALIC	09/21/2006	0.00	2,792.00
8782	COU 05	RECORDER'S OFFICE	09/27/2006	0.00	10.00
8783	COU 05	RECORDER'S OFFICE	09/27/2006	0.00	10.00
8784	ADP01	ADP, INC.	09/27/2006	0.00	468.05
8785	ALP03	ALPINE CONTROLS	09/27/2006	0.00	1,765.95
8786	AND01	ANDREINI BROS. INC.	09/27/2006	0.00	7,293.51
8787	ANT01	ANTHEM TELECOM, LLC	09/27/2006	0.00	3,000.00
8788	ASC01	EVERETT ASCHER	09/27/2006	0.00	122.69
8789	ATC01	ATCHISON, BARISONE	09/27/2006	0.00	9,064.03
8790	AZT01	AZTEC GARDENS	09/27/2006	0.00	190.00
8791	BAS01	BASIC CHEMICAL SOLUTION, LLC	09/27/2006	0.00	3,495.71
8792	BAY07	BAY AREA WATER SUPPLY &	09/27/2006	0.00	2,095.50
8793	BAY10	BAY ALARM COMPANY	09/27/2006	0.00	387.00
8794	BEN01	BENTLEY SYSTEMS INC	09/27/2006	0.00	624.75
8795	BIG01	BIG CREEK LUMBER	09/27/2006	0.00	29.06
8796	BLU01	BPS REPROGRAPIC SERVICES	09/27/2006	0.00	921.03
8797	BOR04	G. BORTOLOTTO & CO.	09/27/2006	0.00	775.71
8798	BUF01	BUFFINGTON, LEE	09/27/2006	0.00	697.94
8799	CAL31	CALIFORNIA OVERNIGHT	09/27/2006	0.00	149.04
8800	CAR03	CARROT-TOP INDUSTRIES, INC.	09/27/2006	0.00	136.47
8801	CIN01	CINTAS FIRST AID & SAFETY	09/27/2006	0.00	68.13
8802	COA 14	COASTSIDE CARPET CLEANERS	09/27/2006	0.00	486.24
8803	COA02	ROGUE WEB WORKS, LLC	09/27/2006	0.00	237.50
8804	COA19	COASTSIDE COUNTY WATER DIST.	09/27/2006	0.00	69.18
8805	DAT01	DATAPROSE	09/27/2006	0.00	1,900.20
8806	DEL06	DELUXE BUSINESS CHECKS	09/27/2006	0.00	68.74
8807	EAT01	EATON ELECTRICAL INC.	09/27/2006	0.00	11,202.79
8808	EIP 01	EIP ASSOCIATES, INC.	09/27/2006	0.00	20,568.27
8809	FIR06	FIRST NATIONAL BANK	09/27/2006	0.00	321.75
8810	GRA 01	GRANDFLOW, INC.	09/27/2006	0.00	353.73
8811	GRA 03	GRAINGER, INC.	09/27/2006	0.00	520.15
8812	GRA07	THE GRAPHIC WORKS	09/27/2006	0.00	95.26
8813	HAL 01	HMB BLDG. & GARDEN INC.	09/27/2006	0.00	21.39
8814	HAL04	HALF MOON BAY REVIEW	09/27/2006	0.00	572.50
8815	HAL24	H.M.B.AUTO PARTS	09/27/2006	0.00	34.96
8816	HAN04	HANSEN SOFTWARE INC.	09/27/2006	0.00	6,286.00
8817	INT01	INTEGRATED ID SYSTEMS, INC	09/27/2006	0.00	13.63
8818	IRO01	IRON MOUNTAIN	09/27/2006	0.00	190.29
8819	IRV02	IRVINE, DAVID E.	09/27/2006	0.00	75.00
8820	KIL01	SUSAN KILLMAN	09/27/2006	0.00	150.00
8821	LAB01	LAB SAFETY SUPPLY, INC.	09/27/2006	0.00	260.38

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Void Amount</u>	<u>Check Amount</u>
8822	LAN04	LANIER WORLDWIDE, INC.	09/27/2006	0.00	775.13
8823	MAR01	MARK THOMAS & COMPANY, INC.	09/27/2006	0.00	1,532.00
8824	MCT01	MCTV6	09/27/2006	0.00	890.00
8825	MET06	METLIFE SBC	09/27/2006	0.00	1,194.40
8826	MIS01	MISSION UNIFORM SERVICES INC.	09/27/2006	0.00	1,089.93
8827	MON07	MONTEREY COUNTY LAB	09/27/2006	0.00	1,836.80
8828	NER02	KEET NERHAN	09/27/2006	0.00	6,130.58
8829	OCE04	OCEAN SHORE CO.	09/27/2006	0.00	1,511.86
8830	OFF01	OFFICE DEPOT	09/27/2006	0.00	980.81
8831	PAP01	PESTICIDES APPLICATORS PROFESSIONAL ASSOC	09/27/2006	0.00	65.00
8832	PAR 01	JOHN M. PARSONS	09/27/2006	0.00	5,625.00
8833	PAU 01	PAULO'S AUTO CARE	09/27/2006	0.00	1,091.69
8834	PIO01	PIONEER RESEARCH CORPORATION	09/27/2006	0.00	199.81
8835	PIT04	PITNEY BOWES	09/27/2006	0.00	465.75
8836	PUM01	PUMP REPAIR SERVICE CO. INC.	09/27/2006	0.00	8,912.41
8837	RAD 01	STRAWFLOWER ELECTRONICS	09/27/2006	0.00	155.61
8838	RAM04	FRANK RAMACCIOTTI	09/27/2006	0.00	300.00
8839	RED02	RED WING SHOE STORE	09/27/2006	0.00	140.00
8840	ROB 01	ROBERTS & BRUNE CO.	09/27/2006	0.00	3,440.27
8841	SAN 03	SAN FRANCISCO WATER DEPT.	09/27/2006	0.00	137,107.28
8842	SBC02	AT&T	09/27/2006	0.00	1,020.85
8843	SBC03	SBC LONG DISTANCE	09/27/2006	0.00	56.20
8844	SER03	SERVICE PRESS	09/27/2006	0.00	207.30
8845	SIE 02	SIERRA CHEMICAL CO.	09/27/2006	0.00	2,988.92
8846	SIL03	ISABEL & JOSEPH SILVA	09/27/2006	0.00	150.00
8847	SPR03	SPRINT PCS	09/27/2006	0.00	598.15
8848	SPR04	SPRINGBROOK SOFTWARE, INC	09/27/2006	0.00	2,049.00
8849	TAI02	TAIT ENVIRONMENTAL SYSTEMS	09/27/2006	0.00	200.00
8850	TET 01	JAMES TETER	09/27/2006	0.00	19,869.87
8851	TUR 01	TURNER CONSTRUCTION, INC.	09/27/2006	0.00	8.50
8852	TWIO1	STEVE TWITCHELL	09/27/2006	0.00	88.13
8853	UNI 07	UNITED STATES POSTAL SERV.	09/27/2006	0.00	600.00
8854	VIS03	VISION CELLULAR INC.	09/27/2006	0.00	53.29
8855	WEA 01	AUCA REG - WEST	09/27/2006	0.00	78.11
8856	WHE06	JACK WHELEN	09/27/2006	0.00	140.00
8857	UB*00247	MARY BRILL	09/29/2006	0.00	37.66
8858	UB*00248	AMY SILVERIA	09/29/2006	0.00	50.58
8859	UB*00249	GARRETT JOHNSON	09/29/2006	0.00	44.70
8860	UB*00250	BRETT LONG	09/29/2006	0.00	8.91
8861	UB*00251	ERIKA POLLARD	09/29/2006	0.00	22.04
8862	UB*00252	MISTY WORRELL	09/29/2006	0.00	18.74
8863	UB*00253	DAVID KWAN	09/29/2006	0.00	54.97
8864	UB*00254	JAVIER SANTIAGO	09/29/2006	0.00	76.88
<b>Report Total:</b>				<b>0.00</b>	<b>743,841.85</b>

General Ledger  
 Period Budget Analysis

Account	Description	Current Actual	Current Budget	Variance	% Var	Year to Date Actual	3/12 YTD Budget	Variance	% Var
Fund Number:	1								
<b>REVENUE</b>									
1-0-4120-00	Water Revenue - All Areas	633,407.66	617,374.00	-16,033.66	-2.60	1,615,279.19	1,625,518.00	10,238.81	0.63
1-0-4170-00	Water Taken From Hydrants	-4,453.39	2,500.00	6,953.39	278.14	-617.70	7,500.00	8,117.70	108.24
1-0-4180-00	Late Notice - 10% Penalty	5,600.21	4,166.66	-1,433.55	-34.41	14,246.86	12,499.98	-1,746.88	-13.98
1-0-4230-00	Service Connections	-61,476.90	500.00	61,976.90	12395.38	231,108.48	231,500.00	391.52	0.17
1-0-4920-00	Interest Earned	.00	0.00	0.00	0.00	30,317.36	16,521.50	-13,795.86	-83.50
1-0-4925-00	Interest Revenue T&S Fees	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-0-4930-00	Tax Apportionments/Cnty Checks	559.81	0.00	-559.81	0.00	13,671.07	0.00	-13,671.07	0.00
1-0-4950-00	Miscellaneous Income	3,324.28	6,000.00	2,675.72	44.60	15,971.96	18,000.00	2,028.04	11.27
1-0-4960-00	CSP Assm. Dist. Processing Fee	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-0-4965-00	ERAF REFUND - County Taxes	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-0-4235-00	CSP Connection T & S Fees	24,395.00	0.00	-24,395.00	0.00	97,580.00	0.00	-97,580.00	0.00
1-0-4970-00	Wavecrest Reserve Conn. Fees	3,345.60	0.00	-3,345.60	0.00	10,036.80	0.00	-10,036.80	0.00
	<b>REVENUE Totals:</b>	<b>604,702.27**</b>	<b>630,540.66**</b>	<b>25,838.39**</b>	<b>4.10</b>	<b>2,027,594.02**</b>	<b>1,911,539.48**</b>	<b>-116,054.54**</b>	<b>-6.07**</b>
<b>EXPENSES</b>									
1-1-5000-00	Gen. Oper. Fund	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5130-00	Water Purchased	137,107.28	104,868.00	-32,239.28	-30.74	322,742.58	346,872.00	24,129.42	6.96
1-1-5710-00	Deprec, Trucks, Tools, Equip.	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5230-00	Pump Exp, Nunes T P	1,601.53	1,083.33	-518.20	-47.83	3,183.68	3,249.99	66.31	2.04
1-1-5231-00	Pump Exp, CSP Pump Station	39,622.31	9,364.00	-30,258.31	-323.13	78,545.15	59,491.00	-19,054.15	-32.03
1-1-5232-00	Pump Exp, Trans. & Dist.	1,962.91	2,066.66	103.75	5.02	4,686.64	6,199.98	1,513.34	24.41
1-1-5233-00	Pump Exp, Pilarcitos Can.	215.12	800.00	584.88	73.11	444.93	2,400.00	1,955.07	81.46
1-1-5234-00	Pump Exp, Denniston Proj.	5,623.54	10,635.00	5,011.46	47.12	11,315.79	31,905.00	20,589.21	64.53
1-1-5242-00	CSP Pump Station Operations	602.63	650.00	47.37	7.29	1,809.16	1,950.00	140.84	7.22
1-1-5235-00	Denniston T.P. Operations	6,136.70	6,121.66	-15.04	-0.25	9,310.23	18,364.98	9,054.75	49.30
1-1-5236-00	Denniston T.P. Maintenance	2,076.41	2,500.00	423.59	16.94	6,637.35	7,500.00	862.65	11.50
1-1-5240-00	Nunes T P Operations	13,299.23	8,189.41	-5,109.82	-62.40	24,695.49	24,568.23	-127.26	-0.52
1-1-5241-00	Nunes T P Maintenance	4,148.23	4,525.00	376.77	8.33	6,756.84	13,575.00	6,818.16	50.23
1-1-5243-00	CSP Pump Station Maintenance	93.79	4,250.00	4,156.21	97.79	6,053.94	12,750.00	6,696.06	52.52
1-1-5245-00	Alves/Miramontes Maintenance	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5400-00	Trans & Dist. Exp.	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5318-00	Studies/Surveys/Consulting	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5321-00	Water Conservation	2,695.50	3,875.00	1,179.50	30.44	6,156.46	11,625.00	5,468.54	47.04
1-1-5322-00	Community Outreach	1,123.50	1,189.16	65.66	5.52	2,828.34	3,567.48	739.14	20.72
1-1-5500-00	General Expense	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5620-00	Office Supplies & Expense	10,501.28	9,010.83	-1,490.45	-16.54	25,238.06	27,032.49	1,794.43	6.64
1-1-5621-00	Computer Services	9,502.93	2,900.00	-6,602.93	-227.69	14,887.29	8,700.00	-6,187.29	-71.12
1-1-5625-00	Meetings / Training / Seminars	878.74	2,333.33	1,454.59	62.34	4,530.79	6,999.99	2,469.20	35.27
1-1-5630-00	Insurance	27,959.64	24,604.16	-3,355.48	-13.64	128,307.55	151,312.48	23,004.93	15.20
1-1-5681-00	Legal	5,738.98	4,333.33	-1,405.65	-32.44	13,174.77	12,999.99	-174.78	-1.34
1-1-5682-00	Engineering	994.55	2,500.00	1,505.45	60.22	5,996.55	7,500.00	1,503.45	20.05
1-1-5683-00	Financial Services	5,625.00	3,181.82	-2,443.18	-76.79	7,105.93	11,363.64	4,257.71	37.47
1-1-5685-00	Board Meeting Expense	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5686-00	Miscellaneous Expense	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5687-00	Membership, Dues, Subscript.	234.00	1,747.08	1,513.08	86.61	5,393.00	9,616.24	4,223.24	43.92
1-1-5688-00	Election Expenses	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5690-00	Interest Expense	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account	Description	Current Actual	Current Budget	Variance	% Var	Year to Date Actual	3/12 YTD Budget	Variance	% Var
1-1-5700-00	San Mateo County Fees	.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00	100.00
1-1-5701-00	Property Taxes	697.94	700.00	2.06	0.29	697.94	700.00	2.06	0.29
1-1-5705-00	State Fees	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5711-00	Debt Service - Existing Bonds	45,110.00	230,110.00	185,000.00	80.40	45,110.00	230,110.00	185,000.00	80.40
1-1-5712-00	Debt Service - Proposed Bonds	108,649.17	243,600.00	134,950.83	55.40	108,649.17	243,600.00	134,950.83	55.40
1-1-5713-00	Contribution to CIP & Reserves	43,725.00	43,725.00	0.00	0.00	131,175.00	131,175.00	0.00	0.00
1-1-5714-00	Transfer of Conn Fees to CSP	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5725-00	Debt Issuance Amorization Exp.	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5743-00	CSP Assm. Dist. Processing Fee	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5744-00	Capital Replacement Contri.	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5411-00	Salaries & Wages - Field	60,638.84	60,953.92	315.08	0.52	164,151.19	182,861.76	18,710.57	10.23
1-1-5610-00	Salaries/Wages-Administration	36,308.51	41,537.76	5,229.25	12.59	107,871.13	124,613.28	16,742.15	13.44
1-1-5640-00	Employees Retirement Plan	30,150.04	28,872.30	-1,277.74	-4.43	92,706.56	86,616.90	-6,089.66	-7.03
1-1-5684-00	Payroll Tax Expense	7,143.25	7,582.92	439.67	5.80	20,394.29	22,748.76	2,354.47	10.35
1-1-5412-00	Maintenance - General	10,039.76	9,796.66	-243.10	-2.48	37,037.86	29,389.98	-7,647.88	-26.02
1-1-5414-00	Motor Vehicle Expense	4,632.69	3,291.66	-1,341.03	-40.74	10,112.90	9,874.98	-237.92	-2.41
1-1-5415-00	Maintenance - Well Fields	.00	2,616.66	2,616.66	100.00	0.00	7,849.98	7,849.98	100.00
1-1-5745-00	CSP Connect. Reserve Contribu.	24,395.00	0.00	-24,395.00	0.00	97,580.00	0.00	-97,580.00	0.00
1-1-5746-00	Wavcrest CSP Connt. Reserve	3,345.60	0.00	-3,345.60	0.00	10,036.80	0.00	-10,036.80	0.00
	<b>EXPENSES Totals:</b>	<b>652,579.60**</b>	<b>883,514.65**</b>	<b>230,935.05**</b>	<b>26.14</b>	<b>1,515,323.36**</b>	<b>1,854,084.13**</b>	<b>338,760.77**</b>	<b>18.27**</b>
<b>Report Totals:</b>									
	<b>REVENUE Total</b>	<b>604,702.27****</b>	<b>630,540.66****</b>	<b>25,838.39****</b>	<b>4.10</b>	<b>2,027,594.02****</b>	<b>1,911,539.48****</b>	<b>-116,054.54****</b>	<b>-6.07****</b>
	<b>EXPENSE Total</b>	<b>652,579.60****</b>	<b>883,514.65****</b>	<b>230,935.05****</b>	<b>26.14</b>	<b>1,515,323.36****</b>	<b>1,854,084.13****</b>	<b>338,760.77****</b>	<b>18.27****</b>
	<b>INCOME Total</b>	<b>-47,877.33****</b>	<b>-252,973.99****</b>			<b>512,270.66****</b>	<b>57,455.35****</b>		



**COASTSIDE COUNTY WATER DISTRICT**

**INVESTMENT REPORT**

September 30 2006

		<i>Restricted</i>	<i>Restricted</i>	<i>Restricted for CSP CIP Projects</i>		
	<b>CASH FLOW &amp; OPERATING RESERVE</b>	<b>EMERGENCY RESERVES</b>	<b>CAPITAL EXPENDITURES</b>	<b>DISTRICT CSP CONTRIBUTION</b>	<b>CSP T&amp;S FEES</b>	<b>TOTAL</b>
<b>DISTRICT BALANCES</b>						
<u>CASH IN FNB</u>						
OPERATING ACCOUNT			\$923,829.28			\$923,829.28
CSP T&S ACCOUNT					\$830,380.11	\$830,380.11
TOTAL FIRST NATIONAL BANK	\$0.00	\$0.00	\$923,829.28	\$0.00	\$830,380.11	\$1,754,209.39
CASH WITH L.A.I.F	\$297,900.00	\$700,000.00	\$1,235,608.53	\$267,655.14	\$2,470,994.66	\$4,972,158.33
UNION BANK - Project Fund Balance			\$6,446,677.97			\$6,446,677.97
CASH ON HAND	\$2,100.00					\$2,100.00
<b>TOTAL DISTRICT CASH BALANCES</b>	<b>\$300,000.00</b>	<b>\$700,000.00</b>	<b>\$8,606,115.78</b>	<b>\$267,655.14</b>	<b>\$3,301,374.77</b>	<b>\$13,175,145.69</b>
<b>ASSESSMENT DISTRICT BALANCES</b>						
<u>CASH IN FIRST NATIONAL BANK (FNB)</u>						
REDEMPTION ACCOUNT		\$ 65,830.26				
RESERVE ACCOUNT (Closed Account 8-4-04)		\$ -				
<b>TOTAL ASSESSMENT DISTRICT CASH</b>		<b>\$ 65,830.26</b>				
<i>This report is in conformity with CCWD's Investment Policy and there are sufficient funds to meet CCWD's expenditure requirements for the next six months.</i>						

**COASTSIDE COUNTY WATER DISTRICT  
CRYSTAL SPRINGS PROJECT  
CAPITAL PROJECTS FY 06/07**

**MONTH / YEAR: September 2006**

<b><u>PROJECT</u></b>	<b><u>Actual to date</u></b>	<b><u>FY 06/07 CIP Budget</u></b>	<b><u>% Completed</u></b>
<b>El Granada Pipeline Phase 3A (City) 3B (County)</b> 1128-03/04	\$54,201	\$1,000,000	5.4%
<b>Main Street/Hwy 92 Pipeline Replacement Project - Phase 2</b>		\$718,000	
<b>Contingency</b>		\$100,000	
<b>TOTALS</b>	<b>\$54,201</b>	<b>\$1,718,000</b>	<b>3.2%</b>

Coastside County Water District  
Capital Improvement Projects (Non-CSP) - FY 06/07

DATE: September 2006

DESCRIPTION	ACCT NO	CONTRACT AMOUNT	ACTUAL TO DATE	FY 06/07 CIP BUDGET
<b><u>PIPELINE PROJECTS</u></b>				
Main Street/Hwy 92 Widening Project (Non-CSP Portion)	1120-93		\$3,031	\$492,000
<b><u>WATER TREATMENT PLANT PROJECTS</u></b>				
Denniston Foot Valve for 60hp Pump	1121-22			\$10,000
Denniston Hi Lift Pumps - Refurbish	1121-23		\$8,912	\$20,000
Nunes Level Indicators Clearwell/Recovery Tanks	1121-24		\$5,882	\$10,000
Nunes Filter Media Replacement	1121-25			\$5,000
Nunes Filter Backwash Valves	1121-26			\$5,000
Nunes - Automatic Sludge Valve	1121-27			\$5,000
<b><u>FACILITIES AND MAINTENANCE PROJECTS</u></b>				
Denniston Restoration	1120-03		\$1,443	\$25,000
Meter Change Program	1117-06			\$15,000
City & County Projects (resurfacing/raising boxes)	1120-86			\$30,000
Pave Nunes WTP Road	1121-28		\$13,000	\$30,000
Safety/Security Upgrades	1121-29			\$20,000

Coastside County Water District  
Capital Improvement Projects (Non-CSP) - FY 06/07

**EQUIPMENT PURCHASE & REPLACEMENT**

Vehicle Replacement	1118-04			\$25,000
Computer System	1118-02		\$2,589	\$8,000
Office/Shop Equipment	1118-02		\$1,443	\$1,500
SCADA/Telemetry	1121-82			\$125,000

**PUMP STATIONS / TANKS / WELLS**

Alves Tank - Paint Sand Blast -	1121-08			\$125,000
CSP Motor and Pump Rehabilitation	1121-30		\$11,203	\$50,000

**DEBT RETIREMENT**

Nunes WTP & Revenue Bonds				\$185,000
---------------------------	--	--	--	-----------

**DENNISTON - SHORT TERM IMPROVEMENTS**

Replace Chlorine Gas with New Sodium Hypochlorite	1121-31			\$150,000
Replace Caustic Soda System	1121-32			\$150,000
Construct Treated Water Tank Modifications/Flow Through Operations	1121-33			\$400,000
Configure Plant for Automated Shutdown	1121-34			\$100,000
Install Automated Filter-to-Waste	1121-35			\$100,000

Coastside County Water District  
Capital Improvement Projects (Non-CSP) - FY 06/07

**NUNES - SHORT TERM IMPROVEMENTS**

Replace Chlorine Gas with New Sodium Hypochlorite	1121-36		\$11	\$150,000
Replace Caustic Soda Piping and Add Containment	1121-37		\$11	\$130,000

**TOTAL CAPITAL IMPROVEMENT PROJECT BUDGET** **\$2,366,500**

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

**Acct. No.5681  
Condotti  
Legal**

<b>Month</b>	<b>Admin (General Legal Fees)</b>	<b>CSP</b>	<b>Transfer Program</b>	<b>CIP</b>	<b>Personnel</b>	<b>Lawsuits  62% Reimbursable</b>	<b>Infrastructure Project Review  (Reimbursable)</b>	<b>TOTAL</b>
<b>Oct-05</b>	2,123	4,206		309		35	753	7,425
<b>Nov-05</b>	6,655	333	735	735		1,307		9,765
<b>Dec-05</b>	2,596	1,453		1,960	438			6,446
<b>Jan-06</b>	4,371	1,033		543	1,153	457	613	8,167
<b>Feb-06</b>	3,421		78		134	364	78	4,075
<b>Mar-06</b>	9,291	273			20	1,143		10,726
<b>Apr-06</b>	5,749	1,209	59	39		1,011		8,066
<b>May-06</b>	7,448		273	1,427		690		9,838
<b>Jun-06</b>	7,815	156	78	2,705		184		10,938
<b>Jul-06</b>	7,930	1,190		2,081	351		20	11,571
<b>Aug-06</b>	8,040	1,346	254			1,222		10,861
<b>Sep-06</b>	5,739	2,925				225	176	9,064
<b>TOTAL</b>	<b>71,179</b>	<b>14,121</b>	<b>1,476</b>	<b>9,798</b>	<b>2,094</b>	<b>6,637</b>	<b>1,638</b>	<b>106,943</b>

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

**Acct. No. 5682  
Teter  
Engineer**

<b>Month</b>	<b>Admin &amp; Retainer</b>	<b>CSP Phase II</b>	<b>Phase 3 EG Pipeline</b>	<b>CIP</b>	<b>Short Term WTP Imprv.</b>	<b>Studies &amp; Projects</b>	<b>TOTAL</b>	<b>Reimbursable from Projects</b>
<b>Oct-05</b>	4,356	3,455	544	2,838			<b>11,192</b>	
<b>Nov-05</b>	1,490	962	5,269	3,589		1,679	<b>12,989</b>	1,679
<b>Dec-05</b>	1,590	101		1,210			<b>2,900</b>	
<b>Jan-06</b>	6,303	222	1,743	9,311			<b>17,578</b>	
<b>Feb-06</b>	3,056	222		4,736			<b>8,014</b>	
<b>Mar-06</b>	2,621		74	7,395			<b>10,090</b>	
<b>Apr-06</b>	2,996		566	13,263		497	<b>17,321</b>	
<b>May-06</b>	3,858		296	3,490	3,665		<b>11,309</b>	
<b>Jun-06</b>	1,046		444	2,544	10,268		<b>14,302</b>	
<b>Jul-06</b>	2,140		12,685		3,399	304	<b>18,528</b>	304
<b>Aug-06</b>	2,862		11,669	456	4,349		<b>19,336</b>	
<b>Sep-06</b>	995		13,974	456	4,445		<b>19,870</b>	
<b>TOTAL</b>	<b>33,310</b>	<b>4,962</b>	<b>47,264</b>	<b>49,286</b>	<b>26,127</b>	<b>2,480</b>	<b>163,430</b>	<b>1,983</b>

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS**

**September 12, 2006**

- 1) **ROLL CALL:** President Ascher called the meeting to order at 7:31 p.m. Present at roll call were Directors Ken Coverdell, Jim Larimer, Chris Mickelsen, and Bob Feldman.

Also present were Ed Schmidt, General Manager; Anthony Condotti, Legal Counsel; Jim Teter, District Engineer; Joe Guistino, Superintendent of Operations; JoAnne Whelen, Administrative Assistant/Recording Secretary and Gina Brazil, Office Manager.

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC ANNOUNCEMENTS**

There were no public announcements.

- 4) **CONSENT CALENDAR**

- A. Requesting the Board to review disbursements for the month ending August 31, 2006 - Claims: \$409,701.97 Payroll: \$58,164.88 for a total of \$467,866.85
- B. Acceptance of Financial Reports
- C. Minutes of the August 8, 2006 Board of Directors Meeting
- D. Minutes of the August 24, 2006 Special Board Meeting
- E. Notice of Completion - Acceptance of Denniston Filter Media Replacement Project
- F. Water Service Connections Installed, Priority and Non-Priority Report
- G. Total CCWD Production Report
- H. CCWD Water Use by Category Report
- I. August 2006 Leak Report



- J. Rainfall Reports
- K. San Francisco Public Utilities Commission Hydrological Conditions Report for July 2006
- L. Engineering Projects Received for Review during the month of August, 2006
- M. General Manager Activity Report

Director Larimer requested that item 4E – Notice of Completion – Acceptance of the Denniston Filter Media Replacement Project be removed from the Consent Calendar portion of the agenda and placed as item 5C under the Superintendent of Operations Report, which was so ordered by President Ascher.

**ON MOTION by Director Coverdell and seconded by Director Mickelsen, the Board voted as follows to accept the Consent Calendar, with the exception of item 4E, which was removed to be discussed in further detail under item 5C:**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Larimer</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>Director Feldman</b>	<b>Aye</b>
<b>President Ascher</b>	<b>Aye</b>

President Ascher requested that the monthly Water Use by Category Report be revised to include a comparison shown from year to year.

**5) SUPERINTENDENT OF OPERATIONS REPORT**

**A. Superintendent of Operations Monthly Report**

Mr. Guistino referenced his written staff report, providing updates on the Short-Term Improvements at the Water Treatment Plants, and the Preventative Maintenance Program. President Ascher requested that monthly status reports be provided on the emergency repair of the Denniston 60 hp high lift pump intake.

Mr. Guistino reported on the events that transpired prior to the completion and request for acceptance of the Denniston Filter Media Replacement Project.

Director Mickelsen complimented Mr. Guistino and staff for the present condition of the Denniston Water Treatment Plant, referencing the photos that were presented in the Board packet. Director Feldman agreed that he was impressed with the condition of the plant, reporting that he had recently completed a tour and had an opportunity to meet the staff and learn a great deal about the plant operations.

Mr. Guistino addressed several questions from Director Larimer in regards to the reports contained in the Superintendent of Operations section of the agenda packet.

President Ascher requested that Mr. Guistino express the Board's appreciation to field staff for their hard work and dedication to the District's operations.

**ON MOTION by Director Coverdell and seconded by Director Mickelsen, the Board voted as follows to approve the Notice of Completion - Acceptance of the Denniston Filter Media Replacement Project:**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Larimer</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>Director Feldman</b>	<b>Aye</b>
<b>President Ascher</b>	<b>Aye</b>

**B. Discussion and direction to staff regarding proposal to rehabilitate District water wells**

There was no discussion on this agenda item.

**6) DISTRICT ENGINEER'S WORK STATUS REPORT**

Mr. Teter referenced the Cost of Water per Supply Source (FY 04-05) Report that the Board had recently requested. He also provided a report on the field visit attended by several agencies, which had taken place earlier in the day in regards to the City of Half Moon Bay and County of San Mateo portions of the El Granada Pipeline Replacement Project. Additionally he reported that the drawings have been completed and were supplied at the meeting. Mr. Schmidt elaborated on the outcome of the site visit, and reviewed some of the conditions suggested by Lucy Triffleman, a Biologist with the U.S. Fish and Wildlife Department.

Director Coverdell suggested that staff pursue obtaining the specific language from the U.S. Fish and Wildlife Department policies that relate to growth inducing concerns. This criteria can then be used early on in the analysis of District projects to possibly address these specific issues and concerns. Director Larimer elaborated on the request of staff to include obtaining the distinction made by the agency between development within an urban boundary and development outside of an urban boundary and the distinction between renewals and expansions of projects.

Mr. Teter also advised that he would be submitting an application for an encroachment permit to CalTrans for the project and also recommended that the District immediately retain the services of George Burwasser and associates to begin the additional plans to be required by CalTrans, including the storm water pollution plan, and erosion control and restoration plans.

Mr. Schmidt thanked Mr. Teter for his work on the Cost of Water Supply Source Report and stated that a Facilities Committee meeting would be scheduled to discuss the report in further detail.

## 7) GENERAL MANAGER'S REPORT

### A. Discussion and direction to staff regarding request for relief of water bill for Carolyn Minkin for service located at 461 Cypress, Half Moon Bay, CA

Mr. Schmidt introduced this item, reviewing the details of the incident leading up to the customer's request for relief of the water bill.

Carolyn Minkin – recapped the events, explaining that the excessive bill was more than she could afford, especially due to the fact that she had not received rental payments for a period of five months from one of her tenants in the unit. She pleaded with the Board to make the bill more reasonable for her.

Each of the Board members commented on the matter, explaining that they sympathize with the unfortunate situation, have personally experienced or knew of other who had experienced similar circumstances, and restated the Board's practice to charge customers for all water that is supplied through their water meters.

**ON MOTION by Director Larimer and seconded by Director Coverdell, the Board voted as follows to reduce the subject water bill by \$250.00, eliminate the 10% penalty associated with this bill, and provide an amortization schedule for payments to be made for period not to exceed twenty-four (24) months:**

Director Coverdell	Aye
Director Larimer	Aye
Director Mickelsen	Aye
Director Feldman	Aye
President Ascher	Aye

**B. Discussion and direction to staff regarding proposal from TRC Essex for the Denniston Restoration Project and further discussion of a Special Board Meeting / Workshop for this project**

Mr. Schmidt stated that he was very happy that TRC Essex had agreed to submit a proposal to the District for building a foundation for the scientific work required to perform a complete restoration of the Denniston Reservoir. He also thanked Director Larimer for his efforts with Eddie Andreini in arranging the aerial photographs of the site. Mr. Schmidt informed the Board that there would be many agencies interested in this project and reported that he has already had several conversations with agency representatives about this project and the planned “kick-off” meeting.

Mr. Schmidt introduced Mr. Steve Stielstra, Vice President of TRC Essex.

Steve Stielstra – TRC Essex – introduced his firm and the services they provide. He stated that his agency felt like this was a “win-win”, multi-faceted project, and their staff was looking forward to being involved and working with CCWD and the other interested agencies. Mr. Stielstra addressed several questions from the Board about the employee’s experience, work on related projects, and some specific questions about the project deliverables and schedules.

**ON MOTION by Director Coverdell and seconded by Director Larimer the Board voted as follows to approve the proposal from TRC Essex for professional environmental consulting services for the Denniston Reservoir Project:**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Larimer</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>Director Feldman</b>	<b>Aye</b>
<b>President Ascher</b>	<b>Aye</b>

Mr. Schmidt requested that the Board establish a date for the project kick-off meeting. The Board briefly discussed this, and established that the meeting would be scheduled prior to the December 12, 2006 Board meeting.

**C. Discussion and direction to staff on the San Mateo County Public Hearing on September 13, 2006 for consideration of a Coastal Development Permit to allow the replacement of an existing 10-inch water transmission pipeline with a new 16-inch transmission pipeline, in the unincorporated Miramar area of San Mateo County**

Mr. Schmidt reported that the public hearing for the El Granada Pipeline Replacement Project would be taking place the following day. He then reviewed some of the conditions placed on the original coastal development permit and recommended that at the public hearing, the District request that these identical conditions be placed on the current permit. Discussion ensued among the Board on this recommendation, with each Director expressing their comments and opinions on the potential advantages and disadvantages of this course of action.

**ON MOTION by Director Coverdell and seconded by Director Larimer the Board voted as follows to accept, as part of the conditions of the County of San Mateo Coastal Development Permit (CDP), the remaining conditions placed on the project CDP by the California Coastal Commission in December of 2003:**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Larimer</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>Director Feldman</b>	<b>Aye</b>
<b>President Ascher</b>	<b>Aye</b>

**D. Discussion and possible direction to staff regarding the Advisory Committees of the District**

Mr. Schmidt reviewed his five recommendations regarding the District's Advisory Committees. He also reviewed several aspects of the Brown Act that governs committee meetings. He then reviewed

the draft committee list, as revised by President Ascher. The Board briefly discussed the committees and their roles, suggested a few revisions to the draft committee list, and were in agreement to accept the General Manager's recommendations as stated in the staff report.

**E. Status Report on Capital Improvement Projects**

Mr. Schmidt reviewed some of the project updates with the Board, including the customer satisfaction survey results for the Avenue Balboa Pipeline Replacement Project. Staff was directed to forward the pertinent survey results to the San Mateo County Public Works Director.

**F. Correspondence: (1) Note received September 6, 2006 from Tammy Hannon; (2) SFPUC Water Enterprise Environmental Stewardship Policy - Final Draft - June 27, 2006; (3) SFPUC - Hetch Hetchy Water and Power - Global Warming Fact Sheet - September 7, 2006**

Mr. Schmidt reviewed each of the pieces of correspondence with the Board.

The Board recommended for future pipeline projects, that staff make arrangements to have photographs taken prior to the commencement of projects, during the construction phases, and upon completion. The photos should be displayed on the District's website, emphasizing that CCWD takes the conditions and restoration of the environment very seriously.

Staff was additionally directed to contact TRC Essex to inquire if they would be willing to include writing grant proposals in their scope of work for the second phase of the Denniston Restoration Project.

**8) ATTORNEY'S REPORT**

**A. Discussion and possible direction concerning adjustment of Board Member Compensation for attendance at meetings and for service rendered to the District**

Mr. Condotti advised, that based on the Board's earlier discussion of the Committee meetings, a Resolution would be prepared and presented at the meeting next month, providing for payment for

attendance at all committee meetings. He then reviewed the history of the present Board member compensation policy and the process for possibly increasing that compensation pursuant to the laws of the California Water Code. The Board then discussed this issue, with Mr. Condotti addressing several questions from the Board.

The Board directed staff to prepare and notice for a Public Hearing for the October 10, 2006 Board meeting, for presentation of an Ordinance increasing Board member compensation for an amount to include an increase up to the change in the Consumer Price Index (CPI) since 1992, not to exceed five percent (5%) annually, with a limit of payment to no more than four meetings per month.

**9) MEETINGS ATTENDED / SCHEDULED - BOARD OF DIRECTORS**

Director Mickelsen reported that he would be attending the September 21, 2006 BAWSCA Board of Directors meeting and would provide a report to the Board at the October Board meeting.

President Ascher reported that he would be attending the Association of California Water Agencies Local Government Committee meeting in Sacramento on September 26, 2006.

Director Feldman reported that he is scheduled to attend the Special District Institute Finance Seminar in October.

**10) AGENDA ITEMS AND DIRECTOR COMMENTS**

Director Larimer requested that an agenda item be placed on the October 10, 2006 agenda, to provide for the Board to revisit the existing practice of handling high water bills.

**11) CLOSED SESSION**

- A. Conference with Real Property Negotiators (Cal. Govt. Code §54956.8(b)):  
Properties: Carter Hill West Storage Tank Site (APN 056-320-090); 655 Miramar Drive, Half Moon Bay, CA (APN 048-076-070)

Agency Negotiators: General Manager/Legal Counsel  
Negotiating Parties: District and Global Signal  
Acquisitions IV LLC  
Subject Matter: Potential sale/lease of portion of District-  
owned properties for communications tower site

The Closed Session convened at approximately 9:55 p.m. See  
attached Closed Session Report pursuant to Cal. Gov. Code  
§54957.1 and addendum to meeting Minutes.

**12) RECOVENE OPEN SESSION**

- 13)** The meeting was adjourned at 9:50 p.m. The next meeting of the Coastside  
County Water District Board of Directors is scheduled for Tuesday, October  
10, 2006 at 7:30 p.m.

Respectfully submitted

---

Ed Schmidt, General Manager

---

Everett Ascher, President



**Coastside County Water District  
Closed Session Report and Addendum To Meeting Minutes**

**By: Anthony P. Condotti, District Legal Counsel**  
**Agenda: September 12, 2006**

Report

Date: September 13, 2006

Subject: Report on Closed Session of September 12, 2006 pursuant to Cal. Govt. Code §54957.1 and addendum to meeting minutes

---

Closed Session Report:

11. CLOSED SESSION

- A. Conference with Real Property Negotiators  
Pursuant to Government Code Section 54956.8(b)  
Properties:
  - Carter Hill West Storage Tank Site (APN 056-320-090)
  - 655 Miramar Drive, Half Moon Bay, CA (APN 048-076-070)Agency Negotiators: General Manager/Legal Counsel  
Negotiating Parties: District and Global Signal Acquisitions IV LLC  
Subject Matter: Potential sale/lease of portion of District-owned properties for communications tower site

The Closed Session convened at approximately 9:50 p.m. with with President Ascher and Directors Coverdell, Larimer, Mickelsen and Feldman, General Manager Schmidt and Legal Counsel Condotti. The Closed Session concluded at 10:12 p.m., with no members of the public present. No action was reported.

# ***STAFF REPORT***

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

**From: Ed Schmidt, General Manager**

**Agenda: October 10, 2006**

Report

Date: September 27, 2006

**Subject: Monthly Water Transfer Approval Report**

---

## **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 included directing the General Manager to approve routine water transfer applications that met the District's criteria as originally embodied in Resolution 2002-17 and continued in 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 of information.

Since the Board meeting in September 2006, two applications to transfer two---5/8" non-priority water service connections were approved. A spreadsheet listing the transfers for the month of September 2006 follows this report as well as the approval letters from Anthony Condotti and the confirmation letters from Glenna Lombardi.

APPROVED AND PROCESSED TRANSFERS FOR THE 2006 CALENDAR YEAR

DONATING APN	RECIPIENT APN	PROPERTY OWNERS	# OF CONNECTIONS	DATE
037-320-270	056-057-240	Corado-McComas to Chavez	one---5/8" non-priority	Sep-06
037-320-270	056-057-390	Corado-McComas to Vaz	one--5/8" non-priority	Sep-06

ATCHISON, BARISONE, CONDOTTI & KOVACEVICII

A PROFESSIONAL CORPORATION

255 CHURCH STREET

SANTA CRUZ, CALIFORNIA 95060

WEBSITE: WWW.ABC-LAW.COM

TELEPHONE: (831) 425-4355

FAX: (831) 425-9401

EMAIL: ADMIN@ABC-LAW.COM

JOHN G. BARISONE  
ANTHONY P. CONDOTTI  
GEORGE J. KOVACEVICII  
BARBARA L. CHOI  
SUSAN E. BARISONE  
WENDY B. MORGAN  
JEFFREY E. BARNES  
HEATHER J. LENHARDT

September 22, 2006

RECEIVED

SEP 25 2006

COASTSIDE COUNTY  
WATER DISTRICT

Glenna Lombardi, Ex. Assistant  
Coastside County Water District  
766 Main Street  
Half Moon Bay, California 94019

Re: Non-Priority Transfer Application:  
Corado/McComas, L.P. to Fred and Sharon Chavez  
APN 037-320-270 to 056-057-240

Dear Glenna:

This will confirm my review of the Application to Transfer Uninstalled Water Service Connection Rights concerning the above-referenced properties. From my review, it appears that the application is in order and in compliance with the District's transfer policy.

Please feel free to contact me with any questions or comments.

Sincerely,

*Anthony P. Condotti /kw*

ANTHONY P. CONDOTTI  
District Legal Counsel

September 27, 2006



Corado/Corado-McComas, L.P.  
1717 N. Bayshore Drive, #1432  
Miami, Florida 33132

Fred and Sharon Chavez  
444 Bellville Boulevard  
Half Moon Bay, CA 94019

RE: Request to Transfer An Uninstalled Non-Priority Crystal Springs Project Water Service Connection

Dear Property Owners:

We are pleased to confirm that the Coastsides County Water District has approved your request to transfer one—5/8" (20 gpm) Crystal Springs Project non-priority water service connection. The result of this transfer is as follows:

- APN 037-320-270 continues to have the remaining rights to thirty-four and one-half (34.5)—5/8" (20 gpm) non-priority water service connections from Crystal Springs Project ; and
- APN 056-057-240 now has rights to one—5/8" (20 gpm) non-priority water service connection from the Crystal Springs Project.

Please be advised that the City Council of the City of Half Moon Bay has recently 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 Half Moon Bay Planning Department if applicable. The Coastsides 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,

Ed Schmidt, General Manager, by:

A handwritten signature in cursive script, appearing to read "G. Lombardi".

Glenna Lombardi

ATCHISON, BARISONE, CONDOTTI & KOVACEVICH

A PROFESSIONAL CORPORATION

222 CHURCH STREET

SANTA CRUZ, CALIFORNIA 95060

WEBSITE: WWW.ABC-LAW.COM

TELEPHONE: (831) 429-0383

FAX: (831) 429-8401

EMAIL: ADMIN@ABC-LAW.COM

JOHN G. BARISONE  
ANTHONY P. CONDOTTI  
GEORGE J. KOVACEVICH  
BARBARA L. LUCHI  
SILVANA E. BARISONE  
WENDY B. MORGAN  
JEFFREY R. BARNES  
HEATHER L. LENHARDT

September 22, 2006

Glenna Lombardi, Ex. Assistant  
Coastside County Water District  
766 Main Street  
Half Moon Bay, California 94019

Re: Non-Priority Transfer Application:  
Corado/McComas, L.P. to Tony and Ozvalda Vaz  
APN 037-320-270 to 056-057-390

Dear Glenna:

This will confirm my review of the Application to Transfer Uninstalled Water Service Connection Rights concerning the above-referenced properties. From my review, it appears that the application is in order and in compliance with the District's transfer policy.

Please feel free to contact me with any questions or comments.

Sincerely,



ANTHONY P. CONDOTTI  
District Legal Counsel

September 27, 2006



Corado/Corado-McComas, L.P.  
1717 N. Bayshore Drive, #1432  
Miami, Florida 33132

Tony and Osvalda Vaz  
680 Silver Avenue  
Half Moon Bay, CA 94019

RE: Request to Transfer An Uninstalled Non-Priority Crystal Springs Project Water Service Connection

Dear Property Owners:

We are pleased to confirm that the Coasts County Water District has approved your request to transfer one—5/8" (20 gpm) Crystal Springs Project non-priority water service connection. The result of this transfer is as follows:

- APN 037-320-270 continues to have the remaining rights to thirty-three and one-half (33.5)—5/8" (20 gpm) non-priority water service connections from Crystal Springs Project ; and
- APN 056-057-390 now has rights to one—5/8" (20 gpm) non-priority water service connection from the Crystal Springs Project.

Please be advised that the City Council of the City of Half Moon Bay has recently 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 Half Moon Bay Planning Department if applicable. The Coasts 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,

Ed Schmidt, General Manager, by:

A handwritten signature in cursive script, appearing to read "G. Lombardi".

Glenna Lombardi

**COASTSIDE COUNTY WATER DISTRICT**  
**Installed Water Connection Capacity & Water Meters**  
**2006**

Installed Water Connection Capacity	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Total
<b>HMB Non-Priority</b>													
5/8" meter					1		1	3	1				6
3/4" meter					1.5			1.5					3
<b>HMB Priority</b>													
5/8" meter													0
3/4" meter													0
1" meter													0
<b>County Non-Priority</b>													
5/8" meter			2	2									4
3/4" meter	1.5												1.5
1" meter						2.5							2.5
<b>County Priority</b>													
5/8" meter													0
3/4" meter	1.5	1.5											3
1" meter													0
<b>Monthly Total</b>	<b>3</b>	<b>1.5</b>	<b>2</b>	<b>2</b>	<b>2.5</b>	<b>2.5</b>	<b>1</b>	<b>4.5</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>

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

Installed Water Meters	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Totals
<b>HMB Non-Priority</b>					2		1	4	1				8
<b>HMB Priority</b>													0
<b>County Non-Priority</b>	1		2	2		1							6
<b>County Priority</b>	1	1											2
<b>Monthly Total</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>



**TOTAL CCWD PRODUCTION (HCF) ALL SOURCES-2006**

	PILARCITOS		DENNISTON		CRYSTAL SPRINGS	SAN VIN.	RAW WATER	PLANT	TOTAL	
	WELLS	LAKE	WELLS	RESERVOIR	RESERVOIR	RESERVOIR	TOTAL	USAGE	HCF	MG
<b>JAN</b>	12,326	18,971	0	0	32,353	0	63,650	174	63,476	47.48
<b>FEB</b>	15,294	40,989	2,139	4,893	615	0	63,930	13	63,917	47.81
<b>MAR</b>	17,727	50,013	0	0	321	0	68,061	94	67,968	50.84
<b>APR</b>	0	103,422	0	0	267	0	103,690	187	103,503	77.42
<b>MAY</b>	0	83,543	3,235	15,053	0	0	101,832	187	101,644	76.03
<b>JUN</b>	0	60,882	2,005	18,730	27,139	0	108,757	2,674	106,083	79.35
<b>JUL</b>	0	0	2,259	21,858	122,701	0	146,818	1,979	144,840	108.34
<b>AUG</b>	0	0	1,390	19,799	102,340	0	123,529	749	122,781	91.84
<b>SEPT</b>	0	0	2,126	21,203	104,118	0	127,447	976	126,471	94.60
<b>OCT</b>	0	0	0	0	0	0	0	0	0	0.00
<b>NOV</b>	0	0	0	0	0	0	0	0	0	0.00
<b>DEC</b>	0	0	0	0	0	0	0	0	0	0.00
<b>TOTAL HCF</b>	45,348	357,821	13,155	101,537	389,853	0	907,714	7,032	900,682	
<b>TOTAL MG</b>	33.92	267.65	9.84	75.95	291.61	0.00	678.97	5.26		673.71
<b>% TOTAL</b>	5.0%	39.4%	1.4%	11.2%	42.9%	0.0%	100.0%	0.8%	99.2%	

**Coastside County Water District Monthly Sales By Category (HCF)  
2006**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	HCF to Date	MG to Date
RESIDENTIAL	26,648	37,849	22,883	37,829	27,954	67,438	40,524	79,653	43,351				384,129	287.33
COMMERCIAL	8,935	1,598	7,266	1,654	8,837	2,003	9,904	2,344	11,305				53,846	40.28
RESTAURANT	3,075	17	2,789	17	3,183	39	3,700	182	3,546				16,548	12.38
HOTELS/MOTELS	6,125	151	5,568	170	6,509	235	7,089	286	8,373				34,506	25.81
SCHOOLS	1,121	102	820	91	1,448	186	4,420	275	6,972				15,435	11.55
MULTI DWELL	6,746	7,910	5,912	7,364	6,642	9,137	7,981	9,372	8,277				69,341	51.87
BEACHES/PARKS	350	17	309	5	525	130	1,388	211	1,529				4,464	3.34
FLORAL	19,797	300	18,090	249	32,609	327	25,746	360	25,150				122,628	91.73
RECREATIONAL	144	191	121	229	85	259	103	324	146				1,602	1.20
MARINE	1,844	0	1,450	0	767	0	2,595	0	2,047				8,703	6.51
IRRIGATION	2,673	551	481	305	248	3,037	25,160	4,183	31,539				68,177	51.00
HCF	77,458	48,686	65,689	47,913	88,807	82,791	128,610	97,190	142,235	0	0	0	779,379	
MG	57.94	36.42	49.14	35.84	66.43	61.93	96.20	72.70	106.39	0.00	0.00	0.00		582.98

**Coastside County Water District Monthly Sales By Category (HCF)  
2005**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	HCF to Date	MG to Date
RESIDENTIAL	26,396	42,951	25,636	44,560	27,498	67,970	43,363	69,203	35,473				383,050	286.52
COMMERCIAL	8,368	1,938	8,379	1,948	8,672	2,258	11,634	2,340	8,933				54,470	40.74
RESTAURANT	2,825	10	2,831	17	2,685	41	3,659	46	2,546				14,660	10.97
HOTELS/MOTELS	5,172	194	4,401	142	5,683	200	8,076	221	7,720				31,809	23.79
SCHOOLS	690	89	910	126	1,608	342	5,305	241	6,187				15,498	11.59
MULTI DWELL	5,724	8,258	6,238	7,678	6,419	8,649	8,141	8,093	7,987				67,187	50.26
BEACHES/PARKS	353	10	343	39	482	106	1,319	171	1,460				4,283	3.20
FLORAL	22,674	260	19,634	316	27,081	248	23,497	4,502	34,090				132,302	98.96
RECREATIONAL	93	290	94	321	91	308	205	322	198				1,922	1.44
MARINE	1,976	0	1,518	0	1,831	0	2,483	1,841	2,136				11,785	8.82
IRRIGATION	581	348	1,483	638	616	2,522	14,064	4,300	15,171				39,723	29.71
HCF	74,852	54,348	71,467	55,785	82,666	82,644	121,746	91,280	121,901	0	0	0	756,689	
MG	55.99	40.65	53.46	41.73	61.83	61.82	91.07	68.28	91.18	0.00	0.00	0.00		566.00

# Coastside County Water District September 2006 Leak Report



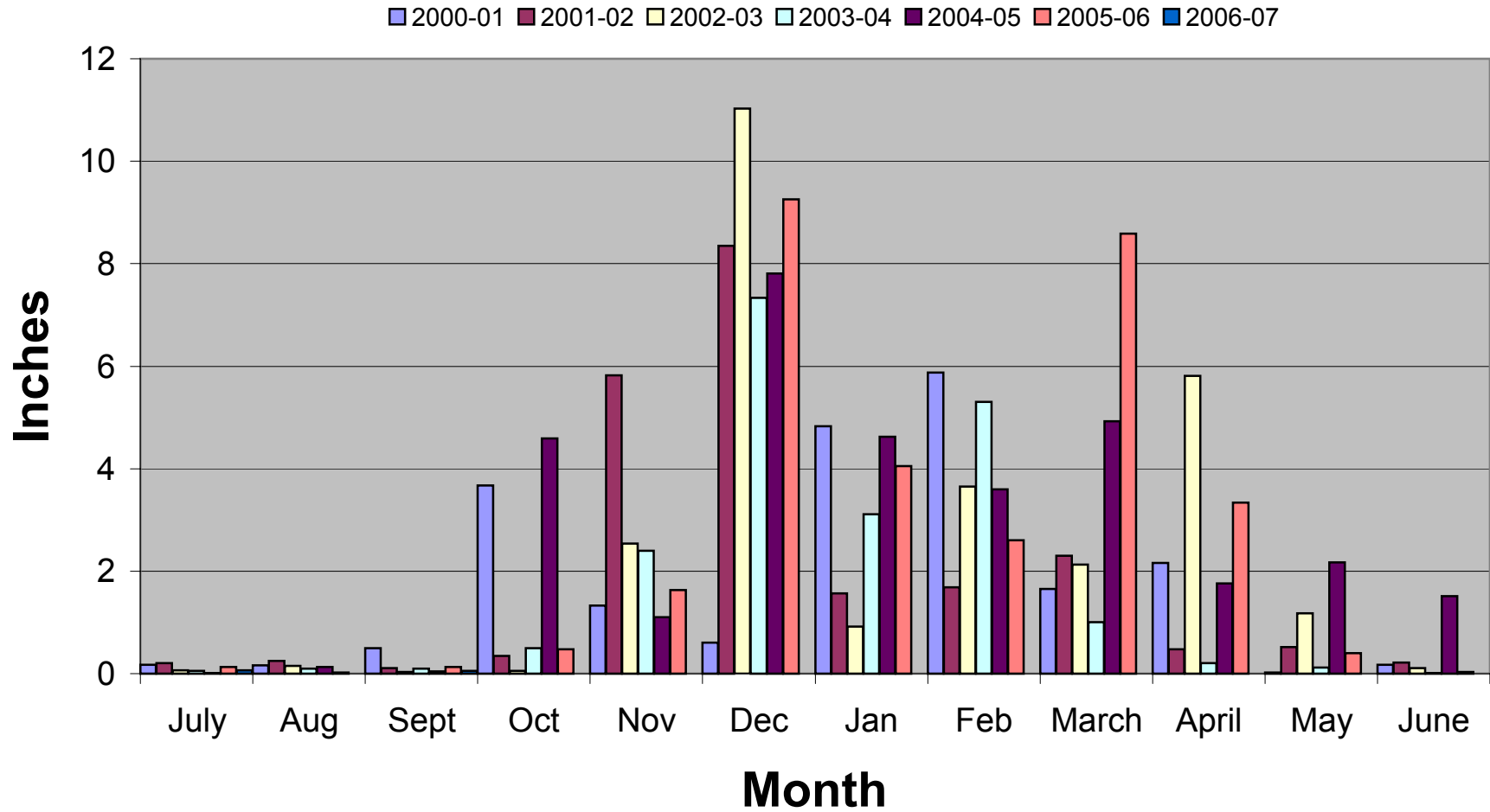
<b>Date</b>	<b>Location</b>	<b>City</b>	<b>Pipe Type / Size</b>	<b>Repair Material</b>	<b>Estimated Water Loss</b>	<b>Estimated Cost of Repair</b>
14 Sept	Grandview @ Golden Gate	HMB	2" plastic service	5' - 2" plastic x 2 comp fittings	9000	\$1500
14 Sept	412 Myrtle St	HMB	¾" plastic service	2 - ¾" comp fittings	3200	\$750
21 Sept	3032 N. Cabrillo Hwy	EG	10" main	10 x 7.5 full circle	5400	\$975
27 Sept	425 5 <sup>th</sup> Ave	EG	10" main	10 x 7.5 full circle	14000	\$1200

Estimated Water Loss – 31,600 gallons  
Estimated Cost for Repairs - \$4425

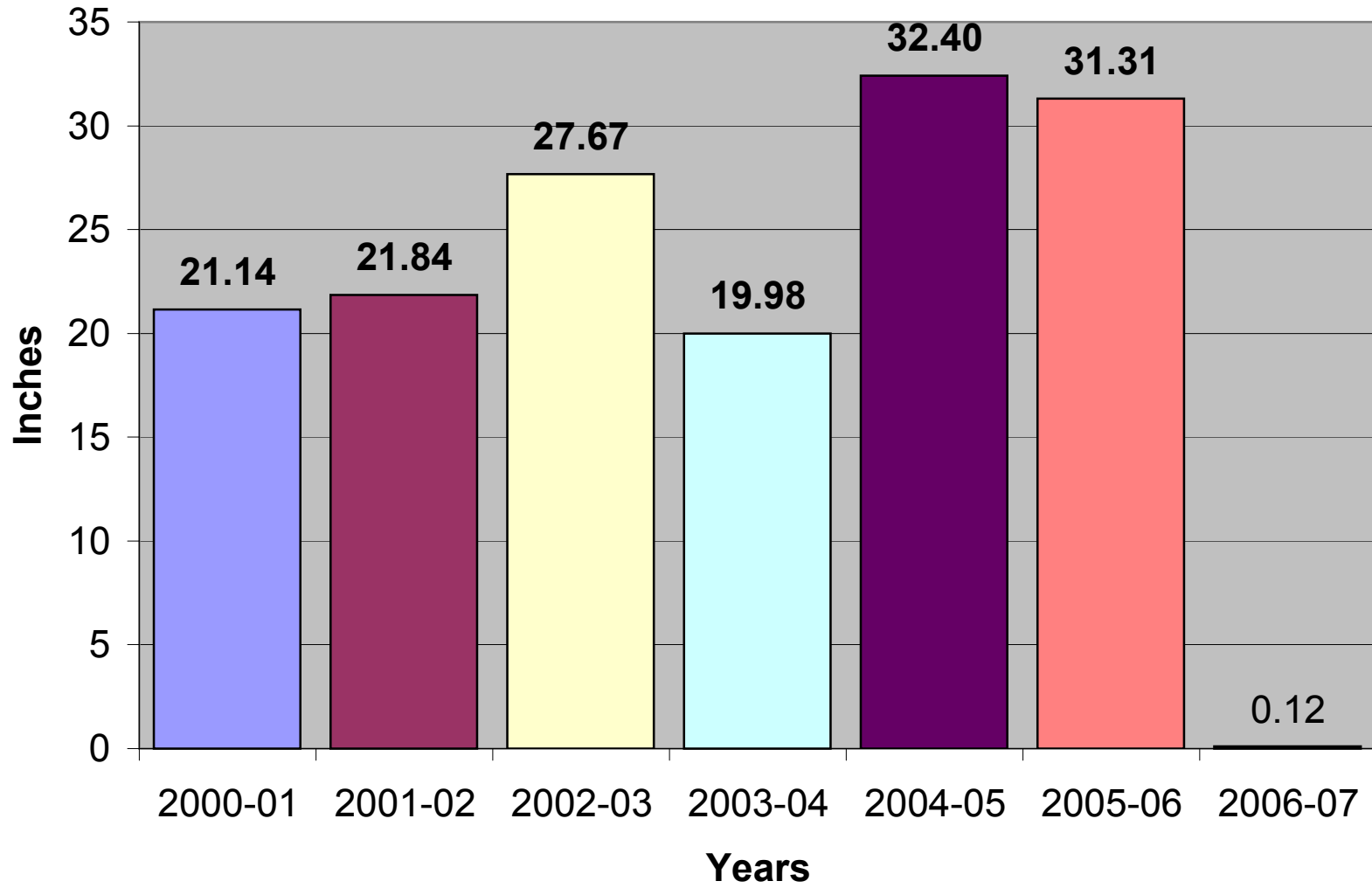


# Rainfall by Month

July 2006 - June 2007



# Rain Totals



MONTHLY CLIMATOLOGICAL SUMMARY for SEP. 2006

NAME: Office CITY: Half Moon Bay STATE: CA ELEV: 80 LAT: 37 38' 00" LONG: 122 25'59"

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	62.8	73.9	1:30p	55.3	5:30a	3.9	1.8	0.00	1.2	9.0	11:00a	S
2	61.6	71.7	2:30p	56.5	5:00a	4.2	0.8	0.00	1.1	10.0	1:00p	S
3	60.5	70.1	1:30p	56.4	6:00a	4.9	0.3	0.00	1.1	10.0	2:30p	SW
4	59.6	65.6	10:00a	55.6	11:00p	5.4	0.0	0.00	1.8	13.0	2:00p	SW
5	59.4	69.6	3:00p	54.5	4:30a	5.6	0.0	0.00	1.3	11.0	12:30p	W
6	59.9	69.7	11:00a	54.3	2:30a	5.4	0.4	0.00	0.9	8.0	11:30a	SW
7	61.0	72.2	1:00p	51.4	6:30a	5.1	1.1	0.00	1.4	10.0	2:00p	SSW
8	61.1	70.0	2:00p	57.4	5:30a	4.3	0.4	0.02	1.5	13.0	2:30p	S
9	61.7	72.8	12:30p	57.3	12:00m	4.2	0.9	0.00	0.7	8.0	11:30a	SSW
10	60.5	69.7	11:30a	55.3	12:00m	5.0	0.5	0.01	0.8	9.0	1:00p	SW
11	58.9	69.0	3:00p	51.5	5:30a	6.3	0.2	0.00	0.8	9.0	2:30p	SSW
12	59.7	68.5	4:30p	51.3	5:30a	5.6	0.3	0.00	0.9	8.0	2:30p	SSW
13	61.1	70.4	1:30p	54.8	7:00a	4.5	0.6	0.00	0.9	8.0	3:00p	SSW
14	61.5	69.9	11:00a	55.8	12:00m	3.9	0.4	0.00	2.8	14.0	12:00p	S
15	60.2	69.8	1:00p	54.5	4:30a	5.2	0.4	0.00	2.0	13.0	8:30a	SW
16	56.8	68.0	2:30p	47.5	6:00a	8.3	0.2	0.00	1.0	14.0	1:30p	SSW
17	57.5	70.8	2:30p	46.9	5:00a	8.1	0.6	0.00	0.5	9.0	3:00p	SW
18	59.2	68.9	4:30p	49.2	5:30a	6.1	0.3	0.00	0.6	11.0	3:30p	SSW
19	59.3	66.6	1:30p	51.5	12:00m	5.7	0.1	0.01	1.5	10.0	12:30p	SSW
20	58.4	71.9	2:00p	48.5	6:00a	7.5	0.9	0.00	1.2	15.0	2:30p	N
21	58.6	68.0	2:00p	49.6	3:00a	6.7	0.3	0.00	1.4	11.0	10:30a	ESE
22	60.6	76.9	1:00p	50.0	3:30a	6.8	2.3	0.00	1.4	17.0	1:30p	N
23	58.1	69.6	12:30p	49.8	2:00a	7.3	0.4	0.00	1.0	9.0	10:00a	SSW
24	58.3	67.7	12:30p	48.4	5:30a	7.1	0.4	0.01	0.8	7.0	1:00p	SSW
25	57.1	65.1	2:30p	48.8	5:00a	7.9	0.0	0.00	0.9	8.0	12:00p	SSW
26	61.4	71.8	2:00p	53.7	3:00a	4.6	1.0	0.00	1.4	13.0	1:30p	S
27	62.0	69.9	3:00p	57.2	6:30a	3.5	0.5	0.00	1.1	9.0	12:00p	SSW
28	59.3	64.9	2:00p	55.3	11:30p	5.7	0.0	0.00	0.6	7.0	1:00p	SW
29	58.9	66.5	2:30p	53.9	5:00a	6.1	0.0	0.00	0.6	7.0	12:00p	SW
30	60.4	70.7	1:00p	53.2	10:00p	5.1	0.6	0.00	0.9	8.0	3:30a	SSW
	59.8	76.9	22	46.9	17	170.2	15.6	0.05	1.1	17.0	22	SSW

Max >= 90.0: 0

Max <= 32.0: 0

Min <= 32.0: 0

Min <= 0.0: 0

Max Rain: 0.02 ON 9/08/06

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

Heat Base: 65.0 Cool Base: 65.0 Method: Integration

# San Francisco Public Utilities Commission

## Hydrological Conditions Report

### For August 2006

M. Tsang, J. Chester, B. McGurk, 6 September 2006

#### Current System Storage

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

<b>Table 1</b>							
<b>Current Storage</b>							
<b>As of September 1, 2006</b>							
Reservoir	Current Storage		Maximum Storage		Available Capacity		Percent of Maximum Storage
	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	
<b>Tuolumne System</b>							
Hetch Hetchy <sup>1/</sup>	332,362		360,360		27,998		92.2%
Cherry <sup>2/</sup>	260,724		273,340		12,616		95.4%
Lake Eleanor <sup>3/</sup>	21,588		27,100		5,512		79.7%
Water Bank	570,000		570,000		0		100.0%
Tuolumne Storage	1,184,674		1,230,800		46,126		96.3%
<b>Local Bay Area Storage</b>							
Calaveras <sup>4/</sup>	37,844	12,332	96,824	31,550	58,980	19,219	39.1 %
San Antonio	41,282	13,452	50,496	16,454	9,214	3,002	81.8 %
Crystal Springs	45,890	14,953	58,377	19,022	12,487	4,069	78.6 %
San Andreas	18,510	6,031	18,996	6,190	486	159	97.4 %
Pilarcitos	2,332	760	3,099	1,010	767	250	75.2 %
Total Local Storage	145,858	47,528	227,792	74,226	81,934	26,698	64.0 %
<b>Total System</b>	<b>1,330,532</b>		<b>1,458,592</b>		<b>128,060</b>		<b>91.2%</b>

<sup>1/</sup> Maximum Hetch Hetchy Reservoir storage with drum gates activated.

<sup>2/</sup> Maximum Cherry Reservoir storage with flash-boards in.

<sup>3/</sup> Maximum Lake Eleanor storage with all stop-logs in.

<sup>4/</sup> Available capacity does not take into account current DSOD storage restrictions.

#### Hetch Hetchy System Precipitation Index <sup>5/</sup>

*Current Month:* The August precipitation index is zero, 0.00% of the average index for the month.

*Cumulative Precipitation to Date:* Water year 2006 to date precipitation index is 50.9 inches, or 143.1% of the average annual water year, or 146.7% of the average season-to-date precipitation index. Water year 2006 ends on September 30.

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



## Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and Tuolumne River at La Grange as of September 1 is summarized below in Table 2. Water available to the City is also shown in Table 2.

<b>Table 2 Unimpaired Inflow Acre-Feet</b>								
	August 2006				October 1, 2005 through August 31, 2006			
	Observed Flow	Median <sup>6</sup>	Average <sup>6</sup>	Percent of Average	Observed Flow	Median <sup>6</sup>	Average <sup>6</sup>	Percent of Average
Inflow to Hetch Hetchy Reservoir	13,761	7,010	14,769	93.2%	1,188,721	710,259	746,586	159.2%
Inflow to Cherry Reservoir and Lake Eleanor	587	1,377	3,104	18.9%	777,790	445,473	446,287	174.3%
Tuolumne River at La Grange	24,021	16,967	25,779	93.2%	3,264,738	1,819,917	1,842,989	177.1%
Water Available to the City	0	0	1,728	0.0%	1,971,764	741,091	793,324	248.5%

<sup>6</sup> Hydrologic Record: 1919 – 2000.

### Hetch Hetchy System Operations

August was dry and had no measurable precipitation. As the inflow subsided, draft from Hetch Hetchy and Cherry reservoirs decreased and powerhouses were operated in a water conservation mode of operation. Kirkwood Powerhouse Unit #2 has been shutdown since late June for the scheduled rewind which is expected to be completed this fall.

Water transfer from Lake Eleanor to Cherry Lake was resumed in July. In August, 3,757 acre-feet of water were pumped from Lake Eleanor to Lake Cherry.

### SJPL Diversion

The average rate of San Joaquin Pipeline delivery during August was 290 mgd.

### Local System

The average rate at the Sunol Valley Water Treatment Plant (SVWTP) for the month of August was approximately 9 mgd. The average rate at Harry Tracy Water Treatment Plant during August was approximately 39 mgd. August water demands averaged approximately 284 mgd. Water demand on September 1, 2006 was approximately 276 mgd.

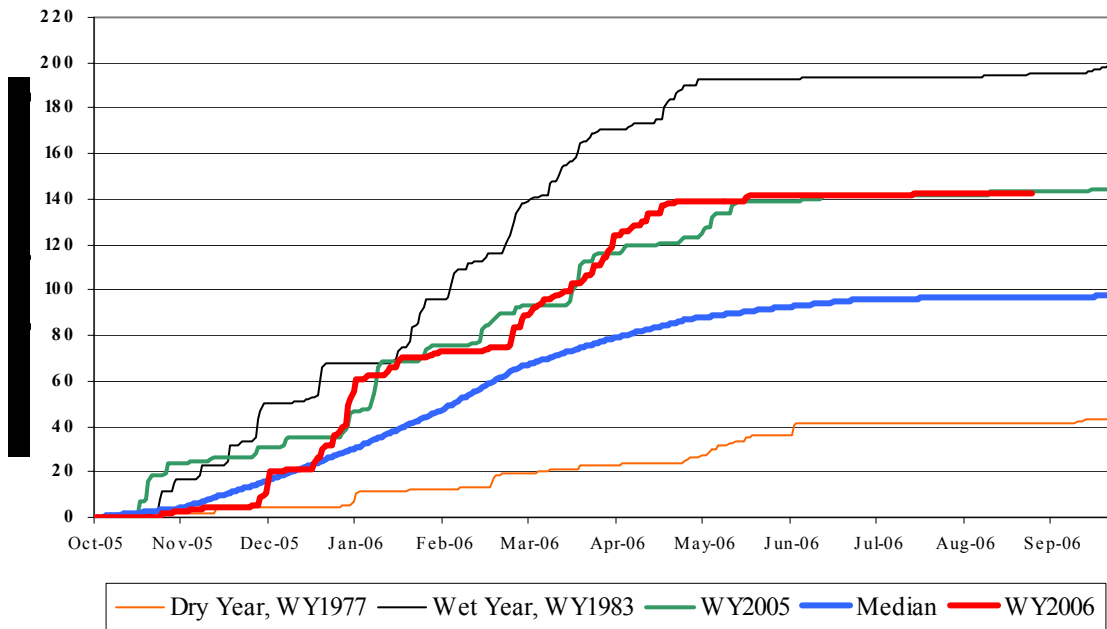
**Table 3 - Precipitation totals for August at three local reservoirs**

Reservoir	Month Total (inches)	Percentage of Normal for the Month	Year To Date <sup>7</sup> (inches)	Percentage of Normal for the Year to Date <sup>7</sup>
Pilarcitos	0.00	0 %	0.00	0 %
Crystal Springs	0.00	0 %	0.00	0 %
Calaveras	0.00	0 %	0.00	0 %

<sup>7</sup> Since 7-1-2006

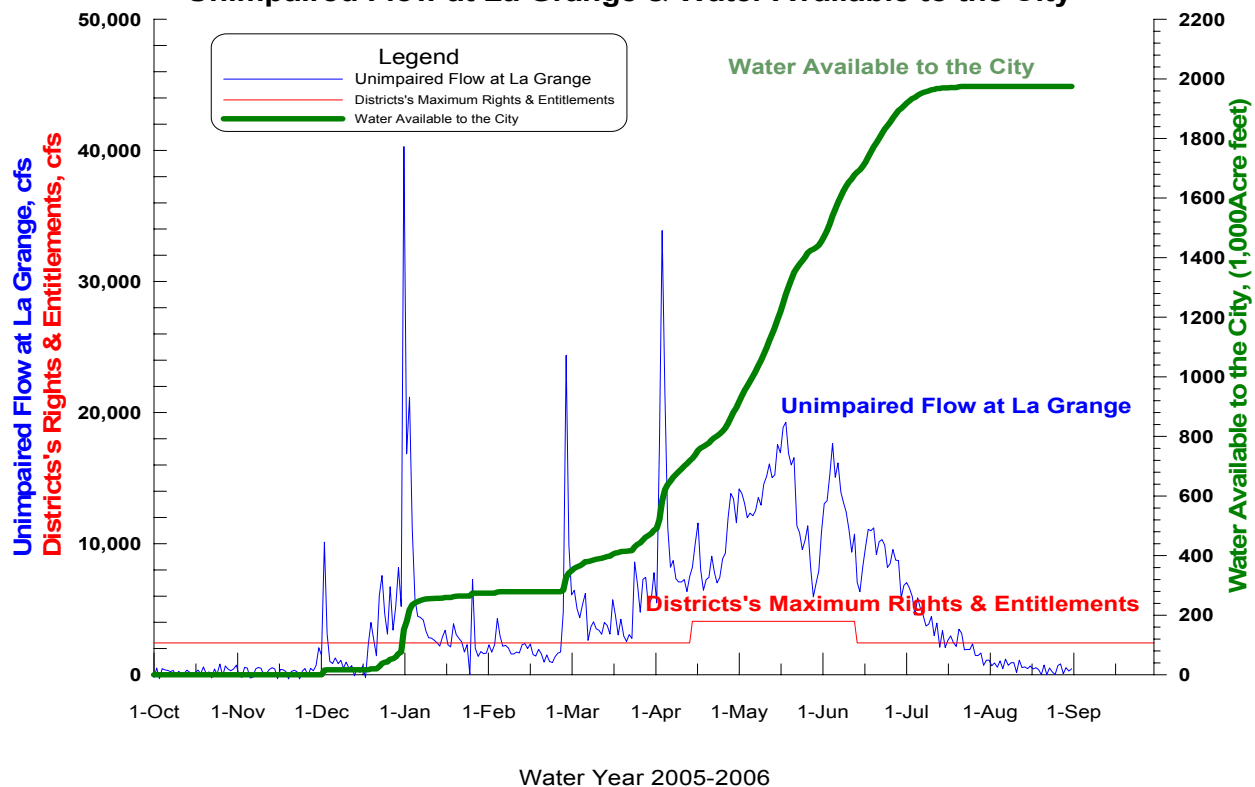
**Figure 1:** Water Year 2006 cumulative precipitation received at Hetch Hetchy Reservoir through the end-of-month July. Wet, dry, median and WY 2005 precipitation for the station at Hetch Hetchy are included for comparison purposes.

**Precipitation at Hetch Hetchy: Water Year 2006**



**Figure 2:** This graph shows the calculated unimpaired flow at La Grange and the allocation of flow between the Districts and the City. Water available to the City for the period from October 1, 2005 through August 31, 2006 is 1,971,464 acre-feet.

**Unimpaired Flow at La Grange & Water Available to the City**



cc	HHWP Records	Fong, Mike	Larramendy, Don	Sanguinetti, Dave
	Bauer, Leo	Gass, Matt	Levin, Ellen	Tsang, Michael
	Carlin, Michael	Hale, Barbara	McGurk, Bruce	
	Chester, John	Hannaford, Margaret	Rickson, Norman	
	Davis, Cheryl	Jensen, Art	Samii, Camron	
	DeGraca, Andrew	Kehoe, Paula	Sandkulla, Nicole	

# ***STAFF REPORT***

**To: Ed Schmidt, General Manager**

**From: Jim Teter, District Engineer**

**Agenda: September 12, 2006**

**Report Date: September 6, 2006**

**Subject: Engineering Projects Received for Review During August, 2006**

---

## **Recommendation:**

None. The agenda item is informational.

## **Background:**

The Board of Directors has requested a monthly report from the District Engineer on proposed new developments which have been forwarded to him for engineering review.

## **Projects Received:**

There were no projects received for review.

## **Fiscal Impact:**

None. All costs of engineering review are paid by the project applicant.

# ***STAFF REPORT***

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

**From: Ed Schmidt, General Manager**

**Agenda: October 10, 2006**

**Date: October 5, 2006**

**Subject: General Manager Activities**

---

The following is an accounting of some of the activities I have been involved with for the period of Friday, September 8, 2006 through Thursday, October 5, 2006:

➤ **Held "all employee" meeting on Wednesday, September 20, 2006**

➤ **Met and/or had discussions with the following individuals:**

- George Burwasser – EIP Associates
- Lucy Triffleman – U.S. Fish & Wildlife
- Dave Johnston – California Department of Fish & Game
- Susan Danielson
- Mike Schaller – San Mateo County Planning Department
- Chris Kern – California Coastal Commission
- Charles Lester – California Coastal Commission
- Tim Frahm – San Mateo County Farm Bureau
- Brian Bird
- Lisa Grote – San Mateo County Planning Department
- Kellyx Nelson – RCD
- Matthew Seubert – San Mateo County Planning Department
- Chris Cole
- John Parsons, CPA
- Andrew DeGrasa – San Francisco Public Utilities Commission
- Michael Carlin – San Francisco Public Utilities Commission
- Bruce McGurkk – San Francisco Public Utilities Commission
- Alan and Susan o'Driscoll
- Nick Casey – Half Moon Bay Review
- Bob Gamble – Public Financial Management
- Willa Chapman
- Dave Mier

- Lisa Ecker – San Mateo County
- Chaitali Palivai – Maze & Associates
- Sage Schaan – City of Half Moon Bay
- Paul Nagengast – City of Half Moon Bay
- Steve Stilstra – TRC Essex
- Charise McHugh – Half Moon Bay Coastside Chamber of Commerce
- Audrey Darnell – Impact Services

➤ **Meetings Attended**

- BAWSCA – TAC Meeting – Thursday, September 7, 2006
- Lucy Triffleman, George Burwasser and Jim Teter – Walk through of El Granada Pipeline Route – Tuesday September 12, 2006
- San Mateo County Public Hearing – Wednesday, September 13, 2006
- SFPUC Water Supply Improvement Project Update – Belmont, CA – Thursday, September 14, 2006
- California Special Districts Association (CSDA) Manager's Conference - Squaw Valley, CA – Monday, September 25, 2006
- CCCWD Human Resources Committee meeting – Wednesday, September 27, 2006
- Meeting of the District Rate & Fee Committee – Tuesday, October 3, 2006
- BAWSCA TAC meeting – Thursday, October 5, 2006

➤ **Upcoming Meetings**

- Meeting with Don Mendel with Nurserymen's Exchange, President Ascher and Director Larimer – Tuesday, October 10, 2006
- Meeting with Alan & Susan O'Driscoll – Tuesday, October 10, 2006
- Rate and Fees Committee meeting – Wednesday, November 1, 2006



## **Coastside County Water District**

**Employee Meeting – Wednesday, September 20, 2006 – 8:00 a.m.**

- 1. TRC Essex - Proposal for Denniston Restoration Biological work**
- 2. San Mateo County Public Hearing on El Granada Pipeline Replacement Project – September 13, 2006**
- 3. City of Half Moon Bay Public Hearing on El Granada Pipeline Replacement Project – August 24, 2006**
- 4. Advisory Committees of the District – *(attachment)***
- 5. Status Report on Capital Improvement Projects – *(attachment)***
- 6. Appreciation to Field Workers on Treatment Plant Appearances**
- 7. Special Board meeting – Denniston Restoration project scheduled for early December 2006**
- 8. Superintendent of Operations Report – *(attachment)***
- 9. Safety – *(attachment)***
- 10. Office Manager's Report**
- 11. Questions, Comments, Concerns**
- 12. Adjournment**





**NOTICE OF PUBLIC HEARING  
BEFORE THE BOARD OF DIRECTORS OF  
THE COASTSIDE COUNTY WATER DISTRICT**

NOTICE IS HEREBY GIVEN that a public hearing will be held before the Board of Directors of the Coastside County Water District at 7:30 p.m. on Tuesday, October 10, 2006, at the Board Chambers, located at 766 Main Street, Half Moon Bay, California to consider the adoption of an ordinance amending Section XII(a) "Board Member Compensation" of the District's Code of General Regulations to increase the amount Board Members shall be compensated for attendance at meetings of the Board or for each day's service rendered as a Director by request of the Board from \$100 to \$150. The proposed change is consistent with the change in the San Francisco Bay Area CPI since the last compensation adjustment in 1992.

COASTSIDE COUNTY WATER DISTRICT

By: Ed Schmidt  
Ed Schmidt  
General Manager

# ***STAFF REPORT***

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

**From: Anthony P. Condotti, Legal Counsel**

**Agenda: October 10, 2006**

Report

Date : October 6, 2006

Subject: ORDINANCE NO. 2006-01, ADOPTING CPI-BASED  
ADJUSTMENT TO BOARD MEMBER COMPENSATION, FROM  
\$100 TO \$150 PER MEETING

RESOLUTION NO. 2006-18 AMENDING SECTION XII(a) OF  
BOARD OF DIRECTORS' CODE OF CONDUCT

---

## **Recommendation:**

Consider adoption of proposed ordinance and resolution.

## **Background**

At the September 12<sup>th</sup> regular meeting the Board directed establishing October 10<sup>th</sup>, 2006 at 7:30 p.m. as the date and time for a public hearing to consider an adjustment to the \$100 per day stipend currently paid to Board members for attendance at meetings and for other services rendered to the District at the request of the Board. State law authorizes the District to adjust director compensation up to 5% per year since the last adjustment. Since the current compensation level was established in 1992, a maximum of \$198 per could be approved. The Board instead directed that the proposed adjustment be tied to the change in CPI since the current amount was established by resolution in 1992, which would result in an increase to \$150.

By comparison, the District's Operations and Maintenance (O & M) Budget in 1992 was \$1.9 million dollars. The O & M Budget this year is \$5.8 million dollars, almost tripling since 1992.

As a result of subsequent changes in state law, the proposed compensation adjustment must be approved by ordinance, adopted after a noticed public hearing, and taking effect sixty days after adoption. A public hearing has been duly noticed. Due to the changed procedure, an accompanying resolution is also proposed to amend the Board's Code of Conduct for consistency with the proposed ordinance.

### **Fiscal Impact**

Board members attend an average of about 10 meetings (collectively) per month. Accordingly, an increase of \$50 per meeting will have a fiscal impact of approximately \$6,000.00 per year.

ORDINANCE NO. 2006-01

BOARD MEMBER COMPENSATION

COASTSIDE COUNTY WATER DISTRICT

**BE IT ORDAINED** by the Board of Directors of the Coastsides County Water District as follows:

**SECTION 1. BOARD MEMBER COMPENSATION.** Subject to Section XII of the Code of Conduct, each Board member shall receive compensation in the amount of \$150.00 per meeting for attendance at regular or special meetings of the Board and committees thereof that are duly noticed in accordance with the requirements of the Ralph M. Brown Act (Cal. Govt. Code §54950, et seq.), and for other service rendered as a director at the request of the Board, subject to a maximum of \$150.00 per day and \$600.00 per calendar month.

**SECTION 2. EFFECTIVE DATE.** This ordinance shall be in full force and effect sixty (60) days from the date of its adoption.

**PASSED AND ADOPTED** this 10<sup>th</sup> day of October, 2006, by the following vote of the Board of Directors:

AYES:

NOES:

ABSENT:

---

Everett Ascher  
President, Board of Directors  
Coastsides County Water District

ATTEST:

---

Secretary of the Board of Directors



RESOLUTION NO 2006-18

AMENDING SECTION 12(a) OF THE CODE OF CONDUCT  
PERTAINING TO BOARD MEMBER COMPENSATION

COASTSIDE COUNTY WATER DISTRICT

BE IT RESOLVED by the Board of Directors of the Coastside County Water District that subsection (a) of Section XII of the Code of Conduct, adopted by the Board of Directors on April 13, 1004 as Resolution No. 2004-06 is hereby amended to read as follows:

- a. “Compensation for Attendance at Conferences and Meetings.  
Each member of the Board is authorized to receive compensation in the amount established by ordinance adopted by the Board of Directors in accordance with California Water Code section 20200, et seq., for attendance at regular or special meetings of the Board and committees thereof that are duly noticed in accordance with the requirements of the Ralph M. Brown Act (Cal. Govt. Code §54950, et seq.), and for other services rendered as a director for which a members’ compensation has been approved in advance by the Board. Attendance by a member of this Board (or the member’s alternate) appointed as a representative to joint powers authorities or other organizations of which the District is a member, such as ACWA, the San Mateo County Chapter of the California Special Districts Association and the San Mateo City-County Association of Governments, and committees thereof, is service rendered at the request of the Board and shall be compensated, unless the Board member receives compensation for attendance directly from the agency or organization. Such compensation will be provided in addition to any reasonable and necessary reimbursement for meals, lodging and travel expenses incurred in attending any conference, meeting or approved event. Compensation will be paid only if the Board member submits a written form that sets forth the date, location and District purpose of the meeting for which compensation is requested. Each member of the Board shall be reimbursed for travel, lodging and meal expenses incurred in the performance of service rendered at the request of the Board, other than attending meetings of the Board. All activities for which expense reimbursement is sought must be approved in advance by the Board, except for categories (a) through (c), above, and emergency meetings. Reimbursement is contingent upon submission of appropriate documentation to the General Manager, and shall furthermore be in accordance with the guidelines set forth herein.

Deleted: of \$100.00 per meeting

Deleted: standing

Deleted: at the request of the Board, subject to a maximum of \$100.00 per day and \$400.00 per calendar month.

Deleted: at meetings of (a) the Association of California Water Agencies / ACWA Joint Powers Insurance Authority Board; (b)

Deleted: ; and (c)

Deleted:

Deleted: by the member of this Board appointed as a representative to such organizations (or his or her alternate)

Deleted: All other activities must be approved by the Board in advance and compensation specifically authorized in order to be considered service rendered at the request of the Board, except for emergency meetings as defined below. Attendance at meetings of special committees of the Board does not constitute service rendered at the request of the Board and is not compensable unless the Board specifically directs otherwise in advance of a particular committee meeting.

BE IT RESOLVED FURTHER that General Manager is directed to incorporate the foregoing amendment to the Code of Conduct into the District's Policies and Procedures Manual.

BE IT RESOLVED FURTHER that this amendment shall be effective concurrently with Ordinance No. 2006-01, pertaining to Board member compensation.

PASSED AND ADOPTED this 10<sup>th</sup> day of October, 2006, by the following vote of the Board of Directors:

AYES:

NOES:

ABSENT:

---

Everett Ascher  
President, Board of Directors  
Coastside County Water District

ATTEST:

---

Secretary of the Board of Directors

# ***STAFF REPORT***

**To:** Ed Schmidt, General Manager  
**From:** Joe Guistino, Superintendent of Operations  
**Agenda Date:** October 10, 2006

Date: September 29, 2006

**Subject: Operational Report – September 2006**

---

Source of Supply- Crystal Springs and Denniston Reservoirs and Denniston Well #9 were the main source of supply for September.

## **Systems Improvement:**

### Nunes Influent Valve

The estimate for installation of the Nunes flow meter has been submitted by Anderson Pacific and accepted. The contractor will be arranging for installation in October.

### Intrusion Alarms and Security

System will be up and functional by 1 November.

### Denniston Wells

The RFP for the refurbishing of Denniston Wells 1 & 2 was sent to local newspapers and qualified contractors. Bids will be opened on October 11.

### Short Term Plant Improvements

District Engineer is drawing up plans and specs.

Jim Teeter, Steve Twitchell, Joe Guistino and Sean Donovan met on 28 September to clarify the modifications at Denniston WTP.

### Denniston 60HP High Lift Pump Intake

Materials will be ordered in 2 weeks and installation of the new intake will be scheduled in January.

## **Safety/Training/Inspections:**

### Safety Committee Meeting:

The Safety Committee met on 12 September. The primary focus of the meeting was the availability of Hepatitis B vaccine and the purchase of defibrillators by member organizations. The training on Lockout-Tagout was well attended by CCWD staff.

### Filter Optimization Webcast

Sean Donovan viewed the filter optimization webcast on 13 September.

### Facilities Management Seminar

Steve Twitchell and John Davis attended the Facilities Management Seminar on 13 September.

### OSHA Seminar

Joe Guistino and Steve Twitchell attended a seminar on OSHA compliance in Oakland on 19 September. The seminar was worthwhile and we will be working with Cintas on the topics of HAZCOM, Illness and Injury Prevention Program and MSDS Retention policy.

### **Update on Other Activities:**

#### Large Meter Reads

Meters 1" and larger are now read monthly. Anomalies will be communicated to these customers as they arise.

#### Denniston Tour

Steve Twitchell led a tour of Denniston Reservoir for the local Girl Scout chapter on 27 September.

#### Updated Maps

The District pipeline maps have been updated and installed in all District vehicles.

#### Unaccounted For Water

As part of the superintendent's program to discover and reduce unaccounted-for water, a 2" meter was installed on the 2" main running south of town. Customer meter reads will be compared with the main meter reads to quantify leakage on this pipeline, scheduled to be replaced in FY 11/12. This data will assist in developing a cost/benefit analysis for replacement of this main.

#### Skyline Water District

Joe Guistino met with Skyline Water District over lunch to discuss some issues that they are having with nitrification of their storage tanks.

### **Department of Health Services**

#### Conference Call

Joe Guistino, Steve Twitchell and Van Nguyen (new DHS Inspector) held a conference call on 25 September. Topics of discussion were:

- CT safeguards when Nunes sedimentation basin is taken out of service. DHS was pleased that we provided them with a comprehensive SOP on conversion to direct filtration for emergencies and sedimentation basin cleaning. Van had a question as to CT calculations.
- Reduction of jar tests at Denniston to 1 per week. Since chemical feed at Denniston WTP is well optimized, DHS reduced their initial request for jar tests from 3 to 1 per week



- CCWD wanted clarification as to the permit requirements for changing the caustic soda application point. The permit application will be sent to them with our monthly report on the first week of October.

### **Items Requiring Attention**

#### Meter Reading (July 06)

Monthly large meter reading – Staff has incorporated an additional 120 meters (approximate) into the monthly meter reading in order to provide monthly readings for all meters 1" and greater.

#### Crystal Springs Pump #2

In April, an unusual thumping noise occasionally heard in unit #2 at Crystal Springs Pump Station initiated a critical evaluation of the motor and electrical panels. Testing and analysis of the problem unearthed a serious problem with the cold start system in this unit. The cold start equipment was purchased and installation will be complete by mid October.

5 October 2006

Ms. Thuy Van Nguyen  
State of California  
Department of Health Services  
Drinking Water Field Operations Branch  
850 Marina Bay Parkway, Building P, 2<sup>nd</sup> Floor  
Richmond, CA 94804-6403

**Reference: September 2006 Monthly Report**

Dear Ms. Nguyen:

Enclosed are the following reports for **September**.

**Distribution System:**

- 20 Total Coliform samples completed and all ABSENT
- Quarterly Disinfection Byproducts Report (2 pages)

**Nunes Water Treatment Plant:**

- Nunes Monthly Summary of Monitoring for SWTR (page 1, 2 and 3)
- Monthly Iron for **September**
- CT Compliance spreadsheet for **September**
- Individual Filter Monitoring Report (1 page)
- Quarterly Report for DBP Precursor Compliance for ESWTR

**Denniston Water Treatment Plant:**

- Denniston Monthly Summary of Monitoring for SWTR (page 1, 2 and 3)
- Monthly Iron, Manganese and Aluminum Report for **August**
- Monthly Iron, Manganese and Aluminum Report for **September**
- CT Compliance spreadsheet for **September**
- Individual Filter Monitoring Report (4 pages)
- Application for change in caustic soda application point (part of aluminum action plan)

If you have any questions with the reports submitted or would like additional information regarding this matter, please do not hesitate to contact me.

Sincerely,

**Joe Guistino**  
**Superintendent of Operations**  
**Coastside County Water District**  
**650 726 4405**  
**[jguistino@coastsidewater.org](mailto:jguistino@coastsidewater.org)**

5 October, 2006

Ms. Thuy Van Nguyen, S.E.  
State of California Department of Health Services  
Santa Clara District  
Drinking Water Field Operations Branch  
850 Marina Bay Parkway, Building P, 2<sup>nd</sup> Floor  
Richmond, CA 94804-6403

**Reference: Denniston Water Treatment Plant Aluminum Residual- Action Plan,  
Caustic Soda Injection Point Relocation  
Coastside County Water District, System No. 4110011**

Dear Ms: Nguyen:

Enclosed are completed action items addressed in the Denniston Water Treatment Plant Aluminum Residual- Action Plan dated August 17, 2006.

Completed Water Supply Permit – Attached

Justification for Relocation – The caustic soda injection point was recently relocated from upstream of the flocculation tank to a point downstream of the filters as shown in the attached photos. The lower pH of the coagulation/flocculation process greatly improves the coagulation efficiency, resulting in a significant reduction in dissolved aluminum leaving the plant.

We relocated the caustic soda to a location downstream of the filters between filter #2 and filter #3 as shown in the attached photo. This feed point was pre-existing from initial construction of the facility. New piping was installed skirting the wall to the pre-existing injection points as the original chemical piping was run overhead and was a potential hazard as indicated on attached prints.

This relocation will allow the Operations staff to optimize the plant's primary coagulant without the interference of elevated pH. Other benefits include lower and shorter post backwash turbidity spikes, and the resolution of elevated aluminum residual in the plants effluent.

Comparison Aluminum results - Attached

Sincerely,

Steve Twitchell  
Water Treatment Plant Supervisor  
Coastside County Water District  
Enclosures

cc: Eric Lacy  
Joe Guistino, Superintendent

# ***STAFF REPORT***

**To: Ed Schmidt, General Manager**

**From: Jim Teter, District Engineer**

**Agenda: October 10, 2006**

**Report Date: October 3, 2006**

**Date:**

**Subject: District Engineer Work Status Report**

---

## **Recommendation:**

None. The agenda item is informational.

## **Background:**

The Board of Directors has requested a monthly status report from the District Engineer on his activities.

## **Work Performed Since Last Board Meeting**

Work performed since the last Board of Directors meeting includes:

- Water Treatment Plant Short-Term Improvements. Engineering work is continuing.
  - A. Nunes WTP. The WTP operating staff (Guistino, Twitchell and Donovan) have provided Teter with the basic design concepts for the equipment selection and layout. Teter is proceeding with preparation of the plans and specifications.
  - B. Denniston WTP. At a meeting held at the treatment plant on September 28, 2006, the WTP operating staff (Guistino, Twitchell and Donovan) discussed with Teter their basic design concepts for the equipment selection and layout. Final decisions were not available. Once those decisions are finalized, the District Engineer will proceed with preparation of plans and specifications for the chemical feed facilities and piping modifications. Meanwhile, the District Engineer has been working on the plans for the piping revisions to the

Denniston storage tank and the new pipeline from the treatment plant to the tank.

- Phase 3 El Granada Pipeline Replacement Project:  
The engineering design work on the revisions to the pipeline plan sheets for the revisions required by the biological reports has been completed as have the piping typical detail sheets. The encroachment permit application for work within the State highway right of way was prepared and submitted to Caltrans.
- Nunes WTP Influent Control Valve Project. A contract change order was prepared for replacement of the influent flow meter.
- Main St./Hwy. 92 Pipeline Replacement Project: A shop drawing submittal for pipe, valves and fittings was reviewed.
- Denniston Reservoir Restoration. A file search was completed with requested documents provided to TW Essex. A meeting was also held at which Teter discussed his involvement with the reservoir since the beginning of the Denniston Project work.
- Engineering Advice. Provided the District staff with advice on an as-requested basis on a number of engineering-related topics.

### **Current Work Assignments:**

A description and status report on the District Engineer's current work assignments follows:

1. Preparation of Design Contract Documents for Phases IIIA and IIIB of the El Granada Transmission Pipeline Replacement Project. Current status of the project is as follows:  
Engineering design work has been completed on the project drawings except for the changes that may be required by the special study work being performed by EIP. Copies of the drawings have been provided to the District for review. The encroachment permit application for work within the Caltrans right of way has been prepared and submitted. The encroachment permit applications to the City of Half Moon Bay and County of San Mateo work within their respective street right of way areas cannot be submitted until the work currently being performed by EIP for compliance with the CDP requirements has been submitted and approved.
2. Preparation of Design Contract Documents for the Carter Hill East Pipeline Replacement Project. The plans and specifications for the uncompleted portion of the project have been completed. The Caltrans encroachment permit has been obtained. Because of recent leaks in the pipeline including leaks under the highway paving, the project will be put out to bid now.

3. Long-Term Plan/Cost Benefit Analysis for Alves Storage Tank. A draft report has been completed and forwarded to the General Manager and Facilities Committee for review.
4. SCADA System Replacement. The District Engineer has begun work on the study for replacement of the existing SCADA (Supervisory Control and Data Acquisition) system. The study will provide recommendations for the new system including cost. This work will be performed in conjunction with the work for the WTP Short-Term Improvements since it requires extensive coordination with the WTP operating staff and the final decisions regarding the short-term improvements.
5. Short-Term Improvements at Nunes & Denniston WTPs. The District Engineer has begun preparation of the plans and specifications for these projects. Now that the Phase 3 El Granada Pipeline Project work is completed for the current time, the District Engineer will devote all of his time to completing the short-term WTP improvement project work.

**Fiscal Impact:**

1. El Granada Transmission Pipeline Replacement Project Phases IIIA & IIIB. The current fiscal year Capital Improvement Program contains funding for engineering design work for this project (See the C.I.P. report included elsewhere in the Board meeting packet).
2. Carter Hill East Pipeline Replacement Project. The current fiscal year Capital Improvement Program contains \$10,000 funding for engineering design work for this project (See the C.I.P. report included elsewhere in the Board meeting packet).
3. Alves Tank Study. The FY 05/06 Capital Improvement Budget contains \$125,000 the project work.
4. SCADA System Replacement. The FY 05/06 Capital Improvement Budget contains \$20,000 for the SCADA system replacement study.
5. Short-Term Water Treatment Plant Improvements. The FY 05/06 Capital Improvement Budget contains funding for this project.

**Schedule for El Granada Transmission Pipeline Replacement Project**

- A. El Granada Pipeline Phases 3A & 3B:

Complete predesign services (surveying & photogrammetry)	February, 2005
Complete preliminary engineering design	March 3A, June 3B, 2005
File CDP application for Phase 3A	October, 2005
File CDP application for Phase 3B	December, 2005
Obtain CDP's	Sept., 2006
Obtain encroachment permits from the City of Half Moon Bay, Caltrans and San Mateo County	Nov., 2006
Advertise for Bids	Jan., 2007
Award Construction Contract	Feb., 2007
Complete Construction	Nov., 2007

# ***STAFF REPORT***

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

**From: Ed Schmidt, General Manager**

**Agenda: October 10, 2006**

Report

Date: October 6, 2006

**Subject: Discussion and direction to staff regarding Denniston Restoration Project Special Board Meeting/Workshop**

---

## **Recommendation**

None, for Board information purposes only.

## **Background**

At the CCWD Board of Directors meeting last month, the Board approved a Scope of Work with TRC Essex for them to provide professional environmental consulting services for the proposed Denniston Reservoir Restoration Project. The following tasks have been completed or are in progress:

- TRC Essex staff including Steve Stielstra (Vice President), Kevin Janik (Project Manager), Galen Guerrero-Murphy (Associate), Molly Sandomire (GIS Specialist II), and Carley Sweet (Research Assistant) attended an initial site visit with Tim Frahm and myself on September 22, 2006
- Kevin Janik (PM) and Molly Sandomire (GIS Specialist) met with Jim Teter, Engineer, to acquire engineering drawings of the Denniston site and surrounding watershed



**STAFF REPORT**

**Agenda:** October 10,, 2006

**Subject:** Discussion and direction to staff regarding Denniston Restoration Project Special Board Meeting/Workshop

**Page Two**

---

- Their GIS staff compiled current GIS data sheets from local, state, and federal sources
- They acquired the most recent aerial photographs of the watershed and included them in our GIS database
- California Natural Diversity Database (CNDDDB) files were collected and analyzed to determine special status species proximity
- They mapped local salmonid conservation interests
- They began work on a Google Earth simulated fly over of the watershed
- They began planning the strategy for initial agency and stakeholder consultation

TRC Essex staff will be attending the Board meeting on Tuesday evening and will provide a brief update of their activities.

TRC Essex communicated that they are on track to complete their Scope of Work by the date of the "Kick-off" meeting on December 12, 2006 (10:00 a.m. – Noon).

The "Kick-off" meeting will be held at the historic Ocean Shore Train Depot, located below the Johnston House, on Higgins Canyon Road in Half Moon Bay.

Attached is an invitation list for that meeting.

**Denniston Restoration Project****Invitation List - October 6, 2006**

<b>First</b>	<b>Last</b>	<b>Title</b>	<b>Organization</b>
Steve	Stielstra	Vice President	TRX Essex
Dave	Johnston		CA Dept of Fish and Game
Lucy	Triffleman		US Fish and Wildlife
Pat	Rutten	Supervisor	NOAA Restoration Center
Tim	Frahm	Director of Conserv.	San Mateo County Farm Bureau
Kellyx	Nelson	Executive Director	San Mateo County Resource Conservation District
Jeff	Bowers	Cloverdall P.M.	Peninsula Open Space Trust
Rich	Gordon	Supervisor	San Mateo County Board of Supervisors
Lisa	Grote	Planner	San Mateo County Planning & Building Divison
Matt	Seubert	Planner	San Mateo County Planning & Building Divison
David	Lea	Farmer	Not Applicable
John	Muller	Council Member	City of Half Moon Bay
Tim	Rameriz	Manager	San Francisco Public Utilities Commission
Chindi	Peavey		San Mateo County Mosquito Abatement
James	Counts		San Mateo County Mosquito Abatement
Keith	Mangold	Vice Chair	Pilarcitos Creek Advisory Committee
George	Irving	District Manager	Montara Water and Sanitary District
Geoffrey	Davis	Chairman	Mid-coast Community Council
Lennie	Roberts	Legislative Advocate	Committee for Green Foothills
Chris	Kern	District Manager	California Coastal Commission
Clay	Lambert	Managing Editor	Half Moon Bay Review
Charise	McHugh	President / CEO	Half Moon Bay Coastsides Chamber of Commerce
Paul	Ringgold	Director	Peninsula Open Space Trust

# ***STAFF REPORT***

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

**From: Ed Schmidt, General Manager**

**Agenda: October 10, 2006**

Report:

Date: October 6, 2006

**Subject: Update on the status of the City of Half Moon Bay  
And San Mateo County Coastal Development Permits  
For the El Granada Pipeline Replacement Project  
Phase 3**

---

## **Recommendation**

None, for Board information purposes only.

## **Background**

**City Component** – The appeal period deadline for the California Coastal Commission (CCC) passed on Thursday August 28, 2006. No appeals were accepted or filed by CCC staff or Commission members. An e-mail from Tony Condotti is attached, which passes on the good news from the CCC. The next step is for the City to send us our permit. Also attached is a letter from me to Chris Kern of the CCC, assuring him that the District intends to implement the conditions placed upon the project by the U.S. Fish & Wildlife Service.

Our District Engineer, Jim Teter, has already started with the next important step, which is to secure a CalTrans encroachment permit. Attached is a copy of that application.

**STAFF REPORT**

**Agenda:** October 10, 2006

**Subject:** Update on the status of the City of Half Moon Bay and County of San Mateo Coastal Development Permits for the El Granada Pipeline Project Phase 3

**Page Two**

---

**County Component** – Attached is a letter dated September 21, 2006, from Christine Hollender, Interim Planning Commission Secretary, notifying the District that the Planning Commission approved our project with conditions. The appeal period to the County Board of Supervisors passed uneventfully on Wednesday, September 27, 2006. Several days ago, the County published a letter to the District and the CCC, that the Board of Supervisors appeal period has ended. As of the date of this staff report, Friday, October 6, 2006, neither the CCC nor CCWD have received a copy of this letter. CCWD staff will continue to call the County and CCC regarding this letter, which is frequently referred to as a “Notice of Local Action”.

Once the CCC receives the County notification, a ten-business day appeal period begins. Once this appeal period is over, Jim Teter will submit the application for the CalTrans encroachment application for the County component of the pipeline. Also attached to this report are the “Findings and Conditions of Approval”, from San Mateo County and a copy of the field notes from Lucy Triffleman, U.S. Fish & Wildlife Service.

At the request of President Ascher, a meeting is being scheduled with Charles Lester of the CCC, President Ascher, Director Coverdell, Tony Condotti and myself. Mr. Lester is requesting a meeting with the District to discuss long-term water planning issues. No date has been established yet.

## Ed Schmidt

**From:** Tony Condotti [ACondotti@abc-law.com]  
**Date:** Friday, September 29, 2006 10:28 AM  
**To:** Everett Ascher (E-mail); Chris Mickelsen (E-mail); James Larimer (E-mail); Bob Feldman (E-mail); Ken Coverdell (E-mail)  
**Cc:** Ed Schmidt; Gina Brazil; JoAnne Whelen  
**Subject:** Phase 3A - El Granada Pipeline Permit (City of Half Moon Bay)

Good news. I just spoke with Charles Lester, who informed me that Coastal Commission Staff determined that there were no significant issues that would warrant a staff-generated appeal of the Half Moon Bay permit. So the Half Moon Bay permit wasn't appealed, at least by the Coastal Commission staff. Charles also said that he didn't believe any appeals were filed by third parties at the last minute, but he is checking on that to be sure and promised to get back to me this morning. He said that Coastal Commission Staff appreciated the level of communication from CCWD, and that the decision not to appeal was influenced by Ed's assurances to Chris Kern that the District would follow the rather inconsequential mitigation measures suggested by Lucy Triffleman of USFWS (e.g., checking under tires of grading equipment so no endangered species will be squashed) .

Lastly, he expressed an interest in meeting with CCWD officials over the next several months as the Coastal Commission reviews the San Mateo County LCP update to discuss water infrastructure in the context of the broader land use policy and long-term development issues. I told him I thought the Board would be happy to have such a dialogue take place.

Please feel free to contact me with questions or comments.

Tony



September 27, 2006

Mr. Chris Kern  
California Coastal Commission  
45 Fremont Street, Suite 2000  
San Francisco, CA 94150-2219



RE: El Granada Pipeline Replacement Project – Phase 3

Dear Mr. Kern:

Thank you for your phone call explaining the Coastal Commission Staff's position with respect to the likelihood of your seeking an appeal of the CDPs for either the City of Half Moon Bay or San Mateo County portions of the District's remaining phase of the El Granada Pipeline project. I understand your remaining concerns are with: (1) ensuring that the mitigation measures recommended by USFWS are implemented; and (2) ensuring that the conditions re infrastructure capacity and growth adopted by the Commission to resolve the appeals of the first phase of the project in 2003 remain in full force and effect.

With respect to the first issue, in addition to addressing Army Corps requirements, Condition No. 4 of the Half Moon Bay permit requires CCWD to "comply with applicable the[sic] requirements of all federal agencies, including a formal consultation if deemed necessary." It is my understanding that the specific conditions are spelled out in the County's "Findings and Conditions of Approval" as part of the County Planning Commission's action. This will confirm our understanding that compliance with the measures described in the latest Field Recommendations from Ms. Triffleman is also a requirement of both CDPs, and our agreement to adhere to the same.

To ensure that these conditions are effectively implemented, all of the recommendations will be incorporated into the project construction specifications and bid documents, and copies will be furnished to both Planning Departments and your office before construction begins.

At Coastal Commission Staff's request, the Half Moon Bay Planning Commission added substantially identical conditions to the CDPs for the Carter Hill West and Main St./Hwy 92 pipeline projects, as well as, most recently, the Phase III El Granada pipeline project permit. In addition, although not initially contained in the draft conditions of approval, the County Planning Commission added substantially identical conditions. I specifically requested the inclusion of this additional condition so that this would not become an issue for appeal.

Thank you for your help on this project.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ed Schmidt".

Ed Schmidt, General Manager

RECEIVED  
OCT 02 2006  
COASTSIDE COUNTY  
WATER DISTRICT



September 29, 2006

Office of Permits  
California DOT, District 4  
P.O. Box 23660  
Oakland, CA 94623-0660

Attention: Mr. Rudy Dantes

Re: Encroachment Permit Application  
Phase 3 El Granada Transmission Pipeline Replacement Project  
Half Moon Bay and Miramar, San Mateo County, CA

Dear Mr. Dantes:

Transmitted herewith is an Encroachment Permit Application for the construction of a 16 inch diameter water pipeline within the right of way of State Highway No. 1 in San Mateo County. The purpose of the project is to replace an old 10 inch diameter welded steel pipeline with a new pipeline. The Phase 1 section of the El Granada Pipeline Project, which was also located within the Hwy. 1 right of way, was constructed 2 years ago.

Attached to this application are the following documents:

1. Application form.
2. Six sets of the project Contract Drawings.
3. Project specification Section 02235: Jack and Bore Undercrossings.
4. The project negative declaration.
5. Project engineer's Certificate of Utility Facilities.

A letter of authorization as the authorized agent/engineer would appear to be unnecessary since I am the District Engineer. However, a letter from the CCWD General Manager can be provided if required.

The plans indicate undercrossing the pavement of Hwy. 1 and all streets within the State highway right-of-way area by the jack and bore method except at the intersection of Hwy. 1 and Roosevelt Blvd. where construction by excavation is proposed because (1) an existing 12 KV electrical direct burial cable doesn't allow sufficient space for construction of the jack and bore pit, and (2) a connection to the existing pipeline within Roosevelt Blvd. must be made approximately in the middle of the intersection.

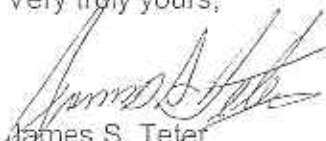
The District has retained a consultant to prepare a Storm Water Pollution Protection Plan, a copy of which will be forwarded to Caltrans upon completion. We request that you proceed with processing of the encroachment permit application now while the SWPPP is being prepared in order that we can complete any required plan revisions and

Page 2  
Mr. Rudy Dantes  
September 29, 2006

preparation of any other required documents in order that issuance of the encroachment permit is not delayed.

If you have questions or require additional information, please contact me by telephone at (415)453-0754 or by e-mail at [jaster@aol.com](mailto:jaster@aol.com).

Very truly yours,



James S. Teter  
District Engineer

Enc.

cc: Ed Schmidt w/enc. ~~\_\_\_\_\_~~





RECEIVED

COUNTY

SEP 25 2006

COASTSIDE COUNTY  
WATER DISTRICT

Please reply to: Mike Schaller  
(650) 363-1849

September 21, 2006

ENVIRONMENTAL  
SERVICES  
AGENCY

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

Dear Mr. Schmidt:

**Subject: File Number PLN 2006-00020**  
**Location: Public Right-of-Way, Cabrillo Highway, Miramar**

Agricultural  
Commissioner/ Sealer of  
Weights & Measures

Animal Control

Cooperative Extension

Fire Protection

LAFCo

Library

Parks & Recreation

Planning & Building

On September 13, 2006, the San Mateo County Planning Commission considered your request for a Coastal Development Permit, pursuant to Section 6328.4 of the County Zoning Regulations, to allow the replacement of an existing 10-inch water transmission pipeline with a new 16-inch transmission pipeline, in the unincorporated Miramar area of San Mateo County.

Based on information provided by staff and evidence presented at the hearing, the Planning Commission approved the project, made the findings and adopted conditions of approval with the addition of Conditions #18-#20, as attached.

Any interested party aggrieved by the determination of the Planning Commission has the right of appeal to the Board of Supervisors within ten (10) business days from such date of determination. The appeal period for this matter will end at 5:00 p.m. on Wednesday, September 27, 2006.

A Board of Supervisors' approval is appealable to the California Coastal Commission. Any aggrieved person who has exhausted local appeals may appeal this decision to the California Coastal Commission within ten (10) working days following the Coastal Commission's receipt of the Board decision. Please contact the Coastal Commission's North Central Coast District Office at (415) 904-5260 for further information concerning the Commission's appeal process. The County and Coastal Commission appeal periods are sequential, not concurrent, and together total approximately one month. A project is considered approved when these appeal periods have expired and no appeals have been filed.

PLANNING AND BUILDING

455 County Center, 2nd Floor • Redwood City, CA 94063 • Phone (650) 363-4161 • FAX (650) 363-4849

Ed Schmidt  
September 21, 2006  
Page 2

If you have questions regarding this matter, please contact the Project Planner listed above.

Sincerely,



Christine Hollender  
Interim Planning Commission Secretary

Pcd0913Q\_8kr\_ccwd.doc

Attachment

cc: Department of Public Works  
Building Inspection  
Environmental Health  
Parks and Recreation Division  
CDF  
Assessor  
California Coastal Commission  
Midcoast Community Council  
Fran Pollard  
Kevin J. Lansing  
Barbara Mauz  
George Burwasser, PBSJ Science and Planning Division

County of San Mateo  
Environmental Services Agency  
Planning and Building Division

**FINDINGS AND CONDITIONS OF APPROVAL**

Permit or Project File Number: PLN 2006-00020

Hearing Date: September 13, 2006

Prepared By: Michael Schaller, Senior Planner

Adopted By: Planning Commission

**FINDINGS**

Regarding the Environmental Review, Found:

1. That the Commission, acting as a responsible agency, has reviewed and considered the Revised Environmental Initial Study for the El Granada Transmission Pipeline Replacement Project, prepared by the Coastside County Water District as lead agency.

Regarding the Coastal Development Permit, Found:

2. That the project, as described in the application and accompanying materials required by Zoning Regulations Section 6328.7 and as conditioned in accordance with Section 6328.14, conforms with the plans, policies, requirements and standards of the San Mateo County Local Coastal Program as discussed in the staff report under Section A.2, including protection of biological and scenic resources.
3. That the project conforms to the specific findings required by policies of the San Mateo County Local Coastal Program as discussed in the staff report under Section A.2. The applicant has redesigned their project to avoid impacts upon tree resources on the Mirada Surf property. Additionally, the applicant has modified their original design to include the "jack and bore" method to place the new pipe under Arroyo de en Medio Creek, thus avoiding impacts to this riparian zone. The project is in compliance with these applicable policies of the LCP.

**CONDITIONS OF APPROVAL**

Planning Division

1. This approval applies only to the proposal, documents and plans described in this report and submitted to and approved by the Planning Commission. Minor revisions or modifications to these projects may be made subject to the review and approval of the Community Development Director.

2. This permit shall be valid for one year, by which time the approved project shall have been started. Any extension of this permit shall require submittal of an application for permit extension and payment of applicable permit extension fees.
3. Prior to the beginning of any construction activities, the applicant shall submit to the Planning Division for review and approval an erosion and drainage control plan which shows how the transport and discharge of soil and pollutants from and within the project site shall be minimized. The plan shall be designed to minimize potential sources of sediment, control the amount of runoff and its ability to carry sediment by diverting incoming flows and impeding internally generated flows, and retain sediment that is picked up on the project site through the use of sediment-capturing devices. The plan shall also limit application, generation, and migration of toxic substances, ensure the proper storage and disposal of toxic materials, apply nutrients at rates necessary to establish and maintain vegetation without causing significant nutrient runoff to surface waters. Said plan shall adhere to the San Mateo Countywide Stormwater Pollution Prevention Program "General Construction and Site Supervision Guidelines," including:
  - a. Sequence construction to install sediment-capturing devices first, followed by runoff control measures and runoff conveyances. No construction activities shall begin until after all proposed measures are in place.
  - b. Minimize the area of bare soil exposed at one time (phased grading).
  - c. Clear only areas essential for construction.
  - d. Within five days of clearing or inactivity in construction, stabilize bare soils through either non-vegetative BMPs, such as mulching or vegetative erosion control methods such as seeding. Vegetative erosion control shall be established within two weeks of seeding/planting.
  - e. Construction entrances shall be stabilized immediately after grading and frequently maintained to prevent erosion and control dust.
  - f. Control wind-borne dust through the installation of wind barriers such as hay bales and/or sprinkling.
  - g. Soil and/or other construction-related material stockpiled on-site shall be placed a minimum of 200 feet from all wetlands and drain courses. Stockpiled soils shall be covered with tarps at all times of the year.
  - h. Excess fill shall not be disposed of in the Coastal Zone unless authorized through either an amendment to this Coastal Development Permit or a new Coastal Development Permit.

- i. Intercept runoff above disturbed slopes and convey it to a permanent channel or storm drains by using earth dikes, perimeter dikes or swales, or diversions. Use check dams where appropriate.
  - j. Provide protection for runoff conveyance outlets by reducing flow velocity and dissipating flow energy.
  - k. Install storm drain inlet protection that traps sediment before it enters the storm sewer system. This barrier could consist of filter fabric, straw bales, gravel, or sand bags.
  - l. Install sediment traps/basins at outlets of diversions, channels, slope drains, or other runoff conveyances that discharge sediment-laden water. Sediment traps/basins shall be cleaned out when 50% full (by volume).
  - m. Use silt fence and/or vegetated filter strips to trap sediment contained in sheet flow. The maximum drainage area to the fence should be 0.5 acre or less per 100 feet of fence. Silt fences shall be inspected regularly and sediment removed when it reaches 1/3 the fence height. Vegetated filter strips should have relatively flat slopes and be vegetated with erosion-resistant species.
  - n. Throughout the construction period, the applicant shall conduct regular inspections of the condition and operational status of all structural BMPs required by the approved erosion control plan.
4. Noise levels produced by proposed construction activities shall not exceed the 80-dBA level at any one moment. Construction activities shall be limited to the hours from 7:00 a.m. to 6:00 p.m., Monday through Friday, and 9:00 a.m. to 5:00 p.m. on Saturday. Construction operations shall be prohibited on Sunday and any national holiday.
  5. Prior to the issuance of the encroachment permit from the Department of Public Works and beginning of construction of the segment that is on the County-owned Mirada Surf property, the applicant shall obtain an easement from the County Real Properties Division that matches the plans reviewed and approved by the County Planning Commission.

#### Department of Public Works

6. No proposed construction work within the County right-of-way shall begin until County requirements for the issuance of an encroachment permit, including review of the plans, have been met and an encroachment permit issued.



**Mitigation Measures from CCWD's Initial Study/Mitigated Negative Declaration**

7. **Construction Disturbance:** Following completion of construction, the site shall be restored to its pre-construction condition.
8. **Construction Dust:** All construction contractors shall be required to prepare and implement a detailed dust control plan during all phases of construction. Said plan shall be submitted to the County Planning Division for review and approval, prior to the beginning of construction activities. At a minimum, the dust control plan shall require that the contractor(s):
  - a. Water or cover stockpiles of soil, sand or other materials that can be blown by the wind.
  - b. Minimize drop heights when loading vehicles with excavated materials.
  - c. Sweep adjacent streets of all mud and debris from the project area, since this material can be pulverized and later be re-suspended by vehicle traffic.
  - d. Limit the speed of all construction vehicles on unpaved surfaces to 5 miles per hour while on the site.
  - e. Cover or wet all materials transported on or from the site in order to suppress visible dust.
  - f. Treat inactive portions of the construction site that have exposed soil surfaces with an appropriate dust suppressant or cover them or reseed them as quickly as practicable.
  - g. Suspend earthmoving or other dust-producing activities during periods of high winds whenever dust control measures are unable to prevent visible dust plumes.

**Biology**

9. To avoid potential construction activity impacts to over-wintering monarch butterfly, eucalyptus trees shall only be removed between April and September.
10. Prior to removal, all trees will be checked by a qualified biologist for Falconiformes' and Strigiformes' nests. If nests are found, tree removal will not take place until offspring are fledged so that none of these birds will be impacted during construction activities.
11. To avoid construction activity impacts to migrating steelhead adults and juveniles and San Francisco garter snakes occurring or migrating through the project corridor in Frenchman's

or Arroyo de en Medio Creeks, no construction activities, equipment use, or material storage shall occur within the wetted portion of the stream channels.

12. To minimize potential construction phase and post-construction impacts to the streams that provide potential habitat to sensitive species, measures to prevent bank erosion and sediment input into the streams shall include, but not be limited to, installation of silt fences and/or properly staked straw bails.
13. A qualified biologist will be on-site to observe all construction activities within 100 feet of the Frenchman's Creek and Arroyo de en Medio Creek water bodies, and to verify that the practices of clean-up and site restoration are completed in a manner that will avoid significant impacts to these species.
14. To minimize post-construction impacts, the project corridor will be restored, including recontouring and stabilizing soils and installing vegetation cover.

#### Cultural Resources

15. **General:** In the event that archaeological resources are discovered during any phase of the project excavation, work will be stopped in the immediate area and a qualified archaeologist will be called upon to determine appropriate treatment.
16. **Section 5:** The District Engineer will consult with a qualified archaeologist during the design of the pipeline in Sections 5 to ascertain the location and limits of CA-SMA-149 to determine whether the pipeline can be feasibly realigned to avoid the site. If avoidance is not possible, the District will implement a mitigation program as defined in Appendix K of the CEQA Guidelines involving a full evaluation of the significance and integrity of the site, and, if required, the design and implementation of an excavation plan.
17. **Section 5:** A qualified archaeologist will be present to monitor excavation and construction work in the vicinity of the Highway 1 crossing near Mirada Road, continuing to Medio Avenue.

#### Conditions Added at Planning Commission Hearing

18. Water Supply Capacity
  - a. The total number of additional water service connections permitted within the CCWD Service District shall not exceed the remaining service capacity created by Phase I of the Crystal Springs Project consisting of 1,284 non-priority and 567 priority 5/8-inch meter equivalent service connections. All Phase I water service shall be distributed only within the CCWD Service District boundaries as those boundaries were defined on January 1, 2003, unless modification to the CCWD Service District boundaries is

- (1) determined to be an acceptable permit amendment application by the Community Development Director consistent with the limitations of 14 CCR § 13166, and (2) determined to be consistent with the applicable local coastal program(s) by the Planning Commission through an amendment to this Coastal Development Permit. Reallocation of existing water supplies to provide additional service connections is prohibited under Phase I.
- b. The 567 5/8-inch meter equivalent service connections remaining as of December 2, 2003, shall be allocated to priority uses as identified in the District's annual Water Supply Evaluation Report. This report is a requirement of the Coastal Commission's permit for this project. Existing or reserved priority use service connections may only be reallocated to a non-priority use, pursuant to Policy 2.8 of the San Mateo County Certified LUP.
- c. Any increase in water supply or distribution capacity to provide additional service connections in excess of the Phase I limitations specified above, including but not limited to any augmentation or reallocation of existing water supplies, shall require a Coastal Development Permit from the County. Any such action on a Coastal Development Permit application for an increase in water supply or distribution capacity beyond the Phase I limitations specified in Condition 18.a above shall be appealable to the Coastal Commission. If the permittee or its successor seeks a Coastal Development Permit to increase water supply or distribution capacity in excess of the Phase I limitations specified above, the applicant for such permit shall be required to provide information concerning phasing of infrastructure capacity in conformity with the requirements of the San Mateo County LCP. The information provided shall be sufficiently detailed and complete to enable the permit the County to evaluate whether the proposed increase in water supply and/or distribution capacity is in phase with the existing or probable future capacity of other area infrastructure, including but not limited to the need for an adequate level of service for Highways 1 and 92 as required by the County LCP and subsection d. below.
- d. No increase in water supply or distribution capacity shall be permitted within the CCWD Service District in excess of the Phase I limitations specified above, unless the existing or probable future capacity of other related infrastructure, including but not limited to the San Mateo County Midcoast regional transportation system, is sufficient to adequately serve the level of development that would be supported by the proposed increase in water supply and/or distribution capacity. Adequate level of service for Highways 1 and 92 shall be defined, at minimum, as Level of Service (LOS) C except during the peak 2-hour commuting period and the 10-day average peak recreational hour when LOS E is acceptable, unless the permittee must abide by a stricter standard that is required under the LCP at the time that such permit application is considered.



19. Monitoring Report

On or before April 1 of each year, the applicant shall submit to the County a copy of the updated annual Water Supply Evaluation Report that they also send to the Coastal Commission.

20. U.S. Fish and Wildlife Service

The U.S. Fish and Wildlife Service has requested that the following conditions be placed on the project. (These conditions were briefly discussed at the September 13 hearing).

The applicant shall:

- a. Store all piping, rebar, and other materials that may be used as temporary cover for listed species a minimum of 6 inches off the ground.
- b. Most construction vehicles shall be stored in previously disturbed areas and will not be left on-site overnight. The backhoe shall be the only vehicle allowed to remain on-site at the end of the workday.
- c. Before the start of each day, the project biologist shall inspect under the tires of the backhoe to ensure that no listed species are under the vehicle.
- d. Dirt removed from the project site shall only be placed at predetermined locations that have previously been surveyed by the project biologist. Such locations shall be a minimum of 50 feet from the limits of riparian vegetation.
- e. A minimum 50-foot buffer shall be maintained around all water channels. Said buffer shall be from the limits of riparian vegetation. No construction activity shall occur within these buffer zones.
- f. The limits of the buffer zones shall be marked with black mesh wildlife fencing buried 4-6 inches into the ground or staked and weighted appropriately to remain in contact with the ground surface for the duration of activity in that portion of the alignment.
- g. The project biologist shall be on-site during the "jack and bore" under crossing of Arroyo de en Medio Creek. Additionally, the project biologist shall be on-site at all times when activity is occurring within 500 feet of a creek area. The project biologist shall also be on-site during all phases of work within the County Parks land (the area commonly known as Mirada Surf East).

- h. Flagging shall be placed around the perimeter of the project site (including on the wildlife exclusion fencing) in order to clearly mark all areas that work crews are allowed in during the course of construction activities.
- i. Areas within these flagged locations shall have all vegetation removed to a height of 2-4 inches by the use of hand tools prior to being surveyed by the project biologist.
- j. Construction of this project shall be limited to the period of April 1-October 15 to reduce impacts to migrating listed species.
- k. The applicant shall conduct raptor surveys along all portions of the approved pipeline alignment.

John Lucy T.

## Revised Field Notes

### **Name of Project: El Granada Pipeline Replacement Project, Coastside County Water District**

**Date:** site visit – 9/12/06; revision – 9/19/06

**Agency/Entity Requesting Consultation:** CCWD (Tech assistance)

**People in Attendance:** Lucy Triffleman (Service), Ed Schmidt (CCWD General Manager, project proponent), Kevin Lansing (Half Moon Bay Planning Commissioner), Sage Schaan (Half Moon Bay Planning Staff), Mike Schaller (San Mateo County Planning Staff), George Burwasser (EIP Associates Project Manager), Demian Ebert (EIP Associates Biologist), James Teter (CCWD Consulting Engineer).

Met as a group near Arroyo de en Medio, one of four waterways under which the pipeline is proposed. The CCWD distributed wetland delineation photos that were performed using Corps standards. However, no delineation using the standards established within the LCP were available at that time (to be provided to Service by CCWD with copy of wetland delineation submitted to the Corps). Corps wetland photos have yet to be reviewed or certified by the Corps. There was initial discussion regarding the implementation of California Coastal Commission (CCC) agreements in which the CCWD would not increase the water usage as a result of the new pipeline. The Service is concerned about this aspect because of the growth inducing impacts that could result from expansion of the pipeline. After some discussion, it was agreed upon that the criteria outlined in the CCC agreement would be followed and that the agreement itself would be attached as an appendix to the CCWD project guidelines for areas both within the city limits of Half Moon Bay and areas within the county's jurisdiction. This will eliminate the need to evaluate the project regarding growth inducing impacts. The CCWD will forward the Service a copy of this agreement and incorporate the information in the updated Biotic Assessment to be provided to the Service with the Corps and LCP wetland delineations.

The Service was concerned about pipes being left on the ground overnight during installation and the possibility of listed species being crushed under the tires of construction vehicles. To alleviate these concerns, the CCWD is agreeing to store all piping, rebar, and other materials that may be used as temporary cover for listed species a minimum of 6 inches off of the ground. Most construction vehicles will be stored in previously disturbed areas and will not be left on-site over night. The back hoe (or whatever entrenching tool is used) shall be the only vehicle allowed to remain on-site at

the end of the work day. Before the start of each day however the tires under the back hoe will be inspected by a Service-approved biologist. Dirt removed from the project site will only be allowed to be placed at predetermined locations that have been surveyed by Service-approved biologists where there will be no impact to listed species. The project proponent is proposing to do all installation in and around aquatic areas by boring 4-6 feet under the base of the channel of all riparian waterways using a jack-and-bore method (uses no drilling fluids). Additionally, the proponent proposed to leave a 50 foot buffer on either side of the creek in areas with riparian characteristics and 30 foot buffer in locations that do not have these traits (these are all 50 foot buffers, now – GJB 19sep2k6). The Service requested that a minimum 50 foot buffer be maintained for all water channels due to the possibility of listed species to utilize any water channel, not only those with specific hydrophytic vegetation. The project proponent agreed to these terms. There would be no activity within these buffer areas. The limit of these buffers will be marked with black mesh wildlife fencing buried 4-6 inches into the ground or staked and weighted appropriately to remain in contact with the ground surface for the duration of activity in that portion of the alignment. The Service requested a biological monitor be located on both sides of the creek channels while activity on either side is occurring. George agreed to this measure and the proponent concurred. Additionally, biological monitors will be on-site at all times when activity is occurring within 500 feet of a creek area. George suggested that flagging be placed around the perimeter of the site (including on the wildlife exclusion fencing) in order to clearly mark all areas that work crews would be allowed in during the course of activities. This was agreed to by the Service and the proponent. Areas within these flagged locations will have all vegetation removed to a height of 2-4 inches by the use of hand tools prior to being surveyed by a Service-approved biologist.

James agreed to perform all construction from April 1 until October 15 to reduce impacts to migrating listed species (the proponent concurred). The Service requested raptor surveys at all areas along the course of the pipeline but especially at Mirada Surf East where the pipeline will cross through a dense stand of eucalyptus trees. Additionally, in this final connection area, all ground vegetation (i.e. exclude trees) will need to be removed to 2-6 inches using hand tools. Biological monitors will need to be present on the Mirada Surf East site at all times. Additionally, measures submitted in the initial biological assessment, dated May, 2006, will be implemented. The proponent concurred with these conditions.



the end of the work day. Before the start of each day however the tires under the back hoe will be inspected by a Service-approved biologist. Dirt removed from the project site will only be allowed to be placed at predetermined locations that have been surveyed by Service-approved biologists where there will be no impact to listed species. The project proponent is proposing to do all installation in and around aquatic areas by boring 4-6 feet under the base of the channel of all riparian waterways using a jack-and-bore method (uses no drilling fluids). Additionally, the proponent proposed to leave a 50 foot buffer on either side of the creek in areas with riparian characteristics and 30 foot buffer in locations that do not have these traits (these are all 50 foot buffers, now – GJB 19sep2k6). The Service requested that a minimum 50 foot buffer be maintained for all water channels due to the possibility of listed species to utilize any water channel, not only those with specific hydrophytic vegetation. The project proponent agreed to these terms. There would be no activity within these buffer areas. The limit of these buffers will be marked with black mesh wildlife fencing buried 4-6 inches into the ground or staked and weighted appropriately to remain in contact with the ground surface for the duration of activity in that portion of the alignment. The Service requested a biological monitor be located on both sides of the creek channels while activity on either side is occurring. George agreed to this measure and the proponent concurred. Additionally, biological monitors will be on-site at all times when activity is occurring within 500 feet of a creek area. George suggested that flagging be placed around the perimeter of the site (including on the wildlife exclusion fencing) in order to clearly mark all areas that work crews would be allowed in during the course of activities. This was agreed to by the Service and the proponent. Areas within these flagged locations will have all vegetation removed to a height of 2-4 inches by the use of hand tools prior to being surveyed by a Service-approved biologist.

James agreed to perform all construction from April 1 until October 15 to reduce impacts to migrating listed species (the proponent concurred). The Service requested raptor surveys at all areas along the course of the pipeline but especially at Mirada Surf East where the pipeline will cross through a dense stand of eucalyptus trees. Additionally, in this final connection area, all ground vegetation (i.e. exclude trees) will need to be removed to 2-6 inches using hand tools. Biological monitors will need to be present on the Mirada Surf East site at all times. Additionally, measures submitted in the initial biological assessment, dated May, 2006, will be implemented. The proponent concurred with these conditions.

# ***STAFF REPORT***

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

**From: Ed Schmidt, General Manager**

**Agenda: October 10, 2006**

Report

Date: October 6, 2006

**Subject: Discussion and direction to staff regarding advertising for the position of Public Outreach/Program Development/ Water Resources Management – previously called Water Conservation Coordinator**

---

## **Recommendation**

Direct staff to proceed with the recruitment to fill this position.

## **Background**

On July 14, 2006, the District's Water Conservation Coordinator, Amanda Cox, submitted her resignation (copy attached). Her professional and enthusiastic efforts in water conservation, public outreach, water resource analysis and miscellaneous project management are missed.

Several times before her departure, Amanda and I sat down together and discussed where we thought this position was headed. We revised the job description and prepared the job recruitment flyer, both of which are attached to this report.

At the Human Resources Committee meeting on Wednesday, September 27, 2006, the Committee (President Ascher, Director Larimer, and

**STAFF REPORT**

**Agenda:** October 10, 2006

**Subject:** Discussion and direction to staff regarding advertising for the position of Public Outreach, Program Development, and Water Resources Management – previously called Water Conservation Coordinator

**Page Two**

---

myself), made several more productive and encompassing modifications to the job description. The revised job description accurately depicts the need for continuing extensive community outreach, i.e. press releases, bill inserts, newsletters and water demand management activities. It was also modified to highlight the flexibility and diversity needed to develop new programs, including grant writing and grant development.

In an effort to attract a wide variety of candidates, the experience and education component of the job description was modified to include urban planning, ecology and training in the sciences, especially chemistry and biology.

Another attachment is a memo from Amanda Cox dated August 4, 2006, in which she lists a summary of her job accomplishments and her thoughts about the future of the position. The last attachment is the original job description from two (2) years ago.

### **Fiscal Impact**

The existing salary range (\$53,352/year) to (\$65,000/year) was deemed appropriate by the Human Resources Committee and Amanda.

Due to the increasing cost of District benefits, especially health care, I recommend that starting with this position recruitment, **ALL** new employees pay half of the cost of the four components of Health Insurance: 50% for vision care; 50% for medical care, 50% for dental care and 50% for life insurance.

Present District employees would not be financially impacted by this new practice.

**STAFF REPORT**

Agenda: October 10, 2006

Subject: Discussion and direction to staff regarding advertising for the position of Public Outreach, Program Development, and Water Resources Management – previously called Water Conservation Coordinator

Page Three

---

**Example 1 – Single person – the cost of Health Benefits for a single person are approximately \$5,400 per year:**

\$5,400/year ÷ 50% ÷ 26 pay periods = \$104.00/pay period (employee would pay).

**Example 2 – Married with 2 children – the cost of Health Benefits for an employee with 3 dependents is about \$14,000 per year:**

\$14,000/year ÷ 50% ÷ 26 pay periods = \$270.00/pay period (employee would pay).



2852 California Street, Apt 5 ■ San Francisco, CA 94115  
Tel: (415) 740-6257 ■ E-mail: amandacox92@yahoo.com

July 14, 2006

Ed Schmidt, General Manager  
Coastside County Water District  
766 Main Street  
Half Moon Bay, CA 94019

Dear Ed,

It is with both regret and anticipation that I submit this letter of resignation, effective July 14, 2006. My final date with Coastside County Water District will be July 28, 2006. I have accepted a position with the City of Palo Alto, as an opportunity to further my current profession in water conservation as well as expand my career into energy resource management.

It has been a genuine pleasure working for the District during these past two years. I have greatly enjoyed working with the District's staff, Directors and consultants, and I will truly miss all my associations. Through my time here I have gained a great deal of experience, not only in my field of water conservation, but in other areas such as plan review, Urban Water Management Plan preparation, water use data analysis and implementation of a strong community outreach campaign. I wish you and the District continued success in all the exciting projects taking place in this community.

If I may be of any assistance in the hiring process of my replacement, please know that I will gladly make myself available or answer any questions as to the position.

Thank you for allowing me to serve the District's customers. Again, I wish the Coastside County Water District and all its staff continued success.

Sincerely,

A handwritten signature in black ink that reads "Amanda Cox". The signature is written in a cursive, flowing style.

Amanda Cox

cc: Everett Ascher, President  
Gina Brazil, Office Manager

# Coastside County Water District



## Public Outreach / Program Development / Water Resources Manager

### **Definition**

The fundamental reason for the existence of this position is to manage and monitor the district's Water Conservation Program and to develop new programs and outreach solutions through grant writing and by representing the District to customers, at relevant public and private institutions, and through outreach presentations. Specific tasks include analyzing water use data and patterns for top users, identification and implementation of effective conservation measures, prepare reports for the public and district management on water use, and the management and implementation of incentive programs and regulations which promote the efficient use of water.

### **Distinguishing Characteristics**

This is a single position within the district. Under general direction, the incumbent plans, organizes and directs the district's Public Outreach and Water Conservation Program activities, represents the District in extensive public contacts and coordinates water conservation activities, exercising considerable latitude to plan, schedule and carry out activities. Grant opportunity monitoring and grant writing and grant writing supervision in concert with district management will also be a responsibility of this position. The position requires initiative, responsibility and independent judgment. The incumbent may be required to make public appearances at monthly board meetings in the evenings and to work on special event weekends.

### **Supervision Received**

General direction is provided by the General Manager.

### **Examples of Duties**

#### **Essential Duties:**

The Water Resources Analyst will work as a part of the office staff, providing management of CCWD's water conservation program, extensive public outreach campaign and implementation of our comprehensive plan review program. Under general direction, the Water Resources Analyst incumbent plans, organizes and directs the water conservation program activities, represents CCWD in extensive public contacts and coordinates water

conservation activities, exercising considerable latitude to plan, schedule and carry out activities. The position requires initiative, responsibility and independent judgment. The incumbent is required to make appearances at the CCWD's monthly board meetings, other public agency events, and on occasional weekends.

### Additional Responsibilities:

Create press releases, newsletters, flyers, bill inserts and other information on water conservation; revise and or implement new programs as innovative technologies and program elements are identified; assure ongoing management of current programs such as High Efficiency Toilets (HET), high efficiency clothes washers, and other landscape programs; represent CCWD in dealing with water conservation issues before the City Council, Chamber of Commerce, apartment house owners, state and local regulators, and a wide range of community groups; represent CCWD on the California Urban Water Conservation Council (CUWCC) and BAWSCA committees; complete the CUWCC's Best Management Practice reporting every two years; present workshops and short training programs on conservation topics such as landscape efficiency; prepare annual budgets and forecasts; operate water conservation computer programs, spreadsheets and databases; develop activities for observance of State Water Awareness Month; manage consultant contracts for services and oversee procurement of conservation materials.

Other duties include: gather, analyze and interpret data related to water supply and demand; update reports for CCWD and complete surveys from BAWSCA, SFPUC, Department of Health Services and Department of Water Resources; update CCWD's Urban Water Management Plan and Water Shortage Contingency Plans as needed; write ordinances and regulations related to water use efficiency; analyze customer water use data for trends; manage plan review projects for new construction and remodeled homes and businesses, this includes: reviewing applicant's plans for compliance of fixture units based on California Plumbing Code and *CCWD's Rules and Regulations Regarding Water Service Connections*, corresponding with City and County officials; track new water service installations; and perform related duties as assigned.

### Qualifications

#### Knowledge of:

- California Urban Water Conservation Council's 14 Best Management Practices
- Xeriscape principles, water audit techniques, water saving devices and technologies and water conservation programs
- Water distribution principles; water terms and units; increasing block rate structures
- Effective marketing programs and strategies used to increase program participation

#### Ability to:

- Communicate clearly and concisely through oral presentations and technical and non-technical report writing; make effective and professional presentations to a wide variety of audiences such as local community groups, schools and businesses
- Create new marketing materials and strategies to inform the public about using water wisely and other related topics
- Read and analyze complex information from a variety of sources; prepare effective and complete staff reports
- Coordinate and oversee diverse and complex programs and/or projects

### **Experience and Education:**

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

#### **Experience:**

Two years of responsible experience in water supply management or conservation program work to demonstrate possession of the knowledge and abilities listed above or evidence of training at the university level in urban planning and/or ecology with some training in science especially in the fields of chemistry and biology as these may be directly relevant to these tasks.

#### **Education:**

Equivalent to a BS or BA degree from an accredited college with major course work in environmental engineering, environmental studies, urban planning, landscaping, water supply, public or business administration, public relations, communications, or closely related field would be desirable. An AA or AS degree may be appropriate depending upon the classes taken and the extent of work experience.

### **License or Certificate**

This position requires the use of a vehicle while conducting district business. In order to drive, an incumbent must be physically capable of operating a vehicle safely and must possess a valid, Class C, California Drivers License.

A Water Conservation Practitioner Certificate from the American Water Works Association (AWWA) and licensing from the Irrigation Association (IA) as a Landscape Irrigation Auditor are desirable (if applicant does not currently hold certificates, they are required to obtain them in the first year of employment)

## **Working Conditions**

Performing irrigation audits and landscape surveys involves walking over rough, uneven or rocky surfaces and walking for extended periods of time. Driving to these audits and surveys involves sitting for extended periods of time. Stocking an inventory of water conservation materials requires carrying objects weighing up to 50 pounds up to 20 feet and lifting arms above shoulder level. Setting up water conservation displays requires carrying materials weighing up to 20 pounds over 20 feet. Working with the computer involves continuous or repetitive arm-hand movements and sitting for extended periods of time. The work requires working occasional evenings and weekends staffing water conservation displays.

## Compensation / Benefits

- PERS Retirement System – CCWD provides 2.5% at age 55 benefits
- Deferred Compensation – CCWD is a member of a deferred compensation program (457 plan) named AIG Valic. This is an optional deduction from your payroll
- Access to Pacifica Credit Union and San Mateo Credit Union for use of savings/checking accounts and various loans
- Health Insurance – Choice between either Blue Cross/ACWA (PPO Health Plan) **or** Kaiser Permanente Dental Insurance – Delta Dental Plan (ACWA), Vision Insurance – Vision Service Plan (VSP) (*Employee shall contribute up to 50% of Medical Plan Premium*)
- Life Insurance – Two times your annual salary (maximum \$150,000 per year)
- California Department of Health Services Certificates – CCWD offers \$100 per month for each level of active certificates for the Distribution Operator and/or Treatment Operator (up to a D2 and T2)
- Wellness Program – CCWD offers \$25 a month towards employee's gym memberships
- Vacation – 2 weeks per year with ability to accrue comp time
- Holidays – 12 per year (11 paid holidays and 1 floating day)
- Sick Leave – 96 hours per year
- Salary – 53,352 to \$65,000 per year

## The Application Process

To obtain more information about this exciting opportunity and to receive an official Coastside County Water District application, please contact Ed Schmidt, General Manager with CCWD. In addition to the required CCWD application, a resume and cover letter may be submitted which specifically address the items highlighted in the Ideal Candidate section of this brochure. Application forms are also available on the CCWD website at <http://www.coastsidewater.org>. All applications will be screened and those candidates who present the most relevant qualification for the position will be invited to continue in the interview process.

## Position is Open Until Filled



766 Main Street  
Half Moon Bay, CA 94019  
Tel: (650) 726-4405  
Fax: (650) 726-5245

The Coastside County Water District is an Equal Opportunity Employer

# COASTSIDE COUNTY WATER DISTRICT

*is searching for a*

## PUBLIC OUTREACH / PROGRAM DEVELOPMENT / WATER RESOURCES MANAGER



The Public Outreach/Program Development/Water Resources Manager will work as a part of the office staff, providing management of CCWD's water conservation program, extensive public outreach campaign and implementation of our comprehensive plan review program as well as grant writing and grant development. This is a single position within CCWD. Under general direction, the Public Outreach/Program Development/Water Resources Manager incumbent plans, organizes and directs the water conservation program activities, represents CCWD in extensive public contacts and coordinates water conservation activities, exercising considerable latitude to plan, schedule and carry out activities. The

position requires initiative, responsibility and independent judgment. The incumbent is required to make appearances at the CCWD's monthly board meetings, other public agency events, and on occasional weekends.

The following duties are considered essential for this job classification:

Create press releases, newsletters, flyers, bill inserts and other information on water conservation; revise and or implement new programs as innovative technologies and program elements are identified; assure ongoing management of current programs such as High Efficiency Toilets (HET), high efficiency clothes washers, and other landscape programs; represent CCWD in dealing with water conservation issues before the City Council, Chamber of Commerce, apartment house owners, state and local regulators, and a wide range of community groups; represent CCWD on the California Urban Water Conservation Council (CUWCC) and BAWSCA committees; complete the CUWCC's Best Management Practice reporting every two years; present workshops and short training programs on conservation topics such as landscape efficiency; prepare annual budgets and forecasts; operate water conservation computer programs, spreadsheets and databases; develop activities for observance of State Water Awareness Month; manage consultant contracts for services and oversee procurement of conservation materials.

Other duties include: gather, analyze and interpret data related to water supply and demand; update reports for CCWD and complete surveys from BAWSCA, SFPUC, Department of Health Services and Department of Water Resources; update CCWD's Urban Water Management Plan and Water Shortage Contingency Plans as needed; write ordinances and regulations related to water use efficiency; analyze customer water use data for trends; manage plan review projects for new construction and remodeled homes and businesses, this includes: reviewing applicant's plans for compliance of fixture units based on California Plumbing Code and *CCWD's Rules and Regulations Regarding Water Service Connections*, corresponding with City and County officials; track new water service installations; and perform related duties as assigned.

## Qualifications

In addition to the profile described above, the ideal candidate will have a minimum of two years of responsible experience in water supply or conservation program work to demonstrate possession of the knowledge and abilities listed above, and the equivalent to a BS or BA degree from an accredited college with major course work in environmental engineering, environmental studies, landscaping, water supply, public or business administration, public relations, communications, or closely related field. This position requires the use of a vehicle while conducting CCWD business. In order to drive, an incumbent must be physically capable of operating a vehicle safely and must possess a valid, Class C, California Drivers License.

## The Ideal Candidate

The successful candidate will possess personal attributes and a professional work history that demonstrates the following:

- A comprehensive understanding of the California Urban Water Conservation Council's 14 Best Management Practices
- A strong familiarity of xeriscape principles, water audit techniques, water saving devices and technologies and water conservation programs
- The ability to communicate clearly and concisely through oral presentations and technical and non-technical report writing; make effective and professional presentations to a wide variety of audiences such as local community groups, schools and businesses
- The ability to create new marketing materials and strategies to inform the public about using water wisely and other related topics
- A basic understanding of water distribution principles; water terms and units; increasing block rate structures
- The ability to read and analyze complex information from a variety of sources; prepare effective and complete staff reports
- The ability to coordinate and oversee diverse and complex programs and/or projects
- A Water Conservation Practitioner Certificate from the American Water Works Association (AWWA) and licensing from the Irrigation Association (IA) as a Landscape Irrigation Auditor are desirable (if applicant does not currently hold certificates, they are required to obtain them in the first year of employment)

## Coastside County Water District (CCWD)



CCWD is a special district providing water service to customers in City of Half Moon Bay and several unincorporated communities in San Mateo County, including Miramar, El Granada and Princeton by the Sea. CCWD is located approximately 30 miles south of San Francisco along the Pacific Ocean and services approximately 14 square miles of mostly small residential communities, small commercial development and the floriculture industry. There are just over 6,200 active service connections in the CCWD service area and a service population of approximately 17,500 people.

CCWD is a member of the Bay Area Water Supply and Conservation Agency (BAWSCA), which includes 25 other agencies that purchase water from the San Francisco Public Utilities Commission (SFPUC). On average, CCWD purchases 75% of its water supply from the Hetch Hetchy System and the Pilarcitos Watershed, both of which are owned and operated by the SFPUC. The remaining 25% of water supply is provided through local groundwater and surface waters.

The coastal region of San Mateo County is a highly desirable area offering small community atmosphere within the ever-expanding Bay Area radius. Here, you will find local farmers and fishermen that offer fresh produce and fish. And every October during the Annual Half Moon Bay Art and Pumpkin Festival locally raised pumpkins and pumpkin patches attract thousands of visitors. CCWD and its service area is conveniently located to six public and private schools and only miles from three community colleges, San Francisco State University and Stanford University. The amenities of big city life in San Francisco is a short drive north while other beach communities and attractions like Santa Cruz is only 45 minutes to the south.



# MEMO

To: Ed Schmidt

From: Amanda Cox

Date: August 4, 2006

---

As requested by President Ascher and Director Larimer, below is a summary of my achievements as Water Conservation Coordinator for the Coastside County Water District (CCWD) between July 2004 and July 2006. Additionally, the Directors asked for my opinion on where a similar position might be heading to in the future.

## Achievements

- Addition of several new water conservation programs available to the CCWD customers. Such programs include:
  - a) *Pre-Rinse Spray Valve Program* - This program was offered to restaurants, schools and hotel/motel customers. Successful installation of 50 spray valves.
  - b) *School Education Program* - A new school education program began in FY 05/06 through Resource Action Programs. 91 4<sup>th</sup> grade students and teachers in three schools participated. The new school education program (Water Wise) distributed kits that included a new showerhead and faucet aerators to each student and teacher along with educational information, lesson plans, activity booklets and pre-and post-tests to measure students knowledge on conservation issues.
  - c) *High Efficiency Toilet (HET) Rebate Program* – Available for all single family residential customers, this program replaces the previous Ultra Low Flush Toilet (ULFT) Rebate Program which had run its course over the past 12 or so years. The HET program offers the customer a rebate of \$125 on the best available technology for saving water through toilets. This program began July 1, 2006 and is modeled after other water agency programs around the region.
  - d) *HET Direct Install Program* - Available to Multi-Family and CII (commercial, industrial and institutional) customers. These sectors has been a relatively hard to reach customer. The HET Direct Install Program will provide free removal of old inefficient toilets/urinals, recycling of old fixtures, installation of new HETs/urinals and a one-year warranty on all installation. All at no cost to the customer. Program set to begin in September.
  - e) *Low Flow Device and Literature Distribution Program* - CCWD now gives away free quality showerheads and faucet aerators to its customers all at no cost. Also, free water-wise gardening literature, kids coloring books and a recommended plant list is available in the CCWD office.
  - f) *Nursery Program* - Literature stands at Half Moon Bay Nursery, Pastorino's and Repetto's are filled with water-wise garden booklets from Sunset Magazine and Bay Nature Magazine. Each stand provides customers with not only garden literature, but recommended plant list for the coastal climate, conservation tips and information on our conservation programs.



- g) *Water-Efficient Landscaping Workshops* – This program was developed to supplement efforts in the statewide Water Awareness Month Campaign. For the past two years, CCWD has hosted successful landscape workshops for all interested residential customers.
  - h) *Public Outreach Campaign* – Over the last two years, CCWD’s water conservation program has seen an increase in all programs due to effective outreach to the community through a variety of mediums. Bill inserts, newsletters, office literature stand, nursery stands, website updates, newspaper/magazine ads, and community group presentations have all added to increases in program participation and awareness of water use efficiency concepts.
- Completion of several reports and surveys for CCWD:
    - a) 2004 Water Supply Evaluation (complete updating of format and tables)
    - b) 2005 Water Supply Evaluation
    - c) 2005-2010 Urban Water Management Plan
    - d) 2005 DHS Annual Report
    - e) Water Shortage Contingency Plan
    - f) FY 02/03 and FY 03/04 BMP Reporting to the CUWCC
    - g) BAWSCA fiscal year surveys
    - h) BAWSCA rate analysis survey
    - i) DWR annual survey
    - j) Provided the Superintendent and Engineer assistance on the Watershed Sanitary Survey
- Updating of CCWD’s plan review program. CCWD now abides by the latest California Plumbing Code standards for sizing water service connections based on fixture units. All forms and information are now available on the CCWD website.
- Successful public outreach events:
    - a) 2004 Pumpkin Festival
    - b) 2005 Pumpkin Festival
    - c) 2005 Water Summit
    - d) 2005 Dream Machines
    - e) Pilarcitos Creek Event
    - f) Half Moon Bay Town Hall Expo
    - g) SAM Anniversary Event
    - h) Half Moon Bay Garden Club Meeting
    - i) Girl Scout Meeting
- Development of a broad public outreach bill insert campaign. So far, three bill inserts have been successfully distributed:
    - March/April: Employee Spotlight-Joe Guistino / New Requirements for Water Testing and Treatment
    - May/June: Employee Spotlight-Steven Twitchell / Earthquake Preparedness Tips
    - July/August: Employee Spotlight-Raymond Winch / Denniston Restoration Project

- Completion of four newsletters each covering the status of CCWD pipeline replacement projects, events, water conservation activities and new employees.
- Assisted with the completion of the Lead and Copper Monitoring Program
- Completion of two landscape surveys: Skylawn Memorial Park and Moodridge Low Income Housing Development.
- An up to date water conservation webpage is now available on our website.
- Developed and outfitted each employee, director, engineer and attorney with a CCWD identification badge.
- Successful completion of the Water Conservation Practitioner Certificate, Irrigation Auditor Certificate and the Water Distribution (D1) Certificate.

### **Future of the Position**

The duties that I have taken on in the position of Water Conservation Coordinator have expanded beyond the original job description, which was great for a person like myself who needs diversity in a job, much like other people. I think that if you re-title the position to a broader, more encompassing title, the future employee will feel more like he/she is there to work on a variety of tasks and projects, not just water conservation. Such a title would of course be up to the GM and the Board and could be something of an analyst, project manager, project coordinator, public information officer/specialist etc.

I feel that CCWD should continue its efforts in water conservation, as I truly believe the community appreciates all the effort and the programs offered. In addition, water conservation is an ever increasingly key issue in California that will very soon not be just an option, but mandatory by the state as it is already from DWR for any grants monies and drought relief. Conservation should remain a significant percentage of the job duties outlined in the job description. With the current list of programs and being a relatively small service area, I foresee the employee spending about 40-50% of their time on conservation programs. This includes approving customers for program participation, updating applications with latest data, updating the website with current information, tracking the status of current consultant contracts, marketing programs through new mediums, speaking with customers about problems or high water bills etc.

The employee could spend time establishing closer relationships with the larger water users such as the school district and the floriculture customers. There are measures such as landscape water use surveys and financial assistance for irrigation retrofits that could be beneficial to schools (and Skylawn). Research of specialty consultants that could work with the floriculture customers on agricultural water use efficiency programs could also be explored if funding was made available.

About 25% of the job's time could be spent furthering CCWD's outreach to the community. This could include keeping up with bi-monthly bill insert production, newsletter administration

(perhaps changing to quarterly newsletters if CCWD feels its necessary for the amount of projects), and focusing on ways to manage information being let out to the public on the upcoming Denniston restoration project.

The remaining 25% of the time could easily be spent working on miscellaneous projects as they arise, plan review submittals and fulfilling any surveys or reports required by CCWD from BAWSCA, CUWCC, DHS, DWR etc. With a wide variety of tasks and projects that this job could potentially cover and with a title to match the related job duties, CCWD should easily get a diverse group of applicants interested in joining the team.

CCWD offers a great position for a candidate well versed in water resources and experienced in public information and marketing. In my opinion, the potential employee should be eager and self motivated.

If desired by CCWD, I would be happy to help in the candidate selection and interview process. I hope to see the position filled by someone who takes the position to yet another level. It has been a pleasure working for CCWD and all its staff, consultants and customers. My best to you and CCWD on all its future endeavors.

Regards,

Amanda Cox

**Coastside County Water District**  
**Water Conservation Coordinator**



**Definition**

The fundamental reason for the existence of this position is to manage and monitor the district's Water Conservation Program; to analyze water use patterns and to identify effective conservation measures; and to prepare information, make presentations, and implement incentive programs and regulations which promote the efficient use of water.

**Distinguishing Characteristics**

This is a single position within the district. Under general direction, the incumbent plans, organizes and directs the district's Water Conservation Program activities, represents the District in extensive public contacts and coordinates water conservation activities, exercising considerable latitude to plan, schedule and carry out activities. The position requires initiative, responsibility and independent judgment. The incumbent may be required to make public appearances in the evenings and to work on holidays and weekends.

**Supervision Received**

General direction is provided by the General Manager.

**Examples of Duties**

**Essential Duties:**

The following duties are considered essential for this job classification:

Supervise, train and evaluate staff implementing the district's Water Conservation Program; revise this program as new technologies and program elements are identified; assure ongoing management of program components such as CIMIS weather stations, ultra low flush toilets and other water-saving devices, water-conserving landscaping and irrigation techniques, rebate measures, recycled water uses, commercial/industrial/institutional/residential water use surveys, water pricing, ongoing public awareness campaign and consumer education; gather, analyze and interpret data related to water supply; represent the district in dealing with water conservation issues before the City Council, Chamber of Commerce, apartment house owners, state and local regulators, and a wide range of community groups; represent the district on the

California Urban Water Conservation Council; present workshops and short training programs on conservation topics; develop strategies and time schedule for implementing program components; operate water conservation computer programs, spreadsheets and databases; develop activities for observance of State Water Awareness Month; update the district's Urban Water Management and Urban Water Shortage Contingency Plans; write ordinances and regulations related to water use efficiency; manage contracts for services and oversee procurement of conservation materials; and develop and monitor budget for program, including special projects and routine operations.

### Additional Duties

In addition to the duties listed in the Essential Duties section, the incumbent in this position may perform the following duties:

Conduct water audits, may install or provide advice in installing water saving devices; identify high-volume users, help them to set up a water auditing program, and monitor and evaluate results; create press releases, newsletters, flyers and other information resources on water conservation; perform related duties as assigned.

### Qualifications

#### Knowledge of:

Principles and practices of water conservation, planning and management, including use analysis and forecasting; techniques and equipment used in irrigation and water distribution; operation of various water-saving devices; xeriscape practices, water-conserving landscaping, irrigation practices and drought tolerant planting; methods of creating and managing public information programs; California Urban Water Conservation Council's Best Management Practices for urban conservation; budget preparation and monitoring.

#### Ability to:

Analyze data on water consumption and identify measures that target inefficient use; use computer forecasting and water planning tools; conduct water audits; communicate clearly and concisely, orally and in writing; make effective professional presentations to a wide variety of audiences, such as community groups, schools, businesses and public commissions; write and create technical publications, reports, grants, training curricula, graphs, brochures and other materials to inform and persuade the public about conservation related topics; develop and administer programs that involve community participation.

## **Experience and Education:**

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

### **Experience:**

Sufficient years of responsible experience in water supply or conservation program work to demonstrate possession of the knowledge and abilities listed above.

### **Education:**

Equivalent to a BS or BA degree from an accredited college with major course work in environmental engineering, environmental studies, landscaping, water supply, public or business administration, public relations, communications, or closely related field would be desirable. An AA or AS degree may be appropriate, depending upon the classes taken.

## **License or Certificate**

This position requires the use of a vehicle while conducting district business. In order to drive, an incumbent must be physically capable of operating a vehicle safely and must possess a valid, Class C, California Drivers License.

Certification from American Water works Association as a Water Conservation Practitioner and licensing from the Irrigation Association as a Water Auditor are desirable.

## **Working Conditions**

Performing irrigation audits and landscape surveys involves walking over rough, uneven or rocky surfaces and walking for extended periods of time. Driving to these audits and surveys involves sitting for extended periods of time. Stocking an inventory of water conservation materials requires carrying objects weighing up to 50 pounds up to 20 feet and lifting arms above shoulder level. Setting up water conservation displays requires carrying materials weighing up to 20 pounds over 20 feet. Working with the computer involves continuous or repetitive arm-hand movements and sitting for extended periods of time. The work requires working occasional evenings and weekends staffing water conservation displays.

# ***STAFF REPORT***

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

**From: Ed Schmidt, General Manager**

**Agenda: October 10, 2006**

Report

Date: October 6, 2006

**Subject: Discussion and direction to staff regarding a High Water Bill Adjustment Policy**

---

## **Recommendation**

Approve modifying existing practice to eliminate appeals of high water bills to the CCWD Board of Directors.

## **Background**

The District's practice is to charge all customers for all of the water supplied to their property. We do this to ensure that the other District customers do not have to subsidize one another.

The District's customers are responsible and are billed for all water provided to their property as measured through the District's water meter. The meter belongs to the District. If there is a water leak within the meter vault itself, District field staff have the authority to contact our billing personnel to have the water bill adjusted, based on their estimate of water that might be leaking from the meter itself. This takes place on a routine basis.

Of a bigger issue, is when the customer experiences a leak on their property (outside of the meter vault), either on their irrigation system, or a leaking toilet, etc. The larger the irrigation leak, and the longer it runs, the larger the bill.

**STAFF REPORT**

**Agenda:** October 10,, 2006

**Subject:** Discussion and direction to staff regarding a High Water Bill Adjustment Policy

**Page Two**

---

Over the last six (6) months, the Board has heard several appeals from customers with large water bills. This has resulted in a couple of thousand dollars in water bill relief to these customers. This also takes a significant amount of time at the Board meeting, a lot of staff time in preparing the appeals, puts the Board in the position of making subjective calls on water bills and results in less revenue if a relief is granted to the customer.

To solve all of those issues, I recommend that **(1)** the practice of the District be formalized into a **written** policy that customers will pay for **all** water supplied to their property and **(2)** this new policy should **not** allow an appeal to the CCWD Board of Directors. All appeals will end with the decision of the General Manager. I can then better enforce this practice that everyone pays all of their entire bill and no appeals will come to the Board from now on. The only appeals I will grant are those based on a faulty water meter. We will test meters as appropriate and I will require full payment if the meter is reading accurately.

Tony Condotti and I are working on policy wording that we hope to have prepared by the Board meeting on Tuesday evening.



# ***STAFF REPORT***

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

**From: Ed Schmidt, General Manager**

**Agenda: October 10, 2006**

Report

Date: October 6, 2006

**Subject: Status Report on the Current Major Capital  
Improvement Projects**

---

## **Main Street / Highway 92 Pipeline Replacement Project**

The Coastal Development Permit (CDP) for this \$1.3 million dollar construction project was approved by the City of Half Moon Bay Planning Commission on Thursday, October 27, 2005. The California Coastal Commission's appeal period ended on December 2, 2005, with no appeals filed.

The agreement with the City of Half Moon Bay for reimbursement of costs for the water system component of the Main Street/Highway 92 Improvement Project has been executed by CCWD and the City.

The City of Half Moon Bay has awarded the contract for this project, with construction reported to begin within the next few weeks. Per Paul Nagengast on September 7, 2006, "Construction will start about the end of September".

*Need Update*

---

---

---

*Staff Report*

Agenda: October 10, 2006

Subject: Status Report on the Current Major Capital Improvement Projects

Page Two

---

## **Water Treatment Plant Short-Term Improvements Phase 3 - El Granada Pipeline Replacement Project**

- Water Treatment Plant Short-Term Improvements. Engineering work is continuing.
  - A. Nunes WTP. The WTP operating staff (Guistino, Twitchell and Donovan) have provided Teter with the basic design concepts for the equipment selection and layout. Teter is proceeding with preparation of the plans and specifications.
  - B. Denniston WTP. At a meeting held at the treatment plant on September 28, 2006, the WTP operating staff (Guistino, Twitchell and Donovan) discussed with Teter their basic design concepts for the equipment selection and layout. Final decisions were not available. Once those decisions are finalized, the District Engineer will proceed with preparation of plans and specifications for the chemical feed facilities and piping modifications. Meanwhile, the District Engineer has been working on the plans for the piping revisions to the Denniston storage tank and the new pipeline from the treatment plant to the tank.

*This information provided from District Engineer's Monthly Work Status Report*

## **El Granada Pipeline Replacement Project Phase 3**

### **City portion**

On Thursday, August 24, 2006, the City Planning Commission granted a Coastal Development Permit (CDP) to the District, subject to two (2) appeal periods. A September 12, 2006 deadline to the City Council and a September 26, 2006 deadline for appeal to the California Coastal Commission.

The much-anticipated Biological consultation with U.S. Fish and Wildlife is scheduled for Tuesday, September 12, 2006. Results of that effort were presented at the September 12, 2006 Board of Directors meeting.

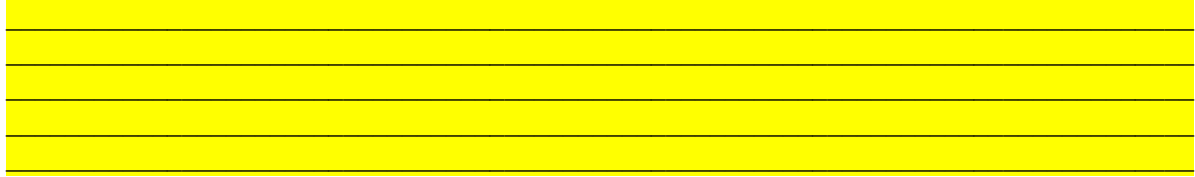
**Staff Report**

**Agenda:** October 10, 2006

**Subject:** Status Report on the Current Major Capital Improvement Projects

Page Three

---



**County portion**

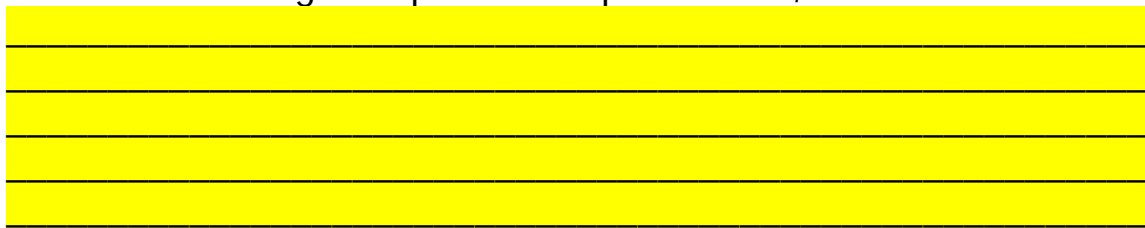
The application for a coastal development permit for replacement of the remaining 3,660 linear foot segment of this pipeline replacement project (Phase 3B) was submitted to the San Mateo County Planning Department on December 29, 2005.

District staff met with staff members from the County of San Mateo on Tuesday, March 21, 2006 to discuss several questions about our existing easement through County property and their desire to have CCWD pursue an alternative alignment around the Quarry Park property.

District staff had another meeting with the San Mateo County Planner for the project, Mike Schaller on June 19, 2006.

Jim Teter submitted the revised pipeline alignment drawings to the County by August 1, 2006, as requested.

The Public Hearing took place on September 13, 2006.





September 15, 2006

Mr. Neil R. Cullen, Director  
County of San Mateo  
Public Works Department  
555 County Center, 5<sup>th</sup> Floor  
Redwood City, CA 94063

**Reference: Avenue Balboa Pipeline Replacement Project  
El Granada, CA**

Dear Mr. Cullen:

As with other completed construction projects, customer satisfaction surveys were distributed to all Coastside County Water District (CCWD) customers within the construction area of the recently completed Avenue Balboa Pipeline Replacement Project located in El Granada. Approximately eighty-five (85) surveys were circulated with seventeen (17) completed responses received.

At the September 12, 2006 CCWD Board of Directors meeting, the Board suggested that staff forward the survey responses to you that included information that may relate to your department. Enclosed please find a copy of these survey results.

We appreciated the opportunity to work with your staff on this project and look forward to future successful projects of this nature.

Sincerely,

Ed Schmidt  
General Manager

Enclosures

cc: Lisa Ekers, P.E., Road Operations Manager



September 27, 2006

Hon. Stephen M. Hall  
Judge of the Superior Court  
Hall of Justice  
400 County Center, 2<sup>nd</sup> Floor  
Redwood City, CA 94063-1655

Re: Response to 2005-2006 Civil Grand Jury Report

Dear Judge Hall:

The Coastside County Water District (CCWD) is in receipt of the 2005-2006 Grand Jury Report on Disaster Preparedness of Special Districts, which contains findings and recommendations pertaining to special districts generally, including Coastside County Water Districts. This will serve as CCWD's response to the Grand Jury's recommendations:

**Finding:**

*1. The Board of Directors of Midcoast Sewer Authority, West Bay Sanitary District, Coastside County Water District, and Skyline Water District should ensure that their districts become members of WARN or of another service association that can provide disaster response assistance.*

**Response:**

Although we are in agreement with the Grand Jury's emphasis on the need for emergency preparedness and inter-agency cooperation, the Coastside County Water District is proud of its emergency preparations. CCWD has a comprehensive "Emergency Communication and Contingency Operation Plan" that was last updated in April, 2006. Additionally, CCWD is indeed a member of "another service association", the California Utilities Emergency Association (CUEA), which can provide assistance in the event of an emergency. We have determined that CUEA membership is preferable to membership in the WARN because of liability risks associated with the terms of WARN membership.

**Finding:**

*2. The Board of Directors of each Water, Fire Protection and Sanitary District should:*

*2.1 Ensure that the district coordinates closely with the municipalities it serves by: a) assigning an in-house emergency coordinator to work with the emergency coordinator of each city, town or county jurisdiction in its service area, and b) actively participating in the EOC activities of each city, town, or county jurisdiction in its service area.*

**Response:**

CCWD agrees with this recommendation. We already have an in-house staff member who serves as the District's emergency coordinator. Additionally, CCWD participates in EOC activities as part of the Coastside Emergency Services Committee, comprised of the Half Moon Bay Fire Protection District, Cabrillo Unified School District, City of Half Moon Bay Police Department, Montara Water and Sanitary District, Sewer Authority Mid-Coastside, California State Parks, California Department of Forestry and CCWD.

*2.2 Ensure that their emergency communications systems are reviewed and that redundant radio links to the County are built.*

CCWD agrees with this recommendation, and is in the process of reviewing its communications links to the County OES and other agencies within our service area to ensure that reliable and redundant channels of communication are maintained.

Please feel free to contact me if you have any questions or comments.

Sincerely,

Ed Schmidt  
General Manager



September 27, 2006

Mr. Steve Flint  
Interim Planning Director  
City of Half Moon Bay  
501 Main Street  
Half Moon Bay, CA 94019

Re: Biological Report prepared by Coast Range Biological for El Granada Pipeline Replacement Project – PDP-072-05

Dear Steve:

As you are probably aware, prior to accepting the District's application for the above-referenced permit as complete, the Planning Department commissioned a biological report pursuant to Section 18.38.035 of the Zoning Code, at CCWD's expense. We were notified of the need for the report in a letter from Sage Schaan dated October 29, 2005. A request for proposals was issued in mid-February, and some time thereafter Coast Range Biological was selected by the previous Planning Director to prepare the report.

There is no doubt that the Zoning Code provided the Planning Director the authority to require preparation of a biological report. The biological report submitted by the District as a part of the initial study for this project could have been used to meet this requirement, but we did not object to the City obtaining a second report, in part to assure the Planning Department and others of the District's commitment to mitigate potential impacts to biological resources from our project. However, while LCP Policy 3-5 appears to require the City and applicant to select the biologist jointly, we were never afforded an opportunity to evaluate the proposals that were received

Had we an opportunity to meet with the consultant in the field, a number of obvious deficiencies in the report could have been avoided. For instance, the report analyzed potential impacts to the Kehoe Ditch, which is well outside of the project area. The failure to accurately describe the project, coupled with over-inclusive description of potential habitat areas, resulted in mitigation measures that were excessive and had no substantial basis in science. Shortly after the report was issued, the City received a letter from Coastal Commission Staff, outlining a number of their concerns with the project. The letter contained a number of comments that were obviously based on a lack of understanding about the details of the proposed project, and were apparently made in reliance on information contained in the Coast Range report.

Steve Flint, Interim Planning Director

September 27, 2006

Page 2 of 2

The direct cost of this report to CCWD, including a 20% administrative fee charged by the City, amounts to \$7,227.00. Additionally, in order to address these deficiencies, CCWD was forced to engage its own biologist to prepare a follow-up analysis, resulting in several thousand dollars of additional expense to our ratepayers. Based on the foregoing, at its regular meeting of August 8, 2006, the CCWD Board of Directors asked me to send a letter expressing our dissatisfaction with the report, requesting that such matters be dealt with on a cooperative and collaborative basis to avoid potential misunderstandings in the future, and requesting that the City reimburse the direct cost incurred by CCWD for the Coast Range report, in the amount of \$7,227.00

Thank you for your attention to the foregoing.

Sincerely,

Ed Schmidt  
General Manager