

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, October 10, 2017 - 7:00 p.m.

AGENDA

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

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

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

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

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

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

4) CONSENT CALENDAR

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

- A. Approval of disbursements for the month ending September 30, 2017: Claims: \$1,215,529.91; Payroll: \$94,125.19 for a total of \$1,309,655.10 ([attachment](#))
 - *September 2017 Monthly Financial Claims reviewed and approved by Director Coverdell*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of September 12, 2017 Regular Board of Directors Meeting ([attachment](#))
- D. Monthly Water Service Connection Transfer Report ([attachment](#))
- E. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- F. Total CCWD Production Report ([attachment](#))
- G. CCWD Monthly Sales by Category Report – September 2017 ([attachment](#))
- H. Monthly Emergency Main & Service Repairs Report and Water Line Flushing Report ([attachment](#))
- I. Monthly Rainfall Reports ([attachment](#))
- J. S.F.P.U.C. Hydrological Report for the month of August 2017 ([attachment](#))
- K. Notice of Completion La Nebbia Winery Project ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Contract with Balance Hydrologics for Denniston/San Vicente Stream Gaging, Groundwater Monitoring, and Data Analysis ([attachment](#))
- B. Quarterly Financial Review ([attachment](#))
- C. Approval of Memorandum of Understanding between the District and Teamsters Local 856 ([attachment](#))
- D. Potential Acquisition of Permanent Easement for Water Pipeline on 12001-12291 San Mateo Road, Half Moon Bay, CA and Designation of District Real Property Negotiators ([attachment](#))

7) MONTHLY INFORMATIONAL REPORTS

- A. Assistant General Manager's Report ([attachment](#))
- B. Superintendent of Operations Report ([attachment](#))
- C. Water Resource Report ([attachment](#))

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

9) CLOSED SESSION

- A.** Conference with Real Property Negotiators
Pursuant to California Government Code Section 54956.8
Property: 12001-12291 San Mateo Road, Half Moon Bay, CA
APNs: 056-331-110, 056-331-050, 056-331-120, 056-331-130, 056-450-040
Agency Negotiators: To be Designated in the Open Session Item above
Negotiating Parties: James Cozzolino, Trustee
Under Negotiation: Price and Terms of Payment

10) RECONVENE TO OPEN SESSION - Public report of closed session action.

11) ADJOURNMENT

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

CHECKS				
<u>CHECK DATE</u>	<u>CHECK NO.</u>	<u>VENDOR</u>	<u>VOID CHECK</u>	<u>AMOUNT</u>
09/11/2017	24448	COMCAST		194.00
09/11/2017	24449	RECORDER'S OFFICE		21.00
09/11/2017	24450	FEDAK & BROWN LLP		1,500.00
09/11/2017	24451	FIRST NATIONAL BANK		1,068.29
09/11/2017	24452	GEMPLER'S, INC.		4,963.60
09/11/2017	24453	HALF MOON BAY REVIEW		324.00
09/11/2017	24454	HASSETT HARDWARE		1,166.87
09/11/2017	24455	HUE & CRY, INC.		24.00
09/11/2017	24456	MASS MUTUAL FINANCIAL GROUP		1,774.65
09/11/2017	24457	REPUBLIC SERVICES		419.06
09/11/2017	24458	STATE WATER RESOURCES CONTROL BD		105.00
09/11/2017	24459	TEAMSTERS LOCAL UNION #856		1,111.00
09/11/2017	24460	TPX COMMUNICATIONS		1,839.99
09/11/2017	24461	SUSAN TURGEON		114.38
09/11/2017	24462	VALIC		3,245.00
09/11/2017	24463	VERIZON WIRELESS		665.45
09/12/2017	24464	HEALTH BENEFITS ACWA-JPIA		35,060.59
09/12/2017	24465	PACIFIC GAS & ELECTRIC CO.		67,589.72
09/12/2017	24466	STOLOSKI & GONZALEZ, INC.		261,421.71
09/12/2017	24467	MUFG UNION BANK N.A.		361,918.38
09/27/2017	24468	ADP, INC.		19.80
09/27/2017	24469	TRIAD/HOMES ASSOCIATES		8,255.00
09/27/2017	24470	ADP, INC.		660.95
09/27/2017	24471	FRANK YAMELLO		235.00
09/27/2017	24472	AMERICAN WATER WORKS ASSOC.		233.00
09/27/2017	24473	ANALYTICAL ENVIRONMENTAL SERVICES		210.00
09/27/2017	24474	ANDREINI BROS. INC.		56,576.80
09/27/2017	24475	ACWA/JPIA		62,313.00
09/27/2017	24476	AT&T		3,307.42
09/27/2017	24477	AT&T LONG DISTANCE		128.55
09/27/2017	24478	AZTEC GARDENS, INC.		190.00
09/27/2017	24479	BADGER METER, INC.		123.00
09/27/2017	24480	BALANCE HYDROLOGICS, INC		3,715.01
09/27/2017	24481	BARTKIEWICZ, KRONICK & SHANAHAN		601.40
09/27/2017	24482	BAY ALARM COMPANY		669.77
09/27/2017	24483	BAYSIDE EQUIPMENT COMPANY		1,201.17
09/27/2017	24484	BFI OF CALIFORNIA, INC.		3,933.70
09/27/2017	24485	BIG CREEK LUMBER		129.61
09/27/2017	24486	BSK ASSOCIATES		300.00
09/27/2017	24487	CALCON SYSTEMS, INC.		44,015.63
09/27/2017	24488	CAROLYN STANFIELD		600.00
09/27/2017	24489	CHEVRON/TEXACO UNIVERSAL CARD		1,735.98
09/27/2017	24490	CHEMTRADE CHEMICALS US LLC		2,414.28
09/27/2017	24491	CINTAS FIRST AID & SAFETY		2,184.20
09/27/2017	24492	PETTY CASH		115.19
09/27/2017	24493	COASTSIDE TECHNICAL SERVICES		686.00
09/27/2017	24494	DATAPROSE, LLC		2,373.81
09/27/2017	24495	JAMES DERBIN		2,625.61
09/27/2017	24496	SEAN DONOVAN		172.27
09/27/2017	24497	ELECSYS INTERNATIONAL CORP		250.00
09/27/2017	24498	CASTANEDA & PEREZ INC		391.50
09/27/2017	24499	GOLDEN STATE FLOW MEASUREMENT		911.41
09/27/2017	24500	GRAINGER, INC.		39.09
09/27/2017	24501	HACH CO., INC.		1,933.71

09/27/2017	24502	HMB BLDG. & GARDEN INC.	79.88
09/27/2017	24503	HANSONBRIDGETT. LLP	8,573.00
09/27/2017	24504	IRON MOUNTAIN	476.15
09/27/2017	24505	IRVINE CONSULTING SERVICES, INC.	2,554.66
09/27/2017	24506	IRVINE CONSULTING SERVICES, INC.	907.11
09/27/2017	24507	GLENNA LOMBARDI	110.00
09/27/2017	24508	ELVIRA L. LOW TRUST c/o LOW PROPERTY ASSOCIATES	100.00
09/27/2017	24509	MASS MUTUAL FINANCIAL GROUP	1,774.65
09/27/2017	24510	METLIFE GROUP BENEFITS	1,635.33
09/27/2017	24511	MISSION UNIFORM SERVICES INC.	301.17
09/27/2017	24512	MONTEREY COUNTY LAB	1,737.00
09/27/2017	24513	NATIONAL METER & AUTOMATION	5,709.38
09/27/2017	24514	NATIONAL PEN CO. LLC	546.92
09/27/2017	24515	OFFICE DEPOT	644.85
09/27/2017	24516	ONTRAC	704.66
09/27/2017	24517	PACIFICA COMMUNITY TV	250.00
09/27/2017	24518	PAULO'S AUTO CARE	303.52
09/27/2017	24519	PITNEY BOWES	211.91
09/27/2017	24520	QUESTA ENGINEERING CORP.	6,828.56
09/27/2017	24521	RAY A MORGAN COMPANY INC.	362.87
09/27/2017	24522	RED WING SHOE STORE	300.00
09/27/2017	24523	RED WING SHOE STORE	300.00
09/27/2017	24524	RICOH USA INC	528.23
09/27/2017	24525	ROBERTS & BRUNE CO.	73,224.48
09/27/2017	24526	ROGUE WEB WORKS, LLC	315.00
09/27/2017	24527	KAY RUBIN	200.00
09/27/2017	24528	SAN FRANCISCO WATER DEPT.	46,152.71
09/27/2017	24529	SAN MATEO CTY PUBLIC HEALTH LAB	988.00
09/27/2017	24530	SIMMS PLUMBING & WATER EQUIP, INC.	180.00
09/27/2017	24531	STRAWFLOWER ELECTRONICS	599.39
09/27/2017	24532	JAMES TETER	1,325.00
09/27/2017	24533	WEST PUBLISHING CORPORATION	293.63
09/27/2017	24534	SUSAN TURGEON	154.41
09/27/2017	24535	UNITED STATES POSTAL SERV.	600.00
09/27/2017	24536	VALIC	3,295.00
09/27/2017	24537	WATER RESEARCH FOUNDATION	1,117.00
09/27/2017	24538	JACK WHELEN	128.40
09/01/2017	24539	CHELSEA GLENDE	29.17
09/12/2017	24540	CAL WEST REALTY	56.48
09/12/2017	24541	ARIOVALDA VAZ	50.80
09/12/2017	24542	CIARA RINAUDO	74.14
09/29/2017	24543	JOE GUISTINO	3,939.13
09/29/2017	24544	JOE GUISTINO	23,384.62
09/29/2017	24545	JOE GUISTINO	9,921.15
09/29/2017	24546	ASSOC. CALIF. WATER AGENCY	10,242.32
TOTAL CLAIMS FOR MONTH			\$ 1,158,989.23

WIRE PAYMENTS

<u>MONTH</u>		<u>VENDOR</u>	<u>AMOUNT</u>
09/05/2017	DFT0000078	CaPERS FISCAL SERVICES DIVISION	40.03
09/05/2017	DFT0000079	CaPERS FISCAL SERVICES DIVISION	27,620.90
09/25/2017	DFT0000080	PUB. EMP. RETIRE SYSTEM	12,480.11
09/25/2017	DFT0000081	PUB. EMP. RETIRE SYSTEM	12,020.34
09/30/17		CREDIT CARD & BANK FEES	4379.3
TOTAL WIRE PAYMENTS FOR MONTH			\$ 56,540.68

TOTAL CLAIMS FOR THE MONTH

\$ 1,215,529.91



Coastside County Water District

Monthly Budget Report Account Summary

For Fiscal: 2017-2018 Period Ending: 09/30/2017

	September Budget	September Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget	
Revenue										
RevType: 1 - Operating										
1-4120-00	Water Revenue	955,138.00	958,174.10	3,036.10	0.32 %	3,259,046.00	3,402,561.20	143,515.20	4.40 %	10,805,600.00
	Total RevType: 1 - Operating:	955,138.00	958,174.10	3,036.10	0.32 %	3,259,046.00	3,402,561.20	143,515.20	4.40 %	10,805,600.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	4,165.00	6,716.03	2,551.03	61.25 %	12,495.00	17,907.80	5,412.80	43.32 %	50,000.00
1-4180-00	Late Notice - 10% Penalty	4,998.00	5,810.02	812.02	16.25 %	14,994.00	15,492.92	498.92	3.33 %	60,000.00
1-4230-00	Service Connections	833.00	626.64	-206.36	-24.77 %	2,499.00	3,485.85	986.85	39.49 %	10,000.00
1-4920-00	Interest Earned	0.00	0.00	0.00	0.00 %	1,543.00	2,374.43	831.43	53.88 %	6,174.00
1-4930-00	Tax Apportionments/County Checks	0.00	0.00	0.00	0.00 %	0.00	517.31	517.31	0.00 %	700,000.00
1-4950-00	Miscellaneous Income	3,083.00	365.00	-2,718.00	-88.16 %	9,250.00	8,682.43	-567.57	-6.14 %	37,000.00
1-4955-00	Cell Site Lease Income	12,833.00	13,005.01	172.01	1.34 %	38,500.00	38,647.63	147.63	0.38 %	154,000.00
1-4965-00	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	250,000.00
	Total RevType: 2 - Non-Operating:	25,912.00	26,522.70	610.70	2.36 %	79,281.00	87,108.37	7,827.37	9.87 %	1,267,174.00
	Total Revenue:	981,050.00	984,696.80	3,646.80	0.37 %	3,338,327.00	3,489,669.57	151,342.57	4.53 %	12,072,774.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	273,469.00	175,152.71	98,316.29	35.95 %	867,322.00	698,079.08	169,242.92	19.51 %	2,106,991.00
1-5230-00	Nunes T P Pump Expense	3,357.00	3,019.31	337.69	10.06 %	10,070.00	10,442.01	-372.01	-3.69 %	40,280.00
1-5231-00	CSP Pump Station Pump Expense	50,000.00	66,804.63	-16,804.63	-33.61 %	150,000.00	145,262.58	4,737.42	3.16 %	318,000.00
1-5232-00	Other Trans. & Dist Pump Expense	3,000.00	2,045.09	954.91	31.83 %	8,500.00	6,984.17	1,515.83	17.83 %	25,440.00
1-5233-00	Pilarcitos Canyon Pump Expense	700.00	213.27	486.73	69.53 %	2,400.00	248.40	2,151.60	89.65 %	32,309.00
1-5234-00	Denniston T P Pump Expense	5,000.00	9,646.18	-4,646.18	-92.92 %	18,000.00	29,448.87	-11,448.87	-63.60 %	92,220.00
1-5242-00	CSP Pump Station Operations	875.00	679.93	195.07	22.29 %	2,625.00	2,232.40	392.60	14.96 %	10,500.00
1-5243-00	CSP Pump Station Maintenance	1,388.00	1,163.13	224.87	16.20 %	4,164.00	3,009.59	1,154.41	27.72 %	37,000.00
1-5246-00	Nunes T P Operations - General	6,000.00	3,677.04	2,322.96	38.72 %	18,000.00	14,854.98	3,145.02	17.47 %	72,000.00
1-5247-00	Nunes T P Maintenance	10,200.00	14,951.86	-4,751.86	-46.59 %	30,600.00	22,715.78	7,884.22	25.77 %	122,500.00
1-5248-00	Denniston T P Operations-General	1,500.00	12,965.38	-11,465.38	-764.36 %	6,000.00	15,562.20	-9,562.20	-159.37 %	34,500.00
1-5249-00	Denniston T.P. Maintenance	5,000.00	8,452.30	-3,452.30	-69.05 %	15,000.00	17,830.57	-2,830.57	-18.87 %	60,000.00
1-5250-00	Laboratory Expenses	4,000.00	4,399.75	-399.75	-9.99 %	12,000.00	12,586.74	-586.74	-4.89 %	53,000.00
1-5260-00	Maintenance - General	24,309.00	16,702.01	7,606.99	31.29 %	72,925.00	45,272.81	27,652.19	37.92 %	291,700.00
1-5260-11	Maintenance - Paving	0.00	-75.42	75.42	0.00 %	0.00	0.00	0.00	0.00 %	0.00
1-5261-00	Maintenance - Well Fields	3,500.00	0.00	3,500.00	100.00 %	10,500.00	0.00	10,500.00	100.00 %	40,000.00
1-5263-00	Uniforms	0.00	0.00	0.00	0.00 %	3,700.00	4,763.62	-1,063.62	-28.75 %	10,000.00
1-5318-00	Studies/Surveys/Consulting	10,000.00	0.00	10,000.00	100.00 %	30,000.00	10,500.00	19,500.00	65.00 %	160,000.00

Monthly Budget Report

For Fiscal: 2017-2018 Period Ending: 09/30/2017

	September Budget	September Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
1-5321-00 Water Resources	3,083.00	300.00	2,783.00	90.27 %	9,250.00	3,893.63	5,356.37	57.91 %	37,000.00
1-5322-00 Community Outreach	3,000.00	907.47	2,092.53	69.75 %	7,000.00	1,157.47	5,842.53	83.46 %	54,700.00
1-5381-00 Legal	9,167.00	9,727.50	-560.50	-6.11 %	27,501.00	18,400.00	9,101.00	33.09 %	110,000.00
1-5382-00 Engineering	8,333.00	-720.00	9,053.00	108.64 %	25,000.00	8,037.56	16,962.44	67.85 %	100,000.00
1-5383-00 Financial Services	0.00	1,500.00	-1,500.00	0.00 %	6,000.00	6,482.00	-482.00	-8.03 %	20,000.00
1-5384-00 Computer Services	12,066.00	6,432.05	5,633.95	46.69 %	36,200.00	23,631.79	12,568.21	34.72 %	144,800.00
1-5410-00 Salaries/Wages-Administration	88,500.00	64,558.42	23,941.58	27.05 %	265,500.00	197,718.10	67,781.90	25.53 %	1,150,980.00
1-5411-00 Salaries & Wages - Field	97,400.00	134,311.41	-36,911.41	-37.90 %	292,200.00	329,634.21	-37,434.21	-12.81 %	1,266,081.00
1-5420-00 Payroll Tax Expense	13,120.00	11,933.58	1,186.42	9.04 %	39,360.00	37,236.19	2,123.81	5.40 %	170,555.00
1-5435-00 Employee Medical Insurance	35,880.00	33,463.04	2,416.96	6.74 %	107,640.00	94,367.07	13,272.93	12.33 %	447,056.00
1-5436-00 Retiree Medical Insurance	3,767.00	4,511.28	-744.28	-19.76 %	11,301.00	12,747.60	-1,446.60	-12.80 %	47,215.00
1-5440-00 Employees Retirement Plan	41,875.00	41,349.62	525.38	1.25 %	125,625.00	120,435.36	5,189.64	4.13 %	544,380.00
1-5445-00 Supplemental Retirement 401a	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	35,000.00
1-5510-00 Motor Vehicle Expense	4,225.00	2,178.45	2,046.55	48.44 %	12,675.00	8,255.58	4,419.42	34.87 %	50,700.00
1-5620-00 Office & Billing Expenses	18,792.00	15,295.80	3,496.20	18.60 %	56,376.00	53,024.37	3,351.63	5.95 %	225,500.00
1-5625-00 Meetings / Training / Seminars	2,000.00	2,425.58	-425.58	-21.28 %	6,000.00	4,418.08	1,581.92	26.37 %	24,000.00
1-5630-00 Insurance	10,000.00	10,457.16	-457.16	-4.57 %	30,000.00	30,667.48	-667.48	-2.22 %	120,000.00
1-5687-00 Membership, Dues, Subscript.	2,000.00	1,292.00	708.00	35.40 %	10,000.00	11,071.67	-1,071.67	-10.72 %	75,350.00
1-5689-00 Labor Relations	0.00	0.00	0.00	0.00 %	3,000.00	0.00	3,000.00	100.00 %	6,000.00
1-5700-00 San Mateo County Fees	1,667.00	0.00	1,667.00	100.00 %	5,000.00	0.00	5,000.00	100.00 %	20,000.00
1-5705-00 State Fees	4,000.00	0.00	4,000.00	100.00 %	4,000.00	0.00	4,000.00	100.00 %	24,000.00
Total ExpType: 1 - Operating:	761,173.00	659,720.53	101,452.47	13.33 %	2,341,434.00	2,000,971.96	340,462.04	14.54 %	8,179,757.00
ExpType: 4 - Capital Related									
1-5712-00 Debt Service/Existing Bonds 2006B	361,956.25	361,918.38	37.87	0.01 %	361,956.25	361,747.38	208.87	0.06 %	486,776.00
1-5715-00 Debt Service/CIEDB 11-099	0.00	0.00	0.00	0.00 %	262,467.17	262,467.17	0.00	0.00 %	336,269.00
1-5716-00 Debt Service/CIEDB 2016	0.00	0.00	0.00	0.00 %	229,848.33	229,848.34	-0.01	0.00 %	324,652.00
Total ExpType: 4 - Capital Related:	361,956.25	361,918.38	37.87	0.01 %	854,271.75	854,062.89	208.86	0.02 %	1,147,697.00
Total Expense:	1,123,129.25	1,021,638.91	101,490.34	9.04 %	3,195,705.75	2,855,034.85	340,670.90	10.66 %	9,327,454.00
Report Total:	-142,079.25	-36,942.11	105,137.14		142,621.25	634,634.72	492,013.47		2,745,320.00

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
September 30, 2017**

<u>RESERVE BALANCES</u>	Current Year as of 9/30/17	Prior Year as of 9/30/16
CAPITAL AND OPERATING RESERVE	\$4,781,990.38	\$3,540,465.74
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
TOTAL DISTRICT RESERVES	\$5,031,990.38	\$3,790,465.74

ACCOUNT DETAIL

ACCOUNTS WITH FIRST NATIONAL BANK (FNB)		
CHECKING ACCOUNT	\$3,978,407.15	\$1,914,164.16
CSP T & S ACCOUNT	\$16,930.17	\$849,800.36
MONEY MARKET GEN. FUND (Opened 7/20/17)	\$2,500.00	\$0.00
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$1,033,453.06	\$1,025,801.22
DISTRICT CASH ON HAND	\$700.00	\$700.00
TOTAL ACCOUNT BALANCES	\$5,031,990.38	\$3,790,465.74

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

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

9/30/2017

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

06-03	SCADA/Telemetry/Electrical Controls Replacement	\$ 50,000	\$ 26,425	\$ 50,000	\$ -	53%	
08-12	New Service Truck	\$ 250,000	\$ -	\$ 250,000	\$ -	0%	On order - \$210,000 approved at July 2017 Board meeting
99-02	Vehicle Replacement	\$ 90,000	\$ -	\$ 90,000	\$ -	0%	
99-03	Computer Systems	\$ 5,000	\$ -	\$ 5,000	\$ -	0%	
99-04	Office Equipment/Furniture	\$ 3,000	\$ -	\$ 3,000	\$ -	0%	

Facilities & Maintenance

08-08	PRV Valves Replacement Project	\$ 30,000	\$ 5,222	\$ 30,000	\$ -	17%	
09-07	Advanced Metering Infrastructure	\$ 850,000	\$ 594,246	\$ 980,000	\$ (130,000)	70%	Projected year-end includes additional cost for meter installers (approved by the Board in September 2017)
09-09	Fire Hydrant Replacement	\$ 40,000	\$ 18,510	\$ 40,000	\$ -	46%	
16-07	Sample Station Replacement Project	\$ 20,000	\$ 53	\$ 20,000	\$ -	0%	
14-14	Pilarcitos Canyon Road Improvements	\$ 100,000	\$ 6,829	\$ 100,000	\$ -	7%	
99-01	Meter Change Program	\$ 600,000	\$ 389,416	\$ 725,000	\$ (125,000)	65%	Includes \$70K ordered in prior fiscal year/received in current year

Pipeline Projects

06-02	Highway 1 South Pipeline Replacement Project	\$ 80,000	\$ -	\$ 80,000	\$ -	0%	
07-03	Pilarcitos Canyon Pipeline Replacement	\$ 150,000	\$ 28,608	\$ 150,000	\$ -	19%	
14-01	Replace 12" Welded Steel Line on Hwy 92 at La Nebbia	\$ 300,000	\$ 131,589	\$ 300,000	\$ -	44%	
14-26	Replace 2" Pipe in Downtown Half Moon Bay	\$ 500,000	\$ 764	\$ 660,000	\$ (160,000)	0%	Bid awarded in August 2017. Work is scheduled to start this fall.
18-12	Installation of two (2) valves - Ritz Carlton	\$ 20,000	\$ -	\$ 20,000	\$ -	0%	

Pump Stations / Tanks / Wells

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

Water Supply Development

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

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

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

9/30/2017

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

FY 16/17 TOTALS \$ 3,908,000 \$ 1,201,662 \$ 4,323,000 \$ (415,000)

FY2016/17 CIP Projects in process - paid in FY 2017/18

06-03	El Granada Tank #3 Recoating Project		\$ 66,748	\$ 250,000	\$ (250,000)		Carryover of project from 2016/17; project is estimated to be completed October 2017; funded by lbank loan
10-02 & 12-04	Denniston Pump Station & Pipeline Project (formerly Bridgeport Drive Pipeline Replacement Project)		\$ 316,037	\$ 550,000	\$ (550,000)		Carryover of project from 2016/17; project is estimated to be completed October 2017; funded by lbank loan
17-06	Crystal Springs Pump Station Discharge Valve Replacement		\$ 365	\$ 365	\$ (365)		
13-02	Replace 8inch Pipeline Under Creek at Pilarcitos Ave (Strawflower Pipeline Replacement Project)		\$ 194,508	\$ 194,508	\$ (194,508)		Carryover of project from 2016/17; projected completed in August 2017
17-08	Nunes Filter Surface Wash Repairs		\$ 11,440	\$ 11,440	\$ (11,440)		

PREVIOUS YEAR TOTALS \$ - \$ 589,098 \$ 1,006,313 \$ (1,006,313)

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

17-16	CSP P3 Soft Start Pump/Shafting Replacement & Motor refurbishment		\$ 27,369	\$ 27,369	\$ (27,369)		Work related to FY2016/17 emergency pump replacement -approved at February 2017 Board meeting
12-12	Denniston/San Vicente Water Supply Development		\$ 16,314	\$ 16,314	\$ (16,314)		Legal fees & gaging
					\$ -		

NON-BUDGETED TOTALS \$ - \$ 43,683 \$ 43,683 \$ (43,683)

CIP TOTALS \$ 3,908,000 \$ 1,834,442 \$ 5,372,996 \$ (1,464,996)

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

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

Month	Admin (General Legal Fees)	Water Supply Develpmnt	Recycled Water	Transfer Program	CIP	Personnel	Water Shortage	Lawsuits	Infrastructure Project Review (Reimbursable)	TOTAL
Oct-16	2,205			784	1,392	677				5,056
Nov-16	1,909		815	757	1,657	677			242	6,057
Dec-16	2,776		513	544	60	478				4,371
Jan-17	3,231			858					604	4,693
Feb-17	3,080			474	1,087					4,641
Mar-17	1,350		695	1,219	1,510					4,773
Apr-17	7,572			724	544					8,840
May-17	5,739			500	30					6,269
Jun-17	1,846		272	379	393	19,831				22,721
Jul-17	2,476			108		2,716				5,300
Aug-17	2,925		748	387	2,984					7,043
Sep-17	1,625		195	374	4,602	1,778				8,573
TOTAL	36,735	0	3,238	7,105	14,258	26,156	0	0	846	88,337

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

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

Month	Admin & Retainer	CIP	Studies & Projects	TOTAL	Reimbursable from Projects
Oct-16	480	17,965		18,445	0
Nov-16	480	12,365	254	13,098	254
Dec-16	480	3,392	2,424	6,296	2,424
Jan-17	480	5,662	4,069	10,210	4,069
Feb-17	1,494	11,649	806	13,949	806
Mar-17	480	7,552		8,032	
Apr-17	480	5,594		6,074	
May-17	587	9,988		10,575	
Jun-17	480	620		1,100	
Jul-17	480		1,606	2,086	1,606
Aug-17	1,241	117	2,186	3,544	2,186
Sep-17	480		845	1,325	845
TOTAL	7,641	74,904	12,190	94,735	12,190

Calcon T&M Projects Tracking
as of 9/30/17

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Total Billing (thru 6/30/17)	Project Billing FY2017-18	Project Budget Remaining	
CAL-13-01	EG Tank 2 Recoating Project	Closed	9/30/13	10/8/13	\$8,220.00	\$8,837.50		-\$617.50	
CAL-13-02	Nunes Control System Upgrades	Closed	9/30/13	10/8/13	\$46,141.00	\$55,363.60		-\$9,222.60	
CAL-13-03	Win 911 and PLC Software	Closed	9/30/13	10/8/13	\$9,717.00	\$12,231.74		-\$2,514.74	
CAL-13-04	Crystal Springs Surge Tank Retrofit	Closed	11/26/13	11/27/13	\$31,912.21	\$66,572.54		-\$34,660.33	
CAL-13-05		Closed				\$0.00		\$0.00	
CAL-13-06	Nunes Legacy Backwash System Removal	Closed	11/25/13	11/26/13	\$6,516.75	\$6,455.00		\$61.75	
CAL-13-07	Denniston Backwash FTW Valves	Closed	11/26/13	11/27/13	\$6,914.21	\$9,518.28		-\$2,604.07	
CAL-14-01	Denniston Wash Water Return Retrofit	Closed	1/28/14	2/14/14	\$13,607.00	\$13,591.60		\$15.40	
CAL-14-02	Denniston Calrifier SCADA Data	Closed	4/2/14	4/7/14	\$4,125.00	\$4,077.50		\$47.50	
CAL-14-03	Nunes Surface Scatter Turbidimeter	Closed	4/2/14	4/7/14	\$2,009.50	\$0.00		\$2,009.50	
CAL-14-04	Phase I Control System Upgrade	Closed	4/2/14	4/7/14	\$75,905.56	\$44,459.14		\$31,446.42	
CAL-14-06	Miramar Control Panel	Closed	8/28/14	8/28/14	\$37,953.00	\$27,980.71		\$9,972.29	
CAL-14-08	SFWater Flow & Data Logger/Cahill Tank	Closed	8/20/2014	8/20/2014	\$1,370.00	\$1,372.00		-\$2.00	
CAL-15-01	Main Street Monitors	Closed				\$6,779.42		-\$6,779.42	
CAL-15-02	Denniston To Do List	Closed				\$2,930.00		-\$2,930.00	
CAL-15-03	Nunes & Denniston Turbidity Meters	Closed			\$6,612.50	\$12,536.12		-\$5,923.62	
CAL-15-04	Phase II Control System Upgrade		6/23/2015	8/11/2015	\$195,000.00	\$194,102.50	\$8,125.00	-\$7,227.50	
CAL-15-05	Permanganate Water Flow					\$1,567.15		-\$1,567.15	
CAL-16-04	Radio Network		12/9/2016	1/10/2017	\$126,246.11	\$116,633.18	\$18,300.00	-\$8,687.07	
CAL-16-05	El Granada Tank No. 3 Recoating		12/16/2016		\$6,904.50	\$3,860.00	\$2,985.00	\$59.50	
CAL-17-01	Crystal Springs Leak Valve Control		2/8/2017	2/14/2017	\$8,701.29	\$6,390.00		\$2,311.29	
CAL-17-02	Crystal Springs Requirements & Addtl Controls		2/8/2017	2/14/2017	\$38,839.50	\$16,467.06		\$22,372.44	
CAL-17-03	Nunes Valve Control		6/29/2017	7/11/2017	\$73,281.80	\$64,184.35	\$11,440.00	-\$2,342.55	
CAL-17-04	Denniston Booster Pump Station		7/27/2017	8/8/2017	\$21,643.75	\$1,230.00	\$26,070.00	-\$5,656.25	
CAL-17-05	Crystal Springs Pump Station #3 Soft Start		7/27/2017	8/8/2017	\$12,213.53	\$0.00	\$12,178.13	\$35.40	
SUBTOTAL					\$733,834.21	\$677,139.39	\$79,098.13	-\$22,403.31	
Other: Maintenance									
CAL-15-EMG	Emergency Callout								
CAL-17-EMG	Emergency Callout Tanks						\$ 1,620.00		
	Crystal Springs Maintenance						\$ 407.83		
	Nunes Maintenance						\$ 350.00		
	Denniston Maintenance						\$ 1,160.00		
	Main Office/Distribution								
TOTAL FY2017/18							\$ 82,635.96		

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING

Tuesday, September 12, 2017

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

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

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC COMMENT**

President Reynolds provided a brief explanation regarding the Public Comment guidelines and the Board of Director's role with the District.

Mr. Miyaki further clarified the Public Comment process in additional detail.

Elizabeth Honneyman - 45 Poplar Street, Half Moon Bay - Stated that she is seeking information regarding certain District staffing and salary related matters.

- 4) **SPECIAL ORDER OF BUSINESS**

Mr. Dickson took this opportunity to introduce Mr. James Derbin, the new Superintendent of Operations for Coastside County Water District, and summarized the recruitment process that staff had just completed.

- 5) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending August 31, 2017:
Claims: \$591,135.44; Payroll: \$95,201.58 for a total of \$686,337.02
➤ *August 2017 Monthly Financial Claims reviewed and approved by Director Mickelsen*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of August 8, 2017 Regular & Special Board of Directors Meetings

- D. Monthly Water Service Connection Transfer Report
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report – August 2017
- H. Monthly Emergency Main & Service Repairs Report and Water Line Flushing Report
- I. Monthly Rainfall Reports
- J. S.F.P.U.C. Hydrological Report for the month of July 2017
- K. Acceptance of Total Compensation Study Report prepared by Koff & Associates

An updated Investment Report was distributed to the Board. Director Mickelsen reported that he had reviewed the monthly financial claims and found all to be in order.

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

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

6) MEETINGS ATTENDED / DIRECTOR COMMENTS

There were no reports of meetings attended or Director comments.

At this point in the meeting President Reynolds re-ordered the agenda items to proceed with agenda item 7E, District Customer Service Update, as the next order of business.

7) GENERAL BUSINESS

E. District Customer Service Update

Mr. Dickson stated that a presentation had been prepared for this agenda item and as a preface, advised that District staff takes customer concerns very seriously and works hard and spends a significant amount of time interacting with customers to provide information and assistance with understanding their water bills and water usage. A handout of the presentation materials was then distributed to the Board, staff, and members of the audience.

Ms. Rogren proceeded with the presentation, introducing the recent situation with local social media posts regarding complaints of high residential water bills. She provided an overall review of the complaints and how staff handles the matters, including personally responding to customer's concerns and questions via the customer service team and the Water Resource Analyst, site visits and

investigation of leaks and abnormal usage. She noted that staff does not believe the current water bill shock is related to the rate increase effective July 1, 2017, but

has noticed that seasonal usage has recently had a substantial impact on water bills. Additionally, Ms. Rogren stressed the importance that water bills and usage should be compared for the same period year over year, as opposed to comparing from one bi-monthly period to the next and Mr. Dickson emphasized the impact of the increase in rates according to the tiers. Ms. Rogren then reviewed an employee's actual water use, which demonstrated an increase with seasonal usage. The presentation also included an analysis of the current costs of water and the District's impending installation of Smart Meters (Advanced Metering Infrastructure) and the soon to be WaterSmart Customer Web Portal, available in mid-2018, which will allow customers the ability to monitor their water usage, project bills, set alerts for leaks and many more features.

Kathy Kuza, El Granada, CA - Stated that she is very pleased that she stayed to watch the presentation, as it was very informative and beneficial in helping to understand the water bills. She complimented the District's customer service staff and the field personnel with regard to their courteous and helpful assistance regarding concerns with her recent increased water bill.

C. Strawflower Village Pipeline Replacement Project - Approval of Change Orders

Mr. Dickson reviewed the nature of this project and some of the unanticipated conditions which resulted in change orders. He advised that District staff has reviewed the charges in detail, verified that they are reasonable and justified.

ON MOTION BY President Reynolds and seconded by Director Glassberg, the Board voted by roll call vote to approve change orders 1 through 13 to the contract with Andreini Brothers, Inc. for the Strawflower Village Pipeline Replacement Project, for a total amount of \$38,833:

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

D. Strawflower Village Pipeline Replacement Project - Notice of Completion

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to accept the Strawflower Village Pipeline Replacement Project as complete, authorize the Notice of Completion to be filed with the County of San Mateo, and authorize the release of the retention funds when the Notice of Completion has been recorded and returned to the District:

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

B. Approval of changes to Class Specifications for the Office Specialist I and II positions (including renaming the positions to “Customer Service” Specialist I/II); Approval of reclassification of “Customer Service Technician” position included in the FY 2017/2018 budget to “Customer Service Specialist II”

Ms. Rogren explained that during the compensation survey performed by Koff & Associates, in the process of identifying comparable positions, Koff found that other agencies included “Customer Service” in the job title for comparable positions. To recognize the key importance of Customer Service in the role, staff is recommending retitling the current Office Specialist positions to Customer Service Specialist (I/II).

Ms. Rogren additionally noted that staff would like approval to reclassify the current vacant Customer Service Technician position (included in the FY 2017/18 budget) to Customer Service Specialist II.

ON MOTION BY President Reynolds and seconded by Director Glassberg, the Board voted by roll call vote to approve changes to the Class Specification for the Office Specialist I and II positions, including renaming the positions to “Customer Service” Specialist and approve reclassifying the open Customer Service Technician position (included in the FY 2017/18 budget) to Customer Service Specialist II:

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

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

Since this topic was discussed significantly as part of agenda item 7E, District Customer Service Update, Ms. Rogren did not provide a formal presentation but addressed comments and questions from the Board.

ON MOTION BY Director Feldman and seconded by Director Mickelsen, the Board voted by roll call vote to determine that waiving the competitive bidding requirements of Resolution 2016-09 for AMI and Meter Installation Services is in the best interests of the District, and authorize the General Manager to enter into an agreement with Professional Meters, Inc. (PMI)

in an amount not to exceed \$375,000: and enter into a contract for Installation Services with Professional Meters Inc. (PMI):

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

8) MONTHLY INFORMATIONAL REPORTS

- A.** Superintendent of Operations Report – Mr. Guistino reviewed the operations highlights, including the status of the El Granada Tank 3 Rehabilitation and Coating Project, and the La Nebbia Winery bypass.

In recognition of Superintendent of Operations Joe Guistino’s impending retirement, President Reynolds and the Board members expressed their appreciation to Mr. Guistino for his twelve years of service to the District.

- B.** Water Resource Report – Ms. Brennan shared the Certificate of Appreciation which was presented to the District in recognition of the EPA’s WaterSense Program for 2016 for the District’s promotion of the purchase and installation of high-efficiency EPA WaterSense labeled toilets, faucets and urinals.

9) DIRECTOR AGENDA ITEMS – REQUESTS FOR FUTURE BOARD MEETINGS

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

- 10) ADJOURNMENT** – The meeting was adjourned at 8:37 p.m.

Respectfully submitted,



David R. Dickson, General Manager
Secretary to the District

Glenn Reynolds, President
Board of Directors

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Dave Dickson, General Manager

Agenda: October 10, 2017

Date: October 4, 2017

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

Recommendation:

None. For Board information purposes only.

Background:

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

During the month of September one (1) application to transfer one half (.5) -- 5/8" (10 gpm) non-priority water service connection was approved. A spreadsheet reporting this transfer follows this report as well as the approval memorandum from Patrick Miyaki and the confirmation letter from Gina Brazil.

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

DONATING APN	PROPERTY OWNER(S)	RECIPIENT APN	PROPERTY OWNER(S)	# OF CONNECTIONS	DATE
056-133-360	Anthony & Sherri Taffera	056-133-350	Anthony & Sherri Taffera	.5 (one half) -- 5/8"	September 6, 2017

Memorandum

TO: Gina Brazil
FROM: Patrick T. Miyaki
DATE: September 6, 2017
RE: **Application to Transfer One half (.5) of a 5/8" Uninstalled Non-Priority Water Service Connection from Anthony & Sherri Taffera to Anthony & Sherri Taffera**

Gina, I have reviewed the Application to transfer one half (.5) 5/8-inch uninstalled non-priority water service connection from property owned by Anthony & Sherri Taffera (APN 056-133-360) to Anthony & Sherri Taffera (APN 056-133-350).

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

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

PTM:slh

cc: David Dickson, General Manager
Samantha Hubley



September 6, 2017

Anthony & Sherri Taffera
1369 E. Waldon Way
Fresno, CA 93730

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

Dear Property Owner(s):

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

- APN 056-133-360 continues to have the right to one (1) -- 5/8" (20 gpm) non-priority water service connection from the Coastside County Water District; and
- APN 056-133-350 now has one (1) - 3/4" (30 gpm) uninstalled non-priority water service connection assigned to it from the Crystal Springs Project.

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

Sincerely,

Gina Brazil
Office Manager

cc: David Dickson, General Manager

Fiscal Year 2018 Water Service Installations

FY 2018

APN	Name	Install Address	City/Community	Meter Size	Type	Date Installed	Notes
056-560-060	HMB Edenbridge Ct LP	101 Pumpkin Hollow Ct	HMB	5/8"	dom	10-Jul-17	with 1" fire
056-560-110	HMB Edenbridge Ct LP	106 Redhawk Ct	HMB	5/8"	dom	10-Jul-17	with 1" fire
056-560-100	HMB Edenbridge Ct LP	102 Redhawk Ct	HMB	5/8"	dom	10-Jul-17	with 1" fire
056-082-840	Taffera, Anthony	696 Terrace Ave	HMB	5/8"	dom	14-Jul-17	with 1" fire
056-082-160	Bertao, Manuel & Cecilia	697 Terrace Ave	HMB	5/8"	dom	12-Jul-17	with 1" fire
056-560-120	HMB Edenbridge Ct LP	110 Red Hawk Ct	HMB	5/8"	dom	18-Jul-17	with 1" fire
056-560-160	HMB Edenbridge Ct LP	103 Red Hawk Ct	HMB	5/8"	dom	18-Jul-17	with 1" fire
056-560-150	HMB Edenbridge Ct LP	701 Upper Terrace Ave	HMB	5/8"	dom	18-Jul-17	with 1" fire
056-560-170	HMB Edenbridge Ct LP	107 Red Hawk Ct	HMB	5/8"	dom	18-Jul-17	with 1" fire
056-118-300	Taffera, Anthony	412 Valdez Ave.	HMB	5/8"	dom	19-Jul-17	with 1" fire
047-233-350	Boyle, James	120 Avenue Portola	El Granada	5/8"	dom	1-Jul-17	with 1 1/2" fire and 5/8" ii
047-233-350	Boyle, James	120 Avenue Portola	El Granada	5/8"	dom	1-Jul-17	
047-233-350	Boyle, James	120 Avenue Portola	El Granada	5/8"	dom	1-Jul-17	
047-233-360	Conran, Steve	425 Coronado Ave	El Granada	5/8"	dom	3-Jul-17	with 1 1/2" fire and 5/8" ii
047-233-360	Conran, Steve	425 Coronado Ave	El Granada	5/8"	dom	3-Jul-17	
047-233-360	Conran, Steve	425 Coronado Ave	El Granada	5/8"	dom	3-Jul-17	
048-024-430	Carey, Tom	467 Coronado Ave	El Granada	3/4"	dom	28-Jul-17	with 1" fire
056-182-060	City of HMB Library	620 Correas St	HMB	1.5"	dom	9-Aug-17	with 6" fire and 1" irrigati
056-105-150	Castaneda, Guillermo	324 Kelly Ave	HMB	5/8"	dom	29-Aug-17	with 1" fire
056-560-070	HMB Edenbridge Ct LP	105 Pumpkin Hollow Ct	HMB	5/8"	dom	11-Sep-17	with 1" fire
056-560-080	HMB Edenbridge Ct LP	109 Pumpkin Hollow Ct	HMB	5/8"	dom	11-Sep-17	with 1" fire
056-560-090	HMB Edenbridge Ct LP	117 Pumpkin Hollow Ct	HMB	5/8"	dom	11-Sep-17	with 1" fire
056-560-050	HMB Edenbridge Ct LP	116 Pumpkin Hollow Ct	HMB	5/8"	dom	11-Sep-17	with 1" fire
056-560-040	HMB Edenbridge Ct LP	112 Pumpkin Hollow Ct	HMB	5/8"	dom	11-Sep-17	with 1" fire
056-560-030	HMB Edenbridge Ct LP	108 Pumpkin Hollow Ct	HMB	5/8"	dom	11-Sep-17	with 1" fire
056-560-020	HMB Edenbridge Ct LP	104 Pumpkin Hollow Ct	HMB	5/8"	dom	11-Sep-17	with 1" fire
056-560-010	HMB Edenbridge Ct LP	100 Pumpkin Hollow Ct	HMB	5/8"	dom	11-Sep-17	with 1" fire
065-090-020	Stay Cal HMB LLC	1410 S Cabrillo Hwy	HMB	1.5"	Dom		with 1" fire

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2018

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.87	25.93	0.00	0.00	45.87	72.67	3.45	69.22
AUG	2.32	24.89	0.00	0.00	42.86	70.07	3.85	66.22
SEPT	2.21	19.72	0.00	0.00	33.63	55.56	3.62	51.94
OCT								
NOV								
DEC								
JAN								
FEB								
MAR								
APR								
MAY								
JUN								
TOTAL	5.40	70.54	0.00	0.00	122.36	198.30	10.92	187.38
% MONTHLY TOTAL	3.31%	35.52%	0.00%	0.00%	61.17%	100.00%	0.05	94.51%
% ANNUAL TO DATE TOTAL	2.7%	35.6%	0.0%	0.0%	61.7%	100.0%	5.51%	94.5%
Local vs Imported-month	38.8%	61.17%	CCWD vs SFPUC- month		38.8%	61.2%		
Local vs Imported-annual	38.3%	61.7%	CCWD vs SFPUC- annual		38.3%	61.7%		
	Local Source	Imported Source						

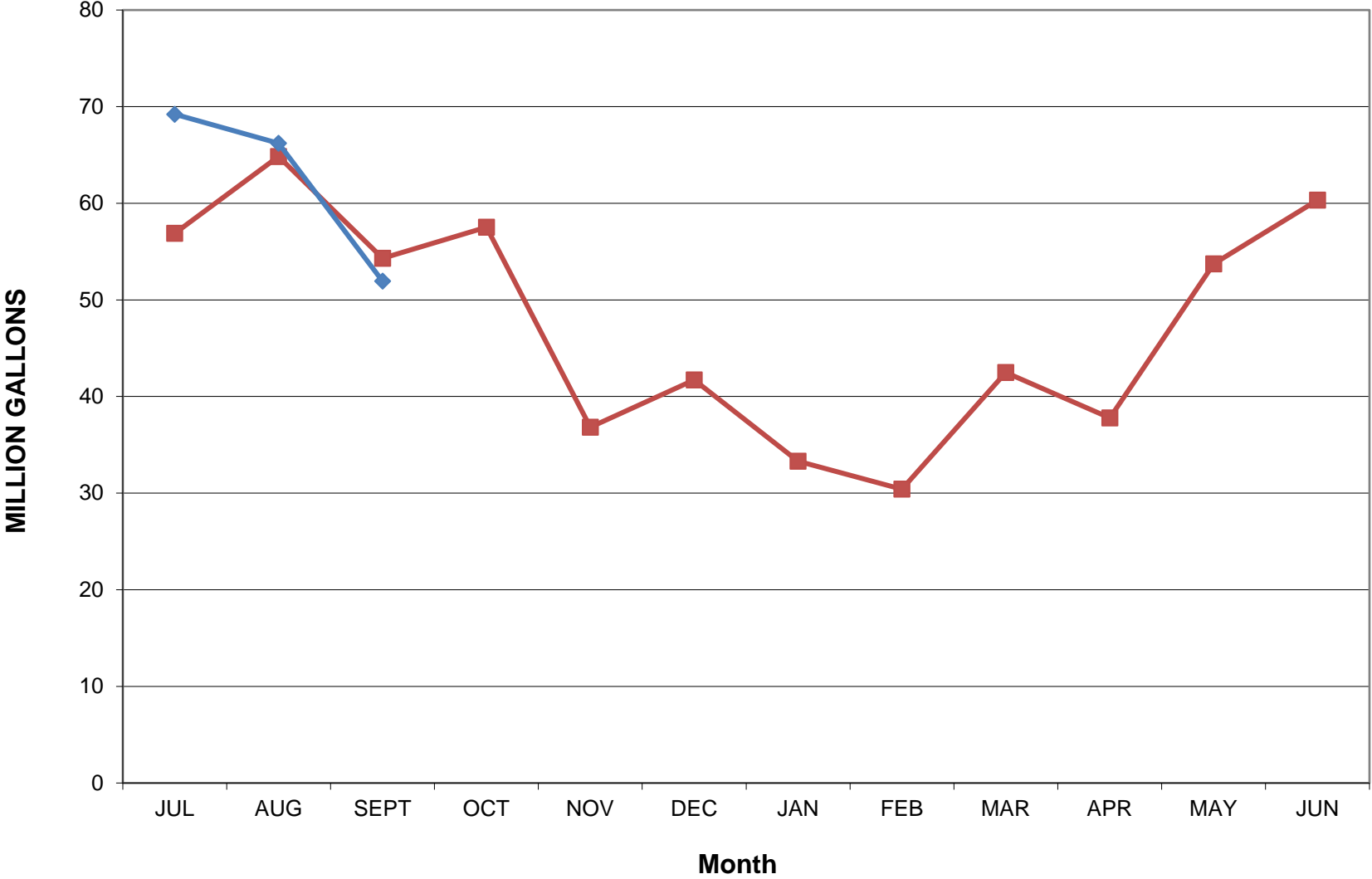
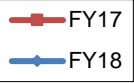
12 Month Running Treated Total

581.49

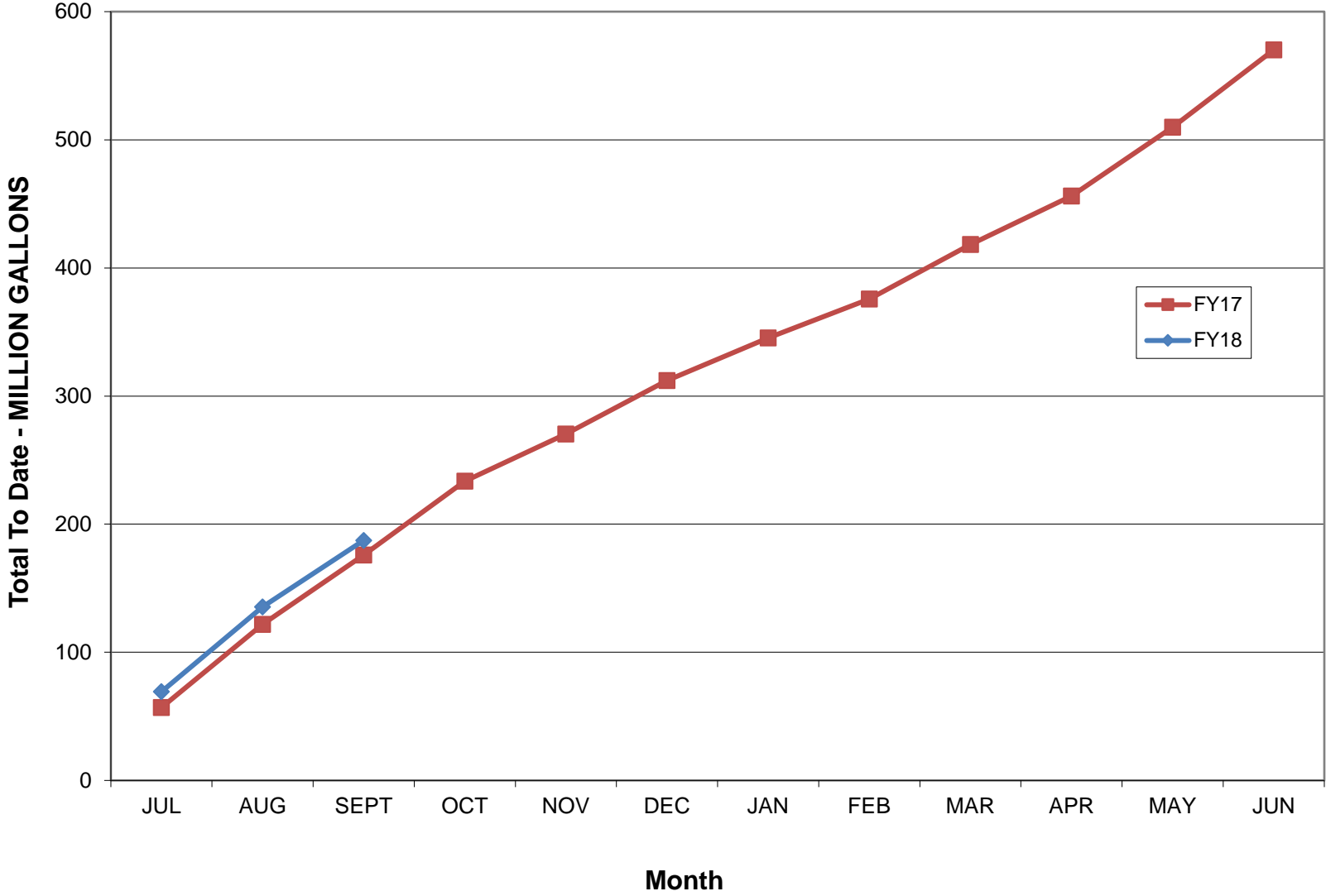
TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2017

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

Monthly Production FY 17 vs FY 18



Cumulative Production FY 17 vs.FY18



COASTSIDE COUNTY WATER DISTRICT

Predicted vs Actual Production - All Sources FY 18

	Denniston Surface			Denniston Wells			Pilarcitos Wells			Pilarcitos Surface			SFWD CSP			SFWD Total	
	Actual MG	Predicted MG	pred-act	Actual MG	Predicted	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG
Jul-17	25.93	14.96	-10.97	0.87	2.54	1.67	0.00	0.00	0.00	0.00	36.65	36.65	45.87	6.01	-39.86	45.87	42.66
Aug-17	24.89	10.47	-14.42	2.32	2.54	0.22	0.00	0.00	0.00	0.00	4.40	4.40	42.86	50.86	8.00	42.86	55.26
Sep-17	19.72	9.72	-10.00	2.21	2.54	0.33	0.00	0.00	0.00	0.00	0.00	0.00	33.63	44.70	11.07	33.63	44.70
Oct-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	57.09
Nov-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	18.10
Dec-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	8.49
Jan-18			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	10.77
Feb-18			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	3.74
Mar-18			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	5.98
Apr-18			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	22.44
May-18			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	24.68
Jun-18			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	29.17
MG Totals	70.54	35.16	-35.38	5.40	7.63	2.23	0.00	0.00	0.00	0.00	41.05	41.05	122.36	101.58	-20.78	122.36	323.10

	Actual non SFPUC	Predicted non SFPUC	Actual SFPUC	Predicted SFPUC	TOTAL Actual	TOTAL Predicted	TOTAL Pred-act
	75.94	42.79	122.36	142.63	198.30	185.41	-12.89
% Total	38.30%	23.08%	61.70%	76.92%	106.95%		

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

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	20.823	40.192	21.242										82.26
COMMERCIAL	3.369	3.103	3.521										9.99
RESTAURANT	1.783	1.563	1.745										5.09
HOTELS/MOTELS	2.762	2.777	2.388										7.93
SCHOOLS	0.567	0.735	0.934										2.24
MULTI DWELL	2.768	3.107	2.817										8.69
BEACHES/PARKS	0.554	0.589	0.708										1.85
AGRICULTURE	6.107	6.007	8.518										20.63
RECREATIONAL	0.266	0.354	0.215										0.84
MARINE	0.597	0.666	0.640										1.90
IRRIGATION	6.166	5.258	1.570										12.99
RAW WATER	8.783	10.435	7.389										26.61
Detector Checks	0.019	0.044	0.022										0.08
Portable Meters	0.267	0.248	0.323										0.84
TOTAL - MG	54.83	75.08	52.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	181.94

Non Residential Usage	34.007	34.886	30.790	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
Running 12 Month Total			564.63										
12 mo Residential			293.38										
12 mo Non Residential			271.66										
Total	#VALUE!	#VALUE!	565.05	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!

FY 2017

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

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

MONTH	Sep-17												
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Coastside County Water District Monthly Discharge Report

EMERGENCY MAIN AND SERVICE REPAIRS

1	Date Reported Discovered	Date Repaired	Location	Pipe Class	Pipe Size & Type	Estimated Water Loss (Gallons)*	Environmental Damage? Y/N**	If Yes chlorine residual after dechlor	Equipment Costs	Material Costs	Employee hours		Labor Costs	Total Costs
1	9/15/2017	9/15/17	Wavecrest Road, HMB	M	2" galv	5,000	N	N	\$400.00	\$500.00	5	4	\$1,000	\$1,900.00
2											Staff	Hours		\$0.00
3											Staff	Hours		\$0.00
4											Staff	Hours		\$0.00
5											Staff	Hours		\$0.00
6											Staff	Hours		\$0.00
7											Staff	Hours		\$0.00
8											Staff	Hours		\$0.00
Totals						5,000			\$400.00	\$500.00	5	4	\$1,000	\$1,900.00

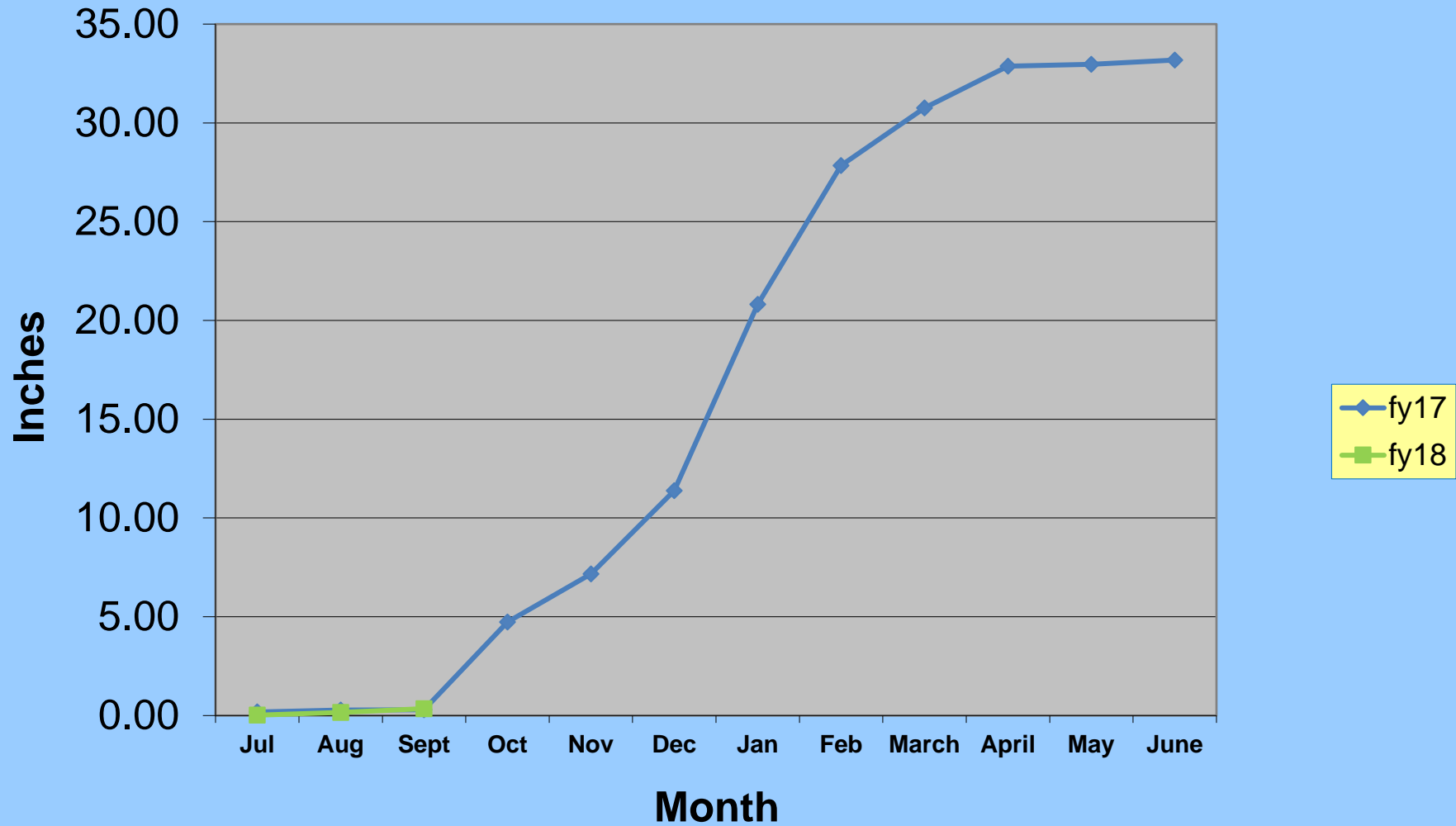
* all costs paid by contractor who damaged main

** If Yes, include photos of damage

Staff x hours = 20

MONTH		Sep-17											
PLANNED PLANT OR TANK DISCHARGE AND NEW WATER LINE FLUSHING REPORT										OTHER DISCHARGES			
	Date	Project/Location	Pipe Size & Type	Estimated Water Flushed (Gallons)	Chlorine Residual after dechlor	pH	Flow Rate (gal/min)	Duration of Discharge (minutes)	Total Volumes (gallons)				
1	9/18/2017	Winery/92 bypass	12" WS & 8" DIP	63,000					Flushing Program				
2									Reservoir Cleaning				
3									Automatic Blowoffs				
3									Dewatering Operations	63,000 land application			
4									Other (includes flow testing)	5000			
DEWATERING OPERATIONS GREATER THAN 350,000 GALLONS (requires prenotification to CWRCB)										Number of planned or emergency discharges greater than 50,000 gallons			
	Date	Location	Volume	pH			Chlorine Residual after dechlor			Duration (min)	1		
				5 min	20 min	end	5 min	20 min	end				
1													
2													
ANNUAL REPRESENTATIVE MONITORING										PLANNED DISCHARGES GRAND TOTAL (MG)			
	Date	Location	Volume (gal)	pH	Chlorine Residual after dechlor (ppm)								
1											0.068		

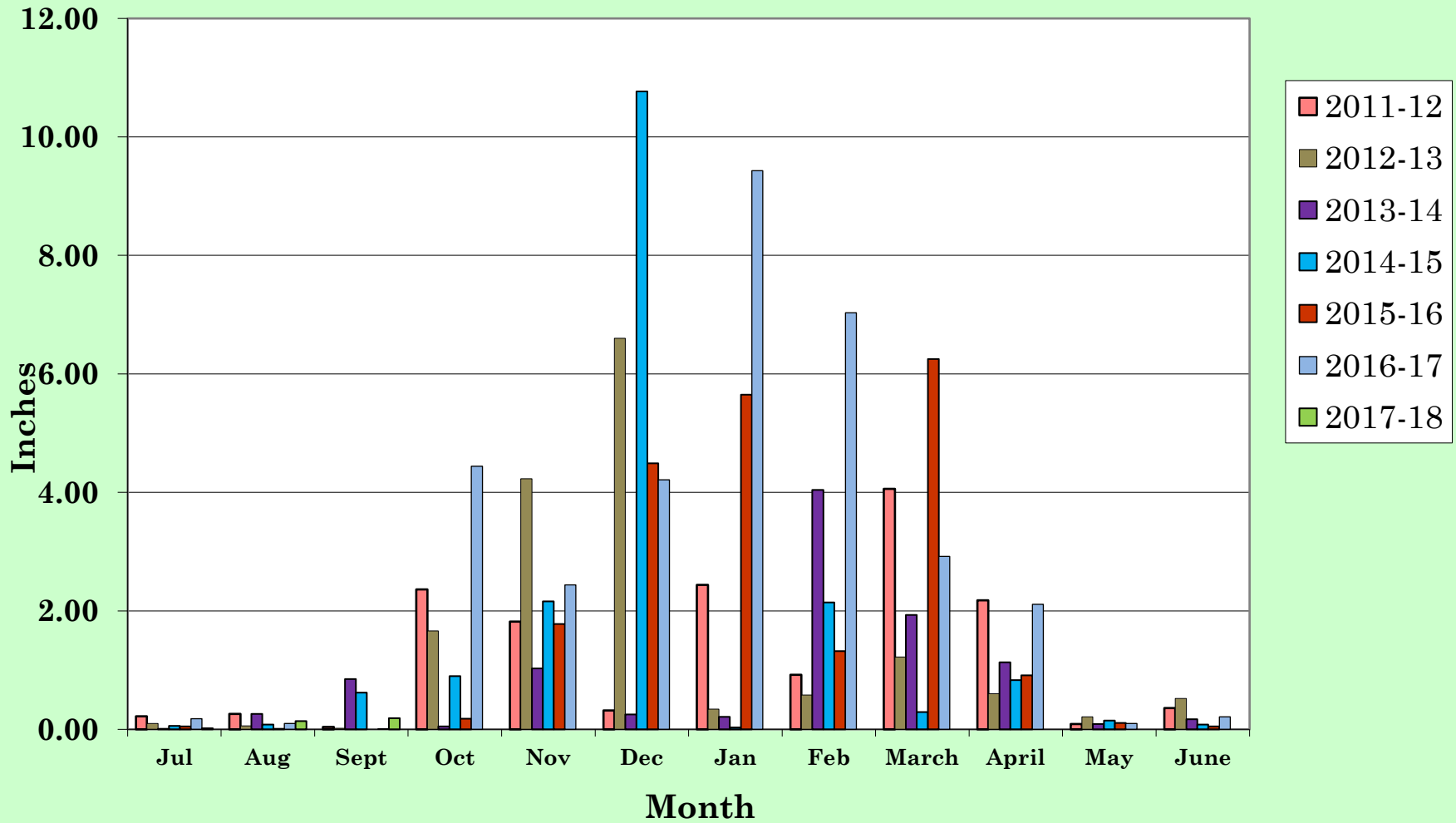
Rainfall Total Comparison Fiscal Years 17 and 18



Coastside County Water District

Rainfall by Month

Fiscal Years 12 - 18



San Francisco Public Utilities Commission Hydrological Conditions Report for August 2017

J. Chester, C. Graham, & N. Waelty, September 12, 2017



Moccasin Reservoir and Compound in the Spring

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

Table 1 Current Storage As of September 1, 2017							
Reservoir	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	
Tuolumne System							
Hetch Hetchy ¹	353,088		360,360		7,272		98.0%
Cherry ²	48,182		268,810		220,628		18.0%
Lake Eleanor ³	27,016		27,100		84		99.7%
Water Bank	570,000		570,000		0		Full
Tuolumne Storage	998,286		1,226,270		227,984		81.4%
Local Bay Area Storage							
Calaveras ⁴	29,235	9,562	96,824	31,550	67,589	22,024	30.2%
San Antonio	39,160	12,760	50,496	16,454	11,335	3,694	77.6%
Crystal Springs	47,831	15,586	58,377	19,022	10,546	3,436	81.9%
San Andreas	17,675	5,759	18,996	6,190	1,321	431	93.0%
Pilarcitos	2,765	901	2,995	976	230	75	92.3%
Total Local Storage	136,666	44,532	227,688	74,192	91,022	29,659	60.0%
Total System	1,134,952		1,453,958		319,006		78.1%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates activated.

² Maximum Cherry Reservoir storage with flash-boards removed.

³ Maximum Lake Eleanor storage with flash-boards installed.

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

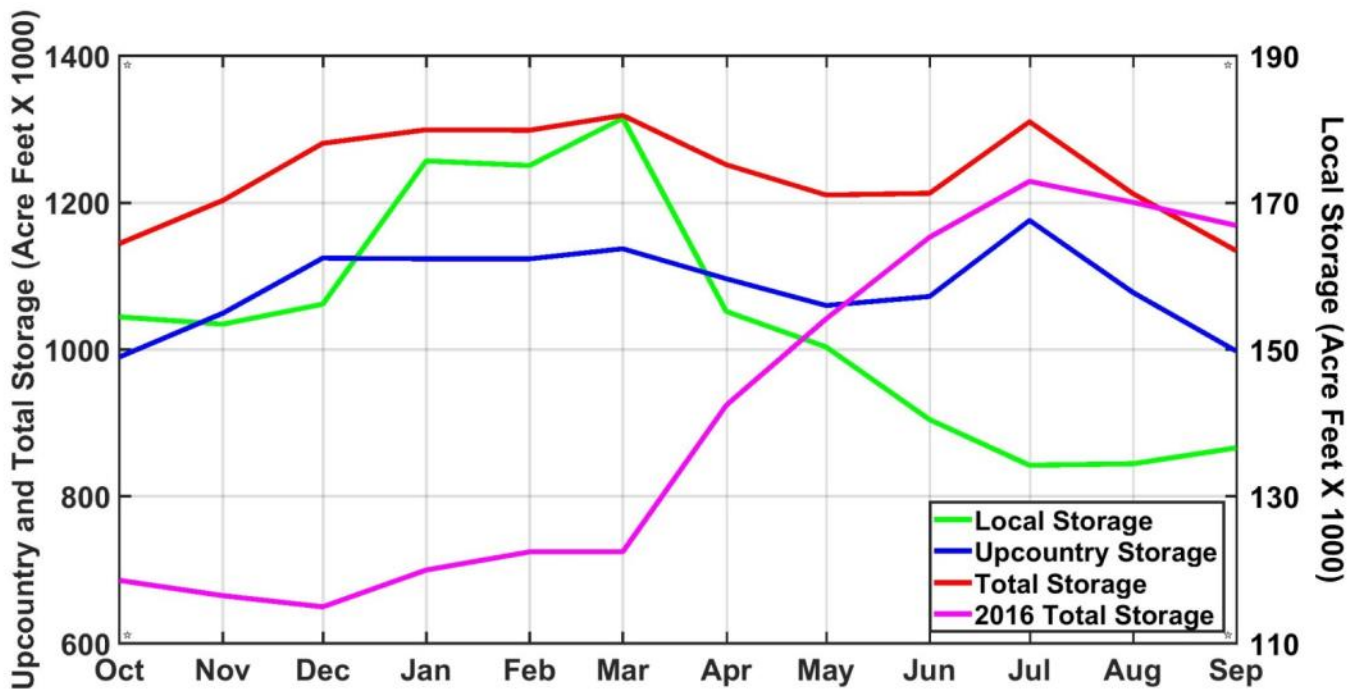


Figure 1: First of month system storage

Hetch Hetchy System Precipitation Index ^{5/}

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

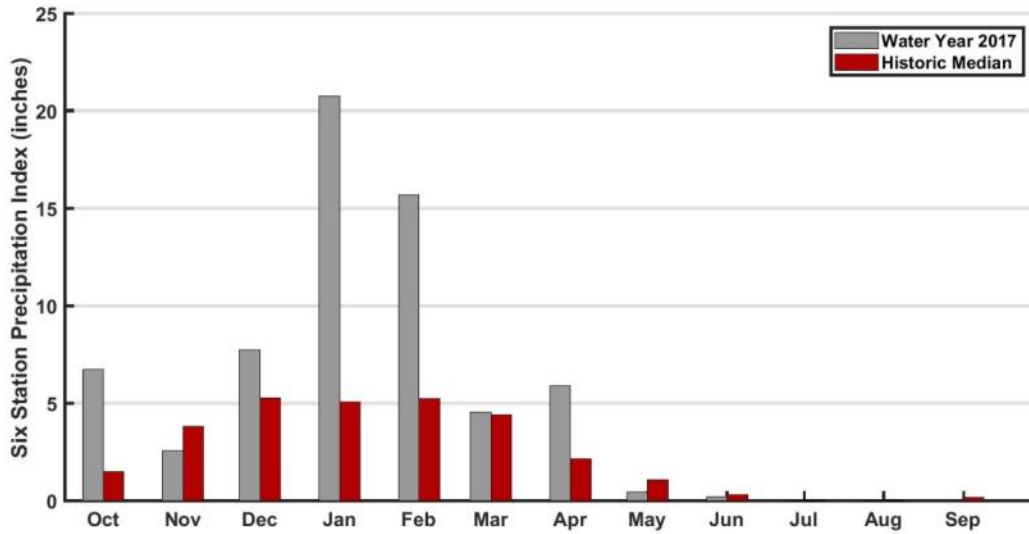


Figure 2: Monthly distribution of the Hetch Hetchy Six-station precipitation index as percent of the annual average precipitation.

Cumulative Precipitation to Date: The accumulated six-station precipitation index for water year 2017 is 64.47 inches, which is 181% of the average annual water year total, or 183% of average annual to date. Hetch Hetchy received 0.0 inches precipitation in July and a total of 62.73 inches for water year 2017. The cumulative Hetch Hetchy precipitation is shown in Figure 3 in red.

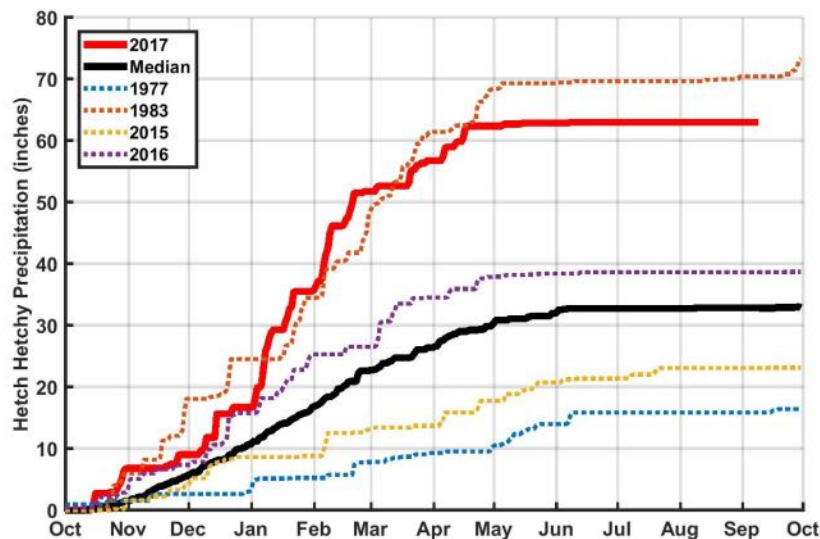


Figure 3: Water year 2017 cumulative precipitation measured at Hetch Hetchy Reservoir through July 31st, 2017. Precipitation at the Hetch Hetchy gauge for wet, dry, median, and WY 2015 and WY 2016 are included for comparison purposes.

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

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange as of August 31, 2017 is summarized below in Table 2.

*All flows are in acre feet	August 2017				October 1, 2016 through August 31, 2017			
	Observed Flow	Median ¹	Mean ¹	Percent of Mean	Observed Flow	Median ¹	Mean ¹	Percent of Mean
Inflow to Hetch Hetchy Reservoir	43,868	7,010	13,803	317.8%	1,727,850	705,540	738,002	234.1%
Inflow to Cherry Reservoir and Lake Eleanor	10,746	1,654	3,225	333.2%	1,050,953	445,183	452,050	232.5%
Tuolumne River at La Grange	87,608	15,869	24,562	356.7%	4,819,799	1,679,935	1,819,150	265.0%
Water Available to City	789	0	1,375	57.4%	3,308,929	580,260	765,361	432.3%

¹Hydrologic Record: 1919 – 2015

Hetch Hetchy System Operations

Power draft and releases from Hetch Hetchy Reservoir during the month of August totaled 50,160 acre-feet to meet instream release requirements and reservoir management goals. Inflows to date are sufficient to keep Hetch Hetchy Reservoir in Year Type A through the month of December 2017. Hetch Hetchy minimum instream release requirements for August were 125 cfs and are 100 cfs in September. As of August 11, spill at Hetch Hetchy had ceased, and releases from the dam were lowered to meet instream releases requirements and water deliveries.

84,645 acre-feet of power draft and valve releases were made from Cherry Reservoir during the month of August to meet instream release requirements and facilitate lowering of Cherry Lake for valve work in the fall. No water was transferred via pumping from Lake Eleanor to Cherry Reservoir in August. The required minimum instream release from Cherry Reservoir is 15 cfs through September 30. Required minimum release from Lake Eleanor is 20 cfs through September 15 and 10 cfs for the remainder of the month.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for August was 36 MGD. The Sunol Valley Water Treatment Plant production for the month was 2 MGD. The average supply rate from Hetch Hetchy was 279 MGD.

Local System Water Delivery

The average August delivery rate was 243 MGD which is equal to the July delivery rate of 243 MGD.

Local Precipitation

Dry weather persisted throughout the month. The August rainfall summary is presented in Table 3.

Reservoir	Month Total (inches)	Percentage of Average for the Month	Water Year to Date ¹ (inches)	Percentage of Average for the Year-to-Date ¹
Pilarcitos	0.00	0 %	62.30	161 %
Lower Crystal Springs	0.00	0 %	39.19	147 %
Calaveras	0.00	0 %	25.92	120 %

¹ WY 2017: Oct. 2016 through Sep. 2017.

Snowmelt and Water Supply

The runoff season is at an end, though inflows into Hetch Hetchy Reservoir remain above normal due to continued melting snow and groundwater contributions. The long snowmelt runoff season was driven by the record high elevation snowpack, extending spill conditions at Hetch Hetchy Reservoir into the second week of August. The long snowmelt runoff period has resulted in a high carryover storage condition at Hetch Hetchy Reservoir.

Cherry Lake has been lowered to less than 25 TAF for outlet valve repairs and replacement. The target storage of 10 TAF is expected to be reached in early October. Butterfly valve repair will be completed in mid-November, allowing for lake refilling throughout the winter. The valve repair is expected to be completed in mid-November, allowing for return to normal operations at Cherry Lake.

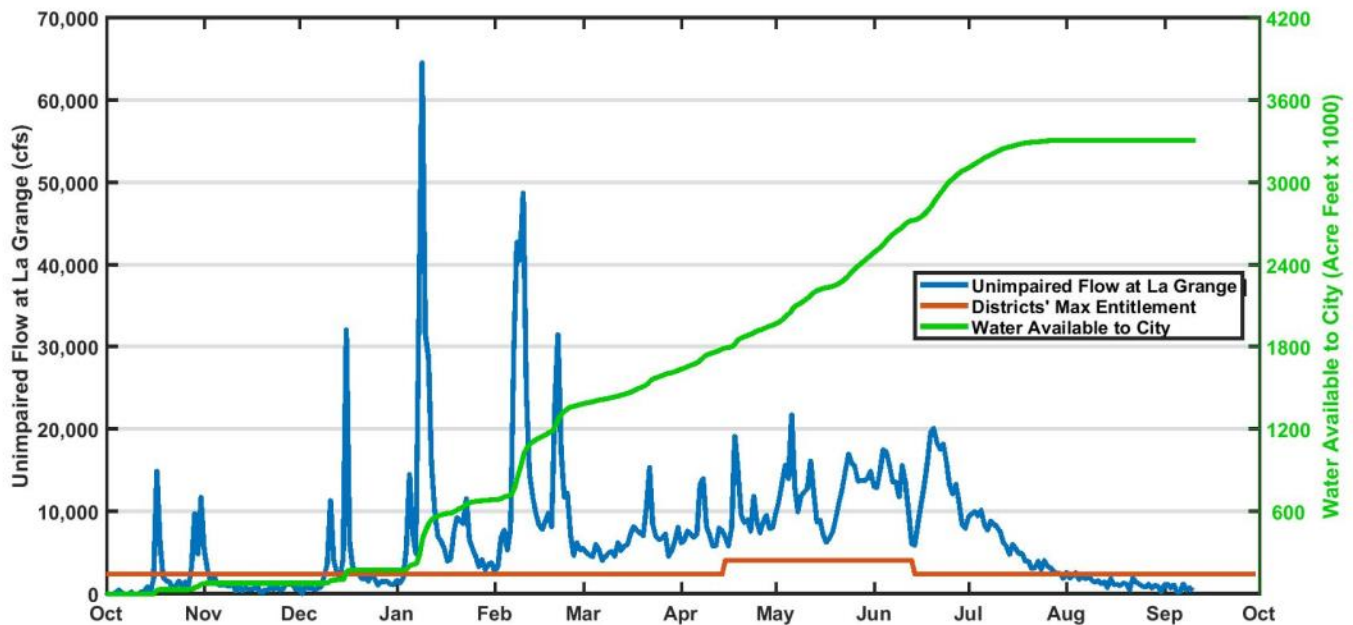


Figure 4: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. 3,308,140 acre-feet of water has become available to the City during water year 2017.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David R. Dickson, General Manager

Agenda: October 10, 2017

Date: October 6, 2017

Subject: Notice of Completion - Highway 92 Emergency Bypass Pipeline Project

Recommendation:

That the Board of Directors take the following actions:

- (1) Accept the Highway 92 Emergency Bypass Pipeline Project as complete.
- (2) Authorize the Notice of Completion to be filed with the County of San Mateo.
- (3) Authorize the release of the retention funds when the Notice of Completion has been recorded and returned to the District.

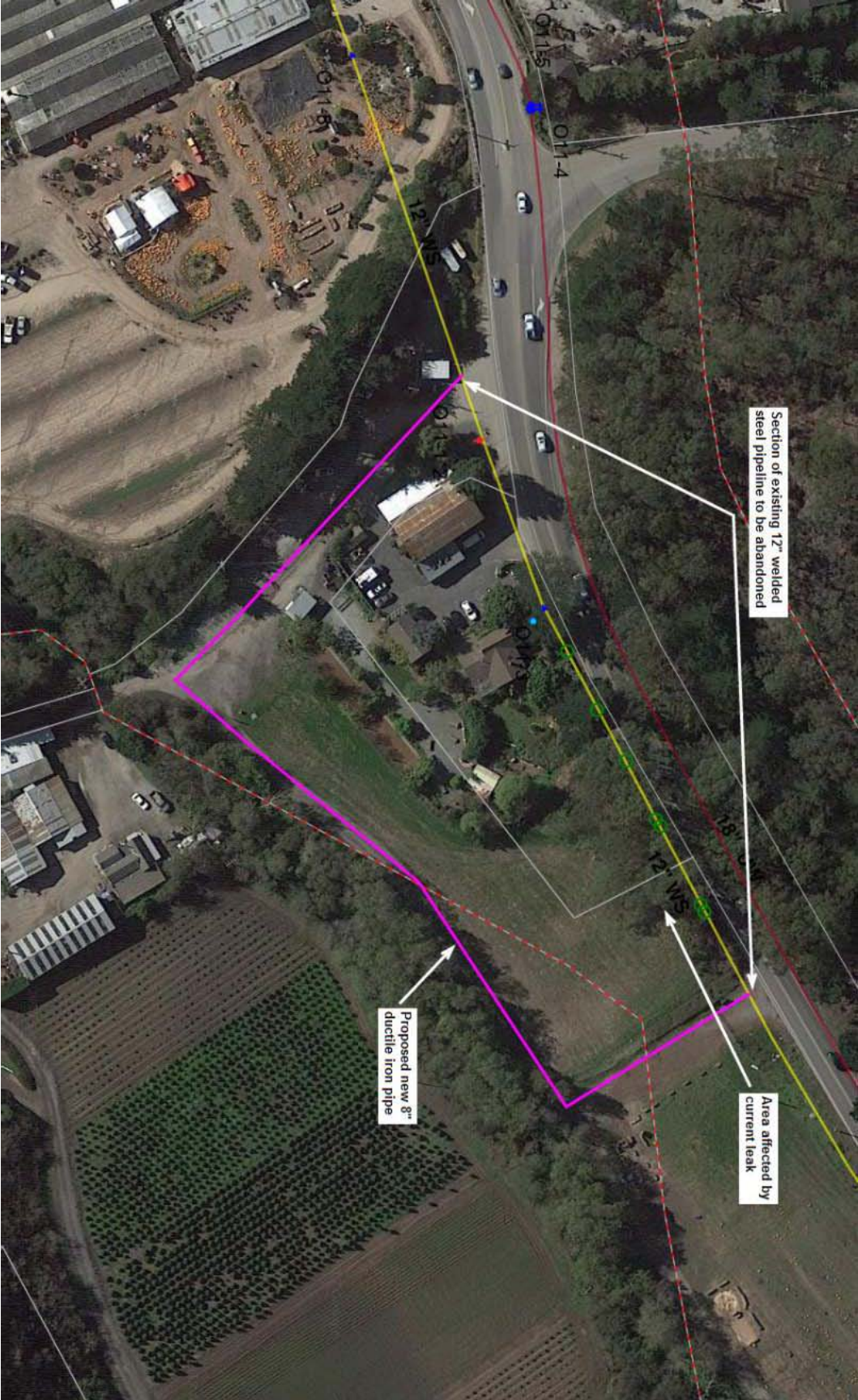
Background

Coastside County Water District entered into a contract with Andreini Bros., Inc. on August 22, 2017 for the Highway 92 Emergency Bypass Pipeline Project.

The work consisted of installing a bypass water pipeline, approximately 1000 feet of 8" ductile iron, relocating one hydrant, and replacing one water service connection.

The site of the work was located within private property, Assessor Parcel Numbers 056-331-110 and 056-331-050; San Mateo Road, Half Moon Bay, California, San Mateo County.

The work was completed on September 22, 2017.



Section of existing 12" welded steel pipeline to be abandoned

Area affected by current leak

Proposed new 8" ductile iron pipe

RECORDING REQUESTED BY

SPACE ABOVE THIS LINE FOR RECORDER'S USE

AND WHEN RECORDED MAIL TO

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

RECORD WITHOUT FEE Govt. Code § 6103 & 27383

NOTICE OF COMPLETION

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

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

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

3. On October 10, 2017, there was completed upon the hereinafter described real property a work of improvement as a whole named Highway 92 Emergency Bypass Pipeline Project. The work consisted of installing a bypass water pipeline, approximately 1000 feet of 8” ductile iron, relocating one hydrant, and replacing one water service connection.

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

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

The site of the work was located within private property, Assessor Parcel Numbers 056-331-110 and 056-331-050; San Mateo Road, Half Moon Bay, California, San Mateo County.

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

COASTSIDE COUNTY WATER DISTRICT

BY: _____
David R. Dickson, Secretary

VERIFICATION

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

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

Executed on October 10, 2017, at Half Moon Bay, California
(Date) (Place where signed)

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

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: October 10, 2017

Report

Date: October 5, 2017

Subject: Contract with Balance Hydrologics for Denniston/San Vicente Stream Gaging, Groundwater Monitoring, and Data Analysis

Recommendation:

Authorize staff to contract with Balance Hydrologics, Inc. for Water Year 2018 stream gaging, groundwater monitoring, and data analysis for the Denniston Creek and San Vicente Creek watersheds for an estimated time-and-materials cost of \$89,749.

Background:

Quantifying the amount of water available for diversion from Denniston and San Vicente Creeks is vitally important to the District's efforts to secure its water rights on those streams. Balance Hydrologics (Balance) has provided stream gaging, monitoring, and analysis services to the District starting with Water Year 2011 (WY11 - October 1, 2010 to September 30, 2011). Balance's proposal dated October 4, 2017 (Attachment A) covers WY18 continuation of gaging and analysis services for stations on Denniston and San Vicente Creeks, and groundwater monitoring.

Fiscal Impact:

Cost of \$89,749 over FY18 and FY19, from funds included in the Capital Improvement Program for Denniston/San Vicente.



800 Bancroft Way • Suite 101 • Berkeley, CA 94710-2227 • (510) 704-1000

www.balancehydro.com • email: office@balancehydro.com

Berkeley • Santa Cruz • Truckee

October 4, 2017

David Dickson, General Manager
Coastside County Water District
766 Main Street
Half Moon Bay, CA 94019-1995

RE: Proposal to gage Denniston Creek, San Vicente Creek, and monitor inactive wells, Water Year 2018

Dear Mr. Dickson:

This letter presents our recommended scope to continue surface water monitoring in Denniston and San Vicente Creeks, and groundwater in the adjoining alluvial aquifers. This proposal encompasses continuation of the Water Year 2011 (October 2010-September 2011, WY2011) through WY2017 into WY2018 of baseline stream gaging. Results will extend the five-year assessment period to provided data which will help the Coastside County Water District (CCWD) evaluate (a) streamflow adequacy, and (b) meet regulatory needs – both for the CCWD ongoing EIR process and for eventually perfecting of your water rights -- and (c) in this case, basic streamflow characterization, such that CCWD can plan a program of diversions most compatible with the uniquely ‘spongy’ Montara-type hydrology of these streams, as described in our previous reports. Extending the monitoring period will facilitate CCWD’s environmental and permitting process and will be beneficial for assessing diversion strategies that meet your expectations for yield and for site-appropriate watershed protection.

In WY2017 we (a) continued monitoring the six stream gages, (b) posted flow, in addition to stage, on the Etheldore “real-time” station, and (c) concurrently monitored water levels (and salinities) in three wells, three piezometers, and in Pillar Point Marsh, such that interaction of streamflow and groundwater may be better described.

In WY2018 we will (a) continue monitoring five stream gages, (b) decommission one stream gage, at San Vicente below diversion (see Work Scope, below), and (c) concurrently monitor water levels (and salinities) in three wells, three piezometers, and in Pillar Point Marsh, such that interaction of streamflow and groundwater may be better described (see Work Scope, below).

Mr. David Dickson
10/4/2017
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To address the objectives of this work, we have simplified the technical scope of work task list to the following:

1. *Water Year 2018 monitoring*
2. *Draft and final water year 2018 reporting*
3. *Permit compliance reporting*
4. *Other studies not presently part of the scope of work which you request and authorize.*
5. *Project administration*

The next several paragraphs elaborate on this proposed approach.

Work Scope

Task 1. Water Year 2018 monitoring

The water year 2018 monitoring effort will include (a) monthly site visits to the five gaging locations to collect baseline data, (b) quarterly visits to monitor groundwater levels (and salinities) at three wells, three piezometers, and in the Pillar Point Marsh, and (c) 3-4 visits during storms.

The measurements must conform with the requirements of the Division of Water Rights, as put forth below. The monthly visits allow us to calibrate flow measurement at stations by performing a flow (discharge) measurement and a staff plate (gauge height) reading. During quarterly visits we will also download data from the levelloggers (San Vicente above diversion) and make channel observations (such as new high-water marks, bed conditions, and changes in the riffles and/or logs which control flow at the various gages), and perform necessary maintenance and calibration. During winter storms when flows are elevated we will make supplemental field visits to measure flow and other observations (i.e. identify high-water marks, qualitative observations of water quality, when minor logjams form and dissipate, etc.) These visits are required to complete the stage-to-discharge rating curve through the highest flows observed. In the office, we will calculate the flow, enter the information into the station log, plot the data on a stage-to-discharge rating curve, add the downloaded data to the station spreadsheet, and reduce the data to daily mean flow values.

On Denniston Creek we recommend continued low-flow synoptic measurements to characterize potential underflow (flow which moves beneath the bed as groundwater connected to the stream) at station DCAD. The DCAD gaging site is located just upstream of Denniston Reservoir and associated diversion structure. It is possible that the slug of sediment upstream of the reservoir may be quite permeable such that we need to estimate underflow at this gage to support the technical analysis for your water rights. The sediment prism seems to pinch out near the upper Brussels sprouts field, so, we propose continuing the program of taking up to two additional measurements upstream of DCAD adjacent to the upper Brussels sprouts fields.

In WY15 we added an additional station on San Vicente Creek at Etheldore St. The additional station was necessary because the 1970 agreement with the Torrello Ranch granting CCWD permission to divert from San Vicente Creek requires that CCWD guarantee a 'wetted bed' at this location; if this condition is not met, CCWD must curtail its diversions until this condition is satisfied. In WY16 we upgraded this station to be a "real-time" station. In WY16 the real-time station at Etheldore only reported stage. In WY17 we began reporting flow, in addition to stage, in "real-time".

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10/4/2017
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With the addition of the San Vicente Creek at Etheldore gage, we recommend discontinuing the San Vicente below diversion gage. After two years of running the Etheldore gage, we have begun reporting stage and flow in “real-time”. During this period, the below diversion gage was a good back- up for the transitional period, however the Cabrillo Farms agricultural ponds, to the south of San Vicente Creek periodically overflow and spill downstream to San Vicente Creek. When spilling occurs, the overflow bypasses the San Vicente below diversion gage but is captured by the Etheldore gage. These flows have has been observed by Balance staff. To monitor all runoff, eliminate redundancy, and therefore monitor the stream efficiently, we recommend discontinuing the below-diversion gage (designated as SVBD).

Presently the preliminary station data is made available via our real-time system on the Balance Hydrologics website for the four real-time stations, SVAE, SVCA, DCAD and DCBC. This feature provides real-time information to both the CCWD staff and Balance staff. In addition to your uses of the real-time data portal, having this information available remotely will continue to improve winter monitoring, and allow us to continue to monitor into the future in a more cost-effective manner.

Due to the highly mobile bed on both Denniston Creek and San Vicente Creek, gaging these creeks is particularly challenging relative to channels that have more stable bedrock, cobble-boulder, or even gravel beds. To meet this challenge, we will continue to regularly visit the sites, particularly during high flow events. The real-time record also allows us to a) track bed shifts more precisely and b) refine our formal flow-rating curves for stations on both Denniston Creek and San Vicente Creek. In recent years, monitoring has focused on developing the low end of the rating curve. In WY18 we will continue to refine the low end of the rating curves, but also refine the high end of the rating curves, getting better estimates of flow during storm runoff, when diversions can most easily be accommodated with minimal environmental effects. This is particularly important for the new and re-located stations, such as San Vicente at Etheldore and at California. As such we will continue to have monthly site visits throughout the year, in addition to a number of planned storm visits.

Each of the three monitoring wells (Inactive wells 4, 7, and 9) is currently equipped with a levellogger that logs water level and temperature every hour. In addition, we suggest that the you continue to monitor the three-piezometer nest (three co-located piezometers screened at staggered depths) located at the north flank of West Avenue at Pillar Point Marsh. The three piezometers, initially constructed in 1989, have been cleaned out and instrumented for the past 6 years. The data help us to identify the constitute the lower boundary condition for the shallow aquifer system adjacent to San Vicente and Denniston Creeks.

This task provides time for us to measure depth-to-water and specific conductance in the three monitoring wells and three Pillar Point Marsh piezometers and download data during four quarterly site visits. In the office, we will enter the information into the station log, add the downloaded data to the station spreadsheet, calibrate and plot the hourly data.

Note that the Golden Gate National Recreation Area (GGNRA) now manages much of San Vicente and Denniston Creeks and the CCWD and Balance are required to submit data reports as part of the scientific sampling permit with them. We interpret that two gages on San Vicente Creek, SVAD, and SVBD and one gage on Denniston Creek, DCAD, are within or adjacent to GGNRA jurisdiction. GGNRA requires that our observers perform field-cleaning protocols to prevent the spread of Chytrid fungus and the

Mr. David Dickson
10/4/2017
Page 4

pathogen that causes sudden oak death. Balance staff have been trained in the protocol and have already implemented it during visits to San Vicente and Denniston Creeks.

Deliverable: Raw data used to develop a record of daily mean flow and temperature for each of the five stations, and posted near-real-time to public and/or operational websites; raw data that may be used to develop a record of daily mean water level and temperature for each of three CCWD monitoring wells and Pillar Point Marsh piezometers, plus monitoring forms. Scientific data are submitted to the GGNRA after the completion of the monitoring year, once reviewed by CCWD and finalized by Balance.

Task 2. Draft and final water year 2018 reporting

We will summarize and explain the basic hydrologic findings in a water year 2018 report. The written report will include a summary form for each station tabulating the daily mean data and identifying station descriptors and plots of the data and rating curves, and water surface time series data for the monitoring wells. This is a data report. In-depth interpretation will be reserved, and authorized separately should it become necessary for further EIR or regulatory efforts. We will submit the draft report to you, and prepare a final report responding to your comments, and perhaps those of others on your project team.

Deliverable: Draft report in Microsoft Word. Final report pdf, editable copy of the draft in Word, and one bound hard copy.

Task 3. Permit compliance reporting

Note that the Golden Gate National Recreation Area (GGNRA) now manages much of San Vicente and Denniston Creeks and that CCWD and Balance are in the initial phases of establishing a scientific sampling permit with them. One of the most important requirements is the annual submittal of data reports. We anticipate the deliverable will consist of a short cover letter and a packet of summary forms including rainfall and surface water gaging forms from relevant gages (Assumed to be DCAD, SVAD and –if continued --SVBD). We have added a small amount of time under this task to assemble these documents, after our annual report to you has been finalized, and transmit them to GGNRA staff.

Deliverable: Cover letter permit compliance submittal with form and table attachments

Task 4. Tasks to be authorized during the year, if any.

Given other regulatory initiatives in the area, it is possible that other work may be needed during the course of the water year. If and as you ask for additional services, we will track these as tasks 4a, 4b, etc., so that you have total clarity on what these additional assignments may cost. We appreciate the trust that has developed between CCWD and Balance, and want to be sure you are able to track all costs.

Task 5. Project administration

This task simply provides time to help schedule and administer project in a way that best helps you and us regularly track schedule and budget.

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10/4/2017
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Anticipated Costs

Our estimates of staff assignments and level of effort for each task are shown in Table 1. The estimated total costs to complete this work are shown at the bottom of Table 2. In addition, Table 2 covers expenses not allocated to individual tasks, such as mileage. The rental fees include modem line fees (anticipated to be \$30/month for real-time sites) and travel and equipment fees (Anticipated to be approximately \$1500/year), and the occasional purchase of hardware to re-habilitate gage station, when issues arise.

As is customary for field-related jobs, this total also includes a 10% contingency allowance. The contingency allows for a smoother absorption of additional costs of things beyond our control which inhibit the efficient completion of our work. Examples of situations that might require use of the contingency allowance are repair and/or replacement of a stream gaging station damaged by high flows, earthquakes or other “Acts of God”, changes requested by your staff or a landowner, a very wet year requiring additional visits, or shifts in regulatory requirements and lost samples due to lab or shipping company errors. A breakdown of rental costs associated with this project is available upon request. We have also assumed that CCWD will continue help obtain ready access to the gages and wells.

Please note that our staff billing rates have changed during **2017**. The new rates have been included in the attached budget table. We have made every effort to minimize the impact of these changes by allocated staff hours in a prudent, technically sound, but cost-effective manner. The monitoring budget has been spread among billing categories to account for a range of the staff we expect to be available.

We have tasked our work to assist you in understanding the basis of most costs and the timing of the work. After reviewing the costs, please let me know if they are in line with your expectations. Although we have made out best effort to provide an accurate estimate to you, our work is done on a time-and-expense basis, so costs could be somewhat higher or lower than these estimates.

Anticipated Schedule

We will begin drawing from this budget as WY17 comes to a close to cover our preparations already under taken for the beginning of the 2018 water year, and bill you once it has been approved by your Board of Directors. We will conclude monitoring through October 1, 2018. We will provide a completed draft report to the District in a timely manner. If needed earlier for regulatory purposes, we will attempt to adjust as needed for reporting.

Proposed Project Staff

Barry Hecht will continue as the Principal in charge and act as senior reviewer. Eric Donaldson will serve as project manager. Field hydrologists Eric Donaldson, Chelsea Neill, Mark Woysner and Gustavo Porras (from Balance’s Berkeley office), and Jason Parke (Santa Cruz office) have been servicing the stream gaging stations and wells and working with the data; they will continue to do so. Other staff may be called upon during winter storm flow monitoring.

Balance Hydrologics, Inc.

Mr. David Dickson
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Registration

Work will be conducted under active State of California registration, as required under the State's Business and Professional Code. The Division of Water Rights has recently tightened its enforcement of registration for hydrological reports.

Closing

Thanks for asking that we prepare this proposal. We appreciate the opportunity to continue the streamflow gaging through the next water year on these two creeks and look forward to supporting you through the ongoing and future work related to the EIR process.

Please let us know if you have questions or suggestions, or if your needs and schedule differ from our assumptions, above.

Sincerely,

BALANCE HYDROLOGICS, INC.



for

Chelsea Neill
Project Hydrologist/Geomorphologist



Eric Donaldson, P.G.
Project Manager

Barry Hecht, CEG, CHg
Senior Principal

Encl. Tables 1 and 2 for WY2018

Table 1. Anticipated Staff Hours by Task
 218057 Coastside County Water District Hydrologic Monitoring, WY2018

Task Number and Description	Sr. Principal	Principal	Sr. Specialist	Senior Professional	Project Professional	Sr. Staff Professional	Staff Professional	Assistant Professional	Junior Professional	GIS Sr Analyst	GIS/CADD Specialist	Sr. Proj Admin	Sr. Report Specialist	Report Specialist	Hydrologic Tech	Labor Costs For Task
	Hourly Rate	\$245	\$210	\$195	\$190	\$175	\$160	\$135	\$125	\$115	\$125	\$115	\$90	\$85	\$85	
Task 1. Water Year 2018 monitoring	21			16	82	80	172			1						\$58,680
Task 2. Draft and final water year 2018 reporting	8			4	22		44			3			16	14		\$15,435
Task 3. Permit compliance	1				3									1		\$855
Task 4. Additional tasks, if any, to be authorized.	No work presently authorized															
Task 5. Project administration	2				12							12				\$3,670
Subtotal Hours	32			20	119	80	216			4		12	16	15		
Total Hours	514															

<i>Notes:</i>	TOTAL LABOR	\$78,640.00
	Expenses from Table 2	\$2,950.00
	Contingency from Table 2	\$8,159.00
	GRAND TOTAL	\$89,749.00

Table 2. Estimated Costs
218057 Coastside County Water District Hydrologic Monitoring, WY2018

Professional Fees	Rate	Hours	Allocation
Sr. Principal	\$245	32	\$7,840.00
Principal	\$210	0	\$0.00
Senior Specialist	\$195	0	\$0.00
Senior Professional	\$190	20	\$3,800.00
Project Professional	\$175	119	\$20,825.00
Senior Staff Professional	\$160	80	\$12,800.00
Staff Professional	\$135	216	\$29,160.00
Assistant Professional	\$125	0	\$0.00
Junior Professional	\$115	0	\$0.00
GIS Senior Analyst	\$125	4	\$500.00
GIS/CADD Specialist	\$115	0	\$0.00
Senior Project Administrator	\$90	12	\$1,080.00
Senior Report Specialist	\$85	16	\$1,360.00
Technical Typist	\$85	15	\$1,275.00
Hydrologic Technician	\$75	0	\$0.00
Labor Subtotal (Table 1)			\$78,640.00
Expenses			
Direct Expense Estimates			
Mileage	1500 miles @	\$0.54	\$810.00
Equipment Costs (Sampling gear during site visits, e.g, flow meter, etc.)			\$600.00
Phone Line fees for Modem (4 stations @ 12 mo)	@	\$30/mo	\$1,440.00
Reimbursable Costs			
Other Travel, Subsistence	trips @		\$0.00
Express Mail, Deliveries			\$0.00
Maps and Aerial Photos			\$0.00
Outside Copying, Blueprint			\$0.00
Outside Consultants			\$0.00
Analytical Laboratory Fees			\$0.00
Materials and Supplies			\$100.00
Permits, Licenses or Agency Inspection fees	client responsibility		\$0.00
Printing			\$0.00
Other			\$0.00
Expenses Subtotal			\$2,950.00
ESTIMATED TOTAL			\$81,590.00
Contingency			\$8,159.00
TOTAL w/ CONTINGENCY			\$89,749.00

Notes

Additional costs may be incurred if the instrumentation network is destroyed or damaged by a high-recurrence storm.

Project-related expenses will be bill at cost plus 7.5%; including work by outside consultants and analytical or testing laboratories.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: October 10, 2017

Report

Date: October 6, 2017

Subject: Quarterly Financial Review

Recommendation:

Information Only.

Background:

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

- Year-to-date revenue is \$151,000 above budget primarily due to higher water sales than plan.
- Year-to-date expenses are \$341,000 under plan, including:
 - Water purchased from SFPUC reflects a savings of \$169,000 due to our continued ability to draw water from Denniston and other local sources.
 - Personnel costs include \$49,000 savings primarily due to vacant positions and the partial service retirement of the General Manager resulting in a reduction of his salary expenses.
 - Other savings of \$123,000 primarily reflect expense timing as compared to budget.

Capital Improvement Program (CIP)

CIP spend-to-date is \$1,834,000 through September 30, 2017 which includes \$589,000 for projects covered under the FY2016/17 plan.

COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS
30-Sep-17

ACCOUNT	DESCRIPTION	YTD BUDGET	YTD ACTUAL	Variance Favorable (Unfavorable)	% Variance
OPERATING REVENUE					
1-0-4120-00	Water Revenue -All Areas	3,259,046.00	3,402,561.20	143,515.20	4.4%
TOTAL OPERATING REVENUE		3,259,046.00	3,402,561.20	143,515.20	4.4%
NON-OPERATING REVENUE					
1-0-4170-00	Water Taken From Hydrants	12,495.00	17,907.80	5,412.80	43.3%
1-0-4180-00	Late Notice -10% Penalty	14,994.00	15,492.92	498.92	3.3%
1-0-4230-00	Service Connections	2,499.00	3,485.85	986.85	39.5%
1-0-4920-00	Interest Earned	1,543.00	2,374.43	831.43	53.9%
1-0-4930-00	Tax Apportionments/Cnty Checks	0.00	517.31	517.31	
1-0-4950-00	Miscellaneous Income	9,250.00	8,682.43	(567.57)	-6.1%
1-0-4955-00	Cell Site Lease Income	38,500.00	38,647.63	147.63	0.4%
1-0-4965-00	ERAF REFUND -County Taxes	0.00	0.00	0.00	0.0%
TOTAL NON-OPERATING REVENUE		79,281.00	87,108.37	7,827.37	9.9%
TOTAL REVENUES		3,338,327.00	3,489,669.57	151,342.57	4.5%
OPERATING EXPENSES					
1-1-5130-00	Water Purchased	867,322.00	698,079.08	169,242.92	19.5%
1-1-5230-00	Pump Exp, Nunes T P	10,070.00	10,442.01	(372.01)	-3.7%
1-1-5231-00	Pump Exp, CSP Pump Station	150,000.00	145,262.58	4,737.42	3.2%
1-1-5232-00	Pump Exp, Trans. & Dist.	8,500.00	6,984.17	1,515.83	17.8%
1-1-5233-00	Pump Exp, Pilarcitos Canyon	2,400.00	248.40	2,151.60	89.7%
1-1-5234-00	Pump Exp. Denniston Proj.	18,000.00	29,448.87	(11,448.87)	-63.6%
1-1-5242-00	CSP Pump Station Operations	2,625.00	2,232.40	392.60	15.0%
1-1-5243-00	CSP Pump Station Maintenance	4,164.00	3,009.59	1,154.41	27.7%
1-1-5246-00	Nunes T P Operations	18,000.00	14,854.98	3,145.02	17.5%
1-1-5247-00	Nunes T P Maintenance	30,600.00	22,715.78	7,884.22	25.8%
1-1-5248-00	Denniston T.P. Operations	6,000.00	15,562.20	(9,562.20)	-159.4%
1-1-5249-00	Denniston T.P. Maintenance	15,000.00	17,830.57	(2,830.57)	-18.9%
1-1-5250-00	Laboratory Services	12,000.00	12,586.74	(586.74)	-4.9%
1-1-5260-00	Maintenance -General	72,925.00	45,272.81	27,652.19	37.9%
1-1-5261-00	Maintenance -Well Fields	10,500.00	0.00	10,500.00	100.0%
1-1-5263-00	Uniforms	3,700.00	4,763.62	(1,063.62)	0.0%
1-1-5318-00	Studies/Surveys/Consulting	30,000.00	10,500.00	19,500.00	65.0%

ACCOUNT	DESCRIPTION	YTD BUDGET	YTD ACTUAL	Variance Favorable (Unfavorable)	% Variance
1-1-5321-00	Water Resources	9,250.00	3,893.63	5,356.37	57.9%
1-1-5322-00	Community Outreach	7,000.00	1,157.47	5,842.53	83.5%
1-1-5381-00	Legal	27,501.00	18,400.00	9,101.00	33.1%
1-1-5382-00	Engineering	25,000.00	8,037.56	16,962.44	67.8%
1-1-5383-00	Financial Services	6,000.00	6,482.00	(482.00)	-8.0%
1-1-5384-00	Computer Services	36,200.00	23,631.79	12,568.21	34.7%
1-1-5410-00	Salaries/Wages-Administration	265,500.00	197,718.10	67,781.90	25.5%
1-1-5411-00	Salaries & Wages -Field	292,200.00	329,634.21	(37,434.21)	-12.8%
1-1-5420-00	Payroll Tax Expense	39,360.00	37,236.19	2,123.81	5.4%
1-1-5435-00	Employee Medical Insurance	107,640.00	94,367.07	13,272.93	12.3%
1-1-5436-00	Retiree Medical Insurance	11,301.00	12,747.60	(1,446.60)	-12.8%
1-1-5440-00	Employees Retirement Plan	125,625.00	120,435.36	5,189.64	4.1%
1-1-5445-00	Supplemental Retirement 401a	0.00	0.00	0.00	0.0%
1-1-5510-00	Motor Vehicle Expense	12,675.00	8,255.58	4,419.42	34.9%
1-1-5620-00	Office Supplies & Expense	56,376.00	53,024.37	3,351.63	5.9%
1-1-5625-00	Meetings / Training / Seminars	6,000.00	4,418.08	1,581.92	26.4%
1-1-5630-00	Insurance	30,000.00	30,667.48	(667.48)	-2.2%
1-1-5687-00	Membership, Dues, Subscript.	10,000.00	11,071.67	(1,071.67)	-10.7%
1-1-5688-00	Election Expenses	0.00	0.00	0.00	0.0%
1-1-5689-00	Labor Relations	3,000.00	0.00	3,000.00	100.0%
1-1-5700-00	San Mateo County Fees	5,000.00		5,000.00	100.0%
1-1-5705-00	State Fees	4,000.00		4,000.00	100.0%
TOTAL OPERATING EXPENSES		2,341,434.00	2,000,971.96	340,462.04	14.5%
CAPITAL ACCOUNTS					
1-1-5712-00	Debt Svc/Existing Bonds 2006B	361,956.25	361,747.38	208.87	0.0%
1-1-5715-00	Debt Svc/CIEDB 11-099 (I-BANK)	262,467.17	262,467.17	0.00	0.0%
1-1-5716-00	Debt Svc/CIEDB 2016 (I-BANK)	229,848.33	229,848.34	(0.01)	0.0%
TOTAL CAPITAL ACCOUNTS		854,271.75	854,062.89	208.86	0.0%
TOTAL EXPENSES		3,195,705.75	2,855,034.85	340,670.90	10.7%
CONTRIBUTION TO CIP/RESERVES		142,621.25	634,634.72		

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: October 10, 2017

Report

Date: October 6, 2017

Subject: Approval of Memorandum of Understanding Between Coastside County Water District and Teamsters Local 856

Recommendation:

Authorize the General Manager to execute the Memorandum of Understanding between the District and Teamsters Local 856 covering the period July 1, 2017 through June 30, 2022.

Background:

The attached Memorandum of Understanding (MOU) is the product of discussions with our Teamsters Union bargaining unit and with the Board over the last several months. The Union has confirmed its agreement with the MOU.

The MOU incorporates the following changes to the previous MOU:

- Increase term of the MOU from three to five years
- Annual Cost of Living Adjustment based on February-February CPI, with no additional increment
- Life insurance maximum increased from \$150,000 to \$200,000
- Delta Dental insurance plan upgraded
- District health insurance premium payments capped at Anthem Blue Cross Family Advantage plan level as annually adjusted rather than previous dollar amount.

Fiscal Impact:

Additional cost of approximately \$9,000 per year for insurance upgrades.

MEMORANDUM OF UNDERSTANDING
between
COASTSIDE COUNTY WATER DISTRICT
and
TEAMSTERS LOCAL 856
for the period
July 1, 2017 through June 30, 2022

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PREAMBLE

This Memorandum of Understanding (MOU) is entered into pursuant to the Meyers-Milias- Brown Act, California Government Code Section 3500, *et seq.*, by COASTSIDE COUNTY WATER DISTRICT (District) and Teamsters Local 856 (the Union). This MOU shall be deemed effective for the period from July 1, 2017 through June 30, 2022, upon signature by the Union and subsequent approval by the Board of Directors of the District.

ARTICLE 1. RECOGNITION

The District recognizes the Union as the certified majority representative of the employees in the unit consisting of those classifications set forth in the attached Exhibit A."

ARTICLE 2. TERM

The effective date of this MOU shall be July 1, 2017 through June 30, 2022.

ARTICLE 3. DISCRIMINATION

Neither the District nor the Union will interfere with the right of its employees to become members of or participate in, or to not become members of or participate in, the Union. Neither the District nor the Union, nor any of their agents will discriminate against, interfere with, restrain, or coerce any employee because of their membership or lack of membership, or participation or lack of participation in the Union.

ARTICLE 4. EMPLOYEE RIGHTS

A Representation

The Union may designate up to two (2) employees to serve as employee representatives. The Union shall provide the District Manager each calendar year with a list of the designated employee representatives.

Employee representatives shall be granted a reasonable amount of time with pay to investigate and process grievances during working hours, to bring about a prompt disposition of the matter. Before leaving their work location assignment to act as employee representatives, they must first obtain permission from their immediate supervisor and inform the supervisor of the nature of the business. Permission will be granted promptly unless absence would cause an undue interruption of work.

Upon entering a work location, an employee representative shall inform the proper supervisor of the general nature of the Union representative's business. Permission to leave the job will be granted to the employee involved unless such absence would cause an undue interruption of work.

B. Membership

Within thirty-one (31) days after the beginning of this Memorandum of Understanding, or within thirty-one (31) days of date of hire, whichever occurs later, each employee of the District

covered by this Memorandum of Understanding shall be required as a condition of continued employment to:

- (a) Become and remain a member of the Union, or
- (b) Pay to the Union a service fee in an amount that will be established by the Union each year and communicated to the District Manager. The Union will use the service fee only for the purposes of labor relations' activities.
- (c) Employees who qualify under the California Government Code §3502.5(c) for an exemption from (a) or (b) above, will contribute the amount specified in (b) above, to a charity designated by the parties to this Memorandum of Understanding.

Notification to the Union

The District shall supply the Union with names, classifications and work locations of newly hired employees and terminated employees in represented classes within fifteen (15) calendar days of hire or termination. The District will provide the Union with an up to date seniority and classification list for all bargaining unit employees upon reasonable request.

Payroll Deduction

During the term of this Memorandum of Understanding, the District will deduct Union dues, service fee or charitable contribution from an employee's wages for any employee covered by this Memorandum of Understanding who has voluntarily provided the District with a written authorization for such deduction. The District shall provide authorization forms to all current and new employees. Such deductions will continue for the term of this Memorandum of Understanding. The monies deducted will be transmitted by the District to the Union within fifteen (15) calendar days of the payroll period pay date.

Indemnification

The Union understands and agrees that the District assumes no liability in connection with any provision of this Section. Any question as to the correctness of the deductions authorized and made will be a matter to be resolved between the Union and the employee. The Union shall indemnify and hold the District harmless from any claims, demands, suits or any other action arising from any provisions of this Section.

C. Personnel Files

Personnel files shall be made available for inspection by an employee, or by a Union representative with the written consent of an employee, within a reasonable time (for the purposes of this section 24 hours) after an employee's request and without loss of pay, provided that the employee makes arrangements with the District Manager if the inspection occurs on duty. Upon written request, an employee may obtain copies of the materials subject to inspection. The District may preclude inspection of certain information in accordance with the law, such as background and other pre-employment information, and materials relating to confidential investigations.

The District shall furnish the employee copies of all performance evaluation reports and letters of reprimand or warning prior to placement of such documents into the employee's personnel file. The employee may be required to acknowledge the receipt of any document

entered into his personnel file without prejudice to subsequent arguments concerning the contents of such documents.

An employee who disagrees with the contents of a letter of reprimand or warning which is placed in the employee's personnel file may submit a written response thereto and have such response placed in the employee's personnel file.

D. Work Access

A Union representative desiring access to a work location shall state the purpose of the visit and request the District Manager or his/her designee's authorization prior to the intended visit. If authorization for such access is not granted, the Union representative will be informed when time will be made available. Authorized Union representatives may be given access to work locations during working hours solely for the purpose of conducting grievance investigations, posting literature on bulletin boards, and/or observing working conditions. The Union agrees that its representatives will not interfere with operations of the District or any of its facilities.

E. Bulletin Boards

The District shall furnish reasonable bulletin board space to the Union at all work locations. The boards may be used for the following subjects:

1. Union recreational, social and related Union news bulletins;
2. Scheduled Union meetings;
3. Information concerning Union election or results thereof; and
4. Reports of official business of Union, including newsletters and reports of committees.

Any other written material must first be approved and initialed by the District Manager or a designee. Material must be properly posted and shall be timely removed by Union representatives.

ARTICLE 5. MANAGEMENT RIGHTS

The Union recognizes that the District continues as the sole and exclusive manager of the District's facilities, having all the power, rights, functions, and authority formerly or usually held by management, except to the extent these are limited by a specific expressed provision of this MOU.

ARTICLE 6. WORK CURTAILMENT

The purpose of this section is to ensure that the Health and Safety of the public are not compromised due to a failure of District employees to properly operate and maintain District facilities and equipment.

Under no conditions or circumstances shall the Union or any of the employees it represents individually or collectively cause, sanction, honor or engage in any strike, sit-down,

stay-in, sick-out, slow-down, speed-up, work to rule or in any other type of job action, curtailment of work, restriction of production or restriction of service during the term of this Agreement.

ARTICLE 7. WORK SCHEDULE

A Hours of Work

The District Manager or designee shall determine the work schedule. The District Manager or designee shall schedule employees to work on regular work shifts, having regular starting and quitting times, currently set at 0700 and 1530, with one additional coverage shift from 0800 and 1630. The District Manager may implement a work schedule that provides for weekend work.

B. Standby Duty

Because of the potential consequences of an operating failure in the District's treatment plants and pumping stations, it is necessary that all qualified and certified District employees must be available during non-working hours to receive and respond to emergency calls pursuant to Personnel Manual (11-06) Section 2.07 C. The District Manager may require work specific qualified employees to be on call during non-working hours, including Saturdays, Sundays and holidays.

The District may also contact an employee by phone and each employee who is contacted by phone outside their regular work hours to engage in a work related situation will receive a minimum of thirty (30) minutes of pay.

There will be only one two (2) hour payment for each two hour call out measured home portal to home portal.

Stand-by employees must also be prepared to comply with all District safety and substance abuse policies.

C. Changes in Work Shifts

The District shall have the sole discretion to determine the number, type, duration and start time of regular shifts for any classification and will provide employees a three (3) day notice.

D. Lunch and Meal Breaks

Lunch and Meal Breaks will be in accordance with Section 2.05 of the Personnel Manual (11-06).

ARTICLE 8. OVERTIME

Overtime is defined as work outside of the employee's regular work hours and as specified in 2.06B of the Personnel Manual (dated May-10, 2016.) It is the District's general policy to avoid the need for overtime work whenever possible. Overtime will be paid in quarter hour increments. All overtime work must be authorized in advance by the appropriate supervisor, except in cases of emergency.

ARTICLE 9. COMPENSATORY TIME OFF

A non-exempt employee may elect to be compensated for overtime with compensatory time off on the basis of 1.5 hours of time off for each hour of overtime worked at the discretion of the immediate supervisor, and approval of the District Manager, with due regard to District needs.

Compensatory time off may be accrued up to a maximum of eighty (80) hours of compensatory time in a calendar year. Once an employee accrues eighty (80) hours of compensatory time off, the employee ceases accruing compensatory time off. Compensatory time off may be carried over from one year to the next but an employee may not have more than 80 hours of compensatory time on the books at any time. Excess compensatory time off shall be considered overtime and paid for on the first paycheck after the accumulated total exceeds 80 hours. An employee, who wishes to use compensatory time off, must fill out a "Leave Request" form. Use of compensatory time off must be approved in advance by the employee's supervisor.

Any employee who separates from District employment shall be paid for all unused compensatory time at the employee's salary at the time of the separation.

ARTICLE 10. PROBATIONARY PERIOD

A. All regular employee initial and promotional appointments to permanent full-time positions shall be subject to a probationary period. The probationary period shall be for six (6) months from the date of hire or promotion. An employee's probationary period may be extended by the District Manager, upon recommendation of the employee's immediate supervisor, for a period of up to six (6) additional months to allow further observation of an employee's work performance or as otherwise appropriate. Periods of time during unpaid absences shall automatically extend the probationary period by the number of days of the absence. Further, periods of time on paid leave exceeding ten (10) working days shall automatically extend the probationary period by that number of days the employee is on leave.

B. Employees may be terminated during the probationary period for any reason and at any time, without cause, without notice, and without any right of appeal.

C. When a permanent employee is promoted, a promotional probationary period shall begin on the effective date of the promotion. During the probationary period of a promoted employee, the department manager may recommend that the employee be demoted to the former position, range and salary if the employee's performance and/or conduct do not meet the standards set for the position to which the employee was promoted. An employee on promotional probation shall have no rights of tenure in the promotional position and may be returned to his/her former position without cause, without notice and without any right of appeal.

D. Successful completion of the probationary period does not provide the employee any additional, or greater, rights to employment than those held by regular employees.

E. An employee will not under any circumstances have successfully passed probation until the employee receives written notification from the District Manager, prior to the expiration of the employee's probationary period.

ARTICLE 11. JOB CLASSIFICATIONS

Classified Positions

The District Manager, or his/her designee, shall recruit and appoint personnel to classified positions. The District may use any legitimate recruitment procedure for attracting qualified applicants.

The District Manager is the only District employee authorized to hire District employees. All candidates recommended for appointment by a department head are to be interviewed by the District Manager or his/her designee prior to appointment. This includes part-time, temporary, seasonal and promotional appointments.

COMPENSATION AND BENEFITS

ARTICLE 12. WAGES

MOU. The District's current Classification Plan and Salary Plan is attached as Exhibit A to this

ARTICLE 13. DEFERRED COMPENSATION PLAN

Employees may contribute a portion of their salary in accordance with Internal Revenue Service (IRS) regulations to be invested into a Deferred Compensation Plan. Plan information may be obtained from the General Manager or designee.

Supplemental Income Trust Fund/SIP 401(k) Plan

In recognition of the changes in Article 21 for employees hired prior to November 1, 2008 the District shall contribute to the WCT Supplemental Income Trust Fund for the purpose of providing a defined contribution plan for each employee monthly sums to be computed as set forth below:

The District shall contribute One Hundred and Forty Four Dollars (\$144.00) per month for each employee who has worked or been paid for one hundred sixty hours (160) straight-time hours or more during said month. For employees working less than said one hundred sixty (160) straight-time hours, the payment shall be computed at the rate of Ninety Cents (\$0.90) for each straight-time hour worked or paid for.

ARTICLE 14. VACATION

follows: All full time employees (probationary and regular) are eligible to accrue vacation as

<i>Years of Service Completed</i>	<i>Days of Vacation Earned Annually</i>
One Year of Service	10 days
Five Years of Service	15 days
Fifteen Years of Service	20 days
Twenty Years of Service	21 days
Twenty-One Years of Service	22 days
Twenty-Two Years of Service	23 days
Twenty-Three Years of Service	24 days
Twenty-Four or more Years of Service	25 days

Once an employee has reached the maximum cap on accrual for his/her particular years of service, as specified in 3.03.L of the Personnel Manual (dated May-10, 2016), the employee ceases accruing vacation. When the employee's vacation accrual falls below the maximum cap on accrual, the employee will resume accruing paid vacation time.

Part-time regular employees (both benefited and non-benefited) are eligible to accrue vacation leave on a pro rata basis. Temporary, seasonal, and emergency employees are not eligible to accrue paid vacation leave.

Eligible employees begin accruing paid vacation time as of the date of hire. Employees may request to take accrued vacation upon completion of at least six months of continuous service with the District, subject to approval by their supervisor. Employees may not request to take vacation that they have not yet accrued.

If a District-paid holiday falls within the employee's scheduled vacation, the employee will be credited with the holiday pay, and will not be charged vacation for that day.

Employees who separate from District service will be paid for any accrued but unused vacation time at the time of separation from District service.

Use of vacation leave must be approved in advance by the employee's supervisor. Employees shall give at least two (2) weeks' notice of a vacation leave request of five or more days and fill out a "Leave Request" form.

Deficit vacation leave requests (requesting vacation leave when an employee has a negative leave accrual balance) will not be approved. Leave taken in excess of that which is accrued will be considered leave without pay.

ARTICLE 15. HOLIDAYS

The following are the official District holidays and the date of their observance during which regular full-time employees shall be entitled to receive time off with pay:

<i>Holiday</i>	<i>Date of Observance</i>
New Year's Day	January 1
Martin Luther King, Jr. Day	3rd Monday in January
Presidents' Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Columbus Day	2nd Monday in October
Veterans Day	November 11
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
Floating Holiday	*

*Each employee shall be entitled to one full day "Floating Holiday" per calendar year. The floating holiday must (1) be scheduled so as not to interfere with work requirements, and (2) be approved in writing at least 15 days in advance by the employee's immediate supervisor. It is expected that a Floating Holiday will be used during the calendar year in which it is granted as it does not accrue.

When a holiday falls on a Sunday, the following Monday will be observed as the holiday.
When a holiday falls on a Saturday, the preceding Friday will be observed as the holiday.

Only full-time probationary and regular employees of the District are eligible to receive paid holidays. Full time employees will be paid eight hours per holiday. Employees working an alternate work schedule, such as a 9/80, will also receive 8 hours of paid leave per holiday.

ARTICLE 16. SICK LEAVE

A. Accrual

Eligible employees may accrue paid sick leave time off to be used only in the event of the illness or injury of the employee or the employee's family (parent, spouse, domestic partner, or children only), or for the employee's or the employee's family's medical/dental or other appointment with a licensed health care provider for examination or treatment.

Full time employees (regular and probationary) earn paid sick leave at the rate of eight (8) hours for each calendar month of service. Part-time regular employees (both benefited and non- benefited) accrue paid sick leave on a pro-rata basis. Temporary and seasonal employees do not accrue paid sick leave.

B. Certification

If an employee is absent because of illness, he/she must notify his/her supervisor within one half hour of the time the employee is scheduled to report for work. An ill or injured employee is expected to call personally. Should the employee be hospitalized and if for some reason it is not possible to call, the employee must explain the reason upon return to work.

The District typically requires an employee who has been absent from work for three (3) consecutive workdays to provide certification of illness or injury from a healthcare provider before returning to work. As provided for in Section 3.03 of the Personnel Manual (11-06) the District Manager may require such certification after an absence shorter than three days.

C. Integration with Workers Compensation Benefits

An employee receiving workers' compensation insurance benefits will have his/her sick leave, vacation and compensatory time off benefits integrated, unless the employee indicates in writing that the employee does not desire that to occur, so that the employee's pay equals, but does not exceed, the employee's regular straight-time earnings **with employee's permission**.

D. Use of Sick Leave

In cases where the employee knows in advance of the need to take sick leave, the employee shall complete the Leave Request Form in advance of the requested time off and receive approval for the use of sick leave time prior to its use. Employees on unanticipated sick leave shall complete the leave request form immediately upon return to work. The District reserves the right to require a statement from a certified healthcare provider whenever an employee misses work and takes sick leave under this policy. This statement must contain: 1) a verification that the employee had a health justification for his/her absence from work; 2) the beginning and ending dates of the health-related absence; and 3) a statement that the employee is released to work. If the health care provider recommends any work restrictions be placed on the employee, the certification must set forth those restrictions, as well as the anticipated duration of those restrictions. Violation of sick leave provisions will result in disciplinary action.

E. Separation From Employment

Upon separation from District employment, an employee is entitled to receive payment for any unused sick leave pursuant to Section 3.03 A.3d. of the Personnel Manual (dated May 10, 2016).

F. Sick Leave Abuse

Sick leave is to be used only in the case of real sickness, disability, medical or dental care for the employee or to attend to the health needs of an immediate family member. If the supervisor finds that an employee is abusing the sick leave program, those findings will be reviewed by the District Manager or designee and presented to the employee. The employee may request the presence of the Shop Steward. The employee shall be notified in writing that he/she will be required to provide a doctor's certification for any additional sick leave. This requirement, once invoked, will remain in effect for a period of six (6) months. At the end of the six month period, the employee and his/her immediate supervisor and the District Manager will review the employee's sick leave record and decide if the requirement should be continued or discontinued. In any case, the employee shall receive a written notice outlining the decision. Failure of an employee to provide a doctor's certification when required under these terms may result in a loss of pay for the day(s) or time in question.

ARTICLE 17. OTHER LEAVE WITH PAY

A. Bereavement Leave

Leave will be granted in accordance with Section 3.03 I. of the Personnel Manual (dated May 10, 2016).
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B. Jury Duty and Court Witness Leave

An employee who receives a jury duty summons or a witness subpoena shall bring the summons or subpoena to the employee's supervisor within three (3) working days of receipt so that arrangements can be made to accommodate the employee's need for time off. Employees must keep their supervisors informed of jury or witness service schedule. If called to jury duty or witness duty, any regular full-time employee will be paid up to a maximum of ten (10) working days per year for the working hours lost while on jury or witness duty. Payment for working days lost while on Jury Duty in excess of (10) working days will be at the discretion of the District Board.

This policy does not apply to witnesses testifying as an expert in any matter. Employees wishing to testify as an expert witness must apply for unpaid leave or use vacation, floating holiday, or compensatory time off. For the period of District-paid jury or witness leave, any Court- issued payment, with the exception of travel pay, shall be submitted to the District.

C. Military Leave

Military leave shall be granted in accordance with applicable state and federal law.

ARTICLE 18. PERSONAL LEAVE WITHOUT PAY

The District, in its sole discretion and such discretion is not grievable, may permit employees to be on personal leave without pay for a maximum of six (6) months. Employees must obtain permission in writing for personal leave without pay from the District Manager. Leave without pay in excess of six (6) months will not be granted unless specifically approved by the District Board upon recommendation of the District Manager Engineer. Personal Leave without pay shall be granted only after all other applicable available accrued leave time is exhausted.

Employees on personal leave without pay will not accrue vacation, sick leave or other benefits, or receive service credit. Depending on the length of leave, the employee's anniversary date may be adjusted to thereby delay any scheduled date for salary increase. Health and life insurance benefits ordinarily provided by the District, and for which the employee is otherwise eligible, will be continued but not to exceed thirty (30) days. After thirty (30) days, an employee may elect to continue health insurance benefits at their own expense.

Failure of an employee on leave without pay to report to work promptly at the conclusion of the approved leave without pay shall be considered a voluntary resignation effective as of the scheduled return to work date.

ARTICLE 19. INDUSTRIAL INJURY LEAVE

Incidents involving injury or illness of an employee in connection with District employment must be reported promptly to the employee's supervisor.

Employees suffering injuries in the course and scope of their work may be entitled to workers' compensation benefits in accordance with state law. To the extent that earned compensatory time off, or vacation leave and sick leave time is available, an employee on workers' compensation leave may choose to be paid the difference between his/her full salary and the compensation insurance payment he/she receives. Or, an employee may elect to receive only the workers' compensation benefits to which the employee is entitled under state law rather than have his/her available accumulated leave charged while on workers' compensation leave.

ARTICLE 20. SPECIAL PAYMENTS

A. Certificates/Licenses

When certificates are required for a position, the District will reimburse the employee for the cost of renewing the certificate.

The District will provide reimbursement for employees who renew/maintain their Class B Drivers Licenses that are required by their job description.

Employees who receive certification reimbursement or awards are responsible for keeping that certificate current.

Payment of Certificates will be in accordance with the Personnel Manual (dated May 10, 2016).

B. Safety Shoes

The District provides an allowance of \$300/year for safety shoes in conformance with the District's safety policy.

C. Meal Allowance

Employees will be reimbursed in accordance with IRS guidelines.

ARTICLE 21. HEALTH & WELFARE BENEFITS AND RETIREMENT

A. Health and Welfare Coverage

The health insurance coverage available for eligible full-time regular employees will be in accordance with the Personnel Manual Section 4 (Insurance Benefits) as of the date the Board of Directors adopts this MOU, which is currently through the Association of California Water Agencies Joint Powers Insurance Authority (JPIA).

If an employee elects to participate in District offered medical insurance, the District's contribution towards the premium cost of any District offered medical plan for an eligible full-time regular employee and their dependents shall not exceed the monthly premium for the Anthem Blue Cross Advantage PPO Plan (Family Incentive Rate) offered through the JPIA. This monthly premium is the maximum contribution to be paid by the District and is the full and total contribution amount that the District will contribute toward medical benefits. Employees who select a medical plan with a higher monthly premium than the maximum monthly premium paid by the District shall pay the difference through payroll deduction. Should an employee select a medical plan with a lower monthly premium than the maximum monthly premium paid by the District, the District's contribution shall be limited to the cost of the monthly premium.

Dental Care Insurance will be provided as per Section 4.07 of the Personnel Manual (dated May 10, 2016.) The District will provide coverage equivalent to the JPIA Delta Dental PPO Plan (\$2,000 Annual Max Benefit.)

Group Life Insurance will be provided to employees at the rate of double the employee's annual base pay rate up to \$200,000 total. Eligibility begins after 30 consecutive days of employment. The District pays all premiums for regular full-time employees only. This plan does not provide benefits to retirees.

B. Retirement

The retirement coverage for current active employees hired by the District will be in accordance with the District Personnel Manual (dated May 10, 2016) Section 5.

Effective July 1, 2016, employees are responsible for 100% of the employee contribution to the PERS retirement system.

Further, the District's contribution towards each eligible employee's gross monthly compensation to PERS shall comply with the California Public Employees' Pension Reform Act of 2013 (PEPRA).

C. Retiree Medical

Retiree medical will be provided in accordance with the District Personnel Manual (June 14, 2011) Section 5.

D. Supplemental Income Trust Fund/SIP

For employees hired on or after November 1, 2008 the District shall contribute to the WCT Supplemental Income Trust Fund for the purpose of providing a post-retirement medical defined contribution plan for each employee monthly sums to be effective and computed as set forth below:

In recognition of the changes in Article 21, for employees hired after November 1, 2008 the District shall contribute to the WCT Supplemental Income Trust Fund for the purpose of

providing a defined contribution plan for each employee monthly sums to be computed as set forth below:

The District shall contribute One Hundred and Forty Four Dollars (\$144.00) per month for each employee who has worked or been paid for one hundred sixty hours (160) straight-time hours or more during said month. For employees working less than said one hundred sixty (160) straight-time hours, the payment shall be computed at the rate of Ninety Cents (\$0.90) for each straight-time hour worked or paid for.

E. Medicare

All employees hired after April 1, 1986 shall be required to participate in Social Security's Medicare Coverage Program. The cost of the program will be deducted from the employee's salary.

ARTICLE 22. EVALUATIONS

All regular employees shall receive an annual performance evaluation. This evaluation will be reviewed with the employee in a pre-planned private counseling session. A copy of the final evaluation shall be given to the employee. All evaluations will be performed in a timely manner, no later than thirty (30) days after the evaluation is due.

ARTICLE 23. DISCIPLINE

A. General Rules of Conduct

It is expected that all employees shall render the best possible service and reflect credit on the District. Therefore, the highest standards of professional conduct are essential and expected of all employees.

B. Disciplinary Actions

The District may invoke the following types of disciplinary actions:

1. Oral Counseling or Reprimand;
2. Written Reprimand;
3. Suspension without Pay;
4. Reduction in Pay;
5. Demotion;

6. Disciplinary Probation; and
7. Discharge/Termination

C. Grounds for Discipline

Personnel Manual (11-06) Section 6.03 shall be the appropriate authority for this section
C.

D. Authority to Discipline

Any authorized supervisory employee may institute disciplinary action for cause against an employee under his/her supervision in accordance with the procedures outlined in these Rules.

E. Pre-Discipline Procedure

1. For an oral counseling, oral reprimand or written reprimand, an employee may submit a written response to the discipline which shall be lodged in the employee's personnel file. No further appeal shall be permitted.

2. For all other discipline, the District shall issue a notice of intent to impose discipline, which shall describe the intended discipline, include a summary of the facts on which the intended discipline is based, and attach any documents upon which the intended discipline is based. The notice shall state that the employee has a right to respond, orally and/or in writing, before the discipline is imposed. A meeting with the District Manager or designee who shall be a neutral decision-maker shall be scheduled approximately one (1) week from the date of the notice, unless a different time and/or date is set by mutual agreement. The employee may bring a representative of his/her choice; however, the inability of a particular representative to attend the meeting shall be cause requiring continuance of the meeting. The meeting shall not be an evidentiary hearing, and the employee shall not have the right to call or examine witnesses at this meeting. Rather, the employee shall be provided the opportunity to respond to the charges and to present any new information the employee believes the District should consider.

3. At some reasonable time after the employee has been provided the opportunity to respond to the notice of intent, the District shall render a written decision. If the decision is to issue discipline, the notice shall be a final notice of discipline. The notice shall include the final decision, the effective date of the discipline, and the facts upon which the discipline is based.

F. Post-Discipline Appeal

For suspensions of five (5) working days or more, demotions and terminations, employees shall have the right to appeal from the final notice of discipline.

1. The notice of appeal must be in writing and must be received by the District Manager within seven (7) working days from the date of the final notice of discipline. Failure to timely file a written notice of appeal shall constitute a forfeiture of the employee's right to appeal the discipline.

2. The appeal shall be heard by an independent hearing officer selected by the District.

3. The District shall pay the cost of the hearing officer. Either party or the hearing officer may request that the hearing be transcribed. If the hearing officer or the District requests that a court reporter transcribe the hearing, the District shall pay the cost of the court reporter and one transcript for each party. If only the employee desires that the hearing be transcribed, the employee shall pay the cost of the court reporter and for the cost of the employee's copy of the transcript.

4. The hearing officer shall have the authority to convene the hearing, receive evidence through testimony and documents and to make findings of fact and conclusions about the discipline. Within two (2) months of the close of the hearing, the hearing officer shall serve a recommended decision on the District Manager and the employee. The hearing officer's decisions must contain detailed findings of fact relating to the disciplinary charges. The decision may include a recommendation regarding outcome, but the final decision regarding discipline rests with the District Manager. After consideration of the hearing officer's recommended decision, the District Manager shall issue a final decision in writing. The District Manager's decision is reviewable by administrative writ of mandamus within the timeframes established by law.

ARTICLE 24. GRIEVANCE PROCEDURE

A. Definitions

A "grievance" shall mean a complaint concerning the interpretation or application of this Memorandum of Understanding. This grievance procedure may not be used for any of the following: to change wages, hours or working conditions; to challenge the content of performance evaluations, to contest discipline; or to challenge a reclassification, layoff, transfer, denial of reinstatement or denial of salary increase. If any party initiates litigation, including but not limited to, administrative proceedings with a state or federal agency such as OSHA, EEOC, DFEH, PERB, etc. concerning a matter which is otherwise subject to the grievance process, the other party may (at their discretion) deem the litigating party as having elected judicial/administrative remedies and waived any rights under this grievance procedure.

A "grievant" is any employee adversely affected by an alleged violation of the specific provisions of the MOU, or the Union, on behalf of one or more represented employees adversely affected by an alleged violation of the specific provisions of the MOU. An employee has the right to the assistance of a representative in the preparation of a written grievance and to be represented in all grievance meetings.

B. Procedure

1. Grievances must be in writing, and initiated within ten (10) working days following the occurrence, or knowledge of the events on which the grievance is based. Failure to do so will result in the grievant being barred from advancing the grievance. A grievance, or a copy of the grievance, should be provided to the grievant's supervisor and the District Manager.

2. Elements of a Grievance

The written grievance should include:

- a. a description of the specific facts and grounds upon which the grievance is based including the names, dates, and places necessary for a complete understanding of the grievance;
- b. a specific explanation of how the grievant has been adversely affected;
- c. listing of the provisions of the MOU which are alleged to have been violated;
- d. a listing of specific actions requested by the grievant of the District which will remedy the grievance, including a specific dollar amount, and the basis for the dollar amount, of any alleged damages at issue, provided the employee has access to relevant financial data;
- e. a statement declaring self-representation or the selection of representation by the Union for said grievance
- f. the printed name and signature of the grievant
- g. the name, address and telephone number of the persons(s) to whom notices may be sent regarding the grievance; and
- h. date of grievance

Grievances that fail to include these elements may not be considered or appealed unless the District waives this section.

3. Waiver of Timelines

Any level or review, or any time limits established in this procedure may be waived or extended by mutual agreement confirmed in writing. If a particular grievance is of an unusual or unique nature, which may place it outside the scope of authority of an immediate supervisor, the grieving party may contact the District Manager to determine the appropriate level for filing such grievance. The determination of the District Manager in this regard shall be final.

4. Level I - Informal Resolution

It is the intent to deal with and resolve grievances informally, at the nearest practical organizational level, and as promptly and fairly as possible.

An employee who has a grievance shall first try to settle it through discussions with the employee's immediate supervisor. The immediate supervisor shall respond within thirty (30) working days which may be extended ten (10) working days with notice to the grievant. Any decisions rendered shall be consistent with the authority to do so.

5. Level II-District Manager

If the employee is not satisfied with the outcome of the informal resolution, the employee may file a formal written appeal to the District Manager within five (5) working days after the date a decision was rendered by the supervisor. The appeal shall contain an explanation why the grievant believes the decision of the supervisor was unsatisfactory.

In considering the grievance the District Manager or designee may, but is not required, to schedule a meeting with the grievant and/or other relevant persons. If the District Manager or designee schedules a meeting, the District Manager or designee shall have the right to decide how the meeting is conducted. The meeting shall not be a formal hearing, and examination and cross-examination of witnesses typically shall not be permitted.

The District Manager or designee shall submit a written decision within the later of either twenty (20) working days after receipt of the grievance or the grievance meeting(s).

6. Level III-Appeal to Non-Binding State Mediation

If the Union is dissatisfied with the District Manager's or designee's response, the Union has the sole right to appeal the decision by submitting a request for non-binding mediation. The appeal must be received by the District Manager within ten (10) working days of the District Manager's or designee's response to the grievance.

The Union and District shall attempt to agree upon an mediator. If no agreement can be reached, they shall request that the State Conciliation Service to supply a mediator experienced in hearing grievances involving public employees.

If either the District or the Union so requests, a mediator shall hear the merits of any issue raised regarding process first. No hearing on the merits of the grievance will be conducted until the issue of process has been decided.

The mediator shall, as soon as possible, hold a hearing and hear evidence regarding the grievance.

Following the hearing, and receipt of post-hearing written argument, if any, the mediator shall submit written findings if requested by both parties and a non-binding recommendation to the District's Board of Directors. The District Manager and the Union shall receive a copy. The Board of Directors may accept, reject or modify the recommendation(s). The Board shall issue a written decision which shall be provided to the Union. The decision of the Board of Directors shall be final.

ARTICLE 25. FULL UNDERSTANDING

A. The parties agree that this MOU sets forth the full and entire understanding of the parties regarding the matters set forth herein.

B. Except as specifically otherwise provided herein, it is agreed that neither the District nor Union shall be required to meet and confer with respect to any subject or matter covered in this MOU.

C. All Ordinances, Resolutions, Rules and Practices not inconsistent with this MOU, whether known by the parties at the time this MOU was negotiated and signed or not, shall not be superseded, modified or repealed by implication or otherwise by this MOU.

ARTICLE 26. SEVERABILITY

If any provisions of this agreement should be held invalid or restrained by operation of law or by any court of competent jurisdiction, the remainder of this agreement shall not be affected thereby and the parties shall enter into negotiations for the sole purpose of arriving at a mutually satisfactory replacement for such provision.

CCWD General Manager



Teamsters Local 856

Dated _____

Dated: 10/5/17

Exhibit A - Classification and Salary Plan for Period July 1, 2017 through June 30, 2018 Effective

July 1, 2017 the salary ranges for the classifications listed below are as follows:

<i>Employee Position</i>	<i>Fiscal Year 2017-2018 Hourly Range</i>
Water Treatment Plant Supervisor	\$54.05 – \$65.86
Distribution Supervisor	\$47.78 - \$58.23
Sr. Water Treatment Plant / Distribution Operator	\$44.37 – \$54.05
Water Treatment Plant / Distribution Operator	\$32.18 - \$39.23

Effective July 1, 2017 and each July 1 thereafter over the term of this agreement, the classifications listed above will receive an annual Cost of Living Adjustment (COLA), based on the Consumer Price Index (CPI). The CPI used shall be based on the preceding February-February CPI movement for the SF-Bay Area Index W, 82-84=100 (U.S. Bureau of Labor Statistics, Consumer Price Index - Urban Wage Earners and Clerical Workers – San Francisco-Oakland-San Jose, CA). By agreement of the parties, the District implemented the first COLA increase (3.3%) for FY 2017-2018 effective July 1, 2017, and this increase is reflected in the above-referenced salary ranges.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: October 10, 2017

Report

Date: October 6, 2017

Subject: Potential Acquisition of Permanent Easement for Water Pipeline on 12001-12291 San Mateo Road, Half Moon Bay, CA and Designation of District Real Property Negotiators

Recommendation:

Designate the General Manager and Assistant General Manager as the District Real Property Negotiators for the potential acquisition of a permanent easement for a water pipeline on 12001-12291 San Mateo Road, Half Moon Bay.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: October 10, 2017

Report

Date: October 6, 2017

Subject: Assistant General Manager's Report

Recommendation:

No Board action required.

Advanced Metering Infrastructure (AMI) and Meter Installation Update

At the September 2017 Board Meeting, the Board approved an agreement with Professional Meters Inc. (PMI) for meter replacement and installation of AMI meter transmission units District-wide.

PMI is now mobilized to begin installation of meters and AMI beginning November 1, 2017. PMI will bring in a crew of 4-5 experienced installers, and each installer is expected to handle 25-30 meter and meter transmission unit installations per day. Installations are expected to be completed in early 2018. PMI employees will wear uniforms, and all of their vehicles will have a logo for identification. PMI utilizes a workflow tracking database that will integrate with our utility billing system allowing for systematic uploads of meter swap data. PMI also utilizes proven quality control checks to minimize errors, including taking before and after photographs of each meter installation.

Cathleen Brennan is spearheading outreach to our customers. In late October, all customers will receive a mailing (see attached flier.) Cathleen will also be updating our website with FAQ's and will be reaching out to key stakeholders around the District including the city, law enforcement, and homeowner associations.



Advanced Water Meter Infrastructure



Coastside County Water District is investing in new water meter infrastructure. The improvements include replacing all the District's small meters and installing a secure radio read network that is known as advanced metering infrastructure or AMI.

The installations are planned to begin in November of 2017 and should be completed by March of 2018. The AMI system will provide the District with automated meter reads for our customers throughout the service area. It will also provide the District with hourly meter readings which will assist the District in contacting customers with high water usage due to possible leaks.

Water Meters

The District's small meters have an average age of 20 years and have reached the end of their useful life. The new meters will use ultrasonic, solid-state technology that is suitable for residential and commercial water services.



Most of the large meters and a very small portion of residential meters have already been replaced by the District and are compatible with the Advanced Meter Reading technology. These meters will just have a meter transmission unit attached and the meter lids replaced.

Advanced Meter Reading

The District is installing the Aclara Fixed Network AMI STAR[®] System. The component attached to water meters is called the meter transmission unit (MTU) and this radio unit transmits meter readings every six hours to a data collection unit (DCU). From the DCU, the meter readings are sent to a database from which the District can access the meter readings and import them into our utility billing database.

Coastside County Water District

766 Main Street, Half Moon Bay CA 94019

www.coastsidewater.org

customerservice@coastsidewater.org | (650) 726-4405



How You Can Help

Let family members, tenants and neighbors know about the upcoming installation program. Please provide safe access to the installers by:

- Clearing all obstructions, including bushes and fencing near your meter
- Unlocking any gates that would prevent installers from accessing meters
- Moving vehicles, so they do not block access to meters
- Securing pets away from the water meter

Installation – What to Expect

Most of the installations of the new meters and the meter transmission units will be performed by Professional Meters, Inc. (PMI). PMI employees will have personal identification and all of their vehicles will have a logo for identification. District staff will be focused on the more challenging installations, including dedicated fire services.



The installation will take about 30 minutes to complete and your water will be turned off during the installation. When the work is complete, the installer will leave a door hanger explaining the procedures that took place and communicating any further action needed by the customer. You may notice a new meter lid and for quality control purposes the installer will take before and after photographs. There will be planned and random quality assurance checks by both the installer and by District staff after installations.

Contact Information

Professional Meters Inc., (PMI): (866) 270-7991 (toll free)

Coastside County Water District: (650) 726-4405 | customerservice@coastsidewater.org

- Visit our website for more information <http://www.coastsidewater.org/meter.html>

Thank you for your cooperation and patience during this transition to an advanced water metering infrastructure.



MONTHLY REPORT

To: David Dickson, General Manager
From: James Derbin, Superintendent of Operations
Agenda: October 10, 2017

Report
Date: October 6, 2017

Monthly Highlights

- The La Nebbia Winery bypass pipeline is complete. A 5 year access agreement is in place until a formal easement can be recorded.
- El Granada Tank 3 is back in service, retaining wall and paving complete, punch list walk through to be scheduled later this month.
- Denniston Dredging started the first week of October.
- District staff poured concrete walkway and entrance pad at the new Denniston Treated Water Pump Station.
- Downed trees below El Granada Tank 2 removed.
- New sedimentation scraper motor was installed by contractor at Denniston WTP.
- Lightning strikes on the evening of 9/10/17 damaged a PLC at Crystal Springs Pump Station and modem at Cahill Tank. Staff is working with Calcon Systems on installation of lightning arrestors at appropriate sites.

Source of Supply

Denniston Wells 1 and 9, with Denniston and Crystal Springs Reservoirs as the source of supply in August. Denniston and Nunes Water Treatment Plants ran every day in September.

System Improvements

- New Clow 960 hydrant was installed at McDonalds.
- New surface wash valves/actuators installed Nunes filter #2.
- New main entrance doors installed by contractor at Nunes WTP.

Regulatory Agency Interaction

- Joe Guistino notified SWRCB DDW staff of his retirement and introduced new Superintendent of Operations, James Derbin.

Projects

Wavecrest Pipeline

Contractors for the Best Western at Cameron's Pub completed the installation of the 8" water main to the hotel complex. Andreini Brothers installed 260' of a new 2" HDPE service line to serve two existing structures unrelated to the hotel project. Old 2" tap to main pending abandonment.

Denniston Pump Station and Bridgeport Transmission Main Project

Booster pump motor #2 was pulled and sent back to manufacturer due to failed vibration performance test. The top bearing was deemed faulty and replaced. Motor will be reinstalled. Vibration testing will be conducted before this unit is accepted by the District.

Automatic Meter Infrastructure

Staff has set up Conex boxes to store meters/components and lids at Alves Tank site to support the AMI project scheduled to begin November 1. Staff is installing MTUs on existing meters that can be converted to AMI.

Downtown 2" Main Replacement Project

Andreini Brothers Construction will start on this project later this month. Staff is coordinating with PGE paving schedule.

Pilarcitos Canyon Storm Repair Mitigation

Quest Engineering has submitted final plans. Work will go out to bid in the next few months for the remaining improvement work to finalize the temporary road repairs.

STAFF REPORT

To: Board of Directors
From: Cathleen Brennan, Water Resources Analyst
Agenda: October 10, 2017
Report Date: October 4, 2017
Subject: Water Resources

Informational Report: Validated Water Loss Audit Reporting

Urban water suppliers are required to submit a water audit report to the California Department of Water Resources with their urban water management plans. The District complied with this requirement in the District's 2015 Urban Water Management Plan.

With the recent passage of Senate Bill 555, water loss audits must be validated and must be submitted annually to the California Department of Water Resources by urban retail water suppliers. The validated water audits along with supporting documentation must be electronically submitted by October 1st of each year.



For the 2017 submittal, the District participated in the Water Loss Control Collaborative Technical Assistance Program (TAP) facilitated by the California-Nevada section of the AWWA. The District's validated water audit and supporting documents were submitted to the California Department of Water Resources on September 27, 2017.

If the Water Loss Control Collaborative TAP is not available to the District in 2018, the District will need to hire a qualified consultant to validate the District's 2018 water audit. There should be more information from the California Department of Water Resources regarding validation requirements and validator credentials before the end of the year.