

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**SPECIAL MEETING OF THE BOARD OF DIRECTORS**

**Tuesday, October 11, 2011 - 5:30 p.m.**

**AGENDA**

**1) ROLL CALL**

**2) PUBLIC COMMENT**

Members of the public may address the Board of Directors on the items on the agenda for this special meeting. The Chair requests that each person addressing the Board complete and submit a speaker slip, and limit their comments to three (3) minutes.

**3) CLOSED SESSION**

**A. Public Employee Performance Evaluation**  
(Cal. Govt. Code §54957): Title: General Manager

**B. Conference with Legal Counsel**  
Pursuant to California Government Code Section §54956.9(b)  
Anticipated Litigation - Significant Exposure to Litigation: One Case

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

**A. Possible Amendment to General Manager's Employment Contract/  
Compensation**

**5) ADJOURNMENT**

***Accessible Public Meetings*** - Upon request, the Coastside County Water District will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, telephone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least two (2) days before the meeting. Requests should be sent to: Coastside County Water District, Attn: Alternative Agenda Request, 766 Main Street, Half Moon Bay, CA 94019.

**COASTSIDE COUNTY WATER DISTRICT**  
**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MEETING OF THE BOARD OF DIRECTORS**

**Tuesday, October 11, 2011 - 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](http://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 COMMENTS**

*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, 2011: Claims: \$1,122,546.14; Payroll: \$ 102,739.30; for a total of \$1,225,285.44 ([attachment](#))
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of September 13, 2011 Board of Directors Meeting ([attachment](#))
- D. Approval of Minutes of September 27, 2011 Special Board of Directors Meeting ([attachment](#))
- E. Monthly Water Transfer Report ([attachment](#))
- F. Installed Water Connection Capacity and Water Meters Report and Non-Priority Lottery Recipients Status Update Report ([attachment](#))
- G. Total CCWD Production Report ([attachment](#))
- H. CCWD Monthly Sales by Category Report ([attachment](#))
- I. September 2011 Leak Report ([attachment](#))
- J. Rainfall Reports ([attachment](#))
- K. San Francisco Public Utilities Commission Hydrological Conditions Report for September 2011 ([attachment](#))
- L. Notice of Completion – El Granada Tank No. 3 Fencing Project ([attachment](#))

**5) MEETINGS ATTENDED / DIRECTOR COMMENTS**

**6) GENERAL BUSINESS**

- A. District Communications Plan ([attachment](#))
- B. Award of Contract for the Hazen's Tank Fence Project ([attachment](#))
- C. Quarterly Financial Review ([attachment](#))

**7) GENERAL MANAGER'S REPORT INCLUDING MONTHLY INFORMATIONAL REPORTS ([attachment](#))**

- I-Bank Loan
- Crystal Springs Intake Project

- A. Operations Report ([attachment](#))
- B. Water Resources Report ([attachment](#))

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

9) **ADJOURNMENT**

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Void Amount</u>	<u>Check Amount</u>
16526	COU05	RECORDER'S OFFICE	09/01/2011	0.00	24.00
16527	ALL04	ALLIED WASTE SERVICES #925	09/02/2011	0.00	323.91
16528	ATT01	AT&T MOBILITY	09/02/2011	0.00	49.99
16529	COA 15	COASTSIDE NET, INC	09/02/2011	0.00	59.95
16530	DEP02	CALIFORNIA DEPT OF FISH & GAME	09/02/2011	0.00	392.25
16531	HAR03	HARTFORD LIFE INSURANCE CO.	09/02/2011	0.00	1,770.07
16532	ICM01	VANTAGEPOINT TRANSFER AGENTS-1	09/02/2011	0.00	75.00
16533	KAI01	KAISER FOUNDATION HEALTH	09/02/2011	0.00	9,434.00
16534	LJM01	LARRY JOE MCCOLLUM	09/02/2011	0.00	4,000.00
16535	PAC01	PACIFIC GAS & ELECTRIC CO.	09/02/2011	0.00	28.83
16536	PAC02	PACIFICA CREDIT UNION	09/02/2011	0.00	450.00
16537	PAT05	DONALD PATTERSON	09/02/2011	0.00	140.70
16538	PUB01	PUB. EMP. RETIRE SYSTEM	09/02/2011	0.00	18,400.85
16539	STA09	STATE OF CALIFORNIA/FTB	09/02/2011	0.00	37.00
16540	TUR04	SUSAN TURGEON	09/02/2011	0.00	128.91
16541	UB*00933	NURSERYMEN'S EXCHANGE	09/02/2011	0.00	58.82
16542	UB*00934	NURSERYMEN'S EXCHANGE	09/02/2011	0.00	9,715.58
16543	UB*00935	NURSERYMEN'S EXCHANGE	09/02/2011	0.00	728.43
16544	UB*00936	NURSERYMEN'S EXCHANGE	09/02/2011	0.00	2,852.94
16545	UNI08	UNION BANK OF CALIFORNIA, N.A.	09/02/2011	0.00	335,851.89
16546	UNI09	UNION BANK OF CALIFORNIA	09/02/2011	0.00	254,610.00
16547	VAL01	VALIC	09/02/2011	0.00	1,500.00
16548	UB*00932	NURSERYMEN'S EXCHANGE	09/02/2011	0.00	32.59
16549	UB*00937	ROCH SWITLIK	09/12/2011	0.00	918.35
16550	ALV01	ALVES PETROLEUM, INC.	09/16/2011	0.00	2,229.98
16551	ASS01	HEALTH BENEFITS AUTHORITY (HBA	09/16/2011	0.00	21,484.48
16552	BFI02	BFI OF CALIFORNIA, INC.	09/16/2011	0.00	84.96
16553	CUL01	CULLIGAN WATER COM OF NO CA	09/16/2011	0.00	300.00
16554	DEP02	CALIFORNIA DEPT OF FISH & GAME	09/16/2011	0.00	168.00
16555	HAR03	HARTFORD LIFE INSURANCE CO.	09/16/2011	0.00	1,770.07
16556	ICM01	VANTAGEPOINT TRANSFER AGENTS-1	09/16/2011	0.00	75.00
16557	OCE04	OCEAN SHORE CO.	09/16/2011	0.00	1,184.55
16558	PAC01	PACIFIC GAS & ELECTRIC CO.	09/16/2011	0.00	9,497.84
16559	PAC02	PACIFICA CREDIT UNION	09/16/2011	0.00	450.00
16560	PUB01	PUB. EMP. RETIRE SYSTEM	09/16/2011	0.00	18,388.59
16561	RII01	JUSTIN RIIS	09/16/2011	0.00	37.00
16562	TEA02	TEAMSTERS LOCAL UNION #856	09/16/2011	0.00	775.00
16563	TWI01	STEVE TWITCHELL	09/16/2011	0.00	200.00
16564	VAL01	VALIC	09/16/2011	0.00	1,500.00
16565	WIN01	RAYMOND WINCH	09/16/2011	0.00	347.42
16566	ACC02	ACCURATE AIR ENGINEERING, INC	09/27/2011	0.00	1,058.81
16567	ADP01	ADP, INC.	09/27/2011	0.00	536.65
16568	ADV02	FRANK YAMELLO	09/27/2011	0.00	231.00
16569	AIR01	AIR & TOOL ENGINEERING CO.	09/27/2011	0.00	290.09
16570	ANA01	ANALYTICAL ENVIRONMENTAL SERVI	09/27/2011	0.00	30,896.77
16571	AND01	ANDREINI BROS. INC.	09/27/2011	0.00	5,002.40
16572	ANG01	ANGELO'S MUFFLER	09/27/2011	0.00	446.67
16573	ASS05	ACWA HEALTH BENEFITS AUTHORITY	09/27/2011	0.00	60.18
16574	ATT02	AT&T	09/27/2011	0.00	1,350.48
16575	ATT03	AT&T LONG DISTANCE	09/27/2011	0.00	75.83
16576	AZT01	AZTEC GARDENS, INC.	09/27/2011	0.00	190.00
16577	BAL04	BALANCE HYDROLOGICS, INC	09/27/2011	0.00	5,632.35
16578	BAR01	BARTKIEWICZ, KRONICK & SHANAHA	09/27/2011	0.00	1,985.26
16579	BAY03	BTEC	09/27/2011	0.00	570.80
16580	BAY05	BAY AREA WATER SUPPLY &	09/27/2011	0.00	148.00
16581	BAY10	BAY ALARM COMPANY	09/27/2011	0.00	801.21
16582	BIG01	BIG CREEK LUMBER	09/27/2011	0.00	44.64
16583	BRE01	CATHLEEN BRENNAN	09/27/2011	0.00	265.55
16584	CAL07	CHEMICAL TRANSFER COMPANY, INC	09/27/2011	0.00	608.26
16585	CAL08	CALCON SYSTEMS, INC.	09/27/2011	0.00	4,890.15
16586	CAL11	CALIFORNIA C.A.D. SOLUTIONS, I	09/27/2011	0.00	6,545.00
16587	CAR02	CAROLYN STANFIELD	09/27/2011	0.00	635.00

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Void Amount</u>	<u>Check Amount</u>
16588	CIV01	NEAL CIVJAN	09/27/2011	0.00	200.00
16589	COA01	COASTSIDE LAND SURVEYING	09/27/2011	0.00	847.50
16590	COA19	COASTSIDE COUNTY WATER DIST.	09/27/2011	0.00	58.71
16591	COM01	COMMUNICATION LEASING SERVICES	09/27/2011	0.00	791.25
16592	CSG01	CSG SYSTEMS, INC	09/27/2011	0.00	2,161.21
16593	DAL01	DAL PORTO ELECTRIC	09/27/2011	0.00	20,250.00
16594	EKI01	EKI INC.	09/27/2011	0.00	6,514.50
16595	EWI01	EWING IRRIGATION PRODUCTS	09/27/2011	0.00	67.87
16596	FIR06	FIRST NATIONAL BANK	09/27/2011	0.00	2,376.50
16597	GEM01	GEMPLER'S, INC.	09/27/2011	0.00	102.84
16598	GRA03	GRAINGER, INC.	09/27/2011	0.00	4,717.54
16599	HAC01	HACH CO., INC.	09/27/2011	0.00	4,307.26
16600	HAL01	HMB BLDG. & GARDEN INC.	09/27/2011	0.00	917.85
16601	HAL07	HALF MOON BAY POSTMASTER	09/27/2011	0.00	190.00
16602	HAL24	H.M.B.AUTO PARTS	09/27/2011	0.00	34.10
16603	HAN01	HANSONBRIDGETT. LLP	09/27/2011	0.00	4,254.70
16604	HIL01	SUZANNE HILGEMAN	09/27/2011	0.00	200.00
16605	HOD01	NICHOLAS HODSON	09/27/2011	0.00	98.00
16606	IRO01	IRON MOUNTAIN	09/27/2011	0.00	367.98
16607	IRV01	IRVINE CONSULTING SERVICES, IN	09/27/2011	0.00	2,690.00
16608	IRV02	IRVINE CONSULTING SERVICES, IN	09/27/2011	0.00	1,114.00
16609	JJA01	JJACPA, INC	09/27/2011	0.00	4,447.50
16610	KEN03	KENNEDY/JENKS CONSULTANTS	09/27/2011	0.00	30,541.22
16611	LOM01	GLENNA LOMBARDI	09/27/2011	0.00	99.00
16612	MET06	METLIFE SBC	09/27/2011	0.00	1,392.95
16613	MIS01	MISSION UNIFORM SERVICES INC.	09/27/2011	0.00	149.36
16614	MON07	MONTEREY COUNTY LAB	09/27/2011	0.00	4,464.00
16615	NOR03	NORTH AMERICAN FENCE & RAILING	09/27/2011	0.00	15,830.10
16616	OFF01	OFFICE DEPOT	09/27/2011	0.00	813.62
16617	ONT01	ONTRAC	09/27/2011	0.00	510.09
16618	PAU01	PAULO'S AUTO CARE	09/27/2011	0.00	48.09
16619	PHI02	PHIL'S TIRE PROS	09/27/2011	0.00	1,198.16
16620	PIT04	PITNEY BOWES	09/27/2011	0.00	231.00
16621	PRE01	PRECISION POWDER COATING	09/27/2011	0.00	350.00
16622	PRI01	PRINCETON WELDING , INC.	09/27/2011	0.00	664.00
16623	RIC01	RICOH AMERICAS CORPORATION	09/27/2011	0.00	128.48
16624	RIC02	RICOH AMERICAS CORP	09/27/2011	0.00	790.90
16625	RID01	ANN RIDDELL	09/27/2011	0.00	100.00
16626	ROB01	ROBERTS & BRUNE CO.	09/27/2011	0.00	7,855.64
16627	ROG01	ROGUE WEB WORKS, LLC	09/27/2011	0.00	281.25
16628	SAN03	SAN FRANCISCO WATER DEPT.	09/27/2011	0.00	184,240.80
16629	SAN05	SAN MATEO CTY PUBLIC HEALTH LA	09/27/2011	0.00	570.00
16630	SAN15	SAN MATEO RENTALS	09/27/2011	0.00	1,083.74
16631	SEW01	SEWER AUTH. MID- COASTSIDE	09/27/2011	0.00	1,140.00
16632	SIE02	SIERRA CHEMICAL CO.	09/27/2011	0.00	5,087.33
16633	STA03	CA DPH DRINKING WATER PROGRAM	09/27/2011	0.00	105.00
16634	STR01	ALLEN STROHMEIER	09/27/2011	0.00	200.00
16635	STR02	STRAWFLOWER ELECTRONICS	09/27/2011	0.00	100.00
16636	TET01	JAMES TETER	09/27/2011	0.00	17,718.23
16637	UB*00938	LAURIE STEIN	09/27/2011	0.00	45.62
16638	UB*00939	GRANT SAUTTER/MIA FOGLI	09/27/2011	0.00	71.35
16639	UB*00940	RONALD QUALLS	09/27/2011	0.00	28.50
16640	UB*00941	PRIVATE CAPITAL FUND LLC	09/27/2011	0.00	71.41
16641	UB*00942	BETTER HOMES & GARDEN ATTN:TON	09/27/2011	0.00	45.43
16642	UB*00943	HANA JANSEN	09/27/2011	0.00	56.26
16643	UNI15	UNIVAR USA INC	09/27/2011	0.00	5,396.14
16644	USA01	USA BLUE BOOK	09/27/2011	0.00	512.63
16645	VER02	VERIZON WIRELESS	09/27/2011	0.00	273.17
16646	WES01	WEST YOST ASSOCIATES, INC	09/27/2011	0.00	37.18
16647	WHE01	VIRGINIA WHELEN	09/27/2011	0.00	195.00
16648	COU05	RECORDER'S OFFICE	09/28/2011	0.00	21.00
16649	ATT01	AT&T MOBILTY	09/30/2011	0.00	49.99

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Void Amount</u>	<u>Check Amount</u>
16650	COA 14	COASTSIDE CARPET CLEANERS	09/30/2011	0.00	495.00
16651	HAR03	HARTFORD LIFE INSURANCE CO.	09/30/2011	0.00	1,770.07
16652	ICM01	VANTAGEPOINT TRANSFER AGENTS-1	09/30/2011	0.00	75.00
16653	PAC02	PACIFICA CREDIT UNION	09/30/2011	0.00	450.00
16654	PAU01	PAULO'S AUTO CARE	09/30/2011	0.00	74.31
16655	PUB01	PUB. EMP. RETIRE SYSTEM	09/30/2011	0.00	16,633.76
16656	VAL01	VALIC	09/30/2011	0.00	1,500.00
<b>Report Total:</b>				<b>0.00</b>	<b>1,122,546.14</b>

**COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS**  
**30-Sep-11**

ACCOUNT	DESCRIPTION	CURRENT ACTUAL	CURRENT BUDGET	B/(W) VARIANCE	B/(W) % VAR	YTD ACTUAL	YTD BUDGET	B/(W) VARIANCE	B/(W) % VAR
<b>OPERATING REVENUE</b>									
1-0-4120-00	Water Revenue -All Areas	567,244.65	622,365.00	(55,120.35)	-8.9%	1,665,098.82	2,073,111.00	(408,012.18)	-19.7%
<b>TOTAL OPERATING REVENUE</b>		<b>567,244.65</b>	<b>622,365.00</b>	<b>(55,120.35)</b>	<b>-8.9%</b>	<b>1,665,098.82</b>	<b>2,073,111.00</b>	<b>(408,012.18)</b>	<b>-19.7%</b>
<b>NON-OPERATING REVENUE</b>									
1-0-4170-00	Water Taken From Hydrants	3,500.06	2,084.00	1,416.06	67.9%	6,283.77	6,252.00	31.77	0.5%
1-0-4180-00	Late Notice -10% Penalty	5,999.70	4,167.00	1,832.70	44.0%	15,780.78	12,501.00	3,279.78	26.2%
1-0-4230-00	Service Connections	970.37	667.00	303.37	45.5%	1,986.67	2,001.00	(14.33)	-0.7%
1-0-4920-00	Interest Earned	0.00	0.00	0.00	0.0%	1,763.74	1,855.75	(92.01)	-5.0%
1-0-4930-00	Tax Apportionments/Cnty Checks	262.26	1,500.00	(1,237.74)	-82.5%	15,481.26	24,750.00	(9,268.74)	-37.4%
1-0-4950-00	Miscellaneous Income	6,074.93	3,083.00	2,991.93	97.0%	21,958.72	9,249.00	12,709.72	137.4%
1-0-4955-00	Cell Site Lease Income	10,162.23	9,491.00	671.23	7.1%	29,236.33	28,473.00	763.33	2.7%
1-0-4965-00	ERAF REFUND -County Taxes	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>TOTAL NON-OPERATING REVENUE</b>		<b>26,969.55</b>	<b>20,992.00</b>	<b>5,977.55</b>	<b>28.5%</b>	<b>92,491.27</b>	<b>85,081.75</b>	<b>7,409.52</b>	<b>8.7%</b>
<b>TOTAL REVENUES</b>		<b>594,214.20</b>	<b>643,357.00</b>	<b>(49,142.80)</b>	<b>-7.6%</b>	<b>1,757,590.09</b>	<b>2,158,192.75</b>	<b>(400,602.66)</b>	<b>-18.6%</b>
<b>OPERATING EXPENSES</b>									
1-1-5130-00	Water Purchased	184,240.80	205,070.00	20,829.20	10.2%	455,569.42	665,193.00	209,623.58	31.5%
1-1-5230-00	Pump Exp, Nunes T P	2,169.53	1,497.00	(672.53)	-44.9%	4,625.01	5,223.00	597.99	11.4%
1-1-5231-00	Pump Exp, CSP Pump Station	5,231.43	36,308.00	31,076.57	85.6%	10,038.94	75,812.00	65,773.06	86.8%
1-1-5232-00	Pump Exp, Trans. & Dist.	1,057.60	1,446.00	388.40	26.9%	2,137.74	4,705.00	2,567.26	54.6%
1-1-5233-00	Pump Exp, Pilarcitos Can.	215.43	100.00	(115.43)	-115.4%	410.33	296.00	(114.33)	-38.6%
1-1-5234-00	Pump Exp. Denniston Proj.	206.47	495.00	288.53	58.3%	757.31	1,485.00	727.69	49.0%
1-1-5235-00	Denniston T.P. Operations	578.60	250.00	(328.60)	-131.4%	761.10	750.00	(11.10)	-1.5%
1-1-5236-00	Denniston T.P. Maintenance	96.32	417.00	320.68	76.9%	107.67	1,251.00	1,143.33	91.4%
1-1-5240-00	Nunes T P Operations	12,490.78	6,537.00	(5,953.78)	-91.1%	34,533.81	21,261.00	(13,272.81)	-62.4%
1-1-5241-00	Nunes T P Maintenance	3,401.76	3,167.00	(234.76)	-7.4%	16,772.53	9,501.00	(7,271.53)	-76.5%
1-1-5242-00	CSP Pump Station Operations	578.30	708.00	129.70	18.3%	1,943.43	2,124.00	180.57	8.5%
1-1-5243-00	CSP Pump Station Maintenance	4,690.03	4,167.00	(523.03)	-12.6%	12,866.76	12,501.00	(365.76)	-2.9%
1-1-5250-00	Laboratory Services	5,544.09	2,917.00	(2,627.09)	-90.1%	7,477.61	8,751.00	1,273.39	14.6%
1-1-5318-00	Studies/Surveys/Consulting	4,791.25	3,750.00	(1,041.25)	-27.8%	10,873.75	11,250.00	376.25	3.3%
1-1-5321-00	Water Conservation	2,720.89	5,196.00	2,475.11	47.6%	20,167.49	15,588.00	(4,579.49)	-29.4%
1-1-5322-00	Community Outreach	0.00	2,184.00	2,184.00	100.0%	1,064.36	6,552.00	5,487.64	83.8%
1-1-5411-00	Salaries & Wages -Field	101,015.68	110,576.07	9,560.39	8.6%	237,369.91	258,010.83	20,640.92	8.0%
1-1-5412-00	Maintenance -General	12,483.29	16,042.00	3,558.71	22.2%	34,534.29	48,126.00	13,591.71	28.2%
1-1-5414-00	Motor Vehicle Expense	5,906.62	3,708.00	(2,198.62)	-59.3%	24,232.93	11,124.00	(13,108.93)	-117.8%



ACCOUNT	DESCRIPTION	CURRENT ACTUAL	CURRENT BUDGET	B/(W) VARIANCE	B/(W) % VAR	YTD ACTUAL	YTD BUDGET	B/(W) VARIANCE	B/(W) % VAR
1-1-5415-00	Maintenance -Well Fields	0.00	500.00	500.00	100.0%	0.00	1,500.00	1,500.00	100.0%
1-1-5610-00	Salaries/Wages-Administration	65,994.42	74,412.00	8,417.58	11.3%	161,745.41	173,628.00	11,882.59	6.8%
1-1-5620-00	Office Supplies & Expense	7,953.43	9,948.00	1,994.57	20.0%	22,266.27	29,844.00	7,577.73	25.4%
1-1-5621-00	Computer Services	4,220.20	4,070.83	(149.37)	-3.7%	8,220.10	12,212.49	3,992.39	32.7%
1-1-5625-00	Meetings / Training / Seminars	2,744.81	1,500.00	(1,244.81)	-83.0%	4,140.24	4,500.00	359.76	8.0%
1-1-5630-00	Insurance	3,125.39	0.00	(3,125.39)	0.0%	58,754.84	67,500.00	8,745.16	13.0%
1-1-5635-00	EE/Ret. Medical Insurance	32,665.61	36,551.00	3,885.39	10.6%	97,263.79	109,653.00	12,389.21	11.3%
1-1-5640-00	Employees Retirement Plan	50,249.11	53,380.00	3,130.89	5.9%	102,073.69	124,553.40	22,479.71	18.0%
1-1-5645-00	SIP 401K Plan	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
1-1-5681-00	Legal	3,190.70	5,000.00	1,809.30	36.2%	4,573.90	15,000.00	10,426.10	69.5%
1-1-5682-00	Engineering	480.00	1,167.00	687.00	58.9%	2,312.92	3,501.00	1,188.08	33.9%
1-1-5683-00	Financial Services	4,447.50	7,500.00	3,052.50	40.7%	4,447.50	7,500.00	3,052.50	40.7%
1-1-5684-00	Payroll Tax Expense	11,639.63	13,229.76	1,590.13	12.0%	28,606.46	30,869.44	2,262.98	7.3%
1-1-5687-00	Membership, Dues, Subscript.	200.00	1,279.16	1,079.16	84.4%	6,407.25	10,087.48	3,680.23	36.5%
1-1-5688-00	Election Expenses	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
1-1-5689-00	Labor Relations	0.00	500.00	500.00	100.0%	0.00	1,500.00	1,500.00	100.0%
1-1-5700-00	San Mateo County Fees	0.00	1,200.00	1,200.00	100.0%	5,460.00	1,200.00	(4,260.00)	-355.0%
1-1-5705-00	State Fees	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>TOTAL OPERATING EXPENSES</b>		<b>534,329.67</b>	<b>614,772.82</b>	<b>80,443.15</b>	<b>13.1%</b>	<b>1,382,516.76</b>	<b>1,752,552.64</b>	<b>370,035.88</b>	<b>21.1%</b>
<b>CAPITAL ACCOUNTS</b>									
1-1-5711-00	Debt Srvc/Existing Bonds 1998A	254,610.00	254,610.00	0.00	0.0%	254,610.00	254,610.00	0.00	0.0%
1-1-5712-00	Debt Srvc/Existing Bonds 2006B	335,851.89	335,852.00	0.11	0.0%	338,176.89	335,852.00	(2,324.89)	0.0%
<b>TOTAL CAPITAL ACCOUNTS</b>		<b>590,461.89</b>	<b>590,462.00</b>	<b>(0.11)</b>	<b>0.0%</b>	<b>592,786.89</b>	<b>590,462.00</b>	<b>2,324.89</b>	<b>0.0%</b>
<b>TOTAL EXPENSES</b>		<b>1,124,791.56</b>	<b>1,205,234.82</b>	<b>80,443.26</b>	<b>6.7%</b>	<b>1,975,303.65</b>	<b>2,343,014.64</b>	<b>367,710.99</b>	<b>15.7%</b>
<b>NET INCOME</b>		<b>(530,577.36)</b>	<b>(561,877.82)</b>	<b>(31,300.46)</b>	<b>5.6%</b>	<b>(217,713.56)</b>	<b>(184,821.89)</b>	<b>32,891.67</b>	<b>-17.8%</b>

**COASTSIDE COUNTY WATER DISTRICT  
MONTHLY INVESTMENT REPORT  
September 30, 2011**

**RESERVE BALANCES**

CAPITAL AND OPERATING RESERVE	\$1,909,289.92
RATE STABILIZATION RESERVE	\$250,000.00
<b>TOTAL DISTRICT RESERVES</b>	<b>\$2,159,289.92</b>

**ACCOUNT DETAIL**

ACCOUNTS WITH FIRST NATIONAL BANK (FNB)	
CHECKIING ACCOUNT	\$597,999.59
CSP T & S ACCOUNT	\$550,223.54
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$1,009,136.79
DISTRICT CASH ON HAND	\$1,930.00
<b>TOTAL ACCOUNT BALANCES</b>	<b>\$2,159,289.92</b>

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

**COASTSIDE COUNTY WATER DISTRICT  
APPROVED CAPITAL IMPROVEMENT PROJECTS  
FISCAL YEAR 2011-2012**

8/31/2011

		<b>Approved CIP Budget FY 11/12</b>	<b>Actual To Date FY 11/12</b>	<b>Projected Year-End FY 11/12</b>	<b>Projected vs. Budget Variance</b>	<b>Project Status/ Comments</b>
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**PIPELINE PROJECTS**

06-05	Avenue Cabrillo I (Permitting / Design)	\$ 100,000	42,691	\$ 100,000	\$ -	In design
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**WATER TREATMENT PLANTS**

99-05	Denniston Dredging	\$ 30,000	\$ 560	\$ 30,000	\$ -	Waiting for bids
10-04	Nunes Floc Drive Repair	\$ 50,000		\$ 50,000	\$ -	
08-05	Nunes Plant Painting	\$ 12,500		\$ 12,500	\$ -	On Hold
	Nunes Hydropneumatic Systems Improvement	\$ 40,000		\$ 46,000	\$ (6,000)	Planning
	Nunes DR5000 Analyzer	\$ 8,000		\$ 8,000	\$ -	Purchased

**FACILITIES & MAINTENANCE**

08-08	PRV Valves Replacement Program	\$ 20,000	\$ 4,386	\$ 25,000	\$ (5,000)	In Progress
99-01	Meter Change Program	\$ 30,000	\$ 5,148	\$ 30,000	\$ -	Ongoing
09-09	Fire Hydrant Replacment	\$ 20,000		\$ 20,000	\$ -	Ongoing
09-23	District Digital Mapping	\$ 75,000	\$ 6,545	\$ 75,000	\$ -	

**EQUIPMENT PURCHASE & REPLACEMENT**

99-03	Computer System	\$ 12,000		\$ 12,000	\$ -	
99-04	Office Equipment/Furniture	\$ 3,000		\$ 3,000	\$ -	
06-03	SCADA / Telemetry / Electrical Controls	\$ 750,000		\$ 750,000	\$ -	Planning
	Billing System Upgrade	\$ 70,000		\$ 70,000	\$ -	

**PUMP STATIONS / TANKS / WELLS**

	Crystal Springs Check Valve Replacement	\$ 25,000		\$ 26,000	\$ (1,000)	In Progress
08-14	Alves Tank Recoating (Interior & Exterior)	\$ 100,000		\$ 100,000	\$ -	Planning
08-17	El Granada Tank #2 Recoat and Ladder	\$ 200,000	\$ 338	\$ 200,000	\$ -	Planning
	El Granada Tank #1 MCC Repairs & Spare Pump	\$ 40,000	\$ 1,694	\$ 40,000	\$ -	Complete
	El Granada Tank #2 Fence Replacement	\$ 25,000		\$ 22,000	\$ 3,000	On Hold
	El Granada Tank #3 Fence Replacement	\$ 25,000	\$ 15,830	\$ 20,000	\$ 5,000	In Progress
	Miramar Tank Fence Replacement	\$ 25,000		\$ 25,000	\$ -	Planning
	Half Moon Bay Tank #1 Interior/Exterior Recoating	\$ 300,000		\$ 260,000	\$ 40,000	In Progress
09-18	Pump Station Chlorine Analyzer Replacements (4)	\$ 10,000		\$ 10,000	\$ -	Complete
09-19	Pilarcitos Canyon Blending Station	\$ 100,000	\$ 30,932	\$ 100,000	\$ -	In Progress

**DENNISTON WTP (LONG-TERM) IMPROVEMENT**

08-23	Denniston Pre/Post Treatment Construction	\$ 4,000,000	\$ 137,796	\$ 4,000,000	\$ -	In Progress
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COASTSIDE COUNTY WATER DISTRICT  
 APPROVED CAPITAL IMPROVEMENT PROJECTS  
 FISCAL YEAR 2011-2012

8/31/2011

Approved CIP Budget FY 11/12	Actual To Date FY 11/12	Projected Year-End FY 11/12	Projected vs. Budget Variance	Project Status/ Comments
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**WATER SUPPLY DEVELOPMENT**

Denniston /San Vicente EIR	\$ 300,000	\$ 89,489	\$ 300,000	\$ -	Planning
San Vicente Design	\$ 300,000	\$ 5,926	\$ 250,000	\$ 50,000	Planning
<b>FY 11-12 TOTALS \$ 6,670,500 \$ 341,335 \$ 6,484,500 \$ 86,000</b>					

**Previous CIP Projects - paid in FY 11/12**

FY 10/11	Small Line Decomission Behind Main Street	\$ 1,499			Project Complete - Final Retention
FY 10/11	District Digital Mapping	\$ 35,030			
FY 09/10	New Pilarcitos Well	\$ 2,892	\$ 25,000		Analysis - work complete for this FY
	Denniston Booster Pump Station	\$ 6,126			
<b>PREVIOUS YEAR TOTALS</b>		<b>\$ 45,547</b>	<b>\$ 25,000</b>	<b>\$ -</b>	

**NON-BUDGETED ITEMS (CAPITAL EXPENDITURES) FOR CURRENT FISCAL YEAR 11/12**

	Cahill Tank Repairs	\$ 11,500	\$ 15,000		In Progress
	CSP - Rebuild Actuator	\$ 1,098			Analysis
	Spectrophotometer - Replacement of Equipment at Nunes	\$ 3,795			
<b>NON-BUDGETED TOTALS</b>		<b>\$ 16,392</b>	<b>\$ 15,000</b>	<b>\$ -</b>	

<b>CIP TOTALS \$ 6,670,500 \$ 403,274 \$ 6,524,500 \$ 86,000</b>	
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**Legal Cost Tracking Report  
12 Months At-A-Glance**

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

<b>Month</b>	<b>Admin (General Legal Fees)</b>	<b>Recycle Water Analysis</b>	<b>Water Supply Developmnt</b>	<b>Transfer Program</b>	<b>CIP</b>	<b>Denniston WTP Improvements Project</b>	<b>Personnel</b>	<b>Lawsuits</b>	<b>Infrastructure Project Review  (Reimbursable)</b>	<b>TOTAL</b>
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<b>Oct-10</b>	5,450		1,258	1,886	183					8,777
<b>Nov-10</b>	3,066		1,336	288			1,551			6,241
<b>Dec-11</b>	2,358		419	1,427			3,104		52	7,361
<b>Jan-11</b>	3,450		419	983	341					5,193
<b>Feb-11</b>	4,834		157	221						5,212
<b>Mar-11</b>	1,342		1,492	1,467						4,302
<b>Apr-11</b>	2,687		2,037	80	106					4,909
<b>May-11</b>	4,299		1,436	491						6,227
<b>Jun-11</b>	3,192					2,059			878	6,129
<b>Jul-11</b>	5,102					637				5,739
<b>Aug-11</b>	1,383					1,913				3,297
<b>Sep-11</b>	1,569			346		372		1,967		4,255

<b>TOTAL</b>	<b>38,732</b>	<b>0</b>	<b>8,555</b>	<b>7,190</b>	<b>630</b>	<b>4,982</b>	<b>4,655</b>	<b>1,967</b>	<b>930</b>	<b>67,642</b>
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**Engineer Cost Tracking Report  
12 Months At-A-Glance**

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

<b>Month</b>	<b>Admin &amp; Retainer</b>	<b>Phase 3 EG Pipeline</b>	<b>CIP</b>	<b>Short Term WTP Imprv.</b>	<b>Studies &amp; Projects</b>	<b>TOTAL</b>	<b>Reimbursable from Projects</b>
<b>Oct-10</b>	480		6,446	761		<b>7,687</b>	
<b>Nov-10</b>	565		4,688	1,135		<b>6,388</b>	
<b>Dec-11</b>	120			1,099		<b>1,219</b>	
<b>Jan-11</b>	480			709	797	<b>1,986</b>	
<b>Feb-11</b>	300			85		<b>385</b>	
<b>Mar-11</b>	480		254			<b>734</b>	
<b>Apr-11</b>	480		169			<b>649</b>	
<b>May-11</b>	480		338			<b>818</b>	
<b>Jun-11</b>	240		4,551			<b>4,791</b>	
<b>Jul-11</b>	480		18,131			<b>18,611</b>	
<b>Aug-11</b>	1,353		9,096			<b>10,449</b>	
<b>Sep-11</b>	480		15,802		1,437	<b>17,718</b>	
<b>TOTAL</b>	<b>5,937</b>	<b>0</b>	<b>59,474</b>	<b>3,787</b>	<b>2,234</b>	<b>71,433</b>	<b>0</b>

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**Tuesday, September 13, 2011**

- 1) **ROLL CALL** - President Bob Feldman called the meeting to order at 7:02 p.m. Present at roll call: Director Ken Coverdell, Vice-President Jerry Donovan, and Directors Jim Larimer and Chris Mickelsen.

Also present were: David Dickson, General Manager; 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 COMMENTS** - There were no public comments.

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending August 31, 2011: Claims: 634,575.21; Payroll: \$ 72,248.33; for a total of \$706,823.54
- B. Acceptance of Financial Reports
- C. Approval of Minutes of August 9, 2011 Board of Directors Meeting
- D. Monthly Water Transfer Report
- E. Installed Water Connection Capacity and Water Meters Report and Non-Priority Lottery Recipients Status Update Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report
- H. August 2011 Leak Report
- I. Rainfall Reports
- J. San Francisco Public Utilities Commission Hydrological Conditions Report for July 2011
- K. San Francisco Public Utilities Commission Hydrological Conditions Report for August 2011
- L. El Granada Pump Station (PS) # 1 Pump and Motor Replacement
- M. Purchase of Crystal Springs Check Valve

Director Coverdell reported that he had reviewed the monthly financial claims and found all to be in order.

**ON MOTION BY Vice-President Donovan and seconded by Director Larimer, the Board voted as follows, by roll call vote, to accept and approve the Consent Calendar in its entirety:**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Vice-President Donovan</b>	<b>Aye</b>
<b>Director Larimer</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>President Feldman</b>	<b>Aye</b>

**5) MEETINGS ATTENDED / DIRECTOR COMMENTS**

There was no report of any Director's meetings attended.

**6) GENERAL BUSINESS**

**A. Customer Survey Results**

Mr. Dickson provided the background of the recent customer survey, noting that 520 people had responded to the survey, which staff felt was a very significant and representative response. He summarized the results by stating that the survey provided some positive feedback, as well as the identification of some opportunities for improvement, which staff will be working on enhancing.

Mr. Dickson then reviewed some of the highlights of the survey results, which indicated that 65% of the District's customers rated service as good or excellent, and 18%, a significant percentage of customers, have attended a Board meeting or viewed on television or the District's website. He also noted that 82% of the District's customers do not have a clear understanding of how Coastside County Water District (CCWD) spends their money. He added that staff views this as a great opportunity to develop strategies to enhance customer's overall knowledge of the District's business. He also noted that the Communications Plan that staff will present at the October 11, 2011 Board meeting will contain elements of each of those proposed efforts. Additionally he stated that 43% of the District's customers indicated that they have visited CCWD's website and



over half of the customers said they would prefer to receive District information via e-mail.

In conclusion, Mr. Dickson advised that staff, with the assistance of the communications consultant, will continue with the communications plan development and present the plan to the Board at the October 11, 2011 Board meeting. The Board briefly shared their comments regarding the survey results.

7) **GENERAL MANAGER'S REPORT INCLUDING MONTHLY INFORMATIONAL REPORTS**

1. **November Election** - Mr. Dickson reported that due to the fact that only three candidates filed by the August 17, 2011 deadline for the three open CCWD Board seats, there will be no need for a District election on November 8, 2011. He explained that following certification of the election results in November, San Mateo County will send certificates of appointment in lieu of election for Ken Coverdell, Glenn Reynolds, and Bryan Hannegan and that the terms of these directors will begin at the December 13, 2011 Board meeting. He also advised that it will not be necessary for the District to spend the \$25,000 budgeted for election expenses.
2. **Pacific Coast Television** - Mr. Dickson acknowledged the six representatives from Pacific Coast Television (PCT) and stated that beginning with the meeting this evening, PCT will provide video services for CCWD's monthly Board meetings, replacing Mid-Coast Community Television (MCTV). He relayed that the meetings will be broadcast on the local community access channel (Channel 27) on the Thursday following the monthly meetings, at 10:00 a.m. and 10:00 p.m..
3. **925 Main Street Connection Purchase Refund** - Mr. Dickson provided the background of this proposed project and explained the need for the applicants to withdraw their application to purchase the connections and the subsequent refund issued by the District. Board discussion ensued regarding elements of the City of the Half Moon Bay and the the County of San Mateo Local Coastal Plans (LCP), and restrictions imposed by the California Coastal Commission.

Mr. Miyaki stated that this is a very complicated issue and proceeded to clarify a few points. Mr. Dickson noted that he understood the Board's direction for staff to look further into this situation, continue to explore possible solutions, and report back to the Board.

4. **Crystal Springs Pump Station Intake Valve Actuators** – Mr. Dickson advised that he would be addressing this item in Mr. Guistino's absence and that this is an important topic and one that is particularly difficult to visualize. He explained the background and showed a series of photographs which illustrated the intake locations and the failed valve in the intake tunnel. He elaborated on staff's proposed plan to remove the pneumatically actuated intake valves from the tunnel entirely. He added that this configuration should eliminate the need to enter the tunnel more often than every ten to fifteen years.

Mr. Dickson then answered questions and comments from the Board about this proposed plan and noted that more information would be provided at the October 11, 2011 Board of Directors meeting.

**A. Operations Report**

Mr. Dickson referenced the Monthly Operations report, and displayed photos of a recent water leak at Judith Court in the Casa Del Mar area of Half Moon Bay. He also reported that the Denniston Improvements Project is underway and presented photographs of the newly erected field offices at the water treatment plant site, the recent trenching and pre-drilling for sheet piles, and the removal of the old water treatment plant equipment and tanks by staff.

Vice-President Donovan inquired about the requirements of the backflow program. Mr. Dickson explained some of the elements of the program and advised that staff has been meeting to discuss possible revisions and improvements to the District's backflow program, which will be presented to the Board at a future meeting.

President Feldman commended staff for their efforts to assist Pescadero in their recent water shortage situation.

**B. Water Resources Report**

Ms. Brennan reported that in an effort to use cost effective and responsive communication tools, the District is now using Facebook and Twitter platforms to communicate messages and alerts to its customers. She

invited everyone who is interested to visit CCWD's website and "follow" the District on Twitter and/or "like" the District on Facebook.

Ms. Brennan also summarized the District's recently completed submittal of the required documentation to comply with Senate Bill 6, also known as the California Statewide Groundwater Elevation Monitoring program. She advised that beginning this fall, the District will perform seasonal groundwater elevation monitoring of the Airport Sub-basin and upload the data to the Department of Water Resources.

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

There were no comments or requests from the Board members.

**10) ADJOURNMENT**

**ON MOTION BY Director Mickelsen and seconded by Vice-President Donovan, the Board voted as follows, to adjourn the September 13, 2011 meeting of the Coastside County Water District's Board of Directors:**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Vice-President Donovan</b>	<b>Aye</b>
<b>Director Larimer</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>President Feldman</b>	<b>Aye</b>

The meeting was adjourned at 8:17 p.m. The next Special Board of Directors meeting is scheduled for Tuesday, October 11, 2011.

Respectfully submitted,

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David R. Dickson, General Manager  
Secretary of the Board

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Robert C. Feldman, President  
Board of Directors

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**Tuesday, September 27, 2011**

- 1) **ROLL CALL** - President Bob Feldman called the meeting to order at 3:02 p.m. Present at roll call: Director Ken Coverdell, Vice-President Jerry Donovan, and Director Chris Mickelsen. Director Jim Larimer arrived at 3:08 p.m.

Also present were: David Dickson, General Manager, Joe Guistino, Superintendent of Operations, and JoAnne Whelen, Administrative Assistant/Recording Secretary.

- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENTS** - There were no public comments.
- 4) **GENERAL BUSINESS**

**A. Award of Contract for 2011 Denniston Reservoir Maintenance Dredging**

Mr. Dickson introduced this agenda item and explained that annual dredging around the intakes of the Denniston Water Treatment Plant takes place in October, per the conditions of the District's streambed alteration permit issued by the California Department of Fish and Game. He reported that two informal bids were submitted and that the low bid was received from Andreini Brothers in the amount of \$16,525.00.

**ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted as follows, by roll call vote, to authorize staff to enter into a contract with Andreini Brothers Construction to dredge 400 cubic yards of silt and remove vegetation from around the Denniston intakes and dam face, at a cost of \$16,525.00:**

Director Coverdell	Aye
Vice-President Donovan	Aye
Director Larimer	Aye
Director Mickelsen	Aye
President Feldman	Aye

**B. Approval of Contract for Judith Court Pipeline Replacement and Paving**

Mr. Dickson reminded the Board of the recent failure of the aged and corroded cast iron main on Judith Court and the subsequent leak and substantial damage that occurred, which was previously discussed at the September 13, 2011 Board meeting. Mr. Dickson suggested that, since this is the second major leak in four years on this main and the cost of the asphalt work repairs will be considerable, he is recommending that the District replace the main on this short cul de sac with new, ductile iron main before the road surface is repaired. He advised that two bids had been received from local contractors, and that the low bid was submitted by Andreini Brothers Construction for the main replacement and service hook-ups in the amount of \$19,460.00 and the complete pavement repairs in the sum of \$19,320.00.

**ON MOTION BY Vice-President Donovan and seconded by Director Coverdell, the Board voted as follows, by roll call vote, to authorize staff to contract with Andreini Bros. Construction to: 1) replace 210 feet of 4" cast iron main with 4" ductile iron on Judith Court, at a cost of \$19,460.00, and 2) complete pavement repairs on Judith Court at a cost of \$19,320.00:**

Director Coverdell	Aye
Vice-President Donovan	Aye
Director Larimer	Aye
Director Mickelsen	Aye
President Feldman	Aye

**C. Approval of Contract with North Coast Divers for Crystal Springs Reservoir Work**

Mr. Dickson noted that this item had also recently been discussed at the September 13, 2011 Board meeting and reiterated that the pneumatic valve actuator for one of the Crystal Springs intake valves has failed. He outlined the plan that staff has developed to remove the failed actuator and corresponding valve, leaving the intake open. He explained that a future project would entail the removal of the remaining actuated valve and the reinstallation of both valves under the intake screens in the Crystal Springs Reservoir. He advised that North Coast Divers is an experienced local firm that has worked with the District on the Crystal Springs intakes in the past, and are available to complete the work during the week of October 3, 2011. Mr. Dickson and Mr. Guistino also answered

questions from the Board and provided additional details of the proposed plans.

**ON MOTION BY Director Coverdell and seconded by Vice-President Donovan, the Board voted as follows, by roll call vote, to authorize staff to contract with North Coast Divers for diving services to support removal of the failed Crystal Springs intake valve actuator, for an estimated time and materials cost of \$17,490.00:**

Director Coverdell	Aye
Vice-President Donovan	Aye
Director Larimer	Aye
Director Mickelsen	Aye
President Feldman	Aye

**D. Resolution Authorizing Execution of the Installment Sale Agreement Between Coastside County Water District and the California Infrastructure and Economic Development Bank**

Mr. Dickson noted that this item was also previously discussed at the August 9, 2011 Board of Directors meeting and that since that time, he and District Counsel Patrick Miyaki have worked with the California Infrastructure and Economic Development Bank (I-Bank) to finalize the Installment Sale Agreement. He explained that approval of the Resolution would authorize the General Manager to make minor modifications to the approved agreement form and to execute and deliver all documents necessary to complete the I-Bank financing. Mr. Dickson answered several questions about the agreement from the Board.

**ON MOTION BY Vice-President Donovan and seconded by Director Larimer, the Board voted as follows, by roll call vote, to approve Resolution 2011-16, A Resolution of the Board of Directors of the Coastside County Water District Authorizing the Execution and Delivery of the Installment Sale Agreement by and between the Coastside County Water District and the California Infrastructure and Economic Development Bank and Approving Certain Other Matters in Connection Therewith, providing \$6,756,500. in Financing for the Denniston Creek Water Treatment Plant Improvements Project:**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Vice-President Donovan</b>	<b>Aye</b>
<b>Director Larimer</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>President Feldman</b>	<b>Aye</b>

President Feldman commended Mr. Dickson on instituting this approach for the funding of this project, which is key to the District's long-term strategy, and will ultimately assist the District in maintaining a reasonable cost base for water service to the community.

**D. General Manger Objectives for 2011-2012**

Mr. Dickson stated that this is the typical annual review and objective setting process and the sequence of activities has included meetings with the District's Human Resources Committee members, and now an opportunity for the Board to review and discuss the General Manager's proposed objectives for 2011-2012.

Mr. Dickson summarized each of the long-term objectives in detail, starting with the Water Supply Objectives, which included water supply planning and preserving and enhancing the local water supply in Denniston. He also elaborated on his plans for the District's Infrastructure, including the efforts to complete the approved Capital Improvement Projects, comprised of the Denniston improvements, the SCADA upgrade project and the development of a long-term pipeline replacement schedule and budget. Finally, Mr. Dickson explained his Strategic Planning goals, which included a planning workshop and the subsequent development of a strategic planning document based on the workshop.

Board discussion ensued, regarding the possibility of including an analysis of the District's organization as a separate goal topic, as originally presented by the General Manager to the Human Resources Committee members. Direction was given for the General Manger to add these items back into the list of objectives, detailed under District Organization as 1). Prepare a comprehensive review of the District's organization and 2). Provide a recommendation to the Board of any policies, actions and/or resources necessary for the proposed reorganization of the District.

President Feldman summarized the procedure, reiterating that the General Manager would revise the list of objectives to include the District's Organization as a topic, and distribute the list, along with the evaluation form and a copy of the General Manager's 2010-2011 Objectives to the Board. He also stated that the General Manager's Performance Evaluation will take place in a Closed Session at the October 11, 2011 Regular Monthly Board of Directors meeting.

**5) ADJOURNMENT**

**ON MOTION BY Vice-President Donovan and seconded by Director Coverdell, the Board voted as follows, to adjourn the September 27, 2011 Special Meeting of the Coastside County Water District's Board of Directors:**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Vice-President Donovan</b>	<b>Aye</b>
<b>Director Larimer</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>President Feldman</b>	<b>Aye</b>

The meeting was adjourned at 4:08 p.m. The next Regular Board of Directors meeting is scheduled for Tuesday, October 11, 2011.

Respectfully submitted,

---

David R. Dickson, General Manager  
Secretary of the Board

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Robert C. Feldman, President  
Board of Directors



# ***STAFF REPORT***

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

**From:** David Dickson, General Manager

**Agenda:** October 3, 2011

Report

**Date:** October 11, 2011

**Subject:** Monthly Water Transfer Report

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## **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.

Since the previous Board meeting in September 2011, one transfer application was approved for one---3/4" (30 gpm) non-priority water service connection. A spreadsheet reporting this transfer follows this report as well as the approval memorandum from Patrick Miyaki and the confirmation letter from Glenna Lombardi.

**APPROVED WATER TRANSFERS FOR THE 2011 CALENDAR YEAR**

<b>DONATING APN</b>	<b>RECIPIENT APN</b>	<b>PROPERTY OWNERS</b>	<b># OF CONNECTIONS</b>	<b>DATE</b>
048-024-480	047-233-320	Boyle to Same Party	one---3/4" non-priority	Sep-11

## Memorandum

**VIA ELECTRONIC MAIL**

**TO:** Glenna Lombardi  
**FROM:** Patrick T. Miyaki  
**DATE:** September 27, 2011  
**RE:** **Application to Transfer Uninstalled Non-Priority Water Service Connections from Boyle to Boyle**

---

Glenna, I reviewed the Application to transfer one 3/4-inch uninstalled non-priority water service connection from property owned by James Boyle (APN 048-024-480-5) to property also owned by James Boyle (APN 047-233-320).

This 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.

cc: David Dickson

September 29, 2011

James H. Boyle  
170 Portola Avenue  
Half Moon Bay, CA 94019

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

Dear Mr. Boyle:

We are pleased to confirm that the Coastside County Water District has **approved** your request to transfer one---3/4" (30 gpm) uninstalled, non-priority Crystal Springs Project water service connection. The result of this transfer is as follows:

- **APN 048-024-480** continues to have the remaining right to one---3/4" (30 gpm) uninstalled, **priority** water service connection from the Crystal Springs Project; and
- **APN 047-233-320** now has a one---3/4" (30 gpm) uninstalled non-priority water service connection assigned to it from the Crystal Springs Project.  
*(Note: In addition, APN 047-233-320 has three---1" non-priority water service connections assigned to it from the Crystal Springs Project Purchase Agreement and one—5/8" (20 gpm) PRE-CSP connection installed on it since 1987.)*

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 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,

Glenna Lombardi

Cc: David Dickson, General Manager



COASTSIDE COUNTY WATER DISTRICT

2010 NON-PRIORITY LOTTERY RECIPIENTS  
STATUS UPDATE

September 30, 2011

33.5 TOTAL SOLD CONNECTIONS (T&S FEES PAID)

<b>3.5</b>	INSTALLATION FEES NOT PAID
<b>19</b>	INSTALLATION FEES PAID/METER INSTALLED - FINALED
<b>3</b>	INSTALLATION FEES PAID/METER NOT INSTALLED - NEEDS TO INSTALL SERVICE LINE(s)
<b>7</b>	INSTALLATION FEES PAID/METER INSTALLED/OFF & LOCKED - NEEDS BACKFLOW TEST/DESTRUCTION CERTIFICATION - NOT FINALED
<b>1</b>	T&S FEES REFUNDED BACK TO CUSTOMER

**TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2012**

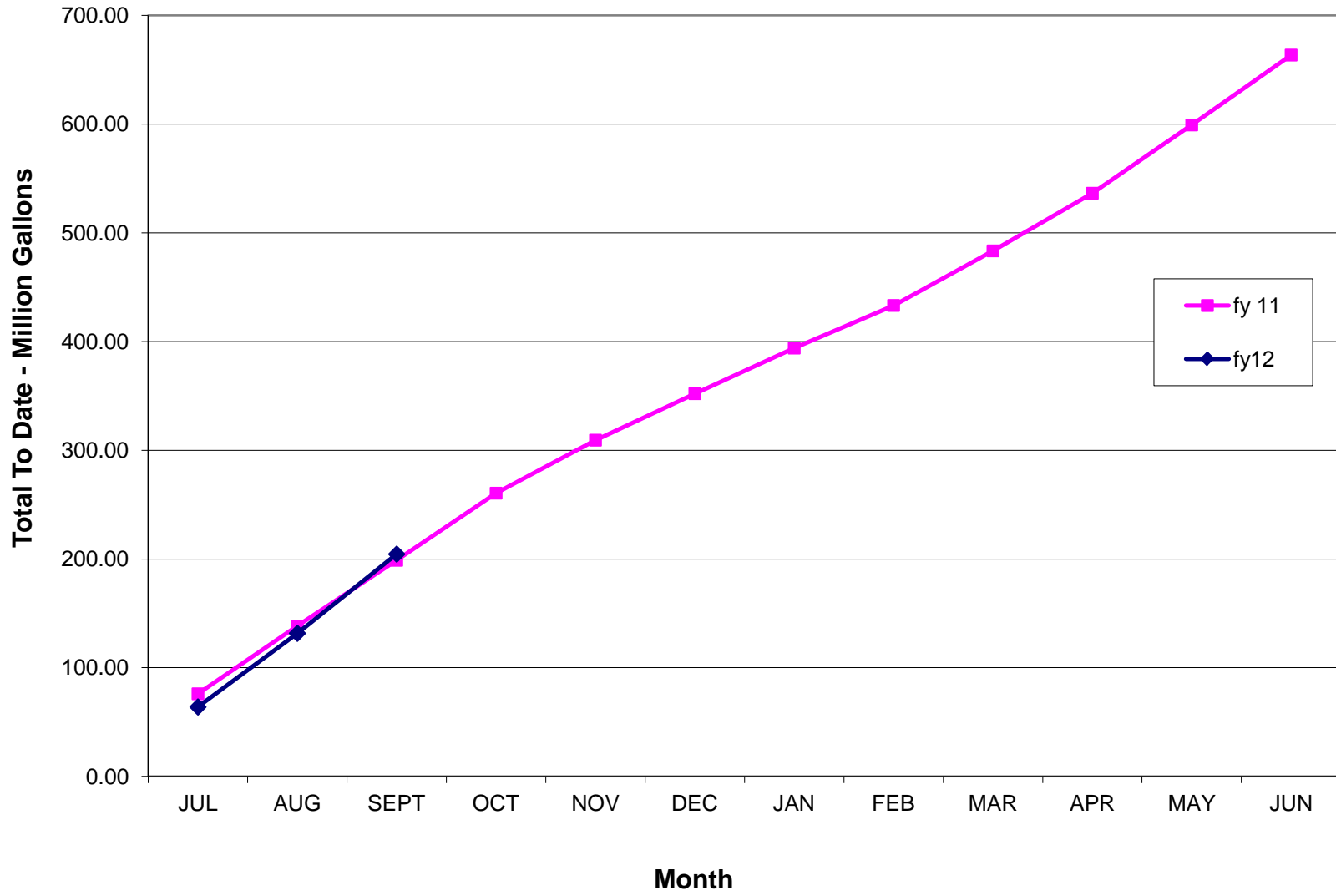
	PILARCITOS WELLS	PILARCITOS LAKE	DENNISTON WELLS	DENNISTON RESERVOIR	CRYSTAL SPRINGS RESERVOIR	RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
JUL	0.00	62.65	0.00	0.00	1.03	63.68	-0.18	63.86
AUG	0.00	61.34	0.00	0.00	6.38	67.72	-0.03	67.75
SEPT	0.00	68.54	0.00	0.00	4.81	73.35	0.48	72.87
OCT								
NOV								
DEC								
JAN								
FEB								
MAR								
APR								
MAY								
JUN								
<b>TOTAL</b>	0.00	192.53	0.00	0.00	12.22	204.75	0.27	204.48
<b>% TOTAL</b>	0.0%	94.0%	0.0%	0.0%	6.0%	100.0%	0.13%	99.9%

**12 Month Running Treated Total 669.27**

**TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2011**

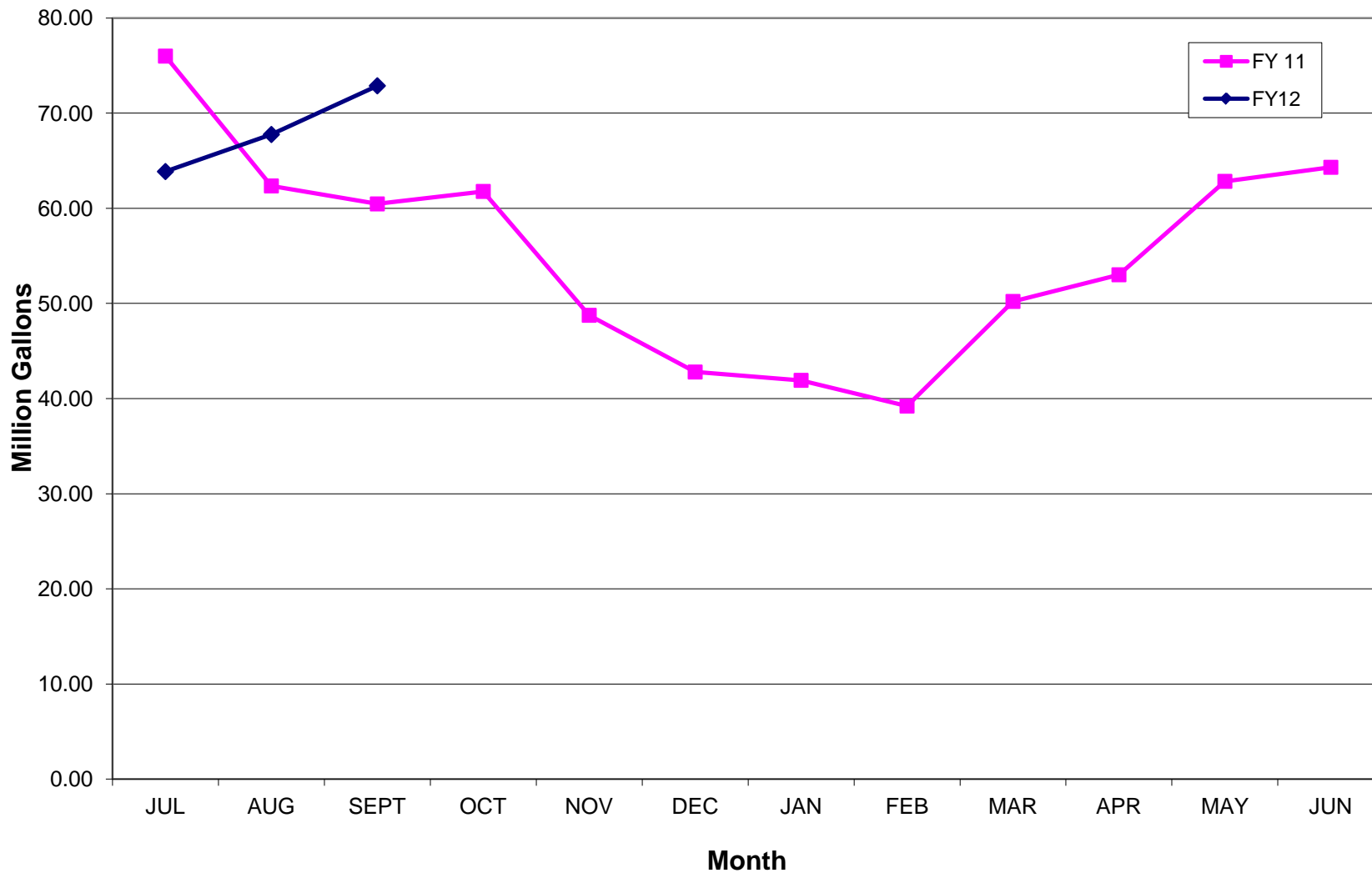
	PILARCITOS WELLS	PILARCITOS LAKE	DENNISTON WELLS	DENNISTON RESERVOIR	CRYSTAL SPRINGS RESERVOIR	RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
JUL	0.00	57.55	1.04	2.07	15.12	75.78	-0.21	75.99
AUG	0.00	41.40	0.80	3.03	18.17	63.40	1.06	62.35
SEPT	0.00	22.17	1.36	3.63	34.64	61.80	1.34	60.46
OCT	0.00	38.13	0.00	0.00	23.69	61.82	0.05	61.77
NOV	8.08	41.38	0	0.00	0.00	49.46	0.71	48.75
DEC	7.69	35.52	0	0.00	0.00	43.21	0.419	42.79
JAN	13.73	28.22	0	0.00	0.00	41.95	0.034	41.92
FEB	10.77	29.74	0.00	0.00	0.00	40.51	1.301	39.21
MAR	14.1	36.44	0.00	0.00	0.00	50.54	0.336	50.21
APR	0	44.15	0.00	0.00	8.71	52.86	-0.145	53.01
MAY	0	58.57	0.00	0.00	4.39	62.96	0.134	62.83
JUN	0	59.29	0.00	0.00	5.69	64.98	0.675	64.31
<b>TOTAL</b>	<b>54.37</b>	<b>492.56</b>	<b>3.20</b>	<b>8.73</b>	<b>110.41</b>	<b>669.28</b>	<b>5.70</b>	<b>663.58</b>
<b>% TOTAL</b>	<b>8.1%</b>	<b>73.6%</b>	<b>0.5%</b>	<b>1.3%</b>	<b>16.5%</b>	<b>100.0%</b>	<b>0.85%</b>	<b>99.1%</b>

**Cumulative Production FY 11 vs. FY12**





Monthly Production FY11 vs. FY 12



**COASTSIDE COUNTY WATER DISTRICT**

**Predicted vs Actual Production - All Sources**

	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-11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	62.65	60.66	-1.99	1.03	15.12	14.09	63.68	75.78
Aug-11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61.34	45.23	-16.11	6.38	18.17	11.79	67.72	63.40
Sep-11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.54	27.16	-41.38	4.81	34.64	29.83	73.35	61.80
Oct-11			#VALUE!	0.00		#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	61.82
Nov-11			#VALUE!	0.00		#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	83.19
Dec-11			#VALUE!	0.00		#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	71.36
Jan-12			#VALUE!	0.00		#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	30.71
Feb-12			#VALUE!	0.00		#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	30.54
Mar-12			#VALUE!	0.00		#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	38.12
Apr-12			#VALUE!	0.00		#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	52.36
May-12			#VALUE!	0.00		#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	64.51
Jun-12			#VALUE!	0.00		#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	64.33
<b>MG Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>192.53</b>	<b>133.05</b>	<b>-59.48</b>	<b>12.22</b>	<b>67.93</b>	<b>55.71</b>	<b>204.75</b>	<b>-3.77</b>

	Actual non SFPUC	Predicted non SFPUC	Actual SFPUC	Predicted SFPUC	TOTAL Actual	TOTAL Predicted	TOTAL Pred-act
	0.00	0.00	204.75	200.98	204.75	200.98	-3.77
<b>% Total</b>	<b>0.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>101.88%</b>		



Coastside County Water District Monthly Leak Report								
Date	Location	Pipe size/Type	Est. Water Loss (Gallons)*	Repair Material	Material Cost	Employee hours	Manpower and Equipment Costs	Total Costs
9/8/2011	41 Valencia Miramar	1" Plastic	200	3'-1" copper 2-1" cop to cop	\$40.29 \$23.00 <b>Total</b> \$63.29	Men 3 Hours 2.5	\$950	\$1,013.29
9/9/2011	Judith Court HMB	4" Cast Iron	50,000	2 Omni sleeves 5' C900	\$484.92 \$23.27 <b>Total</b> \$508.19	Men 4 Hours 6	\$2,500	\$3,008.19
9/14/2011	524 Poplar St. HMB	3/4" Plastic service	500	5'- 3/4" copper 1x3/4" reducer B9 box and lid	\$29.44 \$12.12 \$22.64 <b>Total</b> \$64.20	Men 4 Hours 4.5	\$1,795	\$1,859.20
9/29/2011	Pacific Ave X Grand View	2" plastic Main line	6000	10'x 2" copper pipe 2" brass 45 2"x6" brass nipple 2" comp male IP 2" comp female IP 3 G5 boxes & lids 15 ton rock	\$179.50 \$27.12 \$30.14 \$82.62 \$52.77 \$155.98 \$198.73 <b>Total</b> \$591.47	Men 3 Hours 7.5	2500	\$3,091.47
						Men Hours		\$0.00
					<b>Total</b> \$0.00			\$0.00
						Men Hours		\$0.00
					<b>Total</b> \$0.00			\$0.00

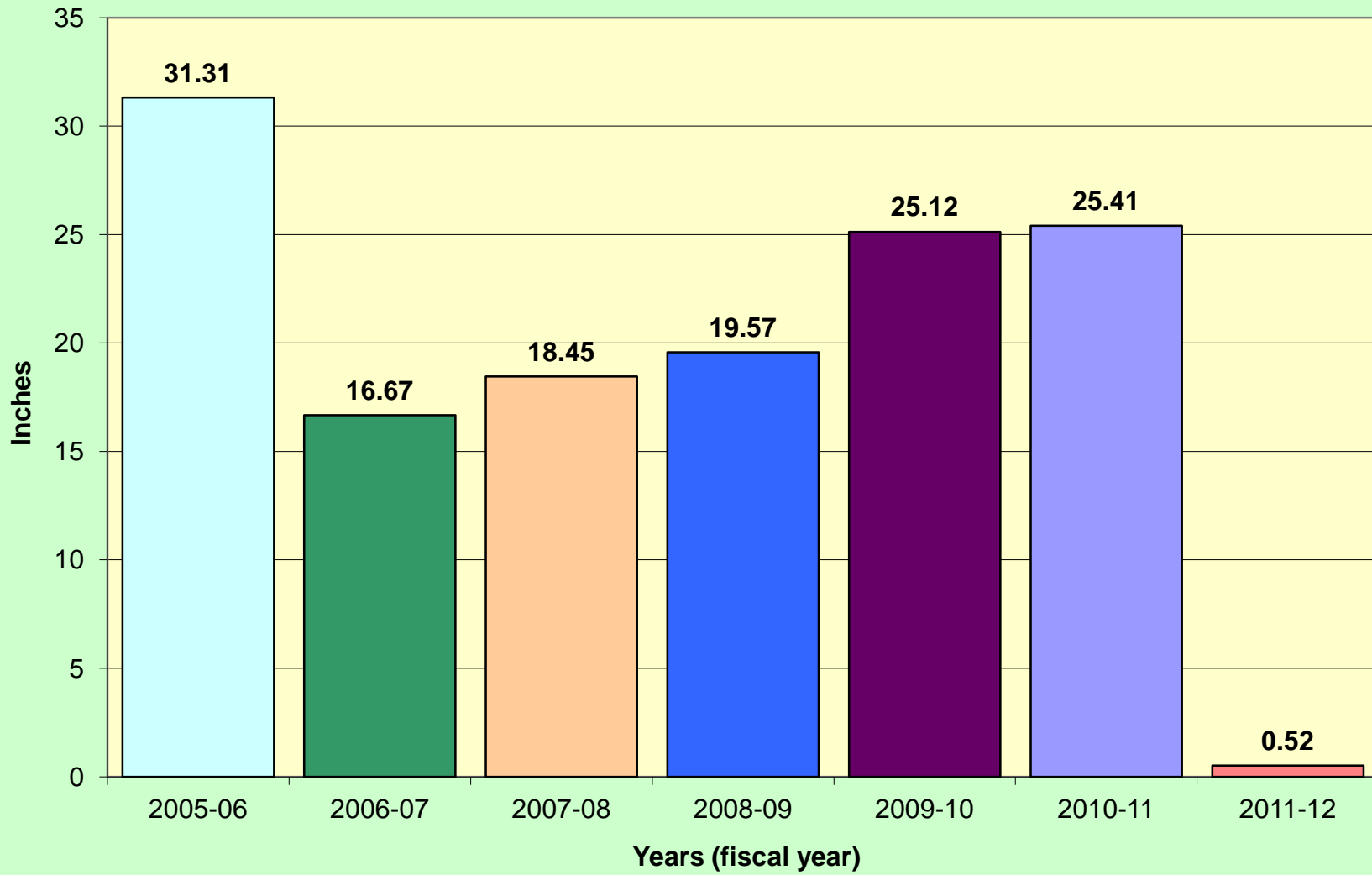
staff \$50/hr  
backhoe \$50/hr  
service truck \$50/hr  
pickup truck \$25/hr  
supervisor truck \$25/hr

\*includes 1,000 gallons for mains to daylight plus 1,000 gallons to flush mains or 100 gallons to flush services

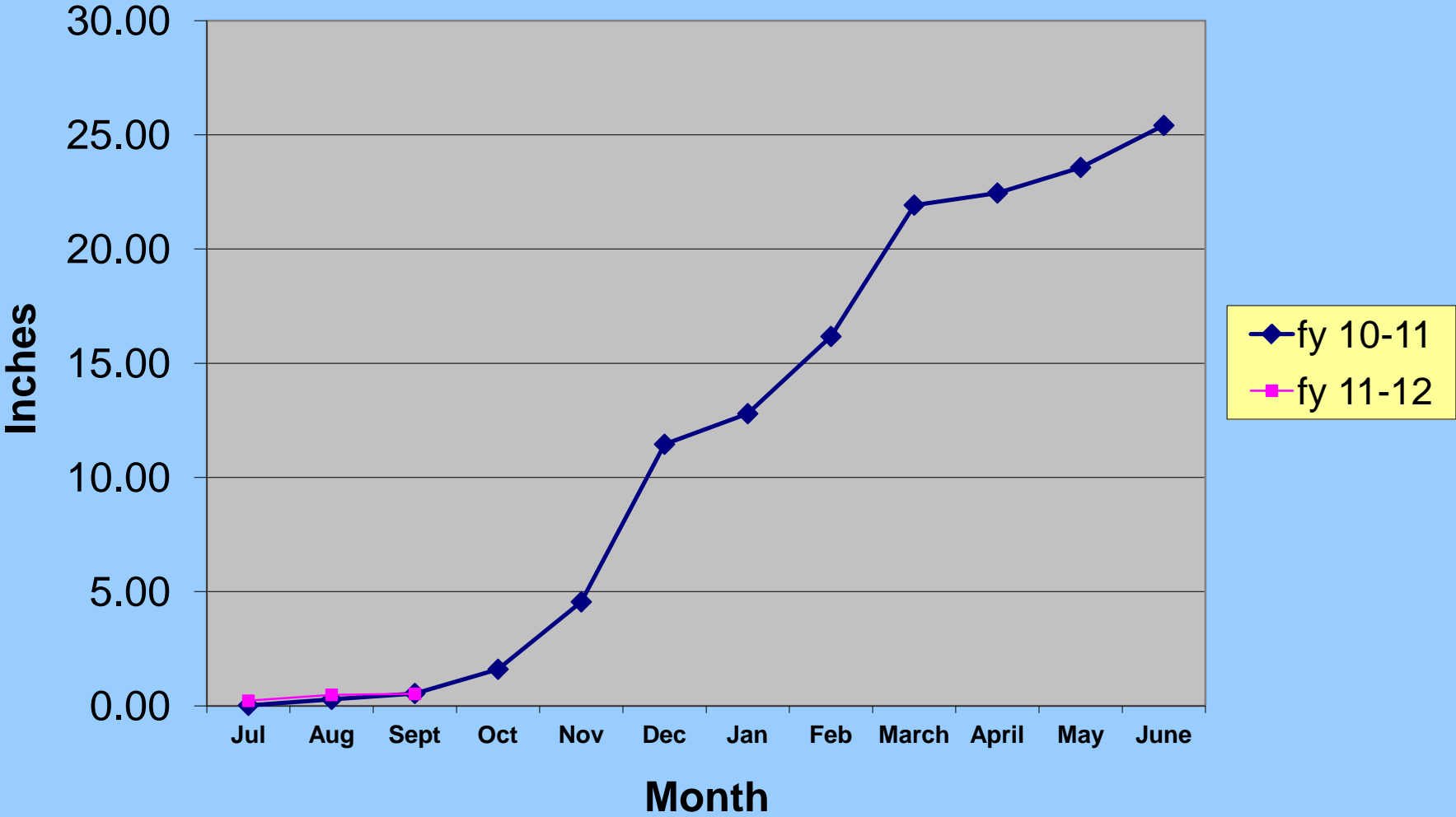
**Total Person Hours** 64      **Total Water Loss** 0.0567 MG



## Rain Totals



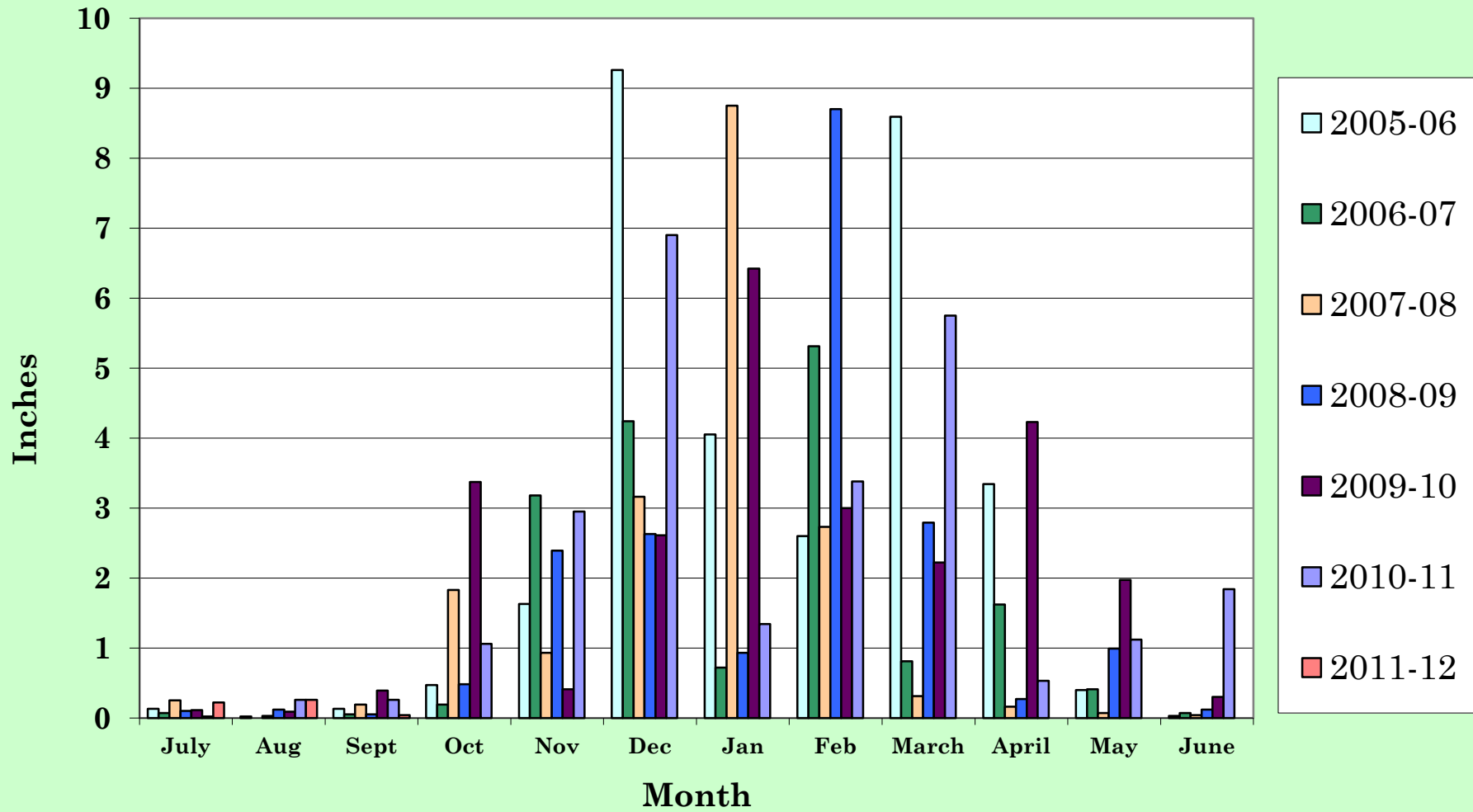
# Rainfall Totals fy 12



# Coastside County Water District

## Rainfall by Month

July '05 thru Jun '12





MONTHLY CLIMATOLOGICAL SUMMARY for SEP. 2011

NAME: CCWD1 CITY: STATE:  
 ELEV: 0 ft LAT: LONG:

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

DAY	MEAN		TIME	LOW	TIME	HEAT	COOL	RAIN	AVG		TIME	DOM
	TEMP	HIGH				DEG	DEG		WIND	HIGH		DIR
1	61.0	67.9	2:30p	52.7	12:00m	4.5	0.4	0.00	1.7	11.0	12:00p	SSW
2	59.7	71.2	2:30p	49.9	6:00a	6.0	0.7	0.00	1.1	9.0	12:30p	SSW
3	61.2	70.8	12:30p	54.3	5:00a	4.5	0.8	0.00	0.7	8.0	12:30p	SSW
4	60.9	69.5	1:30p	56.9	3:30a	4.5	0.4	0.01	0.5	8.0	2:00p	SSW
5	58.8	63.8	9:30a	55.1	12:00m	6.2	0.0	0.00	1.5	12.0	2:30p	SW
6	58.6	64.7	1:30p	51.8	6:00a	6.4	0.0	0.00	0.9	10.0	1:00p	SW
7	58.9	67.6	3:00p	48.8	5:30a	6.3	0.2	0.00	0.7	10.0	1:30p	SW
8	58.9	63.9	10:00a	54.3	7:00a	6.1	0.0	0.00	1.1	11.0	3:30p	SW
9	61.3	70.4	1:30p	56.2	12:00m	4.4	0.7	0.01	0.5	7.0	12:30p	WSW
10	62.3	72.1	3:00p	54.8	6:00a	3.7	1.0	0.00	1.5	16.0	1:00p	S
11	65.8	72.1	11:30a	58.6	1:00a	1.6	2.4	0.00	1.7	17.0	12:00p	S
12	63.2	69.9	3:30p	56.0	5:00a	3.0	1.2	0.00	1.3	12.0	1:00p	SW
13	61.1	68.5	2:30p	56.5	2:30a	4.2	0.3	0.00	0.8	8.0	11:00a	SW
14	61.2	68.8	12:30p	57.6	6:00a	4.0	0.2	0.00	0.6	7.0	10:30a	SSW
15	63.2	71.9	2:00p	58.9	3:30a	2.7	0.9	0.00	1.7	11.0	2:30p	SSW
16	62.4	70.0	1:00p	58.8	10:30p	3.1	0.5	0.00	1.8	10.0	2:30p	SSW
17	59.6	65.0	2:30p	50.7	12:00m	5.4	0.0	0.00	1.0	9.0	3:00p	SW
18	57.4	66.9	4:00p	48.3	5:30a	7.6	0.1	0.00	0.7	8.0	2:30p	SSW
19	59.3	67.5	3:30p	50.3	5:30a	6.0	0.3	0.00	0.6	6.0	10:30a	SSW
20	60.7	72.4	1:30p	51.4	4:30a	5.6	1.3	0.01	0.6	6.0	12:30p	SW
21	59.0	68.1	2:00p	49.8	4:00a	6.3	0.3	0.00	0.8	9.0	1:30p	SSW
22	59.7	67.3	11:00a	54.6	6:30a	5.4	0.0	0.00	0.6	7.0	12:00p	SSW
23	58.3	65.0	2:30p	51.5	4:30a	6.7	0.0	0.00	0.7	7.0	1:30p	SSW
24	63.3	73.2	3:00p	56.7	5:00a	3.1	1.3	0.01	0.9	9.0	2:00p	SE
25	63.2	71.8	3:00p	56.5	11:30p	2.8	1.0	0.00	0.6	8.0	12:30p	S
26	59.1	67.4	3:30p	49.7	5:30a	6.1	0.2	0.00	1.2	11.0	12:30p	SSE
27	61.0	71.3	3:30p	51.6	5:30a	4.9	0.9	0.00	0.7	8.0	10:30a	S
28	64.5	77.0	4:00p	54.7	5:30a	3.6	3.2	0.00	0.4	6.0	11:30a	SW
29	64.0	75.1	1:30p	55.1	6:00a	3.1	2.1	0.00	1.2	14.0	1:00p	SW
30	65.8	72.9	11:30a	62.0	7:30p	1.1	1.9	0.00	2.1	16.0	12:30p	S
-----												
	61.1	77.0	28	48.3	18	138.9	22.3	0.04	1.0	17.0	11	SSW

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

Max Rain: 0.01 ON 09/04/11

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

Heat Base: 65.0 Cool Base: 65.0 Method: Integration

RECORD OF RIVER AND CLIMATOLOGICAL OBSERVATIONS

TIME (local) OF OBSERVATION RIVER		TEMPERATURE		PRECIPITATION		ELEVATION OF RIVER		FLOOD STAGE		PRECIPITATION		STANDARD TIME IN USE		NORMAL POOL STAGE		
GAGE ZERO		GAGE ZERO		GAGE ZERO		GAGE ZERO		GAGE ZERO		GAGE ZERO		GAGE ZERO		GAGE ZERO		
DATE	24 HRS ENDING AT OBSERVATION	MAX	MIN	AT OBSN	24 HR. AMOUNTS		24 HR. AMOUNTS		24 HR. AMOUNTS		24 HR. AMOUNTS		24 HR. AMOUNTS		24 HR. AMOUNTS	
					rain, melted snow, etc. (in and through)	snow, ice pellets, hail (ins and lens)	snow, ice pellets, hail (on ground (in))	rain, melted snow, etc. (in and through)	snow, ice pellets, hail (ins and lens)	snow, ice pellets, hail (on ground (in))	rain, melted snow, etc. (in and through)	snow, ice pellets, hail (ins and lens)	snow, ice pellets, hail (on ground (in))	rain, melted snow, etc. (in and through)	snow, ice pellets, hail (ins and lens)	snow, ice pellets, hail (on ground (in))
						A.M.		NOON		P.M.						
						1	2	3	4	5	6	7	8	9	10	11
1	65	53	65	0.00												
2	65	45	61	0.00												
3	62	53	62	0.00												
4	62	54	62	0.01												
5	63	54	62	0.00												
6	62	51	62	0.00												
7	63	48	62	0.00												
8	63	51	60	0.00												
9	62	53	60	0.01												
10	67	52	64	T												
11	69	57	67	0.00												
12	68	52	67	0.00												
13	67	52	62	0.00												
14	62	55	59	T												
15	63	55	63	T												
16	63	55	61	0.00												
17	63	54	62	0.00												
18	65	44	63	0.00												
19	67	46	60	0.00												
20	67	46	65	0.00												
21	66	45	61	T												
22	61	52	60	0.01												
23	61	48	60	T												
24	64	54	63	T												
25	65	56	63	T												
26	65	48	65	T												
27	67	47	65	0.00												
28	74	48	72	0.00												
29	72	50	66	0.00												
30	70	59	67	0.00												
31																
65.1		51.2		SUM	0.03											

CONDITION OF RIVER AT GAGE		READING		CHECK BAR (for wire weight)		NORMAL CHECK BAR	
A. obstructed by rough ice							
B. Frozen, but open at gage							
C. Upper surface smooth ice							
D. Ice gorge above gage							
E. Ice gorge below gage							
F. Shove ice							
G. Floating ice							
H. Pool stage							

# San Francisco Public Utilities Commission Hydrological Conditions Report For September 2011

J. Chester, A. Mazurkiewicz, & M. Tsang, October 5, 2011



**O'Shaughnessy Dam** circa mid-1920 looks a bit different than the dam that stands today. The first lift of the dam was completed in 1923 to a height of 226.6 feet and impounded 206,000 acre-feet of water. The dam was raised during the 1930's and completed in 1938 to it's current height of 312 feet impounding 360,360 acre-feet of water.

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

Table 1 Current Storage As of October 1, 2011							
Reservoir	Current Storage		Maximum Storage		Available Capacity		Percent of Maximum Storage
	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	
<b>Tuolumne System</b>							
Hetch Hetchy <sup>1/</sup>	331,210		340,830		9,620		97.2%
Cherry <sup>2/</sup>	245,741		268,810		23,069		91.4%
Lake Eleanor <sup>3/</sup>	17,345		23,541		6,196		73.7%
Water Bank	567,659		570,000		2,341		99.6%
Tuolumne Storage	1,161,955		1,203,181		41,226		96.6%
<b>Local Bay Area Storage</b>							
Calaveras <sup>4/</sup>	35,078	11,430	96,824	31,550	61,746	20,120	36.2%
San Antonio	48,392	15,769	50,496	16,454	2,103	685	95.8%
Crystal Springs	46,937	15,294	58,377	19,022	11,440	3,728	80.4%
San Andreas	17,297	5,636	18,996	6,190	1,700	554	91.1%
Pilarcitos	2,218	723	2,995	976	777	253	74.1%
Total Local Storage	149,922	48,852	227,688	74,192	77,766	25,340	65.8%
<b>Total System</b>	1,311,877		1,430,869		118,992		91.7%

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

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

<sup>3/</sup> Maximum Lake Eleanor storage with all flash-boards out.

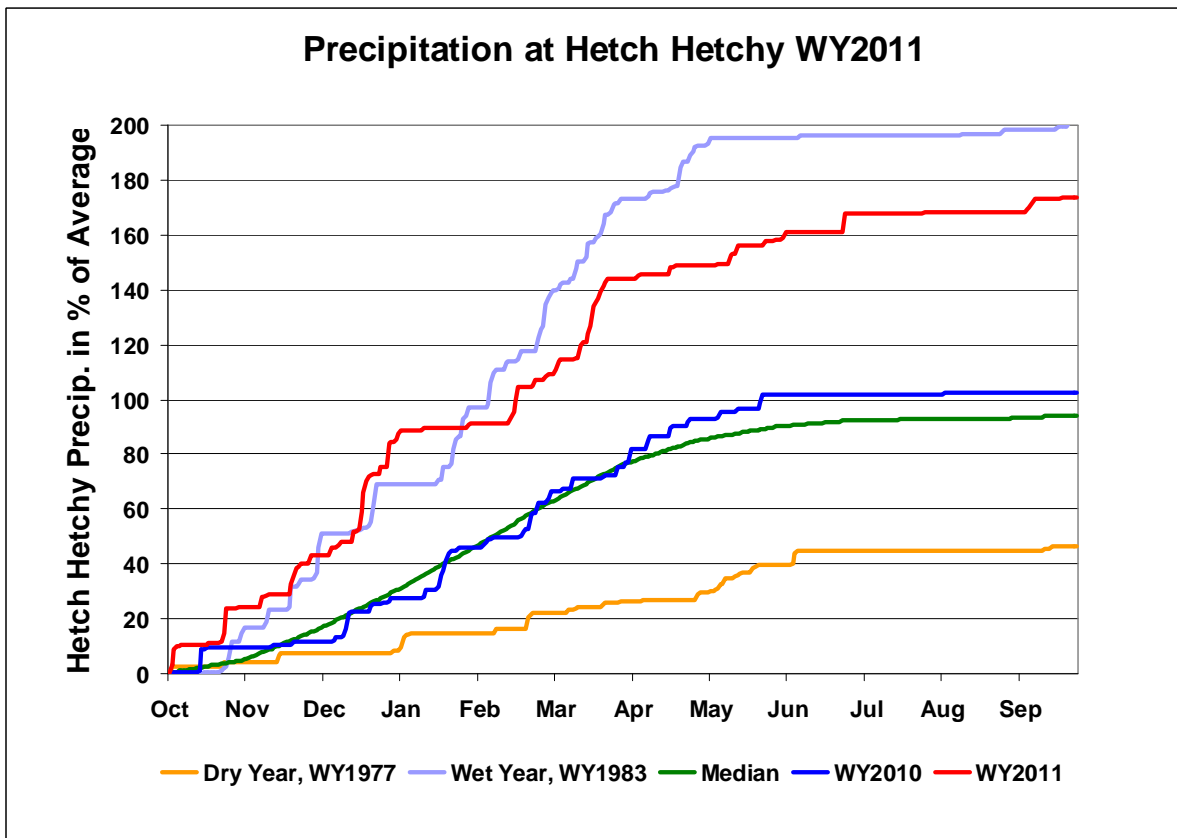
<sup>4/</sup> Available capacity does not take into account current DSOD storage restrictions.

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

*Current Month:* Isolated thunderstorm activity during September brought the six-station precipitation index to 1.13 inches, or 155.3% of the average index for the month.

*Cumulative Precipitation to Date:* The accumulated six-station precipitation index for water year 2011 is 59.95 inches, which is 168.8% of the average annual water year total, or 168.5% of the average annual-to-date. Hetch Hetchy received 69.99 inches of precipitation for water year 2011, which is the second highest water year accumulation in the record from 1919 to 2010. The Hetch Hetchy gauge is shown in Figure 1 in red, and is well above the median line.

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



**Figure 1:** Water year 2011 cumulative precipitation received at Hetch Hetchy Reservoir through the end of the water year. Precipitation at the Hetch Hetchy gage for wet, dry, median, and WY 2010 are included for comparison purposes.

### Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange as of September 30<sup>th</sup> is summarized below in Table 2. Isolated snow patches have maintained higher than normal inflows to Hetch Hetchy, Cherry and Eleanor reservoirs.

	September 2011				October 1, 2010 through September 30, 2011			
	Observed Flow	Median <sup>6</sup>	Average <sup>6</sup>	Percent of Average	Observed Flow	Median <sup>6</sup>	Average <sup>6</sup>	Percent of Average
Inflow to Hetch Hetchy Reservoir	12,623	3,088	4,874	408.8%	1,370,448	707,627	746,990	193.7%
Inflow to Cherry Reservoir and Lake Eleanor	2,838	803	1,908	353.4%	801,997	445,914	451,510	179.9%
Tuolumne River at La Grange	25,360	7,169	11,184	353.7%	3,508,737	1,765,935	1,843,580	198.7%
Water Available to the City	0	876	0	0.0%	1,981,526	620,855	783,216	319.2%

<sup>6</sup> Hydrologic Record: 1919 – 2010

## Hetch Hetchy System Operations

Draft and releases from Hetch Hetchy Reservoir in September totaled 32,975 acre-feet which met SJPL deliveries, fisheries releases, and reservoir management goals.

A total of 9,511 acre-feet of power draft was made at Cherry Reservoir to manage reservoir elevation and to support the City's Municipal load, District Class 1, other loads or accounts, and sales. Pumping from Lake Eleanor resumed in late September and a total of 1,753 acre-feet of water was transferred from Lake Eleanor to Cherry Reservoir to maintain a high elevation at Cherry Reservoir and to lower Lake Eleanor for scheduled maintenance.

## Local System Treatment Plant Production

The Sunol Valley Water Treatment Plant was offline for maintenance work throughout the month of September. The Harry Tracy Water Treatment Plant rate averaged 24 MGD.

## Local System Water Delivery

The average water delivery rate for the month was 255 MGD, 3% less than the August rate of 262 MGD.

## Local Precipitation

September dry weather prevailed across the local watersheds with the exception of a weak weather system on September 26 which produced less than a 0.1 of an inch of precipitation in the Pilarcitos watershed. The September rainfall summary is presented in Table 3.

<b>Table 3</b>				
<b>Precipitation Totals At Three Local Area Reservoirs For September 2011</b>				
<b>Reservoir</b>	<b>Month Total (inches)</b>	<b>Percentage of Normal for the Month</b>	<b>Water Year To Date <sup>7</sup> (inches)</b>	<b>Percentage of Normal for the Year-to-Date <sup>7</sup></b>
Pilarcitos	0.06	12 %	48.72	124 %
Lower Crystal Springs	0.00	0 %	30.49	113 %
Calaveras	0.00	0 %	26.07	119%

<sup>7</sup> WY 2011: Oct. 2010 through Sep. 2011

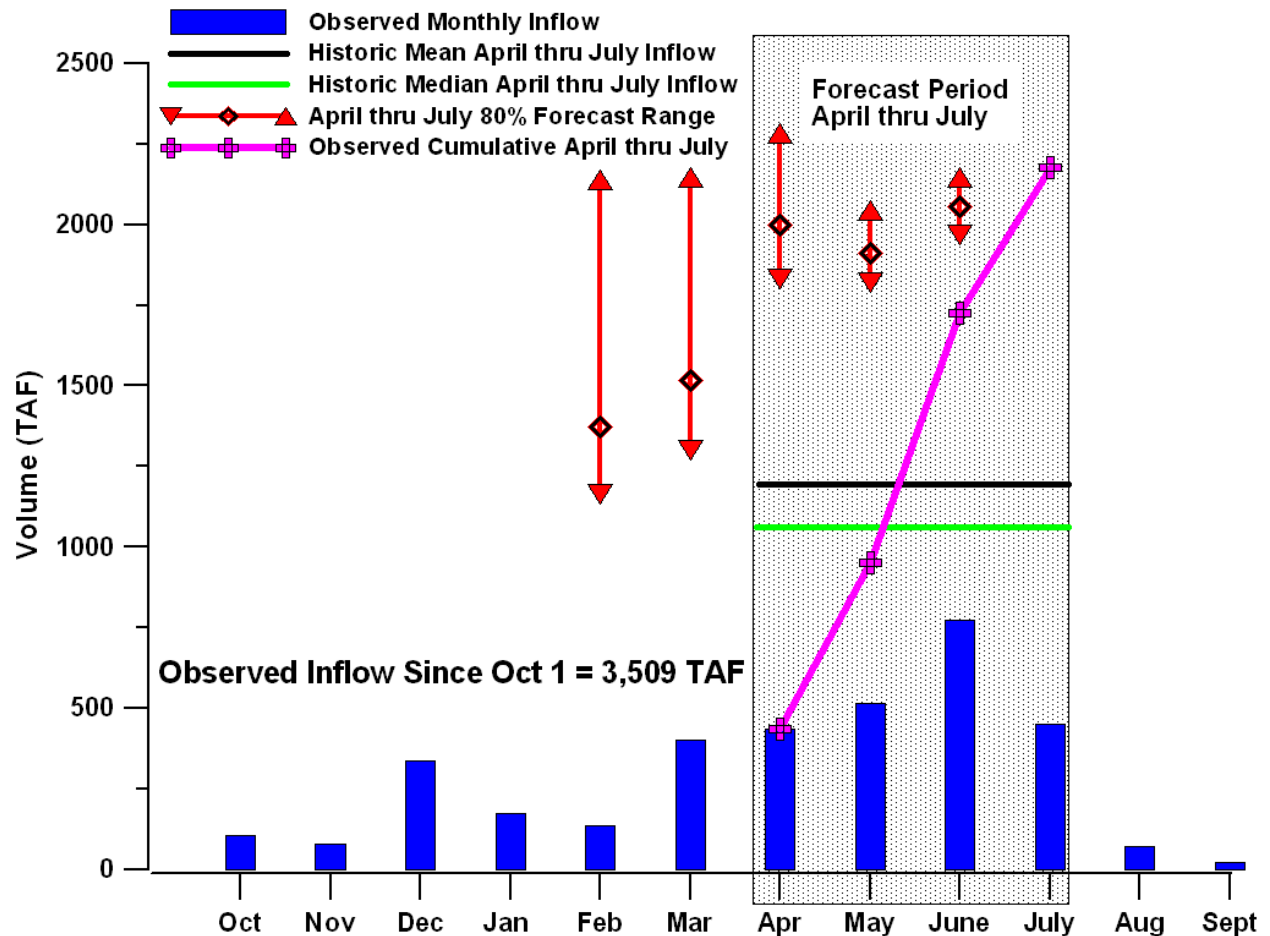
## Snowmelt and Water Supply

Water year 2011 brought a number of significant events during the course of the year: highest October precipitation, 5<sup>th</sup> largest snowpack on record for the Tuolumne Basin, the highest June precipitation, 2<sup>nd</sup> highest water year total precipitation, and the 5<sup>th</sup> highest water year runoff at La Grange. Inflows into Hetch Hetchy Reservoir were nearly 200% of normal water year inflow. The cool summer and deep snowpack delayed snowmelt well into July and flows on the mainstem of the Tuolumne above Hetch Hetchy on October 1<sup>st</sup> were 115 cfs as compared to 30 cfs on October 1<sup>st</sup>, 2010. These conditions combined with low water demands have left the reservoir 21 feet and 40 TAF higher than October 1<sup>st</sup> last year. Overall system storage is near the target capacity for maximizing water supply carry over conditions.

With such an eventful water year 2011 – what will water year 2012 bring? Climatic indices such as El Nino and the Pacific Decadal Oscillation do not bring certainty to long term weather and

climate forecasts for the Sierra. What we do know is that La Nina conditions are setting up once again in sea surface temperatures. The array of models has begun to predict strengthening La Nina conditions, similar to last year. This does not infer that the Sierra will have another epic precipitation year, but it does increase the likeliness that temperatures can be on the cooler side and storms can be on the colder side as well.

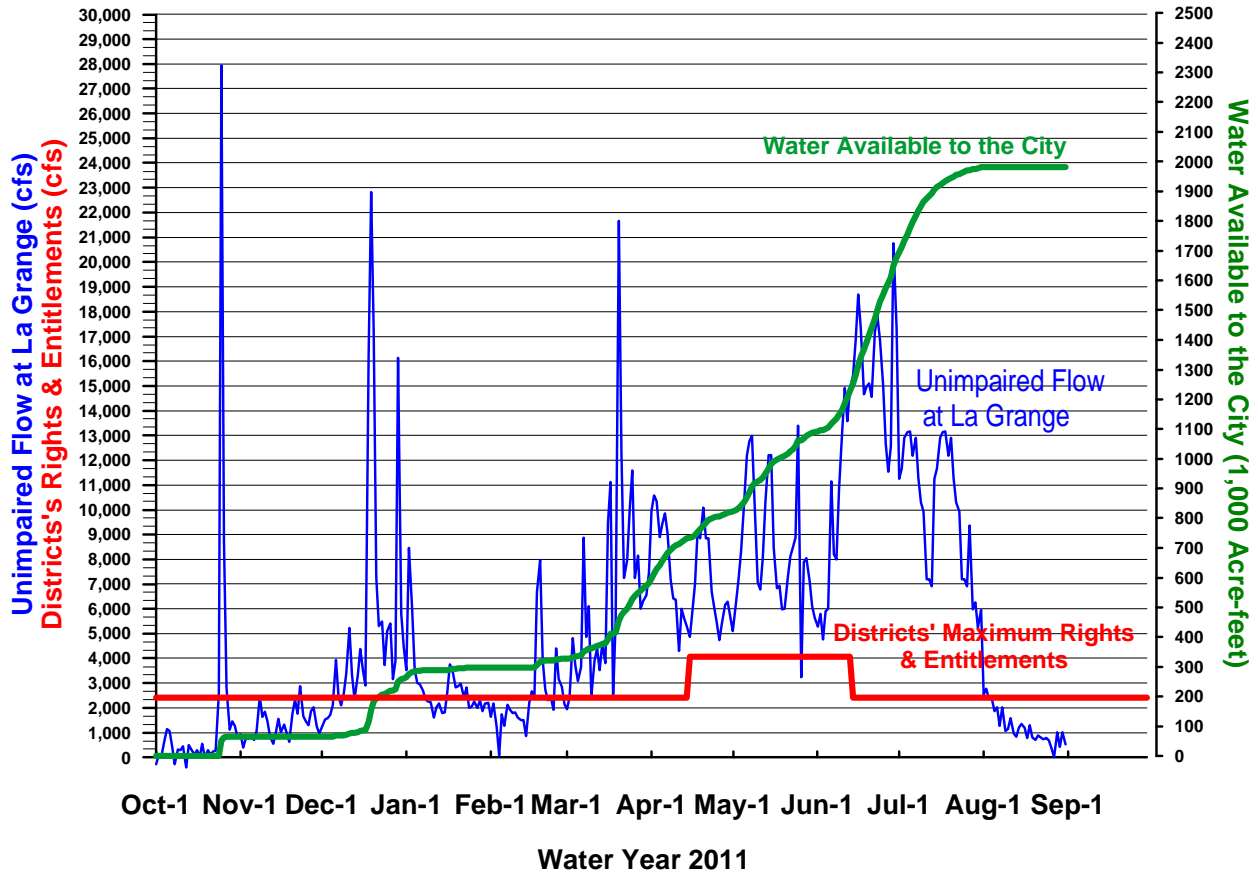
Early October has brought the first significant storm event to the Sierra, with snowfall down to ~6500 feet. Snowfall in the Sierras during the first week of October has been an occurrence for the past 3 years. Over the next few days the weather will continue to clear and slowly return to seasonal temperatures. The National Weather Service Climate Prediction Center indicates an equal chance for above or below normal temperatures and precipitation in the 3-month outlook.



**Figure 2:** Water Year conditions for the Tuolumne River at La Grange and for the 80% water supply forecast range (triangles represent the 90% and 10% forecasts, the open diamond represents the median forecast).

Due to typical low flows during the fall, no water became available to the City in September, which is typical in late summer. The total water available to the City for water year 2011 remained at 1,981,526 acre-feet (Figure 3).

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



**Figure 3:** Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. Water available to the City for the period from October 1<sup>st</sup>, 2010 through September 30<sup>th</sup>, 2011 was 1,981,526 acre-feet.

cc	HHWP Records	Dufour, Alexis	Jue, Tyrone	Ramirez, Tim
	Briggs, David	Gibson, Bill	Kehoe, Paula	Ritchie, Steve
	Cameron, David	Griffin, Pat	Levin, Ellen	Rydstrom, Todd
	Carlin, Michael	Hale, Barbara	Mazurkiewicz, Adam	Samii, Camron
	Chester, John	Hannaford, Margaret	Meier, Steve	Sandkulla, Nicole
	DeGraca, Andrew	Harrington, Ed	Nelson, Kent	Tsang, Michael
	Dhakal, Amod	Jensen, Art	Patterson, Mike	Williams, Mike



**STAFF REPORT**

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

**From: Dave Dickson, General Manager**

**Agenda: October 11, 2011**

**Date: September 20, 2011**

**Subject: Notice of Completion - El Granada Tank No. 3 Fencing Project**

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**Recommendation:**

That the Board of Directors take the following actions:

- (1) Accept the El Granada Tank No. 3 Fencing 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 Thompson and Thompson Fence Company, on July 13, 2011 for the El Granada Tank No. 3 Fencing Project.

The work consisted of installation of 300 feet of 6' chain link fence, vinyl coated black, "no climb" 1" mesh with 3 strands of barbed wire, one double gate 12' double swing gate, black pipe top rail, posts and barb arms and removal of old fencing. The work is located within property owned by the District and within a street right of way. The site of the work is located in the unincorporated community of El Granada, San Mateo County, at 712 El Granada Blvd. (APN 047-163-450).

The project was completed on September 12, 2011. The project was constructed according to the plans and specifications.

**Fiscal Impact:** None.

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

Name  
Street  
Address  
City &  
State

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE

RECORD WITHOUT FEE Govt. Code § 6103 & 27383

### NOTICE OF COMPLETION

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

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

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

3. On the 12<sup>th</sup> day of September, 2011 there was completed upon the hereinafter described real property a work of improvement as a whole named El Granada Tank No. 3 Fencing Project. The work consisted of installing 300 feet of 6' chain link fence, vinyl coated black, "no climb" 1" mesh with 3 strands of barbed wire, one double gate 12' double swing gate, black pipe top rail, posts and barb arms and removal of old fencing.

4. The name of the original contractor for the work of improvement as a whole was: Thompson and Thompson Fence Company, 2584 Grant Avenue, San Lorenzo, CA 94580

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

*The site of the work is located at 712 El Granada Blvd., El Granada (APN 047-163-450).*

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 12, 2011, 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 11, 2011

Report

Date: October 7, 2011

**Subject:** District Communications Plan

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**Recommendation:**

None. Information only.

**Background:**

Taking note of the concerns some District customers expressed during the public comment phase of our recent budget approval process, staff has established a goal of improving customer communications. In July, we hired Kendall Flint of Flint Strategies to prepare a communications plan to help guide our efforts. The Customer Survey discussed with the Board at the September 13, 2011 meeting was a key first step in developing the attached Communications Plan.

Staff will discuss the Communications Plan and answer any questions the Board may have.

**Fiscal Impact:**

None.



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# Coastside County Water District

2011-2012 Communications Plan

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# Coastside County Water District

## 2011-2012 Communications Plan

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### Executive Summary

The Coastside County Water District (CCWD) serves the City of Half Moon Bay and a part of the unincorporated area of San Mateo County including Miramar, Princeton By The Sea and El Granada. The District's service territory encompasses approximately 14 square miles and serves nearly 20,000 people. Approximately 61% of CCWD's customers are residential water users. Floriculture accounts for 13% of the total water use. The remaining 26% of the District's customers are commercial.

Recent rate hikes prompted concern among ratepayers who questioned how the District managed its finances and assets. District management wanted to ensure that customers had a clear understanding regarding its operations, investments, infrastructure and overall management to help customers make informed decisions about their water supply.

The District selected Flint Strategies to prepare an audit of its existing communications mechanisms and develop a Communications Plan to improve its efforts in providing information to its customers.

### Goals

This Communications Plan was developed to provide a proactive approach to customer education and outreach. It is part of an overall commitment by the Board of Directors to ensure complete transparency in all District operations and management. The plan focuses on two main goals:

- To provide Coastside County Water District customers with a clear understanding of the District’s operation, management and finances.
- To ensure that customers are aware of the high level of customer service and high quality of water services provided by the District.

## Target Audiences

- CCWD Customers
  - *Residential Users*
  - *Floriculture*
  - *Business Customers*
- Employees
  - *Customer Service Team*
  - *Field Operations*
- Media Relations
  - *Half Moon Bay Review*
  - *Half Moon Bay Patch*
  - *San Jose Mercury News*
  - *San Francisco Chronicle*
  - *Trade Publications*
- Regional Agencies
  - *City of Half Moon Bay*



- *San Francisco Public Utilities Commission*
- *San Mateo County*
- *BAWSCA*

## Research

Flint Strategies performed a substantial amount of research to develop this Plan. A complete Communications Audit was conducted as well as an Internet survey of 520 customers. Research included:

- Interviews with CCWD Board members
- Site visits to the CCWD treatment plant and facilities
- Tours of service area with field staff
- Interviews with management team and key staff members
- Review of District Plans (CIP, Water Financing Plan, Operations and Maintenance Plans, Financials, Pilarcitos Integrated Watershed Management Plan, Deniston Restoration Project)
- Review of website and content
- Review of advertisements, public service announcements and collateral materials produced and/or distributed by the District over the past year

# Challenges and Opportunities

## Challenges

- An overwhelming number of customers surveyed, 84%, said they were unclear as to how the District spends its money. They were also unclear as to the primary cause and need for rate increases with nearly one in 10 people believing salaries and benefits to employees were the primary culprits. Fifty-six percent identified either infrastructure or operations and maintenance with 21% identifying the cost of San Francisco water.
- Statewide, California residents consistently express concerns about government mismanagement and often hold unsubstantiated beliefs that local municipal agencies are “profiting” from their rates and or taxes.
- The District has limited human resources to devote to communications efforts. The individuals that *are* available however, are well suited to the tasks and can be utilized in a more effective manner.

## Opportunities

Customer satisfaction is relatively high in all areas surveyed however there is room for improvement.

- 64% of District customers characterized overall customer service as good or excellent with 16% calling it average and just 4% calling it poor or fair.
- Just under 17% of respondents said they had either attended a District Board meeting or watched one on cable. That is actually a higher percentage than the average District.
- The District is in fact, very well managed and fiscally sound. There are a number of good stories to tell.

- Nearly 80% of survey respondents said they *want* to receive information about billing and water rates. Nearly 74% are very interested in water quality. This indicates that there is a large interest in overall district operations and should prove useful when working with local news media.

## Strategies

1. Develop advertising and outreach efforts that focus specifically on District infrastructure and staff.
2. Reorganize the District website to highlight key information.
3. Proactively engage customers via electronic mail and social media.
4. Make better use of local news media via regular dissemination of information, opinion editorials and site visits.
5. Develop District specific bill inserts that focus on how customer rates are used to provide services.
6. Establish a Speakers Program featuring the General Manager and other staff members as appropriate.
7. Continue successful education programs in local schools.
8. Develop/enhance partnerships with homeowners associations and business resources.

# Tactics

## 1.0 Develop advertising and outreach efforts that focus specifically on District infrastructure and staff.

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A review of previous advertisements revealed a focus on conservation efforts, meeting announcements and some rebate programs. The District must differentiate itself from other regional efforts and focus attention on its specific local assets and personnel.

While conservation messages remain an important part of District communications, rate-payers are overwhelmingly more interested in information that explains how the District operates.

The Plan calls for the development of advertisements for placement as print and banner ads in the Half Moon Bay Review and Patch that support the District's Key messages.

Collateral materials supporting conservation efforts should continue to be secured from BAWSCA and other water agencies.

## 2.0 Reorganize the District website to highlight key information.

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The District's website includes a wealth of useful information however, it is organized in a manner that prevents casual users from finding information easily.

We recommend the following changes:

- Revise the home page to include most important site attributes including "Pay Your Bill" clearly labeled.
- Incorporate images and banners specific to CCWD infrastructure.
- Titles should be more user-centric. "Water Supply," as an example could be changed to, "Where Our Water Comes From."

### 3.0 Proactively engage customers via electronic mail and social media.

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Currently the District does not utilize email or social media to connect with customers on a regular basis. Over half of survey respondents identified email as a preferred means of communications. It was the number one choice. Our recommendations are as follows:

- Develop e-news using Constant Contact software management to produce and distribute information to customers when appropriate.
- Establish Facebook, Twitter and other relevant social media accounts to post information about the District and highlight key issues, milestones and news. Both should be used to direct traffic to the District's website.

### 4.0 Make better use of local news media via regular dissemination of information, opinion editorials and site visits.

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Currently, the District does not send news releases to media on a proactive basis. Flint Strategies has updated the media list to include local and regional media as well as trade journals. The Plan calls for the following:

- Schedule editorial board meetings with local news media to provide updates and information regarding District services, managements and milestones. The District General Manager and other key staff should attend this.
- News releases supporting District operations, projects and milestones.
- Encourage submissions by staff to trade journals in the water and water treatment industries.
- Development of *brief* fact sheets regarding key issues and projects (Denniston Treatment Plant, Pilarcitos, Where Water Comes From, etc).

## 5.0 Develop District specific bill inserts that focus on how customer rates are used to provide services.

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Seventy-percent of survey respondents said they read materials included in their billing statements and 33% identified this as their preferred means of communications with the District. When asked what information is most important to them, customers identified the following:

- 80% want to receive information about billing and rates
- 73% are interested in water quality
- 67% are interested in rebate programs offered by the District
- 48% are interested in water conservation
- 38% would like to get information on smart gardening
- 36% are interested in learning more about specific District projects.

We suggest that the District produce two inserts specific to its local operations. The first should describe the District's assets (treatment plants, pipes, pumps etc.) and the second should generally describe how revenues are allocated.

## 6.0 Establish a Speakers Program featuring the General Manager and other staff members as appropriate.

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There are a number of local community organizations, homeowners associations, business networking and salon-style groups that meet on a regular basis. The Plan calls for a target of 6 presentations per year made by the General Manager and/or appropriate staff to local groups. These may include:

- Half Moon Bay Chamber of Commerce
- Rotary, Lions Club, Oddfellows

- Half Moon Bay Brews and Views
- San Mateo Farm Bureau
- Local Churches
- Coastside Mothers
- Senior Coastsiders
- POST
- Half Moon Bay Yacht Club
- Coastside Adult Day Health Center
- Homeowners Associations
- City of Half Moon Bay

## 7.0 Continue successful education programs in local schools.

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The District has developed an outstanding partnership with local schools that provides education and information about water, water conservation and our local watershed. The response from educators, students and the community has been positive. We recommend that the District continue to support these efforts.

## 8.0 Develop/enhance partnerships with homeowners associations and business resources.

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Half Moon Bay has a number of great community events that could give the District access to rate payers without incurring substantial costs. We suggest that District staff be actively engaged on a quarterly basis and staff events including but not limited to:

- Coastside Farmer's Market

- Half Moon Bay Pumpkin Festival
- July 4<sup>th</sup> Parade
- Grub Street Army and/or other Pillar Point Harbor Events
- Half Moon Bay International Marathon (September)
- Coastal Cleanup Day

Event planning is always easier and more cost efficient when you partner with others!

## Key Messages

- Coastside County Water District provides a **safe, reliable, high quality** water supply to its customers.
  - *Coastside County Water District provides water that meets or exceeds mandated water quality standards for a healthy community.*
  - *Infrastructure such as the Denniston and Nunes treatment facilities is essential to this effort.*
  - *We provide service 24 hours a day 365 days a year and work to ensure that even in emergency situations, customers will have access to water.*
  - *We provide water to meet the demand of fire protection our service area.*
- The District utilizes the industry's most cost effective management practices in all of its operations.
  - *We promote innovation to improve service and save our customers money.*
  - *We are fiscally responsible, transparent and accountable to our customers.*
- Our customers are our highest priority.
  - *Our staff is committed to providing outstanding customer service in all areas of operations, billing, maintenance, and customer service.*



- *We are transparent in all actions providing access to information about our operations via our website, public meetings, water quality reports and our office.*
- The District's Board, management and staff are part of this community.
- *The majority of District staff members and management team are CCWD customers.*
- *We are committed to the Coastsides long-term sustainability.*

## Evaluation

The following criteria should be used to evaluate progress toward the goals of this Communications Plan:

1. Increase in customer satisfaction with customer service as evidenced by a follow up survey in the summer of 2012.
2. Increase in customer knowledge regarding District operations and expenses.
3. Increase in news media coverage of District operations.
4. Increase in website traffic and use of the site by customers for billing, questions and information.
5. Increase in overall customer confidence regarding District management.

## **STAFF REPORT**

**To:** Coastside County Water District Board of Directors  
via David Dickson, General Manager

**From:** Joe Guistino

**Agenda:** October 11, 2011

Report

Date: October 5, 2011

**Subject:** Award of Contract for the Hazen's Tank Fence Project

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### **Recommendation:**

Authorize staff to contract with North American Fence & Railing, Inc. to replace the Hazen's Tank fence for the amount of \$16,371.

### **Background:**

Replacement of the Hazen's Tank fence is part of our on-going effort to improve security at all District sites. The existing barbed wire fence allows occasional access to cattle from the surrounding property and does not provide an adequate barrier for potential trespassers. This project proposes to adequately secure our entire property at this location. The project includes 336 feet of 6 foot fence with 2" galvanized chain link topped with 3 strands of barbed wire. There will be a 14 foot double vehicle gate. The job also includes removal and disposal of the old barbed wire fence.

We have solicited two bids to fence the Hazen's Tank site:

North American Fence & Railing, Inc. (formerly Thompson and Thompson)	\$16,371
Crusader Fence	\$17,316

### **Fiscal Impact**

Cost of \$16,731. This project was carried over from the FY 2010-2011 Capital Improvement Program.

## ***STAFF REPORT***

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

**From:** David Dickson, General Manager

**Agenda:** October 11, 2011

Report

Date: October 7, 2011

**Subject:** Quarterly Financial Review

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### **Recommendation:**

None. Information only.

### **Background:**

As the attached financial summary for the first quarter of Fiscal Year 2011-2012 shows, lower-than-budget expenses have offset a substantial shortfall in year-to-date water sales revenues.

Variance highlights include:

#### **Revenue**

- Water sales revenue was \$408,000 (20%) under budget.
- Non-operating revenue was \$7,000 (9%) over budget.

#### **Expenses**

- SFPUC water purchases were \$210,000 (31.5%) under budget due to lower water use.
- Crystal Springs pumping costs were \$76,000 (87%) under budget due to continuing use of Pilarcitos Reservoir as our primary water source.
- Nunes Treatment Plant operating costs were \$13,000 (62%) over budget due to higher chemical costs (primarily caustic) and higher chemical dosages.
- Nunes Treatment Plant maintenance costs were \$7,000 (77%) over budget due to timing of sludge removal expenses.

**COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS**  
**30-Sep-11**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>YTD ACTUAL</b>	<b>YTD BUDGET</b>	<b>B/(W) VARIANCE</b>	<b>B/(W) % VAR</b>
<b>OPERATING REVENUE</b>					
1-0-4120-00	Water Revenue -All Areas	\$ 1,665,099	\$ 2,073,111	\$ (408,012)	-19.7%
<b>TOTAL OPERATING REVENUE</b>		<b>\$ 1,665,099</b>	<b>\$ 2,073,111</b>	<b>\$ (408,012)</b>	<b>-19.7%</b>
<b>NON-OPERATING REVENUE</b>					
1-0-4170-00	Water Taken From Hydrants	\$ 6,284	\$ 6,252	\$ 32	0.5%
1-0-4180-00	Late Notice -10% Penalty	\$ 15,781	\$ 12,501	\$ 3,280	26.2%
1-0-4230-00	Service Connections	\$ 1,987	\$ 2,001	\$ (14)	-0.7%
1-0-4920-00	Interest Earned	\$ 1,764	\$ 1,856	\$ (92)	-5.0%
1-0-4930-00	Tax Apportionments/Cnty Checks	\$ 15,481	\$ 24,750	\$ (9,269)	-37.4%
1-0-4950-00	Miscellaneous Income	\$ 21,959	\$ 9,249	\$ 12,710	137.4%
1-0-4955-00	Cell Site Lease Income	\$ 29,236	\$ 28,473	\$ 763	2.7%
1-0-4965-00	ERAF REFUND -County Taxes	\$ -	\$ -	\$ -	0.0%
<b>TOTAL NON-OPERATING REVENUE</b>		<b>\$ 92,491</b>	<b>\$ 85,082</b>	<b>\$ 7,410</b>	<b>8.7%</b>
<b>TOTAL REVENUES</b>		<b>\$ 1,757,590</b>	<b>\$ 2,158,193</b>	<b>\$ (400,603)</b>	<b>-18.6%</b>
<b>OPERATING EXPENSES</b>					
1-1-5130-00	Water Purchased	\$ 455,569	\$ 665,193	\$ 209,624	31.5%
1-1-5230-00	Pump Exp, Nunes T P	\$ 4,625	\$ 5,223	\$ 598	11.4%
1-1-5231-00	Pump Exp, CSP Pump Station	\$ 10,039	\$ 75,812	\$ 65,773	86.8%
1-1-5232-00	Pump Exp, Trans. & Dist.	\$ 2,138	\$ 4,705	\$ 2,567	54.6%
1-1-5233-00	Pump Exp, Pilarcitos Can.	\$ 410	\$ 296	\$ (114)	-38.6%
1-1-5234-00	Pump Exp. Denniston Proj.	\$ 757	\$ 1,485	\$ 728	49.0%
1-1-5235-00	Denniston T.P. Operations	\$ 761	\$ 750	\$ (11)	-1.5%
1-1-5236-00	Denniston T.P. Maintenance	\$ 108	\$ 1,251	\$ 1,143	91.4%
1-1-5240-00	Nunes T P Operations	\$ 34,534	\$ 21,261	\$ (13,273)	-62.4%
1-1-5241-00	Nunes T P Maintenance	\$ 16,773	\$ 9,501	\$ (7,272)	-76.5%
1-1-5242-00	CSP Pump Station Operations	\$ 1,943	\$ 2,124	\$ 181	8.5%
1-1-5243-00	CSP Pump Station Maintenance	\$ 12,867	\$ 12,501	\$ (366)	-2.9%
1-1-5250-00	Laboratory Services	\$ 7,478	\$ 8,751	\$ 1,273	14.6%
1-1-5318-00	Studies/Surveys/Consulting	\$ 10,874	\$ 11,250	\$ 376	3.3%
1-1-5321-00	Water Conservation	\$ 20,167	\$ 15,588	\$ (4,579)	-29.4%
1-1-5322-00	Community Outreach	\$ 1,064	\$ 6,552	\$ 5,488	83.8%
1-1-5411-00	Salaries & Wages -Field	\$ 237,370	\$ 258,011	\$ 20,641	8.0%
1-1-5412-00	Maintenance -General	\$ 34,534	\$ 48,126	\$ 13,592	28.2%
1-1-5414-00	Motor Vehicle Expense	\$ 24,233	\$ 11,124	\$ (13,109)	-117.8%
1-1-5415-00	Maintenance -Well Fields	\$ -	\$ 1,500	\$ 1,500	100.0%
1-1-5610-00	Salaries/Wages-Administration	\$ 161,745	\$ 173,628	\$ 11,883	6.8%
1-1-5620-00	Office Supplies & Expense	\$ 22,266	\$ 29,844	\$ 7,578	25.4%
1-1-5621-00	Computer Services	\$ 8,220	\$ 12,212	\$ 3,992	32.7%
1-1-5625-00	Meetings / Training / Seminars	\$ 4,140	\$ 4,500	\$ 360	8.0%
1-1-5630-00	Insurance	\$ 58,755	\$ 67,500	\$ 8,745	13.0%
1-1-5635-00	EE/Ret. Medical Insurance	\$ 97,264	\$ 109,653	\$ 12,389	11.3%
1-1-5640-00	Employees Retirement Plan	\$ 102,074	\$ 124,553	\$ 22,480	18.0%
1-1-5645-00	SIP 401K Plan	\$ -	\$ -	\$ -	0.0%
1-1-5681-00	Legal	\$ 4,574	\$ 15,000	\$ 10,426	69.5%
1-1-5682-00	Engineering	\$ 2,313	\$ 3,501	\$ 1,188	33.9%
1-1-5683-00	Financial Services	\$ 4,448	\$ 7,500	\$ 3,053	40.7%
1-1-5684-00	Payroll Tax Expense	\$ 28,606	\$ 30,869	\$ 2,263	7.3%
1-1-5687-00	Membership, Dues, Subscript.	\$ 6,407	\$ 10,087	\$ 3,680	36.5%
1-1-5688-00	Election Expenses	\$ -	\$ -	\$ -	0.0%
1-1-5689-00	Labor Relations	\$ -	\$ 1,500	\$ 1,500	100.0%
1-1-5700-00	San Mateo County Fees	\$ 5,460	\$ 1,200	\$ (4,260)	-355.0%
1-1-5705-00	State Fees	\$ -	\$ -	\$ -	0.0%
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 1,382,517</b>	<b>\$ 1,752,553</b>	<b>\$ 370,036</b>	<b>21.1%</b>
<b>CAPITAL ACCOUNTS</b>					
1-1-5711-00	Debt Srvc/Existing Bonds 1998A	\$ 254,610	\$ 254,610	\$ -	0.0%
1-1-5712-00	Debt Srvc/Existing Bonds 2006B	\$ 338,177	\$ 335,852	\$ (2,325)	0.0%
<b>TOTAL CAPITAL ACCOUNTS</b>		<b>\$ 592,787</b>	<b>\$ 590,462</b>	<b>\$ 2,325</b>	<b>0.0%</b>
<b>TOTAL EXPENSES</b>		<b>\$ 1,975,304</b>	<b>\$ 2,343,015</b>	<b>\$ 367,711</b>	<b>15.7%</b>
<b>NET INCOME</b>		<b>\$ (217,714)</b>	<b>\$ (184,822)</b>	<b>\$ 32,892</b>	<b>-17.8%</b>

## **STAFF REPORT**

**To:** Coastside County Water District Board of Directors  
**From:** David Dickson, General Manager  
**Agenda:** October 11, 2011

Report

Date: October 7, 2011

**Subject:** General Manager's Report

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### **Recommendation:**

None. Information only.

### **Background:**

For this month's report, I would like to highlight the following:

**1. I-Bank Loan**

We received the fully executed I-Bank loan documents on October 6. The loan effective date is October 10, 2011, so we should be able to submit our first disbursement request next week.

**2. Crystal Springs Intake Project**

As part of the first phase of this project, which we discussed with the Board at the September 13 and September 27 meetings, North Coast Divers installed a blind flange on top of the deeper intake in Upper Crystal Springs Reservoir on October 6. The next step will involve sending a contractor into the tunnel to remove the non-functioning pneumatic valve actuator and intake valve. I would like to recognize the excellent efforts of Joe Guistino, John Davis, and the District's field maintenance staff in implementing this project.

## ***MONTHLY REPORT***

**To:** David Dickson, General Manager  
**From:** Joe Guistino, Superintendent of Operations  
**Agenda:** October 11, 2011

**Report**  
**Date:** October 5, 2011

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### **Monthly Highlights**

#### Crystal Springs Alternative Intake Project

Staff has developed plans to remove all mechanical devices in the crystal springs tunnel, design new intake screens, and place manually operated intake valves on the lake side of the intakes.

#### Denniston Water Treatment Improvement Project

Construction has broken ground, excavating the west settling pond for the new clarifiers and drying beds.

#### El Granada Tank 3 Fence

A new fence has been erected around El Granada 3 Tank and Pump Station.

### **Source of Supply**

Pilarcitos Reservoir and Crystal Springs Reservoirs were the major source of supply for the month of September.

### **Systems Improvement**

#### Beautification

- Weed and brush abatement on Denniston Reservoir and tank sites.
- Touched up Nunes Laboratory where new electrical outlets were installed.
- Cleaned up work truck.
- Cleared brush around the old Denniston wells 6 and 7.

#### El Granada Tank 3 Fence

A new fence was installed at El Granada Tank and Pump Station. This is a 6' anti climb fence with black vinyl coating and 3 stranded barbed wire. It greatly improves appearance and security at this location.

#### Nunes Lab

Our electrical contractor installed new electrical outlets at the Nunes lab, replacing the corroded and deteriorating original outlets.

## **Update on Other Activities:**

### Princeton Paving

Crews have been available to resolve any issues with our water lines or services associated with the paving of Princeton Avenue in Princeton. We inspect the project daily.

### Judith Court

Andreini Bros. Inc. will be replacing the 4" cast iron main on Judith Court with a 4" ductile iron main and repaving the street in October.

### Avenue Portola Water Flows

Staff has been periodically looking at the water flows down Avenue Portola to note any changes in volume. They also test for chlorine residual in order to detect any more main failures as we had on this section of pipe in August.

## **Safety/Training/Inspections/Meetings**

### Meetings Attended

1 Sept - Cal/Nev AWWA conference call to discuss agency reorganization.

6, 13, 20, 27 Sept - Denniston Treatment Improvement Project update meetings.

7 Sept - Coastside Interagency Meeting. Discussed new fire codes, senior center planning, main street bridge replacement, discharge permits and backflow requirements.

12 Sept - Met with David Briggs and Paul Gambon at SFPUC to discuss Pilarcitos Reservoir operations and Crystal Springs P.S. intake modifications.

14 Sept - Coastside agencies safety meeting.

26 Sept - Met with Anderson Pacific, Kennedy/Jenks and EKI to discuss National Sanitation Foundation (NSF) 61 standards for the chemical feed pumps specified for the Denniston Water Treatment Improvements Project.

27 Sept - Special CCWD board meeting.

28 Sept - All employee meeting

28 Sept - Coastside Interagency Meeting. John Davis attended in my place. Topic of discussion was the master plan for a commercial development at Main and Cabrillo Highway.

29 Sept - Phone conference with the California Department of Public Health (CDPH) on NSF 61 requirements for chemical feed pumps.

### Safety Meetings and Training

The CINTAS Safety Committee met on 14 September. Topics of discussion mainly centered around what we are doing as Districts to insure employee safety.

CINTAS Safety Training in September was on bloodborne pathogens and fire extinguishers. Guistino, Twitchell, Winch, Riis, Duffy and Whelen were in attendance.

### Tailgate safety sessions in September

- Be Prepared For An Emergency
- Eye Safety
- Biohazards and Worker Safety
- Distracted Driving: Conversations Are The Problem!

### Treatment Operator Training

Logan Duffy continues to receive treatment operator training at the Nunes WTP under the guidance of Steve Twitchell and Sean Donovan. He will be taking his Water Treatment Operator Grade 2 exam in November.

### **Regulatory Agency Interaction**

#### California Department of Public Health (DPH)

Spoke with our DPH agent on two occasions in September as to the requirement to have all new equipment purchased for the Denniston Water Treatment Improvement Project be NSF 61 approved. The chemical metering pump manufacturer is presently acquiring the certification and should have approval by the time we start up the plant in October 2012.

### **Projects**

#### Tank Recoating Projects

Teter reviewed the submittals for the mechanical work needed on the Half Moon Bay Tank 1 project. He recommended that they be forwarded to the design engineer (Peterson-Brustad) to make any official changes and responses. Coatings Systems Inspectors (CSI) has been retained to inspect the job once ground is broken.

#### Denniston Dredging-year 3

We will begin dredging around our Denniston intakes on 11 October. Over the next year, I will be pursuing a coastal development permit for reconnection of the stream to the reservoir.

#### Denniston Water Treatment Improvement Project

The contractors staged their administrative trailers on site, located the raw and treated water lines on the property, sunk sheet piling along the east side of the west settling pond, excavated the west settling pond and demolished the west structure of the return washwater system. Contractor had to excavate a couple of feet more than anticipated due to soil quality and drainage issues.

Staff has been reviewing the submittals and requests for information passed between the contractor, our construction management and design engineers and assisting with clarifications when needed. Some changes have been made on the Denniston project to replicate the safety features that treatment staff has come up with on the chemical feed equipment for the Nunes project.



Avenue Cabrillo Project

Teter has completed his design work on all three phases of this project and has forwarded them to his drafting firm. He has initiated the permitting process with San Mateo County.

El Granada Pressure Reducing Valve (PRV) Project

Andreini Brothers will replace the PRV station on 200 block El Granada Blvd in October.

# Monthly Report

To: David Dickson, General Manager  
From: Cathleen Brennan, Water Resource Analyst  
Agenda: October 11, 2011

**Subject: Water Resources Report**

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This report is provided as an update on water resources activities. The report includes the following items:

- Lawn Be Gone! Rebate Program Update
  - District Fact Sheets
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□ **Lawn Be Gone! Rebate Program**

Congratulations to Coastside Lutheran Church for successfully converting their water intensive lawn into water efficient plants. The project was recently completed with the help of volunteers from the church. Once established, the new plantings will provide a colorful landscape that will be a focal point for the church property.

Before



After



Images of Some of the New Plants



□ **District Fact Sheets**

Staff is preparing multiple fact sheets on the District. The fact sheets are intended to be used at public speaking events, other public events and to help communicate information with the media. The fact sheets will also be available on the website for customers to read and are part of the District's efforts to communicate more effectively with customers and the media.

The District is currently developing a general fact sheet on the District, a budget fact sheet for the current fiscal year and a fact sheet on the improvements to the Denniston Water Treatment Plant.