

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**SPECIAL CLOSED SESSION**

**Tuesday, October 14, 2008- 5:30 p.m.**

**AGENDA**

- 1) CLOSED SESSION**
  - A. Public Employee Performance Evaluation**  
(Cal. Govt. Code §54957): Title: General Manager
  - B. Conference with Labor Negotiators**  
(Cal. Govt. Code §54957.6)  
Agency Designated Representatives: General Manager, IEDA  
Employee Organization: Teamsters Union, Local 856
  
- 2) RECONVENE TO OPEN SESSION**

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MEETING OF THE BOARD OF DIRECTORS**

**Tuesday, October 14, 2008- 7:00 p.m.**

**AGENDA**

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

*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 ANNOUNCEMENTS**

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

**4) SPECIAL ORDER OF BUSINESS**

Resolution 2008-\_\_ - A Resolution of the Board of Directors of the Coastside County Water District expressing its gratitude to Anthony Condotti of Atchison, Barisone, Condotti & Kovacevich for his leadership and dedicated service to CCWD in his capacity as District Legal Counsel ([attachment](#))

**5) CONSENT CALENDAR**

The following matters before the Board of Directors are recommended for action as stated by the General Manager.

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

- A. Requesting the Board to review disbursements for the month Ending September 30, 2008- Claims: \$1,218,361.25; Payroll: \$67,568.24; for a total of \$1,285,929.49 ([attachment](#))
- B. Acceptance of Financial Reports ([attachment](#))
- C. Minutes of the September 9, 2008 Board of Directors Meeting ([attachment](#))
- D. Minutes of the September 12, 2008 Special Board of Directors Meeting ([attachment](#))
- E. Minutes of the October 2, 2008 Special Board of Directors Meeting ([attachment](#))
- F. Monthly Water Transfer Report ([attachment](#))
- G. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- H. Total CCWD Production Report ([attachment](#))
- I. CCWD Monthly Sales by Category Report ([attachment](#))
- J. September 2008 Leak Report ([attachment](#))
- K. Rainfall Reports ([attachment](#))
- L. San Francisco Public Utilities Commission Hydrological Conditions Report for September 2008 ([attachment](#))
- M. Request for Board to Provide Authorization to Write Off Bad Debts for Fiscal year 2007-2008 ([attachment](#))

**6) DIRECTOR COMMENTS / MEETINGS ATTENDED**

**7) GENERAL BUSINESS**

- A. 909 Miramontes - Water Service Agreement and Resolution Nos. 2008-\_\_ and 2008-\_\_ - Accepting Grants of Easement for Same ([attachment](#))
- B. Proposal from Frisch Engineering for SCADA System Pre-Design Services ([attachment](#))
- C. Discussion and possible adoption of Ordinance 2008-\_\_ Establishing Rules and Regulations Prohibiting Wasteful Water Use During Normal Water Supply Situations and Providing for Enforcement Thereof ([attachment](#))
- D. Bartle Wells Proposal for Financing Plan and Water Rate Update ([attachment](#))
- E. Discussion and possible adoption of Resolution 2008-\_\_ Adopting Policy Regarding Distribution of Recycled Water Within District Service Boundary ([attachment](#))
- F. First Quarter Financial Review - Revenue and Expense Budget ([attachment](#))

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

- A. Monthly Water Resources Report ([attachment](#))
- B. Water Shortage and Drought Contingency Plan Update ([attachment](#))
- C. Operations Report ([attachment](#))

**9) ADJOURNMENT**

RESOLUTION NO. 2008 - \_\_

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COASTSIDE COUNTY WATER DISTRICT EXPRESSING ITS GRATITUDE TO ANTHONY CONDOTTI OF ATCHISON, BARISONE, CONDOTTI & KOVACEVICH FOR HIS LEADERSHIP AND DEDICATED SERVICE TO THE DISTRICT IN HIS CAPACITY AS DISTRICT LEGAL COUNSEL**

**WHEREAS**, after the Board of Directors launched an extensive search and interview process to retain a legal firm to represent the District, Coastside County Water District retained the services of Atchison, Barisone & Condotti on January 9, 2001; and

**WHEREAS**, Anthony Condotti has provided excellent legal advice and guidance with exceptional benefit to the District; and

**WHEREAS** Anthony Condotti's extensive knowledge, expertise, and experience has successfully served the District's legal needs for approximately seven and one half years; and

**WHEREAS**, Anthony Condotti's services were invaluable and instrumental in achieving the successful completion of the third and final phase of the El Granada Pipeline Replacement Project; and

**WHEREAS**, in addition to representing the District at all Board of Directors meetings, Anthony Condotti assisted the District in many other aspects, including preparing and reviewing all legal documents, contributing updates to the District's policies and procedures, conducting ethics training sessions attended by other local public officials, and performing many other special functions and assignments; and

**WHEREAS**, Anthony Condotti assumed additional responsibilities and significant leadership in guiding the District during the six month period the District's General Manager position was vacant; and

**WHEREAS**, Anthony Condotti has represented the District with the utmost professionalism, enthusiasm, and dedication.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Coastside County Water District does hereby express its sincere thanks and appreciation to Anthony Condotti for his dedicated service to Coastside County Water District and this community as the District's Legal Counsel from January 9, 2001 through October 31, 2008.

**PASSED AND ADOPTED** this fourteenth day of October, 2008, by the following votes of the Board of Directors:

AYES:

NOES:

ABSENT:

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Everett Ascher,  
President, Board of Directors  
Coastside County Water District

ATTEST:

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David Dickson, Secretary of the Board



<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Void Amount</u>	<u>Check Amount</u>
11326	ALL04	ALLIED WASTE SERVICES #925	09/05/2008	0.00	205.65
11327	ALV01	ALVES PETROLEUM, INC.	09/05/2008	0.00	2,881.40
11328	ATT01	AT&T MOBILTY	09/05/2008	0.00	458.68
11329	CAN01	CANADA COVE MOBILE HOME PARK	09/05/2008	0.00	10,000.00
11330	COA 15	COASTSIDE NET, INC	09/05/2008	0.00	59.95
11331	HAR03	HARTFORD LIFE INSURANCE CO.	09/05/2008	0.00	2,472.15
11332	JMB01	JMB CONSTRUCTION, INC.	09/05/2008	0.00	510,765.19
11333	PAC02	PACIFICA CREDIT UNION	09/05/2008	0.00	687.00
11334	PUB01	PUB. EMP. RETIRE SYSTEM	09/05/2008	0.00	15,521.67
11335	STA03	CA DPH DRINKING WATER PROGRAM	09/05/2008	0.00	90.00
11336	UNI09	UNION BANK OF CALIFORNIA	09/05/2008	0.00	235,578.21
11337	VAL01	VALIC	09/05/2008	0.00	1,305.00
11338	DEP02	CALIFORNIA DEPT OF FISH & GAME	09/16/2008	0.00	500.00
11339	ASS01	ACWA SERVICES CORPORATION	09/19/2008	0.00	16,517.13
11340	DAV03	JOHN DAVIS	09/19/2008	0.00	50.00
11341	HAR03	HARTFORD LIFE INSURANCE CO.	09/19/2008	0.00	2,472.15
11342	KAI01	KAISER FOUNDATION HEALTH	09/19/2008	0.00	8,528.00
11343	MET06	METLIFE SBC	09/19/2008	0.00	1,191.56
11344	MON02	MONEYGRAM INTERNATIONAL	09/19/2008	0.00	225.74
11345	PAC01	PACIFIC GAS & ELECTRIC CO.	09/19/2008	0.00	52,938.57
11346	PAC02	PACIFICA CREDIT UNION	09/19/2008	0.00	687.00
11347	PUB01	PUB. EMP. RETIRE SYSTEM	09/19/2008	0.00	15,553.29
11348	TUR04	SUSAN TURGEON	09/19/2008	0.00	95.20
11349	VAL01	VALIC	09/19/2008	0.00	1,305.00
11350	COU05	RECORDER'S OFFICE	09/23/2008	0.00	12.00
11351	ABS01	ABSOLUTE FLOORING, INC	09/26/2008	0.00	1,668.98
11352	ADP01	ADP, INC.	09/26/2008	0.00	473.55
11353	ADV01	ADVANCED AUTOMATIC GATES	09/26/2008	0.00	225.15
11354	AFE01	A FESTIVE AFFAIR	09/26/2008	0.00	1,098.00
11355	ALI01	ALIFANO TECHNOLOGIES LLC	09/26/2008	0.00	1,490.19
11356	AMC01	AM CONSERVATION GROUP	09/26/2008	0.00	320.00
11357	AND01	ANDREINI BROS. INC.	09/26/2008	0.00	37,534.27
11358	ATC01	ATCHISON, BARISONE	09/26/2008	0.00	1,507.42
11359	ATT02	AT&T	09/26/2008	0.00	1,139.24
11360	ATT03	AT&T LONG DISTANCE	09/26/2008	0.00	35.08
11361	AUG01	AUGUST SUPPLY INC.	09/26/2008	0.00	231.28
11362	AZT01	AZTEC GARDENS	09/26/2008	0.00	190.00
11363	BAS01	BASIC CHEMICAL SOLUTION, LLC	09/26/2008	0.00	3,859.29
11364	BAY10	BAY ALARM COMPANY	09/26/2008	0.00	712.11
11365	BFI02	BFI OF CALIFORNIA, INC.	09/26/2008	0.00	216.00
11366	BIG01	BIG CREEK LUMBER	09/26/2008	0.00	163.00
11367	BOR01	BORGES & MAHONEY, INC.	09/26/2008	0.00	4,710.00
11368	BRA01	BRANSCOMB FARMS, LLC	09/26/2008	0.00	50.00
11369	BUF01	BUFFINGTON, LEE	09/26/2008	0.00	776.36
11370	CAL08	CALCON SYSTEMS, INC.	09/26/2008	0.00	11,812.47
11371	CAL15	CALIFORNIA URBAN WATER	09/26/2008	0.00	66.78
11372	CAR02	CAROLYN STANFIELD	09/26/2008	0.00	425.00
11373	CIN01	CINTAS FIRST AID & SAFETY	09/26/2008	0.00	111.89
11374	COA01	COASTSIDE LAND SURVEYING	09/26/2008	0.00	1,323.75
11375	COA19	COASTSIDE COUNTY WATER DIST.	09/26/2008	0.00	237.28
11376	DAT01	DATAPROSE	09/26/2008	0.00	1,908.70
11377	DAY01	DAY-TIMERS, INC.	09/26/2008	0.00	34.78
11378	ERS01	ERS INDUSTRIAL SERVICES INC.	09/26/2008	0.00	3,625.42
11379	FIR06	FIRST NATIONAL BANK	09/26/2008	0.00	3,318.43
11380	FRI01	FRISCH ENGINEERING, INC	09/26/2008	0.00	14,517.50
11381	GRA01	GRANDFLOW, INC.	09/26/2008	0.00	639.97
11382	GRA03	GRAINGER, INC.	09/26/2008	0.00	2,473.67
11383	GRO01	RICHARD GROTCHE	09/26/2008	0.00	907.78
11384	GSO01	GSOLUTIONZ, INC.	09/26/2008	0.00	520.00
11385	HAL01	HMB BLDG. & GARDEN INC.	09/26/2008	0.00	250.62
11386	HAL24	H.M.B.AUTO PARTS	09/26/2008	0.00	139.93
11387	HOM01	HOME DEPOT	09/26/2008	0.00	670.58

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Void Amount</u>	<u>Check Amount</u>
11388	IED01	IEDA, INC.	09/26/2008	0.00	1,000.00
11389	IRO01	IRON MOUNTAIN	09/26/2008	0.00	243.14
11390	IRV02	IRVINE, DAVID E.	09/26/2008	0.00	1,045.53
11391	JAM01	JAMES FORD, INC.	09/26/2008	0.00	11.73
11392	KEN01	KEN'S COASTAL PAINTS	09/26/2008	0.00	29.73
11393	MCT01	MCTV6	09/26/2008	0.00	1,050.00
11394	MIS01	MISSION UNIFORM SERVICES INC.	09/26/2008	0.00	155.16
11395	MON01	DARIN BOVILLE	09/26/2008	0.00	600.00
11396	MON07	MONTEREY COUNTY LAB	09/26/2008	0.00	8,391.00
11397	NAT01	NATIONAL BUSINESS FURNITURE	09/26/2008	0.00	1,022.52
11398	OCE04	OCEAN SHORE CO.	09/26/2008	0.00	2,667.39
11399	OFF01	OFFICE DEPOT	09/26/2008	0.00	679.17
11400	ONT01	ONTRAC	09/26/2008	0.00	499.77
11401	PAU01	PAULO'S AUTO CARE	09/26/2008	0.00	405.31
11402	PIT01	PITNEY BOWES CREDIT CORP	09/26/2008	0.00	231.00
11403	PUM01	PUMP REPAIR SERVICE CO. INC.	09/26/2008	0.00	6,389.10
11404	RIC01	RICOH AMERICAS CORPORATION	09/26/2008	0.00	794.47
11405	ROB01	ROBERTS & BRUNE CO.	09/26/2008	0.00	6,564.27
11406	ROG01	ROGUE WEB WORKS, LLC	09/26/2008	0.00	165.00
11407	SAN03	SAN FRANCISCO WATER DEPT.	09/26/2008	0.00	172,453.22
11408	SAN05	SAN MATEO CTY PUBLIC HEALTH LA	09/26/2008	0.00	614.70
11409	SAR02	MARGARITO/RAQUEL SARABIA	09/26/2008	0.00	158.00
11410	SIE02	SIERRA CHEMICAL CO.	09/26/2008	0.00	917.63
11411	SPR04	SPRINGBROOK SOFTWARE, INC	09/26/2008	0.00	1,631.25
11412	STR02	STRAWFLOWER ELECTRONICS	09/26/2008	0.00	119.98
11413	TAI02	TAIT ENVIRONMENTAL SYSTEMS	09/26/2008	0.00	200.00
11414	TET01	JAMES TETER	09/26/2008	0.00	16,988.31
11415	TRC01	TRC	09/26/2008	0.00	12,503.27
11416	UB*00535	ERICA DINELLI	<b>VOID</b> 09/26/2008	46.44	0.00
11417	UB*00536	MARK ROBERTS	09/26/2008	0.00	50.73
11418	UB*00537	ALEXIS/DERRICK GREER	09/26/2008	0.00	110.56
11419	UB*00538	JAMIE/MARK ALFARO	09/26/2008	0.00	75.00
11420	UB*00539	MELISSA MARTIN	09/26/2008	0.00	75.00
11421	UB*00540	DAVID MODENA	09/26/2008	0.00	48.04
11422	UB*00541	STEPHANIE/JEFF O'ROURKE	09/26/2008	0.00	123.41
11423	UB*00542	JAMES MAVRINAC	09/26/2008	0.00	27.66
11424	UB*00543	DAVID WEEKS	09/26/2008	0.00	10.77
11425	UB*00544	TYLA HENSCHER	09/26/2008	0.00	75.00
11426	UB*00545	JANE MOUNTAIN	09/26/2008	0.00	31.38
11427	UB*00546	ALL PROPERTY MGM'T	09/26/2008	0.00	44.45
11428	UB*00547	LAVON BROWNER	09/26/2008	0.00	75.00
11429	UB*00548	PAUL PIVERONAS	09/26/2008	0.00	48.20
11430	UB*00549	RYAN CHARLAND	09/26/2008	0.00	40.74
11431	UB*00550	HARRY UTTERBACK	09/26/2008	0.00	60.49
11432	UPS01	UPS STORE	09/26/2008	0.00	25.98
11433	WES11	WEST COAST AGGREGATES, INC.	09/26/2008	0.00	384.18
11434	COU05	RECORDER'S OFFICE	09/29/2008	0.00	18.00
11435	COU05	RECORDER'S OFFICE	09/29/2008	0.00	21.00

**Report Total: 46.44 1,218,361.25**



**COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS  
PERIOD ENDING SEPTEMBER 30, 2008**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>CURRENT ACTUAL</b>	<b>CURRENT BUDGET</b>	<b>B/(W) VARIANCE</b>	<b>B/(W) % VAR</b>	<b>YTD ACTUAL</b>	<b>YTD BUDGET</b>	<b>B/(W) VARIANCE</b>	<b>B/(W) % VAR</b>
<b>REVENUE</b>									
1-0-4120-00	Water Revenue -All Areas	633,249	893,410	(260,161)	(29.1%)	1,746,737	2,096,157	(349,420)	(16.7%)
1-0-4170-00	Water Taken From Hydrants	2,024	2,083	(59)	(2.8%)	11,819	6,250	5,569	89.1%
1-0-4180-00	Late Notice -10% Penalty	10,189	4,167	6,022	144.5%	14,592	12,500	2,092	16.7%
1-0-4230-00	Service Connections	1,125	667	458	68.7%	2,421	2,000	421	21.0%
1-0-4235-00	CSP Connection T & S Fees	0	0	0	0.0%	6,970	0	6,970	0.0%
1-0-4920-00	Interest Earned	0	0	0	0.0%	32,964	25,031	7,933	31.7%
1-0-4925-00	Interest Revenue T&S Fees	0	0	0	0.0%	0	0	0	0.0%
1-0-4927-00	Inerest Revenue Bond Funds	0	0	0	0.0%	0	0	0	0.0%
1-0-4930-00	Tax Apportionments/Cnty Checks	0	5,000	(5,000)	(100.0%)	27,358	20,000	7,358	36.8%
1-0-4950-00	Miscellaneous Income	14,259	6,333	7,925	125.1%	24,270	19,000	5,270	27.7%
1-0-4960-00	CSP Assm. Dist. Processing Fee	0	0	0	0.0%	0	0	0	0.0%
1-0-4965-00	ERAF REFUND -County Taxes	0	0	0	0.0%	0	0	0	0.0%
1-0-4970-00	Wavecrest Reserve Conn. Fees	0	0	0	0.0%	0	0	0	0.0%
<b>REVENUE TOTALS</b>		<b>660,845</b>	<b>911,660</b>	<b>(250,814.55)</b>	<b>(27.5%)</b>	<b>1,867,131</b>	<b>2,180,938</b>	<b>(313,807)</b>	<b>(14.4%)</b>
<b>EXPENSES</b>									
1-1-5130-00	Water Purchased	172,453	146,780	(25,673)	(17.5%)	319,654	499,525	179,871	36.0%
1-1-5230-00	Pump Exp, Nunes T P	1,641	1,667	26	1.5%	3,396	5,000	1,604	32.1%
1-1-5231-00	Pump Exp, CSP Pump Station	43,143	44,510	1,367	3.1%	89,984	123,240	33,256	27.0%
1-1-5232-00	Pump Exp, Trans. & Dist.	7,342	2,756	(4,586)	(166.4%)	9,886	8,268	(1,618)	(19.6%)
1-1-5233-00	Pump Exp, Pilarcitos Can.	243	50	(193)	(386.2%)	496	150	(346)	(230.6%)
1-1-5234-00	Pump Exp. Denniston Proj.	0	6,208	6,208	100.0%	6,739	18,624	11,885	63.8%
1-1-5235-00	Denniston T.P. Operations	5,457	7,463	2,006	26.9%	15,426	22,389	6,963	31.1%
1-1-5236-00	Denniston T.P. Maintenance	6,629	3,000	(3,629)	(121.0%)	10,113	9,000	(1,113)	(12.4%)
1-1-5240-00	Nunes T P Operations	9,732	14,044	4,312	30.7%	28,546	42,132	13,586	32.2%
1-1-5241-00	Nunes T P Maintenance	2,905	4,308	1,403	32.6%	7,053	12,924	5,871	45.4%
1-1-5242-00	CSP Pump Station Operations	589	708	119	16.8%	1,362	2,124	762	35.9%
1-1-5243-00	CSP Pump Station Maintenance	609	2,000	1,391	69.6%	8,016	6,000	(2,016)	(33.6%)
1-1-5318-00	Studies/Surveys/Consulting	2,324	4,167	1,843	44.2%	4,324	12,501	8,177	65.4%
1-1-5321-00	Water Conservation	1,188	3,333	2,145	64.4%	2,113	9,999	7,886	78.9%
1-1-5322-00	Community Outreach	1,650	2,641	991	37.5%	2,958	7,923	4,966	62.7%
1-1-5411-00	Salaries & Wages -Field	63,600	63,338	(262)	(0.4%)	194,396	190,015	(4,381)	(2.3%)
1-1-5412-00	Maintenance -General	50,858	15,066	(35,792)	(237.6%)	66,388	45,198	(21,190)	(46.9%)
1-1-5414-00	Motor Vehicle Expense	3,866	4,833	967	20.0%	9,682	14,499	4,817	33.2%
1-1-5415-00	Maintenance -Well Fields	0	2,117	2,117	100.0%	5,738	6,351	613	9.7%

ACCOUNT	DESCRIPTION	CURRENT ACTUAL	CURRENT BUDGET	B/(W) VARIANCE	B/(W) % VAR	YTD ACTUAL	YTD BUDGET	B/(W) VARIANCE	B/(W) % VAR
1-1-5610-00	Salaries/Wages-Administration	43,464	47,517	4,053	8.5%	129,005	142,551	13,546	9.5%
1-1-5620-00	Office Supplies & Expense	6,898	11,613	4,715	40.6%	19,812	34,838	15,026	43.1%
1-1-5621-00	Computer Services	3,180	4,492	1,311	29.2%	9,500	13,475	3,975	29.5%
1-1-5625-00	Meetings / Training / Seminars	585	2,708	2,123	78.4%	1,407	8,125	6,718	82.7%
1-1-5630-00	Insurance	30,657	41,112	10,455	25.4%	149,637	123,337	(26,299)	(21.3%)
1-1-5640-00	Employees Retirement Plan	30,084	30,406	322	1.1%	88,988	91,218	2,230	2.4%
1-1-5681-00	Legal	1,312	4,750	3,438	72.4%	3,941	14,250	10,309	72.3%
1-1-5682-00	Engineering	641	2,083	1,442	69.2%	2,204	6,250	4,046	64.7%
1-1-5683-00	Financial Services	0	3,948	3,948	100.0%	2,000	11,844	9,844	83.1%
1-1-5684-00	Payroll Tax Expense	7,417	8,119	702	8.6%	23,722	24,356	633	2.6%
1-1-5687-00	Membership, Dues, Subscript.	175	4,330	4,155	96.0%	6,160	12,991	6,832	52.6%
1-1-5688-00	Election Expenses	0	0	0	0.0%	0	0	0	0.0%
1-1-5689-00	Labor Relations	0	1,250	1,250	100.0%	0	3,750	3,750	100.0%
1-1-5700-00	San Mateo County Fees	776	1,700	924	54.3%	776	1,700	924	54.3%
1-1-5705-00	State Fees	0	0	0	0.0%	0	0	0	0.0%
1-1-5710-00	Deprec, Trucks, Tools, Equipt.	0	0	0	0.0%	0	0	0	0.0%
1-1-5711-00	Debt Srvc/Existing Bonds 1998A	235,578	235,610	32	0.0%	235,578	235,610	32	0.0%
1-1-5712-00	Debt Srvc/Existing Bonds 2006B	0	0	0	0.0%	323,446	325,174	1,728	0.5%
1-1-5713-00	Contribution to CIP & Reserves	36,167	36,167	(0)	(0.0%)	108,500	108,500	(0)	(0.0%)
1-1-5745-00	CSP Connect. Reserve Contribu.	0	0	0	0.0%	6,970	0	(6,970)	0.0%
1-1-5746-00	Wavecrest CSP Connt. Reserve	0	0	0	0.0%	0	0	0	0.0%
<b>EXPENSE TOTALS</b>		<b>771,163</b>	<b>764,794</b>	<b>(6,370)</b>	<b>(0.8%)</b>	<b>1,897,914</b>	<b>2,193,830</b>	<b>295,916</b>	<b>13.5%</b>
<b>NET INCOME</b>		<b>(110,318)</b>	<b>146,866</b>	<b>(257,184)</b>		<b>(30,783)</b>	<b>(12,892)</b>	<b>-17,891</b>	

**COASTSIDE COUNTY WATER DISTRICT**

**INVESTMENT REPORT**

September 30, 2008

		<i>Restricted</i>	<i>Restricted</i>	<i>Restricted for CSP CIP Projects</i>		
	<b>CASH FLOW &amp; OPERATING RESERVE</b>	<b>EMERGENCY RESERVES</b>	<b>CAPITAL EXPENDITURES</b>	<b>DISTRICT CSP CONTRIBUTION</b>	<b>CSP T&amp;S FEES</b>	<b>TOTAL</b>
<b>DISTRICT BALANCES</b>						
<u>CASH IN FNB</u>						
OPERATING ACCOUNT			-\$35,542.29			-\$35,542.29
CSP T&S ACCOUNT					\$70,622.97	\$70,622.97
TOTAL FIRST NATIONAL BANK	\$0.00	\$0.00	-\$35,542.29	\$0.00	\$70,622.97	\$35,080.68
CASH WITH L.A.I.F	\$297,870.00	\$700,000.00	\$1,801,743.78	\$267,655.14	\$20,342.38	\$3,087,611.30
UNION BANK - Project Fund Balance			\$3,576,386.62			\$3,576,386.62
CASH ON HAND	\$2,130.00					\$2,130.00
<b>TOTAL DISTRICT CASH BALANCES</b>	<b>\$300,000.00</b>	<b>\$700,000.00</b>	<b>\$5,342,588.11</b>	<b>\$267,655.14</b>	<b>\$90,965.35</b>	<b>\$6,701,208.60</b>
<b>ASSESSMENT DISTRICT BALANCES</b>						
<u>CASH IN FIRST NATIONAL BANK (FNB)</u>						
REDEMPTION ACCOUNT		\$ 85,380.32				
RESERVE ACCOUNT (Closed Account 8-4-04)		\$ -				
<b>TOTAL ASSESSMENT DISTRICT CASH</b>		<b>\$ 85,380.32</b>				
<i>This report is in conformity with CCWD's Investment Policy and there are sufficient funds to meet CCWD's expenditure requirements for the next three months.</i>						

**COASTSIDE COUNTY WATER DISTRICT  
CRYSTAL SPRINGS PROJECT  
CAPITAL PROJECTS FY 08/09**

**September 30, 2008**

<b><u>PROJECT</u></b>	<b><u>Actual to date</u></b>	<b><u>FY 08/09 CIP Budget</u></b>	<b><u>% Completed</u></b>
<b>El Granada Pipeline Phase 3</b> 1128-03	\$1,461,628	\$2,300,000	63.5%
<b>TOTALS</b>	<b>\$1,461,628</b>	<b>\$2,300,000</b>	<b>63.5%</b>

**COASTSIDE COUNTY WATER DISTRICT  
APPROVED CAPITAL IMPROVEMENT PROJECTS  
FISCAL YEAR 2008-2009**

30-Sep-08

Acct No.	Approved CIP Budget FY 08/09	Actual To Date FY 08-09	% Completed
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**PIPELINE PROJECTS**

Highway #1 South Phase I / II	1121-46	\$ 100,000	\$ 531	0.5%
Highway 92 - Main Line Replacement (Spanishtown)		\$ 100,000		0.0%
Main Street/Hwy 92 Widening Project	1120-93	\$ 50,000	\$ 4,600	9.2%

**WATER TREATMENT PLANTS**

Denniston Intake Maintenance	1120-03	\$ 27,000	\$ 15,390	57.0%
Denniston Sludge Ponds		\$ 100,000		0.0%
Denniston WTP- Filter Flow Meters		\$ 6,000		0.0%
Nunes- Replace Cl2/pH Analyzer	1118-10	\$ 15,000	\$ 4,131	27.5%
Nunes Filter Media Replacement	1121-25	\$ 50,000	\$ 45,850	91.7%
Nunes UST removal and replaced with AGST	1121-44	\$ 15,000	\$ 68	0.5%
Nunes WTP - Head Loss System Replacement		\$ 15,000		0.0%

**FACILITIES & MAINTENANCE**

AMR Program	1121-41	\$ 50,000	\$ 721	1.4%
PRV Valves Replacement Project	1121-43	\$ 20,000	\$ 3,192	16.0%
Meter Change Program	1117-06	\$ 17,000	\$ 3,945	23.2%
Main Office - Replace Skylights (repair leaks)		\$ 25,000		0.0%
Fire Hydrant Replacement		\$ 40,000	\$ 9,015	22.5%
Pilarcitos Culvert Repair	1121-48	\$ 100,000	\$ 900	0.9%
District Digital Mapping		\$ 75,000		0.0%

**EQUIPMENT PURCHASE & REPLACEMENT**

Vehicle Replacement	1118-04	\$ 27,000		0.0%
Computer System	1118-02	\$ 25,000	\$ 1,436	5.7%
Office Equipment/Furniture	1118-02	\$ 20,000	\$ 1,435	7.2%
SCADA/Telemetry	1120-82	\$ 500,000	\$ 5,227	1.0%

**PUMP STATIONS / TANKS / WELLS**

Crystal Springs VFD Project		\$ 68,000		0.0%
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**COASTSIDE COUNTY WATER DISTRICT  
APPROVED CAPITAL IMPROVEMENT PROJECTS  
FISCAL YEAR 2008-2009**

30-Sep-08

	Acct No.	Approved CIP Budget FY 08/09	Actual To Date FY 08-09	% Completed
Well Rehabilitation		\$ 60,000		0.0%
Alves Tank Recoating, Interior+Exterior		\$ 150,000		0.0%
Miramar Tank Interior Recoat + Mixing		\$ 300,000		0.0%
Cahill Tank Exterior Recoat + Ladder		\$ 160,000		0.0%
El Granada Pump Station #2 Removal Project	1120-48	\$ 50,000	\$ 966	1.9%
EG Tank #3 Recoating Interior + Exterior		\$ 260,000		0.0%
CSP Pump #2 Rehabilitation		\$ 75,000		0.0%
Tank Staff Gauge Repair		\$ 15,000		0.0%
Intrusion Alarms at all Tanks		\$ 50,000		0.0%
New Pilarcitos Well		\$ 10,000		0.0%
Pilarcitos Canyon Blending Station		\$ 50,000		0.0%
Tank Ladder Project		\$ 50,000		0.0%

**NUNES/ DENNISTON WTP PRIORITY (SHORT-TERM) IMPROVEMENTS**

Nunes / Denniston Short Term WTP Modifications	1121-21	\$ 1,651,000	\$ 67,895	4.1%
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**DENNISTON WTP PRIORITY (SHORT-TERM) IMPROVEMENTS**

Denniston Storage Tank Modification Project		\$ 686,000	\$ 21,078	3.1%
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**DENNISTON WTP (LONG-TERM) IMPROVEMENTS (MEMBRANE FILTRATION)**

Denniston Electrical System Upgrade/Expansion		\$ 30,000		0.0%
Denniston Pre/Post Treatment Study	1127-04	\$ 200,000		0.0%

**NUNES WTP (LONG-TERM) IMPROVEMENTS (UV DISINFECTION)**

Modify Filters for Rate of Flow Control		\$ 10,000		0.0%
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**WATER SUPPLY DEVELOPMENT**

Reclamation Project Planning		\$ 100,000	\$ 5,452	5.5%
Water Supply Alternatives Evaluation		\$ 50,000		0.0%

<b>TOTALS</b>		<b>\$ 5,402,000</b>	<b>\$ 191,833</b>	<b>3.6%</b>
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**COASTSIDE COUNTY WATER DISTRICT  
 APPROVED CAPITAL IMPROVEMENT PROJECTS  
 FISCAL YEAR 2008-2009**

30-Sep-08

Acct No.	Approved CIP Budget FY 08/09	Actual To Date FY 08-09	% Completed
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**FY 07/08 CIP Projects - paid in FY 08/09**  
 Nunes WTP Raw Water Turbidimeter

\$ 10,000 \$ 8,016

**NON-BUDGETED ITEMS (CAPITAL EXPEDITURES)**

Denniston Emergency Shut Down \$ 11,204  
 Denniston Valve Replacement \$ 3,246

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

**Acct. No.5681  
ANTHONY CONDOTTI  
Legal**

<b>Month</b>	<b>Admin (General Legal Fees)</b>	<b>CSP</b>	<b>Transfer Program</b>	<b>CIP</b>	<b>Personnel</b>	<b>Lawsuits  62% Reimbursable</b>	<b>Infrastructure Project Review  (Reimbursable)</b>	<b>TOTAL</b>
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<b>Oct-07</b>	4,143	1,326		253	2,906			8,628
<b>Nov-07</b>	2,916	544	254	156	1,424			5,293
<b>Dec-07</b>	3,710			566	59			4,334
<b>Jan-08</b>	3,854	1,386						5,240
<b>Feb-08</b>	1,630	1,305		1,956				4,891
<b>Mar-08</b>	2,353	312		59				2,724
<b>Apr-08</b>	4,718	293	78	1,014				6,102
<b>May-08</b>	3,774	995		234				5,003
<b>Jun-08</b>	1,379	1,373	78	196	176			3,200
<b>Jul-08</b>	1,895	624	78	68				2,666
<b>Aug-08</b>	2,843	156	137	39				3,174
<b>Sep-08</b>	1,312		156	20			20	1,507

<b>TOTAL</b>	<b>34,528</b>	<b>8,312</b>	<b>780</b>	<b>4,560</b>	<b>4,563</b>	<b>0</b>	<b>20</b>	<b>52,762</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>Reimburseable from Projects</b>
<b>Oct-07</b>	954	6,380		9,120		<b>16,454</b>	
<b>Nov-07</b>	1,190	813		18,697		<b>20,700</b>	
<b>Dec-07</b>	1,347	1,279		5,269		<b>7,894</b>	
<b>Jan-08</b>	1,268	4,593		7,585	3,249	<b>16,696</b>	3,249
<b>Feb-08</b>	1,190	7,099	1,051	6,246		<b>15,586</b>	
<b>Mar-08</b>	954	1,413	314	18,019	157	<b>20,857</b>	157
<b>Apr-08</b>	2,210	1,413	5,535	15,681	1,131	<b>25,970</b>	1,131
<b>May-08</b>	611			14,644		<b>15,255</b>	
<b>Jun-08</b>	454		1,440	9,392	2,544	<b>13,829</b>	2,544
<b>Jul-08</b>	963	681		403	2,254	<b>4,300</b>	2,254
<b>Aug-08</b>	1,563		782	8,782	1,486	<b>12,613</b>	1,486
<b>Sep-08</b>	641		531	12,930	2,887	<b>16,988</b>	2,887
<b>TOTAL</b>	<b>13,344</b>	<b>23,672</b>	<b>9,653</b>	<b>126,767</b>	<b>13,707</b>	<b>187,143</b>	<b>13,707</b>

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MINUTES OF THE SPECIAL CLOSED SESSION**

**Tuesday - September 9, 2008**

**1) CLOSED SESSION**

- A. Conference with Labor Negotiators**  
PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(Gov. Code Section §54957)  
Title: General Counsel

**2) RECONVENE TO OPEN SESSION**

The Closed Session convened at 6:00 p.m. with President Ascher and Directors Larimer, Mickelsen, Coverdell and Feldman. The Closed Session concluded at approximately 7:00 p.m., immediately prior to commencement of the regular meeting, at which time President Ascher announced that no reportable action had been taken during the closed session.

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MINUTES OF THE BOARD OF DIRECTORS MEETING**

**Tuesday, September 9, 2008**

- 1) **ROLL CALL:** President Ascher called the meeting to order at 7:10 p.m. Present at roll call were Directors Ken Coverdell, Jim Larimer, Chris Mickelsen and Bob Feldman.

Also present were: David Dickson, General Manager; Anthony Condotti, Legal Counsel; Joe Guistino, Superintendent of Operations; Cathleen Brennan, Public Outreach/Program Development /Water Resources Analyst; JoAnne Whelen, Administrative Assistant/Recording Secretary and Gina Brazil, Office Manager.

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC ANNOUNCEMENTS**

Tom Clifford – 375 Poplar Street, Half Moon Bay – Expressed concern with his latest water bill, which had increased from an average of about \$50.00 every cycle to approximately \$580.00.

Mr. Dickson reviewed the present high-bill relief policy with the Board and informed them of the steps that staff has taken so far in examining the facts in this particular situation and that the investigation would continue until the matter is resolved.

Cathie Scalice – 864 Second Avenue, Half Moon Bay – Stated that she is a neighbor of Mr. Clifford and that she had also incurred a high bill recently of approximately \$300.00, which she cannot explain, but that her consumption has since returned to her normal average amount.

Elizabeth Honneyman – 405 Poplar Street – Stated that she has not had any problems with her water bills, but advised that she suspects that two leaks have been going on for quite some time on Poplar Street near the fire hydrant.

President Ascher thanked the individuals for attending the Board meeting and expressing their concerns, and assured them that District staff would investigate the situations and would provide a report containing their conclusions at the October 14<sup>th</sup> CCWD Board of Directors meeting.

#### 4) CONSENT CALENDAR

- A. Requesting the Board to review disbursements for the month Ending August 31, 2008– Claims: \$799,892.26; Payroll: \$68,413.45; for a total of \$868,305.71
- B. Acceptance of Financial Reports
- C. Minutes of the August 12, 2008 Board of Directors Meeting
- D. Monthly Water Transfer Report
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report
- H. August 2008 Leak Report
- I. Rainfall Reports
- J. San Francisco Public Utilities Commission Hydrological Conditions Report for August 2008
- K. Request for Board to Provide Authorization to Write Off Bad Debts for Fiscal Year 2007-2008

Director Larimer commented that in previous years, the request for the Board to authorize the writing off of bad debts had included a report which contained a listing of those customers who were delinquent. Brief discussion ensued and the agenda item was removed from the consent calendar with direction provided to staff to place the item on the October 14, 2008 CCWD Board of Directors agenda, and include a complete listing of the bad-debt customer names.

Director Mickelsen reported that he had reviewed the monthly claims and found all to be in order. Staff addressed a few questions from the Board members concerning the monthly claims.

**ON MOTION by Director Larimer and seconded by Mickelsen, the Board voted as follows, by roll call vote, to accept the Consent Calendar, with the exception of item 4K - Request for Board of Provide Authorization to Write Off Bad Debts for Fiscal Year 2007-2008, which had been removed from the Consent Calendar for placement on the October 14, 2008 Board of Directors Meeting Agenda:**

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

**5) DIRECTOR COMMENTS / MEETINGS ATTENDED**

Directors Coverdell and Larimer stated that they had attended no meetings since the last CCWD Board meeting. Director Feldman reported that he and Vice-President Mickelsen had attended the recent Pilarcitos Integrated Watershed Management Plan Workgroup conference call meeting.

President Ascher reported on his attendance at Montara Water & Sanitary District 50<sup>th</sup> year celebration, where he presented CCWD's Resolution recognizing their District's accomplishments.

**6) GENERAL BUSINESS**

**A. El Granada Pipeline Phase 3 Construction Progress Update**

Mr. Dickson reported that construction was officially completed on September 2, 2008 and that the contractor's only remaining task is final site clean-up, which is expected to be finished by September 22, 2008. He stated that he will report the final construction costs at the October 14, 2008 Board of Directors meeting and reminded all that the project completion celebration was scheduled for the following day at the District office.

Each of the Board members shared a few comments, and Mr. Dickson addressed a few brief questions. President Ascher extended his appreciation to staff for the successful completion of the project.

**B. Discussion and Direction to Staff Regarding Denniston High Turbidity Treatment Feasibility Study**

Mr. Dickson introduced this item and explained the background of the current conditions at the Denniston Reservoir, and recommended that the District proceed with this High Turbidity Operations Feasibility Study. Board discussion ensued, with staff addressing the Board's questions and comments.

**ON MOTION by Director Feldman and seconded by Director Coverdell, the Board voted as follows, by roll call vote, to authorize execution of an agreement with Kennedy / Jenks Consultants to perform a Denniston Water Treatment Plant High Turbidity Operations Feasibility Study at a cost not to exceed \$30,000.00:**

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

**C. Discussion and Possible Adoption of Resolution 2008-06 Establishing a Water Supply Policy of the District**

Mr. Dickson recapped this item, noting that the Board discussed a draft statement of water supply policy principles at the August Board meeting, with direction provided to staff to bring the revised policy statement back to the Board in the form of a Resolution for further Board discussion and possible adoption.

**ON MOTION by Director Larimer and seconded by Director Coverdell, a revision was proposed to add "and environmentally responsible" in the first bullet point of the Resolution. Director Coverdell proposed an amendment, placing the statement in the last paragraph starting with "Whereas", to read: "Whereas, the Board concluded, based on its findings, that the District must develop additional water supply sources to meet the needs of its current and future customers *in an environmentally responsible way*". The amendment containing the alternative language was accepted by Director Larimer and the Board voted to accept the amendment, by roll call vote as follows:**

Director Coverdell	Aye
Vice President Mickelsen	Aye
Director Larimer	Aye
Director Feldman	Aye
President Ascher	No

Director Mickelsen raised issues with the paragraph contained in the Resolution stating the 1% to 1.5% growth rate, including the statement that it will be likely to reach the limits of the District’s water supply within ten to fifteen years. Board discussion ensued with the following motion proposed:

**ON MOTION by Vice-President Mickelsen and seconded by Director Coverdell, an amendment to the Resolution was proposed to eliminate the fourth paragraph referencing the growth rate. Additional Board discussion continued, with Director Coverdell proposing an amendment to include the following language: “Whereas, the Board found that the growth which is projected to occur within the District’s service area will eventually reach the limits of the District’s water supply”. The amendment containing the alternative language was accepted by Vice-President Mickelsen, and the Board voted to accept the amendment(s) to the Resolution, by roll call vote as follows:**

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

**D. San Mateo County Local Agency Formation Commission (LAFCo) - Sphere of Influence Update / Review Report for City of Half Moon Bay and Unincorporated Midcoast**

Mr. Dickson referenced the recent report received from LAFCo and noted that if the District is interested in submitting any comments that they are due by September 22, 2008. He advised the Board that he had already provided the comment that Coastside County Water District’s powers include distribution of recycled water, which was omitted in LAFCo’s report. Each of the Board members provided their comments on the document and briefly discussed the proposed project in the community that is currently not able to obtain water service and the Board’s desire to include mention of this matter in the District’s comments to LAFCo.

**ON MOTION by Director Larimer and seconded by Director Mickelsen, the Board voted as follows, by roll call vote, to include the following statement (along with their review comment submitted to LAFCo consisting of the mention of the District’s power to include distribution of recycled water): in previous discussions of this particular proposed project, the position of the Coastside County Water District is that CCWD is either ready to serve water service to this project ourselves,**

or to serve the project in an interim period until another water district is able to serve the project. Additionally it should be noted that the property is located adjacent to CCWD's infrastructure and it would not be difficult for CCWD to serve this project, CCWD is the only agency likely to serve it in the near term and that the CCWD is willing to provide water service to the project, even on a temporary basis."

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

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

Mr. Dickson provided the Board with an update on the recent meeting with Ailanto Properties, advising the Board that the District would be following up with a letter to them emphasizing that they should ensure that their water infrastructure plans have been approved by the District before any such plans are incorporated into the project's Coastal Development Permit. He also informed the Board that so far Ailanto Properties has given the District every indication that they plan to comply with the District's regulations and that he had spoken with a new engineer for the project, who wants to schedule a meeting with the District so that they can understand CCWD's regulations.

*Jerry Steinberg, 591 Terrace Avenue, Half Moon Bay, CA* – Expressed his appreciation to Mr. Dickson for following up on this matter and requested that a copy of the District's letter to Ailanto Properties also be sent to the California Coastal Commission (CCC). He then distributed a copy of a letter that CCWD had sent to the CCC dated January 12, 2001, stating the District's regulations and the submittal process for the proposed project.

- A. **Monthly Water Resources Report**
- B. **Water Shortage and Drought Contingency Plan Update**
- C. **Operations Report**

Mr. Dickson noted that the above referenced written reports were contained in the Board packet and he or staff could address any questions or comments from the Board about the subject matter.



**8) ADJOURNMENT**

The meeting was adjourned at 8:45 p.m. The next regular meeting of the Coastside County Water District’s Board of Directors is scheduled for Tuesday, October 14, 2008.

Respectfully submitted,

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David Dickson, General Manager  
Secretary of the Board

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Everett Ascher, President  
Board of Directors  
Coastside County Water District

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MINUTES OF THE SPECIAL CLOSED SESSION**

**Friday, September 12, 2008 – 11:30 a.m.**

**1) CLOSED SESSION**

- A. PUBLIC EMPLOYMENT**  
(Cal. Govt. Code §54957)  
Title: General Counsel

The Closed Session convened at 11:30 a.m. with President Ascher and Directors Larimer, Mickelsen, Coverdell and Feldman. The Closed Session concluded at 12:45 p.m., at which time President Ascher announced that no reportable action had taken place during the closed session.

Respectfully Submitted,

---

David Dickson, General Manager  
Secretary of the Board

---

Everett Ascher, President  
Board of Directors  
Coastside County Water District

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**Thursday, October 2, 2008**

**1) ROLL CALL**

President Ascher called the meeting to order at 2:00 p.m. Present at roll call for the Closed Session portion of the meeting were Directors Ken Coverdell, Jim Larimer, Chris Mickelsen and Bob Feldman.

**2) CLOSED SESSION**

**A. PUBLIC EMPLOYMENT  
(Cal. Govt. Code Section §54957)  
Title: General Counsel**

**3) RECONVENE TO OPEN SESSION**

The Closed Session concluded at 2:34 p.m., at which time the Board reconvened to Open Session, which included attendance by David Dickson, General Manager, Patrick Miyaki, Attorney from Hanson, Bridgett, LLP, and JoAnne Whelen, Administrative Assistant/Recording Secretary.

President Ascher reported the following action from the Closed Session: The Board has decided, given the conflicts which may arise as a result of District Legal Counsel Atchison, Barisone, Condotti & Kovacevich's representing both the District and the City of Half Moon Bay, that Coastside County Water District will engage the firm of Hanson, Bridgett, LLP as the District's Legal Counsel.

**4) PUBLIC ANNOUNCEMENTS**

There were no members of the public in attendance at this time.

5) **GENERAL BUSINESS**

A. **Discussion and possible action regarding distribution and sale of recycled water within District service boundary**

Mr. Dickson reviewed the facts and information contained in his written staff report, noting that the Board had discussed this issue at the Water Supply Planning Workshop in June and had assigned Directors Larimer and Feldman to serve on a Water Reclamation Committee at the August Board meeting. He explained that implementing a coastside water recycling project will require cooperation among several local agencies, including CCWD, Sewer Authority Mid-Coastside (SAM), and SAM's member agencies (Montara Water & Sanitary District (MWSD) Granada Sanitary District and the City of Half Moon Bay. He stated that a legal analysis had recently been prepared by Hanson Bridgett LLP and introduced Mr. Patrick Miyaki from Hanson Bridgett LLP to review the summary of the legal analysis of CCWD's water reclamation franchise.

Mr. Miyaki thanked the Board, on behalf of Hanson Bridgett, for selecting their firm to represent CCWD as District Counsel. Summarizing his legal analysis, he advised the Board that CCWD has the authority to distribute recycled water within the District's service boundary. He proceeded to outline some of the critical facts and the statutory framework in the analysis, which were also provided in written form, as an attachment to the General Manager's staff report for this agenda item.

Mr. Miyaki stated that the Water Recycling Act of 1991 establishes the relationship between the retail water supplier (CCWD) and the recycled water producer (SAM), which states that the retail water supplier is responsible for supplying recycled water within its service boundary. He also reviewed the Water Recycling Act of 1991, whose provisions establish that CCWD, as the water retailer, has the lead role in distributing recycled water within its service boundary and that a customer may not obtain recycled water from a producer such as SAM without CCWD's permission.

Board discussion ensued, with Mr. Miyaki and Mr. Dickson addressing various questions from the Board.

**ON MOTION by Director Coverdell and seconded by Director Larimer, with suggested revisions to the language of the motion proposed by Mr. Miyaki, the Board voted as follows, by roll call vote, to direct staff to prepare policy to establish that Coastside County Water District desires to be the recycled water provider within its service area and is prepared to exercise its legal rights to do so:**

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

The Board continued to discuss this matter, with each of the Board members expressing points reiterating the value in the District's establishing this policy, including many ultimate benefits both to the District and to the entire community. It was also decided that staff would present the draft policy to the Board at the regular meeting scheduled for Tuesday, October 14, 2008. President Ascher stated, that in light of the analysis and subsequent Board discussions, he hoped that the SAM Board would appoint committee members from their agency to start communication with CCWD's Water Reclamation Committee in order to start moving forward on water recycling for the general benefit of the entire coastside.

Paul Perkovic – Montara Water & Sanitary District President and Alternate SAM Board Representative – Stated that he felt that there may be some miscommunication about the action that transpired at the last SAM Board meeting. He stated that he was looking forward to cooperation among the districts and thought that the coastside agencies could work together to achieve this successfully.

President Ascher expressed his thanks to Mr. Perkovic for his comments, stating that Coastside County Water District was also looking forward to working with the Montara Water & Sanitary District, the Sewer Authority Mid-Coastside, the Granada Sanitary District and the City of Half Moon Bay, with the goal of establishing a successful recycling program on the coastside.

**6) ADJOURNMENT**

The meeting was adjourned at 3:20 p.m. The next regular meeting of the Coastside County Water District's Board of Directors is scheduled for Tuesday, October 14, 2008.

Respectfully submitted,

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David Dickson, General Manager  
Secretary of the Board

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Everett Ascher, President  
Board of Directors  
Coastside County Water District

# ***STAFF REPORT***

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

**From: David Dickson, General Manager**

**Agenda: October 14, 2008**

Report

Date: October 6, 2008

**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 last Board meeting in September 2008, one transfer application was approved for a one—5/8" (20 gpm) non-priority water service connection. A spreadsheet reporting the transfer for the month of September 2008 follows this report as well as the approval letter from Anthony Condotti and the confirmation letter from Glenna Lombardi.

**APPROVED WATER SERVICE CONNECTION TRANSFERS FOR THE 2008 CALENDAR YEAR**

<b>DONATING APN</b>	<b>RECIPIENT APN</b>	<b>PROPERTY OWNERS</b>	<b># OF CONNECTIONS</b>	<b>DATE</b>
037-320-270	056-072-370	Corado-McComas LP to Du	one--5/8" non-priority	Sep-08



ATCHISON, BARISONE, CONDOTTI & KOVACEVICH

A PROFESSIONAL CORPORATION

333 CHURCH STREET

SANTA CRUZ, CALIFORNIA 95060

WEBSITE: WWW.ABC-LAW.COM

JOHN G. BARISONE  
ANTHONY P. CONDOTTI  
GEORGE J. KOVACEVICH  
BARBARA H. CHOI  
SUSAN E. BARISONE  
CELESTIAL S.D. CASSMAN

TELEPHONE: (831) 423-8383  
FAX: (831) 423-9401  
EMAIL: ADMIN@ABC-LAW.COM

September 19, 2008

*Via Facsimile (650) 726-5245  
And United States Mail*

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

Re: Non-Priority (Partial) Transfer Application:  
**Corado/McComas, L.P. to Bing Du**  
APN 037-320-270 to APNs 056-072-370

Dear Glenna:

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

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

Sincerely,



ANTHONY P. CONDOTTI  
District Legal Counsel

**RECEIVED**  
SEP 22 2008  
COASTSIDE COUNTY  
WATER DISTRICT

September 23, 2008

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

Bing Du  
370 Pinefield Road  
San Jose, CA 95134

RE: Request to Transfer (Partial) Uninstalled Non-Priority Crystal Springs Project Water Service Capacity

Dear Property Owners:

We are pleased to confirm that the Coastsides County Water District has **approved** your request to transfer .5---5/8" (10 gpm) partial, uninstalled non-priority Crystal Springs Project water service capacity. The result of this transfer is as follows:

- **APN 037-320-270** has the remaining rights to eighteen—5/8" (20 gpm) uninstalled nonpriority water service connections assigned to it from the Crystal Springs Project; and
- **APN 056-072-370** now has an additional .5---5/8" (10 gpm) uninstalled non-priority water service capacity assigned to it from the Crystal Springs Project.

*Note: This property, APN 056-072-370, also has an uninstalled one—5/8" (20 gpm) non-priority water service connection assigned to it. With the approval of this transfer, the property now has a total capacity of one—3/4" (30 gpm)*

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

Sincerely,

Glenna Lombardi

Cc: David Dickson, General Manager

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

2008

<b>Installed Water Connection Capacity</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
<b>HMB Non-Priority</b>													
5/8" meter	1	1		6	1	2	3	2	3				19
3/4" meter		1											1
<b>HMB Priority</b>													
5/8" meter		1											1
3/4" meter													0
1" meter													0
<b>County Non-Priority</b>													
5/8" meter				4					3				7
3/4" meter													0
1" meter													0
<b>County Priority</b>													
5/8" meter													0
3/4" meter		1											1
1" meter													0
<b>Monthly Total</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>10</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>29</b>

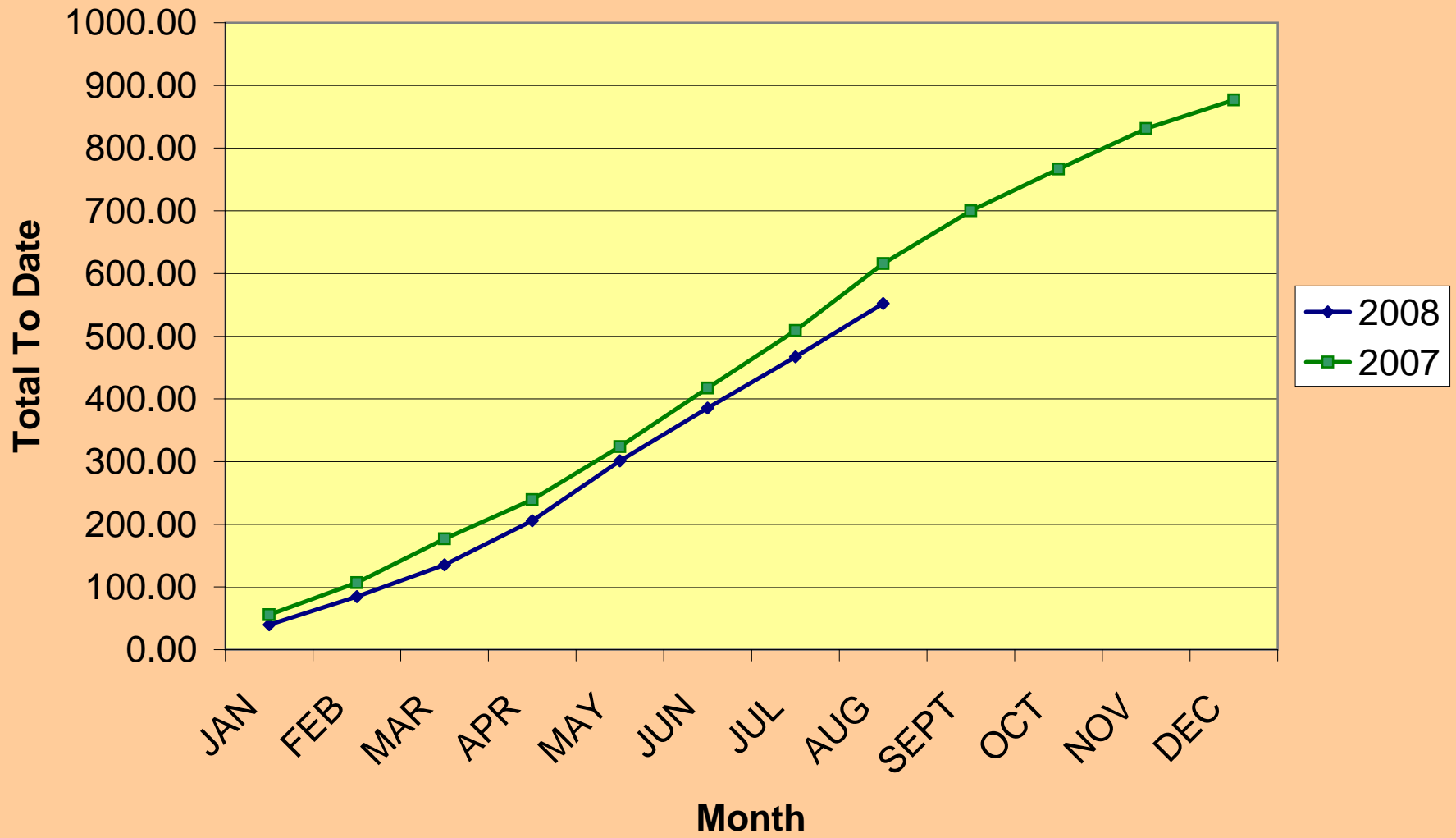
5/8" meter = 1 connection  
3/4" meter = 1.5 connections  
1" meter = 2.5 connections

<b>Installed Water Meters</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Totals</b>
<b>HMB Non-Priority</b>	<b>1</b>	2.5		6	1	2	3	2	3				20.5
<b>HMB Priority</b>		1											1
<b>County Non-Priority</b>				4					3				7
<b>County Priority</b>		1.5											1.5
<b>Monthly Total</b>	<b>1</b>	<b>5</b>	<b>0</b>	<b>10</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30</b>

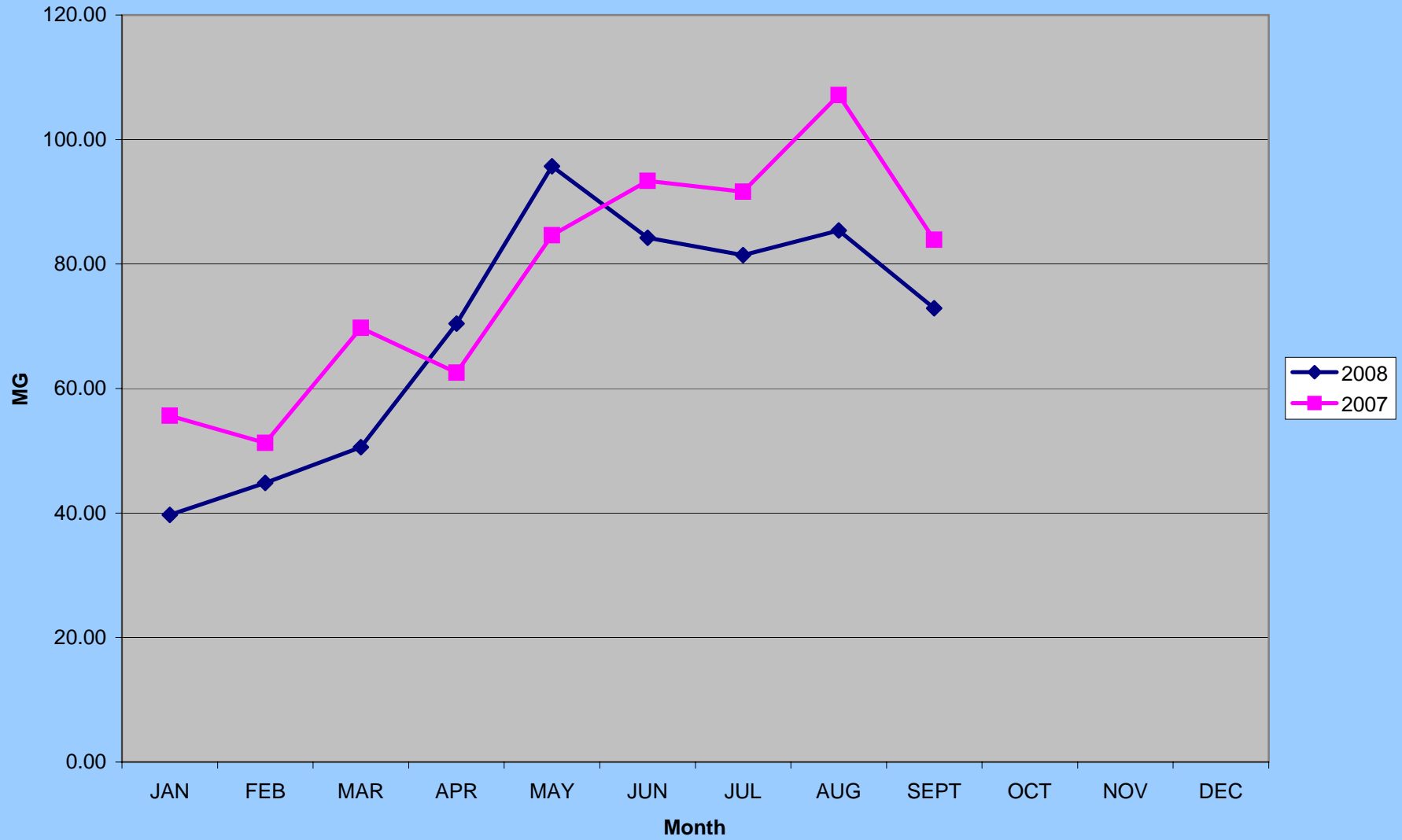
**TOTAL CCWD PRODUCTION (MG) ALL SOURCES-2008**

	PILARCITOS		DENNISTON		CRYSTAL SPRINGS	SAN VIN.	RAW WATER	UNMETERED	TREATED
	WELLS	LAKE	WELLS	RESERVOIR	RESERVOIR	RESERVOIR	TOTAL	USAGE	TOTAL
<b>JAN</b>	6.47	29.20	0.00	0.00	7.03	0.00	42.70	2.99	39.71
<b>FEB</b>	9.39	38.24	0.00	0.00	0.00	0.00	47.63	2.78	44.85
<b>MAR</b>	9.04	40.42	1.01	3.94	0.00	0.00	54.41	3.83	50.58
<b>APR</b>	0.00	58.26	0.88	13.53	1.84	0.00	74.51	4.06	70.45
<b>MAY</b>	0.00	29.32	2.89	14.00	54.87	0.00	101.08	5.36	95.72
<b>JUN</b>	0.00	0.00	3.32	9.15	77.34	0.00	89.81	5.6	84.21
<b>JUL</b>	0.00	0.00	3.50	9.75	75.32	0.00	88.57	7.136	81.43
<b>AUG</b>	0.00	0.00	0.33	2.55	87.00	0.00	89.88	4.492	85.39
<b>SEPT</b>	0.00	0.00	0.00	0.00	76.90	0.00	76.90	4	72.90
<b>OCT</b>							0.00		
<b>NOV</b>							0.00		
<b>DEC</b>							0.00		
<b>TOTAL MG</b>	24.90	195.44	11.93	52.92	380.30	0.00	665.49	40.251	<b>625.24</b>
<b>% TOTAL</b>	3.7%	29.4%	1.8%	8.0%	57.1%	0.0%	100.0%	6.0%	94.0%

# CUMULATIVE PRODUCTION



Production 2008 vs 2007



# COMPARISON OF SFPUC METERS WITH NUNES INFLUENT METER

		Nunes Meter	BW Return	Wells	Difference	SFPUC Pilarcitos meter	SFPUC CSP meter	Skylawn 1	SFPUC Total	SFPUC - Nunes	% difference
2006	Jun	68.76	3.3	0	65.46	45.54	20.3	0.03	65.81	0.35	0.53
2006	Jul	75.97	3.4	0	72.57	0	91.78	0.00	91.78	19.21	20.93
2006	Aug	71.56	3.42	0	68.14	0	76.55	0.00	76.55	8.41	10.99
2006	Sep	65.09	3.23	0	61.86	0	77.88	0.00	77.88	16.02	20.57
2006	Oct	57.6	3.1	0	54.50	0	64.98	0.00	64.98	10.48	16.13
2006	Nov	50.7	2.96	7.17	40.57	17.2	30.34	0.00	47.54	6.97	14.67
2007	Dec	49.94	3.74	7.6	38.60	45.17	0	0.03	45.14	6.54	14.48
2007	Jan	51.29	2.78	5.93	42.58	42.51	0	0.00	42.51	-0.07	-0.16
2007	Feb	48.57	2.56	5.96	40.05	47.08	0	0.00	47.08	7.03	14.93
2007	Mar	54.47	2.99	8.41	43.07	56.11	0	0.00	56.11	13.04	23.24
2007	Apr	50.28	2.49	0	47.79	51.49	0	0.00	51.49	3.70	7.19
2007	May	59	2.5	0	56.50	66.93	4.51	0.00	71.44	14.94	20.91
2007	Jun	70.71	2.64	0	68.07	15.21	63.74	0	78.95	10.88	13.78
2007	Jul	74.67	2.85	0	71.82	0	82.66	15.12	67.54	-4.28	-6.34
2007	Aug	74.46	2.86	0	71.60	0	96.74	2.4	94.34	22.74	24.10
2007	Sep	71.2	2.74	0	68.46	0	73.44	15.34	58.10	-10.36	-17.83
2007	Oct	56.455	2.61	0	53.85	0.03	60.7	0	60.73	6.89	11.34
2007	Nov	51.59	2.463	0	49.13	0	59.937	2.698	57.24	8.11	14.17
2007	Dec	47.84	3.25	1.62	42.97	0	46.11	0.326	45.78	2.81	6.15
2008	Jan	47.75	2.67	6.69	38.39	29.2	7.03	0.001	36.23	-2.16	-5.96
2008	Feb	46.03	2.71	9.39	33.93	38.24	0	0	38.24	4.31	11.27
2008	Mar	54.08	2.59	9.04	42.45	40.42	0	0	40.42	-2.03	-5.02
2008	Apr	59.51	2.16	0	57.35	58.26	1.84	1.782	58.32	0.97	1.66
2008	May	70.09	3.18	0	66.91	29.32	54.87	9.89	74.30	7.39	9.95
2008	Jun	71.82	3.48	0	68.34	0	77.34	6.94	70.40	2.06	2.93
2008	Jul	70.39	3.71	0	66.68	0	75.32	3.6	71.72	5.04	7.03
2008	Aug	71.05	3.529	0	67.52	0	87	9.559	77.44	9.92	12.81
2008	Sep	72.4	3.29	0	69.11	0	76.9	6.29	70.61	1.50	2.12
<b>TOTAL</b>		<b>1713.28</b>	<b>83.20</b>	<b>61.81</b>	<b>1568.26</b>	<b>582.71</b>	<b>1229.97</b>	<b>74.01</b>	<b>1738.67</b>	<b>170.40</b>	<b>9.80</b>
<b>AVERAGE</b>		<b>61.19</b>	<b>2.97</b>	<b>2.21</b>	<b>53.80</b>	<b>20.81</b>	<b>43.93</b>	<b>2.64</b>	<b>62.10</b>	<b>6.11</b>	<b>8.91</b>
<b>All results in MG.</b>											

**Coastside County Water District Monthly Sales By Category (MG)  
2008**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	MG to Date
RESIDENTIAL	21.17	31.05	19.64	36.623	28.871	53.578	30.064	53.703	29.785				304.48
COMMERCIAL	5.38	1.1	6.17	1.23	6.781	1.477	7.938	1.441	7.877				39.39
RESTAURANT	1.96	0.04	2.13	0.053	2.887	0.045	3.231	0.026	2.673				13.05
HOTELS/MOTELS	4.48	0.24	4.5	0.138	5.305	0.136	5.671	0.158	5.778				26.41
SCHOOLS	0.93	0.07	0.86	0.068	2.224	0.171	3.515	0.115	3.428				11.38
MULTI DWELL	4.51	6.08	4.38	5.921	5.146	6.365	5.762	6.217	5.382				49.76
BEACHES/PARKS	0.38	0.01	0.28	0.025	0.786	0.064	1.173	0.079	0.993				3.79
FLORAL	17.55	0.21	17.31	0.227	22.968	0.293	16.961	0.35	15.601				91.47
RECREATIONAL	0.07	0.16	0.06	0.174	0.096	0.209	0.111	0.228	0.12				1.23
MARINE	1.15	0	0.32	0	0.402	0	0.37	0	1.143				3.39
IRRIGATION	3.12	0.48	0.12	1.476	14.77	3.251	28.197	3.333	17.651				72.40
Portable Meters	0	0.33	0	0.284	0	1.296	0	1.587	0				3.50
<b>MG</b>	<b>60.70</b>	<b>39.77</b>	<b>55.77</b>	<b>46.22</b>	<b>90.24</b>	<b>66.89</b>	<b>102.99</b>	<b>67.24</b>	<b>90.43</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>620.24</b>

**Coastside County Water District Monthly Sales By Category (MG)  
2007**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	MG to Date
RESIDENTIAL	21.27	34.33	18.74	27.400	22.997	49.261	33.276	52.936	29.526				289.73
COMMERCIAL	6.32	1.38	5.73	1.098	6.465	1.358	8.888	1.390	7.543				40.17
RESTAURANT	2.29	0.00	2.19	0.000	2.256	0.001	2.431	0.012	2.576				11.76
HOTELS/MOTELS	4.66	0.13	4.11	0.125	10.163	0.152	5.008	0.186	6.057				30.59
SCHOOLS	0.53	0.13	0.77	0.094	1.153	0.286	3.389	0.171	3.043				9.57
MULTI DWELL	5.37	6.38	4.57	5.776	4.674	6.513	5.709	6.594	5.859				51.45
BEACHES/PARKS	0.29	0.02	0.41	0.094	0.842	0.114	1.093	0.076	1.461				4.40
FLORAL	14.73	0.24	14.69	0.222	21.682	0.256	22.718	0.269	18.705				93.51
RECREATIONAL	0.08	0.18	0.06	0.204	0.061	0.242	0.099	0.242	0.082				1.25
MARINE	1.35	0.00	0.98	0.000	1.363	0.000	1.438	0.000	1.423				6.55
IRRIGATION	0.30	0.69	0.11	0.887	3.939	2.339	25.280	3.226	26.044				62.81
PORTABLE METERS	0.00	0.30	0.11	0.171	0.000	0.278	0.000	1.468	0.000				2.32
<b>MG</b>	<b>57.18</b>	<b>43.78</b>	<b>52.48</b>	<b>36.07</b>	<b>75.59</b>	<b>60.80</b>	<b>109.33</b>	<b>66.57</b>	<b>102.32</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>604.12</b>



**Coastside County Water District  
Monthly Leak Report  
SEPTEMBER 2008**

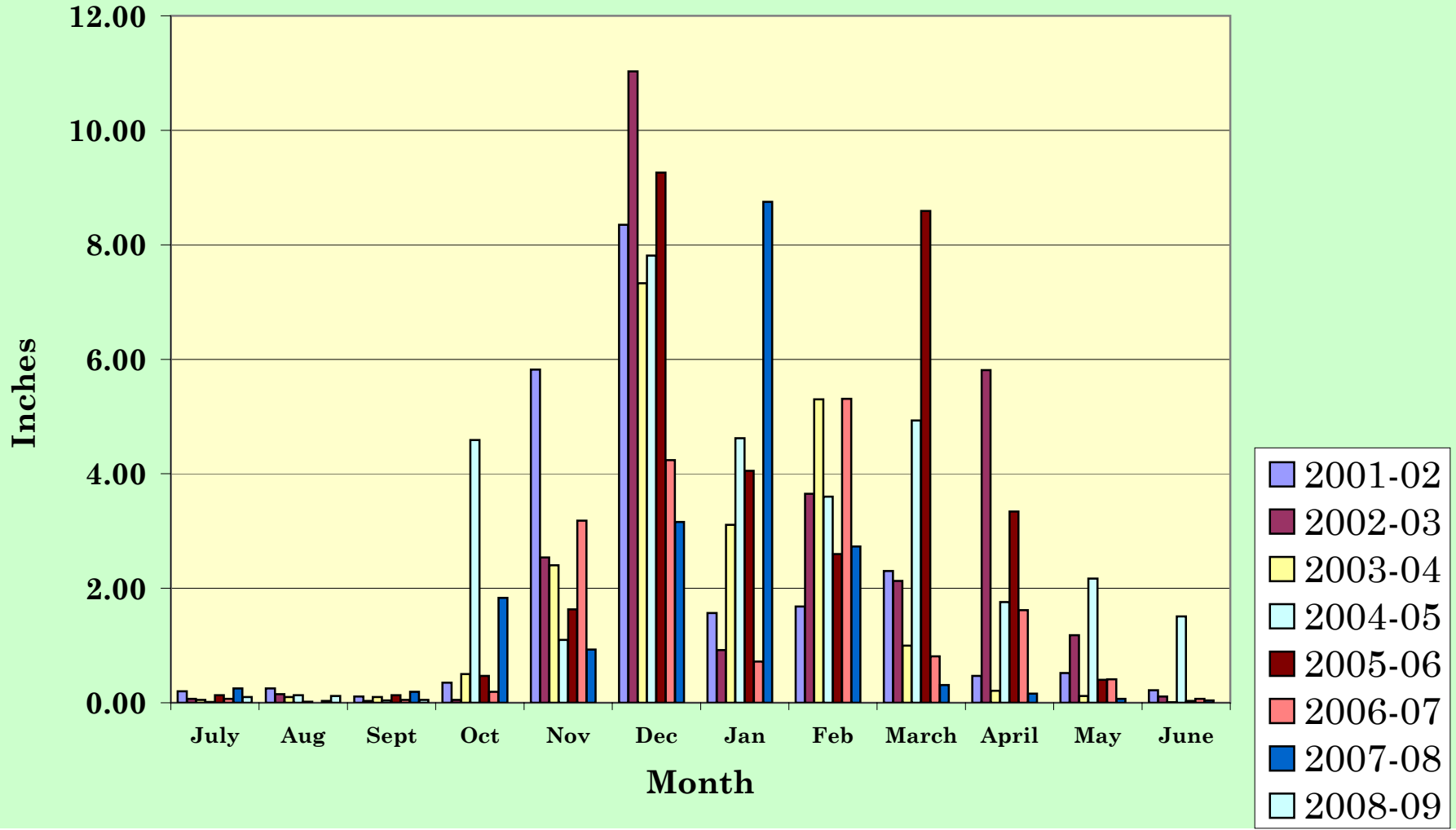
Date	Location	City	Pipe Type/Size	Repair Material	Estimated Water Loss (gallons)	Repair Material Costs	Manpower and Equipment Costs	Estimated Cost of Repair (dollars)
05-Sep-08	338 Central	HMB	3/4" blue plastic service	1 - 3/4" angle stop/ 1 - 3/4" comp 90/ 30' 3/4" copper	1,600	\$355.52	\$1,075.00	\$1,431
05-Sep-08	Grove St	HMB	3/4" black plastic srvc	1 - 3/4" angle stop/ 1 - 3/4" copxcop/ 10' 3/4" copper	1100	146.22	550.00	\$696
07-Sep-08	688 Myrtle St	HMB	3/4" black plastic srvc	1 - 3/4" copxcop	2600	46.71	750.00	\$797
08-Sep-08	551 Myrtle St	HMB	3/4" black plastic srvc	1 - 3/4" copxcop/ 2' copper/ B-9 Box and lid	1100	60.86	675.00	\$736
10-Sep-08	412 Myrtle St	HMB	3/4" blue plastic service	1 - 3/4" angle stop/ 50' copper	1600	548.79	1,075.00	\$1,624
11-Sep-08	Railroad @ Grove	HMB	2" main	2" x 71/2" full circle	50000	46.86	1,575.00	\$1,622
17-Sep-08	Valencia St	EG	1" black plastic service	1 - 1" comp nut/ 1 - 1" copxcop/ 2' - 1" copper	1600	50.91	750.00	\$801
22-Sep-08	Columbus St	EG	2" galv main	2" x 71/2" full circle	11000	64.72	1,200.00	\$1,265
25-Sep-08	375 4th St	Mir	1" blue plastic service	1 - 3/4" comp tee/ 1 - 1" x 3/4" copxcop/ 2 - 3/4" angle stops/ 2 - 3/4" plastic-cop adapter/ 1 - 3/4" check/ 10' - 1" copper/ 4' - 1" copper/ 2 - B9 box with lid	15600	369.91	1,330.00	\$1,700
								\$0
								\$0
				<b>TOTAL</b>		<b>1,690.50</b>		<b>\$10,671</b>



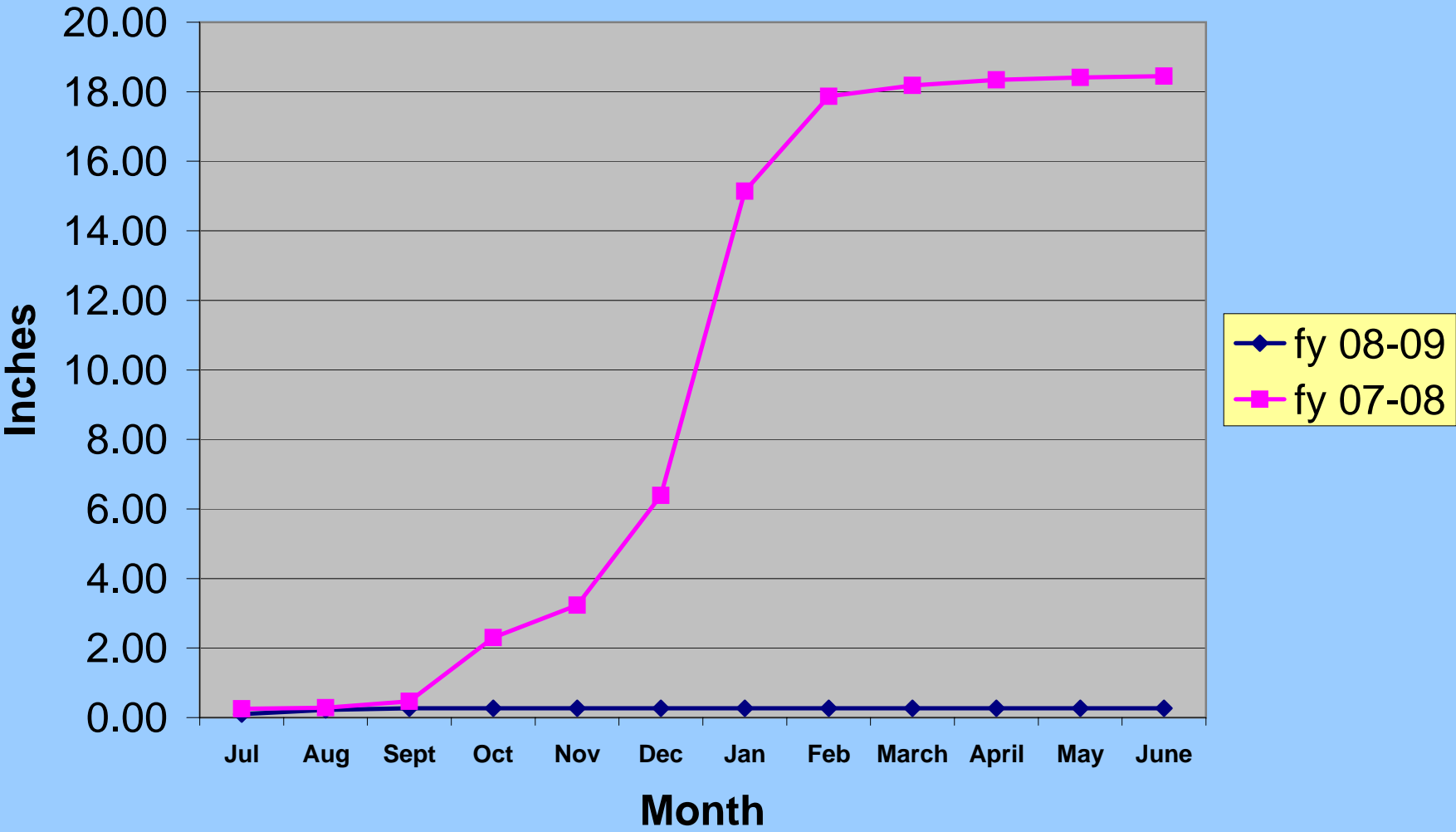
# Coastside County Water District

## Rainfall by Month

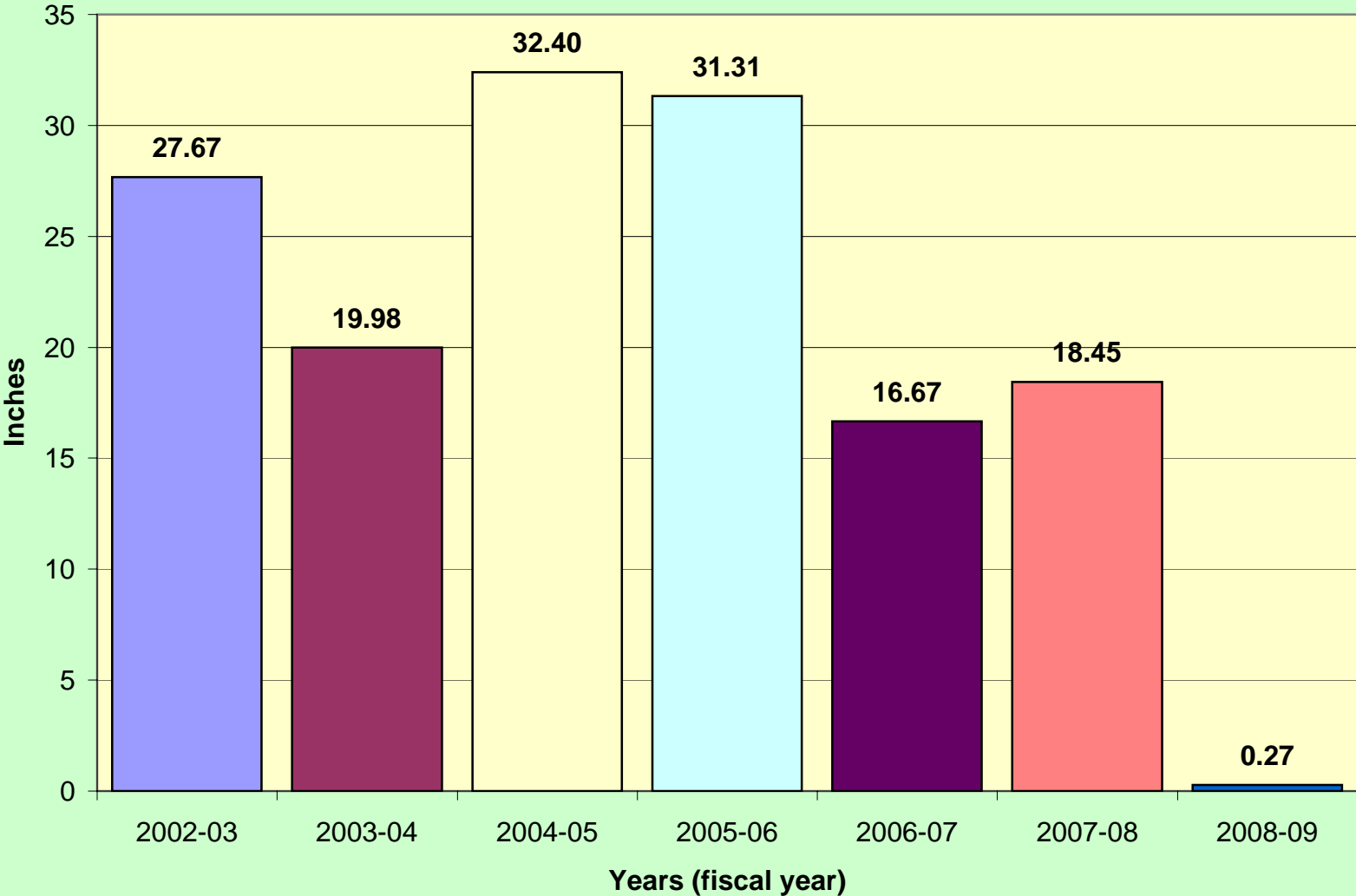
July '07 thru Jun '08



# Rainfall Totals fy 08 - 09



# Rain Totals



MONTHLY CLIMATOLOGICAL SUMMARY for SEP. 2008

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

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

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	62.0	76.2	11:30a	49.0	2:00a	5.8	2.8	0.00	2.3	16.0	3:00p	N
2	59.5	71.7	2:30p	48.5	5:00a	6.7	1.2	0.00	1.1	9.0	12:00p	SW
3	59.9	72.5	3:00p	49.0	5:30a	6.3	1.2	0.00	1.1	8.0	12:00p	SSW
4	61.9	74.2	2:30p	49.9	5:30a	5.2	2.1	0.00	0.4	6.0	12:00p	SSW
5	63.6	75.1	3:30p	51.9	5:30a	4.5	3.1	0.00	0.6	7.0	12:30p	SSW
6	63.3	73.0	5:30p	52.8	3:00a	4.2	2.5	0.00	0.9	7.0	12:00p	SW
7	61.9	73.2	12:30p	51.9	5:30a	4.4	1.4	0.00	0.8	8.0	12:00p	SSW
8	63.6	72.9	12:00p	56.7	6:00a	3.0	1.6	0.00	1.5	11.0	12:30p	S
9	62.9	68.7	1:30p	59.4	11:30p	2.5	0.4	0.00	2.0	11.0	2:30p	S
10	64.0	73.8	1:00p	57.3	6:00a	2.8	1.8	0.01	1.2	13.0	1:30p	SSW
11	62.0	71.0	12:30p	57.2	9:00p	3.8	0.8	0.00	0.9	8.0	12:30p	SSW
12	61.0	71.9	1:30p	55.0	5:00a	4.6	0.6	0.00	0.8	8.0	1:30p	SW
13	61.4	69.4	4:00p	56.4	5:00a	3.9	0.3	0.00	1.4	9.0	12:30p	SSW
14	61.3	69.8	2:30p	56.3	6:00a	4.2	0.5	0.00	1.1	9.0	1:30p	SSW
15	59.4	66.6	11:30a	55.4	5:30a	5.6	0.0	0.00	1.4	12.0	2:00p	SW
16	60.1	67.5	1:00p	54.5	5:00a	4.9	0.0	0.00	1.7	12.0	11:30a	SW
17	61.1	73.0	1:00p	48.8	12:00m	4.8	0.8	0.00	1.7	10.0	12:00p	SSW
18	56.3	66.9	4:00p	46.4	5:00a	8.8	0.2	0.00	1.4	10.0	10:30a	SSW
19	60.7	74.3	2:00p	47.3	5:00a	6.0	1.7	0.01	1.3	12.0	2:00p	S
20	64.7	73.3	1:00p	60.9	5:00a	1.9	1.5	0.01	0.9	10.0	2:00p	SW
21	62.6	71.4	1:00p	53.2	12:00m	3.3	0.9	0.00	1.6	12.0	3:00p	SW
22	58.5	68.6	1:00p	48.7	4:00a	7.1	0.6	0.00	1.0	9.0	1:30p	SSW
23	58.1	69.2	3:00p	47.3	5:00a	7.5	0.5	0.01	0.8	9.0	2:00p	SSW
24	57.4	66.6	3:30p	49.7	6:30a	7.6	0.0	0.00	0.9	8.0	12:00p	NNE
25	57.7	67.8	3:00p	47.6	6:30a	7.6	0.3	0.00	0.9	9.0	1:00p	SW
26	59.2	68.9	2:00p	51.1	6:30a	6.2	0.3	0.00	0.9	9.0	11:30a	SW
27	58.8	66.7	4:30p	51.6	6:30a	6.2	0.0	0.00	0.8	8.0	2:00p	SW
28	60.0	69.6	12:30p	52.2	5:30a	5.5	0.5	0.00	0.7	8.0	1:00p	S
29	61.3	71.2	1:00p	52.8	11:30p	4.5	0.8	0.01	0.8	8.0	12:00p	SSW
30	58.3	67.1	2:30p	49.3	6:30a	6.9	0.2	0.00	0.9	9.0	2:30p	SW
	60.7	76.2	1	46.4	18	156.3	28.6	0.05	1.1	16.0	1	SSW

Max >= 90.0: 0

Max <= 32.0: 0

Min <= 32.0: 0

Min <= 0.0: 0

Max Rain: 0.01 ON 9/10/08

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

Heat Base: 65.0 Cool Base: 65.0 Method: Integration



# San Francisco Public Utilities Commission

## Hydrological Conditions Report

### For September 2008

J. Chester, B. McGurk, A. Mazurkiewicz, M. Tsang, October 3, 2008

#### Current System Storage

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

<b>Table 1</b>							
<b>Current Storage</b>							
<b>As of October 1, 2008</b>							
Reservoir	Current Storage		Maximum Storage		Available Capacity		Percent of Maximum Storage
	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	
<b>Tuolumne System</b>							
Hetch Hetchy <sup>1/</sup>	274,953		340,830		65,877		80.7%
Cherry <sup>2/</sup>	224,387		268,810		44,423		83.5%
Lake Eleanor <sup>3/</sup>	19,961		23,541		3,580		84.8%
Water Bank	354,964		570,000		215,036		62.3%
Tuolumne Storage	874,265		1,203,181		328,916		72.7%
<b>Local Bay Area Storage</b>							
Calaveras <sup>4/</sup>	33,318	10,857	96,824	31,550	63,506	20,693	34.4%
San Antonio	47,171	15,371	50,496	16,454	3,325	1,084	93.4%
Crystal Springs	41,682	13,582	58,377	19,022	16,695	5,440	71.4%
San Andreas	18,833	6,137	18,996	6,190	163	53	99.1%
Pilarcitos	2,010	655	3,100	1,010	1,090	355	64.8%
Total Local Storage	143,014	46,601	227,793	74,226	84,779	27,625	62.8%
<b>Total System</b>	<b>1,017,279</b>		<b>1,430,974</b>		<b>412,695</b>		<b>71.1%</b>

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

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

<sup>3/</sup> Maximum Lake Eleanor storage with all stop-logs 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:* The September precipitation index is zero, or 0.0% of the average index for the month.

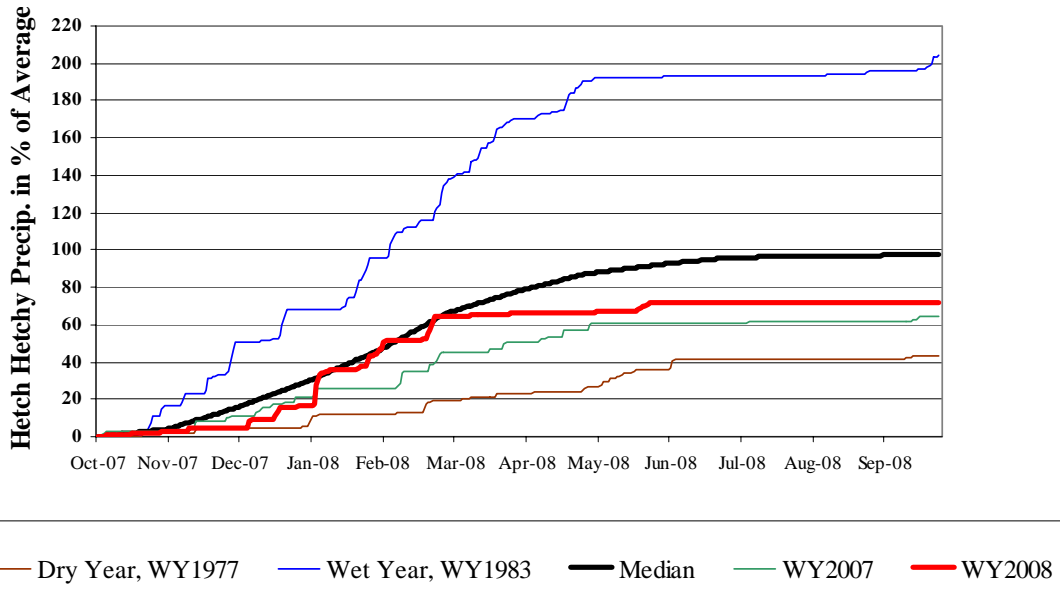
*Cumulative Precipitation to Date:* The accumulated precipitation index for water year 2008 is 25.8 inches, which is 72.5% of the average annual water year total. The cumulative precipitation for the Hetch Hetchy gauge is shown in Figure 1 in red, and is significantly below the median line. Statewide, the March – August six-month period was the driest in 114 years of record.

<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 2008 cumulative precipitation received at Hetch Hetchy Reservoir through the end-of-month September. Precipitation curves for wet, dry, median, and WY 2007 years for the station at Hetch Hetchy are included for comparison purposes.

### Precipitation at Hetch Hetchy: Water Year 2008



### Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and Tuolumne River at La Grange as of September 30<sup>th</sup> is summarized below in Table 2. Water available to the City is also shown in Table 2.

	September 2008				October 1, 2007 through September 30, 2008			
	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	765	3,114	5,071	15.1%	525,682	707,627	747,585	70.3%
Inflow to Cherry Reservoir and Lake Eleanor	0	757	1,896	0.0%	294,629	445,914	451,682	65.2%
Tuolumne River at La Grange	3,612	7,451	10,415	34.7%	1,119,323	1,765,935	1,842,552	60.7%
Water Available to the City	0	0	956	0.0%	203,809	620,855	782,891	26.0%

<sup>6</sup> Hydrologic Record: 1919 – 2005.

## Hetch Hetchy System Operations

September 30<sup>th</sup> marked the end of water year 2008. The total water year inflow was 525,682 acre-feet at Hetch Hetchy, 70% of the long-term average. While WY 2008 inflows were an improvement over runoff conditions in WY 2007 (only 49% of average), Up-Country conditions remain dry. September inflows are typically low and were at late summer time baseflow levels. The mainstem of the Tuolumne accounted for nearly 100% of inflow into Hetch Hetchy, and there was close to zero inflow into Cherry and Eleanor Reservoirs. The Type B year schedule for minimum streamflow releases from Hetch Hetchy will continue at least through January 1. While Up-Country reservoir storage is substantial, the net Water Bank balance is low due to only modest entitlements during the runoff season and the debits that occurred while filling Hetch Hetchy Reservoir.

Draft from Hetch Hetchy Reservoir in September was made only to meet SJPL delivery and the fishery release and totaled 35,565 acre-feet. During September, about 5,476 acre-feet of powerdraft was made from Cherry Reservoir to support the City's Municipal load, District Class 1, and rafting flows. All water released to the channel from Cherry and Hetch Hetchy was transferred to the City's Water Bank account in Don Pedro Reservoir. Schedule rafting releases ended after September 1<sup>st</sup>.

Only minimum streamflow releases were made at Lake Eleanor in September to ensure an adequate pool for recreation through the end of the month. No water was transferred from Lake Eleanor to Cherry Reservoir in September.

## SJPL Diversion

The average rate of the San Joaquin Pipeline diversion during September was 286 MGD. The September SJPL rate is consistent with typical early fall diversions.

## Local System Operations

The average rate at the Sunol Valley Water Treatment Plant for September was 17 MGD. The Harry Tracy Water Treatment Plant for the same period averaged 26 MGD. September water demand averaged 255 MGD, a three percent decrease over the August average rate of 263 MGD.

September was seasonably dry with no rainfall measured in the local watersheds. No rainfall has been recorded since July 1, as presented in Table 3.

**Table 3 - Precipitation Totals for August at Three Local Reservoirs**

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

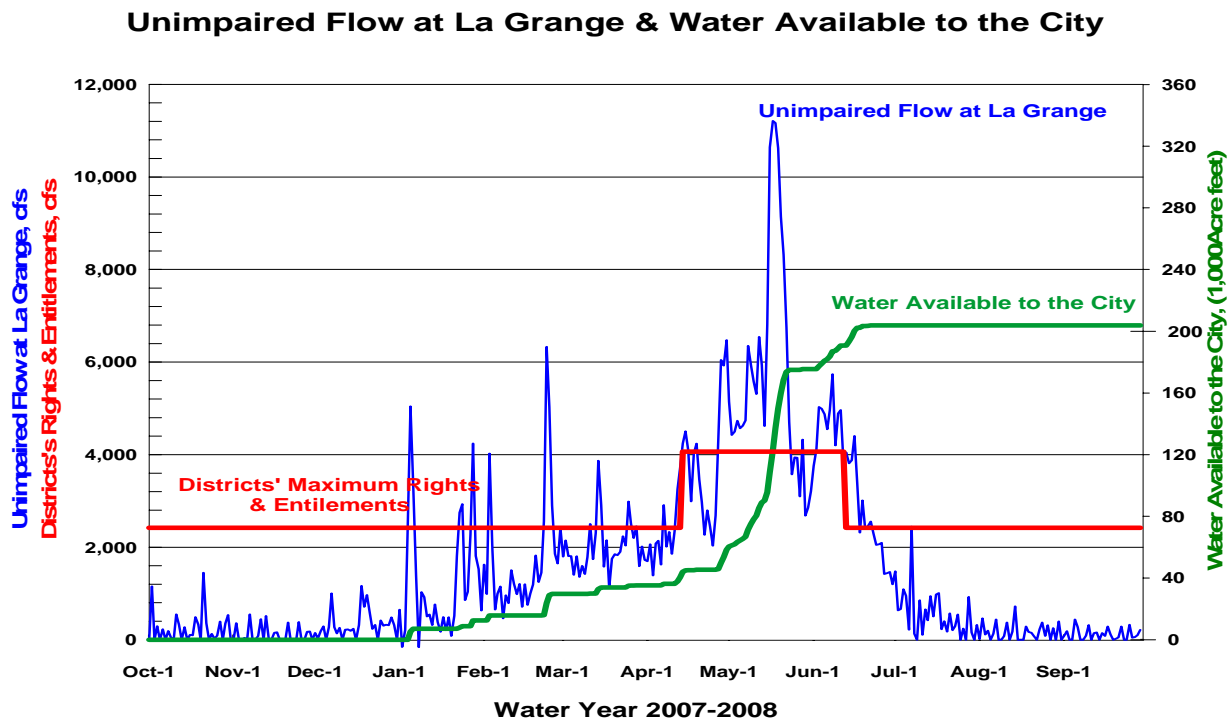
<sup>7</sup> Since 7-1-2008

## Snowmelt and Water Supply

The snowmelt runoff period ended on July 31<sup>st</sup> for this Water Year. The total April-through-July inflow into Hetch Hetchy Reservoir was 442,891 acre-feet, or about 74.2% of the long term average. The Water Year started with an above-normal snowpack in February and ended with one of the driest spring seasons on record. Inflows to Hetch Hetchy during September totaled 765 acre-feet, 15% of the long-term average hydrologic conditions for the month on the Tuolumne. The September inflows to Hetch Hetchy are the second lowest on record, and daily streamflow above the reservoir has fallen to 7 cfs. This indicates dry soil moisture conditions and depleted groundwater storage. The season-to-date contribution to water supply is 70.7% of average (Table 2). The City did not receive entitlements during September (Table 2).

Current weather forecasts are calling for the first rainfall of the new Water Year to occur this weekend. The forecasted precipitation would be the first event since May. The precipitation is forecasted to be followed by clear skies and autumn temperatures for the following week in the high country. The three-month climate outlook indicates average precipitation and above normal temperatures. Neutral ENSO conditions exist and are forecasted to continue through the fall.

**Figure 2:** 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>, 2007 through September 30<sup>th</sup>, 2008 was 203,809 acre-feet.



cc	HHWP Records	Dufour, Alexis	Mazurkiewicz, Adam	Sandkulla, Nicole
	Briggs, David	Gibson, Bill	McGurk, Bruce	Sanguinetti, Dave
	Cameron, David	Hale, Barbara	Meier, Steve	Tsang, Michael
	Carlin, Michael	Hannaford, Margaret	Ramirez, Tim	Winnicker, Tony
	Chester, John	Jensen, Art	Rickson, Norman	
	DeGraca, Andrew	Kehoe, Paula	Riffel, Dave	
	Dhakal, Amod	Levin, Ellen	Samii, Camron	

**STAFF REPORT**

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

**From: David Dickson, General Manager**

**Agenda: October 14, 2008**

Report

Date: October 9, 2008

**Subject: Request for Board to Provide Authorization to Write Off Bad Debts for Fiscal Year 2007-2008**

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**Recommendation**

Authorize staff to write off bad debts for fiscal year 2007-2008 (July 1 2007 through June 30, 2008) in the total amount of \$5,489.05.

**Background**

The process of writing off bad debts takes place at the end of each fiscal year as part of the year-end closeout and audit process. At this time, staff requests that the Board authorize the General Manager to write off the debts that have not been collected throughout the fiscal year.

The majority of the bad debts are customers which have discontinued service with the District without rendering payment of their final closing bills. Staff's efforts to locate the customers and collect payment on these accounts have been exhausted.

The following represents the bad debt amounts written off over the past five (5) years:

2007	\$6,621.91
2006	\$3,141.85
2005	\$3,191.88
2004	\$5,428.40
2003	\$1,890.61

**Fiscal Impact:** \$5,489.05

**WRITE OFF BAD DEBTS  
BALANCES ON DELETED ACCOUNTS  
ENDING JUNE 30, 2008**

005619 - 000	JANET WHERRY	1,510.88
012343 - 000	KEN CUNNINGHAM	418.27
004178 - 000	PILLAR POINT INN c/o DR. POPPELWELL	351.21
004177 - 000	PILLAR POINT INN c/o DR. POPPELWELL	334.20
013494 - 000	JENNIFER MOORE	323.06
013618 - 000	HEATHER MORRIS	240.53
012900 - 000	CHAD SANCHEZ	221.18
010737 - 000	J.MARK HAMILTON	220.49
012548 - 000	PAMELA KINGSBERRY	176.14
013203 - 000	STEPHEN JOFFE	133.23
011582 - 000	JOHN SKELTON	131.23
003679 - 000	ERIC MUELLER	125.62
011031 - 000	BREANA NANNETTI	109.03
013676 - 000	FRANK COVERSON	100.00
009182 - 000	REGINA PHILLIPS	85.61
012787 - 000	RELA GRAY	80.44
004335 - 000	JIM EKIS	69.31
000442 - 000	GEORGE VALADOR	68.15
013606 - 000	KARIN FASLA	60.95
012186 - 000	ALEIDA MIRAMONTES	58.55
012882 - 000	SCOTT MAC FARLANE	58.16
011642 - 000	JOSIE LEFLER	56.61
012886 - 000	MIKE CALLICOTTE	55.72
009269 - 000	MARI PATCHETT	49.05
011856 - 000	MARK COLEMAN	46.59
010694 - 000	DAN VIRAY	45.90
010939 - 000	MARY AHERN	45.82
001628 - 000	JOHN FARRELL	42.69
004268 - 000	COLIN PRICE	40.80
006231 - 000	DAN HANDLER/CLAIRE SHEEHAN	39.53
013271 - 000	RONALD STEVENSON	33.21
013324 - 000	JOEL MORENO	33.00
006809 - 000	SHERRI & ROBERT HITCHCOCK	31.61
013900 - 000	SHERRIE ENGLAND	23.72
004176 - 000	PILLAR POINT INN c/o DR. POPPELWELL	23.60
013378 - 000	RYAN SHANNON	23.28
012828 - 000	ROBERT DAVIS	21.68

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<b>TOTAL</b>	<b>5,489.05</b>
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**STAFF REPORT**

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

**From: David Dickson, General Manager**

**Agenda: October 14, 2008**

Report

Date : October 10, 2008

Subject: 909 Miramontes – Water Service Agreement and Resolution Nos. 2008-\_\_ and 2008-\_\_ accepting grants of easement for same

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**Recommendation:**

Consider approval of Water Service Agreement between Coastside County Water District and Wayne and Dana Pastorino for construction of a pipeline extension to serve real property at 909 Miramontes, and Resolution Nos. 2008-\_\_ and 2008-\_\_ accepting grants of easement for same

**Discussion:**

The attached Water Service Agreement provides for construction of the water utility system that will serve the property at 909 Miramontes Street, Half Moon Bay. The project that will be served by the pipeline extension is a single-family residence, for which the applicants have obtained a coastal development permit. Easement deeds for the new water utility system, with accompanying resolutions accepting and authorizing recordation of same, are also attached.

**Fiscal Impact:**

The applicant has already paid filing and plan check fees to the District. The cost of construction will be paid entirely by the applicant.

## WATER SERVICE AGREEMENT

THIS AGREEMENT is made as of this \_\_\_ day of October, 2008, between COASTSIDE COUNTY WATER DISTRICT (“District”) and WAYNE and DANA PASTORINO (collectively the “Applicant”).

1. **Recitals.** This Agreement is entered into with regard to the following facts and circumstances.
  - 1.1. District is a public corporation organized and existing under the provisions of the California Water Code and is engaged in the storage, transmission and sale of water for domestic purposes within the County of San Mateo.
  - 1.2. Applicant is engaged in the development of real property within the geographical limits of the District. Applicant is the owner of certain real property known as 909 Miramontes Street, Half Moon Bay, California and designated in the records of the San Mateo County Assessor as APN #056-280-010 (the “Property”).
  - 1.3. Applicant represents it has obtained a Coastal Development Permit from the City of Half Moon Bay for, and proposes to construct on the Property, a development consisting of a single family residence.
  - 1.4. Applicant proposes to install a Non-Complex Pipeline Extension (the “Project”) to provide a water and fire protection service connection to the proposed residence.
2. **Components Of Agreement.** This Agreement shall consist of the following documents each of which are referred to and by this reference made a part hereof as fully and completely as if they were fully set forth herein:
  - 2.1. This Agreement.
  - 2.2. Plans for the project dated March 28, 2008, prepared by Michael D. Ashley, civil engineer. A copy of the reviewed submittal document is attached hereto as Exhibit A, attached hereto.
  - 2.3. Water System Specifications for Pipeline Extension to 909 Miramontes Street, Exhibit B, attached hereto.
  - 2.4. Coastal Development Permit authorizing construction of the Project Utility System (as defined below), to be furnished to the District and reviewed and approved prior to the commencement of construction.
  - 2.5. Encroachment Permit from the City of Half Moon Bay, if applicable, to be furnished to the District and reviewed and approved prior to the commencement of the Project.

3. **Approval Of Project Utility System**

3.1. The Project Utility System, as defined below, shown on and described in the following document (the “reviewed submittal document”) is approved: Plans for the project dated March 28, 2008, prepared by Michael D. Ashley, civil engineer. A copy of the reviewed submittal document is attached hereto as Exhibit A.

3.2. “Project Utility System” means the water mains, fittings, valves and housing thereof, fire hydrants, manholes and all appurtenances thereto, except water meters, as depicted and described in the reviewed submittal document.

4. **Submittal of Proposal for Review and Approval by District.** Applicant is responsible for obtaining a Proposal for construction of the Project from a licensed, qualified contractor to construct the Project. The Contractor shall possess a valid California Contractor’s License. The Contractor shall have satisfactorily completed construction of a minimum of 5 similar pipeline projects, and shall if requested submit a list of these projects together with the telephone number of the owner’s representative who can be contacted regarding the work. Prior to commencement of construction, Applicant shall furnish a copy of the Proposal, along with evidence satisfactory to the District that the contractor possesses the necessary licenses and experience to construct the project utility system as detailed in this paragraph.

5. **Installation.** Applicant shall commence installation of the Project Utility System no later than 90 days, subject to extension for force majeure events not the fault of the applicant, after the date of this Agreement and shall complete its installation within twelve months after the date of this Agreement. If installation is not commenced and/or completed by such dates, the District may terminate this Agreement, unless the delay is solely attributable to events, such as fire, flood or earthquake, which are beyond the control of, and not the fault of, Applicant. Applicant shall install the Project Utility System in accordance with the location and sizes shown on the reviewed submittal document, and the further reasonable directions of the District Engineer.

6. **Inspection: Construction.**

6.1. Applicant shall notify District in writing at least ten (10) days in advance of the proposed starting date for construction, and shall not commence construction unless the District Engineer or other authorized District inspector is at the site of the work when construction begins. District agrees to make the District Engineer or other authorized District inspector available to be on site, provided the 10 days notice is given by Applicant. If construction is not continuous, District shall be notified at least forty-eight (48) hours in advance of the resumption of construction. Any work performed without notice to District may be rejected on that ground alone. The District Engineer will observe and inspect facilities solely to protect the interests of the District and to



determine whether the completed work is acceptable to District and can be incorporated into the District system. The District does not assume thereby any responsibility for the operations or safety practices of Applicant. Applicant is responsible for correct location of all facilities it installs. The District Engineer will not inspect facilities installed “downstream” of the individual meter boxes.

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

6.3. Applicant shall repair at its expense (or, at the option of District, shall reimburse District for the actual cost of repairs affected by it) any damage to District property caused by Applicant, its agents, employees, or contractors in construction the Project Utility System.

7. **Payment of Fees and Charges.** The Applicant will pay applicable fees and charges as follows:

7.1. Transmission and Storage Fees. None due. Any water connections shall be purchased by separate agreement. This Agreement only provides for construction of a Non-Complex Pipeline Extension, and not for purchase of water system capacity.

7.2. Initial Filing Fee. The District acknowledges receipt of a non-refundable initial filing fee in the amount of \$150.

7.3. Plan Check and Construction Inspection Fees. None due. District acknowledges receipt of Plan Check and Construction Inspection Fees in the amount of four thousand dollars (\$4,000.00), which is the amount due for the District staff and Engineer’s costs in reviewing final plans, inspecting the construction for the Project Utility System, modification of water system maps, administrative, legal and auditing costs.

7.4. Total Payment Due With Agreement. None due.

8. **Bonds.**

8.1. Prior to commencement of construction, Applicant shall furnish to District adequate and acceptable improvement security which shall consist of:

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

8.1.2. A performance bond in the amount of 100% of the Proposal amount, to guarantee faithful performance of the terms of this Agreement; and

8.1.3. A maintenance bond in the sum of 10% of the Proposal amount, to guarantee against defective materials and faulty workmanship for a period two (2) years from and after acceptance of the System by District.

8.2. The bonds shall be in form and substance satisfactory to District's legal counsel and shall be issued by a surety company qualified to and doing business in California and otherwise acceptable to District.

9. **Indemnity.** District shall not be responsible or held liable in any manner whatsoever for any injury or damage which may be done to any person or property (or other loss or liability) as a result of the matters set forth in this Agreement and the installation of the Project Utility System by or on behalf of Applicant. Applicant, on its behalf and on behalf of its successors in interest, hereby agrees to waive any claims against District arising from or related to the events and activities described in Section 1, above, and to indemnify and defend the District and hold it free, safe and harmless of, from and against any and all liability for the death of or injury to any person and for the loss of, or damage to, any property (including the loss of its use) which may arise from such events and activities. The agreements contained in this paragraph shall survive the performance of the remainder of this Agreement and shall remain in full force and effect notwithstanding such performance.

10. **Insurance.**

10.1. Applicant or its construction contractor shall, at its cost, maintain in full force and effect during the period beginning with the commencement of construction of the Project Utility System and terminating no earlier than thirty (30) days after completion thereof and approval by District for its connection with the District's distribution system, a policy or policies of liability insurance, as follows:

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

10.1.2. Property damage insurance in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence.

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

10.3. Each policy shall:

10.3.1. Be issued by an insurance company or companies qualified to do business in California and approved in writing by District;

10.3.2. Name District, its Directors, officers, agents and employees, as additional insureds;

10.3.3. Specify that it acts as Primary Insurance; the insurer being liable thereunder for the full amount of any loss up to and including the total limits of liability without right of contribution from any insurance effected by District;

10.3.4. Provide that the policy shall not be cancelled or altered without thirty (30) days prior written notice to District; and

10.3.5. Otherwise be in form reasonably satisfactory to District.

10.4. Applicant or its contractor shall provide, and maintain at all times during the course of installation of the Project Utility System, Workers' Compensation Insurance in conformance with the laws of the State of California. Such policy shall provide that the underwriter thereof waives all right of subrogation against District by reason of any claim arising out of or connected with installation of the Project Utility System and that such policy shall not be cancelled or altered without thirty (30) days prior written notice to District.

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

11. **Conveyance Of Title To Project Utility System.** Full right, title and interest in and to all elements of the Project Utility System installed pursuant hereto will be granted to District upon written notice of acceptance thereof by District and without the necessity for any further action by Applicant. There shall be no obligation upon District to pay or reimburse to Applicant any part of the cost of the Project Utility System. Applicant warrants that upon such passage of title to District, the title shall be free and clear from any and all mechanics and materialmen liens that could arise from construction of the Project Utility System, charges and encumbrances whatsoever.

12. **Acceptance By District.** District shall accept the Project Utility System when all of the following conditions have been met: (1) completion of the Project Utility System; (2) certification by District Engineer upon completion that the Project Utility System has been constructed in accordance with this Agreement; (3) furnishing by Applicant of evidence that it has paid all costs incurred in construction the Project Utility System; (4) performance by Applicant of all of its obligations under this Agreement which are to be

completed prior to acceptance of the Project Utility System, including conveyance of easements and payment of all sums due the District; and (5) furnishing by Applicant of “as-built” drawings. Upon acceptance, Applicant shall be relieved of all future obligations to maintain the Project Utility System components that are located within the street right of way, subject to its obligation to repair defects, which obligation is secured by the maintenance bond provided above, for the duration of the term of such bond (i.e., two years after acceptance). Project facilities which are located on the Applicant’s property, including the backflow prevention device, shall be owned and maintained by applicant.

13. **Execution And Performance Of Agreement.** Execution of this Agreement is a condition precedent to issuance by District of any letters, approvals, consents, or communications to any state, municipal, local or other public bodies regarding the availability of water service to the area to be developed. Full performance of and compliance with each and every term of this Agreement by Applicant is a condition precedent to water service by District.
14. **District Regulations.** Applicant shall at all times abide by and faithfully observe any and all District ordinances, resolutions, rules and regulations presently in effect, including current fee schedules, or which may hereafter be enacted or amended from time to time, including but not limited to “Regulations Regarding Water Service Extensions and Water System Improvements” a copy of which has previously been furnished to Applicant.
15. **Assignment.** Applicant’s rights under this Agreement may not be assigned in connection with a sale or conveyance of the Property without the express written consent of District, which shall not be unreasonably withheld. No such assignment shall be valid or binding on the district unless the assignee executes a written instrument, in form and substance satisfactory to District assuming all of Applicant’s obligations under this Agreement, which have not been fully performed as of the date of assignment. Such assignment shall not release Applicant from any of its obligations to District under this Agreement. This Agreement shall be binding upon and shall inure to the benefit of the parties and their successors and permitted assigns. If the Applicant or a permitted successor or assign shall dis-incorporate, forfeit its articles or right of incorporation, or otherwise fully terminate without a successor or assign, District shall as of the date of dis-incorporation, forfeiture or termination own the Project Utility System free and clear of any obligation to any party.

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

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

Applicant: Wayne and Dana Pastorino  
921 Miramontes Street  
Half Moon Bay, CA 94019

Each party shall notify the other in writing of any change in the address provided above for providing notice hereunder.

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

18. **Entire Agreement.** This Agreement, including all of its components, contains the entire agreement between the parties hereto. No oral understandings, statements, promises or inducements contrary to the terms of this Agreement exist.

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

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

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

22. **Time.** Time is of the essence of the Agreement.

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

**Coastside County Water District**

**Applicant**

By: \_\_\_\_\_  
President, Board of Directors

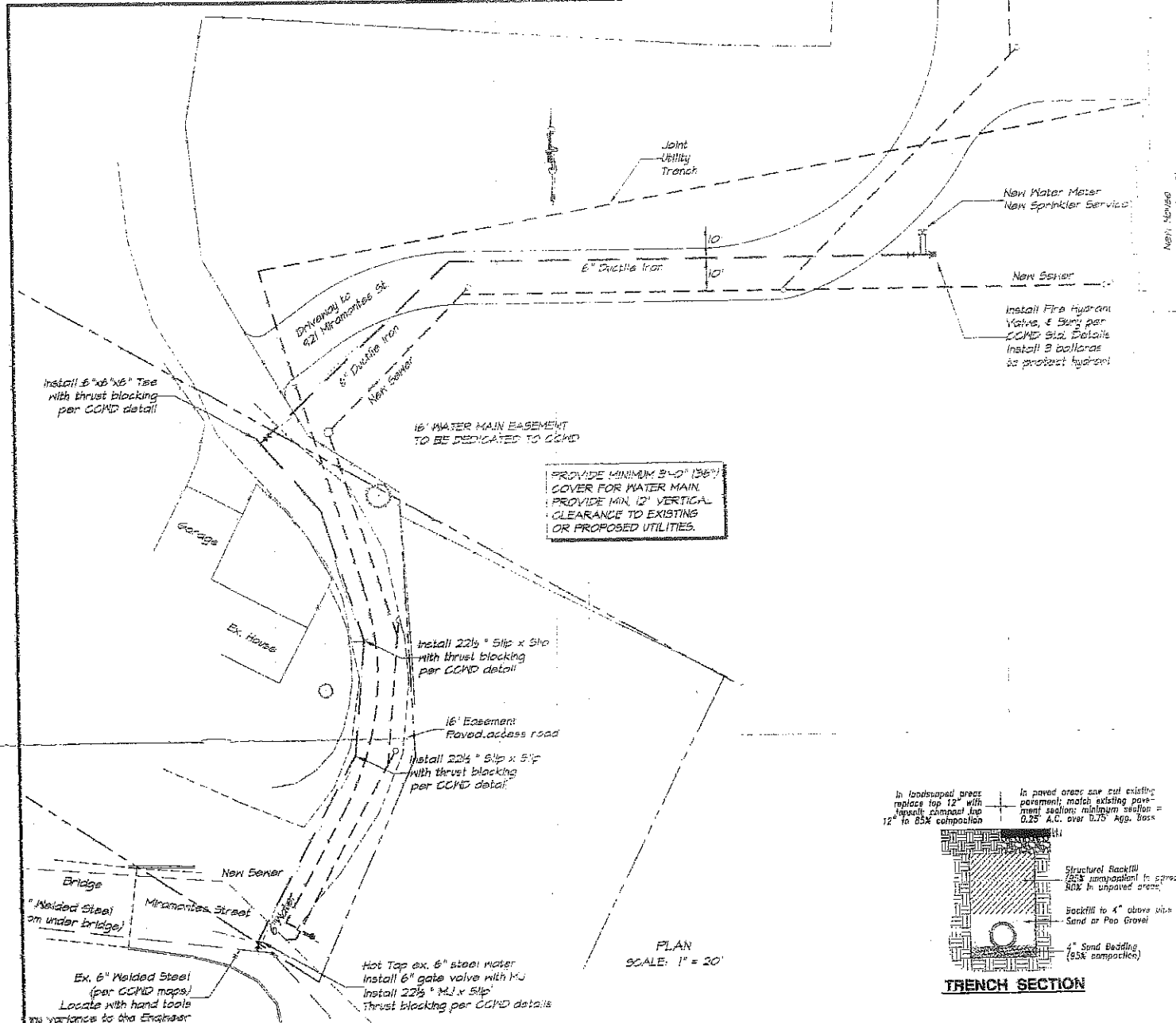
\_\_\_\_\_  
Wayne Pastorino

Attest:

\_\_\_\_\_  
Dana Pastorino

By: \_\_\_\_\_  
Secretary

EXHIBIT A

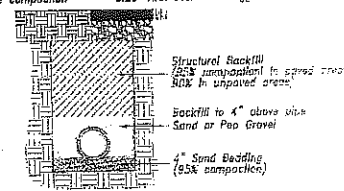


North Arrow  
Miramontes St

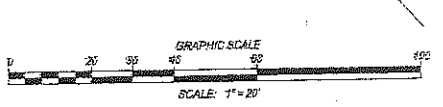
PROVIDE MINIMUM 3'-0" (36") COVER FOR WATER MAIN. PROVIDE MIN. 12" VERTICAL CLEARANCE TO EXISTING OR PROPOSED UTILITIES.

In landscaped areas replace top 12" with locally compacted top 12" to 85% composition

In paved areas cut existing pavement; match existing pavement sections; minimum section = 0.25' A.C. over 0.75' Agg. Base



TRENCH SECTION



**UNDERGROUND UTILITIES NOTE**

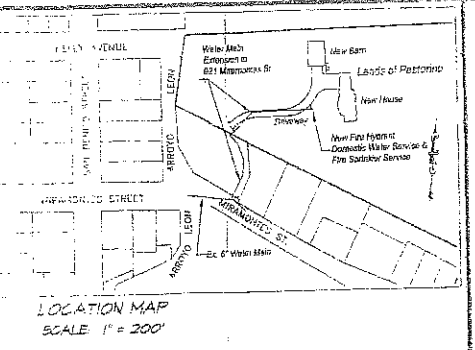
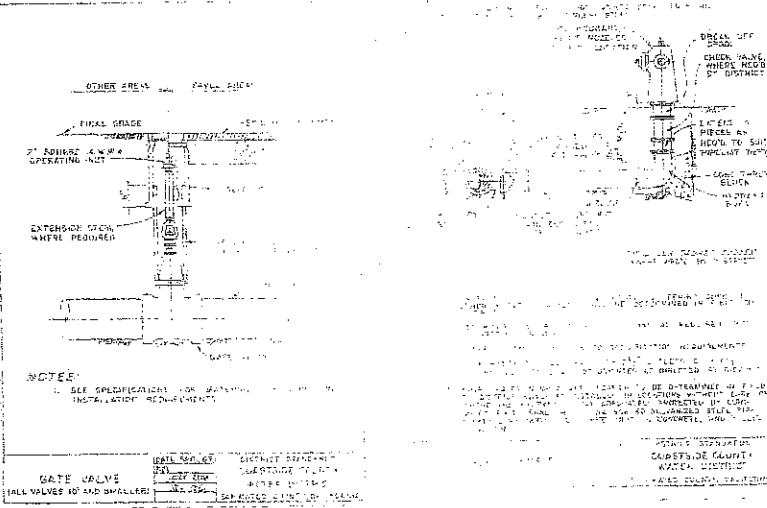
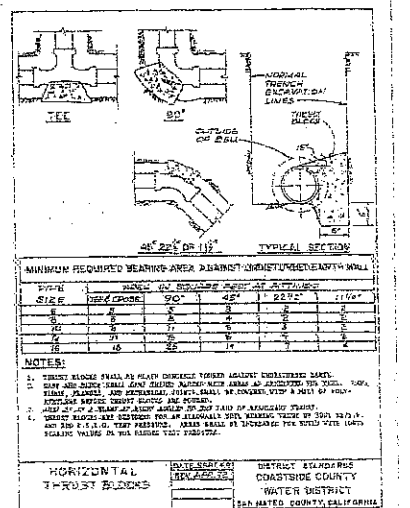
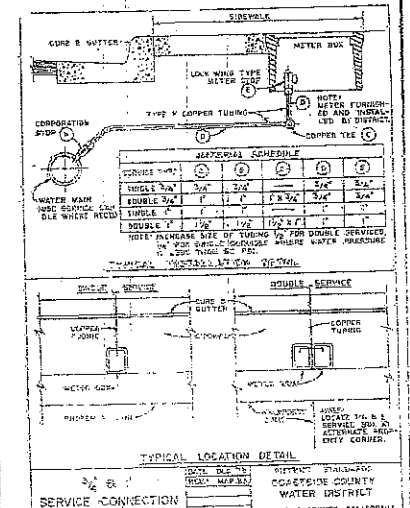
ALL UNDERGROUND UTILITIES OR STRUCTURES REPORTED BY THE OWNER OR OTHERS AND THOSE SHOWN ON THE RECORDS EXAMINED ARE INDICATED WITH THEIR APPROXIMATE LOCATION AND EXTENT. THE OWNER, BY ACCEPTING THESE PLANS OR PROCEEDING WITH THE IMPROVEMENT HEREON, AGREES TO ASSUME LIABILITY AND TO HOLD THE UNDERSIGNED HARMLESS FOR ANY DAMAGE RESULTING FROM THE EXISTENCE OF UNDERGROUND UTILITIES OR STRUCTURES NOT REPORTED TO THE UNDERSIGNED, NOT INDICATED ON THE PUBLIC RECORDS EXAMINED, LOCATED AT VARIANCE WITH THAT REPORTED OR SHOWN ON THE RECORDS EXAMINED. THE CONTRACTOR IS REQUIRED TO TAKE PRECAUTIONS AND MEASURES TO PROTECT THE UTILITIES OR STRUCTURES SHOWN AND ANY OTHER UTILITIES OR STRUCTURES FOUND AT THE SITE. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY OWNERS OF THE UTILITIES OR STRUCTURES CONCERNED BEFORE STARTING WORK. CALL USA A MINIMUM OF 48 HOURS PRIOR TO START OF CONSTRUCTION (800)842-3444

**SURVEY NOTE**

See sba survey prepared by Coastside Land Surveying, Inc. 2005 for complete topography.

**BENCHMARK**

The elevations shown hereon are based on a spike in the telephone pole on the east side of Main Street, south of angle AY, 2 FEET ABOVE THE SIDEWALK PER MAIN STREET RECONSTRUCTION DRAWINGS. ELEVATION = 42.20'



LOCATION MAP  
SCALE: 1" = 200'

- WATER NOTES:**
- ALL WATER SYSTEM FACILITIES SHALL BE IN ACCORDANCE WITH THE STANDARDS OF THE COASTSIDE COUNTY WATER DISTRICT INCLUDING MATERIALS, INSTALLATION, PRESSURE TESTING, AND DISINFECTION. INSTALLATION OF THE TAPPING SLEEVE AND VALVE SHALL BE PERFORMED BY A CONTRACTOR APPROVED BY CCWD. THE INSTALLATION OF ALL WATER SYSTEM FACILITIES SHALL BE INSPECTED BY CCWD. THE DISTRICT SHALL BE GIVEN A MINIMUM OF 48 HOURS NOTICE PRIOR TO ANY WORK BEING PERFORMED.
  - ALL UNDERGROUND WATER FACILITIES SHALL BE IN PLACE PRIOR TO THE CONSTRUCTION OF THE UNDERGROUND UTILITIES UNLESS PRIOR WRITTEN APPROVAL IS OBTAINED FROM CCWD.
  - FIRE HYDRANTS SHALL BE LOCATED 24 INCHES BEHIND THE BACK EDGE OF THE SIDEWALK AND TWO 4 INCH DIAMETER GALVANIZED STEEL GUARD POSTS SHALL BE INSTALLED AS DIRECTED BY CCWD.
  - THE DEPTH OF THE WATER MAIN IN THE STREET SHALL BE A MINIMUM OF 36 INCHES OF COVER.

**APPROVALS:**

COASTSIDE COUNTY WATER DISTRICT  
 Manager - David Dickson  
 Date: \_\_\_\_\_

Coastside  
 HALF MOON BAY FIRE PROTECTION DISTRICT  
 Fire Marshal - Clayton Dolley  
 Date: 8-12-08

WAYNE & DANA PASTORINO  
 Wayne Pastorino  
 Date: \_\_\_\_\_

Prepared under the supervision of  
 Michael D. Ashley - R.C.E. No. 19804  
 Expires 8/20/2008  
 Date: \_\_\_\_\_

**NOTE:**

This plan is prepared for the construction of the "Joint Utility Trench" and shows the rearrangement. See the plan from the various utilities for detailed design and construction details.

Prepared under the supervision of  
 Michael D. Ashley  
 R.C.E. No. 19804 Expires 8/20/2008  
 Date: March 28, 2008

OWNER:  
 WAYNE & DANA PASTORINO  
 (650) 740-5812

CIVIL ENGINEER:  
 MICHAEL D. ASHLEY  
 (650) 341-2869

A.P.N. 056-280-010  
 Single Family Residence  
 921 Miramontes Street  
 Half Moon Bay

OFF-SITE WATER MAIN  
 921 MIRAMONTES ST.  
 INITIAL SUBMITTAL

MAR. 28, 2008  
 W-1  
 SHEET 1 OF 1



## EXHIBIT B

September 20, 2008

Coastside County Water District  
**WATER SYSTEM SPECIFICATIONS  
FOR  
PIPELINE EXTENSION TO 909 MIRAMONTES STREET**

PART 1 - GENERAL

1.01 DESCRIPTION

- A. Specifications. This document contains the technical specifications for all water system facilities for which ownership upon project completion will be conveyed by the Applicant, Wayne and Dana Pastorino, to the Coastside County Water District (CCWD). This document is not a complete set of specifications for the project; the Applicant and their engineer are responsible for all project specifications and contract documents other than this water system Specifications document.
- B. Drawing. This Specifications document shall be used in conjunction with the engineering drawing for the project: Sht. W-1, Off-Site Water Main, 909 Miramontes St., dated Mar. 28, 2008, prepared by Michael D. Ashley, civil engineer.
- C. Conflicts Between Specifications and Drawing. Where conflicts occur between this Specification document and Drawing Sheet W-1, the Specifications document shall take precedence. Conflict resolution shall be performed by the District Engineer for the Coastside County Water District. Two known conflicts are described below:
  - 1) The CCWD has recently revised its Standard Installation Details, and therefore the Details contained in this Specifications document shall take precedence over those shown on Drawing Sheet W-1.
  - 2) The Trench Section contained on Drawing Sheet W-1 indicates that the the initial backfill over the pipeline shall be a 4 inch layer of sand or pea gravel. The CCWD requires that the initial backfill over the water pipeline shall be a 12 inch layer of sand.

1.02 REGULATORY AGENCIES

- A. Water System. All water system work shall be in conformance with the rules and regulations of the Coastside County Water District, County of San Mateo Department of Health Services, and the State Department of Health Services.
- B. Trench Backfill and Repaving. All trench backfill and repaving work within public right of way areas shall be performed in conformance with the requirements of the agency having jurisdiction over the right of way area. For work within the right of way of Miramontes St., the agency having jurisdiction over the right of way area is the City of Half Moon Bay.
- C. Safety. All work shall be in conformance with applicable State and Federal laws and regulations, rules and orders and as may be necessary in order that the work is performed in a safe manner and that the safety and health of the employees and the people of local communities is safeguarded.
- D. Pollution Abatement. All work shall be performed in conformance with NPDES (National Pollutant Discharge Elimination System) regulations as well as with all other applicable pollution abatement rules and regulations.

#### 1.03 PERMITS

Prior to beginning work, the Applicant or the project Contractor shall obtain all permits required for the work.

#### 1.04 INSPECTION

- A. Responsible Agency:
  - 1. Water System Work. Inspection of water system facilities including backfill around piping will be performed by the CCWD. CCWD inspection fees shall be paid by the developer. In areas that are not public right of way areas, the Applicant or the Contractor shall retain a qualified soils engineer who shall perform field tests and certify in writing prior to project acceptance that the backfill is in conformance with project requirements.
  - 2. Work in Public Right of Way Areas. In public right of way areas, trench backfill and repaving will be inspected by the agency having jurisdiction over the right of way area. All inspection fees and soils testing costs shall be paid by the Applicant or the Contractor.
  - 3. Work in Private Property Areas. Inspection of trench backfill and repaving shall be performed by the Applicant or a qualified representative of the Applicant.
- B. Notification. The CCWD Engineer shall be notified by the Contractor 10 days prior to the proposed start of construction. If construction is not continuous, the Engineer shall be notified at least 48 hours in advance of the resumption of construction.

- C. Observation. The Engineer and his authorized representatives shall at all times have access to the work, and the Contractor shall furnish every reasonable facility for ascertaining that the materials and workmanship are in accordance with CCWD requirements. All work performed and all materials furnished shall be subject to the CCWD's on-site and off-site observations. The CCWD will observe and inspect facilities solely to protect the interests of the CCWD and to determine whether the completed work is acceptable for incorporation into the CCWD system. The CCWD does not assume thereby any responsibility for the safety practices of the Contractor. The Contractor is responsible for the correct location of all facilities which are installed. All work shall be inspected by the CCWD prior to backfill. Work which has been backfilled prior to inspection by the CCWD shall be uncovered for observation at the expense of the Contractor.

#### 1.05 CHANGES

All work shall be performed in conformance with the project documents approved by the CCWD. Changes shall not be made without the written approval of the CCWD District Engineer.

#### 1.06 REPAIR OF DAMAGES

The Contractor shall repair at his expense any damage to CCWD or other property caused by his work. At the option of the CCWD, repairs to CCWD facilities will be completed by the CCWD with the cost of the repair work being paid by the Contractor.

#### 1.07 SITE CONDITIONS

The CCWD has performed no investigation of subsurface conditions in the work area. The Contractor shall visit the site prior to submitting his bid and shall be responsible for making his own evaluations, inspections and determinations of all site conditions, including subsurface.

#### 1.08 LINES AND GRADES

The Contractor will be solely responsible for all lines and grades. At no cost to the Contractor, the CCWD will field locate existing water system facilities based on best available information. However, this CCWD locating assistance is not guaranteed to be either accurate or complete. The Contractor shall uncover all existing facilities by hand excavation (potholing) ahead of his machine excavation work. Where the project drawings indicate the location of water system facilities with respect to property corners or easement boundaries, the

Applicant or the Contractor shall retain the services of a licensed land surveyor to field locate each property corner and easement boundary required for installation of the new water system facilities at the proper locations. The Contractor shall provide to the District documentation signed by the surveyor indicating the field survey work performed.

#### 1.09 SALVAGEABLE MATERIALS

Existing CCWD materials removed during the normal prosecution of work deemed salvageable by the CCWD, except as otherwise noted on the project drawing to be reused, shall remain under CCWD ownership and shall be delivered to the CCWD corporation yard by the Contractor.

#### 1.10 PERSONAL LIABILITY

Neither the CCWD, its Engineer, nor any of the CCWD officers or employees shall be personally responsible for any liability arising under or by virtue of the Contractor's work.

#### 1.11 QUALITY ASSURANCE

- A. Performance Test. Prior to project completion, the Contractor shall demonstrate to the CCWD that all water system facilities perform in the manner in which they are intended for use.
- B. Leakage Test. All water pipelines, service tubing and piping accessories shall be tested for leakage in conformance with the requirements contained in Part 3 of this document.
- C. Disinfection. All potable water pipelines, service tubing and piping accessories shall be disinfected in conformance with the requirements contained in Part 3 of this document.

### PART 2 - MATERIALS

#### 2.01 GENERAL REQUIREMENTS

All materials shall be in conformance with CCWD rules and regulations for "approved" materials. All materials shall be new. Manufacturers furnishing pipe, valves, or piping accessories shall have had similar products in successful operation under similar operating conditions for a period of at least 5 years, and shall if requested submit a list of representative installations.

## 2.02 SHOP DRAWING REQUIREMENTS

- A. CCWD-Approved Materials. Where specific materials are listed below by manufacturer's name and model number, they are District-approved materials by CCWD Resolution No. 831. No shop drawing submittals are required for these CCWD-approved materials.
- B. Approved Equal Materials. Where the term "or approved equal" is used below, the Contractor may propose the use of alternative materials to those named by submitting shop drawings for the proposed alternative materials. Five copies of each shop drawing shall be submitted to the Engineer for review. The shop drawing submittal information shall be as required to demonstrate to the satisfaction of the District Engineer that the material is equal to the District-approved material. No alternative materials shall be incorporated into the work until they have received the CCWD Engineer's favorable review. Where the term "or approved equal" is not utilized below, no alternatives will be considered by the CCWD.
- C. Contractor Verification. Where model, style or types of manufacturer's products are listed below, they are intended to indicate a standard of quality. The Contractor shall verify that the referenced model, style or type is correct for the actual project application prior to ordering the materials. When listed model numbers are no longer available or are incorrect, the District will provide new model numbers for District-approved materials.

## 2.03 DUCTILE IRON PIPE

- A. Pipe. Pipe shall normally be ductile iron pipe with push-on joints conforming to AWWA Standard C151, thickness Class 52. Where flanged joint pipe is required it shall conform to AWWA Standard C115, thickness Class 53.
- B. Pipe Joints:
  - 1. Push-On Pipe Joints. Push-on pipe shall normally be utilized for all buried piping except where otherwise indicated on the project drawings or otherwise required. Push-on joints shall conform to AWWA Standard C111 with restrained type "Field-Lok" gaskets as manufactured by U.S. Pipe and Foundry Co.
  - 2. Flanged Joint Pipe. Flanged joint pipe shall be utilized in buried piping where shown on the Contract Drawings or required. All above grade pipe shall have flanged joints. Flanges shall be in conformance with AWWA C115. Flanges shall be Class 125, B16.1, rated for a service pressure of 250 psi. Bolts and nuts for all flanged joints shall be Type 316 stainless steel.
- C. Fittings:

1. Fittings for Push-On Joint Pipe. Fittings shall be ductile iron conforming to AWWA Standard C153. Fittings shall be push-on type ("Tyton" style) or mechanical joint type as directed by the District. Fittings shall be furnished and installed with joint restraint devices as described below:
    - a. Restraint Device for Push-On Fittings: "Field-Lok" gaskets as manufactured by U.S. Pipe and Foundry Co.
    - b. Restraint Device for Mechanical Joint Fittings: Series 1110HD Megalug Retainer Glands as manufactured by EBBA Iron Sales, Inc.
  2. Fittings for Flanged Pipe. Fittings shall be ductile iron conforming to AWWA C110. Fittings shall be screw-on type, normally Class 125, B16.1 Type, designed for a service pressure of 250 psi. Bolts and nuts for flanged joints shall be Type 316 stainless steel. Gaskets shall normally be 1/8 inch thick non-asbestos composition type.
- D. Exterior Coating. Pipe and fittings shall be furnished with a 1 mil thick asphaltic coating. The finished coating shall be the manufacturer's standard conforming to AWWA requirements.
- E. Interior Lining. Pipe and fittings shall be cement lined in conformance with AWWA Standard C104.
- F. Polyethylene Encasement. Polyethylene encasement shall be tube type, conforming to AWWA Standard C105. Color may be Class A natural or Class C black.

## 2.04 COPPER TUBING

- A. Tubing:
1. Buried Tubing. Copper tubing for buried service shall be Type K (soft) conforming to ASTM B88.
  2. Exposed Tubing. Copper tubing for exposed service shall be Type L (hard) conforming to ASTM B88.
- B. Tubing Joints and Fittings.
1. Buried Tubing. Joints and fittings for buried copper tubing shall be compression type which do not require flaring or soldering. Service fittings shall be Mueller Series 110 compression connections.
  2. Exposed (Not Buried) Tubing. Joints and fittings for exposed copper tubing shall be wrought copper conforming to ANSI B16.22 or cast bronze conforming to ANSI B16.18 with soldered connections. Solder shall conform to ASTM B3208g, alloy grade E or HB; solder and flux shall contain less than 0.2% lead.

## 2.05 BRASS PIPE

- A. Brass pipe shall be in conformance with ASTM-B43, regular. Joints shall be screwed type.

## 2.06 GATE VALVES

- A. Gate Valves 4 Inches in Diameter and Larger. Gate valves shall be resilient-wedge type conforming to AWWA C509 and the following additional requirements. Valves shall be rated at 250 psi working pressure. All body and bonnet bolts, studs, and nuts shall be Type 316 stainless steel. Stem seals shall be O-ring type. Valve operators shall be 2 inch square nut type. Valve end connections shall be normally push-on or mechanical joint type except where flanged end connections are required. The interior and exterior of the valve body shall be coated with 10 mils minimum of epoxy material which conforms to AWWA Standard C550. The CCWD-approved valves shall be Mueller Co. A-2360 Series or Clow Corp. Model 2639.
- B. Gate Valves 3 Inches in Diameter and Smaller. Valves shall be rated for 200 psi service, and shall be bronze body, solid wedge disc, non-rising stem, handwheel operated type with screwed end connections.

## 2.07 TAPPING SLEEVES AND TAPPING VALVES

- A. Tapping Sleeves. The CCWD-approved tapping sleeve is the JCM Model 432 all stainless steel tapping sleeve with Type 316 stainless steel body, bolts and nuts.
- B. Tapping Valves. The CCWD-approved tapping valve is the Mueller tapping gate valve conforming to the specifications requirements for Gate Valves in Paragraph 2.06 above. The valve outlet end connection shall be a mechanical joint type.

## 2.08 VALVE BOXES AND RISER PIPE

- A. Valve Boxes. Valve boxes shall be Christy Model G-5 with cast iron lids with the work "Water" cast into the lid.
- B. Riser Pipe. Riser pipe for the valve operator shall be 8 inch diameter PVC sewer pipe conforming to ASTM D-3034, SDR 35.

## 2.09 FIRE HYDRANT ASSEMBLIES



- A. Each fire hydrant assembly shall consist of a Clow 960 fire hydrant, a Clow No. LB 40 breakoff check valve, a 26 inch long hydrant bury piece with a mechanical joint 6 inch diameter end connection, and extension pieces as required. Bolts and nuts for flanged joints shall be Type 316 stainless steel.

2.10 SERVICE FITTINGS FOR COPPER TUBING

- A. Service fitting shall be Mueller Series 110 compression connections as listed below:

<u>Description</u>	<u>Mueller Model Number</u>	
	<u>3/4" &amp; 1" Size</u>	<u>1-1/2" &amp; 2" Size</u>
Corporation Stop	B-25008	B-25008
Meter Angle Stop	B-24258	B-24276
Union	H-15403	H-15403
Tee	H-15381	H-15381

2.11 THRUST RESTRAINT DEVICES

- A. The following thrust restraint devices shall be provided where shown on the project drawings or otherwise permitted by the CCWD:
  1. Mechanical Joint Retainer Glands: Series 1110 HD Megalug Retainer Glands, a product of EBBA Iron Sales, Inc.
  2. Push-On Pipe Bell Restraint System: "Field-Lok" gasket, a product of U.S. Pipe and Foundry Co.

2.12 WATER METERS

- A. Water meters will be furnished to the Contractor at no cost by the CCWD.

2.13 METER BOXES

- A. Meter boxes shall be concrete, and shall be products of Christy Concrete Products, Inc. Meter box lids in non-traffic areas shall normally be concrete, and in traffic areas shall be galvanized steel. Lids shall have the work "Water" cast into the top. Extension pieces shall be provided as required so that the bottom of the meter box assembly is equal in elevation with the bottom of the meter or other device inside the box or as shown on the District Standard Installation Details or as directed by District field personnel. For water meter service connections, the following boxes and lids shall be provided:

CHRISTY METER BOXES AND LIDS

<u>Water Meter Size</u>	<u>Box No.</u>	<u>Non-Traffic Lid No.</u>	<u>Traffic Lid No.</u>
3/4"	B9	B9D	B9C
1"	B16	B16D	B16C
1-1/2"	As Req'd.	E Type	61G Type
2"	As Req'd.	E Type	61G Type

## 2.14 FLEXIBLE COUPLINGS

- A. Straight Flexible Couplings. Flexible couplings shall have cast iron bodies and Type 316 stainless steel bolts and nuts. The CCWD-approved flexible coupling is the Smith Blair type 441.
- B. Transition Flexible Couplings. Flexible transition couplings shall have fusion-epoxy lined and coated steel bodies and Type 316 stainless steel bolts and nuts. The CCWD-approved flexible transition coupling is the Smith Blair Type 413.

## 2.15 FLANGED COUPLING ADAPTERS

- A. Flanged coupling adapters shall be epoxy coated Series 2100 megaflange-flange adapters, a product of EBBA Iron Sales, Inc.

## 2.16 SERVICE SADDLES

- A. Service saddles shall be rated for a working pressure of 200 psi, and shall be bronze double strap type. Outlet shall be either AWWA taper or IPT as required for the pipe to be connected to the saddle. The District-approved service saddle is the Mueller BR2B Series.

## 2.17 BACKFLOW PREVENTION ASSEMBLIES

- A. Backflow prevention assemblies shall normally be reduced pressure type. The assembly shall be a type approved by the San Mateo County Department of Health Services. The Contractor shall submit catalog information for the backflow prevention assembly proposed for use for approval of the District.

## 2.18 DETECTOR CHECKS

- A. The District-approved detector check is the Hersey Model EDC3.

## 2.19 FIRE HYDRANT GUARD POSTS

- A. Fire hydrant guard posts (bollards) shall be 4 inch diameter Schedule 40 galvanized steel pipe, 6 feet long.

## 2.20 CONCRETE

- A. Concrete shall contain a minimum 564 pounds of Portland cement per cubic yard. Minimum compressive strength after 28 days shall be 3,500 psi.

## 2.21 TRENCH BACKFILL MATERIAL AND REPAVING MATERIALS

- A. Public Right of Way Areas. Materials within public right of way areas shall conform to the requirements of the agency having jurisdiction over the right of way area (City of Half Moon Bay, County of San Mateo, or Caltrans)..
- B. Non-Public Right of Way Areas. Materials shall conform to the requirements contained in the current edition of "Standard Specifications" issued by Caltrans (California Department of Transportation), Section 19.

## 2.22 WATER

Water shall be potable water unless otherwise permitted by the CCWD, and will be made available to the Contractor by the CCWD from available facilities at or in the vicinity of the work site. Cost of water shall be paid by the Contractor Using a portable meter obtained from the District.

## PART 3 - EXECUTION

### 3.01 SEQUENCE OF UNDERGROUND UTILITY CONSTRUCTION

- A. The sequence of underground utility construction shall be that the deepest utility system shall be constructed first and the shallowest last, except that construction of water pipelines shall in all instances be constructed before the joint electrical trench facilities.

### 3.02 EXISTING UNDERGROUND UTILITIES

- A. Prior to beginning work the Contractor shall notify USA to have the location of all underground utilities marked in the field. Prior to beginning machine excavation the Contractor shall verify the exact location of each underground utility by hand excavation (potholing).

### 3.03 SITE MEETING WITH DISTRICT FIELD PERSONNEL

- A. General. Prior to beginning work the Contractor shall arrange a meeting at the site with District field personnel to review the work requirements. The District will require satisfactory evidence such as field survey stakes or property corner survey markers of the location of the property line adjacent to which meter boxes are to be installed before the exact location of meter boxes can be determined.
- B. Easement Staking. For pipelines to be constructed on private property within an easement, the Applicant shall retain the services of a licensed land surveyor to install stakes on the edges of the easement. A stake shall installed at each easement angle point and at a maximum distance of 50 feet apart between angle points. The surveyor shall provide a letter to the District describing the work performed, and a copy of the easement description shall be attached to the letter.

### 3.04 TRENCH EXCAVATION, BACKFILL AND REPAVING

- A. Trench Excavation. Trenching for pipe and service tubing shall be in open cut unless otherwise permitted by the District. Existing pavement shall be cut with a pavement saw. Existing vegetation shall be preserved and protected. Tree roots over 2 inches in diameter shall not be cut or otherwise damaged. In unpaved areas topsoil shall be removed, stockpiled, and replaced after completion of trench backfilling. Work shall be performed to minimize disruption of traffic and so as not to obstruct driveways and other access roadways. Excavation shall be to a minimum depth of 4 inches below the pipe grade to accommodate the pipe bedding material. All pipe and service tubing shall be bedded in a 4 inch thick layer of sand.
- B. Trench Backfill:
  - 1. Pipe Zone Backfill. Backfilling work shall not begin until the District has completed its inspection of the piping work. All pipe and service tubing shall be backfilled with sand to a depth of 12 inches over the pipe. The sand shall be compacted to a minimum relative compaction of 95%.
  - 2. Upper Level Backfill:
    - a. Public Right of Way Areas. Backfilling shall conform to the requirements of the agency having jurisdiction over the right of way area (City of Half Moon Bay, County of San Mateo or Caltrans).

- b. Non-Public Right of Way Areas. Under paved areas, backfill with structure backfill material compacted to a minimum 95% relative compaction. Under unpaved areas backfill with suitable excavated material compacted to a minimum 90% relative compaction.
- C. Trench Repaving:
  - 1. Public Right of Way Areas. Conform to the requirements of the agency having jurisdiction over the right of way area (City of Half Moon Bay, County of San Mateo, or Caltrans).
  - 2. Non-Public Right of Way Areas. Repave to restore paved area to a condition equal or better than that which existed prior to start of work including restoration of gravel, crushed rock or oiled surfaces.
  - 3. Steel Traffic Plates. Contractor shall have available in the vicinity of the job site a sufficient number of steel traffic plates to cover 20 linear feet of trench. These plates shall be utilized as required to maintain traffic flow in streets, allow access to driveways and similar private roadways, and for passage of emergency vehicles. Normally all trenches shall be backfilled at the completion of each work day and temporary asphalt concrete paving installed in all areas which had existing pavement including sidewalks.
  - 4. Disposal of Excavated Materials. Excess and unsuitable materials shall be disposed of off the site in conformance with the requirements of regulatory agencies.
  - 5. Curb, Gutter and Sidewalk. All damaged areas shall be replaced with new materials.
    - a. Public Right of Way Areas. Work shall be performed in conformance with the requirements of the agency having jurisdiction over the right of way area (City of Half Moon Bay, County of San Mateo, or Caltrans).
    - b. Non-Public Right of Way Areas. In privately owned areas restoration shall be to a condition equal or better than that which existed prior to start of work.

### 3.05 PIPING GENERAL REQUIREMENTS

- A. Location:
  - 1. Pipelines. Pipelines shall be installed true to line and grade as shown on the Contract Drawings. Buried pipelines shall be installed at a continuously sloping grade between points of given elevation without low or high points. If high points cannot be avoided, an air release valve assembly shall be provided. Location of the pipeline may be modified by the Engineer to clear obstructions. Depth of cover over the pipeline to finish grade shall be as shown on the Contract Drawings or the Typical Trench Section; if not shown, minimum depth of cover shall be 36 inches.
  - 2. Service Connection Tubing. Tubing shall be installed at a continuously sloping grade upward from the connection point with the water pipeline to

the water meter box without low or high points. Tubing shall be installed with a minimum depth of cover of 36 inches unless otherwise permitted by the District.

- B. Handling. Pipe and service tubing shall be handled carefully to prevent damage. Pipe and service tubing shall be plugged at the end of each work day and at other times as required to prevent the entry of water or foreign material.
- C. Trench Conditions. Pipe and service tubing shall have a full, even bearing on the top of the trench bedding material. All piping shall be laid in the dry; the Contractor shall dewater the trench as required. Piping ends shall be clean when joints are made.
- D. Clearance Distances of Water Pipelines from Other Underground Utilities. Water pipelines and service tubing shall be installed with the following minimum clearances from other underground utilities:
  - 1. Electrical Wires or Conduits, Storm Drains, Telephone Conduits, Cable TV Wires or Conduits, and Other Utilities. Minimum horizontal clearance shall be 4 feet; minimum vertical clearance shall be one foot.
  - 2. Sanitary Sewers Including House Laterals. Minimum horizontal clearance shall be 10 feet; minimum vertical clearance shall be one foot. Water pipelines shall pass over sanitary sewers.
- E. Thrust Restraints. All piping shall be adequately braced against thrust. Buried pipe shall be provided with concrete thrust blocks in conformance with the CCWD Standard Installation Details. Concrete thrust blocks are required for restrained joint type pipe fittings.
- F. Connections to Existing Water Pipelines. All connections shall be made by the "hot tap" method which does not require taking the existing pipeline out of service. It shall be the responsibility of the Contractor to verify by actual field measurement all existing site conditions including the size and type of the existing pipeline prior to ordering the tapping sleeve and tapping valve for the hot-tap connection.
- G. Fire Hydrant Guard Posts. Guard posts (bollards) shall be installed at all fire hydrants not protected by curbing and at locations with curbing where in the opinion of the District the fire hydrant is not adequately protected from vehicle traffic. The number and location or required guard posts will be determined in the field by the District. The posts shall be installed 3 feet into the ground using concrete encasement. Following installation the interior of the pipe shall be filled with concrete.

- H. Leakage Test. All piping shall be tested for leakage in conformance with the requirements specified for each type of pipe. The Contractor shall provide all materials and labor required for the leakage test including the pump, pressure gauge, corporation stops, and temporary plugs and thrust blocks. The procedure shall be to (1) fill the pipeline with water to the required test pressure, (2) disconnect the test pump hose and wait for the duration of the test period to elapse, (3) reconnect the test pump and measure the volume of water required to re-establish the test pressure. Following completion of the test the Contractor shall dispose of the leakage test water in conformance with NPDES regulations. It shall be the Contractor's responsibility to block off during the testing all piping appurtenances which may be damaged by the test pressure and to provide suitable thrust restraints. Leakage testing shall be witnessed by the District.
- I. Disinfection and Bacteriological Testing:
1. General. All piping systems conveying potable water shall be disinfected. Disinfection shall be in conformance with AWWA Standard C651 except as otherwise required by this document. The Contractor shall provide all materials and labor required for the disinfection process and shall dispose of the disinfection solution in conformance with NPDES requirements including dechlorination.
  2. Procedure:
    - a. Preliminary Preparation. The system shall be flushed with water to remove and dirt introduced into the piping during construction operations. All service outlets and fire hydrants shall be opened and the flushing operations continued until clear water flows from each outlet (Note: flushing shall be deferred until after completion of the disinfection process if tablets have been placed in the pipeline during the construction for disinfection).
    - b. Introduction of Disinfection Agent. The disinfection agent may be any chlorine compound approved by AWWA C651. The disinfection agent shall be injected slowly and continuously into the system until tests indicate a chlorine residual concentration of at least 25 mg/L at each pipeline outlet. All outlets shall then be closed and this condition maintained for 24 hours.
    - c. Preliminary Tests. After 24 hours tests shall be made for residual chlorine at each pipeline outlet. The minimum acceptable concentration shall be 10 mg/L. If the concentration is less than 10 mg/L, the disinfection procedure shall be repeated. If the concentration at each outlet is over 10 mg/L, the system shall be flushed out until a test at each outlet indicates a chlorine residual of less than 0.5 mg/L.
    - d. Bacteriological Analyses. The CCWD will obtain samples from the piping being disinfected and have bacteriological analyses performed by a State certified laboratory. The number of

samples taken shall conform to AWWA C651 (unless otherwise permitted by the District) and State Department of Health Services requirements. Costs of bacteriological analyses shall be paid by the Contractor.

- e. Final Approval. The requirement for final approval is that each water sample analyzed shall be in conformance with State disinfection requirements. If all bacteriological analyses are not in conformance with these requirements the disinfection procedure shall be repeated.
  - f. Disinfection by Spraying or Swabbing. Water piping installations which cannot be disinfected using the procedure described above shall be disinfected by spraying or swabbing the pipeline interior with a minimum 1% chlorine solution immediately prior to installation.
- J. Additional Fittings to be Provided by Contractor. The Contract Drawings generally indicate locations where fittings will be required for buried piping but do not purport to indicate each and every fitting that will be required or the exact degree of bend that will be required. Additional fittings or fittings with a different degree of bend may be required to suit site conditions such as changes in vertical or horizontal alignment caused by interferences or where required so as not to exceed the maximum pipe joint allowable deflection. The Contractor shall furnish and install all required additional fittings required for proper completion of the work at not additional cost.
- K. Disruption of Water Service to District Customers. Any work which will involve disruption of water service to District customers must: (1) be completed by the end of the work day it is started in order that customers not be without water service overnight, and (2) be scheduled with the District a minimum of 48 hours before the beginning of the work in order that the District can provide customers with adequate notice of the water service disruption.

### 3.06 DUCTILE IRON PIPE INSTALLATION

- A. General. Pipe installation shall be in conformance with Sections 1 through 3 of AWWA Standard C600 except as otherwise required by this Specification section. Pipe installation shall also be in conformance with the recommendations of the manufacturers of the pipe and fittings.
- B. Handling. Pipe shall be handled using pipe slings. Use of a forklift will not be permitted. Pipe ends shall be kept clean and shall be plugged at the end of each day's work or when pipe is not being laid to prevent the entry of water or foreign material.



- C. Restrained Joints and Concrete Thrust Blocks. All pipe joints shall be restrained using the materials described in Part 2 of this Specification section and also with a concrete thrust block.
- D. Pipe Taps. Pipe taps will be permitted in accordance with the following schedule:

Pipe Tap Schedule

Pipe Diameter	Maximum Tap Size	
	Without Saddle	With Saddle
4"	3/4"	2-1/2"
6"	1-1/4"	2-1/2"
8"	1-1/2"	2-1/2"
10" and larger	2"	2-1/2"

If the piping connection of larger pipes than permitted for taps is required, standard tee fitting shall be utilized.

- E. Maximum Pipe Joint Deflection. Special care shall be taken so as not to exceed the manufacturer's recommendations for joint deflection. For bends exceeding the applicable deflection, fittings shall be installed.
- F. Polyethylene Encasement. All ductile iron piping including pipe, fittings, valves and piping appurtenances shall be polyethylene encased. Installation shall be in conformance with either Methods A or B of AWWA Standard C105. The polyethylene encasement shall prevent contact between the piping and the surrounding backfill and bedding material but is not intended to be a completely airtight or watertight enclosure. Overlaps shall be secured by the use of adhesive tape furnished with the polyethylene encasement.
- G. Leakage Test. All ductile iron piping shall be tested for leakage for a duration of 2 hours at a test pressure of 250 psi. Allowable leakage for below grade piping shall not exceed the following:

Allowable Leakage

Pipe Diameter	Allowable Leakage per 1000 Linear Feet of Pipe During the 2 Hour Test Period
4"	0.47 gallons
6"	0.71 gallons
8"	0.95 gallons
10"	1.19 gallons

3.07 COPPER SERVICE TUBING INSTALLATION

- A. Installation. Installation of copper tubing including jointing shall be in conformance with the recommendations of the manufacturers of the tubing and fittings.
- B. Leakage Test. Copper tubing shall be hydrostatically tested for leakage at 250 psi for a 2 hour duration test period. No leakage will be permitted.

### 3.08 INSTALLATION OF VALVES AND OTHER PIPING ACCESSORIES

- A. Installation of valves and other piping accessories shall be in conformance with the recommendations of the manufacturer of the product and in conformance with the District Standard Installation Details. A valve box shall be provided for each below grade valve. The Contractor shall demonstrate to the satisfaction of the District the proper performance of each piping accessory prior to project acceptance.
- B. Tapping Sleeve and Valve Installation. Installation of tapping sleeves and tapping valves shall be performed only by CCWD-approved contractors. Contractors currently approved by the CCWD for performing hot tap work are DC Tapping Service, T & R Tapping Inc., and West Valley Construction Co.

### 3.10 FIRE HYDRANT GUARD POSTS

- A. The number of guard posts (bollards) to be installed and their location will be determined in the field by the District. Each post shall be installed 3 feet into the ground using concrete encasement, and following installation the post shall be filled with concrete.

### 3.09 AS-BUILT DRAWINGS

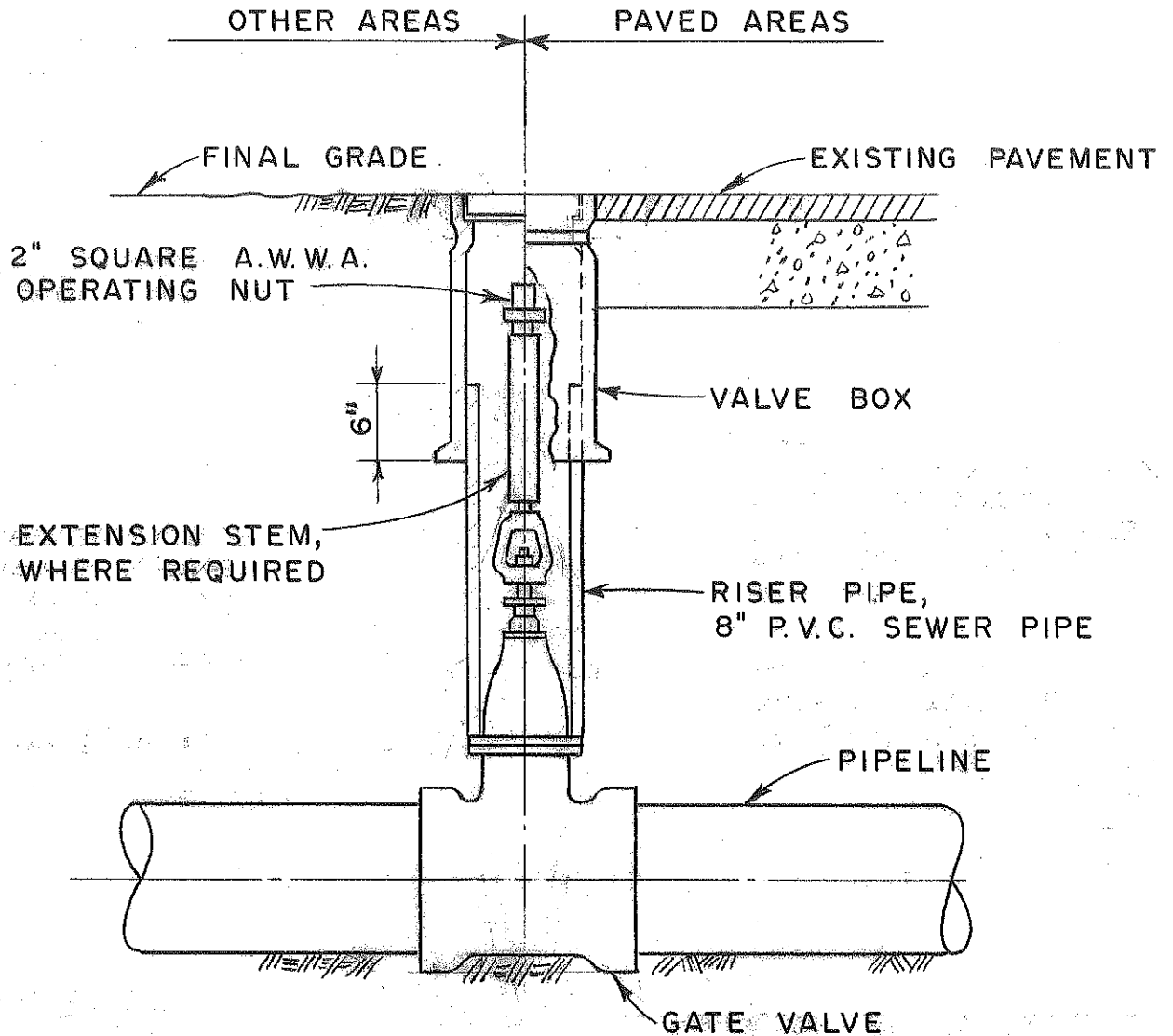
- A. Prior to project acceptance, the Contractor shall provide the District with a set of the project drawings marked for As-Built conditions. The as-built markings shall include the following (1) all changes made to the project drawings during construction, (2) field measurements locating the actual location of the pipeline horizontally from property corners and other surface facilities, (3) horizontal distance of each valve from a minimum of 2 permanent surface facilities such as utility poles, curb and gutter, etc., (4) depth of cover for the pipeline at all locations, as constructed, and (5) the locations of all underground facilities encountered during construction including horizontal location and depth of cover.

### 3.10 CCWD STANDARD INSTALLATION DETAILS AND SPECIAL INSTALLATION DETAILS

- A. General. Installation of piping and appurtenances shall be in conformance with CCWD Standard Installation Details and special installation details prepared by the CCWD for the project. These standard installation details and special installation details shall take precedence over the project improvement plans.

- B. Standard Installation Details. The following attached CCWD Standard Installation Details are incorporated into this Specification section for use on the Pipeline Extension to 909 Miramontes St.:
1. Gate Valve.
  2. Valve Location and Marking.
  3. Horizontal Thrust Blocks.
  4. 3/4" & 1" Domestic Service Connections. The installation requirement for this project is a 3/4" service connection.
  5. 3/4" to 1-1/2" Fire Service Connection. The installation requirement for this project is a 1-1/2" service connection.
  6. Fire Hydrant.
- C. Special Installation Details. There are no special installation details known to be required for this project. If required, special installation details will be prepared by the District and provided to the Contractor.

END OF DOCUMENT



**NOTES:**

- SEE SPECIFICATIONS FOR MATERIAL AND ADDITIONAL INSTALLATION REQUIREMENTS.

**GATE VALVE**  
(ALL VALVES 10" AND SMALLER)

DATE SEPT. 69
REV.
JULY 1974
NOV. 1981

DISTRICT STANDARDS  
COASTSIDE COUNTY  
WATER DISTRICT  
SAN MATEO COUNTY, CALIFORNIA

ALL VALVES TO BE LOCATED AT STREET INTERSECTIONS WHENEVER PRACTICAL, AND TO BE INSTALLED WITH A 2-FOOT LONG NIPPLE BETWEEN THE VALVE AND HYDRANT TEE OR CROSS.

PROPERTY LINE  
 CONCRETE CURB AND GUTTER  
 SIDEWALK

STREET

OCEAN

AVE.

MAIN

CHISEL "X" ON TOP OF CONCRETE CURB ON TWO ADJACENT CORNERS. MEASURE DISTANCE IN FEET BETWEEN "X" AND ONE VALVE AT EACH INTERSECTION, AND MARK ON "AS-BUILT" DRAWINGS TO BE TURNED OVER TO DISTRICT AFTER CONSTRUCTION.

**NOTE:**

INSTALL VALVE MARKER POSTS IN AREAS WITHOUT CONCRETE CURB AND GUTTER.

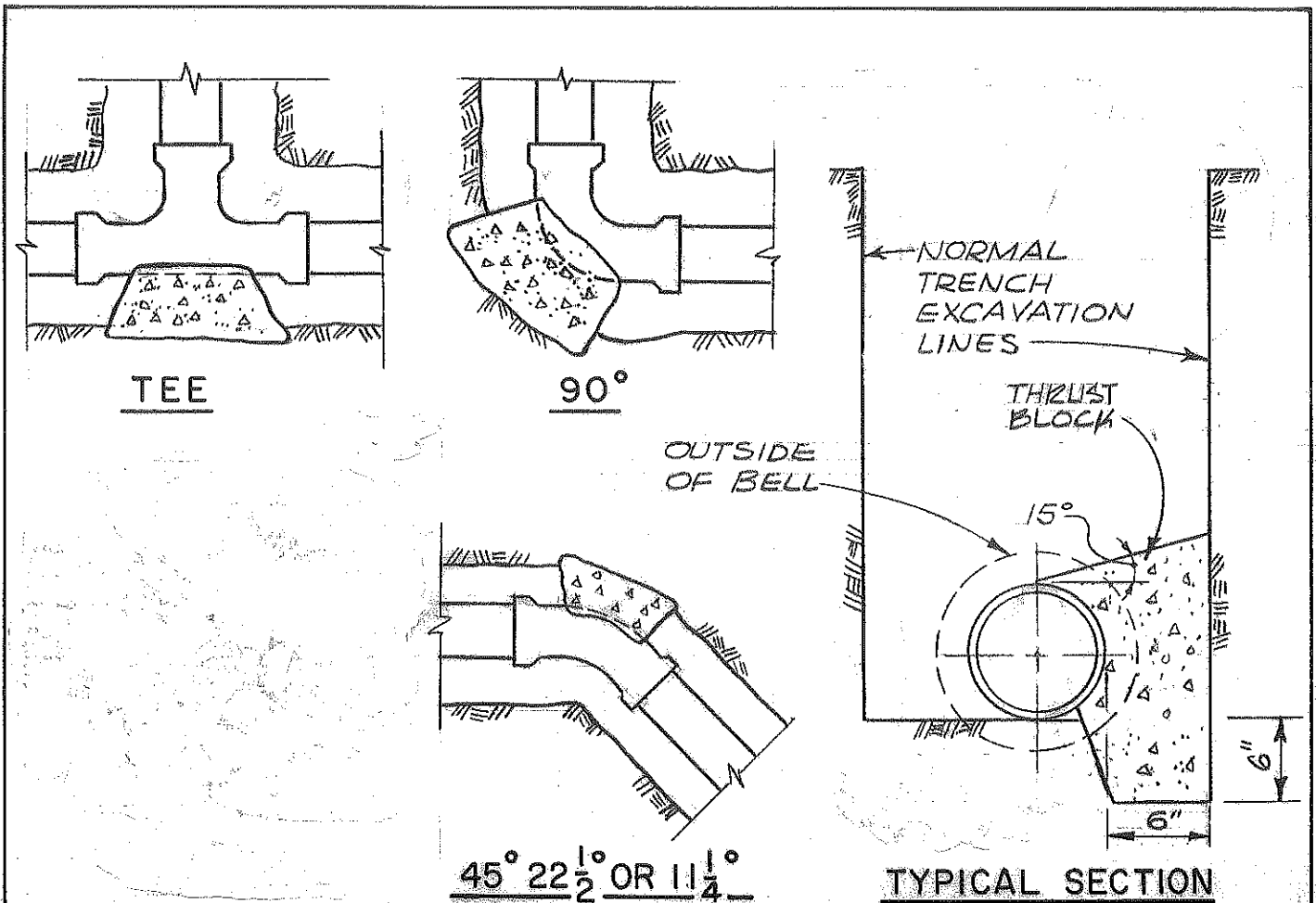
DATE SEPT. 69

REV.

JULY 1974

VALVE LOCATION & MARKING

DISTRICT STANDARDS  
 COASTSIDE COUNTY  
 WATER DISTRICT  
 SAN MATEO COUNTY, CALIFORNIA



**MINIMUM REQUIRED BEARING AREA AGAINST UNDISTURBED EARTH WALL**

PIPE SIZE	AREA IN SQUARE FEET AT FITTINGS				
	TEE & CROSS	90°	45°	22 1/2°	11 1/4°
6	3	5	3	2	2
8	6	8	4	2	2
10	8	11	6	3	2
12	11	15	8	4	2
16	18	25	14	7	4

**NOTES:**

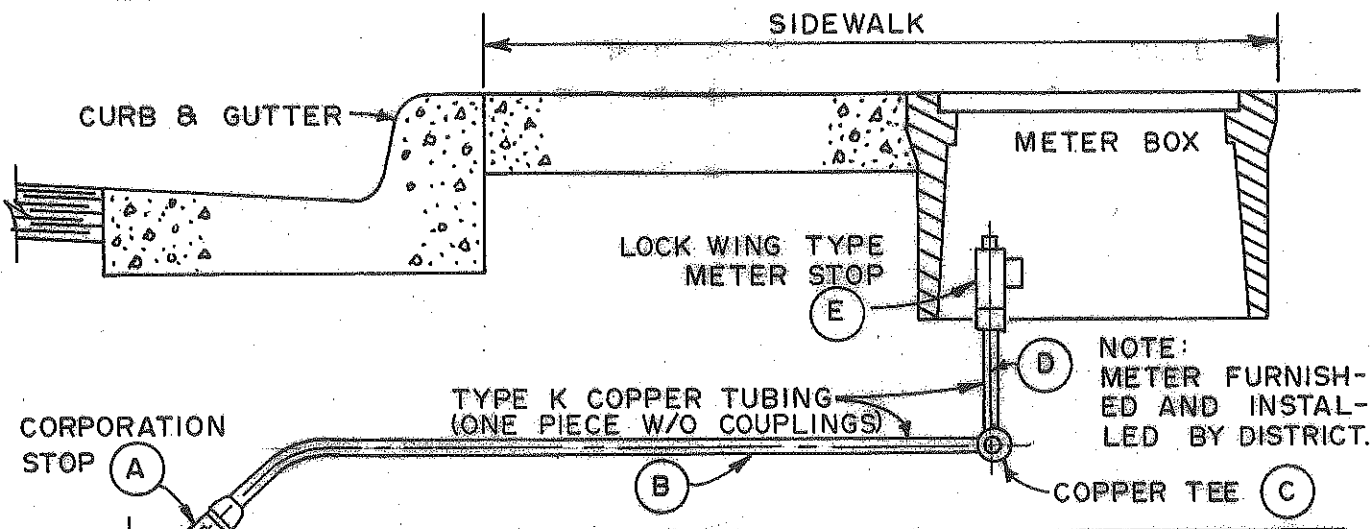
1. THRUST BLOCKS SHALL BE PLAIN CONCRETE POURED AGAINST UNDISTURBED EARTH.
2. CAPS AND PLUGS SHALL HAVE THRUST BLOCKS WITH AREAS AS SPECIFIED FOR TEES. CAPS, PLUGS, FLANGES, AND MECHANICAL JOINTS SHALL BE COVERED WITH 8 MILS OF POLY-ETHYLENE BEFORE THRUST BLOCKS ARE POURED.
3. AREA IS IN A PLANE AT RIGHT ANGLES TO THE LINE OF RESULTANT THRUST.
4. THRUST BLOCKS ARE DESIGNED FOR AN ALLOWABLE SOIL BEARING VALUE OF 3000 LB/S.F. AND 200 P.S.I.G. TEST PRESSURE. AREAS SHALL BE INCREASED FOR SOILS WITH LOWER BEARING VALUES OR FOR HIGHER TEST PRESSURE.

**HORIZONTAL  
THRUST BLOCKS**

DATE SEPT. 69

REV. APR. 72

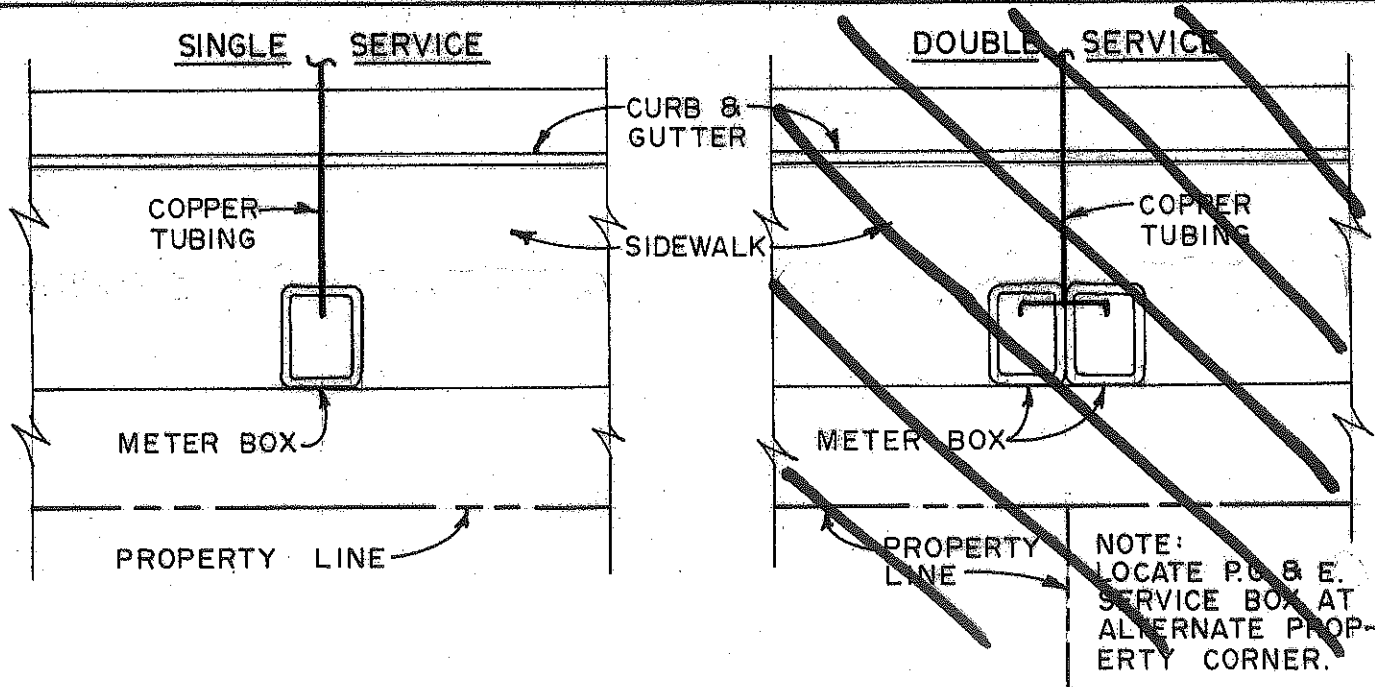
DISTRICT STANDARDS  
COASTSIDE COUNTY  
WATER DISTRICT  
SAN MATEO COUNTY, CALIFORNIA



**MATERIAL SCHEDULE**

SERVICE TYPE	A	B	C	D	E
SINGLE 3/4"	3/4"	3/4"	—	3/4"	3/4"
<del>DOUBLE 3/4"</del>	<del>1"</del>	<del>1"</del>	<del>1" X 3/4"</del>	<del>3/4"</del>	<del>3/4"</del>
<del>SINGLE 1"</del>	<del>1"</del>	<del>1"</del>	<del>1"</del>	<del>1"</del>	<del>1"</del>
<del>DOUBLE 1"</del>	<del>1 1/2"</del>	<del>1 1/2"</del>	<del>1 1/2" X 1"</del>	<del>1"</del>	<del>1"</del>

**TYPICAL INSTALLATION DETAIL**



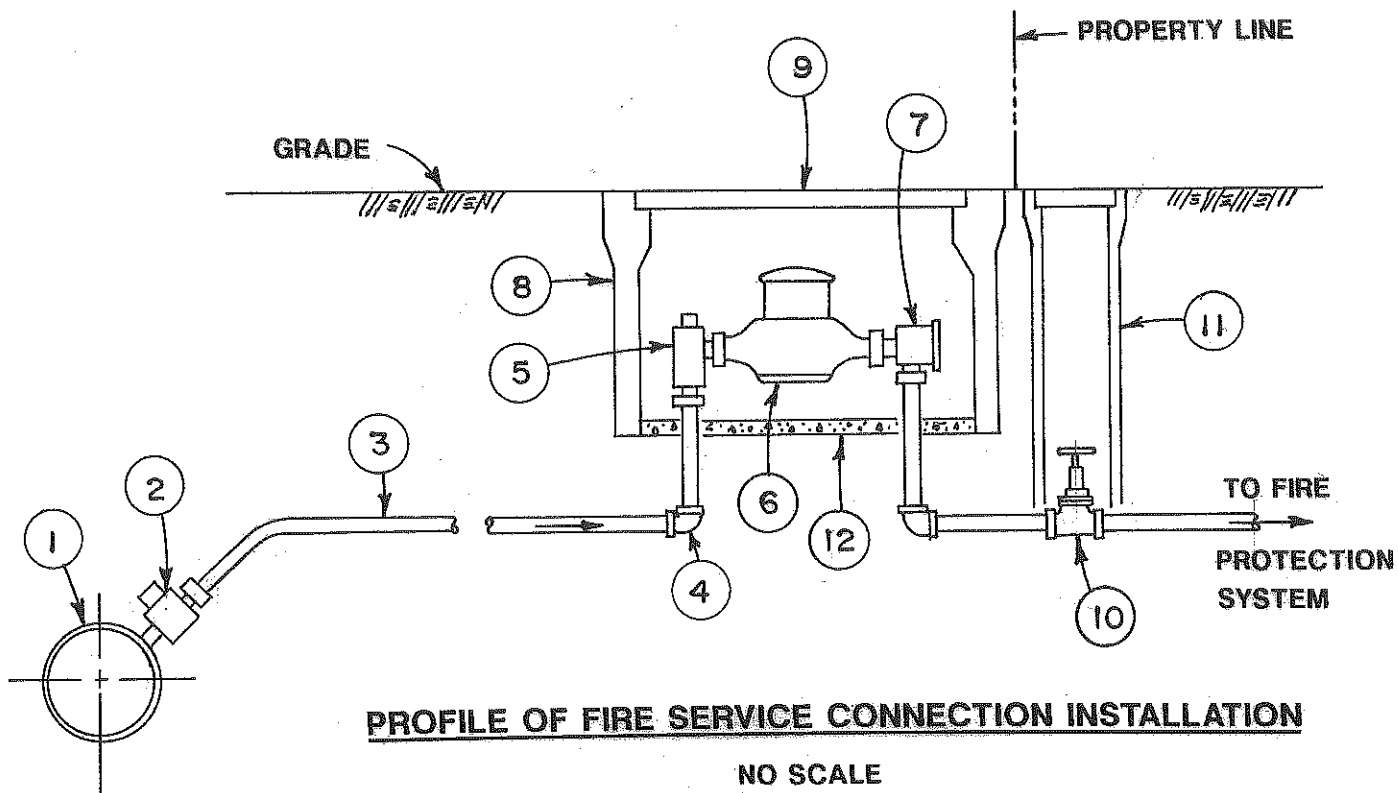
**TYPICAL LOCATION DETAIL**

3/4" & 1" DOMESTIC SERVICE CONNECTIONS

DATE: DEC. '75  
 REV.: MAR. '83  
 MAR. '08

DISTRICT STANDARDS  
 COASTSIDE COUNTY  
 WATER DISTRICT

SAN MATEO COUNTY, CALIFORNIA



**LEGEND**

- ① CCWD WATER MAIN. CONSULT DISTRICT FOR DIAMETER, MATERIAL & SADDLE REQUIREMENTS.
- ② CORPORATION STOP, A.W.W.A. INLET THREAD & COMPRESSION TYPE OUTLET CONNECTION.
- ③ COPPER TUBING, TYPE K (SOFT), SAME SIZE AS WATER METER.
- ④ QUARTER BEND (90 DEGREE) UNION, COMPRESSION CONNECTION TYPE.
- ⑤ ANGLE METER STOP, INLET COMPRESSION CONNECTION TYPE.
- ⑥ WATER METER. INSTALL DIRECTLY BENEATH READING LID IN METER BOX COVER (WHERE APPLICABLE).

CONTINUED ON REVERSE SIDE

STANDARD INSTALLATION DETAIL  
**3/4 - 1-1/2" SIZE  
FIRE SERVICE CONNECTION**

SAN MATEO COUNTY, CA.  
**COASTSIDE COUNTY  
WATER DISTRICT**



## LEGEND FOR 3/4" - 1-1/2" SIZE FIRE SERVICE CONNECTIONS CONTINUED:

- ⑦ ANGLE DUAL CHECK VALVE (NOTE: NOT REQUIRED WHERE BACKFLOW PREVENTION DEVICE IS INSTALLED).
- ⑧ METER BOX.
- ⑨ METER BOX LID (SEE NOTES).
- ⑩ GATE VALVE.
- ⑪ VALVE BOX.
- ⑫ CONCRETE, MINIMUM 1-1/2" THICK, PLACED AFTER SATISFACTORY COMPLETION OF LEAKAGE TESTING AND INSPECTION BY DISTRICT OF SERVICE CONNECTION INSTALLATION.

### NOTES:

1. MATERIALS AND INSTALLATION SHALL BE IN CONFORMANCE WITH DISTRICT STANDARD SPECIFICATIONS.
2. UNLESS OTHERWISE REQUIRED BY THE DISTRICT, THE BACK EDGE OF THE METER BOX SHALL BE LOCATED IN PUBLIC RIGHT OF WAY ADJACENT TO THE PROPERTY LINE. WHERE REQUIRED BY THE DISTRICT, THE APPLICANT SHALL HAVE THE PROPERTY CORNERS ESTABLISHED BY A LICENSED SURVEYOR IN ORDER THAT THE PROPERTY LINE LOCATION CAN BE DETERMINED.
3. WHERE THERE IS A WATER WELL ON THE LAND PARCEL, INSTALLATION OF A BACKFLOW PREVENTION DEVICE WILL BE REQUIRED IN CONFORMANCE WITH CROSS CONNECTION REGULATIONS (NOTE: SEE DISTRICT STANDARD INSTALLATION DETAILS FOR BACKFLOW PREVENTION DEVICES).
4. METER BOX COVER REQUIREMENTS WILL BE DETERMINED BY THE DISTRICT. IN TRAFFIC OR POTENTIAL TRAFFIC LOCATIONS, STEEL CHECKER PLATE COVERS WILL BE REQUIRED. IN NON-TRAFFIC LOCATIONS, REINFORCED CONCRETE COVERS WILL BE REQUIRED.
5. THE PIPING FROM THE CCWD WATER MAIN TO THE METER STOP SHALL BE OWNED AND MAINTAINED BY THE CCWD. ALL PIPING AND APPURTENANCES DOWNSTREAM FROM THE METER STOP, INCLUDING THE METER BOX AND LID, SHALL BE CUSTOMER OWNED AND MAINTAINED.



**RESOLUTION NO. 2008-\_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
ACCEPTING GRANT DEED AND AUTHORIZING  
RECORDATION THEREOF**

**COASTSIDE COUNTY WATER DISTRICT**

**BE IT RESOLVED** by the Board of Directors of the Coastside County Water District, that the General Manager is hereby authorized and directed to accept the Grant of Easement (Non-Exclusive) from Wayne Pastorino and Dana Pastorino dated September 22, 2008 and pertaining to a portion of that certain real property conveyed to Wayne and Dana Lynne Pastorino by that Grant Deed recorded in the Office of the Recorder of San Mateo County, State of California on September 20, 2002, as Document No. 2002-187310 of the Official Records of San Mateo County, California, and an authorized agent of the Coastside County Water District is directed to record said Deed, together with an appropriate Certificate of Acceptance, in the office of the County Recorder of the County of San Mateo, State of California.

**PASSED AND ADOPTED** this 14th day of October, 2008, by the following votes of the Board of Directors:

AYES:

NOES:

ABSENT:

---

Everett Ascher, President  
Board of Directors  
Coastside County Water District

ATTEST:

---

Secretary of the Board of Directors

CERTIFICATE OF ACCEPTANCE OF GRANT OF EASEMENT

COASTSIDE COUNTY WATER DISTRICT

I, David Dickson, General Manager of the Coastside County Water District, hereby certify that the real property interest in a portion of the lands of Wayne and Dana Pastorino by Grant Deed, recorded on September 20, 2002 as Document No. 2002-187310 in the Official Records of San Mateo County, conveyed by that certain Grant of Easement dated September 22, 2008 from Dana Pastorino and Wayne Pastorino to the Coastside County Water District, a public agency duly organized under the laws of the State of California and located in the County of San Mateo, State of California, is hereby accepted by the undersigned agent for and on behalf of the Coastside County Water District pursuant to authority conferred in Resolution No. 2008-\_\_\_ of said Board dated October 14, 2008 and the grantee consents to recordation thereof by its duly authorized agent in the office of the Recorder of the County of San Mateo, California.

Date: \_\_\_\_\_

COASTSIDE COUNTY WATER DISTRICT

\_\_\_\_\_  
David Dickson  
General Manager

**Recording Requested by:**

Coastside County Water District

**And When Recorded Mail To:**

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

**GRANT OF EASEMENT (NON-EXCLUSIVE)**

For a valuable consideration, receipt of which is hereby acknowledged, Wayne & Dana Pastorino ("Grantor"), hereby grants to COASTSIDE COUNTY WATER DISTRICT, a public corporation of the State of California ("District") and its assigns and successors in interest, a perpetual and exclusive easement for the purpose of constructing, repairing, maintaining, replacing, renewing and using a pipeline and appurtenant facilities for the transmission and distribution of water, and for all connected and associated purposes, together with the right of ingress and egress over said easement for the aforesaid purposes, over, under and across the real property situated in the County of San Mateo, State of California, which is described in Exhibit A attached hereto and incorporated herein by this reference and depicted on Exhibit B attached hereto and incorporated herein by this reference.

This easement is non-exclusive. However, Grantor will not grant any other party rights to use the area within the easement for any purpose, which would unreasonably burden or interfere with District's use or enjoyment of its easement rights. In addition, Grantor will not grant any other party rights to install (1) non-potable or potable water pipelines including but not limited to sewer lines, irrigation lines or well water lines within 10 feet horizontally or crossing vertically above the District's water pipelines, or (2) other underground facilities including but not limited to gas pipelines, or electrical, telephone, and cable TV conduit or cable, within 4 feet horizontally or crossing vertically within 2 feet over or under the District's water pipelines, or such within greater distance as may be required by subsequently enacted laws or regulations of any federal, state or local governmental authority with jurisdiction. Nor will Grantor make any use of the surface of the property within the easement which would unreasonably interfere with District's easement rights, including, but not limited to, construction of any fixed structure.

*Dana Pastorino Wayne Pastorino*

IN WITNESS WHEREOF, the Grantor has executed this conveyance this 22 day of Sept., 2008.

(NOTARY Acknowledgement)

EXHIBIT A

DESCRIPTION OF EASEMENT

Non exclusive easement for aforesaid purposes over a portion of the lands conveyed to Wayne and Dana Pastorino by Grant Deed recorded in the Office of the Recorder of San Mateo County, State of California on September 20, 2002 as Document No. 2002-187310, and being a strip of land 20 feet in width lying 10.00 feet on each side of the following centerline:

Beginning at a point on the Southwesterly line of the lands of Pastorino, also being the Northeasterly line of that strip of land, 10.00 feet wide, granted to San Mateo County by Deed recorded under serial number 85066247 Official Records of San Mateo County. Said point bears North 50°28'58" West (North 50°30' West Deed) 28.35 feet from the Northeast corner of said 10 foot strip of land.

Thence, from said Point Of Beginning, generally Northerly across the lands of Pastorino the following courses and distances:

North 69°53'14" East 19.77 feet; North 61°46'27" East 5.67 feet;

North 44°24'15" East 9.54 feet; North 38°41'40" East 10.87 feet;

North 30°00'04" East 11.28 feet; North 21°35'16" East 11.17 feet;

North 15°06'39" East 10.85 feet; North 10°03'30" East 10.81 feet;

North 0°26'43" East 4.96 feet; North 2°42'16" West 11.31 feet;

North 16°25'49" West 11.92 feet; North 26°32'48" West 11.53 feet;

North 30°05'10" West 10.66 feet; North 33°00'00" West 10.61 feet;

North 35°36'05" West 10.01 feet, and North 35°10'53" West 26.62

feet to a point on the Northeasterly line of the lands of Pastorino and the Southwesterly line of the lands of Pastorino as last said lands are described in that Grant Deed recorded in the Office of the County Recorder of San Mateo County, State of

California on July 15, 2008 as Document No. 2008-081307 of Official Records. Last said point bears North 54°28'58" West 63.28 feet from the most Easterly corner of the Lands of Pastorino. The sidelines of the easement to be extended and truncated so that they end at the Northeasterly line of the Lands of Pastorino (Document No. 2002-187310).

Excepting therefrom any portion of said easement lying Easterly of the Easterly property line of said lands of Pastorino.

The bearing North 89°00' West, along the Southerly line of Parcel 2 as shown on that certain Parcel Map filed in Volume 26 of Parcel Maps at page 15, San Mateo County Records, was taken as the Basis of Bearings for this description.



08/07/08  
Pastorino  
Wo #08-06  
08-06.007

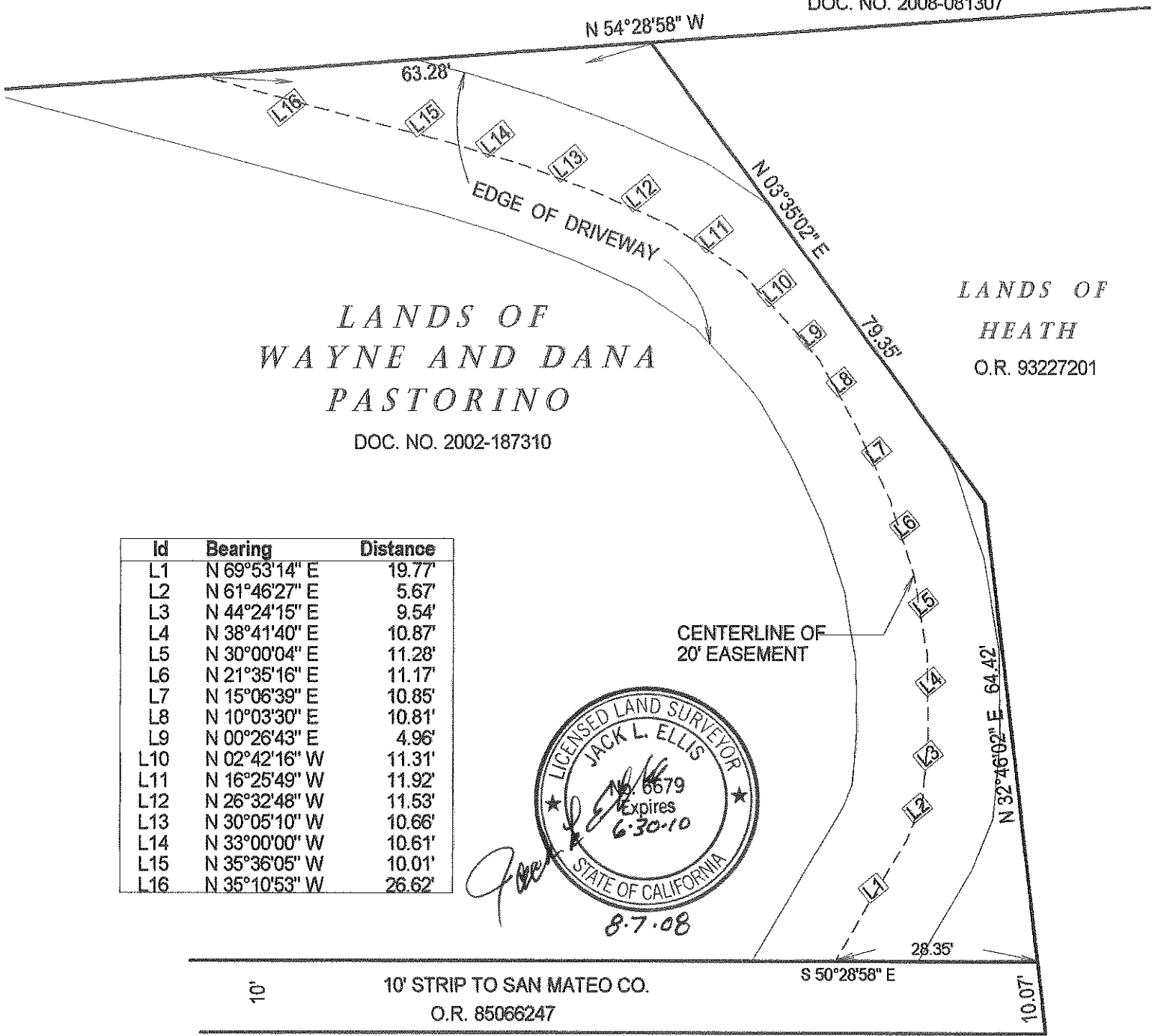


EXHIBIT B  
MAP OF EASEMENT

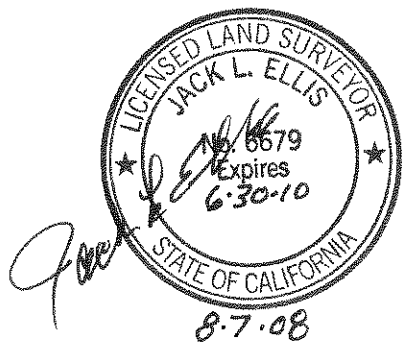
LANDS OF  
WAYNE AND DANA LYNNE  
PASTORINO  
DOC. NO. 2008-081307

LANDS OF  
WAYNE AND DANA  
PASTORINO  
DOC. NO. 2002-187310

LANDS OF  
HEATH  
O.R. 93227201



Id	Bearing	Distance
L1	N 69°53'14" E	19.77'
L2	N 61°46'27" E	5.67'
L3	N 44°24'15" E	9.54'
L4	N 38°41'40" E	10.87'
L5	N 30°00'04" E	11.28'
L6	N 21°35'16" E	11.17'
L7	N 15°06'39" E	10.85'
L8	N 10°03'30" E	10.81'
L9	N 00°26'43" E	4.96'
L10	N 02°42'16" W	11.31'
L11	N 16°25'49" W	11.92'
L12	N 26°32'48" W	11.53'
L13	N 30°05'10" W	10.66'
L14	N 33°00'00" W	10.61'
L15	N 35°36'05" W	10.01'
L16	N 35°10'53" W	26.62'



MIRAMONTES STREET

COASTSIDE LAND SURVEYING  
799 MAIN STREET #E  
HALF MOON BAY, CA 94019  
650 726-1715



ACKNOWLEDGMENT

State of California
County of San Mateo } ss.

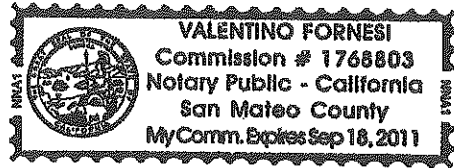
On Sep 24, 2008 before me, Valentino Fornesi
Notary Public, personally appeared Dana Pastorino and Wayne Pastorino

who proved to me on the basis of satisfactory evidence to be the person(s) whose
name(s) is/are subscribed to the within instrument and acknowledged to me that
he/she/they executed the same in his/her/their authorized capacity(ies), and that by
his/her/their signatures(s) on the instrument the person(s), or the entity upon behalf of
which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the
foregoing paragraph is true and correct.

WITNESS my hand and official seal.

[Handwritten Signature]
Signature



(seal)

OPTIONAL INFORMATION

Date of Document \_\_\_\_\_

Type or Title of Document \_\_\_\_\_

Number of Pages in Document \_\_\_\_\_

Type of Satisfactory Evidence:

- Paper Identification
Credible Witness(es)

Capacity of Signer:

- Trustee
Power of Attorney
CEO / CFO / COO
President / Vice-President / Secretary / Treasurer
Other:

Other Information: \_\_\_\_\_

**RESOLUTION NO. 2008-\_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
ACCEPTING GRANT DEED AND AUTHORIZING  
RECORDATION THEREOF**

**COASTSIDE COUNTY WATER DISTRICT**

**BE IT RESOLVED** by the Board of Directors of the Coastside County Water District, that the General Manager is hereby authorized and directed to accept the Grant of Easement (Non-Exclusive) from Wayne Pastorino and Dana Pastorino dated September 22, 2008 and pertaining to a portion of that certain real property conveyed to Wayne and Dana Lynne Pastorino by that Grant Deed recorded in the Office of the Recorder of San Mateo County, State of California on July 15, 2008 as Document No. 2008-081307 of the Official Records of San Mateo County, California, and an authorized agent of the Coastside County Water District is directed to record said Deed, together with an appropriate Certificate of Acceptance, in the office of the County Recorder of the County of San Mateo, State of California.

**PASSED AND ADOPTED** this 14th day of October, 2008, by the following votes of the Board of Directors:

AYES:

NOES:

ABSENT:

---

Everett Ascher, President  
Board of Directors  
Coastside County Water District

ATTEST:

---

Secretary of the Board of Directors

CERTIFICATE OF ACCEPTANCE OF GRANT OF EASEMENT

COASTSIDE COUNTY WATER DISTRICT

I, David Dickson, General Manager of the Coastside County Water District, hereby certify that the real property interest in a portion of the lands of Wayne and Dana Pastorino by Grant Deed, recorded on July 15, 2008 as Document No. 2008-081307 in the Official Records of San Mateo County, conveyed by that certain Grant of Easement dated September 22, 2008 from Dana Pastorino and Wayne Pastorino to the Coastside County Water District, a public agency duly organized under the laws of the State of California and located in the County of San Mateo, State of California, is hereby accepted by the undersigned agent for and on behalf of the Coastside County Water District pursuant to authority conferred in Resolution No. 2008-\_\_\_ of said Board dated October 14, 2008 and the grantee consents to recordation thereof by its duly authorized agent in the office of the Recorder of the County of San Mateo, California.

Date: \_\_\_\_\_

COASTSIDE COUNTY WATER DISTRICT

\_\_\_\_\_  
David Dickson  
General Manager

**Recording Requested by:**

Coastside County Water District

**And When Recorded Mail To:**

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

**GRANT OF EASEMENT (NON-EXCLUSIVE)**

For a valuable consideration, receipt of which is hereby acknowledged, Wayne + Dana Pastorino ("Grantor"), hereby grants to COASTSIDE COUNTY WATER DISTRICT, a public corporation of the State of California ("District") and its assigns and successors in interest, a perpetual and exclusive easement for the purpose of constructing, repairing, maintaining, replacing, renewing and using a pipeline and appurtenant facilities for the transmission and distribution of water, and for all connected and associated purposes, together with the right of ingress and egress over said easement for the aforesaid purposes, over, under and across the real property situated in the County of San Mateo, State of California, which is described in Exhibit A attached hereto and incorporated herein by this reference and depicted on Exhibit B attached hereto and incorporated herein by this reference.

This easement is non-exclusive. However, Grantor will not grant any other party rights to use the area within the easement for any purpose, which would unreasonably burden or interfere with District's use or enjoyment of its easement rights. In addition, Grantor will not grant any other party rights to install (1) non-potable or potable water pipelines including but not limited to sewer lines, irrigation lines or well water lines within 10 feet horizontally or crossing vertically above the District's water pipelines, or (2) other underground facilities including but not limited to gas pipelines, or electrical, telephone, and cable TV conduit or cable, within 4 feet horizontally or crossing vertically within 2 feet over or under the District's water pipelines, or such within greater distance as may be required by subsequently enacted laws or regulations of any federal, state or local governmental authority with jurisdiction. Nor will Grantor make any use of the surface of the property within the easement which would unreasonably interfere with District's easement rights, including, but not limited to, construction of any fixed structure.

*Dana Pastorino Wayne Pastorino*

IN WITNESS WHEREOF, the Grantor has executed this conveyance this 22 day of Sept., 2008.

(NOTARY Acknowledgement)

EXHIBIT A

DESCRIPTION OF EASEMENT

Non exclusive easement for aforesaid purposes over a portion of the lands conveyed to Wayne and Dana Lynne Pastorino by that Grant Deed recorded in the Office of the Recorder of San Mateo County, State of California on July 15, 2008 as Document No. 2008-081307 of Official Records and being a strip of land 20 feet in width lying 10.00 feet on each side of the following centerline:

Beginning at a point on the Southwesterly line of the abovementioned lands, said point bears North 54°28'58" West 44 feet from the Northwesterly corner of the Lands of Heath as said lands are described in that Grant Deed to Mark T. Heath and Kathryn Heath recorded in the Office of the Recorder of the County of San Mateo, State of California on December 20, 1993 as Document No. 93227201 of Official Records.

Thence, from said Point Of Beginning, leaving said Southwesterly line North 53° East 74 feet; thence South 83°30' East 154 feet to the end of the easement. Sidelines at the beginning of this easement to be extended and truncated so that they begin at that first mentioned Southwesterly line.

The bearing North 89°00' West, along the Southerly line of Parcel 2 as shown on that certain Parcel Map filed in Volume 26 of Parcel Maps at page 15, San Mateo County Records, was taken as the Basis of Bearings for this description.

08/07/08  
Pastorino  
Wo #08-06  
08-06.07B

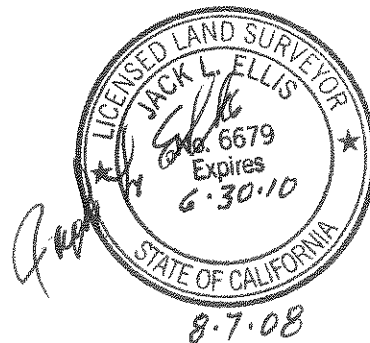
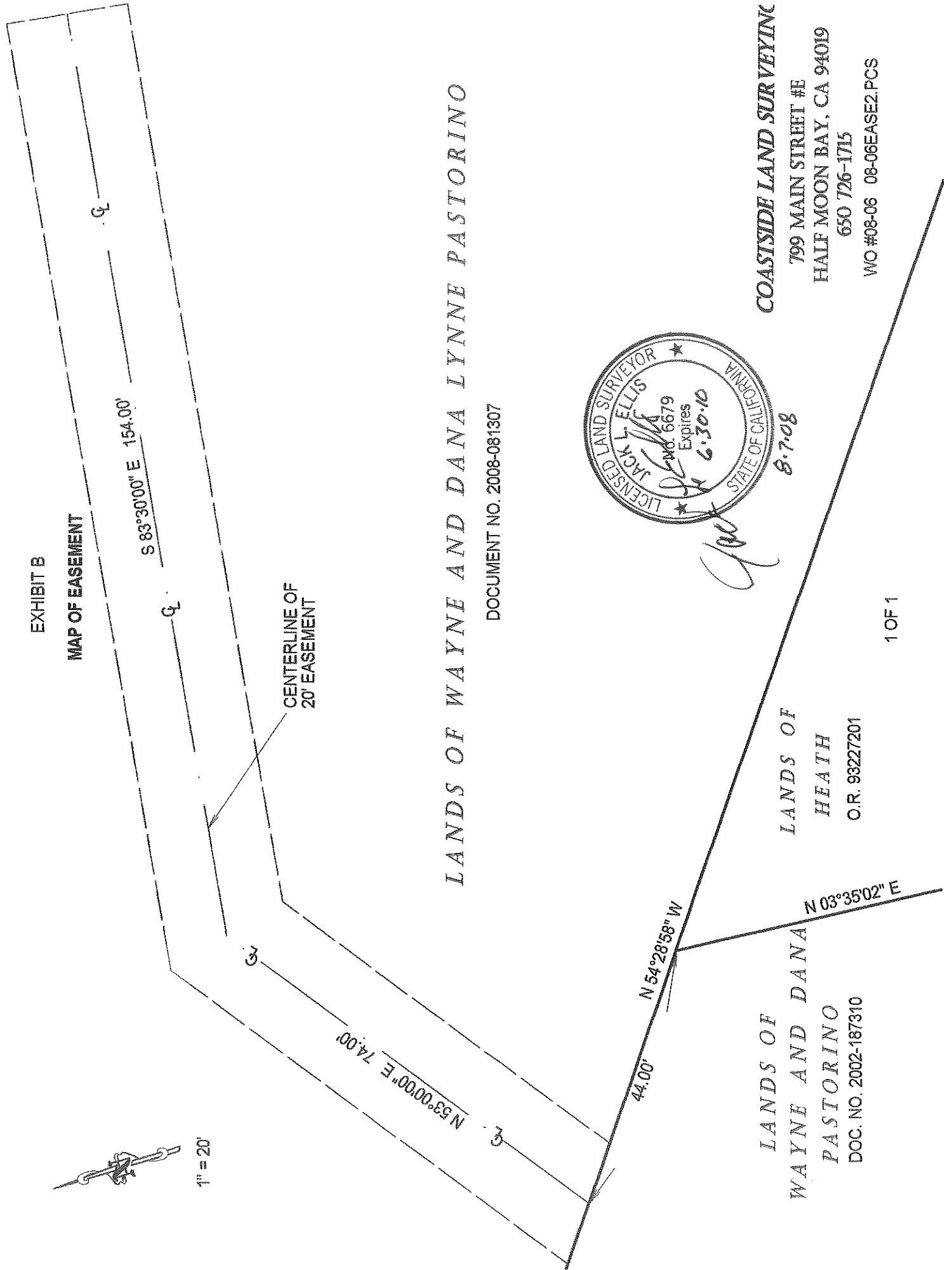


EXHIBIT B

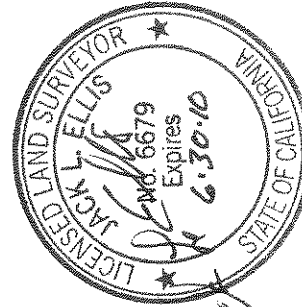
MAP OF EASEMENT



CENTERLINE OF  
20' EASEMENT

LANDS OF WAYNE AND DANA LYNNE PASTORINO

DOCUMENT NO. 2008-081307



COASTSIDE LAND SURVEYING

799 MAIN STREET #E  
HALF MOON BAY, CA 94019  
650 726-1715  
WO #08-06 08-06EASE2.PCS

LANDS OF  
WAYNE AND DANA  
PASTORINO  
DOC. NO. 2002-187310

LANDS OF  
HEATH  
O.R. 93227201

ACKNOWLEDGMENT

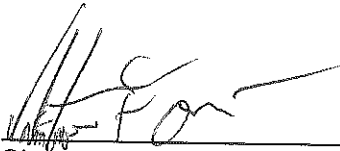
State of California  
County of San Mateo } ss.

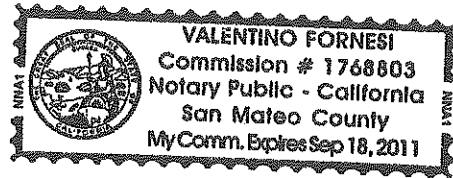
On Sept 24, 2008 before me, Valentino Fornesi  
Notary Public, personally appeared Diana Pastorino and ~~Her~~ Wayne Pastorino

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) ~~is~~ are subscribed to the within instrument and acknowledged to me that he/~~she~~/they executed the same in his/~~her~~/their authorized capacity(ies), and that by his/~~her~~/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

  
Signature



(seal)

OPTIONAL INFORMATION

Date of Document \_\_\_\_\_

Type or Title of Document \_\_\_\_\_  
\_\_\_\_\_

Number of Pages in Document \_\_\_\_\_

Type of Satisfactory Evidence:  
 Paper Identification  
 Credible Witness(es)

Capacity of Signer:  
 Trustee  
 Power of Attorney  
 CEO / CFO / COO  
 President / Vice-President / Secretary / Treasurer  
 Other: \_\_\_\_\_

Other Information: \_\_\_\_\_  
\_\_\_\_\_

## **STAFF REPORT**

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

**From:** Joe Guistino, Superintendent of Operations  
David Dickson, General Manager

**Agenda:** October 14, 2008

Report

Date: October 9, 2008

**Subject:** Proposal from Frisch Engineering for SCADA System Pre-Design Services

---

### **Recommendation:**

Authorize execution of a contract with Frisch Engineering for SCADA system pre-design services, for a total estimated cost of \$35,015.

### **Background:**

The District's Supervisory Control and Data Acquisition (SCADA) system is a vital element of District infrastructure that allows us to monitor and control the District's pipelines, pumping stations, treatment plants, and storage tanks. The present District SCADA system is inadequate to ensure reliable and efficient operation of our facilities. Many hardware components, including the controllers for such critical facilities as the Crystal Springs Pump Station, are no longer manufactured and it is becoming increasingly difficult to obtain technicians that can service these items. In addition, scheduled upgrades to the treatment plants and Crystal Springs PS will require operational and control capabilities that are presently non-existent.

As we sought firms that could produce a design of the SCADA upgrades it became apparent that there are many basic questions which must be answered before design can begin. Frisch Engineering Inc., one of three SCADA design firms we interviewed, suggested that we first develop a pre-design in order to better define the scope of design services required. The highly interactive pre-design process will allow the staff, with Frisch's assistance, to make informed decisions about SCADA system functions and hardware as a basis for final design. The pre-design includes a radio survey which will determine the configuration for our District-wide data communication infrastructure. Frisch's services will also provide us with cost estimates for planning and budgeting purposes.

The attached proposal from Frisch Engineering describes the pre-design services in detail.

### **Fiscal Impact:**

Cost of \$35,015. Approved FY08-09 budget includes \$500,000 for SCADA work.





# FRISCH ENGINEERING, INC.

Consulting Electrical Engineers  
110 Blue Ravine Road, Suite 101  
Folsom, CA 95630

Phone 916.353.1025  
Fax 916.353.1028

October 3, 2008

Mr. David Dickson  
Coastside County Water District  
766 Main Street  
Half Moon Bay, CA 94019

Location: Coastside County Water District, SCADA System  
Subject: Electrical and Control System Design Services

Mr. Dickson,

Frisch Electrical Engineering Inc. is pleased to submit this proposal to perform the control system pre-design services for the Coast County SCADA System. The following lists the electrical and control system pre-design services:

This proposal includes costs for engineering pre-design services only. Once the pre-design has been completed, we will have a more thorough understanding of the SCADA system design requirements and can provide quotation and estimates for the design and construction services costs of the design and implementation.

We will become familiar with all sites in the system and perform a communications analysis. We will develop the SCADA communications architecture and outline the upgrades required at each remote for SCADA connection. We will deliver the predesign report for review by CCWD. A meeting will follow to decide on hardware and software options. We will finalize the design and construction budget for the project.

After developing and submitting the communications architecture options, we will meet with the District to assist in the decision process. We will evaluate the available communications topologies, the remote stations changes, SCADA necessities and expandability, and construction phases. We will be armed with the necessary knowledge of the system to consult with the District to help them determine what is the best balance of cost and functionality. The system can be upgraded at any time, and we will help the District understand where the costs come from.

We will review and document the physical and operational condition of all present water treatment plants, tanks, and pump station sites as listed below. Our inspection will include instrumentation, RTU and/or motor controls, power distribution, and motor controls. We will determine how each site is to be automated and incorporated into the SCADA system.

#### Large I/O Sites

Denniston WTP and Tank  
Nunes WTP  
Crystal Springs PS  
El Granada Tank 1 and PS  
El Granada Tank 2 and PS  
El Granada Tank 3  
Alves Tank

#### Small I/O Sites

Miramar Tank  
Miramonte Tank  
Cahill Surge Tank  
Half Moon Bay Tank 1 & 2

In order to gain a thorough understanding of the District's needs, Frisch Engineering will meet with the Operations and Maintenance staff to discuss the goals of the SCADA system. We will discuss SCADA topology, communications, RTUs, motor controls and instrumentation. We will document the design parameters in a *Preliminary Design Report* and list the technology and components that the system will be designed around. Since the objective is to use radio communications, we will perform a Radio Survey to confirm communications viability.

Frisch Engineering has the equipment and expertise to perform theoretical and physical radio surveys. During our original site visit, we will use a GPS to record the exact location of the station and proposed antenna. We will upload that information into a topographical mapping program that can create profile views of the land between the master antenna and the remote site. The profile graphs will provide a good approximation of the antenna height required for line of sight communications. If line of sight is not possible with a conventional height antenna, we will look for alternate routes or repeater sites. Once we know the best communications routes, we will test them with actual equipment to ensure system functionality.

The SCADA System communications topology may then be developed and confirmed with the actual radio survey results. A SCADA system topology drawing will show the SCADA computers, modems, printers, communication network and devices, radios, and remote sites.

We will document the I/O and existing automation system at each site. We will describe it how it would be converted or adapted to the new SCADA system. Some sites may require motor control changes while others may be already set up for automation systems. Either way, we will document the work required to get the site to SCADA required standards.

We will provide a preliminary cost estimate for each site and the Central SCADA computer. The cost estimate will include a 30% contingency.

All of the data from the site inspections, cost estimate, radio survey and topology development will be compiled and presented in the *Preliminary Design Report*. We will meet with CCWD to discuss any question or options that may be available. The final decisions will be edited and re-submitted. In summary the scope of work for this task is as follows:

1. Meetings
2. Radio Survey.
3. Predesign Report.

### **Assumptions**

- Our standard insurance coverage limits for general liability and E&O liability at \$1,000,000 per occurrence and \$1,000,000 aggregate are sufficient.
- Anticipated report preparation time for this project is 3 months including your review period.
- Rate escalation of 5% per hour is scheduled for January 1, 2009 and each anniversary thereafter. Escalated rates will only apply to extra work performed after January 1, 2009.
- Hourly rates include overhead costs such as telephone, photocopies, computer costs, copying, and insurance. The field hourly rates include travel costs (owned vehicle) for on-site work.
- Hourly rates do not include expenses such as rental equipment, airline tickets, rental

vehicles, lodging, non-incidentual photocopying and materials. Miscellaneous expenses will be billed at cost + 10%.

**Deliverables**

- Predesign report with radio survey
- Submittals at 90% and 100% design stages. Two paper copies included at each submittal. Additional copies available for \$100 each.
- Written response to design review comments (1).

**Terms**

- This is a time and materials quotation with anticipated budget of hours and costs. We anticipate that we can perform the scope as described within our budget. If the Client's needs or project circumstances cause us to exceed our anticipated budget, we will make every effort to inform the Client in advance of work for authorization.
- Client will pay for all authorized and properly performed services as defined in this quotation.
- Disputes or disagreements with invoices or the associated services must be addressed by Client within 30 days from invoice date.
- Client will be invoiced monthly based on project progress.
- Changes to project scope may result in increased or reduced costs.

**Electrical Engineering Costs**

**See attached Quotation**

Frisch Engineering is pleased to offer this quotation for your consideration. This quotation is for pre-design services only. We will gladly quote design and services during construction such as submittal review, electrical inspection, and management after the pre-design is complete. Please give us a call if you have any questions or require further information.

Sincerely,



Thomas P. Frisch, P.E.  
Electrical Engineer

I agree to project scope, assumptions, deliverables and terms and authorize Frisch Engineering to proceed:

X \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_



# FRISCH ENGINEERING, INC.

Consulting Electrical Engineers  
110 Blue Ravine Road, Suite 101  
Folsom, CA 95630

Phone 916.353.1025  
Fax 916.353.1028

## PROFESSIONAL ENGINEERING SERVICES COST ESTIMATE

JOB TITLE: SCADA Predesign  
CLIENT: Coast County Water District

DATE: 10/3/2008

Task Description	Engineering Discipline			Total hours per task	cost per task
	Field Engineer	Office Engineer	Technical Assistant		
1 Meetings	12	0	0	12	\$1,560.00
2 Radio Survey	50	16	64	130	\$13,780.00
Radio Survey expenses					\$1,000.00
3 Predesign Report	24	85	68	177	\$18,675.00
Subtotal Hours	86	101	132	319	
Hourly rate per discipline	\$130	\$115	\$85		Subtotal Costs
Total cost per discipline	\$11,180	\$11,615	\$11,220		\$35,015.00
<b>Other Direct Costs</b>					
Office Expenses/Printing/Reproduction				\$0	
Additional Travel Expense and Per Diem				\$0	
Subtotal other direct Costs				\$0.00	
				<b>Total Costs</b>	<b>\$35,015.00</b>

Individual tasks cost are approximate and some cost shifting between tasks may be necessary

## **STAFF REPORT**

**To:** David Dickson, General Manager  
**From:** Cathleen Brennan, Water Resources Analyst  
**Agenda:** October 14, 2008

Report

Date: October 10, 2008

**Subject:** Water Waste Prohibition Ordinance Revisions

---

**Recommendation:** Staff recommends that the Board of Directors review the proposed changes and adopt the revisions to the Water Waste Prohibition Ordinance.

**Background:**

The District has had a water waste prohibition ordinance since 1997 (Ordinance No. 1997-01). This existing ordinance lists the prohibitions during “normal” water supply conditions. During water shortages, the District would establish special water waste prohibitions for those circumstances.

The Urban Water Management Planning Act (California Water Code) specifically lists the requirement to report the District’s water waste prohibitions in its Urban Water Management Plan. The California Urban Water Conservation Council Memorandum of Understanding (the Council), of which the District is a signatory, also requires the adoption (Best Management Practice 13) of water waste prohibitions.

In order to comply with the Council’s requirements, the District must update its ordinance on water waste prohibitions during “normal” water supply conditions.

The following are the Council’s required elements:

- Prohibition against gutter flooding
- Prohibition against single pass cooling systems
- Prohibition against single pass (commercial) car wash
- Prohibition against single pass (commercial) laundry
- Prohibition against single pass fountains

The changes to the existing ordinance are significant enough to require the current ordinance (1997-01) to be rescinded and a new revised ordinance be adopted. Changes to the existing ordinance are shown in the attached strikeout version.

**Fiscal Impact:** No fiscal impacts.

ORDINANCE NO. 2008-  
COASTSIDE COUNTY WATER DISTRICT

AN ORDINANCE ESTABLISHING RULES AND REGULATIONS PROHIBITING  
WASTEFUL WATER USE DURING NORMAL WATER SUPPLY SITUATIONS  
AND PROVIDING FOR ENFORCEMENT THEREOF

WHEREAS, the Coastside County Water District (“District”) is subject to the Urban Water Management Planning Act, codified at California Water Code Section 10610 et seq. (“Act”); and

WHEREAS, the Act requires all urban water suppliers to prepare and adopt an urban water management plan (“plan”) which is to describe and evaluate reasonable and practical, efficient uses of water and water conservation activities; and

~~WHEREAS, the District adopted the Urban Water Management Plan for 1995-2000, after public notice and opportunity for hearing, on March 12, 1996.~~

WHEREAS, the District is a signatory of the California Urban Water Conservation Council’s Memorandum of Understanding, and must implement best management practices, one of which is Water Waste Prohibitions; and

WHEREAS, the District’s Plan contemplates that the Board of Directors will, by ordinance, adopt prohibitions on the waste of water by customers; and

WHEREAS, the District has published notice of and provided an opportunity for public hearing on this Ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE COASTSIDE COUNTY WATER DISTRICT AS FOLLOWS:

Section 1. Findings and Declarations

It is hereby declared by the Board of Directors that, in order to conserve the District’s water supply for the greatest public benefit and to reduce the quantity of water unnecessarily used by the District’s customers, wasteful use of water should be minimized and, if possible, eliminated.

The provisions of this ordinance shall apply to all persons using water supplied by the District, both in and outside of the District’s service areas, and regardless of whether any person using water shall have a contract for water service with the District.

Section 2. Definitions

- A. “District” means Coastside County Water District.

- B. “General Manager” means the General Manager of the District *or his authorized representative.*
- C. “Person” means any person, firm, partnership, association, corporation, company, organization or governmental entity.
- D. “Customer” means any person, whether within or without the geographical boundaries of the District, who uses water supplied by the District.
- E. “Water” means water supplied by the District, other than reclaimed wastewater.

Section 3. Water Use Prohibitions

The following uses of water are declared to be unreasonable and are hereby prohibited:

- A. Use of water when the Customer has been given written notice by the District to repair broken or defective plumbing, *equipment, appliances,* sprinklers, watering or irrigation systems, and has failed to effect such repairs for ~~10 days~~ *48 hours* after delivery of the notice.
- B. Use of water which results in flooding or runoff in gutters, *parking lots, sidewalks* or streets.
- C. Use of water for washing cars, buses, boats, trailers or other vehicles through a hand-held hose, unless the hose is equipped with a nozzle with a positive shutoff valve or other similar device to control the flow of water.
- D. Use of water for construction purposes, such as dust control and consolidation of backfill, unless reclaimed wastewater is not reasonably available.
- E. Use of water in landscape irrigation which results in runoff into street or pooling due to super-saturation of the ground or *soil.*
- F. Use of water in non-recirculating decorative fountains.
- G. Use of water by a commercial carwash constructed and first placed into operation after the date of *December 9, 1997,* ~~this Ordinance,~~ unless such water is recycled through an on-site filter system.

- H. Use of water for washing sidewalks, driveways, buildings, patios and other surfaces and structures through a hand-held hose, unless the hose is equipped with a nozzle with a positive shutoff valve or other similar device to control the flow of water.
- I. Use of water for single-pass through cooling systems. The use of water in new ice making machines and any other new mechanical equipment that utilizes a single-pass cooling system to remove and discharge heat to the sewer. Water used for all cooling purposes shall be recycled or re-circulated.
- J. Use of water from any fire hydrant, unless specifically authorized by the District, except by regularly constituted fire protection agencies for fire suppression purposes or for other specifically authorized uses, including water distribution system flushing, fire flow testing, and filling of District approved vehicles for sewer (sanitary and storm) system flushing, and street sweeping purposes.
- K. Use of water by non re-circulating systems in commercial laundry systems placed in operation after the date of this ordinance.
- L. The indiscriminate running of water or washing with water not otherwise prohibited in this section which is wasteful, and without reasonable purpose.

Section 4. Enforcement

- A. If the District believes that the water has been or is being used in violation of the above restrictions, the General Manager shall send a written notice to the Customer specifying the nature of the waste and the time of occurrence, to the extent known by the District, and directing the Customer to cease such use and/or to take remedial action. If the Customer continues such use or fails to take the remedial action within the time specified, the District may install a flow-restricting device on the Customer's service line.
- B. In the event that a further violation is observed by District personnel, after installation of a flow-restricting device, the District may discontinue service.
- C. The Customer shall be responsible for paying the District's costs incurred in installing and removing a flow-restricting device and/or terminating and restoring service.



Section 5.     Appeal

Any Customer, who disputes a staff determination of a violation(s) of the above restrictions, may appeal the disconnection or installation of a flow restrictor(s) to the General Manager. The written appeal should be addressed to the General Manager with a description of the violations, and enforcement action taken and a detailed explanation of the basis of the appeal. The decision of the General Manager shall be final.

Section 5-6.    Effective Date

This Ordinance shall take effect immediately upon its adoption.

Section 7.     Repeal of Ordinance No. 1997-01.

Ordinance No. 1997-01 is hereby repealed.

Section 6-8.    Severability

If any provision of this Ordinance is held to be invalid, or unenforceable in particular circumstances, such invalidity shall not affect the remainder of the Ordinance which shall continue to be of full force and effect and the Board declares this Ordinance to be severable for that purpose.

Section 7-9.    Publication

The Secretary is hereby directed to arrange for this Ordinance to be published in a newspaper of general circulation in the District within ten (10) days of its adoption

Adopted this 14<sup>th</sup> day of October, 2008 by the following vote of the Board:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
President, Board of Directors  
Coastside County Water District

ATTEST:

\_\_\_\_\_  
Secretary of the District

## **STAFF REPORT**

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

**From:** David Dickson, General Manager

**Agenda:** October 14, 2008

Report

Date: October 9, 2008

**Subject:** Bartle Wells Proposal for Financing Plan and Water Rate Update

---

### **Recommendation:**

Authorize execution of an agreement with Bartle Wells Associates for a Financing Plan and Water Rate Update at an estimated not-to-exceed cost of \$38,500.

### **Background:**

The District last addressed its rates and financing plan in a study performed by CDM in 2005. With a substantial proportion of the District's reserves expended to complete the El Granada Pipeline project we now need to update our financing plan, review the District's rate structure, and evaluate alternatives for funding the District in the future. The updated financing plan will be the focus of discussion for the Board's strategic planning workshop on Financing the District.

At staff's request, Bartle Wells Associates prepared the attached proposal for a Financing Plan and Water Rate Update. We also obtained a proposal from CDM for an update of their 2005 plan. The \$38,500 cost for the proposed Bartle Wells study is more than CDM's estimate of \$26,500 for an update but is significantly less than the \$52,000 spent on the 2005 CDM work. Given that the scope of Bartle Wells' study includes essential elements beyond the scope of the CDM update proposal, we feel that the proposed cost is reasonable.

Information developed in this study will assist the Board in addressing a number of important financial issues, including:

- Does our current rate structure fairly allocate the costs of service for the various customer classes?
- What schedule of rate increases do we need to fund the District?
- How should rates be adjusted to deal with declines in water sales due to rate increases and/or drought?
- Should the District establish a rate stabilization reserve?
- How should the District plan for the possible future loss of property tax revenues?

- How far should the District draw down its reserves in order to fund the Capital Improvement Program before borrowing additional money through bank financing or bond issues?
- What price(s) should be set for the District's sale or purchase of non-priority services?
- How can the District charge customers who own connections but have not hooked up to the District's system (e.g. standby charge)?
- What funding alternatives should the District pursue?

Bartle Wells' practice focuses exclusively on providing financial advice to public agencies. Staff believes that they are highly qualified to provide the experience and expertise the District requires in this area, and we recommend that the District proceed with the proposed study.

**Fiscal Impact:**

Cost of \$38,500, included in FY 08-09 budget.

# **Coastside County Water District**

## **PROPOSAL FINANCING PLAN AND WATER RATE UPDATE**

**October 10, 2008**

**BARTLE WELLS ASSOCIATES**

Independent Public Finance Consultants

1889 Alcatraz Avenue

Berkeley, California 94703-2714

[www.bartlewells.com](http://www.bartlewells.com)

Tel: 510/653-3399



**BARTLE WELLS ASSOCIATES**  
INDEPENDENT PUBLIC FINANCE ADVISORS

1889 Alcatraz Avenue  
Berkeley, CA 94703  
510 653 3399 fax: 510 653 3769  
e-mail: [bwa@bartlewells.com](mailto:bwa@bartlewells.com)

October 10, 2008

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

Subject: Proposal Water Financing Plan and Rate Study Update

Bartle Wells Associates is pleased to submit to the Coastside County Water District this proposal to develop a water financing plan and to update the District's water rates.

The attached scope of services presents the work tasks to complete the financing plan and rate update. Also, included are the following items: a general description of Bartle Wells Associates, BWA staff, the firm's experience in water financial planning and rate studies, estimated hours to complete the study, Billing Rate Schedule 2008, and a schedule of insurance.

Reed Schmidt, a principal with the firm, will be assigned to the consulting project as principal in charge and project manager. He will devote the effort and time to see that it is successfully completed to the satisfaction of the District.

We are very interested in working with you on this consulting project and hope this proposal provides a suitable basis for the engagement. Please contact me at 510.653.3399, extension 111, if you have any questions or would like any additional information.

Very truly yours,

BARTLE WELLS ASSOCIATES

Reed V. Schmidt, CIPFA  
Principal

Enclosures

**COASTSIDE COUNTY WATER DISTRICT**  
**PROPOSAL**  
**FINANCING PLAN AND WATER RATE UPDATE**

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## **BACKGROUND**

### **COASTSIDE COUNTY WATER DISTRICT**

Coastside County Water District (CCWD or District) is a special district providing water services in the City of Half Moon Bay and parts of the unincorporated areas of San Mateo County including Miramar, Princeton by the Sea, and El Granada. The District serves more than 6,000 customers, who are predominantly residential.

The District's water supply comes from three sources: local groundwater, local surface water, and surface water supplied from the San Francisco Public Utilities Commission's Hetch Hetchy water system. Around 70% has been supplied through the SFPUC system.

CCWD has a water capital improvement plan, consisting of pipeline projects, water treatment projects, and facility replacements. The total costs of the planned capital projects for fiscal year 2007/08 through 2017/19 are estimated to be \$20 million.

The District's operating revenues for the year ended June 30, 2007 was approximately \$4.8 million and non-operating revenues was approximately \$2.2 million. About 40% of the non-operating revenues was the District's share of the County's general property taxes. Operating expenses (including depreciations) for the year ended June 30, 2007 was approximately \$5.9 million.

The District's current bi-monthly water rate structure is comprised of a base charge and a quantity charge. The base charge is the minimum charge paid by all customers and varies by size of meter serving the customer. The quantity charge applies to the quantity of water delivered to the customer. For residential customers there are four rate tiers. For non-residential customers there is one uniform rate.

CCWD wants a financing plan developed to identify the sources of funding for future water capital projects shown in the capital improvement plan. The financing plan would examine alternative methods to finance future capital projects and balance pay-as-you-go (cash) financing with judicious long-term borrowing. Additionally, the District wants the water rate study conducted in 2005 by CDM Engineers to be updated. The water rate update would evaluate the cost of service and the reasonableness of the District's water rate and charges. Finally, the District would like to examine ways to collect revenue from parties who have purchased or leased water connections but have not yet hooked up to the District's water facilities. The revenue would recover the costs imposed by these non-active customers.

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## **SCOPE OF SERVICES COASTSIDE COUNTY WATER DISTRICT**

Bartle Wells Associates (BWA) will perform for the Coastside County Water District (CCWD or District) following services in connection with the a long-range financing plan and water rate update study, working at all times in close cooperation with the District staff, engineering consultants and any other advisors.

### **INITIATION ORIENTATION AND INFORMATION GATHERING**

#### **1. Project Team Orientation**

To initiate our work, hold a meeting with the CCWD staff, engineering consultants and others, to accomplish the following:

- Identify members of the District staff and others who will participate in the consulting project.
- Determine the roles and responsibilities of all project participants.
- Identify other parties that have a significant interest in the project, such as citizens committees, and major customers or developers.
- Establish project schedule and key milestone dates.
- Confirm the key goals and expectations of the project team.

#### **2. Investigation and Data Collection**

Assemble the information necessary to understand and describe the District's current financial situation and its ability to finance water projects. Assistance and cooperation of the CCWD staff will be needed to assemble the background information.

The objectives of investigation and data collection are to develop an understanding of the individual characteristics of the District, its financial profile, the projects to be financed, and to reach an agreement with the CCWD on the basic assumptions to be used in the study, including water supply arrangements with City and County of San Francisco's Hetch Hetchy system. Information to be collected:

- Financial condition of the water enterprise – historical financial statements and current budget
- Water supply sources and costs
- Type of water customers
- Capital Improvement Program -- facilities to be financed
- Projection and schedule of construction costs
- Current water debt
- Water annual usage and demand characteristics



CCWD staff and consulting engineers will provide project requirements, costs, and schedules of capital expenditures.

Assemble, review, and analyze available legal, financial, engineering, and economic data that have a bearing on the alternative projects. Information to examine and review generally includes the following:

- Capital costs and description of facilities
- Estimated operating costs of new facilities
- Timing of capital improvements
- Amount of water supply provided
- Projection of water consumption
- Sources of available and future funding
- Customer information and development
- Outstanding debt and existing bond covenants
- Pertinent District financial policies

## **WATER FINANCING PLAN**

### **3. Current Financing Methods**

Review District's current financing methods and policy. Review documents on existing debt: 1998A ABAG Water and Wastewater Revenue Refunding Bonds, initial principal amount, \$2,855,000 and final maturity in 2013 and 2006B Water Revenue Bonds, initial principal amount \$7,295,000 and final maturity in 2032.

### **4. Alternative Financing Strategies**

Evaluate a range of capital financing options which may be appropriate for the water projects and select the most suitable approaches.

- Investigate the availability of federal and state grants and loans.
- Develop alternatives demonstrating project financing with cash only (pay-as-you-go) and a combination of cash and debt financing.
- Evaluate the alternative borrowing methods available, including bank loans, bond pools, and competitive sale of certificates of participation.
- Estimate the amount and timing of borrowing if needed to finance the projects.
- Recommend the appropriate type of debt, its term and structure.
- Develop possible combinations of financing methods, such as cash and debt, and a mixture of borrowing options.

Low-cost state and federal grants and loans may be available to fund water projects. Our analysis will also examine the range of capital borrowing methods available to the CCWD, including general obligation and revenue bonds, certificates of participation and other forms of lease financing, and land-supported financing through the use of assessment or Mello-Roos community facilities district bonds.

Each of these debt instruments is secured by one or a combination of revenue sources, including water rates and charges, connection fees, and property taxes.

**5. Financing Recommendation**

Develop and recommend a plan to finance the capital projects. Base the plan on the policies and direction of the District board, availability of grants and loans, use of cash and prudent long-term borrowing.

**6. Cash Flow Projections**

Prepare cash flow projections over a future ten-year period showing the financial position of the District's water enterprise. Forecast operating and capital costs. Estimate user fee and connection charge increases required over the project period to maintain the financial integrity of the water enterprise. The cash flow projections will be used to evaluate the impact of the recommended financing plan on the District.

### **WATER RATE UPDATE**

**7. Analysis of Water Usage and Annual Costs**

Analyze water usage and demand information, and other available information. Estimated maximum day and maximum hour factors. Analyze usage and demand factors between residential and non-residential customers.

Compile water consumption data for past years, where applicable. Develop consumption block analyses. Model impact of tiers on water sales revenue. Evaluate current rate structures for ability to meet cash flow requirements.

**8. Revenue Requirement**

Determine the revenue requirement for a test year, which will be the fiscal year in which the new water rates will be designed for. Project annual operation and maintenance expenses, annual replacement of capital facilities, annual expenditures for vehicles and equipment and establishing reasonable amounts in capital reserve fund, emergency and contingency fund, accumulated surplus fund, and operating fund. Ensure that the revenue requirement will show net operating revenues sufficient to satisfy debt service coverage requirements related to existing debt and any proposed borrowing.

**9. Cost of Service Allocation**

Allocate the revenue requirement (i.e., cost of service) for the test year to cost functions such as base capacity, extra capacity (maximum day and maximum hour), customer (meters and services and billing and collection). Further allocate cost of service to variable and fixed costs. Determine unit cost of service for the functional cost components.

## **10. Alternative Water Rate Structures**

Review alternative water rate structure, including the following:

- District's current bi-monthly rate structure consisting of a base charge which varies by size of meter and a quantity charge which has four tiers for residential customers and uniform quantity charge for all other customers.
- Consider revising the tier amounts for residential customers.
- Consider introducing additional tier(s) for non-residential customers.
- Consider significantly increasing the quantity rate for the third or fourth tier to encourage more water conservation.
- Others as may identified in project team orientation meeting.

Review water connection fees and recommend any changes.

Discuss the advantages and disadvantages of each with respect to accomplishing the District's goals for the rate study. Discuss the impacts of Proposition 218 on the various rate elements. Meet with CCWD staff to discuss our findings and to gather input for development of the preliminary rate recommendations.

## **11. Rate Recommendations**

Based on the analysis of current rates and charges, anticipated expenses, and the rate structure alternatives discussed above, recommend an equitable system of water rates and connection fees for various classes of customers. Estimate bi-monthly bills at various estimates of water usage and for different types of customers. Verify that recommended rates would be reasonably expected to collect the annual revenue requirement for the test year. Take into account possible decline in water sales due to rate increases and/or drought.

## **12. Special Rate Considerations**

Estimate the number of non-active customers, i.e., parties who have paid connection fees but have not yet hooked up to the District's water system. Examine ways to charge these customers; consider setting a standby charge. Review District's current policy on connection fees and recommend appropriate changes, such as parties cannot sell, lease or trade connections and that any not-used may be returned to the District. Determine how to collect the difference in connection fees paid by parties in the past with the connection fee in effect when the party actually connects.

## **13. Bill Comparison**

Compare for a typical residential water customer, District's bi-monthly water bill at current rates and proposed rates with bi-monthly bills for neighboring water agencies.

## **REPORTS SUBMITTALS**

**14. Submittal of Draft Report**

Prepare and submit a report of our findings including a recommended financing plan and recommended changes in the District's rate structure, projected water revenue to be generated by the revised rates, and the impact of the rates on various categories of customers. Submit a preliminary report draft to CCWD staff for review and comment.

**15. Public Presentation**

If requested, attend a workshop or public hearing to present our preliminary findings and receive input from the Board, and members of the public.

**16. Final Report**

After CCWD staff review of the draft report and following a public hearing (or workshop), prepare and submit a final report.

**17. Proposition 218 Notice**

Working with CCWD staff and attorney draft Proposition 218 notice to customers and assist staff in preparing background information explaining proposed rate increases for customers.

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## **AVAILABILITY AND FEE ESTIMATE**

1. BWA is prepared to begin work upon authorization to proceed.
2. All work will be performed by Bartle Wells Associates. Reed Schmidt will be the principal in charge and project manager and will devote the time and effort to the consulting project as needed.
3. A not-to-exceed fee for professional services to prepare the update of the water rate study and financial plan is estimated to be \$38,500, including an estimate of direct expenses, as provided in the attached Billing Rate Schedule 2008.
4. The fee estimate is based on the following assumptions:
  - Availability of all necessary information, in a timely manner, from the CCWD, its staff, attorneys, accountants, and engineers.
  - Completion of the update within six months from date of authorization. If the consulting project is delayed due to circumstances over which BWA has no control, BWA is to be reimbursed for time and expenses incurred beyond such date.
  - One draft submittal of any report based on information provided by CCWD staff and other parties. Time and expenses in revising tables and assumptions due to changes in data from the CCWD or in preparing additional draft reports constitute additional services.
  - Attendance at three meetings with CCWD staff and engineering consultants and one presentation to the District Board of Directors. Preparation for and attendance at additional meetings will be billed on an hourly basis plus direct expenses.
5. Progress payments and direct expenses are payable as the work proceeds as provided in Billing Rate Schedule 2008 for all services.
6. BWA will maintain in force, during the full term of the assignment, insurance in the amounts and coverage as provided in the attached schedule of insurance.
7. If the project is terminated for any reason, BWA is to be reimbursed for professional services and direct expenses incurred up to the time BWA receives notification of such termination
8. This proposal may be withdrawn or amended if not accepted within 90 days of its date.

9. If requested, BWA will also provide CCWD with on-going financial consulting services, including written and verbal responses to questions from CCWD staff, council, consultants, and attorneys about the study, participation in management retreats, and preparation of material to respond to inquiries by outside parties. BWA will bill CCWD at its current hourly rates and for direct expenses for these additional, requested consulting services.
10. BWA would be willing to enter into a consulting services agreement with the CCWD.

**Estimate of Hours -- Bartle Wells Associates  
Water Financing Plan and Rate Update  
Coastside County Water District**

<b>No.</b>	<b>Task</b>	<b>Principal Consultant</b>	<b>Financial Analyst II</b>	<b>Total</b>
<b><i>Orientation and Information Gathering</i></b>				
1	Project team meeting	4	4	
2	Investigation and data collection	4	8	
<b><i>Water Financing Plan</i></b>				
3	Current financing methods	4	4	
4	Financing strategies	8	12	
5	Recommended financing plan	6	4	
6	Cash flow projections	4	10	
<b><i>Water Rate Update</i></b>				
7	Analysis of water usage and customer data	4	12	
8	Revenue requirement	4	6	
9	Cost of service allocation	6	12	
10	Alternative water rate structures	8	16	
11	Rate recommendation	6	6	
12	Special rate considerations	10	4	
13	Bill comparison	2	8	
<b><i>Reports</i></b>				
14	Draft report	8	18	
15	Public presentation	4	8	
16	Final report	4	8	
17	Proposition 218 notice	6	4	
	Total hours	92	144	
	Hourly billing rate	\$215.00	\$125.00	
	Cost of consulting effort	\$19,780.00	\$18,000.00	\$37,780.00
	Estimate of direct expenses (travel, copying, overnight delivery, etc.)			\$720.00
	Total professional fee estimate			\$38,500.00

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**BARTLE WELLS ASSOCIATES**  
**BILLING RATE SCHEDULE 2008**

Rates Effective 1/1/2008

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**Professional Services**

Financial Analyst I.....	\$95 per hour
Financial Analyst II.....	\$125 per hour
Senior Financial Analyst.....	\$165 per hour
Senior Consultant .....	\$195 per hour
Principal Consultant.....	\$225 per hour

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The professional time rates include all overhead and indirect costs. Bartle Wells Associates does not charge for secretarial support services and internal computer time. Expert witness, legal testimony or other special limited assignment will be billed at one and one-half times the consultant's hourly rate.

The above rates will be in effect through December 31, 2008 at which time they will be subject to change.

**Direct Expenses**

Subconsultants will be billed at cost plus ten percent. Word processing and computer-assisted services related to official statement production are charged as direct expenses at \$60 per hour. Other reimbursable direct expenses incurred on behalf of the agency will be billed at cost plus ten percent. These reimbursable costs include, but are not limited to:

- Travel, meals, lodging
- Long distance telephone and fax
- Printing and report binding
- Special statistical analysis
- Outside computer services
- Bond ratings
- Automobile mileage
- Messenger services and mailing costs
- Photocopying
- Graphic design and photography
- Special legal services
- Legal advertisements

**Insurance**

Bartle Wells Associates maintains insurance in the amounts and coverage as provided in the attached schedule of insurance. Additional or special insurance, licensing, or permit requirements beyond what is shown on the schedule of insurance are billed in addition to the contract amount.

**Payment**

Fees will be billed monthly for the preceding month, and will be payable within 30 days of the date of the invoice. A late charge of 1.0 percent per month may be applied to balances unpaid after 60 days.



**SCHEDULE OF INSURANCE**

Insured: BARTLE WELLS ASSOCIATES

*Bartle Wells Associates will maintain in force, during the full term of the assignment, insurance in the amounts and coverage as provided in this schedule. If additional insurance is required, and the insurer increases the premium as a result, then the amount of the increase will be added to the contract price.*

DESCRIPTION TYPE OF INSURANCE	COMPANY POLICY NUMBER	COVERAGES AND LIMITS	EXPIRATION DATE
Commercial General Liability	Hartford Insurance Company Policy #35-SBA PA6857	<ul style="list-style-type: none"> <li>▪ \$2,000,000 General Aggregate</li> <li>▪ \$2,000,000 Products Comp/Op Aggregate</li> <li>▪ \$1,000,000 Personal &amp; Advertising Injury</li> <li>▪ \$1,000,000 Each Occurrence</li> </ul>	6/1/09
Automobile Liability	Hartford Insurance Company Policy #35-UEC VU2842	<ul style="list-style-type: none"> <li>▪ \$1,000,000 Combined Single Limit</li> </ul>	6/1/09
Workers Compensation & Employers' Liability	Hartford Underwriters Insurance Company Policy #35-WEC FG7858	Workers' Compensation: Statutory Limits for the State of California. Employers' Liability: <ul style="list-style-type: none"> <li>▪ Bodily Injury by Accident - \$1,000,000 each accident</li> <li>▪ Bodily Injury by Disease - \$1,000,000 each employee</li> <li>▪ Bodily Injury by Disease - \$1,000,000 policy limit</li> </ul>	6/1/09
Professional Liability	Chubb & Son, Inc. BINDO94045	Solely in the performance of services as municipal financing consultants for others for a fee. Limit: \$1,000,000 Per Occurrence & Aggregate (including defense costs, charges, and expenses)	6/1/09

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## BARTLE WELLS ASSOCIATES

Bartle Wells Associates is an independent financial advisor to public agencies. Our firm was established in 1964 and is owned and managed by its principal consultants. We have 40 years of practical experience in advising local governments on the complexities and challenges in public finance. We have advised 400 public agency clients in the western United States and completed over 2,500 assignments. We have the diversity of experience and distinctive abilities to evaluate all types of financial issues faced today by local governments and to recommend the best solutions.

Bartle Wells Associates has a stable, well-qualified professional team. Our education and backgrounds include finance, civil engineering, business, and economics. The firm is owned by its principal consultants. Our principal consultants have been with the firm for many years.

Bartle Wells Associates specializes in three professional services—financing plans, project financing, and utility rate studies. We are the only independent financial advisor providing *all three* services to public agencies.

<b>PROFESSIONAL SERVICES</b>
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- |   |
|---|
| <ul style="list-style-type: none"><li>■ Financing Plans</li><li>■ Bonds/Grants/Loans</li><li>■ Rate Studies</li></ul> |
|---|

Our *financing plans* for public works programs have explored the wide range of financing options available to public agencies. This analysis balances pay-as-you-go financing with the prudent use of debt. Our objectives are to develop a plan that recommends the best financing approach and that clearly identifies sources of revenues to fund capital projects and to repay any debt. This successful format has been used for over 1,000 financing plans.

Our *project financing* experience includes more than 300 bond sales. Our marketing techniques and official statements have set the highest standards in public finance for over 40 years. We work only for public agencies; we are independent financial advisors and do not buy, trade, or resell bonds. Our work is concentrated on providing solid advice which enables our clients to finance their projects on the most favorable terms—lowest interest rate, smallest issue size, and greatest flexibility.

Our *rate studies* are designed to maintain the financial health of the utility enterprises and to be fair to all customers. We have completed hundreds of utility rate studies since 1964. We are very familiar with the requirements Proposition 218 places on rates and charges. We are also very familiar with the requirements state law (Govt. Code §66000 et seq) places on the development of impact fees for new growth.

In addition to the three services above, BWA specializes in preparing strategic plans for California local governments on how to deal with the ongoing restructuring of the electric industry, analyzing alternative sources of power and helping agencies develop negotiating and purchasing plans.

Bartle Wells Associates is a charter member of the National Association of Independent Public Finance Advisors (NAIPFA), which establishes strict criteria for independent advisory firms. All of our senior consultants are certified NAIPFA members.

Bartle Wells Associates is committed to providing value and the best advice to our clients. Our strength is *quality*—the quality of advice, service, and work we do for all our clients.

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## **PROJECT EXPERIENCE AND CLIENT REFERENCES**

Bartle Wells Associates has been advising California public agencies on how to solve complex financial problems for over 40 years. Our experience in the areas of water and sewer finance is without peer. We have completed more than 1,000 rate studies and financial plans for cities and special districts throughout the state.

Two examples of our financial planning and water rate studies are described below. We have consulted with Montara Water & Sanitary District and the City of Benicia for many years.

### **Montara Water & Sanitary District**

Bartle Wells Associates has worked with Montara Water & Sanitary District for many years, both on sewer and water issues. BWA advised MWSD on the successful acquisition of a water system owned by California-American Water Company (Cal-Am).

BWA arranged for long-term financing of the water system acquisition and capital projects by serving as financial advisor on the sale of voter-approved General Obligation Bonds for \$17.5 million. BWA has performed a water rate analysis for MWSD and has developed a tiered water rate structure to encourage water conservation.

BWA prepared a sewer rate analysis for the District and assisted the District in obtaining a California Infrastructure Bank loan for sewer capital improvements.

BWA is currently working with the District to arrange a line of credit with a commercial bank for water capital improvements and arranging for long-term financing through the California Department of Water Resources' State Revolving Fund loan under the Safe Drinking Water Bond Act.

**Contact:** George F. Irving, District Manger .....650/728-3545  
E-mail..... [msd@coastside.net](mailto:msd@coastside.net)

### **City of Benicia**

Bartle Wells Associates has served as the City's utility rate and financing consultant for more than 10 years. BWA has prepared water and wastewater financing plans, rate studies, connection fee studies, and has served as the City's financial advisor for issuing debt.

In 2002, BWA developed new water and wastewater connection charges. The recommended charges included both a buy-in component for capacity in existing infrastructure plus an expansion component to recover the costs of capital improvements

needed to serve growth. On other assignments within the past year, we have worked on long-range water and wastewater rate projections.

BWA is currently updating the City’s water and sewer rates and making 10-year financial forecasts for the water and wastewater systems. We are also advising the City staff on the impact of the California Supreme Court’s decision in the *Bighorn-Desert View Water Agency* case on future increases in water and sewer rates.

**Contact:** Chris Tomasik, Utilities Manager.....707/746-4227  
 E-mail..... [chris.tomasik@ci.benicia.ca.us](mailto:chris.tomasik@ci.benicia.ca.us)

### Water Rate Experience

The list below demonstrates BWA’s comprehensive experience in water rate analysis for a range of public agencies in California. For most of the public agencies in the list BWA has prepared financing plans for water capital projects.

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#### BARTLE WELLS ASSOCIATES SELECTED EXPERIENCE IN WATER RATE ANALYSIS

Client	Water				
	User Charges	Conservation Rates	Capital Surcharges	Other Charges*	Connection Fee
Alameda CWD	X				
Antelope Valley - East Kern Water Agency					X
Aromas Water District	X	X			
Aromas, City of	X				
Avalon, City of			X	X	X
Barstow, City of	X				
Benicia, City of	X				X
Big Bear City Community Services District	X				X
Buellton, City of	X				X
Calaveras County Water District	X				
Calistoga, City of	X	X			X
Carlsbad Municipal Water District				X	X
Carmichael Water District	X				
Casitas MWD					X
Castroville Water District	X				X
Cotati, City of					
Delano, City of					
Desert Hot Springs CWD					
Dublin - San Ramon Services District	X		X	X	X
El Dorado Irrigatin District	X	X			X
Fairfield, City of	X				
Fort Bragg, City of					X
Foster City, City of	X				X
Frazier Park Public	X				
Grass Valley, City of	X	X			X
Guam Waterworks Authority	X	X			X

Client	Water				
	User Charges	Conservation Rates	Capital Surcharges	Other Charges*	Connection Fee
Hesperia Water District	X	X	X		X
Hughson, City of	X	X			X
Huntington Beach, City of	X		X	X	X
Indian Wells Valley WD	X				X
Irish Beach WD	X		X		X
Joshua Basin water District	X				X
Kern County					
Kern County Water Agency					
Kern Water Bank Authority					
Kirkwood Meadows PUD	X			X	X
Lake Arrowhead Community Services District	X				
Las Virgenes Municipal Water District				X	X
Lodi, City of	X		X	X	
Los Altos, City of					
Marin Municipal Water District	X	X	X	X	X
Marina Coast Water District	X			X	X
Menlo Park, City of	X	X	X		X
Milpitas, City of	X				X
Mojave Water Agency				X	
Montara Water & Sanitary District	X	X	X		
Montecito Water District	X	X	X	X	
Monterey Penin Water Mgt Dist					X
Nevada Irrigation District					
Olivenhain MWD					
Pajaro Valley WMA					
Petaluma, City of					
Pleasanton, City of					
Rainbow MWD					
Rancho California WD					
Redwood City, City of	X				X
Rio Alto WD					
Rio Vista, City of				X	
Rohnert Park, City of					
Sacramento County					
Sacramento, City of					
San Benito County WC & FCD					
San Bernardino, City of	X		X		X
San Clemente, City of					
San Francisco Public Utilities Commission	X			X	
San Gorgino Pass Water Agency					
San Juan Bautista, City of					
San Luis Obispo Co/Atascadero CSD					
San Marcos CWD					
Sanger, City of	X				
Santa Clara Valley WD					
Santa Margarita WD					
Santa Rosa Ranches WD					
Santa Ynez Water Conservation District	X		X	X	X
Solvang, City of	X		X		X
Soquel Creek WD					
South Yuba WD					
Squaw Valley Public SD					
Stinson Beach County Water District	X				
Sunnyslope County Water District					

Client	Water				
	User Charges	Conservation Rates	Capital Surcharges	Other Charges*	Connection Fee
Thousand Oaks, City of	X		X	X	X
Tres Pinos Water District	X	X			
Triunfo Sanitation District	X				X
Tulare, City of	X				
Tustin, City of	X	X	X		
Ukiah, City of	X	X			X
Vacaville, City of	X			X	
Valley Springs Public Utility District	X				
Willits, City of	X				X
Windsor WD	X				
Woodland, City of				X	
Yuba City, City of	X				X
Zone 7 Water Agency			X	X	X

\* Other charges include standby, wholesale, seasonal, fire flow, and water supply.

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## BARTLE WELLS ASSOCIATES

### SUMMARY OF PROFESSIONAL STAFF QUALIFICATIONS

Bartle Wells Associates' consultants are well qualified and experienced in financial planning, rate studies, and project financing. BWA's experienced team of consultants have produced more than 2,000 financing plans, rate studies, and project financing along with other consulting assignments with high-quality work, on time, and within budget.

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Name	Title	Academic Background	Years With BWA	Years of Professional Experience
<b>Professional Staff</b>				
Thomas E. Gaffney*	Principal Consultant	Engineering/finance	30	33
Reed V. Schmidt*	Principal Consultant	Energy economics	18	29
Douglas R. Dove*	Principal Consultant	Civil engineering	18	20
Alex Handlers*	Principal Consultant	Public administration	9	15
Adam Lynch*	Senior Financial Analyst	Public policy	3	6
Mark McLean	Financial Analyst	Public policy	2	4
Catherine Tseng	Financial Analyst	Urban planning	2	3
Ernest Tedeschi	Financial Analyst	Public policy	1	2
Stephanie Hand*	Office Administrator	Business administration	3	4

\*Certified Independent Public Finance Advisor, and professional member of the National Association of Independent Public Finance Advisors

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### **Thomas E. Gaffney** **Principal Consultant**

Tom Gaffney is a principal of Bartle Wells Associates and has over 30 years of experience developing utility rates, connection fees, and financial master plans. He is an expert in water, wastewater, and reclaimed water financing plans and institutional programs, utility rate studies, bond marketing programs, and the selection and management of underwriters in negotiated sales. He has worked extensively developing wastewater revenue programs conforming to the State Water Resource Control Board's (SWRCB) Guidelines. He has developed water rate analyses involving virtually every type of fixed and volume water rate configurations. Mr. Gaffney has directed projects involving more than 300 separate agencies in California, Hawaii, Oregon, Washington, and New Mexico.

Mr. Gaffney has developed the key terms and conditions of multiple-agency agreements for many regional financing programs. Tom has served as lead consultant on projects involving such diverse public improvements as hydroelectric projects, electrical distribution systems, public buildings, storm drainage, flood control, and highways, in addition to water and wastewater. He has helped implement utility billing systems for over 20 local agencies.



Mr. Gaffney received his BS (civil engineering) and MBA (finance) degrees from University of California Berkeley. He is a registered civil engineer in California and a Certified Independent Public Finance Advisor (CIPFA).

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**Reed V. Schmidt**  
**Principal Consultant**

Reed V. Schmidt is a principal of Bartle Wells Associates over 25 years of practical experience in financial and economic consulting, research, and analysis. He has directed numerous projects for cities, counties, and special districts in the areas of public utility pricing and valuation, public works financing, and energy planning. He directs the firm's energy program. He has conducted studies of water and electric utility acquisitions.

Mr. Schmidt's expertise is in creating financial plans for local governments to help complete water, wastewater, and reclaimed water projects. His comprehensive plans have analyzed a wide variety of financing mechanisms, both conventional and innovative, and have identified the sources of revenue to pay capital and operating costs. Mr. Schmidt has developed computer models to design water and sewer user charges and connection fees.

On behalf of public agencies, Mr. Schmidt has testified on cost of service and utility rate design in numerous rate cases before the California Public Utilities Commission. Mr. Schmidt has appeared as an expert witness on utility rates and costs before regulatory agencies in California, Nevada, Texas, Arkansas, and Ohio. He has appraised public utility property and has appeared as an expert witness in superior court.

Mr. Schmidt has a BA and an MA in Economics from the University of Houston. He is a Certified Independent Public Finance Advisor (CIPFA).

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**Douglas R. Dove**  
**Principal Consultant**

Douglas R. Dove is president of Bartle Wells Associates and as such directs the operation of the firm while maintaining a principal consultant's role. With 20 years of consulting experience, he is an expert in strategic financial planning, utility rate setting, and project financing. Since joining Bartle Wells Associates in 1990, he has worked for a wide variety of public agencies and developed financing plans to support small and large capital programs as well as managing bond sales.

Mr. Dove assists public agencies in securing state and federal grants and loans and in marketing tax-exempt securities including certificates of participation (COPs), revenue bonds, general obligation bonds, tax allocation bonds, Marks-Roos revenue bonds, and

other types of debt. He develops rates and charges for financing water, wastewater, and reclaimed water utility enterprises. He is also experienced in evaluating reinvestment opportunities such as forward purchase contracts, reserve fund put agreements, and escrow restructuring.

Mr. Dove holds a BS in civil engineering from Drexel University and an MS in civil engineering from UC Berkeley. He is a registered professional engineer in California and a Certified Independent Public Finance Advisor (CIPFA).

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**Alex T. Handlers**  
**Principal Consultant**

Alex Handlers is a principal consultant with Bartle Wells Associates. He assists public agencies in developing and implementing financial plans, rate studies, and bond sales. Mr. Handlers has developed financial models for public works projects, and analyzed underwriters' bids in the competitive sale of municipal bonds.

He is familiar with the legal requirements of Prop. 218 and AB1600 and has helped agencies implement a wide variety of water and sewer rate and fee structures. He also specializes in evaluating financing alternatives and securing low-cost funding for capital improvement projects. To date, he has helped California agencies obtain over \$1 billion in project financing via bonds, COPs, bank loans, lines of credit, and state and federal grant and loan programs. He is experienced working with community groups, coordinating public outreach efforts, and giving public presentations. Prior to joining Bartle Wells Associates, Mr. Handlers worked as an analyst for a municipal government and as an associate in a strategic communications firm.

Mr. Handlers holds a BA from Lehigh University. He earned his Master of Public Administration from the University of Washington. He is a Certified Independent Public Finance Advisor (CIPFA).

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**Adam Lynch**  
**Senior Financial Analyst**

Adam J. Lynch is a senior financial analyst at Bartle Wells Associates, and as such, is responsible for directing the fundamental research and analysis of each project. Mr. Lynch works closely with clients to ensure smooth and efficient analysis of wide ranging data sources, and supervises the drafting of all relevant reports and presentations. His work at Bartle Wells has included extensive rate analysis and cash flow modeling for water and sewer agencies throughout California. He has worked to review and update development impact fees, developed capital improvement financing plans, and performed connection and capacity charge analysis. Mr. Lynch is an expert on the California

legislative and policy setting environment, and has worked to draft and secure passage of a variety of ordinances for local agencies.

Mr. Lynch holds a B.A. from the University of Virginia and a Masters in Public Policy from the Goldman School at the University of California, Berkeley. He is a Certified Independent Public Finance Advisor (CIPFA).

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**Mark S. McLean**  
**Financial Analyst**

Mark S. McLean is a financial analyst with Bartle Wells Associates. He develops water and wastewater rates and capital facilities charges. He prepares financial plans to fund capital improvements to water, sewer, and recycled water systems. He has consulted with a variety of public agencies throughout California.

Mr. McLean has B.A. from Davidson College and a Masters in Public Policy from the Goldman School at the University of California, Berkeley.

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**Catherine L. Tseng**  
**Financial Analyst**

Catherine Tseng is a financial analyst with Bartle Wells Associates. She works closely with public agencies, engineers, legal counsel, and other consultants to develop water, wastewater, and recycled water rates, connection fees and long-term financial plans for utility enterprises. She also helps agencies evaluate financing alternatives for public works projects and coordinate financings and assists in public outreach efforts. She has consulted for a range of public agencies throughout California and has conducted analyses tailored to meet the needs of diverse communities.

Ms. Tseng has a B.A. from the University of California, Berkeley and a Master of Science in Urban Planning from Columbia University, New York.

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**Ernest V. Tedeschi**  
**Financial Analyst**

Ernie Tedeschi is a financial analyst with Bartle Wells Associates. He works on models to design water and sewer rates. He assists with the development of financial projections and creating Excel models to design utility rates and forecast costs. He also develops PowerPoint presentations and public outreach efforts.

Mr. Tedeschi has a B.A. from Stanford University and a Masters in Public Policy from the Goldman School at the University of California, Berkeley.

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**Stephanie M. Hand**  
**Office Administrator/Financial Analyst**

Stephanie M. Hand is the office administrator and a financial analyst for Bartle Wells Associates. She has extensive experience monitoring and managing project budgets and schedules and coordinates data collection and information management for multiple projects. Stephanie works closely with our clients to ensure that all of our projects are completed in an efficient and cost conscious manner. Additionally, she provides administrative and project management support for bond sales and rate studies.

Ms. Hand has a B.S. in Business Administration from Mary Washington College, Virginia. She is a Certified Independent Public Finance Advisor (CIPFA).

## **STAFF REPORT**

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

**From:** David Dickson, General Manager

**Agenda:** October 14, 2008

Report

Date: October 9, 2008

**Subject:** Resolution Adopting Policy Regarding Distribution of Recycled Water Within District Service Boundary

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### **Recommendation:**

Approve resolution adopting policy regarding distribution of recycled water within District service boundary.

### **Background:**

In its discussions at the June 26, 2008 water supply workshop and subsequent meetings, the Board of Directors has determined that recycled water should play an important role in ensuring the adequacy and reliability of the District's water supply. Resolution Number 2008-6, adopted at the September 9, 2008 meeting, established development of additional water supplies as the District's highest priority and committed the District to pursuing a water reclamation project as a means to improve supply reliability under drought conditions.

Implementing a water reclamation project within CCWD's area will require cooperation between the District in its role as the retail water supplier and Sewer Authority Mid-Coastside (SAM) as the recycled water producer. The Board has expressed its desire to establish a water recycling partnership with SAM and has appointed a Water Reclamation Committee for the purpose of working with SAM directors toward such a partnership.

In order to better understand the roles the District and SAM would play in water recycling, the Board held a special meeting on October 2, 2008, at which Patrick Miyaki of Hanson Bridgett summarized his legal analysis on the subject. Based on the information presented at that meeting and on the Board's subsequent discussion, the Board directed staff to draft a resolution that would express the District's position with respect to its role in a water reclamation project.

The attached resolution, based on the District's statutory authority, expresses the District's desire to work in cooperation with SAM and to act as the agency solely responsible for distributing recycled water to customers within the District's service boundary.

RESOLUTION NO. \_\_\_\_\_

**ADOPTING POLICY REGARDING DISTRIBUTION  
OF RECYCLED WATER WITHIN DISTRICT SERVICE BOUNDARY**

**COASTSIDE COUNTY WATER DISTRICT**

WHEREAS, the Coastside County Water District (District) is a county water district with broad statutory authority to do any act necessary to furnish sufficient water in the District for any present or future beneficial use;

WHEREAS, the District has a statutory duty to identify potential uses and potential customers for recycled water within its service area and to enter into an agreement to provide recycled water if a customer requests recycled water and if recycled water is or can be made available to the District for sale to the customer;

WHEREAS, the Water Recycling Act of 1991 encourages retail water suppliers and recycled water producers to enter into agreements to facilitate the service of recycled water by the retail water supplier in its service area in the most efficient and cost-effective manner;

WHEREAS, the District, as the retail water supplier, determined that the use of recycled water within its service boundary will benefit the community by enhancing the District's supply of potable water to be used for domestic use, particularly in times when there is a water supply shortage; and

WHEREAS, the District desires to cooperate with the Sewer Authority Mid-Coastside, the recycled water producer, to develop a project that will enable the District to provide recycled water service within the District's service boundary.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Coastside County Water District hereby adopts the following policy regarding the distribution of recycled water within its service boundary:

1. The Coastside County Water District desires to distribute and sell recycled water within its service boundary; and
2. Coastside County Water District, as the retail water supplier, will exercise its statutory rights to be the agency solely responsible for providing recycled water to retail recycled water customers within its service boundary.

PASSED AND ADOPTED this \_\_\_\_ day of October, 2008, by the following vote:

AYES:

NOES:

ABSENT:

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Everett Ascher, President  
Board of Directors  
Coastside County Water District

ATTEST:

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David R. Dickson, Secretary of the Board

## **STAFF REPORT**

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

**From:** David Dickson, General Manager

**Agenda:** October 14, 2008

Report

Date: October 9, 2008

**Subject:** First Quarter Financial Review - Revenue and Expense Budget

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**Recommendation:**

None. Information only.

**Background:**

The attached spreadsheet summarizes financial performance through the first quarter of Fiscal Year 2008-2009.

Overall, the District is on track with the budget for the year to date. Net Income is about \$18,000 under budget on total revenue of \$1.9 million. Water revenues are substantially lower than budget (\$349,000), offset by higher miscellaneous revenues and lower operating expenses.

**COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS**  
**PERIOD ENDING SEPTEMBER 30, 2008**

<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>REVENUE</b>					
1-0-4120-00	Water Revenue -All Areas	1,746,737	2,096,157	(349,420)	(16.7%)
1-0-4170-00	Water Taken From Hydrants	11,819	6,250	5,569	89.1%
1-0-4180-00	Late Notice -10% Penalty	14,592	12,500	2,092	16.7%
1-0-4230-00	Service Connections	2,421	2,000	421	21.0%
1-0-4235-00	CSP Connection T & S Fees	6,970	0	6,970	0.0%
1-0-4920-00	Interest Earned	32,964	25,031	7,933	31.7%
1-0-4925-00	Interest Revenue T&S Fees	0	0	0	0.0%
1-0-4927-00	Interest Revenue Bond Funds	0	0	0	0.0%
1-0-4930-00	Tax Apportionments/Cnty Checks	27,358	20,000	7,358	36.8%
1-0-4950-00	Miscellaneous Income	24,270	19,000	5,270	27.7%
1-0-4960-00	CSP Assm. Dist. Processing Fee	0	0	0	0.0%
1-0-4965-00	ERAF REFUND -County Taxes	0	0	0	0.0%
1-0-4970-00	Wavecrest Reserve Conn. Fees	0	0	0	0.0%
<b>REVENUE TOTALS</b>		<b>1,867,131</b>	<b>2,180,938</b>	<b>(313,807)</b>	<b>(14.4%)</b>
<b>EXPENSES</b>					
1-1-5130-00	Water Purchased	319,654	499,525	179,871	36.0%
1-1-5230-00	Pump Exp, Nunes T P	3,396	5,000	1,604	32.1%
1-1-5231-00	Pump Exp, CSP Pump Station	89,984	123,240	33,256	27.0%
1-1-5232-00	Pump Exp, Trans. & Dist.	9,886	8,268	(1,618)	(19.6%)
1-1-5233-00	Pump Exp, Pilarcitos Can.	496	150	(346)	(230.6%)
1-1-5234-00	Pump Exp. Denniston Proj.	6,739	18,624	11,885	63.8%
1-1-5235-00	Denniston T.P. Operations	15,426	22,389	6,963	31.1%
1-1-5236-00	Denniston T.P. Maintenance	10,113	9,000	(1,113)	(12.4%)
1-1-5240-00	Nunes T P Operations	28,546	42,132	13,586	32.2%
1-1-5241-00	Nunes T P Maintenance	7,053	12,924	5,871	45.4%
1-1-5242-00	CSP Pump Station Operations	1,362	2,124	762	35.9%
1-1-5243-00	CSP Pump Station Maintenance	8,016	6,000	(2,016)	(33.6%)
1-1-5318-00	Studies/Surveys/Consulting	4,324	12,501	8,177	65.4%
1-1-5321-00	Water Conservation	2,113	9,999	7,886	78.9%
1-1-5322-00	Community Outreach	2,958	7,923	4,966	62.7%
1-1-5411-00	Salaries & Wages -Field	194,396	190,015	(4,381)	(2.3%)
1-1-5412-00	Maintenance -General	66,388	45,198	(21,190)	(46.9%)
1-1-5414-00	Motor Vehicle Expense	9,682	14,499	4,817	33.2%
1-1-5415-00	Maintenance -Well Fields	5,738	6,351	613	9.7%
1-1-5610-00	Salaries/Wages-Administration	129,005	142,551	13,546	9.5%
1-1-5620-00	Office Supplies & Expense	19,812	34,838	15,026	43.1%
1-1-5621-00	Computer Services	9,500	13,475	3,975	29.5%
1-1-5625-00	Meetings / Training / Seminars	1,407	8,125	6,718	82.7%
1-1-5630-00	Insurance	149,637	123,337	(26,299)	(21.3%)
1-1-5640-00	Employees Retirement Plan	88,988	91,218	2,230	2.4%
1-1-5681-00	Legal	3,941	14,250	10,309	72.3%
1-1-5682-00	Engineering	2,204	6,250	4,046	64.7%
1-1-5683-00	Financial Services	2,000	11,844	9,844	83.1%
1-1-5684-00	Payroll Tax Expense	23,722	24,356	633	2.6%
1-1-5687-00	Membership, Dues, Subscript.	6,160	12,991	6,832	52.6%
1-1-5688-00	Election Expenses	0	0	0	0.0%
1-1-5689-00	Labor Relations	0	3,750	3,750	100.0%
1-1-5700-00	San Mateo County Fees	776	1,700	924	54.3%
1-1-5705-00	State Fees	0	0	0	0.0%
1-1-5710-00	Deprec. Trucks, Tools, Equipt.	0	0	0	0.0%
1-1-5711-00	Debt Srvc/Existing Bonds 1998A	235,578	235,610	32	0.0%



<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>YTD ACTUAL</b>	<b>YTD BUDGET</b>	<b>B/(W) VARIANCE</b>	<b>B/(W) % VAR</b>
1-1-5712-00	Debt Srvc/Existing Bonds 2006B	323,446	325,174	1,728	0.5%
1-1-5713-00	Contribution to CIP & Reserves	108,500	108,500	(0)	(0.0%)
1-1-5745-00	CSP Connect. Reserve Contribu.	6,970	0	(6,970)	0.0%
1-1-5746-00	Wavecrest CSP Connt. Reserve	0	0	0	0.0%
<b>EXPENSE TOTALS</b>		<b>1,897,914</b>	<b>2,193,830</b>	<b>295,916</b>	<b>13.5%</b>
<b>NET INCOME</b>		<b>(30,783)</b>	<b>(12,892)</b>	<b>(17,891)</b>	

## **STAFF REPORT**

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

**From:** David Dickson, General Manager

**Agenda:** October 14, 2008

Report

Date: October 10, 2008

**Subject:** General Manager's Report

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### **Recommendation:**

Information only.

### **Background:**

I would like to highlight the following:

#### **1. Investigation of customer concerns expressed at the September 9 Board meeting**

At the September Board meeting, Tom Clifford (375 Poplar Street) addressed the Board regarding his high bill, expressing his belief that the meter reading was incorrect, possibly as a result of CCWD staff not reading the meter.

I met with Mr. Clifford to answer his questions and to explain our procedures for reading and re-reading meters. At the end of the meeting, he said that I had satisfied his concerns and that he agreed that the meter reading was correct.

As a result of discussions with staff regarding this matter, we have decided to implement the following changes to our procedures:

1. We will improve documentation of meter re-reads.
2. We will call customers with unusually high consumption to inform them of a possible problem and assist them with finding the problem.

Staff will review our meter reading, billing, and collection procedures and may come to the Board with recommendations for changes in policy.

#### **2. Rescheduling of November 11 Board Meeting**

Because November 11 is a holiday, we recommend rescheduling the Board meeting to Tuesday, November 18.

## *Monthly Report*

**To:** David Dickson, General Manager  
**From:** Cathleen Brennan, Water Resources Analyst  
**Agenda:** October 14, 2008

**Subject:** Water Resources Report

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This report is provided as an update on water conservation, outreach, and water resources activities.

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□ **Pilarcitos Integrated Watershed Management Plan (IWMP)**

The workgroup continues to work on finalizing the proposed projects and preparing for the next Public Meeting.

□ **Summary of Meetings**

Site visit and water fixture audit of commercial customer 8/27/2008  
CUWCC workshop on Best Management Practices 9/11/2008  
Pilarcitos IWMP Workgroup Meeting 9/12/2008  
BAWSCA Water Quality Committee Meeting 9/18/2008  
Eco Tour Coastside - 9/27/2008  
Sustainable Business - Chamber of Commerce - 9/30/2008  
BAWSCA Conservation/Water Resources Meeting - 9/30/2008  
Urban Water Conservation Regulatory Program Workshop - 10/1/2008  
Springbrook Utility Billing Meeting on Mandatory Rationing - 10/8/2008

# Monthly Report

**To:** David Dickson, General Manager  
**From:** Cathleen Brennan, Water Resources Analyst  
**Agenda:** October 14, 2008  
**Subject:** Water Shortage and Drought Contingency Plan

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This report is provided as an update on the implementation of the Water Shortage and Drought Contingency Plan – Stage 1 (Advisory Stage). The Advisory Stage was implemented in June of 2007. In June of 2008, Governor Schwarzenegger declared a state wide drought.

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√

## Local Precipitation

September 30<sup>th</sup> marks the end of the 2008 water year. October is the start of the new 2009 water year. The first rainstorm of the season arrived on Saturday, October 4<sup>th</sup>! Water year 2007 was considered critically dry and was at 67% of historic average. Water year 2008 was slightly better at 72% of the historic average.

The table below has the monthly precipitation totals for the past two water years.

Precipitation for Half Moon Bay													
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Totals
<b>Historic Average</b>	1.3	3.4	3.7	5.5	4.8	3.9	1.6	0.6	0.2	0.0	0.1	0.3	25.4
	2008						2009						
<b>Water Year 2009</b>													
	2007						2008						
<b>Water Year 2008</b>	1.83	0.93	3.16	8.75	2.73	.31	.16	.07	.04	0.1	.12	.05	18.25
	2006						2007						
<b>Water Year 2007</b>	.19	3.18	4.24	.72	5.31	0.81	1.62	.41	.07	.25	.03	.19	17.02

Attached to the staff report is a fact sheet prepared by the California Department of Water Resources. This fact sheet summarizes the drought conditions for the State of California.

√ **Half Moon Bay Review Magazine**

The District placed an advertisement in the October edition of the Half Moon Bay Review Magazine. This advertisement encourages the use of toilets that use either 1.6gpf or 1.28 gpf.

√ **Regional Water Conservation Outreach**

*SFPUC Newsletter Published: 09/18/20 Updated: 09/19/2008*

This summer the SFPUC joined water agencies throughout the Bay Area to unveil a regional public education campaign aimed at reminding residents and businesses to curb water use this summer and fall. The “Water Saving Hero” campaign features ordinary people adopting simple water conservation practices in their everyday lives, and has blanketed radio airwaves, billboards, transit stations, buses, trains and websites throughout the region.

"Water Saving Heroes" are now featured in three new public service announcements airing on cable television in San Francisco and throughout the SFPUC wholesale area in San Mateo, Santa Clara and Alameda counties.

The “Water Saving Hero” campaign comes as California faces its first statewide drought in 16 years and amidst growing concerns about the future of water supplies from the Delta and other sources. The effort also features a new website <http://watersavinghero.com>, where Bay Area residents can link directly to their local water agency’s conservation tips and cash rebate information.



# DROUGHT 2008

September

## WATER CONDITIONS

### Precipitation

In California, most precipitation falls as snow and rain during the fall, winter and early spring. Summers in California, especially in the Central Valley and Southern California are mostly dry. The amount of precipitation that falls is one way of making year-by-year comparisons as to whether the state is experiencing wet or dry conditions.

#### Current Conditions

- The water year so far, October 2007 - August 2008, has seen a deficit of as much as 15-25 inches of precipitation in the Northern and Central Sierra, source of much of our water supply.
- The five-month period March-August 2008 was the driest on record in the Northern Sierra. Only 3.4" of rainfall was received; merely 24% of average.
- Statewide precipitation for the six-month period February through July 2008 was 45%

of average; the fourth driest of 114 years on record.

- Statewide average precipitation for the last 2 years has been about 70% of average.
- For the Northern Sierra, 2007 and 2008 is the ninth driest two-year period in 88 years of record.
- Southern California experienced its driest year on record last year.

### Reservoirs

In California, winter precipitation and spring snowmelt are captured in surface water reservoirs to provide both flood protection and water supply to the state. Reservoir storage also factors into drought assessment.



Lake Oroville

#### Current Reservoir Levels

Shasta	34%
Oroville	32%
Folsom	31%
Trinity	51%
New Melones	47%
Don Pedro	55%
Exchequer	31%
San Luis	13%
Millerton	44%
Pine Flat	13%
Pyramid	97%
Castaic	91%

Percent of Capacity as of Sept. 1, 2008



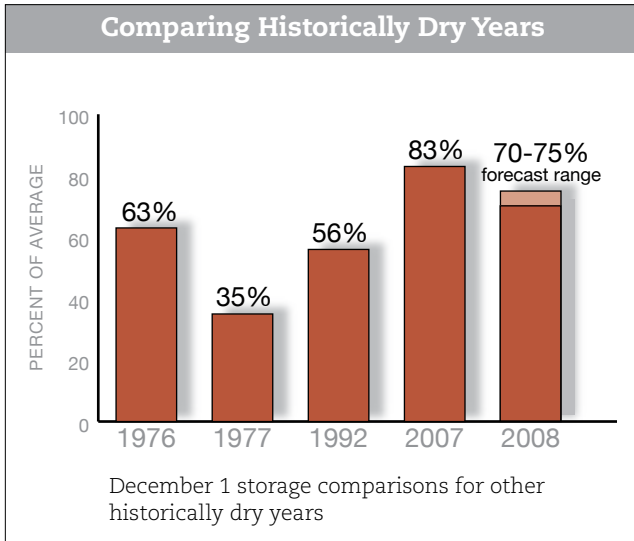
## Current Conditions

- Statewide average reservoir levels are 75% of average for this date. Last year at this time they were at 85% of average.
- By the end of this water year on Sept. 30, 2008, Lake Oroville will reach its lowest carryover storage since the drought of 1977.
- By the end of this calendar year, Lake Oroville may fall to a new record low. The previous record low was set on September 8, 1977 at 882 Thousand Acre Feet (TAF).

## Runoff

Since the bulk of California's precipitation falls over higher elevations, river runoff is a substantial indicator of the state's water supply.

- Statewide runoff for the end of this water year (Sept. 30, 2008) is forecast to be 57% of average.
- The Sacramento and San Joaquin River systems, which represent the bulk of the state's reservoir inflow, will have two-year streamflow in the lowest 10% of historical range by the end of this water year.



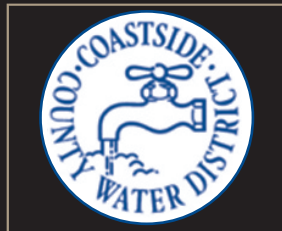


Low  
**Flow Toilets**  
SAVE  
**Water.**



**Are you flushing** away California's future? Water is in limited supply in California. We can't afford to let California's future go down the drain. Consider installing the latest ultra low-flush toilets. They save water. They save you money. Together, these "nice saves" help ensure we have water for our future. Many water districts offer rebates, too. An ultra low-flush toilet can save 50 to 100 gallons a day. For more easy tips on how to save water in California, visit: [www.wateraware.org](http://www.wateraware.org).

Brought to you by



California Water Awareness Campaign



## **MONTHLY REPORT**

**To:** David Dickson, General Manager  
**From:** Joe Guistino, Superintendent of Operations  
**Agenda:** October 14, 2008

**Report**  
**Date:** October 7, 2008

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### **Monthly Highlights**

#### Easements

Many of Granada Sanitary District's easements are in CCWD's name.

#### Denniston Filter Valve Replacement Project

Crews installed all new filter valves at Denniston.

### **Source of Supply**

Crystal Springs Reservoir was the main source of supply in September.

### **Systems Improvement:**

#### Beautification Efforts

- Wave pump removed from Highway 1 and stored at Nunes WTP.
- Built sidewalk to newly installed chlorine residual analyzer at the Half Moon Bay tank farm.
- Cleaned areas around Denniston and Half Moon Bay Tanks.
- Painted plywood backing for the remaining electric meter at the old Frenchman's Creek PS.

#### Denniston Return Washwater System

This system has been plumbed and all electrical work has been completed. We await startup and testing when Denniston WTP comes back on line.

#### PRV Replacement

The PRV on Avenue Cabrillo has been replaced and is back in service. This is part of the PRV replacement project to maintain system efficiency and water quality.

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

#### Evergreen Nursery

We sent a letter to Evergreen Nursery indicating that we cannot increase their water supply to accommodate a larger meter unless they arrange for a mainline extension

to upgrade the present 2" line to a larger size. We have not received a reply at this time.

#### Denniston Tule Removal

SM County Planning denied our application for an emergency permit to remove the tules around our intake and along the length of the dam and spillway. They will permit us to remove tules in the area immediately around our intakes. We must go through the CDP process for the remainder of the tule removal.

#### Meter Change-Out Program

Crews replaced 26 meters in August, 21 of them were old Rockwell meters. The remaining were old sensus meters or changed out for low or stuck readings.

#### Easements

It has come to our attention that CCWD holds the title to many of the easements for the Granada Sanitary District sewer infrastructure. GSD is in the process of determining how many easements are held by us.

#### Cell Towers

Metro PCS is in the process of installing a cell tower at Miramar and Alves Tanks. Verizon is in the process of installing a cell tower the Half Moon Bay Tank farm.

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

#### Hazardous Materials Business Plan

The Hazardous Materials Business Plan is complete for Nunes and staff is working on completing that for Denniston. Once finalized for both plants, they will be sent to the County Office of Emergency Services.

#### Meetings Attended

4 Sep - Nunes UST Project kickoff meeting. Twitchell, Donovan, Bubba and myself in attendance.

10 Sep - El Granada Phase 3 Pipeline completion ceremony.

16 Sep - All employee meeting

16 Sep - O&M Staff meeting

29 Sep - Met with Tom Frisch as to 80% electrical plan review for the STI project.

Various dates - Met with SM County Planning staff to facilitate permitting for Pilarcitos Culvert Repair, tule removal and dredging permits for Denniston.

### **Department of Public Health**

No activity in the month of September.

### **Projects**

#### Main Street Project

Some punch list items are still in need of completion.

Left to be complete are:

- Location of fire hydrant on S. Main Street.
- Ladder to be installed in PRV vault.
- Valve can to be set to grade by Hilltop market.

#### El Granada Phase III Pipeline

Some highlights worth noting:

- Frenchman's Creek PS completely dismantled and removed.
- Paving complete.
- All work areas hydroseeded.
- State Park fence repaired.

#### Short Term Improvement Project

Reviewed the 80% plans for the electrical component for the Nunes STI and forwarded comments to design contractor.

#### Well Rehabilitation Project

Pump Repair is presently waiting on the new liner for placement in Pilarcitos Well #5. This well should be in service by the time we start up 1 November.

#### Nunes Filter Media Replacement

Sent out the RFP for the rebid for filters 3 and 4. Bids will be open at 14:00 3 November.

#### Pilarcitos/Crystal Springs Blending Station

Kennedy Jenks will be offering their design for this project the second week of October.

#### Nunes UST Removal and AGST Installation Project

Staff met with PC Inc on 4 September to go over the schedule and logistics for the AGST construction and UST removal. They have acquired the needed permits and are presently waiting for the arrival of the AGST to get started.

#### Pilarcitos Culvert Replacement Project

SM County Planning has determined that we must acquire a CDP for this project. We have initiated the CDP and are awaiting further instructions from the County.

#### Denniston Filter Valve Replacement Project

The valves purchased earlier this year have all been installed by District crews. The electrical and control work will be done in October.

#### Denniston Rehabilitation

TRC is complete with the mitigated negative declaration for the proposed dredging and are awaiting our clearance for public review. We have ceased all activities on this project pending a thorough water rights review by counsel.